

Direct cost

Items required to be entered are marked as such in the **Comment** column.

Number	Type	Length	Item	Comment
1	alpha	2	record ID	required, must be DC . In a GL only entry, must be GL .
2	alpha	10	job ID	required, ID separators can be entered or omitted
3	alpha	10	extra ID	ID separators can be entered or omitted
4	alpha	12	cost code	required, ID separators can be entered or omitted
5	alpha	3	category	required, if using categories
6	list	1	transaction type	see 1 st Note below
7	date	10	transaction date	if blank, system date is used
8	date	10	accounting date	if blank, the Job Cost period end date is used
9	alpha	30	description	leave blank to retrieve from standard item, if used
10	numeric	8.4	units	required if unit cost entered
11	numeric	6.4	unit cost	required only if no amount; leave blank to retrieve from units-based standard item, if used
12	numeric	9.2	amount	required, defaults to units times unit cost if not entered; leave blank to retrieve from amounts-based standard item, if used
13	alpha	25	debit account see Notes below	required if interfacing with GL and account cannot be retrieved
14	alpha	25	credit account see Notes below	
15	alpha	10	reference 1	when importing inventory costs from Purchasing & Inventory (PO/IV), the Posting Sequence is used
16	alpha	10	reference 2	
17	alpha	10	standard item	if used, must be setup in the Billing application

Notes:

Transaction types: 1 = AP Cost, 2 = JC Cost, 3 = PR Cost, 4 = EQ Cost, and 5 = IV Cost.
The default is AP Cost. Also, if extras and/or categories are not used, they must still be represented by comma separators.

If you have specified in the [GL Entry Settings window](#) that the cost account is to be retrieved, no debit account is required. If no valid debit account can be retrieved, you must enter the debit account or the transaction is rejected.

If you have specified in the [Import Settings window](#) that a balanced import file is required, then total debits must equal total credits in the import file or all records are rejected.

More resources

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