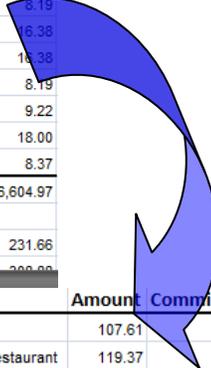


This macro is designed to convert the report from this:

1		Date	Num	P. O. #	Name	Memo	Amount
2	David C						
3		10/20/2011	124017		KC's Food M	Open balanc	107.61
4		10/21/2011	124022		The Nacho H	Open balanc	119.37
5		10/24/2011	124028		Harts Gas &	Open balanc	180.00
6		10/31/2011	1		Smitty's Par	Vanilla Crem	16.38
7		10/31/2011	1		Smitty's Par	Licorice Car	16.38
8		10/31/2011	1		Smitty's Par	Mocha Carar	16.38
9		10/31/2011	1		Smitty's Par	Apple Caram	16.38
10		10/31/2011	1		Smitty's Par	FREIGHT CO	7.65
11	Total David C						480.15
12	HOUSE						
13		10/19/2011	124024		CROSSROAI	Open balanc	95.52
14		10/20/2011	124016		Country Loft	Open balanc	39.20
15		10/20/2011	124012		DSD Partner	Open balanc	2,419.20
16		10/20/2011	124011		PFG Customi	Open balanc	3,194.88
17		10/20/2011	124023		YBR DISTRIE	Open balanc	771.06
18		10/24/2011	124021		PFG Customi	Open balanc	4,792.32
19		10/26/2011	124019		PFG Customi	Open balanc	2,196.48
20		10/26/2011	124020		PFG Customi	Open balanc	2,995.20
21		10/31/2011	2	JAN	Baker Drug	Vanilla Crem	16.38
22		10/31/2011	2	JAN	Baker Drug	Pecan Caran	8.19
23		10/31/2011	2	JAN	Baker Drug	Apple Caram	16.38
24		10/31/2011	2	JAN	Baker Drug	Licorice Car	16.38
25		10/31/2011	2	JAN	Baker Drug	Mocha Carar	8.19
26		10/31/2011	2	JAN	Baker Drug	FREIGHT CO	9.22
27		11/04/2011	4		A LA CARTE	Small Pretzel	18.00
28		11/04/2011	4		A LA CARTE	FREIGHT CO	8.37
29	Total HOUSE						16,604.97
30	Jiminy Sales						
31		11/04/2011	5	102511	Jays Distribu	Vanilla Crem	231.66
32		11/04/2011	5	102511	Jays Distribu	Licorice Car	200.00

We export from QuickBooks to Excel a report that details each sales person, the sales that they made and the amounts for each item they sold.



To this:

David C	Date	Num	P. O. #	Name	Amount	Commission Rate	Commission Amount
	10/20/2011	124017 Total		KC's Food Mart	107.61	5%	\$ 5.38
	10/21/2011	124022 Total		The Nacho House Restaurant	119.37	5%	\$ 5.97
	10/24/2011	124028 Total		Harts Gas & Food LLC	180.00	5%	\$ 9.00
	10/31/2011	1 Total		Smitty's Pancake House	65.52	5%	\$ 3.28
		Grand Total			472.50	5%	\$ 23.63
							\$ 47.25

This procedure allows a member of my work to be able to come in and process the report without any experience with the client.

- Freight costs, which commissions are not paid on, are removed from the spreadsheet. The memo column is also removed after

10/31/2011	2	JAN	Baker Drug	Licorice Car	16.38
10/31/2011	2	JAN	Baker Drug	Mocha Carar	8.19
10/31/2011	2	JAN	Baker Drug	FREIGHT CO	9.22
11/04/2011	4		A LA CARTE	Small Pretzel	18.00
11/04/2011	4		A LA CARTE	FREIGHT CO	8.37



```

Set Find = Cells.Find(What:="freight", After:=ActiveCell, LookIn:=xlFormulas, _
    LookAt:=xlPart, SearchOrder:=xlByRows, SearchDirection:=xlNext, _
    MatchCase:=False, SearchFormat:=False)
If Find Is Nothing Then Exit Sub
Find.Activate
Selection.EntireRow.Delete
Do
    Set Find = Cells.FindNext(After:=ActiveCell)
    If Find Is Nothing Then Exit Do
    Find.Activate
    Selection.EntireRow.Delete
Loop

