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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.

SYSTEM REQUIREMENTS

Software	
Browser	Apple Safari 7.x, 6.x Google Chrome 35+ Internet Explorer 11.x Mozilla Firefox 24 or higher Edge with Source-to-Settle 16.1 and Windows 10* Opera 10 and higher*
Additional Configurations	Disable pop-up blockers Disable open new tabs in background Block cookies Enable JavaScript
Operating System	Mac OS 10.9, 10.10, 10.11, 10.12 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	iPhone – iOS 8.x (4s, 5, 5s & 5c, 6, 6+ models) iPad – iOS 8.x (all models) 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

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Navigator

My Workforce	Incentive Compensation	About Me	11 My Dashboard
Human Resources Dashboard	Sales Compensation	La Talent Profile	Arketplace
🚔 Data Exchange	Compensation Plans	🚔 Career Development	Setup and Maintenance
Document Records	Credits and Earnings	Goals	& Setup and maintenance
🚔 Mass Updates	Participant Assignments	Performance	Tools
🍰 Workforce Structures	Participant Snapshot	Personal Information	Appearance
a New Person	m Payments	ing Benefits	Structure
Person Management	Benefits Administration	3 Weliness	Announcements
Workforce Modeling	Le Employee Wellness	P Reputation	User Interface Text
Absence Administration	Enrolment	The Competitions	Application Composer
👺 Time Management	Plan Configuration	2 My Portrait	Page Integration
Profiles	Evaluation and Reporting	11 Time	Mobile Application Designer
+ Career Development	CE Cranador and reporting	O Web Clock	🏂 Projects Custom Objects
Soals	My leam	Expenses	Dinnovation Management Custon
Performance	Manager Resources Dashboard	My Account	Contraction Migration
Talent Review	Team	Procurement	Developer Connect
E Succession Plans	Team Compensation		Worklist
Pauroll	to Team Talent	Discharge Descriptions	5 Spaces
T On rol Darbhand	T Career Development	Purchase Requisitions	Reports and Analytics
Payrol Dashboard	a Goals	E Mu Develop	Scheduled Processes
	Performance	III My Receipts	Security Console
Payroll Calculation	Talent Review	A Negotiations	14 File import and Export
• Payment Distribution	Workforce Reputation Manageme	Catalogs	Audit Reports
Accounting Distribution	P Reputation	Suppliers	Download Desktop Integration

- 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

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- 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

\odot
Info
New
Open
Save
Save As
Save as Adobe PDF
Print
Share
Export
Close
Account
Options 👍
Add-Ins -

3. Select Add-Ins

General	View and manage Microsoft Office Add-ins.		
Proofing	Add-ins		
Save	Name *	Location	Туре
languaga	Active Application Add-ins		
Longuage	Analysis ToolPak	C:_e\Office15\Library\Analysis\ANALYS32.XLL	Excel Add-in
Advanced	Analysis ToolPak - VBA	C:ffice15\Library\Analysis\ATPV8AEN.XLAM	Excel Add-in
Customics Dishes	Euro Currency Tools	C/Office\Office15\Library\EUROTOOLXLAM	Excel Add-in
Customize Kibbon	Oracle ADF 11g Desktop Integration Add-In for Excel	C:_In for Excel\adfdi-excel-addin.vsto vstolocal	COM Add-in
Quick Access Toolbar	Solver Add-in	C:\e\Office15\Library\SOLVER\SOLVERXLAM	Excel Add-in
Add-Ins	Starwizard	C:\ram Files (x86)\Star\sys\str\starwizard.xlam	Excel Add-in
Trust Center	Inactive Application Add-ins		
	a summer of and and and and and a second sec		

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

Date (XML)		C:\iles\Microsoft Shared\Smart Tag\MOFL.DLL	Action
Inquire		C:\rosoft Office\Office15\DCF\NativeShim.dll	COM Add-in
Microsoft Office PowerPivot for Excel 2013 Power View		C:\xcel Add-in\PowerPivotExcelClientAddIn.dll C:\xcel Add-in\AdHocReportingExcelClient.dll	COM Add-in COM Add-in
Add-in:	Analysis ToolPak		
Publisher:	Microsoft Corporation		
Compatibility:	: No compatibility information available		
Location:	C:\Program Files (x86)\Microsol	ft Office\Office15\Library\Analysis\ANALYS32.XLL	

- 6. Make sure all Oracle options are selected
- 7. Select OK

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