



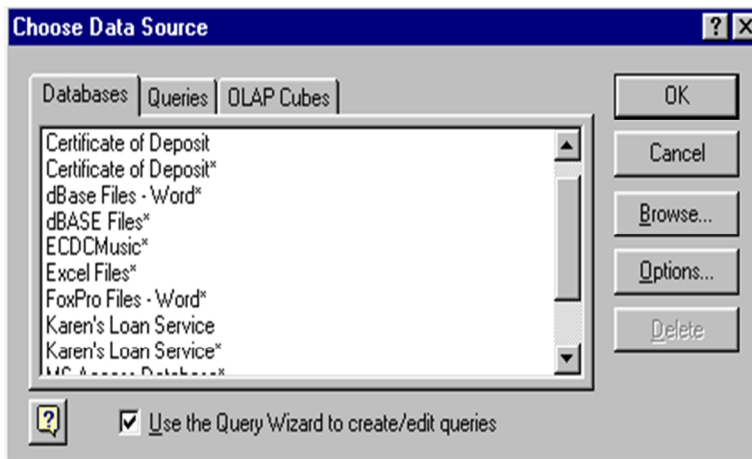
Financial Accounting Systems LLC

1961 Royal View Drive
Placerville, CA 95667

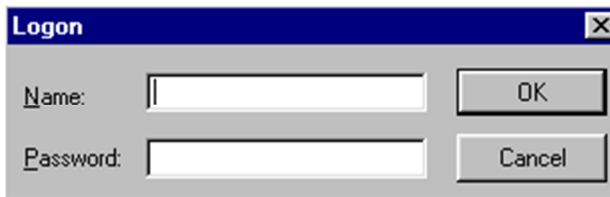
(888) 345-8726 (USA)
(866) 888-1491 (FAX)

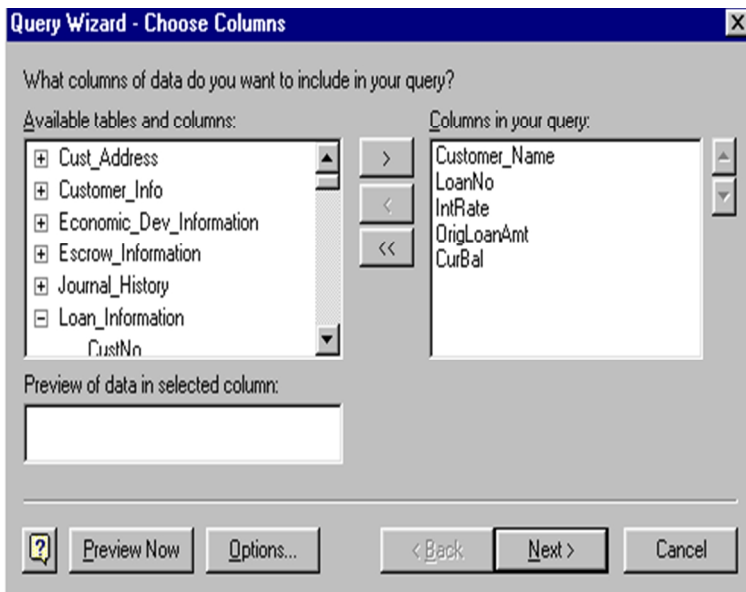
Creating Reports using Microsoft Excel

Open Excel, go to Data, Get External Data, New Database Query. Select the Loan Service Data Source.



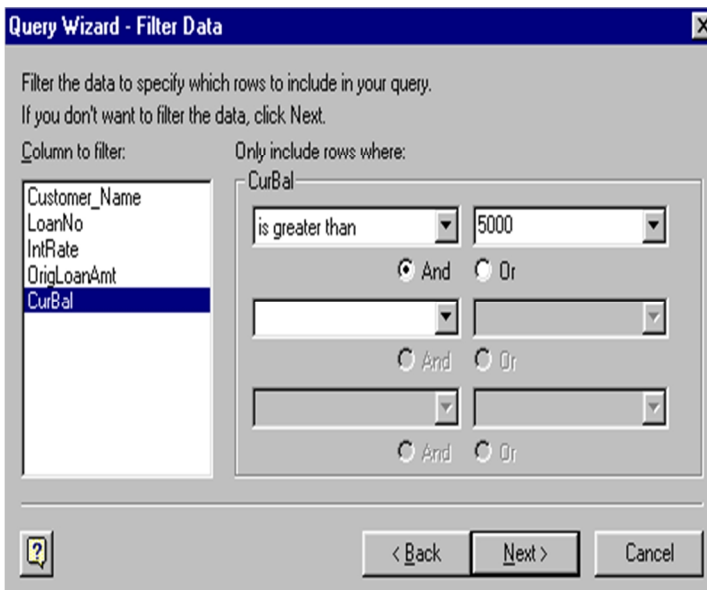
Click OK on the Logon screen.



