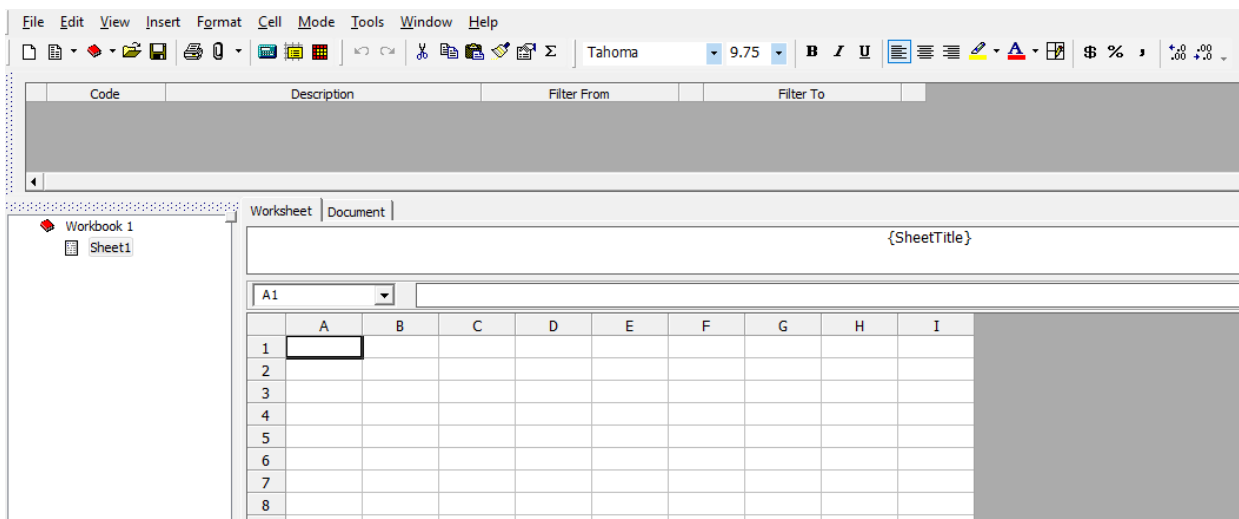


Q&A Executive Training

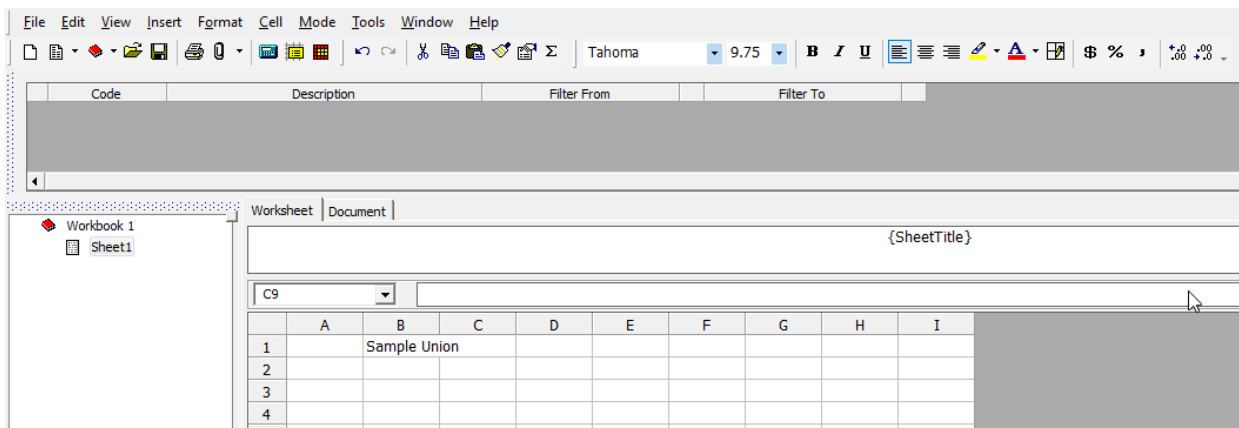
Project I - Detailed Documentation

Our Project: Create a Departmental Discretionary Budget Report

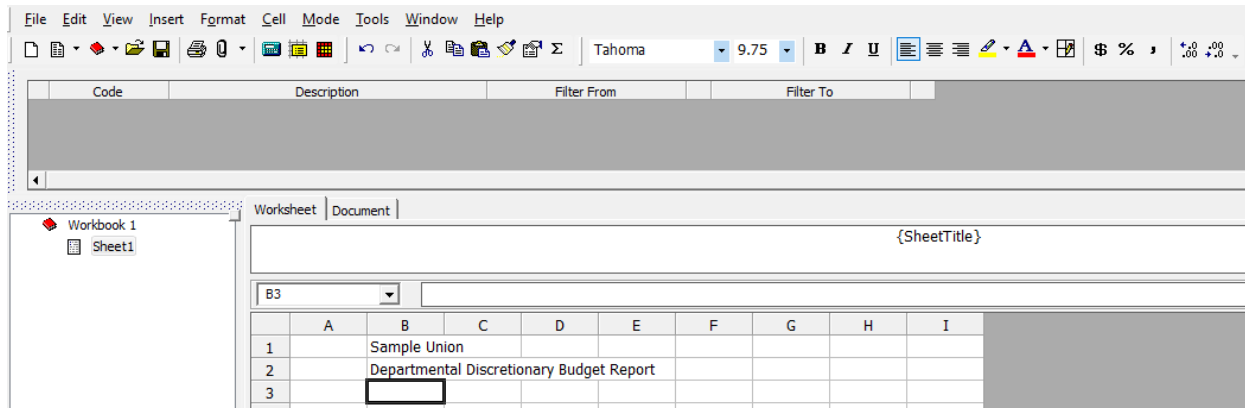
- Open a new Workbook



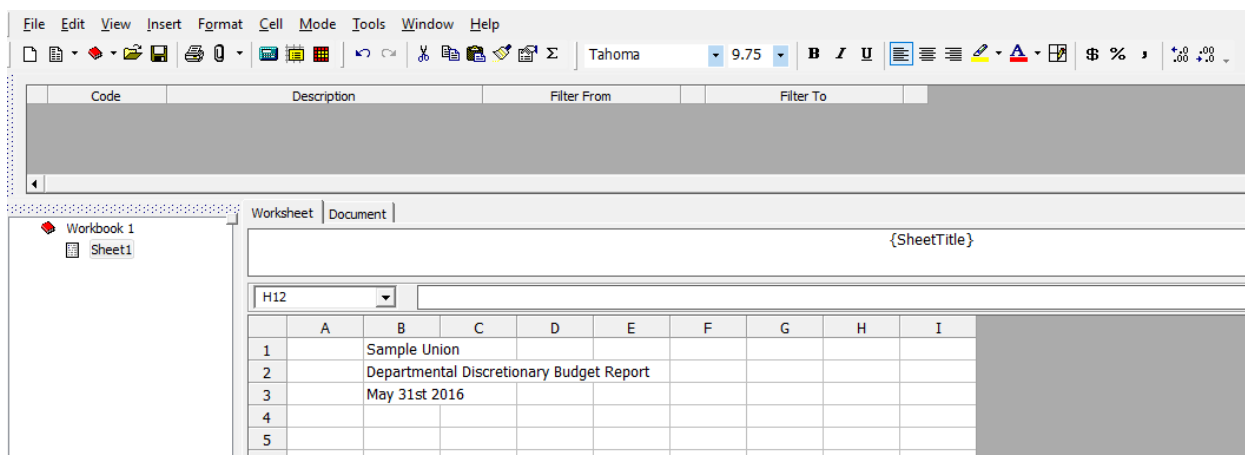
- Type organization name into cell b1 – this can be anything; it is simply a placeholder



- Type the title in cell B2 – Departmental Discretionary Budget Report

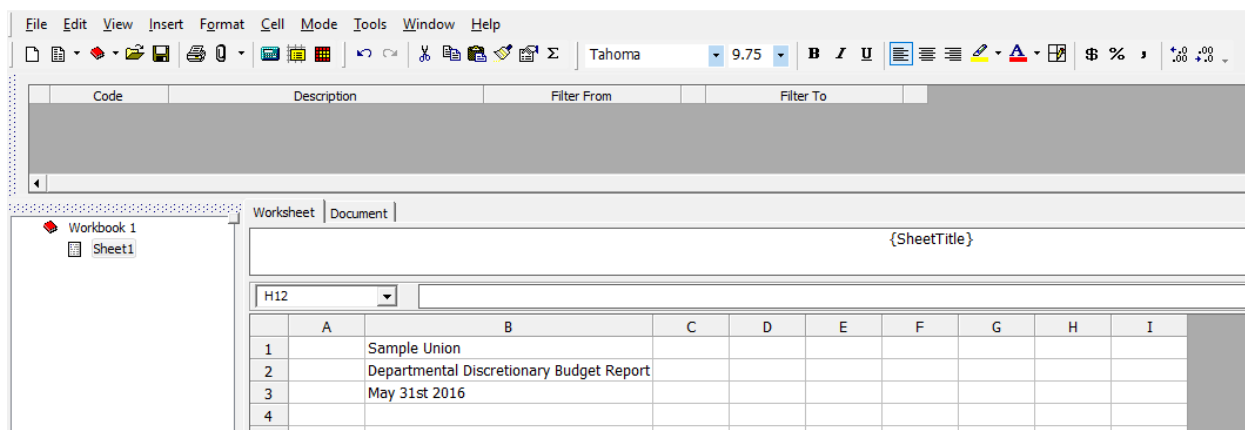


- Type the date in cell B3



Title information goes into Column B rather than Column A, because Column A will be hidden in the final formatting.

- Widen Column B - Account Names will be displayed in that column, so it needs to be wider than the rest.

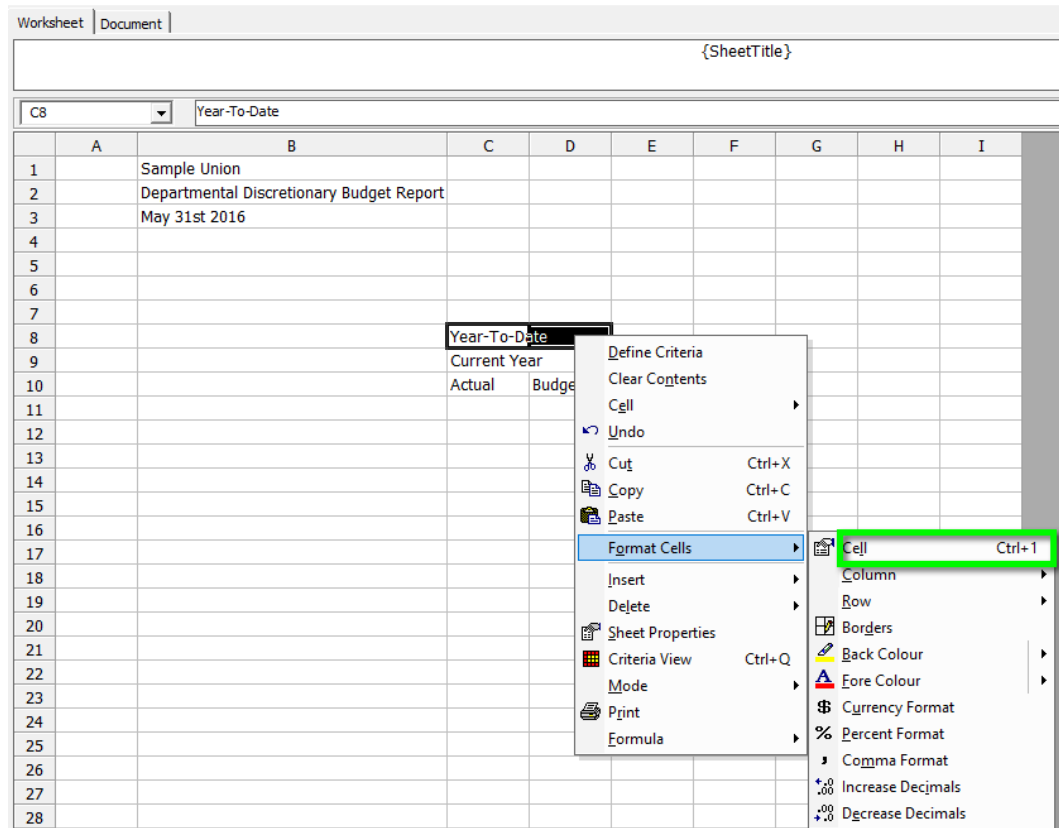


When you create a Departmental Statement for your own organization, you can use whichever columns and whichever terminology you want; however, for our example statement, we will type:

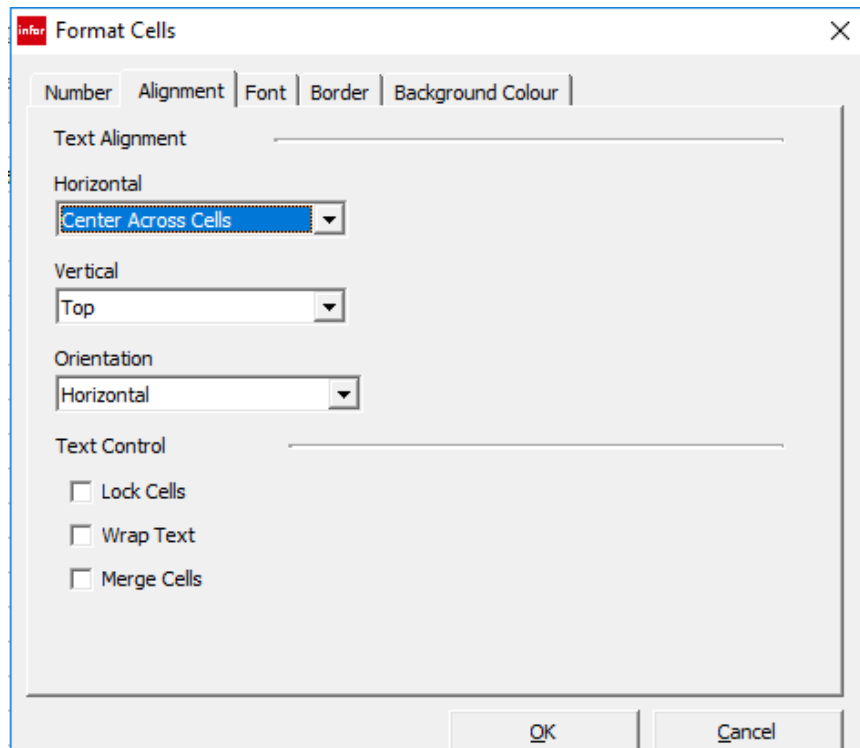
- Year-To-Date in C8
- Current Year in C9
- Actual in C10
- Budget in D10

Worksheet Document					
F20					
	A	B	C	D	E
1		Sample Union			
2		Departmental Discretionary Budget Report			
3		May 31st 2016			
4					
5					
6					
7					
8			Year-To-Date		
9			Current Year		
10			Actual	Budget	
11					
12					

- Highlight cells C8 and D8
- Right-click
- Select Format Cells
- Select Cell



- Select Alignment Tab
- Set Horizontal to Center Across Cells



- Repeat with cells C9 and D9
- Highlight cells C10 and D10
- Right-click
- Select Format Cells
- Select Cell
- Select Alignment tab
- Set Horizontal to Center

Worksheet Document					
C10 Actual					
	A	B	C	D	E
1		Sample Union			
2		Departmental Discretionary Budget Report			
3		May 31st 2016			
4					
5					
6					
7					
8			Year-To-Date		
9			Current Year		
10			Actual	Budget	

- Type Last Year into cell E9
- Type Annual into cell F9
- Type Actual into cell E10
- Type Budget into cell F10
- Type Remainder into cell G10
- Center all five values in their cells

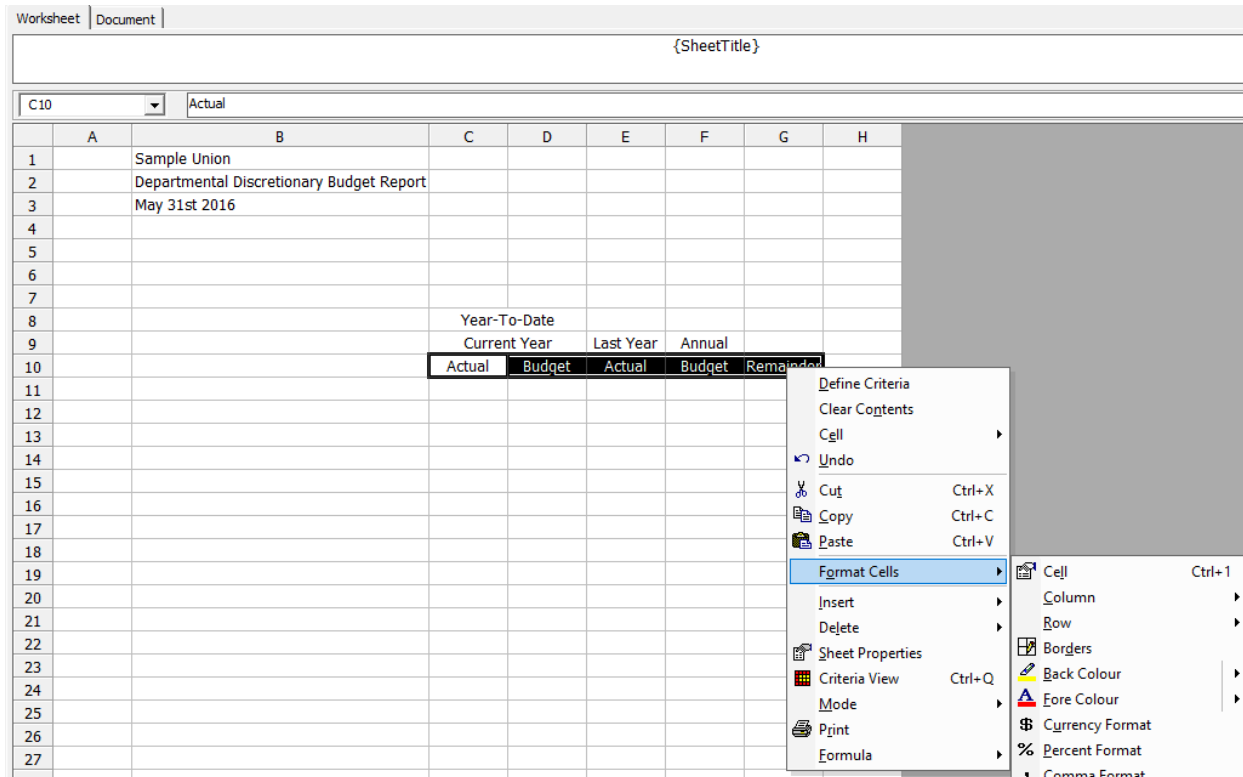
Worksheet Document		{SheetTitle}						
D14								
	A	B	C	D	E	F	G	H
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7								
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								

Our report is starting to look like a respectable report!

