SunPlus

SunPlus

Q&A Executive Overview

2022

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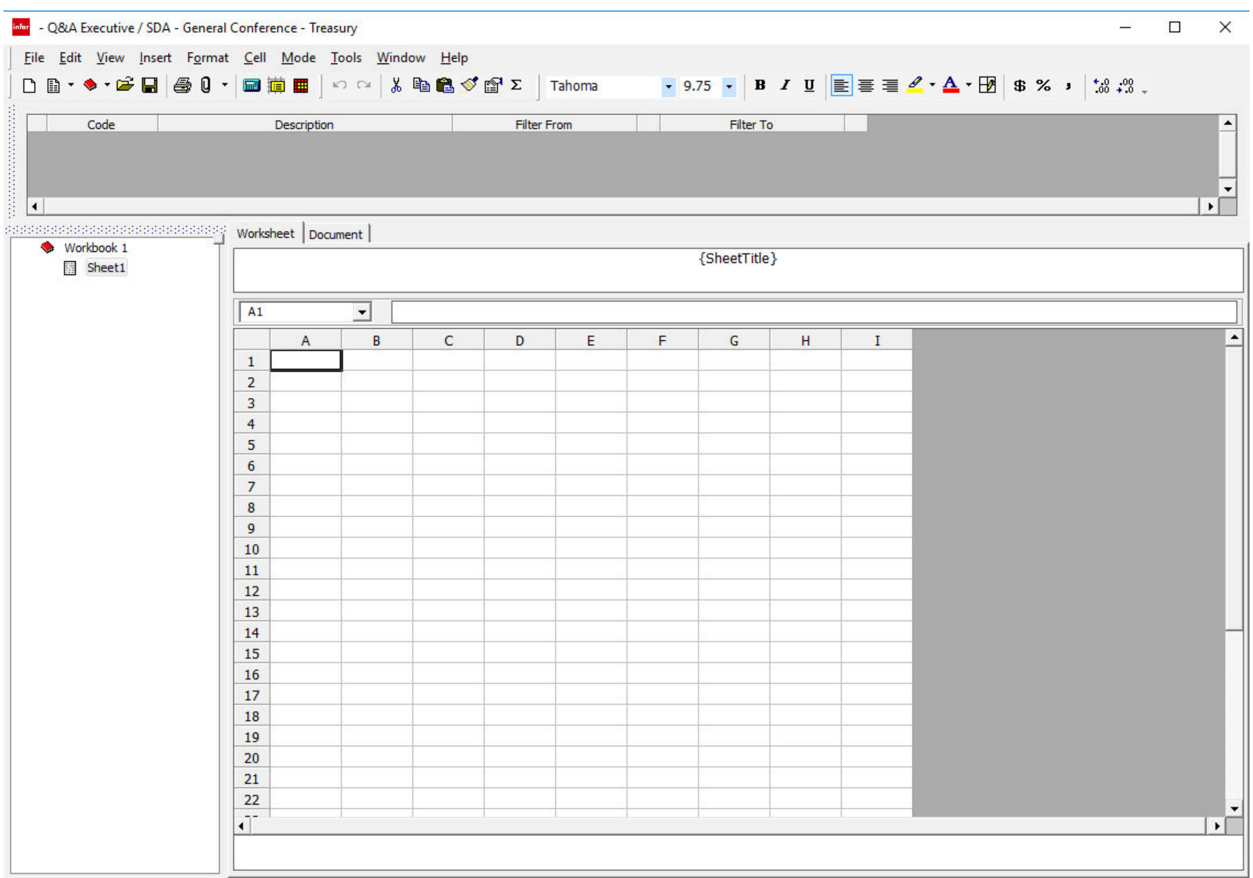
QA Executive Overview

Workspace Overview

Query & Analysis Executive is an inquiry and reporting tool that works in conjunction with SunSystems. It can be used to examine data from one or more databases.

In this document, we will examine the Q&A workspace.

Basic Workspace

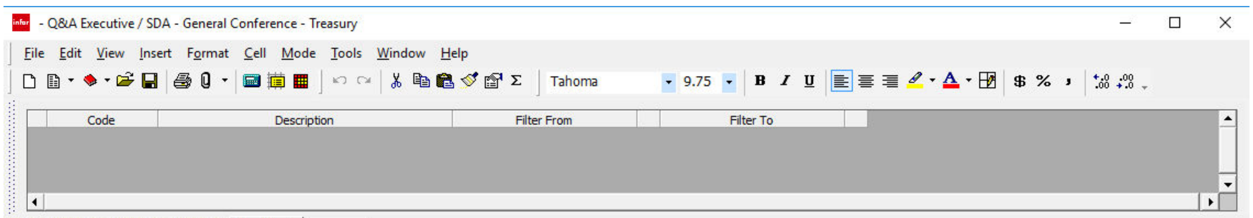


The basic Q&A workspace consists of three panes:

1. Prompt Pane
2. Directory Tree
3. Workspace

Prompt Pane

The Prompt Pane lies across the top of the workspace.



