

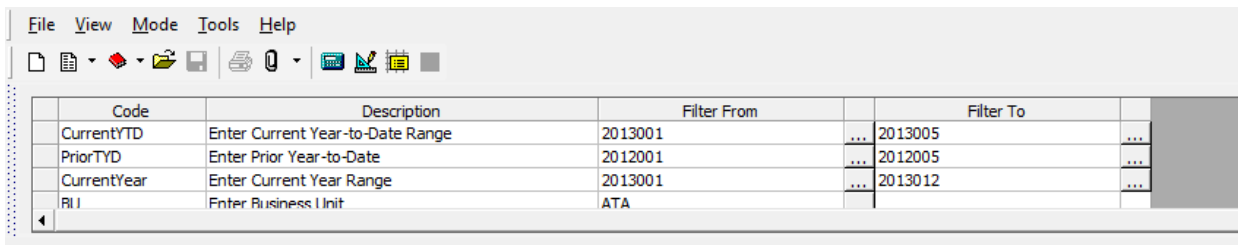
Q&A Executive Training

Printing Reports from Executive

The printing functionality of QA Executive is worth the effort, especially for reports that need to be run once a month. For ad hoc reports created as a routine matter, exporting them to Excel and printing them from Excel works just fine. But for a routine report being run by someone not familiar with the software and not technically savvy, when you want to leave instructions like “Run the report, change these prompts, then run it, print it, and pass it out”, it is worthwhile to set up Executive’s printing functionality.

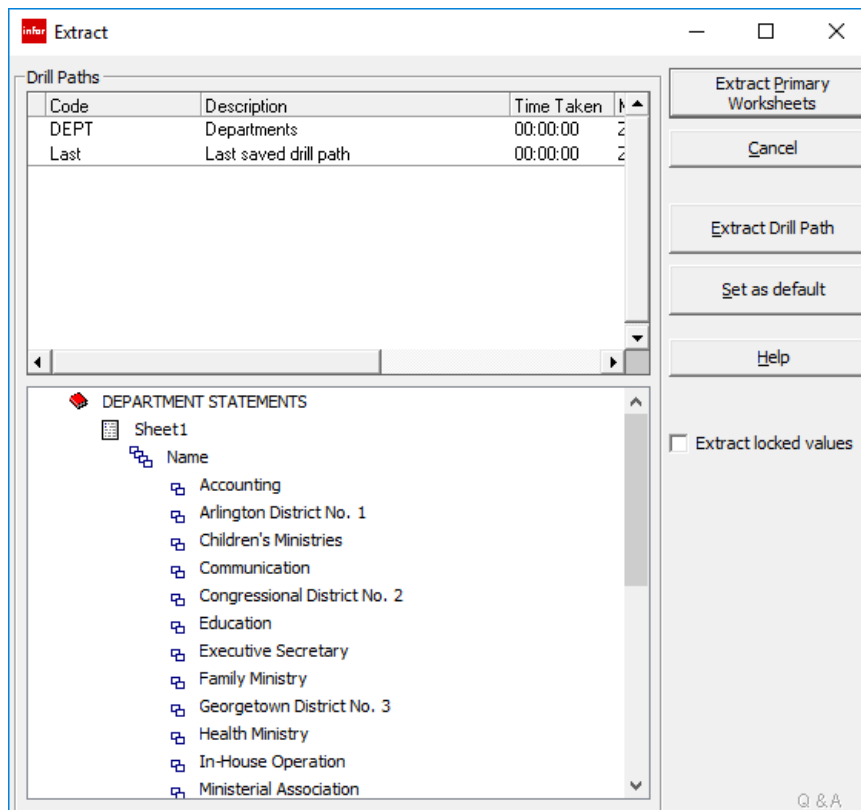
Also, you need to learn how to modify the printing functionality if there are problems with the financial statements. For example, if when you are printing the financial statements, you decide you need to change a margin or the paper size or add a logo, or something of that sort, this document will help.

- Open the Departmental Statements created earlier
- Set the prompts to
 - CurrentYTD 2013001 to 2013005
 - PriorTYD 2012001 to 2012005
 - CurrentYear 2013001 to 2013012
 - BU ATA

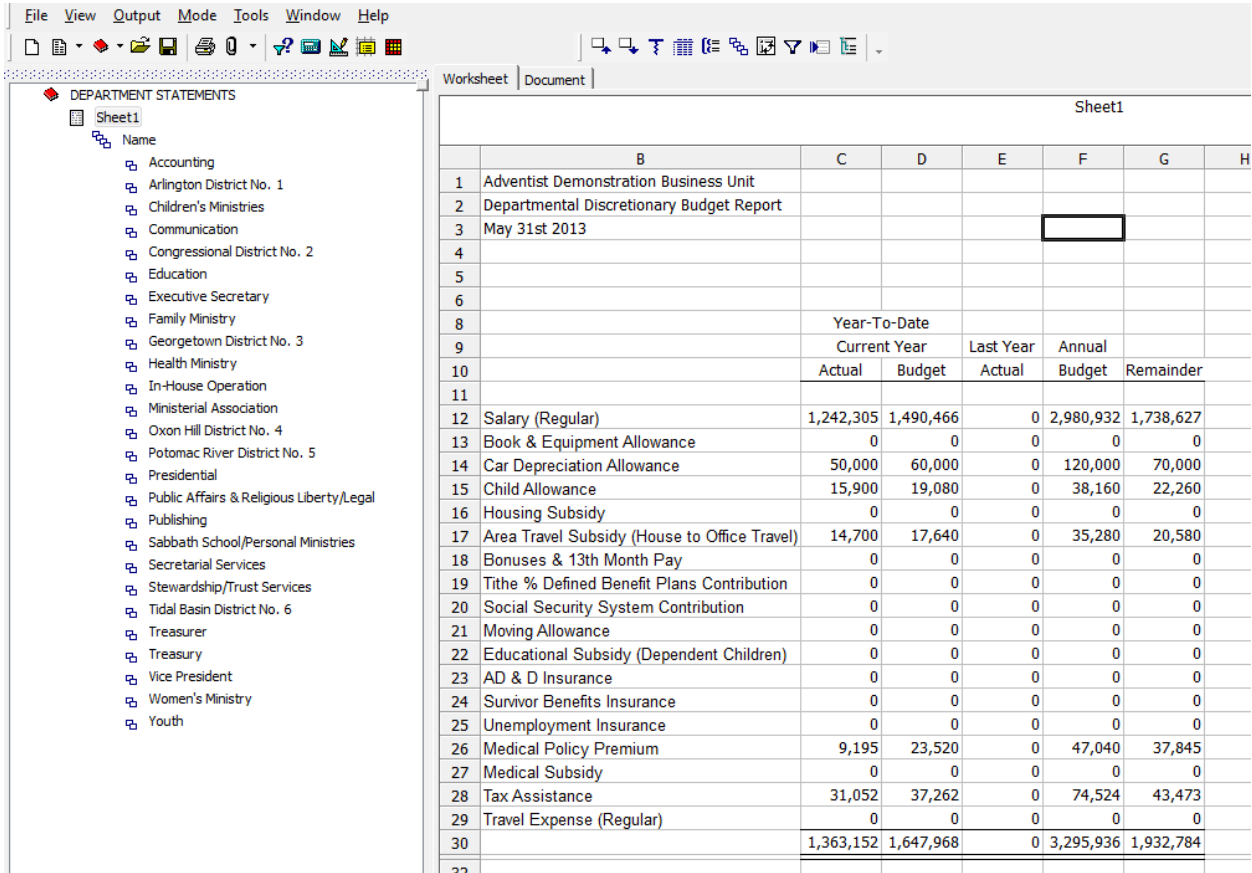


Code	Description	Filter From	Filter To
CurrentYTD	Enter Current Year-to-Date Range	2013001	2013005
PriorTYD	Enter Prior Year-to-Date	2012001	2012005
CurrentYear	Enter Current Year Range	2013001	2013012
BU I	Enter Business Unit	ATA	

- Click the Extract (calculate) icon 



- Click the Extract Drill Path



The screenshot shows the SunPlus software interface. On the left, the 'DEPARTMENT STATEMENTS' menu is open, listing various departments such as 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, Oxon Hill District No. 4, Potomac River District No. 5, Presidential, Public Affairs & Religious Liberty/Legal, Publishing, Sabbath School/Personal Ministries, Secretarial Services, Stewardship/Trust Services, Tidal Basin District No. 6, Treasurer, Treasury, Vice President, Women's Ministry, and Youth.

The main window displays a spreadsheet titled 'Sheet1' with columns B through H. The data represents a budget report for the Adventist Demonstration Business Unit, dated May 31st 2013. The report includes a 'Year-To-Date' section with 'Current Year' and 'Last Year' columns, and an 'Annual' section with 'Actual' and 'Budget' columns. The 'Remainder' column is also present.

	B	C	D	E	F	G	H
1	Adventist Demonstration Business Unit						
2	Departmental Discretionary Budget Report						
3	May 31st 2013						
4							
5							
6							
8		Year-To-Date					
9		Current Year		Last Year	Annual		
10		Actual	Budget	Actual	Budget	Remainder	
11							
12	Salary (Regular)	1,242,305	1,490,466	0	2,980,932	1,738,627	
13	Book & Equipment Allowance	0	0	0	0	0	
14	Car Depreciation Allowance	50,000	60,000	0	120,000	70,000	
15	Child Allowance	15,900	19,080	0	38,160	22,260	
16	Housing Subsidy	0	0	0	0	0	
17	Area Travel Subsidy (House to Office Travel)	14,700	17,640	0	35,280	20,580	
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	9,195	23,520	0	47,040	37,845	
27	Medical Subsidy	0	0	0	0	0	
28	Tax Assistance	31,052	37,262	0	74,524	43,473	
29	Travel Expense (Regular)	0	0	0	0	0	
30		1,363,152	1,647,968	0	3,295,936	1,932,784	

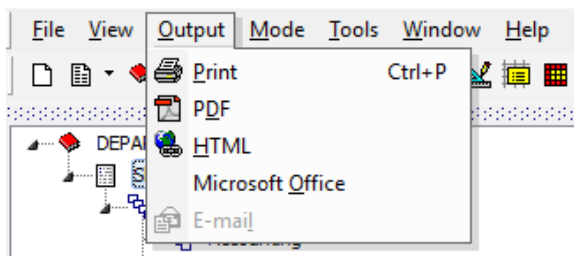
Now to print the report.

Output Menu

Important: When setting up printing details, you must be in the Extract mode.

