



INVESTOR STATEMENTS EXPORT

CASE STUDY - Exporting Reports from Excel to PDF with Exception Handling

EXECUTIVE SUMMARY

This case study explores how an investment firm handled exporting a large volume of Excel reports to PDF, while also identifying and handling exceptions using an Excel VBA script that we developed.

BACKGROUND

The investment firm was exporting thousands of reports for investor statements, but they had to be exported to Excel and then placed in PDF format. The reports also had to be error-free and the exceptions had to be reviewed before being placed in their final PDFs.

CHALLENGES

- Exporting such a large amount of reports from Excel to PDF with the added complexity of needing to identify and manage exceptions such as:
 - reconciliation fields not equal to zero
 - performance fields marked as N/A or containing an error

SOLUTION

We developed and implemented an Excel VBA script that would:

- Open each Excel file
- Scan the file for exceptions
- List those files in an exception report
- Move the files requiring review to a separate folder
- Print the first tab of all cleared files to PDF
- Archive the Excel files

OUTCOME

This solution streamlined the reporting process, ensured accuracy by automatically flagging exceptions, and saved considerable manual review time. This case study demonstrates the power of automation in enhancing accuracy and efficiency in financial reporting.

If your organization can benefit from turning processing hours into clicks, set up a free consultation [here!](#)