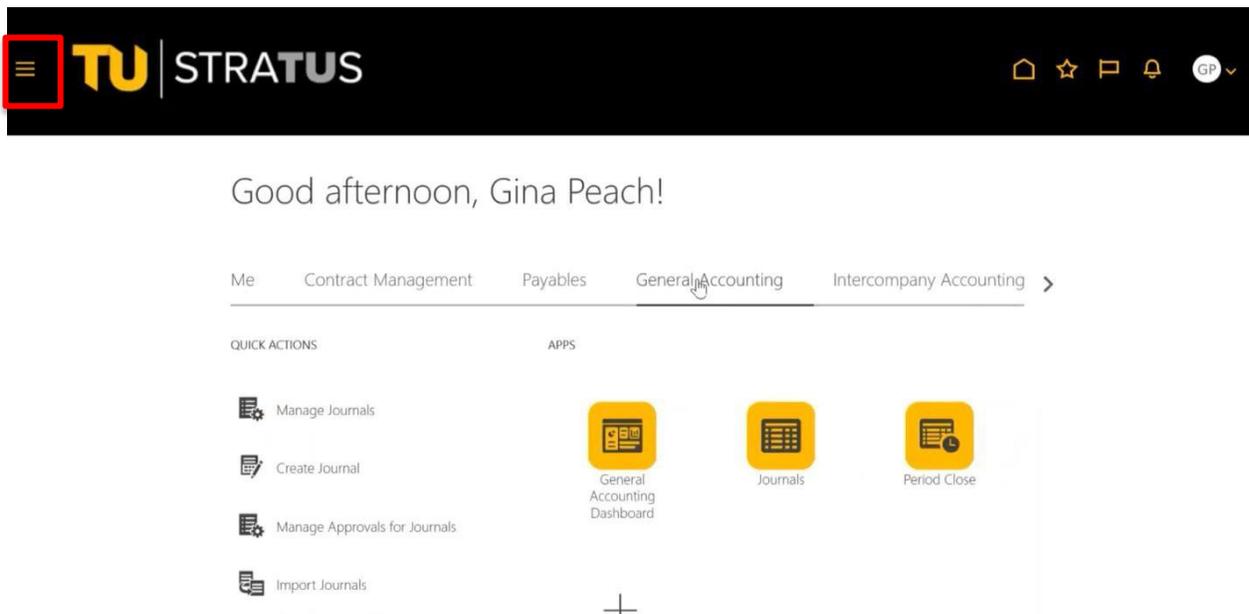


General Ledger – Create Journal Add-On for Excel

For employees creating a spreadsheet journal entry.

