

Working with Grids

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Working with Grids

Working with Grids Overview

Import To Grid

If you are authorized, you can also import information into certain data entry grids. However, importing can overwrite essential data in the Payroll & Financial Center. Only a few users are generally allowed to import data, because of the damage this process can cause to records in the system.

Export From Grids

You can export data displayed in an the Payroll & Financial Center grid so you can work with it in such popular applications as Microsoft Excel or Microsoft Word.

You can specify the range of cells to use when printing or exporting data.

Import To Grids Lesson

Procedure

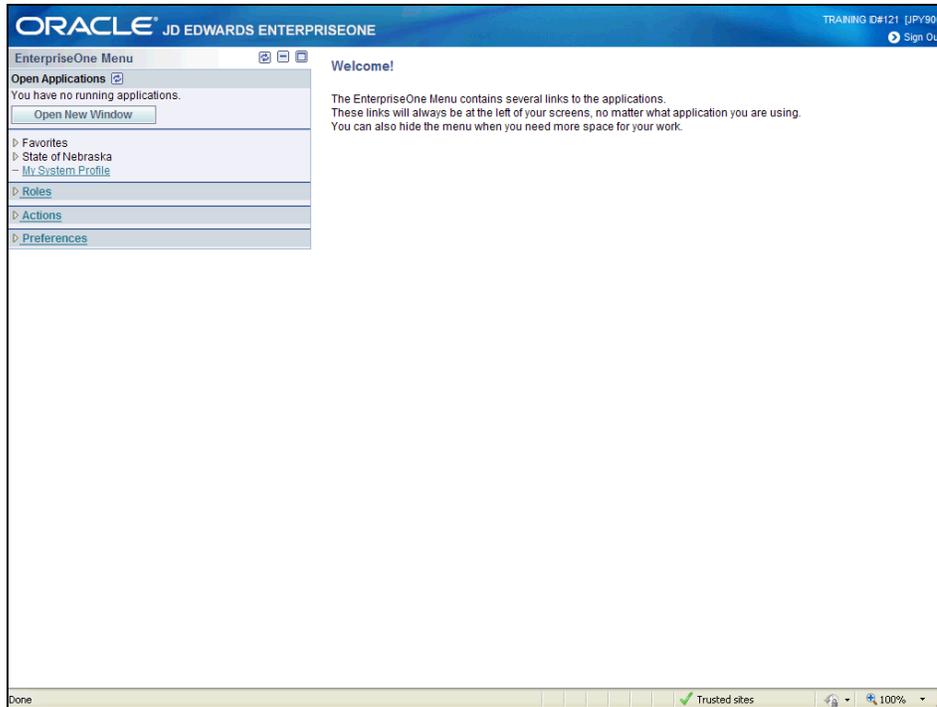
You can only import data to grids that allow you to select a single cell. Microsoft Excel is the only application from which you can import.

If you do not work with quantitative programs you can skip this lesson.

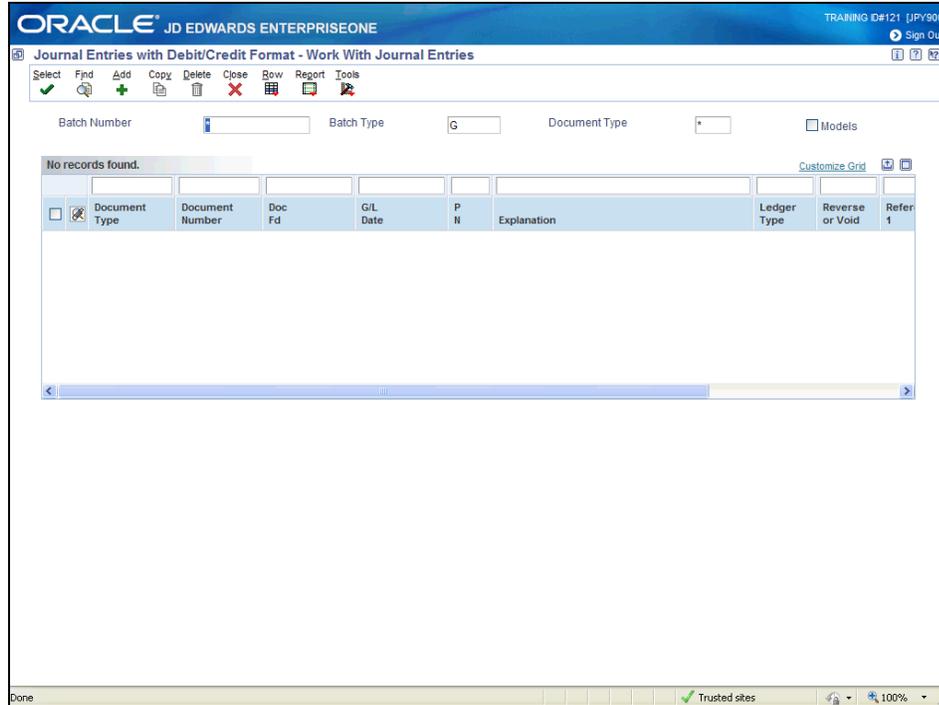
Step	Action
1.	In this lesson we will be importing this sample Excel file.
2.	Notice that Row 1 has the titles of the columns, while Rows 2-7 contain the data. Make sure the cells with the data are formatted as either General or Numbers. Special characters like the dollar sign will not import into the 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.

