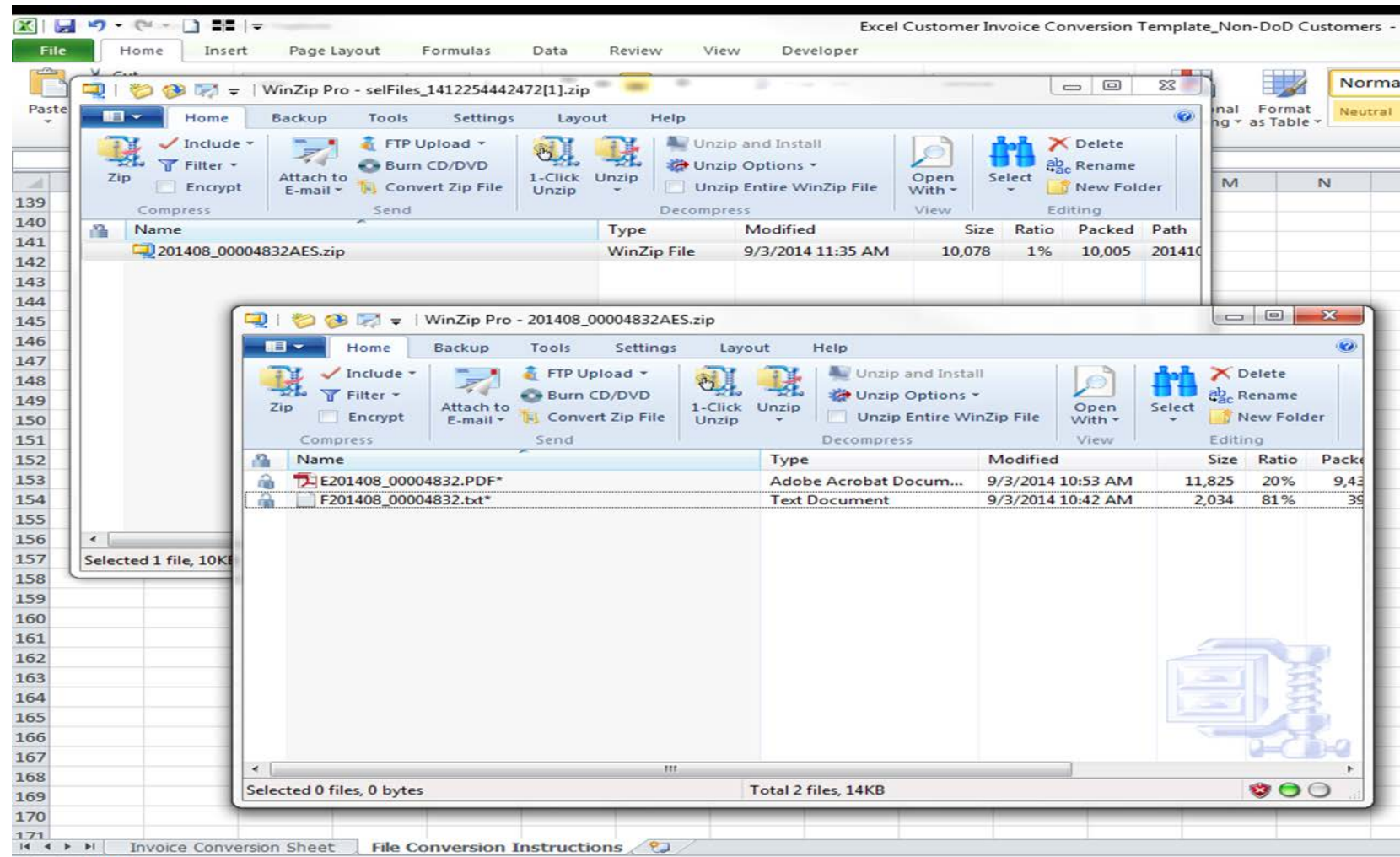


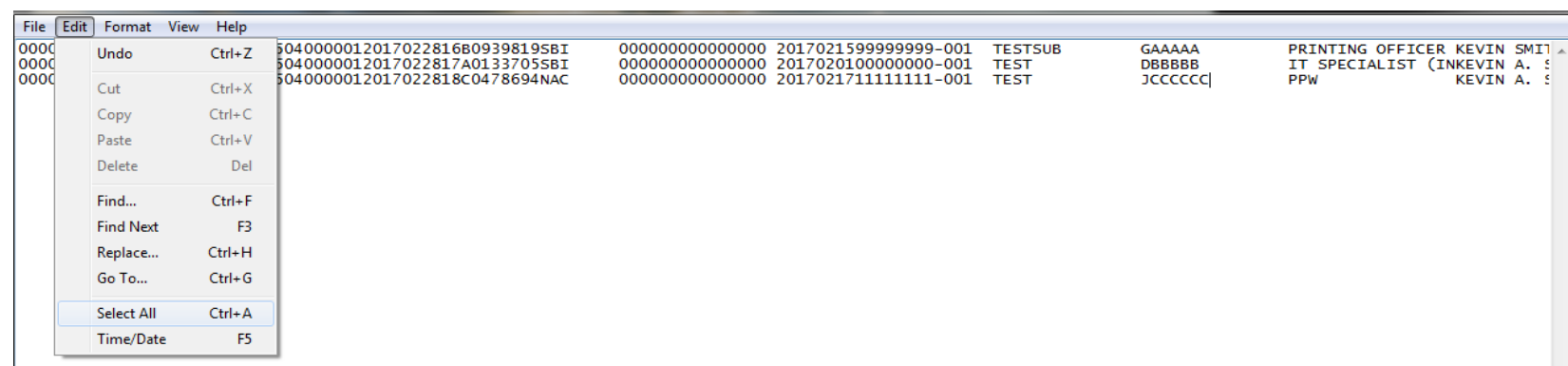
Procedural Instructions

1. Open Text Document from NBIB's Secure Portal for your office's Agency Location Code (ALC)

