:: e-Journal Entry Viewers Guide ▪ ▪ ▪

e-JOURNAL ENTRY
FINANCIAL & BUSINESS SERVICES
THE UNIVERSITY OF UTAH

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JOURNAL ID:	EJ00000292	ACCTG DATE:	08/01/2010	JOURNAL STATE:	⬤→⬤→⬤→⬤→⬤→🟢
CREATED ON:	08/13/2010	OWNER ORGID:	01111 - FINANCIAL SOLUTIONS		Preparing Dept Approvals Awaiting Backup CA Approvals Complete **Posted to GL**
GL POSTED DATE:	09/07/2010	SOURCE:	EJD - eJournal - Campus Departments	PREPARED BY:	00342646 - BAGGETT,REBECCA
FROM EXCEL:	No	SUB SOURCE:	000 - NO SUB SOURCE DEFINED	PREPARER EMAIL:	rebecca.baggett@utah.edu
RECYCLED:	No	REQUESTED BY:	Dean Church	PREPARER PHONE:	801/581-5760
		EXPLANATION:	my bpag demo		

Backup Documentation
☐ Retained in Department ⓘ
☐ Backup Being Mailed

[Cover Sheet]

2 Lines | **3** Backup Documentation ✐ | **4** Approvals | **5** Tracking

$1,000.00 $1,000.00

SEL	LN	BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	DEBIT AMOUNT	CREDIT AMOUNT	LINE DESCRIPTION (30 CHAR MAX)	REFERENCE	RELATED JE	STATUS	ERRORS
	1	01	01111	1001	13095		65000	1	1,000.00		bpag demo		EJ00000200	P	
	13	01	00121	5000		50501576	65000			1,000.00	bpag demo			P	

The e-Journal Entry consists of:

1 Journal Header information
2 Journal Lines
3 Backup Documentation (journals submitted via the General Journal Entry pdf form will be scanned and viewable from here—the paperclip icon denotes backup documentation is attached)
4 Approvals (journals submitted via the General Journal Entry pdf form will display departmental approvals on the pdf form viewable from the Backup tab)
5 Tracking (audit trail)
6 Most-used functions and clickable function menus may display in the red heading bars based on your role(s) and the state of the journal (i.e. being prepared, pending approvals, etc.)