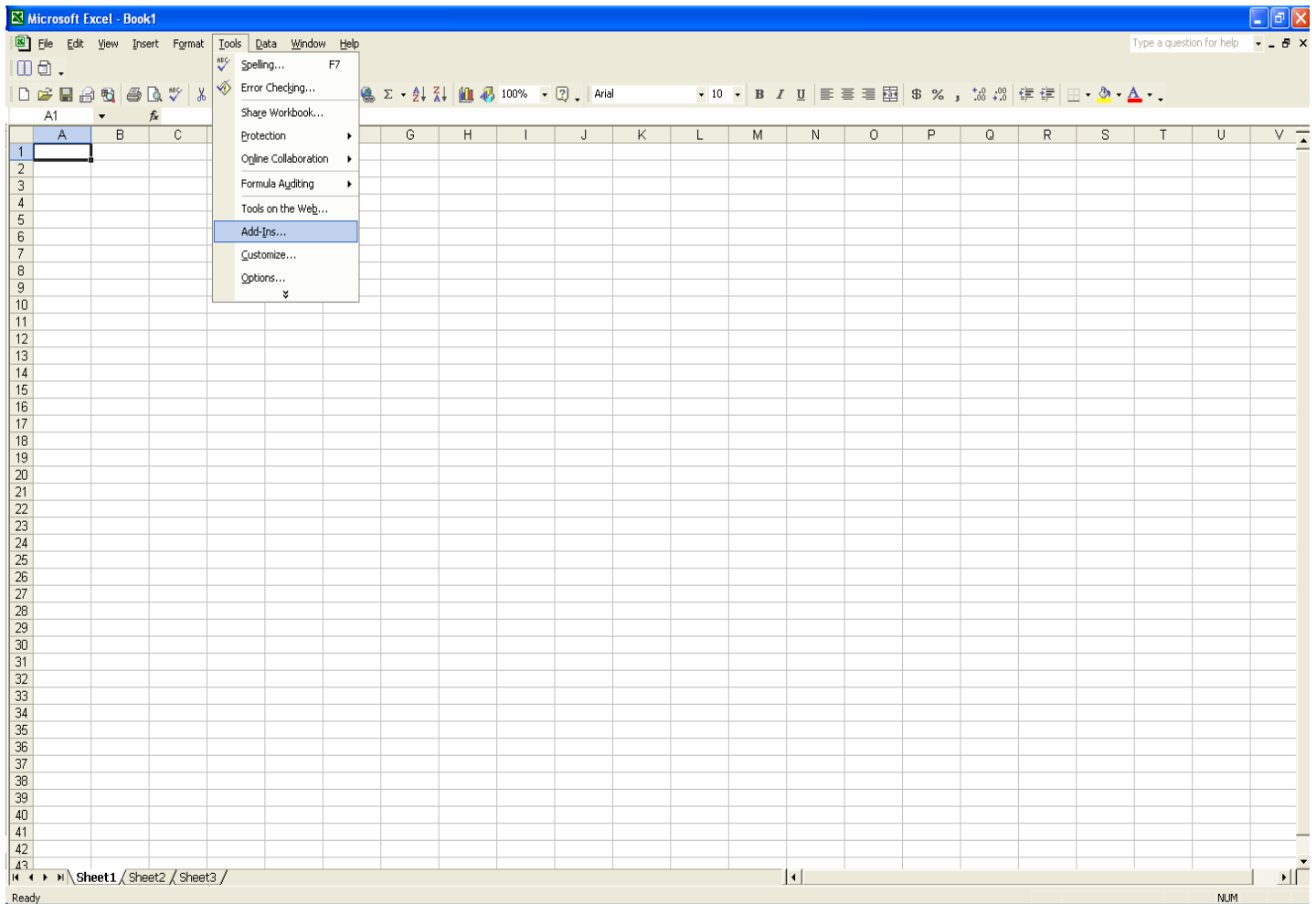


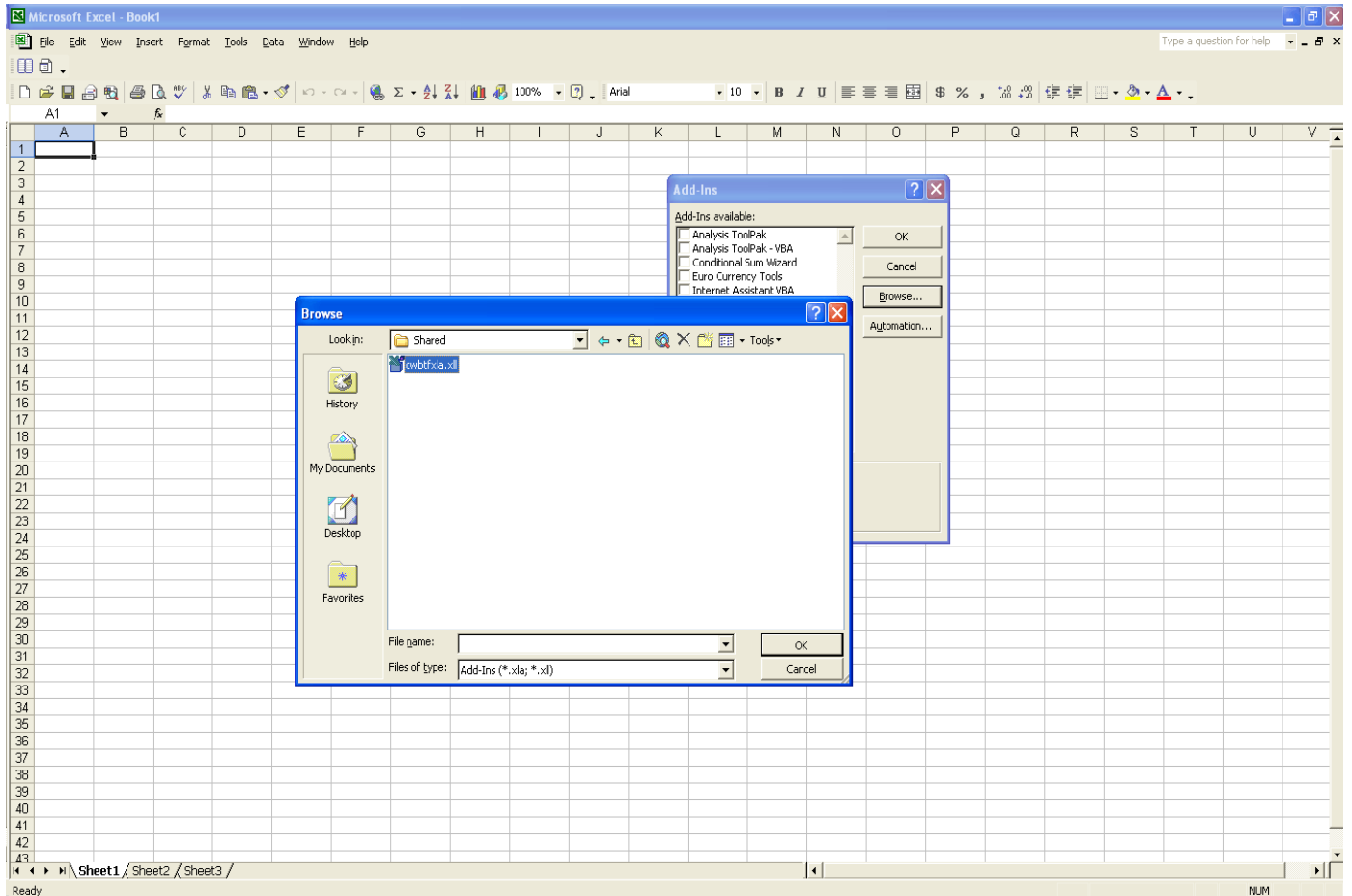
How to import data into Excel using the Client Access Toolbar

