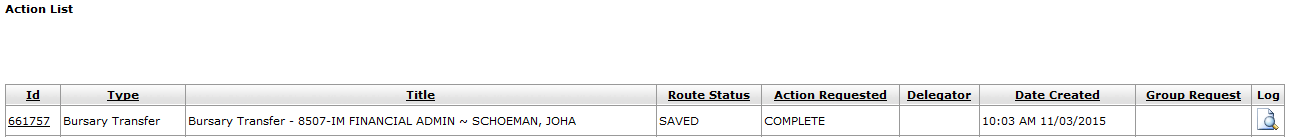
**Guidelines to Approve a Service Billing (SB) and Bursary Transfer (BBT) document**

* **KFS navigation:** **Main Menu >**



* Click on the specific Document number **(Id)** to open the document.



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| --- | --- | --- |
|  | **Tab / Action** | **Fields to be completed** |
| 1 | * Click on | |
| 2 | * Click on | |
| 3 | Accounting Lines – **Income** Section | * Complete or Chart Code  * Complete or Account Number  * Complete or Object  * Complete Amount * Complete Line Description * Click on |
| 4 | Complete the document | * At the bottom of the document, click on |