

Q&A Training

Trial Balance Project

Introduction

Our project is to design and create a powerful Trial Balance using Q&A Executive. This project will bring together all of the skills we have been working on over the last 17 lessons.

Our Trial Balance will show the balances for all accounts in an organization's Chart of Accounts in a very disciplined sequence. This provides controllers and auditors a summary of the balances for all accounts, as well as a very easy way to drill down into the underlying transactions comprising the balance totals.

Since auditors need an easy way to get the information they need from an organization's database into their CaseWare application, as well as an easy way to drill down to the underlying transactions on different data items, this is a powerful tool.

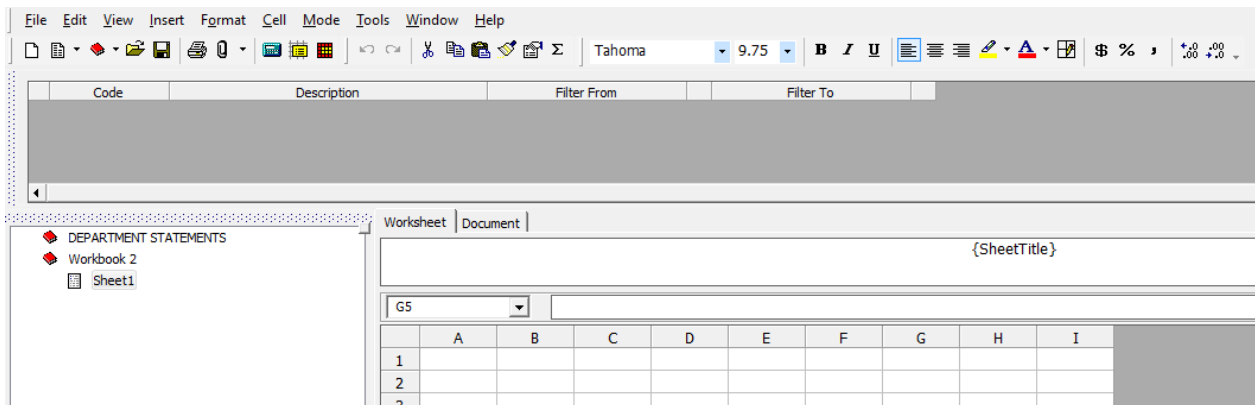
Project Overview

In this project we will:

- Create Prompts
- Give a Report Title
- Set up Report Date
- List Accounts
- Copy / Paste Query
- Build Query
- Create Totals
- Preliminary Extract
- Create Drill Downs
- Final Extract

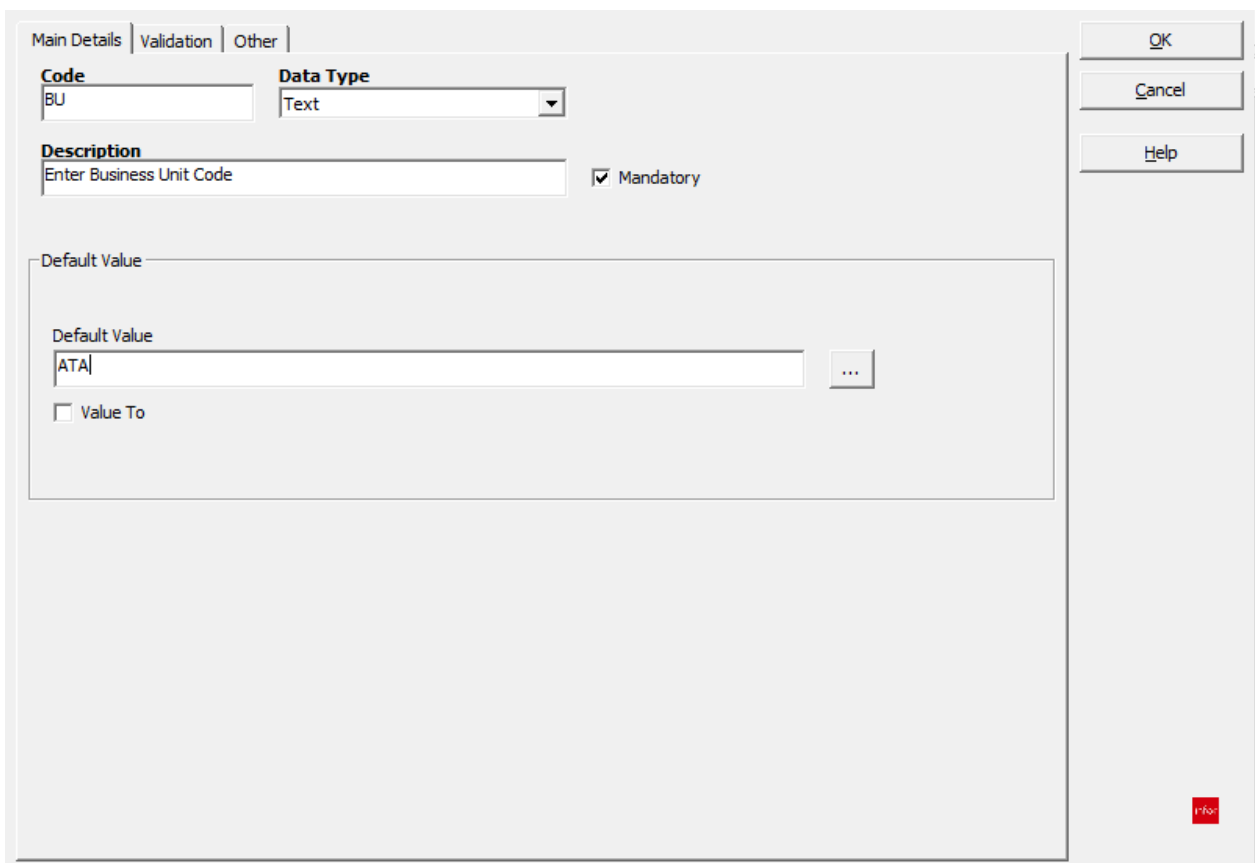
Step 1 – Create Prompts

- Open a new Workbook



Create three standard prompts:

- Business Unit
- Current Year-to-Date
- End Period Last Year
- Create Business Unit prompt



Main Details | Validation | Other

Code
BU

Data Type
Text

Description
Enter Business Unit Code

☒ Mandatory

Default Value

Default Value
ATA

☐ Value To

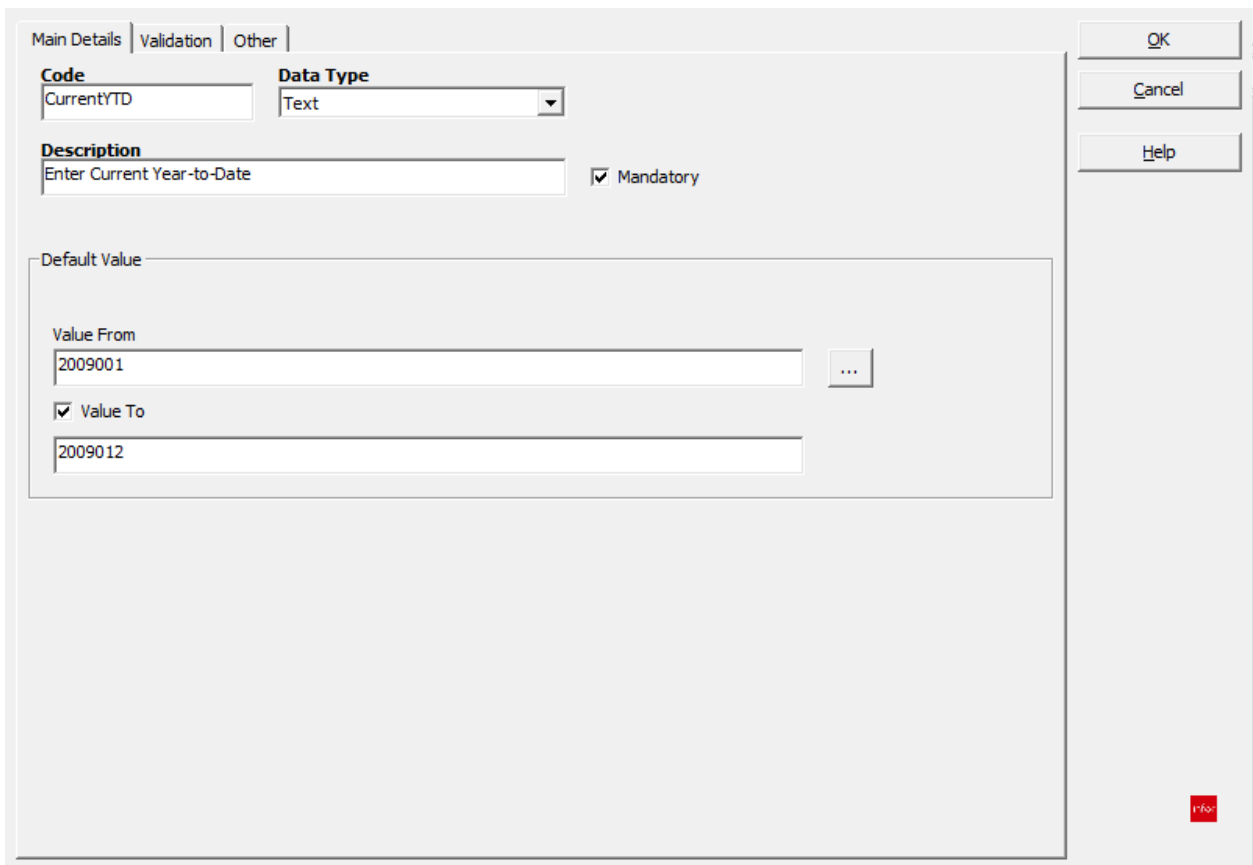
OK
Cancel
Help

Note: When you are setting up a Prompt, think in terms of writing a Description for the prompt that tells the report operator the type of value required. This is why the demonstration uses “Enter Business Unit Code” as the Description.

You also need to set up a default sample value. That is why we have chosen ATA. Because you don't use a range of Business Units for reports, we can uncheck the Value To field.

We are using the Text Data Type, but you could also set up the Business Unit Prompt as a Reference Link.

- Create the Current Year-to-Date Prompt
 - Remember when you set up the Prompt Code, there can be no blank spaces within that code.



The screenshot displays the 'Main Details' tab of a configuration window. It includes fields for 'Code' (CurrentYTD), 'Data Type' (Text), and 'Description' (Enter Current Year-to-Date). A 'Mandatory' checkbox is checked. The 'Default Value' section contains 'Value From' (2009001) and 'Value To' (2009012) fields, with a 'Value To' checkbox checked. The window has 'OK', 'Cancel', and 'Help' buttons on the right and a 'SunPlus' logo in the bottom right corner.

- Create End Period Last Year Prompt

Prompt

Main Details | Validation | Other

Code
EndPeriod

Data Type
Text

Description
Enter End Period Last Year ☐ Mandatory

Default Value

Default Value
2008012

☐ Value To

OK
Cancel
Help


Here are our completed prompts:

Code	Description	Filter From	Filter To
BU	Enter Business Unit Code	ATA	...
CurrentYTD	Enter Current Year-to-Date	2009001	2009012
EndPeriod	Enter End Period Last Year	2008012	...

Step 2 – Report Title


- Set up a Reference Type query to pull the Organization's Name into cell A1.

Reference Link

Data Type Reference Link 

Definition | Options

Filter

Filter From  =(BU) ... ATA Link Code

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

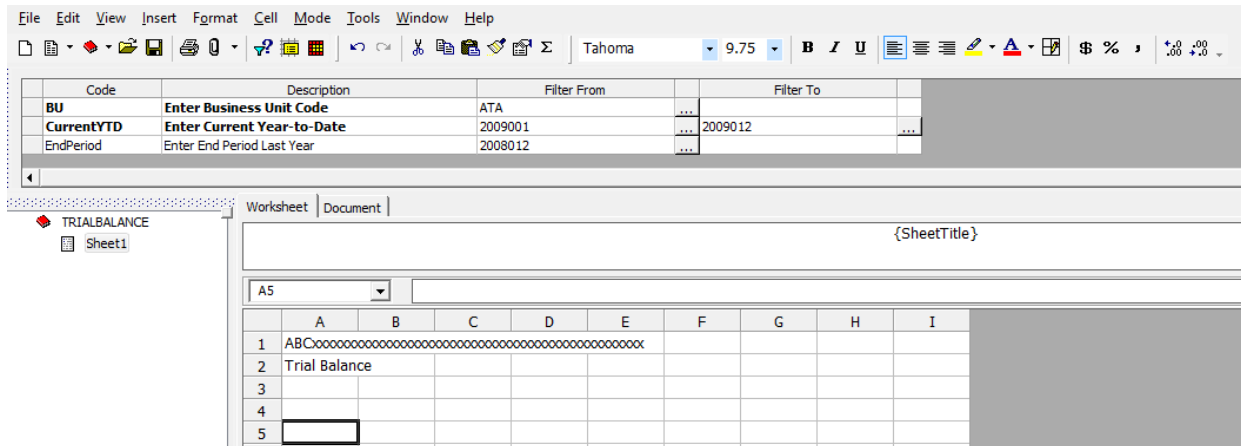
Output

Item	Target Cell
BU\Business Unit Description	

Help OK Cancel

The screenshot shows the Microsoft Excel application window. At the top is the menu bar with 'File', 'Edit', 'View', 'Insert', 'Format', 'Cell', 'Mode', 'Tools', 'Window', and 'Help'. Below the menu bar is the toolbar with various icons for file operations, editing, and formatting. The main window displays a dialog box titled 'Enter Business Unit Code'. The dialog has four input fields: 'Code' with the value 'BU', 'Description' with the value 'Enter Business Unit Code', 'Filter From' with the value 'ATA', and 'Filter To' with the value '2009012'. Below the dialog, the 'Worksheet' tab is active, showing a grid with columns A through I and rows 1 through 2. The cell B25 is selected.

- Type Trial Balance in cell A2

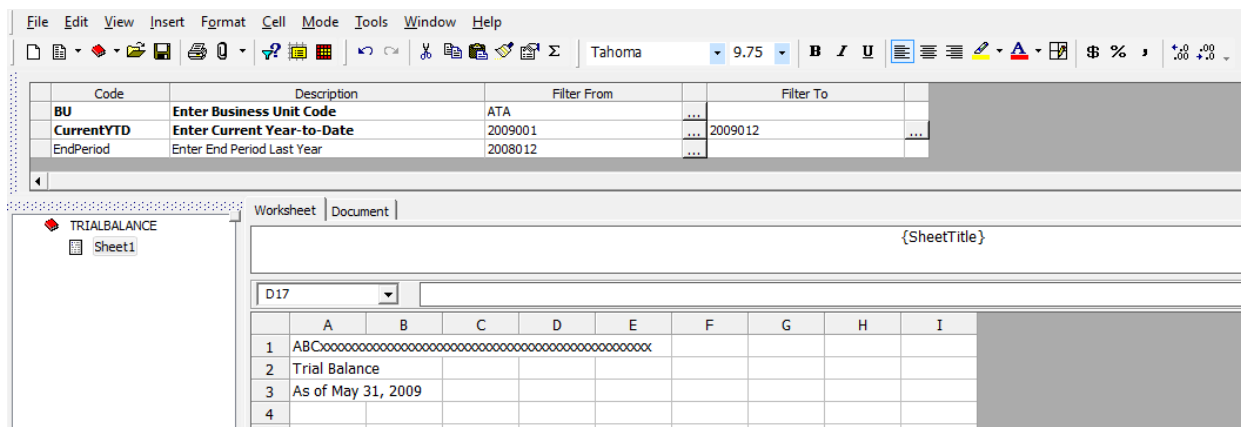


- Click the Save icon on the toolbar, just to be sure you don't lose what you have so far

Step 3 – Report Date

We need to set up a report run date. For the purposes of this project, we will simply type in (hard code) the date. Every time the report is run, the date will have to be manually changed.

