



Inventory Reporting
In-transit Reconciliation Application

User Guide
Version 2.0

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OVERVIEW

The In-transit Reconciliation

At the close of each fiscal month, the Inventory Reporting team at Walt Disney Parks and Resorts® Accounting and Controllershship must reconcile account ledgers to their balances on the statement of profit and loss. This process is often automatic, but some manual reconciliations are required due to limitations in the enterprise SAP® system or because management has determined that manual processing is necessary for information accuracy or validation.

The in-transit reconciliation is one of the most tedious, requiring analysts to comb through thousands of transactions identifying transaction categories and organizing transaction-level information from one 'other text' cell from the SAP® output into appropriate columns on a spreadsheet. The most skilled users of Microsoft Excel® tend to take a few full work days to complete this reconciliation manually. With two separate accounts for the Disneyland® and Walt Disney World® resorts, this reconciliation is one of the most costly to the company.

The Accounts

In each of the in-transit inventory accounts on the general ledger, there are a myriad of transaction types waiting to be cleared to their proper landing accounts. An FS10N report from SAP® of the in-transit account number shows all of the transactions from the fiscal month, but they are not sorted by transaction type and the purchase order, receipt, vendor, transaction code, park and category information is all combined somewhat inconsistently in one general text field on the SAP® output. This makes for a great deal of formatting, categorizing, filtering and clever manual maneuvering of the text-to-columns function built into Microsoft Excel®. This process is very repetitive and experienced analysts use a set of rules they have defined to sort through the information as quickly as possible. When completed, the FS10N transactions have all general text characters sorted into the appropriate columns and each transaction is categorized as either a freight, merchandise, money transfer or assist charge.

The Purpose

At the end of a few tedious work days, two separate analysts will have completed the reconciliation manually. The transactions will be separated by category as outlined above and this month's transactions will be mapped with last month's uncleared balances to determine which items are clearing transactions from previous month movements and which items are truly inventory items in transit. This requires output to a new database file in Microsoft Access® where transactions from each month are queried with SQL to match purchase orders and identify uncleared balances. The combined transaction ledgers are then exported from Microsoft Access® and

returned to Excel® where the final report is compiled and the remaining balances are compared with the general ledger account balance. Any discrepancy requires the analyst to go back through the entire process to identify which transaction has been erroneously categorized, which happens frequently due to the manual nature of the lengthy process.

The Automated Application

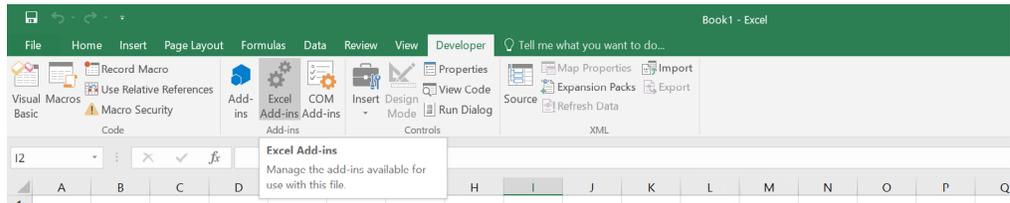
This first application is a tool designed to accomplish all of the formatting, categorizing and data mining automatically. The user then re-categorizes transactions that could not be automatically categorized by the rules given. The second application then combines all transactions by purchase order and identifies which transactions clear previous-month balances and which are outstanding at the end of the fiscal period.

USING THE APPLICATION

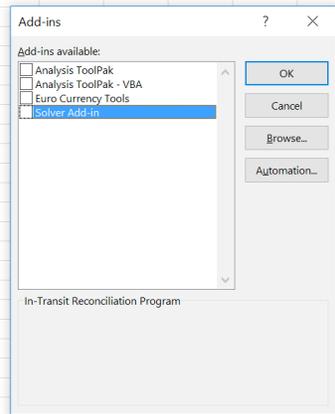
Installation

This application is an add-on to Microsoft Excel® that creates a new tab in the ribbon called Disney Applications. A group of control buttons is added in this new tab called In-transit Reconciliation Application.

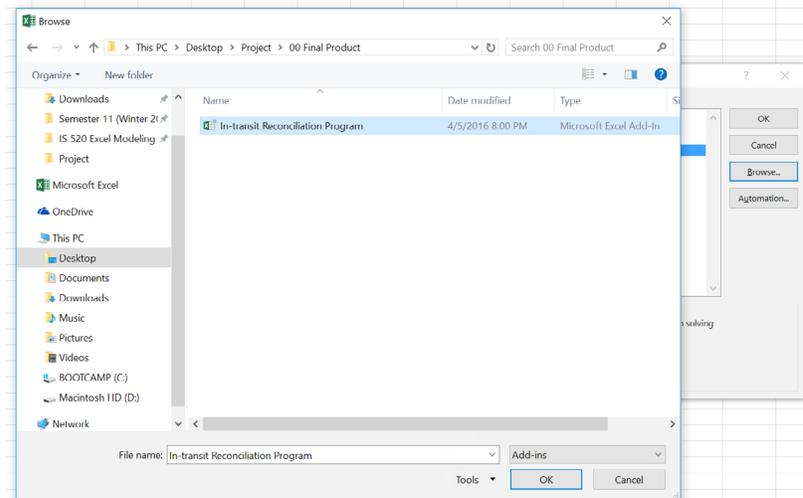
1. Open Microsoft Excel® and create new blank workbook.
2. On the Developer tab, select Excel Add-ins.