First you have to import the Client Access Toolbar into Excel. To do this open excel and then click on Tools/Addin and then click on the Browse button. Then browse to the Client Access Toolbar which is usually in the directory C:\Program Files\IBM\Client Access\Shared. The toolbar is named “cwbtfxla.xll.” When you find this double click on it and it will bring it up in the list. Then click OK and you will see the toolbar under the File/Edit/View... menu line.

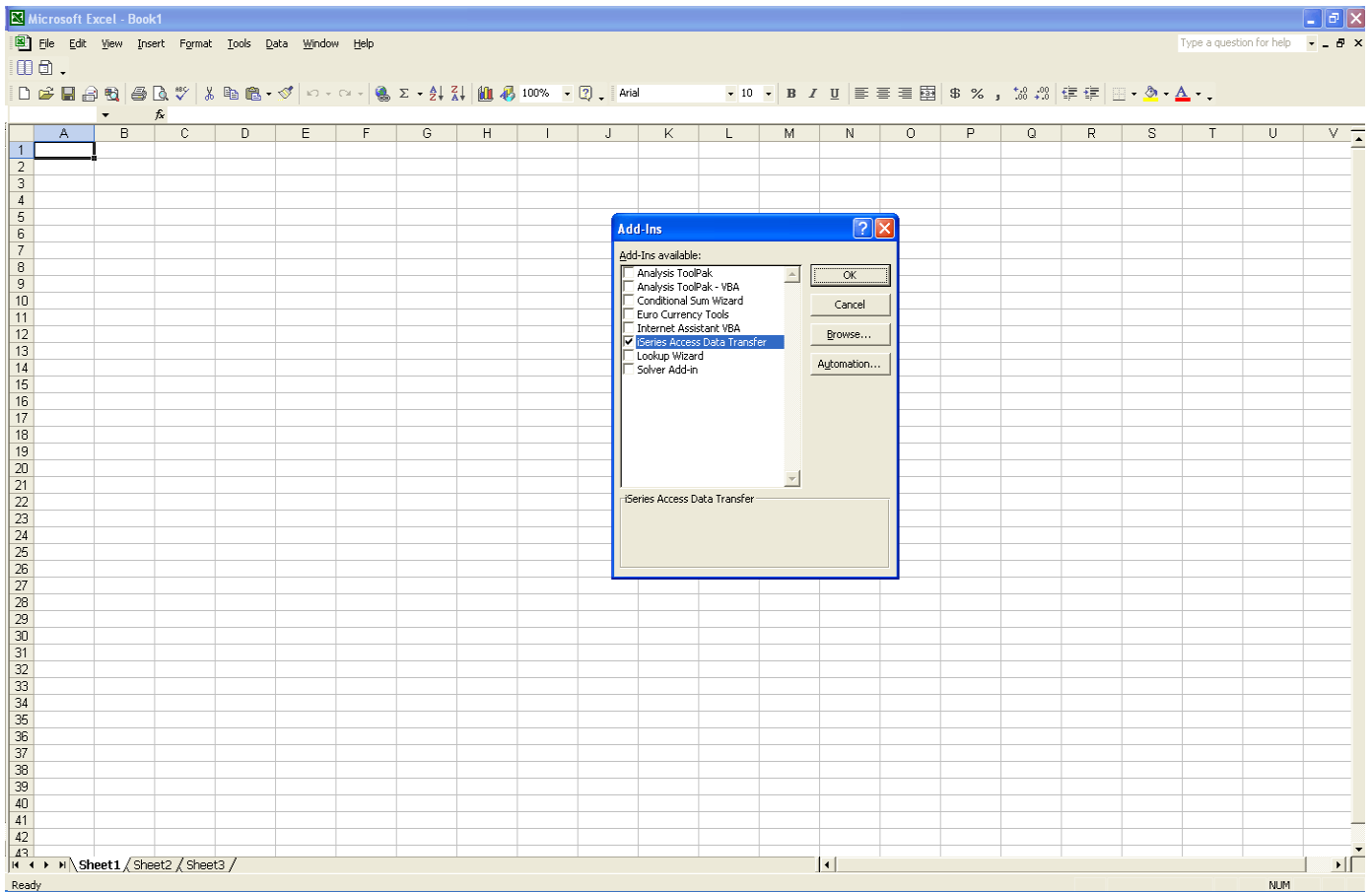
Step 1) Open excel and then click on Tools/Addin