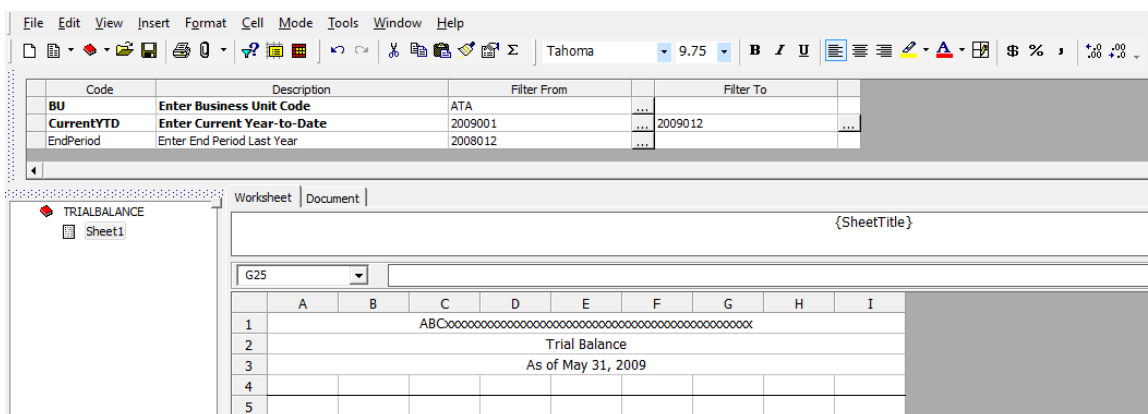
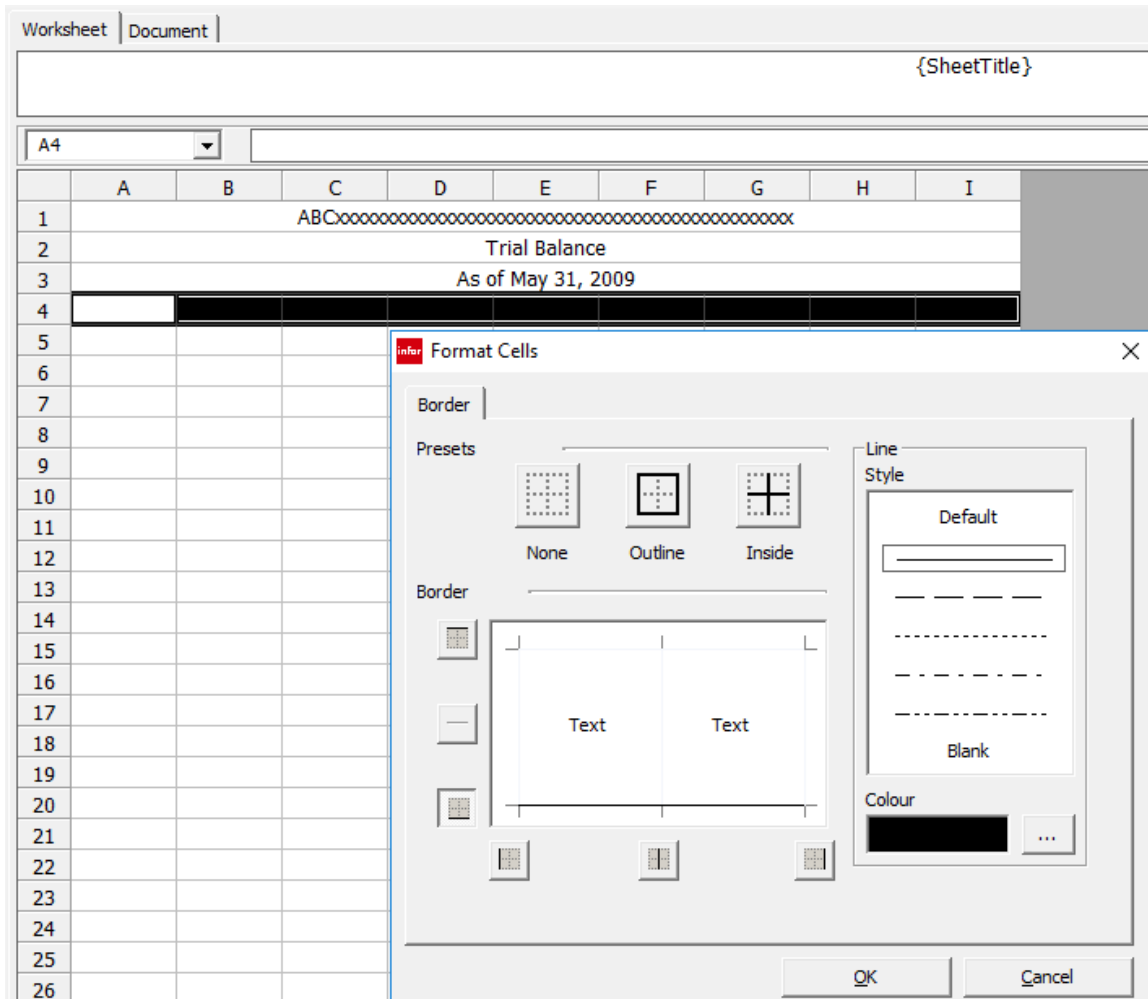
- Type As of May 31, 2009 into cell A3



- Center the header rows across the report
 - Highlight rows 1 through 3 for columns A through I
 - Right-click
 - Select Format Cells
 - Select Cell
 - Go to Alignment tab
 - Choose Center Across Cells as the Horizontal option

The screenshot shows the 'Format Cells' dialog box with the 'Alignment' tab active. The 'Text Alignment' section has 'Horizontal' set to 'Center Across Cells' and 'Vertical' set to 'Top'. The 'Orientation' is set to 'Horizontal'. In the 'Text Control' section, the 'Lock Cells', 'Wrap Text', and 'Merge Cells' checkboxes are all unchecked. The 'OK' and 'Cancel' buttons are located at the bottom right of the dialog.

- Add a bottom line to row 4 across the entire report workspace



Step 4 – List Accounts

We will now build a query to bring in account balances; first, let's be clear about what we will be doing with this particular Trial Balance.



In a normal Trial Balance, the balance is listed for every account, and the Trial Balance should total zero at the end. Our Trial Balance will be slightly different.

Our Trial Balance will present the data in summary form. Our reasoning for taking this approach, is that many organizations have very long Charts of Account. For instance, Babcock University has over 5,000 student accounts. When you add in over 1,000 employee accounts along with the rest of their Chart of Accounts, the Trial Balance is gigantic. We will first create a Summary Trial Balance, and then we will break it out into details. The results will be the same as the normal Trial Balance, but the presentation will be different.

We will start by typing a list of account groupings into column A, beginning in cell A7.

- Beginning in cell A7, type in the following grouping labels:
 - Numbered Asset Accounts
 - Blank row
 - Numbered Liability Accounts
 - Blank row
 - Lettered accounts
 - Title of the grouping in column A
 - Initial code letter in column C
 - ◆ Organizations A
 - ◆ Unused B
 - ◆ Supplier C
 - ◆ Unused D
 - ◆ Employee E
 - ◆ Unused F to R
 - ◆ Student S
 - ◆ Unused T to Z
 - Blank row
 - Balance from Old Accounting Systems (accounting system prior to SunPlus)
 - Prior Year's Income and Expense Accounts
 - Blank row
 - Revenue
 - Blank row
 - Expenses
 - Blank row
 - Transfers

[illegible]

Lettered Accounts

Lettered Accounts can qualify as asset or liability, depending on the account's balance.

For instance, at a college, the total of all student accounts is a liability to the college, because the students must make advance payment before coming to school. If a student shows up at registration with the full years' worth of tuition and other fees in hand, for a good part of the year, the college owes that student an aggregate; however, if you were to drill down on the balances and separate the details, there were many student accounts that had debit balances, and many that had credit balances.



In our Trial Balance, we will put them altogether, regardless of their balance, as lettered accounts.

You will notice in the screenshot above that we have built in some rows for unused letters. There is a very good reason to consider doing this.

Let's say you want to run this Trial Balance at an organization that is using some non-standard coding. If you installed the file without double-checking the coding, your Trial Balance will be incorrect. Those non-standard accounts will be omitted from the Trial Balance.

The goal here is to create a Trial Balance that can be used in multiple databases and still pull in all the accounts. If you have an organization that set up T accounts for Travel and R accounts for Retirees, our Trial Balance will include those accounts without having to be revised. You can then drill down to see what is going on with the non-standard coding.

In columns D and E, we will enter the range of accounts for each row.

- Double-click on the right border of column A to expand the column to accommodate the widest title

[illegible]

- Highlight cells D7 through E29

- | | | |
|--|--------|--------------|
| ○ Numbered Asset Accounts | 1 | 2zzzzzzzzzz |
| ○ Numbered Liability Accounts | 3 | 4zzzzzzzzzz |
| ○ Lettered Accounts | | |
| ▪ Organizations | A | Azzzzzzzzzz |
| ▪ Unused | B | Bzzzzzzzzzz |
| ▪ Supplier | C | Czzzzzzzzzz |
| ▪ Unused | D | Dzzzzzzzzzz |
| ▪ Employee | E | Ezzzzzzzzzz |
| ▪ Unused | F to R | Fzzzzzzzzzz |
| ▪ Student | S | Szzzzzzzzzz |
| ▪ Unused | T to Z | Tzzzzzzzzzz |
| ○ Balance from Old Accounting System | 5 | 5zzzzzzzzzz |
| ○ Prior Year's Income and Expense Accounts | 6 | 9zzzzzzzzzz |
| ○ Revenue | 6 | 7zzzzzzzzzz |
| ○ Expenses | 8 | 98zzzzzzzzzz |
| ○ Transfers | 99 | 99zzzzzzzzzz |

- 12


[illegible]

Step 5 - Copy / Paste Query

Now we will build a query in cell F7 that picks up:

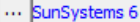
- Account ranges
 - Prompt Dates
 - Business Unit
-
- Double-click in cell F7
 - Data Type Summary Link

Summary Link

Data Type: Summary Link 

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	ATA		ATA		
Table					

Selection List

Output

Item Target Cell

Help OK Cancel

- We want the Business Unit to pull from the value entered in the prompt
 - Double-click in the Business Unit row in the Summary Link Filter, then click on the Filter From field for the Business Unit prompt

TrialBalance.ice - Q&A Executive / SDA - General Conference - Treasury


File Edit View Insert Format Cell Mode Tools Window Help

Code Description Filter From Filter To

BU	Enter Business Unit Code	ATA	
CurrentYTD	Enter Current Year-to-Date	2009001	2009012
EndPeriod	Enter End Period Last Year	2008012	



Worksheet | Document

Summary Link

Data Type: Summary Link 

Definition | Options

Filter

Filter From:  =(BU) 

Link Code

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

Selection List

Output

Item Target Cell

13 Organizations

- Table Ledger
- Ledger A (Actuals)
- Account Code From / To - double click on Account,
 - ◆ then click cell D7 for the Filter From link
 - ◆ Notice that when you click on cell D7, the filter in both Filter From and Filter To fields will be =D7
 - ◆ Delete that value from the Filter To field
 - ◆ With your cursor in the Filter To field, click on cell E7

Code	Description	Filter From	Filter To
BU	Enter Business Unit Code	ATA	
CurrentYTD	Enter Current Year-to-Date	2009001	2009012
EndPeriod	Enter End Period Last Year	2008012	

Worksheet | Document | {SheetTitle}

F7

A	B	C	D	E	F	G	H	I
1	ABCxx							
2	Trial Balance							
3	As of May 31, 2009							
4								
5								
6								
7	Numbered Asset Accounts			1	2zzzzzzzzz			
8								
9	Numbered Liability Accounts							
10								
11	Lettered Accounts							
12								
13	Organizations							
14	Unused							
15	Supplier							
16	Unused							
17	Employee							
18	Unused							
19	Student Accounts							
20	Unused							
21								
22	Balance from Old Accounting System							
23	Prior Years Income and Expense Acc							

Summary Link

Data Type Summary Link F7

Definition Options

Filter

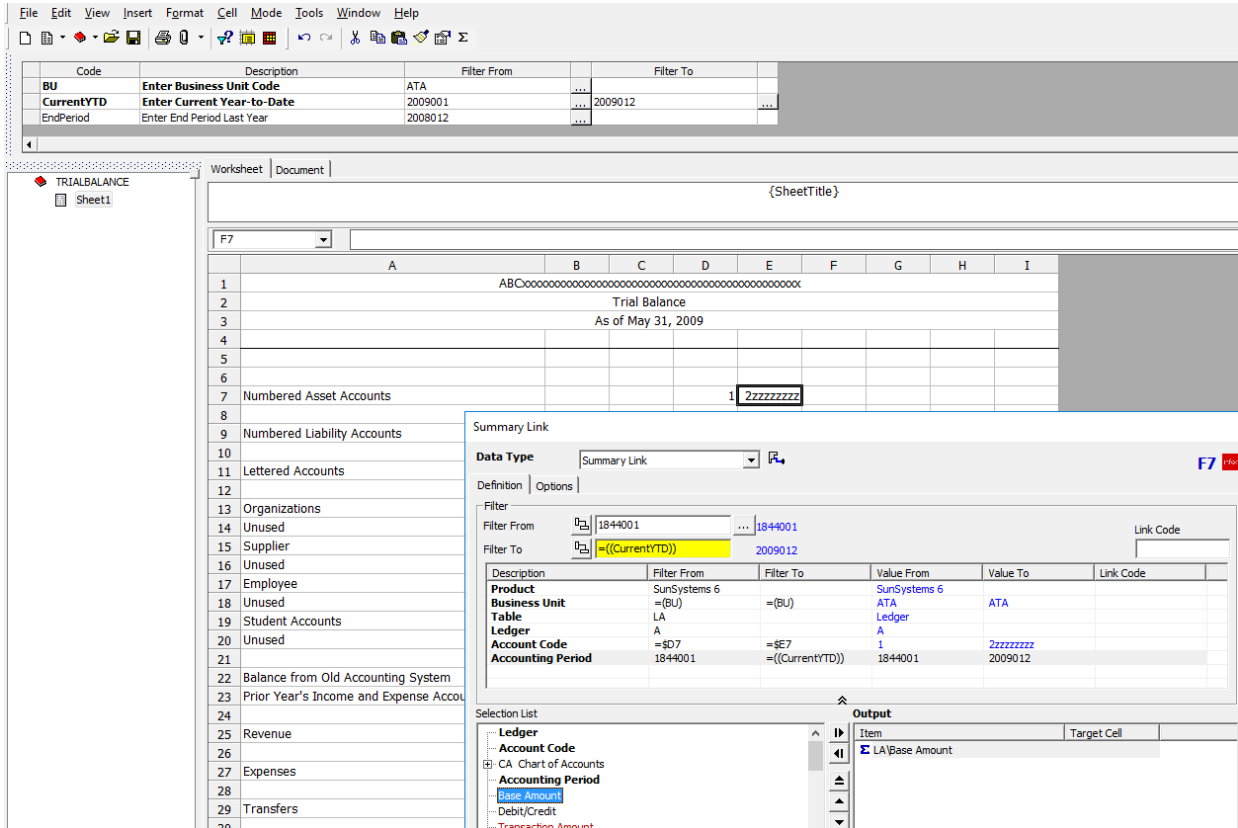
Filter From =D7 1

Filter To =E7 2zzzzzzzzz

Link Code

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 6		SunSystems 6		
Business Unit	= (BU)	= (BU)	ATA	ATA	
Table	LA		Ledger		
Ledger	A		A		
Account Code	=D7	=E7	1	2zzzzzzzzz	
Accounting Period					

