

Negotiated Journals – Create (Internal between DCC establishments) Park G/L Account Items - FV50 app

This guidance shows SAP Fiori Inputters how to create a negotiated journal, add attachments or notes, view and edit a parked (saved) journal.

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Introduction

A negotiated journal is used to recharge another DCC school/establishment.

The SAP Fiori Inputter at the charging school creates the negotiated journal. The SAP Fiori Approver at the school/establishment receiving the negotiated journal approves the journal in their SAP Fiori Business Workplace inbox.

There can only be ONE debit and ONE credit per negotiated journal.

Negotiable journals automatically post after **21 days**. Do not create them before the summer holidays as the receiving school's approver will not have the opportunity to approve or reject.

Always use a General Ledger (GL) code beginning with **3xxxxx** for this type of transfer unless you are recharging utility bills, in which case use the appropriate utility GL code.

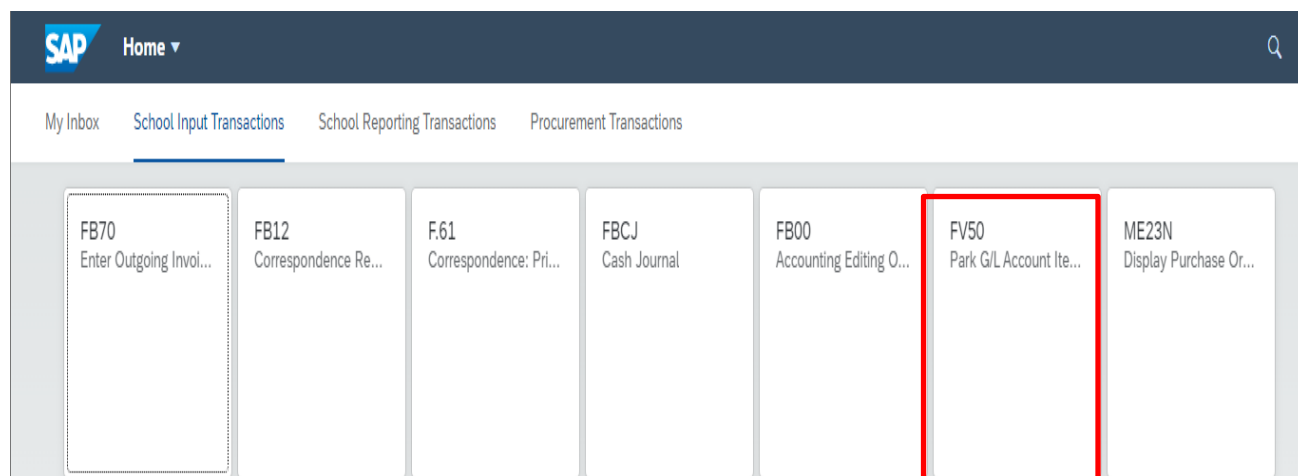
The negotiated journal will appear in the SAP Fiori Business Workplace Inbox of the receiving school/establishment's "User Responsible" approver.

Before you create your first negotiated journal (or journal transfer) you must follow the instructions below - **1.1. Making the document type show**.

This is a one-off action which ensures the journal transaction screen displays correctly.

Section 1.1 Making the document type show (initial set up of FV50 screen) Log into SAP Fiori.

- This loads the Fiori Dashboard
- Click on the **FV50 Park G/L Account Items** app.

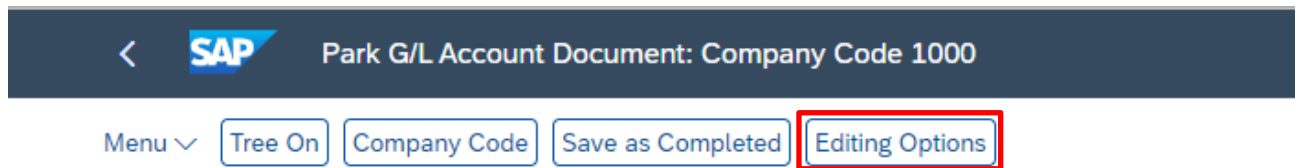


You will now be in the FV50 Park G/L Account Items a screen.

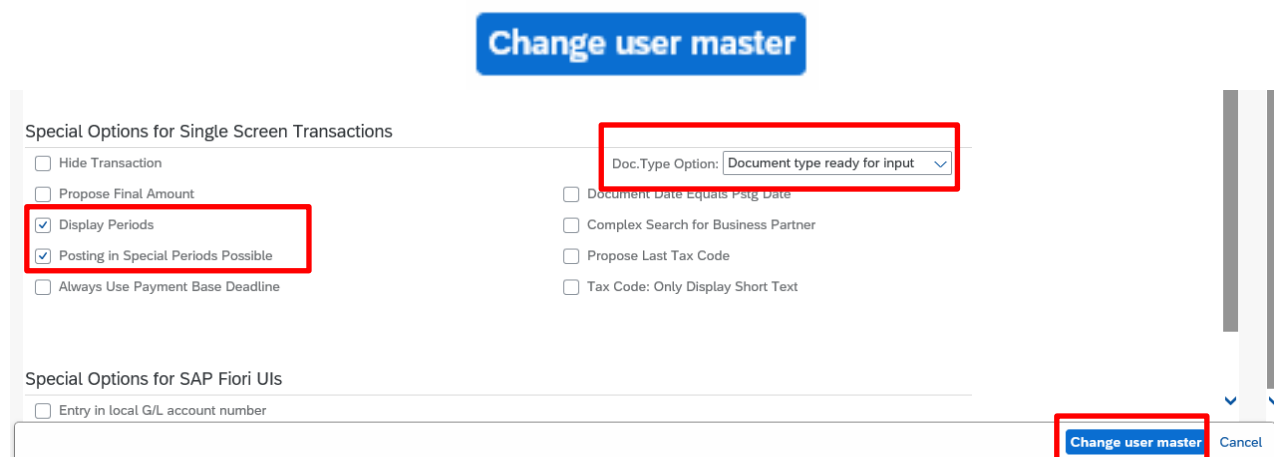
The screenshot shows the 'Park G/L Account Document: Company Code 1000' screen in SAP Fiori. The header bar includes a back arrow, the SAP logo, the document title, and a dropdown for 'ED1 (400)'. Below the header, there are tabs for 'Menu', 'Tree On', 'Company Code', 'Save as Completed', and 'Editing Options'. The main content area is divided into two sections: 'Basic Data' and 'Details'. The 'Basic Data' section contains fields for 'Document Date' (highlighted with a red box), 'Posting Date' (06.02.2024, highlighted with a red box), 'Reference', 'Doc. Header Text', 'Document Type' (SA), 'G/L Account Document', 'Doc. Currency' (unchecked), 'Company Code' (1000), and 'Derbyshire County Council Great Britain'. The 'Details' section shows 'Amount Information' with 'Total Dr.' and 'Total Cr.' both set to 0.00 GBP. Below these sections, there is a table with the following columns: St..., G/L acct, D/C, Amount in doc.curr., T..., Text, Lo..., Co..., Cost center, Order, Profit center, WBS Element, and Material. The table currently shows 0 items. At the bottom of the screen, there is a status bar with a red 'X' icon and the text 'Enter valid date', and a blue button labeled 'Save parked document' next to a 'Cancel' link.

