SPREADSHEET LINK

Training Guide
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Course Overview

Spreadsheet Link Module Overview

The Spreadsheet Link module allows you to transfer information to or from a spreadsheet program such as Microsoft Excel. This module has two functions:

- The Import function: Allows users to import data from a spreadsheet into IDEAS.
- The Export function: Allows users to export information contained in the IDEAS database into a spreadsheet.

Course Description

This class provides a brief Spreadsheet Link module overview and then covers the Import Function (journal entries import and account balances import) and the Export Function (journal entries export and account balances export).

Audience, Course Level and Prerequisites

This basic level class is recommended for those who use the IDEAS base financials modules. The recommended prerequisites for this course are the IDEAS General Ledger course and the IDEAS Currency Conversion course.

What You Will Learn

- Spreadsheet Link Overview
- Import Function
  - Link for Journal Entries import
  - Link for Account Balances import
- Export Function
  - Link for Journal Entries export
  - Link for Account Balances export
Lesson One: THE IMPORT FUNCTION

Journal Entries Import

Step One: Create Spreadsheet

Create your Excel spreadsheet, making sure follow the required formatting criteria:

- **FQA columns (Company, Account, Cost Center AFE and Bill Code)** - The column format needs to be TEXT.
- **Description column** – This is the line description column. The column format needs to be TEXT, maximum length: 50 characters
- **Date column** - The column format needs to be DATE.
- **Amount column** - The format needs to be NUMBER with 2 or 3 decimal places. Credit amounts should be in negative (a “-“ sign).
Step Two: Unlock the Period

Unlock the period to be accessed using the Period Lock/Unlock Maintenance function in the IDEAS General Ledger module.
Step Three: Import Journal Entries from the Spreadsheet

In Link for Journal Entries, complete the following fields:

1) **Import From**: Enter the file name of the spreadsheet to import or browse for the spreadsheet file within the system and then click the **Open** button.
2) Click the **Edit** button.

3) Choose whether to import all Lines or only ranges and select either **All Lines** or **Range**.

4) **Ledger**: Select the Ledger ID from the drop-down list.

5) **Entity**: Enter the entity ID or check the **Derive** check box.

6) **Journal**: Select the journal to be used for the journal entry from the drop-down list.

7) **Period**: Enter only one valid period number.

8) **Description**: Enter the letter of the spreadsheet column containing journal entry descriptions.
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9) **Amount:** Enter the letter of the spreadsheet column containing amounts. **Zero Suppress:** Select this check box if you want to suppress lines with zero amounts. **Convert:** If your system is multi-currency, select this check box.

10) **Derive Column:** For each element, enter the letter of the spreadsheet column containing the information.

11) **Specific Entry:** For each element, enter specific detail entry.

12) Click **Preview** to review your entries.

13) Click **Run** to import the spreadsheet.
Select Yes to import to an existing batch or No to import to a new batch.

**Step Four: Validate and Post the Batch**

Validate and post the batch as you would any other IDEAS batch.
Account Balances Import

This option allows you to import a spreadsheet to update the balances.

Step One: Set Security in Segment Definition

In Segment Definitions, for the Security field select No access restrictions (the segments must have a security code of 6–No access restrictions). This allows you to import the account balances.
**Step Two: Import Account Balances**

In Link for Account Balances, complete the following fields:

1) **Import From**: Enter the file name of the spreadsheet to import or browse for the spreadsheet file within the system and then click the Open button.

2) Choose whether to import:
   - **All Lines** - All lines of the spreadsheet are imported
   - **Range** - Only specific selections of the lines are imported

3) Click the Edit button.

4) **Ledger**: Select the Ledger ID from the drop-down list.
5) **Segment**: Select a segment from the list. Only the segments with a code security of 6 display in this list.

6) **Period**: Enter the period that you want to update.

7) For each Element, choose either **Derive Col** (column) or **Specific Entry**.

8) **Amount**: Enter the letter corresponding to the spreadsheet column containing the first amount.

9) Click **Preview** to view information from the spreadsheet and validate the Fully Qualified Account.

10) Click **Run** to execute the spreadsheet.
Lesson Two: EXPORT FUNCTIONS

The purpose of this program is to export data from the IDEAS database to a spreadsheet.

Export Journal Entries

In Export Journal Entries, complete the following fields:

1) **Export To**: Enter the file name of the spreadsheet to export or browse for the spreadsheet file within the system and then click the Open button.
2) Click the **Edit** button.

3) **Ledger**: Select the Ledger ID from the drop-down list.

4) **Entity**: Select an entity from the drop-down list.

5) **Journal**: From the drop-down list, select the journal to be used for the journal entry. The journals displayed automated journal types.

6) **Period**: From the drop-down list, select the period number to be exported.

7) Under **FQA**: If you only want certain element IDs to be included in the export, enter them in the text boxes.
8) Click **Run** to export and display the number of rows processed.

9) Click **Edit** to view the result.
Export Account Balances

This option allows the export of an Account Balances from the IDEAS database to a spreadsheet, where you can manipulate the data or create an import spreadsheet for the import link function.

In Export Account Balances, complete the following fields:

1) **Export To**: Enter the file name of the spreadsheet to export data from IDEAS to or browse for the spreadsheet file within the system and then click the Open button.
2) Click **Edit**.

3) **Ledger**: From the drop-down list, select the Ledger ID to export.

4) **Segment**: Select a segment from the drop-down list.

5) **Period**: From the drop-down list, select the period number to be exported.

6) Under **FQA**: If you only want certain element IDs to be included in the export, enter them in the text boxes.

7) Click **Run** to export and display the number of rows exported.
8) **Click Edit** to verify the spreadsheet.