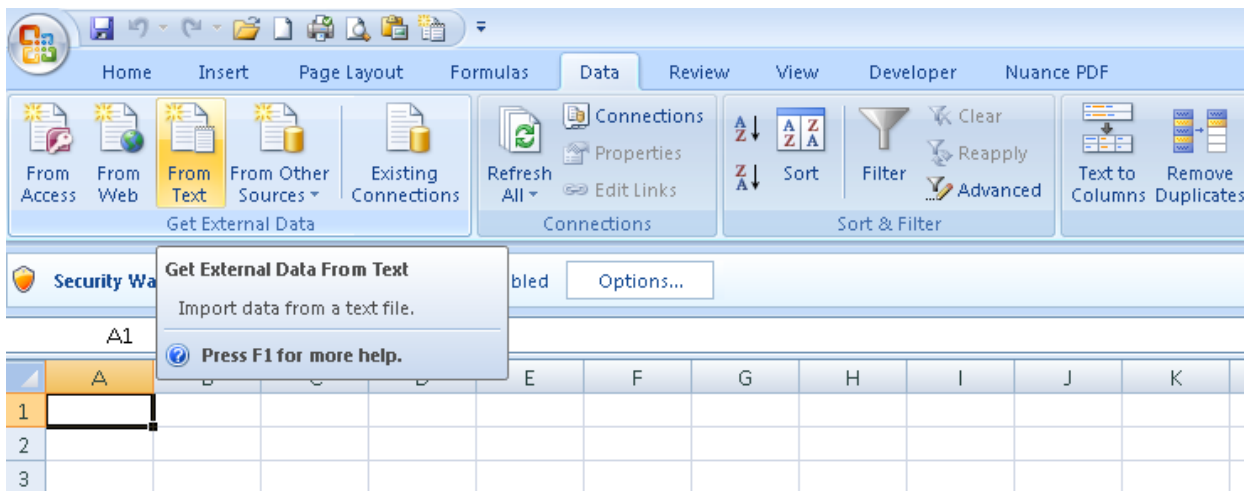
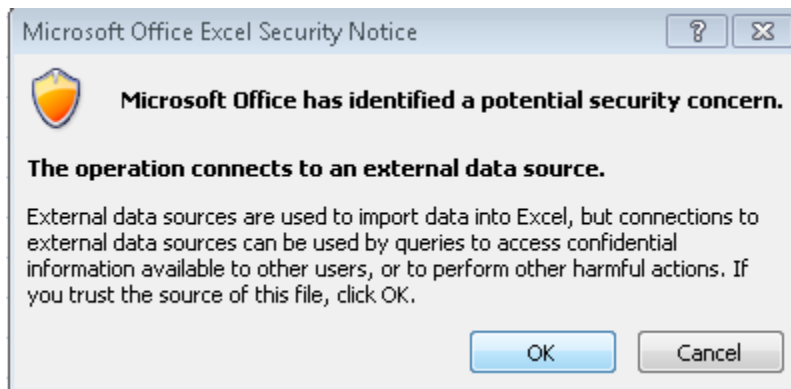


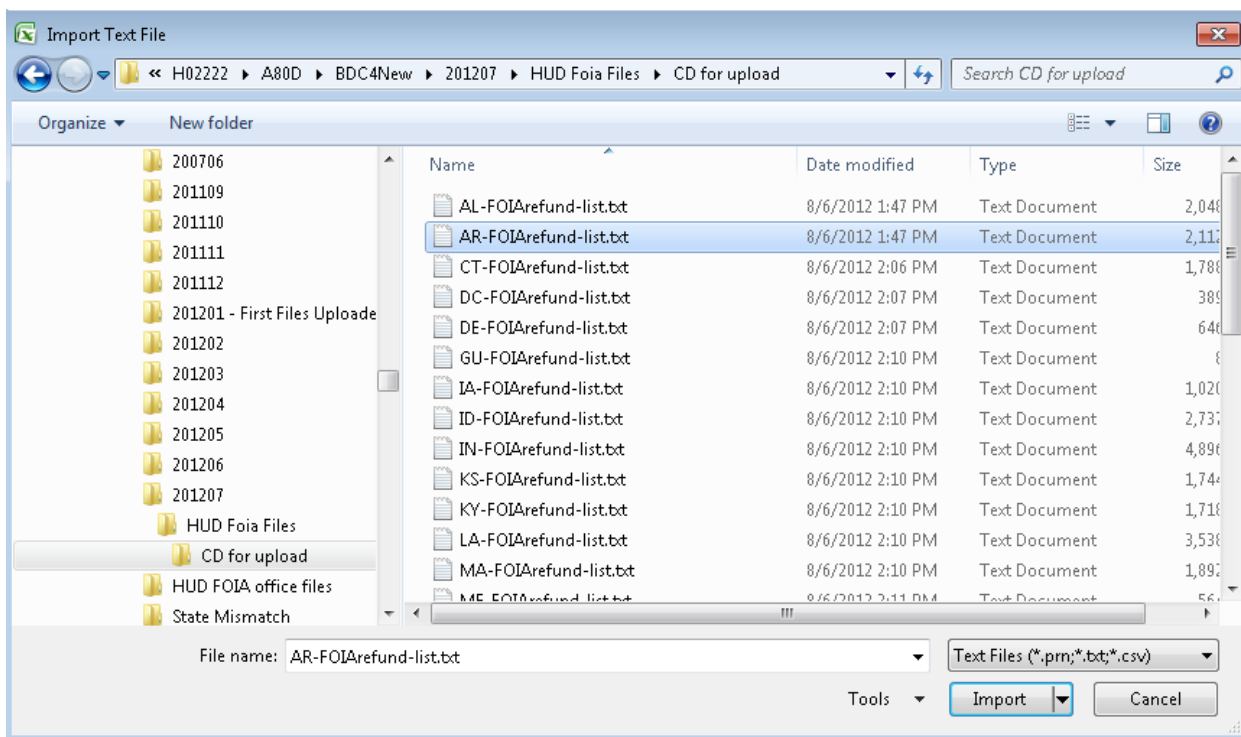
First step to importing a text file is to open a new spreadsheet. Select the Data tab and click the From Text icon.



