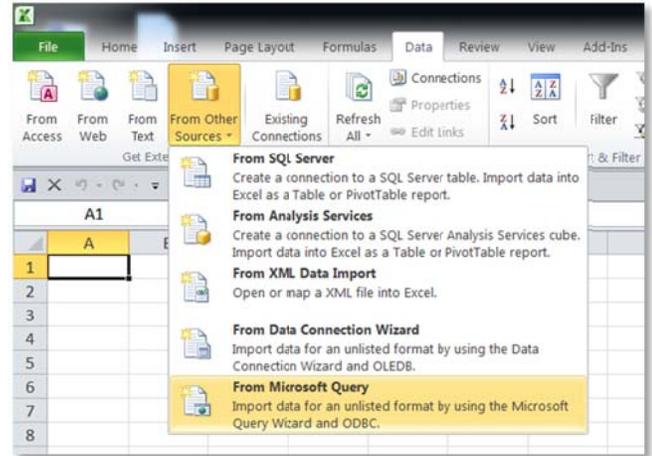


## Microsoft Excel & Safari ODBC

Open an Excel spreadsheet, click the “Data” tab, “From Other Sources”, and then “From Microsoft Query”.

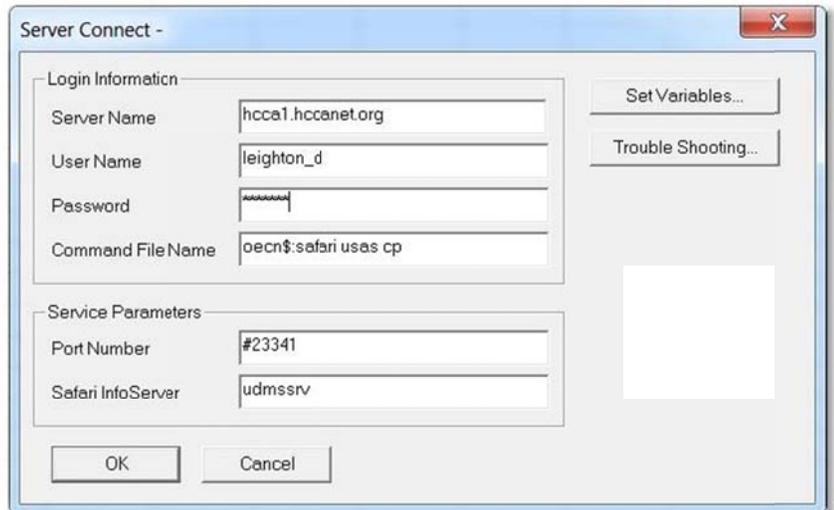


Select the data source.



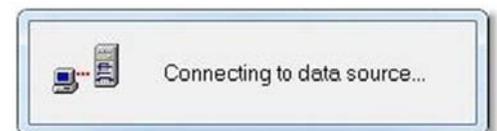
Click [OK].

Enter the User Name and Password.

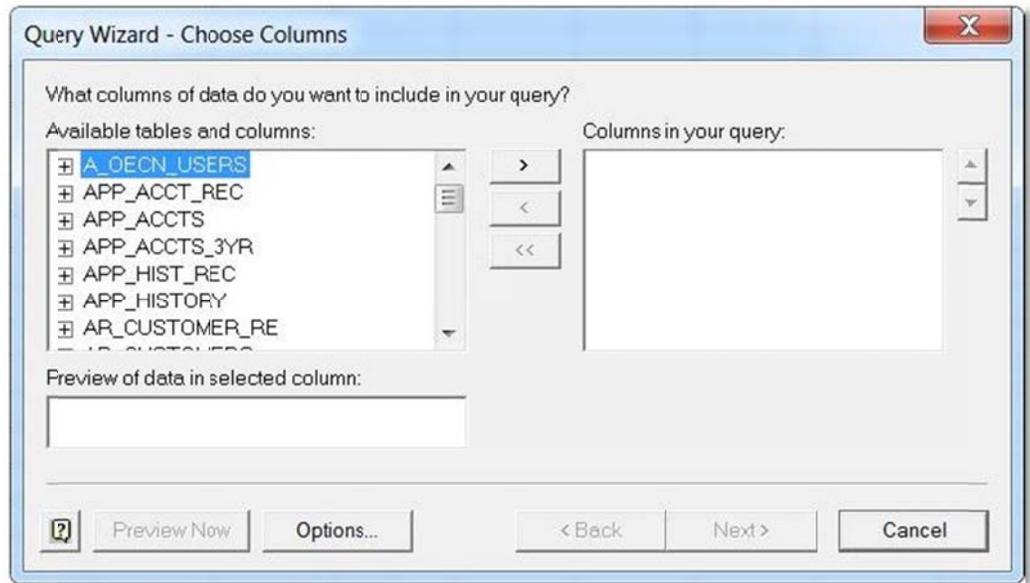


Click [OK].

