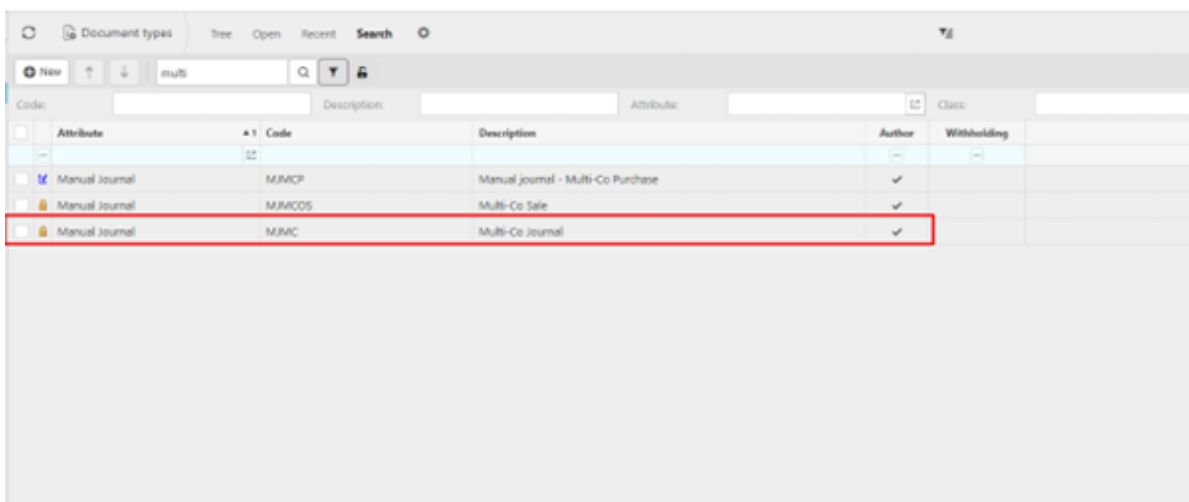


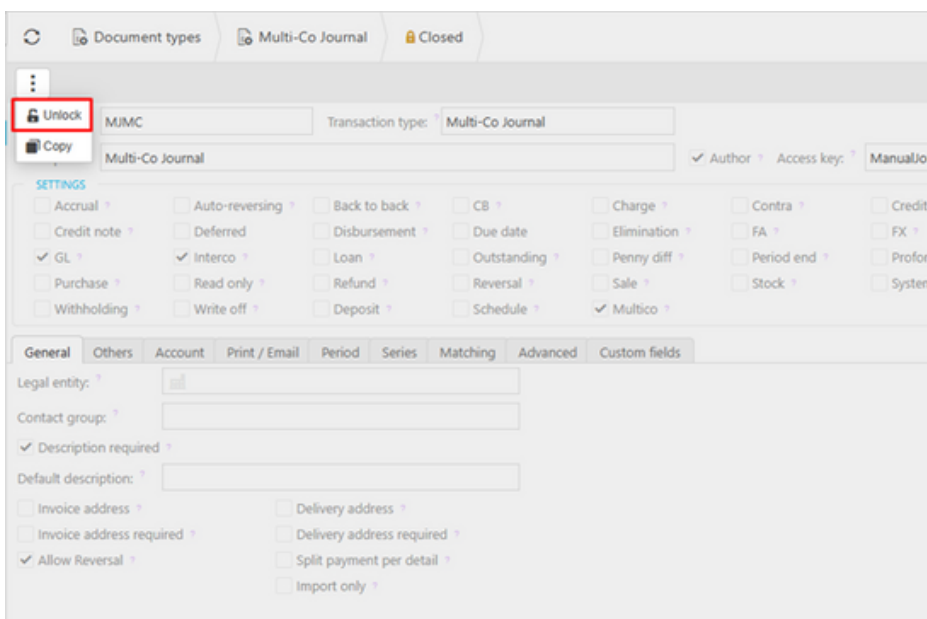
# Product Webinar: Getting the best out of iplicit.

## Set-up

**1. Enable the Multi-Co Journal document type.** Within the document types area of iplicit search for Multi-Co Journal

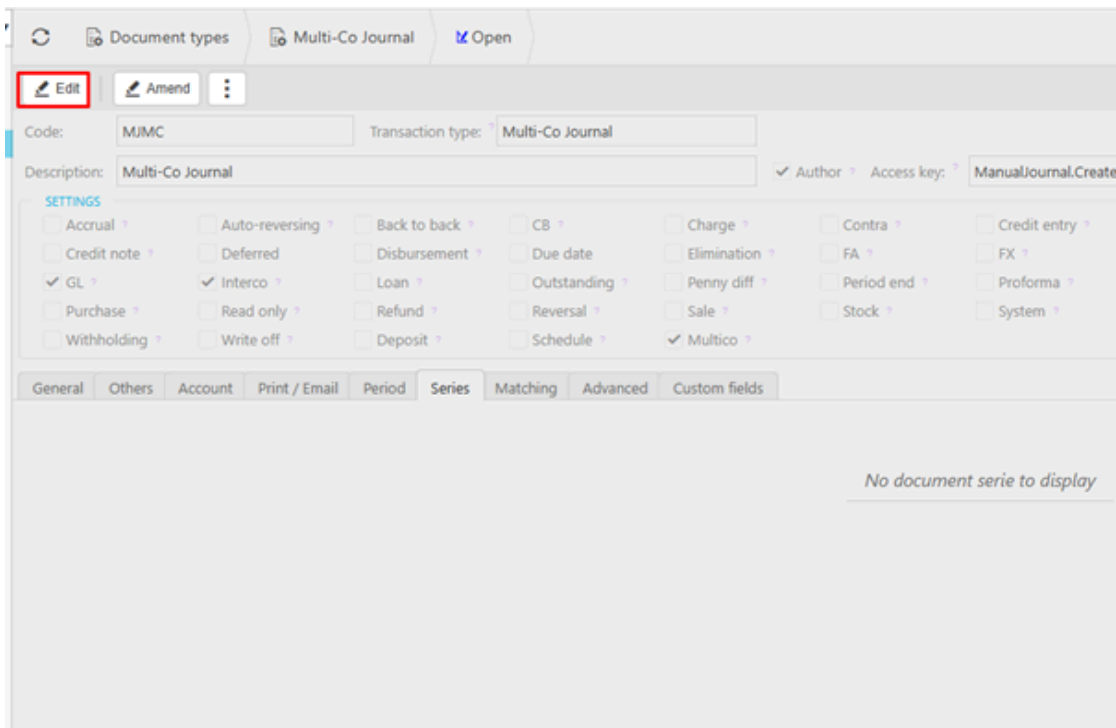


Go into the Multi-Co Journal document type and unlock it.



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Go into the series tab of the document type, click on edit and then the select button.



The screenshot shows the 'Multi-Co Journal' document type settings. The 'Edit' button is highlighted with a red box. The 'Series' tab is selected, and the message 'No document serie to display' is shown.

Document types: Multi-Co Journal | Open

Buttons: Edit, Amend, ...

