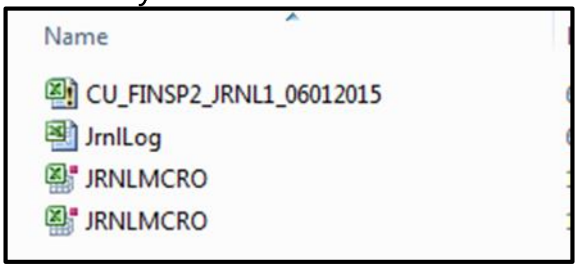
Configuring Journal Entry Spreadsheet

Using spreadsheet journal entries will allow you to upload journal entries with a lot of lines into FIN 9.2, or, to use the spreadsheet for recurring journal entries that you create on a routine basis.

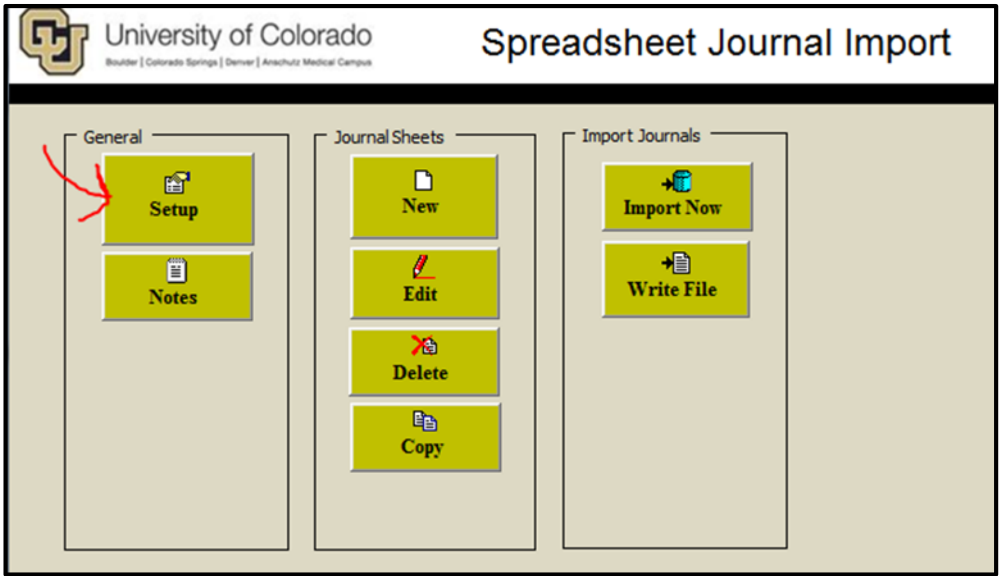
In order to create a spreadsheet journal entry, you must first configure the journal entry spreadsheet template.

1. The journal entry spreadsheet process requires that the files, JRNLLOG, JRNLMCRO and the journal entry template spreadsheet be located in the same folder on your network.



2. To configure the spreadsheet, open journal entry spreadsheet template.

3. On the **Control** tab, in the General area, select **Setup.**



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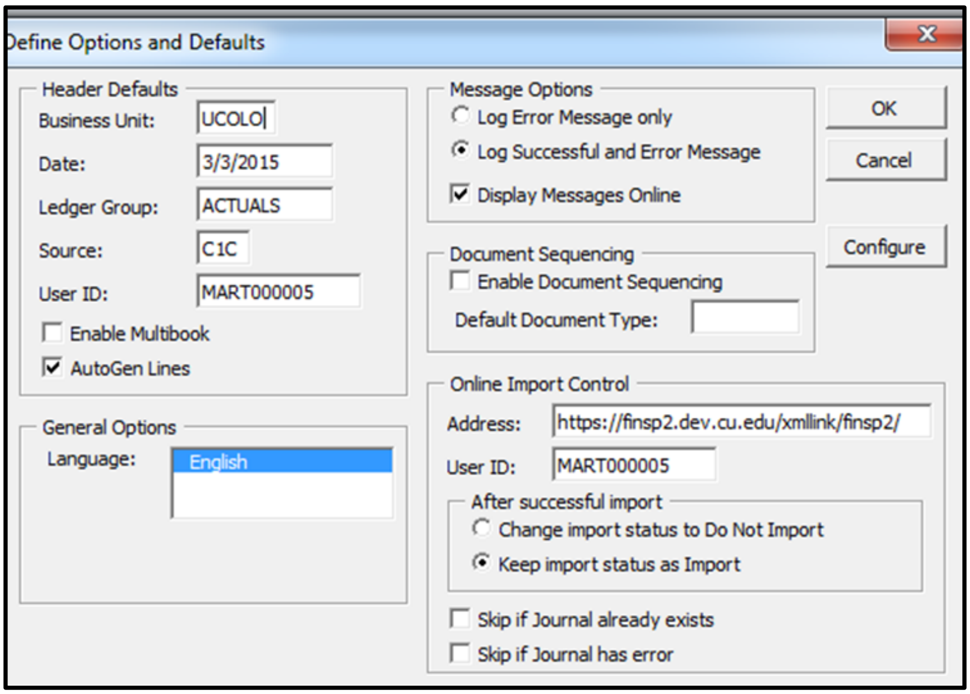
4. On the **Define Options and Defaults** page, enter your defaults, including your ledger, journal source, business unit, and logon information to load the journal. Anything entered on this page can be overridden during the journal entry creation process.

