



Installing the new Spreadsheet Journal Upload files

Key considerations prior to getting started:

Steps for installing the Spreadsheet Journal Upload files may vary depending upon the hardware that is being used. Highlighted within are steps outlining how to unzip and install the Spreadsheet Journal Upload files for both PC and MAC systems.

For MAC users, the macros necessary to run the Spreadsheet Journal Upload process are not supported by Excel for the MAC, therefore it is necessary to access Talbot to perform any steps related to the Journal Upload process. For instructions on accessing Talbot, refer to the Finance website 'Resources' <http://www.sfu.ca/finance/resources.html> under "Financial Reporting" 'Setting up Talbot Remote Terminal'.

The Excel files

Three Excel files are necessary to execute the Journal Upload process.

All three Excel files must be contained within the same folder for the process to complete successfully.

- **JOURNAL1.xls** this ".xls" file is the new Excel journal file used to create journals
- GLLOG.xlt a template file used to generate a journal import history log file
- JRNLMCRO.xla the macro file that controls the input and journal upload process

The three files have been zipped in a file "**Journal Spreadsheet**" located on SFU's Finance website 'Forms' found at <http://www.sfu.ca/finance/forms.html> under "Financial Reporting".

The Default Directory

When the zipped file is launched, a default directory will be loaded automatically, generally this will not be the correct destination folder where journals are created from. Typically the default directory has been:

C:\Documents and Settings\UserID\My Documents\FINSJournals

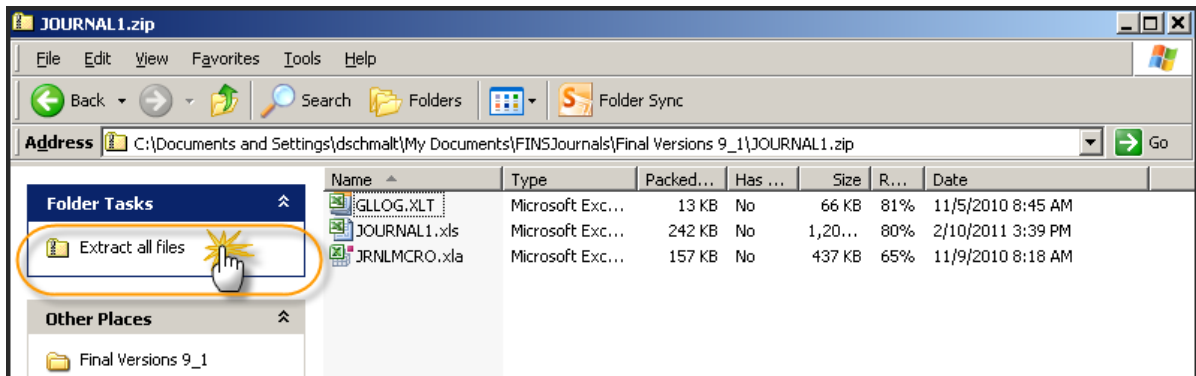
Note that *UserID* is replaced by the UserID input when logging into the computer.

- During the install process, two Excel files from previous installations must be replaced with new ones specifically: the GLLOG.xlt and JRNLMCRO.xla files.
 - In order that the above files be overwritten, it is important that the correct default directory be defined (possibly changed) during the file extract process.
- The old JRNL1.xls file will remain on your system, but will no longer be used; instead, **JOURNAL1.xls** will be accessed for creating new Journals.