Code: MJMC | Transaction type: Multi-Co Journal

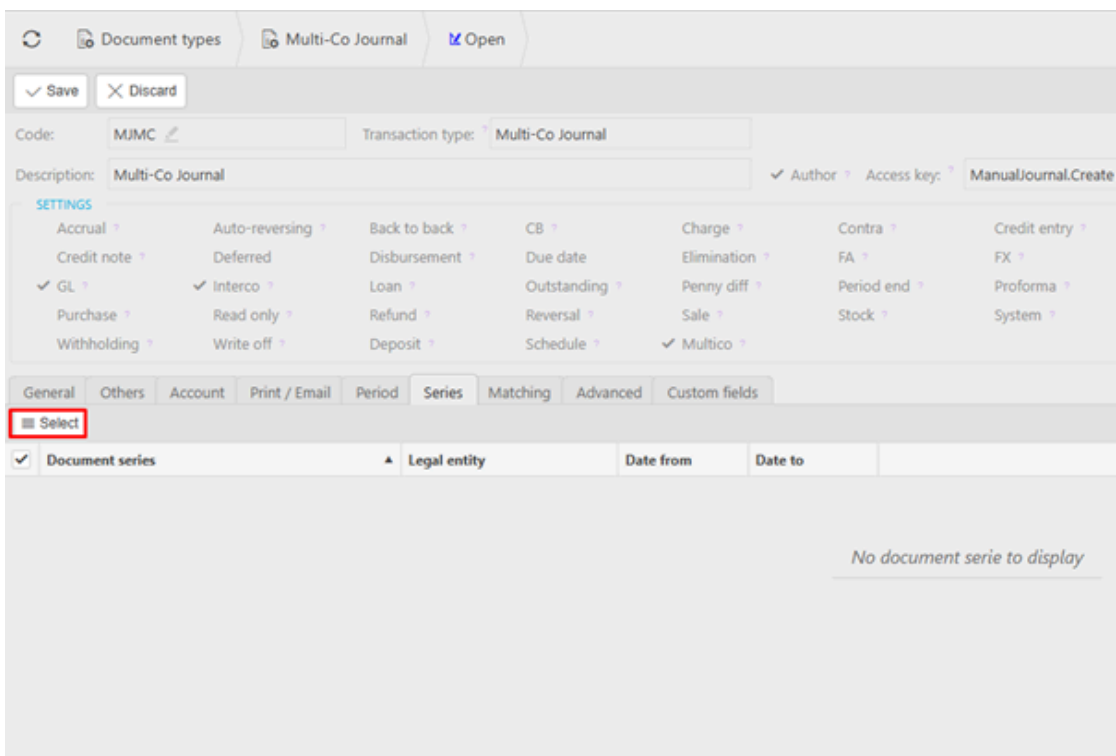
Description: Multi-Co Journal | Author: ManualJournal.Create

SETTINGS

|  |   |                                       |                                      |   |                                     |                                       |
|--|---|---------------------------------------|--------------------------------------|---|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Accrual       | <input type="checkbox"/> Auto-reversing     | <input type="checkbox"/> Back to back | <input type="checkbox"/> CB          | <input type="checkbox"/> Charge             | <input type="checkbox"/> Contra     | <input type="checkbox"/> Credit entry |
| <input type="checkbox"/> Credit note   | <input type="checkbox"/> Deferred           | <input type="checkbox"/> Disbursement | <input type="checkbox"/> Due date    | <input type="checkbox"/> Elimination        | <input type="checkbox"/> FA         | <input type="checkbox"/> FX           |
| <input checked="" type="checkbox"/> GL | <input checked="" type="checkbox"/> Interco | <input type="checkbox"/> Loan         | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Penny diff         | <input type="checkbox"/> Period end | <input type="checkbox"/> Proforma     |
| <input type="checkbox"/> Purchase      | <input type="checkbox"/> Read only          | <input type="checkbox"/> Refund       | <input type="checkbox"/> Reversal    | <input type="checkbox"/> Sale               | <input type="checkbox"/> Stock      | <input type="checkbox"/> System       |
| <input type="checkbox"/> Withholding   | <input type="checkbox"/> Write off          | <input type="checkbox"/> Deposit      | <input type="checkbox"/> Schedule    | <input checked="" type="checkbox"/> Multico |                                     |                                       |

General | Others | Account | Print / Email | Period | Series | Matching | Advanced | Custom fields

No document serie to display



The screenshot shows the 'Multi-Co Journal' document type settings. The 'Select' button is highlighted with a red box. The 'Series' tab is selected, and the message 'No document serie to display' is shown.

Document types: Multi-Co Journal | Open

Buttons: Save, Discard

Code: MJMC | Transaction type: Multi-Co Journal

Description: Multi-Co Journal | Author: ManualJournal.Create

SETTINGS

|  |   |                                       |                                      |   |                                     |                                       |
|--|---|---------------------------------------|--------------------------------------|---|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Accrual       | <input type="checkbox"/> Auto-reversing     | <input type="checkbox"/> Back to back | <input type="checkbox"/> CB          | <input type="checkbox"/> Charge             | <input type="checkbox"/> Contra     | <input type="checkbox"/> Credit entry |
| <input type="checkbox"/> Credit note   | <input type="checkbox"/> Deferred           | <input type="checkbox"/> Disbursement | <input type="checkbox"/> Due date    | <input type="checkbox"/> Elimination        | <input type="checkbox"/> FA         | <input type="checkbox"/> FX           |
| <input checked="" type="checkbox"/> GL | <input checked="" type="checkbox"/> Interco | <input type="checkbox"/> Loan         | <input type="checkbox"/> Outstanding | <input type="checkbox"/> Penny diff         | <input type="checkbox"/> Period end | <input type="checkbox"/> Proforma     |
| <input type="checkbox"/> Purchase      | <input type="checkbox"/> Read only          | <input type="checkbox"/> Refund       | <input type="checkbox"/> Reversal    | <input type="checkbox"/> Sale               | <input type="checkbox"/> Stock      | <input type="checkbox"/> System       |
| <input type="checkbox"/> Withholding   | <input type="checkbox"/> Write off          | <input type="checkbox"/> Deposit      | <input type="checkbox"/> Schedule    | <input checked="" type="checkbox"/> Multico |                                     |                                       |

General | Others | Account | Print / Email | Period | Series | Matching | Advanced | Custom fields

Select

☒ Document series | Legal entity | Date from | Date to

No document serie to display

# Product Webinar: Getting the best out of iplicit.



Find an appropriate document series (we suggest Manual Journals), click on the right arrow to select it and click apply.

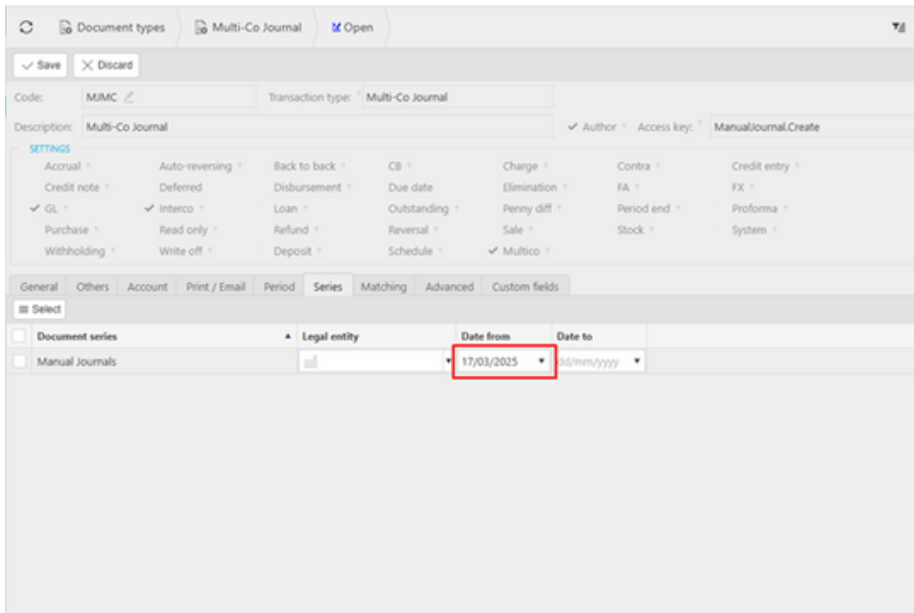
The image shows two screenshots of the 'Select Document series' dialog box in the iplicit software.

**Top Screenshot:** The 'Available' list on the left contains 27 items. The 'Manual Journal' item is selected. A red box highlights the right arrow button between the 'Available' and 'Selected' lists. The 'Selected' list on the right is currently empty.

**Bottom Screenshot:** The 'Available' list on the left contains 26 items. The 'Manual Journal' item is still selected. The 'Selected' list on the right now contains the 'Manual Journal' item. A red box highlights the 'Apply' button at the bottom of the dialog.

