



# INSTALLING APPLICATION (ADFDI)

## JOB AID CM-04

CM

The purpose of this Job Aid is to explain how to install the ADFDI application for the North Carolina Financial System.

### Introduction

This Quick Reference Guide (QRG) provides General Ledger (GL) Journal Entry users step-by-step instructions for installing the Application Development Framework Desktop Integration (ADFDI) application in the North Carolina Financial System (NCFS).

### Overview

The NCFS GL module allows users to create journal entries outside of NCFS by creating and uploading entries using a Microsoft Excel spreadsheet. The ADFDI Add-In must be installed for users to integrate transactions in NCFS via Microsoft Excel. Financial process areas have tasks that interact with the spreadsheet upload features which allows users to upload transactions in bulk with excel spreadsheets. All end users should have the ADFDI Install feature available for download under the Tools Group of the Navigator Menu. If this feature is not available, please contact the system administrator for assistance.



**User Tip: The ADFDI must be installed first to utilize NCFS' spreadsheet upload capability.**

### Key Terms

| Key Terms and Acronyms  | Description  |
|---|--|
| Application Development Framework Desktop Integration (ADFDI) | ADFDI enables desktop integration with MS Excel spreadsheets to enter journal entries via Excel. |

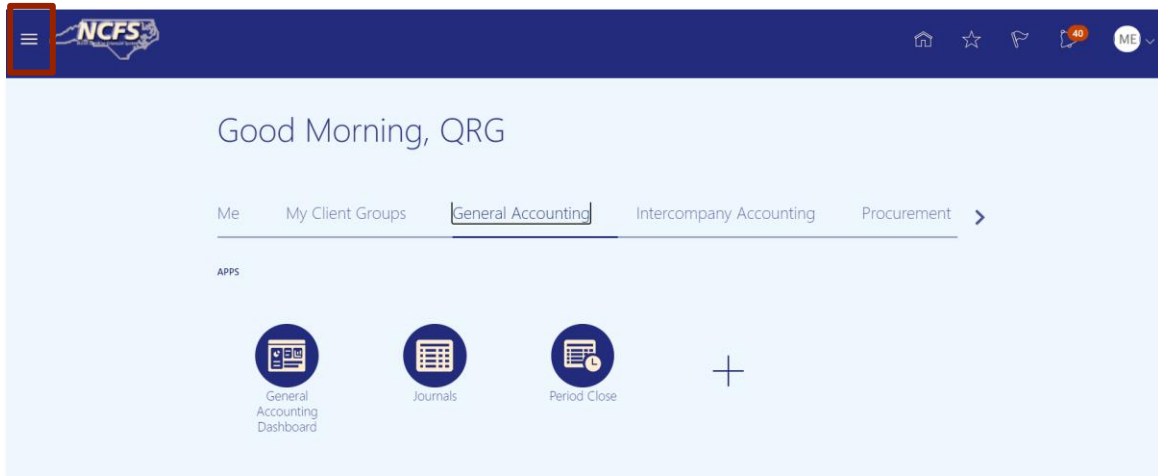


**User Tip: All first-time users should ensure at login, the browser cache is empty prior to initiating the logon sequence.**

