



# Perform Excel file maintenance



# Table of Contents

**Perform Excel file maintenance** ..... i



Clean up the Excel file.

- Delete pay status 2 (inactive) individuals.
- 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><b>The contract remaining amount is the estimated accrual.</b></p> </div>									
8										
9										
10										
11										