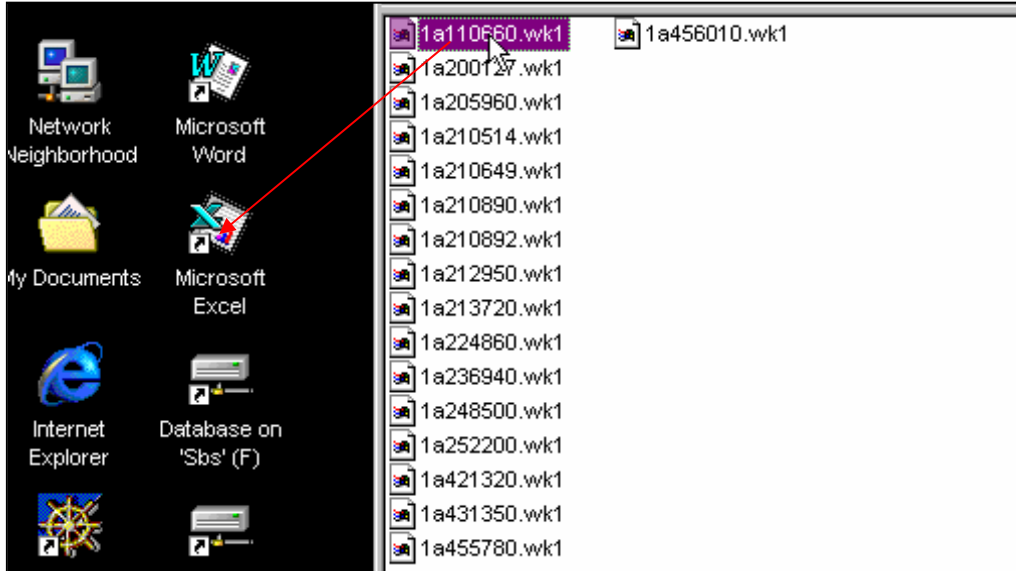


Data Conversion from Lotus 1-2-3 to Access

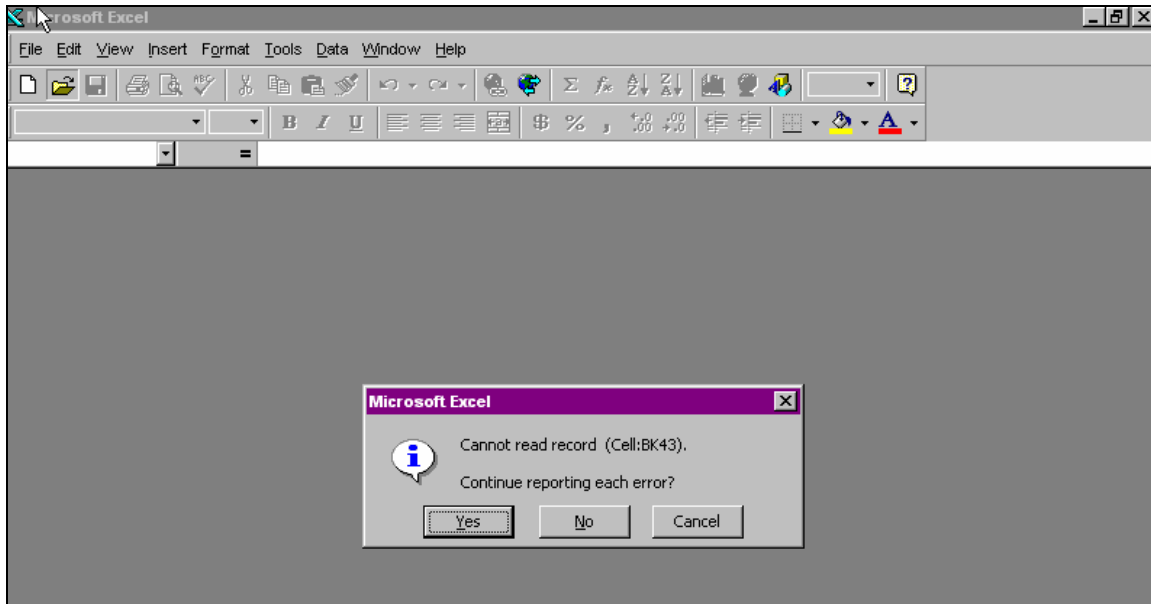
- 1) Click and drag the *.wk1 file into Excel