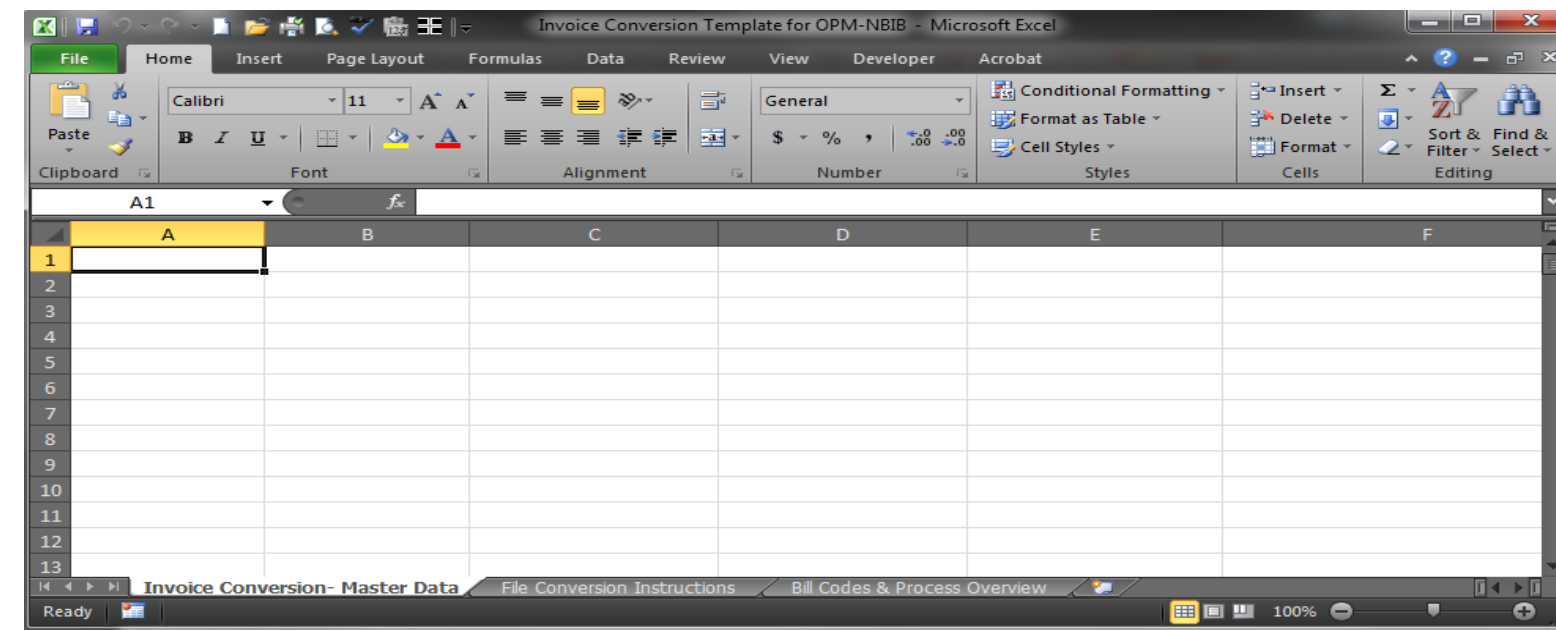


2. Copy Text File Data and Paste into cell "A1" within this files "Invoice Conversion Sheet" tab

2a. Within Text file Click