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Transferring File Selections or Query Results to Excel

One way of getting data from the system i into Excel is to select information directly from a data file or to put an existing Query's results into Excel. Before using either method, you should be slightly familiar with files and libraries.

You must have Excel 2003 or later in order to use the Data to Excel function. It is Data to Excel in View and F6=qryxls in traditional green screen. The function is available on any menu.

Data Libraries

There are several libraries on the system i where the data lies. Some commonly used data libraries are shown below:

NFREAL	Real Estate (Assessor, Auditor, and Treasurer)
NFACCT	Auditor's Accounting/Inventory/Drainage Accounting
NFTRACCT	Treasurer's Accounting
NFTAX	Treasurer's Tax Receipting
NFENG	Engineer's Files
NFREC	Recorders

Once you determine what type of data you want, you will need to determine what file within the libraries that you will need to use. Once you determine the file you will be using, you then need to determine which fields within the file that you would like to use.

Files

“Snapshot Files”

Each of the libraries has several data files within them. However there are 3 files that have been built specifically for querying and/or importing data. In real estate, auditors and assessors have a menu option to create the file a snapshot file that is as current as the time you run the option to create it. So before using one of these files, you will want to run the menu option to create the file. The auditor's file is called RAUQRYPF and the assessor's file is called RSUQRYPF. Both are located in library NFREAL. These 2 snapshot files combine several different real estate files to try and eliminate the need to join multiple files. There is also a 'snapshot file' in auditor's accounting that also must be created from a menu option. This file is called AUDSREP—the Account Summary File and is located in the library NFACCT.

Multi-member Files

In Real Estate, there are some files that are shared between the assessor, auditor, and treasurer. These are known as multi-member files. To see assessor's data, you would need to use member assr; to see the auditor's data, you would need to use member audr; to see the treasurer's data, and you would need to use member tres. Files that are multi-membered are noted with an * after their description.

Files Commonly Used for Query and/or Data Selection

There are several other files that are commonly used for Query purposes. A list of the most common used ones is shown below. If you would like to see all of the fields within a specific file, type in FFD space filename on a command line. You can also print these listings for future reference.

Some common files used and the library they are located in:

RAUQRYPF	NFREAL	Auditor's Flat File/Snapshot File
RSUQRYPF	NFREAL	Assessor's Flat File/Snapshot File
RLVALU	NFREAL	Real Estate Value File*
RLPROP	NFREAL	Real Estate Property File*
RLAPLC	NFREAL	Real Estate Application File*
RLCROS	NFREAL	Real Estate Entity/Parcel Cross Reference*
RLLGCM	NFREAL	Real Estate Legals File*
RLENTY	NFREAL	Real Estate Entity File*
AUDSREP	NFACCT	Auditor's Account Summary File
GLACCPP	NFACCT	Auditor's General Ledger
AUAHREP	NFACCT	Auditor's Check/Warrant File
AUA1REP	NFACCT	Auditor's AP History
INMSTR	NFACCT	Auditor's Inventory Master
AUAGREP	NFACCT	Auditor Vendor Master
DAHIST	NFACCT	Drainage Accounting History
TRCSCPP	NFTRACCT	Treasurer's General Ledger File
TRC7CPP	NFTRACCT	Treasurer's Transaction Detail File
TRDMREP	NFTRACCT	Treasurer's Miscellaneous Receipt File
TSSALE	NFTAX	Treasurer's Tax Sale File
TSFNDR	NFTAX	Treasurer's Tax Sale Finder File
TXAPPT	NFTAX	Treasurer's Apportionment File
TXPAY	NFTAX	Treasurer's Tax Payment File
TXREAL	NFTAX	Treasurer's Real Estate Receipt File
TXSPEC	NFTAX	Treasurer's Specials Receipt File
TXMHOM	NFTAX	Treasurer's Mobile Home Receipt File
TXDRAN	NFTAX	Treasurer's Drainage Receipt File
EAPHIST	NFENG	Engineer's Accounting History
EAPBUDMS	NFENG	Engineer's Budget Master
EQPHIST	NFENG	Engineer's Equipment History File
EQPEQUP	NFENG	Engineer's Equipment Master File
EIPHIST	NFENG	Engineer's Inventory Transaction History
EIPMSTR	NFENG	Engineer's Inventory Master File
EPPHIST	NFENG	Engineer's Payroll History File

* indicates a multi-membered file

FFD (File Field Description)

To find which fields are in a specific file, you can type in ffd^library name/file name. Replace the ^ with a space. The listing can be printed.