   The Online Import Control > Address must not be changed.

   After entering your default values, select **OK.**



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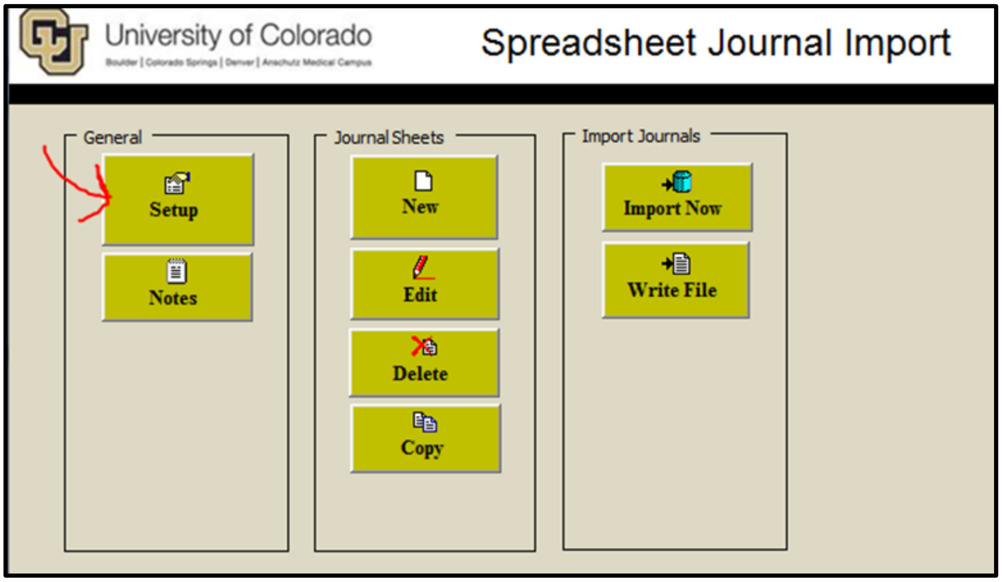
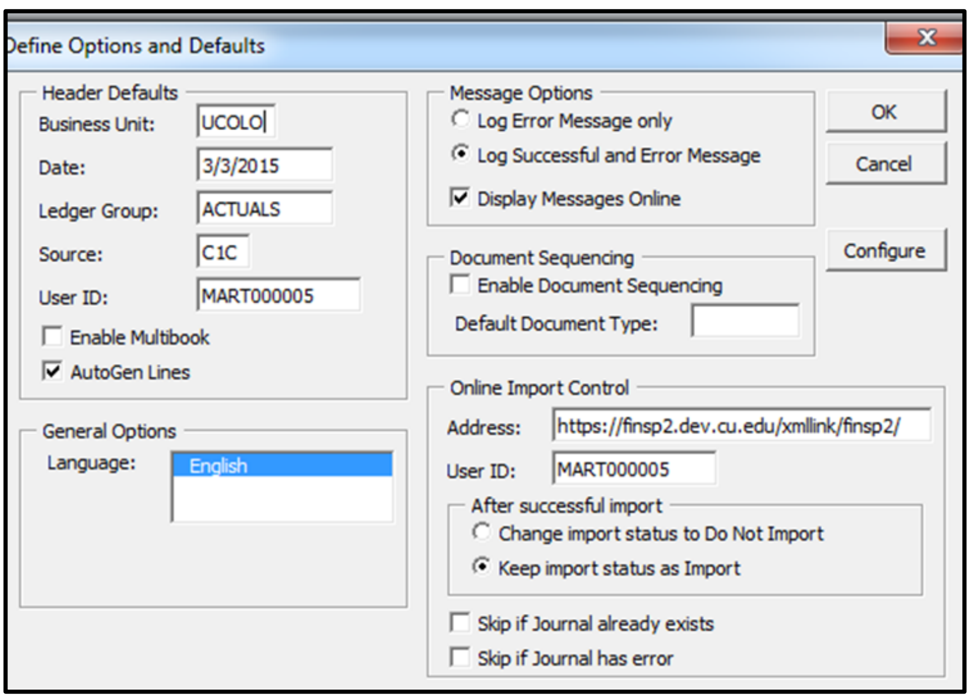
5. You will be returned to the **Control** tab. To configure the columns on your spreadsheet journal entry, in the General area, select **Setup.**