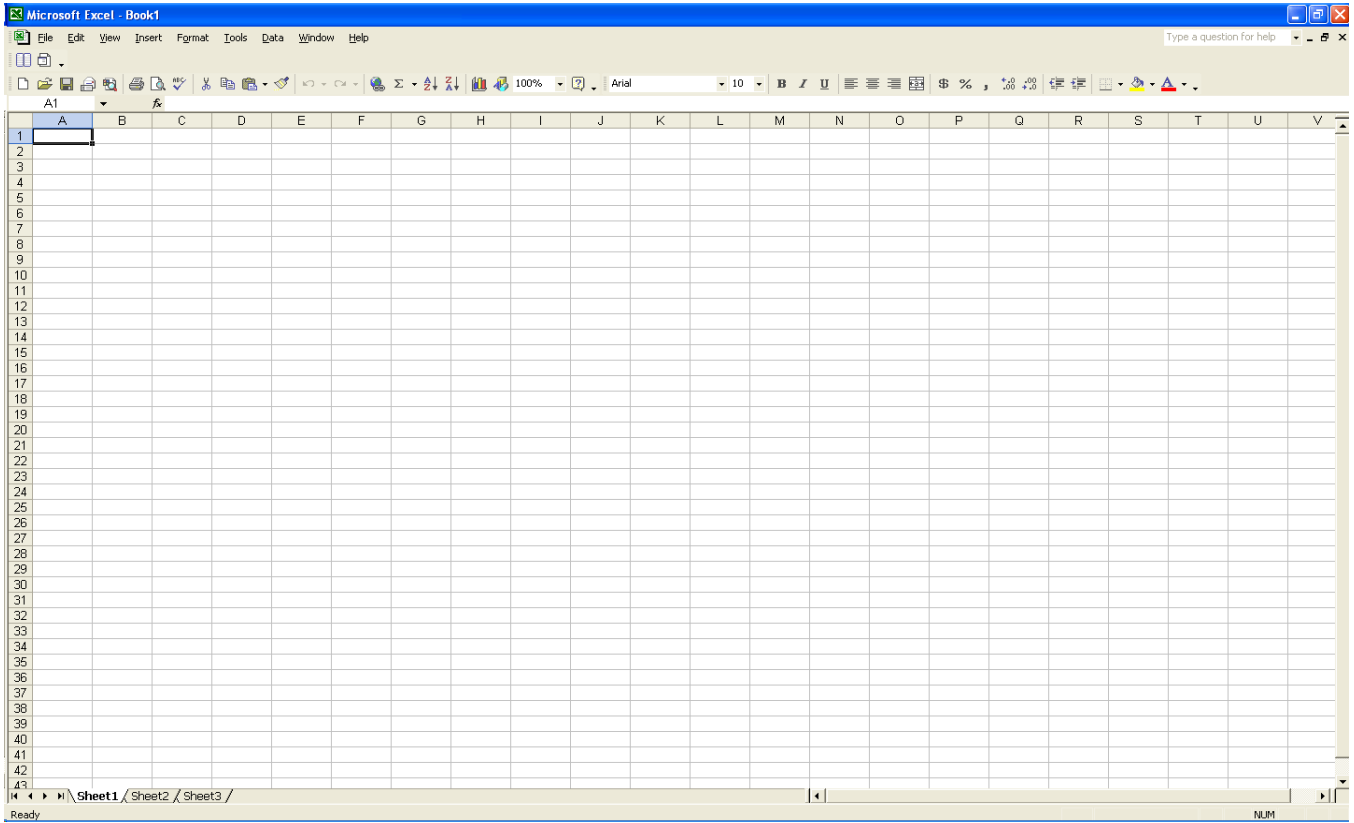
Step 2) Click on the Browse button. Then browse to the Client Access Toolbar which is usually in the directory C:\Program Files\IBM\Client Access\Shared. The tool bar is named “cwbtfxla.xll.”



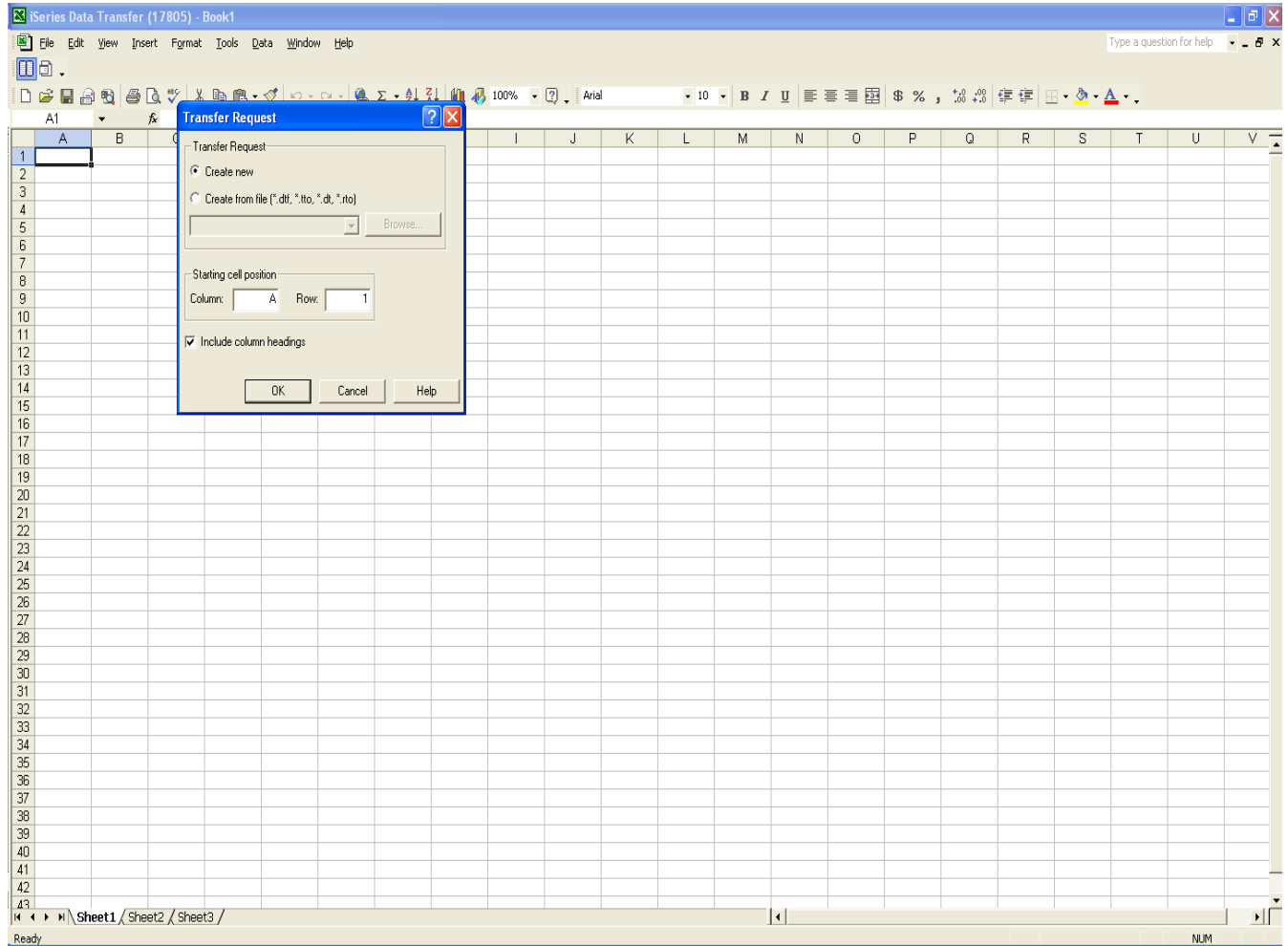
Step 3) When you find this double click on it and it will bring it up in the list. Then click OK



