

PARTICIPATION ONLY

In the Spotlight Dance Festival 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 ITSDF25/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 ITSDF25/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		

Total Debit: 0.00 Total Credit: 0.00 Total Balance: 0.00

ATTACHMENTS

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 ITSDF25/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.