

Import Excel into Access (2007)

1. Ensure you have Administrator Privileges on SQL Server Express 2005.
2. Open the destination database. Make sure the database is not read-only, and that you have permissions to make changes to the database. Create a Database (any name is fine). Create an empty table (no columns, rows). Give this Table the name that you want.
3. Close the Table (not the Database).
4. Right Click on the Blank Table that was created, and select Import.
5. In the Import dialog box, in the Files of type box, select Microsoft Excel.
6. Click the Browse button, and select the drive and folder where the worksheet file is located, and then double-click its icon.
7. Specify Where and How you want to store the data in the current database (the first choice is preferred)

NOTE If you see an error message that indicates that Access cannot import the selected file, it could be either because the file is corrupt, or the data is not in a format that Access can read. Open the file in Excel and make sure the data is intact, and is in tabular format.

8. Follow the directions in the Import Spreadsheet Wizard dialog boxes.
 - a. Ensure "Show Worksheets" is selected.
 - b. Select which Worksheet you want to work with, then click Next
 - c. Ensure "First Row Contains Row Headers" is selected, click Next
 - d. IMPORTANT! Check each field to ensure the DATA TYPE is CORRECT. Then Click Next
 - e. Define you Primary Key (or select your own Primary Key or "No Primary Key"). Click Next
 - f. Select Next (If you want to change the name of which Table to import to, this would be the time to do so).
 - g. Select Finish

NOTE If you choose to import data into a new table and find that you cannot specify field options for any field other than the first, you need to obtain an update to correct a known issue. Visit the [Microsoft Product Support Services](#) site for more information about how to obtain this update.

9. When the import operation is complete, you will see a message that informs you of the status of the operation. If there were errors, Access creates an error log table in the database and displays the name of the table in the message.

10. [Review the imported data and the error log table and take corrective action](#)

For detailed troubleshooting information, see [Troubleshoot importing and linking](#).

Verifying and changing the data type of fields Access attempts to assign the appropriate data type to imported fields, but you should check your fields to make sure that they are set to the data type you want. For example, in an Access database, a phone number or postal code field might be imported as a Number field, but should be changed to a Text field in Access, because it is unlikely that you will perform

any calculations on these types of fields. You should also check and set field properties, such as formatting, as necessary.

Source: http://office.microsoft.com/en-us/access-help/import-export-and-link-data-between-access-and-excel-HP001095095.aspx#_Toc269881995

NOTE: For Data Types Details, see Page 5.

Export from Access (2007), and Import into SQL Server

If you have MS Access, you can simply export directly to your SQL Server data base by creating an ODBC link. You will have to export the tables from MS access one at a time but once the ODBC link has been created it takes only seconds to export individual tables.

Before you start exporting make sure you have a data base in SQL where you want to export to, and that this exported file **DOES NOT** have the **SAME TABLE NAME** that is currently on SQL. (If you go through all these steps and Name the Table with the Same Name of a Table that is on the Server, the Server will not allow you to import the Table. Which means you will either need to Rename the Table on the Server, or Delete the Table on the Server, or rename the Table that you want to Export within Access).

1. Open your data base in access
2. Right click on the table you want to export
3. Select export
4. A dialog box opens...
5. Scroll to the bottom you will find "ODBC Databases () "
6. Select it
7. Give your table a new name, or leave as is, if it that suits you.... Click OK
8. A Select Data Source dialog box opens..... Click the "New" button
9. A create new data source dialog opens

10. Scroll to the bottom of that box and select SQL Server

11. click NEXT

12. Give your data source a name..... whatever you like (The Actual Name of the DB you want to appear)
NOTE: Make sure you know where you save this file at (Desktop, or in a folder on Desktop is okay location to save this at)

13. click NEXT.... click FINISH

14. a "Create New Data Source to SQL Server" dialog box opens

15. Give your connection a description (if desired)

16. Select or type the name of your server in the Server drop down box (or type the correct Server you want to connect to)

17. Click NEXT..... Click NEXT.....

18. Select the data base where you want the export your table to.

19. Click NEXT.... Select Second Choice (With SQL Server Authentication Using a Login ID & Password...). Enter your Server Authentication User Login ID and Password. Click Next

20. Select: "Change the Default Database to....." Select which Database on the Server that you want to place your new table.

21. Click next (no changes are needed on this screen). Select "Finish"
22. You can Test the Data Source if you want to, but it's not necessary. Go ahead and select "Okay"
23. Select the data source you created (see step #12) then click OK
24. Enter your Server Login ID & Password, and select "Ok"
 - a. You'll see a Export Progress Bar at the bottom (lower right side)
25. You'll Receive a message saying that the Export is complete
26. Return to SQL Management Studio Express and if it was already open be sure to refresh or you won't see the newly imported table.

Source: <http://social.msdn.microsoft.com/forums/en-US/sqltools/thread/546f4407-0aa4-4b04-96f3-e6f0ba39a9d1/> (Wolfey)

Data Type Detail:

Data Types Options Available in Access	Data Types Options Available in SQL Server 2005
Text	bigint
Memo	binary (50)
Number	bit
Date/time	char (10)
Currency	Datetime
Auto Number	Decimal (18, 0)
Yes/No	Float
OLE Object	Image
Hyperlink	Int
Attachment	Money
int	Nchar (10)
	ntext
	Numeric (18, 0)
	Nvarchar (50)
	real
	smalldatetime
	smallint
	smallmoney
	Sql_Variant
	text
	timestamp
	tinyint
	Unique Identifier
	Varbinary (50)
	Varchar (50)