

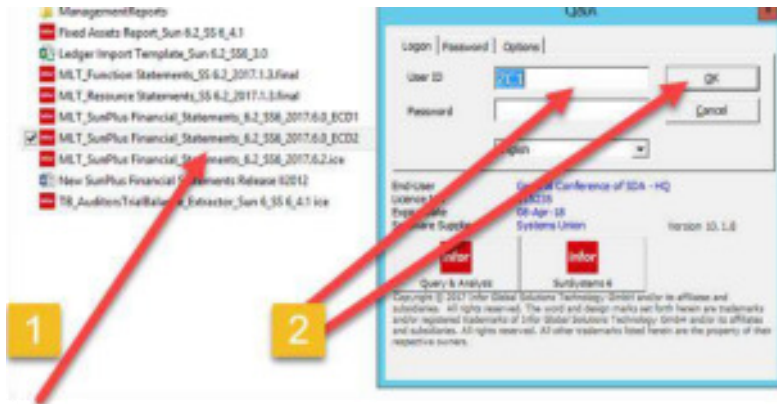
Navigation/Running/Executing Q&A Reports

Query & Analysis (Q&A) has three modes.

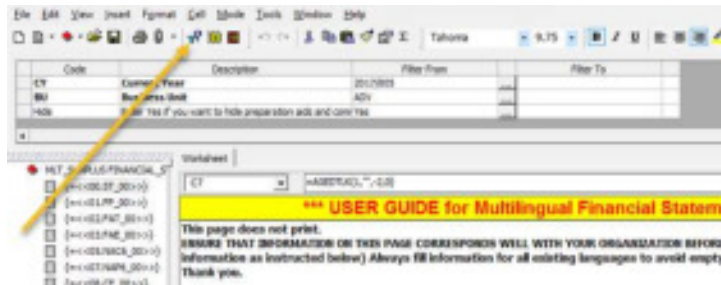
1. Design Mode...This is where formulas are formulated and it's possible to add or delete
2. Query Mode...This allows only to enter parameters for extraction
3. Extract Mode...This is the extracted information displayed. Ready for output to either soft or print

To run a report

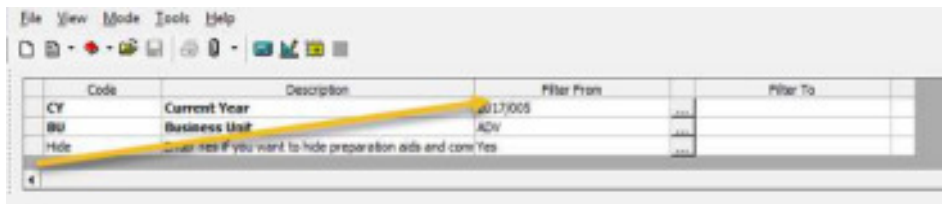
1. Locate the file and double-click. A new window will appear and enter USER NAME and CLICK OK (*no need of password*)



2. Click Query prompt or F3



3. In Query Mode...make changes on the period accordingly



Drilling in Q&A

1. Select the cell with the amount to drill and click the Drilldown button and select Specify.

East-Central Africa Division
Combined Statement of Financial Position
As Of 2017 and 2016

	Operating Funds	Plant Funds	2017 Total	2016 Total
ASSETS				
Current Assets				
Cash and Cash Equivalents (Note 5)			728,971,217	366,239,731
Investments (Note 5)			838,183,728	775,917,648

Specify see image below

- 2.

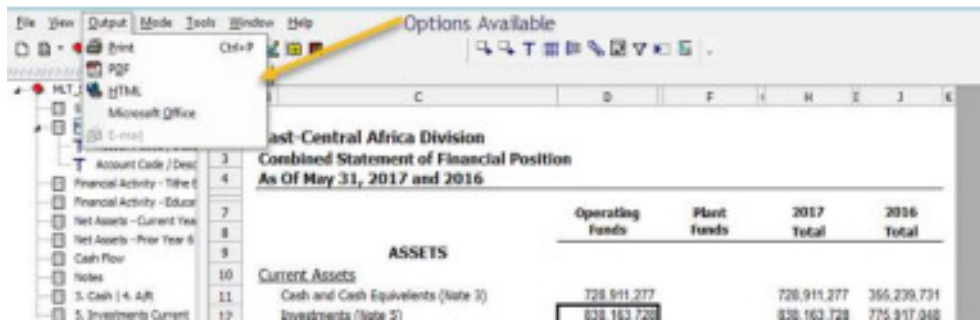
Description	Filter From	Filter To	Filter From	Filter To
Business Unit	Subsystem 5	Subsystem 6	Subsystem 5	Subsystem 6
Entity	A	A	A	A
Accounting Period	201601	201701	201601	201701
Account Code	30	30	30	30
LAP/Account Type	3	3	3	3
LAP/Module Code	70	70	70	70

3. Information will be displayed in a different worksheet as below

	A	B	C
1	Chart of Accounts		
2	Account Code	Description	Operating Funds
3	111110	GC Bond Fund	86,155,482.54
4	111120	Total Return Bond Fund	84,148,727.91
5	111310	GC Income Fund	113,340,545.83
6	111510	Capital Preservation Fund	42,749,788.81
7	111610	GC Large Cap/US Equity Fund	50,584,972.71

To Print or Output

1. Click Output and select the desired method of output as shown below



Note: For pdf and excel, you will have to give a filename and a path to save the file