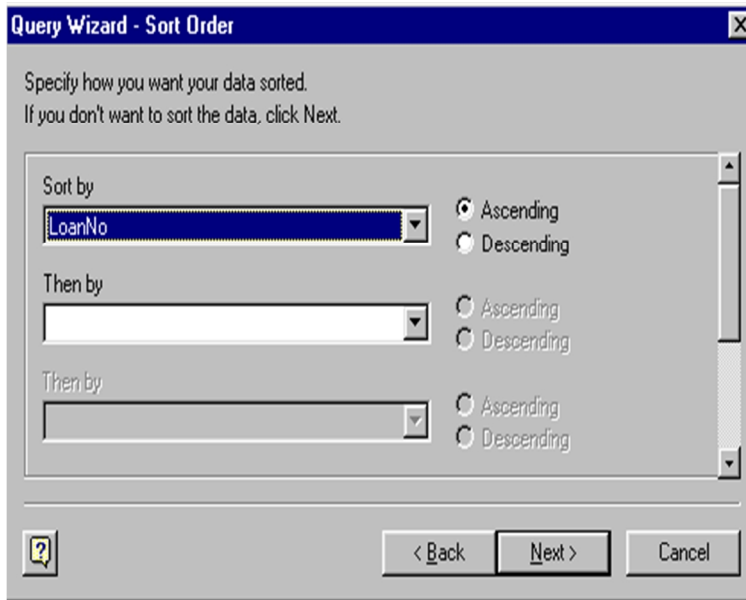


Click on next.

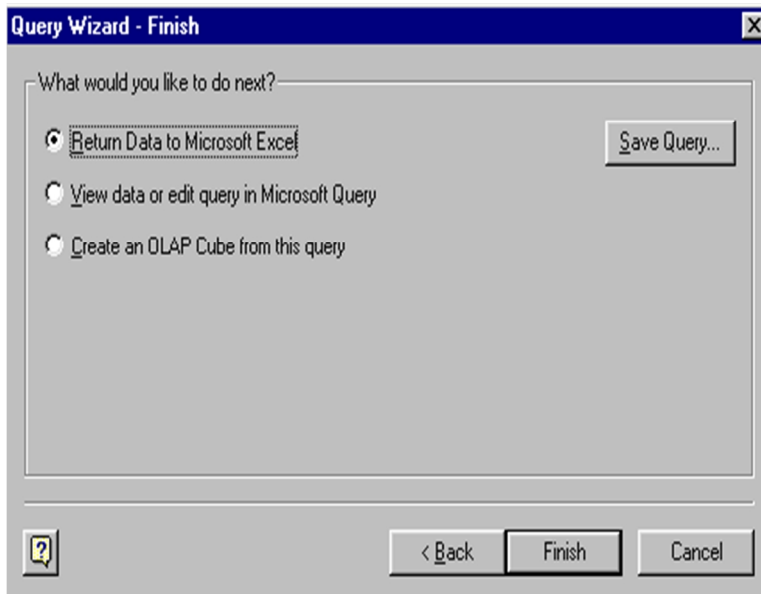
Next setup any filters needed to define the report. Click on Next.



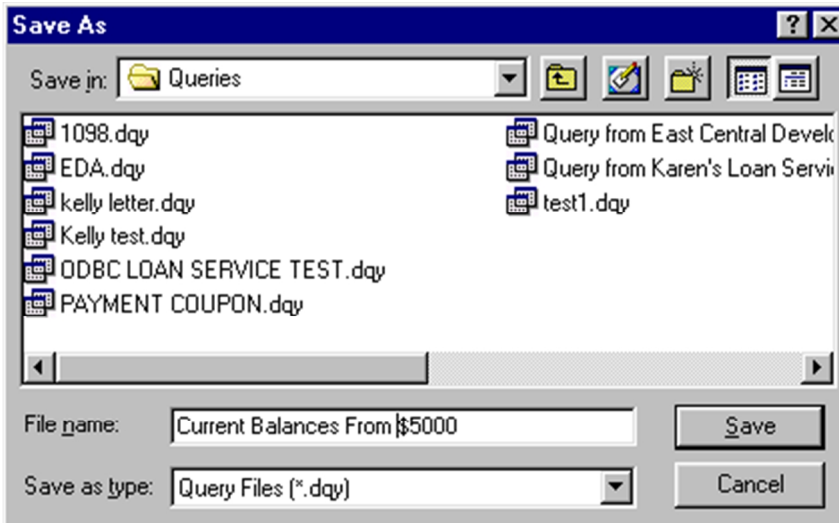
Setup any sorting wanted. Click on Next.



