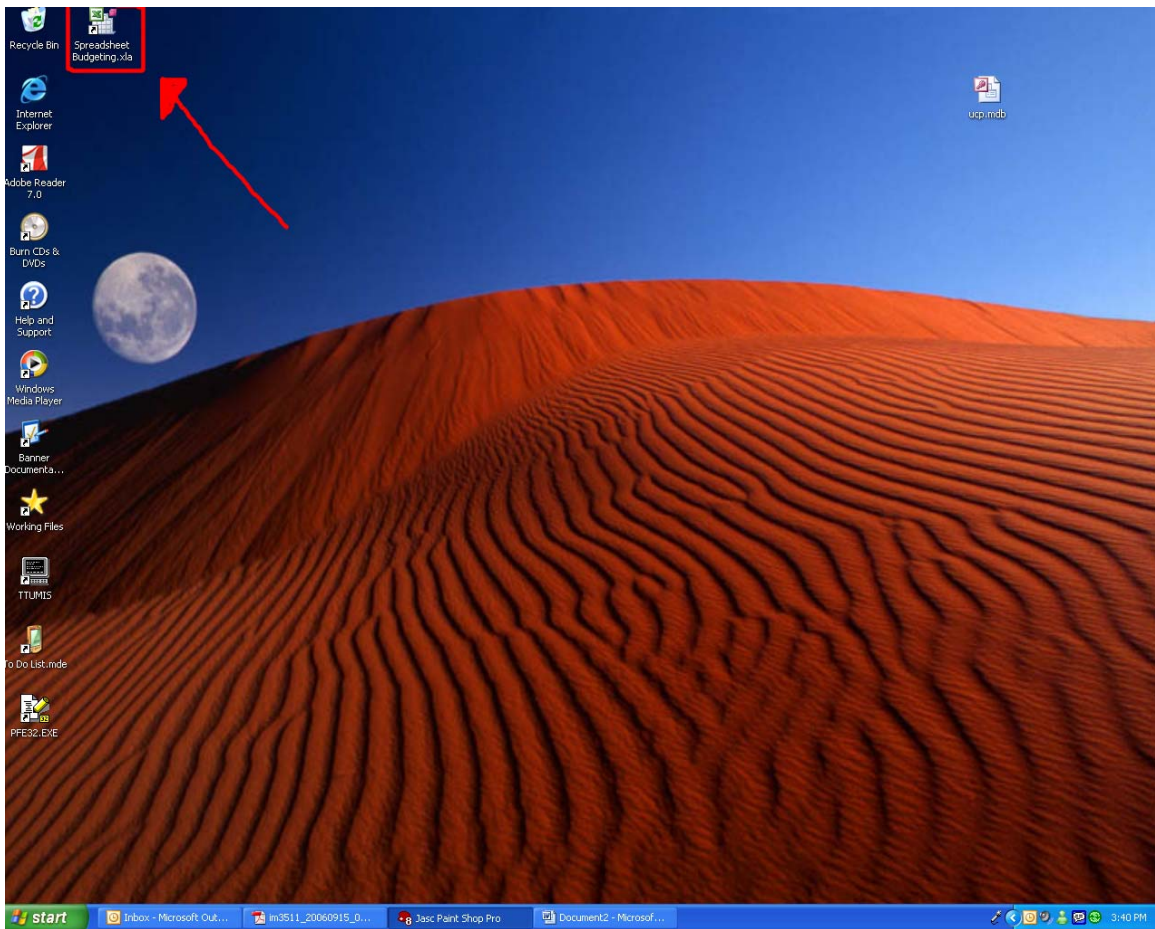


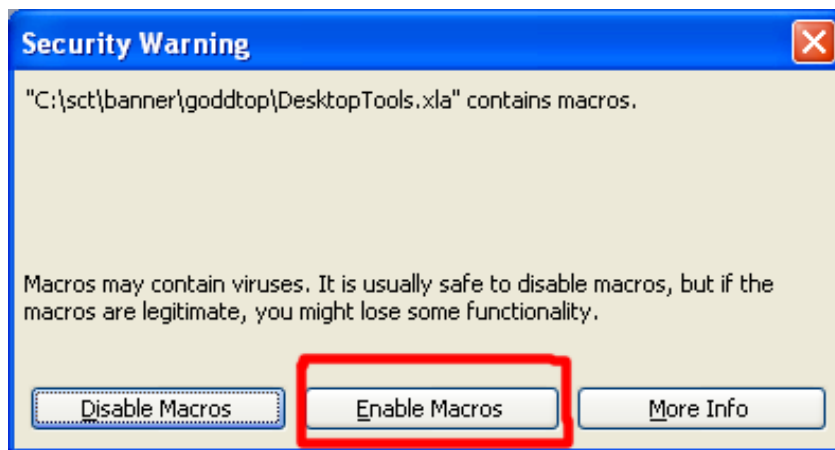
## **Getting To Know Spreadsheet Budgeting**