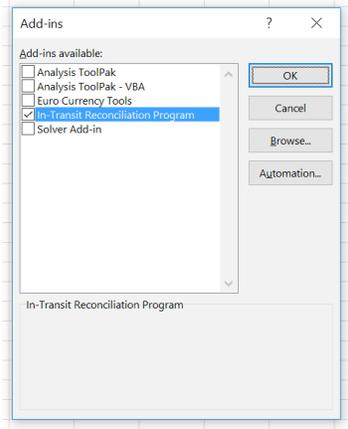
3. In the Add-ins window, click Browse.



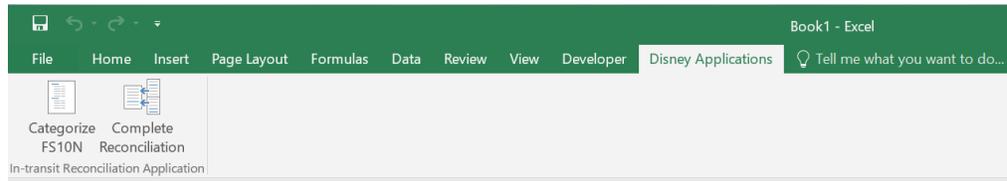
4. Locate the application file and click OK.



- The application should now show in the list of available Add-ins and should be checked. Click OK.



- A new tab will appear in the ribbon labeled Disney Applications containing the In-Transit Reconciliation Application group.

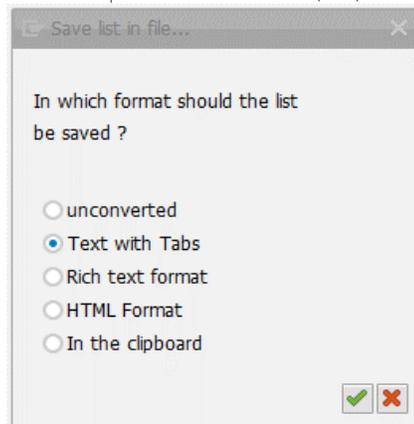


- When this group is visible, the application is successfully installed and will be available in every workbook opened in this installation of Excel® on this machine.

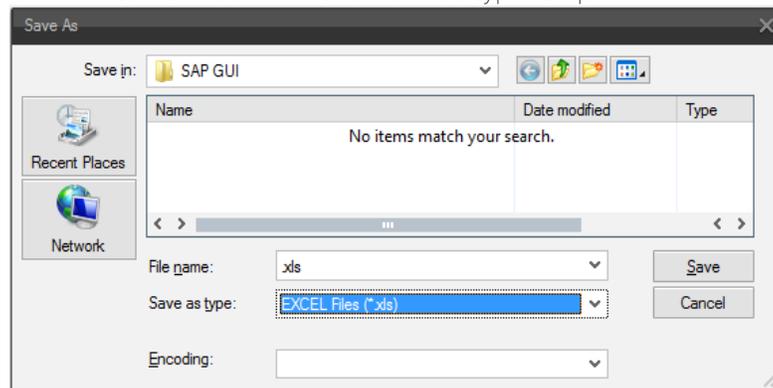
Inputs to the Process

The files needed for the automated reconciliation process are the same as the files needed for an analyst to complete the reconciliation manually. They include:

1. Current-month FS10N SAP® download of the desired in-transit account. This should be downloaded from SAP® using the following steps:
 1. Enter SAP® transaction code FS10N
 2. Account Numbers: 141205 and 133025
 3. Company Code: 1005
 4. Fiscal Year: Current Year
 5. Business Area: 101 (Disneyland Resort®), 138 (Walt Disney World Resort®)
 6. Press Execute (CTRL + F8) 
 7. Double Click on Fiscal Month
 8. Select Layout (CTRL + F9) 
 9. Layout: /INTRANSIT
 10. List > Export > Local File (F9)



11. Choose to save as .xls in the Save as type drop-down menu



- Current-month Wires transactions formatted with column A as the amount, B as the date and C as the purchase order number as follows:

	A	B	C
1	2,490.00	5/26/2015	493327
2	2,620.80	5/26/2015	501220
3	33,696.00	5/26/2015	193537
4	4,740.00	5/26/2015	238245
5	5,460.00	5/26/2015	312303
6	4,920.00	5/26/2015	312386
7	7,946.40	5/26/2015	466489
8	21,269.88	5/26/2015	466498
9	1,058.40	5/27/2015	489735
10	11,022.48	5/27/2015	290140
11	3,480.00	5/27/2015	296893
12	3,480.00	5/27/2015	782773
13	5,940.00	5/27/2015	369093

*Note the sheet shouldn't include column headings.

- Previous-month Merchandise, Freight and Assist data outputs from this application in the previous month. Each should be used unchanged from the previous month's reconciliation output.

