

**Non-Salary Cost Transfers/Internal Billings (JRT and JRB)
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.