



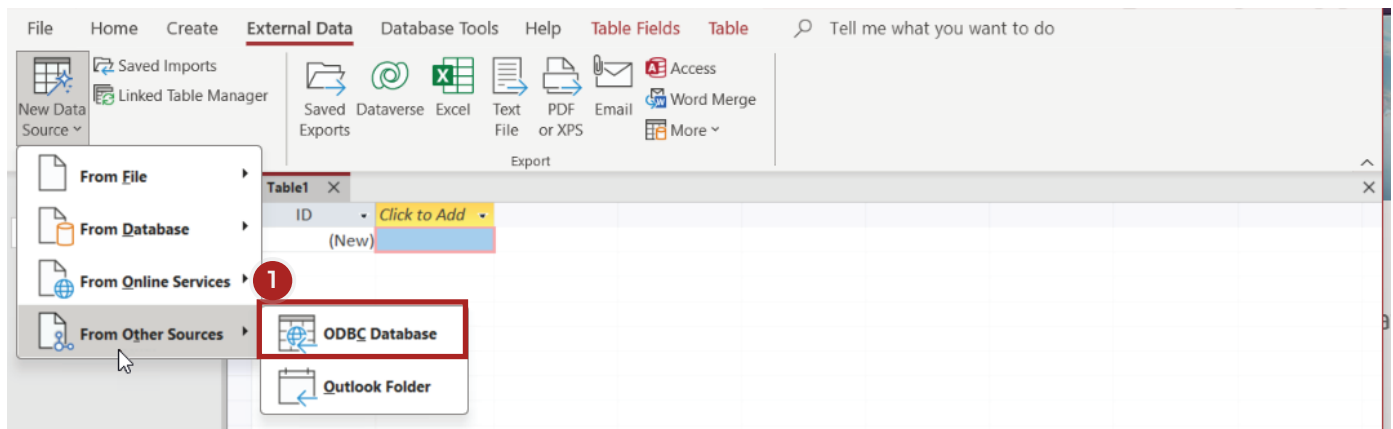
Using Access to query data warehouse FINET quick reference guide

Introduction

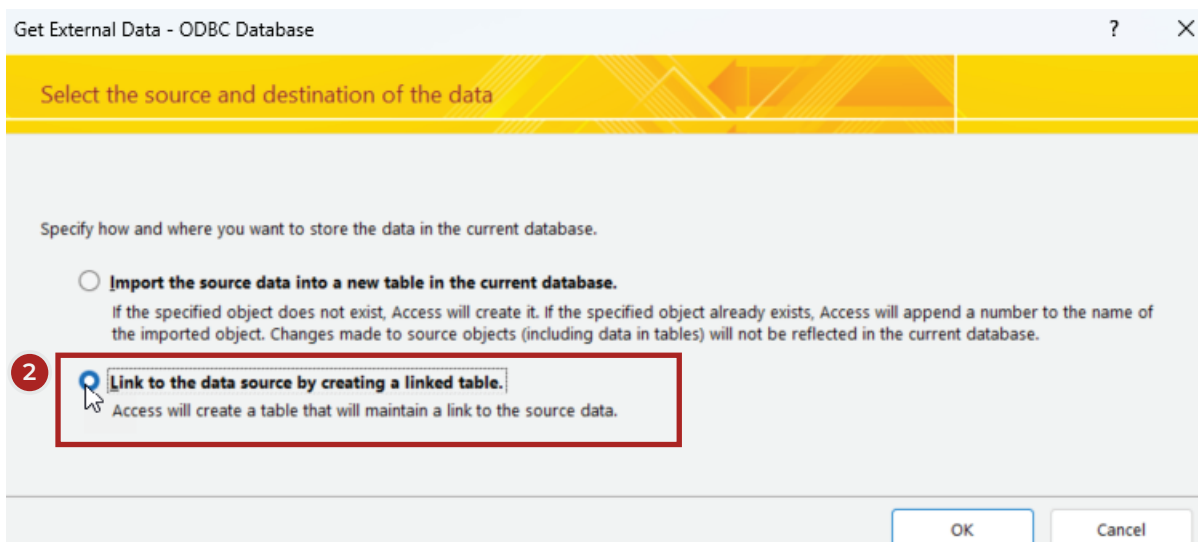
Open Database Connectivity (**ODBC**) database. Similar to the state data warehouse, you'll need to install an ODBC driver. All auditor laptops should have this driver installed already. Note: State data warehouse is also referred to as FINET data warehouse.