## ADFDI Install

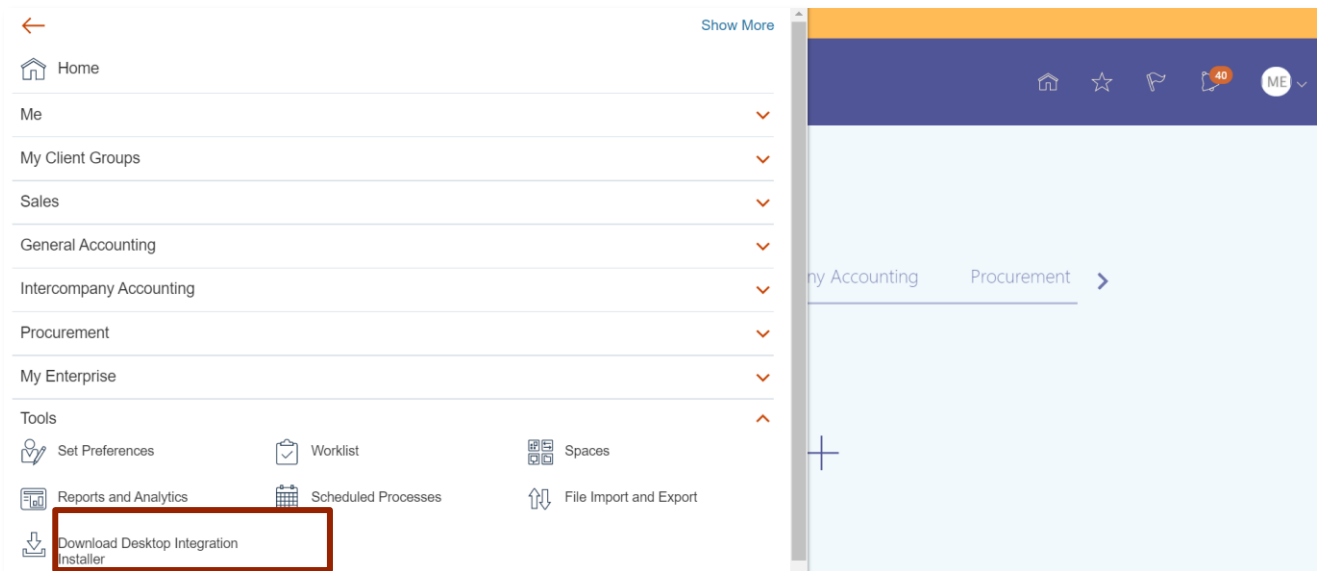
To install the ADFDI plug-in, please follow the steps below.

1. Click the **Navigator** icon found in the left corner of the home page.



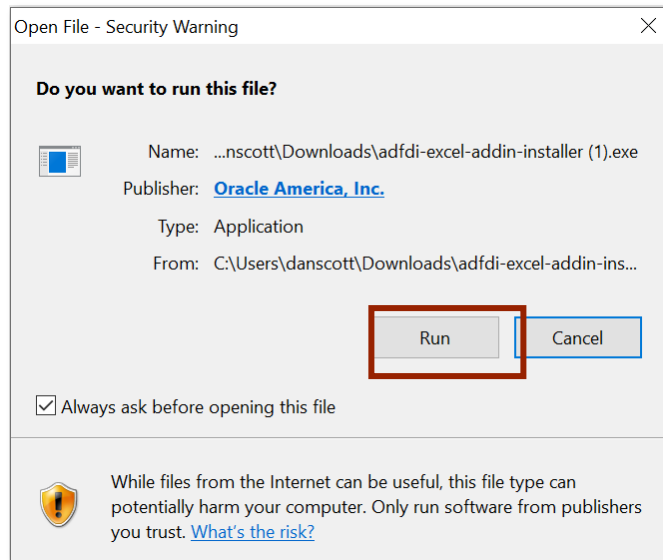
*The Navigator icon on the NCFS Home Screen*

2. Navigate to the Tools Group and click the **Download Desktop Integration Installer**.



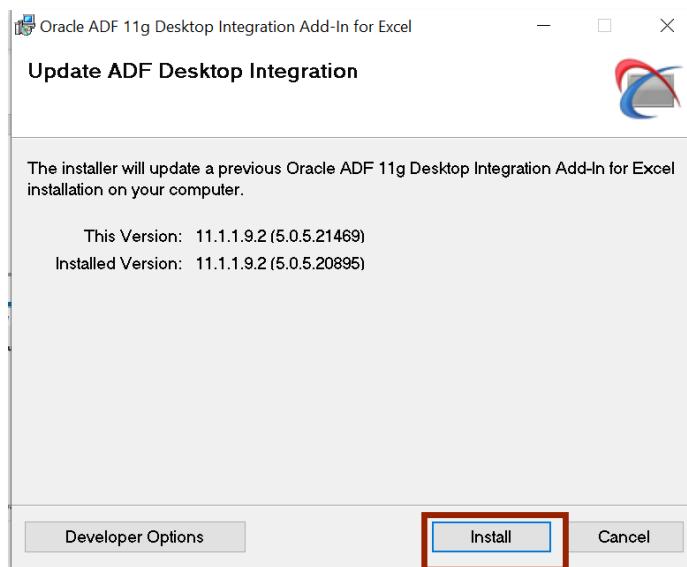
*The Tools section on the Navigator list*

