

**Non-Salary Cost Transfers/Internal Billings/Revenue Transfer (JRT, JRB and JRR)
Text File Record Layout**

**First row should be NSCT
Journal lines start at row 2, following layout below**

| Date Element | Start Position | Length | Required | Explanation/Example |
|------------------------|-----------------------|---------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department | 1 | 6 | Yes | 6-digit department code, e.g. "030500". |
| Fund | 7 | 3 | Yes | 3-digit fund code, e.g. "133" |
| Program | 10 | 1 | Yes | 1-digit program code, e.g. "2". |
| Project | 11 | 7 | No | 7-digit project code, e.g. "133FJ21", or "133fj21". Leave the spaces blank if Project ID is not used. |
| Activity ID | 18 | 2 | No | SFS Activity ID. Not currently used and reserved for future use. Leave blank spaces. |
| Account | 20 | 4 | Yes | 4-digit account code, e.g. "3100". |
| Class | 24 | 5 | No | Optional SFS class field. Leave the spaces blank if no data is supplied. |
| Amount | 29 | 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 | 45 | 30 | No | Transaction line description. It displays in WISDM drill down and transaction details. Line description is indexed in WISDM for searches. |
| Journal Line Reference | 75 | 10 | No | You can put whatever data in here. It displays in WISDM drill down and transaction details. Left-Justify, space fill to the right. |
| Reference | 85 | 10 | No | You can put whatever data in here. It displays in WISDM drill down and transaction details. 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 | 95 | 10 | No | You can put whatever data in here. It displays in WISDM drill down and transaction details. You can search this data in the "Voucher ID" field of WISDM "Transaction Search" screen. Left justify, space fill to the right. |
| Invoice No | 105 | 12 | No | You can put whatever data in here. It displays in WISDM drill down and transaction details. You can search this data in the "Invoice ID" field of WISDM "Transaction Search" screen. Left justify, space fill to the right. |