

# Transaction Journal

## Detailed Module Guide: Transaction Journal

### Module Location

General Ledger > Transaction Journal

### Module Objective

The **Transaction Journal** module is a very powerful 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. This module is not used for inputting new data but rather for viewing, analyzing, and exporting transaction data for auditing, reconciliation, or in-depth analysis.

## 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.

General Ledger   Transaction Journal														
Company Name: <b>PT. UNGGUL INDO MODERN SEJAHTERA</b>														
Journal Number: <input type="text"/> Any Part of Field <input type="button" value="NONE"/>														
Date From: <b>1 July 2025</b> Date To: <b>31 July 2025</b> <input type="button" value="Search"/> <input type="button" value="Export To MS Excel"/> <input type="button" value="Export To CSV File"/>														
Chart of Accounts: <input type="text"/> All														
Cost Center: <input type="text"/> Please Select														
Project: <input type="text"/> Please Select														
Journal Status: <input type="text"/> All														
Currency Rate Type: <input type="text"/> Respective Currency Display Setting: <input type="text"/> Normal Display Setting Project: <input type="text"/> All														
Journal Type - PT. UNGGUL INDO MODERN SEJAHTERA														
All	General	Receipts	Disbursements	Sales	Purchase	Inventory	Assets	Production	Reversible	Projects	Financial			
<input type="checkbox"/>	Date	Company ID	Warehouse ID	Journal Number	Account	Rate	Debit	Credit	Cost Center Code	Cost Center	Project Code	Project Name	Description	
<input type="checkbox"/>	07/29/2025	UHM	ums	<b>SALES INVOICE SETTLEMENT Khusairi,Bp-Sidoarjo</b>										
				SET2010725-0000209	2-1.1120101 ACCOUNT RECEIVABLE TRADE	1.00	IDR	0.00					UMS201202507-00103_Khusairi,Bp-Sidoarjo	
				SET2010725-0000209	2-1.1120101 ACCOUNT RECEIVABLE TRADE	1.00	IDR	0.00					UMS201202507-001037ax_Khusairi,Bp-Sidoarjo	
				SET2010725-0000209	2-1.1120101 ACCOUNT RECEIVABLE TRADE	1.00	IDR	0.00					UMS201202507-00104_Khusairi,Bp-Sidoarjo	
				SET2010725-0000209	2-1.1120101 ACCOUNT RECEIVABLE TRADE	1.00	IDR	0.00					UMS201202507-001047ax_Khusairi,Bp-Sidoarjo	
				SET2010725-0000209	2-3.2110403 DEPOSIT CUSTOMER	1.00	IDR	16,725,450.00					BRJ2012507-0000050_Khusairi,Bp-Sidoarjo	
<input type="checkbox"/>	07/23/2025	UHM	ums	<b>PURCHASE INVOICE SETTLEMENT CARKOO MESH</b>										
				SET2010725-0000207	2-1.1150101 DEPOSIT VENDOR	1.00	IDR	0.00					CDJ2012507-0000038_CARKOO MESH	
				SET2010725-0000207	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR	526,000.00					VIN2012507-0002829_CARKOO MESH	
<input type="checkbox"/>	07/23/2025	UHM	ums	<b>PURCHASE INVOICE SETTLEMENT MITRA USAHA MANDIRI</b>										
				SET2010725-0000208	2-1.1150101 DEPOSIT VENDOR	1.00	IDR	0.00					CDJ2012507-0000039_MITRA USAHA MANDIRI	
				SET2010725-0000208	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR	115,500.00					VIN2012507-0002829_MITRA USAHA MANDIRI	
				SET2010725-0000208	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR	1,050,000.00					VIN2012507-0002882_MITRA USAHA MANDIRI	
<input type="checkbox"/>	07/21/2025	UHM	ums	<b>SALES INVOICE SETTLEMENT Khusairi,Bp-Sidoarjo</b>										
				SET2010725-0000204	2-1.1120101 ACCOUNT RECEIVABLE TRADE	1.00	IDR	0.00					UMS201202507-00070_Khusairi,Bp-Sidoarjo	
				SET2010725-0000204	2-1.1120101 ACCOUNT RECEIVABLE TRADE	1.00	IDR	0.00					UMS201202507-000707ax_Khusairi,Bp-Sidoarjo	
				SET2010725-0000204	2-3.2110403 DEPOSIT CUSTOMER	1.00	IDR	6,860,355.00					BRJ2012507-0000040_Khusairi,Bp-Sidoarjo	
<input type="checkbox"/>	07/21/2025	UHM	ums	<b>SALES INVOICE SETTLEMENT Moch. Dedi Irwanto,Bp-Gresik</b>										
				SET2010725-0000205	2-1.1120101 ACCOUNT RECEIVABLE TRADE	1.00	IDR	0.00					UMS201202507-00071_Moch. Dedi Irwanto,Bp-Gresik	
				SET2010725-0000205	2-1.1120101 ACCOUNT RECEIVABLE TRADE	1.00	IDR	0.00					UMS201202507-000717ax_Moch. Dedi Irwanto,Bp-Gresik	
				SET2010725-0000205	2-3.2110403 DEPOSIT CUSTOMER	1.00	IDR	8,608,050.00					BRJ2012507-0000039_Moch. Dedi Irwanto,Bp-Gresik	
<input type="checkbox"/>	07/21/2025	UHM	ums	<b>PURCHASE INVOICE SETTLEMENT ANGGUR TJAJHA</b>										
				SET2010725-0000206	2-1.1150101 DEPOSIT VENDOR	1.00	IDR	0.00					CDJ2012507-0000048_ANGGUR TJAJHA	
				SET2010725-0000206	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR	260,000.00					VIN2012507-0002793_ANGGUR TJAJHA	
<input type="checkbox"/>	07/17/2025	UHM	ums	<b>SALES INVOICE SETTLEMENT UD Edi Jaya (Dwi Ely Saputri)</b>										
				SET2010725-0000201	2-1.1120101 ACCOUNT RECEIVABLE TRADE	1.00	IDR	0.00					UMS201202507-00054_UD Edi Jaya (Dwi Ely Saputri)	
				SET2010725-0000201	2-1.1120101 ACCOUNT RECEIVABLE TRADE	1.00	IDR	0.00					UMS201202507-000547ax_UD Edi Jaya (Dwi Ely Saputri)	
				SET2010725-0000201	2-3.2110403 DEPOSIT CUSTOMER	1.00	IDR	3,174,961.06					BRJ2012507-0000036_UD Edi Jaya (Dwi Ely Saputri)	
<input type="checkbox"/>	07/17/2025	UHM	ums	<b>PURCHASE INVOICE SETTLEMENT SANDIAYA RAYA</b>										
				SET2010725-0000202	2-1.1150101 DEPOSIT VENDOR	1.00	IDR	0.00					BDJ2012507-0000124_SANDIAYA RAYA	
				SET2010725-0000202	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR	832,000.00					VIN2012507-0002804_SANDIAYA RAYA	
<input type="checkbox"/>	07/17/2025	UHM	ums	<b>PURCHASE INVOICE SETTLEMENT INDO SURYA DAYA</b>										
				SET2010725-0000203	2-1.1150101 DEPOSIT VENDOR	1.00	IDR	0.00					BDJ2012507-0000119_INDO SURYA DAYA	
				SET2010725-0000203	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR	726,440.00					VIN2012507-0002735ax_INDO SURYA DAYA	
				SET2010725-0000203	2-3.2110301 ACCOUNT PAYABLE TRADE	1.00	IDR	6,604,000.00					UMS2012507-0000336_INDO SURYA DAYA	