When properly formatted, each of the input files should appear as shown below:

Current-month FS10N SAP® Output:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
1	GL Account				*																	
2	Company Code			1005																		
3																						
4																						
5																						
6		Pstng Date	Doc. Date	Amount in Account	Document#	User name	TCod	Cost Ctr	Profit Ctr	Assignment Type	Reference	Document	Text									
7		5/25/15	5/25/15	-1,021.94	141205	6.1E+09	PCBATCH	FB01		1100772	ZI	25648	DAILY_SIM	TC20114142/6075707/30791318/12118627154								
8		5/25/15	5/25/15	81.94	141205	6.1E+09	PCBATCH	FB01		1100772	ZI	25648	DAILY_SIM	TC21114142/6075707/30791352/12118627108								
9		5/25/15	5/25/15	-61.94	141205	6.1E+09	PCBATCH	FB01		1100772	ZI	25648	DAILY_SIM	TC21114142/6075707/30791352/12118627153								
10		5/25/15	5/25/15	-907.74	141205	6.1E+09	PCBATCH	FB01		1100772	ZI	25648	DAILY_SIM	TC201260060/6076383/30791352/12117357558								
11		5/25/15	5/25/15	97.74	141205	6.1E+09	PCBATCH	FB01		1100772	ZI	25648	DAILY_SIM	TC211260060/6076383/30791352/12118627108								
12		5/25/15	5/25/15																			

Previous-month Merchandise Output:

	A	B	C	D	E	F	G	H	I	J
1	Final Merch May									
2										
3	VENDOR NO	VENDOR NAME	PO	RECEIPT	DATE	RECEIPT AMOUNT	WIRE/HSC AMT	TOTAL	COUNTRY	Est Arrival
4	30790913	TSUEN LEE (SHENZHEN)		125271	4528342	12/29/14	(4,273.92)	4,273.92	CN	12/13/14
5	4002955	HASBRO INTL TRADING BV		125321	4528339	12/29/14	(1,734.00)	1,734.00	CN	12/13/14
6	4002218	JUST PLAY LLC (FOB YANTIAN)		172987	4519342	12/29/14	(25,850.00)	25,850.00	CN	12/29/14
7	30791277	TRALY HONG KONG LTD (HK)		283425	4500333	12/29/14	(4,520.00)	4,520.00	CN	12/19/14
8	40061988	UNCAS INTERNATIONAL LLC (FOB HK)		462369	4528085	12/29/14	-	-	CN	12/27/14
9	30790913	TSUEN LEE (SHENZHEN)		587756	4528035	12/29/14	(5,792.04)	5,792.04	CN	12/17/14
10	30790913	TSUEN LEE (SHENZHEN)		686844	4528349	12/29/14	(4,394.88)	4,394.88	CN	12/11/14
11										

Previous-month Freight Output:

	A	B	C	D	E	F	G	H	I	J	K	
1	Final Freight May											
2												
3	VENDOR NO	VENDOR NAME	PO	RECEIPT	DATE	RECEIPT AMOUNT	PAYMENT	TOTAL	COUNTRY	Est Arrival	x	
3854	30791277	TRALY HONG KONG LTD (HK)		599576	6042885	5/27/15	(997.88)	464.32	(533.56)	CN	5/27/15	0
3855	4002666	INTERNATIONAL TOYS INC (YANTIAN)		533553		5/29/15		982.46	982.46	CN	5/29/15	0
3856	4003666	INTERNATIONAL TOYS INC (YANTIAN)		688035		5/29/15		1,757.74	1,757.74	CN	5/29/15	0
3857	30405409	EDEN UNLIMITED CONCEPTS (SZ)		304428	6011777	5/31/15	(88.95)	23.94	(65.01)	CN	5/31/15	0
3858	30818787	PRO PRODUCTS CO LTD (HK)		444251	5997081	6/1/15	(185.91)	257.88	71.97	CN	6/1/15	0
3859	30791352	PIN USA INC (HK)		306078	6020981	6/1/15	(1,381.69)	1,340.53	(41.16)	CN	6/1/15	0
3860	30818787	PRO PRODUCTS CO LTD (HK)		515897	6004900	6/2/15	(558.40)	531.43	(24.97)	CN	6/2/15	0

Previous-month Assist Output:

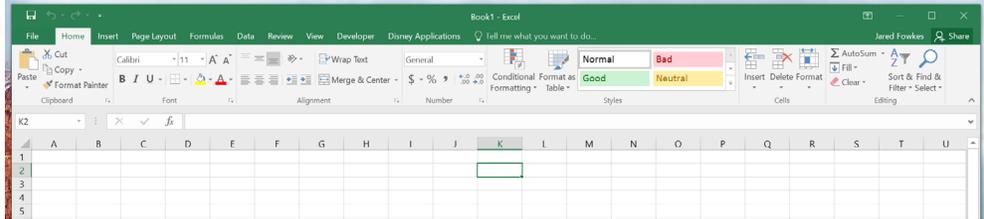
	A	B	C	G	H	I	J	K	L	
1	Final Assist May									
2										
3	VENDOR NO	VENDOR NAME	PO	WIRE/HSC AMT	TOTAL	COUNTRY	Est Arrival	Comments	x	
81	40023868	HIGH RESOLUTION CO LTD AST L-645444		645444	100.00	100.00	CN	8/24/15	AST	0
82	30818787	PRO PRODUCTS COMPANY LIMITED AST L-486101		486101	300.00	300.00	CN	8/24/15	AST	0
83	30791214	STOR SL AST L-696012		696012	1,850.00	1,850.00	CN	8/24/15	AST	0
84	30791277	TRALY HONG KONG LTD AST L-696043		696043	700.00	700.00	CN	8/31/15	AST	0
85	30625035	LARGE WAY INVESTMENTS LIMITED AST L-254165		254165	1,380.00	1,380.00	CN	9/1/15	AST	0
86	30588734	MMARK CO AST L-297640		297640	660.00	660.00	CN	9/4/15	AST	0

Current-month Wires transactions as shown above.

