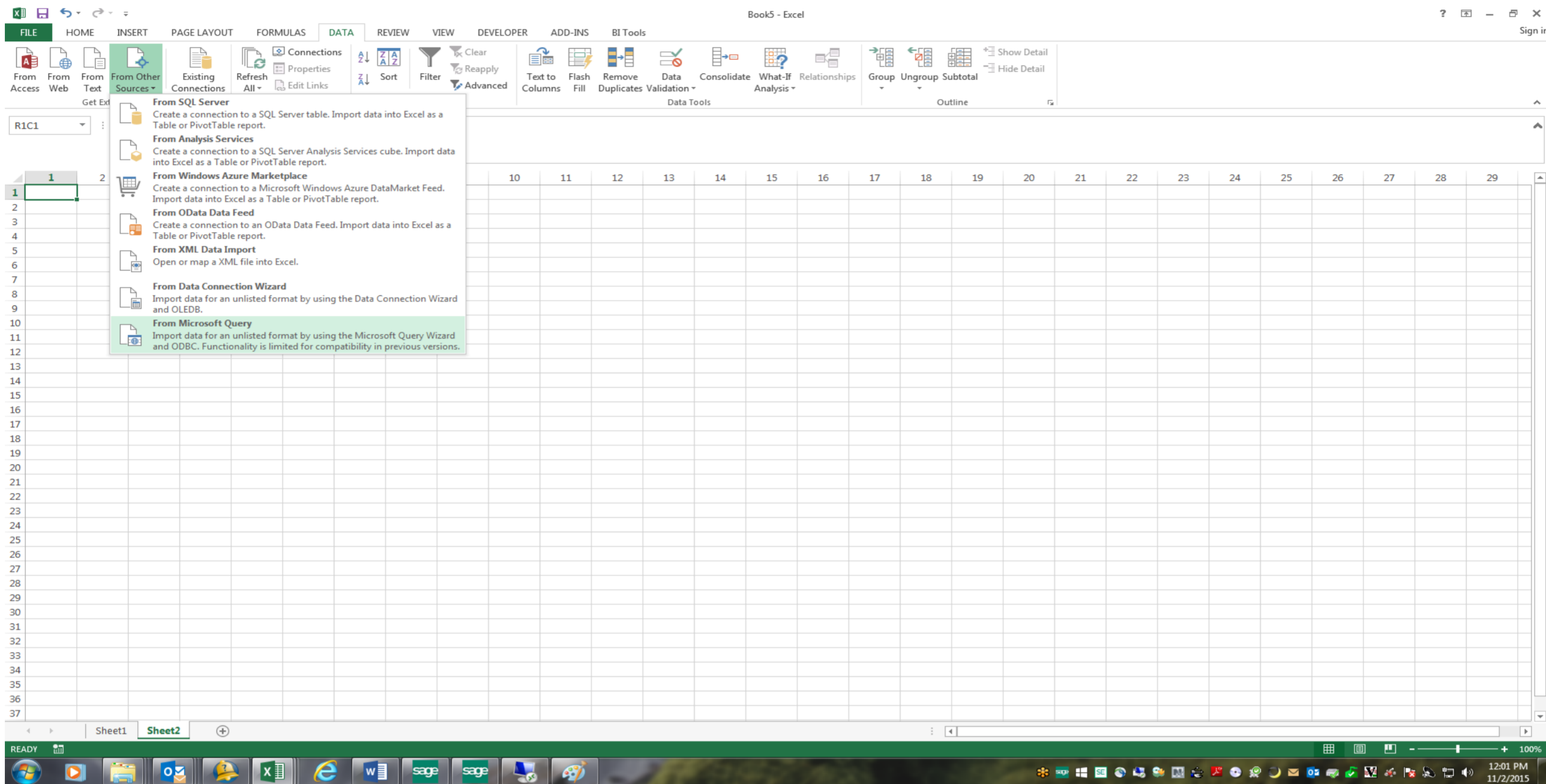
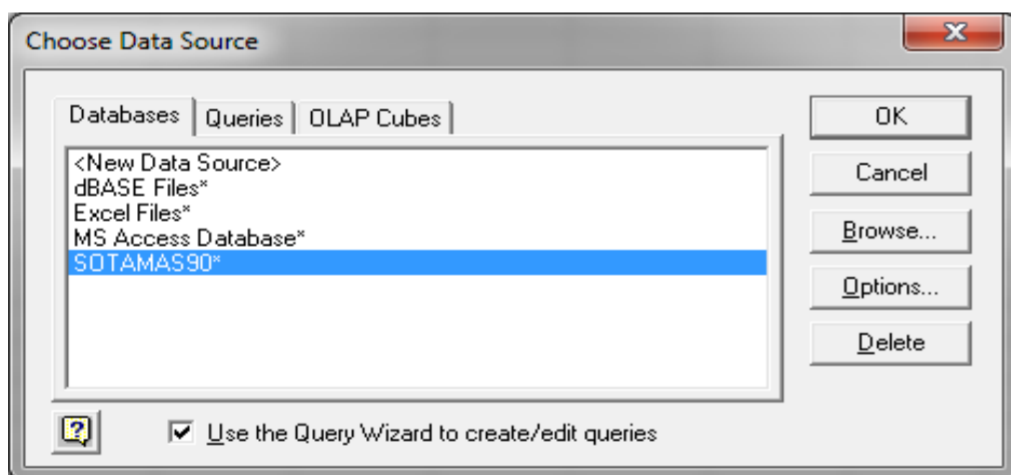


