

# Excel Upload Option Guide

# **Table of Contents**

Excel Upload Option Overview
------------------------------

Locat	ing the Excel Template Download Link	2
	Download the Excel Template from your e-Journal Home Page	3
	Download the Excel Template from the Excel Upload Option Home Page	.4

How to Populate the Excel Template	7
------------------------------------	---

Locating the Excel Upload Option Tool Webpage	8
Accessing the "e-Journal Upload Tool" from the CIS Home Page	8
Accessing the "e-Journal Upload Tool" from the Excel Upload Option Home Page	9

Uploading an Excel	Template using the E	<b>Excel Upload Option</b>	Tool11

## **Excel Upload Option Overview**

The Excel Upload Option is an alternative to the regular e-Journal application. It is recommended for journal entry preparers that need to copy large data sets from an Excel workbook into a journal entry template. The journal entry template can be saved and reused as needed and eliminates the need to rekey journal entries that are recurring. The Excel Upload Option is not recommended for journal entry preparers who prepare journal entries consisting of a few lines.

To take advantage of the Excel Upload Option, you should already have obtained access to prepare regular e-Journal entries. Next, you will need to gain access to the Excel Upload Option by reading this guide and submitting the form, "Excel Upload Option Access Request Form" located in the Excel Upload Option Home Page.

## Locating the Excel Template Download Link

First download the Excel template to your computer.

The **Excel Template** can be downloaded from two different places.

- e-Journal Home Page (in two locations)
- Excel Upload Option Home Page

## Download the Excel Template from your e-Journal Home Page

Click on the "**Downloads"** tab or on the "**Excel Template**" link in the header row.

/	
e-JOURNAL EVITRY FINANCIAL & BUSINESS SERVICE THE UNIVERSITY OF UTAH	ES 21 SEPT 28 1860 HI
Home Downloads Journal Search	Journal ID: Q Search + New Journal E Excel Template
Search Journals Journal ID: STATE: AccTNG DT:	<b>:: My e-Journal Entry Home</b> Listed below are the statuses of Journal submissions that you have access to, and relevant information about each of t To search for a specific Journal or group of Journals, use the search field to the left.
ORG ID:	Preparing O Journal(s) JID ACCTNG DT EXPLANATION NOTES
INCLUDE TRASHED JOURNALS?	
Help & Documentation • E-JOURNAL HOME PAGE	My Submitted Journals  I Journal(s)  Pending: All
E-JOURNAL HOME PAGE     EXCEL UPLOAD OPTION HOME PAGE     NEW PREPARERS     OWNEY PREPARERS	JID         Accting DT         State         Explanation         Messages         Notes           FI00200202         05 (20/2020         CA Assessed         Image: California         Image: California<

If you choose to click on the "**Downloads"** tab then the you will need to click on the link below.

Home	Downloads	Journal	Search	Journal ID: Q Search + New Journal DE Excel Template
Search Jou				To submit journals to e-Journal Entry through Microsoft Excel, you must download the template below.
JOURNAL STATE:			~	x Download Template
Acctng [ Org ID:	т:			
PREPAREF EMPLID:	•			
INCLUDE	TRASHED JOURN	IALS?		
Hole & Doo	umentation			
• <u>E-JO</u>	umentation	PAGE		

If you choose to click on the "Excel Template" link in the header row then it will download automatically.

## Download the Excel Template from the Excel Upload Option Home Page

Navigate to the e-Journal Home Page from the main page of the Financial and Business Services Webpage (<u>https://fbs.admin.utah.edu/</u>).

Click on the "eJournal Entry" tile.



Your screen will display the e-Journal Entry Home Page.



Click on the "Excel Upload Option" tile

Your screen will display the Excel Upload Option Home Page.

# UNIVERSITY OF UTAH\* **FINANCIAL & BUSINESS SERVICES**

#### HOME BLOGS CALENDARS DEPARTMENTS RESOURCES TRAINING TUITION FORMS NEWS

#### General Accounting Ask Us

### Excel Upload Option

- Contact Us e-Journal Entry
- e-Journal Change Approver / Change
- Access Form e.lournal Quiz

### Excel Upload Option

- New Preparers Mission Statement
- Resources and Forms

#### Useful Links

- e-Journal Entry Help
- Buying and Payment Guide
- FBS Organizational Chart General Accounting
- Organizational Chart
- U Regulations Library
- EthicsPoint FBS Blogs

### Contact General

Accounting call: 801.581.5610 201 S Presiden SLC UT 84112 ts Cir. RM 403



#### Latest FBS News

- PPE and Sanitation Supplies for Departmental Use - Campus Departments and Campus Clinics
- Fiscal Year-End Closing
- View Paycheck & Check/Advice Roster
- Accounting Month Closed for May 2020-You may now review your Management
- Changes to eJournal (eJE) and Management Reports for new BU 08



Click on the "Excel Template" tile

## . If you have an error, you need to make changes to the original file and re-upload the file again

- If no changes are necessary, click the "Validate" button. The blue status box will change to "Validated". Click the "Upload to e-Journal Application" button. The blue status box will change to "Uploaded to e-Journal Application". A journal ID will be created and displayed.
- Go to your e-journal home page to submit the e-journal that was uploaded. At this point you can add back-up documentation or make changes to the journal if needed before submitting the journal entry.
- Information and Dates
- Reports in EOR

building or importing entries from external sources; copying earlier entries into the e-Journal template to prepare a related entry To gain access:

**Excel Upload** 

**Option Access** 

**Request Form** 

The Excel Upload Option allows users to take full advantage of the features in Excel to prepare entries by utilizing templates which will help you

to avoid re-keying data into the online form. Users are leveraging the option in several ways: creating templates for recurring entries; dynamically

#### Have or obtain e-Journal access

- Read the Excel Upload Option Guide
- · Submit the "Excel Upload Option Access Request" form

**Excel Upload** 

**Option Guide** 

How to upload journal entries using the Excel Upload Option

· Open the "e-journal upload tool" from the link below or from the tile on the CIS page.

A validation is performed on upload. If it discovers errors, the errors will be displayed.

 Download the excel template from the link below or from the Downloads tab on your e-journal home page. Populate the excel template and save the renamed document to a place of your choosing on your computer.

· Use the browse feature to find the template that was saved on your computer. Click the "Open" button . The journal and all of its lines will be displayed in the upload tool. The blue status box will display "Uploaded"

## How to Populate the Excel Template

Below is an example of the Excel template.

Please be aware that the **Header Section** consist of the fields above the numbered rows. The **Journal Lines Section** consists of the column descriptions and numbered rows.

