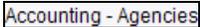
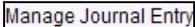
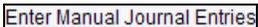
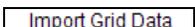


Import To Grids Lesson

1.	In this lesson we will be importing this sample Excel file.
2.	Notice that Row 1 has the titles of the columns, while Rows 2-7 contain the data. Make sure the cells with the data are formatted as either General or Numbers. Special characters like the dollar sign will not import into NIS correctly.
3.	Notice the name of the specific spreadsheet is Test_Data . This will be important to know later in the lesson.
4.	For this lesson we are going to use the Journal Entries with Debit/Credit Format screen.
5.	Click the NIS State of Nebraska link. 
6.	Click the Accounting - Agencies link. 
7.	Click the Manage Journal Entry link. 
8.	Click the Enter Manual Journal Entries link. 
9.	Click the Journal Entries with Debit/Credit Format link. 
10.	Click the Add (Ctrl+Alt+A) button. 
11.	Click in the Explanation field.
12.	Enter the desired information into the Explanation field. Enter a valid value e.g. " Test ".
13.	Click the Tools (Ctrl+Alt+T) button. 
14.	Click the Import Grid Data menu. 
15.	You will need to define the name of the Excel file. You can type it in the Excel file field or you can use the Browse button which allows you to navigate to the file you wish to import. In this lesson we will browse to the file.

16.	<p>Click the Browse... button.</p> 
17.	<p>Click the Import_Data.xls list item.</p> 
18.	<p>Click the Open button.</p> 
19.	<p>You will also need to state the name of the worksheet within the Excel file you would like to import. Remember in the file we are using the name of the spreadsheet is named Test_Data.</p>
20.	<p>Click in the Worksheet name field.</p> 
21.	<p>Enter the desired information into the Worksheet name field. Enter a valid value e.g. "Test_Data".</p>
22.	<p>Next you will need to define the cell range that you would like to import. Remember that Row 1 contained the titles of the columns, so we will not want to import those cells. Instead we will import cells A2 through B7.</p>
23.	<p>Click in the Starting Column field.</p> 
24.	<p>Enter the desired information into the Starting Column field. Enter a valid value e.g. "A".</p>
25.	<p>Click in the Starting Row field.</p> 
26.	<p>Enter the desired information into the Starting Row field. Enter a valid value e.g. "2".</p>
27.	<p>Click in the Ending Column field.</p> 
28.	<p>Enter the desired information into the Ending Column field. Enter a valid value e.g. "B".</p>
29.	<p>Click in the Ending Row field.</p> 
30.	<p>Enter the desired information into the Ending Row field. Enter a valid value e.g. "7".</p>
31.	<p>Now that we have defined the file, spreadsheet, and cell range we can preview the information we are importing.</p>

32.	Click the Apply button. 
33.	Review the information to ensure the data imported is correct.
34.	Click the Continue button. 
35.	The data from the Excel file has been imported to the Grid.
36.	Click the OK (Ctrl+Alt+O) button. 
37.	Click the Cancel (Ctrl+Alt+L) button. 
38.	Click the Close (Ctrl+Alt+L) button. 
39.	You have successfully completed this lesson on importing to a grid. End of Procedure.