SunPlus

Q&A Executive Training
Account Listing

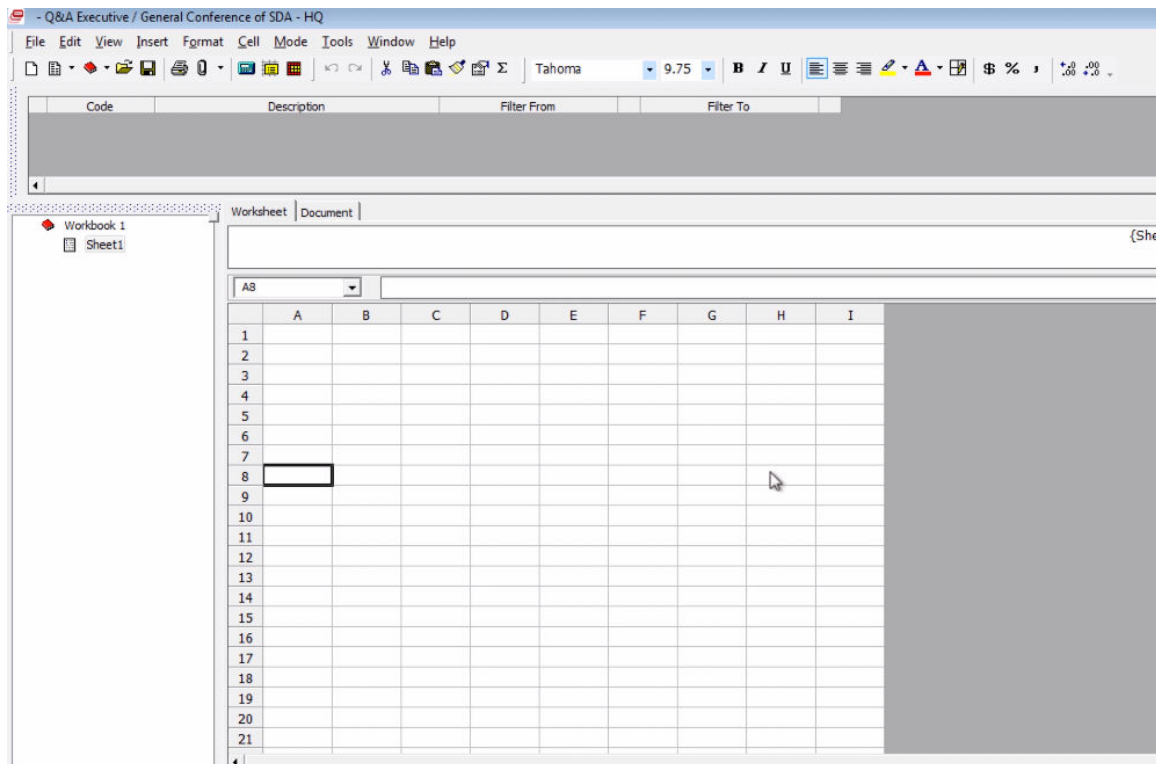## Summary Report

In this lesson, you will learn how to:
- Create an Account Listing
- Modify the Account Listing to include Department Name
- Modify the Departmental Account Listing to include Employee Name
- Change the Sort order of the Output items
- Do some basic report formatting

Case

We are going to create an Account Listing showing all of the accounts in the Chart, along with their balances.

Sample Report

1. Open Q&A Executive in Design Mode

2. Double-click in cell in which the Summary Report should begin
   - For this sample report, double-click in cell A8

SunPlus

Cell

| Data Type | Cell ▾ | ⊞ | **A8** |

Cell Formula

Cell Caption

[...]

Format
- ● Text
- ○ Number
- ○ Currency
- ○ Percent
- ○ Date
- ○ Time
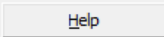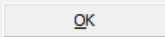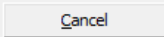
Format Table

[▾] [...]

Driver Value

[ ] [...]

| Help | OK | Cancel |

SunPlus

3. Select Summary Report Data Type

4. Enter the following Filter criteria:
   - Product: SunSystems 6
   - Business Unit: ATA
   - Table: LA - Ledger
   - Ledger: A
   - Account Code: <ALL>
   - Accounting Period: 2003/001 to 2018/008

5. In the Selection List, click the + to the left of CA Chart of Accounts to open the Chart of Accounts table

6. Double-click Account Code and Description in the CA Chart of Accounts table to move those two items into the Output pane
7. Click the – to the left of the CA Chart of Accounts table to close that table
8. Double-click Base Amount
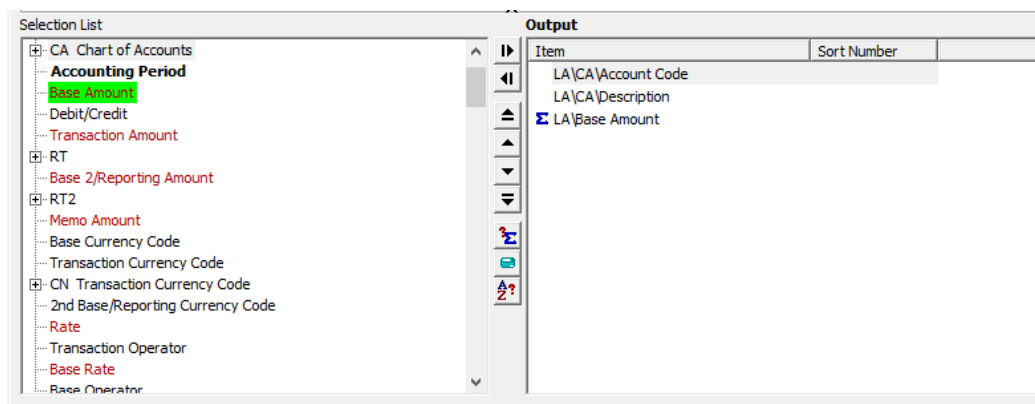
9. Click [OK]
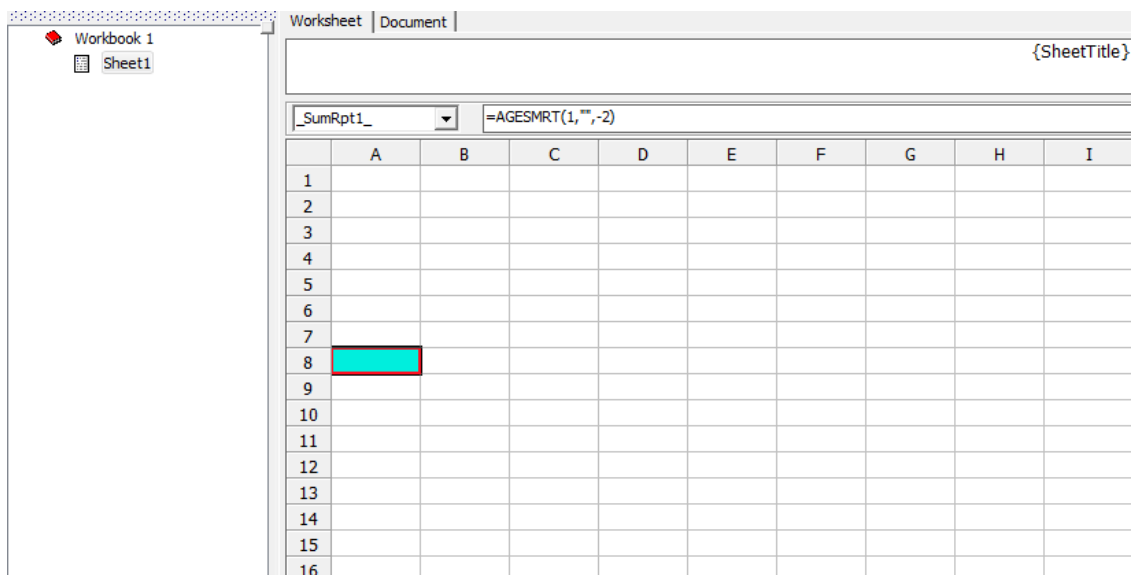
10. Click the calculator icon to Extract the listing

11. Click [Extract Primary Worksheets]

ANALYSES

We have a simple report. We can run a few Drills and create more detailed versions of this report.

