Foundation IP File Comparison Procedure

1. Prerequisites

1.1. Access to FIP

1.2. Access to CPA Direct

1.3. Microsoft (MS) Excel

1.4. Microsoft (MS) Access

1.5. Two (or more) files generated from reports

Back to top

2. Document Conventions

2.1. **Menu** and **Dialog Box** names are in **bold**.

2.2. *Variables* are in *italics.*

2.3. Mouse clicks and selections are in boxes.

2.4. NOTES are underlined.

Back to top

3. Procedural Notes

3.1. The procedure described below is used to create a file (or files) that can be used for comparison purposes. While the specific data fields listed in this document are

sufficient for that purpose, other/additional data fields may be required for other investigative tasks.

3.2. The expected elapsed time to complete each procedure outlined in this document is between 20 and 30 minutes (including time to export the data to Excel).

3.3. Ensure Excel files to be downloaded are closed before beginning the data import to Access.

3.4. The parameters selected during the procedures outlined in this document reflect specific comparisons and do not include all possible permutations. Several additional queries and comparisons are possible using Access but are not normally performed as part of the comparison / investigation process.

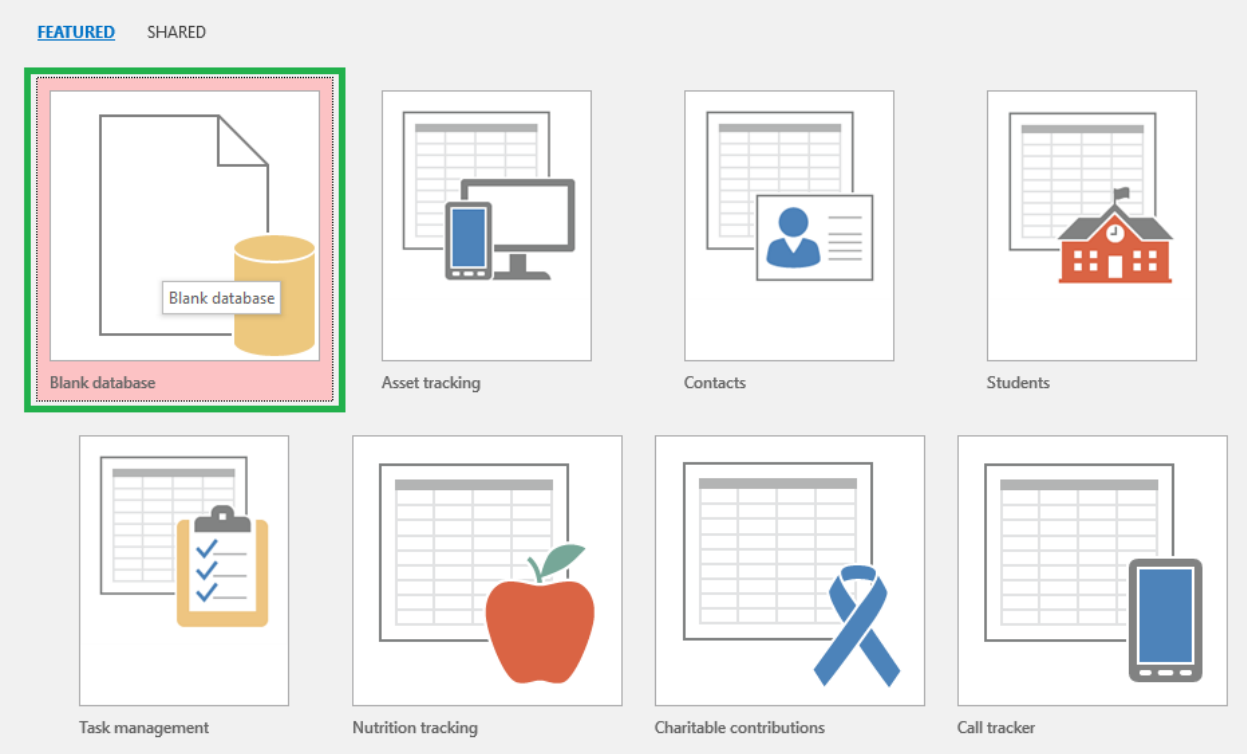
Back to top

4. Creating Tables in MS Access

4.1. Open MS Access.

4.2. Double click the Blank Database icon in the MS **Access** application workspace. See figure 4.1.

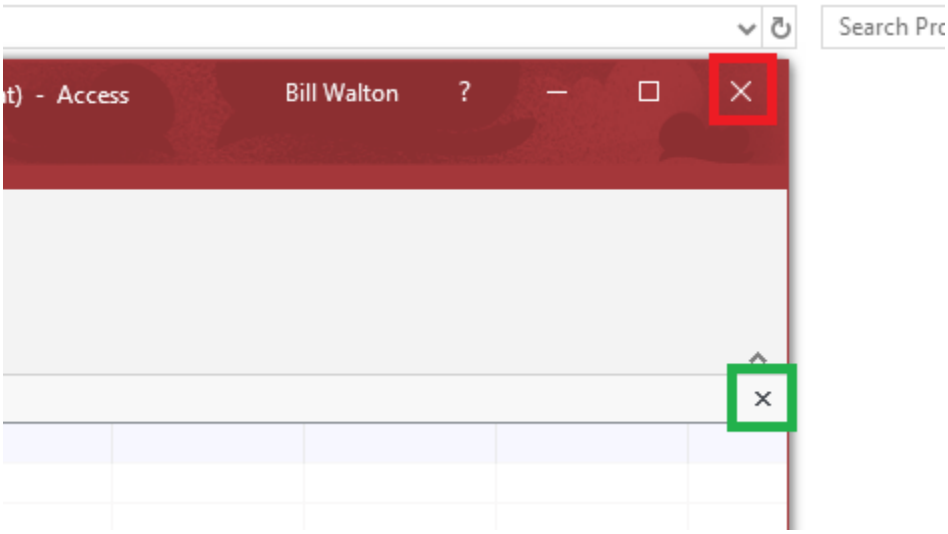
Figure 4.1. Blank Database icon in Access.



4.3. Close the **default blank table** by clicking the table close icon (**X**) in the upper right corner of the default table. See figure 4.2 (below).

NOTE: **Do not** close the program using the similar close icon in the far upper right corner of the Access display. If Access is closed in this manner work may not be saved. See figure 4.2.

Figure 4.2. Table close icon (green) and Access close icon (red).



NOTE: Ensure Excel files to be imported are closed before beginning the data import to Access.

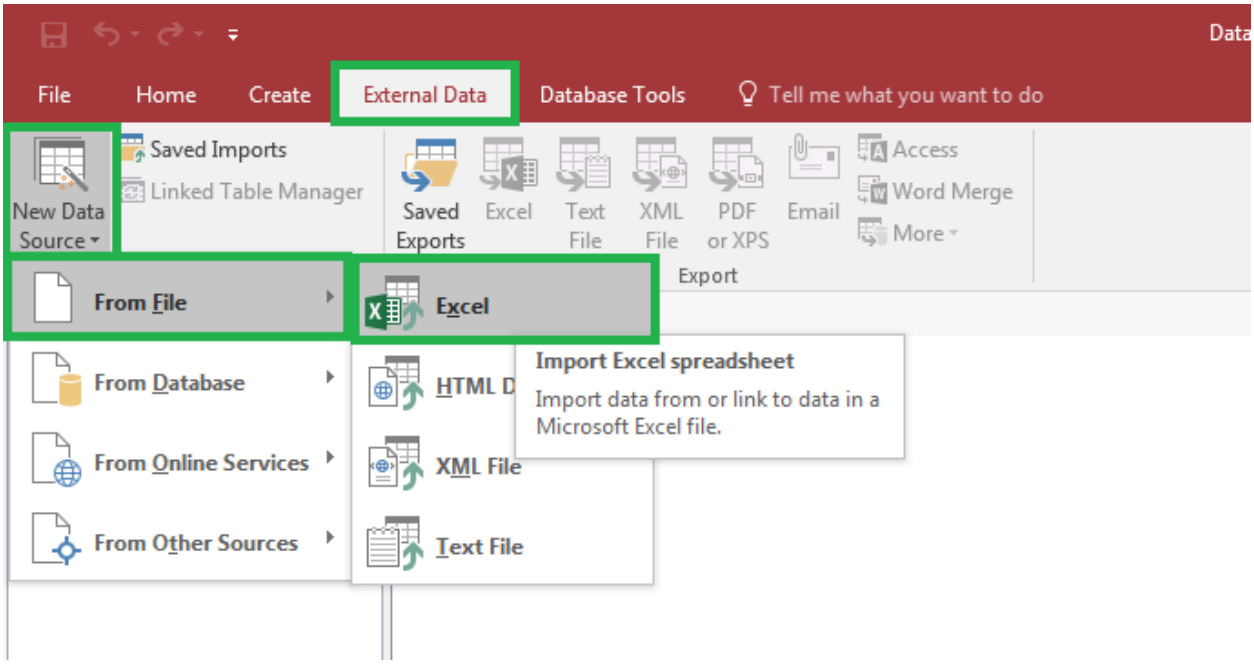
4.4. Click External Data in the menu bar at the top of the screen. See figure 4.3 (below).

4.5. Click New Data Source in the **External Data** menu. See figure 4.3 (below).

4.6. Hover over From File in the **New Data Source** dropdown menu. See figure 4.3 (below).

4.7. Hover over and select Excel in the **From File** dropdown menu. See figure 4.3.

Figure 4.3. External Data/New Data Source/From File/Excel menu selections.

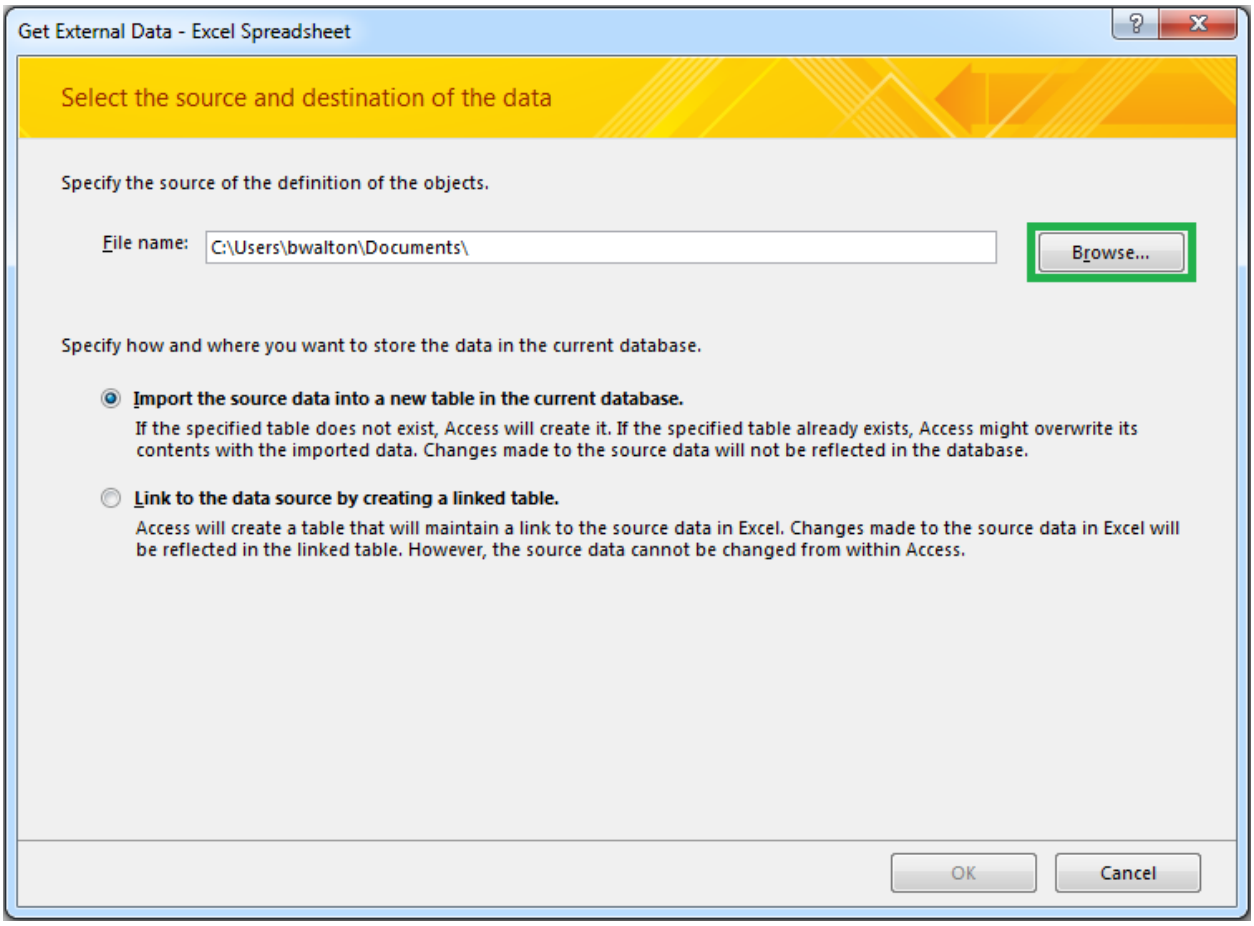


NOTE: Usually the file(s) to be imported will be formatted for Excel but they could be text file(s) or formatted other ways as necessary.

4.8. After Excel is selected from the **New Data Source** menu the **Get External Data - Excel Spreadsheet** dialog box opens. See figure 4.4 (below).

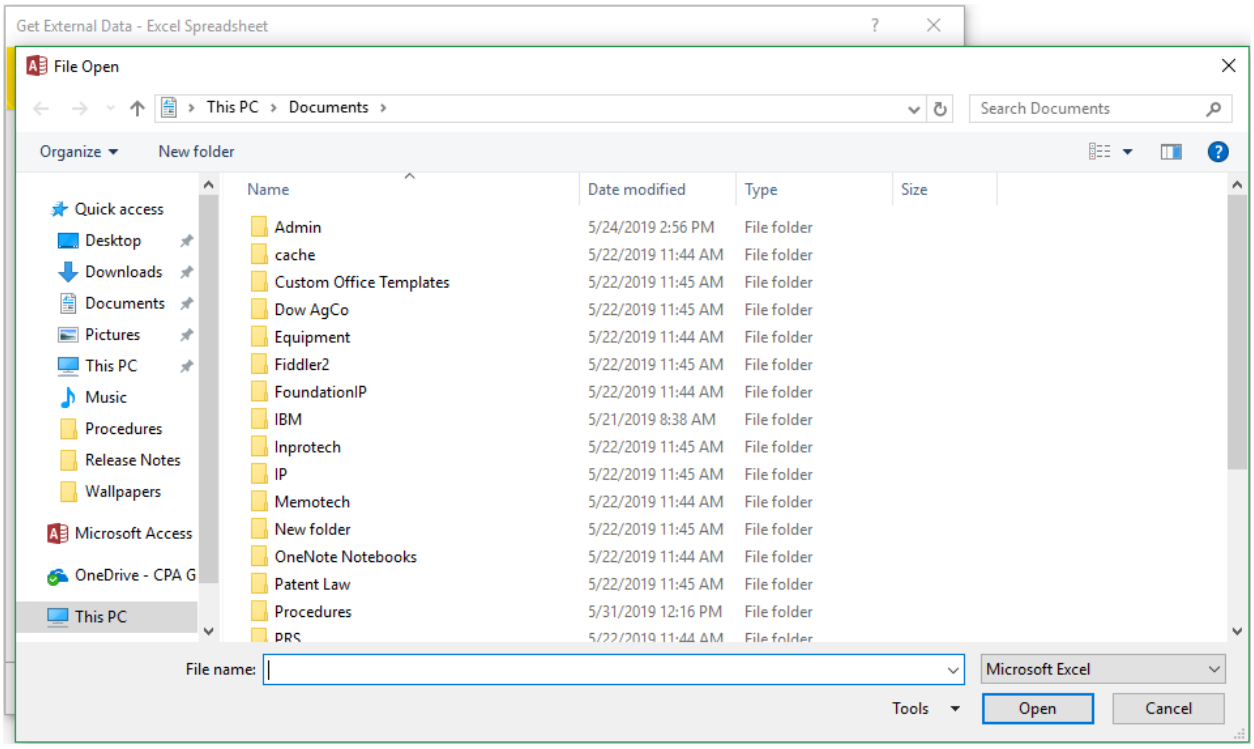
4.9. Click the Browse button near the top of the **Get External Data - Excel Spreadsheet** dialog box. See figure 4.4.

Figure 4.4. Browse button in the Get External Data – Excel Spreadsheet dialog box.



4.10. After Browse is clicked in the **Get External Data – Excel Spreadsheet** the Windows **File Open** dialog box is displayed. See figure 4.5.

Figure 4.5. Windows File Open dialog box.

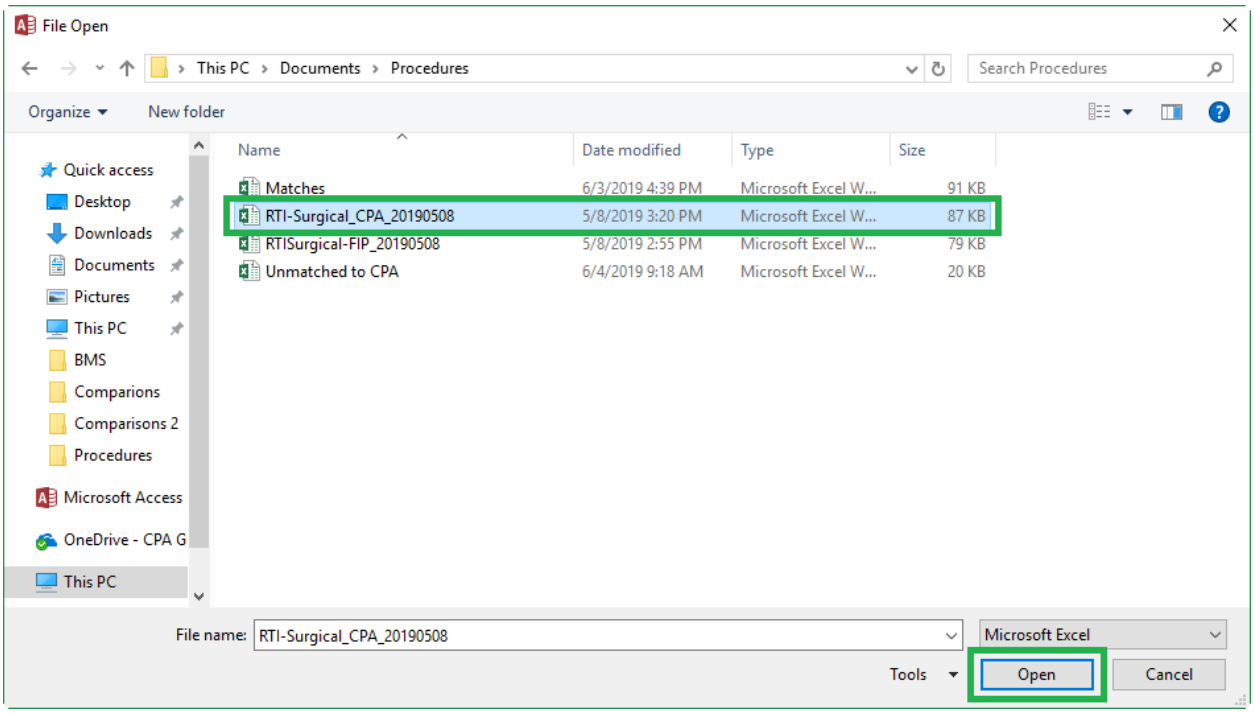


4.11. Navigate to the *location in which the report files to be imported are stored*. See figure 4.6 (below).

4.12. Select the *file to be imported*. See figure 4.6 (below).

4.13. Click Open to import the report file to **Access**. See figure 4.6.

Figure 4.6. File selected and Open in the Windows File Open dialog box.

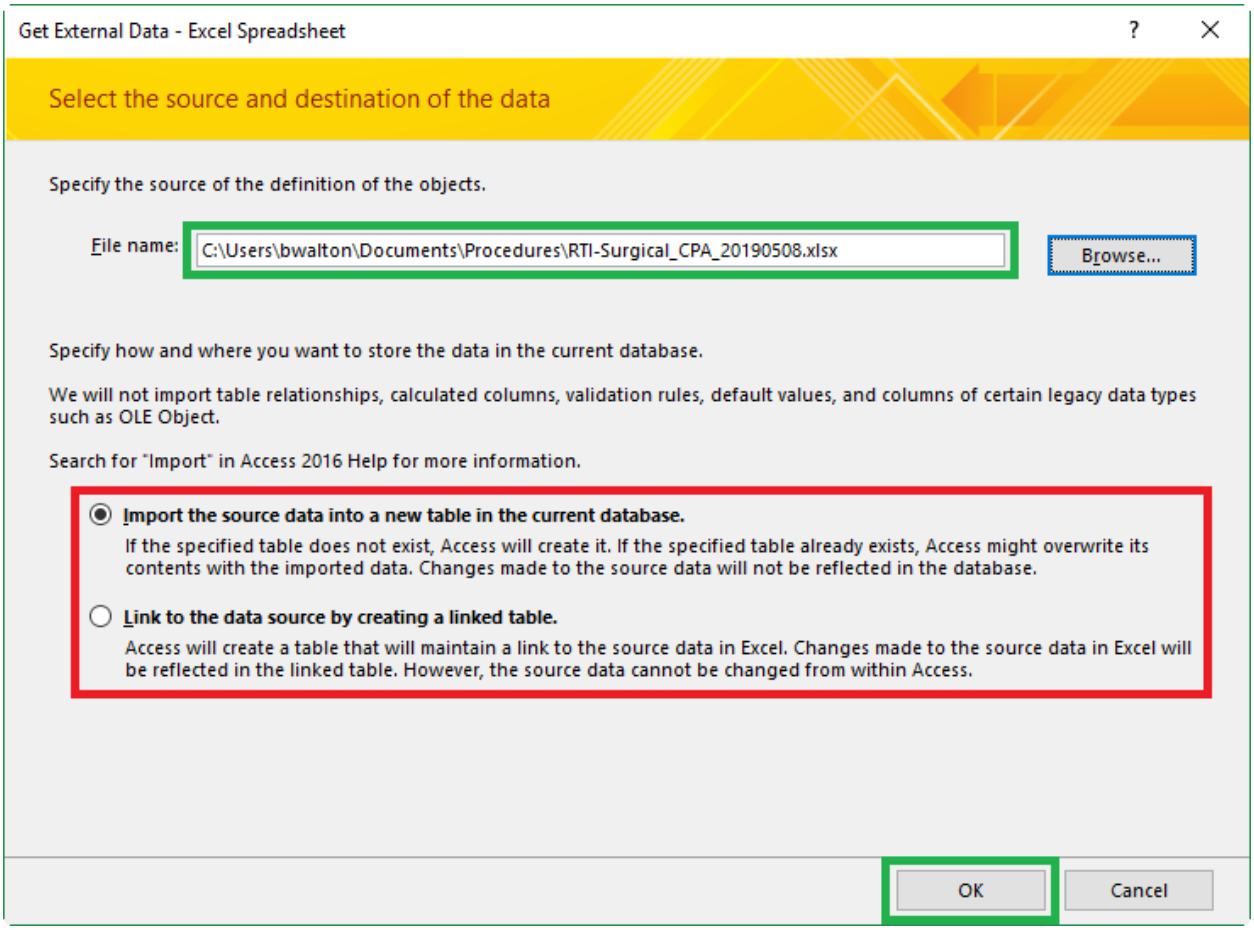


4.14. After Open is clicked in the **Windows File Open** dialog box the **Get External Data – Excel Spreadsheet** dialog box is displayed. See figure 4.7 (below).

NOTE: **Do not** change the settings under the **Search for "import"** section of the dialog box when selecting the second file to be imported. The default setting of *Import the source data into a new table in the current database* is the correct setting. See figure .7 (below).

4.15. Click OK in the lower right corner of the **Get External Data - Excel Spreadsheet** dialog box. See figure 4.7.

Figure 4.7. The Get External Data – Excel Spreadsheet dialog box with File Name, Import Settings, and OK button highlighted.

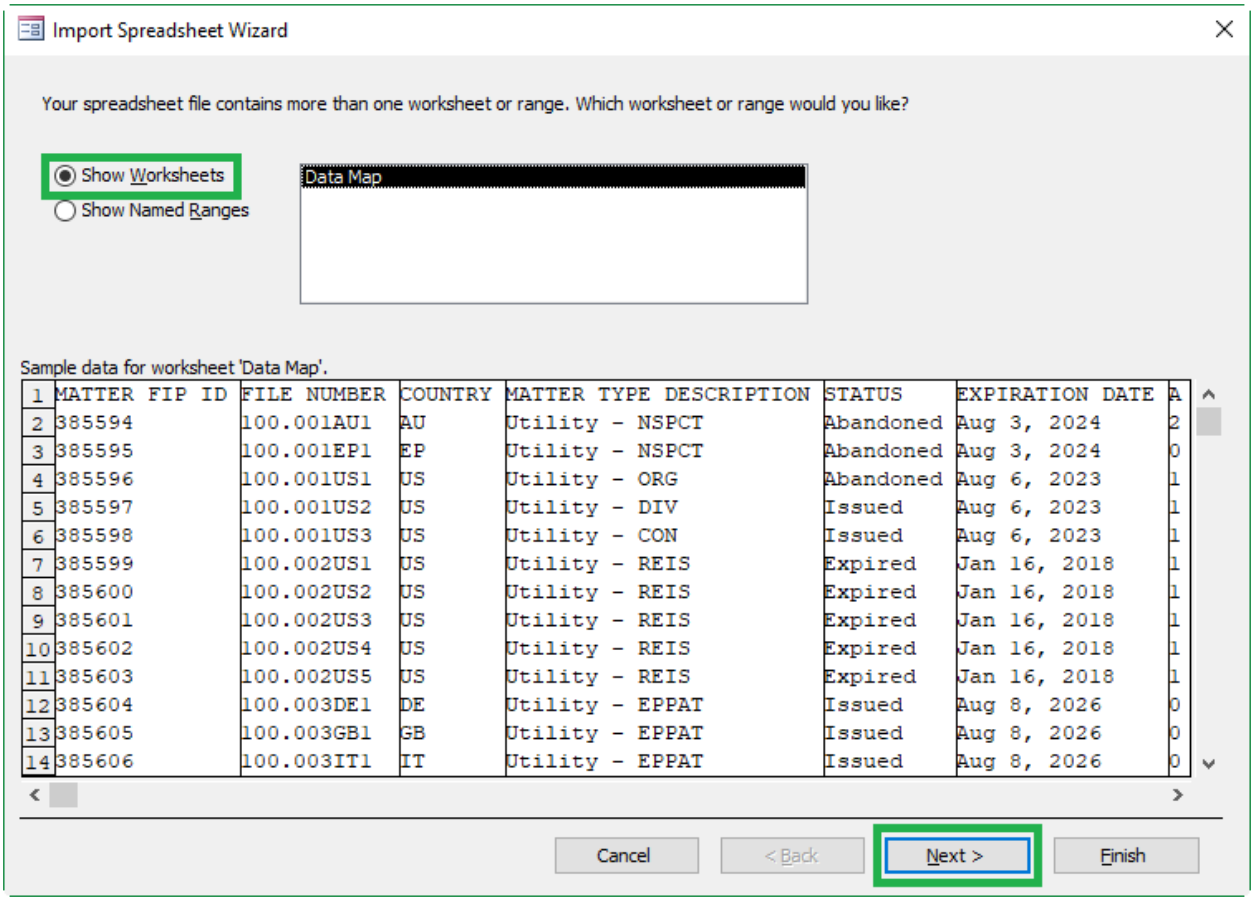


4.16. After OK is clicked in the **Get External Data – Excel Spreadsheet** dialog box the first (worksheet/range) **Import Spreadsheet Wizard** dialog box is displayed. See figure 4.8 (below).

4.17. In the first **Import Spreadsheet Wizard** dialog box the radio button next to *Show Worksheets* is selected by default. See figure 4.8 (below).

4.18. Click Next in the lower right corner of the first (worksheet/range) **Import Spreadsheet Wizard** dialog box. See figure 4.8.

Figure 4.8. The first dialog box of the Import Spreadsheet Wizard with Show Worksheets and Next highlighted.



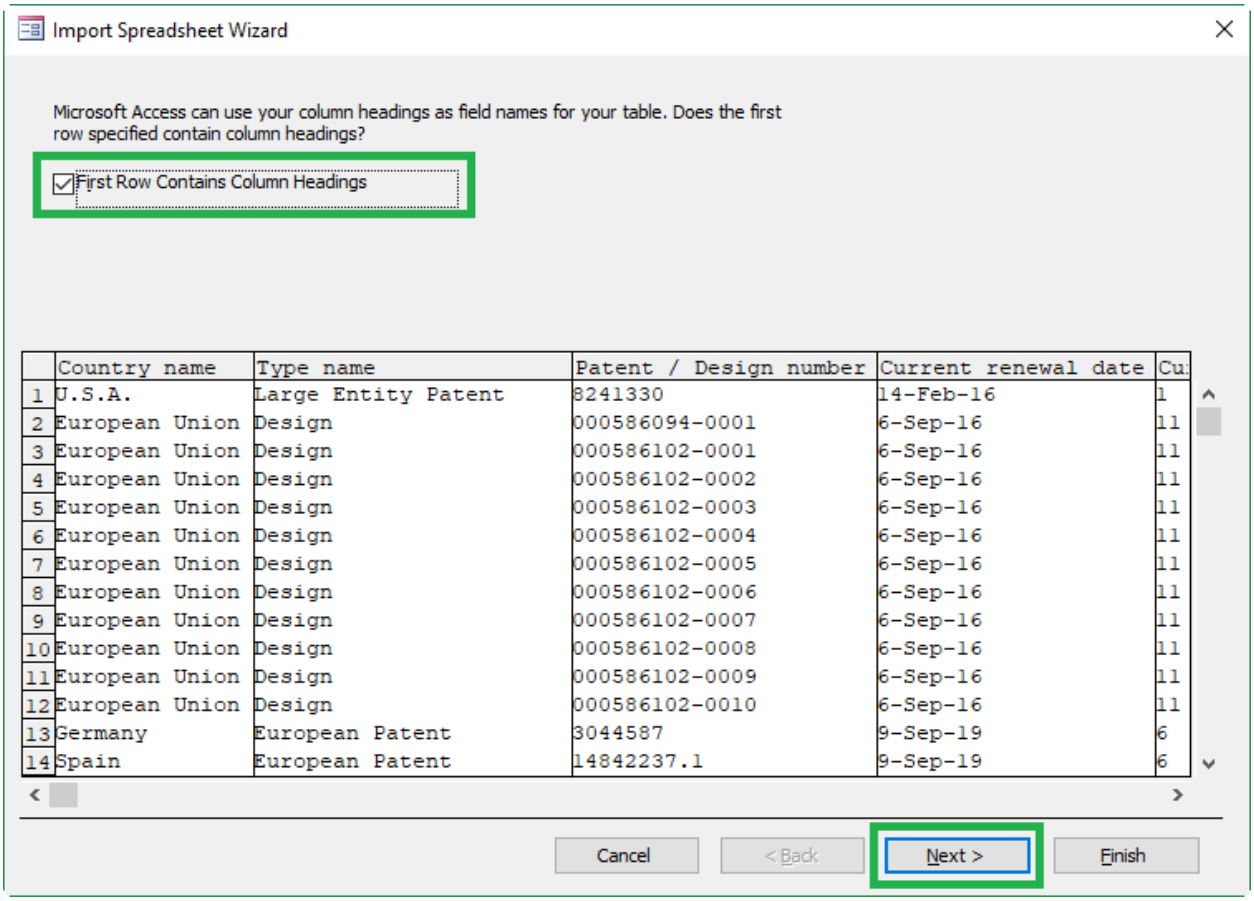
	MATTER FIP ID	FILE NUMBER	COUNTRY	MATTER TYPE DESCRIPTION	STATUS	EXPIRATION DATE	A
2	385594	100.001AU1	AU	Utility - NSPCT	Abandoned	Aug 3, 2024	2
3	385595	100.001EP1	EP	Utility - NSPCT	Abandoned	Aug 3, 2024	0
4	385596	100.001US1	US	Utility - ORG	Abandoned	Aug 6, 2023	1
5	385597	100.001US2	US	Utility - DIV	Issued	Aug 6, 2023	1
6	385598	100.001US3	US	Utility - CON	Issued	Aug 6, 2023	1
7	385599	100.002US1	US	Utility - REIS	Expired	Jan 16, 2018	1
8	385600	100.002US2	US	Utility - REIS	Expired	Jan 16, 2018	1
9	385601	100.002US3	US	Utility - REIS	Expired	Jan 16, 2018	1
10	385602	100.002US4	US	Utility - REIS	Expired	Jan 16, 2018	1
11	385603	100.002US5	US	Utility - REIS	Expired	Jan 16, 2018	1
12	385604	100.003DE1	DE	Utility - EPPAT	Issued	Aug 8, 2026	0
13	385605	100.003GB1	GB	Utility - EPPAT	Issued	Aug 8, 2026	0
14	385606	100.003IT1	IT	Utility - EPPAT	Issued	Aug 8, 2026	0

4.19. After Next is clicked in the first (worksheet/range) **Import Spreadsheet Wizard** dialog box the second (column headings) **Import Spreadsheet Wizard** dialog box is displayed. See figure 4.9 (below).

4.20. In the second **Import Spreadsheet Wizard** dialog box the check box next to **First Row Contains Column Headings** is checked by default. If it is not checked, click the checkbox next to *First Row Contains Column Headings* to select it. See figure 4.9 (below).

4.21. Click Next in the lower right corner of the second (column headings) **Import Spreadsheet Wizard** dialog box. See figure 4.9.

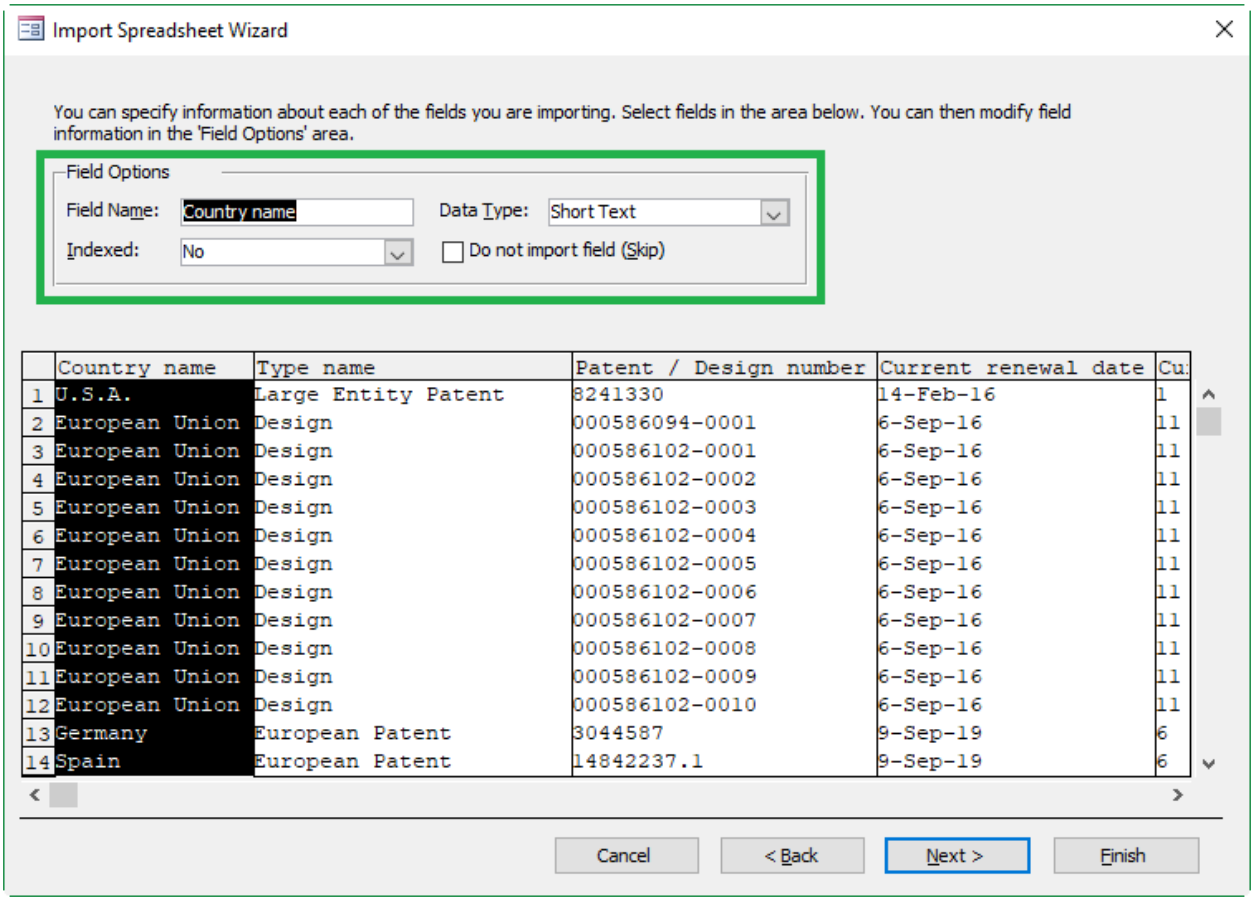
Figure 4.9. First Row Contains Column Headings checkbox and Next highlighted in the second Import Spreadsheet Wizard dialog box.



	Country name	Type name	Patent / Design number	Current renewal date	Cu
1	U.S.A.	Large Entity Patent	8241330	14-Feb-16	1
2	European Union	Design	000586094-0001	6-Sep-16	11
3	European Union	Design	000586102-0001	6-Sep-16	11
4	European Union	Design	000586102-0002	6-Sep-16	11
5	European Union	Design	000586102-0003	6-Sep-16	11
6	European Union	Design	000586102-0004	6-Sep-16	11
7	European Union	Design	000586102-0005	6-Sep-16	11
8	European Union	Design	000586102-0006	6-Sep-16	11
9	European Union	Design	000586102-0007	6-Sep-16	11
10	European Union	Design	000586102-0008	6-Sep-16	11
11	European Union	Design	000586102-0009	6-Sep-16	11
12	European Union	Design	000586102-0010	6-Sep-16	11
13	Germany	European Patent	3044587	9-Sep-19	6
14	Spain	European Patent	14842237.1	9-Sep-19	6

4.22. After Next is clicked in the second (column headings) **Import Spreadsheet Wizard** dialog box the third (field options) **Import Spreadsheet Wizard** dialog box is displayed. See figure 4.10.

Figure 4.10. Field Options in the third Import Spreadsheet Wizard dialog box.



	Country name	Type name	Patent / Design number	Current renewal date	Cu
1	U.S.A.	Large Entity Patent	8241330	14-Feb-16	1
2	European Union	Design	000586094-0001	6-Sep-16	11
3	European Union	Design	000586102-0001	6-Sep-16	11
4	European Union	Design	000586102-0002	6-Sep-16	11
5	European Union	Design	000586102-0003	6-Sep-16	11
6	European Union	Design	000586102-0004	6-Sep-16	11
7	European Union	Design	000586102-0005	6-Sep-16	11
8	European Union	Design	000586102-0006	6-Sep-16	11
9	European Union	Design	000586102-0007	6-Sep-16	11
10	European Union	Design	000586102-0008	6-Sep-16	11
11	European Union	Design	000586102-0009	6-Sep-16	11
12	European Union	Design	000586102-0010	6-Sep-16	11
13	Germany	European Patent	3044587	9-Sep-19	6
14	Spain	European Patent	14842237.1	9-Sep-19	6

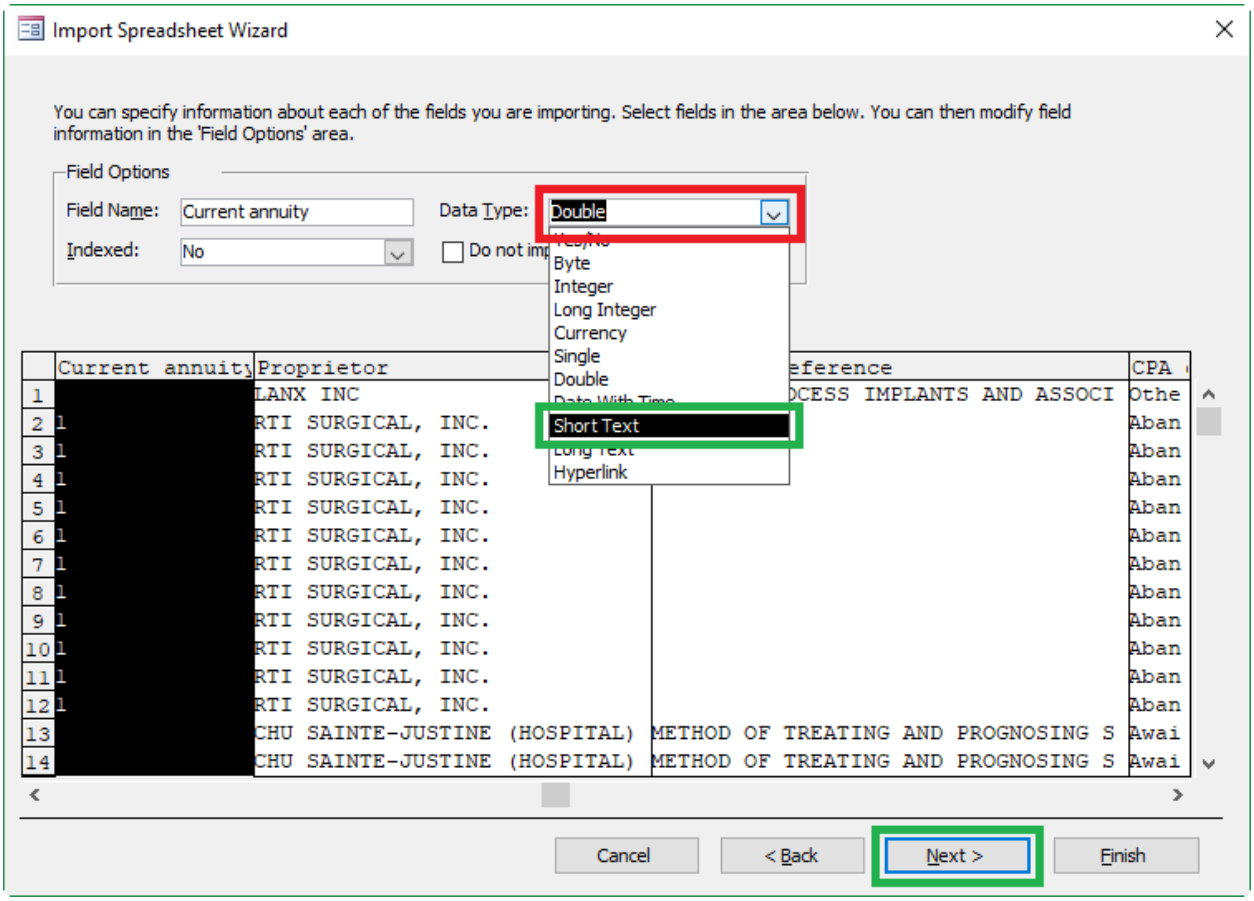
NOTE: **Field Name**, **Indexed**, and **do not import field (Skip)** do not normally require changes from their default settings.

4.23. Click the title at the top of each displayed data column to view its data type to verify the Data Type in each data column is in **Short Text** (or) **Date with Time** format. For any data column indicating the Data Type is in **Double** format, select the column and change the data type to **Short Text** where necessary by clicking the down caret next to the **Data Type** selection box and selecting Short Text from the **Data Type** dropdown menu. See figure 4.11 (below).

NOTE: Usually only one or two of the displayed columns require these data type changes.

4.24. When data type verification is complete click Next in the lower right corner of the third (field options) **Import Spreadsheet Wizard** dialog box. See figure 4.11.

Figure 4.11. Data Type data selection of (Double to be corrected with Short Text) box and Next in the Field Options section of the third Import Spreadsheet Wizard dialog box.

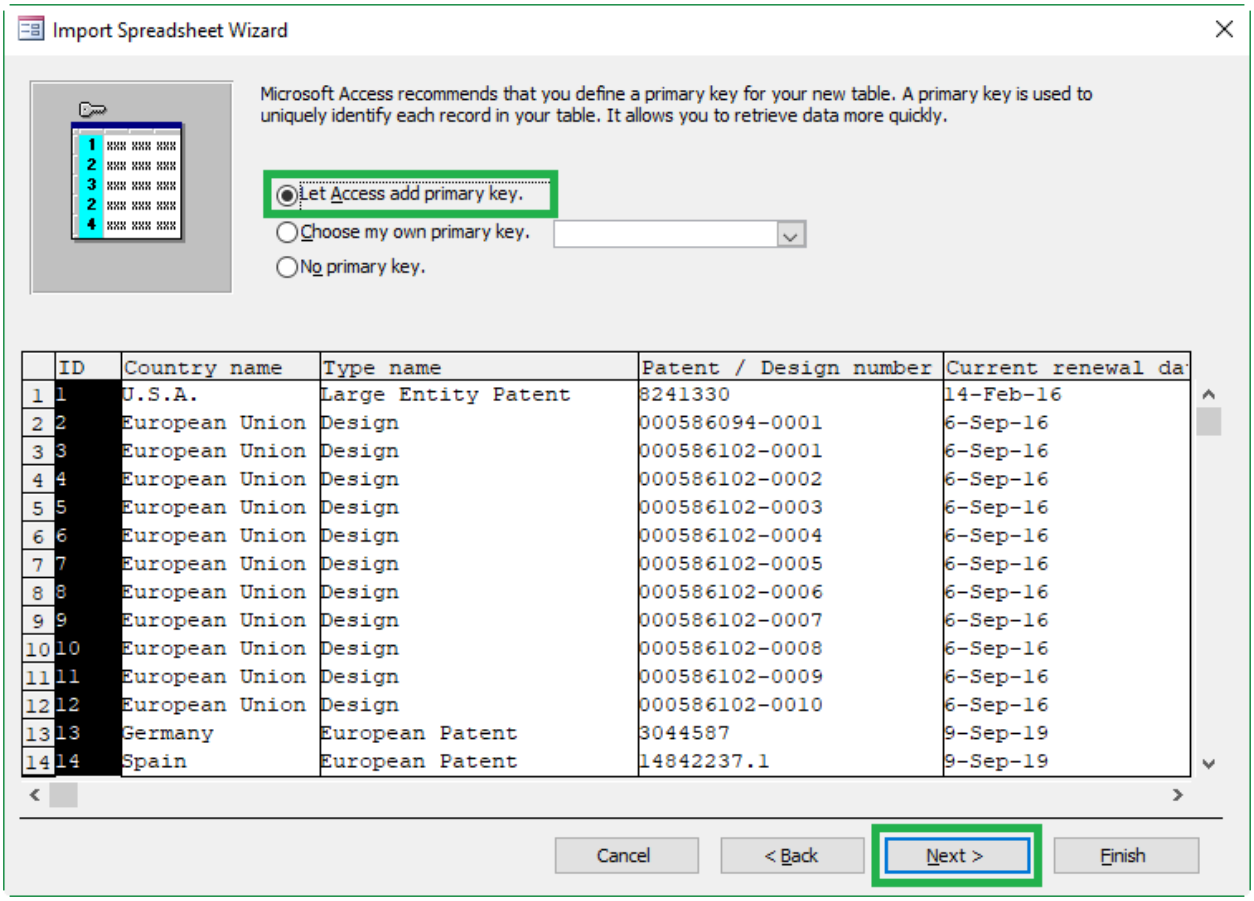


4.25. After Next is clicked in the third (field options) **Import Spreadsheet Wizard** dialog box the fourth (primary ley) **Import Spreadsheet Wizard** dialog box is displayed. See figure 4.12 (below).

4.26. In fourth **Import Spreadsheet Wizard** dialog box the radio button next to *Let Access add primary key* is usually selected by default. If it is not selected, click the radio button next to *Let Access add primary key* to select it. See figure 4.12 (below).

4.27. Click Next in the lower right corner of the fourth (primary key) **Import Spreadsheet Wizard** dialog box. See figure 4.12.

Figure 4.12. Let Access Add Primary Key selection and Next in the fourth Import Spreadsheet Wizard dialog box.



4.28. After Next is clicked in the fourth (primary key) **Import Spreadsheet Wizard** dialog box the fifth (save and finish) **Import Spreadsheet Wizard** dialog box is displayed. See figure 4.13 (below).

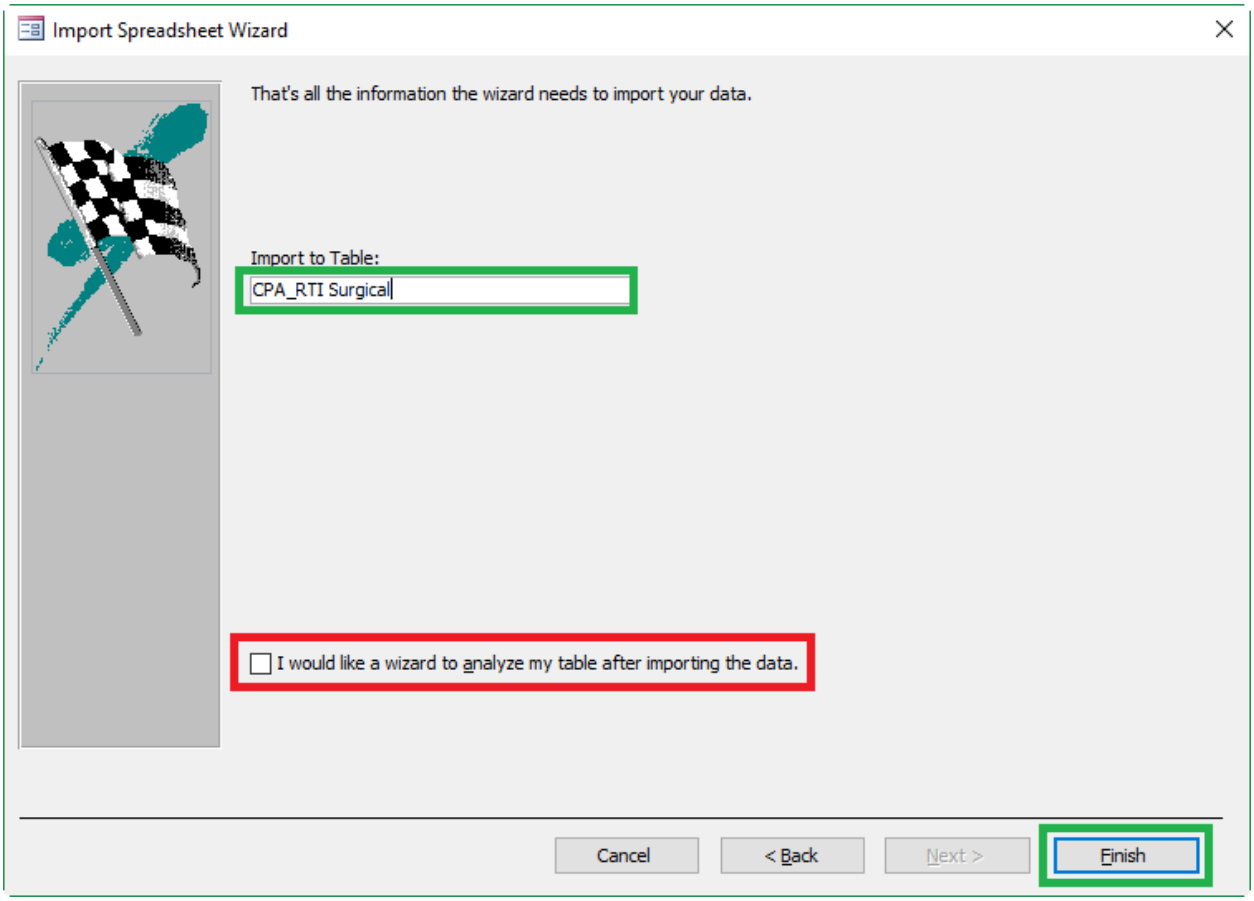
4.29. Enter a *file name* in the **Import to Table** data entry field under **Import to Table**. See figure 4.13 (below).

