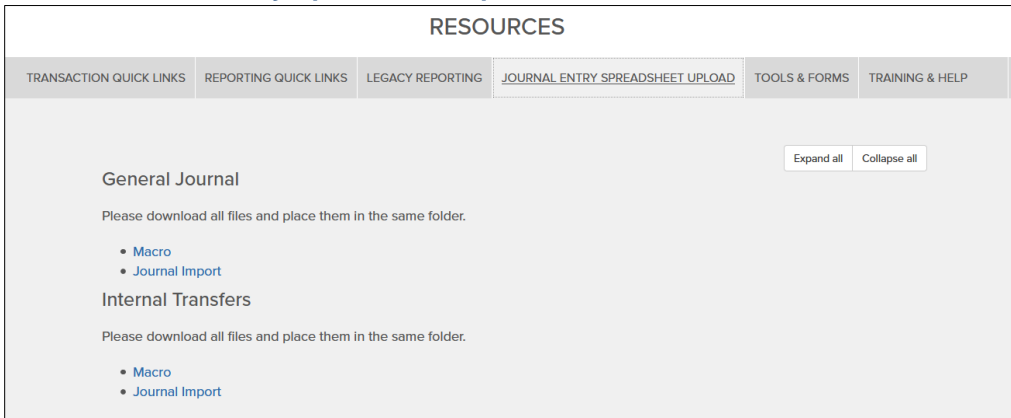


This guide reviews how to download the Journal Import tool, details how to temporarily or permanently enable macros for an individual Workbook, and provides steps on how to fix the Macro Compile error.

## Downloading the Journal Import Tool

1. Create a new folder on your workstation. Give the folder a recognizable name, such as “ITF Journal Uploads” or “General Journal Uploads”.
2. Log in to <https://my.columbia.edu/>, click **ARC**, and scroll down to the Resources section. Click the **Journal Entry Spreadsheet Upload** tab.



3. Right click on the **Macro** and **Journal Import** links and select **Save link as...** from the menu.
4. Save each file in the folder you created.  
Both the JRNLMCRO\_WS.xlam and the JRNL1\_WS\_ITEF.xlsm (internal transfers) or the JRNLMCRO\_WS.xlam and the JRNL1\_WS\_JE.xlsm (General Journal) files must be saved in the same folder.  
If you are using both ITF and General Journal upload templates, the files for each must be stored in separate, respective folders.

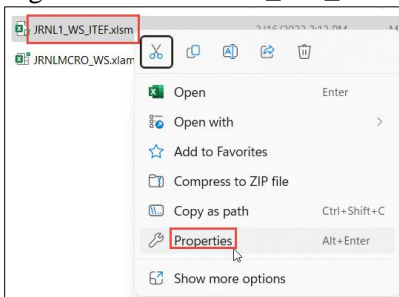
After download, the folder should contain the following two files for Internal Transfers:

Name	Date modified	Type	Size
JRNL1_WS_ITEF	10/14/2021 5:03 PM	Microsoft Excel M...	12,737 KB
JRNLMCRO_WS	10/8/2021 11:07 A...	Microsoft Excel Ad...	202 KB

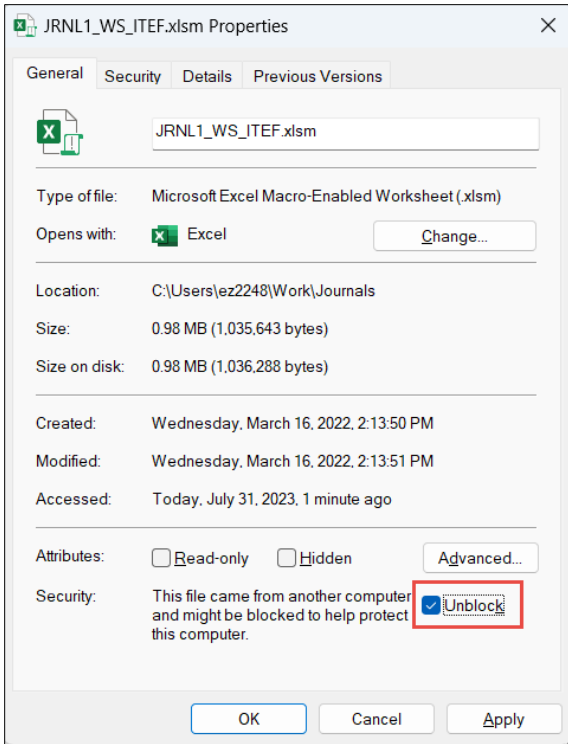
Or, the following two files for General Journals:

Name	Date modified	Type	Size
JRNL1_WS_JE	10/19/2021 6:13 PM	Microsoft Excel M...	5,546 KB
JRNLMCRO_WS	10/8/2021 11:07 A...	Microsoft Excel Ad...	202 KB

5. Right click the JRNL1\_WS\_ITEF or JRNL1\_WS\_JE file and click **Properties**.



The Properties window appears.