Edit then use "Select All" drop down option



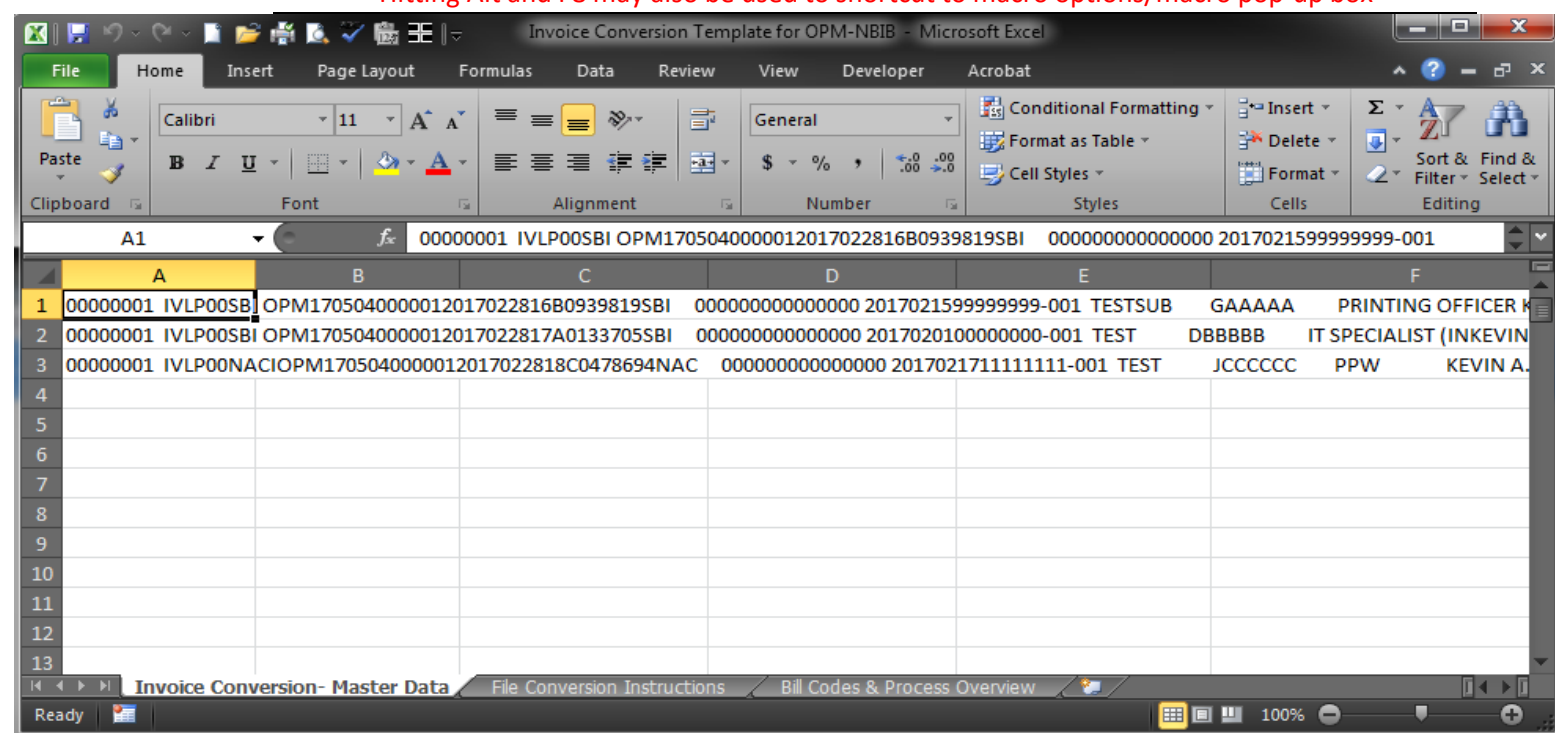
2b. Left click in cell A1 within the "Invoice Conversion- Master Data" sheet tab and select paste