Accessing Data from Sage 100 into Microsoft Excel

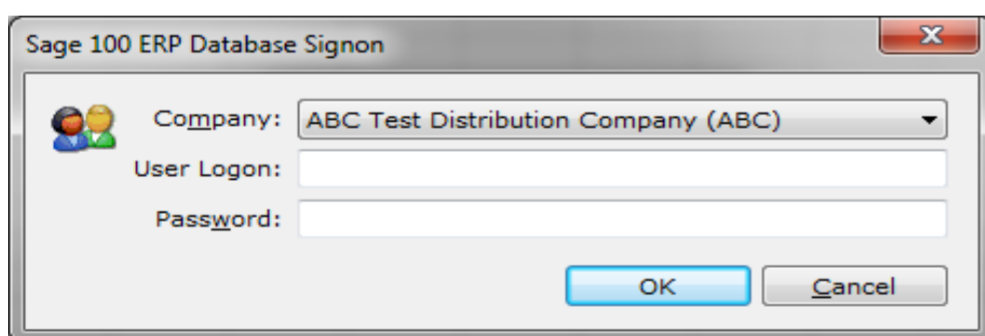
Go into Excel. Go to the Data Ribbon. Go to From Other Sources. Go to From Microsoft Query.



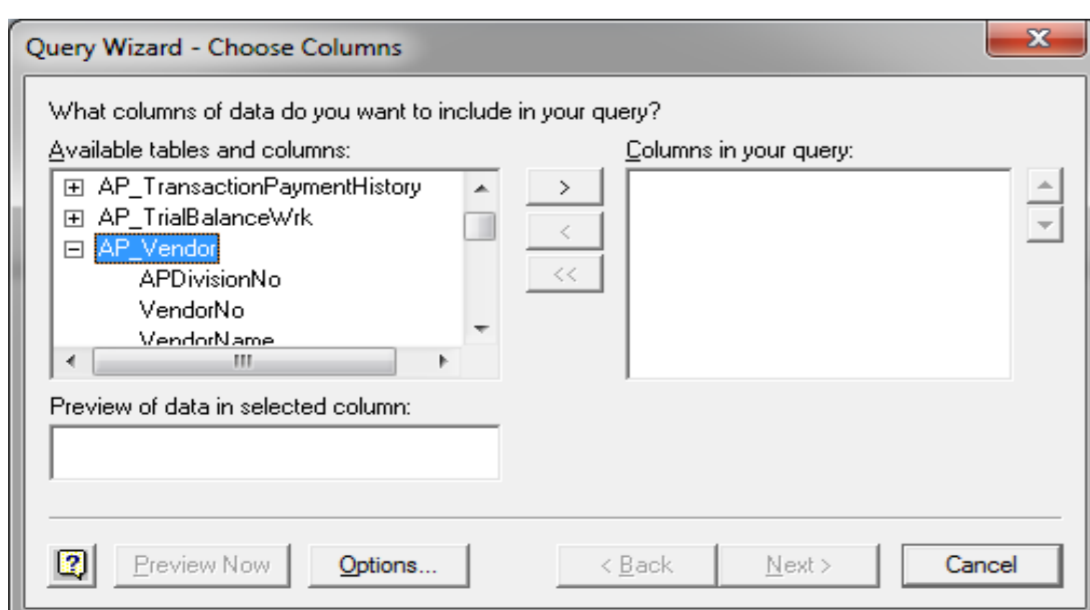
The list of Data Sources currently available will appear. Choose SOTAMAS90. If there is more than one pick the first SOTAMAS90 in the list.