Training Guide

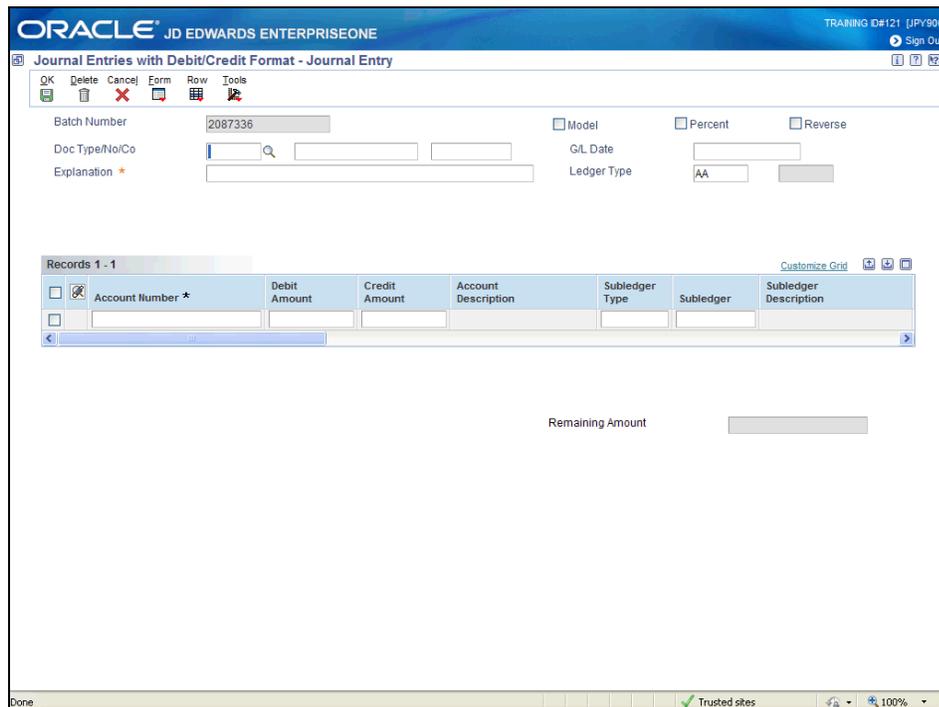
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Step	Action
5.	Click the State of Nebraska link. State of Nebraska
6.	Click the Accounting link. Accounting
7.	Click the Manage Journal Entry link. Manage Journal Entry
8.	Click the Enter Manual Journal Entries link. Enter Manual Journal Entries
9.	Click the Journal Entries with Debit/Credit Format link. Journal Entries with Debit/Credit Format

