

REIC Membership Batch Report Procedure

I work at The Real Estate Investors Club (REIC) in Orem, UT, which strives to provide real estate and life coaching to local and national members. I have been the accountant for REIC for the past year which includes the following responsibilities:

- Managing membership transactions
- Tracking REIC revenue
- Creating reports

Each responsibility has its own task, which requires individual reports. These reports are used on a regular basis to help facilitate business operations. The reports impact many aspects of the business from the wages paid to each employee to the approved budget for a specific department. One of the more important reports tracks the membership revenues we receive when a new member joins REIC. Credit cards are charged on a daily basis. When a credit card is charged the funds do not enter our bank account for about two to three days. We create a report the day after we charge the account from the merchant account used to charge the card in order to track each daily batch. The report is created the following day because our merchant only creates one report per day and that is created at the end of the day once I have left the office. These reports consist of all transactions per day. There are multiple merchant accounts associated with different bank accounts.

Executive Summary:

One of the weaknesses at REIC involves the flow of information. By the time management gets information about transaction totals it is too late to adjust strategies and budgets reliant on the expectation of certain revenue amounts. Management has mentioned that reports outlining the production of the company would greatly improve the decisions they make in marketing and strategy meetings.

After speaking with management and working through various issues I thought that it would be a great idea to create a sub procedure that would automate the creation of these daily reports. I could the present to management on a daily basis a summary report outlining the previous day's sales transaction volume and amount of revenue to enter our account in the next few days.

This sub procedure uses passwords to access the merchant account in order to print reports outlining each daily batch. I used a form in my code for the user to enter passwords and usernames and use that information to gain access to the account. I also placed links for the user to access if they forgot their username or password. Once in the account the procedure export the data into excel and create a uniform report outlining the daily transactions. This sub procedure will perform these steps for multiple accounts since we use several accounts for different products. We run all transactions through Authorize.net but you will be directed to the appropriate account by inserting the username information for the account you would like to access.

I then want the sub procedure to consolidate all of the daily information into one summary sheet I can use to share with our CFO detailing each day's revenue transactions. This sheet will be

used to have a high level view of all transactions. This sheet can be used to also track the payment receipt into our account from the transactions made earlier in the week.

The main purpose of this sub procedure will be to automate reports I make on a daily basis. These reports will be consolidated into a summary report used to provide more information to management. These reports will strive to improve the decisions made by top management.

Process

Before running this sub procedure the user would have processed transactions the previous day in order for Authorize.net to create the reports we will pull into excel.

The following day the user would first open the spreadsheet in order to pull the previous days information. The user would have the option of when to start the procedure. When they want to start the procedure they would click on the button in the spreadsheet.



This is the original screen that appears when the workbook is opened.

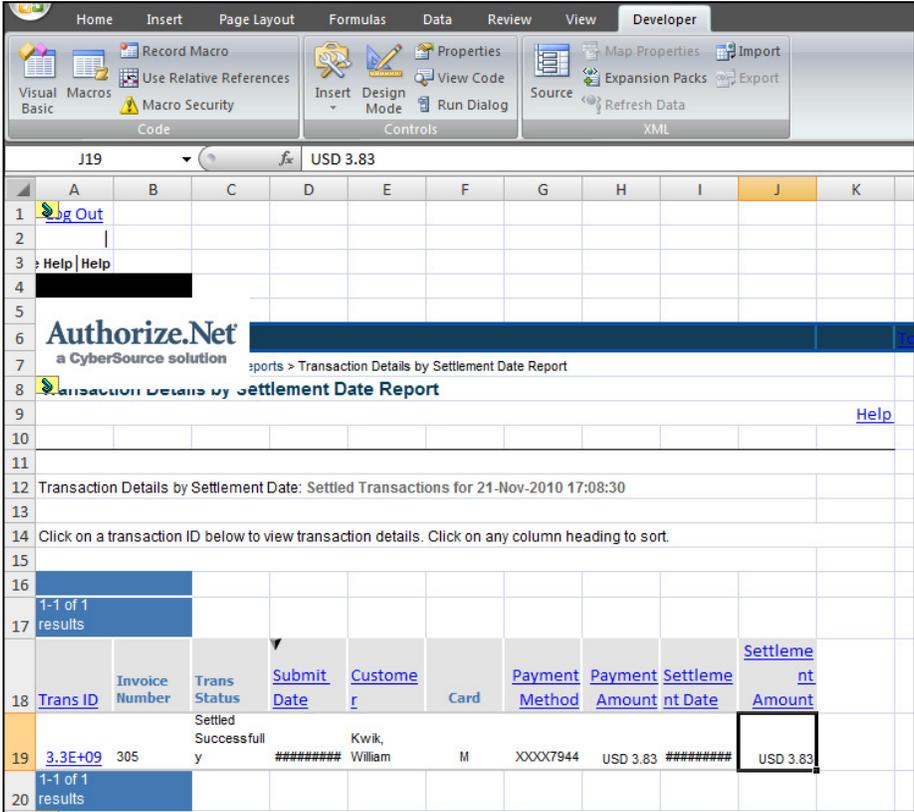
Once the user decides to start the procedure by clicking the button shown above, a form appears that asks for the password information needed to access the account.



The user will enter their Login ID and Password and click enter which will take them to the merchant website. The website is configured to only accept access when connected to the office internet connection in order to prevent unapproved transactions being processed. If you were to enter the wrong Login ID or Password the website will let you know that you have entered the

wrong information when the website is displayed. The website screen updates are shown throughout this entire process in order for the user to understand what is happening.

Once gaining access to the website this sub procedure will navigate through the website to the reports page. It will then run a report for the batch submitted the previous day. The sub procedure will then copy that information and place it into excel. The information will be pasted unformatted.



Once the information has been pasted into the spreadsheet it will format the page according to how our CFO prefers this information to be displayed.

Trans ID	Invoice Number	Trans Status	Submit Date	Customer	Card	Payment Method	Payment Amount	Settlement Date	Settlement Amount
3332854538	363	Settled Successfully	12/7/2010 13:44	Kim, Jason	V	XXXXX3534	USD \$3.00	12/7/2010 18:26	\$ 3.00
333285453	364	Settled Successfully	12/7/2010 13:44	Johnson, Fred	V	XXXXX3243	USD \$3.00	12/7/2010 18:26	\$ 3.00
1-1 of 1 results									\$ 6.00

After it has created this report it adds the total to the summary tab. This summary will track all transaction batch totals. It will track the amount of revenue submitted through Authorize.net.

REIC Membership Batch Summary			
Date	Amount		
12/7/2010 13:44	\$ 12.00		
12/7/2010 13:44	\$ 6.00		

Once the sub procedure is complete you will have a newly created batch report and an updated batch summary. This report and summary would be used to present revenue measurements to management on a daily basis. This sub procedure cuts down on a lot of time spent doing the same thing over and over. This process used to take 30 minutes per account but it now takes less than 5 minutes to do multiple accounts.

Difficulties Encountered

This sub procedure came together without any problems until I tried to import the batch information into excel. Due to the formatting of Authorize.net I was not able to use a web query or simply refer to the page online. After meeting with Professor Allen I was able to copy the page and have that information pasted into excel.

Each batch has a different number of transactions. It took a little while to figure how to have the row configuration end at the right time but I was able to develop a loop to recognize when the active cell contains the word "results" and moves to the next sub procedure.