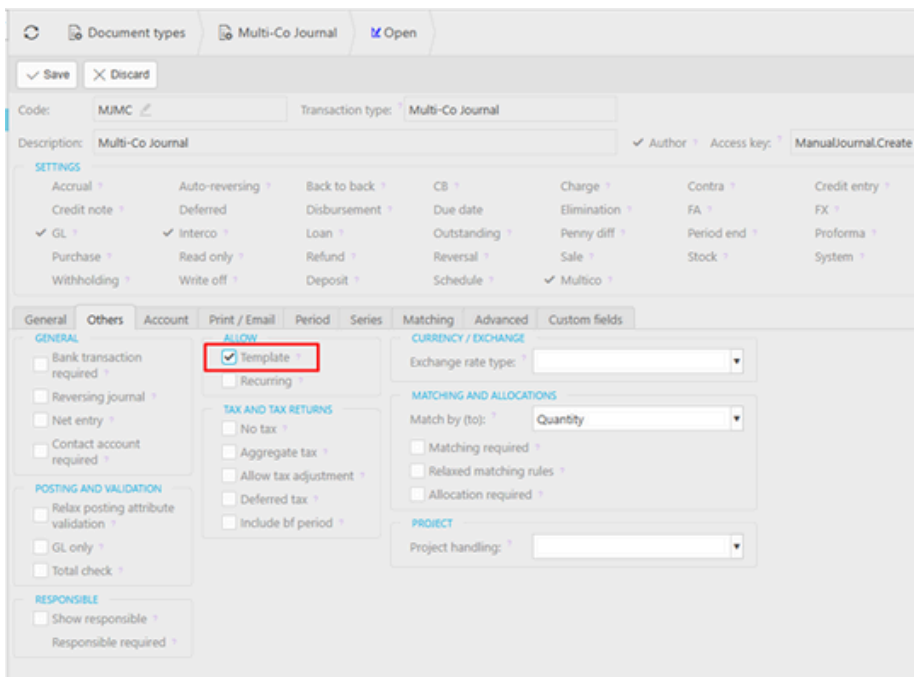
The series should now be shown in the document type. (Note that if you wish to back date Multi-co Journals then edit the date from field to a date before the date you are back dating your journals to).

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The screenshot shows the 'Multi-Co Journal' document type settings. The 'Date from' field is highlighted with a red box and contains the date 17/03/2025. The 'Date to' field is empty. The 'Legal entity' field is also empty. The 'Document series' and 'Manual Journals' checkboxes are unchecked. The 'Date from' field is highlighted with a red box.

It can be useful to create templates for Multi-co Journals if you create similar journals regularly. If this is the case, then go to the others tab of the document type and select the template tick box.



The screenshot shows the 'Multi-Co Journal' document type settings. The 'Template' checkbox under the 'OTHERS' tab is highlighted with a red box. The 'Template' checkbox is checked. The 'Date from' field is highlighted with a red box and contains the date 17/03/2025. The 'Date to' field is empty. The 'Legal entity' field is also empty. The 'Document series' and 'Manual Journals' checkboxes are unchecked. The 'Date from' field is highlighted with a red box.

Click on the save button to save the changes.

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The screenshot shows the 'Multi-Co Journal' settings form. At the top, there are tabs for 'Document types', 'Multi-Co Journal', and 'Open'. Below these are buttons for 'Save' (highlighted with a red box) and 'Discard'. The form includes fields for 'Code' (MIMC), 'Transaction type' (Multi-Co Journal), and 'Description' (Multi-Co Journal). There are also fields for 'Author' and 'Access key'. A 'SETTINGS' section contains various checkboxes and dropdowns for accounting settings like 'Accrual', 'Credit note', 'GL', 'Purchase', 'Withholding', 'Auto-reversing', 'Deferred', 'Interco', 'Read only', 'Write off', 'Back to back', 'Disbursement', 'Loan', 'Refund', 'Deposit', 'CB', 'Due date', 'Outstanding', 'Reversal', 'Schedule', 'Charge', 'Elimination', 'Penny diff', 'Sale', 'Multico', 'Contra', 'FA', 'Period end', 'Stock', 'Credit entry', 'FX', 'Proforma', and 'System'. Below the settings are tabs for 'General', 'Others', 'Account', 'Print / Email', 'Period', 'Series', 'Matching', 'Advanced', and 'Custom fields'. The 'General' tab is active, showing sections for 'GENERAL' (Bank transaction required, Reversing journal, Net entry, Contact account required), 'POSTING AND VALIDATION' (Relax posting attribute validation, GL only, Total check), 'RESPONSIBLE' (Show responsible, Responsible required), 'ALLOW' (Template, Recurring), 'TAX AND TAX RETURNS' (No tax, Aggregate tax, Allow tax adjustment, Deferred tax, Include bf period), 'CURRENCY / EXCHANGE' (Exchange rate type), 'MATCHING AND ALLOCATIONS' (Match by (to), Matching required, Relaxed matching rules, Allocation required), and 'PROJECT' (Project handling).

Reload iplicit so that the new document type is available for selection.

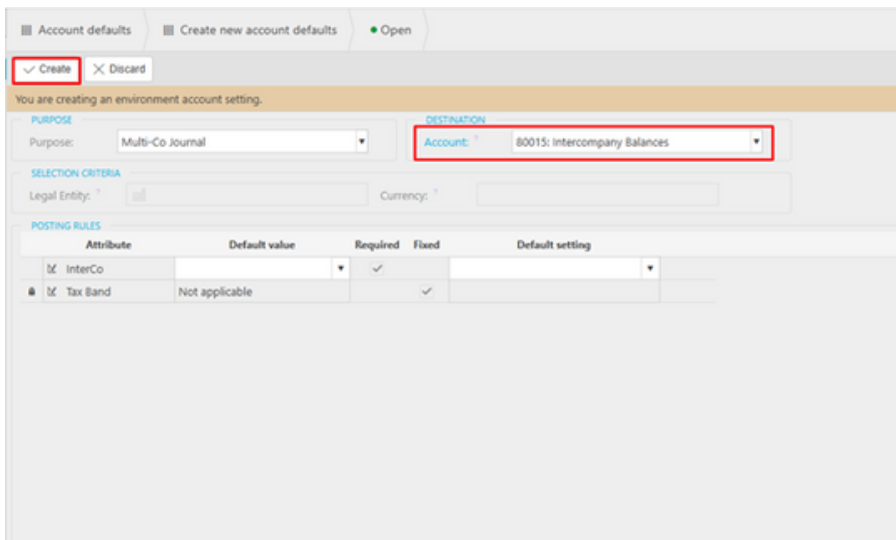
**2. Select the default chart of account code for Multi-Co Journal.** Go into Account Defaults and find the Multi-Co Journal account default.

The screenshot shows the 'Account defaults' table. The table has columns for 'Sub groups', 'Purpose', 'Account', 'Legal entity', and 'Currency'. The 'Interco' sub-group is selected. The 'Multi-Co Journal' row is highlighted with a red box and has a checked checkbox in the 'Purpose' column.

| Sub groups       | Purpose  | Account                               | Legal entity | Currency |
|------------------|--|---------------------------------------|--------------|----------|
| All              | <input type="checkbox"/> Cashbook Interco Transfer   | 70090: Cashbook Interco Transfer      | -            |          |
| Period End       | <input type="checkbox"/> Control: Interco Creditors  | 80010: Creditors Control Intercompany | -            |          |
| Assets           | <input type="checkbox"/> Control: Interco Debtors    | 70110: Debtors Control Intercompany   | -            |          |
| Control          | <input type="checkbox"/> Interco journal             | 80015: Intercompany Balances          | -            |          |
| Interco          | <input type="checkbox"/> Interco Loan                | 80015: Intercompany Balances          | -            |          |
| Charges          | <input type="checkbox"/> Interco payment             | 80015: Intercompany Balances          | -            |          |
| Tax              | <input type="checkbox"/> Interco receipt             | 80015: Intercompany Balances          | -            |          |
| Sale             | <input type="checkbox"/> Interco Tax                 | 80015: Intercompany Balances          | -            |          |
| Payroll          | <input checked="" type="checkbox"/> Multi-Co Journal | -                                     | -            |          |
| Product          | <input type="checkbox"/> Multi-Co purchase           | 80015: Intercompany Balances          | -            |          |
| Stock            | <input type="checkbox"/> Multi-Co sale               | 80015: Intercompany Balances          | -            |          |
| Project          |  |                                       |              |          |
| FX               |  |                                       |              |          |
| Bank             |  |                                       |              |          |
| Penny correction |  |                                       |              |          |

# Product Webinar: Getting the best out of iplicit.

Double click on the Multi-Co Journal and select an Intercompany chart of account code and click create.