If this is the first time you are using FV50, you will need to set up the screen parameters.

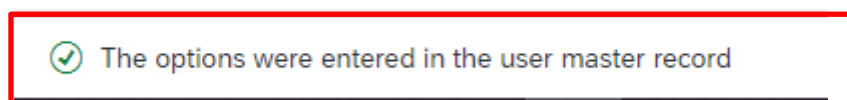
- In this screen click on **Editing Options** on the top menu bar



- Scroll to the bottom of the next screen, click on the drop-down arrow by **Doc type option** and select **Document type ready for input**
- Ensure that these two tick boxes are checked:
 - **Display periods.**
 - **Posting in special periods possible**
- Now click on the **Change User master** button on the bottom right of the screen (this saves your changes)



- A saved changes message appears at the bottom left of your screen.



- Click on the **Back** arrow to return to the journal input screen



- The Document type field will now be visible:

< **SAP** Park G/L Account Document: Company Code 1000

Menu ▾ Tree On Company Code Save as Completed Editing Options

Basic Data Details

Document Date: Currency: GBP

Posting Date: 06.02.2024 Period: 11

Reference:

Doc.Header Text:

* Document Type: SA G/L Account Document

☐ Doc. Currency

Company Code: 1000 Derbyshire County Council Great Britain

Section 1.2 Creating a negotiated journal

- Click on the FV50 app

Home x

SAP Home ▾

School Input Transactions School Reporting Transactions

F.61 Correspondence: Pri...	FB12 Correspondence Re...	FB70 Enter Outgoing Invoi...	FBCJ Cash Journal	FB00 Accounting Editing O...	FV50 Park G/L Account It...
ME23N Display Purchase Or...	PA20 Display HR Master D...	PA30 Maintain HR Master...	PA70 Fast Entry	PC00_M99_CWTR Wage type reporter	PT91 Absences: For Multi...

- In **Document Date**: type in today's date in the DD.MM.YYYY format (this must be the date of input)
- In **Reference** type in **your school's name** as a quick identifier for the receiving school's approver
- In **Doc.HeaderText**, type in a description to explain the reason for the journal
- In **Document Type** overwrite SA with **IR** – this **MUST** be changed to **IR** (if the Document type field is not showing, go back up to Section 1.1).

<
Park G/L Account Document: Company Code 1000

Menu ▾
Tree On
Company Code
Save as Completed
Editing Options

Basic Data
Details

Document Date: 06.02.2024

Currency: GBP

Posting Date: 06.02.2024

Period: 11

Reference: Your School Name

Doc.Header Text: Shared Training costs

* Document Type

IR

G/L Account Document

☐ Doc. Currency

Company Code: 1000

Derbyshire County Council Great Britain

Now to enter the first line:

- In **G/L acct**, type in a General Ledger (GL) code

The **GL code to use for School-to-School Journals is 313390**, unless the journal is for shared utility costs.
If you are charging another DCC establishment, check with them which code they require you to use.

- In **D/C**, select **Credit** from the drop down. (This will be the income received into your budget).
- In **Amount in doc. curr** enter the amount to be received
- In **Tax code (VAT)**, type **VN**
- In **Text**, type in the name of the school or establishment you are charging and journal reason. (This shows on your KSB1 report).
- In **Cost Centre**, type in **your school's cost centre** or if using **SIOs**, type the **SIO number** in the **Order** column (and do not enter the cost centre number)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS Elem
<input checked="" type="checkbox"/>	313390	Credit ▾	100.00	VN	Anytown Jun...		1000	CIP1234		CIP1234	

Then enter the second line:

- In **G/L acct**, type a General Ledger code (**must** be the same 3 code as on the first line)
- In **D/C** select **Debit**
- In **Amount in doc.curr.** enter the amount to be charged
- In **Tax code**, type **VN**
- In **Text**, type your school's name and journal reason. (This will show on the receiving school or establishment's KSB1 report)
- In **Cost Centre**, type the **other school's cost centre** or if using **SIOs**, type the **SIO number** in the **Order** column (and do not enter the cost centre number)

2 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS Element	Material
<input checked="" type="checkbox"/>	313390	Credit	100.00	VN	Anytown Jun...		1000	CIP1234		CIP1234		
<input checked="" type="checkbox"/>	313390	Debit	100.00	VN	Anytown Infa...		1000	CIP4321		CIP4321		
<input type="checkbox"/>							1000					
<input type="checkbox"/>							1000					

- When the second line has been entered, click **Enter** on your keyboard. This checks the journal contains valid information and you'll see a green tick at the start of each line.