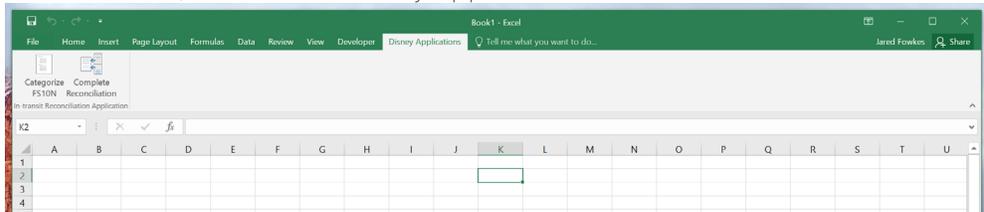
Performing the Reconciliation

Once the required inputs are saved and accessible on the local machine, running the application is a simple, straightforward process.

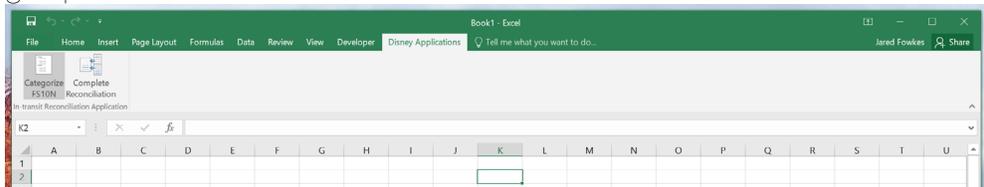
1. Open Microsoft Excel® and create a new, blank workbook.



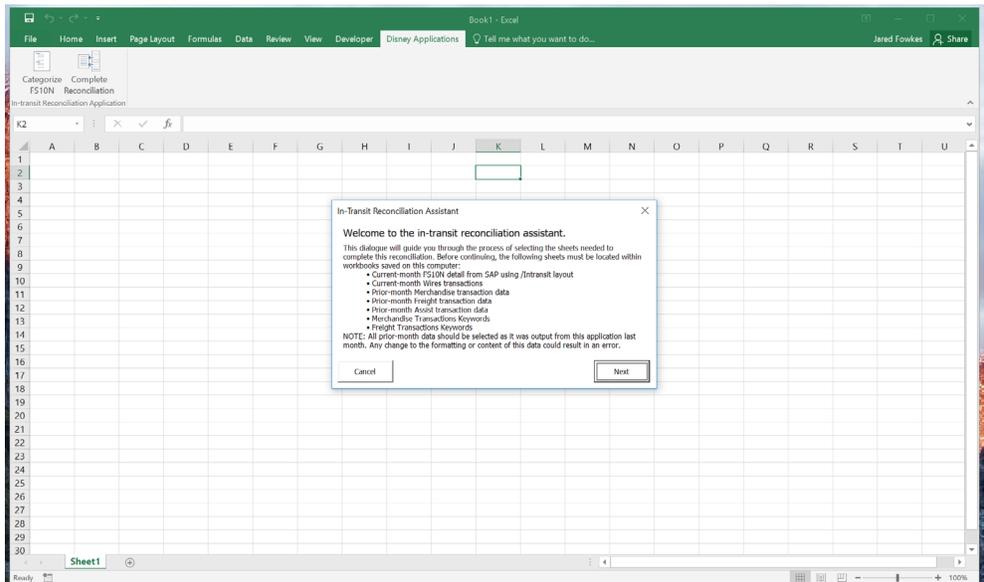
2. On the ribbon, choose the Disney Applications tab.



