



Import JV Transactions File Layout

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Import JV Transactions File Layout

This file layout is used to import general journal transactions.

[Import JV Transactions Template](#)

| Field | Length | Class Codes |
|------------------------------------|--------|-------------|
| Account Code | 20 | |
| Appropriation Amount | 11 | 6, 8 |
| Expenditure Amount | 11 | 6, 8 |
| Estimated Revenue Amount | 11 | 5, 7 |
| Realized Revenue Amount | 11 | 5, 7 |
| Balance Amount | 11 | 1, 2, 3 |
| Journal Voucher Number | 6 | |
| JV Number Description | 30 | |
| JV Voucher Reason | 30 | |
| General Ledger Account 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.

Newly created accounts will be validated by each component within the Finance > Tables > Account Codes tabs and will contain the same edits as found on the Finance > Maintenance > Create Chart of Accounts page.



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