Journal ID Acctg Date Requested By Owner OrgID					Backup Doc Retained (Y/N): Being Mailed (Y/N): Explanation:	umentation	Dept Approver 1: Dept Approver 2: Dept Approver 3:	Approval Level (1-9)	Approver Emplid	Instructions Fill out all the boxes in the Header section, All are required (Except Approvers) Fill out the Journal Lines section. Debit must equal credits. Please note the following: If copy and pasting from another spreadablest, you must past values. Formulas will not be uploaded. The "Line Description" field required. If a Dantfield is noterquired for a field in the Journal Line, leave to blank. Save the file in any place on you computer with a name that you will be able to find through
Preparer Phone:	Running Totals	PRODUCT	GROUP	PLACE	\$0.00 DEBIT AMOUNT	\$0.00 CREDIT AMOUNT	LINE DESCRIPTION	REFERENCE	RELATED JE	the uplead tool. Use the new "s-lournail Uplead Tool" (in th Finance/Accounting section of CLS to uplead the File. VALIDATION ERROR MESSAGES

- 1. Save the file in any place on your computer with a name that you will be able to find through the upload tool.
- 2. As you create a journal entry for uploading, save with a new name so you can reuse and rename the template to avoid having to download the template again.
- 3. Fill out all the boxes in the **Header Section**, all are required, except "Approvers".
- 4. Fill out the Journal Lines Section. Debits must equal Credits. Please note the following:

## a. If copying and pasting from another spreadsheet, you must select "paste values" under the Paste menu. Formulas will not be uploaded.

- b. The "Line Description" field is required.
- c. If a Chartfield is not required for a field in the Journal Line, leave it blank. The new fields for Business Unit 06 (Product, Group and Place) do not need to be populate if doing a journal entry for BU 01 or 02.
- 5. Save your file so you will not lose your data.
- 6. Now follow the below instructions to use the "e-Journal Upload Tool" to upload the file.

# Locating the Excel Upload Option Tool Webpage

The "e-Journal Upload Tool" can be accessed from two different places:

- CIS Home Page
- Excel Upload Option Home Page

## Accessing the "e-Journal Upload Tool" from the CIS Home Page

Navigate to the CIS Home Page and scroll down to Finance/Accounting section and look for the below tile.



## Accessing the "e-Journal Upload Tool" from the Excel Upload Option Home Page

Navigate to the e-Journal Home Page from the main page of the Financial and Business Services Webpage (<u>https://fbs.admin.utah.edu/</u>).

Click on the "eJournal Entry" tile.



Your screen will display the e-Journal Home Page



Click on the "Excel Upload Option" tile

Your screen will display the Excel Upload Option Home Page.



