

**GENERAL LEDGER INTERFACE  
ID BILLING AND ENCUMBRANCE  
RECORD DESCRIPTIONS**

Header Record

<u>Start Pos.</u>	<u>Length/ Type</u>	<u>Description</u>	<u>Value/Usage</u>
1	4 C	University fiscal year	Required - Fiscal year of '2003' for fiscal year beginning July 1, 2002 and ending June 30, 2003
5	2 C	Chart of accounts	Required - COA code of unit creating accounting file
7	4 C	Organization code	Required - Org code of unit creating accounting file
11	5 C	Not used	Spaces
16	10 C	Transmission date	Required - File create date (CCYY-MM-DD)
26	2 C	Balance or transaction type code	Required - Always "HD"
28	1 C	Batch sequence number (only used for multiple daily submissions of data)	Required - Value '0' thru '9'
29	40 C	Electronic name and address of person responsible for accounting batch	Required - Valid e-mail address
69	30 C	Name of departmental contact person	Required - First and last name
99	30 C	Name of department	Required - As shown in FIS files
129	30 C	Campus mailing address	Required - Campus mailing address
159	2 C	Campus code	Required - Physical campus (ie. BL, IN, KO etc.)
161	10 C	Campus telephone number of departmental contact	Required - Include area code
171	2 C	Not used	Spaces

Accounting Record

<u>Start Pos.</u>	<u>Length/Type</u>	<u>Description</u>	<u>Value/Usage</u>
1	4 C	University fiscal year	Optional (ex. 2003) – If spaces scrubber will input current fiscal year
5	2 C	Chart of accounts code	Optional - If spaces, scrubber will lookup valid chart code
7	7 C	University account number	Required - Account being charged or receiving income
14	5 C	Sub account number	Optional – Use spaces or dashes if not used
19	4 C	Financial object code	Required - Expenditure or revenue object code
23	3 C	Sub object code	Optional – Use spaces or dashes if not used
26	2 C	Balance or record type code	Required - “AC” for ID Billings – “EX” for Encumbrance processing
28	2 C	Object type code	Spaces – Scrubber will lookup valid object type
30	2 C	Fiscal period code	Optional (ex. 01) – Scrubber will input current fiscal period code if spaces
32	4 C	Document type code	Required field - user specific code will be assigned upon request
36	2 C	System origination code	Required - Always “EU”
38	9 C	Financial document number	Required – Departmental reference or system tracking number
47	5 C	Entry sequence number	Spaces
52	40 C	Entry description	Required - Description of transaction
92	1 C	Not Used	Space
93	15 C	Transaction entry amount with two decimal places (decimal may be actual or assumed)	Required - Right justified and zero filled
108	1 C	Debit/Credit code	Required - Debit amount (D) Credit amount (C)
109	10 C	Transaction date	Required - Batch date or date of record in departmental accounting system (CCYY-MM-DD)

Accounting Record Continued

<u>Start Pos.</u>	<u>Length/Type</u>	<u>Description</u>	<u>Value/Usage</u>
119	10 C	Organization document number	Optional – Supply if provided by account
129	10 C	Project code	Optional – Supply if provided by account
139	8 C	Organization reference ID	Optional – Supply if provided by account
147	4 C	Reference financial document type code	Required field if reference document number used else spaces - user specific code will be assigned upon request
151	2 C	Reference origination code	Required field if reference document number used else spaces - user specific code will be assigned upon request
153	9 C	Reference document number	Optional - For use by department creating accounting feed
162	10 C	Document reversal date	Not used - Spaces
172	1 C	Encumbrance update code	Only used for encumbrance processing (balance type “EX”) – Valid values are “D” or “R” – Contact Sterling George for further details. 855-6107.

Trailer Record

1	25 C	Not used	Spaces
26	2 C	Balance or transaction type code	Required - Always “TL”
28	19 C	Not used	Spaces
47	5 C	Total number of records in file. (include HD,TL and DT type records)	Required - Right justified and zero filled
52	41 C	Not used	Spaces
93	15 N	Total amount with two decimal places (Decimal point may be actual or assumed.	Required - Right justified and zero Filled – Contact Sterling George for further details. 855-6107.
108	65 C	Not used	Spaces

Detail Accounting Explanation (Not Required – Only used if additional explanation is necessary for ID Billings – Not posted to GL – Accessible through Data Direct)

<u>Start Pos.</u>	<u>Length/Type</u>	<u>Description</u>	<u>Value/Usage</u>
1	4 C	University fiscal year	Required (ex. 2003)
5	2 C	Chart of accounts code	Required – Chart of account on detail accounting record
7	7 C	University account number	Required - Account being charged or receiving income
14	5 C	Sub account number	Optional – Use spaces or dashes if not used
19	4 C	Financial object code	Required - Expenditure or revenue object code
23	3 C	Sub object code	Optional – Use spaces or dashes if not used

(Note: The first six elements of the explanation record MUST be the same as the corresponding accounting record.)

26	2 C	Record type code	Required - Always “DT”
28	2 C	Item number	Required - Line sequence number within document number
30	4 C	Document type code	Required - Must be the same document type used in accounting record
34	9 C	Document number	Required - Must be the same document number used in accounting record
43	9 C	Item amount with two decimal places (Dec. point may be actual or assumed.)	Required - Right justified and zero filled
52	1 C	Debit/Credit code	Required - Debit amount (D) Credit amount (C)
53	120 C	Additional explanation or detail to support transaction	Required - Free form

(Note: Line amounts must equal the total amount of the original document.)