



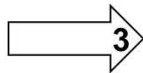
Account	Balance
1 Account	
2 0000-000-00000-000000-000-00-00-100101-	-121.61
3 0000-000-00000-000000-000-00-00-102009-	-223,678.33
4 0000-000-00000-000000-000-00-00-102008-	2,332,280.44
5 0000-000-00000-000000-000-00-00-102011-	0
6 0000-000-00000-000000-000-00-00-242109-	0
7 0000-000-00000-000000-000-00-00-242102-	0
8 0000-000-00000-000000-000-00-00-242103-	0
9 0000-000-00000-000000-000-00-00-242105-	0
10 0000-000-00000-000000-000-00-00-242106-	0
11 1001-000-00000-000000-000-00-00-370300-	8,807.26
12 1001-000-00000-000000-000-00-00-371300-	-13,517,349.93
13 1001-000-00000-000000-000-00-00-373000-	
14 1001-000-00000-000000-000-00-00-374000-	
15 1001-000-00000-000000-000-00-00-375000-	
16 1001-000-00000-000000-000-00-00-376000-	
17 1001-000-00000-000000-000-00-00-377000-	
18 1001-000-00000-000000-000-00-00-378000-	
19 1001-000-00000-000000-000-00-00-379000-	
20 1001-000-00000-000000-000-00-00-380000-	
21 1001-000-00000-000000-000-00-00-381000-	
22 1001-000-00000-000000-000-00-00-382000-	
23 1001-000-00000-000000-000-00-00-383000-	4,500.00

Formatted File:
Account & Amount

Total Balance



Financial Data
Upload Trial Balances in a File, or
Enter data manually



Mapping
Map your Financial Accounts to the
UCOA



Financial Data
Upload Trial Balances in a File, or
Enter data manually



Uploading Financial Information Steps:

1. Format Trial Balance File to include only two relevant columns: Account and Amount.
2. Upload Formatted File into the Tool and Validate
3. If no exceptions, the upload is complete – certify.
4. If exceptions, review the report.
5. Map new accounts to the UCOA crosswalk.
6. Re-Validate
7. Upload is complete – certify.