ERP EXPENSE UPLOAD TEMPLATE

COMPANY CODE

COST CENTER / WBS ELEMENT

UPLOAD BATCH ID

DEFAULT CURRENCY

PREPARED BY

POSTING DATE

DOCUMENT TYPE

JOURNAL SOURCE

Mandatory fields for ERP system validation: G/L Account, Cost Center, Gross Amount, and Tax Code. Ensure all date formats conform to YYYY-MM-DD prior to system staging.

SEQ	POSTING DATE	G/L ACCOUNT	COST CENTER	VENDOR / PAYEE	INVOICE REFERENCE	LINE DESCRIPTION	GROSS AMT	TAX CODE	TAX AMT	NET AMT

Total Gross Amount	
Total Tax Amount	
Total Net Amount	

PREPARED BY (SIGNATURE)

REVIEWED BY (FINANCE CONTROLLER)

AUTHORIZED ERP UPLOADER