Prompts can be used in Q&A to specify return results based on a fixed range of data.

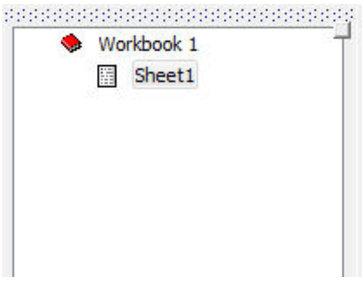
A prompt can be created to allow users to change the range of data to enable the required results. Because a report may consist of many queries, if the report is used to access a different range of data, it would be time consuming to have to change the data range in every single query. This is where prompts come in.

A prompt is like a variable, as the current value of a prompt can be referenced by multiple queries. The prompt specifies the default filter values, which are shared by many other queries in the report. Because all the related queries are linked to the prompt, when you change the filter values in the prompt, all other related queries will also change.

Prompts are created and maintained in the Prompt Pane located across the top of the workspace.

Directory Tree

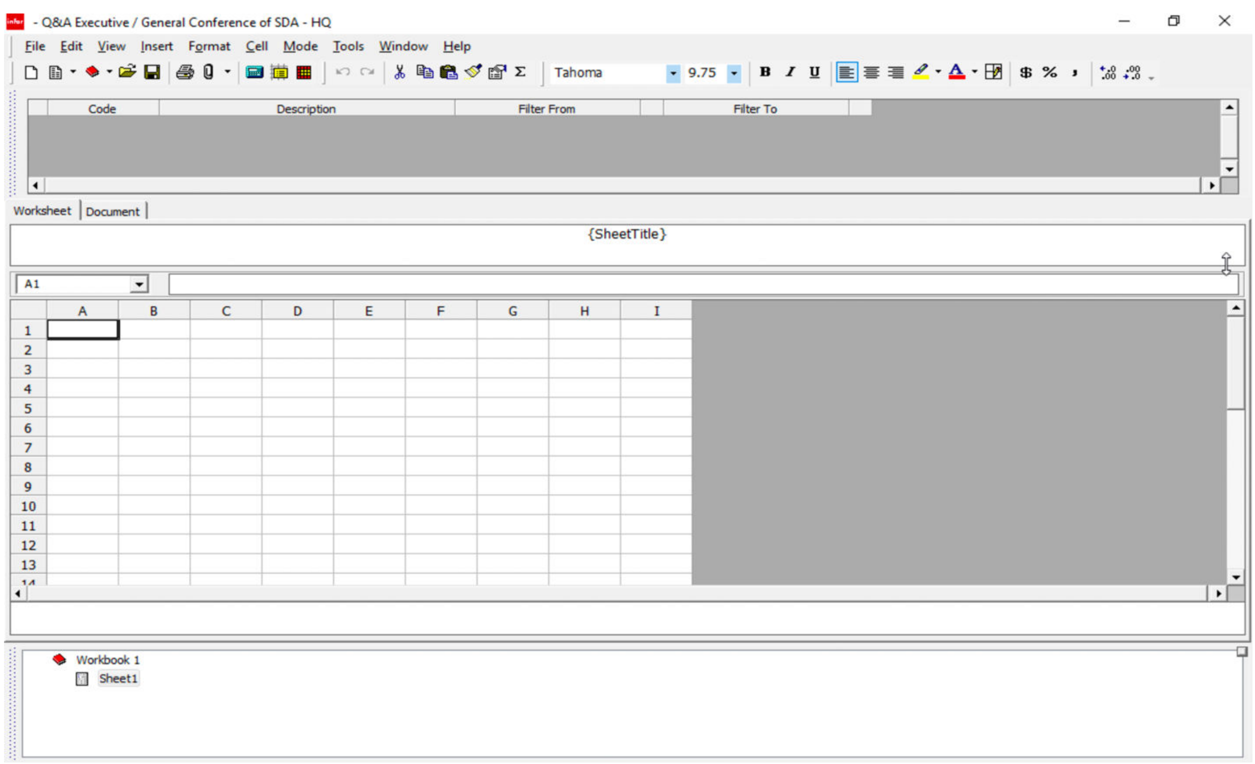
The Directory Tree pane is located at the left side of the workspace.



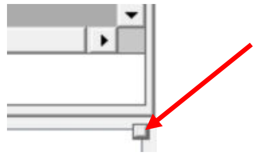
The Directory Tree Pane houses the directory tree, which holds workbooks, worksheets, and drills.