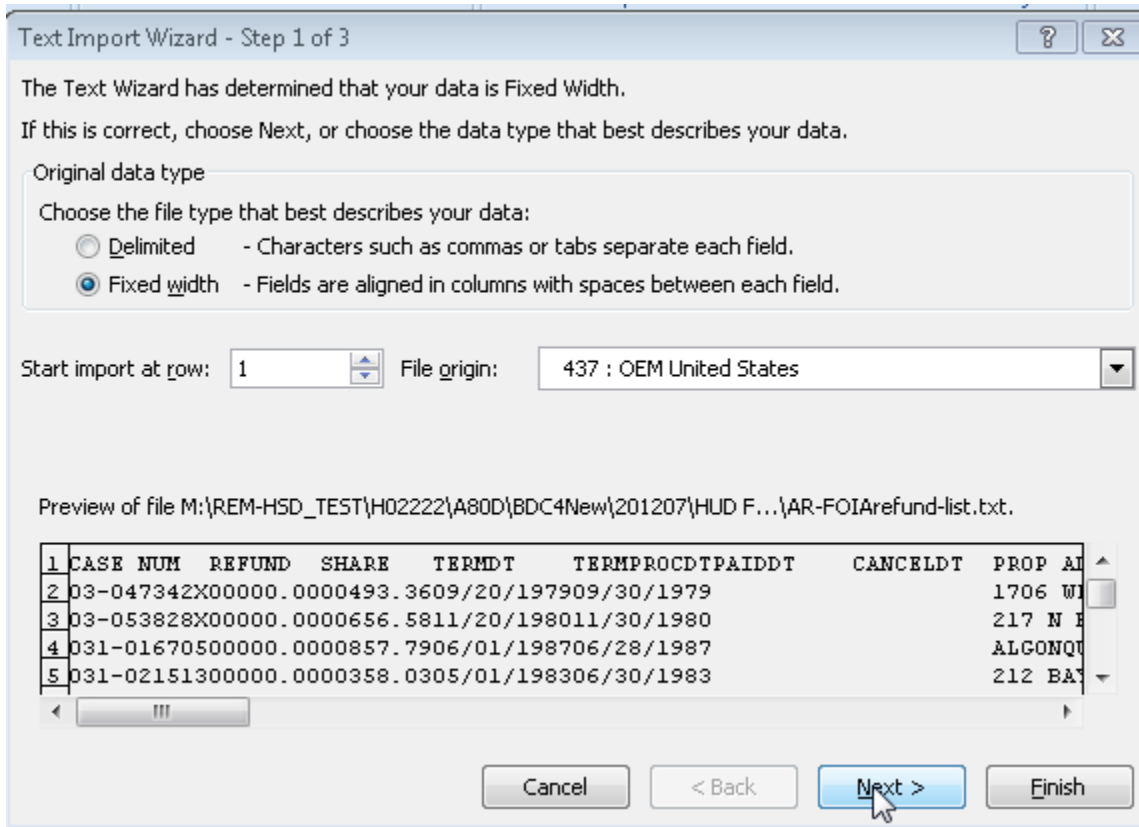
Select Ok if you see this message.



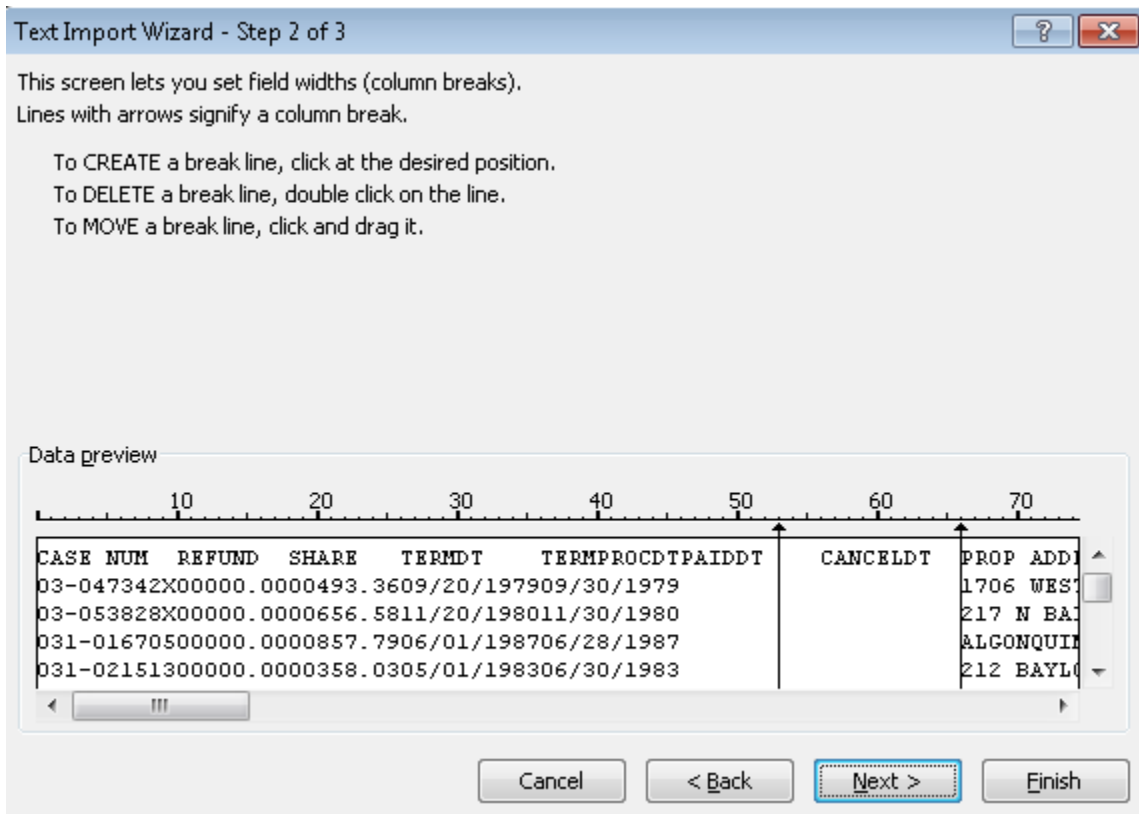
Next step is to select the directory where the files are copied and select the file to be imported.



