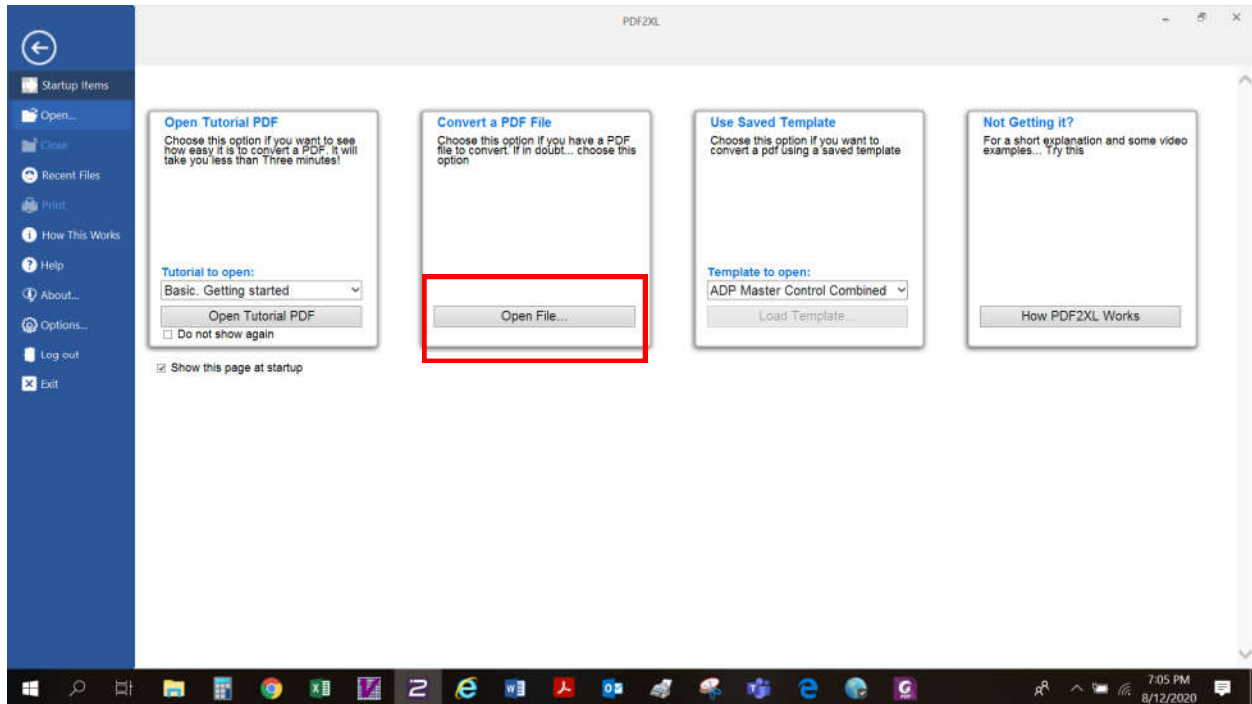


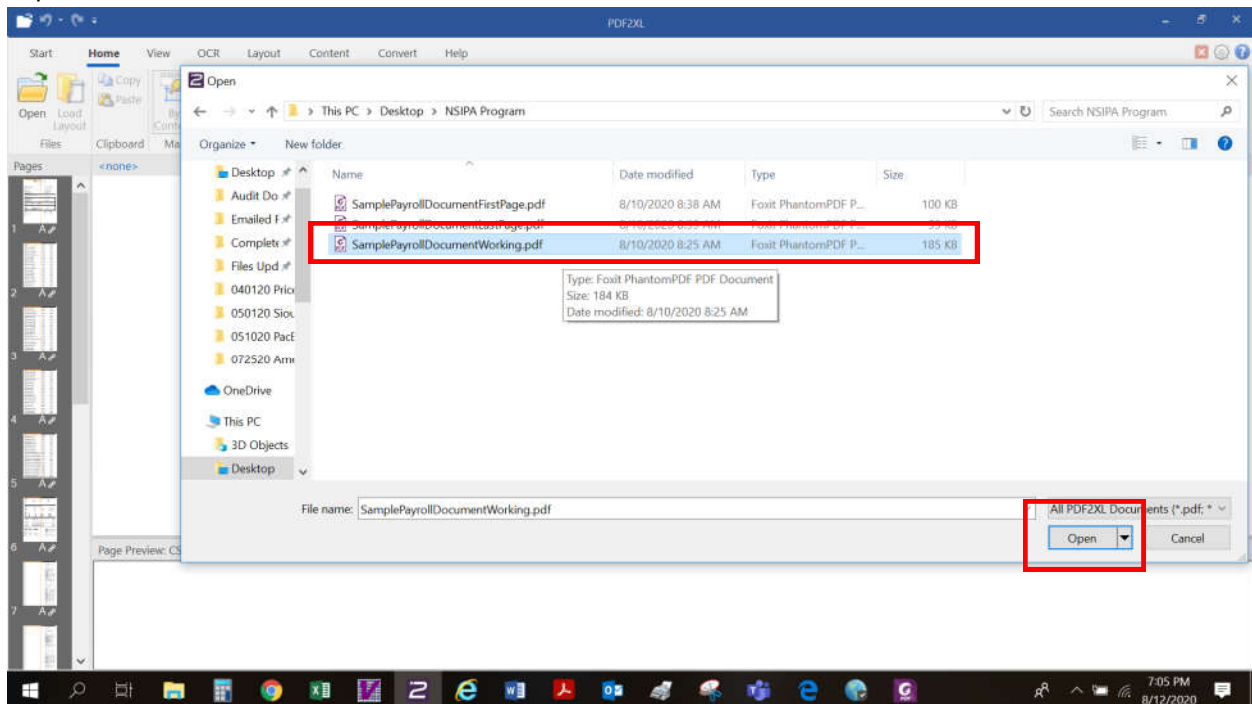
Using Cogniview to Convert a PDF to Excel and Mining Necessary Data to Complete a Premium Audit

By Greg Rohner APA, Senior Auditor—National Accounts, Berkshire Hathaway Homestate Companies

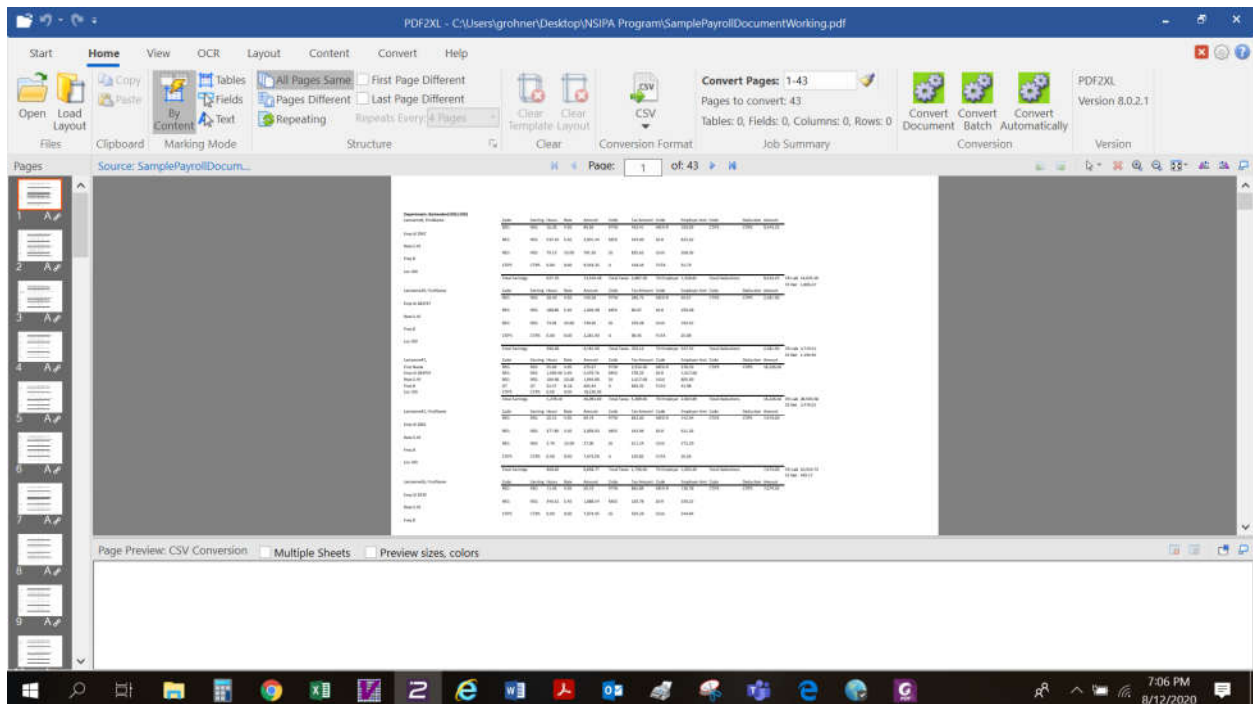
Initial Screen for Cogniview



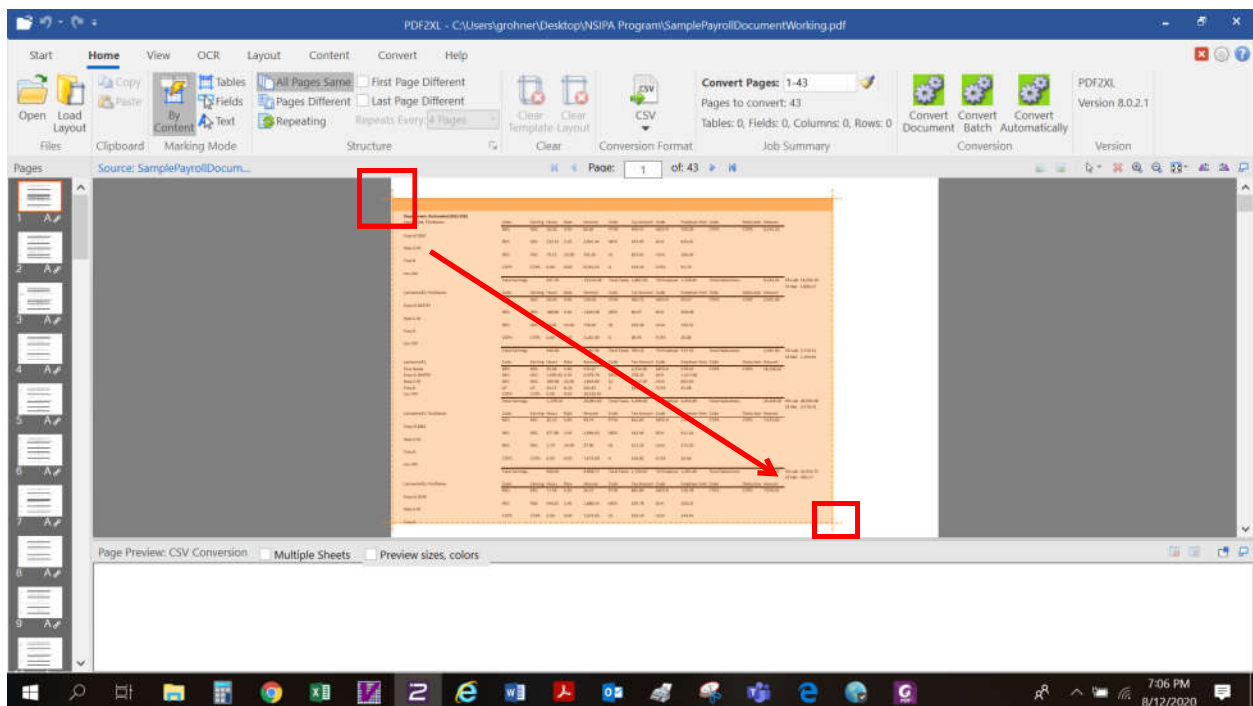
Click on “Open File” and navigate to the location where the pdf is that you want to convert. Click “open” once the file is selected



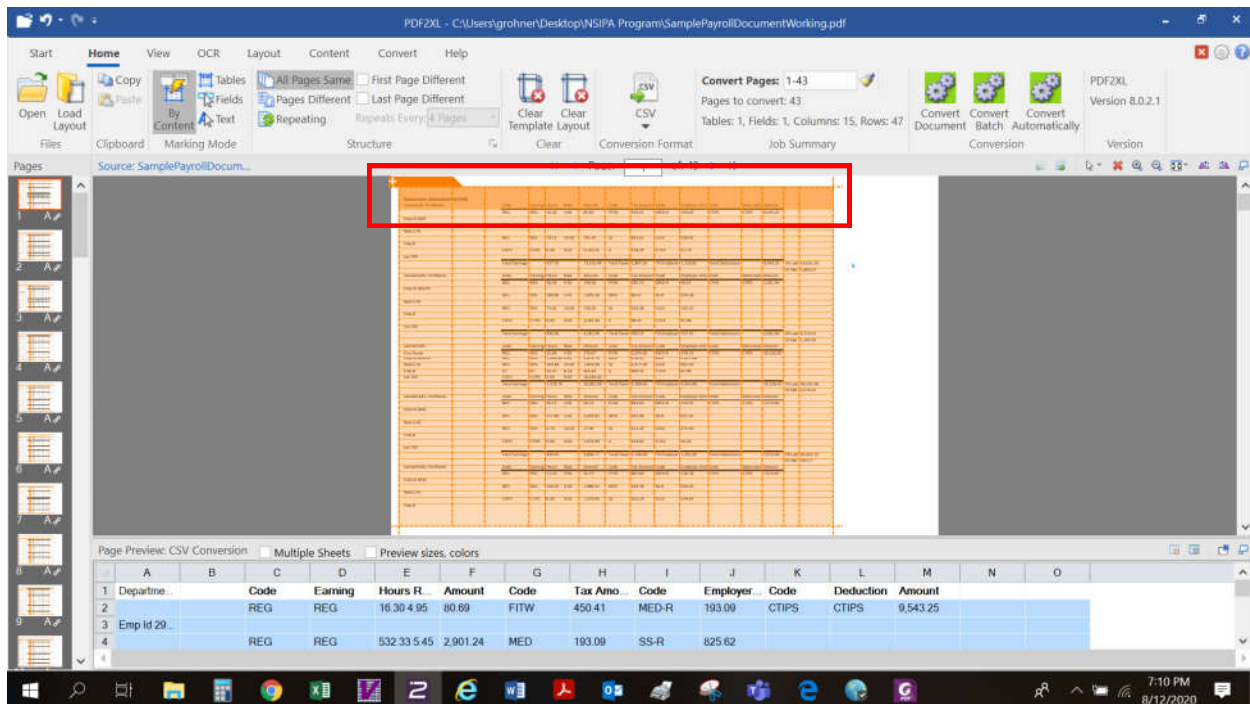
Once a file is open, you will see the first page in the program.



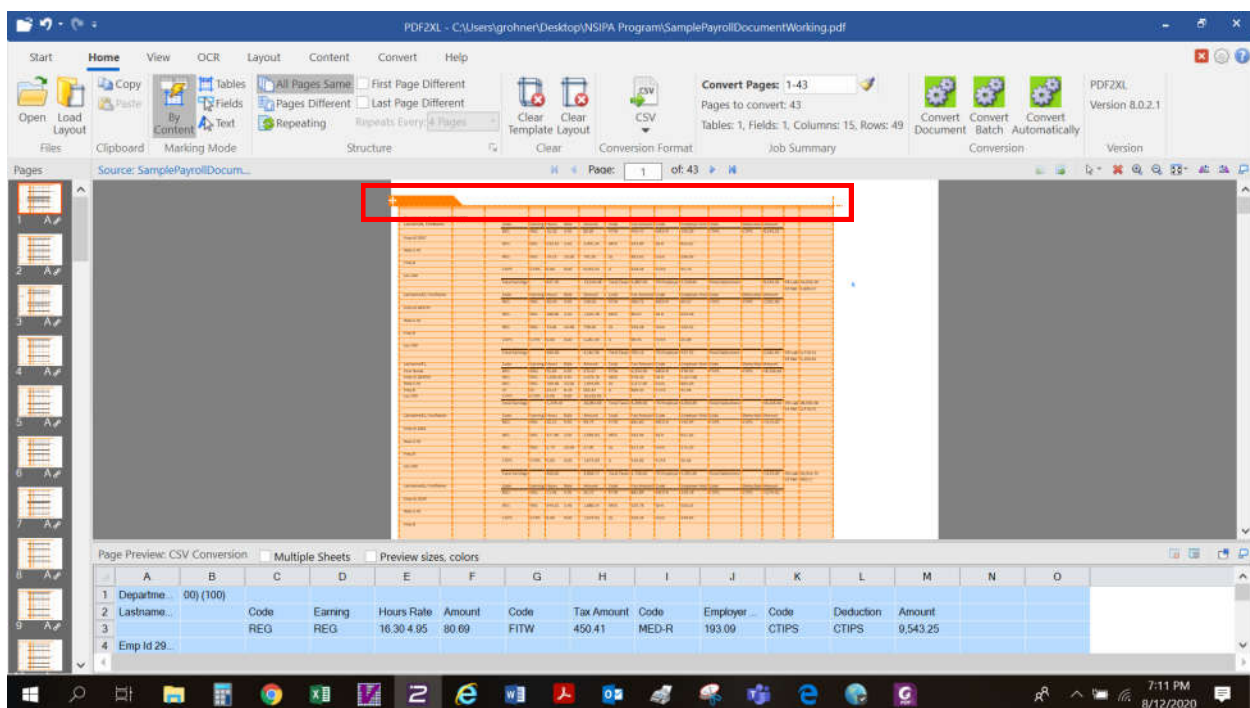
From the upper left corner, click and drag your cursor diagonally so that the entire data field on the first page is highlighted.



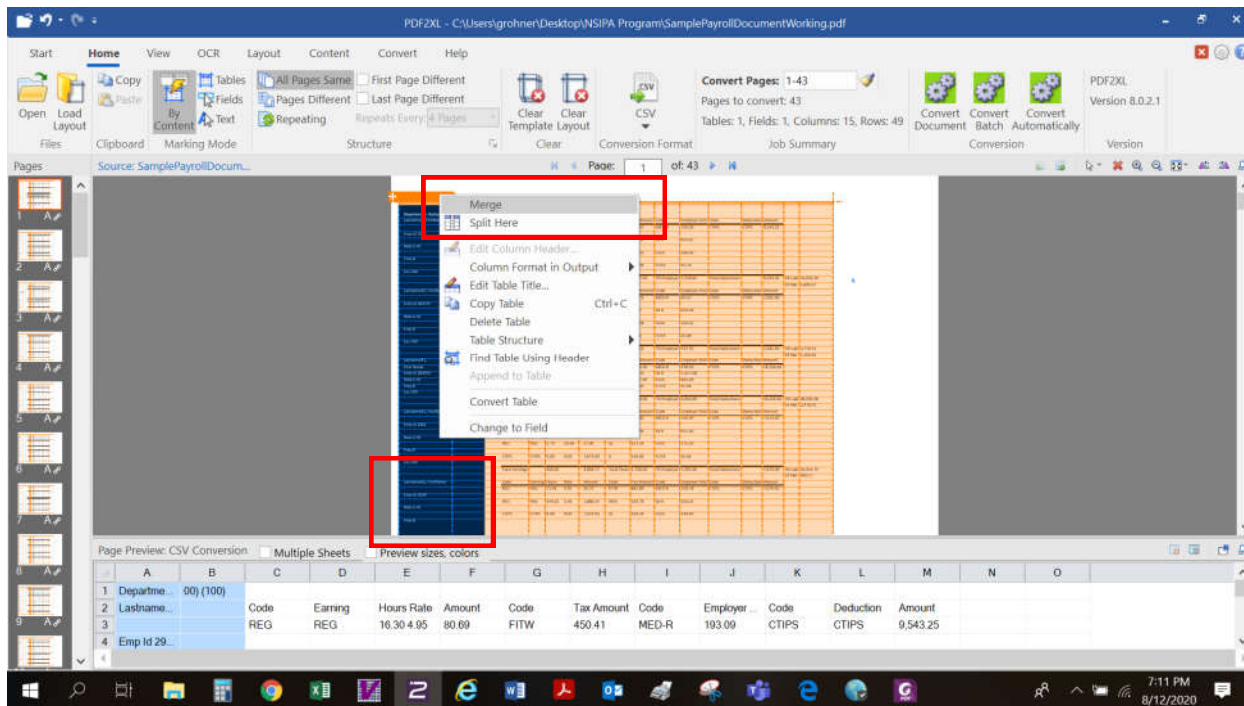
Once the click is released, Cogniview will attempt to identify columns and rows. The program will also attempt to identify a header, which is denoted by the darker shaded orange area. Data in that area will only show once on the exported report



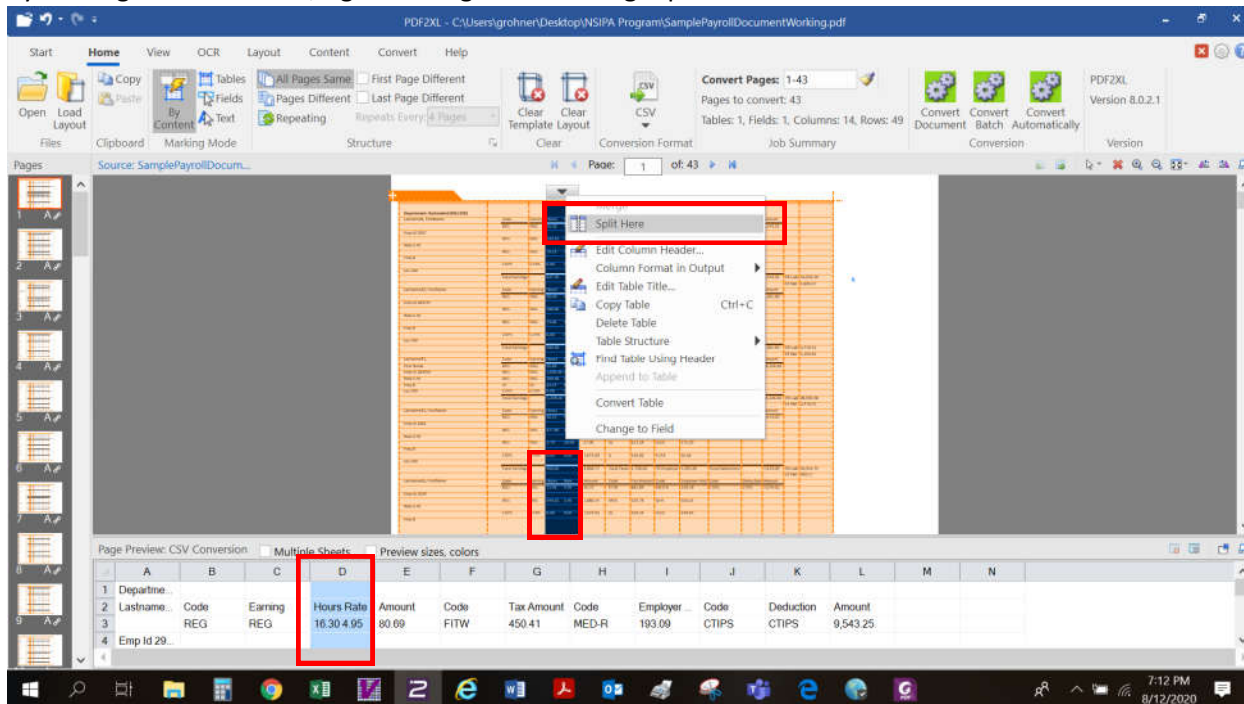
Click on the edge of the shaded area and drag up to eliminate it.



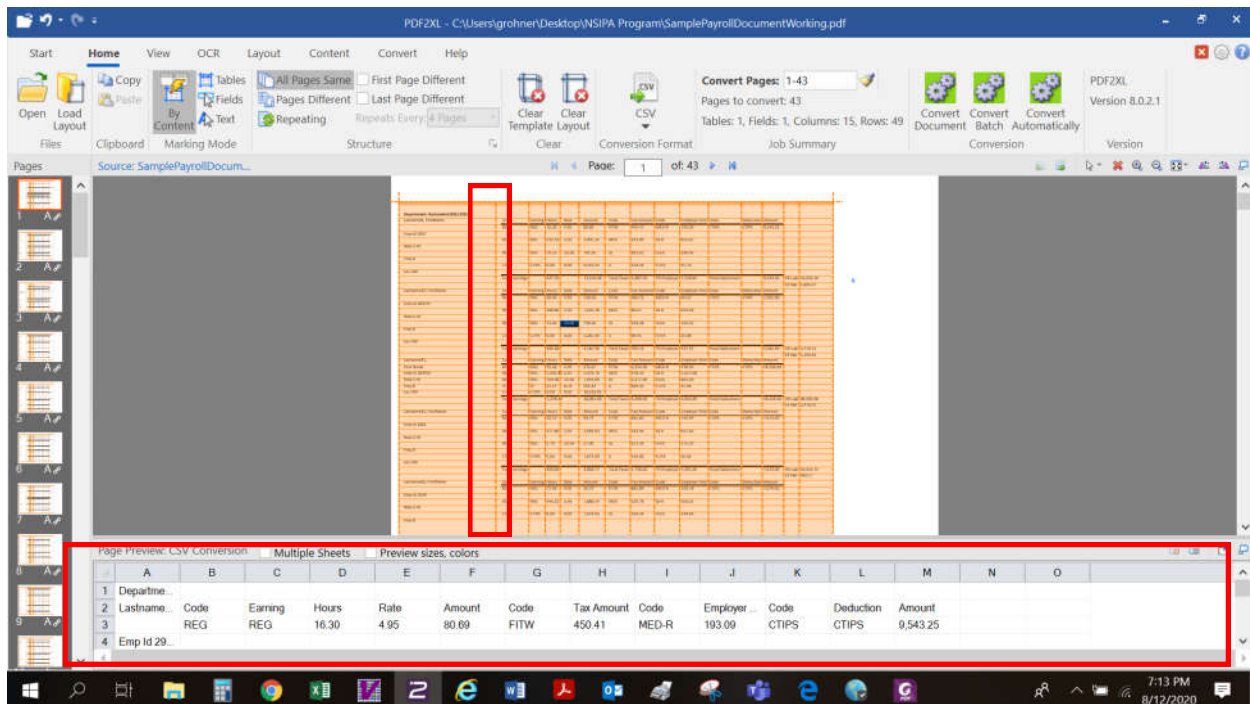
In this case, Cogniview placed two columns for the column where names are located. These need to be merged together, which can be accomplished by clicking on the first column to the left, holding the control key down and clicking on the column next to it. Right click once that's completed and select "merge"



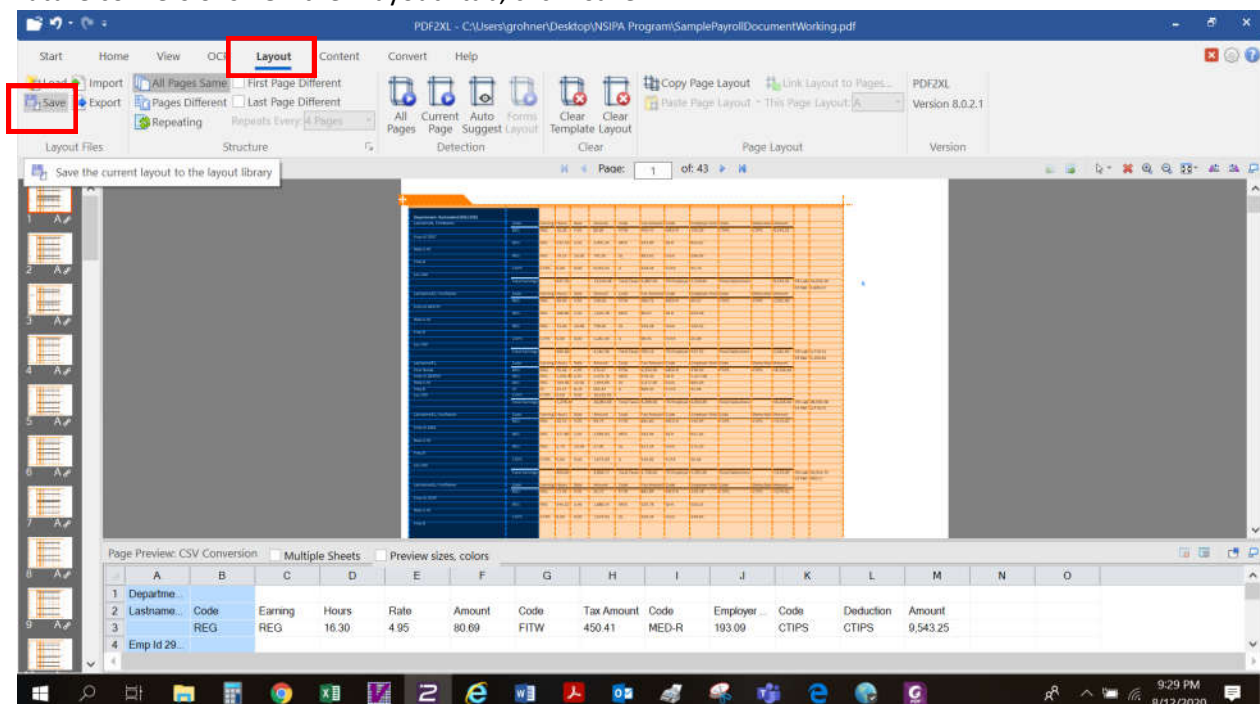
If you find there's a case where data that should be in two columns, but are in one, that data can be split by clicking on the column, right clicking and selecting "split here".



