

Executive Summary

I work for a small, tax company. We mainly focus on doing tax returns for our clients. However, we also keep the books for a few clients. One such client, First Class Cars, has a great deal of credit card information to sort through at the end of the year. They use their credit cards for both work and personal use, so sorting through the purchases and deciding which account to put the purchase towards is difficult. In the past, this process has been VERY time-consuming – usually taking days to complete. I wanted to streamline the process.

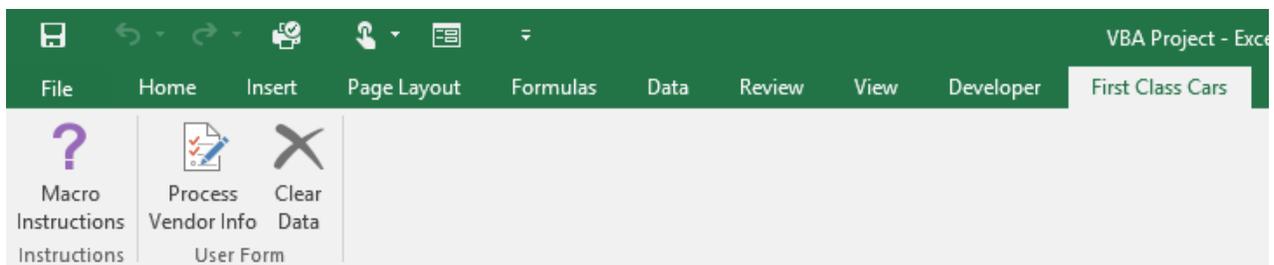
One of the previous co-workers did a great job making a macro for ONE of the credit cards. However, it wasn't something transferable between credit cards. It dealt specifically with information pulled from the one credit card's online information. First Class Cars has over a DOZEN credit cards – probably close to 20 –I've created something that can be used on ALL credit cards.

First Class Cars – Credit Card Macro

This macro is programmed 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 programmed using these names. If the names are changed, the macro will not work. Also, do not change the headings on these tabs (in Blue). 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 update the Account Numbers tab. This macro isn't programmed to do that for you. I believe it is simple enough of a task.

So, here's how this macro works.

First, you will find the ribbon titled "First Class Cars." After selecting this ribbon option, you'll see the following:



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

	A	B	C	D	E	F	G	H	I	J	K
1											
2		Date	Description	Amount	Account #						
3	4/3/2014	7-Eleven	20.36								
4	4/6/2014	WWP Holiday Photos	64.08								
5	4/9/2014	Smiths Marketplace	11.59								
6	4/10/2014	Leisure Living Office Furniture	650.72								
7	4/20/2014	Tuscany	493.57								
8	4/23/2014	Maverik	69.45								
9	4/23/2014	Caesars Hotel	101.19								
10	4/23/2014	7-Eleven	56.03								
11	4/25/2014	7-Eleven	146.48								
12	4/25/2014	Croft Power Equipment	18.11								
13	4/30/2014	Comenity 9318 Payable	(1,631.58)								
14	5/5/2014	Valet Parking	31.00								
15	5/5/2014	Goofys Kitchen	157.97								
16	5/5/2014	ESPN Zone	44.80								
17	5/7/2014	Chevron	56.46								
18	5/8/2014	Texaco	15.07								
19	5/8/2014	Marriott Anaheim CA	39.48								
20	5/9/2014	Olympus Cove Veterinary	380.01								
21	5/11/2014	Paypal	16.73								

Vendor Selection

Vendor | Create New Vendor | Format to Certiflex

Description: 7-Eleven

Vendor Name:

Vendor Number and Account Name:

Cancel Skip Previous Next

Selecting Existing Vendors

The “Vendor” tab of 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:

	A	B	C	D	E	F	G	H	I	J	K
1											
2		Date	Description	Amount	Account #						
3	4/3/2014	7-Eleven	20.36								
4	4/6/2014	WWP Holiday Photos	64.08								
5	4/9/2014	Smiths Marketplace	11.59								
6	4/10/2014	Leisure Living Office Furniture	650.72								
7	4/20/2014	Tuscany	493.57								
8	4/23/2014	Maverik	69.45								
9	4/23/2014	Caesars Hotel	101.19								
10	4/23/2014	7-Eleven	56.03								
11	4/25/2014	7-Eleven	146.48								
12	4/25/2014	Croft Power Equipment	18.11								
13	4/30/2014	Comenity 9318 Payable	(1,631.58)								
14	5/5/2014	Valet Parking	31.00								
15	5/5/2014	Goofys Kitchen	157.97								
16	5/5/2014	ESPN Zone	44.80								
17	5/7/2014	Chevron	56.46								
18	5/8/2014	Texaco	15.07								
19	5/8/2014	Marriott Anaheim CA	39.48								

