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| WI-CP041 Populate “CapEx” Report |
| **Process Description: This process backs up the month-end database, archives the month-end database for future reporting, and creates and prepares the processing environment in the monthly Cobra processing folders on the computer** |

| **Setup for Current Month Processing Steps** | | **Comments, Warnings and Errors, and Screen Captures** |
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|  | 1. Run the “CapEx” Report in Cobra for your hull  * Enter in the file name and click finish (no filters/criteria are necessary) |  |
|  | 1. Open “EVM Report Filtering for CAP Ex”  * Copy All data (Headers included) * Paste in to the worksheet “EVM Report Filtering for CAP Ex” |  |
|  | 1. In the “EVM Report Filtering for CAP Ex” worksheet (after data has been pasted in to it):    * This sheet is for filtering out the threshold of +/- $5,000 anomalies in the data.    * Click the buttons on the top of the sheet, working from left to right      1. After each macro the filtering and highlighting will be done for each “type” of anomaly      2. Copy and paste **after each button** to a blank workbook    * Once all data has been pasted in to the blank workbook for your analysis, email it to the administrator of the CAPEx reports and they will populate the final published report    * If any corrections are to be made, make them before sending the data |  |