

For users having problems accessing .csv files using the templates under Office XP and Office 2003, the following work-arounds are offered:

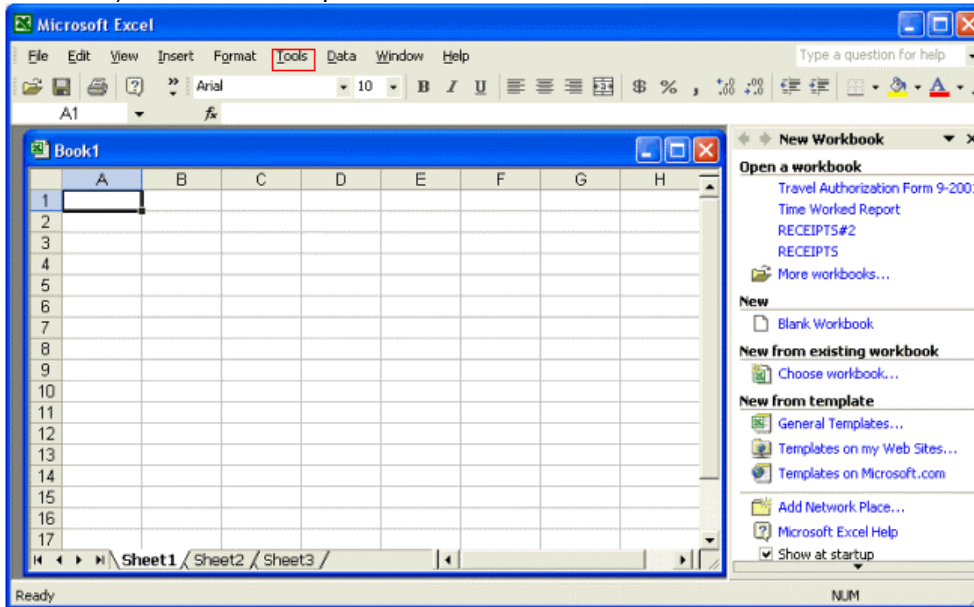
Users may encounter one or both of the following problems. **Please note:** since there are many different configurations of Windows, IE and Office, your screens may not exactly match those in the examples below but the steps necessary to work around the problems should be the same.

### **Problem # 1:**

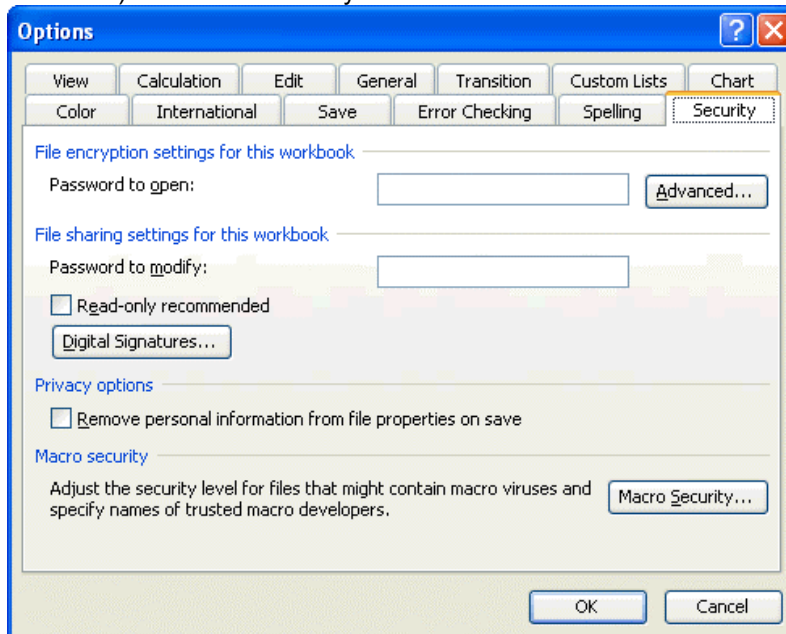
When the template is accessed via the web, an error message is received that macros have been disabled because the security level has been set to **HIGH**.