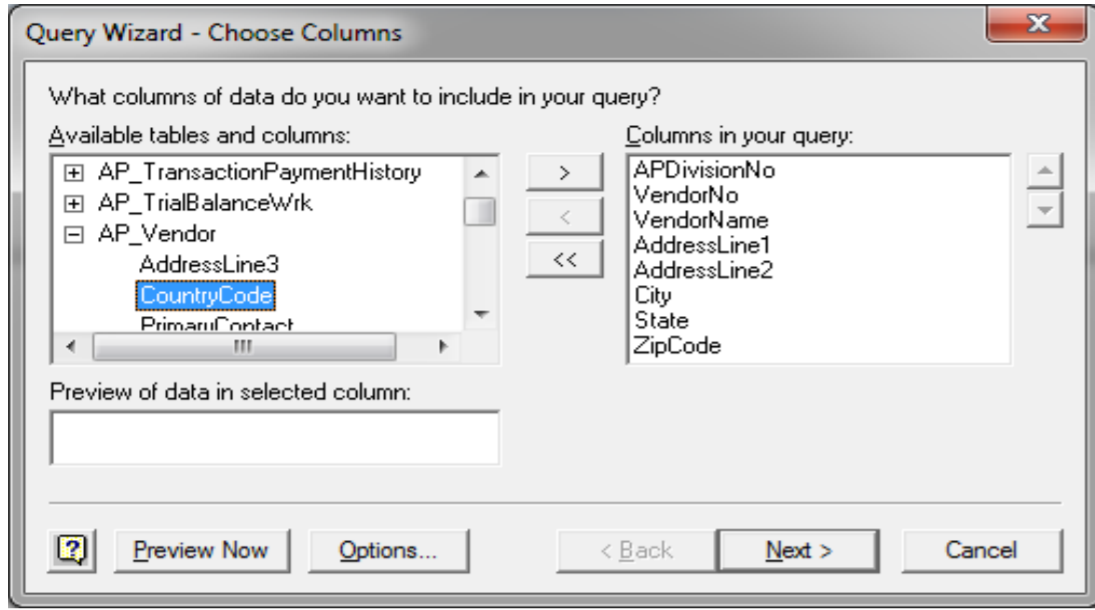
You will be prompted for the company code, your Sage 100 user ID and password. This is the same user and password you use when logging into the software.



