

VISA LOGS USING EXCEL

The following Purchase Order Log is an Excel worksheet. It can be modified as needed.

Date	Vendor	Description	For	Fund	Func.	Obj.	Proj.	Amount	Total Invoice	Rec'd Item	Rec'd Inv	PO #	Reimb

See PURCHASE ORDER LOGS USING EXCEL to see how to set up the worksheet, label it for your school.

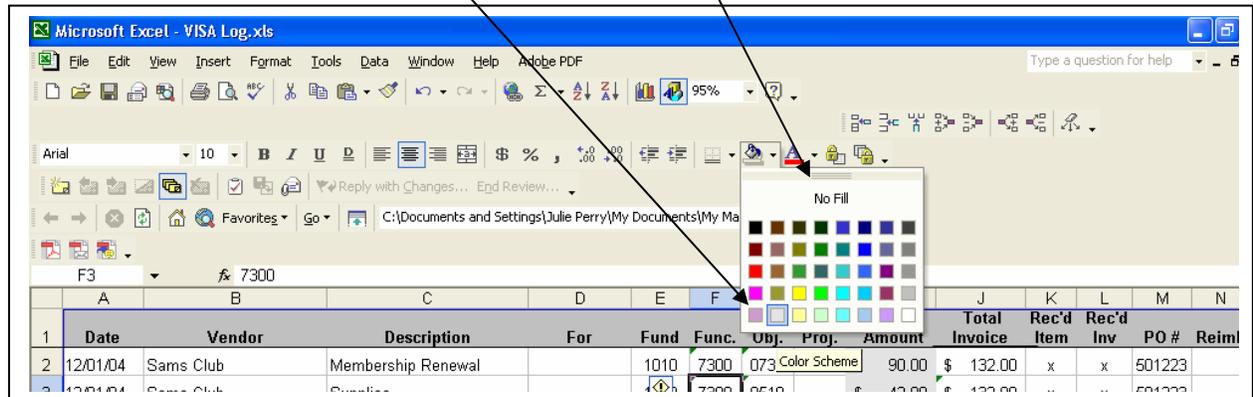
Enter the Information into the Worksheet

Date	Vendor	Description	For	Fund	Func.	Obj.	Proj.	Amount	Total Invoice	Rec'd Item	Rec'd Inv	PO #	Reimb
12/01/04	Sams Club	Membership Renewal		1010	7300	0730		\$ 90.00	\$ 132.00	x	x	501223	
12/01/04	Sams Club	Supplies		1010	7300	0510		\$ 42.00	\$ 132.00	x	x	501223	
12/01/04	FMEA Conference	Registration		1010	5100	0730		\$ 140.00		x	x	501223	
12/03/04	Science Kit	Cylinders		1010	5100	0510	3109	\$ 38.30		x	x	501223	
12/03/04	AIT Workshops	Registration Credit		1010	6400	0730	3112	\$ (175.00)		x	x	501223	
12/06/04	Sears	Camcorder		1010	5100	0642	3150	\$ 629.99		x	x	501223	
12/06/04	Buy.com	RCA Video Source Selector		1010	5100	0642		\$ 127.41		x	x	501223	
12/06/04	Lowe's	Supplies		1010	7900	0510		\$ 25.11		x	x	501223	
12/08/04	Office Depot	Ink Cartridge		1010	5100	0510		\$ 19.39		x	x	501223	

- The 'For' column may be used for a teacher's name, etc.
- Using the 'Rec'd Item' and 'Rec'd Inv' columns will help you know at a glance which invoices you may need to request.
- The 'Reimb' column may be used to keep track of which expenses have been reimbursed by internal funds.
- Some invoices will need to be split-coded. In order to make it easier to match the invoice to the charge on the VISA statement, enter the total invoice amount in the 'Total Invoice' column. You may also shade the amounts that are a part of this invoice for easy identification. (See the first two lines in the above example. One charge will appear on the VISA statement for \$132.00.)

How to Shade a Cell

- Shading can be used just like highlighting items on a paper, except that it can also be cleared.
- Click the cell or cells you would like to fill with color.
- Click the arrow beside the paint bucket.
- A color grid will open.
- Choose the color. (Light gray is the one highlighted below, second from the left.)
- If you want the cell to have no color, select 'No Fill' at the top of the color grid.