To resolve this problem, follow the steps below:

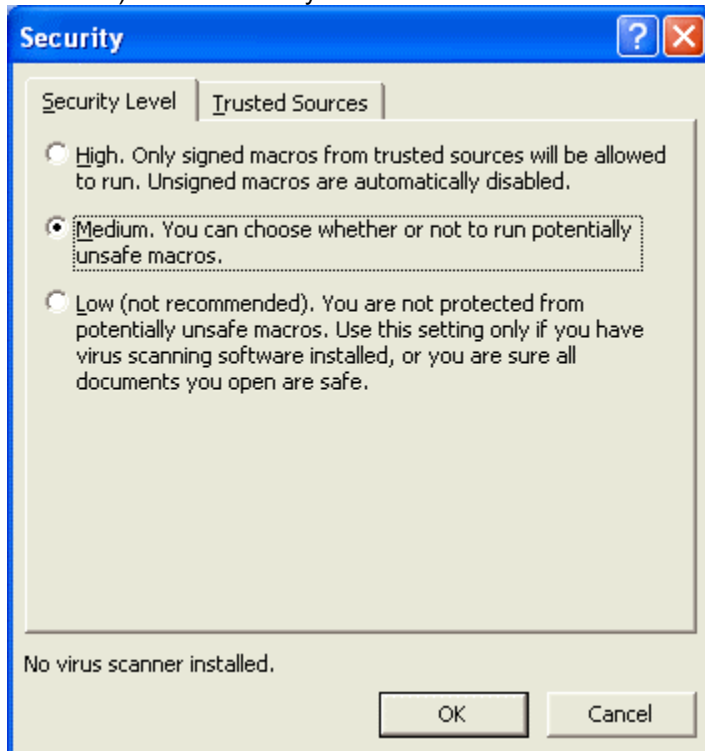
- 1) Start Excel
- 2) Select Tools - Options



- 3) Select the Security tab



- 4) Click on **Macro Security**
- 5) Set the security level to **MEDIUM**

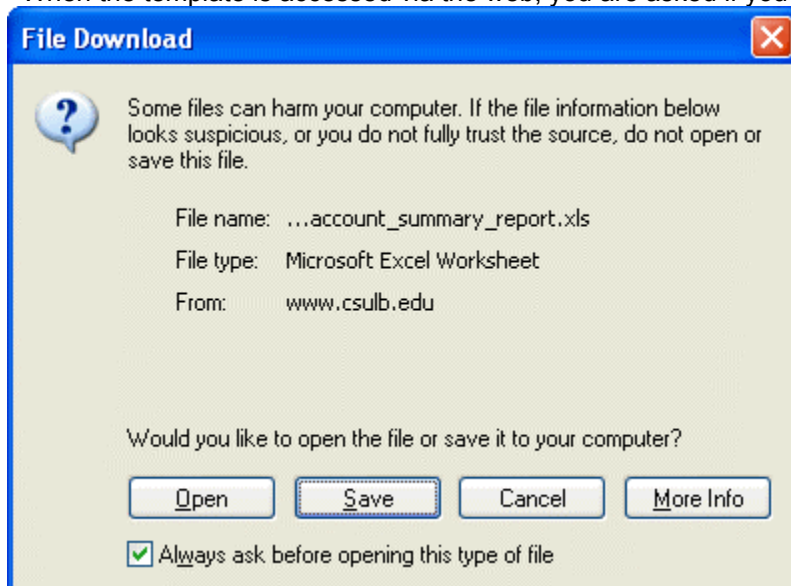


- 6) Click "OK"
- 7) Exit Excel

This will allow you to decide, on a case-by-case basis, whether or not you want to execute macros. The next time you access one of the templates from the web, you will be asked whether you want to **enable** or **disable** macros. Select **ENABLE**.

