

Office 2007 Excel

To enable the auto number generator in the Disbursement Voucher follow the following steps.

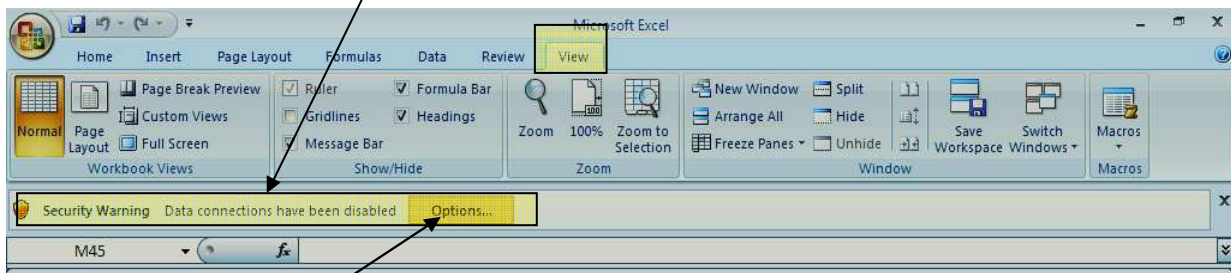
- 1) Open the Disbursement Voucher Excel Form from the link below

<http://www.foundation.csupomona.edu/financial/forms.aspx>

- 2) Once the file opens

Click on View

- 3) In the lower left corner there will be a security warning regarding the following “Data connections have been disabled”

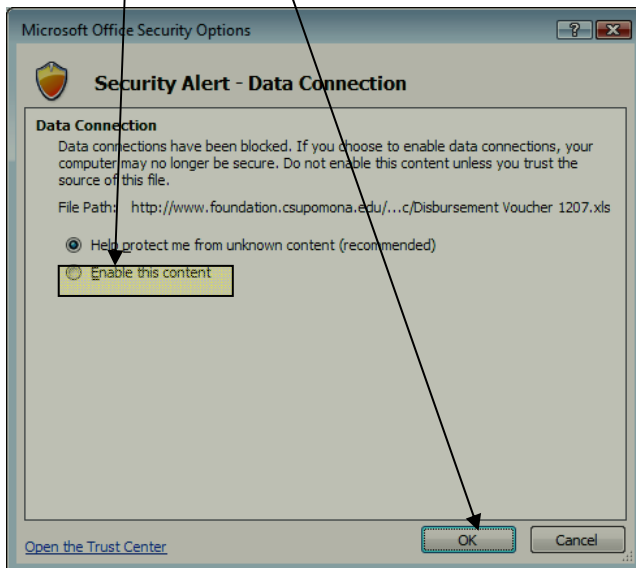


- 4) **Click on Options**

- 5) A prompt like the one below will appear

a) **Select Enable** this content

b) **Click Ok**



- 6) The content should load and the auto-number should refresh.

- 7) Saving the file to your local hard drive will save the current auto-number

- 8) To generate a **new number follow steps 1 to 5**