# Uploading an Excel Template using the Excel Upload Tool

Create Journal Key Link Concord Terrer Source of Rife to uploading an excel document with data entered into the provided template. Choose a file to upload in an excel document with data entered into the provided template. Choose a file to upload into a file of the saved Excel template to upload. Choose a file to upload box will appear (see example below). Complete the saved Excel template to upload. Choose a file upload box will appear (see example below). Complete the saved Excel template to upload. Choose a file to upload box will appear (see example below). Complete the saved Excel template to upload. Choose a file to upload box will appear (see example below). Complete the saved Excel template to upload. Choose a file to upload box will appear (see example below). Complete the saved Excel template to upload. Choose a file to upload box will appear (see example below). Complete the saved Excel template to upload. Choose a file to upload box will appear (see example below). Complete the saved Excel the saved Excel template to upload. Choose a file to upload box will appear (see example below). Complete the saved Excel the saved Excel the saved Excel the saved term term the saved term term the saved term the sav							
Devended Texp De	E-lour	hal					
but can create a journal by uploading an excel document with data entered into the provided template.          Choose a file to upload       Browse       Cer         I. Using the "Browse" button, find and select the saved Excel template to upload.         2. A file upload box will appear (see example below).         Image: State		lai					
to can create a journal by uploading an excel document with data entered into the provided template.				Crea	te Journal	Help Links	Download Temp
to can create a journal by uploading an excel document with data entered into the provided template.		4					
Choose a file to upload rowse Cear 1. Using the "Browse" button, find and select the saved Excel template to upload. 2. A file upload box will appear (see example below). Second Chance acts - Re is Upload Second Chance acts - Re Second Chan		-					
<ul> <li>1. Using the "Browse" button, find and select the saved Excel template to upload.</li> <li>2. A file upload box will appear (see example below).</li> <li>Image: Control Characteries Priority List &gt; JRA &gt; eloural &gt; Control Characteries of Control Characteries of</li></ul>	ou can create a jourr	hal by uploading an excel document with	data entered into the pro	wided template.			
<ul> <li>1. Using the "Browse" button, find and select the saved Excel template to upload.</li> <li>2. A file upload box will appear (see example below).</li> <li>Image: Control Characteries Priority List &gt; JRA &gt; eloural &gt; Control Characteries of the saved Excel template to upload.</li> <li>Image: Control Characteries Priority List &gt; JRA &gt; eloural &gt; Control Characteries of the saved Excel template to upload.</li> <li>Image: Control Characteries Priority List &gt; JRA &gt; eloural &gt; Control Characteries of the saved Excel template to upload.</li> <li>Image: Control Characteries Priority List &gt; JRA &gt; eloural &gt; Control Characteries of the saved Excel template to upload.</li> <li>Image: Control Characteries Priority List &gt; JRA &gt; eloural &gt; Control Characteries of the saved and the saved Excel template to upload.</li> <li>Image: Control Characteries Priority List &gt; JRA &gt; eloural &gt; Control Characteries of the saved and the saved Excel template to upload.</li> <li>Image: Control Characteries of the saved and the saved Excel template to upload.</li> <li>Image: Control Characteries of the saved and the saved Excel template template to upload.</li> <li>Image: Control Characteries of the saved and the saved Excel template the saved template the saved template template template to the saved template template template to the saved template te</li></ul>	Choose a file to uplo	ad Browse Clear					
2. A file upload box will appear (see example below).          Image: State of the state of		4					
2. A file upload box will appear (see example below).          Image: State of the state of							
2. A file upload box will appear (see example below).          Image: State of the state of							
2. A file upload box will appear (see example below).          Image: State of the state of							
2. A file upload box will appear (see example below).          Image: State of the state of	1. Using th	ne " <b>Browse</b> " button, find	d and select the	e saved Excel	templa	ate to up	oload.
Image: Section of the sectin of the section of the	1. 00000 0				tempt		
Image: Solution of the second seco							
File Upload       Image: Size       Image: Size       Image: Size       Image: Size         This PC       Image: Size       Im	2 Δ file ur	bload hox will annear (se	e example hel	ow)			
Fib Upload     rganic     Name     Date modified   Type   Size     This PC   Upload    Upload   Upload   Upload   Upload   Upload   Upload   Upload   Upload    Upload    Upload   Upload    Upload   Upload    Upload    Upload    Upload   Upload    Upload   Upload    Upload   Upload    Upload   Upload    Upload   Upload    Upload   Upload   Upload   Upload   Upload   Upload    Upload <th>2. // mc up</th> <th>loud box will appear (se</th> <th>e example bei</th> <th>011.</th> <th></th> <th></th> <th></th>	2. // mc up	loud box will appear (se	e example bei	011.			
Fib Upload     rganic     Name     Date modified     This PC     Upload     Upload     Value     Destrop     Date modified     This PC     Upload     Upload     Value     Destrop     Date modified     This PC     Upload     Value     Date modified     Value     Date modified     This PC     Upload   Value   Documents   Downloads   Value   Dispload   Value   Value   Dispload   Value   Dispload   Value   Dispload   Value   Dispload   Value   Dispload  <							
File Upload  To i i i i i i i i i i i i i i i i i i i							
File Upload  New Folds  Name  Date modified  Type  Size  Name  Date modified  Type  Size							
File Upload  New Folds  Name  Date modified  Type  Size  Name  Date modified  Type  Size  Size  Date modified  Type  Size  Siz							
Image: Image		X					
ganize Vew folder       Name       Date modified       Type       Size         This PC       Upload       4/3/2020 7:55 AM       File folder         Desktop       2 invalidx.lsm       3/27/2020 11:13 AM       Microsoft Excel M       66 KB         Documents       2 validx.lsm       3/31/2020 7:55 AM       File folder       66 KB         Documents       2 validx.lsm       3/27/2020 11:13 AM       Microsoft Excel M       63 KB         Music       Figurnal-00246.xlsm       3/31/2020 20:11:10 AM       Microsoft Excel M       66 KB         Figurnal-00246.xlsm       3/31/2020 11:10 AM       Microsoft Excel M       66 KB         Figurnal-002720.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         Figurnal-032720.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         Figurnal-042720.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         Figurnal-Approver-test-Ixlsm       4/3/2020 9:25 AM       Microsoft Excel M       66 KB         Figurnal-Approver-test-Bu06xlsm       4/17/2020 8:40 AM       Microsoft Excel M       66 KB         Figurnal-Approver-test-Bu06xlsm       4/17/2020 8:25 AM       Microsoft Excel M       66 KB         Figurnal-templatexlsm       4/2/2020 9:25 AM	চ ্ ত জ্ 🖴	<b>*</b>		e	Journal Chan	aes.pptx - Pov	
