



General Ledger – Journal Voucher (GL-JV) Finance Feeder Front-End User Guide

For the new JV Feeder process, there is one format used for Banner JV (General Ledger/Journal Voucher).

Feeder File Naming Specifications

Files submitted for processing need to follow this naming convention:

fi_gl_transactions.ssssssss.yyyymmddhhmmss.xxx

NOTE:

ssssssss is the OBFS assigned System ID,

yyymmdd is the submission date,

hhmmss is the submission time (24 hour military time with seconds), and

.xxx is the file type (.txt, .csv and .xls/.xlsx accepted).

The entire file name must be in lower case letters. All periods (.) are required. The interface will not process files that fail to meet this naming standard.

Rule Codes

Rule Code indicates the type of financial activity associated with this detail record.

Standard Feeder Rule Codes		
100	JV - Local Funds Feeder	JV to record transactions to local funds (fund > 189999) that can cross COA and funds. Total debits must equal total credits.
101	JV - Local Funds w/ Encumbrance Feeder	JV to record transactions to local funds (fund > 189999) that can cross COA and funds. It liquidates an encumbrance and must be against the operating ledger. Total debits must equal total credits. The original encumbrance number, sequence and line are required.
125	JV - Multiple debits and credits +/-	JV to record transactions to non-state; non-grant; non-Fed Ag funds (allowed on fund codes >189999<400000>609999) that can cross COA and funds. Total debits must equal total credits. Only to be combined with rule code 175.
170	JV - State OPAL w/ Clearing Feeder	JV to record transactions to state funds (fund <=189999) that can cross COA and funds. Total debits must equal total credits. Requires operating ledger account codes. Uses state clearing receivable and state clearing payable to balance the funds.

171	JV - State Funds w/ Encumbrance Feeder	JV to record transactions to state funds (fund <=189999) that can cross COA and funds. It liquidates an encumbrance and must be against the operating ledger. Total debits must equal total credits. The encumbrance number, sequence and line are required.
175	State OPAL - Multiple debits and credits +/-	JV to record transactions to state funds (fund <=189999) that can cross COA and funds. Total debits must equal total credits. Requires operating ledger Account codes. Uses state clearing receivable and state clearing payable to balance the funds. Only to be combined with rule code 125.

Document Numbers

A unique document number must identify each document in Banner. External feeder document numbers have the following format:

PPNNNNNN

NOTE:

PP is unique 2-character code assign to each unit submitting feeders

NNNNNN is a sequential number

The Banner process creates a unique document number for each document based on the System ID. This ensures that no duplicate document numbers are submitted to Banner for posting. It is highly recommended that users allow Banner to assign document numbers. Units that wish to produce their own document numbers are required to generate a unique number for each document. Duplicate document numbers are rejected during the Banner processing.

Feeder File Record Layouts

Input Field Name	Field Description	Data Type	Width	Required	Value/Source
RuleCode	Rule Code	CHAR	4	YES	See "Rule Code" section above.
DOCReferenceNumber	Reference Number	CHAR	8	NO	See "Documents Number" section above.
Amount	Dollar Amount	NUMB	12	YES	Two-digits after decimal
Description	Transaction Description	CHAR	35	YES	No special characters. Any characters over 35 will be truncated

Sign (+/-)	Debit/Credit (+/-)	CHAR	1	YES	Only use "plus" or "minus" signs
BankCode	Bank Code	CHAR	2	NO	Optional
COA	Chart of Accounts	CHAR	1	YES	Required
Fund	Fund Code	CHAR	6	YES	Required
ORG	Organization Code	CHAR	6	NO	Optional
Account	Account Code	CHAR	6	YES	Required
Program	Program Code	CHAR	6	NO	Optional
Activity	Activity Code	CHAR	6	NO	Optional
Location	Location Code	CHAR	6	NO	Optional
ENCDNUM	Encumbrance Number	CHAR	8	NO	Optional
ENCDITEMNUM	Encumbrance Commodity Item Number	NUM	4	NO	Optional (unless Encumbrance number is entered)
ENCDSEQNUMB	Encumbrance Sequence Number	NUM	4	NO	Optional (unless Encumbrance number is entered)
ENCDACTIONIND	T = Total, P = Partial, A = Adjustment	CHAR	1	NO	Optional (unless Encumbrance number is entered)
ENCBTYPE	R = Register, P = PO, E = Enc, L = Labor, M = Memo	CHAR	1	NO	Optional (unless Encumbrance number is entered)