



Business Process Document
PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a Spreadsheet Journal

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|---------------------------------|--|
| Department | |
| Responsibility/Role | |
| File Name | FIU02-Creating a Spreadsheet Journal_BUSPROC.doc |
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| Status | |

FIU02-Creating a Spreadsheet Journal

Trigger:

| Required Field(s) | Comments |
|-------------------|----------|
| | |

| Output - Results | Comments |
|------------------|----------|
| | |

Additional Information

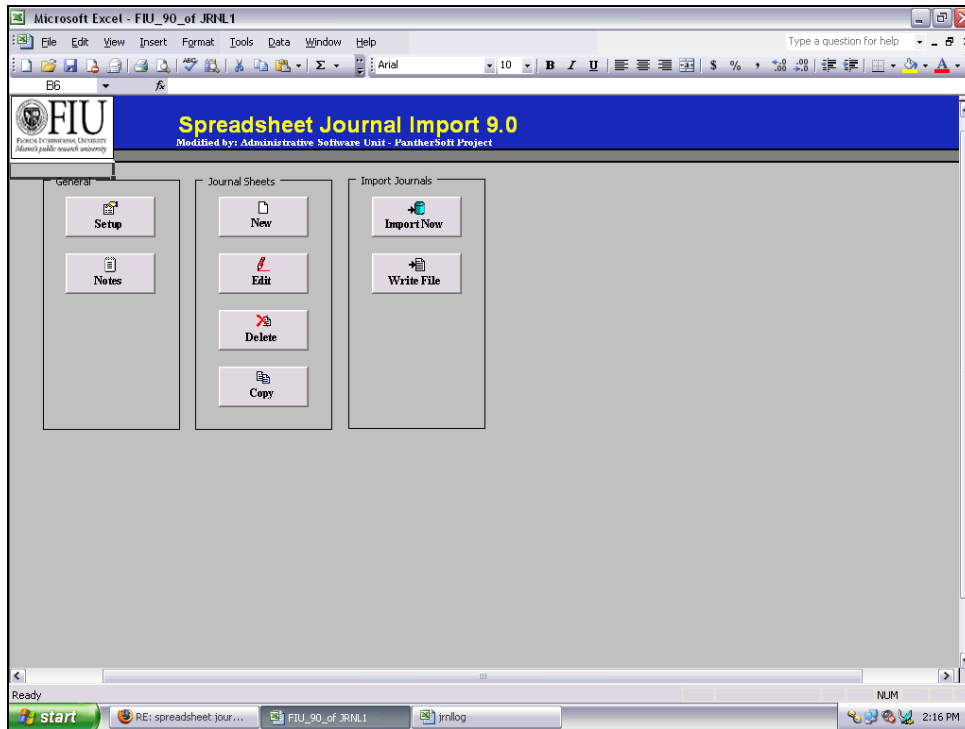
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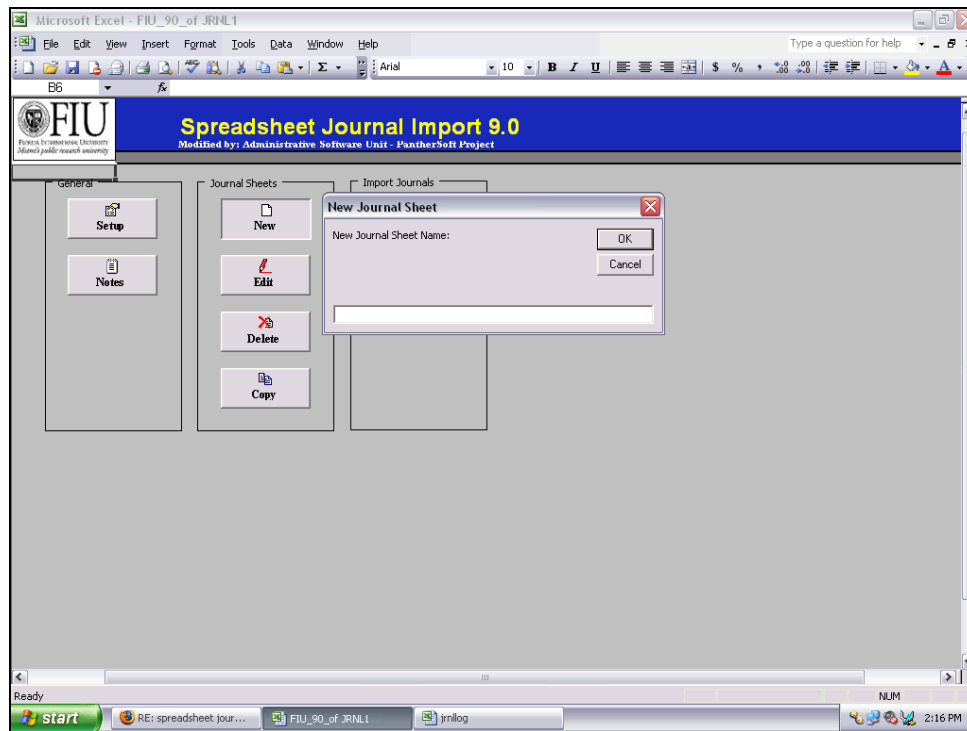



