

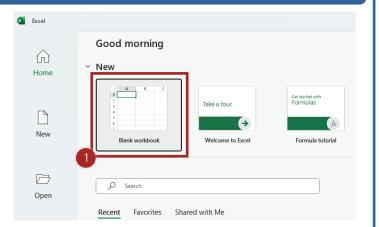
Using Excel to query Data Warehouse

Introduction

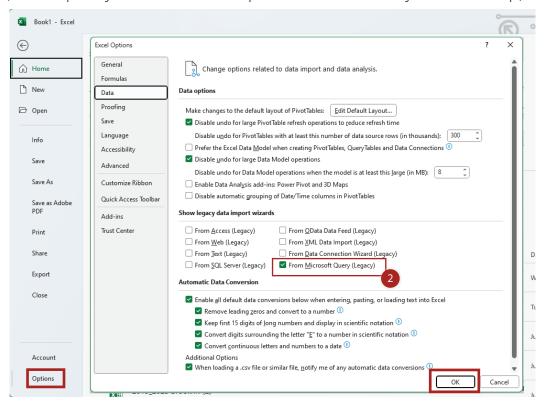
Accessing the State Data Warehouse **(StateDW)** via Excel or other applications requires **ODBC settings** to be configured. Users who do not currently have these settings should create a DTS helpdesk ticket. DTS will then proceed with the installation and configuration and will inform you upon completion

Instructions

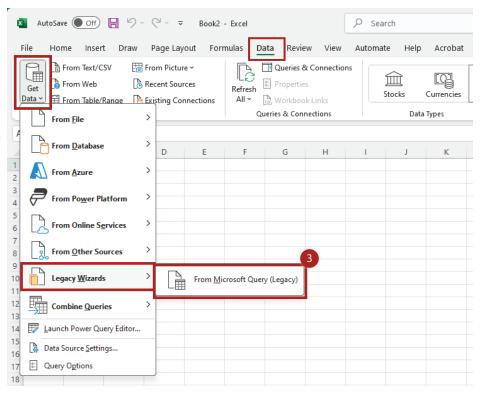
1. Open Excel, click Blank workbook.



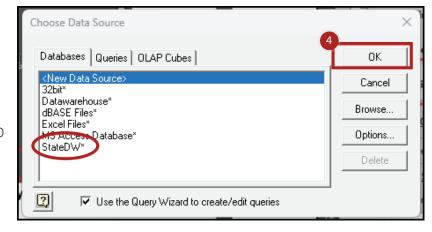
2. Click **File** > **Options** > **Data**, then check the box for **From Microsoft Query (Legacy)**, click **OK** (this step only needs to be completed the first time you set this up).



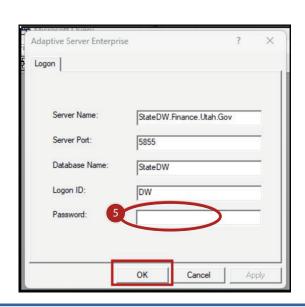
3. Click Data > Get Data > Legacy Wizards > From Microsoft Query (Legacy)



Select StateDW*, click OK.
 (if StateDW* does not appear, create a DTS helpdesk ticket, they need to install and configure your ODBC settings to access State Data Warehouse).

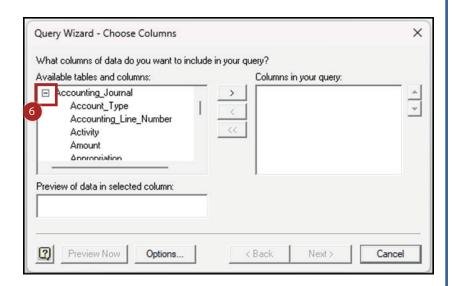


5. Enter the password and click **OK**. Your supervisor can provide the password if you don't have it.



6. **Query Wizard - Choose Columns** will display.

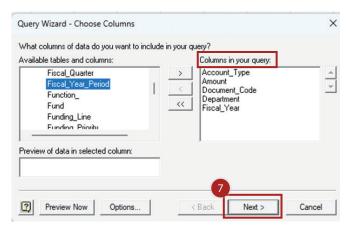
The left side will display the table name, and the right side will display the columns you select. Click the + symbol to expand the tables to view columns. We have expanded to view the columns in the Accounting Journal.



