

School to School (journals between establishments)

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

Reference:
This should be your school name as a quick identifier for approvers.

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

Document Type:
This field defaults to SA so ensure this is changed to IR as it cannot be changed after the journal is saved.

GL acct:
A GL code needs to be entered for each line. The journal should be one debit and one credit line **only. Both lines must have matching 3 codes.**

Text:
This narrative shows on the KSB1 posting reports so a good description of the reason for the journal is **important.** Credit will show on your report debit will show on the receiving establishment report.

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

D/C:
From the drop down arrow select Debit to charge the other establishment and Credit to receive your income.

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

T....:
This is the VAT Column VN or AN can be used for these internal journals.

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