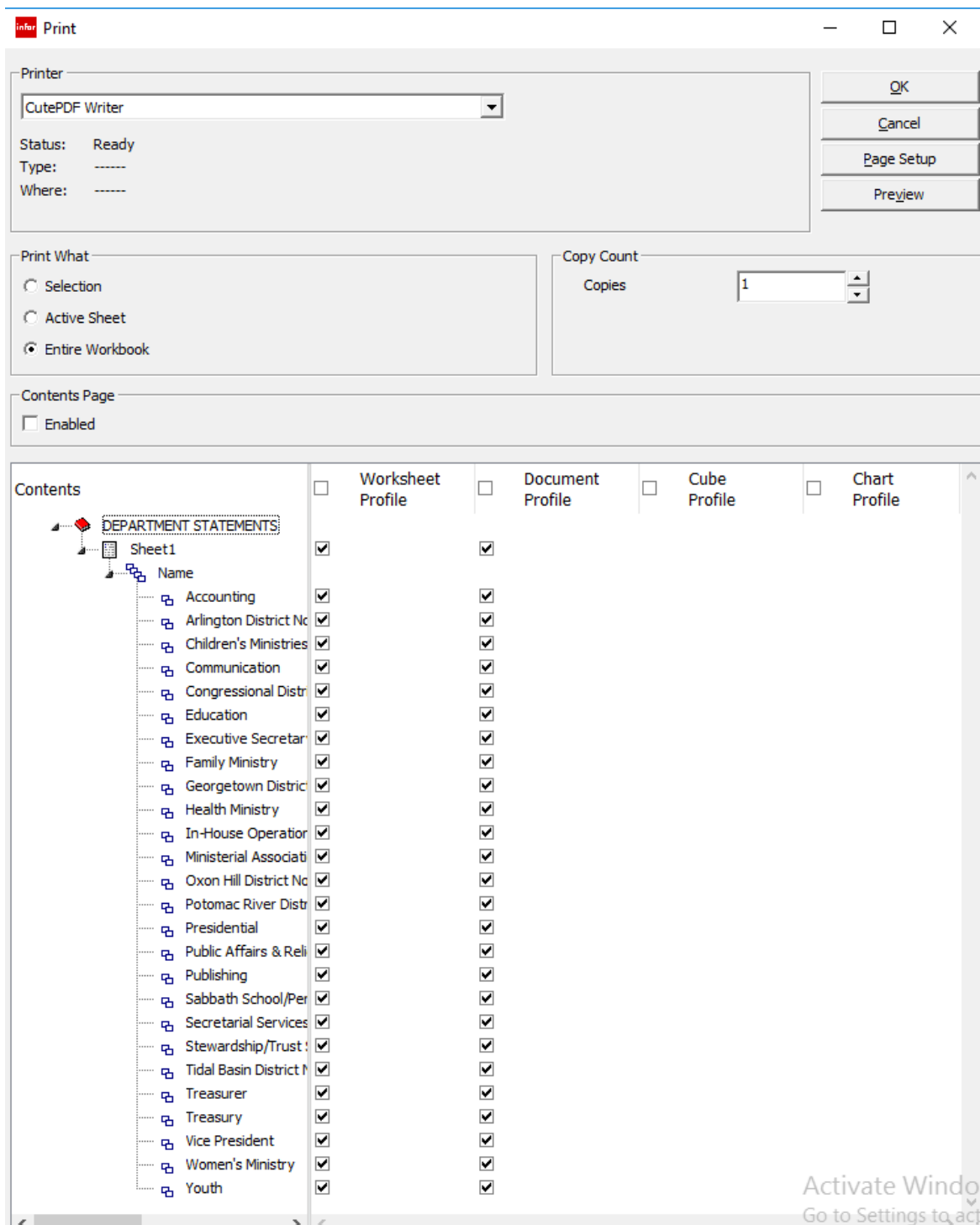
The Output menu options are:

- Print
- PDF
- HTML
- Microsoft Office



The same formatting or print controls operate both Print and PDF functionality.

- Select Print



Print

Printer: CutePDF Writer

Status: Ready
Type: -----
Where: -----

Print What:
☐ Selection
☐ Active Sheet
☒ Entire Workbook

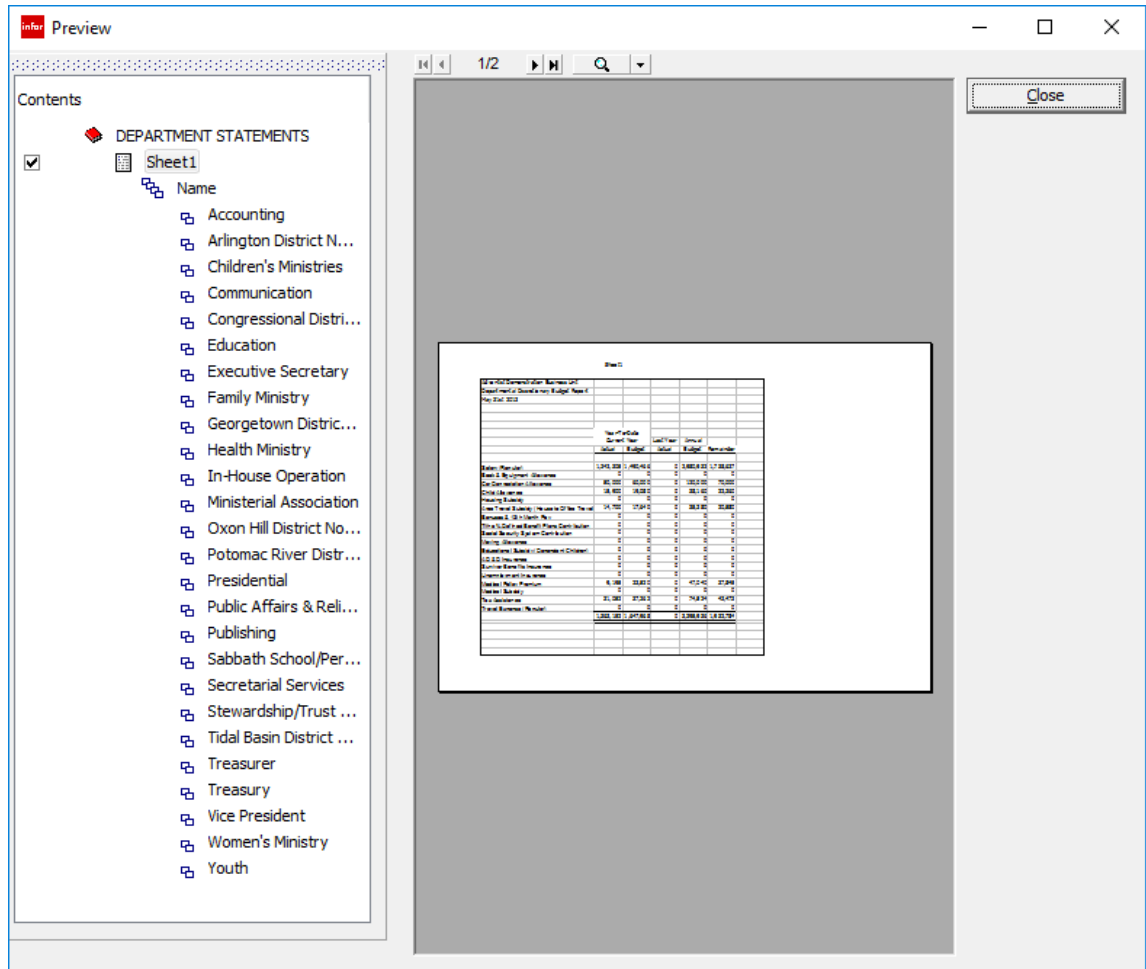
Copy Count:
Copies: 1

Contents Page:
☐ Enabled

Contents	<input type="checkbox"/> Worksheet Profile	<input type="checkbox"/> Document Profile	<input type="checkbox"/> Cube Profile	<input type="checkbox"/> Chart Profile
DEPARTMENT STATEMENTS				
Sheet1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Name				
Accounting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Arlington District No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Children's Ministries	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Congressional Distr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Executive Secretar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Family Ministry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Georgetown Distric	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Health Ministry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
In-House Operation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Ministerial Associati	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Oxon Hill District No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Potomac River Distr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Presidential	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Public Affairs & Reli	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Publishing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Sabbath School/Per	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Secretarial Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Stewardship/Trust	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Tidal Basin District M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Treasurer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Treasury	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Vice President	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Women's Ministry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Youth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Activate Windows
Go to Settings to activate Windows.

- Click the Preview button to see the results if the report were printed with these setup details.



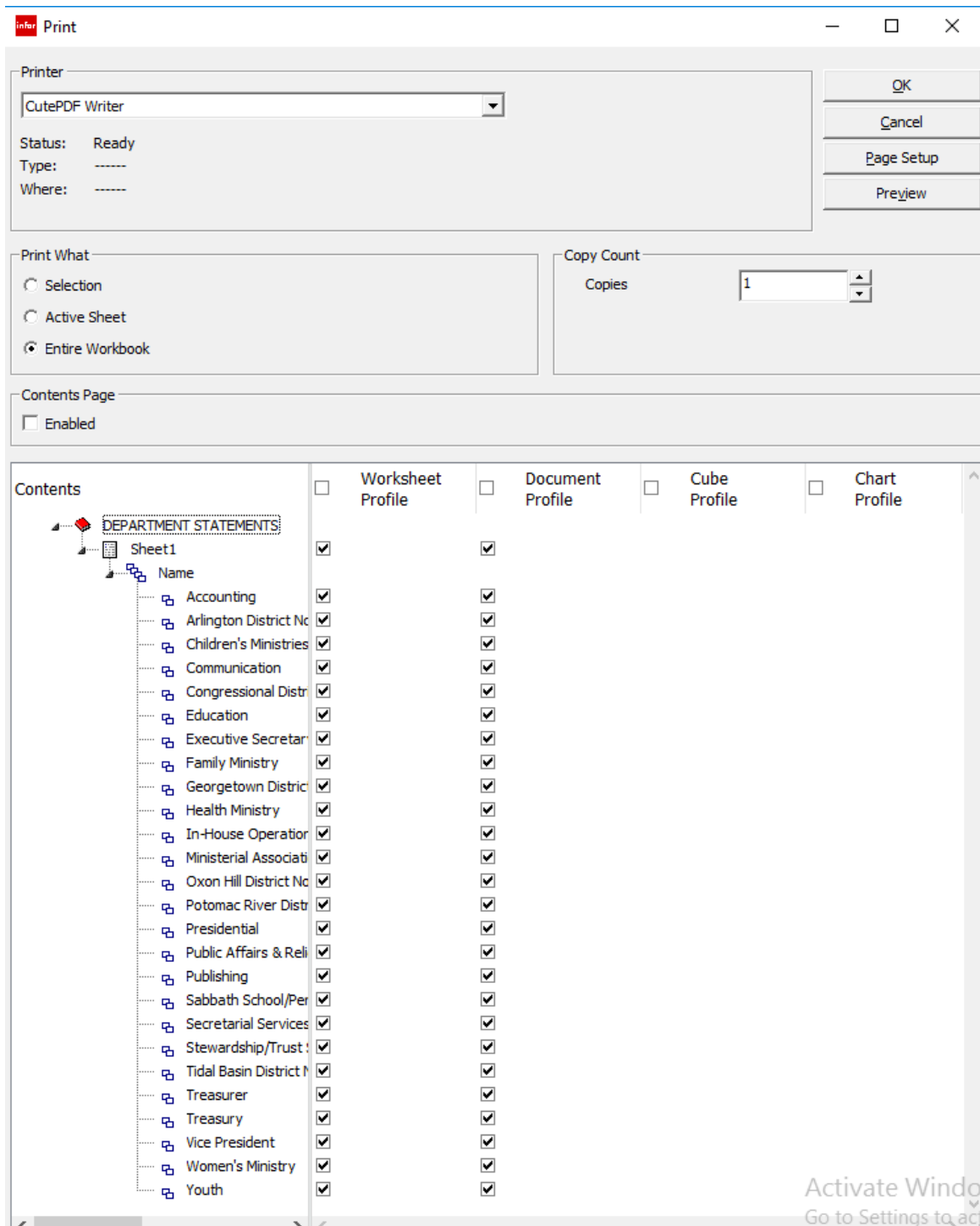
The Preview shows how the Summary sheet would print out. It includes:

- The grids
- The bold outline of the page and
- The header.
- Also, this sheet would print over two pages (the second page would be blank)

Click Close to close the Preview.