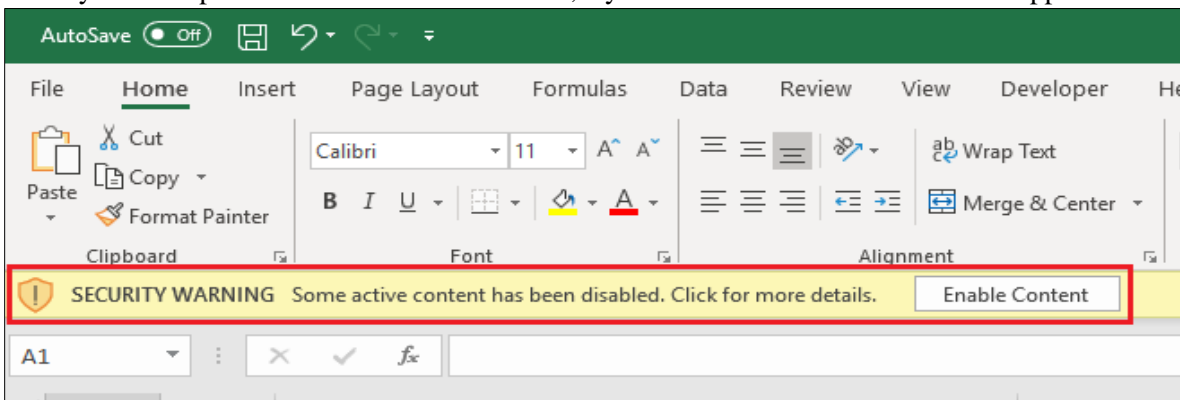
6. For **Security**, click to place a check in the **Unblock** option.

**Note:** The Journal Import tool works only on PC's running Windows operating systems. The Journal Import tool is not compatible with computers running MacOS.

## Temporarily Enabling Macros for an Individual Workbook

Only enable macros for workbooks that you trust.

1. Open the folder where you saved the files and double click on JRNL1\_WS\_ITEF file to open the Journal Import Tool for Internal Transfer Journals or JRNL1\_WS\_JE file to open the Journal Import Tool for General Journals. When you first open a macro-enabled workbook, a yellow **SECURITY WARNING** bar appears below the ribbon.



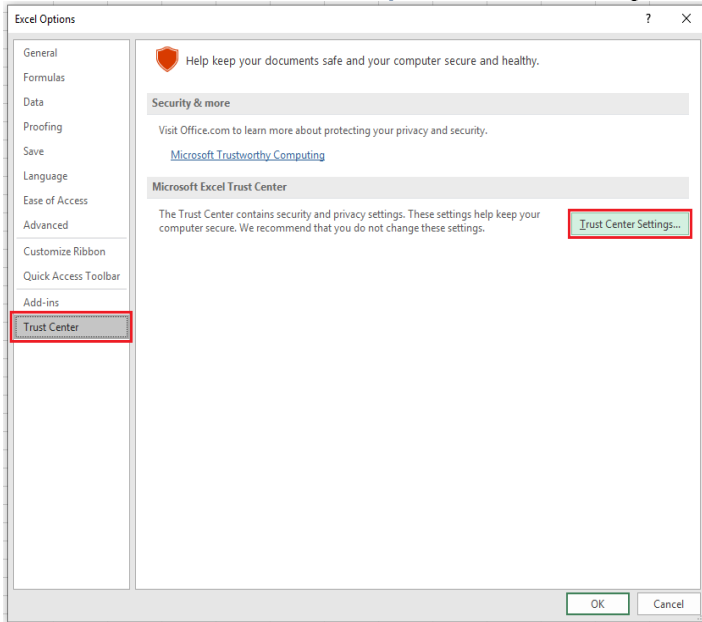
2. Click the **Enable Content** button to enable macros.  
If you don't want to enable macros, click the **X** on the far-right of the Security Warning bar. The Security Warning will disappear, but any attempt to run a macro will fail. If you've accidentally disabled macros, close and re-open the workbook to click the Enable Content button.

**Note:** Opening the VBA Editor or attempting to run a macro before clicking Enable Content will also clear the Security Warning and disable macros.

