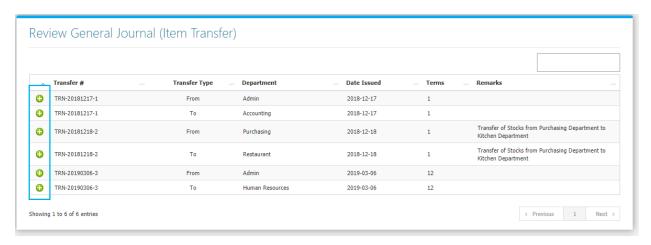
## **REVIEW GENERAL JOURNAL (ITEM TRANFER)**

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

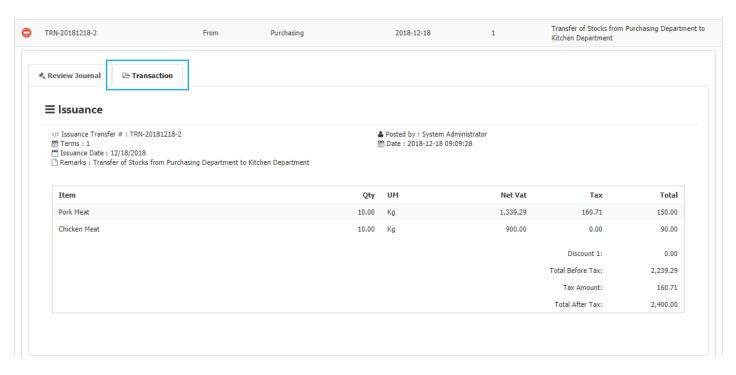


Clicking the **+ Button** will open the transaction. The **Review Journal Tab** (*Figure 2*) shows the Debit and Credit Entries and the Amounts. The **Transaction Tab** (*Figure 3*) shows the details of the Original Transaction.

Figure 2 Transfer of Stocks from Purchasing Department to TRN-20181218-2 Purchasing 2018-12-18 Kitchen Department □ Transaction Review Journal General Journal TXN-MMDDYYY-XXX \* Date : 12/18/2018 NCR Construction Supply \* Branch : Purchasing Journal Entries Dr Account Memo Cr Action Work In Process Inventory 0 0 900.00 0.00 Purchases Expense - Raw Materials 0 0 0.00 900.00 Remarks: CLOSE Close Notes/Remarks

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



## **Issuances Flowchart**

