

Formatting the NARFE AMS W101 Dues Withholding Report

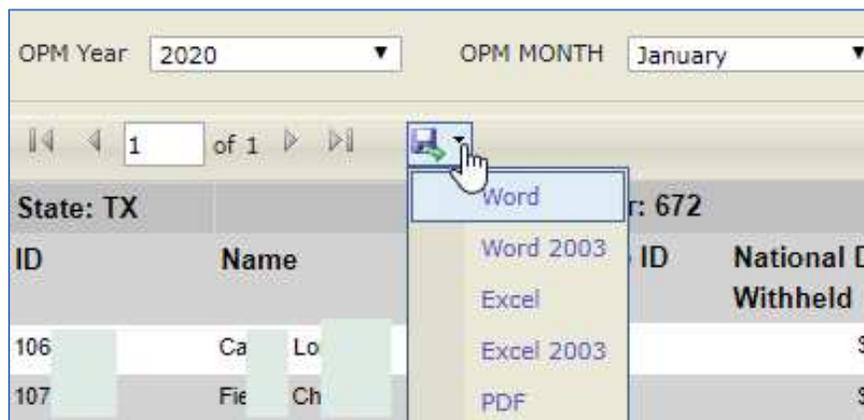
1/9/2020

by Dorothy Creswell, Chair, NARFE Configuration Advisory Board

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The NARFE Chapter W101 Report is a monthly accounting of chapter members on Dues Withholding whose anniversary date occurs in the report month. This is an advance report. The January report corresponds to the January deposit for a chapter.

First log into NARFE at www.narfe.org, and select Officer Portal (federation officers should select their chapter from the Federation Chapter list), then select the “Chapter Reports” tab. On the Chapter Reports tab, click W101.



To create the report, select the year and month desired report, then click “view.” The report should display on your screen. Reports are available beginning with July 2019. Reports before that may be available in the Online Reports Module (ORM) for a few months.

Once displayed, you have several output options available by clicking the small diskette icon above the report header, including current and older versions of Word, Excel, and PDF. “Excel” yields the best results.

Excel

1. Select Excel (if you use a much older version select Excel 2003) and follow these steps to format your output.
2. Once downloaded, open the file in Excel. If you don't remember where it downloaded, on Windows press CTRL+J, Macintosh ⌘+J.
3. Select the Page Layout tab.
4. Set Orientation to Landscape.
5. Set Margins to narrow.
6. Click the “Print Titles” icon, and then select the Header/Footer tab.
 - a. In the Header/Footer tab click custom header and click into the box for the center section and click the icon for “Insert file name”. If you have a multi-page report, click into the box for the right section and click the icon for “insert page #”. Then click Ok.
 - b. If your output will be more than one page, select the “sheet” tab and in the box “rows to repeat at top” enter “\$1:\$2” (without the quotes), then click “Print Preview”.
 - c. If all columns don't fit on the page, in the Excel print preview dialog click the choice for Scaling (different version use different wording) and select “Fit all columns on one page”.

The report should be ready to print and/or save.

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Word

1. Once downloaded open the file in Word.
2. Select Layout and set the paper size to Letter (8.5" x 11") and save.
3. If you want a title for the report, choose Insert, header, and choose a format.
4. Press enter 3-4 times. (Many printers cannot print on the top half inch of the page.)
5. Type the header you want like "NARFE W101 OPM Dues Advance Report". Some header formats are set up so you can insert document information like the file name, page #, etc.
6. If desired, select the header line and on the "Home" tab choose the center option.
7. Save your report then choose File, Print, confirm the output paper size will be "Letter (8.5" x 11)". By default, the report is set to a custom size of 11.51" x 11".
8. Click Print.

PDF

Once downloaded, select print. The output is set to portrait mode, so it will be a minimum of two sheets, left and right half of each page of the report.