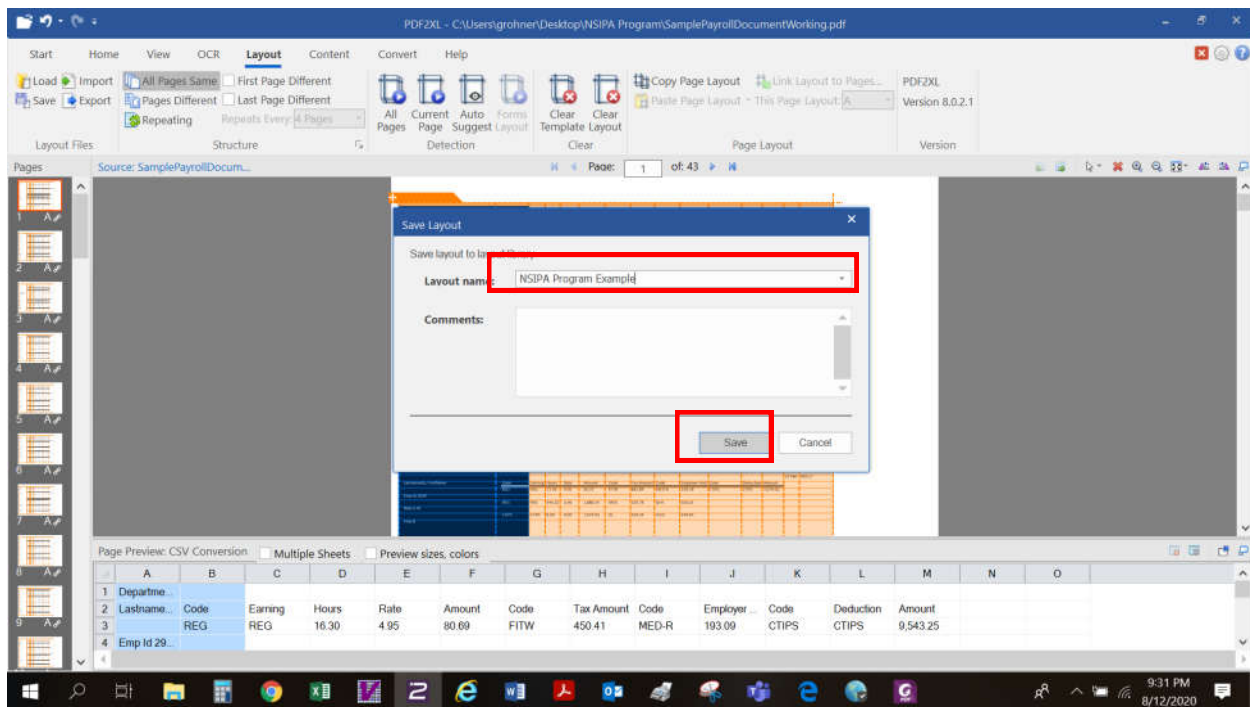
Columns can be adjusted by clicking on the dotted orange lines and dragging the line to the desired position by clicking on it and a double arrow appears. Also note that the lower part of the screen shows a preview of what the output will be. That view can be adjusted or scrolled as well.



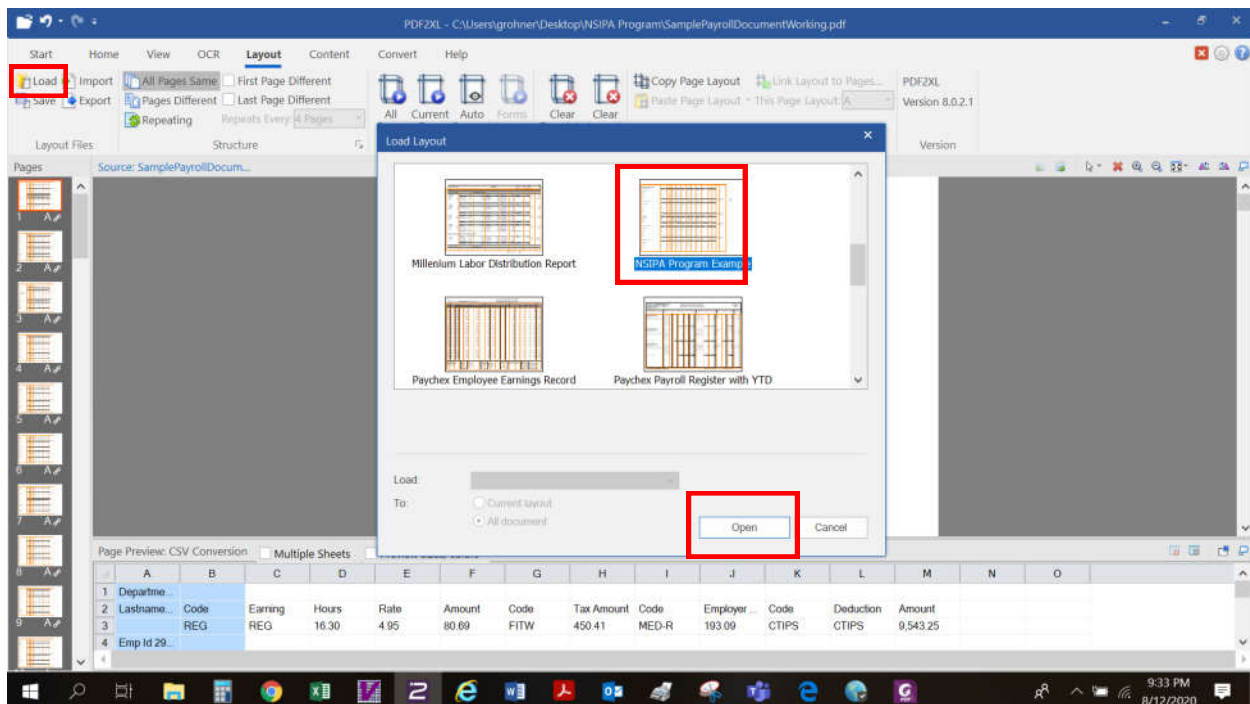
Once you get the data mapped to the desired position, you can save this layout as a template for use on future conversions. On the "Layout" tab, click "save"



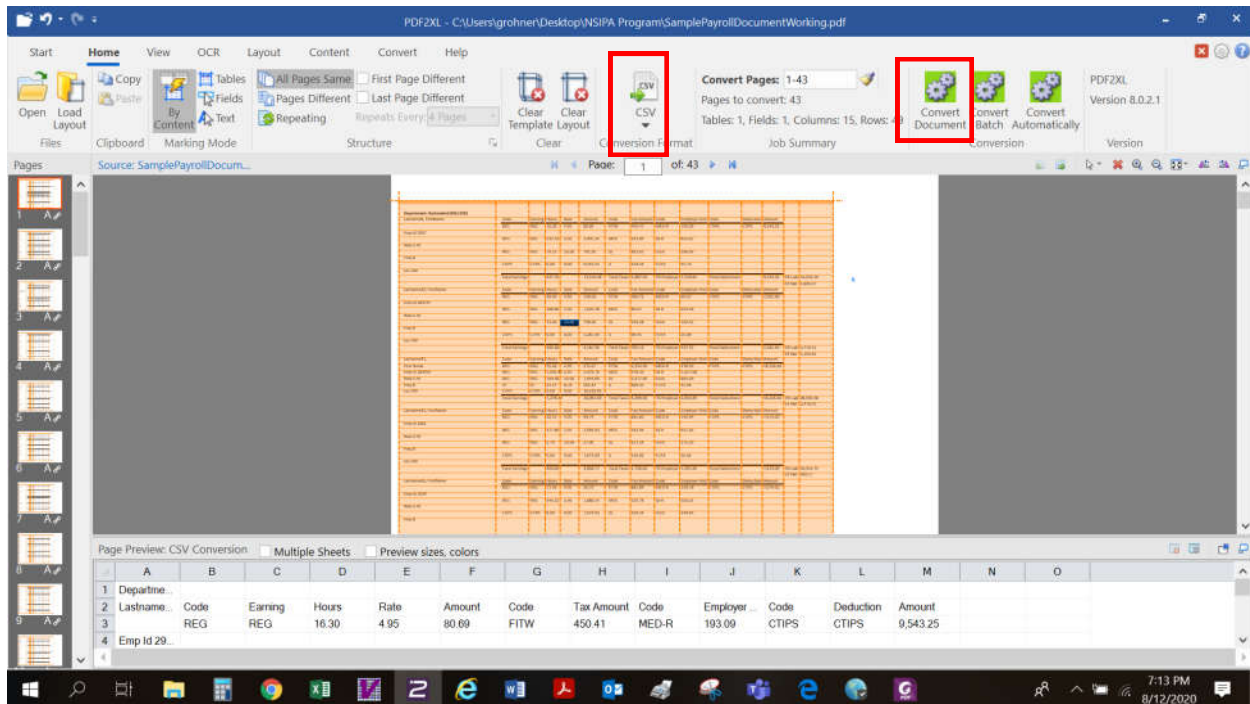
When you click “save” a dialog box comes up to name the template



Layouts can be loaded by clicking the “load” option on the “layout” tab and selecting the desired layout



To do your conversion, ensure the “Conversion Format” is set to CSV and then click the “Convert Document” option.



This is the output

SamplePayrollDocumentWorking.csv - Excel

File Home Insert Page Layout Formulas Data Review View Foxit PDF ACROBAT Tell me what you want to do... Greg Rohrer Share

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A Wrap Text General Conditional Formatting Cell Styles Insert Delete Format AutoSum Fill Sort & Find Filter Select Clear

A1 Department: Bartender(100) (100)

Format
Change the row height or column width, organize sheets, or protect or hide cells.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N		
1	Department: Bartender(100) (100)															
2	Lastname:Code	Earning	Hours	Rate	Amount	Code	Tax Amou	Code	Employer	Code	Deduction	Amount				
3	REG	REG	16.3	4.95	80.69	FITW	450.41	MED-R	193.09	CTIPS	CTIPS	9,543.25				
4	Emp Id 2967															
5	REG	REG	532.33	5.45	2,901.24	MED	193.09	SS-R	825.62							
6	Rate 5.45															
7	REG	REG	79.13	10	791.3	SS	825.62	ILSUI	268.36							
8	Freq B															
9	CTIPS	CTIPS	0	0	9,543.25	IL	418.44	FUTA	31.74							
10	Loc 100															
11	Total Earnings		627.76		13,316.48	Total Tax	1,887.56	Ttl Employ	1,318.81	Total Deductions		9,543.25	ER Liab	14,635.29		
12													EE Net	1,885.67		
13	Lastname:Code	Earning	Hours	Rate	Amount	Code	Tax Amou	Code	Employer	Code	Deduction	Amount				
14	REG	REG	28.4	4.95	140.58	FITW	286.72	MED-R	60.67	CTIPS	CTIPS	2,281.90				
15	Emp Id 284747															
16	REG	REG	188.86	5.45	1,029.28	MED	60.67	SS-R	259.28							
17	Rate 5.45															
18	REG	REG	73.02	10	730.2	SS	259.28	ILSUI	192.52							
19	Freq B															
20	CTIPS	CTIPS	0	0	2,281.90	IL	98.45	FUTA	25.08							
21	Loc 100															
22	Total Earnings		290.28		4,181.96	Total Tax	705.12	Ttl Employ	537.55	Total Deductions		2,281.90	ER Liab	4,719.51		

SamplePayrollDocumentWorking

The screenshot shows the 'Save As' dialog box in Microsoft Excel. The file name is 'SamplePayrollDocumentWorking.xlsx'. The 'Save as type' is set to 'Excel Workbook (*.xlsx)', which is highlighted with a red rectangle. The location is 'Users > grohner > Desktop > NSIPA Program'. The 'Save' button is highlighted in blue.

The screenshot shows an Excel spreadsheet titled "SamplePayrollDocumentWorking.xlsx". The ribbon at the top includes "File", "Home", "Insert", "Page Layout", "Formulas", "Data", "Review", "View", "Foxit PDF", "ACROBAT", and a search bar. The spreadsheet contains two main sections of payroll data, each with a red box highlighting a summary row.

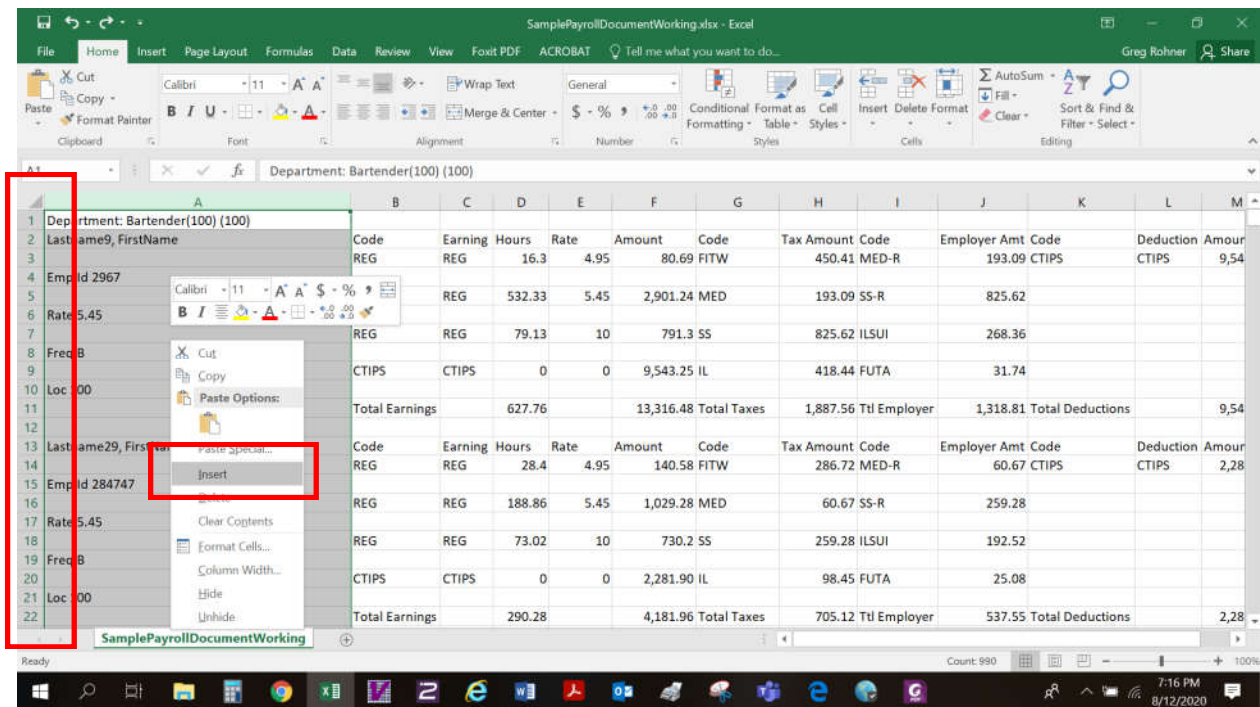
Section 1: Wait Staff(200) (200)

Code	Earning	Hours	Amount	Code	Tax Amount	Code	Employer Amt	Code	Deduction	Amount
REG	REG	11,096.90	0 61,300.47	FITW	26,848.25	MED-R	4,885.76	AFLAC	AFLAC	3
OT	OT	59.47	486.17	MED	4,885.76	SS-R	20,891.37	CHLD2	CHILD 2	
CTIPS	CTIPS	0	275,561.08	SS	20,865.24	ILSUI	10,610.91	CTIPS	CTIPS	275.5
				IL	3,269.85	FUTA	896.67			
Total Earnings		11,156.30	7 337,347.72	Total Taxes	55,869.10	Ttl Employer	37,284.71	Total Deductions		275.9

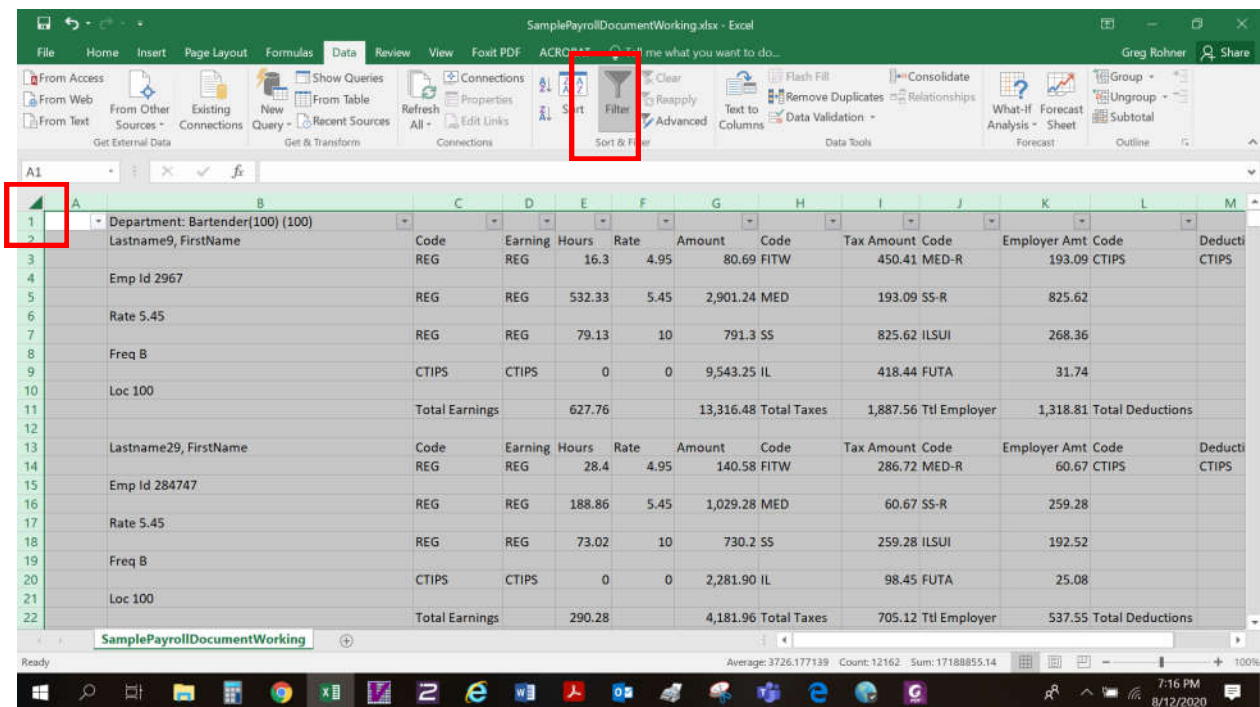
Section 2: Report Totals

Code	Earning	Hours	Amount	Code	Tax Amount	Code	Employer Amt	Code	Deduction	Amount
REG	REG	50,139.50	3 450,284.67	FITW	94,245.88	MED-R	18,465.52	401K	401K	6.9
SAL	SAL	0	318,115.46	MED	18,465.46	SS-R	78,955.97	AFLAC	AFLAC	2.9
OT	OT	1,060.06	17,755.82	SS	78,955.91	ILSUI	36,130.12	CHLD2	CHILD 2	
401ER	401ER	0	5,707.39	IL	29,535.34	FUTA	3,060.13	CTIPS	CTIPS	481.1
BONUS	BONUS	0	33,944.00					DENT	DENT	3.4
CTIPS	CTIPS	0	481,157.31					MEDI	MEDI	20.9
ERMED	ER MED	0	4,153.50					REIMB	REIMB	-5.1
								VIS	VIS	3
Total Earnings		51,199.50	1,301,257.2 6	Total Taxes	221,202.59	Ttl Employer	136,611.74	Total Deductions		510.6

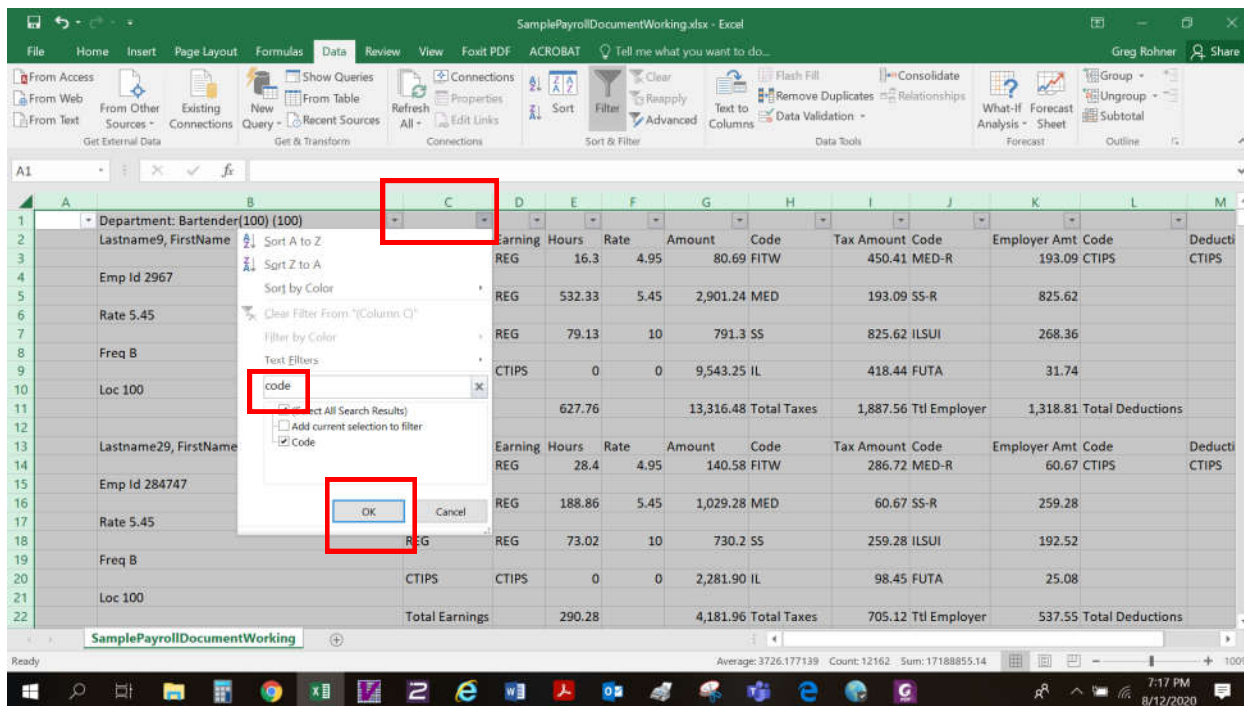
Insert a column on the left side of the data field.



