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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 20, 2024

Re: Assignment 12 – Excel Separation of Duties

* This assignment is a modification of lab 7-1. There are **52** journal entries The purpose of this lab is to demonstrate the use of pivot tables to check for separation of duties.
* Required:
	+ Download the Excel file for this assignment.
		- Complete the lab (Your pivot table will be similar to example in the book)
		- **Additional requirement**
			* If the party that entered is also the party that approved, double click on the number of transactions that they approved. This should copy the transaction(s) in question to a new sheet.
				+ Sort on JE# (oldest to newest) and make sure Journal entries in the traditional debit and credit format
				+ Hint: Multilevel sort
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 03-29-2024, 11:30 p.m. Remember, file must be virus free**. (**Any assignment received containing a Virus receives a grade of 0)**