

## Excel Upload Option Guide

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## 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 ENTRY**  
FINANCIAL & BUSINESS SERVICES  
THE UNIVERSITY OF UTAH

Home Downloads Journal Search Journal ID: [input] Search + New Journal Excel Template

**Search Journals**

JOURNAL ID: [input]  
STATE: [dropdown]  
ACCTNG DT: [input]  
ORG ID: [input]  
PREPARER: [input]  
EMPLID: [input]  
INCLUDE TRASHED JOURNALS? ☐  
Search

**Help & Documentation**

- E-JOURNAL HOME PAGE
- EXCEL UPLOAD OPTION HOME PAGE
- NEW PREPARERS

**:: My e-Journal Entry Home**

Listed below are the statuses of Journal submissions that you have access to, and relevant information about each of them.

To search for a specific Journal or group of Journals, use the search field to the left.

**Preparing**

0 Journal(s)

JID	ACCTNG DT	EXPLANATION	NOTES
-----	-----------	-------------	-------

**My Submitted Journals**

1 Journal(s)

Pending: All [dropdown]

JID	ACCTNG DT	STATE	EXPLANATION	MESSAGES	NOTES
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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: [input] Search + New Journal Excel Template

**Search Journals**

JOURNAL ID: [input]  
STATE: [dropdown]  
ACCTNG DT: [input]  
ORG ID: [input]  
PREPARER: [input]  
EMPLID: [input]  
INCLUDE TRASHED JOURNALS? ☐  
Search

**Help & Documentation**

- E-JOURNAL HOME PAGE
- NEW PREPARERS

To submit journals to e-Journal Entry through Microsoft Excel, you must download the template below.

[Download Template](#)

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 (<https://fbs.admin.utah.edu/>).

Click on the “eJournal Entry” tile.



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

A screenshot of the e-Journal Entry Home Page. At the top is a dark navigation bar with white links: HOME, BLOGS, CALENDARS, DEPARTMENTS, FORMS, NEWS, RESOURCES, TRAINING, TUITION. Below this is a sidebar on the left with sections: 'General Accounting' (with links like Ask Us, Contact Us, e-Journal Entry, etc.), 'Useful Links' (with links like e-Journal Entry Help, Buying and Payment Guide, etc.), and 'Contact General Accounting' (with phone number, address, and contact info). The main content area has the title 'e-Journal Entry' and a sub-header 'What is e-Journal Entry?'. It contains a paragraph about the system, a note about browser compatibility, and three bullet points: 'If you are a new user...', 'The [My e-Journal Entry Homepage] can be accessed...', and 'Approved users can utilize the "Excel Upload Option" for large recurring journal entries.' At the bottom of the main area are three large red buttons: 'New Preparers', 'e-Journal Entry', and 'Excel Upload Option'. Below these buttons is a section titled 'Common Questions'.

Click on the “Excel Upload Option” tile

Your screen will display the Excel Upload Option Home Page.

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**FINANCIAL & BUSINESS SERVICES**

HOME BLOGS CALENDARS DEPARTMENTS FORMS NEWS RESOURCES TRAINING TUITION

**General Accounting**

- Ask Us
- Contact Us
- e-Journal Entry
  - e-Journal Change Approver / Change Access Form
  - e-Journal 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 Presidents Cir. RM 403  
SLC UT 84112  
[Contact Information](#)

**Latest FBS News**

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

**Excel Upload Option**

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

To gain access:

- Have or obtain e-Journal access
- Read the **Excel Upload Option Guide**
- Submit the "Excel Upload Option Access Request" form

**Excel Upload Option Guide**

**Excel Upload Option Access Request Form**

**How to upload journal entries using the Excel Upload Option**

- 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.
- Open the "e-journal upload tool" from the link below or from the tile on the CIS page.
- 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".
- A validation is performed on upload. If it discovers errors, the errors will be displayed.
- 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.

**Excel Template**

**Excel Upload Tool**

Click on the "Excel Template" tile

# 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 Information										Backup Documentation		Approval Level (1-9)		Approver Emplid	Instructions
Journal ID: <input type="text"/>										Retained (Y/N): <input type="text"/>		Dept Approver 1: <input type="text"/>		<input type="text"/>	
Requested By: <input type="text"/>										Being Mailed (Y/N): <input type="text"/>		Dept Approver 2: <input type="text"/>			
Owner OrgID: <input type="text"/>												Dept Approver 3: <input type="text"/>			
Preparer Information										Explanation: <input type="text"/>					
Preparer Phone: <input type="text"/>															
Running Totals:										\$0.00	\$0.00				
BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	PRODUCT	GROUP	PLACE	DEBIT AMOUNT	CREDIT AMOUNT	LINE DESCRIPTION	REFERENCE	RELATED JE	
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
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.