NOTE: The name of the file from which the data was pulled can be used as the file name.

NOTE: **Do not** click the check box next to **I would like a wizard to analyze my data after importing the data**. See figure 4.13 (below).

4.30. After the file name is entered click Finish in the lower right corner of the fifth (save and finish) **Import Spreadsheet Wizard** dialog box. See figure 4.13.

Figure 4.13. The File name data entry field, the I would like a wizard to analyze my table after importing the data checkbox, and Next highlighted in the fifth Import Spreadsheet Wizard dialog box.

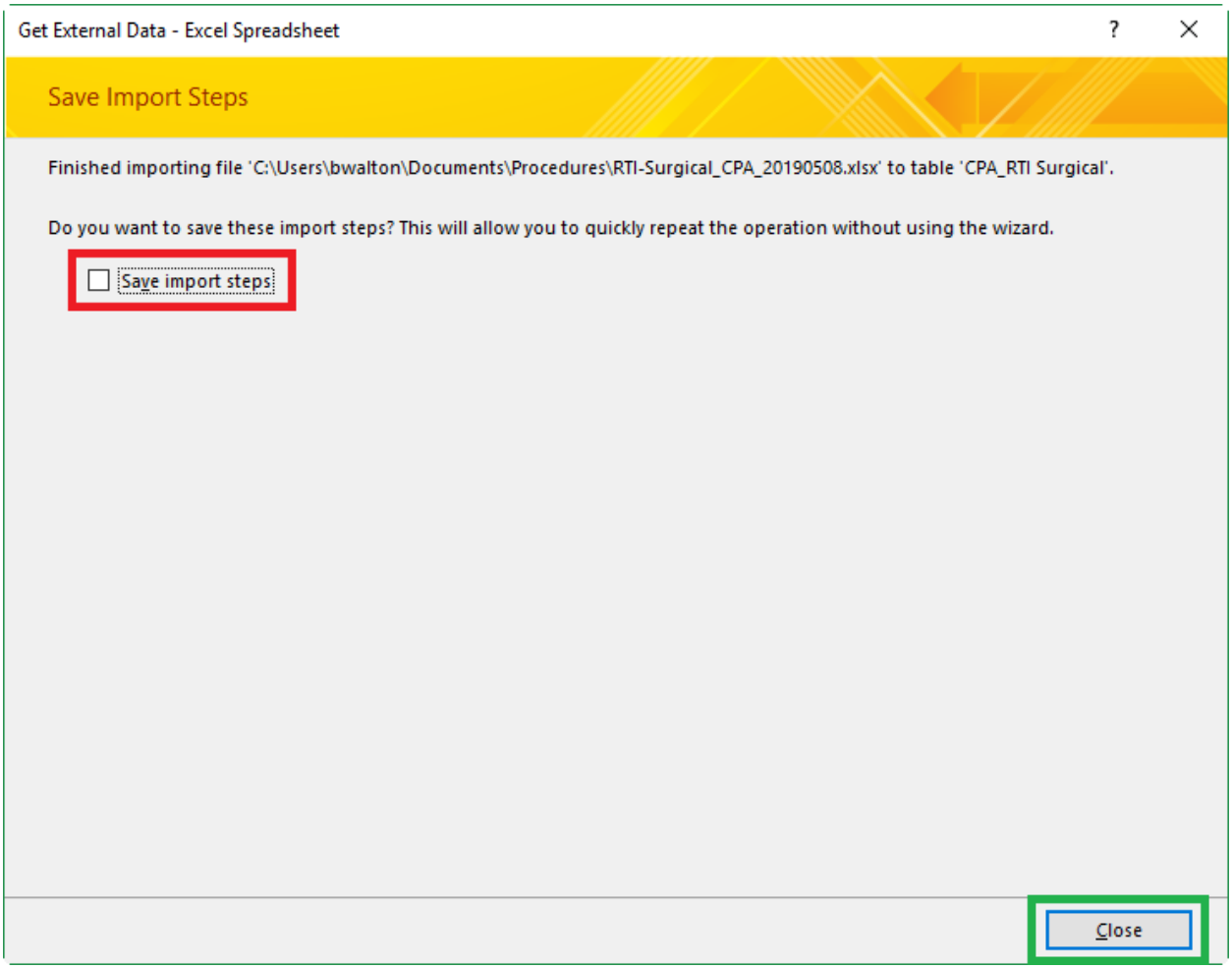


4.31. After Finish is clicked in the fifth (save and finish) **Import Spreadsheet Wizard** dialog box the **Import Spreadsheet Wizard** is closed and the **Get External Data – Excel Spreadsheet** dialog box is displayed. See figure 4.14 (below).

NOTE: **Do not** click **Save Import Steps** in this screen of the **Get External Data – Excel Spreadsheet** dialog box. See figure .14 (below).

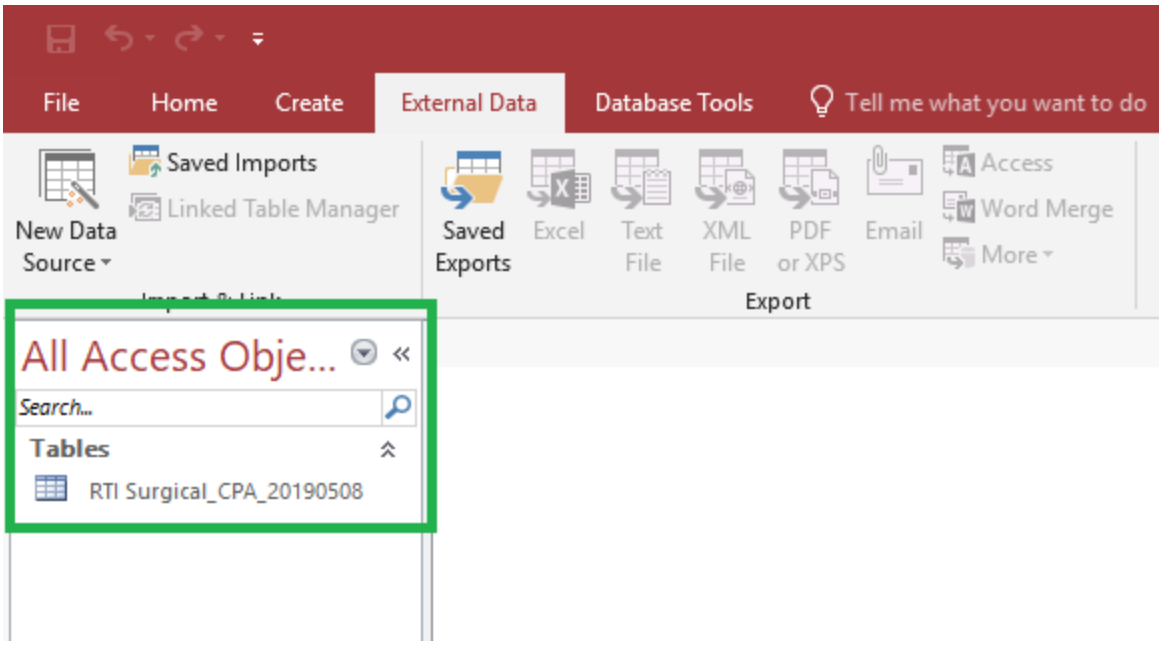
4.32. Click Close in the lower right corner of the **Get External Data – Excel Spreadsheet**. See figure 4.14.

Figure 4.14. The Save import steps and Close button highlighted in the Get External Data – Excel Spreadsheet dialog box.



4.33. After Close is clicked in the **Get External Data – Excel Spreadsheet** dialog box the first imported table is now listed under **All Access Objects** on the left side of the screen. See figure 4.15.

Figure 4.15. The first imported table under All Access Objects.

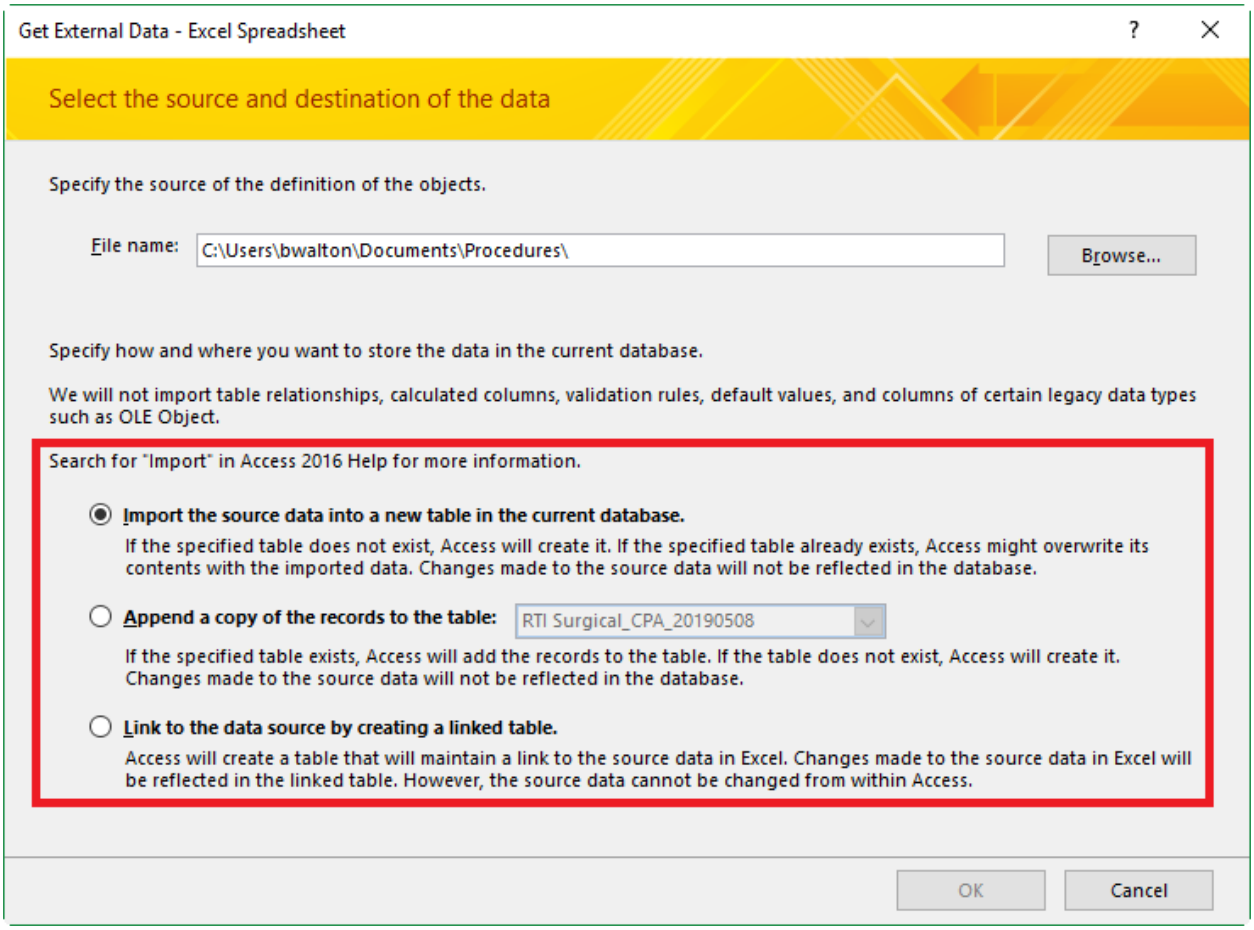


4.34. Repeat steps **4.4** through **4.33** to import the *other data file* to Access.

IMPORTANT: The exact sequence of steps may change when adding a second (or subsequent) tables. Follow the procedures outlined in steps X through Y for each dialog box that appears in the Get External Data – Excel Spreadsheet Wizard.

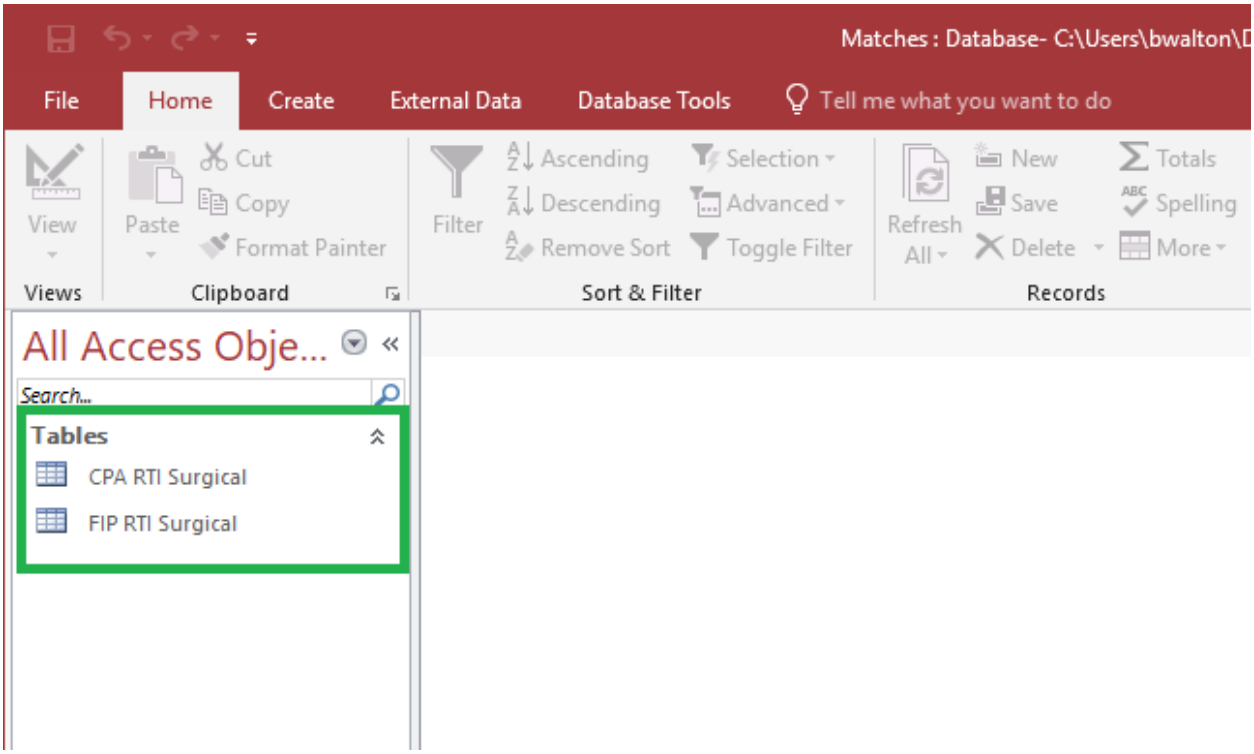
NOTE: **Do not** change the settings under the **Search for "import"** section of the dialog box when selecting the second file to be imported. The default setting of *Import the source data into a new table in the current database* is the correct setting. See figure 4.16.

Figure 4.16. Import options in the Get External Data – Excel Spreadsheet dialog box.



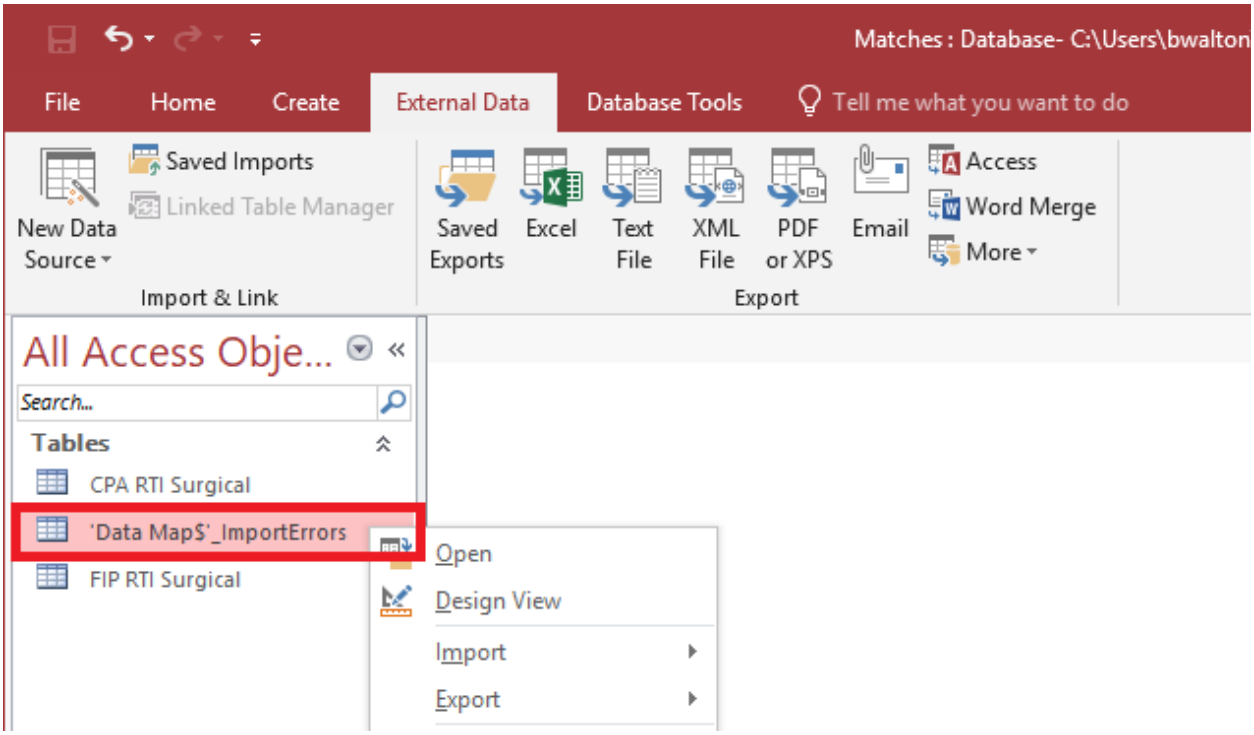
4.35. When importation of the second (or subsequent) table(s) is complete the imported data tables are listed under **Tables** in **All Access Objects** on the left side of the screen. See figure 3.17.

Figure 4.17. Tables listed under All Access Objects.



NOTE: If an error is made during the external data import process a **Data Map ImportErrors** file will appear in the Tables list under **All Access Objects** on the left side of the workspace. This usually occurs when the data type imported to the table was not changed from *Double* to *Short Text* where required. To repair the problem the data import that generated the **Data Map ImportErrors** file (usually the most recent import) will need to be performed again. See figure 4.18.

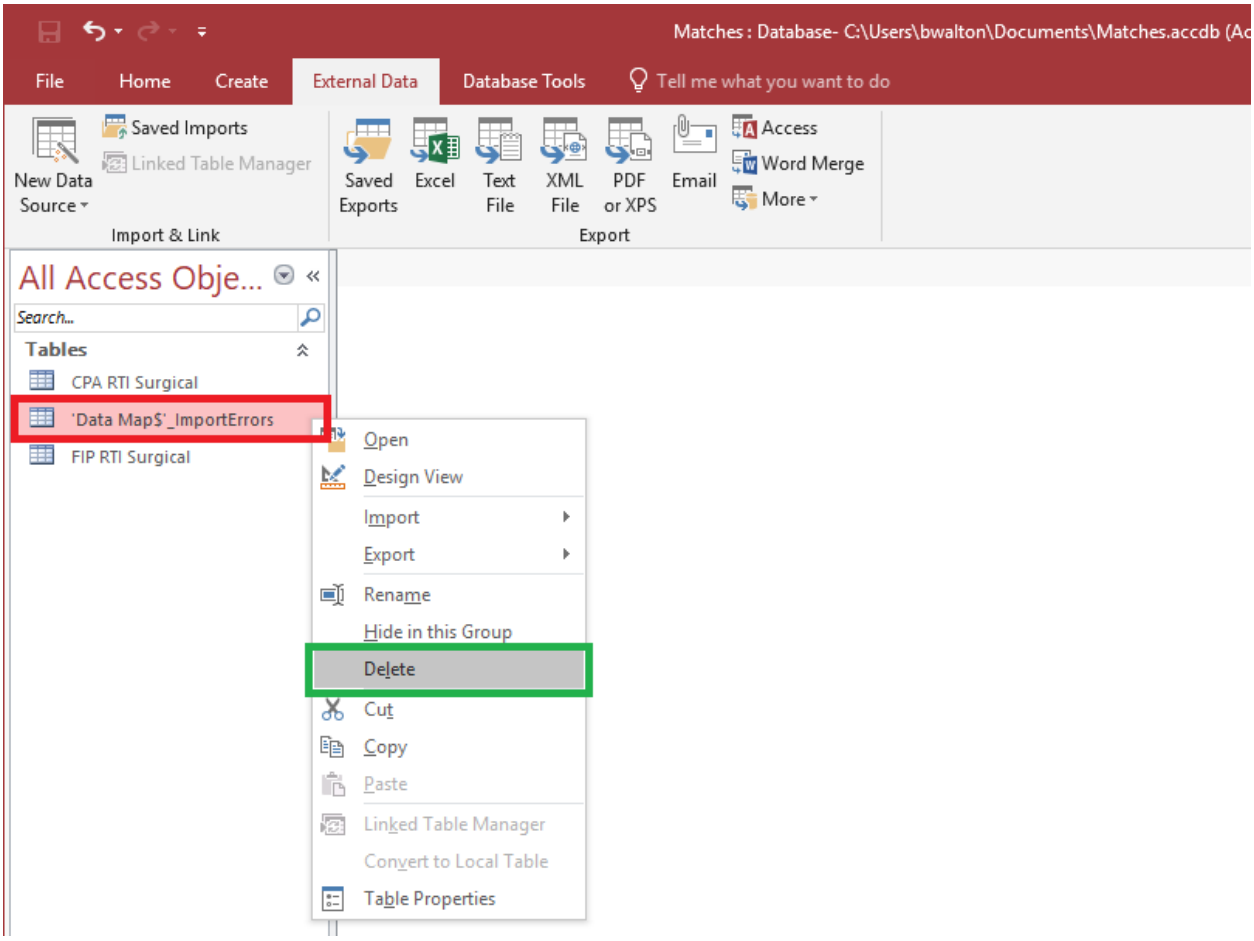
Figure 4.18. Import Errors file under All Access Objects.



4.36. After correctly importing the data the **Data Map ImportErrors** file and the **Table file in which the error(s) occurred** (in this example FIP RTI Surgical) must be deleted from the **All Access Objects** list by right clicking on the file(s) and selecting Delete from the **Table** dropdown menus. See figure 4.19 (below).

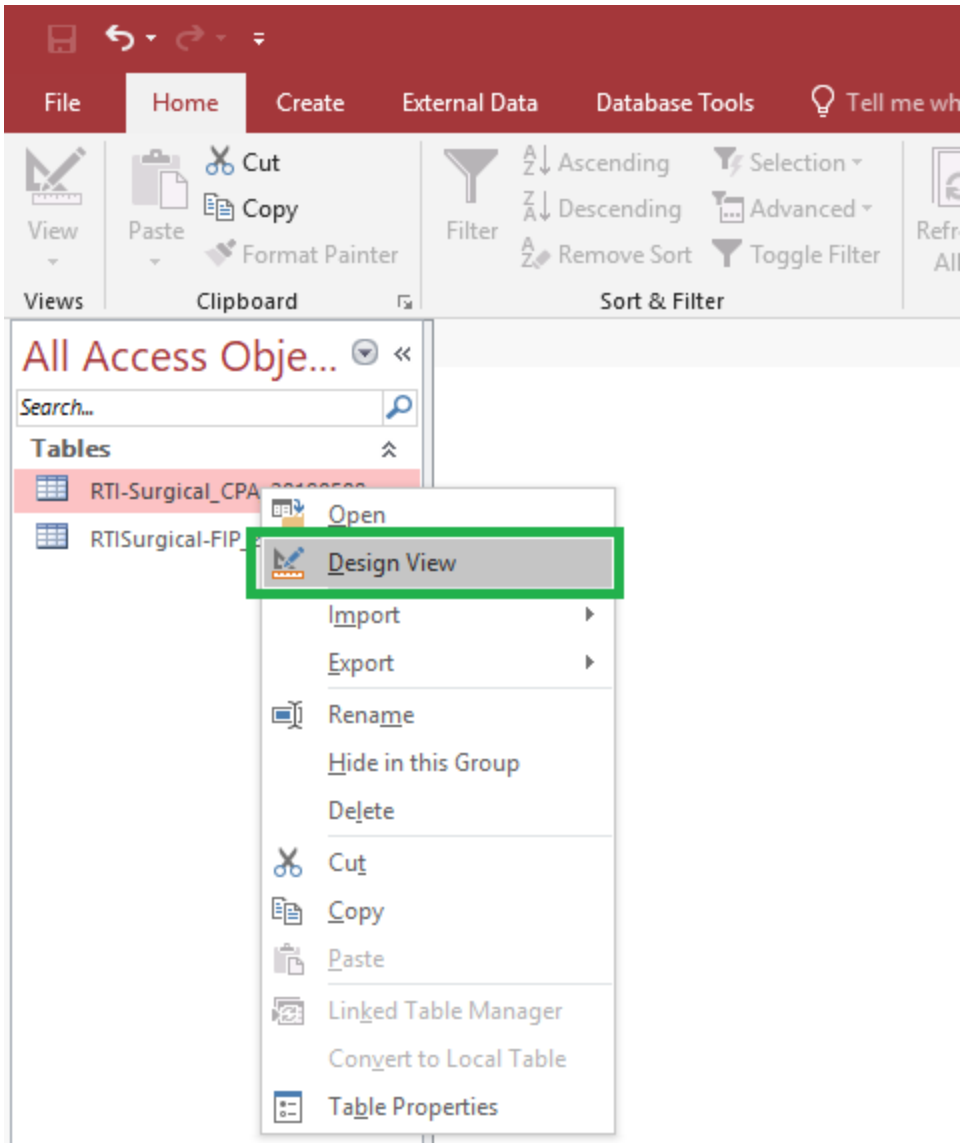
NOTE: Any Table or Query can be deleted from the **All Access Objects** list using the same deletion procedure. See figure 4.19.

Figure 4.19. Deletion of the Import Errors file.



4.37. Right click on *one of the two tables* (in this example CPA) listed in the **All Access Objects** list on the left side of the screen and select Design View from the **Table** dropdown menu. See figure 4.20.

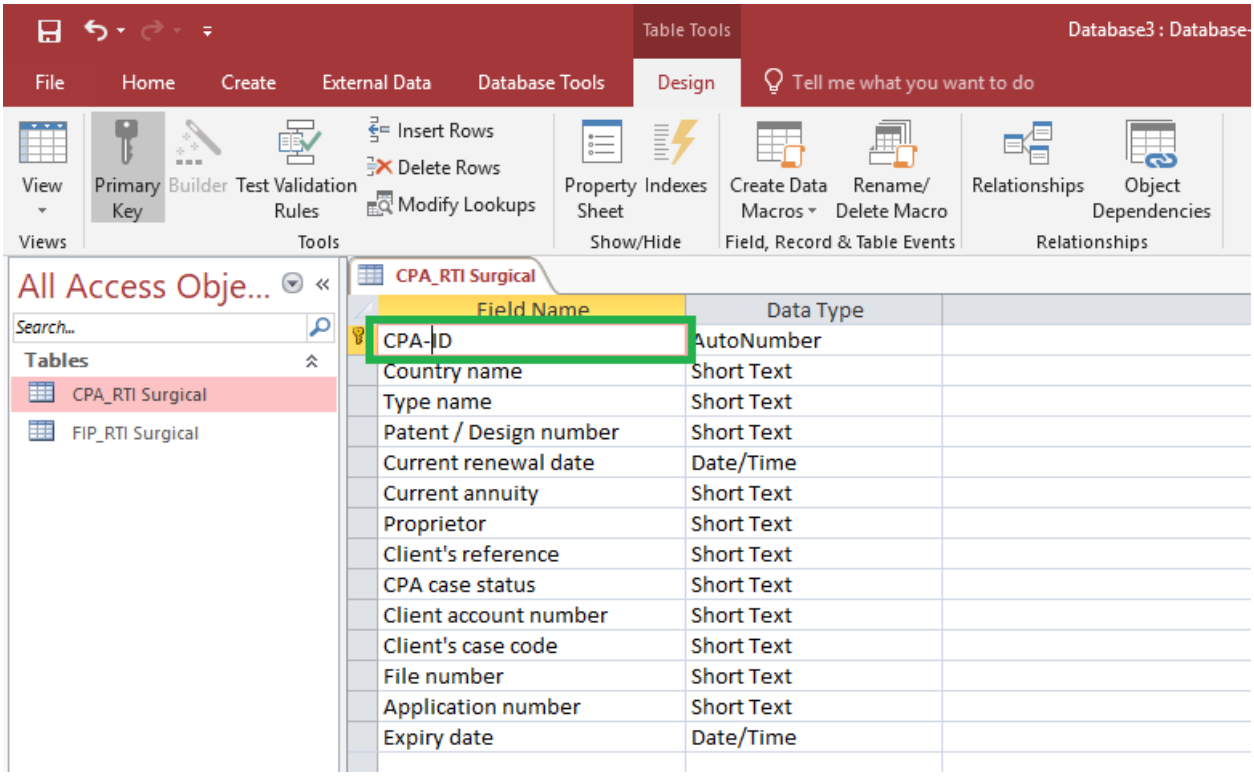
Figure 4.20. Design View in the Table dropdown file menu.



4.38. After clicking Design View in the **Table** dropdown menu the **Design View** dialog box is displayed. See figure 4.21 (below).

4.39. In the **Field Name** column insert *the name of the table being designed* in front of the first data field name displayed in the **Design View** dialog box. Example- previous ID, new CPA-ID. See figure 4.21.

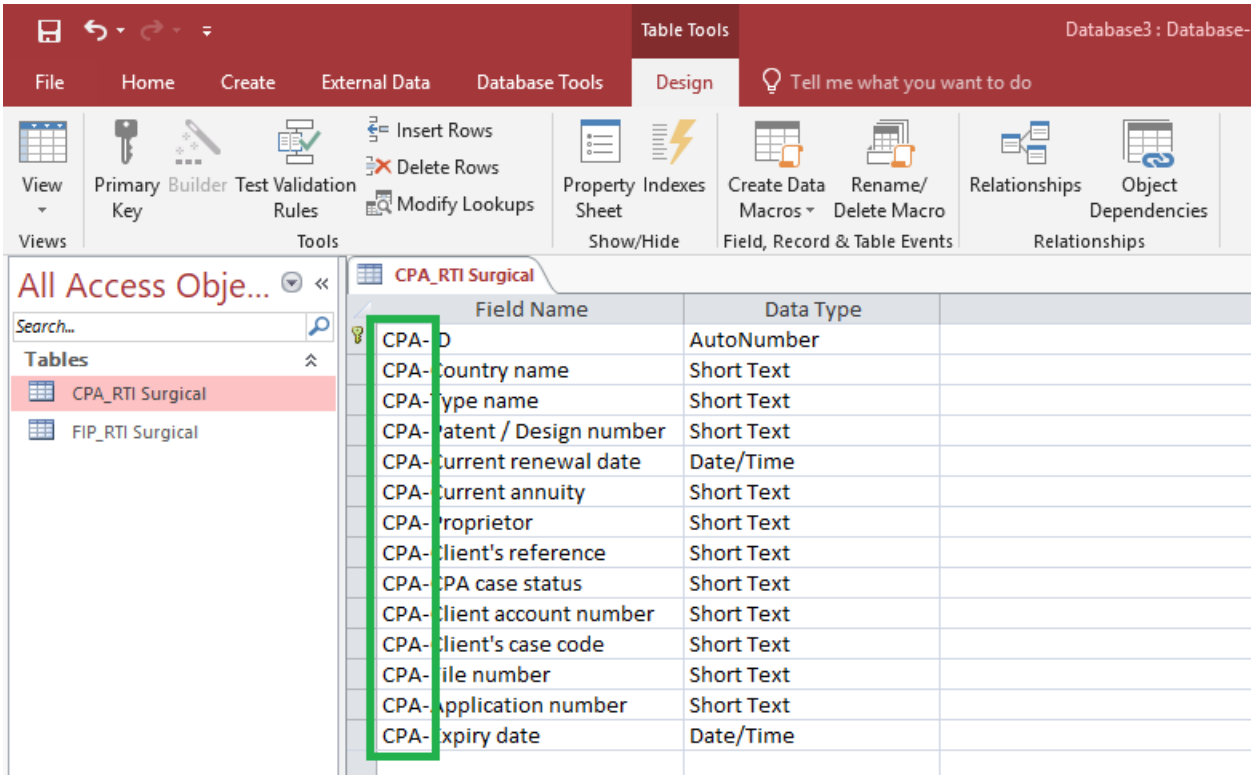
Figure 4.21. CPA prefix inserted in front of the default field name on the first line in Design View.



4.40. Add the *name of the table being designed* in front of the remaining data field names displayed in the **Design View** dialog box. See figure 4.22 (below).

NOTE: click CRTL+C to copy the added characters and CTRL+V to paste them into the remaining fields. See figure 4.22.

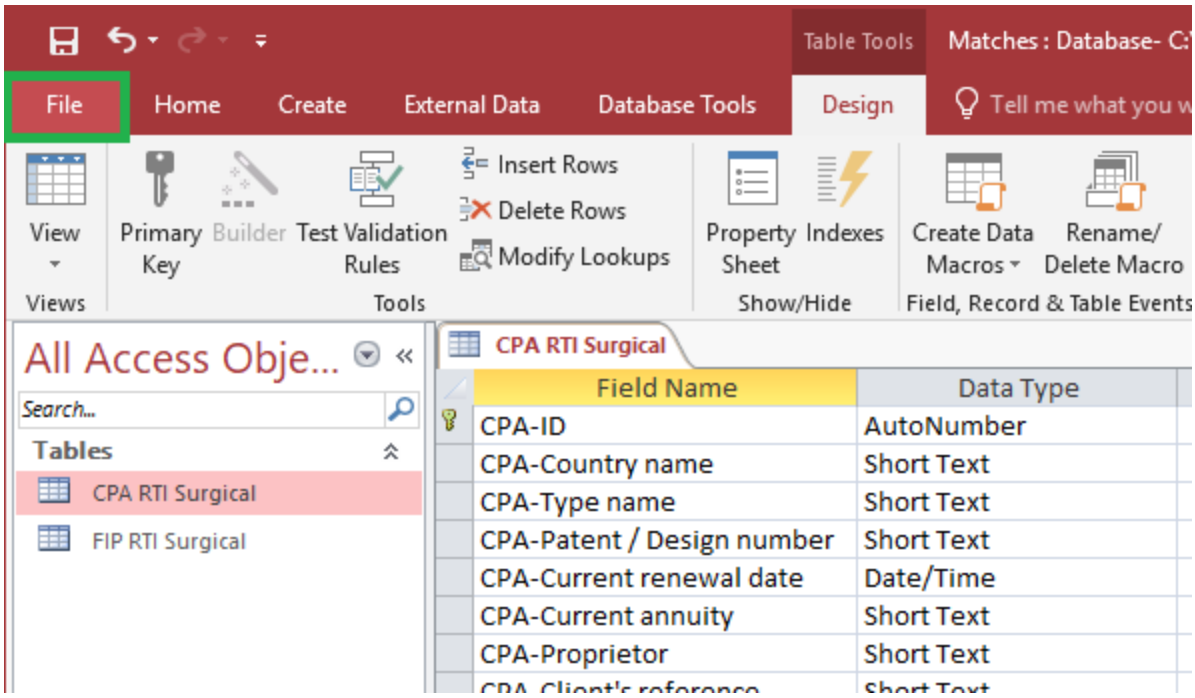
Figure 4.22. CPA prefix inserted in front of the default field name on all lines in Design View.



NOTE: The information pasted into the **Field Name** labels in front of the imported field names is only meant to differentiate the source of the data. FIP and CPA are often but not always used as the prefixes.

4.41. When the field name edits are complete click File in the Access menu bar at the top of the page. See figure 4.23.

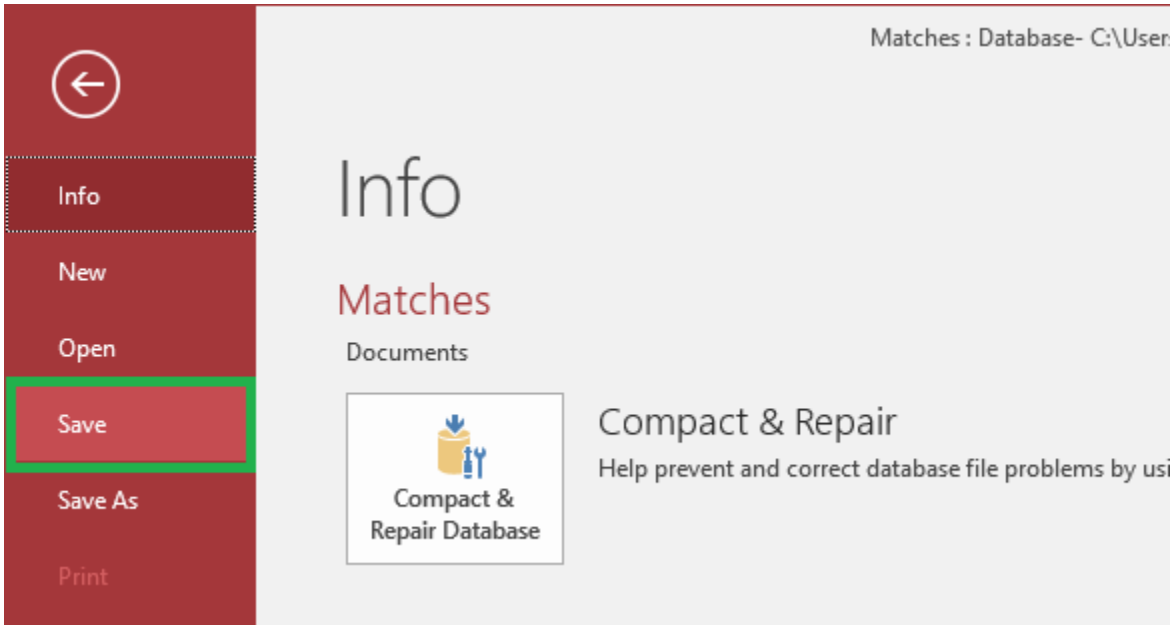
Figure 4.23. File in the Access menu Bar.



4.42. After File is clicked the **Info** screen is displayed. See figure 4.24 (below).

4.43. Click Save in the **Info** screen. See figure 4.24.

Figure 4.24. The Info screen with Save highlighted.



4.44. Click on the other table listed under **Tables** in the **All Access Objects** list on the left side of the screen. See figure 4.25 (below).

4.45. Repeat steps **4.37** through **4.43** to process the second (and any subsequent) table(s). See figures 4.26 and 4.27.

Figure 4.26. FIP_RTI Surgical table about to be designed.

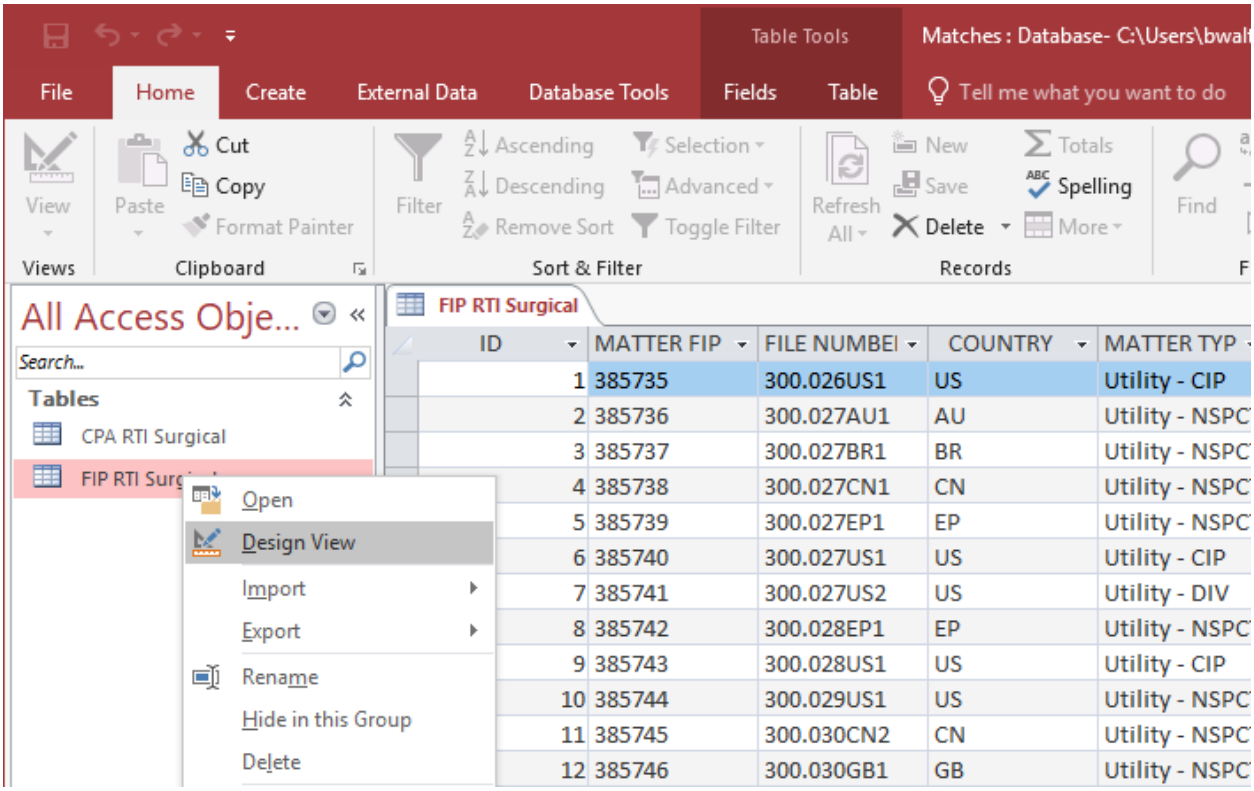
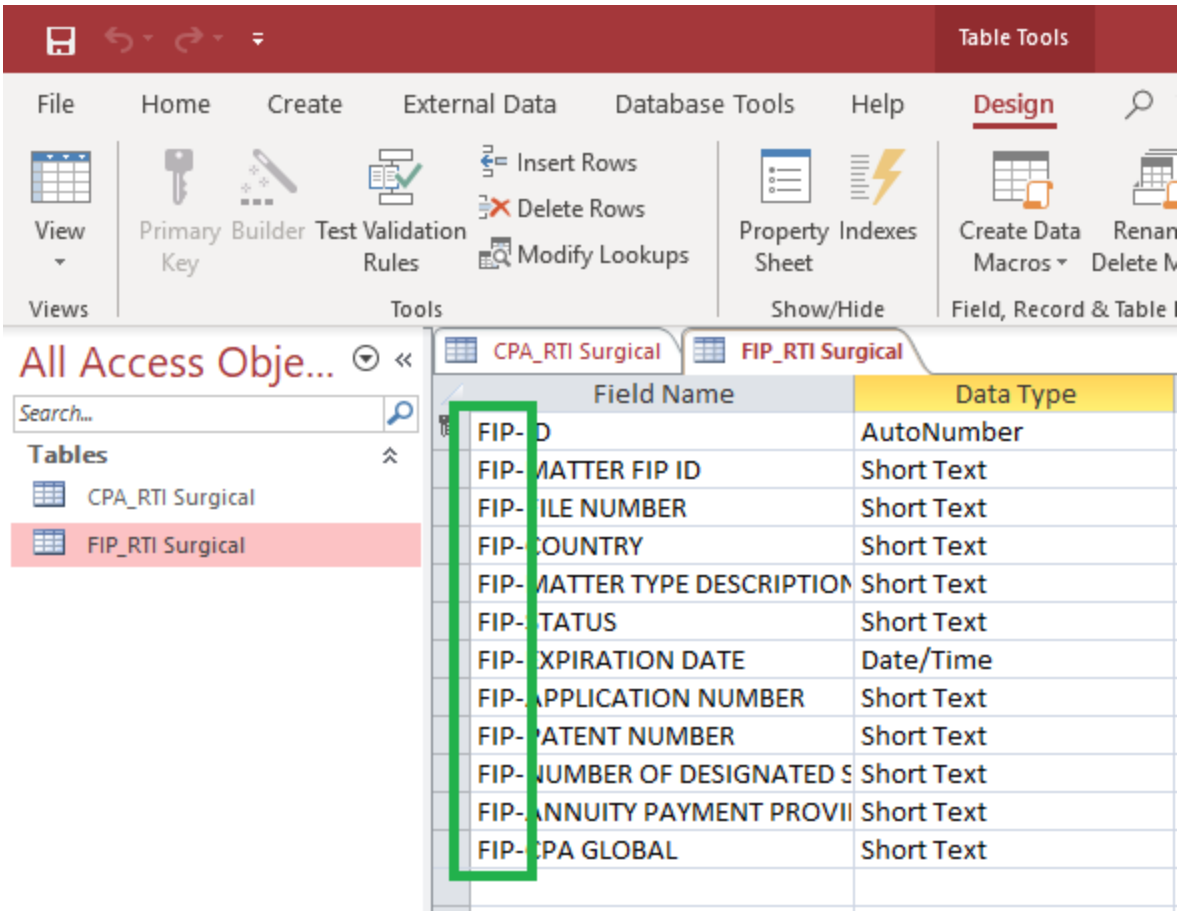
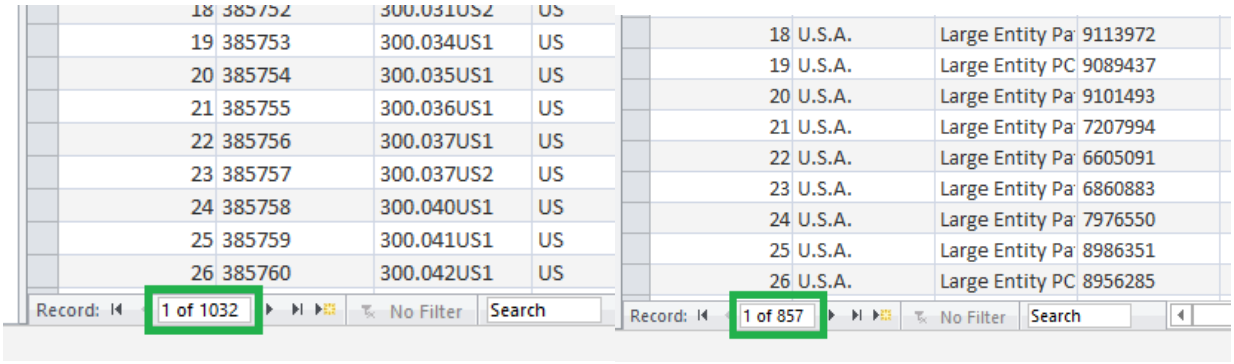


Figure 4.27. FIP_RTI Surgical table with FIP- prefixes added.



4.46. After the table(s) have been created in Access capture the *number of records displayed in the lower left corner <u>of each table</u>*. See figure 4.28.

Figures 4.28. Record totals highlighted.



4.47. Export the *data extracted <u>from each table</u>* to separate tabs in an Excel spreadsheet file using the procedure outlined in the **<u>Exporting Access Query Data to MS Excel section (Section 10)</u>** (below).

Back to section start

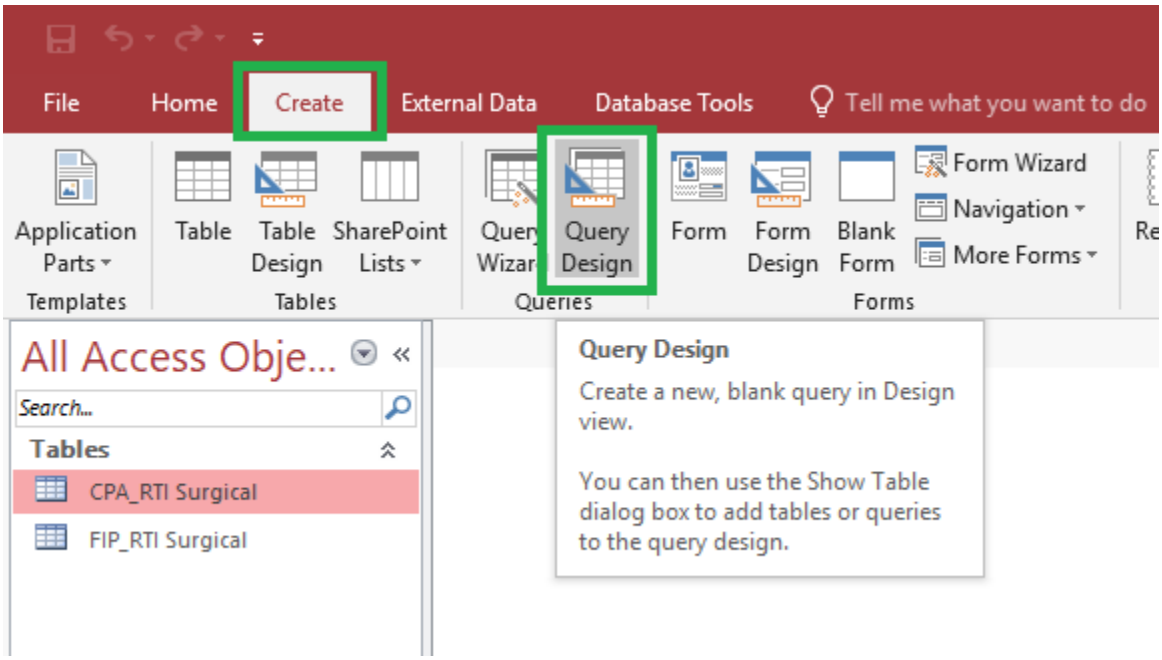
Back to top

5. Finding Matched Records Using Queries in MS Access

5.1. Click Create in the Access menu bar. See figure (below).

5.2. Select Query Design from the **Create** menu. See figure 5.1.

Figure 5.1. Create / Query Design in the Create menu bar.



