CM-14 General Fund Cash Balance Report

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to explain how to install the ADFDI application for the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG provides General Ledger (GL) Journal Entry users step-by-step instructions for installing the Application Development Framework Desktop Integration (ADFDI) application in the NCFS. 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 & Acronyms	Description
Application Development Framework Desktop Integration (ADFDI)	ADFDI enables desktop integration with MS Excel spreadsheets to enter journal entries via Excel.

User Tip

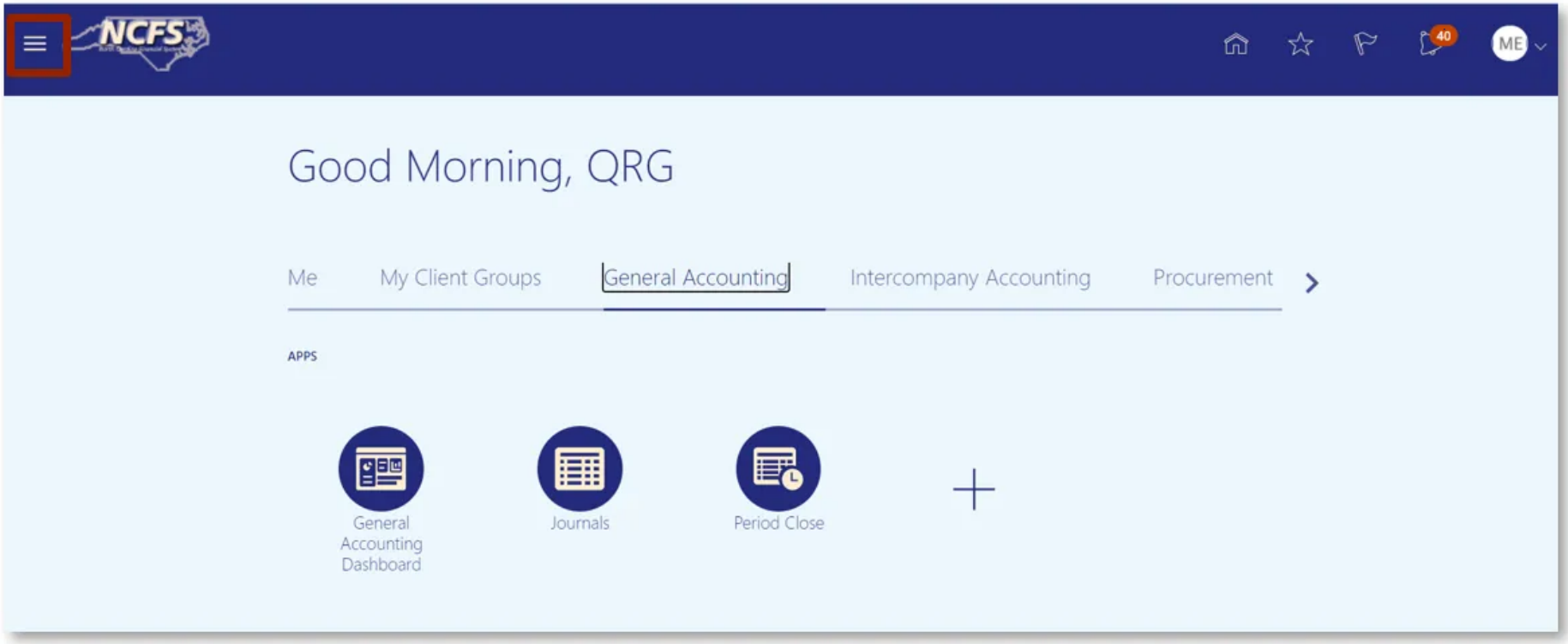
All first-time users should ensure at log-in, the browser cache is empty prior to initiating the log-on sequence.

ADFDI Install

To install the ADFDI plug-in, please follow the steps below. There are 10 steps to complete this process.