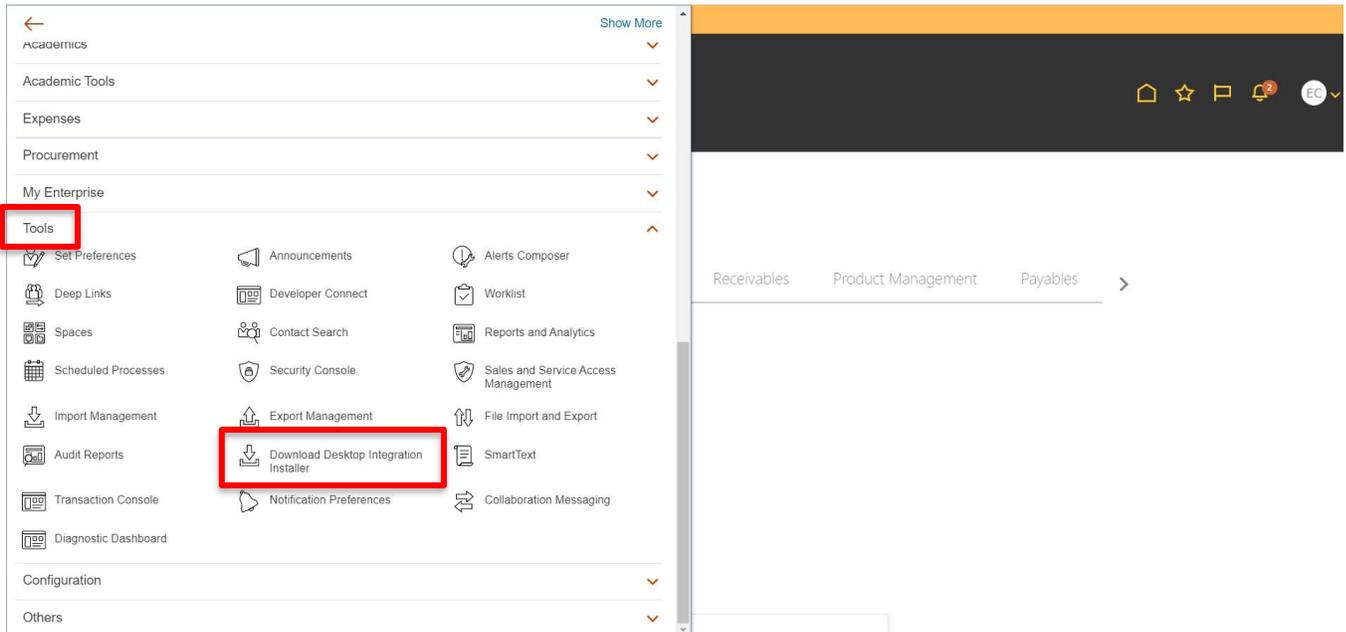
- Purpose:** Employees must install (one-time) the “Create Journal” Add-on for Excel in order to submit a spreadsheet journal.
- How to Access:** Log into the Stratus application. Select **Tools** from the menu options.
- Helpful Hints:** Be sure to keep in mind that...
- You will not be able to submit 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.

