
Civic Symposium

Basic Excel & miExcel

Presented By:

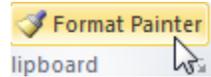
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Format Painter

One of the most underused features in Excel. **Format Painter** copies formatting from one cell and applies it to another.

1. Select a cell that has the desired formatting you are looking to copy.
2. Click the **Format Painter** button on the **Home** ribbon.



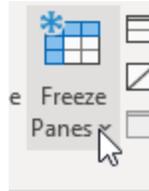
3. Your cursor will turn into a plus sign with a paint brush. Click on the cell(s) you want to copy the formatting to.
4. You can click and drag to other cells. Once you let go of the mouse button, the **Format Painter** is gone.

Note: To keep the **Format Painter** enabled to copy the formatting to several sections within your spreadsheet, double-click the **Format Painter** button on the ribbon. You can now click as many times as you want throughout your spreadsheet to copy the formatting. When you are done, simply click the **Format Painter** button on the ribbon to disable.

Freeze Panes

Freeze Panes allows you to keep an area of your spreadsheet visible while you scroll to another area of your spreadsheet. To **Freeze Panes**, follow these steps:

1. Click into the cell where you want to freeze either rows, columns, or both. Anything above that cell and anything to the left of that cell will be frozen.
2. Click on **View** on the ribbon.
3. In the **Window** section, click on **Freeze Panes**.



4. Choose **Freeze Panes**, **Freeze Top Row**, or **Freeze First Column**.

Copy and Paste

To demonstrate that there are a number of different ways to do the same thing within Excel, there six () ways to perform a Copy and Paste:

Using the Ribbon

1. Select a cell or cells.
2. Click the **Copy** button  on the **Home** ribbon.
3. Move to the cell you would like to copy the contents into.



4. Click the **Paste** button  on the ribbon.

Using Right Click

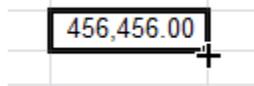
1. Select a cell or cells.
2. Right-click and select **Copy**.
3. Move to the cell you would like to copy the contents into.
4. Right-click and select **Paste**.

Using Ctrl-C and Ctrl-V

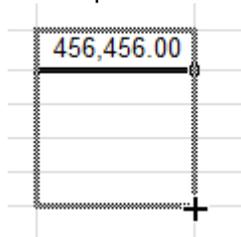
1. Select a cell or cells.
2. On your keyboard, press **Ctrl-C**.
3. Move to the cell you would like to copy the contents into.
4. On your keyboard, press **Ctrl-V**.

Click and Drag Lower Right Corner

1. Click on a cell you want to copy the contents into adjacent cells located either up, down, right, or to the left of that current cell.
2. Take cursor and hover over lower right corner until it turns into a plus sign.



3. Click and drag up, down, right or left to the adjacent cells to copy and paste in one step.



Double-Click Lower Right Corner

1. Click on a cell you want to copy the contents into adjacent cells located beneath that cell.
2. Take cursor and hover over lower right corner until it turns into a plus sign.
3. Double-click.

A	B
Vendor Number	Narr
10.00	Chad
20.00	John I
	Henry
	Paul C
	Stacy
	Tracy

Ctrl-D and Ctrl-R

1. Click on a cell or cells directly below or to the right of the cells you want to copy and paste.
2. Press Ctrl-D to copy the cells directly above your selection...

	D	E	F
	City	State	Zip
St	Madison	WI	53718
St	Waunakee	WI	53597
Jb	Madison	WI	53718
tr	Waunakee	WI	53597
ve	Madison	WI	53718
S	Waunakee	WI	53597
	Waunakee	WI	53597

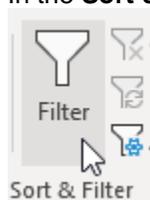
...or Ctrl-R to copy the cells directly to the left of your selection.

F	G
Zip	
53718	53718
53597	53597
53718	
53597	

Filtering

The **Filter** in Excel allows you to show the data you want. Filters can be specific values or you can use operators like “greater than” and “top 10”. To **Filter**, follow these steps:

1. Select any cell within the range.
2. Click on **Data** on the ribbon.
3. In the **Sort & Filter** section, click on **Filter**.



Drop-down arrows should now appear on the top row of your data. Use these to filter your data. You can filter on the following:

- Specific Values
- Number Filters
 - Equals
 - Does Not Equal
 - Greater Than
 - Greater Than Or Equal To
 - Less Than
 - Less Than Or Equal To
 - Between
 - Top 10
 - Above Average
 - Below Average
 - Custom Filter
- Text Filters
 - Equals
 - Does Not Equal
 - Begins With
 - Ends With
 - Contains
 - Does Not Contain
 - Custom Filter

miExcel Tips

List Screens

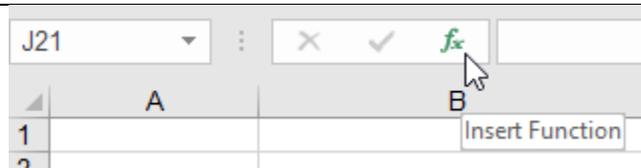
List screens assist you in finding information and filling in your spreadsheet with account numbers, activities, vendors, and more. To access a list screen, follow these steps:

