Proposed Process for Efficiently Assigning Allocation Markers to Ledger

COMPANY NAME REDACTED

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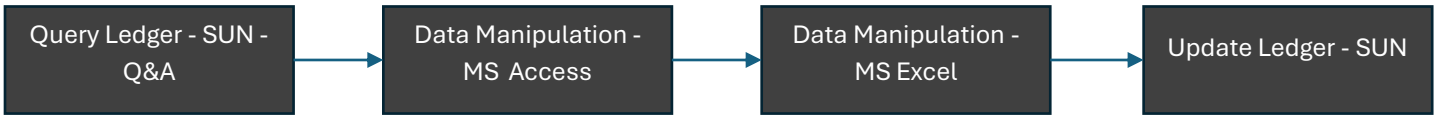
Current Process

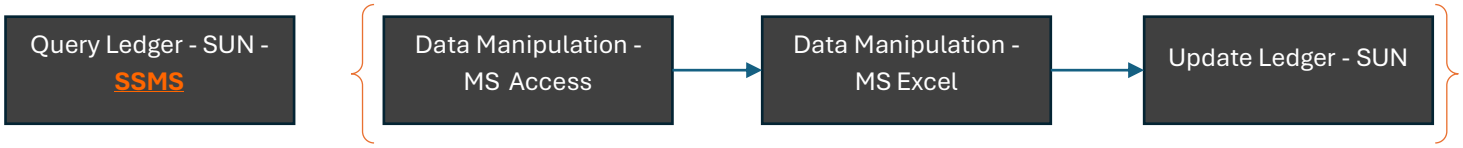
The SUN Ledger contains an Allocation Marker column that must be updated when Accounts Receivable (Debtor Accounts) are collected and the corresponding invoices have been completely paid off.

The current process for updating the Allocation Marker column involves four subprocesses, all of which are quite tedious. The four subprocesses include [1] getting data from SUN using Q&A, [2] manipulating the data in Microsoft Access, [3] manipulating the data in Microsoft Excel, and [4] using the manipulated data to update the ledger in SUN. The two data manipulation subprocesses are necessary (using our current methodology) to identify the lines that need to be updated.



The proposed process aims to eliminate three inefficient subprocesses, which would allow us to complete the entire process by simply running one query.

Proposed Process Eliminates 3 Subprocesses



The three subprocesses we propose eliminating include the data manipulation in Microsoft Access, the data manipulation in Microsoft Excel, and the manual update of the ledger in SUN.

The main reason for proposing to eliminate those three subprocesses is because they are unnecessary. However, those three subprocesses are required when we query the SUN data from Q&A. If we were to query SUN using Microsoft SQL Server Management Studio (SSMS - an app we already have), the entire process of identifying and updating the Allocation Marker column in the SUN ledger could be done by simply running one SQL query.

The Difference Between Querying SUN Data from Q&A and Microsoft SQL Server Management Studio

Q&A is a Graphical User Interface (GUI) that allows users to query the SUN database (ledger) by clicking buttons that run macros on the backend of Microsoft Excel. The macros trigger a process that queries SUN using SQL. So, Q&A is more user friendly because it does not require writing any SQL code to get data from the database.

By using Microsoft SQL Server Management Studio (SSMS), we can query the SUN database using SQL, which will allow us to write custom queries that can provide advanced views of data that we cannot currently get from Q&A. Most importantly, by using SSMS, we can write queries that can identify the lines that need to be updated and update the lines (Allocation Marker column only) in one step.

In other words, by using SSMS, we can run one query that assigns Allocation Markers to the ledger. The query will run in a short amount of time.

Proposed Process Flowchart

Query Ledger using Microsoft SQL Server Management Studio

Proof of Concept

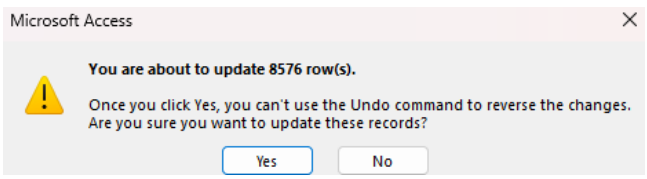
This is the SQL query that we use in Microsoft Access to identify lines that can be allocated but have not been allocated yet. In other words, this provides all the lines of that need an "A" in the Allocation Marker column. This same query structure can be used in SSMS.

```
SELECT *
FROM LAI_Debtors
WHERE LAI_Debtors.[Trans Reference] IN (
    SELECT LAI_Debtors.[Trans Reference]
    FROM LAI_Debtors
    WHERE LAI_Debtors.[Alloc Marker] <> 'A'
      AND LAI_Debtors.[Alloc Marker] <> 'C'
      AND LAI_Debtors.[Alloc Marker] <> 'R'
    GROUP BY LAI_Debtors.[Trans Reference]
    HAVING SUM(LAI_Debtors.[Base Amount]) = 0
)
AND LAI_Debtors.[Alloc Marker] = '';
```

This is the query that we use in Microsoft Access to <u>both identify lines that need to be allocated and update those lines at the same time, however the update only occurs in Microsoft Access, not in SUN, because Microsoft Access is not connected to SUN.</u> We only use Microsoft Access because Q&A does not allow us to write SQL queries. This same query structure can be used in SSMS.

```
UPDATE LAI_Debtors
SET [Alloc Marker] = 'A'
WHERE [Trans Reference] IN (
    SELECT [Trans Reference]
    FROM LAI_Debtors
    WHERE [Alloc Marker] <> 'A'
      AND [Alloc Marker] <> 'C'
      AND [Alloc Marker] <> 'R'
    GROUP BY [Trans Reference]
    HAVING SUM([Base Amount]) = 0
)
AND [Alloc Marker] = '';
```

Notice the popup window asking the user to confirm the update.



Requirements

We will need management approval and help from IT in order to implement the updated process. IT will need to install the Microsoft SQL Server Management Studio and configure it so that it connects to the SUN6 database, which will allow us to query SUN6 using SQL (Structured Query Language).

Note: Usually when IT performs such a configuration, they ensure that Uses only have the access that they need, which means, in our case, we wouldn't be able to query an HR ledger/database to see the salaries and addresses of everyone at the company, we would just be able to see our accounting general ledger.

Risks

The query will only update lines that it is instructed to update. So long as the query (the instruction) is correct and tested, then only the correct lines will be updated. The query uses simple logic and arithmetic to find the correct lines to update.

Opportunities

The query logic used to identify and update fields within the Allocation Marker column can also be used to update fields within other columns, if applicable. Also, by having the ability to query the SUN database in SQL, we will be able to export advanced views of data from SUN, which can create efficiencies and save time by eliminating tedious data manipulation in Microsoft Excel.