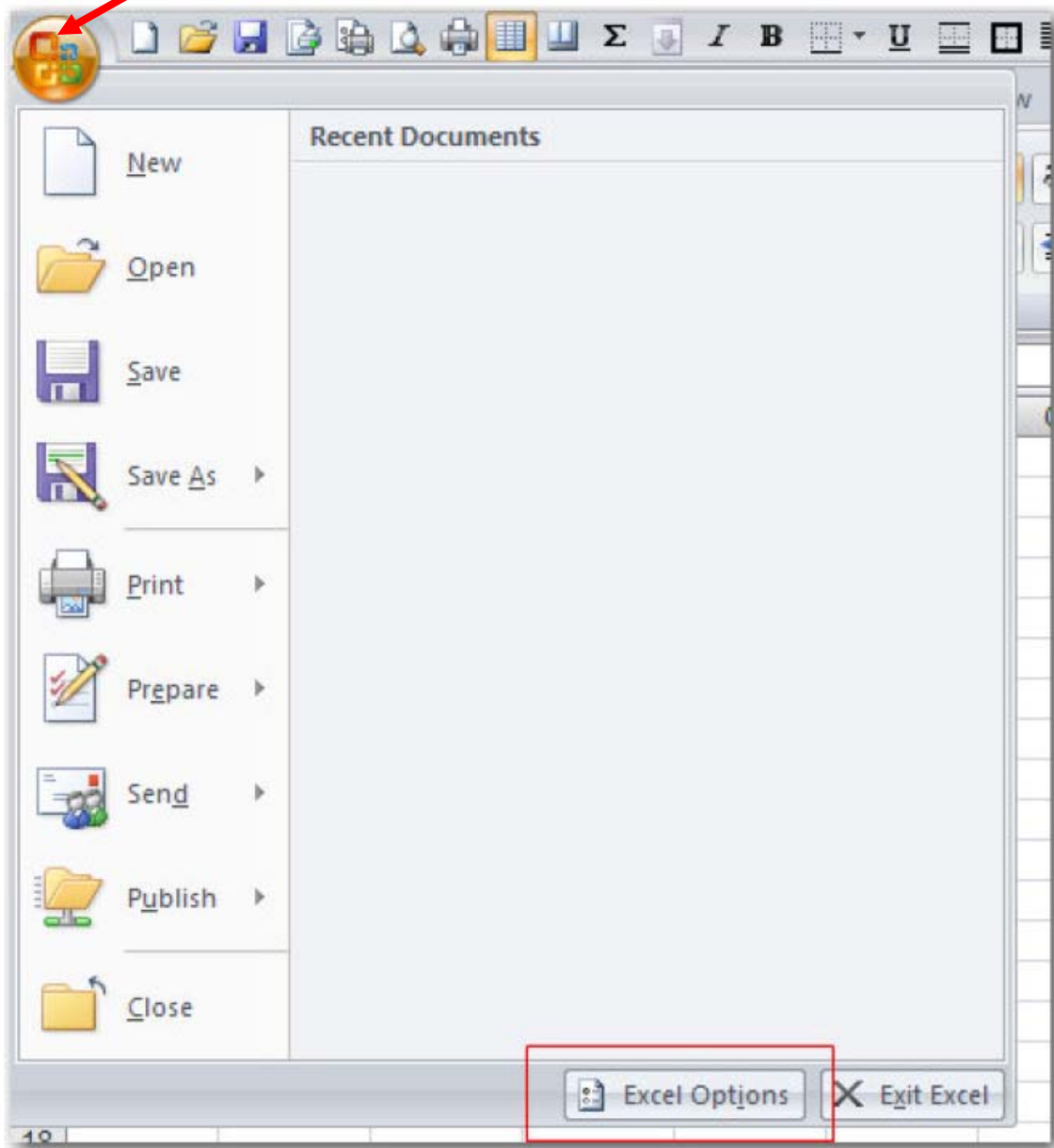


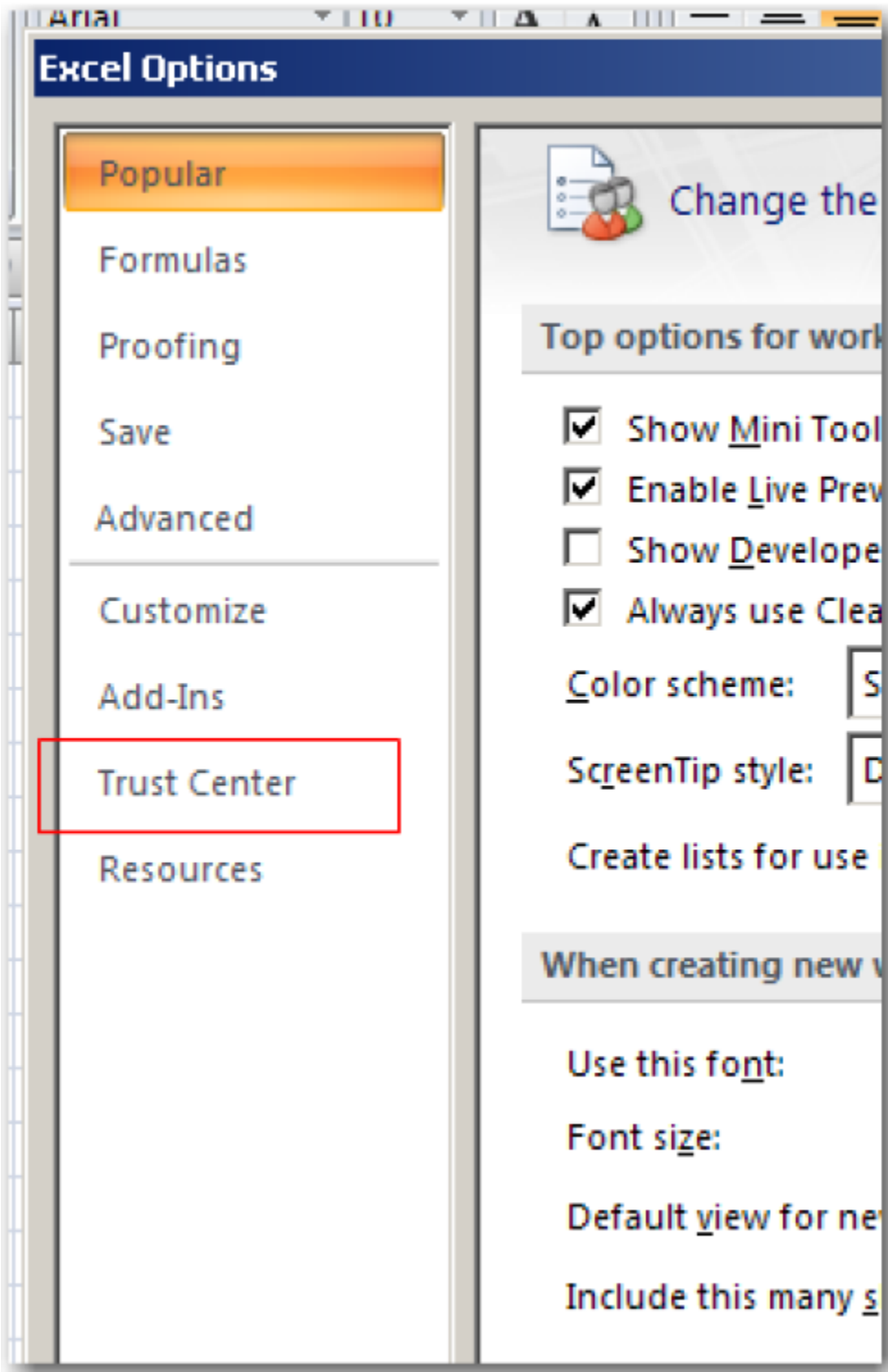
Web ADI Template - Excel 2007 Set Up Procedures

The Web ADI Template is an Excel spreadsheet, due to Macros written to allow communication with the Oracle General Ledger, security settings must be adjusted in Excel and Internet Explorer.