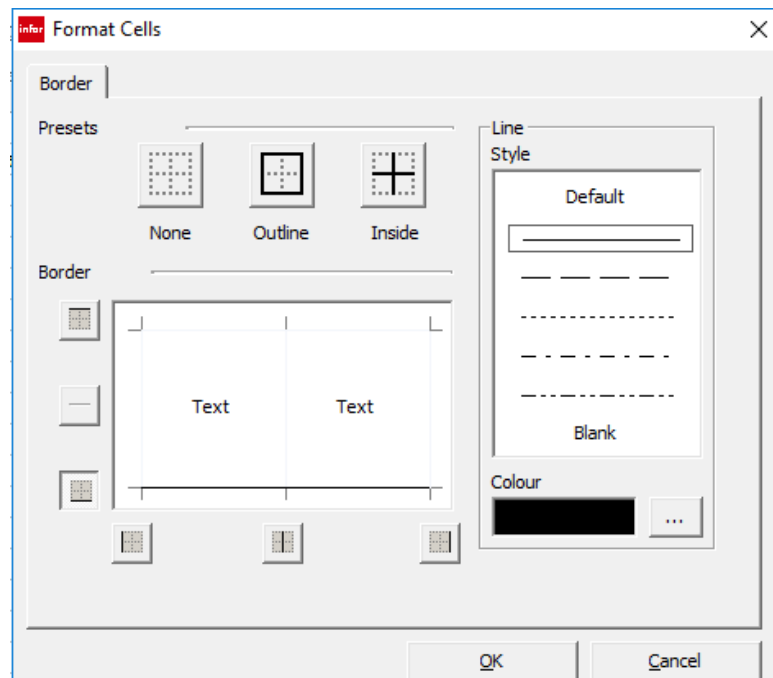
- Delete column I to keep the report from being too wide
 - Highlight column I
 - Right-click
 - Select Delete
 - Select Delete Columns

Worksheet Document		{SheetTitle}						
I1								
	A	B	C	D	E	F	G	H
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7								
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								
12								
13								
14								
15								
16								
17								

- Underline the headers in row 10
 - Highlight cells C10, D10, E10, F10, and G10
 - Right-click
 - Select Format Cells
 - Select Borders



- Choose the bottom border



Worksheet Document		{SheetTitle}						
H20								
	A	B	C	D	E	F	G	
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7								
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								
12								

At this point we have the report title information, and our headers.

To recap:

- In Column A we will have the Account Codes for the report.
- In Column B we will have the Account Names.
- In Columns C through F, we will have values for four separate queries.
- In Column G there will be a calculation formula to subtract Actual from the Budget to get the Remainder.

Select Account Codes

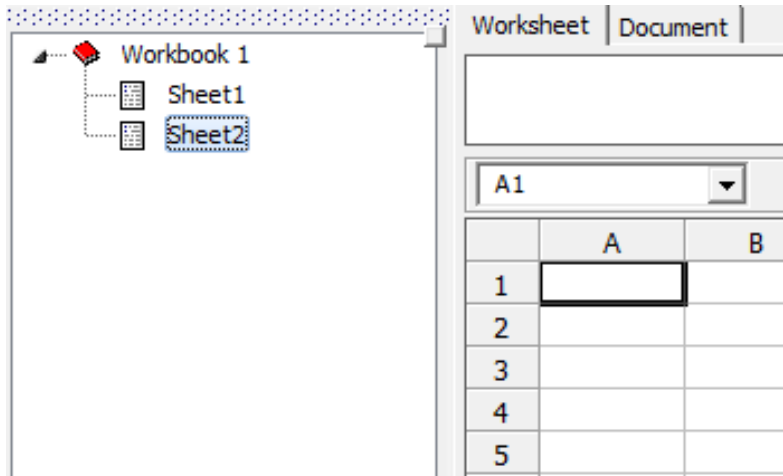
In this section, we will select the accounts over which the fictional department heads have discretion.

Please remember that this is simply a demonstration. The accounts we choose may have no logical connection whatever. We are just trying to work with the demonstration business unit we have.

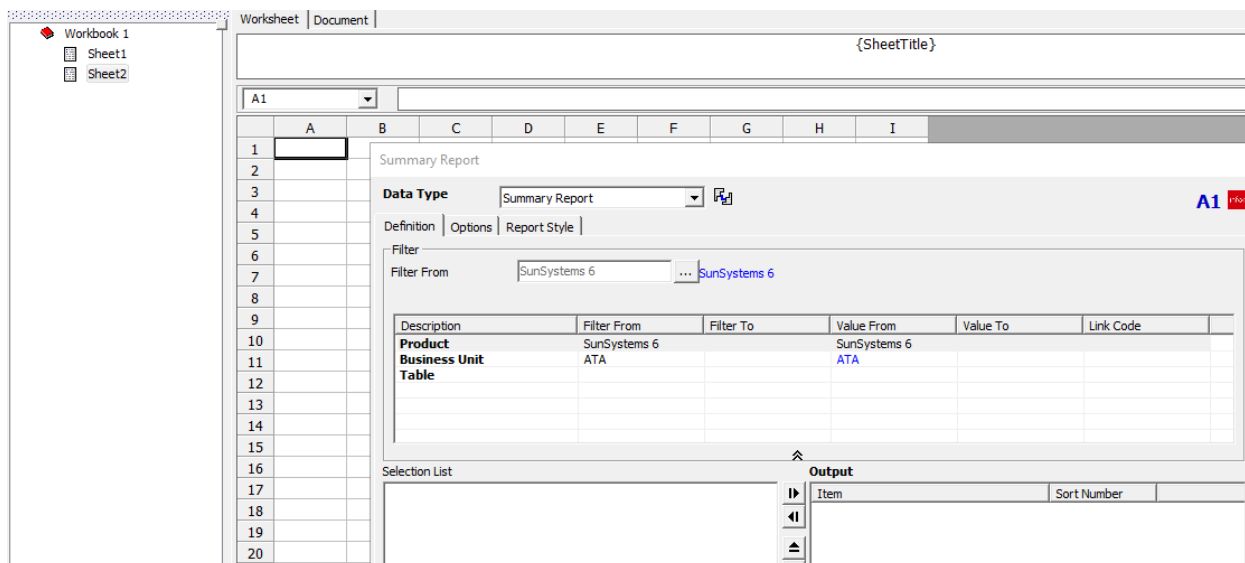
We will select 10 accounts which will represent accounts over which my department heads have discretion. Since this is a fictional business unit, we can simply select accounts at random.

We are going to make use of a convenient trick to bring in the account codes. This may seem a little confusing, but we are doing this so that we can pull the information out of the system into a small listing, then copy that listing into our report. I think our reason for doing it this way will become clear as we work through the process.

- Go to the Drill Tree Pane
- Right-click in the Drill Tree Pane
- Select Insert Worksheet





- Right-click cell A4
- Select Define Criteria
- Select Summary Report Data Type




- Select Chart of Accounts Table

Summary Report

Data Type Summary Report  **A12** 

Definition | Options | Report Style

Filter

Filter From  <ALL> ... <ALL>

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 6		SunSystems 6		
Business Unit	ATA		ATA		
Table	CA		Chart of Accounts		
Account Type	<ALL>		<ALL>		
Account Code					

Selection List


- Account Type
- Account Code
 - Description
 - Short Heading
 - Lookup Code
 - Long Description
 - Balance Type
 - Status
 - Statutory Analysis Code
 - A1 Statutory Analysis Table
 - Class Analysis Code
 - A2 Class Analysis Table
 - Category Analysis Code
 - A4 Category Analysis Table
 - Type Analysis Code
 - A6 Type Analysis Table
 - Who Analysis Code

Output

Item	Sort Number
------	-------------

Help OK Cancel

- Double-click Account Code to bring up the list of Chart of Accounts
- Hold down the Ctrl key and click on several accounts (remember, actual account codes have 6 characters; anything shorter is not an account)
 - Remember that we are simply grabbing some accounts, we are not claiming these make sense as discretionary accounts


Account Codes

Code

Description



Lookup

<ALL>	Select All	
8	EXPENSES	*
80	ADVERTISING AND SELLING EXPENSES	*
801	SALES COMMISSIONS	*
803	BAD DEBTS EXPENSE	*
805	SHIPPING/HANDLING EXPENSE	*
807	ADVERTISING & PROMOTION	*
808	OTHER ADVERTISING/SELLING EXPE...	*
81	EMPLOYEE RELATED EXPENSES	*
811	SALARY & ALLOWANCES	*
8111	BASIC SALARY/WAGE	*
811110	Salary (Regular)	SALARY (REGULAR
8112	BASIC ALLOWANCES	*
811210	Book & Equipment Allowance	BOOK & EQUIPMEN
811220	Car Depreciation Allowance	CAR DEPRECIATIO
811230	Child Allowance	CHILD ALLOWANCE
8113	HOUSING ALLOWANCE	*
811310	Housing Subsidy	HOUSING SUBSIDY
8114	AREA TRAVEL & TELEPHONE ALLOW...	*
811410	Area Travel Subsidy (House to Offic...	AREA TRAVEL SUB
8116	BONUS, CHRISTMAS GIFT, FAREWE...	*
811610	Bonuses & 13th Month Pay	BONUSES & 13TH
812	RETIREMENT PLAN BASIC/MATCHIN...	*
8121	TITHE PERCENTAGE CONTRIBS TO ...	*
812110	Tithe % Defined Benefit Plans Contri...	TITHE % DEFINED
8122	PAYROLL-BASED CONTRIBUTIONS T...	*
8123	EMPLOYER BASIC CONTRIBS TO DE...	*

OK

Cancel

Refresh






Filter From

8



Filter To

Summary Report

Data Type Summary Report  **A12** 

Definition | Options | Report Style |

Filter

Filter From  <<811110,811210,811220... <<811110,811210,811220,811310,811410,811610 Link Code 

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 6		SunSystems 6		
Business Unit	ATA		ATA		
Table	CA		Chart of Accounts		
Account Type	<ALL>		<ALL>		
Account Code	<<811110,81121...		<<811110,81121...		

Selection List

- Account Type
- Account Code
- Description
- Short Heading
- Lookup Code
- Long Description
- Balance Type
- Status
- Statutory Analysis Code
- + A1 Statutory Analysis Table
- Class Analysis Code
- + A2 Class Analysis Table
- Category Analysis Code
- + A4 Category Analysis Table
- Type Analysis Code
- + A6 Type Analysis Table
- Who Analysis Code

Output

Item	Sort Number
------	-------------



Help OK Cancel


Notice the formatting of the Account Codes we selected; because they are non-contiguous, the codes are separated by a comma

<<811110,811210,811220,811310,811410

Notice the formatting of the Account Code if the selection range is contiguous:

Filter

Filter From  81... 81 Link Code 

Filter To  89z 89z

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 6		SunSystems 6		
Business Unit	ATA		ATA		
Table	CA		Chart of Accounts		
Account Type	<ALL>		<ALL>		
Account Code	81	89z	81	89z	

Selection List

Output

- Select Outputs of Account Code and Description

Summary Report

Data Type: Summary Report

Definition | Options | Report Style

Filter

Filter From: <<811110,811210,811220...>> <<811110,811210,811220,811230,811310,811410,811610,812110,812510,813110,814110,815110...>>

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 6		SunSystems 6		
Business Unit	ATA		ATA		
Table	CA		Chart of Accounts		
Account Type	<ALL>		<ALL>		
Account Code	<<811110,81121...>>		<<811110,81121...>>		

Selection List

- Account Type
- Account Code**
- Description
- Short Heading
- Lookup Code
- Long Description
- Balance Type
- Status
- Statutory Analysis Code
- A1 Statutory Analysis Table
- Class Analysis Code
- A2 Class Analysis Table
- Category Analysis Code
- A4 Category Analysis Table
- Type Analysis Code
- A6 Type Analysis Table
- Who Analysis Code

Output

Item	Sort Number
CA\Account Code	
CA\Description	

Help OK Cancel

Our report looks nice and our query has been created.

Workbook 1

- Sheet1
- Sheet2

Worksheet | Document

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

	A	B	C	D
1				
2				
3				

- Extract the report
- Extract Primary Worksheets


Extract Primary Worksheets

Worksheet Document			
Workbook 1			
Sheet1			
Sheet2			
	A	B	C
1	Chart of Accounts		
2	Account Code	Description	
3	811110	Salary (Regular)	
4	811210	Book & Equipment Allowance	
5	811220	Car Depreciation Allowance	
6	811230	Child Allowance	
7	811310	Housing Subsidy	
8	811410	Area Travel Subsidy (House to Office Travel)	
9	811610	Bonuses & 13th Month Pay	
10	812110	Tithe % Defined Benefit Plans Contribution	
11	812510	Social Security System Contribution	
12	813110	Moving Allowance	
13	814110	Educational Subsidy (Dependent Children)	
14	815110	AD & D Insurance	
15	815310	Survivor Benefits Insurance	
16	815710	Unemployment Insurance	
17	816110	Medical Policy Premium	
18	816120	Medical Subsidy	
19	817110	Tax Assistance	
20	822110	Travel Expense (Regular)	
21	Total		
22			

We are calling these accounts over which the department has discretion; remember, this is just a fictional demonstration. It is not supposed to be considered likely or correct.

- Click the Design Mode icon to return to the query interface
- Open the Report Style tab
- Untick
 - Output Table Names
 - Output Data Item Names
 - Show Totals

Summary Report

Data Type Summary Report 

Definition | Options | Report Style

☐ None
 ☐ 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	04/05/2018	10:30	108103	1234.0	1618.00	24%
Import	07/14/2018	11:30	-2500	-2500.1	-3141.59	-31%
Export	05/25/2018	12:30	1	0.5	1414.21	13%
Bank Details	10/17/2018	13:30	99	99.4	2718.28	13%
Other	10/22/2018	14:30	500	5.4	1202.05	82%

Help OK Cancel

- Extract 

- Extract Primary Worksheets

Extract Primary
Worksheets

Worksheet Document			
Workbook 1			
Sheet1			
Sheet2			
	A	B	C
1	811110	Salary (Regular)	
2	811210	Book & Equipment Allowance	
3	811220	Car Depreciation Allowance	
4	811230	Child Allowance	
5	811310	Housing Subsidy	
6	811410	Area Travel Subsidy (House to Office Travel)	
7	811610	Bonuses & 13th Month Pay	
8	812110	Tithe % Defined Benefit Plans Contribution	
9	812510	Social Security System Contribution	
10	813110	Moving Allowance	
11	814110	Educational Subsidy (Dependent Children)	
12	815110	AD & D Insurance	
13	815310	Survivor Benefits Insurance	
14	815710	Unemployment Insurance	
15	816110	Medical Policy Premium	
16	816120	Medical Subsidy	
17	817110	Tax Assistance	
18	822110	Travel Expense (Regular)	
19			

Now we have a list of Account Codes as well as their titles, without a total row or a header.

- Highlight the Account Codes and Descriptions

Worksheet | Document

Workbook 1

- Sheet1
- Sheet2

	A	B	C
1	811110	Salary (Regular)	
2	811210	Book & Equipment Allowance	
3	811220	Car Depreciation Allowance	
4	811230	Child Allowance	
5	811310	Housing Subsidy	
6	811410	Area Travel Subsidy (House to Office Travel)	
7	811610	Bonuses & 13th Month Pay	
8	812110	Tithe % Defined Benefit Plans Contribution	
9	812510	Social Security System Contribution	
10	813110	Moving Allowance	
11	814110	Educational Subsidy (Dependent Children)	
12	815110	AD & D Insurance	
13	815310	Survivor Benefits Insurance	
14	815710	Unemployment Insurance	
15	816110	Medical Policy Premium	
16	816120	Medical Subsidy	
17	817110	Tax Assistance	
18	822110	Travel Expense (Regular)	
19			

- Right-click
- Select Copy
- Go to Sheet1 in the Drill Tree Pane

Worksheet | Document

Workbook 1

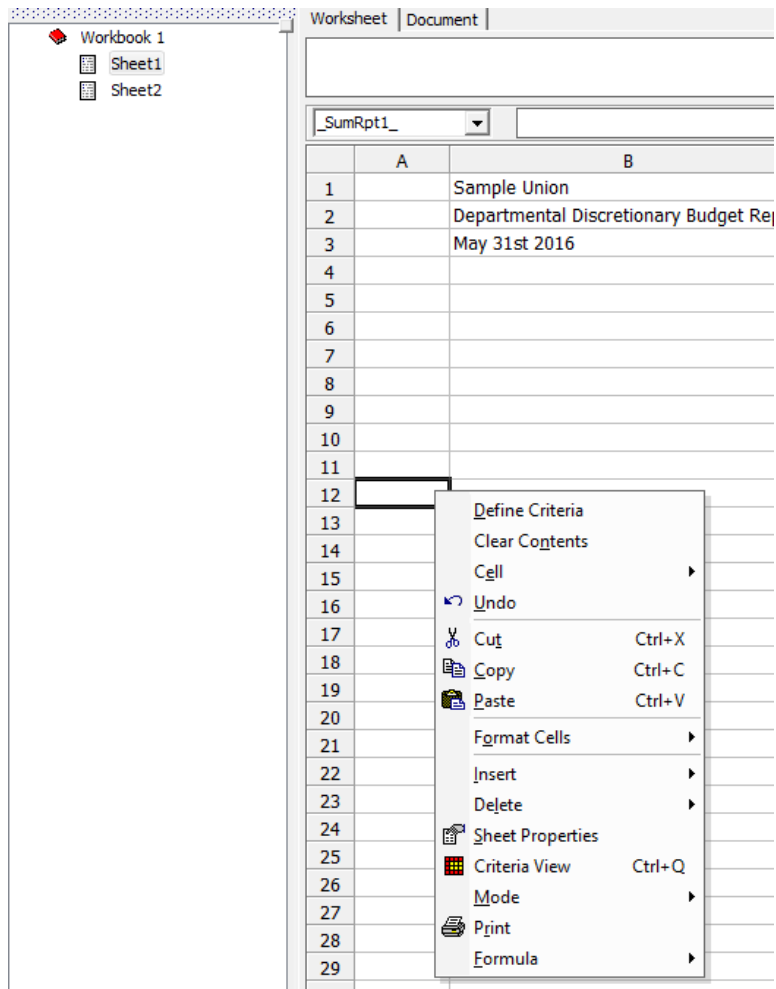
- Sheet1
- Sheet2

{SheetTitle}

H20

	A	B	C	D	E	F	G
1		Sample Union					
2		Departmental Discretionary Budget Report					
3		May 31st 2016					
4							
5							
6							
7			A	B	A	B	
8			Year-To-Date				
9			Current Year		Last Year	Annual	
10			Actual	Budget	Actual	Budget	Remainder
11							
12			1	1	1	1	0
13							