Sample FFD NFACCT/GLACCPP (Auditor's General Ledger File)

File Layouts Page: 1
 File: GLACCPP Account Detail Trans
 Library: NFACCT Format: FACCPAC Record Length: 136

Name	Type	Length	From	To	Description
ACABK0	A	2	1	2	Business ID
ACFUNB	P	9 0	3	7	Detail Sequence #
ACCDNB	P	8 0	8	12	Fiscal Year
ACBTST	A	2	13	14	Type Code
ACCENB	P	7 0	15	18	Journal #
ACA7DT	L	10	19	28	Date of Transaction
ACBRVA	P	11 2	29	34	Amount of Transaction
ACCDTX	A	30	35	64	Transaction Desc
ACA8DT	L	10	65	74	Date Earned
ACCFNB	P	2 0	75	76	Calendar Month
ACBUST	A	1	77	77	Debit/Credit
ACCGNB	P	7 0	78	81	Document #
ACBXST	A	1	82	82	System/Hand Generated
ACBYST	A	1	83	83	Void Flag
ACFDNB	P	2 0	84	85	Accounting Period
ACACA1	A	5	86	90	Fund
ACAMK1	A	1	91	91	Record Type
ACAFAL	A	7	92	98	Function/Revenue/Account
ACAGAL	A	5	99	103	Object Code
ACAHAL	A	3	104	106	Department Code
ACAJAL	A	3	107	109	Project Code
ACATA1	A	3	110	112	Sub-Project Code
ACABO0	A	10	113	122	User ID
ACALB0	L	10	123	132	Date
ACABLO	P	6 0	133	136	Time

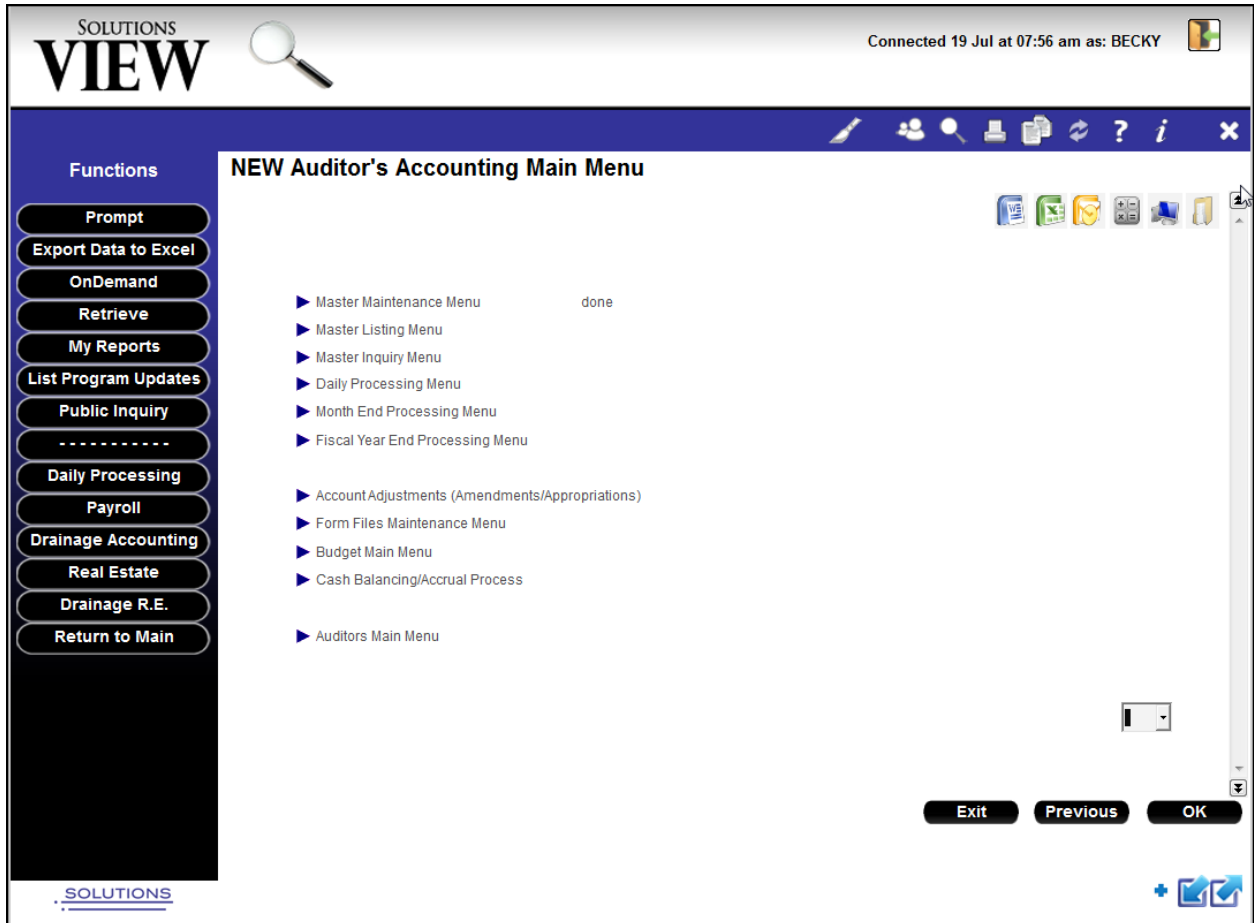
Sample FFD NFREAL/RLAPLC (Real Estate Application File)

File Layouts Page: 1
 File: RLAPLC Property Application PA
 Library: NFREAL Format: FAPLC Record Length: 160

