

Internal Billing and Non-Salary Cost Transfers Using Journal Entry Tool (JET)

JET IMPORT Text File Record Layout

Last Updated: November 10, 2009

Batch Header – Row #1: Batch Header – Row #1: This is the first row of the data file. Batch header is **NSCT**.

Records: All records start at second row. Each row records one transaction line. Below is the record file layout.

Data Element	Start Position	Length	Required	Explanation/Example
Department	1	6	Yes	6-digit department code, e.g. "030500".
Fund	7	3	Yes	
Program	10	1	Yes	1-digit program code, e.g. "2".
Project	11	7	Varies	7-digit project code, e.g. "133FJ21", or "133fj21". Leave the spaces blank if Project ID is not used.
Activity ID	18	2	Not Used	This field is planned to be used with grants but currently it is not being used. Leave this field space blank.
Account	20	4	Yes	4-digit account code, e.g. "3100".
Class	24	4	Optional	This is legacy "Building Number" code. Leave the spaces blank if no data is supplied.
Amount	28	16	Yes	Must have 2 decimal points. Use leading minus sign "-" for a credit amount. For example, if you are charging Department 030500 for \$50, the amount in the line of department 030500 should be "50.00", the amount in the line of your own department should be "-50.00". However, if you are crediting department 030500 for that amount, the sign should be reversed. Field should be left-justified, space fill to the right. No need to zero fill amounts.
Description	44	30	Required	Transaction line description. It displays in WISDM drill down and transaction details. Line description is indexed in WISDM for searches.
Journal Line Reference	74	10	Optional	<ul style="list-style-type: none"> • Optional field. Each unit can decide how to use this field. • This field is not used on Cost Transfer Request form. • This is "Jrnl Line Ref" field in WISDM. • Left-Justify, space fill to the right.

Data Element	Start Position	Length	Required	Explanation/Example
Reference	84	10	Optional	<ul style="list-style-type: none"> • For internal billing units, this is an optional field for customer purchase related reference only. For example: Customer Number, MDS#, DoIT #, etc. Note: If Internal Work Order Numbers created from the Internal Work Order Generator are accepted by billing units and referenced in the billing files, then Internal Work Order Numbers must be entered in this field. • For cost/payment transfers, it's optional to put the original Purchase Order Number here if the transfer relates to a previous PO payment. • This is "PO" field in WISDM. You can search this data in the "Purchase Order ID" field of WISDM "Transaction Search" screen. • Left justify, space fill to the right.
Voucher No	94	10	Optional	<ul style="list-style-type: none"> • For internal billing, this is an optional field. Each billing unit can decide how to use this field. • For cost/payment transfers, it's optional to put the original voucher ID here if the transfer relates to a previous non-PO payment, or put the original Journal ID here if the transfer relates to a previous cost transfer or internal billing. • This is "Vchr ID" (Voucher ID) field in WISDM. You can search this data in the "Voucher ID" field of WISDM "Transaction Search" screen. • Left justify, space fill to the right.
Invoice No	104	12	Optional	<ul style="list-style-type: none"> • Optional field. Each unit can decide how to use this field. • This field is not used on Cost Transfer Request form. • Left justify, space fill to the right.