## **Problem # 2:**

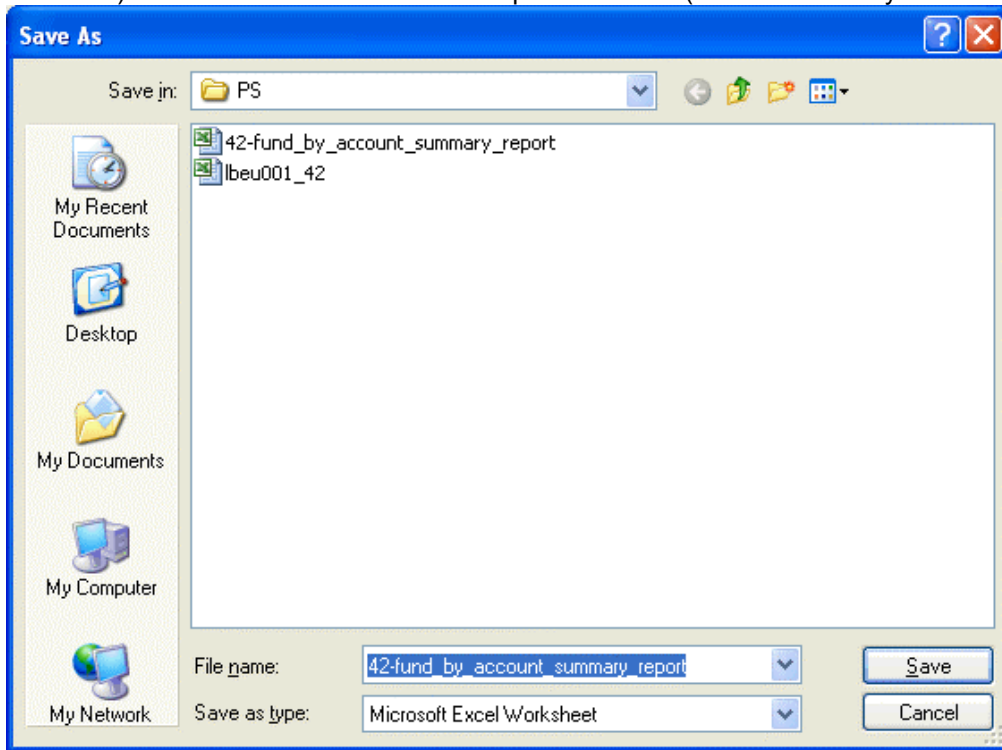
When the template is accessed via the web, you are asked if you want to open it or save it.



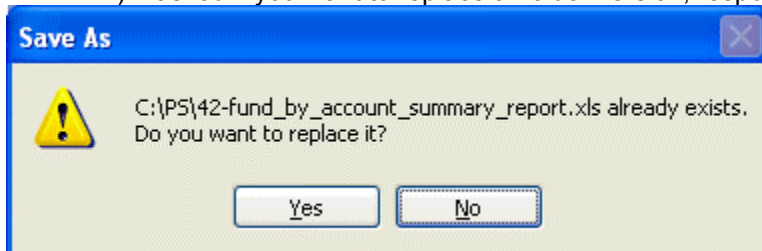
When you choose Open, the template fails.

To resolve this problem, follow the steps below.

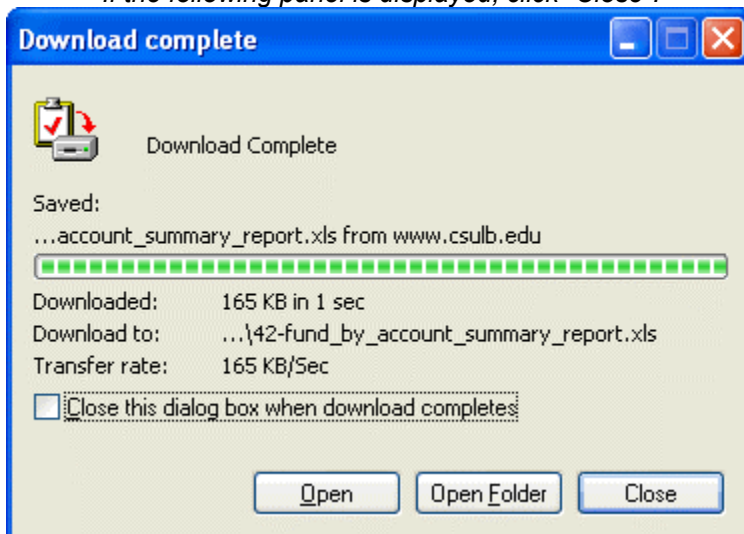
- 1) **Choose Save** and save the template to C:\PS (the same folder you use for the .csv file)