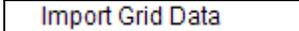


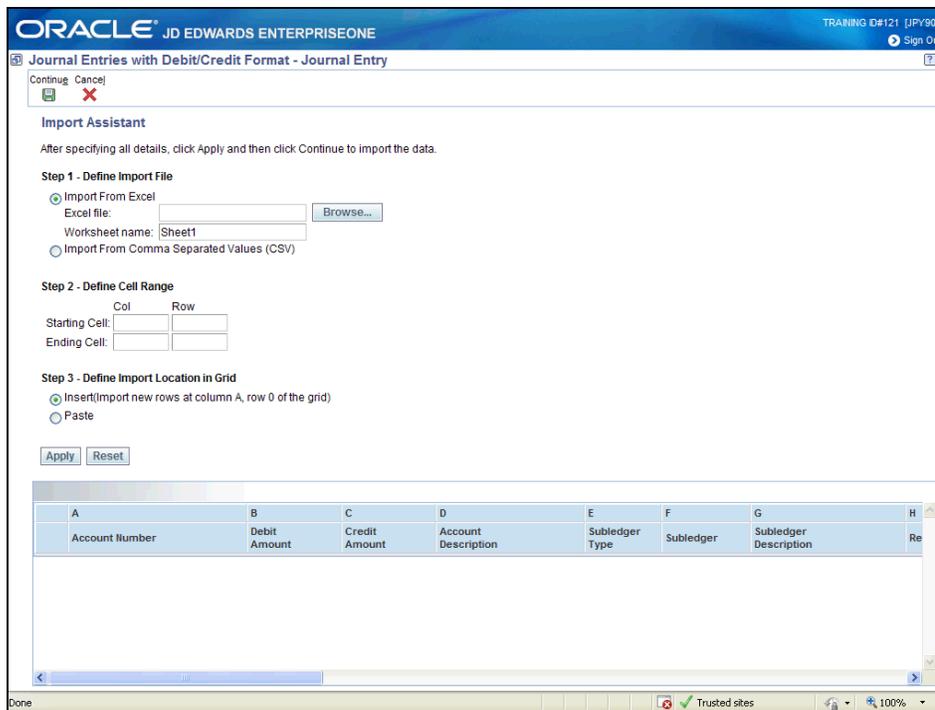
Step	Action
10.	Click the Add button. 



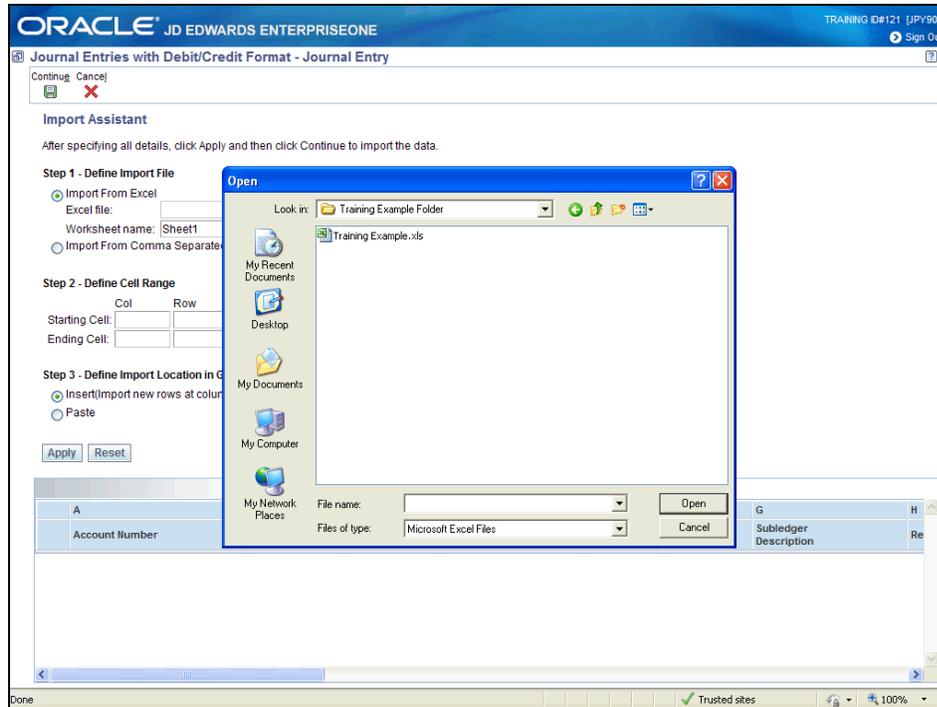
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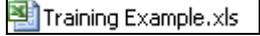
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Step	Action
11.	Click in the Explanation field.
12.	Enter the desired information into the Explanation field. Enter " Test ".
13.	Click the Tools button. 
14.	Click the Import Grid Data menu. 
15.	You will need to define the name of the Excel file. 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.