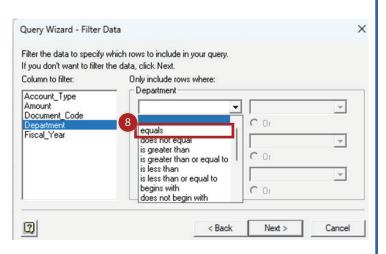
7. Click on the column name, and then select the center arrow icon to move it into the cell **Columns in your query**.

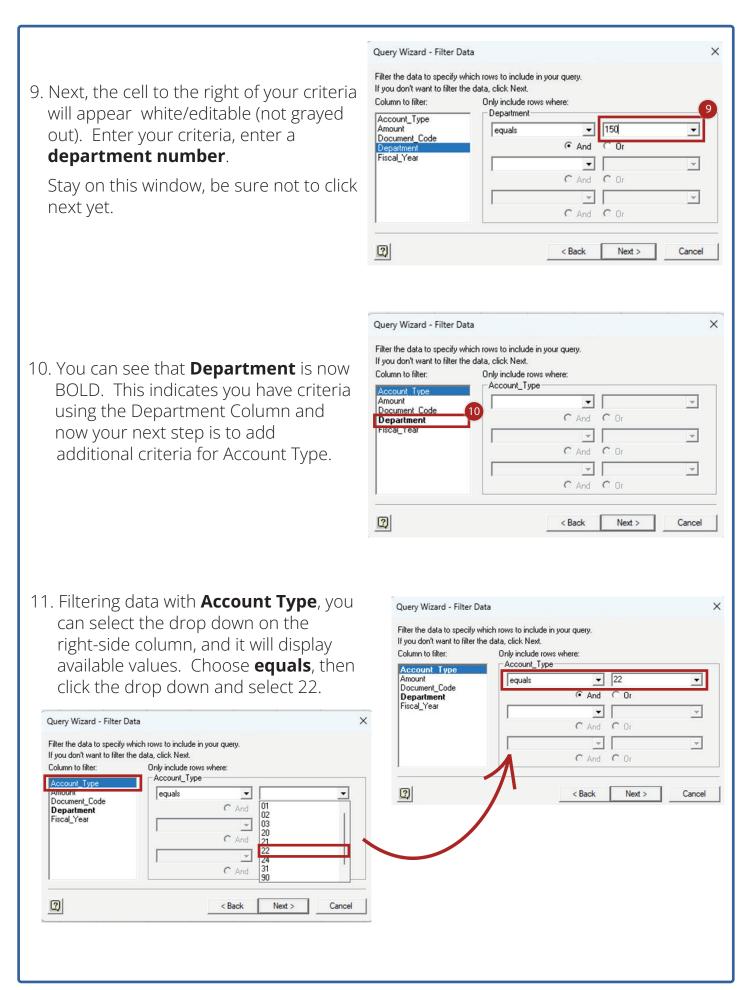
(In this example we have selected the Account Type, Amount, Document Code, Department and Fiscal Year columns. This is where you select the columns you desire for your output)

After you have selected your columns, click **Next**.



8. Click on the **Department** column, then on the right-side select the empty cells drop down. Choose your criteria, in this example choose **equals**.



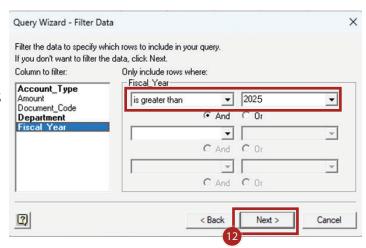


12. Let's add one more filter, using **Fiscal Year**. Create a filter where Fiscal Year is greater than 2025.

Notice that **Account Type**, **Department** and **Fiscal Year** columns are in bold.

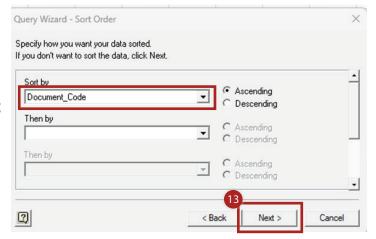
This indicates that you have created a filter for multiple items. If you need to revisit any criteria, simply click on the column name.

Once you have completed your criteria and filters, click **Next**.



