

Job Costing Batch Layout

Field	Position	Length	Type
Record ID	001 - 001	1	Alpha (D - Detail, T - Total)
Company Number	002 - 004	3	Numeric
Batch Layout Number	005 - 005	1	Alpha (#)
Employee Number	006 - 013	8	Alphanumeric
Transaction Code	014 - 016	3	Numeric (E.g. 003)
Unused	017 - 025	9	Spaces
Date	026 - 033	8	Date (CCYYMMDD)
Unused	034 - 037	4	Spaces
Amount	038 - 048	11	Numeric (2 decimals)
Sign	049 - 049	1	Blank = Positive, - = Negative
Hours Worked	050 - 060	11	Numeric (2 decimals)
Sign	061 - 061	1	Blank = Positive, - = Negative
Rate per Hour (Optional)	062 - 072	11	Numeric (4 decimals) Only required if employee's standard Rate per Hour is not to be used
Sign	073 - 073	1	Blank = Positive, - = Negative
Charge-out Rate (Optional)	074 - 084	11	Numeric (4 decimals) only required if employee's standard Charge out rate is not to be used
Sign	085 - 085	1	Blank = Positive, - = Negative
Department Code*	086 - 089	4	Alphanumeric (0000 - ZZZZ)
Job Cost Code*	090 - 101	12	Alphanumeric (000000000000 - ZZZZZZZZZZZZ)
Job Cost Sub Code*	102 - 109	8	Alphanumeric (00000000 - ZZZZZZZZ)
Job Cost Level 4*	110 - 115	6	Alphanumeric (000000 - ZZZZZZ)
Job Cost Level 5*	116 - 119	4	Alphanumeric (0000 - ZZZZ)
*At least one of the five fields above must be used. Those which are not used must be space filled.			
Record Terminator	120 - 120	1	Alpha (Must be Z)

Additional information on the contents of the Job Costing ASCII import file:

- The default file name is VIPITF.ASC, but may be altered according to your requirements.
- Characters 2, 3 and 4 of the detail records must contain the correct 3-digit Company number.
- Character 5 of the detail record must contain a #.
- All alphanumeric fields (AN) must be left aligned and be space filled to the right.
- All numeric fields must be right aligned and may be space or zero filled to the left.
- Value fields must not contain the decimal point. Example: 2507.99 must be 00250799
- The sign for each field must be a space or + if positive; and – if negative
- Dates must be in the format CCYYMMDD
- Each record must end with a carriage return, line feed character Hex 0D0A.

- The interface file must link to an existing Job Costing Transaction Layout in the Payroll Company.
- Payroll Professional will split import batches, which consist of more than 500 records into smaller batches. For each of these batches, the application will generate a separate Batch Number.