Reconciling VISA Charges to the Statement

- Place an 'X' in the 'PO#' column of all charges that are on your statement.

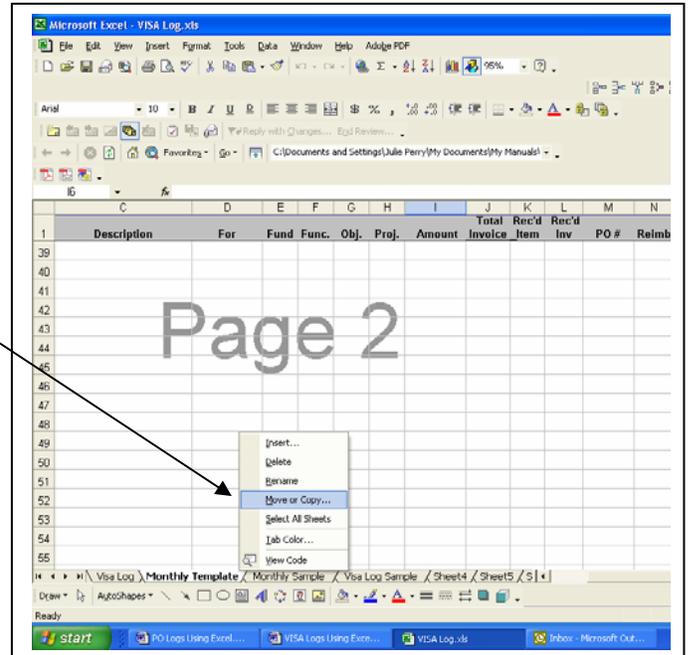
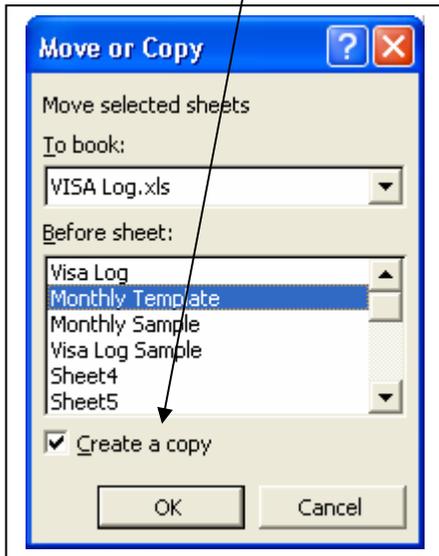
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Date	Vendor	Description	For	Fund	Func.	Obj.	Proj.	Amount	Total Invoice	Rec'd Item	Rec'd Inv	PO #	Reimb
41	01/11/05	Lowe's	Lubricant		1010	7900	0510		\$ 6.31		x	x	X	
42	01/12/05	Office Depot	Printer Cartridge, Pencils, Erasers		1010	5100	0510		\$ 36.66		x	x	X	
43	01/12/05	Office Depot	Printer Cartridge		1010	7300	0510		\$ 16.60		x	x	X	
44	01/13/05	Office Depot	Labels and Printer Cartridge		1010	5100	0510		\$ 32.06		x	x	X	
45	01/13/05	Office Depot	Legal Pads and Pens		1010	7300	0510		\$ 12.85		x	x	X	
46	01/14/05	Buckledown Publishing	Sharpen Up Math (8th)		1010	5100	0510	3105	\$ 59.99		x	x	X	
47	01/14/05	US Postmater	Certified Letter Mailing		1010	5100	0370	5002	\$ 229.84		x	x	X	
48	01/18/05	US Postmater	Certified Letter Mailing		1010	5100	0370	5002	\$ 353.60		x	x	X	
49	01/18/05	Lowe's	Brushes, Sponge, etc		1010	7900	0510		\$ 8.66		x	x	X	
50	01/19/05	Gumdrop Books	Library Books		1010	6200	0610	5402	\$ 1,556.96		x	x		
51	01/19/05	Gumdrop Books	AR Quizzes		1010	5100	0510	3105	\$ 201.24		x	x		
52	01/19/05	Office Depot	Art Supplies		1010	5100	0510	3001	\$ 34.93	\$ 48.81	x	x	X	
53	01/19/05	Office Depot	Clipboards, Stamp Rep Pads		1010	7300	0510		\$ 13.88	\$ 48.81	x	x	X	
54	01/19/05	Melco	Embroidery Machine		1010	5100	0510		\$ 43.00		x	x	X	

