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VBA Final Project

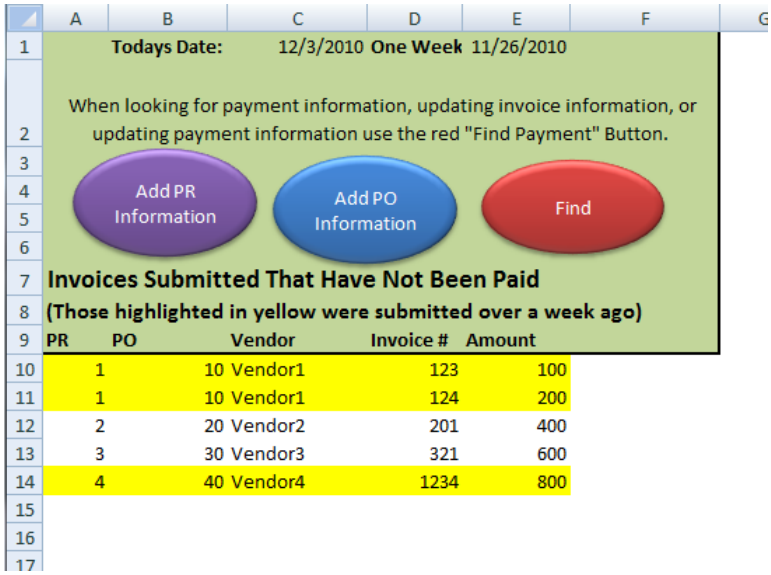
Project Write-Up

Executive Summary

I currently work for BYU Broadcasting, which is a part of BYU, as an accounting clerk. As we are a part of BYU, we do not actually cut checks for payments. Each week we send many different purchase requisitions and invoices to be paid. With several accounting clerks submitting invoices for payment it can get rather confusing when PRs and invoices are submitted. I created a spreadsheet to keep track of all purchase requisition and invoices. The spreadsheet consists of multiple user forms to input information as well as a user form to search for a specific line item. The spreadsheet also maintains a list of invoices that have been submitted for payment highlighting those that were submitted over a week ago but have not been paid.

Implementation Documentation

First, I created an opening page for the workbook. At the top of the opening page there three buttons to open the user forms that are detailed out below. At the bottom of the page there is a chart that is updated each time the worksheet is opened. I created a macro that initiates when the worksheet is opened to pull the PR number, PO number, Vendor, Invoice number, and amount of the invoice for each line item that an invoice has been submitted for, but payment information has not been entered. Line items that have invoices submitted over a week from the current day are highlighted in yellow. This is to help the accounting clerks to quickly know which invoices require follow up.

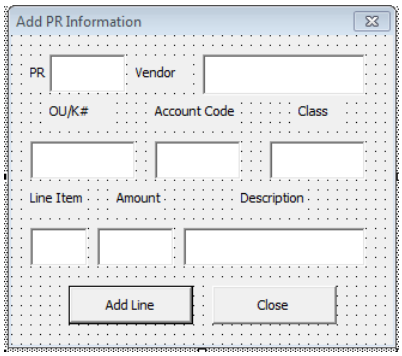


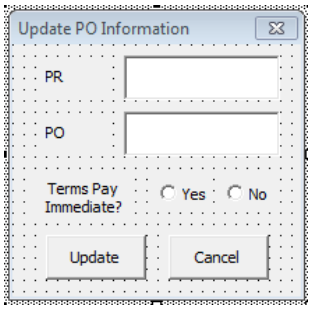
Next, on the second page of the workbook I formatted a table that included column headers for all of the important information relating to the purchase requisitions and invoices.

PR#	PO#	Terms Pay Immediate?	Vendor	Line Item	Line Item Description	Amount	Invoice #	Invoice Date	Sent For Approvals	Approver Name	Milestones Received	Sent to Campus	Date Paid	Check#	Held for Pickup?	If Held-Notified Payee Ready?	Last Follow Up	Project#/ OU	Acct	Class	Completed PO

Finally, I created five user forms to aid in updating purchase requisition information, updating purchase order information, finding line items, updating invoice information, and updating payment information to help eliminate duplicate typing and to ensure that all necessary information is entered.

