## Data Conversion from Lotus 1-2-3 to Access

1) Click and drag the \*.wk1 file into Excel



OR

Launch Excel 97. Then go to <u>File</u> $\rightarrow$ <u>Open and select the \*.wk1 file that you want to convert.</u>

2) You will see the following error messages in consecutive order. Click "Yes" or "OK" for all 3 error messages prompted by Excel



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Microsoft Excel cannot convert some of the cells. The total number of errors found is
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18	18	31-Aug-00	EDIT		GROSS	WAGES	HARLEY	UA PAYROLL	
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## 3) Click on X

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## 4) Highlight and delete all the following rows.

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5) Highlight and delete all entries after the final entry in the account.

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	A	В	С	D	E	F	G	H
1	15	30-Jul-00	EDIT		GROSS	WAGES	HARLEY	UA PAYROLL
2	16	30-Jul-00	EDIT		ERE	WAGES	HARLEY	UA PAYROLL
3	17	30-Jul-00	EDIT			K492074	HARLEY	AMARILLIS, MARIA FERNANDA
4	18	31-Aug-00	EDIT		GROSS	WAGES	HARLEY	UA PAYROLL
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6) Save the Excel spreadsheet in your folder on SBS server. The folder will be most likely named X:\ drive. For this example, the file will be named Sample.xls

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7) Repeat step 1-3 for the second account.

	A		В	С	D	E	F		G		H
1	ADAVE	. AND				FILE IN	TOTAL I	IPUT	(2,699)		
2	SUMME	R SE	SSION				1				
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7	# ENT	RIES	E Paste				1				
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22											

8) Copy the data from the second account (Ignore the GETNUMBER on  $1^{st}$  REF)

9) Paste the copy data into the Excel file create earlier. (Sample.xls). The highlighted data are newly pasted data.

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	A	В	С	D	E	F	G	H
1	15	30-Jul-00	EDIT		GROSS	WAGES	HARLEY	UA PAYROLL =
2	16	30-Jul-00	EDIT		ERE	WAGES	HARLEY	UA PAYROLL
3	17	30-Jul-00	EDIT			K492074	HARLEY	AMARILLIS, MARIA FERNANDA
4	18	31-Aug-00	EDIT		GROSS	WAGES	HARLEY	UA PAYROLL
5	19	<u>31-Auq-00</u>	EDIT		ERE	WAGES	HARLEY	UA PAYROLL
6	15	31-Jul-00	EDIT			REV	BEVER	REVENUE
_7	16	31-Jul-00	EDIT			REV	BEVER	REVENUE
8	17	31-Jul-00	EDIT		SUPP	WAGES	BEVER	UA PAYROLL
9	18	31 <u>-</u> Jul-00	EDIT		ERE	WAGES	BEVER	UA PAYROLL
10	19	31-Aug-00	EDIT		SUPP	WAGES	BEVER	UA PAYROLL
11	<u>, 20</u>	<u>31-Aug-00</u>	EDIT		ERE	WAGES	BEVER	UA PAYROLL
12	-							
13								

10) Repeat steps 8-10 for all accounts. Remember to save constantly.

	S1	<b>-</b>	= #N/A									
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2	1A456010	#N⁄A	2000	2000	#N⁄A	#N⁄A	#N⁄A	#N⁄A	D		TFRS OUT	
3	1A456010	#N⁄A	3000	3000	#N⁄A	#N⁄A	#N∕A	#N/A	D			TOTAL
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11) Highlight and delete all columns after S column and forward.

12) Convert column B data type to Date field. Highlight column B, right click, choose <u>F</u>ormat Cell and choose the following options and click OK.

	\$1	- =	7/30/2000						
	A	В	С	~	-				Н
1		30-Jul-00	EDIT	Format Ce	ls			<u>?×</u>	
6		31-Jul-00	EDIT	C Altrachian			1	<u> 1</u>	
7		31-Jul-00	EDIT	Number	Alignment	Font   Border	Patterns	Protection	
8		31-Jul-00	EDIT	<u>C</u> ategory		Sample			
9		31-Jul-00	EDIT	General	<b>A</b>	07/28/99			
10		31-Aug-00	EDIT	Number					
11		31-Aug-00	EDIT	Currency		Type:			
12				Date	ig 👘	3/4		<b>▲</b>	
13				Time		3/4/97			
14				Percenta	ge	4-Mar			
15				Fraction		4-Mar-97			
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17				Special		Mar-97			
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19									
20	]								
21				Date form	ats display date	e and time serial nur	mbers as date v	alues. Lise Time	
22				formats to	display just th	e time portion.			
23									
24	1								
25	1								
26	1						OK		
27	1						OK		
20									

13) For column M and N, convert it to text field.

14) On Column S, add the Account Type for each transaction. This can be done by clicking Data→ Filter → AutoFilter. Then on column R, select an account from the drop down box. This will display record for account 1A200127 only.

