

For Training Purposes Only

Financial Information System Reports

Excel Modifications for Export of FIS On-Line Reports

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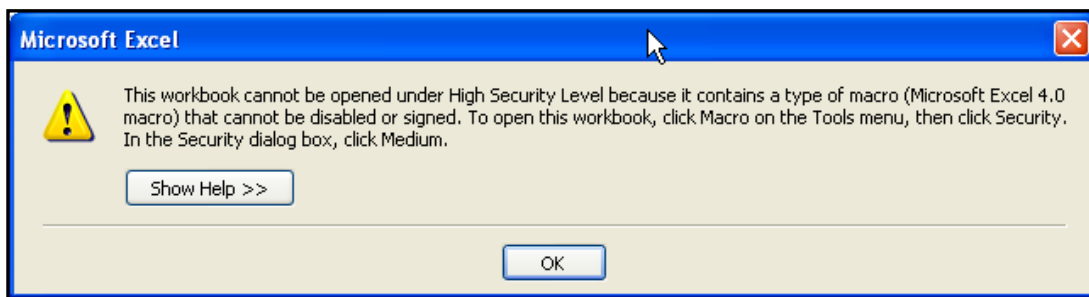
Excel Modifications for Export of FIS On-Line Reports

I. Overview of the Excel Modification Requirement

Users of Windows 2000 and Windows XP operating systems have installed various updates that harden their systems to various malware attacks. Microsoft has also provided software updates to the Microsoft Office suites which harden these applications as well. In doing so, Microsoft has made it that we must now take positive steps to open files having / containing macros.

Our Financial Information System (FIS) Discoverer Viewer software has an export feature for our reports. It can export to various software packages (Excel, Lotus, .txt, .slk, etc.) – we will be using, and training for, Excel.

When you initially try to export to Excel, the system simply attempts to do the export. The end-user may see what appears to be a ‘flash’ on the screen, and then nothing else appears to happen. They may also get the warning dialog box shown below. However, this dialog box does not always appear.



What has happened is that the Discoverer report software attempted to export the report and found that Excel has ‘Very High’ or ‘High’ security set for macros. There may be no warning dialog box, nor any other type of explanation provided by the software or computer system.

To get around this, the end-user (or end-user’s IT support) must go into Excel and lower the security setting for Macros.

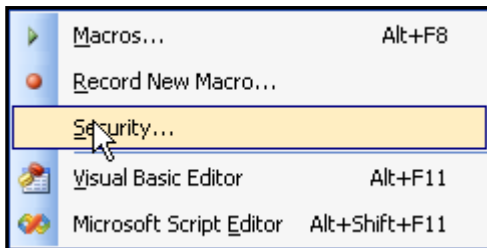
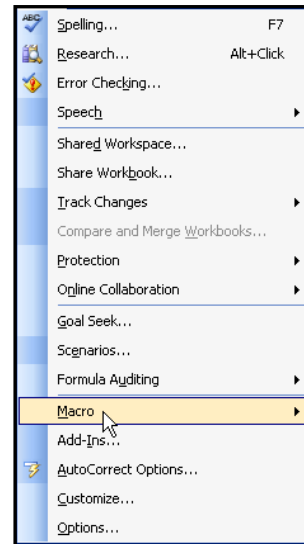
We recommend that you do not go below the medium setting. Setting the security level below ‘Medium’ will allow any macro containing excel file to open without user intervention. This could possibly result in the running of a macro that contains a virus.

II. Steps for Changing the Macro Security Setting

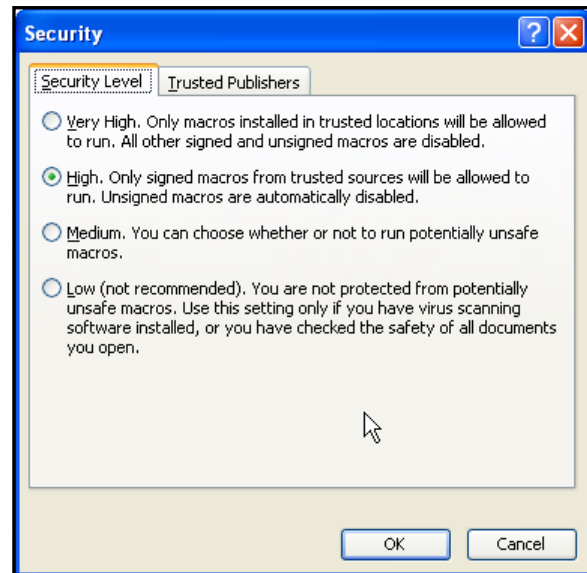
1. You must have administrator rights to accomplish this change.

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2. Open Microsoft Excel and go to the Tools menu item. Open the drop-down dialog box and click / highlight 'Macro' as shown at right.



3. Another smaller dialog box will now appear. Highlight and click on 'Security'.



4. This will open yet another dialog box from which you can select a lesser security setting by simply clicking on the respective radio button.

III: Questions and Comments:

Address any questions, comments, or suggestions for training to the Controller's Office, Systems Division, 216 Anderson Hall, or call 785-532-1861.