



OVERVIEW

This job aid details the process for installing the ADFdi (Desktop Integrator) Tool for the Financial Management System (FMS) and creating/troubleshooting a journal entry via spreadsheet.

If you cannot download the software, please contact your local IT support.

PRE-REQUISITES

1. Local network should allow download of ADFDi plug in from Oracle Cloud (PROD:- <https://ecbq.fs.us2.oraclecloud.com>)
2. User notebook should allow instalation of ADFDi plug in

SYSTEM REQUIREMENTS

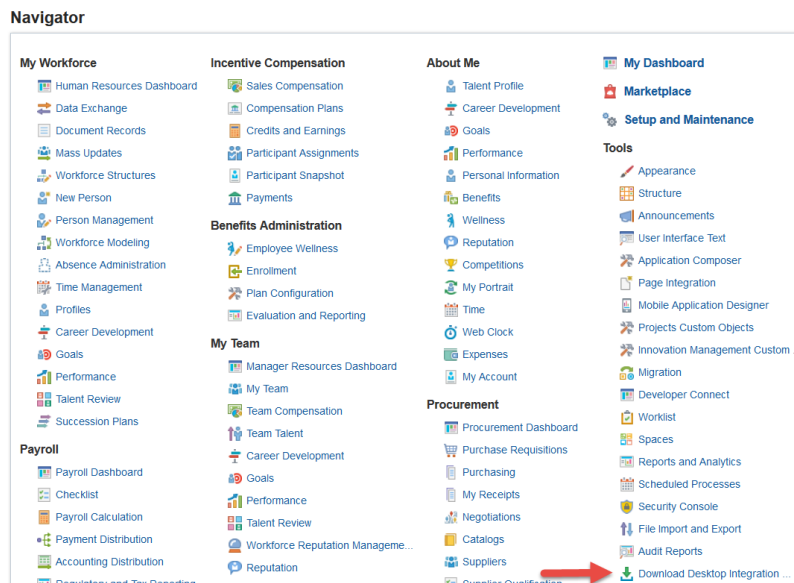
Software	
Browser	Google Chrome 35+ Mozilla Firefox 24 or higher Edge with Source-to-Settle 16.1 Windows 10 Opera 10 and higher
Additional Configurations	Disable pop-up blockers Disable open new tabs in background Block cookies Enable JavaScript
Operating System	Windows 7, 8 Windows 10
Plug-in	ADFDi for Microsoft Excel (required for Cloud spreadsheet uploads, instructions on next page) Requirements Microsoft Excel 2007, 2010, 2013 (.xlsx, .xlsm) on Microsoft Windows 7, 8 and 10
Mobile	
Mobile Device Operating Systems	Android – OS 4.0.2 or higher

ADFDI TOOL INSTALLATION

1. Login to the Financial Management System (FMS)
2. Select the **Navigator icon**



3. From the *Tools* menu, select the **Download Desktop Integration Installer**



4. Select **Save File** in the pop-up window (*except in Chrome*)
5. Depending on your browser, select from the following options:
 - a. *Firefox*: Select the blue download arrow from the browser toolbar and then select the *.exe file*
 - b. *Internet Explorer*: Select **Run** in the pop-up window at the bottom of the screen
 - c. *Chrome*: Double-click on the *.exe file* in the pop-up window at the bottom of the screen
6. Select **Install** in the *Desktop Integration* pop-up window
7. Select the **Close button**



CREATE A JOURNAL ENTRY IN A SPREADSHEET

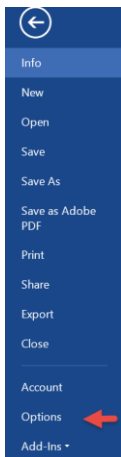
1. From the FMS home screen select the **General Accounting** tile
2. Select **Journals**
3. Select the **Task** icon to expand the *Task Menu*
4. Select **Create Journal in Spreadsheet** from the *Task Menu*
5. In pop-up select **Other** from the *Open With* drop down
6. Select **Microsoft Excel** from the list of options
7. Select **OK**
8. Click **Enable Editing** button (*if shown*)

**Note: If you do not receive an error message proceed to Step #9;
If you receive an error, proceed to **Troubleshooting****