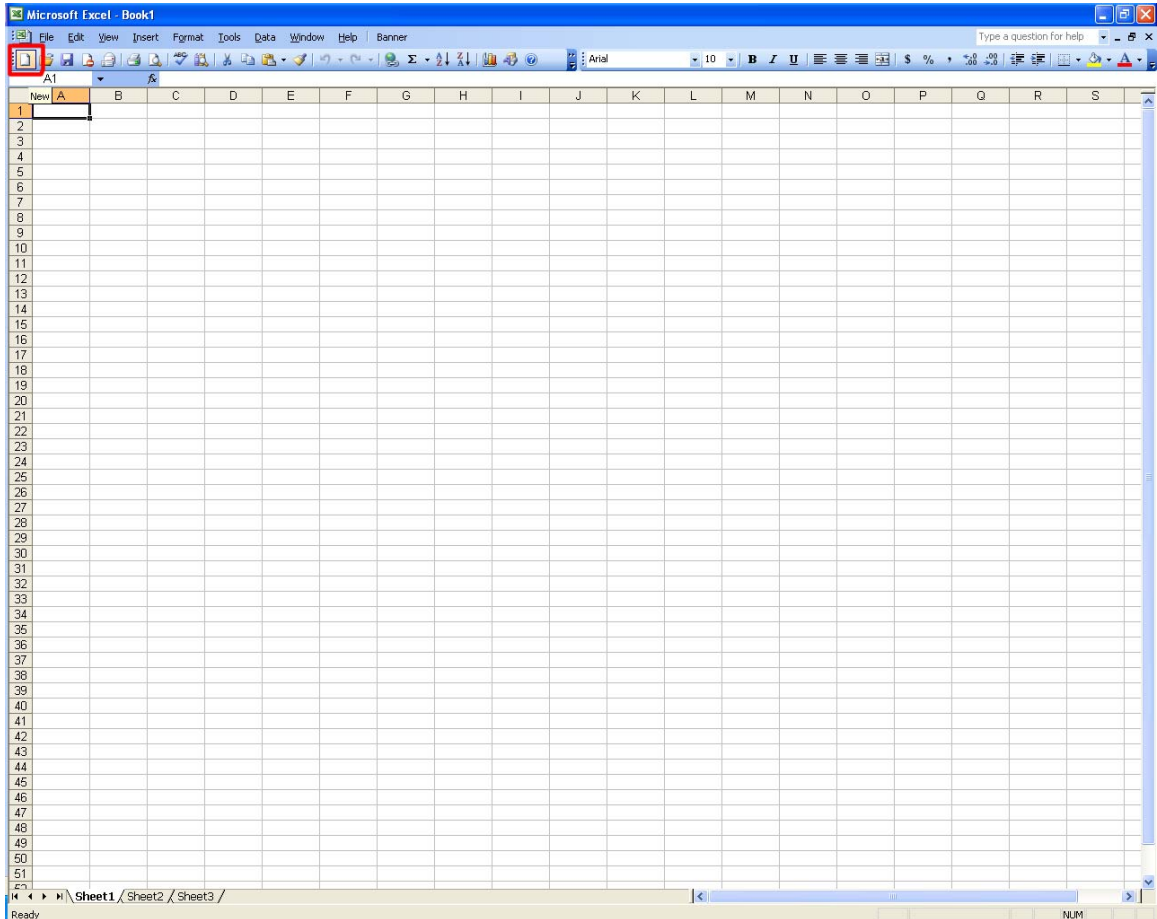
1. Double-click the spreadsheet budgeting shortcut located on your desktop.



