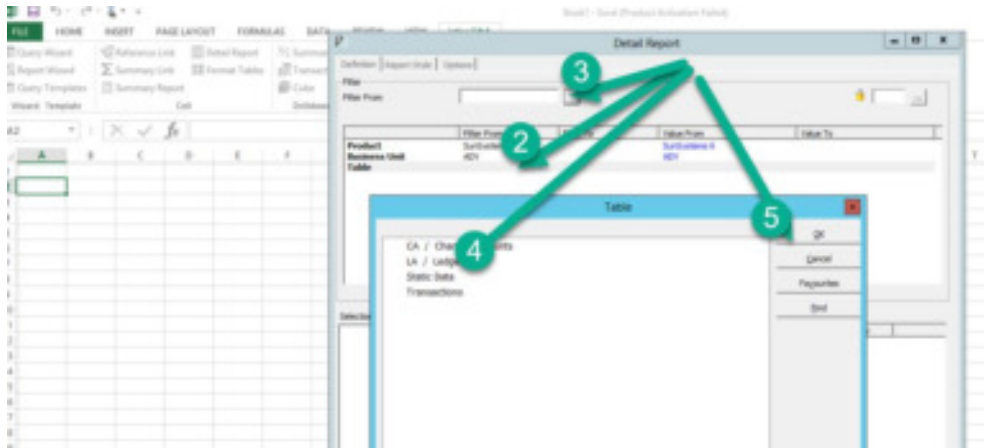


How to Extract Details via Excel

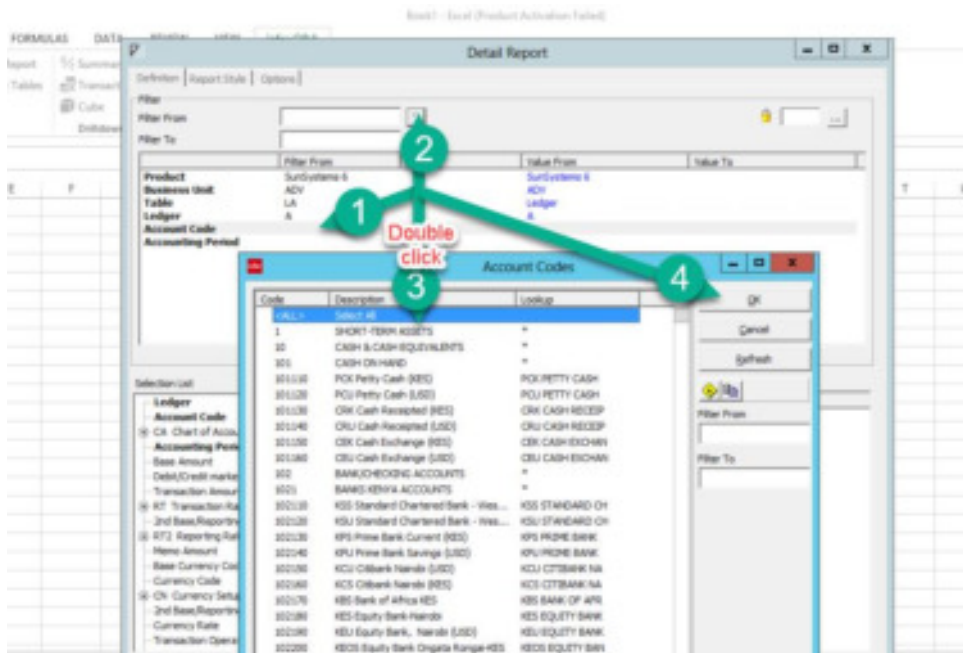
Open Excel and log on Q&A

Follow the following screenshots guide.

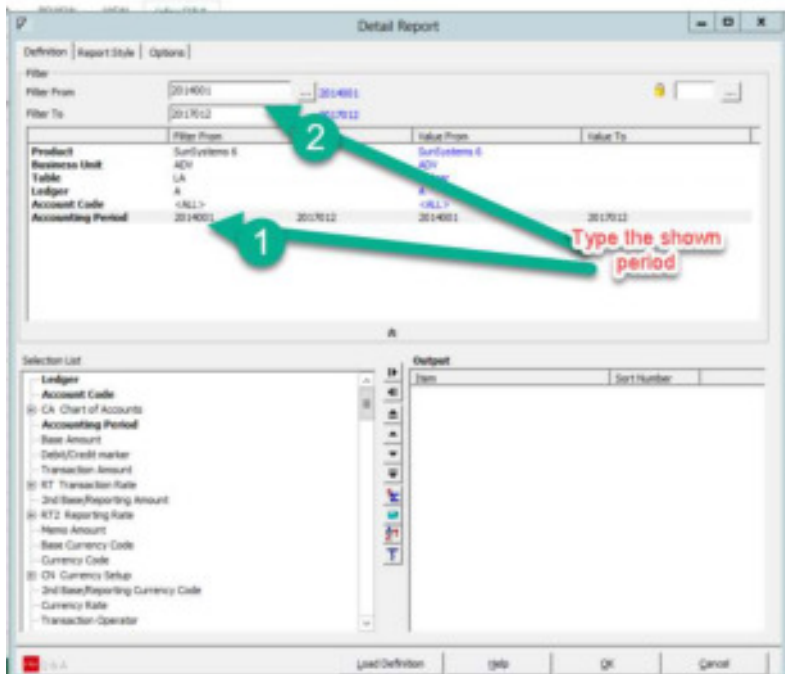
1.