You can only have one debit line and one credit line in a negotiated journal.

- A message appears at the bottom left of the screen **if** an entry is incorrect, e.g., if an invalid GL code has been entered. If this happens, type in the correct data and click **Enter** again.
- The debit and credit must equal zero – look at the **Amount information** section on the right-hand side to view this - **Total Debits** and **Total Credits**

Menu ▾ Tree On Company Code Save as Completed Editing Options Exit

Basic Data Details

Document Date: 06.02.2024 Currency: GBP
Posting Date: 06.02.2024 Period: 11
Reference: YOUR SCHOOL NAME
Doc. Header Text: Shared Training costs
* Document Type: IR Negotiable Recharge
☐ Doc. Currency
Company Code: 1000 Derbyshire County Council Great Britain

Amount Information

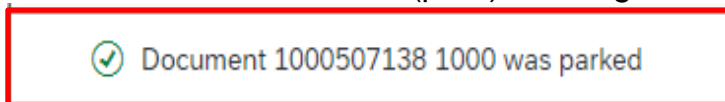
Total Dr.
100.00 GBP
Total Cr.
100.00 GBP

2 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS Element	Material
<input checked="" type="checkbox"/>	313390	Credit	100.00	VN	Anytown Jun...		1000	CIP1234		CIP1234		
<input checked="" type="checkbox"/>	313390	Debit	100.00	VN	Anytown Infa...		1000	CIP4321				
<input type="checkbox"/>							1000					
<input type="checkbox"/>							1000					
<input type="checkbox"/>							1000					

Save parked document Cancel

- Click on **Save parked document** to save (Park) your negotiated journal.
- A successful saved (park) message shows at the bottom left of your screen.



Now the journal is parked, SAP Fiori workflow is generated to the other school/ establishment's Approver's SAP Fiori Business Workplace Inbox, where they view the journal and approve (or reject) it.

The journal has now been created.

In accordance with Audit requirements, an attachment or note must now be added to the journal.

Section 1.3 Adding an Attachment or Note

It is an **Audit** requirement that you **must** add an attachment or note to all journal transfers and negotiated journals. Attachments or notes can only be added after you have saved (parked) your journal in **FV50**.

Before adding an attachment (e.g., spreadsheet, word document, email, scanned invoice image), save it to your desktop so it is ready for selection (Remember to delete or move from your desktop when successfully added).

Before adding a note, where you can type the details directly into the Note field, you may wish to type the details onto a word document from where you can use Ctrl C and Ctrl V to paste into the journal’s note field.

- Still in this blank FV50 screen, click on **Tree on**

The screenshot shows the SAP 'Park G/L Account Document: Company Code 1000' interface. At the top, there's a navigation bar with 'SAP' logo and 'Park G/L Account Document: Company Code 1000'. Below this, a menu bar includes 'Menu', 'Tree On' (highlighted with a red box), 'Company Code', 'Save as Completed', and 'Editing Options'. The main area is divided into 'Basic Data' and 'Details' tabs. Under 'Basic Data', there are fields for 'Document Date', 'Posting Date' (06.02.2024), 'Reference', 'Doc. Header Text', 'Document Type' (SA), and 'Company Code' (1000). The 'Amount Information' section on the right shows 'Total Dr.' and 'Total Cr.' both at 0.00 GBP. At the bottom, a table titled '0 Items (No entry variant selected)' is visible, with columns for 'St...', 'G/L acct', 'D/C', 'Amount in doc.curr.', 'T...', 'Text', 'Lo...', 'Co...', 'Cost center', 'Order', 'Profit center', 'WBS Element', and 'Material'.

- Click on the **arrow** of the Parked documents folder to display your journals awaiting approval.

- Double click on the journal in the **Parked documents** folder to open it - the details will populate the right side of the screen

SAP Park G/L Account Document: Company Code 1000 ED1 (400)

Menu Refresh Tree Tree Off Company Code Save as Completed Editing Options Exit

Tree

- Screen variants for item
- Account assignment ten
- Complete documents
- Parked documents

Basic Data Details

Document Date: 06.02.2024 Currency: GBP

Posting Date: 06.02.2024 Period: 11

Reference:

Doc.Header Text:

* Document Type: SA G/L Account Document

☐ Doc. Currency

Company Code: 1000 Derbyshire County Council Great Britain

Amount Information

Total Dr. 0.00

Total Cr. 0.00

0 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS
<input type="checkbox"/>		✓				1000					
<input type="checkbox"/>		✓				1000					
<input type="checkbox"/>		✓				1000					
<input type="checkbox"/>		✓				1000					
<input type="checkbox"/>		✓				1000					

Save parked document Cancel

SAP Edit Parked G/L Account Document 1000507138 1000 2023 ED1 (400)

Menu Refresh Tree Tree Off Company Code Save as Completed Editing Options Services for Object Exit

Tree

- Screen variants for item
- Account assignment ten
- Complete documents
- Parked documents
 - TESTING 24.01.24 1 SCHOOLRE
 - ELEC INV MISCODE 06.02.24 1 SCHOOLRE
 - MULTIPLE TRANSFR 06.02.24 1 SCHOOLRE
 - YOUR SCHOOL NAM 06.02.24 1 SCHOOLRE

Basic Data Details Workflow

Document Date: 06.02.2024 Currency: GBP

Posting Date: 06.02.2024 Period: 11

Document Number: 1000507138

Reference: YOUR SCHOOL NAME

Doc.Header Text: Shared Training costs

* Document Type: IR Negotiable Recharge

☐ Doc. Currency

Company Code: 1000 Derbyshire County Council Great Britain

Amount Information

Total Dr. 100.00

Total Cr. 100.00

2 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS
<input checked="" type="checkbox"/>	313390	Credit	100.00	VN	Anytown Jun...	1000		CIP1234		CIP1234	
<input checked="" type="checkbox"/>	313390	Debit	100.00	VN	Anytown Inf...	1000		CIP4321		CIP4321	
<input type="checkbox"/>		✓				1000					
<input type="checkbox"/>		✓				1000					

Save parked document Cancel

- You will now see **Services for Object** on the top menu line.

