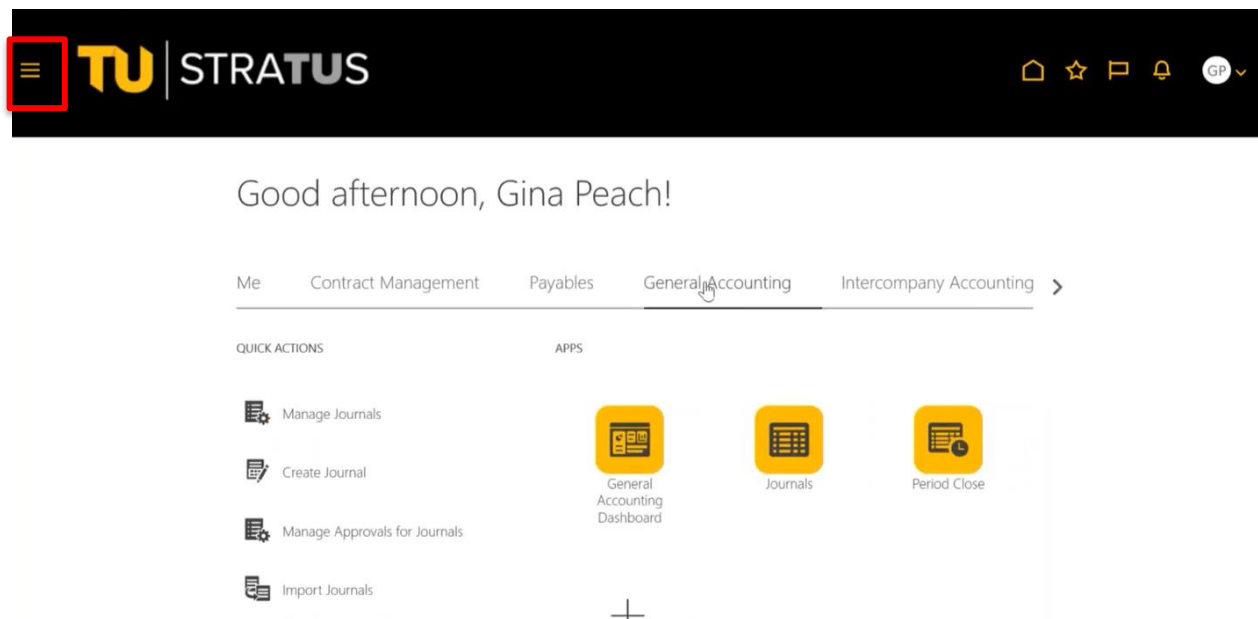


General Ledger – Create Journal Add-On for Excel

For employees creating a spreadsheet journal entry.

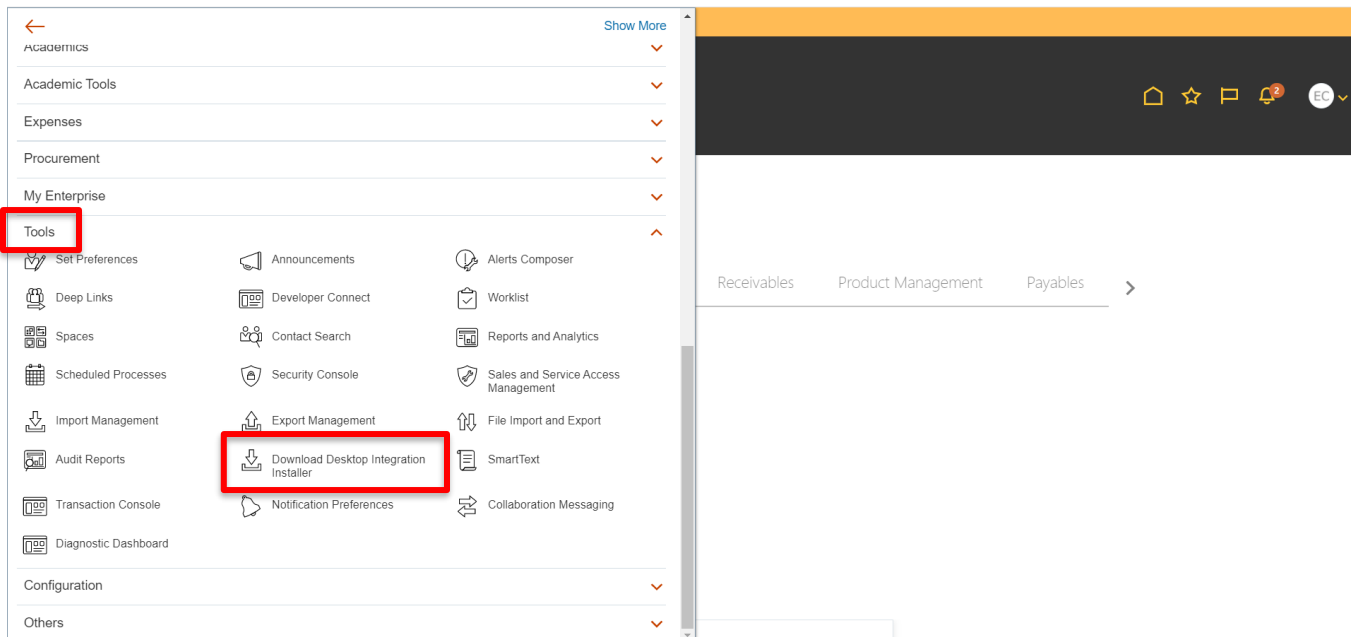
- Purpose:** Employees must install (one-time) the “Create Journal” Add-on for Excel in order to submit a spreadsheet journal.
- How to Access:** Log into the Stratus application. Select **Tools** from the menu options.
- Helpful Hints:** Be sure to keep in mind that...
- You will not be able to submit your spreadsheet journal without this add-on.
 - Pop-up windows may vary slightly based on web browser (Firefox used for this example).
- Procedure:** Complete the following steps to download the Create Journal Add-on in Excel:

1. On the homepage, navigate to the “**Hamburger**” menu to open menu options.

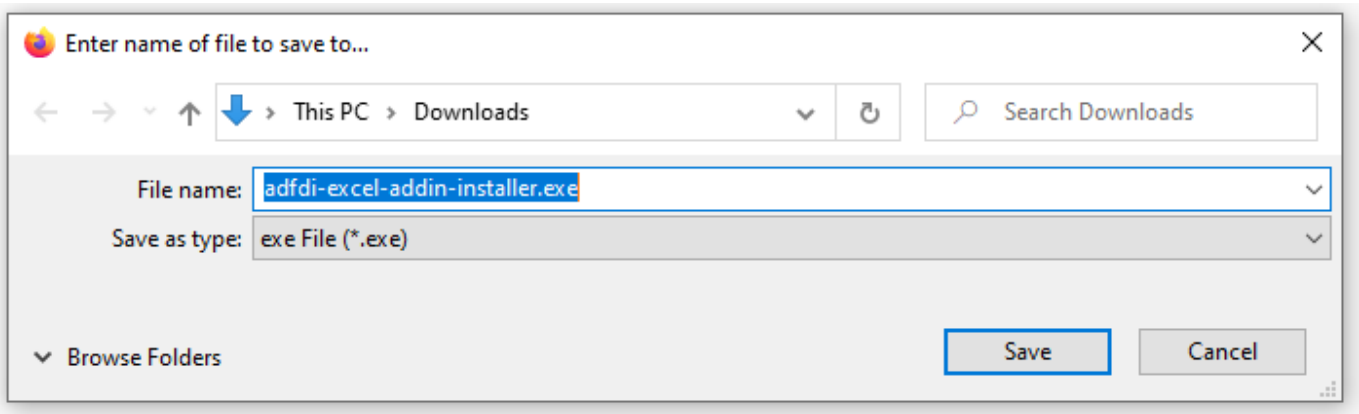


2. Click **Tools**, and then click **Download Desktop Integration Installer**.

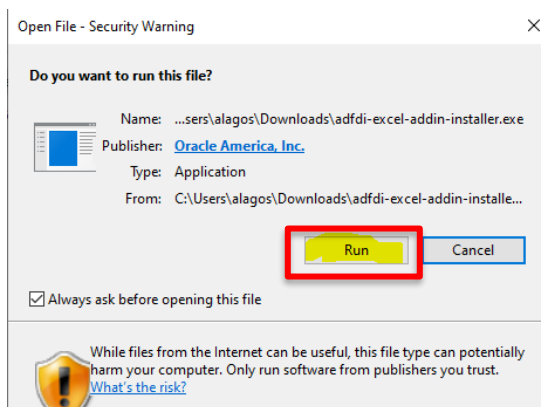
Journals – Create Journal Add-On for Excel



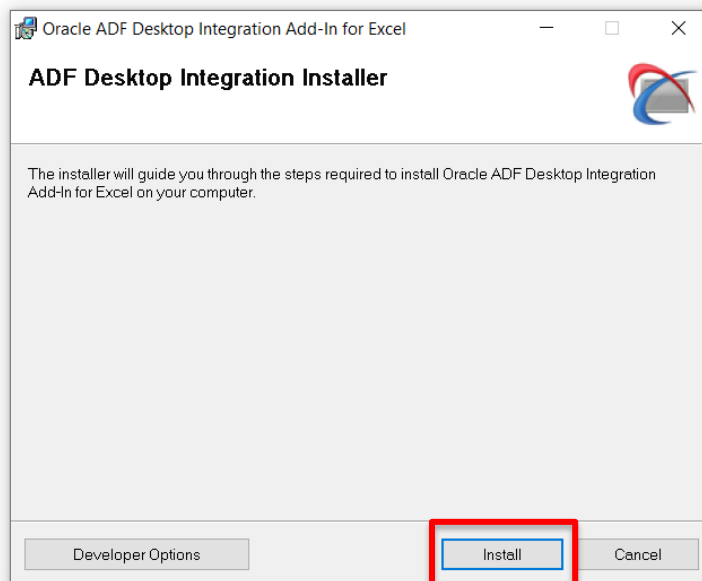
NOTE: Depending on which web browser you use, you may be prompted to Save the File opened to the Download folder. (Example using Firefox shown below.)



