

# MCPS FMS ADI CONFIGURATION FOR EXCEL 2007

This document explains how to set up Internet Explorer and Microsoft Excel 2007 for using the MCPS Financial Management System (FMS) Web Application Desktop Integrator (ADI) template in Excel 2007.

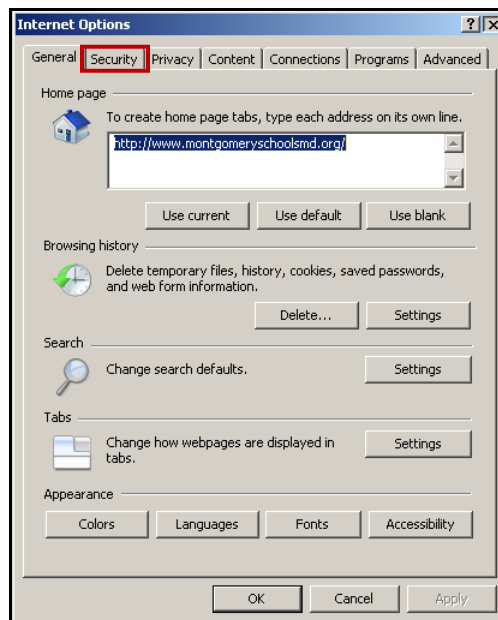
The FMS ADI template is a spreadsheet-based extension to FMS applications that offers full cycle accounting and asset management. FMS ADI combines a spreadsheet's ease of use with the power of FMS to provide true desktop integration during every phase of an accounting cycle. Web ADI lets you create budgets, record transactions, add assets, reconcile inventory, and run financial statements and inventory reports from your spreadsheet.

## ► To set up Internet Explorer:

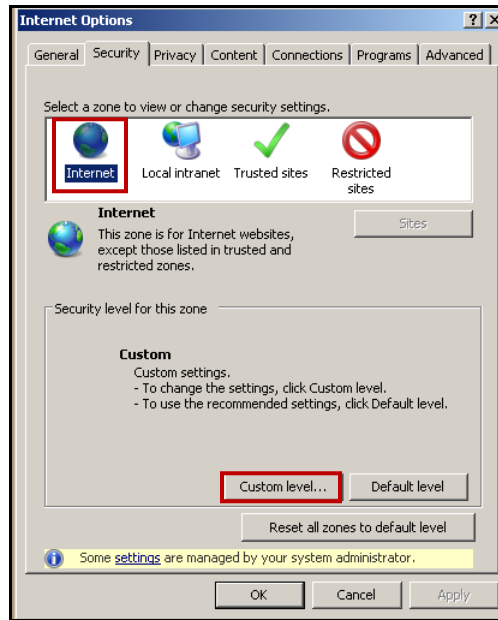
1. Open Internet Explorer.



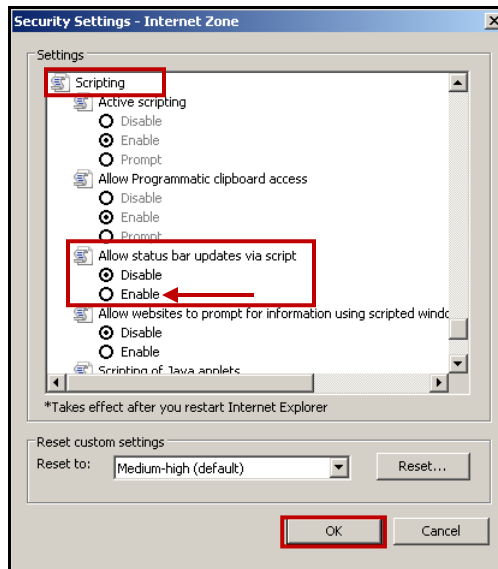
2. On the **Tools** menu, click **Internet Options** to display the following:



3. Click the **Security** tab.



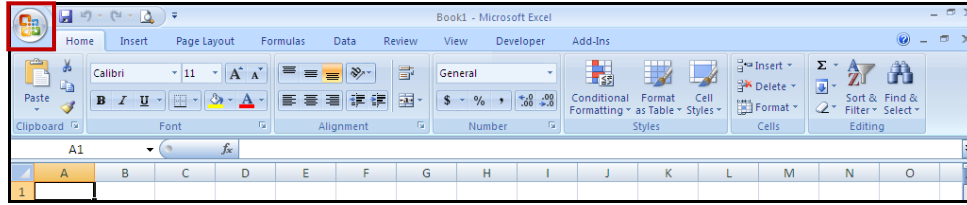
4. In the **Select a zone to view or change security settings** section, make sure that the **Internet** icon is highlighted, then click the **Custom level...** button.



