Monthly Payroll Data (prepared by Betty Lewis)

Here are the steps I took to get this sheet:

- Open INB
- Go to NHIDIST
- Choose a one month time frame from 1st day of month to last day of month
- Enter Fund and Orgn, then page down (CTRL + PAGE DOWN) and hit F8 to run query

Sample screen after query run:

- Hold down CTRL and click on 'Help' and go to 'Extract Data No Key' (continue holding down the CTRL key until the populated Excel spreadsheet comes up)
- Choose the populated fields, copy and paste into a new worksheet leaving the first column and row blank.
- The first column can then be used to designate the month (if more than one month is on the same spreadsheet) and the first row can be for headings (as shown in NHIDIST).
- Format as desired and sum as needed. **When summing a month, be careful to check the 'Debit or Credit' field as everything is listed as a positive number, so the +/- signs do not appear in the 'Amount' field, so any credits will need to be manually corrected or subtracted.**