

QA Training

Exporting a QA Executive Report

Q&A Reports can be easily exported.

In our last lesson, we prepared a Departmental Statement. In this lesson, we will export it.

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						
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
31						
32						

Output Options

There are several ways to output a report from Q&A Executive:

- Print directly from Q&A Executive
- Output to .PDF

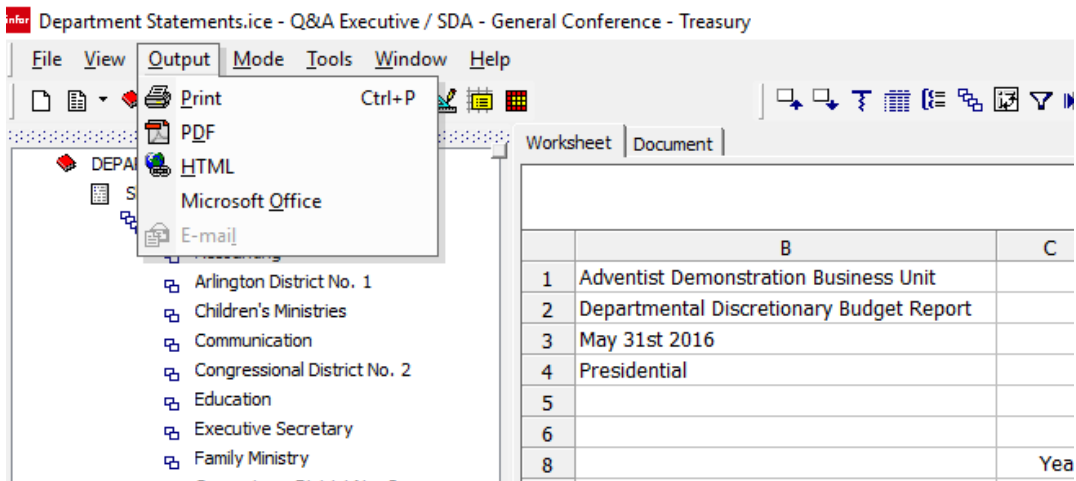
- Output to HTML
- Output to Microsoft Office
- Email

Print Directly from Q&A Executive

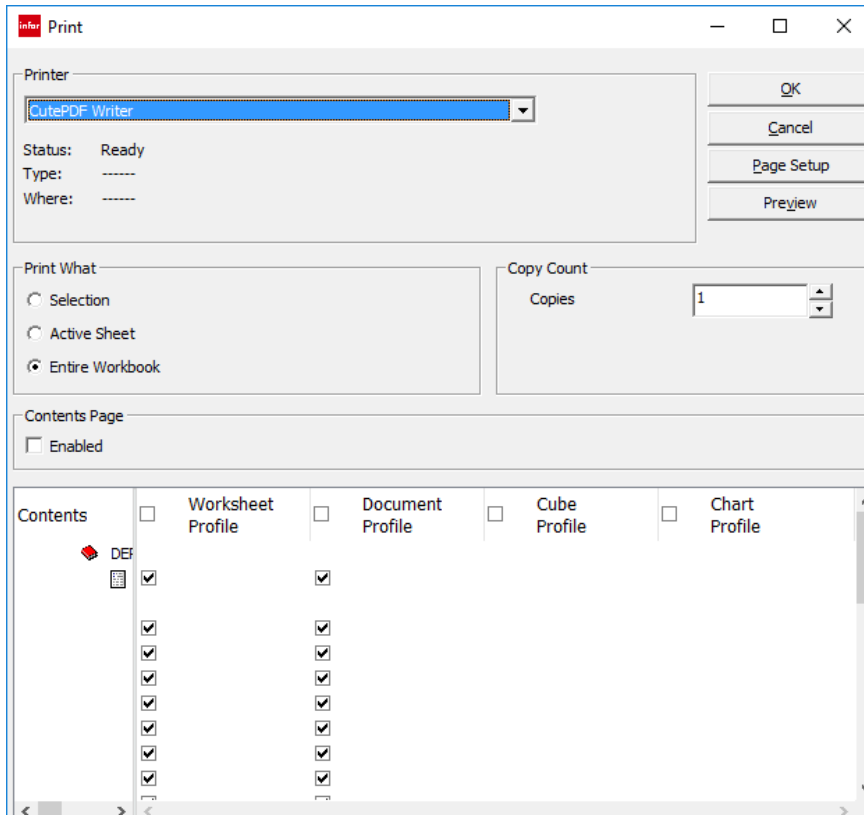
If a printer has been connected to the system, reports can be directly printed from Q&A Executive.

