GSD ADI Template FAQ

The updated GSD ADI Template may be found on the GSD Finance Office Website under the "General Ledger" tab.

The spreadsheet database line must read *APOLLO26.FINPROD GSD V111610*

- Those areas outlined in red may be used to add comments, notes, etc. In order to enter this information, be sure to unprotect your workbook (see below).

- Do not edit or reformat any other portion of the template.

- To add lines to the journal insert rows between lines 20-27 (not at line 19 or 28).

- When saving the document make sure to save as *Excel Macro-Enabled Workbook*.

Troubleshooting
Unprotecting Workbook
- To unprotect your workbook go to Excel Review >Protect Workbook >Unrestricted Access.

ADI Journal will not open
Adjust your macro security settings in Excel to medium. Excel will prompt you to okay when to enable macros for each worksheet you open.
- Open Excel
- Go to the MS Office Button > Excel Options > Trust Center > Trust Center Settings > Macro Settings
- Select the setting for *Disable all macros with notification*
- Click OK to save the setting

ADI is considered a pop up. If pop ups are not allowed on your computer, ADI will not open.
- Hold down the Ctrl key on your keyboard while ADI is opening, which disables pop up blockers.