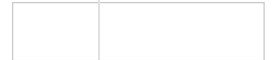# Travel Report for Rachel

Tuesday, May 23, 2017   10:15 AM

Report Schedule

1. Report is to be ran every Monday or the next available day (once per week). Email report to Rachel when finished.

Reports to Run

1. IShop
   a. Search PO's going back Six Months
   b. Search Form Name
      i. Travel Requests
      ii. Travel to Foreign Countries Request
   c. Export report using **Travel PO Information** template
2. Concur
   a. Search **Hotel Details** report for the past Six Months

Prep iShop Report

1. Filter out **Corporate Travel Planner** from the vendors list
2. Copy and Paste to new worksheet
3. Locate PO Number
4. Locate Account Number
5. Locate Record Locator Column(s)
   a. IShop is separating the record locator into two different columns (changes every time you run the report) so you will have to search for each of the columns and jot down the location RL1, RL2.
   b. Basically the Record Locator is split at the halfway point down the spreadsheet. So search for the top part by scrolling horizontally starting at Cell ZA. Once you find the Record Locator, write down the Column number (Record Locator 1). Then start searching for the Record Locator in the second half of the spreadsheet. Once you find it, write down the column location (Record Locator 2).

Prepare Hotel Report

Will need to create three reports called Report 1, Report 2 and Combined Report. Report 1 is for the Record Locator 1 and Report 2 is for the Record Locator 2. Repeat Steps 4 – 6 for Report 1 and Report 2.

1. Insert two columns at the beginning and label them as PO # and Account #
2. Copy and Paste the sheet into Report 2 and Combined Report (should have three sheets with identical data)
3. Locate Record Locator Column (Should be Column Q)
4. Use formula for the PO #
   a. `=IFERROR(INDEX(PO # column in iShop report,(MATCH(record locator column in Hotel Report, Record Locator column in iShop Report,0))), "No Match")`
5. Use formula for the Account #
   a. `=IFERROR(INDEX(Account # column in iShop report,(MATCH(record locator column in Hotel Report, Record Locator column in iShop Report,0))), "No Match")`
6. Copy and Paste the PO # column to the same location but Paste the Value
7. Copy and Paste the Account # column to the same location but Paste the Value

Combining Reports

Once you have the two reports, it is now time to combine the two into one report. To combine the two reports do these steps:

1. Use the following formula in Column A2
   a. `=IF(Report 2 column A = "No Match", Report 1 column A, Report 2 Column A)`
   b. Copy and paste formula down all of Column A
   c. Copy Formula to B2
   d. Alter formula to
      i. `=IF(Report 2 column B = "No Match", Report 1 column B, Report 2 column B)`
      ii. Copy formula all the way down column B

NOTE: All formulas are writing in English like language for easy understanding as to what goes where. You have to use Excel methods of actually pointing to the appropriate columns. To make things easier point to the column number to high light the entire column.