Transaction Journal

Report Module Guide: Transaction Journal (Direct Selling)

Module Location

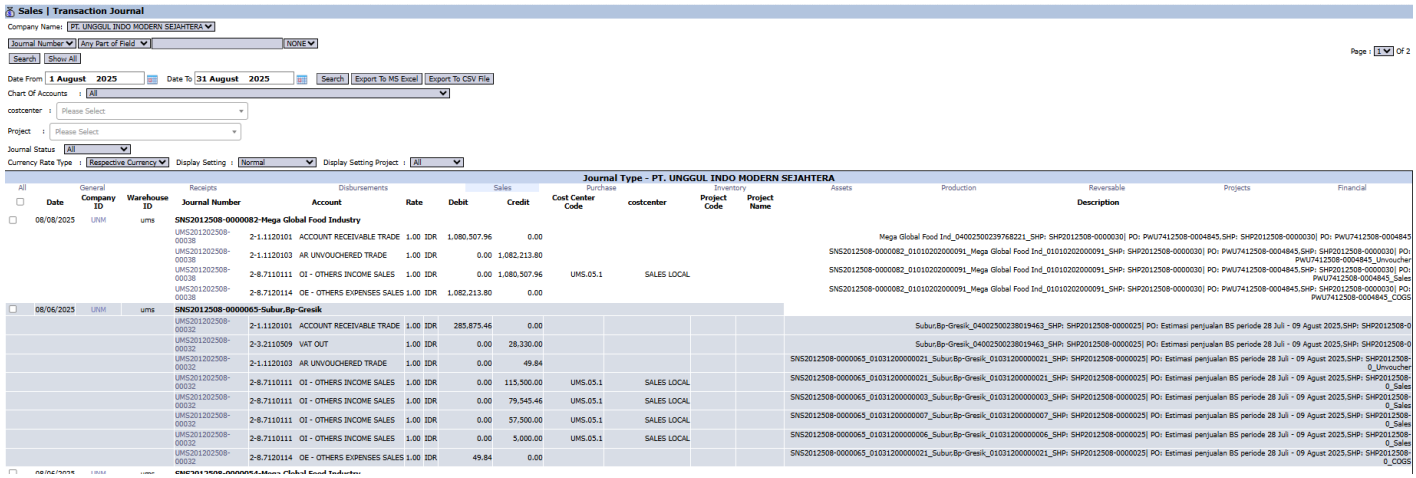
Direct Selling > Transaction Journal

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.



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

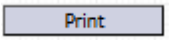
Step 1: Set Parameters

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.

Revision #1
Created 11 August 2025 11:30:39 by Sayu
Updated 11 August 2025 11:39:17 by Sayu