

Import Travel Check Transactions

The Import Travel Check Transactions file record layout is used to import employee travel expense records.

Field Name Description	Length	Position	Type	Description
Vendor Number	5	1-5	Numeric	Required
Current/Next	1	6	Character	Required; C for current or N for next
Account Code	20	7-26	Alphanumeric	Required; must match an account in the general ledger
Reason	30	27-56	Character	Purpose of the purchase authorization; if left blank, field is set to TRAVEL
Amount	9	57-65	Numeric	Required; 2 decimal places implied; 00056789 indicates \$567.89

NOTE: The record maximum is 65 characters. Any position (1-65) not used is recognized with a space.