- Click in cell A12
- Right-click



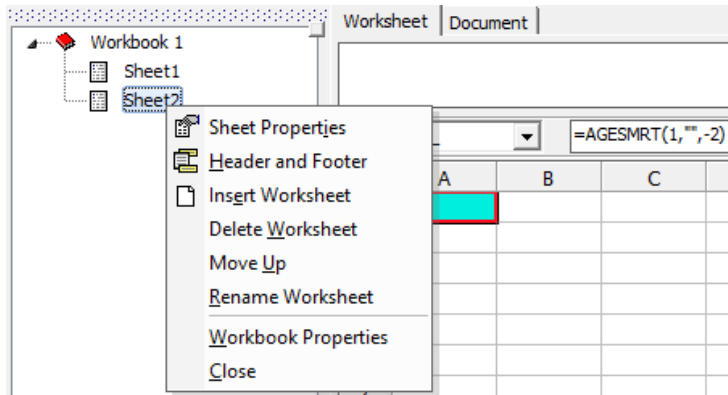
- Select Paste

Worksheet Document	
A12	811110
A	B
1	Sample Union
2	Departmental Discretionary Budget Report
3	May 31st 2016
4	
5	
6	
7	
8	
9	
10	
11	
12	811110 Salary (Regular)
13	811210 Book & Equipment Allowance
14	811220 Car Depreciation Allowance
15	811230 Child Allowance
16	811310 Housing Subsidy
17	811410 Area Travel Subsidy (House to Office Travel)
18	811610 Bonuses & 13th Month Pay
19	812110 Tithe % Defined Benefit Plans Contribution
20	812510 Social Security System Contribution
21	813110 Moving Allowance
22	814110 Educational Subsidy (Dependent Children)
23	815110 AD & D Insurance
24	815310 Survivor Benefits Insurance
25	815710 Unemployment Insurance
26	816110 Medical Policy Premium
27	816120 Medical Subsidy
28	817110 Tax Assistance
29	822110 Travel Expense (Regular)
30	

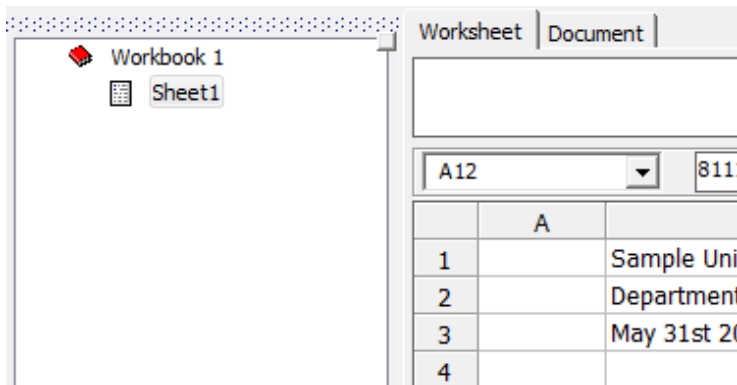
This little trick gave us our list of Account Codes and their Descriptions without having to type in those details.

We no longer need the second worksheet.

- Right-click Sheet2



- Select Delete Worksheet
- Confirm that you want to delete Worksheet 2



We are now in Sheet1, the main report, ready to set up Prompts.

Setup Prompts

By setting up Prompts, we can create a report that can be used in different contexts. For instance, the report can be used for different Business Units and different dates.

We will set up four prompts:

- Year-To-Date this year
 - Year-To-Date last year
 - Current Year
 - Business Unit
-
- In the Design Mode, open the Edit menu
 - Select Prompts
 - Select Add

Prompt

Main Details | Validation | Other

Code
CurrentYTD

Data Type
Text

Description
Enter Current Year-to-Date Range ☐ Mandatory

Default Value

Value From
2009001

☒ Value To
2009008

OK
Cancel
Help

Our new prompt shows up in the Prompt Pane below:

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	2009001	2009008

Workbook 1
Sheet1

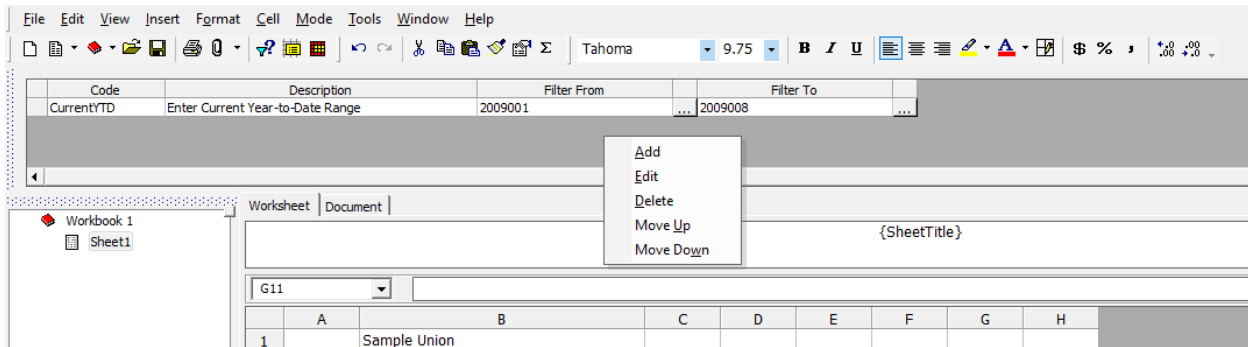
Worksheet | Document

{SheetTitle}

G11

	A	B	C	D	E	F	G	H
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						

- Let's add a second Prompt, using a slightly different method:
 - Right-click in the Prompt Pan



- Select Add

Prompt

Main Details | Validation | Other

Code
PriorTYD

Data Type
Text

Description
Enter Prior Year-to-Date ☐ Mandatory

Default Value

Value From
2008001

☒ Value To
2008008

OK
Cancel
Help

- Code PriorTYD (no spaces in code)
- Data Type Text
- Description Enter Prior Year-to-Date
- Value From 2008001 (date of your choice)
- Value To 2008008 (date of your choice)
- Value To checkbox Check
- Let's add a third Prompt
 - Code CurrentYear
 - Data Type Text

- Description Enter Current Year Range
- Value From 2009001 (date of your choice)
- Value To 2009012 (date of your choice)
- Value To Checkbox Check
- Let's add a fourth Prompt
 - Code BU (no spaces in code)
 - Date Type Text
 - Description Enter Business Unit
 - Value From ATA
 - Value To Checkbox Uncheck

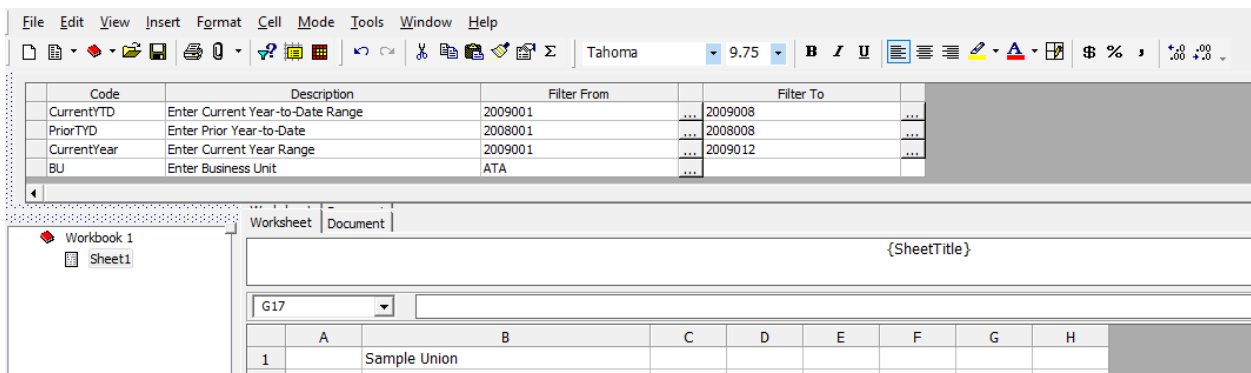


Figure Queries

We now have the basic architecture of our report. Now we need to set up the queries that will pull the financial data out of the SunSystems database.

- Type the letter A in cells C7 and E7
- Type letter B in cells D7 and F7
- Highlight cells C7 through F7
- Select Center

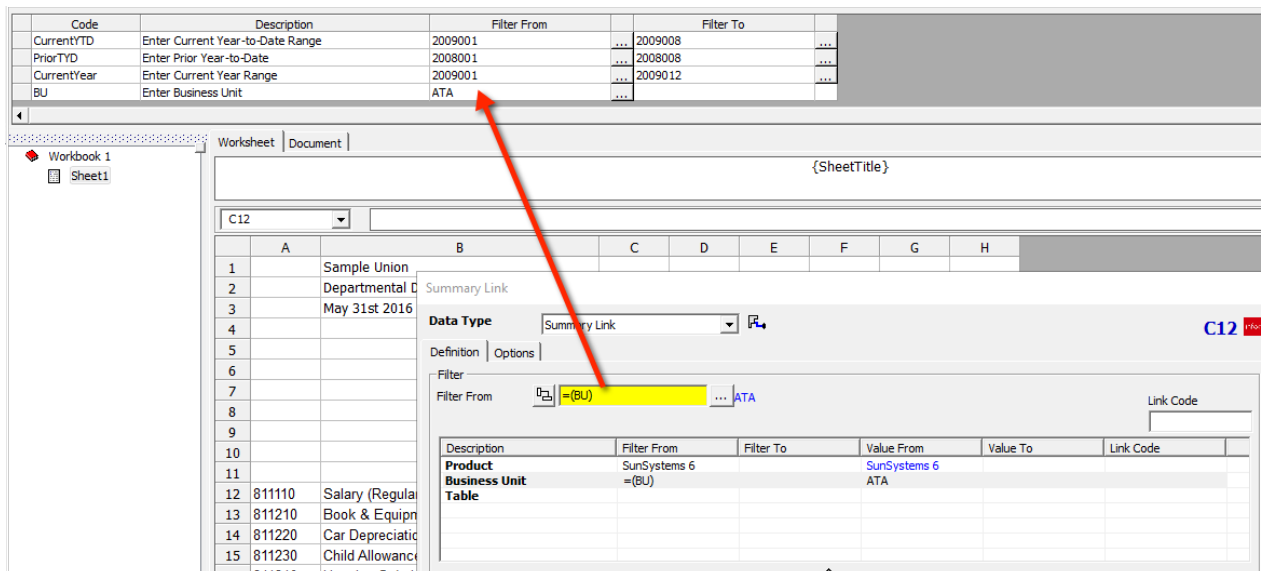
Worksheet Document		{SheetTitle}						
C7		A						
	A	B	C	D	E	F	G	
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7			A	B	A	B		
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								

We have entered these letters in row 7 so that we can create reference links in our queries and help to make this report more easily transportable.

- Click in cell C12

This query will be a little different from many we have made, because it will be tied to the prompts and to the values in cells in this report.

- Select the Summary Link Data Type
- Click Business Unit row in the Filter Pane of the Query interface
- Immediately click in the Filter From BU field of the BU Prompt



Code	Description	Filter From	Filter To
CurrentYTD	Enter Current Year-to-Date Range	2009001	2009008
PriorYTD	Enter Prior Year-to-Date Range	2008001	2008008
CurrentYear	Enter Current Year Range	2009001	2009012
BU	Enter Business Unit	ATA	

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 6		SunSystems 6		
Business Unit	=BU()		ATA		
Table					

Notice how the Business Unit filter is displayed.

Filter					
Filter From	=(BU)		...	ATA	
Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 6		SunSystems 6		
Business Unit	=(BU)	=(BU)	ATA	ATA	
Table					

It is different from our usual filter, because it is an active link to the prompt in the report. If I change the BU prompt Filter From value to ADA, this filter setup will pull in ADA rather than ATA.

- Click on the Table row in the Filter pane
- Select LA/Ledger
- Click on Ledger
- Click on cell C7

Worksheet | Document |

{SheetTitle}

C12

	A	B	C	D	E	F	G	H
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7			A					
8			Year-To-					
9			Current					
10			Actual					
11								
12	811110	Salary (Regular)						
13	811210	Book & Equipment Allowance						
14	811220	Car Depreciation Allowance						
15	811230	Child Allowance						
16	811310	Housing Subsidy						
17	811410	Area Travel Subsidy (House to Office Travel)						

Summary Link

Data Type

Summary Link

Definition | Options

Filter

Filter From

=C\$7

A

Description	Filter From	Filter To	Value From	Value To
Product	SunSystems 6		SunSystems 6	
Business Unit	=(BU)		ATA	
Table	LA		Ledger	
Ledger	=C\$7	=C\$7	A	A
Account Code				
Accounting Period				

Selection List

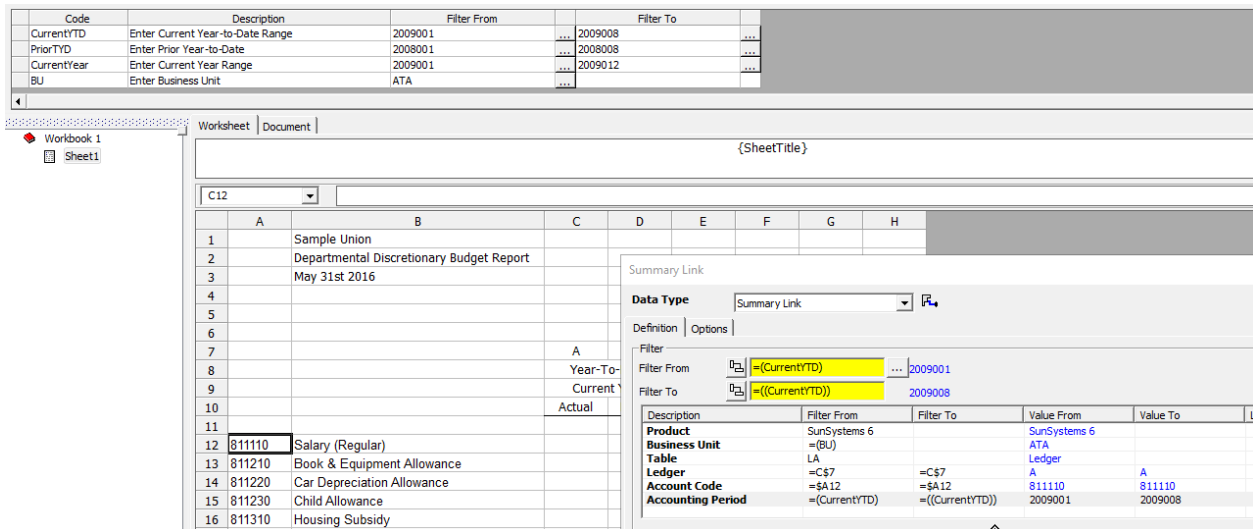
Output

The Filter From value here is another link.

Next, we want to tie the Account Code to the relevant Account Code in column A.

- Click in Account Code Filter From
- Click in cell A12
 - The value in Filter From should be =\$A12 (if a different value is displayed, delete that value and type in =\$A12)
- Click in Account Code Filter To
- Click in cell A12
 - The value in Filter To should be =\$A12 (if a different value is displayed, delete that value and type in =\$A12)
- The Accounting Period needs to link to the CurrentYTD prompt
 - Click the Accounting Period row
 - Click the Accounting Period Filter From field

- Click the CurrentYTD prompt Filter From field
- Click the Accounting Period Filter To field
- Click the CurrentYTD prompt Filter To field



The screenshot shows the SunPlus software interface. At the top, there is a table with columns: Code, Description, Filter From, and Filter To. The rows are: CurrentYTD (Enter Current Year-to-Date Range, 2009001, 2009008), PriorYTD (Enter Prior Year-to-Date, 2008001, 2008008), CurrentYear (Enter Current Year Range, 2009001, 2009012), and BU (Enter Business Unit, ATA, ...).

Below this, the main worksheet is visible. It has columns A through H. Row 1 is labeled 'Sample Union'. Row 2 is 'Departmental Discretionary Budget Report'. Row 3 is 'May 31st 2016'. Row 7 is 'A'. Row 8 is 'Year-To-'. Row 9 is 'Current'. Row 10 is 'Actual'. Row 12 is '811110 Salary (Regular)'. Row 13 is '811210 Book & Equipment Allowance'. Row 14 is '811220 Car Depreciation Allowance'. Row 15 is '811230 Child Allowance'. Row 16 is '811310 Housing Subsidy'.

On the right side, a 'Summary Link' dialog box is open. It has a 'Data Type' dropdown set to 'Summary Link'. Below it, there are 'Filter From' and 'Filter To' fields. The 'Filter From' field contains '=(CurrentYTD)' and the 'Filter To' field contains '=((CurrentYTD))'. Below these fields, there is a table with columns: Description, Filter From, Filter To, Value From, and Value To. The rows are: Product (SunSystems 6), Business Unit (=BU), Table (LA), Ledger (=C\$7), Account Code (=A12), and Accounting Period (=((CurrentYTD))).

Notice how the Filter From and Filter To values are set up:

Filter From =(CurrentYTD)
Filter To =((CurrentYTD))


This formatting indicates the presence of a Field Reference. The double parentheses indicate the end of a range.

(See

Appendix A - Field References for the “official” way to set up a Field Reference)


- Now we need to select the Output value. Go to the Selection List
- Select Base Amount


Summary Link

Data Type: Summary Link 

Definition | Options

Filter

Filter From:  =(CurrentYTD) ... 2009001

Filter To:  =((CurrentYTD)) 2009008

Link Code:

Description	Filter From	Filter To	Value From	Value To	Link Code
Table	LA		Ledger		
Ledger	=C\$7	=C\$7	A	A	
Account Code	=\$A12	=\$A12			
Accounting Period	=(CurrentYTD)	=((CurrentYTD))	2009001	2009008	

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

Output

Item	Target Cell
LA\Base Amount	

Help OK Cancel

The Base Amount will give us the sum of all transactions meeting the filter criteria.

- Click OK to save the Summary Link query.

Now we have our first query.

Code	Description	Filter From	Filter To
CurrentYTD	Enter Current Year-to-Date Range	2009001	2009008
PriorTYD	Enter Prior Year-to-Date	2008001	2008008
CurrentYear	Enter Current Year Range	2009001	2009012
BU	Enter Business Unit	ATA	

Worksheet | Document

{SheetTitle}

C12 =AGESMLK(1,"",C\$7,C\$7,\$A12,\$A12,-2,0)

	A	B	C	D	E	F	G	H
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7			A	B	A	B		
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								
12	811110	Salary (Regular)	\$1.00					
13	811210	Book & Equipment Allowance						
14	811220	Car Depreciation Allowance						
15	811230	Child Allowance						

Copy and Paste Queries

A nice feature of Q&A is that you can copy a query and paste it into other cells to copy the query settings. You can then go into the query and modify the values that need modification to bring in the correct data.