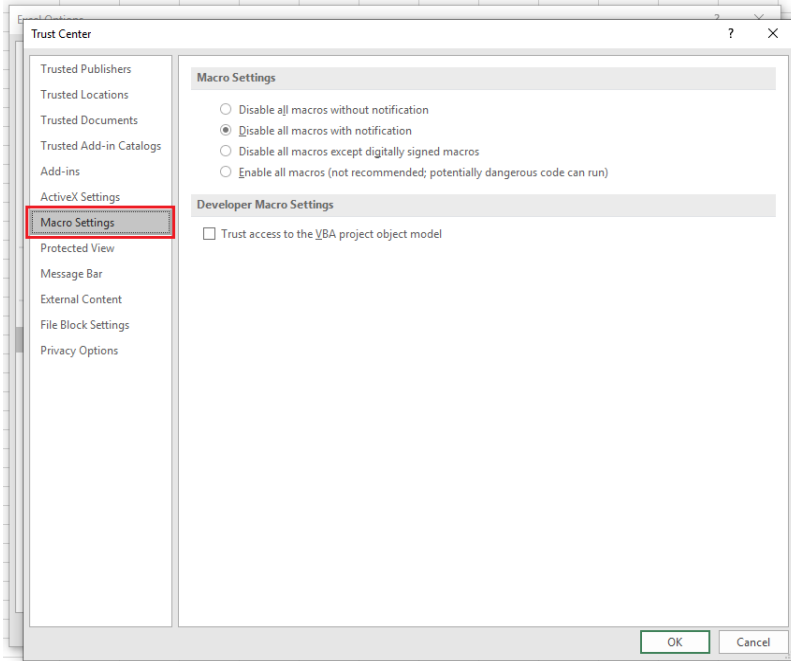
## Viewing Macro Settings in the Trust Center

Excel provides settings in the Trust Center to adjust its default behavior when opening macro-enabled workbooks. To view Trust Center settings:

1. Click the **File** menu and select **Options**. The Excel Options window appears.



2. Select the **Trust Center** option and click the **Trust Center Settings** button. The Trust Center appears.

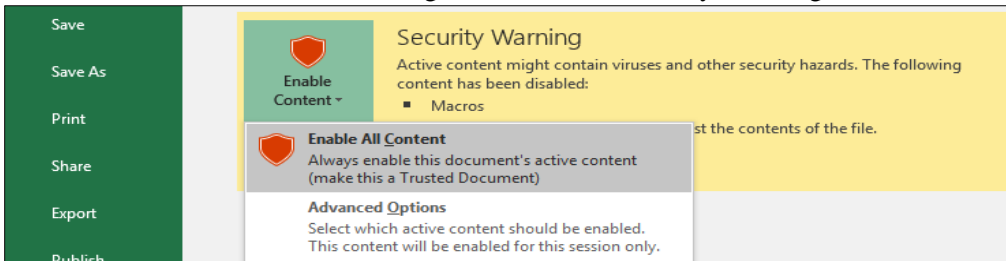


3. Select **Macro Settings**. The default setting is *Disable all macros with notification* which allows you to enable macros from the Security Warning bar. Select this option if it is not already selected.

## Permanently Enabling Macros for a Workbook

You can set a macro-enabled workbook to be a Trusted Document so that when you re-open it, macros will be enabled with no security warnings. Trusted workbooks are added to a private list associated with your Windows login.

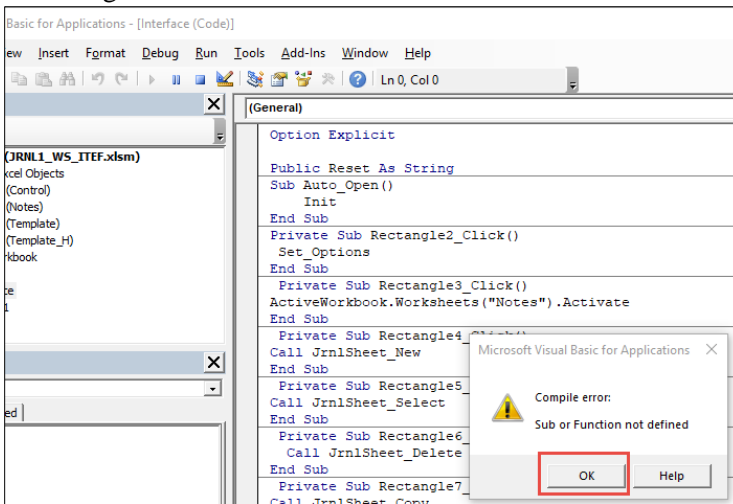
1. Open the folder where you saved the files and double click on JRNL1\_WS\_ITEF file to open the Journal Import Tool for Internal Transfer Journals or JRNL1\_WS\_JE file to open the Journal Import Tool for General Journals. When you first open a macro-enabled workbook, a yellow **SECURITY WARNING** bar appears below the ribbon
2. Click the **File** menu without enabling content so the Security Warning is still visible.



