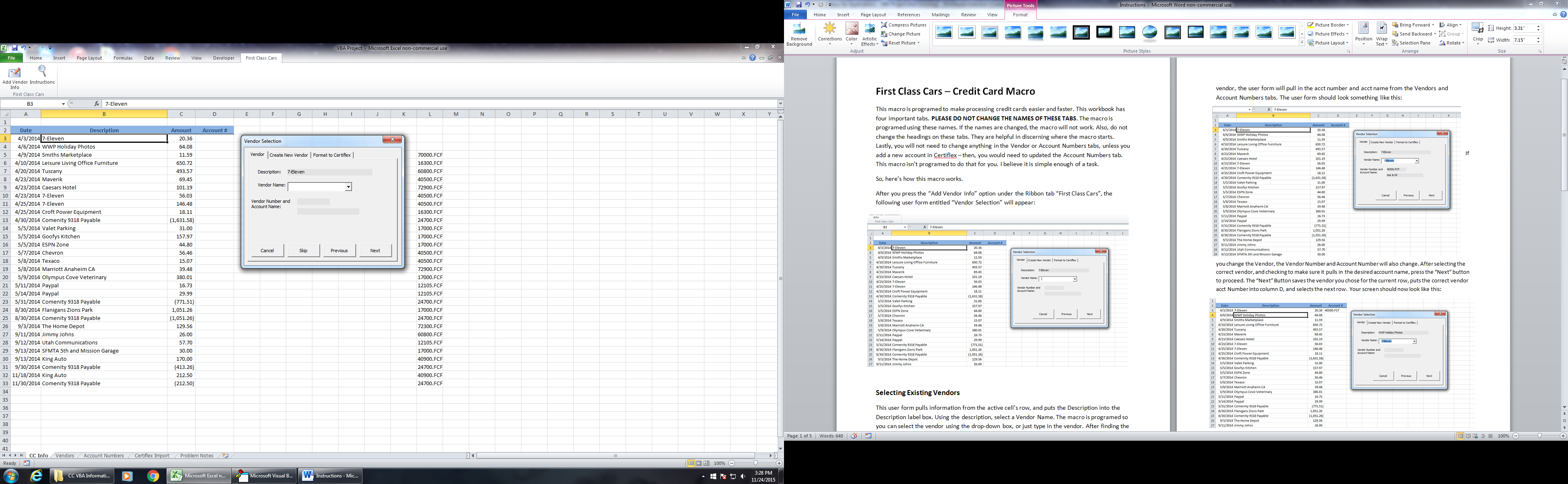
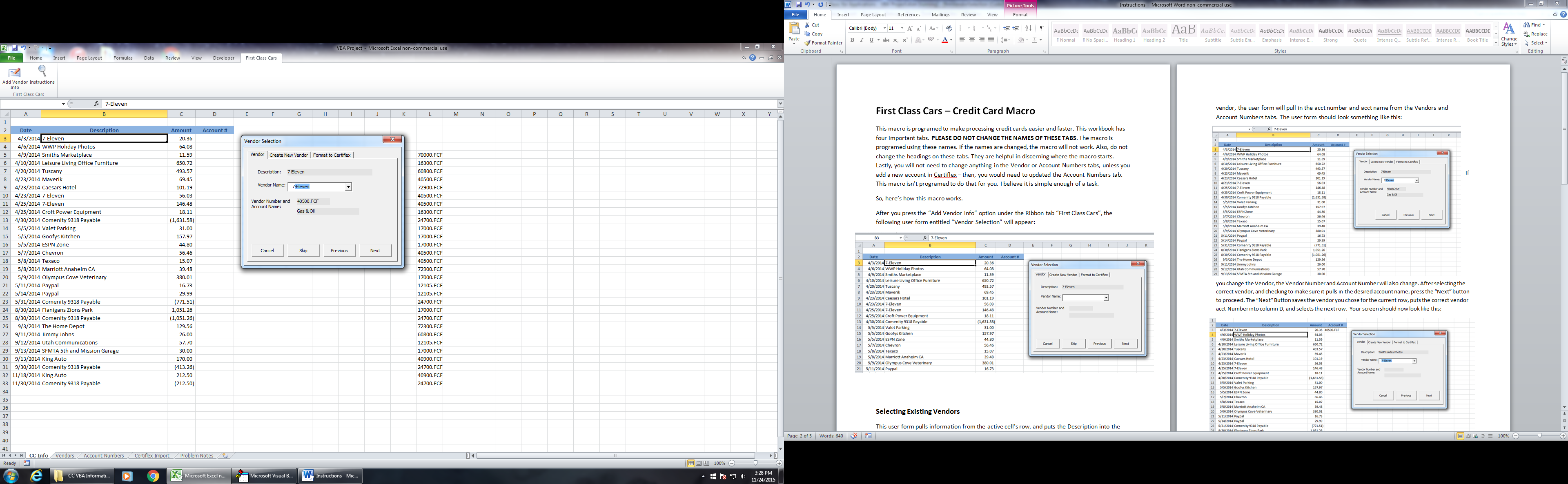
**First Class Cars – Credit Card Macro**

