

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.

The screenshot shows the 'Transaction Journal' window in the BACHMASTER application. The window has a dark blue header with the 'BACHMASTER' logo and a search bar. A sidebar on the left lists various modules: Dashboard, Common, Inventory, Purchase, Quality Control, Sales, Accounts Payable, Accounts Receivable, General Ledger, Bank/Cash, R and D, BOM, Production, and Costing. The main content area is titled 'Transaction Journal' and contains a 'Parameter' section. This section includes checkboxes for 'Posted' and 'Unposted', and input fields for 'Apply Date From' (01/01/17), 'Apply Date To' (10/16/20), 'Transaction No. From' (CDW00419002), and 'Transaction No. To' (IN-15). At the bottom of the window are 'Process' and 'Close' buttons.

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.