Print Screen Contents

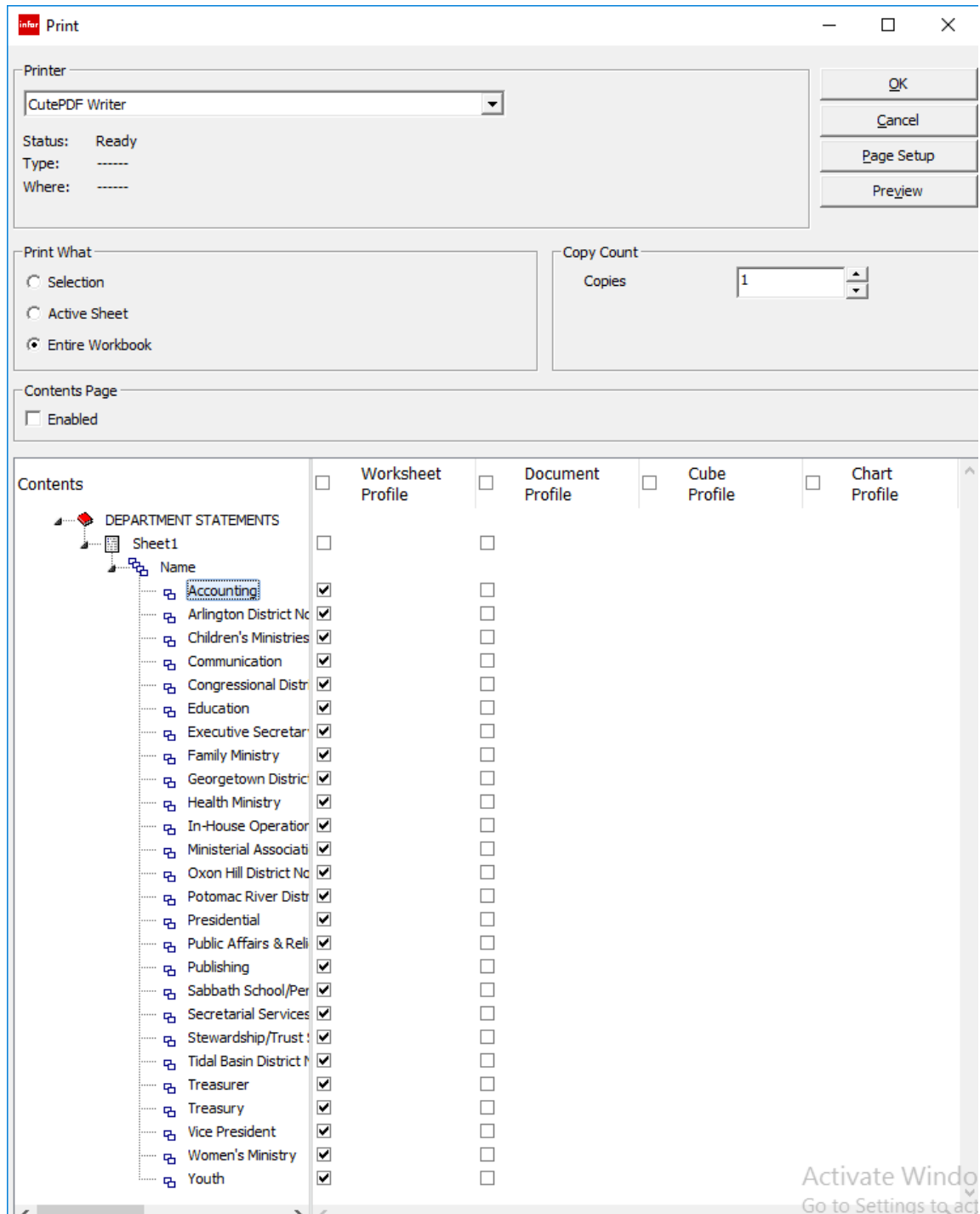
The Print interface is shown below:



It helps to expand the Contents pane at the left side of the lower pane. Expand by dragging the right margin to the right. In that pane, are the titles of breakout pages.

In the Worksheet Profile and the Document Profile columns in the pane at the lower right, there are checkmarks next to each sheet in the report. The checkmarks mean that sheet will be included in the printout. To leave a page out of the printout, uncheck the related checkbox.

Profiles



Print

Printer: CutePDF Writer
Status: Ready
Type: -----
Where: -----

Print What:
☐ Selection
☐ Active Sheet
☒ Entire Workbook

Copy Count:
Copies: 1

Contents Page:
☐ Enabled

Contents	Worksheet Profile	Document Profile	Cube Profile	Chart Profile
DEPARTMENT STATEMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheet1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arlington District No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Ministries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Congressional Distr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Executive Secretar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family Ministry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Georgetown Distr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Ministry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In-House Operatio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ministerial Associ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oxon Hill District No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potomac River Distr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presidential	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Affairs & Reli	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publishing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sabbath School/Per	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretarial Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stewardship/Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tidal Basin District	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Women's Ministry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activate Windows
Go to Settings to activate Windows.

In the above screenshot, the Sheet1 Worksheet Profile has been unchecked. Also, all the Document Profile sheets have been unchecked by clicking once in the Document Profile check box on the header row.

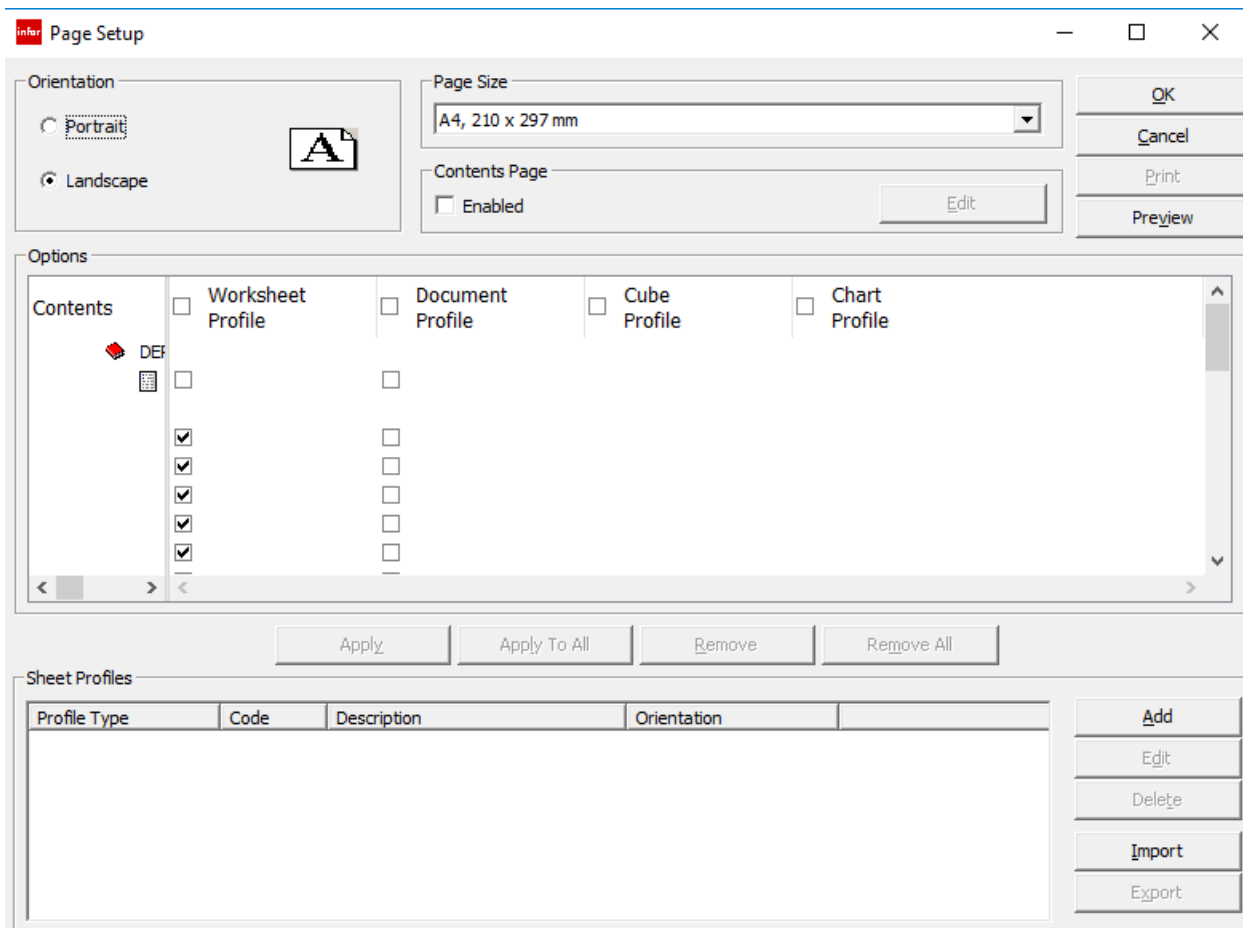
At this point, the Print setup is ready to go. It is still not suitable, but it is slightly better.

In the Copy Count portion of the interface, select the number of copies to print.

Click the third button from the top to select Page Setup.

- Click Page Setup

Page Setup



Page Setup

Orientation: ☐ Portrait ☒ Landscape

Page Size: A4, 210 x 297 mm

Contents Page: ☐ Enabled

Options:

Contents	Worksheet Profile	Document Profile	Cube Profile	Chart Profile
DEF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sheet Profiles:

Profile Type	Code	Description	Orientation

Buttons: Apply, Apply To All, Remove, Remove All, Add, Edit, Delete, Import, Export

Page Setup controls general details for all report pages.

In the upper left portion, select a general orientation for the report pages:

- Portrait or
- Landscape

Select paper size in the field in the top middle portion of the dialogue box and enable a Contents page.

What is a Contents page? A Contents Page is a page at the beginning of the report and explains all other pages. If Contents Page is enabled, the content of that page can be edited. Many people think the Contents Page is a waste of paper; however, try it once to see what you think.

A Worksheet Profile can be defined for each of the report's pages. Set up a separate profile for each page if each page should be formatted differently. The pros and cons of setting up separate profiles for each page of a report will be discussed later.

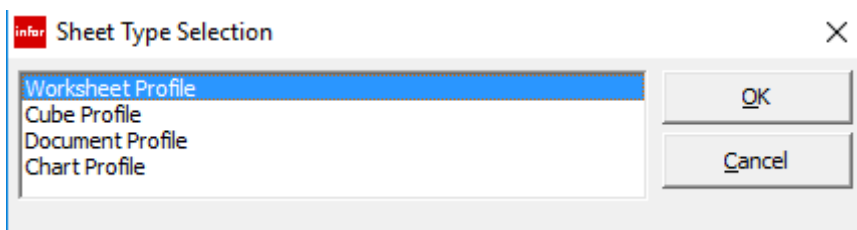
A complex report may have two or three profiles.

One page may have 8 to 10 columns but just a few rows. It is a short and stubby page. A Landscape orientation with custom margins would be the best presentation. A profile with those configurations could be created applied to that page.