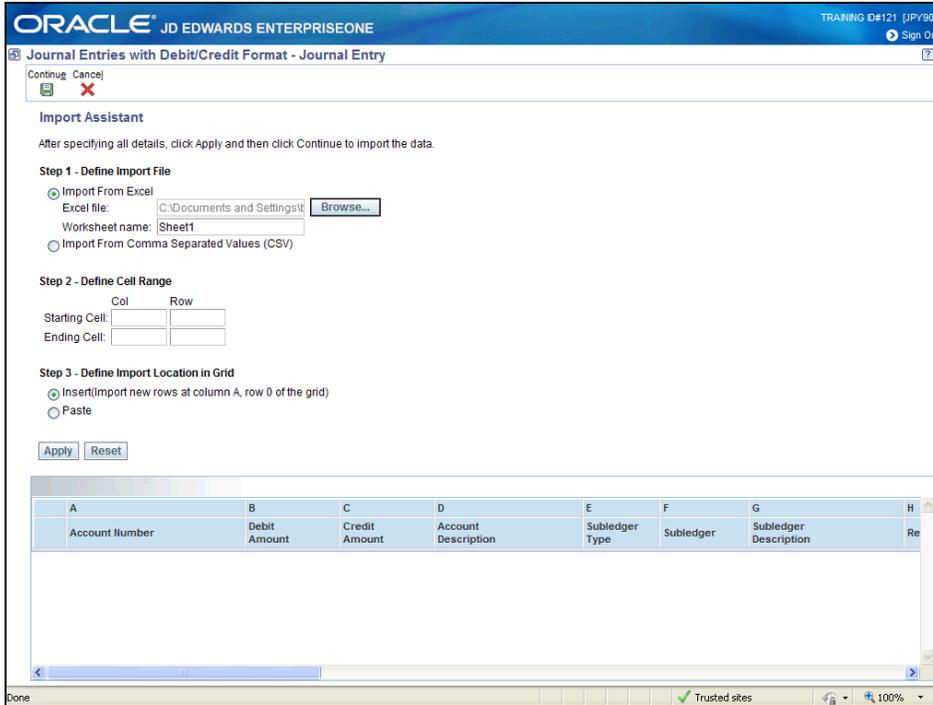
Step	Action
16.	Click the Browse... button. 



Step	Action
17.	Browse to the file you wish to import and click on it. 
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.

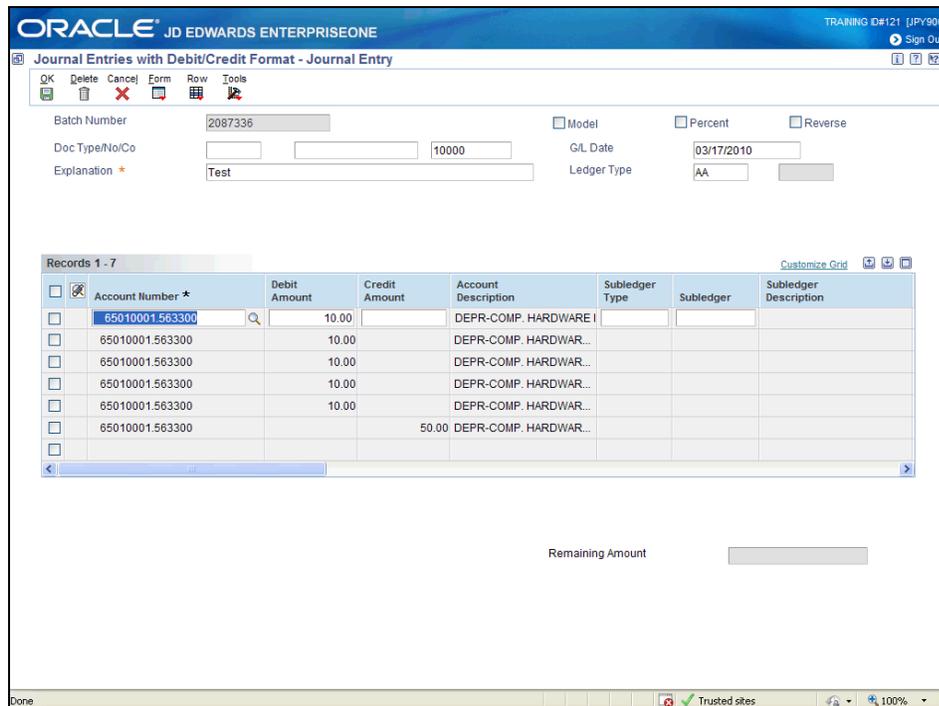
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Step	Action
20.	Click in the Worksheet name: field. <input type="text" value="Sheet1"/>
21.	Enter the desired information into the Worksheet name: field.
22.	Next you will need to define the cell range that you would like to import.
23.	Click in the Starting Column field. <input type="text"/>
24.	Enter the desired information into the Starting Column field.
25.	Click in the Starting Row field. <input type="text"/>
26.	Enter the desired information into the Starting Row field.
27.	Click in the Ending Column field. <input type="text"/>
28.	Click in the Ending Row field. <input type="text"/>
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.