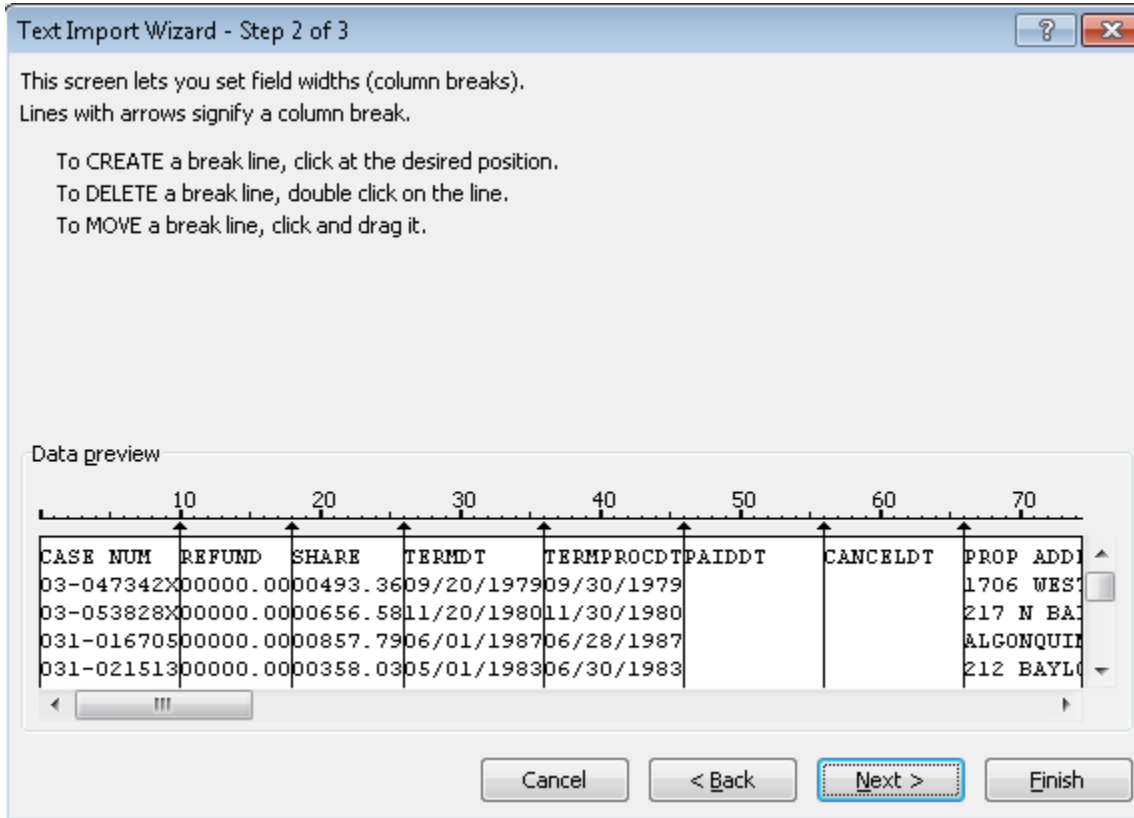
You will see this window. Select Next to get to the window allowing the fields marked.



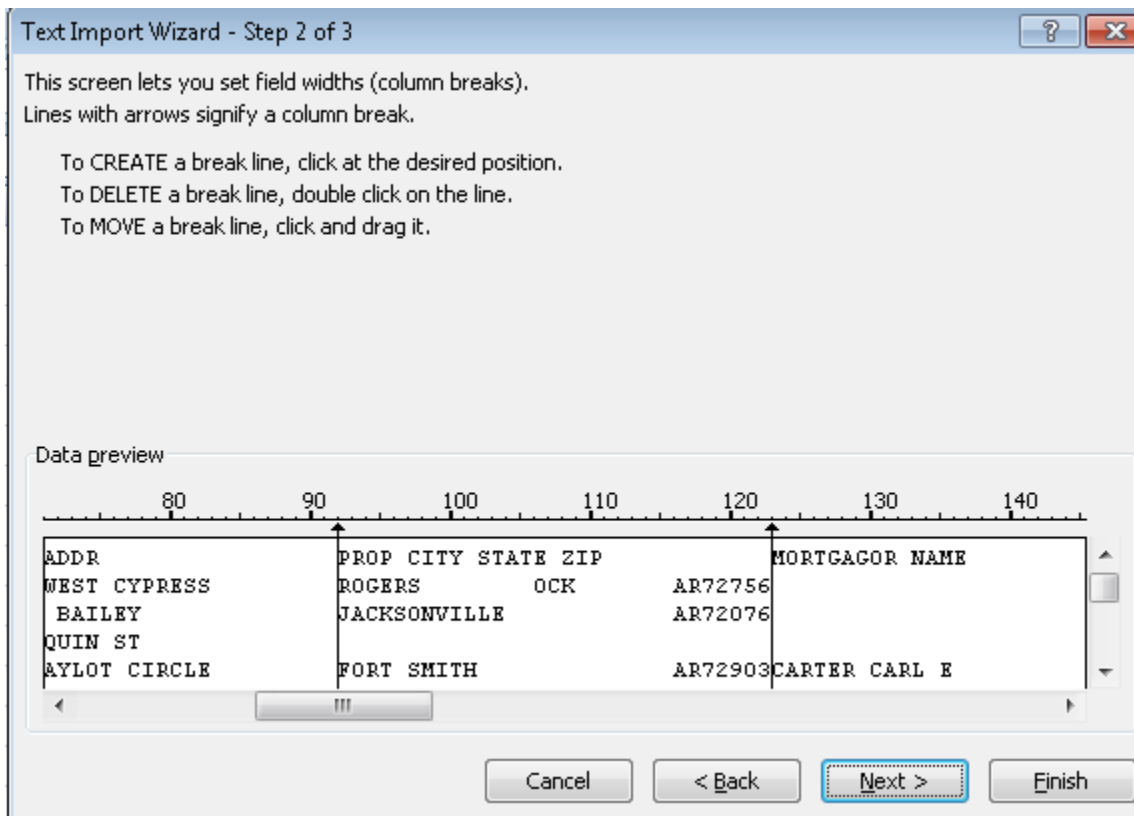
The file contains a header file that marks the beginning of each field.