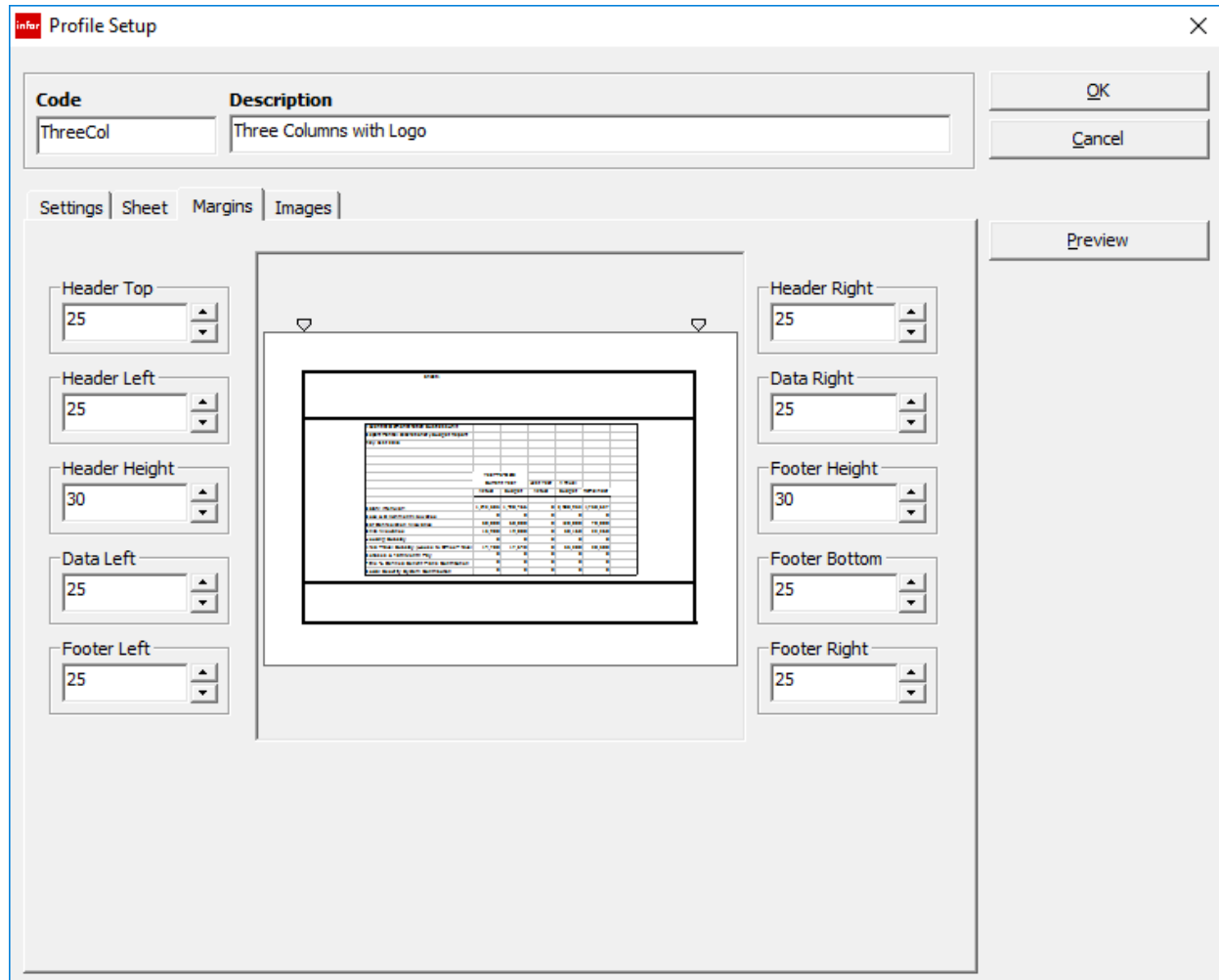
Another page in the same report may have 4 columns and many rows. A Portrait orientation would be better for that page. A second profile could be created and applied to page.

For our example, let's add a profile to be assigned to any pages we want. Our general report sheet is about four or five columns wide and twenty to thirty rows long. Our profile will fit that configuration. We will only build a single profile.

- Click Add in the Page Setup interface



- Select Worksheet Profile from the Sheet Type Selection list
- Click OK



Profile Setup

Code: ThreeCol **Description:** Three Columns with Logo

Settings | Sheet | Margins | Images

Header Top: 25

Header Left: 25

Header Height: 30

Data Left: 25

Footer Left: 25

Header Right: 25

Data Right: 25

Footer Height: 30

Footer Bottom: 25

Footer Right: 25

Preview

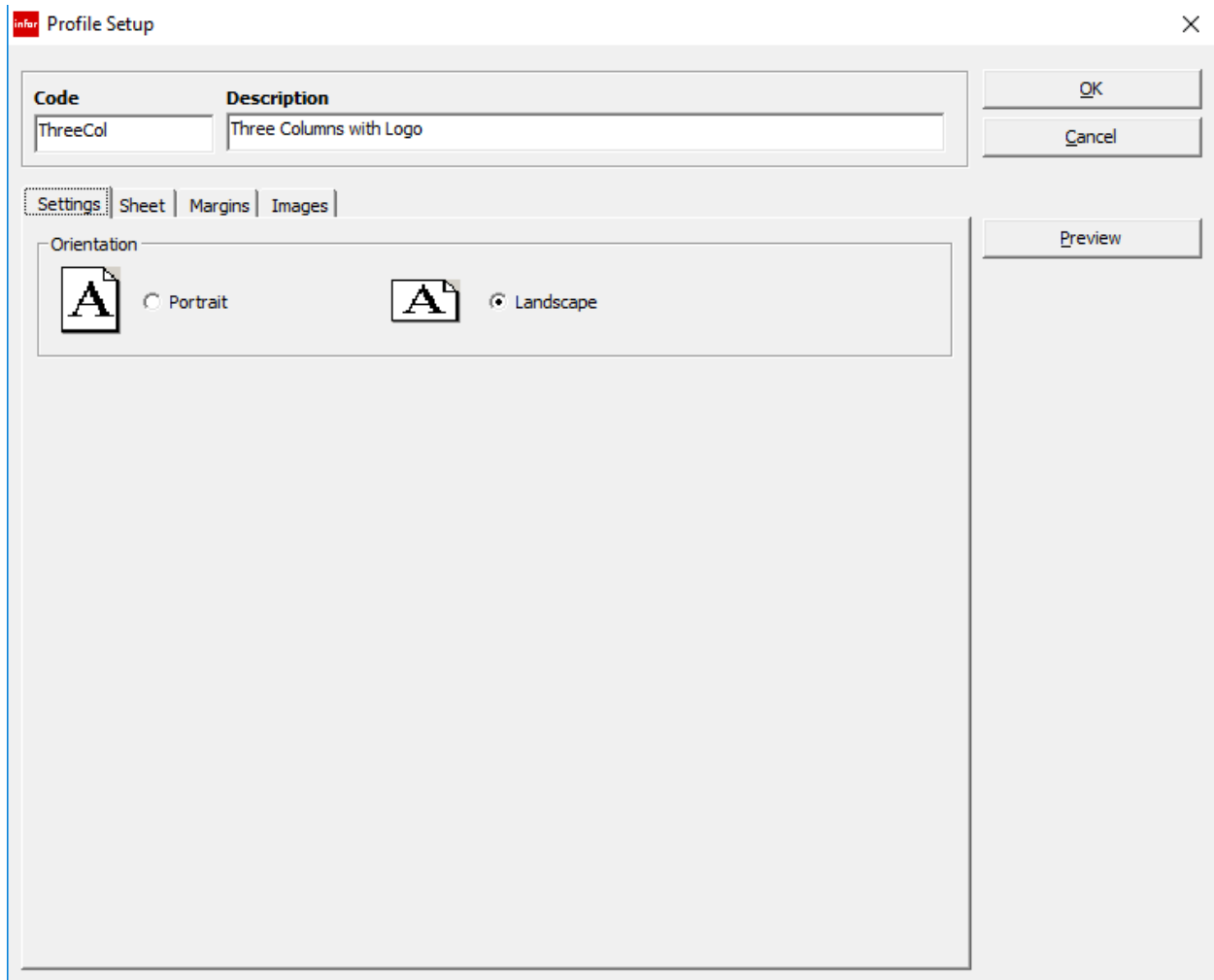
This interface has four tabs:

- Settings
- Sheet
- Margins
- Images

The Margin tab is particularly useful. Fields on this tab set the size and width of the header, which can be different from the width of the main body of the report.

The dialogue has a dragging feature, so the various margins can be dragged to wherever needed.

Settings



Code	Description
ThreeCol	Three Columns with Logo

Settings | Sheet | Margins | Images

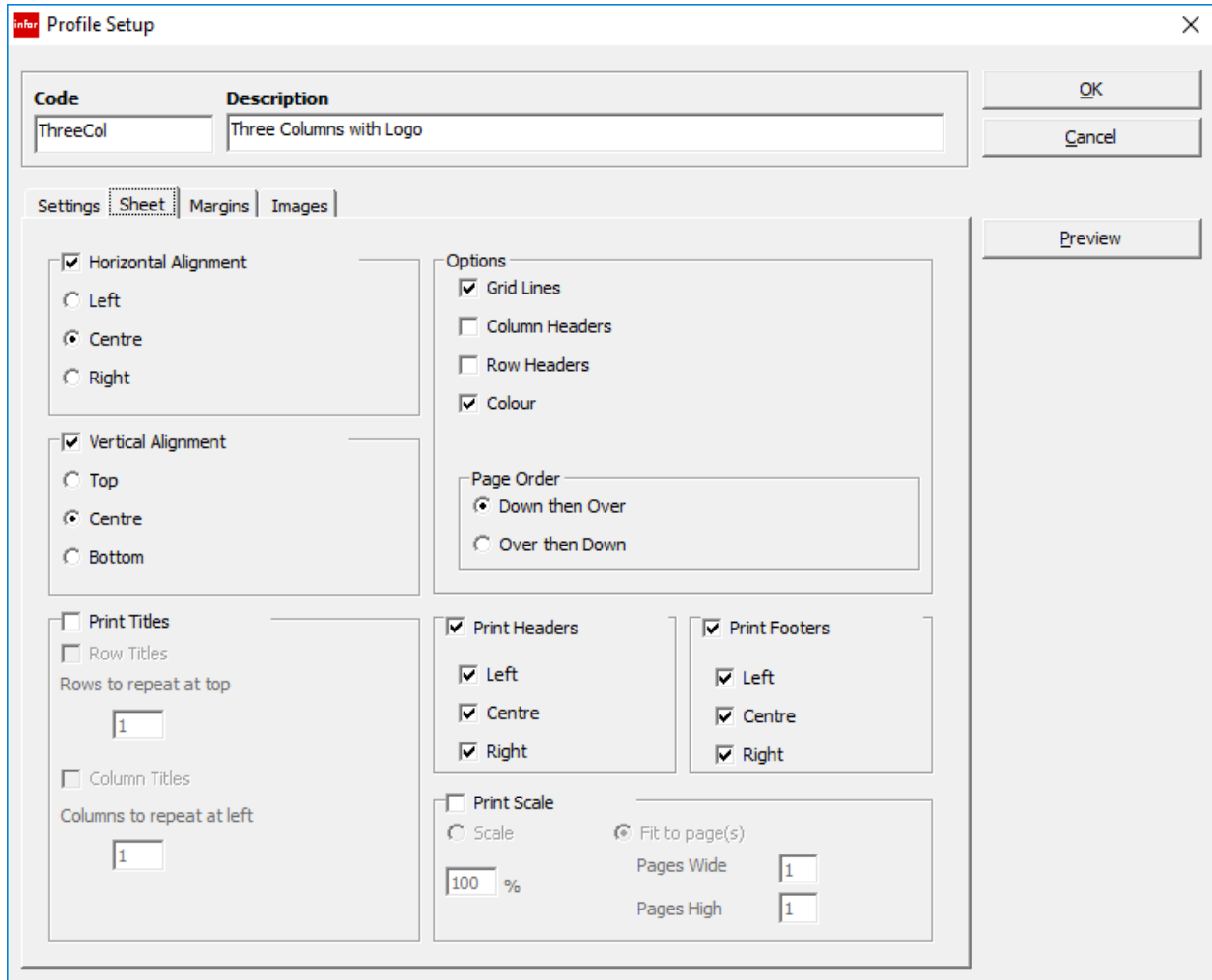
Orientation

☐ Portrait ☒ Landscape

OK Cancel Preview

Orientation can be set per page, if necessary.