Vendor Selection

Vendor | Create New Vendor | Format to Certiflex

Description: 7-Eleven

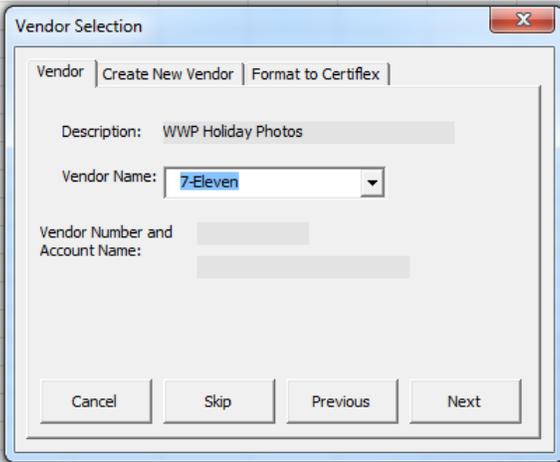
Vendor Name: 7-Eleven

Vendor Number and Account Name: 40500.FCF
Gas & Oil

Cancel Skip Previous Next

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:

2	Date	Description	Amount	Account #
3	4/3/2014	7-Eleven	20.36	40500.FCF
4	4/6/2014	WWP Holiday Photos	64.08	
5	4/9/2014	Smiths Marketplace	11.59	
6	4/10/2014	Leisure Living Office Furniture	650.72	
7	4/20/2014	Tuscany	493.57	
8	4/23/2014	Maverik	69.45	
9	4/23/2014	Caesars Hotel	101.19	
10	4/23/2014	7-Eleven	56.03	
11	4/25/2014	7-Eleven	146.48	
12	4/25/2014	Croft Power Equipment	18.11	
13	4/30/2014	Comenity 9318 Payable	(1,631.58)	
14	5/5/2014	Valet Parking	31.00	
15	5/5/2014	Goofys Kitchen	157.97	
16	5/5/2014	ESPN Zone	44.80	
17	5/7/2014	Chevron	56.46	
18	5/8/2014	Texaco	15.07	
19	5/8/2014	Marriott Anaheim CA	39.48	
20	5/9/2014	Olympus Cove Veterinary	380.01	
21	5/11/2014	Pavnaal	16.73	



The image shows a 'Vendor Selection' dialog box overlaid on the spreadsheet. The dialog has a title bar with a close button (X). It contains a 'Vendor' tab, a 'Create New Vendor' button, and a 'Format to Certiflex' button. The 'Description' field is populated with 'WWP Holiday Photos'. The 'Vendor Name' dropdown menu is set to '7-Eleven'. Below this, there are fields for 'Vendor Number and Account Name' which are currently empty. At the bottom of the dialog, there are four buttons: 'Cancel', 'Skip', 'Previous', and 'Next'.

Notice that the previous Vendor Name is highlighted. The macro is programmed 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 programmed 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:

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2		Date	Description	Amount	Account #							
3		4/3/2014	7-Eleven	20.36	40500.FCF							
4		4/6/2014	WWP Holiday Photos	64.08								
5		4/9/2014	Smiths Marketplace	11.59								
6		4/10/2014	Leisure Living Office Furniture	650.72								
7		4/20/2014	Tuscany	493.57								
8		4/23/2014	Maverik	69.45								
9		4/23/2014	Caesars Hotel	101.19								
10		4/23/2014	7-Eleven	56.03								
11		4/25/2014	7-Eleven	146.48								
12		4/25/2014	Croft Power Equipment	18.11								
13		4/30/2014	Comenity 9318 Payable	(1,631.58)								
14		5/5/2014	Valet Parking	31.00								
15		5/5/2014	Goofys Kitchen	157.97								
16		5/5/2014	ESPN Zone	44.80								
17		5/7/2014	Chevron	56.46								
18		5/8/2014	Texaco	15.07								
19		5/8/2014	Marriott Anaheim CA	39.48								
20		5/9/2014	Olympus Cove Veterinary	380.01								
21		5/11/2014	Paypal	16.73								
22		5/14/2014	Paypal	29.99								
23		5/31/2014	Comenity 9318 Payable	(771.51)								
24		8/30/2014	Flanigans Zions Park	1,051.26								
25		8/30/2014	Comenity 9318 Payable	(1,051.26)								

The image shows a "Vendor Selection" dialog box with three tabs: "Vendor", "Create New Vendor", and "Format to Certiflex". The "Create New Vendor" tab is selected. The form contains the following fields:

- New Vendor Name:
- Account Name:
- New Vendor Acc #:
- Date Account Number was last used:
- New Vendor Type:

At the bottom, there are "Cancel" and "Submit" buttons.