	L	М	N	0		Р	Q	R	S
1	373.80	731 🗖	🖌 🔍 WT	Supplemental Pay	•	0_	PSWAGE	1A45601-	
2	5.60	731	ER	Expense		0	PSERE (4	All)	
3	150.00	731	OP	Technical Consultants		0	ODOPE	op 10)	
4	186.90	831	0 WT	Supplemental Pay		0	PSWAG 1	A200127	
5	2.80	831	0 ER	Expense		0	PSERE 1	A456010	
6	-5000.00	731	WT	Supplemental Pay		0	PSWAGE	1A200127	
7	-375.00	731	ER	Expense		0	PSERE	1A200127	
8	1434.17	731	WT	Supplemental Pay		0	PSWAGE	1A200127	-
9	150.09	731	ER	Expense		0	PSERE	1A200127	
10	1020.00	831	WT	Supplemental Pay		0	PSWAGE	1A200127	
11	71.40	831	ER	Expense		0	PSERE	1A200127	
12									
13									
1.4									

15) Type in the corresponding account type for account 1A200127 in column S. (State, Cash Budgeted Local, Grant, Budgeted Local, Summer) and drag it until the final transaction in the account.

	(	0	Р	Q	R	S	Т
1	WT Supplemental H	Pay 💌	0	PSWAGE 🗸	]1A456010 토	STATE	
6	WT Supplemental H	Pay	0	PSWAGE	1A200127		•
7	ER Expense		0	PSERE	1A200127		
8	WT Supplemental H	Pay	0	PSWAGE	1A200127		
9	ER Expense		0	PSERE	1A200127		
10	WT Supplemental H	Pay	0	PSWAGE	1A200127		
11	ER Expense		0	PSERE	1A200127		
12							
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			0		Ρ	Q	R		S		Т	
1	WT Supple	mental	Pay	•	0 💌	PSWAGE -	1A45601	LO 토	STATE			
6	WT Supple	mental	Pay		0	PSWAGE	1A20012	27	STATE			
7	ER Expens	e			0	PSERE	1A20012	27	STATE			
8	WT Supple	mental	Pay		0	PSWAGE	1A20012	27	STATE			
9	ER Expens	e			0	PSERE	1A20012	27	STATE			
10	WT Supple	mental	Pay		0	PSWAGE	1A20012	27	STATE			
11	ER Expens	e			0	PSERE	1A20012	27	STATE		Drag ui	ntil final
12									•	transaction		
13												
14												
15												

16) Repeat steps 12-14 for all accounts. Remember to save constantly.

- 17) Delete all data in row A by highlighting column A and hitting the Delete key on the KEYBOARD. Do not click on delete using the mouse. This will delete the entire row.
- 18) Change 731 by typing 7/31 and dragging it to the end of the final transaction. Repeat for all PTD and EPD.

2	L	M	N		0			P Q	R	S	
1	373.80	7/31	🚽 WT	Supplementa	l Pay		-	💽 PSWAG	E🖬 1A45601	D 🗾 STATE	
6	-5000.00	7/31	WT	Supplementa	l Pay			0 PSWAG	E 1A20012	7 STATE	
7	-375.00	7/31	ER	Expense				0 PSERE	1A20012	7 STATE	
8	1434.17	7/31	WT	Supplementa	l Pay			0 PSWAG	E 1A20012	7 STATE	
9	150.09	7/31	ER	Expense				0 PSERE	1A20012	7 STATE	
12											
13											
<b>.</b>	L	M	N		0		Р	Q	R	S	
1	373.80 👻	8/31	💌 WT 🗄	Supplemental	Pay	•	0.	PSWAGE -	1A456010 토	STATE	
10	1020.00	8/31	UT :	Supplemental	Pay		0	PSWAGE	1A200127	STATE	
11	71.40	8/31 J	ER (	Expense			0	PSERE	1A200127	STATE	
12	-	-									

- 19) Repeat step 18 for column N.
- 20) Then, click <u>Data</u>  $\rightarrow$  <u>Filter</u>  $\rightarrow$  Auto<u>Filter</u> to remove Auto<u>Filter</u>
- 21) Format column L as currency.

Format Cells
Number       Alignment       Font       Border       Patterns       Protection         Category:       Sample       6,448.50         Number       Decimal places:       2       2         Currency       Decimal places:       2       2         Accounting       Dymbol:       None       Image: Symbol:         Time       None       Image: Symbol:       Image: Symbol:         Percentage       None       Image: Symbol:       Image: Symbol:         Scientific       -1,234.10       Image: Symbol:       Image: Symbol:         Special       Image: Symbol:       Image: Symbol:       Image: Symbol:         Currency formats are used for general monetary values.       Use Accounting (1,234.10)       Image: Symbol:         Currency formats are used for general monetary values.       Use Accounting formats to align decimal points in a column.
OK Cancel

- 22) For the rest of the columns, set them to text fields except for Column A.
- 23) Make sure all the columns are in the following order in Excel:

ID	Date	CNTR	CCD	Refe	erence_ID	2nd Reference	Requestor	Vendor_ID	Memo	Uni Code	Cnr	Price	PTD	EPD
ier)												\$0.00		
De	scriptior	n Rbc	Cate	gory	Account	Туре								

24) Please email <u>ngelaine@email.arizona.edu</u> or <u>mclinch@email.arizona.edu</u> to load the data to your SBS BookKeeping system.