nVision Actuals Drilldown
(Non-Project Speedtypes)
Training Guide

Spectrum+ System 9.2
July 2015
Version 1.0
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**Introduction**

The nVision Actuals Drilldown Report is a valuable tool that can be used to manage your budget and expenditures. This report can only be used with valid non-project speedtypes for the fund codes 10xxx, 14100, and 15000. The nVision Actuals Drilldown report presents summarized budget and expenditure data for a specific speedtype and as of date. The drilldown functionality gives you the capability of viewing detailed transactional data by double-clicking on the total amounts shown on the spreadsheet. The only amounts you are not able to drill down on are the amounts in the Free Balance column.

**Logging into Spectrum**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Open Internet Explorer Browser, type <a href="http://www.spectrum.gsu.edu">http://www.spectrum.gsu.edu</a> in the URL address.</td>
</tr>
<tr>
<td>2.</td>
<td>This will take you to the Sign In page of Spectrum (PeopleSoft Financials v8.9).</td>
</tr>
<tr>
<td>3.</td>
<td>Enter your Campus ID in the <strong>User ID</strong> field and your Campus ID password in the <strong>Password</strong> field. Press the <strong>Sign In</strong> button to enter PeopleSoft Financials.</td>
</tr>
</tbody>
</table>

**NOTE:** You must have security access to Spectrum Financials before you can login. To obtain access, go to [http://tools.finance.gsu.edu/browse-by-function/?gf_search=spectrumf](http://tools.finance.gsu.edu/browse-by-function/?gf_search=spectrumf) and fill out Spectrum Plus User Access Request Form. If you do not know your campus id and password, please refer to the following URL for additional information, [https://campusid.gsu.edu/index.cfm](https://campusid.gsu.edu/index.cfm)
Accessing the nVision Actuals Drilldown

4. The Home page of PeopleSoft Financials is displayed.

5. Navigate to the nVision Actuals Drilldown.

   GSU > GSU Reports > nVision Actuals Drilldown

The Search page appears.
6. If this is your FIRST time accessing the nVision Actuals Drilldown, click on the **Add a New Value** tab. Notice that the Run Control ID defaults to “**DEPTFBB3.**” Please **DO NOT CHANGE** the default value. You will not get data if the Run Control ID is changed.

![Screenshot of nVision Actuals Drilldown]

Press **Add**

**Note:** Once you add this Run Control ID, the system saves the Run Control ID. The next time you access this report, go to the **Find an Existing Value** tab and Press **Search**. Select the Run Control ID from the search results.

![Screenshot of nVision Actuals Drilldown]

7. The Parameters page is displayed.
Enter the **SpeedType** in the SpeedType Key field or select a SpeedType using the Lookup function (magnifying glass). Once you tab out of field, the system will populate the speedtype description and the other chartfield values for the speedtype key you entered. **Do Not Use a 10-digit Project Speedtype.**

### 7a

**Business Unit:** Defaults to GSUFS

**As of Date:** Initially the As of Date defaults to the last day of the current month. After that the system will default the As of Date you ran the report last. The **As of Date** drives the values in **Fiscal Year** and **Accounting Period**. You may change the As of Date to any end of month date including previous fiscal year.

**SpeedType Key:** Enter a **valid non-project speedtype** key.
8. Click on Run which automatically saves report parameters.

9. The Process Scheduler Request page is displayed.

Server Name may be blank or default to PSNT. PLEASE DO NOT CHANGE ANYTHING ON THIS PAGE. Press OK. The system returns you to the previous page, “Run nVision Actuals Drilldown.”

10. Notice the system assigns a Process Instance number. Use this number to track the status of
Click on **Process Monitor** link located in the top right section of page to view the report status. You will not be able to access the report from the Process Monitor/Process List page. The report can only be accessed through Report Manager.
11. Click on the **Refresh** button until the **Run Status is “Success”** and the **Distribution Status is “Posted.”** Wait at least 15 – 20 seconds between each time you press the Refresh button. The report is ready to be viewed when the Run Status is Success and Distribution Status is Posted.

