Annual Overview Macro SoP Documentation

Owner: Abhishek Nair

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***Description:***

The Documentation provides brief about macro used to achieve following objectives:

1.Rank employees based on revenue attributed to them and Present revenue figures for each office.

2.The company’s Shipping service level agreement (SLA) with the delivery company is 5 days. Determine orders that have fallen outside of the agreed SLA timeframe and present details of these orders and determine if late orders have any common products or employees.

3.Compile details of all orders not shipped and present orders which have issues.

4.Compile monthly revenue figures along with suitable visualisations for the year.

5.Compile details of the largest value orders and provide details of the highest value customers to the company.

6.Products that results in the highest sales for the company.

7.Summary sheet at the start of the workbook summarising sales over the past year.

*Dashboard and Dashboard 2 provides summary of all the above objectives and are placed just after the Sales Summary Page*

***Instructions:***

1. Open the file named ***‘AssignmentFile.xlsm’***
2. Open all the relevant source files (customers.csv, employees.csv, offices.csv, orderdetails.csv, orders.csv, payments.csv, productlines.csv, products.csv)
3. In the developer tab click on Macros and Select Macro called ***‘AssgnQ01’***
4. The macro will create a new file named ***“Annual Overview.xlsx”*** at the default directory.
5. Enter Year for which you want to create report.
6. Please note that enter valid year having format ***“YYYY”*** For the provided data, years should be 2003, 2004 or 2005.
7. Do not rename worksheets and change the sheet location until after the macro has run as the sheet names and location are used as reference in the macro.
8. Please Select to ‘***Over Write’*** the file if the file name already exists.
9. This is a single macro file and is expected to deliver all the results in the newly created sheet ***“Annual Overview.xlsx”***
10. Source file should have .csv file extensions.
11. Macro code has been provided in a different “.txt” file.