

# Connecting To The Data Warehouse

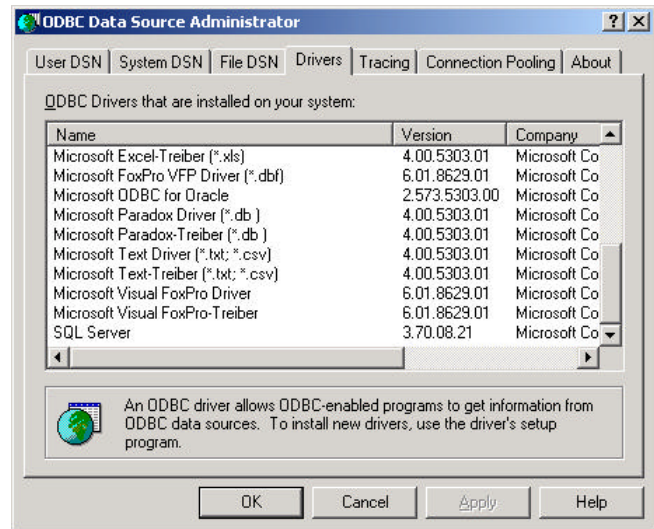
## Determine The Current Version Of ODBC That You Have Installed

1. Select Start.
2. Point to Settings and click on Control Panel.  
**NOTE:** If you have Windows 2000, double-click on the Administrative Tools Icon in the Control Panel.
3. Double-click the ODBC Data Sources Icon.
4. Select the Drivers tab at the top of the ODBC Data Source Administrator window.
5. Scroll down until you see SQL Server listed and check the version number associated with it.

### Supported ODBC version include:

Version 3.70.08.20 - dated 10/22/99  
Version 3.70.08.21 - dated 7/26/00  
Version 2000.80.194.00 - dated 8/5/00 or 8/6/00

If your ODBC driver is not one of the ones listed above, or if you want to connect to the Data warehouse using Microsoft Excel, then run PTS&ODBC.bat (R:\Data Warehouse). Pivot Table Services 8.0 (PTS) is required for all users who wish to connect to the Data Warehouse using Microsoft Excel (versions 97 or 2000). Installing PTS will also install the latest version of MDAC (Microsoft Data Access Components), which will upgrade your SQL ODBC Driver to version 2000.80.194.00 - dated 8/5/00 or 8/6/00 allowing you to connect via Microsoft Access.



1. Click [Upgrade notes](http://www.microsoft.com/data/odbc/default.htm) to go to Microsoft's Page on MDAC and ODBC if you want to read about the upgrade.
2. Here is a link to information regarding the patch – [MDAC and PTS Patch](http://www.microsoft.com/data/251info).
3. Here is the Installation Q&A for MDAC – [Q&A](http://www.microsoft.com/data/MDAC21info/MDACinstQ.htm)

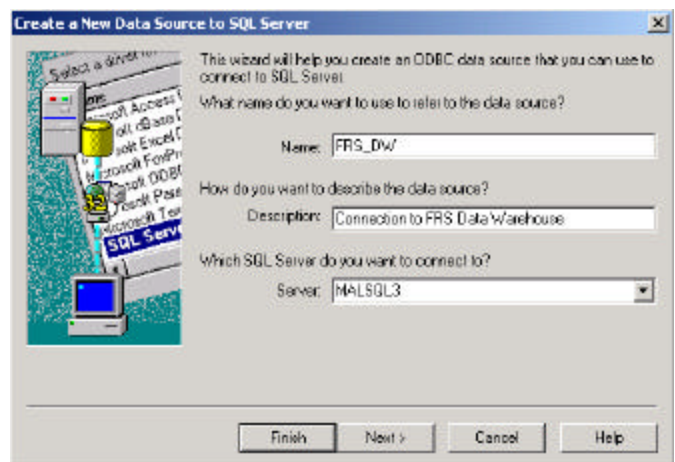
## Installing PTS And ODBC

1. Double-click the PTS&ODBC.bat file to begin the PTS installation. (This file is located at R:\Data Warehouse)
  2. Select Next at the Welcome Screen.
  3. Select Finish when the program has completed the installation.
  4. This updates both PTS and MDAC (including ODBC).
- NOTE:** When installing PTS you may also be asked to install MSQuery. Select "yes" if prompted proceed with that installation.

## Creating A New ODBC Driver To Connect Via MS Access

Note: This is a one-time setup.

1. Select Start.
2. Point to Settings and click on Control Panel.  
**NOTE:** If you have Windows 2000, double-click on the Administrative Tools Icon in the Control Panel.
3. Double-click the ODBC Data Sources Icon.
4. Select the System DSN tab at the top of the ODBC Data Source Administrator window.
5. Click the Add Button.
6. In the Create New Data Source window, scroll down and select the name SQL Server.
7. Click the Finish button.
8. Enter a name for the data source (This is up to you, but it should be something relating to the connection to the data warehouse like FRS\_DW).



