

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.
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User Tip

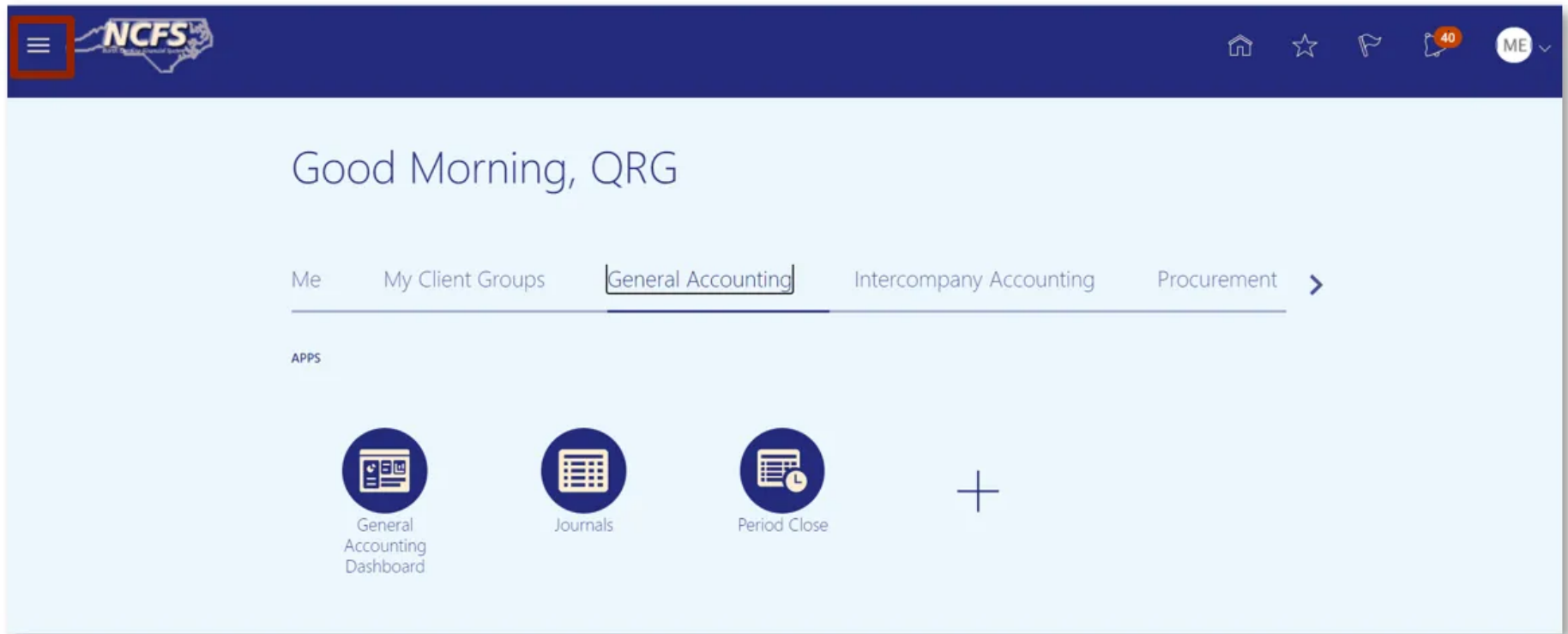
All first-time users should ensure at log-in, the browser cache is empty prior to initiating the log-on sequence.

