division of Finance

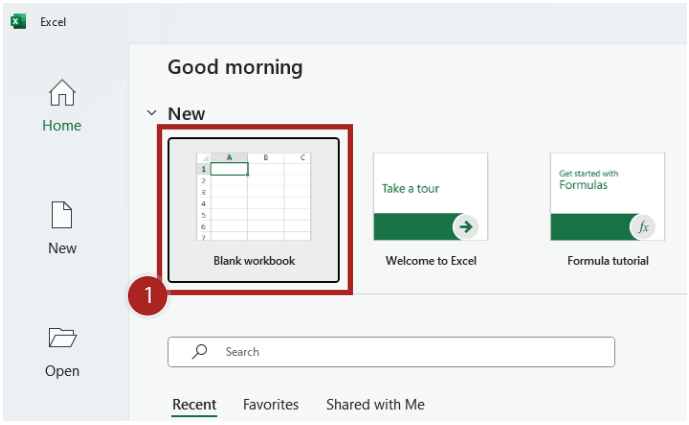
Using Excel to query Data Warehouse

Introduction

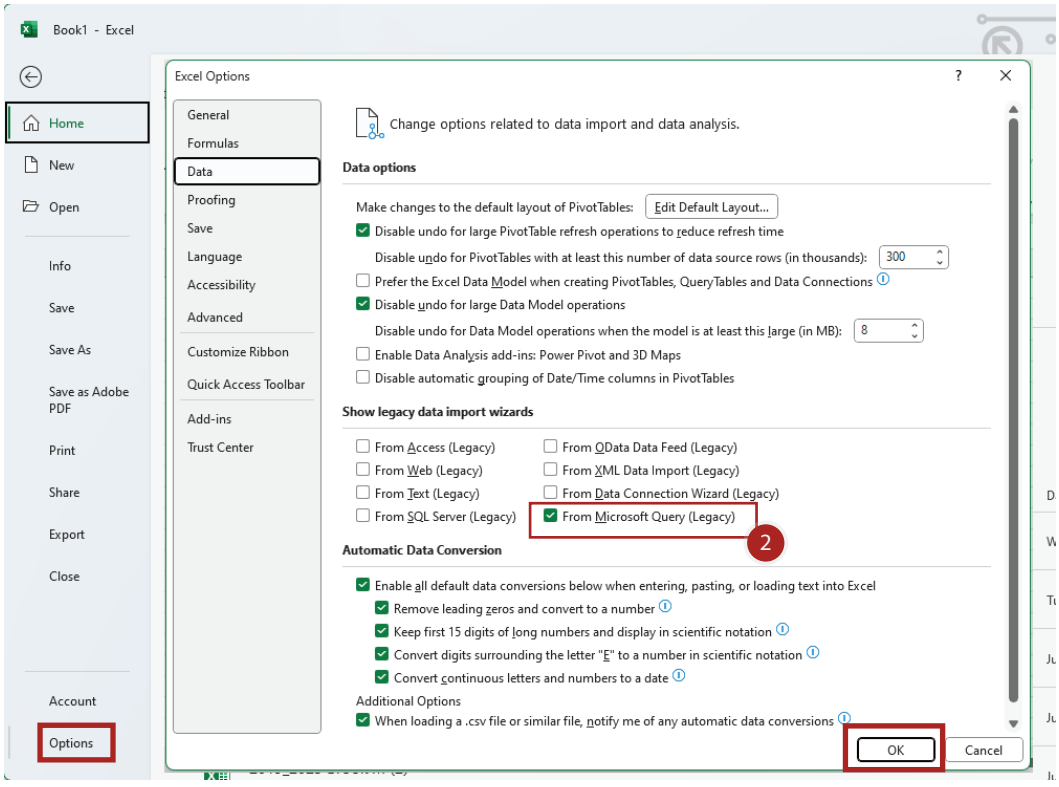
Accessing the State Data Warehouse **(StateDW)** via Excel or other applications requires **ODBC settings** to be configured. Users who do not currently have these settings should create a DTS helpdesk ticket. DTS will then proceed with the installation and configuration and will inform you upon completion

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).



