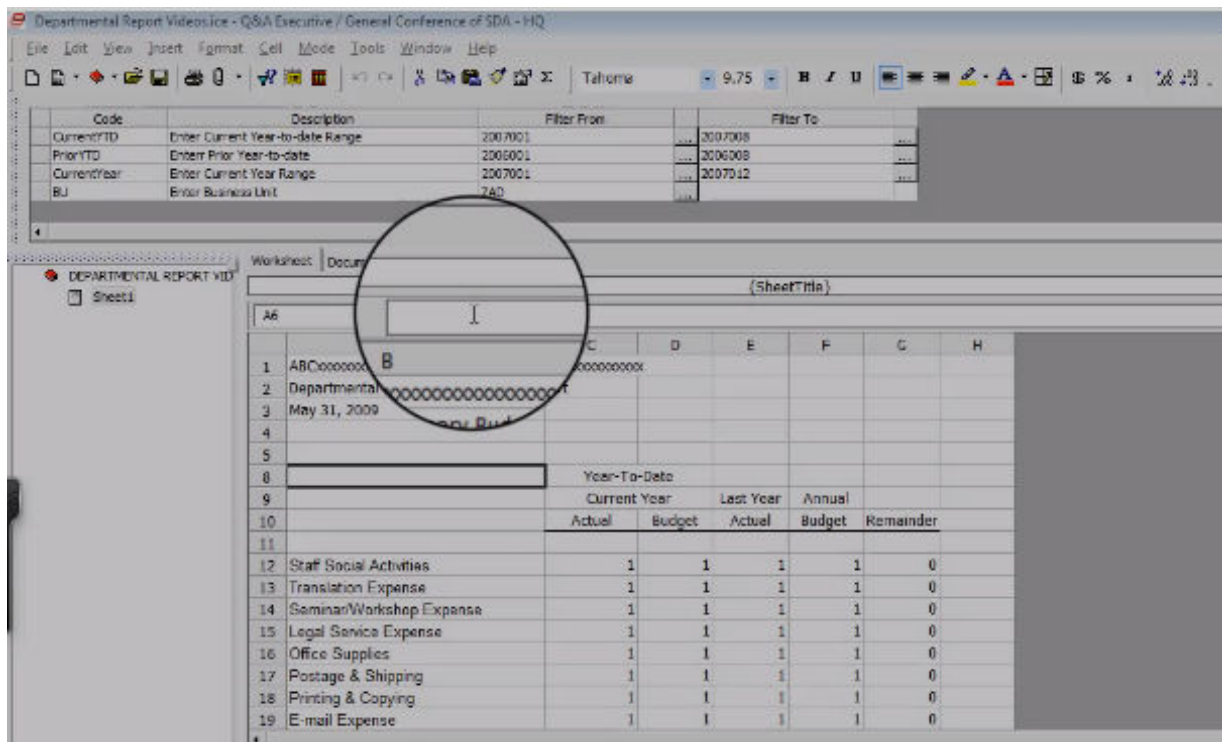


# Q&A Executive Training

## QA Project I

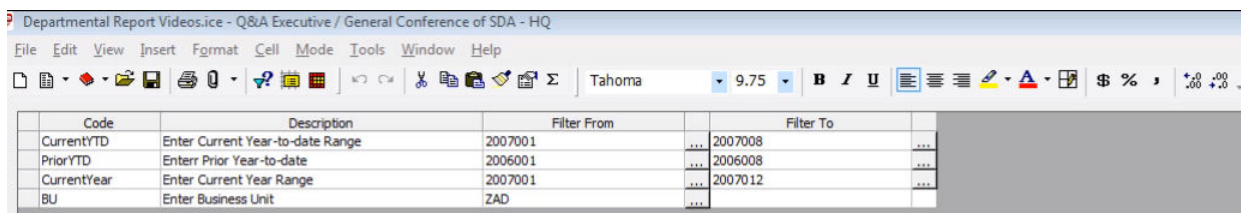
### Solution

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.



