

University of North Dakota
PeopleSoft Finance Job Aids

Journal Import Tips & Requirements

1. All Journal Imports must have a Journal ID reference number listed on the spreadsheet as well as in the subject line of the email that is sent to Accounting Services. This number may be a Journal Entry number or a different reference number that you create (maximum of 10 characters). If using a Journal Entry number, add "SSI" to the end (ex: 565734SSI).
2. Departments using the Journal Import process must send a signed copy (authorized departmental signatures only) of your import via intercampus mail, regardless of any accompanying backup documentation.
3. All Journal Imports must be 20 lines or greater. If your import is less than 20 lines, please do the transactions as a regular Journal Entry.
4. When emailing your imports to Accounting Services, please only attach one file per email.
5. When completing the spreadsheet, the Fund, Dept., Program, & Project columns must be formatted as text.
6. The Amount column must be formatted as a "number" with only two decimal points.
7. The Amount column must total zero. In order to verify this, click on the "H" at the top of the Amount column; in the toolbar on the bottom, right side of the screen, the sum should be listed as zero.

Bus. Unit	Ledger	Account	Fund	Dept	Program	Project ID	Amount	PC Bus Unit	Project Activity ID	Res. Analysis Type
UNDO1	ACTUALS	602030	10330	3655			15.50			
UNDO1	ACTUALS	602030	10334	3665			151.25			
UNDO1	ACTUALS	602030	10336	3655			39.25			
UNDO1	ACTUALS	602030	10338	3620			108.50			
UNDO1	ACTUALS	602030	10340	3620			808.75			
UNDO1	ACTUALS	602030	14005	1040		UNDA000281	123.50	UNDO1		1 GLE
UNDO1	ACTUALS	602030	14105	5130		UNDA000325	770.00	UNDO1		1 GLE
UNDO1	ACTUALS	602030	20358	2400	06302		372.00			
UNDO1	ACTUALS	602030	21328	3410	00139		38.75			
UNDO1	ACTUALS	602030	21328	3410	09520		31.00			
UNDO1	ACTUALS	602030	21338	2510			279.00			
UNDO1	ACTUALS	602030	21354	8200			15.50			
UNDO1	ACTUALS	602030	21364	2510			418.50			
UNDO1	ACTUALS	602030	21364	2510	06900		30.50			
UNDO1	ACTUALS	602030	22612	3155	00142		61.75			
UNDO1	ACTUALS	602030	22624	3710			80.50			
UNDO1	ACTUALS	602030	28401	2205		UNDO007529	15.50	UNDO1		1 GLE
UNDO1	ACTUALS	602030	30289	5130			15.50			
UNDO1	ACTUALS	602030	30290	5300			62.00			
UNDO1	ACTUALS	602030	30290	5300	08800		108.50			
UNDO1	ACTUALS	602030	43300	2245		UNDO004699	31.00	UNDO1		1 GLE
UNDO1	ACTUALS	602030	43300	2500		UNDO004514	186.00	UNDO1		1 GLE
UNDO1	ACTUALS	602030	43300	2610		UNDO005364	15.50	UNDO1		1 GLE
UNDO1	ACTUALS	602030	43300	2615		UNDO005357	5.00	UNDO1		1 GLE

8. If you are charging/crediting any funds with project numbers, remember to include the required information in columns I (PC Bus Unit), J (Project Activity ID), & K (Resource Analysis Type). This is required for ALL entries using project numbers.
9. Please make sure that the chartfields are correct. Journal Imports with invalid chartfields will be returned to the originating department for corrections. Chartfield values may be verified by using the fund and department spreadsheets found on the Connect'U'ND web site.
10. Email all Journal Imports to: Kathleen Howes or Allison Peyton.
11. To search PeopleSoft to see if your import has been completed, the path is:
General Ledger > Review Financial Information > Journals
Use "DPT" for the source when searching.