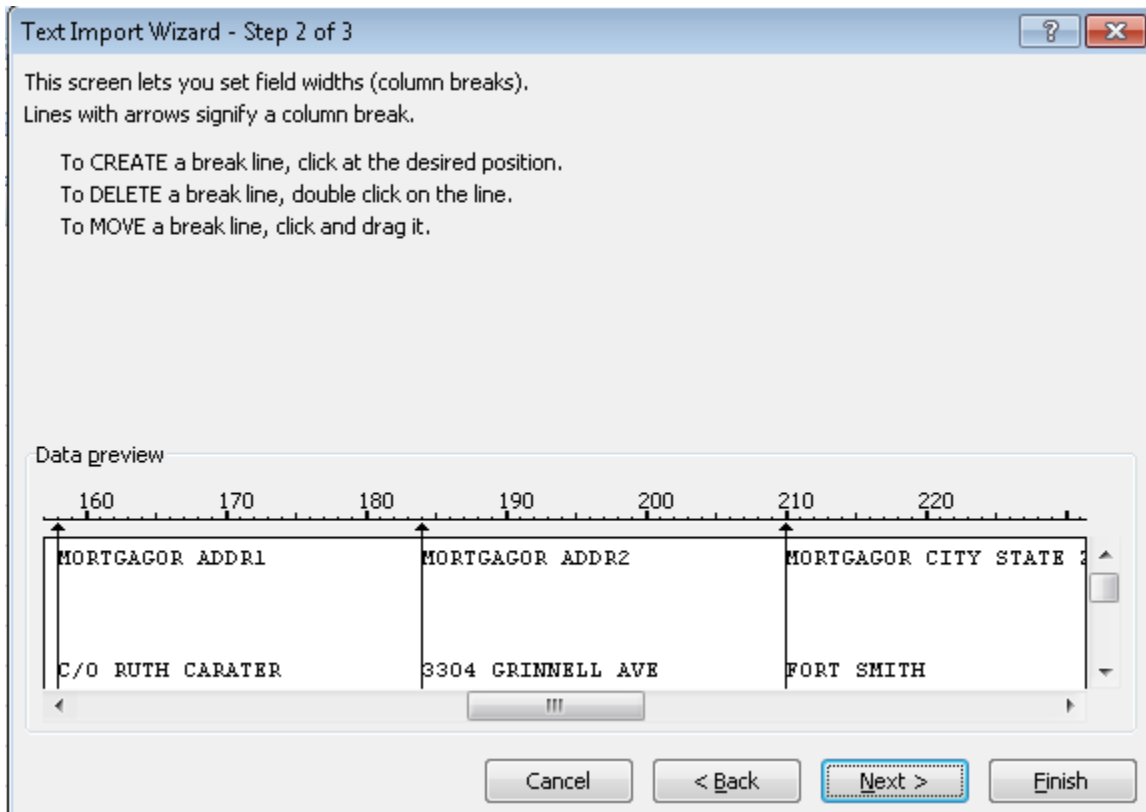
Follow the instructions to create and delete break lines. Create break lines at the beginning of each field name in the first row.



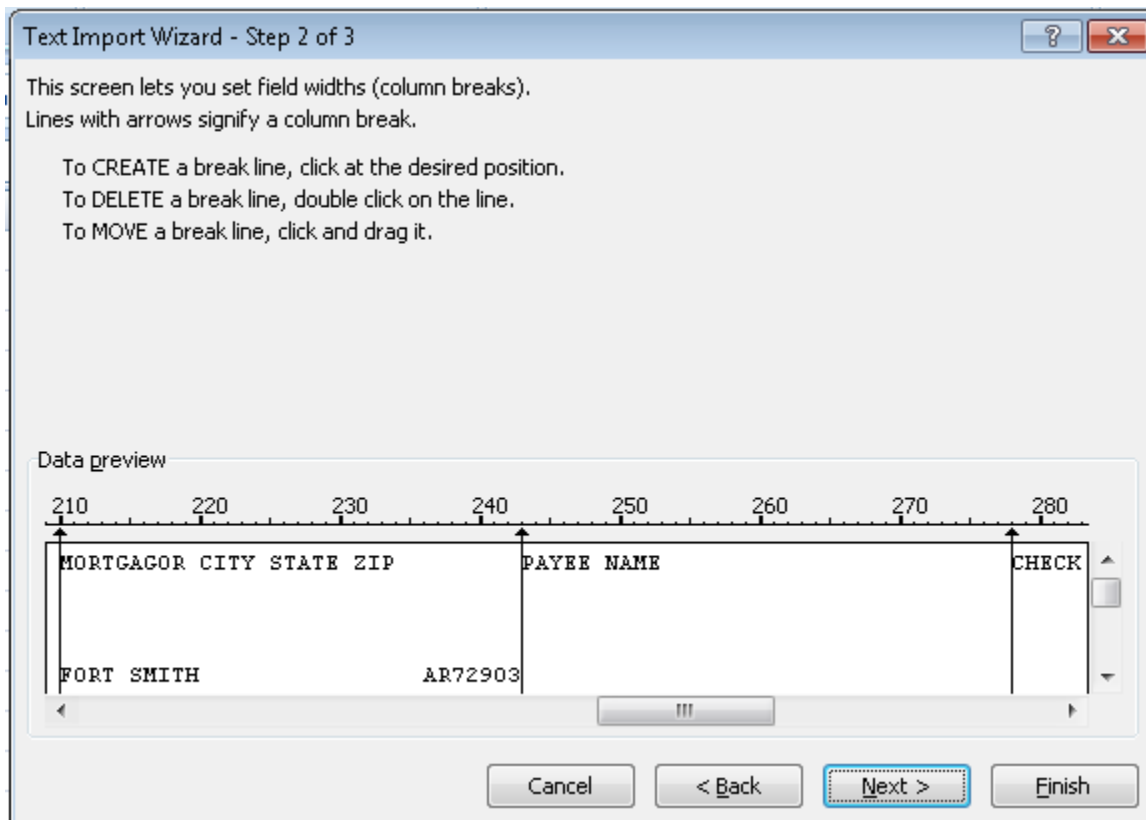
Continue creating and deleting the break lines by scrolling to the right.