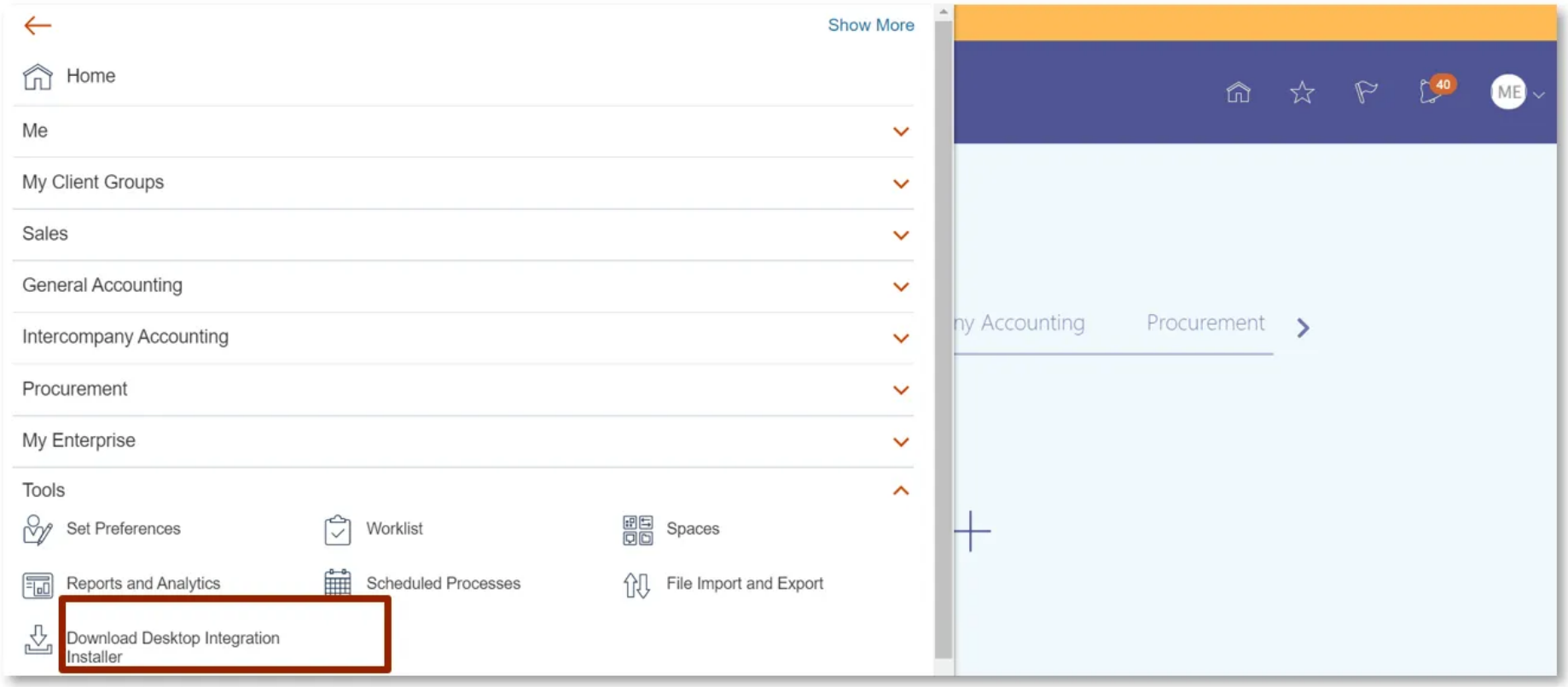
Step 1. Click the **Navigator** icon found in the left corner of the home page.

Image



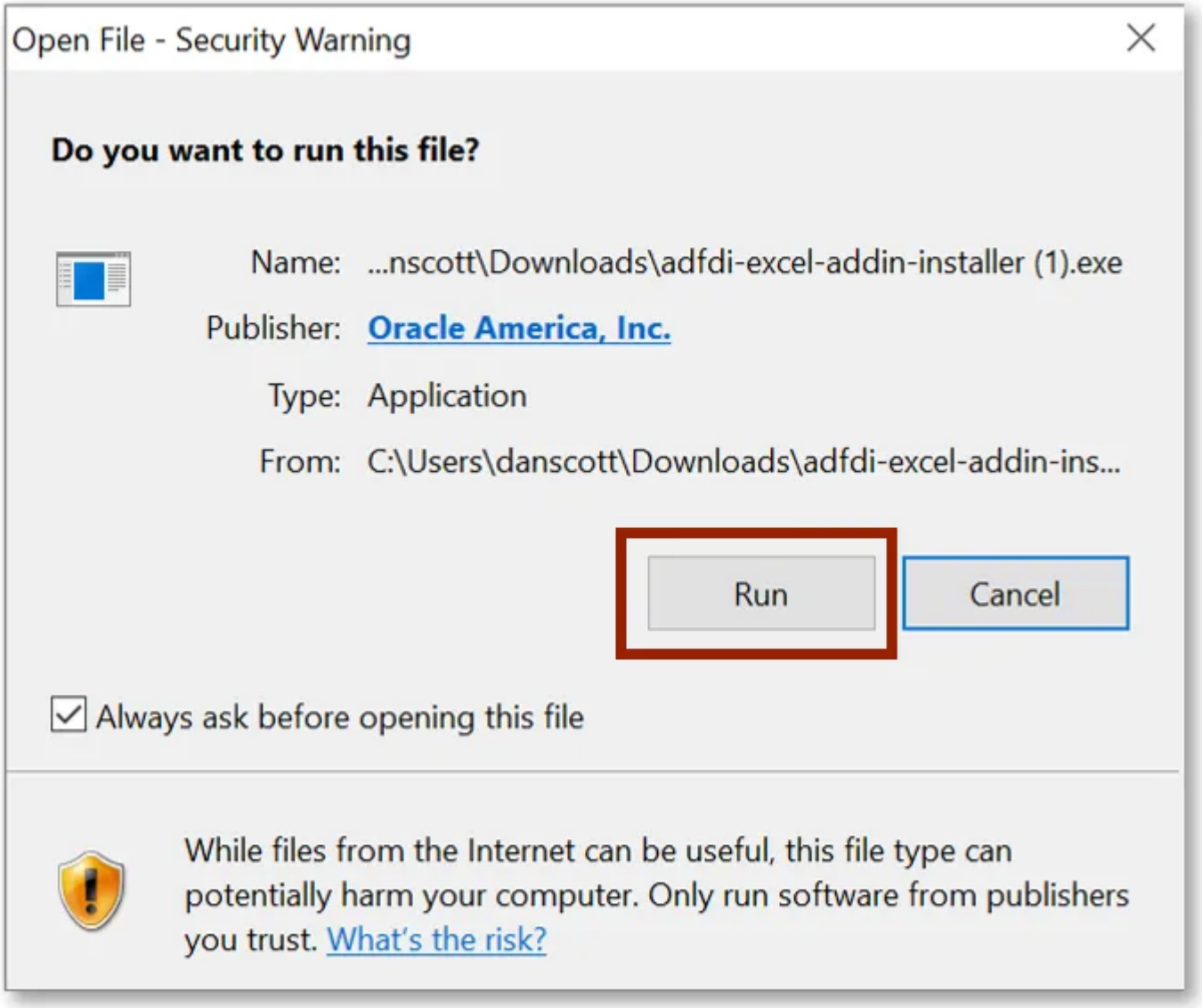
Step 2. Navigate to the **Tools Group** and click the **Download Desktop Integration Installer**.