Procedure

In this topic, you will create and import a spreadsheet journal.



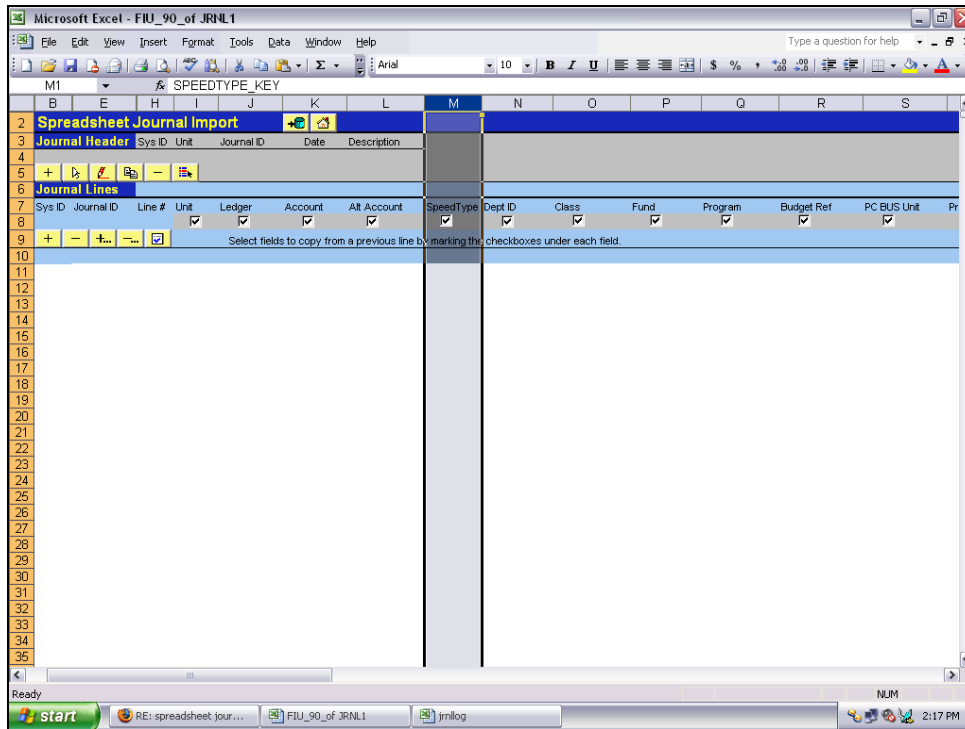
| Step | Action |
|------|---|
| 1. | Click the New button.  |




