1. Get current billing files from Systems Analyst (Current Fiscal Year file and previous Fiscal Year file)
2. Rename file to ncfbill.txt and move to “nfcbill conversion” folder which you created on the root of your C drive.
3. Open up the previous months excel spreadsheet which contains the import macro.
4. Run the macro and it will import the billing file and dump the information in a new worksheet.
5. Delete the two worksheets from last month.
6. Rename the new worksheet tab appropriately based on the file imported. E.g. “Mar 2010 FY 2009”
7. Repeat above steps for the second billing file.
8. Scroll through the imported data on both spreadsheets and delete the data relating to items purchased and job codes as this is not needed as well as the totals from the billing file.
9. Sort the data by column “F” Debit/Credit.
10. Multiply contents of Columns “G, H, I, J” by .01 to convert the number and add the decimal in the tenths place. In columns (L, M, N, O).
11. Copy the values from these columns and paste special over columns G, H, I, J.
12. Insert two rows between the Debits and credits indicated by column F and subtotal both for columns G, H, I, J.
13. Lastly total columns G, H, I, J debits – credits and calculate a grand total of those numbers (do not include personal purchase column J).
14. Repeat for both sheets.
15. Compare the grand total to the total on the original billing file. The totals should match exactly.
16. Remove the macro and save the file under a different name and send this version to Nathan Wells.