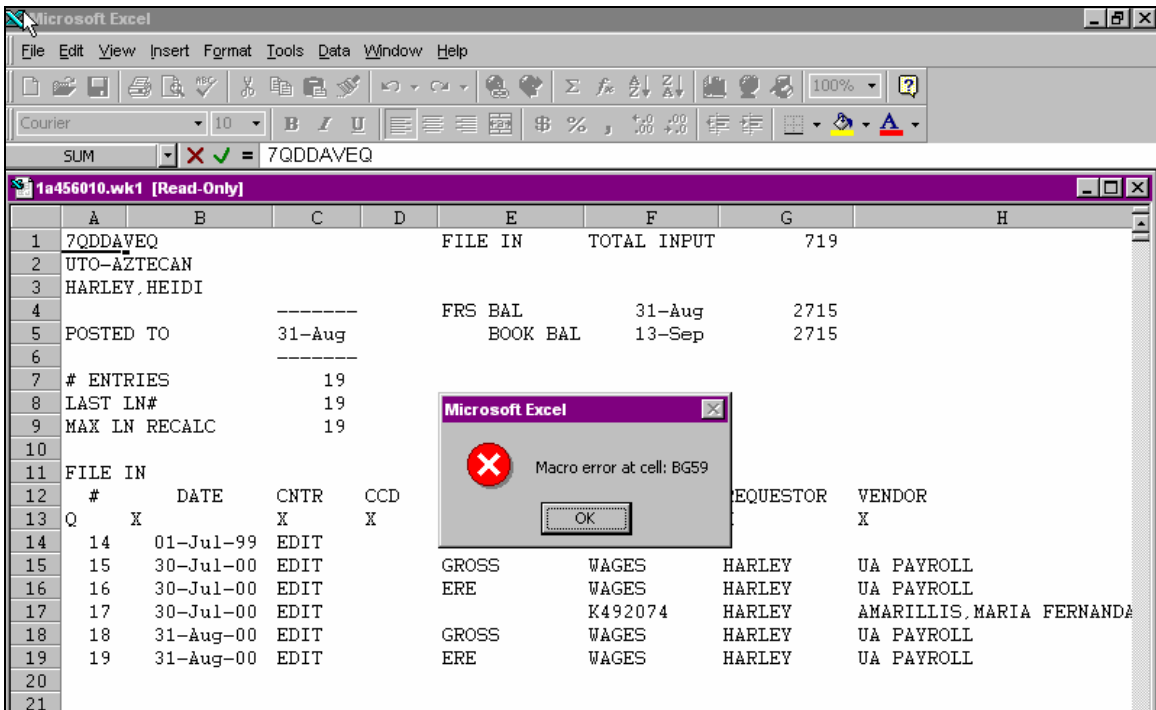
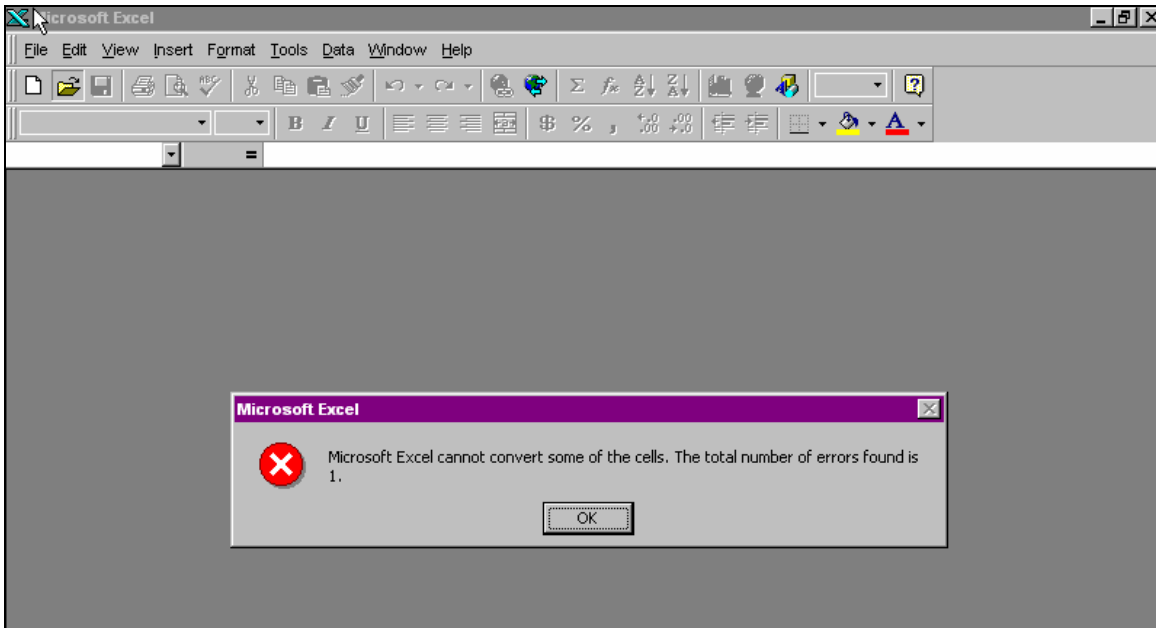