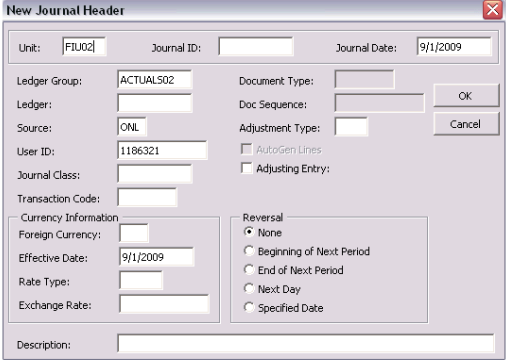
| Step | Action |
|------|---|
| 2. | Enter the desired information into the New Journal Sheet Name: field. Enter "training" . This is just a name to identify the Journal Sheet. |
| 3. | Click the OK button.  |


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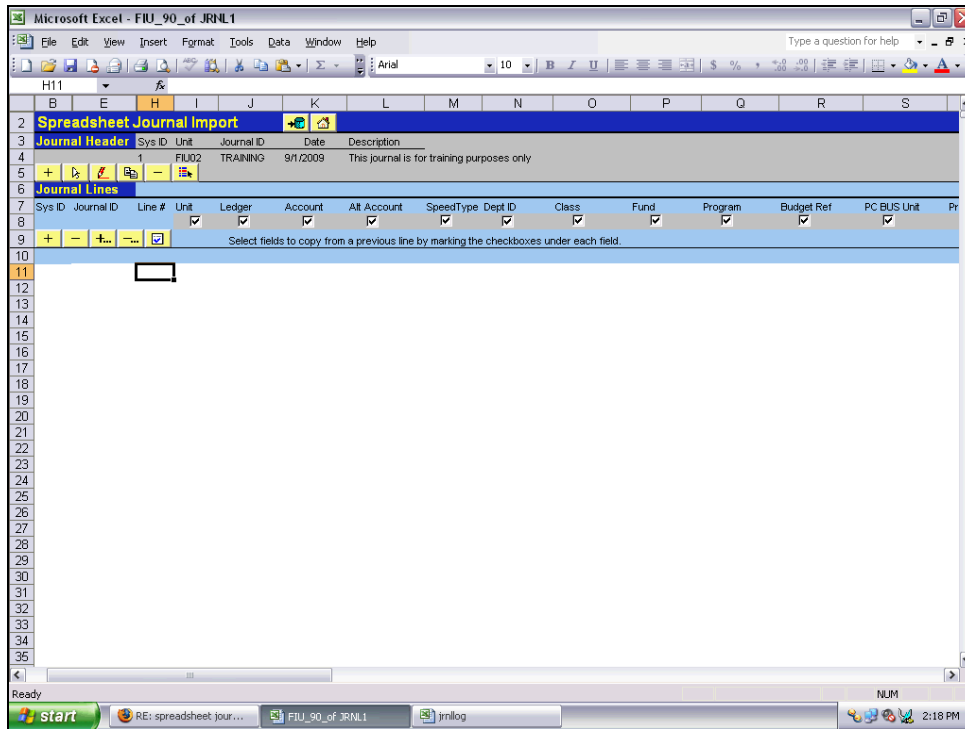
| Step | Action |
|------|---|
| 4. | Click the + button on row 5 to add the Journal Header information.  |




| Step | Action |
|------|--|
| 5. | Enter the desired information into the Journal ID field. Enter " training ". |
| 6. | Enter the desired information into the Description field. Enter " This journal is for training purposes only ". |
| 7. | Click the OK button.  |

