Internal Billing and Non-Salary Cost Transfers Using Journal Entry Tool (JET)

JET IMPORT
Excel File Record Layout

(Please refer to "Text File Record Layout" for the field lengths and explanations.)

- Note: Row 1 of the Excel file must include "NSCT" in cell A1 as shown below. This code serves as a batch header. Please DO NOT rearrange the columns.
  - Row 1: NSCT.
  - Row 2: Column headers or leave blank.
  - Row 3: Start to record transactions at row 3.
- Please put all transaction data into "sheet 1" of the Excel file (the most top sheet of workbook) before loading the file to JET.
- Cell Format: **Please use upper case for alpha letters used in the funding codes.** For example, Project IDs and Program code "F". Except for the Amount column and Fund column, please set all other columns as text.
- If want to key data directly into an Excel sheet, please use the Excel template file named "JET Excel File Layout".

NSCT

Department	Fund	Program	Project	Activity ID	Account	Class	Amount	Description (30)	Jnl_Ln_Ref (10)	Reference (10)	Voucher No (10)	Invoice No (12)