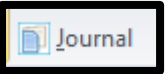
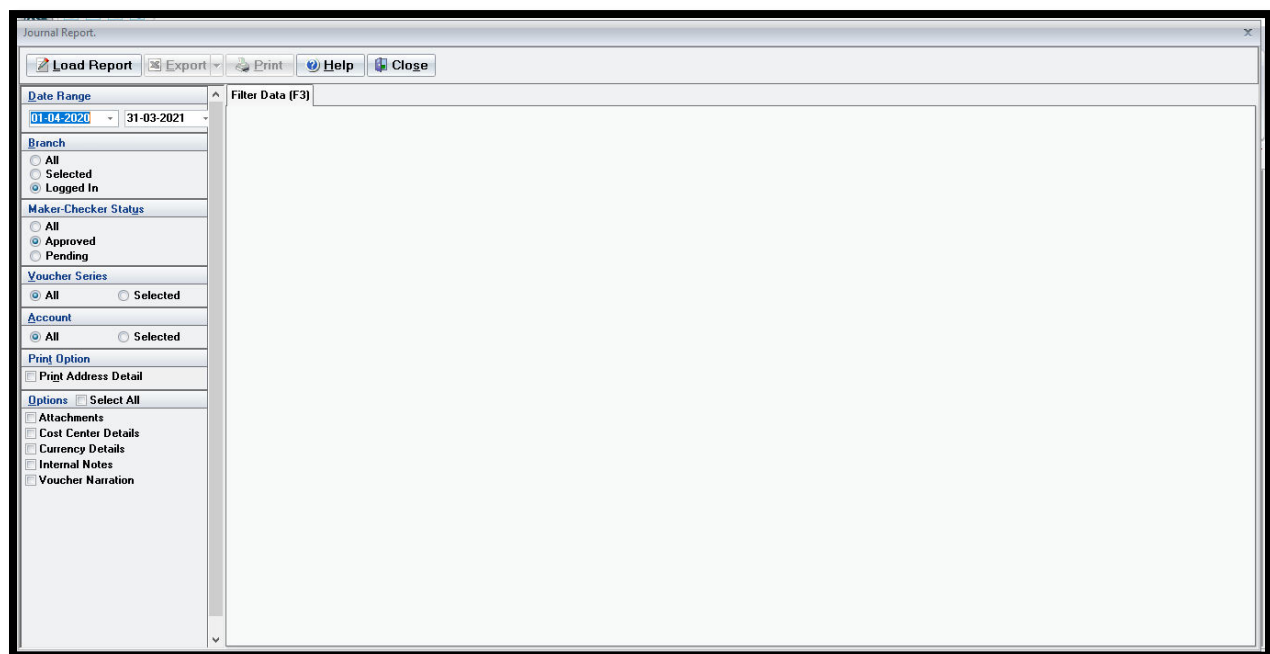




Journal Report (Alt + J)

This report shows the detailed record of all the entries done under Journal module.

On clicking the  or on pressing the shortcut (Alt+ J) option, “Journal Report” window will appear.



Now, we can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, branch, maker-checker status, voucher series, A/c name, with optional viewability of attachments, cost center details, currency details, internal notes and voucher narration.



We can use below mentioned shortcuts for further extractions and functions.

Load Report (Alt + L)

User needs to click on Load Report (Alt + L) button to load the report after the filter action. The loaded Report will look as below:

Journal Details						
Date	No	Branch	Cancelled	Dr/Cr	A/c Name	A/c Amount(Base)
03-02-2021	J/1/L	DEMO BRANCH	<input type="checkbox"/>	Dr	Loss due to expiry of goods	76,000.00
				Cr	Debtor1	76,000.00
19-02-2021	J/2/L	DEMO BRANCH	<input type="checkbox"/>	Dr	SUNDARARASU VEERASAMY	9,800.00
				Cr	Loss due to expiry of goods	900.00
				Cr	KOTAK BANK	8,900.00
11-03-2021	119900	DEMO BRANCH	<input type="checkbox"/>	Dr	Cash Account	10,000.00
				Cr	SUNDARARASU VEERASAMY	10,000.00
16-03-2021	12345	DEMO BRANCH	<input type="checkbox"/>	Dr	KOTAK BANK	10,000.00
				Cr	BHAGWANSINGH SHOBHA	10,000.00
Total					105,800.00 Cr	105,800.00 Dr

User can download the attachment (if any) directly from the entry itself.