Image



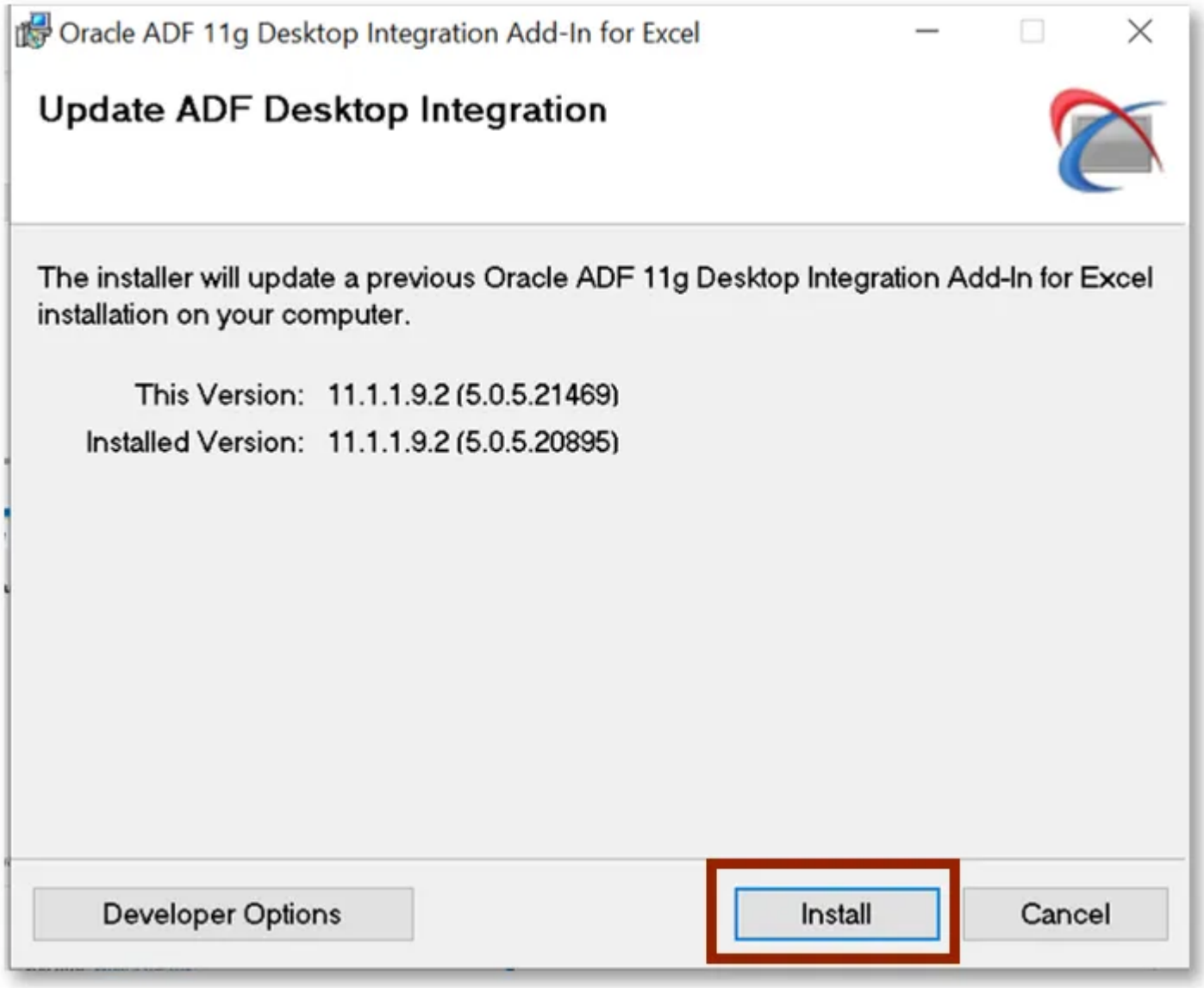
Step 3. Click the **Run** option to install.