ganize       New folder       Date modified       Type       Size         This PC       Upload       4/3/2020 7:55 AM       File folder       66 KB         Desktop       2 invalid.xlsm       3/27/2020 11:13 AM       Microsoft Excel M       63 KB         Documents       2 valid.xlsm       3/31/2020 20:00 PM       Microsoft Excel M       63 KB         Downloads       2 invalid.xlsm       3/31/2020 11:10 AM       Microsoft Excel M       66 KB         Gipumal-00246.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         Gipumal-002720.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         Gipumal-002720.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         Gipumal-002720.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         Gipumal-042720.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         Gipumal-04000.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         Gipumal-0427202.0lsm       3/3/2020 11:11 AM       Microsoft Excel M       66 KB         Gipumal-Approver-test-Bu06.xlsm       4/2/2020 9:25 AM       Microsoft Excel M       66 KB         Gipumal-atachments.xlsm       4/2/2020 9:25 AM       Micro		<b>*</b>		ŧ	Journal Chan	aes.ootx - Pov	
This PC       Name       Date modified       Type       Size         3 D Objects       Upload       4/3/2020 7:55 AM       File folder         Desktop       2 invalid.xlsm       3/27/2020 11:13 AM       Microsoft Excel M       66 KB         Documents       2 valid.xlsm       3/27/2020 11:13 AM       Microsoft Excel M       63 KB         Downloads       100 valid.xlsm       3/31/2020 206 PM       Microsoft Excel M       66 KB         E Ejournal-00246.xlsm       3/31/2020 11:10 AM       Microsoft Excel M       66 KB         E Ejournal-00417.xlsm       3/31/2020 11:10 AM       Microsoft Excel M       66 KB         E Ejournal-040417.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         E Ejournal-Approver-test.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         E Ejournal-Approver-test.xlsm       4/2/2020 9:25 AM       Microsoft Excel M       66 KB         E Ejournal-Approver-test.xlsm       4/2/2020 9:25 AM       Microsoft Excel M       66 KB         E Ejournal-Approver-test.xlsm       4/2/2020 9:25 AM       Microsoft Excel M       66 KB         E journal-Approver-test.xlsm       4/2/2020 9:25 AM       Microsoft Excel M       66 KB         E journal-approver-test.xlsm       4/2/2020 1	File Upload	÷					
Inis PC       Upload       4/3/2020 7:55 AM       File folder         Desktop       Image: Stress of the	File Upload	÷ 5 → Financials Priority List → JIRA → eJournal	•				
□ Desktop       □ 2 invalid.xlsm       3/27/2020 11:13 AM       Microsoft Excel M       66 KB         □ Documents       □ 2 valid.xlsm       3/27/2020 11:13 AM       Microsoft Excel M       63 KB         □ Downloads       □ 1000 valid.xlsm       3/31/2020 2:06 PM       Microsoft Excel M       66 KB         □ Pictures       □ Ejournal-00246.xlsm       3/31/2020 11:10 AM       Microsoft Excel M       66 KB         □ Videos       □ Ejournal-00417.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         □ Windows (C:)       □ Ejournal-00417.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         □ windows (C:)       □ Ejournal-Approver-test.xlsm       4/2/2020 9:25 AM       Microsoft Excel M       66 KB         □ u0308703 (\\fis-fs.fit:       □ applications (\\1       □ Ejournal-Approver-test.xlsm       4/3/2020 8:40 AM       Microsoft Excel M       66 KB         □ u0308703 (\\fis-fs.fit:       □ applications (\\1       □ Ejournal-attachments.xlsm       4/2/2020 1:25 PM       Microsoft Excel M       66 KB         □ applications (\\1       □ Ejournal-attachments.xlsm       4/2/2020 1:25 PM       Microsoft Excel M       66 KB         □ applications (\\1       □ Ejournal-attachments.xlsm       4/2/2020 1:25 PM       Microsoft Excel M       66 KB <th>File Upload</th> <th></th> <th>•</th> <th></th> <th></th> <th>Search eJour</th> <th></th>	File Upload		•			Search eJour	
Desktop       Image: Stress of the stress of	File Upload → ✓ ↑ □ ≪ FIS ganize ▼ New folde	er		~	م ق	Search eJour	
Control 2 validx1sm 3/27/2020 11:13 AM Microsoft Excel M 63 KB   Downloads 1000 validx1sm 3/31/2020 2:06 PM Microsoft Excel M 77 KB   Music E journal-00246.x1sm 3/31/2020 11:10 AM Microsoft Excel M 66 KB   Videos E journal-00246.x1sm 3/31/2020 2:28 PM Microsoft Excel M 66 KB   Videos E journal-00240.x1sm 3/31/2020 11:11 AM Microsoft Excel M 66 KB   Videos E journal-00240.x1sm 3/31/2020 2:28 PM Microsoft Excel M 66 KB   Videos E journal-Approver-test.x1sm 4/2/2020 9:25 AM Microsoft Excel M 66 KB   I oftisarc (\\155.1 E journal-Approver-test.x1sm 4/3/2020 8:40 AM Microsoft Excel M 66 KB   I oggradiant and the state of the st	File Upload → · · ↑ · · · · · · · · · · · · · · · ·	er Name	Date modified	V Type	م ق	Search eJour	
Image: Documents       Image: Documents <t< td=""><td>File Upload → ·· ↑ •· ·· FIS ganize · New folde This PC ③ 3D Objects</td><td>er Name Upload</td><td>Date modified 4/3/2020 7:55 AM</td><td>V Type File folder</td><td>ව <math> ho</math> Size</td><td>Search eJour</td><td></td></t<>	File Upload → ·· ↑ •· ·· FIS ganize · New folde This PC ③ 3D Objects	er Name Upload	Date modified 4/3/2020 7:55 AM	V Type File folder	ව $ ho$ Size	Search eJour	
Downloads       Image: Spormloads       3/31/2020 11:10 AM       Microsoft Excel M       66 KB         Image: Windows (C:)       Image: Spormal-00246.xlsm       3/31/2020 2:28 PM       Microsoft Excel M       66 KB         Image: Windows (C:)       Image: Spormal-00246.xlsm       3/31/2020 2:28 PM       Microsoft Excel M       66 KB         Image: Spormal-0246.xlsm       3/31/2020 2:28 PM       Microsoft Excel M       66 KB         Image: Spormal-0246.xlsm       3/31/2020 2:28 PM       Microsoft Excel M       66 KB         Image: Spormal-0246.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         Image: Spormal-0246.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         Image: Spormal-0246.xlsm       4/2/2020 9:25 AM       Microsoft Excel M       66 KB         Image: Spormal-Approver-test.xlsm       4/3/2020 8:40 AM       Microsoft Excel M       66 KB         Image: Spormal-Approver-test-Bu06.xlsm       4/17/2020 8:45 AM       Microsoft Excel M       66 KB         Image: Spormal-Approver-test-Bu06.xlsm       4/2/2020 1:17 PM       Microsoft Excel M       66 KB         Image: Spormal-Approver-test-Bu06.xlsm       4/2/2020 1:25 PM       Microsoft Excel M       66 KB         Image: Spormal-Approver-test-Bu06.xlsm       4/2/2020 1:25 PM       M	File Upload → ✓ ↑ • • FIS ganize ▼ New fold This PC → 3D Objects ■ Desktop	er Name Upload C invalid.xlsm	Date modified 4/3/2020 7:55 AM 3/27/2020 11:13 AM	V Type File folder Microsoft Excel M	ی Size 66 KE	Search eJour	
Music       Image: Spoural-00417.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         Pictures       Image: Spoural-00417.xlsm       3/31/2020 2:28 PM       Microsoft Excel M       66 KB         Videos       Image: Spoural-032720.xlsm       3/31/2020 2:28 PM       Microsoft Excel M       66 KB         Image: Windows (C:)       Image: Spoural-Approver-test.xlsm       4/2/2020 9:25 AM       Microsoft Excel M       66 KB         Image: Spoural-Approver-test.xlsm       4/2/2020 9:25 AM       Microsoft Excel M       66 KB         Image: Spoural-Approver-test.xlsm       4/3/2020 8:40 AM       Microsoft Excel M       66 KB         Image: Spoural-Approver-test-Bu06.xlsm       4/17/2020 8:45 AM       Microsoft Excel M       66 KB         Image: Spoural-template.xlsm       4/2/2020 1:17 PM       Microsoft Excel M       66 KB         Image: Spoural-template.xlsm       4/2/2020 1:25 PM       Microsoft Excel M       66 KB         Image: Spoural-template.xlsm       3/27/2020 1:56 PM       Microsoft Excel M       66 KB         Image: Spoural-template.xlsm       4/22/2020 2:29 PM       Microsoft Excel M       66 KB         Image: Spoural-template.xlsm       4/22/2020 2:29 PM       Microsoft Excel M       66 KB         Image: Spoural-template.xlsm       4/22/2020 2:29 PM <td>File Upload → ✓ ↑ • • FIS ganize ▼ New fold This PC → 3D Objects ■ Desktop</td> <td>er Name Upload 학급 2 invalid.xlsm 학급 2 valid.xlsm</td> <td>Date modified 4/3/2020 7:55 AM 3/27/2020 11:13 AM 3/27/2020 11:13 AM</td> <td>Type File folder Microsoft Excel M Microsoft Excel M</td> <td>で シ Size 66 KE 63 KE</td> <td>Search elour</td> <td></td>	File Upload → ✓ ↑ • • FIS ganize ▼ New fold This PC → 3D Objects ■ Desktop	er Name Upload 학급 2 invalid.xlsm 학급 2 valid.xlsm	Date modified 4/3/2020 7:55 AM 3/27/2020 11:13 AM 3/27/2020 11:13 AM	Type File folder Microsoft Excel M Microsoft Excel M	で シ Size 66 KE 63 KE	Search elour	
