

Journal Register Report

The Journal register report displays all the journal vouchers that have been posted.

Go To: General Ledger → GL Reports → Journal Register.

Clicking on the *Journal Register* option displays the *Journal Register* window.

The screenshot shows the BAYCHMASTER software interface. The left sidebar lists various modules, with 'General Ledger' selected. The main window is titled 'Journal Register' and contains a form with the following fields:

- Parameter: [Empty field]
- From Date: 01/01/17
- To Date: 10/16/20
- From Account Key: 1000101
- To Account Key: 1220000

Search icons are present next to the date and account key fields. To the right of the form, the text 'Cost of Goods Sold' and 'A/REC Trade Notes Receivable' is displayed. At the bottom of the window, there are 'Process' and 'Close' buttons.

Generating a Journal Register Report

1. Open the *Journal Register* window.
2. In the *From Date* and *To fields*, enter the lower and upper limits, respectively, of the date for which journal details should be displayed on the report.
3. In the *From Account Key* and *Account To* fields, enter the lower and upper limits, respectively, of the account for which account details should be displayed on the report.
4. Click the *Process* button to generate the report.

The system generated *Journal Register* report window.

Journal Register						
Integrated Construction Chemicals (Pty) LTD						
From Date	[01-01-17] To [10-16-20]					10-16-2020
Account No.	[1000101]					12.24
Account Desc	[Cost of Goods Sold]					
Date	Particulars	Source	Batch No	Debit	Credit	Running Balance
	Opening Balance					
10-04-19	[1320001] INV - Work-in-Progress C101-Ship 1	OS	OS-1	2096.82	0.00	2,096.82 Dr
03-18-20	[1360001] INV - Raw Material C101-Ship 2	OS	OS-2	509.77	0.00	2,606.59 Dr
03-19-20	[1360001] INV - Raw Material OSLD-R-1013-01	OP	OP-6	0.00	0.10	2,606.49 Dr
03-19-20	[1360001] INV - Raw Material C101-Ship 3	OS	OS-3	716.38	0.00	3,322.87 Dr
03-19-20	[1360001] INV - Raw Material C101-Ship 3	OS	OS-3	1000.04	0.00	4,322.91 Dr
03-19-20	[1330001] INV - Finished Goods C101-Ship 4	OS	OS-4	262.75	0.00	4,585.66 Dr
03-19-20	[1330001] INV - Finished Goods C101-Ship 4	OS	OS-4	1000.04	0.00	5,585.70 Dr
04-15-20	[1330001] INV - Finished Goods C101-Ship 6	OS	OS-7	13930.12	0.00	19,515.82 Dr