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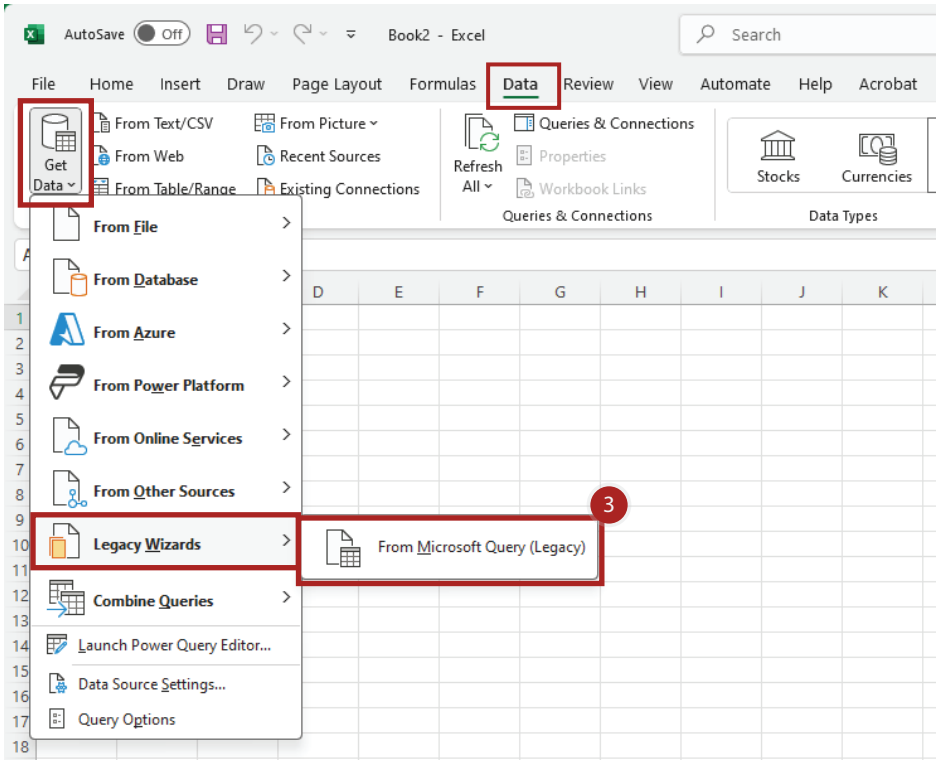
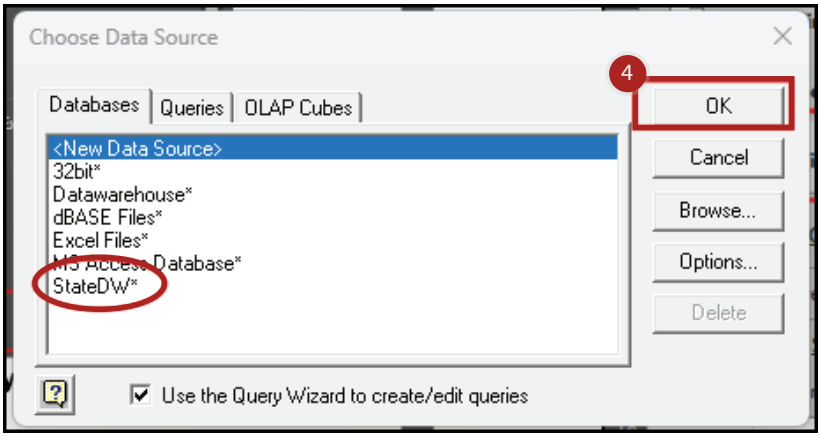
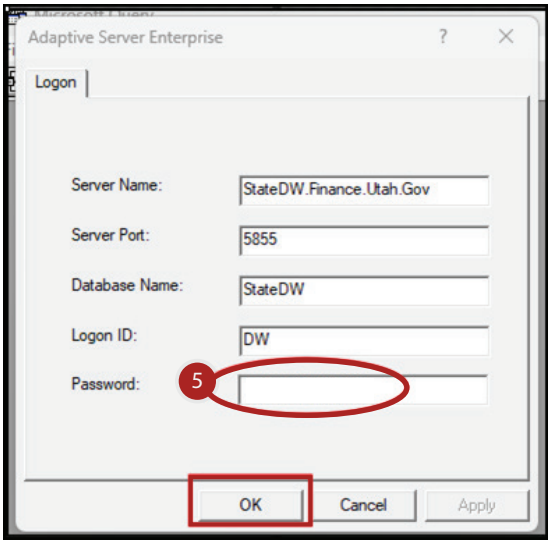
3. Click **Data** > **Get Data** > **Legacy Wizards** > **From Microsoft Query (Legacy)**