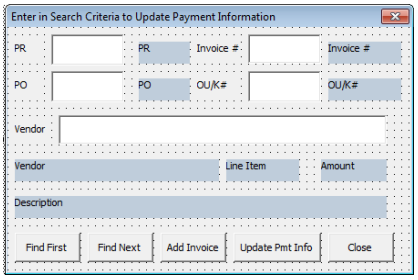
frmAddPR. The first user form I created is used to enter purchase requisition information. The form has a box for each piece of information from the purchase requisition. As there is often more than one line on a PR, when the user clicks on the "add line" button the PR information is added to the next open line on the table. The information that changes for each line item is cleared from the form while the common information remains. This prevents the user from having to reenter common information. Once the user has finished they can close the form. If the user does not enter all the information, then the form will not update the table and brings up a message box indicating this.

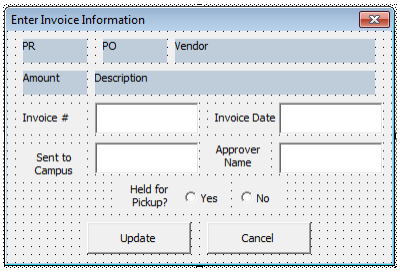




frmPO. The next user form that I created was one to enter all the Purchase Order information. After the PR is submitted to campus, a Purchase Order is issued with a PO number. This user form allows the user to enter which PR they wish to update and enter the PO number. The user inputs the PR and PO numbers and when they click update each line of the PR is updated with the PO number no matter how many lines there are on the PR. If the user forgets to enter either the PR or PO number then a message box pops up saying the PO number cannot be updated without the PR and PO number.

frmFind1. The third user form that I created is a find form. The user can input the PR, PO, Invoice number, operating unit, or vendor information in order to find a payment. The user can click the "find first " button to find the first payment that matches the search criteria and then click the find next button to see subsequent payments that match the given search criteria. Once the user has found the appropriate payment there is a button to open a user form to add an invoice and a button to open a user form to update payment information. When the user is finished searching they can click the close button to unload the form.

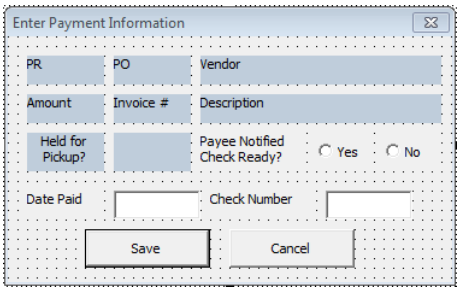




frmAddInvoice. The fourth user form is used when an invoice is submitted for a line item on a PR. The top of this user form is populated with the information from the find user form. The user enters the invoice number, invoice date, the date sent to campus, the approver name, and whether the check was held for pickup. When the user clicks the update button the line for the line item on the PR in the table is updated with the new invoice information. If the user does not

enter all the invoice information (except the held for pick up button) a message box comes up saying that the table cannot be updated without all the invoice information.

FrmUpdatePmt. The final user form is used to update payment information once the check has been issued. This form is also populated from the find form. The user inputs the date paid and check number as well as if the payee has been notified if their check was held for pickup. If the user does not input all the information the form will pull up a message box when the save button is clicked saying that without all the information the payment information cannot be updated. If all the information is entered then when the save button is clicked the payment information is updated in the table under the appropriate line item.



Discussion of Learning and Conceptual Difficulties

Working on this project I learned how important naming conventions really are. I had so many different things going on that if I named something poorly it made it difficult to remember what it was in my code. I also had some problems with the code that I wrote to populate the table on the opening page with the submitted but unpaid invoices. I kept getting errors relative to the start of the code where I was trying to select the invoices to be followed up on table and clear it. I realized that I was using the wrong code to try to activate the appropriate cells and clear them. I made the appropriate changes and now the code works appropriately.