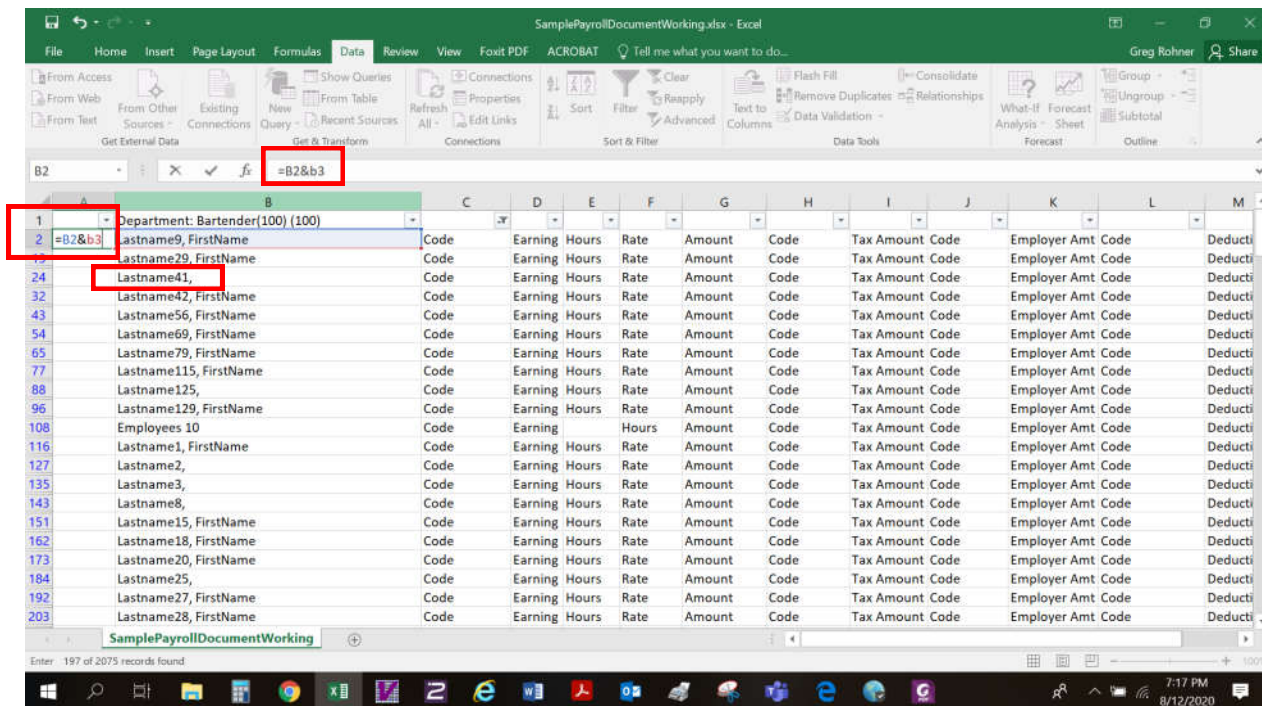
Highlight the entire sheet and click on "filter"



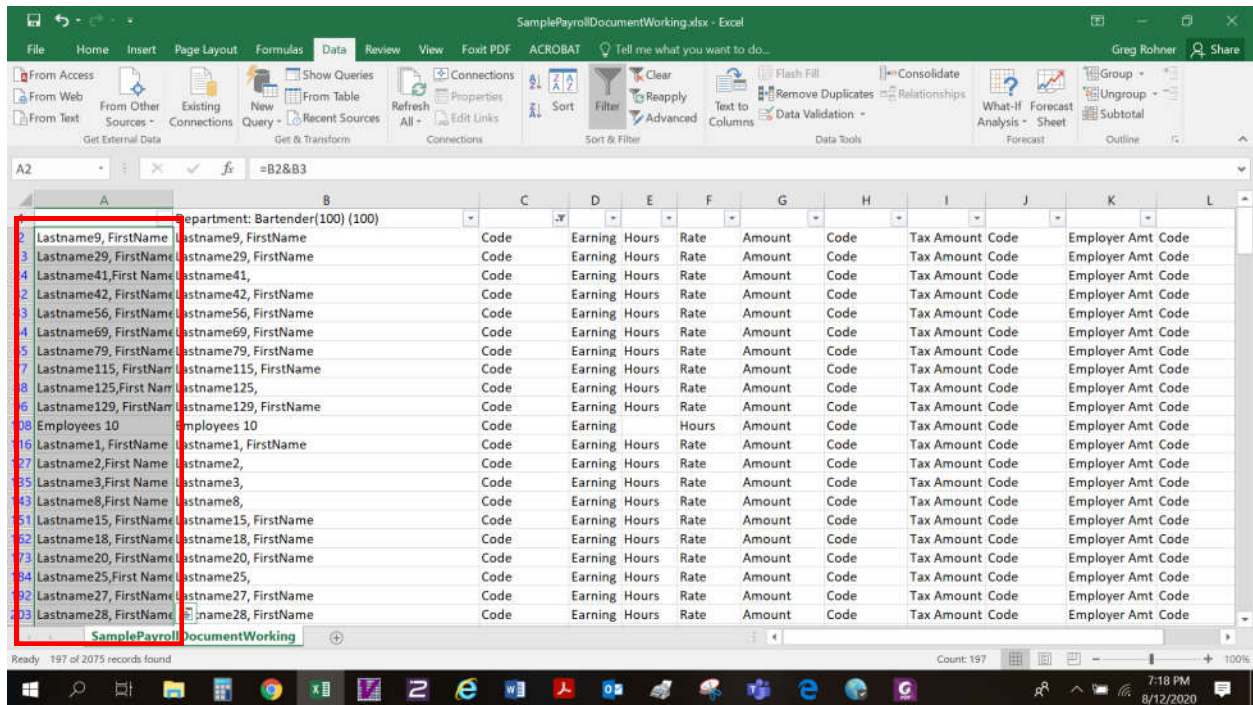
In column C on this example, click the drop down box on the filter and type the word “code” in the dialog box. With this particular report, names will line up with the headers for each employee’s data



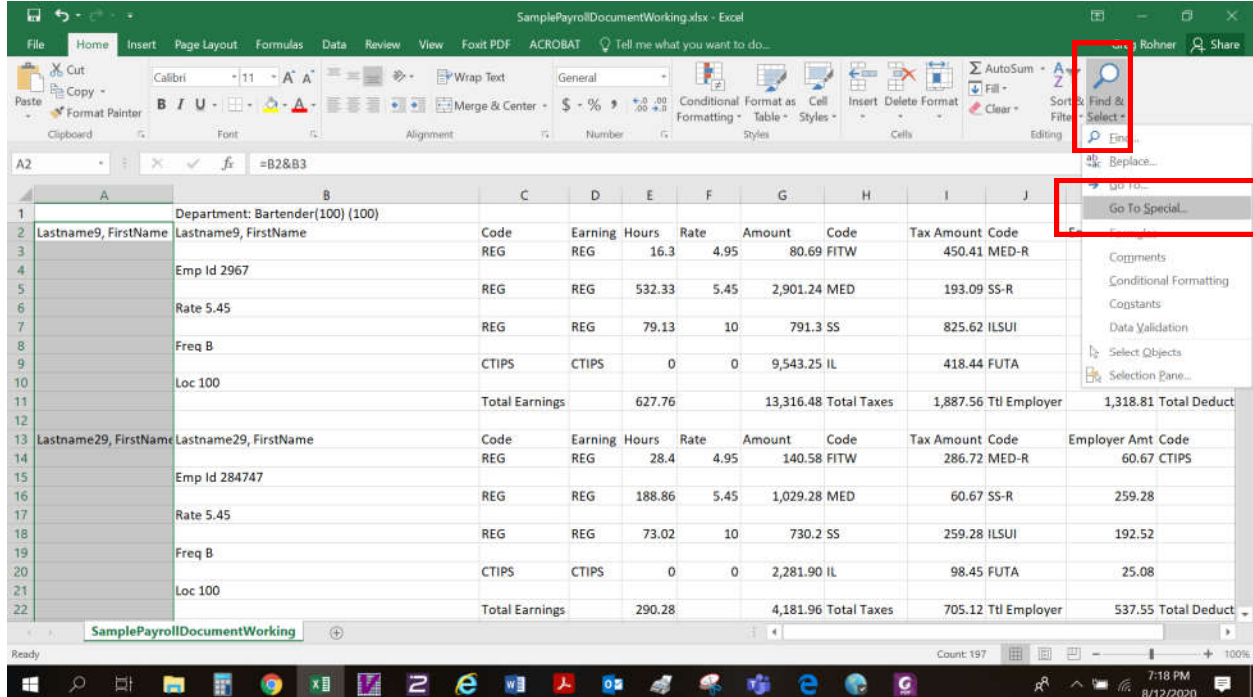
One characteristic of this report is that often longer names will carry to two lines. (see the example of “Lastname41”). In this example, you concatenate the name by combining the first row of the name and the second row of the name. In the example below, the formula =b2&b3 will accomplish that.



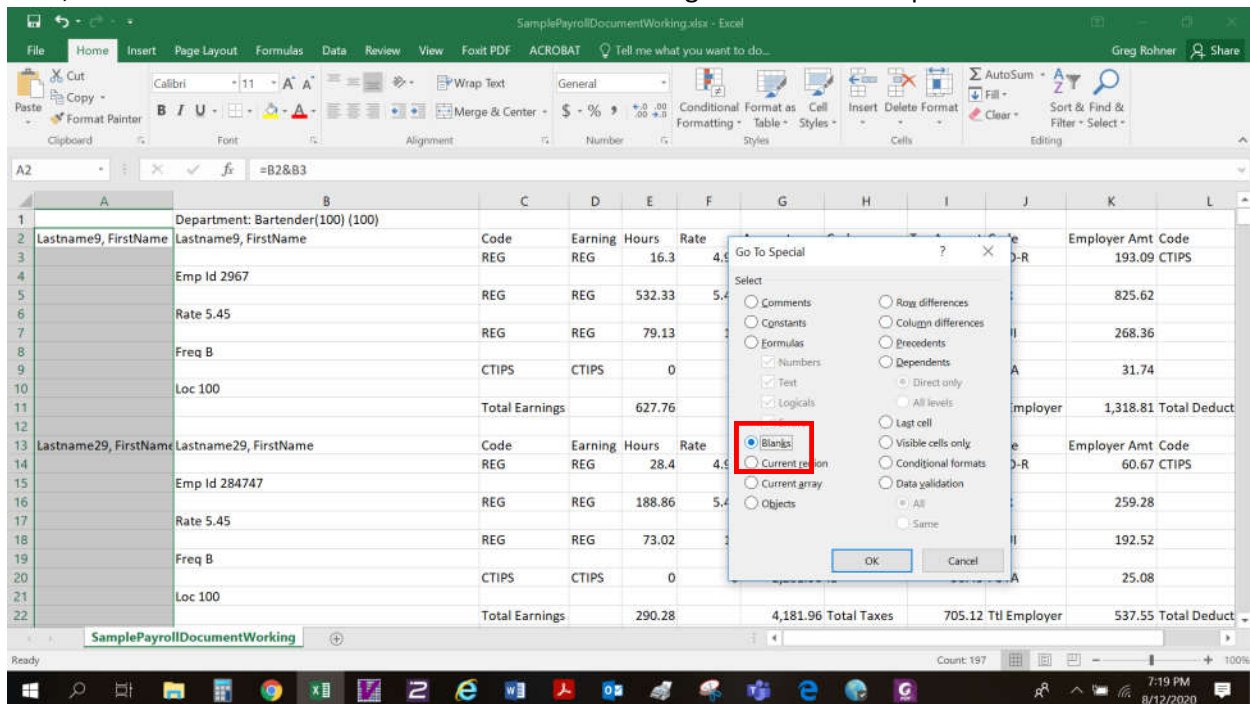
Copy your formula for the entire data field



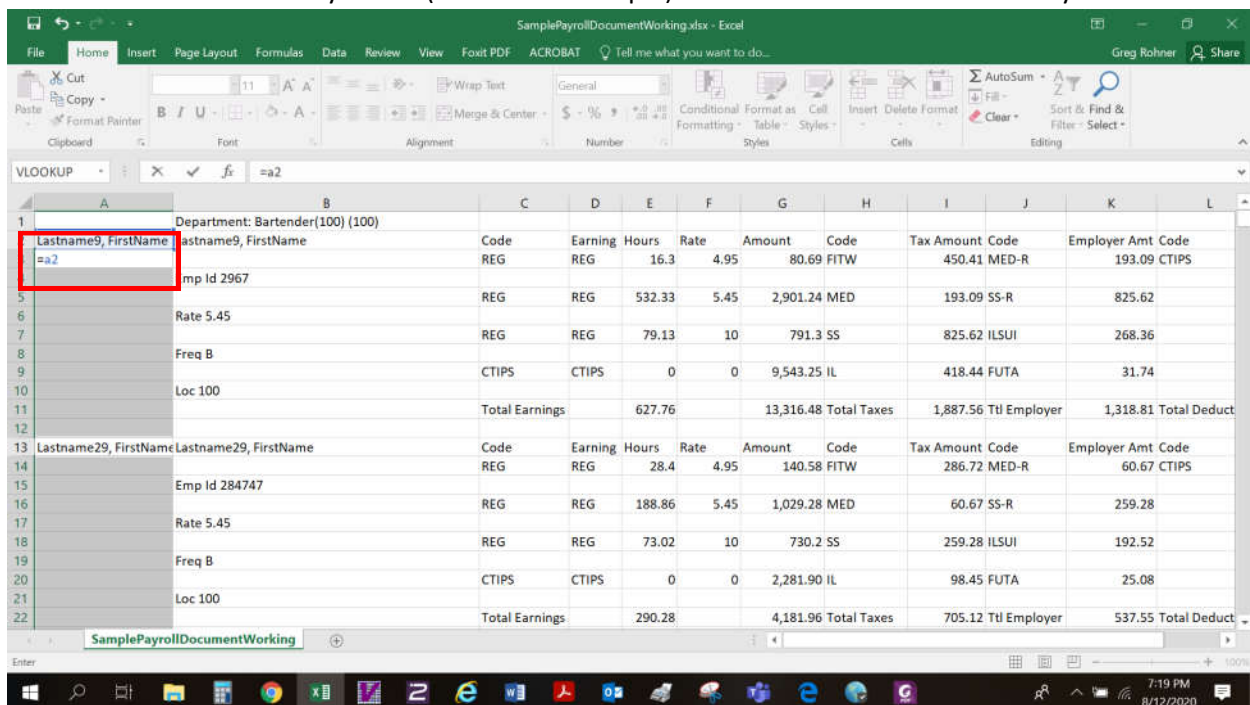
Release the filter and highlight the area (if it does not stay highlighted) from cell A2 to the end of the data set



Next, click “find & select” and select “blanks” in the dialog box that comes up.



When you click “ok”, the first cell below the first with data will be where the cursor is. Type = and the cell coordinate immediately above (=a2 in this example) and hit the control and enter keys



The end result is that you will have your employee names lined up with each piece of information for the subject employee

	A	B	C	D	E	F	G	H	I	J	K	L
1		Department: Bartender(100) (100)										
2	LastName9, FirstName	LastName9, FirstName	Code	Earning	Hours	Rate	Amount	Code	Tax Amount	Code	Employer Amt	Code
3	LastName9, FirstName		REG	REG	16.3	4.95	80.69	FITW	450.41	MED-R	193.09	CTIPS
4	LastName9, FirstName	Emp Id 2967										
5	LastName9, FirstName		REG	REG	532.33	5.45	2,901.24	MED	193.09	SS-R	825.62	
6	LastName9, FirstName	Rate 5.45										
7	LastName9, FirstName		REG	REG	79.13	10	791.3	SS	825.62	ILSUI	268.36	
8	LastName9, FirstName	Freq B										
9	LastName9, FirstName		CTIPS	CTIPS	0	0	9,543.25	IL	418.44	FUTA	31.74	
10	LastName9, FirstName	Loc 100										
11	LastName9, FirstName		Total Earnings		627.76		13,316.48	Total Taxes	1,887.56	Ttl Employer	1,318.81	Total Deduct
12	LastName9, FirstName											
13	LastName29, FirstName	LastName29, FirstName	Code	Earning	Hours	Rate	Amount	Code	Tax Amount	Code	Employer Amt	Code
14	LastName29, FirstName		REG	REG	28.4	4.95	140.58	FITW	286.72	MED-R	60.67	CTIPS
15	LastName29, FirstName	Emp Id 284747										
16	LastName29, FirstName		REG	REG	188.86	5.45	1,029.28	MED	60.67	SS-R	259.28	
17	LastName29, FirstName	Rate 5.45										
18	LastName29, FirstName		REG	REG	73.02	10	730.2	SS	259.28	ILSUI	192.52	
19	LastName29, FirstName	Freq B										
20	LastName29, FirstName		CTIPS	CTIPS	0	0	2,281.90	IL	98.45	FUTA	25.08	
21	LastName29, FirstName	Loc 100										
22	LastName29, FirstName		Total Earnings		290.28		4,181.96	Total Taxes	705.12	Ttl Employer	537.55	Total Deduct

Because this report is segregated by department, bringing this information into our data mining process will help expedite the classification process by mining this information as well. Insert another column on the left side of the data set

	A	B	C	D	E	F	G	H	I	J	K	L
1		Department: Bartender(100) (100)										
2	LastName9, FirstName	LastName9, FirstName	Code	Earning	Hours	Rate	Amount	Code	Tax Amount	Code	Employer Amt	Code
3	LastName9, FirstName		REG	REG	16.3	4.95	80.69	FITW	450.41	MED-R	193.09	CTIPS
4	LastName9, FirstName	Emp Id 2967										
5	LastName9, FirstName		REG	REG	532.33	5.45	2,901.24	MED	193.09	SS-R	825.62	
6	LastName9, FirstName	Rate 5.45										
7	LastName9, FirstName		REG	REG	79.13	10	791.3	SS	825.62	ILSUI	268.36	
8	LastName9, FirstName	Freq B										
9	LastName9, FirstName		CTIPS	CTIPS	0	0	9,543.25	IL	418.44	FUTA	31.74	
10	LastName9, FirstName	Loc 100										
11	LastName9, FirstName		Total Earnings		627.76		13,316.48	Total Taxes	1,887.56	Ttl Employer	1,318.81	Total Deduct
12	LastName9, FirstName											
13	LastName29, FirstName	LastName29, FirstName	Code	Earning	Hours	Rate	Amount	Code	Tax Amount	Code	Employer Amt	Code
14	LastName29, FirstName		REG	REG	28.4	4.95	140.58	FITW	286.72	MED-R	60.67	CTIPS
15	LastName29, FirstName	Emp Id 284747										
16	LastName29, FirstName		REG	REG	188.86	5.45	1,029.28	MED	60.67	SS-R	259.28	
17	LastName29, FirstName	Rate 5.45										
18	LastName29, FirstName		REG	REG	73.02	10	730.2	SS	259.28	ILSUI	192.52	
19	LastName29, FirstName	Freq B										
20	LastName29, FirstName		CTIPS	CTIPS	0	0	2,281.90	IL	98.45	FUTA	25.08	
21	LastName29, FirstName	Loc 100										
22	LastName29, FirstName		Total Earnings		290.28		4,181.96	Total Taxes	705.12	Ttl Employer	537.55	Total Deduct

Highlight the entire spreadsheet and click on “filter” to put filters on the dataset. In column C, select the dropdown box and type “department” in the dialog box

The screenshot shows the Excel interface with the 'Data' tab selected. The 'Filter' button in the 'Sort & Filter' group is highlighted. A dropdown menu is open for column C, showing a search box with 'department' entered. The 'OK' button is highlighted. The background data includes columns for employee information and payroll details.

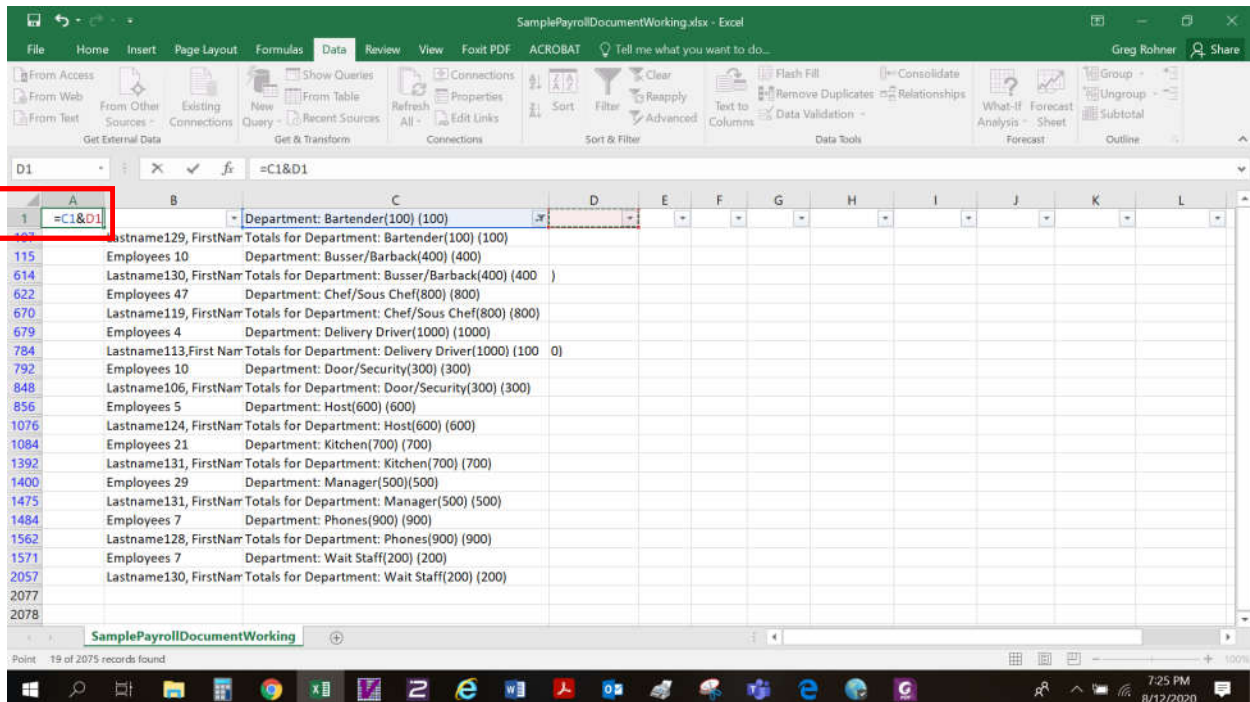
Code	Earning	Hours	Rate	Amount	Code	Tax Amount	Code	Employer Amt	Code
REG	REG	16.3	4.95	80.69	FITW	450.41	MED-R	193.09	CT
REG	REG	532.33	5.45	2,901.24	MED	193.09	SS-R	825.62	
REG	REG	79.13	10	791.3	SS	825.62	ILSUI	268.36	
CTIPS	CTIPS	0	0	9,543.25	IL	418.44	FUTA	31.74	
Total Earnings		627.76		13,316.48	Total Taxes		1,887.56	Ttl Employer	1,318.81

This will filter all of the department names, some of which may be split between columns

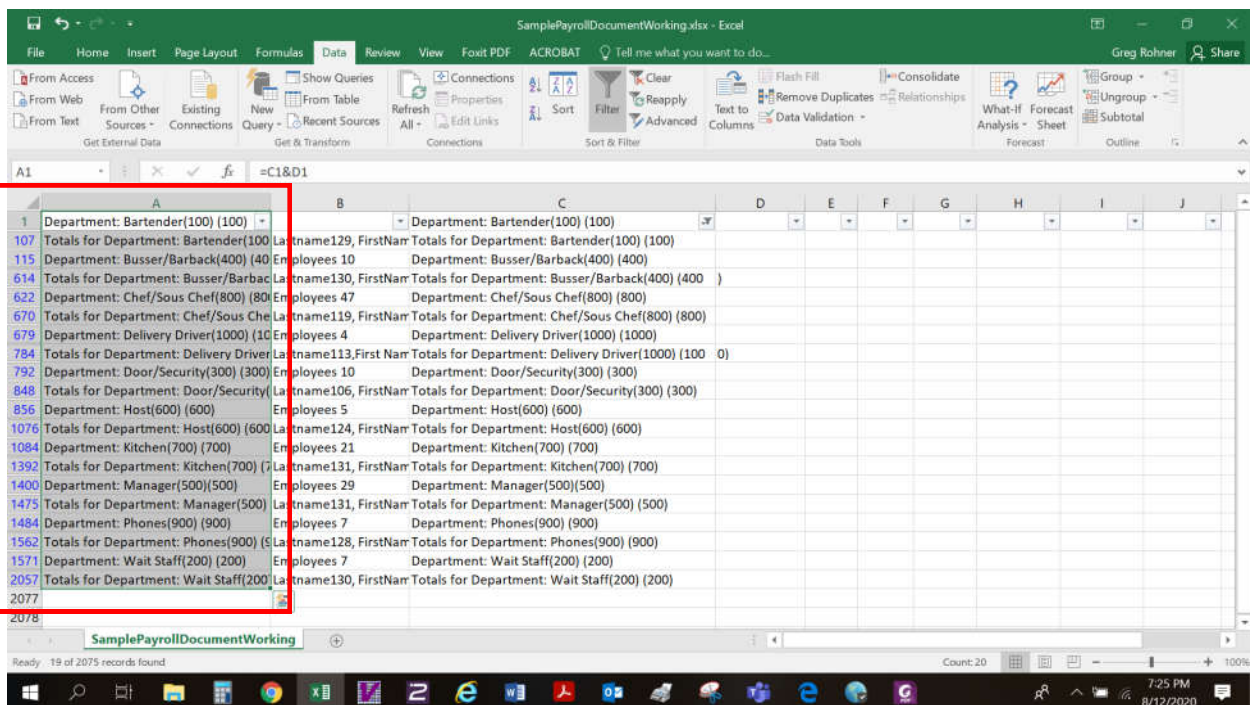
The screenshot shows the Excel interface with the 'Data' tab selected. The 'Filter' button in the 'Sort & Filter' group is highlighted. A dropdown menu is open for column C, showing a search box with 'department' entered. The 'OK' button is highlighted. The background data is filtered to show only rows where the department name is 'Bartender(100) (100)'. The status bar at the bottom indicates '19 of 2075 records found'.

Code	Earning	Hours	Rate	Amount	Code	Tax Amount	Code	Employer Amt	Code
REG	REG	16.3	4.95	80.69	FITW	450.41	MED-R	193.09	CT
REG	REG	532.33	5.45	2,901.24	MED	193.09	SS-R	825.62	
REG	REG	79.13	10	791.3	SS	825.62	ILSUI	268.36	
CTIPS	CTIPS	0	0	9,543.25	IL	418.44	FUTA	31.74	
Total Earnings		627.76		13,316.48	Total Taxes		1,887.56	Ttl Employer	1,318.81

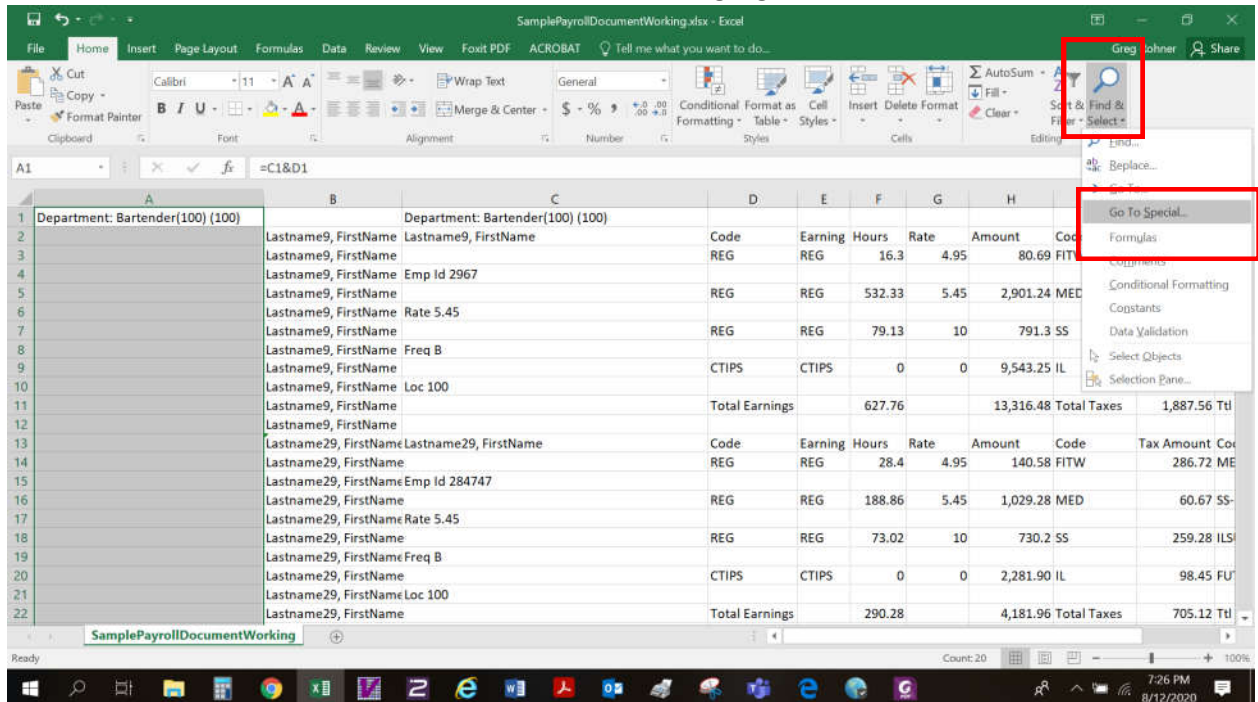
In cell A1, concatenate the department name information (in this example, =C1&D1) and copy this formula down



