

## Unit 2 IP Data Analytics Instructions

### **Duplicate Invoice Numbers on Invoice Worksheet**

To find duplicate invoice numbers, follow these steps:

1. Select the Invoice column by clicking on the top of the column.
2. Go to Conditional Formatting in the Home tab under "Styles".
3. Select "Highlight Cells Rules", and then select "Duplicate Values".
4. Then, click "OK". This highlights any duplicate values within the column.

To see all of the highlighted cells together, sort based on cell color. Follow these steps:

1. Highlight the entire dataset by navigating to the top left cell in the dataset (A1).
2. Then, hold CTRL and Shift down together.
3. Hit the right arrow key, followed by the down arrow key.
4. Then, go to the Data tab, and select "Filter". The filter arrows should appear at the top of each column.
5. Go to the Invoices column, and select the filter arrow at the top of the column.
6. Select "Filter by Color" so that only the highlighted cells will appear.
7. To unfilter the data, you can click on the Filter option within the Data tab again.

These duplicates may arise from corrections to original invoices, as described in the Sales System Description tab in the JA Tires Excel workbook.

To find duplicate customer purchase order numbers, repeat the steps used above to identify duplicate invoice numbers.

### **Finding Bills of Lading and Invoices With Repeated Sales Order Numbers in the Bill of Lading and Invoice Worksheet**

Repeated sales order numbers in the Bill of Lading worksheet:

Repeated sales order numbers in the Invoices worksheet:

Repeated sales order numbers may be associated with the duplicate invoices identified above or may be associated with a customer order that is split up into separate shipments (as identified by different bill of lading numbers for the same sales order).

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To find sales orders in the Sales Order worksheet without a customer purchase order, do the following steps.

1. Navigate to the Sales Order worksheet, and first identify sales without a customer purchase order.
2. Select the entire dataset.
3. Then, select "Filter" within the Data tab.
4. At the top of the Customer Purchase Order Number column, click on the Filter arrow.
5. Within the search section, deselect "Select All".
6. Then, choose "(Blanks)" at the bottom of the list.
7. Click "OK". This will filter to only those observations without a purchase order number.
8. Verify that these sales order numbers have a bill of lading in the Bill of Lading worksheet. A lack of a customer purchase order might indicate an "expedited order," as described in the Sales System Description tab.