



PS Accounting contains pre-defined document input forms. The document types and input forms available to you will depend on your system access rights. The following table provides a list of those available to you when the system is first installed. If you are part of a Multi Academy Trust (MAT), then some document types may be preceded with two characters from your location code.

CODE	DOCUMENT TYPE	INPUT FORMS	ADDITIONAL INFORMATION
AC	Accrued Income/Expense	Accruals	
AD	Asset Disposal	Asset Disposals	
BK	Bank	Bank Charges	
		Bank Interest	Interest you have been charged.
		Bank Transfer	Transfer funds between two bank accounts.
B1	BACS Payment	Customer Refund	Refund to a sales account.
		Miscellaneous Payment	Refund for a students or staff. Also used for Faster Payments made directly via your bank account.
		Purchase Payment	Payment made to a supplier.
BU	Bursary Transactions	Bursary Expense	
		Bursary Income	
BX	Cancelled BACS	Cancellation of BACS – using right-click to cancel payment option.	
CC	Credit Cards	Credit Card Expense	Expense charged to a card.
		Multi Credit Card Payment	Pay a credit card balance.
C1	Cheques	Customer Refund	
		Imprest Petty Cash	
		Miscellaneous Payment	Payment to customers, staff, students.
		Multi Petty Cash Reimbursement	
		Purchase Payment	Payment made to a supplier.
DD	Direct Debit or Standing Order	Miscellaneous Payment	Direct debit to any nominal.
		Purchase Payment	Direct debit to a supplier.
DI	Deferred Income	Deferred Income	
DJ	Depreciation Journal	Depreciation Adjustment	
		Manual Depreciation	



CODE	DOCUMENT TYPE	INPUT FORMS	ADDITIONAL INFORMATION
DP	Deposits	Deposit Receipt	
		Deposit Refund	
GJ	Journal	General Journal	
NR	Nominal Receipt	Nominal Receipt	Record income via cash/cheque or directly to your bank.
		Receipt to Petty Cash	Income to your petty cash tin.
NX	Cancelled Nominal Receipt	Cancelled Nominal Receipt using right-click to cancel payment	
PC	Purchase Credit	Purchase Credit	
		Purchase Credit to Authorise	Credit note that requires authorisation.
PE	Student Expenses	Purchase Expense	
PI	Non Order Purchase Invoices	Purchase Invoice	
		Purchase Invoice to Authorise	Purchase invoice that requires authorisation.
PJ	Payroll Journal	General Journal	
PP	Prepayments	Prepayments	
PR	Supplier Refund	Supplier Refund	
PS	Paying-in Slip	Paying-in Slip	Moves funds from paying in slip control to your bank.
PT	Petty Cash Transaction	Petty Cash Expenditure	
RJ	Recurring Journals	Recurring Journals	Post the same journal over a specified number of periods.
SC	Sales Credit Note	Sales Credit	
SE	Staff Expenses	Purchase Expense	
SI	Sales Invoice	Sales Invoice	
		Sales Item Invoice	Sales invoice related to stock.
SR	Sales receipts	Receipt to Petty Cash	
		Sales Receipt	
SX	Cancelled Nominal Receipt	Cancelled Sales Receipt using right-click to cancel payment	
TB	Trips	Multi Trip Booking	



CODE	DOCUMENT TYPE	INPUT FORMS	ADDITIONAL INFORMATION
		Trip Booking	
		Trip Costing Calculator	
TC	Trip Cancellation	Multi Trip Cancelled	
		Trip Cancelled Booking	
TR	Trip Receipt	Receipt to Petty Cash	
		Trip Receipt	
VT	VAT Transfer	VAT Transfer	
WO	Write Off	Write Off	Write off a fixed asset.
YE	Year End	Year End Balance Split	
X1	Cancelled Cheques	Reversing Document Type	
POIN	Purchase Order Invoice	Creating in PS Purchasing/My Portal	Automatically generated from PS Purchasing. Do not post a POIN directly using PS Accounting.
INTR	Intra Company Transaction	Intra Company Transaction (system created)	
CHRG	Central Charge	Central Charge (system created)	