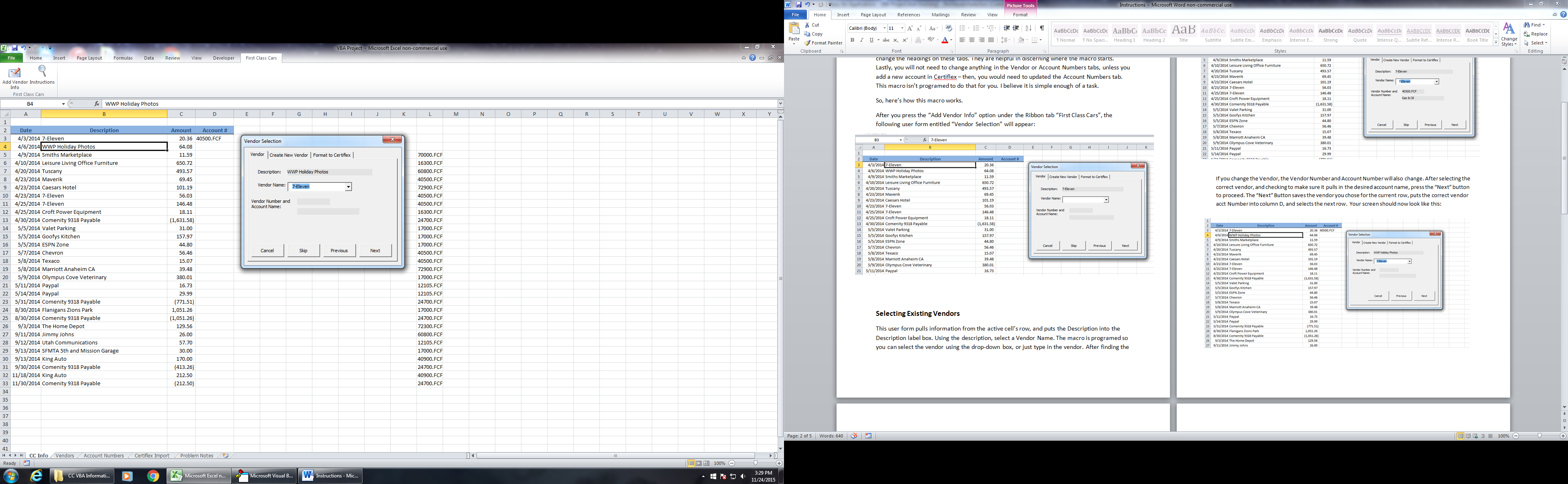
This macro is programed to make processing credit cards easier and faster. This workbook has four important tabs. **PLEASE DO NOT CHANGE THE NAMES ON THE TABS**. The macro is programed using these names. If the names are changed, the macro will not work. Also, do not change the headings on these tabs. They are helpful in discerning where the macro starts. Lastly, you will not need to change anything in the Vendor or Account Numbers tabs, unless you add a new account in Certiflex – then, you would need to updated the Account Numbers tab. This macro isn’t programed to do that for you. I believe it is simple enough of a task.

So, here’s how this macro works.

