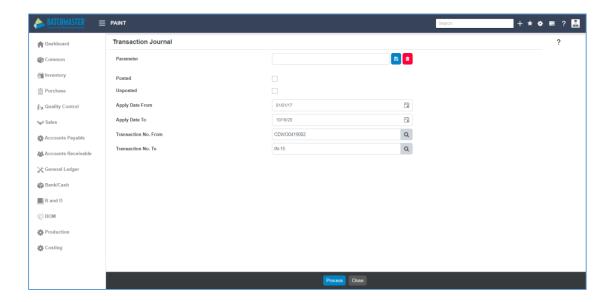## 1.1.1 Transaction Journal Report

Use this report to view transactions (Posted / Un-posted / Both).

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

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

1.1.1.1 Generating a Transaction Journal Report

1. Open the *Transaction Journal* window.

2. Select the types of transaction as *Posted* or *Unposted* for which you want to generate the report.

3. In the *Apply Date From* and *To Date* fields, enter the lower and upper limits, respectively, of the date for which transaction details should be displayed on the report.

4. In the *Transaction No. From* and *To* fields, enter the lower and upper limits, respectively, of the transaction for which journal details should be displayed on the report.

5. Click the *Process* button to generate the report.

The system generates *Transaction Journal* report window.