1. Click in the cell where you want to place information (e.g. account number, vendor number).
2. Click on the miExcel ribbon.
3. Lists are available for every module. Click on the appropriate list you want to access.
 - General Ledger – Accounts
 - General Ledger – Activities
 - General Ledger – Categories
 - Utility Management – Customers
 - Utility Management – Rates
 - Utility Management – Services
 - Utility Management – Locations
 - Accounts Payable – Banks
 - Accounts Payable – Vendors
 - Payroll – Activities
 - Payroll – Employees
 - Payroll – Tasks
 - Payroll – Pay Codes
4. Once that list appears, you have the ability to filter the list by typing characters in the top row.
5. To place a value in your spreadsheet, simply double-click on the appropriate value in the list or click on a value and then click **OK** at the bottom.
6. To place multiple values into your spreadsheet, hold the Shift or Control key while click on different values. This will highlight multiple values in your list. One you are set. Click the **OK** at the bottom

Finding Functions

To find available miExcel functions, you can use **Insert Function**.

1. Click in the cell where you want to place the function.
2. Click on **Insert Function**. It is located near the **Formula Bar**.



3. Under **Or select a category:**, click the drop-down.
4. Scroll down until you see **Caselle General Ledger**.
5. The **miExcel** functions will appear under **Select a function:**. Click on the function you want to place in your spreadsheet. A brief description of the function will appear at the bottom.
6. Click **OK**.
7. The **Function Arguments** will appear. This is the information the function needs in order to calculate. Fill in these arguments by clicking in the proper cell or type the cell location.
8. Once complete, click **OK**.

=GetAccountTitle()

The **=GetAccountTitle()** function will provide you with the title of the specified account.

=GetAccountBalance()

The **=GetAccountBalance()** function will provide you with the year-to-date balance for a particular account through a specified month.

=GetAccountBudget()

The **=GetAccountBudget()** function will provide you with the year-to-date budget for a particular account through a specified month.

Import Journal Entry

You have the ability to import journal entries directly into the general ledger database from Excel. This is done by utilizing the **Import Journal Entry** button on the **miExcel** ribbon at the top. To import a journal entry, follow these steps:

1. Highlight the range of cells on your spreadsheet that represent the journal entry that you would like to import.

	A	B	C	D	E	F	G
1	JOURNAL ENTRIES						
2	12/31/2015						
3							
4							
5							
6	Ref No	Seq No	Date	GL Account No	Account Title	Description	Amount
7	1101	1	12/31/2015	10-50-110	Salaries & Wages	To reclassify wages	10,000.00
8	1101	2	12/31/2015	10-54-110	Salaries & Wages	To reclassify wages	(10,000.00)
9	1102	1	12/31/2015	10-50-130	Employee Benefits	To reclassify benefits	2,500.00
10	1102	2	12/31/2015	10-54-130	Employee Benefits	To reclassify benefits	(2,500.00)

Illustration 1: Highlighted journal entry cells for import

2. Click on the **miExcel** ribbon at the top.
3. Click on **Import Journal Entry** under the *General Ledger* section.



Illustration 2: Import Journal Entry

4. Click the **First Row Contains Headers** check box if your highlighted journal entry contains headers.



Illustration 3: First Row Contain Headers check box

5. You will need to map each column highlighted to the appropriate **Caselle Element** under the **Column Mapping** section. The following **Caselle Elements** are available: *Activity_Number, Amount, Comment, Date, Description, GL_Account_Number, Job_Number, Journal Code, Journal Group, miViewPoint Department, None, Reference, or Sequence*. At the least, you will need to have *Amount and GL_Account_Number* in your mapping.

(See screen shot on next page)

Column Mapping

Column	Caselle Element
▶ Ref No	Reference
Seq No	Sequence
Date	Date
Account No	GL_Account_Number
Account Title	None
Description	Description
Amount	Amount

Illustration 4: Columns mapped and First Row Contains Headers checked

6. Specify the **Journal Code** you will be importing your journal entry into. A journal code is necessary unless you have specified a journal code in your spreadsheet and is included as a part of your column mapping in the previous step.

Journal Code

JE

Illustration 5: Specifying the Journal Code

7. Specify the **GL Posting Period** the journal entry will be import into.

Import Into miViewPc

Journal Code

GL Posting Period

05/22 (5/31/2022)

Illustration 6: Specifying the GL Posting Period

8. If your highlighted journal entry does not contain a reference number, the import will take the next available reference number. If you would like to utilize **Split Mode**, click the **Split Mode** button towards the bottom.

Use Split Entry Mode

Illustration 7: Split Mode checked

9. Specify a different **Created Date** if you would like to use a date other than the current date.

Created Date

Illustration 8: Created Date

10. Click the **Validate** button to validate the following:
- The journal entry is in balance.
 - The journal entry contains account numbers that exist.
 - The journal entry is not utilizing any terminated accounts.



Validate

Illustration 10: Validate button

11. Click the **Import** button to import the journal entry.



Import

Illustration 11: Import button