Select the row you wish to start on. After you press the “Add Vendor Info” option under the Ribbon tab “First Class Cars”, the following user form entitled “Vendor Selection” will appear:

**Selecting Existing Vendors**

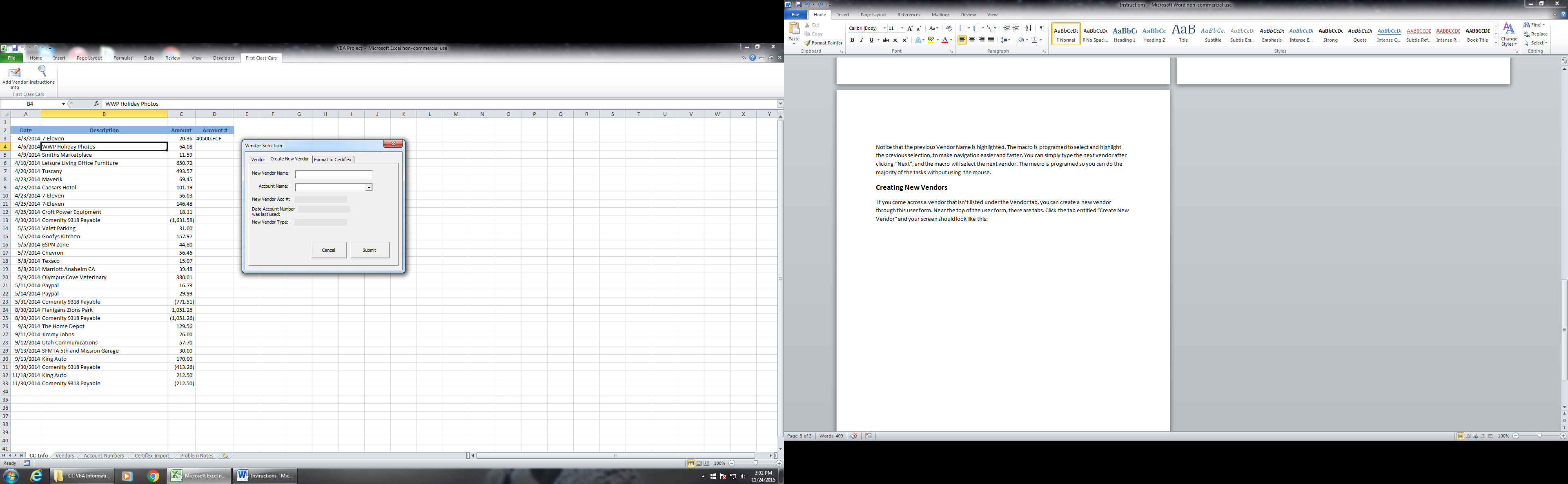
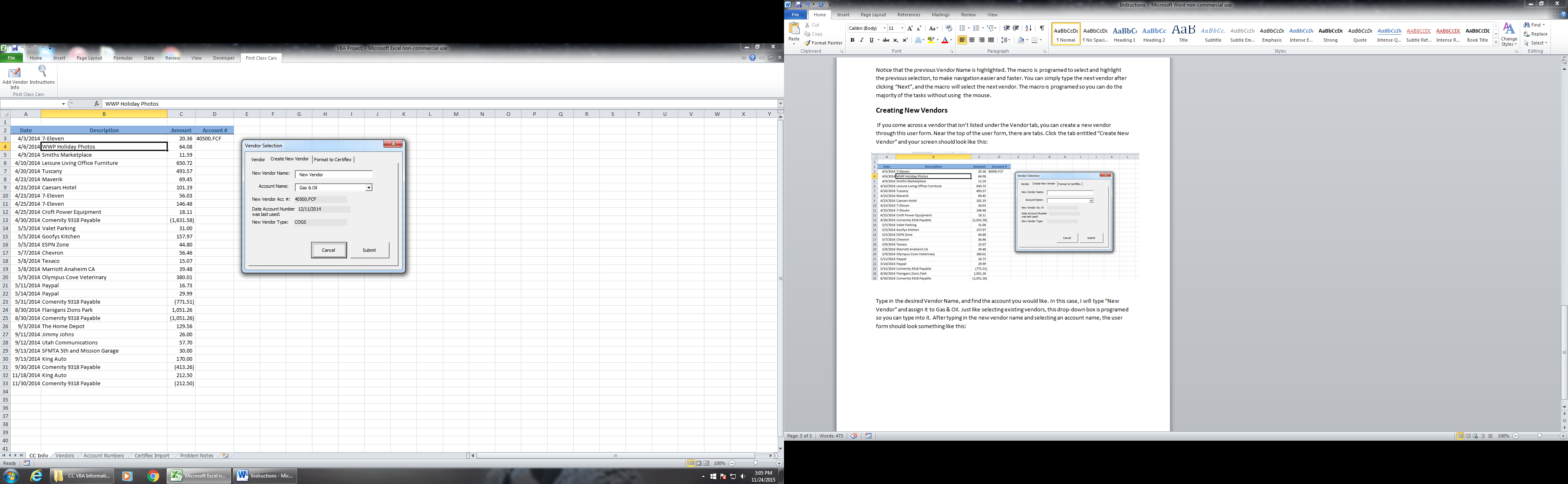
This user form pulls information from the active cell’s row, and puts the Description into the Description label box. Using the description, select a Vendor Name. The macro is programed so you can select the vendor using the drop-down box, or just type in the vendor. After finding the vendor, the user form will pull in the acct number and acct name from the Vendors and Account Numbers tabs. The user form should look something like this:

