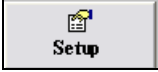




## FIU02-Setup Spreadsheet Journal Defaults

1.	Click the <b>Setup</b> button. 
2.	Enter the desired information into the <b>Business Unit</b> field. Enter a valid value e.g. " <b>FIU02</b> ".
3.	Enter the desired information into the <b>Ledger Group</b> field. Enter a valid value e.g. " <b>ACTUALS02</b> ".
4.	Enter the desired information into the <b>Source</b> field. Enter a valid value e.g. " <b>ONL</b> ".
5.	Enter the desired information into the <b>User ID</b> field. Enter a valid value e.g. " <b>1186321</b> ".
6.	Enter the desired information into the <b>User ID</b> field. Enter a valid value e.g. " <b>1186321</b> ".
7.	Click the <b>OK</b> button. 
8.	Click the <b>Save</b> button. 
9.	Congratulations! You have successfully setup your Spreadsheet Journal defaults. <b>End of Procedure.</b>