

# In the Spotlight Dance Festival 2024

## Interschool Journal



**Note:** if the credit line is entered incorrectly, schools will be asked to reverse and re-enter the journal.

New Journal Entry

DETAILS | LINE ITEMS | ATTACHMENTS | NOTES

**Select Interschool**

Entry Date: 08/03/2024  
Journal Entry Type: Interschool

\*Journal Entry Name: ITSDF24/P/XXXX  
\*Reference: ITSDF24/P/XXXX  
From Template: Select Template

Enter **ITSDF24/P/XXXX** (XXXX is your school code) twice

Please enter the following information in the **DEBIT** line: Your school code and GL 420019. Enter the Internal Order, WBS, Fund and Cost Centre appropriate to your school.

Enter S5, the description is **ITSDF24/P/XXXX** (XXXX is your school name) and the **DEBIT** amount is \$220 x the number of accepted items.

Items	School Code	GL Account	Internal Order	WBS	Fund	Cost Centre	Tax Code	Description	Debit	Credit
	mandatory	mandatory						ITSDF24/P/XXXX		
	8530	420019	2003044473		6300	68530135	S5	ITSDF24/P/XXXX		

Attachments: 0

Please enter the following details in the **CREDIT** line:  
School code – **8530**, GL **420019**, Internal Order **2003044473** (In the Spotlight Dance Festival), Fund **6300**, Cost Centre **68530135** (CAPA).

Enter S5, the description is **ITSDF24/P/XXXX** (XXXX is your school name) and the **CREDIT** amount is \$220 x the number of accepted items.

**Attachments:** attach a copy of the acceptance email and this document as evidence of your Interschool journal.