Pictures       Image: piournal-032720.xlsm       3/31/2020 2:28 PM       Microsoft Excel M       66 KB         Image: Videos       Image: piournal-032720.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         Image: Videos       Image: piournal-032720.xlsm       3/31/2020 11:11 AM       Microsoft Excel M       66 KB         Image: Videos       Image: piournal-Approver-test.xlsm       4/2/2020 9:25 AM       Microsoft Excel M       66 KB         Image: piournal-Approver-test.xlsm       4/3/2020 8:40 AM       Microsoft Excel M       66 KB         Image: piournal-Approver-test-Bu06.xlsm       4/17/2020 8:45 AM       Microsoft Excel M       66 KB         Image: piournal-attachments.xlsm       4/2/2020 1:17 PM       Microsoft Excel M       66 KB         Image: piournal-attachments1.xlsm       4/2/2020 1:25 PM       Microsoft Excel M       66 KB         Image: piournal-template.xlsm       3/27/2020 1:56 PM       Microsoft Excel M       66 KB         Image: piournal-template.xlsm       4/22/2020 2:29 PM       Microsoft Excel M       66 KB         Image: piournal-template.xlsm       4/22/2020 2:29 PM       Microsoft Excel M       66 KB         Image: piournal-template.xlsm       4/22/2020 2:29 PM       Microsoft Excel M       66 KB         Image: piournal-template.xlsm	File Upload → ✓ ↑	er Name Upload 학급 2 invalid.xlsm 학급 2 valid.xlsm 학급 1000 valid.xlsm	Date modified 4/3/2020 7:55 AM 3/27/2020 11:13 AM 3/27/2020 11:13 AM 3/31/2020 2:06 PM	Type File folder Microsoft Excel M Microsoft Excel M Microsoft Excel M	で Size 66 KE 63 KE 77 KE	Search eJour	
Videos       Image: Sportal optication optication in the source for the image optication opt	File Upload → ✓ ↑	er Name Upload 핵금 2 invalid.xlsm 핵금 2 valid.xlsm 핵금 1000 valid.xlsm 핵금 1000 valid.xlsm	Date modified 4/3/2020 7:55 AM 3/27/2020 11:13 AM 3/27/2020 11:13 AM 3/31/2020 2:06 PM 3/31/2020 11:10 AM	Type File folder Microsoft Excel M Microsoft Excel M Microsoft Excel M	び り Size 66 KE 63 KE 77 KE 66 KE	Search eJour	
Windows (C:)          Fjournal-Approver-test.xlsm        4/2/2020 9:25 AM        Microsoft Excel M        66 KB          applications (\1)          Fjournal-Approver-test1.xlsm        4/3/2020 8:40 AM        Microsoft Excel M        66 KB          fortisarc (\155.1           Fjournal-Approver-test-Bu06xlsm        4/17/2020 8:45 AM        Microsoft Excel M        66 KB          u0308703 (\\fis-f_s.frig           Fjournal-attachments.xlsm        4/2/2020 1:17 PM        Microsoft Excel M        66 KB          applications (\\fis-f_s.frig           Fjournal-attachments1.xlsm        4/2/2020 1:25 PM        Microsoft Excel M        66 KB          applications (\\fis-f_s.frig           formulas.xlsm        4/2/2020 1:25 PM        Microsoft Excel M        66 KB             formulas.xlsm           4/2/2020 1:25 PM        Microsoft Excel M        66 KB             formulas.xlsm           4/22/2020 1:25 PM        Microsoft Excel M        66 KB             formulas.xlsm           4/22/2020 2:29 PM        Microsoft Excel M        66 KB	File Upload File Upload Sanize  FIS ganize  FIS for the for t	er Name Upload 핵금 2 invalid.xlsm 핵금 2 valid.xlsm 핵금 1000 valid.xlsm 핵금 Ejournal-00246.xlsm 핵급 Ejournal-00417.xlsm	Date modified 4/3/2020 7:55 AM 3/27/2020 11:13 AM 3/27/2020 11:13 AM 3/31/2020 2:06 PM 3/31/2020 11:10 AM 3/31/2020 11:11 AM	Type         File folder         Microsoft Excel M	び Size 66 KE 63 KE 77 KE 66 KE 66 KE	Search eJour	
applications (\\1)       Image: bjournal-Approver-test1.xlsm       4/3/2020 8:40 AM       Microsoft Excel M       66 KB         fortisarc (\\155.1       Image: bjournal-Approver-test-Bu06xlsm       4/17/2020 8:45 AM       Microsoft Excel M       66 KB         u0308703 (\\fis-f       Image: bjournal-Approver-test-Bu06xlsm       4/17/2020 8:45 AM       Microsoft Excel M       66 KB         Image: bjournal-approver-test-Bu06xlsm       4/2/2020 1:17 PM       Microsoft Excel M       66 KB         Image: bjournal-attachments1.xlsm       4/2/2020 1:25 PM       Microsoft Excel M       66 KB         Image: bjournal-attachments1.xlsm       4/2/2020 1:25 PM       Microsoft Excel M       66 KB         Image: bjournal-template.xlsm       3/27/2020 1:56 PM       Microsoft Excel M       65 KB         Image: bjournal-template.xlsm       4/22/2020 2:29 PM       Microsoft Excel M       66 KB         Image: bjournal-template.xlsm       4/22/2020 2:29 PM       Microsoft Excel M       66 KB         Image: bjournal-template.xlsm       4/22/2020 2:29 PM       Microsoft Excel M       66 KB         Image: bjournal-template.xlsm       4/22/2020 2:29 PM       Microsoft Excel M       66 KB         Image: bjournal-template.xlsm       4/22/2020 2:29 PM       Microsoft Excel M       66 KB         Image: bjournal-template.xlsm	File Upload File Upload anize  FIS ganize  FIS function FIS function FIS function FIS FIS FIS function FIS FIS FIS FIS FIS FIS FIS FIS	er Name Upload 같 2 invalid.xlsm 같 2 valid.xlsm 같 1000 valid.xlsm 같 Fjournal-00246.xlsm 같 Fjournal-00417.xlsm 같 Fjournal-00417.xlsm	Date modified           4/3/2020 7:55 AM           3/27/2020 11:13 AM           3/27/2020 11:13 AM           3/31/2020 2:06 PM           3/31/2020 11:10 AM           3/31/2020 11:11 AM           3/31/2020 2:28 PM	Type           File folder           Microsoft Excel M	び Size 66 KE 63 KE 77 KE 66 KE 66 KE 66 KE	Search eJour	
applications (\(1)       iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	File Upload File Upload average file ganize v New Folder This PC This PC J 3D Objects Desktop Documents Documents Music Pictures Videos	er Name Upload 같 2 invalid.xlsm 같 2 valid.xlsm 같 1000 valid.xlsm 같 5journal-00246.xlsm 같 5journal-00417.xlsm 같 5journal-00417.xlsm 같 5journal-032720.xlsm	Date modified           4/3/2020 7:55 AM           3/27/2020 11:13 AM           3/27/2020 11:13 AM           3/31/2020 2:06 PM           3/31/2020 11:10 AM           3/31/2020 11:11 AM	Type           File folder           Microsoft Excel M	び Size 66 KE 63 KE 77 KE 66 KE 66 KE 66 KE 66 KE	Search eJour	
Image: contrastric (V(15)-1)       Image: contrastric (V(15)-1)	File Upload File Upload average for the second se	er Name Upload Constitution Defined and the second	Date modified           4/3/2020 7:55 AM           3/27/2020 11:13 AM           3/27/2020 11:13 AM           3/31/2020 2:06 PM           3/31/2020 11:10 AM           3/31/2020 11:11 AM           3/31/2020 2:28 PM           3/31/2020 11:11 AM           3/31/2020 2:28 PM           3/31/2020 11:11 AM           3/31/2020 2:28 PM           3/31/2020 3:25 AM	Type         File folder         Microsoft Excel M	び Size 66 KE 63 KE 77 KE 66 KE 66 KE 66 KE 66 KE 66 KE	Search eJour	
Image: state of the state in the state	File Upload File Upload average for the second se	er Name Upload © 2 invalid.xlsm © 2 valid.xlsm © 2 valid.xlsm © 1000 valid.xlsm © Ejournal-00246.xlsm © Ejournal-00246.xlsm © Ejournal-032720.xlsm © Ejournal-94000.xlsm © Ejournal-Approver-test.lsm	Date modified           4/3/2020 7:55 AM           3/27/2020 11:13 AM           3/27/2020 11:13 AM           3/31/2020 2:06 PM           3/31/2020 11:10 AM           3/31/2020 11:11 AM           3/31/2020 2:28 PM           3/31/2020 11:11 AM           3/31/2020 2:28 PM           3/31/2020 9:25 AM           4/3/2020 8:40 AM	Type         File folder         Microsoft Excel M	び Size 66 KE 63 KE 77 KE 66 KE 66 KE 66 KE 66 KE 66 KE	Search eJour	
