

Importing Data from an Excel Spreadsheet into an Access Database File



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Follow these steps to transfer data from an ACE Report to an Excel spreadsheet to an Access database file:

1. In ACE Reports, select **ITRAC** under Available Workspaces.
2. Select the ITRAC report you want to run.
3. Input values for one or more of the prompts.
4. Click **OK** to run the report.
5. After the report has completed and the data have populated, click on the **Export** button toward the top-left of the screen.
6. From the Export menu, choose **Reports, Main Report and Excel** from the file type drop-down.
7. Click the drop-down arrow next to File Type and select one of the Excel options.
8. Click **OK** to export the report into an Excel spreadsheet.
9. Save the spreadsheet on your desktop.
10. Open Access from the Microsoft Word suite.
11. Create a new Access database file.
12. Select **Excel** on the External Data tab.
13. Select your saved spreadsheet on your desktop and click **OK**.
14. Ensure that the top row contains the column titles of the spreadsheet.
15. Click **Next** until you have the option to name the Access file.
16. Name the file and click **Finish**.