SAP Edit Parked G/L Account Document 1000507138 1000 2023

Menu ▾ Refresh Tree Tree Off Company Code Save as Completed Editing Options **Services for Object ▾**

Tree Created... Created ... Basic Data Details Workflow

> Screen variants for item
> Account assignment ten
Complete documents

Document Date: 06.02.2024 Currency: GBP
Posting Date: 06.02.2024 Period: 11

- Click on **Services for Object**, on **Create** then either **Create Attachment** or **Create Note** as required

EQ1 (40

Services for Object ▾ More ▾

Create... > Create Attachment
Attachment list Create note
Private note Create external document (URL)
Send > Save Business Document
Relationships Enter Bar Code
Workflow >
My Objects >
Help for object services

Total Cr.
[]

ty Council Great Britain

A: Create attachment:

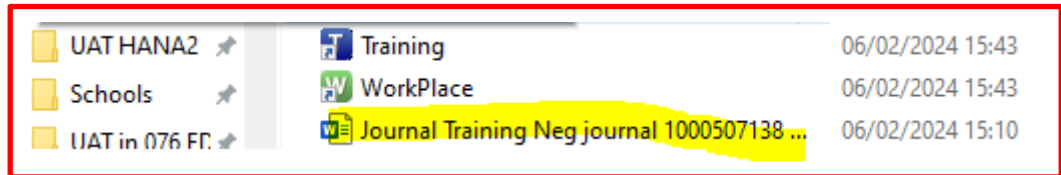
- Click **Create Attachment**

File Upload ? X

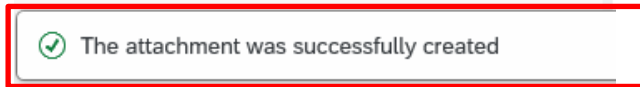
The application wants to upload a file to the SAP system.

OK Cancel

- Click **Ok** to the file upload message.
- Navigate to where your file is saved and **double click** on the file.



- A message in the bottom left of the screen shows that your attachment has been successfully created.



- Click on the **Back** arrow to exit the screen, clicking **Yes** to the “exit editing” message (do not click on Save Parked document again)

B: Create Note:

- Click **Create Note** and a note window appears
- Type in the **Title** of your note (but don't click Enter on your keyboard)
- In the **Text** area, type the details.
You can copy and paste into there, using Ctrl C and Ctrl V
- Click **Copy**



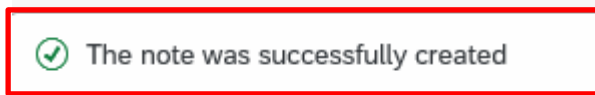
Create note

Title of note: Negotiated journal note

Supporting details of the reason for the negotiated journal.]

Copy Cancel

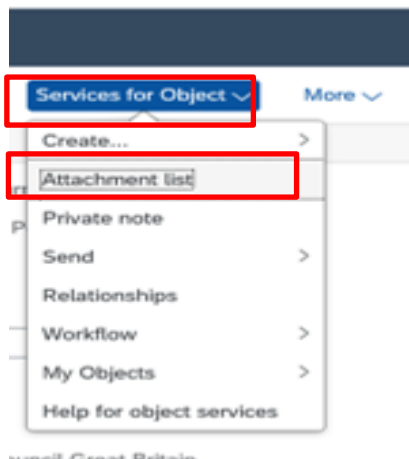
- A message in the bottom left of the screen shows that your note has been successfully created.



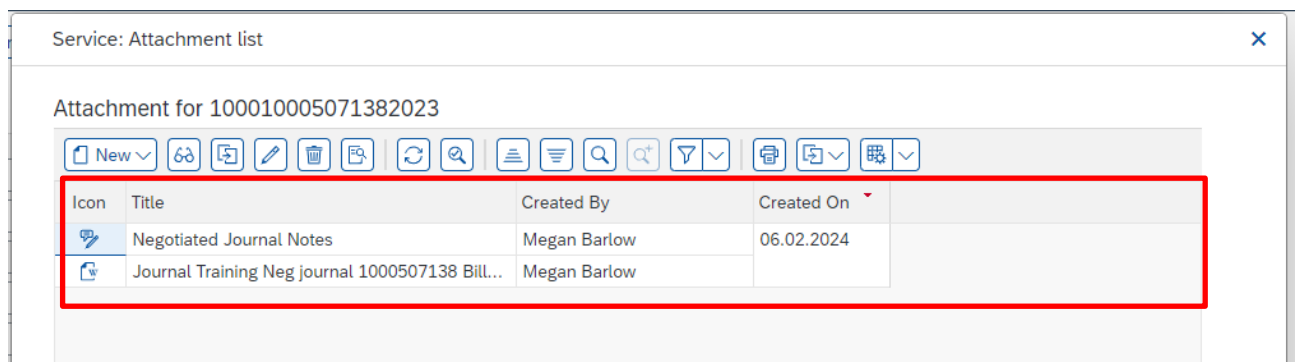
- Click on the **Back** arrow to exit the screen, clicking **Yes** to the “exit editing” message (do not click on Save Parked document again)

To view the attachment or note:

- Click on **Services for Object** and then on **Attachment list**.

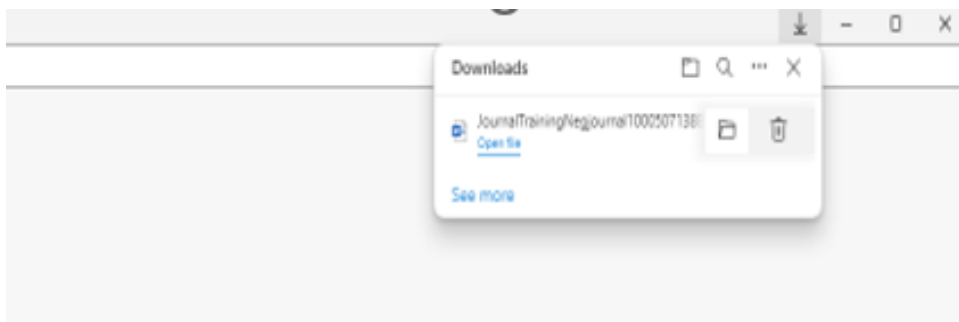


- **Click** on the attachment PDF Icon (or note) to open and view it.