- Right-click cell C12

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Code	Description	Filter From	Filter To
CurrentYTD	Enter Current Year-to-Date Range	2009001	2009008
PriorYTD	Enter Prior Year-to-Date	2008001	2008008
CurrentYear	Enter Current Year Range	2009001	2009012
BU	Enter Business Unit	ATA	

Worksheet Document

Workbook 1 Sheet1

{SheetTitle}

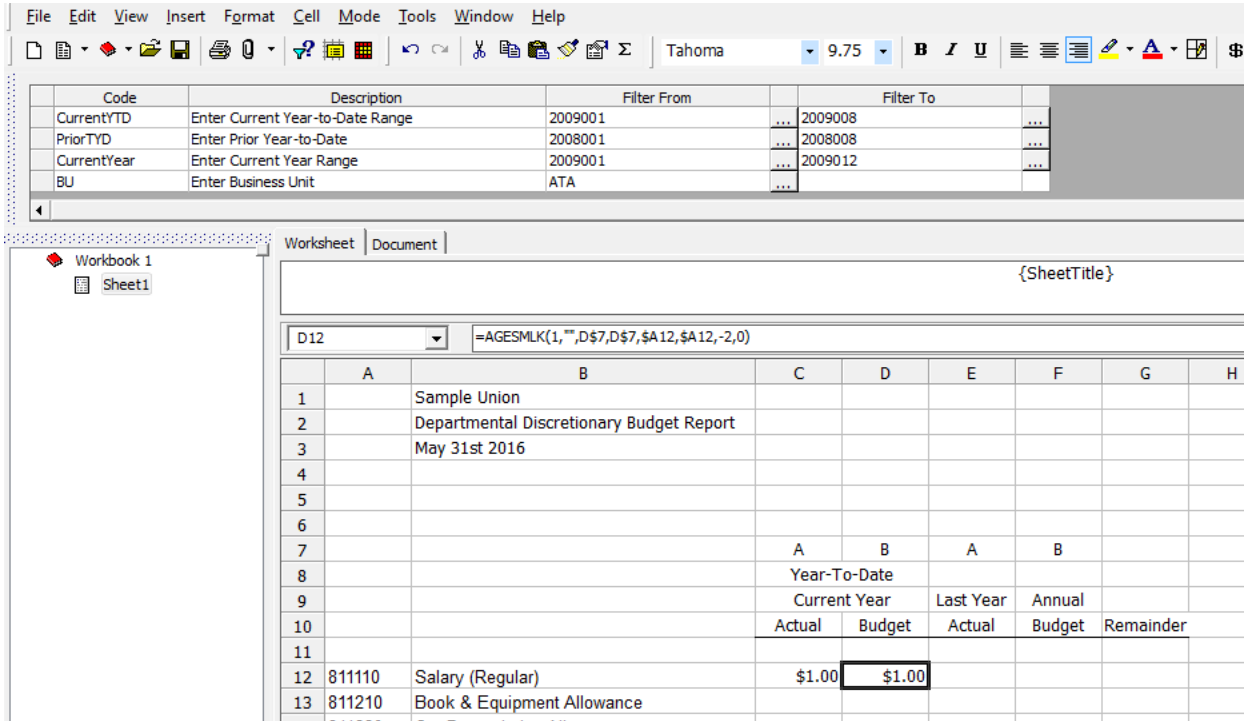
C12 =AGESMLK(1,"",C\$7,C\$7,\$A12,\$A12,-2,0)

	A	B	C	D	E	F	G	H
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7			A	B	A	B		
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								
12	811110	Salary (Regular)		\$1.00				
13	811210	Book & Equipment Allowance						
14	811220	Car Depreciation Allowance						
15	811230	Child Allowance						
16	811310	Housing Subsidy						
17	811410	Area Travel Subsidy (House to Office Travel)						
18	811610	Bonuses & 13th Month Pay						
19	812110	Tithe % Defined Benefit Plans Contribution						
20	812510	Social Security System Contribution						
21	813110	Moving Allowance						
22	814110	Educational Subsidy (Dependent Children)						
23	815110	AD & D Insurance						
24	815310	Survivor Benefits Insurance						
25	815710	Unemployment Insurance						
26	816110	Medical Policy Premium						
27	816120	Medical Subsidy						
28	817110	Tax Assistance						
29	822110	Travel Expense (Regular)						

Context Menu:

- Define Criteria
- Clear Contents
- Cell
- Undo
- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Format Cells
- Insert
- Delete
- Sheet Properties
- Criteria View Ctrl+Q
- Mode
- Print
- Formula

- Select Copy
- Right-click in cell D12 and Paste



The screenshot shows 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 bar is a toolbar with various icons. A filter table is visible, showing columns for Code, Description, Filter From, and Filter To. The table contains entries for CurrentYTD, PriorYTD, CurrentYear, and BU. Below the filter table is a worksheet titled 'Worksheet | Document'. The worksheet has a tab labeled 'Workbook 1' and a sheet labeled 'Sheet1'. The formula bar shows the formula in cell D12: `=AGESMLK(1,"",D$7,D$7,$A12,$A12,-2,0)`. The worksheet grid shows columns A through H. Row 1 contains 'Sample Union'. Row 2 contains 'Departmental Discretionary Budget Report'. Row 3 contains 'May 31st 2016'. Row 4 is empty. Row 5 is empty. Row 6 is empty. Row 7 contains 'A' and 'B'. Row 8 contains 'Year-To-Date'. Row 9 contains 'Current Year'. Row 10 contains 'Actual', 'Budget', 'Actual', 'Budget', and 'Remainder'. Row 11 is empty. Row 12 contains '811110 Salary (Regular)' and '\$1.00'. Row 13 contains '811210 Book & Equipment Allowance' and '\$1.00'.



Code	Description	Filter From	Filter To
CurrentYTD	Enter Current Year-to-Date Range	2009001	2009008
PriorYTD	Enter Prior Year-to-Date	2008001	2008008
CurrentYear	Enter Current Year Range	2009001	2009012
BU	Enter Business Unit	ATA	

A	B	C	D	E	F	G	H
1	Sample Union						
2	Departmental Discretionary Budget Report						
3	May 31st 2016						
4							
5							
6							
7		A	B	A	B		
8		Year-To-Date					
9		Current Year		Last Year	Annual		
10		Actual	Budget	Actual	Budget	Remainder	
11							
12	811110 Salary (Regular)	\$1.00	\$1.00				
13	811210 Book & Equipment Allowance						

Because we used reference links, the query adjusts itself to the new cell environment. It even will adjust the link to the Ledger. Because column D is all about the Budget, the link adjusts itself, so it points to cell D7 and picks up the Ledger B setting.

- Double-click cell D12 to see the settings in the query

Summary Link

Data Type Summary Link  **D12** 

Definition | Options

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	=(BU)		ATA		
Table	LA		Ledger		
Ledger	=D\$7		B		
Account Code	=\$A12	=\$A12			
Accounting Period	=(CurrentYTD)	=(CurrentYTD))	2009001	2009008	

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

Output












Item	Target Cell
LA\Base Amount	D12

Help OK Cancel

Notice in the Filter Pane that the Ledger is now picking up the value from cell D7.

- Close the Query interface
- Right-click in cell D12 and Paste into cell E12

File Edit View Insert Format Cell Mode Tools Window Help












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Code	Description	Filter From	Filter To
CurrentYTD	Enter Current Year-to-Date Range	2009001	2009008
PriorYTD	Enter Prior Year-to-Date	2008001	2008008
CurrentYear	Enter Current Year Range	2009001	2009012
BU	Enter Business Unit	ATA	

Worksheet | Document | {SheetTitle}

Workbook 1
Sheet1

E12 =AGESMLK(1,"",E\$7,\$A12,\$A12,-2,0)

	A	B	C	D	E	F	G	H
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7			A	B	A	B		
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								
12	811110	Salary (Regular)	\$1.00	\$1.00	\$1.00			
13	811210	Book & Equipment Allowance						
14	811220	Car Depreciation Allowance						

- Double-click in cell E12 to look at the query settings

Summary Link

Data Type Summary Link

E12

Definition
Options

Filter

Filter From
...
SunSystems 6

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 6		SunSystems 6		
Business Unit	=(BU)		ATA		
Table	LA		Ledger		
Ledger	=\$7		A		
Account Code	=\$A12	=\$A12			
Accounting Period	=(CurrentYTD)	=((CurrentYTD))	2009001	2009008	

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

Output


Item	Target Cell
LA\Base Amount	E12

Help
OK
Cancel

The basic values here look fine for cell E12. The query has adjusted to pull in the Ledger value from cell E7. But there is an adjustment we need to make. This column needs to pull in values from Prior Year-to-date. The Accounting Period needs to be changed.

- Click the Accounting Period Filter row

Summary Link



Data Type Summary Link 

E12 info

Definition

Options

Filter

Filter From		=(CurrentYTD) ...	2009001	
Filter To		=((CurrentYTD))	2009008	Link Code

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 6		SunSystems 6		
Business Unit	=(BU)		ATA		
Table	LA		Ledger		
Ledger	=E\$7		A		
Account Code	=\$A12	=\$A12			
Accounting Period	=(CurrentYTD)	=((CurrentYTD))	2009001	2009008	

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

Output

Item	Target Cell
LA\Base Amount	E12



Help

OK

Cancel


- Click in the Filter From field and delete the =(CurrentYTD) value
- Click in the PriorTYD prompt Filter From
- Click in the Filter To field of the Accounting Period row
- Click in the PriorTYD prompt Filter To


Summary Link

Data Type Summary Link  **E12** 

Definition Options

Filter

Filter From  =(PriorTYD) ... 2008001 Link Code

Filter To  =(PriorTYD)) 2008008

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 6		SunSystems 6		
Business Unit	=(BU)		ATA		
Table	LA		Ledger		
Ledger	=\$7		A		
Account Code	=\$A12	=\$A12			
Accounting Period	=(PriorTYD)	=(PriorTYD))	2008001	2008008	

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

Output

Item	Target Cell
LA\Base Amount	E12

Help OK Cancel

- Click OK to save the query
- Right-click in cell C12
- Select Copy
- Paste in cell F12

File Edit View Insert Format Cell Mode Tools Window Help

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Code	Description	Filter From	Filter To
CurrentYTD	Enter Current Year-to-Date Range	2009001	2009008
PriorYTD	Enter Prior Year-to-Date	2008001	2008008
CurrentYear	Enter Current Year Range	2009001	2009012
BU	Enter Business Unit	ATA	


Worksheet Document {SheetTitle}

H20

	A	B	C	D	E	F	G	H
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7			A	B	A	B		
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								
12	811110	Salary (Regular)	\$1.00	\$1.00	\$1.00	\$1.00		
13	811210	Book & Equipment Allowance						
14	811220	...						

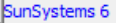
- Double-click cell F12 to see the query

Summary Link

Data Type: Summary Link  **F12**

Definition | Options

Filter

Filter From: SunSystems 6 

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 6		SunSystems 6		
Business Unit	=(BU)		ATA		
Table	LA		Ledger		
Ledger	=F\$7		B		
Account Code	=\$A12	=\$A12			
Accounting Period	=(CurrentYTD)	=(CurrentYTD))	2009001	2009008	

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

Output

Item	Target Cell
LA Base Amount	F12

Help OK Cancel

For this column, we need the Current Year Range. The link for Accounting Period must be adjusted.

- Click Accounting Period row
- Delete the Filter From value
- Click in the Current Year Range Filter From field
- Delete the Filter To value in the Accounting Period row
- Click in the Current Year Range Filter To field

Data Type
 Definition | Options

Summary Link

F12

Filter

Filter From =(CurrentYear) ... 2009001
 Filter To =((CurrentYear)) 2009012

Link Code

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 6		SunSystems 6		
Business Unit	=(BU)		ATA		
Table	LA		Ledger		
Ledger	=\$F7		B		
Account Code	=\$A12	=\$A12			
Accounting Period	=(CurrentYear)	=((CurrentYear))	2009001	2009012	

Selection List

Output

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

Date

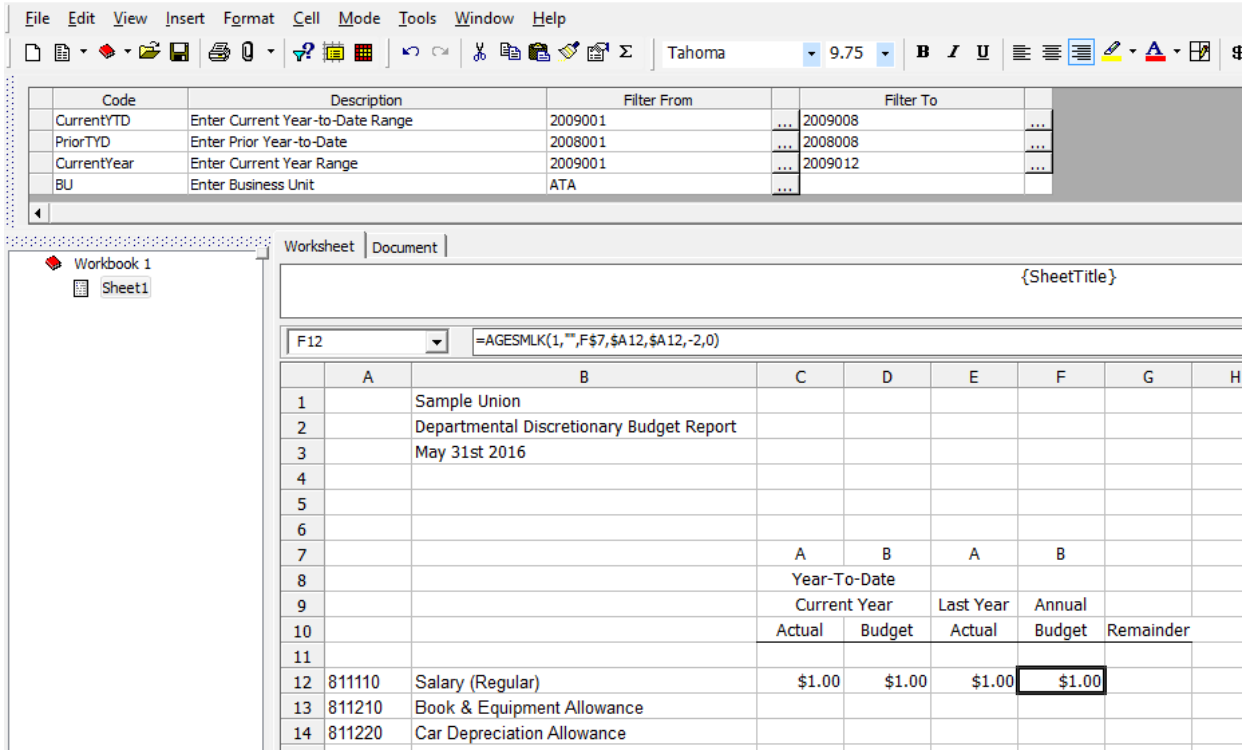
Item	Target Cell
Σ LA\Base Amount	F12

Help

OK

Cancel

- Click OK to save



The screenshot shows a spreadsheet application interface. At the top is a menu bar with options: File, Edit, View, Insert, Format, Cell, Mode, Tools, Window, Help. Below the menu bar is a toolbar with various icons for file operations, editing, and formatting. The main window displays a worksheet titled "Worksheet | Document |". The worksheet contains a table with the following data:

Code	Description	Filter From	Filter To
CurrentYTD	Enter Current Year-to-Date Range	2009001	2009008
PriorYTD	Enter Prior Year-to-Date	2008001	2008008
CurrentYear	Enter Current Year Range	2009001	2009012
BU	Enter Business Unit	ATA	

Below this table, the worksheet area shows a grid with columns A through H. The data in the grid is as follows:

	A	B	C	D	E	F	G	H
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7			A	B	A	B		
8			Year-To-Date					
9			Current Year	Last Year	Annual			
10			Actual	Budget	Actual	Budget	Remainder	
11								
12	811110	Salary (Regular)	\$1.00	\$1.00	\$1.00	\$1.00		
13	811210	Book & Equipment Allowance						
14	811220	Car Depreciation Allowance						

Formula

The queries for cells C12 through F12 have been created. Now we need to set up the query for the Remainder column. Here we need math.

- Click on cell G12
- Type in =F12-C12

Worksheet Document		{SheetTitle}						
G12		=F12-C12						
	A	B	C	D	E	F	G	
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7			A	B	A	B		
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								
12	811110	Salary (Regular)	\$1.00	\$1.00	\$1.00	\$1.00	0.00	
13	811210	Book & Equipment Allowance						

Number Formatting

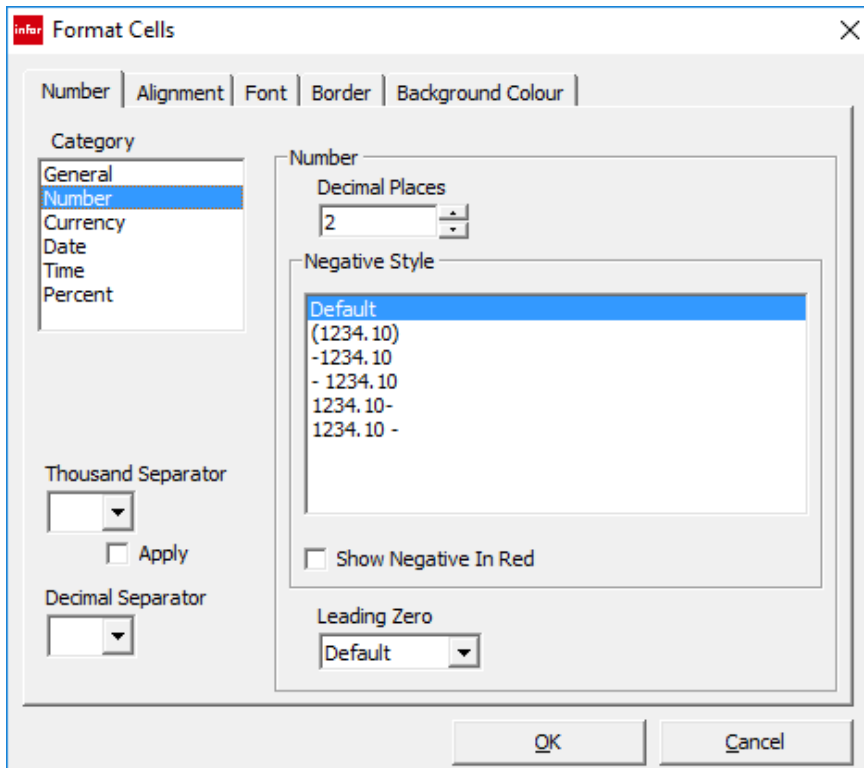
The queries have all be created. Now we can modify how the figures are presented.