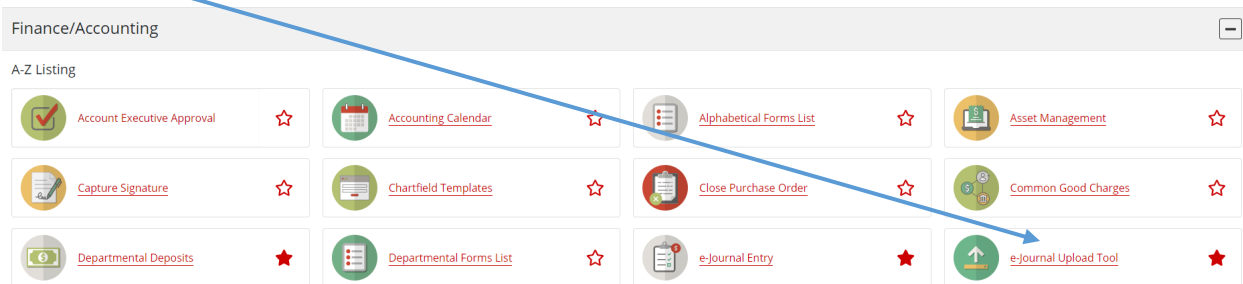
## Locating the Excel Upload Option Tool Webpage

The “**e-Journal Upload Tool**” can be accessed from two different places:

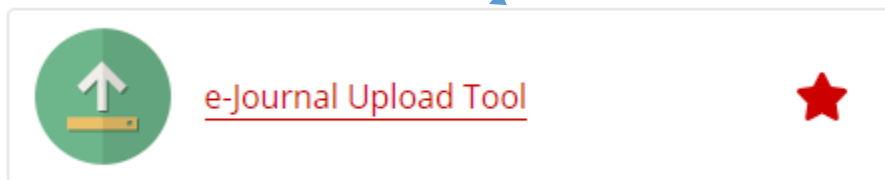
- CIS Home Page
- Excel Upload Option Home Page

### 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.



Click on the “**e-Journal Upload Tool**” tile below



## 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 (<https://fbs.admin.utah.edu/>).

Click on the “eJournal Entry” tile.



Your screen will display the e-Journal Home Page

A screenshot of the e-Journal Home Page. At the top is a navigation bar with links: HOME, BLOGS, CALENDARS, DEPARTMENTS, FORMS, NEWS, RESOURCES, TRAINING, TUITION. Below this is a sidebar on the left with sections: General Accounting (with links like Ask Us, Contact Us, e-Journal Entry, etc.), Useful Links (with links like e-Journal Entry Help, Buying and Payment Guide, etc.), Contact General Accounting (with phone number 801.581.5810 and address 201 S Presidents Cir. RM 403 SLC UT 84112), and Latest FBS News (with links like Accounting Month Closed for May 2020, etc.). The main content area is titled "e-Journal Entry" and features a graphic of a stack of red books with a computer mouse. Below the title is a section "What is e-Journal Entry?" with a paragraph explaining the system and a note about browser compatibility. It also lists three bullet points: "If you are a new user and need to set up access to process e-Journals, please click on the New Preparers link below.", "The [My e-Journal Entry Homepage] can be accessed through the e-Journal Entry link below.", and "Approved users can utilize the 'Excel Upload Option' for large recurring journal entries." At the bottom of the main content area are three large red buttons: "New Preparers", "e-Journal Entry", and "Excel Upload Option". A blue arrow points from the text "Click on the 'Excel Upload Option' tile" to the "Excel Upload Option" button.

Click on the “Excel Upload Option” tile



Your screen will display the Excel Upload Option Home Page.

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

**General Accounting**

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- Mission Statement
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- Changes to eJournal (eJE) and Management Reports for new BU 08

**Excel Upload Option**

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

To gain access:

- Have or obtain e-Journal access
- Read the **Excel Upload Option Guide**
- Submit the "Excel Upload Option Access Request" form

**Excel Upload Option Guide**

**Excel Upload Option Access Request Form**

**How to upload journal entries using the Excel Upload Option**

- 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.
- Open the "e-journal upload tool" from the link below or from the tile on the CIS page.
- 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".
- A validation is performed on upload. If it discovers errors, the errors will be displayed.
- 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.