Instructions

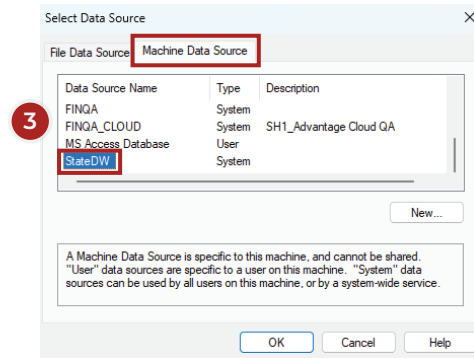
1. In the ribbon, select **External Data**. From the left side import & link, select **New Data Source**. From that drop-down, select **From Other Sources**, then from the secondary drop-down ▶ click **ODBC Database**.



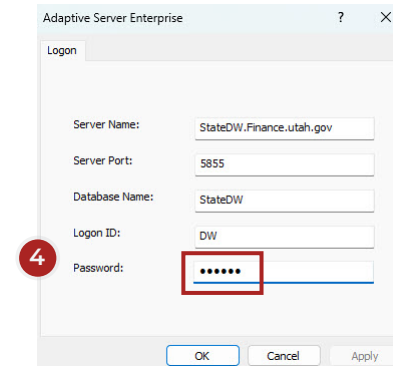
2. A window will pop-up entitled, **Get External Data - ODBC Database**. Select "Link to the data source . . ." (It is VERY IMPORTANT TO LINK instead of import).



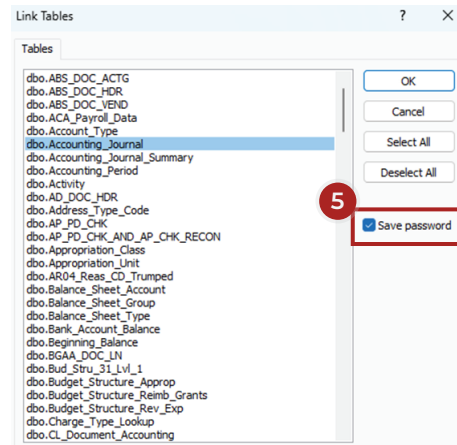
3. At the **Select Data Source** pop-up, select Machine Data Source, then **StateDW**.



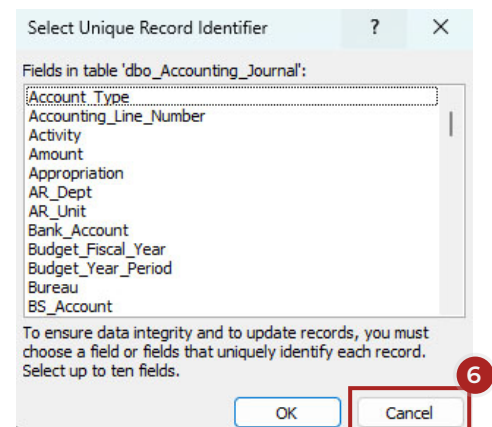
4. At the **Logon** pop-up enter a password to access the State Data Warehouse. Enter the password exactly as it is represented here: DW1234.



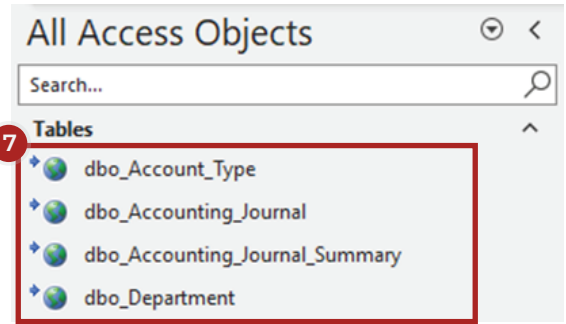
5. After successful logon, the **Link Tables** pop-up appears allowing you to select as many tables as you need for your query. If you don't want to enter credentials every time you run a query, check the box **Save Password**. Select the table or tables you want to import and press **OK**. Use the Ctrl key to select multiple tables, if desired.



6. Before importing the tables, Access will ask you to select a Unique Record Identifier (**URI**) for each table. For our purposes, this is unnecessary—simply press OK or Cancel without making a selection.



7. The tables that you selected should now appear on the left side of your Access window. **Do not double click on that table.** Attempting to display all of the records from a very large table may cause your computer to become unresponsive.