- Turn autofilter on and choose 'X' in the 'PO#' column. (See FILTERING AND SORTING LISTS WITH EXCEL)

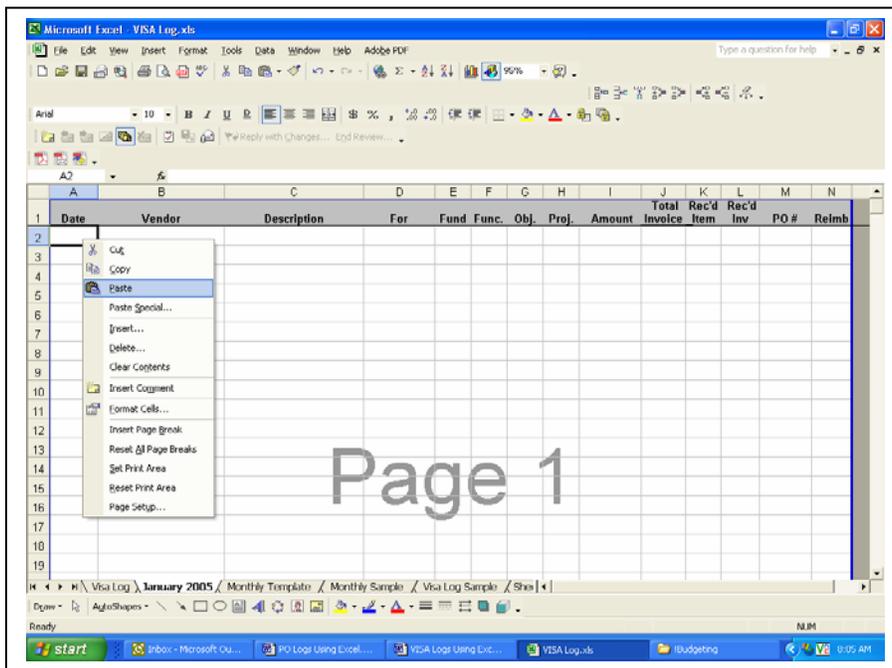
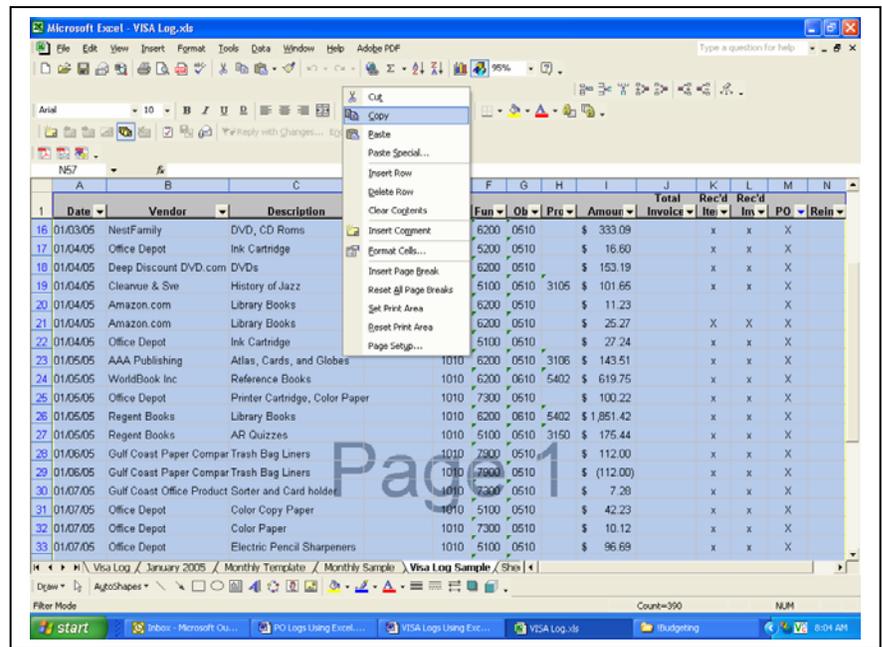
	D	E	F	G	H	I	J	K	L	M	N	O	P
1	For	Fun	Fun	Ob	Prd	Amount	Total Invoice	Rec'd Item	Rec'd Inv	PO	Rein		
41		1010	7900	0510		\$ 6.31		x					
42	asers	1010	5100	0510		\$ 36.66		x					
43		1010	7300	0510		\$ 16.60		x					
44		1010	5100	0510		\$ 32.06		x					
45		1010	7300	0510		\$ 12.85		x	x	X			