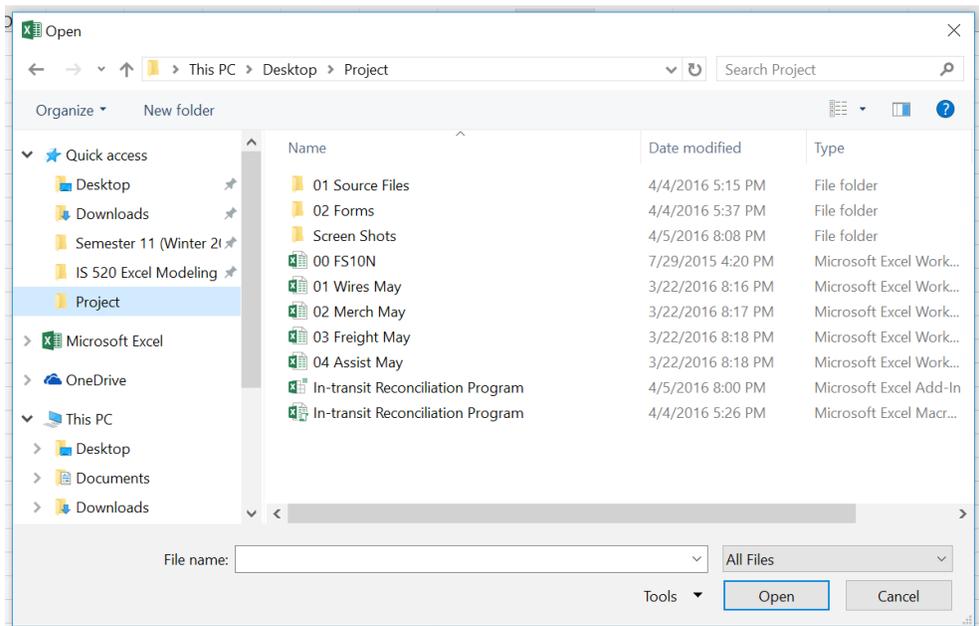
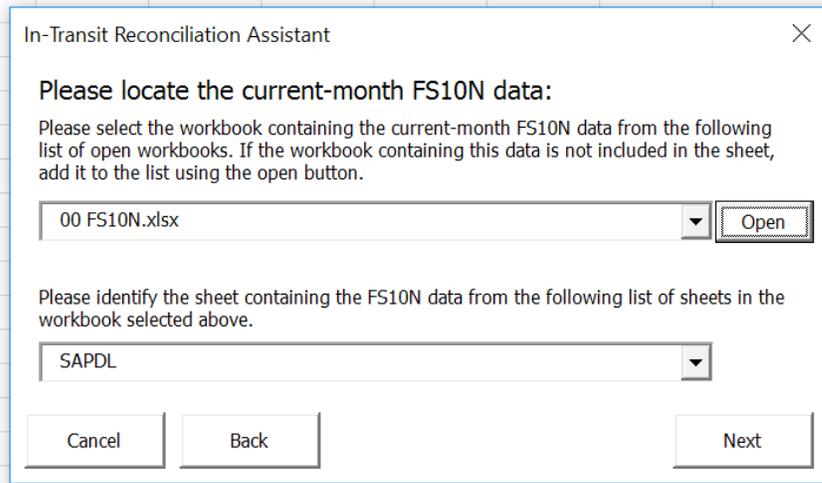
3. Click the Categorize FS10N button in the In-transit Reconciliation Application group.



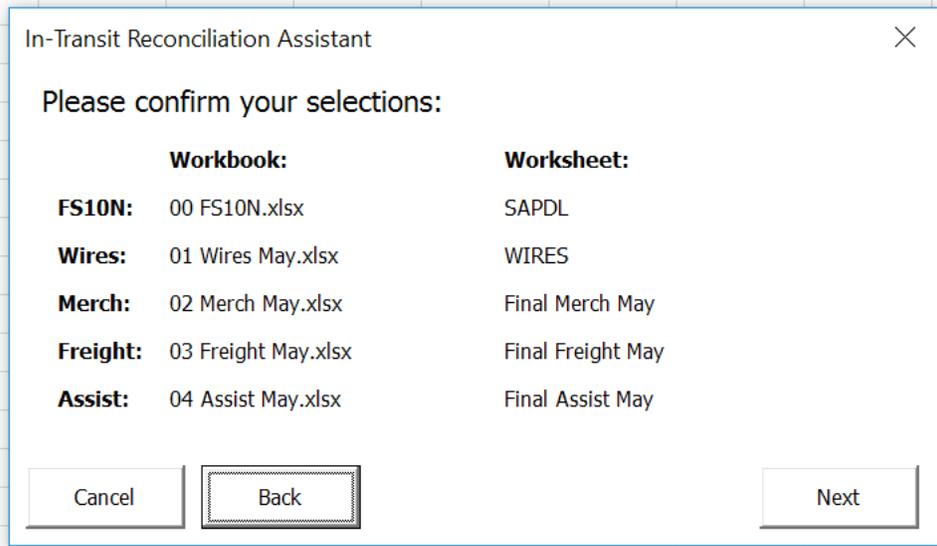
4. The Reconciliation Assistant will launch. Carefully read the welcome message and click next.