**Excel Template**

**Excel Upload Tool**

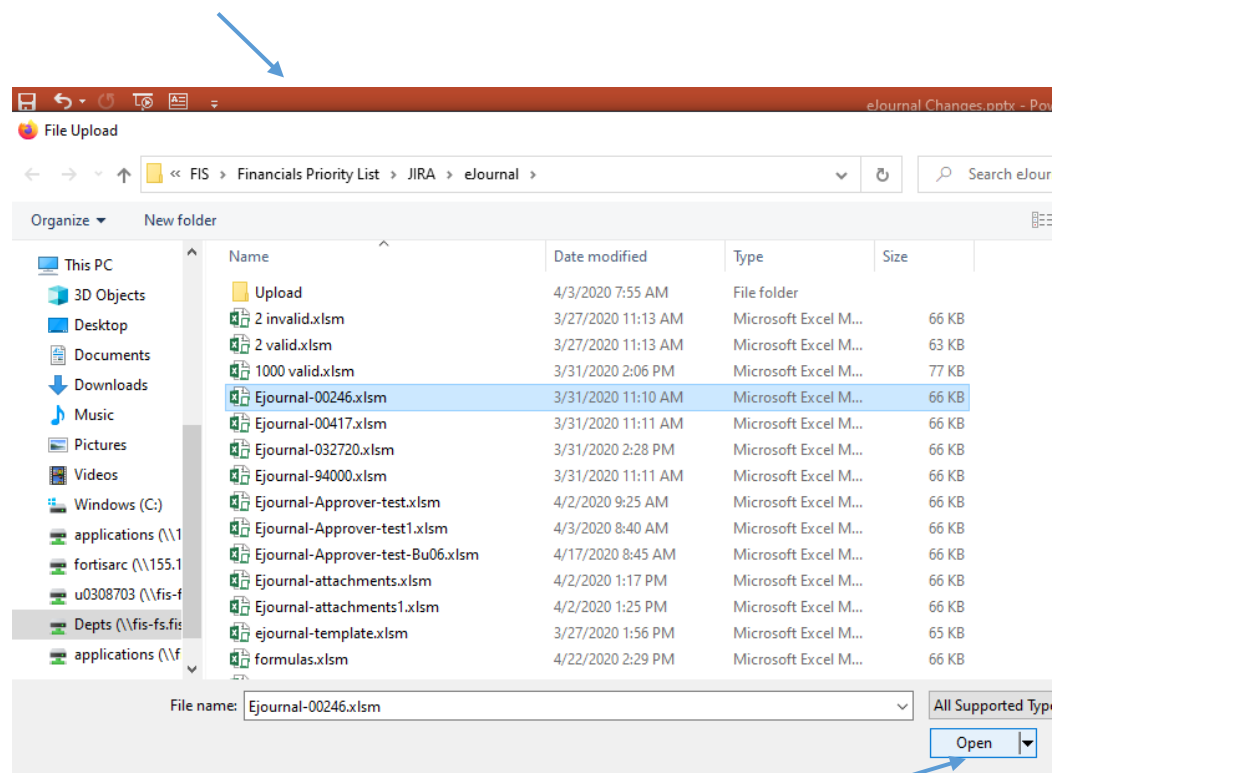
Click on the "Excel Upload Tool" tile

## Uploading an Excel Template using the Excel Upload Tool

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



1. Using the “**Browse**” button, find and select the saved Excel template to upload.
2. A file upload box will appear (see example below).



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**”.

The screenshot shows the E-Journal interface. At the top, a red banner contains the 'U E-Journal' logo and navigation links: 'Create Journal', 'Help Links', and 'Download Template'. Below the banner, a blue status box with the text 'Uploaded' and a close button is visible. The main section is titled 'Journal Entry' and includes instructions: 'You can create a journal by uploading an excel document with data entered into the provided template.' Below this are buttons for 'Recurring-June 2020.xlsm', 'Browse', and 'Clear'. Further down, there are 'Instructions' and buttons for 'Validate' and 'Upload to e-journal Application'. The form is divided into three columns: 'Journal Information' (with fields for Journal Id, Acctg Date, Requested By, Owner OrgID, and Preparer Phone), 'Backup Documentation' (with checkboxes for Retained and Being Mailed, and a text area for Explanation), and 'Approver Information' (with a table for Approval Level and Approver EMPLID). At the bottom, there is a 'Clear Selection' button, a search bar, and summary statistics for Total Debit and Credit Amounts. A table displays the journal entry lines with columns for #, BU, OrgId, Fund, Activity, Project, Account, AU, Product, Group, and Place.

