

Journal Transfer Protocol

Park G/L Account Document: Company Code 1000

Menu | Save parked document | Back | Exit | Cancel | System | Tree on | Company Code | Save as completed | Editing options

Basic data | Details

Document Date: 27.11.2015 | Currency: GBP
 Posting Date: 27.11.2015 | Period: 8
 Reference: Reason for Journal
 Doc. Header Text: Reason for Journal
 Document Type: SA | G/L Account Document
 Company Code: 1000 | Derbyshire County Council Great Britain

Amount Information

Total deb.: 0.00 GBP
 Total cred.: 0.00 GBP

0 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Com...	Cost center	Order	Profit center	WBS element
	140210	Debit	250.3	vn	how on report		1000	CIP0001			
	140000	Credit	250.3	vn	how on report		1000	CIP0001			

Always enter the date journal completed in document date.

Reference, Document Header Text and Text MUST be completed to show the reason for the journal. Text narrative will show on reports.

VAT Code **MUST** always be entered, VN for expenditure AN for Income.

Journal must balance to Zero

Edit Parked G/L Account Document 100000367 1000 2015

Menu | Save parked document | Back | Exit | Cancel | System | Refresh tree | Tree off | Company Code | Save as completed | Editing options

Tree | Created on

- Screen variants for items
- Account assignment templates to
- Complete documents
- Parked documents**
 - RECHARGES** 20.11.15

Basic data | Details | Workflow

Document Date: 20.11.2015 | Currency: GBP
 Posting Date: 20.11.2015 | Period: 8
 Document Number: 100000367
 Reference: RECHARGES
 Doc. Header Text: SIO Photocopier
 Document Type: SA | G/L Account Document
 Company Code: 1000 | Derbyshire County Council Great Britain

Amount Information

Total deb.: 5,000.00 GBP
 Total cred.: 5,000.00 GBP

60 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Com...	Cost center	Order	Profit center	WBS element
	140210	C...	500.00	VN	SIO Photocopie		1000	CIP0003			
	140210	D...	100.00	VN	SIO Photocopie		1000	CIP0003	VO10020		CIP0003
	140210	D...	100.00	VN	SIO Photocopie		1000	CIP0003	VO10021		CIP0003

An attachment can be added after a journal has been saved.

Click on Tree on then parked document and select the appropriate journal.

Click on Services for Object choose create, create attachment search for file to attach click open.

Negotiated Journal Protocol

Park G/L Account Document: Company Code 1000

Menu Save parked document Back Exit Cancel System Tree on Company Code Save as completed Editing options

Basic data Details

Document Date Currency
 Posting Date Period
 Reference
 Doc.Header Text
 Document Type G/L Account Document
 Company Code Derbyshire County Council Great Britain

Amount Information

Total deb. GBP
 Total cred. GBP

0 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Com...	Cost center	Order	Profit center	WBS element
							1000				
							1000				
							1000				
							1000				
							1000				
							1000				

Always enter the date journal completed in document date.

Change **document type to IR**

Reference, Document Header Text and Text MUST be completed

Enter **your school name** in the reference box.

Reason for Negotiated journal in Document Header

Name of School/Establishment your charging in the Text on the Debit line (this shows on your reports).

Only enter one debit line and one credit line.

GL code should be the same on both lines and start with a 3. (Only exception to this is the recharge of utility invoices)

VAT Code **MUST** always be entered use VN or AN for codes starting with 3.

Journal must balance to Zero.

An attachment can be added after a journal has been saved.