8. The main table that we work with in State Data Warehouse (also referred to as FINET Data Warehouse) is the **Accounting Journal** table. This table contains the most financial information of all the tables. This table contains a long list of fields that you can use to narrow your search. Some of the most pertinent fields and parameters are below:

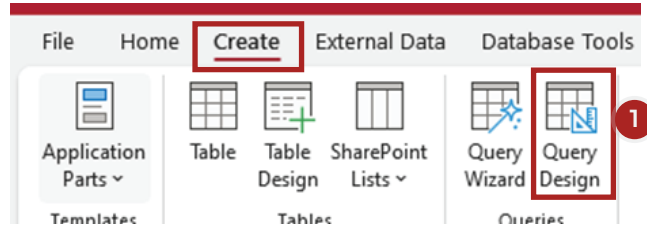
dbo_Account_Type	
Account_Type	Description
01	Assets
02	Liabilities
03	Equity
20	Pre Encumbrance
21	Encumbrance
22	Expenditure
24	Expense
31	Revenue
90	Assets
99	Misc
42	Budget
51	Estimated Revenue

Accounting Journal (dbo.Accounting_Journal)	
Table Field	Description
Account_Type	There are many account types. As an example, "22" is an expenditure.
Activity	A department-specific field to track types of funding activities or programs.
Amount	The dollar amount for each transaction.
Department_Unit	DWS is 600 and the units are various DWS Divisions.
Fiscal_Year	In conjunction with a year, you may also specify an operator, e.g. ">2018" if you want all transactions after 2018.
Line_Description	Provides a description of each transaction.
Object	Object codes define the type of expense. For example, grants start with a 7.
Program	A department-specific field to track various funding streams, such as Federal programs.
Revenue_Source	Displays various types of revenue.
Run_Date_Time	The date and time and the transaction is posting to FINET (use as official date)
Tran_ID	A 17-digit number that begins with a document code and consists of the department number, fiscal year, and transaction number. Sample document codes: AD=Cash, EFT=Electronic Fund Transfer, GAX=Payment (w/o a contract), PRC=Payment (on a contract). Sample filter for this field: Not Like "AD" And Not Like "EFT"
Vendor_Customer	Also known as Vendor number. Some entities have more than one vendor number.
Vendor_Customer_Name	Actual name of the vendor or payee.

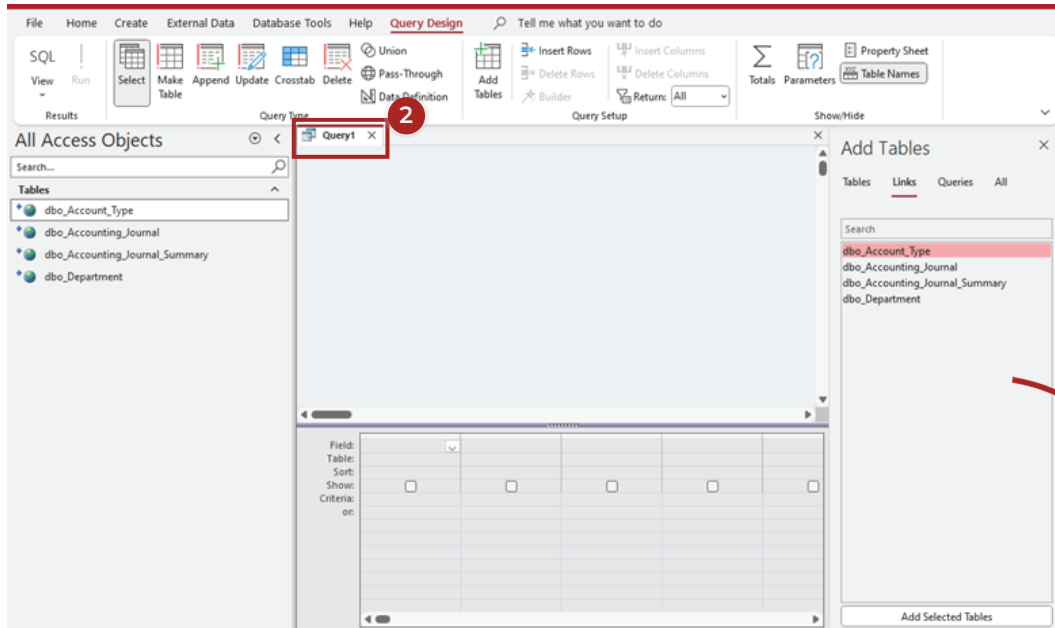
Note: Many of the fields within the Accounting Journal table are taken from other tables. For example, the Account_Type field in the Accounting Journal is taken from the Account Type table which actually provides a description of each account type.

