

Set-up

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

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	Description:	Attribute:	23	Class
Attribute	A1 Code	Description	Author	Withholding
	22		8	
Manual Journal	MUMCP	Manual journal - Multi-Co Purchase	~	
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Go into the Multi-Co Journal document type and unlock it.

Unlock	MJMC			Transac	tion type:	Multi-Co J	ournal			
Сору	Multi-Co	Journal							Author * Access key: *	ManualJ
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Go into the series tab of the document type, click on edit and then the select button.

Code:	MJMC			Transac	tion type:	7 Multi-Co Jo	ournal				
Description:	Multi-Co	Journal							✓ Author	Access key:	ManualJournal.Cre
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No document serie to display



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

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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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ode: MJMC 🖉	Transact	tion type: Multi-Co Journ	sal		
escription: Multi-Co Journal			~	Author 1 Access key:	Manual/ournal.Create
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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.

✓ Save × Discard						
Code: MIMC Z	Transactio	on type: 7	Multi-Co Journal			
Description: Multi-Co Journal					✓ Author ↑ Access key: ↑	ManualJournal.Creat
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RESPONSIBLE Show responsible 7 Responsible required 7						

Click on the save button to save the changes.



\checkmark Save \times Discard								
Code: MJMC 🖉		Transac	tion type:	Multi-Co Jo	umal			
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RESPONSIBLE								
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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.

New	Delete		:	Search	Q	V			
Sub groups		٥		Purpose	A1	Account	A 3	Legal entity	Currency
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Period End				Control: Interco Creditors		80010: Creditors Control Intercompany	/	•	
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Double click on the Multi-Co Journal and select an Intercompany chart of account code and click create.

pose: Multi-	Co Journal		Account: 7	80015: Intercompar	vy Balances	•
al Entity: 7		Curre	incys ?			
Attribute	Default value	Required	Fixed	Default setting		
té InterCo		~				
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Click on the refresh symbol and this should now be displayed in account defaults.

O New O Dele	te	1	Search	Q	7			
Sub groups	٥		Purpose	A1	Account	A 3	Legal entity	Curren
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Period End			Cashbook Interco	Transfer	70090: Cashbook Interc	o Transfer	-	
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Control			Control: Interco D	ebtors	70110: Debtors Control	Intercompany	*	
Interco			Interco journal		80015: Intercompany B	alances	-	
Charges			Interco Loan		80015: Intercompany B	alances	-	
Tax			Interco payment		80015: Intercompany B	alances	÷	
Sale			Interco receipt		80015: Intercompany B	alances	-	
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Product			Multi-Co Journal		80015: Intercompany B	alances		
Stock			Multi-Co purchas	e	80015: Intercompany B	alances		
Project			Multi-Co sale		80015: Intercompany B	alances	-	
FX								
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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.



ecount Balance	e Sheet	Account: 7 8001	5 Name:	Intercompany Balar	ices
Group: 7 BS: Ne	t Assets less Liabilities > L	iabilities > Current Liabi	lities > Cre Legacy ref:		
Rule: ² Interco	(R),TaxBand(R,0)				
Usage Structures	Log				
Adjustment ?	Bank Account 7	Capitalisation ?	Charges ?	Control ?	Deferred/ prepayment
Deferred tax ?	Disbursement ?	Dividend 2	 Elimination 2 	Fixed Assets	Force change 🤊
FX ?	Goods ?	Interco ?	Loan ?	Payroll ?	Period end 🤊
Purchase ?	Revaluation 7	Retention ?	Sale ?	Services ?	Stock valuation ?
Suspense / reconciliation ?	Tax ?	Withholding ?	WIP ?	Deposit ?	Schedule ?

C III Chart of account rules	III Interco(R),TaxBand(R,0) • O	Dpen
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Description: Interco(R),TaxBand(R,0	ŋ	
Setup Accounts		
Attribute	Req Fixed Default value	Default setting
1 🗹 InterCo		
2 🕅 Tax Band	 Not applicable 	



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

Ne	w Search Q 7	6		
	Description	Automation type	From doc type	To doc type (default)
		2	2	
•	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 Pu
•	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

Select Automation Type as Multi-Co Journal.

