

Reconciling Office Max Expenditures

Usage

This is an application of the Expense – Current Year Journal Voucher Detail query for the purpose of reconciling OfficeMax expenditures.

FRE_EXPENSE_DTL - Crrnt Yr Jrnl Vchr Expense Dtl

From Period:

To Period:

From Dept:

To Dept:

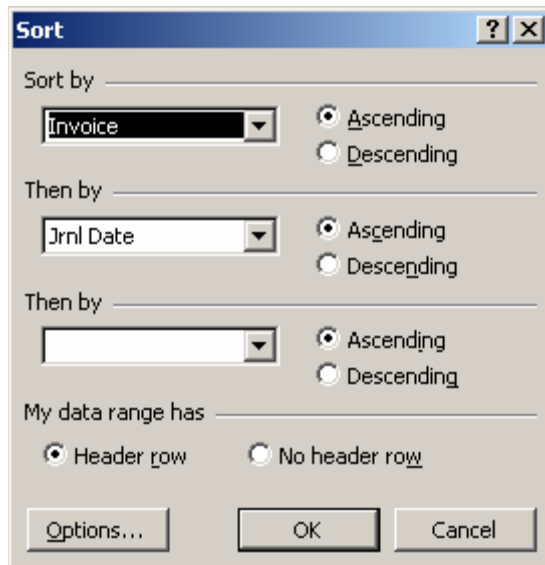
Fund Like:

Class Like:

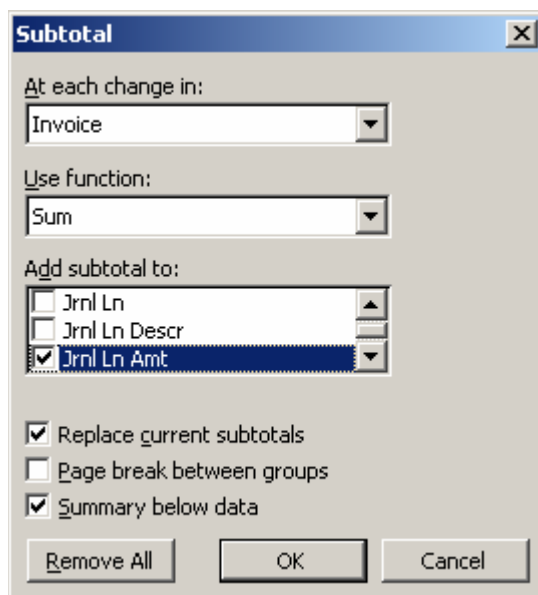
Download results in : [Excel SpreadSheet](#) [CSV Text File](#) (128 kb)

Steps

1. Key in From Period (Period 1 = July; Period 2 = August; Period 3 = September; Period 4 = October; Period 5 = November; Period 6 = December; Period 7 = January; Period 8 = February; Period 9 = March; Period 10 = April; Period 11 = May; Period 12 = June)
2. Key in To Period (same month structure as above)
3. Key in From Dept or partial
4. Key in To Dept or partial
5. Key in a specific Class Code or a “%” if you want all
6. Key in a Fund completely or partial
7. Click on View Results
8. Download results in Excel Spreadsheet.
9. Save to your desktop.
10. Open spreadsheet.
11. Delete header row so that column heading row is your first row.
12. To make column width more manageable, select entire spreadsheet, select Format, select Column, and select Autofit.
13. With the entire spreadsheet selected, select Data, select Filter, select AutoFilter. With AutoFilter on, click on Vendor Name and select Office Max. This will filter out the Office Max invoices.
14. Sort by invoice number and Jrnl Date. Select Data, select Sort, sort by Invoice (Ascending), and click OK.



15. To subtotal by invoice, select Data, select Subtotal. At each change Invoice, Use function Sum, Add subtotals to Jrnl Ln Amt, and click OK.



16. Your report will appear with subtotals representing the invoice total without tax. The difference between report subtotals and Office Max invoices is tax.
17. To reconcile your Office Max, compare your invoice printout with this report.

Report Fields

- | | |
|---------------|-------------------|
| 1. Year | 11. Jrnل Date |
| 2. Period | 12. Jrnل Ln |
| 3. Dept | 13. Jrnل Ln Descr |
| 4. Account | 14. Jrnل Line Amt |
| 5. Acct Descr | 15. Vendor Name |
| 6. Fund | 16. AP Unit |
| 7. Class | 17. Voucher |
| 8. Project | 18. Invoice |
| 9. Source | 19. PO |
| 10. Jrnل ID | |

Tips

1. Apply a macro to the steps.
2. To reconcile the Office Max purchases, you only need Jrnل Ln Descr, Jrnل Line Amt, and Invoice. The rest of the columns can be hidden or deleted.
3. The difference between the report invoice and the Office Max invoice is tax.