

Quick Reference Guide (QRG)

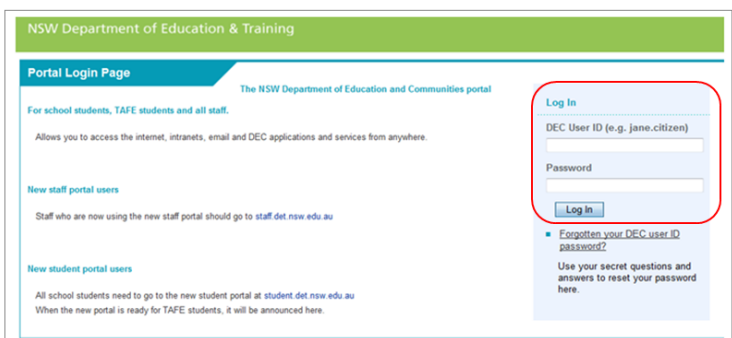
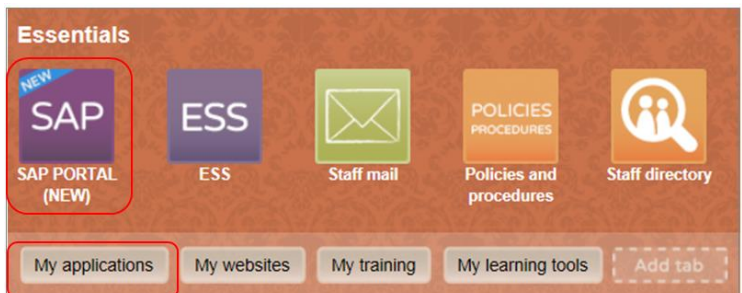
How to create an interschool journal

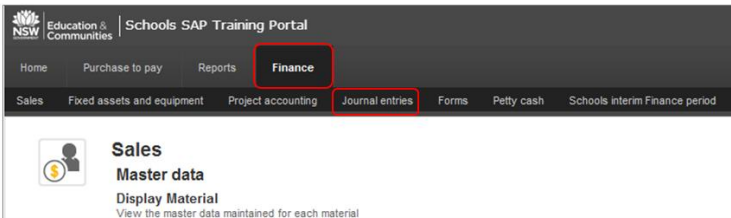
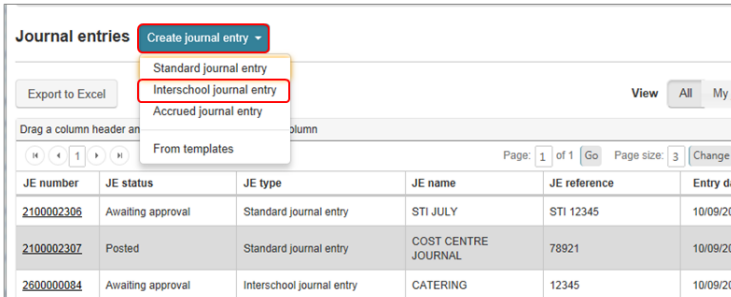




Description

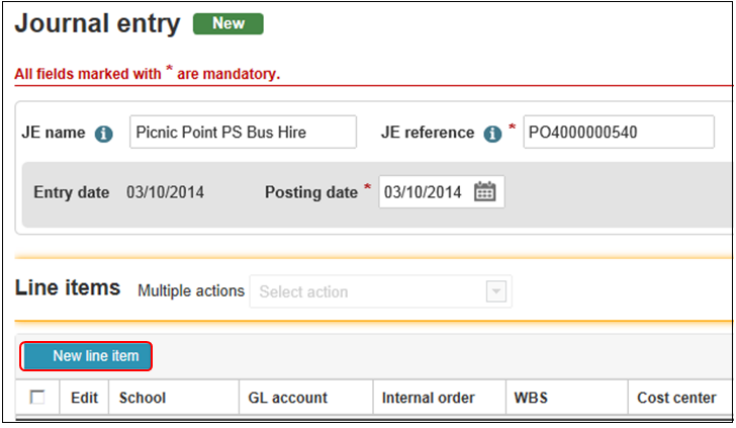
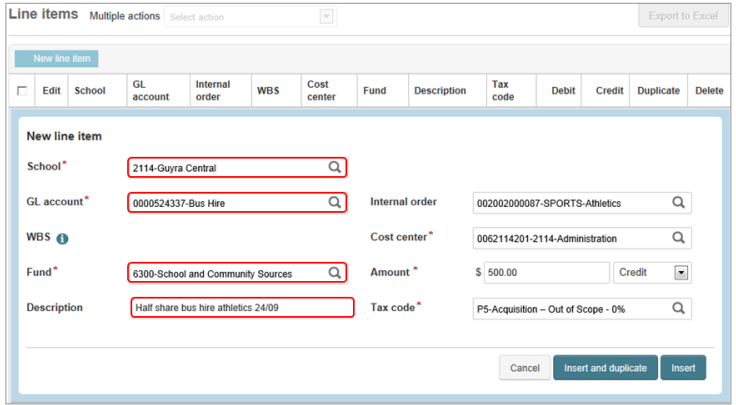
This Quick Reference Guide (QRG) provides information on how to create and submit an Interschool Journal.