DEPARTMENTAL ACCOUNT LISTING

1. Click to return to Design Mode

2. Expand the L4 Function Analysis Table
3. Select Name

4. Click [OK]

5. Extract

6. [Extract Primary Worksheets]

Sheet1

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8	**Chart of Accounts**		**Ledger**	**Function**	
9	**Account Code**	**Description**	**Base Amount**	**Name**	
10	101110	Petty Cash (USD)	-3140.01		
11	101150	Cash Received	334243.05		
12	102110	Bank of America (Pennsylvania Avenue)	47202002.38		
13	102120	PNC Bank (For Allocated & Trust Funds)	929951.25		
14	102130	Standard Chartered Bank (EUR)	128621.50		
15	102140	Suntrust Bank	1506187.99		
16	103110	Bank of America Savings	1176701.25		
17	110EUR	Investment at Cost in EURO	200000.00		
18	110MXP	Investment at Cost in MXP	150000.00		
19	110USD	Investment at Cost in USD	250000.00		
20	112EUR	Investment in EUR Contra (Long Term Portion)	-100000.00		
21	112MXP	Invenstment in MXP Contra (Long Term Portion)	-125000.00		
22	112USD1	Investment in USD Contra (Long Term Portion)	-200000.00		
23	118EUR	Investment in EUR Long Term Portion	100000.00		
24	118MXP	Investment in MXP Long Term Portion	125000.00		
25	118USD	Investment in USD Long Term Portion	200000.00		
26	138CLEAR01	Clearing/Suspense Account	-1825.30		
27	139110	Allowance for Bad Debts	-28752.50		
28	152B110	Building Construction Loan (Short Term Portion)	44000.00		
29	153C110	Car Loan (Short Term Portion of Long Term Loan)	200000.00		
30	153H110	House Loan (Short Term Portion of Long Term Loan)	150830.00		
31	165110	Office Supplies Inventory	4875.00	Executive Secretary	
32	165110	Office Supplies Inventory	7500.00	Sabbath School/Personal Ministries	
33	165110	Office Supplies Inventory	10500.00	Youth	
34	165110	Office Supplies Inventory	10875.00	Secretarial Services	
35	165110	Office Supplies Inventory	18835.00	Accounting	
36	165110	Office Supplies Inventory	29976.50	Publishing	

Because we selected <ALL> of the accounts, our listing includes accounts for which transactions were not analyzed by Department. A more realistic listing would limit the accounts selected. If we scroll down, we find departmental accounts.

Sheet1

	A	B	C	D	
148	638110	Donated Income	-51000.00	General Function Services	
149	638110	Donated Income	-49760.00	Health Ministry	
150	638110	Donated Income	-45490.00	Communication	
151	638110	Donated Income	-42620.00	Education	
152	638110	Donated Income	-37570.00	Sabbath School/Personal Ministries	
153	638110	Donated Income	-35556.00	Ministerial Association	
154	638110	Donated Income	-23550.00	Stewardship/Trust Services	
155	638110	Donated Income	-10660.00	Women's Ministry	
156	638110	Donated Income	-9210.00	Publishing	
157	638110	Donated Income	-8450.00	Children's Ministries	
158	638110	Donated Income	-6000.00	Youth	
159	638110	Donated Income	-3960.00	Family Ministry	
160	671110	Inter-Departmental Services Income	-300.00	Transportation	
161	671110	Inter-Departmental Services Income	-150.00	Accounting	
162	672110	Indirect Sales Income	0.00	Youth	
163	678110	Resource/Function/Project Funding Allocation	-19082383.08	General Function Services	
164	762110	Proceeds from Sale of Assets	-2400.00	Presidential	
165	773110	Asset Acquired	-5871360.00	General Function Services	
166	774110	Church & School Property Additions	-1.00	Arlington District No. 1	
167	811110	Salary (Regular)	124562.40	Youth	
168	811110	Salary (Regular)	124562.40	Women's Ministry	
169	811110	Salary (Regular)	124562.40	Education	
170	811110	Salary (Regular)	125783.60	Public Affairs & Religious Liberty/Legal	
171	811110	Salary (Regular)	126033.60	Sabbath School/Personal Ministries	

7. Return to Design Mode
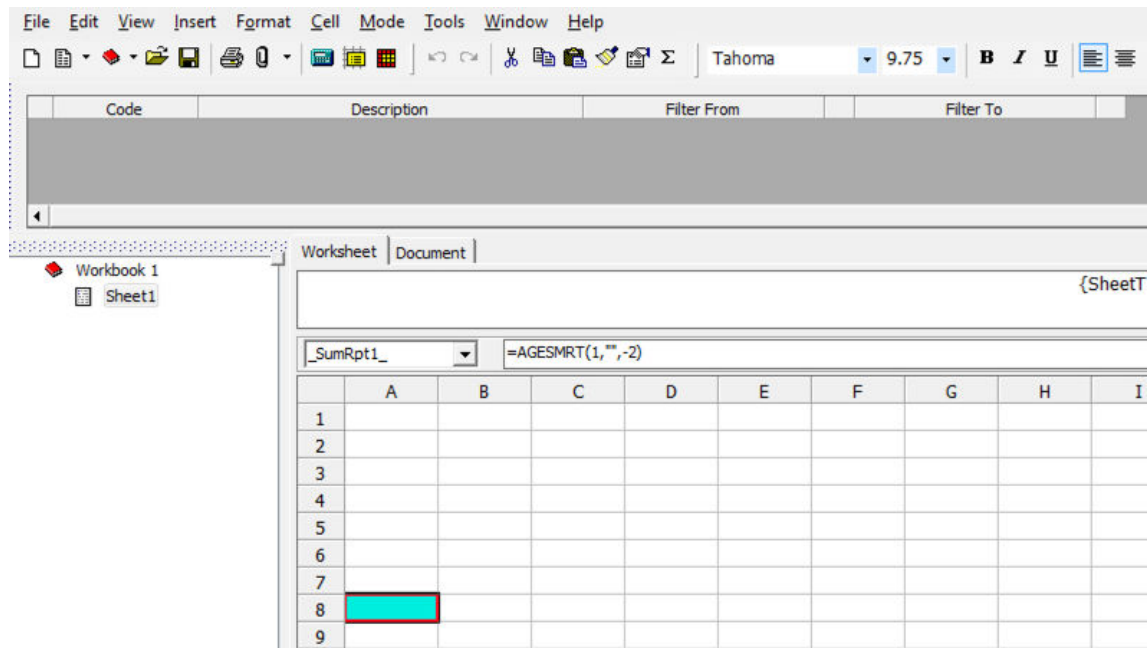
8. Double-click cell A8 to open Query interface
9. Change the Account Code range to 81 – 83z

Summary Report

Data Type	Summary Report					A8

Definition | Options | Report Style

Filter

| Filter From | 81 | ... 81 | | Link Code | |
| Filter To | 83z | 83z | | | |

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 6		SunSystems 6		
Business Unit	ATA		ATA		
Table	LA		Ledger		
Ledger	A		A		
Account Code	81	83z	81	83z	
Accounting Period	2003/001	2018/008	2003/001	2018/008	

Selection List

- L3 Fund Analysis Table
- Function Analysis Code
- L4 Function Analysis Table
  - Analysis Code
  - Name
  - Lookup Code
  - Budget Checking
  - Budget Stop
  - Prohibit Posting
  - Budget Navigation Method
  - Combined Budget Check
  - Data Access Group Code
  - Status
  - Analysis Dimension Id
  - ND2 Analysis Dimension
  - ST Domain Standard Text
  - Restriction Analysis Code

Output

Item	Sort Number
LA\CA\Account Code	
LA\CA\Description	
Σ LA\Base Amount	
LA\L4\Name	

Help   OK   Cancel

10. Click **OK**

Code	Description	Filter From	Filter To

Worksheet | Document

- Workbook 1
  - Sheet1

{SheetTitle}

SumRpt1   =AGESMRT(1,"",-2)