Image



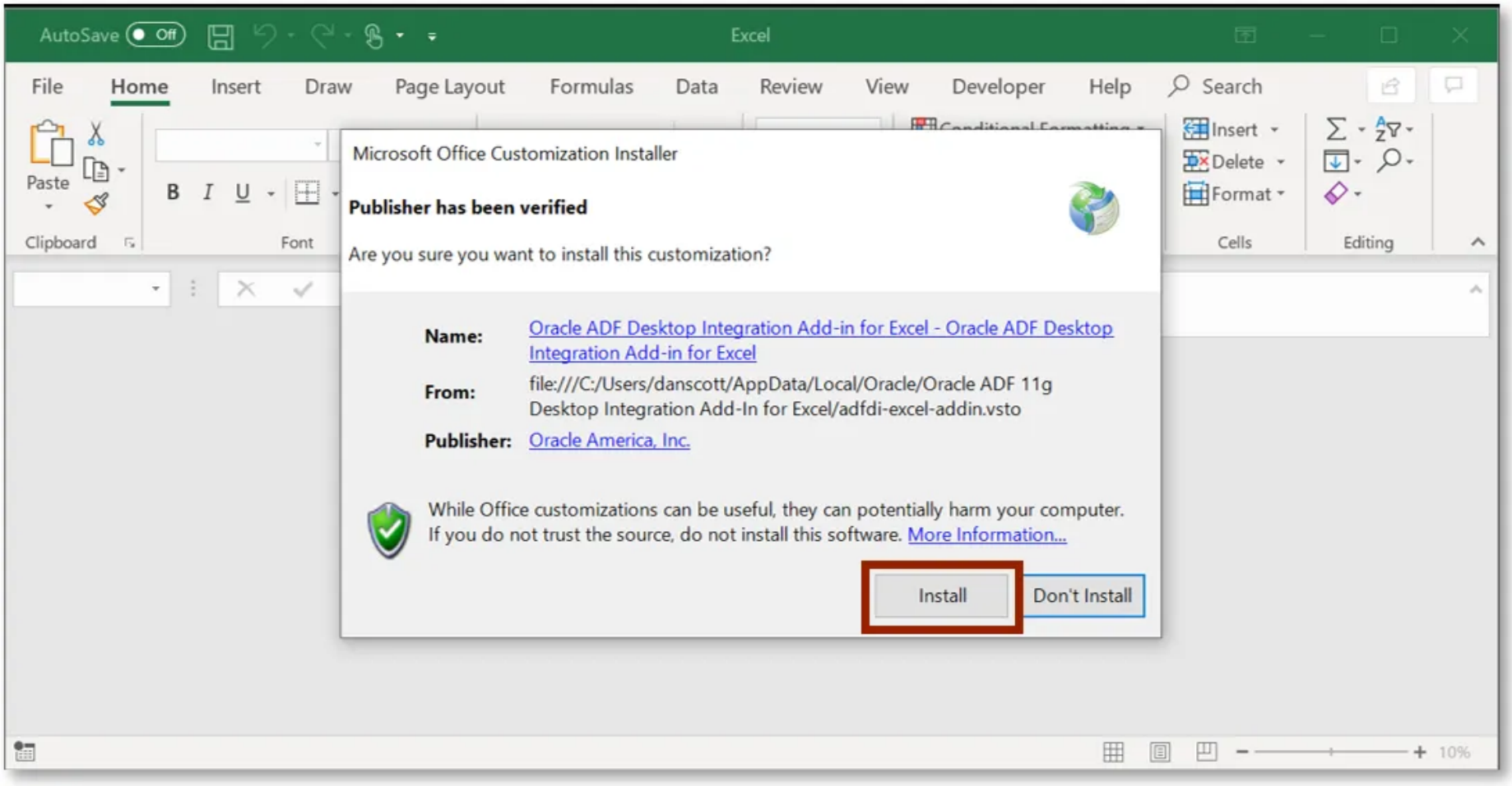
Step 4. Click the **Install** option.