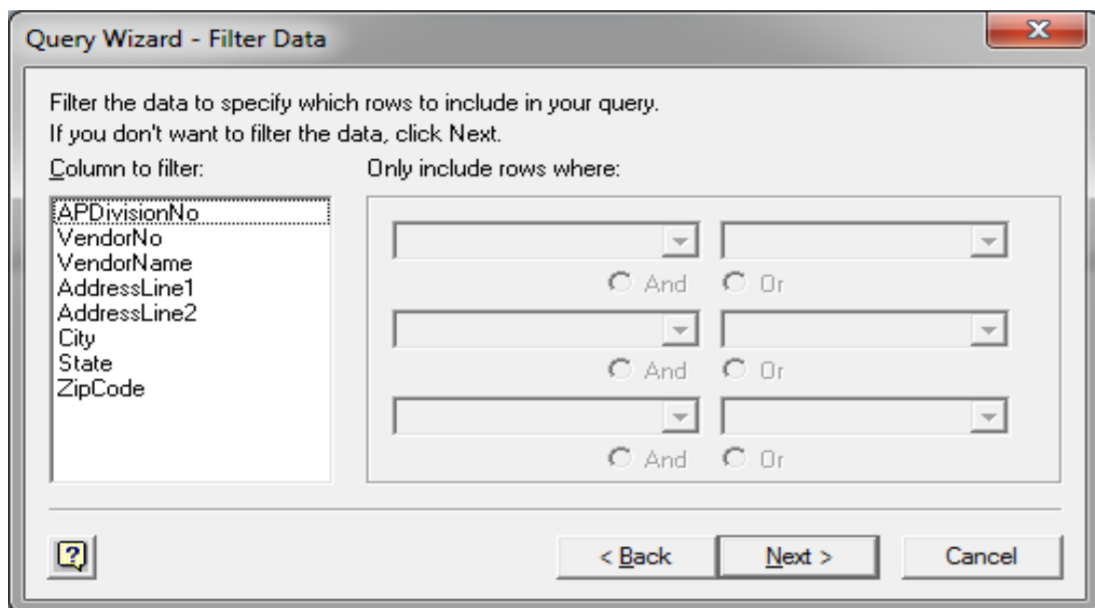
You then must pick a table from the list. Anything ending with WRK or WORK are for built in reports and from this process will return zero records. When you click the plus next to a table, you will be shown available fields. In this example we are drilling on Vendor information.



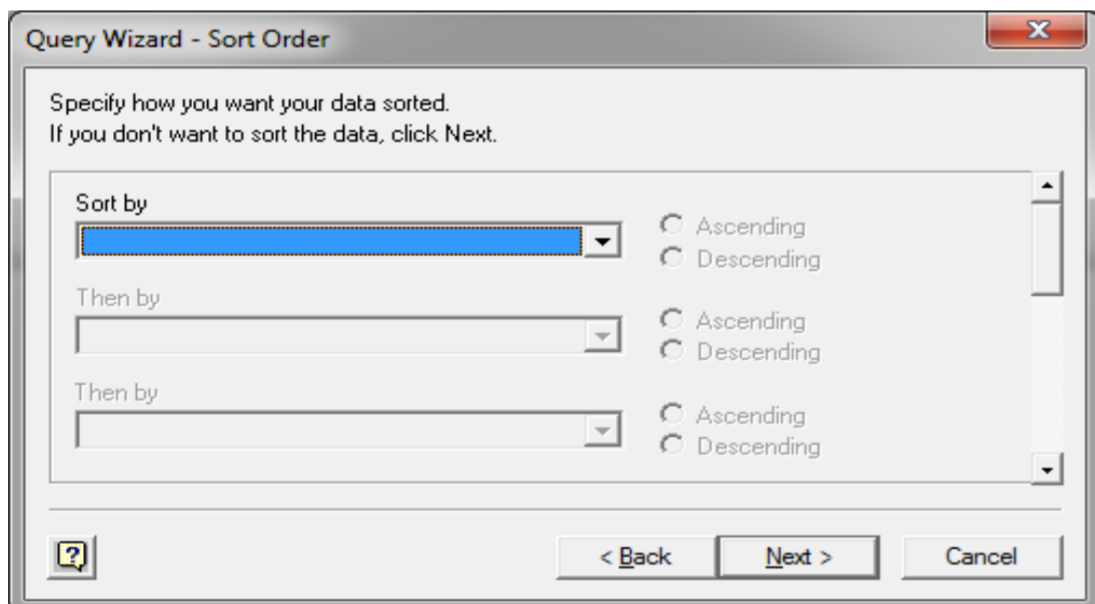
Double click the fields or highlight and click the right arrow button in the middle.