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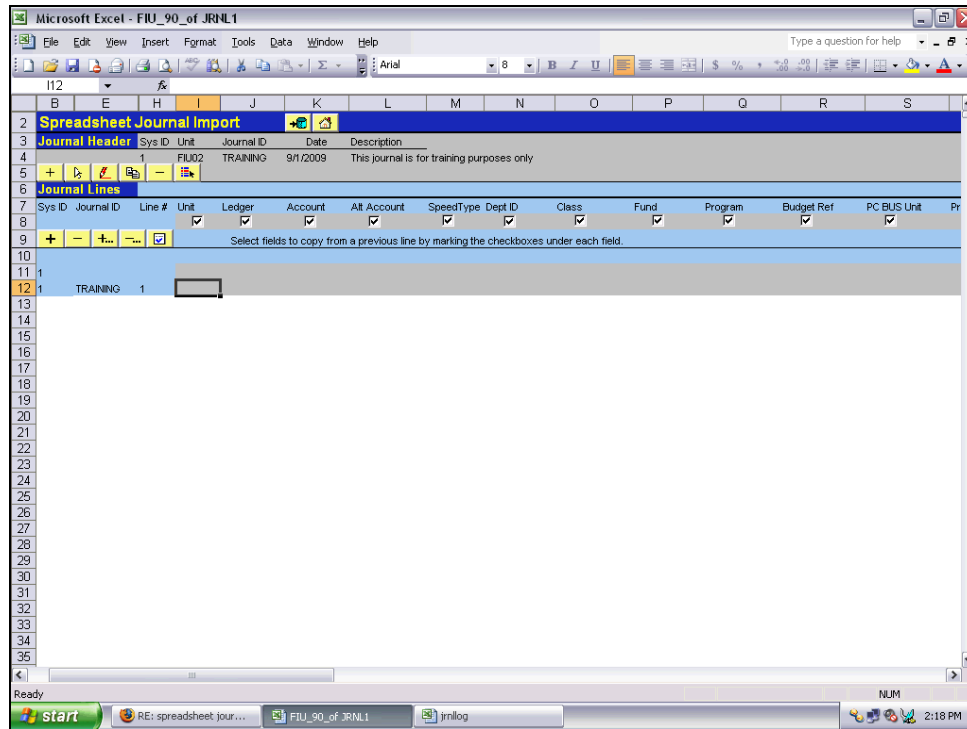


| Step | Action |
|------|--|
| 8. | Click the + button on row 9 to add the Journal Lines .  |



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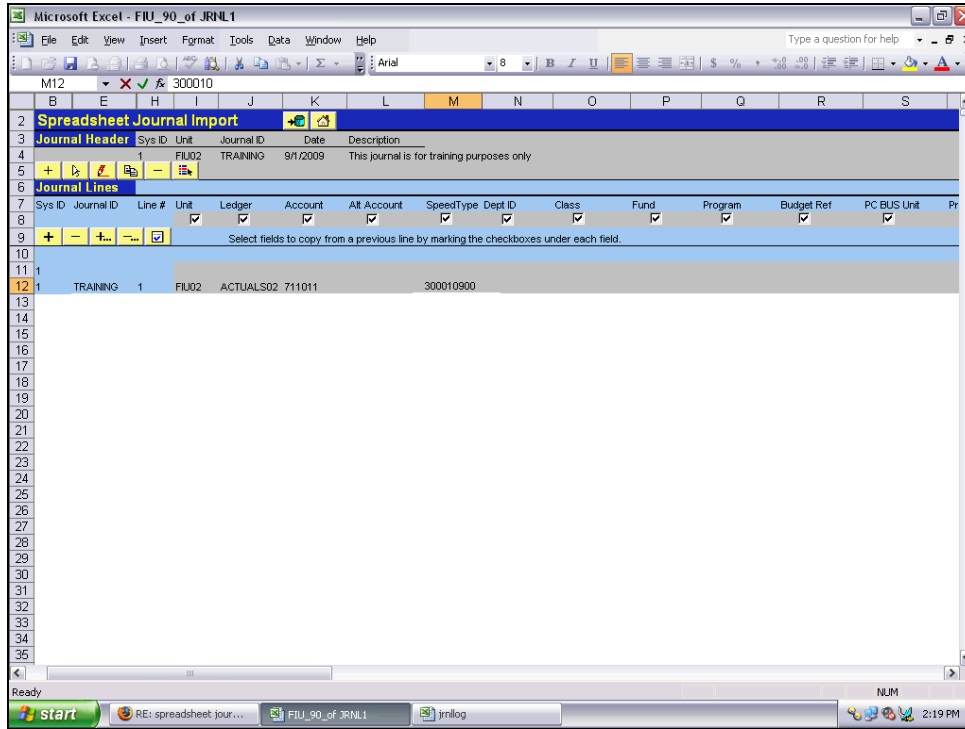
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| Step | Action |
|------|---|
| 9. | Enter the desired information into the Business Unit field. Enter " FIU02 ". |
| 10. | Enter the desired information into the Ledger field. Enter " ACTUALS02 ". |
| 11. | Enter the desired information into the Account field. Enter " 711011 ". |
| 12. | Enter the desired information into the SpeedType field. Enter " 300010900 ". |