OR

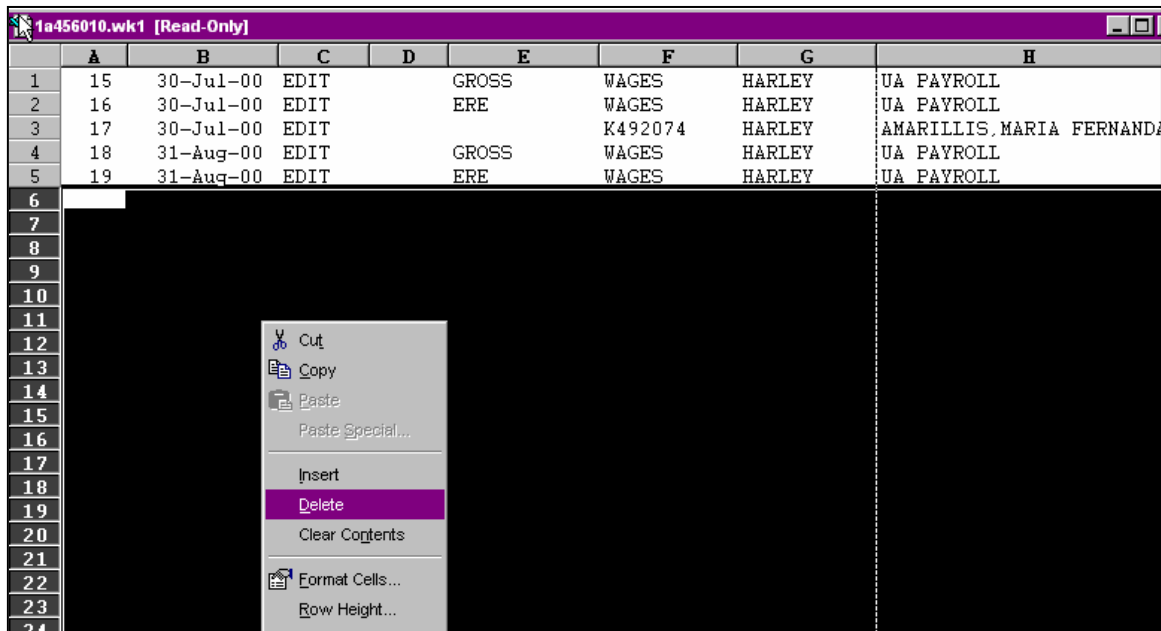
Launch Excel 97. Then go to File→Open and select the *.wk1 file that you want to convert.

