



ADJUST SECURITY SETTINGS FOR THE ADI JOURNAL

1. TURN OFF THE POP-UP BLOCKER

Open Internet Explorer>Navigate to Tools>Pop- up blocker> **Turn off Pop-up blocker.**

2. ADD TRUSTED SITES

- a. Navigate to Tools > Internet Options > Security Tab > Trusted sites icon > click on **Sites.**
- b. Uncheck box: **Require server verification (https:) for all sites in this zone.**
- c. In the field **Add this website to the zone:**
 - Enter http://*.harvard.edu and click **Add**
 - Enter https://*.harvard.edu and click **Add**
- d. Click **OK** and if prompted, click **Yes.**

3. ENABLE TRUSTED SITES-ACTIVE X

- a. Navigate to Tools > Internet Options > Security tab > the Trusted Sites icon > click on **Custom Level.**
 - b. Scroll to the **ActiveX controls and plug-ins.**
 - c. For **Initialize and script ActiveX controls not marked as safe for scripting**, select **Enable.**
 - d. Click **OK.**
- a. Click **OK.**

IF YOU ARE USING EXCEL 2013 or 2016

- a. Open **Excel.**
- b. Go File tab > Options > Trust Center > Trust Center Settings > Macro Settings > Select the radio button; **Disable all macros with notification** > Check the **Trust access to VBA project object model.**
- c. Click **OK.**



CREATE AN ADI JOURNAL

HOW TO ACCESS THE ADI JOURNAL TEMPLATE

1. Log on to the FAS Office of Finance website: <http://finance.fas.harvard.edu/>
2. Under **Forms-Quick Links** (located on the right side of the page), click on **ADI Journal Template** (most current version is dated 1/24/18).
3. Click open to download the worksheet.
4. Click **Enable Contents** and this will launch the **Journal Template** for use. (If you use the template on a regular basis, please download the template and save it to your desktop. If you use the journal template infrequently, please access the template from the FAS website to ensure you are using the correct version.

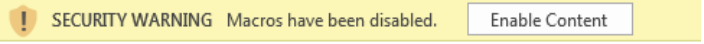
HOW TO ENTER DATA ON THE WORKSHEET

See pages 4-16 of the FAS *General Ledger Journal Voucher Memo* for more detailed instructions at:
http://finance.fas.harvard.edu/files/fas_finance/files/adi_journal_instruction_guide_nov_2015.pdf?m=1448376181

1. Category: **Adjustment** (for any changes to coding) or **Internal Billing** (to charge another org for services provided).
2. Accounting Date: **DD-MMM-YY (current date)**
3. Group ID: **Your 5- or 7- digit phone number (no hyphen). However, please leave the Group ID section blank for Journals being sent to finjrnl@fas.harvard.edu.**
4. Batch Name: **TUB^Org number^Your initials^Description^Today's date**
5. Batch Description: The reason for your journal transaction, e.g., Change object code to office supplies per Department Administrator.
6. Journal Name: **TUB^ Org number ^Your initials^ Description^ Today's date (Copy and paste from Batch Name. However, please leave the Journal Name section blank for Journals being sent to finjrnl@fas.harvard.edu).**
7. Journal Description: <Copy and paste from Batch Description>
8. Insert new rows as many as you want between rows 17 and 26 (see message in column M of the ADI template).
9. Each chart segment should be in its own column, C through I. Use the tab keys as you insert each segment of the 33 digit code.
10. In Column J, enter the **Debit** dollar amount.
11. In Column K, enter the **Credit** dollar amount.
12. In Column L, enter the **Line Description**.
13. From the **Menu bar**, click on **File >Save As**.
14. If this is a payroll journal, enter the **employee HUID, name, and period of work performed** in the **Descriptive Flex Field (DFF)** in Column N.




UPLOAD THE ADI JOURNAL

1. Connect to the Oracle financial homepage: <http://fss.finance.harvard.edu/applications> and Select **Access Oracle System Applications**.
2. Log on with your HU ID and PIN and locate your General Ledger Responsibility: **HRVD^GL^.....**
3. Click Journals > Generate > ADI > **Create Actuals Journal Worksheet**.
4. Select the version of Excel from the drop down menu: 2010, 2013, and 2016 and click '**Next**' to generate the worksheet. (Note: Internet Explorer may block this site from downloading files; you may need to click on the yellow bar  at the top of the screen to download the file.)
5. Click **Open (with Microsoft Excel default)** on the File Download screen to launch Excel (A blank template will open up and must remain open in order to use the upload functionality.)
6. Click **OK**.
7. Click **Options > Enable Content > OK**. (Once the worksheet loads, **close** the download window.)

HOW TO UPLOAD AND MONITOR THE JOURNAL

1. Return to the journal you have created.
2. From the Menu bar Select > **Add-Ins > Oracle > Upload** and click **Upload**.

If the upload is successful, you will receive a **confirmation number and green smiley face** . If the upload failed, you will receive a detailed explanation of the error(s).
3. From the Menu bar, select **Oracle > Monitor**.
4. Select the **Refresh** button so that the Status indicates **Running**.
5. The **Phase** tab will indicate that the action is **completed** and **Status** is **normal** (If the action and status are not **completed** and **normal**, please see the detailed instructions below or contact the HUIT Helpdesk at extension 5-2777 for further instructions.)
6. **Close** the Monitor screen.

VIEW OUTPUT FILE IN ORACLE (FOR ERRORS)

There are two types of notifications you may receive when a journal doesn't upload properly.

1. You'll receive an **email** from the Help Desk letting you know your Journal ID XXXXXXXX has failed to view the output file.
2. In Oracle, the Monitor Request window (after the journal upload), should indicate the **Phase** as **Complete** and **Status** as **Warning**.

The output file (instructions below) will show the error message. You will be able to determine what the error message is and resubmit the journal.



STEPS TO GET TO THE OUTPUT FILE IN ORACLE

1. Connect to the Oracle financial homepage: <http://fss.finance.harvard.edu/applications> and Select **Access Oracle System Applications**.
2. Log on with your HU ID and PIN and locate your General Ledger Responsibility: **HRVD^GL^.....**
3. Select **Journals > Enter**.
4. Click on **View** from the menu bar.
5. Click on **Requests**.
6. Click on **Find**.
7. The failed journal will be at the top request highlighted in yellow with **Phase** as **Complete** and **Status** as **Warning**.
8. Click on **View Output** and the **HU Journal Entry Detail Report** appears. Read the error message and resubmit the journal entry.

TIPS

- If you time out of Oracle, you can log back in and upload the saved journal.
- Please forward journals with coding **outside your security access** to finjrnl@fas.harvard.edu for processing.
- You can save the 'Create Actuals Journal Worksheet' under your Favorites for easy access.
- Note the confirmation number to help retrieve your journal in Oracle.
- **Green smiley faces** 😊 indicate that the Journal was successfully submitted. **Red sad faces** 😞 indicate that there is a problem with the journal.
- The ADI journal template allows you to use many Excel functions, such as copy and paste, click, drag and insert rows. If you have difficulties uploading the journal, please contact the HUIT Helpdesk @ 5-7777.