



# **Import Cash Receipt Transactions File Layout**



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| Field                           | Length |
|---------------------------------|--------|
| Cash Receipt Number             | 6      |
| Cash Receipt Number Description | 30     |
| Account Code                    | 20     |
| Cash Receipt Amount             | 11     |
| Contra Offset Object            | 4      |
| Contra Offset Sub Object        | 2      |
| Cash Receipt Source/Description | 30     |

## Notes:

This is a comma-delimited file format, which means that commas are not allowed within a field. For example, there should not be any commas in the **JV Number Description** or the **GL Account Description** fields.

For amounts, decimal places not implied. For example, 6789 indicates \$6,789, and 67.89 indicates \$67.89. Eleven numeric characters can be entered with two decimal places, or when whole numbers are entered, nine numeric characters are allowed.

Credit amounts should start with a minus sign (e.g., -).

Amount fields with no data should be empty in the file; do not use zeros.



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