ADFDI Install

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

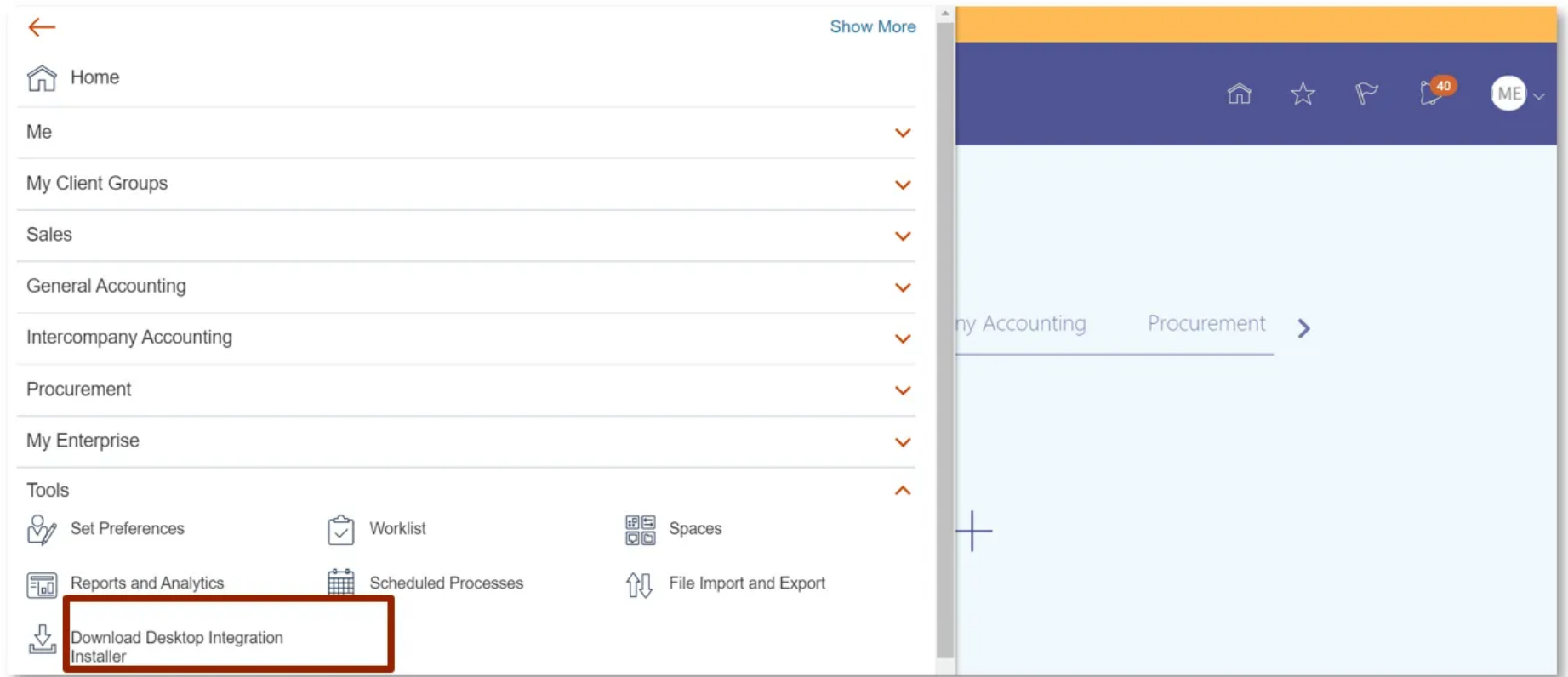
Step 1. Click the **Navigator** icon found in the left corner of the home page.