Summarizing Budget Codes

- Make a copy of the Monthly Template worksheet.
 - Right click the tab and a menu will open.
 - Click 'Move or Copy ...'
 - Check 'Create a copy'
 - Highlight 'Monthly Template'
 - Click OK
- Rename the new sheet (month and year) by double-clicking the name on the tab.

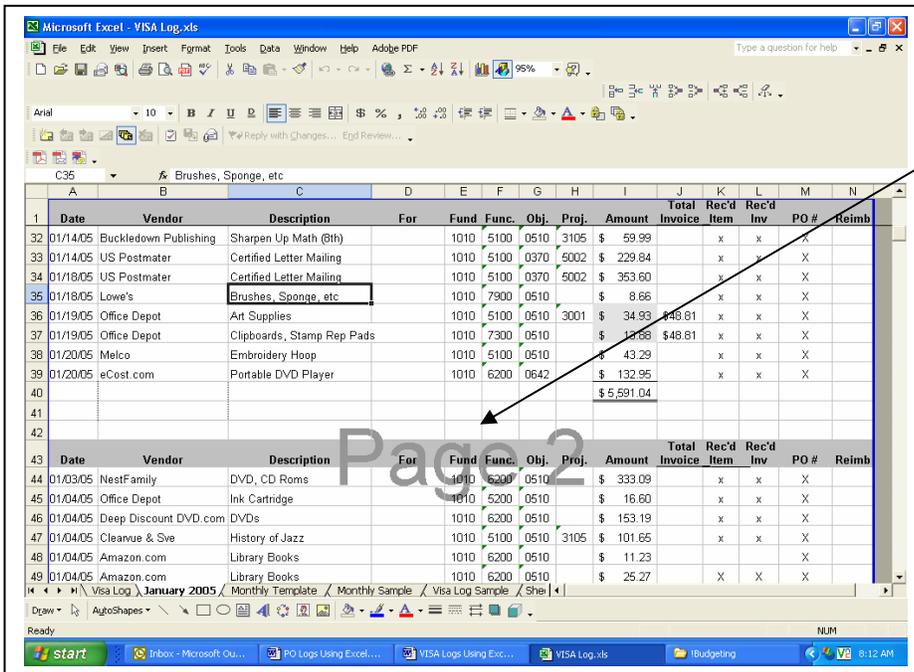
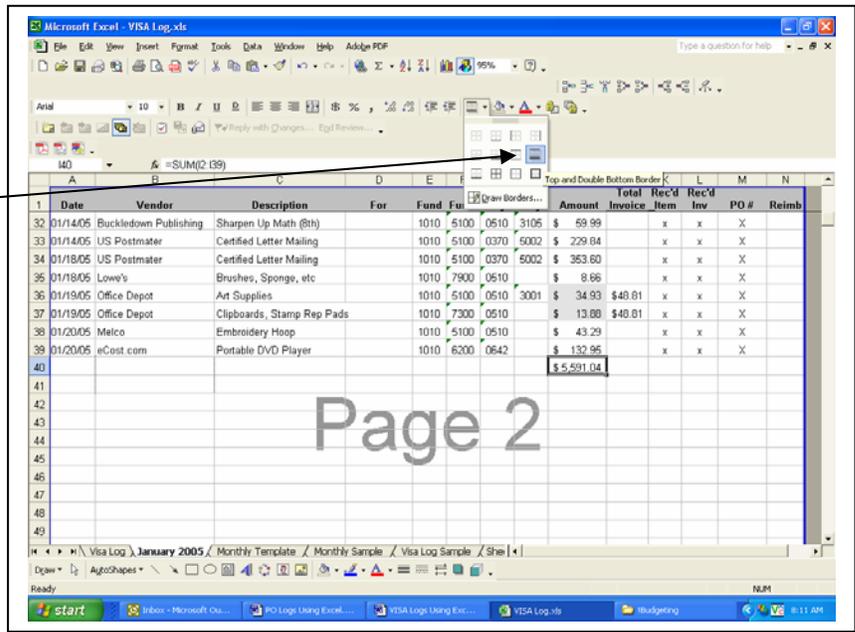


