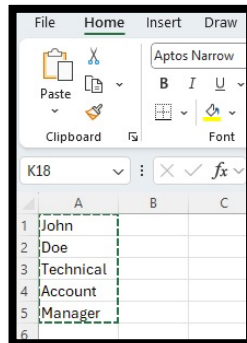


Handling Procedure 6 – Using Paste Special in Ci-Cloud

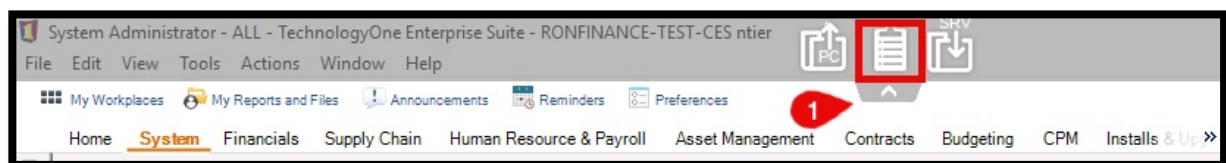
The **Paste Special** function allows users to transfer formatted data (e.g. from Excel) into Ci-Cloud screens in bulk. This is especially useful for data entry tasks such as journal lines, payroll entries, or batch transactions.

Step 1: Copy Data from Excel

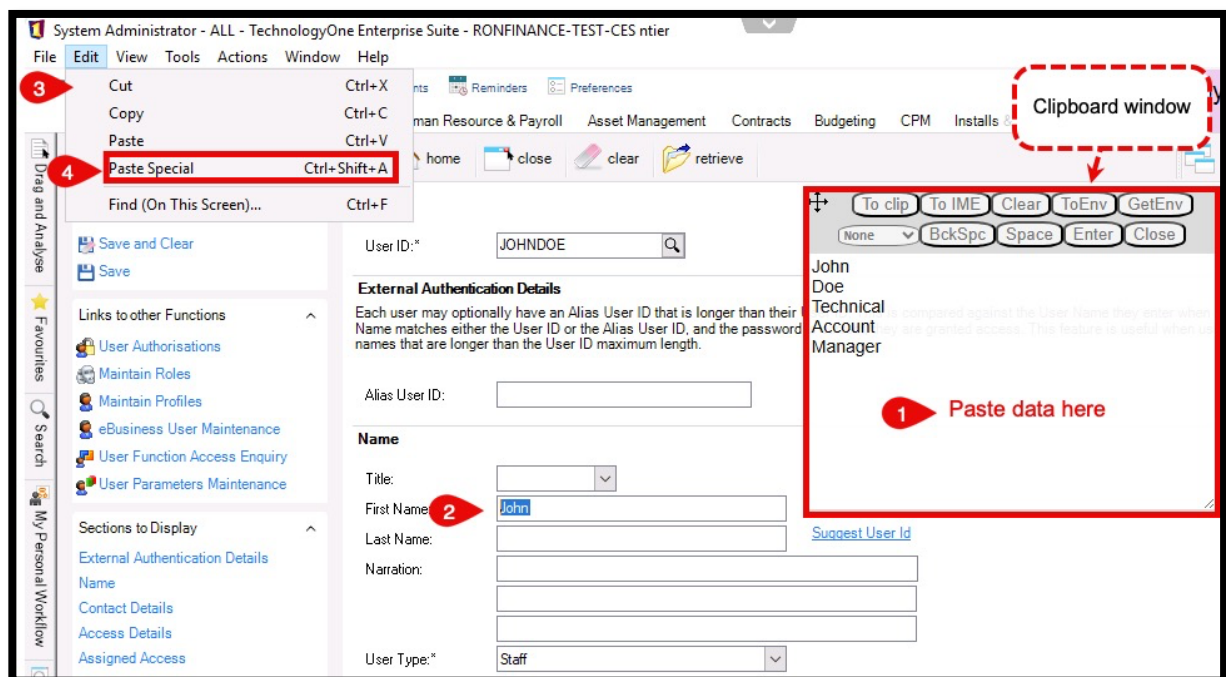
- Open your Excel file and copy the formatted data as required:



Step 2: Open the Clipboard in Ci-Cloud



Step 3: Paste and Use Paste Special:



1. Paste your copied data into the Clipboard pop-up window (Ctrl + V).
2. In your data entry screen, click on the first field you want to populate.
3. Go to the menu and click Edit > Paste Special. The system will distribute the pasted data across the relevant fields and rows.

 *Ensure the format of the copied data matches the structure of the entry screen you're using (e.g. correct number of columns, rows etc).*