This message is displayed while your computer is establishing a connection to the server.

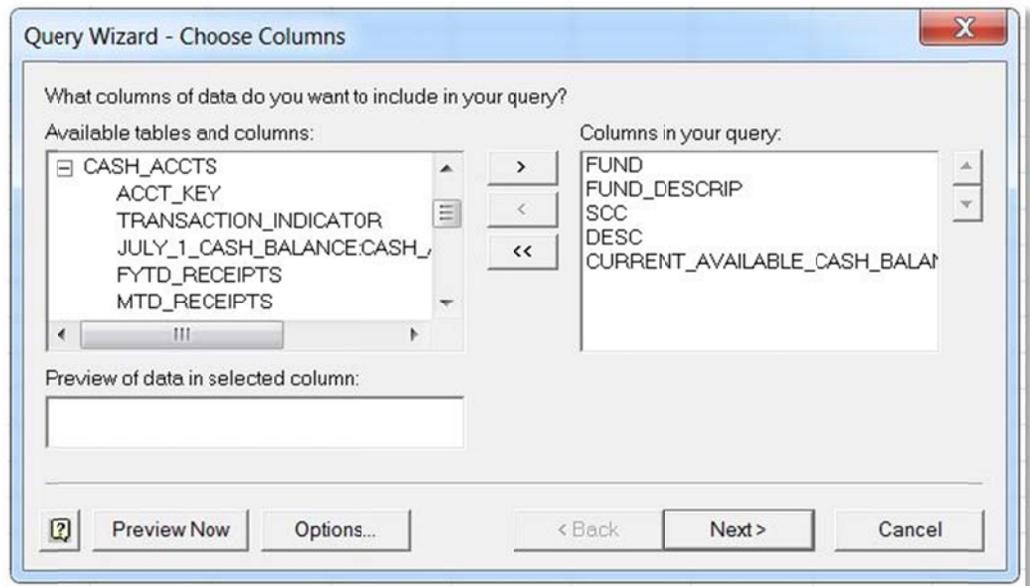


The list of definitions on the server will be displayed.



Scroll down to the desired definition, click the [+] symbol to reveal the list of fields, and then select the fields to be included.

Click [Next].

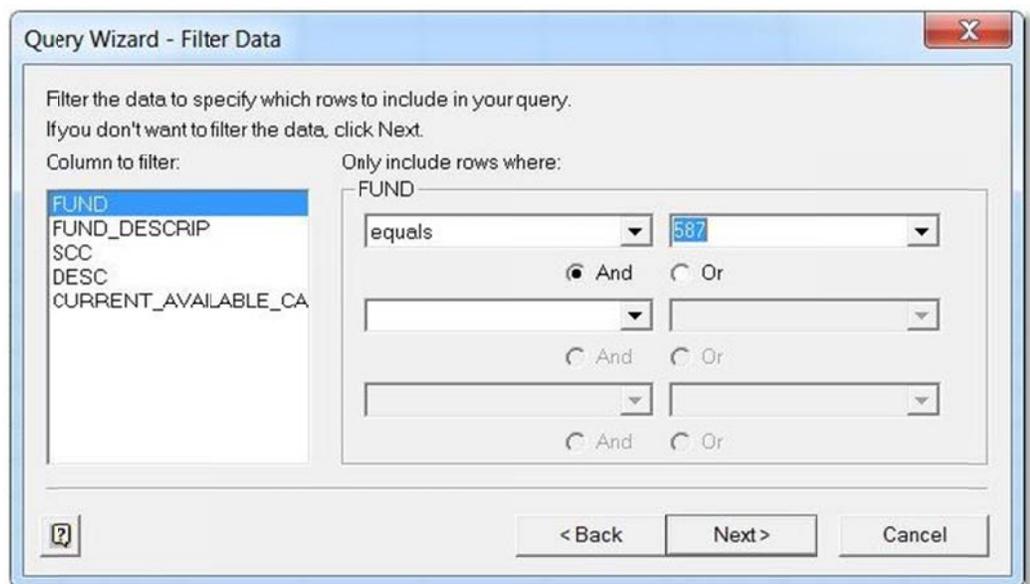


Criteria can be used to filter the data.

Criteria can be entered for multiple fields.