Name	Type	Length	From	To	Description
PACTID	P	3 0	1	2	County ID
PAYEAR	S	4 0	3	6	Year
PATAXD	P	3 0	7	8	Tax Dist
PAPID	P	15 0	9	16	Prop ID
PAUID	S	2 0	17	18	Parcel UID
PASEQ	P	3 0	19	20	Seq
PASORT	P	3 0	21	22	Sort
PAAPPL	A	3	23	25	Application Code
PADTEN	L	10	26	35	Date Enlisted
PADTDS	L	10	36	45	Date Discharged
PABOOK	A	6	46	51	Book
PAPAGE	A	6	52	57	Page
PAAPDT	L	10	58	67	Application Date
PAAPNM	A	5	68	72	APP Number
PASMOK	A	1	73	73	Smoke Det
PAACTV	A	1	74	74	Active/Disalow
PADTDI	L	10	75	84	Date Disallowed/Active
PAEID	P	9 0	85	89	Entity ID
PACLAM	A	30	90	119	Claimant
PAOVAM	P	7 0	120	123	Override Amt
PAPRIR	A	1	124	124	Prior Record
PATMST	Z	26	125	150	Modify TimeStamp
PAMDUS	A	10	151	160	Modify User

Data to Excel

Selecting Files and/or Query to Excel



PROGRAM NOTES:

- There is a function on every menu—Data to Excel (F6=Qryxls in green screen). This function will enable you to take any data within a file or use an existing Query to put the data into Excel.
- **To use this option, you must have Excel 2003 or later.**

File Mode

Convert File to Excel

Library:
 Filter:
 Member:

Opt	File	Library	Description
	AGINFO	NFREAL	
	AGINFO2	NFREAL	
	ARFUTR	NFREAL	
	ASPG	NFREAL	ABSTRACT/RECON EXPORT FILE ASPG01-ASPG5R
	ASPG01	NFREAL	ABSTRACT/RECON EXPORT FILE ASPG01-ASPG5R
	ASPG01R	NFREAL	ABSTRACT/RECON EXPORT FILE ASPG01-ASPG5R
	ASPG02	NFREAL	ABSTRACT/RECON EXPORT FILE ASPG01-ASPG5R
	ASPG02R	NFREAL	ABSTRACT/RECON EXPORT FILE ASPG01-ASPG5R
	ASPG03	NFREAL	ABSTRACT/RECON EXPORT FILE ASPG01-ASPG5R
	ASPG03R	NFREAL	ABSTRACT/RECON EXPORT FILE ASPG01-ASPG5R
	ASPG04	NFREAL	ABSTRACT/RECON EXPORT FILE ASPG01-ASPG5R
	ASPG04R	NFREAL	ABSTRACT/RECON EXPORT FILE ASPG01-ASPG5R
	ASPG05R	NFREAL	ABSTRACT/RECON EXPORT FILE ASPG01-ASPG5R
	ASPG06	NFREAL	ABSTRACT/RECON EXPORT FILE ASPG01-ASPG5R
	ASPG08	NFREAL	ABSTRACT/RECON EXPORT FILE ASPG01-ASPG5R
	ASPG09	NFREAL	ABSTRACT/RECON EXPORT FILE ASPG01-ASPG5R

Grid legend
 1=Convert File to Excel
 5=Display File results

Exit Cancel OK

Link to PC previously verified.

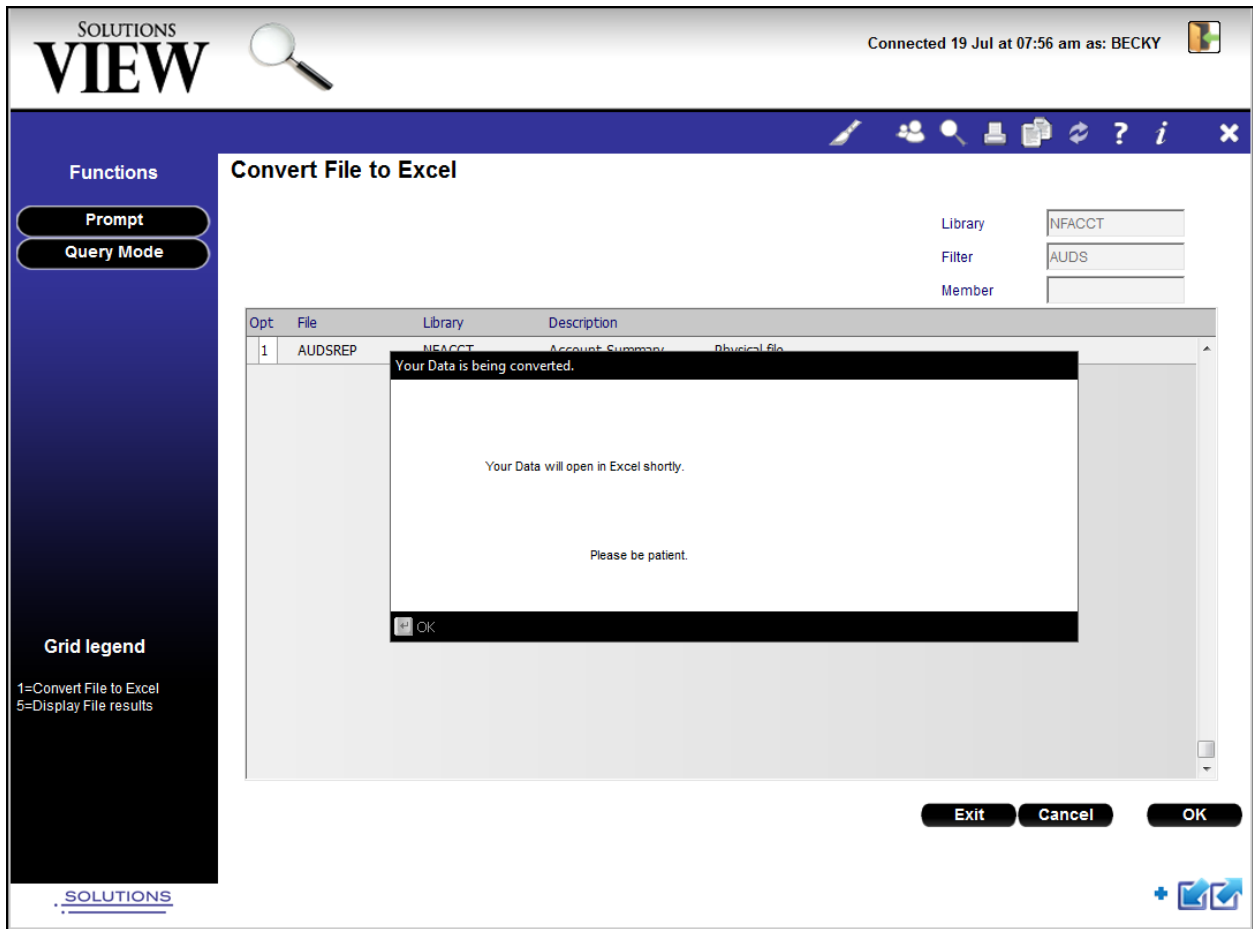
PROGRAM NOTES:

- Upon entering the Data to Excel program, you are in the File Mode. The File Mode allows you to pull data directly from a file on the system into Excel without having a Query built. File mode only allows you to work with a single file at a time.
- If you would like to use an existing Query instead, switch to the Query Mode.
- In File Mode, data files within the usual data libraries (NF*) on your library list will be displayed. You can specify a library to only see the data files for that particular library—such as NFREAL for real estate or NFACCT for auditor’s accounting, NFENG for engineer’s files.
- The files are listed alphabetically within each library. You can scroll through the list or use the filter to find your item quickly.
- If you wish to work with a multi-membered file, you must first designate a member in the upper right hand corner.
- You can convert a file directly to Excel by placing a ‘1’ in front of the file you wish to work with and press enter. The program will start to create the spreadsheet.
- You may also display the file results first by placing a ‘5’ in front of a specific file and pressing enter.
- To choose some selection criteria and to narrow down the results, press F4 after placing either a ‘1’ or a ‘5’ in front of a file.

PROGRAM OPTIONS:

- 1=Convert File to Excel: place a '1' in front of the file you wish to work with. Pressing enter will take you directly to the spreadsheet or press F4 to enter in selection criteria first.
- 5=Display File Results: place a '5' in front of the file you wish to work with. Pressing enter will display the results screen or press F4 to enter in selection criteria first.

1=Convert File to Excel



PROGRAM NOTES:

- While the data is being converted to a spreadsheet, you will see a message like the one shown above.
- A dialog box similar to the one below will appear while the conversion is running.

Example of Spreadsheet Built

	A	B	C	D	E	F	G	H	I	J	K	L
	County ID	Year Payable	Receipt Type	Receipt Number	Item Number	Tax District	Tax District Ext	Parcel Number	Parcel UID	Total Taxes Due	Taxes First Half	Taxes Second Half
1												
2	21	20062007	50	90001	1	160	0	0	0	536.00	268.00	268.00
3	21	20062007	50	90000	1	640	0	0	0	1532.00	766.00	766.00
4	21	20062007	80	1	1	260	0	0	0	1628.00	814.00	814.00
5	21	20062007	80	1	2	270	0	0	0	2662.00	1331.00	1331.00
6	21	20062007	80	1	3	260	0	0	0	1458.00	729.00	729.00
7	21	20062007	80	1	4	540	0	0	0	858.00	429.00	429.00
8	21	20062007	80	2	1	10	0	0	0	974.00	487.00	487.00
9	21	20062007	80	2	2	170	0	0	0	1844.00	922.00	922.00
10	21	20062007	80	2	3	190	0	0	0	834.00	417.00	417.00
11	21	20062007	80	2	4	210	0	0	0	400.00	200.00	200.00
12	21	20062007	80	2	5	240	0	0	0	156.00	78.00	78.00
13	21	20062007	80	2	6	300	0	0	0	0.00	0.00	0.00
14	21	20062007	80	3	1	40	0	0	0	1716.00	858.00	858.00
15	21	20062007	80	3	2	50	0	0	0	4290.00	2145.00	2145.00
16	21	20062007	80	3	3	60	0	0	0	26324.00	14162.00	14162.00
17	21	20062007	80	3	4	70	0	0	0	1254.00	627.00	627.00
18	21	20062007	80	3	5	80	0	0	0	9994.00	4997.00	4997.00
19	21	20062007	80	3	6	90	0	0	0	23320.00	11660.00	11660.00
20	21	20062007	80	3	7	100	0	0	0	3372.00	1686.00	1686.00
21	21	20062007	80	3	8	120	0	0	0	6264.00	3132.00	3132.00
22	21	20062007	80	3	9	140	0	0	0	4636.00	2318.00	2318.00
23	21	20062007	80	3	10	160	0	0	0	32446.00	16223.00	16223.00
24	21	20062007	80	3	11	170	0	0	0	34458.00	17229.00	17229.00
25	21	20062007	80	3	12	190	0	0	0	350.00	175.00	175.00
26	21	20062007	80	3	13	210	0	0	0	3290.00	1645.00	1645.00
27	21	20062007	80	3	14	220	0	0	0	2344.00	1172.00	1172.00

