



## **Basic Instructions for Generating Engagement Letter Templates**

1. To run the Utility without errors, certain changes in the Macro and Trust settings shall have to be made in MS Excel (hereinafter referred to as Excel). Kindly note that enabling macros at a lower security level can pose security risks if you open files from untrusted sources which may potentially run dangerous code. Always be cautious when enabling macros in Excel, and only do so for the files you trust.
2. Kindly ensure that all the Word and Excel files are unzipped and saved in the same folder.
3. Please do not rename any of the downloaded Word and Excel files.
4. The Utility will create Engagement Letters in the same folder where the Excel and Word files are saved.
5. The Utility will generate separate folders for each Financial Year selected. In the respective Financial Year's folder, separate folders for each type of Engagement Letter template shall be created and all the Engagement Letters will be saved in such folders.
6. You can customize the Engagement Letter Template (Word file) to meet your specific requirement. Please do not edit the highlighted fields, as this will make the Utility inoperative.
7. The Utility provides functionality to enter details of multiple clients in the Excel worksheet based on which Engagement Letters for all such clients shall be generated.
8. Any new entry should be done in a new line item and old-line items may not be overwritten.
9. A separate copy of the Excel Utility file for each year should be maintained to facilitate year-wise documentation as mentioned above.
10. Please ensure that any of the Word files are not open while generating Engagement Letters from Excel. Only relevant Excel Utility should be open.
11. To make changes in the fields of the Engagement Letters that are generated through the Excel Utility, you can edit the relevant fields in the Excel Utility and regenerate the Engagement Letter. It will replace the earlier word file, preserving the file name and location.
12. After generating the word file, Engagement letters (two copies) should be printed on the letter head of the Member/Proprietorship/Firm/LLP which should be signed by Member/Proprietor/Partner.
13. Obtain an acknowledgement duly signed by the authorized representative of the client on the Engagement Letter and keep the acknowledged copy in your audit file.
14. This Utility serves as a comprehensive document for internal control and peer review etc.

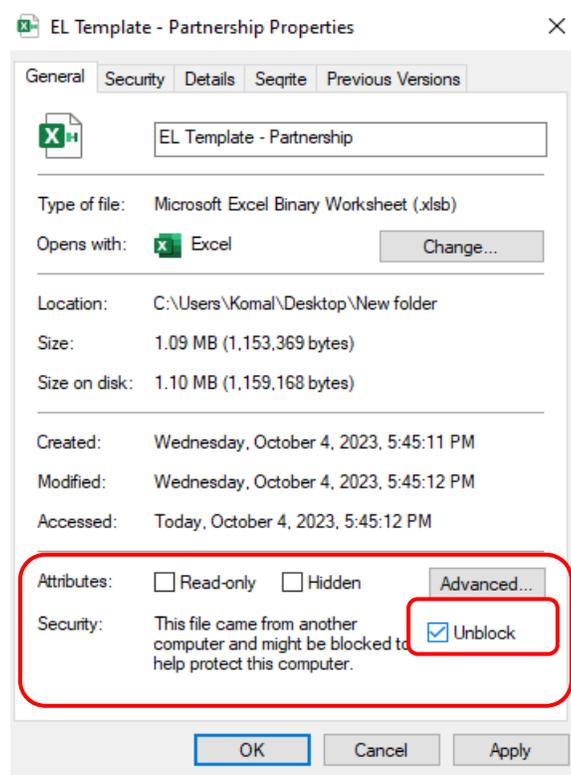
## Steps to Enable Macros and related Troubleshooting:

### Step 1: Unblock the Excel Workbook and Word Files

After downloading the file for the first time, it must be unblocked in order to be fully functional.

To unblock the files and enable macros, follow these steps (see screenshot below):

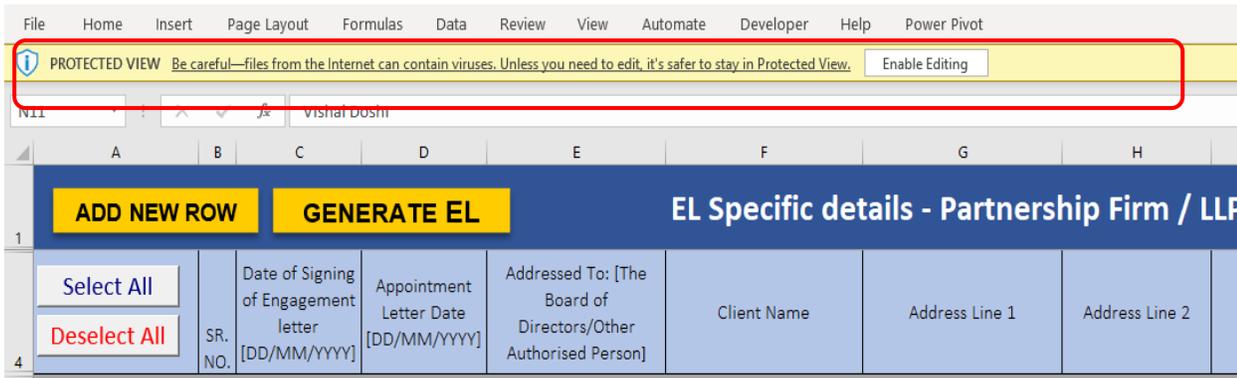
- 1. Right-Click on the File:** Right-click on the Excel workbook or Word document file/s that have been downloaded.
- 2. Select "Properties":** From the context menu that appears after right-clicking, select "Properties." This will open the Properties window for the file.
- 3. Check for the "Unblock" Button:** In the Properties window, look for an "Unblock" button.
  - (i) This button may appear if the file is blocked due to security settings. If you see the "Unblock" button, click it. This action will remove the security block from the file.
  - (ii) If you don't see the "Unblock" button, or if it's not present in the Properties window, it means that the file is not blocked or does not have any security restrictions applied to it. No action is required in such a case.
- 4. Click "OK" to Save Changes:** After clicking the "Unblock" button (if it was present) or if there were no security restrictions, click "OK" to save the changes in the Properties window.