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

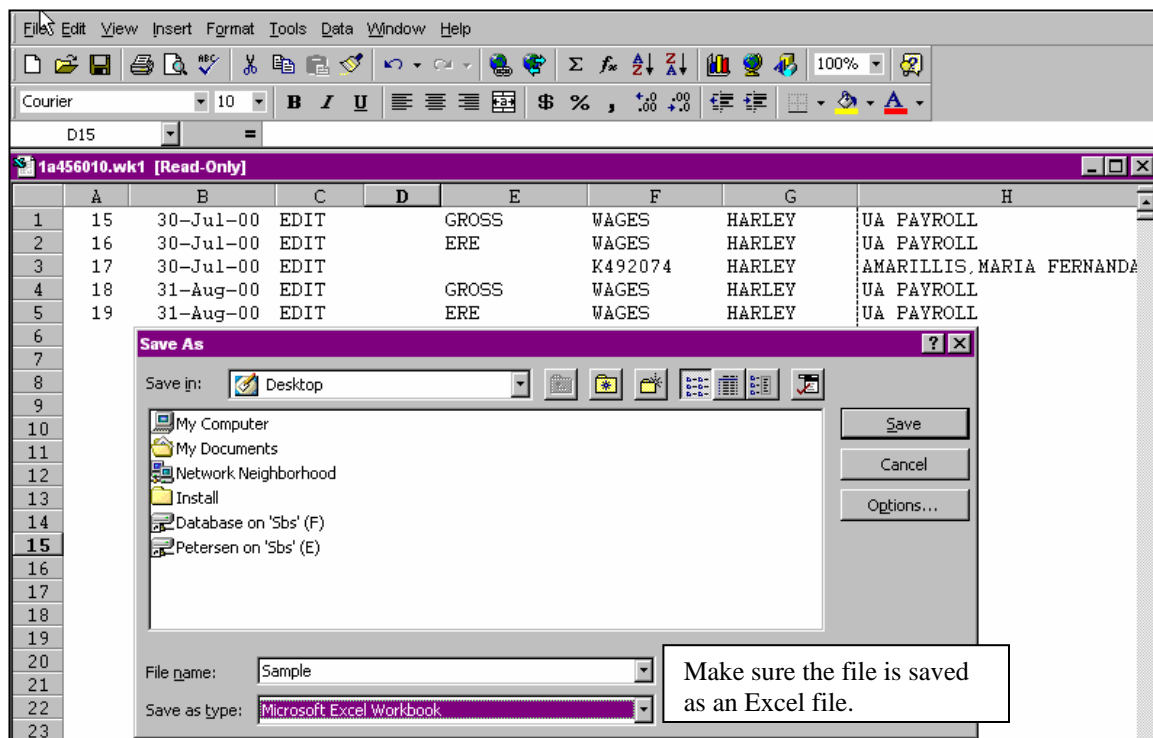




5) Highlight and delete all entries after the final entry in the account.



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



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

8) Copy the data from the second account (Ignore the GETNUMBER on 1st REF)

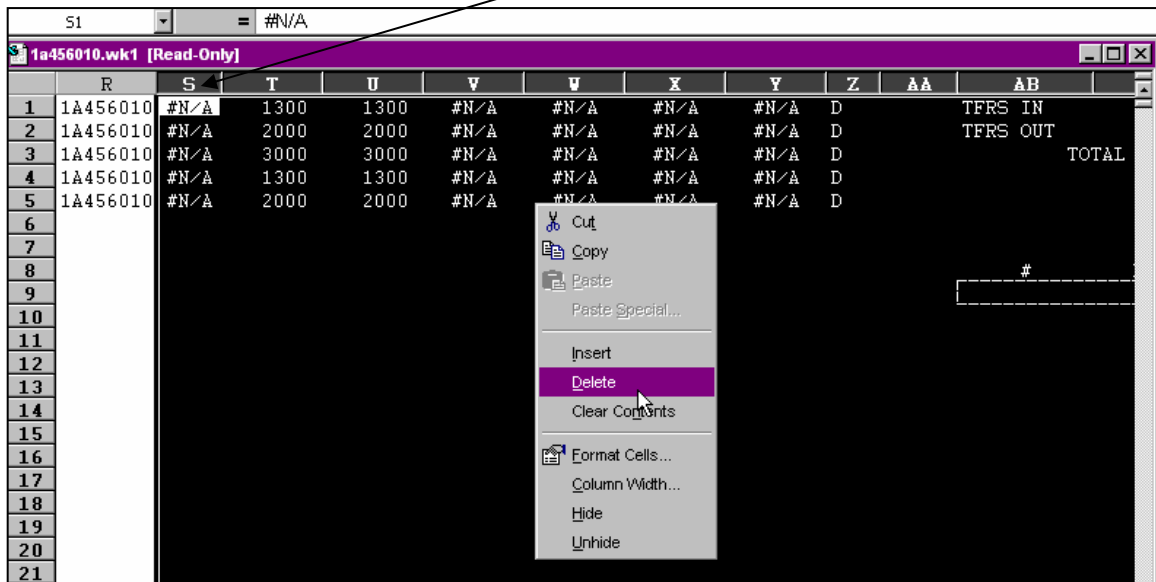
	A	B	C	D	E	F	G	H
1	ADAVE AND				FILE IN	TOTAL INPUT	(2,699)	
2	SUMMER SESSION							
3	WEBER, GWENDOLYN							
4					FRS BAL	31-Jul	2699	
5	POSTED TO				BOOK BAL	12-Sep	2699	
6								
7	# ENTRIES							
8	LAST LN#							
9	MAX LN RE							
10								
11	FILE IN							
12	#				CCD	2ND REF	1ST REF	REQUESTOR
13	Q	X			X	X	X	VENDOR
14	14	3				GETNUMBER		
15	15	3				REV	BEVER	REVENUE
16	16	3				REV	BEVER	REVENUE
17	17	3			SUPP	WAGES	BEVER	UA PAYROLL
18	18	3			ERE	WAGES	BEVER	UA PAYROLL
19	19	31-Aug-00	EDIT		SUPP	WAGES	BEVER	UA PAYROLL
20	20	31-Aug-00	EDIT		ERE	WAGES	BEVER	UA PAYROLL
21								
22								
23								