Image



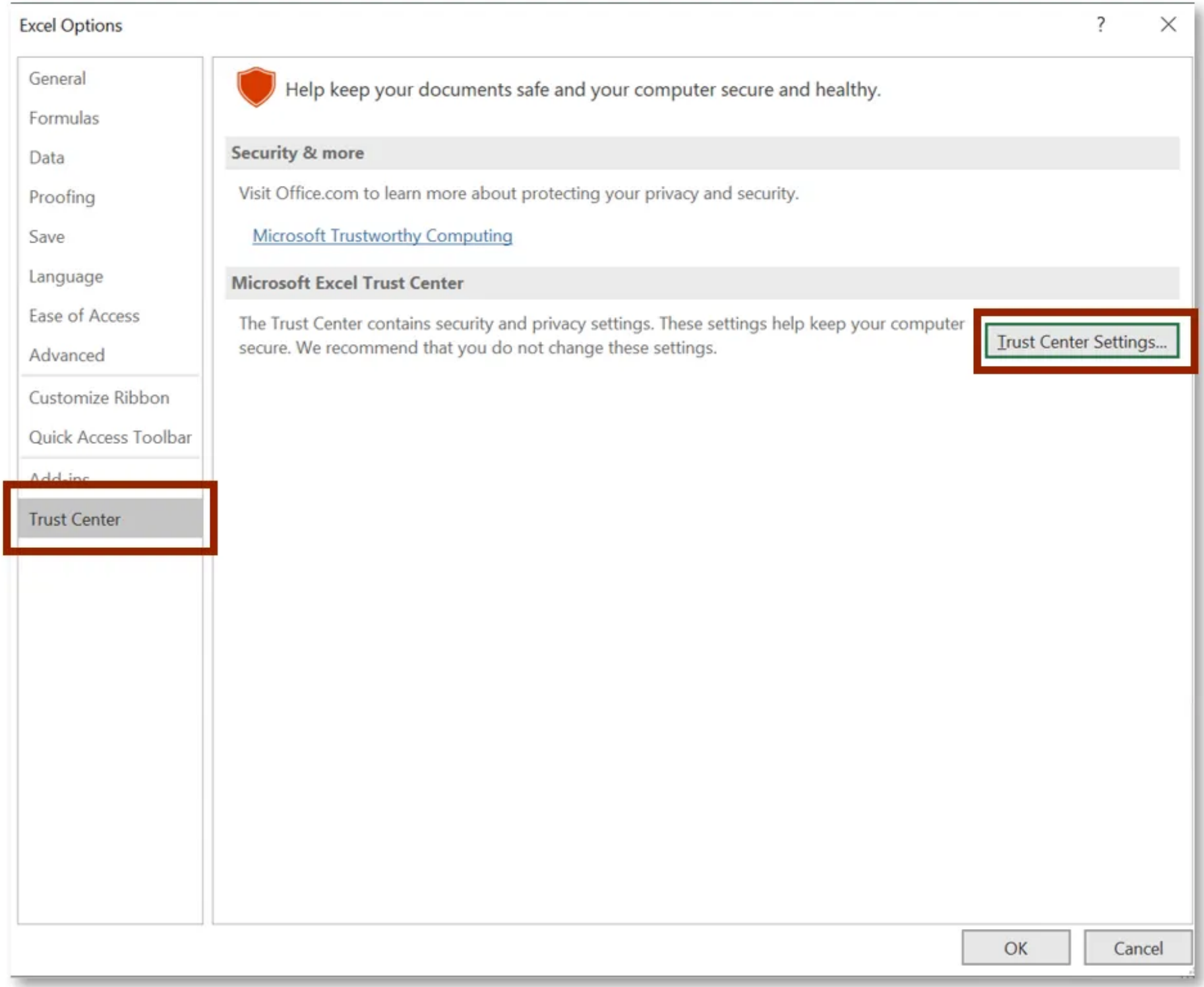
Step 5. After successful download, open Microsoft Excel to complete the additional setup steps. A popup appears verifying that Add-in installation. Click the **Install** option.

Image



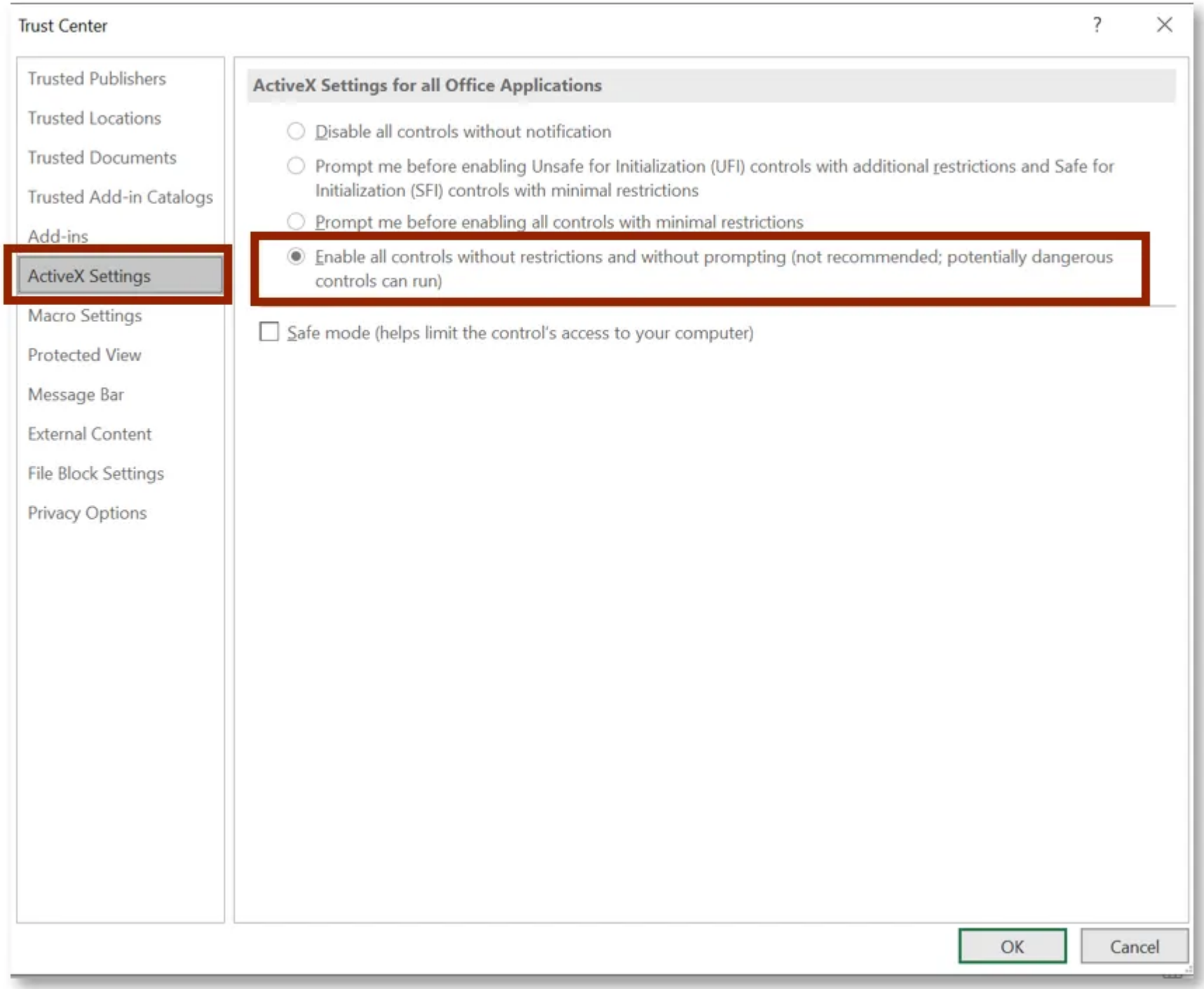
Step 6. Click **Trust Center** and then click **Trust Center Settings**.