From the Extract Mode,

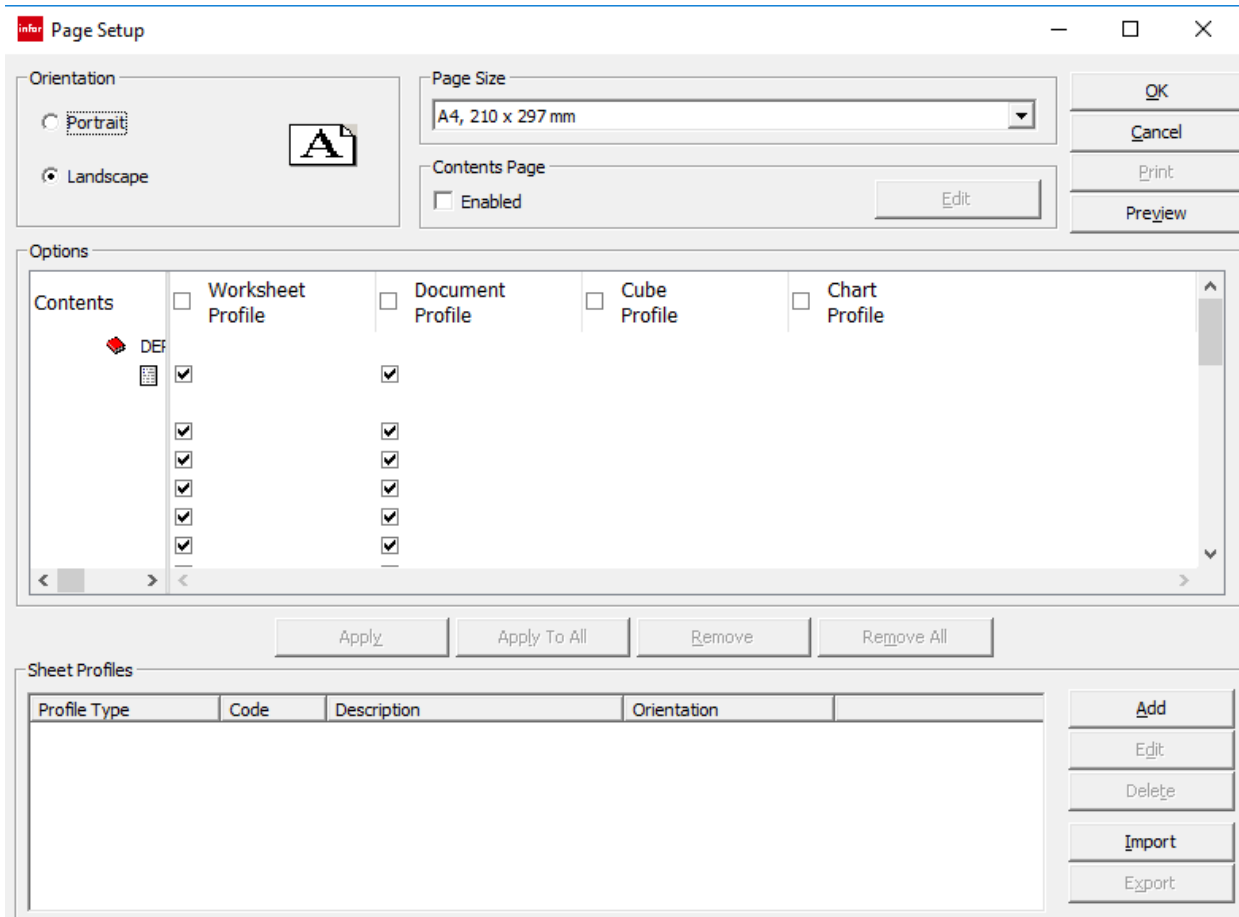
1. Open the Output menu



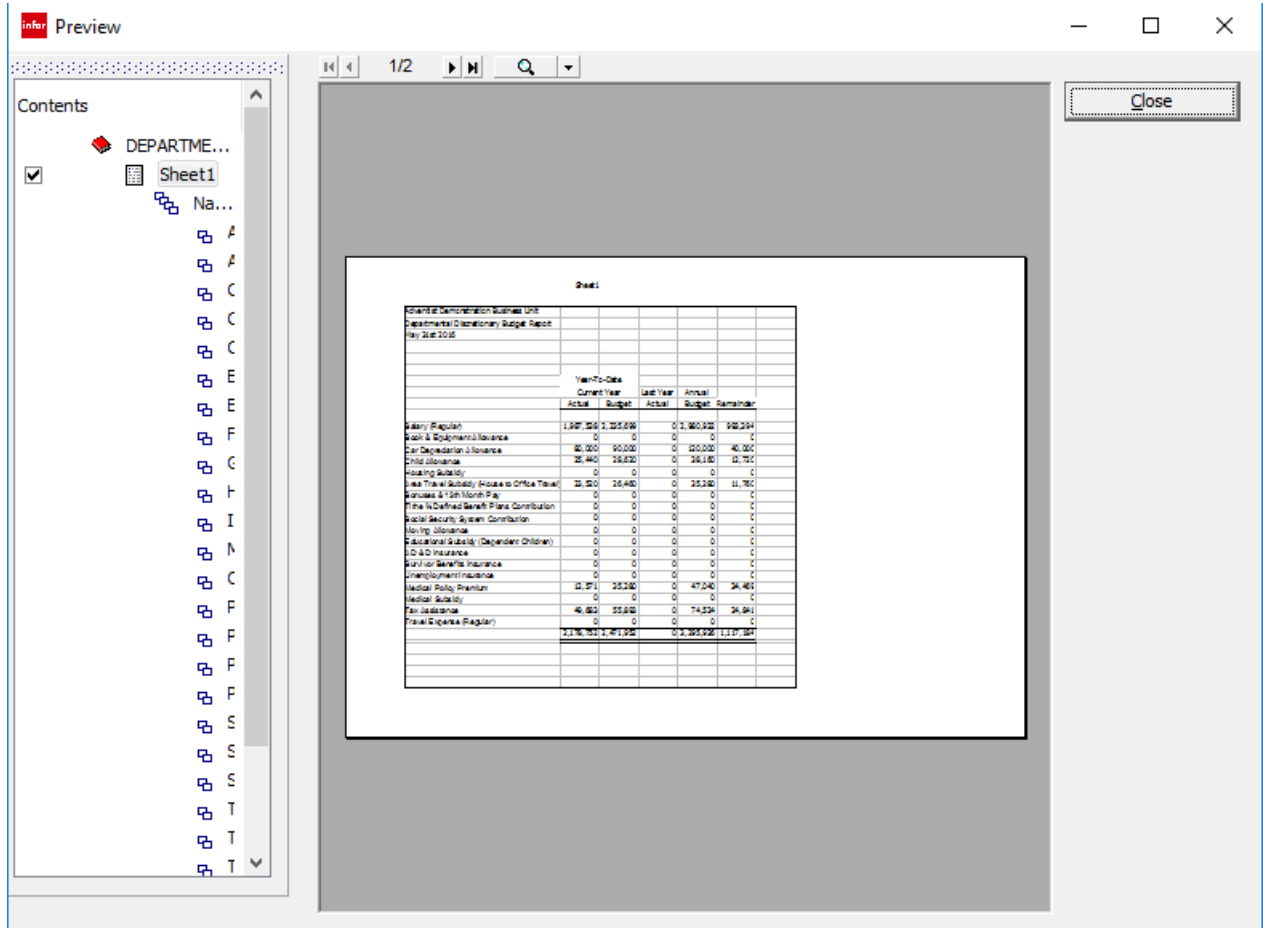
2. Select Print



3. You can choose which worksheets to print, or select them all
4. Click on Page Setup to modify features of the printout