1. Click the Microsoft Office Button in the upper left hand corner, then click Excel Options.



2. Click Trust Center.



3. Click Trust Center Settings

Trust Center

Resources

Security & more

Learn more about protecting your privacy and security from Microsoft Office Online.

[Microsoft Windows Security Center](#)

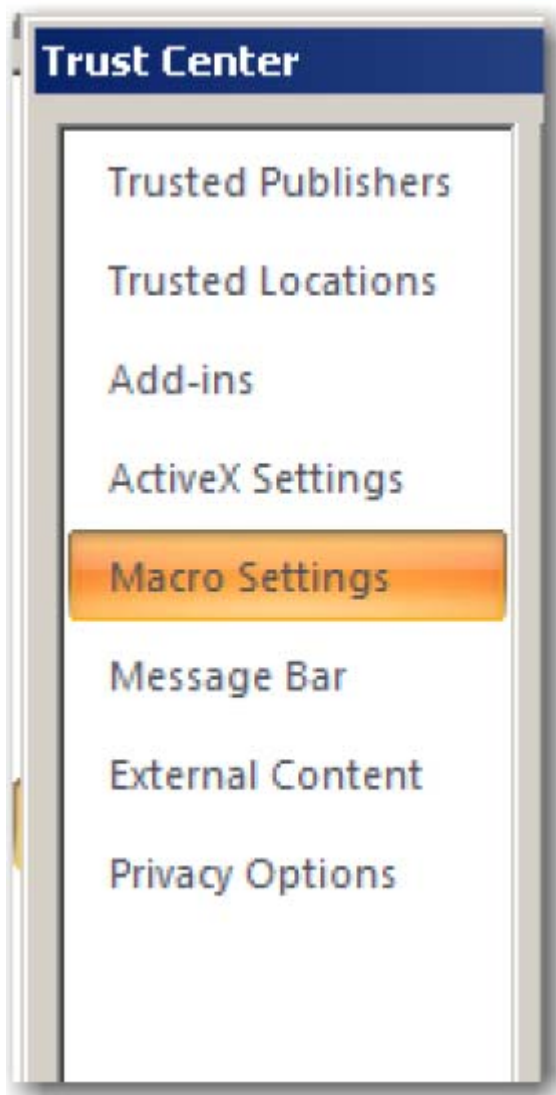
[Microsoft Trustworthy Computing](#)

Microsoft Office 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.

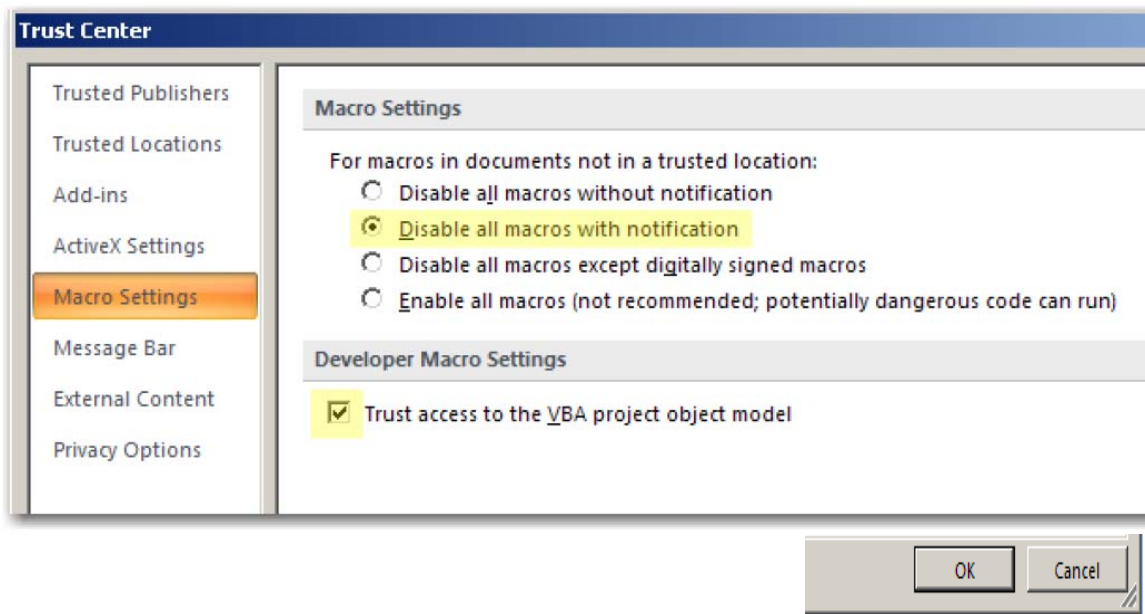
Trust Center Settings...