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

### Prompts



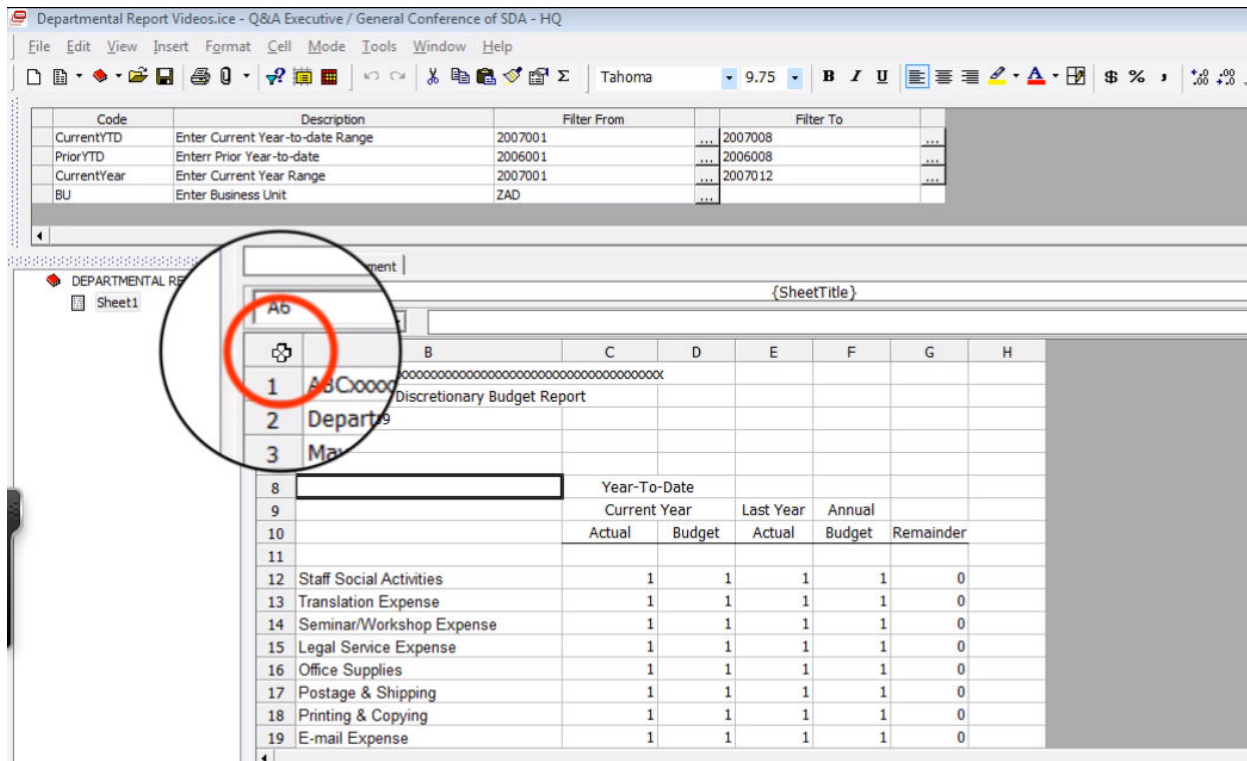
We will set up four prompts:

- 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



Code	Description	Filter From	Filter To
CurrentYTD	Enter Current Year-to-date Range	2007001	2007008
PriorYTD	Enter Prior Year-to-date	2006001	2006008
CurrentYear	Enter Current Year Range	2007001	2007012
BU	Enter Business Unit	ZAD	