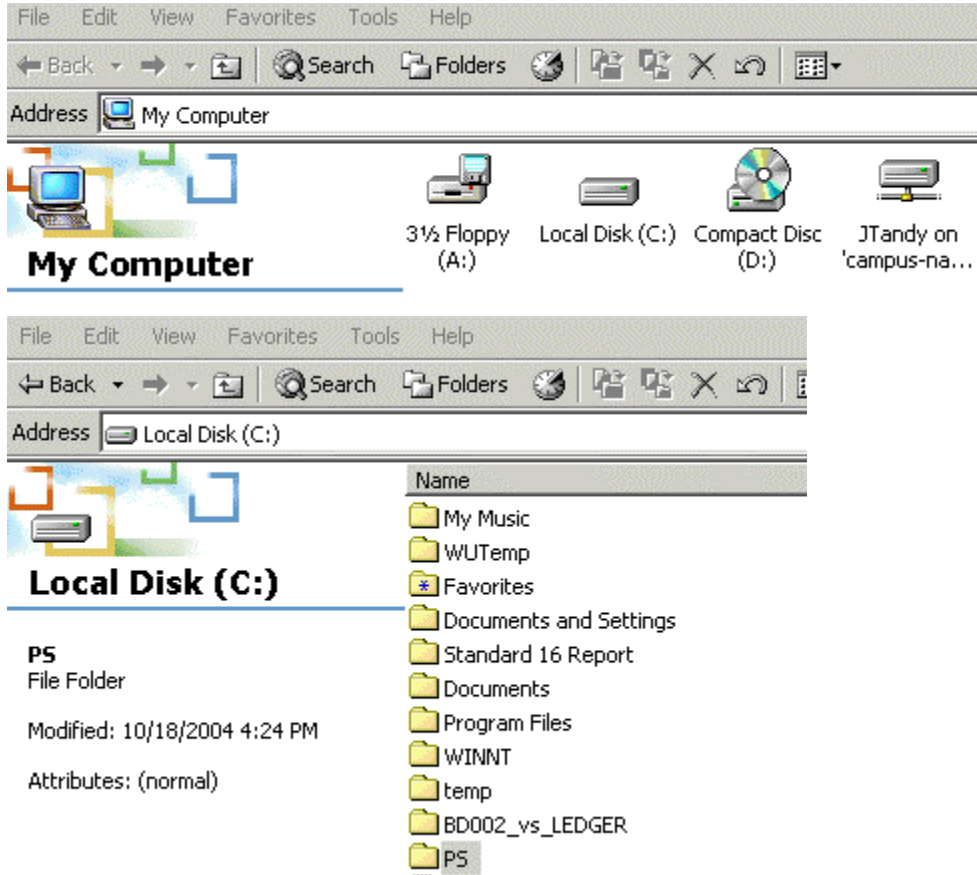
- 2) If asked if you want to replace an older version, respond YES



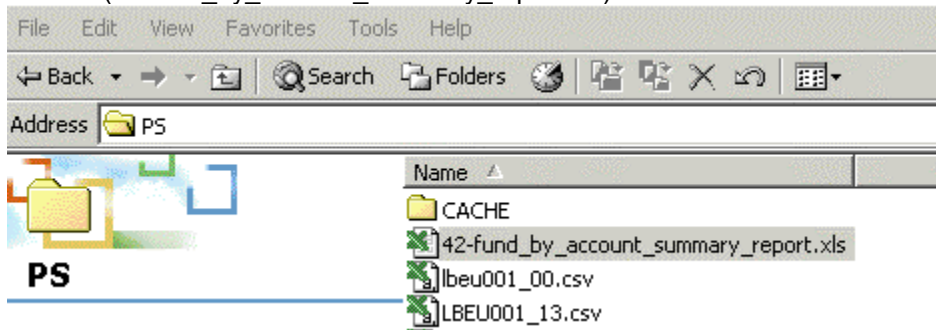
*If the following panel is displayed, click "Close".*



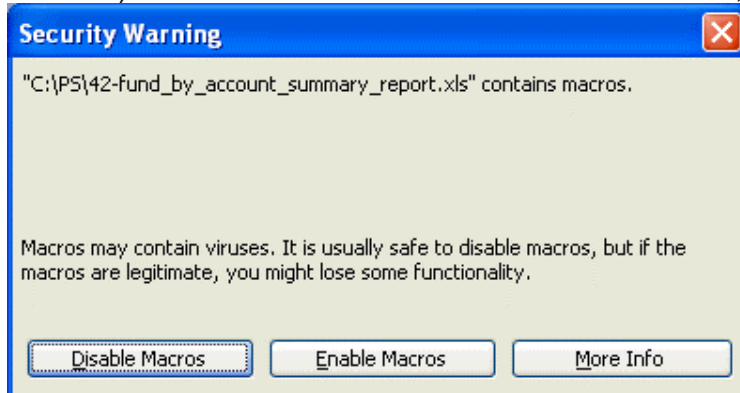
3) On your Windows desktop, double-click on My Computer, then double-click on "Local Disk (C:)"



4) Open your PS folder. (This is where you saved your template above) and open the template (42-fund\_by\_account\_summary\_report.xls).

