

Save to XLS: Text to Numbers 101

- CHAMPS exports data to excel as text.
- The standard cell formatting option does not always work with older versions of excel.
- If the data is not properly formatted, excel formulas will not return the desired results.
- These instructions provide an alternative way to reformat the data extracted from CHAMPS so that excel formulas can be applied.
- There may be other alternative ways to reformat CHAMPS data from text to numbers that are equally effective.



Path: [Provider Portal](#) / [Inquire Claims](#)

Menu

Close

Inquire Claim:

Filter By: And And With Status Get

All

<input type="checkbox"/>	TCII ▲▼	From Date ▲▼	To Date ▲▼	Submitted Charges ▲▼	Claim Status ▲▼	Approved Amount ▲▼	Paid Date ▲▼	Patient Account Number ▲▼
<input type="checkbox"/>	310918410111516000	02/06/2009	02/06/2009	\$1,782.00	Paid	\$227.20	08/20/2009	8267447900
<input type="checkbox"/>	310918410111727000	02/07/2009	02/07/2009	\$3,376.00	Paid	\$631.67	08/20/2009	8267783800
<input type="checkbox"/>	310918410111733000	12/18/2008	12/18/2008	\$609.00	Paid	\$117.10	08/20/2009	8267783900
<input type="checkbox"/>	310918410111782000	12/11/2008	12/11/2008	\$609.00	Paid	\$80.49	08/20/2009	8267784900
<input type="checkbox"/>	310918410111816000	02/06/2009	02/07/2009	\$1,609.39	Paid	\$115.52	08/20/2009	8267785500
<input type="checkbox"/>	310918410111977000	02/07/2009	02/07/2009	\$1,006.00	Paid	\$143.76	08/20/2009	8267789400
<input type="checkbox"/>	310918410112466000	01/23/2009	01/23/2009	\$1,062.00	Paid	\$0.00	08/20/2009	8263827401
<input type="checkbox"/>	310918410112476000	01/05/2009	01/26/2009	\$2,427.00	Paid	\$0.00	08/20/2009	8263855401
<input type="checkbox"/>	310918410112625000	01/31/2009	01/31/2009	\$318.00	Paid	\$0.00	08/20/2009	8266230801
<input type="checkbox"/>	310918410112629000	02/03/2009	02/03/2009	\$667.00	Paid	\$0.00	08/20/2009	8266629201

<< Prev Viewing Page 1 Next >> Page Count

https://sso.state.mi.us/dch-chpoutreach/ecams/CNSIControlServlet - Microsoft Internet Explorer

CHAMPS My Inbox Admin Provider Claims Reference Member TPL Rate Setting PA Contract/MC

Welcome Outreach, Training. You have logged-in with HOSPITAL 2 0000000000 I domain and CHAMPS Full Access profile. Links: --Select--

Path: Provider Portal/ Inquire Claims

Menu

Inquire Claim:

Filter By : Paid Date 08/20/2009 08/20/2009 And Patient Account Number % And With Status Get

All Go

	TC#	From Date	To Date	Paid Date	Patient Account Number
<input type="checkbox"/>	3109184101115160				
<input type="checkbox"/>	3109184101117270				
<input type="checkbox"/>	3109184101117330				
<input type="checkbox"/>	3109184101117820				
<input type="checkbox"/>	3109184101118160				
<input type="checkbox"/>	3109184101119770				
<input type="checkbox"/>	3109184101124660				
<input type="checkbox"/>	3109184101124760				
<input type="checkbox"/>	3109184101126250				
<input type="checkbox"/>	3109184101126290				

Your request is being processed. Please wait...

<< Prev Viewing Page

Downloading from site: https://sso.state.mi.us/dch-chpoutreach/ecams/CNSIControlServlet


Page ID: pgInquireClaimsProviderList(Claims)

Done


trusted sites

File Download

Do you want to open or save this file?

 Name: pgInquireClaimsProviderList.xls
Type: Microsoft Excel Worksheet
From: sso.state.mi.us

Open Save Cancel

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Click the Save to XLS button and then two popups will come up. Click Open on the second popup and wait for your excel spreadsheet to automatically open. Large amounts of data may take longer to complete.

Microsoft Excel - pgInquireClaimsProviderList[1]

File Edit View Insert Format Tools Data Window Help

Type a question for help

Reply with Changes... End Review...

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	TCN	From Date	To Date	Submitted Charges	Claim Status	Approved Amount	Paid Date	Patient Account Number							
2	310918410111516000	02/06/2009	02/06/2009	\$1,782.00	Paid	\$227.20	08/20/2009	8267447900							
3	310918410111727000	02/07/2009	02/07/2009	\$3,376.00	Paid	\$631.67	08/20/2009	8267783800							
4	310918410111733000	12/18/2008	12/18/2008	\$609.00	Paid	\$117.10	08/20/2009	8267783900							
5	310918410111782000	12/11/2008	12/11/2008	\$609.00	Paid	\$80.49	08/20/2009	8267784900							
6	310918410111816000	02/06/2009	02/07/2009	\$1,609.39	Paid	\$115.52	08/20/2009	8267785500							
7	310918410111977000	02/07/2009	02/07/2009	\$1,006.00	Paid	\$143.76	08/20/2009	8267789400							
8	310918410112466000	01/23/2009	01/23/2009	\$1,062.00	Paid	\$0.00	08/20/2009	8263827401							
9	310918410112476000	01/05/2009	01/26/2009	\$2,427.00	Paid	\$0.00	08/20/2009	8263855401							
10	310918410112625000	01/31/2009	01/31/2009	\$318.00	Paid	\$0.00	08/20/2009	8266230801							
11	310918410112629000	02/03/2009	02/03/2009	\$667.00	Paid	\$0.00	08/20/2009	8266629201							
12	310918410112633000	01/29/2009	01/30/2009	\$4,866.07	Paid	\$0.00	08/20/2009	8265424601							
13	310918410112670000	08/29/2008	08/29/2008	\$1,066.00	Paid	\$0.00	08/20/2009	8220608503							
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Sheet0