The perts (\\fis-fs.fit is applications (\\fis v) is formulas.xlsm       3/27/2020 1:56 PM       Microsoft Excel M       65 KB         Image: state in the perturbation of the pert	File Upload File Upload Sanize View Fils ganize Videos Videos Windows (C:) applications (\\1	Name         Upload         2 invalid.xlsm         2 valid.xlsm         2 journal-00246.xlsm         2 Ejournal-00246.xlsm         2 Ejournal-00246.xlsm         2 Ejournal-00246.xlsm         2 Ejournal-00246.xlsm         2 Ejournal-0417.xlsm         2 Ejournal-04000.xlsm         2 Ejournal-Approver-test.xlsm         2 Ejournal-Approver-test.slsm         2 Ejournal-Approver-test.slsm	Date modified           4/3/2020 7:55 AM           3/27/2020 11:13 AM           3/27/2020 11:13 AM           3/31/2020 2:06 PM           3/31/2020 11:10 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 2:28 PM           3/31/2020 9:25 AM           4/3/2020 8:40 AM           4/17/2020 8:45 AM	Type         File folder         Microsoft Excel M	び Size 66 KE 63 KE 77 KE 66 KE 66 KE 66 KE 66 KE 66 KE 66 KE	Search eJour	
applications (\\f v     if yournal-compare.xisin     572772220 130 FM     microsoft Excel M     65 KB       File name:     Ejournal-00246.xism     4/22/2020 2:29 PM     Microsoft Excel M     66 KB	File Upload File Upload Sanize V New Folder This PC This PC Sanize Desktop Desktop Documents Downloads Music Pictures Videos Windows (C:) Sapilications (\1 fortisarc (\\155.1	Name         Upload         2 invalid.xlsm         2 valid.xlsm         1000 valid.xlsm         1000 valid.xlsm         1000 journal-002246.xlsm         1000 journal-002270.xlsm         1000 journal-002270.xlsm         1000 journal-002270.xlsm         1000 journal-00270.xlsm         1000 journal-Approver-testxlsm         1000 journal-Approver-test-slu006.xlsm         1000 journal-attachments.xlsm	Date modified           4/3/2020 7:55 AM           3/27/2020 11:13 AM           3/27/2020 11:13 AM           3/31/2020 2:06 PM           3/31/2020 11:10 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 2:28 PM           3/31/2020 9:25 AM           4/3/2020 8:40 AM           4/17/2020 8:45 AM           4/2/2020 1:17 PM	V Type File folder Microsoft Excel M Microsoft Excel M	び Size 66 KE 63 KE 77 KE 66 KE 66 KE 66 KE 66 KE 66 KE 66 KE 66 KE	Search eJour	
File name: Ejournal-00246.xlsm	File Upload File Upload Sanize V New Folder anize V New Folder This PC 3 3D Objects Desktop Documents Documents Music Pictures Videos Windows (C:) applications (\1 fortisarc (\155.1 u0308703 (\fis-f	Name         Upload         2 invalid.xlsm         2 valid.xlsm         2 journal-00246.xlsm         1 journal-00246.xlsm         1 journal-00246.xlsm         1 journal-00246.xlsm         1 journal-00246.xlsm         1 journal-00246.xlsm         2 journal-00246.xlsm         2 journal-00246.xlsm         2 journal-00246.xlsm         2 journal-00246.xlsm         2 journal-Approver-test.xlsm         2 journal-Approver-test.xlsm         2 journal-Approver-test.slsm         2 journal-Approver-test.slsm         2 journal-Attachments.xlsm         2 journal-attachments.xlsm	Date modified           4/3/2020 7:55 AM           3/27/2020 11:13 AM           3/27/2020 11:13 AM           3/31/2020 2:06 PM           3/31/2020 11:10 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 9:25 AM           4/3/2020 8:40 AM           4/17/2020 8:45 AM           4/2/2020 1:17 PM           4/2/2020 1:25 PM	Type         File folder         Microsoft Excel M	<ul> <li>ご</li> <li>ジ</li> <li>ジ</li> <li>Size</li> <li>66 KE</li> <li>63 KE</li> <li>77 KE</li> <li>66 KE</li></ul>	Search eJour	
	File Upload File Upload File Upload (Constraints) (Constraints	Name         Upload         2 invalid.xlsm         2 valid.xlsm         100 valid.xlsm         100 valid.xlsm         100 journal-00246.xlsm         100 journal-Approver-test.xlsm         100 journal-Approver-test.xlsm         100 journal-attachments.xlsm         100 journal-attachments.xlsm         100 journal-attachments.xlsm         101 journal-attachments.xlsm         102 journal-attachments.xlsm         103 journal-attachments.xlsm	Date modified           4/3/2020 7:55 AM           3/27/2020 11:13 AM           3/27/2020 11:13 AM           3/31/2020 2:06 PM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 2:28 PM           3/31/2020 9:25 AM           4/3/2020 8:45 AM           4/2/2020 8:45 AM           4/2/2020 1:17 PM           4/2/2020 1:25 PM           3/27/2020 1:26 PM	Type         File folder         Microsoft Excel M         Microsoft Excel M	び Size 66 KE 63 KE 77 KE 66 KE	Search eJour	
	File Upload File Upload File Upload anize  File Gamma Components Dosktop Doskt	Name         Upload         2 invalid.xlsm         2 valid.xlsm         100 valid.xlsm         100 valid.xlsm         100 journal-00246.xlsm         100 journal-Approver-test.xlsm         100 journal-Approver-test.xlsm         100 journal-attachments.xlsm         100 journal-attachments.xlsm         100 journal-attachments.xlsm         101 journal-attachments.xlsm         102 journal-attachments.xlsm         103 journal-attachments.xlsm	Date modified           4/3/2020 7:55 AM           3/27/2020 11:13 AM           3/27/2020 11:13 AM           3/31/2020 2:06 PM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 2:28 PM           3/31/2020 9:25 AM           4/3/2020 8:45 AM           4/2/2020 8:45 AM           4/2/2020 1:17 PM           4/2/2020 1:25 PM           3/27/2020 1:26 PM	Type         File folder         Microsoft Excel M         Microsoft Excel M	び Size 66 KE 63 KE 77 KE 66 KE	Search eJour	
Open 🔻	File Upload File Upload File Upload ganize V New folder This PC This PC J 3D Objects Desktop Downloads Music Pictures Videos Windows (C:) applications (\1 fortisarc (\155.1 u0308703 (\1fis-f Depts (\\1fis-fs.fis applications (\f	Name         Upload         2 invalid.xlsm         2 valid.xlsm         100 valid.xlsm </td <td>Date modified           4/3/2020 7:55 AM           3/27/2020 11:13 AM           3/27/2020 11:13 AM           3/31/2020 2:06 PM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 2:28 PM           3/31/2020 9:25 AM           4/3/2020 8:45 AM           4/2/2020 8:45 AM           4/2/2020 1:17 PM           4/2/2020 1:25 PM           3/27/2020 1:25 PM</td> <td>Type         File folder         Microsoft Excel M         Microsoft Excel M</td> <td>ک         ک           Size         66 KE           63 KE         77 KE           66 KE         66 KE           66 KE</td> <td>Search elour</td> <td></td>	Date modified           4/3/2020 7:55 AM           3/27/2020 11:13 AM           3/27/2020 11:13 AM           3/31/2020 2:06 PM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 2:28 PM           3/31/2020 9:25 AM           4/3/2020 8:45 AM           4/2/2020 8:45 AM           4/2/2020 1:17 PM           4/2/2020 1:25 PM           3/27/2020 1:25 PM	Type         File folder         Microsoft Excel M         Microsoft Excel M	ک         ک           Size         66 KE           63 KE         77 KE           66 KE         66 KE           66 KE	Search elour	
	File Upload File Upload File Upload ganize V New folder This PC This PC J 3D Objects Desktop Downloads Music Pictures Videos Windows (C:) applications (\1 fortisarc (\155.1 u0308703 (\1fis-f Depts (\\1fis-fs.fis applications (\f	Name         Upload         2 invalid.xlsm         2 valid.xlsm         100 valid.xlsm </td <td>Date modified           4/3/2020 7:55 AM           3/27/2020 11:13 AM           3/27/2020 11:13 AM           3/31/2020 2:06 PM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 2:28 PM           3/31/2020 9:25 AM           4/3/2020 8:45 AM           4/2/2020 8:45 AM           4/2/2020 1:17 PM           4/2/2020 1:25 PM           3/27/2020 1:25 PM</td> <td>Type         File folder         Microsoft Excel M         Microsoft Excel M</td> <td></td> <td>Search eJour</td> <td></td>	Date modified           4/3/2020 7:55 AM           3/27/2020 11:13 AM           3/27/2020 11:13 AM           3/31/2020 2:06 PM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 11:11 AM           3/31/2020 2:28 PM           3/31/2020 9:25 AM           4/3/2020 8:45 AM           4/2/2020 8:45 AM           4/2/2020 1:17 PM           4/2/2020 1:25 PM           3/27/2020 1:25 PM	Type         File folder         Microsoft Excel M         Microsoft Excel M		Search eJour	

