

# 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.

The screenshot displays the 'Transaction Journal' report interface. At the top, there are filter controls including 'Company Name' (PT. UNGGUL INDO MODERN SEJAHTERA), 'Journal Number' (Any Part of Field), and 'Date From' (1 August 2025) to 'Date To' (31 August 2025). Below these are options for 'Chart of Accounts', 'costcenter', 'Project', 'Journal Status', and 'Currency Rate Type'. The main table is titled 'Journal Type - PT. UNGGUL INDO MODERN SEJAHTERA' and contains columns for Date, Company ID, Warehouse ID, Journal Number, Account, Rate, Debit, Credit, Cost Center Code, costcenter, Project Code, Project Name, Description, and Financial. The table lists several entries, including VAT IN, ACCOUNT PAYABLE TRADE, and AP UNVOUCHERED TRADE for various dates and amounts.

Date	Company ID	Warehouse ID	Journal Number	Account	Rate	Debit	Credit	Cost Center Code	costcenter	Project Code	Project Name	Description	Financial
08/21/2025	UMH	uma	RCV2012507-0002957-ALOE VERA INDONESIA	VN2012508-0002993 2-1.116108 VAT IN	1.00	IDR 1,023,000.00	0.00					ALOE VERA INDONESIA_04002500222465567_S/TH/202507/0126_ALOE VERA INDONESIA/ VN2012508-0002993/ Desiccated Coconut A/ RCV2012507-0002957	
				VN2012508-0002993 2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR 0.00	10,323,000.00					ALOE VERA INDONESIA_04002500222465567_S/TH/202507/0126_ALOE VERA INDONESIA/ VN2012508-0002993/ Desiccated Coconut A/ RCV2012507-0002957	
				VN2012508-0002993 2-3.2110302 AP UNVOUCHERED TRADE	1.00	IDR 9,300,000.00	0.00	UMS.02.3	PRODUCTION PLANNING			RCV2012507-0002957_ALOE VERA INDONESIA_01010101000028_ALOE VERA INDONESIA/ VN2012508-0002993/ Desiccated Coconut A/ RCV2012507-0002957	
08/11/2025	UMH	uma	RCV2012508-0003235-SURYA JAYA	VN2012508-0003069 2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR 0.00	40,000.00					SURYA JAYA_-_SURYA JAYA/ VN2012508-0003069/ Isi ulang LPG 3kg/ RCV2012508-0003235	
				VN2012508-0003069 2-3.2110302 AP UNVOUCHERED TRADE	1.00	IDR 40,000.00	0.00	UMS.04.5	GENERAL AFFAIR			RCV2012508-0003235_SURYA JAYA_0105000005072_SURYA JAYA/ VN2012508-0003069/ Isi ulang LPG 3kg/ RCV2012508-0003235	



- **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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