

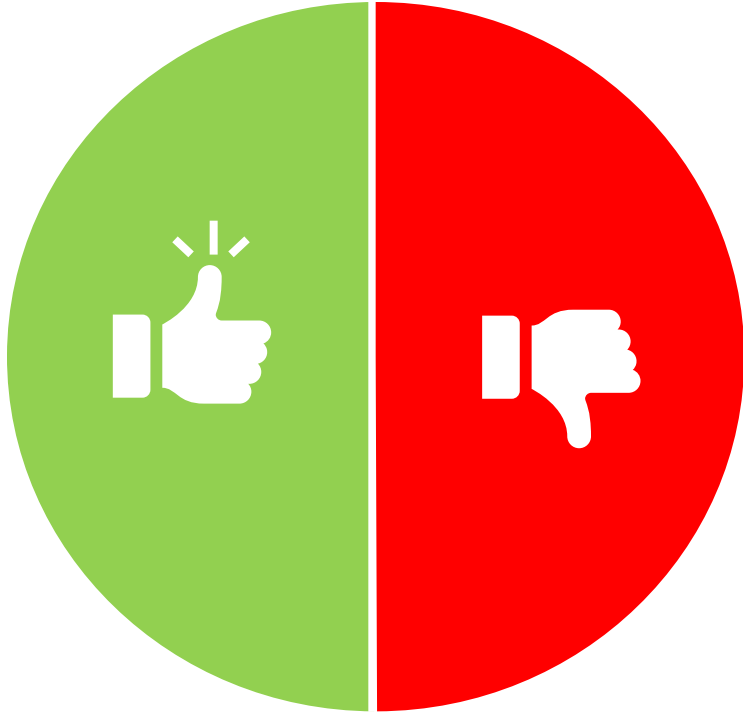
To prevent electronic journal voucher (e-jv) uploading errors, using standardized characters to create document descriptions, explanations, and attachment file names is important.

Here are some guidelines to follow:

Do Use

Do Not Use

- Letters ✓
- Numbers ✓
- Spaces ✓
- Underscore ✓
- Regular dashes ✓



- ✗ International Characters
- ✗ Em dashes
- ✗ En dashes
- ✗ Punctuation
- ✗ Quotes

By adhering to these guidelines, you are helping to ensure e-jv's are uploaded with accuracy and promptly. If you have any questions or require further clarification on these guidelines, please feel free to reach out to Data Control.