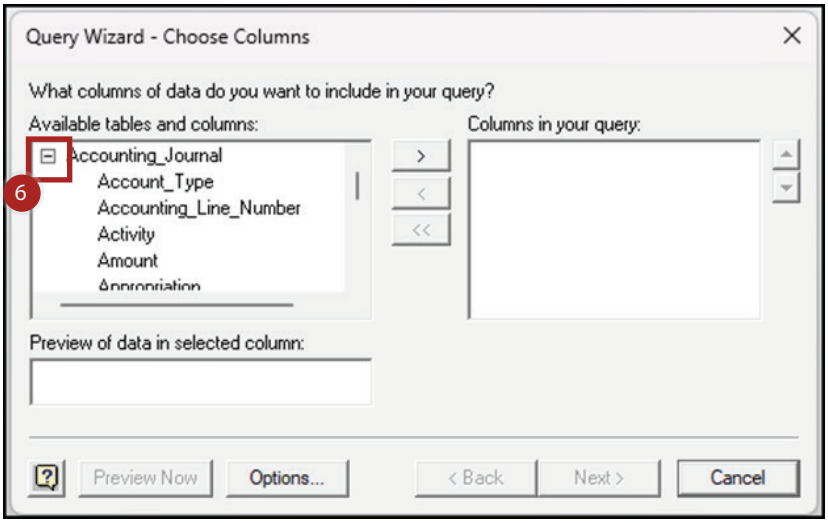
4. **Select StateDW***, click **OK**.
(if StateDW* does not appear, create a DTS helpdesk ticket, they need to install and configure your ODBC settings to access State Data Warehouse).



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



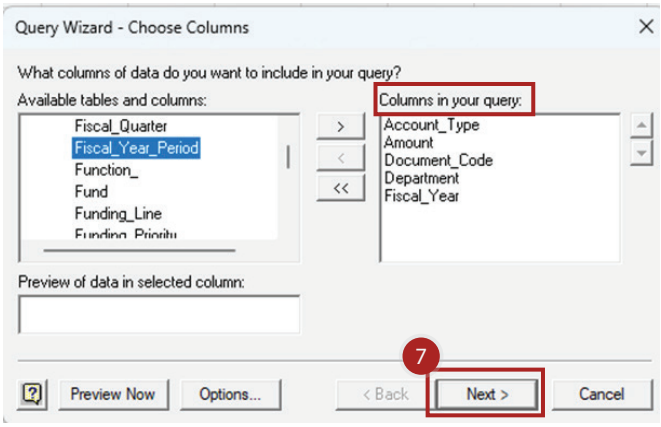
6. **Query Wizard - Choose Columns** will display.
   The left side will display the table name, and the right side will display the columns you select. Click the + symbol to expand the tables to view columns. We have expanded to view the columns in the Accounting Journal.