Image



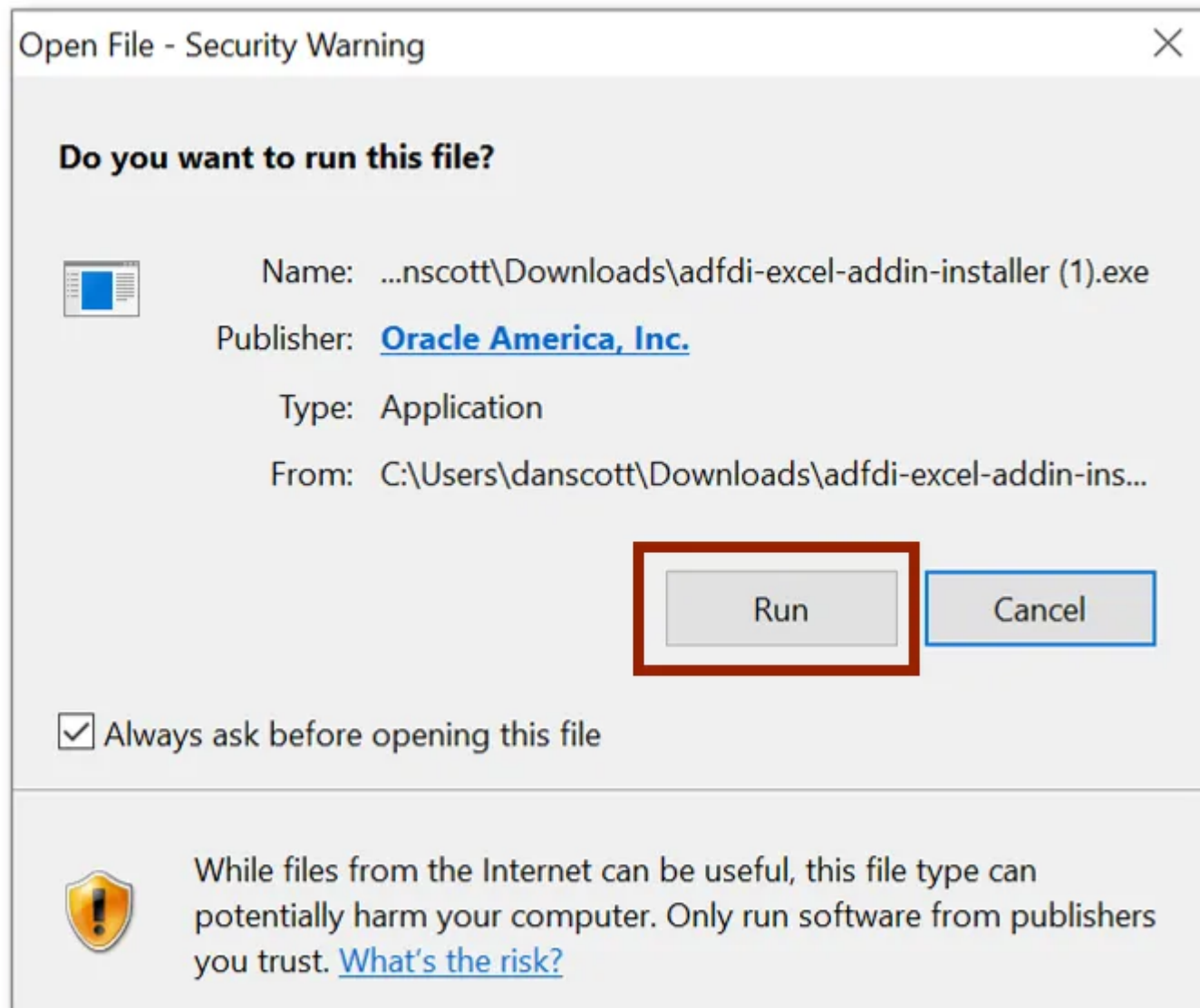
Step 2. Navigate to the **Tools Group** and click the **Download Desktop Integration Installer**.

Image



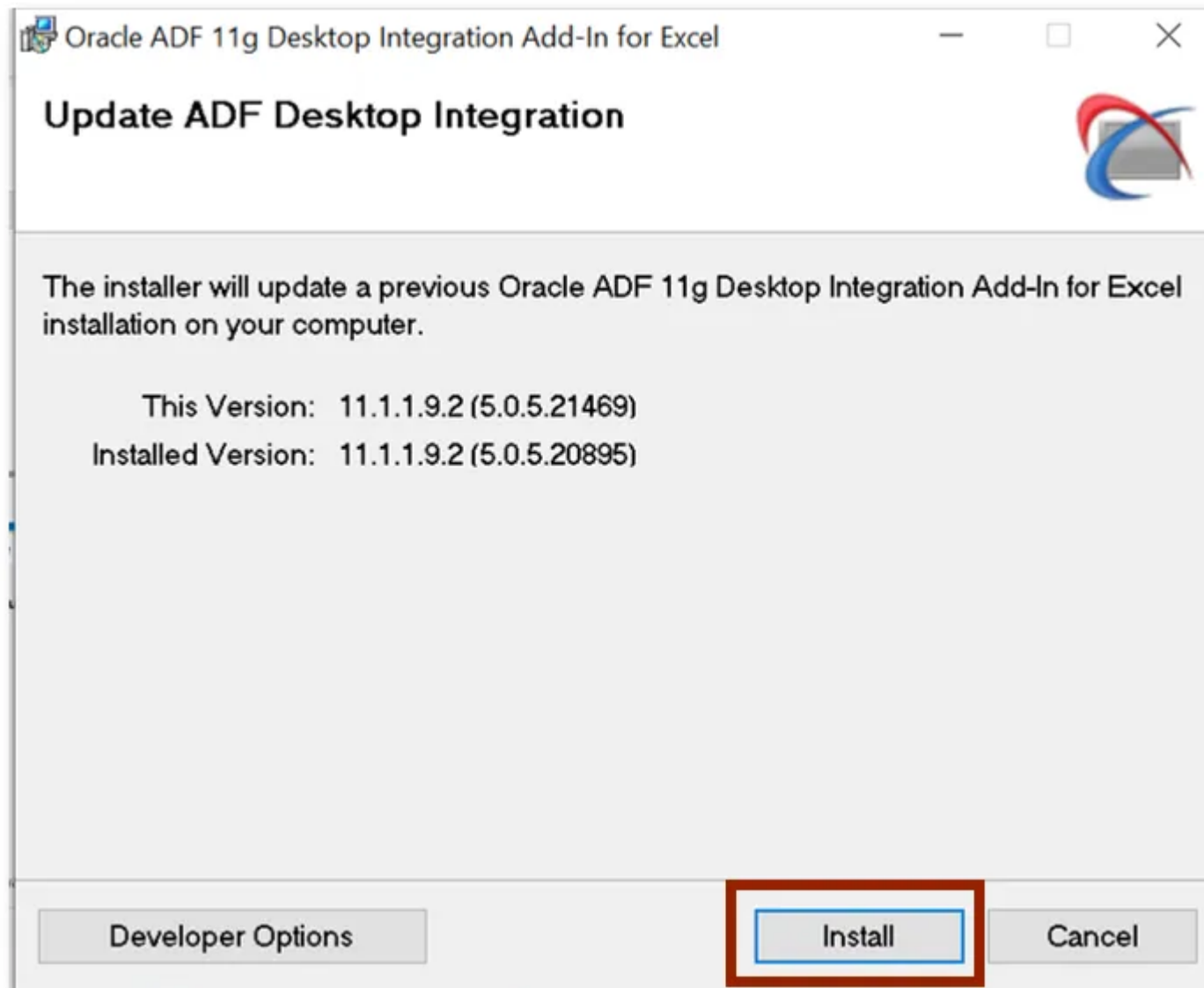
Step 3. Click the **Run** option to install.