Sheet



The screenshot shows the 'Profile Setup' dialog box with the 'Sheet' tab selected. The dialog has a title bar with a close button (X). Below the title bar is a table with two columns: 'Code' and 'Description'. The 'Code' field contains 'ThreeCol' and the 'Description' field contains 'Three Columns with Logo'. To the right of the table are 'OK' and 'Cancel' buttons. Below the table is a tabbed interface with four tabs: 'Settings', 'Sheet' (selected), 'Margins', and 'Images'. The 'Sheet' tab contains several sections of settings:

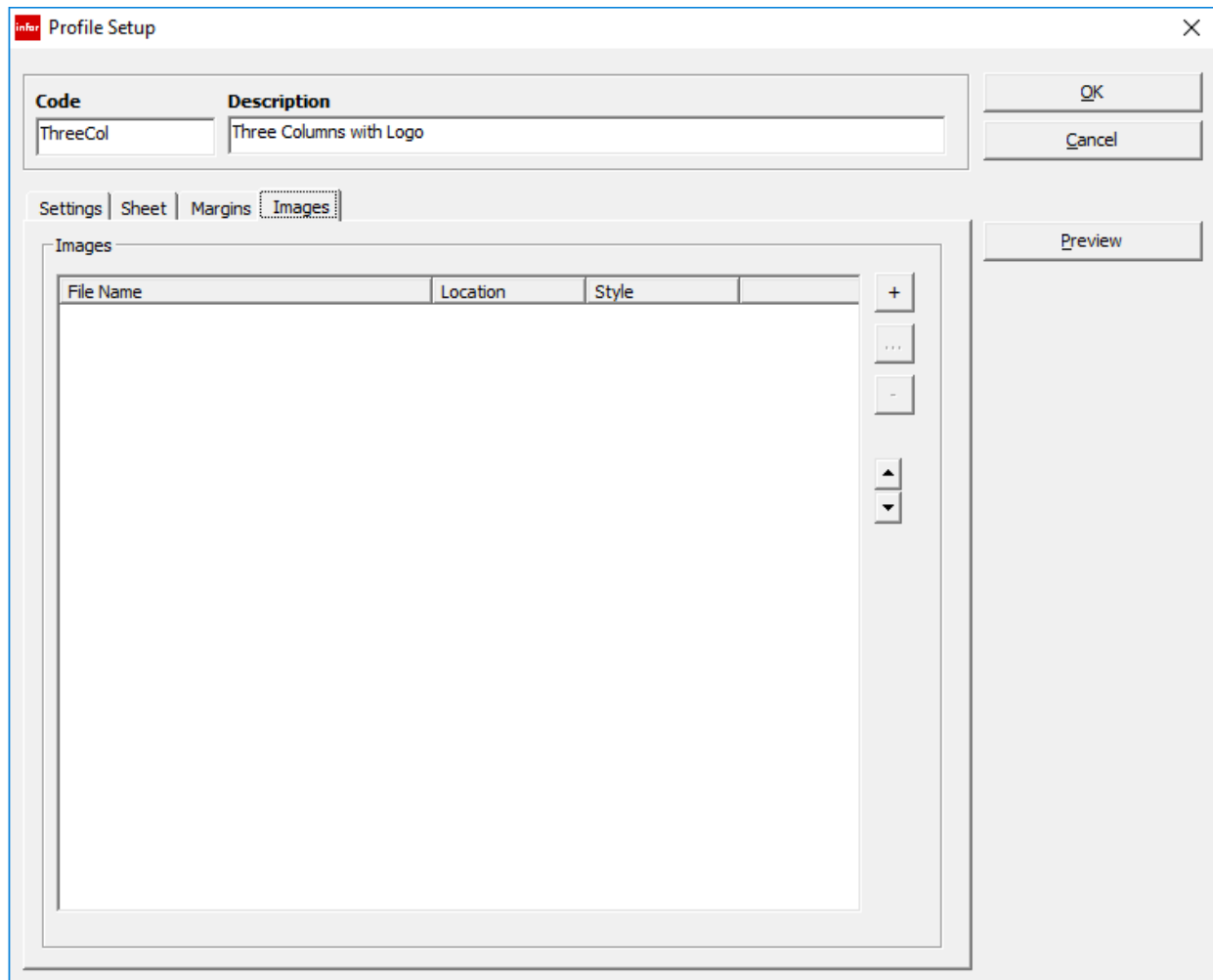
- Horizontal Alignment:** A checked checkbox 'Horizontal Alignment' followed by three radio buttons: 'Left', 'Centre' (selected), and 'Right'.
- Vertical Alignment:** A checked checkbox 'Vertical Alignment' followed by three radio buttons: 'Top', 'Centre' (selected), and 'Bottom'.
- Options:** A group box containing:
 - Checked checkbox 'Grid Lines'.
 - Unchecked checkbox 'Column Headers'.
 - Unchecked checkbox 'Row Headers'.
 - Checked checkbox 'Colour'.
 - Page Order:** A group box containing:
 - Selected radio button 'Down then Over'.
 - Radio button 'Over then Down'.
- Print Titles:** A group box containing:
 - Unchecked checkbox 'Print Titles'.
 - Unchecked checkbox 'Row Titles'.
 - Text 'Rows to repeat at top' followed by a text box containing '1'.
 - Unchecked checkbox 'Column Titles'.
 - Text 'Columns to repeat at left' followed by a text box containing '1'.
- Print Headers:** A group box containing three checked checkboxes: 'Left', 'Centre', and 'Right'.
- Print Footers:** A group box containing three checked checkboxes: 'Left', 'Centre', and 'Right'.
- Print Scale:** A group box containing:
 - Unchecked checkbox 'Print Scale'.
 - Radio button 'Scale'.
 - Radio button 'Fit to page(s)' (selected).
 - Text '100 %' next to the 'Scale' radio button.
 - Text 'Pages Wide' followed by a text box containing '1'.
 - Text 'Pages High' followed by a text box containing '1'.

To the right of the 'Sheet' tab settings is a 'Preview' button.

Special features of the Sheet Tab:

- Set data alignment
- Print/don't print titles
- Set/Remove grid lines
- Print to scale

Images



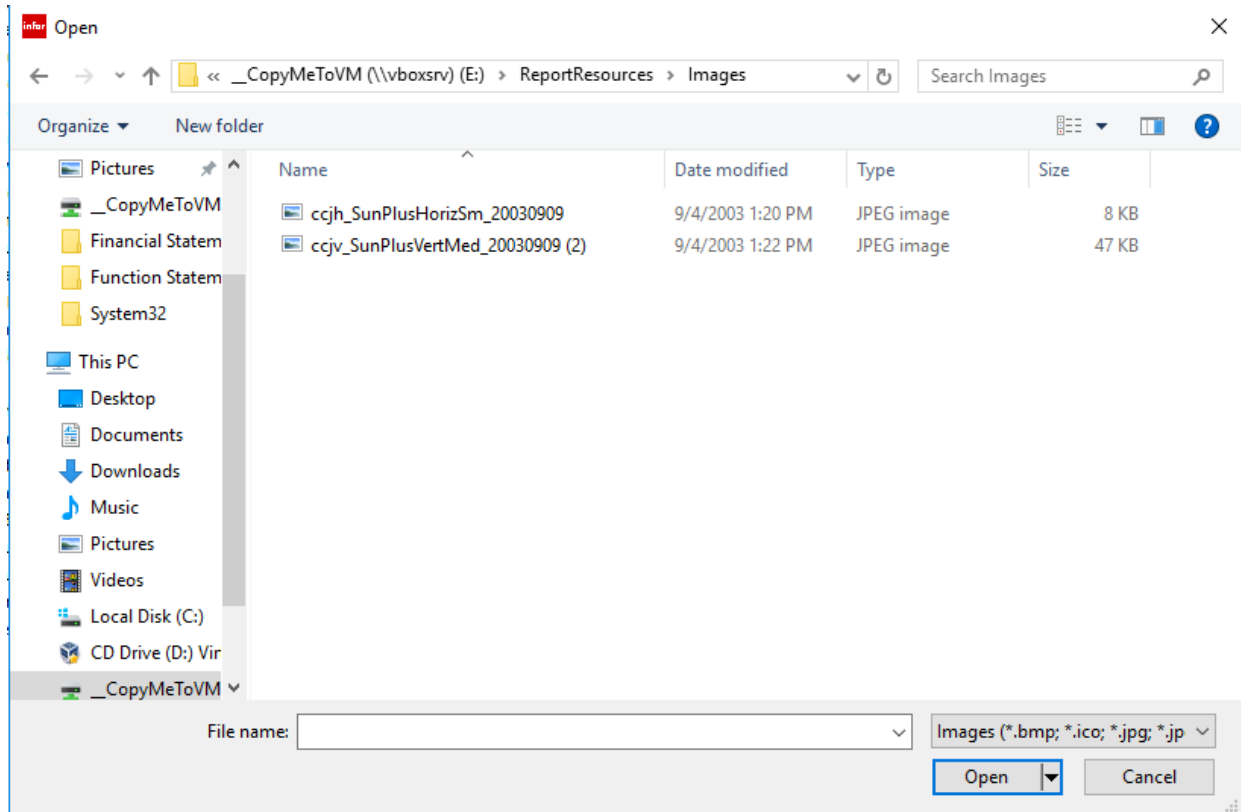
Use the Images Tab to add images to the report. This is basically a warehouse of images that can be made available for all Executive reports.