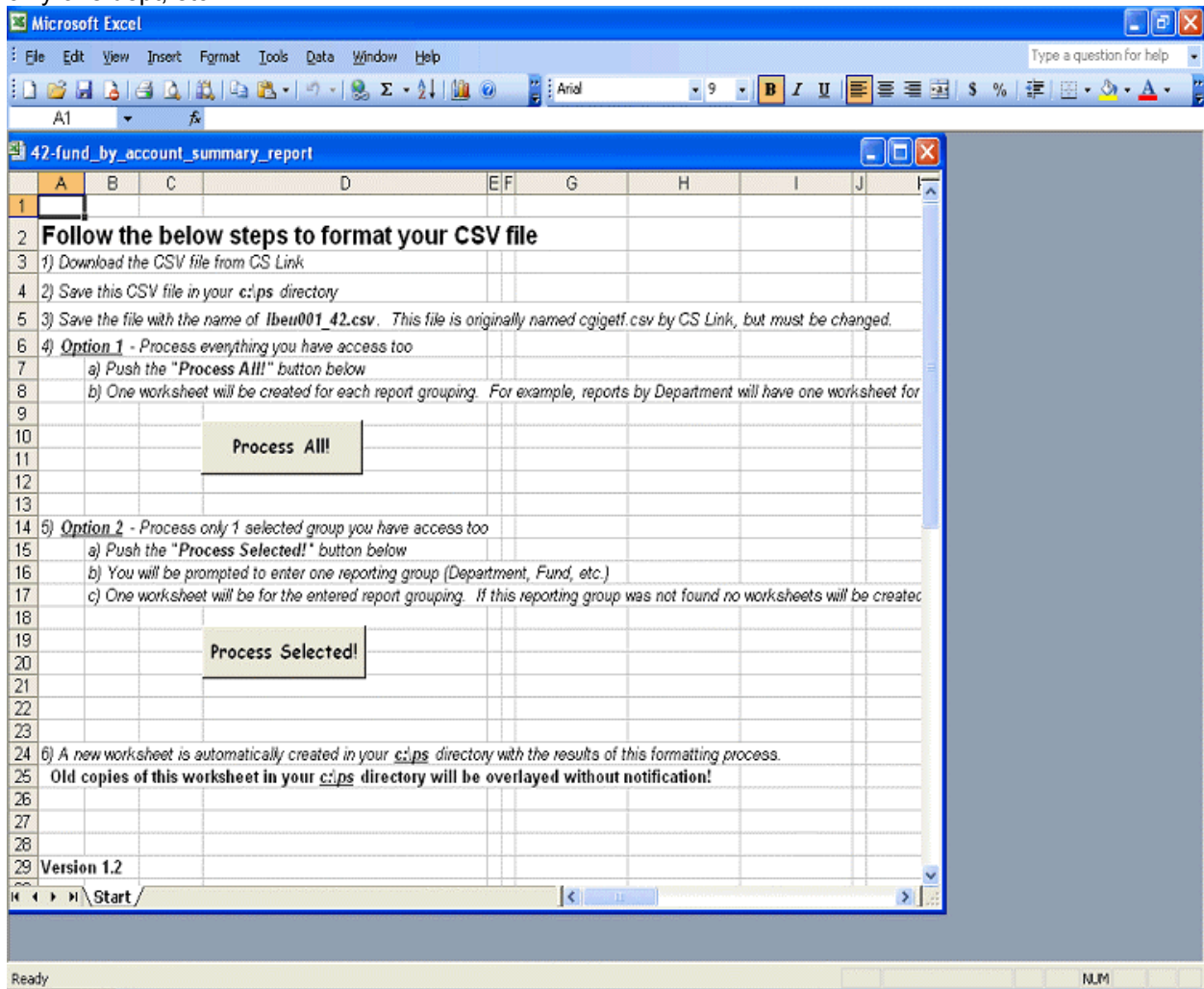


5) You will then be asked to enable or disable macros, respond ENABLE



Your template is now ready to run.

6) Select "Process All" to see all Depts, Funds, etc that you have access to or "Process Selected" to see only one dept, etc.



For further assistance or if you have additional questions, please contact Jerry Tandy at 5-1737.