Creating a query

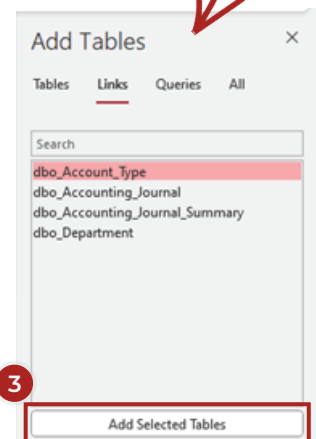
1. From the ribbon, select **Create**, then select **Query Design**.



2. The **Query Design Menu** display will update, displaying query specific menu selections.

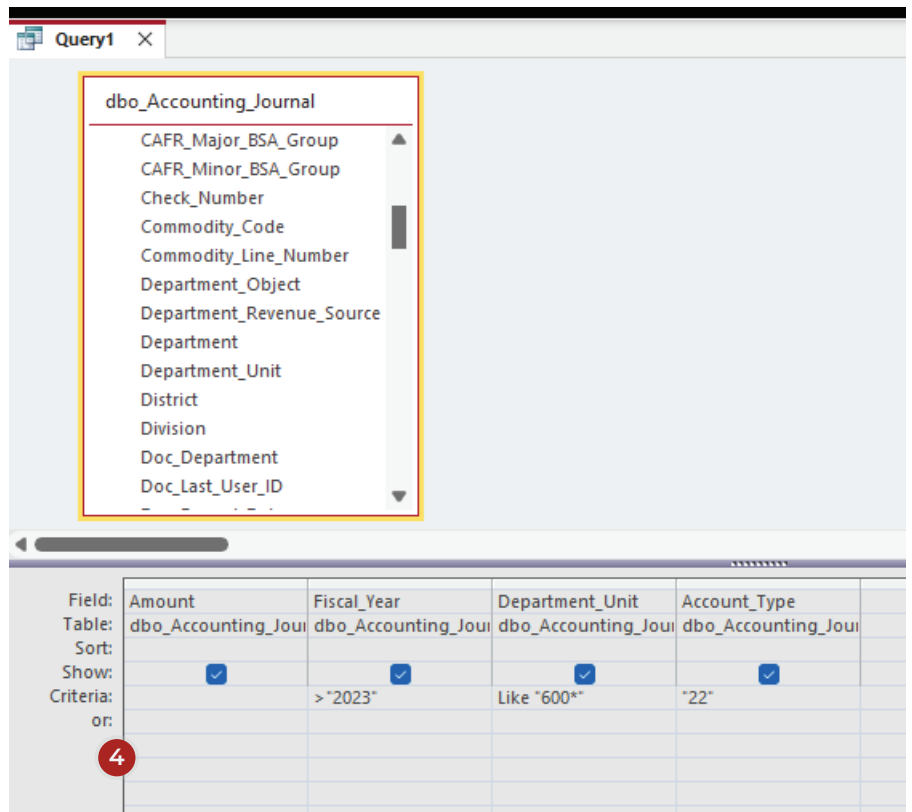


3. Add Tables to your Query. On the right side of your screen the linked tables are displayed. Ensure you are looking at the tables listed under the 'Links' section. Select which tables, and click **Add Selected Tables**.

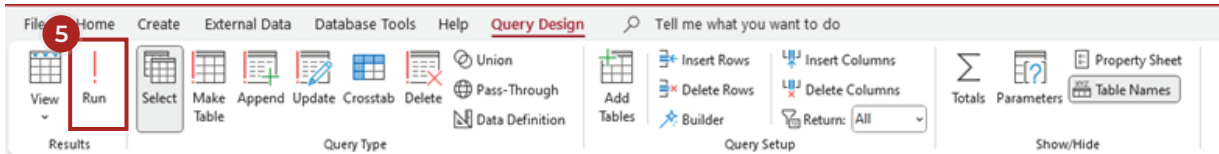


4. Double click or click and drag the fields to be used for query. Once you add a field to your query, you can also specify a criterion or filter if you want. In the example below, we selected four fields: Amount, Account_Type, Fiscal_Year, and Department_Unit. More fields could be added depending on what you decide to view.

In this example the criteria we used was Fiscal Year > 2023, Department_Unit was like '600*' and Account Type=22



- Once you have selected the fields you desire and the criteria for those fields, the next thing to do is Run the Query.