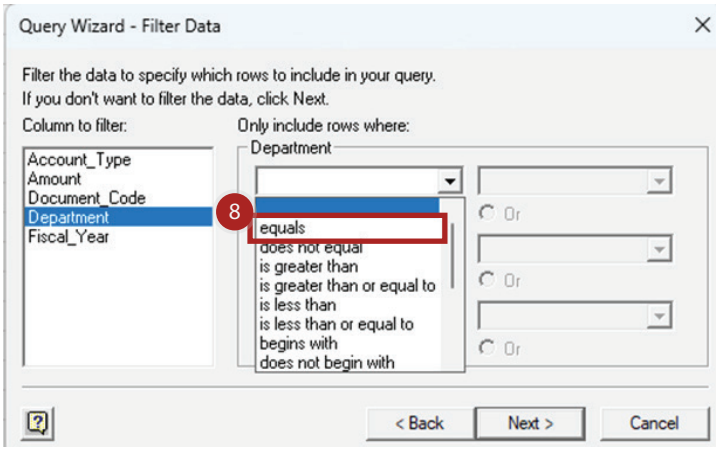
7. Click on the column name, and then select the center arrow icon (>) to move it into the cell **Columns in your query**.

   (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**.

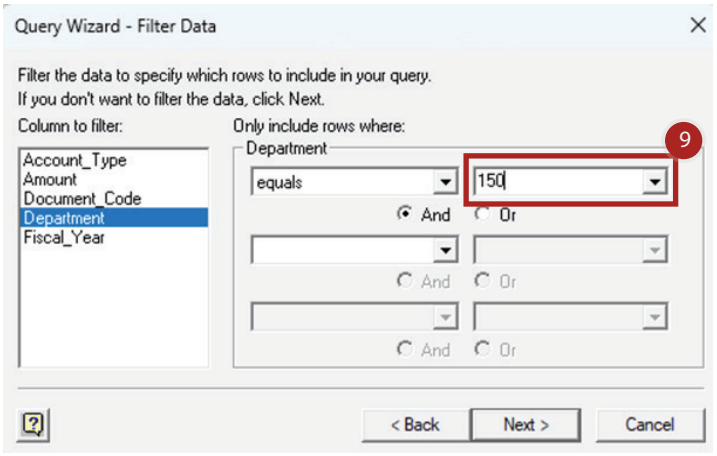


8. Click on the **Department** column, then on the right-side select the empty cells drop down. Choose your criteria, in this example choose **equals**.

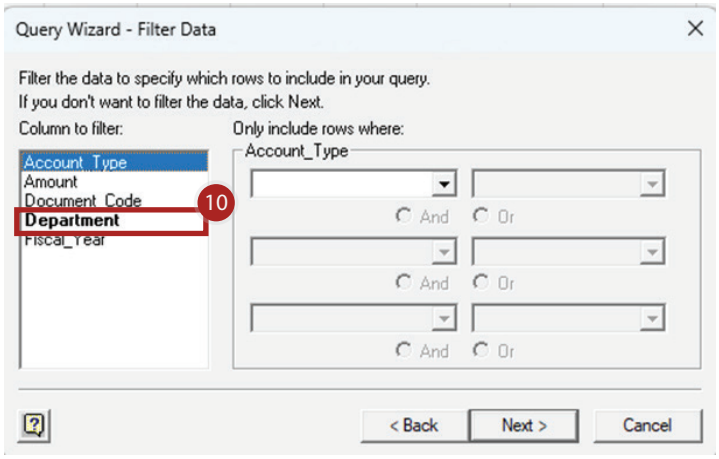


9. Next, the cell to the right of your criteria will appear white/editable (not grayed out). Enter your criteria, enter a **department number**.

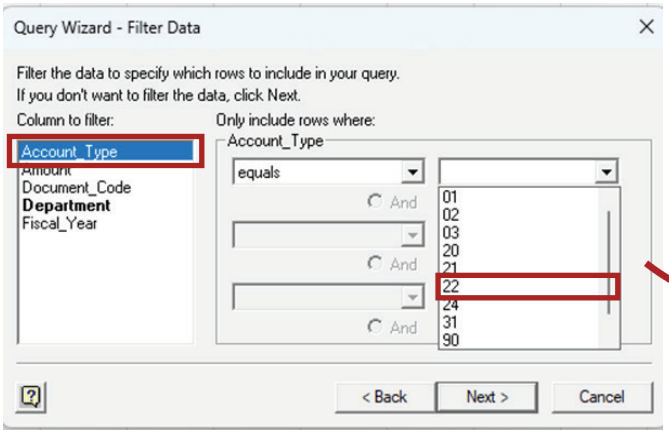
   Stay on this window, be sure not to click next yet.