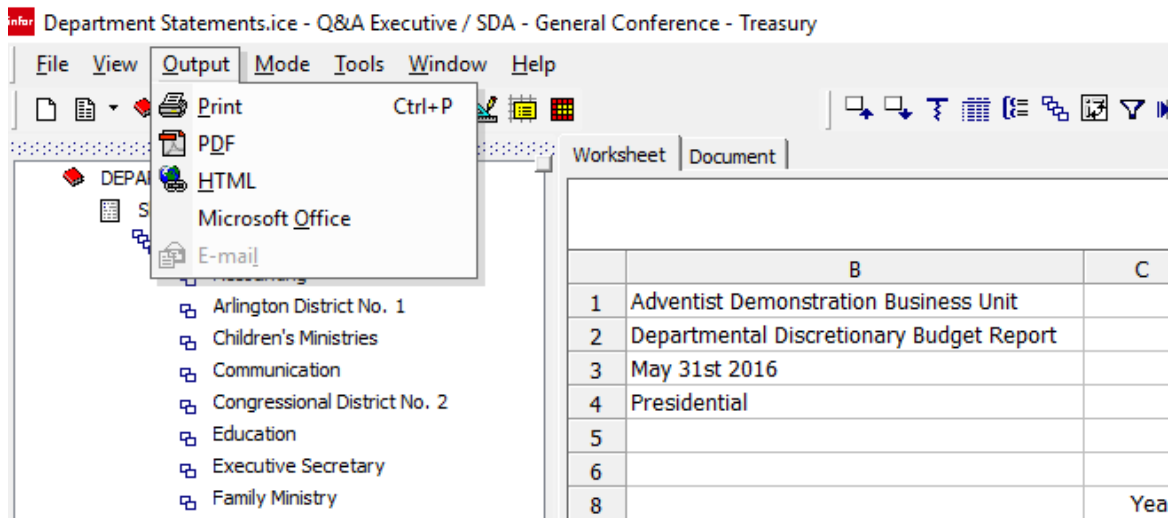


5. You can preview the output by clicking the Preview button



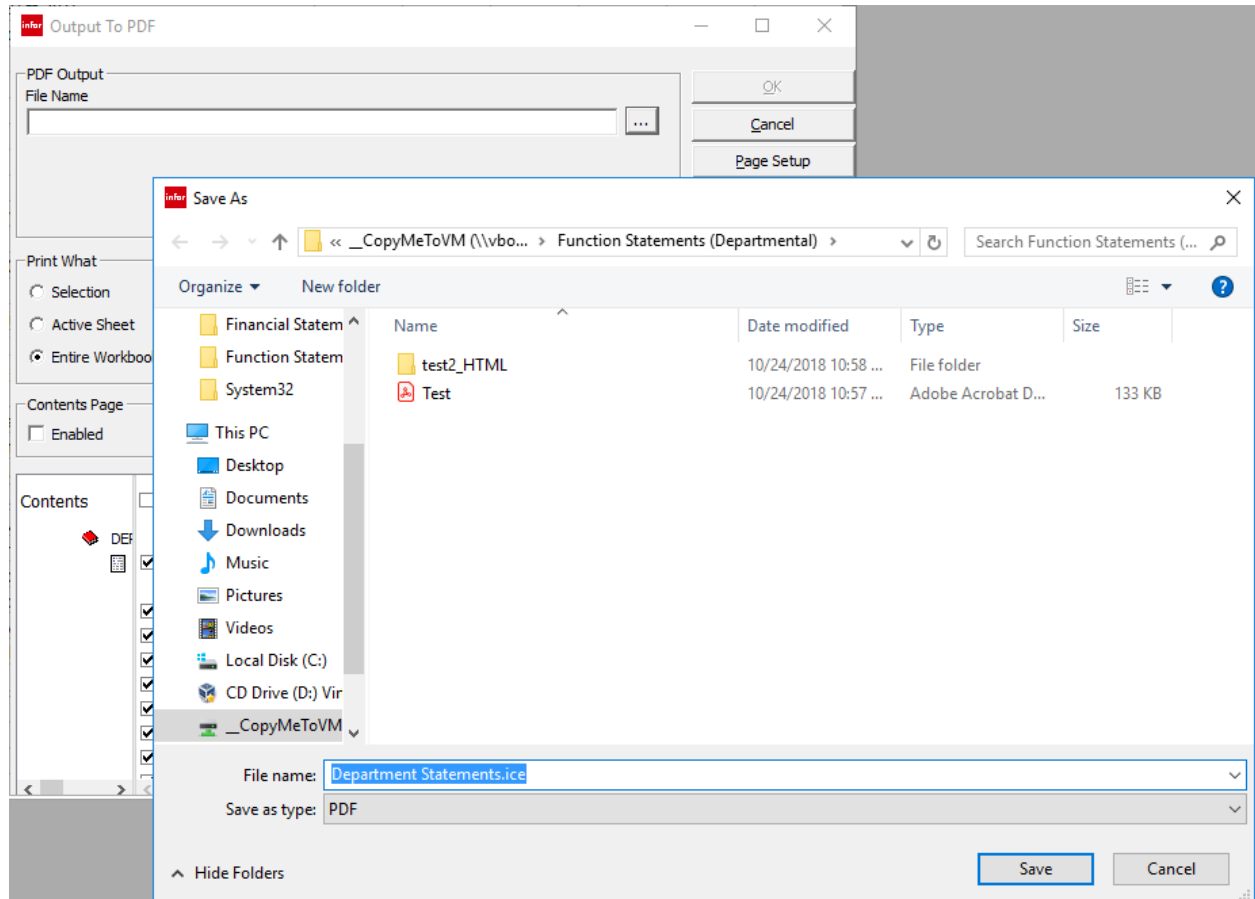
Output to PDF

- Select the Output menu



- Select PDF

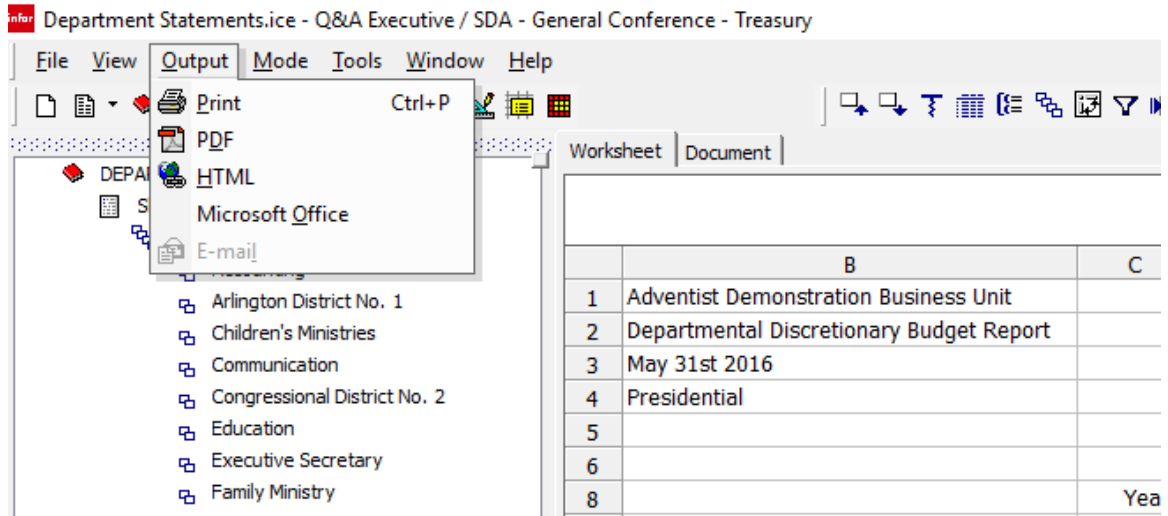
- Select where to save the report, and give the file a name



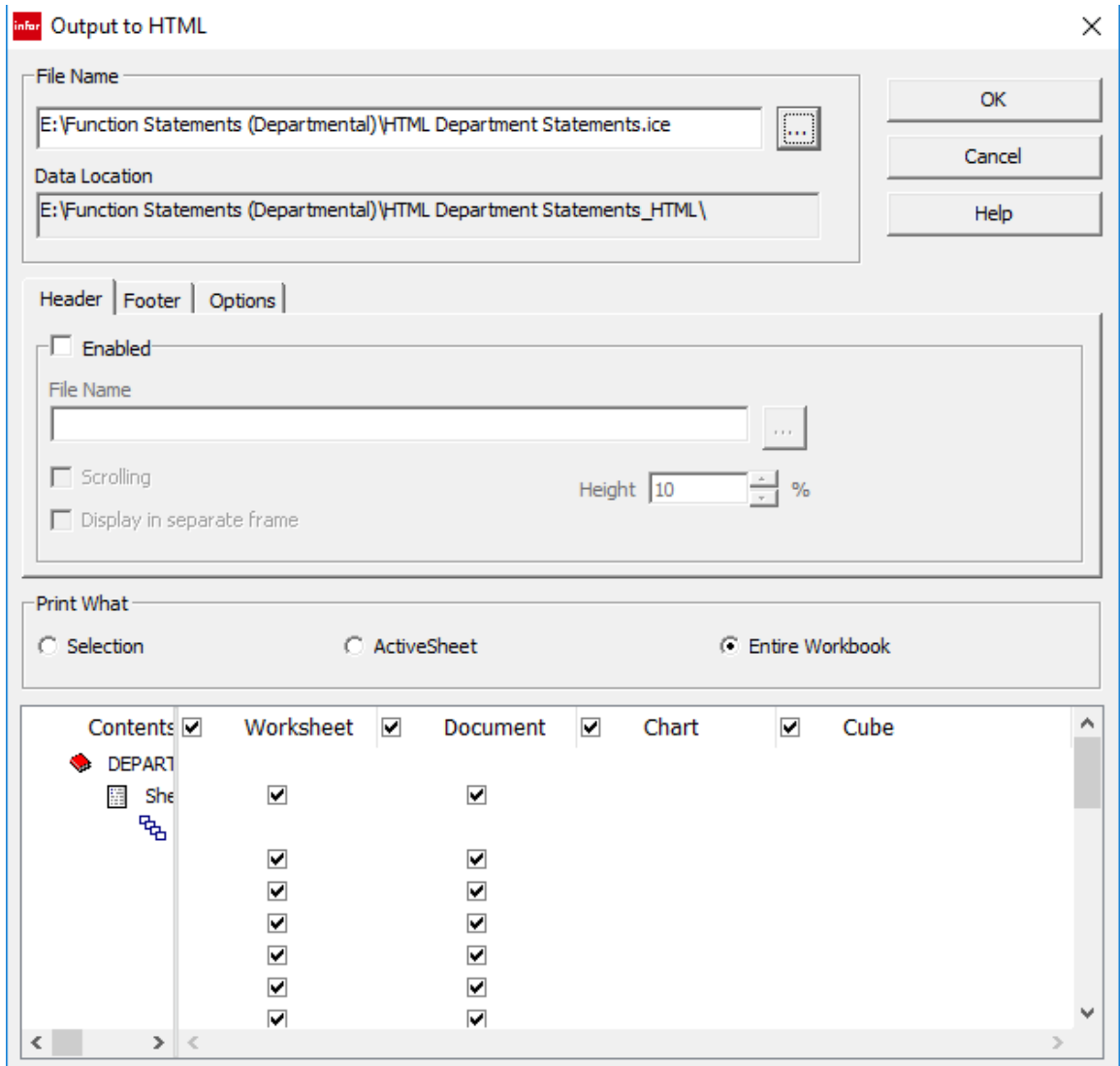
- Click Save
- As with the other outputs, you can choose the documents to include or exclude in the output, as well as modify the page layout.

