How to Clean "Raw" Comp Reports

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Comp Time by EmplID - Dt Prmpt	383							
Name	ID	Empi Rcd#	Rpt Dt	TRC	Comp Plan	Quantity	Action	End Bal
Hale, Michelle Waters	10014512	0	9/1/2006	XCE1	COMP1_0	3.700000	E	32.200
Hale, Michelle Waters	10014512	0	9/2/2006	XCE1	COMP1_0	1.000000	х	32.200
Hale, Michelle Waters	10014512	0	9/7/2006	CT1	COMP1_0	1.700000	т	30.600
Hale, Michelle Waters	10014512	0	9/8/2006	XCE1	COMP1_0	2.600000	E	33.100
Hale Michelle Waters	10014512	0	a/a/2008	XCE1	COMP1_0	2 000000	X	33 100

1. Put your cursor in the row of the headings. In the spreadsheet above, it is row 2. Go to the Data Tab in Excel and select the Filter.



- 2. You should now see the filters turned on for each column.
- 3. Go to the "Action" column, or column H, and select the "X"'s. You do this by clicking on the "Action" column, deselecting the "Select All" option and then selecting the "X" in the list.

Note: there are (3) different "Action" codes. "E" stands for "EARNED". "T" stands for "TAKEN". "X" stands for "LAPSED". By selecting the "X's", you are selecting all of the "LAPSES" in the list for view.

								C		D E	F		G
D	Е	F		G	н	1		- Empl Red -	Rpt Dt	- TRC -	Comp Pla	n -	Quantity
								0	1	8/2/2006 XCE1	COMP1_0	21	fort A to Z
Dt 🚽 T	rrc -	Comp Plan	-	Quantity	Actio	End B		0	1	M9/2006 XCE1	COMP1_0	ž.	Sgit Z to A
9/1/2006 >	CE1	COMP1 0	A ∣	Sort à to Z			>	0		10/2006 XCE1	COMP1_0		Sort by Color
0/0/0006 \		COMPL 0	21	201011002				0	9	16/2006 XCE1	COMP1_0	1	Glear Filter From 'Action'
9/2/2000 /	AUE I	COMPT_0	Ã↓	Sort Z to A				0	9/	23/2006 XCE1	COMP1_0		Fifter by Color
9/7/2006 0	211	COMP1_U		Sort by Color	+		1.	0	9/	30/2006 XCE1	COMP1_0		Test Eilters
9/8/2006 >	(CE1	COMP1_0	T.	Class Eilkes Essen 70 ekies?			3.	0	10	W7/2006 XCE1	COMP1_0		Search
9/9/2006 >	KCE1	COMP1_0	45	clear Filter From Action			3.	0	10/	14/2006 XCE1	COMP1_0	1	(Select Al)
9/10/2006 >	CE1	COMP1 0		Filter by Color	Þ			0	10/	28/2006 XCE1	COMP1_0		-CT
9/16/2008	CE1	COMP1_0		Text <u>F</u> ilters	+			0	11/	18/2006 XCE1	COMP1_0		- XX
3/10/2000 >	KOE1	00MP1_0			0	· · · ·		0	11/	19/2006 XCE1	COMP1_0		
9/16/2006 2	(CE1	COMP1_0		Search	Q			0	13	2/9/2006 XCE1	COMP1_0		
9/16/2006 >	KCE1	COMP1_0						0	12/	16/2006 XCE1	COMP1_0		
9/22/2006 >	(CE1	COMP1_0		🗆 E		·	4.	0	1/	13/2007 XCE1	COMP1_0		
9/23/2006 >	CE1	COMP1 0		🗆 T				0	1/	20/2007 XCE1	COMP1_0		
annevaeve	T1	COMP1_0		L X			>	0	1/	27/2007 XCE1	COMP1_0		OK

- 4. In the first visible "Quantity" field, enter the formula to find the correct value of the lapse.
 - a. **NOTE**: The original values in the quantity fields in Comp 1.0 are actually the "Anniversary" date from when the time was earned-to-date.
 - b. For example, if the numbers that show in the "Quantity" column below were earned on these dates: 9/2/2005, 9/9/2005, and 9/10/2005.