Account defaults | Create new account defaults | Open

✓ Create ✕ Discard

You are creating an environment account setting.

**PURPOSE**  
Purpose: Multi-Co Journal

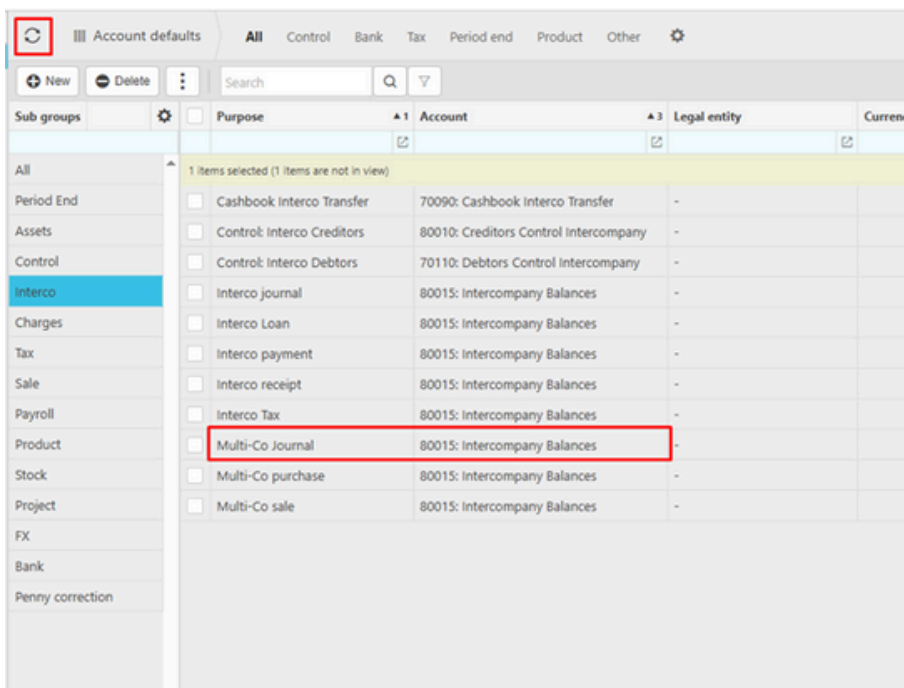
**DESTINATION**  
Account: 80015: Intercompany Balances

**SELECTION CRITERIA**  
Legal Entity: Currency:

**POSTING RULES**

| Attribute | Default value  | Required | Fixed | Default setting |
|-----------|----------------|----------|-------|-----------------|
| InterCo   |                | ✓        |       |                 |
| Tax Band  | Not applicable |          | ✓     |                 |

Click on the refresh symbol and this should now be displayed in account defaults.



Account defaults | All | Control | Bank | Tax | Period end | Product | Other

Refresh icon

New Delete Search

| Sub groups       | Purpose   | Account                               | Legal entity | Currency |
|------------------|---|---------------------------------------|--------------|----------|
| All              | 1 items selected (1 items are not in view)          |                                       |              |          |
| Period End       | <input type="checkbox"/> Cashbook Interco Transfer  | 70090: Cashbook Interco Transfer      | -            |          |
| Assets           | <input type="checkbox"/> Control: Interco Creditors | 80010: Creditors Control Intercompany | -            |          |
| Control          | <input type="checkbox"/> Control: Interco Debtors   | 70110: Debtors Control Intercompany   | -            |          |
| Interco          | <input type="checkbox"/> Interco journal            | 80015: Intercompany Balances          | -            |          |
| Charges          | <input type="checkbox"/> Interco Loan               | 80015: Intercompany Balances          | -            |          |
| Tax              | <input type="checkbox"/> Interco payment            | 80015: Intercompany Balances          | -            |          |
| Sale             | <input type="checkbox"/> Interco receipt            | 80015: Intercompany Balances          | -            |          |
| Payroll          | <input type="checkbox"/> Interco Tax                | 80015: Intercompany Balances          | -            |          |
| Product          | <input type="checkbox"/> Multi-Co Journal           | 80015: Intercompany Balances          | -            |          |
| Stock            | <input type="checkbox"/> Multi-Co purchase          | 80015: Intercompany Balances          | -            |          |
| Project          | <input type="checkbox"/> Multi-Co sale              | 80015: Intercompany Balances          | -            |          |
| FX               |   |                                       |              |          |
| Bank             |   |                                       |              |          |
| Penny correction |   |                                       |              |          |

Note that in order to come up for selection the Intercompany chart of account code should have the Interco box ticked and the account should include a chart of account rule that has the Interco attribute included.

# Product Webinar: Getting the best out of iplicit.

Chart of accounts 80015: Intercompany Balances Open

Edit

Account type: Balance Sheet Account: 80015 Name: Intercompany Balances

Group: BS: Net Assets less Liabilities > Liabilities > Current Liabilities > Cre... Legacy ref:

Rule: **Interco(R),TaxBand(R,0)**

Usage Structures Log

|  |                                       |  |   |                                       |  |
|--|---------------------------------------|--|---|---------------------------------------|--|
| <input type="checkbox"/> Adjustment                | <input type="checkbox"/> Bank Account | <input type="checkbox"/> Capitalisation            | <input type="checkbox"/> Charges                | <input type="checkbox"/> Control      | <input type="checkbox"/> Deferred/prepayment |
| <input type="checkbox"/> Deferred tax              | <input type="checkbox"/> Disbursement | <input type="checkbox"/> Dividend                  | <input checked="" type="checkbox"/> Elimination | <input type="checkbox"/> Fixed Assets | <input type="checkbox"/> Force change        |
| <input type="checkbox"/> FX                        | <input type="checkbox"/> Goods        | <input checked="" type="checkbox"/> <b>Interco</b> | <input type="checkbox"/> Loan                   | <input type="checkbox"/> Payroll      | <input type="checkbox"/> Period end          |
| <input type="checkbox"/> Purchase                  | <input type="checkbox"/> Revaluation  | <input type="checkbox"/> Retention                 | <input type="checkbox"/> Sale                   | <input type="checkbox"/> Services     | <input type="checkbox"/> Stock valuation     |
| <input type="checkbox"/> Suspense / reconciliation | <input type="checkbox"/> Tax          | <input type="checkbox"/> Withholding               | <input type="checkbox"/> WIP                    | <input type="checkbox"/> Deposit      | <input type="checkbox"/> Schedule            |

Chart of account rules Interco(R),TaxBand(R,0) Open

Edit

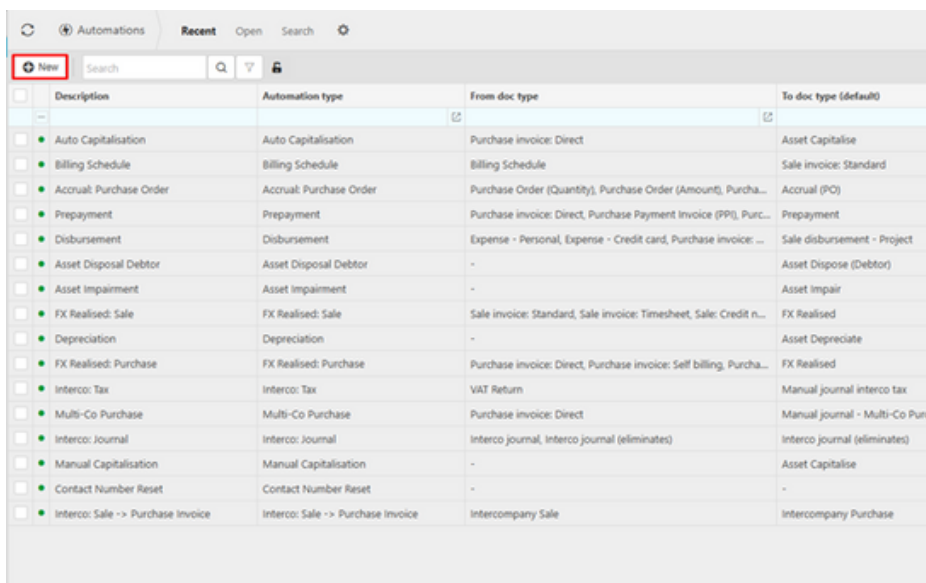
Description: Interco(R),TaxBand(R,0)