12. The system returns you to the nVision Report Request page. Click on the **Report Manager** link to view the report.
NOTE: You can wait a few minutes to allow time for the report to run completely and click on Report Manager. The report will not appear in Report Manager until it has completely finished processing.

13. Click on the link, **Department Free Balances** to view report.

![Department Free Balances Report](image)

14. Click on **DEPTFBB3.xls** (Name will be the same for every user).

![DEPTFBB3.xls Report](image)

Important Note: Please DO NOT RUN multiple nVision Actuals Drilldown reports simultaneously. You must wait until the first report has completely run with a Run Status of Success and Distribution Status of Posted before running another report. For example, if you run the report with Speedtype A, Speedtype B and Speedtype C within a minute apart, Speedtype A and Speedtype B will get overlayed with Speedtype C data. So all three reports will have the same data.
### 15.

The File Download message box appears if the ‘**Always ask before opening this type of file**’ checkbox is checked. If it is unchecked, you will not see the File Download message box. The system will automatically open the spreadsheet.

**Windows Internet Explorer**

What do you want to do with DEPTFBB3.xls?

From: reports.f92qa.spectrum.gsu.edu

- **Open**
  The file won’t be saved automatically.

- **Save**

- **Save as**

Click on **Open** and the report will appear on screen.

**Note:** If you experience any problems opening the report or drilling down in the report, please refer to the “Troubleshooting nVision Report Issues” section found on page 30.

You may have a pop-up blocker. If this occurs, HOLD the CONTROL button down on your keyboard while you press Open. Please follow the instructions in ‘Updating Your Trusted Sites’ Quick Reference Guide, [http://www2.gsu.edu/~wwwspc/Training/QR_UpdatingYourTrustedSites.pdf](http://www2.gsu.edu/~wwwspc/Training/QR_UpdatingYourTrustedSites.pdf) to prevent this from occurring.
16. Click on **Enable Content** to enable macros.

17. The Microsoft Office Security Options page is displayed.

Select **Yes** to enable Macros.
Using the nVision Actuals Drilldown

This report will only display accounts that have expenditure activity. In (Figure A 1) below, there are no travel expenditures for the speedtype, SPEC for the as of date 10/31/2010, so you will not see any expense accounts beginning with 6XXXXX listed in the dropdown list for the Account column. The nVision Report can be saved in Microsoft Excel. The nVision report has filter features. You can apply filters on your data to include or exclude categories, sub-categories and/or accounts. Filters can also be used to view or hide certain columns or rows of data on the nVision report. Columns which have filters are indicated by a dropdown arrow. Columns which have filters established are indicated by a picture of a filter. Filters are talked about more in detail on page 19.

![Figure A 1 (Columns you can filter are highlighted in yellow)](image)

If you do not have activity for a category, sub-category or account, it will not get displayed on the spreadsheet. By double-clicking on a category or sub-category, it is reduced to the summary line. In the example below, the category (non-personal services) has been reduced to a summary line.

![Figure A 1](image)
nVision Actuals Drilldown

A = Speedtype: Displays speedtype, speedtype description and chartfield values associated with speedtype.

B = As of Date: Displays the fiscal year to date the report was run for. In this example, the report was run for October 31, 2010. So you will see all budget/expenditure transactions from July 1 – October 31.

C = Category: Category has a filter. So you have the option to view both personal services and non-personal services or you can exclude one of these categories.

D = Sub-Category: Sub-Category has a filter. The sub-category values are faculty, travel, operating supplies and expenses, salaried employees, equipment, graduate assistants, miscellaneous lump sum and fringe benefits.

E = Account (Description): Account has a filter. This column displays the account and the description. The account values include budget accounts (i.e. FBB000, NSP000, NEQ000, NTR000, PSS000, PLM000, PSF000 and PLG000) and expense accounts (i.e. 5XXXXX, 6XXXXX, 7XXXXX, 8XXXXX).

F = Classification: Classification has a filter. Classification allows you to filter which column(s) you want to include or exclude on the spreadsheet. The classification values are Current Fiscal YTD Budget, Current Fiscal YTD Encumbrances, Current Accting Per Expenditures, Prior Budget Year Expenditures, Current Fiscal YTD Expenditures.