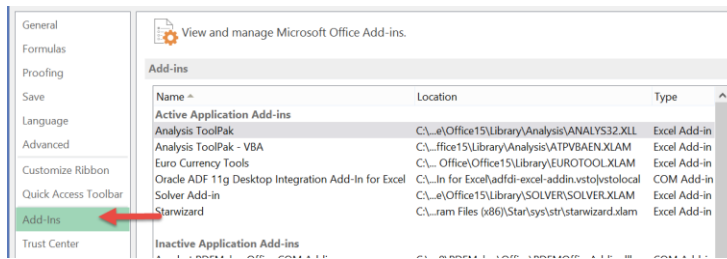
9. Select **Yes** from the *Connect* pop-up window
10. Enter login credentials
11. Select **Sign In** button

TROUBLESHOOTING

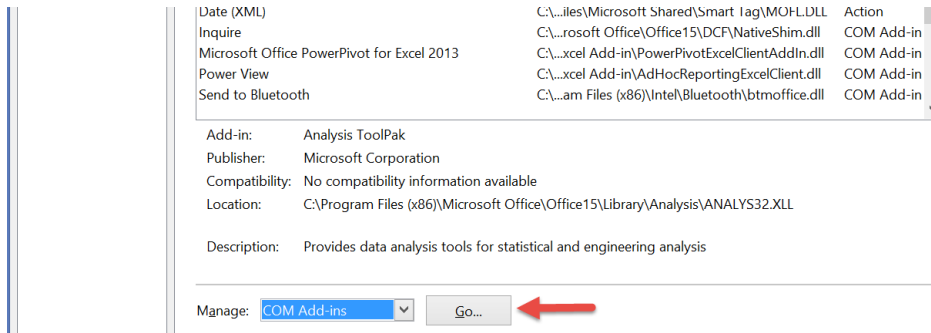
1. In *Excel*, Select **File**
2. Select **Options**



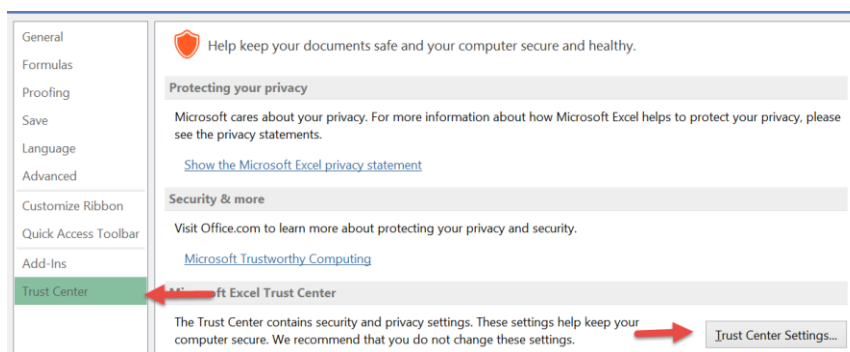
3. Select **Add-Ins**



4. From the *Manage* drop-down, select **COM Add-ins**
5. Select **Go**



6. Make sure all Oracle options are selected
7. Select **OK**
8. Select **File** from the toolbar
9. Select **Options**
10. Select **Trust Center**



11. Select the **Trust Center Settings** button
12. Select **Add-Ins** and verify that all boxes are deselected
13. Select **Trusted Documents** and verify that **ONLY** the Allow documents on network to be trusted is selected
14. Select **Trusted Documents** and verify that **ONLY** the Allow documents on network to be trusted is selected



15. Select **ActiveX Settings** and verify that ONLY the *Prompt me before enabling all controls with minimal restrictions* option is selected
16. Select **Macro Settings** to verify that
 - a. Enable all macros is selected
 - b. *Enable All Macros* and *Trust Access to the VBA* options is selected
17. Select **Protected View** and verify that the first two boxes are deselected
18. Select **Message Bar** and verify that the first box is selected
19. Select **External content** and verify that the both second options are selected
20. Select **OK**
21. Select **OK**
22. Close Excel and ensure ALL Excel documents are closed
23. Repeat the **Create A Journal Entry in a Spreadsheet** sequence