Setup Accounts

|   | Attribute  | Req                                 | Fixed                               | Default value  | Default setting |
|---|--|-------------------------------------|-------------------------------------|----------------|-----------------|
| 1 | <input checked="" type="checkbox"/> <b>InterCo</b> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                |                 |
| 2 | <input checked="" type="checkbox"/> Tax Band       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Not applicable |                 |

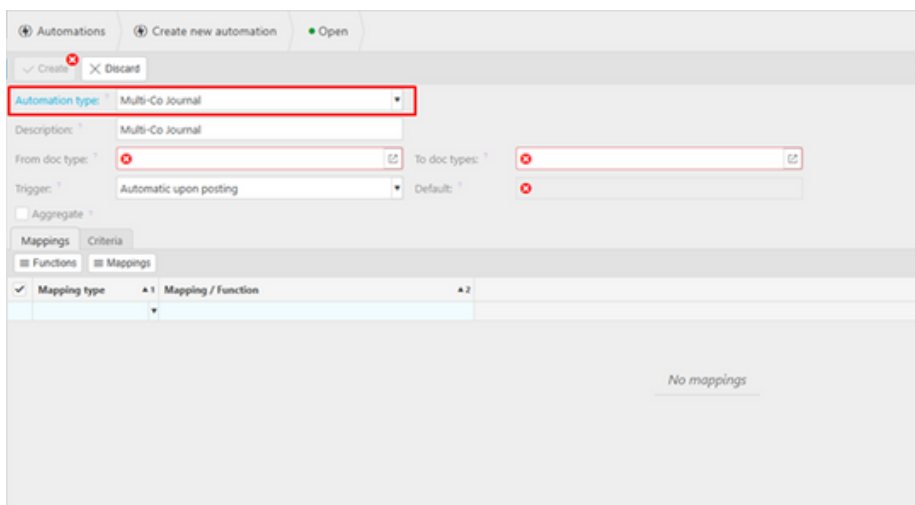
# Product Webinar: Getting the best out of iplicit.

**3. Add Multi-Co Journal Automation.** Go into Automations and click on the new button.



|                          | Description                       | Automation type                   | From doc type   | To doc type (default)          |
|--------------------------|-----------------------------------|-----------------------------------|---|--------------------------------|
| <input type="checkbox"/> | Auto Capitalisation               | Auto Capitalisation               | Purchase invoice: Direct  | Asset Capitalise               |
| <input type="checkbox"/> | Billing Schedule                  | Billing Schedule                  | Billing Schedule  | Sale invoice: Standard         |
| <input type="checkbox"/> | Accrual: Purchase Order           | Accrual: Purchase Order           | Purchase Order (Quantity), Purchase Order (Amount), Purcha...       | Accrual (PO)                   |
| <input type="checkbox"/> | Prepayment                        | Prepayment                        | Purchase invoice: Direct, Purchase Payment Invoice (PPI), Purc...   | Prepayment                     |
| <input type="checkbox"/> | Disbursement                      | Disbursement                      | Expense - Personal, Expense - Credit card, Purchase invoice: ...    | Sale disbursement - Project    |
| <input type="checkbox"/> | Asset Disposal Debtor             | Asset Disposal Debtor             | -   | Asset Dispose (Debtor)         |
| <input type="checkbox"/> | Asset Impairment                  | Asset Impairment                  | -   | Asset Impair                   |
| <input type="checkbox"/> | FX Realised: Sale                 | FX Realised: Sale                 | Sale invoice: Standard, Sale invoice: Timesheet, Sale: Credit n...  | FX Realised                    |
| <input type="checkbox"/> | Depreciation                      | Depreciation                      | -   | Asset Depreciate               |
| <input type="checkbox"/> | FX Realised: Purchase             | FX Realised: Purchase             | Purchase invoice: Direct, Purchase invoice: Self billing, Purcha... | FX Realised                    |
| <input type="checkbox"/> | Interco: Tax                      | Interco: Tax                      | VAT Return  | Manual journal interco tax     |
| <input type="checkbox"/> | Multi-Co Purchase                 | Multi-Co Purchase                 | Purchase invoice: Direct  | Manual journal - Multi-Co Purc |
| <input type="checkbox"/> | Interco: Journal                  | Interco: Journal                  | Interco journal, Interco journal (eliminates)                       | Interco journal (eliminates)   |
| <input type="checkbox"/> | Manual Capitalisation             | Manual Capitalisation             | -   | Asset Capitalise               |
| <input type="checkbox"/> | Contact Number Reset              | Contact Number Reset              | -   | -                              |
| <input type="checkbox"/> | Interco: Sale -> Purchase Invoice | Interco: Sale -> Purchase Invoice | Intercompany Sale   | Intercompany Purchase          |

Select Automation Type as Multi-Co Journal.



Automations Create new automation Open

Create Discard

Automation type: Multi-Co Journal

Description: Multi-Co Journal

From doc type: To doc types:

Trigger: Automatic upon posting Default:

Aggregate

Mappings Criteria

Functions Mappings

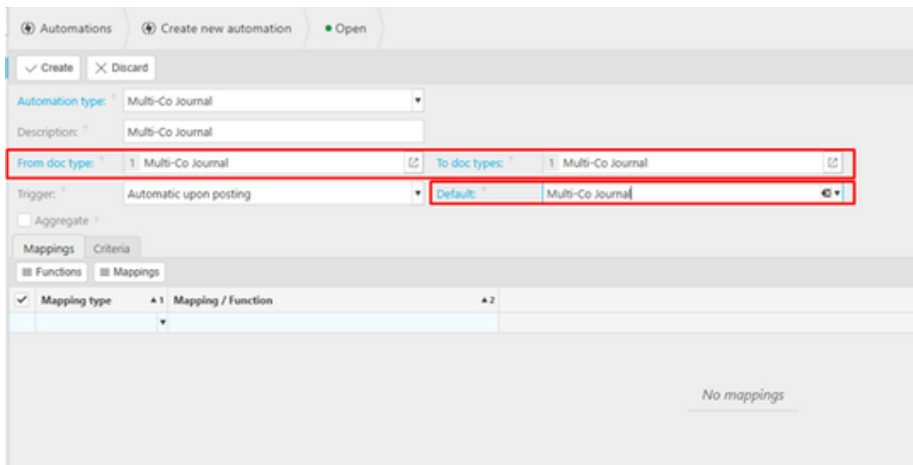
Mapping type Mapping / Function

No mappings

Select the From and To Doc types and the default as the Multi-co Journal that you have just enabled.

