Using Excel to query data warehouse
FINET quick reference guide

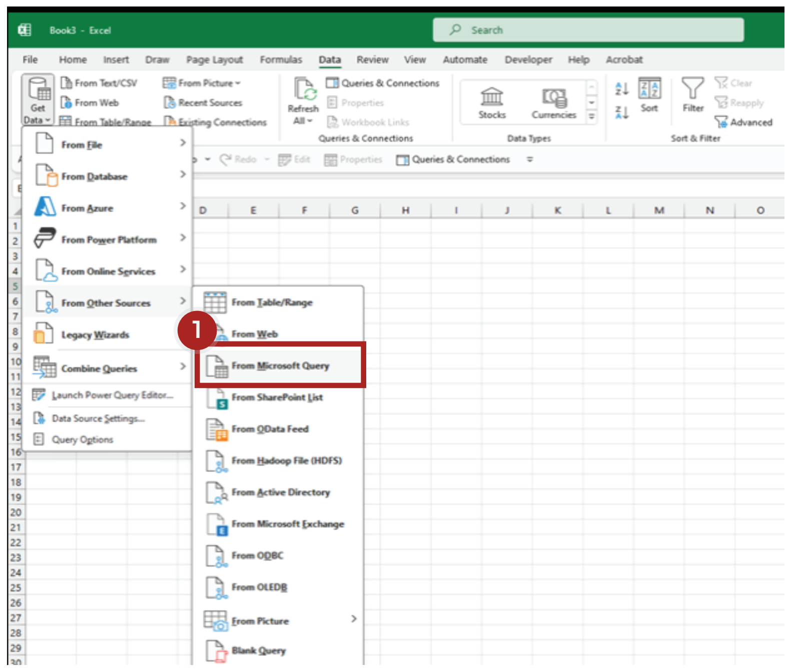
division of
Finance

Introduction

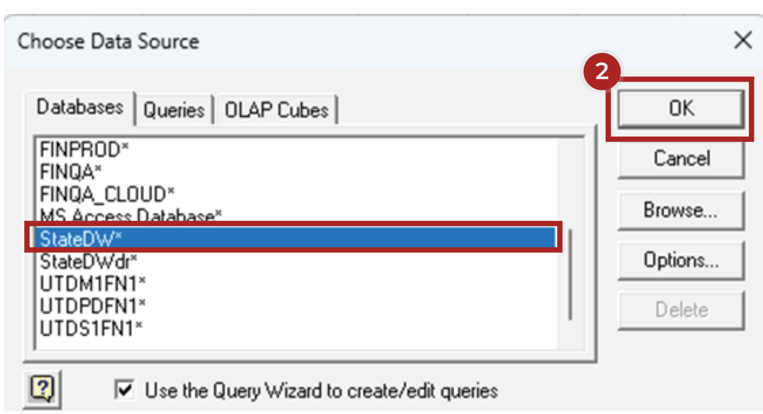
To access State Data Warehouse using excel or other tools, create a DTS helpdesk ticket, they need to install and configure your ODBC settings to access State Data Warehouse. **(StateDW)** For ODBC connection, use the DW login (DW1234) DTS will notify you when ODBC is configured.

Instructions

1. In Excel, select the **Data** menu ribbon. From the left side, select the **Get Data** menu selection tab. From that drop-down, select **From Other Sources**, then from the secondary drop-down ‣ click **From Microsoft Query**.

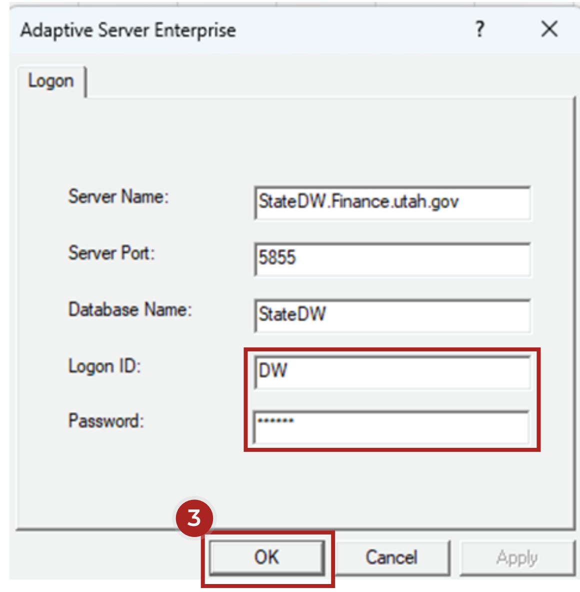


2. The screen will appear for you to select the data source, select **StateDW** to continue, click **OK**. (If StateDW does not appear, your machine has not been configured properly) Please contact your local desktop support.