Comp Time by EmpliD - Dt Prmpt	383							
Name 🔻	ID 👻	Empi Rcd 👻	Rpt Dt 🚽	TRC -	Comp Plan 🔻	Quantity 👻	Actio 🖵	End Bal 👻
Hale, Michelle Waters	10014512	0	9/2/2006	XCE1	COMP1_0	1.000000	Х	32.200
Hale, Michelle Waters	10014512	0	9/9/2006	XCE1	COMP1_0	2.000000	Х	33.100
Hale, Michelle Waters	10014512	0	9/10/2006	XCE1	COMP1_0	2.000000	Х	33.100

Now it's time to enter the FORMULA.

5. In the Quantity values, you want to enter the formula of the Ending Balance of the preview row minus the value of the current row. It will look something like this: "=I3-I4" and press "Enter".

See below:

	A	в		U	E	F	6	н	
1	Comp Time by EmplID - Dt Prmpt	383							
2	Name	ID 👻	Empl Rcd -	Rpt Dt 🚽	TRC -	Comp Plan 👻	Quantity	Actio J	End Bal 👻
4	Hale, Michelle Waters	10014512	0	9/2/2006	XCE1	COMP1_0	=13-14	X	32.200
7	Hale, Michelle Waters	10014512	0	9/9/2006	XCE1	COMP1_0	2.000000	Х	33.100
8	Hale, Michelle Waters	10014512	0	9/10/2006	XCE1	COMP1_0	2.000000	X	33.100
10	Hale, Michelle Waters	10014512	0	9/15/2006	XCE1	COMP1_0	1.800000	X	41.000

Note: Even though you do not see ALL of the rows, specifically with the first one, the MS Excel program will still be able to identify the referenced cell.

Another Way to Look At It:

"End Bal" Column (or I Column) and *previous row* (-) MINUS "End Bal" Column (or I Column) and *current row* (-)

- 6. Copy this formula to each cell below holding the "Ctrl" button to select each quantity following.
- 7. Then, with your mouse in the highlight, selected area, right click and paste the formula in the quantities.

Rpt Dt 🛛 🔻	TRC 🔻	Comp Plan 🔻	Quantity 👻	Actio 🖵	End Bal 🔻
9/2/2006	XCE1	COMP1_0	0.000000	Х	32.200
9/9/2006	XCE1	COMP1_0	2.000000	х	33.100
9/10/2006	XCE1	COMP1_0	2.000000	х	33.100
9/15/2006	XCE1	COMP1_0	1.800000	х	41.000
9/16/2006	XCE1	COMP1_0	8.500000	х	41.000
9/23/2006	XCE1	COMP1_0	1.200000	х	44.200
9/30/2006	XCE1	COMP1_0	1.900000	х	44.200
10/7/2006	XCE1	COMP1_0	6.300000	х	44.900
10/14/2006	XCE1	COMP1_0	1.000000	Х	48.300
10/28/2006	XCE1	COMP1_0	0.500000	х	55.500
11/11/2006	XCE1	COMP1_0	0.600000	х	56.300
11/18/2006	XCE1	COMP1_0	0.800000	х	59.600

- 8. Continue this action for the rest of the list.
- 9. Select all of the zero (0) values in the quantity field. Notice the funnel filter icon that now shows for the drop down in the pic below.

	TRA			A
Ψ.	TRC -	Comp Plan -	Quantity 🖵	Actio
2/2006	XCE1	COMP1_0	0.000000	Х
9/2006	XCE1	COMP1_0	0.000000	Х
0/2006	XCE1	COMP1_0	0.00000	Х
5/2006	XCE1	COMP1_0	0.00000	Х
6/2006	XCE1	COMP1_0	0.00000	Х
3/2006	XCE1	COMP1_0	0.00000	Х
0/2006	XCE1	COMP1_0	0.00000	Х
7/2006	XCE1	COMP1_0	0.00000	Х
4/2006	XCE1	COMP1_0	0.00000	Х
8/2006	XCE1	COMP1_0	0.00000	Х
1/2006	XCE1	COMP1_0	0.00000	Х
				_

- 10. Now, delete all the rows that are visible. This will allow you to remove all "False Lapses" leaving only the true lapses for view in the comp report.
- 11. Once those are removed, you can turn off the filters for the "Quantity" and "Action" fields, which will give you a clean comp report.