5.3. The **Show Table** dialog box is displayed. See figure 5.2 (below).

5.4. Click *the first table to be used* (in this example CPA) listed in the **Show Table** dialog box. See figure 5.2 (below).

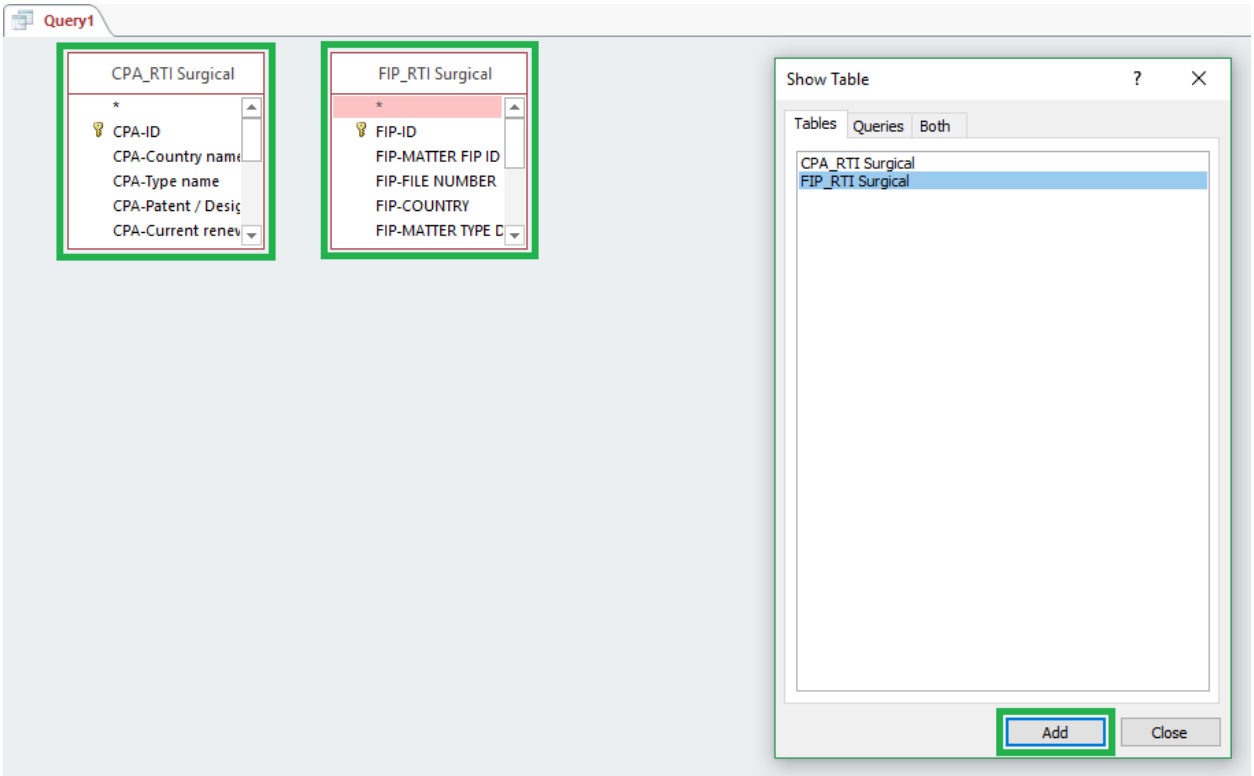
5.5. Click Add at the bottom of the **Show Table** dialog box to add the selected table to the query. See figure 5.2 (below).

5.6. After clicking Add in the **Show Table** dialog box the added table now appears in the **Query1** workspace. See figure 5.2 (below).

5.7. Click the *the other table to be used* (in this example FIP) listed in the **Show Table** dialog box. See figure 5.2 (below).

5.8. Click Add at the bottom of the **Show Table** dialog box to add the table to the **Query1** workspace. See figure 5.2.

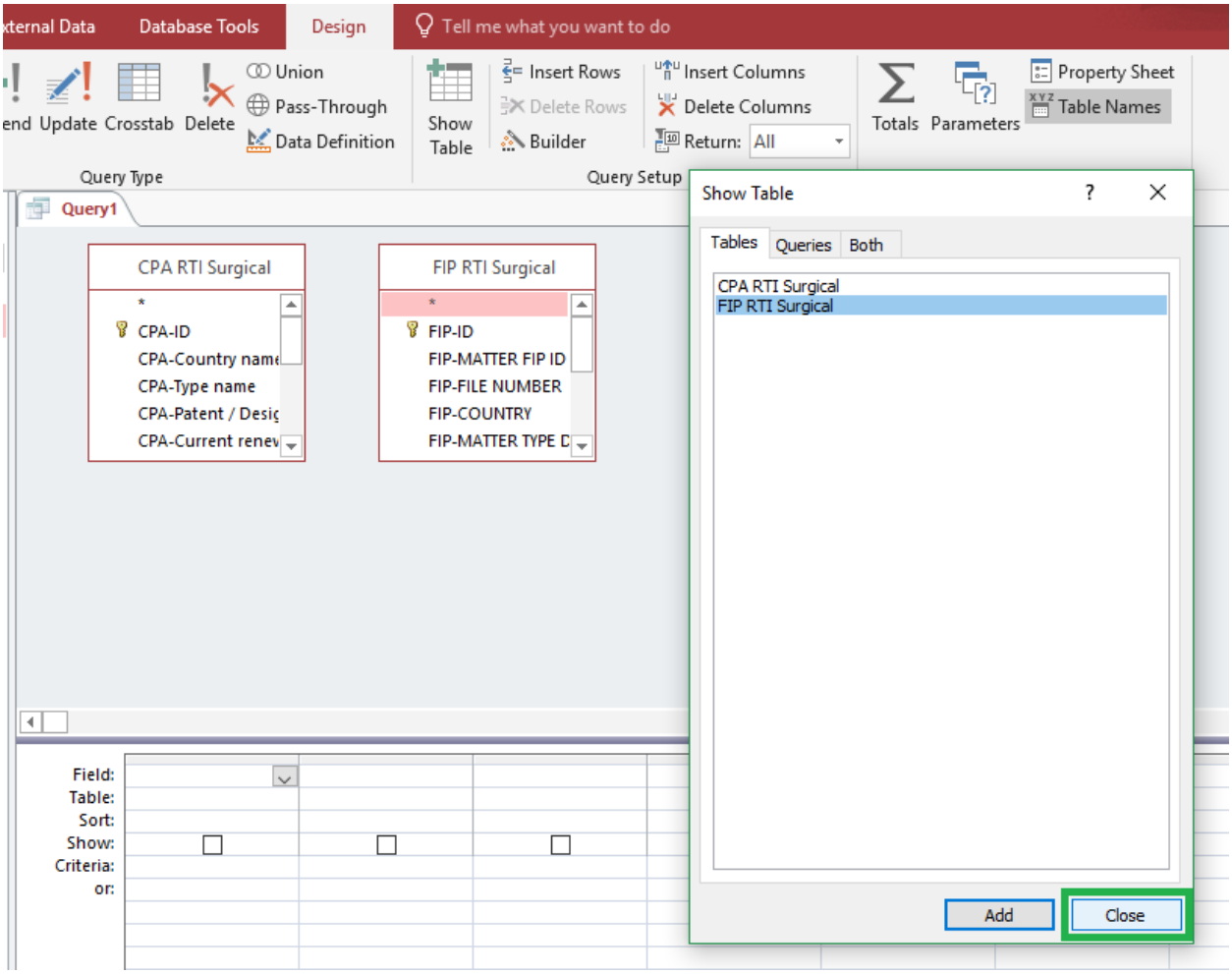
Figure 5.2. Second table and Add highlighted in the Show Table dialog box.



5.9. After clicking Add in the **Show Table** dialog box both tables now appear in the **Query1** design. See figure 5.3 (below).

5.10. Click Close in the **Show Table** dialog box. See figure 5.3.

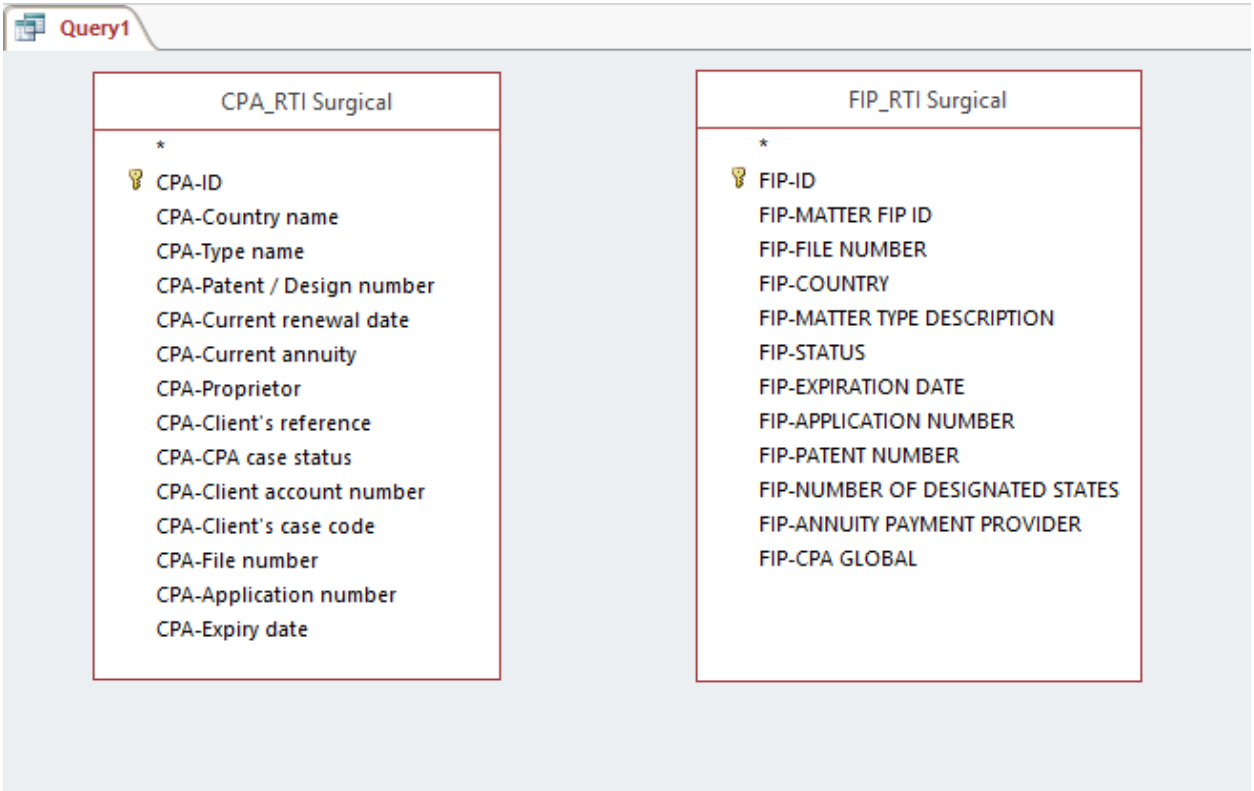
Figure 5.3. Close highlighted in the Show Table dialog box.



5.11. After clicking Close in the **Show Table** dialog box the **Show Table** dialog box is closed leaving the tables listed in the **Query1** display. See figure 5.4 (below).

5.12. Click and drag the borders of each table in the Query1 workspace to resize each of them to enable viewing of all data entries in each table. See figure 5.4.

Figure 5.4. Both tables resized for effective viewing of the fields therein.

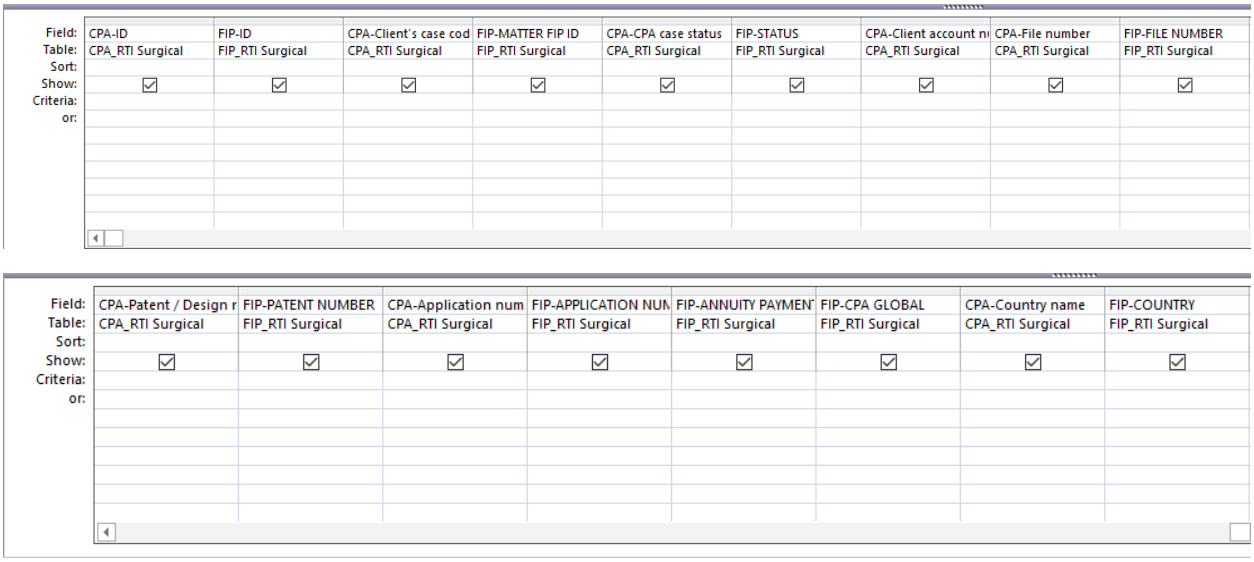


5.13. Double click each field entry ***in the following order*** to add them to the query:

5.13.1. CPA-ID
5.13.2. FIP-ID
5.13.3. CPA-Client's Case Code
5.13.4. FIP-Matter FIP ID
5.13.5. CPA-CPA Case Status
5.13.6. FIP-STATUS
5.13.7. CPA-Client account number
5.13.8. CPA-File Number
5.13.9. FIP-FILE NUMBER
5.13.10. CPA-Patent / Design Number
5.13.11. FIP-PATENT NUMBER
5.13.12. CPA-Application number
5.13.13. FIP-APPLICATION NUMBER
5.13.14. FIP-ANNUITY PAYMENT PROVIDER
5.13.15. FIP-CPA GLOBAL
5.13.16. CPA-Country name
5.13.17. FIP-COUNTRY

NOTE: As each field is added it appears in the table at the bottom of the Query. See figure 5.5.

Figure 5.5. Tables with selected fields (split screen capture- the table is wider than can be viewed here.)



Field:	CPA-ID	FIP-ID	CPA-Client's case cod	FIP-MATTER FIP ID	CPA-CPA case status	FIP-STATUS	CPA-Client account n	CPA-File number	FIP-FILE NUMBER
Table:	CPA_RTI Surgical	FIP_RTI Surgical	CPA_RTI Surgical	FIP_RTI Surgical	CPA_RTI Surgical	FIP_RTI Surgical	CPA_RTI Surgical	CPA_RTI Surgical	FIP_RTI Surgical
Sort:									
Show:	☑	☑	☑	☑	☑	☑	☑	☑	☑
Criteria:									
or:									

Field:	CPA-Patent / Design r	FIP-PATENT NUMBER	CPA-Application num	FIP-APPLICATION NUM	FIP-ANNUITY PAYMENT	FIP-CPA GLOBAL	CPA-Country name	FIP-COUNTRY
Table:	CPA_RTI Surgical	FIP_RTI Surgical	CPA_RTI Surgical	FIP_RTI Surgical	FIP_RTI Surgical	FIP_RTI Surgical	CPA_RTI Surgical	FIP_RTI Surgical
Sort:								
Show:	☑	☑	☑	☑	☑	☑	☑	☑
Criteria:								
or:								

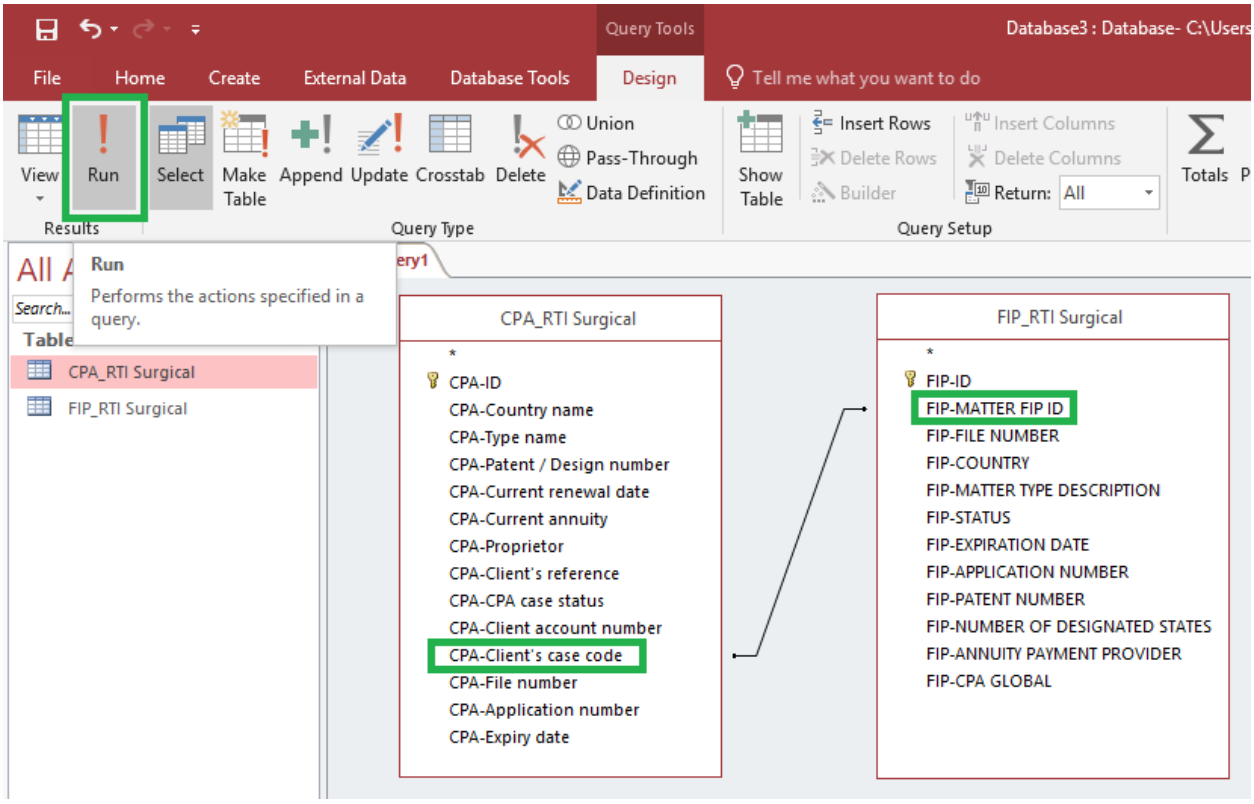
NOTE: The design of the query will depend on the data needed in the output file. Not all fields are used for every output file.

NOTE: FIP to CPA correlations are FIP ID to CPA Case Code, FIP Patent Number to CPA Patent Design Number, and FIP Matter ID to CPA Client Case Code.

5.14. Left click CPA-Client's Case Code in the **CPA column** and drag it to FIP-MATTER FIP ID in the **FIP column** then release the mouse button to link the two data fields. See figure 5.6 (below).

NOTE: If the association between CPA-Client's Case Code and FIP-MATTER FIP ID is not made, when run the query will yield a virtual mountain of unusable spurious data.

Figure 5.6. Client's Case Code linked to FIP-FIP MATTER ID and Run highlighted in the menu bar.

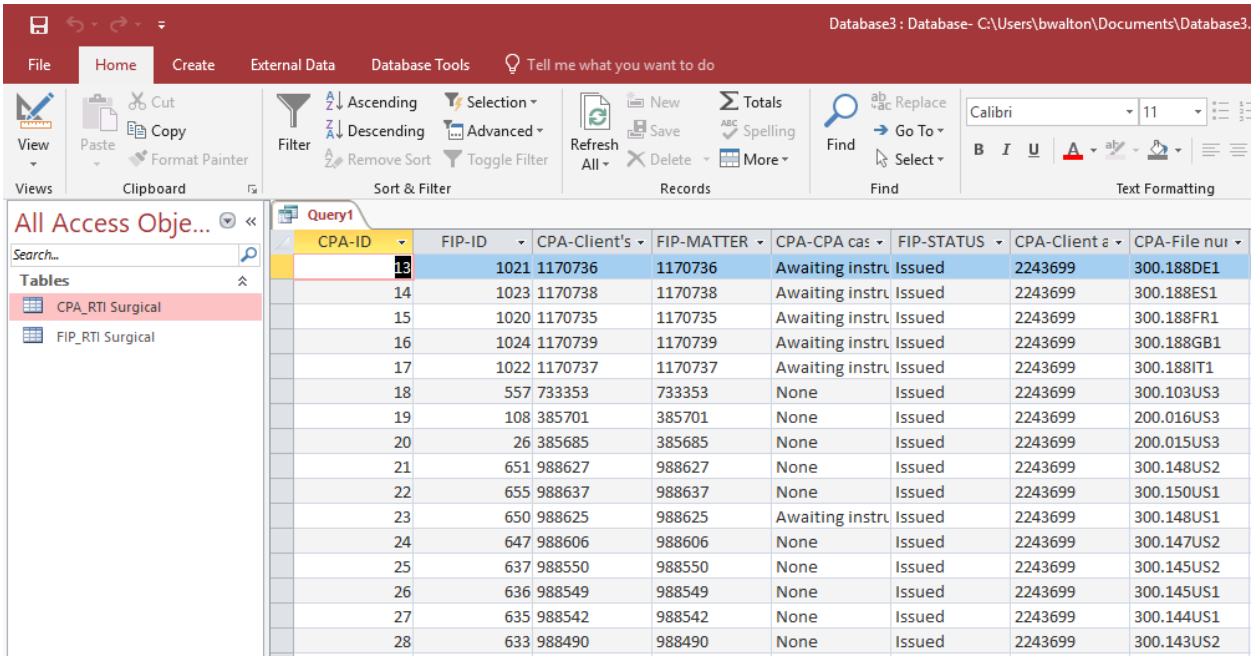


5.15. Click Run from the **Design** tab in the menu bar. See figure 5.6 **(above)**.

NOTE: The **Run** command can be executed multiple times after data is added (or) removed from tables.

5.16. After Run is clicked the Query is run by Access and the resulting data is displayed in a **Query1** tab. See figure 5.7.

Figure 5.7. Query results displayed.

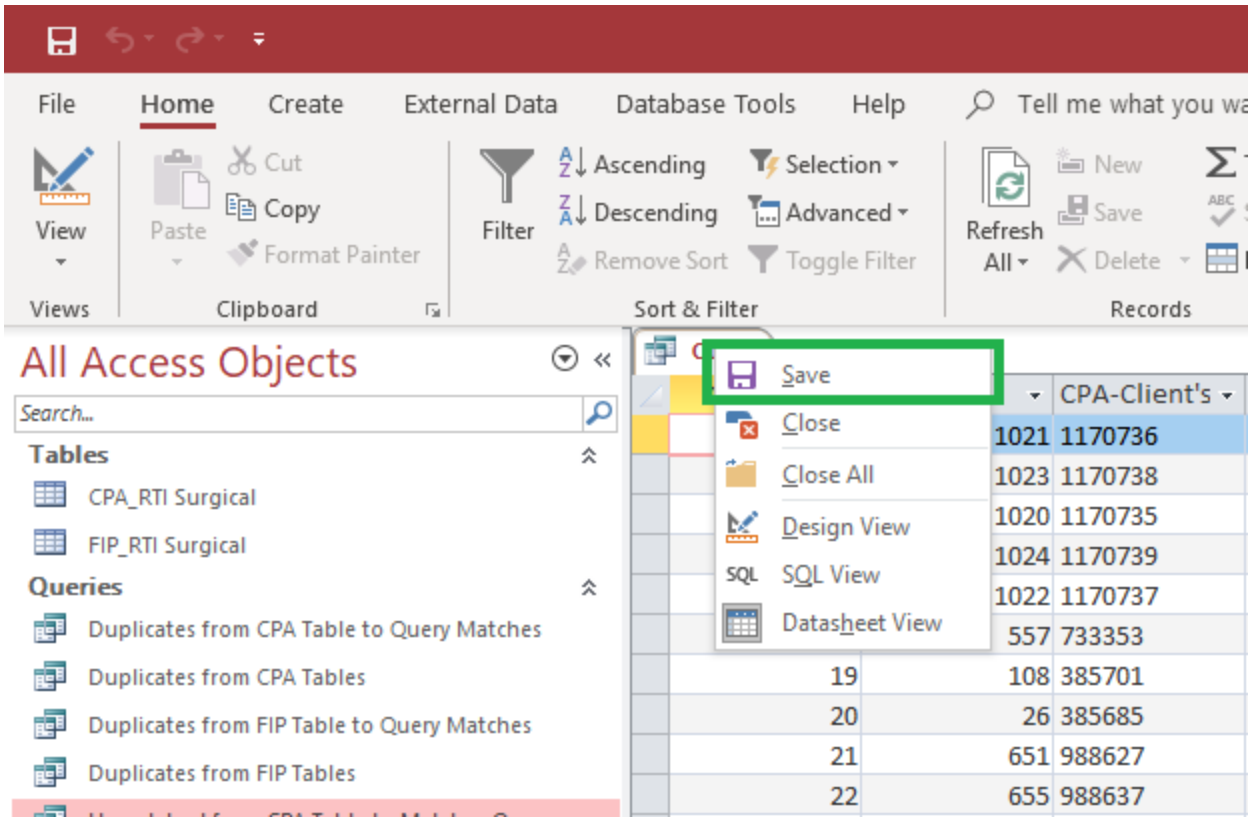


5.17. Save **Query1** by right clicking the Query1 tab in the leftmost corner of the query data display. See figure 5.8 (below).

5.18. After the Query 1 tab is right clicked the **Save** dropdown menu is displayed. See figure 5.8 (below).

5.19. Click Save in the **Save** dropdown menu. See figure 5.8.

Figure 5.8. Save in the Save As dialog box.

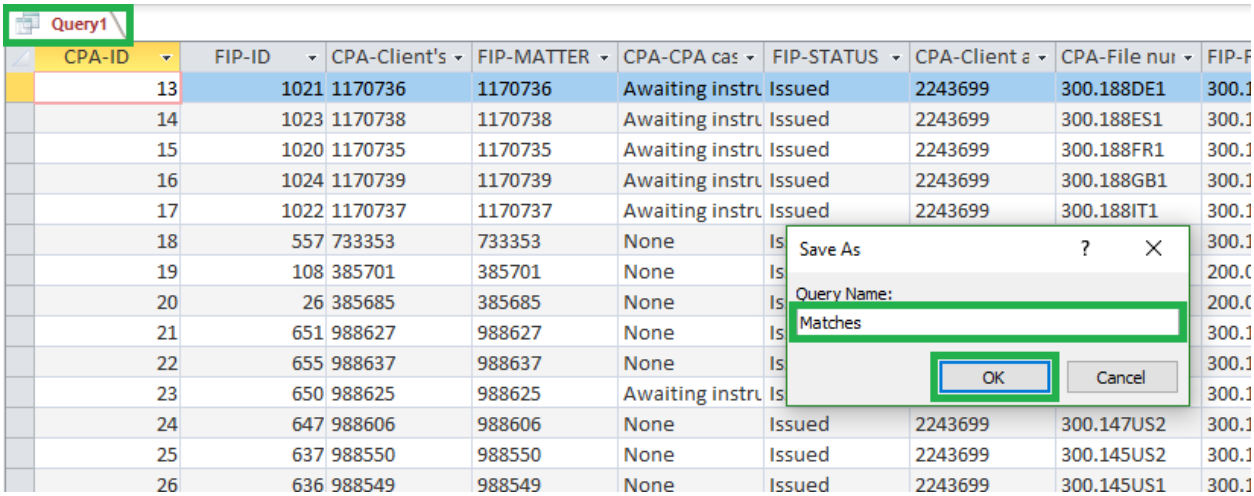


5.20. After Save is clicked in the Save dropdown menu the **Save As** dialog box is displayed. See figure 5.9 (below).

5.21. In the Save As dialog box enter a *descriptive file name* in the **Query Name** data entry field. See figure 5.9 (below).

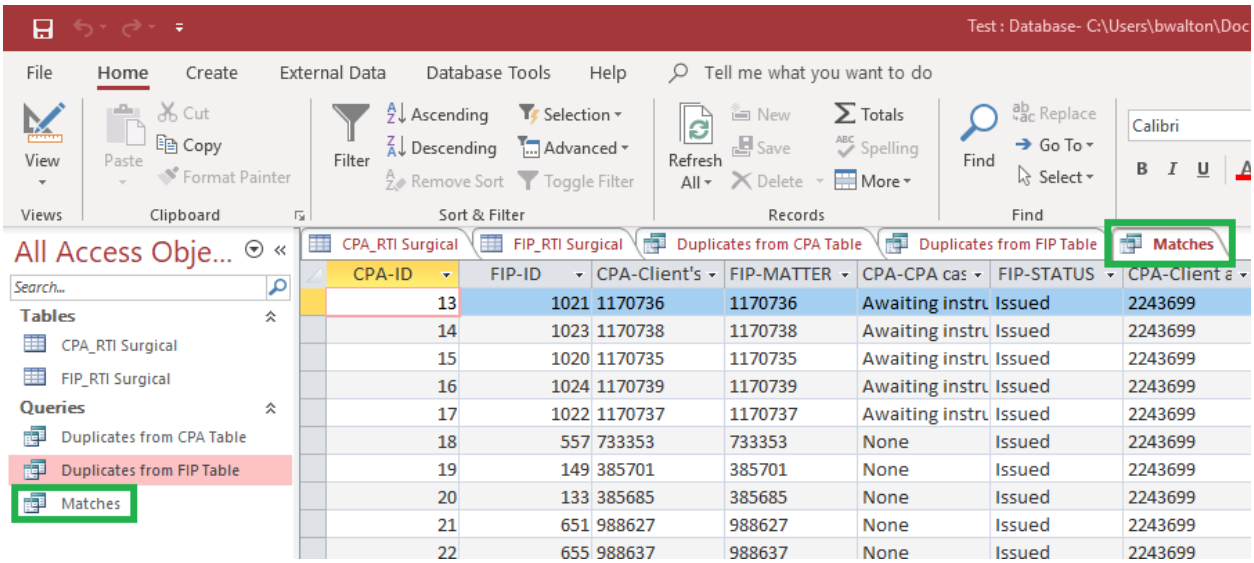
5.22. After entering the *descriptive file name* in the **Query Name** data entry field click OK in the **Save As** dialog box to save the Query. See figure 5.9.

Figure 5.9. Save Changes dialog box with Yes highlighted.



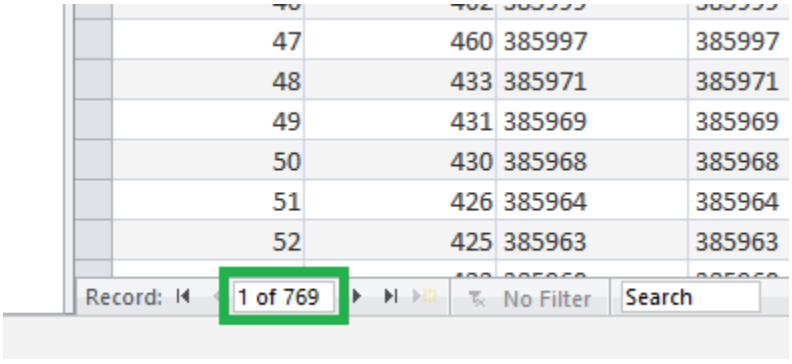
5.23. After clicking OK in the **Save As** dialog box the newly created query is listed under the **All Access Objects** list on the leftmost side of the page (and) the name displayed in the tab is also changed to the entered file name. See figure 5.10.

Figure 5.10. New query listed in All Access Objects.



5.24. Scroll down and capture the *number of records* displayed in the lower left corner of the **Matches** query data display See figure 5.11.

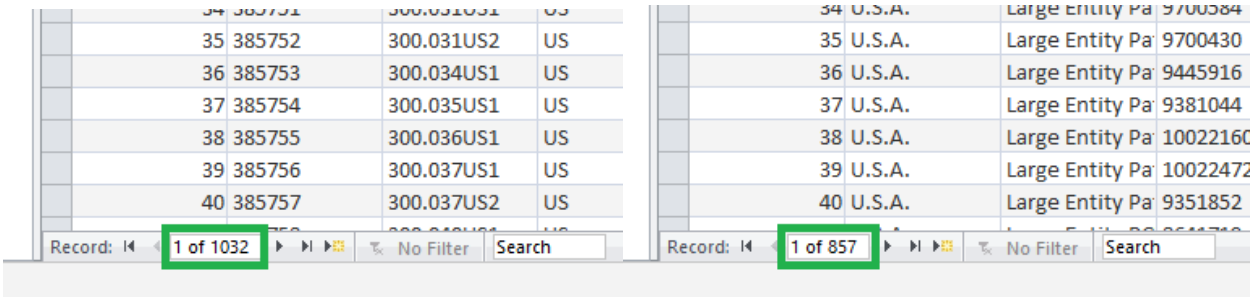
Figures 5.11. Record totals highlighted.



5.25. Compare the number of records in the **Matches** query data display to the total number of records in each table data display. See figure 5.12.

NOTE: The number of matches should not exceed the lower matter number. If it does, that is a clear sign that there are duplicates which would be pointed out//made known when running the duplicate matches query.

Figures 5.12. Record totals highlighted



5.26. Export the data generated by the query to a separate tab in an Excel spreadsheet file using the procedure outlined in the **Exporting Access Query Data to MS Excel section (Section 10)** (below).

Back to section start

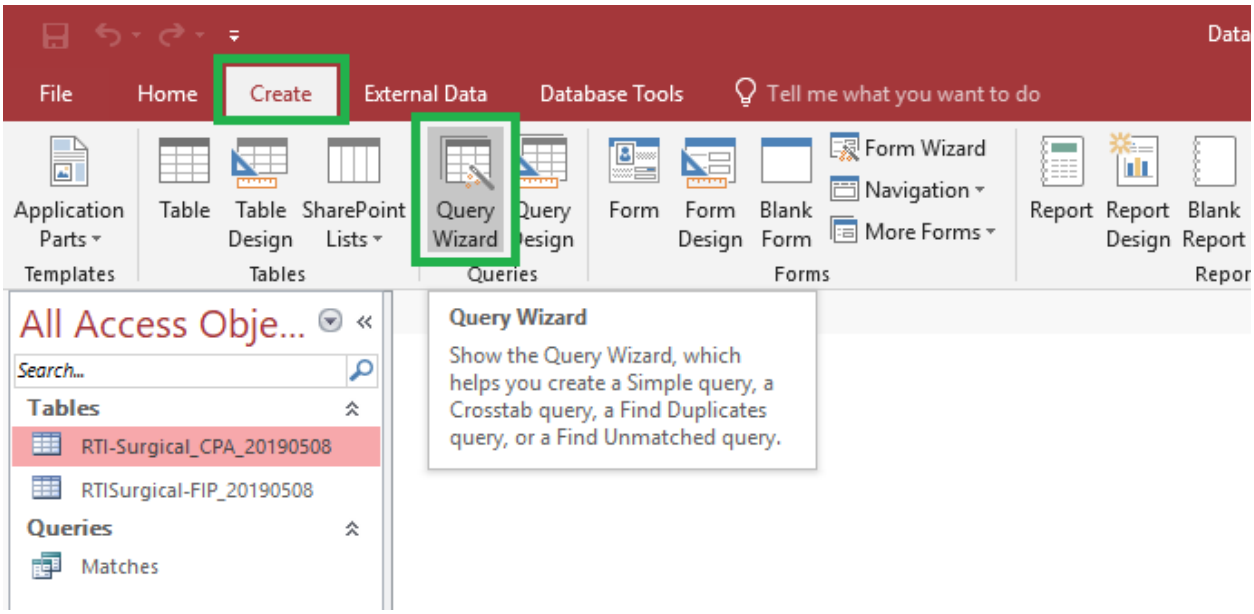
Back to top

6. Finding Duplicate Records Using Primary Key CPA ID and Matches Query in MS Access

6.1. Click Create in the Access menu bar at the top of the page. See figure 6.1 (below).

6.2. Click Query Wizard in the **Create** menu. See figure 6.1.

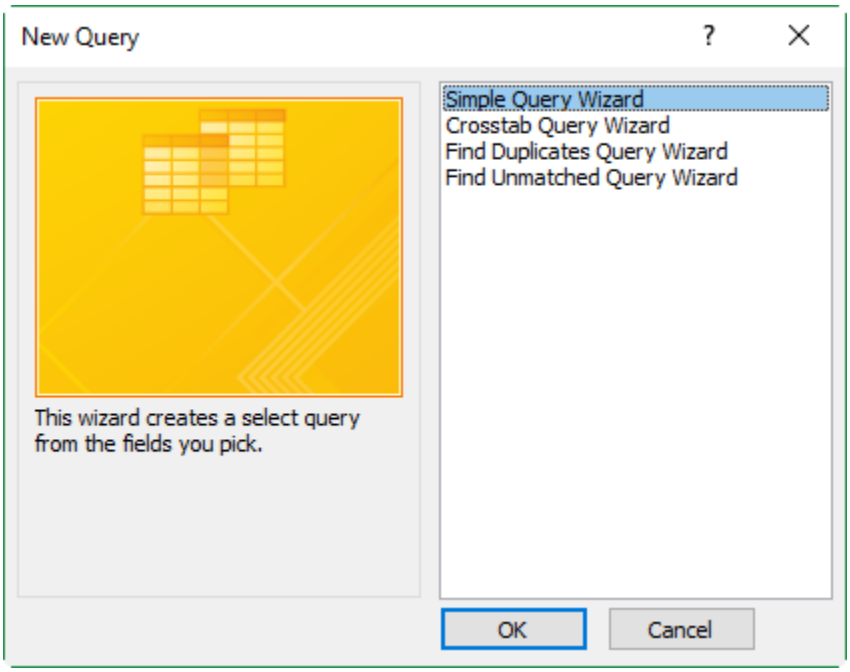
Figure 6.1. Query Wizard in the Create menu.



6.3. After clicking Query Wizard in the **Create** menu the **New Query** dialog box is displayed. See figure 6.2 (below).

NOTE: The **New Query** dialog box defaults to the **Simple Query Wizard** selected. It will be necessary to change this selection. See figure 6.2.

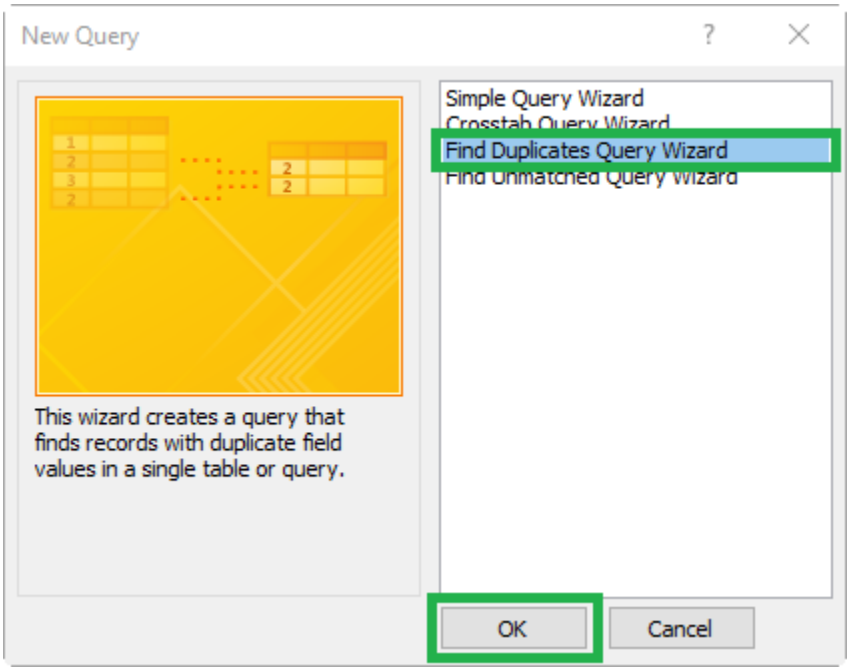
Figure 6.2. New Query dialog box.



6.4. In the **New Query** dialog box click Find Duplicates Query Wizard. See figure 6.3 (below).

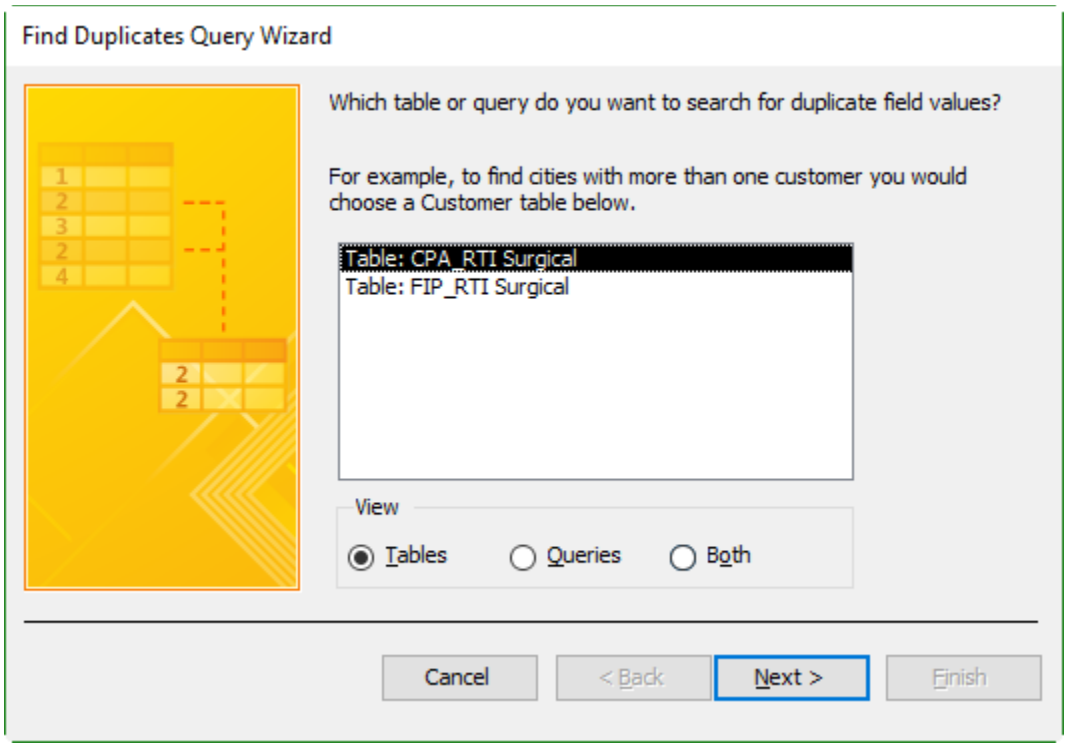
6.5. Click OK at the bottom of the **New Query** dialog box. See figure 6.3.

Figure 6.3. Find Duplicates Query Wizard and Next highlighted in the New Query dialog box.



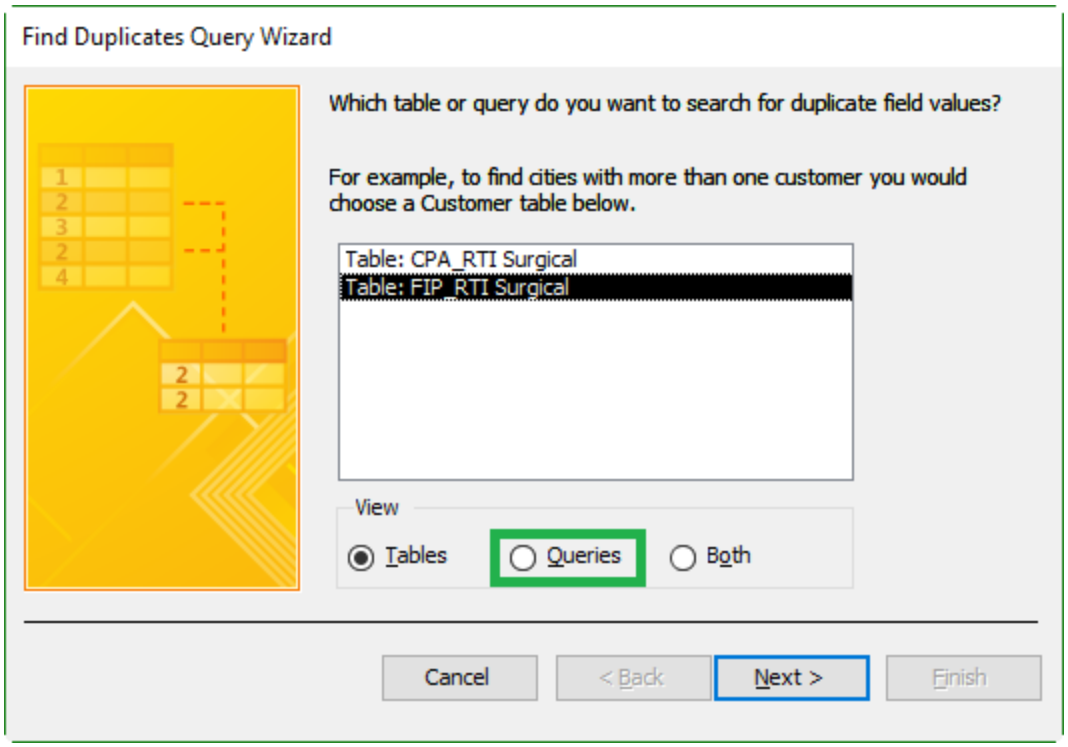
6.6. After OK is clicked in the **New Query** dialog box the **New Query** dialog box is closed and the first (table selection) **Find Duplicates Query Wizard** dialog box is displayed. See figure 6.4.

Figure 6.4. Table selection in the Find Duplicates Query Wizard.



6.7. Click the Queries radio button in the **View** menu of the **Find Duplicates Query Wizard** dialog box. See figure 6.5 (below).

Figure 6.5. Queries radio button in the Find Duplicates Query Wizard.

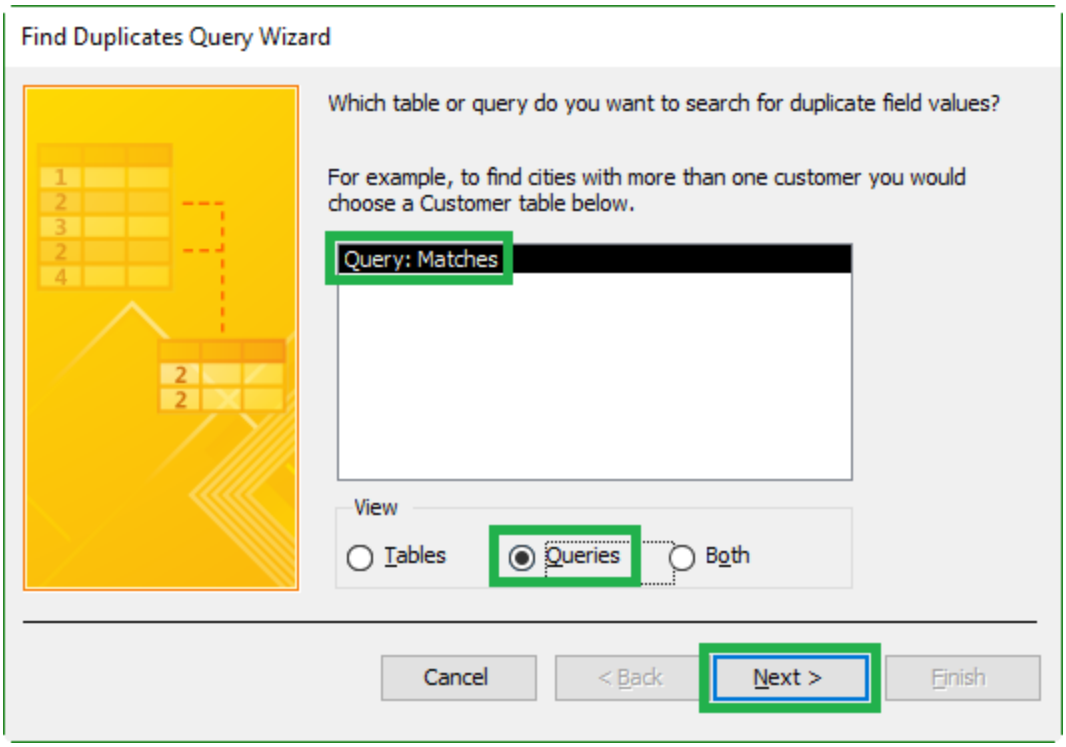


6.8. After the Queries radio button is clicked the **Find Duplicates Query Wizard** dialog box displays a list of available queries from which to choose. See figure 6.6 (below).