- o Let's take a moment to consider what we need as the Accounting Period.
 - Numbered accounts = Balance Sheet accounts
 - ◆ We want the combined balance of the specified group of Balance Sheet accounts
 - ◆ Because of the nature of the accounts, we want to pull in all transactions from the beginning of the organization
 - ◆ We don't know when the organization's accounting system started
 - ◆ We can enter a date we are sure will be older than the start period of the organization
 - ◆ One approach is to use 1844001 – a date that is easy to remember as Adventists, and a date that is definitely earlier than the start of the organization's accounting system
 - ◆ Accounting Period From 1844011
 - ◆ Accounting Period Filter To link to the prompt by clicking in the Current Year to Date Prompt
- o Output Base Amount



The screenshot shows the SunPlus software interface. At the top is a menu bar with File, Edit, View, Insert, Format, Cell, Mode, Tools, Window, and Help. Below the menu bar is a toolbar with various icons. The main window displays a worksheet titled 'TRIALBALANCE' with a sheet named 'Sheet1'. The worksheet has columns A through I and rows 1 through 20. The data in the worksheet is as follows:

Code	Description	Filter From	Filter To
BU	Enter Business Unit Code	ATA	
CurrentYTD	Enter Current Year-to-Date	2009001	2009012
EndPeriod	Enter End Period Last Year	2008012	

The Summary Link dialog box is open, showing the following information:

- Data Type:** Summary Link
- Filter:** Filter From: 1844001, Filter To: 1844001
- Link Code:** 2009012
- Table:** Description: SunSystems 6, Filter From: =((BU)), Filter To: =((BU)), Value From: SunSystems 6, Value To: ATA, Link Code: A
- Ledger:** Description: A, Filter From: =(\$D7), Filter To: =(\$E7), Value From: 1, Value To: 22222222, Link Code: 1
- Account Code:** Description: 1844001, Filter From: =((CurrentYTD)), Filter To: 1844001, Value From: 2009012, Value To: 2009012, Link Code: 2009012

The Selection List on the left shows the following items:

- Ledger
- Account Code
- CA Chart of Accounts
- Accounting Period
- Base Amount
- Debit/Credit
- Transaction Amount

The Output section on the right shows the following items:

- Item
- LA/BAse Amount

- Click OK

Step 6 - Build Query

We can copy the query we created and paste it into cells for the other queries.

- Right-click on cell F7
- Select Copy

E	F	G	H	I
XXXXXXXXXXXX				
2ZZZZZZZZ	\$1.00			
4ZZZZZZZZ				
AZZZZZZZZ				
BZZZZZZZZ				
CZZZZZZZZ				
DZZZZZZZZ				
EZZZZZZZZ				
RZZZZZZZZ				
SZZZZZZZZ				
ZZZZZZZZZ				
5ZZZZZZZZ				
9ZZZZZZZZ				
7ZZZZZZZZ				

- Right-click in cell F9
- Select Paste

	Code	Description	Filter From		Filter To	
BU	Enter Business Unit Code	ATA	...			
CurrentYTD	Enter Current Year-to-Date	2009001	...	2009012	...	
EndPeriod	Enter End Period Last Year	2008012	...			

Worksheet | Document

{SheetTitle}

A32 ▾

A	B	C	D	E	F	G	H	I
1	ABCxx							
2	Trial Balance							
3	As of May 31, 2009							
4								
5								
6								
7	Numbered Asset Accounts			1	2zzzzzzz	\$1.00		
8								
9	Numbered Liability Accounts			3	4zzzzzzz	\$1.00		
10								
11	Lettered Accounts							
12								
13	Organizations		A		A	Azzzzzzz		
14	Unused		B		B	Bzzzzzzz		
15	Supplier		C		C	Czzzzzzz		
16	Unused		D		D	Dzzzzzzz		
17	Employee		E		E	Ezzzzzzz		
18	Unused		F to R		F	Rzzzzzzz		
19	Student Accounts		S		S	Szzzzzzz		
20	Unused		T to Z		T	Zzzzzzzz		
21								
22	Balance from Old Accounting System				5	5zzzzzzz		
23	Prior Year's Income and Expense Accounts				6	9zzzzzzz		
24								
25	Revenue				6	7zzzzzzz		
26								
27	Expenses				8	98zzzzzz		
28								
29	Transfers				99	99zzzzzz		

- We can paste the query into all Lettered Account cells, which are also Balance Sheet accounts, and in the Balance from Old Accounting System cell
 - Highlight cells F13 through F20 and Paste the query
 - Highlight cell F22 and Paste the query

All Lettered Accounts and the Balance from Old Accounting System are Balance Sheet accounts.

The query will pull in a summary for each grouping in the Balance Sheet section of the Chart of Accounts. Composite balances pulled in will be the balances as of the Trial Balance run date. The balance from the prior accounting system will also be pulled in as of the Trial Balance run date.

The Balance from the Old Accounting System will include any transactions posted to accounts whose codes begin with 5. It may be that prior period adjustments may have been posted into account codes beginning with 5. Also, transactions may have been erroneously posted into these accounts. Our Trial Balance is designed to pull in all of that information so intelligent decisions can be made about it.

Code	Description	Filter From		Filter To
BU	Enter Business Unit Code	ATA	...	
CurrentYTD	Enter Current Year-to-Date	2009001	...	2009012
EndPeriod	Enter End Period Last Year	2008012

Worksheet | Document

{SheetTitle}

H25

A	B	C	D	E	F	G	H	I
ABCxxx								
Trial Balance								
As of May 31, 2009								
Numbered Asset Accounts			1	zzzzzzzz	\$1.00			
Numbered Liability Accounts			3	zzzzzzzz	\$1.00			
Lettered Accounts								
Organizations	A		A	Azzzzzzz	\$1.00			
Unused	B		B	Bzzzzzzz	\$1.00			
Supplier	C		C	Czzzzzzz	\$1.00			
Unused	D		D	Dzzzzzzz	\$1.00			
Employee	E		E	Ezzzzzzz	\$1.00			
Unused	F to R		F	Rzzzzzzz	\$1.00			
Student Accounts	S		S	Szzzzzzz	\$1.00			
Unused	T to Z		T	Zzzzzzzz	\$1.00			
Balance from Old Accounting System			5	Szzzzzzz	\$1.00			
Prior Year's Income and Expense Accounts			6	zzzzzzzz				
Revenue			6	zzzzzzzz				
Expenses			8	98zzzzzz				
Transfers			99	99zzzzzz				

- Right-click in cell F13.

- ## Q&A Executive Trial Balance Project

- ## Q&A Executive Trial Balance Project

Summary Link

Data Type
Summary Link
F23

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	A		A		
Account Code	=\$D23	=\$E23	6	9zzzzzzzz	
Accounting Period	1844001	=((CurrentYTD))	1844001	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
- Rate
 - Transaction Operator

Item	Target Cell
LA\Base Amount	F23

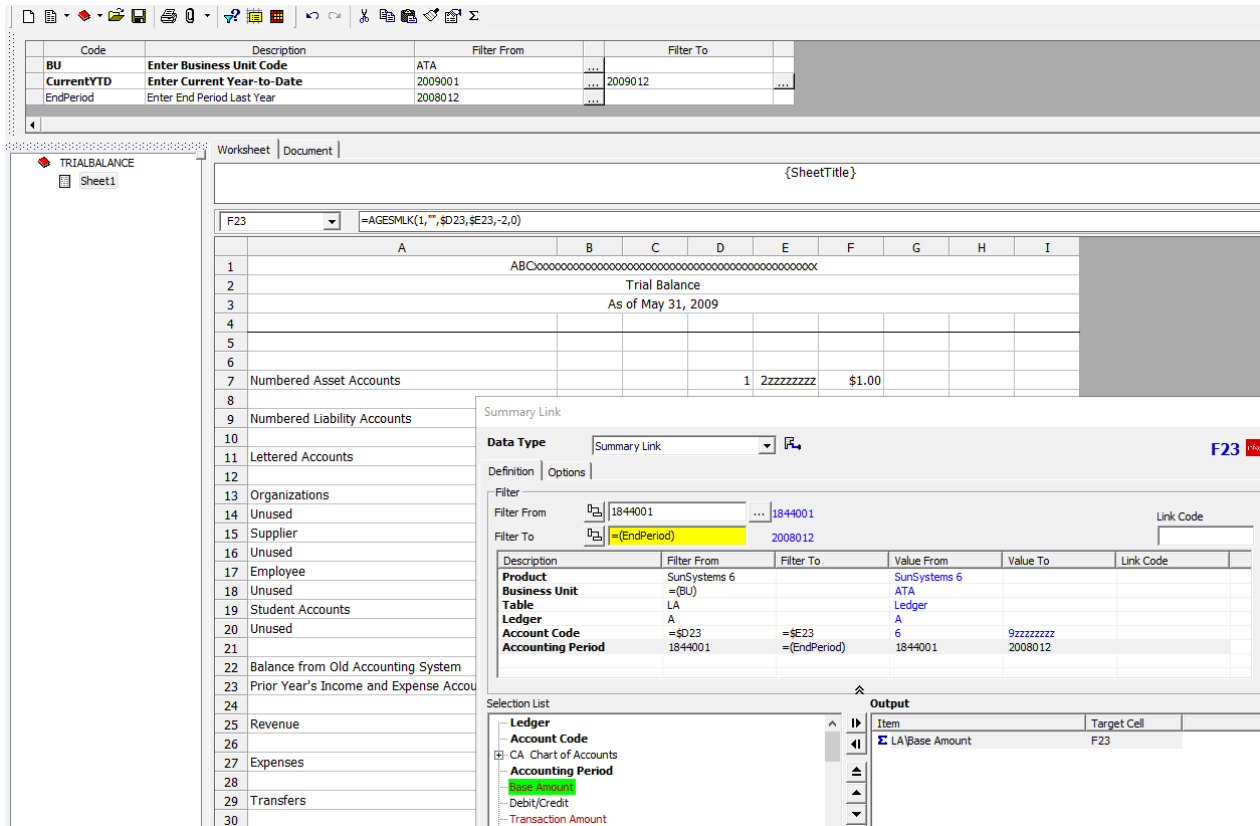
Help
OK
Cancel

Take a good look at the settings in this query:

In the Filters, we can see the query is picking up the Business Unit by reference to the prompt and picking up the account codes correctly (the Filter From value for Account Code is now =\$D23, which is correct for this cell). We need, however, to change the Accounting Period, because the query will pick up all transactions up to the Trial Balance date.

For Prior Year's Income and Expense Accounts, we only need transactions up to the end of last year. This is the reason we set up an Ending Period of Last Year prompt.

- Clear the Accounting Period Filter To field




The screenshot displays the SunPlus software interface. At the top, there is a menu bar and a toolbar. Below this is a worksheet titled 'TRIALBALANCE' with a grid of columns (A-I) and rows (1-30). The grid contains data for a Trial Balance as of May 31, 2009. A dialog box titled 'Summary Link' is open, showing a 'Definition' tab. It includes fields for 'Filter From' (1844001), 'Filter To' (2008012), and 'Link Code'. Below these fields is a table with columns: Description, Filter From, Filter To, Value From, Value To, and Link Code. The table contains data for 'Product', 'Business Unit', 'Table', 'Ledger', 'Account Code', and 'Accounting Period'. The 'Output' tab is also visible, showing a table with columns: Item, Target Cell, and Link Code. The 'Output' table contains data for 'LA'Base Amount' and 'F23'.

Remember that on Trial Balances that include Current Year Revenue and Expense, you will have one figure representing the Fund Balance as of the End of Last Year. That is the query we are building here. This will pull in all of the Revenue and Expense transactions at the end of last year.

The figures in cells F22 and F23 give you the Total Beginning Net Assets of the organization. The Net Assets of the organization are the total of all increases minus the decreases and net assets of all previous periods – exactly what will be captured here. We will have all of the increases in net assets that have occurred since the SunPlus implementation for the site, as well as the total brought in from the previous accounting system.

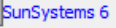
- Click OK to save that query
- Copy query from cell F13
- Paste query into cell F25
- Open the query to adjust the Accounting Period

Summary Link

Data Type Summary Link 

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	A		A		
Account Code	=\$D25	=\$E25	6	7zzzzzzz	
Accounting Period	1844001	=((CurrentYTD))	1844001	2009012	

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
 - Rate
 - Transaction Operator

Output


Item	Target Cell
LA\Base Amount	F25

Activate Window
Go to Settings to a

Help OK Cancel


- For this query – Revenue – we need the transactions from the current year. Clear the 1844001 value from the Accounting Period Filter From field


Summary Link

Data Type Summary Link 

Definition | **Options**

Filter

Filter From  ...