Image


Excel Options
General
Formulas
Data
Proofing
Save
Language
Ease of Access
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
Help keep your documents safe and your computer secure and healthy.
Security & more
Visit Office.com to learn more about protecting your privacy and security.
Microsoft Trustworthy Computing
Microsoft Excel Trust Center
The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.
Trust Center Settings...
OK
Cancel

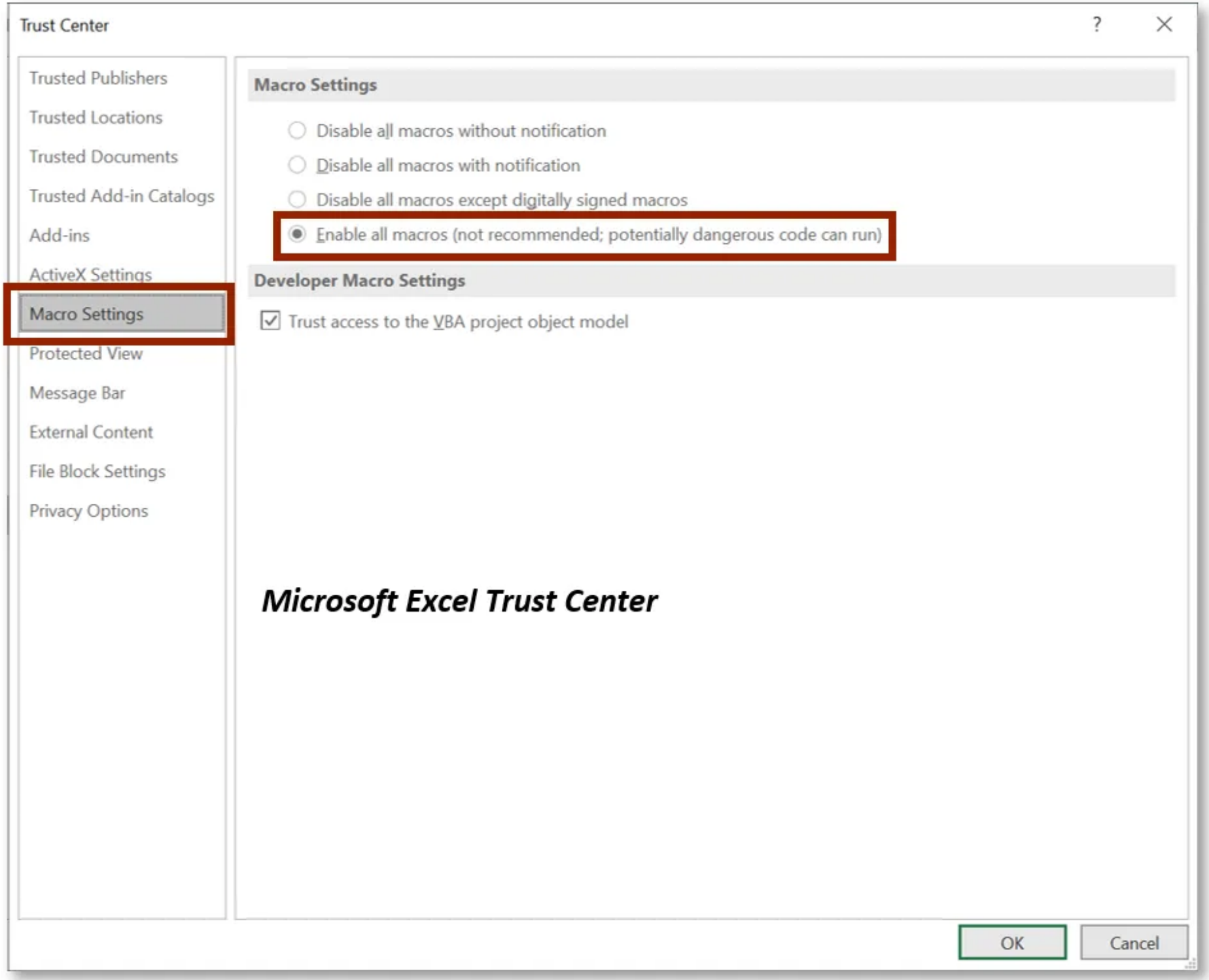
Step 7. Click the **ActiveX Settings** option. Select the **Enable all controls without restrictions and without prompting option**.

