



**Business Process Document**  
**PS FIN 9.0-FOUNDATION (FIU02): FIU02-Setup**  
**Spreadsheet Journal Defaults**

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<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	FIU02-Setup Spreadsheet Journal Defaults_BUSPROC.doc
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**FIU02-Setup Spreadsheet Journal Defaults**

Trigger:

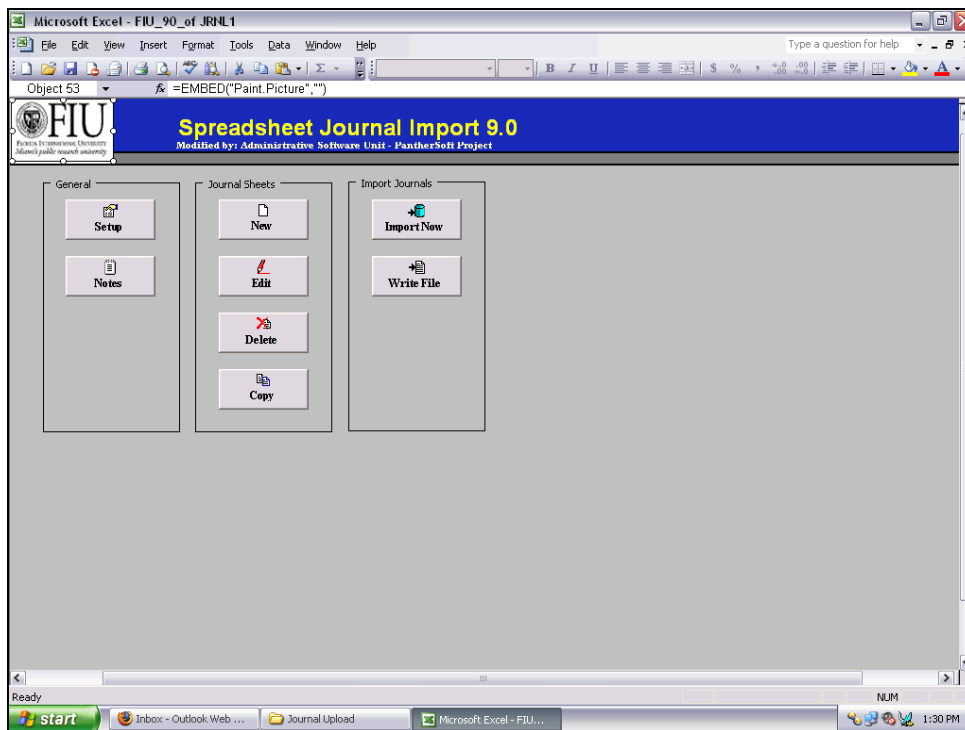
<b>Required Field(s)</b>	<b>Comments</b>


<b>Output - Results</b>	<b>Comments</b>

**Additional Information**

## Procedure

In this topic, you will learn how to set up your Spreadsheet Journal default information. The information entered in these fields will default for you when creating journals.

