

How to Change Macro Security Settings

- Open Microsoft Excel.
- On the main Toolbar select the following in the order listed.
 1. Tools
 2. Macro
 3. SecurityThe Security Box will open.
- Set the Security Level to Medium
 1. Select the radio button next to the word Medium
 2. Click Ok.

NOTE:

You must set the Security in Excel before opening the Travel Expense Form.
You must do this in Excel and exit Excel to save the setting before opening the Travel Expense Form.