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 programmed 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:

The image shows the "Vendor Selection" dialog box with the "Create New Vendor" tab selected. The fields are now filled with the following information:

- New Vendor Name:
- Account Name:
- New Vendor Acc #:
- Date Account Number was last used:
- New Vendor Type:

At the bottom, there are "Cancel" and "Submit" buttons.

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.

	A	B	C	D	E	F	G	H	I	J	K
1											
2	Date	Description	Amount	Account #							
3	4/3/2014	7-Eleven	20.36	40500.FCF							
4	4/6/2014	WWP Holiday Photos	64.08								
5	4/9/2014	Smiths Marketplace	11.59								
6	4/10/2014	Leisure Living Office Furniture	650.72								
7	4/20/2014	Tuscany	493.57								
8	4/23/2014	Maverik	69.45								
9	4/23/2014	Caesars Hotel	101.19								
10	4/23/2014	7-Eleven	56.03								
11	4/25/2014	7-Eleven	146.48								
12	4/25/2014	Croft Power Equipment	18.11								
13	4/30/2014	Comenity 9318 Payable	(1,631.58)								
14	5/5/2014	Valet Parking	31.00								
15	5/5/2014	Goofys Kitchen	157.97								
16	5/5/2014	ESPN Zone	44.80								
17	5/7/2014	Chevron	56.46								
18	5/8/2014	Texaco	15.07								
19	5/8/2014	Marriott Anaheim CA	39.48								
20	5/9/2014	Olympus Cove Veterinary	380.01								
21	5/11/2014	Paypal	16.73								
22	5/14/2014	Paypal	29.99								

Vendor Selection X

Vendor | Create New Vendor | Format to Certifex |

Description: WWP Holiday Photos

Vendor Name: New Vendor

Vendor Number and Account Name: 40500.FCF
Gas & Oil

Cancel
Skip
Previous
Next

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:

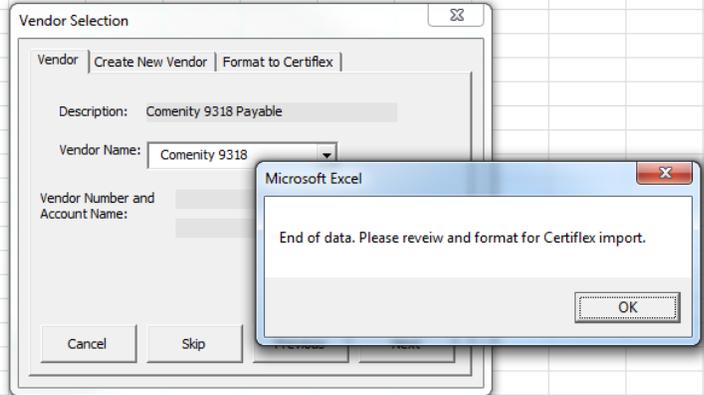
279	Neat Collect	70000.FCF
280	New Vendor	40500.FCF
281	Nex Star Broadcasting	50200.FCF
282	Nexstar Broadcasting	50200.FCF
283	Noodles & Co	60800.FCF
284	Nordstroms	17000.FCF
285	North Shore	60800.FCF
286	Norton	65400.FCF
287	NotSure?	XXXXX.FCF
288	Office Depot	70000.FCF
289	Office Expense	70000.FCF
290	Office Furniture	16300.FCF
291	Office Max	70000.FCF
292	Olmstead Towing	41300.FCF
293	Olympus Hills Service	40500.FCF
294	Online Trading	12105.FCF
295	OPC (Official Paymnets Center)	65900.FCF
296	O'Reilly Auto	12105.FCF