Output to HTML

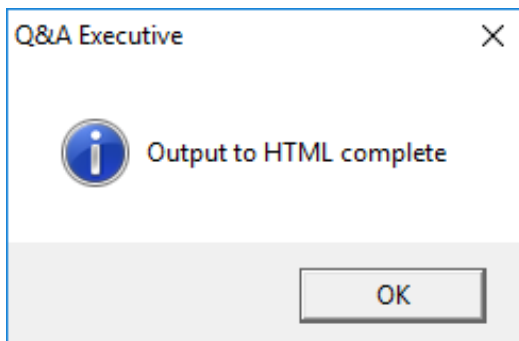
- Select the Output menu



- Select HTML



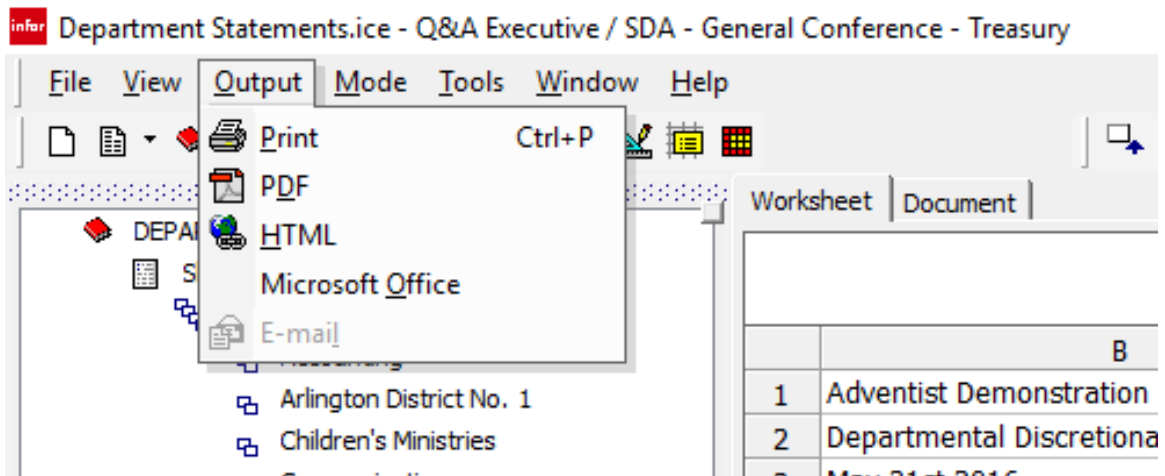
- Choose which documents to include or exclude, modify page setup
- Choose the location for storage
- Give the file a name
- Click OK



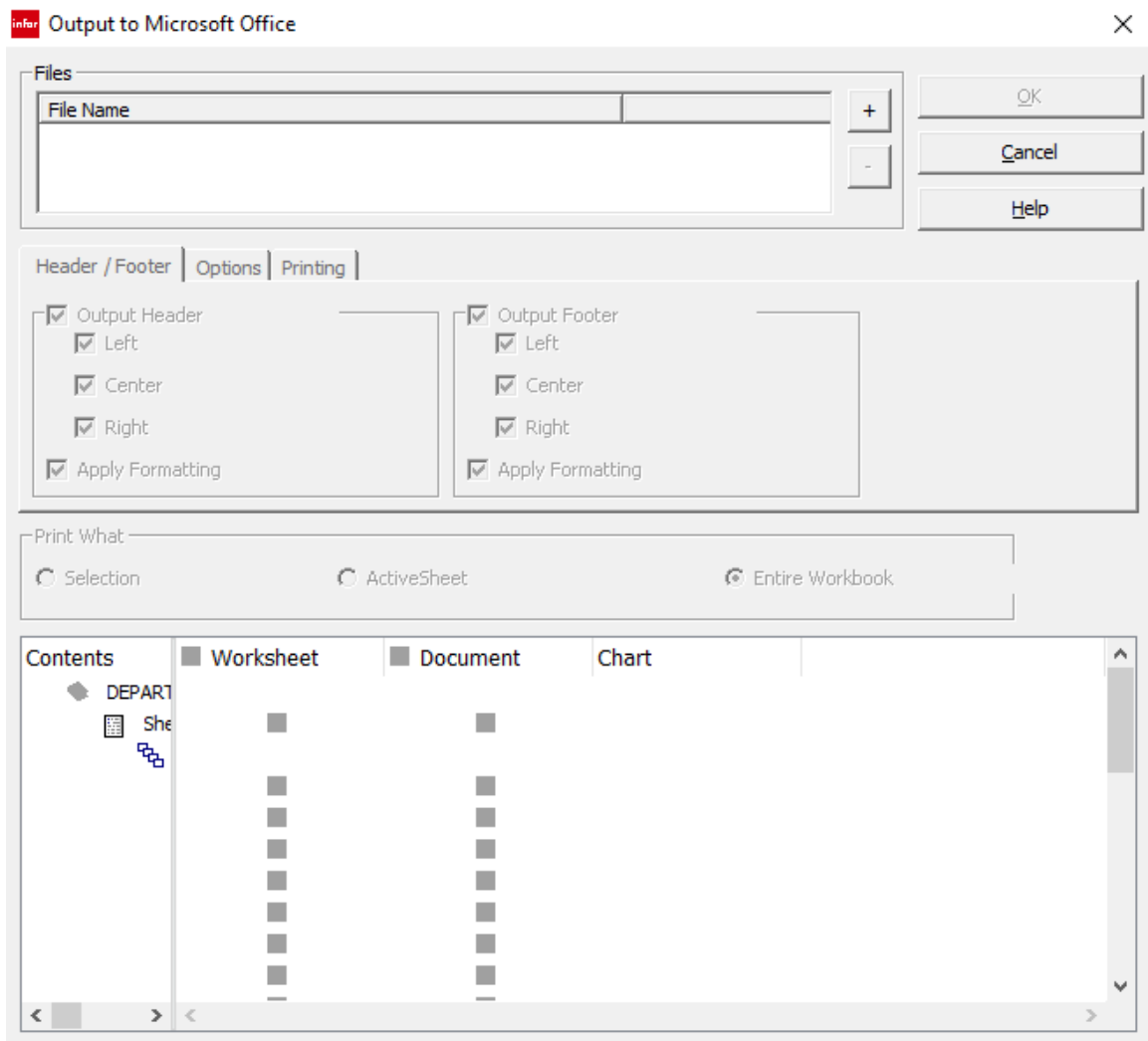
	Year-To-Date				
	Current Year		Last Year	Annual	Remainder
	Actual	Budget	Actual	Budget	
Adventist Demonstration Business Unit					
Departmental Discretionary Budget Report					
May 31st 2016					
Salary (Regular)	1,987,538	2,235,699	0	2,980,932	993,394
Book & Equipment Allowance	0	0	0	0	0
Car Depreciation Allowance	80,000	90,000	0	120,000	40,000
Child Allowance	25,440	28,620	0	38,160	12,720
Housing Subsidy	0	0	0	0	0
Area Travel Subsidy (House to Office Travel)	23,520	26,460	0	35,280	11,760
Bonuses & 13th Month Pay	0	0	0	0	0
Title % Defined Benefit Plans Contribution	0	0	0	0	0
Social Security System Contribution	0	0	0	0	0
Moving Allowance	0	0	0	0	0
Educational Subsidy (Dependent Children)	0	0	0	0	0
AD & D Insurance	0	0	0	0	0
Survivor Benefits Insurance	0	0	0	0	0
Unemployment Insurance	0	0	0	0	0
Medical Policy Premium	12,571	35,280	0	47,040	34,469

