Excel Macro Requirement for Populating ‘TR Template’

# Purpose:

This document outlines the requirements for developing an Excel VBA macro to populate the worksheet ‘TR Template’ using data from ‘Revenue Report’ and ‘AgencyMapping’.

# 1. Sheets Involved

* TR Template – Destination sheet; contains predefined headers and formatting.
* Revenue Report – Source of raw data (columns: Fund, Description, SCO Revenue Code, month columns, Total, FY).
* AgencyMapping – Mapping between Fund and Agency (columns: Fund, Agency).

# 2. User Inputs

* Transfer Request Number (e.g., 237)
* Fiscal Year (e.g., 2024)

# 3. Data Validation

* Before proceeding, validate that ‘Revenue Report’ has data beyond the header row.
* If not, display an error message: "Revenue Report is empty." and terminate macro execution.

# 4. Pre-Processing

* Clear all data from ‘TR Template!A3’ downwards.
* Also clear: TR Template!R2, TR Template!S2

# 5. Row Selection

* Only use rows from ‘Revenue Report’ where the FY column matches the user-provided Fiscal Year.

# 6. Data Mapping Rules

* For each eligible row from ‘Revenue Report’, populate a new row in ‘TR Template’ starting from A3 as follows:

# 7. Special Instructions

* Cell S2 in TR Template should be set to: "TRF REQ {Transfer Request Number}"
* Cell R2 should contain the sum of the Amount column values from populated rows (Q3:Qn).
* Fund values must retain any leading zeros (e.g., "0044" not "44").
* All rows must be included, even if the Total is zero.
* All column headers and template rows (1 and 2) must remain untouched unless explicitly instructed above.

# 8. Completion Message

* After successful execution, display: "TR Template has been populated successfully."

# Data Mapping Table

|  |  |
| --- | --- |
| TR Template Column | Value Source / Rule |
| Fund | Revenue Report.Fund (except if Rev/Obj = 084000, then use 0044) |
| Agency | Lookup from AgencyMapping by Fund (leave blank if not found) |
| Fiscal Year | User Input |
| Ref Item | Blank |
| Fed Cat | Blank |
| P/N | Blank |
| C | Blank |
| Cat | Blank |
| Pgm | Blank |
| Ele | Blank |
| Comp | Blank |
| Task | Blank |
| Account | '3730' if Rev/Obj = 084000, else Blank |
| Rev/Obj | Revenue Report.SCO Revenue Code |
| D/C | 'C' |
| A | 'G' if Rev/Obj = 084000, else 'R' |
| Source Fund | Blank |
| Amount | Revenue Report.Total (format as comma-separated with two decimal places) |
| Description | "TRF REQ {Transfer Request Number}" |
| DNKP | Blank |
| Prgm Desc | Blank |