```

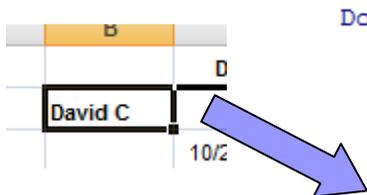
- The heading is put into an array in preparation for the creation of all the spreadsheets.

```

For x = 0 To 6
    Header(x) = Cells(1, x + 3).Value
Next

```

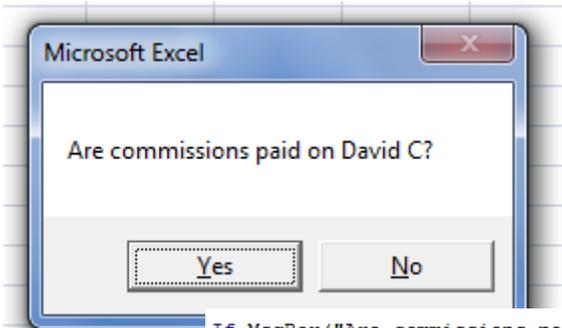
- The salesperson's name is then taken into a variable and all of the special characters removed so that it can be used as a new sheet name. I also learned that sheet names can only be 31 characters long.



```

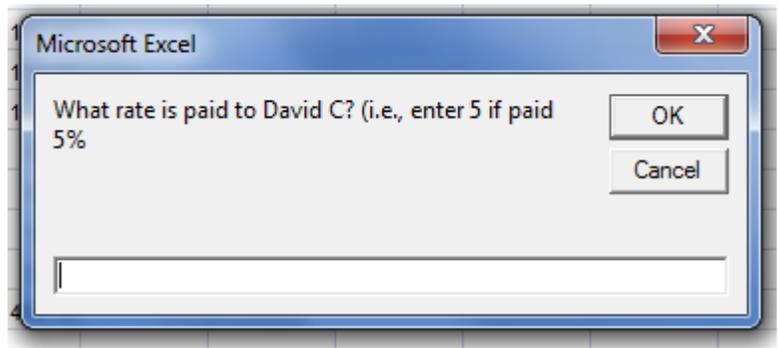
Do
    salesPerson = Selection.Value
    salesPerson = Replace(salesPerson, "-", "")
    salesPerson = Replace(salesPerson, "*", "")
    salesPerson = Replace(salesPerson, ":", "")
    salesPerson = Replace(salesPerson, "/", "")
    salesPerson = Replace(salesPerson, "\", "")
    salesPerson = Replace(salesPerson, "?", "")
    salesPerson = Replace(salesPerson, "[", "")
    salesPerson = Replace(salesPerson, "]", "")
    salesPerson = Left(salesPerson, 31)

```



```
If MsgBox("Are commissions paid on " & salesPerson & "?", vbYesNo) = vbYes Then
    commissionRate = InputBox("What rate is paid to " & salesPerson & "?" (i.e., enter 5 if paid 5%)
    commissionRate = Round(commissionRate / 100, 2)
```

4. A message box asks if the salesperson is paid commissions. If yes, an input box asks for the commission rate.



5. The name is used to create a new sheet and put into that sheet. The sales data is then loaded into the new spreadsheet.

David C						
10/20/2011	124017		KC's Food M	107.61		
10/21/2011	124022		The Nacho H	119.37		
10/24/2011	124028		Harts Gas &	180.00		
10/31/2011	1		Smittys's Par	16.38		
10/31/2011	1		Smittys's Par	16.38		
10/31/2011	1		Smittys's Par	16.38		
10/31/2011	1		Smittys's Par	16.38		

6. The header is loaded in from the array and formatted.

```
For x = 0 To 6
    Cells(1, x + 2).Value = Header(x)
    Cells(1, x + 2).Font.Bold = True
    With Cells(1, x + 2).Borders(xlEdgeBottom)
        .LineStyle = xlContinuous
        .ColorIndex = 0
        .TintAndShade = 0
        .Weight = xlMedium
    End With
Next
```

Date	Num	P. O. #	Name	Amount	Commissi	Commission Amount
10/20/2011	124017		KC's Food M	107.61		
10/21/2011	124022		The Nacho H	119.37		

```

Range("C3").Select
Selection.SubTotal GroupBy:=3, Function:=xlSum, TotalList:=Array(6), _
Replace:=True, PageBreaks:=False, SummaryBelowData:=True