6.9. If it is not already highlighted for selection, double click the Matches query. See figure 6.6 (below).

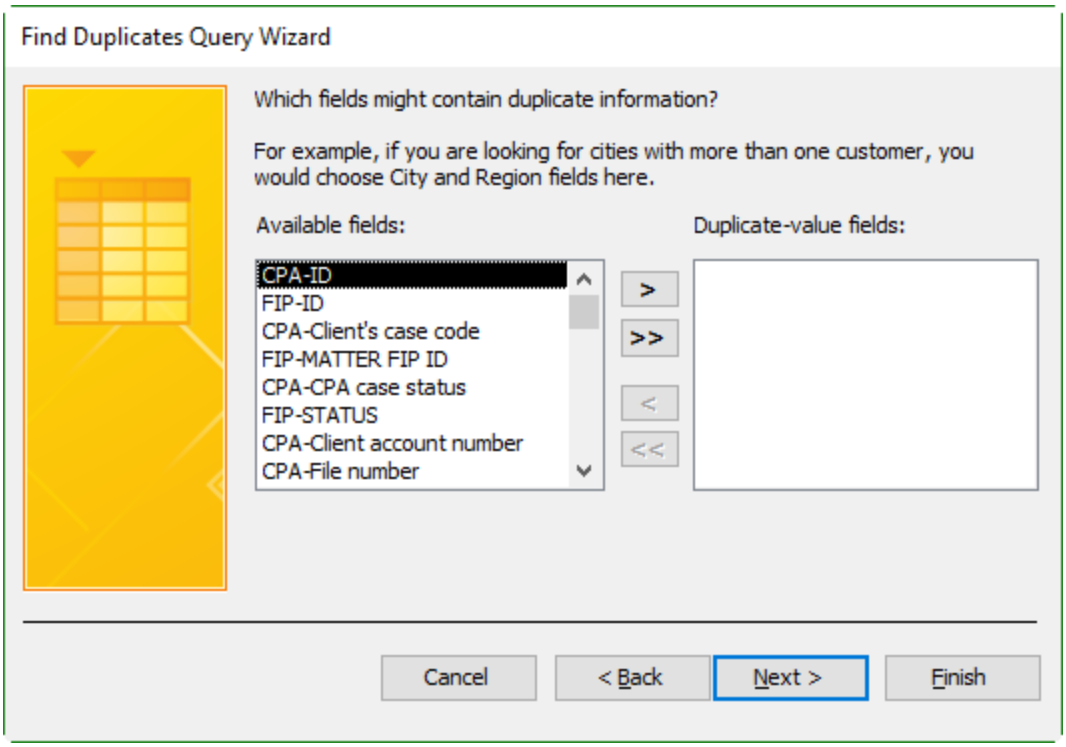
6.10. Click Next in the lower right corner of the first (table selection) **Find Duplicates Query Wizard** dialog box. See figure 6.6.

Figure 6.6. Selections and Next highlighted in the Find Duplicates Query Wizard.



6.11. After Next is clicked in the first (table selection) **Find Duplicates Query Wizard** dialog box the second (duplicate-value fields) **Find Duplicates Query Wizard** dialog box is displayed. See figure 6.7.

Figure 6.7. Duplicate fields in the Find Duplicates Query Wizard.



6.12. If it is not already highlighted for selection, click CPA-ID in the **Available fields** list on the left side of the dialog box. See figure 6.8 (below).

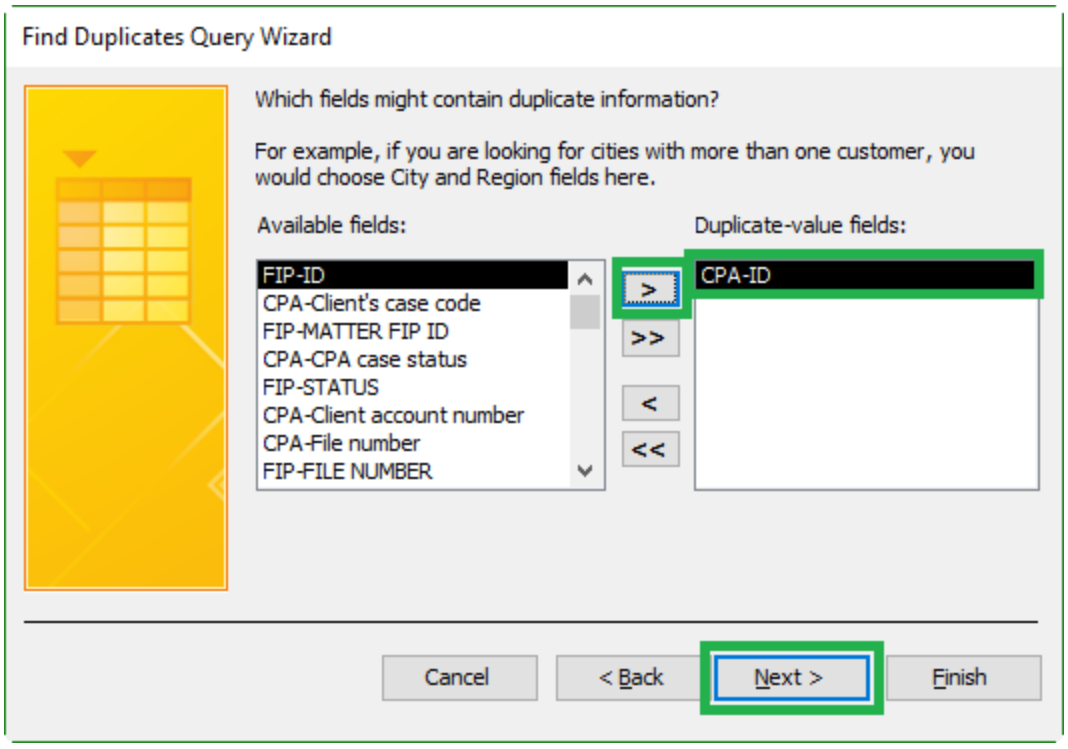
6.13. Click the add icon (**>**) to add the *selected Available field* (in this example CPA-Client's Case Code) to the **Duplicate-value fields** list on the right side of the dialog box. See figure 6.8 (below).

NOTE: A maximum of 10 (ten) fields can be added to the Duplicate-value fields list.

NOTE: **Do NOT** click the add all icon (>>) to add all available fields to the Duplicate-value fields list.

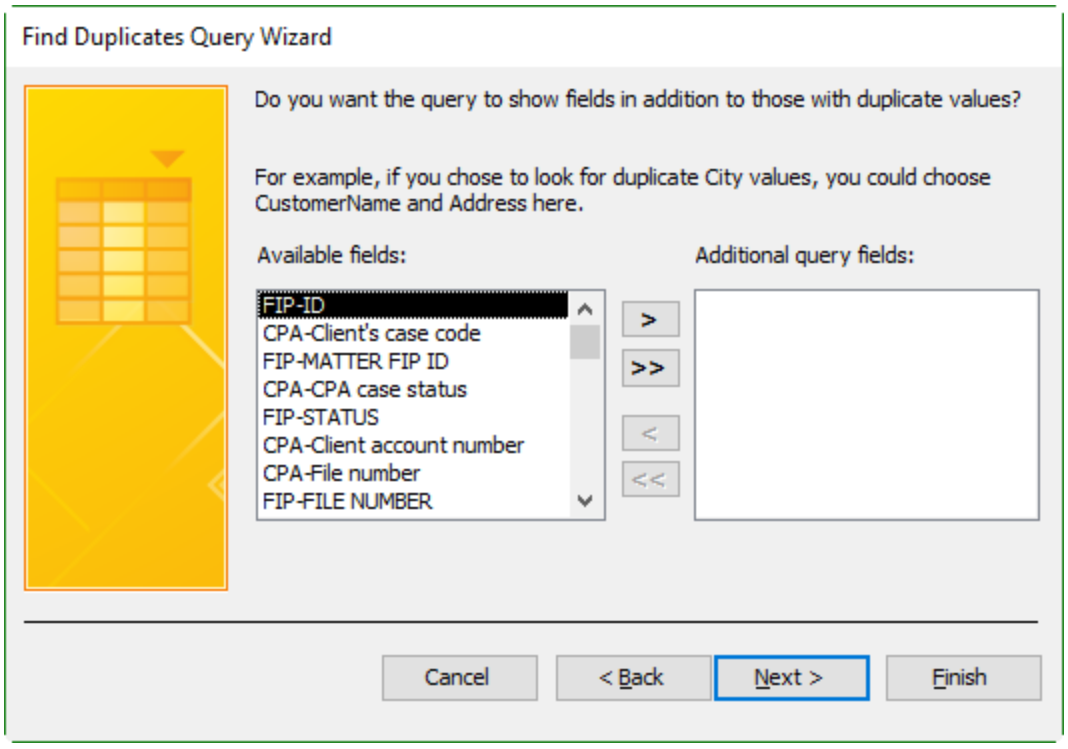
6.14. After the *desired field* is added to the **Duplicate-value fields** list click Next at the bottom of the second (duplicate-value fields) **Find Duplicates Query Wizard** dialog box. See figure 6.8.

Figure 6.8. Selections and Next highlighted in the Duplicate fields Find Duplicates Query Wizard dialog box.



6.15. After Next is clicked in the second (duplicate-value fields) **Find Duplicates Query Wizard** dialog box the third (additional query fields) of the **Find Duplicates Query Wizard** dialog box is displayed. See figure 6.9.

Figure 6.9. Additional fields in the Find Duplicates Query Wizard.

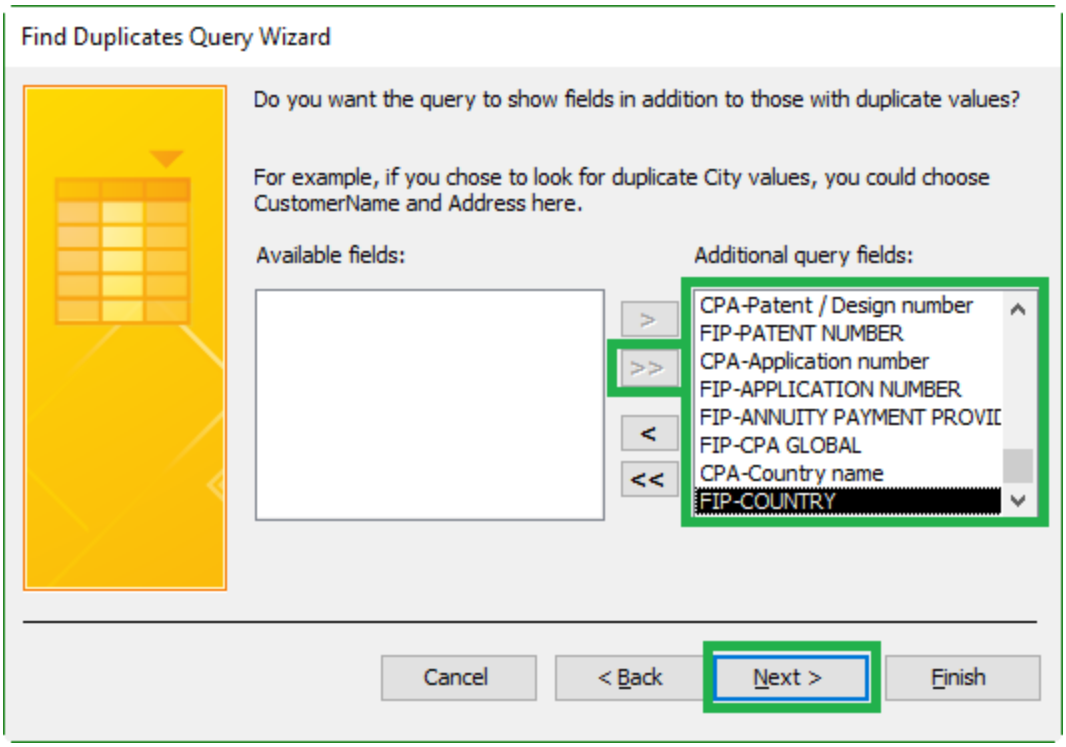


6.16. Click the add all icon (**>>**) to add *all available fields* to the **Additional query fields** list on the right side of the third **Find Duplicates Query Wizard** dialog box. See figure 6.10 (below).

6.17. After clicking the add all icon (**>>**) the **Additional query fields** are populated with all available fields previously listed on the left side (available fields) of the **Find Duplicates Query Wizard** dialog box. See figure 6.10 (below).

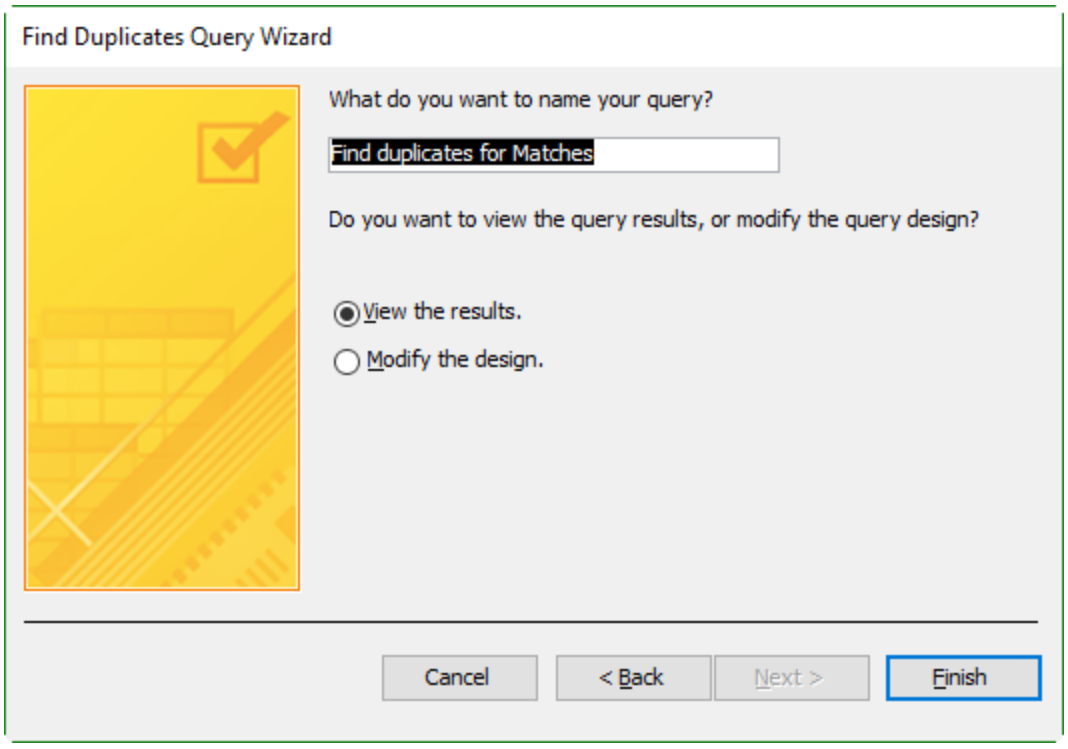
6.18. Click Next at the bottom of the third (additional query fields) **Find Duplicates Query Wizard** dialog box. See figure 6.10.

Figure 6.10. Selections and Next highlighted in the Additional fields Find Duplicates Query Wizard Dialog box.



6.19. After Next is clicked in the third (additional query fields) **Find Duplicates Query Wizard** dialog box the fourth (name and save) **Find Duplicates Query Wizard** dialog box is displayed. See figure 6.11.

Figure 6.11. Name and save in the Find Duplicates Query Wizard.

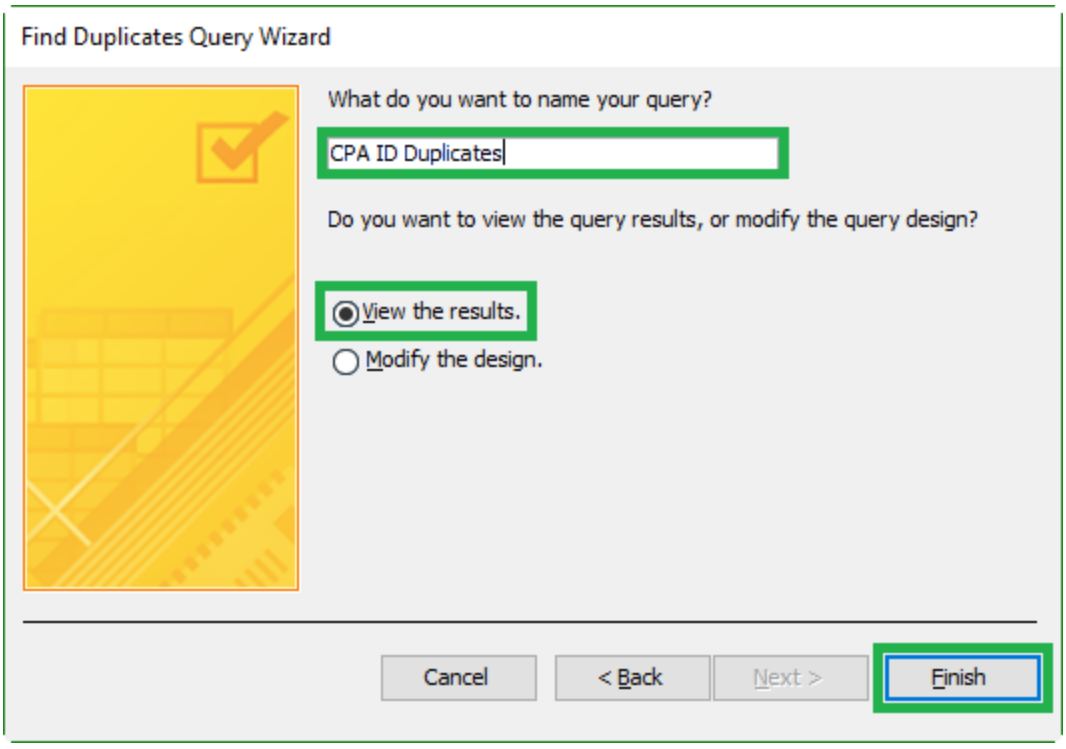


6.20. Click in the data entry field to name the **Query** as *Duplicates between the table source(s)*. Example: CPA ID Duplicates. See figure 6.12 (below).

NOTE: The radio button next to **View the results** should be selected by default. If it is not already selected click the radio button next to **View the results** to select it. See figure 6.12 (below).

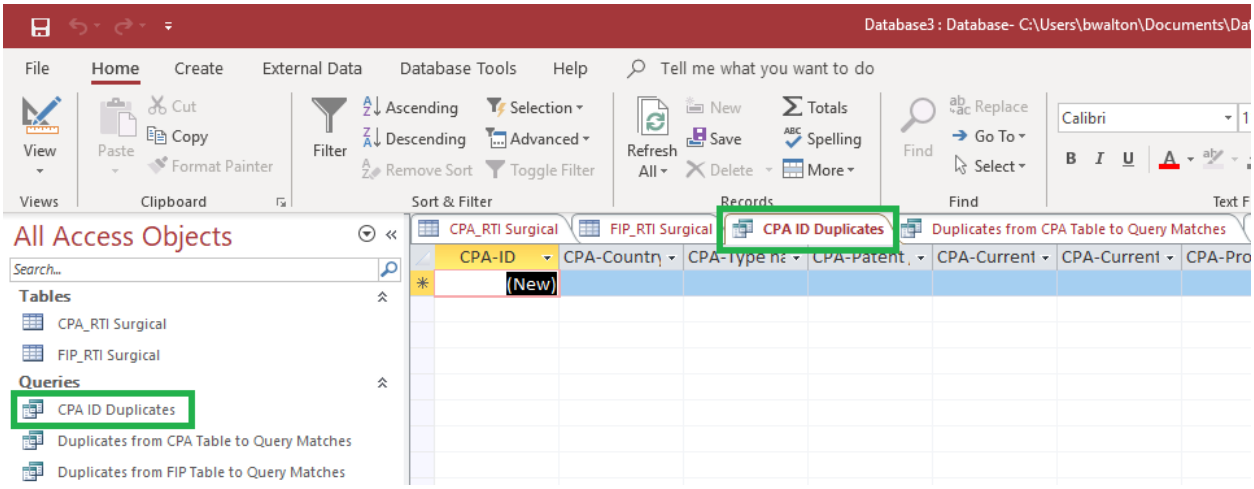
6.21. Click Finish at the bottom of the fourth (name and save) **Find Duplicates Query Wizard** dialog box. See figure 6.12.

Figure 6.12. Selections and Finish in the name and save Find Duplicates Query Wizard dialog box.



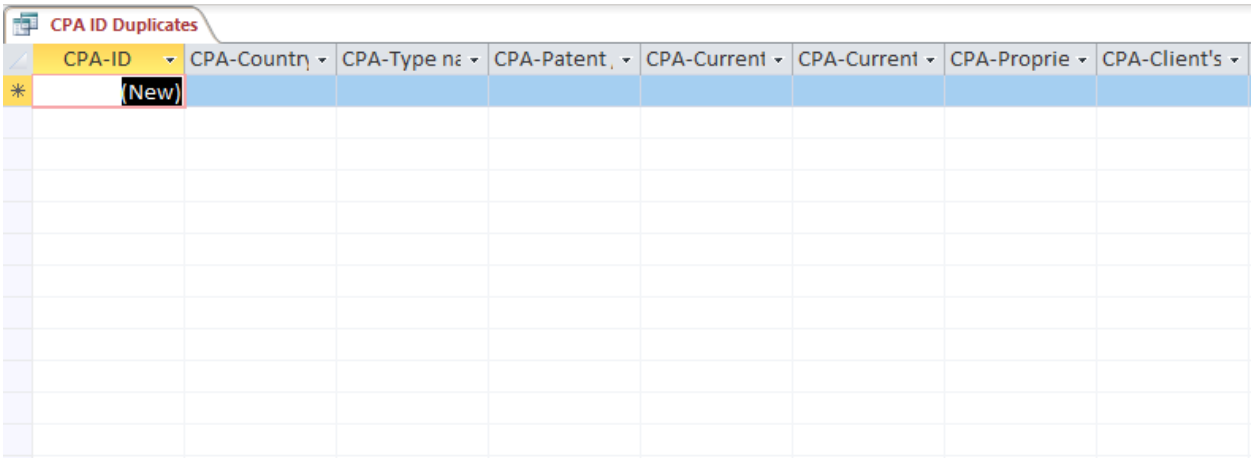
6.22. After Finish is clicked in fourth (name and save) **Find Duplicates Query Wizard** dialog box the wizard is closed and the newly generated query is displayed on the left under **All Access Objects- Queries**. See figure 6.13.

Figure 6.13. Newly created Duplicates query listed in All Access Objects.



6.23. The query usually generates data indicating no duplicates were found (no records listed in the results data). See figure 6.14.

Figure 6.14. No duplicate records found in the new query.



6.24. If any duplicates are found export the data generated by the query to a separate tab in an Excel spreadsheet file using the procedure outlined in the **Exporting Access Query Data to MS Excel section (Section 10)** (below).

NOTE: The expected result is no duplicates were found. Any duplicates revealed during this research must be investigated.

Back to section start

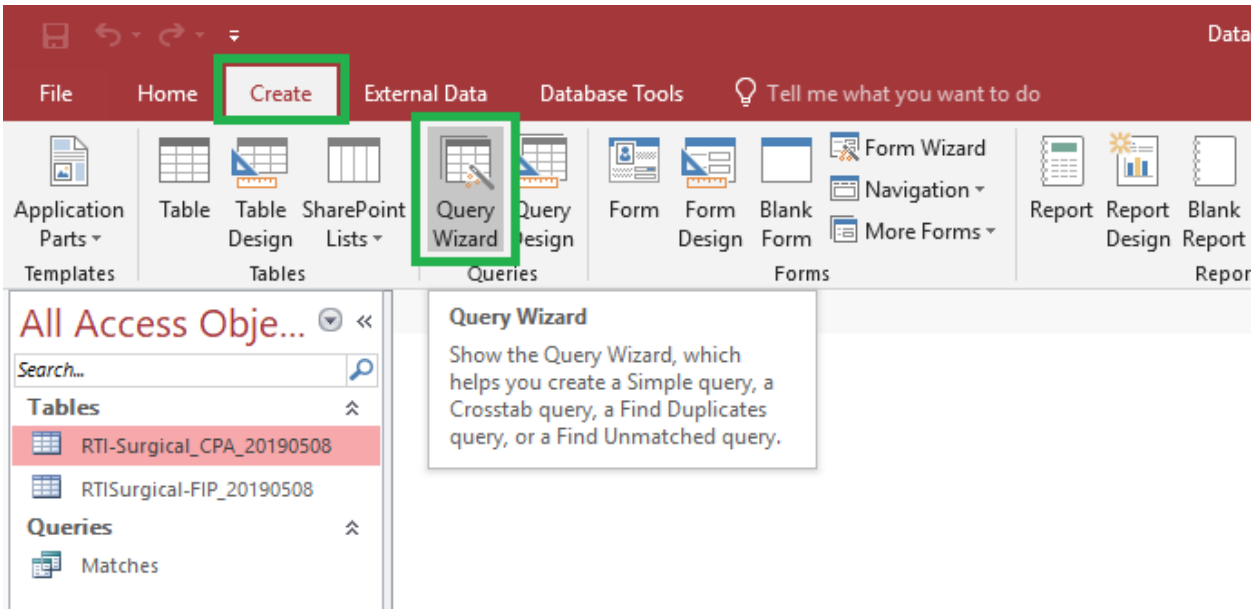
Back to top

7. Finding Duplicate Records Using Primary Key FIP ID and Matches Query in MS Access

7.1. Click Create in the Access menu bar at the top of the page. See figure 7.1 (below).

7.2. Click Query Wizard in the **Create** menu. See figure 7.1.

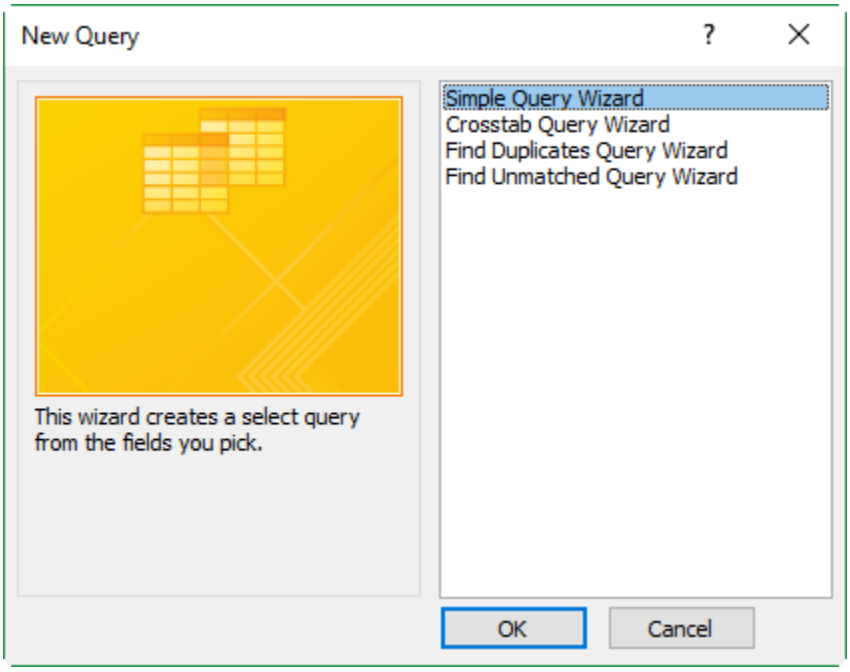
Figure 7.1. Query Wizard in the Create menu.



7.3. After clicking Query Wizard in the **Create** menu the **New Query** dialog box is displayed. See figure 7.2 (below).

NOTE: The **New Query** dialog box defaults to the **Simple Query Wizard** selected. It will be necessary to change this selection. See figure 7.2.

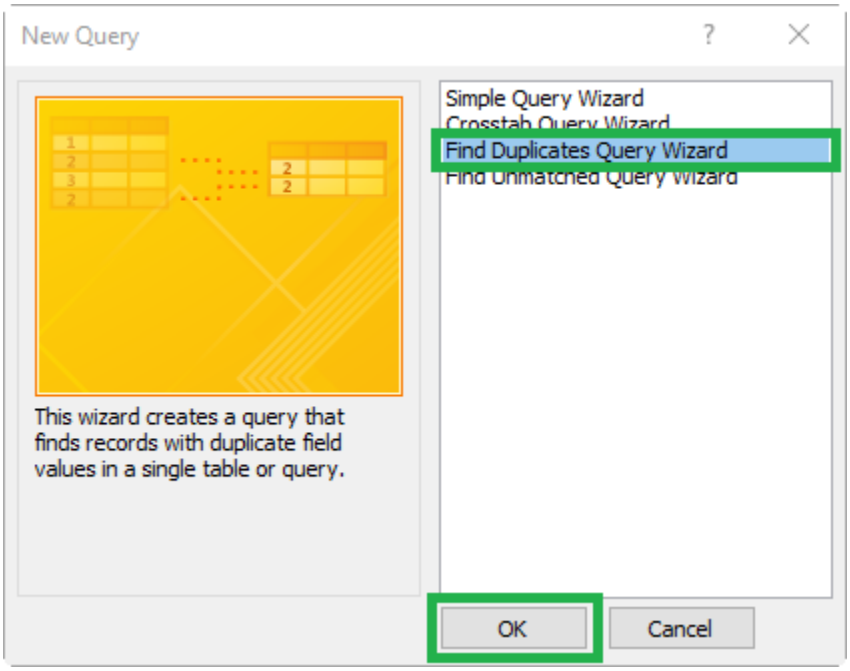
Figure 7.2. New Query dialog box.



7.4. In the **New Query** dialog box click Find Duplicates Query Wizard. See figure 7.3 (below).

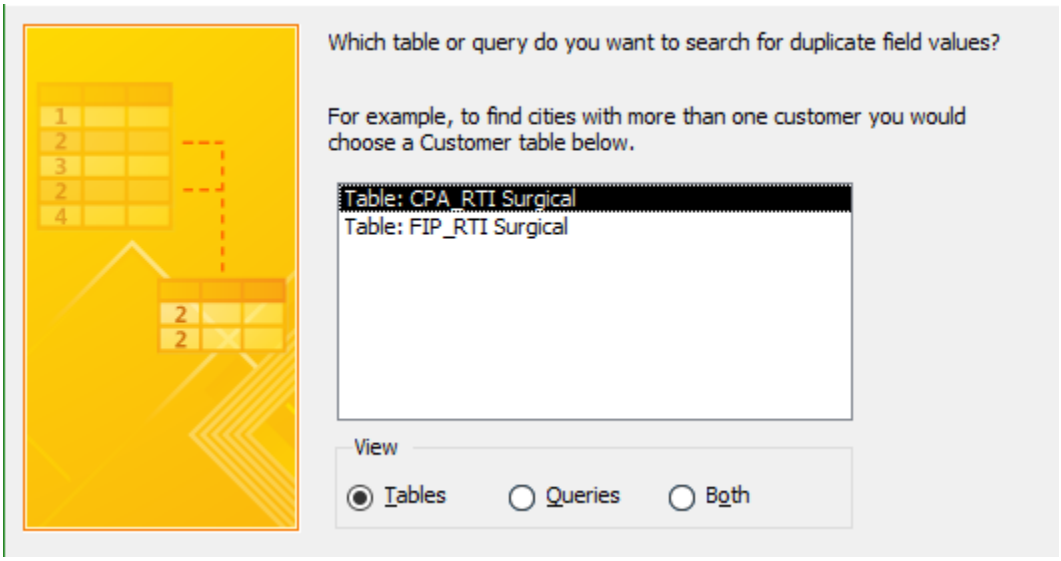
7.5. Click OK at the bottom of the **New Query** dialog box. See figure 7.3.

Figure 7.3. Find Duplicates Query Wizard and Next highlighted in the New Query dialog box.



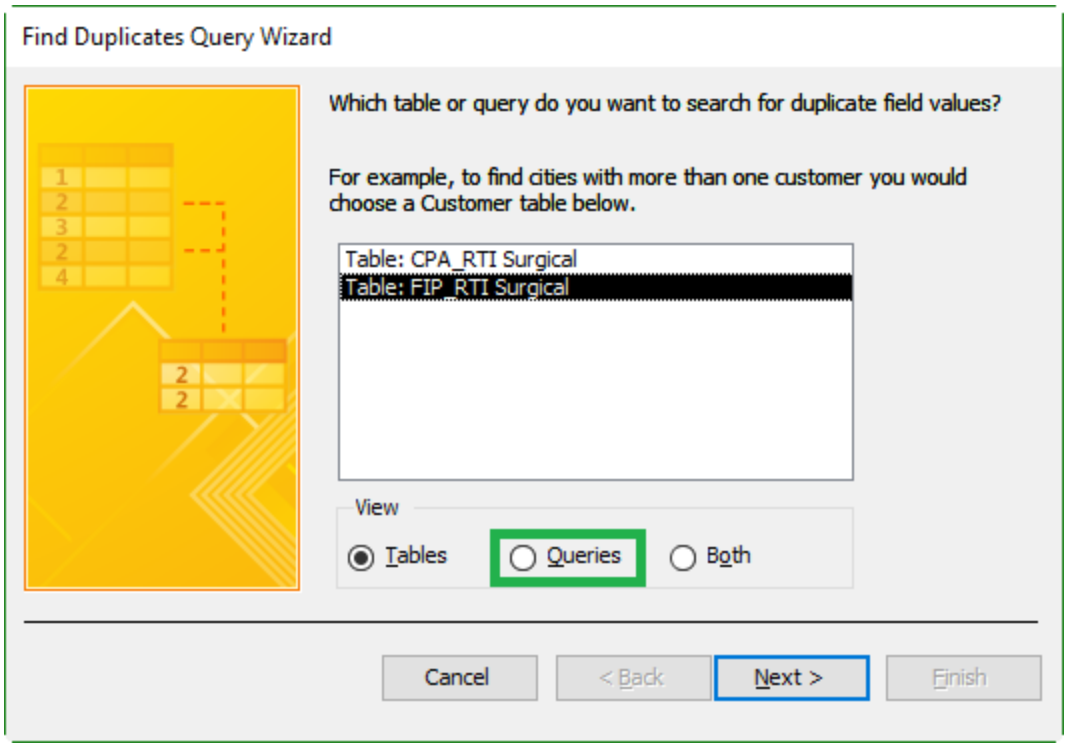
7.6. After OK is clicked in the **New Query** dialog box the **New Query** dialog box is closed and the first (table selection) **Find Duplicates Query Wizard** dialog box is displayed. See figure 7.4.

Figure 7.4. Table selection in the Find Duplicates Query Wizard.



7.7. Click the Queries radio button in the **View** menu of the **Find Duplicates Query Wizard** dialog box. See figure 7.5.

Figure 7.5. Queries radio button in the Find Duplicates Query Wizard.

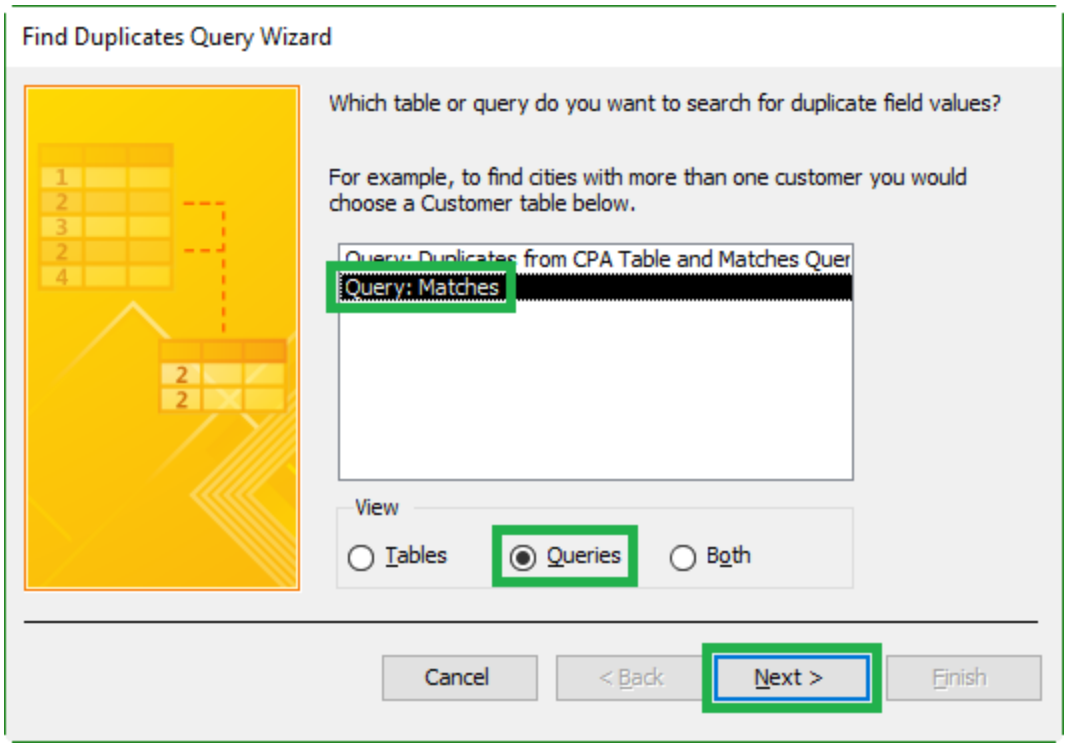


7.8. After the Queries radio button is clicked the **Find Duplicates Query Wizard** dialog box displays a list of available queries from which to choose. See figure 7.6 (below).

7.9. If it is not already highlighted for selection, double click the Matches query. See figure 7.6 (below).

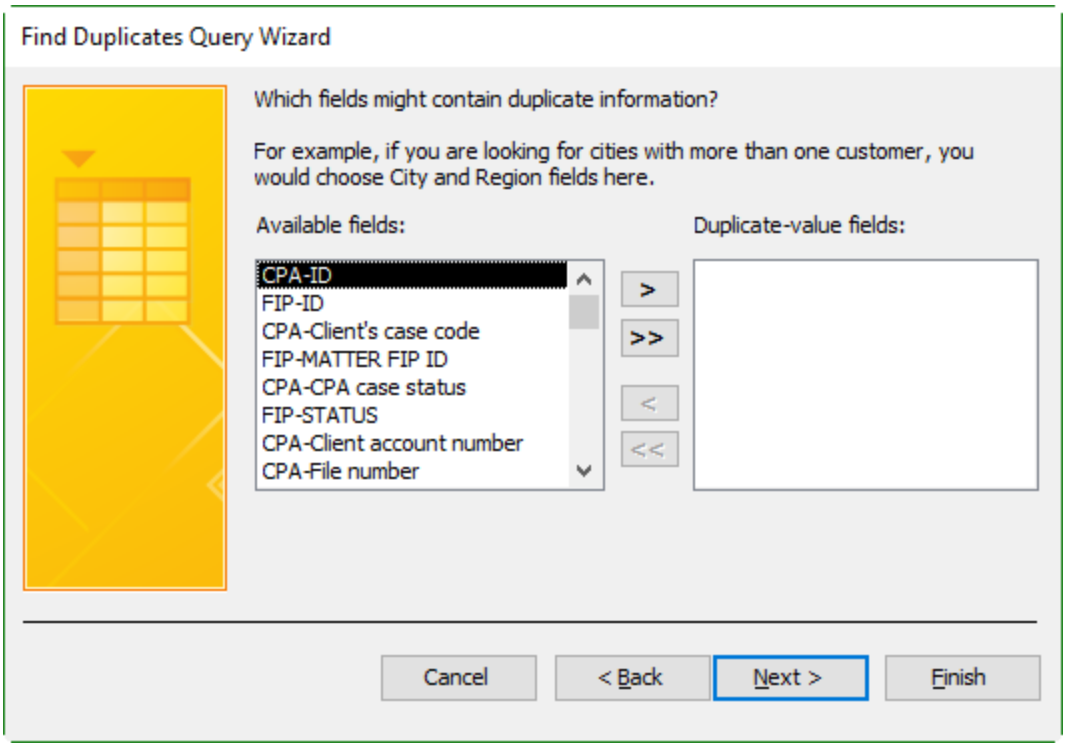
7.10. Click Next in the lower right corner of the first (table selection) **Find Duplicates Query Wizard** dialog box. See figure 7.6.

Figure 7.6. Selections and Next highlighted in the Find Duplicates Query Wizard.



7.11. After Next is clicked in the first (table selection) **Find Duplicates Query Wizard** dialog box the second (duplicate-value fields) **Find Duplicates Query Wizard** dialog box is displayed. See figure 7.7.

Figure 7.7. Duplicate fields in the Find Duplicates Query Wizard.



7.12. If it not already highlighted for selection, click FIP-ID in the **Available fields** list on the left side of the dialog box. See figure 7.8 (below).

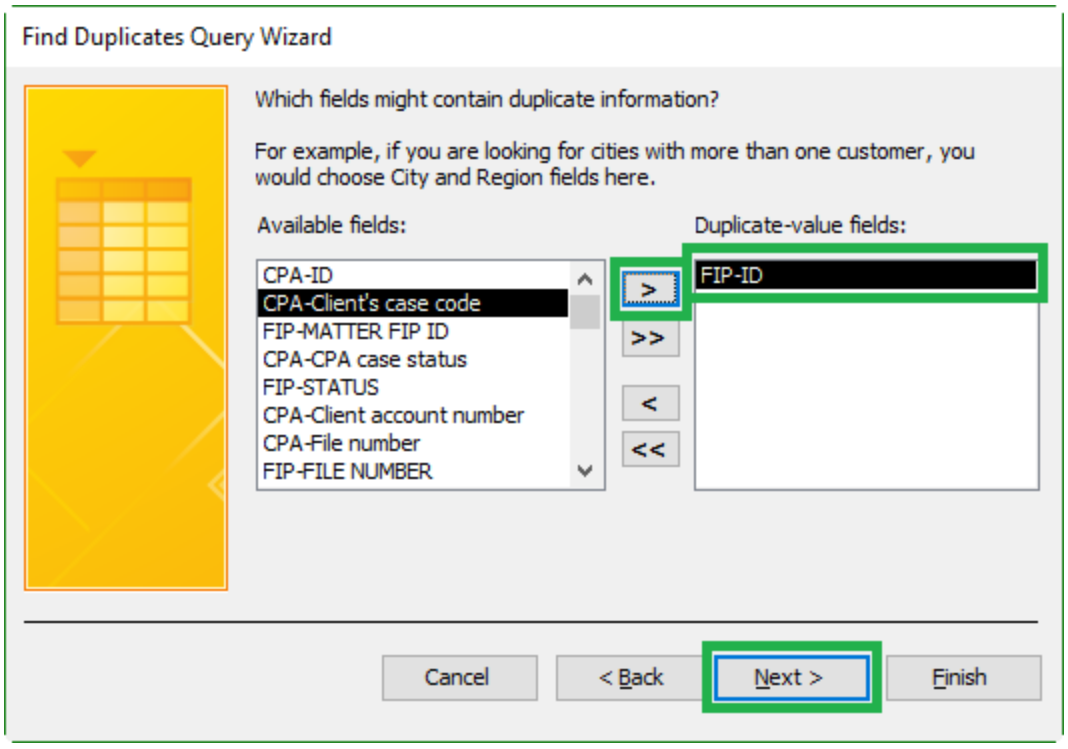
7.13. Click the add icon (**>**) to add the *selected Available field* (in this example CPA-Client's Case Code) to the **Duplicate-value fields** list on the right side of the dialog box. See figure 7.8 (below).

NOTE: A maximum of 10 (ten) fields can be added to the Duplicate-value fields list.

NOTE: **Do not** click the add all icon (>>) to add all available fields to the Duplicate-value fields list.

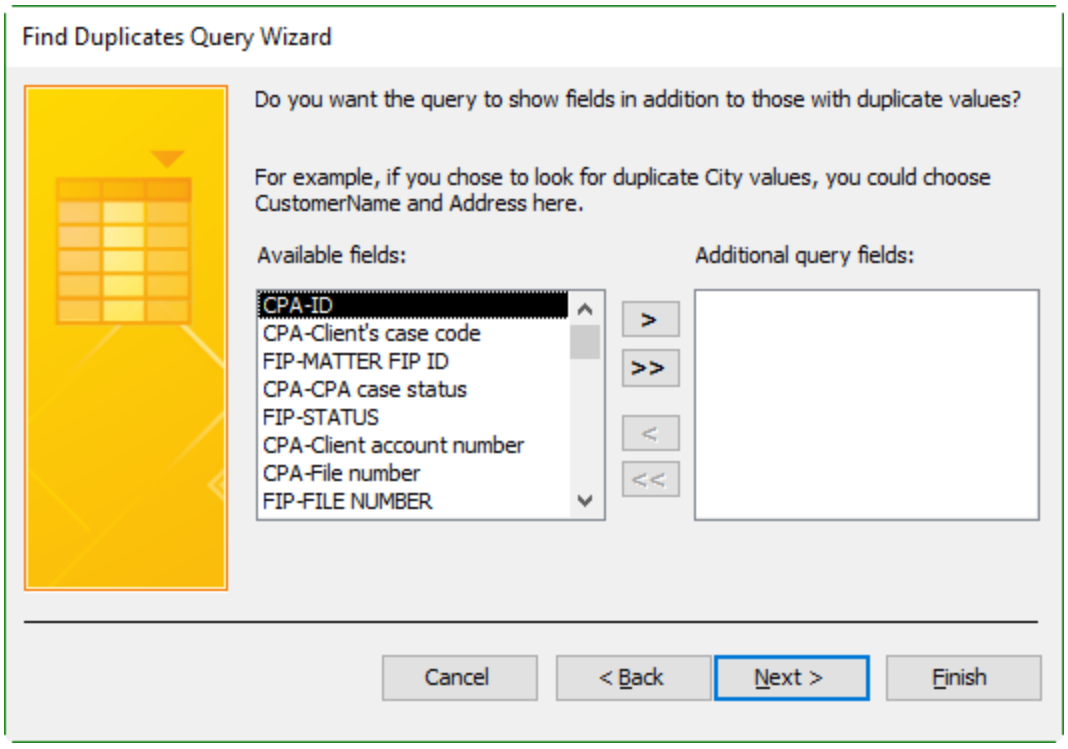
7.14. After the *desired field* is added to the **Duplicate-value fields** list click Next at the bottom of the second (duplicate-value fields) **Find Duplicates Query Wizard** dialog box. See figure 7.8.

Figure 7.8. Selections and Next highlighted in the Duplicate fields Find Duplicates Query Wizard dialog box.



7.15. After Next is clicked in the second (duplicate-value fields) **Find Duplicates Query Wizard** dialog box the third (additional query fields) of the **Find Duplicates Query Wizard** dialog box is displayed. See figure 7.9.

Figure 7.9. Additional fields in the Find Duplicates Query Wizard.

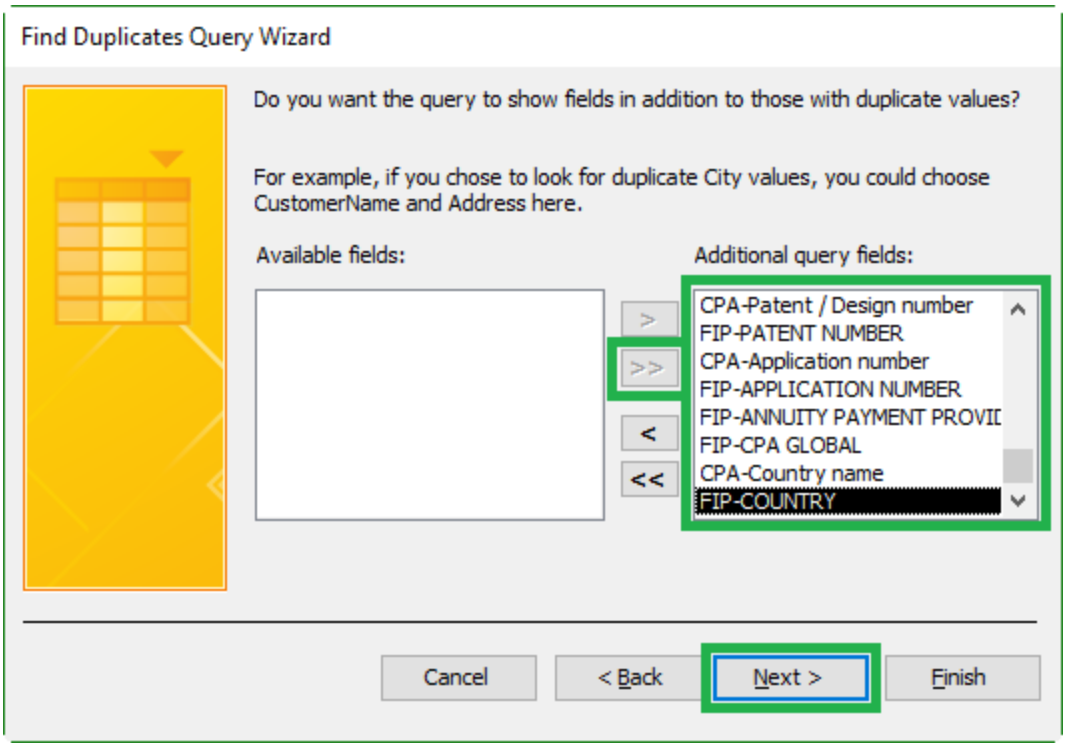


7.16. Click the add all icon (**>>**) to add *all available fields* to the **Additional query fields** list on the right side of the third **Find Duplicates Query Wizard** dialog box. See figure 7.10 (below).

7.17. After clicking the add all icon (**>>**) the **Additional query fields** are populated with all available fields previously listed on the left side (available fields) of the dialog box. See figure 7.10 (below).

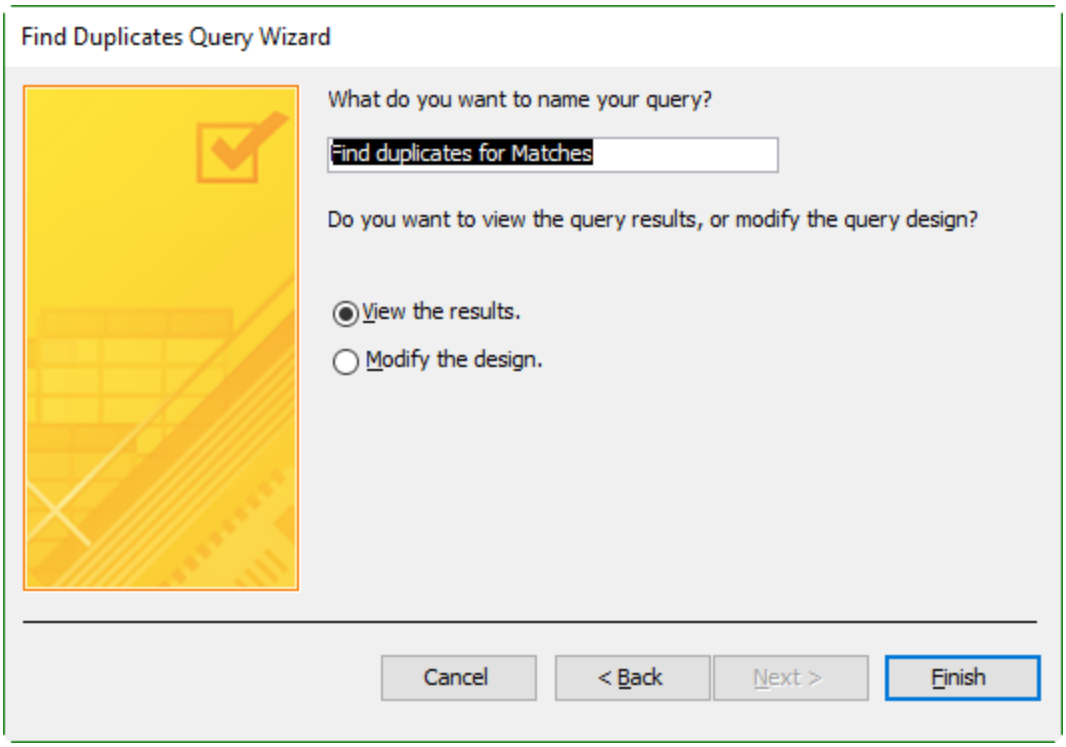
7.18. Click Next at the bottom of the third (additional query fields) **Find Duplicates Query Wizard** dialog box. See figure 7.10.

