

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

You can visit [Sage City](#) to join product discussions, search articles in the [Sage knowledgebase](#), or [chat online](#) with an expert.

For additional training on Sage products, visit [Sage University](#).