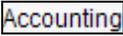
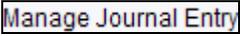
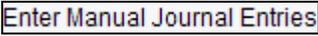
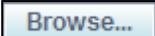
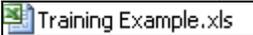


Import To Grids Lesson

Step	Action
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 the system 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 State of Nebraska link. 
6.	Click the Accounting 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 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 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.	Click the Browse... button. 
17.	Browse to the file you wish to import and click on it. 

Step	Action
18.	Click the Open button. 
19.	You will also need to state the name of the worksheet within the Excel file you would like to import.
20.	Click in the Worksheet name: field. 
21.	Enter the desired information into the Worksheet name: field.
22.	Next you will need to define the cell range that you would like to import.
23.	Click in the Starting Column field. 
24.	Enter the desired information into the Starting Column field.
25.	Click in the Starting Row field. 
26.	Enter the desired information into the Starting Row field.
27.	Click in the Ending Column field. 
28.	Click in the Ending Row field. 
29.	Now that we have defined the file, spreadsheet, and cell range we can preview the information we are importing.
30.	Press the left mouse button on the Apply button.
31.	Review the information to ensure the data imported is correct.
32.	Click the Continue button. 
33.	The data from the Excel file has been imported to the Grid.
34.	Click the OK button. 
35.	Click the Cancel button. 
36.	Click the Close button. 
37.	You have successfully completed this lesson on importing to a grid. End of Procedure.