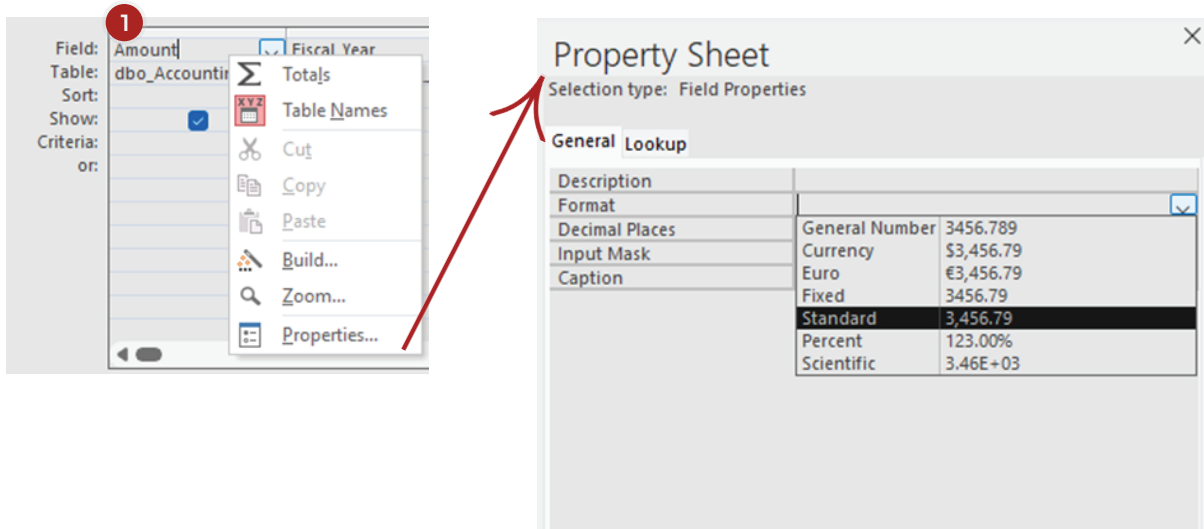


- Review the query results to determine if it generated the desired results and save your query before exiting. Query results can be reviewed in Access, exported or copied and pasted into Excel, or imported into IDEA for further analysis or manipulation.

Helpful hints

- Oftentimes with FINET tables, the Amount field can be hard to read because of missing commas. The format for this field can be changed by selecting the Amount field in design view. Right click and select properties. Select the "Format" drop-down box and change the format to either Currency or Standard.

Using a cursor, selecting the **Field** name in the query, here we selected 'Amount' and then right-clicked.



- To see the Amount Total after you have run your query, from the home menu, locate the Records section of the menu, then click the **Totals** icon. Σ Totals This will add a Total Row to the bottom of your results. In the column you wish to total, select the cell in the newly added Total Row, and from the drop down choose **Sum** to total the dollars.

Department	Account_Tyr	Fiscal_Year	Amount	Tran_ID	Document_C
600	22	2024	-55,300.00	GAX60023CC23157000091	GAX
600	22	2024	-55,300.00	GAX60024CC23185000095	GAX
600	22	2024	-55,300.00	GAX60024CC23248000094	GAX
600	22	2024	-39,500.00	GAX60024CC23213000095	GAX
600	22	2024	-20,000.00	GAX60023CC23157000524	GAX
600	22	2024	-13,825.00	GAX60024CC23276000093	GAX
600	22	2024	-11,000.00	GAX60024CC23276000167	GAX
600	22	2024	-9,000.00	GAX60024CC23220000003	GAX
600	22	2024	-9,000.00	GAX60024CC23220000004	GAX
600	22	2024	-6,400.00	GAX60024CC23185000922	GAX
600	22	2024	-6,400.00	GAX60024CC23213000084	GAX
600	22	2024	-6,400.00	GAX60024CC23248000279	GAX
600	22	2024	-5,600.00	GAX60024CC23185000927	GAX
600	22	2024	-5,600.00	GAX60024CC23248000353	GAX
600	22	2024	-5,600.00	GAX60024CC23248000422	GAX
600	22	2024	-5,250.00	GAX60024CC23213000420	GAX
600	22	2024	-5,156.00	GAX60023RE23023000079	GAX
600	22	2024	-4,927.03	GAX60023AW00000670561	GAX
600	22	2024	-4,812.50	GAX60024CC23276000053	GAX
600	22	2024	-4,256.00	GAX60023AW00000670853	GAX
600	22	2024	-4,000.00	GAX60023RE23026000342	GAX
600	22	2024	-4,000.00	GAX60024UW10000212091	GAX
600	22	2024	-3,281.25	GAX60024CC23276000424	GAX
600	22	2024	-3,108.41	GAX60024AW00000679121	GAX
600	22	2024	-3,000.00	GAX60024AW00000679909	GAX
Total					

Record: 14 | Totals | No Filter

2

- None
- Sum
- Average
- Count
- Maximum
- Minimum
- Standard Deviation
- Variance