Output to Microsoft Office

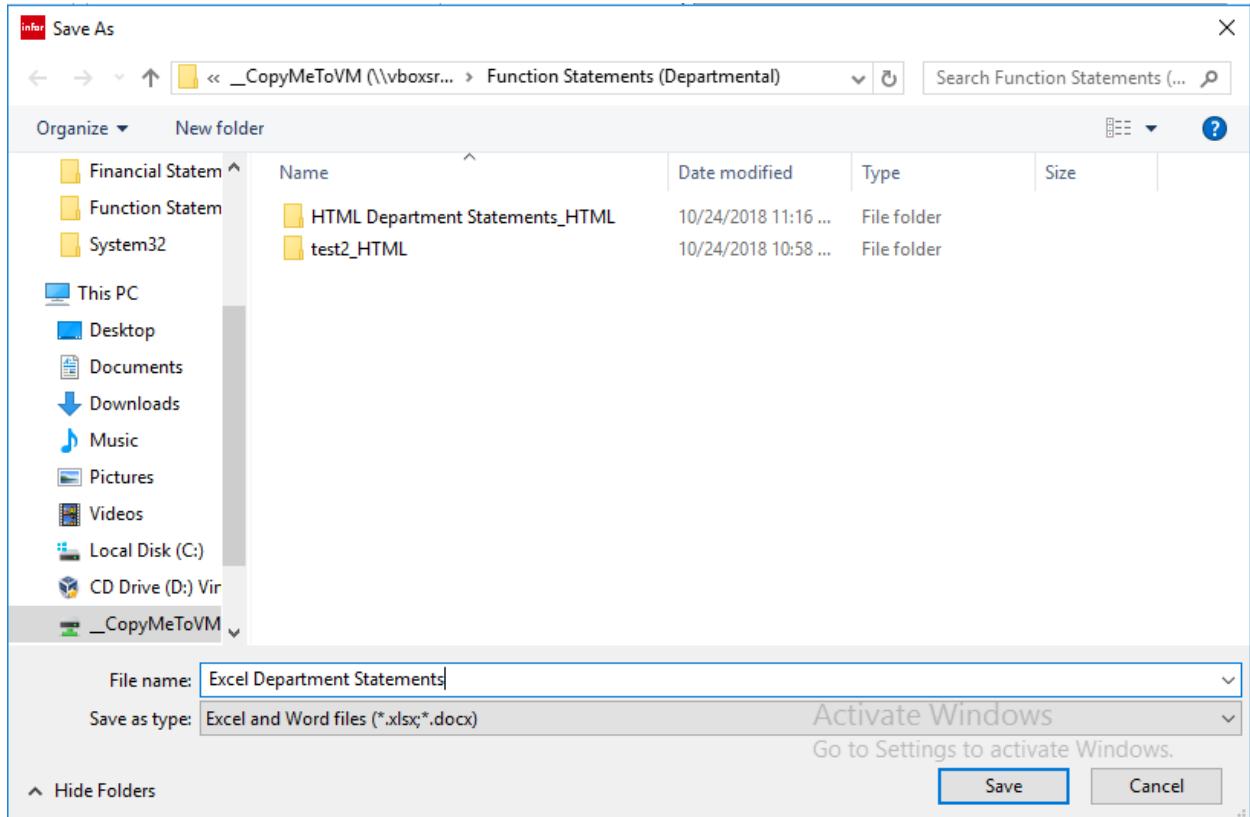
- Open the Output menu



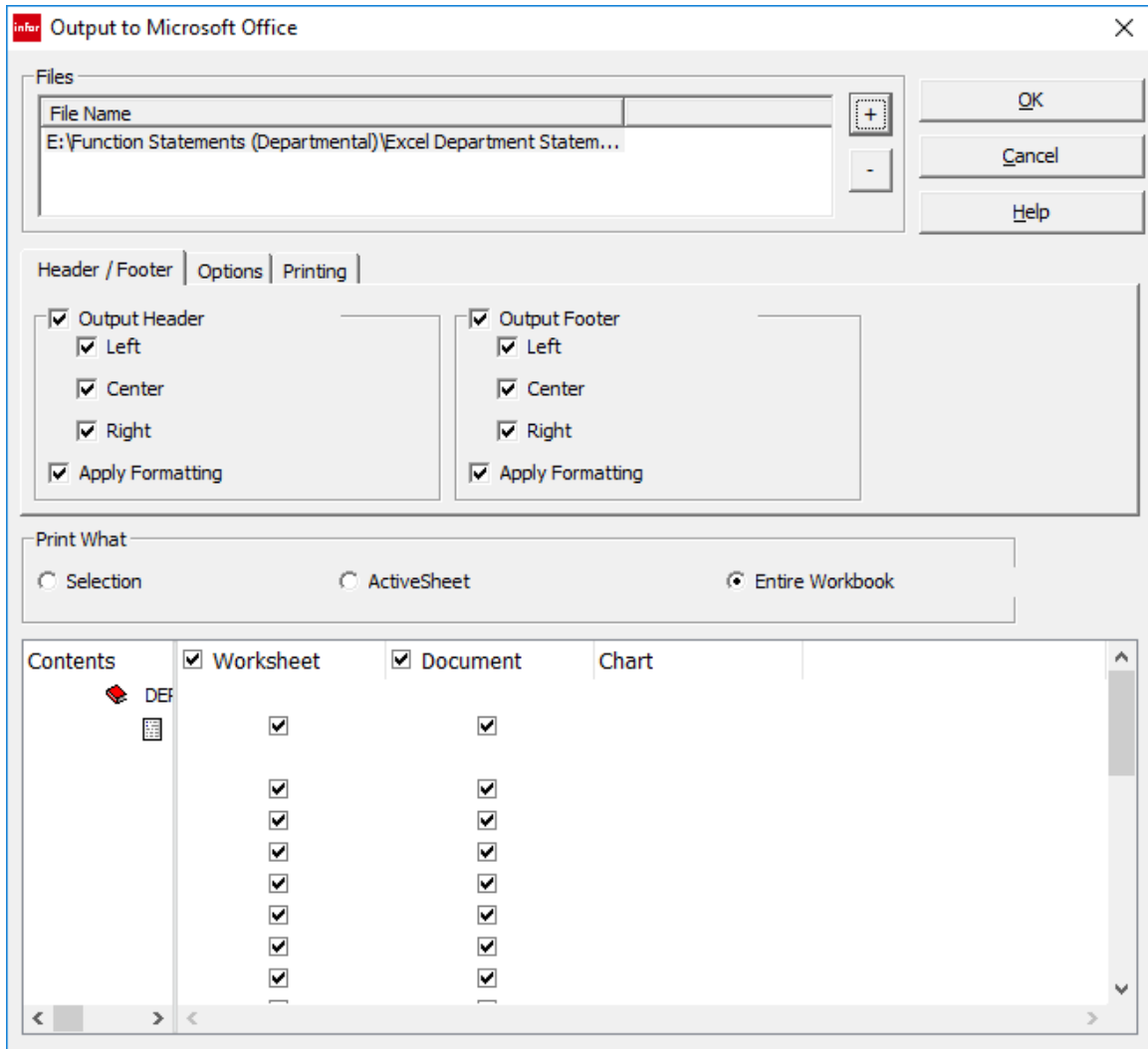
- Choose Microsoft Office



- Click the + button at the right of the Files pane
- Give the file a name and choose the directory in which you want to save the report
 - Note: Files can be saved as either Word or Excel