Automations	Create new automation Open			
V Create ^O × 0	Hiscard			
Automation type: 7	Multi-Co Journal	•		
Description: 7	Multi-Co Journal			
From doc type: 7	0	To doc types: 1	0	2
Trigger: 1	Automatic upon posting	Default: 1	0	
Aggregate 1				
Mappings Crite				
≡ Functions ≡ N				
 Mapping type 	A 1 Mapping / Function	#2		
				No mappings

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



Automations	③ Create new automation	• Open				
✓ Create × Dis	scand					
Automation type: 7	Multi-Co Journal		٠			
Description: 7	Multi-Co Journal					
From doc type: 7	1 Multi-Co Journal		e	To doc types: 7	1 Multi-Co Journal	e
Trigger: 1 Aggregate 1 Mappings Criteri E Functions E Mi			•	Default: 7	Multi-Co Journal	C1
 Mapping type 	A 1 Mapping / Function			# 2		

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

④ Automations	(Create new automation	• Open				
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Automation type: 7	Multi-Co Journal	•				
Description: 7	Multi-Co Journal					
From doc type: $^{\rm 7}$	1 Multi-Co Journal	2	To doc types: 7	1 Multi-Co Journal	2	
Trigger: 7	Automatic upon posting	•	Default: 7	Multi-Co Journal	•	
Aggregate 1						
Mappings Crite	ria					
■ Functions ■ N	Mappings					
 Mapping type 	▲ 1 Mapping / Function		A 2			
	*					
					No mappings	

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



01	lew Search Q	7 6		
	Description	Automation type	From doc type	To doc type (default)
E			2	
•	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 Pur
•	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.

vcount ype:	Profit &	Loss	Account: 7 30100	Name: 7	Staff Salaries	
Sroup: 7	PL: Over	heads > Staff Salary Co	sts	Legacy ref:		
tule: 2	Tax Band	i(R,S), Cost Centre(O), D	epartment(O), Fund(O)	nterco (O)		
Usage S	tructures	Log				
Adjustme	int ?	Bank Account	Capitalisation 7	Charges ?	Control 7	Deferred/ prepayment ?
Deferred	tax ?	Disbursement ?	Dividend ?	Elimination 7	Fixed Assets ?	Force change 1
FX 7		Goods 7	Interco ?	Loan ?	✓ Payroll ?	Period end 7
Purchase		Revaluation ?	Retention ?	Sale ?	Services ?	Stock valuation ?
Suspense	tion ?	Tax ?	Withholding ?	WIP 2	Deposit 🤊	Schedule ?



Acco Attri					
	ibute	Req	Fixed	Default value	Default setting
1 12	Tax Band	 Image: A set of the set of the		Not applicable	
2 M	Cost Centre				
3 M	Department				
4 🗹	Fund				
5 M	InterCo				

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.



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).

0	D Manual journals	Draft Posted	Recent Search O		
0	New 💌 Search	QV	• <u>\$</u> Al		
	Doc #	Tax date	Description	Doc type	
		dd/mm/yyyy 🔻			2
					No draft manual journa

Select the Multi-Co Journal document type.

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Mul	lti-Co Journal	MJMC	Manual Journal	
Year	r-end	YERO	Manual Journal	
4				



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.

	is El Create new man						0 0							
Course as dis	at Urbanit X Decar	4												
TRANSACTION				10144										
Doc #1	0	Doctype: Multi	Co Journal •			Debit		Credit						
Description:	March Payoli			Totals:	629	76,950.00	689	76,950.00						
Legal entity:	mil on Level Trust			Imbalance:		0.00		0.00						
Date	17/08/2025	· Period II	March 2025 *											
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Contact account	2 L		•											
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	Cost Cartine	• Department	Fund: General annual	part + inte	Če .		•							
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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.