The Directory Tree may hold multiple workbooks, each of which can have multiple worksheets. As drills and expansions are run, they are added to the Directory Tree as individual worksheets, which are presented in a parent/child relationship. The user can access any previously run drill at any time.

If you wish, the Directory Tree Pane can be moved from its default location on the left, to be displayed instead across the bottom of the workspace.

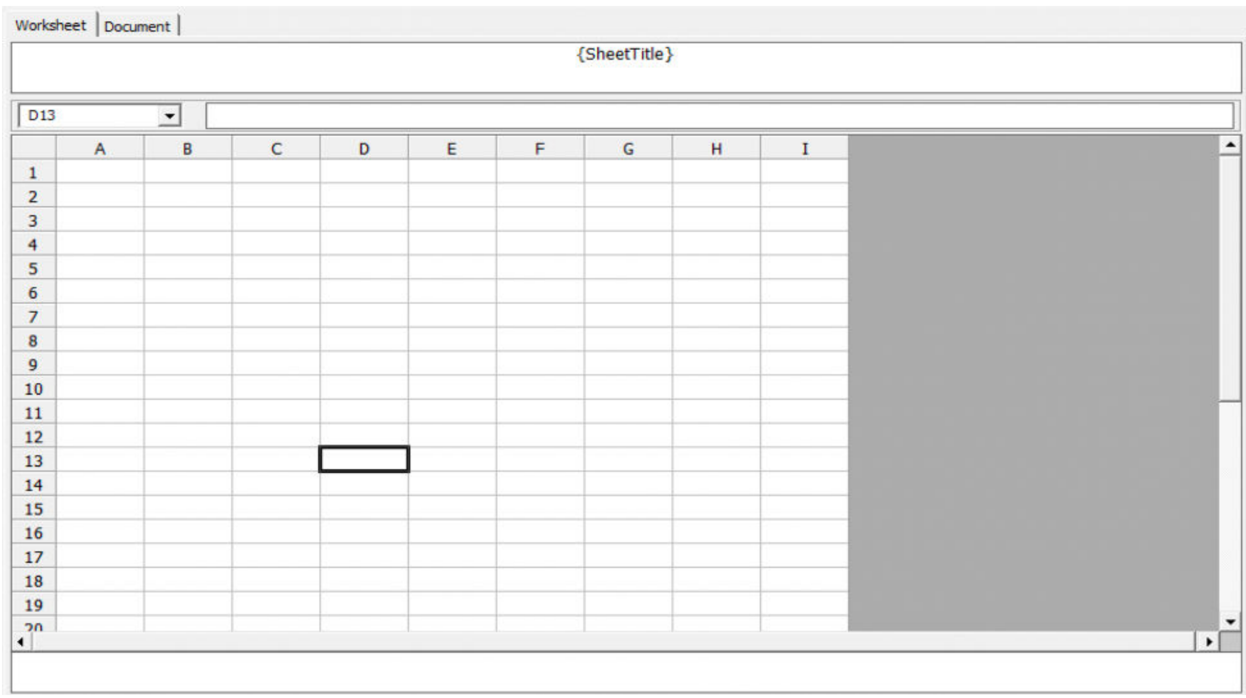


This display option presents the workspace in a different format.

To move the Directory Tree Pane from its current location, click on the tiny square in the pane's upper right corner 