Figure 7.10. Selections and Next highlighted in the Additional fields Find Duplicates Query Wizard Dialog box.



7.19. After Next is clicked in the third (additional query fields) **Find Duplicates Query Wizard** dialog box the fourth (name and save) **Find Duplicates Query Wizard** dialog box is displayed. See figure 7.11.

Figure 7.11. Name and save in the Find Duplicates Query Wizard.

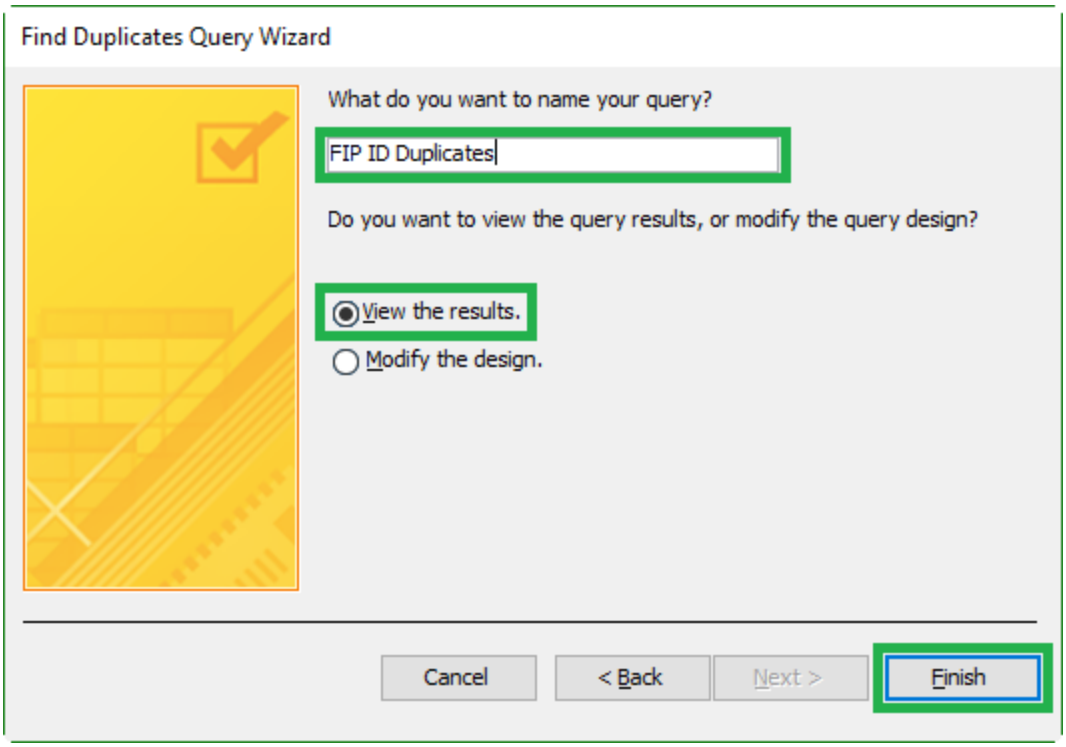


7.20. Click in the data entry field to name the **Query** as *Duplicates between the table source(s)*. Example: FIP ID Duplicates. See figure 7.12 (below).

NOTE: The radio button next to **View the results** should be selected by default. If it is not already selected click the radio button next to **View the results** to select it. See figure 7.12 (below).

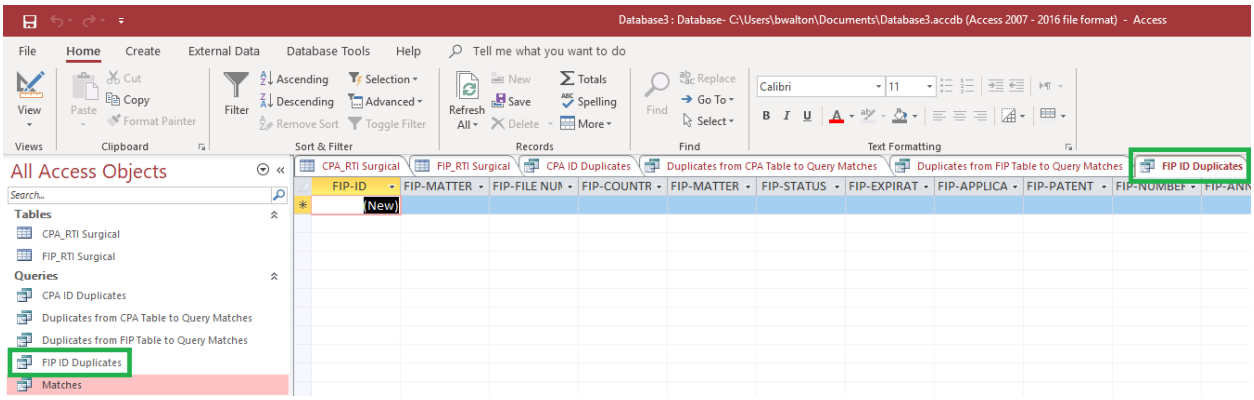
7.21. Click Finish at the bottom of the fourth (name and save) **Find Duplicates Query Wizard** dialog box. See figure 7.12.

Figure 7.12. Selections and Finish in the name and save Find Duplicates Query Wizard dialog box.



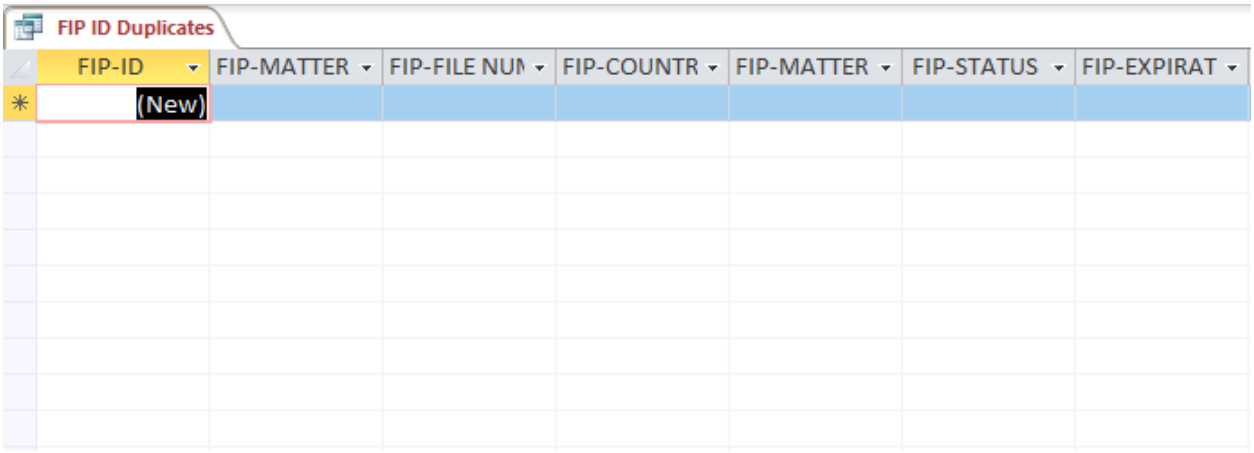
7.22. After Finish is clicked in fourth (name and save) **Find Duplicates Query Wizard** dialog box the wizard is closed and the newly generated query is displayed on the left under **All Access Objects- Queries**. See figure 7.13.

Figure 7.13. Newly created Duplicates query listed in All Access Objects.



7.23. The query usually generates data indicating no duplicates were found (no records listed in the results data). See figure 7.14.

Figure 7.14. No duplicate records found in the new query.



7.24. If any duplicates are found export the data generated by the query to a separate tab in an Excel spreadsheet file using the procedure outlined in the **Exporting Access Query Data to MS Excel section (Section 10)** (below).

NOTE: The expected result is no duplicates were found. Any duplicates revealed during this research must be investigated.

Back to section start

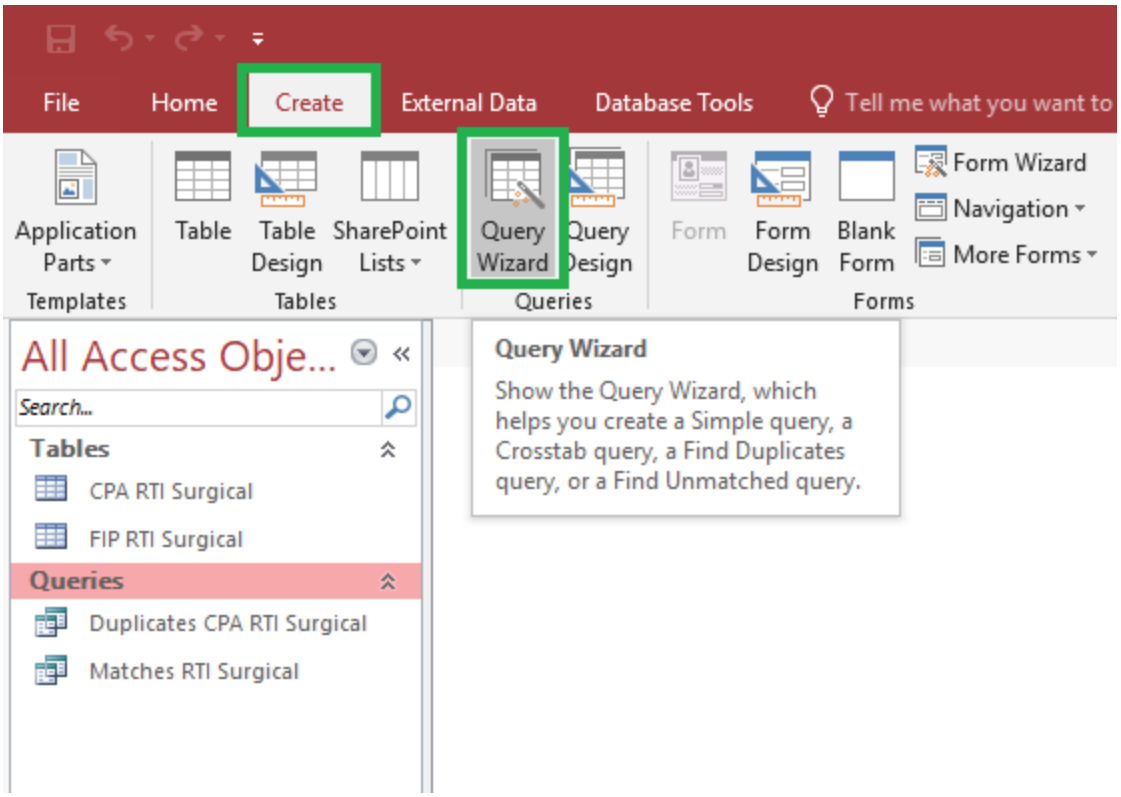
Back to top

8. Finding Unmatched Records Between CPA Table and Matches Query in MS Access

8.1. Click Create in the menu bar at the top of the page. See figure 8.1 (below).

8.2. Click Query Wizard in the **Create** menu. See figure 8.1.

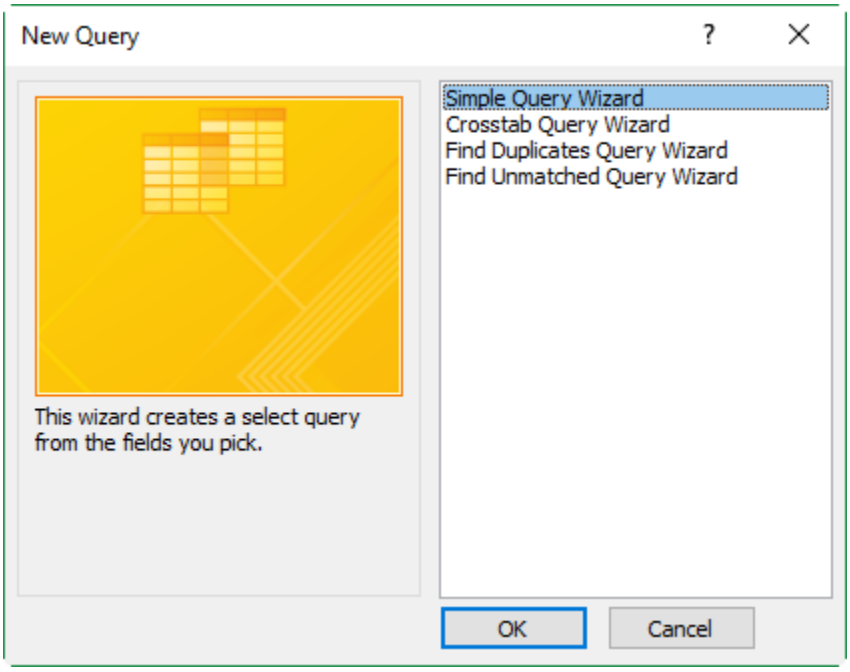
Figure 8.1. Query Wizard in the Create menu.



8.3. After Query Wizard is clicked in the **Create** menu the **New Query** dialog box is displayed. See figure 8.2 (below).

NOTE: The **New Query** dialog box defaults to the **Simple Query Wizard** selected. It will be necessary to change this selection. See figure 8.2.

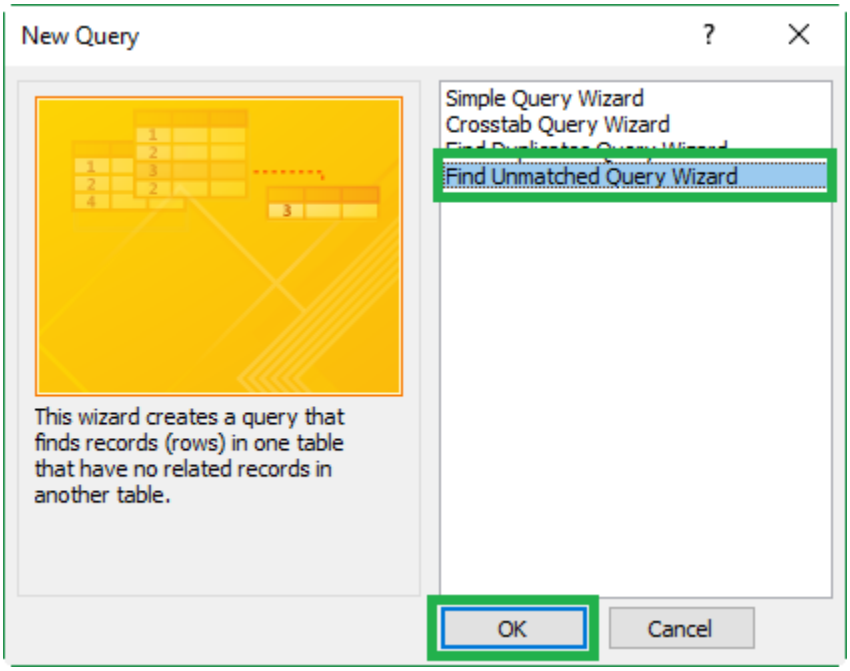
Figure 8.2. New Query dialog box.



8.4. In the **New Query** dialog box click Find Unmatched Query Wizard. See figure 8.3 (below)

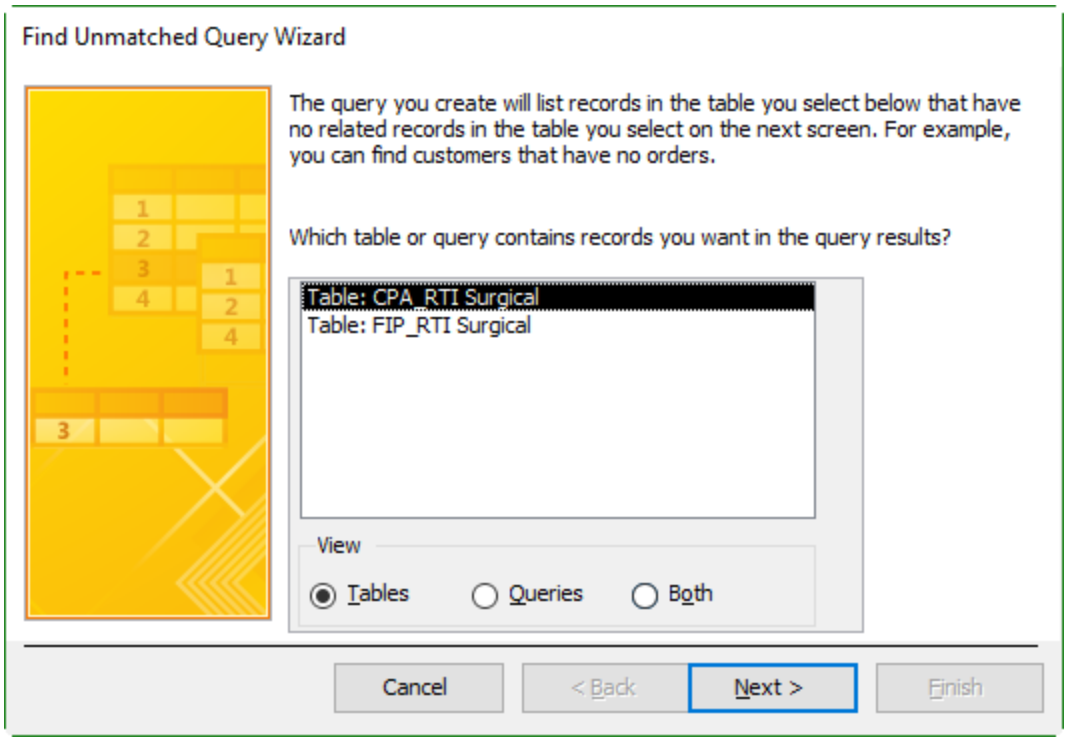
8.5. Click OK at the bottom of the **New Query** dialog box. See figure 8.3.

Figure 8.3. Find Unmatched and OK highlighted in the New Query Wizard dialog box.



8.6. After OK is clicked in the **New Query** dialog box the **New Query** dialog box is closed and the first (table/query selection) **Find Unmatched Query Wizard** dialog box is displayed. See figure 8.4.

Figure 8.4. Table selection in the Find Unmatched Query Wizard dialog box.

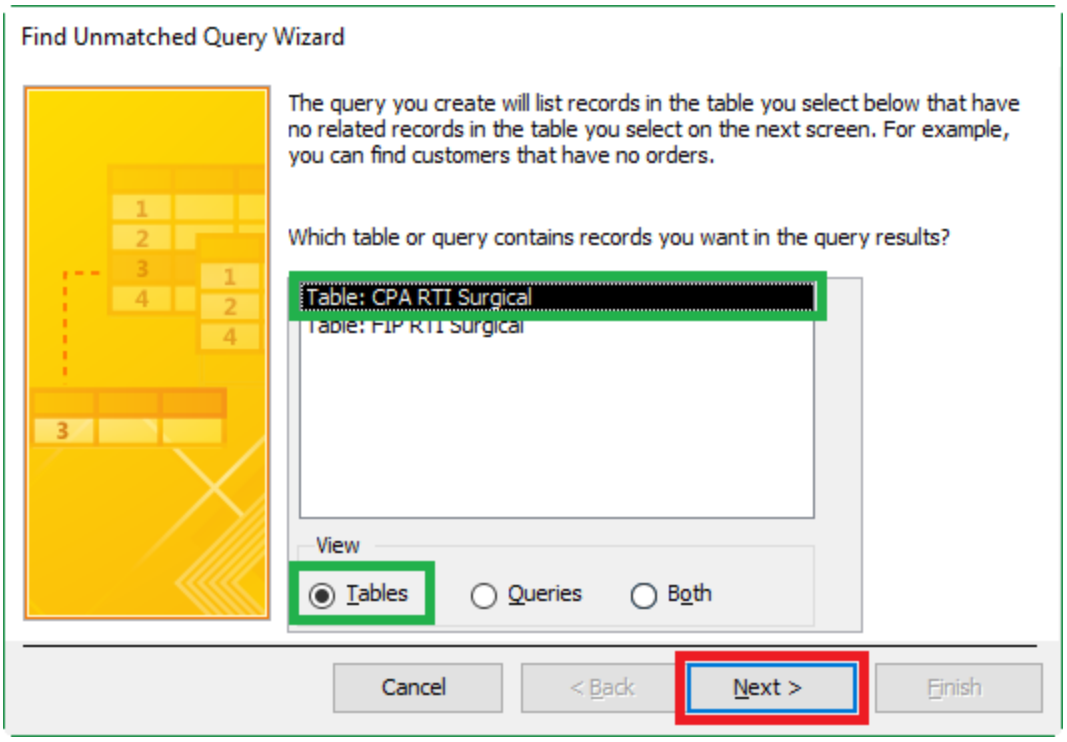


8.7. Double click the table name containing the *data to be compared in this Query*. See figure 8.5 (below).

NOTE: The radio button next to **Tables** in the **View** section of the **Find Unmatched Query Wizard** should be checked by default. If it is not checked, click the radio button next to **Tables** to select it. See figure 8.5 (below).

Do not click Next until the following steps (8.8 through 8.10) are complete. See figure 8.5.

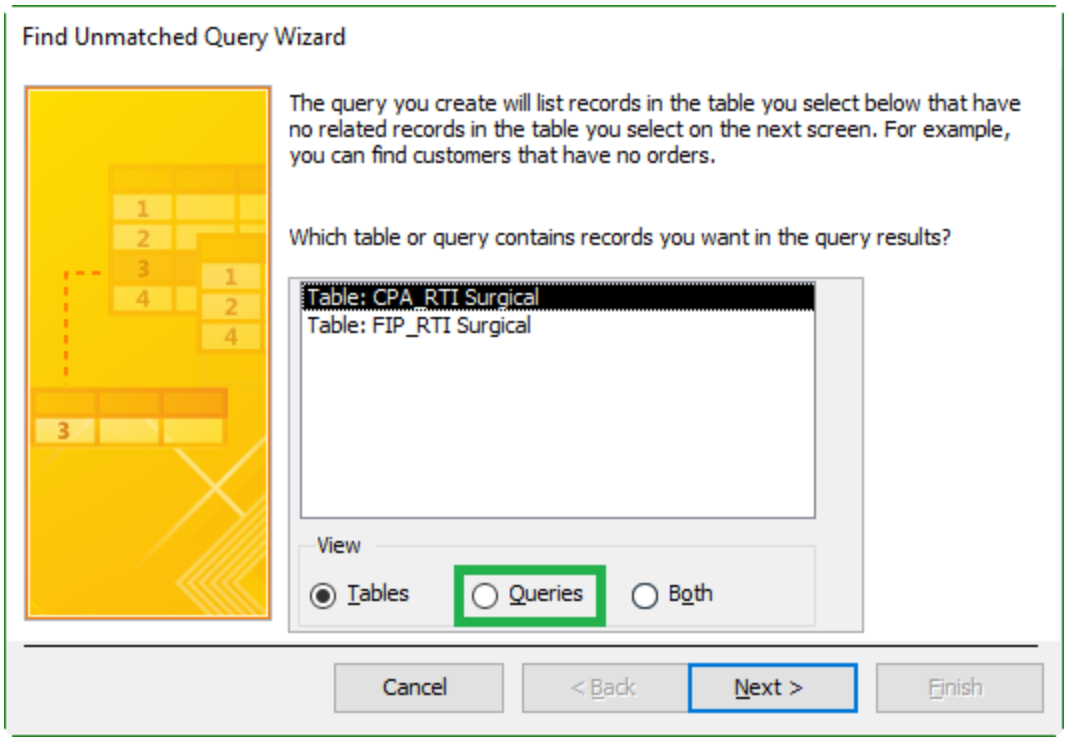
Figure 8.5. Selections in the table selection Find Unmatched Query Wizard dialog box.



8.8. After selecting the *Table* for the query, click the Queries radio button in the **View** section under the list of tables in the **Find Unmatched Query Wizard** dialog box. See figure 8.6 (below).

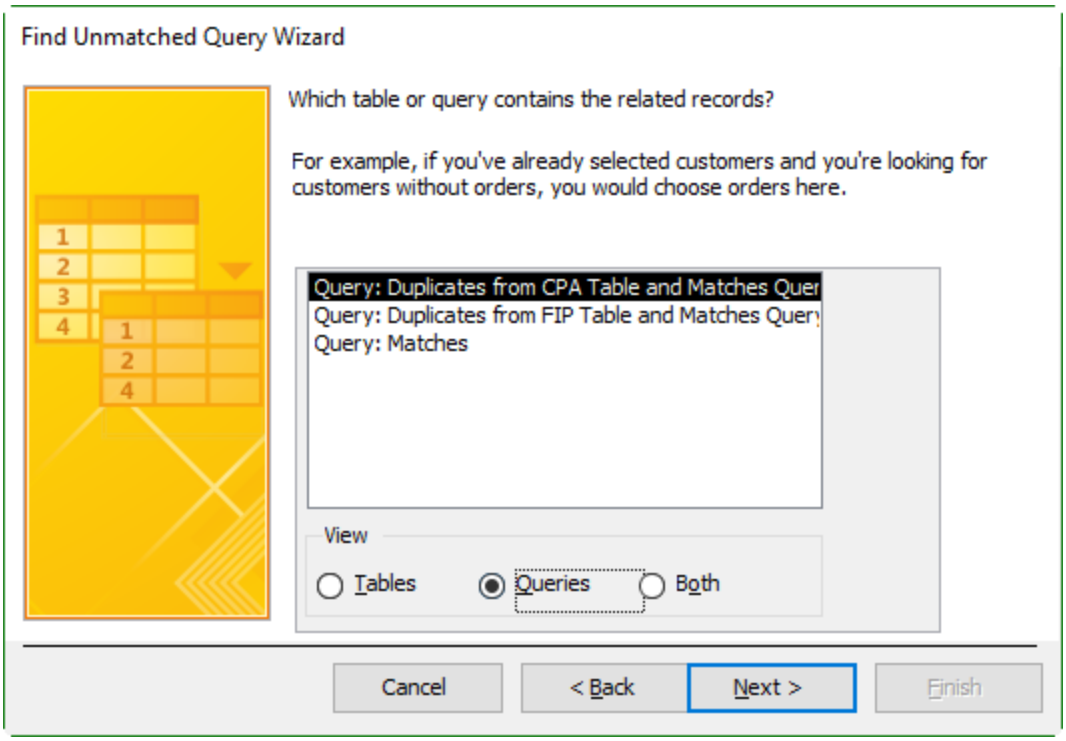
NOTE: When repeating these steps for subsequent queries it is important to ensure that the correct original query is selected. See figure 8.6.

Figure 8.6. Queries radio button in the Find Unmatched Query Wizard dialog box



8.9. After clicking the Queries radio button the **Find Unmatched Query Wizard** dialog box displays a *list of available queries* from which to choose (and) the **Queries** radio button is highlighted. See figure 8.7

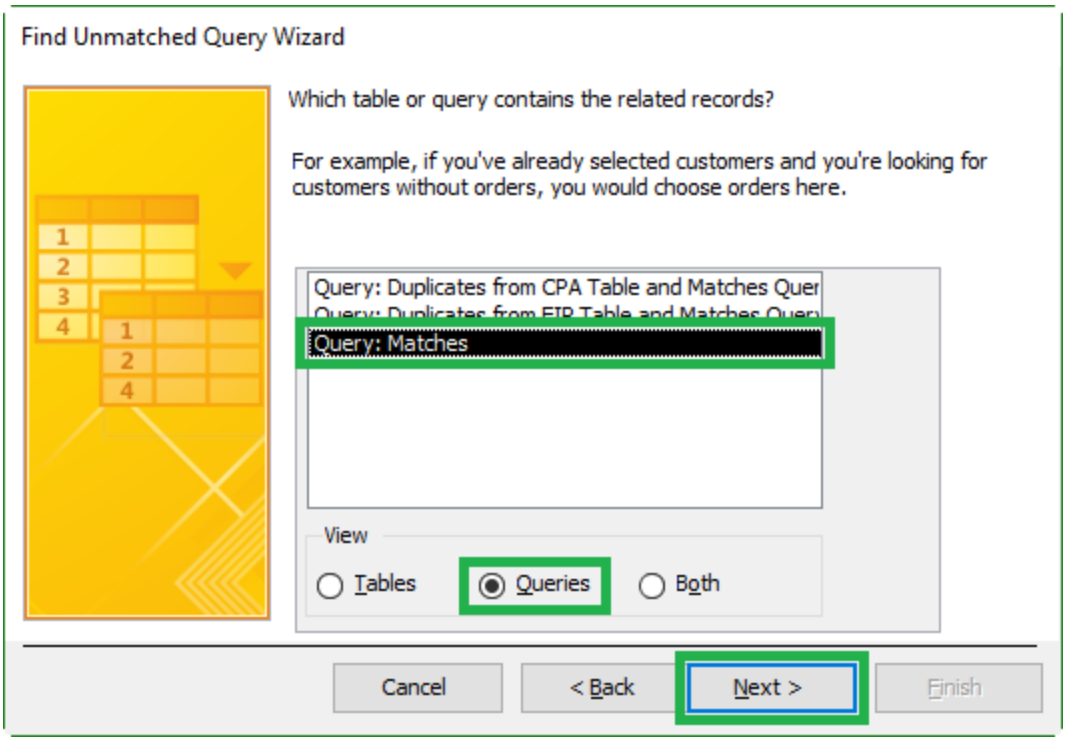
Figure 8.7. Available queries list.



8.10. If it not already highlighted for selection, double click the query name containing the *related records to this query* (Matches). See figure 8.8 (below).

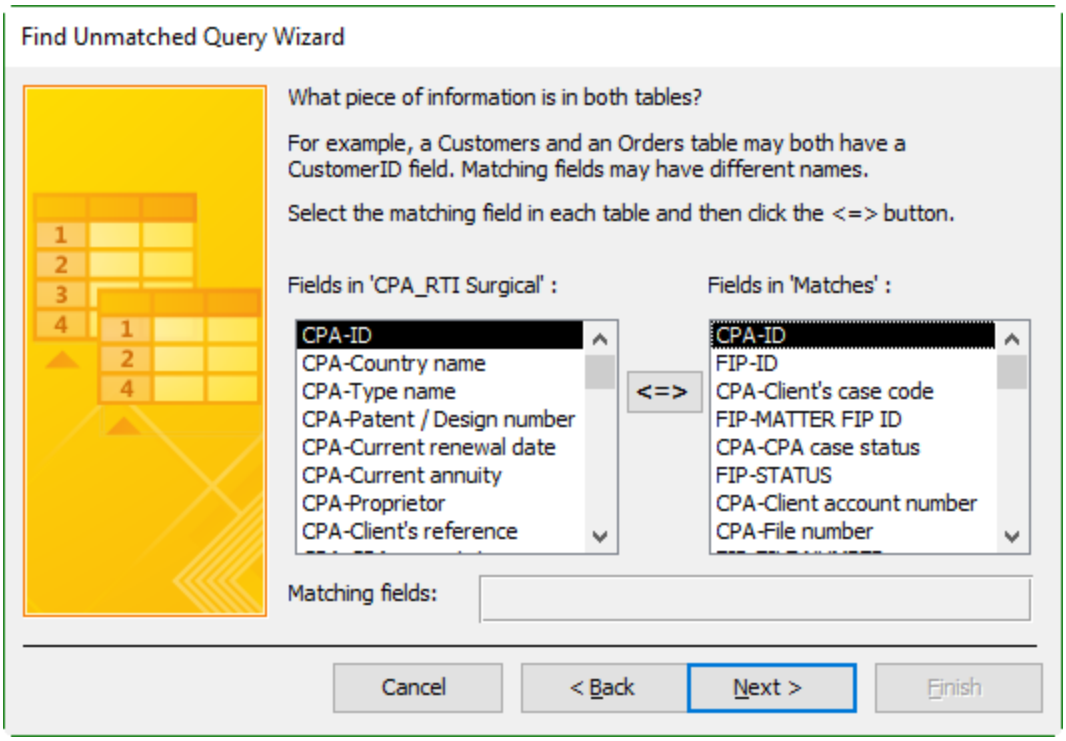
8.11. After selection of the query containing related records is complete click Next at the bottom of the second **Find Unmatched Query Wizard** dialog box. See figure 8.8.

Figure 8.8. Selections and Next highlighted in the related records Find Unmatched Query Wizard dialog box



8.12. After Next is clicked in the second (related records) **Find Unmatched Query Wizard** dialog box the third (duplicate fields) **Find Unmatched Query Wizard** dialog box is displayed. See figure 8.9.

Figure 8.9. Duplicate fields Find Unmatched Query Wizard dialog box.



8.13. Click CPA-ID in the **left Fields** column. See figure 8.10 (below).

8.14. Click CPA-ID in the **right Fields** column. See figure 8.10 (below).

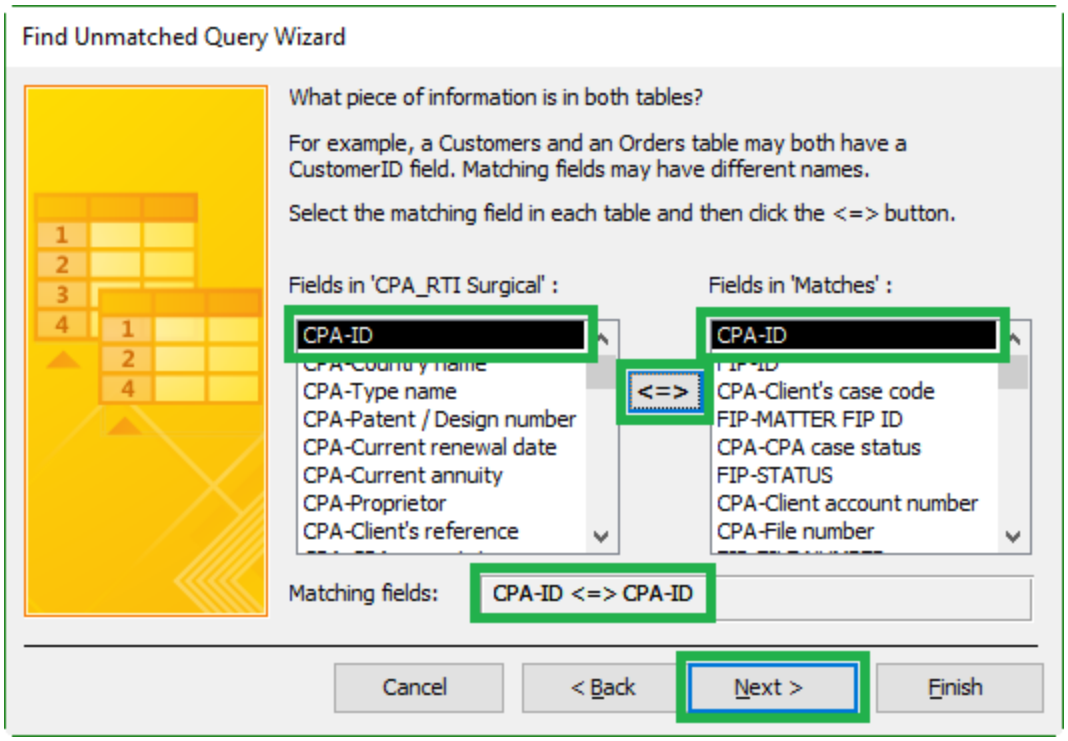
NOTE: The variables for CPA-Client's Case Code (or) FIP-FIP MATTER ID may appear in either table depending upon the query being created.

8.15. Click the match fields (**<=>**) icon between the two **Fields** lists. See figure 8.10 (below).

8.16. After clicking the match fields icon (**<=>**) the matching fields are displayed in the **Matching Fields** data display box under the Fields listings. See figure 8.10 (below).

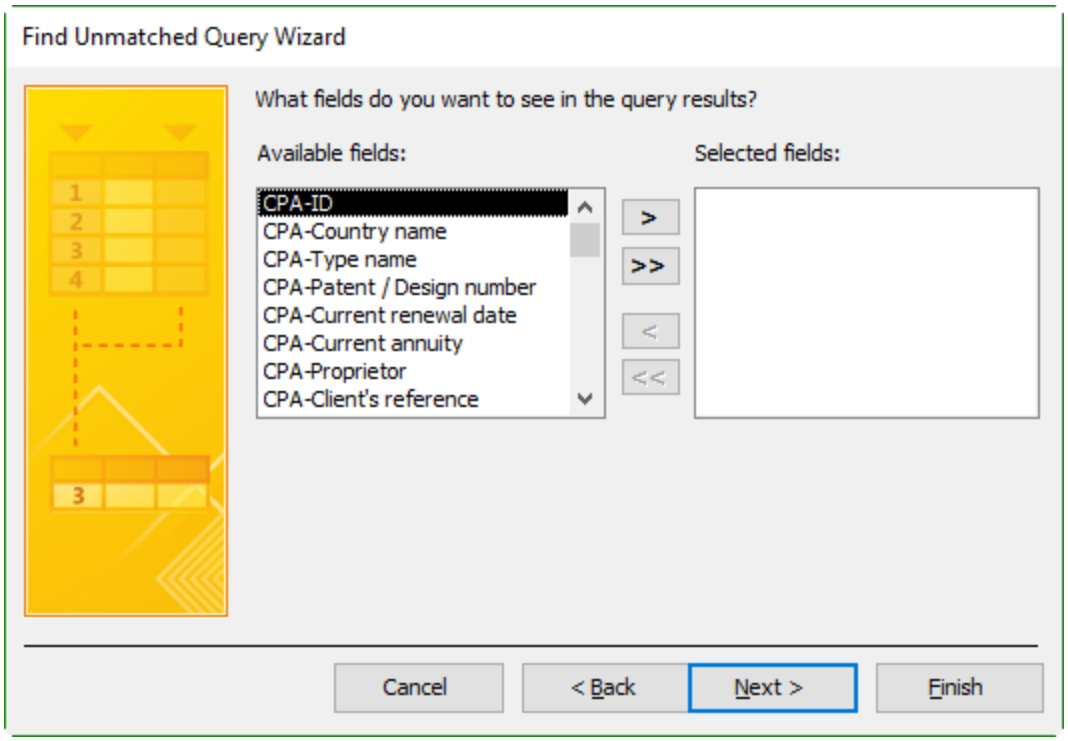
8.17. Click Next at the bottom of the third (duplicate fields) **Find Unmatched Query Wizard** dialog box. See figure 8.10.

Figure 8.10. Selections and Next highlighted in the duplicate fields Find Unmatched Query Wizard dialog box



8.18. After clicking Next in the third (duplicate fields) **Find Unmatched Query Wizard** dialog box the fourth (visible fields) **Find Unmatched Query Wizard** dialog box is displayed. See figure 8.11.

Figure 8.11. Visible fields Find Unmatched Query Wizard dialog box.

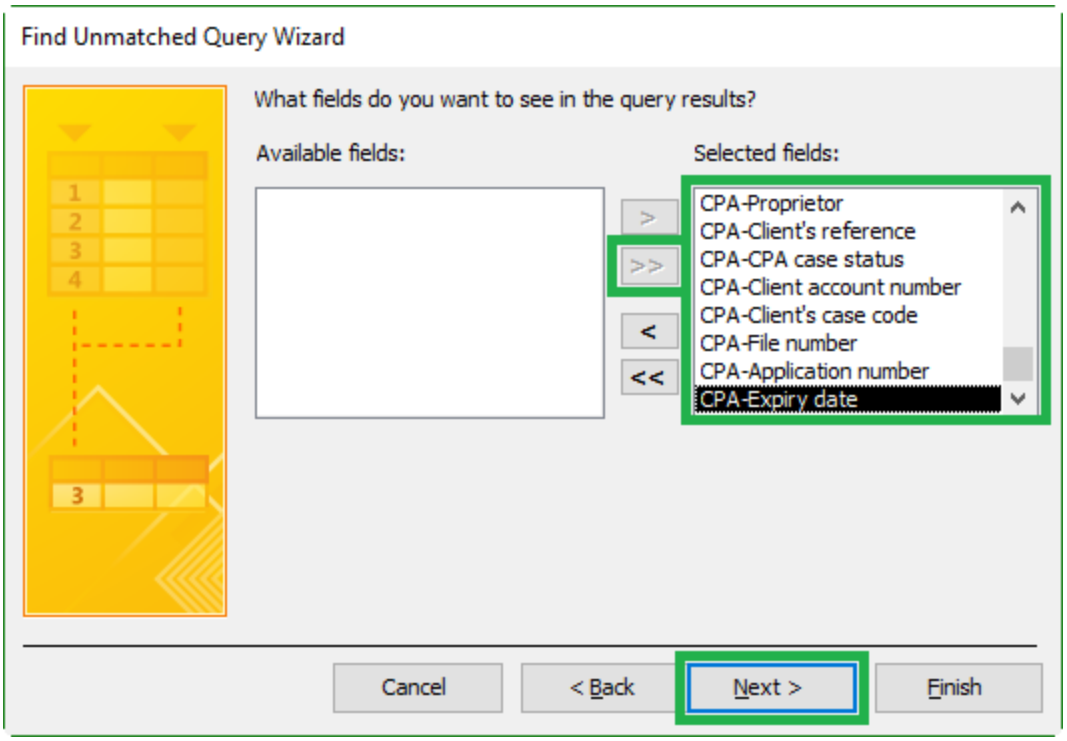


8.19. Click the Add All icon (>>) to add all available fields to the query. See figure 8.12 (below).

8.20. After clicking the Add All icon (>>) all available fields are now displayed in the **Selected Fields** column of the fourth **Find Unmatched Query Wizard** dialog box. See figure 8.12 (below)

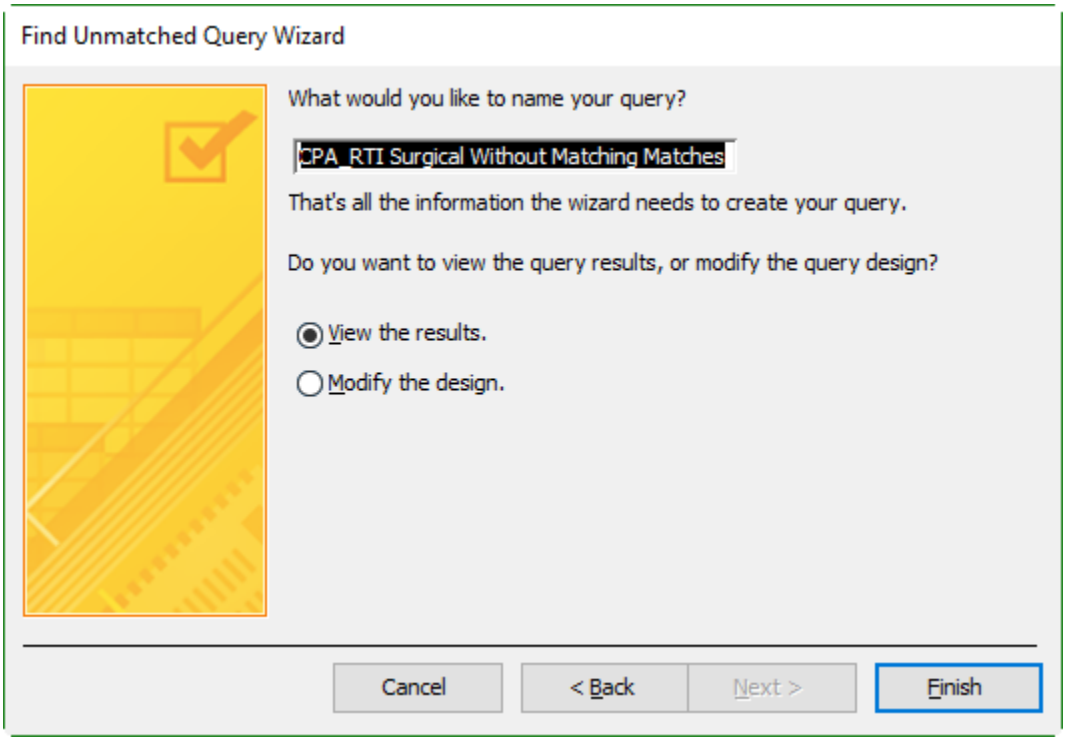
8.21. Click Next at the bottom of the fourth (visible fields) **Find Unmatched Query Wizard** dialog box. See figure 8.12.

Figure 8.12. Selections and Next highlighted in the visible fields Find Unmatched Query Wizard dialog box.



8.22. After Next is clicked in the fourth (visible fields) **Find Unmatched Query Wizard** dialog box the fifth (save and finish) **Find Unmatched Query Wizard** dialog box is displayed See figure 8.13.

Figure 8.13. Save and finish Find Unmatched Query Wizard dialog box.



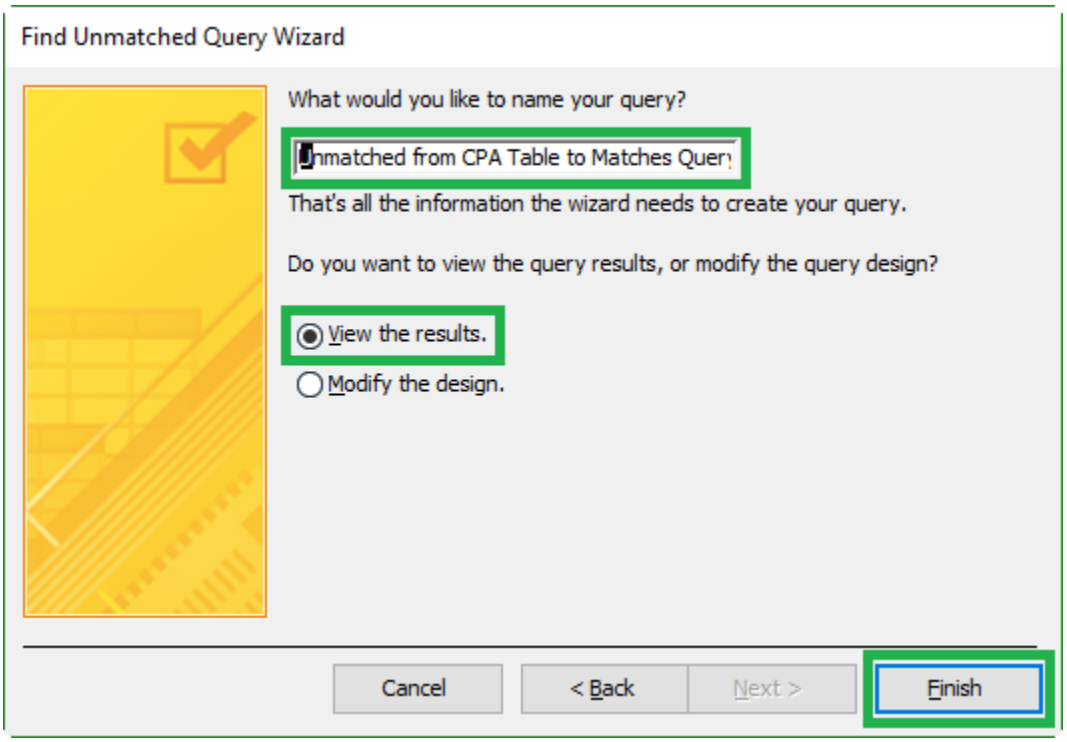
8.23. Click in the data entry field under **What would you like to name your query?** to name the query for the *fields used in creation of the Query*- Example: Unmatched from CPA (or) Unmatched from FIP. See figure 8.14 (below).

NOTE: The query name should include any tables or queries used in its generation.

NOTE: The radio button next to **View the results** should be selected by default. If it is not already selected click the radio button next to **View the results** to select it. See figure 8.14 (below).

8.24. Click Finish at the bottom of the fifth (save and finish) **Find Unmatched Query Wizard** dialog box. See figure 8.14.

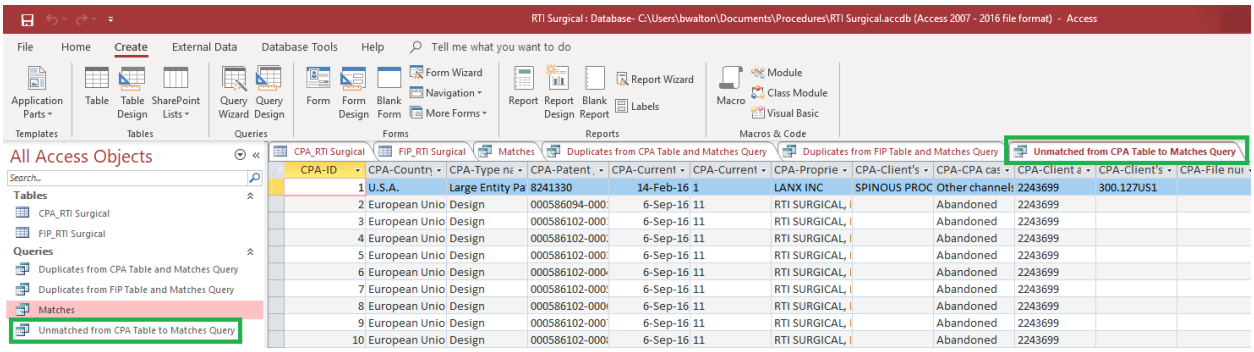
Figure 8.14. Selections and Finish highlighted in the save and finish Find Unmatched Query Wizard dialog box.



8.25. After Finish is clicked in the fifth (save and finish) **Find Unmatched Query Wizard** dialog box the wizard is closed.