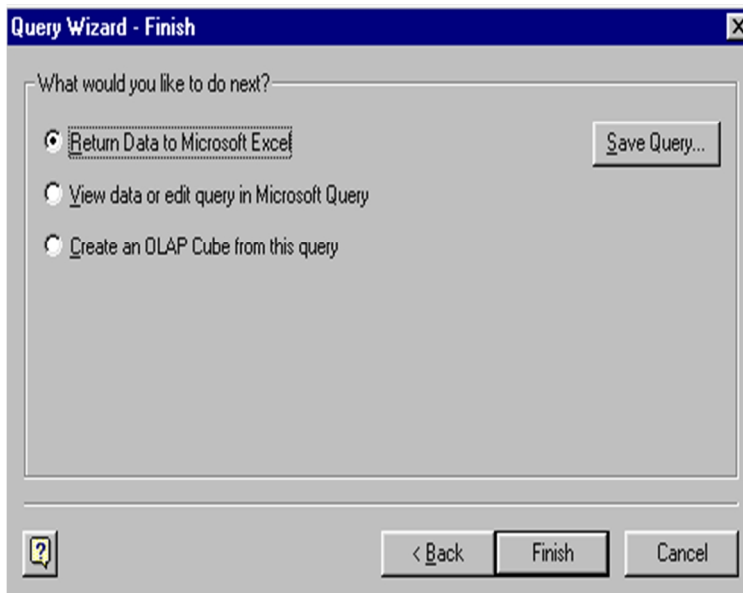
Click on Save Query.



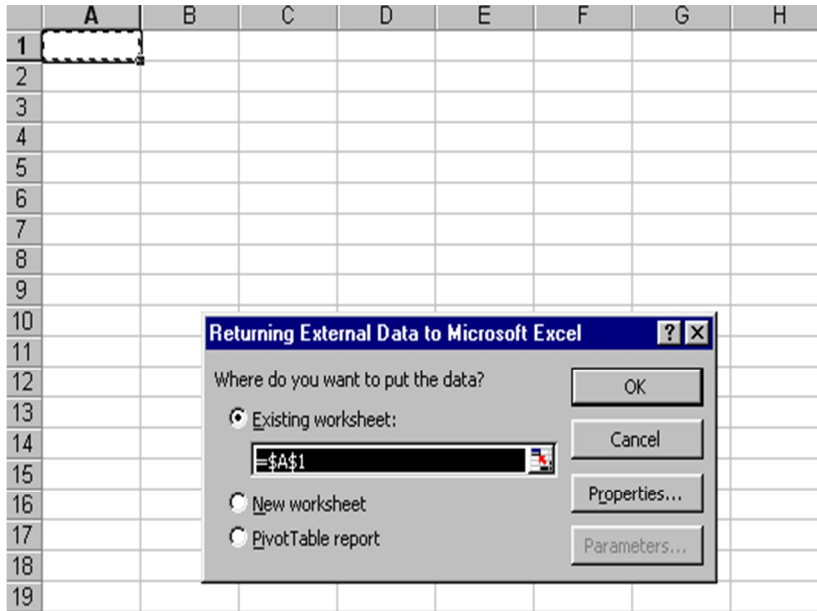
Give the query a meaningful name so that you can run the query at a future date.



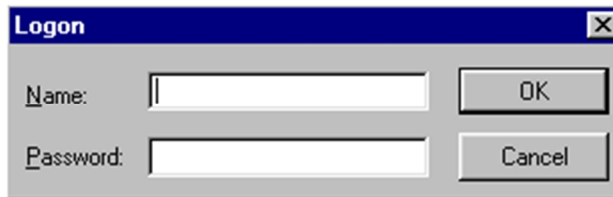
Click on Finish to return the data to Microsoft Excel.



Decide where on the worksheet you want to place the data. You may click on any cell, Excel automatically changes the location, click on OK.



Click OK on the Logon screen.



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.