4. Click Macro Settings



5. Select Settings:

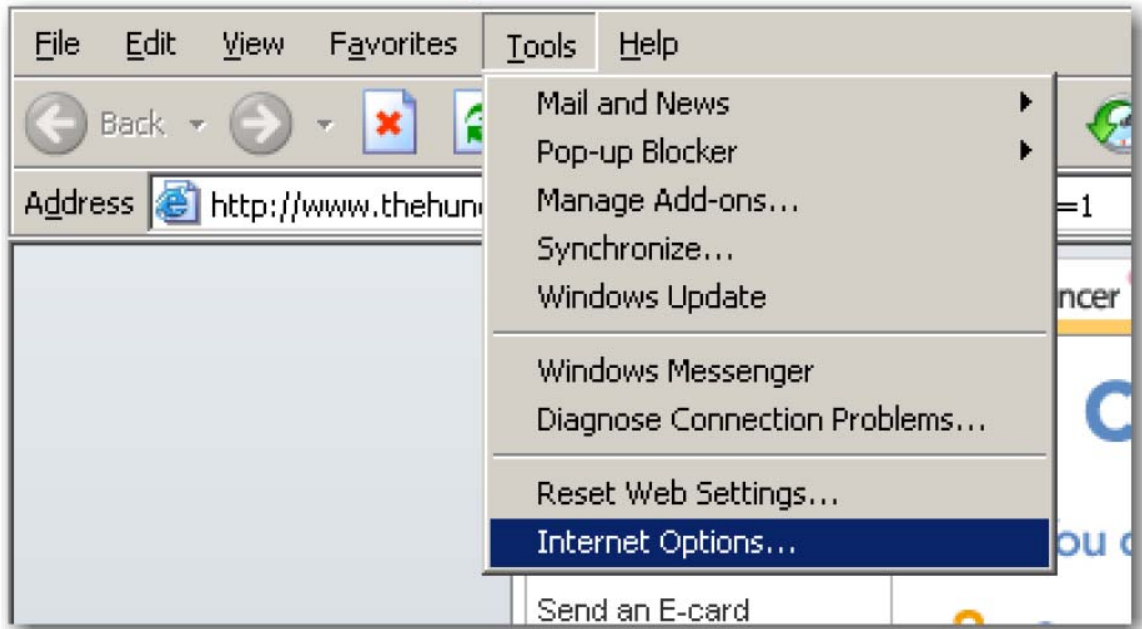
- Disable all macros with notification – This will allow you to choose “Enable Macros” when using the Web ADI Template.
- Trust access to the VBA project object model



