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].

oginimonnation	9	Set Variables
Server Name	hcca1.hccanet.org	
Jser Name	leighton_d	Trouble Shooting
assword	-	
Command File Name	oecn\$:safari usas cp	
ervice Parameters —		
Port Number	#23341	
Safari InfoServer	udmssrv	

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



The list of definitions on the server will be displayed.

A_OECN_USERS APP_ACCT_REC APP_ACCTS APP_ACCTS_3YR APP_HIST_REC APP_HIST_REC APP_HISTORY AR_CUSTOMER_RE Preview of data in selected column:	•	> < <<			 * *
Preview Now Options	1		Back	Next>	Cancel

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].

Available tables and columns:	indice in y	our query	Columns in your query:	
CASH_ACCTS		>	FUND	
ACCT_KEY TRANSACTION INDICATOR	Ξ	<	SCC	
JULY_1_CASH_BALANCE:CAS FYTD_RECEIPTS MTD_RECEIPTS	SH_/	<<	DESC CURRENT_AVAILABLE_CASH_BAL	1A_
< <u> </u>	•			
review of data in selected column:				

you don't want to filter the data,	click Next.		
Column to filter:	Only include rows where:		
FUND_DESCRIP	equals 🗸	587	•
SCC	And	C Or	
CURRENT_AVAILABLE_CA			*
	C And	C Or	
	_		*
	C And	C Or	

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].

pecify how you want your data sorted. you don't want to sort the data, click Next.			
Sort by DESC	•	Ascending Descending	
Then by	• •	Ascending Descending	
Then by		Ascending Descending	
ลไ	< Back	Next>	Cancel

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

	Series and the second						
Select how you want	t to view this data	in your workbook.					
DivotTal	<u>P</u> ivotTable Report						
Divot <u>C</u> ha	PivotChart and PivotTable Report						
Donly Cre	eate Connection						
Where do you want	to put the data?						
Existing work	ksheet:						
=\$A\$1		E					
O New workshe	eet						
Properties	OK	Cancel					

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

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

	А	В	С	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.