G = Current Fiscal YTD Budget: This is the original budget allotted on July 1 and all transfers (budget amendments) made during the fiscal year.

H = Current Fiscal YTD Encumbrances: This column shows all open purchase orders and journal adjustments made to purchase orders for the speedtype and as of date that you specified for the nVision report. Encumbrances are monies set aside in the form of a purchase order for a specific
Purchase Orders are legal binding documents issued by a buyer to a seller (vendor) for the purchase of goods and/or services. Encumbrances reduce your free balance amount.

**I = Current Accounting Period Expenditures:** This column displays all the expenditures for a particular month. Expenditures are actual costs of goods and/or services. Vouchers and journals are the tools used to record expenditures. This column shows vouchers that have been journal generated and posted to the General Ledger and posted journals for the speedtype and as of date you specified on the report. It will not show vouchers that have been successfully budget checked but not posted to the General Ledger. Only expenditure accounts (5XXXXX, Salaries; 6XXXXX, Travel; 7XXXXX, Supplies; 8XXXXX, Equipment) will appear on this report. In the example above, the **Current Accounting Period Expenditures** column shows all expenditures for the month of October.

**J = Prior Budget Period Expenditures:** This column records expenditures that are related to prior fiscal year purchase orders. Example: You establish a purchase order in fiscal year 2010 for $5,500 and no invoices or expenditures are charged against this purchase order in fiscal year 2010. You bring the encumbrance of $5,500 forward into the new fiscal year 2011. Invoices (Voucher transactions) that are received and paid against this purchase order in fiscal year 2011 will appear in this column. This column has no effect on the Free Balance.

**K = Current Fiscal YTD Expenditures:** This column includes Current Accounting Period Expenditures. This column shows vouchers that have been journal generated and posted to the General Ledger and posted journals for the speedtype and as of date you specified on the report. It will not show vouchers that have been successfully budget checked but not posted to the General Ledger. Only expenditure accounts (5XXXXX, Salaries; 6XXXXX, Travel; 7XXXXX, Supplies; 8XXXXX, Equipment) will appear on this report. Current Fiscal YTD Expenditures reduce the Free Balance total.

**L = Free Balance:** The Free Balance on the nVision Actuals Drilldown is derived as follows:

\[
\text{Current FYTD Budget} - \text{Current FYTD Encumbrances} - \text{Current FYTD Expenditures} = \text{Free Balance}
\]
Using Filters

Filters are organized in a hierarchy. Generally, hierarchies go from left (summary) to right (detail). Category is the high level key or summary. The category can be further defined into sub-categories and sub-categories can be further defined into accounts. Account is the lowest level of detail for the hierarchy. For example: the category non-personal services can be further classified into the sub-categories of Travel, Supplies and Equipment. Travel can be further defined as accounts beginning with 6XXXXX; Supplies, 7XXXXX; Equipment, 8XXXXX). Filtering allows you to select which rows and/or columns of data that you would like to view. You do this by selecting the column dropdown box and placing a checkmark inside the value box you would like shown on the spreadsheet. Filtering hides the data values that are not selected. To restore the data values you did not select, click on the dropdown box again and place a checkmark beside the ‘Select All.’ There are multiple ways you can perform the same filter. For example: To view only non-personal services 1) click on category dropdown and select only Non-Personal Services or 2) click on sub-category dropdown and select only Travel, Operating Supplies and Expense and Equipment or 3) click on account and select all the accounts beginning with 6XXXXX, 7XXXXX and 8XXXXX.
The selections you make on Category **supersede** the selections you make on Sub-Category or Account. For example: If you select Personal Services for Category filter, the filter will only display personal services even if you select travel and equipment for sub-category and accounts beginning with 6XXXXX and 8XXXXX for the account column. However, you can further define personal services using the sub-category and accounts within personal services.

Notice that when a column has a filter, it will show the down arrow and a picture of a filter next to it. This helps you to easily identify columns with filters if you need to turn filters off.

![Image of nVision Actuals Drilldown](image)

**Working with the nVision Actuals Drilldown**

In this section, we will be using (Figure A 2) to walk you through various exercises.