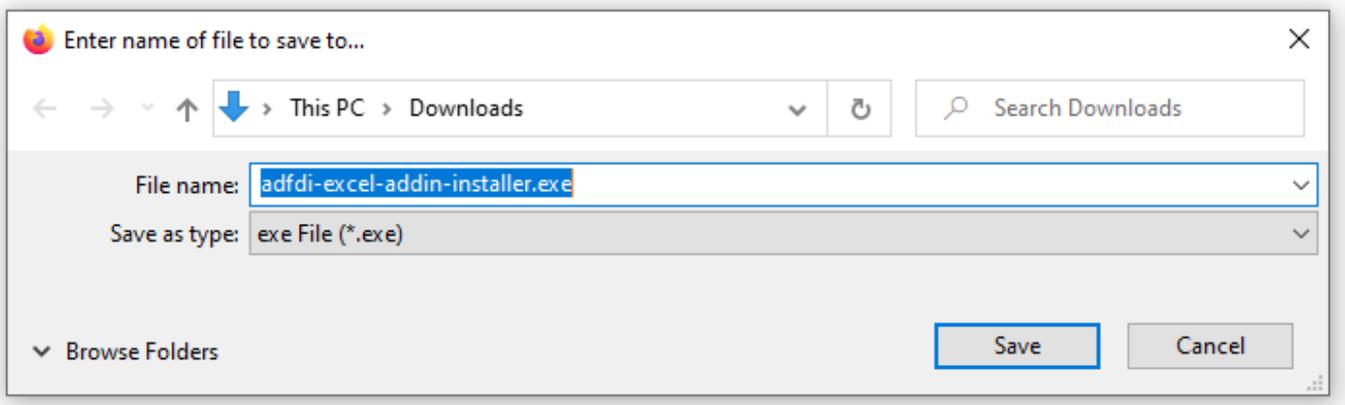


2. Click **Tools**, and then click **Download Desktop Integration Installer**.

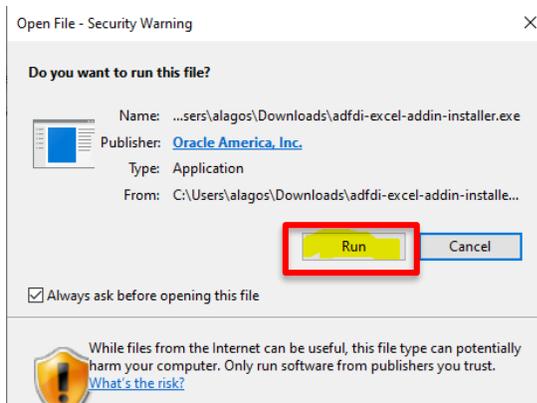
Journals – Create Journal Add-On for Excel



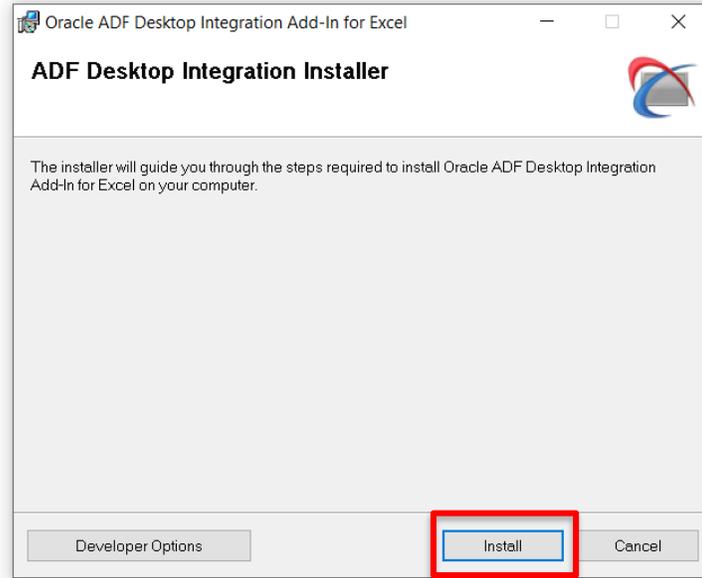
NOTE: Depending on which web browser you use, you may be prompted to Save the File opened to the Download folder. (Example using Firefox shown below.)



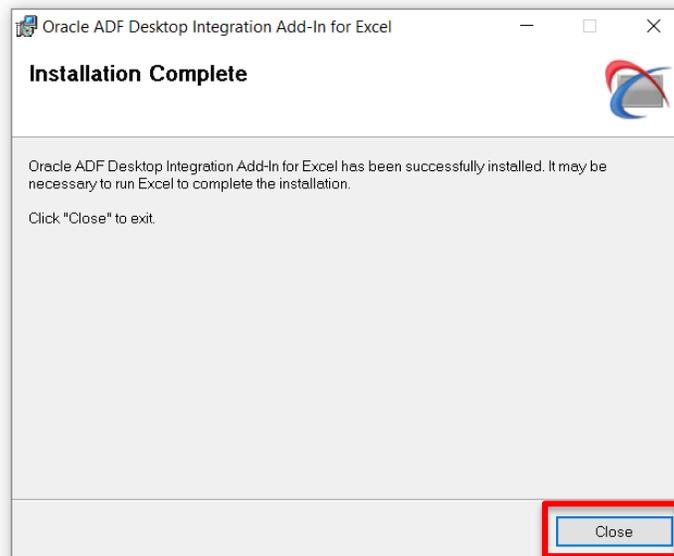
3. Locate file, double-click to open, and click on Run. (**NOTE:** Pop-up may look different depending on web browser)