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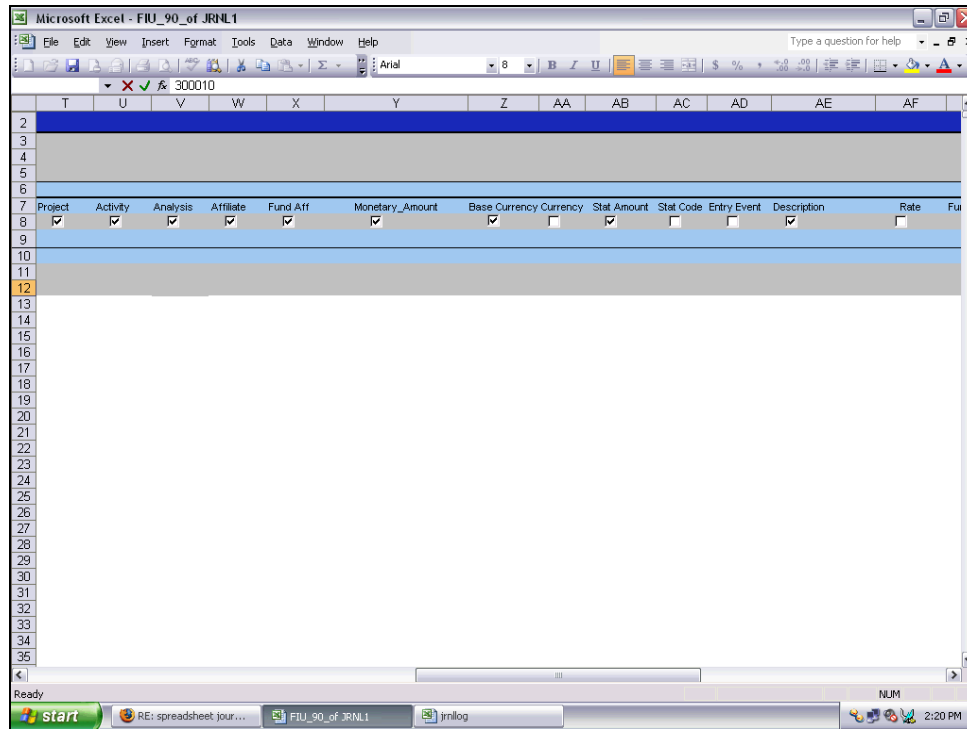