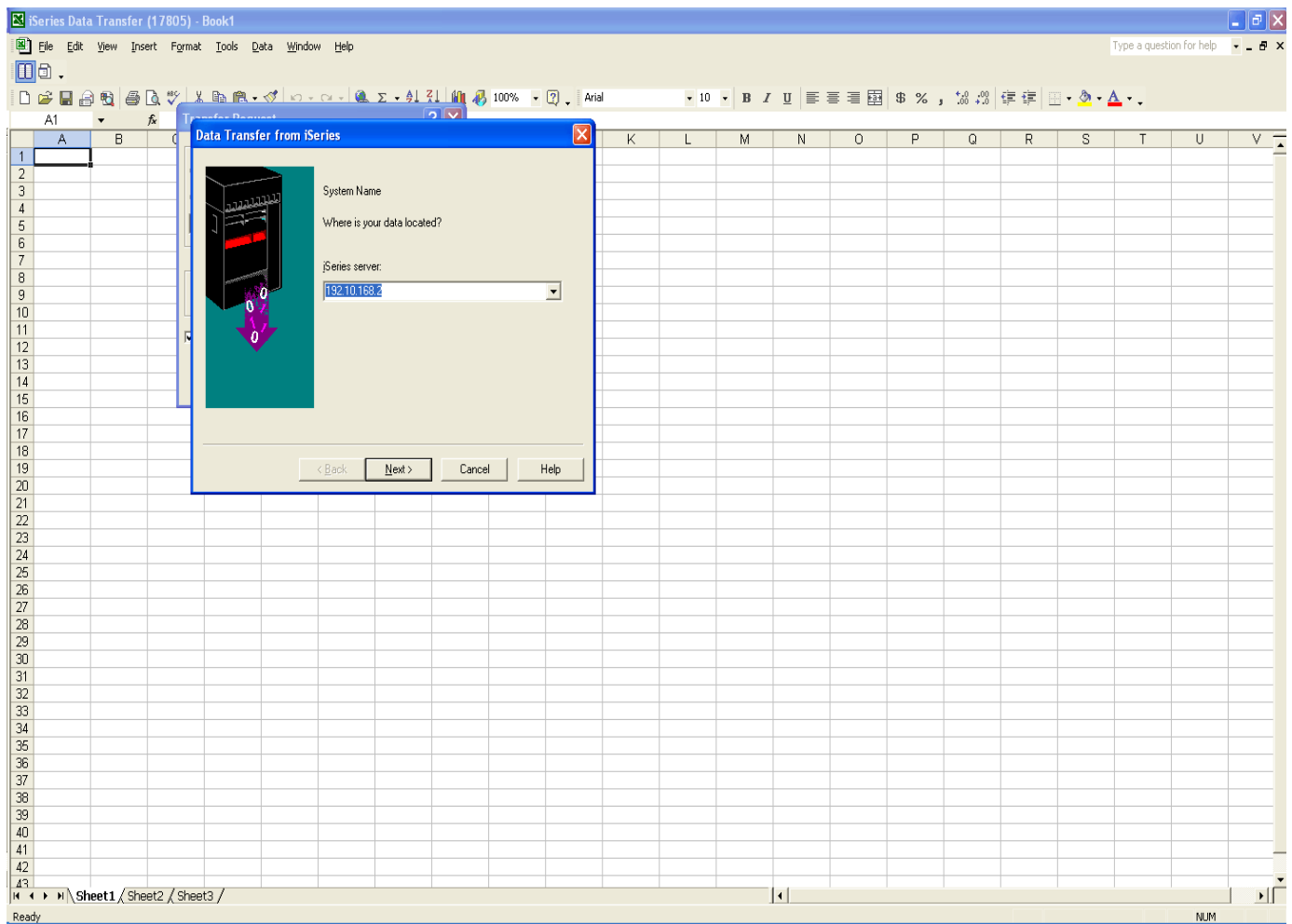
Now the Client Access toolbar will show under the File/Edit/View... menu line



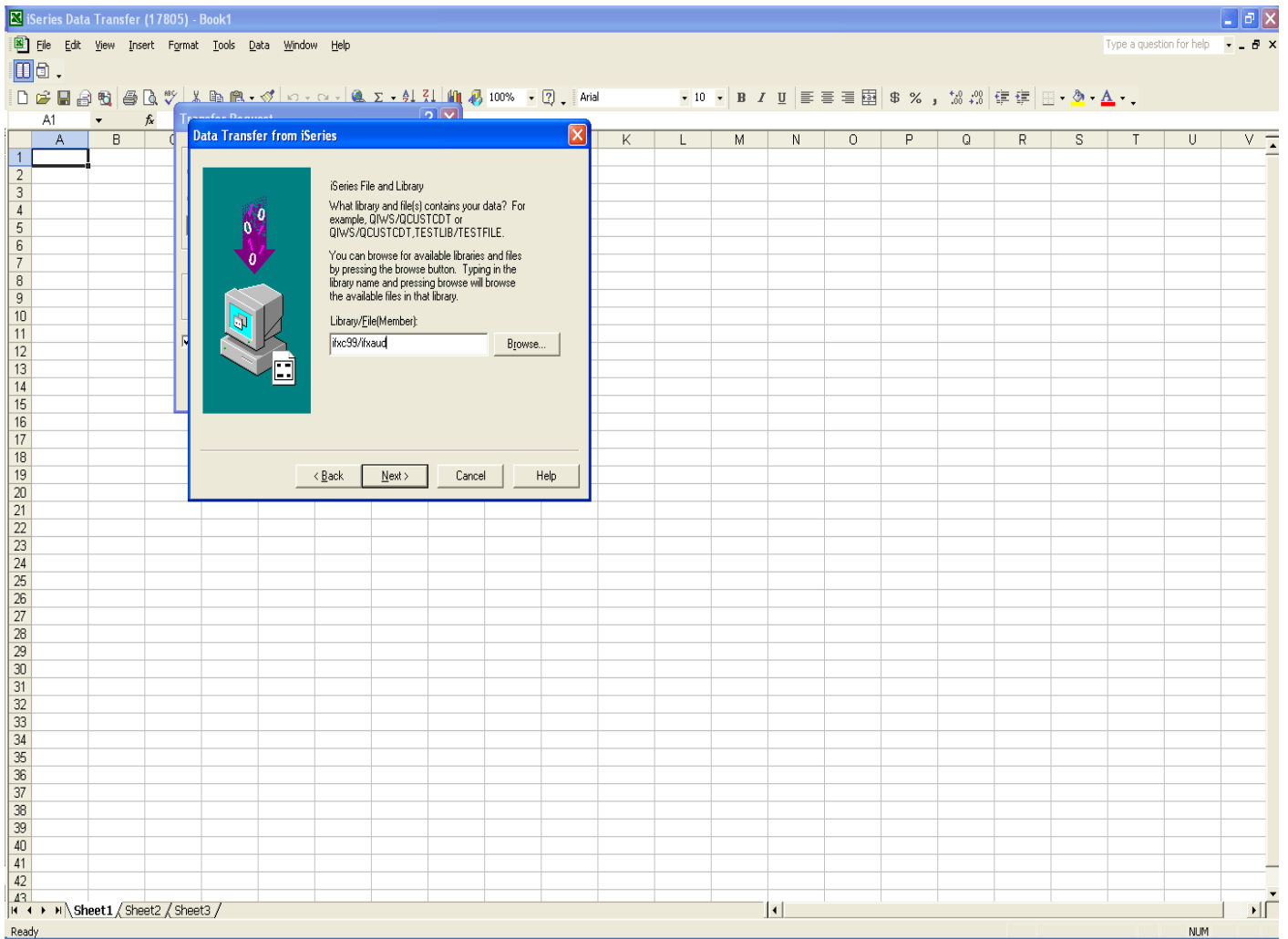
To download data, click on the Download button from the iSeries toolbar and select Create new and click OK. If you already have a request saved, then click on Create from file and browse to the saved transfer request, then click OK and the data will automatically download.



