

# Journal Entry

A Journal Entry is a Customer-level record written to the TapeTrack Journal database.

Journal Entries can be used to record Customer activity that is not represented by a normal Volume movement or storage transaction.

For billing, a Journal Entry can represent a chargeable service such as:

- Express delivery.
- Overnight delivery.
- Immediate delivery.
- Special handling.
- Emergency retrieval.
- Additional administration.
- Other Customer-specific services.

Journal Entries are identified by a Journal Note Type index. The index is matched by an `AddJournalChargeItem` rule when the Customer's `.ttstats` file is processed by [TMSS10LogStatsProcess](#).

## Journal Note Types

Journal Note Types provide a controlled list of entries that users can select when recording Customer activity.

Each Journal Note Type has:

- An Index: Value used by the Billing Rules.
- A Description: Readable value presented to the user.

| Index | Description        | Default |
|-------|--------------------|---------|
| 00    | Express Delivery   | 0       |
| 01    | Overnight Delivery | 0       |
| 02    | Immediate Delivery | 0       |
| 03    |                    | 0       |
| 04    |                    | 0       |
| 05    |                    | 0       |
| 06    |                    | 0       |
| 07    |                    | 0       |
| 08    |                    | 0       |
| 09    |                    | 0       |
| 10    |                    | 0       |
| 11    |                    | 0       |
| 12    |                    | 0       |
| 13    |                    | 0       |
| 14    |                    | 0       |
| 15    |                    | 0       |
| 16    |                    | 0       |
| 17    |                    | 0       |
| 18    |                    | 0       |
| 19    |                    | 0       |
| 20    |                    | 0       |
| 21    |                    | 0       |
| 22    |                    | 0       |
| 23    |                    | 0       |
| 24    |                    | 0       |
| 25    |                    | 0       |
| 26    |                    | 0       |
| 27    |                    | 0       |
| 28    |                    | 0       |
| 29    |                    | 0       |



Once a Journal Note Type is used for billing, do not reuse its Index for a different service. Changing the meaning of an existing Index may cause historical and current activity to be billed incorrectly.

## Adding Journal Note Types to Server Options

Journal Note Types are configured globally through TapeTrack TapeMaster.

To add a Journal Note Type:

- Open TapeTrack TapeMaster.
- Select Administration → Server Options from the main menu.
- Select the Journal Note Types tab.
- Locate the next unused Index.
- Click in the Description field next to the required Index.
- Enter a clear description for the Journal Note Type.
- Repeat the process for any additional types.
- Click Save to commit the changes to the Framework Server.

Example:

| Index | Description        |
|-------|--------------------|
| 01    | Express Delivery   |
| 02    | Overnight Delivery |
| 03    | Immediate Delivery |

Journal Note Types are global Server Options. The same Index and Description may be available for multiple Customers, but the Billing Rules determine which Customers are charged for each type.

## Adding a Journal Entry Through TapeMaster

TapeMaster allows a Journal Entry to be added directly to a Customer.

To add an entry:

- Locate the required Customer in the Customer Tree.
- Right-click the required Customer node.
- Select Add Journal Entry to open Add Journal Entry popup.
- From the Type field drop down, select the required Journal Note Type.
- Enter the quantity, and description.
- Click OK to commit the data.

The Framework Server writes the entry to the Customer's Journal activity.

[journal](#), [billing](#)

From:

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Last update: **2026/08/19 05:03**

