

System > Direct Database Export (DDE) > Current Table: Fee_Transaction (147) > Search Fee_Transaction YearID = 22 > check the box: Search only in records belonging to your school > Search all ____ records in this table > Export Records

Current Table: Fee_Transaction (147)

Current Records in Selection: 20

[List View](#) [Table View](#) [Export Records](#) [Match Selection](#) [Table View Setup](#)

Search Fee_Transaction

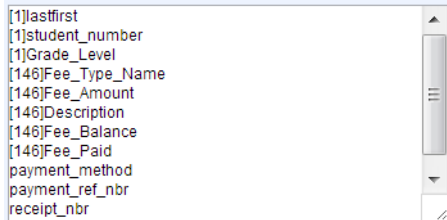
YearID <input type="text"/>	= <input type="text"/>	22 <input type="text"/>
<input type="text"/>	= <input type="text"/>	<input type="text"/>

Search only in records belonging to Apple Grove High School

Search all 20 records in this table

On the next screen, enter the fields below (You can copy and paste the list) and Submit:

[1]lastfirst
[1]student_number
[1]Grade_Level
[146]Fee_Type_Name
[146]Fee_Amount
[146]Description
[146]Fee_Balance
[146]Fee_Paid
payment_method
payment_ref_nbr
receipt_nbr



Field Delimiter Tab

Record Delimiter CR

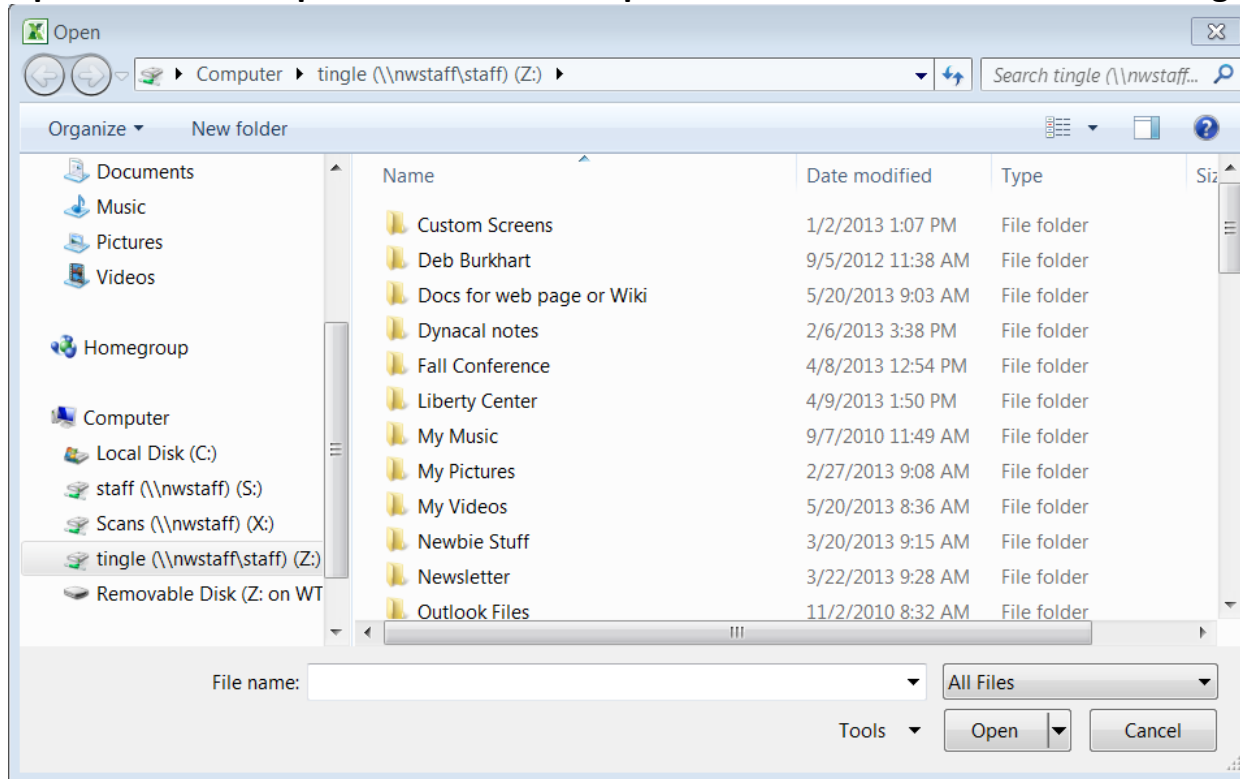
"Surround fields" Column titles on 1st row

Optional: Sort Field Name	Direction
<input type="text"/>	> <input type="text"/>
<input type="text"/>	> <input type="text"/>
<input type="text"/>	> <input type="text"/>

[Back to Direct Database Export Main Screen](#)

You can now save the text file in order to open it in Excel.

Open blank Excel spreadsheet > File > Open > Choose All Files in the bottom right hand corner:



Select your file and Open. This will generate a Text Import Wizard; click next until you get to Step 3 of 3:

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General
 Text
 Date: MDY
 Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

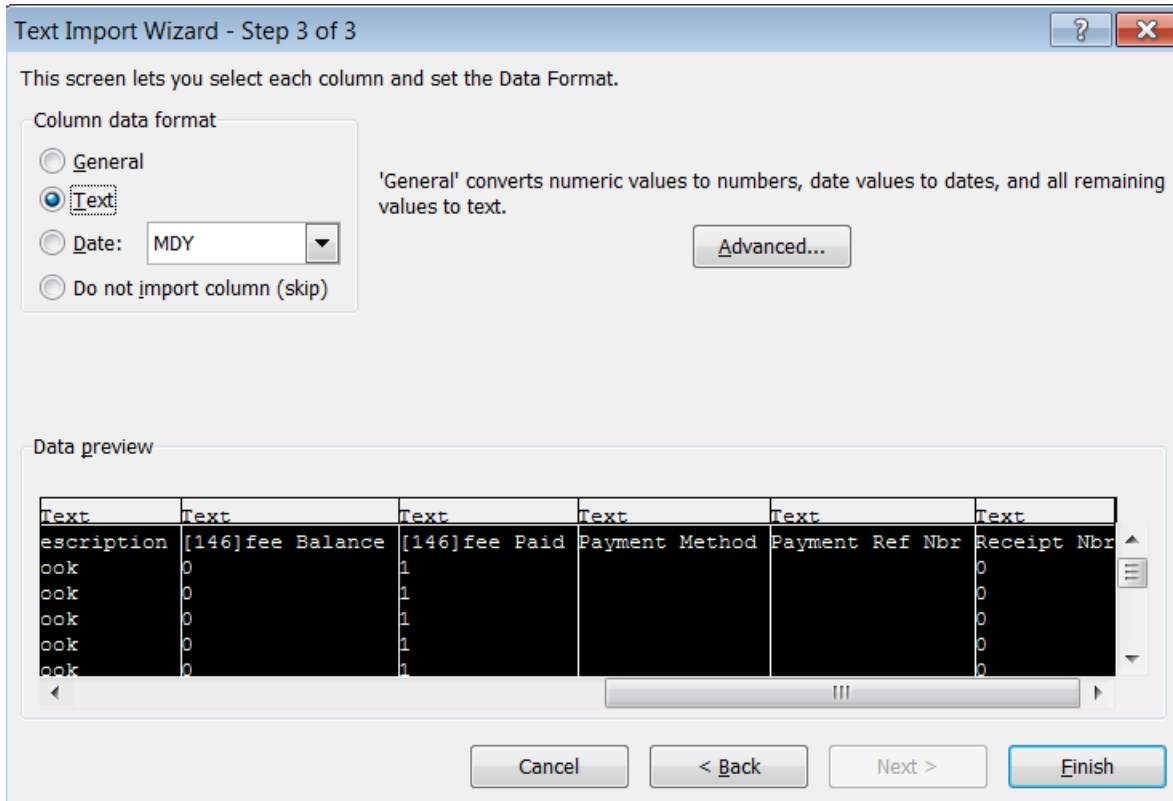
Advanced...

Data preview

General	General	General	General	General
[1]lastfirst	[1]student Number	[1]grade Level	[146]fee Type Name	[146]fee Amou
Adams, Brandon G	8667	1	Lost Book	1
Adams, Jennifer G	2898	3	Lost Book	1
Ainsworth, Cole N	2918	3	Lost Book	1
Allred, Kathleen N	3688	5	Lost Book	1
Alu, Anthony G	3298	4	Lost Book	1

Cancel < Back Next > Finish

Scroll all the way to the right, while holding down the shift key, select the very last column in order to highlight all the columns. Then choose the Text radio button under Column data format:



Finish.

Make sure to save your work in Excel. You will then be prompted to save again the text file.