



Perform Excel file maintenance

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Clean up the Excel file.

- Delete pay status code 2 (inactive) people.
- Sort by **Accrual Cd**, and then by **Last Name**.
- Insert Calculated columns (Column H - Total Pay Remaining) and (Column J - Difference)

Image

| | 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 | 245.86 | 3 | 3,831.25 | 11,493.74 | 11,493.70 | 0.04 |
| 2 | 000007 | AARON | ADAM | B | 237.83 | 3 | 3,706.25 | 11,118.76 | 11,118.80 | -0.04 |
| 3 | 000090 | AMANDA | ASHLEY | B | 265.91 | 3 | 4,143.75 | 12,431.25 | 12,431.25 | 0.00 |
| 4 | 000121 | AMY | BALL | B | 245.85 | 3 | 3,831.25 | 11,493.74 | 11,493.74 | 0.00 |
| 5 | 000223 | BETH | BOWERS | B | 94.25 | 3 | 1,468.75 | 4,406.24 | 4,406.28 | -0.04 |
| 6 | | | | | | | | | | |
| 7 | <div style="border: 2px solid black; border-radius: 15px; padding: 10px; text-align: center; width: fit-content; margin: auto;"> <p>The contract remaining amount is the estimated accrual.</p> </div> | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |