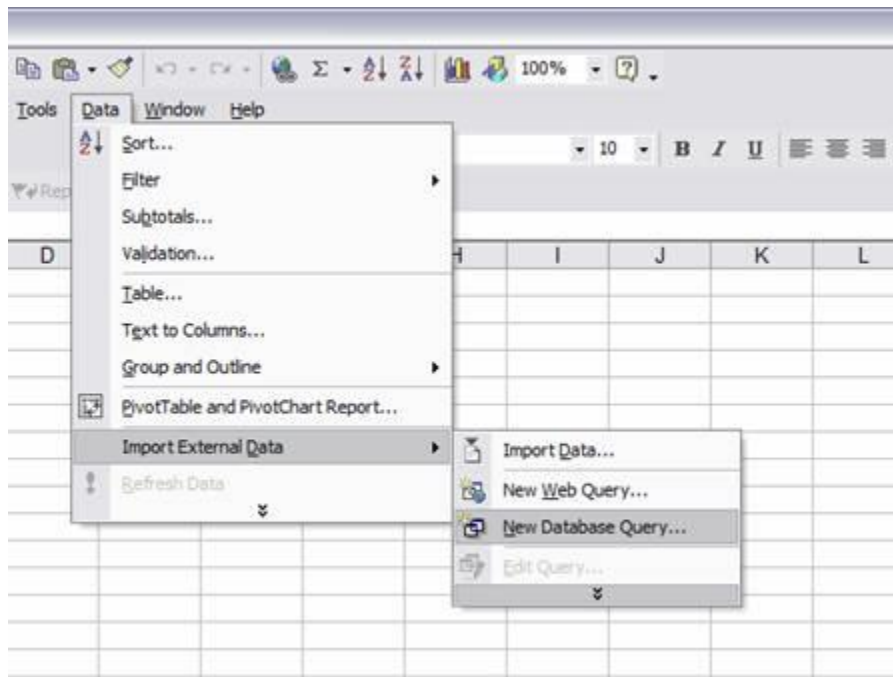
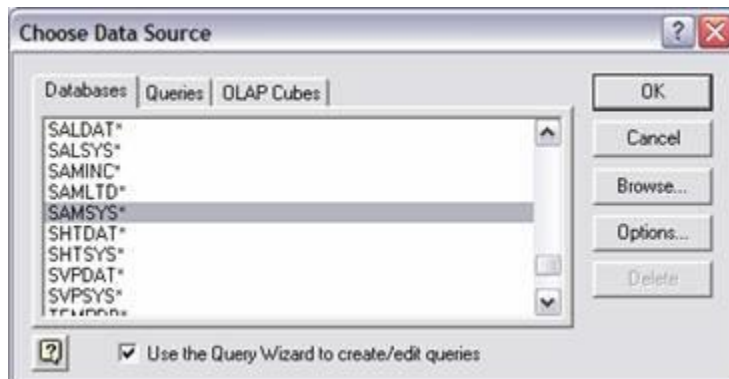


## Extract Accpac data and manipulate it in Microsoft Excel

The following example shows how you can extract Accpac data in Microsoft Excel using Database query. As an example we will extract customer sales for the month of July with the purpose of budgeting December sales as a 20% increase on July sales.



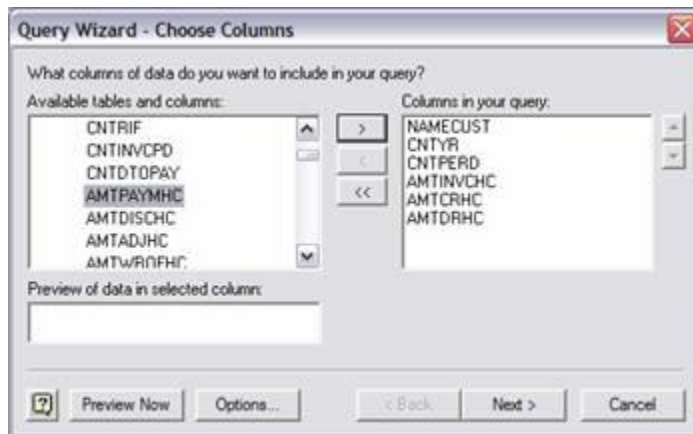
Open Excel and under the Data menu select "Import External Data" and "New Database Query"



From the list of databases select your Accpac Database ID . Please note the existing checkmark at the bottom of the Window. This will enable you to take advantage of the simplified steps in the Wizard. Click OK to go on to the next step in the Wizard.

