Downloading Template

This first step in importing a Spreadsheet Journal, is downloading the Excel Spreadsheet Template. This instruction guide covers the steps to accessing and downloading the Excel Template needed to complete the Spreadsheet Journal Import process.

Creating a Folder
The first step is to create a folder in which to save the Excel Spreadsheet template.
The following steps instruct how to create a folder on your computer desktop.

1. Avoiding other objects, right click on the **desktop**.
2. Point to the **New** menu.
3. Click the **Folder** option.
4. Give the folder a name that you will remember.

Accessing the Download Site
5. Open your **web browser**.
6. Click in the **Address** bar.
7. Enter the Finance and Accounting forms site" **http://www.fa.ufl.edu/forms-and-publications/forms/**.
8. Click the **General Accounting** link at top of page.

Forms

- Asset Management
- Construction Accounting
- General Accounting
- Treasury Management
- University Bursar
- University Disbursement Services
- University Payroll and Tax Services

Locate and click the **UFLOR General Ledger (Actuals) Journal Entry Template**.

- UFLOR General Ledger (Actuals) Journal Entry Template

UF | Office of Human
Resource Services
Training and Organizational Development
UNIVERSITY of FLORIDA

Downloading the Journal Entry Template
9. Click the **Save As** option.
10. Locate and open the folder you created earlier.
11. Click the **Save** button.
12. Once the template has successfully downloaded, close the **Download Complete** window.

If you need help with…

• Technical issues, contact the UF Help Desk:
   392-HELP
   helpdesk@ufl.edu

• Any other issues, contact the General Accounting Department:
   392-1326
   gahelp@ad.ufl.edu
   http://www.fa.ufl.edu/departments/general-accounting/

© Training and Organizational Development, Office of Human Resource Services, University of Florida, Gainesville, FL 32611