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: 5657345SSI).

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 10 lines or greater. If your import is less than 10 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.

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 and 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.