


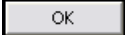


FIU02-Creating a Spreadsheet Journal

1.	<p>Click the New button.</p> 
2.	<p>Enter the desired information into the New Journal Sheet Name: field.</p> <p>Enter a valid value e.g. "training".</p> <p>This is just a name to identify the Journal Sheet.</p>
3.	<p>Click the OK button.</p> 
4.	<p>Click the + button on row 5 to add the Journal Header information.</p> 
5.	<p>Enter the desired information into the Journal ID field.</p> <p>Enter a valid value e.g. "training".</p>
6.	<p>Enter the desired information into the Description field.</p> <p>Enter a valid value e.g. "This journal is for training purposes only".</p>
7.	<p>Click the OK button.</p> 
8.	<p>Click the + button on row 9 to add the Journal Lines.</p> 
9.	<p>Enter the desired information into the Business Unit field.</p> <p>Enter a valid value e.g. "FIU02".</p>
10.	<p>Enter the desired information into the Ledger field.</p> <p>Enter a valid value e.g. "ACTUALS02".</p>
11.	<p>Enter the desired information into the Account field.</p> <p>Enter a valid value e.g. "711011".</p>
12.	<p>Enter the desired information into the SpeedType field.</p> <p>Enter a valid value e.g. "300010900".</p>
13.	<p>Click the Horizontal scrollbar.</p>
14.	<p>Enter the desired information into the Monetary Amount field.</p> <p>Enter a valid value e.g. "34.00".</p>

15.	Click the Horizontal scrollbar.
16.	Click the + button in row 9 to add an additional Journal Line . 
17.	Click the Horizontal scrollbar.
18.	Enter the desired information into the Monetary Amount field. Enter a valid value e.g. " -34.00 ".
19.	Click the Horizontal scrollbar.
20.	Click the Import Now button when you are ready to import the journal to the database. 
21.	Enter the desired information into the Password field. Enter a valid value e.g. " 123456 ".
22.	Click the OK button. 
23.	Click the OK button. 
24.	Congratulations! You have successfully created and imported a spreadsheet journal. End of Procedure.