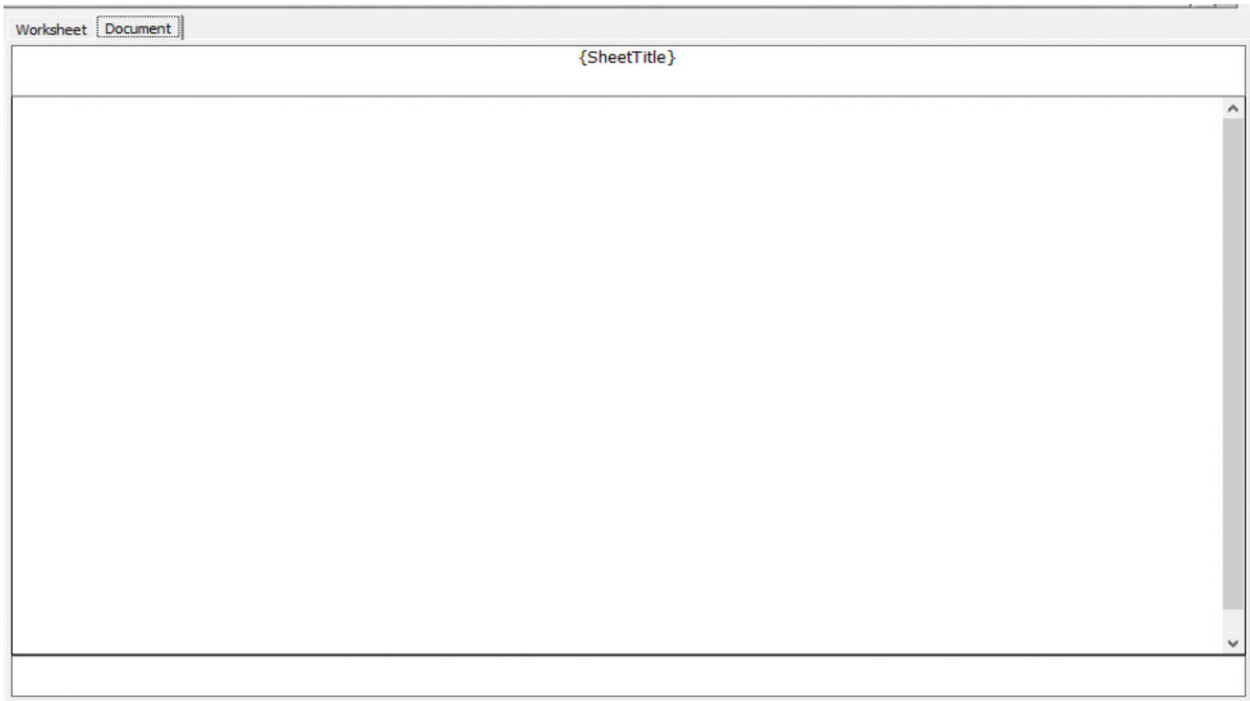
Worksheet Pane

The Worksheet Pane comprises the largest space.



The Worksheet Pane consists of two Excel-style tabs:

- Worksheet, where queries are created
- Document, where you can set up a text-based report that incorporates values from the worksheet
    - Documents can be exported in Microsoft Word format

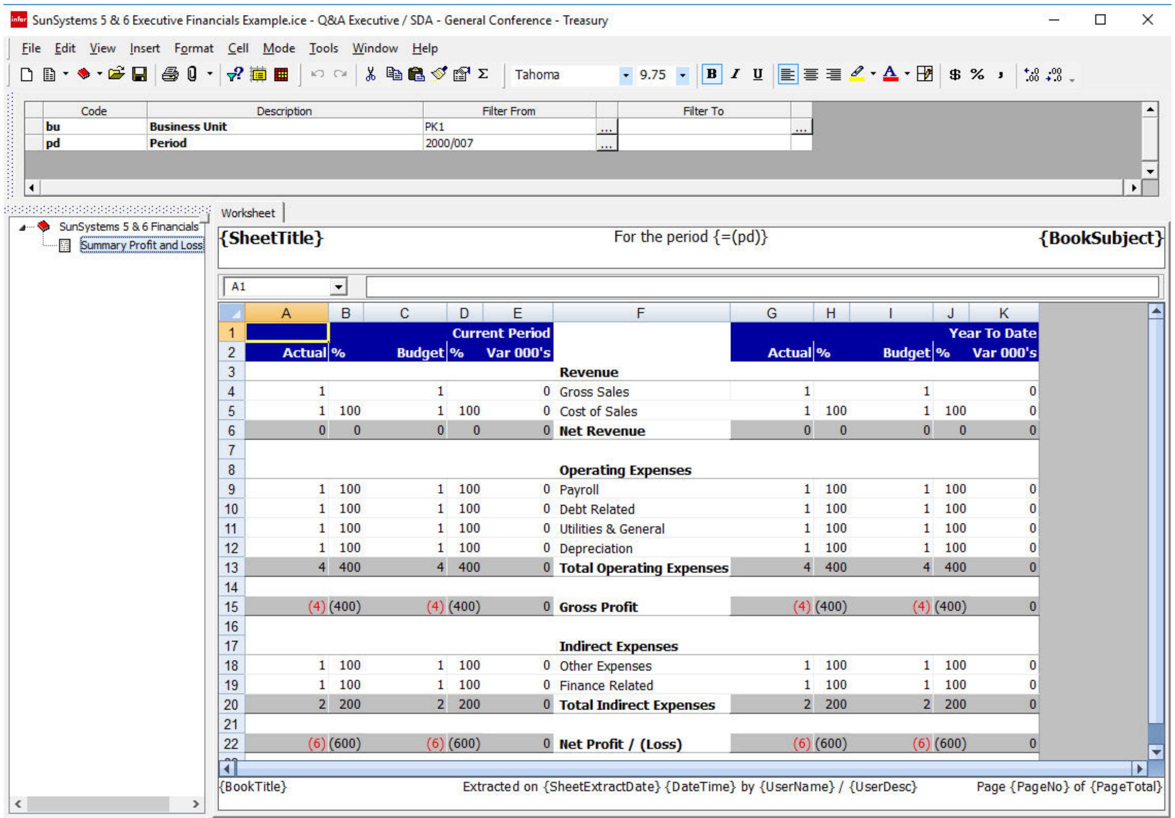


- You can add Cube Analysis and Chart tabs, if desired

There are white spaces above and below the Workspace. These are available for Headers and Footers.