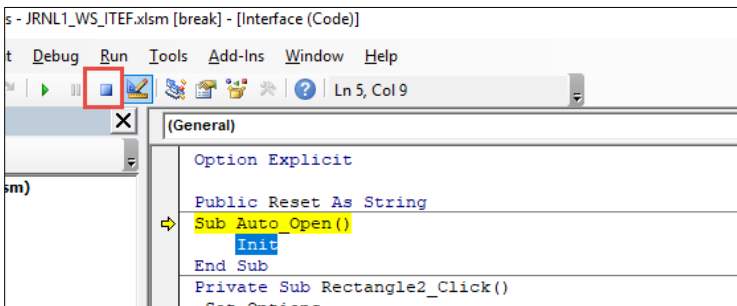
3. Click the **Enable Content** dropdown and select **Enable All Content**.

## Fixing the Macro Compile Error

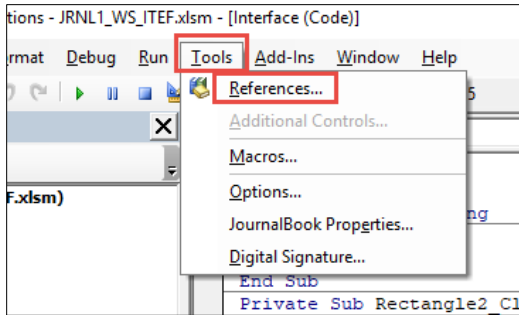
1. If after opening the JRNL1\_WS\_ITEF or JRNL1\_WS\_JE template files, you receive the Compile Error, click **OK** in the dialog.



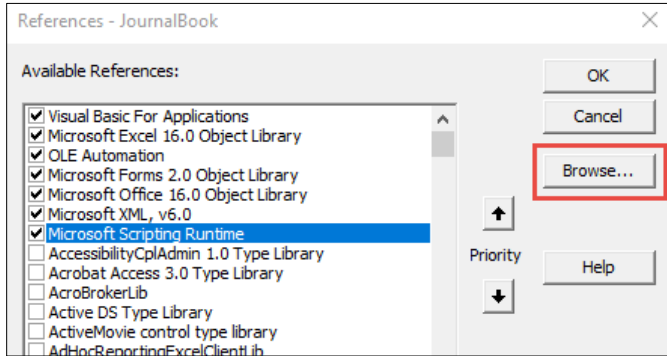
2. Click the **Reset** button.



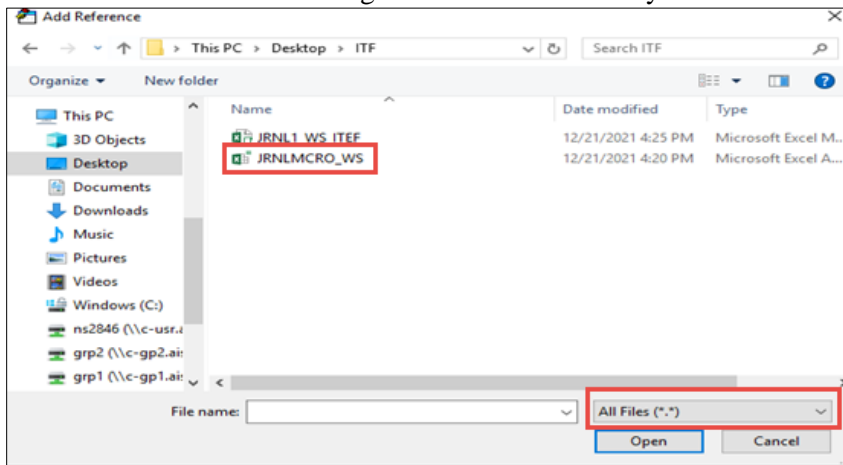
3. Click the **Tools** menu and select **References**.