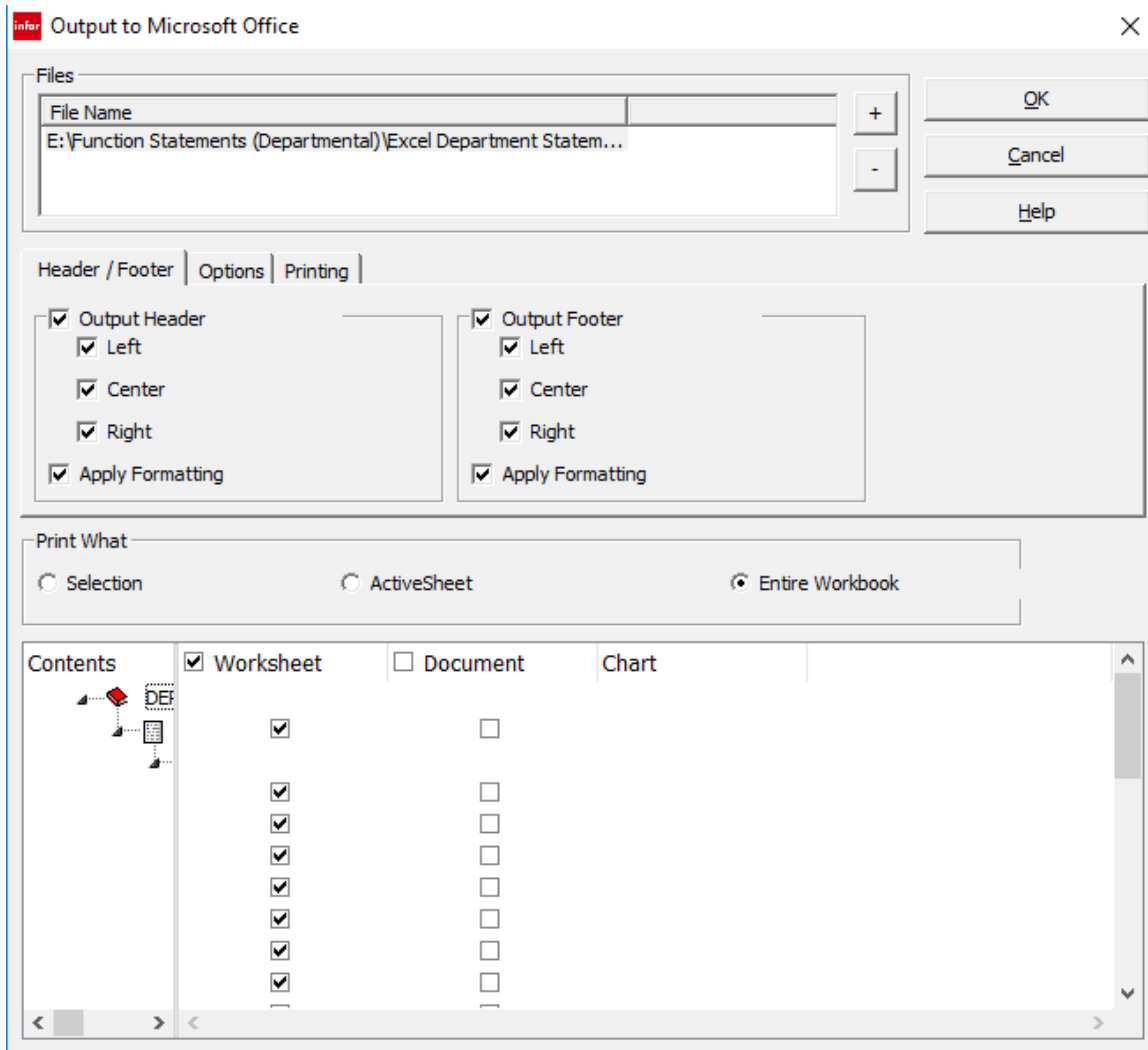
- Click Save



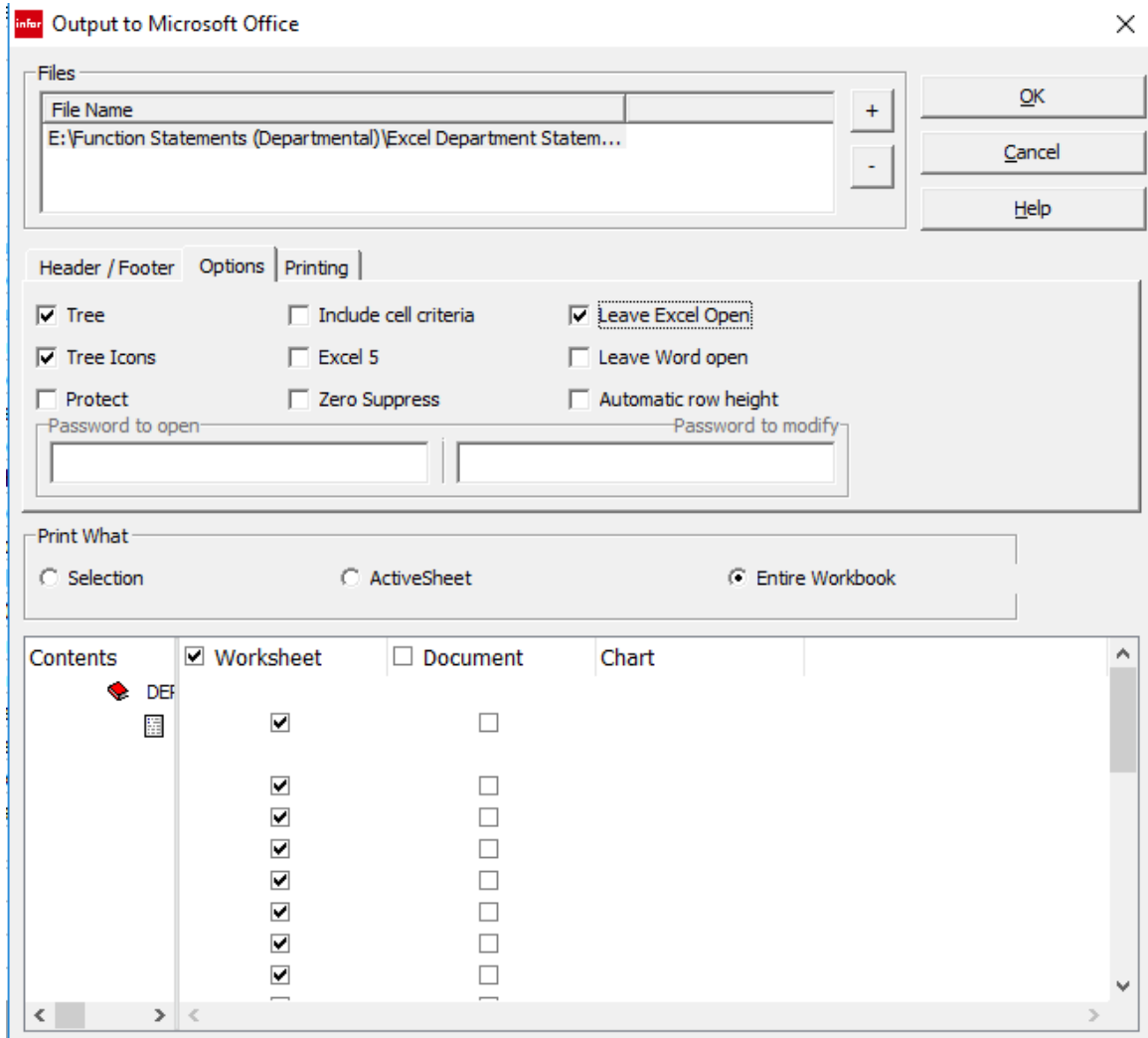
There are several options for modifying the output documents in whichever method of output you choose. These options may seem confusing until you become familiar with them.