PROGRAM NOTES:

- Once the conversion is finished, a spreadsheet will open with the name of the file you are using.
- The column headings are the field descriptions from the file.
- At this point, it is a normal spreadsheet that you can modify, sort, etc.
- To save your spreadsheet, you must click on ‘File’ and then ‘Save As’. You must change the ‘Save as Type’ to an Excel spreadsheet type.
- When creating a spreadsheet using either a file or a Query, the program will make a copy of the spreadsheet in a folder on your PC’s hard drive. The folder is called Querydata.

F4=Record Selection Prompt

SOLUTIONS VIEW Connected 19 Jul at 07:56 am as: BECKY

Functions

- Insert
- Display names only
- Files
- Next group
- Reorganize
- More keys

Select Records

Type comparisons, press Enter. Specify OR to start each new group.
Tests: EQ, NE, LE, GE, LT, GT, RANGE, LIST, LIKE, IS, ISNOT...

AND/OR	Field	Test	Value (Field, Number, 'Characters', or ...)

Field Legend

Field	Test	Len	Dec
DSABK0	Business ID	2	
DSACA1	Fund	5	
DSAWK1	Record Type	1	
DSAGA1	Function/Account	7	
DSAGA1	Object Code	5	

1=Select

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Exit Cancel OK

PROGRAM NOTES:

- Before you convert data to Excel or display the results, you can change the record selection.
- This option is used to specify what information to pull from the file (or you can remove extra information in the spreadsheet). You can use tests to tell the program how to select the data—such as equal to, not equal to, less than, less than or equal to, etc.
- This screen is split into 2 halves. The top half is where you enter in the fields and corresponding tests to narrow down the results. The bottom half displays all the fields that are in the file.
- You can move your cursor to the Field section and then roll (page up or down) the screen to see all the fields. If you do not see the text, you can toggle between display the field names only or display the field names and text.
- You can page down if you need more lines than is shown on the screen.
- Click on Insert to insert a blank line after where the cursor is positioned. To clear a line, just field exit through all the information within the line.

FIELDS:

- Field: enter in the field name from the list that you wish to use as a selection criteria.
- Test: enter in the test that you are using for the specified field. Available tests are:
 - EQ: equal to
 - NE: not equal to
 - LE: less than or equal to
 - GE: greater than or equal to
 - LT: less than
 - GT: greater than
 - RANGE: range (between value1 and value2)
 - LIST: list (field equals value1 or field equals value2, etc)
 - NLIST: not list (field does not equal value1 or value2, etc).
 - LIKE: field starts with, ends with, or matches the string of characters—see note below (can only be used on alpha fields).
 - NLIKE: field does not start with, end with or does not contain—see note below (can only be used on alpha fields).
 - Note: You can use the LIKE test to determine if a field has a pattern that is similar to the test pattern you specify. You use the NLIKE test to determine if a field has a pattern that is not similar to the pattern you specify. You must enclose the test pattern in apostrophes; use two apostrophes where the test pattern itself contains an apostrophe. You can use some special characters to represent the positions in the field that you do not care about. An underscore (_) means skip one character at that position and do not test for that character. Each underscore that the place of one character in the field. A percent sign (%) means skip as many characters as necessary to get to the specified character. Ex: If you are testing for an A in the first position of a Last Name field and if:
 - The field length is 1, you could specify 'A'
 - The field length is 3; you could specify 'A__'
 - The field length is at least 1; you could specify 'A%'Ex: If you are searching for the name of Hanson or Hansen (you are unsure if it is 'en' or 'on'), you could specify 'Hans_n'—this would find Hansen and Hanson.
- Value: enter the value to be compared to the tested field. It can be a field name, numeric constant, a list of values, etc. If using a field name, it must be a valid field in the file. If the value you are using is longer than the length of the space provided, continue it on the next line but do not put anything in the 'and/or' column. If you are working with a numeric field (you can tell because there will be something in the Dec column on the bottom half of the screen), you can just enter in the figure. If you are working with an alphanumeric field (the Dec column is blank), you must enter in the value within

single quotes with proper spacing. For example, field DSAGA1-the object code field in the sample-has a length of 5 and decimal is blank. If you were searching for object code 100, you would need to key in '^100' replacing the '^' with spaces.

- And/Or: if you have more than one test (record selection) and they all need to be true, enter an 'And'. If either needs to be true, enter an 'Or'. Generally any group of tests that you have before the 'Or' must be done after the 'Or' as well—just changing the necessary field/s.

5=Display File Results

The screenshot shows the SOLUTIONS VIEW software interface. At the top, it says 'SOLUTIONS VIEW' with a magnifying glass icon and 'Connected 19 Jul at 07:56 am as: BECKY'. The main window is titled 'Display Report' and contains a data grid. On the left, there is a 'Functions' panel with buttons for 'Left', 'Right', 'Split', and 'Width 80'. Below that is a 'Grid legend' with '1=Select'. The data grid has columns for Line, Bus, Fund, Record, Function/Account, Object, Department, Project, Sub-Project, Budgetary, Service, Program, Revenue, and Comment. The data rows show various records with their respective codes and values.