![Image ofSPEC (Spectrum System) 612250000 10000 16200 11000](image)

**Figure A 2**

Reminder: You must enable the content for macros each time you open the report. See steps 15 - 21. If macros are not enabled for content, you will not be able to drilldown in the report.
Exercise 1:  Drilldown into the Grand Total of Current Fiscal YTD Expenditures.

1. Go to Grand Total row and Current Fiscal YTD Expenditures column

2. Each time you double-click on an amount a separate worksheet is created at the bottom of page for the transaction data detail.

   Click on the EXP Grand Total worksheet to view the expenditure detail.

Notice in the Journal ID column all the journals are in blue letters. This means you can drill down further to see the source transaction detail.
3. Let’s click on a Journal ID to see the source transaction detail.

![Journal ID HR00515393](image)

4. Notice at the bottom of the spreadsheet that each time you drilldown on an amount or transaction, a new worksheet is created.

Exercise 2: Display only Personal Services.

1. Go to the Category column and click on the dropdown arrow.

![Dropdown Arrow](image)

All of the Value Filters will be selected. Click in the ‘Select All’ box to remove all checkmarks.
from Value Filters. Then click in the (1) Personal Services box. Press OK.

2. Only your personal services are displayed.

Notice a filter has been added to the Category column.

**Exercise 3:** *Drilldown into Prior Fiscal Year Expenditures column for Repairs And Maintenance (715102) for the amount of 239.00.*

1. Go to Prior Fiscal Year Expenditures column and find the amount 239.00. Double-click on the 239.00.

2. The Journal ID and Voucher both have blue lettering so you can drilldown further to see the source transactions.

![Image of spreadsheet showing drilldown into Prior Fiscal Year Expenditures column for Repairs And Maintenance (715102) for the amount of 239.00.](image-url)
3. Double-click on the Journal ID, **AP00515191** to view journal detail.

`715102 (Repairs And Maintenance)`

<table>
<thead>
<tr>
<th>Journal ID</th>
<th>Journal Date</th>
<th>Department</th>
<th>Account</th>
<th>Fund</th>
<th>Class</th>
<th>Program-Project IC</th>
<th>Reference</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP00515191</td>
<td>2010-08-13</td>
<td>61250000</td>
<td>715102</td>
<td>1000</td>
<td>1000</td>
<td>16200</td>
<td>01343768</td>
<td>239.00</td>
</tr>
</tbody>
</table>

4. The Journal Source detail page is displayed.

5. A new worksheet is created at the bottom of page for Journal Source Detail page.

6. Double-click on Voucher, **01343768** to view detail.
7. The source voucher transaction detail page is displayed.

Voucher Number 01343768

<table>
<thead>
<tr>
<th>VENDOR:</th>
<th>APPLE COMPUTER, INC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVOICE NUMBER</td>
<td>9843635512</td>
</tr>
<tr>
<td>INVOICE DATE</td>
<td>July 19, 2010</td>
</tr>
<tr>
<td>STATUS</td>
<td>Open</td>
</tr>
<tr>
<td>CREATED</td>
<td>August 13, 2010</td>
</tr>
<tr>
<td>CREATED BY</td>
<td>RDANNOLA</td>
</tr>
<tr>
<td>LAST MODIFIED</td>
<td>August 13, 2010</td>
</tr>
<tr>
<td>MODIFIED BY</td>
<td>RDANNOLA</td>
</tr>
<tr>
<td>PURCHASE ORDER ID</td>
<td>01344052</td>
</tr>
<tr>
<td>PAYMENT REFERENCE</td>
<td>01344052</td>
</tr>
<tr>
<td>PAYMENT DATE</td>
<td>August 13, 2010</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>DIST QTY</th>
<th>DIST AMOUNT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AppleCare Protection Plan for 715102 10000 61250000 16200 11000</td>
<td>1</td>
<td>239.00</td>
<td>239.00</td>
<td>239.00</td>
</tr>
</tbody>
</table>

SUBTOTAL: 239.00
TAX FREIGHT: $0.00
VOUCHER TOTAL: $239.00

Note: Sometimes your worksheets at the bottom of page may become too big and you are no longer able to see your Summary worksheet. If this occurs, you may delete any worksheets you no longer need. Do not delete your ‘Summary’ worksheet since this is the worksheet you will be using to drilldown or filter data. You can also save one or all of the worksheets in Microsoft Excel.

