

Transaction Journal

Report Module Guide: Transaction Journal (Direct Selling)

Module Location

Direct Selling > Transaction Journal

Module Objective

The **Transaction Journal** module within Direct Selling serves as a reporting and drill-down center to display all the details of accounting journal entries that originate from activities in the direct selling channel. It is a read-only tool for the accounting and direct selling admin teams to view the financial impact of every transaction.

1. Main View (Transaction Report Center)

The main page of this module will be a comprehensive, interactive report, similar to the Transaction Journal modules in the General Ledger or Sales menus.

The screenshot displays the Transaction Journal report interface. At the top, there are filters for Company Name (PT. UNGGUL INDO MODERN SEJAHTERA), Journal Number, and Date (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 the following data:

All	Date	General Company ID	Warehouse ID	Journal Number	Account	Rate	Debit	Credit	Cost Center	Project	Project Name	Asses	Production	Reversible	Description	Projects	Financial
<input type="checkbox"/>	08/08/2025	UMM	ums	SNS2012508-0000082-Mega Global Food Industry													
				UMS201202508-00038	2-1.1120101 ACCOUNT RECEIVABLE TRADE	1.00 IDR	1,080,507.96	0.00									Mega Global Food Ind_04002200229768221_SHP; SHP2012508-0000030; PO: PWU7412508-0004845.SHP; SHP2012508-0000030; PO: PWU7412508-0004845
				UMS201202508-00038	2-1.1120103 AR UNVOUCHERED TRADE	1.00 IDR	0.00	1,082,213.80									SNS2012508-0000082_01010202000091_Mega Global Food Ind_01010202000091_SHP; SHP2012508-0000030; PO: PWU7412508-0004845.SHP; SHP2012508-0000030; PO: PWU7412508-0004845; Unvoucher
				UMS201202508-00038	2-8.7101111 OI - OTHERS INCOME SALES	1.00 IDR	0.00	1,080,507.96	UMS.05.1		SALES LOCAL						SNS2012508-0000082_01010202000091_Mega Global Food Ind_01010202000091_SHP; SHP2012508-0000030; PO: PWU7412508-0004845.SHP; SHP2012508-0000030; PO: PWU7412508-0004845; Sales
				UMS201202508-00038	2-8.7120114 OE - OTHERS EXPENSES SALES	1.00 IDR	1,082,213.80	0.00									SNS2012508-0000082_01010202000091_Mega Global Food Ind_01010202000091_SHP; SHP2012508-0000030; PO: PWU7412508-0004845.SHP; SHP2012508-0004845; COGS
<input type="checkbox"/>	08/06/2025	UMM	ums	SNS2012508-0000065-Subur-Bp-Gresik													
				UMS201202508-00032	2-1.1120101 ACCOUNT RECEIVABLE TRADE	1.00 IDR	285,875.46	0.00									Subur-Bp-Gresik_04002200238019463_SHP; SHP2012508-0000025; PO: Estimasi penjualan BS periode 28 Juli - 09 August 2025.SHP; SHP2012508-0
				UMS201202508-00032	2-3.2110509 VAT OUT	1.00 IDR	0.00	28,330.00									Subur-Bp-Gresik_04002200238019463_SHP; SHP2012508-0000025; PO: Estimasi penjualan BS periode 28 Juli - 09 August 2025.SHP; SHP2012508-0
				UMS201202508-00032	2-1.1120103 AR UNVOUCHERED TRADE	1.00 IDR	0.00	49.84									SNS2012508-0000065_01031200000021_Subur-Bp-Gresik_01031200000021_SHP; SHP2012508-0000025; PO: Estimasi penjualan BS periode 28 Juli - 09 August 2025.SHP; SHP2012508-0
				UMS201202508-00032	2-8.7101111 OI - OTHERS INCOME SALES	1.00 IDR	0.00	115,500.00	UMS.05.1		SALES LOCAL						SNS2012508-0000065_01031200000021_Subur-Bp-Gresik_01031200000021_SHP; SHP2012508-0000025; PO: Estimasi penjualan BS periode 28 Juli - 09 August 2025.SHP; SHP2012508-0
				UMS201202508-00032	2-8.7101111 OI - OTHERS INCOME SALES	1.00 IDR	0.00	79,545.46	UMS.05.1		SALES LOCAL						SNS2012508-0000065_01031200000007_Subur-Bp-Gresik_01031200000007_SHP; SHP2012508-0000025; PO: Estimasi penjualan BS periode 28 Juli - 09 August 2025.SHP; SHP2012508-0
				UMS201202508-00032	2-8.7101111 OI - OTHERS INCOME SALES	1.00 IDR	0.00	57,500.00	UMS.05.1		SALES LOCAL						SNS2012508-0000065_01031200000006_Subur-Bp-Gresik_01031200000006_SHP; SHP2012508-0000025; PO: Estimasi penjualan BS periode 28 Juli - 09 August 2025.SHP; SHP2012508-0
				UMS201202508-00032	2-8.7101111 OI - OTHERS INCOME SALES	1.00 IDR	0.00	5,000.00	UMS.05.1		SALES LOCAL						SNS2012508-0000065_01031200000021_Subur-Bp-Gresik_01031200000021_SHP; SHP2012508-0000025; PO: Estimasi penjualan BS periode 28 Juli - 09 August 2025.SHP; SHP2012508-0
				UMS201202508-00032	2-8.7120114 OE - OTHERS EXPENSES SALES	1.00 IDR	49.84	0.00									SNS2012508-0000065_01031200000021_Subur-Bp-Gresik_01031200000021_SHP; SHP2012508-0000025; PO: Estimasi penjualan BS periode 28 Juli - 09 August 2025.SHP; SHP2012508-0

Likely Available Filters

The page will provide various advanced filters to screen the data, such as:

- **Journal Number or Receipt No**
- Date Range (**Date From / Date To**)
- **Chart of Accounts**
- **Cost Center and Project**

Likely Displayed Columns

The main table will display the details of each journal line, including:

- **Date**
- **Journal Number**
- **Account**
- **Debit and Credit**
- A very detailed **Description**, linking to the source document.

2. Steps to Use the Report

Step 1: Set Parameters

Use the various available filters to narrow down your search. For example, use the date filter to see all direct selling transaction journals within a single month.

Step 2: Display the Report

Click the **Search** or **Show All** button to display the data in the table.

Step 3: Analyze and Export

Review the journal details displayed or click **print** to download the data and perform further analysis. 

Workflow & Integrated Business Process

- This module displays the final result of the **Process Journal** within the direct selling workflow.
- All activities from Sales Orders, Delivery Orders, Receipts, and Returns in the direct selling channel will be reflected as journal entries here after being processed.

Tips & Important Notes

- Use this report to trace the accounting impact of every direct selling transaction in detail.
- This is a very useful tool for the **Accounting and Direct Selling Admin teams** for audit and reconciliation purposes.

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