INDIVIDUAL REPORT MACRO INSTRUCTIONS

A. Setting up 'Individual Report Stand Alone Macro.xls' from zip file.

1. Open email- click on zip attachment.

2. Click on 'Individual Report Macro'.

3. Set Security Level for Macros to Medium:
   a. Go to TOOLS- MACROS- SECURITY
   b. Choose Med.

4. Click 'save as' and place it in a drive on your computer. (The macro will not run from your email account)
   (Once saved, you will not need to save it again. It can be used each month on new reports sent.)

B. Running macro on each report.

1. Open 'Individual Report Macro' from your computer drive- <u>LEAVE OPEN</u>

2. Open Zip file sent in email, choose report you are reconciling.
   a. The first 8 digits will be the department CF, the last 5 digits (not always shown) will be the fund.
   b. The prefix will end with:
      _sr (SUMMARY REVENUE), _cr (CURRENT REVENUE), _pe (pre-encumbrances), _ex (EXPENSE DETAIL),
      NOTE: The only reports the 'Individual Report Macro' will work with are:
      _sr (SUMMARY REVENUE) -- CTR/SHIFT-T
      _ex (EXPENSE DETAIL) -- CTR/SHIFT-D

3. Place curser in the report spreadsheet.

4. Follow command on macro:
   a. If the report is a Summary Revenue report (_sr), click CTR/SHIFT-T.
   b. If the report is a Expense Detail report (_ex), click CTR/SHIFT-D.

5. Excel will format to a printable set up.

6. **REMEMBER!!!! THIS MACRO WILL NOT ALWAYS BE ON THE ZIPPED REPORT DISTRIBUTION!!!**
   BE SURE TO SAVE IT TO YOUR COMPUTER FOR MONTHLY USE.