EXAMPLE:

Let’s look at a sample report to get a feeling for the workspace layout.



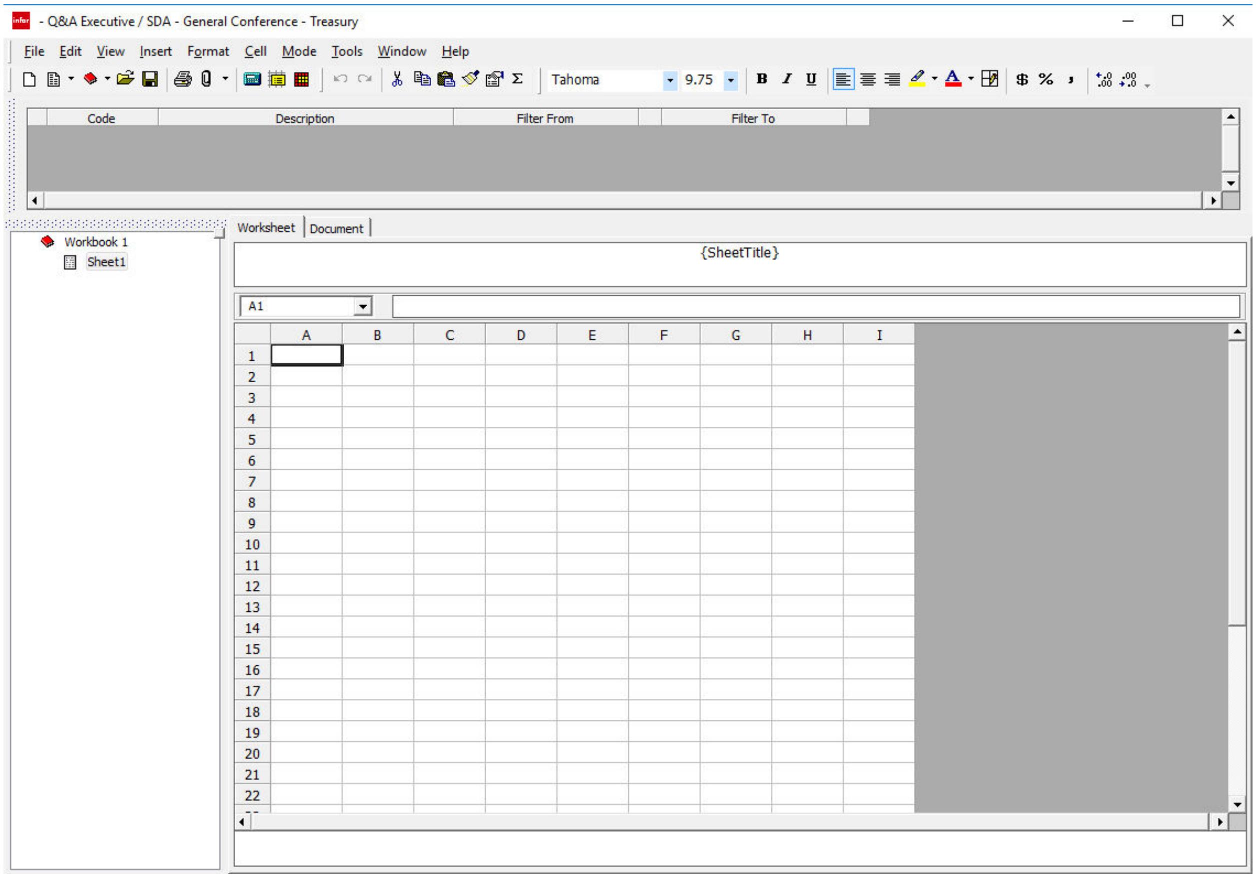
Q&A Executive Work Modes

When a report is being designed in Q&A Executive, you will move back and forth among three modes:

- Designer Mode
- Prompt Mode
- Extract Mode

Designer Mode

Q&A Executive always opens in Designer Mode unless the system has been configured to open in the Extract Mode for a specific report.

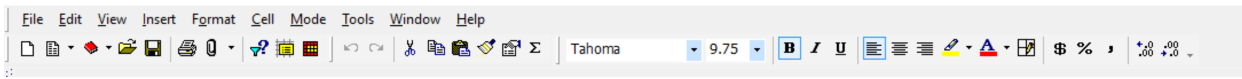


The queries that pull in the data values necessary for a report are created in the Designer Mode. This is also where prompts and filters are created.