3. Click the **Run** option to install.



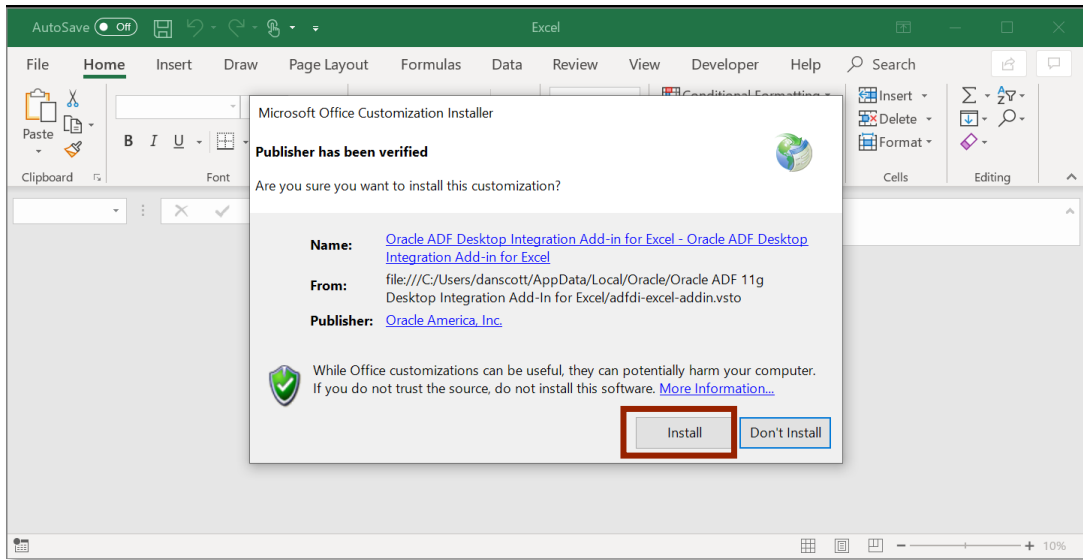
*The Run option on the ADFDI Download Screen*

4. Click the **Install** option.



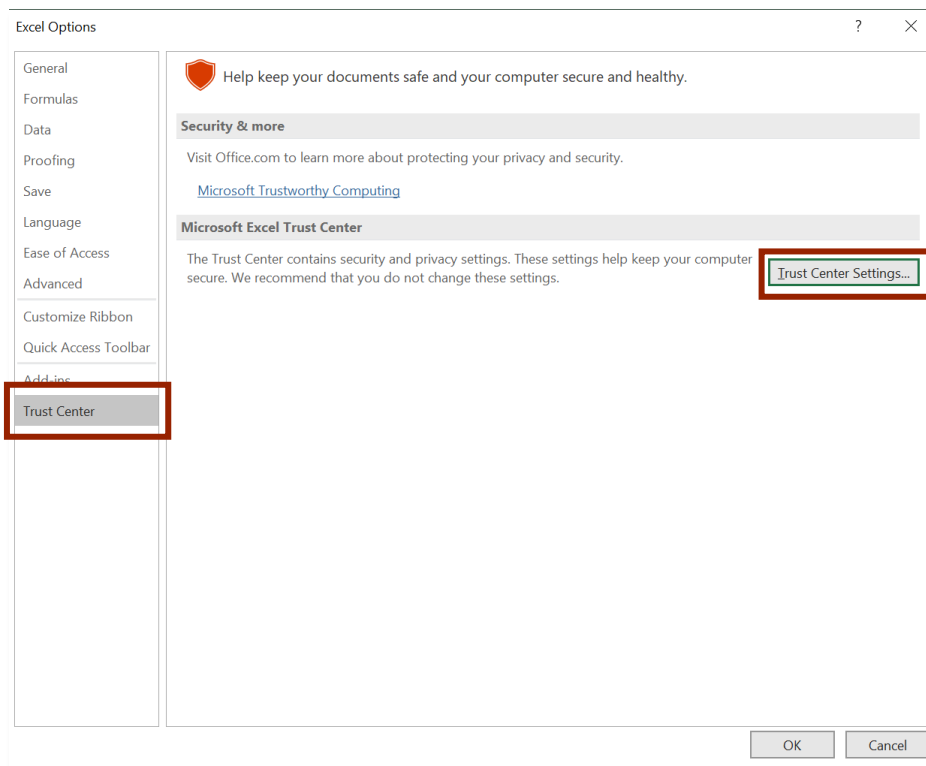
*The Install option on the ADFDI Add-In Screen*

5. After successful download, open Microsoft Excel to complete the additional setup steps. A popup appears verifying that Add-in installation. Click the **Install** option.



