

# Transaction Journal

## Report Module Guide: Transaction Journal

### Module Location

Sales > Transaction Journal

### Module Objective

The **Transaction Journal** module is a powerful and comprehensive reporting and drill-down center. Its purpose is to display all transaction details from every module in the ERP system in a single, integrated view. Although it is located within the Sales menu, this module has the ability to pull data from all areas, providing full visibility into the accounting impact of every transaction.

## 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 data.

The screenshot displays the Transaction Journal report interface. At the top, there are filters for Company Name (PT. UNGGUL INDO MODERN SEJAHTERA), Journal Number, Date (1 August 2025 to 31 August 2025), and various settings like Chart of Accounts, Cost Center, Project, and Currency. The main table is titled 'Journal Type - PT. UNGGUL INDO MODERN SEJAHTERA' and contains the following data:

Date	Company	Warehouse	Journal Number	Account	Rate	Debit	Credit	Cost Center	Project	Description
08/02/2025	UMH	ums	SNS2012508-0000020-Subur,Bp-Gresik	2-1.1120101 ACCOUNT RECEIVABLE TRADE	1.00	284.992.50	0.00			Subur-Bp-Gresik_04002500231504776_SHP; SHP2012508-0000008; PO: Estimasi penjualan BS.SHP; SHP2012508-0000008; PO: Estimasi penjualan B
			UMS201202508-00014	2-3.2110509 VAT OUT	1.00	0.00	28.242.50			Subur-Bp-Gresik_04002500231504776_SHP; SHP2012508-0000008; PO: Estimasi penjualan BS.SHP; SHP2012508-0000008; PO: Estimasi penjualan B
			UMS201202508-00014	2-1.1120103 AR UNVOUCHERED TRADE	1.00	0.00	5.798.133.25			SNS2012508-0000020_01031200000017_Subur-Bp-Gresik_01031200000017_SHP; SHP2012508-0000008; PO: Estimasi penjualan BS.SHP; SHP2012508-0000008; PO: Estimasi penjualan B
			UMS201202508-00014	2-1.1120103 AR UNVOUCHERED TRADE	1.00	0.00	1.479.56			SNS2012508-0000020_01031200000021_Subur-Bp-Gresik_01031200000021_SHP; SHP2012508-0000008; PO: Estimasi penjualan BS.SHP; SHP2012508-0000008; PO: Estimasi penjualan B
			UMS201202508-00014	2-8.7101111 01 - OTHERS INCOME SALES	1.00	0.00	143.750.00	UMS.05.1 SALES LOCAL		SNS2012508-0000020_01031200000021_Subur-Bp-Gresik_01031200000021_SHP; SHP2012508-0000008; PO: Estimasi penjualan BS.SHP; SHP2012508-0000008; PO: Estimasi penjualan B
			UMS201202508-00014	2-8.7101111 01 - OTHERS INCOME SALES	1.00	0.00	105.000.00	UMS.05.1 SALES LOCAL		SNS2012508-0000020_01031200000017_Subur-Bp-Gresik_01031200000017_SHP; SHP2012508-0000008; PO: Estimasi penjualan BS.SHP; SHP2012508-0000008; PO: Estimasi penjualan B
			UMS201202508-00014	2-8.7101111 01 - OTHERS INCOME SALES	1.00	0.00	10.000.00	UMS.05.1 SALES LOCAL		SNS2012508-0000020_01031200000006_Subur-Bp-Gresik_01031200000006_SHP; SHP2012508-0000008; PO: Estimasi penjualan BS.SHP; SHP2012508-0000008; PO: Estimasi penjualan B
			UMS201202508-00014	2-8.7102014 OE - OTHERS EXPENSES SALES	1.00	1.479.56	0.00			SNS2012508-0000020_01031200000021_Subur-Bp-Gresik_01031200000021_SHP; SHP2012508-0000008; PO: Estimasi penjualan BS.SHP; SHP2012508-0000008; PO: Estimasi penjualan B
			UMS201202508-00014	2-8.7102014 OE - OTHERS EXPENSES SALES	1.00	5.798.133.25	0.00			SNS2012508-0000020_01031200000017_Subur-Bp-Gresik_01031200000017_SHP; SHP2012508-0000008; PO: Estimasi penjualan BS.SHP; SHP2012508-0000008; PO: Estimasi penjualan B
