Transaction Journal

Report Module Guide: Transaction Journal (Accounts Payable)

Module Location

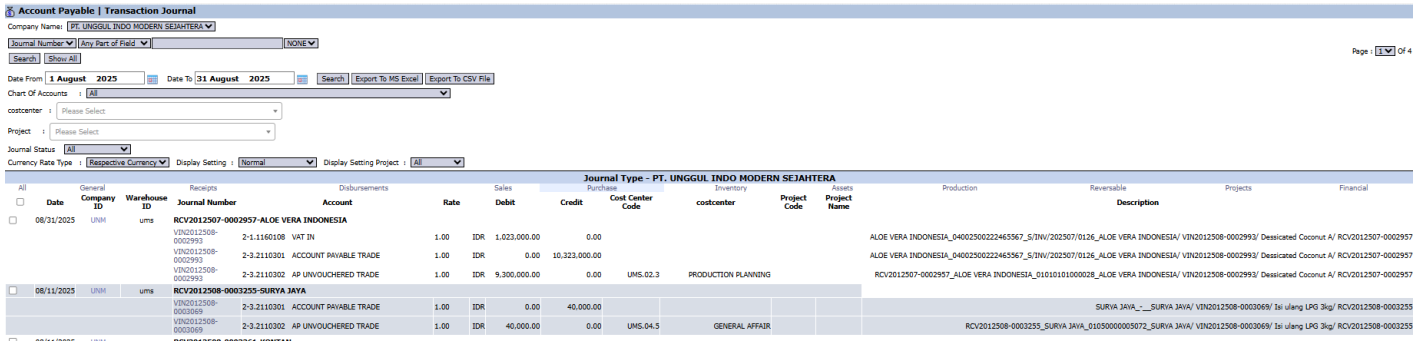
Accounts Payable > Transaction Journal

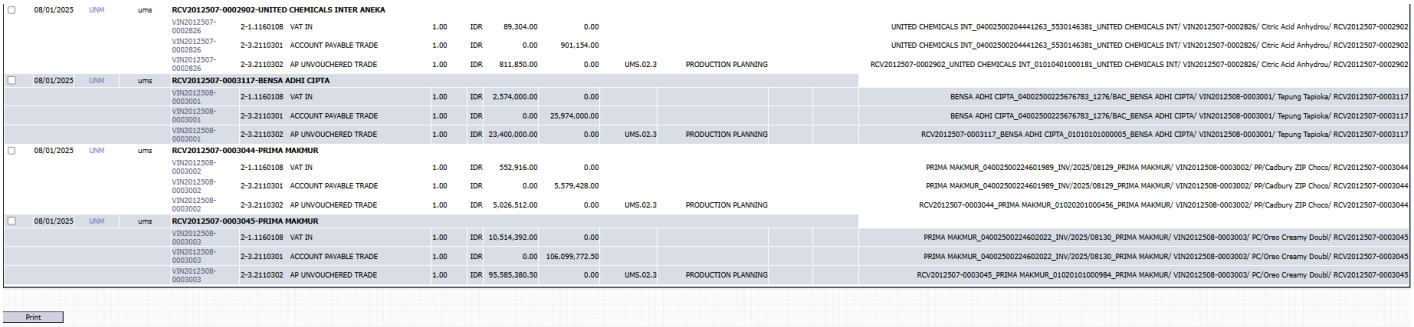
Module Objective

The **Transaction Journal** module within Accounts Payable is a comprehensive reporting and drill-down center for all transactions related to the payables cycle. Its purpose is to display all the details of accounting journal entries that originate from purchasing, goods receipt, and vendor payment activities in a single, integrated view.

1. Main View (Transaction Report Center)

The main page of this module is an interactive report equipped with various filtering tools to help you find specific transaction data.





