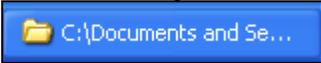
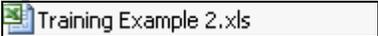
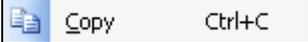
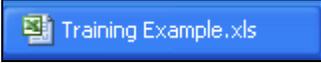


Modify The Spreadsheets Lesson

Step	Action
1.	Browse to the location where you saved the Excel files and open the first one. 
2.	The Excel file will open. Next we will open the second Excel file. 
3.	Open the second Excel file. 
4.	On the second Excel file select the rows you would like to copy and paste into the first Excel file. 
5.	Click the Edit menu. 
6.	Click Copy . 
7.	Go to the first Excel file. 
8.	Click in the first blank cell in the Account Number column. 
9.	Click the Edit menu. 
10.	Click the Paste menu. 
11.	Sort the information by the Account Number. 
12.	Delete the non-payroll object accounts and the object accounts that should not be encumbered since the expense is for July: 515400 Life & Accident Ins Exp 515500 Health Insurance Expense 

Step	Action
13.	Press and hold the [Shift] key and click "2". 
14.	Modify the spreadsheet as needed. Use this spreadsheet to manipulate the percentage and/or import the data back into the Manual Encumbrance Journal Entry
15.	When finished click the Save button. 
16.	You have successfully completed this lesson. End of Procedure.