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

A	B C D E F	G H I	J	К	L	М	N	
2	View context View	v header						
3	Balance Type	Actual						
4	Database APOLLO26.FINPROD GSD V111610							
5	Set of Books	HARVARD UNIVERS	ITY					
6	This area may contain notes/comments.							
7 8 9 10 11	Category	* List - Text Adjus				<u> </u>		
8	Source	* List - Text Sprea	dsheet					
9	Currency	* List - Text USD						
10	Accounting Date Group ID	* List - Date Number	53771					
12	Batch Name	Text	55771					
12	Batch Description	Text						
14	Journal Name	Text					_	
15	Journal Description	Text					=	
12 13 14 15 16								
17	UpI TUB ORG OBJE FUND	ACTIVIT SUB/ ROOT	Debit	Credit	Line Description	Capture	Captured Info DFF	
18	* List - Text		* Number	* Number	Text		List - Text	
18 19								
20								
21								
22 23								
24								
25								
24 25 26 27								
27								
29	Totals:		0	0		<u> </u>		
30								
	H ← → H Sheet1 / 1 / · · · · · · · · · · · · · · · ·							

- 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.