CC Info
Vendors
Account Numbers
Cert

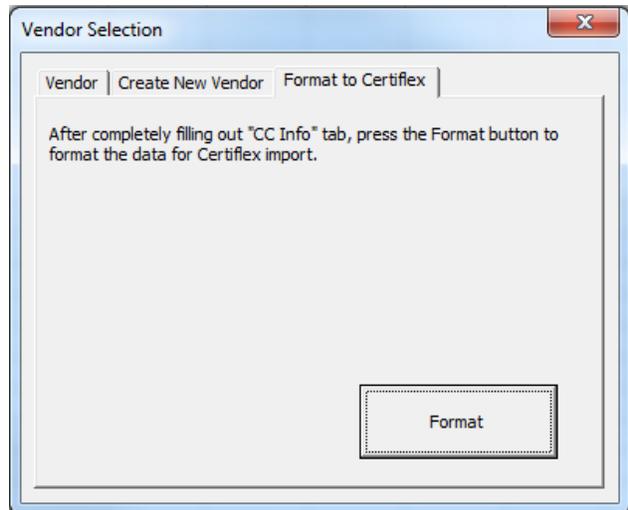
Importing to Certiflex

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:

7	4/20/2014	Tuscany	493.57	60800.FCF
8	4/23/2014	Maverik	69.45	40500.FCF
9	4/23/2014	Caesars Hotel	101.19	72900.FCF
10	4/23/2014	7-Eleven	56.03	40500.FCF
11	4/25/2014	7-Eleven	146.48	40500.FCF
12	4/25/2014	Croft Power Equipment	18.11	16300.FCF
13	4/30/2014	Comenity 9318 Payable	(1,631.58)	24700.FCF
14	5/5/2014	Valet Parking	31.00	17000.FCF
15	5/5/2014	Goofys Kitchen	157.97	17000.FCF
16	5/5/2014	ESPN Zone	44.80	17000.FCF
17	5/7/2014	Chevron	56.46	40500.FCF
18	5/8/2014	Texaco	15.07	40500.FCF
19	5/8/2014	Marriott Anaheim CA	39.48	72900.FCF
20	5/9/2014	Olympus Cove Veterinary	380.01	17000.FCF
21	5/11/2014	Paypal	16.73	12105.FCF
22	5/14/2014	Paypal	29.99	12105.FCF
23	5/31/2014	Comenity 9318 Payable	(771.51)	24700.FCF
24	8/30/2014	Flanigans Zions Park	1,051.26	17000.FCF
25	8/30/2014	Comenity 9318 Payable	(1,051.26)	24700.FCF
26	9/3/2014	The Home Depot	129.56	72300.FCF
27	9/11/2014	Jimmy Johns	26.00	60800.FCF
28	9/12/2014	Utah Communications	57.70	12105.FCF
29	9/13/2014	SFMTA 5th and Mission Garage	30.00	17000.FCF
30	9/13/2014	King Auto	170.00	40900.FCF
31	9/30/2014	Comenity 9318 Payable	(413.26)	24700.FCF
32	11/18/2014	King Auto	212.50	40900.FCF
33	11/30/2014	Comenity 9318 Payable	(212.50)	24700.FCF
34				
35				



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 proper account numbers. After all of column D is filled with proper account numbers, go to 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:

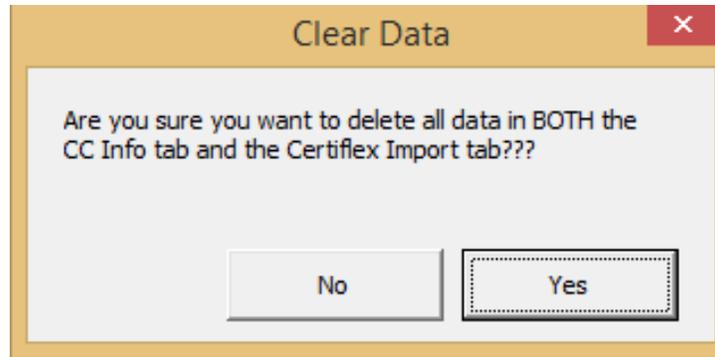
	A	B	C	D	E	F	G
1							
2	Type	Date	Ref	Description	Account #	Amount	
3	1	4/3/2014	CC~0	7-Eleven	40500.FCF	20.36	
4	1	4/6/2014	CC~1	WWP Holiday Photos	17000.FCF	64.08	
5	1	4/9/2014	CC~2	Smiths Marketplace	70000.FCF	11.59	
6	1	4/10/2014	CC~3	Leisure Living Office Furniture	16300.FCF	650.72	
7	1	4/20/2014	CC~4	Tuscany	60800.FCF	493.57	
8	1	4/23/2014	CC~5	Maverik	40500.FCF	69.45	
9	1	4/23/2014	CC~6	Caesars Hotel	72900.FCF	101.19	
10	1	4/23/2014	CC~7	7-Eleven	40500.FCF	56.03	
11	1	4/25/2014	CC~8	7-Eleven	40500.FCF	146.48	
12	1	4/25/2014	CC~9	Croft Power Equipment	16300.FCF	18.11	
13	5	4/30/2014	CC~10	Comenity 9318 Payable	24700.FCF	-1631.58	
14	1	5/5/2014	CC~11	Valet Parking	17000.FCF	31	
15	1	5/5/2014	CC~12	Goofys Kitchen	17000.FCF	157.97	
16	1	5/5/2014	CC~13	ESPN Zone	17000.FCF	44.8	
17	1	5/7/2014	CC~14	Chevron	40500.FCF	56.46	
18	1	5/8/2014	CC~15	Texaco	40500.FCF	15.07	
19	1	5/8/2014	CC~16	Marriott Anaheim CA	72900.FCF	39.48	
20	1	5/9/2014	CC~17	Olympus Cove Veterinary	17000.FCF	380.01	
21	1	5/11/2014	CC~18	Paypal	12105.FCF	16.73	
22	1	5/14/2014	CC~19	Paypal	12105.FCF	29.99	
23	5	5/31/2014	CC~20	Comenity 9318 Payable	24700.FCF	-771.51	
24	1	8/30/2014	CC~21	Flanigans Zions Park	17000.FCF	1051.26	
25	5	8/30/2014	CC~22	Comenity 9318 Payable	24700.FCF	-1051.26	
26	1	9/3/2014	CC~23	The Home Depot	72300.FCF	129.56	
27	1	9/11/2014	CC~24	Jimmy Johns	60800.FCF	26	
28	1	9/12/2014	CC~25	Utah Communications	12105.FCF	57.7	
29	1	9/13/2014	CC~26	SFMTA 5th and Mission Garage	17000.FCF	30	
30	1	9/13/2014	CC~27	King Auto	40900.FCF	170	
31	5	9/30/2014	CC~28	Comenity 9318 Payable	24700.FCF	-413.26	
32	1	11/18/2014	CC~29	King Auto	40900.FCF	212.5	
33	5	11/30/2014	CC~30	Comenity 9318 Payable	24700.FCF	-212.5	
34							
35							
36							
37							
38							
39							
40							
41							

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

Clearing Data

Once you’ve imported into Certiflex, you may want to start a new credit card. To streamline this process, I’ve created a “Clear Data” macro that will delete EVERYTHING on both the CC Info and Certiflex Import

tabs. But, not to worry. If you accidentally click the “Clear Data” option within the “First Class Cars” ribbon, the following message box (user form) will appear:



To clear the workbook, press “Yes.”

Discussion of learning and conceptual difficulties encountered

Initially, I wanted to create a macro that pull all the credit card details off of client-made excel files. OR, even better, pull the information off the internet, to streamline the process even more. However, the client was uncomfortable with providing usernames and passwords to every one of their credit cards. In addition, they didn't want the additional load of converting credit card information into Excel format (I also don't trust their work all that much anyways...that's WHY they have us do the books). All-in-all, I had to figure out a way around this. So, I made it to where the only information off the credit card statements needed were 3 things: data, description and amount.

The second problem I ran into was doing a looped array to fill in the combo boxes. I struggled for over an hour on how to do this. Then, I realized that you can create an array with ONE line of code (instead of looping through to fill in the array), diming the array as "variant" and writing into the array a range, like this:

```
VArray() = Sheets("Vendors").Range("allvendors").Value
```

```
cboVendorName.List = VArray
```

And then, instead of finding the account number by linking it to the vendor name in the list, I used the find function to find the vendor name, and returned the value to the right of it.

The final problem I ran into was alphabetizing the vendor list after creating a new vendor. I tried recording it at first, but for some reason this didn't work. If I tried running it, it wouldn't alphabetize correctly. So, I looked for some help online, and found a better code.

In all, I learned that Google is a GREAT resource when building code. Whenever I got stuck, I would just google something related to what I was trying to deal with, and most of the time I would find something useful. Other times, it was a way to brainstorm. I got a lot of great ideas from looking at examples online.

Also, I learned that VBA uses a LOT of creativity. You can't get away with looking at a problem one or two ways. Sometimes, you have to look at a problem 10 different ways to find one that works. This happened to me with the arrays and combo boxes – I probably changed my code a dozen times before I even BEGAN to make some progress.

Assistance

I didn't receive substantial assistance from anyone while completing this project. I've made note in my code the few places where I pulled code from online and modified it for my project.