Line	Bus	Fund	Record	Function/Account	Object	Department	Project	Sub-Project	Budgetary	Service	Program	Revenue	Comment
ID	Type	Code	Code	Code	Code	Code	Code	Status	Area	Type			
000001	01	01000	3	00051	1000	99			1	0	.51	4	
000002	01	01000	3	00051	1010	99			1	0	.51	4	
000003	01	01000	3	00051	1020	99			1	0	.51	4	
000004	01	01000	3	00051	1200	99			1	0	.51	4	
000005	01	01000	3	00051	1210	99			1	0	.51	4	
000006	01	01000	3	00051	1240	99			1	0	.51	4	
000007	01	01000	3	00051	1320	99	144		1	0	.51	4	
000008	01	01000	3	00051	1600	99			1	0	.51	4	
000009	01	01000	3	00051	2100	99			1	0	.51	4	
000010	01	01000	3	00051	2110	99			1	0	.51	4	
000011	01	01000	3	00051	2130	99			1	0	.51	4	
000012	01	01000	3	00051	2170	99			1	0	.51	4	
000013	01	01000	3	00051	2210	99			1	0	.51	4	
000014	01	01000	3	00051	2220	99			1	0	.51	4	
000015	01	01000	3	00051	2270	99			1	0	.51	4	
000016	01	01000	3	00051	2900	99			1	0	.51	4	
000017	01	01000	3	00051	2910	99			1	0	.51	4	

PROGRAM NOTES:

- The display option will display the information within the file.
- Rather than pressing enter to go directly to the display mode, you can place a '5' in front of the file and press F4 to access the record selection screen to narrow down the results.
- Displaying the data allows you to verify you have the file you need before placing the data in Excel.

Query Mode

- When using the Data to Excel program, you can either work directly with a single file or you can use an existing Query. Click on Query Mode to change to that mode.
- For those that are not familiar with working with Query, you may want to read through the following information.



What is Query and Who Can Use It?

- Before doing Query, you should be familiar with the basic commands for using the system i. You do not have to understand how to use a high-level programming language to use Query.
- Query is an IBM licensed program that can be used to obtain information from the system i database. Query can be used to select, arrange, and analyze information (data) stored in one or more database files to produce custom reports, listings, and other data files. You can create your own Query definitions and then run them, run existing queries created by another person, or run a default Query against a particular database file (using an unnamed Query). You determine what data the Query is to retrieve, the format of the report/listing, and whether it should be displayed, printed, or sent to another database file.
- You can use Query to obtain information from a single file or a combined set of up to 32 files and select all the fields or a few of the fields within the file/s and organize them as you want them to appear in the type of output chosen. All records in the files can be included in the output, or you can select only a few to be included, using record selection tests.

Query Fundamentals

- Information, or data, is organized and stored on your system in various forms, primarily in objects called database files (usually referred to as just files). A file contains individual units of information, called records, and each contains related pieces of data. Each piece of information in a record is called a field, and how the fields are organized is defined in a record format (often just called a format.)
- When you run a Query to produce a report, Query uses the files, records, and fields to get the information you want from the database, in the form of records. It then uses those records to produce a Query report.
- A physical file contains the fields of data, as records, but logical files do not. A physical file (PF) contains at least one record format. The field order in a physical file determines the format of the records in the Query report. A logical file (LF) gives a different view of the data stored in one or more physical files. A logical file does not actually contain data.
- The file or files that a Query uses to get the information and what is to be done with that information are defined and stored in a Query definition. A Query definition is an object (with type *qrydfn) and it contains all the details that Query needs to find and use the files in the way you specify, and to produce the results you expect. If you have a question while using Query, you can move the cursor to where you have a question and then press the Help key (F1 on a PC).

Query Mode

SOLUTIONS VIEW  Connected 19 Jul at 07:56 am as: BECKY 

Functions

Select Records

File Mode

Convert Query to Excel

Library: *USRLIBL


Filter:

Opt	Query	Library	Description
1	ADAMSCITY	BECKY	balancing city forms
	AGOWNRS	BECKY	ag property owners report
	BUDGETCHG	BECKY	
	CLMSUMFN	BECKY	Claims Paid Summary by Fund
	CURRCOLL	BECKY	Current collected by district and receipt type
	DAYSOSYRS	BECKY	KEEP-Days, Months, Years, Calculating Dates
	DEDREFUND	BECKY	
	DELQCOLL	BECKY	Delinq collected by district and receipt type
	DELQTXPD	BECKY	DELQ TAXES PAID W/IN A DATE RNG SORTED BY MO & TD
	DRAININTPD	BECKY	drainage stamped warrant interest paid
	DSBREG	BECKY	Disbursement Register for specified Dept
	EMPAGE	BECKY	KEEP-Calculating days from dates
	EMPRHEALTH	BECKY	KEEP-employer share of health by fund and function
	FFM	BECKY	parcels with current ffm apps
	FHP	BECKY	KEEP-Farm and Home Publisher
	HAREXP	BECKY	Query for Harrison Expense by Function and Object