To add an image:

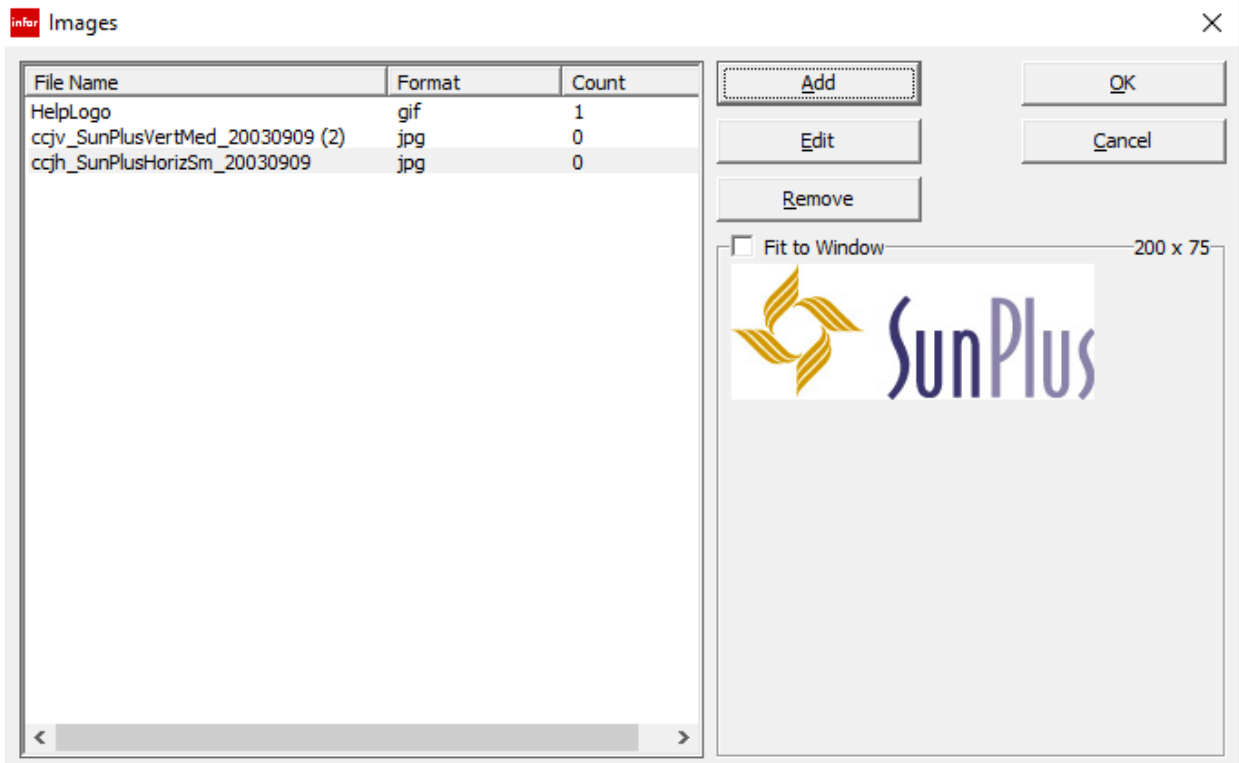
- Click the + icon at the top right of the Images pane

-
- The screenshot shows a software window titled "infer Images". The window contains a table with three columns: "File Name", "Format", and "Count". The table is empty. To the right of the table are three buttons: "Add", "Edit", and "Remove". Below these buttons is a checkbox labeled "Fit to Window". At the bottom right, there are three buttons: "OK", "Cancel", and a close button (X).


- Click the Add button



- Browse through the computer's directory to find the image file



- Click OK
- Once the image file has been added to the warehouse, it can be placed anywhere in the report



Advertiser: Department of Business Unit
Departmental Operational Budget Report
May 2016 2012

	Year-To-Date		Last Year	Annual	Remainder
	Current Year	Budget			
Salary (Regular)	1,240,201	1,492,464	0	2,360,665	1,124,657
Health & Equipment Allowance	0	0	0	0	0
Car Depreciation Allowance	80,000	80,000	0	120,000	40,000
Child Allowance	15,000	15,000	0	24,000	9,000
Housing Allowance	0	0	0	0	0
Leave Travel Subsidy (Household Office Travel)	14,700	17,500	0	25,500	10,800
Gratuity & 13th Month Pay	0	0	0	0	0
Time In Defined Benefit Plan Contribution	0	0	0	0	0
Social Security System Contribution	0	0	0	0	0
Housing Allowance	0	0	0	0	0
Educational Subsidy (Dependent Children)	0	0	0	0	0
IGSS Contribution	0	0	0	0	0
Survivor Benefits Insurance	0	0	0	0	0
Unemployment Insurance	0	0	0	0	0
Medical Policy Premium	9,000	22,000	0	41,000	32,000
Medical Subsidy	0	0	0	0	0
Tax Assistance	21,000	27,000	0	74,000	43,000
Total Expense (Regular)	1,380,901	1,634,964	0	2,595,665	1,213,767

Location

☒ Header ☐ Footer

☐ Body ☐ Page

Alignment

☒ Horizontal ☒ Vertical

☒ Left ☐ Top

☐ Centre ☒ Centre

☐ Right ☐ Bottom

Stretch

☒ No Change

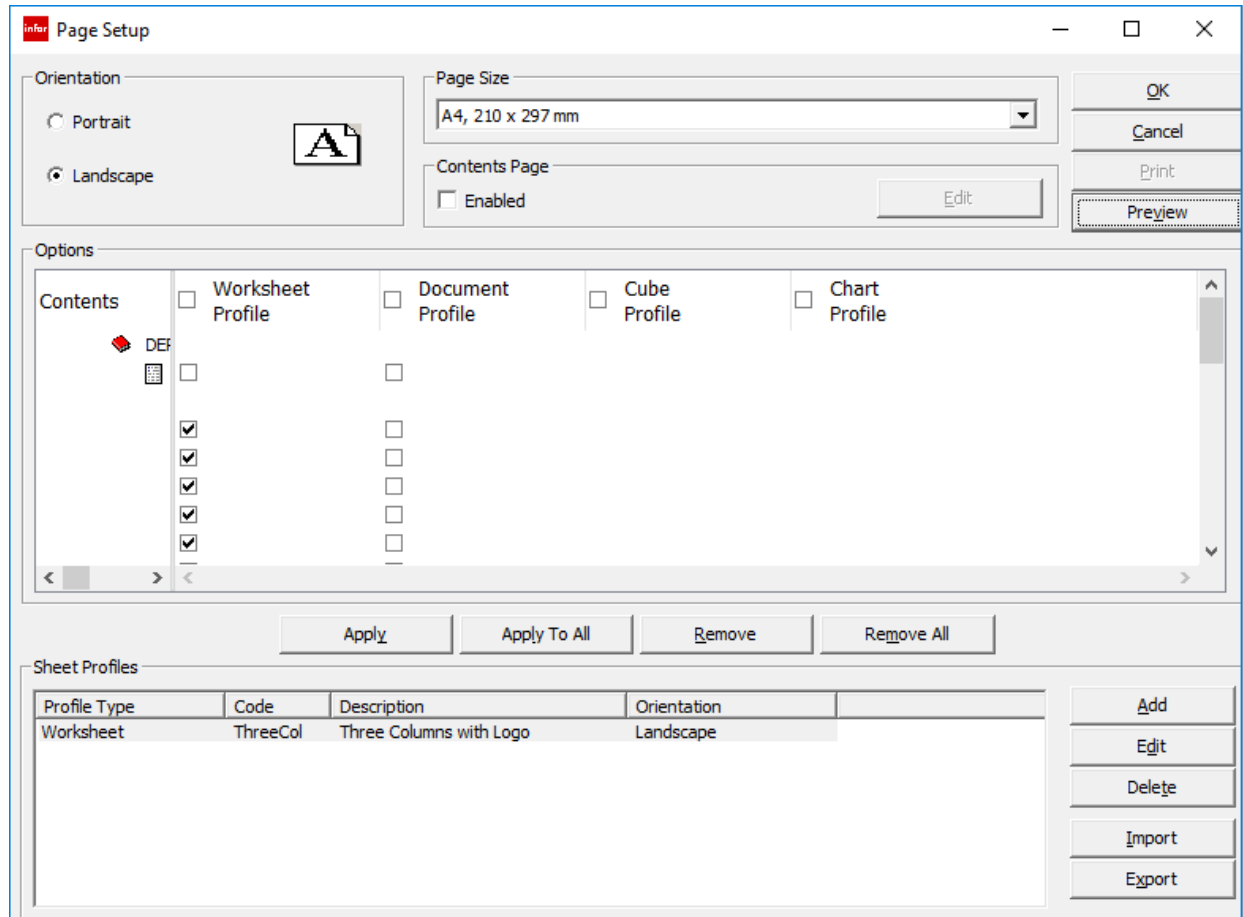
☐ Tile

☐ Stretch

Margins

Left 3 Right 3

Top 3 Bottom 3



Page Setup

Orientation: ☐ Portrait ☒ Landscape

Page Size: A4, 210 x 297 mm

Contents Page: ☐ Enabled

Options:

Contents	Worksheet Profile	Document Profile	Cube Profile	Chart Profile
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Apply Apply To All Remove Remove All

Sheet Profiles

Profile Type	Code	Description	Orientation
Worksheet	ThreeCol	Three Columns with Logo	Landscape

Add Edit Delete Import Export

- When returned to the Page Setup interface, select the worksheet to which the Profile will apply

Page Setup

Orientation: ☐ Portrait ☒ Landscape

Page Size: A4, 210 x 297 mm

Contents Page: ☐ Enabled

Options:

Contents: DEF

Worksheet Profile: ☒ ThreeCol

Document Profile: ☒

Cube Profile: ☐

Chart Profile: ☐

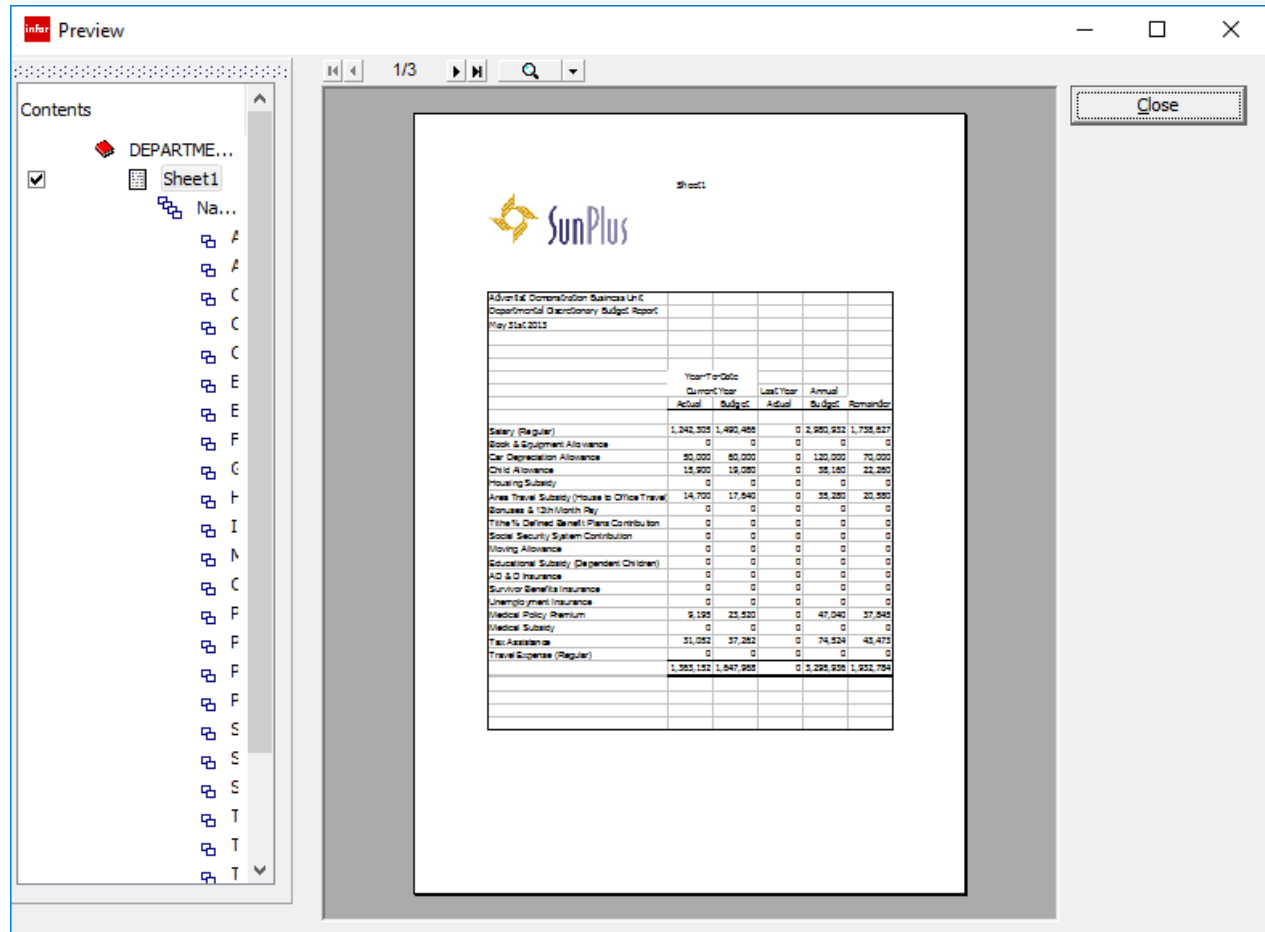
Apply Apply To All Remove Remove All

Sheet Profiles

Profile Type	Code	Description	Orientation
Worksheet	ThreeCol	Three Columns with Logo	Landscape