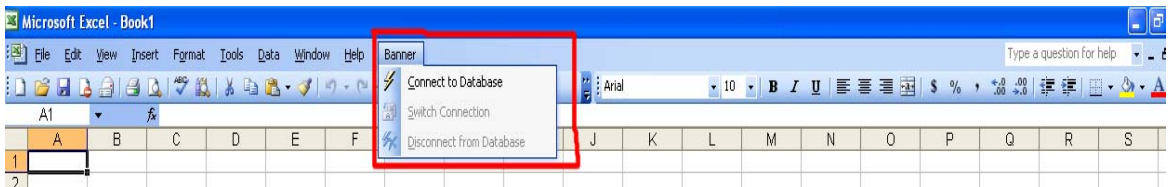
2. When MS Excel opens select “Enable Macros”



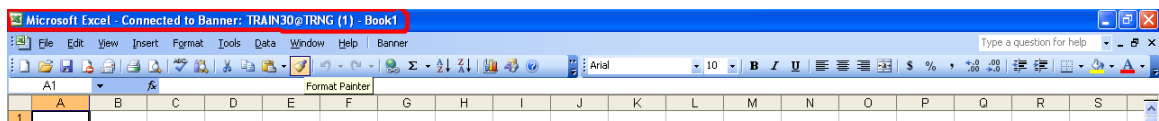
**3. Once MS Excel has opened, open a new worksheet.**



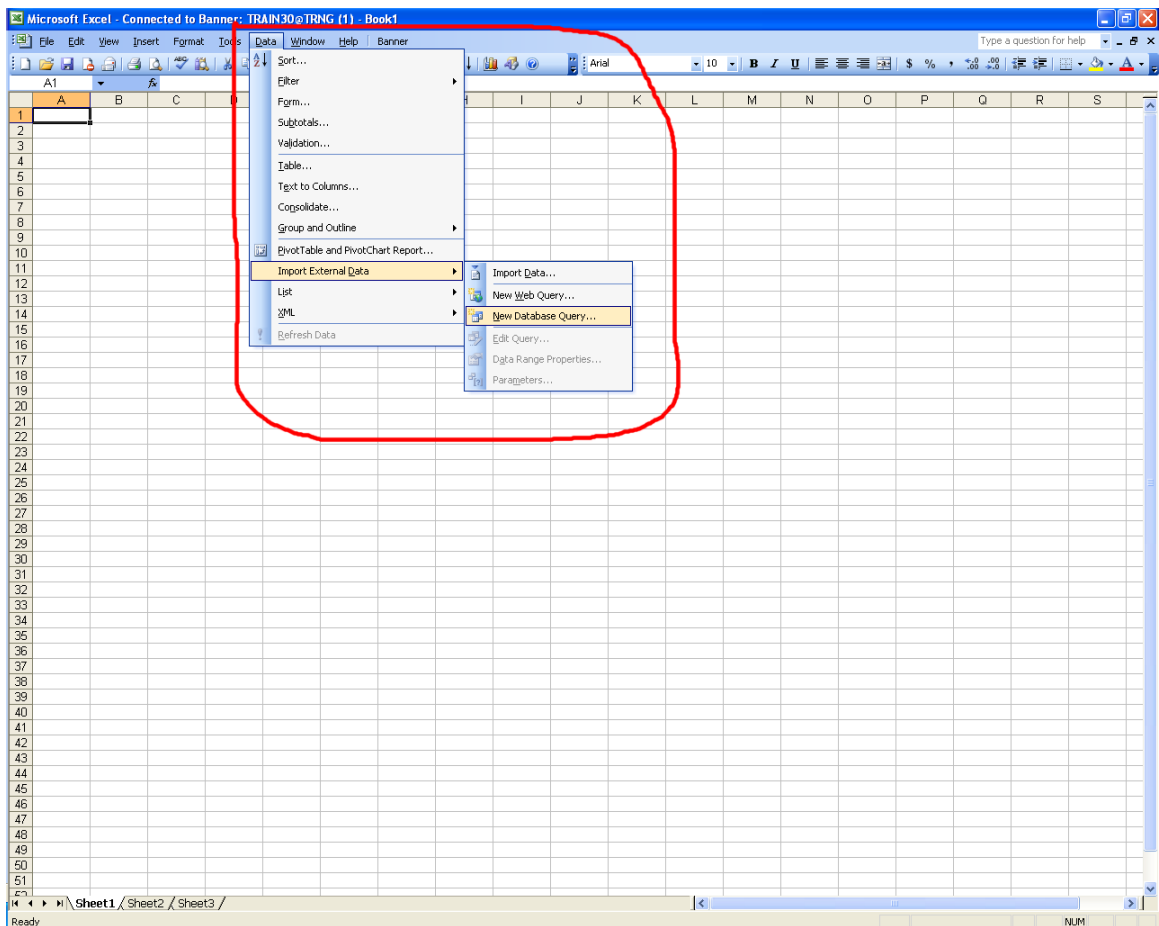
**4. Once the worksheet has been opened use the “Banner” menu option and select “Connect to Database”**



