Proccess Journal

Module Guide: Process Journal

Module Location

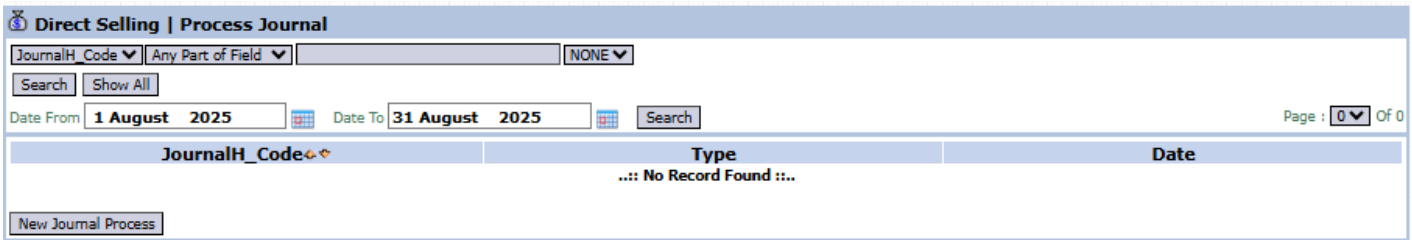
Direct Selling > Process Journal

Module Objective

The **Process Journal** module is an accounting tool that functions to create accounting journal entries in **bulk (batch processing)** from all transaction documents that have occurred in the direct selling workflow. This module takes data from operational documents (such as Delivery Orders, Invoices, and Returns) and automatically creates the corresponding debit-credit entries in the General Ledger.

1. Main View (Journal Process List)

The main page of this module displays a history of every mass journaling process that has been run.



View Explanation

- **Filter**: You can search for a specific journal process by **JournalH_Code** or a date range.

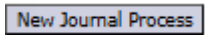
- **Process List**: The table below will display each batch process that has been run, with information such as **JournalH_Code**, **Type**, and **Date**.

Button Functions

- **New Journal Process**: The primary button to start a new mass journaling process.

2. Steps to Process the Journal

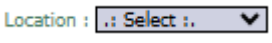
Step 1: Start a New Process

From the Main View, click the **New Journal Process** button to open the journaling form. 

Step 2: Set Process Parameters

On the form that appears, define the scope of the documents to be processed:

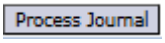
- **Period**: Specify the **To** date range for the documents that will be processed (e.g., August 1, 2025, to August 31, 2025).


- **Location**: Select the Location or Warehouse whose transactions will be journalized. 

- **Document**: Select the type(s) of documents to be journalized by checking the appropriate box(es): **Shipment Notes** (Delivery Orders), **Sales Invoice**, and/or **Sales Return**.


Step 3: Run the Process

After all parameters are set, click the **Process Journal** button. The system will automatically find all documents that match your criteria and have not yet had a journal created, then it will create all the necessary accounting journal entries.



Tips & Important Notes

- This module is a critical step at the **end of a period** (can be daily or monthly) to ensure all operational activities from direct selling are recorded correctly in the General Ledger.
- This is a **batch process**, which means you are processing many documents at once, not one by one.
- To avoid errors, ensure all transaction documents (Delivery Orders, Invoices, Returns) for the period are **final and approved before** running this process.
- This module is generally used by the **Accounting team**.

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