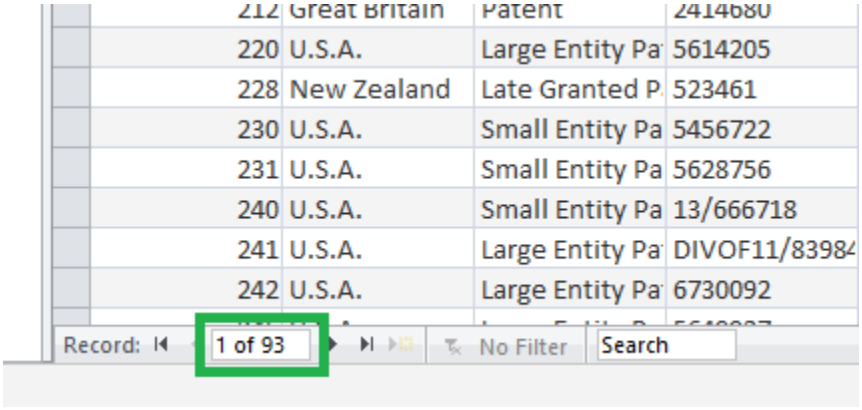
8.26. The newly generated Query is displayed on the left under **All Access Objects- Queries** (and) the name of the query is updated on its workspace tab. See figure 8.15.

Figure 8.15. Newly created Unmatched query listed in All Access Objects.



8.27. The number of records displayed in the Unmatched query should match the difference between the sources of the query data- example the difference between matches and the CPA-derived table. The number of records in the Unmatched query should equal the difference between the Matches query and each table. In the case of this example the difference between 1943 records and 1911 records was 32 records. See figure 8.16.

Figure 8.16. Record total highlighted.



8.28. Export the data to generated by the query to a separate tab in an Excel spreadsheet file using the procedure outlined in the **Exporting Access Query Data to MS Excel section (Section 10)** (below).

Back to section start

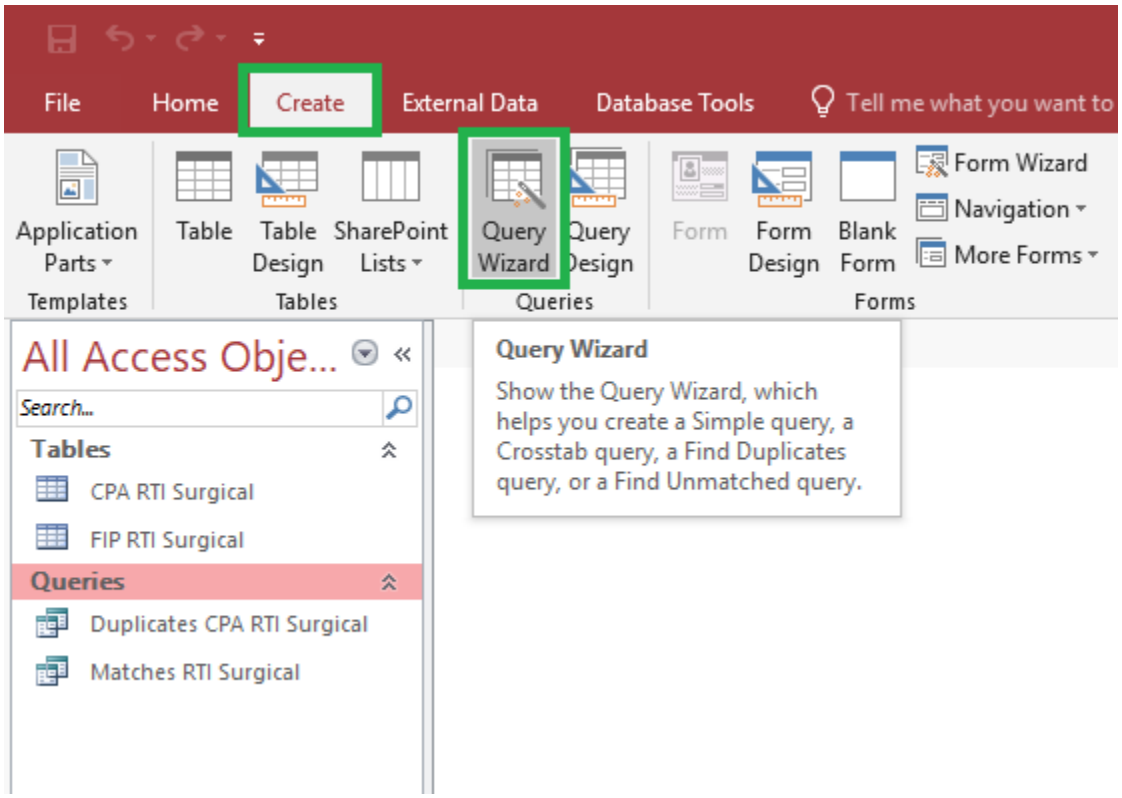
Back to top

9. Finding Unmatched Records Between FIP Table and Matches Query in MS Access

9.1. Click Create in the menu bar at the top of the page. See figure 9.1 (below).

9.2. Click Query Wizard in the **Create** menu. See figure 9.1.

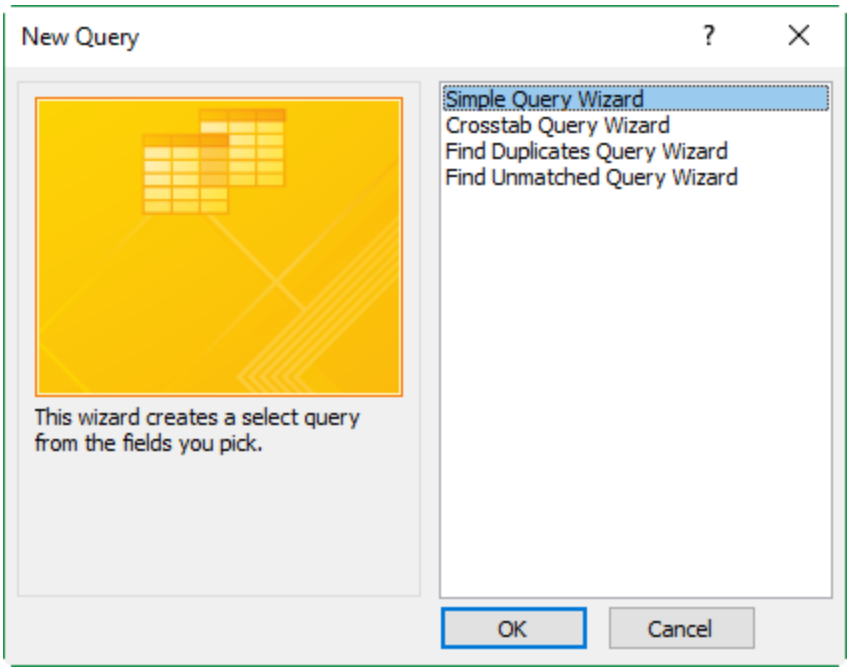
Figure 9.1. Query Wizard in the Create menu.



9.3. After Query Wizard is clicked in the **Create** menu the **New Query** dialog box is displayed. See figure 9.2 (below).

NOTE: The **New Query** dialog box defaults to the **Simple Query Wizard** selected. It will be necessary to change this selection. See figure 9.2.

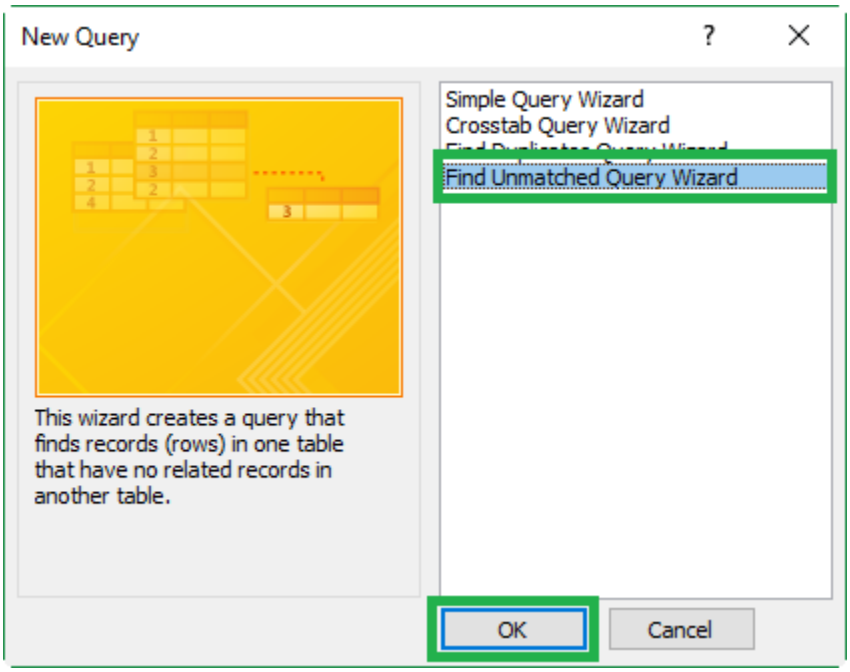
Figure 9.2. New Query dialog box.



9.4. In the **New Query** dialog box click Find Unmatched Query Wizard. See figure 9.3 (below)

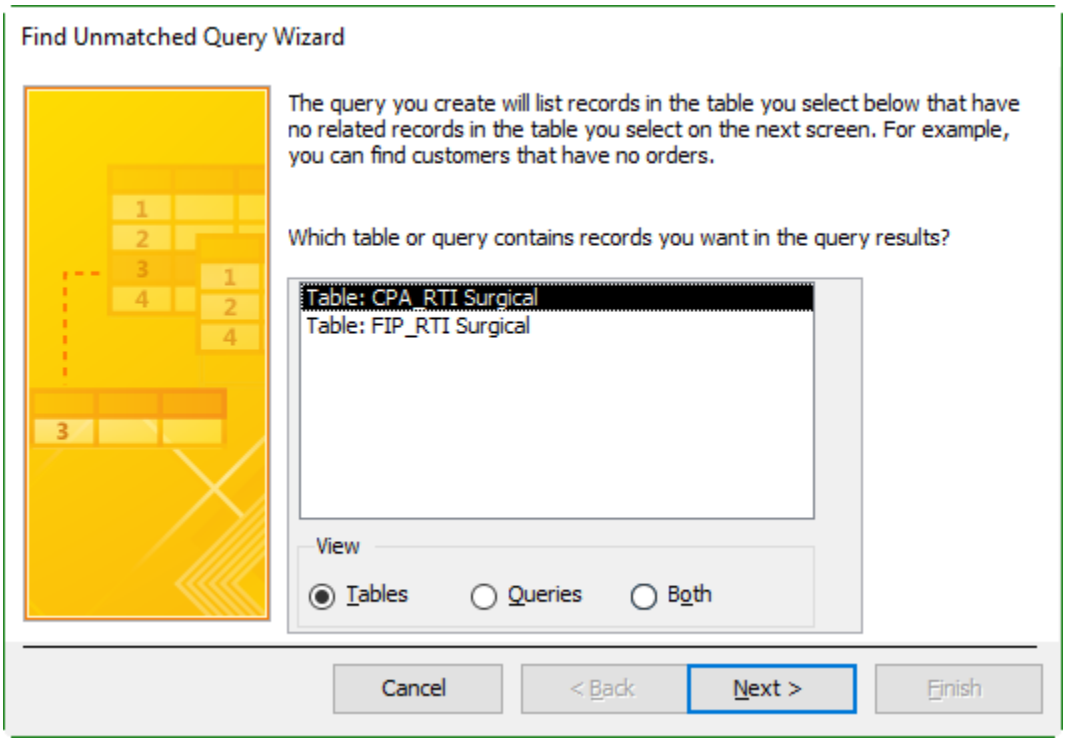
9.5. Click OK at the bottom of the **New Query** dialog box. See figure 9.3.

Figure 9.3. Find Unmatched and OK highlighted in the New Query Wizard dialog box.



9.6. After OK is clicked in the **New Query** dialog box the **New Query** dialog box is closed and the first (table/query selection) **Find Unmatched Query Wizard** dialog box is displayed. See figure 9.4.

Figure 9.4. Table selection in the Find Unmatched Query Wizard dialog box.

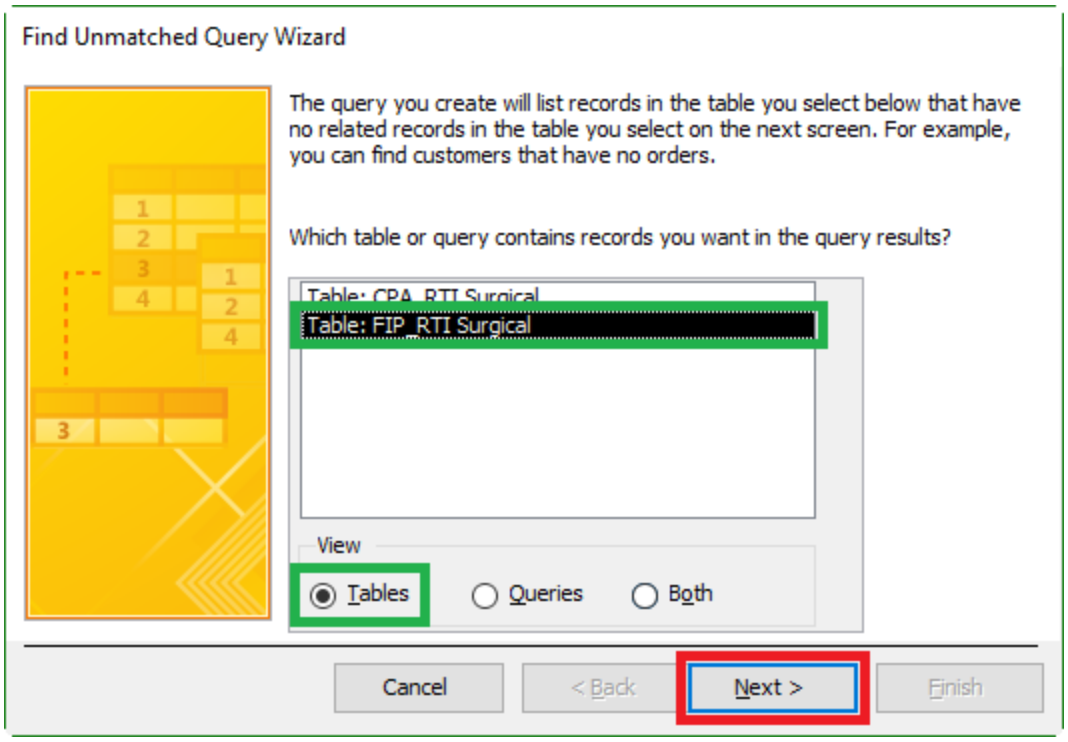


9.7. Double click the table name containing the *data to be compared in this Query*. See figure 9.5 (below).

NOTE: The radio button next to **Tables** in the **View** section of the **Find Unmatched Query Wizard** should be checked by default. If it is not checked, click the radio button next to **Tables** to select it. See figure 9.5 (below).

Do not click Next until the following steps (9.8 through 9.10) are complete. See figure 9.5.

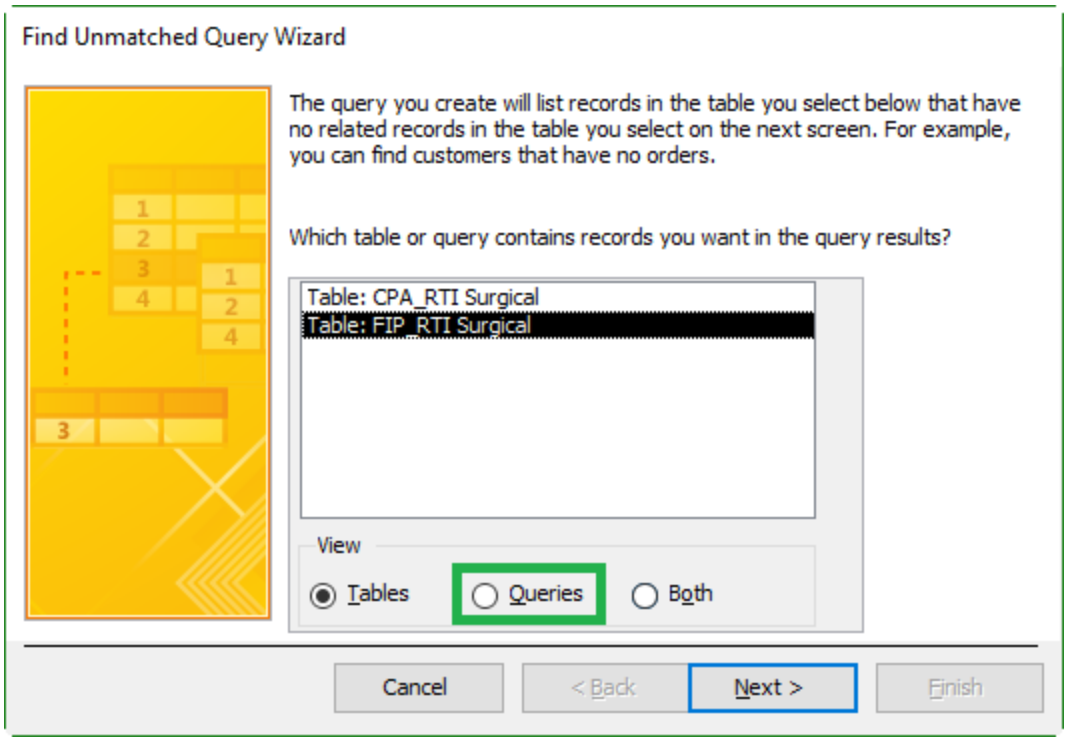
Figure 9.5. Selections in the table selection Find Unmatched Query Wizard dialog box.



9.8. After selecting the *Table* for the query, click the Queries radio button in the **View** section under the list of tables in the **Find Unmatched Query Wizard** dialog box. See figure 9.6 (below).

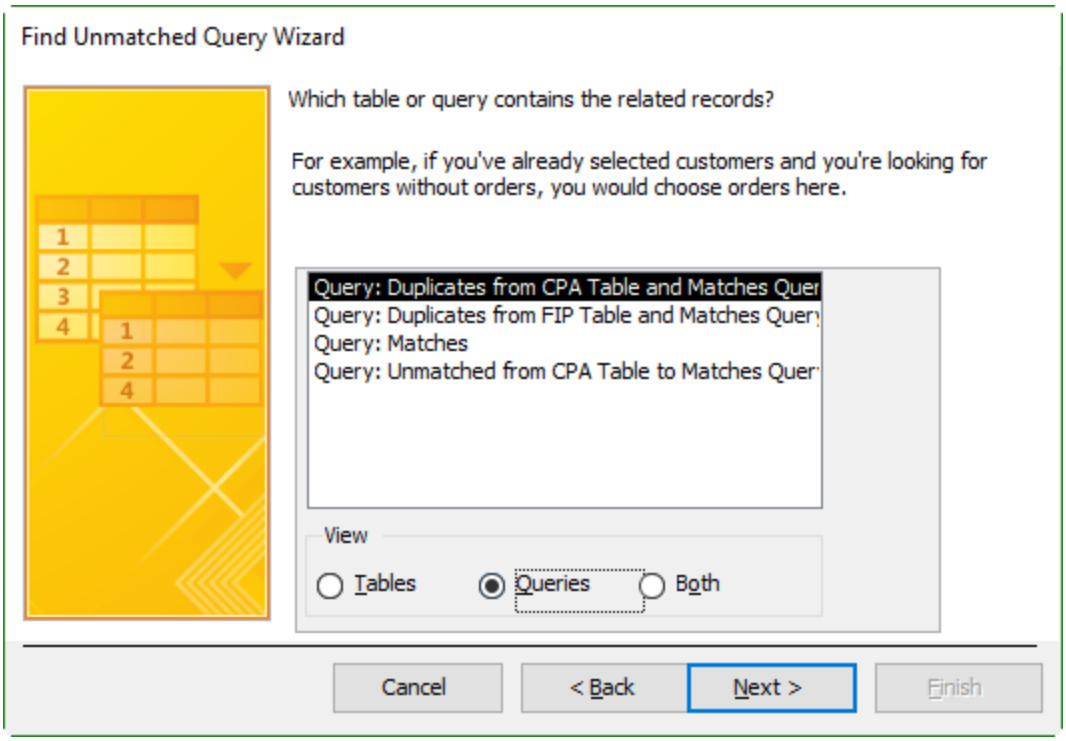
NOTE: When repeating these steps for subsequent queries it is important to ensure that the correct original query is selected.

Figure 9.6. Queries radio button in the Find Unmatched Query Wizard dialog box



9.9. After clicking the Queries radio button the **Find Unmatched Query Wizard** dialog box displays a *list of available queries* from which to choose (and) the **Queries** radio button is highlighted. See figure 9.7

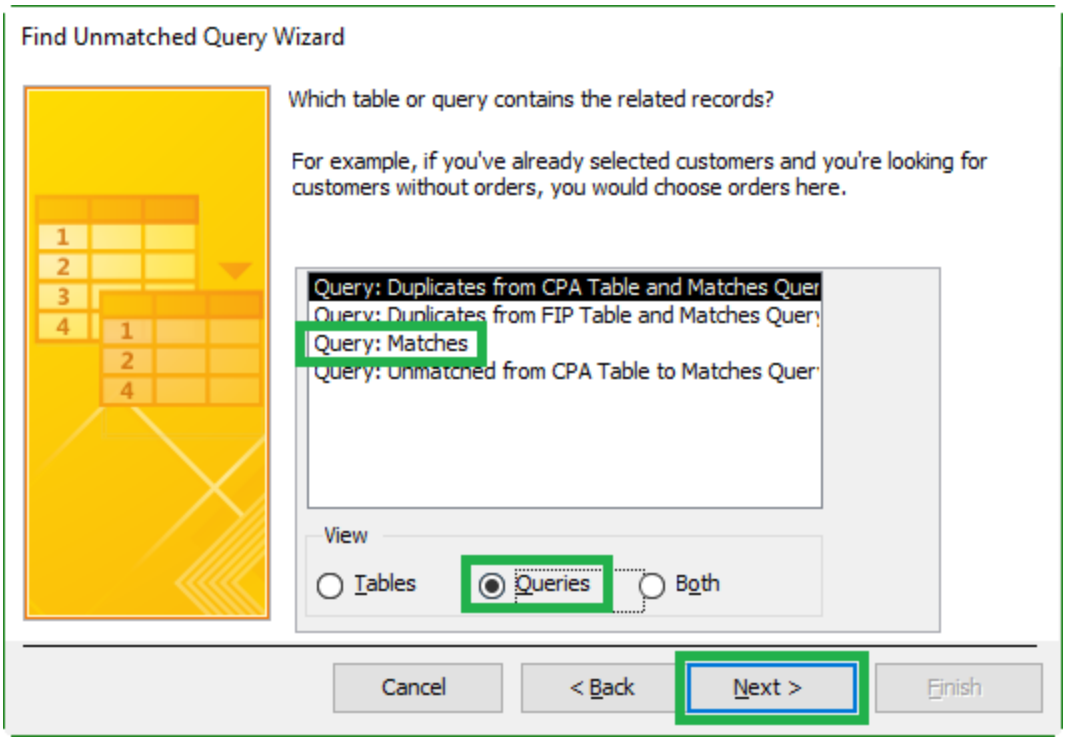
Figure 9.7. Available queries list.



9.10. If it is not already highlighted for selection, double click the query name containing the *related records to this query* (Matches). See figure 9.8 (below).

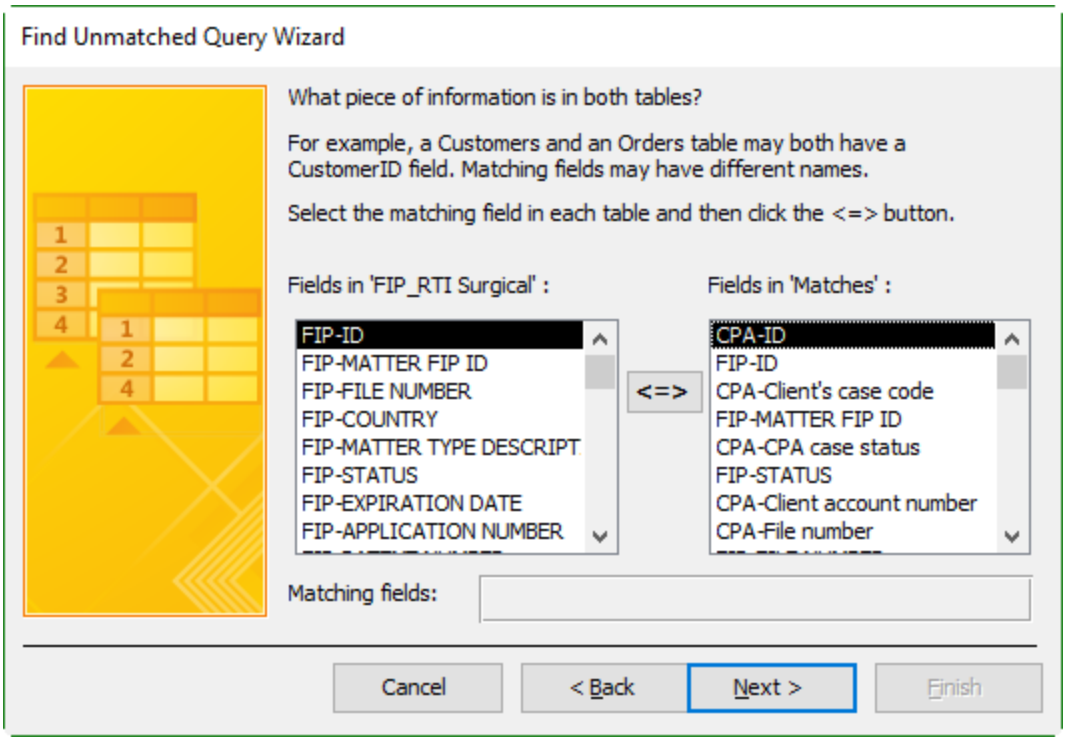
9.11. After selection of the query containing related records is complete click Next at the bottom of the second **Find Unmatched Query Wizard** dialog box. See figure 9.8.

Figure 9.8. Selections and Next highlighted in the related records Find Unmatched Query Wizard dialog box



9.12. After Next is clicked in the second (related records) **Find Unmatched Query Wizard** dialog box the third (duplicate fields) **Find Unmatched Query Wizard** dialog box is displayed. See figure 9.9.

Figure 9.9. Duplicate fields Find Unmatched Query Wizard dialog box.



9.13. Click FIP-ID in the **left Fields** column. See figure 9.10 (below).

9.14. Click FIP-ID in the **right Fields** column. See figure 9.10 (below).

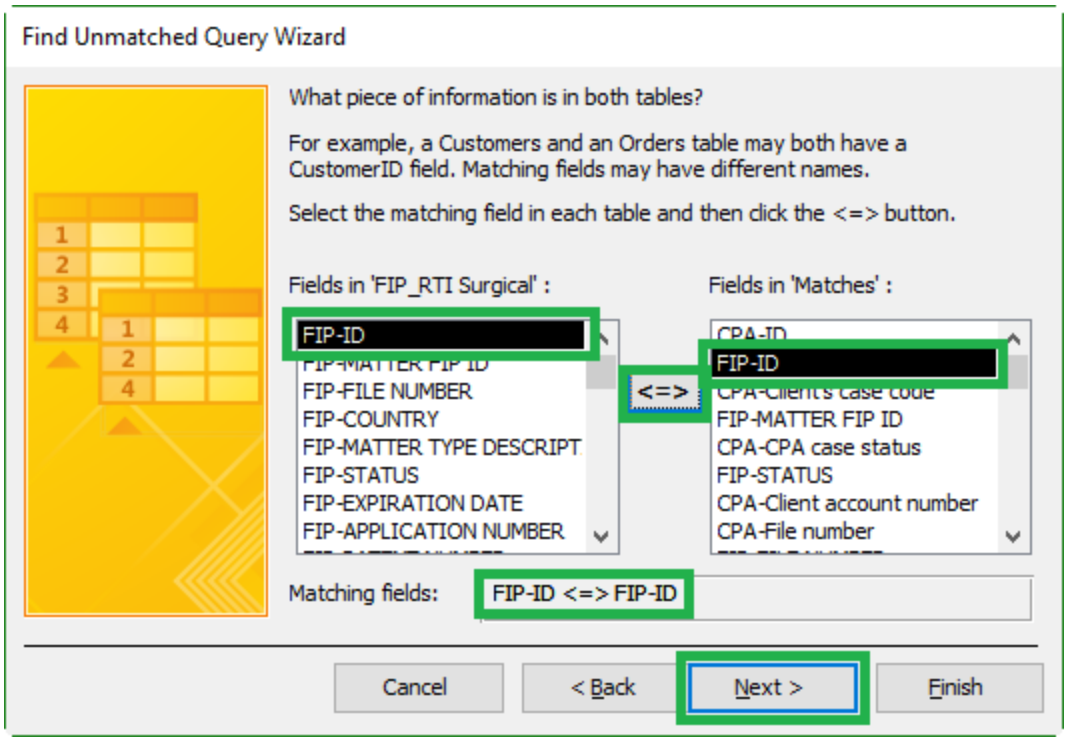
NOTE: The variables for CPA-Client's Case Code (or) FIP-FIP MATTER ID may appear in either table depending upon the query being created.

9.15. Click the match fields (**<=>**) icon between the two **Fields** lists. See figure 9.10 (below).

9.16. After clicking the match fields icon (**<=>**) the matching fields are displayed in the **Matching Fields** data display box under the Fields listings. See figure 9.10 (below).

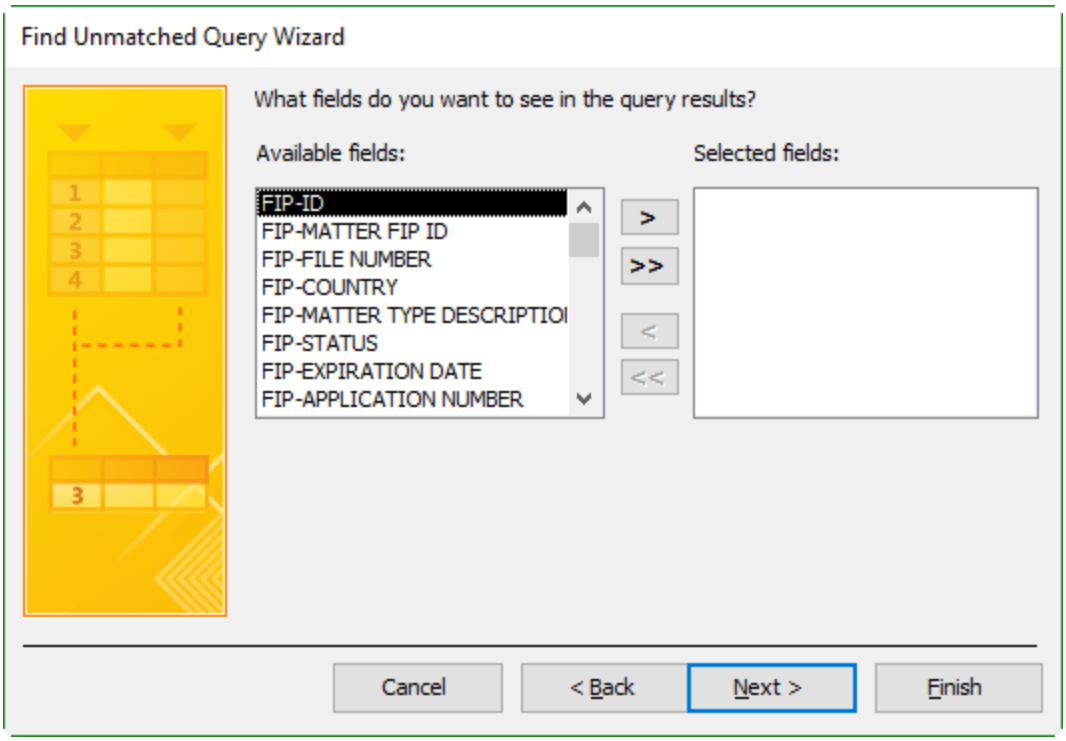
9.17. Click Next at the bottom of the third (duplicate fields) **Find Unmatched Query Wizard** dialog box. See figure 9.10.

Figure 9.10. Selections and Next highlighted in the duplicate fields Find Unmatched Query Wizard dialog box



9.18. After clicking Next in the third (duplicate fields) **Find Unmatched Query Wizard** dialog box the fourth (visible fields) **Find Unmatched Query Wizard** dialog box is displayed. See figure 9.11.

Figure 9.11. Visible fields Find Unmatched Query Wizard dialog box.

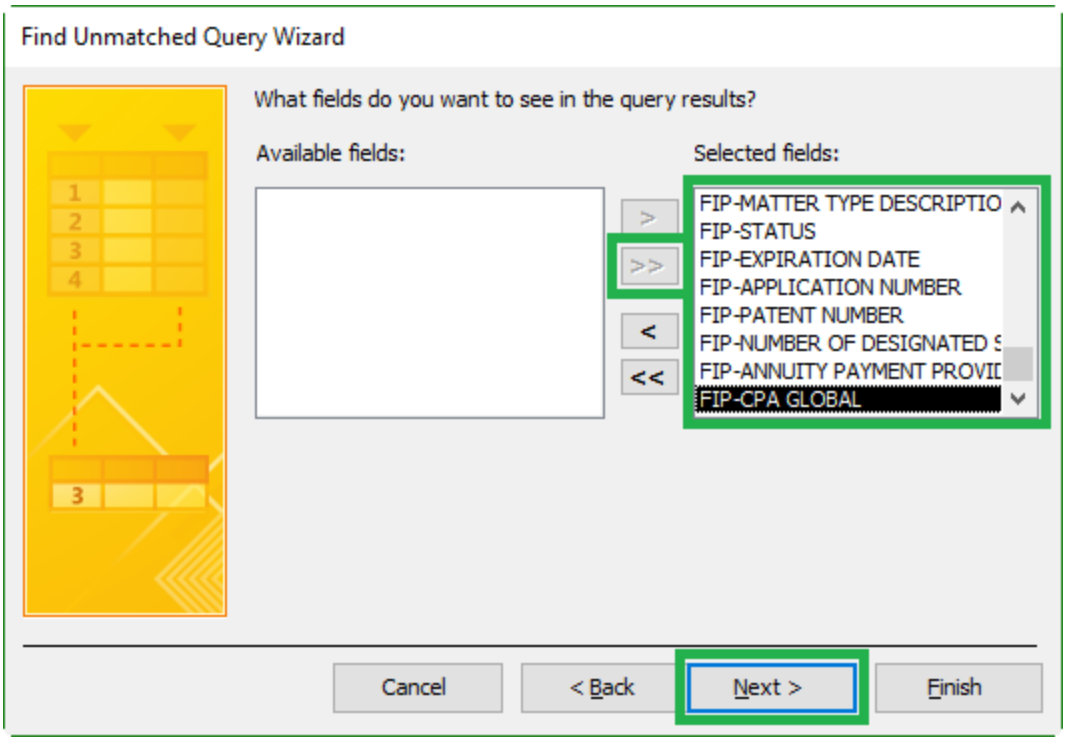


9.19. Click the Add All icon (>>) to add all available fields to the query. See figure 9.12 (below).

9.20. After clicking the Add All icon (>>) all available fields are now displayed in the **Selected Fields** column of the fourth **Find Unmatched Query Wizard** dialog box. See figure 9.12 (below)

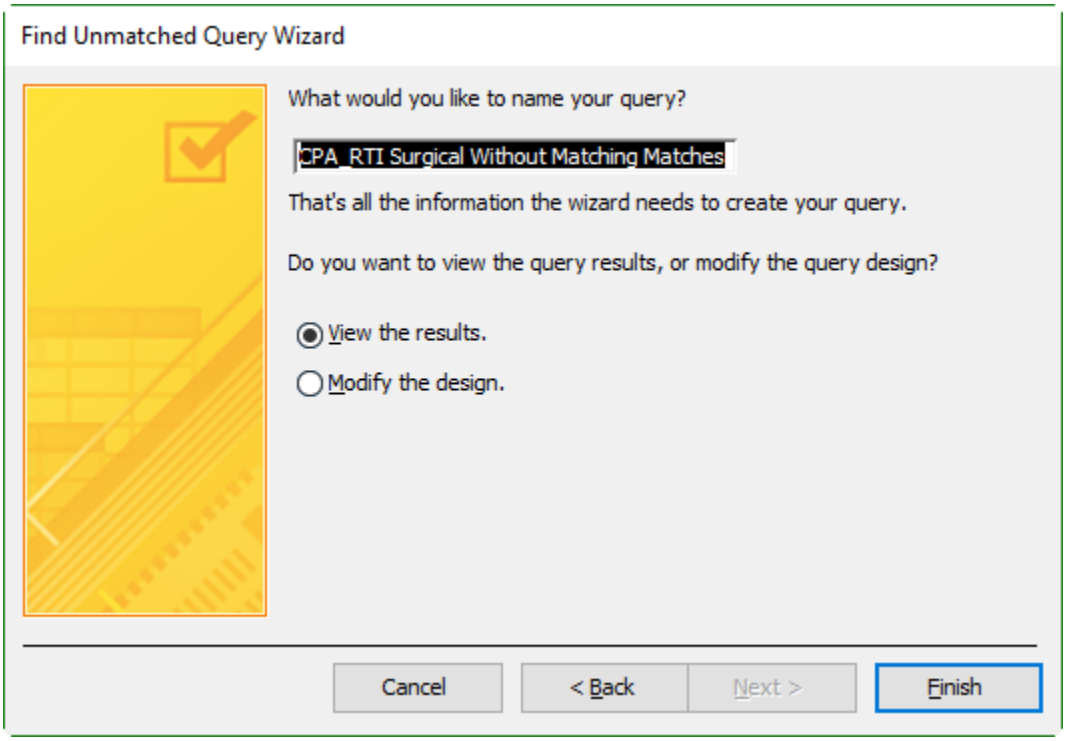
9.21. Click Next at the bottom of the fourth (visible fields) **Find Unmatched Query Wizard** dialog box. See figure 9.12.

Figure 9.12. Selections and Next highlighted in the visible fields Find Unmatched Query Wizard dialog box.



9.22. After Next is clicked in the fourth (visible fields) **Find Unmatched Query Wizard** dialog box the fifth (save and finish) **Find Unmatched Query Wizard** dialog box is displayed See figure 9.13.

Figure 9.13. Save and finish Find Unmatched Query Wizard dialog box.



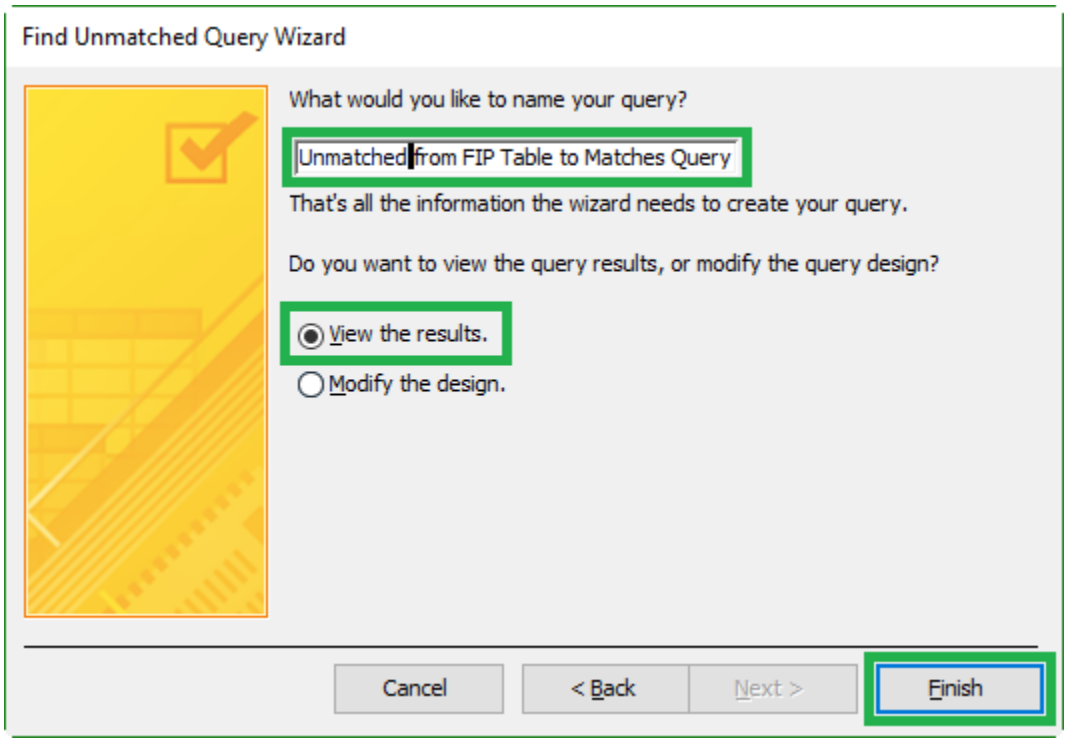
9.23. Click in the data entry field under **What would you like to name your query?** to name the query for the *fields used in creation of the Query*- Example: Unmatched from CPA (or) Unmatched from FIP. See figure 9.14 (below).

NOTE: The query name should include any tables or queries used in its generation.

NOTE: The radio button next to **View the results** should be selected by default. If it is not already selected click the radio button next to **View the results** to select it. See figure 9.14 (below).

9.24. Click Finish at the bottom of the fifth (save and finish) **Find Unmatched Query Wizard** dialog box. See figure 9.14.

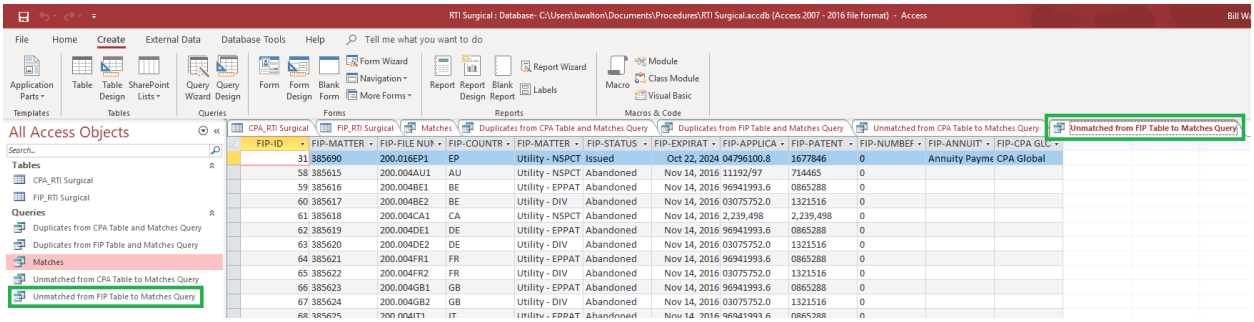
Figure 9.14. Selections and Finish highlighted in the save and finish Find Unmatched Query Wizard dialog box.



9.25. After Finish is clicked in the fifth (save and finish) **Find Unmatched Query Wizard** dialog box the wizard is closed.

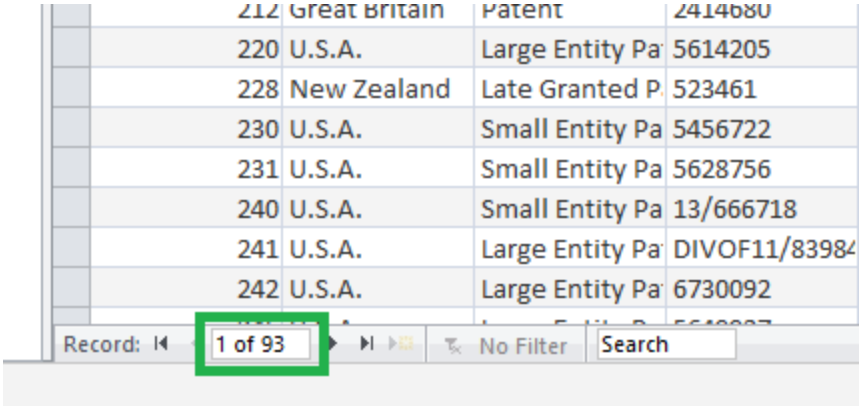
9.26. The newly generated Query is displayed on the left under **All Access Objects- Queries** (and) the name of the query is updated on its workspace tab. See figure 9.15.

Figure 9.15. Newly created Unmatched query listed in All Access Objects.



9.27. The number of records displayed in the Unmatched query should match the difference between the sources of the query data- example the difference between matches and the FIP-derived table. The number of records in the Unmatched query should equal the difference between the Matches query and each table. In the case of this example the difference between 1943 records and 1911 records was 32 records. See figure 9.16.

Figure .16. Record total highlighted.



9.28. Export the data to generated by the query to a separate tab in an Excel spreadsheet file using the procedure outlined in the **Exporting Access Query Data to MS Excel section (Section 10)** (below).

Back to section start

Back to top

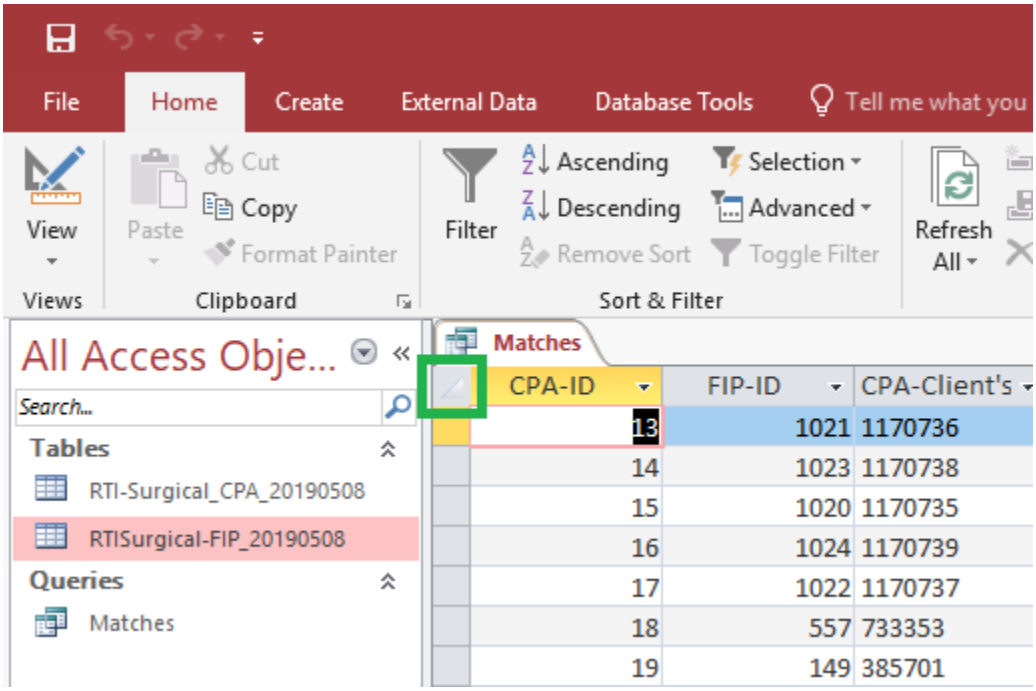
10. Exporting Access Query Data to MS Excel

10.1. Open MS Access.

10.2. Open the *table (or) query* from which data is to be exported to Excel.

10.3. After the file is open click the upper left corner of the data field display. See figure 10.1.

Figure 10.1. Upper left corner of the Matches query data display.



10.4. After the upper left corner of the data display is clicked all cells in the data field display turn blue. See figure 10.2.

Figure 10.2. Query results highlighted.

Matches

CPA-ID	FIP-ID	CPA-Client's	FIP-MATTER	CPA-CPA cas	FIP-STATUS	CPA-Client a	CPA-File nur
13	1021	1170736	1170736	Awaiting instru	Issued	2243699	300.188DE1
14	1023	1170738	1170738	Awaiting instru	Issued	2243699	300.188ES1
15	1020	1170735	1170735	Awaiting instru	Issued	2243699	300.188FR1
16	1024	1170739	1170739	Awaiting instru	Issued	2243699	300.188GB1
17	1022	1170737	1170737	Awaiting instru	Issued	2243699	300.188IT1
18	557	733353	733353	None	Issued	2243699	300.103US3
19	149	385701	385701	None	Issued	2243699	200.016US3
20	133	385685	385685	None	Issued	2243699	200.015US3
21	651	988627	988627	None	Issued	2243699	300.148US2
22	655	988637	988637	None	Issued	2243699	300.150US1
23	650	988625	988625	Awaiting instru	Issued	2243699	300.148US1
24	647	988606	988606	None	Issued	2243699	300.147US2
25	637	988550	988550	None	Issued	2243699	300.145US2
26	636	988549	988549	None	Issued	2243699	300.145US1
27	635	988542	988542	None	Issued	2243699	300.144US1
28	633	988490	988490	None	Issued	2243699	300.143US2
29	632	988484	988484	None	Issued	2243699	300.143US1

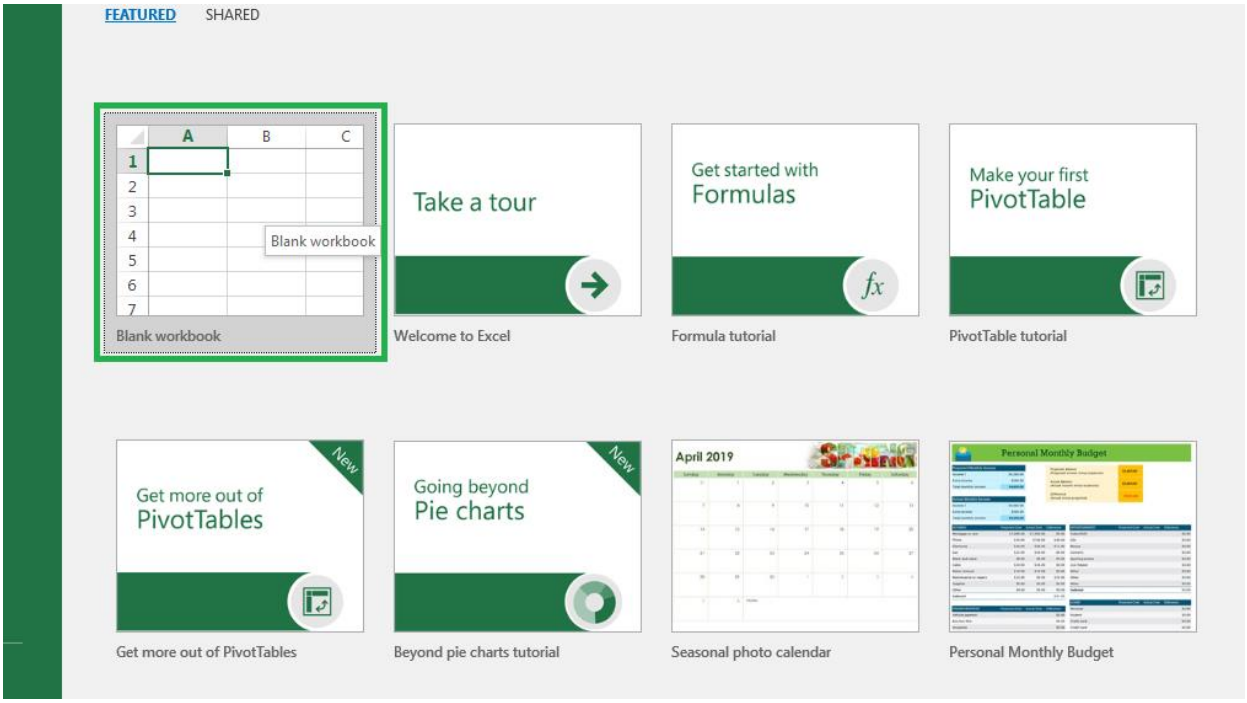
10.5. With the query results highlighted click CTRL + C to copy the selected data in the query.