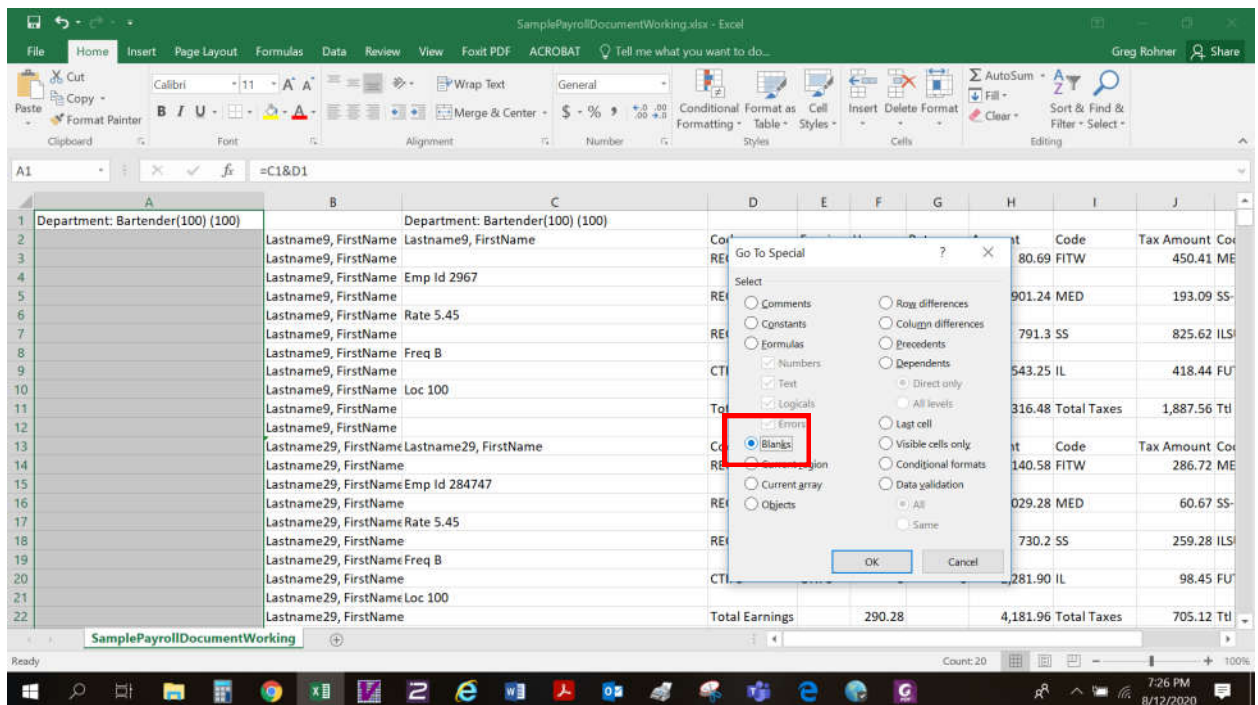
This is the result



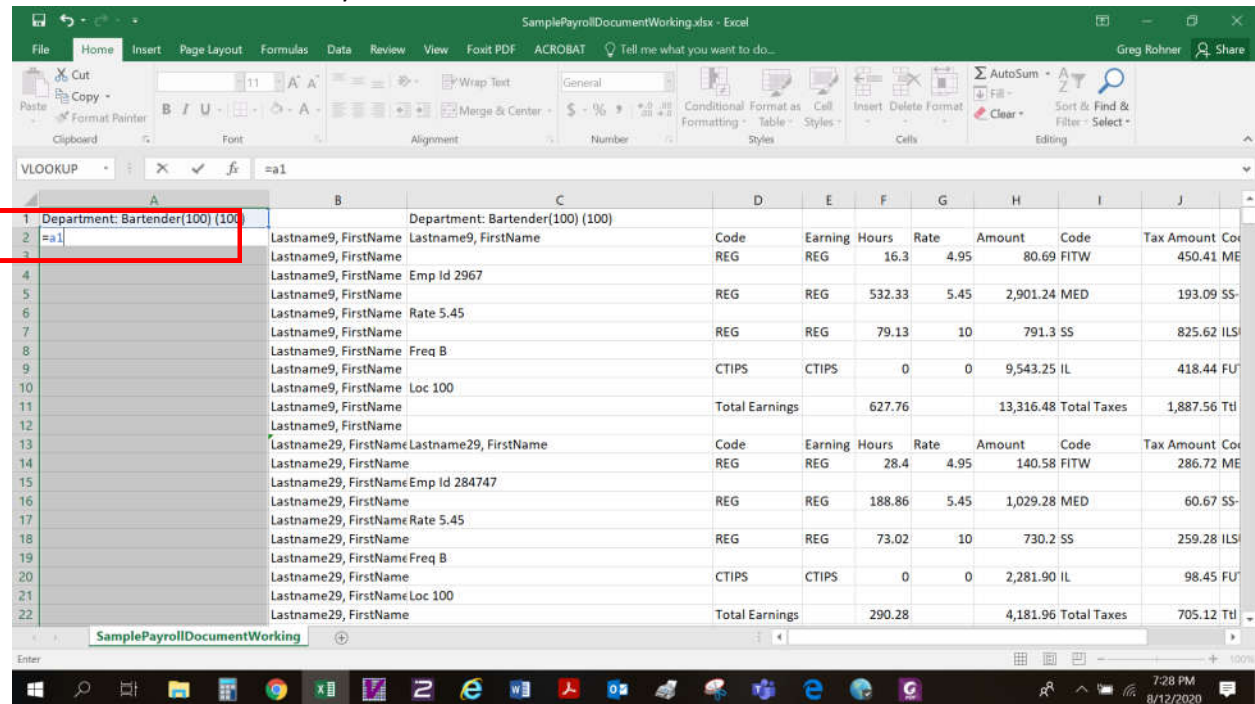
Release the filter and ensure that the data in column A is highlighted



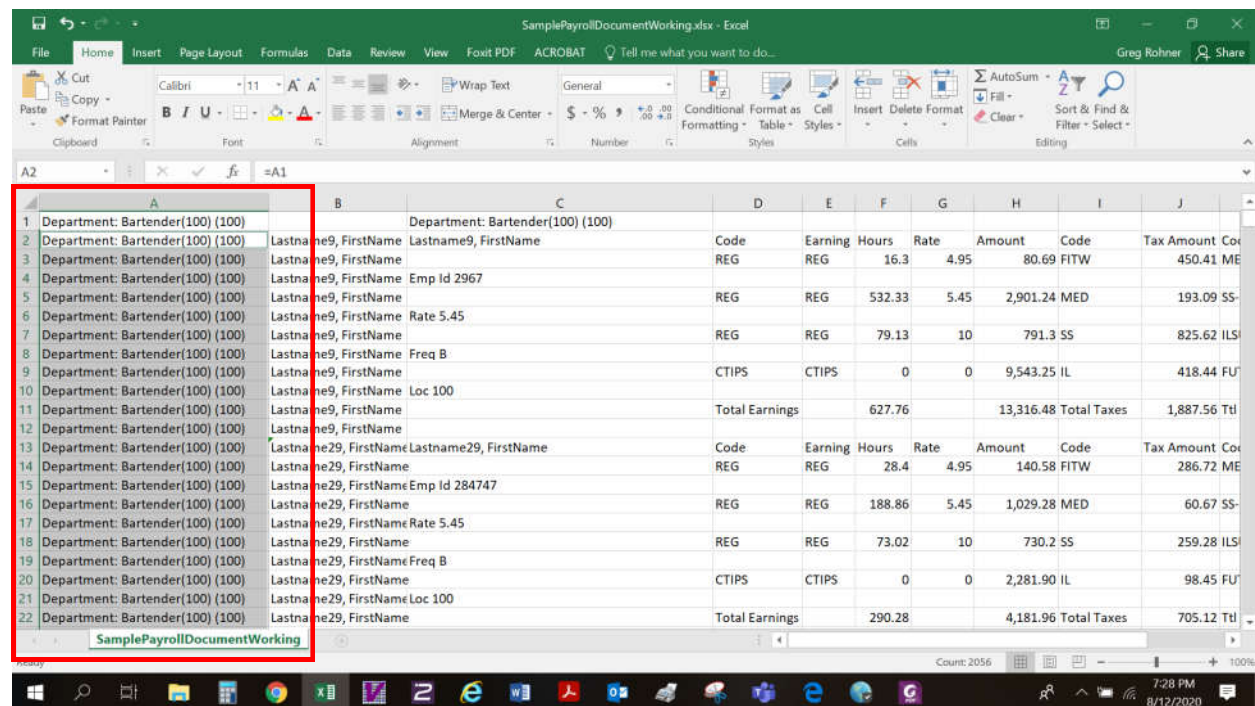
Click "find & select" and select "blanks"



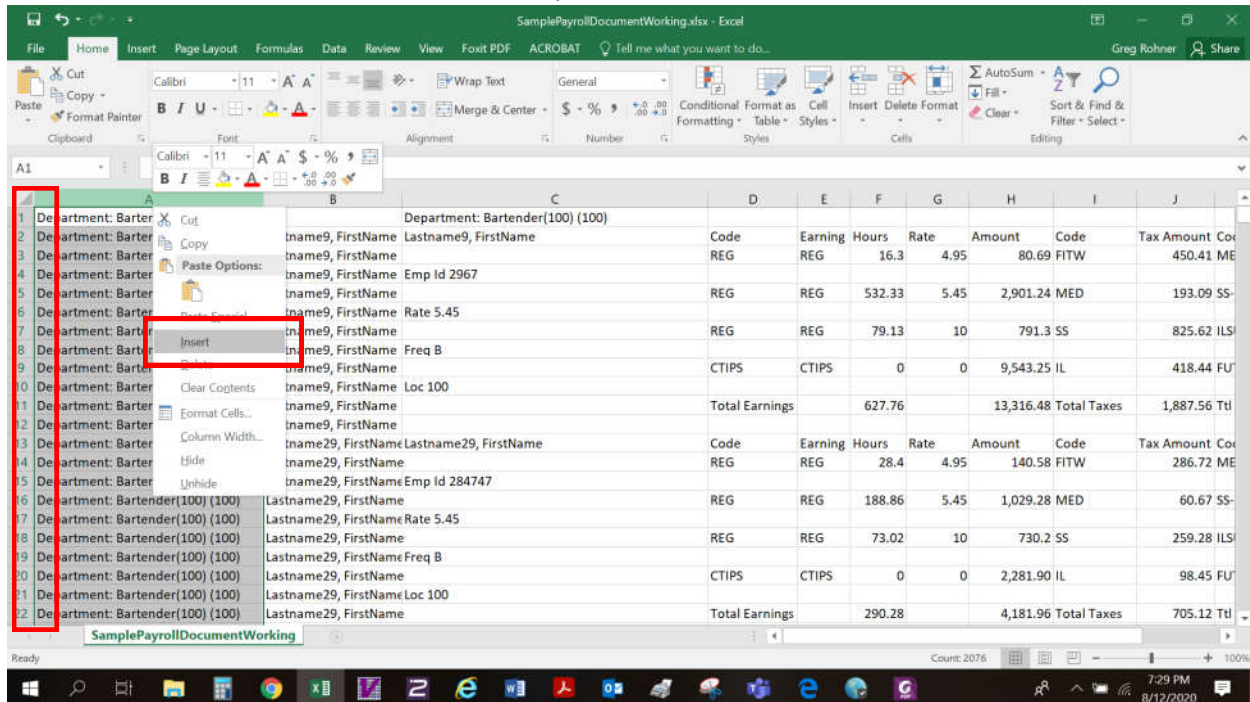
In the first open cell of that field, type the address of the cell above with data (in this example =a1) and hit the control and enter keys



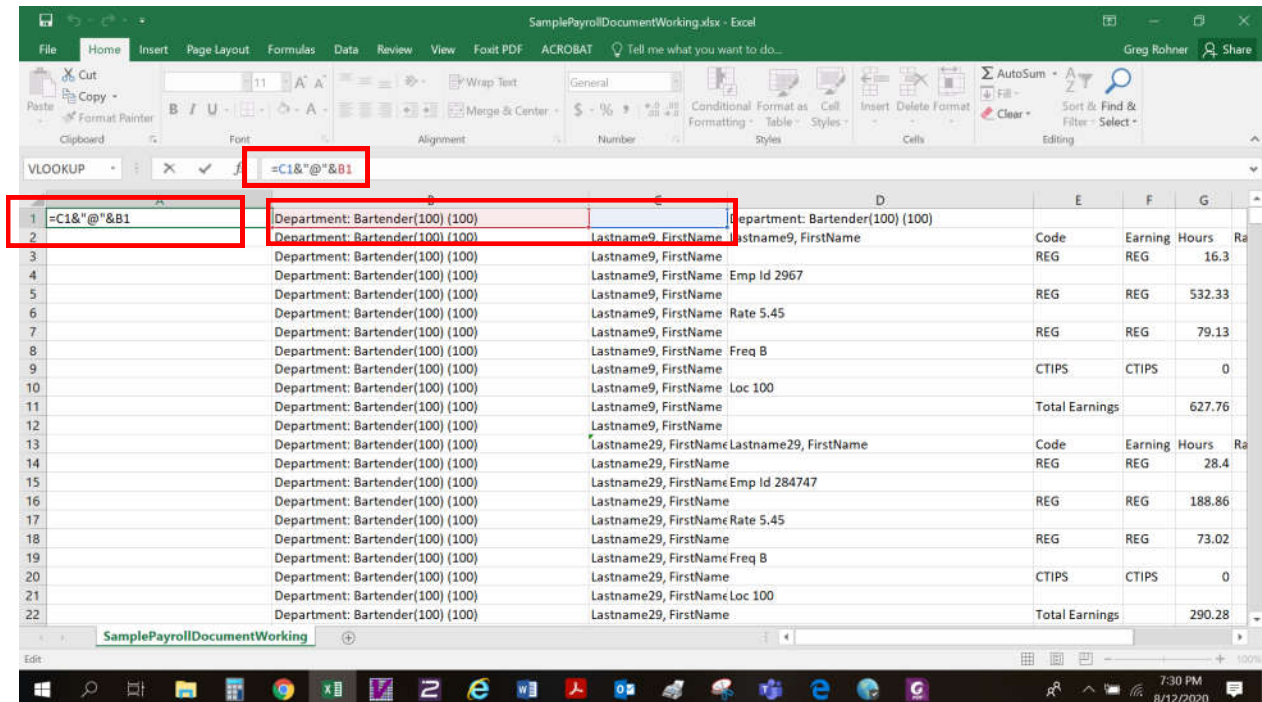
This is the result



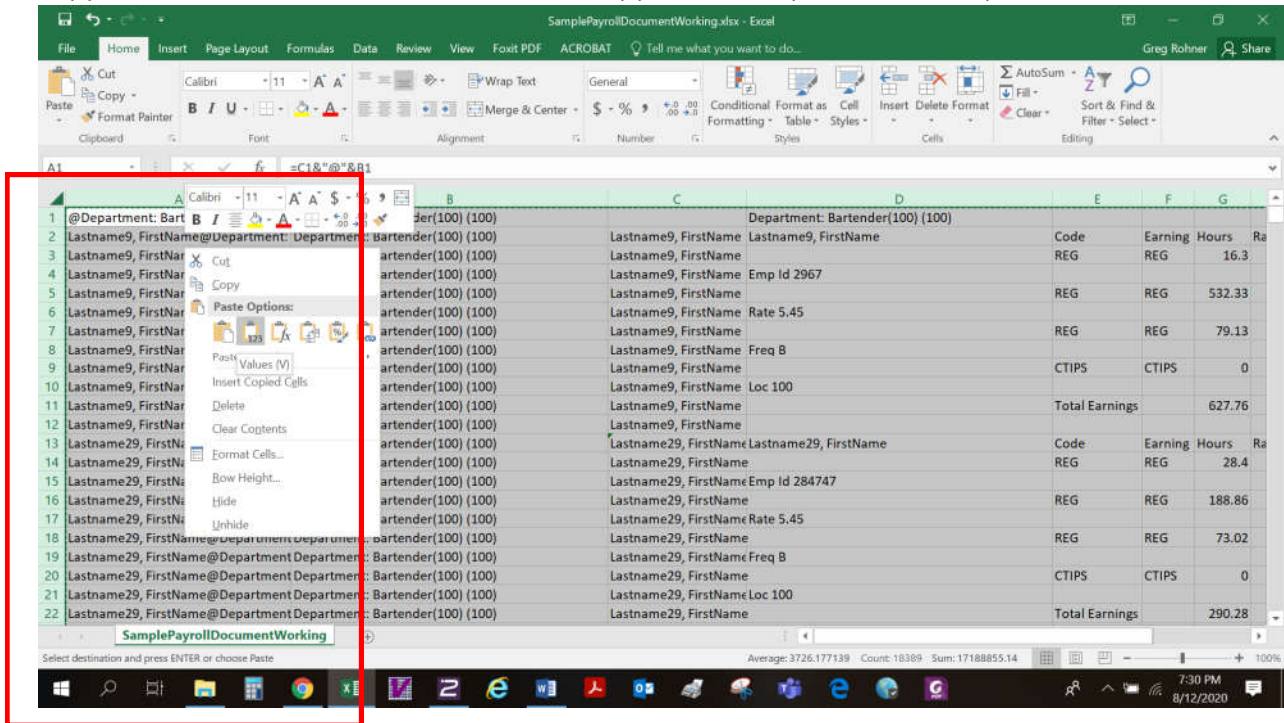
Insert another column on the left side of the spreadsheet



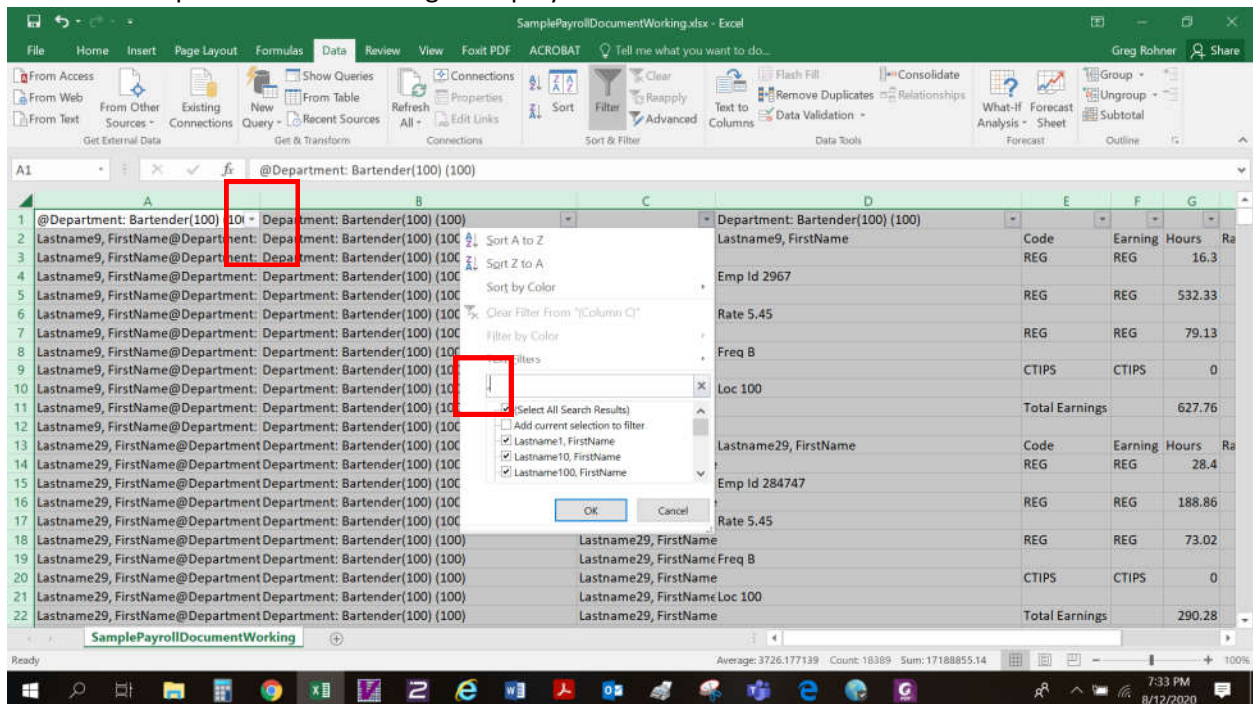
Concatenate the name and department number in the newly added column separating the two with the @ sign. You do this in order to separate this information later in the process. In the example below, the formula `=C1&"@"&B1` will do this



Copy that formula for the entire data set then copy the entire spreadsheet and paste as a value.



At this point, you will filter out the subtotals. This can be done either by entering a comma as in the example below in the dialog box and hitting ok. Also, in the text filters options, you can use the “does not include” option with the verbiage “employee” in it as that identifies the subtotals.



[illegible]

At this point, from the drop down box in Column E, select the items you want to extract. In this example, that would be “Total Earnings”, tips “CTIPS” and overtime denoted as “OT”. Hit control C to copy this data

	A	B	C	D	E	F	G	H	I	J
1	@Department: Bartender(100)	Department: Bartender(100)	Department: Bartender(100)	Department: Bartender(100)	CTIPS	CTIPS	0	0	9,543.25	IL
9	LastName9, FirstName@Department: Department: Bartender(100)	LastName9, FirstName	Department: Bartender(100)	Department: Bartender(100)	Total Earnings	CTIPS	627.76	0	13,316.48	Total T
11	LastName9, FirstName@Department: Department: Bartender(100)	LastName9, FirstName	Department: Bartender(100)	Department: Bartender(100)	CTIPS	CTIPS	0	0	2,281.90	IL
20	LastName29, FirstName@Department: Department: Bartender(100)	LastName29, FirstName	Department: Bartender(100)	Department: Bartender(100)	Total Earnings	CTIPS	290.28	0	4,181.96	Total T
22	LastName29, FirstName@Department: Department: Bartender(100)	LastName29, FirstName	Department: Bartender(100)	Department: Bartender(100)	OT	OT	32.47	8.18	265.44	IL
28	LastName41, First Name@Department: Department: Bartender(100)	LastName41, First Name	Department: Bartender(100)	Department: Bartender(100)	CTIPS	CTIPS	0	0	18,226.02	Total T
29	LastName41, First Name@Department: Department: Bartender(100)	LastName41, First Name	Department: Bartender(100)	Department: Bartender(100)	Total Earnings	CTIPS	1,278.10	0	26,091.69	Total T
30	LastName41, First Name@Department: Department: Bartender(100)	LastName41, First Name	Department: Bartender(100)	Department: Bartender(100)	CTIPS	CTIPS	0	0	7,673.00	IL
39	LastName42, First Name@Department: Department: Bartender(100)	LastName42, First Name	Department: Bartender(100)	Department: Bartender(100)	Total Earnings	CTIPS	400.65	0	9,858.77	Total T
41	LastName42, First Name@Department: Department: Bartender(100)	LastName42, First Name	Department: Bartender(100)	Department: Bartender(100)	CTIPS	CTIPS	0	0	7,074.95	SS
48	LastName56, First Name@Department: Department: Bartender(100)	LastName56, First Name	Department: Bartender(100)	Department: Bartender(100)	Total Earnings	CTIPS	357.98	0	9,020.22	Total T
52	LastName56, First Name@Department: Department: Bartender(100)	LastName56, First Name	Department: Bartender(100)	Department: Bartender(100)	CTIPS	CTIPS	0	0	11,010.00	IL
61	LastName69, First Name@Department: Department: Bartender(100)	LastName69, First Name	Department: Bartender(100)	Department: Bartender(100)	Total Earnings	CTIPS	644.84	0	14,674.34	Total T
63	LastName69, First Name@Department: Department: Bartender(100)	LastName69, First Name	Department: Bartender(100)	Department: Bartender(100)	OT	OT	8.91	8.18	72.84	IL
72	LastName79, First Name@Department: Department: Bartender(100)	LastName79, First Name	Department: Bartender(100)	Department: Bartender(100)	CTIPS	CTIPS	0	0	18,952.60	Total T
74	LastName79, First Name@Department: Department: Bartender(100)	LastName79, First Name	Department: Bartender(100)	Department: Bartender(100)	Total Earnings	CTIPS	1,405.80	6	26,651.13	Total T
75	LastName79, First Name@Department: Department: Bartender(100)	LastName79, First Name	Department: Bartender(100)	Department: Bartender(100)	CTIPS	CTIPS	0	0	9,063.00	IL
84	LastName115, First Name@Department: Department: Bartender(100)	LastName115, First Name	Department: Bartender(100)	Department: Bartender(100)	Total Earnings	CTIPS	792.93	0	14,090.24	Total T
86	LastName115, First Name@Department: Department: Bartender(100)	LastName115, First Name	Department: Bartender(100)	Department: Bartender(100)	CTIPS	CTIPS	0	0	825	IL
92	LastName125, First Name@Department: Department: Bartender(100)	LastName125, First Name	Department: Bartender(100)	Department: Bartender(100)	Total Earnings	CTIPS	90.74	0	1,428.10	Total T
94	LastName125, First Name@Department: Department: Bartender(100)	LastName125, First Name	Department: Bartender(100)	Department: Bartender(100)	CTIPS	CTIPS	0	0	150	IL
101	LastName129, First Name@Department: Department: Bartender(100)	LastName129, First Name	Department: Bartender(100)	Department: Bartender(100)	CTIPS	CTIPS	0	0	150	IL

Paste this data into a new page on your workbook

	A	B	C	D	E	F	G	H	I	J
1	LastName: Departme	LastName9, FirstNam	CTIPS	CTIPS	0	0	9,543.25			
2	LastName: Departme	LastName9, FirstNam	Total Earnings	CTIPS	627.76	0	13,316.48			
3	LastName: Departme	LastName29, FirstNai	CTIPS	CTIPS	0	0	2,281.90			
4	LastName: Departme	LastName29, FirstNai	Total Earnings	CTIPS	290.28	0	4,181.96			
5	LastName: Departme	LastName/ Freq B	OT	OT	32.47	8.18	265.44			
6	LastName: Departme	LastName/ Loc 100	CTIPS	CTIPS	0	0	18,226.02			
7	LastName: Departme	LastName41, First Nai	Total Earnings	CTIPS	1,278.10	0	26,091.69			
8	LastName: Departme	LastName42, FirstNai	CTIPS	CTIPS	0	0	7,673.00			
9	LastName: Departme	LastName42, FirstNai	Total Earnings	CTIPS	400.65	0	9,858.77			
10	LastName: Departme	LastName56, FirstNai	CTIPS	CTIPS	0	0	7,074.95			
11	LastName: Departme	LastName56, FirstNai	Total Earnings	CTIPS	357.98	0	9,020.22			
12	LastName: Departme	LastName69, FirstNai	CTIPS	CTIPS	0	0	11,010.00			
13	LastName: Departme	LastName69, FirstNai	Total Earnings	CTIPS	644.84	0	14,674.34			
14	LastName: Departme	LastName79, FirstNai	OT	OT	8.91	8.18	72.84			
15	LastName: Departme	LastName79, FirstNai	CTIPS	CTIPS	0	0	18,952.60			
16	LastName: Departme	LastName79, FirstNai	Total Earnings	CTIPS	1,405.80	6	26,651.13			
17	LastName: Departme	LastName115, FirstNi	CTIPS	CTIPS	0	0	9,063.00			
18	LastName: Departme	LastName115, FirstNi	Total Earnings	CTIPS	792.93	0	14,090.24			
19	LastName: Departme	LastName: Freq B	CTIPS	CTIPS	0	0	825			
20	LastName: Departme	LastName125, First N	Total Earnings	CTIPS	90.74	0	1,428.10			
21	LastName: Departme	LastName129, FirstNi	CTIPS	CTIPS	0	0	150			
22	LastName: Departme	LastName129, FirstNi	Total Earnings	CTIPS	10.13	0	249.34			

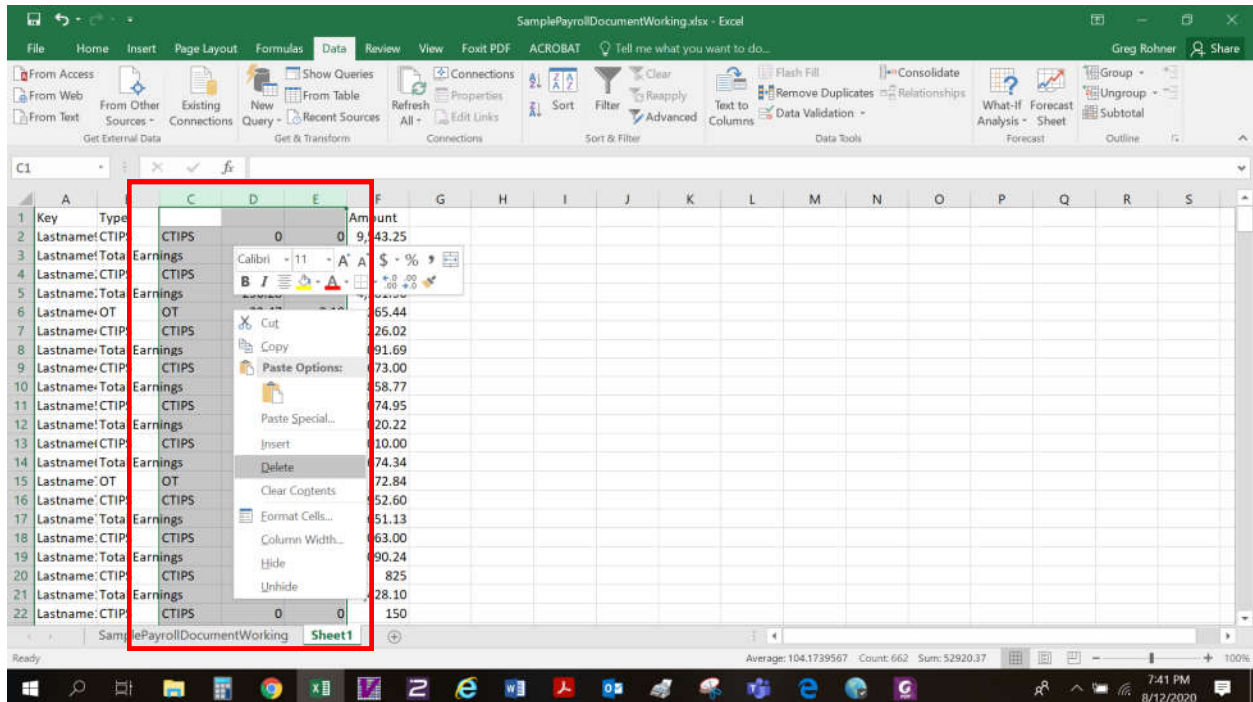
This process uses a pivot table to organize the data. That requires headers. Type headers as below.

