Transaction Journal

Report Module Guide: Project Transaction Journal

Module Location

Project > Transaction Journal

Module Objective

The **Transaction Journal** module within the Project menu is a reporting center that is used to display, search for, and audit all accounting journal entries that are specifically related to project activities. This module allows you to trace all the financial impacts of every transaction charged to a project.

1. Main View (Project Transaction Report Center)

The main page of this module is an interactive report that displays all journal entries relevant to projects.

Advanced Filter Functions

You can use various advanced filters to search for specific transactions:

- **Project**: This is the key filter. Use it to select a specific project and see all of its related transactions.

- **Date**: Specify a date range to see journals in a particular period.
- **Chart of Accounts**: Filter to see transactions that only affect a specific account (e.g., a Project Cost account).
- **Project Tab**: When accessed from the Project menu, this report will highlight the **Project** tab to display relevant transactions by default.

2. Types of Project Transactions Displayed

This module will display all journal entries generated from activities in the Project Module, such as:

- **Project Cost Journal**: Entries created from the **Project Activity Completion** module when recording actual costs (labor, materials, etc.).
- **Project Revenue/Receivable Journal**: Entries created when you issue a **Project Invoice** to a customer.
- **Project Procurement Journal**: Entries related to the purchase of goods or services specifically charged to a project.

3. Steps to Generate the Report

1. **Set Filters**: Use the available filters, especially the **Project** filter and the **Date** range, to screen for the journals you wish to see.

2. **Display Results**: Click the **[Search]** button. The results will appear in the table below.

3. **Export or Print**: Use the **[Export to MS Excel]** or **[Print]** buttons to generate a report output.

Tips & Important Notes

- This module is the most important **audit and traceability tool** for **Project Controllers and Project Managers**.

- Use the **Project** filter to see all the financial impacts of one specific project in a single, centralized report.

- This is a **read-only module** that summarizes all the accounting impacts of all activities throughout the Project Module.

Revision #1
Created 16 October 2025 15:37:44 by Sayu
Updated 16 October 2025 15:38:53 by Sayu