



Perform Excel file maintenance

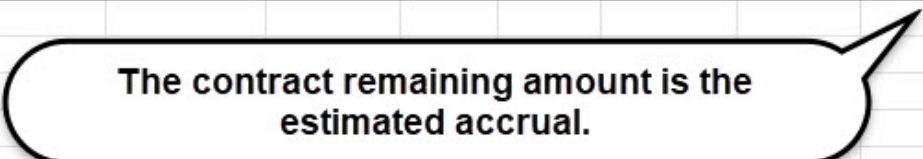
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Modify the Excel file.

- Sort the file by **Accrual Cd**, and then by **Last Name**.
- Arrange the order of columns as follows: **Employee Nbr, First Name, Last Name, Accrual Code, Accrual Rate, Remaining Payments, Pay Rate, and Contract Balance**
- Insert a new column (**Total Pay Remaining**) between the **Pay Rate** and the **Contract Balance** columns. And, then in this column (Column H), insert the following formula: **Job Remaining Payments** (column F) x **Pay Rate** (column G)
- In Column J, insert the calculation for the **Difference** with the following formula: **Total Pay Remaining** (column H) - **Contract Balance** (column I)

	A	B	C	D	E	F	G	H	I	J
	Emp Nbr	First Name	Last Name	Accrual Cd	Accrual Rate	Job Remaining Pymts	Pay Rate	Total Pay Remaining (Col F * Col G)	Contract Balance	Difference (Col H - Col I)
1	000006	AARON	ACHIMON	B	330.481	3	5,150.00	15,450.00	15,450.00	-
2	000007	AARON	ADAM	B	319.786	3	4,983.33	14,949.99	14,950.03	(0.04)
3	000090	AMANDA	ASHLEY	B	357.219	3	5,566.67	16,700.01	16,699.97	0.04
4	000121	AMY	BALL	B	330.481	3	5,150.00	15,450.00	15,450.00	-
5	000223	BETH	BOWERS	B	128.342	3	2,000.00	6,000.00	6,000.00	-
6										
7										
8										
9										
10										
11										