Filter To  **=((CurrentYTD))** 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	A		A		
Account Code	=\$D25	=\$E25	6	7zzzzzzzz	
Accounting Period		=((CurrentYTD))		2009012	

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
 - Rate
 - Transaction Operator

Output

Item	Target Cell
LA\Base Amount	F25

Activate Window
Go to Settings to a

Help OK Cancel

- Click on the Current YTD Filter From prompt

Code	Description	Filter From	Filter To
BU	Enter Business Unit Code	ATA	
CurrentYTD	Enter Current Year-to-Date	2009001	2009012
EndPeriod	Enter End Period Last Year	2008012	

Worksheet | Document | {SheetTitle}

F25 =AGESMLK(1,"", \$D25,\$E25,-2,0)

A	B	C	D	E	F	G	H	I
1	ABCxx							
2	Trial Balance							
3	As of May 31, 2009							
4								
5								
6								
7	Numbered Asset Accounts			1 Zzzzzzzzzz	\$1.00			
8								
9	Numbered Liability Accounts							
10								
11	Lettered Accounts							
12								
13	Organizations							
14	Unused							
15	Supplier							
16	Unused							
17	Employee							
18	Unused							
19	Student Accounts							
20	Unused							
21								
22	Balance from Old Accounting System							
23	Prior Year's Income and Expense Account							
24								
25	Revenue							
26								
27	Expenses							
28								
29	Transfers							
30								
31								
32								
33								
34								
35								

Summary Link

Data Type Summary Link F25

Definition Options

Filter Filter From =(CurrentYTD) ... 2009001 Link Code
Filter To =(CurrentYTD)) 2009012

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 6		SunSystems 6		
Business Unit	= (BU)		ATA		
Table	LA		Ledger		
Ledger	A		A		
Account Code	= \$D25	= \$E25	6	7zzzzzzzzz	
Accounting Period	= (CurrentYTD)	= ((CurrentYTD))	2009001	2009012	

Selection List

- Ledger
 - Account Code
 - CA Chart of Accounts
 - Accounting Period
 - 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
 - Rate
 - Transaction Operator

Output

Item	Target Cell
LA Base Amount	F25

- We can leave the Filter To value alone, because it already pulls in the Current Year Filter To. Click OK to save this query.

F25	=AGESMLK(1,"",D25,E25,-2,0)								
	A	B	C	D	E	F	G	H	I
1	ABCxx								
2	Trial Balance								
3	As of May 31, 2009								
4									
5									
6									
7	Numbered Asset Accounts				1	2zzzzzzzz	\$1.00		
8									
9	Numbered Liability Accounts				3	4zzzzzzzz	\$1.00		
10									
11	Lettered Accounts								
12									
13	Organizations		A		A	Azzzzzzzz	\$1.00		
14	Unused		B		B	Bzzzzzzzz	\$1.00		
15	Supplier		C		C	Czzzzzzzz	\$1.00		
16	Unused		D		D	Dzzzzzzzz	\$1.00		
17	Employee		E		E	Ezzzzzzzz	\$1.00		
18	Unused		F to R		F	Rzzzzzzzz	\$1.00		
19	Student Accounts		S		S	Szzzzzzzz	\$1.00		
20	Unused		T to Z		T	Zzzzzzzzz	\$1.00		
21									
22	Balance from Old Accounting System				5	5zzzzzzzz	\$1.00		
23	Prior Year's Income and Expense Accounts				6	9zzzzzzzz	\$1.00		
24									
25	Revenue				6	7zzzzzzzz	\$1.00		
26									
27	Expenses				8	98zzzzzzzz			
28									
29	Transfers				99	99zzzzzzzz			
30									

- Copy the query from cell F25
- Paste the query into cell F27

- Copy the query in cell F27
- Paste the query in cell F29

Trial Balance

Code	Description	Filter From	Filter To
BU	Enter Business Unit Code	ATA	
CurrentYTD	Enter Current Year-to-Date	2009001	2009012
EndPeriod	Enter End Period Last Year	2008012	

Worksheet | Document

{SheetTitle}

I30

A	B	C	D	E	F	G	H	I
Trial Balance								
As of May 31, 2009								
Numbered Asset Accounts			1	2zzzzzzz	\$1.00			
Numbered Liability Accounts			3	4zzzzzzz	\$1.00			
Lettered Accounts								
Organizations	A		A	Azzzzzzz	\$1.00			
Unused	B		B	Bzzzzzzz	\$1.00			
Supplier	C		C	Czzzzzzz	\$1.00			
Unused	D		D	Dzzzzzzz	\$1.00			
Employee	E		E	Ezzzzzzz	\$1.00			
Unused	F to R		F	Rzzzzzzz	\$1.00			
Student Accounts	S		S	Szzzzzzz	\$1.00			
Unused	T to Z		T	Zzzzzzzz	\$1.00			
Balance from Old Accounting System			5	5zzzzzzz	\$1.00			
Prior Year's Income and Expense Accounts			6	9zzzzzzz	\$1.00			
Revenue			6	7zzzzzzz	\$1.00			
Expenses			8	98zzzzzz	\$1.00			
Transfers			99	99zzzzzz	\$1.00			

Because of the changes we made to the query in cell F27, we don't need to change it for cell F29.

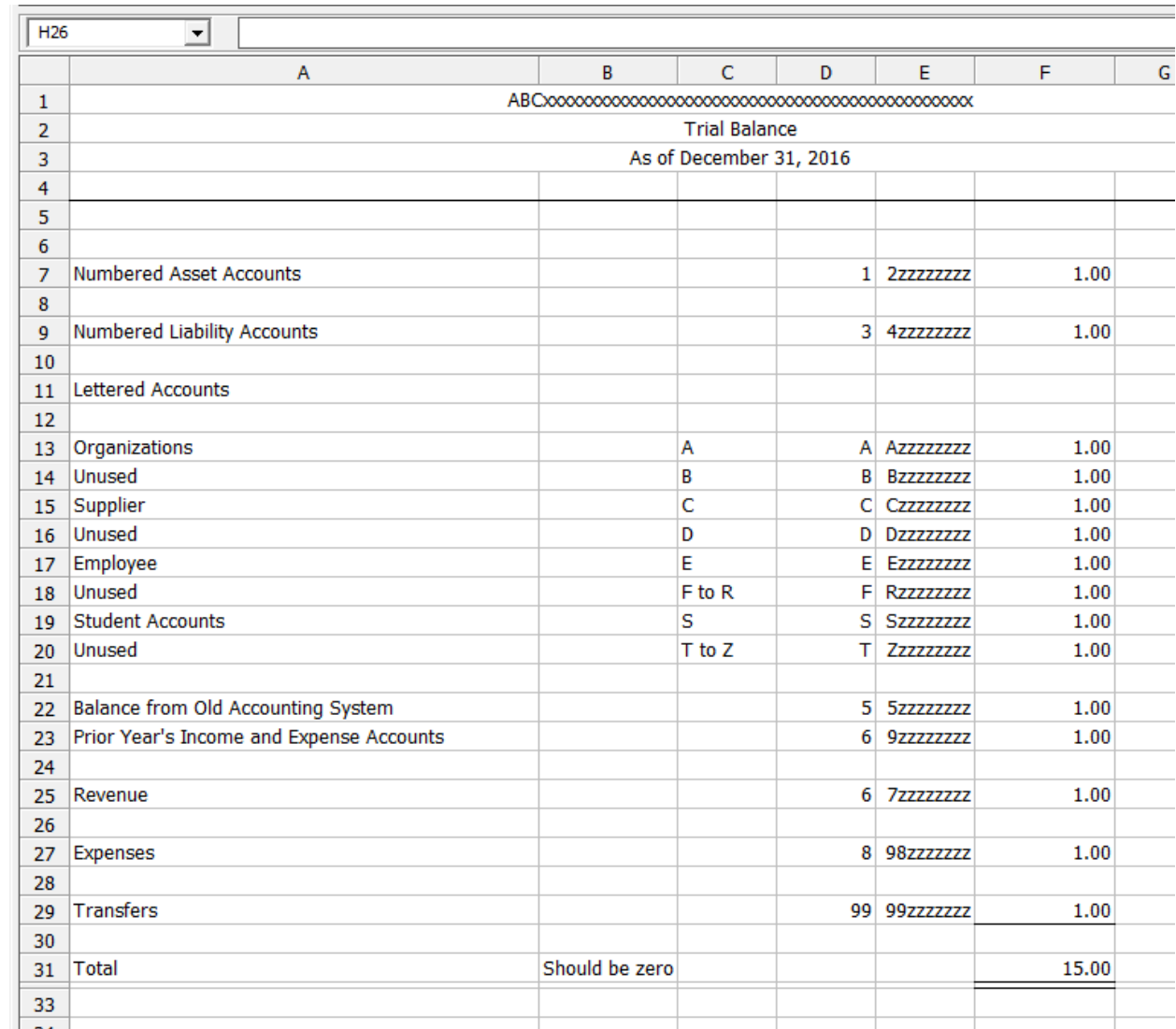
Our queries for all of the account groupings have been made.

Step 7 - Create Totals

Now that the queries have been created, we can enter the formulas that will calculate the total of all the accounts.

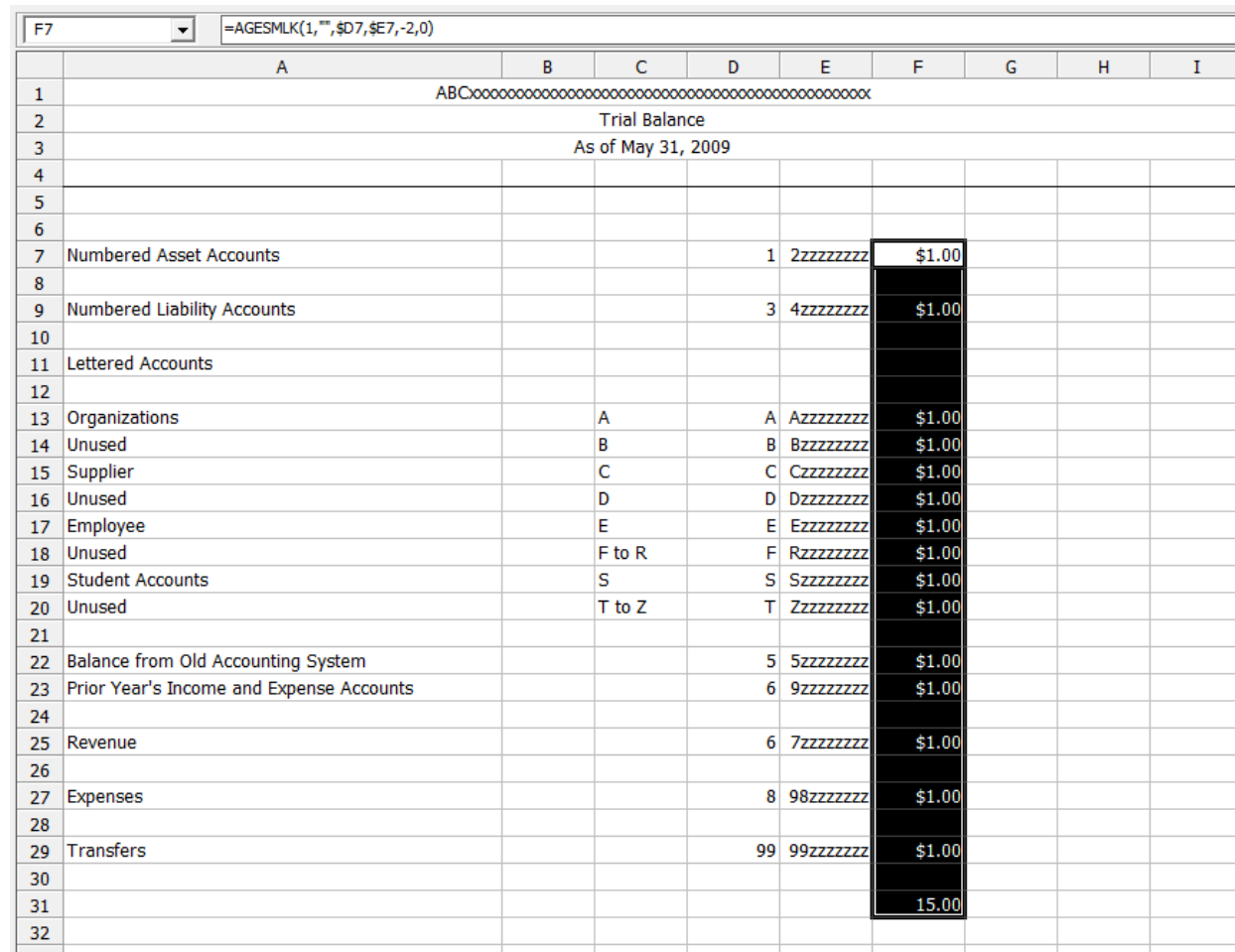
- Click cell F31
- Type in the following formula:

$$=F7+F9+F13+F14+F15+F16+F17+F18+F19+F20+F22+F23+F25+F27+F29$$



Notice that the value in cell F31 is 15.00. You may wonder why. The 15.00 is a placeholder. It also shows we have set up a total of 15 \$1.00 values. This is simply an addition of the individual values shown in the cells making up the total.

- Highlight the amount cells



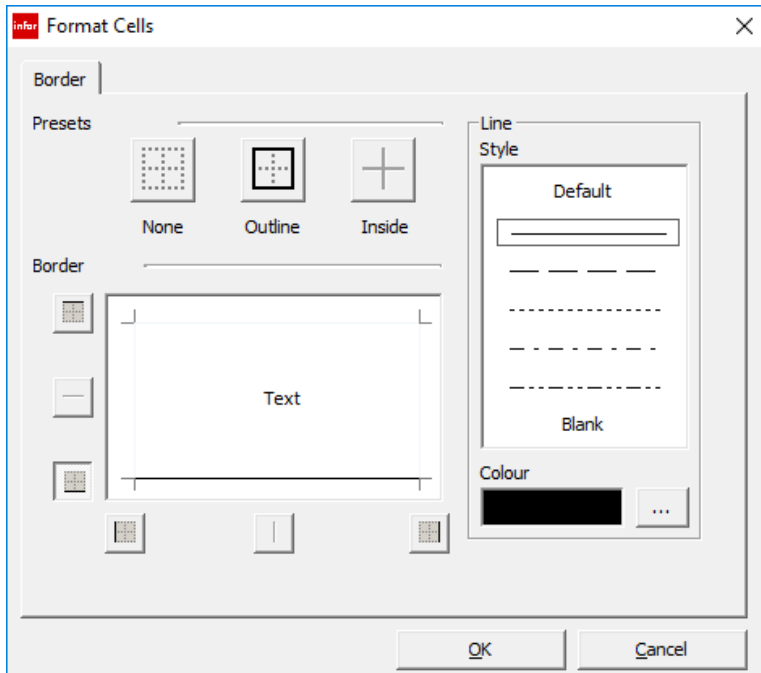
- ,

[illegible]

Notice that the dollar signs are now removed.

