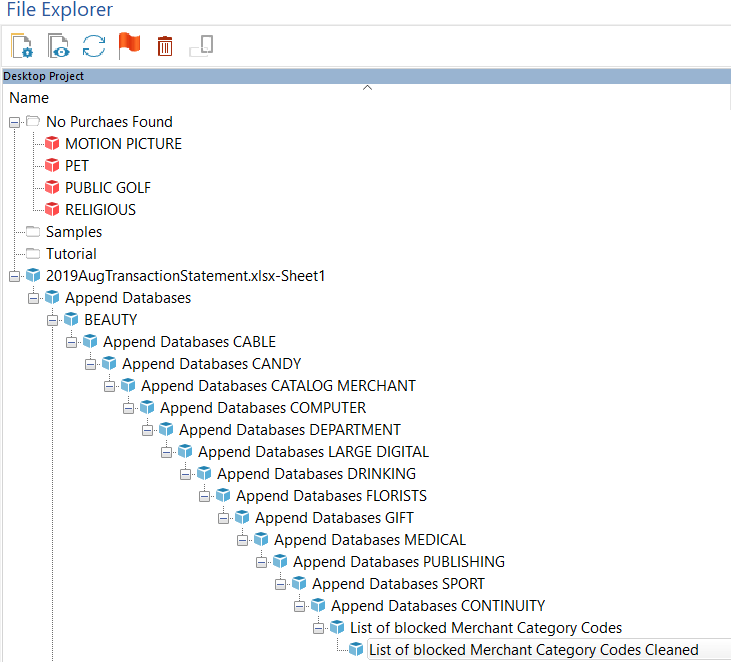
**Running the Code**

1. To run the script either go to the tab in IDEA where you have the script saved to your tool bar and click that.
2. You then will be asked how many P-Card files you want to pull into IDEA. You will then be able to pick the files you want. Navigate to the location of the file you want to pull. For this script you will want to select the Excel files only.
3. After the script runs for a second, you’ll be asked to bring in the list of approved vendors. This is a spread sheet off all the vendors that show up as unapproved purchase types but who are ok for employees to use. One example would be Kopy Katz. They show what up personal prints, which is not approved, but are an approved vendor to use. The file at the time of this documents write up was is called Approved Vendors. This should be located in ../[Current Year] Activities/A.04.[Current Year] - Continuous Audits/Audits, example: ../2020 Activities/A.04.2020 - Continuous Audits/Audits
4. After this the script will run to finish. A new file will be created which will hold all of the sub-databases that had no information in them. The rest of the databases will be merged into one database called, “List of blocked Merchant Category Codes Cleaned.”
5. In the last step you will be asked if you need to append the final result to a database or create a new one. If you say yes file explorer will open and you can find and select the database you want to append to. It should be located in the current audit quarter file, ../[Current Year] Activities/A.04.[Current Year] - Continuous Audits/Audits/[Current Quarter file]. It will bring that database in and add on your new results to the bottom of the sheet. If you say no it create a new a new database for you to append future audits to later. You will then be given the option to save that new database somewhere on your computer.



**Approved Vendors**

If the approved vendors sheet needs to be updated simply add the new vendors name in the Approved Vendor Column. It does not matter in what order the vendor names are listed.