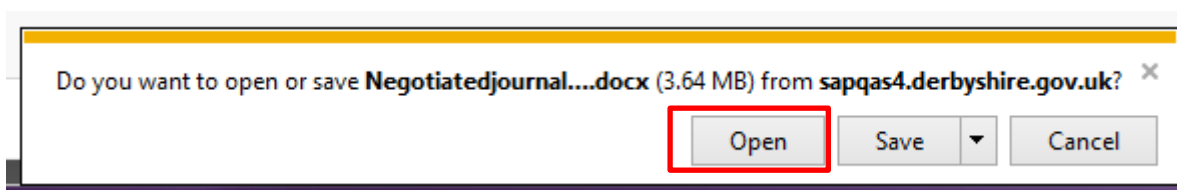


You then see - **Downloads**.

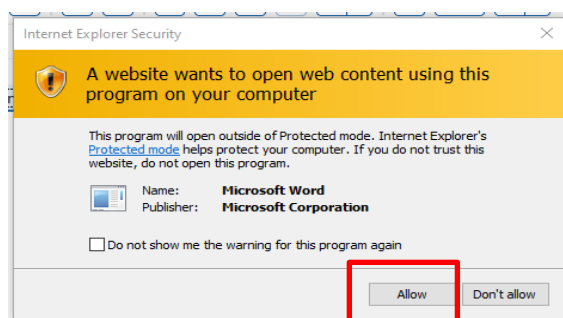
Click on **Open** file.



- **For attachments**, you will see a message similar to the one below - click on **Open**.



- If you see the following message, click **Allow**.



- The attachment now opens on your screen.

First Aid Training

VAT registration No: 495 8858 2564

Payments made to ABC Training Services Ltd, 8229 High Street, Salem, SN12 2GC

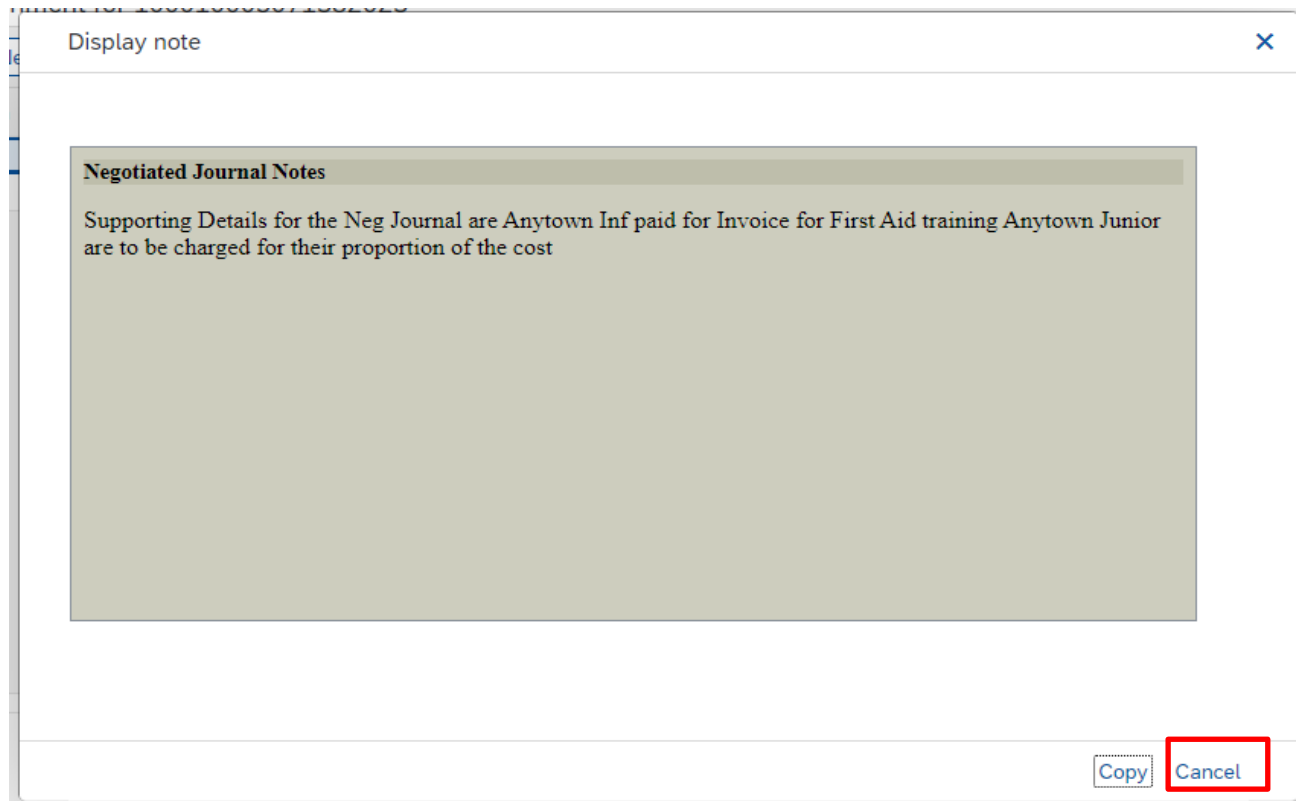
Any Town Inf School
Derbyshire County Council
Smedley Street
Matlock
Derbyshire
DE4 3XZ