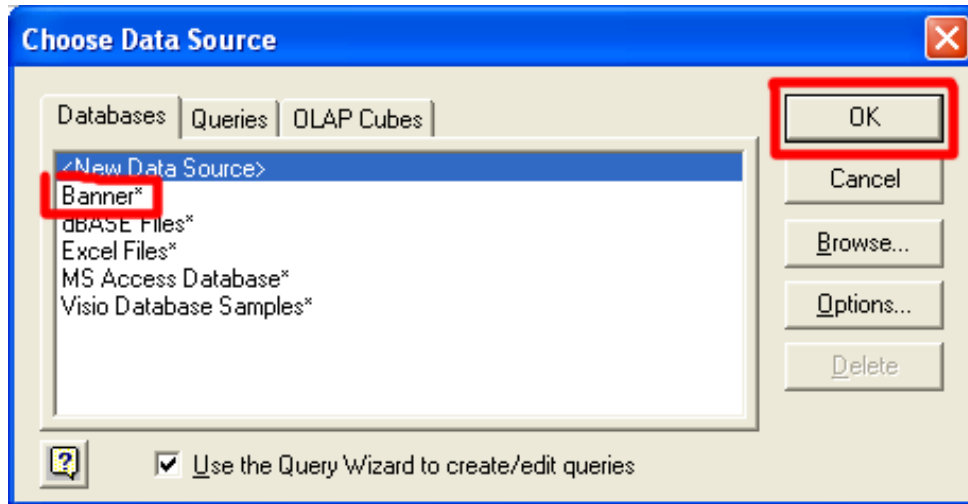
5. Once the login dialog box opens, enter your username, password, Banner instance, and click “Connect” to connect to the database. Once you are connected the title bar of Excel will notify you.