8. A new worksheet is created for the source voucher transaction detail.

Click on the Summary tab to go back to the original budget spreadsheet.
Exercise 4: Display only the ‘Current Fiscal YTD Budget’ Column Data.

1. Go to the ‘Classification’ column and click on the dropdown arrow.

   ![Dropdown Arrow]

   All of your Value Filters are selected, so you want to click in the ‘(Select All)’ box to remove all the checkmarks.

2. Once the checkmarks are removed, click in the ‘Current Fiscal YTD Budget’ box to select it. Press OK.

   ![Dropdown Selections]

   ![OK Button]
3. Only the ‘Current Fiscal YTD Budget’ column is shown. Please take note that the Classification column now has a filter icon next to the dropdown arrow.

4. Let’s drilldown to the Grand Total Budget. Click on the amount **472,481.00** to see budget journal detail.

Please note you are not able to drilldown any further on the Journal IDs because the journals are not in blue characters. You can only drilldown on transactions that have blue characters.

5. A new worksheet is added at the bottom of page for the Budget Grand Totals.

**Note:** When you are selecting columns to be displayed for Classification, the Free Balance will appear only if **Current Fiscal YTD Budget**, **Current Fiscal YTD Encumbrance** and **Current Fiscal YTD Expenditures** are selected. If any one of these columns is not selected, the Free Balance Column will not appear.
Since the nVision Actuals Drilldown is formatted in Excel, you may perform any excel functions such as printing, sorting, adding comments, adding/deleting lines or worksheets or saving the worksheet.

**Printing Excel Worksheets and Workbooks**

To print a worksheet

- Click on the Worksheet Tab you would like to print
- Click on the **File** tab located on the top left corner of page.
- Click on **Print** tab. (Figure I)
- Click **Print** again. (Figure II)

To Print All Worksheets in a Workbook

- Under Settings, choose “Print Entire Workbook”

To Print a Portion of a Worksheet
• Highlight the section you would like to print
• Under Settings, choose “Print Selection”

Comments
To Add Comments

• Right click on the cell you want to add comments
• Select Insert Comments
• A text box is displayed for you to type your comments

Notice when a comment is added a red triangle will appear in the top right corner of the cell. If you move your mouse over the triangle, the comment you typed will appear.

To Display Comments

• Right click on cell which contains comments
• Select Show/Hide Comments

To Hide Comments

• Right click on the cell which contains comments
• Select Hide Comment

To Delete Comments

• Right click on the cell which contains comments
• Click on Delete Comment

To Print Comments

Ensure all comments are displayed before printing.
**Trouble Shooting nVision Issues**

Most problems encountered when running this nVision report fall into two major categories, workstation configuration and enabling macros. This section will demonstrate how these issues can be resolved quickly.

**Workstation Configuration**

The most basic problem is associated with workstation configuration and how your workstation presents Excel spreadsheets. If your workstation is configured to display Excel spreadsheets within a browser window, your report will not work correctly. The report will still run and you will see the initial summary page correctly but drilldowns won’t work and you may see some problems with “Free Balance” formatting and calculations.

*How can I tell if I have a workstation configuration problem?*

After your report has opened, look at the task bar at the bottom of your screen. One of the programs running should be Microsoft Excel. *(Figure 1)* You should also see the Microsoft Excel icon in the upper left corner of the report window. *(Figure 1a)*

*Figure 1*
If you do not see Microsoft Excel as one of your running programs (Figure 2) and do not see the Microsoft Excel icon in the upper left corner of the report window (Figure 2a), you are probably not configured correctly for this report.

(Figure 2)

(Figure 2a)
How do I fix the problem?

The most efficient way to change file associations is by selecting a default program. This tells Windows that you want a certain program to be associated with all the file types it can handle.