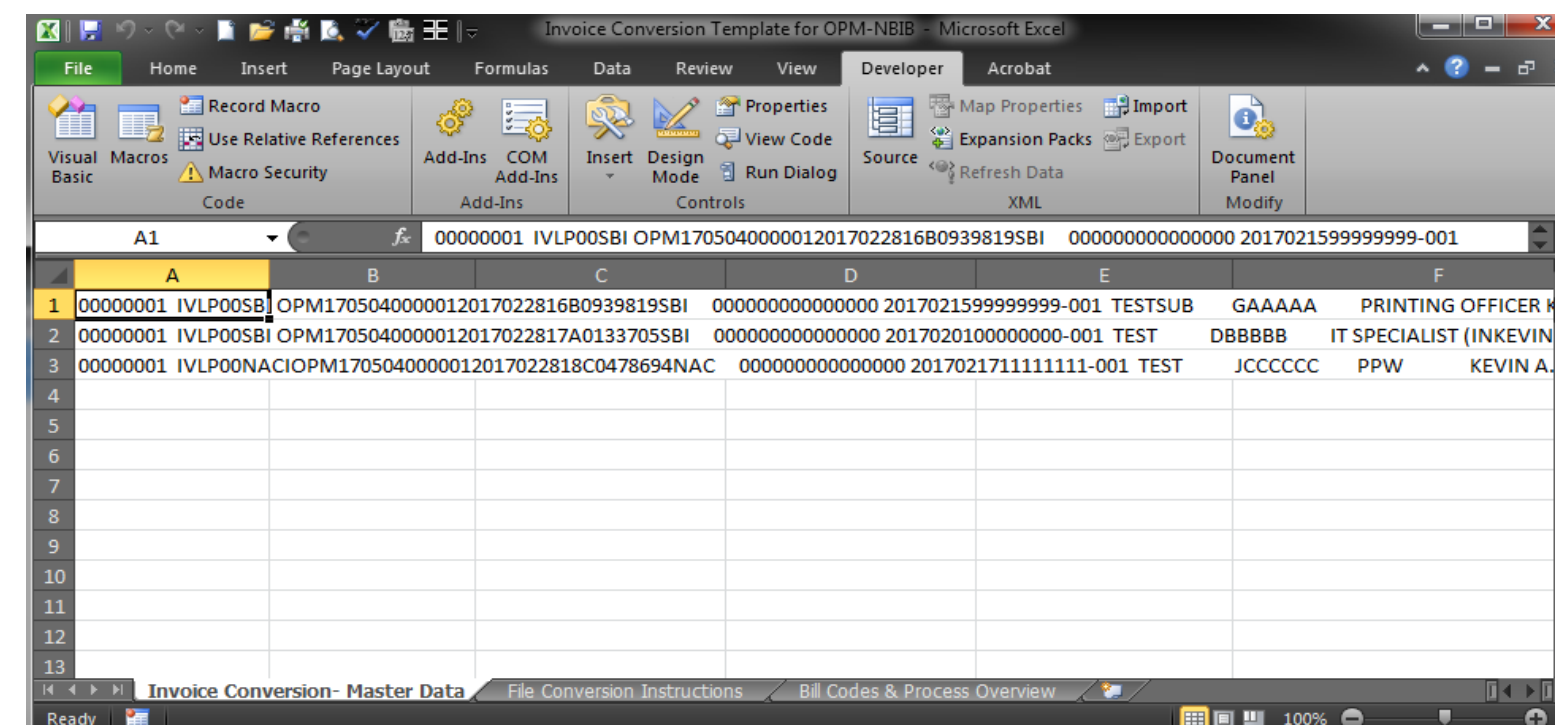
Your Text File Data should now be pasted into Excel but still needs to be formatted to allow for filtering of data

3a. Once Txt File is copied into Sheet 1 of this excel file, click on the Developer tab at the top of the screen.