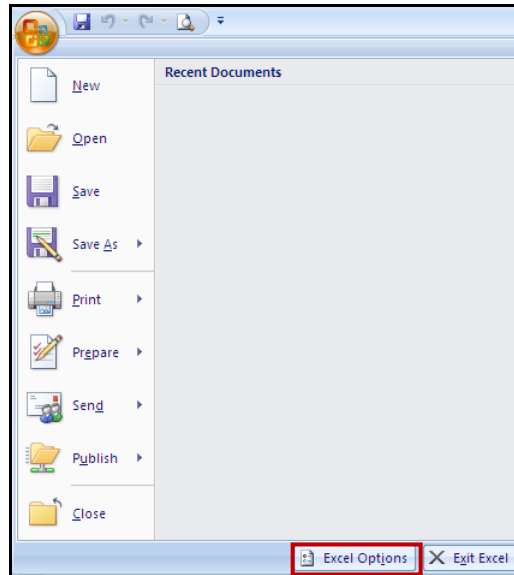
5. In the Security Settings dialog box, scroll down to the Scripting section.
6. Under **Allow status bar updates via script**, select **Enable**.
7. Click the **OK** button.
8. If you receive a warning message, click **Yes** on the message.
9. Close the Internet Options dialog box by clicking the **OK** button.
10. Close Internet Explorer.

► **To set up Microsoft Excel 2007:**

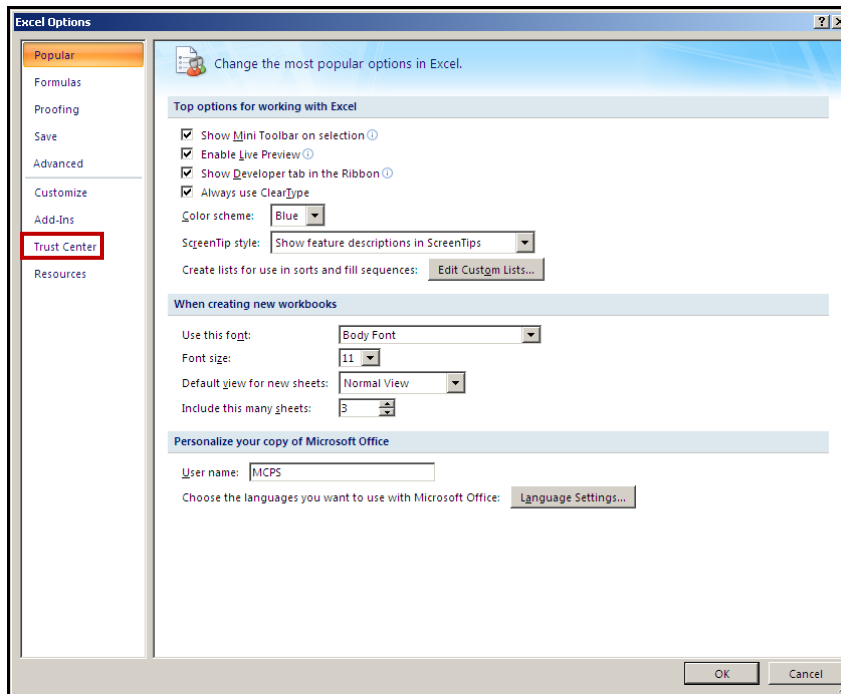
1. Open Excel 2007.



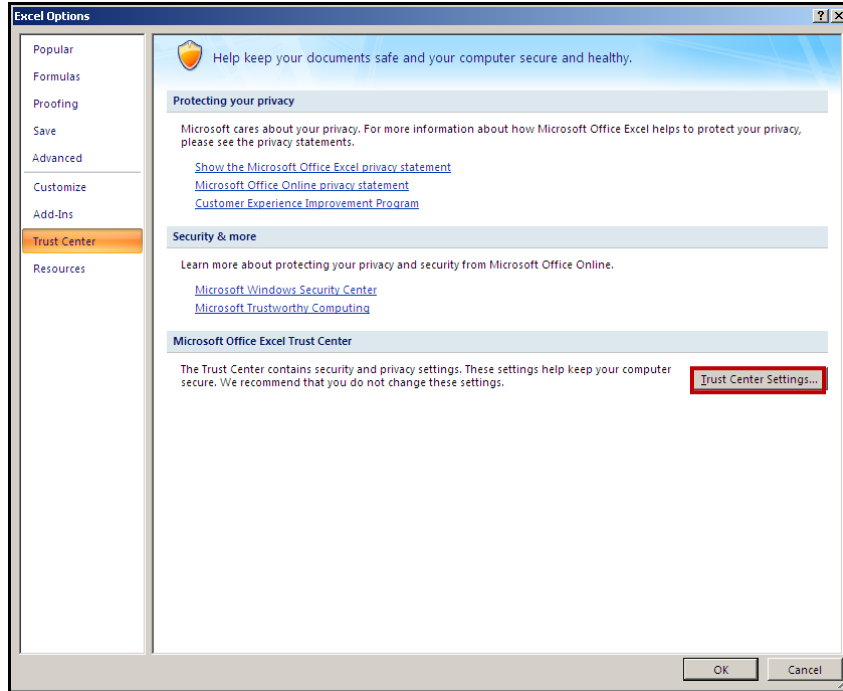
2. In the upper left of the window, click the **Office Button**.