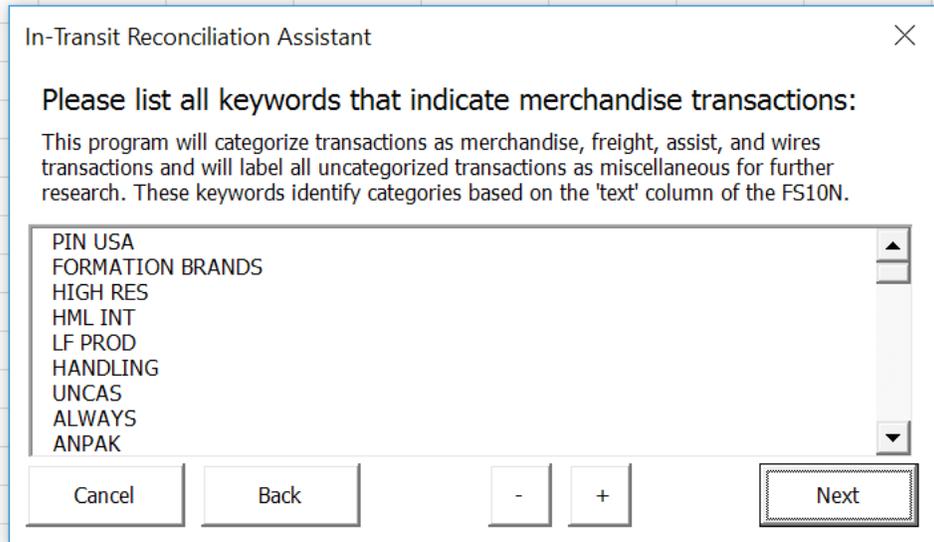
5. The Reconciliation Assistant will request the workbook and worksheet containing the various inputs described in the previous section. The first drop-down menu includes all open workbooks and the second shows all worksheets located in the selected workbook. If an input sheet is not located in a currently open workbook, select open and locate the workbook containing the required sheet in the Open dialogue box.

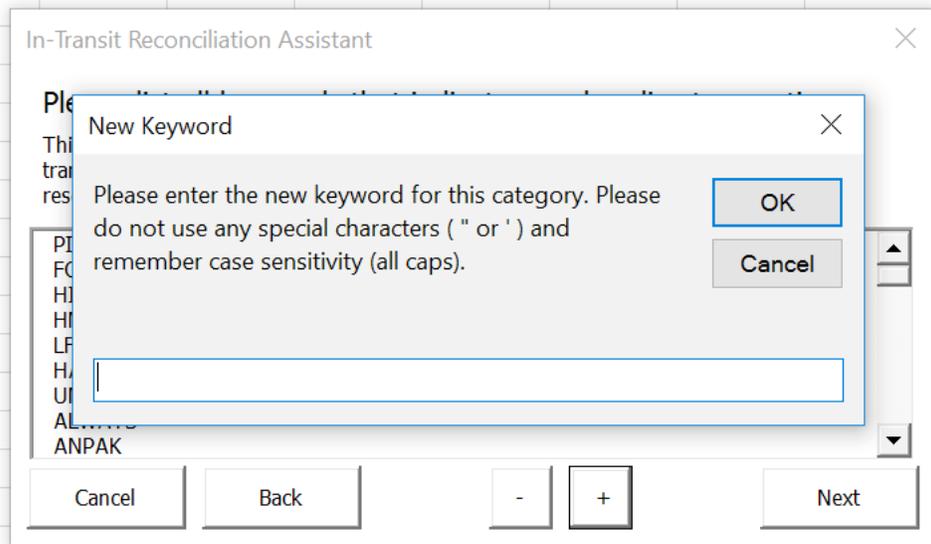


6. After locating and identifying the various required workbooks and worksheets, a confirmation screen will appear and show the selections which have been made. Verify this information and then click Next. If a workbook or worksheet for any of the inputs is incorrectly identified, press back and make the correction before continuing.



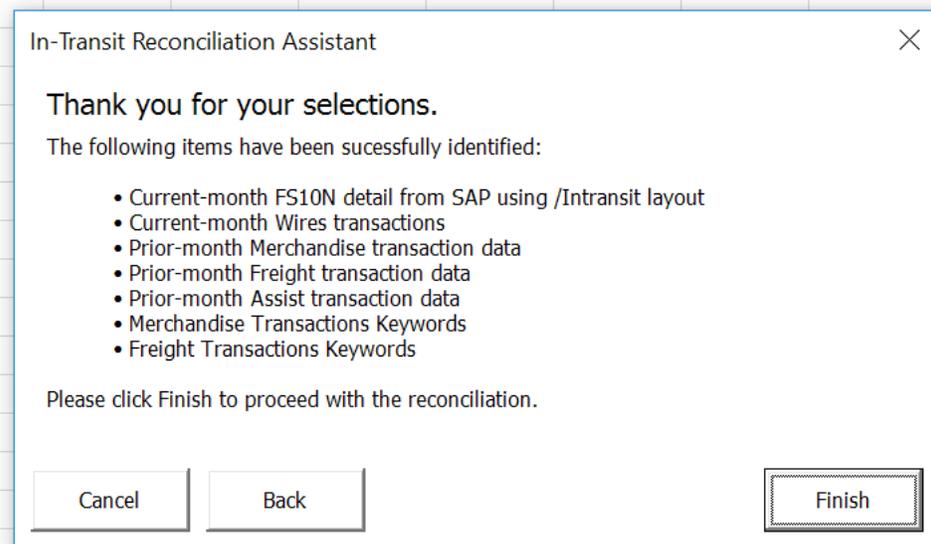
7. Next the Reconciliation Assistant will list keywords which have been identified to indicate Merchandise and Freight transactions. Where these keywords are found in the 'other text' output on the FS10N, a transaction will be categorized as either Merchandise or Freight. Add or remove keywords as necessary before continuing. Transactions not including any of these keywords will be classified as miscellaneous and will need to be categorized manually.



