::: SunPlus

Q&A Executive Training QA Project I

Solution

Because it can be intimidating to create a report without knowing what it should be like, we are providing some views of an example departmental statement. This should give you confidence about what you will be doing.

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We'll do a quick once over, so you can have confidence in what you are doing.

Prompts

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We will set up four prompts:

• Business Unit



- Current Year-to-date Range
- Prior Year-to-date Range
- Year for the Annual Budget

Notice: the prompts in the sample statement shown above display dates for 2006 and 2007, while the body of the report displays 2009 as the desired run date. Remember that the values displayed in the prompts at this point are default, sample values.

Hidden Columns/Rows

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Column A in our sample statement has been hidden.

This action was taken because the Account Codes, which are not meaningful to most of the people who will read the statement, don't need to be displayed in the statement.

Let's Unhide Column A so you can see how that was done.

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- 1. Click in the header of Column B
- 2. Right-click
- 3. Select Format Cells
- 4. Select Column
- 5. Select Unhide

Note: your account codes may be different from the accounts in the screenshot.

Notice also that a couple of rows have been hidden. In the screenshot, if you look closely at the row numbers, they go from 5 to 8.

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To Hide one or more Rows:

- 1. Highlight the rows to be hidden
- 2. Right-click



- 3. Select Format Cells
- 4. Select Row
- 5. Select Hide

Notice, in the rows that were hidden, in cells C7, D7, E7, and F7 there are A's and B's – see the screenshot below:

Code CurrentYTD PriorYTD	T						9.75 •					
and the second se		C	escription	1	Filter From			ilter To				
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These specify the Ledger that will be used in the queries we create. Again, this is information that is required to pull data from the system, but that will not be meaningful to many people who will read the statement; therefore, we have decided to hide those values.

Figure Cell Query

For each of the cells in which a figure value will be displayed, we will need to set up a query. The following sample query has been set up in cell C12:

ta Type Summary L finition Options	ink	- F.				C12
Iter From SunSys	tems 5 & 6	SunSystems 5 & 6				
Description	Filter From	Filter To	Value From	Value To	Link Code	
Product	SunSystems 5 & 6		SunSystems 5 & 6			
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Table	LA		Ledger			
Ledger	=C\$7		A			
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-CA Chart of Accounts						
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Memo Amount			1	/		
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- Currency Code				/		
CN Currency Setup						
 2nd Base/Reporting Currence 	y Code					
- Currency Rate						

This query has a reference link to the Ledger value in cell C\$7. It is pulling data from the A – Actuals ledger. The query in cell D12 pulls from the value in cell D7. It pulls from the B – Budget ledger.

Business Unit Name

The Business Unit Name that will appear on this statement will depend upon the Business Unit chosen in the prompt.

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PriorYTD	Enterr Prior Year-to			2006001		2006008						
CurrentYear	Enter Current Year	Range		2007001		2007012						
BU	Enter Business Unit			ZAD								
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	7 8 9 10 11 12 13 14 15	870140 872120 875110	Translation Expe Seminar/Worksh Legal Service Exp	ense lop Expense	Year	To-Date ent Year Budget 1 1 1 1	Actual	Budget 1 1 1 1	0 0 0			
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To pull in the Business Unit from the prompt:

- 1. In cell B4, double-click
- 2. Select Field References

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3. Choose Breakout Code 1

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Remainder Column

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The Remainder Column, Column G, holds figures representing the Annual Budget minus the Actual Year-to-date amounts. These figures were produced using a mathematical formula that we formatted into the cell.

SunPlus

Extract Report

To Extract the Statement, we will:

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1. Click the Prompt icon

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PriorYTD	Enterr Prior Year-to-date	2006001	2006008	
CurrentYear	Enter Current Year Range	200001	2007012	
BU	Enter Business Unit	2007001	/	

- 2. Change the default dates from the placeholder dates for Current Year-to-date to the date range needed.
 - a. In the example, the Current Year-to-date range was changed to 2009001 to 2009005
- 3. Change the default dates from the placeholder dates in the Prior Year-to-date range to the ranged needed.
 - a. In the example, the Prior Year-to-date range was changed to 2008001 to 2008005
- 4. Change the Current Year Range to the needed dates.



a. In the example, the Current Year Range was changed to 2009001 to 2009012

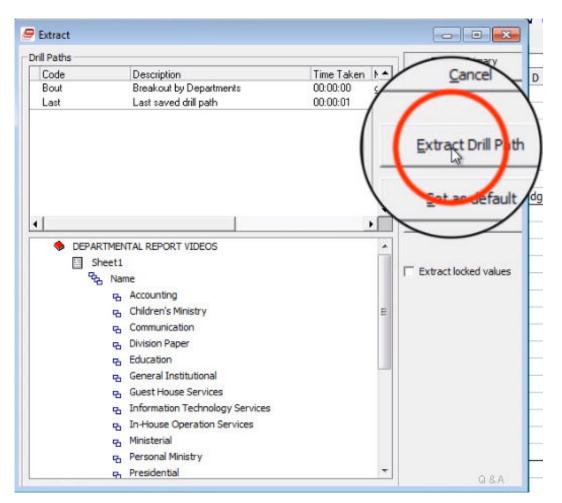
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iorYTD	Enterr Prior Year-to-date	2008001	***	2008005	
urrentYear J	Enter Current Year Range Enter Business Unit	2007001 ZAD		2007012	
	Filter	2009001			
	Filter	2009001			
		2009001 2009p12			

- 5. Make sure the correct Business Unit Code is selected for Enter Business Unit. In our virtual machine, we need to select the ATA Business Unit Code.
- 6. Extract the statement
 - a. Click the Extract icon

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CurrentYear	Enterent Year-to-date	2009001		2009012	
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7. When the Extract interface is displayed, click Extract Drill Path to activate the drill path saved with the statement

::: SunPlus



Now we have the extracted report. Notice that the data is broken out by Department.

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In-House Op	11							
	12	870130	Staff Social Activities	1,085	1,085	916	3,395	2,310
	13	870140	Translation Expense	2,531	2,531	2,137	7,922	5,390
	14	872120	Seminar/Workshop Expense	15,938	15,188	12,821	47,531	31,593
	15	875110	Legal Service Expense	1,085	1,085	916	3,395	2,310
	16	881110	Office Supplies	63,309	61,907	52,438	193,733	130,424
- Stewardship/Tru	17	882120	Postage & Shipping	2,893	2,893	2,442	9,053	6,160
Transportation 9	18	884110	Printing & Copying	7,956	7,956	6,716	24,898	16,942
Treasurer	19	887110	E-mail Expense	5,316	5,316	4,487	16,636	11,320
은 Treasury 은 Women's Ministr	20	887130	Telephone Expense	17,503	17,503	14,774	54,773	37,271
- Youth Ministry	21	888898	Other Office Expenses	12,729	12,729	10,745	39,835	27,106
	22	890120	General Supplies & Stocks Expense	24,071	22,782	19,231	71,296	47,225
	23	893120	Softwares Expenses	1,085	1,085	916	3,395	2,310
	24	894110	Insurance Expense	1,085	1,085	916	3,395	2,310
	25	898898	Misc General Expense	7,956	7,956	6,716	24,898	16,942

An individual Department statement can be selected from the Drill Tree Pane.

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Presid	14	872120	Seminar/Workshop Expense	2,531	2,531	2,137	7,922	5,390				
- R Public		875110	Legal Service Expense	1,085	1,085	916	3,395	2,310				
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Keep in mind: in this review, we have unhidden the hidden column and rows. In the actual statement, those features will remain hidden.