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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 | | |
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| **Journal Header** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| \*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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| **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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| **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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| **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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| **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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| **Continuation Sheet** | | | | | | | | | | | |
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| **Continuation Sheet** | | | | | | | | | | | |
| **Business Unit** | **SpeedType** | | **Account** | **Fund** | **Program** | **Department** | **Cost Center** | | **Task** | **Debit** | **Credit** |
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