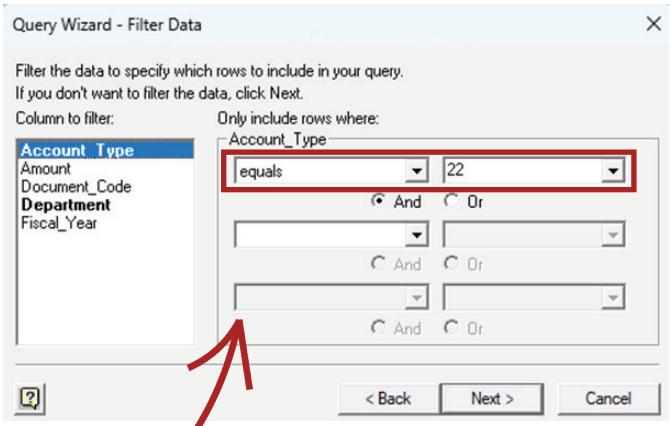


10. You can see that **Department** is now BOLD. This indicates you have criteria using the Department Column and now your next step is to add additional criteria for Account Type.



11. Filtering data with **Account Type**, you can select the drop down on the right-side column, and it will display available values. Choose **equals**, then click the drop down and select 22.



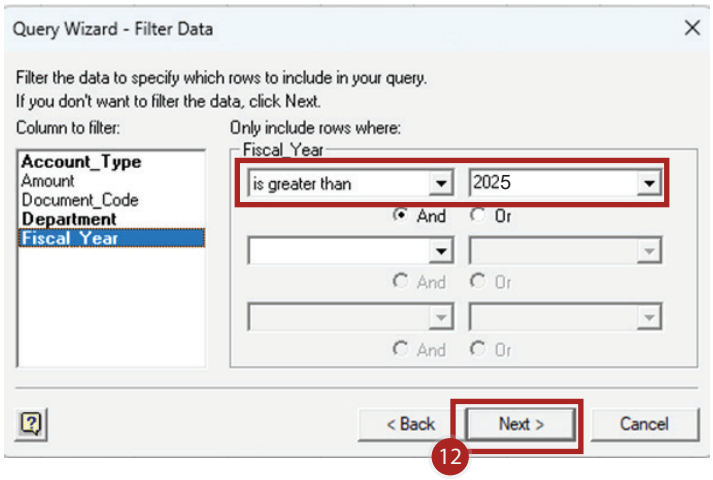


12. Let's add one more filter, using **Fiscal Year**. Create a filter where Fiscal Year is greater than 2025.

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

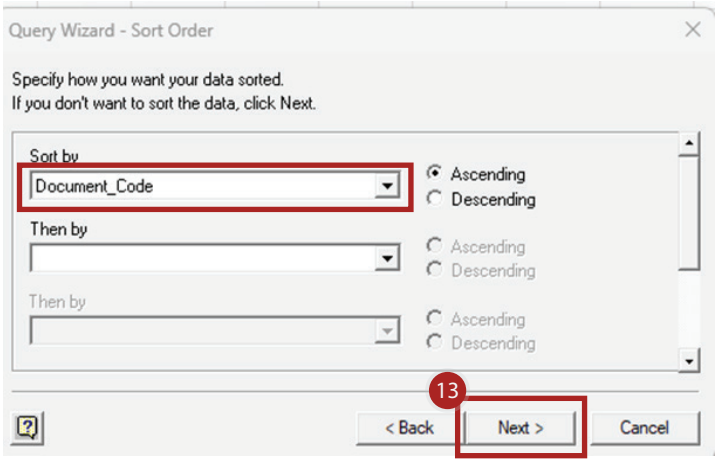
    This indicates that you have created a filter for multiple items. If you need to revisit any criteria, simply click on the column name.