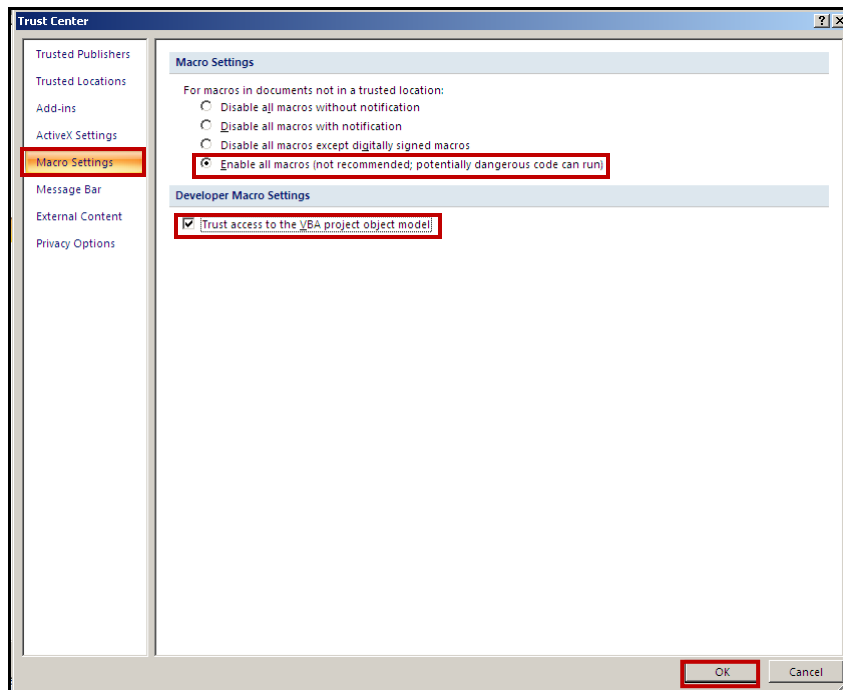
3. Click the **Excel Options** button.



4. In the Excel Options window, select **Trust Center**.



5. Click the **Trust Center Settings...** button.

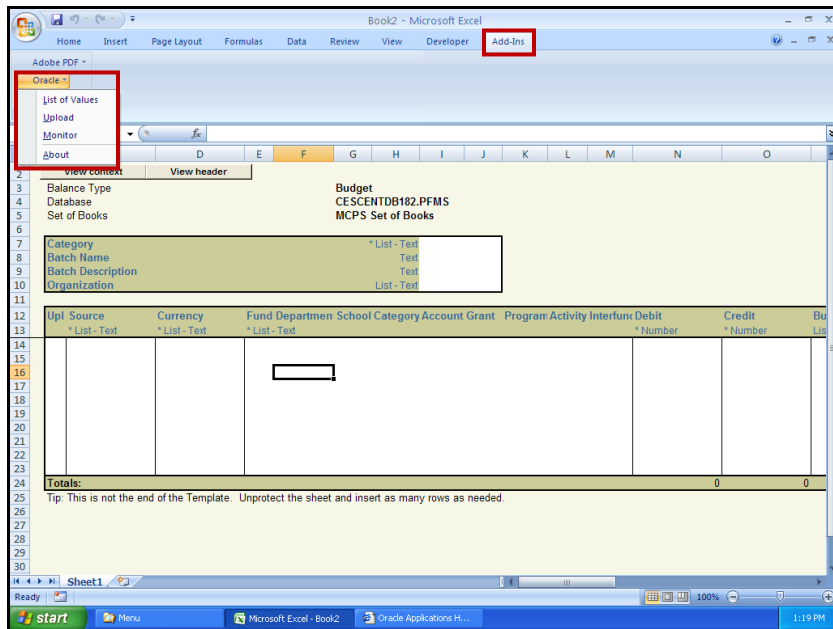



6. Select Macro Settings, then select the following:

- Under Macro Settings, **Enable all macros**
- Under Developer Macro Settings, **Trust access to the VBA project object model**

7. Click the **OK** button.

8. From the **Add-Ins** menu In Excel 2007, you can integrate with FMS to manage accounting transactions and assets via the **Oracle** menu.



 **NOTE:** If you have any questions about these instructions, please send an e-mail to [controllerSOS@mcpsmd.org](mailto:controllerSOS@mcpsmd.org).