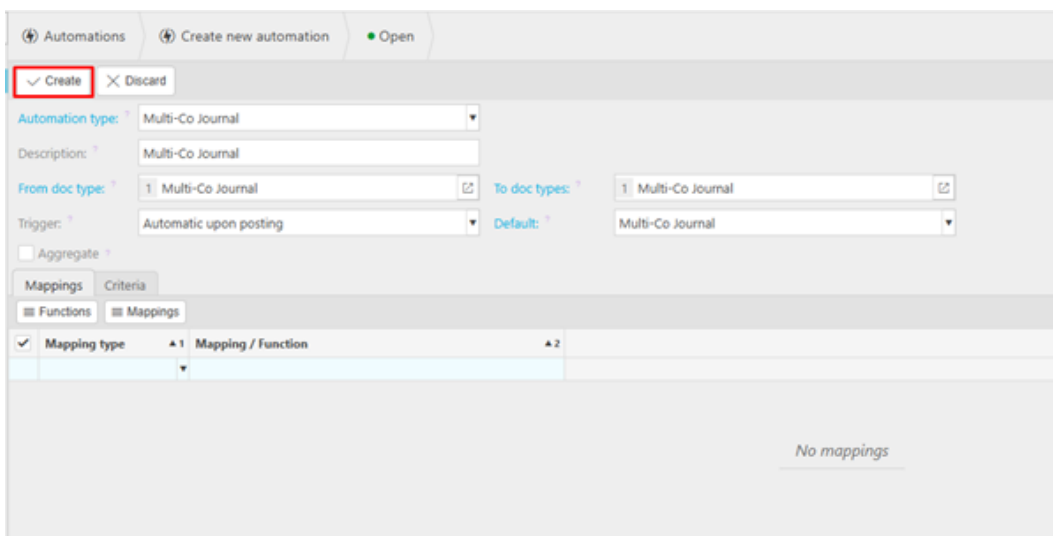


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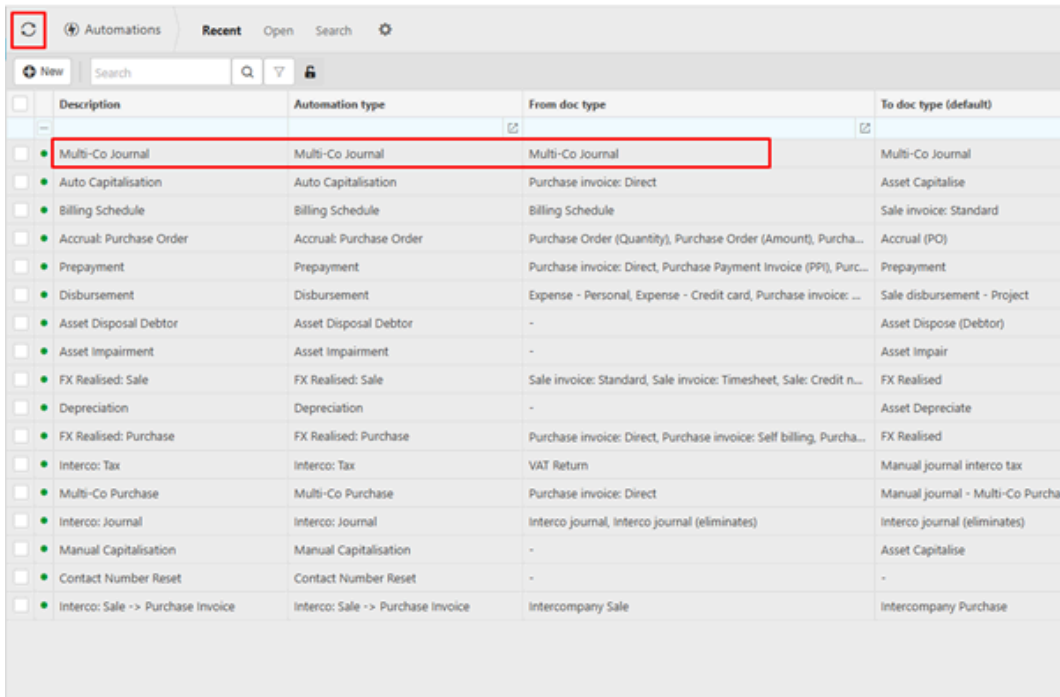
It is suggested that you keep the trigger set to Automatic upon posting which will ensure the Multi-Co linked Journals are created as soon as you enter the source Multi-Co Journal, but this can be changed if an alternative method is preferred.

Click on the create button to add the automation



Click on the refresh button to check that the automation has been created.

# Product Webinar: Getting the best out of iplicit.



| Description                       | Automation type                   | From doc type   | To doc type (default)               |
|-----------------------------------|-----------------------------------|---|-------------------------------------|
| Multi-Co Journal                  | Multi-Co Journal                  | Multi-Co Journal  | Multi-Co Journal                    |
| Auto Capitalisation               | Auto Capitalisation               | Purchase invoice: Direct  | Asset Capitalise                    |
| Billing Schedule                  | Billing Schedule                  | Billing Schedule  | Sale invoice: Standard              |
| Accrual: Purchase Order           | Accrual: Purchase Order           | Purchase Order (Quantity), Purchase Order (Amount), Purcha...       | Accrual (PO)                        |
| Prepayment                        | Prepayment                        | Purchase invoice: Direct, Purchase Payment Invoice (PPI), Purc...   | Prepayment                          |
| Disbursement                      | Disbursement                      | Expense - Personal, Expense - Credit card, Purchase invoice: ...    | Sale disbursement - Project         |
| Asset Disposal Debtor             | Asset Disposal Debtor             | -   | Asset Dispose (Debtor)              |
| Asset Impairment                  | Asset Impairment                  | -   | Asset Impair                        |
| FX Realised: Sale                 | FX Realised: Sale                 | Sale invoice: Standard, Sale invoice: Timesheet, Sale: Credit n...  | FX Realised                         |
| Depreciation                      | Depreciation                      | -   | Asset Depreciate                    |
| FX Realised: Purchase             | FX Realised: Purchase             | Purchase invoice: Direct, Purchase invoice: Self billing, Purcha... | FX Realised                         |
| Interco: Tax                      | Interco: Tax                      | VAT Return  | Manual journal interco tax          |
| Multi-Co Purchase                 | Multi-Co Purchase                 | Purchase invoice: Direct  | Manual journal - Multi-Co Purcha... |
| Interco: Journal                  | Interco: Journal                  | Interco journal, Interco journal (eliminates)                       | Interco journal (eliminates)        |
| Manual Capitalisation             | Manual Capitalisation             | -   | Asset Capitalise                    |
| Contact Number Reset              | Contact Number Reset              | -   | -                                   |
| Interco: Sale -> Purchase Invoice | Interco: Sale -> Purchase Invoice | Intercompany Sale   | Intercompany Purchase               |

**4. Ensure Chart of account codes have Interco Attribute.** For any chart of account codes that you want to use in Multi-Co Journals the chart of account rule associated with the chart of accounts code should have the interco attribute included as an optional attribute.

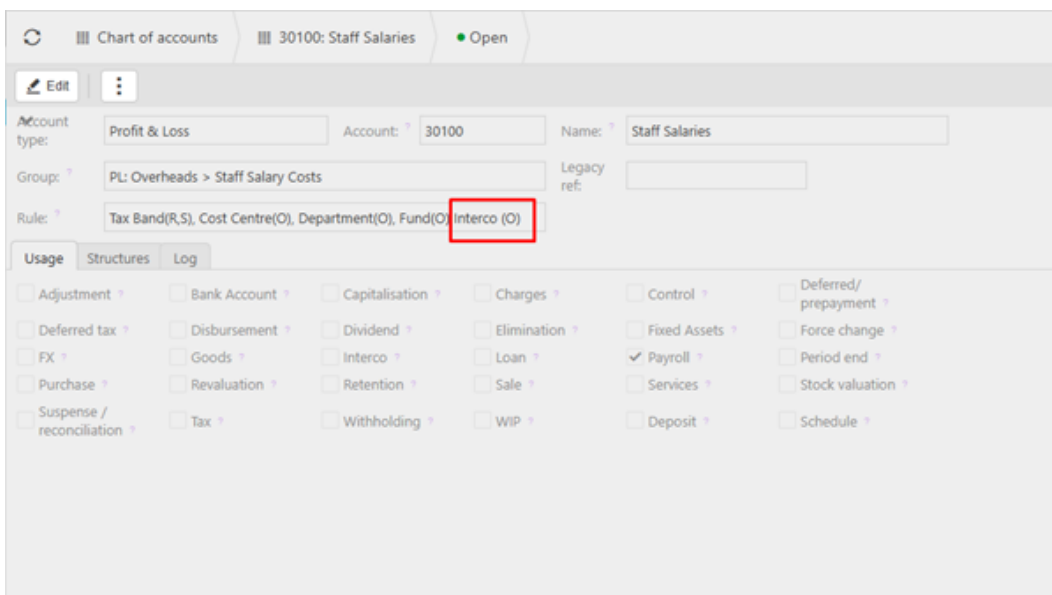


Chart of accounts: 30100: Staff Salaries

Account type: Profit & Loss Account: 30100 Name: Staff Salaries

Group: PL: Overheads > Staff Salary Costs Legacy ref:

Rule: Tax Band(R,S), Cost Centre(O), Department(O), Fund(O), **Interco (O)**

Usage: Structures Log

|  |                                       |   |                                      |   |  |
|--|---------------------------------------|---|--------------------------------------|---|--|
| <input type="checkbox"/> Adjustment                | <input type="checkbox"/> Bank Account | <input type="checkbox"/> Capitalisation | <input type="checkbox"/> Charges     | <input type="checkbox"/> Control            | <input type="checkbox"/> Deferred/prepayment |
| <input type="checkbox"/> Deferred tax              | <input type="checkbox"/> Disbursement | <input type="checkbox"/> Dividend       | <input type="checkbox"/> Elimination | <input type="checkbox"/> Fixed Assets       | <input type="checkbox"/> Force change        |
| <input type="checkbox"/> FX                        | <input type="checkbox"/> Goods        | <input type="checkbox"/> Interco        | <input type="checkbox"/> Loan        | <input checked="" type="checkbox"/> Payroll | <input type="checkbox"/> Period end          |
| <input type="checkbox"/> Purchase                  | <input type="checkbox"/> Revaluation  | <input type="checkbox"/> Retention      | <input type="checkbox"/> Sale        | <input type="checkbox"/> Services           | <input type="checkbox"/> Stock valuation     |
| <input type="checkbox"/> Suspense / reconciliation | <input type="checkbox"/> Tax          | <input type="checkbox"/> Withholding    | <input type="checkbox"/> WIP         | <input type="checkbox"/> Deposit            | <input type="checkbox"/> Schedule            |

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A screenshot of the 'Chart of account rules' setup screen in the iplicit software. The breadcrumb trail at the top reads: 'Chart of account rules' > 'Tax Band(R,S), Cost Centre(O), Department(O), Fund(O) Interco (O)' > 'Open'. Below the breadcrumb, there is an 'Edit' button and a description field containing 'Tax Band(R,S), Cost Centre(O), Department(O), Fund(O) Interco (O)'. The main section is titled 'Setup' and contains a table with columns: 'Attribute', 'Req', 'Fixed', 'Default value', and 'Default setting'. The table lists five attributes: 'Tax Band', 'Cost Centre', 'Department', 'Fund', and 'InterCo'. The 'InterCo' row is highlighted with a red rectangular border. In this row, the 'Req' checkbox is checked, while the 'Fixed' checkbox is unchecked. The 'Default value' and 'Default setting' fields for 'InterCo' are empty.

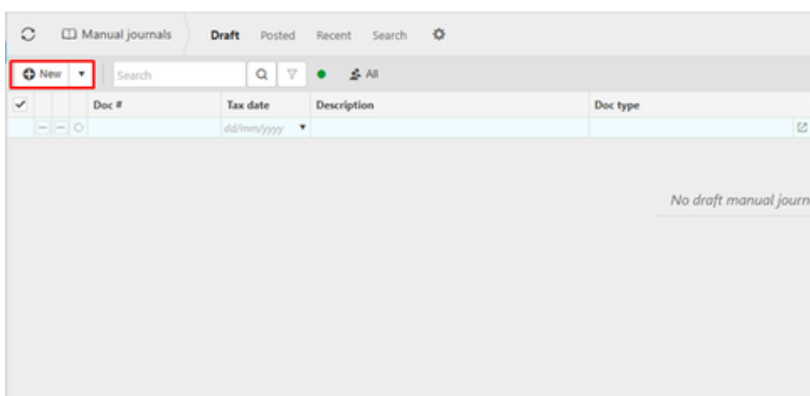
|   | Attribute                                       | Req                                 | Fixed                    | Default value  | Default setting |
|---|---|-------------------------------------|--------------------------|----------------|-----------------|
| 1 | <input checked="" type="checkbox"/> Tax Band    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Not applicable |                 |
| 2 | <input checked="" type="checkbox"/> Cost Centre | <input type="checkbox"/>            | <input type="checkbox"/> |                |                 |
| 3 | <input checked="" type="checkbox"/> Department  | <input type="checkbox"/>            | <input type="checkbox"/> |                |                 |
| 4 | <input checked="" type="checkbox"/> Fund        | <input type="checkbox"/>            | <input type="checkbox"/> |                |                 |
| 5 | <input checked="" type="checkbox"/> InterCo     | <input type="checkbox"/>            | <input type="checkbox"/> |                |                 |

Note that the chart of account codes do not need to have the interco box ticked. This is only required for the intercompany account set in account defaults as detailed above.

# Product Webinar: Getting the best out of iplicit.

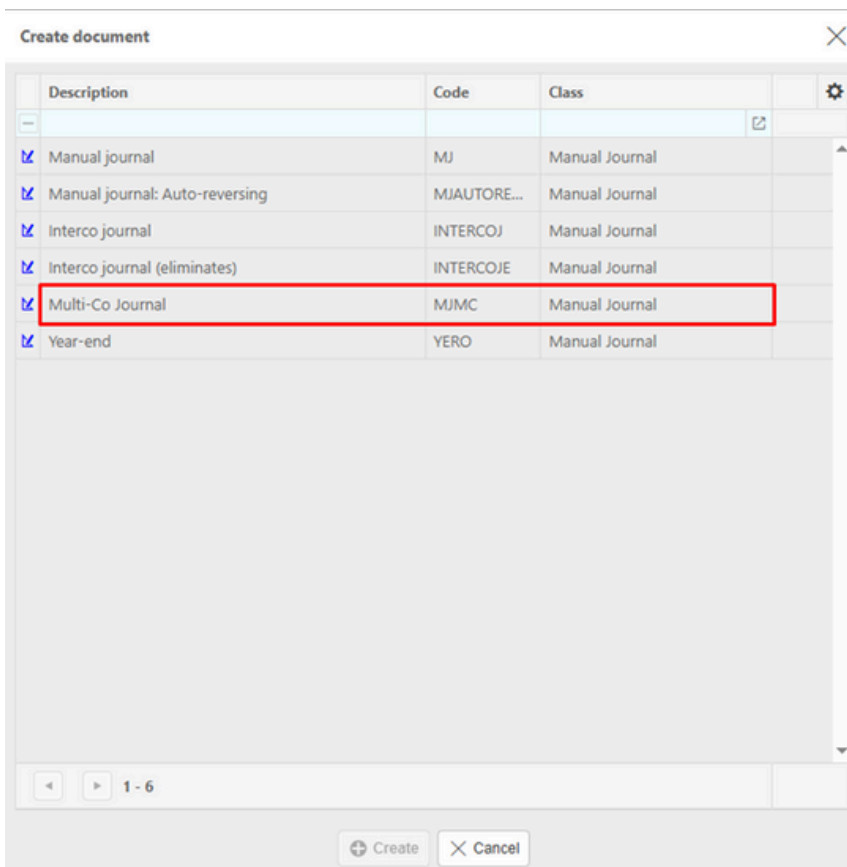
## Process

Go into Manual Journals and select the new button (Or you can select new from template if you have previously created document templates for this).



The screenshot shows the 'Manual journals' interface. At the top, there are tabs for 'Draft', 'Posted', and 'Recent'. Below the tabs, there is a 'New' button with a plus icon, which is highlighted with a red box. To the right of the 'New' button is a search bar. Below the search bar, there is a table with columns: 'Doc #', 'Tax date', 'Description', and 'Doc type'. The 'Tax date' column has a dropdown menu showing 'dd/mm/yyyy'. Below the table, there is a message that says 'No draft manual journals'.

Select the Multi-Co Journal document type.



The screenshot shows the 'Create document' dialog box. It has a table with columns: 'Description', 'Code', and 'Class'. The table lists several document types, and the 'Multi-Co Journal' row is highlighted with a red box. Below the table, there are navigation buttons: 'Create' and 'Cancel'.

| Description                    | Code        | Class          |
|--------------------------------|-------------|----------------|
| Manual journal                 | MJ          | Manual Journal |
| Manual journal: Auto-reversing | MJAUTORE... | Manual Journal |
| Interco journal                | INTERCOJ    | Manual Journal |
| Interco journal (eliminates)   | INTERCOJE   | Manual Journal |
| Multi-Co Journal               | MJMC        | Manual Journal |
| Year-end                       | YERO        | Manual Journal |

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Complete the journal ensuring that the Legal Entity is entered as the Primary Legal Entity. The InterCo attribute on each line of the journal should be completed with the Legal Entity that you want to recharge. Note that this can be left blank for any amounts going to the Primary Legal Entity where a recharge is not required.

