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|  | **Journal Entry** |
| *\*Denotes a required field, # denotes a VDOT specific field.* |
| \*Business Unit *(5 digits)*: |  | Prepared By: |  | Date: |  |  | Total Pages: |  |
| \*Journal Date: |  | Approved By: |  | Date: |  |  | Total Debits | Total Credits |
| Journal ID: |  | Entered By: |  | Date: |  |  |  |  |
|  |
| **Journal Header** |
| Long Description: |  |
|  |
| \*Ledger Group *(if using spreadsheet journal, enter ledger in caps)*: | ACTUALS |  | \*Source: |  | *(e.g., ONL - online, ATA - agency-to-agency, SPJ – spreedsheet, etc.)* |
| CARS Indicator: |  | Send to CARS *(default)* |  | Do Not Send to CARS *(please provide explanation)*: |  |
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| **Journal Lines** |
| **Business Unit** | **SpeedType** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | **Task** | **Debit** | **Credit** |
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| **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **#Activity** | **#An Type** |
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| Line Description: |  | Reference: |  |
| **Business Unit** | **SpeedType** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | **Task** | **Debit** | **Credit** |
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| **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **#Activity** | **#An Type** |
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| **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **#Activity** | **#An Type** |
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| **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **#Activity** | **#An Type** |
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| **Continuation Sheet** |
| **Business Unit** | **SpeedType** | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | **Task** | **Debit** | **Credit** |
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| **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **#Activity** | **#An Type** |
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| **FIPS** | **Asset** | **Agency Use 1** | **Agency Use 2** | **PC Bus Unit** | **Project** | **#Activity** | **#An Type** |
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| **Continuation Sheet** |
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