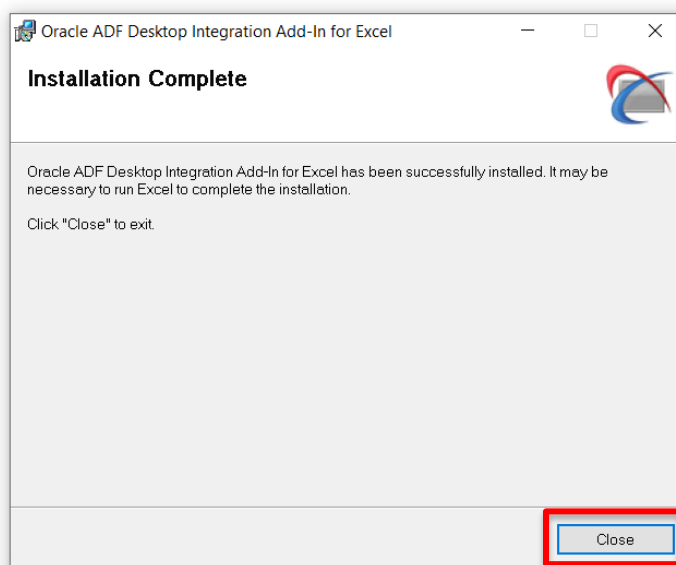
3. Locate file, double-click to open, and click on Run. (**NOTE:** Pop-up may look different depending on web browser)



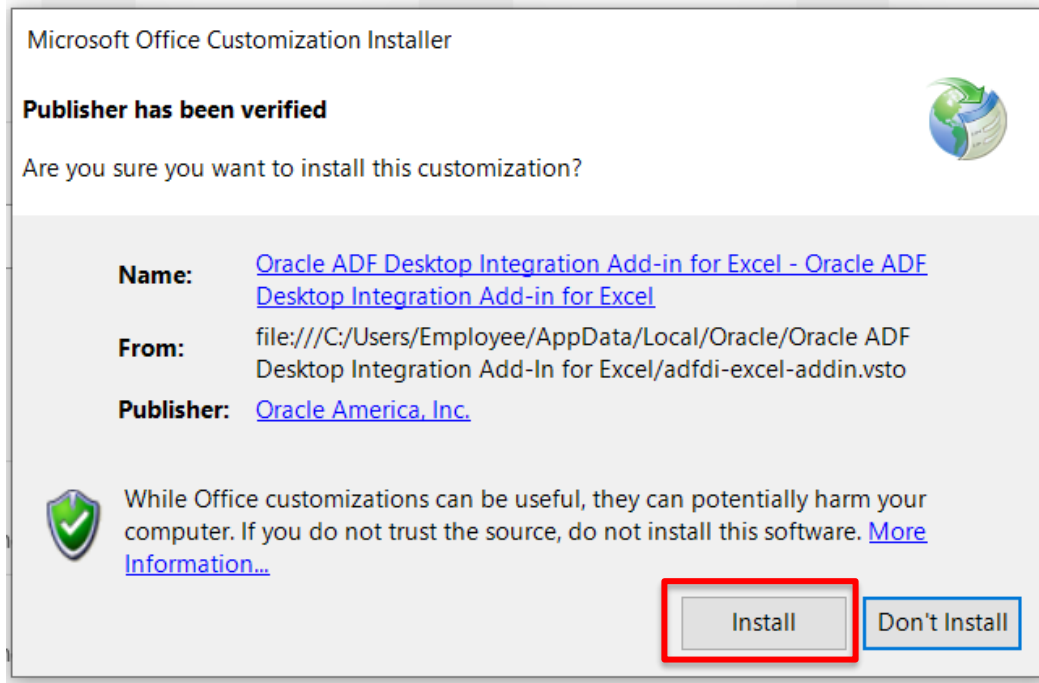
4. Click Install to install for first time or update a previous version.



5. Close installer, as indicated.



6. Open Excel and, when prompted, click on Install.



NOTE: If Installer pop-up does not appear when you open Excel, you may need to close any Excel files you currently have open and re-open Excel.

7. Once the installation is complete in Excel, close Excel.