- Click the tab for the VISA Log to select that worksheet
- Highlight all the cells with information, not including the titles (Columns A – N and rows as needed)
- Right click the mouse and choose ‘Copy’



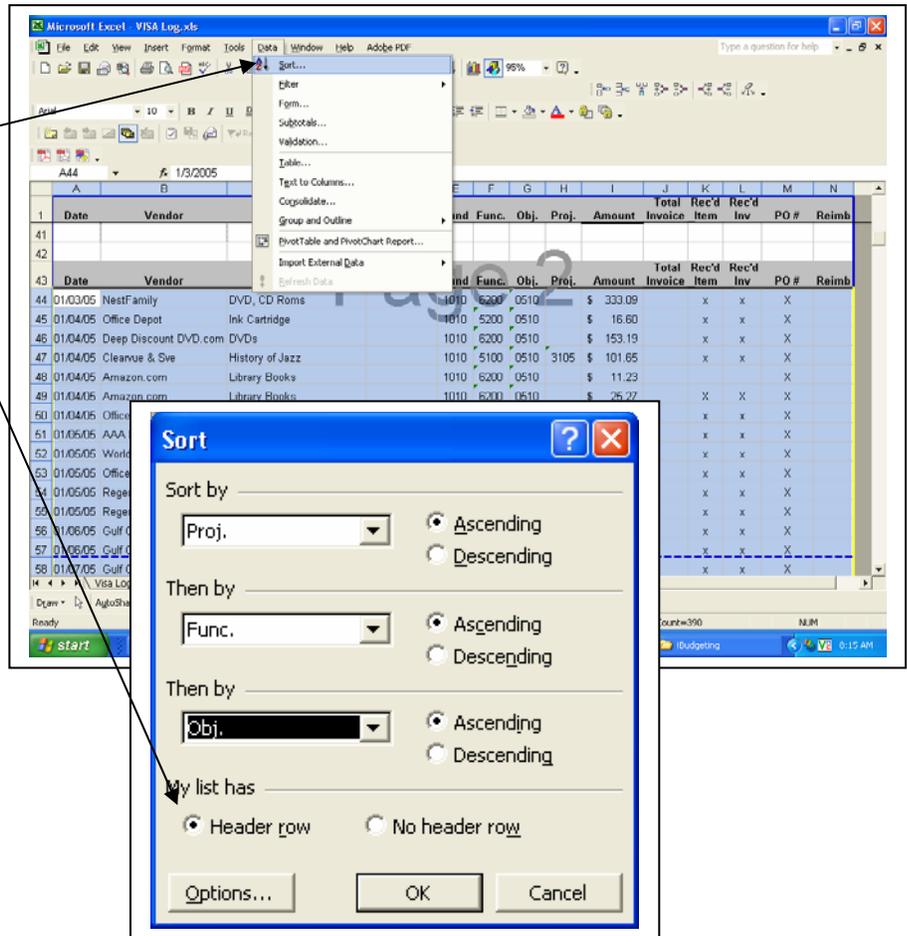
- Click the tab for the new monthly worksheet to select that worksheet
- Click cell A2
- Right click the mouse and choose ‘Paste’

- The records will now appear on the monthly sheet
- Total the charges as you did previously (using Autosum)
- Add borders to the total to make it stand out



- Highlight the records including the titles, copy, and paste a couple of lines below the total
- This copy of the records will be sorted and totaled by budget codes.

