The Journal Import spreadsheet is used when doing Journal Entries that have 10 or more lines. The following steps should be followed when completing/processing a Journal Import:

- The **originating** department should complete the [Journal Import spreadsheet](#). An example of a completed Journal Import spreadsheet is also available ([Example](#)).

- The Journal Import will contain a Journal ID reference number listed on the spreadsheet as well as in the subject line of the email that is sent to Payment Services. This number may be a Journal Entry number (followed by SSI) or a different reference number that you create (maximum of 10 characters).

- The journal date is the date prepared unless the entry is being requested to be backdated to June 30, then the date is 6/30.

- Authorized signatures must be obtained – an emailed approval is acceptable. The department to be charged should also approve the document, unless they have already signed source documentation at the time the actual receipt of goods/services took place (i.e. transactions with Mailing Services, Transportation, etc.). The department charging is required to use the Perceptive Content UND-AP-Department Authorization listing to verify authorized signatures by department.

- Enter the account, fund, and department numbers, as well as appropriate program or project numbers if applicable. If you are posting to any funds with project numbers, remember to include the required information in columns J (PC Bus Unit=UND01), K (Project Activity ID=1), & L (Resource Analysis Type=GLE). If a Foundation flow through fund was used in column E, the corresponding fund at the Foundation should be recorded in column M. (Journal Imports with invalid chartfields will be returned to the originating department for corrections.)

- Column M can be used for any line item description. This description will be imported when posted to PeopleSoft. The description cannot be over 30 characters.

- When completing the spreadsheet, the Fund, Dept., Program, & Project columns must be formatted as “text”. The Amount column must be formatted as a “number” with only two decimal points.

- The Amount column (I) must equal zero.

- When emailing your imports to Procurement & Payment Services, please only attach one file per email. Journal Imports should be emailed to:
  
  - [UND.journalimports@UND.edu](mailto:UND.journalimports@UND.edu)

- Procurement & Payment Services will use the e-mail as authorization from the department and process the journal import spreadsheet.
“How to Process …”

- The department may retain the backup documentation and keep it on file according to the records retention guidelines. In this situation, the department should indicate on the face of the form “Backup documentation maintained in department”

- Department is responsible for compliance with all university policies pertaining to expenditures of funds.

To make a correction to a Journal Entry/Import that has already been processed:

- Submit a completed Journal Entry/Import detailing the corrections using guidelines above to Procurement & Payment Services

- The original journal must be referenced on the face of the journal including backup of original entry.