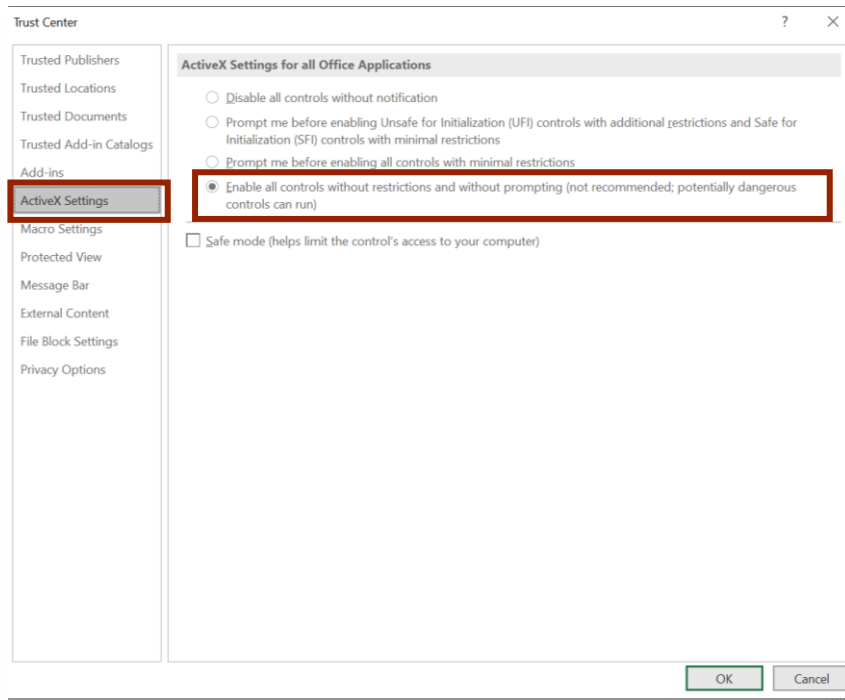
**Microsoft Excel Install Option**

6. Click **Trust Center** and then click **Trust Center Settings**.



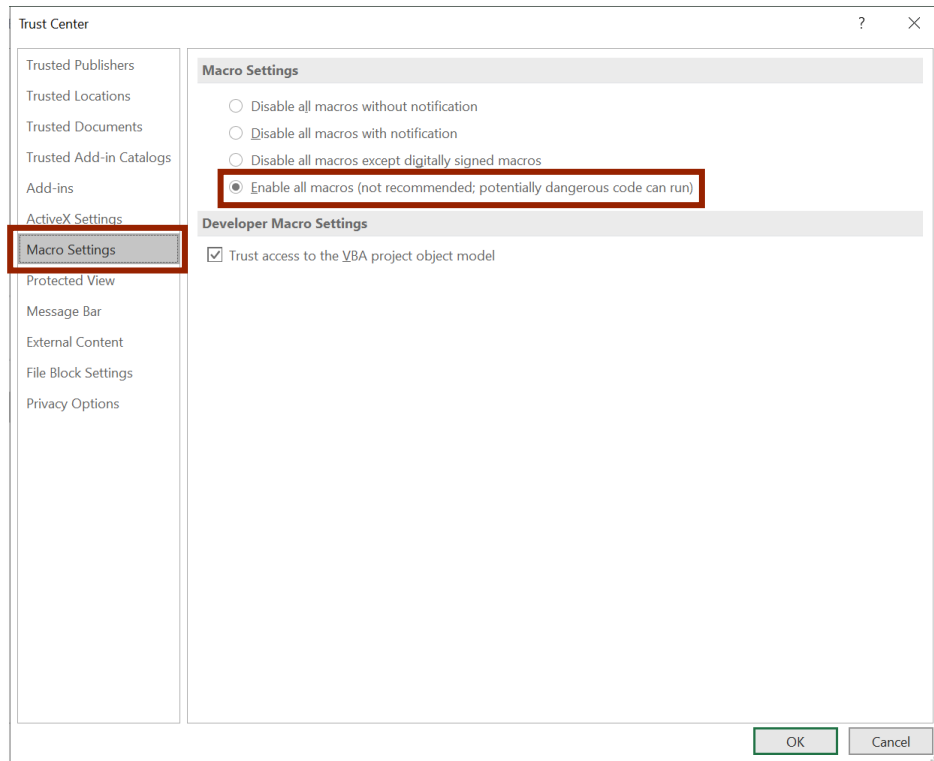
**Microsoft Excel Options Screen**

7. Click the **ActiveX Settings** option. Select the **Enable all controls without restrictions and without prompting** option.