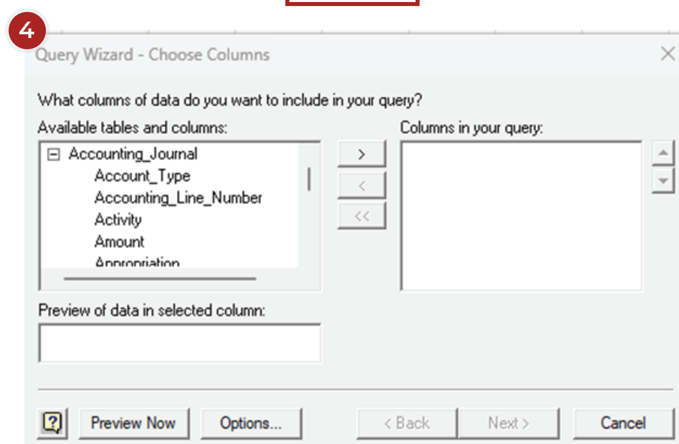


financesupport@utah.gov

3. You will be prompted for Login ID and Password, then click **OK**.



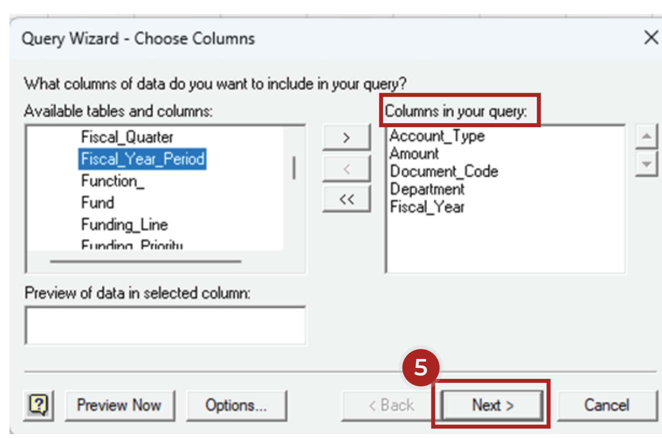
4. **Query Wizard - Choose Columns** will display. The left side will display the table name, and the right side will display the columns you select. Click the = symbol to expand the tables to view columns. We have expanded to view the columns in the Accounting Journal.



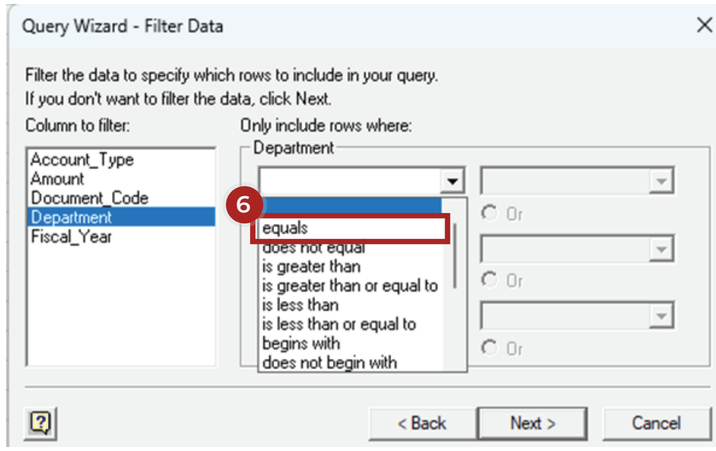
5. Click on the column name, and then select the center arrow icon to move it into the cell **Columns in your query**.

   (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**.

