PENNSYLVANIA COMPENSATION RATING BUREAU

PENNSYLVANIA CLASS BOOK (FILED)
April 1, 2003 Loss Cost Filing

Described below are two disk files which contain information related to the Class Book supporting the Pennsylvania loss cost values filed with a proposed effective date of April 1, 2003.

The **first file** is named **PA040103_Classbook_112202.EXE** and contains the data elements included in the Class Book. Because the Class Book file is rather large (2.1 million bytes), this is a compressed version (713,000 bytes) of the Excel file and can be easily converted to normal Excel format.

There are 38 records per classification and a total of 13,490 records or rows covering 355 classifications. The data elements are organized in the same way as they appear on a printed Class Book page. Column A identifies the record number (1 thru 38) and column B identifies the class code number. Other columns contain various data cells of the Class Book page. The positions of the data elements are described more precisely in the second file.

To "unpack" the file do the following:

> 1. Copy the file **PA040103_Classbook_112202.EXE** onto a hard disk with enough available space to hold both the EXE and XLS versions.

> 2. Using Microsoft's "File Manager" or Windows Explorer, identify the EXE file and "double click" on it. The file will automatically be unpacked and an XLS version will be created.

> 3. Go into Excel and open the XLS version as you would any Excel file.

Note that the Class Book does not include a provision for the PCCPAP, loss based assessments, safety committee program credits or merit rating plan adjustments. In addition, for certain classifications a final loss cost was selected which differed from that indicated by the normal ratemaking process.

The **second file** is an Excel file named **ELEC_CB_PA.XLS.** There are two worksheets within the file which are described below.

> 1. Worksheet # 1 - name - EXHIBIT
> This worksheet allows one to print a Class Book page. By copying the 38 records for a specific classification from the Class Book file into the EXHIBIT worksheet, at position A1, a Class Book page is created with a print range of AA4-AL 54. Information for classification code 005 has already been copied to the worksheet

> 2. Worksheet #2 - name - LAYOUT
> This worksheet provides a template identifying the position or formula for each entry on the Class Book page. For each column/row combination the column designation corresponds to the Excel column in the Class Book file and the row represents the record number within column A.