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



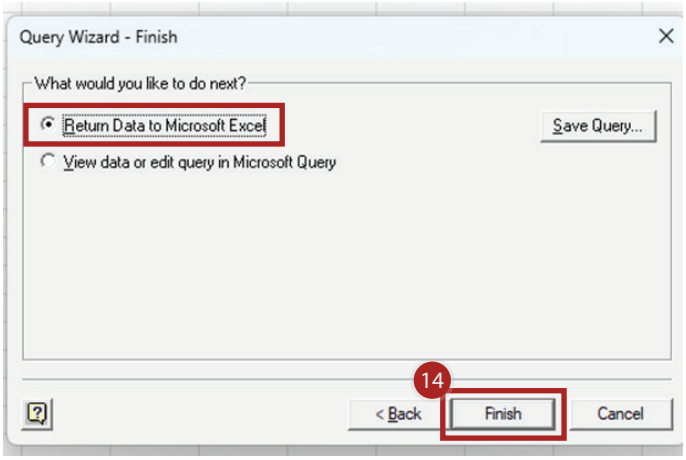
13. The **Sort Order** window will appear. We will sort the results by **Document Code**.

    Click **Next**.

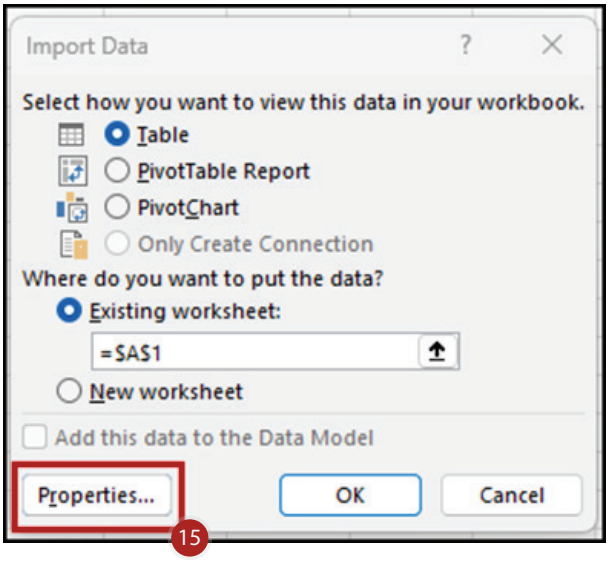


14. The Finish window appears. You can run your query in Excel and save the query for future re-use. Or if you are savvy using the Query Editor, you can customize your results further.

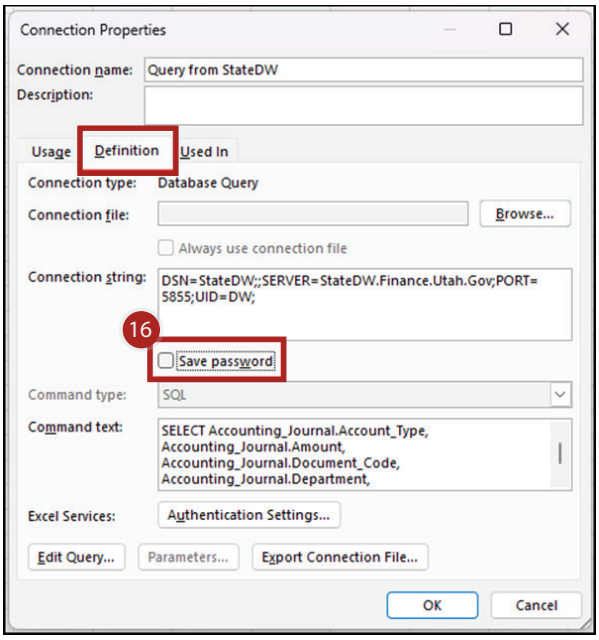
    Click **Return Data to Microsoft Excel** then select **Finish**.



