# 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":

Journal × 2 🔎 Journal Code Currency Journal Type Audit Adjustement Journal SGD - Singapore Dollar Audit Documents Audit Adjustement Journal Bank - DBS - SGD Journal Bank - HSBC - SGD Journal Bank - OCBC - SGD Journal Carty Forward Journal Cash Journal Audit Bank - DBS - SGD SGD - Singapore Dollar SGD - Singapore Dollar SGD - Singapore Dollar SGD - Singapore Dollar Bank Documents Bank Documents Bank Documents Bank - HSBC - SGD Bank - OCBC - SGD C/F Cash SGD - Singapore Dollar SGD - Singapore Dollar Carry Forward Cash Documents Expense Claims Ex Claim SGD - Singapore Dollar SGD - Singapore Dollar Payroll Documents General Journal General General Documents Inventory Journal Pavroli Journal Selected row 1 from the Total 21 records Inventory Payroll SGD - Singapore Dollar SGD - Singapore Dollar Inventory Documents Payroll Documents Confirmed Journal Code Audit Name Audit Adjustement Journal Journal <u>Type</u> Audit Documents Currency
 SGD - Singapore Dollar Counterpart Account Description Close Journal Create New Save Revert Delete

😔 Create new journal, update, delete, close

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

### Create New Journal

 Click "Create New" button at the bottom right side of screen

	Confirmed
Name	Journal Code
Audit Adjustement Journal	Audit
Journal <u>Type</u>	Currency
Audit Documents 🗸	SGD - Singapore Dollar
Counterpart	
Account	
×	
Description	
	Close Journal Create New Save Revert 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

 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

Name	Journal Code	Confirmed
Audit Adjustement Journal Journal <u>Type</u>	Audit Currency	
Audit Documents Counterpart Account	Deleting record?	*
Description	V Do you really wish to delete this record?	
	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	Journal Code	
Audit Adjustement Journal	Confirm closing?	
Journal Type		
Audit Documents	Are you sure you want to close a document(s)?	v
Counterpart	Yes No	
Account		
	Y	
Description		
	Close Journal Create New Save	Revert Delete