Key	Type	Amount
Lastname!Departme Lastname9, FirstNai CTIPS	CTIPS	0 9,543.25
Lastname!Departme Lastname9, FirstNai Total Earnings		627.76 13,316.48
Lastname!Departme Lastname29, FirstNai CTIPS	CTIPS	0 2,281.90
Lastname!Departme Lastname29, FirstNai Total Earnings		290.28 4,181.96
Lastname!Departme Lastname!Freq B OT	OT	32.47 8.18 265.44
Lastname!Departme Lastname!Loc 100 CTIPS	CTIPS	0 18,226.02
Lastname!Departme Lastname41, FirstNai Total Earnings		1,278.10 26,091.69
Lastname!Departme Lastname42, FirstNai CTIPS	CTIPS	0 7,673.00
Lastname!Departme Lastname42, FirstNai Total Earnings		400.65 9,858.77
Lastname!Departme Lastname56, FirstNai CTIPS	CTIPS	0 7,074.95
Lastname!Departme Lastname56, FirstNai Total Earnings		357.98 9,020.22
Lastname!Departme Lastname69, FirstNai CTIPS	CTIPS	0 11,010.00
Lastname!Departme Lastname69, FirstNai Total Earnings		644.84 14,674.34
Lastname!Departme Lastname79, FirstNai OT	OT	8.91 8.18 72.84
Lastname!Departme Lastname79, FirstNai CTIPS	CTIPS	0 18,952.60
Lastname!Departme Lastname79, FirstNai Total Earnings		1,405.80 26,651.13
Lastname!Departme Lastname115, FirstNai CTIPS	CTIPS	0 9,063.00
Lastname!Departme Lastname115, FirstNai Total Earnings		792.93 14,090.24
Lastname!Departme Lastname!Freq B CTIPS	CTIPS	0 825
Lastname!Departme Lastname125, FirstNai Total Earnings		90.74 1,428.10
Lastname!Departme Lastname129, FirstNai CTIPS	CTIPS	0 150

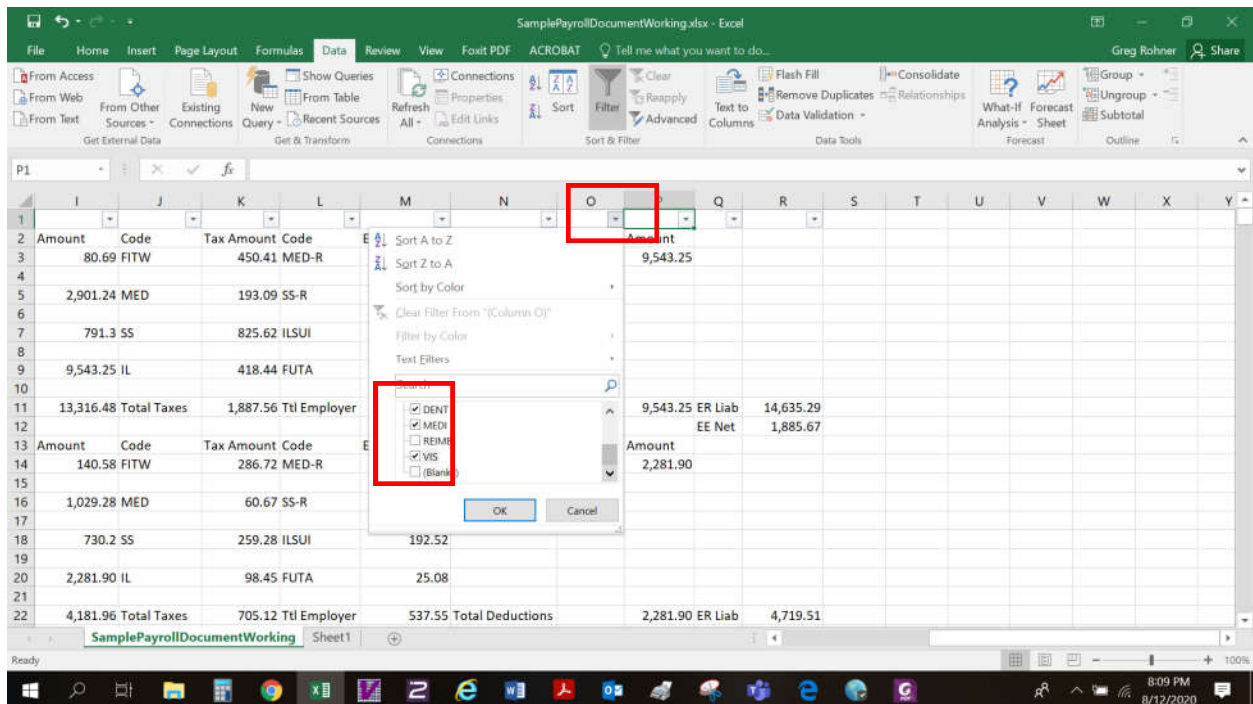
Delete the columns you don't need (ones that don't have headers)

Key	Type	Amount
Lastname!Departme Lastname9, FirstNai CTIPS	CTIPS	0 9,543.25
Lastname!Departme Lastname9, FirstNai Total Earnings		627.76 13,316.48
Lastname!Departme Lastname29, FirstNai CTIPS	CTIPS	0 2,281.90
Lastname!Departme Lastname29, FirstNai Total Earnings		290.28 4,181.96
Lastname!Departme Lastname!Freq B OT	OT	32.47 8.18 265.44
Lastname!Departme Lastname!Loc 100 CTIPS	CTIPS	0 18,226.02
Lastname!Departme Lastname41, FirstNai Total Earnings		1,278.10 26,091.69
Lastname!Departme Lastname42, FirstNai CTIPS	CTIPS	0 7,673.00
Lastname!Departme Lastname42, FirstNai Total Earnings		400.65 9,858.77
Lastname!Departme Lastname56, FirstNai CTIPS	CTIPS	0 7,074.95
Lastname!Departme Lastname56, FirstNai Total Earnings		357.98 9,020.22
Lastname!Departme Lastname69, FirstNai CTIPS	CTIPS	0 11,010.00
Lastname!Departme Lastname69, FirstNai Total Earnings		644.84 14,674.34
Lastname!Departme Lastname79, FirstNai OT	OT	8.91 8.18 72.84
Lastname!Departme Lastname79, FirstNai CTIPS	CTIPS	0 18,952.60
Lastname!Departme Lastname79, FirstNai Total Earnings		1,405.80 26,651.13
Lastname!Departme Lastname115, FirstNai CTIPS	CTIPS	0 9,063.00
Lastname!Departme Lastname115, FirstNai Total Earnings		792.93 14,090.24
Lastname!Departme Lastname!Freq B CTIPS	CTIPS	0 825
Lastname!Departme Lastname125, FirstNai Total Earnings		90.74 1,428.10
Lastname!Departme Lastname129, FirstNai CTIPS	CTIPS	0 150

Columns not needed



In California, Section 125 contributions are needed for an audit as well. This information can be completed by selecting the various items which can be done with the drop down box for column O or column N. Click the dropdown box and select the items that you wish to mine out.



Next ensure you only have names by entering a comma in the dialog box from the dropdown box on column A

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. A table titled 'SamplePayrollDocumentWorking.xlsx' is open. The table has columns A through Q. Column A contains a filter dropdown menu that is currently open, showing a list of names. The table data includes employee names, departments, salaries, and various benefits. The filter dropdown menu is highlighted with a red box, and it shows a list of names including 'Lastname7, FirstName@Department: Chef/Sous Chef(800) (800)', 'Lastname107, FirstName@Department: ...', and 'Lastname108, FirstName@Department: ...'. The table data includes columns for employee information, department, salary, and various benefits.

Column	Header	Value
A	@Department: Bartender(100) (100)	100
B	Department: nt: Bartend	nt: Bartend
C	Department: nt: Bartend	nt: Bartend
D	Department: nt: Bartend	nt: Bartend
E	Department: nt: Bartend	nt: Bartend
F	Department: nt: Bartend	nt: Bartend
G	Department: nt: Bartend	nt: Bartend
H	Department: nt: Bartend	nt: Bartend
I	Department: nt: Bartend	nt: Bartend
J	Department: nt: Bartend	nt: Bartend
K	Department: nt: Bartend	nt: Bartend
L	Department: nt: Bartend	nt: Bartend
M	Department: nt: Bartend	nt: Bartend
N	Department: nt: Bartend	nt: Bartend
O	Department: nt: Bartend	nt: Bartend
P	Department: nt: Bartend	nt: Bartend
Q	Department: nt: Bartend	nt: Bartend

This is what the data will look like

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. A table titled 'SamplePayrollDocumentWorking.xlsx' is open. The table has columns A through Q. Column A contains a filter dropdown menu that is currently open, showing a list of names. The table data includes employee names, departments, salaries, and various benefits. A red box highlights a specific range of data in the table, including columns A through Q and rows 624 through 1501. The table data includes columns for employee information, department, salary, and various benefits.

Column	Header	Value
A	@Department: Bartender(100) (100)	100
B	Department: nt: Bartend	nt: Bartend
C	Department: nt: Bartend	nt: Bartend
D	Department: nt: Bartend	nt: Bartend
E	Department: nt: Bartend	nt: Bartend
F	Department: nt: Bartend	nt: Bartend
G	Department: nt: Bartend	nt: Bartend
H	Department: nt: Bartend	nt: Bartend
I	Department: nt: Bartend	nt: Bartend
J	Department: nt: Bartend	nt: Bartend
K	Department: nt: Bartend	nt: Bartend
L	Department: nt: Bartend	nt: Bartend
M	Department: nt: Bartend	nt: Bartend
N	Department: nt: Bartend	nt: Bartend
O	Department: nt: Bartend	nt: Bartend
P	Department: nt: Bartend	nt: Bartend
Q	Department: nt: Bartend	nt: Bartend

Copy the data from column A

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	@Department: Bartender(100) (100)	Depart - nt: Bartend -	Depart - nt: Bartend -	Depart - nt: Bartend -	Depart - nt: Bartend -	Depart - nt: Bartend -	Depart - nt: Bartend -	Depart - nt: Bartend -	Depart - nt: Bartend -	Depart - nt: Bartend -	Depart - nt: Bartend -	Depart - nt: Bartend -	Depart - nt: Bartend -	Depart - nt: Bartend -	Depart - nt: Bartend -	Depart - nt: Bartend -	Depart - nt: Bartend -
624	LastName7, FirstName@Department: Chef/Sous Chef(800) (800)	partme LastName7, FirstName	SAL	SAL	0	0	134.62	FITW	2,315.36	MED-R	358.76	DENT	DENT	271.62			
626	LastName7, FirstName@Department: Chef/Sous Chef(800) (800)	partme LastName7, FirstName	SAL	SAL	0	31.25	2,500.00	MED	358.76	SS-R	1,533.98	MEDI	MEDI	879.57			
648	LastName108, FirstName@Department: Chef/Sous Chef(800) (800)	partme LastName108, FirstNam	SAL	SAL	0	0	1,250.00	FITW	1,869.74	MED-R	170.86	DENT	DENT	237.16			
650	LastName108, FirstName@Department: Chef/Sous Chef(800) (800)	partme LastName108, FirstNam	SAL	SAL	0	31.25	12,500.00	MED	170.86	SS-R	730.5	MEDI	MEDI	1,695.76			
652	LastName108, FirstName@Department: Chef/Sous Chef(800) (800)	partme LastName108, FirstNam	ER MED	ER MED	0	0	184.6	SS	730.5	ILSUI	618.31	VIS	VIS	34.68			
663	LastName119, FirstName@Department: Chef/Sous Chef(800) (800)	partme LastName119, FirstNam	BONUS	BONUS	0	0	4,000.00	SS	2,392.49	ILSUI	482.38	DENT	DENT	1,169.12			
665	LastName119, FirstName@Department: Chef/Sous Chef(800) (800)	partme LastName119, FirstNam	ER MED	ER MED	0	0	830.7	IL	1,090.51	FUTA	42.02	MEDI	MEDI	7,440.02			
667	LastName119, FirstName@Department: Chef/Sous Chef(800) (800)	partme LastName119, FirstName										VIS	VIS	156.06			
1404	LastName53, FirstName@Department: Manager(500) (500)	partme LastName53, FirstName	SAL	SAL	0	25	6,000.00	MED	95.19	SS-R	407.03	DENT	DENT	76.47			
1406	LastName53, FirstName@Department: Manager(500) (500)	partme LastName53, FirstName	401ER	401ER	0	0	120	SS	407.02	FLSUI	252.76	MEDI	MEDI	358.61			
1448	LastName107, FirstName@Department: Manager(500) (500)	partme LastName107, FirstNam	401ER	401ER	0	0	892.34	MED	314.32	SS-R	1,343.93	MEDI	MEDI	630.26			
1458	LastName127, First Name@Department: Manager(500) (500)	partme LastName127, Emp Id 1C	SAL	SAL	0	33.65	51,153.89	MED	1,149.44	SS-R	4,914.61	DENT	DENT	451.77			
1459	LastName127, First Name@Department: Manager(500) (500)	partme LastName127, Rate 3,07	401ER	401ER	0	0	2,880.76	SS	4,914.71	ILSUI	615.6	MEDI	MEDI	2,586.61			
1486	LastName17, First Name@Department: Phones(900) (900)	partme LastName17, FirstName	REG	REG	67.8	12	814.08	FITW	74.96	MED-R	10.24	DENT	DENT	20.67			
1488	LastName17, First Name@Department: Phones(900) (900)	partme LastName17, FirstName	ER MED	ER MED	0	0	46.15	MED	10.24	SS-R	43.8	MEDI	MEDI	86.96			
1497	LastName23, First Name@Department: Phones(900) (900)	partme LastName23, FirstName	SAL	SAL	0	0	3,692.31	FITW	798.03	MED-R	409.65	DENT	DENT	1,245.09			
1499	LastName23, First Name@Department: Phones(900) (900)	partme LastName23, FirstName	SAL	SAL	0	16.83	30,961.45	MED	409.61	SS-R	1,751.61	MEDI	MEDI	7,275.66			
1501	LastName23, First Name@Department: Phones(900) (900)	partme LastName23, FirstName	BONUS	BONUS	0	0	2,300.00	SS	1,751.56	ILSUI	569.12	VIS	VIS	182.07			

And paste under the data in column A on the page where you placed the other data.

	A	B	C	D	E	F	G	H	I	J	K	L	M
337	LastName126, First Name@Department: Wait Staff(200) (200)	Total Earnings	613.34										
338	LastName129, First Name@Department: Wait Staff(200) (200)	CTIPS	1,233.00										
339	LastName129, First Name@Department: Wait Staff(200) (200)	Total Earnings	1,407.95										
340	LastName130, First Name@Department: Wait Staff(200) (200)	CTIPS	7,219.26										
341	LastName130, First Name@Department: Wait Staff(200) (200)	Total Earnings	8,718.25										
342	LastName7, FirstName@Department: Chef/Sous Chef(800) (800)												
343	LastName108, FirstName@Department: Chef/Sous Chef(800) (800)												
344	LastName108, FirstName@Department: Chef/Sous Chef(800) (800)												
345	LastName108, FirstName@Department: Chef/Sous Chef(800) (800)												
346	LastName108, FirstName@Department: Chef/Sous Chef(800) (800)												
347	LastName119, FirstName@Department: Chef/Sous Chef(800) (800)												
348	LastName119, FirstName@Department: Chef/Sous Chef(800) (800)												
349	LastName119, FirstName@Department: Chef/Sous Chef(800) (800)												
350	LastName53, FirstName@Department: Manager(500) (500)												
351	LastName53, FirstName@Department: Manager(500) (500)												
352	LastName107, FirstName@Department: Manager(500) (500)												
353	LastName127, First Name@Department: Manager(500) (500)												
354	LastName127, First Name@Department: Manager(500) (500)												
355	LastName17, First Name@Department: Phones(900) (900)												
356	LastName17, First Name@Department: Phones(900) (900)												
357	LastName23, First Name@Department: Phones(900) (900)												
358	LastName23, First Name@Department: Phones(900) (900)												

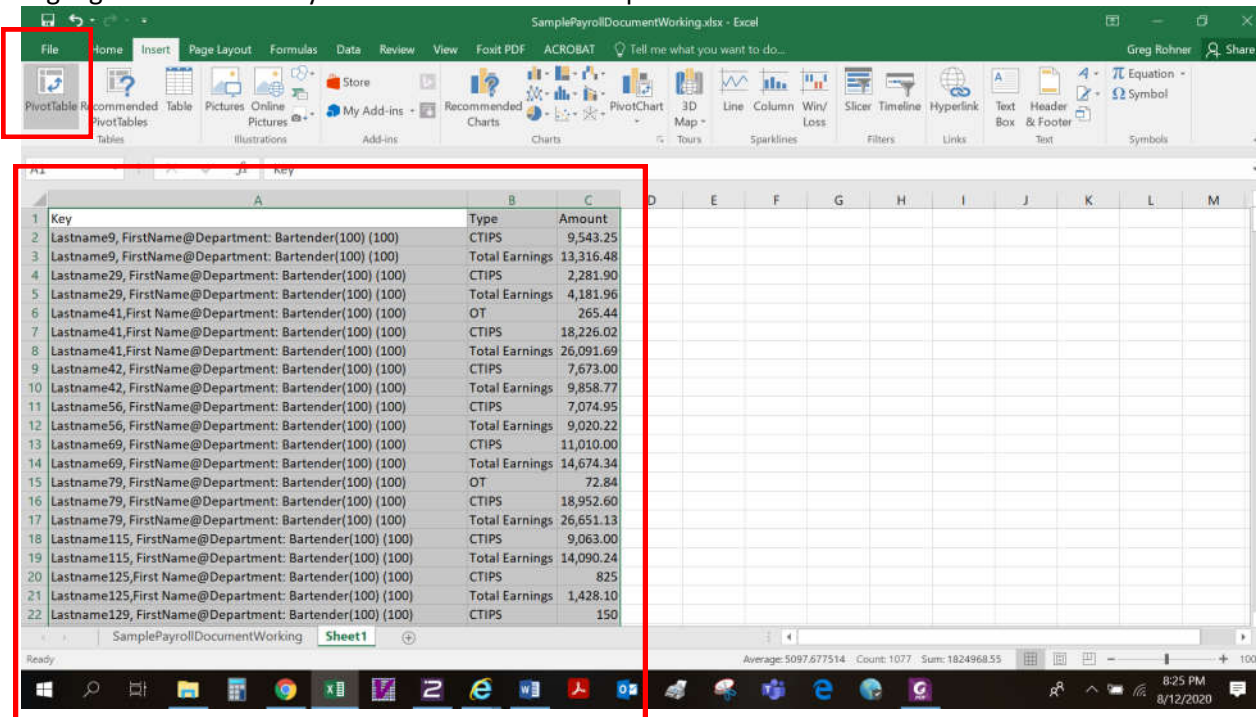
Copy the description and amount (columns O and P).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
624	1	@Department: Bartender(100)	(100)	Depart	nt: Bartend	Depart	nt: Bartend	er(100)	-					DENT	DENT	271.62
626		LastName7, FirstName@Department: Departme	LastName7, FirstName	SAL	SAL	0	0	134.62	FITW	2,315.36	MED-R	358.7		MEDI	MEDI	879.57
648		LastName108, FirstName@Department: Departme	LastName108, FirstName	SAL	SAL	0	0	1,250.00	FITW	1,869.74	MED-R	170.8		DENT	DENT	237.16
650		LastName108, FirstName@Department: Departme	LastName108, FirstName	SAL	SAL	0	31.25	12,500.00	MED	170.86	SS-R	730.3		MEDI	MEDI	1,695.76
652		LastName108, FirstName@Department: Departme	LastName108, FirstName	ER MED	ER MED	0	0	184.6	SS	730.5	ILSUI	618.3		VIS	VIS	34.68
663		LastName119, FirstName@Department: Departme	LastName119, FirstName	BONUS	BONUS	0	0	4,000.00	SS	2,392.49	ILSUI	482.3		DENT	DENT	1,169.12
665		LastName119, FirstName@Department: Departme	LastName119, FirstName	ER MED	ER MED	0	0	830.7	IL	1,090.51	FUTA	42.0		MEDI	MEDI	7,440.02
667		LastName119, FirstName@Department: Departme	LastName119, FirstName											VIS	VIS	156.06
1404		LastName53, FirstName@Department: Departme	LastName53, FirstName	SAL	SAL	0	25	6,000.00	MED	95.19	SS-R	407.0		DENT	DENT	76.47
1406		LastName53, FirstName@Department: Departme	LastName53, FirstName	401ER	401ER	0	0	120	SS	407.02	FLSUI	252.7		MEDI	MEDI	358.61
1448		LastName107, FirstName@Department: Departme	LastName107, FirstName	401ER	401ER	0	0	892.34	MED	314.32	SS-R	1,343.9		MEDI	MEDI	630.26
1458		LastName127, FirstName@Department: Departme	LastName127, Emp Id 1C	SAL	SAL	0	33.65	51,153.89	MED	1,149.44	SS-R	4,914.6		DENT	DENT	451.77
1459		LastName127, First Name@Department: Departme	LastName127, Rate 3,07/401ER	401ER	401ER	0	0	2,880.76	SS	4,914.71	ILSUI	615.4		MEDI	MEDI	2,586.61
1486		LastName17, FirstName@Department: Departme	LastName17, FirstName	REG	REG	67.8	12	814.08	FITW	74.96	MED-R	10.2		DENT	DENT	20.67
1488		LastName17, FirstName@Department: Departme	LastName17, FirstName	ER MED	ER MED	0	0	46.15	MED	10.24	SS-R	43.3		MEDI	MEDI	86.96
1497		LastName23, FirstName@Department: Departme	LastName23, FirstName	SAL	SAL	0	0	3,692.31	FITW	798.03	MED-R	409.6		DENT	DENT	1,245.09
1499		LastName23, FirstName@Department: Departme	LastName23, FirstName	SAL	SAL	0	16.83	30,961.45	MED	409.61	SS-R	1,751.6		MEDI	MEDI	7,275.66
1501		LastName23, FirstName@Department: Departme	LastName23, FirstName	BONUS	BONUS	0	0	2,300.00	SS	1,751.56	ILSUI	569.1		VIS	VIS	182.07

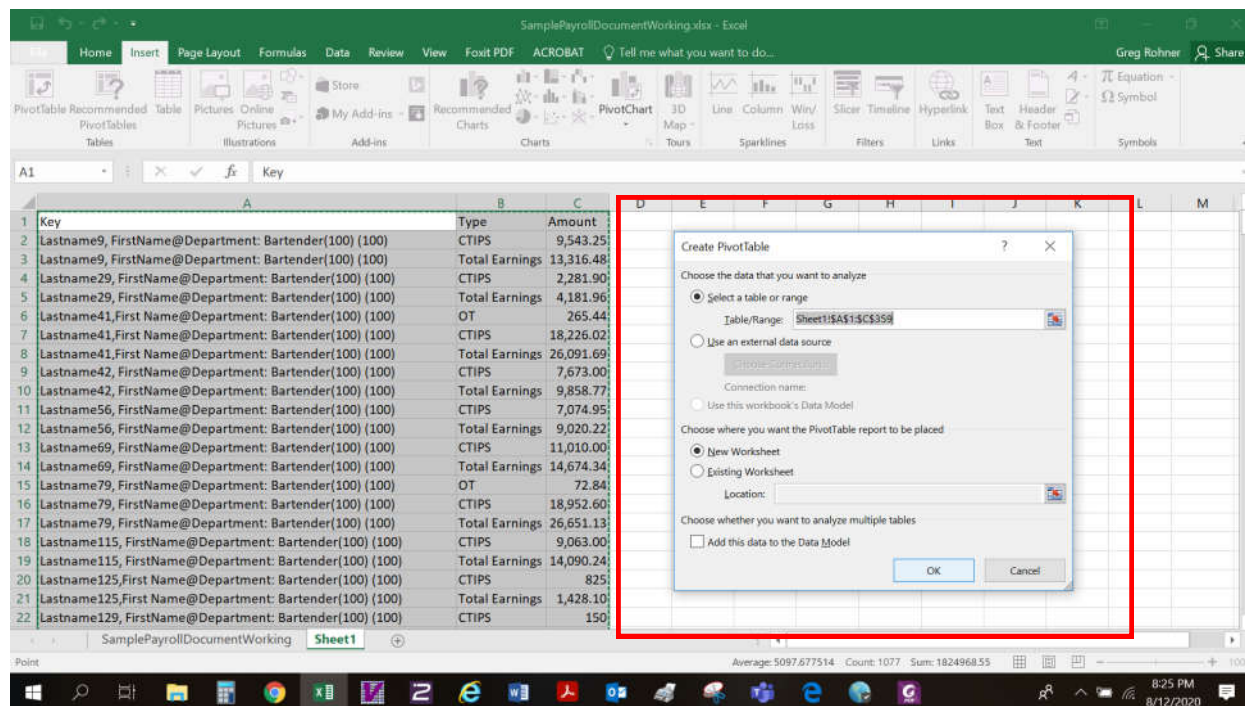
And paste next to the combined name and department on the page where you placed the mined data

