Bay State Banner Team 1

Major Excel functions

=RIGHT(A1,LEN(A1)-1)

Remove the first character of cell A1. Used to remove empty spaces.

=RIGHT(A1, LEN(A1)-11)

Remove the first 11 characters of each cell. The pdf extractor give results with BOA number and address in same cell. This function can remove the BOA numbers and keep the address.

=LEFT(A1, LEN(A1)-1)

Remove the last character of cell A1. Used to remove empty spaces.

=MID(D2&", "&D2,SEARCH(" ",D2)+1,LEN(D2)+1)

Change names from format (First name Last Name) to (Last Name, First Name) in order to have the same format with OCPF data.

=IF(ISERROR(VLOOKUP(B606,$R$2:$R$170000,1,FALSE)),"Not Exist","Exist")

B column: Contributor

R column: people who show up in master data.

Check if this contributor exists in master data file or not. Write exist or not exist into the new column.

=IF(L2=L1,"",SUMIF($L$2:$L$7427,L2,$J$2:$J$7427))

J column: Amount

L column: Recipient

Calculate sum of contribution received by each recipient.