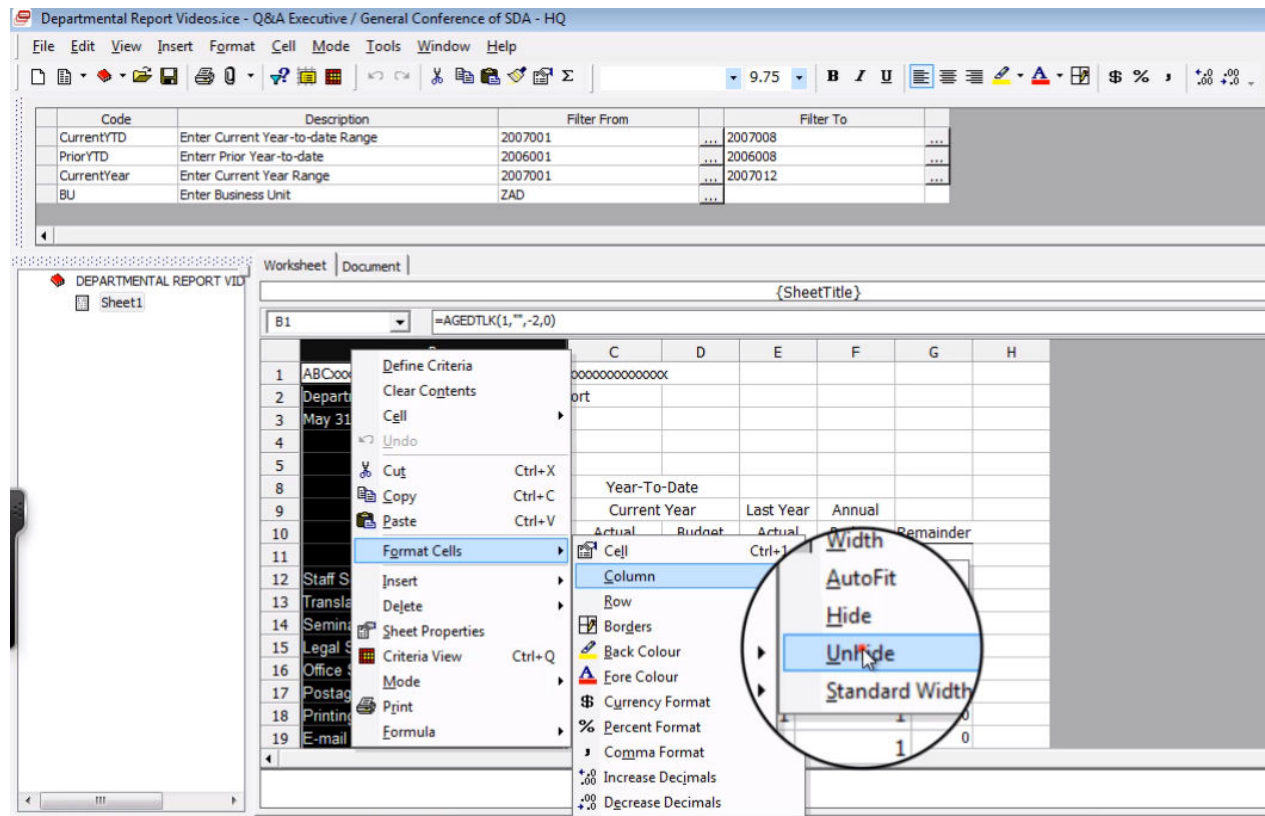
  

	Year-To-Date				
	Current Year		Last Year	Annual	
	Actual	Budget	Actual	Budget	Remainder
12 Staff Social Activities	1	1	1	1	0
13 Translation Expense	1	1	1	1	0
14 Seminar/Workshop Expense	1	1	1	1	0
15 Legal Service Expense	1	1	1	1	0
16 Office Supplies	1	1	1	1	0
17 Postage & Shipping	1	1	1	1	0
18 Printing & Copying	1	1	1	1	0
19 E-mail Expense	1	1	1	1	0

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.

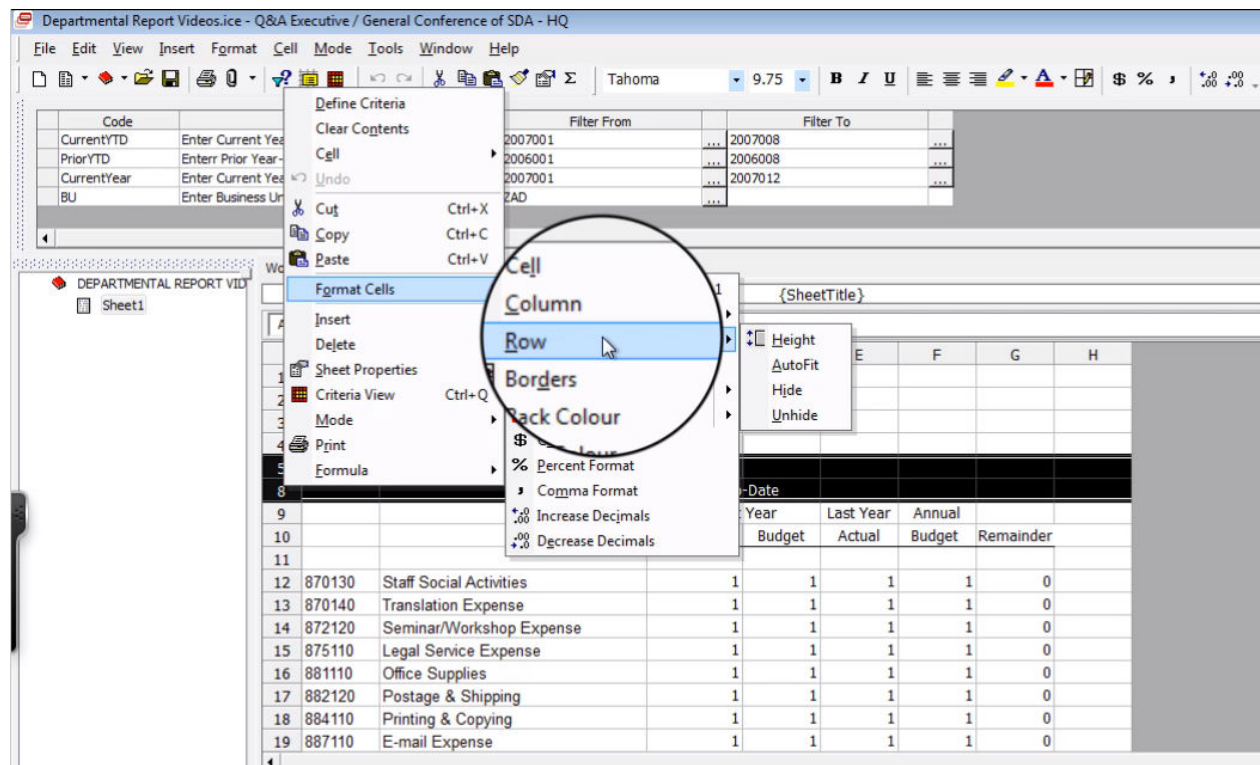
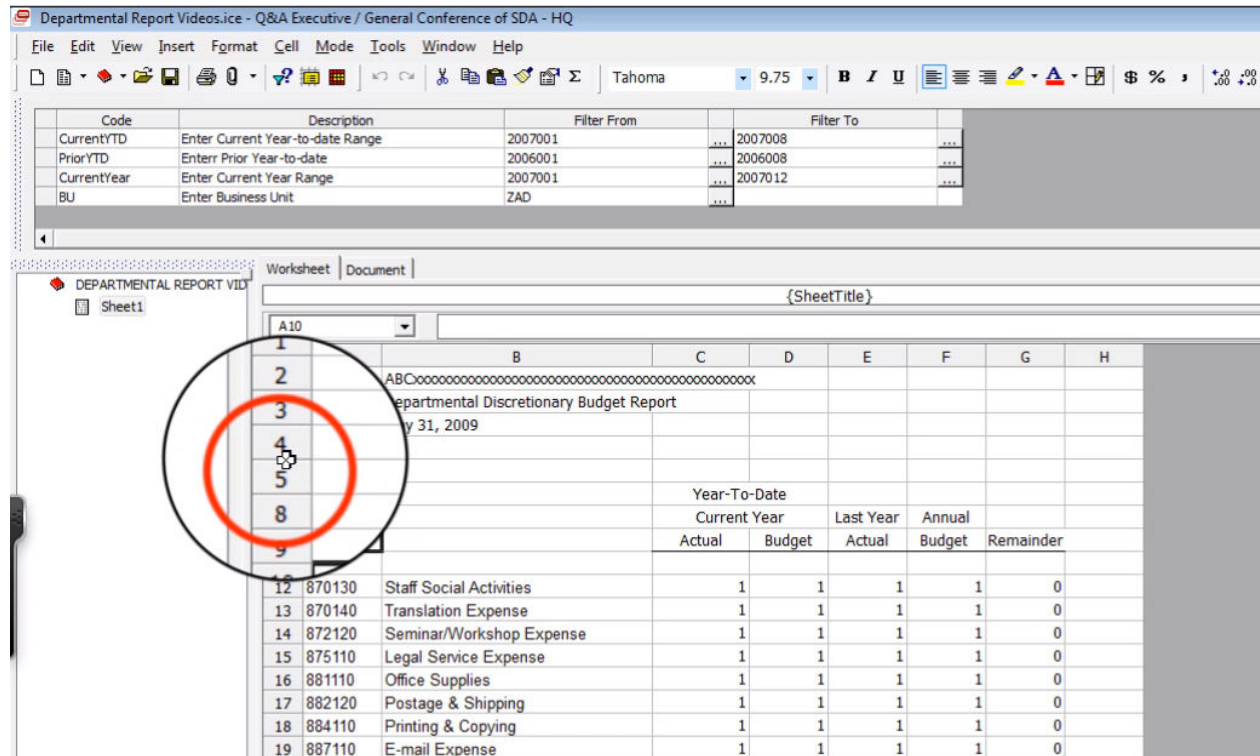
Let's Unhide Column A so you can see how that was done.