Image



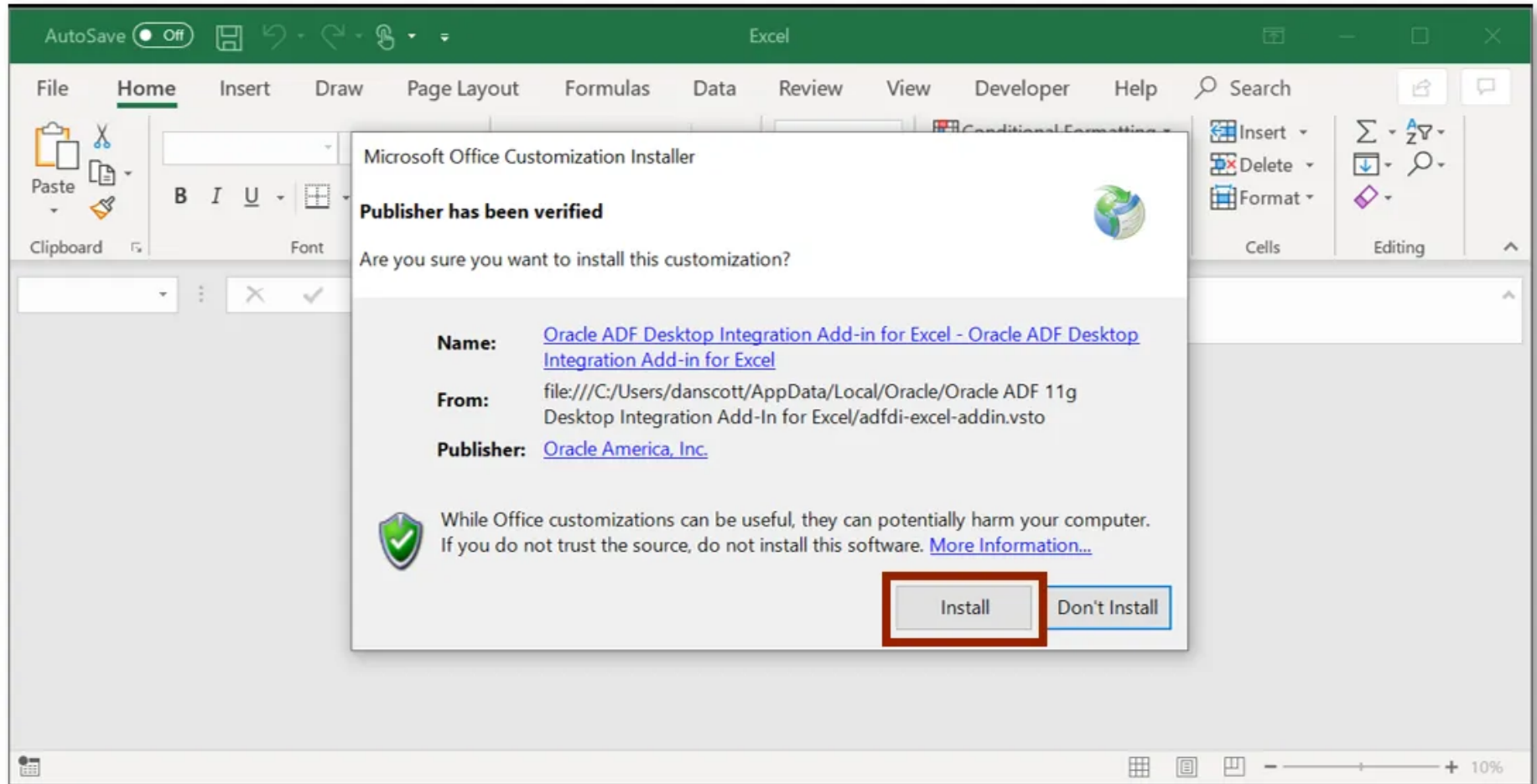
Step 4. Click the **Install** option.