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

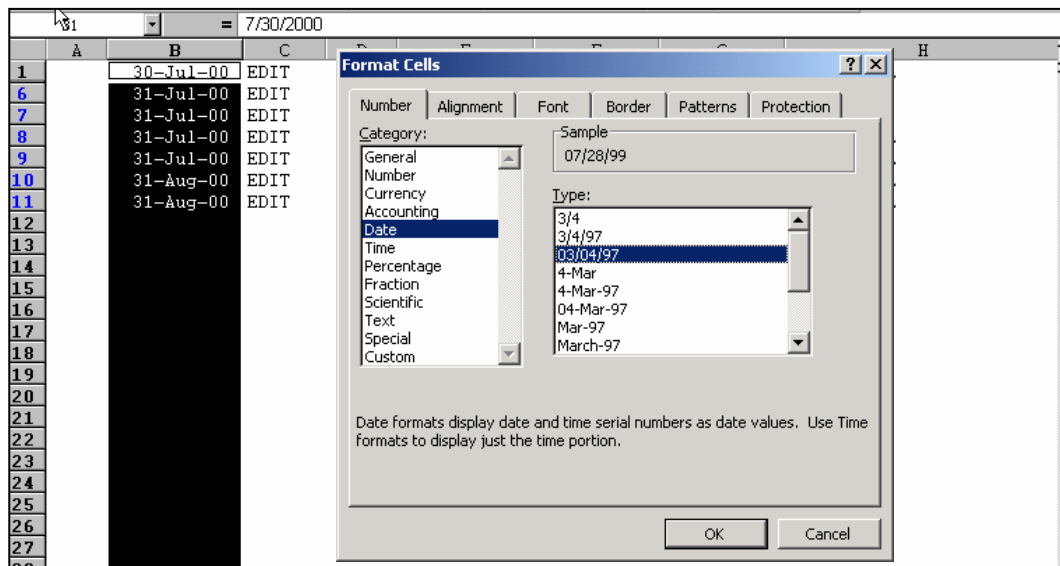
	A	B	C	D	E	F	G	H
1	15	30-Jul-00	EDIT		GROSS	WAGES	HARLEY	UA PAYROLL
2	16	30-Jul-00	EDIT		ERE	WAGES	HARLEY	UA PAYROLL
3	17	30-Jul-00	EDIT			K492074	HARLEY	AMARILLIS, MARIA FERNANDA
4	18	31-Aug-00	EDIT		GROSS	WAGES	HARLEY	UA PAYROLL
5	19	31-Aug-00	EDIT		ERE	WAGES	HARLEY	UA PAYROLL
6	15	31-Jul-00	EDIT			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-Jul-00	EDIT		ERE	WAGES	BEVER	UA PAYROLL
10	19	31-Aug-00	EDIT		SUPP	WAGES	BEVER	UA PAYROLL
11	20	31-Aug-00	EDIT		ERE	WAGES	BEVER	UA PAYROLL
12								
13								

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

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 Format Cell and choose the following options and click OK.



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.

	I	M	N	O	P	Q	R	S
1	373.80	731		WT Supplemental Pay		PSWAGE	1A45601	
2	5.60	731		ER Expense	0	PSERE	1A200127	
3	150.00	731		OP Technical Consultants	0	ODOPE	1A200127	
4	186.90	831	0	WT Supplemental Pay	0	PSWAG	1A200127	
5	2.80	831	0	ER Expense	0	PSERE	1A456010	
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								
14								

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.