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.



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:

The screenshot displays the 'Departmental Report Video' application. At the top is a menu bar with options: File, Edit, View, Insert, Format, Cell, Mode, Tools, Window, and Help. Below the menu is a toolbar with various icons for file operations, editing, and formatting. A status bar at the bottom indicates the current font is 'Tahoma' with a size of '9.75'. On the left side, there is a sidebar with a red diamond icon and the text 'DEPARTMENTAL REPORT VIDEO' and 'Sheet1'. The main area shows a table with columns 'Code', 'Description', 'Filter From', and 'Filter To'. Below this is a worksheet grid with columns A through H. A circular callout highlights the 'Year-To-Date Actual' label in the grid, which is positioned over the 'A' and 'B' columns. The grid also contains data for various expenses, including 'Staff Social Activities', 'Translation Expense', 'Seminar/Workshop Expense', 'Legal Service Expense', 'Office Supplies', and 'Postage & Shipping'.

Code	Description	Filter From	Filter To
CurrentYTD	Enter Current Year-to-date Range	2007001	2007008
PriorYTD	Enter Prior Year-to-date	2006001	2006008
CurrentYear	Enter Current Year Range	2007001	2007012
BU	Enter Business Unit	ZAD	

	A	B	C	D	E	F	G	H
1	ABC							
2	Departmental Discretionary Budget Report							
3	May 31, 2009							
4								
5								
6								
7								
8								
9								
10								
11								
12	870130	Staff Social Activities	1	1	1	1	0	
13	870140	Translation Expense	1	1	1	1	0	
14	872120	Seminar/Workshop Expense	1	1	1	1	0	
15	875110	Legal Service Expense	1	1	1	1	0	
16	881110	Office Supplies	1	1	1	1	0	
17	882120	Postage & Shipping	1	1	1	1	0	

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:



Summary Link

Data Type: Summary Link

Definition | Options

Filter

Filter From: SunSystems 5 & 6

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 5 & 6		SunSystems 5 & 6		
Business Unit	=(BU)		ZAD		
Table	LA		Ledger		
Ledger	=C\$7		A		
Account Code	=\$A12	=\$A12	870130	870130	
Accounting Period	=(CurrentYTD)	=(CurrentYTD))	2007001	2007008	

Selection List

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

Output

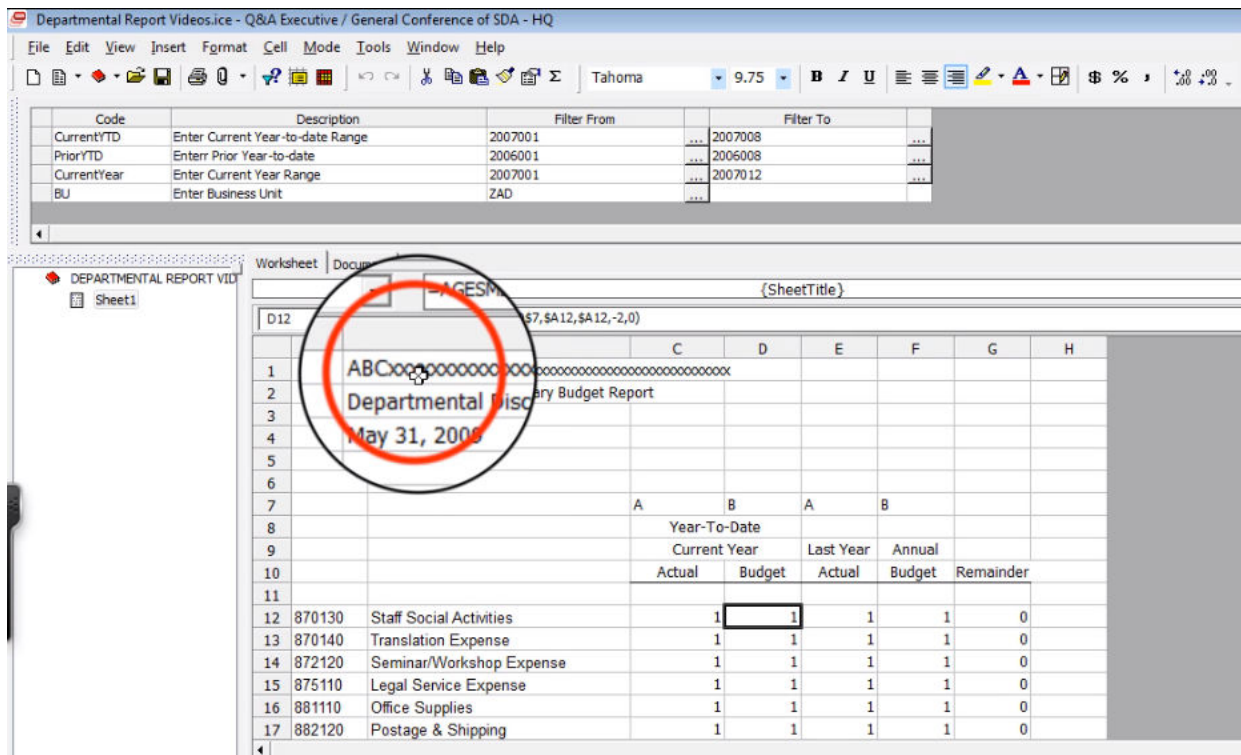
Item	Target Cell
LA Base Amount	C12

Help OK Cancel

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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File Edit View Insert Format Cell Mode Tools Window Help

Tahoma 9.75 B I U

Code	Description	Filter From	Filter To
CurrentYTD	Enter Current Year-to-date Range	2007001	2007008
PriorYTD	Enter Prior Year-to-date	2006001	2006008
CurrentYear	Enter Current Year Range	2007001	2007012
BU	Enter Business Unit	ZAD	

Worksheet: DEPARTMENTAL REPORT VID

Sheet1

AGESM (SheetTitle)

D12 (\$7,\$A12,\$A12,-2,0)

	A	B	A	B	
	Year-To-Date		Last Year		Annual
	Current Year		Actual		Budget
	Actual	Budget	Actual	Budget	Remainder
12 870130 Staff Social Activities	1	1	1	1	0
13 870140 Translation Expense	1	1	1	1	0
14 872120 Seminar/Workshop Expense	1	1	1	1	0
15 875110 Legal Service Expense	1	1	1	1	0
16 881110 Office Supplies	1	1	1	1	0
17 882120 Postage & Shipping	1	1	1	1	0

To pull in the Business Unit from the prompt:

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

**Field References**

**Data Type** Field References B4

Field References

Field References

{BreakoutCode1}

**Fixed Extraction**

☐ Primary

☐ Transactions

☐ Drilldown

☐ Breakout

☐ Expand

☐ Filter

**Format Table**

**Driver Value**

Help OK Cancel

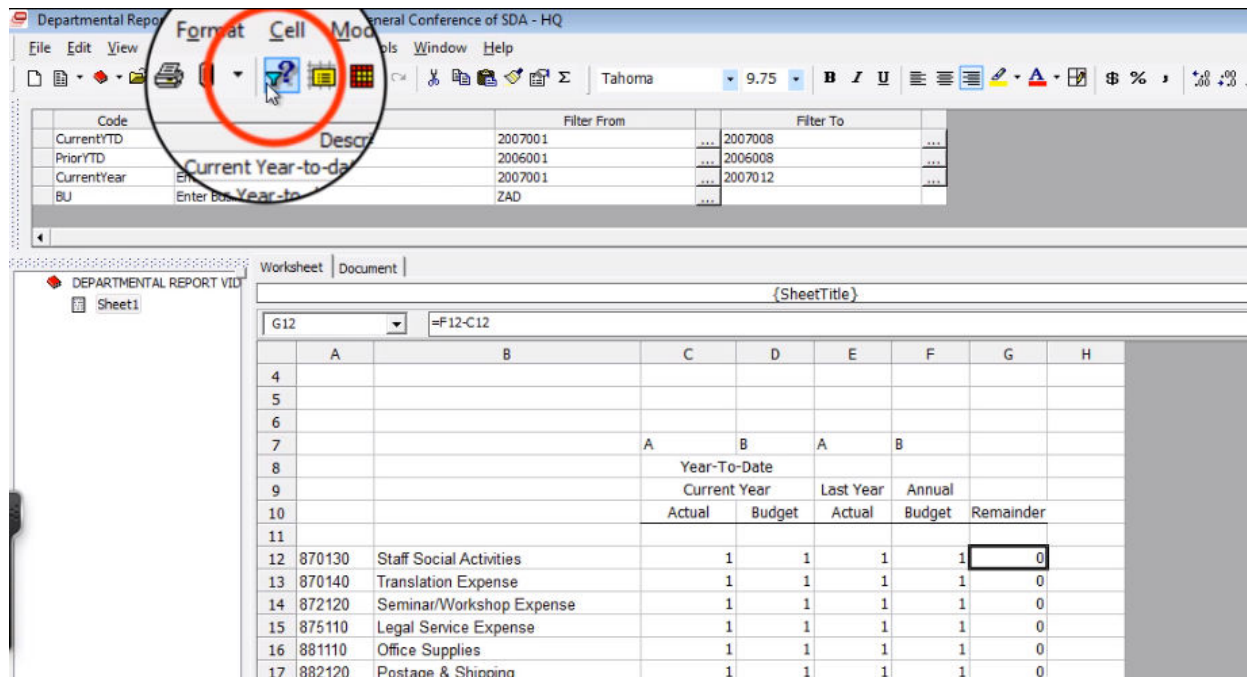
3. Choose Breakout Code 1



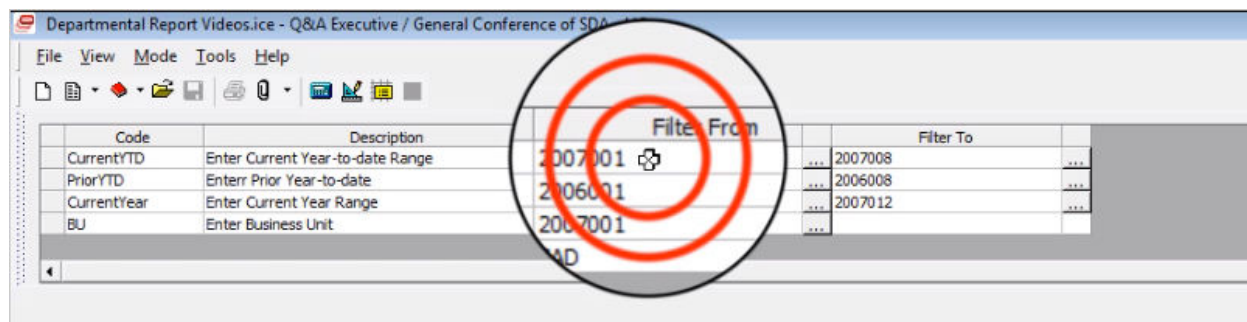
The Remainder Column, Column G, holds figures representing the Annual Budget minus the Actual Year-to-date amounts. These figures were produced using a mathematical formula that we formatted into the cell.