- Highlight cells C12 through G12

Worksheet Document		{SheetTitle}						
C12		=AGESMLK(1,"",C\$7,C\$7,\$A12,\$A12,-2,0)						
	A	B	C	D	E	F	G	
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7			A	B	A	B		
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								
12	811110	Salary (Regular)	\$1.00	\$1.00	\$1.00	\$1.00	0.00	
13	811210	Book & Equipment Allowance						

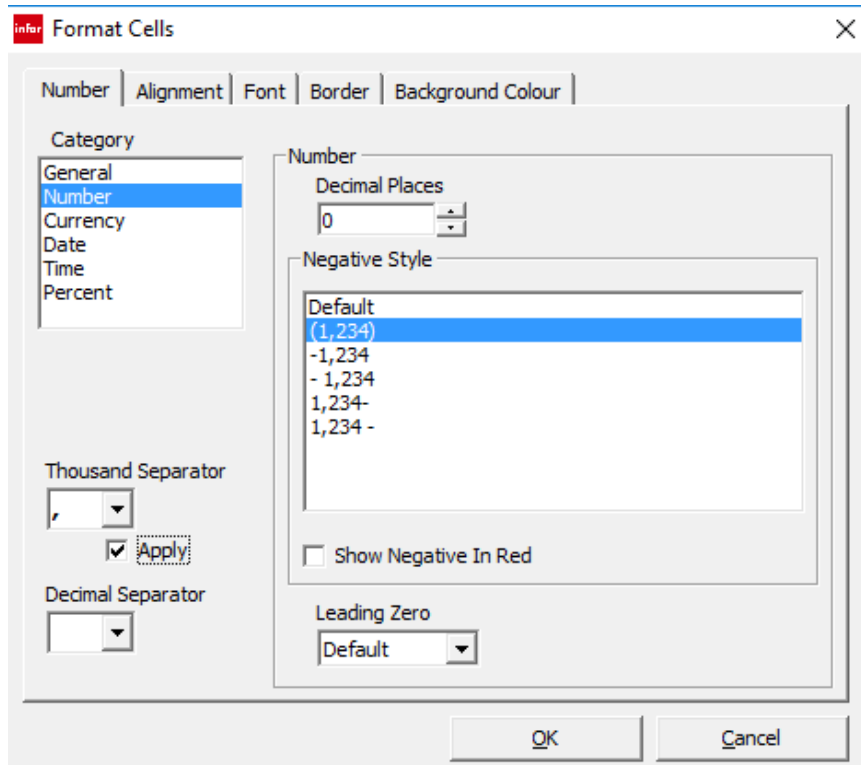
- Right-click
- Select Format Cells

- Select Cell
- Select Number



How the numbers are formatted is up to your taste. For our demonstration, we will want number without decimal places, with commas as thousand separators

- Select Number
- Change Decimal Places to 0
- Choose Thousand Separator ,
- Check Apply



- Click OK

Worksheet Document		{SheetTitle}						
C12		=AGESMLK(1,"",C\$7,C\$7,\$A12,\$A12,-2,0)						
	A	B	C	D	E	F	G	
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7			A	B	A	B		
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								
12	811110	Salary (Regular)	1	1	1	1	0	
13	811210	Book & Equipment Allowance						
14	811300	Gas Depreciation Allowance						

Notice that the way the place holder numbers have changed.

- Highlight cells C12 through G12
- Right-click

- Select Copy
- Highlight cells C13 through G29

Worksheet Document		{SheetTitle}					
C13							
	A	B	C	D	E	F	G
1		Sample Union					
2		Departmental Discretionary Budget Report					
3		May 31st 2016					
4							
5							
6							
7			A	B	A	B	
8			Year-To-Date				
9			Current Year		Last Year	Annual	
10			Actual	Budget	Actual	Budget	Remainder
11							
12	811110	Salary (Regular)	1	1	1	1	0
13	811210	Book & Equipment Allowance					
14	811220	Car Depreciation Allowance					
15	811230	Child Allowance					
16	811310	Housing Subsidy					
17	811410	Area Travel Subsidy (House to Office Travel)					
18	811610	Bonuses & 13th Month Pay					
19	812110	Tithe % Defined Benefit Plans Contribution					
20	812510	Social Security System Contribution					
21	813110	Moving Allowance					
22	814110	Educational Subsidy (Dependent Children)					
23	815110	AD & D Insurance					
24	815310	Survivor Benefits Insurance					
25	815710	Unemployment Insurance					
26	816110	Medical Policy Premium					
27	816120	Medical Subsidy					
28	817110	Tax Assistance					
29	822110	Travel Expense (Regular)					
30							

- Right-click
- Select Paste

Worksheet Document		{SheetTitle}						
H15								
	A	B	C	D	E	F	G	
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7			A	B	A	B		
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								
12	811110	Salary (Regular)	1	1	1	1	0	
13	811210	Book & Equipment Allowance	1	1	1	1	0	
14	811220	Car Depreciation Allowance	1	1	1	1	0	
15	811230	Child Allowance	1	1	1	1	0	
16	811310	Housing Subsidy	1	1	1	1	0	
17	811410	Area Travel Subsidy (House to Office Travel)	1	1	1	1	0	
18	811610	Bonuses & 13th Month Pay	1	1	1	1	0	
19	812110	Tithe % Defined Benefit Plans Contribution	1	1	1	1	0	
20	812510	Social Security System Contribution	1	1	1	1	0	
21	813110	Moving Allowance	1	1	1	1	0	
22	814110	Educational Subsidy (Dependent Children)	1	1	1	1	0	
23	815110	AD & D Insurance	1	1	1	1	0	
24	815310	Survivor Benefits Insurance	1	1	1	1	0	
25	815710	Unemployment Insurance	1	1	1	1	0	
26	816110	Medical Policy Premium	1	1	1	1	0	
27	816120	Medical Subsidy	1	1	1	1	0	
28	817110	Tax Assistance	1	1	1	1	0	
29	822110	Travel Expense (Regular)	1	1	1	1	0	

The Copy/Paste will set up the necessary queries in the various cells.

Formatting

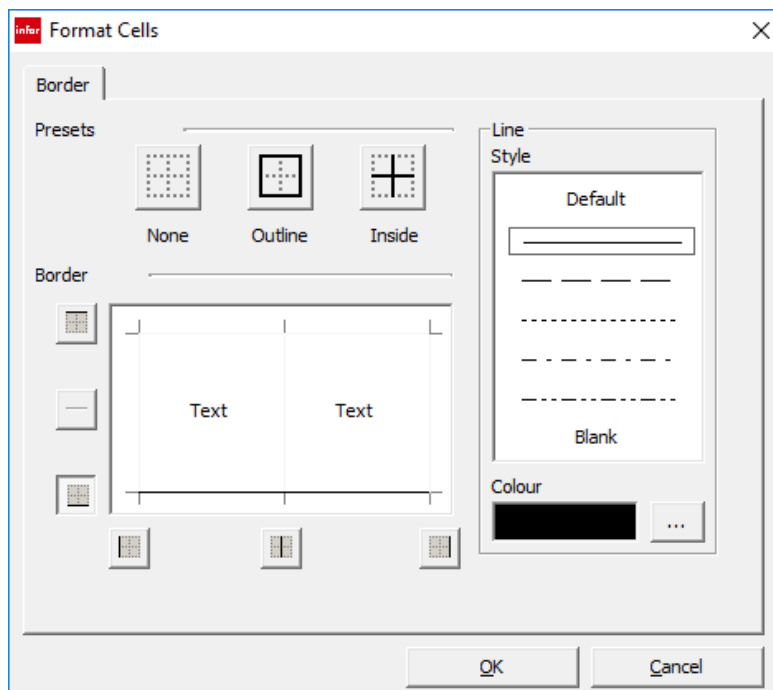
Let's do a little more formatting to get our report the way we want it.

Highlight cells C29 through G29

- Right-click
- Select Format Cells

6								
7			A	B	A	B		
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								
12	811110	Salary (Regular)	1	1	1	1		
13	811210	Book & Equipment Allowance	1	1	1	1		
14	811220	Car Depreciation Allowance	1	1	1	1		
15	811230	Child Allowance	1	1	1	1		
16	811310	Housing Subsidy	1	1	1	1		
17	811410	Area Travel Subsidy (House to Office Travel)	1	1	1	1		
18	811610	Bonuses & 13th Month Pay	1	1	1	1		
19	812110	Tithe % Defined Benefit Plans Contribution	1	1	1	1		
20	812510	Social Security System Contribution	1	1	1	1		
21	813110	Moving Allowance	1	1	1	1		
22	814110	Educational Subsidy (Dependent Children)	1	1	1	1		
23	815110	AD & D Insurance	1	1	1	1		
24	815310	Survivor Benefits Insurance	1	1	1	1		
25	815710	Unemployment Insurance	1	1	1	1		
26	816110	Medical Policy Premium	1	1	1	1		
27	816120	Medical Subsidy	1	1	1	1		
28	817110	Tax Assistance	1	1	1	1		
29	822110	Travel Expense (Regular)	1	1	1	1		
30								
31								
32								

- Select Borders
- Select the bottom border



Worksheet Document		{SheetTitle}						
G33								
	A	B	C	D	E	F	G	H
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7			A	B	A	B		
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								
12	811110	Salary (Regular)	1	1	1	1	0	
13	811210	Book & Equipment Allowance	1	1	1	1	0	
14	811220	Car Depreciation Allowance	1	1	1	1	0	
15	811230	Child Allowance	1	1	1	1	0	
16	811310	Housing Subsidy	1	1	1	1	0	
17	811410	Area Travel Subsidy (House to Office Travel)	1	1	1	1	0	
18	811610	Bonuses & 13th Month Pay	1	1	1	1	0	
19	812110	Tithe % Defined Benefit Plans Contribution	1	1	1	1	0	
20	812510	Social Security System Contribution	1	1	1	1	0	
21	813110	Moving Allowance	1	1	1	1	0	
22	814110	Educational Subsidy (Dependent Children)	1	1	1	1	0	
23	815110	AD & D Insurance	1	1	1	1	0	
24	815310	Survivor Benefits Insurance	1	1	1	1	0	
25	815710	Unemployment Insurance	1	1	1	1	0	
26	816110	Medical Policy Premium	1	1	1	1	0	
27	816120	Medical Subsidy	1	1	1	1	0	
28	817110	Tax Assistance	1	1	1	1	0	
29	822110	Travel Expense (Regular)	1	1	1	1	0	
30								

We need a Total row.

- Select cells C12 through G2

Worksheet Document		{SheetTitle}					
C12		=AGESMLK(1,"",C\$7,C\$7,\$A12,\$A12,-2,0)					
	A	B	C	D	E	F	G
1		Sample Union					
2		Departmental Discretionary Budget Report					
3		May 31st 2016					
4							
5							
6							
7			A	B	A	B	
8			Year-To-Date				
9			Current Year		Last Year	Annual	
10			Actual	Budget	Actual	Budget	Remainder
11							
12	811110	Salary (Regular)	1	1	1	1	0
13	811210	Book & Equipment Allowance	1	1	1	1	0
14	811220	Car Depreciation Allowance	1	1	1	1	0
15	811230	Child Allowance	1	1	1	1	0
16	811310	Housing Subsidy	1	1	1	1	0
17	811410	Area Travel Subsidy (House to Office Travel)	1	1	1	1	0
18	811610	Bonuses & 13th Month Pay	1	1	1	1	0
19	812110	Tithe % Defined Benefit Plans Contribution	1	1	1	1	0
20	812510	Social Security System Contribution	1	1	1	1	0
21	813110	Moving Allowance	1	1	1	1	0
22	814110	Educational Subsidy (Dependent Children)	1	1	1	1	0
23	815110	AD & D Insurance	1	1	1	1	0
24	815310	Survivor Benefits Insurance	1	1	1	1	0
25	815710	Unemployment Insurance	1	1	1	1	0
26	816110	Medical Policy Premium	1	1	1	1	0
27	816120	Medical Subsidy	1	1	1	1	0
28	817110	Tax Assistance	1	1	1	1	0
29	822110	Travel Expense (Regular)	1	1	1	1	0
30							

- Click the Summation icon 

	A	B	C	D	E	F	G	I
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7			A	B	A	B		
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								
12	811110	Salary (Regular)	1	1	1	1	0	
13	811210	Book & Equipment Allowance	1	1	1	1	0	
14	811220	Car Depreciation Allowance	1	1	1	1	0	
15	811230	Child Allowance	1	1	1	1	0	
16	811310	Housing Subsidy	1	1	1	1	0	
17	811410	Area Travel Subsidy (House to Office Travel)	1	1	1	1	0	
18	811610	Bonuses & 13th Month Pay	1	1	1	1	0	
19	812110	Tithe % Defined Benefit Plans Contribution	1	1	1	1	0	
20	812510	Social Security System Contribution	1	1	1	1	0	
21	813110	Moving Allowance	1	1	1	1	0	
22	814110	Educational Subsidy (Dependent Children)	1	1	1	1	0	
23	815110	AD & D Insurance	1	1	1	1	0	
24	815310	Survivor Benefits Insurance	1	1	1	1	0	
25	815710	Unemployment Insurance	1	1	1	1	0	
26	816110	Medical Policy Premium	1	1	1	1	0	
27	816120	Medical Subsidy	1	1	1	1	0	
28	817110	Tax Assistance	1	1	1	1	0	
29	822110	Travel Expense (Regular)	1	1	1	1	0	
30			18.00	18.00	18.00	18.00	0.00	

Our report is coming together nicely.

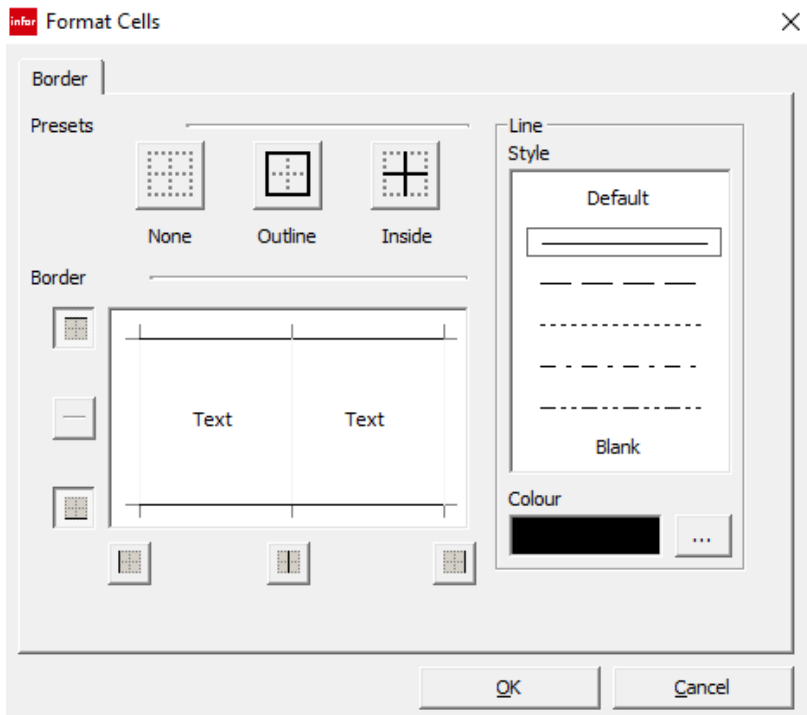
You may be wondering why there are 18.00's displayed in cells C12 through G29. Notice that we are working in Design Mode. The system has counted up the values in the figure cells for its column. There are 18 items in the columns displaying 18.00 in the summation row. Column G's summation figure is 0, because there are no 1's in the cells in column G.

I want to change the number formatting in the Total row, as I don't care for how it is displayed. We can use the same method we used when modifying the number formatting in an earlier step.

	A	B	C	D	E	F	G	
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7			A	B	A	B		
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								
12	811110	Salary (Regular)	1	1	1	1	0	
13	811210	Book & Equipment Allowance	1	1	1	1	0	
14	811220	Car Depreciation Allowance	1	1	1	1	0	
15	811230	Child Allowance	1	1	1	1	0	
16	811310	Housing Subsidy	1	1	1	1	0	
17	811410	Area Travel Subsidy (House to Office Travel)	1	1	1	1	0	
18	811610	Bonuses & 13th Month Pay	1	1	1	1	0	
19	812110	Tithe % Defined Benefit Plans Contribution	1	1	1	1	0	
20	812510	Social Security System Contribution	1	1	1	1	0	
21	813110	Moving Allowance	1	1	1	1	0	
22	814110	Educational Subsidy (Dependent Children)	1	1	1	1	0	
23	815110	AD & D Insurance	1	1	1	1	0	
24	815310	Survivor Benefits Insurance	1	1	1	1	0	
25	815710	Unemployment Insurance	1	1	1	1	0	
26	816110	Medical Policy Premium	1	1	1	1	0	
27	816120	Medical Subsidy	1	1	1	1	0	
28	817110	Tax Assistance	1	1	1	1	0	
29	822110	Travel Expense (Regular)	1	1	1	1	0	
30			18	18	18	18	0	

We want to add the End of the Report double line.

- Highlight cells C31 through G31
- Right-click
- Select Format Cells
- Select Borders
- Select top and bottom borders



- Click OK to save
- Click in the 31-row number column at the far left of the worksheet
- Drag the bottom of row 31 up to reduce the height of the row, creating a reasonable double line

Worksheet Document {SheetTitle}								
G33								
	A	B	C	D	E	F	G	H
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
4								
5								
6								
7			A	B	A	B		
8			Year-To-Date					
9			Current Year		Last Year	Annual		
10			Actual	Budget	Actual	Budget	Remainder	
11								
12	811110	Salary (Regular)	1	1	1	1	0	
13	811210	Book & Equipment Allowance	1	1	1	1	0	
14	811220	Car Depreciation Allowance	1	1	1	1	0	
15	811230	Child Allowance	1	1	1	1	0	
16	811310	Housing Subsidy	1	1	1	1	0	
17	811410	Area Travel Subsidy (House to Office Travel)	1	1	1	1	0	
18	811610	Bonuses & 13th Month Pay	1	1	1	1	0	
19	812110	Tithe % Defined Benefit Plans Contribution	1	1	1	1	0	
20	812510	Social Security System Contribution	1	1	1	1	0	
21	813110	Moving Allowance	1	1	1	1	0	
22	814110	Educational Subsidy (Dependent Children)	1	1	1	1	0	
23	815110	AD & D Insurance	1	1	1	1	0	
24	815310	Survivor Benefits Insurance	1	1	1	1	0	
25	815710	Unemployment Insurance	1	1	1	1	0	
26	816110	Medical Policy Premium	1	1	1	1	0	
27	816120	Medical Subsidy	1	1	1	1	0	
28	817110	Tax Assistance	1	1	1	1	0	
29	822110	Travel Expense (Regular)	1	1	1	1	0	
30			18	18	18	18	0	
31								
32								

We also want to hide row 7.