- **Journal Status:** Choose to display journals with a specific status (e.g., already approved).

## Table Column Explanation

- **Journal Number:** The unique code for each transaction.
- **Account:** Displays the code and name of the affected account on each journal line.
- **Debit / Credit:** Displays the monetary value of the transaction.
- **Source Columns (Sales, Purchase, etc.):** These columns likely serve as markers indicating which module the transaction originated from.

## Main Button Functions

- **Search / Show all:** To apply filters or display all data again.
- **Export to MS Excel / Export To CSV File:** The most important feature in this module, allowing you to download the displayed data for further processing outside the system.

## 2. Usage Example (Case Study)

**Case:** The Finance Manager wants to analyze all business travel expenses for the entire company during the third quarter of 2025.

### Steps:

1. Open the **Transaction Journal** module.

2. Set the **Start Date** to July 1, 2025, and the **End Date** to September 30, 2025.

Date From   Date To  

3. In the **Chart of Accounts** filter, search for and select the "Business Travel Expense" account.

Chart Of Accounts :  

4. Click the **Search** button. The system will display all journal entries related to business travel expenses in that period.

5. Click the **Export to MS Excel** button to download the data and create custom reports or charts.

## Tips & Important Notes

- This module is **read-only**. You cannot create, modify, or delete transactions from this page.
- Take advantage of the **Export to MS Excel** feature for more in-depth data analysis, such as creating Pivot Tables, summarizing by department, or creating trend graphs.
- Because this module pulls data from the entire system, always use filters (especially the date filter) to speed up the search process and prevent excessive load on the system.
- This module is essential for the Accounting, Finance, and Internal Audit teams for transaction tracing, account reconciliation, and auditing processes.

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Revision #2

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