

Transactional Journal

Report Module Guide: Fixed Asset Transaction Journal

Module Location

Fixed Asset > Transaction Journal

Module Objective

The **Transaction Journal** module within the Fixed Asset menu is the reporting center for viewing all accounting journal entries that specifically originate from activities related to fixed assets. This module allows accountants to review, trace, and verify all the financial impacts of the asset lifecycle.

1. Main View (Asset Transaction Report Center)

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

Advanced Filter Functions

You can use various filters to search for specific 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., the Vehicle Asset account or the

Machinery Accumulated Depreciation account).

- **Asset Tab:** When accessed from the Fixed Asset menu, this report will default to displaying asset-relevant transactions, which you can see on the **Asset** tab.

2. Types of Asset Transactions Displayed

This module will display all journal entries generated from activities in the Fixed Asset modules, such as:

- **Asset Acquisition Journal:** The journal created when a new asset is registered after a purchase.
- **Monthly Depreciation Journal:** The combined journal entry created when you run the Depreciation process at the end of each month.
- **Asset Disposal Journal:** The complex journal created when an asset is sold or written off via the **Asset Transaction** module.

3. Steps to Generate the Report

1. **Set Filters:** Use the available filters, such as 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 a Fixed Asset Accountant.
- Use this module to verify that the monthly depreciation journal or the asset disposal journal has been posted correctly to the appropriate accounts.
- This is a **read-only module** that summarizes all the accounting impacts of activities throughout the entire Fixed Asset module.

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