

JOURNAL IMPORT QUICK FACTS SHEET

Department Use: For use by departments in the completion of a journal import. Journal imports are used to record activity when the entry is ten or more lines.

Step 1: Download and open the [journal import template](#) (excel file).

Step 2: Key in a journal ID (must be 10 character or less).

- If correcting a prior journal entry, deposit, etc, the journal id of the correcting entry must be the journal id of the original entry.

Step 3: Enter a journal purpose/description.

- The journal description should be a short phrase summarizing what the journal will accomplish. Example: "To reclassify an expense." "To reclassify a deposit." "To record inter-departmental revenue." This journal description flows to the general ledger reports.
- If a department wishes to add additional details regarding the need for the entry, those details can be added as an attachment to the journal.

Step 4: Key in the journal date and the period covered.

- The journal date should not be backdated, unless asked to do so by central finance or at fiscal year end. The current date should be used in most instances.

Step 5: Key in the appropriate chartfields.

- Required fields: Unit (UND01), Ledger (ACTUALS), Account, Fund, Dept, Amount (enter credits as negative numbers).
- If a project number is used, the PC Bus Unit (UND01), Project, Activity (1), and An Type must be completed.
- The description field is optional. This field flows to PeopleSoft Finance line by line in the journal.
- Ensure that debits and credits equal before moving on.

Step 6: Attach completed journal and backup to an email addressed to UND.journalimports@UND.edu

- The journal must have enough backup to stand alone for internal or external review. A department may add correspondence or detail to support the journal.
- If backup is retained in the department, this must be noted in the body of the email. The department must be able to provide this backup as requested by internal or external review.
- Required backup for every correcting entry (even if backup is maintained in the department) is general ledger detail showing the original transaction and any other entries affecting the transaction being corrected. (Query NDU_GL73).
- Complete one journal import per excel file and submit one import per email.

Step 7: Click send. The import and backup will be uploaded into PeopleSoft Finance by central finance.

Step 8: The journal will be picked up for budget check and journal chartfield check in the system-automated process. Once the journal has passed these checks, it will begin routing for approval.

Step 9: To check the status of a journal, navigate to the GL Workcenter and select "find an existing value." Key in the business Unit of UND01 as well as the journal id and navigate to the approval tab.