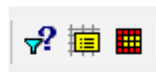
It can be a little confusing to figure out whether you are in the Designer Mode or the Extract Mode. There are a few clues to remind you where you are.

Clue #1: Toolbar

- Toolbar icons clearly indicate the Q&A Mode
- In the Designer Mode, formatting icons are displayed



  - Notice the font fields
  - Alignment
  - Cell/Font colors
  - Borders
  - Etc.

- Also, the Mode icon is set to 

Clue #2: Value Presentation

- Report values in Designer Mode are “dummies”

1		1		0
1	100	1	100	0
0	0	0	0	0

1	100	1	100	0
1	100	1	100	0
1	100	1	100	0
1	100	1	100	0
4	400	4	400	0

(4)	(400)	(4)	(400)	0

- These dummy values are placeholders, meant to show the presence of a query behind the value

Clue #3: Brackets

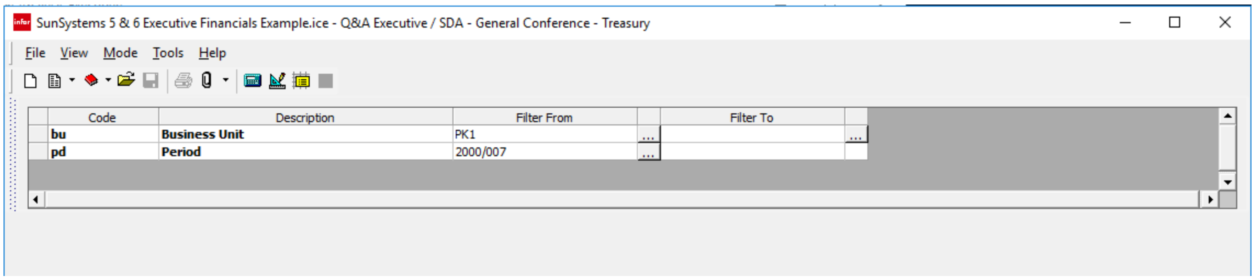
- If headers or footers have been set up in the report, in Designer Mode you will see bracketed items

{SheetTitle}	For the period {=(pd)}	**{BookSubject}**

Prompt Mode

Reports can be designed to include Prompts. Prompts are set up in the Prompt Pane in Designer Mode.

Prompts are used in the Prompt Mode to select and change the report parameters.



There are some clues for recognizing that you are working in the Prompt Mode.

Clue #1: Nothing can be seen or done in the Prompt Mode except choosing filter values.