11. Extract 🖩

12. | Extract Primary Worksheets |

	Worksheet	Document					
Workbook 1				Sheet1		
Sheet1		A	B	C	D	
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8	**Chart of Accounts**		**Ledger**	**Function**	
	9	**Account Code**	**Description**	**Base Amount**	**Name**	
	10	638110	Donated Income	-51000.00	General Function Services	
	11	638110	Donated Income	-49760.00	Health Ministry	
	12	638110	Donated Income	-45490.00	Communication	
	13	638110	Donated Income	-42620.00	Education	
	14	638110	Donated Income	-37570.00	Sabbath School/Personal Ministries	
	15	638110	Donated Income	-35556.00	Ministerial Association	
	16	638110	Donated Income	-23550.00	Stewardship/Trust Services	
	17	638110	Donated Income	-10660.00	Women's Ministry	
	18	638110	Donated Income	-9210.00	Publishing	
	19	638110	Donated Income	-8450.00	Children's Ministries	
	20	638110	Donated Income	-6000.00	Youth	
	21	638110	Donated Income	-3960.00	Family Ministry	
	22	671110	Inter-Departmental Services Income	-300.00	Transportation	
	23	671110	Inter-Departmental Services Income	-150.00	Accounting	
	24	672110	Indirect Sales Income	0.00	Youth	
	25	678110	Resource/Function/Project Funding Allocation	-19082383.08	General Function Services	
	26	**Total**		**-19406659.08**		
	27					

Let's run this again and change the order of the data in the Departmental Account Listing.

13. Return to Design Mode 🖋
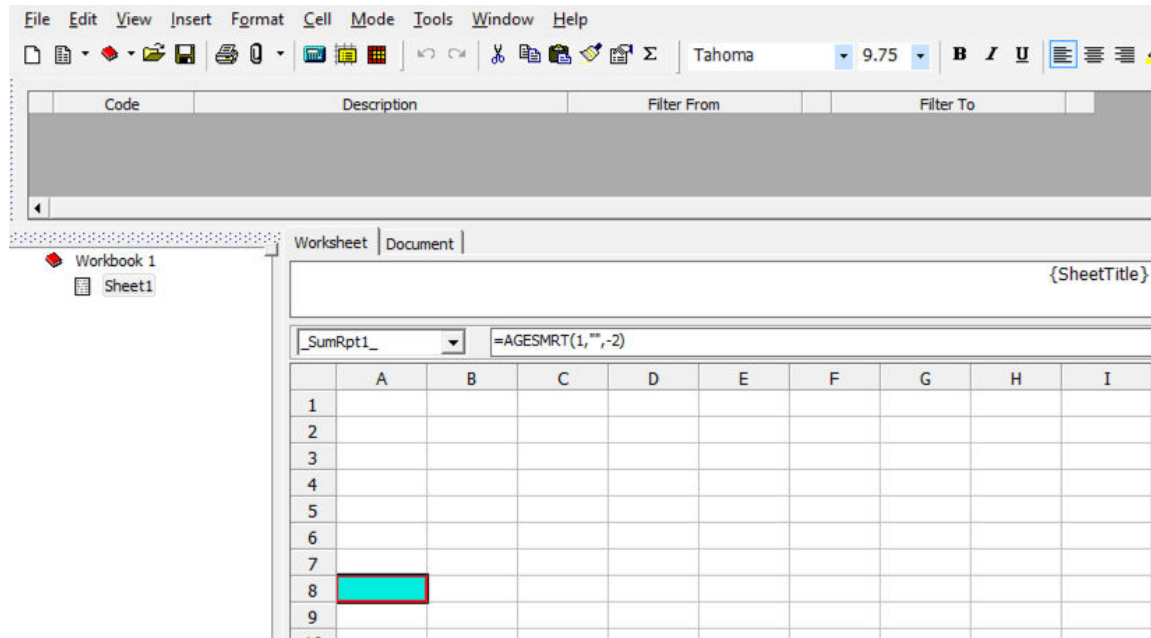
14. Double-click cell A8 to open the Query interface

15. To change the order of Output Items, select the item to move, and either click the up or down arrow in the frame between Selection List and Output panes or select the item and drag it into place

16. Click **OK**

17. Extract

18. Extract Primary Worksheets

8	Chart of Accounts		Function	Ledger
9	Account Code	Description	Name	Base Amount
10	811110	Salary (Regular)	Accounting	308963.60
11	811110	Salary (Regular)	Arlington District No. 1	462834.80
12	811110	Salary (Regular)	Children's Ministries	128226.00
13	811110	Salary (Regular)	Communication	127004.80
14	811110	Salary (Regular)	Congressional District No. 2	432304.80
15	811110	Salary (Regular)	Education	124562.40
16	811110	Salary (Regular)	Executive Secretary	131889.60
17	811110	Salary (Regular)	Family Ministry	129447.20
18	811110	Salary (Regular)	Georgetown District No. 3	348042.00
19	811110	Salary (Regular)	Health Ministry	129447.20
20	811110	Salary (Regular)	In-House Operation	195392.00
21	811110	Salary (Regular)	Ministerial Association	129447.20
22	811110	Salary (Regular)	Oxon Hill District No. 4	343157.20
23	811110	Salary (Regular)	Potomac River District No. 5	338272.40
24	811110	Salary (Regular)	Presidential	258894.40
25	811110	Salary (Regular)	Public Affairs & Religious Liberty/Legal	125783.60
26	811110	Salary (Regular)	Publishing	133341.20
27	811110	Salary (Regular)	Sabbath School/Personal Ministries	126033.60
28	811110	Salary (Regular)	Secretarial Services	321175.60
29	811110	Salary (Regular)	Stewardship/Trust Services	129447.20
30	811110	Salary (Regular)	Tidal Basin District No. 6	450622.80

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DEPARTMENT ACCOUNT LISTING BY WHO

Now let's refine the breakdown a little further by adding Who codes.

