

Quick Reference Guide

Using Web ADI's

In MyUNIverse

USING WEB ADI'S

Staff completing spreadsheets for Journal Entries, Procurement Cards and Deposits for Cash Receipts will use Web ADI spreadsheets.

These spreadsheets will:

- o enable the online validation of account code combinations
- o enhance security of data for back office processing

Spreadsheets are located in the UNI Forms Repository. They have some unique requirements to function properly. Listed below under Issues Using Web ADI's, Addressing the Problem and Tips is information on the best way to use the spreadsheets and not encounter problems.

ISSUES USING WEB ADI'S

When the WebADI templates are opened using Internet Explorer (IE) the macros will not function properly because it opens them in the browser not Excel. To address this problem choose **ONE OPTION listed under **ADDRESSING THE PROBLEM**.**

ADDRESSING THE PROBLEM

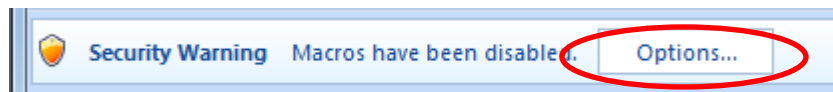
Choose ONE OPTION below to address the issue of using IE:

- 1) Use Mozilla Firefox INSTEAD of Internet Explorer as your browser to access the Web ADI templates from the forms repository. Microsoft Excel it will *automatically launch* and open the template.
- 2) If using Internet Explorer, you can save the template to your PC and open it with Excel and all will be fine. To do this follow these steps:
 - a. In the upper right portion of your screen click on the **Page** drop down.
 - b. Click on **Save As**
 - c. Determine a file name and where you want to save the template
 - d. Exit the browser
 - e. Launch Excel and open the template you saved. **Caution: Be careful that you are using the most recent version of the template (date shown at bottom).**
- 3) Contact your support staff to and ask them to configure your PC to open Office documents in Office only.

ENABLING MACROS

Macros must be enabled every time the spreadsheet is opened for features to work properly. If you have problems with enabling macros, check with your Information Technology Support team

1. If using Excel 2003, when opening the spreadsheet you will get a pop-up box that asks if you want to enable macros.
2. If using Excel 2007, it is more subtle. In the top left part of the spreadsheet there will be a message "Security Warning"
3. Click Options, a pop-up box will appear.
4. Click enable this content and Ok. See illustration on the next page.



For questions, please contact the Help Desk at 3-5555, option #2 or email memfis-help@uni.edu.

For questions about this document, please contact Pat Whitt, MEMFIS Trainer, at 3-6881.

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TIPS

- **Macros must be enabled every time the spreadsheet is opened** for features to work properly. If you have problems with enabling macros, check with your Information Technology Support teams.
- Spreadsheets can be completed using a MAC computer running Office 2008, but **account code combinations cannot be validated when using a Mac** unless MAC users complete their Web ADI forms using VMware Fusion. This software will allow Mac users to run Windows on their Mac (it will act like a PC) and the macros can be enabled. Contact your Information Technology support staff for information on getting and using this software.
- When checking account code combinations, click Cancel to move from one account to another and you will not logout of Employee Self Service and have to login again.
- If your account code combination is NOT VALID you must select a VALID combination OR contact Financial Accounting & Reporting Services 273-3576 to have the object code added for non-grant accounts. For grant accounts contact Office of Sponsored Programs 273-3217 for have the object code added.
- If you skip checking the account code combinations and double click on the Line DFF, you will have to login to Oracle and select UNI Employee Self Service for the LOV in the DFF to display.
- To insert additional lines to the spreadsheet:
 - Unprotect the spreadsheet
 - Select a row in the yellow highlighted area (DO NOT SELECT THE TOTAL LINE)
 - Insert rows

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