

Q&A Executive Training

Defined Settings Icon

In this lesson we will study Defined Settings.

1. Open the Analysis of Employee Expenses

The screenshot displays the SunPlus software interface. At the top is a menu bar with options: File, Edit, View, Insert, Format, Cell, Mode, Tools, Window, Help. Below the menu is a toolbar with various icons for file operations, editing, and formatting. The main window is divided into a filter pane and a worksheet area.

The filter pane at the top shows the following data:

Code	Description	Filter From	Filter To
LastYear	Last Year Range	2013001 ...	2013012 ...
CurrentYear	Enter Current Year Range	2014001 ...	2014012 ...
BusinessUnit	Business Unit	ADN	...

The worksheet area shows a grid with the following content:

- Row 1: Cell B1 contains the formula `=AGEDTLK(1,"",-2,0)`.
- Row 2: Cell B2 contains the text "Analysis of Employee Expenses".
- Row 3: Cell B3 contains the text "2014 to 2013 Comparisons".
- Row 8: Cells C8 and D8 contain the years "2014" and "2013" respectively, serving as column headers.
- Rows 11-15: Data rows for various allowances, each with a value of 1 in both 2014 and 2013 columns.

	2014	2013
Car Depreciation Allowance	1	1
Child Allowance	1	1
Area Travel Subsidy (House to Office Travel)	1	1
Medical Policy Premium	1	1
Tax Assistance	1	1
- Row 17: Summary row with a total value of 5 in both 2014 and 2013 columns.

Let's study this query, starting with the data in the Filter pane.

The first row of data is the Product row. This establishes the connection between Q&A Executive and SunSystems. This row will always say SunSystems.

Next row is the Business Unit row. The value pulled in for this data item will be determined by the Business Unit prompt.

The third row is the Table row. We have "hard-coded" this value by selecting LA Ledger from a lookup list.

The fourth row is also "hard-coded" by selecting A for Actual.

In row five, the Account Code comes from report column A, starting in cell A11.

The last row, Accounting Period, is determined, once again, from the prompts.

Here is the take-away from this lesson: you should only rarely make a query with hard-coded parameters. It is much more effective to design queries that refer to references or prompts.

Why?

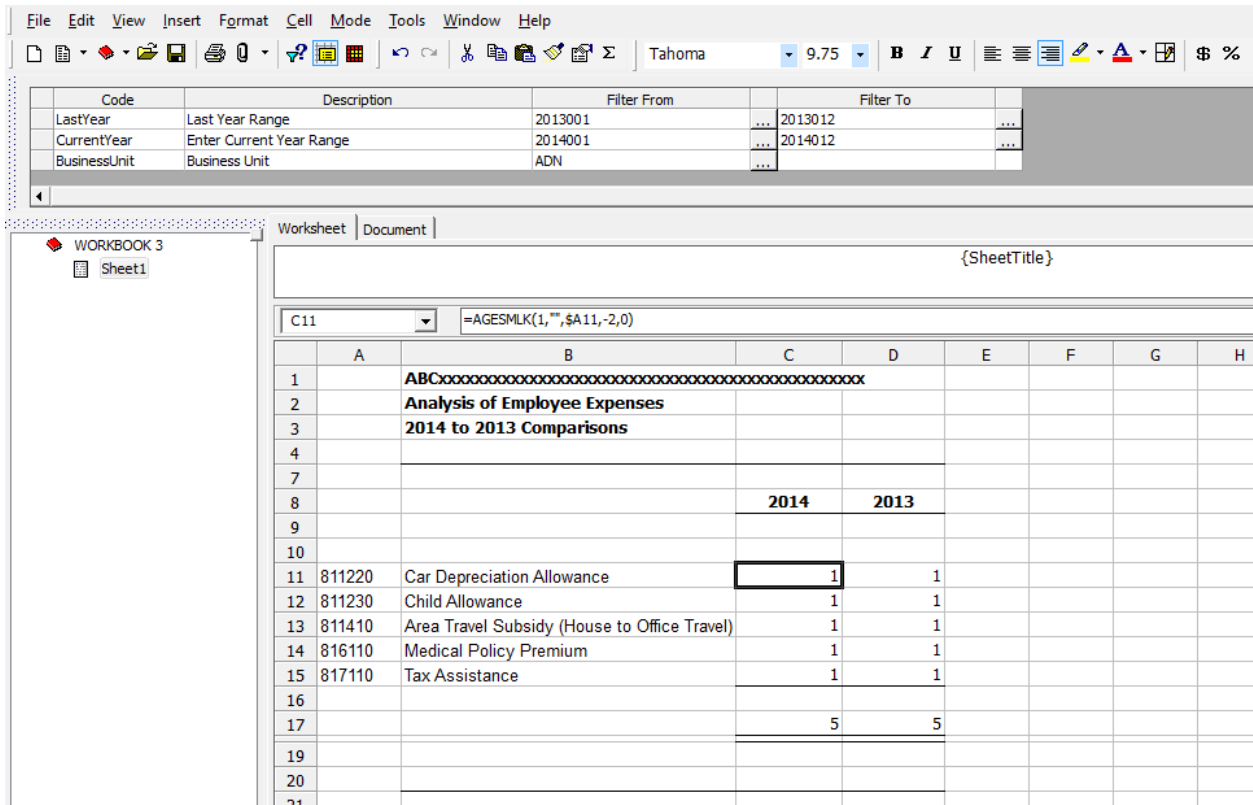
Consider this: the data that may be hard coded to be pulled into this report may meet the requirements of the report you want to produce that day; but the next time you need a similar report some of the data may need to be slightly different. If the report is hard coded, you must do a lot of modification to pull out the data you need.


If, on the other hand, the values in the report are determined by simple prompts that the operator can enter at run time, you can use the same report without modification.

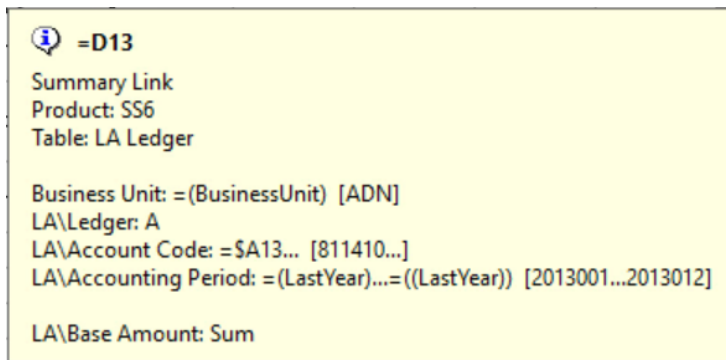
Defined Settings Icon

In this lesson, we will become acquainted with Defined Settings .

2. I can hover my cursor over a figure cell, and nothing much happens.



3. Click the Defined Settings icon 
4. If you hover over a cell after clicking the Defined Settings icon, a yellow comment-type box will appear, listing the query settings



This is nice when there is a problem, and you need to figure out how to fix it. It gives you a peek at the values in each of your queries. You can quickly see the formatting for various cells without having to open each query.