

Running the Macro Program for the Management Report

To clear the detail worksheet of data: (budget, YTD activity, & reservations)

Select Alt-F8 and ClearDetailSummary.

You will be prompted to enter the last row for which data is to be cleared.

Go to the Web Expense Summary worksheet and position the cursor in the row where you want processing to begin (e.g., column B row 3).

Select Alt-F8 and TransferExpense.

Go to the Web Revenue Summary worksheet and position the cursor in the row where you want processing to begin (e.g., column B row 3).

Select Alt-F8 and TransferRevenue.

Review the management report tabs and check for correctness! Include balancing formulas at the bottom of your detail & summary pages. This could be helpful in balancing your report.

NOTE: If there is an error when the macro is running, a message box should pop up indicating what fund/org couldn't be found. Either correct the error or to skip it, position the cursor on the next line to process, select Alt-F8, and run Transfer Expense again. Repeat until the entire spreadsheet has been processed. There will be no dialog box if the macro successfully completes execution.

If there is a problem, a dialog box show a row number, but note this will be the row of the next record after the problematic one. If you are ignoring the errors for now, you may wish to make a note of them so that the numbers can be balanced on the final worksheet.

Each time the macro is run, be careful the cursor is positioned on the row that you want processing to begin. Otherwise you may skip some data. It is okay to run the macro multiple times on the same data, the program will simply be re-copying information over itself.