	A	B	C	D	E	F	G	H	I	J	K	L	M
337	337	LastName126, First Name@Department: Wait Staff(200)	(200)	Total Earnings	613.34								
338	338	LastName129, First Name@Department: Wait Staff(200)	(200)	CTIPS	1,233.00								
339	339	LastName129, First Name@Department: Wait Staff(200)	(200)	Total Earnings	1,407.95								
340	340	LastName130, First Name@Department: Wait Staff(200)	(200)	CTIPS	7,219.26								
341	341	LastName130, First Name@Department: Wait Staff(200)	(200)	Total Earnings	8,718.25								
342	342	LastName7, First Name@Department: Chef/Sous Chef(800)	(800)	DENT	271.62								
343	343	LastName7, First Name@Department: Chef/Sous Chef(800)	(800)	MEDI	879.57								
344	344	LastName108, First Name@Department: Chef/Sous Chef(800)	(800)	DENT	237.16								
345	345	LastName108, First Name@Department: Chef/Sous Chef(800)	(800)	MEDI	1,695.76								
346	346	LastName108, First Name@Department: Chef/Sous Chef(800)	(800)	VIS	34.68								
347	347	LastName119, First Name@Department: Chef/Sous Chef(800)	(800)	DENT	1,169.12								
348	348	LastName119, First Name@Department: Chef/Sous Chef(800)	(800)	MEDI	7,440.02								
349	349	LastName119, First Name@Department: Chef/Sous Chef(800)	(800)	VIS	156.06								
350	350	LastName53, First Name@Department: Manager(500)	(500)	DENT	76.47								
351	351	LastName53, First Name@Department: Manager(500)	(500)	MEDI	358.61								
352	352	LastName107, First Name@Department: Manager(500)	(500)	MEDI	630.26								
353	353	LastName127, First Name@Department: Manager(500)	(500)	DENT	451.77								
354	354	LastName127, First Name@Department: Manager(500)	(500)	MEDI	2,586.61								
355	355	LastName17, First Name@Department: Phones(900)	(900)	DENT	20.67								
356	356	LastName17, First Name@Department: Phones(900)	(900)	MEDI	86.96								
357	357	LastName23, First Name@Department: Phones(900)	(900)	DENT	1,245.09								
358	358	LastName23, First Name@Department: Phones(900)	(900)	MEDI	7,275.66								

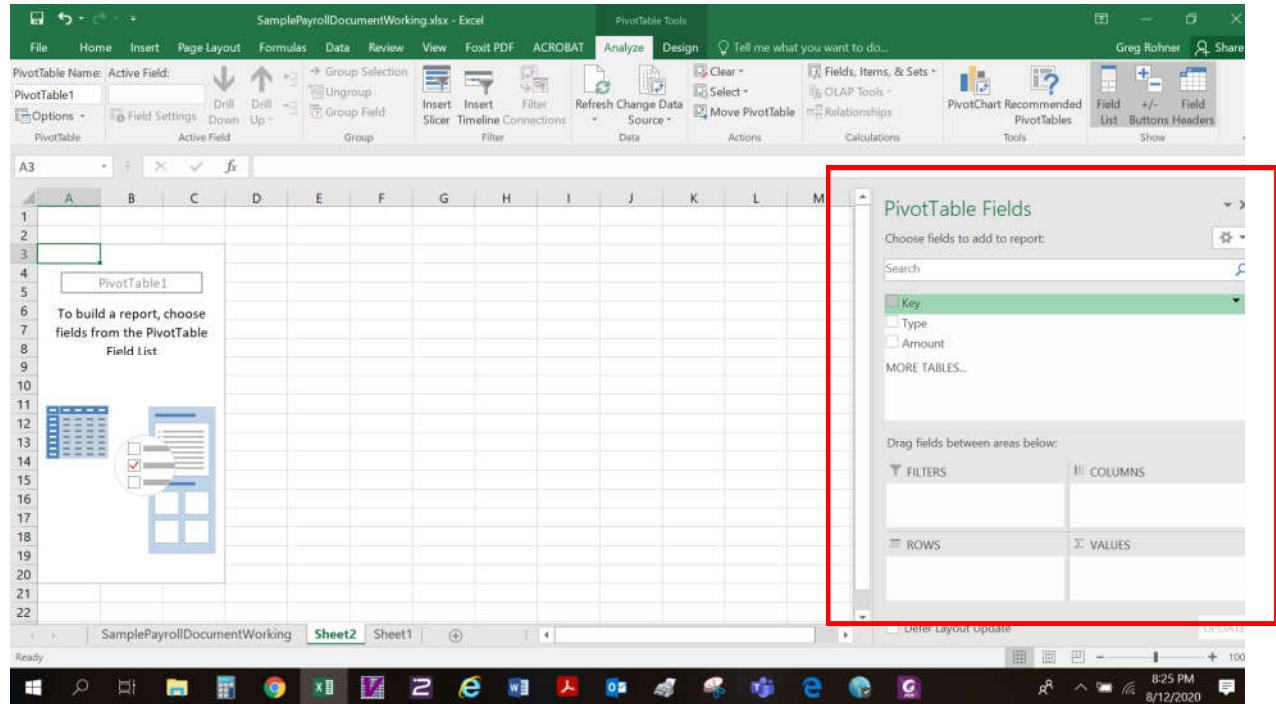
Highlight all of the data you have mined and click “pivot table” on the “insert” tab.



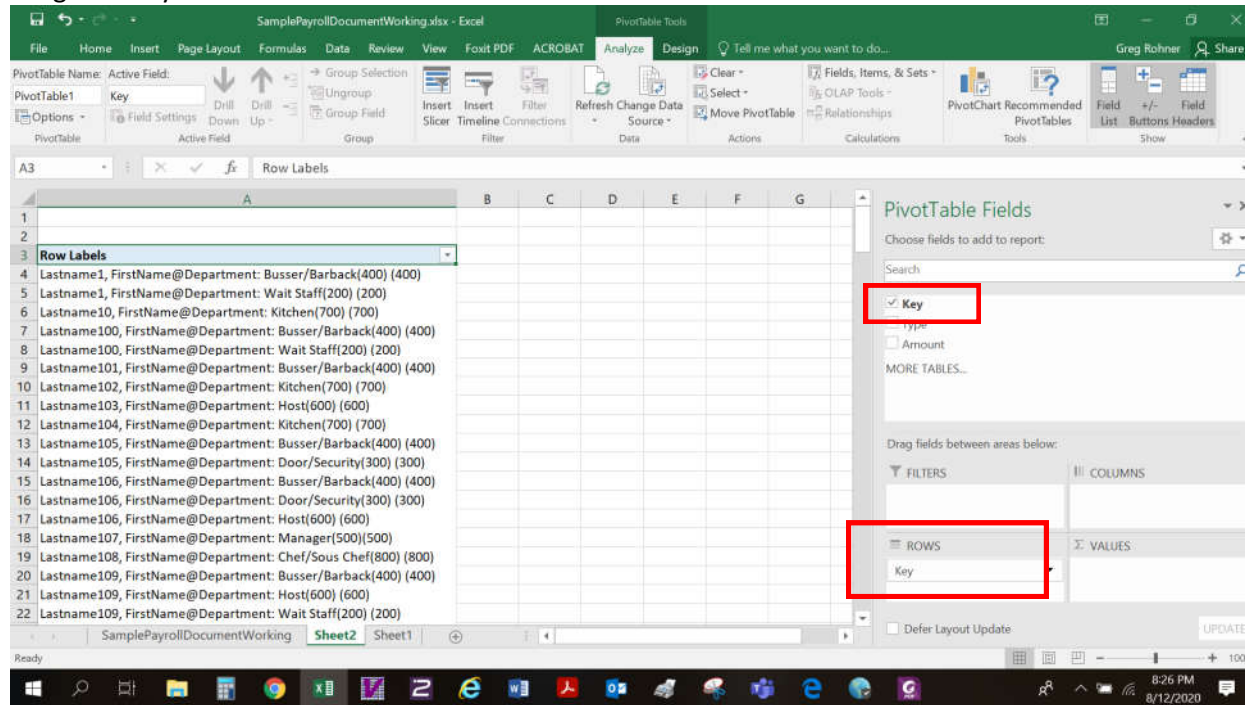
This is the dialog box that will come up when you do that. Click OK



This is the result



Drag the “key” field to the “rows” section



Drag the “type” field to the “Columns” section

The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable Fields task pane on the right has the 'Type' field selected and is being dragged to the 'Columns' section. The PivotTable data is as follows:

Row Labels	CTIPS	DENT	MEDI	OT	Total Earnings	VIS	Grand Total
Lastname1, FirstName@Department: Busser/Barback(400) (400)							
Lastname1, FirstName@Department: Wait Staff(200) (200)							
Lastname10, FirstName@Department: Kitchen(700) (700)							
Lastname100, FirstName@Department: Busser/Barback(400) (400)							
Lastname100, FirstName@Department: Wait Staff(200) (200)							
Lastname101, FirstName@Department: Busser/Barback(400) (400)							
Lastname102, FirstName@Department: Kitchen(700) (700)							
Lastname103, FirstName@Department: Host(600) (600)							
Lastname104, FirstName@Department: Kitchen(700) (700)							
Lastname105, FirstName@Department: Busser/Barback(400) (400)							
Lastname105, FirstName@Department: Door/Security(300) (300)							
Lastname106, FirstName@Department: Busser/Barback(400) (400)							
Lastname106, FirstName@Department: Door/Security(300) (300)							
Lastname106, FirstName@Department: Host(600) (600)							
Lastname107, FirstName@Department: Manager(500)(500)							
Lastname108, FirstName@Department: Chef/Sous Chef(800) (800)							
Lastname109, FirstName@Department: Busser/Barback(400) (400)							
Lastname109, FirstName@Department: Host(600) (600)							

Drag the “amount” field to the “values” section.

The screenshot shows the same Excel spreadsheet with the PivotTable Fields task pane. The 'Amount' field is now selected and is being dragged to the 'Values' section. The PivotTable data is as follows:

Row Labels	CTIPS	DENT	MEDI	OT	Total Earnings	VIS	Grand Total
Lastname1, FirstName@Department: Busser/Barback(400) (400)	572				748.41		
Lastname1, FirstName@Department: Wait Staff(200) (200)	244				464.42		
Lastname10, FirstName@Department: Kitchen(700) (700)				207.54	3489.18		
Lastname100, FirstName@Department: Busser/Barback(400) (400)	4423.22				5337.7		
Lastname100, FirstName@Department: Wait Staff(200) (200)	7921.49				9591.25		
Lastname101, FirstName@Department: Busser/Barback(400) (400)	4702			109.15	10858.59		
Lastname102, FirstName@Department: Kitchen(700) (700)				776.21	17148.32		
Lastname103, FirstName@Department: Host(600) (600)				39.78	1255.14		
Lastname104, FirstName@Department: Kitchen(700) (700)					277.42		
Lastname105, FirstName@Department: Busser/Barback(400) (400)	7564			655.71	15706.02		
Lastname105, FirstName@Department: Door/Security(300) (300)	35				76.73		
Lastname106, FirstName@Department: Busser/Barback(400) (400)				95.37	1656.82		
Lastname106, FirstName@Department: Door/Security(300) (300)					395.56		
Lastname106, FirstName@Department: Host(600) (600)				122.76	1047.86		
Lastname107, FirstName@Department: Manager(500)(500)			630.26		22307.73		
Lastname108, FirstName@Department: Chef/Sous Chef(800) (800)		237.16	1695.76		13750		
Lastname109, FirstName@Department: Busser/Barback(400) (400)	3077.63			41.12	3767.54		
Lastname109, FirstName@Department: Host(600) (600)					209.52		

Copy and paste as values the result

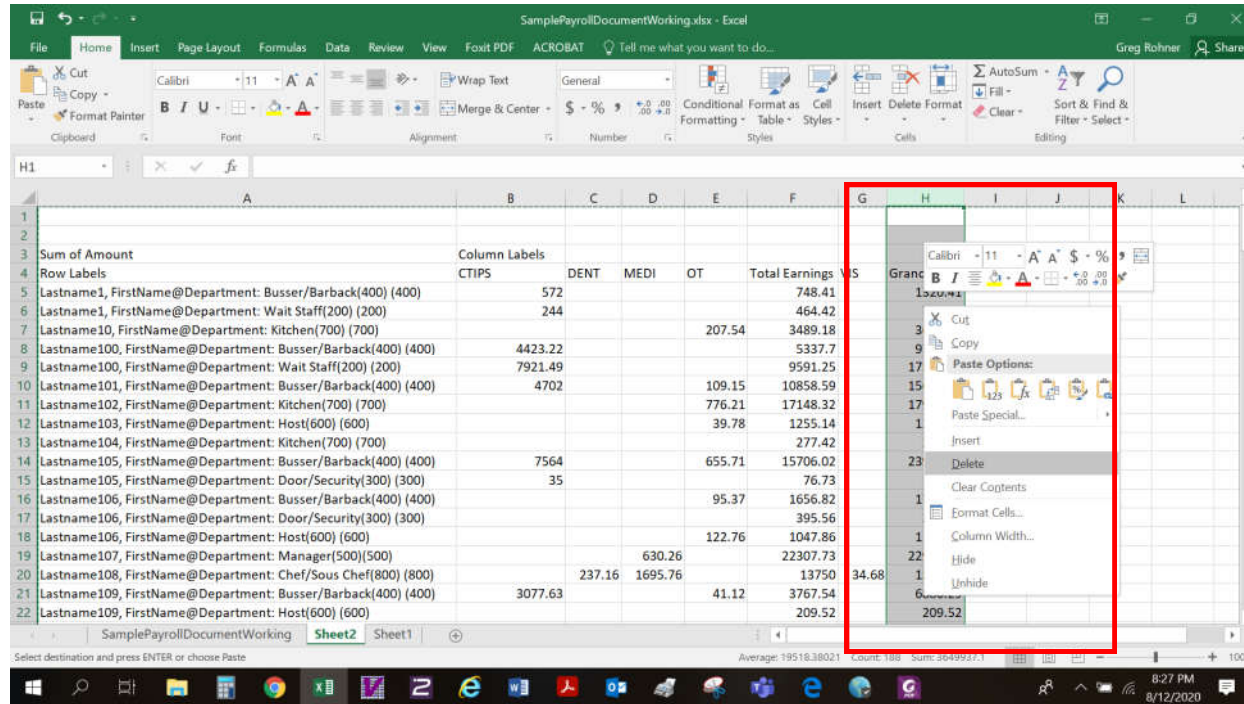
The screenshot shows the Excel interface with the 'Paste' menu open. The 'Paste Special' option is highlighted. The spreadsheet contains the following data:

Row Labels	CTIPS	DENT	MEDI	OT	Total Earnings	VIS	Grand Total
Department: Busser/Barback(400) (400)	572				748.41		1320.41
Department: Wait Staff(200) (200)	244				464.42		708.42
Department: Kitchen(700) (700)				207.54	3489.18		3696.72
Department: Busser/Barback(400) (400)	4423.22				5337.7		9760.92
Department: Wait Staff(200) (200)	7921.49				9591.25		17512.74
Department: Busser/Barback(400) (400)	4702			109.15	10858.59		15669.74
Department: Kitchen(700) (700)				776.21	17148.32		17924.53
Department: Host(600) (600)				39.78	1255.14		1294.92
Department: Kitchen(700) (700)					277.42		277.42
Department: Busser/Barback(400) (400)	7564			655.71	15706.02		23925.73
Department: Door/Security(300) (300)	35				76.73		111.73
Department: Busser/Barback(400) (400)				95.37	1656.82		1752.19
Department: Door/Security(300) (300)					395.56		395.56
Department: Host(600) (600)				122.76	1047.86		1170.62
Department: Manager(500) (500)			630.26		22307.73		22937.99
Department: Chef/Sous Chef(800) (800)		237.16	1695.76		13750	34.68	15717.6
Department: Busser/Barback(400) (400)	3077.63			41.12	3767.54		6886.29
Department: Host(600) (600)					209.52		209.52

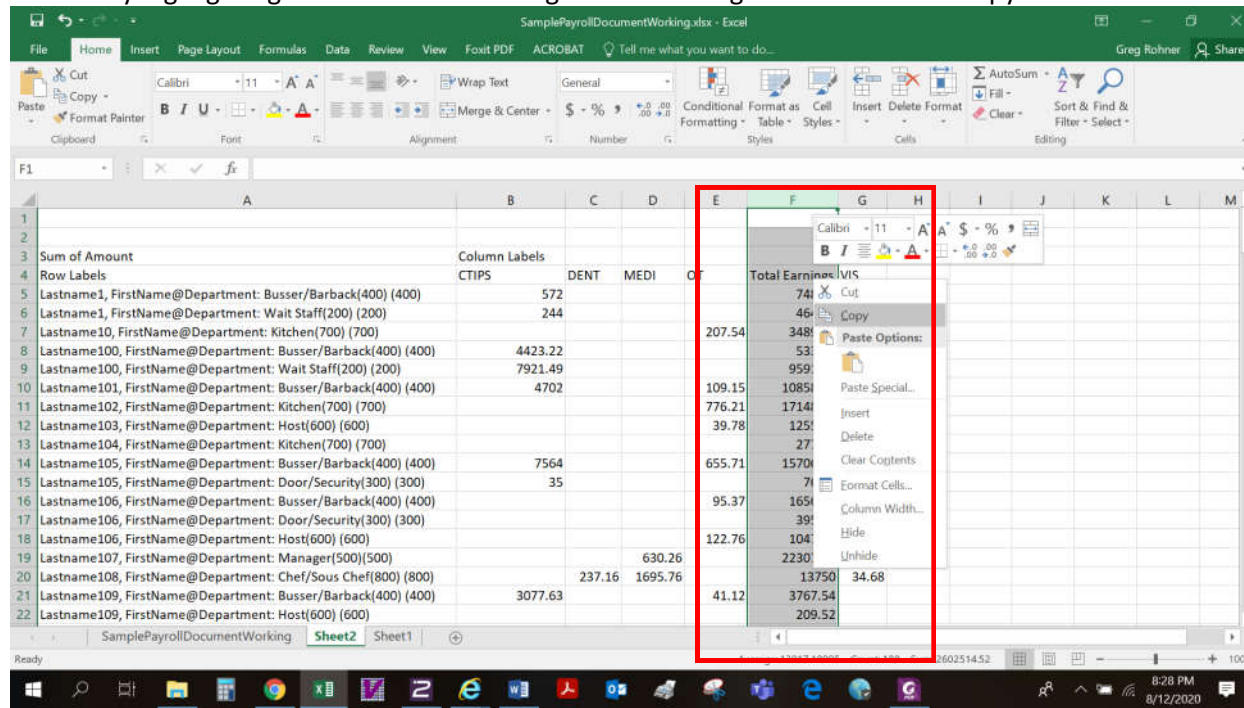
The screenshot shows the Excel interface with the 'Paste' menu open. The 'Paste as values' option is highlighted. The spreadsheet contains the following data:

Row Labels	CTIPS	DENT	MEDI	OT	Total Earnings	VIS	Grand Total
Department: Busser/Barback(400) (400)	572				748.41		1320.41
Department: Wait Staff(200) (200)	244				464.42		708.42
Department: Kitchen(700) (700)				207.54	3489.18		3696.72
Department: Busser/Barback(400) (400)	4423.22				5337.7		9760.92
Department: Wait Staff(200) (200)	7921.49				9591.25		17512.74
Department: Busser/Barback(400) (400)	4702			109.15	10858.59		15669.74
Department: Kitchen(700) (700)				776.21	17148.32		17924.53
Department: Host(600) (600)				39.78	1255.14		1294.92
Department: Kitchen(700) (700)					277.42		277.42
Department: Busser/Barback(400) (400)	7564			655.71	15706.02		23925.73
Department: Door/Security(300) (300)	35				76.73		111.73
Department: Busser/Barback(400) (400)				95.37	1656.82		1752.19
Department: Door/Security(300) (300)					395.56		395.56
Department: Host(600) (600)				122.76	1047.86		1170.62
Department: Manager(500) (500)			630.26		22307.73		22937.99
Department: Chef/Sous Chef(800) (800)		237.16	1695.76		13750	34.68	15717.6
Department: Busser/Barback(400) (400)	3077.63			41.12	3767.54		6886.29
Department: Host(600) (600)					209.52		209.52

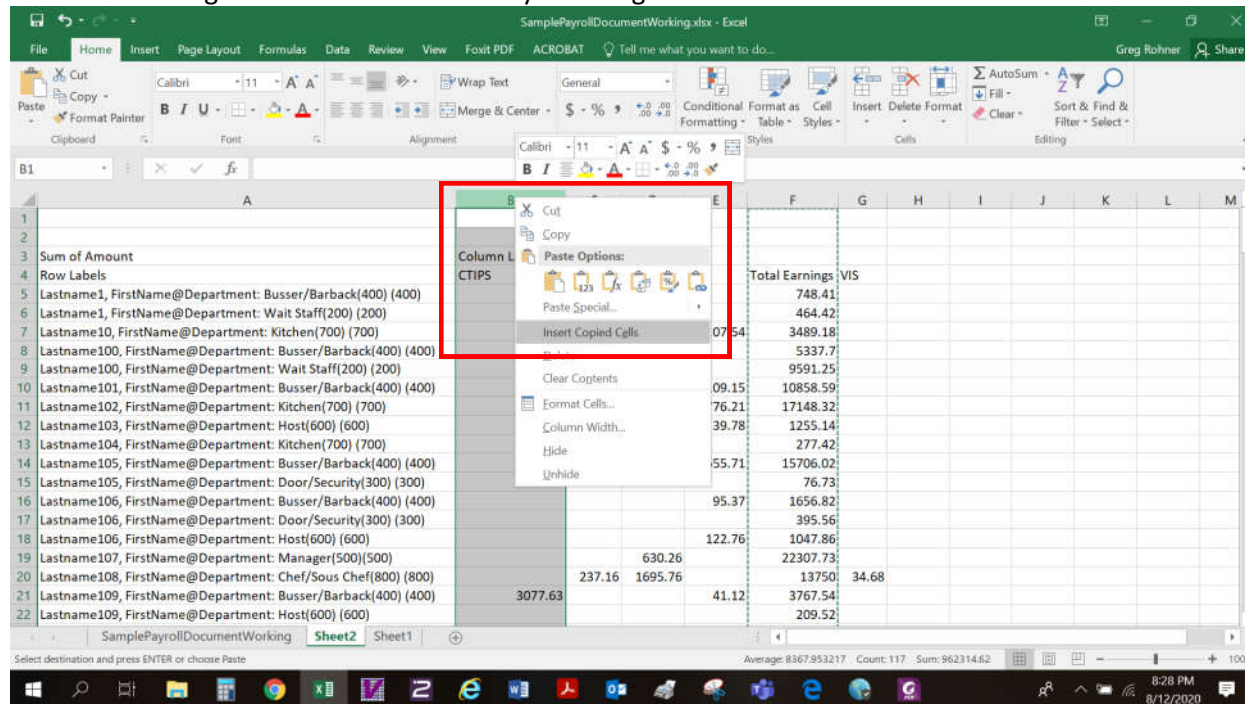
Delete the Grand Total column. This is a total of the grand total plus all of the other items you wanted to mine out.



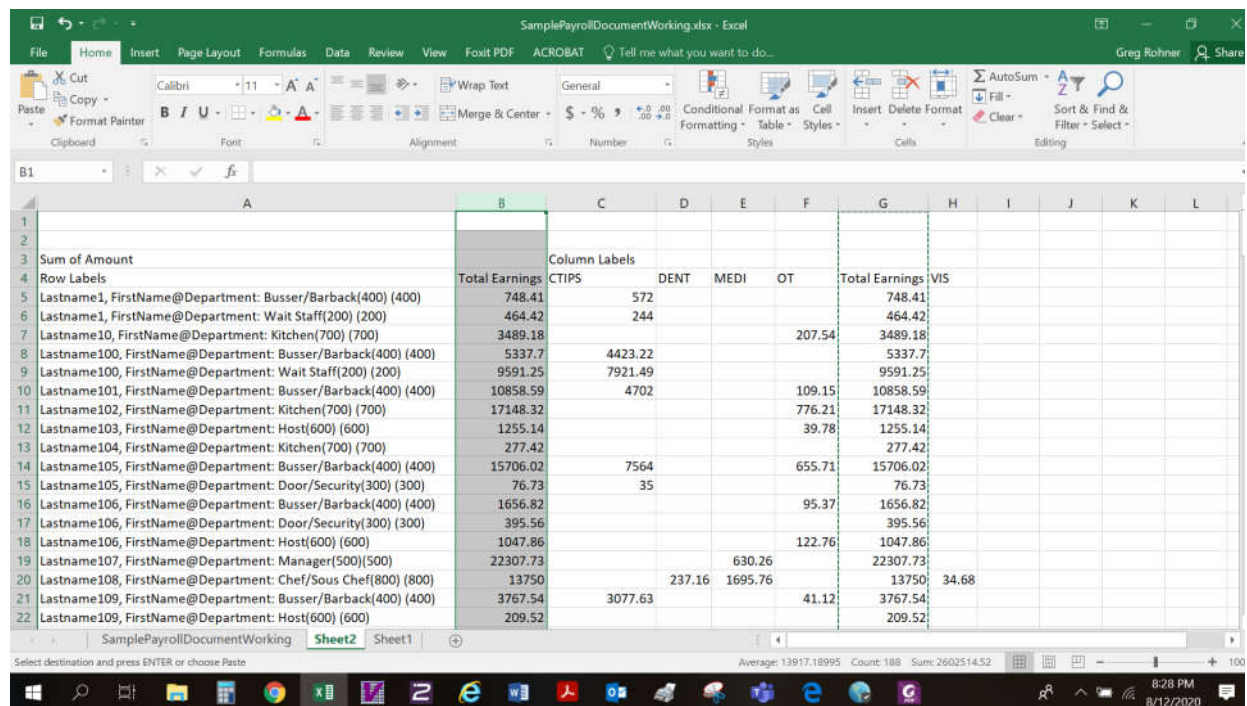
As you have saved this sheet as values, you can move columns without any difficulty. Typically on audit worksheets, the totals are show first then the deductions. You can move the total earnings column by highlighting the column and hitting control C or right click and select copy.