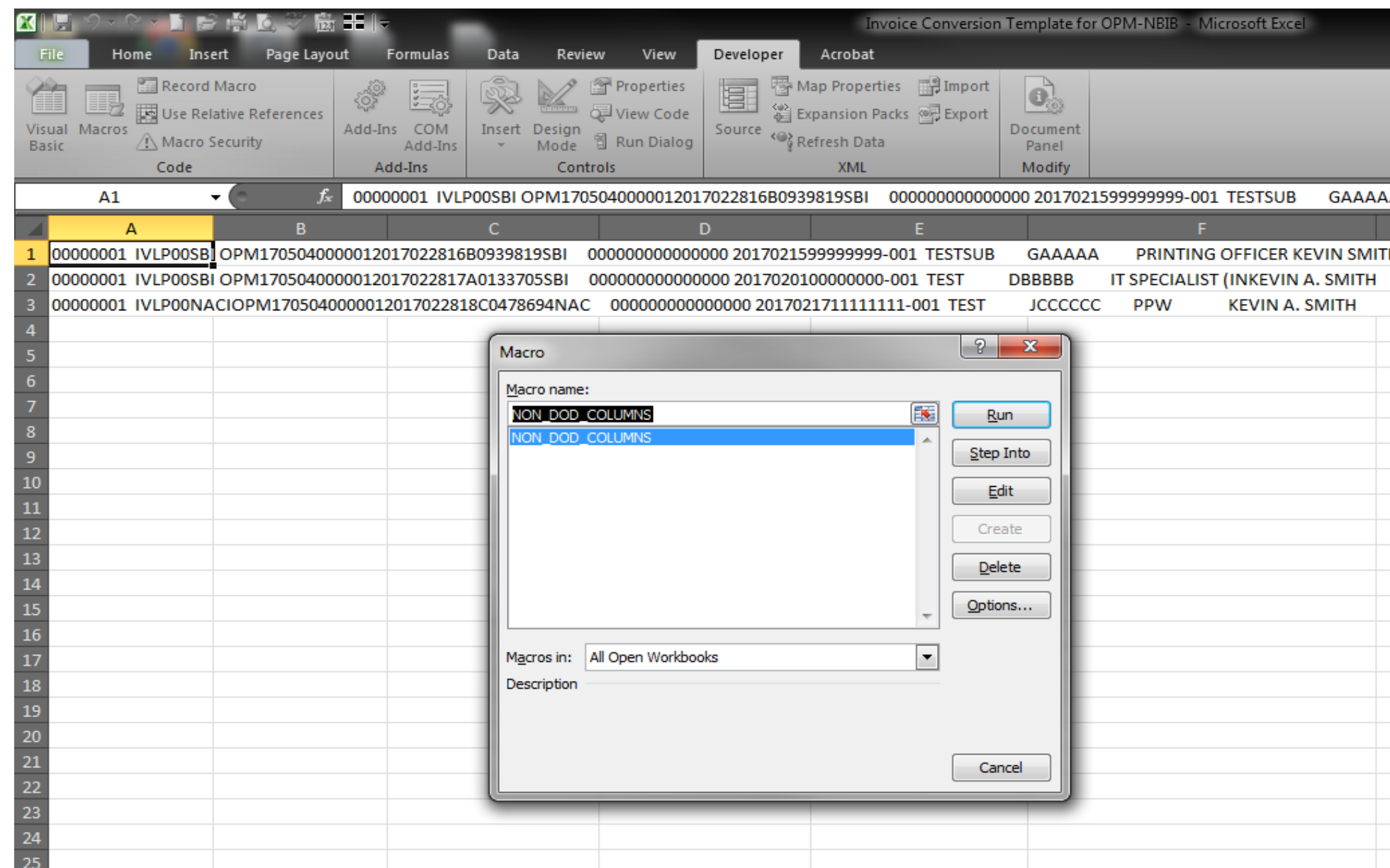
Hitting Alt and F8 may also be used to shortcut to macro options/macro pop-up box



