# Using Conversion Software for Data Entry for Premium Audits

Greg Rohner, APA National Society of Insurance Premium Auditors 2021 Conference

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### What we'll talk about

- Key items needed from reports to data mine information from.
  - Identify the employee with each row of data applicable to that employee
  - · Factor in subtotals and report totals when doing this analysis
  - Use filters to mine out data
  - What to do when customers send reports by week or multiple reports
- Roadblocks
  - Scanned Documents, especially ones with hand writing on them.
  - Documents with "floating information".

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### Creating and Using a Key Column

- Find a common element to each name and copy to a new column This can possibly come in the form of a comma or a consistent items in another column

  - Use filters to mine out this information
  - Use the "blanks" feature in the "go to" menu to equate data with each row If Department information is available, concatenate that with the names will save time
- If the report has subtotals or report totals, those need to be identified in this process
  - Otherwise you will end up with subtotals in your totals, throwing your numbers off
  - This can be done by immediately going to the last page of the report.

xproepartment, partender(100)(100)					
Lastname9, FirstName@Department: Bartender(100) (100)	Code	Earning		Rate	Amount
	REG	REG	Hours 16.3		
Lastname9, FirstName@Department: Bartender(100) (100)	KEG	REG	10.5	4.95	80.69
Lastname9, FirstName@Department: Bartender(100) (100)					
Lastname9, FirstName@Department: Bartender(100) (100)	REG	REG	532.33	5.45	2,901.24
Lastname9, FirstName@Department: Bartender(100) (100)					
Lastname9, FirstName@Department: Bartender(100) (100)	REG	REG	79.13	10	791.3
Lastname9, FirstName@Department: Bartender(100) (100)					
Lastname9, FirstName@Department: Bartender(100) (100)	CTIPS	CTIPS	(	0	9,543.25
Lastname9, FirstName@Department: Bartender(100) (100)					
Lastname9, FirstName@Department: Bartender(100) (100)	Total Earnings		627.76		13,316.48
Lastname9, FirstName@Department: Bartender(100) (100)					
Lastname29, FirstName@Department: Bartender(100) (100)	Code	Earning			Amount
Lastname29, FirstName@Department: Bartender(100) (100)	REG	REG	28.4	4.95	140.58
Lastname29, FirstName@Department: Bartender(100) (100)					
Lastname29, FirstName@Department: Bartender(100) (100)	REG	REG	188.86	5.45	1,029.28
Lastname29, FirstName@Department: Bartender(100) (100)					
Lastname29, FirstName@Department: Bartender(100) (100)	REG	REG	73.02	10	730.2
Lastname29, FirstName@Department: Bartender(100) (100)					
Lastname29, FirstName@Department: Bartender(100) (100)	CTIPS	CTIPS	C	0	2,281.90
Lastname29, FirstName@Department: Bartender(100) (100)					
Lastname29, FirstName@Department: Bartender(100) (100)	Total Earnings		290.28		4,181.96

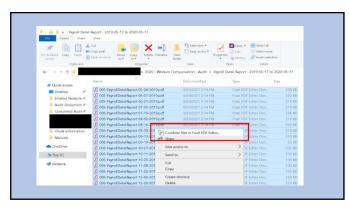
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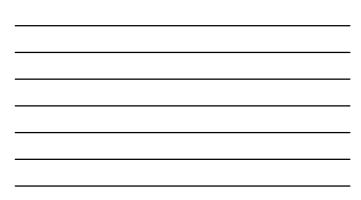
## Multiple Files

- Many pdf programs have the ability to merge files.
  Merging files and saving as 1 pdf then doing a conversion will allow for data to be extracted in 1 process. Ensure that your conversion fields include something to identify which period
  - the data comes from. • This helps you check your work
- This concept also works if you are using multiple reports (i.e. ADP Master Control reports) and want to show the detail

  - Use a key column to identify the periods using A, B, C.
    Concatenate the pay type and the letter to designate the period to organize for a pivot table

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24	A	В	С	D	
1		YTD 12/31/xx	YTD 3/1/xx	YTD 3/1/zz	
2	Name	GrossA	GrossB	GrossC	
3	Employee1	9999	-8888	9999	
4	Employee2	9999	-8888	9999	
5	Employee3	9999	-8888	9999	
6	Employee4	9999	-8888	9999	
7	Employee5	9999	-8888	9999	
8	Employee6	9999	-8888	9999	
9	Employee7	9999	-8888	9999	
0					

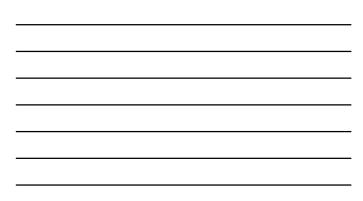
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### Scanned Documents

- Cogniview works in a very binary environment. It relies on perfection to do its work.
- Scanned documents, even what seems like perfect ones, can have slight variations that will throw off the program.
- Often landscape format documents are sent in portrait format, creating further issues.
- Handwriting and/or edits on documents create issues as well.

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# **Floating Information**

- Floating information is where rows of data are not consistent across the entire report.
   This is commonly found in a column where names are, and other columns have payroll data.

  - This will throw off the rows on Cogniview.

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· · · · · · · · · · · · · · · · · · ·		TIP	Overtime T Regular Te DECLARED T	50.87 9.91 1,965.31 0.00	491.1 95.5 10,809.8 48,607.0
NAMES OF THE CONTRACT A		Total Earnings		2,042.09	60,741.0
V         Hourly Vac         106.67           BGG         Banguet Ti         0.00         4,           OTB         Overtime B         38.64           Status: A         RET         Regular Te         1,531.86         8,	us: A Profile: FL/FL/FL	BQG OTB RET	Banquet Ti Overtime B Regular Te	0.00 38.64 1,631.86	Amoun 882.2 4,247.4 421.5 8,975.6 35,678.0

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		-		-
	Code Desc	Hours/Units	Amount	
	BRV Bereavemen	16.00	132.00	0.00
	V Hourly Vac	40.00	330.00	0.00
Name	RET Regular Te	24.26	126 88	0.00
Status: A	ENERGY A PARTY.			
Tax Profile: FL/FL/FL	TIP T	0.00	306.00	0.00
Gender: Male		-		
		1		
	and the second se		and the second second	
	Total Earnings	80.26	894.88	0.00
	Code Desc	Hours/Units	Amount	
	OTT Overtime T	4.94	46.24	0.00
	RET Regular Te	51.51	269.40	0.00
Name:				
Status: T	TIP T	0.00	685.00	0.00
Tax Profile: FL/FL/FL	-	-		-
Gender: Male				
			Concernance and	
	Total Earnings	56.45	1,000.64	0.00-
	Code Desc	Hours/Units	Amount	
	V Hourly Vac	84.85	700.10	0.00
	OTT Overtime T	154.30	1.572.92	0.00
Name:	RET Regular Te	1.805.70	10.888.97	0.04
Status: A	ENERGY A PRESS			
Tax Profile: FL/FL/FL	TIP T	0.00	21,433.00	0.08
Gender: Male				
	Total Earnings	2 044 86	34 594 99	0.14



