

Scott Campbell

MBA 614

Final VBA Project

Executive Summary

The administration building at particular university houses the Office of Compliance. Each year, the university's Compliance Officer provides a report of on-campus and off-campus crime statistics for the University along with other universities to show comparison. The reports are simple and quick to create, and they vary from year to year depending on which schools are requested to be included in the comparison. Preparing the data, however, is a much more laborious process assigned to a student employee. As many university departments experience, the "student employee" is different every year due to high turnover. So each year a new student must be trained by the compliance officer to clean and prepare the data. Additionally, most student employees lack experience with spreadsheets, so they use manual techniques to cut and paste data. It is not uncommon for rows and columns of data to get mismatched, or for a random university to mistakenly be deleted altogether. This adds hours of work for the compliance officer who must review the data and check for errors. The Excel program created to address this problem uses VBA code to get rid of unwanted data entries and combine multiple excel files (provided online by the US DOE) into one workbook from which reports can then be created. The automated process is complete in just minutes and significantly reduces the potential for errors. Additionally, the workbook includes instructions to complete the process, which reduces the time required to train. The expected reduction in labor costs is hundreds of dollars, and the busy Office of Compliance will be able to allocate labor to other priorities.

One of the main challenges is the time it takes to process all the data from the downloaded files. It will be important to note this for the program user, so they do not prematurely terminate the program.

No assistance from other persons was sought to complete this project, but several websites were used as reference (though no code was used from the websites).