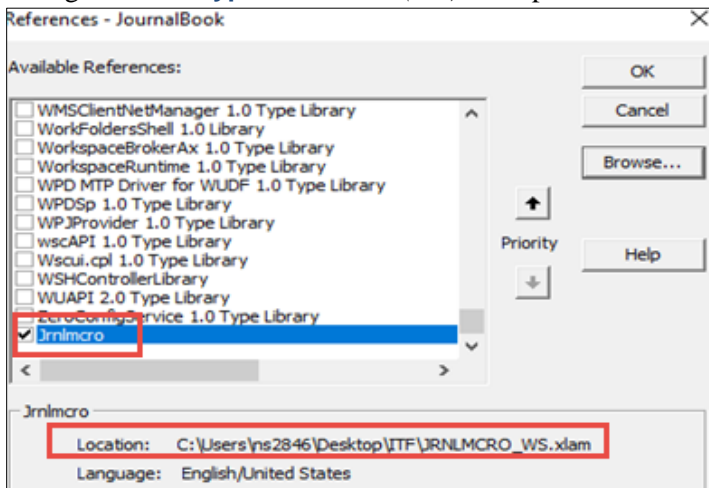
The References window appears.



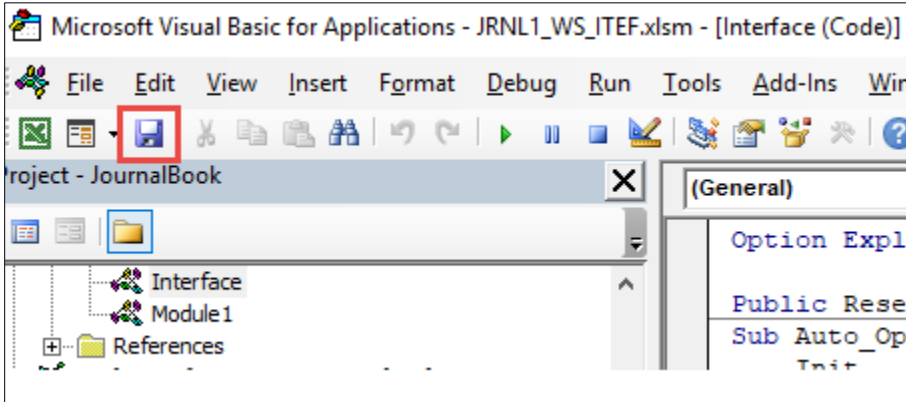
4. Click **Browse** button and navigate to the folder where you saved the template and macro files.



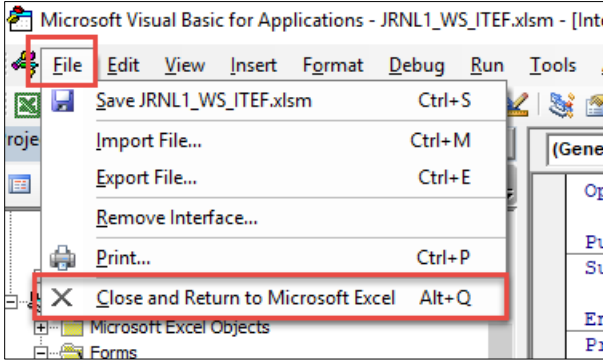
5. Change the **File Type** to *All Files (\*.\*)* and open the **JRNLMCRO\_WS** file.



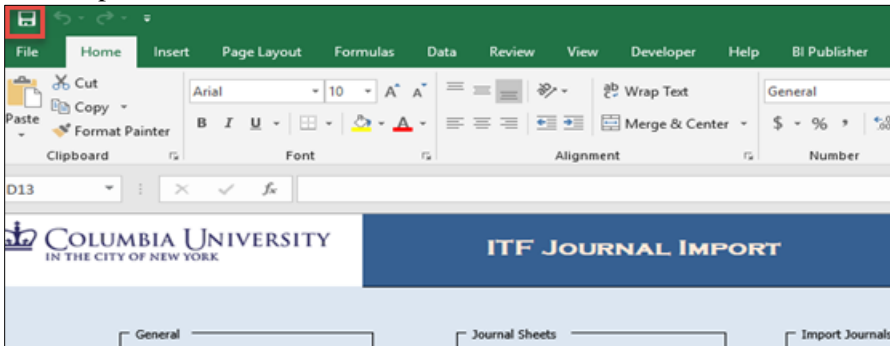
- 6. Verify that **Jrnlmcro** is selected and that the **Location** points to the directory where you saved the file (the above is for example purposes only) and click **OK**.
- 7. Click the **Save** button.



- 8. Click the **File** menu and select **Close and Return to Microsoft Excel**.



The template file returns.



- 9. Click the **Save** icon and close and re-open the template file.

## Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>