Invoice

Our Reference: TCP192831
Your reference: XYZ123
Contact: 020 735 987456

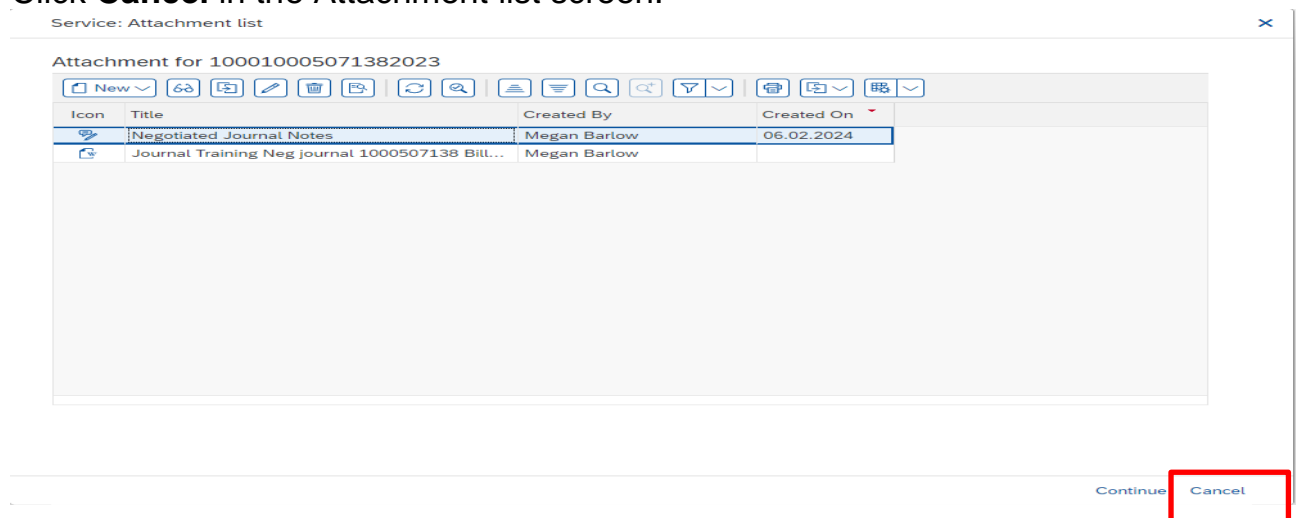
Invoice No		ABC12345	
Invoice Date:		04.01.2024	
Payment terms: 30 days from date of invoice			
Description:	Quantity	Net £	Total £
Any Town Inf School First Aid Training	1		200.00

- Close out using the **X** in the top right-hand corner.
- For a note**, after clicking on the note Icon, the note opens.





The screenshot shows a window titled "Display note" with a close button (X) in the top right corner. Inside the window, there is a section titled "Negotiated Journal Notes" with a text area containing the following text: "Supporting Details for the Neg Journal are Anytown Inf paid for Invoice for First Aid training Anytown Junior are to be charged for their proportion of the cost". At the bottom right of the window, there are two buttons: "Copy" and "Cancel". The "Cancel" button is highlighted with a red rectangle.

- To exit the note window, click **Cancel**.
- Click **Cancel** in the Attachment list screen.



The screenshot shows a window titled "Service: Attachment list" with a close button (X) in the top right corner. Below the title bar, there is a sub-header "Attachment for 100010005071382023". Below this, there is a table with the following columns: "Icon", "Title", "Created By", and "Created On". The table contains two rows of data:

Icon	Title	Created By	Created On
	Negotiated Journal Notes	Megan Barlow	06.02.2024
	Journal Training Neg journal 1000507138 Bill...	Megan Barlow	

At the bottom right of the window, there are two buttons: "Continue" and "Cancel". The "Cancel" button is highlighted with a red rectangle.

At this stage, you have completed the whole process of entering a negotiated journal.

If you need to add a note or attachment to any other parked journal, do this as shown above, otherwise to exit the screen:

- Click **Exit** in the FV50 screen.

The screenshot shows the SAP interface for editing a parked G/L account document. The title bar reads 'Edit Parked G/L Account Document 1000507138 1000 2023'. The top navigation bar includes buttons for 'Refresh Tree', 'Tree Off', 'Company Code', 'Save as Completed', 'Editing Options', and 'Services for Object'. The 'Exit' button is highlighted with a red box. The main area shows document details: Document Date: 06.02.2024, Currency: GBP, Posting Date: 06.02.2024, Period: 11, and Document Number: 1000507138. The 'Amount Information' section shows a 'Total Dr.' of 100.00.

Section 1.4 Viewing and/or editing a Negotiated Journal (Inputter only)

If you need to view or edit a negotiated journal e.g., to an agreed change of amount, you can only do this **before** it has been approved; it will show in the Parked documents folder in the FV50 app. etc.

- Click on the **FV50 app**.

The screenshot shows the SAP Home screen with the 'School Input Transactions' and 'School Reporting Transactions' tabs. A row of app icons is displayed: F.61 Correspondence: Pri..., FB12 Correspondence Re..., FB70 Enter Outgoing Invoi..., FBCJ Cash Journal, FB00 Accounting Editing O..., and FV50 Park G/L Account It... The FV50 icon is highlighted with a red box.

- Click **Tree on**

The screenshot shows the SAP interface for creating a park G/L account document. The title bar reads 'Park G/L Account Document: Company Code 1000'. The top navigation bar includes buttons for 'Tree On', 'Company Code', 'Save as Completed', 'Editing Options', and 'More'. The 'Tree On' button is highlighted with a red box. The main area shows document details: Document Date: (empty), Currency: GBP.

- Click on the **Parked documents** arrow.

- **Click** on the required journal and you will see it populates the right half of the screen.

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS Ele
<input checked="" type="checkbox"/>	313390	Credit	100.00	VN	Anytown Jun...		1000	CIP1234		CIP1234	
<input checked="" type="checkbox"/>	313390	Debit	100.00	VN	Anytown Infa...		1000	CIP4321		CIP4321	
<input type="checkbox"/>							1000				
<input type="checkbox"/>							1000				

- **Make your edits as required**, then click **Save parked document**. Note that the Document Type field cannot be edited.

