

Important information about using our Excel files

The default behaviour in Microsoft Office applications is to block macros in files originating from the internet unless the code has been digitally signed by a trusted publisher. A red security warning will appear at the top of the sheet. Most of our Excel files contain macros.

Accountants Desktop was granted “trusted publisher” status and issued with a code signing certificate by GlobalSign, but we subsequently found that these certificates would need to be installed on every user’s computer to be effective. As this is highly impractical, a more workable solution is to follow the instructions below relevant to your user status to ensure that our macros will be unaffected by Microsoft policy.

User Status	Macro settings	Add us as a trusted site	Unblock each file
Subscribers	✓	✓	Optional ¹
Purchasers of a calculation package	✓	✓	Optional ¹

¹ If you add us as a trusted site, you will not need to unblock each file downloaded thereafter.

Once we have either been added as a trusted site or you have unblocked each file, our workbooks will open with a yellow security warning and a button to “enable content” which when clicked, will allow our macros to run as normal.

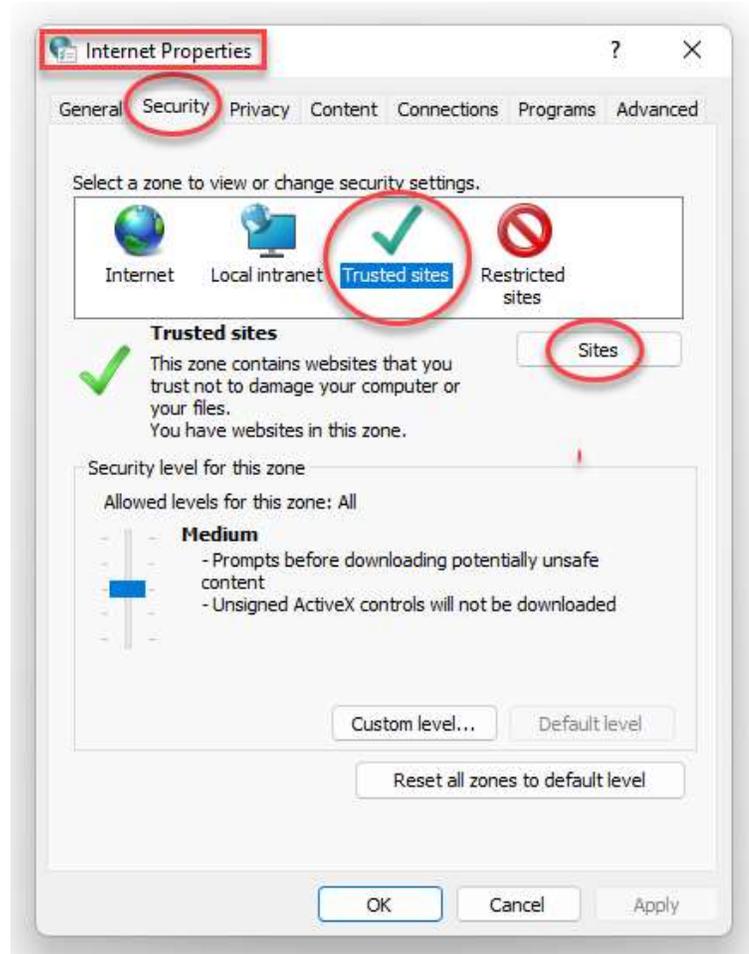
Macro Settings

Open Excel and follow the steps below to set your macro levels -

1. File.
2. Options.
3. Trust center.
4. Trust center settings.
5. Macro settings.
6. To prevent macros in our workbooks from being blocked by default, we recommend selecting “**Disable VBA macros with notification**”. This setting will allow you to choose to run macros in any files opened that you know are safe.

Add us as a trusted site

1. In your operating system, tap the start button or Windows key and search for Internet Options.
2. Select **Internet Options** from the search results and the **Internet Properties** dialog box will appear.
3. On the **Security** tab, select **Trusted Sites**, then select **Sites**.



4. Enter the relevant URL below –

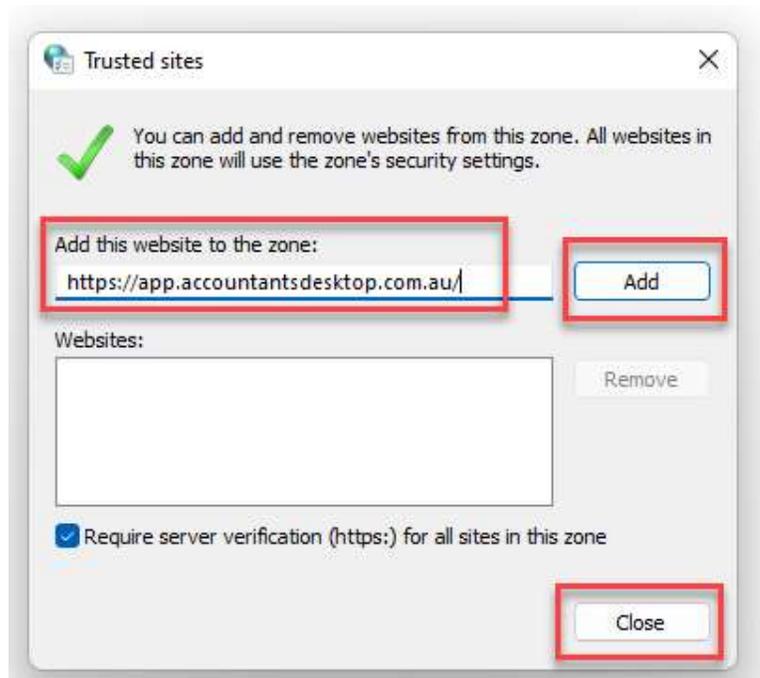
Subscribers

<https://app.accountantsdesktop.com.au>

Purchasers of packages

<https://accountantsdesktop.com.au>

Then select **Add**, **Close** and **OK**.



Unblock each file

1. Open **Windows File Explorer** and go to the folder where you saved the file.
2. Right-click the file and choose **Properties** from the context menu.
3. At the bottom of the **General** tab, select the **Unblock** checkbox and select **OK**.