## Extract Report

To Extract the Statement, we will:

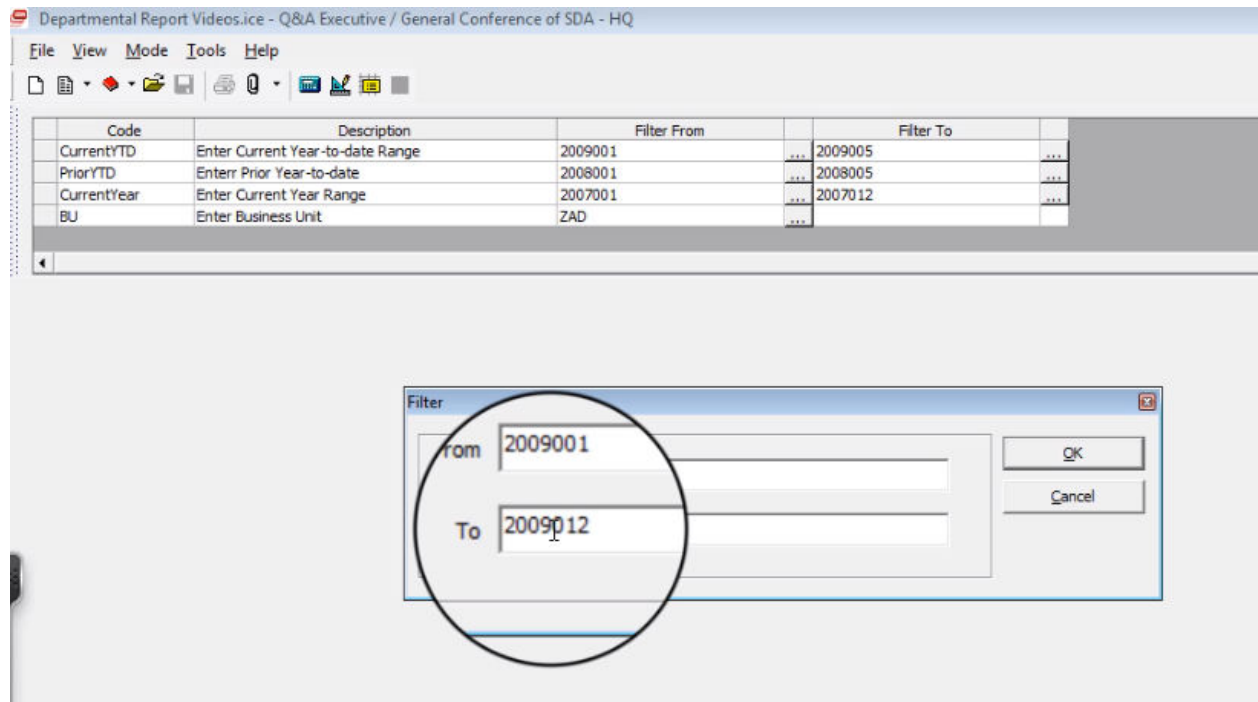


1. Click the Prompt icon

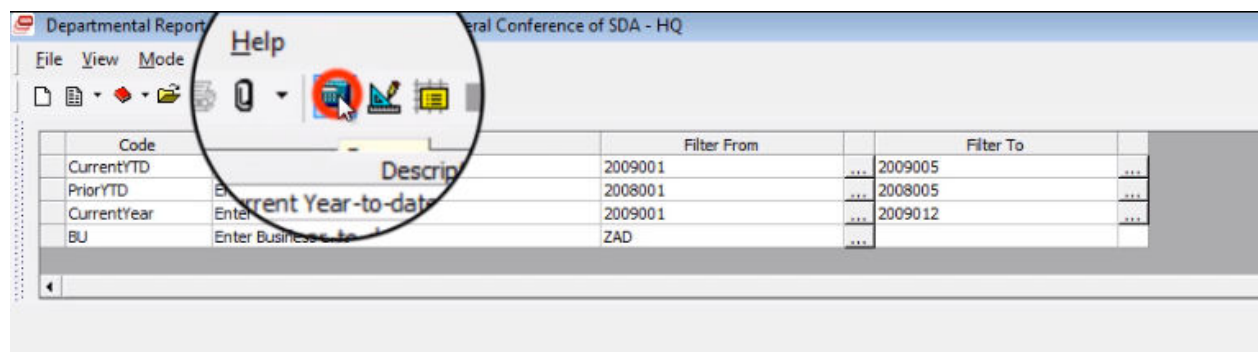


2. Change the default dates from the placeholder dates for Current Year-to-date to the date range needed.
  - a. In the example, the Current Year-to-date range was changed to 2009001 to 2009005
3. Change the default dates from the placeholder dates in the Prior Year-to-date range to the ranged needed.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

