

## Import JV Transactions File Record Layout

The Import JV Transactions file record layout is used to import general journal transactions.

Field Name Description	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.
- 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 number 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.