## Accpac Tips and Tricks

Prepared by: Jeruzalski Computer Services Ltd.

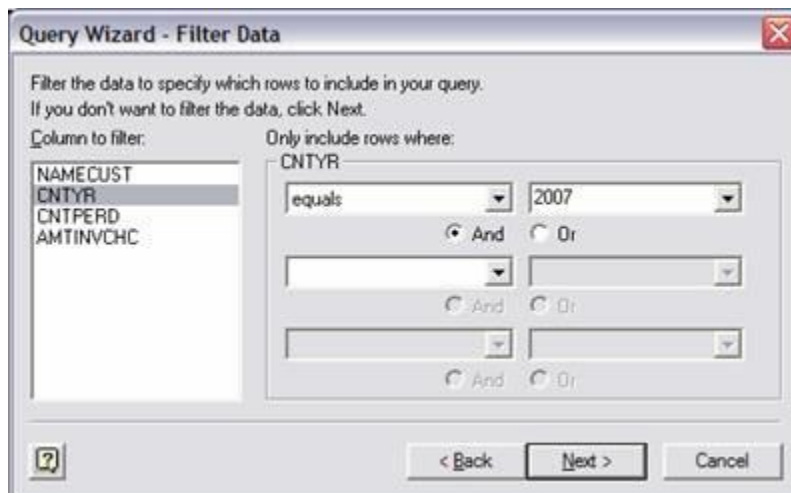


Now you have to select the tables and the fields necessary to build the query. In our example we will use two tables : ARCUS – Customer master file and ARCSM – Customer Statistics.

The fields to select are as follows:

- NAMECUST (customer name)
- CNTYR (fiscal year)
- CNTPERD (fiscal period)
- AMTINVCHC (Total invoices in functional currency)
- AMTCRHC (Total credits in functional currency)
- AMTDRHC (Total debits in functional currency)

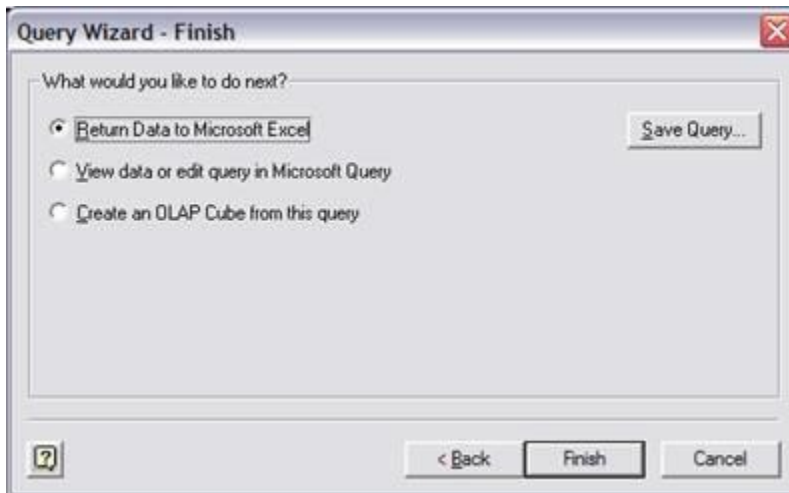
If you select one of the fields and click Preview Now you will be able to look at the information contained in the fields and makes it easier to decide which fields you should use.



In the next step you can put conditions to filter the info you want to extract: in our example we will extract the records for year 2007 fiscal period 07; select the field you want and in the drop-down boxes to the right build your criteria:



You can also sort the records, for example from the highest amount to the smallest.



In the last step the Wizard also gives you the possibility of saving the query for later use (click Save Query and give the query a name).

Click Finish to complete the Wizard.

NAMECUST	CNTYR	CNTPERD	AMTINVCHC	AMTCRHC	AMTDRHC	Total	Budget December
Dr. Dan Penn	2010	7	753.25	0	0	753.25	903.9
Mr. Ronald Black	2010	7	565.4	0	0	565.4	678.48

To manipulate the info create a new column to total your invoices , debits and credit and an additional column to add a new budget column showing a forecasted 20 percent increase in sales for December compared to July.

Similar to the example above you can extract Accpac info in Microsoft Word and Microsoft Access, manipulate and report on the data without affecting your “live” Accpac data.

Please contact us if you have a specific scenario that you might need assistance with.