08/02/2025	UMH	ums	SNS2012508-0000021-UD Edi Jaya (Dwi Ely Supdri)	2-1.1120101 ACCOUNT RECEIVABLE TRADE	1.00	1.840.557.60	0.00			UD Edi Jaya (Dwi Ely Supdri)_04002500231504777_SHP; SHP2012508-0000009; PO: Estimasi penjualan BS.SHP; SHP2012508-0000009; PO: Estimasi penjualan B
			UMS201202508-00016	2-3.2110509 VAT OUT	1.00	0.00	182.397.60			UD Edi Jaya (Dwi Ely Supdri)_04002500231504777_SHP; SHP2012508-0000009; PO: Estimasi penjualan BS.SHP; SHP2012508-0000009; PO: Estimasi penjualan B
			UMS201202508-00016	2-1.1120103 AR UNVOUCHERED TRADE	1.00	0.00	11.246.913.43			SNS2012508-0000021_01031200000013_UD Edi Jaya (Dwi Ely Supdri)_01031200000013_SHP; SHP2012508-0000009; PO: Estimasi penjualan BS.SHP; SHP2012508-0000009; PO: Estimasi penjualan B
			UMS201202508-00016	2-8.7101111 01 - OTHERS INCOME SALES	1.00	0.00	1.658.160.00	UMS.05.1 SALES LOCAL		SNS2012508-0000021_01031200000013_UD Edi Jaya (Dwi Ely Supdri)_01031200000013_SHP; SHP2012508-0000009; PO: Estimasi penjualan BS.SHP; SHP2012508-0000009; PO: Estimasi penjualan B
			UMS201202508-00016	2-8.7102014 OE - OTHERS EXPENSES SALES	1.00	11.246.913.43	0.00			SNS2012508-0000021_01031200000013_UD Edi Jaya (Dwi Ely Supdri)_01031200000013_SHP; SHP2012508-0000009; PO: Estimasi penjualan BS.SHP; SHP2012508-0000009; PO: Estimasi penjualan B
08/02/2025	UMH	ums	SNS2012508-0000014-Mega Global Food Industry	2-1.1120101 ACCOUNT RECEIVABLE TRADE	1.00	26.034.480.00	0.00			Mega Global Food Ind_07002500231504797_SHP; SHP2012508-0000006; PO: PUW7412507-0004544 MGP PO 274.SHP; SHP2012508-0000006; PO: PUW7412507
			UMS201202508-00013	2-4.110101 SALES	1.00	0.00	26.034.480.00			SNS2012508-0000015_01040102010082_Mega Global Food Ind_01040102010082_SHP; SHP2012508-0000006; PO: PUW7412507-0004544 MGP PO 274.SHP; SHP2012508-0000006; PO: PUW7412507
			UMS201202508-00013	2-5.110101 COST OF GOOD SOLD	1.00	19.525.882.87	0.00			SNS2012508-0000015_01040102010082_Mega Global Food Ind_01040102010082_SHP; SHP2012508-0000006; PO: PUW7412507-0004544 MGP PO 274.SHP; SHP2012508-0000006; PO: PUW7412507
			UMS201202508-00013	2-1.1120103 AR UNVOUCHERED TRADE	1.00	0.00	19.525.882.87			SNS2012508-0000015_01040102010082_Mega Global Food Ind_01040102010082_SHP; SHP2012508-0000006; PO: PUW7412507-0004544 MGP PO 274.SHP; SHP2012508-0000006; PO: PUW7412507
08/02/2025	UMH	ums	SNS2012508-0000014-Mega Global Food Industry	2-1.1120101 ACCOUNT RECEIVABLE TRADE	1.00	14.517.440.00	0.00			Mega Global Food Ind_07002500231508944_SHP; SHP2012508-0000007; PO: PUW7412507-0004617 MGP PO 276.SHP; SHP2012508-0000007; PO: PUW7412507
			UMS201202508-00013	2-5.110101 SALES	1.00	0.00	34.712.640.00			SNS2012508-0000014_01040102010082_Mega Global Food Ind_01040102010082_SHP; SHP2012508-0000007; PO: PUW7412507-0004617 MGP PO 276.SHP; SHP2012508-0000007; PO: PUW7412507
			UMS201202508-00013	2-5.110101 SALES	1.00	0.00	26.034.480.00			SNS2012508-0000014_01040102010082_Mega Global Food Ind_01040102010082_SHP; SHP2012508-0000007; PO: PUW7412507-0004617 MGP PO 276.SHP; SHP2012508-0000007; PO: PUW7412507





- **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.

