**LAST PAY ON CONTRACT INSTRUCTIONS**

1. Run Report *Last Pay In Contract* in Reports/Report Manager as Excel Data Spreadsheet
2. Add a filter to the spreadsheet
3. Insert Column after Pays Paid - name it Remaining Pays
4. Enter **Formula** in Remaining Pays Column example = L2-M3
   1. (Pays in Contract - Pays Paid = Remaining Pays
5. Filter on number of pays that equal 1
6. Copy the spreadsheet for those compensations with only 1 pay remaining and paste it in sheet 2
7. Insert Column after Pay Per Period - name it Final Pay
8. Enter **Formula** in Final Pay Column example =F2-G2-H2
   1. (Contract Obligation - Amount Paid - Amount Docked = Final Pay)
9. Insert a column after Final Pay Column - name it Rounding for Final Pay
10. Enter **Formula** in Rounding for Final Pay Column =J2-I2
    1. (Final Pay - Pay Per Period = Rounding for Final Pay)
11. Total the Rounding for Final Pay Column to calculate the difference in your Final Pay

Hope this helps until SSDT writes a report.