6. Next us the “Data” menu option, go the “Import External Data” or “Get External Data”, then go to “New Database Query”



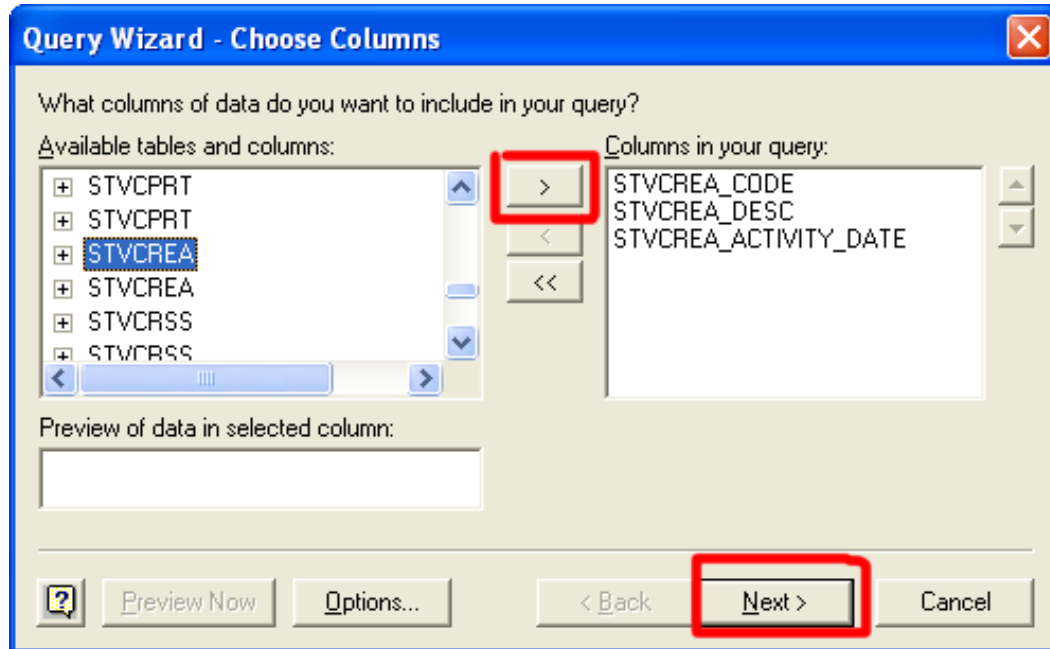
7. When the “Choose Data Source” dialog box appears select “Banner” and click the “OK” button.



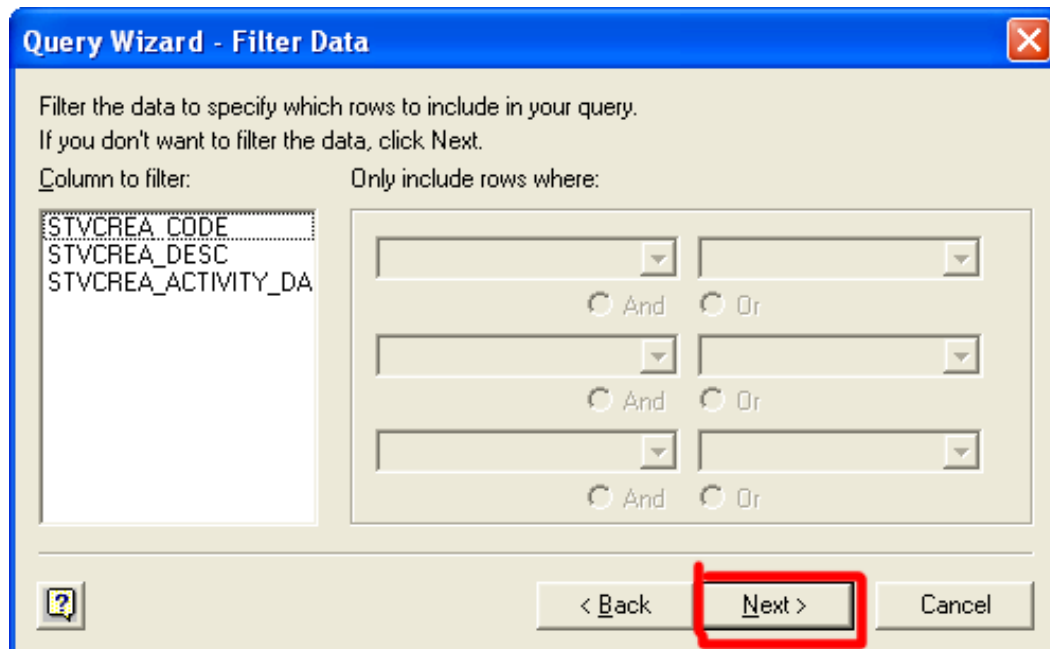
8. The “Oracle ODBC Driver Connect” insert the “Service Name/Database Instance”, “Username”, “Password”, and click the “OK” button.