#	BU	OrgId	Fund	Activity	Project	Account	AU	Product	Group	Place
1	01	00327	4910	06496		62100	1			
2	01	00656	2000	10950		40420				

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.

The screenshot shows the E-Journal interface with a validation error. At the top, a red banner contains the 'U E-Journal' logo and navigation links: 'Create Journal', 'Help Links', and 'Download Template'. Below the banner, a yellow status box with the text 'ACCOUNTING\_DATE: This journal cannot be submitted after the cut off date.' and a close button is visible. The main section is titled 'Journal Entry' and includes instructions: 'You can create a journal by uploading an excel document with data entered into the provided template or use the web form provided below.' Below this are buttons for '2 valid.xlsm' and 'Browse'.

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

6. Once the file is in an **“Uploaded”** status, and you are ready to proceed, click the **“Validate”** button.

The screenshot shows the 'E-Journal' interface with a red header bar containing the logo and the user name 'MARCI BARKER'. Below the header, there are links for 'Create Journal', 'Help Links', and 'Download Template'. A blue status box at the top indicates 'Uploaded'. The main section is titled 'Journal Entry' and includes instructions: 'You can create a journal by uploading an excel document with data entered into the provided template.' Below this, there is a file upload area with 'ejournal-template (5).xlsx' selected, a 'Browse' button, and a red 'Clear' button. Under the 'Instructions' section, there are two red buttons: 'Validate' and 'Upload to e-Journal Application'. The 'Journal Information' section contains fields for 'Journal Id', 'Acctg Date' (06/01/2020), 'Requested By' (Marci Barker), 'Owner OrgID' (00348), and 'Preparer Phone' (801-581-3763). The 'Backup Documentation' section has checkboxes for 'Retained' (checked) and 'Being Mailed' (unchecked). The 'Explanation' field contains the text 'Test journal entry'. The 'Approver Information' section is a table with columns 'Approval Level (1-9)' and 'Approver EMPLID', showing three rows with '0' in the first column.

Approval Level (1-9)	Approver EMPLID
0	
0	
0	

The **“Uploaded”** status will change to **“Validated”** in the blue status box.

This screenshot is identical to the previous one, but the blue status box at the top now indicates 'Validated' instead of 'Uploaded'. The rest of the page content, including the file upload area, instructions, and form fields, remains the same.

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.

The screenshot shows the E-Journal interface. At the top, there is a red header with the 'U E-Journal' logo and the user name 'MARCI BARKER'. Below the header, there are links for 'Create Journal', 'Help Links', and 'Download Template'. A blue status box at the top center displays 'Validated' with a close button. The main section is titled 'Journal Entry' and includes instructions: 'You can create a journal by uploading an excel document with data entered into the provided template.' Below this, there is a file upload area with a text input showing 'ejournal-template (5).xism', a 'Browse' button, and a 'Clear' button. Further down, there are instructions: 'Click the buttons below to Validate (does not save), or to Save & Submit (validate, save, and submit the journal for completion all in one step).' Below the instructions are two buttons: 'Validate' and 'Upload to e-Journal Application'. The bottom section contains three columns of form fields: 'Journal Information' (Journal Id, Acctg Date, Requested By, Owner OrgID, Preparer Phone), 'Backup Documentation' (Retained, Being Mailed), and 'Approver Information' (Approval Level, Approver EMPLID). The 'Explanation' field contains the text 'Test journal entry'.

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

The screenshot shows the E-Journal interface after the journal entry has been uploaded. The status box at the top center now displays 'Uploaded to e-Journal Application' with a close button. The 'Journal Entry' section remains the same, but the 'Validate' button is now disabled. The 'Journal Information' section shows the 'Journal Id' field populated with 'EJ00399464'. The 'Acctg Date' field is still '06/01/2020'. The 'Backup Documentation' and 'Approver Information' sections are also visible.

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.