Step	Action
32.	Click the Continue button. 
33.	The data from the Excel file has been imported to the Grid.

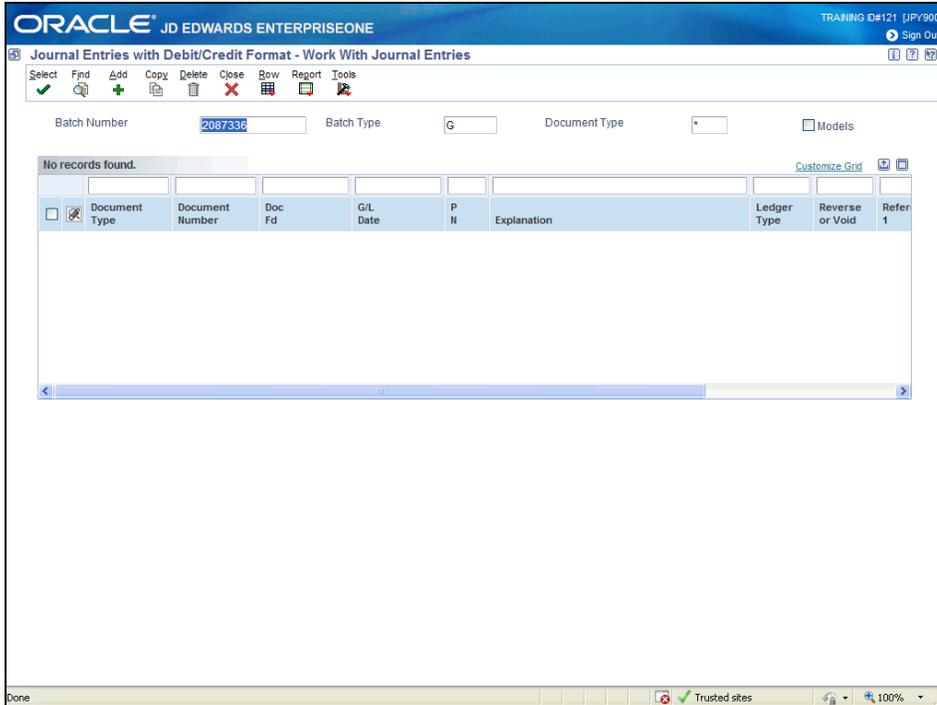


The screenshot shows the Oracle JD Edwards EnterpriseOne interface for a Journal Entry. The window title is "Journal Entries with Debit/Credit Format - Journal Entry". The interface includes a menu bar with options like OK, Delete, Cancel, Form, Row, and Tools. Below the menu, there are input fields for Batch Number (2087336), Doc Type/No/Co (10000), Explanation (Test), G/L Date (03/17/2010), and Ledger Type (AA). A grid of records is displayed with columns for Account Number, Debit Amount, Credit Amount, Account Description, Subledger Type, and Subledger. The grid contains several rows of data, including account numbers like 65010001.563300 and descriptions like "DEPR-COMP. HARDWARE". A "Remaining Amount" field is visible at the bottom of the grid area.