| Step | Action |
|------|--|
| 13. | Click the Horizontal scrollbar. |



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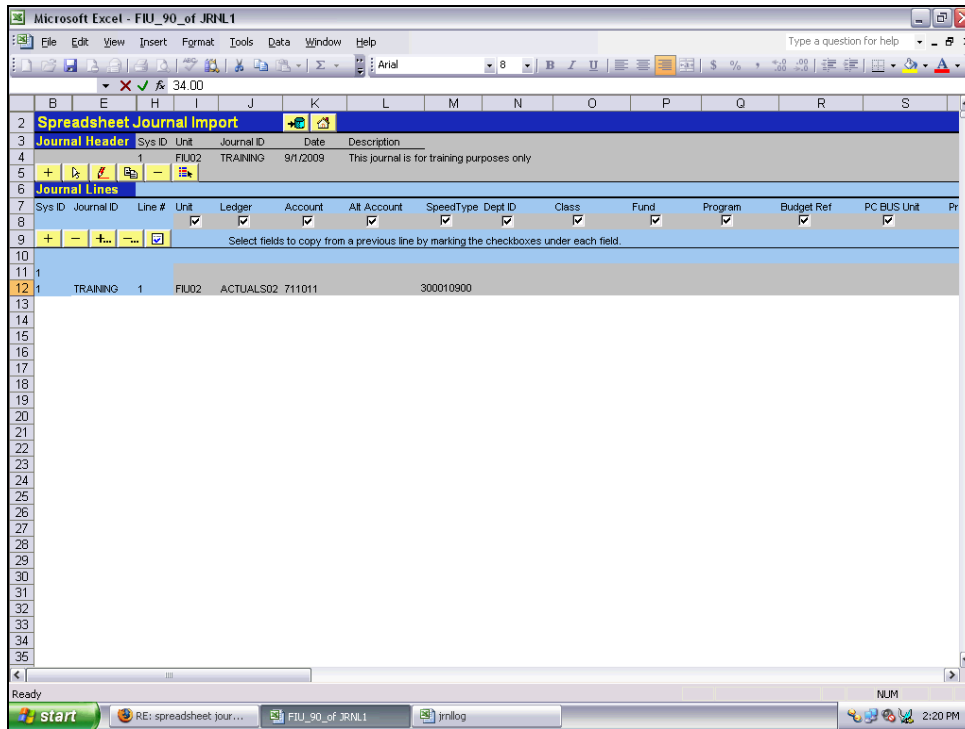
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| Step | Action |
|------|---|
| 14. | Enter the desired information into the Monetary Amount field. Enter " 34.00 ". |
| 15. | Click the Horizontal scrollbar. |

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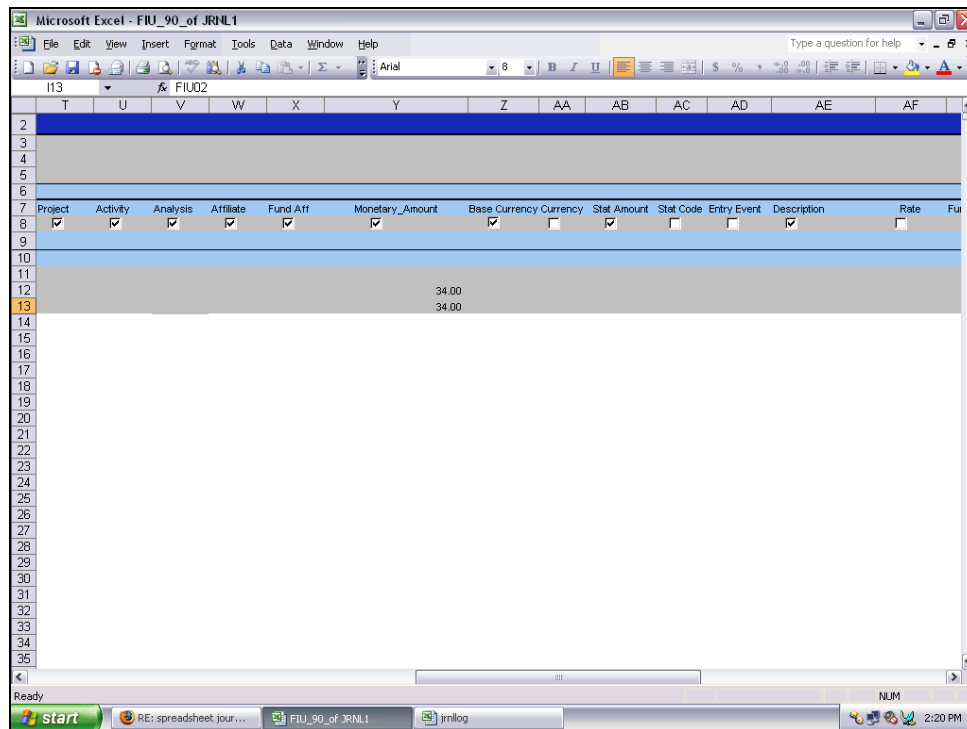


| Step | Action |
|------|---|
| 16. | Click the + button in row 9 to add an additional Journal Line .  |
| 17. | Click the Horizontal scrollbar. |