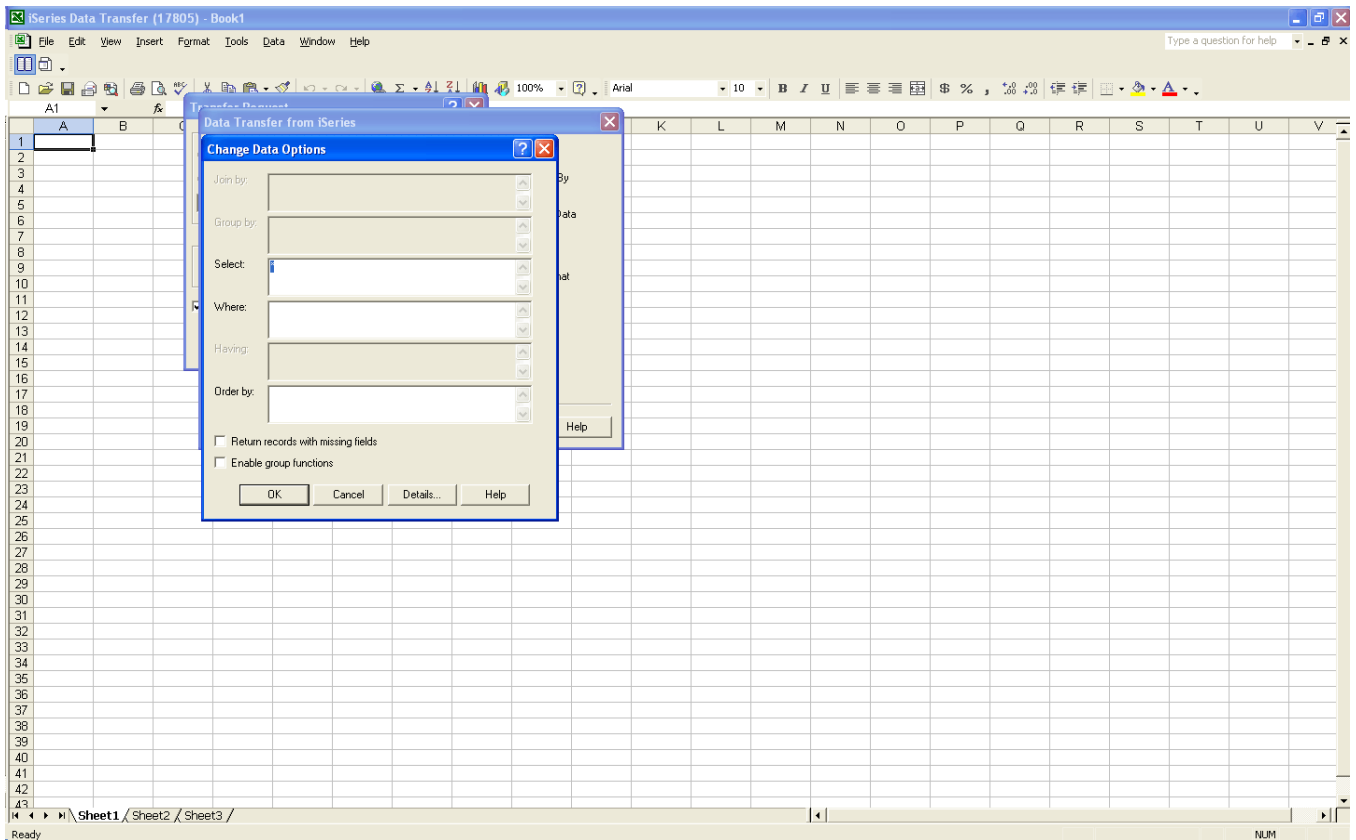
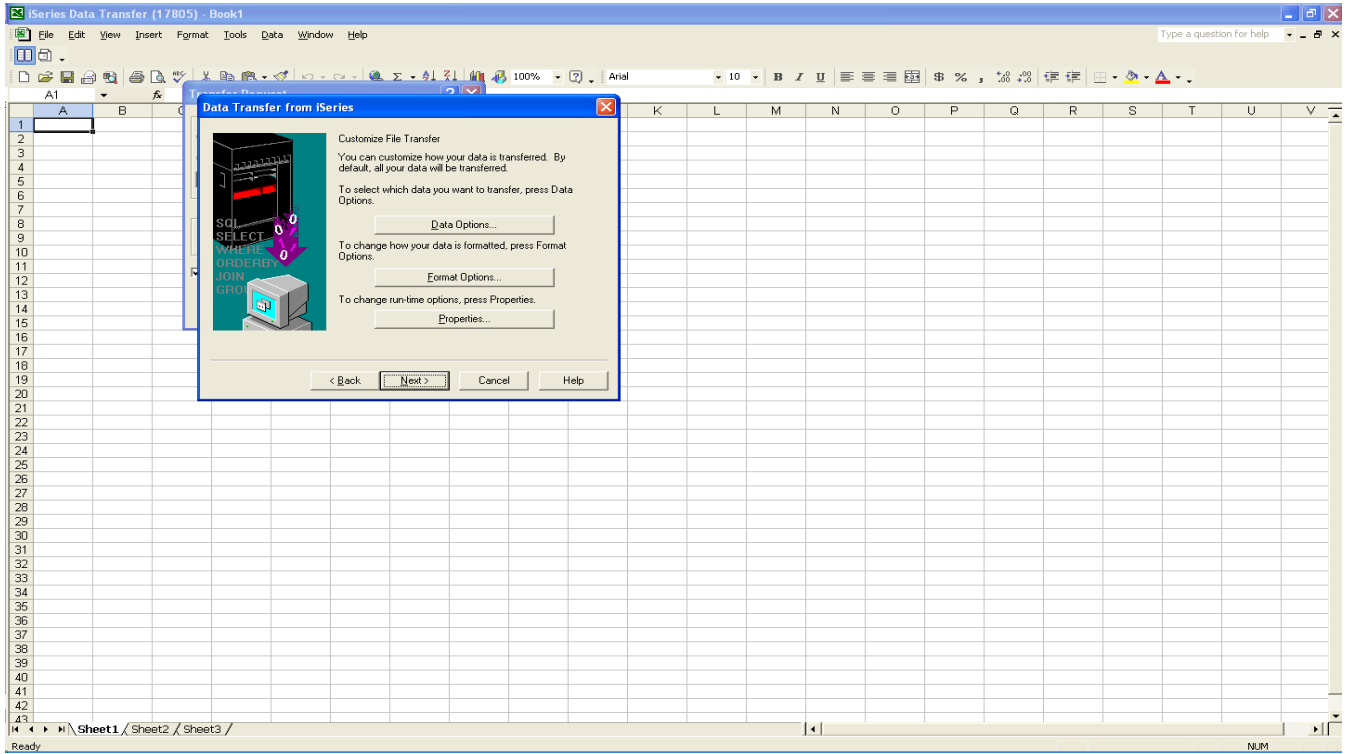
Now enter your IP address of your machine, or your machine name, and click next.