10.6. Open **Excel.**

10.7. Click Blank Workbook in the **Templates** dialog box. See figure 10.3.

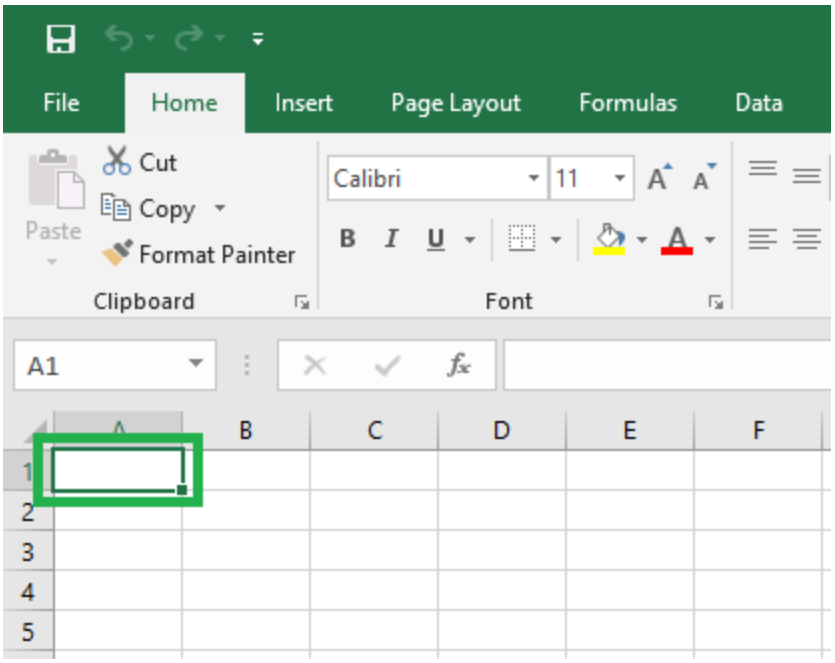
NOTE: If Excel is already open or in use, select File and then New from the Excel menu bar at the top of the Excel screen.

Figure 10.3. Blank Workbook in the Templates dialog box in Excel.



10.8. After the blank workbook file is open click in cell A1 in the upper left corner of the screen. See figure 10.4.

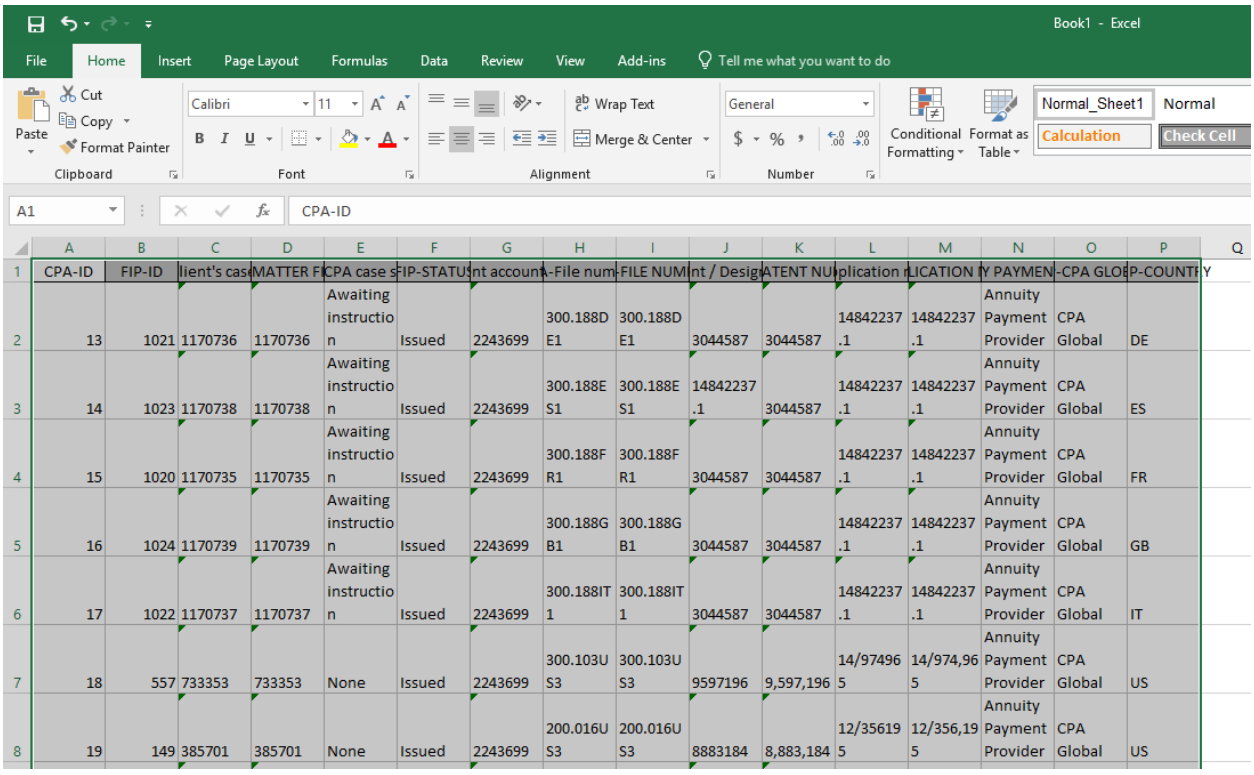
Figure 10.4. Cell A1 highlighted in Excel.



10.9. Click CRTL+V to copy the *selected Access data* to the Excel spreadsheet.

10.10. After CTRL+V is clicked the data from Access is copied to the Excel spreadsheet. See figure 10.5.

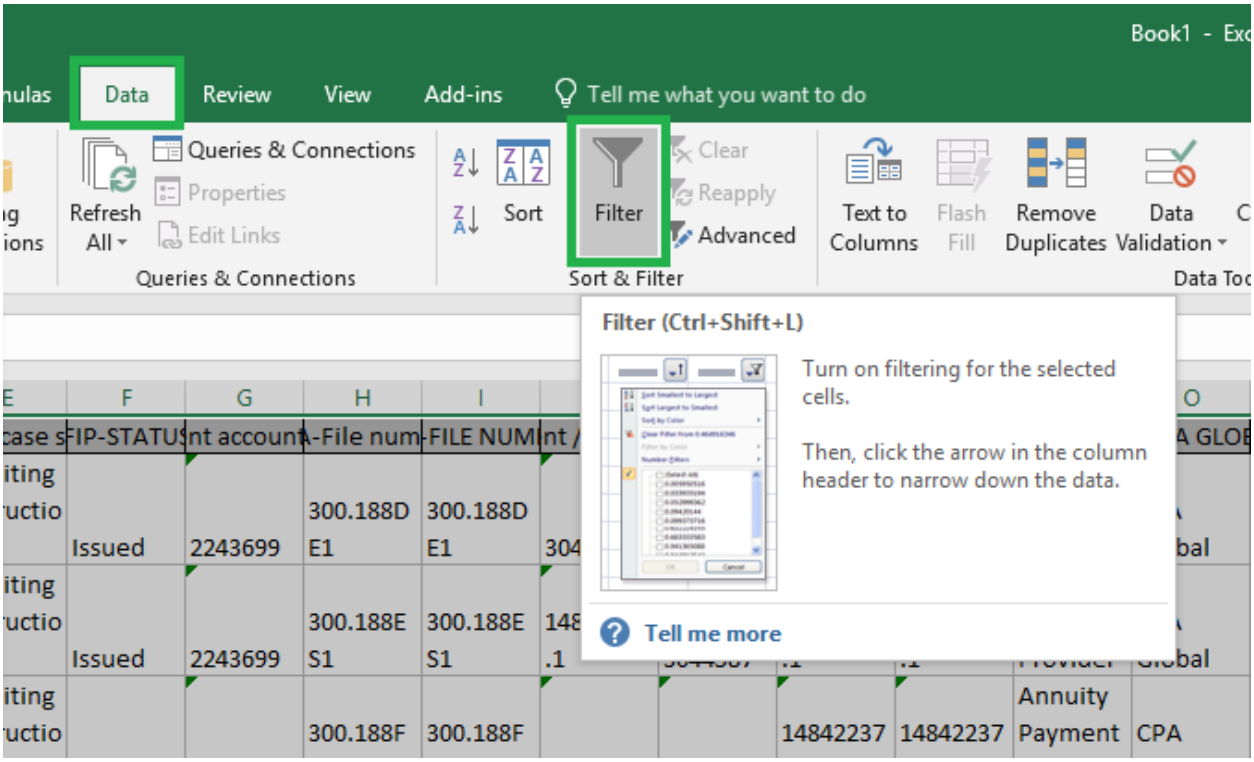
Figure 10.5. Data copied to the Excel spreadsheet.



10.11. Click Data in the Menu bar. See figure 10.6 (below).

10.12. Select Filter in the **Data** menu to add data filtering options. See figure 10.6.

Figure 10.6. Filter in the in the Excel Data menu.



10.13. After Filter is selected in the **Data** menu, down carets are displayed in the column headers with filtering options listed in the column-specific dropdown menus. See figures 10.7 and 10.8

Figure 10.7. Down carets next to column headings indicating filters have been added.

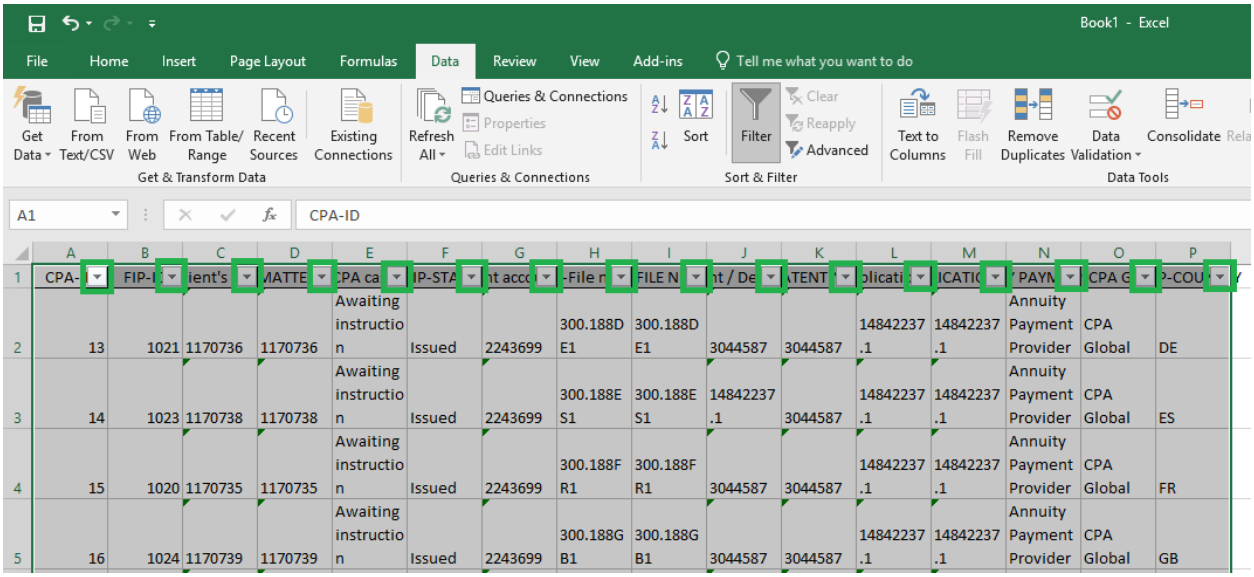
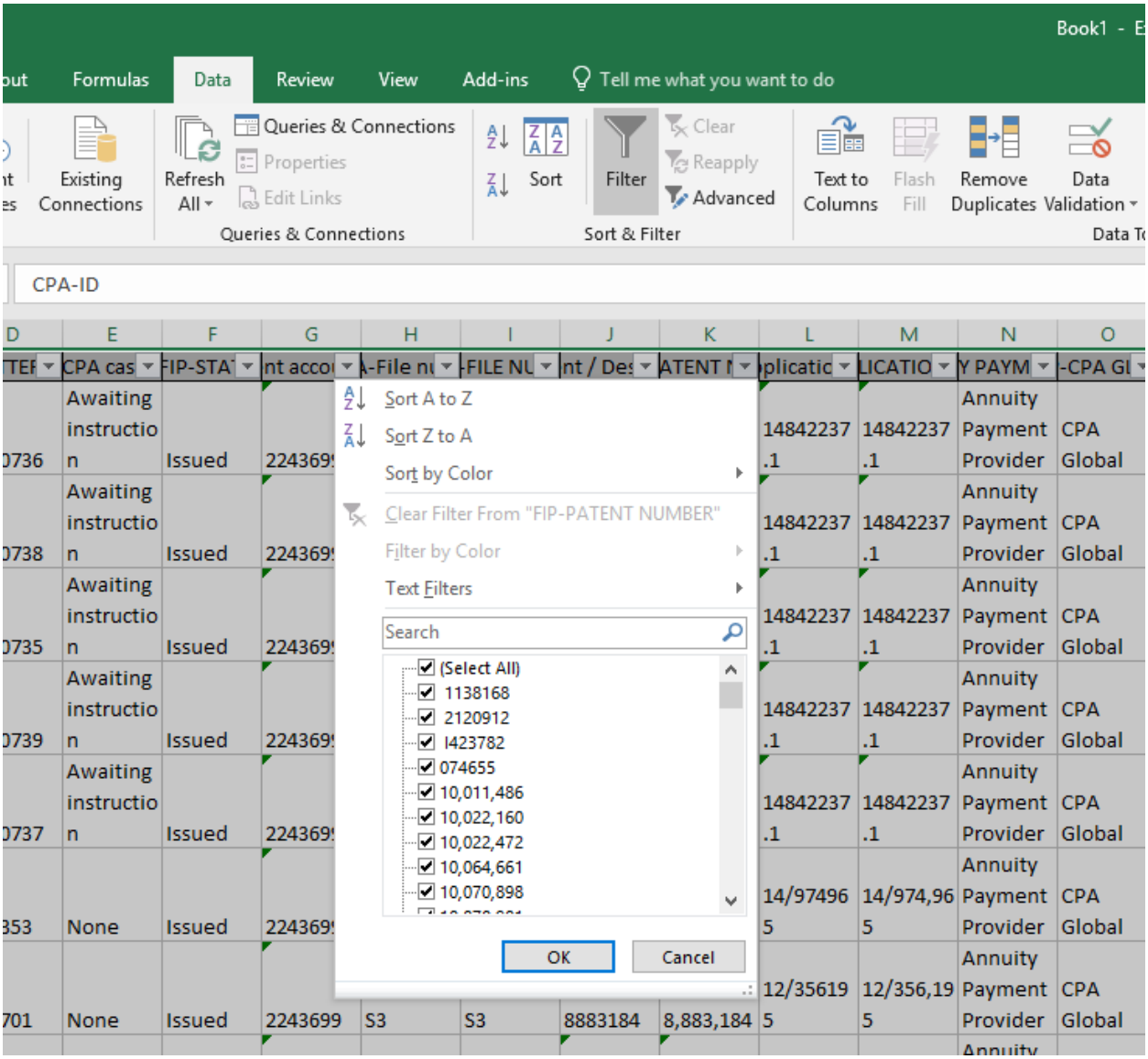


Figure 10.8. Dropdown menu opened when down caret for filters is clicked.

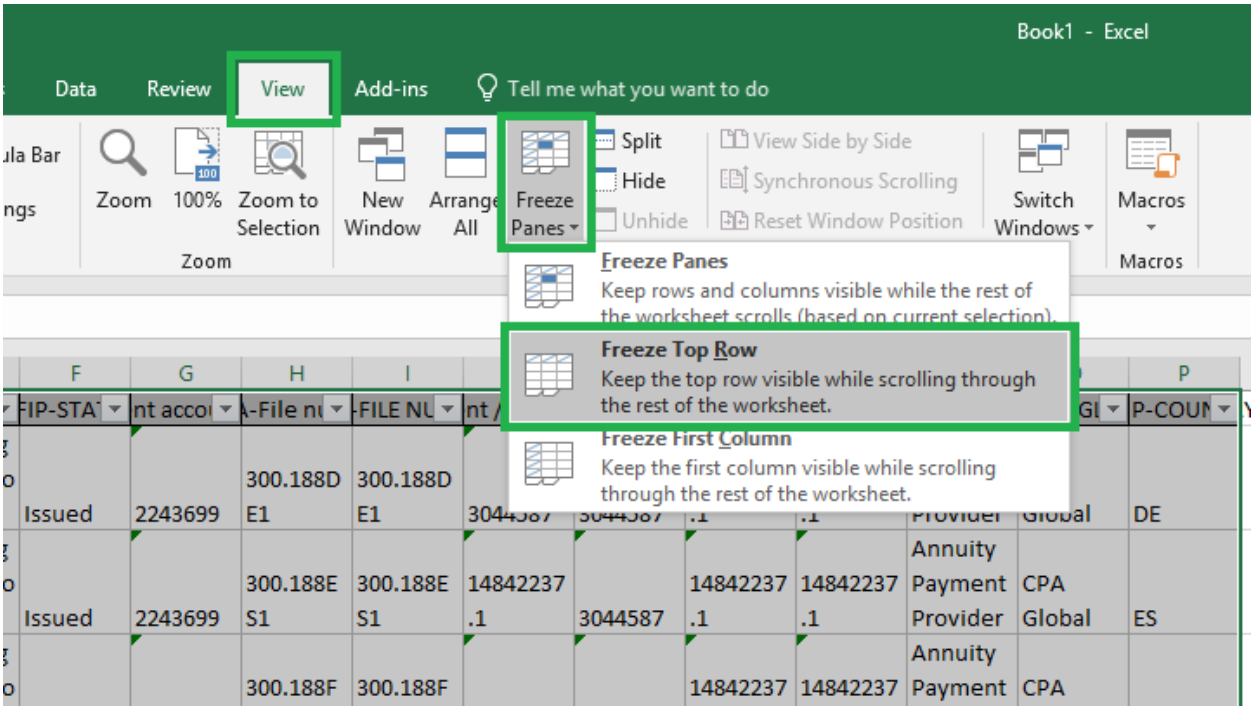


10.14. Click View in the Excel menu bar. See figure 10.9 (below).

10.15. Select Freeze Panes in the **View** menu. See figure 10.9 (below).

10.16. Select Freeze Top Row in the **Freeze Panes** dropdown menu. See figure 10.9.

Figure 10.9. Freeze Panes/Freeze Top Row in the Excel View menu.

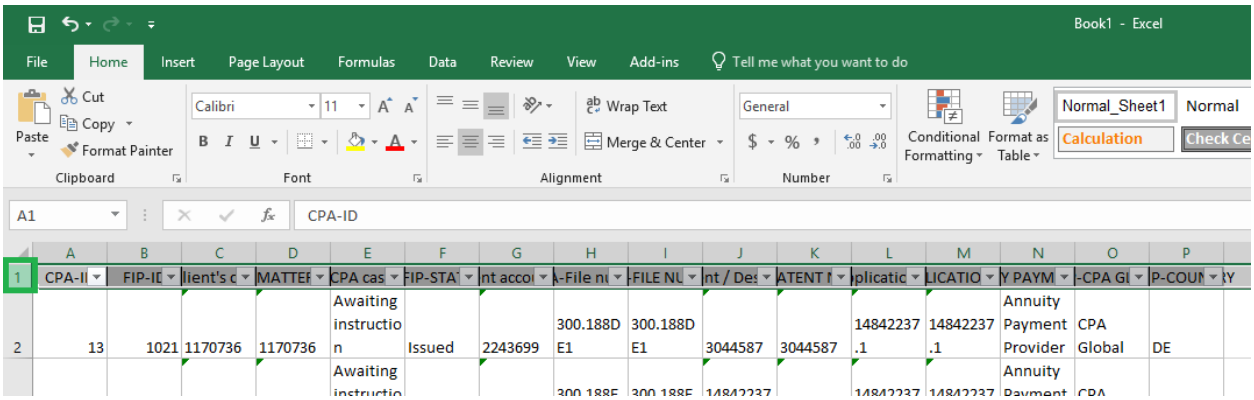


10.17. After Freeze Top Row is clicked in the **Freeze Panes** menu the top row of data (in this case the column headings row) remains visible while scrolling in the spreadsheet at all times.

10.18. Click Home in the menu bar. See figure 10.10 (below).

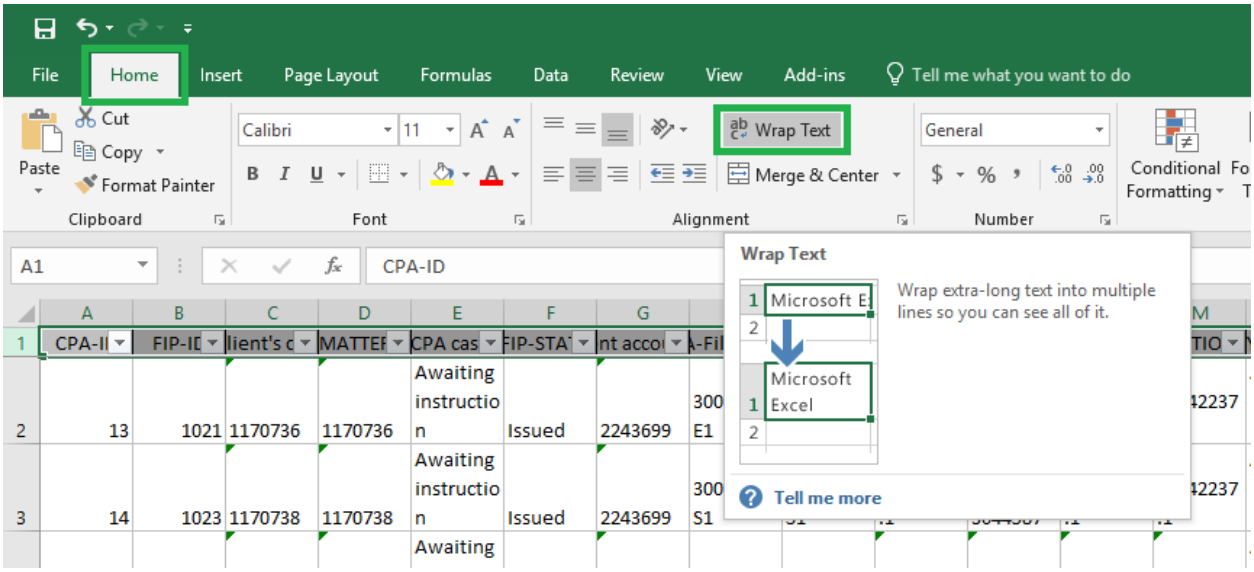
10.19. Click on the row header for row number 1 on the far left of the spreadsheet to select the top row of data. See figure 10.10.

Figure 10.10. Row number one highlighted in Excel.



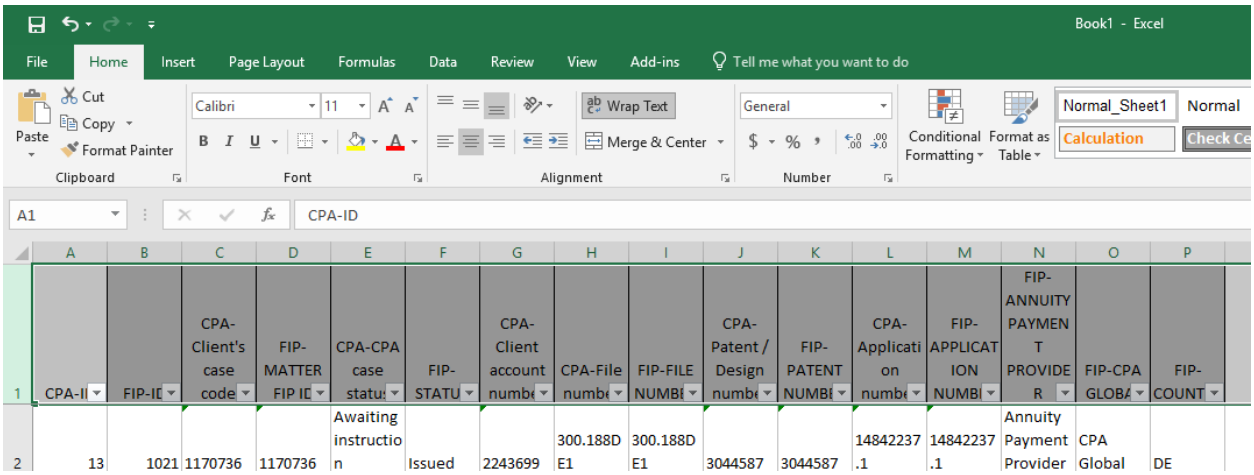
10.20. In the **Home** menu select Wrap Text. See figure 10.11.

Figure 10.11. Wrap Text highlighted in the Excel Home menu.



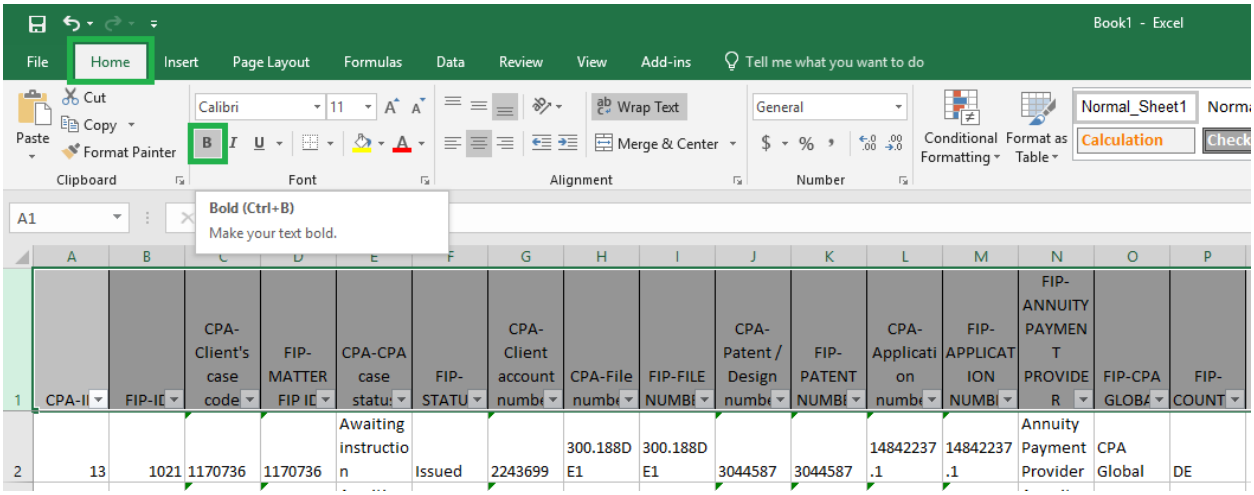
10.21. After Wrap Text is selected in the **Home** menu, row 1 is displayed with wrapped text. See figure 10.12.

Figure 10.12. Row one with wrapped text in Excel.



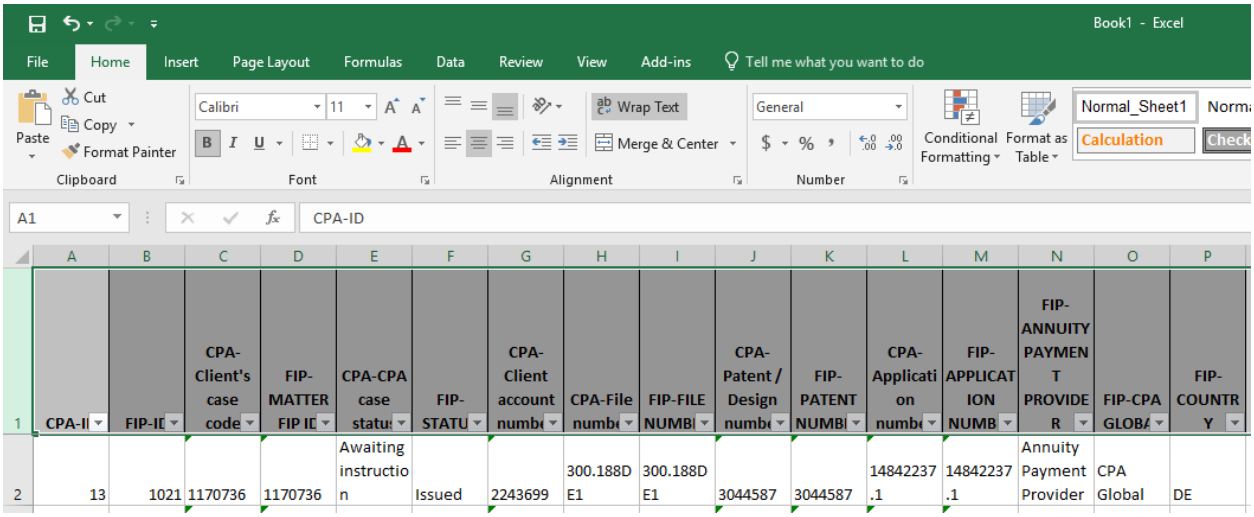
10.22. With row number 1 still selected, in the **Home Menu** select Bold. See figure 10.13.

Figure 10.13. Bold highlighted in Excel.



10.23. After Bold is selected in the **Home** menu the text in row 1 is displayed in a bold font. See figure 10.14.

Figure 10.14. Row one now in bold type in Excel.

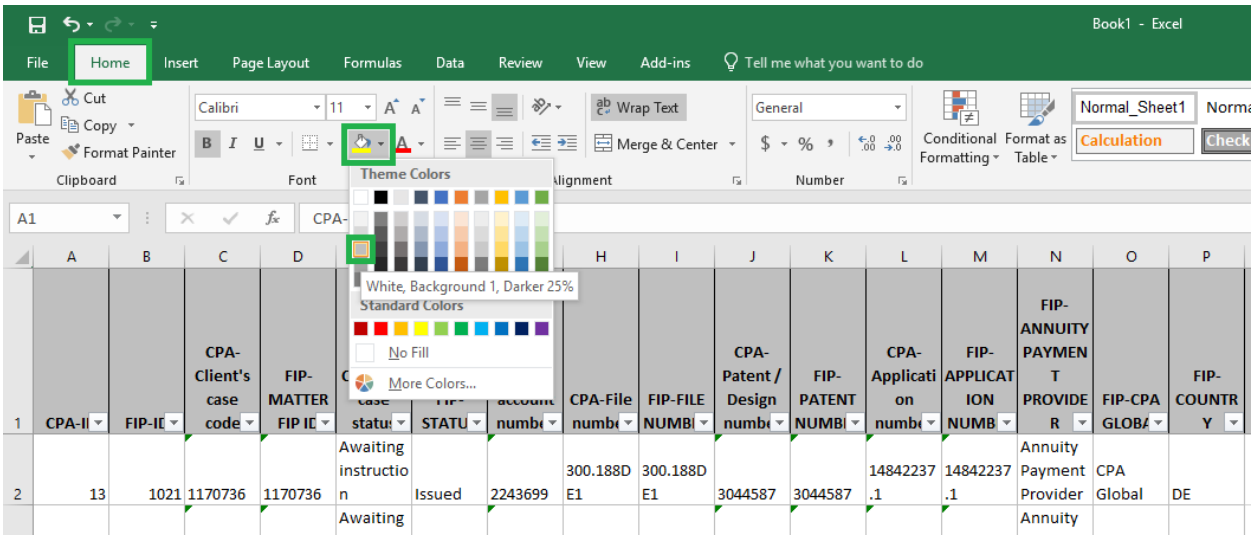


10.24. With row number 1 still selected, in the **Home** menu click the down caret next to **Fill Colors** (the small bucket icon). See figure 10.15 (below).

10.25. After the down caret is clicked the **Fill Colors - Theme Colors** dialog box is displayed. See figure 10.15 (below).

10.26. From the **Fill Colors - Theme Colors** menu select a light gray alternate fill color from the list of available colors. See figure 10.15.

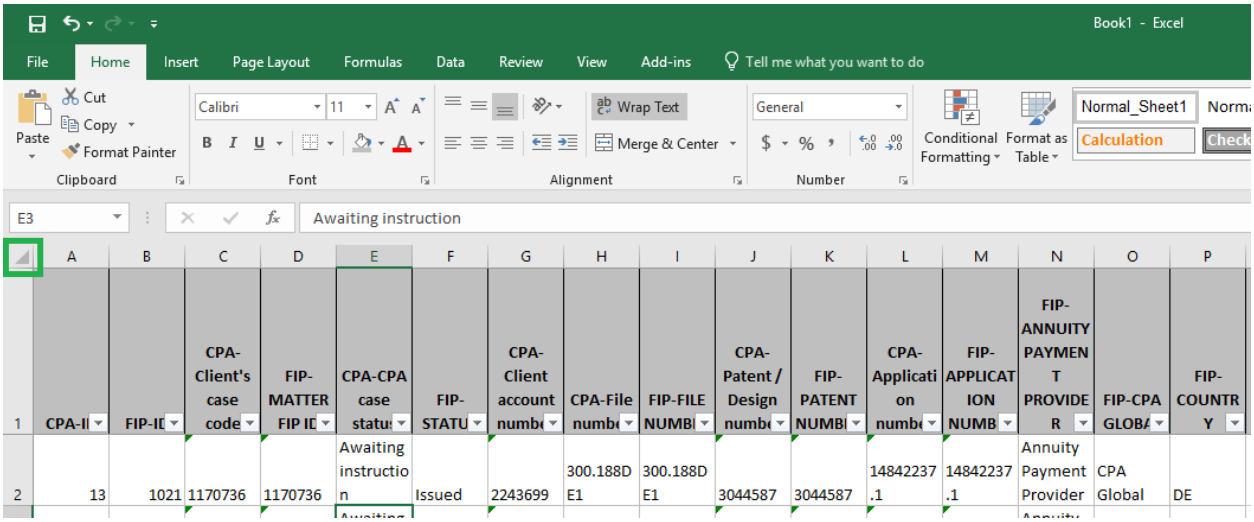
Figure 10.15. Fill colors in the Excel Home menu.



10.27. After the *alternate color* is selected the first row of data is shaded light gray. See figure 10.16. (below).

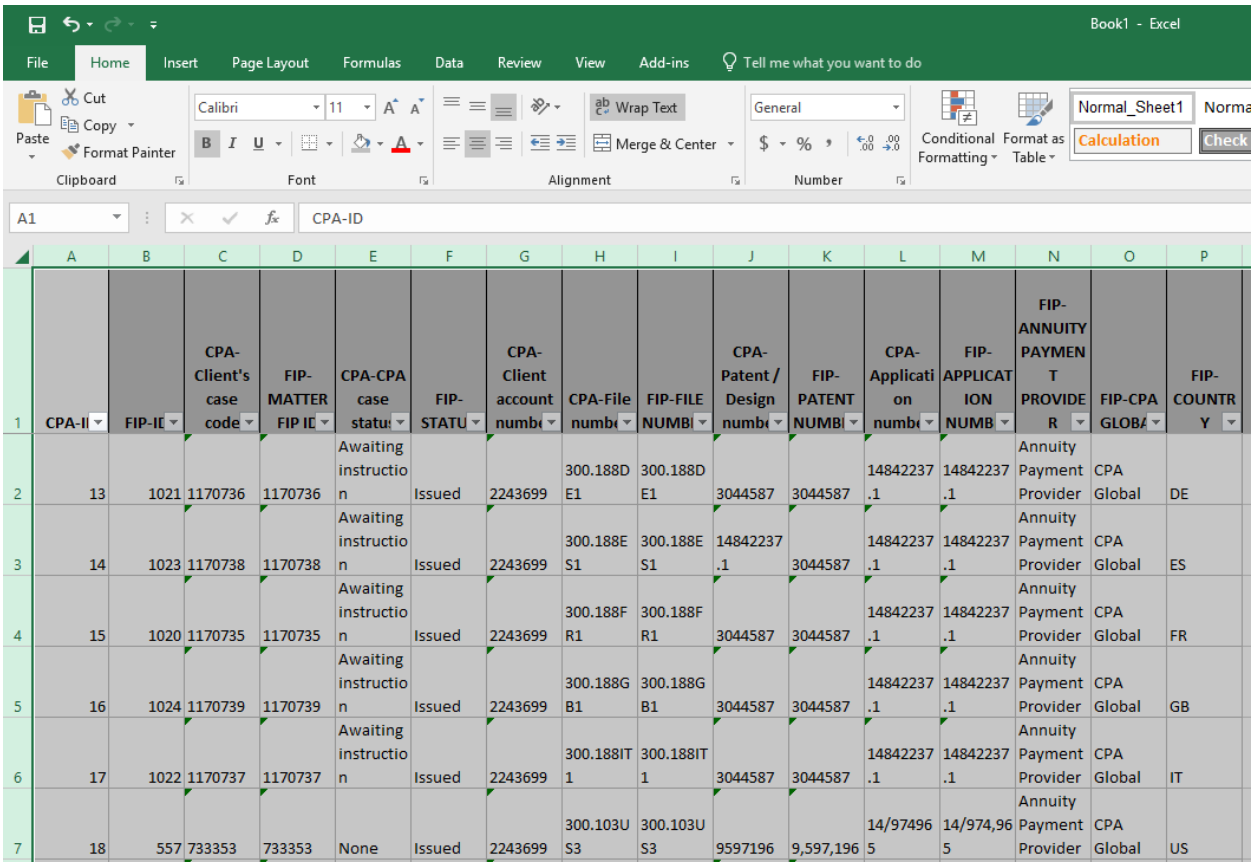
10.28. Click the triangle in the upper left corner of the data display to select all cells in the spreadsheet. See figure 10.16.

Figure 10.16. Select all corner highlighted in Excel.



10.29. After clicking the triangle in the upper left corner **all cells are selected in Excel**. See figure 10.17.

Figure 10.17. All cells selected in Excel.



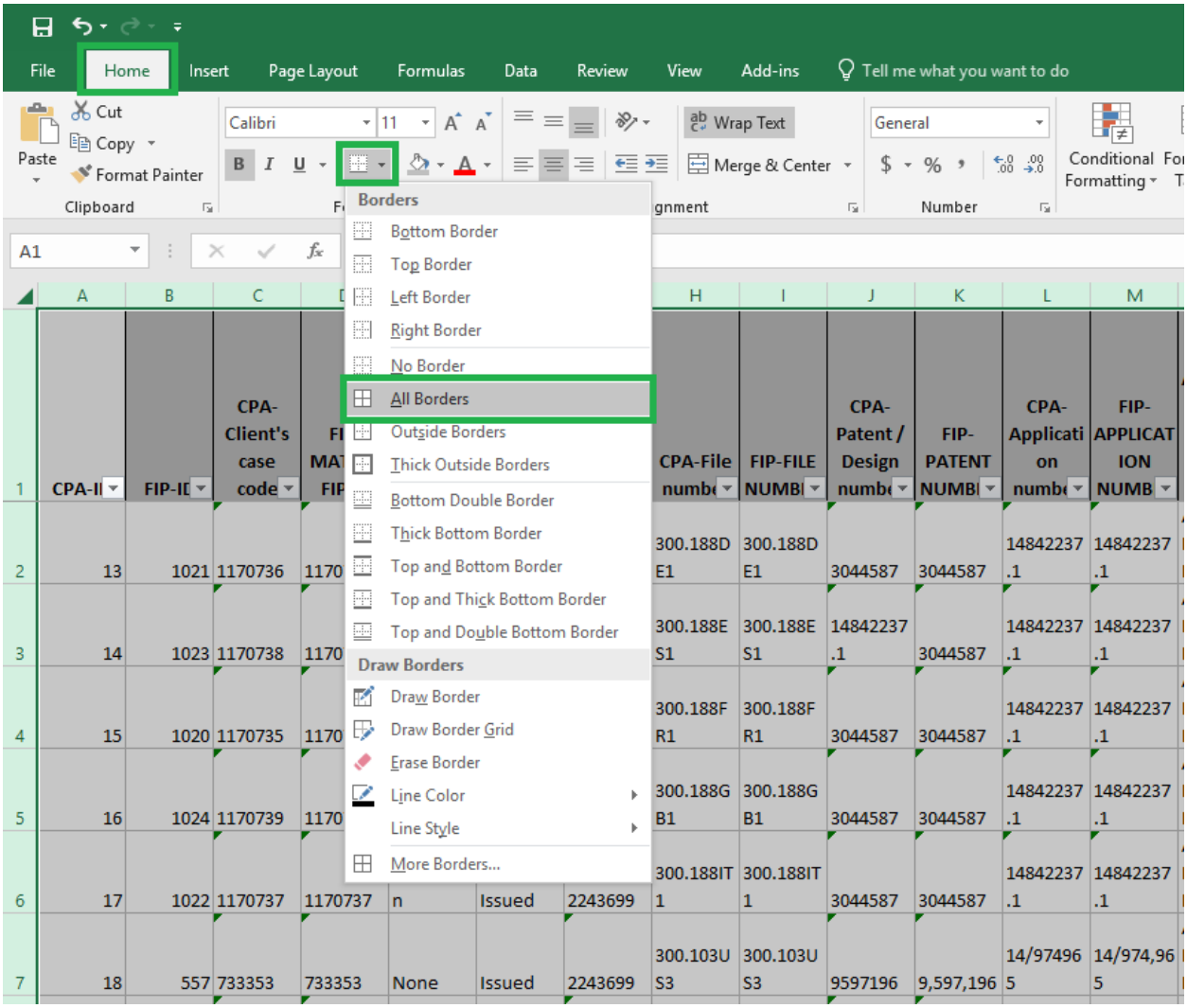
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	CPA-I	FIP-IE	CPA-Client's case code	FIP-MATTER FIP ID	CPA-CPA case statu	FIP-STATU	CPA-Client account numb	CPA-File numb	FIP-FILE NUMB	CPA-Patent / Design numb	FIP-PATENT NUMB	CPA-Application numb	FIP-APPLICATION NUMB	FIP-ANNUITY PAYMENT PROVIDER	FIP-CPA GLOB	FIP-COUNTRY
2	13	1021	1170736	1170736	Awaiting instruction	Issued	2243699	300.188DE1	300.188DE1	3044587	3044587	14842237.1	14842237.1	Annuity Payment Provider	CPA Global	DE
3	14	1023	1170738	1170738	Awaiting instruction	Issued	2243699	300.188ES1	300.188ES1	14842237.1	3044587	14842237.1	14842237.1	Annuity Payment Provider	CPA Global	ES
4	15	1020	1170735	1170735	Awaiting instruction	Issued	2243699	300.188FR1	300.188FR1	3044587	3044587	14842237.1	14842237.1	Annuity Payment Provider	CPA Global	FR
5	16	1024	1170739	1170739	Awaiting instruction	Issued	2243699	300.188GB1	300.188GB1	3044587	3044587	14842237.1	14842237.1	Annuity Payment Provider	CPA Global	GB
6	17	1022	1170737	1170737	Awaiting instruction	Issued	2243699	300.188IT1	300.188IT1	3044587	3044587	14842237.1	14842237.1	Annuity Payment Provider	CPA Global	IT
7	18	557	733353	733353	None	Issued	2243699	300.103US3	300.103US3	9597196	9,597,196	14/974965	14/974,965	Annuity Payment Provider	CPA Global	US

10.30. With all cells selected, from the **Home** menu click the down caret next to **Borders**. See figure 10.18 (below).

10.31. After the down caret is clicked the **Borders** dropdown menu is displayed. See figure 10.18 (below).

10.32. In the **Borders** dropdown menu click All Borders. See figure 10.18.

Figure 10.18. Borders/All Borders highlighted in the Excel Home menu.

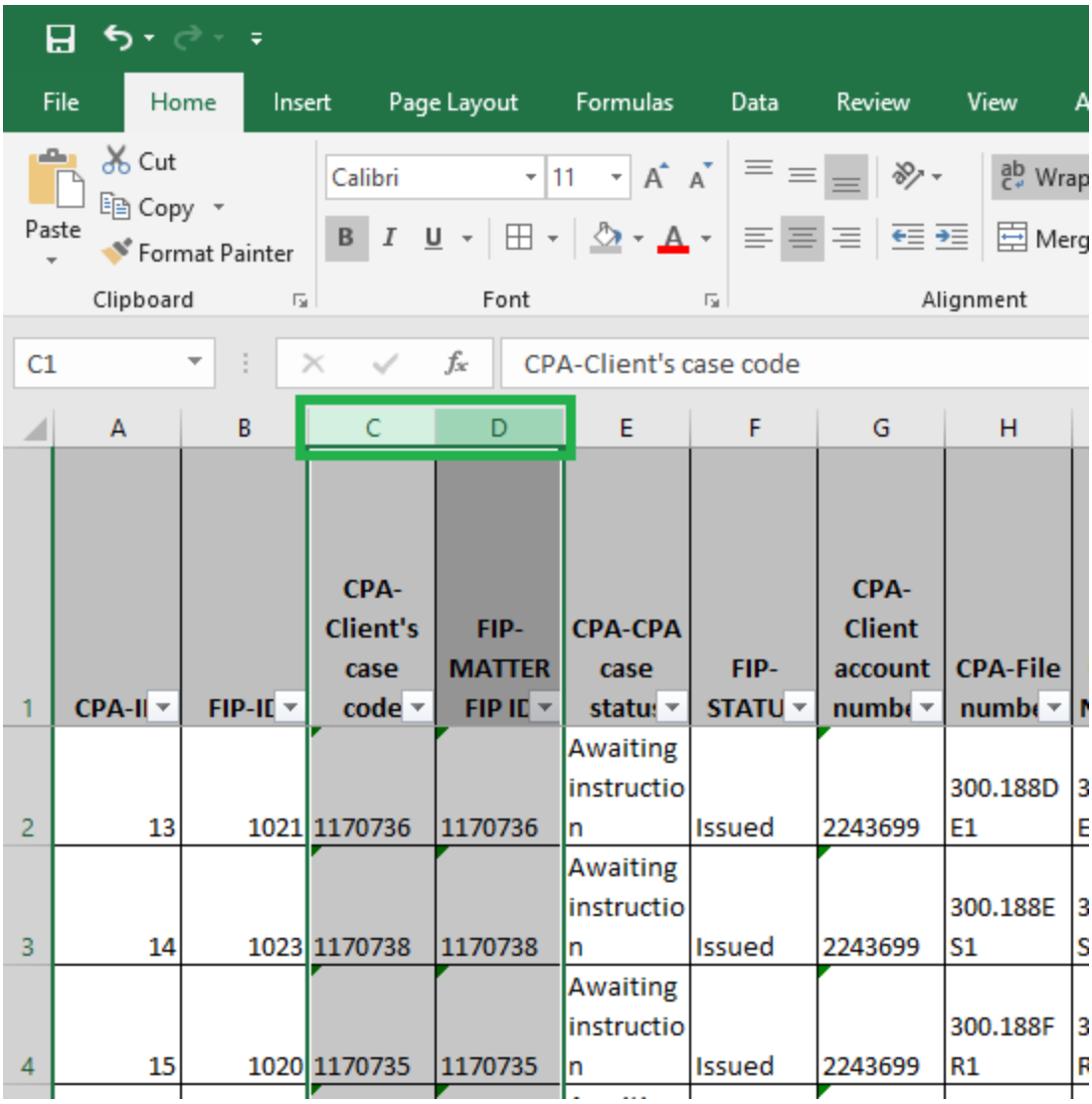


10.33. After All borders is clicked in the **Borders** dropdown menu the spreadsheet is displayed with borders around all cells. See figure 10.19 (below).

NOTE: Following steps 10.34 through 10.48 are optional. Displaying key data columns with a contrasting background can be beneficial when scrolling though large spreadsheets.

10.34. Click the column header letters above the **CPA Client's Case Code** and **FIP- Matter ID** columns (in this case columns C and D) to select all cells in those column(s). See figure 10.19.

Figure 10.19. Column header letters highlighted in Excel.



