****A picture containing drawing

Description automatically generated**How to use the Moe Macro**

**What is the Moe Macro?**

The Moe Macro is an excel macro that the IT Department at Sheehan specifically created to allow accountants to swiftly produce the daily journal entries necessary for Moe’s Southwest Grill. This tutorial will walk you through the process to produce the daily entries required for any given day!

1. To start, you are going to have to obtain the spreadsheet from the NCR Back Office website. Find the sheet you are looking for, and when the report is generated for ANY store, make sure to **download** the sheet as a PDF.
2. Now open the downloaded PDF through Adobe Acrobat. For this example, I am using Hauppauge’s data from 3/2/2020 to 3/8/2020.

Once the PDF is open, go to File -> Export To -> Spreadsheet -> Microsoft Excel Spreadsheet.

This will open Excel and nicely lay out the spreadsheet into the appropriate rows and columns.

It should look something like this:

A screenshot of a video game

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1. Now that we have the spreadsheet in Excel, we can now use our Moe Macro! To activate the Macro, go to the tab on the top tool bar labeled “Personal Sheehan Macros”. When you click on it, it should look something like this:

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If you do not have the ribbon that displays as “Personal Sheehan Macros” you may not have the add in checked off to be included within excel.

To include the moe\_macro add in, go to File -> Options

A box will display looking like this:

A screenshot of a social media post

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You’re going to want to go onto the “Add-Ins” section and then select the “Excel Add-Ins”. Once you have that click GO.

This screen will pop up:

A screenshot of a cell phone

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You want to check the “Moe\_Macro” and click OK. The “Personal Sheehan Macros” should then appear within the Excel spreadsheet. If you do not see the “Moe\_Macro” option, contact IT they’ll install the macro for your use!

1. You can then click on the Moe Macro button, and it will begin to activate the macro! Once the macro is activated, an input box will pop up asking for the user to enter the date for the first day of the week that pops up. In my example, it is asking for the date for the Monday since it is the first day of the week.

A screenshot of a social media post

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You now have to enter in the date. As the input box states, it **MUST** be in **mm/dd/yyyy** format otherwise you will receive an error message until it is in the correct format. Once you enter in the correct format, click “OK”. Below is what I entered for my example:

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As you can see you don’t have to enter the 0’s before single digit numbers.

1. Depending on the sheet and data you enter depends on the various data you may have to enter for a journal entry. Don’t worry, we will go through every single case as to when you must enter

the differing journal entries.

There are some entries that require no entries at all with no input from you, but there are others where it may require a bevy of inputs. As you know, it all depends on the values brought through the sheet.

**The following section will show you what each of the various input boxes mean:**

1. Monkey Media Account Receivables is > the total catering amount

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This box will display when a Monkey Media Online Catering entry is present, and it is greater than the total catering amount and it requires an adjustment. In fact, every time one of these boxes appear it means that an adjustment must be made. As you can see it will also display the date this entry must be adjusted so you are aware.



As you can see from the above entries taken off the sheet from Hauppauge from March 3rd, 2020 (ignore the $0 and 116.00) Monkey Media Receivables (- Alt Tend (Onl Cater Credit)) is in fact greater than the Total Catering amount (+ Catering Sales (Gross)).

The great thing about when this occurs is that the macro automatically adjusts the entries appropriately and doesn’t require any input from you. It will end up creating a Monkey Media Journal Entry and adjusting the Main Journal entry appropriately.

Just click “OK” to continue allowing the macro to do it’s work.

1. Both EZ Catering and Monkey Media entries are present

**A screenshot of a cell phone

Description automatically generated**

When this input box pops up it is because **both** EZ Catering **and** Monkey Media Receivables are present in a day.



As you can see, the furthest column to the right for both Monkey Media and EZ Catering (- Alt Tend (EZ Cater)) contain values. To fix this and make the appropriate adjusting entries, the macro is going to ask you to enter in some values from the Monkey Media website.

When you press “OK” the following input box will pop up:

A screenshot of a social media post

Description automatically generated

This box is just prepping you to go to the Monkey Media Website and be prepared to enter the appropriate totals that follow. Press “OK” to continue.

The following input box will pop up that requires you to enter values:

A screenshot of a social media post

Description automatically generated

This input box is telling you to check the Monkey Media website and look for entries under March 5th 2020 that are marked with EZ Catering. You must enter the **TOTAL** for the sales tax for all entries marked EZ Catering.

For my example, on March 5th there is only one entry marked EZ Catering so I don’t have to look through any of the other entries to total the sales tax for that day for EZ Catering.

A screenshot of a cell phone

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Now that I have the appropriate number within the box, I type it in as “27.17” and proceed to click “OK”. If you don’t enter the number in the correct format, you will receive an error and the macro will require you to enter the number again.

Once you click “OK” another input box will display:

A screenshot of a social media post

Description automatically generated

This box is asking for all the entries marked EZ Catering to enter the **TOTAL** amount for total catering. Total catering can be calculated by adding up the subtotal, delivery fee, and delivery fee upcharge. Again, I luckily only have one entry marked as EZ Catering thus I only need to only check this one entry. If I had multiple, I’d have to add the totals from those entries and then only when I have the total, input it into the input box.