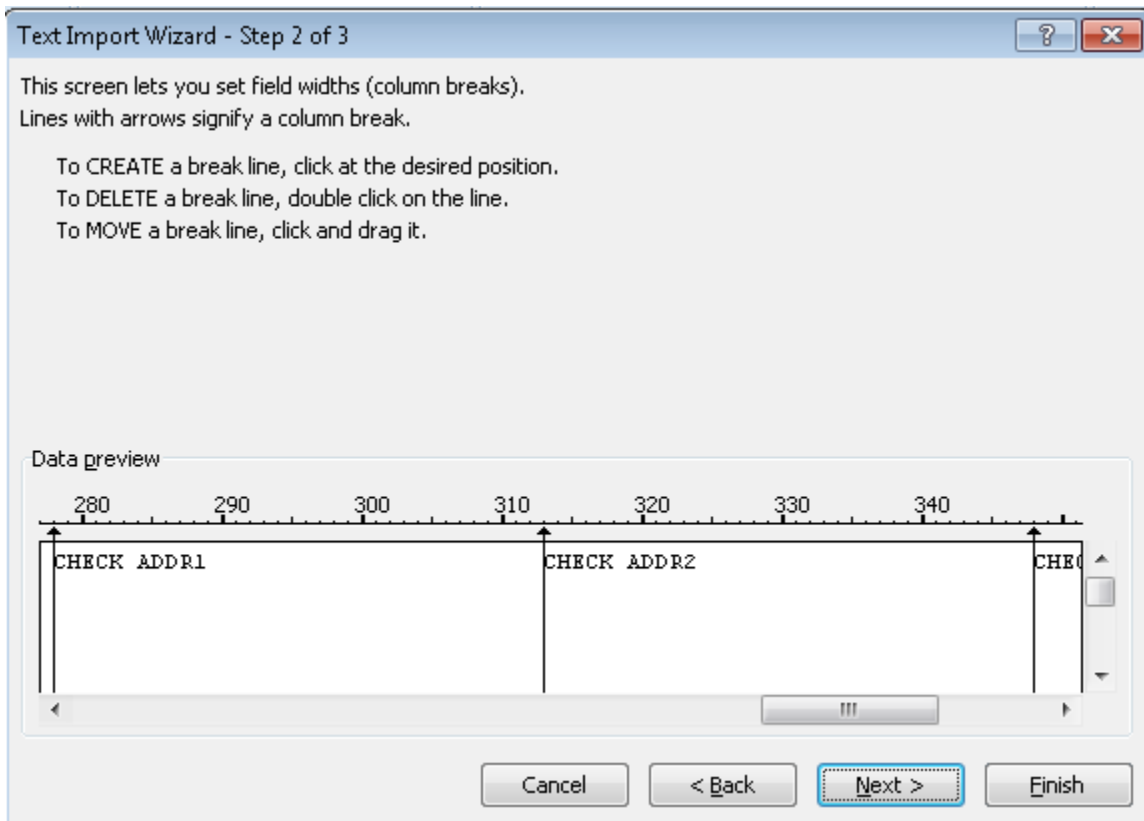
Continue creating and deleting the break lines by scrolling to the right.



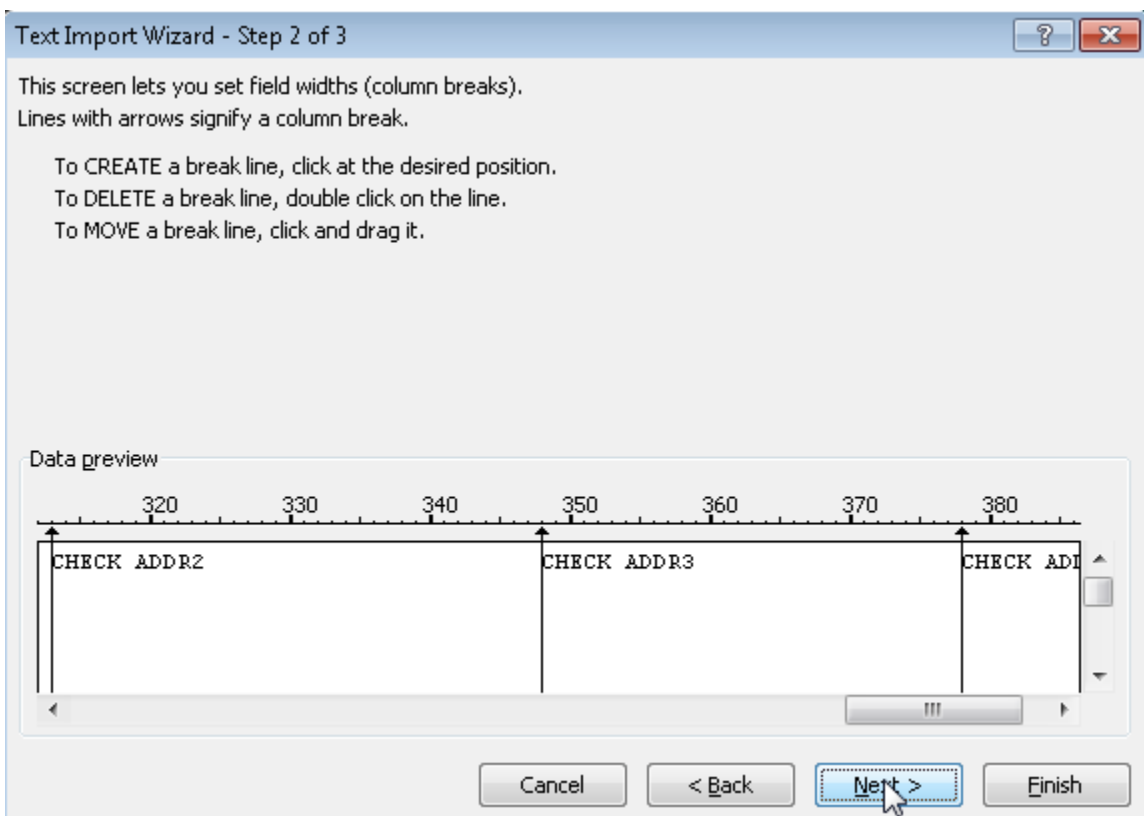
Continue creating and deleting the break lines by scrolling to the right.



