



Financial Accounting Systems LLC

1961 Royal View Drive
Placerville, CA 95667

(888) 345-8726 (USA)
(866)888-1491 (FAX)

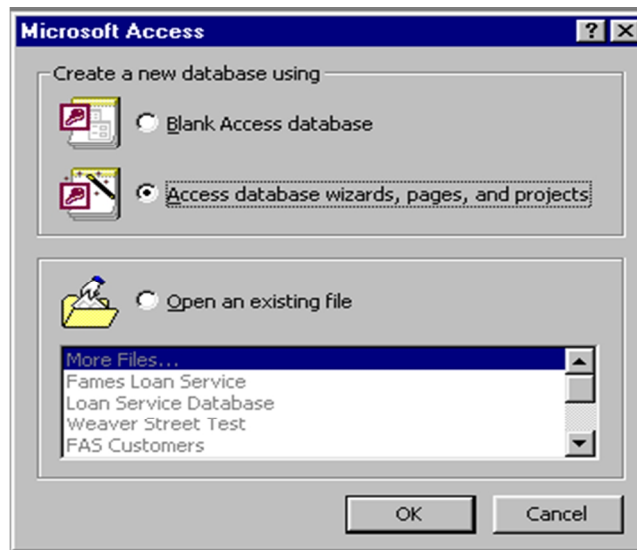
INSTRUCTIONS FOR SETTING UP ODBC REPORTS USING MICROSOFT ACCESS.

Create Tables:

Open Access

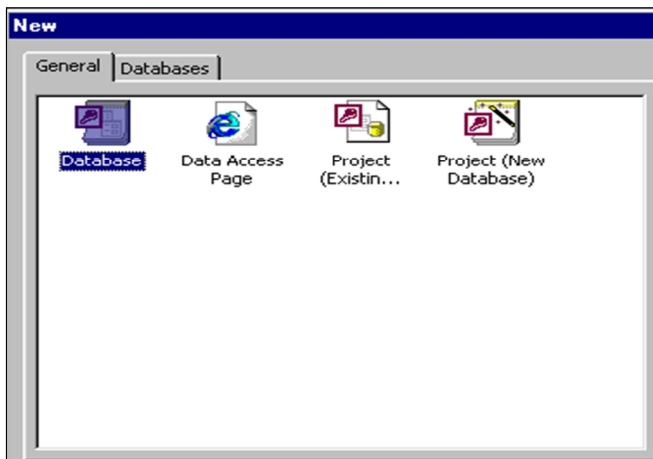
Create a new database using Access Database Wizards, Pages & Projects

Click on OK



Click on the General Tab

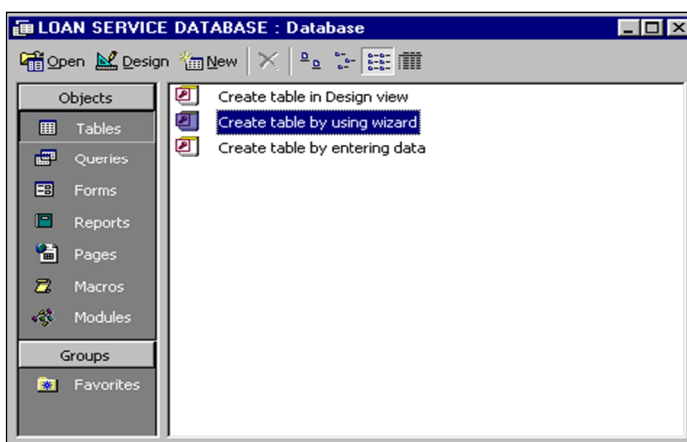
Double Click on Database



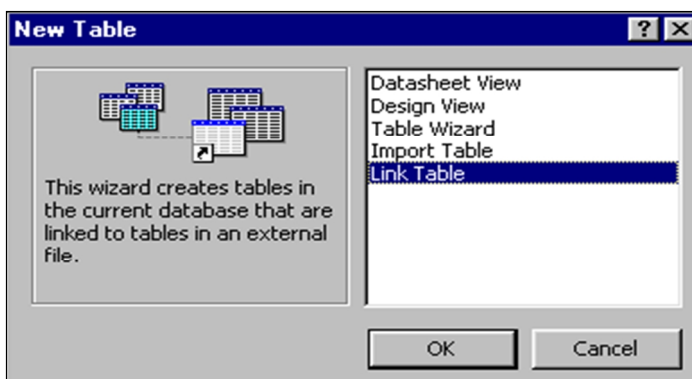
Name the database something meaningful

Loan Service Database (suggestion). Click on Create.

