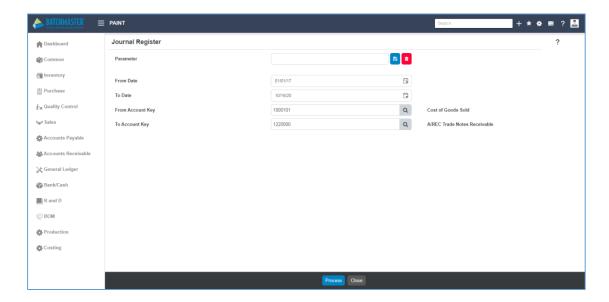# Journal Register Report

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.

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

10-16-2020
12:24

From Date	[01-01-17] To [10-16-20]
Account No.	[1000101]
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	OS	OS-1	2096.82	0.00	2,096.82 Dr
	C101-Ship 1					
03-18-20	[1360001] INV – Raw Material	OS	OS-2	509.77	0.00	2,606.59 Dr
	C101-Ship 2					
03-19-20	[1360001] INV – Raw Material	OP	OP-6	0.00	0.10	2,606.49 Dr
	OSLD-R-1013-01					
03-19-20	[1360001] INV – Raw Material	OS	OS-3	716.38	0.00	3,322.87 Dr
	C101-Ship 3					
03-19-20	[1360001] INV – Raw Material	OS	OS-3	1000.04	0.00	4,322.91 Dr
	C101-Ship 3					
03-19-20	[1330001] INV – Finished Goods	OS	OS-4	262.75	0.00	4,585.66 Dr
	C101-Ship 4					
03-19-20	[1330001] INV – Finished Goods	OS	OS-4	1000.04	0.00	5,585.70 Dr
	C101-Ship 4					
04-15-20	[1330001] INV – Finished Goods	OS	OS-7	13930.12	0.00	19,515.82 Dr
	C101-Ship 6					

Close