Procedure

Section	Title	Origination Date: 01/31/2012
20	Importing Data from Payment Dump into Excel	Revision Date:

Procedure

Open Excel

Go to Data, Import External Data, New Database Query…

Choose Excel Files* from dialog box and hit OK

Select the S: drive from the drop down list

Double click ACCOUNTS from the Directories s:\ list

Double click PaymentDump

Select PaymentDump.xls under Database Name and hit OK

Click on the > button and hit Next

Here is the dialog box where you can filter out what you are looking for and hit Next

Example – BA 1562, Cat 04, Trans date

Select what you would like to sort by and hit Next

Select Finish

Click OK on the next box that comes up

Delete whatever lines that do not apply