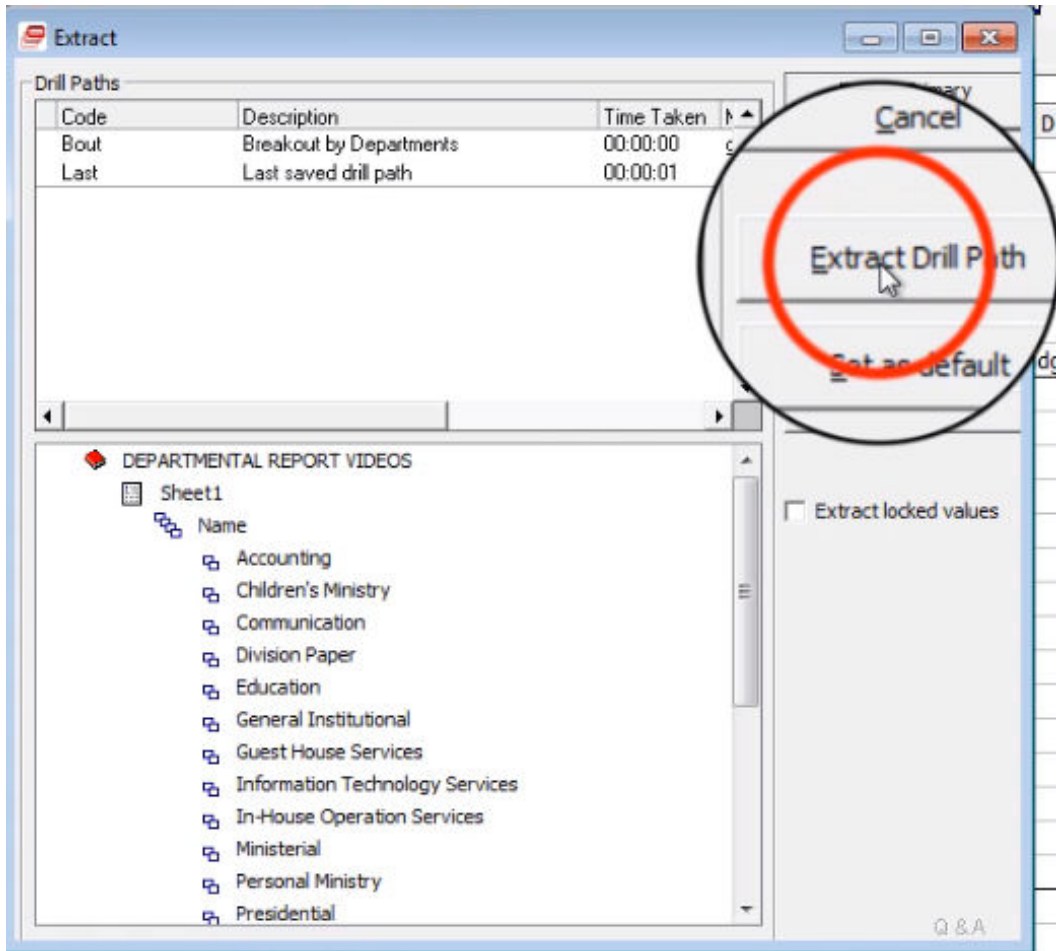
- a. In the example, the Current Year Range was changed to 2009001 to 2009012



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



7. When the Extract interface is displayed, click Extract Drill Path to activate the drill path saved with the statement



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

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Worksheet Document

DEPARTMENTAL REPORT VIDEO

Sheet1

Name

Communication

Division Paper

Education

General Institute

Guest House Services

Information Technology

In-House Operations

Presidential

Publishing

Sabbath School

Secretariat

Security Services

Stewardship/Trusts

Transportation Services

Treasurer

Treasury

Women's Ministries

Youth Ministry

Sheet1

	A	B	C	D	E	F	G	H
1		DEMO - Adventist Donation-base						
2		Departmental Discretionary Budget Report						
		May 31, 2009						
			A	B	A	B		
			Year-To-Date					
			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
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	
17	882120	Postage & Shipping	2,893	2,893	2,442	9,053	6,160	
18	884110	Printing & Copying	7,956	7,956	6,716	24,898	16,942	
19	887110	E-mail Expense	5,316	5,316	4,487	16,636	11,320	
20	887130	Telephone Expense	17,503	17,503	14,774	54,773	37,271	
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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Worksheet Document

DEPARTMENTAL REPORT VIDEOS

Sheet1

Name

- Accounting
- Children's Ministry
- Communication
- Division Paper
- Education
- General Institutional
- Information Services
- In-House
- Ministerial
- Personal
- Presidential
- Public School
- Sanitarium
- Security Services
- Stewardship/Trust
- Transportation Services
- Treasurer
- Treasury
- Women's Ministry
- Youth Ministry

General Institutional								
	A	B	C	D	E	F	G	H
1		DEMO - Adventist Donation-base						
2		Departmental Discretionary Budget Report						
3		May 31, 2009						
4		General Institutional						
5								
6								
7			A	B	A	B		
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								
13	870140	Translation Expense	2,531	2,531	2,137	7,922	5,390	
14	872120	Seminar/Workshop Expense	2,531	2,531	2,137	7,922	5,390	
15	875110	Legal Service Expense	1,085	1,085	916	3,395	2,310	
26								
27			6,148	6,148	5,189	19,239	13,091	
29								
30								
31								
32								
33								
34								
35								

Keep in mind: in this review, we have unhidden the hidden column and rows. In the actual statement, those features will remain hidden.