Instructions for Use of Budget Journal Import Template

If you have a budget journal to be processed that has more than 9 rows of data (a general guideline), you may use the Budget Journal Import Template. This template allows Budget personnel to upload the information into Finance instead of manually entering each row of data.

In order for the template to work properly:

- The formatting in the file should not be changed, including column widths.
- Data should only be entered into the areas with titles highlighted in yellow.
- Increases to budget should be entered as positive amounts.
- Decreases to budget should be entered as negative amounts.
- Commas should not be used.
- The line description fields are limited in size, but you may find them useful to enter a key phrase to indicate the reason for the budget journal.
- P or T needs to be entered to indicate a Permanent or Temporary budget adjustment, and is a required field.

The Detailed Description field can only be imported if kept to a maximum of 13 characters. However, realizing that a more detailed description is ideal, we are able to manually enter the full description into the budget journal after the rest of it has been imported.

Upon completion of the Budget Journal Import Template, please save it as an Excel file with a name that is meaningful to you but that starts with "Budget Journal Import". For example, "Budget Journal Import to Move 19506 Budgets to 19529".

After all approvals have been obtained, please email the file to the Budget Office at ndsu.budget@ndsu.edu.

Note: This import template is being offered to you as an option; if you have more than 9 rows of data for a budget journal, you are still welcome to use multiple pages of the Budget Journal PDF form on the Forms Page.

If you have any questions, please contact the Budget Office at ndsu.budget@ndsu.edu.