- Let's underline the total. Click cell F29
- Click the Borders icon

- ## Q&A Executive Trial Balance Project



- Click OK
- Let's also include a double underline to indicate the end of the report. Click cell F32
- Click the Borders icon
- Select top and bottom lines

- ## Q&A Executive Trial Balance Project

[illegible]

- Type Total into cell A31
- Type "Should be Zero" into cell B31
- Expand the width of column B

Step 8 - Preliminary Extract

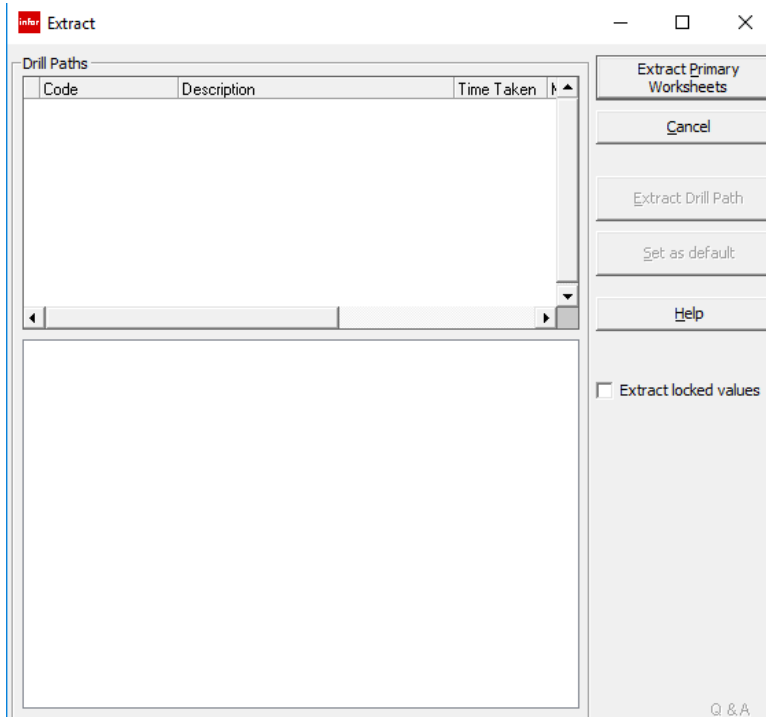
Remember, we need a total of zero.

- Click the Query icon 
- Set the Current Year prompt values to 2016001 to 2016010
- Set the End Period Last Year

Code	Description	Filter From	Filter To
BU	Enter Business Unit Code	ATA	...
CurrentYTD	Enter Current Year-to-Date	2016001	2016010
EndPeriod	Enter End Period Last Year	2015012	...

Q&A Executive Trial Balance Project

- Click the Calculate icon 
- Click Extract Primary Worksheets



We got the zero we are looking for!

But our date in the Header is incorrect.

- Click on row 3
- Type in "As of October 31, 2016"

Cell

Data Type Cell ⌵ ⌵ A3

Cell Formula

Cell Caption

As of October 31, 2016

Format

☒ Text
☐ Number
☐ Currency
☐ Percent
☐ Date
☐ Time

Format Table

⌵ ⋮

Driver Value

⌵ ⋮

Activate Windows
Go to Settings to activate Windows.

Help
OK
Cancel

- ## Q&A Executive Trial Balance Project


Worksheet Document								
Sheet1								
	A	B	C	D	E	F	G	H
1	Adventist Demonstration Business Unit							
2	Trial Balance							
3		As of October 31, 2016						
4								
5								
6								
7	Numbered Asset Accounts			1	2zzzzzzzz	30,807,061.95		
8								
9	Numbered Liability Accounts			3	4zzzzzzzz	-8,544,516.10		
10								
11	Lettered Accounts							
12								
13	Organizations		A	A	Azzzzzzzz	-32,093.32		
14	Unused		B	B	Bzzzzzzzz	0.00		
15	Supplier		C	C	Czzzzzzzz	-747,198.19		
16	Unused		D	D	Dzzzzzzzz	-100.00		
17	Employee		E	E	Ezzzzzzzz	-457.48		
18	Unused		F to R	F	Rzzzzzzzz	0.00		
19	Student Accounts		S	S	Szzzzzzzz	0.00		
20	Unused		T to Z	T	Zzzzzzzzz	0.00		
21								
22	Balance from Old Accounting System			5	5zzzzzzzz	-9,311,442.35		
23	Prior Year's Income and Expense Accounts			6	9zzzzzzzz	-10,606,087.46		
24								
25	Revenue			6	7zzzzzzzz	-1,590,427.74		
26								
27	Expenses			8	98zzzzzzzz	25,260.69		
28								
29	Transfers			99	99zzzzzzzz	0.00		
30								
31	Total	Should be zero				-0.00		
33								

One comment about the Total in our demonstration example. It is displayed as a negative amount. That is caused by an import file somewhere in our demonstration data that imported a fraction of a penny. We will simply ignore it for the purposes of this demonstration.

Step 9 - Create Drill Downs

We can now drill down on the Numbered Asset Accounts figure.

You can decide which figure components you want to drill into. For this first drill, let's drill to Fund, Account Code, and Description.

- Click on the number in cell F7
- Click the drilldown icon 
- Choose Specify
- Select Account Code, Description, and the L3/Analysis Code

Drilldown

Criteria | Options

Filter

Filter From: SunSystems 6

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	1	2zzzzzzzz	1	2zzzzzzzz
Accounting Period	1844001	=((CurrentYTD))	1844001	2016012

Selection List

- ALC Financials Allocation Indicator
 - 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
 - Analysis Code**
 - Name
 - Lookup Code
 - Budget Checking

Output

Item	Sort Number
LA\Account Code	
LA\CA\Description	
LA\L3\Analysis Code	
Σ LA\Base Amount	

- Click OK

File View Output Mode Tools Window Help

Worksheet | Chart

Account Code / Description / Analysis Code

	A	B	C	D
1	Ledger	Chart of Accounts	Fund	Ledger
2	Account Code	Description	Analysis Code	Base Amount
3	101110	Petty Cash (USD)	10	-8140.01
4	101150	Cash Received	10	87200.15
5	102110	Bank of America (Pennsylvania Avenue)	10	18266430.51
6	102120	PNC Bank (For Allocated & Trust Funds)	10	185990.25
7	102130	Standard Chartered Bank (EUR)	10	25724.30
8	102140	Suntrust Bank	10	499155.03
9	103110	Bank of America Savings	10	325340.25
10	110EUR	Investment at Cost in EURO	10	40000.00
11	110MXP	Investment at Cost in MXP	10	30000.00
12	110USD	Investment at Cost in USD	10	50000.00
13	112EUR	Investment in EUR Contra (Long Term Portion)	10	-20000.00
14	112MXP	Investment in MXP Contra (Long Term Portion)	10	-25000.00
15	112USD1	Investment in USD Contra (Long Term Portion)	10	-40000.00
16	118EUR	Investment in EUR Long Term Portion	10	20000.00
17	118MXP	Investment in MXP Long Term Portion	10	25000.00
18	118USD	Investment in USD Long Term Portion	10	40000.00
19	138CLEAR01	Clearing/Suspense Account	10	-1825.30
20	139110	Allowance for Bad Debts	10	-5750.50
21	152B110	Building Construction Loan (Short Term Portion)	10	8800.00
22	153C110	Car Loan (Short Term Portion of Long Term Loan)	10	40000.00

- Let's try another drill. Click on Sheet1 in the directory pane and choose Remove Dependent Worksheets



- Click Yes to confirm
- Click on cell F7
- Select the Drilldown icon

This time let's decide how our drill results will be displayed. Let's have the first column of the drill down results to show the Fund, the second column to show Account Code, and the third column to show Account Description.

By default, drill down results will be sorted in the order in which the Output values are listed. We want to sort by Account Code in spite of the fact we want to display the Fund in the first column. We can set that sort order.

- Select Outputs:
 - F3 Analysis Code
 - Account Code
 - Description

Drilldown

Criteria | Options

Filter

Filter From

SunSystems 6

...

SunSystems 6

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	1	2zzzzzzzz	1	2zzzzzzzz
Accounting Period	1844001	=((CurrentYTD))	1844001	2016012

Selection List

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

Analysis Code

Name

Lookup Code

Budget Checking

Budget Stop

Prohibit Posting

Output

Item	Sort Number
LA\3\Analysis Code	
LA\Account Code	
LA\CA\Description	
LA\Base Amount	

OK

Cancel

Help

- Click on Account Code in the Output Pane
- Click the Sort icon in the partition between the Selection List and Output panes



Drilldown

Criteria Options

Filter

Filter From SunSystems 6 Filter To SunSystems 6

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	1	22222222	1	22222222
Accounting Period	1844001	=((CurrentYTD))	1844001	2016012

Selection List

- 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
 - Analysis Code
 - Name
 - Lookup Code
 - Budget Checking
 - Budget Stop
 - Prohibit Posting

Output

Item

- LA \.3\Analysis Code
- LA \Account Code
- LA \CA \Description
- LA \Base Amount**

Sorting

Sorting

Data Item	Sort Number
LA \.3\Analysis Code	
LA \Account Code	
LA \CA \Description	
LA \Base Amount	

Selection List

- LA \.3\Analysis Code
- LA \Account Code
- LA \CA \Description
- LA \Base Amount**

Top

Rows

Percent

- Select Account Code in the Selection List pane in the lower half of the Sorting interface
- Pull Account Code into the Sorting pane at the top of the Sorting interface

Sorting

Sorting

Data Item	Sort Number
LA \Account Code	1

Selection List

- LA \.3\Analysis Code
- LA \CA \Description
- LA \Base Amount**

Top

Rows

Percent

Notice there is now a Sort Number of 1 to the right of the Account Code Data Item in the upper pane

- Click OK

Drilldown [X]

Criteria | Options

Filter
Filter From: ... [SunSystems 6](#)

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	1	2zzzzzzzz	1	2zzzzzzzz
Accounting Period	1844001	=((CurrentYTD))	1844001	2016012

Selection List

- 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
- ... Analysis Code
- ... Name
- ... Lookup Code
- ... Budget Checking
- ... Budget Stop
- ... Prohibit Posting

Output

Item	Sort Number
LA\L3\Analysis Code	
LA\Account Code	1
LA\CA\Description	
LA\Base Amount	

OK
Cancel
Help

- Click OK again to extract the drilldown

File View Output Mode Tools Window Help

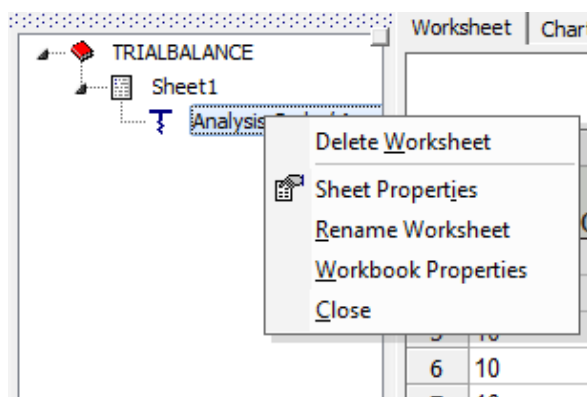
Worksheet | Chart

Analysis Code / Account Code / Description

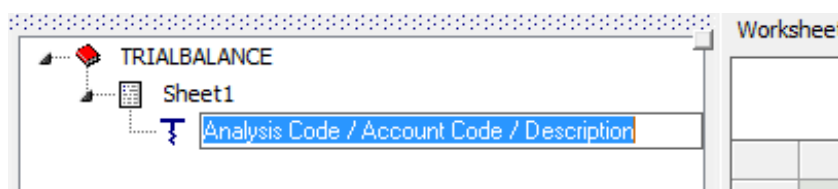
1	A	B	C	D
	Fund	Ledger	Chart of Accounts	Ledger
2	Analysis Code	Account Code	Description	Base Amount
3	10	101110	Petty Cash (USD)	-8140.01
4	10	101150	Cash Received	87200.15
5	10	102110	Bank of America (Pennsylvania Avenue)	18741770.51
6	10	102120	PNC Bank (For Allocated & Trust Funds)	185990.25
7	10	102130	Standard Chartered Bank (EUR)	25724.30
8	10	102140	Suntrust Bank	499155.03
9	10	103110	Bank of America Savings	325340.25
10	10	110EUR	Investment at Cost in EURO	40000.00
11	10	110MXP	Investment at Cost in MXP	30000.00
12	10	110USD	Investment at Cost in USD	50000.00
13	10	112EUR	Investment in EUR Contra (Long Term Portion)	-20000.00
14	10	112MXP	Investment in MXP Contra (Long Term Portion)	-25000.00
15	10	112USD1	Investment in USD Contra (Long Term Portion)	-40000.00
16	10	118EUR	Investment in EUR Long Term Portion	20000.00
17	10	118MXP	Investment in MXP Long Term Portion	25000.00
18	10	118USD	Investment in USD Long Term Portion	40000.00
19	10	138CLEAR01	Clearing/Suspense Account	-1825.30
20	10	139110	Allowance for Bad Debts	-5750.50
21	10	152B110	Building Construction Loan (Short Term Portion)	8800.00
22	10	153C110	Car Loan (Short Term Portion of Long Term Loan)	40000.00
23	10	153H110	House Loan (Short Term Portion of Long Term Loan)	30166.00
24	10	165110	Office Supplies Inventory	16512.30

Notice that the Accounts are sorted in Account Code order, even though the first column holds the Fund Analysis Code.