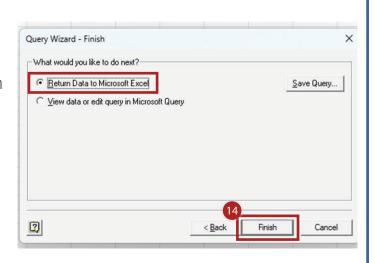
13. The **Sort Order** window will appear. We will sort the results by **Document Code**

Click Next.



14. The Finish window appears. You can run your query in Excel and save the query for future re-use. Or if you are savvy using the Query Editor, you can customize your results further.

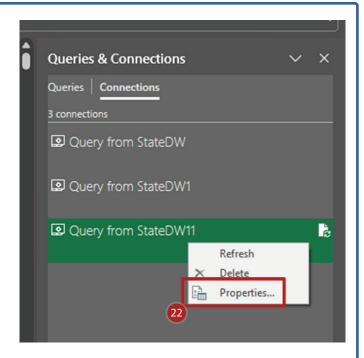
Click **Return Data to Microsoft Excel** then select **Finish**.



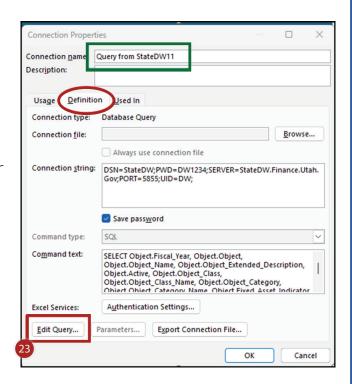
Import Data Select how you want to view this data in your workbook. **I J PivotTable Report** ■ ○ PivotChart 15. You will then see an Import Data screen. Only Create Connection Click **Properties**. Where do you want to put the data? Existing worksheet: =SAS1 1 New worksheet Add this data to the Data Model Properties... Cancel Connection Properties Connection name: Query from StateDW Description: Usage <u>D</u>efinition Database Query Browse... Connection file: Always use connection file 16. Select the **Definition** tab, and check the $\begin{tabular}{ll} Connection \underline{s} tring: \\ SSSS; UID=DW; SERVER=StateDW. Finance. Utah. Gov; PORT=\\ SSSS; UID=DW; \end{tabular}$ Save password box. Save password Command type: Command text: SELECT Accounting_Journal.Account_Type, Accounting_Journal.Amount, Accounting_Journal.Document_Code, Accounting_Journal.Department, **Excel Services:** Authentication Settings... Edit Query... Parameters... Export Connection File... 17. At the warning screen, click **Yes**. Microsoft Excel The password is saved without encryption in the Excel file, making your data less secure. Are you sure you want to save the password?

Connection Properties Connection name: Query from StateDW Description: Usage <u>D</u>efinition <u>U</u>sed In Connection type: Database Query Connection file: Browse... Always use connection file 18. At the Connection Properties screen, click **OK**. Connection string: DSN=StateDW;PWD=DW1234;SERVER=StateDW.Finance.Utah. Gov;PORT=5855;UID=DW; Save pass<u>w</u>ord Command type: SELECT Accounting_Journal.Account_Type, Accounting_Journal.Amount, Accounting_Journal.Document_Code, Accounting_Journal.Department, Command text: Authentication Settings... Excel Services: Parameters... Export Connection File.. Edit Query... Cancel Import Data Select how you want to view this data in your workbook. Table 19. At the Import Data screen, select how you ■ ○ PivotChart Only Create Connection want to see your data, as a Table, PivotTable Where do you want to put the data? Report, or PivotChart, click **OK**. Existing worksheet: =SAS1 1 New worksheet Add this data to the Data Model Properties... Cancel 20. It will then populate your raw data. The directions below will be helpful if you ever want to change the query criteria. 21. Click **Data > Queries & Connections**. Home Insert Draw Page Layout Formulas <u>Data Review View Au</u>tomate Help Acrobat Queries & Connections From Web From Text/CSV From Picture > ₹ Clear ξ**!** # Text to Columns & Reapply Recent Sources Z↓ Sort Currencies Data ~ III From Table/Range Existing Connections Workbook Links Advanced All ~ Data Types Get & Transform Data Oueries & Connections Forecast \checkmark] : $[\times \checkmark fx \lor$

22. Right click on the query, select **Properties...**



23. Select the **Definition** tab, (optional: enter a **Connection name**) click **Edit Query...**



24. Repeat from steps 6-14 above.