1. Return to Design Mode

2. Double-click cell A8 to open Query interface

3. Expand L7 Who Analysis Table

4. Select L7 Name
5. Drag L7 Name up to the fourth position in the Output pane

6. Click **OK**

7. Extract

8. Extract Primary Worksheets

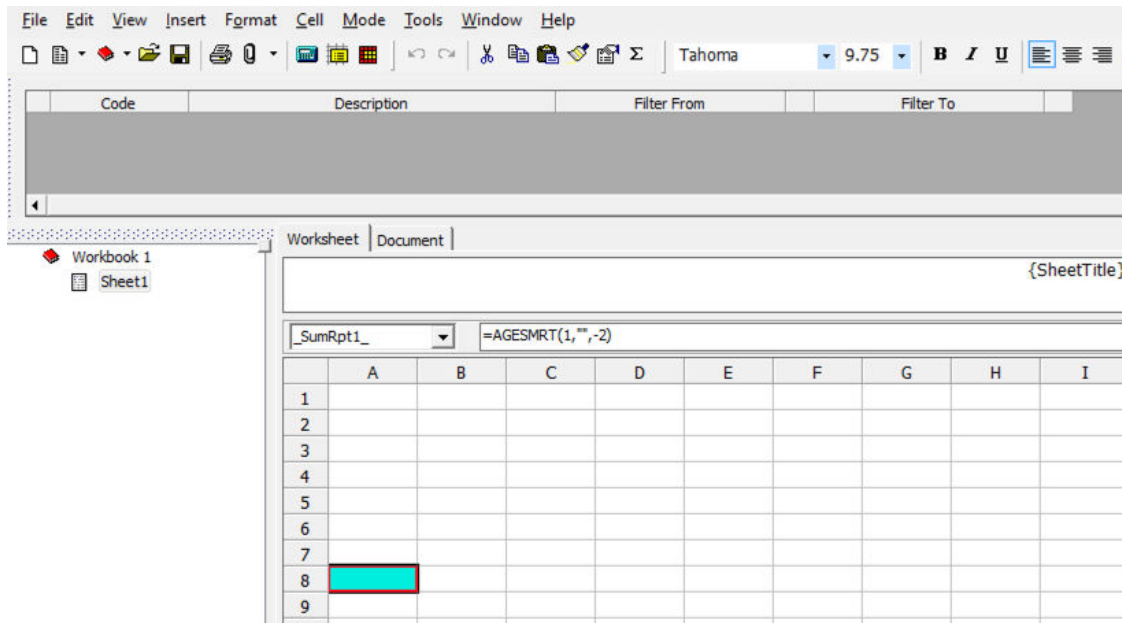| 8	**Chart of Accounts**		**Function**	**Who**	**Ledger**
9	**Account Code**	**Description**	**Name**	**Name**	**Base Amount**
10	811110	Salary (Regular)	Accounting	Garcia, Domingo	97696.00
11	811110	Salary (Regular)	Accounting	Ledesma, Lourdes	103802.00
12	811110	Salary (Regular)	Accounting	Walenski, Renolov	107465.60
13	811110	Salary (Regular)	Arlington District No. 1	Fuller, Gordon	117235.20
14	811110	Salary (Regular)	Arlington District No. 1	Martinez, Luis Montalban	117235.20
15	811110	Salary (Regular)	Arlington District No. 1	Morgan, Jennifer	116014.00
16	811110	Salary (Regular)	Arlington District No. 1	Russel, Joyce	112350.40
17	811110	Salary (Regular)	Children's Ministries	Mautak, Maria Clara	128226.00
18	811110	Salary (Regular)	Communication	Price, Thomas	127004.80
19	811110	Salary (Regular)	Congressional District No. 2	Chen, Yen Chow	103802.00
20	811110	Salary (Regular)	Congressional District No. 2	Davis, John	107465.60
21	811110	Salary (Regular)	Congressional District No. 2	Kim, Jim Yong	113571.60
22	811110	Salary (Regular)	Congressional District No. 2	Rossentall, Kevin	107465.60
23	811110	Salary (Regular)	Education	Faraday, Carlos	124562.40
24	811110	Salary (Regular)	Executive Secretary	Luna, Antonio	131889.60
25	811110	Salary (Regular)	Family Ministry	Mead, Jason	129447.20
26	811110	Salary (Regular)	Georgetown District No. 3	Mantua, Enrique	122120.00
27	811110	Salary (Regular)	Georgetown District No. 3	Mohammad, Ashraf	117235.20
28	811110	Salary (Regular)	Georgetown District No. 3	Siwardi, Navajo	108686.80
29	811110	Salary (Regular)	Health Ministry	Montesclaros, William	129447.20
30	811110	Salary (Regular)	In-House Operation	Sumalpong, Lydia	79378.00
31	811110	Salary (Regular)	In-House Operation	Wang, Heng Tong	116014.00
32	811110	Salary (Regular)	Ministerial Association	Jones, David	129447.20

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SORTING

By default, the system sorts data in columnar order. In the following screenshot, the data is sorted first by Account Code, then by Department, then by Employee.

8	Chart of Accounts		Function	Who	Ledger
9	Account Code	Description	Name	Name	Base Amount
10	811110	Salary (Regular)	Accounting	Garcia, Domingo	97696.00
11	811110	Salary (Regular)	Accounting	Ledesma, Lourdes	103802.00
12	811110	Salary (Regular)	Accounting	Walenski, Renolov	107465.60
13	811110	Salary (Regular)	Arlington District No. 1	Fuller, Gordon	117235.20
14	811110	Salary (Regular)	Arlington District No. 1	Martinez, Luis Montalban	117235.20
15	811110	Salary (Regular)	Arlington District No. 1	Morgan, Jennifer	116014.00
16	811110	Salary (Regular)	Arlington District No. 1	Russel, Joyce	112350.40
17	811110	Salary (Regular)	Children's Ministries	Mautak, Maria Clara	128226.00
18	811110	Salary (Regular)	Communication	Price, Thomas	127004.80
19	811110	Salary (Regular)	Congressional District No. 2	Chen, Yen Chow	103802.00
20	811110	Salary (Regular)	Congressional District No. 2	Davis, John	107465.60
21	811110	Salary (Regular)	Congressional District No. 2	Kim, Jim Yong	113571.60
22	811110	Salary (Regular)	Congressional District No. 2	Rossentall, Kevin	107465.60
23	811110	Salary (Regular)	Education	Faraday, Carlos	124562.40
24	811110	Salary (Regular)	Executive Secretary	Luna, Antonio	131889.60
25	811110	Salary (Regular)	Family Ministry	Mead, Jason	129447.20
26	811110	Salary (Regular)	Georgetown District No. 3	Mantua, Enrique	122120.00
27	811110	Salary (Regular)	Georgetown District No. 3	Mohammad, Ashraf	117235.20
28	811110	Salary (Regular)	Georgetown District No. 3	Siwardi, Navajo	108686.80
29	811110	Salary (Regular)	Health Ministry	Montesclaros, William	129447.20
30	811110	Salary (Regular)	In-House Operation	Sumalpong, Lydia	79378.00
31	811110	Salary (Regular)	In-House Operation	Wang, Heng Tong	116014.00
32	811110	Salary (Regular)	Ministerial Association	Jones, David	129447.20

Changing the sort order makes a difference. Check it out:

1. Return to Design Mode

2. Double-click cell A8 to open Query interface

3. Drag L4 Name to the first position in the Output pane

4. Click **OK**

5. Extract

6. Extract Primary Worksheets

8	Function	Chart of Accounts		Who	Ledger
9	Name	Account Code	Description	Name	Base Amount
10	Accounting	811110	Salary (Regular)	Garcia, Domingo	97696.00
11	Accounting	811110	Salary (Regular)	Ledesma, Lourdes	103802.00
12	Accounting	811110	Salary (Regular)	Walenski, Renolov	107465.60
13	Accounting	811410	Area Travel Subsidy (House to Office Travel)	Garcia, Domingo	1380.00
14	Accounting	811410	Area Travel Subsidy (House to Office Travel)	Ledesma, Lourdes	1380.00
15	Accounting	811410	Area Travel Subsidy (House to Office Travel)	Walenski, Renolov	1380.00
16	Accounting	816110	Medical Policy Premium	Garcia, Domingo	431.30
17	Accounting	816110	Medical Policy Premium	Ledesma, Lourdes	560.30
18	Accounting	816110	Medical Policy Premium	Walenski, Renolov	255.80
19	Accounting	817110	Tax Assistance	Garcia, Domingo	2442.40
20	Accounting	817110	Tax Assistance	Ledesma, Lourdes	2595.11
21	Accounting	817110	Tax Assistance	Walenski, Renolov	2686.64
22	Arlington District No. 1	811110	Salary (Regular)	Fuller, Gordon	117235.20
23	Arlington District No. 1	811110	Salary (Regular)	Martinez, Luis Montalban	117235.20
24	Arlington District No. 1	811110	Salary (Regular)	Morgan, Jennifer	116014.00
25	Arlington District No. 1	811110	Salary (Regular)	Russel, Joyce	112350.40
26	Arlington District No. 1	811220	Car Depreciation Allowance	Fuller, Gordon	5750.00
27	Arlington District No. 1	811220	Car Depreciation Allowance	Martinez, Luis Montalban	5750.00
28	Arlington District No. 1	811220	Car Depreciation Allowance	Morgan, Jennifer	5750.00
29	Arlington District No. 1	811220	Car Depreciation Allowance	Russel, Joyce	5750.00

The Listing is now sorted first by Department.

Let's change the sort order to Employee Name.