```

	A	B	C	D	E	F
1	David C	Date	Num	P. O. #	Name	Amou
2		10/20/2011	124017		KC's Food M	107.61
3			124017 Total			107.61
4		10/21/2011	124022		The Nacho H	119.37
5			124022 Total			119.37
6		10/24/2011	124028		Harts Gas &	180.00
7			124028 Total			180.00
8		10/31/2011	1		Smittys's Par	65.52
9		10/31/2011	1		Smittys's Par	65.52
10		10/31/2011	1		Smittys's Par	65.52
11		10/31/2011	1		Smittys's Par	65.52
12			1 Total			65.52
13			Grand Total			472.50

7. The data is subtotaled, the supporting information is filled in, and the individual line items are removed.

```

Range("C2").Select
Do
    If Selection.Value = "" Then Exit Do
    If Selection.Font.Bold = True Then
        ActiveCell.Offset(1, 0).Range("a1").Select
    Else: ActiveCell.EntireRow.Delete
    End If

```

LC	Date	Num	P. O. #	Name	Amount	Commissi Co
	10/20/2011	124017 Total		KC's Food M	107.61	
	10/21/2011	124022 Total		The Nacho H	119.37	
	10/24/2011	124028 Total		Harts Gas &	180.00	
	10/31/2011	1 Total		Smittys's Par	65.52	
		Grand Total			472.50	

Our responsibilities are to separate each sales person and their information onto their own tab, clean up and subtotal the data, and calculate a unique commission rate for each person.

IC	Date	Num	P. O. #	Name	Amount	Commissi Co
	10/20/2011	124017 Total		KC's Food M	107.61	
	10/21/2011	124022 Total		The Nacho H	119.37	
	10/24/2011	124028 Total		Harts Gas &	180.00	
	10/31/2011	1 Total		Smittys's Par	65.52	
		Grand Total			472.50	

8. Commission rates are added, along with commission dollar amounts, which are then formatted. The cells column width is autofit.

	A	B	C	D	E	F	G	H
1	David C	Date	Num	P. O. #	Name	Amount	Commission Rate	Commission Amount
2		10/20/2011	124017 Total		KC's Food Mart	107.61	5% \$	5.38
3		10/21/2011	124022 Total		The Nacho House Restaurant	119.37	5% \$	5.97
4		10/24/2011	124028 Total		Harts Gas & Food LLC	180.00	5% \$	9.00
5		10/31/2011	1 Total		Smittys's Pancake House	65.52	5% \$	3.28
6			Grand Total			472.50	5% \$	23.63
7							\$	47.25

9. The process is repeated for each of the salespeople.

Lessons Learned & Challenges Conquered

I really enjoy working in Excel and have found VBA to be similarly rewarding. While I enjoy it, I am still not the fastest or most practiced at it. As a result I was challenged and invested significant time into the project, but I enjoyed the working on it. I also enjoyed working on it because I knew that it would be used, save people time, and impress my boss.

Since the report does not always include the same salespeople and the commission rates occasionally change I decided not to hard code that into the program. There is another spreadsheet that contains the salespeople and their commission rates. I decided to have the program find each salesperson in the report and ask the user if they will be paid and, if so, at what rate. This makes the program much more flexible and means it will have more staying power.

One of the problems I ran into was that not every sales entry had the same amount of information. I had to find some way to go through the rows cleaning up the data, such as the date, PO number and name, but not miss any entries and not mess up the data. I tried several things but each time I ran the macro there was some problem. One time everything was made the same, once it just copied the heading all the way down the column, and yet another time the whole column was just emptied. Eventually I found something consistent, the “Grand Total” text, and used that to stop the loop.

I learned much more about how to use arrays while writing this program. Using one for my own reasons rather than just in an assignment helped me to learn the tricks to them. Using an array to place the header turned out to be very effective. I was planning on using an array for the data chunk for each salesperson, but it was very difficult to figure out how to adapt to the number of rows for each salesperson. In the end, I had to use the copy function later so I used the “end(xldown)” command and the copy function to gather the data from the first sheet and put it into each individual sheet.

Conclusion

This was an enjoyable project. Although it was time-consuming and challenging, it will save hours of effort for myself and my coworkers, and money for my employer. When I told my manager about it, he was very excited. He encouraged me to keep going and that anything I could do to make the work more effortless the more we’d be able to offer better services for clients.