

## Journal Entry System (ADI) info

ADI (Applications Desktop Interface) is software provided by Oracle which allows you to use Excel to prepare and submit journal entries.

### Who can use ADI?

ADI can be used by employees of the University of Guelph once they have been setup as an authorized ADI user.

### How do I request, change, remove or access ADI?

#### New User Instructions

<https://www.uoguelph.ca/ccs/forms/finance-new-user-request> [1]

- Click on the New User Link and enter your Central ID and Password
- Follow the instructions pertaining to the Acceptable Use Policy
- Next screen allows you to select the application(s) you would like access to
- Submit this form to your Supervisor for approval
- Supervisor is now responsible for approving the request.
- Once approved Financial Services will be notified to set the user up and will notify the end user when completed.

#### Change User Instructions

<https://www.uoguelph.ca/ccs/forms/finance-change-user-request> [2]

- All steps are the same as above except for the Acceptable Use Policy, it doesn't exist in this process as it has already been accepted

#### Revoke User Instructions

<https://www.uoguelph.ca/ccs/forms/finance-revoke-user-request> [3]

- This request is initiated by the Supervisor and not the user
- The Supervisor enters the name of the person that they would like to remove and then submits

#### *Download Instructions*

- Please read the attached [Web ADI User Guide](#) [4] before attempting to use Web ADI.
- Download the attached [ADI Excel Template](#) [5] and then save this file.
- After the template has been saved, you need only "double-click" it to start using ADI.

### ADI Support and documentation



Here are the [Journal Entry Requirements](#). [6]

Take 15 minutes and view the [ADI Training Module](#). [7] which is an excellent introduction to the process of submitting journal entries.

Refer to the ADI FAQ for frequently asked questions about ADI.

**Source URL:** <https://www.uoguelph.ca/finance/departments-services/controllers-office/management-financial-systems-frs-adi-etc/journal-entry>

### Links

[1] <https://www.uoguelph.ca/ccs/forms/finance-new-user-request>

[2] <https://www.uoguelph.ca/ccs/forms/finance-change-user-request>

[3] <https://www.uoguelph.ca/ccs/forms/finance-revoke-user-request>

[4] [https://www.uoguelph.ca/finance/system/files/Web%20ADI%20User%20Guide\\_0.pdf](https://www.uoguelph.ca/finance/system/files/Web%20ADI%20User%20Guide_0.pdf)

[5] <https://www.uoguelph.ca/finance/system/files/New%20Production%20ADI%20Template%20Dec-2016.xlsm>

[6] <https://www.uoguelph.ca/finance/system/files/Journal%20Entry%20Requirements.pdf>

[7] <https://www.uoguelph.ca/finance/JournalEntryModule/index.html>