If you change the Vendor, the Vendor Number and Account Name will also change. After selecting the correct vendor, and checking to make sure it pulls in the desired account name, press the “Next” button to proceed. The “Next” Button saves the vendor you chose for the current row, puts the correct vendor acct Number into column D, and selects the next row. Your screen should now look like this:

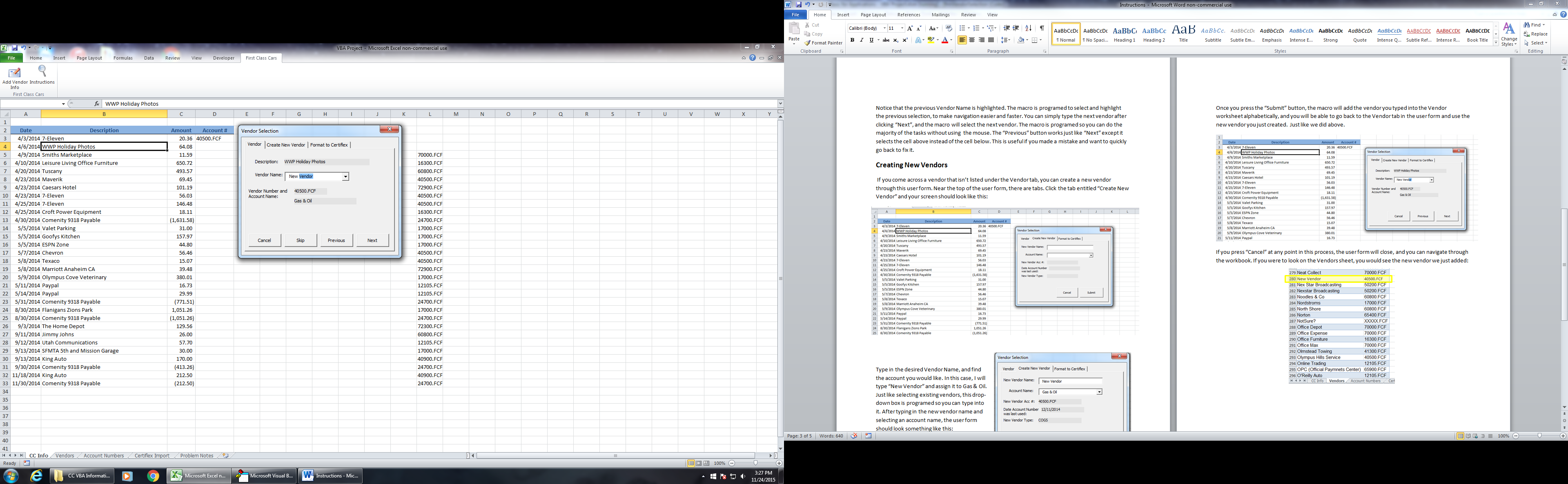
Notice that the previous Vendor Name is highlighted. The macro is programed to select and highlight the previous selection, to make navigation easier and faster. You can simply type the next vendor after clicking “Next”, and the macro will select the next vendor. The macro is programed so you can do the majority of the tasks without using the mouse. The “Previous” button works just like “Next” except it selects the cell above instead of the cell below. This is useful if you made a mistake and want to quickly go back to fix it.