7. Return to Design Mode

8. Double-click cell A8 to open the Query interface

9. Drag the L7 Name to the first position
10. Drag L4 Name to the fourth position

Summary Report

Data Type | Summary Report | A8

Definition | Options | Report Style

Filter

Filter From: SunSystems 6 ... SunSystems 6

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 6		SunSystems 6		
Business Unit	ATA		ATA		
Table	LA		Ledger		
Ledger	A		A		
Account Code	81	83z	81	83z	
Accounting Period	2003/001	2018/008	2003/001	2018/008	

Selection List

- **Ledger**
- **Account Code**
- CA Chart of Accounts
- **Accounting Period**
- Base Amount
- Debit/Credit
- Transaction Amount
- RT
- Base 2/Reporting Amount
- RT2
- Memo Amount
- Base Currency Code
- Transaction Currency Code
- CN Transaction Currency Code
- 2nd Base/Reporting Currency Code
- Rate
- Transaction Operator

Output

Item	Sort Number
LA\L7\Name	
LA\CA\Account Code	
LA\CA\Description	
LA\L4\Name	
Σ LA\Base Amount	

Help | OK | Cancel

11. Click [OK]

File Edit View Insert Format Cell Mode Tools Window Help

Tahoma 9.75 B I U

Code	Description	Filter From	Filter To

Worksheet | Document

{SheetTitle}

Workbook 1 / Sheet1

SumRpt1 =AGESMRT(1,"",-2)

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9									

12. Extract

13. Extract Primary Worksheets

8	Who	Chart of Accounts		Function	Ledger
9	Name	Account Code	Description	Name	Base Amount
10		831110	Appropriation Made Tithe	General Function Services	10000.00
11		834110	Appropriation Made Nontithe	General Function Services	8000.00
12	Almendras, Jacobo	811110	Salary (Regular)	Stewardship/Trust Services	129447.20
13	Almendras, Jacobo	811220	Car Depreciation Allowance	Stewardship/Trust Services	5750.00
14	Almendras, Jacobo	811230	Child Allowance	Stewardship/Trust Services	2760.00
15	Almendras, Jacobo	811410	Area Travel Subsidy (House to Office Travel)	Stewardship/Trust Services	1380.00
16	Almendras, Jacobo	816110	Medical Policy Premium	Stewardship/Trust Services	420.00
17	Almendras, Jacobo	817110	Tax Assistance	Stewardship/Trust Services	3236.18
18	Army, Roderick	811110	Salary (Regular)	Potomac River District No. 5	116014.00
19	Army, Roderick	811110	Salary (Regular)	Publishing	10000.00
20	Army, Roderick	811220	Car Depreciation Allowance	Potomac River District No. 5	5750.00
21	Army, Roderick	811230	Child Allowance	Potomac River District No. 5	4140.00
22	Army, Roderick	811410	Area Travel Subsidy (House to Office Travel)	Potomac River District No. 5	1380.00
23	Army, Roderick	816110	Medical Policy Premium	Potomac River District No. 5	515.00
24	Army, Roderick	817110	Tax Assistance	Potomac River District No. 5	2900.41
25	Bazara, Amandla	811110	Salary (Regular)	Youth	124562.40
26	Bazara, Amandla	811220	Car Depreciation Allowance	Youth	5750.00
27	Bazara, Amandla	811230	Child Allowance	Youth	2760.00
28	Bazara, Amandla	811410	Area Travel Subsidy (House to Office Travel)	Youth	1380.00

All the data in the listing is now sorted by the Employee's Name.

Override Sort Order

If you want to position data items in certain columns but sort the data by other data. The default can be overridden using the Sort icon located on the frame between the Selection List and the Output panes.

1. Click the Sort icon

2. Drag the Account Code from the Selection List pane up into the Sorting pane at the top of the interface

3. Notice the "1" under Sort Number in the screenshot above. If you dragged a second data item into the Sort pane, it would be numbered "2". Click [OK]

Notice that the Sort Number "1" appears next to the Account Code data item in the Output pane

4. Click [OK]

5. Extract

6. Extract Primary Worksheets

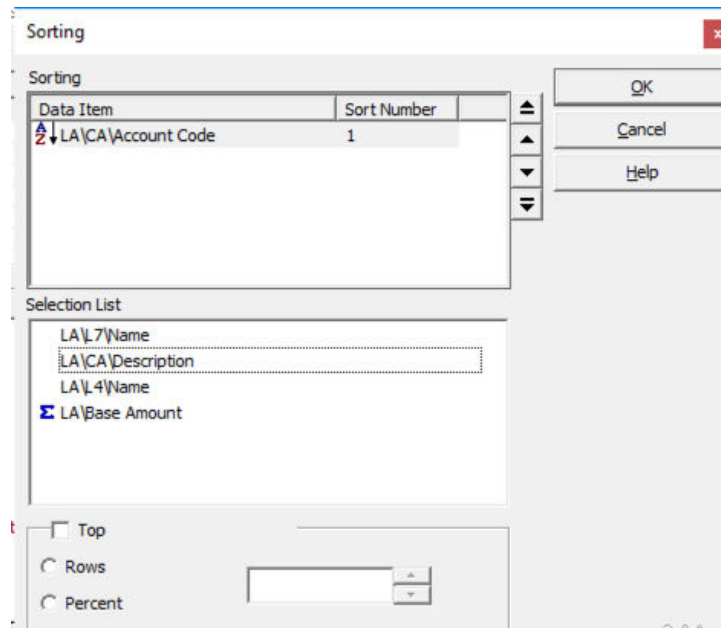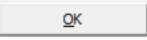| 8	Who	Chart of Accounts		Function	Ledger
9	Name	Account Code	Description	Name	Base Amount
10	Almendras, Jacobo	811110	Salary (Regular)	Stewardship/Trust Services	129447.20
11	Army, Roderick	811110	Salary (Regular)	Potomac River District No. 5	116014.00
12	Army, Roderick	811110	Salary (Regular)	Publishing	10000.00
13	Bazara, Amandla	811110	Salary (Regular)	Youth	124562.40
14	Chen, Yen Chow	811110	Salary (Regular)	Congressional District No. 2	103802.00
15	Davis, John	811110	Salary (Regular)	Congressional District No. 2	107465.60
16	Delamonte, Salvador	811110	Salary (Regular)	Treasury	109908.00
17	Diaz, Emeritu	811110	Salary (Regular)	Tidal Basin District No. 6	116014.00
18	Diwata, Remedios	811110	Salary (Regular)	Secretarial Services	107465.60
19	Dulan, Marrisa	811110	Salary (Regular)	Tidal Basin District No. 6	105023.20
20	Eyana, Eduardo	811110	Salary (Regular)	Tidal Basin District No. 6	109908.00
21	Faraday, Carlos	811110	Salary (Regular)	Education	124562.40
22	Fuller, Gordon	811110	Salary (Regular)	Arlington District No. 1	117235.20
23	Gandhi, Shawaraj	811110	Salary (Regular)	Secretarial Services	109908.00
24	Garcia, Domingo	811110	Salary (Regular)	Accounting	97696.00
25	Givens, Carmelita	811110	Salary (Regular)	Secretarial Services	103802.00
26	Jenkins, Robert	811110	Salary (Regular)	Presidential	134332.00
27	Jones, David	811110	Salary (Regular)	Ministerial Association	129447.20
28	Karaoke, Andres	811110	Salary (Regular)	Potomac River District No. 5	107465.60
29	Khumalo, Boris	811110	Salary (Regular)	Sabbath School/Personal Ministries	250.00
30	Khumalo, Boris	811110	Salary (Regular)	Vice President	130668.40
31	Kim, Jim Yong	811110	Salary (Regular)	Congressional District No. 2	113571.60

Now the listing is sorted by Account Code rather than Who Name, though Account Code appears in the second column.

REPORT STYLE

We can make some formatting changes to manipulate the appearance of the Account Listing. These changes must be done in the Design Mode.

Though most of the time we work in the Definition tab, there are two other tabs that we can use to set formatting options.

The Options tab doesn't hold much.

There are more formatting options on the Report Style tab.

