

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

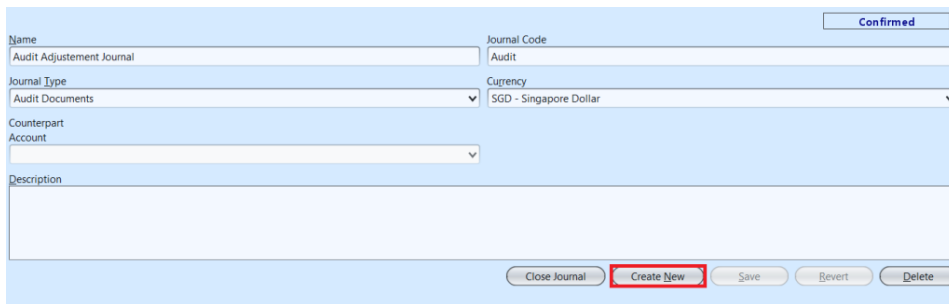
Revert

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



The screenshot shows a web form for creating a new journal. The form is titled 'Create New Journal' and has a light blue header bar with a 'Confirmed' button. Below the header, there are several input fields: 'Name' (Audit Adjustment Journal), 'Journal Code' (Audit), 'Journal Type' (Audit Documents), 'Currency' (SGD - Singapore Dollar), 'Counterpart Account' (empty), and 'Description' (empty). At the bottom, there is a row of buttons: 'Close Journal', 'Create New' (highlighted with a red box), 'Save', 'Revert', and 'Delete'.

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