

OnePurdue Journal Voucher Standard Upload File Specification

This document describes the JV Standard Upload File format. This format is used with the JV upload process to post accounting documents to the OnePurdue general ledger within the SAP system.

The file must be an 8-bit ASCII, plain-text file. The file is made up of multiple records with one record per line. Each line must end with a carriage return and line feed (CRLF).

Each line in the file is a record of a specific, fixed-length format. Fields that are shorter than the defined length must be right padded with spaces. Fields may not be longer than the defined length. Fields that intentionally contain no data, a.k.a. empty fields, must contain a slash (/) padded with spaces to match the field length. No blank lines are allowed in the file between records.

The file must begin with a version record with the following format:

Field	Description	Req	Position	Length	Format
Record Type	A literal value indicating the record type.	Y	1-4	4	Must be the value 'VER'
Version Key	The version key for the currently supported file version. If the file format changes, the version key will also change.	Y	5-13	9	Must be the value 'JV2006.10'

Following the version record is a control record. If this file will be uploaded using the portal upload application, then only the Record Type field should be filled in, all others should be left blank. The portal application will fill in the values. If the file is to be directly uploaded, then all values must be provided. The format for the control record is as follows:

Field	Description	Req	Position	Length	Format
Record Type	A literal value indicating the record type.	Y	1-4	4	Must be the value 'CTL'
User Id	The user ID of the user posting the document. For files	Y	5-24	20	Alphanumeric

	generated by batch programs this field should contain: #BATCH#, otherwise, this must be a valid SAP user ID.				
System Identifier	Used for identification of the sending system.	Y	25-27	3	Alphanumeric
Submission Timestamp	Date and time the file was uploaded for processing	Y	28-46	19	'mm/dd/yyyy hh:mm:ss' (time is in 24-hour format)
Description	A brief description of the document. Used only for reference for result handling and notification.	Y	47-76	30	Alphanumeric and underscores
Notification Email Address	The email address to which notification of the results of the document posting will be sent. If no email address is provided, no notification of processing will be sent.	N	77-226	150	Valid Email Address: <user>@<domain>

The third line of the file must be an accounting document header record of the following format:

Field	Description	Req	Position	Length	Format
Record Type	A literal value indicating the record type.	Y	1-4	4	Must be the value 'HDR'
Document Date	The document date is the date on which the original document was issued.	Y	5-12	8	Yyyymmdd
Posting Date	Date which is used when entering the document in	Y	13-20	8	Yyyymmdd

	Financial Accounting or Controlling. When entering documents, the system checks whether the posting date entered is allowed by means of the posting period permitted.				
Posting Period	The period to be updated.	Y	21-22	2	Number
Document Type	The type of accounting document to be posted.	Y	23-24	2	Alphanumeric
Company Code	The organizational unit within financial accounting.	Y	25-28	4	Must be the value 'PUR'
Reference Document Number	A reference number that can be used for search for the document. This could be the document number of the customer/vendor. Enter the number specified by the business partner. If the document was created in-house and you do not know the business partner document number, you can copy the document number into the reference number field by entering "*".	N	29-44	16	Alphanumeric
Currency	Type of currency used in the document	Y	45-49	5	Should be the value 'USD'
Document Header Text	The document header text contains explanations or notes which apply to the	Y	50-74	25	Single line text

	document as a whole, that is, not only for certain line items.				
--	--	--	--	--	--

The header record is followed by a number of detail records with the following format:

Field	Description	Req	Position	Length	Format
Record Type	A literal value indicating the record type.	Y	1-4	4	Must be the value 'DTL'
Posting Key		Y	5-6	2	Alphanumeric
GL Account		Y	7-12	6	Number
Amount		Y	13-25	13	Standard dollar amount*
FM Fund		Y	26-33	8	Number
Business Area		N	34-35	2	Number
Cost Center		**	36-45	10	Number
Internal Order		**	46-55	10	Number
WBS Element	Work Breakdown Structure Element	**	56-79	24	Alphanumeric plus periods
Description		N	80-129	50	Single line text

The last detail record must be followed by a summary record of the following format:

Field	Description	Req	Position	Length	Format
Record Type	A literal value indicating the record type.	Y	1-4	4	Must be the value 'END'
Total Debits		Y	5-19	15	Standard dollar amount
Total Credits		Y	20-34	15	Standard dollar amount
Balance	Total debits - Total credits	Y	35-52	18	Standard dollar amount
Total Lines	Number of detail lines in the document	Y	53-62	10	Cardinal Number

- Standard dollar amounts are numbers with decimal points and two decimal places; no dollar sign. (e.g. 100.00)

** On detail records containing GL Account values beginning with the number 4 or 5, one real cost element is required. **Either** a Cost Center, WBS element or *real* Internal Order. A *statistical* internal order is not considered a *real* cost object. To include a *statistical* internal order, you enter a code value into the Internal Order column in

combination with a real cost element, e.g., one cost center code and one statistical internal order number.

Only a single JV document may be included in an upload file. There must be only a single header record, some number of detailed records and a single summary record.