By following aforementioned steps and unblocking the files as needed, you should be able to enable macros in your Excel workbook and Word documents without encountering security-related issues.

## Step 2: Enabling Editing in Excel

1. Open the relevant Excel file.
2. When you open the file, you might see a message at the top of the Excel window that says, "**Enable Editing**" (see screenshot below). This message typically appears when the Excel file you are trying to open contains content such as macros, active content, or external data sources.

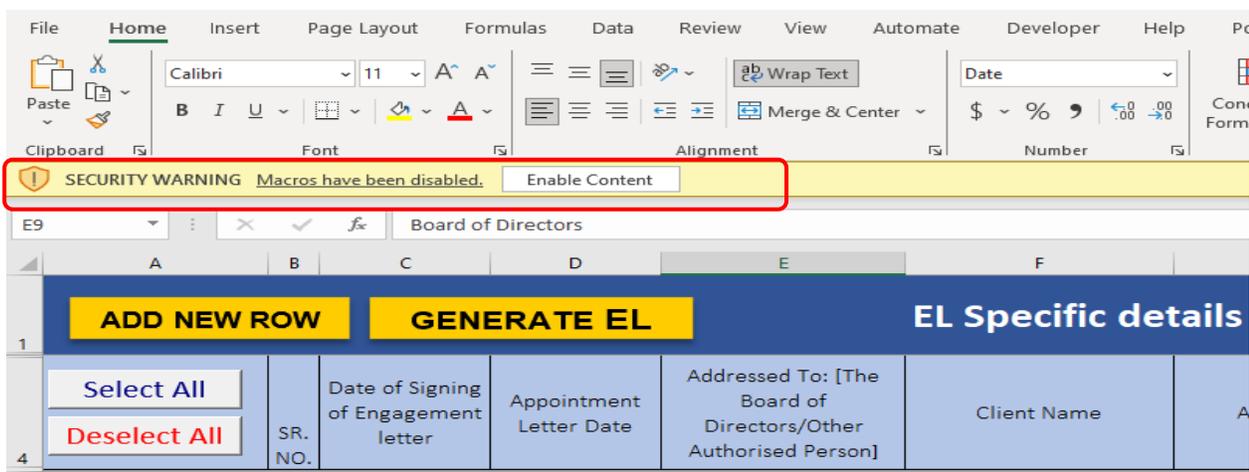


To enable editing, simply click on the "Enable Editing" message. This action grants you permission to make changes to the file's content and functionality (see screenshot below).

**Note:** If, after clicking "Enable Editing," you encounter a message stating "Microsoft has blocked macros from running because the source file is untrusted" (see screenshot below) it indicates that **Step 1** may not have been followed correctly. In such cases, please close the file, return to **Step 1**, and ensure that the file is unblocked before proceeding.

## Step 3: Enable Content

After opening the Excel file and clicking on "enable editing" if you see the message "**Enable Content**" (see screenshot below) click on it.



## Step 4: Adjusting Macro Trust Center Settings in Excel

If you encounter an error related to running macros, such as "The macro may not be available in this workbook or all macros may be disabled," follow these steps to resolve the issue by adjusting the Excel settings:

1. **Go To File:** Open the Excel workbook and click on the "File" tab, which is typically located at the top-left corner of the Excel window.
2. **Options:** In the File menu, click on "Options" at the bottom of the left sidebar. This action will open the Options window in Excel.
3. **Trust Center:** Within the Options window in Excel, select "Trust Center" from the options on the left sidebar.
4. **Trust Center Settings:** Click on the "Trust Center Settings" button on the right side of the Trust Center section.
5. **Macro Settings:** In the Trust Center window, select "Macro Settings" from the options on the left sidebar.
6. **Enable All Macros:** In the Macro Settings section, make sure that the option "Enable macros in this workbook" is selected. This allows macros to run in the current workbook.
7. **Click OK:** After enabling macros, click the "OK" button to save your Trust Center settings.
8. **Restart Excel:** Close all open Excel files and exit Microsoft Excel completely. Reopen the Excel file again.
9. **Security Warning Bar:** Enable Content: When you reopen your Excel workbook, if you see a security warning bar at the top of the workbook, click on "Enable Content" to enable macros for that specific workbook. This step ensures that macros within the workbook are allowed to run.

By following the aforementioned steps, you should be able to resolve issues related to running macros in Excel and enable macros for the specific workbook, allowing them to function as intended.

## Step 5: Macro Security Settings

If you still encounter issues with running macros in Excel after following the previous steps, you can further troubleshoot by checking and adjusting the Macro Security Level in the Trust Center Settings [See points (v) and (vi) above]. Ensure it is not set to "Disable all macros without notification."

If it is set to "Disable all macros without notification", change it to "Enable all macros," save the settings, and restart Excel. Additionally, when opening a specific workbook, click "Enable Content" (as explained in [Step 3](#)) if prompted to allow macros to run.