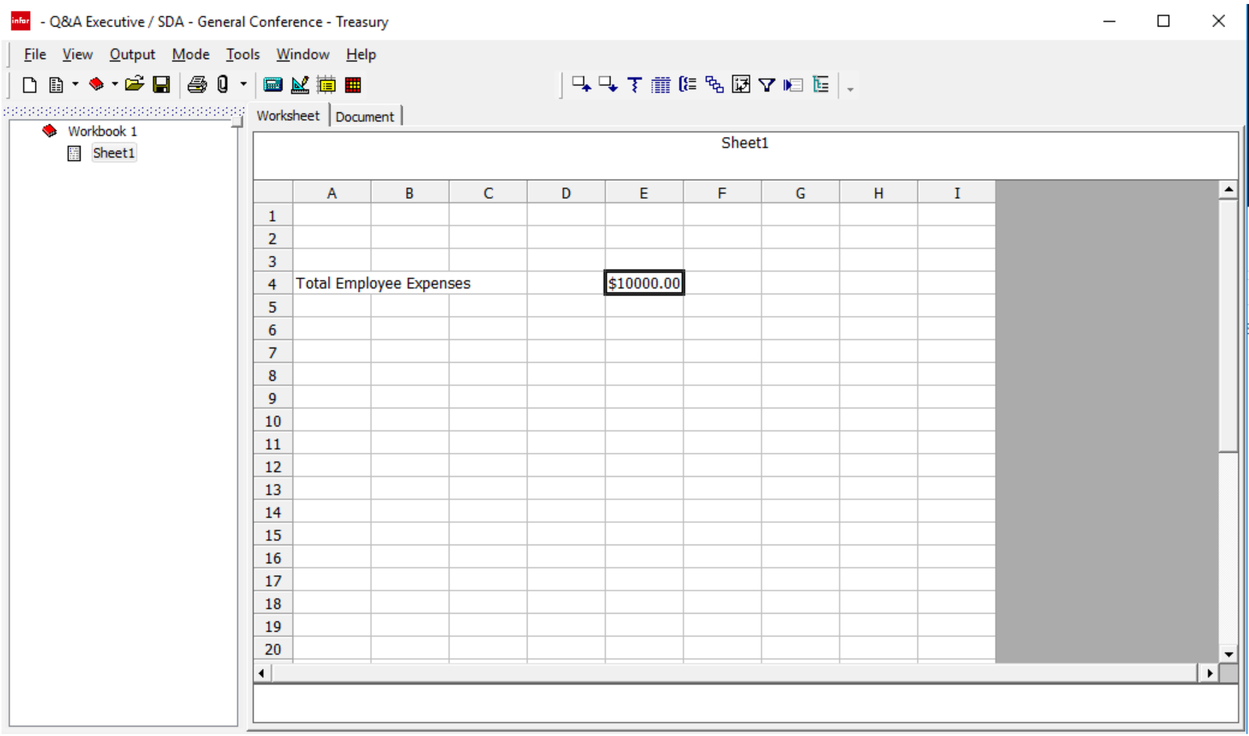
Clue #2: The mode icons have changed 

If a report does not include any prompts, the Prompt Mode is not displayed.

Extract Mode

In the Extract Mode, worksheet queries are calculated and resulting values are displayed.

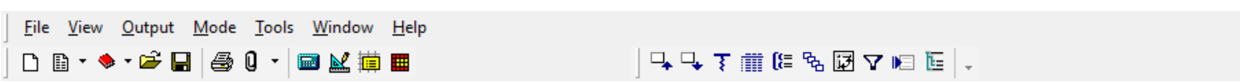
Several functions can be used in the Extract Mode, including drill downs, breakouts, and expansions.



There are some clues that you are working in the Extract Mode.

Clue #1: Toolbar

- Toolbar icons do not relate to formatting, they provide drilldown and expansion functionality



Clue #2: The mode icons have changed 

Q&A Process Overview

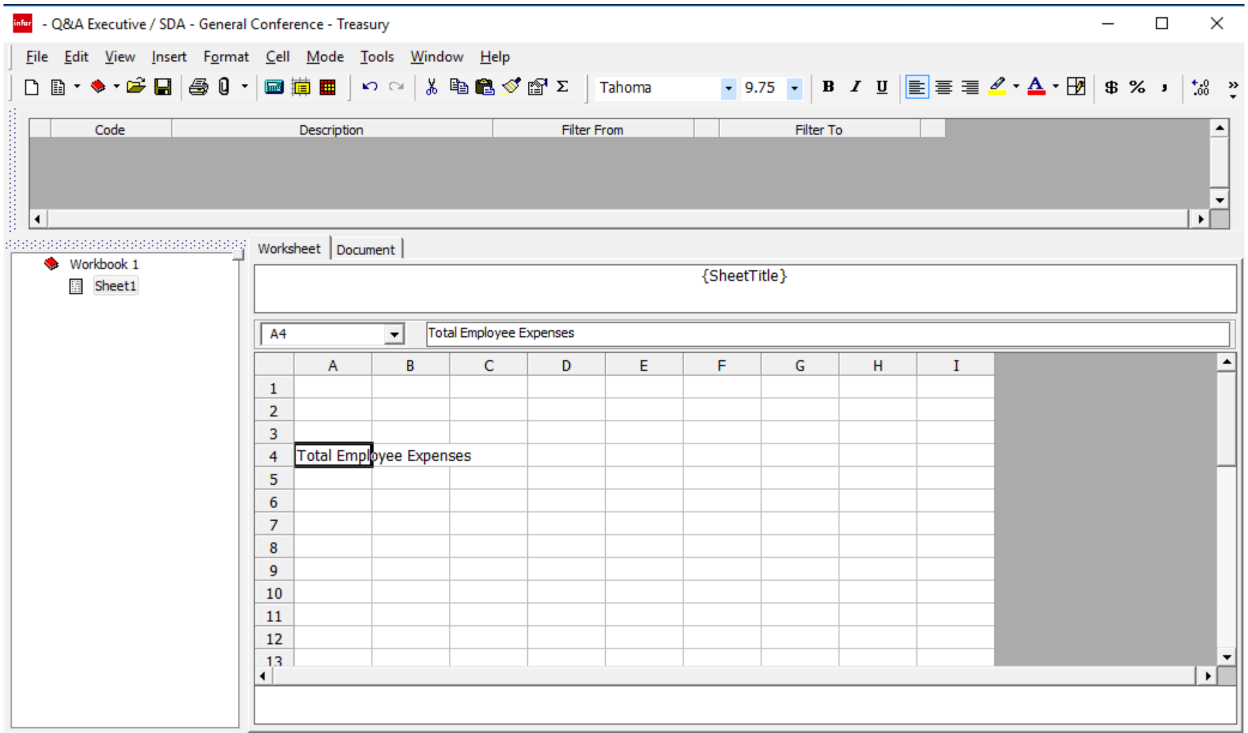
1. Start Executive
2. Create a new workbook or open an existing workbook
3. In Designer Mode
    a. Define queries you need to pull the data you want from the data base
    b. Define prompts and filters that let users select the data items they need
    c. Define a report in the Document tab, if necessary.
4. In Prompt Mode
    a. Select the prompts to specify the data you need
5. In Extract Mode
    a. View query results
    b. Drill down and expand the results
    c. Save drill paths
    d. Output worksheets and documents
    e. Archive results