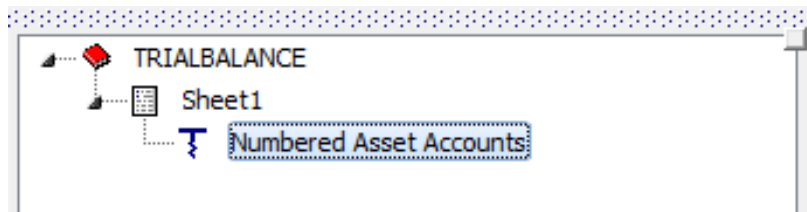
- Let's try something else. Right-click on the title of the drill down displayed in the directory pane



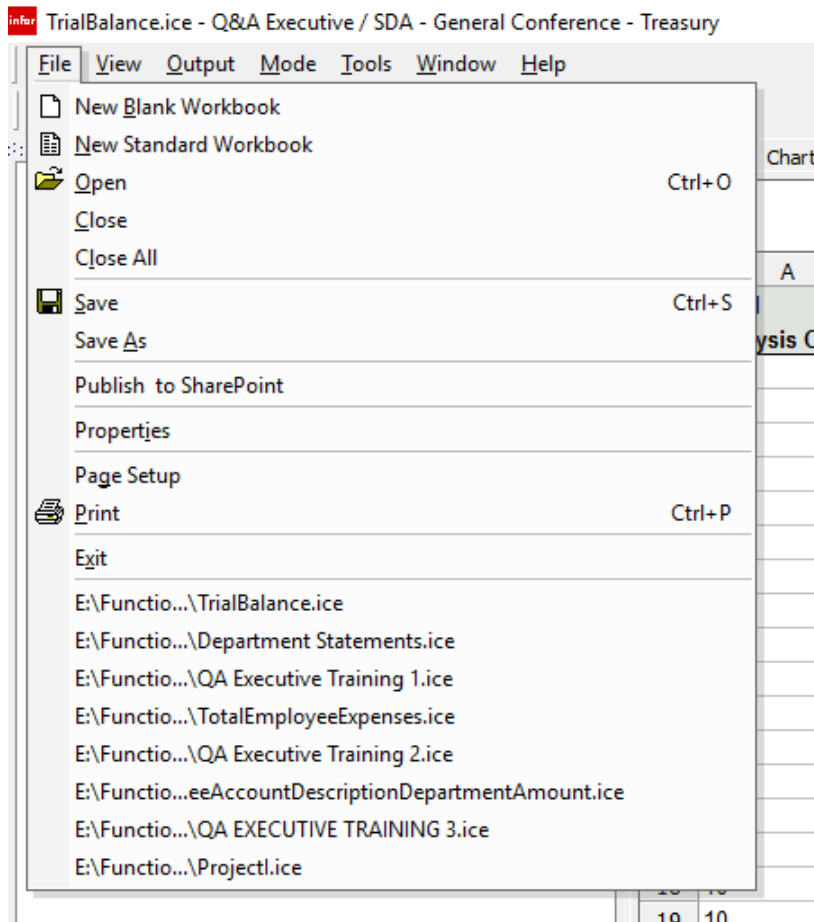
- Select Rename Worksheet



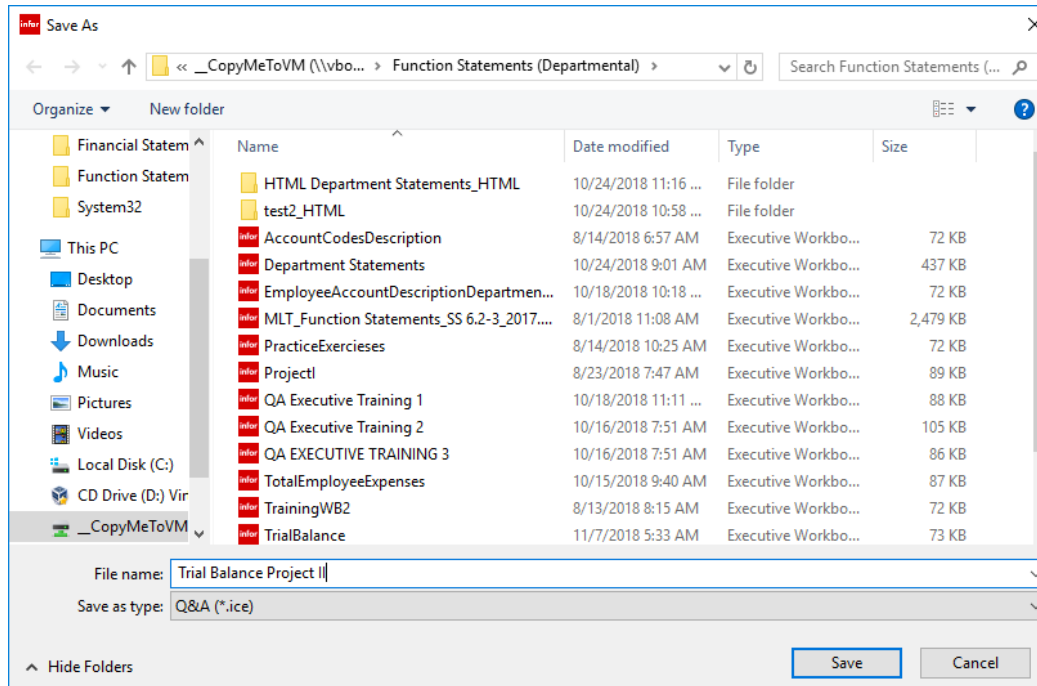
- Type in "Numbered Asset Accounts"



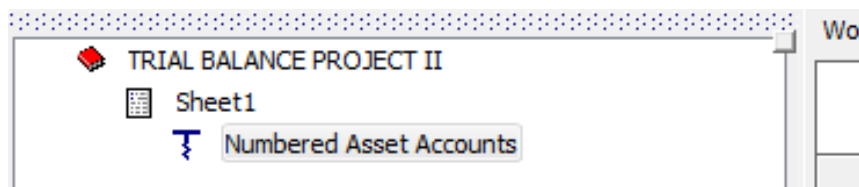
- Click the File menu on the menu bar



- Select Save As



- Name the file Trial Balance Project II
- Click Save



Notice that our Workbook is now named Trial Balance Project II in our directory tree.

If I click on Trial Balance Project II, I open the Trial Balance Summary. If I click on the Numbered Asset Accounts, I open that drill down.

We will continue to set up drills for each of the figures in the summary sheet.

- Open the Trial Balance Summary

Worksheet Document								
Sheet1								
	A	B	C	D	E	F	G	H
1	Adventist Demonstration Business Unit							
2	Trial Balance							
3	As of October 31, 2016							
4								
5								
6								
7	Numbered Asset Accounts			1	2zzzzzzzz	30,807,061.95		
8								
9	Numbered Liability Accounts			3	4zzzzzzzz	-8,544,516.10		
10								
11	Lettered Accounts							
12								
13	Organizations		A	A	Azzzzzzzz	-32,093.32		
14	Unused		B	B	Bzzzzzzzz	0.00		
15	Supplier		C	C	Czzzzzzzz	-747,198.19		
16	Unused		D	D	Dzzzzzzzz	-100.00		
17	Employee		E	E	Ezzzzzzzz	-457.48		
18	Unused		F to R	F	Rzzzzzzzz	0.00		
19	Student Accounts		S	S	Szzzzzzzz	0.00		
20	Unused		T to Z	T	Zzzzzzzzz	0.00		
21								
22	Balance from Old Accounting System			5	5zzzzzzzz	-9,311,442.35		
23	Prior Year's Income and Expense Accounts			6	9zzzzzzzz	-10,606,087.46		
24								
25	Revenue			6	7zzzzzzzz	-1,590,427.74		
26								
27	Expenses			8	98zzzzzzzz	25,260.69		
28								
29	Transfers			99	99zzzzzzzz	0.00		
30								
31	Total	Should be zero				-0.00		
33								

- Click F9
- Click the drilldown icon
- Specify F3 Analysis Code, Account Code, and Description

File View Output Mode Tools Window Help								
Worksheet Chart								
Analysis Code / Account Code / Description								
	A	B	C	D				
1	Fund	Ledger	Chart of Accounts	Ledger				
2	Analysis Code	Account Code	Description	Base Amount				
3	10	338501	Exchange Gain/(Loss) Clearing	1176.57				
4	20	338501	Exchange Gain/(Loss) Clearing	0.00				
5	10	361COMBI01	TF Combined Offerings	-6240666.66				
6	10	361TITHE01	TF Tithes	-2389473.04				
7	10	362ANB821	TF Highland View Academy	-4509.54				
8	10	362ANBM3L	TF Takoma Academy	-7540.00				
9	10	368ADVEN01	TF Adventist Frontier Mission Fund	-15430.00				
10	10	368AIDSH01	TF AIDS HIV Fund	-18940.00				
11	10	368ROOFS01	TF Roof for Africa Fund	-12750.00				
12	10	368YMCAS01	TF YMCA Scholarship Fund	-5734.21				
13	10	368YOUTH01	TF Youth Camporee Fund	-8430.00				
14	Total			-8702296.88				

- Rename the second drilldown in the directory tree “Numbered Liability Accounts”

Worksheet | Chart

Numbered Liability Accounts

	A	B	C	D
1	Fund	Ledger	Chart of Accounts	Ledger
2	Analysis Code	Account Code	Description	Base Amount
3	10	338501	Exchange Gain/(Loss) Clearing	1176.57
4	20	338501	Exchange Gain/(Loss) Clearing	0.00
5	10	361COMBI01	TF Combined Offerings	-6240666.66
6	10	361TITHE01	TF Tithes	-2389473.04
7	10	362ANB821	TF Highland View Academy	-4509.54
8	10	362ANBM3L	TF Takoma Academy	-7540.00
9	10	368ADVEN01	TF Adventist Frontier Mission Fund	-15430.00
10	10	368AIDSH01	TF AIDS HIV Fund	-18940.00
11	10	368ROOFS01	TF Roof for Africa Fund	-12750.00
12	10	368YMCAS01	TF YMCA Scholarship Fund	-5734.21
13	10	368YOUTH01	TF Youth Camporee Fund	-8430.00
14	Total			-8702296.88

- Return to the Trial Balance Summary

File View Output Mode Tools Window Help

Worksheet | Document

Sheet1

	A	B	C	D	E	F	G
1	Adventist Demonstration Business Unit						
2	Trial Balance						
3	As of October 31, 2016						
4							
5							
6							
7	Numbered Asset Accounts			1	2zzzzzzz	30,807,061.95	
8							
9	Numbered Liability Accounts			3	4zzzzzzz	-8,544,516.10	
10							
11	Lettered Accounts						
12							
13	Organizations		A	A	Azzzzzzz	-32,093.32	
14	Unused		B	B	Bzzzzzzz	0.00	
15	Supplier		C	C	Czzzzzzz	-747,198.19	
16	Unused		D	D	Dzzzzzzz	-100.00	
17	Employee		E	E	Ezzzzzzz	-457.48	
18	Unused		F to R	F	Rzzzzzzz	0.00	
19	Student Accounts		S	S	Szzzzzzz	0.00	
20	Unused		T to Z	T	Zzzzzzzz	0.00	
21							
22	Balance from Old Accounting System			5	5zzzzzzz	-9,311,442.35	
23	Prior Year's Income and Expense Accounts			6	9zzzzzzz	-10,606,087.46	
24							
25	Revenue			6	7zzzzzzz	-1,590,427.74	
26							
27	Expenses			8	98zzzzzz	25,260.69	
28							
29	Transfers			99	99zzzzzz	0.00	
30							
31	Total		Should be zero			-0.00	
32							
33							

- Run the Analysis Code, Account Code, and Description drilldown on the Organizations account

File View Output Mode Tools Window Help

Worksheet | Chart

Analysis Code / Account Code / Description

	A	B	C	D
1	Fund	Ledger	Chart of Accounts	Ledger
2	Analysis Code	Account Code	Description	Base Amount
3	10	AN6111	Canadian Union of Churches	7931.58
4	10	ANB111	Columbia Union Conference	-49731.57
5	10	ANB811	Chesapeake Conference of SDA	6479.64
6	10	ANB821	Higland View Academy	-5749.33
7	10	ANBM3L	Takoma Academy	8976.36
8	Total			-32093.32

- Rename the Organizational drilldown “Organizations Accounts”

File View Output Mode Tools Window Help

Worksheet | Chart

Organizations Accounts

	A	B	C	D
1	Fund	Ledger	Chart of Accounts	Ledger
2	Analysis Code	Account Code	Description	Base Amount
3	10	AN6111	Canadian Union of Churches	7931.58
4	10	ANB111	Columbia Union Conference	-49731.57
5	10	ANB811	Chesapeake Conference of SDA	6479.64
6	10	ANB821	Higland View Academy	-5749.33
7	10	ANBM3L	Takoma Academy	8976.36
8	Total			-32093.32

- Continue working your way down the Summary sheet, creating the drilldown for each of the Lettered Account groupings, with the exception of Balance from Old Accounting System and Prior Year's Income and Expense Accounts figures.

If an auditor is interested in drill down on either of these accounts, I suggest drilling down based on posted date, just to investigate whether any entries have been posted to either of those accounts after the closing of the last audit.

- Rename each of the drilldowns according to the relevant lettered accounts

Sheet1							
	A	B	C	D	E	F	G
1	Adventist Demonstration Business Unit						
2	Trial Balance						
3	As of October 31, 2016						
4							
5							
6							
7	Numbered Asset Accounts			1	2zzzzzzzz	30,807,061.95	
8							
9	Numbered Liability Accounts			3	4zzzzzzzz	-8,544,516.10	
10							
11	Lettered Accounts						
12							
13	Organizations		A	A	Azzzzzzzz	-32,093.32	
14	Unused		B	B	Bzzzzzzzz	0.00	
15	Supplier		C	C	Czzzzzzzz	-747,198.19	
16	Unused		D	D	Dzzzzzzzz	-100.00	
17	Employee		E	E	Ezzzzzzzz	-457.48	
18	Unused		F to R	F	Fzzzzzzzz	0.00	
19	Student Accounts		S	S	Szzzzzzzz	0.00	
20	Unused		T to Z	T	Tzzzzzzzz	0.00	
21							
22	Balance from Old Accounting System			5	5zzzzzzzz	-9,311,442.35	
23	Prior Year's Income and Expense Accounts			6	9zzzzzzzz	-10,606,087.46	
24							
25	Revenue			6	7zzzzzzzz	-1,590,427.74	
26							
27	Expenses			8	98zzzzzzzz	25,260.69	
28							
29	Transfers			99	99zzzzzzzz	0.00	
30							
31	Total	Should be zero				-0.00	
33							

We need to create a different drill down for our Revenue, Expense, and Transfer accounts. For these accounts we can't simply drill down on Fund. We need to drill down by Account Code, Description, Resources, Fund, Function, and Restriction.

- Return to the Trial Balance Summary sheet
- Click on cell F25
- Select the drill down icon
- Select Specify
- Choose the following outputs (you can choose the order you want to show these values):
 - Account Code
 - Description
 - Resources
 - Fund
 - Function
 - Restriction

Drilldown

Criteria | Options

Filter

Filter From: SunSystems 6 ... SunSystems 6

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	6	7zzzzzzzz	6	7zzzzzzzz
Accounting Period	=(CurrentYTD)	=((CurrentYTD))	2016001	2016010

Selection List

- 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
- Restriction Analysis Code
- L5 Restriction Analysis Table**
- SDA Organization Analysis Code
- L6 SDA Organization Analysis Table
- Who Analysis Code

Output

Item	Sort Number
LA\Account Code	
LA\CA\Description	
LA\L1\Name	
LA\L3\Name	
LA\L4\Name	
LA\L5\Name	
LA\Base Amount	

- Reorder the Output items to:
 - LA\L1\Name
 - LA\L3\Name
 - LA\L4\Name
 - LA\L5\Name
 - Account Code
 - Description
 - Base Amount
- Set Account Code sort order to 1

Drilldown

Criteria

Options

Filter

Filter From

SunSystems 6

...