Ready NUM

Here, I want to use the Approved Amount column as numbers that I can apply a SUM or AVG formula. Formatting tools at the top of the page and the formatting tools that you access by right-clicking on the mouse do not always reformat text to numbers.

Microsoft Excel - pgInquireClaimsProviderList[1]

File Edit View Insert Format Tools Data Window Help

Type a question for help

Reply with Changes... End Review...

F2 \$227.20

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	TCN	From Date	To Date	Submitted Charges	Claim Status	Approved Amount	Paid Date	Patient Account Number							
2	310918410111516000	02/06/2009	02/06/2009	\$1,782.00	Paid	\$227.20	08/20/2009	8267447900							
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6	310918410111816000	02/06/2009	02/07/2009	\$1,609.39	Paid	\$115.52	08/20/2009	8267785500							
7	310918410111977000	02/07/2009	02/07/2009	\$1,006.00	Paid	\$143.76	08/20/2009	8267789400							
8	310918410112466000	01/23/2009	01/23/2009	\$1,062.00	Paid	\$0.00	08/20/2009	8263827401							
9	310918410112476000	01/05/2009	01/26/2009	\$2,427.00	Paid	\$0.00	08/20/2009	8263855401							
10	310918410112625000	01/31/2009	01/31/2009	\$318.00	Paid	\$0.00	08/20/2009	8266230801							
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Sheet0

Draw AutoShapes

Ready NUM

To convert the formatting from text to numbers you must choose all of the contiguous cells that need to be converted. You cannot choose an entire column or an entire row. Be careful not to autofill the other boxes you choose. Here I left-clicked on the box F2 and held the mouse's left click down as I dragged the mouse down through the other boxes. You can also drag across to cells in other columns.

Microsoft Excel - pgInquireClaimsProviderList[1]

File Edit View Insert Format Tools Data Window Help

Type a question for help

F2 \$227.20

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
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2	310918410111516000	02/06/2009	02/06/2009	\$1,782.00	Paid	\$227.20	08/20/2009	8267447900							
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6	310918410111816000	02/06/2009	02/07/2009	\$1,609.39	Paid			8267785500							
7	310918410111977000	02/07/2009	02/07/2009	\$1,006.00	Paid			8267789400							
8	310918410112466000	01/23/2009	01/23/2009	\$1,062.00	Paid			8263827401							
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Number Stored as Text

Convert to Number

Help on this error

Ignore Error

Edit in Formula Bar

Error Checking Options...

Show Formula Auditing Toolbar

Sheet0

Ready NUM

Once boxes are selected, put the mouse's cursor over the little exclamation point near the upper-most cell, then click on the downward arrow that appears next to it, then choose "Convert to Number".

Microsoft Excel - pgInquireClaimsProviderList[1]

File Edit View Insert Format Tools Data Window Help

Type a question for help

Reply with Changes... End Review...

F1 Approved Amount

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	TCN	From Date	To Date	Submitted Charges	Claim Status	Approved Amount	Paid Date	Patient Account Number							
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4	310918410111733000	12/18/2008	12/18/2008	\$609.00	Paid	\$117.10	08/20/2009	8267783900							
5	310918410111782000	12/11/2008	12/11/2008	\$609.00	Paid	\$80.49	08/20/2009	8267784900							
6	310918410111816000	02/06/2009	02/07/2009	\$1,609.39	Paid	\$115.52	08/20/2009	8267785500							
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Here, you can see that the little green corner (which indicated an error) is gone from the boxes and there is no exclamation point next to them. These boxes are now formatted like numbers.

Sheet0

Ready NUM

Microsoft Excel - pgInquireClaimsProviderList[1]

AutoSum

File Edit View Insert Format Tools Data Window Help

Type a question for help

SUM Σ \checkmark \times \mathbb{R} =SUM(F2:F13)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	TCN	From Date	To Date	Submitted Charges	Claim Status	Approved Amount	Paid Date	Patient Account Number							
2	310918410111516000	02/06/2009	02/06/2009	\$1,782.00	Paid	\$227.20	08/20/2009	8267447900							
3	310918410111727000	02/07/2009	02/07/2009	\$3,376.00	Paid	\$631.67	08/20/2009	8267783800							
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12	310918410112633000	01/29/2009	01/30/2009	\$4,866.07	Paid	\$0.00	08/20/2009	8265424601							
13	310918410112670000	08/29/2008	08/29/2008	\$1,066.00	Paid	\$0.00	08/20/2009	8220608503							
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SUM(number1, [number2], ...)

Sheet0

Draw AutoShapes

Point NUM

Now that the numbers are formatted correctly formulas like "SUM" and "AVG" can be applied to the cells. Here, the SUM formula is being applied by using the auto-formula button at the top of the screen.