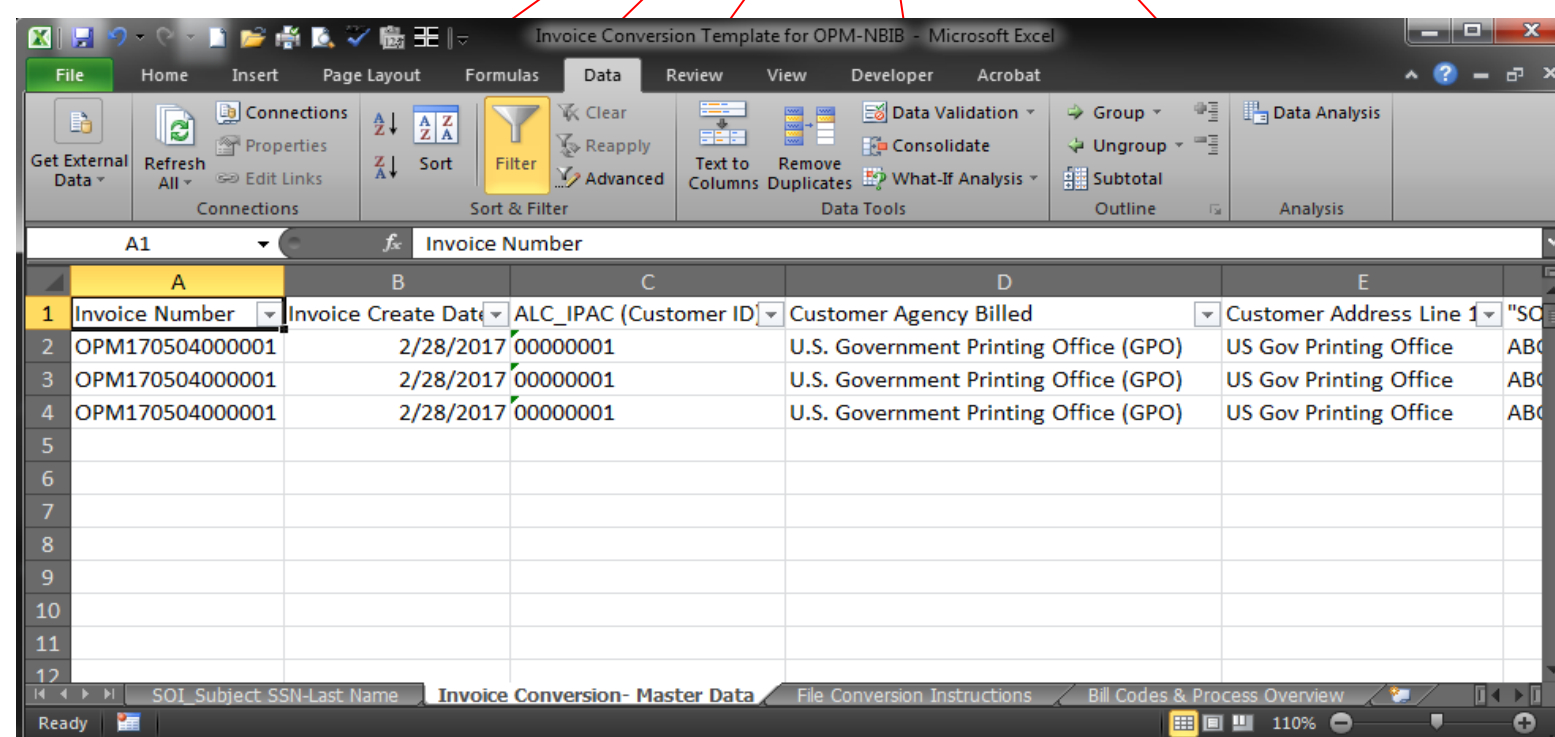
3b. Once Developer is open click on the Macros option.



