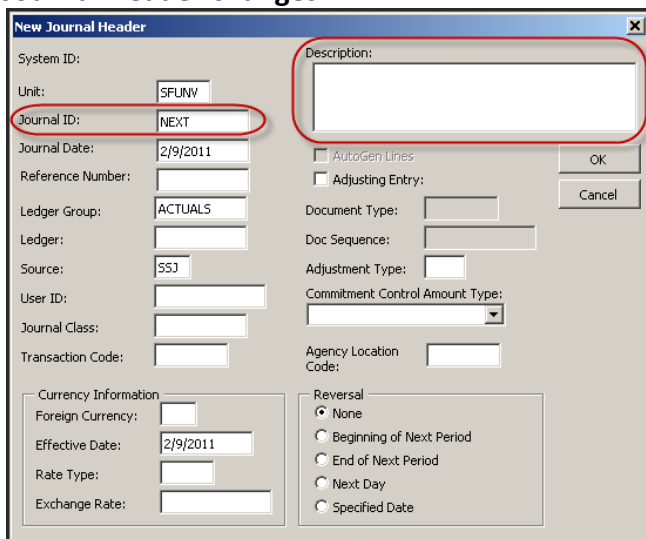


Home Page changes:



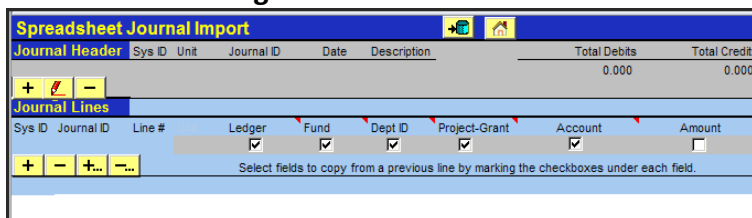
- When creating a new journal, the Excel file name has been changed to **JOURNAL1.xls** (previously JRNL1.xls). This is now the Excel file to be used when creating journals!
- The SFU Logo has been updated
- Within "Import Journals" the button for "Write Files" has been removed (not used by SFU)

Journal Header changes:



- Realignment of the data fields.
- Journal ID includes a new option "NEXT" where the system will automatically assign a numeric journal ID if it has not been manually applied
- Lengthening of the header description from 30 to 254 characters, allowing for detailed referencing

Journal Sheet changes:



Journal Header		Sys ID	Unit	Journal ID	Date	Description	Total Debits	Total Credits
							0.000	0.000
Journal Lines								
Sys ID	Journal ID	Line #	Ledger	Fund	Dept ID	Project-Grant	Account	Amount
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Streamlined the header icon tool set
- Added two new fields displaying Totals for both Debits and Credits
- Entry of Business Unit (SFUNV) is no longer required
- A new column "Sys ID" has been added to support the new "NEXT" Journal ID functionality

Improved Service:

By using this new journal template, Finance will be able to quickly search for journals submitted by a specific "UserID". This will allow us to follow up on your journal inquiries much more efficiently.

Updating your system:

Visit <http://www.sfu.ca/finance.html> referring to "Resources" for installation instructions and "Forms" for the zipped files.