SunPlus

Summary Report

Data Type	Summary Report ▾		A8

Definition | Options | Report Style

○ None
◉ Auto Format

☑ Output Table Names
☑ Output Data Item Names
☑ Automatic column width
☐ Automatic row height

Totals
☑ Show Totals
Position
○ Top
◉ Bottom

Auto Format

Simple ▾   Format Cells

Preview

Header					Transactions	
Description	Date	Time	Integer	Number	Currency	Percent
Sales Account	03/31/2018	10:30	108103	1234.0	1618.00	24%
Import	07/09/2018	11:30	-2500	-2500.1	-3141.59	-31%
Export	05/20/2018	12:30	1	0.5	1414.21	13%
Bank Details	10/12/2018	13:30	99	99.4	2718.28	13%
Other	10/17/2018	14:30	500	5.4	1202.05	82%
Total			106203	-1160.7	3810.95	100%

Help   OK   Cancel
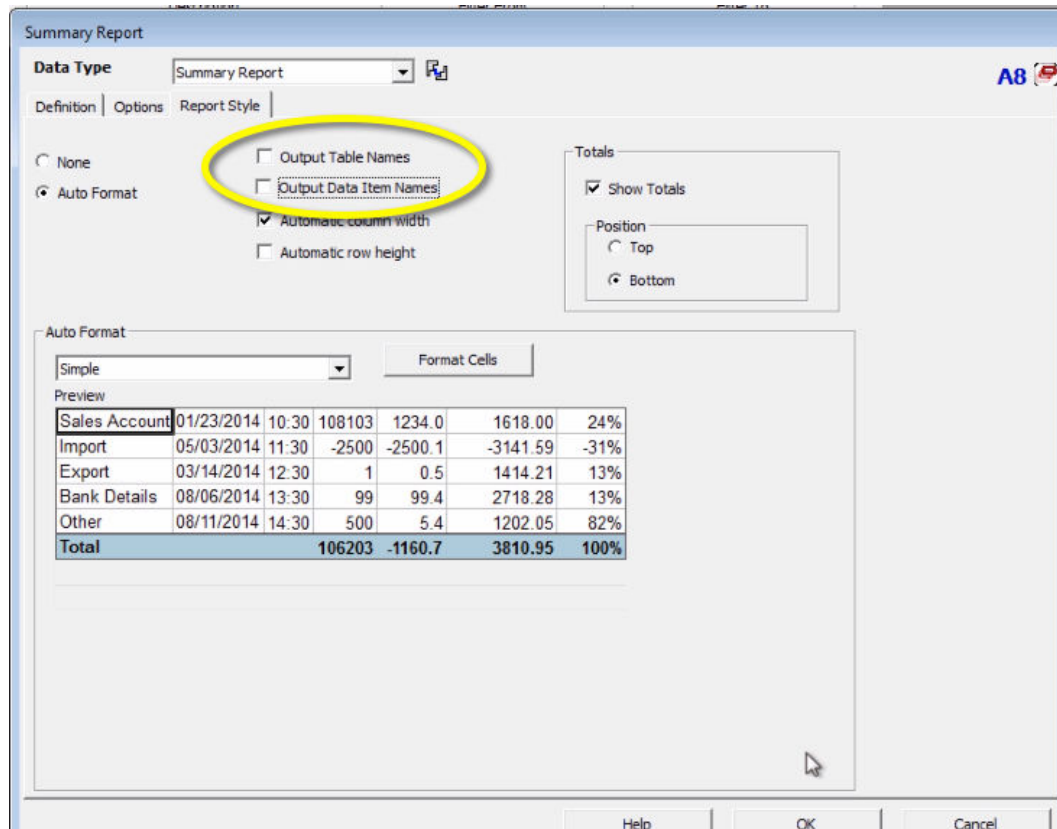
1. Go to the Report Style tab in the Query interface.

Notice the default settings. By default, the Table and Data Item Names will be brought into the listing as headers.

	Who	Chart of Accounts		Function	Ledger
8					
9	Name	Account Code	Description	Name	Base Amount
10		831110	Appropriation Made Tithe	General Function Services	10000.00
11		834110	Appropriation Made Nontithe	General Function Services	8000.00
12	Almendras, Jacobo	811110	Salary (Regular)	Stewardship/Trust Services	129447.20
13	Almendras, Jacobo	811220	Car Depreciation Allowance	Stewardship/Trust Services	5750.00
14	Almendras, Jacobo	811230	Child Allowance	Stewardship/Trust Services	2760.00
15	Almendras, Jacobo	811410	Area Travel Subsidy (House to Office Travel)	Stewardship/Trust Services	1380.00
16	Almendras, Jacobo	816110	Medical Policy Premium	Stewardship/Trust Services	420.00
17	Almendras, Jacobo	817110	Tax Assistance	Stewardship/Trust Services	3236.18
18	Army, Roderick	811110	Salary (Regular)	Potomac River District No. 5	116014.00
19	Army, Roderick	811110	Salary (Regular)	Publishing	10000.00
20	Army, Roderick	811220	Car Depreciation Allowance	Potomac River District No. 5	5750.00
21	Army, Roderick	811230	Child Allowance	Potomac River District No. 5	4140.00
22	Army, Roderick	811410	Area Travel Subsidy (House to Office Travel)	Potomac River District No. 5	1380.00
23	Army, Roderick	816110	Medical Policy Premium	Potomac River District No. 5	515.00
24	Army, Roderick	817110	Tax Assistance	Potomac River District No. 5	2900.41
25	Bazara, Amandla	811110	Salary (Regular)	Youth	124562.40
26	Bazara, Amandla	811220	Car Depreciation Allowance	Youth	5750.00
27	Bazara, Amandla	811230	Child Allowance	Youth	2760.00

![SunPlus logo]

The headers are great ... if you know the meaning of "Who" and "Function". But if you want a listing you can share with people who do not know how your organization uses dimensions, you need to change those details.

2. Uncheck Output Table Name
3. Uncheck Output Data Item Name

4. Extract [icon]
5. [Extract Primary Worksheets]

5					
6					
7					
8	Almendras, Jacobo	811110	Salary (Regular)	Stewardship/Trust Services	129447.20
9	Army, Roderick	811110	Salary (Regular)	Potomac River District No. 5	116014.00
10	Army, Roderick	811110	Salary (Regular)	Publishing	10000.00
11	Bazara, Amandla	811110	Salary (Regular)	Youth	124562.40
12	Chen, Yen Chow	811110	Salary (Regular)	Congressional District No. 2	103802.00
13	Davis, John	811110	Salary (Regular)	Congressional District No. 2	107465.60
14	Delamonte, Salvador	811110	Salary (Regular)	Treasury	109908.00
15	Diaz, Emeritu	811110	Salary (Regular)	Tidal Basin District No. 6	116014.00
16	Diwata, Remedios	811110	Salary (Regular)	Secretarial Services	107465.60
17	Dulan, Marrisa	811110	Salary (Regular)	Tidal Basin District No. 6	105023.20
18	Eyana, Eduardo	811110	Salary (Regular)	Tidal Basin District No. 6	109908.00
19	Faraday, Carlos	811110	Salary (Regular)	Education	124562.40
20	Fuller, Gordon	811110	Salary (Regular)	Arlington District No. 1	117235.20
21	Gandhi, Shawaraj	811110	Salary (Regular)	Secretarial Services	109908.00
22	Garcia, Domingo	811110	Salary (Regular)	Accounting	97696.00
23	Givens, Carmelita	811110	Salary (Regular)	Secretarial Services	103802.00
24	Jenkins, Robert	811110	Salary (Regular)	Presidential	134332.00
25	Jones, David	811110	Salary (Regular)	Ministerial Association	129447.20
26	Karaoke, Andres	811110	Salary (Regular)	Potomac River District No. 5	107465.60
27	Khumalo, Boris	811110	Salary (Regular)	Sabbath School/Personal Ministries	250.00
28	Khumalo, Boris	811110	Salary (Regular)	Vice President	130668.40
29	Kim, Jim Yong	811110	Salary (Regular)	Congressional District No. 2	113571.60
30	Ledesma, Lourdes	811110	Salary (Regular)	Accounting	103802.00

We have the same listing, with the data presented and sorted in the same order, but now there are no headers.

One option we now have is to simply type in whatever headers we want. This must be done in Design Mode.