- Select row 7
- Right-click

Worksheet Document {SheetTitle}								
A7								
	A	B	C	D	E	F	G	H
1		Sample Union						
2		Departmental Discretionary Budget Report						
3		May 31st 2016						
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21								
22								
23								
24								
25	815710	Unemployment Insurance						
26	816110	Medical Policy Premium						
27	816120	Medical Subsidy						
28	817110	Tax Assistance						
29	822110	Travel Expense (Regular)						
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- Select Format Cells
- Select Row
- Select Hide

Worksheet Document		{SheetTitle}					
A7							
	A	B	C	D	E	F	G
1		Sample Union					
2		Departmental Discretionary Budget Report					
3		May 31st 2016					
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25	815710	Unemployment In					
26	816110	Medical Policy Pr					
27	816120	Medical Subsidy					
28	817110	Tax Assistance					
29	822110	Travel Expense (Regular)					
30							
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Worksheet Document		{SheetTitle}					
A7							
	A	B	C	D	E	F	G
1		Sample Union					
2		Departmental Discretionary Budget Report					
3		May 31st 2016					
4							
5							
6							
8			Year-To-Date				
9			Current Year		Last Year	Annual	
10			Actual	Budget	Actual	Budget	Remainder
11							
12	811110	Salary (Regular)	1	1	1	1	0
13	811210	Book & Equipment Allowance	1	1	1	1	0
14	811220	Car Depreciation Allowance	1	1	1	1	0
15	811230	Child Allowance	1	1	1	1	0
16	811310	Housing Subsidy	1	1	1	1	0
17	811410	Area Travel Subsidy (House to Office Travel)	1	1	1	1	0
18	811610	Bonuses & 13th Month Pay	1	1	1	1	0
19	812110	Tithe % Defined Benefit Plans Contribution	1	1	1	1	0
20	812510	Social Security System Contribution	1	1	1	1	0
21	813110	Moving Allowance	1	1	1	1	0
22	814110	Educational Subsidy (Dependent Children)	1	1	1	1	0
23	815110	AD & D Insurance	1	1	1	1	0
24	815310	Survivor Benefits Insurance	1	1	1	1	0
25	815710	Unemployment Insurance	1	1	1	1	0
26	816110	Medical Policy Premium	1	1	1	1	0
27	816120	Medical Subsidy	1	1	1	1	0
28	817110	Tax Assistance	1	1	1	1	0
29	822110	Travel Expense (Regular)	1	1	1	1	0
30			18	18	18	18	0

Also, since most of the people who will read this report don't really care about the Account Codes, let us hide column A as well.

- Select Column A
- Right-click
- Select Format Cells
- Select Column
- Select Hide

Worksheet | Document | {SheetTitle}

A1

		C	D	E	F	G	H
1							
2							
3							
4							
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12	8111						
13	8112						
14	8112						
15	8112						
16	8113						
17	8114						
18	8116						
19	812110						
20	812510						
21	813110						
22	814110						

Menu items visible:

- Define Criteria
- Clear Contents
- Cell
- Undo
- Cut (Ctrl+X)
- Copy (Ctrl+C)
- Paste (Ctrl+V)
- Format Cells
 - Cell (Ctrl+1)
 - Column
 - Width
 - AutoFit
 - Hide
 - Unhide
 - Standard Width
 - Row
 - Borders
 - Background Colour
 - Font Colour
 - Currency Format
 - Percent Format
 - Comma Format
 - Increase Decimals
 - Decrease Decimals
- Insert
- Delete
- Sheet Properties
- Criteria View (Ctrl+Q)
- Mode
- Print
- Formula

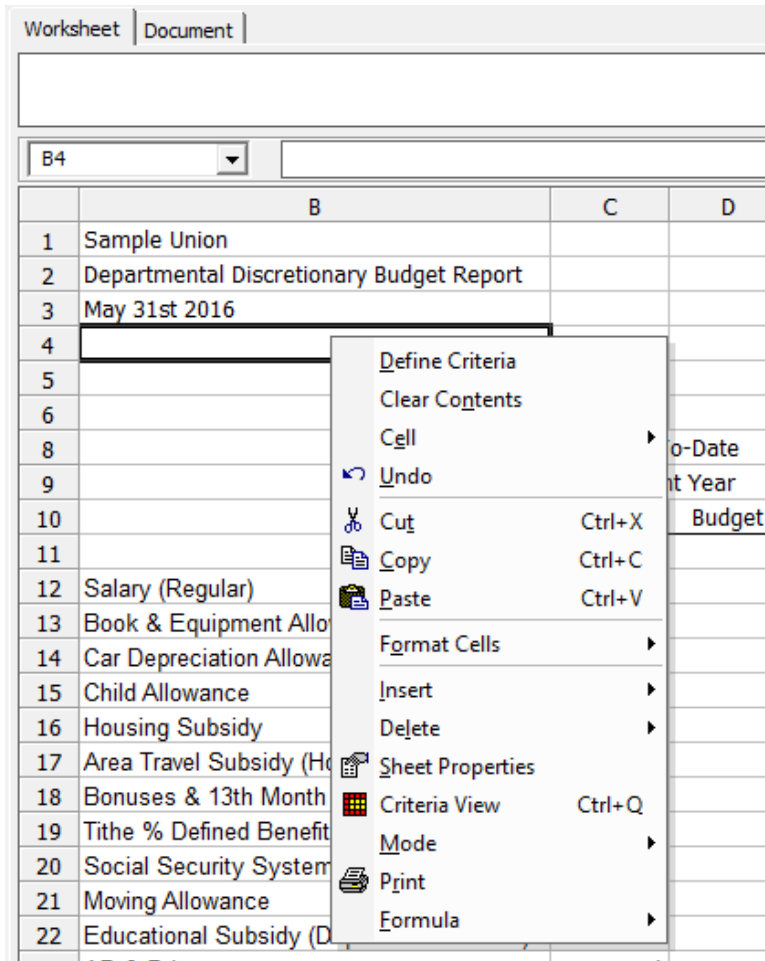
Worksheet Document {SheetTitle}							
A1							
	B	C	D	E	F	G	
1	Sample Union						
2	Departmental Discretionary Budget Report						
3	May 31st 2016						
4							
5							
6							
8		Year-To-Date					
9		Current Year		Last Year	Annual		
10		Actual	Budget	Actual	Budget	Remainder	
11							
12	Salary (Regular)	1	1	1	1	0	
13	Book & Equipment Allowance	1	1	1	1	0	
14	Car Depreciation Allowance	1	1	1	1	0	
15	Child Allowance	1	1	1	1	0	
16	Housing Subsidy	1	1	1	1	0	
17	Area Travel Subsidy (House to Office Travel)	1	1	1	1	0	
18	Bonuses & 13th Month Pay	1	1	1	1	0	
19	Tithe % Defined Benefit Plans Contribution	1	1	1	1	0	
20	Social Security System Contribution	1	1	1	1	0	
21	Moving Allowance	1	1	1	1	0	
22	Educational Subsidy (Dependent Children)	1	1	1	1	0	
23	AD & D Insurance	1	1	1	1	0	
24	Survivor Benefits Insurance	1	1	1	1	0	
25	Unemployment Insurance	1	1	1	1	0	
26	Medical Policy Premium	1	1	1	1	0	
27	Medical Subsidy	1	1	1	1	0	
28	Tax Assistance	1	1	1	1	0	
29	Travel Expense (Regular)	1	1	1	1	0	
30		18	18	18	18	0	

That's all the formatting we will do on this example report; however, you are free to use any excel formatting in your own reports.

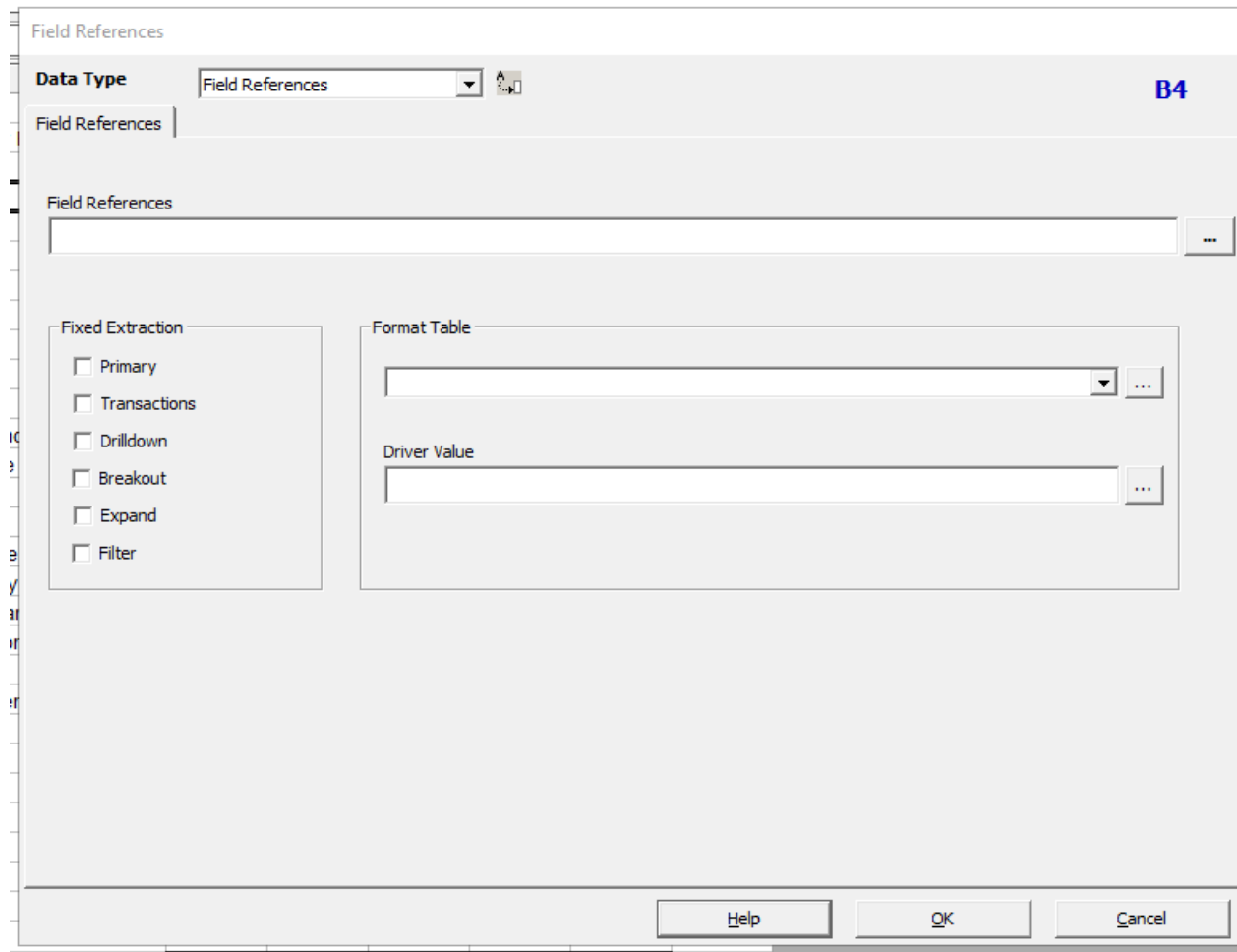
Breakout Code

Let's think for a moment about our goal with this report. What we want is to come up with a report for the entire organization, broken out by department. What we have so far is the report for the entire organization. Now we need to set up the Breakout to handle the departments.

- Right-click in cell B4



- Select Define Criteria
- Select Field References Data Type



Field References

Data Type: Field References

Field References

Field References

Fixed Extraction

- ☐ Primary
- ☐ Transactions
- ☐ Drilldown
- ☐ Breakout
- ☐ Expand
- ☐ Filter

Format Table

Driver Value

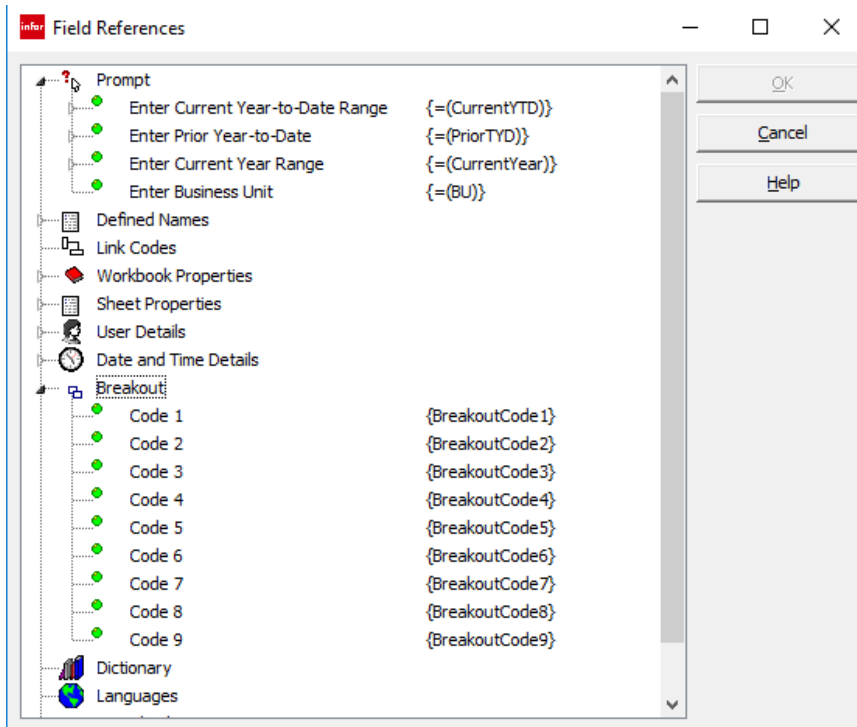
Help OK Cancel

- Click the Assist button located at the far-right side of the Field References field

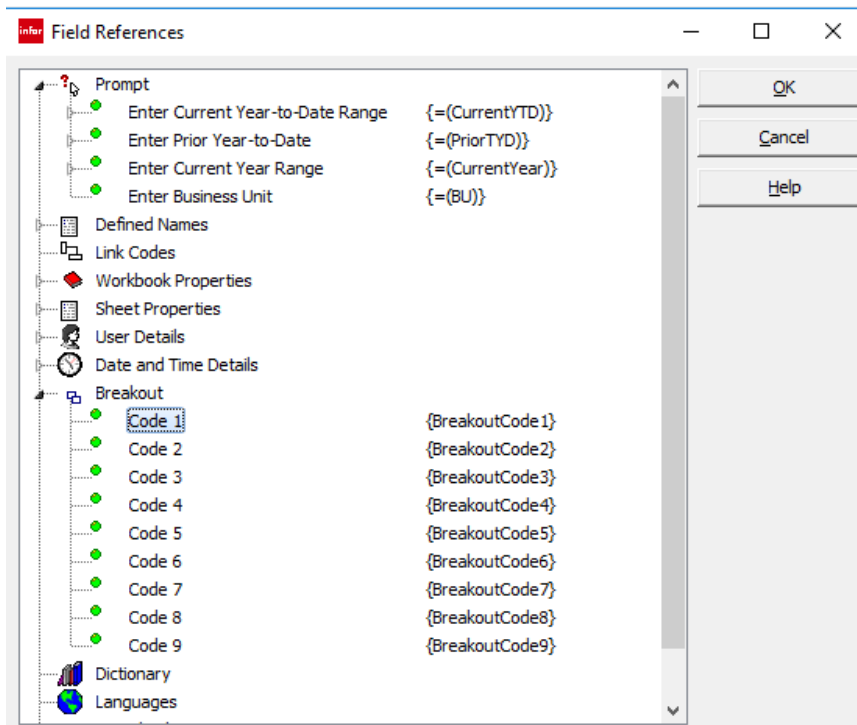


Field References

Field References




- Click the tiny arrow at the left of the Breakout item to expand the Breakout table
- Select Code 1




- Click OK

Field References

Data Type Field References  **B4**

Field References

Field References

{BreakoutCode1} 

Fixed Extraction

☐ Primary

☐ Transactions



☐ Drilldown

☐ Breakout



☐ Expand




☐ Filter

Format Table

Driver Value

- Click OK

Code	Description	Filter From	Filter To
CurrentYTD	Enter Current Year-to-Date Range	2009001	2009008
PriorYTD	Enter Prior Year-to-Date	2008001	2008008
CurrentYear	Enter Current Year Range	2009001	2009012
BU	Enter Business Unit	ATA	

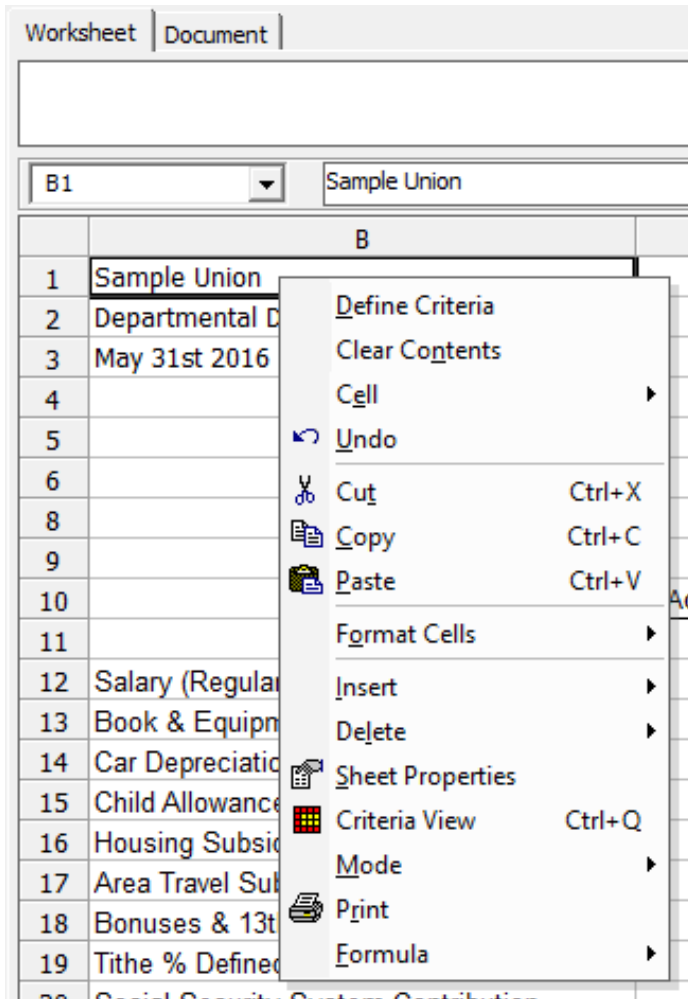
Worksheet Document {SheetTitle}						
B	C	D	E	F	G	H
1	Sample Union					
2	Departmental Discretionary Budget Report					
3	May 31st 2016					
4						
5						
6						
8						
9		Year-To-Date				
10		Current Year	Last Year	Annual		
11		Actual	Budget	Actual	Budget	Remainder
12	Salary (Regular)	1	1	1	1	0
13	Book & Equipment Allowance	1	1	1	1	0
14	Car Depreciation Allowance	1	1	1	1	0
15	Child Allowance	1	1	1	1	0
16	Housing Subsidy	1	1	1	1	0
17	Area Travel Subsidy (House to Office Travel)	1	1	1	1	0
18	Bonuses & 13th Month Pay	1	1	1	1	0
19	Tithe % Defined Benefit Plans Contribution	1	1	1	1	0
20	Social Security System Contribution	1	1	1	1	0
21	Moving Allowance	1	1	1	1	0
22	Educational Subsidy (Dependent Children)	1	1	1	1	0
23	AD & D Insurance	1	1	1	1	0
24	Survivor Benefits Insurance	1	1	1	1	0
25	Unemployment Insurance	1	1	1	1	0
26	Medical Policy Premium	1	1	1	1	0
27	Medical Subsidy	1	1	1	1	0
28	Tax Assistance	1	1	1	1	0
29	Travel Expense (Regular)	1	1	1	1	0
30		18	18	18	18	0
32						

Notice that when you are returned to the report, nothing will appear in the cell in which you created the Breakout Code. Don't panic. This is normal. The Breakout will work just the way we want it to.