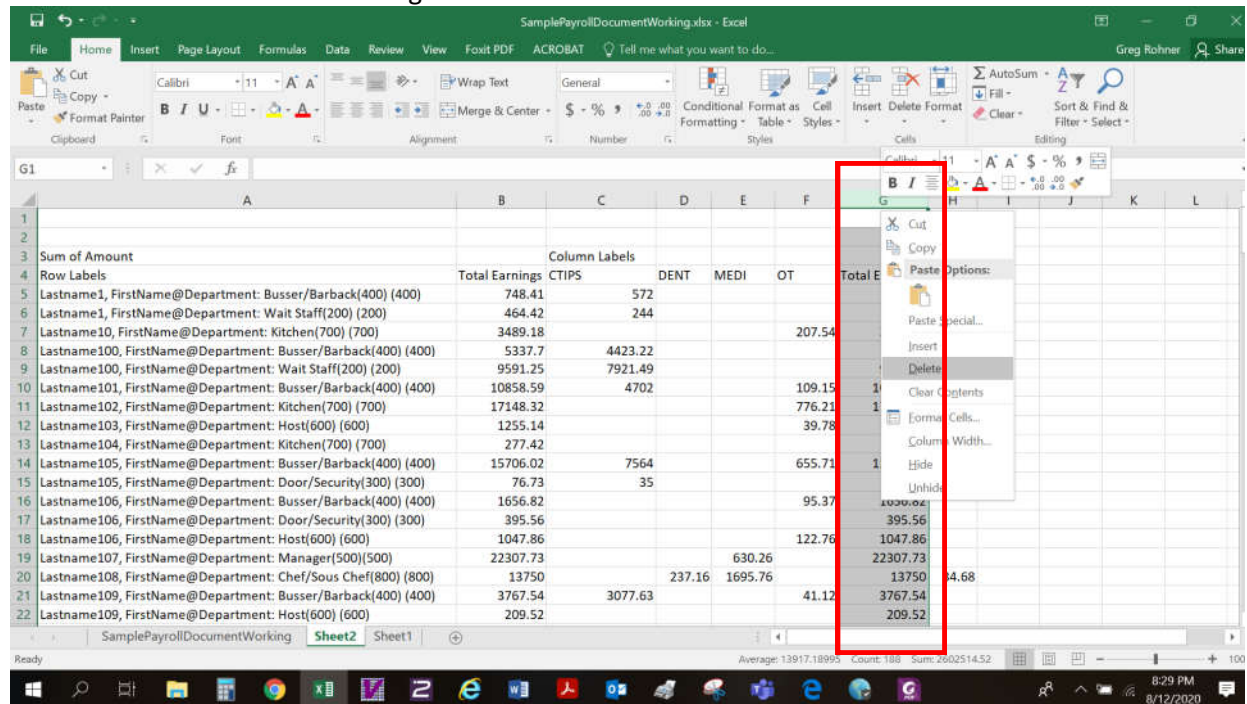
The Total Earnings column can be moved by inserting where desired



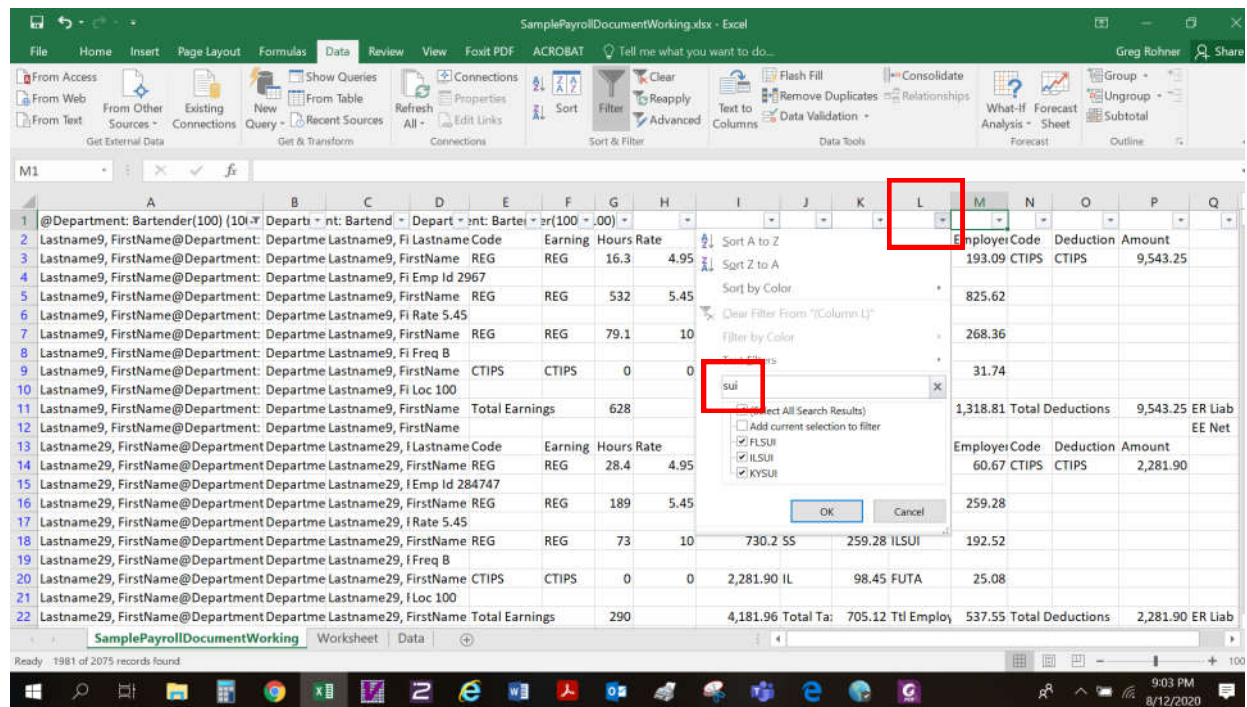
This is the result



Delete the unneeded total earnings column



Next we want to pull states. Often this can be done by using the SUI information which this report show. In the dropdown box in column L, type SUI in the dialog and click OK



This is the output.

The screenshot displays an Excel spreadsheet titled "SamplePayrollDocumentWorking.xlsx". The ribbon includes tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Font, PDF, ACROBAT, and a search bar. The Data tab is active, showing options like Show Queries, Show Queries, Refresh All, Properties, Connections, Sort, Filter, Reapply, Text to Columns, Flash Fill, Remove Duplicates, Consolidate, Relationships, What-If Analysis, Forecast, and Subtotal.

The spreadsheet contains a table with the following columns (A through Q):

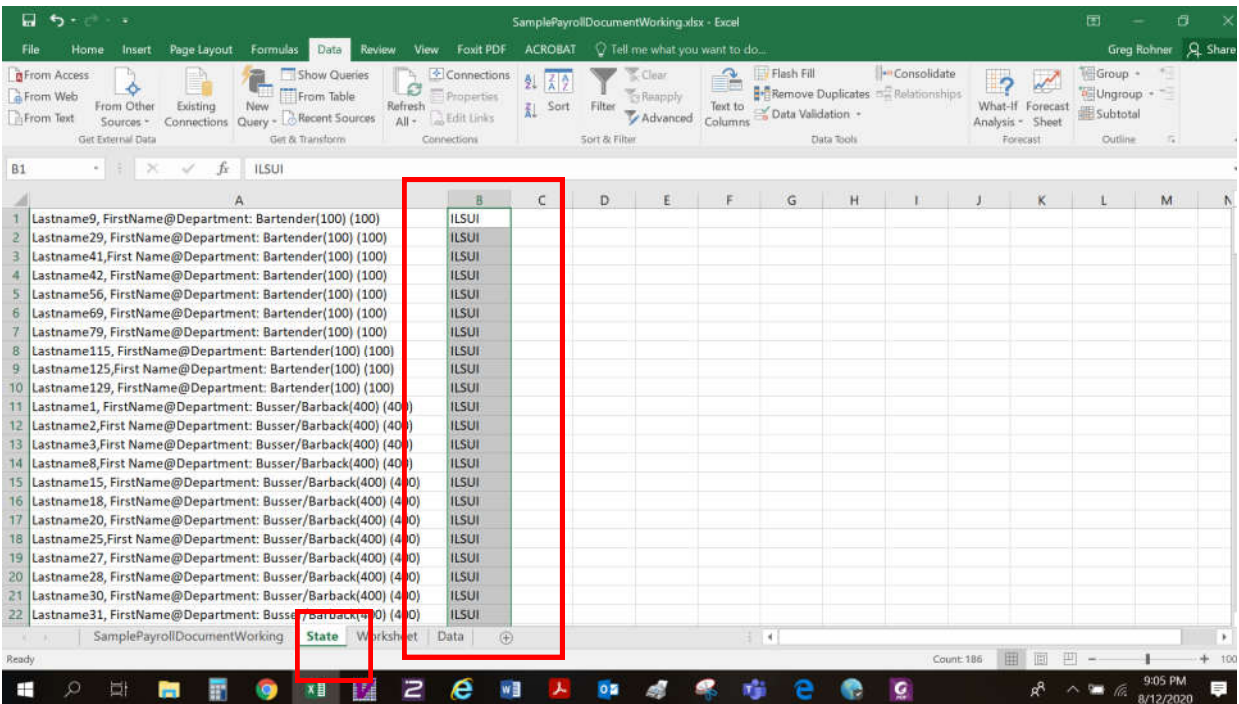
- A: Employee ID/Name (e.g., @Department: Bartender[100], 101, 102, etc.)
- B: Department (e.g., Department: Bartender, Department: Bartender, etc.)
- C: Employee Name (e.g., LastName9, FirstName, etc.)
- D: Employee Name (e.g., LastName9, FirstName, etc.)
- E: Employee Name (e.g., LastName9, FirstName, etc.)
- F: Employee Name (e.g., LastName9, FirstName, etc.)
- G: Employee Name (e.g., LastName9, FirstName, etc.)
- H: Employee Name (e.g., LastName9, FirstName, etc.)
- I: Employee Name (e.g., LastName9, FirstName, etc.)
- J: Employee Name (e.g., LastName9, FirstName, etc.)
- K: Employee Name (e.g., LastName9, FirstName, etc.)
- L: Employee Name (e.g., LastName9, FirstName, etc.)
- M: Employee Name (e.g., LastName9, FirstName, etc.)
- N: Employee Name (e.g., LastName9, FirstName, etc.)
- O: Employee Name (e.g., LastName9, FirstName, etc.)
- P: Employee Name (e.g., LastName9, FirstName, etc.)
- Q: Employee Name (e.g., LastName9, FirstName, etc.)

Red boxes highlight the first column (A), the 'F Rate' column (F), and the 'I' column (I). The bottom status bar indicates "Ready 186 of 2075 records found".

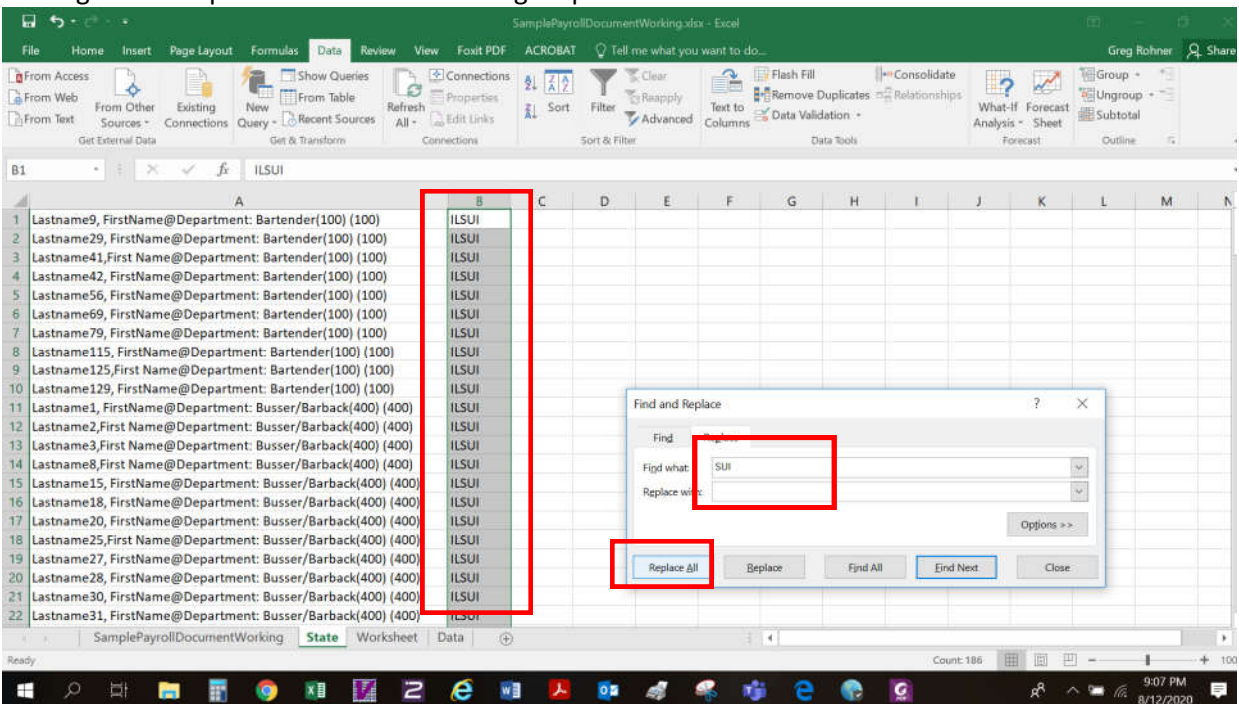
Copy the combined name and department column to a new page

The screenshot displays the Microsoft Excel interface with the 'Formulas' tab selected. The active worksheet is 'Sample', and the data is filtered to show results for 'Bartender(100)'. The data table is as follows:

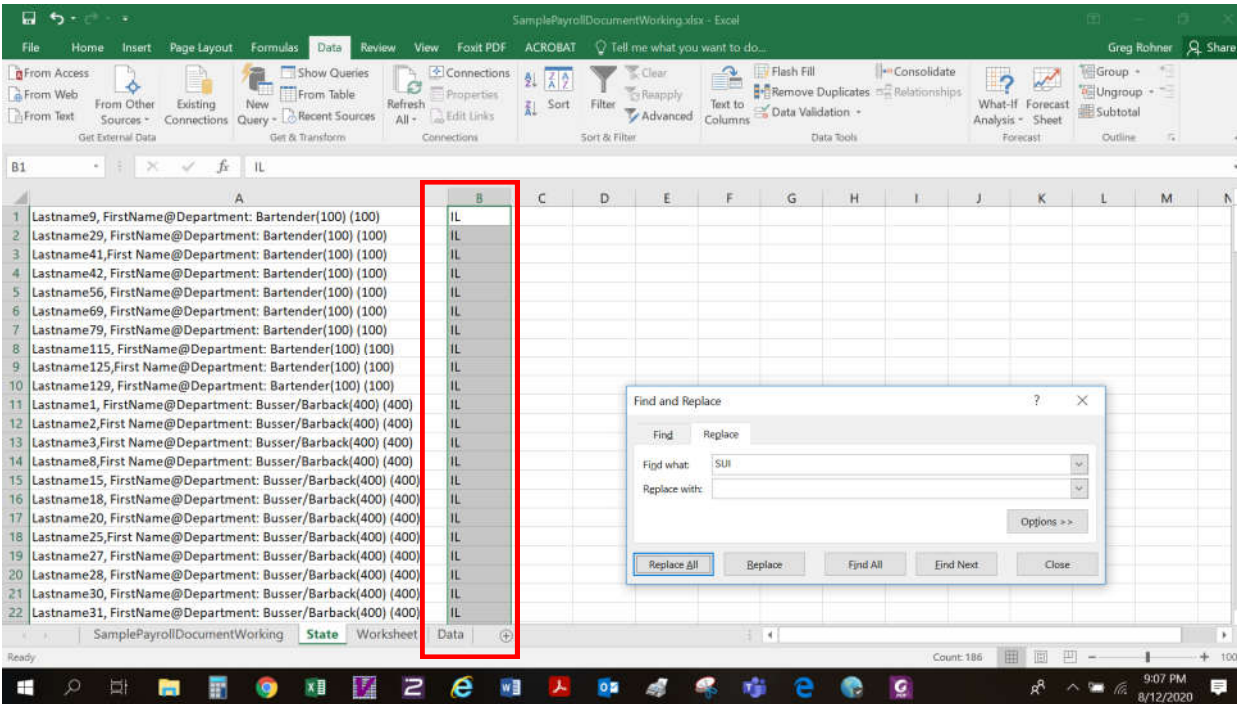
		D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	@Department: E	end	Depart	nt: Bartel	er(100	-	-	-	-	-	-	-	-	-	-
7	LastName9, First	LastName9, FirstName	REG	REG	79.1	10	791.3 SS		825.62 ILSUI	268.36					
18	LastName29, First	LastName29, FirstName	REG	REG	73	10	730.2 SS		259.28 ILSUI	192.52					
27	LastName41, First	LastName41, F Rate 5.45	REG	REG	184	10	1,844.80 SS		1,617.68 ILSUI	805.9					
37	LastName42, First	LastName42, FirstName	REG	REG	2.7	10	27 SS		611.24 ILSUI	275.2					
48	LastName56, First	LastName56, FirstName	CTIPS	CTIPS	0	0	7,074.95 SS		559.24 ILSUI	244.84					
59	LastName69, First	LastName69, FirstName	REG	REG	35.9	10	359.1 SS		909.81 ILSUI	691.27					
70	LastName79, First	LastName79, FirstName	REG	REG	5.27	10	52.7 SS		1,652.36 ILSUI	577.53					
82	LastName115, First	LastName115, FirstName	REG	REG	158	10	1,579.50 SS		873.6 ILSUI	663.17					
91	LastName125, First	LastName125, Rate 5.45	REG	REG	28	10	279.8 SS		88.54 ILSUI	54.98					
101	LastName129, First	LastName129, FirstName	CTIPS	CTIPS	0	0	150 SS		14.22 ILSUI	8.83					
121	LastName1, First	LastName1, FirstName	CTIPS	CTIPS	0	0	572 SS		46.4 ILSUI	28.82					
130	LastName2, First	LastName2, Fir Rate 8.25					SS		191.49 ILSUI	138.99					
138	LastName3, First	LastName3, Fir Rate 5.45	CTIPS	CTIPS	0	0	6,348.00 SS		462.73 ILSUI	175.22					
146	LastName8, First	LastName8, Fir Rate 5.45	REG	REG	3.37	10	33.7 SS		175.79 ILSUI	118.27					
156	LastName15, First	LastName15, FirstName	CTIPS	CTIPS	0	0	1,988.25 SS		143.29 ILSUI	88.98					
167	LastName18, First	LastName18, FirstName	CTIPS	CTIPS	0	0	1,023.00 SS		131.94 ILSUI	101.1					
178	LastName20, First	LastName20, FirstName					SS		23.73 ILSUI	16.89					
187	LastName25, First	LastName25, F Rate 5.45	CTIPS	CTIPS	0	0	2,214.08 SS		165.52 ILSUI	115.31	CTIPS	CTIPS	2,214.08		
197	LastName27, First	LastName27, FirstName	CTIPS	CTIPS	0	0	1,119.84 SS		84.54 ILSUI	52.5					
208	LastName28, First	LastName28, FirstName	CTIPS	CTIPS	0	0	456.07 SS		36.35 ILSUI	25.24					
219	LastName30, First	LastName30, FirstName	CTIPS	CTIPS	0	0	3,292.12 SS		245.74 ILSUI	160.5					



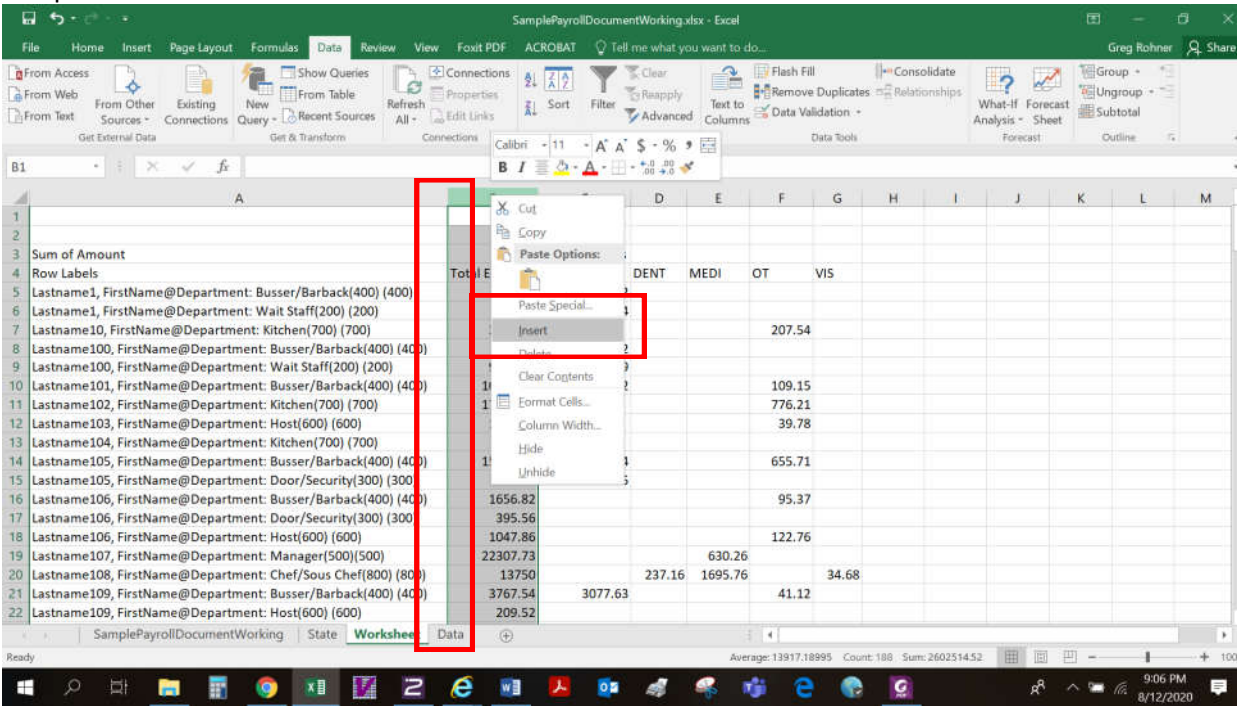
You can get rid of the verbiage “SUI” using control F, typing SUI in the “Find what” box and just clicking in the “replace with” box and clicking “replace all”



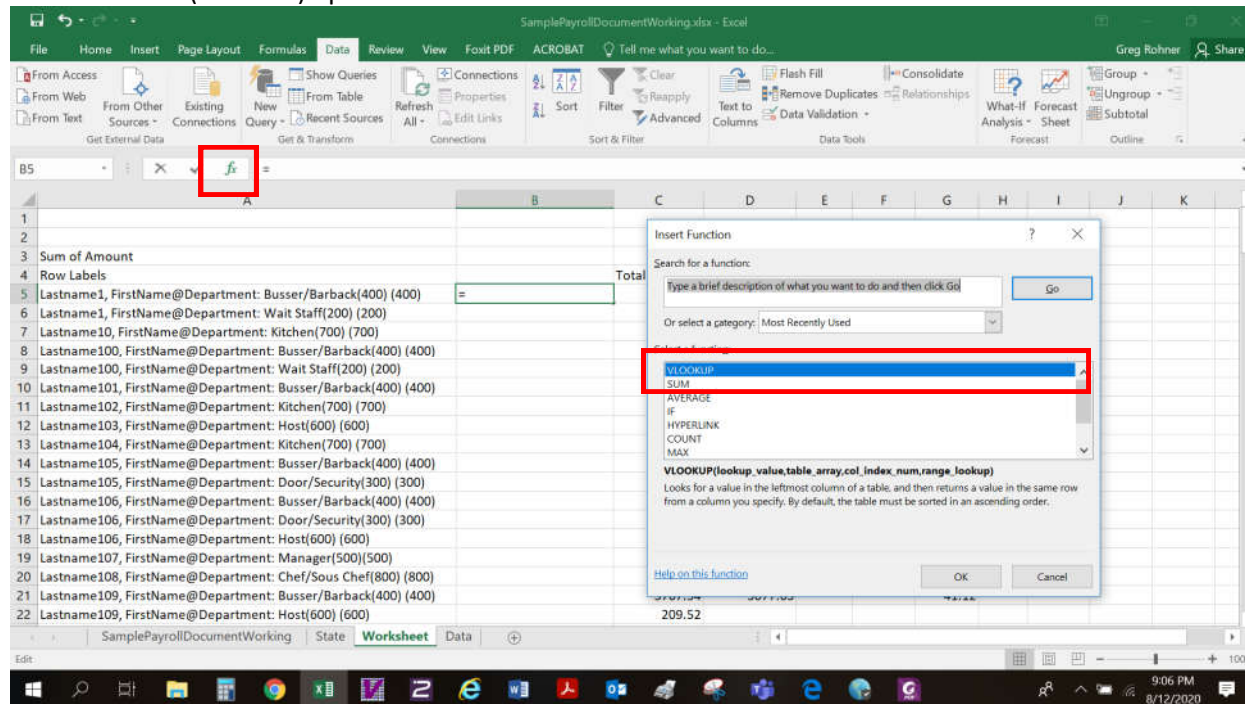
This is the result



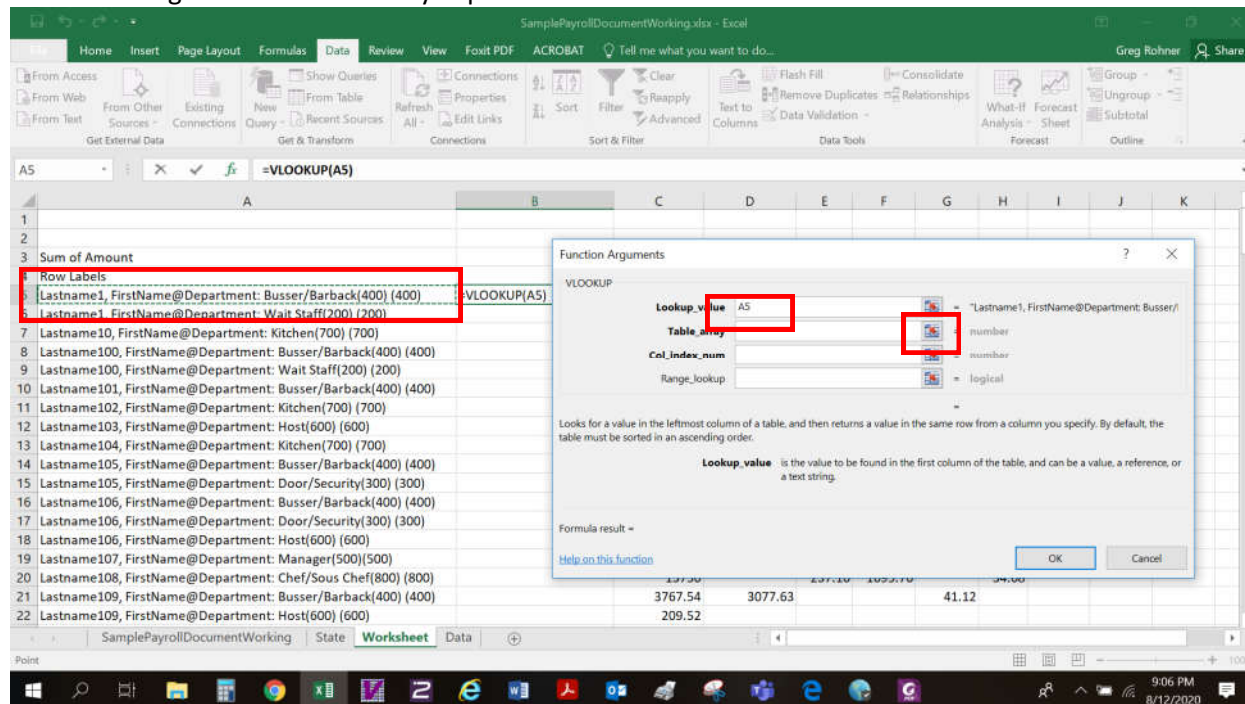
Insert a column next to the combined name and department information on the pivot table you just completed