1. Return to Design Mode
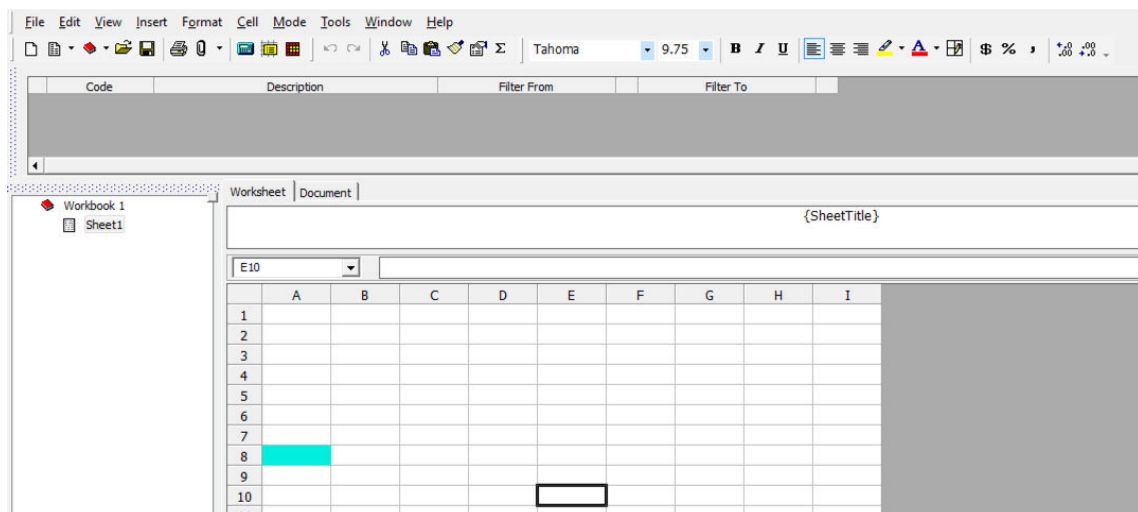
2. Decide where you want to position the headers, and type them in. For our sample listing, we will type in:
   - Employee   A7

SunPlus

- Account   B7
- Description   C7
- Department   D7
- Amount   E7

5				
6				
7	Employee	Account	Description	Departmen Amount
8				
9				
10				
11				
12				
13				
14				
15				

3. Extract

4. Extract Primary Worksheets

	Employee	Account	Description	Department	Amount
6					
7	Employee	Account	Description	Department	Amount
8	Almendras, Jacobo	811110	Salary (Regular)	Stewardship/Trust Services	129447.20
9	Army, Roderick	811110	Salary (Regular)	Potomac River District No. 5	116014.00
10	Army, Roderick	811110	Salary (Regular)	Publishing	10000.00
11	Bazara, Amandla	811110	Salary (Regular)	Youth	124562.40
12	Chen, Yen Chow	811110	Salary (Regular)	Congressional District No. 2	103802.00
13	Davis, John	811110	Salary (Regular)	Congressional District No. 2	107465.60
14	Delamonte, Salvador	811110	Salary (Regular)	Treasury	109908.00
15	Diaz, Emeritu	811110	Salary (Regular)	Tidal Basin District No. 6	116014.00
16	Diwata, Remedios	811110	Salary (Regular)	Secretarial Services	107465.60
17	Dulan, Marrisa	811110	Salary (Regular)	Tidal Basin District No. 6	105023.20
18	Eyana, Eduardo	811110	Salary (Regular)	Tidal Basin District No. 6	109908.00
19	Faraday, Carlos	811110	Salary (Regular)	Education	124562.40
20	Fuller, Gordon	811110	Salary (Regular)	Arlington District No. 1	117235.20
21	Gandhi, Shawaraj	811110	Salary (Regular)	Secretarial Services	109908.00
22	Garcia, Domingo	811110	Salary (Regular)	Accounting	97696.00
23	Givens, Carmelita	811110	Salary (Regular)	Secretarial Services	103802.00

The headers are more easily understood now, and they look okay; but we can improve their appearance. We can use regular Excel functionality to format the headers or we can use some pre-established formatting defaults.

5. Return to Design Mode

5					
6					
7	Employee	Account	Description	Departmen	Amount
8					
9					
10					
11					
12					
13					
14					
15					

6. Double-click cell A8 to open the Query interface
7. Open Report Style tab

In the lower half of the Report Style tab, there is an Auto Format pane. Here you can choose pre-set formatting from a dropdown list of type. The formatting you picked will be displayed in the Preview pane.

If you wish, you can select a pre-set format. For our sample, however, we will create our own.

8. Check the None field in the upper half of the Report Style tab
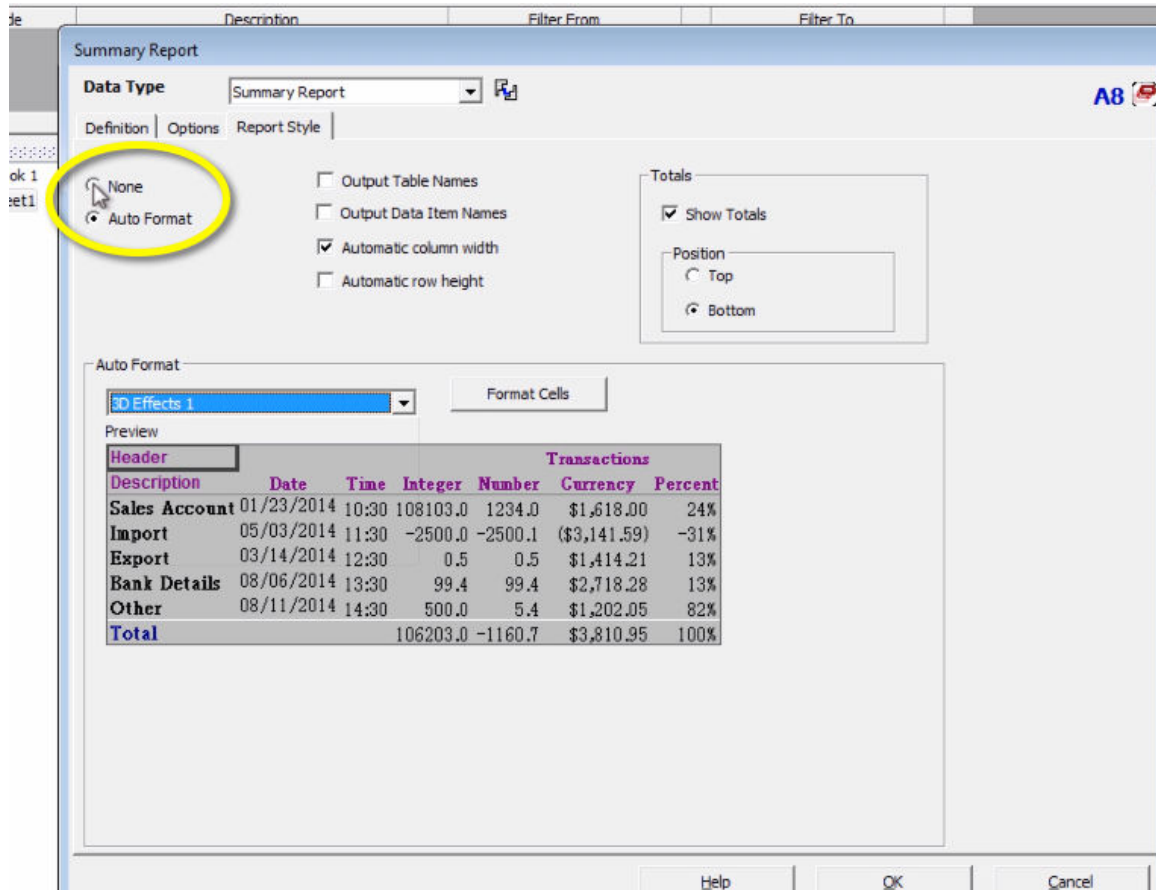
Ticking None will mean none of the formatting of your report will be influenced by any formatting choices on this tab.

You can also use this tab to control how the data on your report is displayed. Notice in the Amount column of the Preview pane, that the amounts are displayed without a Thousand separator.