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9. Enter the Name of the SQL server you want to connect to (MALSQL3) and a brief description of the connection.
10. Click the Next button.
11. Verify that "With Windows NT authentication using the network logion ID" is selected and click the Next button.
12. Verify that the default database (FRS\_DW) is selected.  
**Note:** If FRS\_DW is not selected, place a check mark in the Change default database to: checkbox and select it from the drop-down list.
13. Select Next.
14. Select Finish.
15. Click the Test Data Source button to test the connection.
16. Once your connection has been tested successfully, click ok twice. You will be returned to the ODBC Data Source Administrator where your new connection will be listed.
17. Click Ok to close out of the ODBC Data Source Administrator window.

## Linking Data Warehouse Tables To An Access Database

1. Open a Microsoft Access Database.
2. Open the File menu then select Get External Data, then Link Tables...
3. In the Files of Type drop-down at the bottom of the Link window select "ODBC Databases ()" at the bottom of the list.
4. Select the Machine Data Source Tab at the top of the Select Data Source Window.
5. Select the data source name you created earlier in this document, then click OK.
6. Select the tables that you want to link to from the data warehouse and click OK. Linking in the six tables below will give you access to the same information as using the FRS system:
7. For each table you are linking/re-linking, you will be prompted to select a unique key used with that table. Use the following guidelines.

Table Name	Data	Unique Key
FRS_Attributes	Contains attributes about accounts	ACCT_DIGITS_1_6
FRS_L1_9_AcctBal_xx	Contains Ledger 1-9 account balances	ACCT_DIGITS_1_10
FRS_L0_AcctBal_xx	Contains Ledger 0 account balances	ACCT_DIGITS_1_10
FRS_Transactions_xx	Contains Transaction Information	TRAN_KEY
FRS_Encumbrances_xx	Transaction Info on Encumbrances	TRAN_KEY
FRS_Budgets_xx	Transaction Info on Budgets	TRAN_KEY
FRS_OpenCommitments_xx	Contains Info on open commitments	TRAN_KEY
FRS_Histbal_xx	Contains monthly historical information for 5 years	RECORD KEY
FRSyy_Transactions_xx	Same as Transactions table but for a different fiscal year (indicated by yy)	

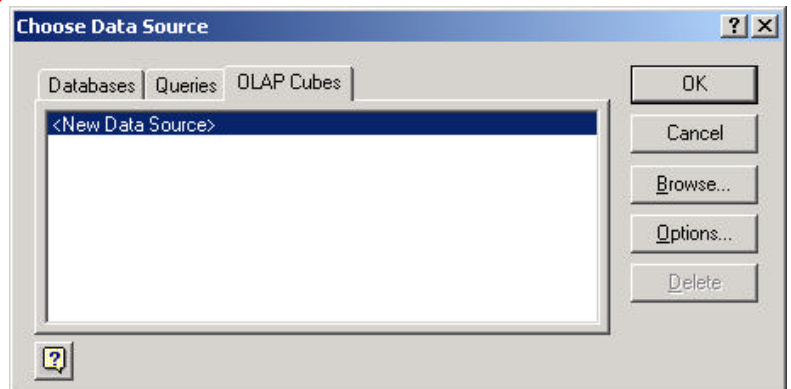
## Removing And Re-Linking Data Warehouse Tables To An Access Database

Occasionally changes may be made to Data warehouse tables that will require you to delete the table links and recreate them.

1. In your Access .mdb, open the Tables view and select the linked table you want to remove (linked tables are preceded with the globe icon and a black right arrow). With the table highlighted, select the Delete key.
2. Follow the Instruction in the section above, Linking Data Warehouse tables to an Access Database to re link the tables back into your database.

## Connecting To An Excel Cube

1. Open a blank MS Excel worksheet
2. From the Data menu select Pivot Table and Pivot Chart Reports...
3. Place a check mark in both "External Data Source" and "Pivot Table" in step 1 of the Pivot Table and Pivot Chart wizard.
4. Select the "Get Data" button from step 2 of the Pivot Table and Pivot Chart wizard.
5. Select the OLAP Cubes tab at the top of the Choose Data Source Window.
6. If no data sources are listed then select <New Data Source> and single-click the OK button.  
**NOTE:** If you have already created a data source then select it and click OK.



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7. Enter a name for your data source that is unique and indicative of your connection (like FBM090\_L123) in **step 1**.
8. In **step 2**, the Select an OLAP provider for the database you want to access drop down option, select the Microsoft OLE DB Provider for OLAP Services 8.0.  
**NOTE:** If you do not have this option then please refer to installing PTS&ODBC.bat earlier in this document.
9. Click the Connect... button.
10. In the Multidimensional connection window, verify that Analysis server is selected and type in the name of the server that houses the data warehouse.
11. Click the Next > button
12. In the Select the Database you want to work with dialog box select the data warehouse database and select Finish. **Step 3** should now list the database name immediately to the right of the Connect... button (in this example it is Test FRS DB).
13. Select the cube that contains the data you want to access and single-click OK. (This is **step 4**)
14. You will be returned to the Choose Data Source window, select the data source you just created and select OK.
15. Click the Next button.
16. Select either a New Worksheet or an Existing Worksheet; click Finish.
17. Drag the fields from the PivotTable Toolbar onto your pivot area.