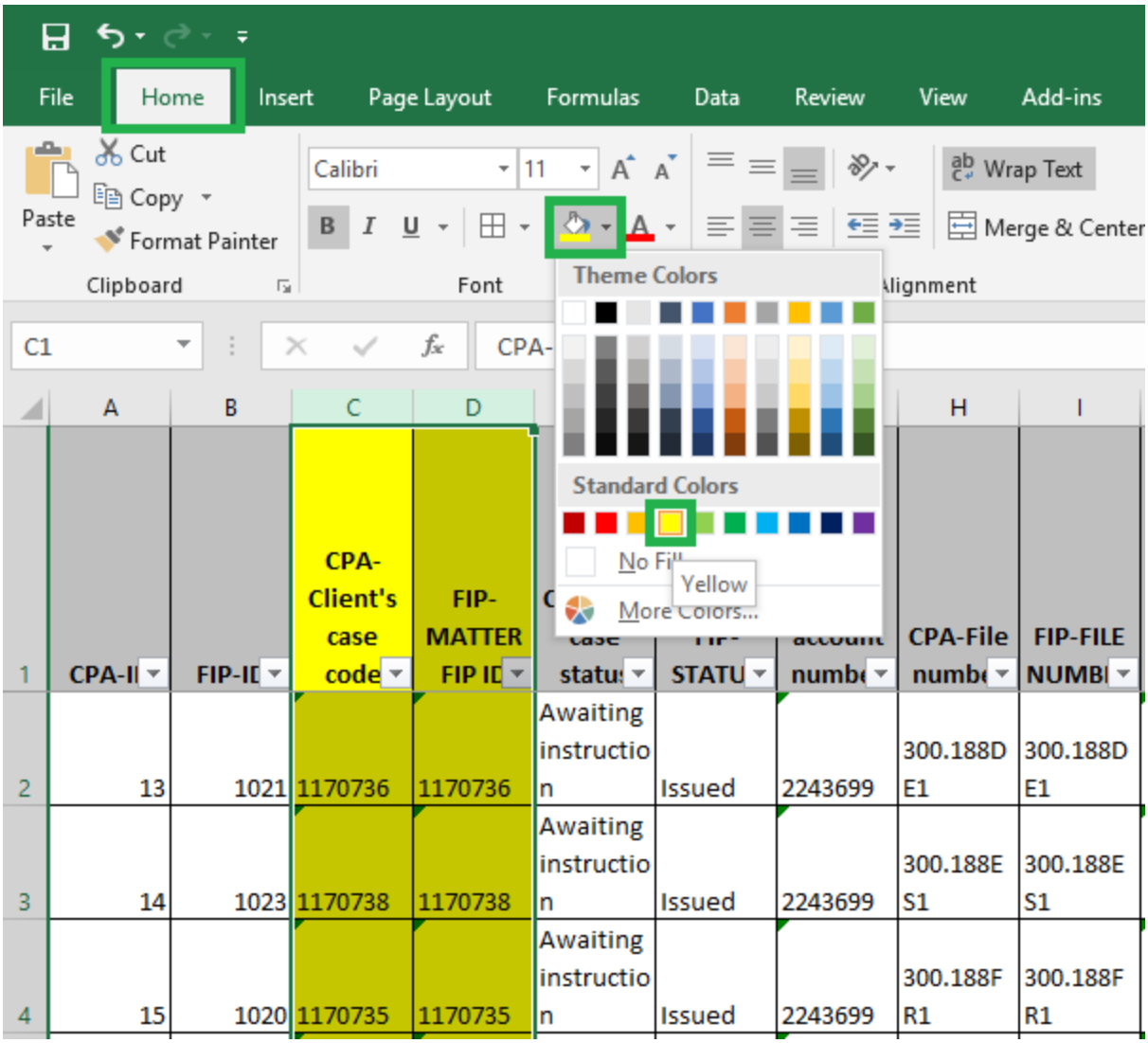
10.35. With columns C and D still selected, in the **Home** menu click the down caret next to **Fill Colors** (the small bucket icon). See figure 10.20 (below).

10.36. After the down caret is clicked the **Fill Colors - Theme Colors** dialog box is displayed. See figure 10.20 (below).

10.37. From the **Fill Colors - Theme Colors** menu select yellow from the list of available colors. See figure 10.20 (below).

10.38. After selection of the different fill color the cells in the selected column(s) are now filled with a different color (yellow in this case). See figure 10.20.

Figure 10.20. Fill colors in the Excel Home menu.



10.39. Click the column header letters above the **FIP Annuity Payment Provider** and **FIP-CPA Global** columns (in this case columns N and O) to select all cells in those column(s). See figure 10.21 (below).

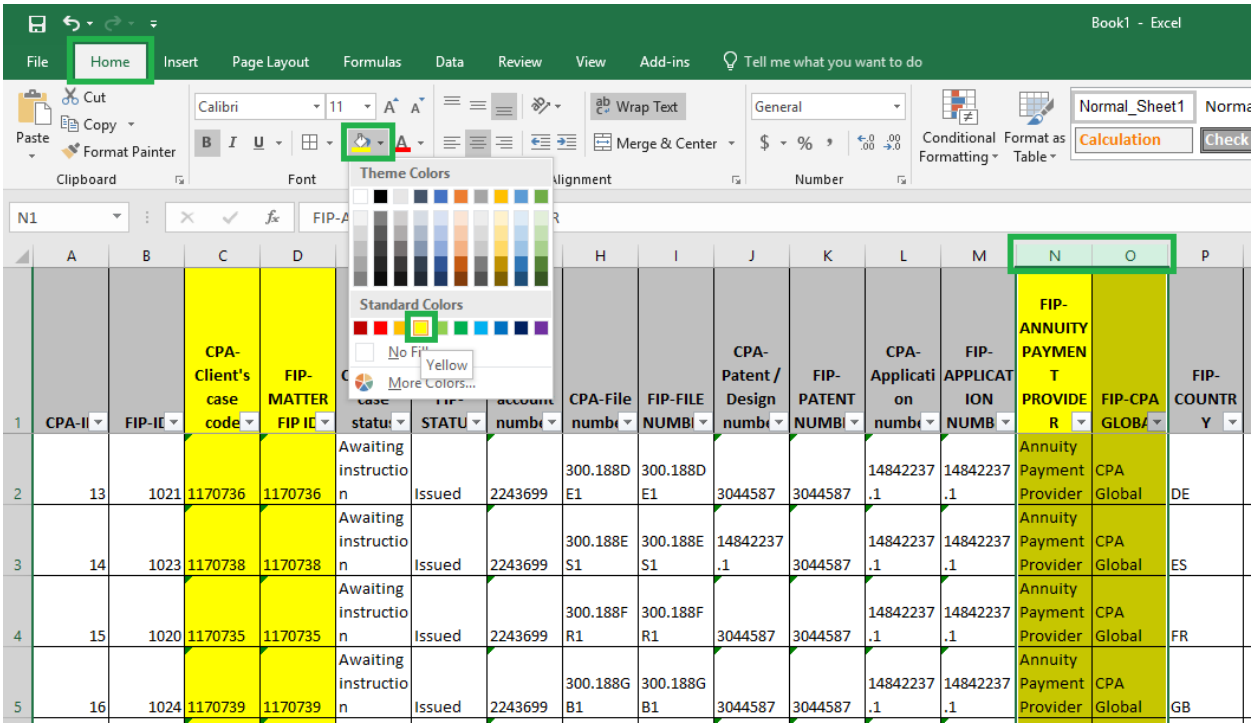
10.40. With columns N and O still selected, in the **Home** menu click the down caret next to **Fill Colors** (the small bucket icon). See figure 10.21 (below).

10.41. After the down caret is clicked the **Fill Colors - Theme Colors** dialog box is displayed. See figure 10.21 (below).

10.42. From the **Fill Colors - Theme Colors** menu select yellow from the list of available colors. See figure 10.21 (below).

10.43. After selection of the different fill color the cells in the selected column(s) are now filled with a different color (yellow in this case). See figure 10.21.

Figure 10.21. Fill colors selected in Excel.



10.44. Click the column header letters above the **CPA Case Code** and **FIP Status** columns (in this case columns E and F) to select all cells in those column(s). See figure 10.22 (below).

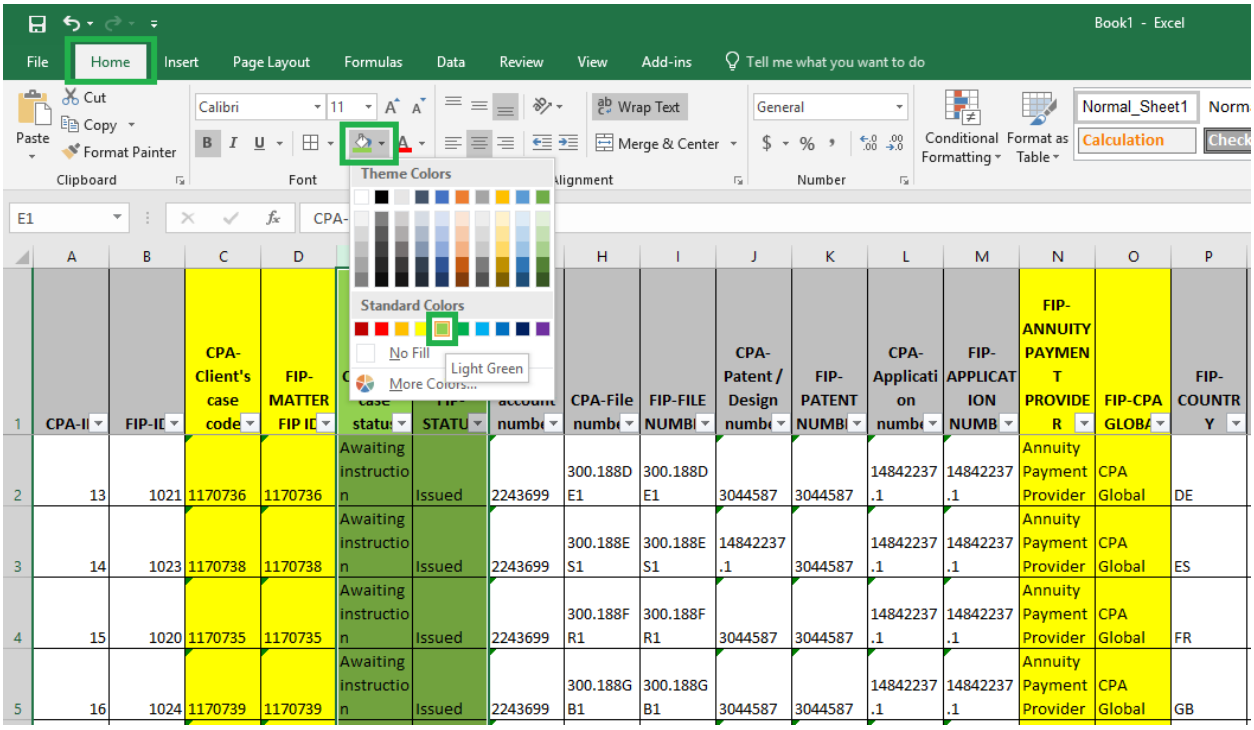
10.45. With columns F and F still selected, in the Home menu click the down caret next to **Fill Colors** (the small bucket icon). See figure 10.22 (below).

10.46. After the down caret is clicked the **Fill Colors - Theme Colors** dialog box is displayed. See figure 10.22 (below).

10.47. From the **Fill Colors - Theme Colors** menu select green from the list of available colors. See figure 10.22 (below).

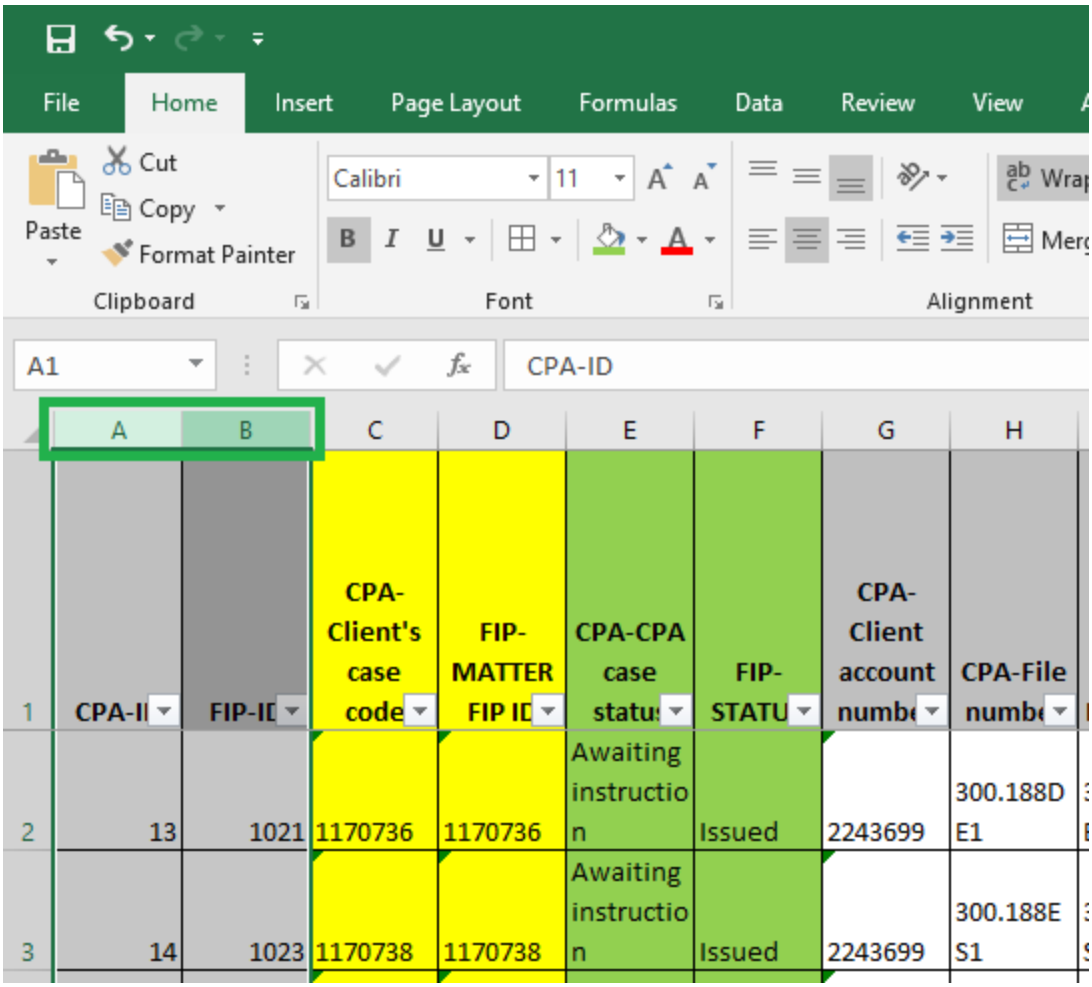
10.48. After selection of the different fill color the cells in the selected column(s) are now filled with a different color (green in this case). See figure 10.22.

Figure 10.22. Fill colors selected in Excel.



10.49. Right click the column header letters above the **FIP-ID** and **CPA-ID** columns (in this case columns A and B) to select all cells in those column(s). See figure 10.23.

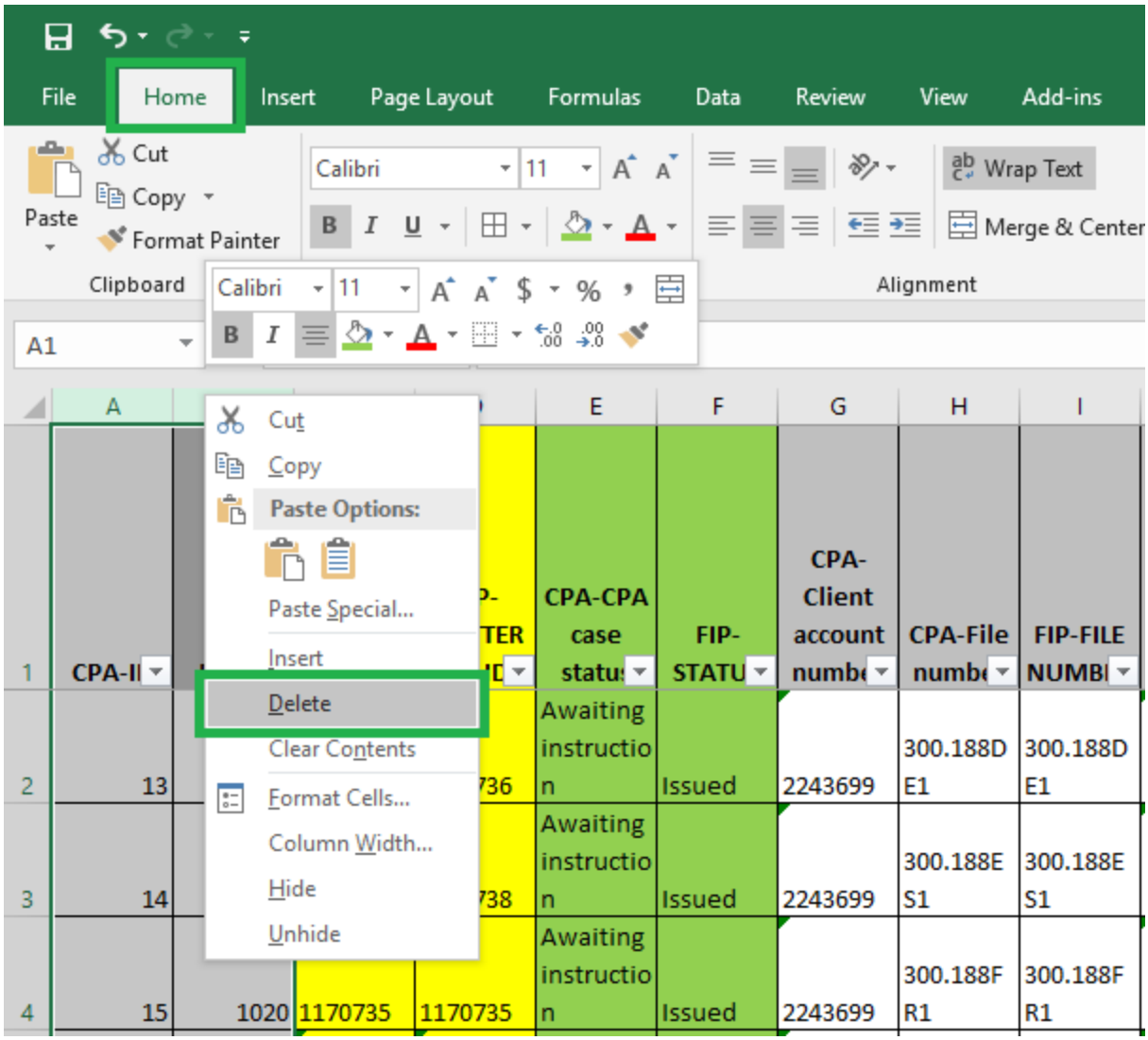
Figure 10.23. Column header letters highlighted in Excel.



10.50. With columns A and B still selected right click to reveal the dropdown menu. See figure 10.24 (below).

10.51. Select Delete from the dropdown menu to delete the **CPA-ID** and **FIP-ID** column(s) (in this case columns A and B) from the spreadsheet. See figure 10.24.

Figure 10.24. Deleting columns in Excel.

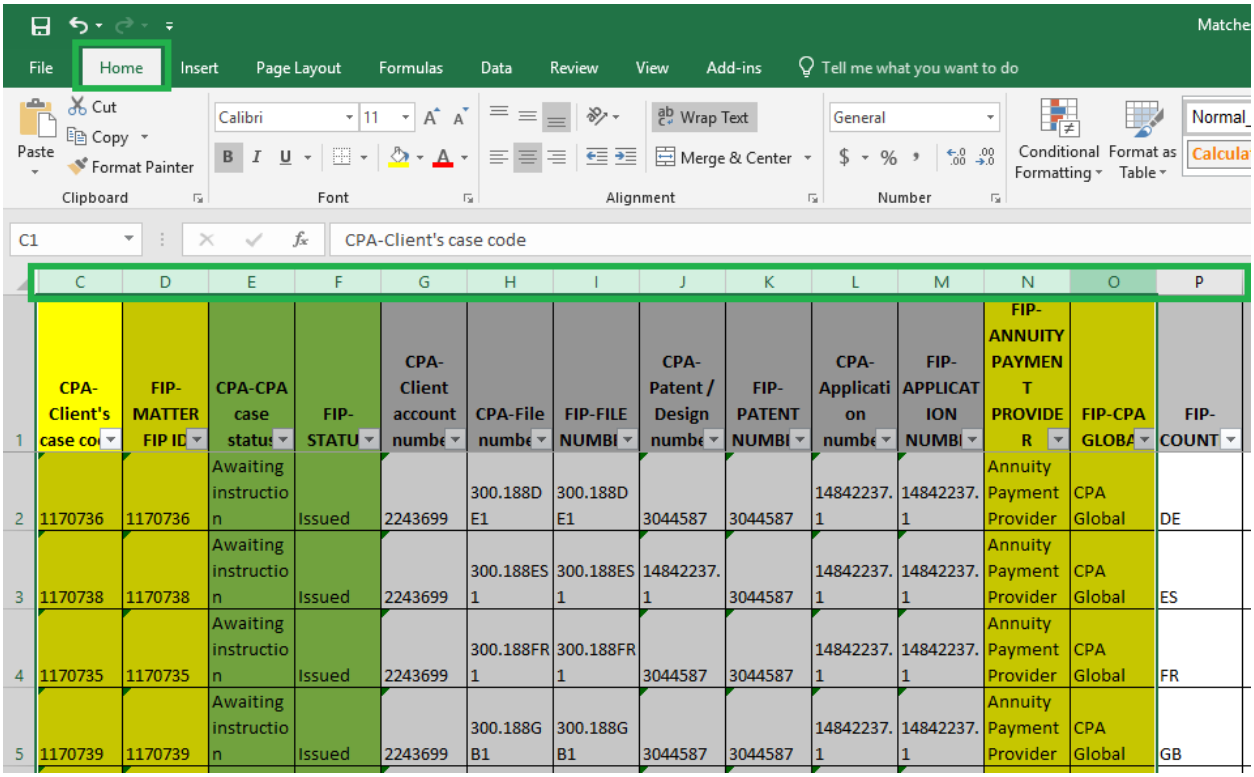


10.52. Click the *leftmost column header letter* (column C in this example). See figure 10.25 (below).

10.53. Press the Shift key while clicking the *rightmost column header letter* (column P in this case). See figure 10.25 (below).

10.54. After Shift+clicking the *rightmost column header letter* all columns in the spreadsheet are selected. See figure 10.25.

Figure 10.25. All columns selected in Excel.

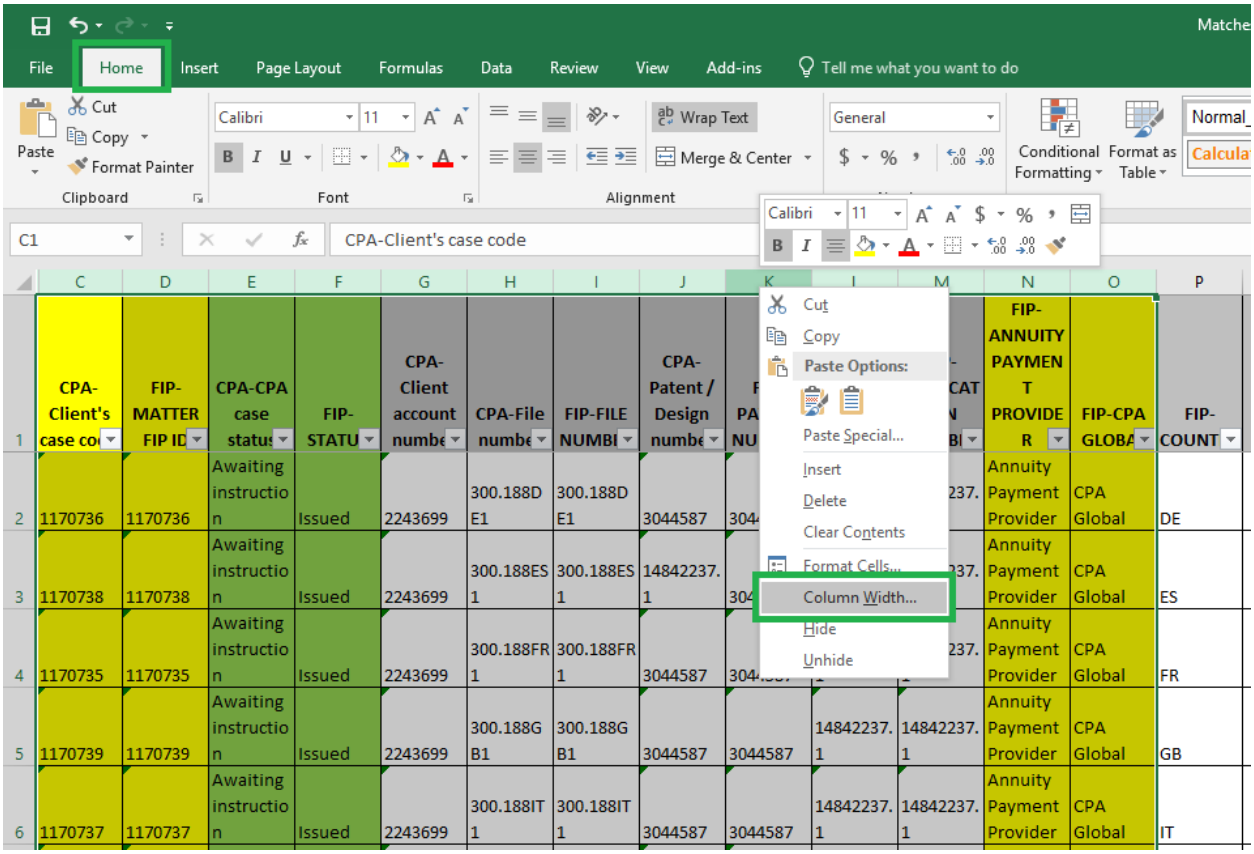


	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	CPA-Client's case co	FIP-MATTER FIP ID	CPA-CPA case status	FIP-STATU	CPA-Client account numbe	CPA-File numbe	FIP-FILE NUMBI	CPA-Patent / Design numbe	FIP-PATENT NUMBI	CPA-Applicati on numbe	FIP-APPLICAT ION NUMBI	FIP-ANNUITY PAYMENT PROVIDER	FIP-CPA GLOBA	FIP-COUNT
2	1170736	1170736	Awaiting instructio n	Issued	2243699	300.188DE1	300.188DE1	3044587	3044587	14842237.1	14842237.1	Annuity Payment Provider	CPA Global	DE
3	1170738	1170738	Awaiting instructio n	Issued	2243699	300.188ES1	300.188ES1	14842237.1	3044587	14842237.1	14842237.1	Annuity Payment Provider	CPA Global	ES
4	1170735	1170735	Awaiting instructio n	Issued	2243699	300.188FR1	300.188FR1	3044587	3044587	14842237.1	14842237.1	Annuity Payment Provider	CPA Global	FR
5	1170739	1170739	Awaiting instructio n	Issued	2243699	300.188GB1	300.188GB1	3044587	3044587	14842237.1	14842237.1	Annuity Payment Provider	CPA Global	GB

10.55. With the cursor in the selected cells, right click to reveal the **Formatting** dropdown menu. See figure 10.26 (below).

10.56. In the **Formatting** dropdown menu click Column Width. See figure 10.26.

Figure 10.26. Column Width highlighted in Excel formatting dropdown menu.

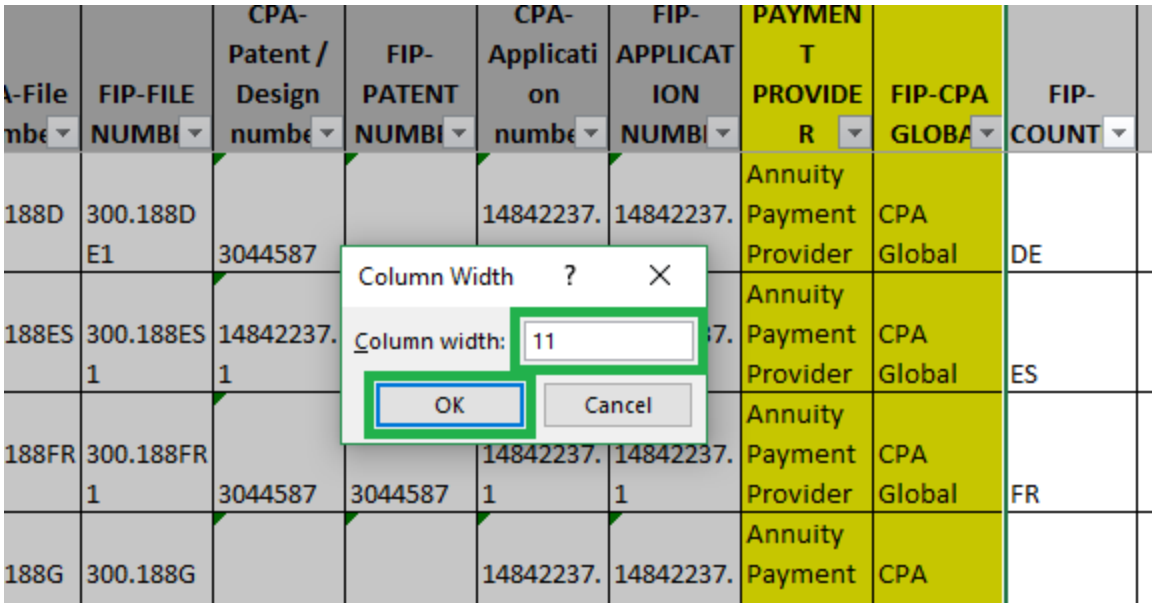


10.57. After Column Width is clicked in the **Formatting** dropdown menu the **Column Width** dialog box is displayed. See figure 10.27 (below).

10.58. Enter *11* for the value in the **Column Width** data entry field. See figure 10.27 (below).

10.59. Click **OK** in the **Column Width** dialog box below the **Column Width** data entry field to complete the change. See figure 10.27.

Figure 10.27. Setting column width to 11 in Excel column width dialog box.

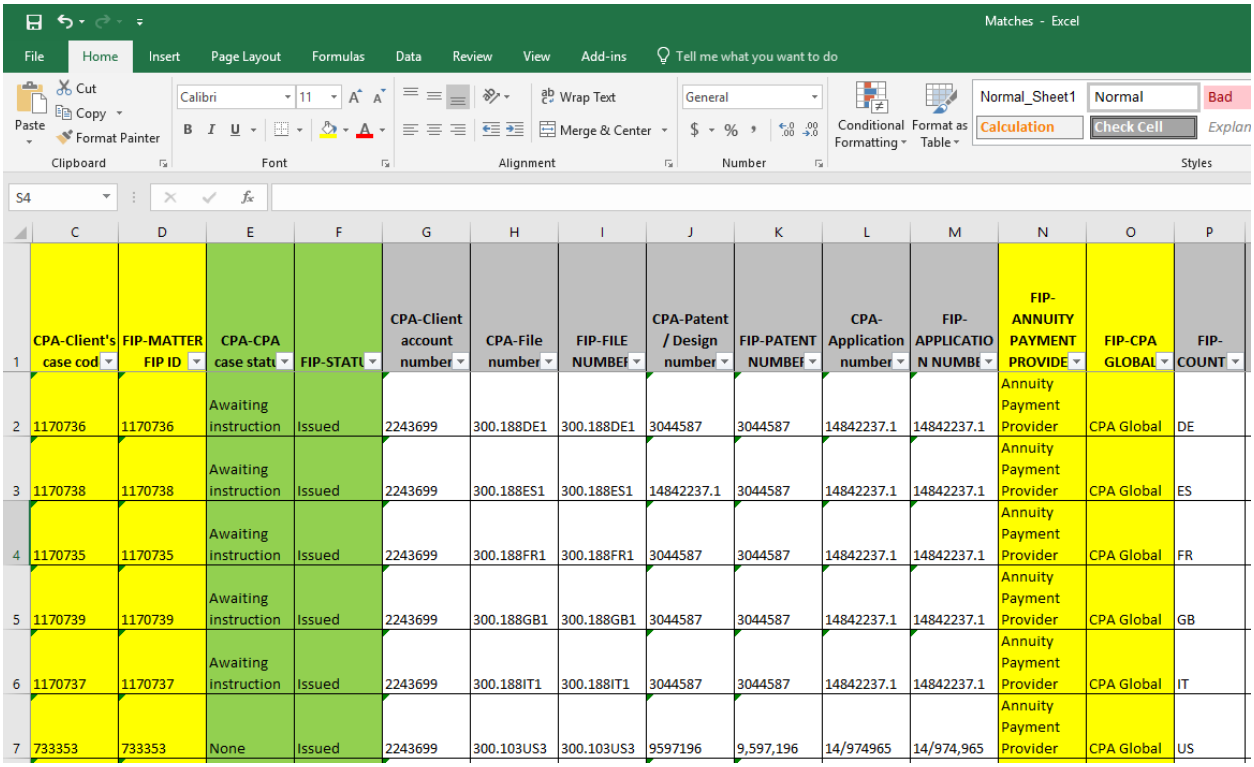


A-File nbe	FIP-FILE NUMBI	CPA-Patent / Design numbe	FIP-PATENT NUMBI	CPA-Application numbe	FIP-APPLICATION NUMBI	PAYMENT PROVIDER	FIP-CPA GLOBA	FIP-COUNT
188D	300.188DE1	3044587		14842237.	14842237.	Annuity Payment Provider	CPA Global	DE
188ES	300.188ES1	14842237.1			7.	Annuity Payment Provider	CPA Global	ES
188FR	300.188FR1	3044587	3044587	14842237.1	14842237.1	Annuity Payment Provider	CPA Global	FR
188G	300.188G			14842237.	14842237.	Annuity Payment	CPA	

10.60. After setting column width to increase readability in the spreadsheet the formatting of the data is complete. See figure 10.28 (below).

RESULT: Spreadsheet data ready for investigation.

Figure 10.28. Final appearance of imported data in Excel.



1	CPA-Client's case cod	FIP-MATTER FIP ID	CPA-CPA case stat	FIP-STATU	CPA-Client account number	CPA-File number	FIP-FILE NUMBEI	CPA-Patent / Design number	FIP-PATENT NUMBEI	CPA-Application number	FIP-APPLICATION NUMBE	FIP-ANNUITY PAYMENT PROVIDE	FIP-CPA GLOBAL	FIP-COUNT
2	1170736	1170736	Awaiting instruction	Issued	2243699	300.188DE1	300.188DE1	3044587	3044587	14842237.1	14842237.1	Annuity Payment Provider	CPA Global	DE
3	1170738	1170738	Awaiting instruction	Issued	2243699	300.188ES1	300.188ES1	14842237.1	3044587	14842237.1	14842237.1	Annuity Payment Provider	CPA Global	ES
4	1170735	1170735	Awaiting instruction	Issued	2243699	300.188FR1	300.188FR1	3044587	3044587	14842237.1	14842237.1	Annuity Payment Provider	CPA Global	FR
5	1170739	1170739	Awaiting instruction	Issued	2243699	300.188GB1	300.188GB1	3044587	3044587	14842237.1	14842237.1	Annuity Payment Provider	CPA Global	GB
6	1170737	1170737	Awaiting instruction	Issued	2243699	300.188IT1	300.188IT1	3044587	3044587	14842237.1	14842237.1	Annuity Payment Provider	CPA Global	IT
7	733353	733353	None	Issued	2243699	300.103US3	300.103US3	9597196	9,597,196	14/974965	14/974,965	Annuity Payment Provider	CPA Global	US

NOTE: When expedient data can be copied to additional/separate sheets (also referred to as tabs) in the same Excel workbook/file. Descriptive titling is beneficial when using multiple sheets/tabs in the same file. See figure 10.29 and 10.30.

Figure 10.29. Renaming sheets/tabs in Excel.

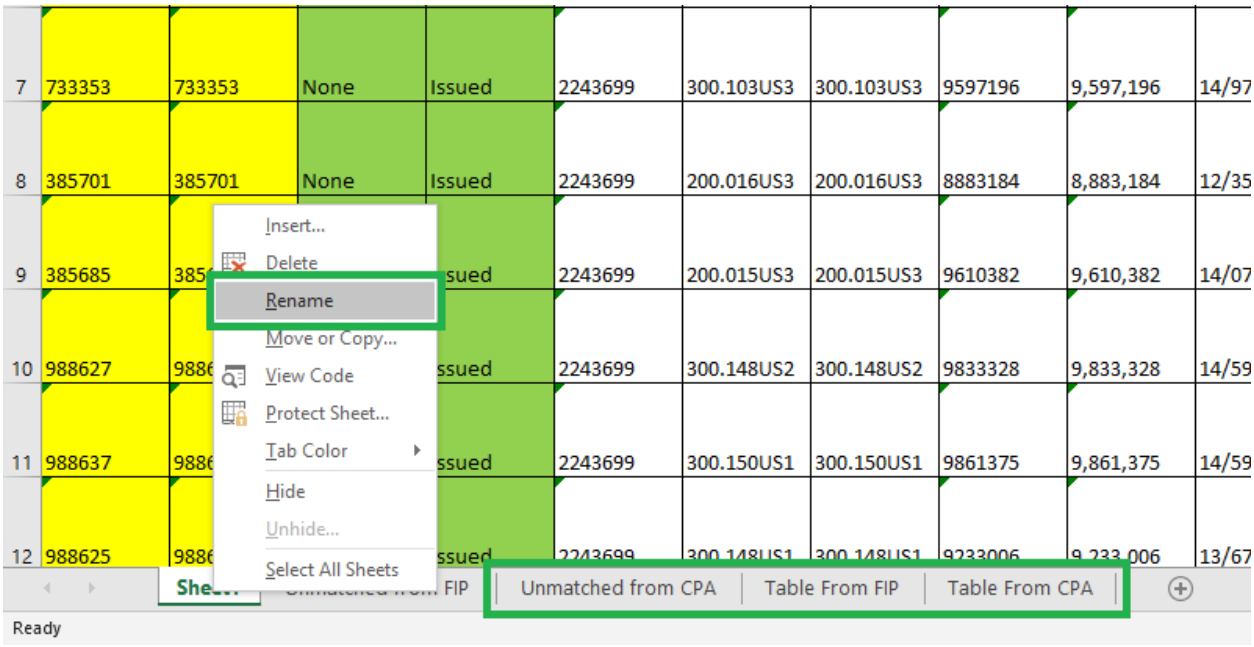
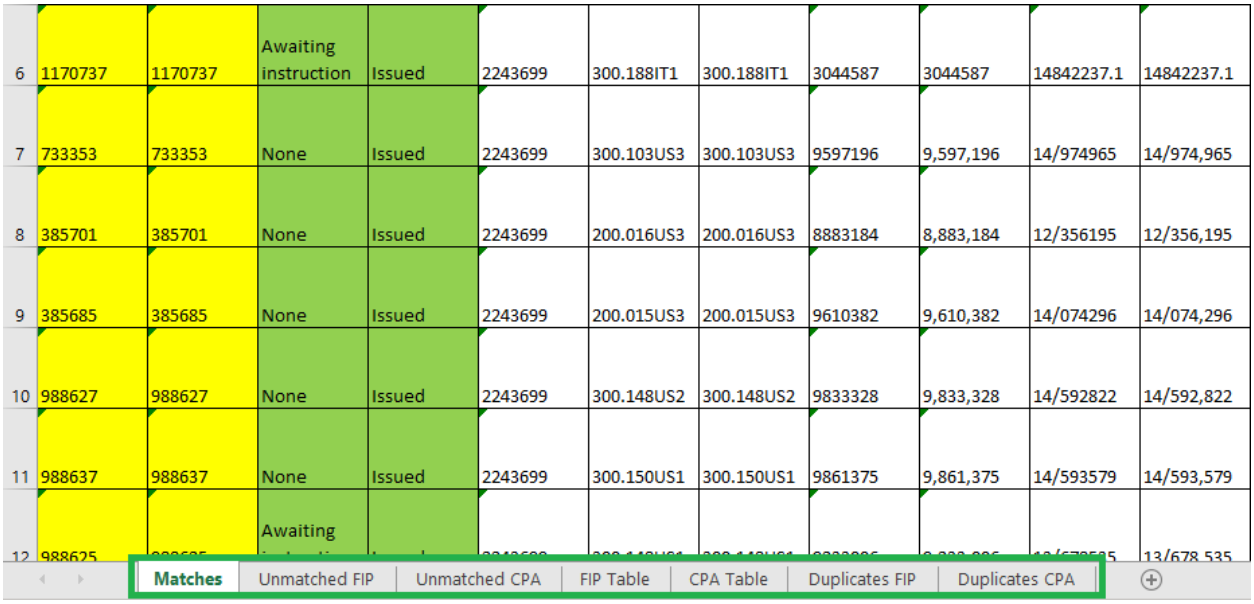


Figure 10.30. Completed tabs in Excel.



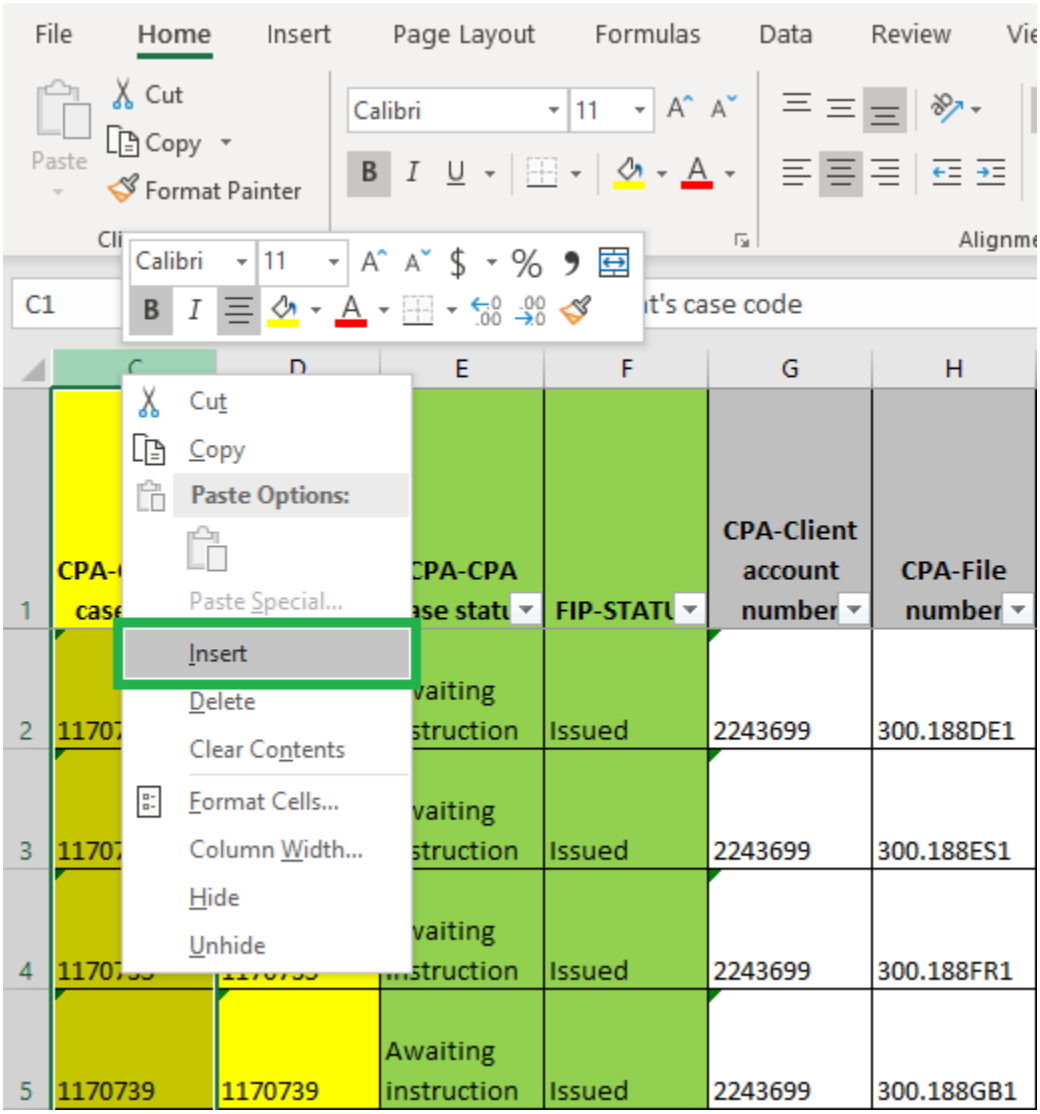
NOTE: Excel files intended for client review should not contain internal data (or) any information that might confuse or confound the client.

10.61. In the **Matches** tab, right click the top of the first column on the left to select that column. See figure 10.31 (below).

10.62. After right clicking the top of the first column a **dropdown menu** is displayed. See figure 10.31 (below).

10.63. From the **dropdown menu** select Insert. See figure 10.31 (below).

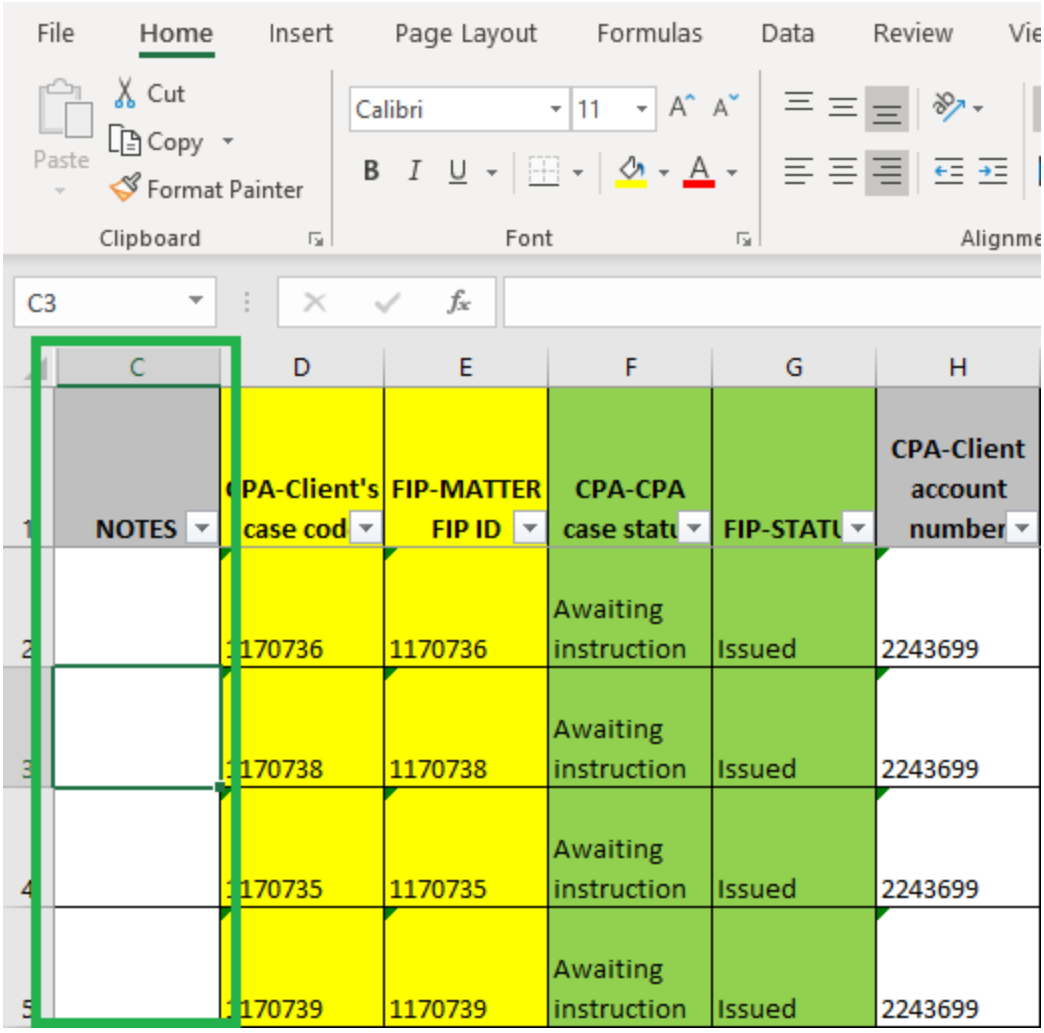
Figure 10.31. Inserting a new column.



10.64. After selecting Insert a new column is displayed to the left of the former first column. See figure 10.32 (below).

10.65. Click cell C-1 at the top of the newly inserted column and enter *NOTES*. See figure 10.32 (below).

Figure 10.32. New Notes column inserted into spreadsheet.



10.66. Enter any investigative notes or other pertinent information in the **NOTES** column as prosecution of the data progresses.

10.67. Once all data is copied into the Excel file click File in the **Excel** menu bar at the top of the page.

10.68. In the **File** menu click Save As.

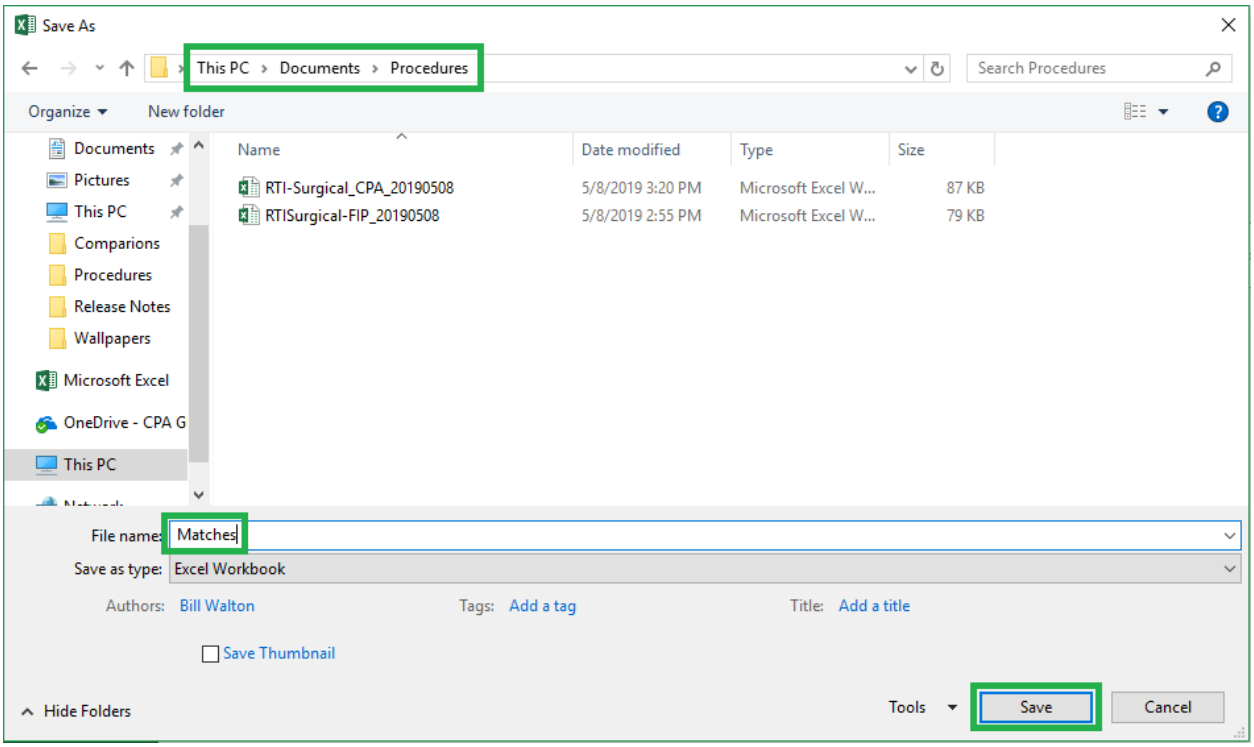
10.69. Click This PC in the Windows **Save As** dialog box to browse to a location in which to save the file.

10.70. Click on the *folder in which the file is to be saved* in the Windows **Save As** dialog box.

10.71. Enter a *file name* in the **File name** data entry field to name the file for the query from which it was generated (Matches in this example). See figure 10.33 (below).

10.72. Click Save in the lower right corner of the Windows **Save As** dialog box to save the file to the desired location. See figure 10.33.

Figure 10.30. Windows Dave As dialog box with sample file location, file name, and Save highlighted.



Back to section start

Back to top