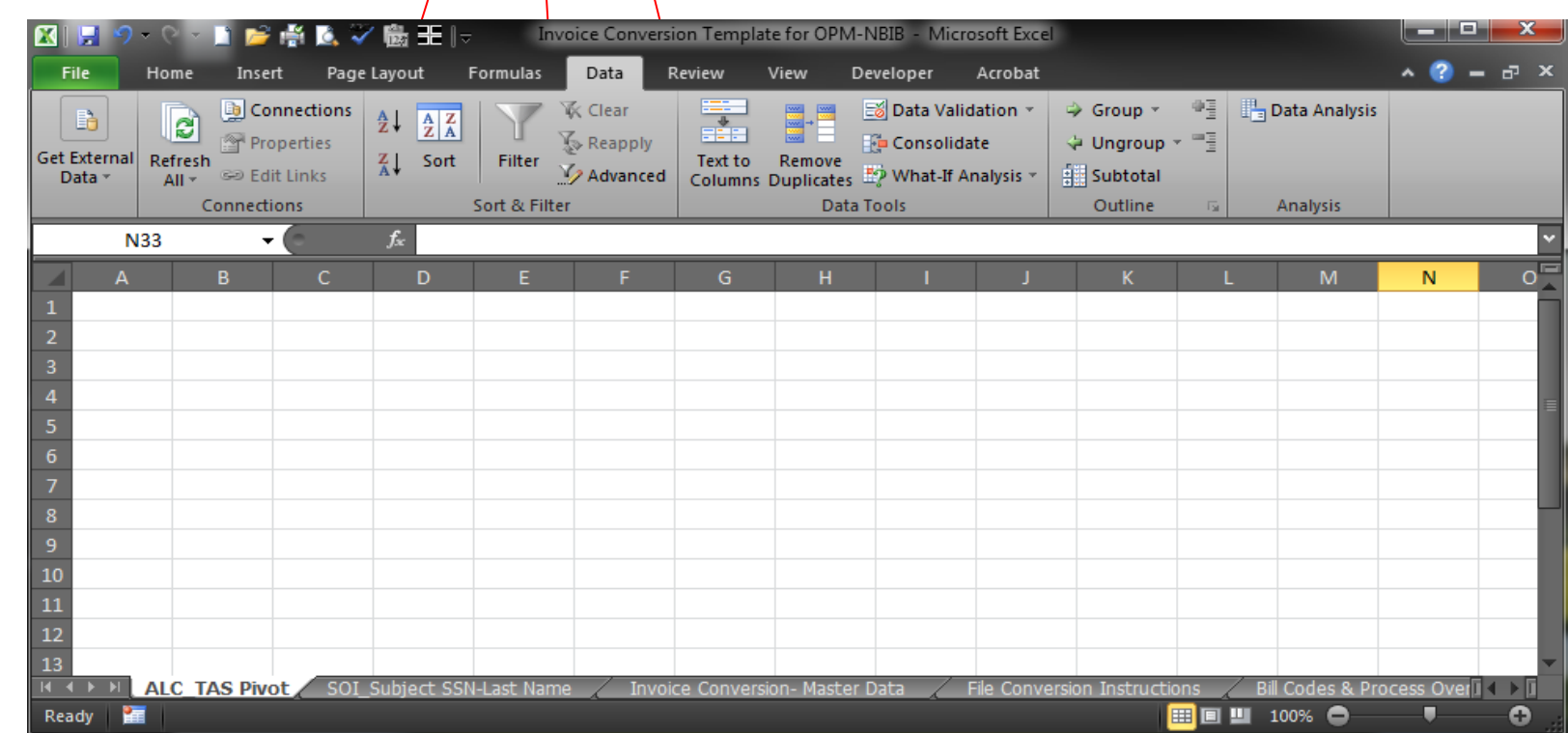
3c. You will then have a Macro box pop up. Click on "NON_DOD_COLUMNS". Then click on "RUN" box.



The Macro will run and your Text File Data is now in Excel and properly formatted within columns



3 Pivot Table tabs will also be created with various views of invoice data that many customers find helpful



5. Begin filtering data or delete columns that you don't need (SSNs are located in column H)

If at any time you are having issues with the conversion or would like someone to walk you through this process please call a member of our NBIB Billing Oversight Group

PHONE NUMBER (724)794-5612, Ext 4490

EMAIL: FISBillingOversightTeam@opm.gov