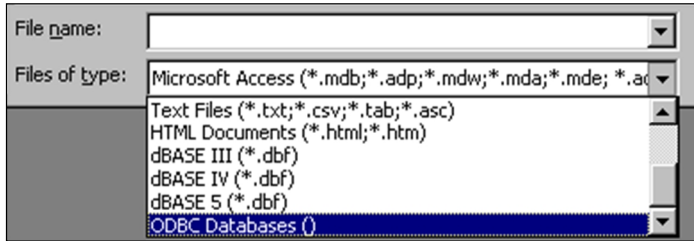
Next Click on Create Table by using Wizard, click on New.



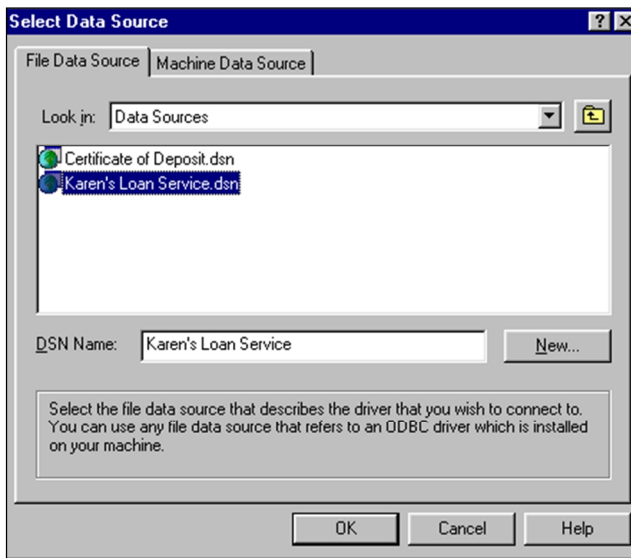
Click on Link Table, OK.



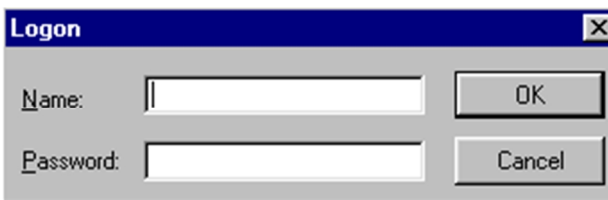
Change Files of Type to ODBC Databases



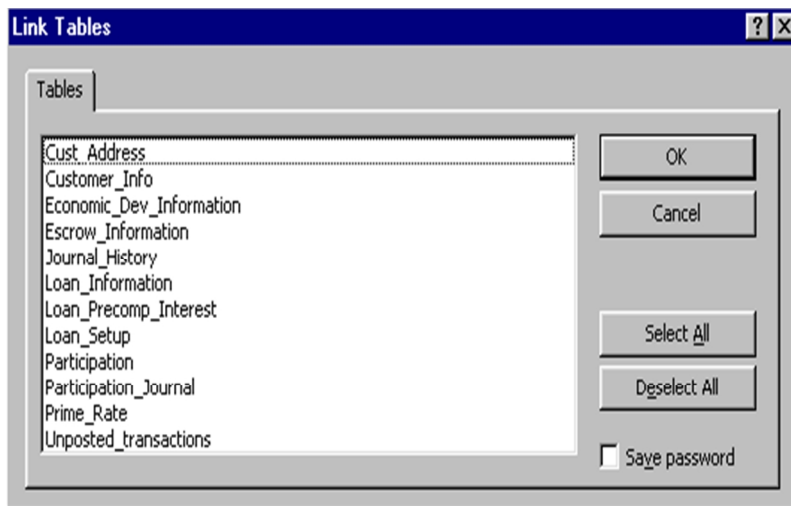
Next double click on the Data Source.



Click OK at the Logon screen.



You may select individual Tables or Select All tables for your database & click on OK.



Once you have setup the Tables, you may now configure Reports, Forms, Queries, etc. using this data.

For additional information and help using ODBC with either Microsoft Excel or Microsoft Access click on the help button in either Access or Excel.

Financial Accounting Systems provides this tutorial as a courtesy and a convenience to our customers to help with the learning curve in using ODBC to create custom reports. FAS does not provide support for Microsoft products.