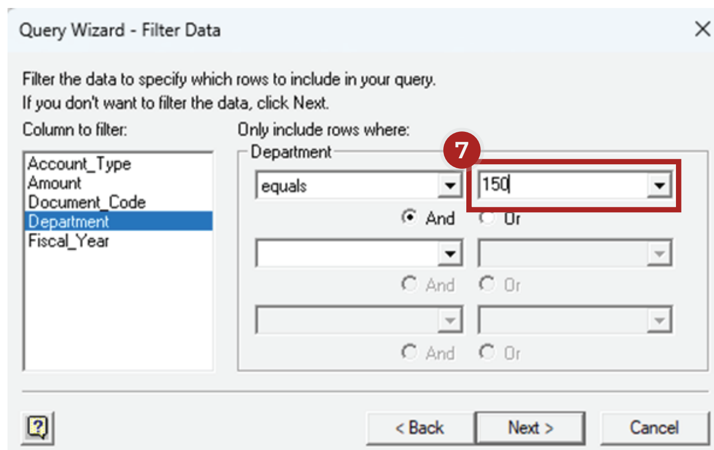


6. Click on the **Department** column, then on the right-side select the empty cells drop down. Choose your criteria, in this example choose **equals**.

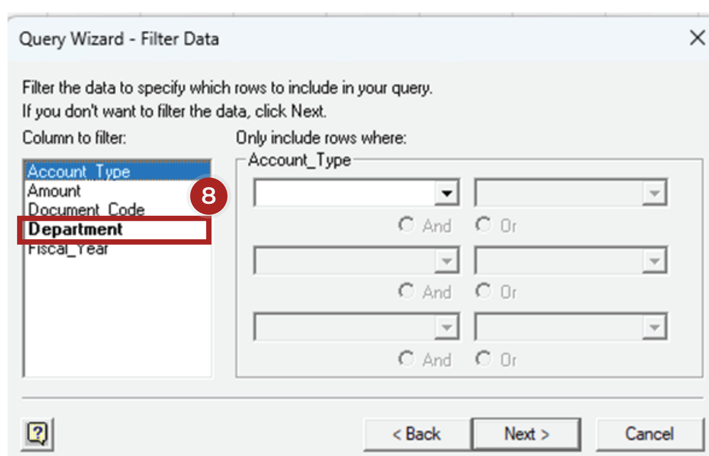


7. Next, the cell to the right of your criteria will appear white/editable (not grayed out). Enter your criteria, enter a **department number**.

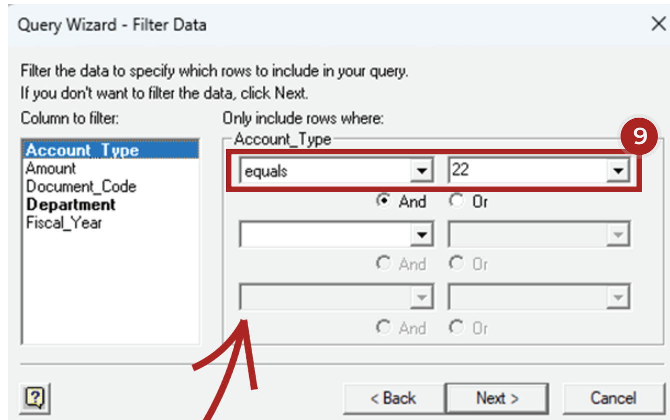
   Stay on this window, be sure not to click next yet.

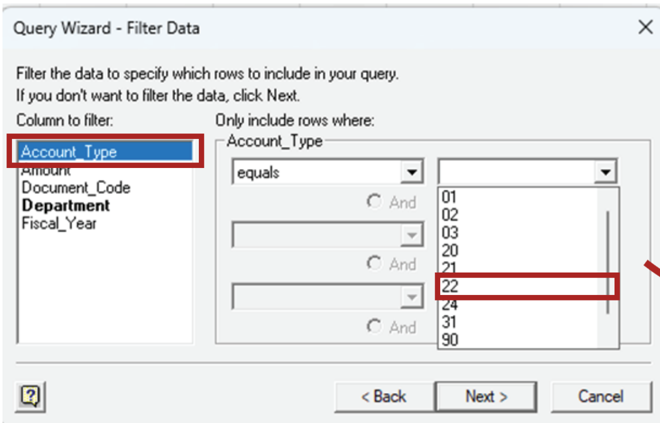


8. You can see that **Department** is now BOLD. This indicates you have criteria using the Department Column and now your next step is to add additional criteria for Account Type.



9. 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.



