Using the Web ADI Template

Enable Macros

To prepare a manual journal entry, open the Web ADI Template in Excel. When prompted, Enable Macros, this creates the ability to communicate with the Oracle general ledger (GL)

Excel 2003

A Security Warning window will open, click Enable Macros.

Enabling Macros will “create” the Oracle toolbar.
Excel 2007

A Security Warning bar will appear, click Options.

A Security Alert window will open; click “Enable this content”. Click OK.
Enabling Macros will “create” the Oracle toolbar under Add-Ins.

Oracle Menu Options (Excel 2003 & 2007):
<table>
<thead>
<tr>
<th><strong>Oracle Menu Option</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>List of Values (LOV)</td>
<td>Any place on the template that indicates “*List” will have a pull down list of values (LOV) for the particular cell you are in</td>
</tr>
<tr>
<td>Upload</td>
<td>Used to send the journal entry to the General Ledger</td>
</tr>
<tr>
<td>Monitor</td>
<td>Lists recent journal entries you have uploaded to GL (will provide confirmation numbers if you have forgotten to write them down)</td>
</tr>
<tr>
<td>About</td>
<td>Information about Oracle</td>
</tr>
</tbody>
</table>

The functionality is now in place to prepare and upload an entry.

**Protected Content Message:** During preparation or upload of your journal, if you get a message about protected content, unprotect the sheet in Excel:

Excel 2003

Tools > Protection > Unprotect Sheet
Excel 2007

Review > Unprotect Sheet