One-page print setup for Smart Spreadsheet JE

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

A	В	С	D	E	F	G	н	1	J	К
Journal Entry S	Smart-Spreads	sheet								
						CSV File Export				
Interface Identifier	GL_INTF_002									
Department	KCSD					Select Target Export CSV				
Source Name	KC WD 49									
Prepared by Email Address						Account Validation (On/Off)	On			
Total Disbursements (DR) A	nount and Receipts (CR) A	mount totals must be in b	alance	0.00	0.00					
				Disbursements (DR)	Receipts (CR)	Journal Line Description				
Batch Number	Journal source	Journal Category	Accounting Date	Anoun	Amount	(max Lengui 240)	Fund	Project	Cost Center	Account
								1		

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.

F	Page Setup ?	×
	Page Margins Header/Footer Sheet	
_	Orientation	
-	A O Portrait A O Landscape	
_	Scaling	
_	○ Adjust to: 100 ♀ % normal size	
_	🜔 <u>Fit to</u> ; 🧻 🚖 page(s) wide by 🧴 tall	
-		
_	Paper size: Letter	\sim
-	Print <u>q</u> uality:	\sim
-	Fi <u>r</u> st page number: Auto	
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H		_
	Print Preview Option	s
	OK Can	cel

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

Page Setu	IP				?	\times
Page	Margins	Header/Footer	Sheet			
			<u>T</u> op: 0.75 ÷	He <u>a</u> der:		
		Left: 0.2 ➡		<mark>Bight:</mark> 0.2 €		
Center of Hor	n page i <u>z</u> ontally tically		<u>B</u> ottom: 0.75 ♀	Eooter:		
					Option	IS
				ОК	Car	ncel

 Select the Sheet tab. The default is to show Gridlines, however, these can be removed by unchecking that box. Also, checking the Draft quality will remove the gridlines but it will also remove some formatting. See examples below:

Example with Gridlines

Dage Mar							?	×					
Page Marg	gins Header/I	ooter Shee	t										
Print <u>a</u> rea:								1					
Print titles													
<u>R</u> ows to repeat a	at top:							1					
<u>C</u> olumns to repea	at at left:							1					
Print													
Black and whi	ite		Com	ments and notes:	(None)								
Draft <u>q</u> uality			Cell	errors as:	displayed			~					
Row and colu	umn headings												
 Down, then or Over, then do 	over own												
				<u>P</u> rint	Print Prev	ie <u>w</u>	<u>O</u> ptions						
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Journal Entry S	Smart-Spread	sheet				CSV File Export							
Department Source Name	KC WD 49					ic: (users (mankin	Concouve minge	ounty (po cum	nts				
Prepared by Email Address	n arism gesingco unty go					Account Validation	(040#)			On .			J
Total Disbursements (DR) Am	nount and Receipts (CR) Am	ount totals must be in bala	Accounting Date	1000.00	1000.00 Receipts (CR)		Journal Li	m Description		1		Cast Center	Account
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Batch Number 5D1 032 024-AKIM 5D1 032 024-AKIM	KC WD 49 KC WD 49	Interfund Transfers Interfund Transfers	2024-03-20 2024-03-20	10 00.00	Amount 1000.00	Test CSV Test CSV	(M az 1	ength 240)		Fund 00049 0010 00049 1030	00 00000	000000	24206
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Batch Number \$01 002 024 AKIM \$01 032 024 AKIM	KC WD 49 KC WD 49	Interfund Transfers	2024-03-20 2024-03-20	1000.000	Amount 1000.00	Test CSV Test CSV	(Wate 1	angth 240)		Fund 000490010 000491030	00 00000	000000	24206
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Example without Gridlines

Page Setup	· · · · ·	?	×			
rage setup						
Page Margins Head	er/Footer Sheet					
Print <u>a</u> rea:			1			
Print titles						
Rows to repeat at top:						
<u>Columns to repeat at left:</u>			<u> </u>			
Print						
Black and white	Comments and notes:	(None)	~			
Draft <u>q</u> uality	Cell <u>e</u> rrors as:	displayed	~			
Row and column head	ings					
Page order			_			
Over, then down	Print	Print Preview Option	5			
		OK Car	cel			
Journal Entry Smart-	Spreadsheet		CSV Ella Ex	not		
Interface Identifier GL_INTF_0 Department KCSD	102		C:\Users\n	arkim\OneDrive - King County\Documents		
Source Name KC WD 49 Prepared by Email Address n arism@i	lingco unty-gov		Account Val	dation (On'Off)	On	
Batch Number Journ	elpis (LR) Amount totals must be in balance	1000.00 1000 Receipt tunting Date Disburiements (DR) Amount Amo	(CR)	Journal Line Description (Max Length 240)	Fund Project Cost Centr	ar Account
SD1 032 024 AK IM KC WD 49 SD1 032 024 AK IM KC WD 49	Interfund Transfers Interfund Transfers	2024-03-20 10:00.00 2024-03-20	Test CSV 1000.00 Test CSV		000490010 000000 000000 000491030 0000000 000000	17275 24206

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