In this case my total ended up being $315.00 but I can enter it in as “315”.

When you click “OK” the following box will appear.

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This box will only appear in special situations **IF** the macro calculates that one or more Monkey Media entries for the day **MUST** be marked as being paid at a register. Because the macro figured this out, you must input values regarding the Monkey Media Receivable. If there were no entries marked as “Paid at Register” then this step would be skipped.

Click “OK” for the next box to appear.

A screenshot of a cell phone

Description automatically generated

Now you must enter in the **TOTAL** for **ALL** Monkey Media entries for the day that are **NOT** marked as Paid at Register. First, we are trying to find the total catering amount for Monkey Media, and this is found again by adding every entry marked Monkey Media’s subtotal, delivery fee, and delivery fee upcharge. We get this information from here:

A screenshot of a cell phone

Description automatically generated

As you can see the total comes out to being 260.99 from entering the appropriate amounts. We then click “OK” when finished.

There will be no other input boxes that follow up after this point. The macro will calculate the sales tax by itself with no input needed.

1. Monkey Media Account Receivables < Total Catering

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This box will pop up when Monkey Media Receivables are less than Total Catering as shown below:





When this occurs, another box will pop up requiring us to input the appropriate numbers:

A screenshot of a cell phone

Description automatically generated

Again, we have to add the **TOTAL** catering amounts for **ALL** Monkey Media amounts **NOT** Paid At Register. We get these numbers from the Monkey Media website for this date. They look like this:

A screen shot of a smart phone

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As you can see, there were two Monkey Media entries for February 2nd, 2020 for the Franklin Square store, so we add the totals from each together and input it into the above box.

The macro will then automatically adjust the sales tax portion of the entry without you having to enter it.

1. EZ Catering is present **ONLY**

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When this input box pops up, it is stating that EZ Catering is present **ONLY** for the day. Because EZ Catering is present, you are going to have to input the appropriate total sales tax and total catering amounts just like the entries prior.

1. Cash Over/Short with Tips is greater than the $30 amount and Monkey Media Account Receivables < Total Catering amount

A screenshot of a social media post

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When this appears, it means there are multiple issues with that day’s journal entries that will require us to adjust certain values. The message boxes that follow will direct you to go to the Monkey Media website and enter in the correct amounts for the Monkey Media journal entries.

**Total Checking**

Within the Moe\_Macro code there is constant checking of the total debits and credits for each journal entry to ensure journal entries are posted correctly. There are times when the debit column may not equal the credit column and the macro will let you (the user) know.

The following message box will alert you as to the entry that is not zeroing out and as well as how off the totals are:

A screenshot of a cell phone

Description automatically generated

As you can see this pops up and it tells you the totals for the Main Journal Entry on 2/2/2020 are off by a whopping amount of $2534.82! The calculation will complete regardless and will show the entry on the spreadsheet even though it is incorrect. This allows you to manually fix the calculations if there is an issue that occurred.

If you entered an incorrect amount in an input box that popped up, you can simply click on the Moe\_Macro macro button again to recalculate and run through all of the sheet.

However, if you know you entered the correct amount for all the input boxes that popped up it may be that the macro is consistently incorrectly calculating something. When this occurs, you can manually fix any amounts directly on the Moe\_Macro spreadsheet.

Once you fix your amounts, you can check the total amounts by clicking on the “Check Totals” button under the Ribbon header “Personal Sheehan Macros”.

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This macro will only work IF the Moe\_Macro spreadsheet exists, otherwise an error message will pop up stating that it can’t work. If the totals are correct, you will only receive the following message when you click the button:

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If there are totals that are incorrect, you will receive the above message and any additional messages that may show which journal entries are still not totaling correctly:

A screenshot of a cell phone

Description automatically generated

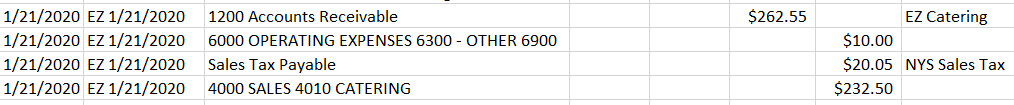
**Known “Bugs”**

There is currently one known bug within the program where the tips for either EZ Catering or Monkey Media will not be displayed in the Main Journal entry at times. It comes up from time to time. The following is an example of this occurring. If you want to see it for yourself, this error occurs in Hauppauge 1/21/2020.

A screenshot of a cell phone

Description automatically generated

As you can see there are $10 in EZ Catering tips for 1/21/2020 for Hauppauge. The macro will correctly show this in the EZ Catering journal entry when we run the macro:



The tips are displayed as the account number “6000 OPERATING EXPENSES” and as you can see the $10 show up here. However, when we make the main journal entry…

A close up of a logo

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You can see that the $10 in tips do not show up here for whatever reason. This randomly occurs from time to time so be on the lookout. We are currently trying to patch this issue. Also, when this does occur you are going to have a message box that pops up stating that the totals are off… so whenever a total error does come up, first check if the tips was not included in the main journal entry and work from there.