Add Edit Delete Import Export

- In the screenshot above, the first Worksheet in the Worksheet Profile column has been selected
 - The “ThreeCol” code is displayed by the first checkbox in the column
- Click Apply
- Click the Preview button, to see the image has been added to the specified location in the worksheet



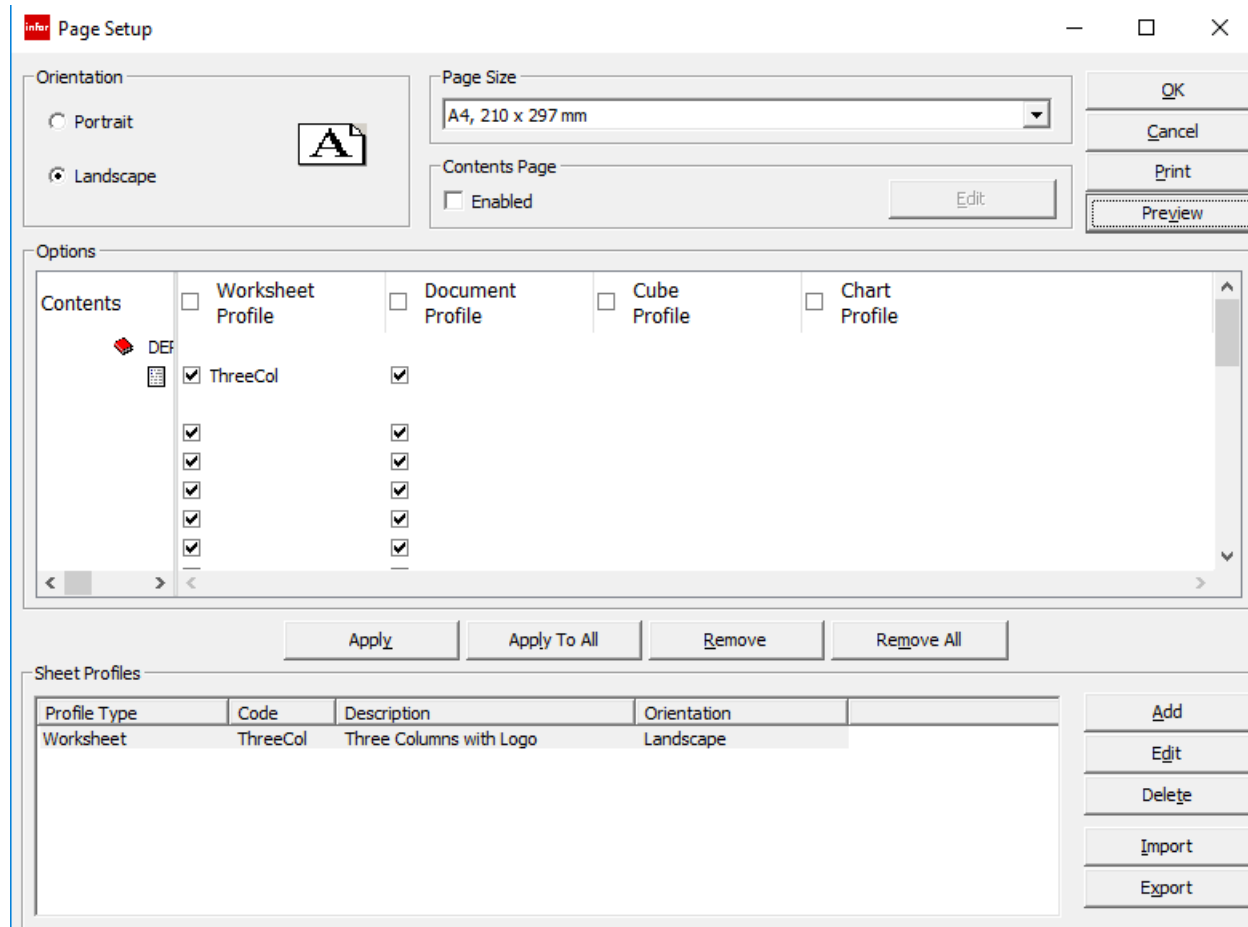
The screenshot displays the SunPlus software interface in a 'Preview' window. On the left, a 'Contents' pane shows a tree view of worksheets under the 'DEPARTME...' folder, with 'Sheet1' selected. The main preview area shows a budget report titled 'Administrative Services Unit' and 'Departmental Discretionary Budget Report' for 'May 2013'. The report includes a table with columns for 'Year-To-Date', 'Current Year', 'Last Year', 'Annual', and 'Remainder'. The table lists various budget items such as 'Salary (Regular)', 'Book & Equipment Allowance', 'Car Depreciation Allowance', 'Child Allowance', 'Housing Subsidy', 'Area Travel Subsidy', 'Bonuses & 13th Month Pay', 'Time To Defined Benefit Plans Contribution', 'Social Security System Contribution', 'Moving Allowance', 'Educational Subsidy (Dependent Children)', 'AD & D Insurance', 'Survivor Benefits Insurance', 'Unemployment Insurance', 'Medical Policy Premium', 'Medical Subsidy', 'Tax Allowance', and 'Travel Expense (Regular)'. The 'Close' button is located in the top right corner of the preview window.

	Year-To-Date	Current Year	Last Year	Annual	Remainder
	Actual	Budget	Actual	Budget	
Salary (Regular)	1,242,309	1,490,488	0	2,980,936	1,738,627
Book & Equipment Allowance	0	0	0	0	0
Car Depreciation Allowance	80,000	80,000	0	120,000	70,000
Child Allowance	15,000	15,000	0	35,180	23,280
Housing Subsidy	0	0	0	0	0
Area Travel Subsidy (House to Office Travel)	14,700	17,540	0	35,280	20,580
Bonuses & 13th Month Pay	0	0	0	0	0
Time To 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	9,189	23,520	0	47,040	37,549
Medical Subsidy	0	0	0	0	0
Tax Allowance	31,082	37,382	0	74,524	43,479
Travel Expense (Regular)	0	0	0	0	0
	1,383,181	1,647,908	0	3,225,936	1,932,754

In an actual report environment, it is a good idea to apply the same profile to all worksheets, so their formatting is similar.

One of the arguments for using the same profile for all worksheets in a report, is if there is a problem, necessary changes can be easily made in one place, and apply to the entire report.

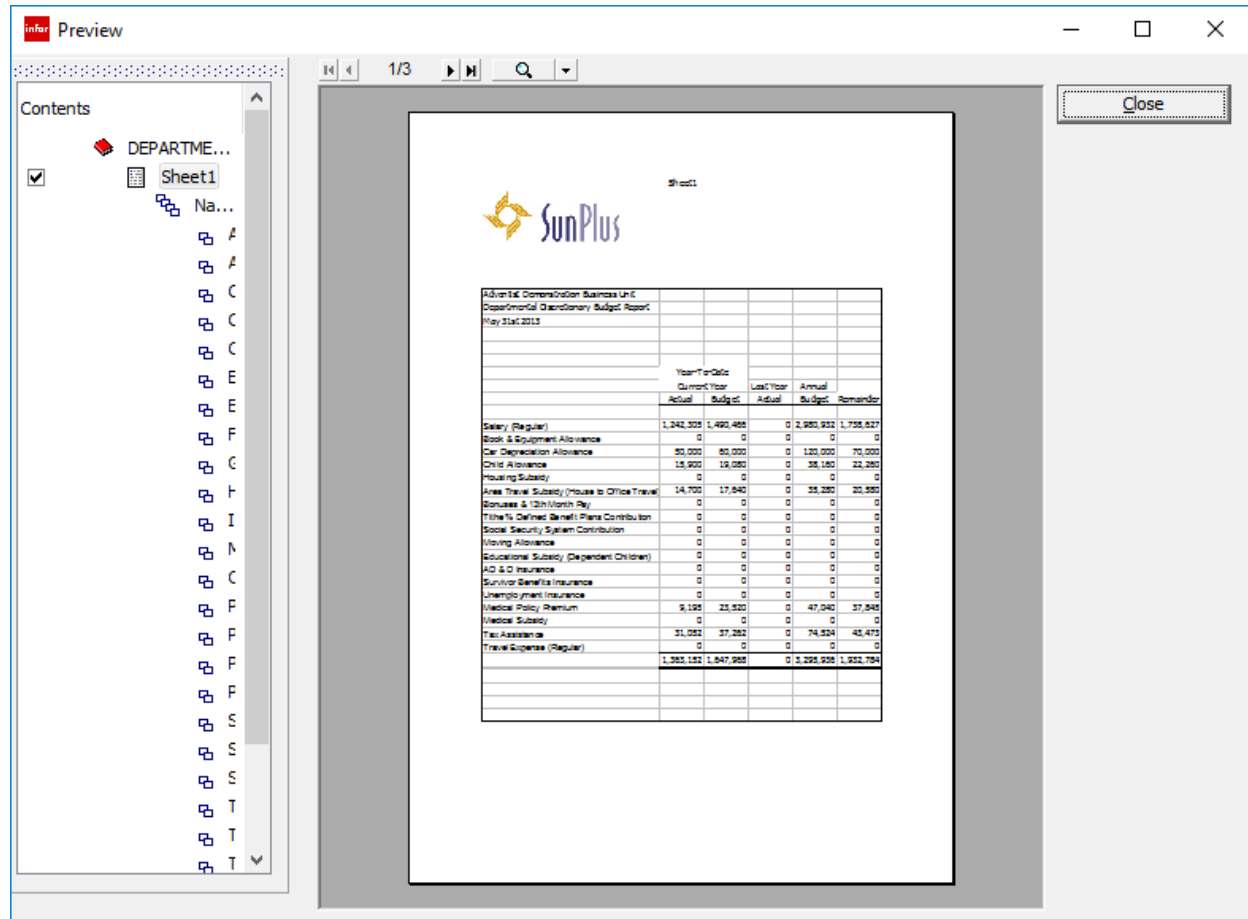
Also, on the Page Setup interface, notice at the stack of buttons in the lower right-side corner.



Notice the Import and Export buttons.

For example, a series of Profiles has been created, intended to cover the needs of the organization's usual reports. They were created using the Add function, as discussed above. Then, they are all added to each report, using the Import and Export buttons.

Take another look at the Preview screenshot.

