



## **Perform Excel file maintenance**



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## Perform Excel file maintenance

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)

	A	B	C	D	E	F	G	H	I	J
				Accrual	Accrual	Job		Total Pay		Difference
	Emp Nbr	First Name	Last Name	Cd	Rate	Remaining	Pay Rate	(Col F * Col G)	Contract	(Col H - Col I)
						Pymts		Col G)	Balance	Col I)
1										
2	000006	AARON	ACHIMON	B	245.86	3	3,831.25	11,493.74	11,493.70	0.04
3	000007	AARON	ADAM	B	237.83	3	3,706.25	11,118.76	11,118.80	-0.04
4	000090	AMANDA	ASHLEY	B	265.91	3	4,143.75	12,431.25	12,431.25	0.00
5	000121	AMY	BALL	B	245.85	3	3,831.25	11,493.74	11,493.74	0.00
6	000223	BETH	BOWERS	B	94.25	3	1,468.75	4,406.24	4,406.28	-0.04
7										
8										
9										
10										
11										

**The contract remaining amount is the estimated accrual.**