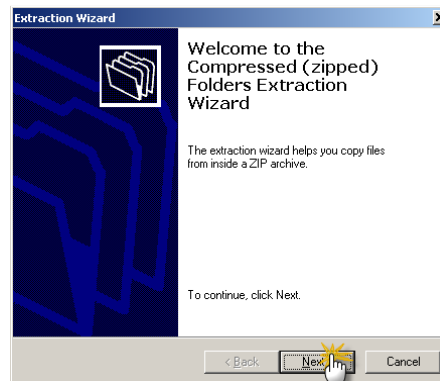
Installation steps for the ZIP file

Unzipping the files in Windows (PC Users)

- 1) Visit: <http://www.sfu.ca/finance/forms.html> referring to “Financial Reporting” for the ZIP files; by selecting “Journal Spreadsheet” this will automatically launch a window to extract the three zipped Excel files.
- 2) Select each of the three files from the “JOURNAL1.zip” file by selecting “Extract all files”

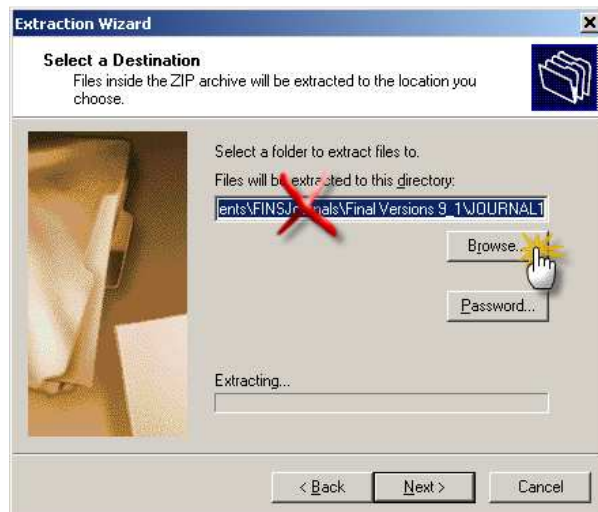


- 3) Follow the steps of the Extraction Wizard



- 4) The defaulted directory will most likely be incorrect and should not be accepted

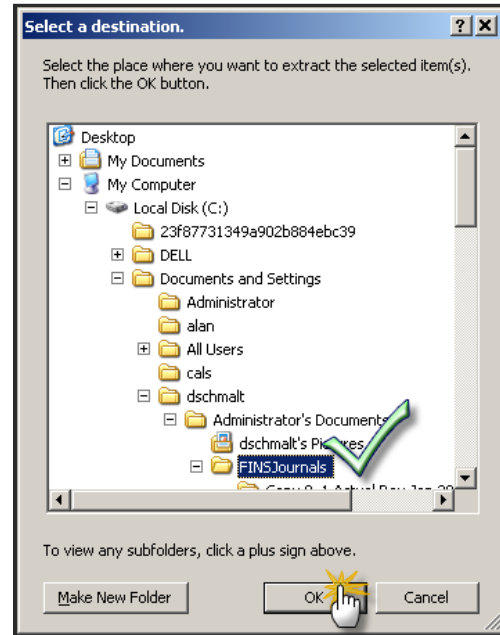
Select “Browse” to specify the correct directory



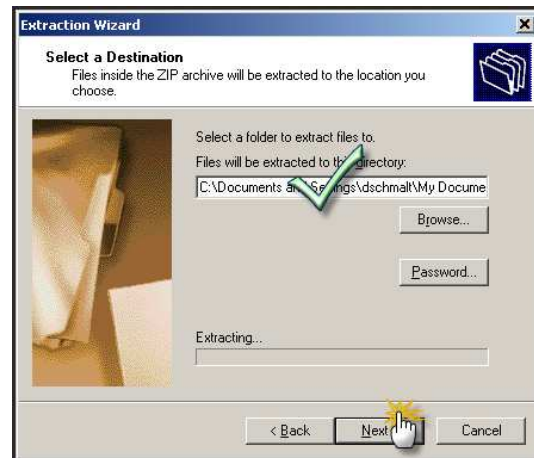
- 5) To override the defaulted destination directory, navigate the tree panel to locate the destination folder where journals are generally created from, typically this has been:

C:\Documents and Settings*UserID*\My Documents\FINSJournals

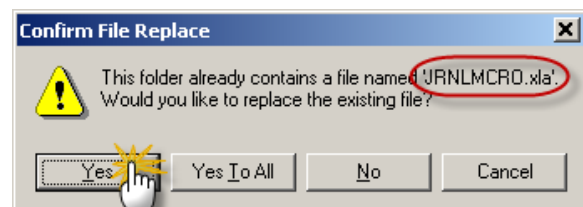
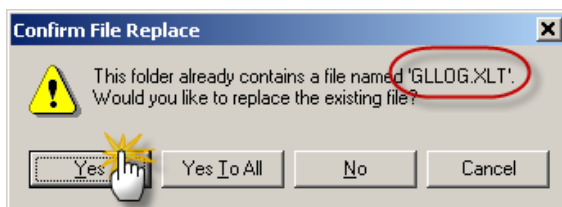
Select OK once the path has been selected



- 6) Confirm the destination folder, select next to continue



- 7) Confirm the replacement of the following previous versions of Excel files by selecting “Yes” for the files: GLLOG.xlt and JRNLMCRO.xla

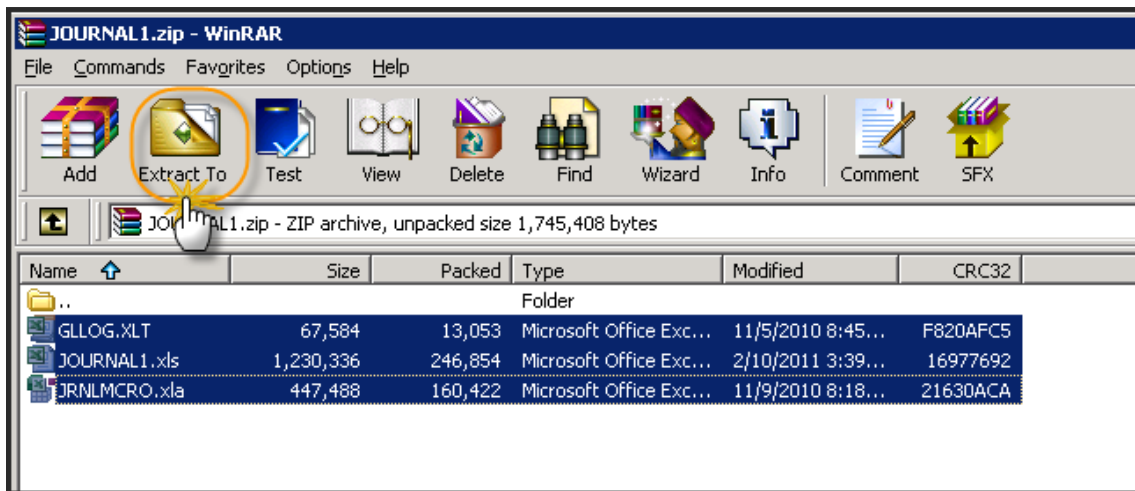


- 8) This installation has now been completed!

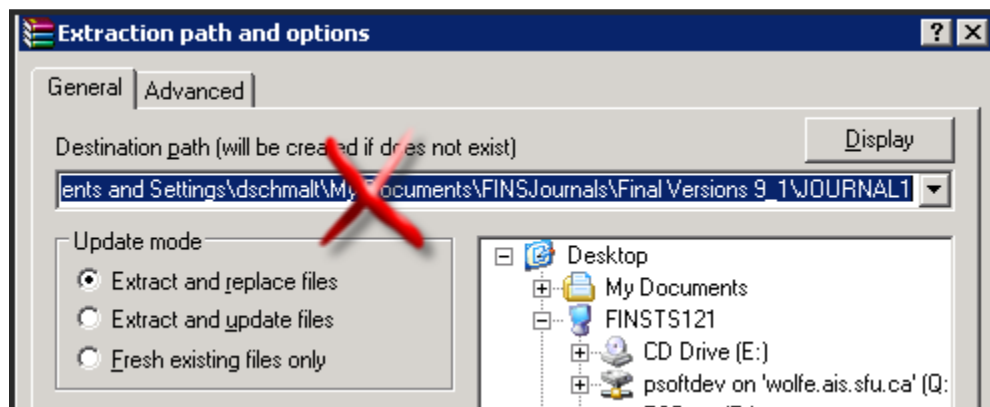
Please remember that **JOURNAL1.xls** is the new Excel journal file to be used when creating journals!