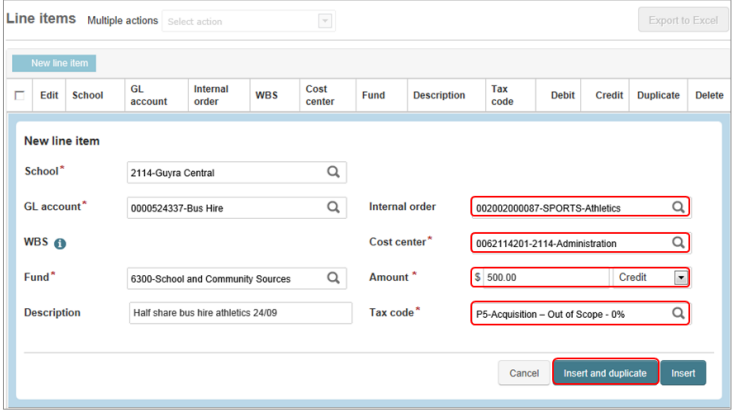
Example: Guyra Central School has paid an invoice in full for a bus to the Regional Athletics Carnival. This bus was shared with Picnic Point Public School. Guyra Central School will now create and submit an Interschool Journal debiting Picnic Point Public School for their share of the cost.

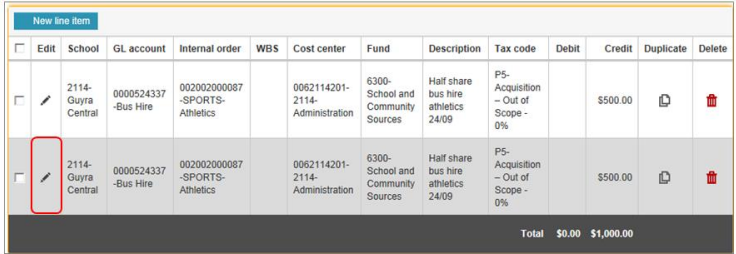


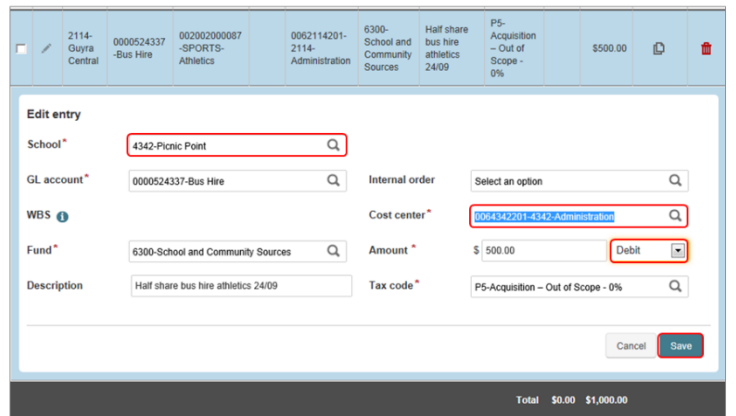
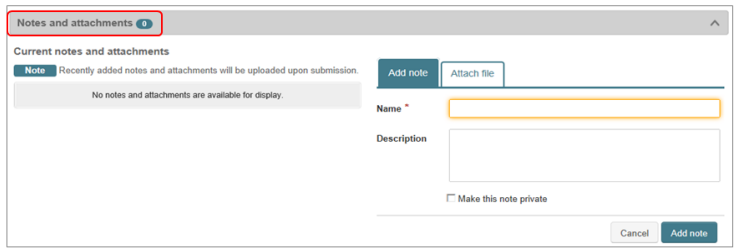
Note: Interschool journals can only be processed for SAP Schools. If you are recouping funds from an OASIS School you will need to raise a sales order.