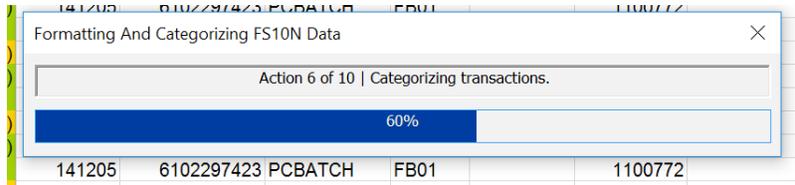


*Carefully read the instructions included in the New Keyword window when adding a keyword. Be sure to omit any special characters and to enter keywords in all upper-case letters. For example, the keyword "Tsu's" should be entered as "TSUS."

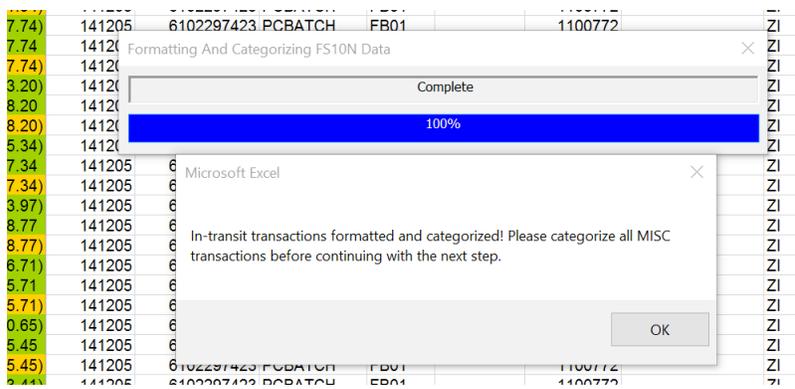
8. When satisfied with the keywords for Merchandise and Freight transactions, the final confirmation screen will appear. Press finish to run the Reconciliation Application.



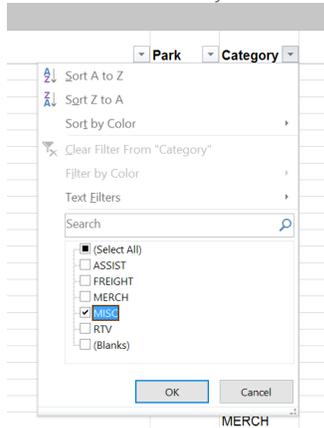
- A progress bar will appear showing the current function and completion percentage. Do not interact with Microsoft Excel® until the process has completed.



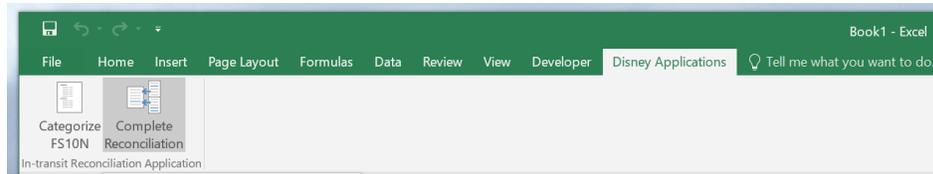
- When the process has completed successfully, please categorize all miscellaneous transactions as freight, merchandise, or assist before continuing to Step 11.



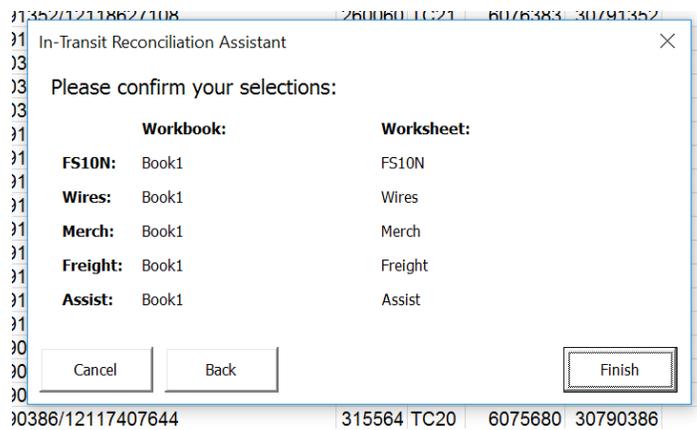
*The application applies filters to the data for ease of this re-categorization. On the category heading, open the drop-down window and select MISC to filter the data to show only transactions which require re-categorization.



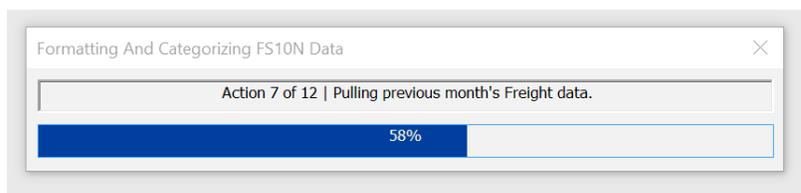
- After all miscellaneous transactions have been categorized, return to the Disney Applications tab on the ribbon and select the second application in the In-transit Reconciliation labeled Complete Reconciliation.