After clicking on the upload tool tile, the browse function in the upload tool will appear.

3. Select the desired file and click the **"Open**" button.

4. The journal and all of its lines will be displayed in the upload tool. The blue status box will display "**Uploaded**".

1

U E-Journal									
		Uploaded	Create Jour	nal Help Links	Download Template		×		
Recurring-June 2020.sism Instructions Click the buttons below to Validate Validate Upload to e-Journa Journal Information	Sing an excel document with data entered into Browse Clear e (does not save), or to Save & Submit (validation al Application	the provided template.	Backup Documentation				Approver Informatia	on	
Journal Id Acctg Date	06/20/2020		Retained Being Mailed Explanation				Approval Level (1-9)	Approver EMPLID	
Requested By Owner OrgID	Marci Barker 00348		Recurring Journal Entry for May 202	0.			0		
Preparer Phone									
	801-581-3763					10			
Clear Selection search Total Debit Amount: \$6,373,379.00 Total Credit Amount: \$6,373,379.00						H.			
Total Debit Amount: \$6,373,379.00		<b>Fund</b> 4910	Activity Proj	et	Account 62100	AU 1	Product	Group	Place

You may need to scroll to the right to see all the columns and down to see all the rows of the journal entry.

5. A validation is performed on upload. If it discovers errors, the errors will be displayed.

	Create Journal Help Links Download Template	
	ACCOUNTING_DATE: This journal cannot be submitted after the cut off date.	×
Journal Entry You can create a journal by uploading an 2 valid.xlsm Brows	excel document with data entered into the provided template or use the web form provided below.	

If you have an error, you need to make changes to the file you uploaded and upload the file again.

Once the file is in an "Uploaded" status, and you are ready to proceed, click the "Validate" button.

U E-Jo	ournal						
			Create Journal He	lp Links Downlo	ad Template		MARCI BARKER
		Uploaded	d			×	
Journal	Entry						
You can create a	a journal by uploading	g an excel doo	cument with data entered	d into the provided t	emplate.		
ejournal-templ	late (5).xlsm E	rowse	Clear				
		Browse	Clear				
nstructions	s		Clear ), or to Save & Submit (v	alidate, save, and sul	omit the journal	for completion all in o	ne step).
Click the buttor	s	does not save)		alidate, save, and sut	mit the journal	for completion all in o	ne step).
Instructions Click the buttor	S ns below to Validate (o	does not save)		alidate, save, and sut	mit the journal	for completion all in o	ne step).
Instructions Click the buttor	S ns below to Validate ( Upload to e-Journal A	does not save)			-	for completion all in o pprover Inform	
Instructions Click the buttor Validate	S ns below to Validate ( Upload to e-Journal A	does not save)	), or to Save & Submit (v Backup Docur Retained	nentation	-		
Instructions Click the buttor Validate	S ns below to Validate ( Upload to e-Journal A	does not save)	), or to Save & Submit (v Backup Docur Retained Being Mailed	nentation	-	pprover Inform	ation
Instructions Click the buttor Validate Journal Info	s ns below to Validate (o Upload to e-Journal A ormation	does not save)	), or to Save & Submit (v Backup Docur Retained Being Mailed Explanation	nentation	-	Approver Inform	ation
Instructions Click the buttor Validate	S ns below to Validate (c Upload to e-Journal A ormation	does not save)	), or to Save & Submit (v Backup Docur Retained Being Mailed	nentation	-	Approver Inform Approval Level (1-9)	ation

The "Uploaded" status will change to "Validated" in the blue status box.

U E-Jo	ournal				
					MARCI BARKER
		create Journal Hel	o Links Download Temp	plate	
		Validated		×	
Journal You can create a	-	an excel document with data entered	into the provided template	e.	
ejournal-templ	ate (5).xlsm Bro	Owse Clear			
Instructions					
Click the button	s below to Validate (do	bes not save), or to Save & Submit (va	lidate, save, and submit the	e journal for completion all in on	e step).
Validate	Jpload to e-Journal Ap	oplication			
Journal Info	ormation	Backup Docum	entation	Approver Informa	tion
Journal Id		Retained Being Mailed		Approval Level (1-9)	Approver EMPLID
Acctg Date	06/01/2020	Evolution		0	
Requested By	Marci Barker	Explanation		0	
Owner OrgID	00348	Test journal entry		0	
Preparer Phone	801-581-3763			4	•

7. Once the file is in a "Validated" status, and you are ready to send the journal entry to the e-Journal application, click the "Upload to e-Journal Application" button.

