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Converting CR to a Negative Number

Depending on your general ledger package, when you import or download your numbers, negatives may appear as text because a CR for credit has been tacked on to the values. We can use a formula to convert values with a CR to a negative.

To accomplish this we will need to use a couple of different functions: IF, RIGHT, MID, and Len.

Logic Function: An IF function is a logical function that tests a cell to determine if it meets the set condition or not. If the condition is met, then it is true otherwise it is false.

Text Functions: Right and MID are text functions that pull apart a cell contents.

Many people are familiar with these two functions but most people are not familiar with **LEN** even though it can be quite important.

Len returns the number of characters in a cell. Now, that doesn't really sound that important but think about. We want to strip the CR off of 1. With only the IF, RIGHT and MID, we can do it; however, only if all the cell contents have the same number of characters which is not likely so we need to include the LEN inside the MID to count the number of characters and have it subtract 2. In this way, the MID will know how many characters to count and extract from the starting point. Sound complicated? It is the first time you do it and then it will be a piece of a cake.

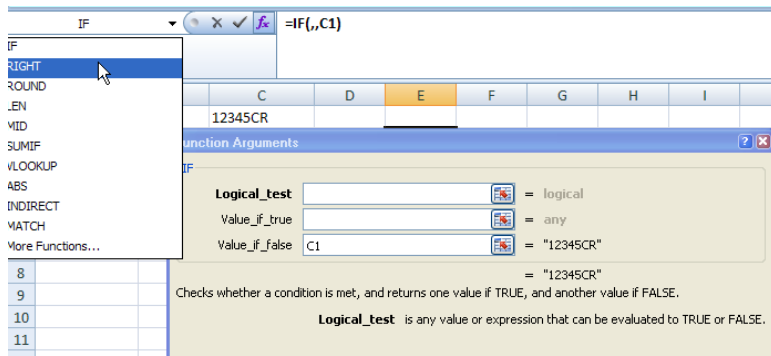
	A	B	C						
1	Cash		12345CR						
				D1	=IF(RIGHT(C1,2)="CR",-MID(C1,1,LEN(C1)-2),C1)				
	A	B	C	D	E	F	G	H	I
1	Cash		12345CR	-12345					

Let's break it apart. Open CRTOANEG.xls

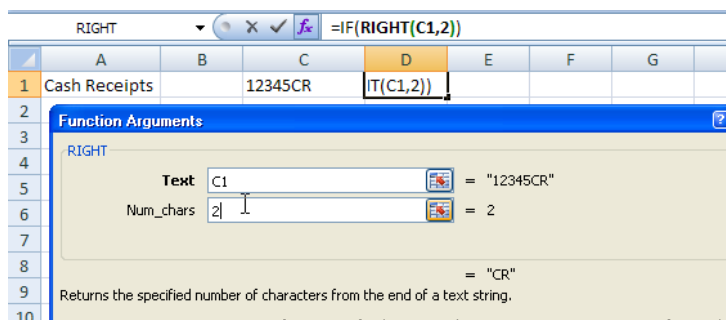
We are going to start with an IF and RIGHT because we need to test if the last 2 characters in cell C1 are CR. Quotations are around the CR because it is text.

Tip: It is often a good idea to put in a true or false component first to make it easier to get back into the formula.

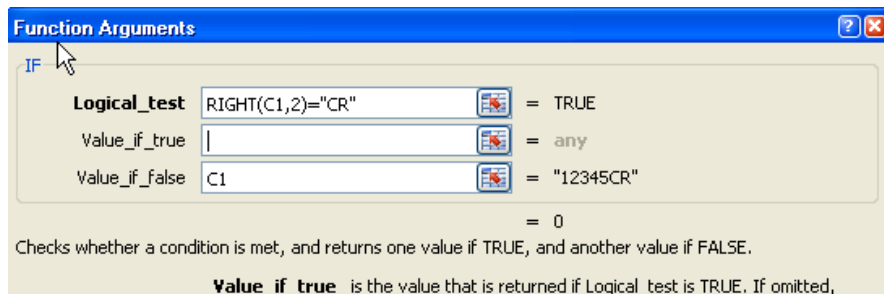
1. Create the **IF** and put "C1" in the false component. [If cell C1 does not have CR attached to the value then we want the value in C1 returned.
2. Click in the Logical_Test box and then go and retrieve the **Right** function from the Name box.