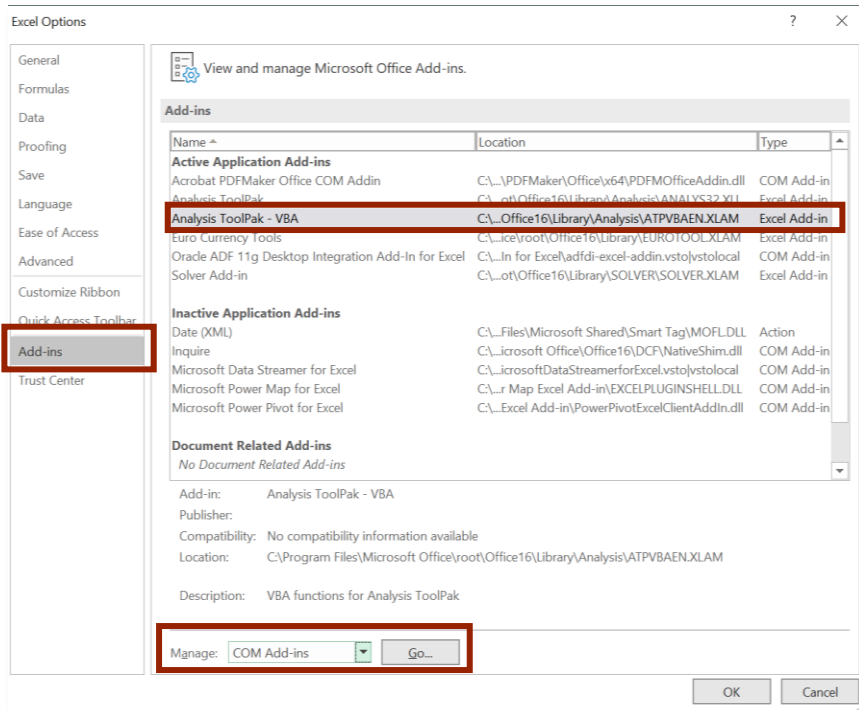
*Microsoft Excel Trust Center*

- 8. Select the **Macro Settings** option. Select the **Enable all macros** and the **Trust access to the VBA project object model** options.



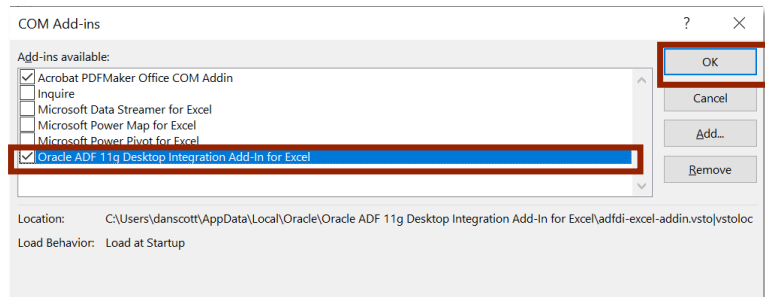
*Microsoft Excel Macro Settings*

- Navigate back to Excel Options and select the **Add-Ins options**. Click **Analysis Toolpak – VBA** and **COM Add-Ins** at the bottom of the page, then select [GO].



*Microsoft Excel Add-Ins*

- Select the **Oracle ADF 11g Desktop Integration** for Excel check box, then click [OK].



*Microsoft Excel COM Add-Ins*



**User Tip:** It is suggested that users who repeatedly use NCFs' spreadsheet upload functionality should update their ADFDI plugin after each NCFs Oracle patch upgrade by performing the steps in this guide to avoid any interruption in the use of their system.

## Wrap Up

NCFS has quarterly updates, and this may cause the plug-in to be updated (if necessary) quarterly. The user will be able to complete the upload process when needed after the installation process and the additional setup tasks for Microsoft Excel are complete. The ADFDI requires the user to log in again prior to completing the spreadsheet upload tasks. Upon completion of the steps above, users can use the NCFS Spreadsheet Upload functionality with the ADFDI plugin installed into MS Excel. Users can create and upload a single or multiple journal entries/transfers using the spreadsheet upload functionality.

## Additional Resources

For more information on the Spreadsheet functionality, please review the following materials:

### Web Based Training (WBT)

- None

### Instructor Led Training (ILT)

- GL 100: Journal Entry
- IC 100: Transfer Entry and Receiving

### Quick Reference Guides (QRGs)

- Entering Journal Entries via Spreadsheet Upload
- Creating a Transfer (via Spreadsheet Upload)