Manual journals | Create new manual journal | Draft

TRANSACTION

Doc ID:  Doc type: Multi-Co Journal

Description: March Payroll

Legal entity: **S1 Local Trust**

Date: 17/05/2025 Period: March 2025

Contact account:

TOTAL

Totals: GBP 76,950.00 GBP 76,950.00

Imbalance: 0.00 0.00

| # | Account                                       | Description                                   | Debit         | Credit | Tax band       | Tax code       | Tax      | Gross          |
|---|---|---|---------------|--------|----------------|----------------|----------|----------------|
| 1 | 612100 SP: Teachers Wages and salaries        | 612100 SP: Teachers Wages and salaries        | GBP 18,500.00 | GBP    | Not applicable | Not Applicable | GBP 0.00 | GBP 18,500.00  |
| 2 | 612100 SP: Teachers Wages and salaries        | 612100 SP: Teachers Wages and salaries        | GBP 22,000.00 | GBP    | Not applicable | Not Applicable | GBP 0.00 | GBP 22,000.00  |
| 3 | 612100 SP: Teachers Wages and salaries        | 612100 SP: Teachers Wages and salaries        | GBP 14,500.00 | GBP    | Not applicable | Not Applicable | GBP 0.00 | GBP 14,500.00  |
| 4 | 612100 SP: Teachers Wages and salaries        | 612100 SP: Teachers Wages and salaries        | GBP 18,450.00 | GBP    | Not applicable | Not Applicable | GBP 0.00 | GBP 18,450.00  |
| 5 | 612100 SP: Leadership Wages and salaries      | 612100 SP: Leadership Wages and salaries      | GBP 3,500.00  | GBP    | Not applicable | Not Applicable | GBP 0.00 | GBP 3,500.00   |
| 6 | 302100 LB: Payroll control account: Payroll 1 | 302100 LB: Payroll control account: Payroll 1 | GBP 76,950.00 | GBP    | Not applicable | Not Applicable | GBP 0.00 | GBP -76,950.00 |

Submit the journal and click on the links button at the top of the journal. This will show the recharge multi-co journals that have been created from this journal.

Manual journals | #M/000013 - March Payroll | Posted

TRANSACTION

Doc ID: M/000013 Doc type: Multi-Co Journal

Description: March Payroll

Legal entity: S1 Local Trust

Date: 17/05/2025 Period: March 2025

Contact account:

TOTAL

Totals: GBP 76,950.00 GBP 76,950.00

Imbalance: 0.00 0.00

| # | Account                                | Description                            | Debit         | Credit | Tax band       | Tax code       | Tax      | Gross         |
|---|--|--|---------------|--------|----------------|----------------|----------|---------------|
| 1 | 612100 SP: Teachers Wages and salaries | 612100 SP: Teachers Wages and salaries | GBP 18,500.00 | GBP    | Not applicable | Not Applicable | GBP 0.00 | GBP 18,500.00 |
| 2 | 612100 SP: Teachers Wages and salaries | 612100 SP: Teachers Wages and salaries | GBP 22,000.00 | GBP    | Not applicable | Not Applicable | GBP 0.00 | GBP 22,000.00 |
| 3 | 612100 SP: Teachers Wages and salaries | 612100 SP: Teachers Wages and salaries | GBP 14,500.00 | GBP    | Not applicable | Not Applicable | GBP 0.00 | GBP 14,500.00 |
| 4 | 612100 SP: Teachers Wages and salaries | 612100 SP: Teachers Wages and salaries | GBP 18,450.00 | GBP    | Not applicable | Not Applicable | GBP 0.00 | GBP 18,450.00 |

Click on the journals to review the postings that have been made. The double entry shown will be between the lines that have been posted with an interco attribute and the intercompany default chart of account code set in step 2 above.

# Product Webinar: Getting the best out of iplicit.

iplicit

|   | #      | Account                          | Description                            | Debit         | Credit        | Tax band       | Tax code       | Tax      | Gross          |
|---|--------|----------------------------------|--|---------------|---------------|----------------|----------------|----------|----------------|
| 1 | 612100 | SP: Teachers: Wages and salaries | 612100 SP: Teachers: Wages and sala... | GBP 22,000.00 | 0.00          | Not applicable | Not Applicable | GBP 0.00 | GBP 22,000.00  |
|   |        | Cost Centre                      | Department                             |               |               |                |                |          |                |
|   |        |                                  | Fund: General annual grant             |               |               |                |                |          |                |
|   |        |                                  | InterCo                                |               |               |                |                |          |                |
| 2 | 499999 | Inter-academy balances           | 499999 Inter-academy balances          | 0.00          | GBP 22,000.00 | Not applicable | Not Applicable | GBP 0.00 | GBP -22,000.00 |
|   |        | InterCo: 01 Legal Trust          |  |               |               |                |                |          |                |

A journal will be shown for each Legal Entity that is being re-charged along with a journal to the primary legal entity to take the amounts for the other Legal Entities out of this legal entity.

|   | #      | Account                          | Description                            | Debit         | Credit        | Tax band       | Tax code       | Tax      | Gross          |
|---|--------|----------------------------------|--|---------------|---------------|----------------|----------------|----------|----------------|
| 1 | 612100 | SP: Teachers: Wages and salaries | 612100 SP: Teachers: Wages and sala... | 0.00          | GBP 18,500.00 | Not applicable | Not Applicable | GBP 0.00 | GBP -18,500.00 |
|   |        | Cost Centre                      | Department                             |               |               |                |                |          |                |
|   |        |                                  | Fund: General annual grant             |               |               |                |                |          |                |
|   |        |                                  | InterCo: Tall Trees Primary Acade...   |               |               |                |                |          |                |
| 2 | 612100 | SP: Teachers: Wages and salaries | 612100 SP: Teachers: Wages and sala... | 0.00          | GBP 18,450.00 | Not applicable | Not Applicable | GBP 0.00 | GBP -18,450.00 |
|   |        | Cost Centre                      | Department                             |               |               |                |                |          |                |
|   |        |                                  | Fund: General annual grant             |               |               |                |                |          |                |
|   |        |                                  | InterCo: Rockingdale Academy           |               |               |                |                |          |                |
| 3 | 612100 | SP: Teachers: Wages and salaries | 612100 SP: Teachers: Wages and sala... | 0.00          | GBP 22,000.00 | Not applicable | Not Applicable | GBP 0.00 | GBP -22,000.00 |
|   |        | Cost Centre                      | Department                             |               |               |                |                |          |                |
|   |        |                                  | Fund: General annual grant             |               |               |                |                |          |                |
|   |        |                                  | InterCo: Ravensberg Academy            |               |               |                |                |          |                |
| 4 | 612100 | SP: Teachers: Wages and salaries | 612100 SP: Teachers: Wages and sala... | 0.00          | GBP 14,500.00 | Not applicable | Not Applicable | GBP 0.00 | GBP -14,500.00 |
|   |        | Cost Centre                      | Department                             |               |               |                |                |          |                |
|   |        |                                  | Fund: General annual grant             |               |               |                |                |          |                |
|   |        |                                  | InterCo: Abbey Oak Primary Acad...     |               |               |                |                |          |                |
| 5 | 499999 | Inter-academy balances           | 499999 Inter-academy balances          | GBP 18,450.00 | 0.00          | Not applicable | Not Applicable | GBP 0.00 | GBP 18,450.00  |
|   |        | InterCo: Rockingdale Academy     |  |               |               |                |                |          |                |
| 6 | 499999 | Inter-academy balances           | 499999 Inter-academy balances          | GBP 22,000.00 | 0.00          | Not applicable | Not Applicable | GBP 0.00 | GBP 22,000.00  |
|   |        | InterCo: Ravensberg Academy      |  |               |               |                |                |          |                |
| 7 | 499999 | Inter-academy balances           | 499999 Inter-academy balances          | GBP 18,500.00 | 0.00          | Not applicable | Not Applicable | GBP 0.00 | GBP 18,500.00  |
|   |        |                                  |  |               |               |                |                |          |                |
|   |        |                                  |  | GBP 73,450.00 | GBP 73,450.00 |                |                | GBP 0.00 | GBP 0.00       |