	O	P	Q	R	S	T
1	WT Supplemental Pay		PSWAGE	1A456010	STATE	
6	WT Supplemental Pay	0	PSWAGE	1A200127		
7	ER Expense	0	PSERE	1A200127		
8	WT Supplemental Pay	0	PSWAGE	1A200127		
9	ER Expense	0	PSERE	1A200127		
10	WT Supplemental Pay	0	PSWAGE	1A200127		
11	ER Expense	0	PSERE	1A200127		
12						
13						
14						

	O	P	Q	R	S	T
1	WT Supplemental Pay		PSWAGE	1A456010	STATE	
6	WT Supplemental Pay	0	PSWAGE	1A200127	STATE	
7	ER Expense	0	PSERE	1A200127	STATE	
8	WT Supplemental Pay	0	PSWAGE	1A200127	STATE	
9	ER Expense	0	PSERE	1A200127	STATE	
10	WT Supplemental Pay	0	PSWAGE	1A200127	STATE	
11	ER Expense	0	PSERE	1A200127	STATE	
12						
13						
14						
15						

Drag until final transaction

- 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.

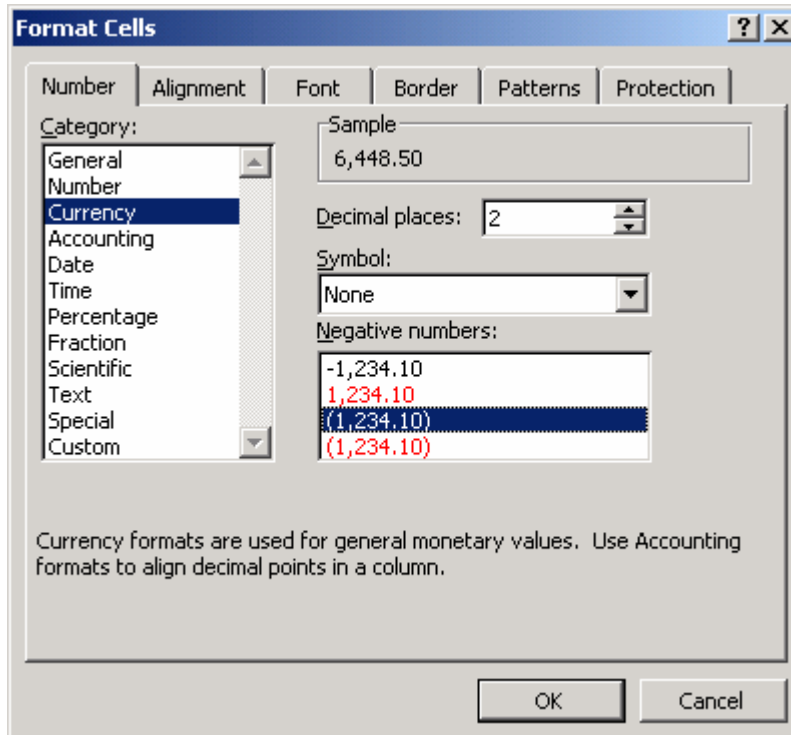
	L	M	N	O	P	Q	R	S
1	373.80	7/31	WT Supplemental Pay		C	PSWAGE	1A456010	STATE
6	-5000.00	7/31	WT Supplemental Pay		0	PSWAGE	1A200127	STATE
7	-375.00	7/31	ER Expense		0	PSERE	1A200127	STATE
8	1434.17	7/31	WT Supplemental Pay		0	PSWAGE	1A200127	STATE
9	150.09	7/31	ER Expense		0	PSERE	1A200127	STATE
12								
13								

	L	M	N	O	P	Q	R	S
1	373.80	8/31	WT Supplemental Pay		C	PSWAGE	1A456010	STATE
10	1020.00	8/31	WT Supplemental Pay		0	PSWAGE	1A200127	STATE
11	71.40	8/31	ER Expense		0	PSERE	1A200127	STATE
12								
13								

19) Repeat step 18 for column N.

20) Then, click Data → Filter → AutoFilter to remove AutoFilter

21) Format column L as currency.



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	Reference_ID	2nd Reference	Requestor	Vendor_ID	Memo	Uni Code	Cnr	Price	PTD	EPD
ier)	/										\$0.00		
Description	Rbc	Category	Account	Type									

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