Exit Cancel OK

Grid legend

1=Convert Query to Excel
5=Display Query results

SOLUTIONS 

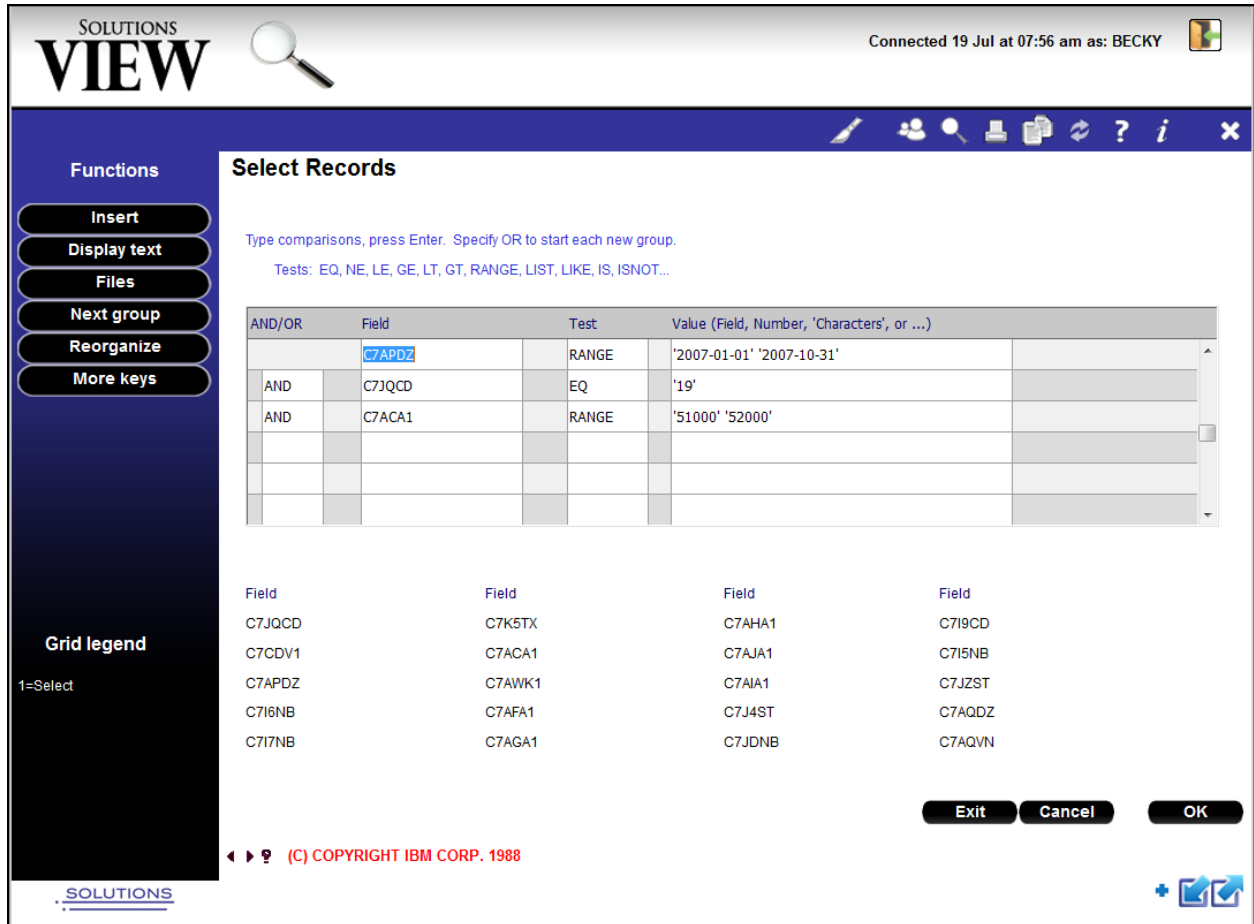
PROGRAM NOTES:

- When in the Query Mode, all existing queries on the system in user libraries on your library list will be displayed. You can enter in a specific library or scroll through the list.
- You can either convert an existing Query or display the results of an existing Query.
- The Query does not have to be set up to go to a spool file or database to use this program.
- You can select a level 1 break in your Query that will insert a blank into Excel; all other levels will be ignored.
- You may also select totals to calculate subtotals of the level 1 breaks and grand totals.
- If you would like change, add, or remove a record selection, you can either enter a '1' or a '5' in front of the Query you wish to work with and press F4 instead of enter.
- Pressing F4 will take you into the record selection screen (see the Record Selection section previously in the manual for more information).
- The Query's original record selection will be displayed and you may change, remove, or add to the information for the purpose of the spreadsheet. This will NOT change the existing Query.
- You can convert a Query directly to Excel by placing a '1' in front of the Query you wish to work with and press enter. The program will convert the Query results into a spreadsheet.
- You may also display the Query's results by placing a '5' in front of a specific Query and pressing enter.

PROGRAM OPTIONS:

- 1=Convert Query to Excel: place a '1' in front of the file you wish to work with. Pressing enter will take you directly to the spreadsheet or press F4 to enter, change, or remove the selection criteria first.
- 5=Display Query Results: place a '5' in front of the Query you wish to work with. Pressing enter will display the results screen or press F4 to enter, change, or remove the selection criteria first.