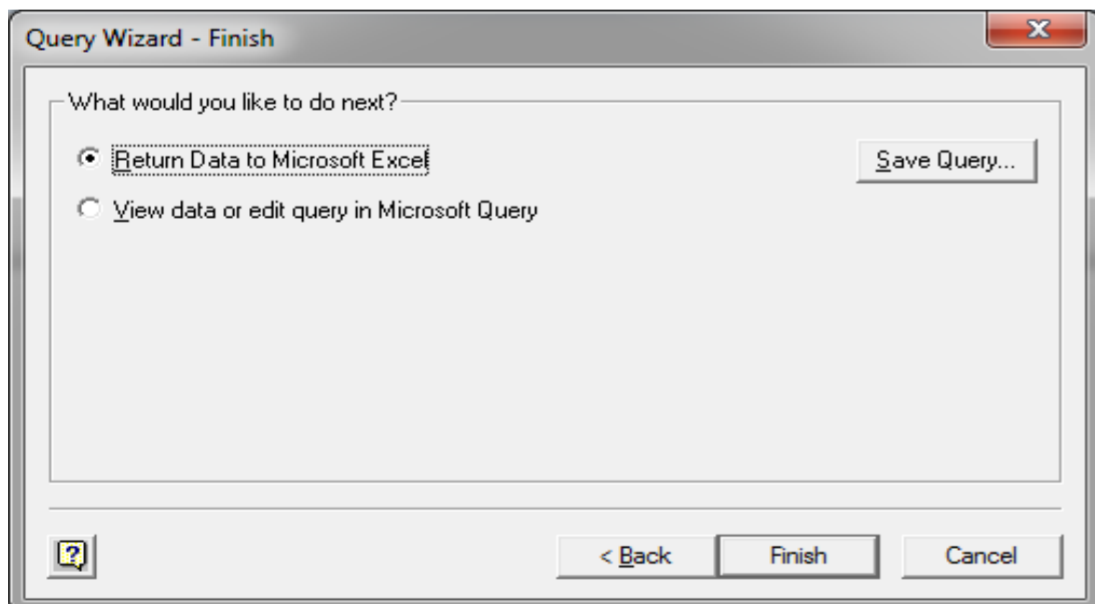
You can filter the data through this wizard or wait till you return all the data to Excel.



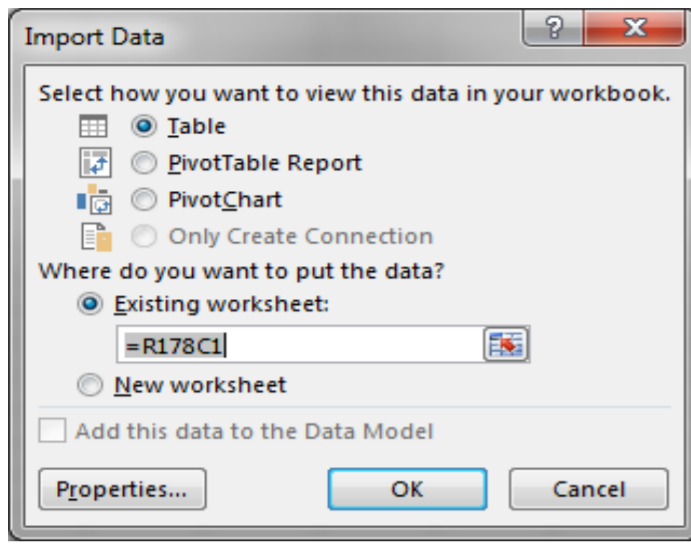
You can sort the data here or wait till the data is in Excel.



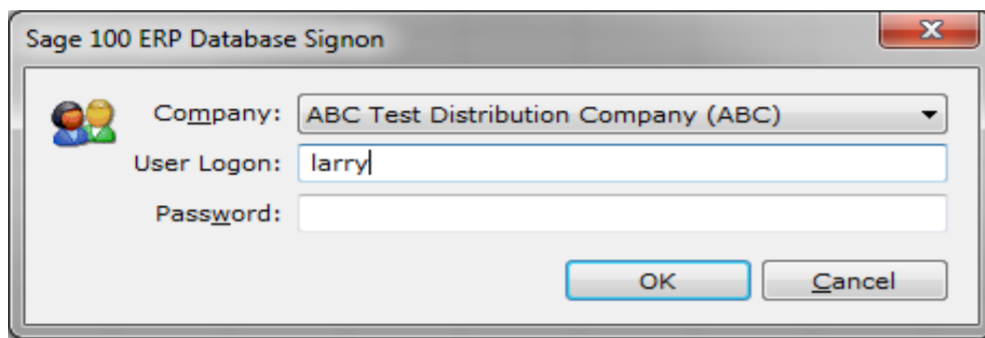
This asks if you want to return the data directly to Excel or whether you wish to edit the query further than the wizard will allow. Normally just want to Return Data to Microsoft Excel.