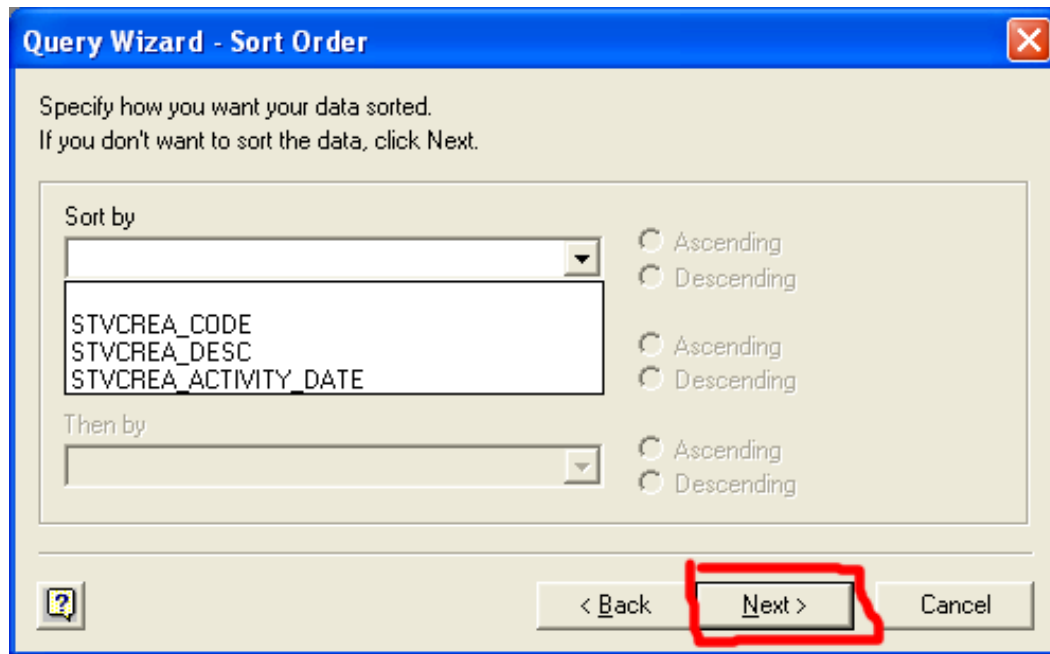
9. Select the table you would like to query from the “Available tables and columns list”, then click “>” button which will move the selected tables columns in the “Columns in your query” list. Then click the “Next Button”



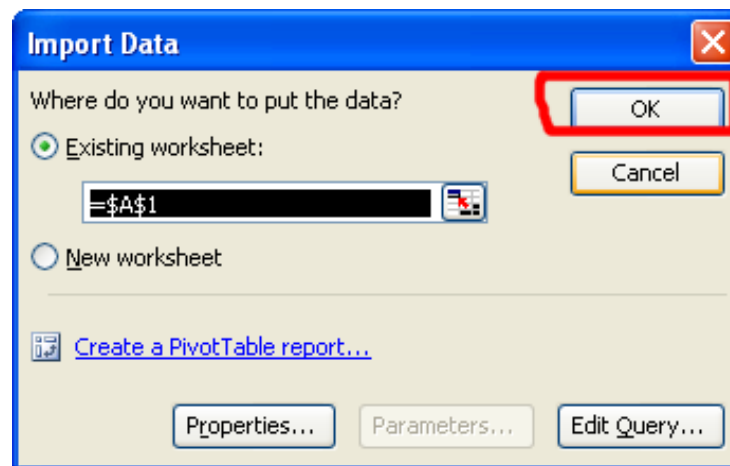
10. Next you can choose the columns you would like to filter your query by. Select the columns, and then click the “Next” button.



11. Next you can select a column to sort the query results by either ascending or descending. Once you have made your selections, click the “Next” button.



12. Now MS Excel will ask you where to import the query results. Normally you just want to select the default location by clicking the “OK” button.



**13. GREAT JOB! Your finished and MS Excel will display the results of your query if there any data to display.**

