


Journal

Journal is a business diary in which all financial data pertaining to the day to day business transactions of a firm is recorded using double-entry bookkeeping system. Depending on the nature of its operations and number of daily transactions, a company may keep several types of specialized journals such as cash journal (cash book), purchases journal, and sales journal.

All accounting transactions are recorded through journal entries that show account names, amounts, and whether those accounts are recorded in debit or credit side of accounts. Below actions are available under **“Journal”**:

 Create new journal, update, delete, close

Journal

| Name | Journal Code | Currency | Journal Type |
|---------------------------|-------------------|------------------------|---------------------|
| Audit Adjustment Journal | Audit | SGD - Singapore Dollar | Audit Documents |
| Bank - DBS - SGD Journal | Bank - DBS - SGD | SGD - Singapore Dollar | Bank Documents |
| Bank - HSBC - SGD Journal | Bank - HSBC - SGD | SGD - Singapore Dollar | Bank Documents |
| Bank - OCBC - SGD Journal | Bank - OCBC - SGD | SGD - Singapore Dollar | Bank Documents |
| Carry Forward Journal | C/F | SGD - Singapore Dollar | Carry Forward |
| Cash Journal | Cash | SGD - Singapore Dollar | Cash Documents |
| Expense Claims | Ex Claim | SGD - Singapore Dollar | Payroll Documents |
| General Journal | General | SGD - Singapore Dollar | General Documents |
| Inventory Journal | Inventory | SGD - Singapore Dollar | Inventory Documents |
| Payroll Journal | Payroll | SGD - Singapore Dollar | Payroll Documents |

Selected row 1 from the Total 21 records.

Name

Audit Adjustment Journal

Journal Code

Audit

Journal Type

Audit Documents

Currency

SGD - Singapore Dollar

Counterpart Account

Description

Close Journal

Create New

Save

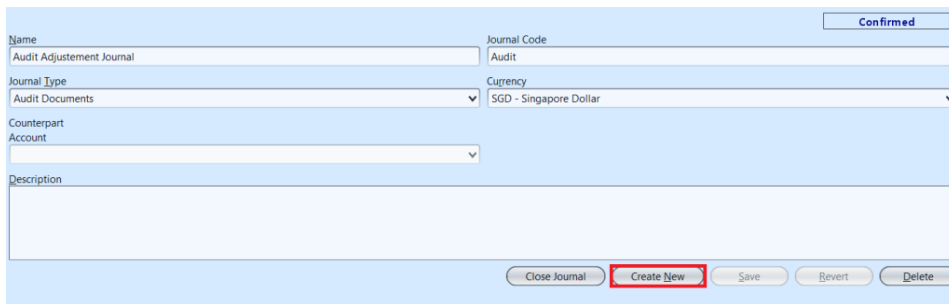
Revert

Delete

| Field Name | Description | Mandatory Information |
|---------------------|---------------------------------------|-----------------------|
| Name | Name of the journal | Y |
| Journal Code | Custom code for the journal | Y |
| Journal Type | Types of journal | Y |
| Currency | Which currency to use for the journal | Y |
| Counterpart Account | | N |
| Description | Description | N |

Create New Journal

1. Click **“Create New”** button at the bottom right side of screen



2. Fill up journal's information at bottom half of screen
3. Click **“Save”** button at the bottom right side of screen when done
4. Click **“Confirm Journal”** button at the bottom right side of screen and click **“Yes”** button to confirm

Update Journal Details

1. Click on journal to be updated, it will bring up the selected journal details on the bottom half of the screen
2. Click **“Save”** button at the bottom right side of the screen when done with the updates

Delete Journal

1. Click on journal to be deleted, it will bring up the selected journal on the bottom half of the screen
2. Click on **“Delete”** button at the bottom right side of screen
3. Click on **“Yes”** button on the pop-up window to

confirm journal deletion

Confirmed

Name
Audit Adjustment Journal

Journal Code
Audit

Journal Type
Audit Documents

Currency
USD - US Dollars

Counterpart
Account

Description

Deleting record?

Do you really wish to delete this record?

YesNo

Close Journal

Create New

Save

Revert

Delete

Close Journal

1. Click on journal to be closed, it will bring up the selected journal on the bottom half of the screen

2. Click on **“Close Journal”** button at the bottom of screen

3. Click on **“Yes”** button on the pop-up window to confirm journal closing.

Confirmed

Name
Audit Adjustment Journal

Journal Code
Audit

Journal Type
Audit Documents

Currency
USD - US Dollars

Counterpart
Account

Description

Confirm closing?

Are you sure you want to close a document(s)?

YesNo

Close Journal

Create New

Save

Revert

Delete