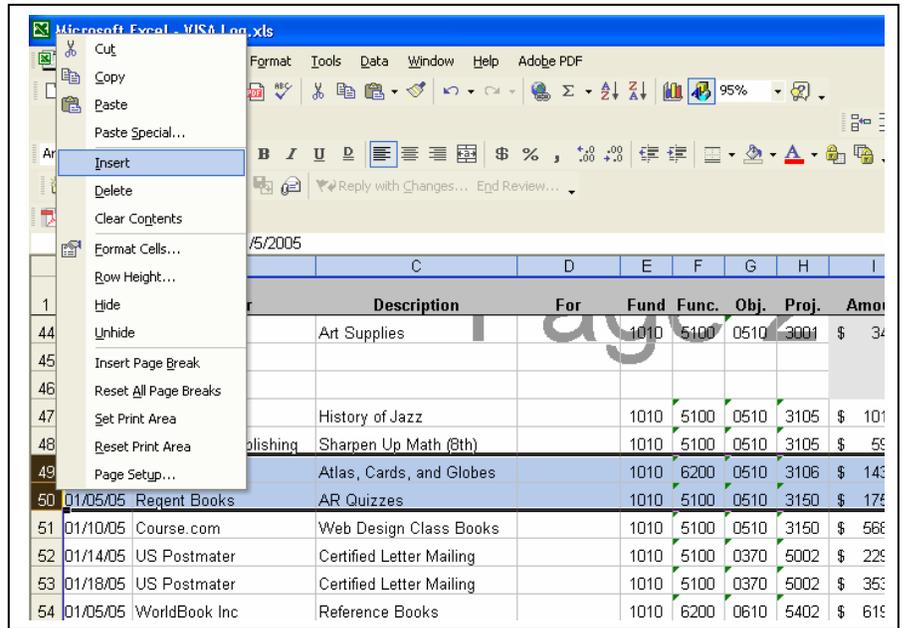
- Highlight the lower copy of the records and sort by budget codes
 - Click 'Data' – 'Sort'
 - Make sure 'header row' is selected
 - Sort by Project, Then by Function, Then by Object
 - Click OK
- You will see a 'Sort Warning' – choose 'Sort anything that looks like a number as a number' and click OK (do this as many times as necessary)