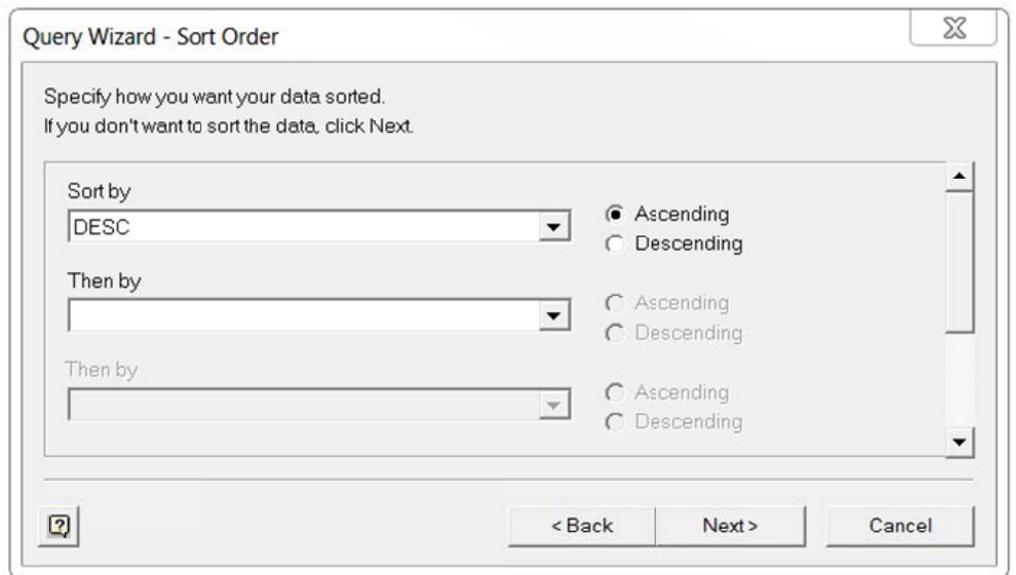
Select the field, and then enter the criteria value.

Click [Next].

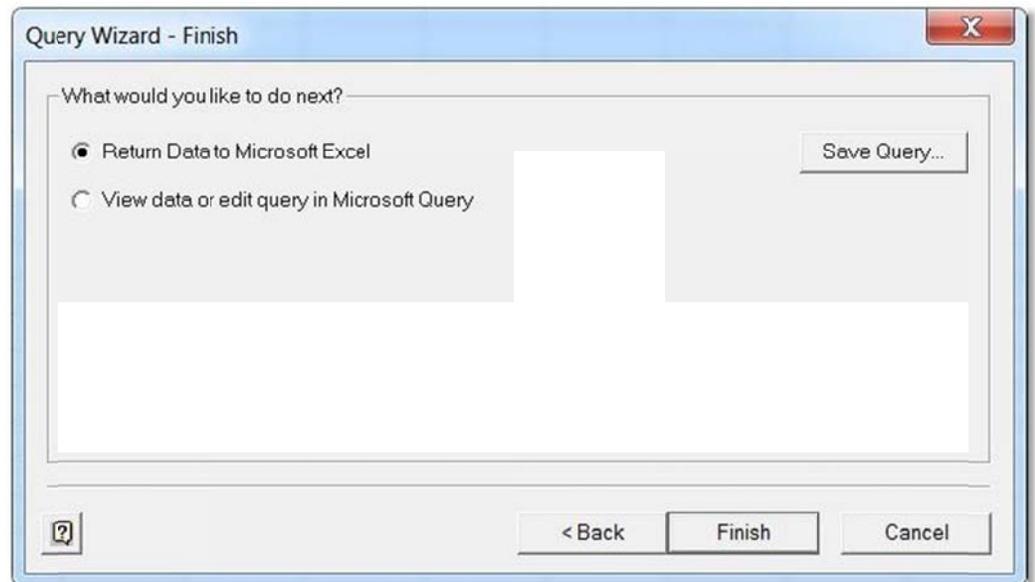


Multiple sort options can be specified as well.

Click [Next].



Click [Finish], and the data will be retrieved from the server.



By default, the data will be inserted starting at cell "A1". An alternate starting position can be selected if desired.



The queried data will be inserted into the spreadsheet starting in the cell specified...

	A	B	C	D	E
1	FUND	FUND_DESCRIP	SCC	DESC	CURRENT_AVAILABLE_CASH_BALANCE
2	587	IDEA PRESCHOOL-HANDICAPPED	9130	IDEA	0
3	587	IDEA PRESCHOOL-HANDICAPPED	9120	IDEA Preschool Grant for the Handicapped FY12	-41026.01
4	587	IDEA PRESCHOOL-HANDICAPPED	9130	IDEA Preschool Grant for the Handicapped FY13	-899.63
5	587	IDEA PRESCHOOL-HANDICAPPED	9140	IDEA Preschool Grant for the Handicapped FY14	0
6	587	IDEA PRESCHOOL-HANDICAPPED	9150	IDEA Preschool Grant for the Handicapped FY15	6318.36
7	587	IDEA PRESCHOOL-HANDICAPPED	0000	PreK Handicap Grants	41336.12

To refresh the data from the server, simply click the "Refresh All" icon.