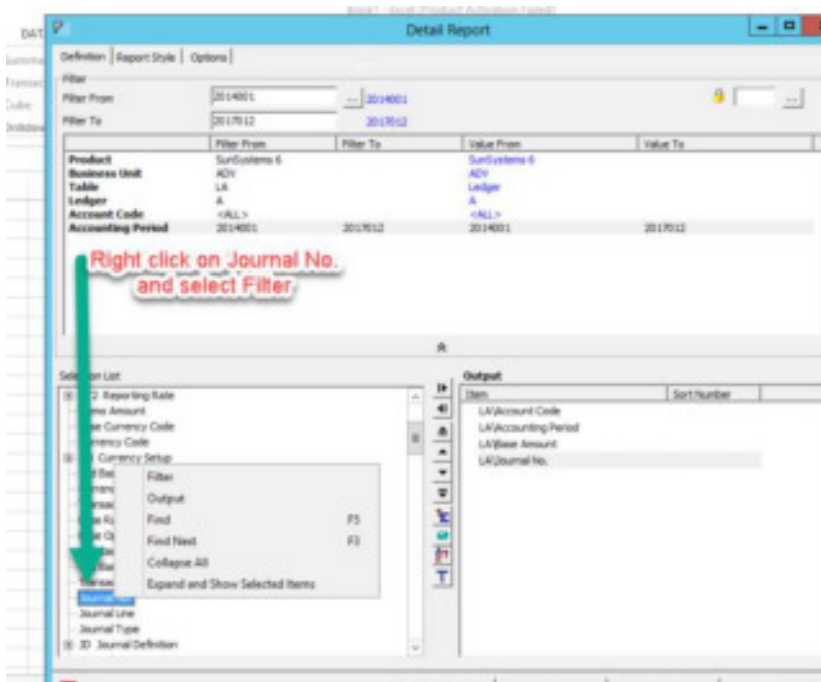
2.



3.



4.



5.

The screenshot shows the 'Detail Report' dialog box with the following filter settings:

Filter From	Filter To	Value From	Value To
10871	10871		
Product	SunSystems 6	SunSystems 6	
Business Unit	ADY	ADY	
Table	LA	Ledger	
Ledger	A	A	
Account Code	<ALL>	<ALL>	
Accounting Period	2014001	2014001	2017012
Journal No.	10871	10871	10871

Two green arrows point to the 'Journal No.' field (labeled '1') and the 'Accounting Period' field (labeled '2'). A red text box below the table says: "Type the journal numbers with the issue".

The 'Selection List' on the left includes:

- RT2 Reporting Rate
 - Memo Amount
 - Base Currency Code
 - Currency Code
- CH Currency Setup
 - 2nd Base/Reporting Currency Code
 - Currency Rate
 - Transaction Operator
 - Base Rate
 - Base Operator
 - 2nd Base /Reporting Rate
 - 2nd Base /Report Operator
 - Transaction Date
 - Journal No.
 - Journal Line
 - Journal Type
- ID Journal Definition

The 'Output' pane on the right shows the following items:

- LA/Account Code
- LA/Accounting Period
- LA/Base Amount
- LA/Journal No.

6.

The screenshot shows the 'Detail Report' dialog box with the following filter settings:

Filter From	Filter To	Value From	Value To
10871	10871		
Product	SunSystems 6	SunSystems 6	
Business Unit	ADY	ADY	
Table	LA	Ledger	
Ledger	A	A	
Account Code	<ALL>	<ALL>	
Accounting Period	2014001	2014001	2017012
Journal No.	10871	10871	10871

A red text box with an arrow pointing to the 'Selection List' says: "Select the items by double-clicking to have the displayed on the right hand side window pane. Select all that I have indicated. Click OK when DONE".

The 'Selection List' on the left includes:

- Allocation Code
- Allocation Period
- Due Date
- Entry Date
- Entry Period
- Resource Analysis Code
- L1 Resource Analysis Table
 - To/From Who/Where Analysis Code
- L2 To/From Who/Where Analysis Table
 - Fund Analysis Code
 - Function Analysis Code
- L3 Fund Analysis Table
 - Restriction Analysis Code
- L4 Function Analysis Table
 - Restriction Analysis Code
- L5 Restriction Analysis Table
 - SDA Organization Analysis Code
- L6 SDA Organization Analysis Table

The 'Output' pane on the right shows the following items:

- LA/Account Code
- LA/Accounting Period
- LA/Base Amount
- LA/Journal No.
- LA/Description
- LA/Asset Indicator
- LA/Asset Code
- LA/Allocation Marker
- LA/Fund Analysis Code
- LA/Function Analysis Code
- LA/Restriction Analysis Code