## 2. Usage Example (Case Study)

**Case:** The Sales team wants to see the complete journaling details (including COGS) of a sales transaction for the customer "Mega Global Food Industry".

### Steps:

1. Open the **Transaction Journal** module.
2. Set the **Date** range to the known transaction date (e.g., 08/02/2025).

Date From   Date To  

3. Click **Search**.
4. Find the transaction rows related to "Mega Global Food Industry".
5. The result will display all related journal lines, from the recording of **ACCOUNT RECEIVABLE TRADE, SALES**, to **COST OF GOOD SOLD (COGS)**. This data can then be exported to Excel for analysis.

## Example of a Generated Report

The exported or printed report will display transaction details like the image below, detailing every debit and credit movement.

General Ledger | General Journal | General Journal Entry

General Journal No \* : UNS201202508-00014  
 Date \* : 2 August 2025 (dd/mm/yyyy)  
 Journal Type : General  
 Memo \* : UNS2012508-000020-SuburBp-Griak  
 File Upload \* : 2 File(s)  
 Updated Reason \* :  
 Adjustment Period ( ) :

Currency Converter:

1 AED	=	IDR	0.0000
1 AUD	=	IDR	10,640.7500
1 CNY	=	IDR	2,288.4800
1 EUR	=	IDR	18,843.9150
1 Euro	=	IDR	0.0000
1 GBP	=	IDR	21,822.9950
1 HKD	=	IDR	2,096.7100
1 KHR	=	IDR	0.0000
1 KRW	=	IDR	11.8300
1 MYR	=	IDR	0.0000
1 MYR	=	IDR	3,867.7100
1 NDN	=	IDR	0.0000
1 PHP	=	IDR	282.1700
1 SGD	=	IDR	12,713.0850
1 THB	=	IDR	503.7150
1 THD	=	IDR	0.0000
1 USD	=	IDR	16,438.9950
1 VND	=	IDR	0.6200
1 VVN	=	IDR	0.0000

Account	Name	Currency	Debit	Credit	Description	Cost Center	Project	Accrued ?
1120101	ACCOUNT RECEIVABLE TRADE	IDR	28492.5000	0	SuburBp-Griak_04003500331304776	None	None	<input type="checkbox"/>
1120103	AR UNVOUCHERED TRADE	IDR	0	579813.2500	UNS2012508-000020_01031200000	None	None	<input type="checkbox"/>
1120103	AR UNVOUCHERED TRADE	IDR	0	1479.5600	UNS2012508-000020_01031200000	None	None	<input type="checkbox"/>
7110909	PAID OUT	IDR	0	28242.5000	SuburBp-Griak_04003500331304776	None	None	<input type="checkbox"/>
7120111	OE - OTHERS INCOME SALES	IDR	0	10000.0000	UNS2012508-000020_01031200000	UNS.05.1 SALES LOCAL	None	<input type="checkbox"/>
7110111	OE - OTHERS INCOME SALES	IDR	0	10000.0000	UNS2012508-000020_01031200000	UNS.05.1 SALES LOCAL	None	<input type="checkbox"/>
7110111	OE - OTHERS INCOME SALES	IDR	0	141750.0000	UNS2012508-000020_01031200000	UNS.05.1 SALES LOCAL	None	<input type="checkbox"/>
7120114	OE - OTHERS EXPENSES SALES	IDR	579813.2500	0	UNS2012508-000020_01031200000	None	None	<input type="checkbox"/>
7120114	OE - OTHERS EXPENSES SALES	IDR	1479.5600	0	UNS2012508-000020_01031200000	None	None	<input type="checkbox"/>

Created by : N/A  
 Updated By : N/A  
 Hide / Show Log History

Total Debit / Credit : 6,084,603.31 / 6,084,603.31

## Tips & Important Notes

- This module is **read-only**. You cannot create or modify transactions here.
- This is a very useful tool for the **Sales team to understand the accounting impact** of every transaction they make, from revenue to the cost of goods sold.
- Use the **Export to MS Excel** feature for more in-depth data analysis.

Revision #1

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