

Journal Entry Transaction 06X

Field	Description
TRANSACTION CODE (1-3)	Required. 06X identifies this as a journal entry transaction. Valid values are 060-069. All journal entry transactions are treated the same, except 062 which allows processing against a frozen account, and 069 which requires a one-sided entry. The variable third digit allows the accounting office to distinguish different types of journal entries.
ACCOUNT (4-13)	Required for a regular journal entry. GL or SL account which the transaction debits. If the transaction is a compound journal entry, enter the debit account in this field and leave the CREDIT ACCOUNT field blank, or enter a credit account and leave this field blank.
REF NO 1 (14-20)	If this journal entry causes encumbrance liquidation, then this field must be the value of the encumbrance reference.
DATE (21-24)	Optional. Must be a valid date, mmdd. If the date is invalid, then the system defaults to the batch header date. If the batch header date is invalid, then the system defaults to the computer date.
DESCRIPTION (25-44)	Optional. Twenty alphanumeric positions to explain the journal entry.
AMOUNT (45-55)	Required. Eleven numeric positions to enter the dollar amount of the journal entry. Leading blanks are converted to zeroes.
PARTIAL OR FINAL (56)	Optional. For liquidation, one character indicates whether the SL debit account performs partial or final liquidation against the commitment. Valid values are: P - Partial liquidation (default if encumbrance record is on the OC record) F - Final liquidation N - No liquidation even if OC record exists
REF NO 2 (57-63)	Optional. Seven alphanumeric positions to identify the transaction further. This is typically a requisition number.
CREDIT ACCOUNT (64-73)	Required for a regular journal entry. GL/SL account to be credited. If the transaction is a compound journal entry, enter the credit account in this field and leave the ACCOUNT field blank, or enter a debit account in the ACCOUNT field and leave this field blank.
S.S. NUMBER (74-84)	Optional. SOCIAL SECURITY NUMBER