

Transaction Journal

Report Module Guide: Transaction Journal (Purchasing)

Module Location

Purchasing > Transaction Journal

Module Objective

The **Transaction Journal** module within Purchasing is a comprehensive reporting and drill-down center for all transactions related to the procurement cycle. Its purpose is to display all the details of accounting journal entries that originate from purchasing activities, goods receipts, and supplier invoices 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.

Purchase Transaction Journal														
Company Name: PT. UNGGUL INDO MODERN SEJAHTERA														
Journal Number: [Any Part of Field] NONE														
Date From: 1 August 2025 Date To: 31 August 2025														
Chart Of Accounts: All														
costcenter: [Please Select]														
Project: [Please Select]														
Journal Status: All														
Currency Rate Type: Respective Currency Display Setting: Normal														
Journal Type - PT. UNGGUL INDO MODERN SEJAHTERA														
All	General	Company ID	Warehouse ID	Receipts	Disbursements	Sales	Purchase	Inventory	Assets	Project	Production	Reversible	Projects	Financial
				Journal Number	Account	Rate	Debit	Credit	Cost Center Code	costcenter	Project Name			Description
<input type="checkbox"/>	08/31/2025	UIM	ums	RCV2012507-0002957-ALOE VERA INDONESIA										
				VIN2012508-0003993	2-1.1160108 VAT IN	1.00	IDR 1,023,000.00	0.00						ALOE VERA INDONESIA_04002500222465567_S/INV/202507/0126_ALOE VERA INDONESIA/ VIN2012508-0002993/ Dedicat
				VIN2012508-0002993	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR 0.00	10,323,000.00						ALOE VERA INDONESIA_04002500222465567_S/INV/202507/0126_ALOE VERA INDONESIA/ VIN2012508-0002993/ Dedicat
				VIN2012508-0002993	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/ VIN2012508-0002993/ Dedicat
<input type="checkbox"/>	08/12/2025	UIM	ums	RCV2012508-0003257-KONTAN										
				VIN2012508-0003257	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR 0.00	133,899.00						KONTAN_-_KONTAN/ VIN2012508-0003084/ Aspal Cair/Slip/ RCV2012508-0003257
				VIN2012508-0003257	2-3.2110302 AP UNVOUCHERED TRADE	1.00	IDR 133,899.00	0.00	UMS.02.6	WAREHOUSE				RCV2012508-0003257_KONTAN_03010101049086_KONTAN/ VIN2012508-0003084/ Aspal Cair/Slip/ RCV2012508-0003257
<input type="checkbox"/>	08/11/2025	UIM	ums	RCV2012508-0003255-SURYA JAYA										
				VIN2012508-0003255	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR 0.00	40,000.00						SURYA JAYA_-_SURYA JAYA/ VIN2012508-0003069/ Isi ulang LPG 3kg/ RCV2012508-0003255
				VIN2012508-0003255	2-3.2110302 AP UNVOUCHERED TRADE	1.00	IDR 40,000.00	0.00	UMS.04.5	GENERAL AFFAIR				RCV2012508-0003255_SURYA JAYA_01050000005072_SURYA JAYA/ VIN2012508-0003069/ Isi ulang LPG 3kg/ RCV2012508-0003255
<input type="checkbox"/>	08/11/2025	UIM	ums	RCV2012508-0003261-KONTAN										
				VIN2012508-0003261	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR 0.00	500,000.00						KONTAN_-_KONTAN/ VIN2012508-0003070/ SERATU PDH WANITA uk/ RCV2012508-0003261
				VIN2012508-0003261	2-3.2110302 AP UNVOUCHERED TRADE	1.00	IDR 500,000.00	0.00	UMS.04.4	PERSONALIA AND LEGAL				RCV2012508-0003261_KONTAN_01050105510968_KONTAN/ VIN2012508-0003070/ SERATU PDH WANITA uk/ RCV2012508-0003261
<input type="checkbox"/>	08/11/2025	UIM	ums	RCV2012508-0003262-INTERNET SOLUSI PRIMA										
				VIN2012508-0003262	2-1.1160108 VAT IN	1.00	IDR 770,000.00	0.00						INTERNET SOLUSI PRIM_04002500228108140_SPM/INV25080444 INTERNET SOLUSI PRIM/ VIN2012508-0003076/ Internet Solus
				VIN2012508-0003262	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR 0.00	7,770,000.00						INTERNET SOLUSI PRIM_04002500228108140_SPM/INV25080444 INTERNET SOLUSI PRIM/ VIN2012508-0003076/ Internet Solus
				VIN2012508-0003262	2-3.2110302 AP UNVOUCHERED TRADE	1.00	IDR 7,000,000.00	0.00	UMS.04.1	MANAGEMENT INFORMATION SYSTEM				RCV2012508-0003262 INTERNET SOLUSI PRIM_03010303013700 INTERNET SOLUSI PRIM/ VIN2012508-0003076/ Internet Solus
<input type="checkbox"/>	08/11/2025	UIM	ums	RCV2012507-0003125-PT ONNA PRIMA UTAMA										
				VIN2012508-0003125	2-1.1160108 VAT IN	1.00	IDR 550,827.00	0.00						PT ONNA PRIMA UTAMA_04002500231880724_25/08/500006_PT ONNA PRIMA UTAMA/ VIN2012508-0003082/ Roller Blind
				VIN2012508-0003125	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR 0.00	5,569,447.01						PT ONNA PRIMA UTAMA_04002500231880724_25/08/500006_PT ONNA PRIMA UTAMA/ VIN2012508-0003082/ Roller Blind
				VIN2012508-0003125	2-3.2110302 AP UNVOUCHERED TRADE	1.00	IDR 5,018,620.01	0.00	UMS.04.4	PERSONALIA AND LEGAL				RCV2012507-0003125_PT ONNA PRIMA UTAMA_03010102015202_PT ONNA PRIMA UTAMA/ VIN2012508-0003082/ Roller Blind
<input type="checkbox"/>	08/11/2025	UIM	ums	RCV2012508-0003256-SGS INDONESIA										

Advanced Filter Functions

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

- **Journal Number:** To search by a specific journal or source document number.
- **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).
- **costcenter / Project:** Filter transactions that are only allocated to a specific department or project.

Table Column Explanation

The main table will display the details of each journal line, including **Journal Number**, **Account**, **Debit**, **Credit**, **Cost Center**, **Project Name**, 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 Purchasing team wants to see the complete journaling details of a Purchase Invoice.

Steps:

1. Open the **Transaction Journal (Purchasing)** module.
2. Set the **Date** range to the known transaction date.
Date From  Date To 
3. Enter the invoice number in the **Journal Number** search bar (if known) or filter by **costcenter** or **Project**. 
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 **Purchasing and Accounting (AP)** teams to perform reconciliations and to trace purchase transaction histories in detail.
- Use the **Export to MS Excel** feature for more in-depth analysis of purchasing data.

Revision #1

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