SunSystems 6

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	6	7zzzzzzzz	6	7zzzzzzzz
Accounting Period	=(CurrentYTD)	=((CurrentYTD))	2016001	2016010

Selection List

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

Restriction Analysis Code

L5 Restriction Analysis Table

SDA Organization Analysis Code

L6 SDA Organization Analysis Table

Who Analysis Code

Output

Item	Sort Number
LA\L1\Name	
LA\L3\Name	
LA\L4\Name	
LA\L5\Name	
LA\Account Code	1
LA\CA\Description	
Σ LA\Base Amount	

- Click OK

File View Output Mode Tools Window Help

Worksheet | Chart

TRIAL BALANCE PROJECT II

Sheet1

- Numbered Asset Accounts
- Numbered Liability Accounts
- Organizations Accounts
- Unused Accounts
- Supplier Accounts
- Unused Accounts
- Employee Accounts
- Unused Accounts
- Student Accounts
- Unused Accounts
- Name / Name / Name / Name / Account Code / Description

Name / Name / Name / Name / Account Code / Description							
	A	B	C	D	E	F	G
1	Resource	Fund	Function	Restriction	Ledger	Chart of Accounts	Ledger
2	Name	Name	Name	Name	Account Code	Description	Base Amount
3	Unallocated Tithe Resources	Operating Fund	Arlington District No. 1	Tithe Restricted	611110	Tithe from Local Churches	-263663.00
4	Unallocated Tithe Resources	Operating Fund	Congressional District No. 2	Tithe Restricted	611110	Tithe from Local Churches	-279824.00
5	Unallocated Tithe Resources	Operating Fund	Potomac River District No. 5	Tithe Restricted	611110	Tithe from Local Churches	-586247.00
6	Unallocated Tithe Resources	Operating Fund	Tidal Basin District No. 6	Tithe Restricted	611110	Tithe from Local Churches	-281355.00
7	Unallocated Tithe Resources	Operating Fund	Arlington District No. 1	Tithe Restricted	617110	Tithe of Tithes to Columbia Union	36912.82
8	Unallocated Tithe Resources	Operating Fund	Congressional District No. 2	Tithe Restricted	617110	Tithe of Tithes to Columbia Union	39175.36
9	Unallocated Tithe Resources	Operating Fund	Potomac River District No. 5	Tithe Restricted	617110	Tithe of Tithes to Columbia Union	82074.58
10	Unallocated Tithe Resources	Operating Fund	Tidal Basin District No. 6	Tithe Restricted	617110	Tithe of Tithes to Columbia Union	39389.70
11	Unallocated Tithe Resources	Operating Fund	Arlington District No. 1	Tithe Restricted	617120	Tithe % of Direct Tithe to Columbia	52732.60
12	Unallocated Tithe Resources	Operating Fund	Congressional District No. 2	Tithe Restricted	617120	Tithe % of Direct Tithe to Columbia	55964.80
13	Unallocated Tithe Resources	Operating Fund	Potomac River District No. 5	Tithe Restricted	617120	Tithe % of Direct Tithe to Columbia	117249.40
14	Unallocated Tithe Resources	Operating Fund	Tidal Basin District No. 6	Tithe Restricted	617120	Tithe % of Direct Tithe to Columbia	56271.00
15	Unallocated Nontithe Resources	Operating Fund	Arlington District No. 1	Unrestricted	634110	Combined Offerings	-171310.00
16	Unallocated Nontithe Resources	Operating Fund	Congressional District No. 2	Unrestricted	634110	Combined Offerings	-189071.00
17	Unallocated Nontithe Resources	Operating Fund	Potomac River District No. 5	Unrestricted	634110	Combined Offerings	-386413.00
18	Unallocated Nontithe Resources	Operating Fund	Tidal Basin District No. 6	Unrestricted	634110	Combined Offerings	-195434.00
19	Unallocated Nontithe Resources	Operating Fund	Arlington District No. 1	Unrestricted	634111	Combined Offerings % to Higher Org	102786.00
20	Unallocated Nontithe Resources	Operating Fund	Congressional District No. 2	Unrestricted	634111	Combined Offerings % to Higher Org	113442.60
21	Unallocated Nontithe Resources	Operating Fund	Potomac River District No. 5	Unrestricted	634111	Combined Offerings % to Higher Org	231847.80
22	Unallocated Nontithe Resources	Operating Fund	Tidal Basin District No. 6	Unrestricted	634111	Combined Offerings % to Higher Org	117260.40
23	Unallocated Nontithe Resources	Operating Fund	Arlington District No. 1	Unrestricted	634112	Combined Offerings % for Allocated	68524.00
24	Unallocated Nontithe Resources	Operating Fund	Congressional District No. 2	Unrestricted	634112	Combined Offerings % for Allocated	75628.40
25	Unallocated Nontithe Resources	Operating Fund	Potomac River District No. 5	Unrestricted	634112	Combined Offerings % for Allocated	154565.20
26	Unallocated Nontithe Resources	Operating Fund	Tidal Basin District No. 6	Unrestricted	634112	Combined Offerings % for Allocated	78173.60
27	AFC Conference Development	Operating Fund	General Function Services	Unrestricted	678110	Resource/Function/Project Funding	-188445.60
28	AFO Bursary Fund	Operating Fund	General Function Services	Tithe Restricted	678110	Resource/Function/Project Funding	-141108.90
29	AFO Disaster & Famine Relief	Operating Fund	General Function Services	Unrestricted	678110	Resource/Function/Project Funding	-188445.60
30	AFO Voice of Prophecy Fund	Operating Fund	General Function Services	Tithe Restricted	678110	Resource/Function/Project Funding	-141108.90
31	Total						-1590427.74

- Rename the drill down Revenue Accounts

File View Output Mode Tools Window Help

Worksheet | Chart

TRIAL BALANCE PROJECT II

Sheet1

- Numbered Asset Accounts
- Numbered Liability Accounts
- Organizations Accounts
- Unused Accounts
- Supplier Accounts
- Unused Accounts
- Employee Accounts
- Unused Accounts
- Student Accounts
- Unused Accounts
- Revenue Accounts

Revenue Accounts							
	A	B	C	D	E	F	G
1	Resource	Fund	Function	Restriction	Ledger	Chart of Accounts	Ledger
2	Name	Name	Name	Name	Account Code	Description	Base Amount
3	Unallocated Tithe Resources	Operating Fund	Arlington District No. 1	Tithe Restricted	611110	Tithe from Local Churches	-263663.00
4	Unallocated Tithe Resources	Operating Fund	Congressional District No. 2	Tithe Restricted	611110	Tithe from Local Churches	-279824.00
5	Unallocated Tithe Resources	Operating Fund	Potomac River District No. 5	Tithe Restricted	611110	Tithe from Local Churches	-586247.00
6	Unallocated Tithe Resources	Operating Fund	Tidal Basin District No. 6	Tithe Restricted	611110	Tithe from Local Churches	-281355.00
7	Unallocated Tithe Resources	Operating Fund	Arlington District No. 1	Tithe Restricted	617110	Tithe of Tithes to Columbia Union	36912.82
8	Unallocated Tithe Resources	Operating Fund	Congressional District No. 2	Tithe Restricted	617110	Tithe of Tithes to Columbia Union	39175.36
9	Unallocated Tithe Resources	Operating Fund	Potomac River District No. 5	Tithe Restricted	617110	Tithe of Tithes to Columbia Union	82074.58
10	Unallocated Tithe Resources	Operating Fund	Tidal Basin District No. 6	Tithe Restricted	617110	Tithe of Tithes to Columbia Union	39389.70
11	Unallocated Tithe Resources	Operating Fund	Arlington District No. 1	Tithe Restricted	617120	Tithe % of Direct Tithe to Columbia	52732.60

- Return to the Trial Balance Summary sheet
- Click cell F27
- Click the drill down icon
- Select Specify
- Select the following outputs:
 - LA\L1\Name
 - LA\L3\Name
 - LA\L4\Name
 - LA\L5\Name
 - Account Code
 - Description
 - Base Amount
- Set Account Code sort order to 1

Drilldown

Criteria | Options

Filter
Filter From: SunSystems 6

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	8	98zzzzzzz	8	98zzzzzzz
Accounting Period	=(CurrentYTD)	=(CurrentYTD)	2016001	2016010

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
- Rate
- Transaction Operator

Output

Item	Sort Number
LA\1\Name	
LA\3\Name	
LA\4\Name	
LA\5\Name	
LA\Account Code	1
LA\CA\Description	
LA\Base Amount	

OK
Cancel
Help

- Click OK
- Rename the drilldown Expense Accounts

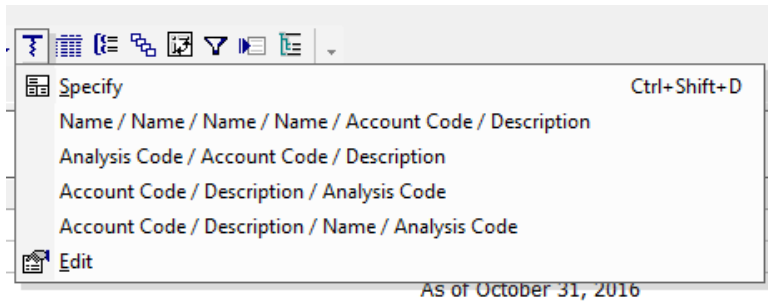
File View Output Mode Tools Window Help

Worksheet | Chart

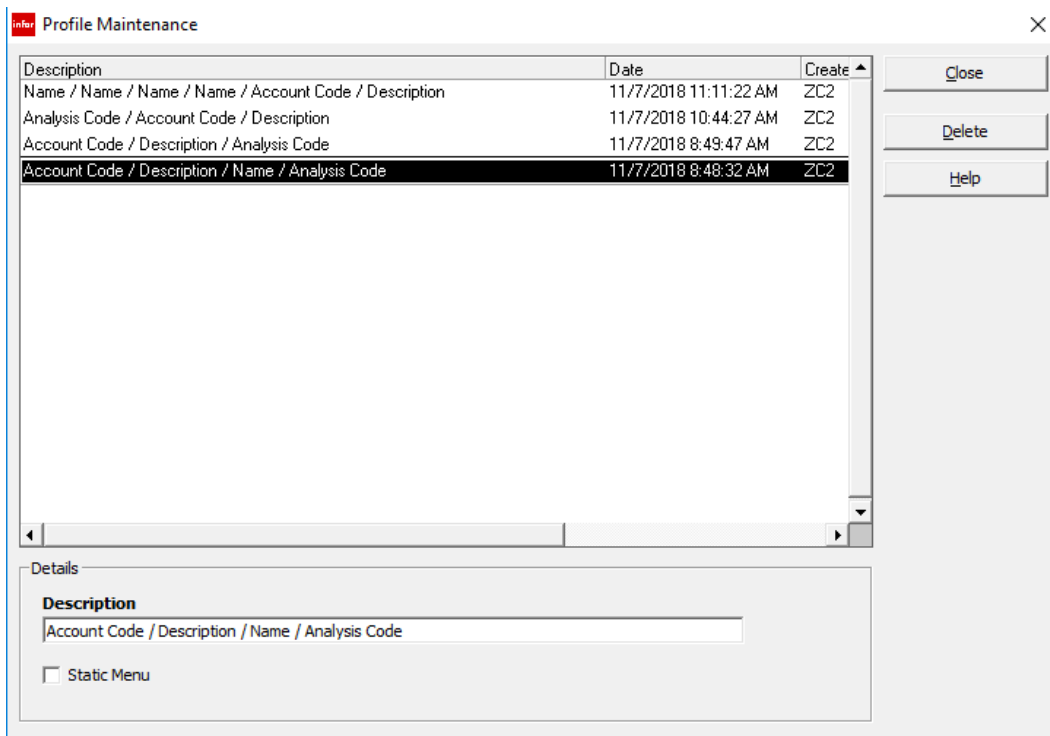
Expense Accounts

	A	B	C	D	E	F	G
	Resource	Fund	Function	Restriction	Ledger	Chart of Accounts	Ledger
	Name	Name	Name	Name	Account Code	Description	Base Amount
1	Unallocated Tithe Resources	Operating Fund	Publishing	Tithe Restricted	811110	Salary (Regular)	10000.00
2	Unallocated Tithe Resources	Operating Fund	Accounting	Tithe Restricted	881110	Office Supplies & Expense	401.00
3	Unallocated Tithe Resources	Operating Fund	Arlington District No. 1	Tithe Restricted	881110	Office Supplies & Expense	209.00
4	Unallocated Tithe Resources	Operating Fund	Children's Ministries	Tithe Restricted	881110	Office Supplies & Expense	330.00
5	Unallocated Tithe Resources	Operating Fund	Communication	Tithe Restricted	881110	Office Supplies & Expense	100.00
6	Unallocated Tithe Resources	Operating Fund	Congressional District No. 1	Tithe Restricted	881110	Office Supplies & Expense	80.00
7	Unallocated Tithe Resources	Operating Fund	Education	Tithe Restricted	881110	Office Supplies & Expense	453.00
8	Unallocated Tithe Resources	Operating Fund	Executive Secretary	Tithe Restricted	881110	Office Supplies & Expense	229.00
9	Unallocated Tithe Resources	Operating Fund	Family Ministries	Tithe Restricted	881110	Office Supplies & Expense	275.00
10	Unallocated Tithe Resources	Operating Fund	Georgetown District No. 1	Tithe Restricted	881110	Office Supplies & Expense	180.00
11	Unallocated Tithe Resources	Operating Fund	Health Ministry	Tithe Restricted	881110	Office Supplies & Expense	300.00
12	Unallocated Tithe Resources	Operating Fund	La Mesa Community	Tithe Restricted	881110	Office Supplies & Expense	593.00

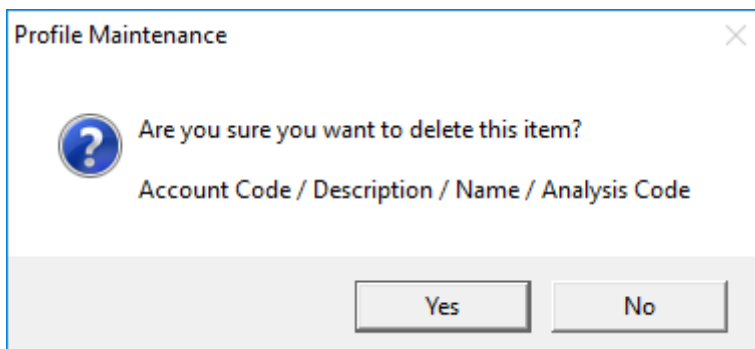
- You may have noticed that previous drill specifications are retained by the system and can be re-selected. These can be deleted or renamed to make them more user-friendly. Go to the drilldown icon.
- Click Edit



