

## FISCAL YEAR END 2024 Fact Sheet

### Journal Entries and Journal Imports

**Department Use:** For use by departments in the timely processing of transactions. Situations may occur that require processing outside of the dates listed below. Please consult your division's finance department or Central Finance at [jodi.morgan@und.edu](mailto:jodi.morgan@und.edu) or [brandon.wallace@und.edu](mailto:brandon.wallace@und.edu) for additional guidance.

Correcting Journal Entries and Imports:

The journal date must correspond with the date of the original entry. If the original date is 7/1/2023 - 6/30/2024, the correcting entry must be dated in FY24. If the original entry posted after 6/30/2024, the correcting entry must be dated in FY25.

If a correcting entry is being made, general ledger detail showing the original transaction should be attached to the journal. This can be accomplished by saving attachments as pdfs or any form of electronic file. The journal ID of a correcting entry must be the journal ID of the original entry being corrected.

All Journal Entries and Imports:

- Journal Entries (key into PeopleSoft Finance)
  - When creating journals, be sure the journal date is keyed to the correct fiscal year
  - The correct date must be entered before you click "add." Once the "add" button is clicked, the date cannot be changed.
- Journal Imports (send to [UND.journalimports@UND.edu](mailto:UND.journalimports@UND.edu))
  - Journal imports should be used to record activity when the entry is **10 or more lines**.
- June and July transactions cannot be processed on the same journal import. Clearly indicate FY24 or FY25 on the journal import itself as well as in the body of the e-mail.

For additional guidance and frequently asked questions, please visit:

<https://campus.und.edu/finance/training.html#journal>

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#### July 12

Last day for a journal entry or import to be approved and routed to Central Finance for posting

*\*Note-the journal entry or import must pass all edit checks, budget checks, and approvals by July 12.*

*\*Note: Any journal entry or journal import received in Central Finance after July 12 for correction of a FY24 transaction that is not associated with a grant project will be deleted and will not be processed in FY24 or FY25. Exceptions may be made if the correcting transactions are associated with grant projects in which the correcting entry will post to FY25, but not back to FY24.*