Record Selection Prompt



PROGRAM NOTES:

- Before you convert the Query to Excel or display the results, you can change the record selection for the purposes of the spreadsheet.
- The Query's original record selection will be displayed and you may change, remove, or add to the information for the purpose of the spreadsheet. This will NOT change the existing Query.
- This screen is split into 2 halves. The top half is where you enter in the fields and corresponding tests to narrow down the results. The bottom half displays all the fields that are in the file.
- You can move your cursor to the Field section and then roll (page up or down) the screen to see all the fields. If you do not see the text, you can toggle between display the field names only or display the field names and text.
- You can page down if you need more lines than is shown on the screen.
- Click Insert to insert a blank line after where the cursor is positioned. To clear a line, just field exit through all the information within the line.
- For field and function key information, refer to the Record Selection section earlier in the manual.

Export Data to Excel (Data or Query to Spreadsheet)

Press Enter to Convert the Query to Excel

SOLUTIONS VIEW Connected 19 Jul at 14:43 pm as: BECKY

Convert Query to Excel

Library: *USRLIBL
Filter:

Opt	Query	Library	Description
	ADAMSCITY	BECKY	balancing city forms
	AGOWNRS		Your Data is being converted.
	BUDGETCHG		Your Data will open in Excel shortly.
	CLMSUMFN		Please be patient.
	CURRCOLL		
	DAYSMOSYRS		
	DEDEFUND		
	DELQCOLL		
	DELQTXPD		
	DRAININTPD		
	DSBREG		
	EMPAGE	BECKY	KEEP-Calculating days from dates
1	EMPRHEALTH	BECKY	KEEP-employer share of health by fund and function
	FFM	BECKY	parcels with current ffm apps
	FHP	BECKY	KEEP-Farm and Home Publisher
	HAREXP	BECKY	Query for Harrison Expense by Function and Object

Grid legend
1=Convert Query to Excel
5=Display Query results

Exit Cancel OK

An error occurred. There is no data to convert.

PROGRAM NOTES:

- When converting the Query to Excel, the screen above will appear. This lets you know that data is being converted.
- A 'PCO Session' dialogue box will appear while the conversion is running.

Query Converted to Excel

	A	B	C	D	E	F	G	H	I	J	K	L
	County ID	Year Payable	Receipt Type	Receipt Number	Item Number	Tax District	Tax District Ext	Parcel Number	Parcel UID	Total Taxes Due	Taxes First Half	Taxes Second Half
1												
2	21	20062007	50	90001	1	160	0	0	0	536.00	268.00	268.00
3	21	20062007	50	90000	1	640	0	0	0	1532.00	766.00	766.00
4	21	20062007	80	1	1	260	0	0	0	1628.00	814.00	814.00
5	21	20062007	80	1	2	270	0	0	0	2662.00	1331.00	1331.00
6	21	20062007	80	1	3	280	0	0	0	1458.00	729.00	729.00
7	21	20062007	80	1	4	540	0	0	0	899.00	429.00	429.00
8	21	20062007	80	2	1	10	0	0	0	974.00	487.00	487.00
9	21	20062007	80	2	2	170	0	0	0	1844.00	922.00	922.00
10	21	20062007	80	2	3	190	0	0	0	834.00	417.00	417.00
11	21	20062007	80	2	4	210	0	0	0	400.00	200.00	200.00
12	21	20062007	80	2	5	240	0	0	0	156.00	78.00	78.00
13	21	20062007	80	2	6	300	0	0	0	0.00	0.00	0.00
14	21	20062007	80	3	1	40	0	0	0	1716.00	858.00	858.00
15	21	20062007	80	3	2	50	0	0	0	4290.00	2145.00	2145.00
16	21	20062007	80	3	3	60	0	0	0	28324.00	14162.00	14162.00
17	21	20062007	80	3	4	70	0	0	0	1264.00	627.00	627.00
18	21	20062007	80	3	5	80	0	0	0	9394.00	4997.00	4997.00
19	21	20062007	80	3	6	90	0	0	0	23320.00	11660.00	11660.00
20	21	20062007	80	3	7	100	0	0	0	3372.00	1686.00	1686.00
21	21	20062007	80	3	8	120	0	0	0	6264.00	3132.00	3132.00
22	21	20062007	80	3	9	140	0	0	0	4636.00	2318.00	2318.00
23	21	20062007	80	3	10	160	0	0	0	32446.00	16223.00	16223.00
24	21	20062007	80	3	11	170	0	0	0	34458.00	17229.00	17229.00
25	21	20062007	80	3	12	190	0	0	0	350.00	175.00	175.00
26	21	20062007	80	3	13	210	0	0	0	3290.00	1645.00	1645.00
27	21	20062007	80	3	14	230	0	0	0	2344.00	1172.00	1172.00

PROGRAM NOTES:

- Once the conversion is finished, a spreadsheet will open with the name of the query you are using.
- When converting an existing Query to Excel, a blank spreadsheet with the column headings from the Query will appear. The column headings are set to go into row 1 of the spreadsheet.
- To save your spreadsheet, you must click on 'File' and then 'Save As.' You must change the 'Save as Type' to an Excel spreadsheet type.
- When creating a spreadsheet using either a file or a Query, the program will make a copy of the spreadsheet in a folder on your PC's hard drive. The folder is called Querydata.