Unzipping the files in Talbot (MAC Users)

- 1) Visit: <http://www.sfu.ca/finance/forms.html> referring to “Financial Reporting” for the ZIP files. By selecting “Journal Spreadsheet” this will automatically launch WINRAR to extract the three zipped Excel files in Talbot.
- 2) Select each of the three files from the “JOURNAL1.zip” file by holding down the CTRL key and clicking on each of the three files, then select “Extract To:



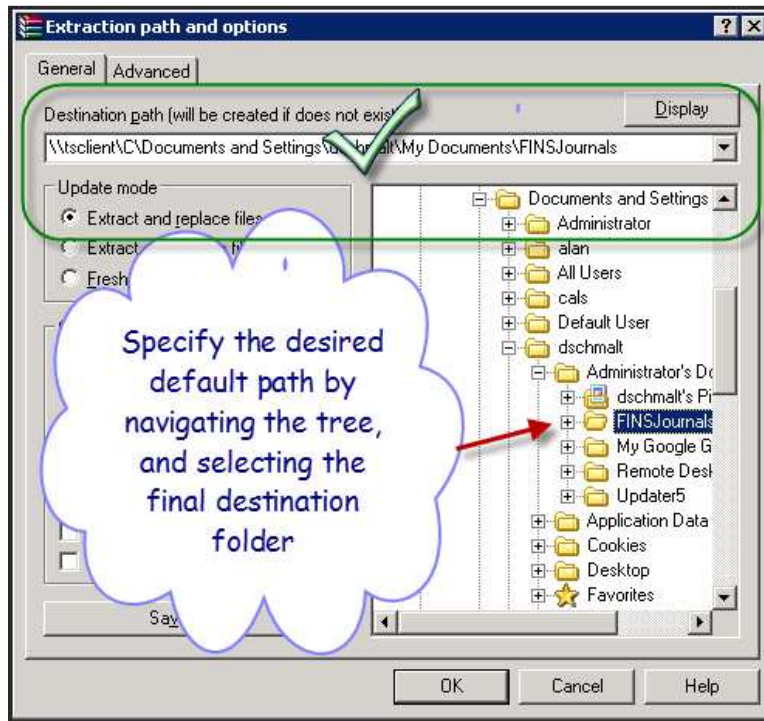
- 3) Upon selecting “Extract To”, the defaulted Destination path will most likely be incorrect and should not be accepted.



- 4) To override the defaulted destination path, navigate the tree panel to locate the destination folder where Journals are typically created from, often this has been:

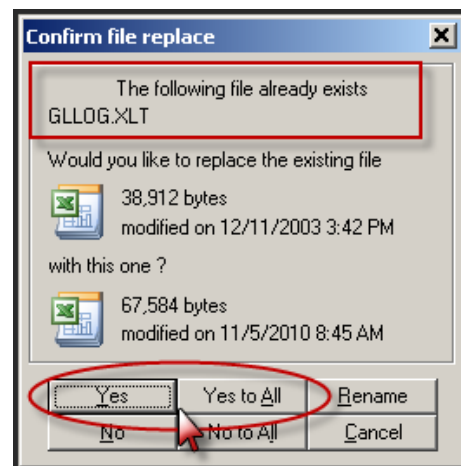
\\tsclient\C\Documents and Settings*UserID*\My Documents\FINSJournals

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- 5) If this is the first time installing the Spreadsheet Journal Upload files, the installation process will be completed at this point. If not, the previously installed files must be replaced with the updated ones.
- 6) Confirm the replacement of the following two Excel files by selecting “Yes” for each of the following files:

- GLLOG.xlt the Excel template file used to generate a log file tracing journal import history
- JRNLMCRO.xla the macro file that controls the data input and journal upload process



- 7) This installation has now been completed!

Please remember that **JOURNAL1.xls** is the new Excel journal file to be used when creating journals!