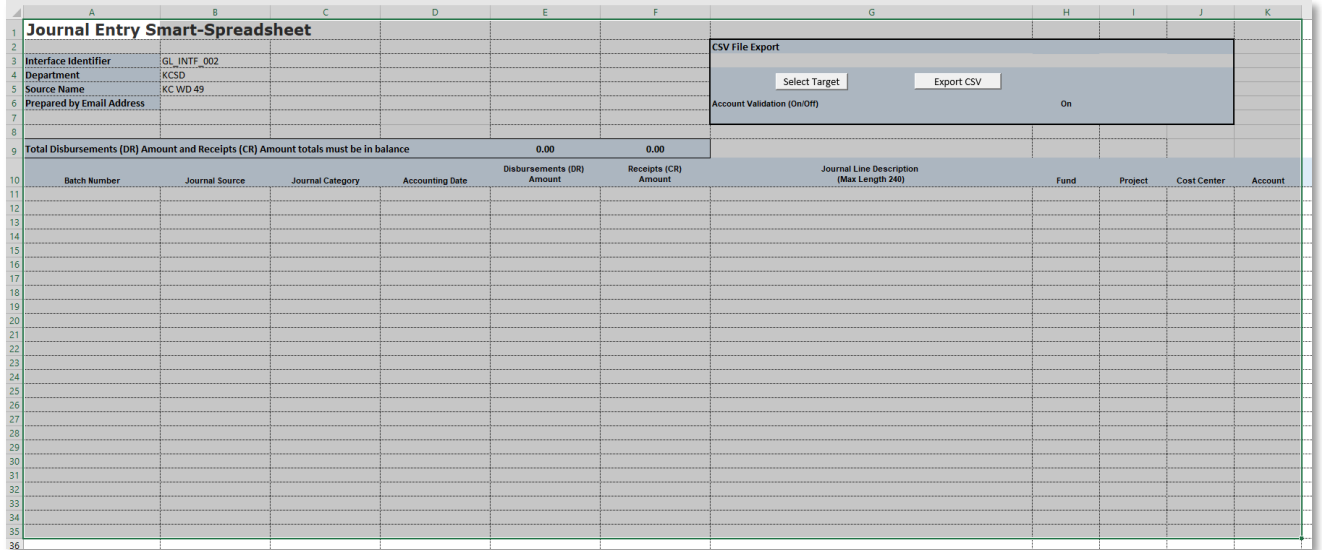
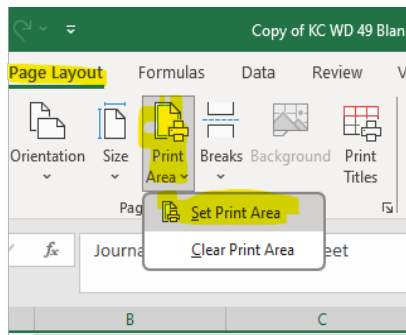


One-page print setup for Smart Spreadsheet JE

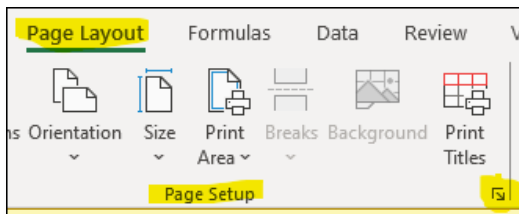
1. Highlight the print area with all the data cells, e.g., A1:K30.



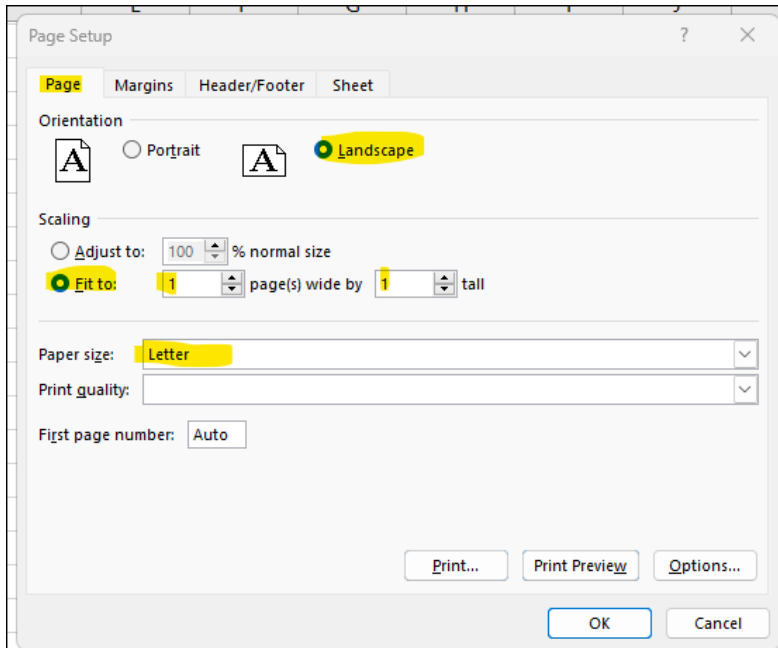
2. Go to **Page Layout** from the ribbon and click **Print Area** and then **Set Print Area**.



