How to check if Macros are enabled in your Salpro Faculty Salary excel workbook

Short Answer: File -> Options -> Trust Center -> Trust Center Settings -> Macro Settings Make sure Enable all macros (not recommended; potentially dangerous code can run)" is enabled !

1) Navigate to the location of your department/division Faculty Salary Worksheet files and double click the file name to open the workbook.

Solver → DERM → Archive → FY 17-18 → For PPS Implementation → 🐼			Search For PPS Implementation	
File Edit View Tools Help			<i>p</i>	
Drganize 🔻 New folder			• == •	- 🗌 📀
My Documents	▲ Name ▲	Date modified	Туре	Size
My Music My Pictures	FY 17-18 SFSW_362_BARRIO, VICTORIA R_43403.xls	sm 6/20/2017 8:39 AM	Microsoft Excel Macro	5,552
🚡 My Videos	FY 17-18 SFSW_362_COHEN, PHILIP R_12162.xlsm	6/21/2017 11:50 AM	Microsoft Excel Macro	5,560
My Saved Games	FY 17-18 SFSW_362_DI NARDO ANNA_203339.xlsm	6/5/2017 9:53 AM	Microsoft Excel Macro	5,944
D Searches	FY 17-18 SFSW_362_DOHIL, MAGDALENE A. 20815	3.xlsm 6/20/2017 9:39 AM	Microsoft Excel Macro	5,558
workspace	FY 17-18 SFSW_362_EICHENFIELD, LAWRENCE_22	8403.xlsm 6/20/2017 8:59 AM	Microsoft Excel Macro	5,5 <mark>4</mark> 0
K Computer	FY 17-18 SFSW_362_FRIEDLANDER, SHEILA F_2742	80.xlsm 6/5/2017 9:56 AM	Microsoft Excel Macro	5,936
Windows (C:)	R FY 17-18 SFSW_362_GALLO, RICHARD L282880_F	inal.xlsm 6/22/2017 12:32 PM	Microsoft Excel Macro	5,680

2) If you see these two notifications at the top of your workbook...

Do click on the Check Out button before you work in the workbook.

Do click on the X to close the security warning. If you click on the Enable Content button, there is a slight chance your local Excel configuration may change the links, so better to just close the notification.

CHECK OUT REQUIRED To modify this server workbook, you must check	it of Check Out	x
U SECURITY WARNING Automatic update of links has been disabled	Enable Content	×

3) Click on File.



4) Click on **Options**



5) Click on Trust Center

General	General options for working with Excel.			
Formulas				
Proofing	User Interface options ✓ Show Mini Toolbar on selection ✓ Show Quick Analysis options on selection ✓ Enable Live Preview 1			
Save				
Language				
Advanced				
Customize Ribbon	ScreenTip style: Show feature descriptions in ScreenTips When creating new workbooks			
Quick Access Toolbar				
Add-ins	Use this as the default font:	Body Font		
Trust Center	Font si <u>z</u> e:	11 -		
	Default view for new sheets:	Normal View 🔻		
	4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1		

6) Click on Trust Center settings...



7) Click on Macro Settings and make sure that the "Enable all macros (not recommended; potentially dangerous code can run)" is enabled !

Trusted Publishers	Macro Settings
Trusted Fublishers Trusted Locations Trusted Documents Trusted Add-in Catalogs Add-ins ActiveX Settings Macro Settings Protected View Message Bar External Content File Block Settings	Macro Settings Disable all macros without notification Disable all macros with notification Disable all macros except digitally signed macros Image: Enable all macros (not recommended; potentially dangerous code can run) Developer Macro Settings Trust access to the VBA project object model
Privacy Options	

- 8) Close the open Trust Center pop-up window, then the Excel Options windows and return to the workbook. You are now set to update the Faculty Salary Workbook.
- 9) To save your work, return to the **Worksheet** tab, scroll to the **Total Compensation** line, then scroll to the right using the scroll in the lower right corner:

Funding Employee Salary +			
Count: 40	⊞	I I	+ 100%

		0.0000	requested salary
154,2 <mark>00</mark>	154,200	1.0000	
50.042	50.042		
59,942	59,942		
4,000	4,000		
	5		
	2		
	9		
218,142	218,142	1.0000	
Needs Review		Approve	Update Reports

Click the **Update Reports** button to save your work.

10) Alternatively, to save your work, you can click **File -> Save** or **File -> Save As** from the excel menu at the top of the workbook.