A message appears, confirming the changes have been saved.

✓ Preliminarily posted document 1000507138 1000 was changed

Section 1.5 Approval of negotiated journals.

A negotiated journal is approved by the Approver (User Responsible) of the school/establishment which is being charged with the debit. The workflow in Sap Fiori sends the negotiated journals into the SAP Fiori Business Workplace Inbox of the User Responsible.

The Approver will see a message line in their SAP Fiori Business Workplace Inbox alerting them to go and view and approve (or reject) the negotiated journal.

Deadline: they have 21 days to approve or reject this. After this time, the transfer posts and charges/credits the budgets automatically.

Please allow time for the school/establishment being charged to authorise the journal i.e., avoid raising negotiated journals just before school holidays.

Due to the workflow process, a negotiated journal transfer must only contain one Credit and one Debit. This avoids the possible issue of an Approver approving one line and rejecting the other line, which would then reject all entries and require the negotiated journal to be re-created.

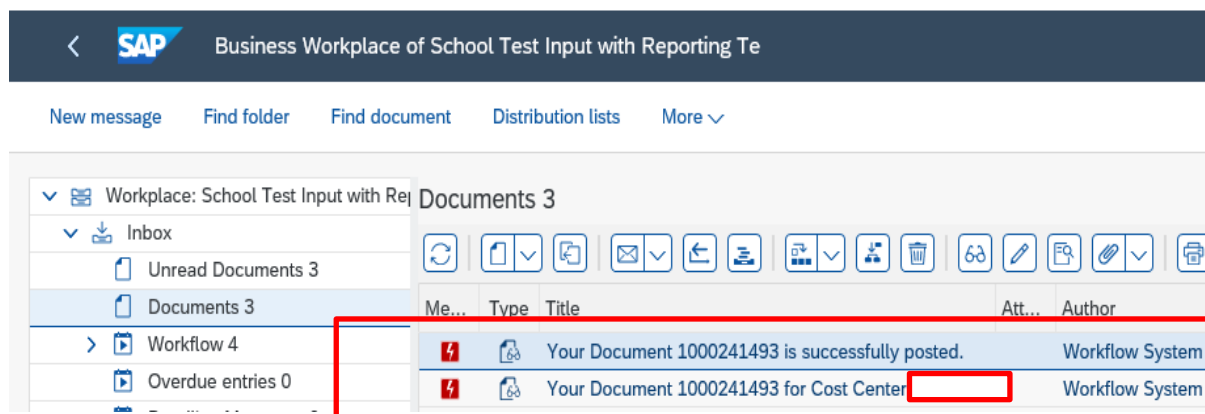
Note: To find out who is the User Responsible for your school's cost centre (usually your headteacher), run the **S ALR 87013620** report in SAP Fiori. The User Responsible name shows at the top of the report. If the name is incorrect, please e-mail the Budget Manager Support team for advice.

Section 1.6 Confirmation messages – approved/rejected journals.

Approved Journals:

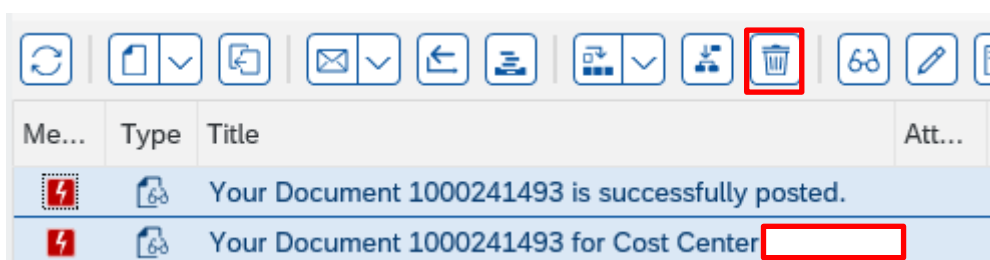
Once a negotiated journal has been approved, the Inputter who created (parked) the negotiated journal will see two-line items referring to that journal document number in their **SAP Fiori Business Workplace Inbox**, in the **Documents** field.

These are for information only. They confirm the transfer's approval and its successful posting into the relevant budgets.



If desired, you can delete these to clear them from the list to keep your Inbox tidy:

- Highlight both lines and click on the **Delete** icon.



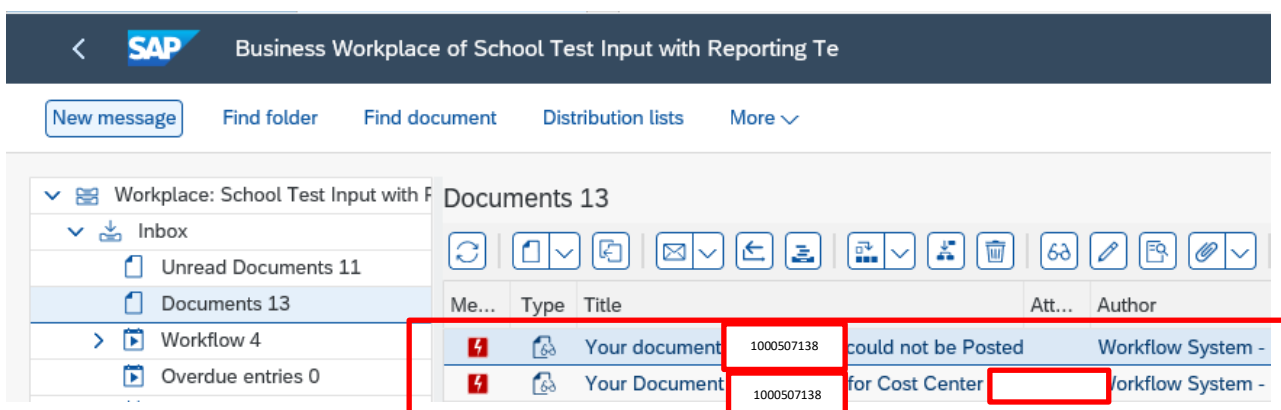
- Click on **Yes** to confirm delete message

Note: All details of negotiated journals can be viewed in SAP Fiori posting reports e.g., KSB1.