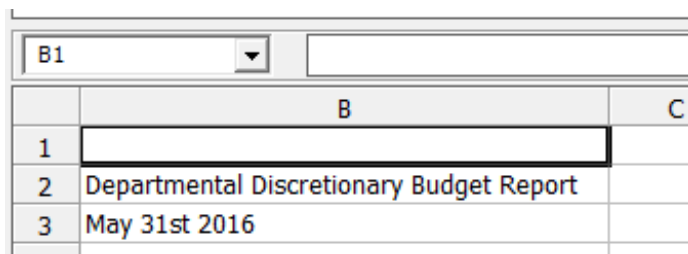
Organization Name Link

We want the organization's name to be displayed in cell B1. We also want the report to be transportable to other organizations, if necessary.

- Right-click in cell B1




- Select Clear Contents



- Click in cell B1

Reference Link

Data Type Reference Link 

Definition Options

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					

Selection List

Output

Item Target Cell

- Select the Business Unit Filter row in the Reference Link interface
- Then click in the Filter From field of the BU Prompt

Code	Description	Filter From	Filter To
CurrentYTD	Enter Current Year-to-Date Range	2009001	2009008
PriorYTD	Enter Prior Year-to-Date	2008001	2008008
CurrentYear	Enter Current Year Range	2009001	2009012
BU	Enter Business Unit	ATA	

Workbook 1

Worksheet Document

{SheetTitle}

B1

B

1

2 Departmental Discretionary

3 May 31st 2016

4


5

6

8

9

Reference Link

Data Type Reference Link 

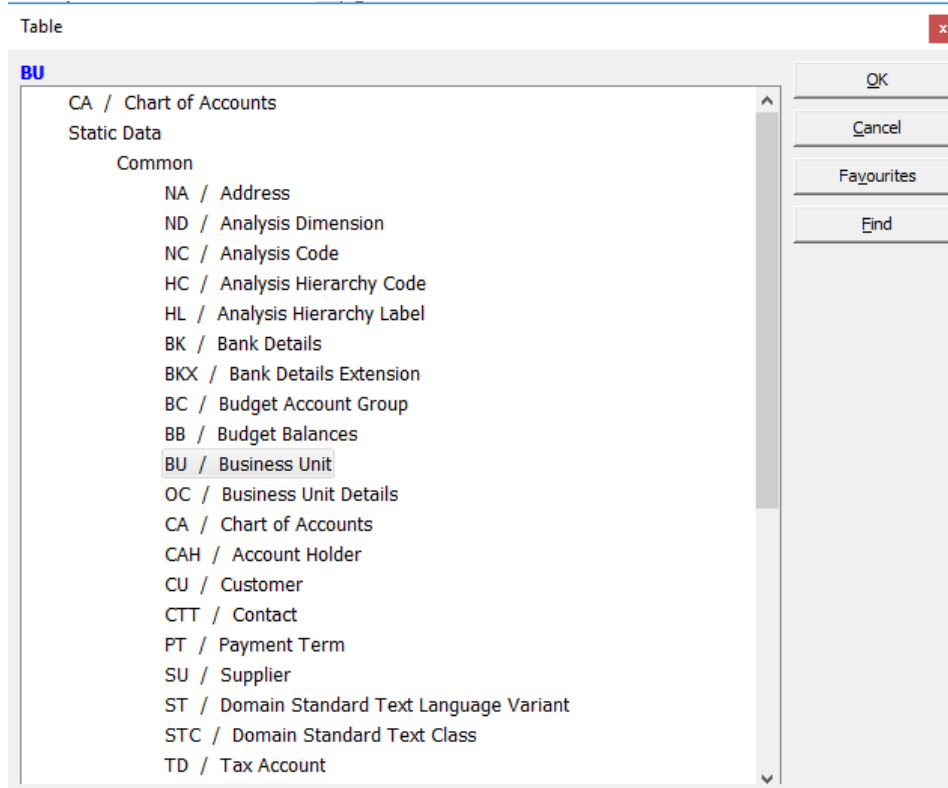
Definition Options

Filter

Filter From =(BU) ... ATA



Description	Filter From	Filter To	Value From	Value To
Product	SunSystems 6		SunSystems 6	
Business Unit	=(BU)	=(BU)	ATA	ATA
Table				

- Select the Table filter row in the Reference Link interface
- Select Static Data in the Table dropdown list
- Expand Common
- Select BU / Business Unit Details




- Click OK
- Select Business Unit Description as the Output value
- Select Business Unit Code filter row in the Reference Link interface
- Click on Filter From field of BU prompt

Reference Link

Data Type Reference Link  **B1** 

Definition | Options

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	=(BU)		ATA		
Table	BU		Business Unit		
Business Unit Code	=(BU)		ATA		

Selection List

- Business Unit Code**
- Business Unit Description**
- Pivot Currency
- Base Currency
- [-] CN Base Currency
 - Base Currency Name
 - Base Currency Amt Dec Places
 - Base Currency Amount Balancing
 - Debit/Net Balancing Account
 - Credit Balancing Account
 - Rounding Threshold
 - Base Currency Post Rule
 - Write On/Write Off Tolerance
 - Write On Account
 - Write Off/Net Account
 - Other Currency Name

Output

Item	Target Cell
BU\Business Unit Description	B1

Help OK Cancel

- Click OK

Code	Description	Filter From	Filter To
CurrentYTD	Enter Current Year-to-Date Range	2009001	2009008
PriorYTD	Enter Prior Year-to-Date	2008001	2008008
CurrentYear	Enter Current Year Range	2009001	2009012
BU	Enter Business Unit	ATA	

Worksheet

Document

Workbook 1

Sheet1

B1

=AGEDTLK(1,"",-2,0)

	B	C	D	E	F	G
1	ABC					
2	Departmental Discretionary Budget Report					
3	May 31st 2016					
4						
5						
6						
8			Year-To-Date			
9			Current Year	Last Year	Annual	
10			Actual	Budget	Actual	Budget
11						Remainder
12	Salary (Regular)	1	1	1	1	0
13	Book & Equipment Allowance	1	1	1	1	0
14	Car Depreciation Allowance	1	1	1	1	0
15	Child Allowance	1	1	1	1	0
16	Housing Subsidy	1	1	1	1	0

Our report is ready to go!

- Click the Save icon

Extract

Time to see how our report looks!

- Click the Query icon



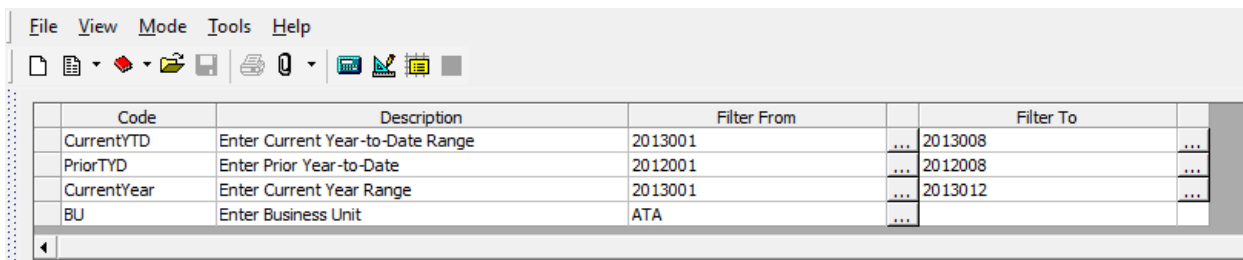
File View Mode Tools Help

Code	Description	Filter From	Filter To
CurrentYTD	Enter Current Year-to-Date Range	2009001 ...	2009008 ...
PriorTYD	Enter Prior Year-to-Date	2008001 ...	2008008 ...
CurrentYear	Enter Current Year Range	2009001 ...	2009012 ...
BU	Enter Business Unit	ATA ...	

◀

Because our report uses Prompts, we have an extra step. We need to specify the Accounting Period values.

- Change any prompt values you need to get the results you are looking for



- Click Extract 
- Click Extract Primary Worksheets 

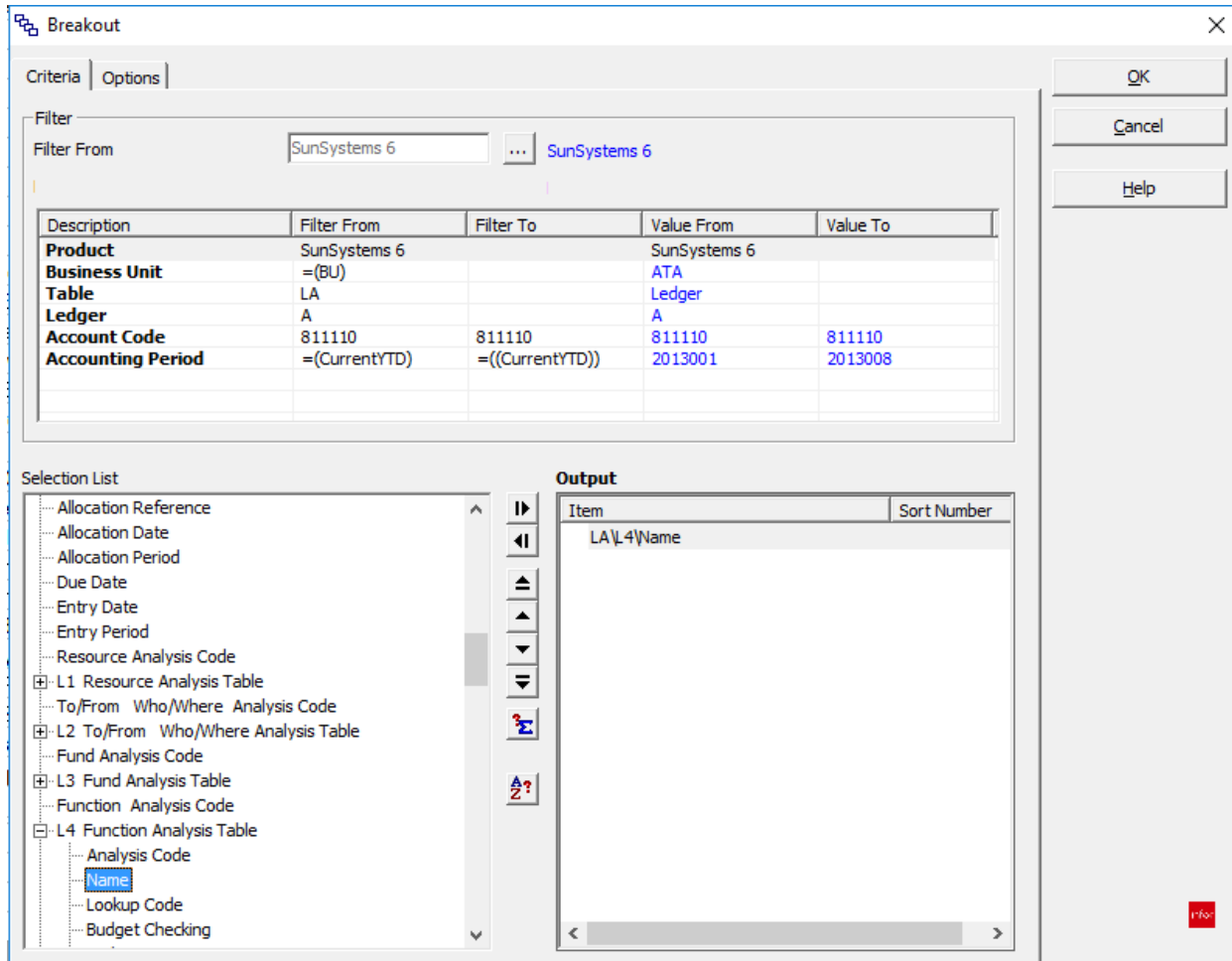
Worksheet Document							
Sheet1							
	B	C	D	E	F	G	H
1	Adventist Demonstration Business Unit						
2	Departmental Discretionary Budget Report						
3	May 31st 2016						
4							
5							
6							
8		Year-To-Date					
9		Current Year		Last Year	Annual		
10		Actual	Budget	Actual	Budget	Remainder	
11							
12	Salary (Regular)	1,987,538	2,235,699	0	2,980,932	993,394	
13	Book & Equipment Allowance	0	0	0	0	0	
14	Car Depreciation Allowance	80,000	90,000	0	120,000	40,000	
15	Child Allowance	25,440	28,620	0	38,160	12,720	
16	Housing Subsidy	0	0	0	0	0	
17	Area Travel Subsidy (House to Office Travel)	23,520	26,460	0	35,280	11,760	
18	Bonuses & 13th Month Pay	0	0	0	0	0	
19	Tithe % Defined Benefit Plans Contribution	0	0	0	0	0	
20	Social Security System Contribution	0	0	0	0	0	
21	Moving Allowance	0	0	0	0	0	
22	Educational Subsidy (Dependent Children)	0	0	0	0	0	
23	AD & D Insurance	0	0	0	0	0	
24	Survivor Benefits Insurance	0	0	0	0	0	
25	Unemployment Insurance	0	0	0	0	0	
26	Medical Policy Premium	12,571	35,280	0	47,040	34,469	
27	Medical Subsidy	0	0	0	0	0	
28	Tax Assistance	49,683	55,893	0	74,524	24,841	
29	Travel Expense (Regular)	0	0	0	0	0	
30		2,178,752	2,471,952	0	3,295,936	1,117,184	
32							

If these numbers seem odd, it is because this is a sparsely and randomly populated demonstration business unit.

Notice that the name of the Business Unit has been pulled into cell B1.

You may want to check the numbers in column G just to make sure the math is working correctly. Our report looks fine. We are ready to do a Breakout.

- Click the Breakout icon 
- Specify by Function Name



The Breakout dialog box is shown with the 'Criteria' tab selected. The 'Filter From' field is set to 'SunSystems 6'. The 'Filter To' field is also set to 'SunSystems 6'. The 'Value From' and 'Value To' fields are both set to 'SunSystems 6'. The 'Filter' section contains a table with the following data:

Description	Filter From	Filter To	Value From	Value To
Product	SunSystems 6		SunSystems 6	
Business Unit	=(BU)		ATA	
Table	LA		Ledger	
Ledger	A		A	
Account Code	811110	811110	811110	811110
Accounting Period	=(CurrentYTD)	=((CurrentYTD))	2013001	2013008

The 'Selection List' on the left contains the following items:

- Allocation Reference
- Allocation Date
- Allocation Period
- Due Date
- Entry Date
- Entry Period
- Resource Analysis Code
- L1 Resource Analysis Table
- To/From Who/Where Analysis Code
- L2 To/From Who/Where Analysis Table
- Fund Analysis Code
- L3 Fund Analysis Table
- Function Analysis Code
- L4 Function Analysis Table
- Analysis Code
- Name**
- Lookup Code
- Budget Checking

The 'Output' section on the right shows a table with the following data:

Item	Sort Number
LA\4\Name	

The 'OK' button is highlighted in red.