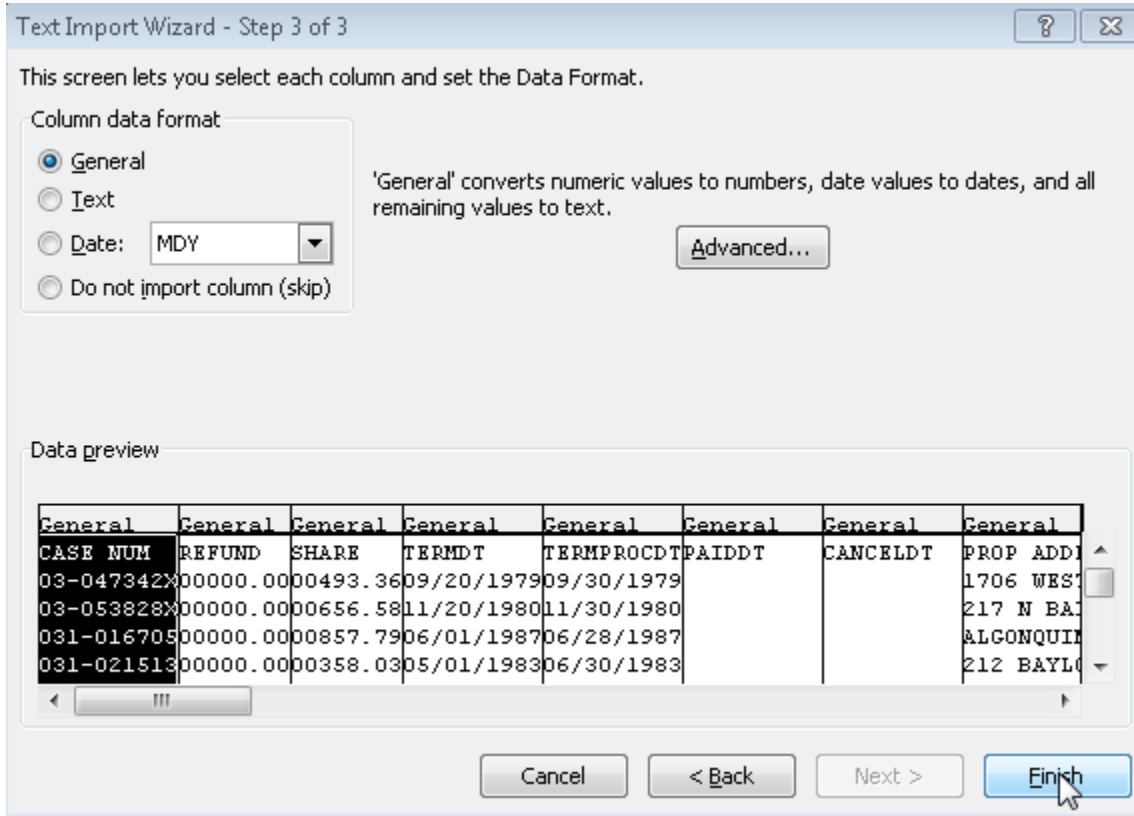
Continue creating and deleting the break lines by scrolling to the right.



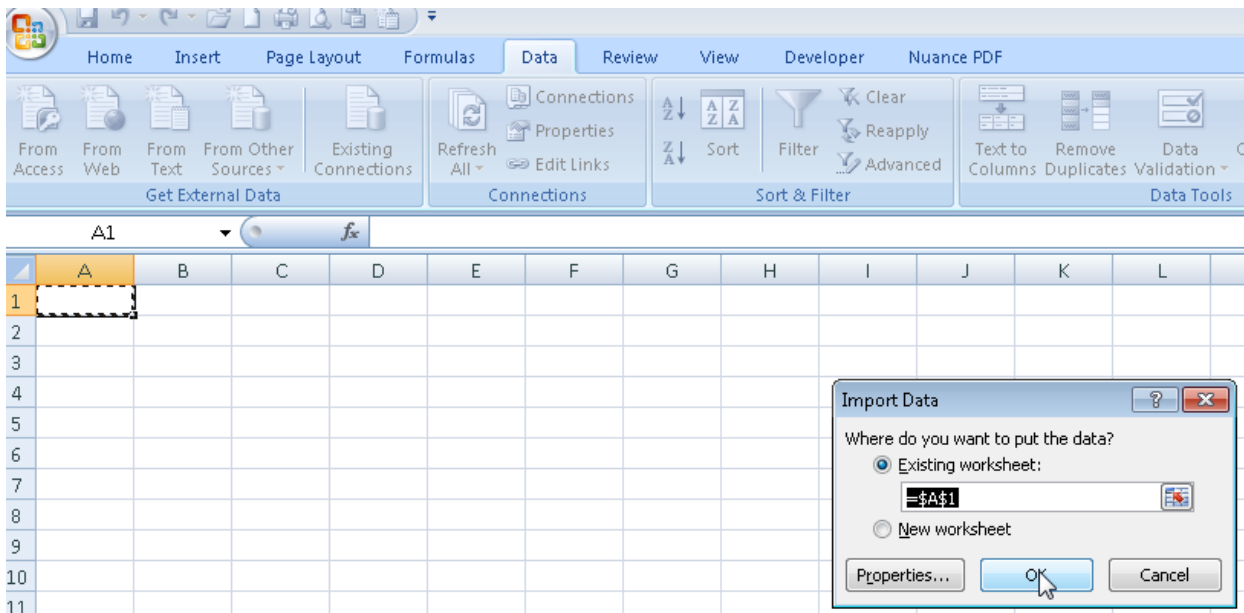
Continue creating and deleting the break lines by scrolling to the right. At this point all the fields have been marked. Click Next for the next step.



At this point, there is nothing else to do as the Data is formatted to correctly import into a spreadsheet. Click Finish for the next step.



At this point you will see this screen. Click Ok to complete the import process.