Do you want the data into a Table, a PivotTable, or a Pivot Chart?
 When new to this, I recommend to the Table and create a Pivot Table from there if desired.



Each time data is return whether setting up initially or right click the list of Data and Refresh you will be prompted for your user and password.



You now have your data returned to Excel to use as desired.

1	2	3	4	5	6	7	8
APDivisionNo	VendorNo	VendorName	AddressLine1	AddressLine2	City	State	ZipCode
01	AIRWAY	Airway Property	7888 Saddlebush Trail	Bank Building	Orange	CA	92669-0001
01	ALLCLIM	Allclimate Maintenance	2331 Trinity Drive	Suite 1600	Costa Mesa	CA	92626
01	ANDERS	Anders Auto Repair	1010 Main Street	Suite A-103	Orange	CA	92669
01	COMPAQ	Compaq Computer Corporation	East Lansing Drive	Suite 421	Costa Mesa	CA	92626
01	CONT	Container Corporation Of Usa	6621 East Third		Chicago	IL	65436
01	IBM	Ibm Corporation	33214 E. 45th Terrace		San Francisco	CA	92775
01	INACTIV	Johnston Postal Supplies **INACTIVE VENDOR**	4312 Alton Pkwy		Irvine	CA	92604
01	POSTMST	U.S. Postmaster	19890 Adams Boulevard		Costa Mesa	CA	92626
01	SOCALGA	Southern California Gas Co.	P.O. Box 987		Rosemead	CA	91771
01	STEV	Stevens Supply	P.O. Box 40-a		Santa Clara	CA	95052
01	SWAM	Southwest Amalgamated Distribution, Inc.	56321 Marguerite Pkwy		Mission Viejo	CA	92690
01	UNITED	United Computers	4498 Ruby Lane		Dallas	TX	75285
01	UPS	United Post Office Service	P.O. Box 8890		Santa Ana	CA	92711
02	AIRTRAV	Airport Service Travel	6666 Campus Drive		Newport Beach	CA	92660
02	AMERALR	American Alarm Service	3333 North Grand	Suite 331	Indianapolis	IN	46222
02	AMEX	American Express Company	P.O. Box 66654		Dallas	TX	75363
02	ARROW	Arrowsmith Drinking Water	P.O. Box 55612		Phoenix	AZ	85072
02	AVID	Avid Label	98 West 25th		Pasadena	CA	91051
02	BROWN	Brown & Johnson	23321 Ventura Avenue		Woodland Hills	CA	91364
02	CONSULT	Tax Consultants, Inc.	12205 Emerald Street		Garden Grove	CA	92845
02	CORPEIS	Corporate Enterprise Infrastructure Solutions	491 Commercentre Drive		Lake Forest	CA	92630
02	DIVARCH	Diversified Architectural Concrete Systems	127698 Preble Drive		Tustin	CA	92780
02	EMPLOY	Employment Development Dept	P.O. Box 31216		Los Angeles	CA	90054
02	EQUAL	State Board Of Equalization	P.O. Box 8871		Sacramento	CA	95853
02	IRS	Internal Revenue Service	776 Sacramento Drive		Sacramento	CA	96654
02	LEARNER	Roger W. Learner	7721 24th Street	Suite 125	Corona Del Mar	CA	92626
02	MCS	Mcs Long Lines	Commercial Service Center		Phoenix	AZ	85072
02	MUTLIF	Mutual Life Company	P.O. Box 66541		Orange	CA	92668-0002
02	OFFICE	OfficeMax	85 Technology		Irvine	CA	92618
02	PACTEL	Pacific Telephone	3214 East 14th Street		Santa Ana	CA	92714-2214
02	SCR	South Coast Rep Theater	42165 Avenue Of The Arts		Newport Beach	CA	92661
02	TELCOMM	TeI-comm Communications	4356 Grand Avenue		Oakland	CA	94612
02	TOUCHWA	Touche Waterhouse & Company	Newport Center Drive		Newport Beach	CA	92660