1. **In Search Forms enter: EOB Interface File to General Ledger**



1. **Double click on the form: It will say Opening EOB Interface File: then form will come up. All red areas must be completed.**



1. **Choose under:**
* **Delete Previous Compile, Regenerate Previous Compile or New Compile-New Compile**
* **Compile Number-prepopulates with New**
* **Select EOB’s-Check the providers you are processing**
* **All or Individual Providers-All**
* **Transaction Date-Todays date “T”**



1. **Click Process on side of screen**



1. **Crystal report shows**



1. **Export the crystal report in excel format using the following method.**



1. **Upon export, change the export format to Microsoft Excel:**



1. **Use the below Excel format options:**



1. **Export to the folder of your choice on your PC.**



1. **Open the file that was just created in excel:**



1. **Copy to Notebook:**



1. **Upload to SAP**