Step	Action
34.	Click the OK button. 
35.	Click the Cancel button. 

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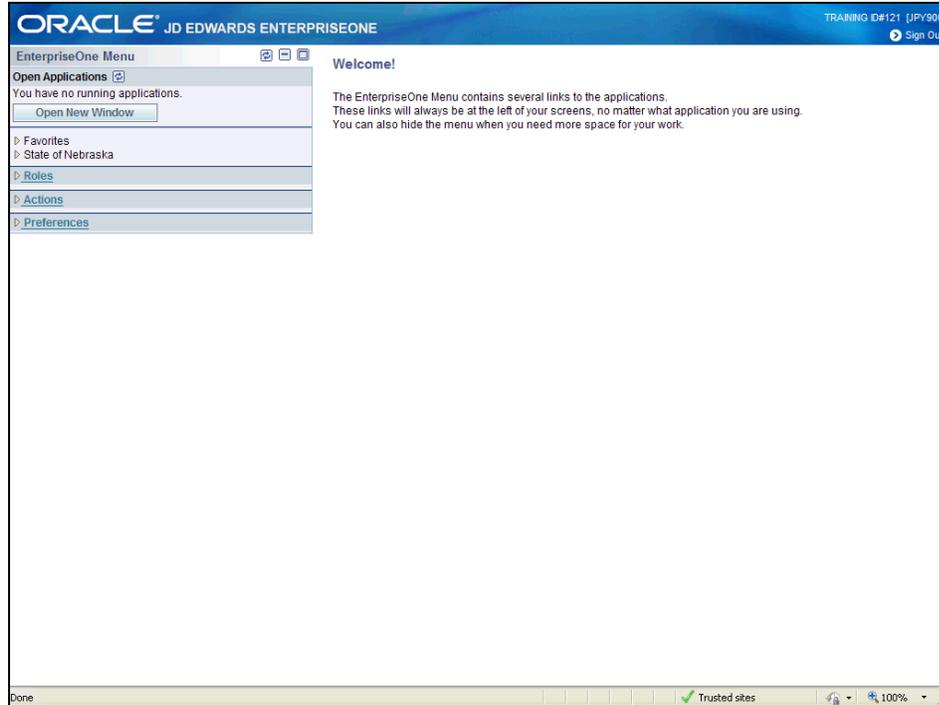
Step	Action
36.	Click the Close button. 
37.	You have successfully completed this lesson on importing to a grid. End of Procedure.

Export From Grids Lesson

Procedure

In this lesson you will learn how to export data from a grid.

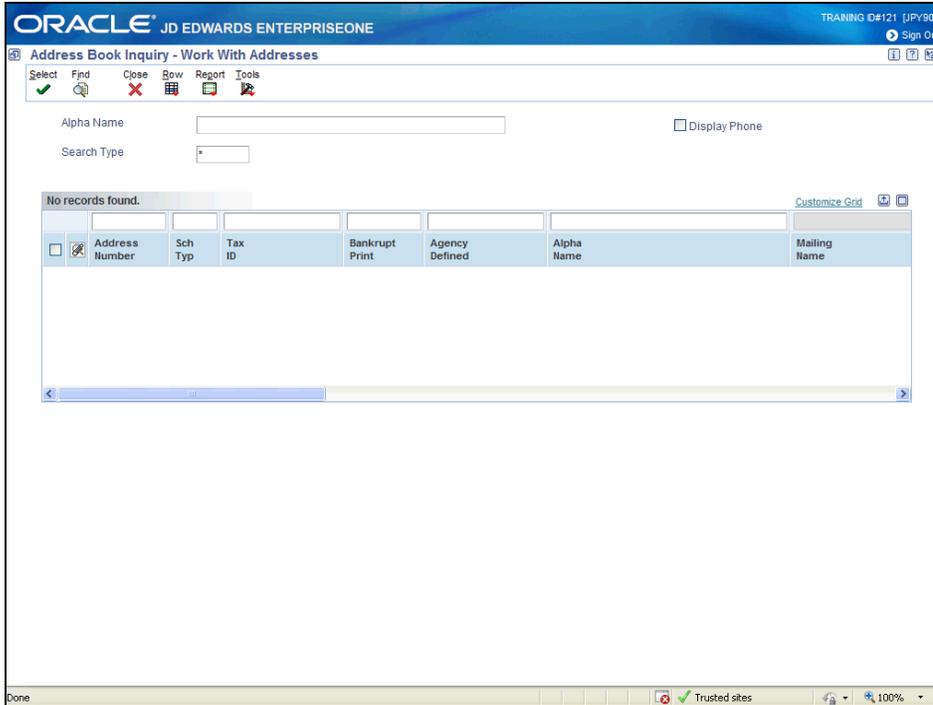
Step	Action
1.	To demonstrate how to export from a grid we will use the Address Book Inquiry screen. The principles in this lesson, however, apply throughout the system.