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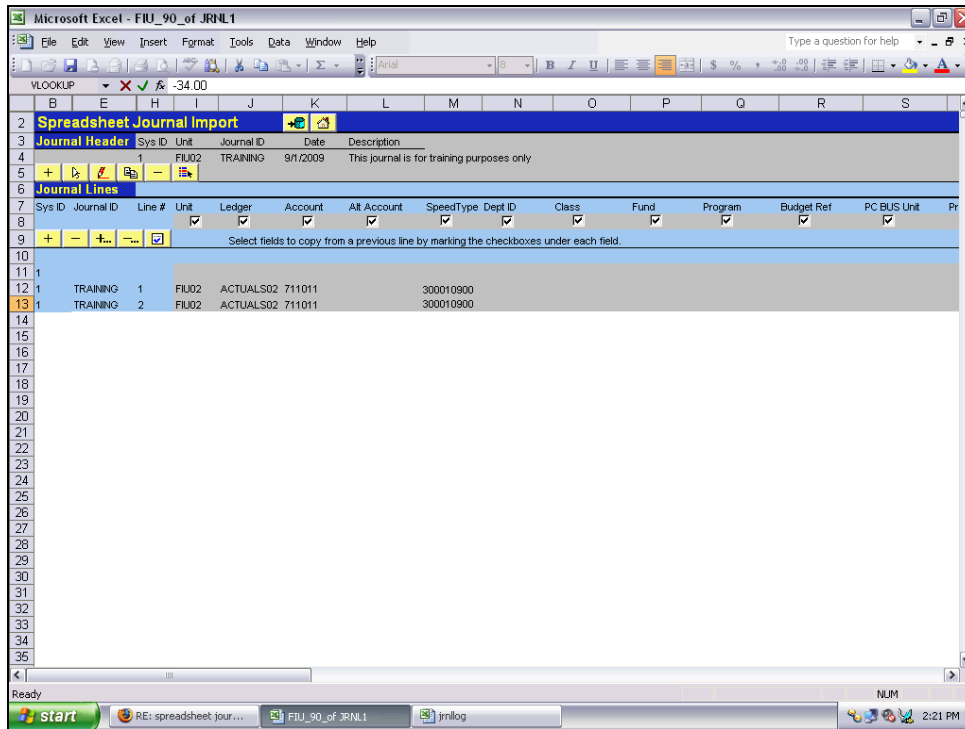
PS FIN 9.0-FOUNDATION (FIU02): FIU02-Creating a Spreadsheet Journal




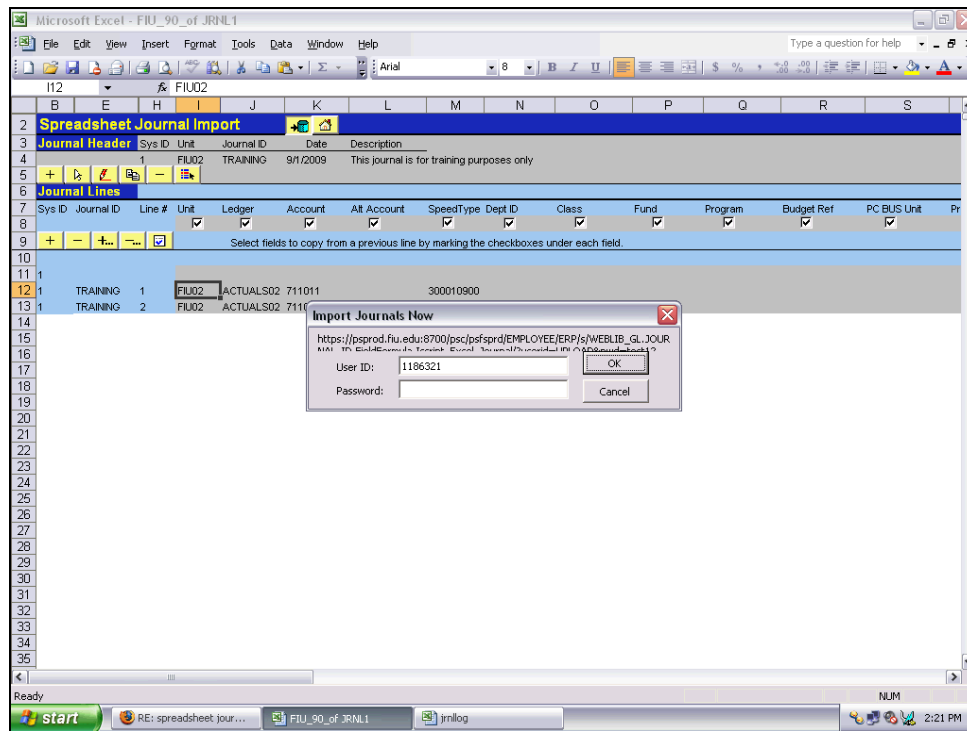
| Step | Action |
|------|---|
| 18. | Enter the desired information into the Monetary Amount field. Enter "-34.00" . |
| 19. | Click the Horizontal scrollbar. |

