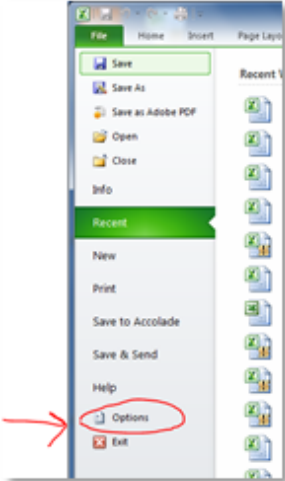
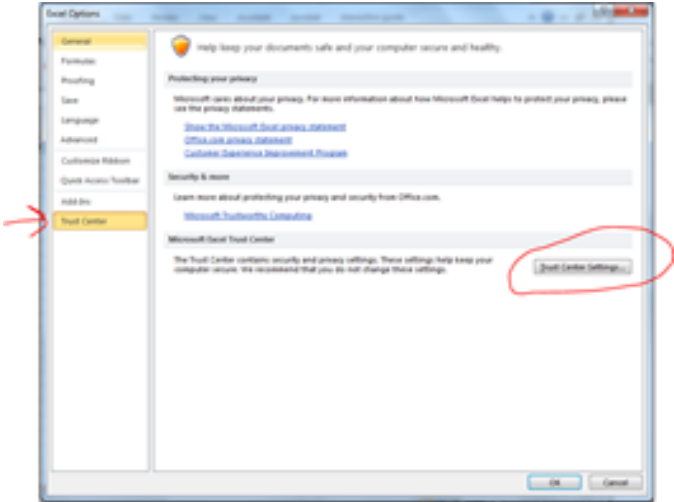


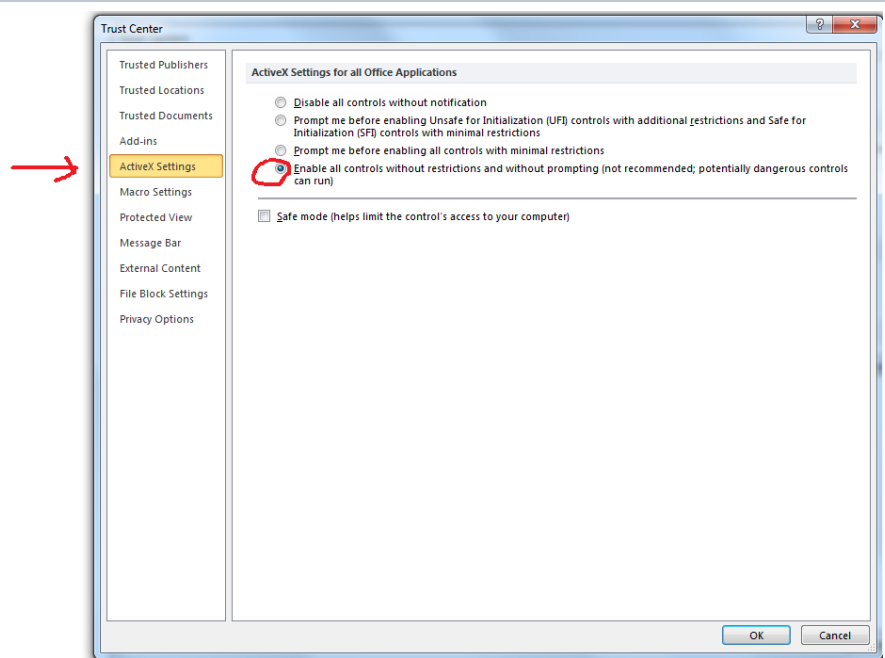
How to enable macro using automatic reports in Excel

If you're encountering issues when generating the **Accolade automatic reports**, it may be caused by your EXCEL parameters that are too restrictive.

Please, follow the procedure to **“Enable Editing”**:

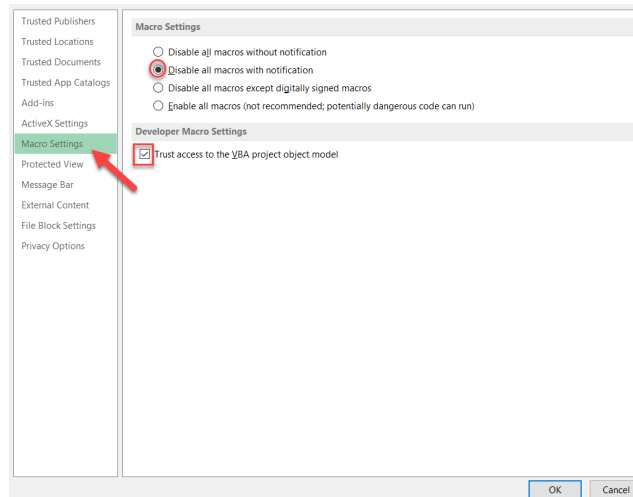
Step to reproduce	Screen Capture
1 / Open an brand new EXCEL file	
2 / File > Options	
3 / Open the Trust Center , then the Trust Center Settings	

4 / Go to **ActiveX Settings** in the left menu and **Enable all control** and remove the Safe Mode

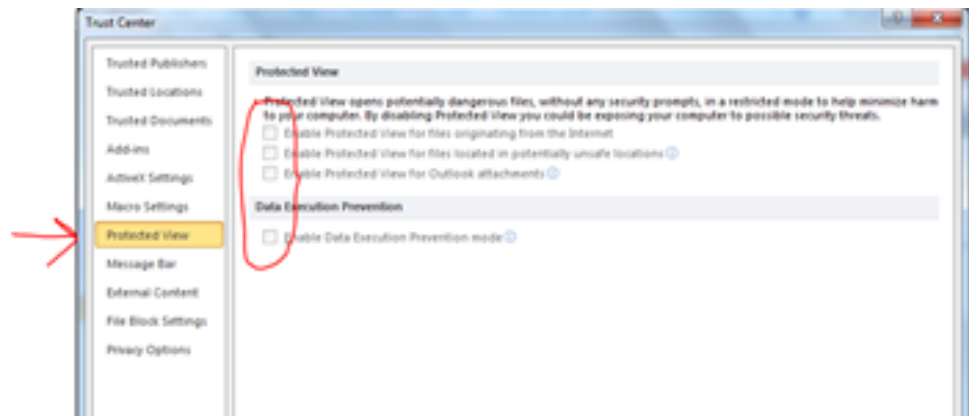


5 / Go to **Macro Settings** in the left menu and **Enable all macros** and

Trust access to the VBA project object model



6 / Go to **Protected View** and untick all the boxes



7 / Click **OK** twice and close EXCEL

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- [How to add additional metrics in the Budget&Costs Report](#)

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