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

Home Downloads Journal Search Journal ID:  Search + New Journal Excel Template

**Search Journals**  
JOURNAL ID:   
STATE:   
ACCTNG DT:   
ORG ID:   
PREPARER:   
EMPLID:   
INCLUDE TRASHED JOURNALS? ☐  
Search

**Help & Documentation**  

- E-JOURNAL HOME PAGE
- EXCEL UPLOAD OPTION HOME PAGE
- NEW PREPARERS
- QUICK REFERENCE GUIDE FOR PREPARERS
- CHANGE APPROVER / ORGID /

**:: My e-Journal Entry Home**  
Listed below are the statuses of Journal submissions that you have access to, and relevant information about each of those journals. By clicking on a J To search for a specific Journal or group of Journals, use the search field to the left.

**Preparing**  
1 Journal(s)

JID	ACCTNG DT	EXPLANATION	NOTES
<a href="#">EJ00399464</a>	06/01/2020		

**My Submitted Journals**  
1 Journal(s)  
Pending: All

JID	ACCTNG DT	STATE	EXPLANATION	MESSAGES	NOTES
<a href="#">EJ00399303</a>	06/20/2020	CA Approvals			

**Awaiting Approval**  
JID PREPARER

**Checked Out**  
JID BY Acc

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.

**e-JOURNAL ENTRY**  
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Home Downloads Journal Search Journal ID:  Search + New Journal Excel Template

**Journal Entry** **Sharing**

JOURNAL ID: EJ00400233  
CREATED ON: 06/25/2020  
GL POSTED DATE:  
FROM EXCEL: Yes  
RECYCLED: No

**Backup Documentation**  
☒ Retained in Department  
☐ Backup Being Mailed  
 Cover Sheet

ACCTG DATE: 06/24/2020  
OWNER ORGID: 00348 - GENERAL ACCOUNTING - CAMPUS  
SOURCE: EIG - eJournal - General Accounting  
SUB SOURCE: 000 - NO SUB SOURCE DEFINED  
REQUESTED BY: Marci Barker  
EXPLANATION: Test E3

JOURNAL STATE: **Preparing** (selected)  
 Dept Approvals  
 Awaiting Backup  
 CA Approvals  
 Complete  
 Posted to GL

PREPARED BY: 00047288 - BARKER, MARCI JANE  
PREPARER EMAIL: marci.barker@admin.utah.edu  
PREPARER PHONE: 435-669-8596

Save Submit Printer-friendly PDF Cancel

**Lines** **Backup Documentation** **Approvals** **Tracking**

Select Lines Journal Lines

SEL	LN	BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	PRODUCT	GROUP	PLACE	DEBIT AMOUNT	CREDIT AMOUNT	LINE DESCRIPTION (30 CHAR MAX)	REFER
<input type="checkbox"/>	1	01		9999			10054					100.00		State Checks -AP- OCT 2019	OCT
<input type="checkbox"/>	2	01	00302	1000	00217		20600						100.00	State 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).

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

MARCI JANE BARKER Logout

Home Downloads Journal Search Journal ID:

**Success** - The journal passed validation and was successfully submitted.

Journal Entry Administration Sharing
 

Save Printer-friendly PDF Recycle

**JOURNAL ID:** EJ00400233 **ACCTG DATE:** 06/24/2020 **JOURNAL STATE:**

Preparing **Dept Approvals** Awaiting Backup CA Approvals Complete Posted to GL

**CREATED ON:** 06/25/2020 **OWNER ORGID:** 00348 - GENERAL ACCOUNTING - CAMPUS

**SOURCE:** EIG - eJournal - General Accounting **PREPARED BY:** 00047288 - BARKER,MARCI JANE

**SUB SOURCE:** 000 - NO SUB SOURCE DEFINED **PREPARER EMAIL:** marci.barker@admin.utah.edu

**REQUESTED BY:** Marci Barker **PREPARER PHONE:** 435-669-8596

**EXPLANATION:** Test EJ

**GL POSTED DATE:**  
**FROM EXCEL:** Yes  
**RECYCLED:** No

**Backup Documentation**  
☒ Retained in Department  
☐ Backup Being Mailed

Lines Backup Documentation Approvals Tracking

SEL	LN	BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	PRODUCT GROUP	PLACE	DEBIT AMOUNT	CREDIT AMOUNT	LINE DESCRIPTION (30 CHAR MAX)	REFERENCE	RELATED JE	STATUS	ERRORS
											\$100.00	\$100.00	Net: \$0.00				
	1	01		9999			10054				100.00		Stale Checks -AP- OCT 2019	OCT 2019		P	
	2	01	00302	1000	00217		20600					100.00	Stale Checks -AP- OCT 2019	OCT 2019		P	