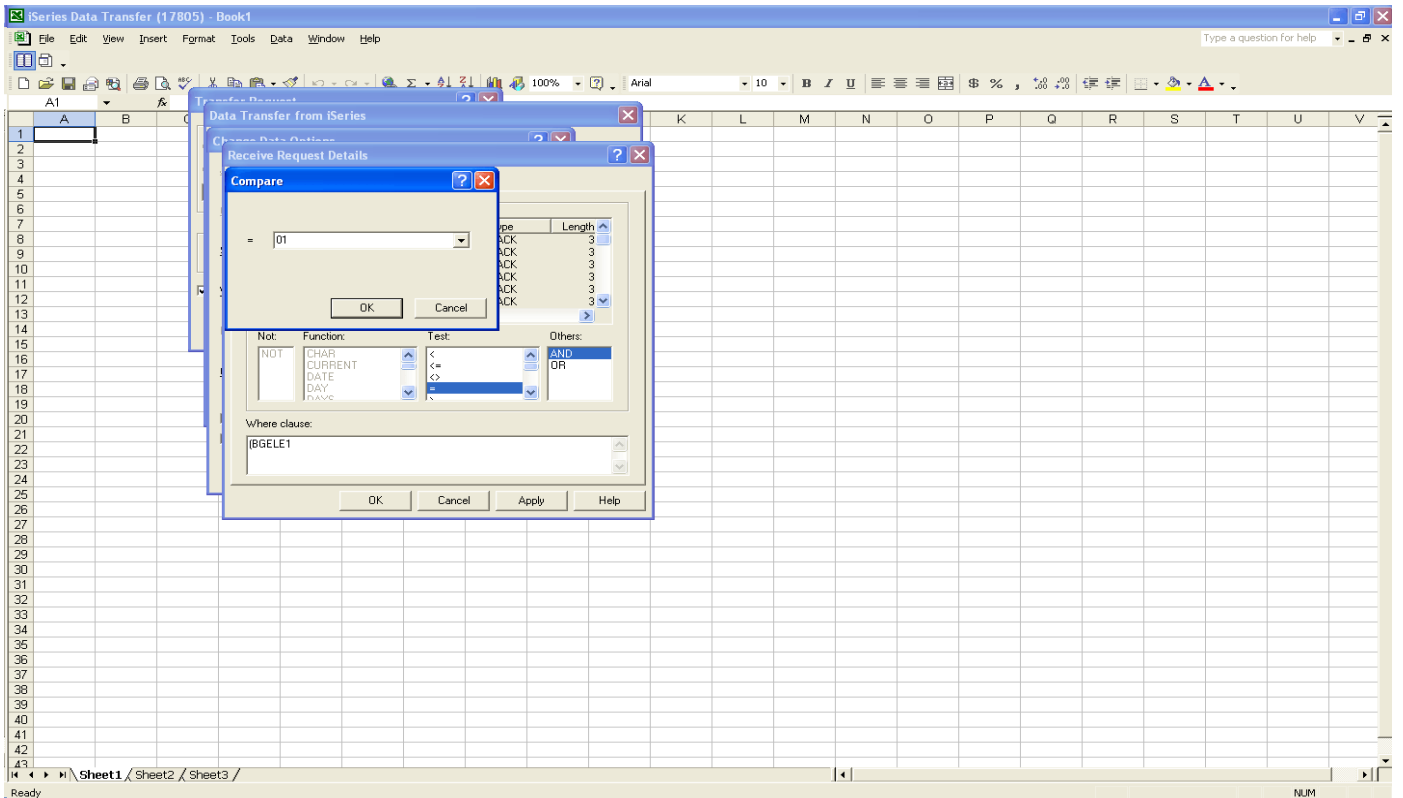
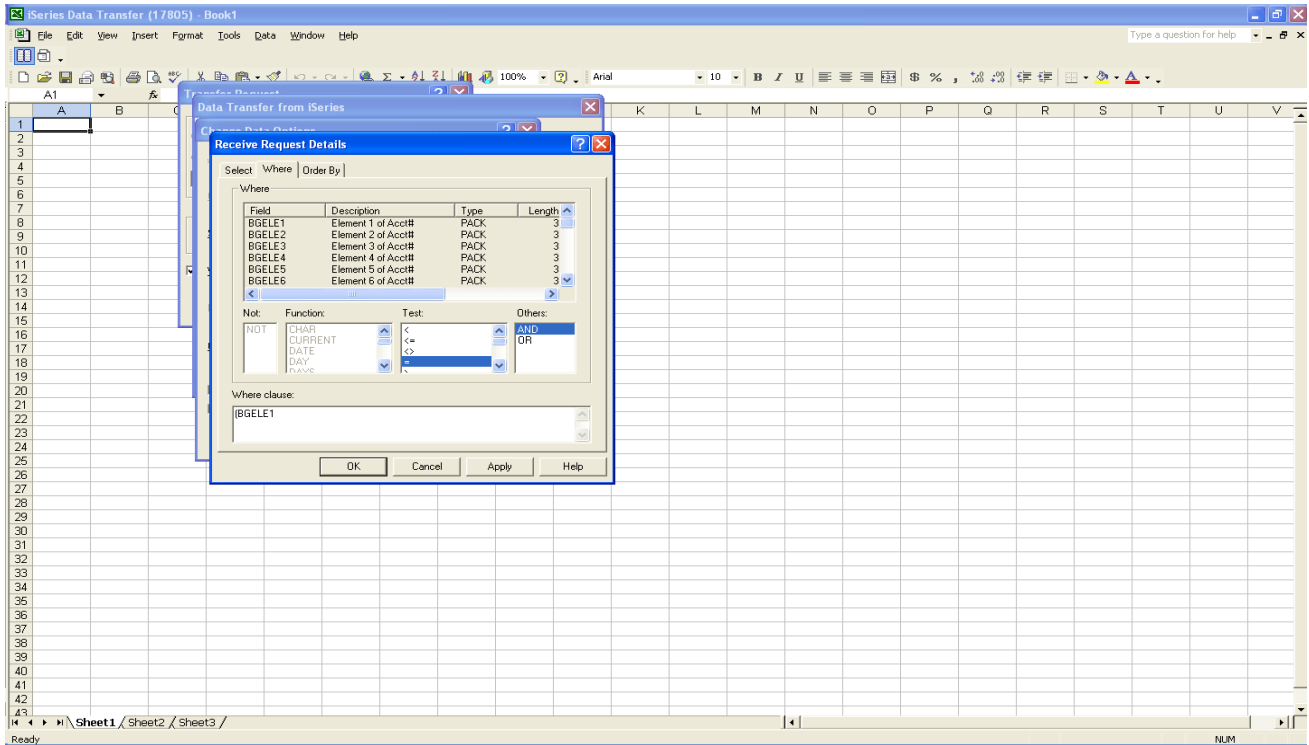
Then you have to enter your data library and file name you want to download.



