

REVIEW GENERAL JOURNAL (ITEM TRANSFER)

Listed in the *Figure 1* are the Invoice Entries from the **Item Transfer Module** (Issuances of Stocks to a Department). These Items are to be reviewed and posted in Accounting.

Figure 1

Review General Journal (Item Transfer)						
Transfer #	Transfer Type	Department	Date Issued	Terms	Remarks	
TRN-20181217-1	From	Admin	2018-12-17	1		
TRN-20181217-1	To	Accounting	2018-12-17	1		
TRN-20181218-2	From	Purchasing	2018-12-18	1	Transfer of Stocks from Purchasing Department to Kitchen Department	
TRN-20181218-2	To	Restaurant	2018-12-18	1	Transfer of Stocks from Purchasing Department to Kitchen Department	
TRN-20190306-3	From	Admin	2019-03-06	12		
TRN-20190306-3	To	Human Resources	2019-03-06	12		

Showing 1 to 6 of 6 entries

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Clicking the **+ Button** will open the transaction. The **Review Journal Tab** (*Figure 2*) shows the Debit and Credit Entries and the Amounts. The **Transaction Tab** (*Figure 3*) shows the details of the Original Transaction.

Figure 2

TRN-20181218-2

From

Purchasing

2018-12-18

1

Transfer of Stocks from Purchasing Department to Kitchen Department

Review Journal

Transaction

General Journal

* Txn # :

TXN-MMDDYY-XXX

* Date :

12/18/2018

* Supplier :

NCR Construction Supply

* Branch :

Purchasing

Journal Entries

Account	Memo	Dr	Cr	Action
Work In Process Inventory		900.00	0.00	<div><div>+</div><div>-</div></div>
Purchases Expense - Raw Materials		0.00	900.00	<div><div>+</div><div>-</div></div>
Total		900.00	900.00	

Remarks :

FINALIZE AND POST THIS JOURNAL

Close Notes/Remarks

CLOSE

Adjust the details to your preference then click **Finalize and Post this Journal Button** to post the Transaction to Accounting. If you do not want to post the transaction to accounting, click the **Close Button** leaving a note in the form input field on its left.

Figure 3

TRN-20181218-2

From

Purchasing

2018-12-18

1

Transfer of Stocks from Purchasing Department to Kitchen Department

Review Journal

Transaction

Issuance

</> Issuance Transfer # : TRN-20181218-2

Posted by : System Administrator

Terms : 1

Date : 2018-12-18 09:09:28

Issuance Date : 12/18/2018

Remarks : Transfer of Stocks from Purchasing Department to Kitchen Department

Item	Qty	UM	Net Vat	Tax	Total
Pork Meat	10.00	Kg	1,339.29	160.71	150.00
Chicken Meat	10.00	Kg	900.00	0.00	90.00
Discount 1:					0.00
Total Before Tax:					2,239.29
Tax Amount:					160.71
Total After Tax:					2,400.00

Issuances Flowchart