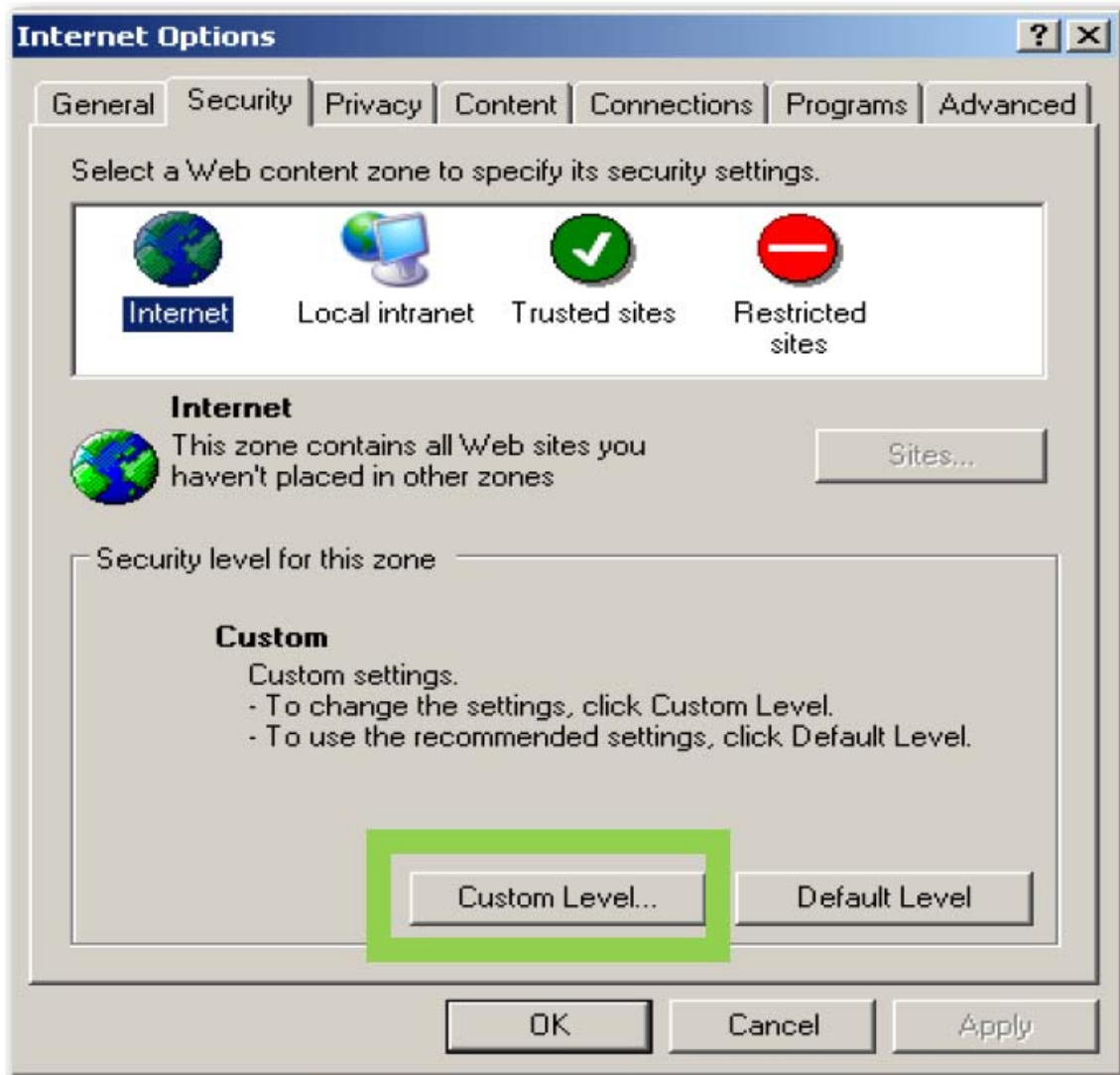
6. Click OK to save the settings

Internet Explorer 7 or 8 (even if this is not the browser you use)