STEP	INSTRUCTIONS	SCREENSHOT CLARIFICATION
1	<p>Log into the Staff Portal. https://staff.det.nsw.edu.au</p> <p>Enter your DEC User ID and Password.</p> <p>Select Log In.</p>	
2	<p>Select the SAP PORTAL (NEW) icon in your Essentials bar.</p> <p>Note: You can add the icon to your Essentials bar through the My applications tab.</p>	

STEP	INSTRUCTIONS	SCREENSHOT CLARIFICATION
3	<p>Log in to the SAP Portal.</p> <ul style="list-style-type: none">Click on the Finance tab.Click on Journal Entries.	
4	<ul style="list-style-type: none">Click on the Create journal entry button to display the dropdown menu.Select Interschool journal entry.	
5	<p>The Journal entry screen will appear.</p> <p>Enter a reference in the JE Name field. This reference will allow you to easily search for this journal entry at a later date.</p>	
6	<p>Enter a reference in the JE reference field.</p> <p>You can copy the text from the JE Name field, or you can input a different reference. In this example, the purchase order number for the bus hire is the reference.</p> <p> Tip: Throughout the Journal Entry screens, you will see the Information icon.  Hover over the icon for a description of what needs to be entered into a particular field.</p>	

STEP	INSTRUCTIONS	SCREENSHOT CLARIFICATION
7	<ul style="list-style-type: none"> Click on New line item. 	
8	<ul style="list-style-type: none"> School – Your school is the default. GL account - Select the appropriate GL account, for example, Bus Hire. <i>Note:</i> In an Interschool journal you must use same GL account for both line items. Fund - Select the appropriate Fund code. Description – This is not mandatory but it allows for easy identification of what the line item is for. <i>Note:</i> Interschool journals use the same GL account for the credit and debit lines: To transfer an expense to another school, use the same 5-series GL account, for example, 524337 bus hire. To transfer revenue to another school, use the same 4 series GL account, for example, 420001 excursions. 	

STEP	INSTRUCTIONS	SCREENSHOT CLARIFICATION
9	<ul style="list-style-type: none"> ▪ Internal Order / WBS – Internal order or WBS number. ▪ Cost Center –Relevant cost centre number for your school (mandatory). ▪ Amount – Amount being transferred (excluding GST). ▪ Tax Code – P5 for all interschool journals for expenses. ▪ Credit or Debit – For the first line item, select Credit. ▪ Click the Insert and duplicate button. <p> Note: If the Interschool journal is for revenue, select S5 for the Tax code.</p> <p> Note: The Internal order and WBS fields are optional fields. An internal number or WBS number is only required if the full cost of the bus hire was initially allocated to an internal order or WBS element.</p> <p> Tip: As every journal entry requires a Credit and a Debit line, clicking the Insert and Duplicate button once all the information has been entered, minimises the effort needed to complete the interschool journal entry. In the following steps we will change the duplicated journal entry to be a Debit line item (which balances out the Credit line item we have just created).</p>	

STEP	INSTRUCTIONS	SCREENSHOT CLARIFICATION
10	<p>The duplicate line item sits below the original. They are currently both Credit line items.</p> <ul style="list-style-type: none">Click Edit to make changes to the duplicate line item.	
11	<ul style="list-style-type: none">School - Search and select the appropriate school from the School field.Cost Center - Enter the cost centre number for the school you are transferring the cost to.Credit or Debit – Change this to Debit. This will balance out the Credit line item you created initially.Click Save. <p> Note: You should contact the school receiving the cost before continuing if you are unsure of which cost centre they wish you to transfer into.</p> <p> Tip: In the School field type the name of the school receiving the cost. A drop down menu will appear with all available options.</p>	
12	<p>To add Notes and attachments to the interschool journal:</p> <ul style="list-style-type: none">Click on Notes and Attachments at the bottom of the screen.	

STEP	INSTRUCTIONS	SCREENSHOT CLARIFICATION
13	<ul style="list-style-type: none"> Name – Enter a name for the interschool journal. Description – Enter a brief description for the interschool journal. 	
14	<ul style="list-style-type: none"> Click the Attach File tab. 	
15	<ul style="list-style-type: none"> Click Browse to search for the file you wish to attach. Click the file you wish to attach. Click Open. 	
16	<ul style="list-style-type: none"> Click Validate to check the journal entry has been created without error. 	
17	<ul style="list-style-type: none"> Click Submit (provided the validation was successful). <p>Note: The interschool journal entry will now appear in the Task List of the Principals from both schools for their approval.</p>	

Further information

Learning Management and Business Reform (LMBR) intranet site: <https://education.nsw.gov.au/lmbr>

When 'live' on the LMBR systems, for assistance relating to: Finance (SAP) or related activities; SALM (Student Administration and Management and Student Wellbeing), please contact EDConnect.

Submit online queries: <https://detwww.det.nsw.edu.au/lists/directoratesaz/edconnect/index.htm>

Call the contact centre: 1300 32 32 32

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Document Reference	Details
Reference code	Not applicable
Author	LMBR Schools Training Team
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