By unchecking the Document checkbox in the header of the lower pane, you can remove outputs to Microsoft Word.

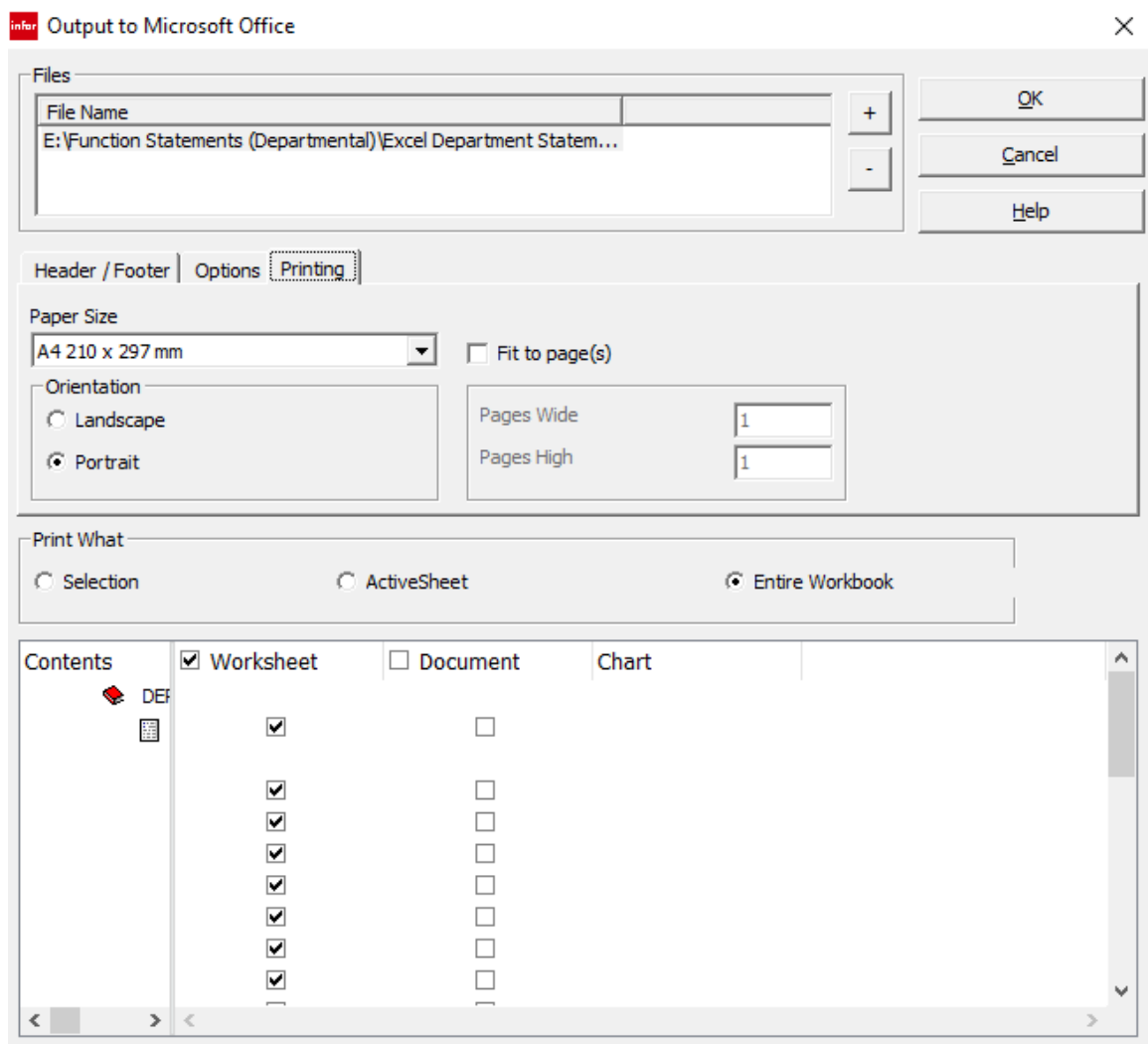
- Remove outputs to Microsoft Word by unchecking the Documents checkbox



- The options I like to use are (you can choose whichever options you want):
 - Uncheck Output to Header and Output to Footer
 - Check Tree and Tree Icons
 - Uncheck Include cell criteria
 - Uncheck Excel 5
 - Uncheck Zero Suppress (though this one could be interesting)
 - Check Leave Excel Open