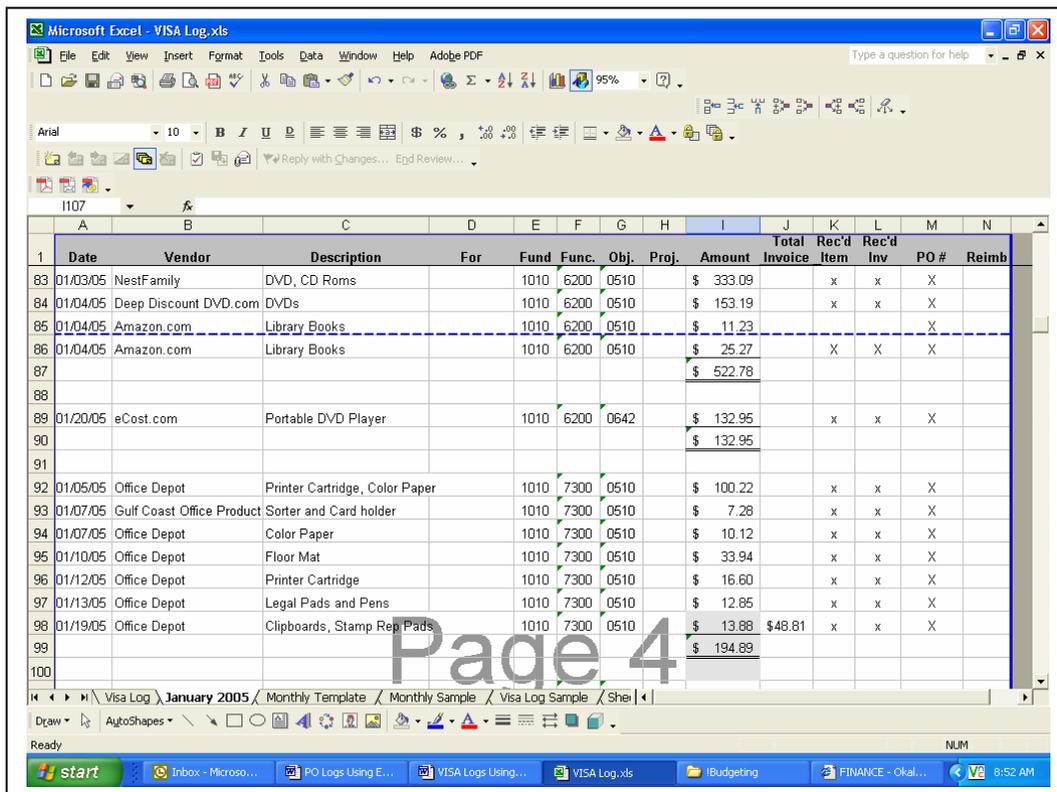
	Date	Vendor	Description	For	Fund	Func.	Obj.	Proj.	Amount	Total Invoice	Rec'd Item	Rec'd Inv	PO #	Reimb
44	01/19/05	Office Depot	Art Supplies		1010	5100	0510	3001	\$ 34.93	\$48.81	x	x	X	
45	01/04/05	Cleanue & Sve	History of Jazz		1010	5100	0510	3105	\$ 101.65		x	x	X	
46	01/14/05	Buckledown Publishing	Sharpen Up Math (6th)		1010	5100	0510	3105	\$ 59.99		x	x	X	
47	01/05/05	AAA Publishing	Atlas, Cards, and Globes		1010	6200	0510	3106	\$ 143.51		x	x	X	
48	01/05/05	Regent Books	AR Quizzes		1010	5100	0510	3150	\$ 175.44		x	x	X	
49	01/10/05	Course.com	Web Design Class Books		1010	5100	0510	3150	\$ 568.45		x	x	X	
50	01/14/05	US Postmater	Certified Letter Mailing		1010	5100	0370	5002	\$ 229.84		x	x	X	
51	01/18/05	US Postmater	Certified Letter Mailing		1010	5100	0370	5002	\$ 353.60		x	x	X	
52	01/05/05	WorldBook Inc	Reference Books		1010	6200	0610	5402	\$ 619.75		x	x	X	
53	01/05/05	Regent Books	Library Books		1010	6200	0610	5402	\$ 1,851.42		x	x	X	
54	01/04/05	Office Depot	Ink Cartridge		1010	5100	0510		\$ 27.24		x	x	X	
55	01/07/05	Office Depot	Color Copy Paper		1010	5100	0510		\$ 42.23		x	x	X	
56	01/07/05	Office Depot	Electric Pencil Sharpeners		1010	5100	0510		\$ 96.69		x	x	X	
57	01/07/05	Nasco	Scratchpaper		1010	5100	0510		\$ 35.33		x	x	X	
58	01/10/05	Office Depot	Velcro		1010	5100	0510		\$ 2.41		x	x	X	
59	01/10/05	Office Depot	Ink Cartridge		1010	5100	0510		\$ 25.85		x	x	X	
60	01/12/05	Office Depot	Printer Cartridge, Pencils, Erasers		1010	5100	0510		\$ 36.66		x	x	X	
61	01/13/05	Office Depot	Labels and Printer Cartridge		1010	5100	0510		\$ 32.06		x	x	X	

- Your list will then be sorted by project, function, and object.

- Separate each budget code by inserting two empty rows
 - In this example, rows 47 and 48 have the same budget code (1010.5100.0510.3105)
 - Select the two rows below (49 and 50) by left clicking on row 49, holding the button down, and sliding down to row 50
 - Right click and choose 'Insert'
 - Two blank rows will appear (like rows 45 and 46)



- Do this for each budget code section
- Total each section by clicking in the cell, choosing the border, and clicking Autosum



- Print the worksheet and use these figures to complete the VISA purchase order
- Go back to the original VISA log worksheet and change the 'X' to the PO Request number
- Click 'Data' – 'Filter' – and 'Autofilter' to turn the autofilter off
- You are now ready to continue using your VISA Log