**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

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