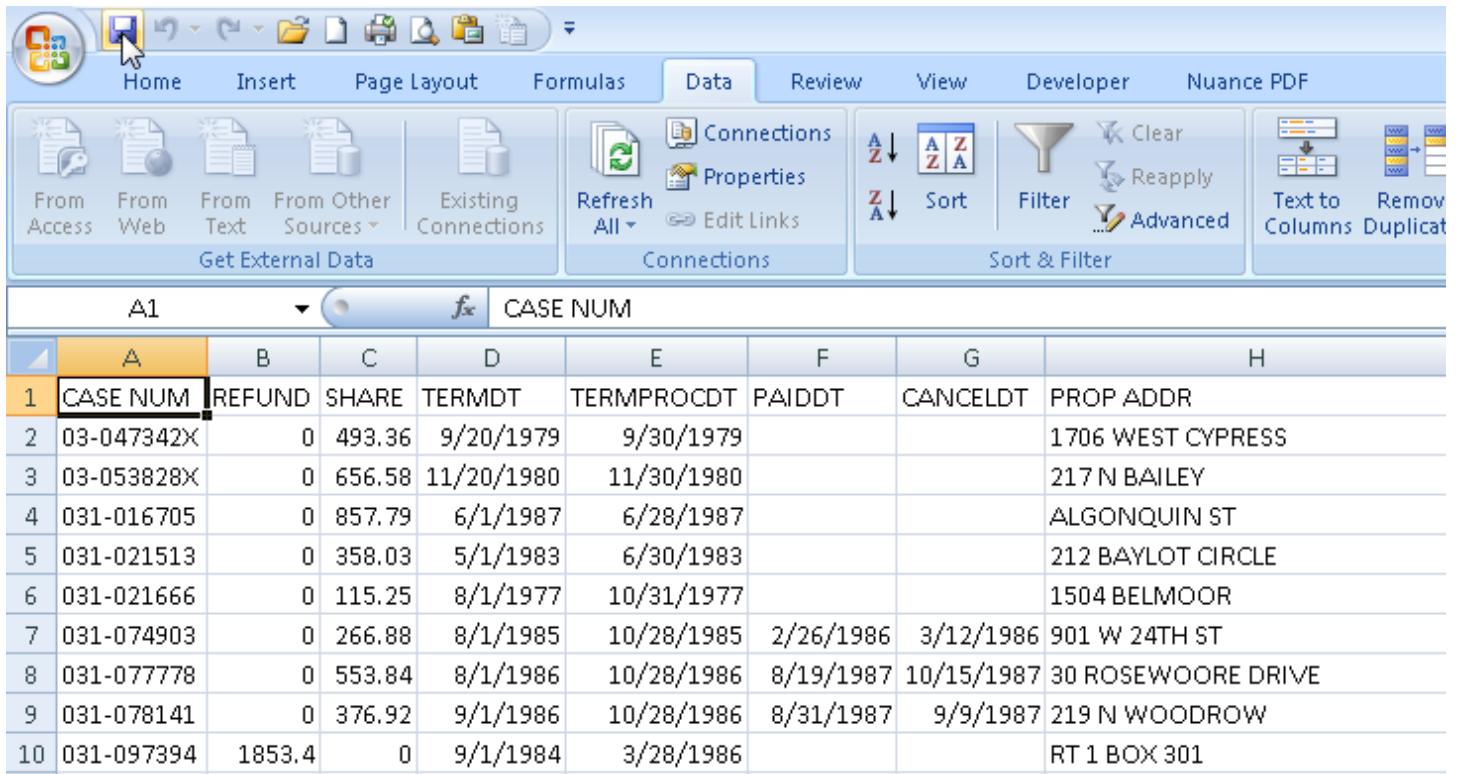
These screen prints show the way the data will look if the steps are followed as shown. The data is ready to be sorted or filtered any way you like.

A	B	C	D	E	F	G	H	I
CASE NUM	REFUND	SHARE	TERMDT	TERMPROCDT	PAIDDT	CANCELDT	PROP ADDR	PROP CITY STATE ZIP
03-047342X	0	493.36	9/20/1979	9/30/1979			1706 WEST CYPRESS	ROGERS OK AR72756
03-053828X	0	656.58	11/20/1980	11/30/1980			217 N BAILEY	JACKSONVILLE AR72076
031-016705	0	857.79	6/1/1987	6/28/1987			ALGONQUIN ST	
031-021513	0	358.03	5/1/1983	6/30/1983			212 BAYLOT CIRCLE	FORT SMITH AR72903
031-021666	0	115.25	8/1/1977	10/31/1977			1504 BELMOOR	PINE BLUFF AR71601
031-074903	0	266.88	8/1/1985	10/28/1985	2/26/1986	3/12/1986	901 W 24TH ST	N LITTLE ROCK AR72114
031-077778	0	553.84	8/1/1986	10/28/1986	8/19/1987	10/15/1987	30 ROSEWOORE DRIVE	LITTLE ROCK AR72209
031-078141	0	376.92	9/1/1986	10/28/1986	8/31/1987	9/9/1987	219 N WOODROW	LITTLE ROCK AR72211
031-097394	1853.4	0	9/1/1984	3/28/1986			RT 1 BOX 301	LONDON AR72847
031-097710	129.38	0	10/24/1991	11/19/1991			607 SEMINOLE	OSCEOLA AR72370
031-097751	75.4	0	2/1/1991	4/4/1991			RT 2 BOX 339	LOWELL AR72745
031-097886	87.48	0	6/30/1992	7/16/1992			310 E WOODRUFF	SHERWOOD AR72120
031-098031	1149.16	0	3/18/1985	8/12/1992			RT 1 BOX 245	TRASKWOOD AR72107
031-098031	0	0	3/18/1985	8/12/1992			RT 1 BOX 245	TRASKWOOD AR72107
031-098094	311.82	0	6/1/1991	7/17/1991			11401 CHARLOTTE	MABELVALE AR

J	K	L	M
MORTGAGOR NAME	MORTGAGOR ADDR1	MORTGAGOR ADDR2	MORTGAGOR CITY STATE ZIP
CARTER CARLE	C/O RUTH CARATER	3304 GRINNELL AVE	FORT SMITH AR72903
GREEN LOTTIE B		901 W 24TH ST	NORTH LITTLE ROCK AR72114
LUIE BEATRICE		550 W K ST	BENICIA CA94510
RUNNEBOHM SA		3204 E 250 S	SHELBYVILLE IN46176
BISHOP TERRY		PO BOX 298	WINSLOW AR72959
UNDERWOOD DEBORAH K		3293 SOUTHERN AVENUE #5	MEMPHIS TN38111
HARRIS ANN L	C/O ANN HARRIS	12474 FORD'S ROCK LANDING	LOWELL AR72745
RANKIN RICHARD		PO BOX 6300	SHERWOOD AR72124
YOUNGMAN WESLEY R	C/O BARBARA J YOUNGMAN	RT 3 BOX 101-4	MALVERN AR72104
YOUNGMAN BARBARA J	C/O BARBARA J YOUNGMAN	RT 3 BOX 101-4	MALVERN AR72104
CIOFFI BRADFORD	C/O BRADFORD CIOFFI	15022 WEST 146TH ST.	OLATHE KS66062

N	O	P	Q	R
PAYEE NAME	CHECK ADDR1	CHECK ADDR2	CHECK ADDR3	CHECK ADDR4
LOTTIE B GREEN		RT 2 BOX 517	MARFREESBORO AR 71958	
BEATRICE LUIE		223 WYOMING AVE	BILLINGS MT 59101	
SA RUNNEBOHM		9 HAWTHRONE PL APT 8L	BOSTON MA 02114	

