



MERCHANDISE 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/M/XXXX
*Reference: ITSDF24/M/XXXX
From Template: Select Template

Enter ITSDF25/M/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/M/XXXX** (XXXX is your school name) and the **DEBIT** amount is the total merchandise fee.

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

ATTACHMENTS

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 **ITSDF25/M/XXXX** (XXXX is your school name) and the **CREDIT** amount is the total merchandise fee.

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