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

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)

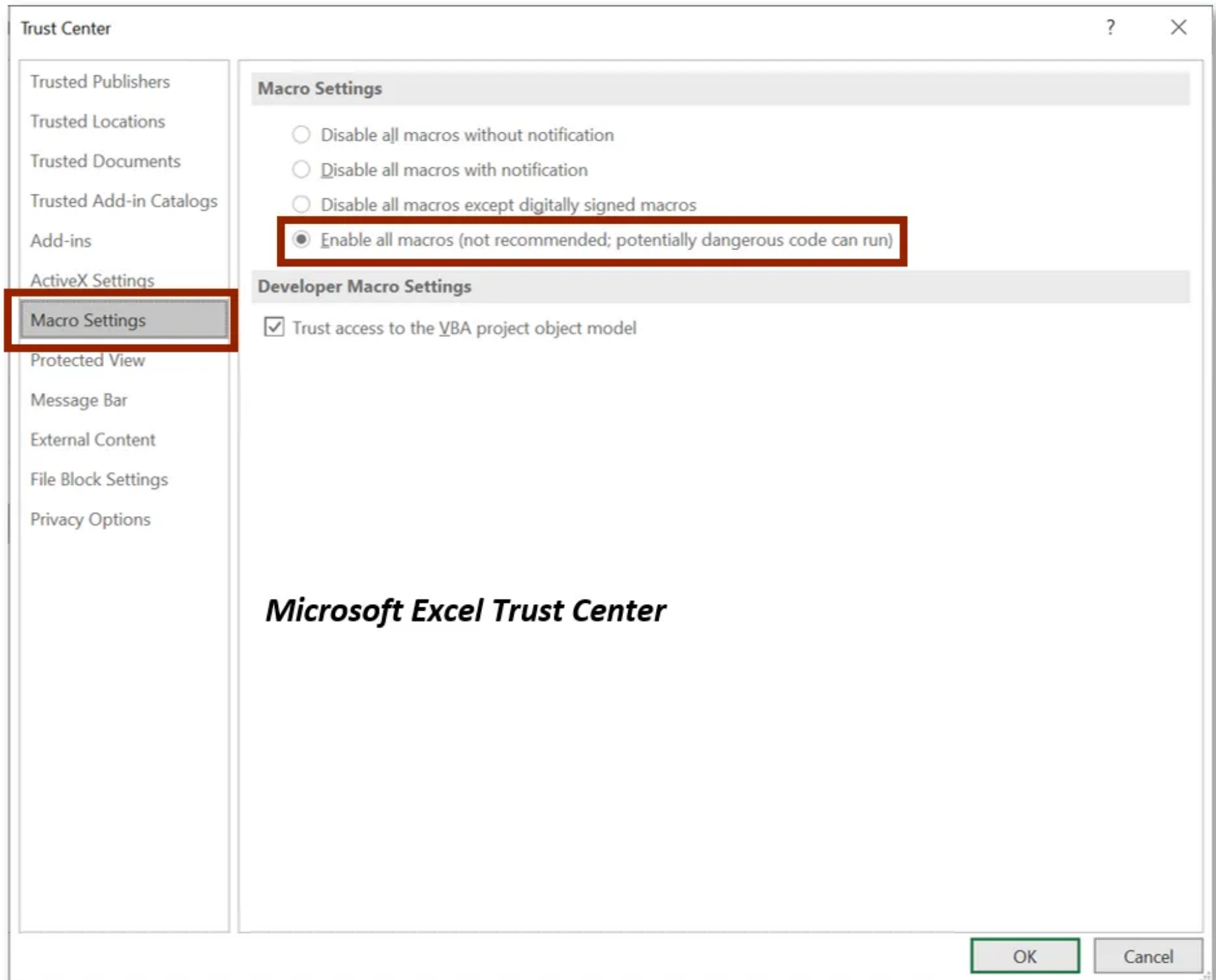
☐ Safe mode (helps limit the control's access to your computer)