Drill down entry

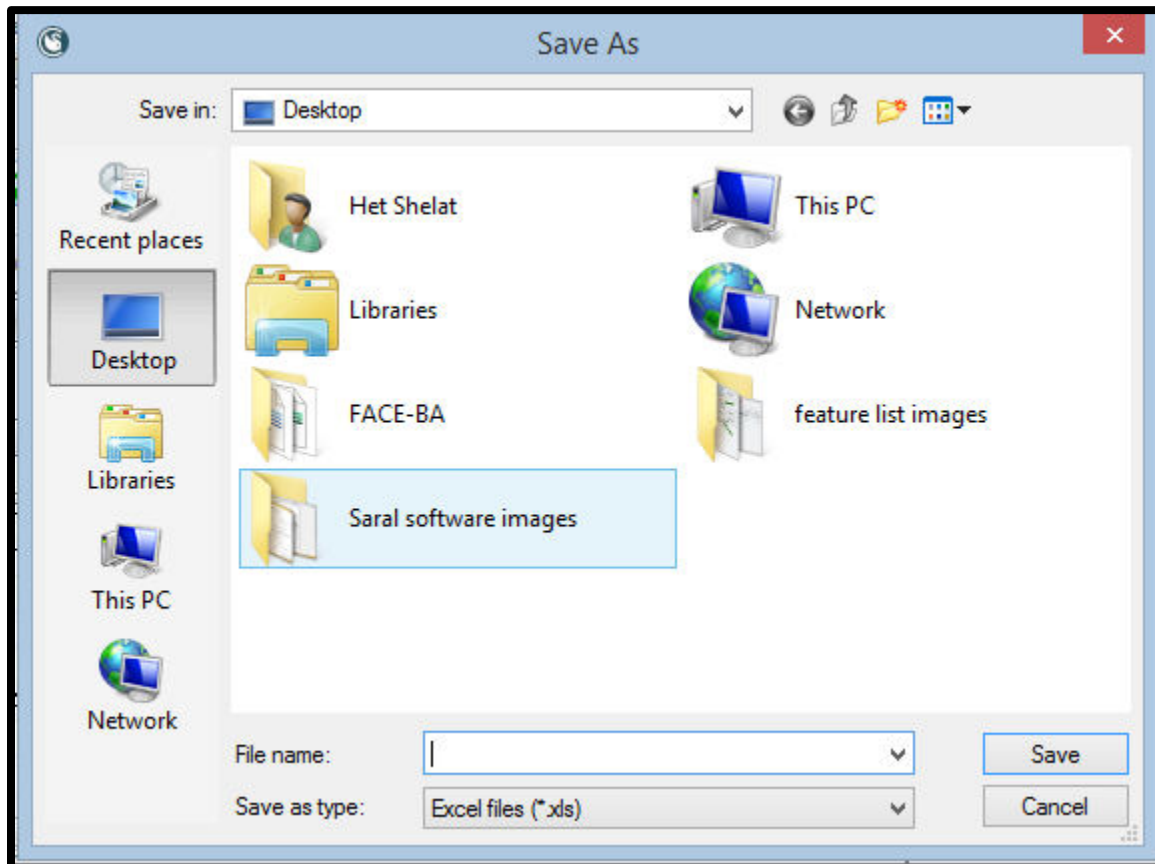
To go to the voucher, user needs to double click on the record line visible in the report. User will be redirected to that payment voucher.

Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report.



User can export report as well as the attachments of each entry of the report from the drop-down list. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

[Print \(Alt + P\)](#)

On clicking the Print (Alt + P) button, print preview window will appear.



[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Journal Report Tab.

[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, Journal Report will get closed.