
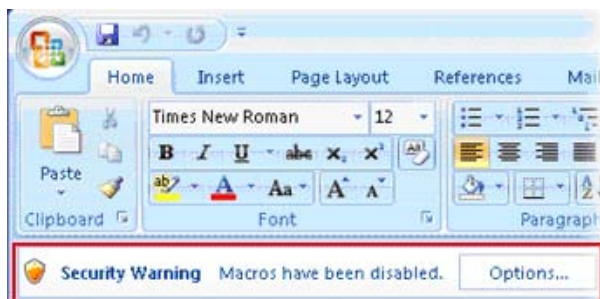


How to Enable Macros

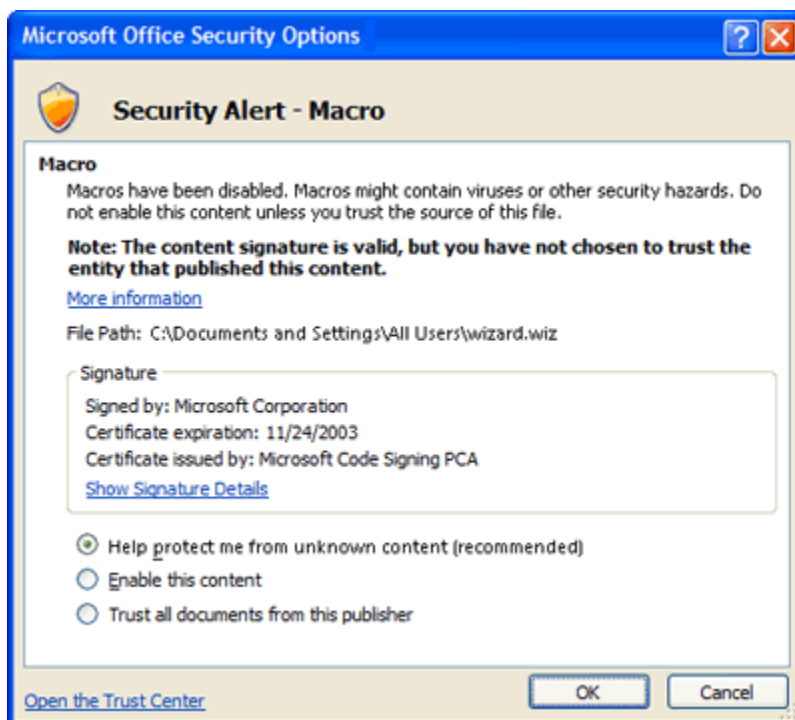
To run the new Local 130 Remittance Report, you must allow macros to run within Excel.

For Excel 2007

1. Click the **Microsoft Office Button** , and then click **Excel Options**.
2. Click **Trust Center**, click **Trust Center Settings**, and then click **Macro Settings**.
3. Click the follow option:
 - o **Disable all macros with notification** This is the default setting. Click this option if you want macros to be disabled, but you want to get security alerts if there are macros present. This way, you can choose when to enable those macros on a case by case basis.
4. Close the Local 130 Remittance Report file and then open it again.
5. You should now see the **Security Warning** panel near the top of the Excel application pictured below. Click the **Options...** button.



6. When the **Security Options** dialog below appears, you must check **“Enable this content”** for the report to function.



For Excel 2000 through 2003

To run the Local Remittance Report, set the security level for macros to Medium. To change the macro security level, follow these steps:

1. On the **Tools** menu, point to **Macro** and click **Security**.
2. In the **Security** dialog box, click the Security Level tab.
3. Click **Medium** and then click **OK**.
4. Close the Local 130 Remittance Report file and then open it again. When prompted whether to enable or disable macros, click **Enable Macros**.

Compatibility

The new report was created using Excel version 2002. Contractors using Excel 2000 have reported success using the new Local 130 Remittance Report, but we can not guarantee that versions prior to 2002 will work in all cases.

Also, the reports were created using Microsoft Windows XP Professional and tested using Windows XP Home and Vista Professional Microsoft Operating Systems. We can not guarantee that the report will work properly with Microsoft Operating Systems prior to Windows XP, such as Windows 98 or Windows 95. We have not fully tested the report with Windows 7, but we expect no problems with the latest versions of Microsoft's Operating Systems.

Security

Running macros in medium mode with warnings enabled still preserves your security, but now allows you to choose which excel files to enable or disable macro. In general, you only want to choose to enable macros within excel files from sources you trust.

For more information about macros and security in Microsoft Office Documents, please click on the following Microsoft Office web site.

<http://office.microsoft.com/en-us/excel/HA100310711033.aspx>