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



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



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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	C:\...\ot\Office16\Library\Analysis\ANALYS32.XLL	Excel Add-in	
Analysis ToolPak - VBA	C:\...\Office16\Library\Analysis\ATPVBAEN.XLAM	Excel Add-in	
Euro Currency Tools	C:\...\ice\root\Office16\Library\EUROTOOL.XLAM	Excel Add-in	
Oracle ADF 11g Desktop Integration Add-In for Excel	C:\...\In for Excel\adfdi-excel-addin.vsto\vstolocal	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	C:\...\icrosoft Office\Office16\DCF\NativeShim.dll	COM Add-in	
Microsoft Data Streamer for Excel	C:\...\icrosoftDataStreamerforExcel.vsto\vstolocal	COM Add-in	
Microsoft Power Map for Excel	C:\...\r Map Excel Add-in\EXCELPLUGINSHELL.DLL	COM Add-in	
Microsoft Power Pivot for Excel	C:\...\Excel Add-in\PowerPivotExcelClientAddIn.dll	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



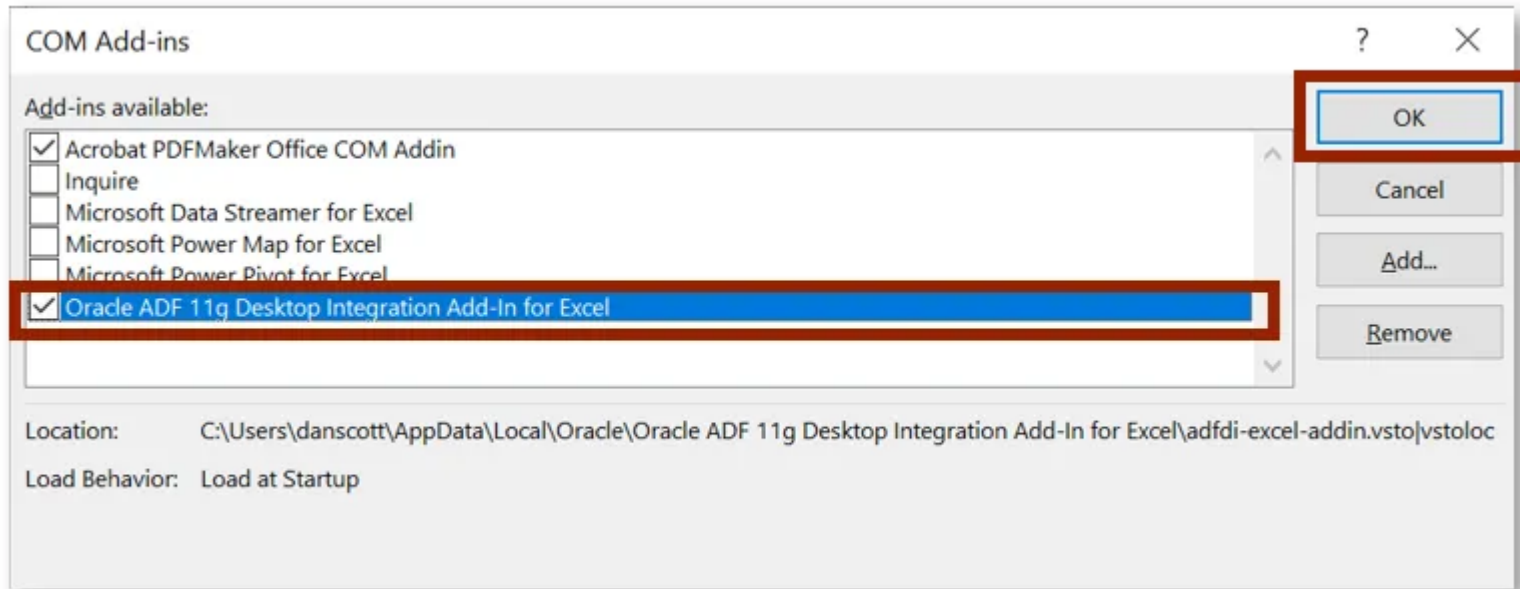
Go...

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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