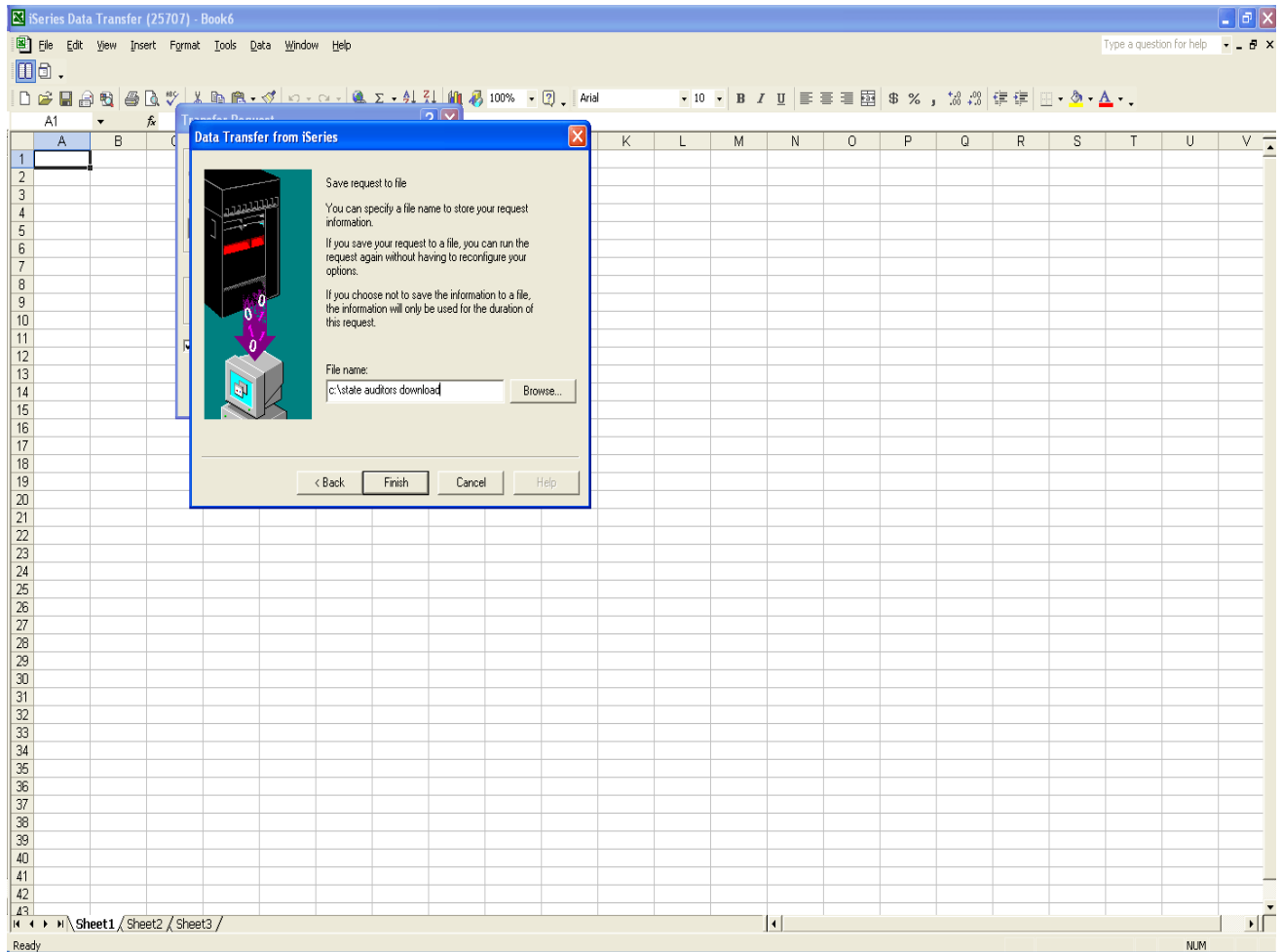
If you want to select certain fields, select certain records, sort the data in a special way, or manipulate the data any other way then select Data Options then select Details or just click Next



An example is where I want to select just fund 01



Then when you are done you click OK and you will get back to the Data transfer from iSeries screen and then you click Next. Now enter the name you want this transfer request saved as and click Finish.