- Click OK

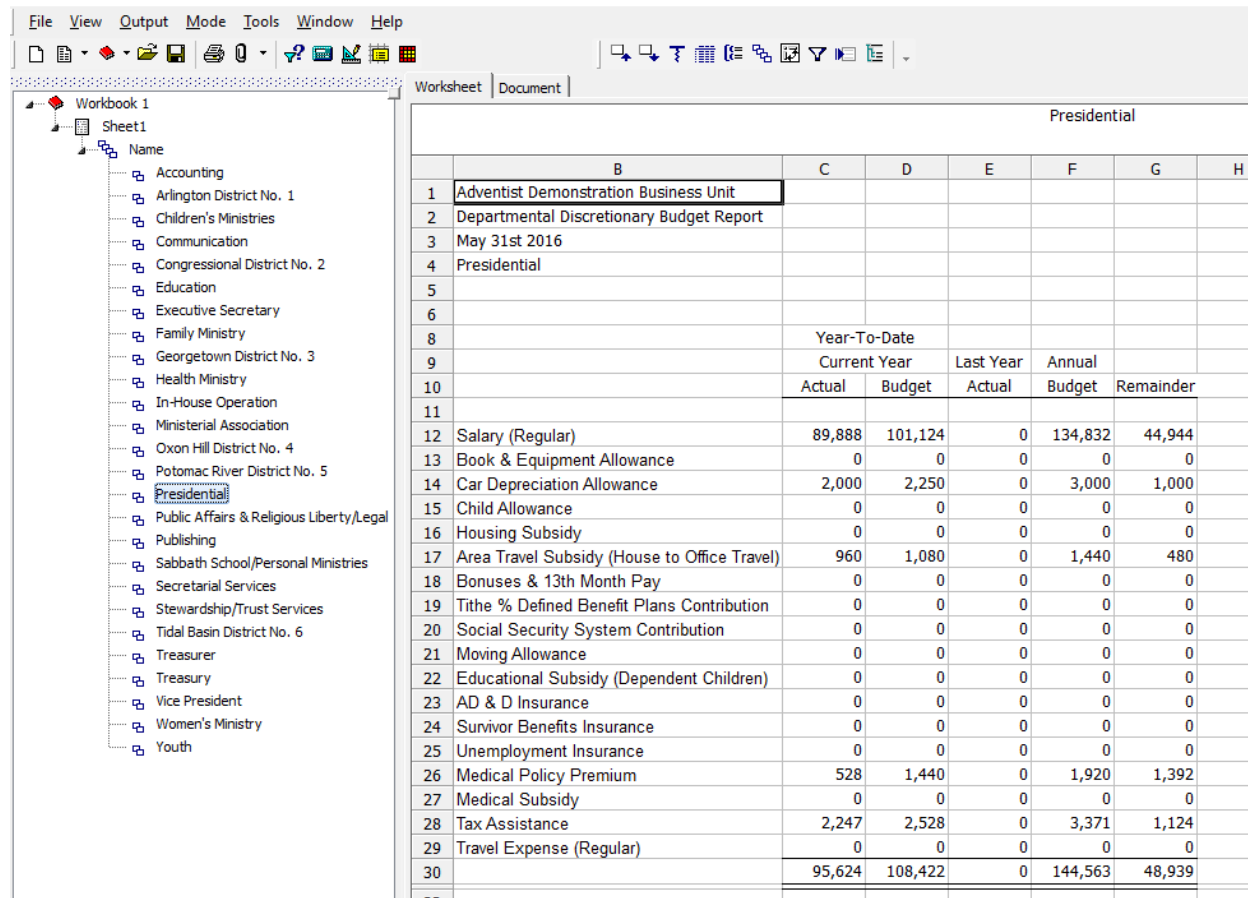
File View Output Mode Tools Window Help

Check it out! We have a very impressive report.

Notice that there is now a value in cell B4 – the name of the particular Department.

Notice also the list of Breakouts in the Drill Tree Pane. We should have a separate Breakout document for each of the Departments. To look at a different Department's statement, simply select it from the Drill Tree Pane list.

- Click on Presidential



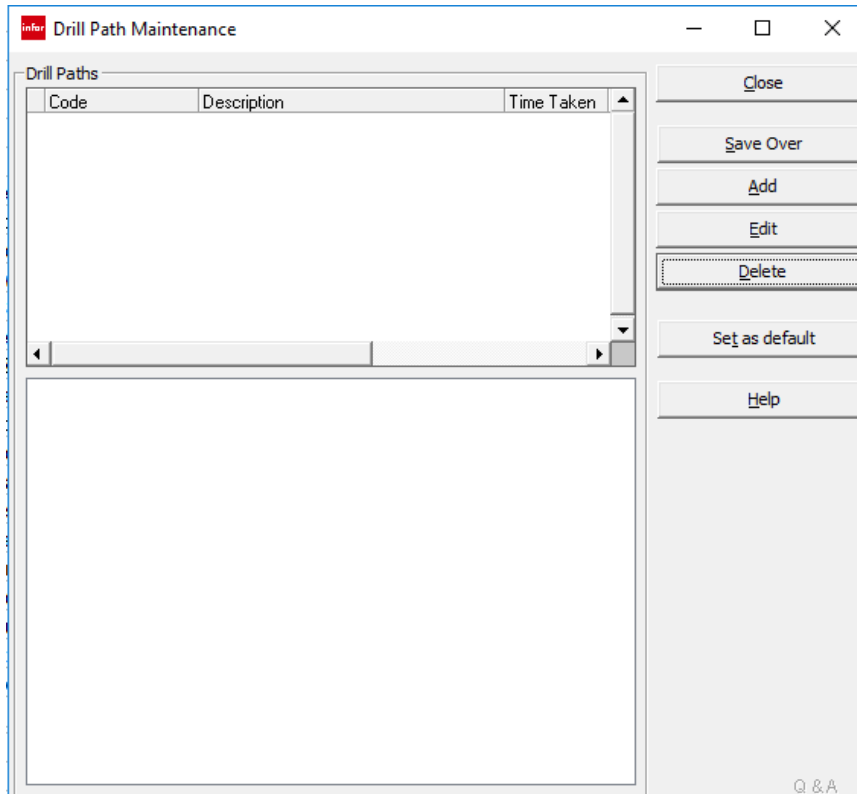
Presidential						
	B	C	D	E	F	G
1	Adventist Demonstration Business Unit					
2	Departmental Discretionary Budget Report					
3	May 31st 2016					
4	Presidential					
5						
6						
7						
8		Year-To-Date				
9		Current Year		Last Year	Annual	
10		Actual	Budget	Actual	Budget	Remainder
11						
12	Salary (Regular)	89,888	101,124	0	134,832	44,944
13	Book & Equipment Allowance	0	0	0	0	0
14	Car Depreciation Allowance	2,000	2,250	0	3,000	1,000
15	Child Allowance	0	0	0	0	0
16	Housing Subsidy	0	0	0	0	0
17	Area Travel Subsidy (House to Office Travel)	960	1,080	0	1,440	480
18	Bonuses & 13th Month Pay	0	0	0	0	0
19	Tithe % Defined Benefit Plans Contribution	0	0	0	0	0
20	Social Security System Contribution	0	0	0	0	0
21	Moving Allowance	0	0	0	0	0
22	Educational Subsidy (Dependent Children)	0	0	0	0	0
23	AD & D Insurance	0	0	0	0	0
24	Survivor Benefits Insurance	0	0	0	0	0
25	Unemployment Insurance	0	0	0	0	0
26	Medical Policy Premium	528	1,440	0	1,920	1,392
27	Medical Subsidy	0	0	0	0	0
28	Tax Assistance	2,247	2,528	0	3,371	1,124
29	Travel Expense (Regular)	0	0	0	0	0
30		95,624	108,422	0	144,563	48,939


You can click on any number in this statement and run another drilldown.

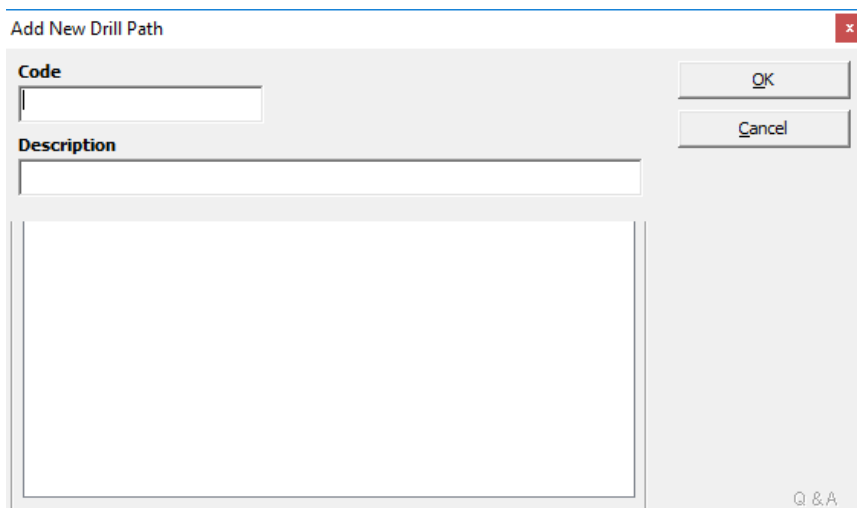
Save Drill Path

We can save the Drill Path so that the next time the report is run, the Breakout by Department will be ready to go.

- Click Drill Path Maintenance icon 



- Click the Add button 



- Give your Drill Path a Code. This can be anything you wish. We will use DEPT and give a Description of Departments

Code
DEPT

Description
Departments

- Children's Ministries
- Communication
- Congressional District No. 2
- Education
- Executive Secretary
- Family Ministry
- Georgetown District No. 3
- Health Ministry
- In-House Operation
- Ministerial Association

Q & A

- Click OK

Drill Path Maintenance

Code	Description	Time Taken
DEPT	Departments	00:00:00

Workbook 1
Sheet1

- Accounting
- Arlington District No. 1
- Children's Ministries
- Communication
- Congressional District No. 2
- Education
- Executive Secretary
- Family Ministry
- Georgetown District No. 3
- Health Ministry
- In-House Operation
- Ministerial Association

Close

Save Over

Add

Edit

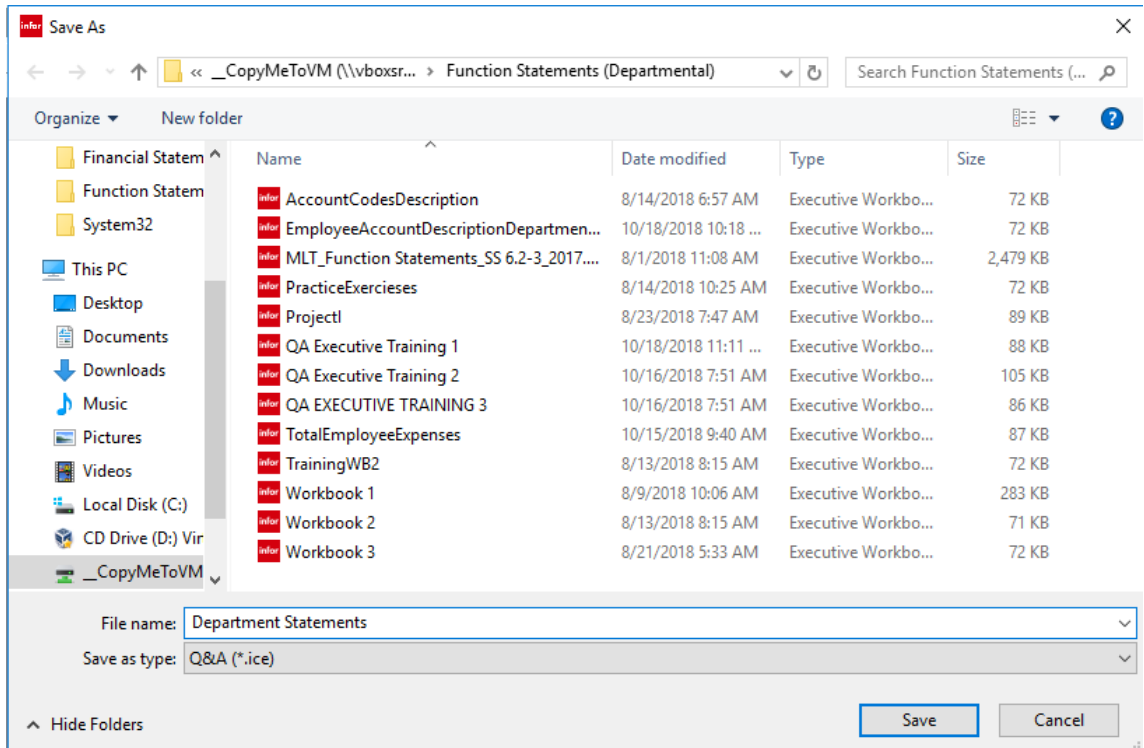
Delete

Set as default

Help

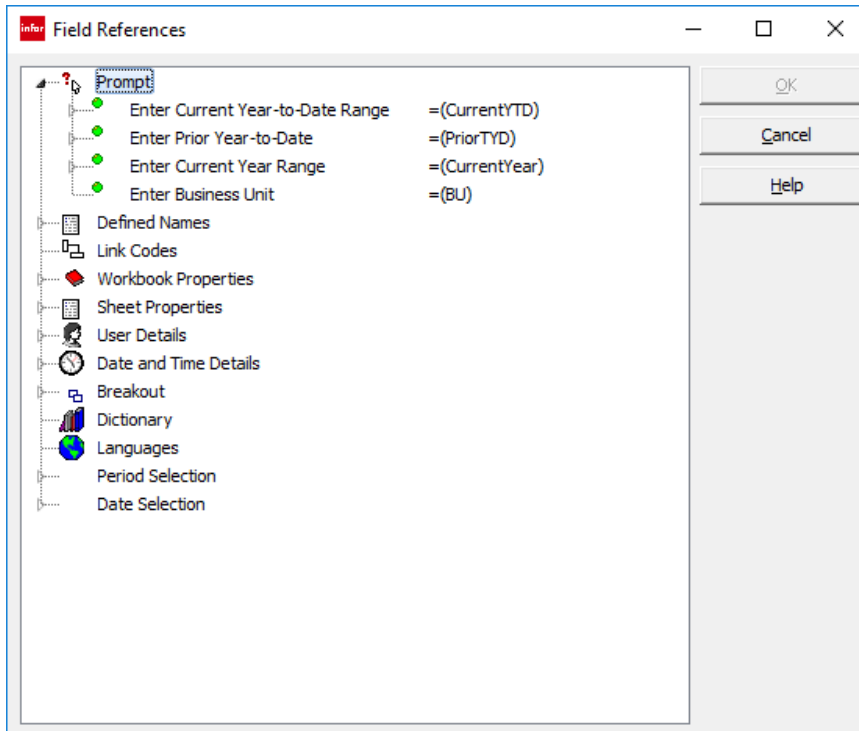
Q & A

- Click Close
- Click the Save icon

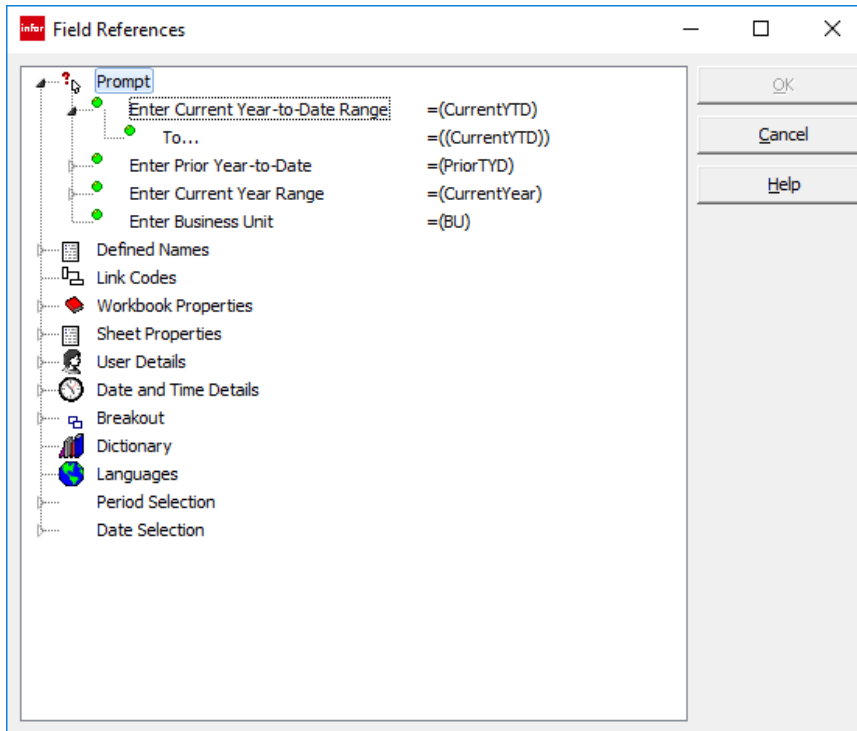


- Click Save

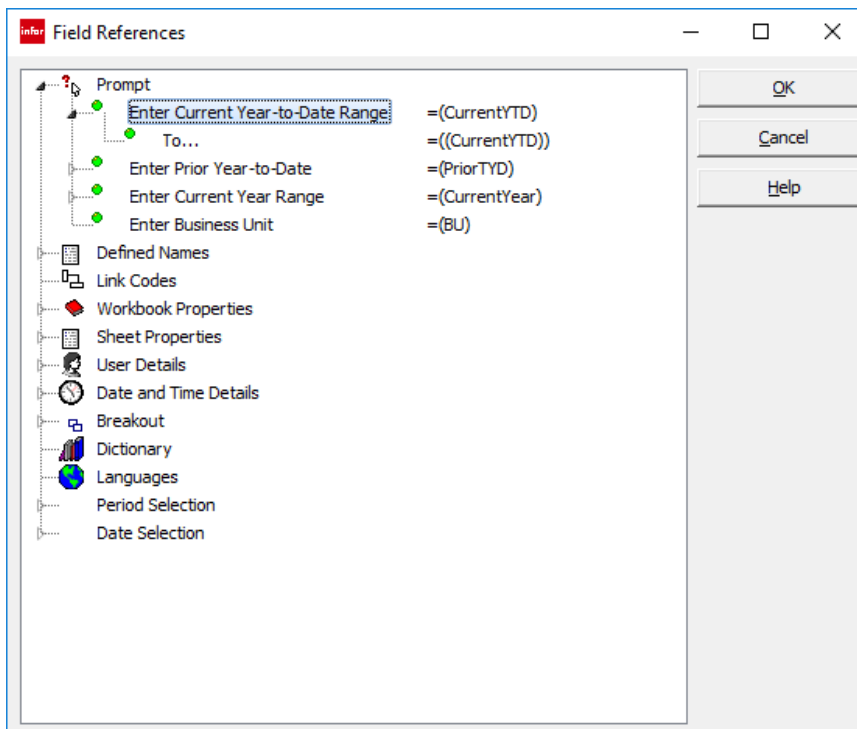
We are finished!




- Under the Header Prompt at the top of the Field References interface, you will see a list of the Prompts we have created
 - Select the prompt that you need for this mapping
 - Click the little arrow at the left of the list to expand that item
 - For our purpose in setting up a link to the Current Year prompt, click the Enter Current Year-to-Date Range arrow



- Notice that you can now see the Filter From and the Filter To prompts
- Choose the prompt you need





Summary Link

Data Type: Summary Link 

Definition | Options

Filter

Filter From:  =(CurrentYTD) ... 2009001 Link Code

Filter To: 

Description	Filter From	Filter To	Value From	Value To	Link Code
Table	LA		Ledger		
Ledger	=C\$7	=C\$7	A	A	
Account Code	=\$A12	=\$A12			
Accounting Period	=(CurrentYTD)		2009001		

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

Output

Item	Target Cell

Help OK Cancel

- Repeat the process with the Filter To field

Field References

Prompt

- Enter Current Year-to-Date Range = (CurrentYTD)
- Enter Prior Year-to-Date = ((CurrentYTD))
- Enter Current Year Range = (PriorTYD)
- Enter Business Unit = (CurrentYear)
- Enter Business Unit = (BU)

Defined Names

Link Codes

Workbook Properties

Sheet Properties

User Details

Date and Time Details

Breakout

Dictionary

Languages

Period Selection

Date Selection

OK

Cancel

Help