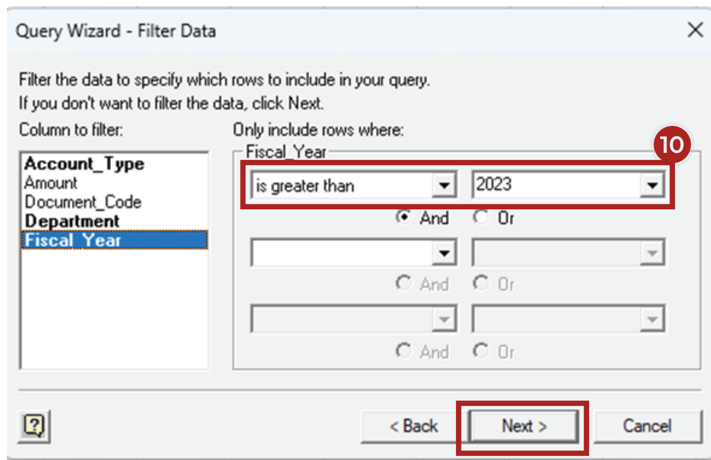


10. Let's add one more filter, using **Fiscal Year**. Create a filter where Fiscal Year is greater than 2023.

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

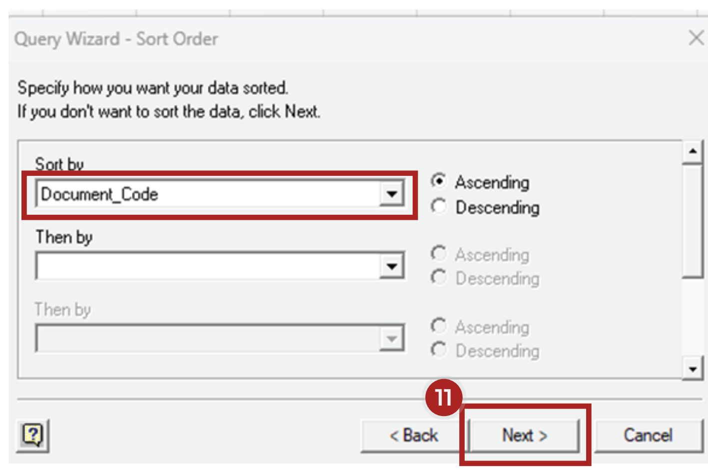
This indicates that you have created a filter for multiple items. If you need to revisit any of this criteria, simply click on the bold column name.

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



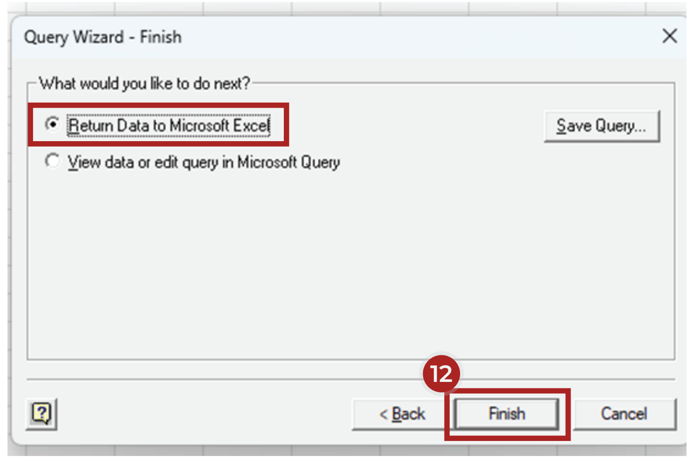
11. The **Sort Order** window will appear. We will sort the results by **Document Code**.

Click **Next**.



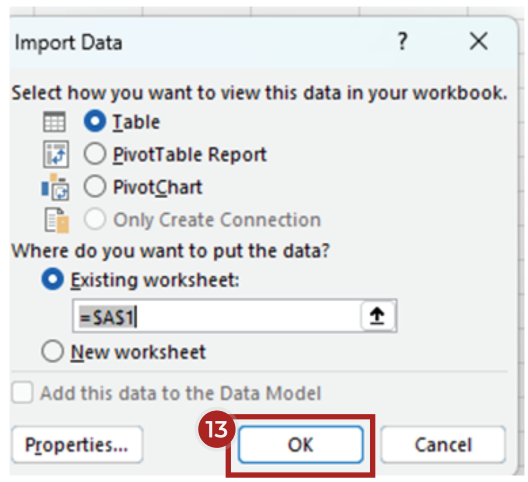
12. The Finish window appears. You can run your query in Excel and save the query for future re-use. Or if you are savvy using the Query Editor, you can customize your results further.

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



13. You will then see an **Import Data** screen. Select how you want to see your data, as a Pivot table, or as a Table of data.

    Click **OK**.



14. We have selected to view the data as a **PivotTable** report.