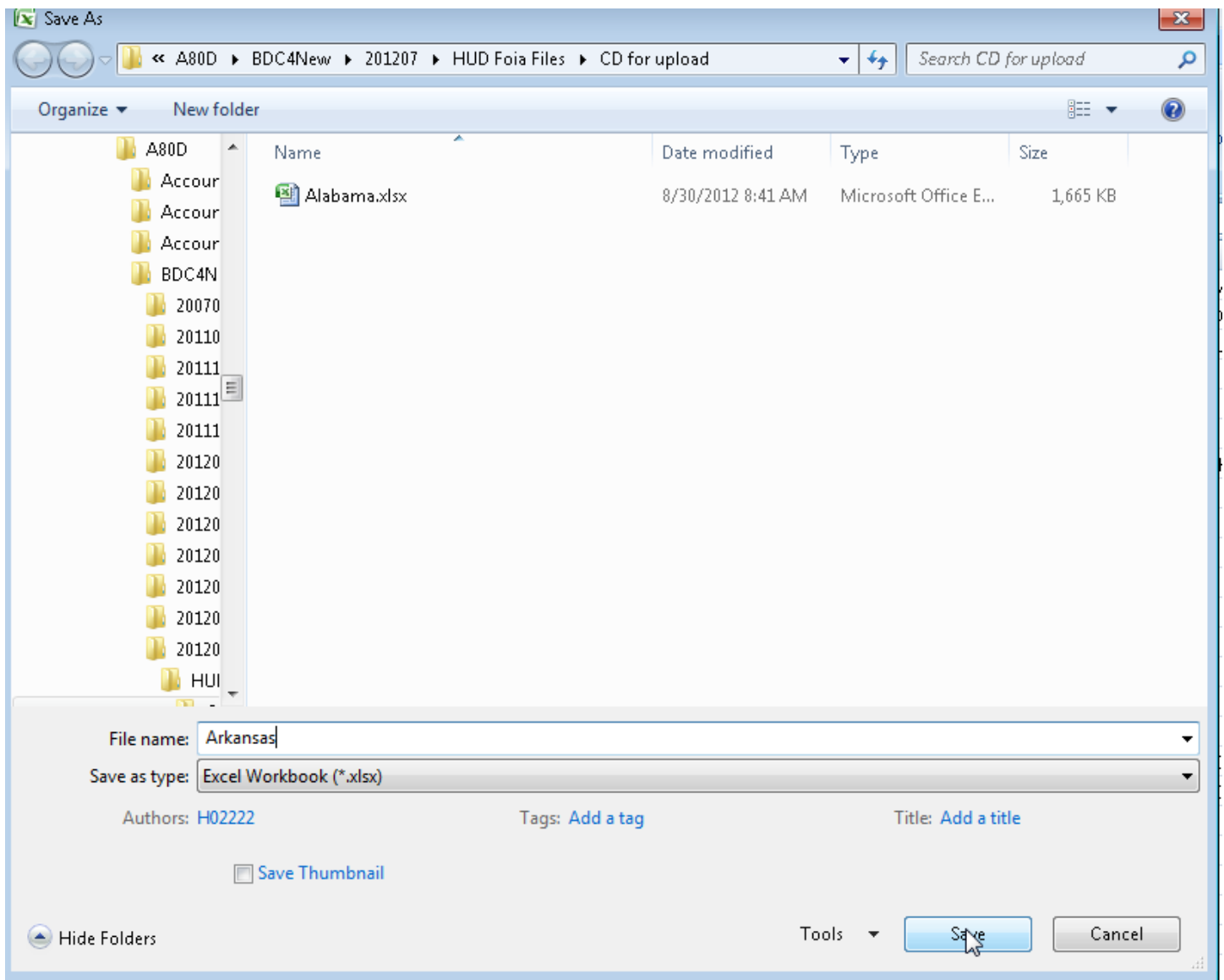
Save the spreadsheet.



The image shows the Microsoft Excel ribbon with the 'Data' tab selected. The ribbon includes options for 'Get External Data', 'Connections', 'Sort & Filter', and 'Text to Columns'. Below the ribbon, the spreadsheet is visible with the following data:

	A	B	C	D	E	F	G	H
1	CASE NUM	REFUND	SHARE	TERMDT	TERMPROCDT	PAIDDT	CANCELDT	PROP ADDR
2	03-047342X	0	493.36	9/20/1979	9/30/1979			1706 WEST CYPRESS
3	03-053828X	0	656.58	11/20/1980	11/30/1980			217 N BAILEY
4	031-016705	0	857.79	6/1/1987	6/28/1987			ALGONQUIN ST
5	031-021513	0	358.03	5/1/1983	6/30/1983			212 BAYLOT CIRCLE
6	031-021666	0	115.25	8/1/1977	10/31/1977			1504 BELMOOR
7	031-074903	0	266.88	8/1/1985	10/28/1985	2/26/1986	3/12/1986	901 W 24TH ST
8	031-077778	0	553.84	8/1/1986	10/28/1986	8/19/1987	10/15/1987	30 ROSEWOORE DRIVE
9	031-078141	0	376.92	9/1/1986	10/28/1986	8/31/1987	9/9/1987	219 N WOODROW
10	031-097394	1853.4	0	9/1/1984	3/28/1986			RT 1 BOX 301

Save the spreadsheet with the state's name in the same directory as the text file to make it easier to find in the future.



One final note: The files ending in zip will need to be uncompressed to text files to be imported into Excel.

Field Descriptions:

CASE NUM - FHA Case Number

REFUND - Amount of Upfront Unearned Premium owed

SHARE – Amount of Distributive Share owed

TERMDT - Termination Effective Date: Date the insurance was terminated or canceled by the mortgagee.

TERMPROCDT - Termination Process Date: The date the termination transaction is posted.

PAIDDT - Date refund check was issued.

CANCELDT - Date check was canceled by Treasury (if populated).

PROP ADDR - The property street, for the loan.

PROP CITY STATE ZIP - The property city, state and zip code for the loan.

MORTGAGOR NAME - Borrower name

MORTGAGOR ADDR1 – Borrower mailing street address

MORTGAGOR ADDR2 – Borrower mailing street address

MORTGAGOR CITY STATE ZIP – Borrower mailing address city, state and zip

PAYEE NAME - Name check was issued to.

CHECK ADDR1 – Address where check was mailed

CHECK ADDR2 – Address where check was mailed

CHECK ADDR3 – Address where check was mailed

CHECK ADDR4 – Address where check was mailed