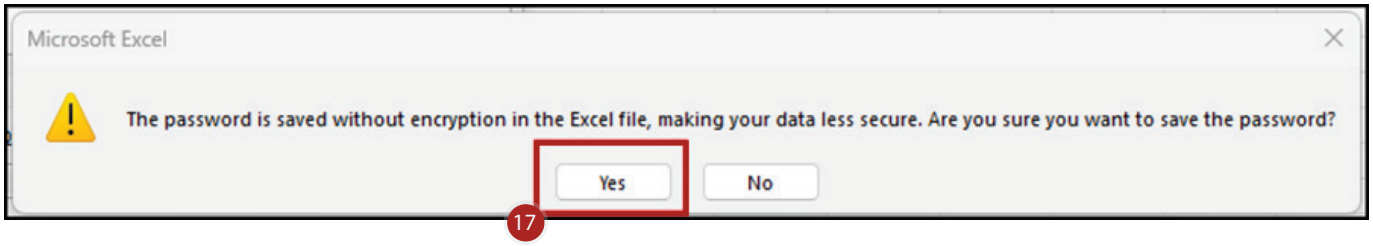
15. You will then see an Import Data screen. Click **Properties**.



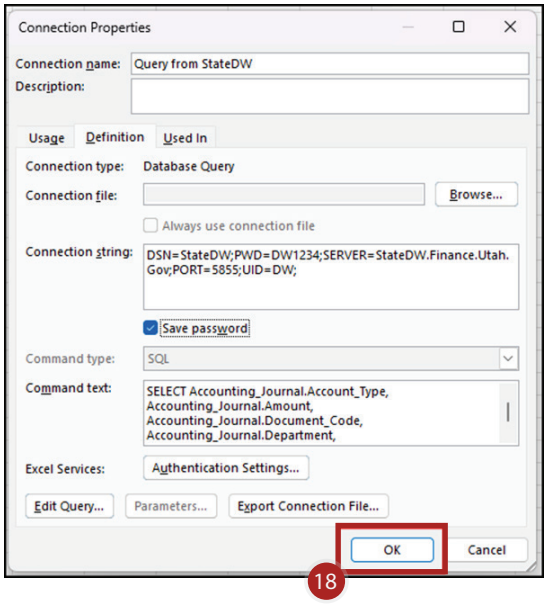
16. Select the **Definition** tab, and check the **Save password** box.



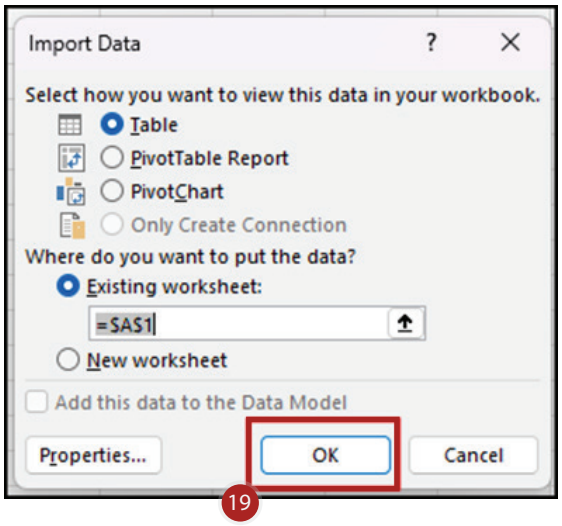
17. At the warning screen, click **Yes**.