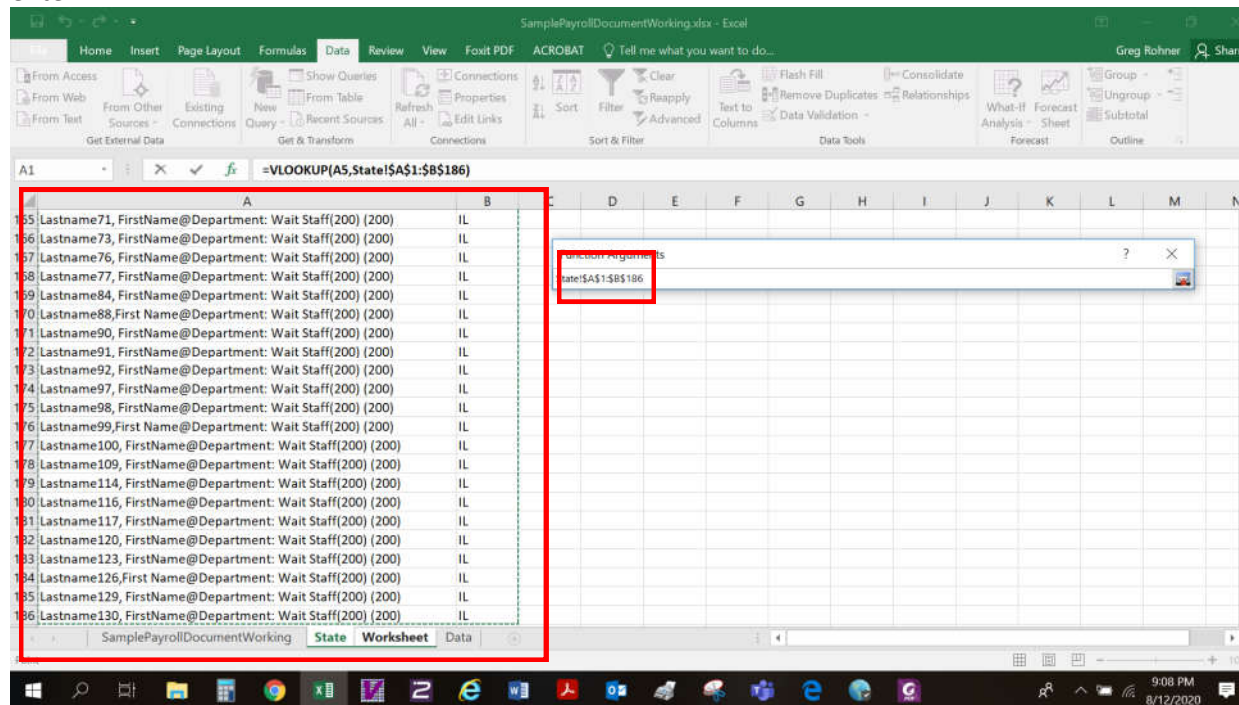
Click on the Fx (function) option and select VLOOKUP



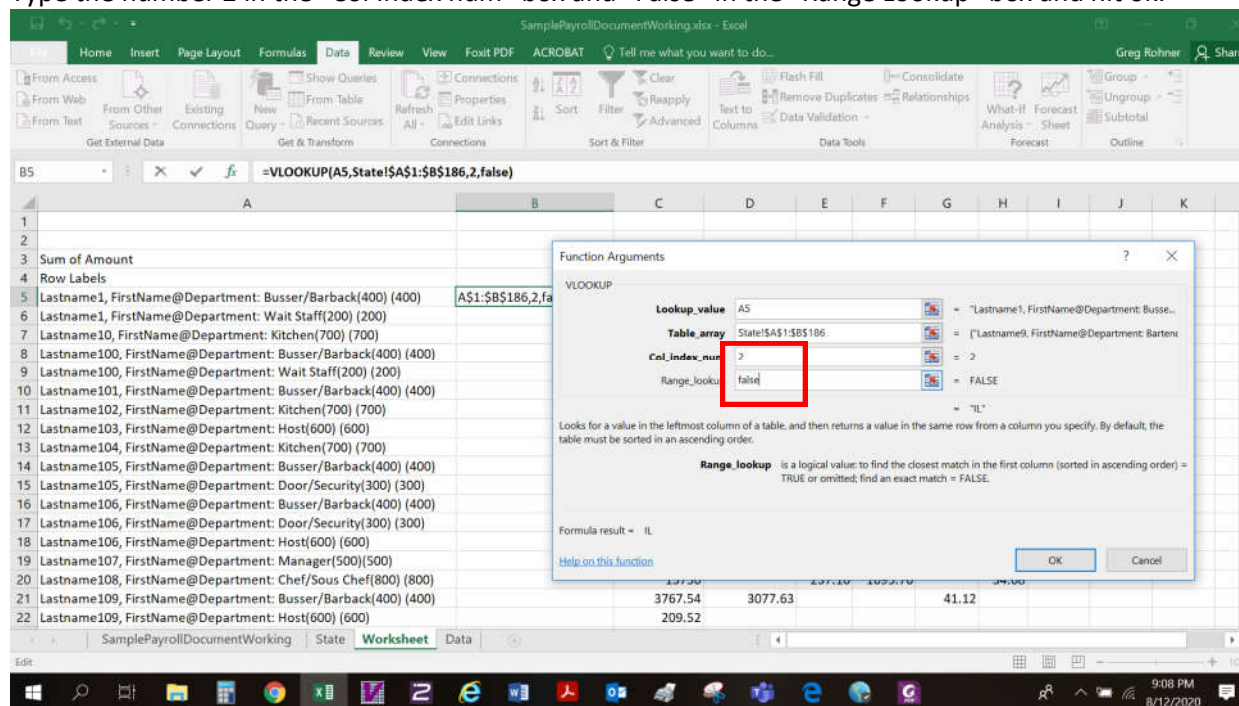
In the resulting box that comes up, type A5 in the lookup value (or click on that cell). Then click on the icon on the right of the "table array" option



You will get a dialog box like this. Click over to the page where you have the combined names and departments and states information. Highlight the entire data field on this page, hit the f4 key and hit enter.



Type the number 2 in the “Col Index num” box and “False” in the “Range Lookup” box and hit ok.



This is the result. Copy this formula down your entire data set on this page.

SamplePayrollDocumentWorking.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Font PDF ACROBAT Tell me what you want to do... Greg Rohner Share

From Access From Web From Other Sources Existing Connections New Query Recent Sources Refresh All Connections Sort Filter Clear Reapply Text to Columns Flash Fill Remove Duplicates Consolidate What-If Analysis Forecast Group Ungroup Subtotal

Get External Data Get & Transform Connections Sort & Filter Data Tools Forecast Outline

B5 =VLOOKUP(A5,State!\$A\$1:\$B\$186,2,FALSE)

Sum of Amount	Row Labels	Total Earnings	CTIPS	DENT	MEDI	OT	VIS
IL	IL	748.41	572				
IL	IL	464.42	244				
IL	IL	3489.18				207.54	
IL	IL	5337.7	4423.22				
IL	IL	9591.25	7921.49				
IL	IL	10858.59	4702			109.15	
IL	IL	17148.32				776.21	
IL	IL	1255.14				39.78	
IL	IL	277.42					
IL	IL	15706.02	7564			655.71	
IL	IL	76.73	35				
IL	IL	1656.82				95.37	
IL	IL	395.56					
IL	IL	1047.86				122.76	
IL	IL	22307.73			630.26		
IL	IL	13750		237.16	1695.76		34.68
IL	IL	3767.54	3077.63			41.12	
IL	IL	209.52					

SamplePayrollDocumentWorking State Worksheet Data

Ready

9:08 PM 8/12/2020

SamplePayrollDocumentWorking.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Font PDF ACROBAT Tell me what you want to do... Greg Rohner Share

From Access From Web From Other Sources Existing Connections New Query Recent Sources Refresh All Connections Sort Filter Clear Reapply Text to Columns Flash Fill Remove Duplicates Consolidate What-If Analysis Forecast Group Ungroup Subtotal

Get External Data Get & Transform Connections Sort & Filter Data Tools Forecast Outline

B5 =VLOOKUP(A5,State!\$A\$1:\$B\$186,2,FALSE)

Sum of Amount	Row Labels	Total Earnings	CTIPS	DENT	MEDI	OT	VIS
IL	IL	748.41	572				
IL	IL	464.42	244				
IL	IL	3489.18				207.54	
IL	IL	5337.7	4423.22				
IL	IL	9591.25	7921.49				
IL	IL	10858.59	4702			109.15	
IL	IL	17148.32				776.21	
IL	IL	1255.14				39.78	
IL	IL	277.42					
IL	IL	15706.02	7564			655.71	
IL	IL	76.73	35				
IL	IL	1656.82				95.37	
IL	IL	395.56					
IL	IL	1047.86				122.76	
IL	IL	22307.73			630.26		
IL	IL	13750		237.16	1695.76		34.68
IL	IL	3767.54	3077.63			41.12	
IL	IL	209.52					

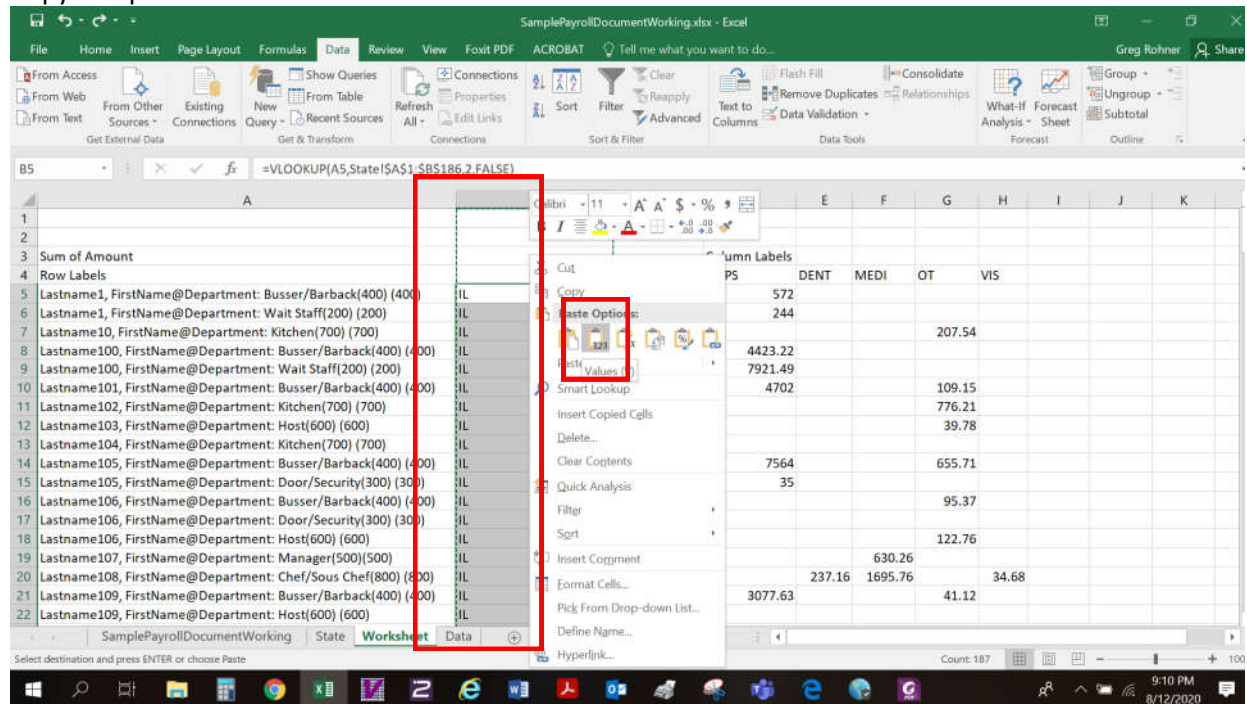
SamplePayrollDocumentWorking State Worksheet Data

Ready

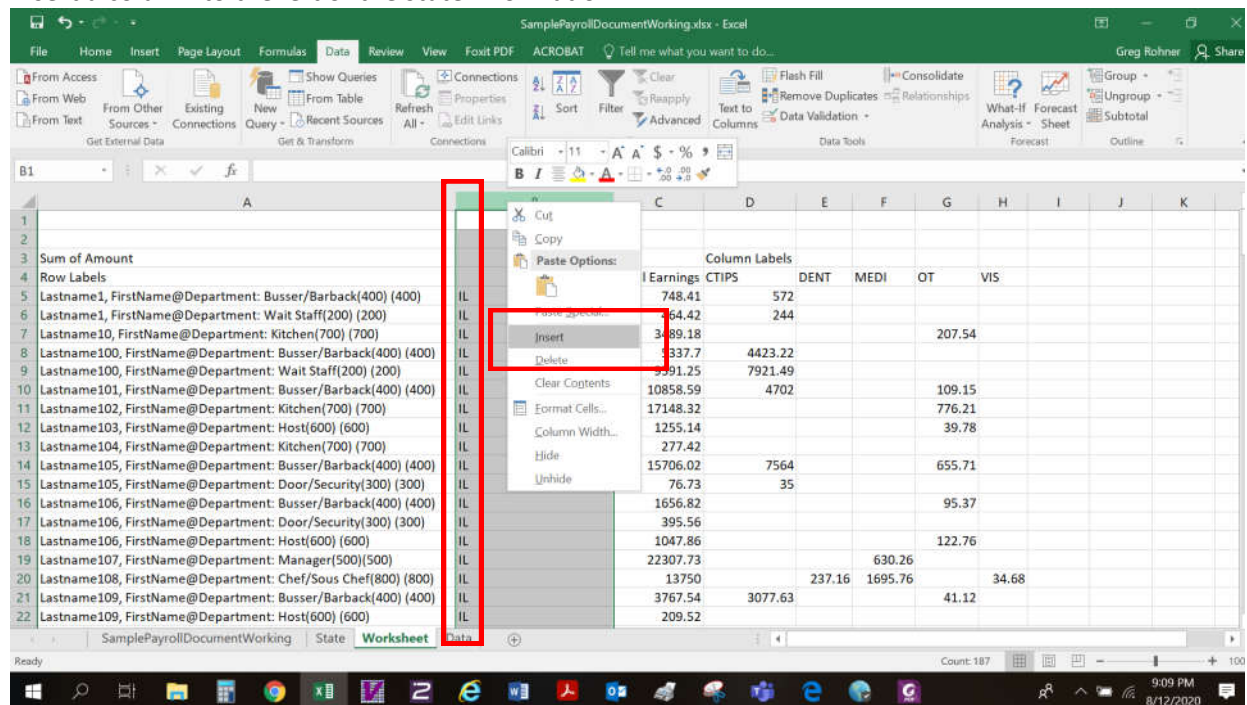
Count: 187

9:09 PM 8/12/2020

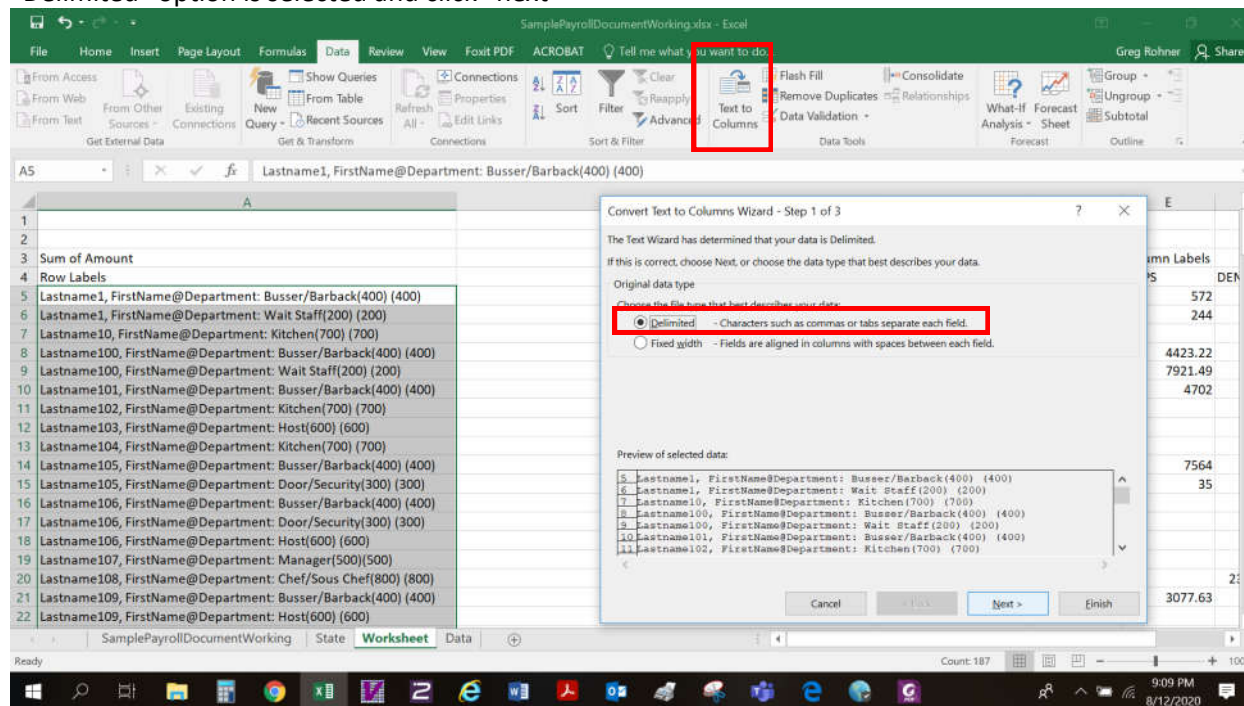
Copy and paste as values.



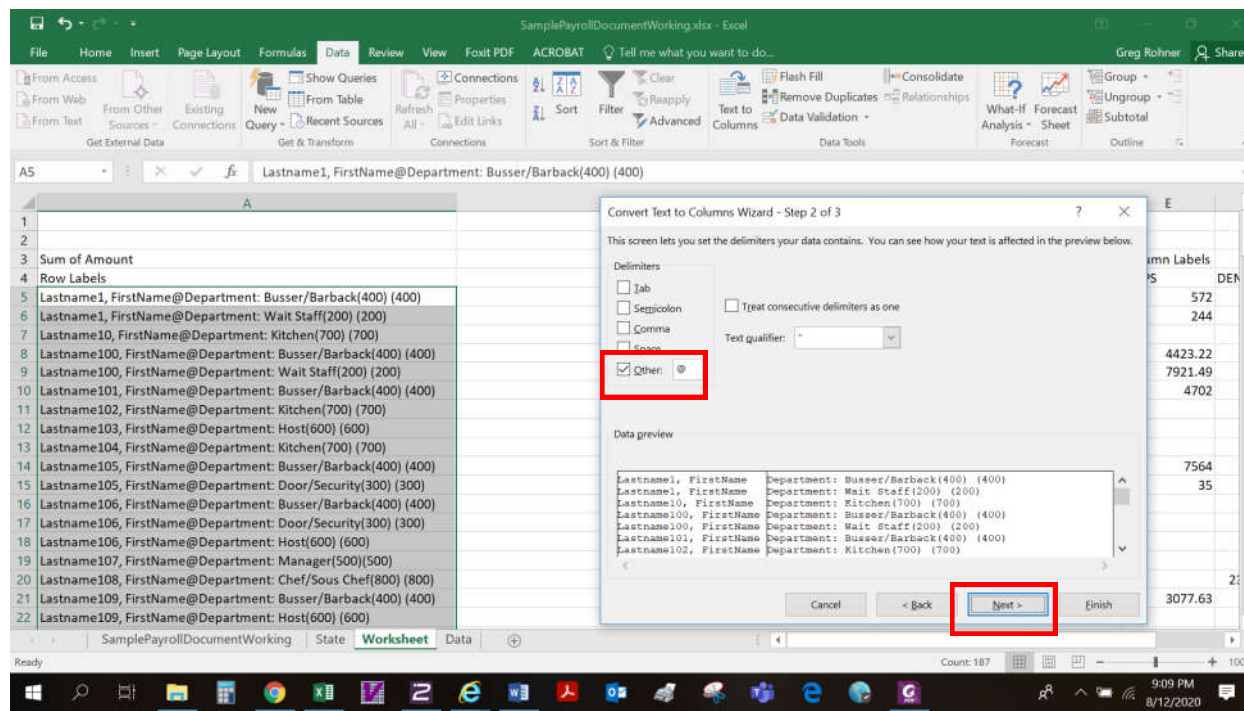
Insert a column to the left of the state information.



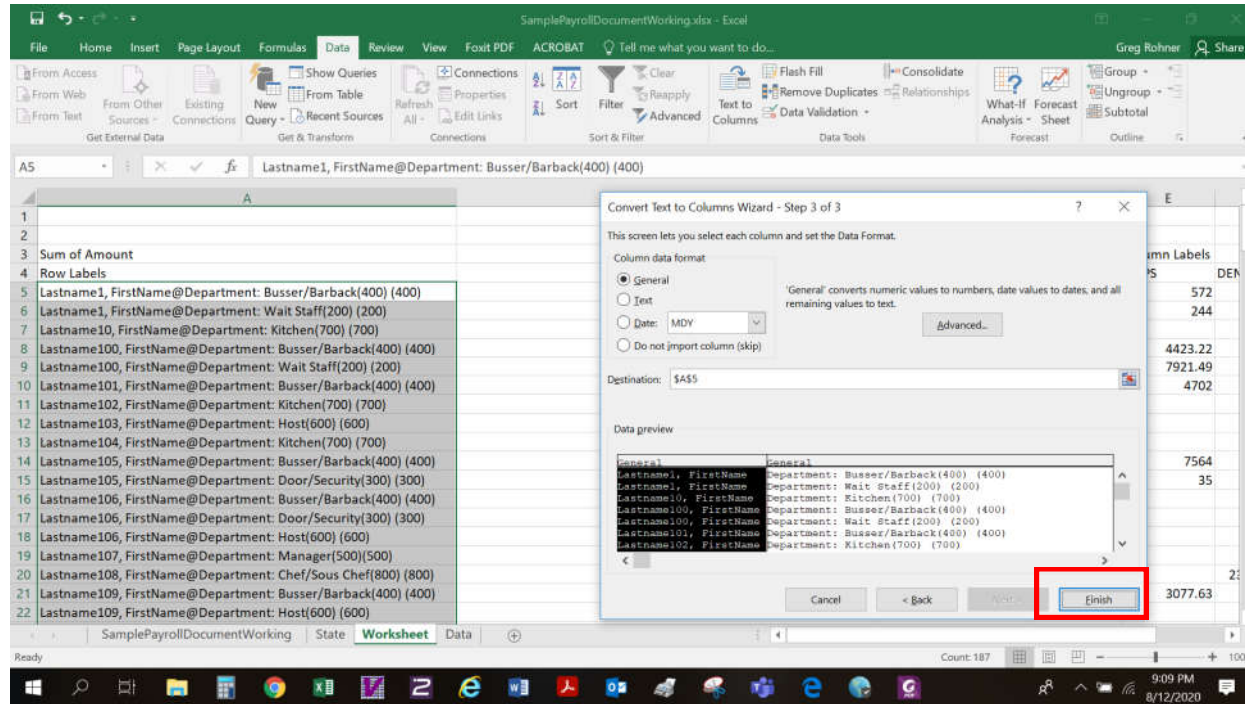
Click on “Text to Columns” on the “Data” tab. This is the box that will come up. Make certain the “Delimited” option is selected and click “next”



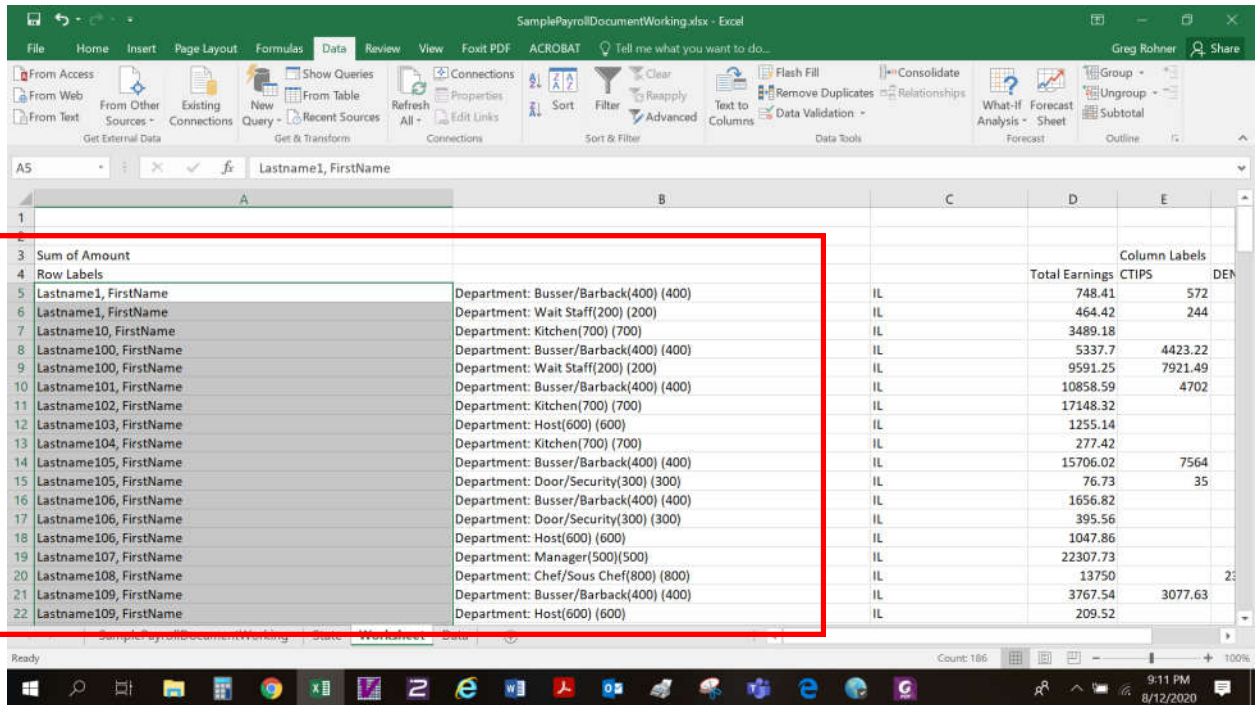
In the next dialog box, deselect any preselected options and select “other” and type “@” in the field next to that. Then click “next”



Click "Finish"



This is the result



You can then clean up your data and if using an audit software product import into that product.

	A	B	C	D	E	F	G	H	I
	Name	Department	State	Total Earnings	CTIPS	DENT	MEDI	OT	VIS
2	LastName1, FirstName	Department: Busser/Barback(400) (400)	IL	748.41	572				
3	LastName1, FirstName	Department: Wait Staff(200) (200)	IL	464.42	244				
4	LastName10, FirstName	Department: Kitchen(700) (700)	IL	5485.18				287.54	
5	LastName100, FirstName	Department: Busser/Barback(400) (400)	IL	5337.7	4423.22				
6	LastName100, FirstName	Department: Wait Staff(200) (200)	IL	9591.25	7921.49				
7	LastName101, FirstName	Department: Busser/Barback(400) (400)	IL	10858.59	4702			109.15	
8	LastName102, FirstName	Department: Kitchen(700) (700)	IL	17148.32				776.21	
9	LastName103, FirstName	Department: Host(600) (600)	IL	1255.14				39.78	
10	LastName104, FirstName	Department: Kitchen(700) (700)	IL	277.42					
11	LastName105, FirstName	Department: Busser/Barback(400) (400)	IL	15706.02	7564			655.71	
12	LastName105, FirstName	Department: Door/Security(300) (300)	IL	76.73	35				
13	LastName106, FirstName	Department: Busser/Barback(400) (400)	IL	1656.82				95.37	
14	LastName106, FirstName	Department: Door/Security(300) (300)	IL	395.56					
15	LastName106, FirstName	Department: Host(600) (600)	IL	1047.86				122.76	
16	LastName107, FirstName	Department: Manager(500) (500)	IL	22307.73			630.26		
17	LastName108, FirstName	Department: Chef/Sous Chef(800) (800)	IL	13750		237.16	1695.76		34.68
18	LastName109, FirstName	Department: Busser/Barback(400) (400)	IL	3767.54	3077.63			41.12	
19	LastName109, FirstName	Department: Host(600) (600)	IL	209.52					
20	LastName109, FirstName	Department: Wait Staff(200) (200)	IL	34358.67	28520.62			102.51	
21	LastName11, FirstName	Department: Kitchen(700) (700)	IL	3457.2					
22	LastName110, FirstName	Department: Busser/Barback(400) (400)	IL	3196.11	1583			50.7	