

Import JV Transactions File Layout

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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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