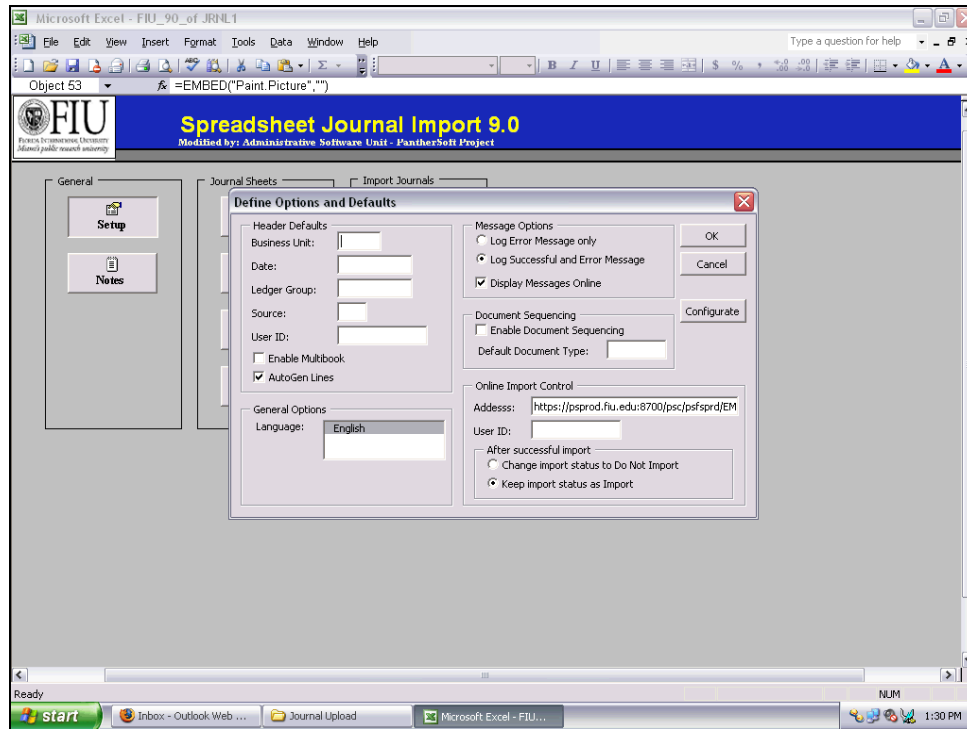


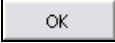
Step	Action
1.	Click the <b>Setup</b> button. 



# Business Process Document

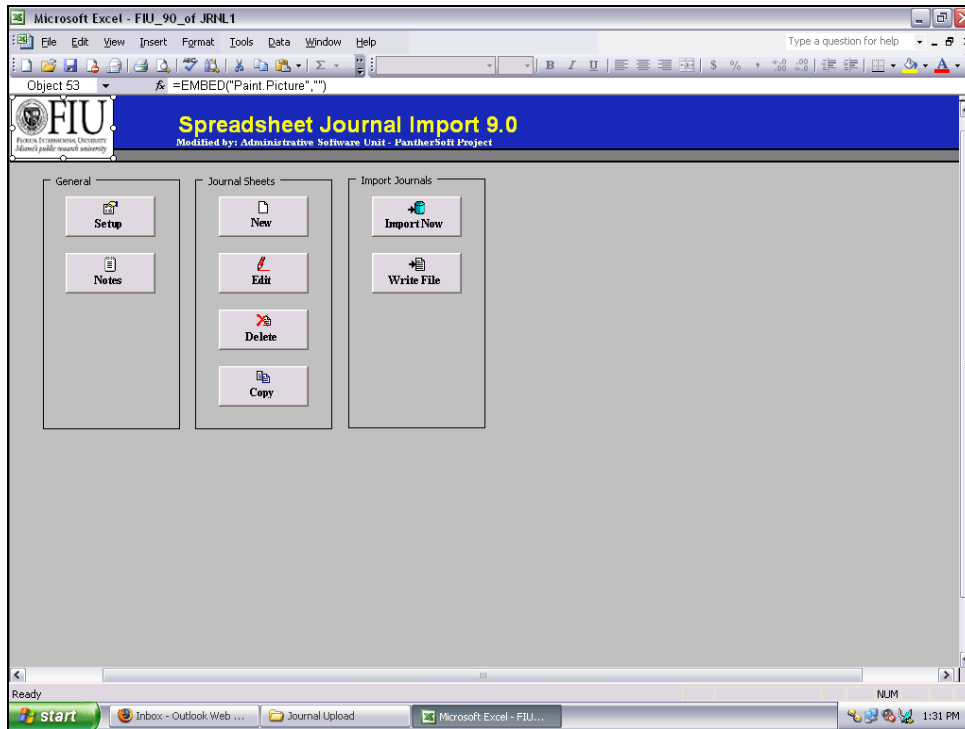
## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Setup Spreadsheet Journal Defaults




Step	Action
2.	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>FIU02</b> ".
3.	Enter the desired information into the <b>Ledger Group</b> field. Enter " <b>ACTUALS02</b> ".
4.	Enter the desired information into the <b>Source</b> field. Enter " <b>ONL</b> ".
5.	Enter the desired information into the <b>User ID</b> field. Enter " <b>1186321</b> ".
6.	Enter the desired information into the <b>User ID</b> field. Enter " <b>1186321</b> ".
7.	Click the <b>OK</b> button. 

# Business Process Document

## PS FIN 9.0-FOUNDATION (FIU02): FIU02-Setup Spreadsheet Journal Defaults



Step	Action
8.	Click the <b>Save</b> button. 
9.	Congratulations! You have successfully setup your Spreadsheet Journal defaults. <b>End of Procedure.</b>