When you click Finish it will go to your iSeries and download the data and bring it into Excel.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
BGELE1	BGELE2	BGELE3	BGELE4	BGELE5	BGELE6	DSBFD	CATY	DSCURY	DSPRVY	BDNAM	BGAMT	CACCTU	CADESC	CACFDA	CAREF
1	1	0	0	0	1001	0	20010101	1	14253.07	709 WORK 1 BUDGET	0	01-000-000-0000-1001	CASH		0
2	1	0	0	0	1002	0	20010101	1	0	0 WORK 1 BUDGET	0	01-000-000-0000-1002	GENERAL REVENUE		0
3	1	0	0	0	1005	0	20010101	1	0	0 WORK 1 BUDGET	0	01-000-000-0000-1005	PETTY CASH		0
4	1	0	0	0	1006	0	20010101	1	0	0 WORK 1 BUDGET	0	01-000-000-0000-1006	BOAT & WATER SAFETY		0
5	1	0	0	0	1007	0	20010101	1	0	0 WORK 1 BUDGET	0	01-000-000-0000-1007	LIBRARY		0
6	1	0	0	0	1010	0	20010101	1	0	0 WORK 1 BUDGET	0	01-000-000-0000-1010	RECORDERS EQUIP FUND		0
7	1	0	0	0	1011	0	20010101	1	0	0 WORK 1 BUDGET	0	01-000-000-0000-1011	SHERIFF DRUG FUND		0
8	1	0	0	0	1012	0	20010101	1	0	0 WORK 1 BUDGET	0	01-000-000-0000-1012	TAKE A BITE OUT OF CRIME		0
9	1	0	0	0	1090	0	20010101	1	-222.4	0 WORK 1 BUDGET	0	01-000-000-0000-1090	INVESTMENTS		0
10	1	0	0	0	1101	0	20010101	1	0	0 WORK 1 BUDGET	0	01-000-000-0000-1101	TAXES RECEIVABLE UNAPPORTIONED		0
11	1	0	0	0	1103	0	20010101	1	0	0 WORK 1 BUDGET	0	01-000-000-0000-1103	TAXES RECEIVABLE DELINQUENT		0
12	1	0	0	0	1120	0	20010101	1	0	0 WORK 1 BUDGET	0	01-000-000-0000-1120	ACCOUNTS RECEIVABLE		0
13	1	0	0	0	1140	0	20010101	1	0	0 WORK 1 BUDGET	0	01-000-000-0000-1140	ACCRUED INTEREST RECEIVABLE		0
14	1	0	0	0	1200	0	20010101	1	0	0 WORK 1 BUDGET	0	01-000-000-0000-1200	DUE FROM OTHER GOVERNMENTS		0
15	1	0	0	0	1300	0	20010101	1	0	0 WORK 1 BUDGET	0	01-000-000-0000-1300	DUE FROM OTHER FUNDS		0
16	1	0	0	0	1314	0	20010101	1	0	0 WORK 1 BUDGET	0	01-000-000-0000-1314	ADVANCE		0
17	1	0	0	0	1315	0	20010101	1	0	0 WORK 1 BUDGET	0	01-000-000-0000-1315	ADVANCE COUNTY EXTENSION		0
18	1	0	0	0	1316	0	20010101	1	0	0 WORK 1 BUDGET	0	01-000-000-0000-1316	ADVANCE AGRICULTURE ASSOCIATION		0
19	1	0	0	0	1317	0	20010101	1	0	0 WORK 1 BUDGET	0	01-000-000-0000-1317	ADVANCE SAN DISTRICT		0
20	1	0	0	0	2005	0	20010101	2	-1810	-634 WORK 1 BUDGET	0	01-000-000-0000-2005	ACCOUNTS PAYABLE		0
21	1	0	0	0	2008	0	20010101	2	0	0 WORK 1 BUDGET	0	01-000-000-0000-2008	SALARIES PAYABLE		0
22	1	0	0	0	2025	0	20010101	2	0	0 WORK 1 BUDGET	0	01-000-000-0000-2025	DUE TO OTHER FUNDS		0
23	1	0	0	0	2100	0	20010101	2	0	0 WORK 1 BUDGET	0	01-000-000-0000-2100	DUE TO OTHER GOVERNMENTS		0
24	1	0	0	0	2150	0	20010101	2	0	0 WORK 1 BUDGET	0	01-000-000-0000-2150	COMPENSATED ABSENCES		0
25	1	0	0	0	2250	0	20010101	2	0	0 WORK 1 BUDGET	0	01-000-000-0000-2250	DEFERRED REVENUE		0
26	1	0	0	0	2530	0	20010101	2	0	0 WORK 1 BUDGET	0	01-000-000-0000-2530	RESERVED FOR CHANGE FUNDS		0
27	1	0	0	0	2532	0	20010101	2	300	0 WORK 1 BUDGET	0	01-000-000-0000-2532	RESERVED FOR ADVANCES		0
28	1	0	0	0	2534	0	20010101	2	0	0 WORK 1 BUDGET	0	01-000-000-0000-2534	RESERVED FOR RECORDERS EQUIPMENT		0
29	1	0	0	0	2536	0	20010101	2	0	0 WORK 1 BUDGET	0	01-000-000-0000-2536	DESIGNATED FOR FUTURE EXPENDITURES		0
30	1	0	0	0	2540	0	20010101	2	0	0 WORK 1 BUDGET	0	01-000-000-0000-2540	FUND BALANCE		0
31	1	1	0	0	5001	0	20010101	5	0	0 WORK 1 BUDGET	-4575833	01-001-000-0000-5001	GENERAL TAX - CURRENT		0
32	1	1	0	0	5004	0	20010101	5	0	0 WORK 1 BUDGET	-150000	01-001-000-0000-5004	GENERAL TAX - DELINQUENT PAY		0
33	1	1	0	0	5009	0	20010101	5	0	0 WORK 1 BUDGET	-75000	01-001-000-0000-5009	POWER/LIGHT TAX		0
34	1	1	0	0	5059	0	20010101	5	0	0 WORK 1 BUDGET	-10000	01-001-000-0000-5059	JUDGEMENT COST		0
35	1	1	0	0	5060	0	20010101	5	0	0 WORK 1 BUDGET	-16500	01-001-000-0000-5060	MOBILE HOME TAX - CURRENT		0
36	1	1	0	0	5062	0	20010101	5	0	0 WORK 1 BUDGET	-9500	01-001-000-0000-5062	TREE GROWTH - CURRENT		0
37	1	1	0	0	5064	0	20010101	5	0	0 WORK 1 BUDGET	-1600	01-001-000-0000-5064	SEVERED MINERAL TAX - CURRENT		0
38	1	1	0	0	5071	0	20010101	5	0	0 WORK 1 BUDGET	-150000	01-001-000-0000-5071	PENALTY, INTERST, COST - DELINQUENT		0
39	1	1	0	0	5554	0	20010101	5	0	0 WORK 1 BUDGET	0	01-001-000-0000-5554	MISC - OTHER REVENUE		0
40	1	1	0	0	5559	0	20010101	5	0	0 WORK 1 BUDGET	0	01-001-000-0000-5559	BUILDING & STRUCTURE LEASE		0
41	1	1	0	0	5560	0	20010101	5	0	0 WORK 1 BUDGET	0	01-001-000-0000-5560	REIMBURSEMENTS		0
42	1	1	0	0	5563	0	20010101	5	0	0 WORK 1 BUDGET	136000	01-001-000-0000-5563	TRANSFER FROM (TO) FUND		0
43	1	1	0	0											

Now if you have to edit the transfer request then you have to go to Start/All Programs/IBM iSeries Access for Windows/Data Transfer from iSeries.and then find the request and edit it and then resave it.

Note: On your computer the IBM iSeries Access for Windows under All Programs may be called something different.