## **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 <b>Tools</b> from the menu options.
Helpful Hints:	<ul> <li>Be sure to keep in mind that</li> <li>You will not be able to submit your spreadsheet journal without this add-on.</li> <li>Pop-up windows may vary slightly based on web browser (Firefox used for this example).</li> </ul>
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**.



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Academics		Show	×				
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Tools			^				
Set Preferences	Announcements	( Alerts Composer		Deschables	Desident Management	Developer	
Deep Links	Developer Connect	Worklist		Receivables	Product Management	Payables	> -
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Scheduled Processes	Security Console	Sales and Service Access Management					
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Audit Reports	Download Desktop Integration Installer	SmartText					
Transaction Console	Notification Preferences	Collaboration Messaging					
Diagnostic Dashboard							
Configuration			~				
Others			~				

**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.)

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← → ~ ↑ 🖡	> This PC > Downloads	~	ū	ho  Search Downloads	
File name:	adfdi-excel-addin-installer.exe				~
Save as type:	exe File (*.exe)				$\sim$
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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.

Microsoft Office Customization Installer			
Publisher has been verified			
Are you sure you want to install this customization?			
Name:	Oracle ADF Desktop Integration Add-in for Excel - Oracle ADF Desktop Integration Add-in for Excel		
From:	file:///C:/Users/Employee/AppData/Local/Oracle/Oracle ADF Desktop Integration Add-In for Excel/adfdi-excel-addin.vsto		
Publisher:	Oracle America, Inc.		
While Offic computer. Information	e customizations can be useful, they can potentially harm your If you do not trust the source, do not install this software. <u>More</u> <u>n</u> Install Don't 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.