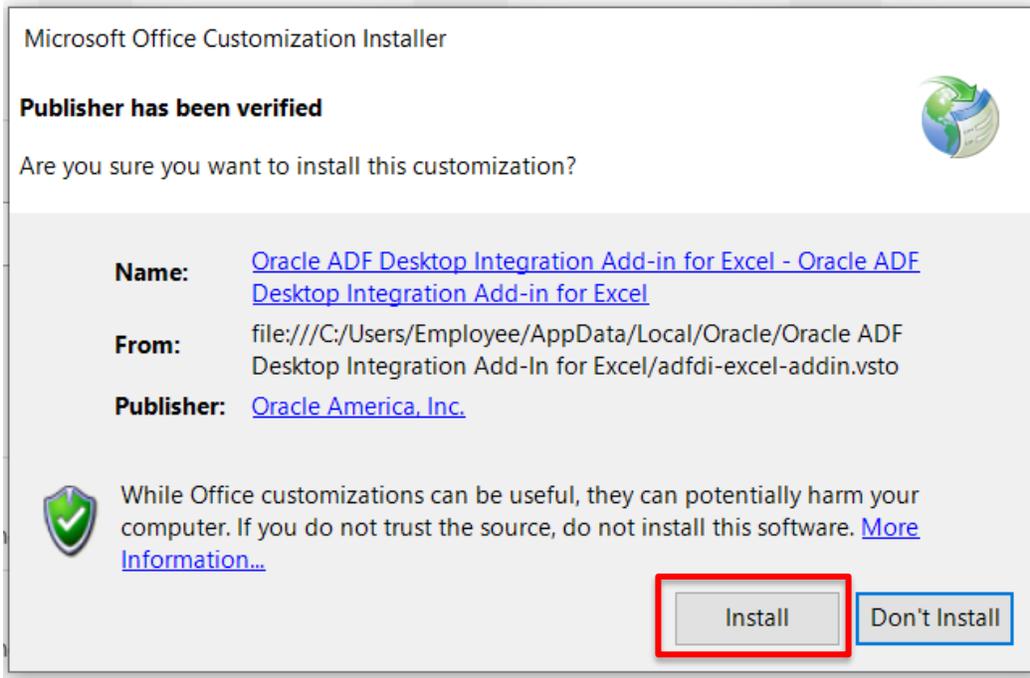
4. Click Install to install for first time or update a previous version.



5. Close installer, as indicated.



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

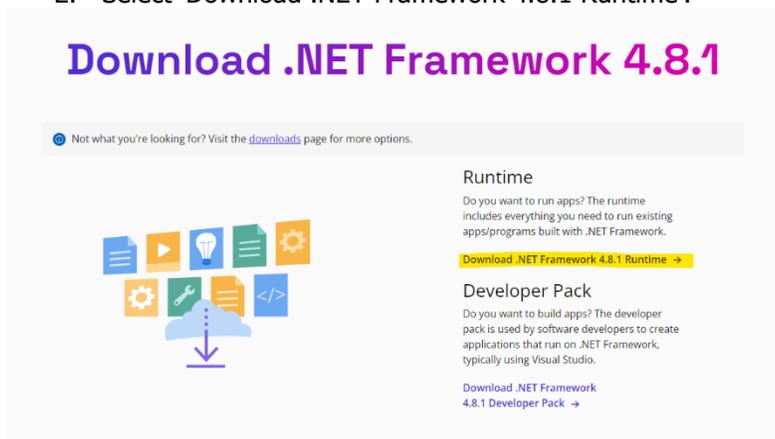


NOTE: If Installer pop-up does not appear when you open Excel, you may need to close any Excel files you currently have open and re-open Excel.

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

Depending on your Windows version, you may need to take the additional step of downloading the latest version of Microsoft's .NET framework for the add-in to work correctly.

1. Navigate to this [link](#).
2. Select 'Download .NET Framework 4.8.1 Runtime'.



3. This should download an application file called 'NDP481-Web'. Prior to opening it, be sure to request temporary admin rights on your machine using the Temporary Computer Administrator Rights Tool, log off, and log back on.
 4. From here, you should be able to follow the installation prompts to complete the installation.
- At this point, the user may update their instance of the ADFDI plugin or download it right from Stratus.

For any questions, contact the Stratus Financials Team: stratusfinancialsteam@towson.edu