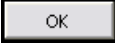
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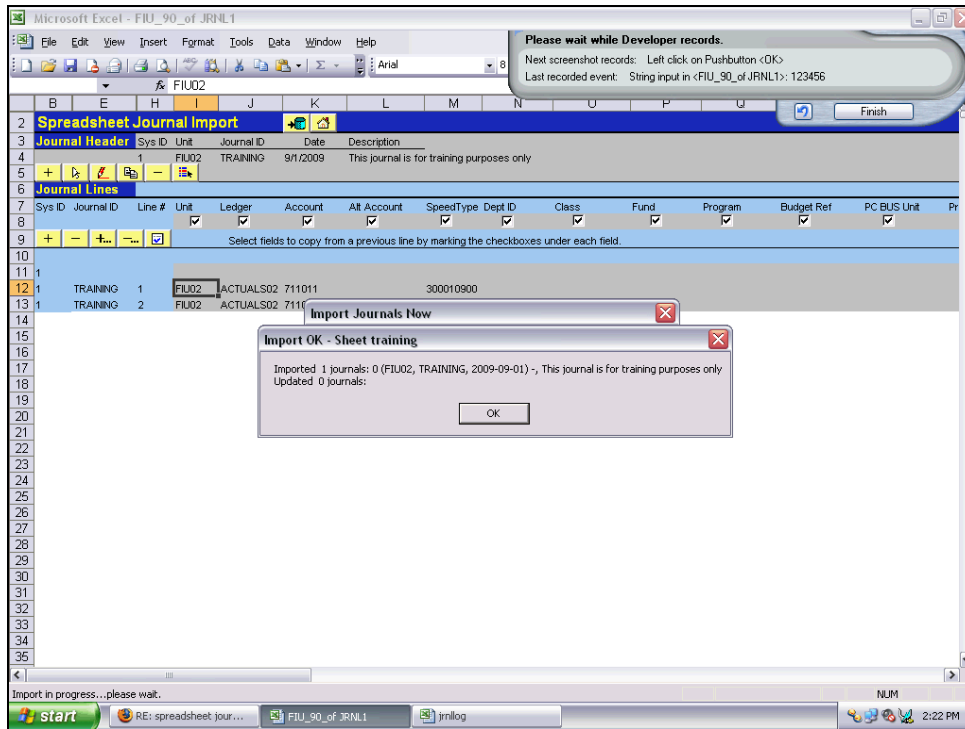
| Step | Action |
|------|---|
| 20. | Click the Import Now button when you are ready to import the journal to the database.  |

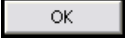


| Step | Action |
|------|--|
| 21. | Enter the desired information into the Password field. Enter " XXXXXX ". |
| 22. | Click the OK button.  |

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| Step | Action |
|------|--|
| 23. | Click the OK button.  |
| 24. | Congratulations! You have successfully created and imported a spreadsheet journal. End of Procedure. |