1								, 0	CD #M000000	14 - March	Payoll (MJO	00013)	
E Copy	•								CD +94500000	16 - March	Payoll (MUD	00013)	
Doc #: Description	CD MJ000013 D	oc type: Mu	ti-Co Journal	Totals	car 76	Debit:	GP	76 0		15 - March	Payoll (MJD	00013)	
				imbalancer		0.00			C environce	17 - March	Payoll (MUD	00013)	
Legal entity:	D1 Leval Trust					0.00		0.00					
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	Log		Description	Debit	Gradit	Tax band		Tax code			Tax		
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* # # # 0 1	Log Account 612100: 5F: Teachers: Wages and salarie Cost Center:	Department.	612100: SP: Teachers: Wages and sala	Gir 18,500.00 mual grant Inter	0.00 Co. Tall Trees Primary	Not applic Acade	able (1				_		1
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* 8 0 0 1 0 0 2 2	Log Account 612100: 57: Teachers: Wages and salarie Cost Centre: 612100: 57: Teachers: Wages and salarie Cost Centre:	Department Department	612100: SP: Teachers: Wages and sala Fund: General a 612100: SP: Teachers: Wages and sala	GBP 18,500,00 musi grant linter GBP 22,000,00 musi grant linter	0.00 Co: Tail Tress Primary 0.00 Co: Raversberg Acad	Not applic Acade Not applic eny	able sble	Not Applicable		GP	0.00	GP	

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.



TRANSACTION				10744							
Doc #1	D M000014 Doc type: Multi-Co iournal				Debit						
Description: March Payell (MI000013)			Totals:	CEP 22	.000.00	22,000.00					
Legal writhy.				Imbalance		0.00	0.00				
Date	17/00/2025	Period	March 2025								
Contact account											
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	Account		Description	Debit	Gredit	Tax band	Tax code		Tex		Gross
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0 1 6	12100: SP: Teachers: Wages and sala	ries	612100: SP: Teachers: Wages and sala			Not applicable	Not Applicable		CRP 0.00	GBP	22,000.00
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P 0 2 4	12100: SP: Teachers: Wages and salar Cast Centre	ries Department	612100: SP: Teachers: Wages and sala	envalgrant into	ća.					G8P G8P	22,000.00

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.

Copy •										
TRANSACTION			2026							
Doc #:	Doc type:	Multi-Co Journal			Debit	Credit				
Description	March Payol (MU000013)			GSP 73	,450.00	73,450.00				
Legal entity:	m 01 Leval Trutt				0.00	0.00				
Date	17/08/2025 Period	March 2025								
Contact account:										
nes Defaults	Log									
	count	Description	Deb	n Credit	Tax band	Tax code		Tex		Gre
	12100: SPI Teachers: Wages and salaries			0 GPP 18,500.00	Not applicable	Not Applicable	CBP	0.00	CRP .	-18 500.0
		to Fund General								
	12100: SP: Teachers: Wages and salaries			0 GBP 18,450,00		Not Applicable	CRP	0.00	CRP .	-18,450.0
	Cost Centre Departme									
	12100: SP: Teachers: Wages and salaries			0 GP 22,000.00		Not Applicable	GEP	0.00	C82	-22.000.0
	Cost Centre Departme									
	12100: SP: Teachers: Wages and salaries			0 car 14,500,00		Not Applicable	GRP	0.00	C82	-14 500 /
		to Fund General								
	00000: Inter-academy balances			0.00		Not Applicable	GBP	0.00	C202	18,450.0
	InterCo: Rockingsale Academy									
		499999: Inter-academy balances	GRP 22.000.0	0.00	Not applicable	Not Applicable	682	0.00	000	22,000.0
		and a second sec								
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00 6 4	InterCo: Revendersy balances 00000: Inter-academy balances	400000: Inter-academy balances	687 18,500.0	0 0.00	Not applicable	Not Applicable	689	6.00	car	18,500.0