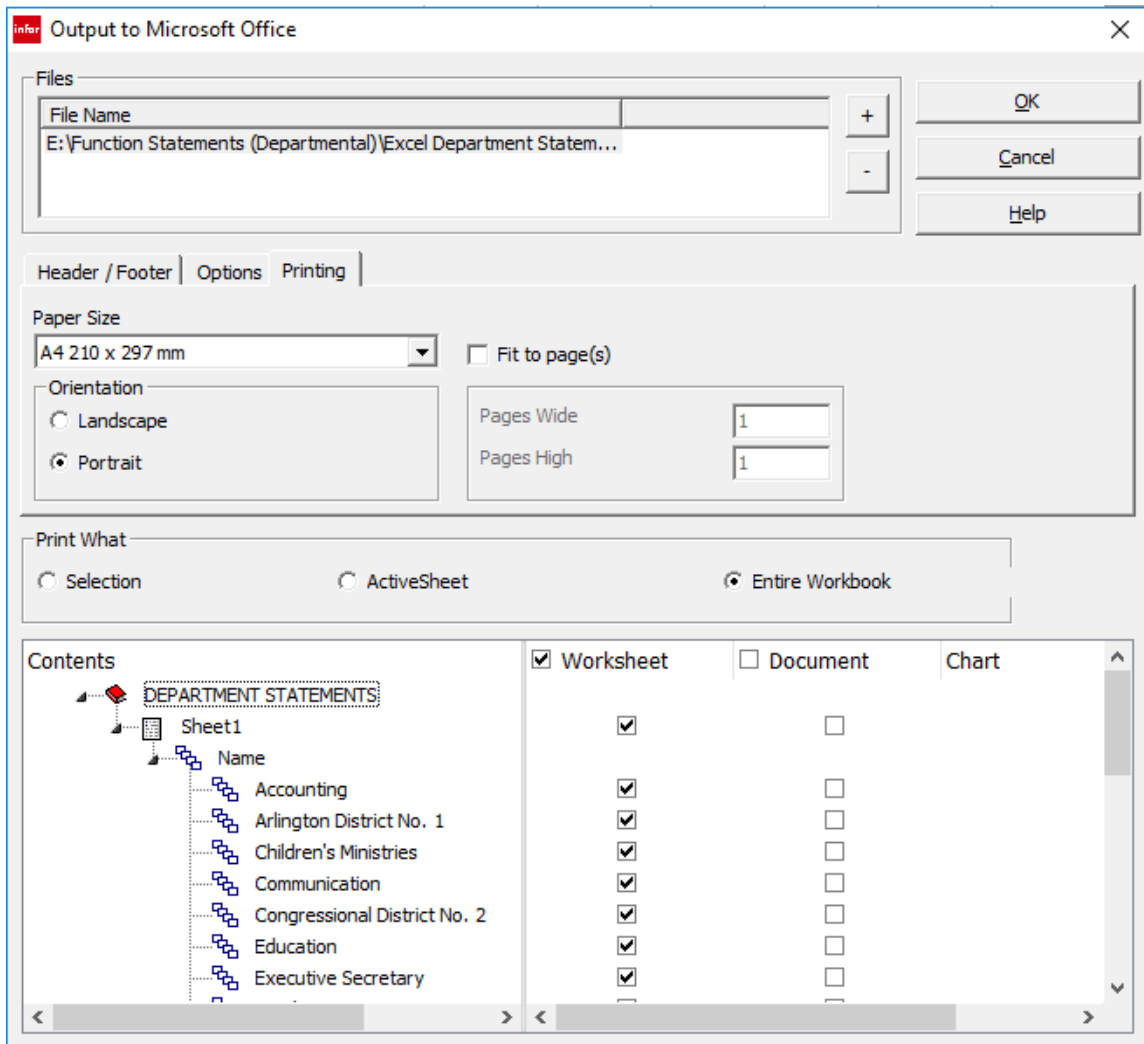


- Go to the Printing tab

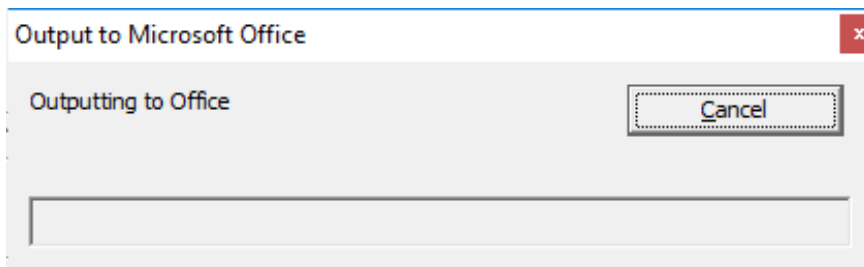


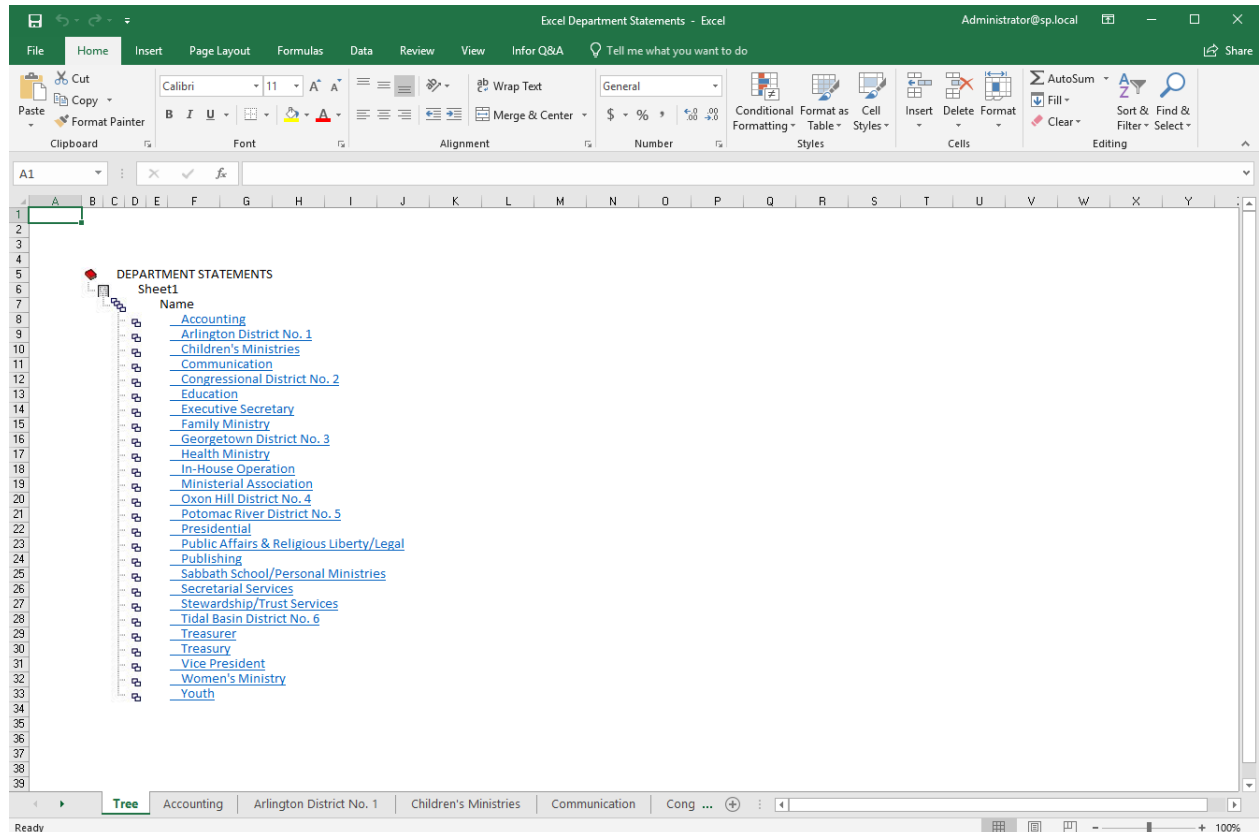
I usually don't change settings on the Printing tab, though Landscape and Portrait might be helpful.

- Go back to the Header / Footer tab
- Choose the portions of the report that you want to output
- Go to the white pane across the bottom of the tab
- Expand the Contents column by dragging the right-hand border to the right



- If you leave the checkbox under Worksheet for Sheet1 checked, you will export a Summary list. I uncheck that box; otherwise, I leave all of the checkboxes under Worksheet checked, so that I have exported all of the Departmental Statements.
- Click OK to begin export





Here is our beautiful report in Excel!

Notice that each department's statement is displayed in a separate worksheet. The Tree worksheet displays links to each of the other sheets. Click on a blue link to go directly to that department.

Excel Department Statements - Excel

File Home Insert Page Layout Formulas Data Review View Infor Q&A Tell me what you want to do

Clipboard Font Alignment Number Styles

MS Sans Serif 8 A A

Wrap Text

General

Conditional Formatting Format as Table Cell Styles

N25

	Year-To-Date		Last Year	Annual	
	Current Year		Actual	Budget	Remainder
	Actual	Budget	Actual	Budget	Remainder
1 Adventist Demonstration Business Unit					
2 Departmental Discretionary Budget Report					
3 May 31st 2016					
4 Education					
5					
6					
7					
8					
9					
10					
11					
12 Salary (Regular)	43,248	48,654	0	64,872	21,624
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	960	1,080	0	1,440	480
16 Housing Subsidy	0	0	0	0	0
17 Area Travel Subsidy (House to Office Travel)	480	540	0	720	240
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	441	720	0	960	519
27 Medical Subsidy	0	0	0	0	0
28 Tax Assistance	1,081	1,216	0	1,622	541
29 Travel Expense (Regular)	0	0	0	0	0
30	48,210	54,460	0	72,614	24,403
31					
32					
33					
34					
35					
36					
37					
38					
39					

Children's Ministries Communication Congressional District No. 2 Education Executive S ...

Ready

The worksheets in this workbook can be exported one by one, or they can be exported as a single workbook.