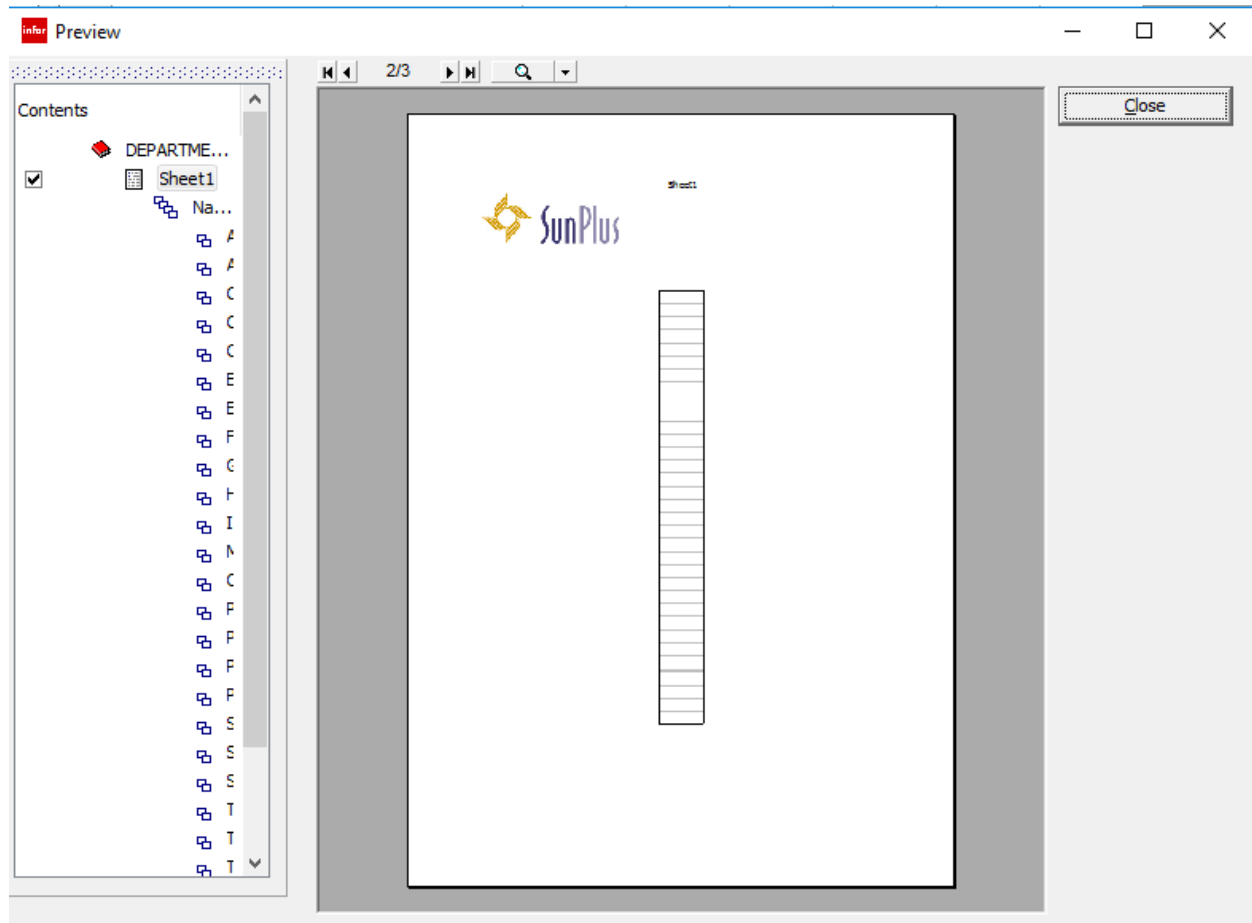


The screenshot shows the SunPlus software interface. On the left is a 'Contents' pane with a tree view showing 'DEPARTME...' and 'Sheet1'. The main preview area displays a document titled 'Sheet1' with the SunPlus logo. Below the logo is a table titled 'Adventist Development Business Unit' and 'Departmental Discretionary Budget Report' for 'May 2012 2012'.

	Year-To-Date		Last Year	Annual	Remainder
	Current Year	Budget			
Salary (Regular)	1,242,508	1,490,488	0	2,280,932	1,738,627
Book & Equipment Allowance	0	0	0	0	0
Car Depreciation Allowance	50,000	80,000	0	120,000	70,000
Child Allowance	18,900	18,000	0	36,900	22,380
Housing Subsidy	0	0	0	0	0
Area Travel Subsidy (House to Office Travel)	14,700	17,540	0	35,280	20,580
Bonuses & 13th Month Pay	0	0	0	0	0
Time to Defined Benefit Plans Contribution	0	0	0	0	0
Social Security System Contribution	0	0	0	0	0
Living 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	9,185	23,520	0	47,040	37,855
Medical Subsidy	0	0	0	0	0
Tax Assistance	31,052	37,282	0	74,524	43,472
Travel Expense (Regular)	0	0	0	0	0
	1,365,152	1,647,950	0	2,295,936	1,932,784

Notice that the headers above the SunPlus logo says Sheet1. That is not nice.

Also, when the Next Page arrow is clicked, there is a blank sheet.

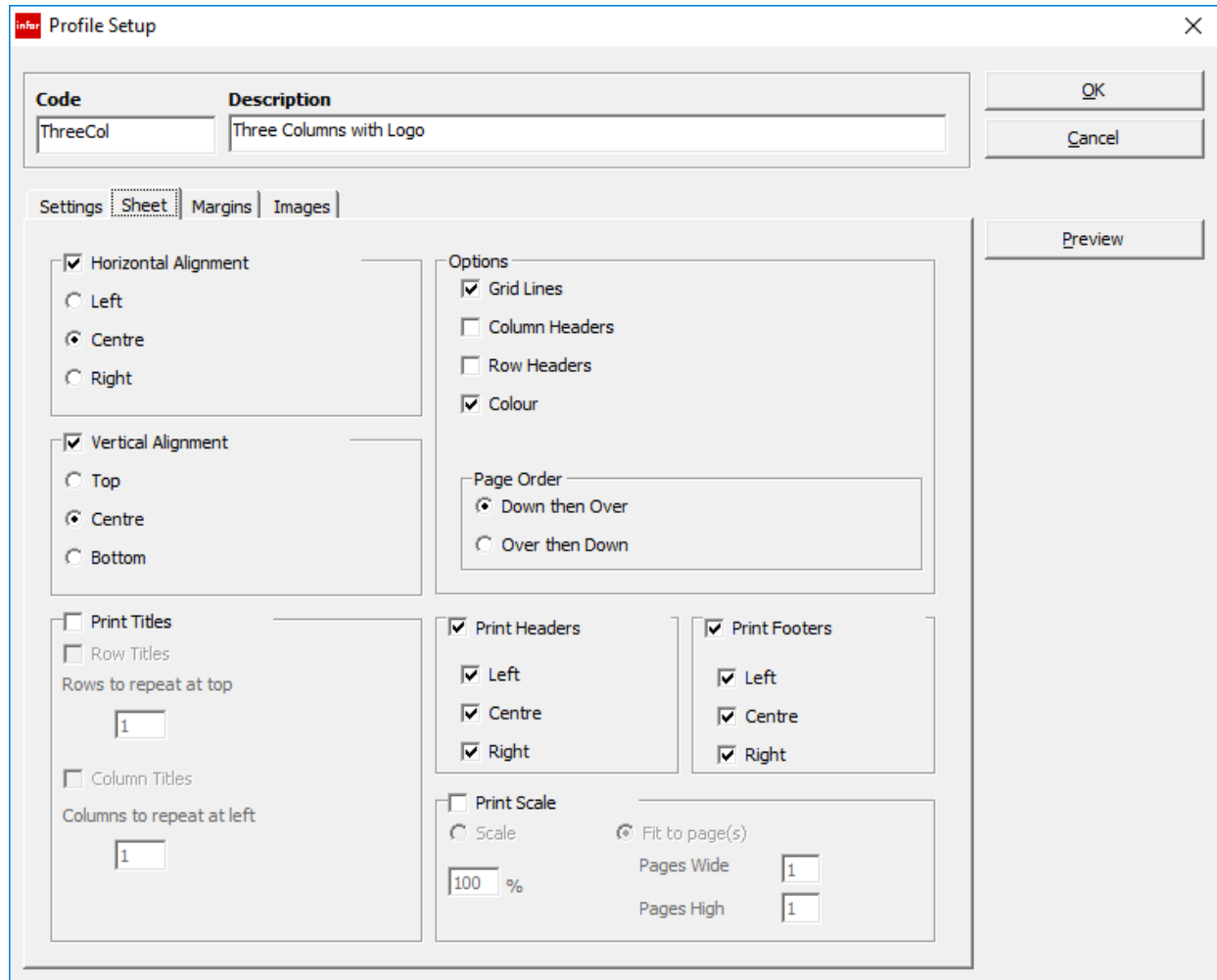


This is also not nice. The profile can be edited to make any necessary changes.

Return now to profile setup in Page Setup.

- Select the Profile to be modified (in the lower pane)
- Click the Edit button

- ## Q&A Executive Printing



Profile Setup

Code: ThreeCol **Description**: Three Columns with Logo

Settings | **Sheet** | **Margins** | **Images**

Horizontal Alignment

- ☒ Horizontal Alignment
- ☐ Left
- ☒ Centre
- ☐ Right

Vertical Alignment

- ☒ Vertical Alignment
- ☐ Top
- ☒ Centre
- ☐ Bottom

Options

- ☒ Grid Lines
- ☐ Column Headers
- ☐ Row Headers
- ☒ Colour

Page Order

- ☒ Down then Over
- ☐ Over then Down

Print Titles

- ☐ Print Titles
- ☐ Row Titles
 - Rows to repeat at top: 1
- ☐ Column Titles
 - Columns to repeat at left: 1

Print Headers

- ☒ Print Headers
- ☒ Left
- ☒ Centre
- ☒ Right

Print Footers

- ☒ Print Footers
- ☒ Left
- ☒ Centre
- ☒ Right

Print Scale

- ☐ Scale: 100 %
- ☒ Fit to page(s)
 - Pages Wide: 1
 - Pages High: 1

Buttons: OK, Cancel, Preview

- Uncheck the Print Header checkbox
- Uncheck the Print Footer checkbox

Profile Setup [X]

Code	Description
ThreeCol	Three Columns with Logo

OK Cancel

Settings Sheet Margins Images

☒ Horizontal Alignment

☐ Left

☒ Centre

☐ Right

☒ Vertical Alignment

☐ Top

☒ Centre

☐ Bottom

☐ Print Titles

☐ Row Titles

Rows to repeat at top

1

☐ Column Titles

Columns to repeat at left

1

Options

☒ Grid Lines

☐ Column Headers

☐ Row Headers

☒ Colour

Page Order

☒ Down then Over

☐ Over then Down

☐ Print Headers

☒ Left

☒ Centre

☒ Right

☐ Print Footers

☒ Left

☒ Centre

☒ Right

☐ Print Scale

☐ Scale

☒ Fit to page(s)

100 %

Pages Wide 1

Pages High 1

Preview

- Click OK to see whether the edit has made a difference
- Click Preview

- The logo is still there, but it is very high. Adjusting the margins would get that to move down the page a bit
- Click the Edit button again

Profile Setup [X]

Code ThreeCol **Description** Three Columns with Logo

[OK] [Cancel]

Settings | Sheet | Margins | Images

☒ Horizontal Alignment
☐ Left
☒ Centre
☐ Right

☒ Vertical Alignment
☐ Top
☒ Centre
☐ Bottom

☐ Print Titles
☐ Row Titles
 Rows to repeat at top: 1
☐ Column Titles
 Columns to repeat at left: 1

Options
☒ Grid Lines
☐ Column Headers
☐ Row Headers
☒ Colour

Page Order
☒ Down then Over
☐ Over then Down

☐ Print Headers
☒ Left
☒ Centre
☒ Right

☐ Print Footers
☒ Left
☒ Centre
☒ Right

☒ **Print Scale:**
☐ Scale
☒ Fit to page(s)
 100 % Pages Wide: 1
 Pages High: 1

[Preview]

- On the Sheet tab, check Print Scale, and make sure Fit to page(s) is selected
- This will mean each report sheet will fit on one page