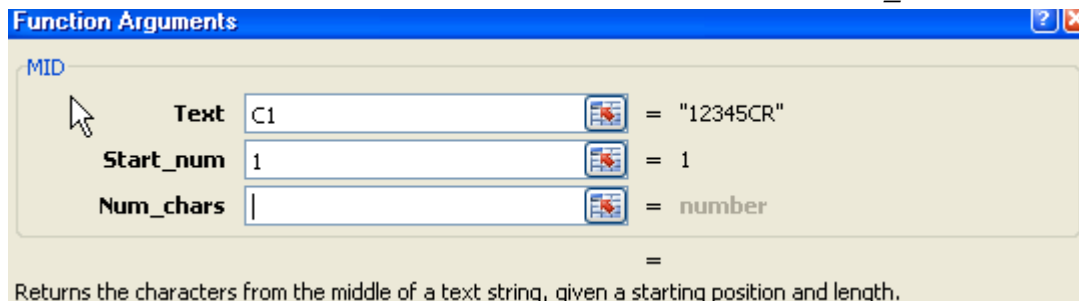
3. Text should show C1 and Number of characters is 2 in the **Right** Function box.
4. Click **OK**.



5. Retrieve the **RIGHT** function and type = "CR" at the end of the logic test box.
6. Click in *Value_if_true* box.

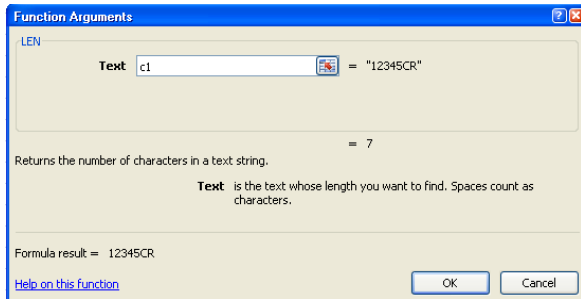


7. Retrieve the **MID** function. Enter C1 in *Text* and 1 in *Start_Num*



8. Click in *Num_chars* and retrieve the **LEN** function.


If this is TRUE, then we want Excel to use the **LEN** function to count the number of cells in C1 and to subtract 2 from it.

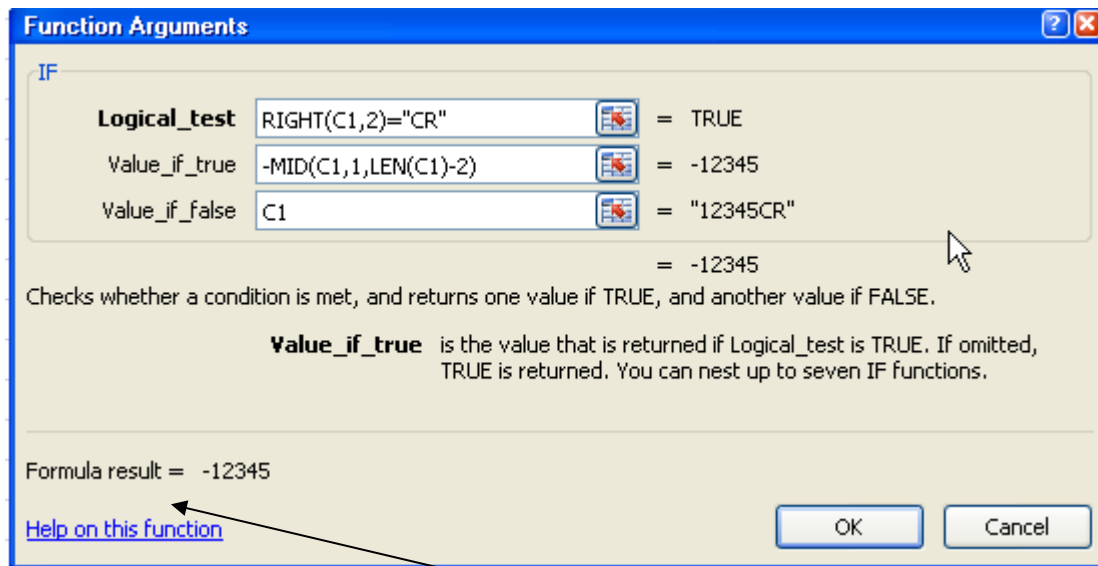


9. Enter C1 in *Text* box of **LEN** functions.

(Len counts that this cell has 7 characters)

10. Click **OK**.

11. Retrieve the IF function by clicking on the .



12. Place a set of parentheses around the 2nd C1 in the Value_if_False box and then add a -2 so that LEN is now counting 5 characters. It has excluded the last 2 and with a starting position of 1, it will return the characters 12345.

13. Place a minus sign in front of MID so that, it will display as -12345.

Okay a little bit complicated – the first time through. But, Excel now considers it a number and you can do mathematical operations on it- now that was easier than you thought wasn't it. Piece of cake..