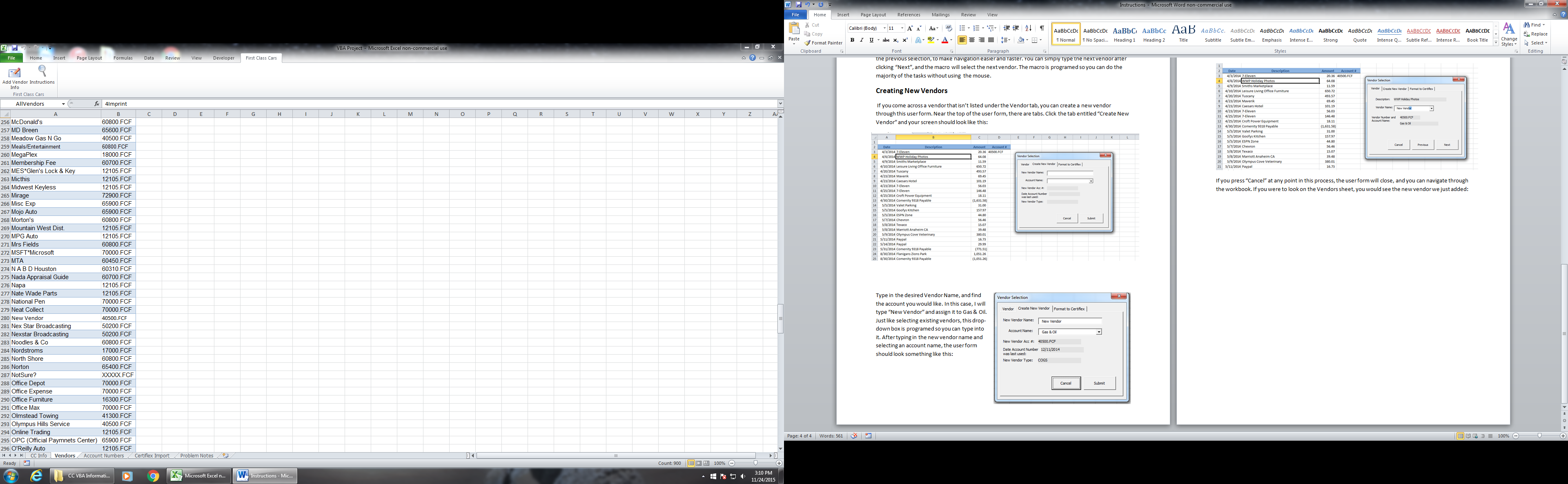
You can also click “Skip” button, which will just skip the row entirely. This can be useful if you’re not sure what to do with the vendor, and can ask after you’ve put the rest in. So you can ask about all of the questionable vendors at the same time.

