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

To: 4320 Students

From: Gary G. Berg

Date: May 16, 2025

Re: Assignment 2 – Excel A/R summary

* This assignment is Lab 2-1
* Required:
  + Download the Excel file for this assignment.
  + Complete the following steps **with indicated modifications**
    - Step one, create the days past due field
    - Step three: Include the count of Invoices with the summary total receivables by customer. Sort on invoice total in descending order.
      * **Name sheet step 3**
    - Step Five; Detailed invoices for the customer with the largest amount due sorted by days past due in ascending order
      * **Name sheet step 5**
* Additional Requirements (**Master the data**)
  + Create an **additional pivot table** and **corresponding column pivot chart** showing summary receivable totals and invoice count by month
    - Improve the chart using the data label or data table chart element
  + Get the detailed list of receivables by customer due in July sorted in ascending order on days past due
    - I will not tell you how to do this one. This is your chance to figure it out.
* **Ignore the assessment section**
* **Note: You are submitting the Excel solution file. You are not submitting screen captures**

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 02-17-2025, 11:30 p.m.**
5. **Remember, file must be virus free**. (**Any assignment received containing a Virus receives a grade of 0)**