

CAMPUS FINANCIAL REPORTING

Downloading and Installing Macros For Excel 2010

To REMOVE an Existing Version of the Macros

1. Launch Excel.
2. The old macros must first be removed from the Excel Add-Ins. Go to **File** and then **Options**. Click on **Add-Ins**. If you see “Campus_Financial_Reporting_V2” in the list (not you may also see a list item with ‘v1’ instead), click on the **Go...** button at the bottom of the screen. When the next dialog box opens, the checkbox next to “Campus_Financial_Reporting_V2” should be checked. Uncheck it and press **OK**.
3. Next the macros need to be removed from the Quick Access Toolbar. Go to **File** and then **Options**. Click on **Quick Access Toolbar**. In the right-hand pane, you should see “Campus_Financial_Reporting” in the list. Click on it and then press the << **Remove** button. Press **OK** at the bottom of the dialog box.
4. Exit Excel and re-launch it. You should not receive any error messages pertaining to missing a “campus_financial_reporting_macros_v2.xlam” file (not you may also see a file with ‘v1’ instead). If this is correct, proceed to adding the new macros.

To ADD the New Version of the Macros

1. Open Mozilla Firefox as your web browser to download the new macros. Once open, navigate to the FAS web site: http://www.wfu.edu/fas/monthly_reports/. Click on the link entitled “Download Excel 2007 and 2010 macros”. Save the “cognos_financial_reporting_macros_v3.xlam” in the C:\Userdata\Excel\ folder.
2. Launch Excel.
3. Open the C:\Userdata\Excel\cognos_financial_reporting_macros_v3.xlam file. If presented with a “Microsoft Excel Security Notice” dialog box, choose **Enable Macros**.
4. Go to **File** and then **Options**. Click on **Quick Access Toolbar**. Click on the drop-down box above the left-pane called **Choose commands from** and select **Macros**. Select “Campus_Financial_Reporting” and press the **Add >>** button.
5. If you would like to change the default icon that displays on the toolbar, click on **Modify...** and choose your desired icon. Press **OK**.
6. Press **OK** on the Excel Options dialog box.
7. You are now ready to begin using your macros!