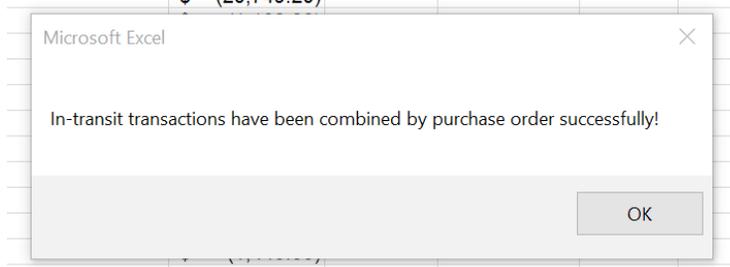
- The Reconciliation Assist will be launched again and will begin by showing the input selections from the previous application. Confirm these selections (making necessary changes by pressing back), and then press Finish.



- A progress bar will appear to show the status of the application and the current process.



- When the application has successfully combined all purchase orders and identified outstanding transaction balances, the following success dialogue will appear indicating the successful completion of the reconciliation.



The Outputs of the Application

The workbook will have three new sheets: Merchandise, Freight, and Assist. The transactions from the original FS10N will be separated by category this month's transactions will be mapped with last month's uncleared balances to determine which items are clearing transactions from previous month movements and which items are truly inventory items in transit.

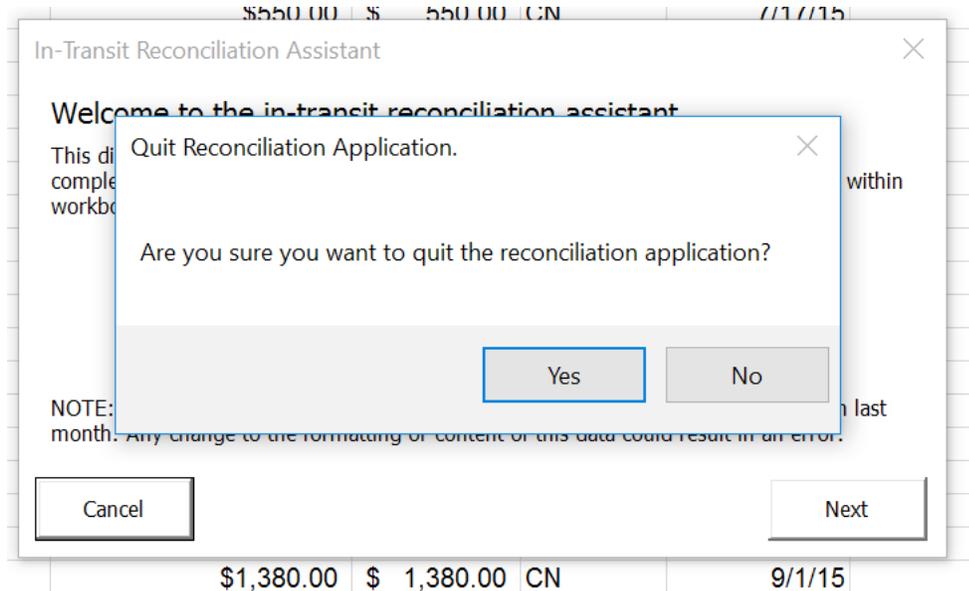
:RMCL	176100	6587295
'NEP	176500	6103007
'NEP	183218	6099088
:RMCL	183259	6343483
:RMCL	193517	6093075
:RMCL	193537	6587293
Merchandise	Freight	Assist

These outputs will be inputs for the next month's reconciliation.

ERROR HANDLING AND CANCELLATION

Quitting the Application

This application will not change any of the input documents such as the FS10N output from SAP®. To quit the application at any time, press Cancel in the bottom left corner of the Reconciliation Assistant.



If the application is already running, allow it to continue and simply close the workbook without saving. Regardless of any user or application error, the input documents will not be modified. Only the workbook from which the application is launched is modified and any sheets contained in that workbook remain unchanged throughout the process. Though the application is designed to be non-destructive, it is recommended that a new blank workbook be created for this reconciliation as described in the Using the Application section of this document.

AUTHOR, CREDITS AND LEARNINGS

Author

This application was created by Jared Fowkes, Financial Analyst in Parks and Resorts® at The Walt Disney Company®. All errors and questions should be directed to the contact information below :

Email: jaredfowkes@disney.com

Credits

The progress bar used in this application bundle is a modified version of Ejaz Ahmed's progress bar on strugglingtoexcel.com from August 26th 2014. The original progress bar is available here:

<http://strugglingtoexcel.com/2014/09/22/class-progress-bar-excel-vba/>

Learnings

This project was a very challenging task, as it requires the use of multiple sheets and workbooks, userforms with complex controls, arrays for the keywords for categorization and pivottables to combine transactions by purchase order. Finally, the automated procedure needed to be included in the Excel® application itself to be accessible in any open workbook.

One of the most important things that this project taught me is that when writing code, it is important to know what the application should do and what inputs and outputs would be needed before beginning. Additionally, blocks of code which would be used in multiple areas and at multiple times should be written as functions so they can be referenced instead of rewritten. This makes it easier to debug, edit and update in the future. Finally, I learned how to implement my knowledge of object based programming to learn things I wasn't taught in class. Making the final product an add-in, for example, wasn't taught in class. But using my basic knowledge I was able to learn how from the Microsoft® knowledge base online.