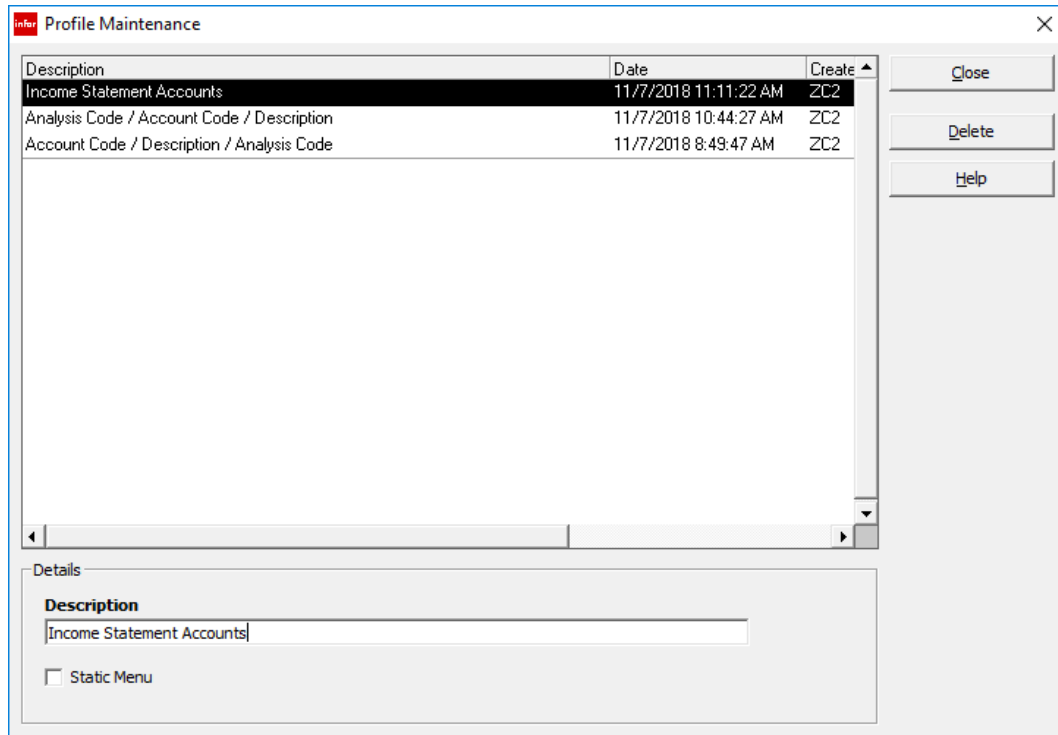
- Select the drill you want to delete



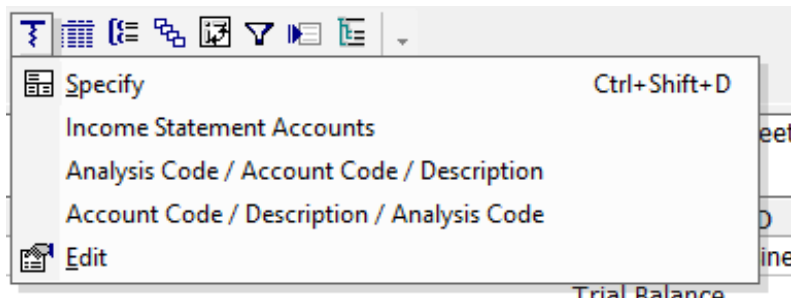
- Click Delete



- To rename a drill, select it from the list in the interface
- Type in the Description you want for the drill



- Click Close
- Let's reopen the drilldown list to see if the changes we made are in the list



- Let's save the drill paths we have created

File View Output Mode Tools Window Help

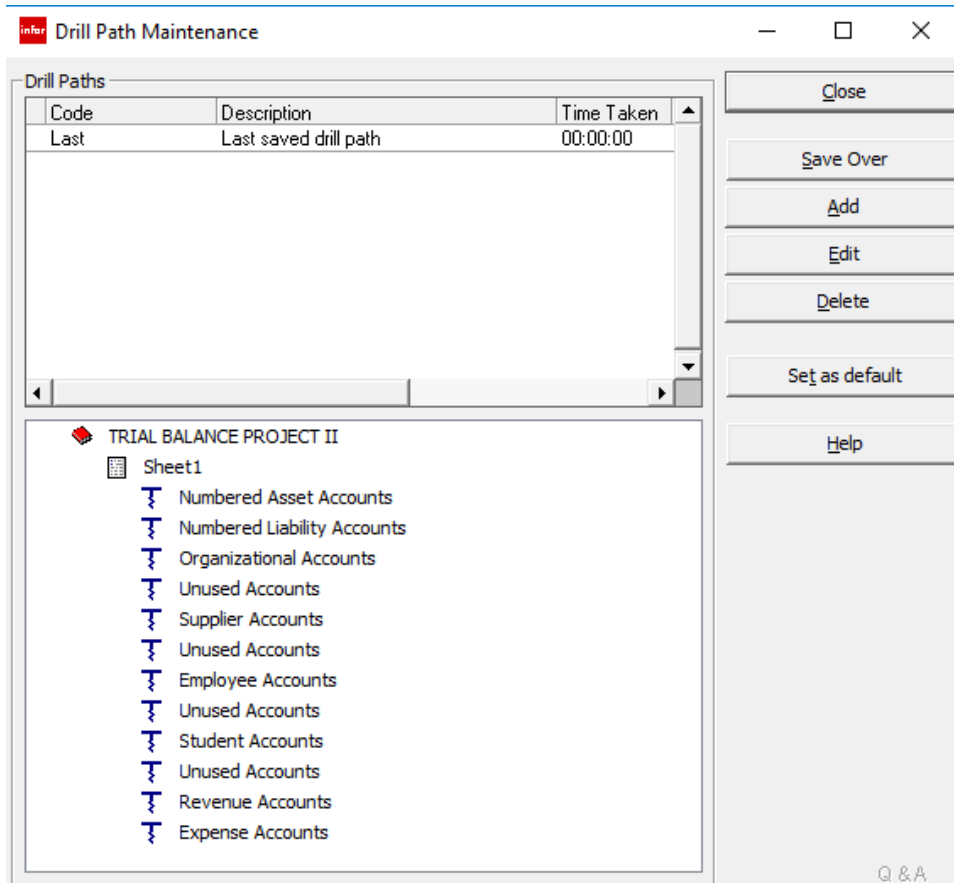
Worksheet Document

Sheet1

	A	B	C	D	E	F	G
1	Adventist Test Business Unit						
2	Trial Balance						
3	As of October 31, 2016						
4							
5							
6							
7	Numbered Asset Accounts			1	2zzzzzzz	30,807,061.95	
8							
9	Numbered Liability Accounts			3	4zzzzzzz	-8,544,516.10	
10							
11	Lettered Accounts						
12							
13	Organizations		A		Azzzzzzz	-32,093.32	
14	Unused		B		Bzzzzzzz	0.00	
15	Supplier		C		Czzzzzzz	-747,198.19	
16	Unused		D		Dzzzzzzz	-100.00	
17	Employee		E		Ezzzzzzz	-457.48	
18	Unused		F to R		Fzzzzzzz	0.00	
19	Student Accounts		S		Szzzzzzz	0.00	
20	Unused		T to Z		Tzzzzzzz	0.00	
21							
22	Balance from Old Accounting System			5	5zzzzzzz	-9,311,442.35	
23	Prior Year's Income and Expense Accounts			6	9zzzzzzz	-10,606,087.46	
24							
25	Revenue			6	7zzzzzzz	-1,590,427.74	
26							
27	Expenses			8	98zzzzzz	25,260.69	
28							
29	Transfers			99	99zzzzzz	0.00	
30							
31	Total	Should be zero				-0.00	
32							
33							

- Click the Drill Path Maintenance icon





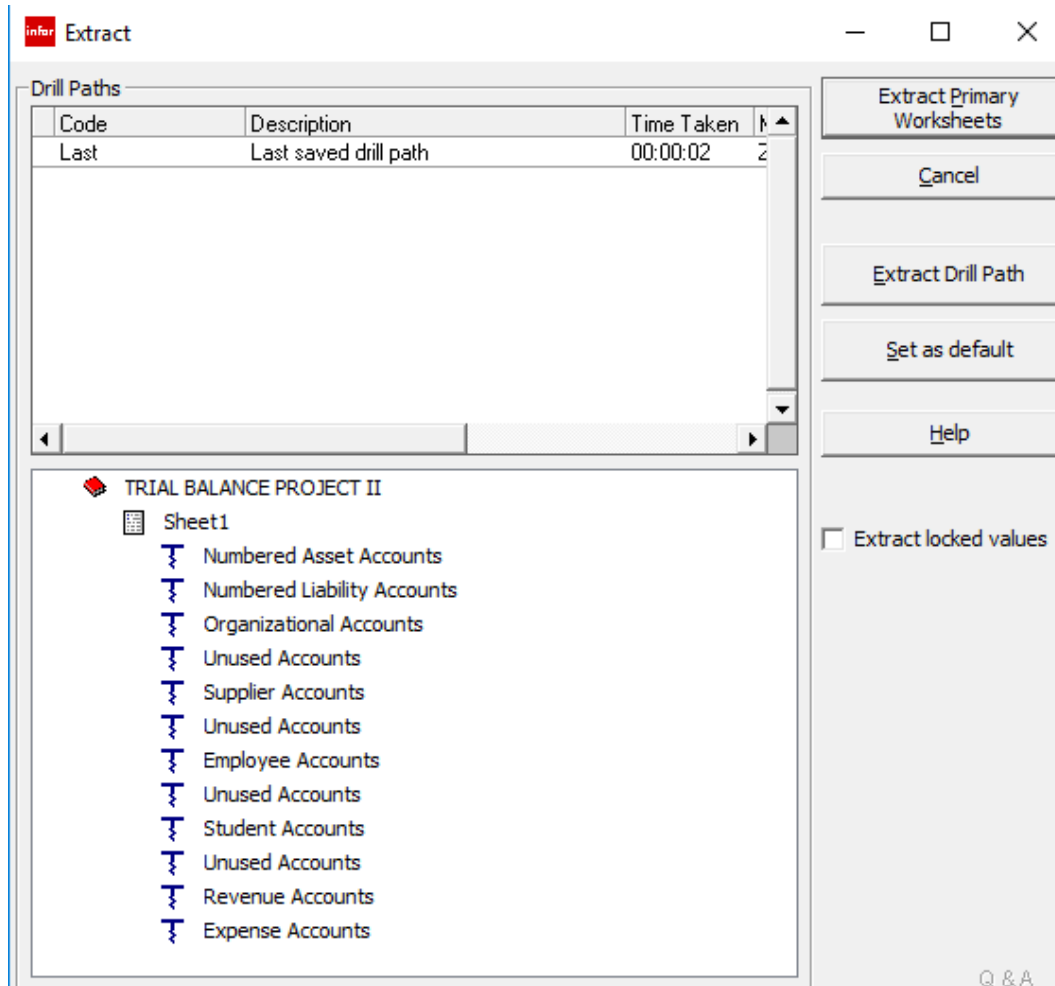
- Click the Save Over button
- Click Close

Step 10 - Final Extract

Our project is basically finished! Let's take a look at it.

This time let's try the report on a new organization.

- Return to the Summary sheet
- Click the prompt icon
- Change the Business Unit to TST
- Click the Extract icon



- Extract Drill Path

File View Output Mode Tools Window Help

Worksheet Document

Sheet1

	A	B	C	D	E	F	G
1	Adventist Test Business Unit						
2	Trial Balance						
3	As of October 31, 2016						
4							
5							
6							
7	Numbered Asset Accounts			1	2zzzzzzzz	30,807,061.95	
8							
9	Numbered Liability Accounts			3	4zzzzzzzz	-8,544,516.10	
10							
11	Lettered Accounts						
12							
13	Organizations		A	A	Azzzzzzzz	-32,093.32	
14	Unused		B	B	Bzzzzzzzz	0.00	
15	Supplier		C	C	Czzzzzzzz	-747,198.19	
16	Unused		D	D	Dzzzzzzzz	-100.00	
17	Employee		E	E	Ezzzzzzzz	-457.48	
18	Unused		F to R	F	Rzzzzzzzz	0.00	
19	Student Accounts		S	S	Szzzzzzzz	0.00	
20	Unused		T to Z	T	Zzzzzzzzz	0.00	
21							
22	Balance from Old Accounting System			5	5zzzzzzzz	-9,311,442.35	
23	Prior Year's Income and Expense Accounts			6	9zzzzzzzz	-10,606,087.46	
24							
25	Revenue			6	7zzzzzzzz	-1,590,427.74	
26							
27	Expenses			8	98zzzzzzzz	25,260.69	
28							
29	Transfers			99	99zzzzzzzz	0.00	
30							
31	Total	Should be zero				-0.00	
33							

- Be sure to Save the entire project
- We can click on each of the drills in the directory tree and see the results
- In each of the drills, we can perform further drills. Click the Revenue Accounts drill
- Click one of the Base Amount figures
- Select the drill down icon
- Specify the transaction details you want to see
 - Date
 - Journal Number
 - Line Number
 - Journal Type
 - Transaction Reference
 - Description

Drilldown

Criteria | Options

Filter
Filter From: SunSystems 6

Description	Filter From	Filter To	Value From	Value To
Product	SunSystems 6		SunSystems 6	
Business Unit	=(BU)		TST	
Table	LA		Ledger	
Ledger	A		A	
Account Code	617110	617110	617110	617110
Accounting Period	=(CurrentYTD)	=(CurrentYTD)	2016001	2016010
LA\1Name	Unallocated Tithe ...	Unallocated Tithe ...	Unallocated Tithe ...	Unallocated Tithe ...
LA\3Name	Operating Fund	Operating Fund	Operating Fund	Operating Fund

Selection List

- 2nd Base/Reporting Currency Code
- Rate
- Transaction Operator
- Base Rate
- Base Operator
- Base 2/Reporting Rate
- Base 2/Report Operator
- Transaction Date
- Journal Number
- Journal Line Number
- Journal Type
- JD Journal Type
- Journal Source
- Transaction Reference
- Description
- Order Fulfillment Source
- OF Order Fulfillment

Output

Item	Sort Number
LA\Transaction Date	
LA\Journal Number	
LA\Journal Line Number	
LA\Journal Type	
LA\Transaction Reference	
LA\Description	
LA\Base Amount	

OK
Cancel
Help

- Click OK

Worksheet | Chart

Transaction Date / Journal Number / Journal Line Number

	A	B	C	D	E	F	G
1	Ledger						Ledger
2	Transaction Date	Journal Number	Journal Line Number	Journal Type	Transaction Reference	Description	Base Amount
3	01/25/2016	1026	3	JV	T&OJAN2016D	REMITTANCE CENTRAL WASHINGTON CHURCH 2016 JAN	4128.04
4	02/26/2016	1031	3	JV	T&OFEB2016D	REMITTANCE CENTRAL WASHINGTON CHURCH 2016 FEB	3956.12
5	03/23/2016	1036	3	JV	T&OMAR2016D	REMITTANCE CENTRAL WASHINGTON CHURCH 2016 MAR	3501.68
6	04/21/2016	1041	3	JV	T&OAPR2016D	REMITTANCE CENTRAL WASHINGTON CHURCH 2016 APR	3534.30
7	05/23/2016	1046	3	JV	T&OMAY2016D	REMITTANCE CENTRAL WASHINGTON CHURCH 2016 MAY	3496.22
8	06/24/2016	1051	3	JV	T&OJUN2016D	REMITTANCE CENTRAL WASHINGTON CHURCH 2016 JUN	3606.68
9	07/25/2016	1056	3	JV	T&OJUL2016D	REMITTANCE CENTRAL WASHINGTON CHURCH 2016 JUL	3678.78
10	08/23/2016	1061	3	JV	T&OAug2016D	REMITTANCE CENTRAL WASHINGTON CHURCH 2016 AUG	3629.22
11	09/25/2016	1066	3	JV	T&OSept2016D	REMITTANCE CENTRAL WASHINGTON CHURCH 2016 SEPT	3778.88
12	10/28/2016	1071	3	JV	T&OOCT2016D	REMITTANCE CENTRAL WASHINGTON CHURCH 2016 OCT	3602.90
13	Total						36912.82

- You can drill on any of the figures to get to more details.