**Creating New Vendors**

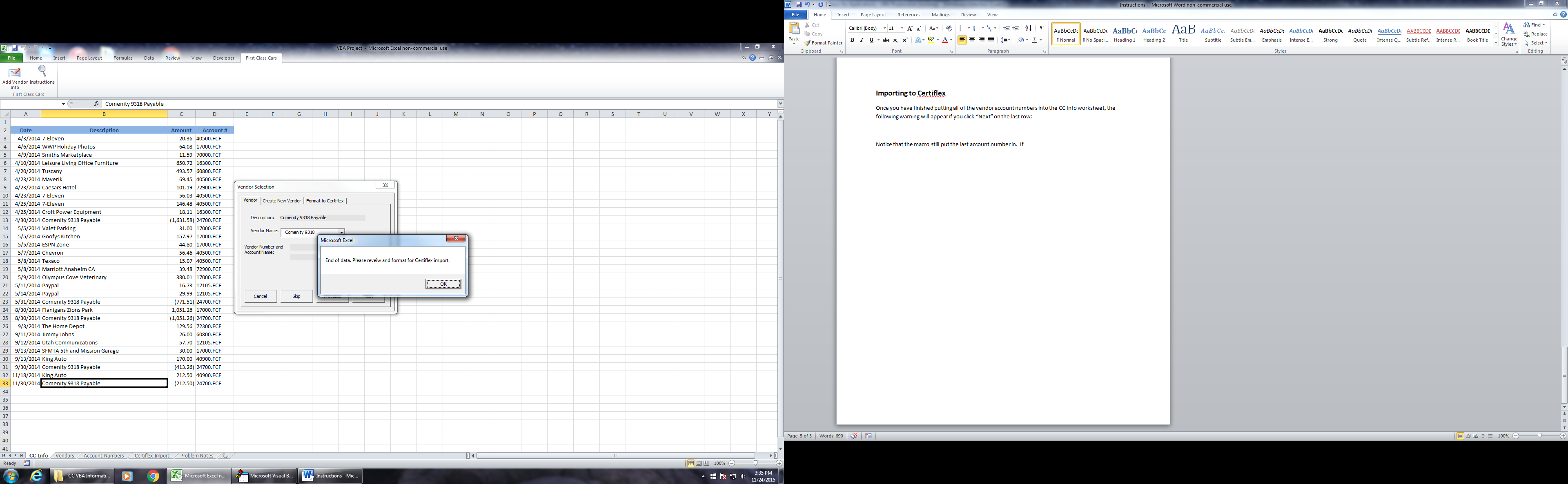
 If you come across a vendor that isn’t listed under the Vendor tab, you can create a new vendor through this user form. Near the top of the user form, there are tabs. Click the tab entitled “Create New Vendor” and your screen should look like this:

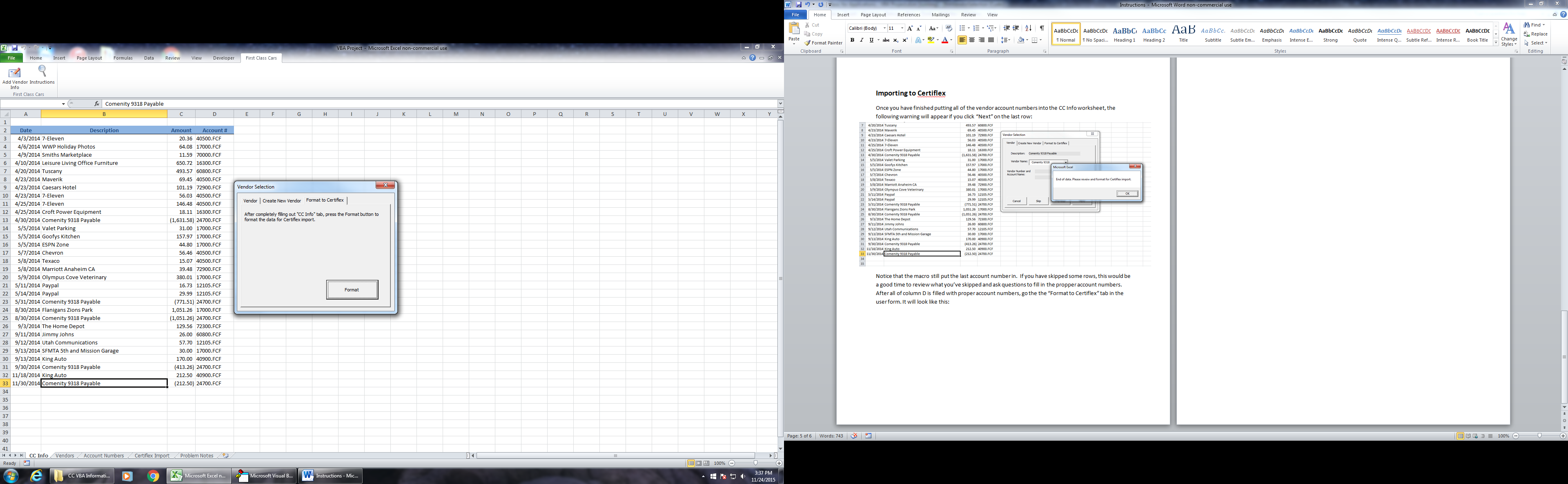
Type in the desired Vendor Name, and find the account you would like. In this case, I will type “New Vendor” and assign it to Gas & Oil. Just like selecting existing vendors, this drop-down box is programed so you can type into it. After typing in the new vendor name and selecting an account name, the user form should look something like this:

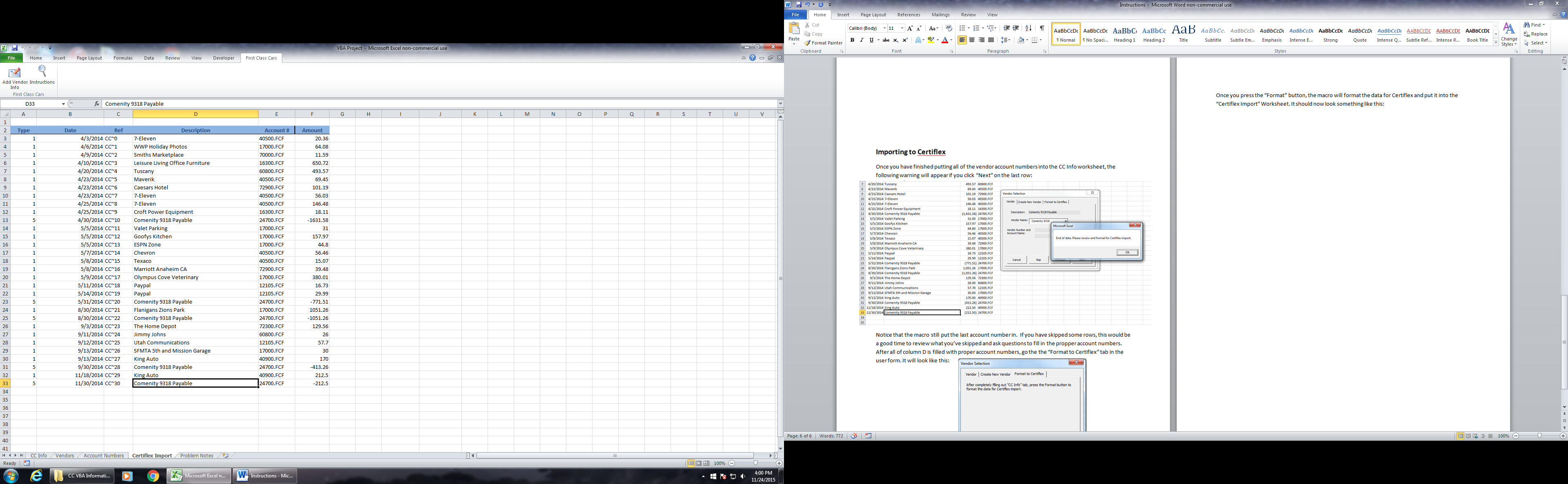
Once you press the “Submit” button, the macro will add the vendor you typed into the Vendor worksheet alphabetically, and you will be able to go back to the Vendor tab in the user form and use the new vendor you just created. Just like we did above.

If you press “Cancel” at any point in this process, the user form will close, and you can navigate through the workbook. If you were to look on the Vendors sheet, you would see the new vendor we just added:

**Importing to Certiflex**

Once you have finished putting all of the vendor account numbers into the CC Info worksheet, the following warning will appear if you click “Next” on the last row:

Notice that the macro still put the last account number in. If you have skipped some rows, this would be a good time to review what you’ve skipped and ask questions to fill in the propper account numbers. After all of column D is filled with proper account numbers, go the the “Format to Certiflex” tab in the user form. It will look like this:

Once you press the “Format” button, the macro will format the data for Certiflex and put it into the “Certiflex Import” Worksheet. It should now look something like this:

You’re done! All you have to do now is copy the Certiflex Import data, and import it into Certiflex.