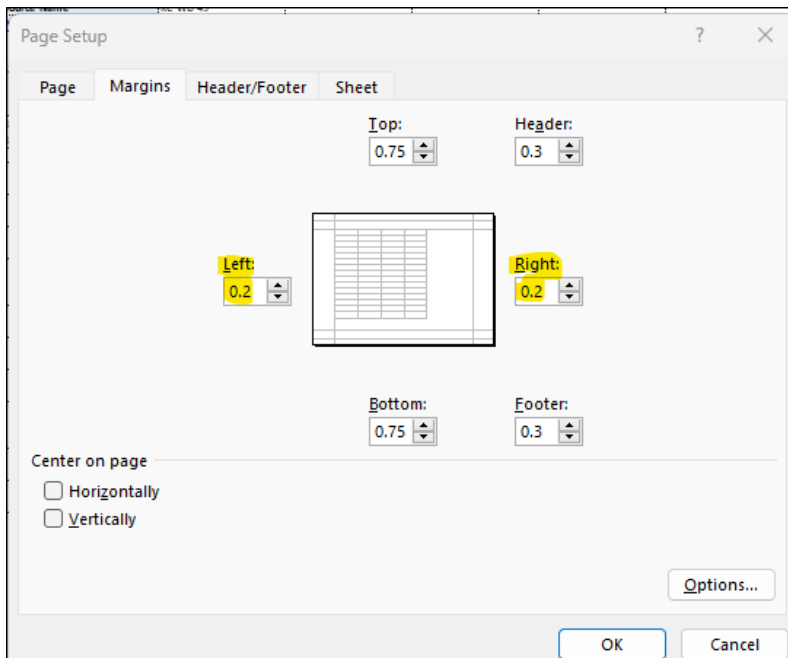
3. Click the side arrow tick mark to the right of **Page Setup** to bring up the Page Setup window.



4. On the **Page** tab, make the following changes:
 - a. Orientation to Landscape
 - b. Scaling Fit to 1 wide by 1 tall
 - c. Paper size to Letter, however, Legal size will make the print more legible.



5. Select the **Margins** tab and change the **Left** and **Right** margins to 0.2.



Example without Gridlines

Page Setup

Page Margins Header/Footer **Sheet**

Print area:

Print titles

Rows to repeat at top:

Columns to repeat at left:

Print

Gridlines

Black and white

Draft quality

Row and column headings

Comments and notes: (None)

Cell errors as: displayed

Page order

Down, then over

Over, then down

Print... Print Preview Options... OK Cancel

Journal Entry Smart-Spreadsheet

Interface Identifier: GL_INTF_002
 Department: KC 30
 Source Name: KC WD 49
 Prepared by Email Address: n.arkim@kingcounty.gov

CSV File Export: C:\Users\j.arkim\OneDrive - King County\Documents

Account Validation (DwOR): On

Total Disbursements (DR) Amount and Receipts (CR) Amount totals must be in balance: 1000.00 1000.00

Batch Number	Journal Source	Journal Category	Accounting Date	Disbursement's (DR) Amount	Receipts (CR) Amount	Journal Line Description (Max Length 256)	Fund	Project	Cost Center	Account
SD1 032024 AKIM	KC WD 49	Interfund Transfers	2024-03-20	1000.00		Test CSV	000490010	0000000	0000000	17275
SD1 032024 AKIM	KC WD 49	Interfund Transfers	2024-03-20		1000.00	Test CSV	000491030	0000000	0000000	24206

7. Print setup is done to print the Journal Entry on one page.