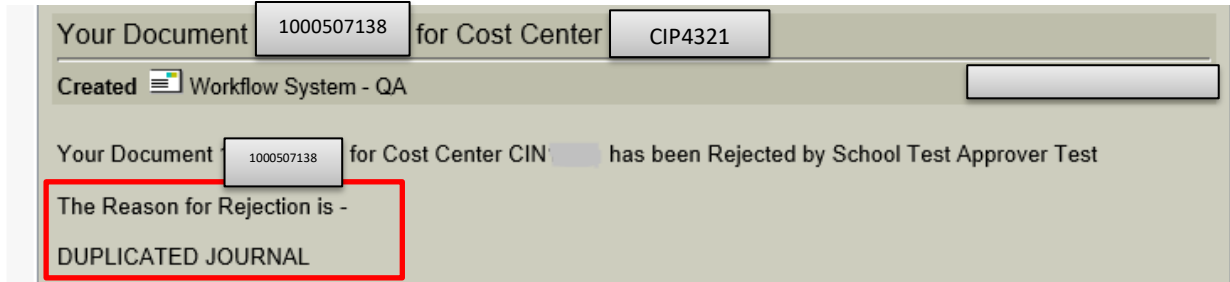
Rejected journals:

Similarly, if a negotiated journal is rejected by the Approver, the Inputter will see two lines relating to the journal in the **Documents** folder.

- The first line “**Your document 1000xxxxx could not be Posted**” confirms the rejection.
- The second line shows the reason for rejection.
- Click on the second line “**Your document 1000xxxxx for cost centre CIP**”.

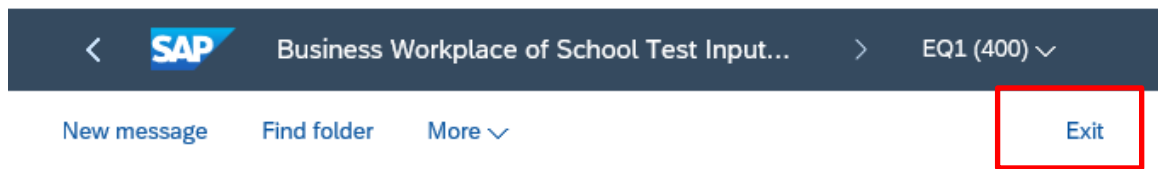


- This shows the reason for its rejection.
See below



The screenshot shows a SAP Fiori message screen. At the top, it says "Your Document 1000507138 for Cost Center CIP4321". Below that, it says "Created Workflow System - QA". The main message is "Your Document 1000507138 for Cost Center CIN has been Rejected by School Test Approver Test". A red box highlights the text "The Reason for Rejection is - DUPLICATED JOURNAL".

- Click **Exit** on the rejected message screen and click **Exit** on the **SAP Fiori Business Workplace** screen



The screenshot shows the SAP Fiori Business Workplace header bar. It contains the SAP logo, the text "Business Workplace of School Test Input...", and a dropdown menu "EQ1 (400)". Below the header bar, there are three buttons: "New message", "Find folder", and "More". A red box highlights the "Exit" button in the top right corner.

When you have finished using **SAP Fiori**, please ensure you log off the system and close out of all windows.

Section 1.7 Quick reference guide to a correctly completed Negotiated Journal

Document
Date: Date
of input.

Reference:
Your
school's
name.

Doc.Header
Text:
Reason for
journal.

Document Type: Must be IR.

Amount information:
Debits and credits must match.

**Services for
Object
button:**
Click on this
for the

SAP Edit Parked G/L Account Document 1000507138 1000 2023 > ED1 (400) ✓

Menu ▾ Tree On Company Code Save as Completed Editing Options Services for Object ▾ Exit

Basic Data Details Workflow

Document Date: 06.02.2024 Currency: GBP
 Posting Date: 06.02.2024 Period: 11
 Document Number: 1000507138
 Reference: YOUR SCHOOL NAME
 Doc.Header Text: Shared Training costs.
 * Document Type: IR Negotiable Recharge

☐ Doc. Currency

Company Code: 1000 Derbyshire County Council Great Britain

Amount Information

Total Dr.

100.00	GBP
--------	-----

Total Cr.

100.00	GBP
--------	-----

2 Items (No entry variant selected)

St...	G/L acct	D/C	Amount in doc.curr.	T...	Text	Lo...	Co...	Cost center	Order	Profit center	WBS Element	Material
<input checked="" type="checkbox"/>	313390	Credit	100.00	VN	Anytown Jun...		1000	CIP1234		CIP1234		
<input checked="" type="checkbox"/>	313390	Debit	100.00	VN	Anytown Infa...		1000	CIP4321		CIP4321		
<input type="checkbox"/>							1000					
<input type="checkbox"/>							1000					
<input type="checkbox"/>							1000					

Save parked document Cancel

<p>Services for object option to create a note or attachment – which <u>must be added.</u></p> <p>Coding lines: There should only be two lines, a debit, and a credit.</p>	
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<p>Ensure the line entries are fully completed and correct.</p>	<ul style="list-style-type: none">• GL acct - 313390 in both lines.• D/C - Credit to your own cost centre, Debit to school/establishment you are charging.• Amount - same value in both lines.• Tax - VN• Text – In your Credit line - Name of school/establishment you are charging plus reason for journal. In their Debit line, your school name plus reason for journal. These notes appear on the KSB1 reports.• Cost center – your cost centre in Credit line, theirs in Debit line,• unless you are using an SIO, in which case, don't enter cost centre but enter the SIO number in Order. <p>Click Enter to see green ticks for validation.</p>
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