

Quick Guide on how to complete Journal Transfers

SA Journals (Internal school journals)

Document Date:
This date should be the date of input.

Reference:
This should be a title to the journal to help identify for future reference.

Document Header Text:
This needs to be a description to explain the journal reason.

Document Type:
This field defaults to SA so leave as it is.

GL acct:
A GL code needs to be entered for each line used. GL codes can be used more than once and multiple lines can be entered on an SA journal.

Text:
This narrative shows on the KSB1 posting reports so a good description of the reason for the journal is **important on each line.**

Order:
This is the column to enter an SIO if required. (7 digits)

D/C:
From the drop down arrow select Debit or Credit as appropriate.

Amount in doc curr:
Enter the amount relating to each GL code used.

T....:
This is the VAT Column use for internal journals use VN for expenditure codes (1 or 3 codes) and AN for Income codes (2 or 3 codes)

Cost Center:
A Cost Center must be entered if an SIO is not being used. (7 digits)