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| **Memorandum** | E:\Users\bergg\Documents\My Templates\Word\Accountancy\Accountancy\Accountancy_color_h.png |

To: 4320 Students

From: Gary G. Berg

Date: March 12, 2025

Re: Assignment 10 – Aging receivables in Excel

* This assignment is a modification of lab 6-1
* Required:
	+ Download the Excel file for this assignment.
* **Modifications**
	+ Complete the first three steps (necessary in order to do step four)
	+ Step 4 (page 331)
		- This pivot table should also include a count of the number of invoices in each receivable bucket. It will look similar to Exhibit 6-1E.8
			* Name sheet **Aging Bucket**
		- Create a Pivot chart (clustered column) for the pivot table (include the data label or data table chart element)
	+ Step 6 Page 332)
		- Complete step 6 using 151-180 days, Name sheet 151-180
	+ **Master the data 1**
		- Create another Pivot table showing the total number of invoices and total $ Invoice amount by customer. Sort on the $ invoice amount in descending order
			* Name the sheet **customer**
	+ **Master the data 2**
		- Create a pivot table showing the month, count of invoices in each month and total$ invoice amount
			* name the sheet **month**
		- Create a pivot chart (clustered column for the pivot table (include the data label chart element)
	+ **Master the data 3(name the sheet slicer aging)**
		- Create a pivot table listing all customers, the number of invoices and $ invoice amount they have in each aging bucket.
			* the pivot table should **use slicers** to allow selection of specific customers and/or specific aging buckets
			* Pivot table should show appropriate totals and subtotals if showing multiple customers
	+ **Master the data 4(name the sheet slicer month)**
		- Create a pivot table listing all customers, the number of invoices and $ invoice amount they have in each month.
			* the pivot table should **use slicers** to allow selection of specific customers and/or specific month(s)
			* Pivot table should show appropriate totals and subtotals
		- If you wish to do so, you may want to pick a design for the pivot tables that will make it easier to distinguish between customers and aging buckets
1. Submit the completed Excel file via the D2L dropbox. (**You are not submitting screenshots**)
	1. Files submitted to the wrong dropbox will receive a **grade of 0**
	2. **Failure to follow directions will result in a grade of ZERO**
2. **Additional Note: Make sure you submit the Excel file and not the temp file that is created when you are in Excel.**
	1. **The temp file is erased when you exit an Excel, but there may be a delay before that happens.**
	2. **The Temp file size is only 1 KB**
	3. **It is your responsibility to make sure that you upload the correct file. Failure to do so will result in a grade of zero**
3. This is **not a** group assignment. Students should work independently.
	1. **Copying/plagiarism** will result in a **grade of 0** for all parties involved.
4. **Due on 03-24-2025, 11:30 p.m.**
5. **Remember, file must be virus free**. (**Any assignment received containing a Virus receives a grade of 0)**