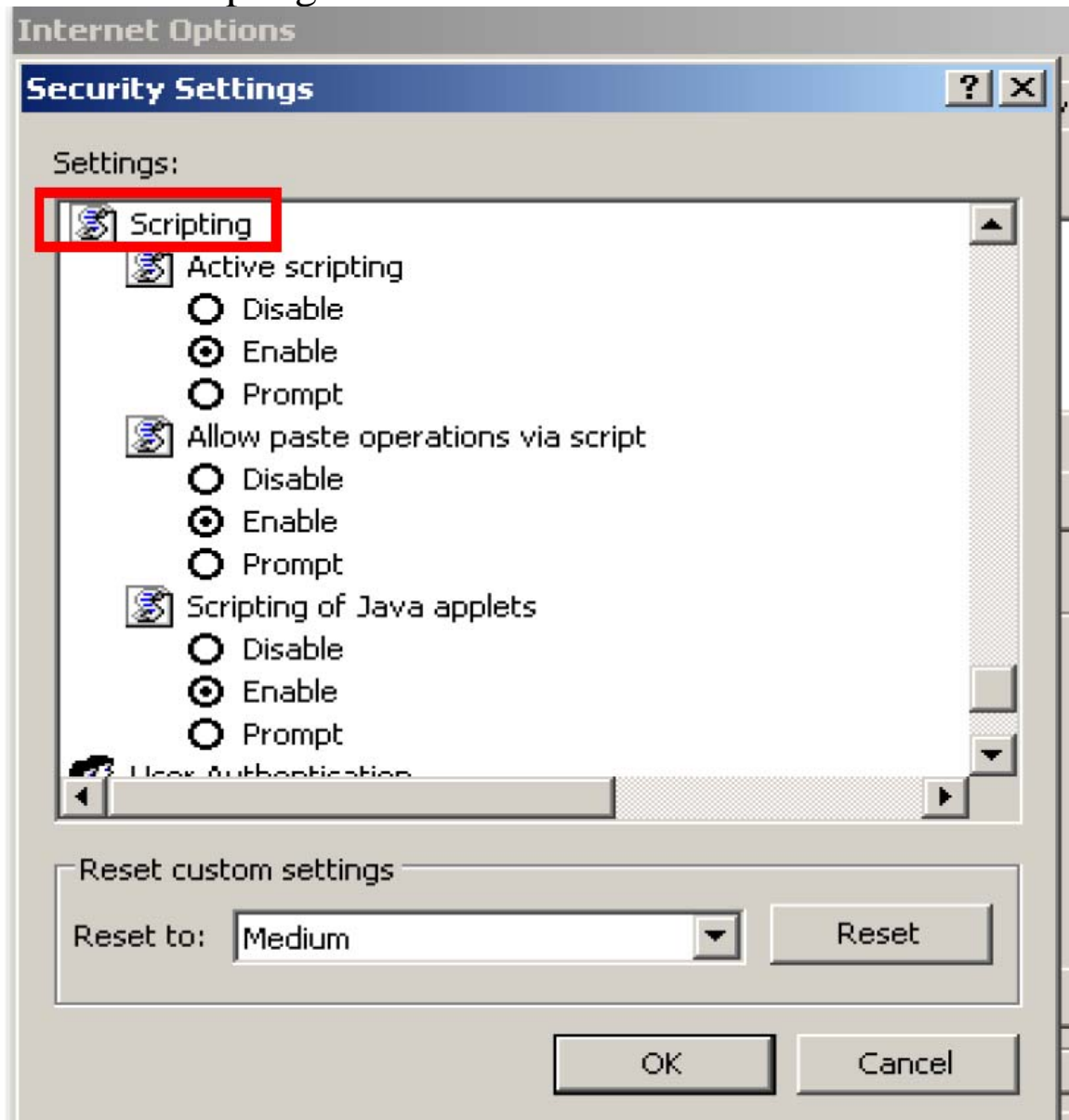
1. Choose Tools > Internet Options



2. Click Security > Custom Level



3. Scroll Down to Scripting > Enable all items in the Scripting section



4. Click OK to save the settings