Image


Trust Center
Trusted Publishers
Trusted Locations
Trusted Documents
Trusted Add-in Catalogs
Add-ins
ActiveX Settings
Macro Settings
Protected View
Message Bar
External Content
File Block Settings
Privacy Options
ActiveX Settings for all Office Applications
Disable all controls without notification
Prompt me before enabling Unsafe for Initialization (UFI) controls with additional restrictions and Safe for Initialization (SFI) controls with minimal restrictions
Prompt me before enabling all controls with minimal restrictions
Enable all controls without restrictions and without prompting (not recommended; potentially dangerous controls can run)
Safe mode (helps limit the control's access to your computer)
OK
Cancel

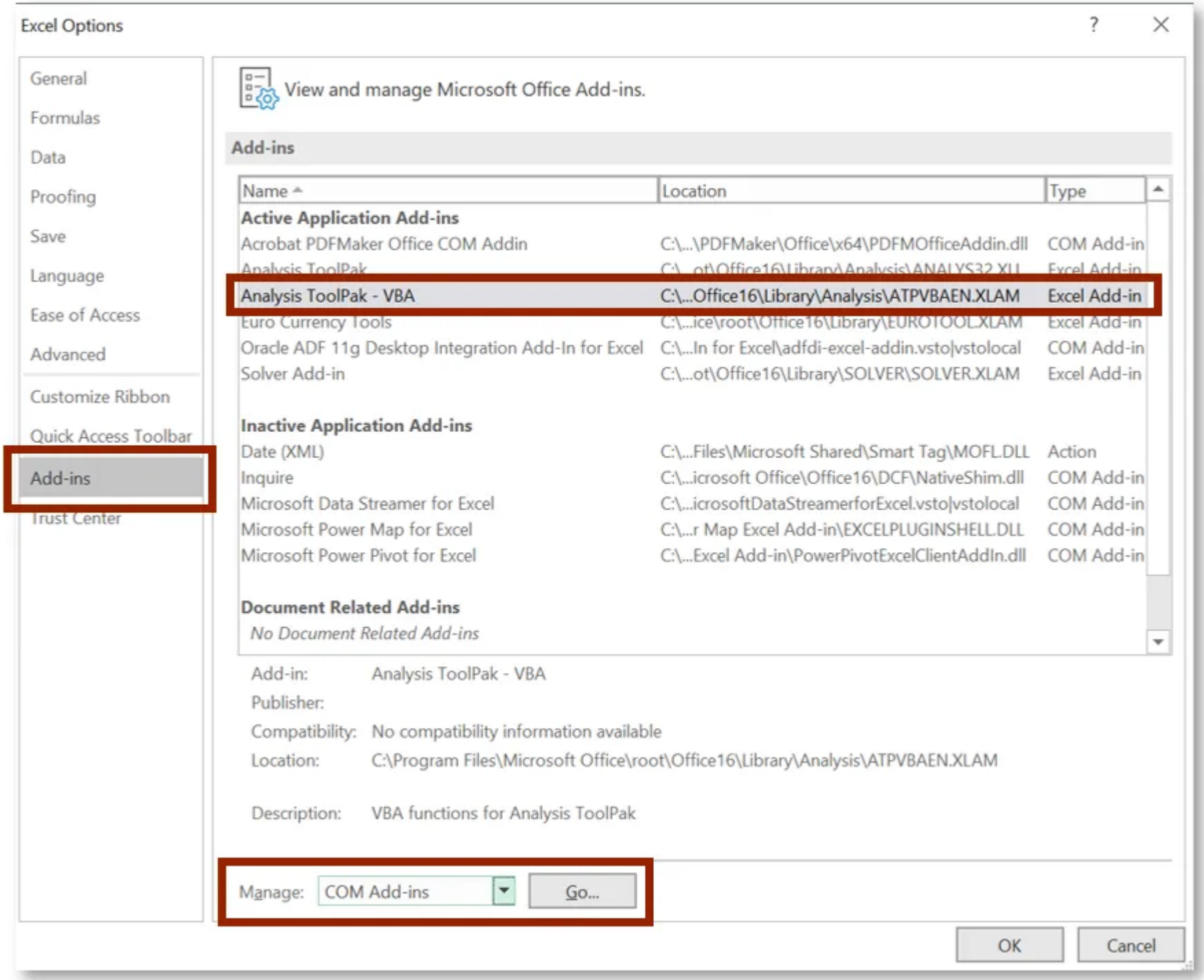
Step 8. Select the **Macro Settings** option. Select the **Enable all macros** and the **Trust access to the VBA project object model options**.