9. Highlight the Amount column in the Preview pane – highlight all of the amount numbers except for the total

Summary Report

Data Type	Summary Report ▼		A8

Definition | Options | **Report Style**

○ None
● Auto Format

☐ Output Table Names
☐ Output Data Item Names
☑ Automatic column width
☐ Automatic row height

Totals
☑ Show Totals

Position
○ Top
● Bottom

Auto Format

Simple ▼   Format Cells

Preview

Sales Account	03/31/2018	10:30	108103	1234.0	1618.00	24%
Import	07/09/2018	11:30	-2500	-2500.1	-3141.59	-31%
Export	05/20/2018	12:30	1	0.5	1414.21	13%
Bank Details	10/12/2018	13:30	99	99.4	2718.28	13%
Other	10/17/2018	14:30	500	5.4	1202.05	82%
Total			106203	-1160.7	3810.95	100%

Help   OK   Cancel

10. Click the Format Cells button located at the top of the Auto Format section of the tab
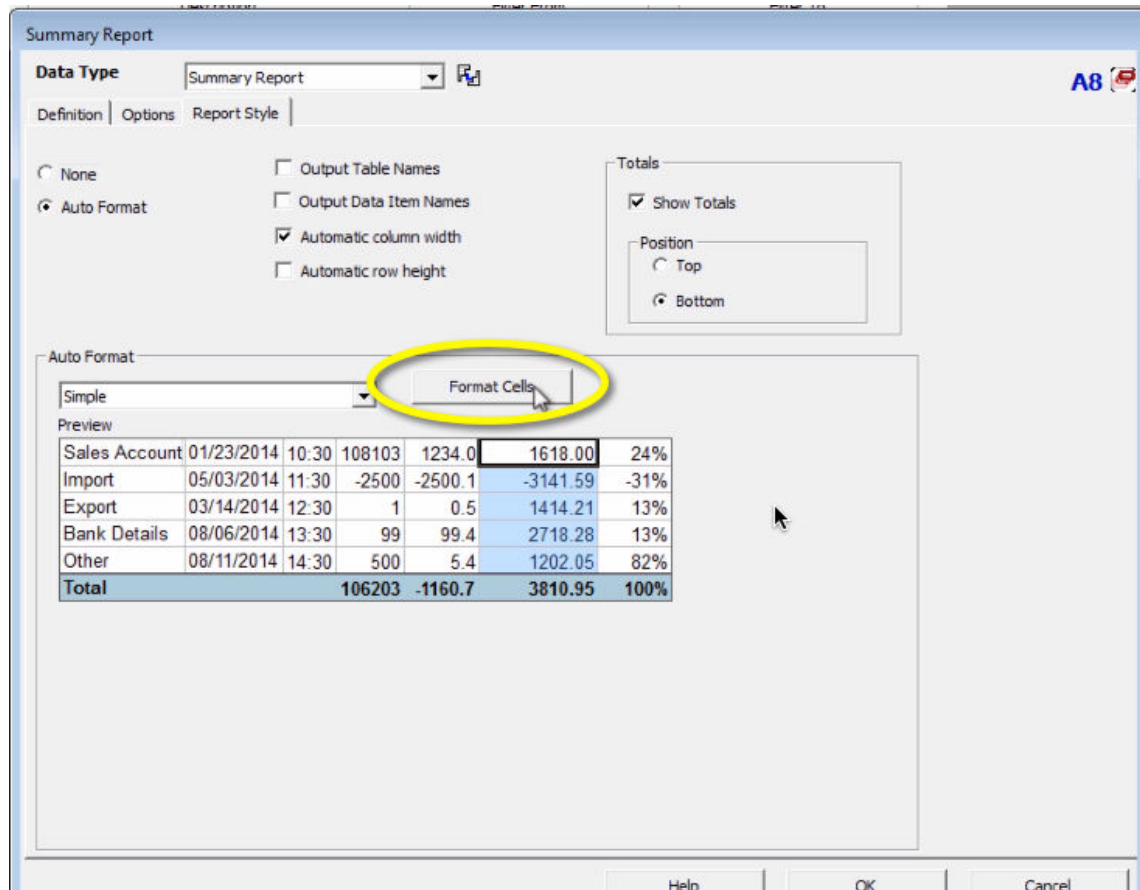
The Format Cells interface will be displayed.

11. Select the Thousand Separator
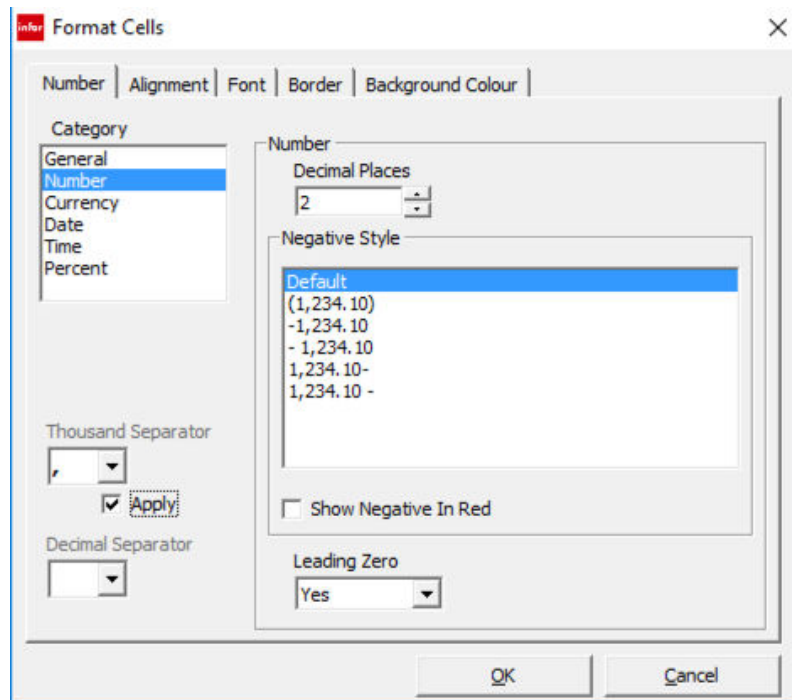12. Check Apply

13. Click [OK]
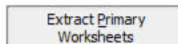
Notice that the Amount values in the Preview pane now include the comma as the thousand separator.

14. Click [OK]

15. Extract 🖩

16. [Extract Primary Worksheets]

	Employee	Account	Description	Department	Amount
6					
7	Employee	Account	Description	Department	Amount
8	Almendras, Jacobo	811110	Salary (Regular)	Stewardship/Trust Services	129,447.20
9	Army, Roderick	811110	Salary (Regular)	Potomac River District No. 5	116,014.00
10	Army, Roderick	811110	Salary (Regular)	Publishing	10,000.00
11	Bazara, Amandla	811110	Salary (Regular)	Youth	124,562.40
12	Chen, Yen Chow	811110	Salary (Regular)	Congressional District No. 2	103,802.00
13	Davis, John	811110	Salary (Regular)	Congressional District No. 2	107,465.60
14	Delamonte, Salvador	811110	Salary (Regular)	Treasury	109,908.00
15	Diaz, Emeritu	811110	Salary (Regular)	Tidal Basin District No. 6	116,014.00
16	Diwata, Remedios	811110	Salary (Regular)	Secretarial Services	107,465.60
17	Dulan, Marrisa	811110	Salary (Regular)	Tidal Basin District No. 6	105,023.20
18	Eyana, Eduardo	811110	Salary (Regular)	Tidal Basin District No. 6	109,908.00
19	Faraday, Carlos	811110	Salary (Regular)	Education	124,562.40
20	Fuller, Gordon	811110	Salary (Regular)	Arlington District No. 1	117,235.20
21	Gandhi, Shawaraj	811110	Salary (Regular)	Secretarial Services	109,908.00
22	Garcia, Domingo	811110	Salary (Regular)	Accounting	97,696.00
23	Givens, Carmelita	811110	Salary (Regular)	Secretarial Services	103,802.00
24	Jenkins, Robert	811110	Salary (Regular)	Presidential	134,332.00
25	Jones, David	811110	Salary (Regular)	Ministerial Association	129,447.20
26	Karaoke, Andres	811110	Salary (Regular)	Potomac River District No. 5	107,465.60
27	Khumalo, Boris	811110	Salary (Regular)	Sabbath School/Personal Ministries	250.00
28	Khumalo, Boris	811110	Salary (Regular)	Vice President	130,668.40
29	Kim, Jim Yong	811110	Salary (Regular)	Congressional District No. 2	113,571.60