U E-J	ournal						
							MARCI BAI
		+	Create Journal	Help Links	Download Templa	te	
		Validated				×	
ourna	l Entry						
	a journal by uploading	an excel docu	ment with data enter	red into the	provided template.		
		_					
ijournal-tem	plate (5).xlsm Bi	rowse	lear				
nstruction							
lick the butto	ns below to Validate (d	ioes not save), o	or to Save & Submit	(validate, sav	/e, and submit the j	ournal for completion all in	one step).
Validate	Upload to e-Journal A	pplication					
a constant for the			Dealers Dear			A	
ournal Inf	formation		Backup Docu	umentatio		Approver Inforr	nation
	Formation		Retained	umentatio		Approver Inform	nation Approver EMP
oumal Id	ormation		1 C C C C C C C C C C C C C C C C C C C	umentatio		Approval Level (1-9)	
ournal Id .cctg Date			Retained	umentatio			
ournal Id acctg Date			Retained Being Mailed Explanation			Approval Level (1-9)	
ournal Id acctg Date lequested By	06/01/2020		Retained Being Mailed			Approval Level (1-9)	
IOURNAL IN ournal Id Acctg Date Requested By Dwner OrgID Preoarer Phone	06/01/2020 Marci Barker		Retained Being Mailed Explanation			Approval Level (1-9)	

8. The blue status box below will change from a "Validate" status to "Uploaded to e-Journal Application" status.

U E-Journal					
		Create Journal	Help Links	Download Template	
	Uploaded to e-Journal A	pplication			×
Journal Entry You can create a journal by uploading an excel document with data entered into	the provided template.				
ejournal-template (5).xlsm Browse Clear					
Instructions Click the buttons below to Validate (does not save), or to Save & Submit (validate Validate Upload to e-Journal Application	e, save, and submit the journ	nal for completion all in one step).			
Journal Information		Backup Documentation			Approver Informatio
Journal Id		Retained Being Mailed			Approval Level (1-9)
Acctg Date 06/01/2020					0
/					

9. A Journal ID will be created and displayed.

10. You will need to go to your e-Journal Home Page to submit the journal entry. Use the journal ID number that was displayed in step #9 to look up the journal entry. You can also see it under the **Preparing** section of your e-Journal Home Page.

1

e-JOURNAL ENTRY FINANCIAL & BUSINESS SERVICE THE UNIVERSITY OF UTAH		FEB. 2	8 <sup>m</sup> 1850	EF	3			
Home Downloads Journal Search	Journal ID:	Q Search	+ New Journal Exce	l Template				
Search Journals JOURNAL ID: STATE: V ACCTNG DT:	Listed be ow are	rnal Entry Home the statuses of Journal submission pecific Journal or group of Journal			about each of	those jourr	als. By clickin	g on a J
ORG ID:	Preparing					Awaiti	ng Approval	
			1 Journal(s)					
INCLUDE TRASHED JOURNALS?	<u>JID</u>	ACCTNG DT	EXPLANATION	NOTES				
Search	EJ00399464	06/01/2020				<u>JID</u>	PREPARER	
Help & Documentation	My Submitted	Journals				Checke	d Out	
E-JOURNAL HOME PAGE			1 Journal(s)					
EXCEL UPLOAD OPTION HOME PAGE		Pendi	ng: All 🗸 🗸					
NEW PREPARERS     QUICK REFERENCE GUIDE FOR	DIL	ACCTNG DT STATE	EXPLANATION	Messages	Notes	DIL	BY	Acc
PREPARERS								
CHANGE APPROVER / ORGID /	EJ00399303	06/20/2020 CA Appr	ovais					

11. Please note the journal is in the **Preparing** state, which will allow you to add back-up documentation or to make other changes to the journal if needed before submitting the journal entry.

FINANCI	NAL ENTRY AL & BUSINESS SI IVERSITY OF UT	ERVICES AH	F6B. 28" 1868	MARCI JANE BARKER Logout
Home Downl	oads Journal S	earch Journal ID:	Q Search + New Journal Ex	ccl Template
Journal Entry	Sharing 🖤			📕 Save 🔹 Submit 🔂 Printer-friendly PDF 🚫 Cancel
JOURNAL ID:	EJ00400233	ACCTG DATE:	6/24/2020 JOURNAL STATE:	
CREATED ON:	06/25/2020	OWNER ORGID:	0348 🗸 - GENERAL ACCOUNTING - CAMPUS	Preparing Dept Awaiting CA Complete Posted to Approvals Backup Approvals GL
GL POSTED DATE:		SOURCE:	G - eJournal - General Accounting PREPARED BY: 000472	188 - BARKER,MARCI JANE
FROM EXCEL:	Yes	SUB SOURCE:	00 - NO SUB SOURCE DEFINED PREPARER EMAIL: marci.b	parker@admin.utah.edu
RECYCLED:	No	REQUESTED BY:	larci Barker PREPARER PHONE: 435-66	39-8596
Backup Do Retained in De Backup Being I		EXPLANATION:	est EJ	
	(			
Lines Backup Do	ocumentation App	provals Tracking		
Select Lines 🗬	Journal Lines 🗬			\$100.00 \$100.00 Net: \$0.00
SEL LN BU	RG FUND	ACTIVITY PROJEC	Account A/U Product Group Place	DEBIT AMOUNT CREDIT AMOUNT LINE DESCRIPTION (30 CHAR MAX) REFER
□ 1 01	9999		10054 🔍 🔄 🔄	100.00 Stale Checks - AP- OCT 2019 OCT
2 01 0	0302 1000	00217	20600 9	100.00 Stale Checks - AP- OCT 2019 OCT
💿 Add Line				

12. When ready to submit the journal entry, click the "Submit" button.

13. Please note after submission, the journal entry state will change to either Dept Approvals, CA Approvals, or Complete (if no approvers are required).

FINANC	RNAL ENTRY Cial & Business Niversity of 1		EF.	B. 28th 1850		H	MARCI J	ANE BARKER LC	<u>ogout</u>	
Home Dow	nloads Journal	Search Journal ID:		Q Search + New Journa	l 🗴 Excel Temp	ate				
			Success - The journal passed v	validation and was successful	ly submitted.					
lournal Entry 🗣	Administration	🕈 Sharing 👽				×	🚽 Save	🛃 Printer-frien	ndly PDF 💧	Re
JOURNAL ID:	EJ00400233	ACCTG DATE:	06/24/2020	JOURNAL	STATE:	$\rightarrow \bigcirc \rightarrow \bigcirc$	)	<b>→</b> O	<b>→</b> ○	
CREATED ON:	06/25/2020	OWNER ORGID:	00348 - GENERAL ACCOUNT	ING - CAMPUS	Preparin	g Dept Await Approvals Back	ting CA up Approvals	Complete P	osted to	
GL POSTED DAT	E:	SOURCE:	EJG - eJournal - General Acc	ounting PREPARED BY:	00047288 - BARK				OL.	
FROM EXCEL:	Yes	SUB SOURCE:	000 - NO SUB SOURCE DEFIN	-						
RECYCLED:	No	REQUESTED BY:	Marci Barker	PREPARER PHONE	: 435-669-8596					
Backup D	ocumentation	EXPLANATION:	Test EJ					_		
Retained in E	epartment 🥡									
Backup Being	g Mailed									
	Cover She	eet								
ines Backup I	Documentation	Approvals Tracking								
				\$100.00	\$100.00	Net: \$0.00				
<u>il Ln BU Or</u>	g <u>Fund</u> Acti	VITY PROJECT ACCOU	NT A/U PRODUCT GROUP	PLACE DEBIT	CREDIT LINE DE	SCRIPTION (30 CHAR	REFERENCE	RELATED JE	STATUS E	ERI
1 01	9999	10054		100.00	Stale C	hecks -AP- OCT 2019	OCT 2019		Ρ	