Import/Export File Layouts - General Ledger Journal and Cashbook

You export and import journal and cash book files in the Journals and Cash Book functions.

Ref.	Field	Type	Format
1	Period	Numeric	1-13
2	Date	Character	DD/MM/YYYY
3	GDC	Character	G=General Ledger, D=Customer, C=Supplier
4	Account Number	Character	7 characters, for example 7000000
5	Reference	Character	8 characters maximum
6	Description	Character	36 characters maximum
7	Amount	Numeric	12.2 maximum Negative=CR, Positive=DR
8	Tax Type	Numeric	0=No tax
9	Tax Amount	Numeric	12.2 maximum Negative=CR, Positive=DR
10	Open Item	Character	A=Allocation, O=Original Invoice For journal debits for customers, and journal credits for suppliers, this is set to "O". For journal entries of the opposite sign and cashbook items, this is set to "A".
11	Projects Code	Character	5 characters maximum
12	Contra Account	Character	7 characters, for example 7000000
13	Exchange Rate	Numeric	7.6 maximum
14	Bank Exchange Rate	Numeric	7.6 maximum
15	Batch ID	Numeric	1-99, how many times to repeat
16	Discount Tax Type	Numeric	0=No tax
17	Discount Amount	Numeric	12.2 maximum Negative=CR, Positive=DR
18	Home Amount	Numeric	12.2 maximum Negative=CR, Positive=DR

Batch File Names

The system creates unique batch file names for each batch. You do not usually have to know the names of these files. However, you may have a situation where a batch may corrupt due to an unexpected power interruption or hardware failure. In this case, you may need to delete the batch from the operating system.

The batch file names are in the following format:

ACCBTNee.xxx

where "ee" is the entry type number (1-90), and "xxx" is the user number (000 – 099). For example, batch file ACCBTN11.025 is the file for entry type 11 and user 25.

You can see the entry type number in the Entry Type drop-down list box in the Journals / Cash Book function. To see the user number, go to the Users / Passwords function.

Exporting and Importing Data