

Case 19-8: Excel Data — Handout 2

E-mail From Manager — Data Cleanup

From:	Manager
To:	Staff Member
Subject:	Data Cleanup Request
Attachments:	AR Open Invoice Report.xlsx (Handout 3)

Hi,

I just received the Accounts Receivable Open Invoice Report that I requested from the entity. Upon review, I have determined that the Excel data file needs to be cleaned up, and we should be able to perform the cleanup procedures ourselves. As such, I am asking you to clean up and format the data received so the information is usable in Excel.

I suggest that you use the Excel Cleanup Guide (Handout 1) to assist you in performing the appropriate procedures.

Lastly, the account balance per the general ledger is \$45,780,335.21. Please verify that the detail agrees to that balance.

Thank you,