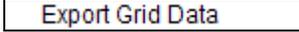


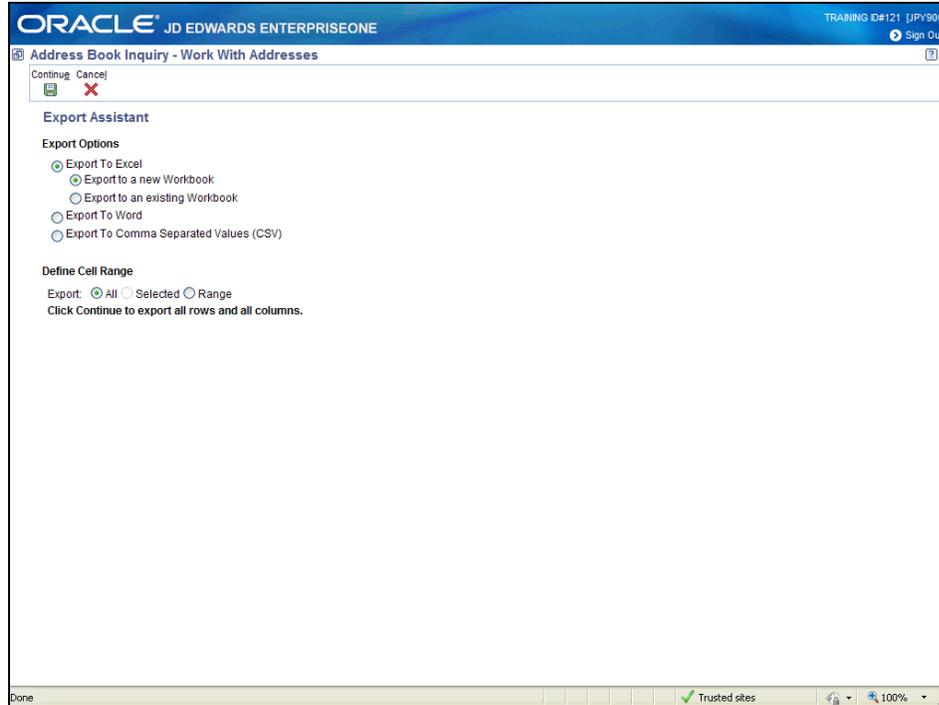
Step	Action
2.	Click the State of Nebraska link. State of Nebraska
3.	Click the Address Book link. Address Book
4.	Click the Address Book Inquiry link. Address Book Inquiry

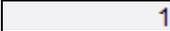
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Step	Action
5.	Click the Find button. 
6.	The grid populates with information, and this information is what we will export.
7.	Click the Tools button. 
8.	Click the Export Grid Data menu. 
9.	In the Export Options window you can choose which type of document you would like to export to. In this lesson we will be exporting to a new Excel Workbook.
10.	The Define Cell Range window allows you to dictate what information from the grid you want to export (either all the information or a specific range). In this lesson we are going to select a specific range.



Step	Action
11.	Click the Range option. 
12.	Click the A1 cell. 
13.	Click the F9 cell. 
14.	The cells populate in the Starting Cell and Ending Cell ranges.
15.	Click the Continue button. 
16.	An Excel document opens with the exported data which you can sort and filter. You can also save this file to your computer.
17.	You have successfully completed this lesson. End of Procedure.