18. At the Connection Properties screen, click **OK**.



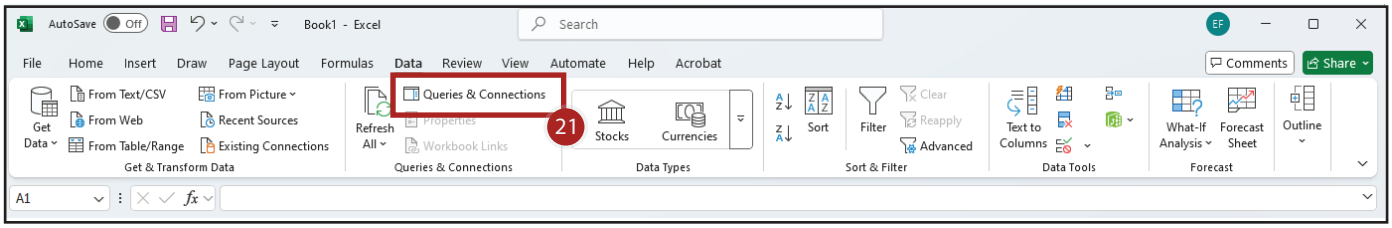
19. At the Import Data screen, select how you want to see your data, as a Table, PivotTable Report, or PivotChart, click **OK**.



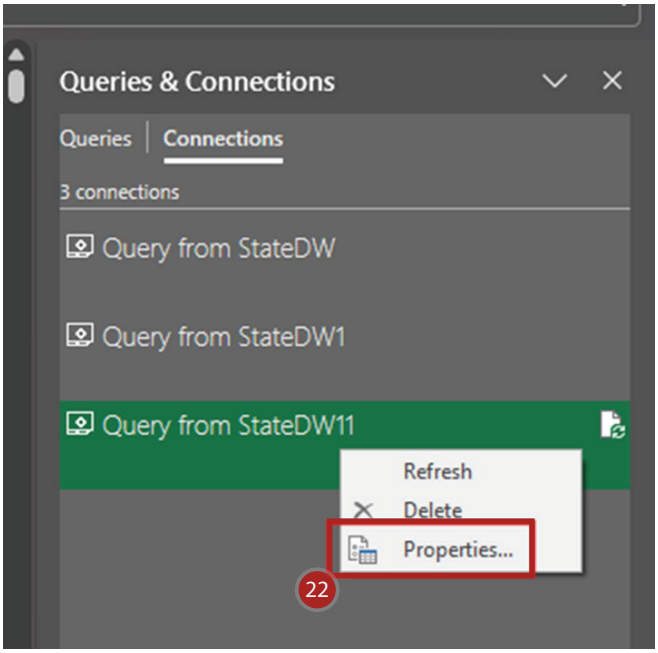
20. It will then populate your raw data.

The directions below will be helpful if you ever want to change the query criteria.

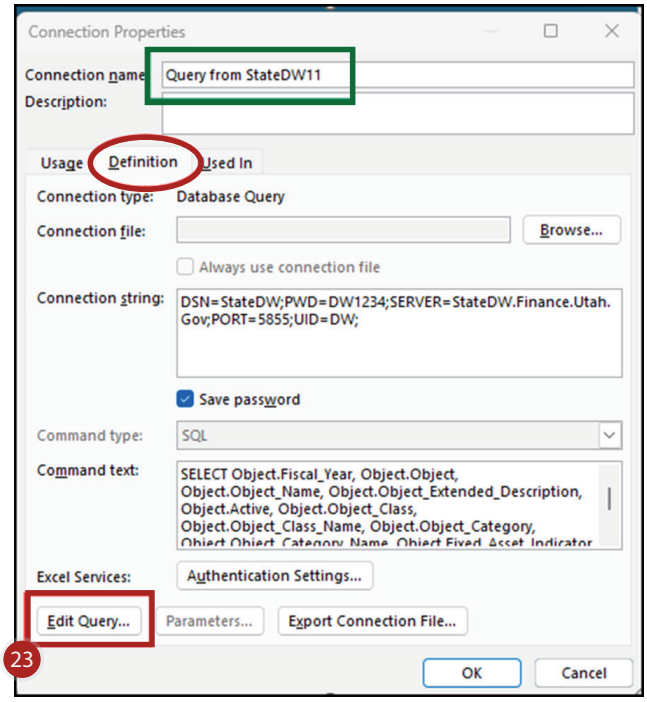
21. Click **Data** > **Queries & Connections**.



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.