08/01/2025	UNM	ums	**RCV2012507-0002902-UNITED CHEMICALS INTER ANEKA**										
	VIN2012507-0002826	2-1.1160108	VAT IN	1.00	IDR	89,304.00	0.00						UNITED CHEMICALS INT_04002500204441263_5530146381_UNITED CHEMICALS INT/ VIN2012507-0002826/ Citric Acid Anhydrou/ RCV2012507-0002902
	VIN2012507-0002826	2-3.2110301	ACCOUNT PAYABLE TRADE	1.00	IDR	0.00	901,154.00						UNITED CHEMICALS INT_04002500204441263_5530146381_UNITED CHEMICALS INT/ VIN2012507-0002826/ Citric Acid Anhydrou/ RCV2012507-0002902
	VIN2012507-0002826	2-3.2110302	AP UNVOUCHERED TRADE	1.00	IDR	811,850.00	0.00	UMS.02.3	PRODUCTION PLANNING				RCV2012507-0002902_UNITED CHEMICALS INT_01010401000181_UNITED CHEMICALS INT/ VIN2012507-0002826/ Citric Acid Anhydrou/ RCV2012507-0002902
08/01/2025	UNM	ums	**RCV2012507-0003117-BENSA ADHI CIPTA**										
	VIN2012508-0003001	2-1.1160108	VAT IN	1.00	IDR	2,574,000.00	0.00						BENSA ADHI CIPTA_04002500225676783_1276/BAC_BENSA ADHI CIPTA/ VIN2012508-0003001/ Tepung Tapioka/ RCV2012507-0003117
	VIN2012508-0003001	2-3.2110301	ACCOUNT PAYABLE TRADE	1.00	IDR	0.00	25,974,000.00						BENSA ADHI CIPTA_04002500225676783_1276/BAC_BENSA ADHI CIPTA/ VIN2012508-0003001/ Tepung Tapioka/ RCV2012507-0003117
	VIN2012508-0003001	2-3.2110302	AP UNVOUCHERED TRADE	1.00	IDR	23,400,000.00	0.00	UMS.02.3	PRODUCTION PLANNING				RCV2012507-0003117_BENSA ADHI CIPTA_01010101000005_BENSA ADHI CIPTA/ VIN2012508-0003001/ Tepung Tapioka/ RCV2012507-0003117
08/01/2025	UNM	ums	**RCV2012507-0003044-PRIMA MAKMUR**										
	VIN2012508-0003002	2-1.1160108	VAT IN	1.00	IDR	552,916.00	0.00						PRIMA MAKMUR_04002500224601989_INV/2025/08129_PRIMA MAKMUR/ VIN2012508-0003002/ PP/Cadbury ZIP Choco/ RCV2012507-0003044
	VIN2012508-0003002	2-3.2110301	ACCOUNT PAYABLE TRADE	1.00	IDR	0.00	5,579,428.00						PRIMA MAKMUR_04002500224601989_INV/2025/08129_PRIMA MAKMUR/ VIN2012508-0003002/ PP/Cadbury ZIP Choco/ RCV2012507-0003044
	VIN2012508-0003002	2-3.2110302	AP UNVOUCHERED TRADE	1.00	IDR	5,026,512.00	0.00	UMS.02.3	PRODUCTION PLANNING				RCV2012507-0003044_PRIMA MAKMUR_01020201000456_PRIMA MAKMUR/ VIN2012508-0003002/ PP/Cadbury ZIP Choco/ RCV2012507-0003044
08/01/2025	UNM	ums	**RCV2012507-0003045-PRIMA MAKMUR**										
	VIN2012508-0003003	2-1.1160108	VAT IN	1.00	IDR	10,514,392.00	0.00						PRIMA MAKMUR_04002500224602022_INV/2025/08130_PRIMA MAKMUR/ VIN2012508-0003003/ PC/Oreo Creamy Doubl/ RCV2012507-0003045
	VIN2012508-0003003	2-3.2110301	ACCOUNT PAYABLE TRADE	1.00	IDR	0.00	106,099,772.50						PRIMA MAKMUR_04002500224602022_INV/2025/08130_PRIMA MAKMUR/ VIN2012508-0003003/ PC/Oreo Creamy Doubl/ RCV2012507-0003045
	VIN2012508-0003003	2-3.2110302	AP UNVOUCHERED TRADE	1.00	IDR	95,585,380.50	0.00	UMS.02.3	PRODUCTION PLANNING				RCV2012507-0003045_PRIMA MAKMUR_01020101000984_PRIMA MAKMUR/ VIN2012508-0003003/ PC/Oreo Creamy Doubl/ RCV2012507-0003045

Print

Advanced Filter Functions

The top section of the page provides various filters to screen the data:

- **Date From / To**: Specify a date range to limit the transaction period.
- **Chart Of Accounts**: Filter transactions that only affect a specific account (e.g., the Accounts Payable account).
- **Customer**: This field is likely used to filter by vendor/supplier.
- **Project / Journal Status**: Filter transactions by a specific project or journal status.

Table Column Explanation

The main table will display the details of each journal line, including **Journal Number**, **Account**, **Debit**, **Credit**, **Cost Center**, and a very detailed **Description** that links to source documents like Purchase Invoices (VIN) and Goods Receipts (RCI).

Main Button Functions

- **Search / Show All**: To apply the filters or display all data again.

- **Export To MS Excel / Export To CSV File**: An important feature to download the displayed data for further processing outside the system.

- **Print**: To print the displayed report.

2. Usage Example (Case Study)

Case: The AP team wants to see the complete journaling details of a Purchase Invoice.

Steps:

1. Open the **Transaction Journal (AP)** module.

2. Set the **Date** range to the known transaction date.

3. Enter the invoice number in the **Journal Number** search bar (if known) or filter by **Customer** (Vendor).

4. Click **Search**.

5. The result will display all journal lines for that invoice, such as **VAT IN** (Input VAT), **ACCOUNT PAYABLE TRADE**, and **AP UNVOUCHERED TRADE** (Temporary/Unvouchered Payable).

Tips & Important Notes

- This module is **read-only**. You cannot create or modify transactions here.

- This is a very useful tool for the **Accounting (AP) team** to perform vendor account reconciliations and to trace transaction histories in detail.

- Use the **Export to MS Excel** feature for more in-depth payables data analysis, such as for payment preparation or audits.

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