In Windows 8.1, search for "default programs" on the Start screen and click or tap "Default Programs."

In Windows 7, you can search for "default programs" in the Start Menu search box and click the appropriate search result.
While searching is faster, you can also find the appropriate window in the Control Panel: go to "Programs -> Default Programs -> Set Your Default Programs".

Choose the programs that Windows uses by default

- **Set your default programs**
  Make a program the default for all file types and protocols it can open.

- **Associate a file type or protocol with a program**
  Make a file type or protocol always open in a specific program.

- **Change AutoPlay settings**
  Play CDs or other media automatically

- **Set program access and computer defaults**
  Control access to certain programs and set defaults for this computer.

Regardless of which version of Windows you're using, the following steps are the same and the Set Default Programs window looks and works the same.
Once you open the "Set Default Programs" window, select a program or app from the list on the left side of the window.
To make that program or app the default, thus changing the file associations for all file extensions it is equipped to handle, click or tap "Set this program as default" on the right side of the window.

If you'd like to change only a specific extension, click or tap "Choose defaults for this program."

The screen that opens displays a list of all file extensions your selected app or program can open. Browse through the list and select any file types you want to associate to your chosen program. When you finish, click or tap Save.
Your workstation has now been configured to run nVision reports in the Microsoft Excel Application rather than in a browser window. If you have any copies of nVision reports open they should be closed. When you open your next nVision report it should operate correctly.
**Enabling Macros**

If you open an Excel document that contains macros, you'll see the yellow *Message Bar* with a shield icon and the *Enable Content* button.

If you are sure, the macros are from a trustworthy source, just press the *Enable Content* button on the bar.

The file will be opened as a trusted document and the security warning will disappear.

**Enable macros via the Backstage view**

You can also enable macros in Excel using the *Microsoft Office Backstage view*. You can see the yellow *Message Bar* if you click the *File* tab.

1. Click on the *File* tab.

2. You'll see the yellow *Security Warning* area. Click *Enable Content*.

---

*Security Warning*
Active content might contain viruses and other security hazards. The following content has been disabled:
- Macros

You should enable content only if you trust the contents of the file.

*Trust Center Settings*

*Learn more about Active Content*
3. You will see 2 features: *Enable All Content* and *Advanced Options*. Select *Enable All Content* to always make the document's active content available.

The current Excel file will become a trusted document and all macros will be enabled.

How to always run macros for a trusted worksheet

If you create and share workbooks with macros you may want to avoid getting the security message every time. If you get all your workbooks only from reliable sources, you can choose to instantly run all macros for all publishers. Below you'll see how to enable all macros in Excel by default.
1. Go to File -> Options -> Trust Center and press the Trust Center Settings ... button.
2. You will see the Trust Center window. Select the Macro Settings option.

3. Select the radio button *Enable all macros (not recommended, potentially dangerous code can run)*.

From now on all macros will run without warning.

Please note that this setting makes your computer open to viruses. You should be sure you get all workbooks with macros only from the trusted publishers.

**Adjust macro settings on the Trust Center window**

You can find all macro settings on the Trust Center window. These settings let you adjust the way you want to work with macro-enabled workbooks.

Please see all the macro settings explained below:

- **Disable all macros without notification.** Macros and security alerts regarding them get turned off.

- **Disable all macros with notification.** If you select this radio button, macros will be disabled, but security alerts will appear if there are macros in a file. It lets you enable macros in Excel depending on the source.
• **Disable all macros except digitally signed macros.** In this case, macros are turned off, security alerts appear and digitally signed by a trusted publisher macros run. If you have not trusted the publisher, you are offered to enable the signed macro and trust the publisher.

• **Enable all macros (not recommended, potentially dangerous code can run).** All macros run without warning. Please note that this setting makes your computer open to viruses.

• **Trust access to the VBA project object model.** This checkbox forbids or allows programmatic access to the Visual Basic for Applications (VBA) object model from an automation client. This security setting is for the code that computerizes an Office program and manipulates VBA environment and object model. For automation clients to access the VBA object model, the user running the code must grant access. You need to tick the check box to give access.