Perform Excel file maintenance

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Modify the Excel file.

- Sort the document by **Accrual Cd**, and then by **Last Name**.
- Arrange the order of columns as follows: **Employee Nbr**, **First Name**, **Last Name**, **Pay Status**, **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.
- Insert calculated columns:
  - Column H - **Total Pay Remaining** with the formula: **Job Remaining Payments** (column F) x **Pay Rate** (column G)
  - Column J - **Difference** with the formula: **Total Pay Remaining** (column H) - **Contract Balance** (column I)

	A	B	C	D	E	F	G	H	I	J
				Accrual	Accrual	Job Remaining		Total Pay Remaining (Col F *	Contract	Difference (Col H -
1	Emp Nbr	First Name	Last Name	Cd	Rate	Pymts	Pay Rate	Col G)	Balance	Col I)
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.