Image


Trust Center
Trusted Publishers
Trusted Locations
Trusted Documents
Trusted Add-in Catalogs
Add-ins
ActiveX Settings
Macro Settings
Protected View
Message Bar
External Content
File Block Settings
Privacy Options
Macro Settings
Disable all macros without notification
Disable all macros with notification
Disable all macros except digitally signed macros
Enable all macros (not recommended; potentially dangerous code can run)
Developer Macro Settings
Trust access to the VBA project object model
Microsoft Excel Trust Center
OK
Cancel

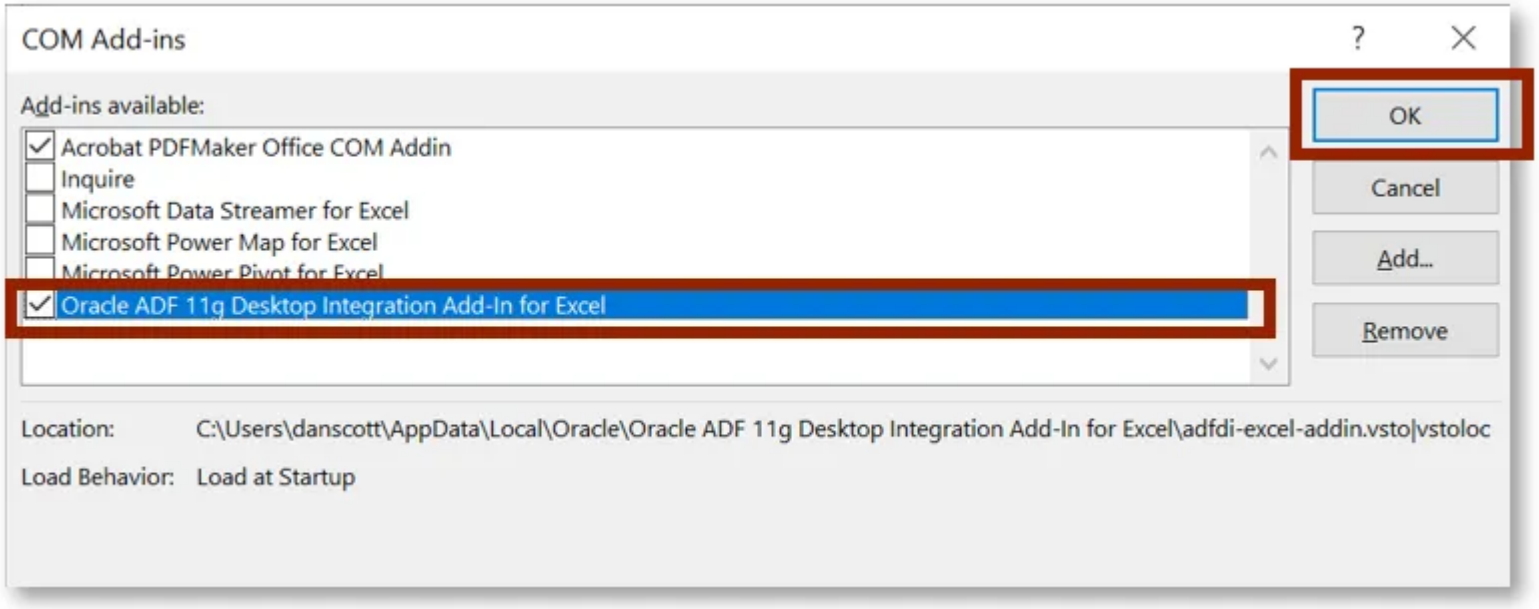
Step 9. Navigate back to **Excel Options** and select the **Add-Ins options**. Click **Analysis Toolpak – VBA** and **COM Add-Ins** at the bottom of the page, then select **Go**.

Image


Excel Options
General
Formulas
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Save
Language
Ease of Access
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Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
View and manage Microsoft Office Add-ins.
Add-ins
Name
Location
Type
Active Application Add-ins
Acrobat PDFMaker Office COM Addin
C:\...\PDFMaker\Office\x64\PDFMOfficeAddin.dll
COM Add-in
Analysis ToolPak
Excel Add-in
Analysis ToolPak - VBA
C:\...Office16\Library\Analysis\ATPVBAEN.XLAM
Excel Add-in
Euro Currency Tools
Excel Add-in
Oracle ADF 11g Desktop Integration Add-In for Excel
COM Add-in
Solver Add-in
C:\...ot\Office16\Library\SOLVER\SOLVER.XLAM
Excel Add-in
Inactive Application Add-ins
Date (XML)
C:\...Files\Microsoft Shared\Smart Tag\MOFL.DLL
Action
Inquire
COM Add-in
Microsoft Data Streamer for Excel
COM Add-in
Microsoft Power Map for Excel
COM Add-in
Microsoft Power Pivot for Excel
COM Add-in
Document Related Add-ins
No Document Related Add-ins
Add-in: Analysis ToolPak - VBA
Publisher:
Compatibility: No compatibility information available
Location: C:\Program Files\Microsoft Office\root\Office16\Library\Analysis\ATPVBAEN.XLAM
Description: VBA functions for Analysis ToolPak
Manage: COM Add-ins
Go...
OK
Cancel

Step 10. Select the **Oracle ADF 11g Desktop Integration** for Excel check box, then click **OK**.

Image



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

- Instructor Led Training (ILT)
  - GL100c: Journal Entry
  - IC100c: Transfer Entry and Receiving

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