6. On the **Define Options and Defaults Excel** form, select **Configure**.



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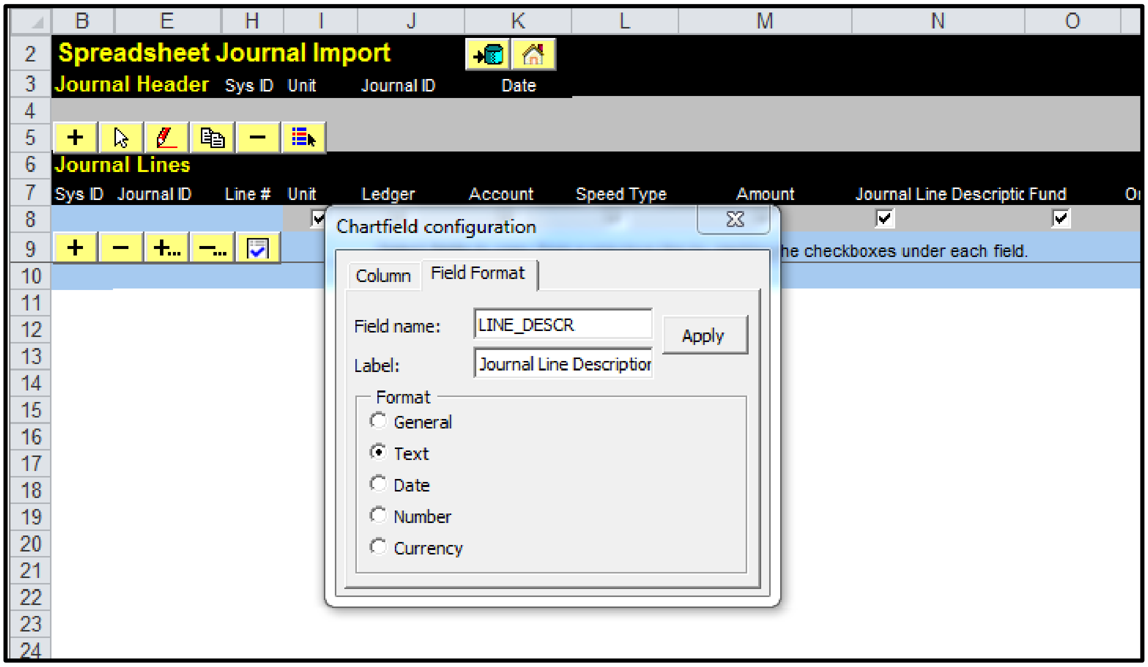
7. The **ChartField Configuration Excel** form appears. By default it opens to the Field Format tab. Select the **Column** tab.



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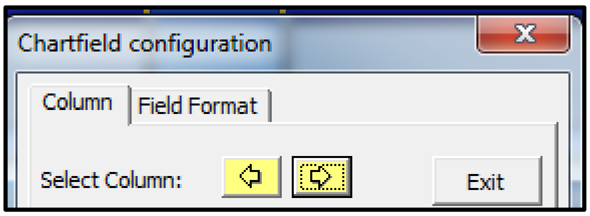
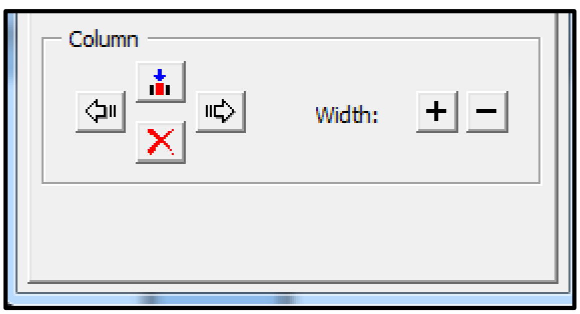
8. The Column tab is used to reorder your columns and delete the columns that are eligible for deletion so that you may enter your journal entry data in the order you prefer.

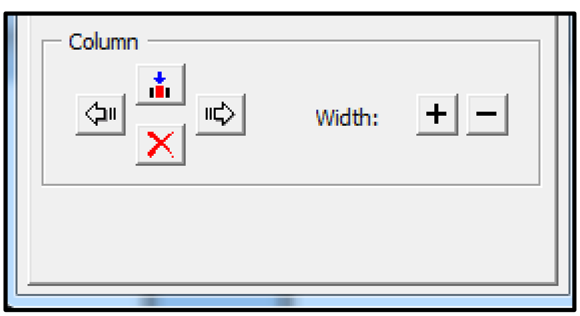
   To reorder a Column, first select the column you wish to reorder by using the **Yellow Arrows** next to Select Column to scroll through the columns on the journal entry template. (Note: You must use the configuration to reorder your columns; you cannot use the excel copy/paste function).



9. Once you have selected the column you wish to reorder, use the **Arrows** below Column to move the column to the location/order which you prefer.



10. To delete a column, select the **Red X**. (Note: The Red X will not be available for columns that are ineligible for deletion).



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11. Once you have order and deleted the columns to your preference, select **Exit**.