Loading Excel data from your local PC into a SQL Server table step by step:

**Steps to Import Excel Data into SQL Server**

1. **Prepare Your Data in Excel**
   * Ensure your Excel file is clean (no empty rows, consistent column names).
   * Save it in a supported format such as .xlsx or .xls.
2. **Create a Destination Table in SQL Server**
   * The destination table must match the structure of your Excel file. For example:

CREATE TABLE ExpenditureData (

AwardNumber CHAR(32),

FiscalYearDesc DATE,

Month INT,

PersonCredited CHAR(32),

PersonCreditedEMPLID CHAR(32),

CreditPercentage DECIMAL(5, 2),

ExpenditureType CHAR(32),

AwardPrincipalInvestigator CHAR(64),

AwardPrincipalInvestigatorEMPLID CHAR(32),

AwardCoPrincipalInvestigator CHAR(64),

AwardNACUBO CHAR(32),

AwardName CHAR(32),

AwardPurposeCode CHAR(32),

AwardPurposeType CHAR(32),

AwardStartDate DATETIME,

AwardEndDate DATETIME,

AwardType CHAR(32),

ExpenditureCustomerType CHAR(32),

xpenditureCustomerSubtype CHAR(32),

ExpenditureFundingSource CHAR(32),

ExpenditureFederalSponsor CHAR(32),

ExpenditureFederalDetail CHAR(32),

ExpenditureSponsorName CHAR(64),

SponsorCustomerType CHAR(32),

SponsorCustomerSubtype CHAR(32),

SponsorMajorSponsor CHAR(64),

SponsorName CHAR(64),

PrimeFundingSourceCustomerType CHAR(32),

PrimeFundingSourceSubtype CHAR(32),

PrimeFundingSourceMajorSponsor CHAR(64),

PrimeFundingSource CHAR(64),

ExpenditureCategory CHAR(32),

SchoolUnit CHAR(64),

OrganizationName CHAR(64),

AwardStatus CHAR(32),

CumulativeDirectExpenditures DECIMAL(9, 6),

CumulativeIDCExpenditures DECIMAL(9, 6),

CumulativeTotalExpenditures DECIMAL(9, 6)

);

**3.Enable SQL Server Features**

* + Ensure the **SQL Server Import and Export Wizard** is installed.
  + Enable the **OLE DB Provider for Excel** on the SQL Server instance.

**Using SQL Server Management Studio (SSMS)**

1. **Open SSMS**
   * Connect to your SQL Server instance.
2. **Launch the Import Wizard**
   * Right-click the database where you want to import the data.
   * Select Tasks > Import Data.
3. **Choose the Data Source**
   * In the wizard:
     + **Data Source**: Choose Microsoft Excel.
     + **File Name**: Browse and select your Excel file.
     + **Excel Version**: Select the appropriate version (e.g., Excel 12.0 for .xlsx).
4. **Choose the Destination**
   * Set the destination as your SQL Server instance and database.
   * Test the connection to ensure it works.
5. **Map the Columns**
   * Map the columns from your Excel file to the SQL Server table fields.
6. **Run the Import**
   * Follow the remaining steps to complete the process.
   * Click Finish to import the data.