Example Report Design

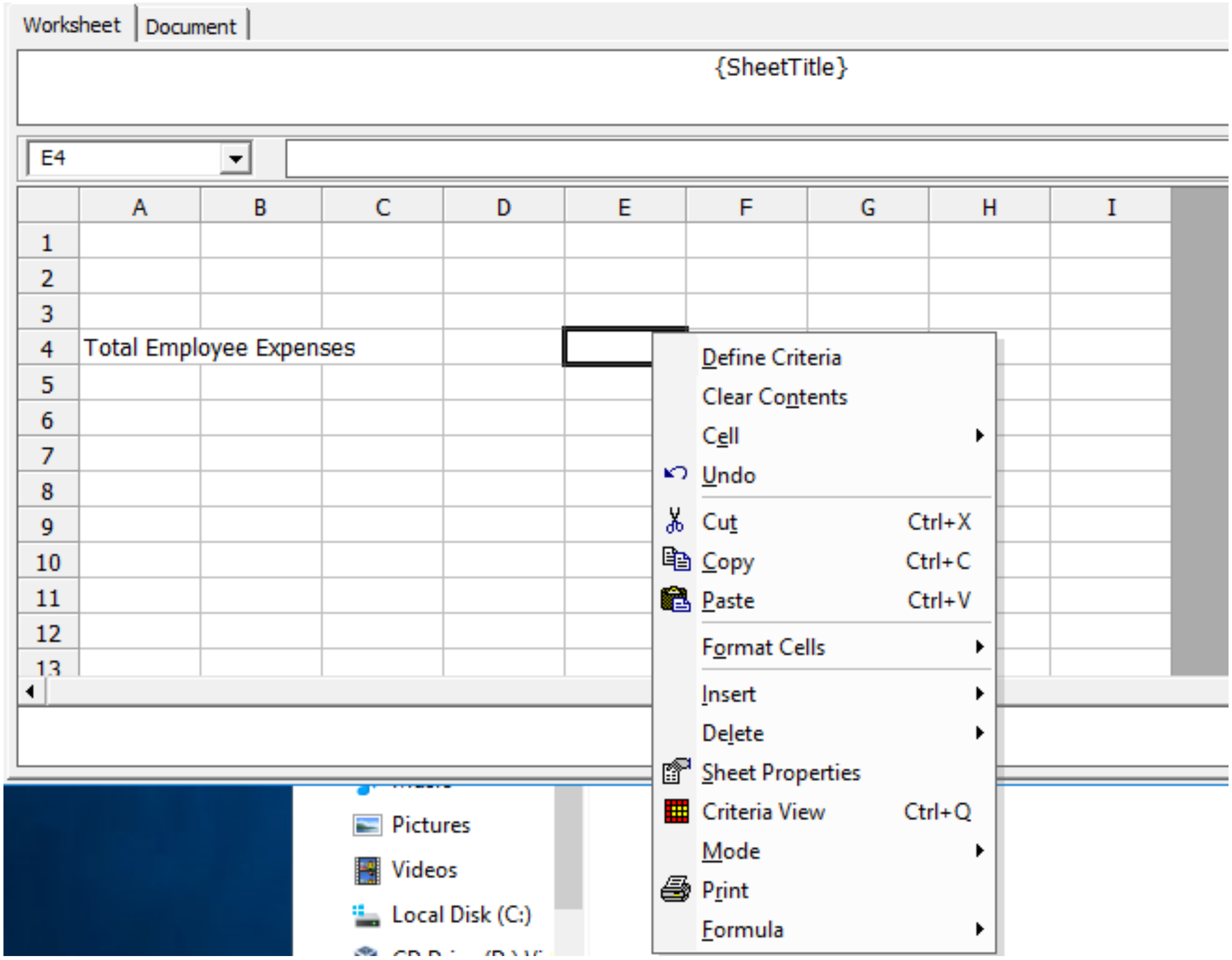
The best way to learn is to start working in the system. We will design an Employee Expenses report, showing all employee expenses for a calendar year.

Open Q&A Executive. It will open, by default, in the Designer Mode.

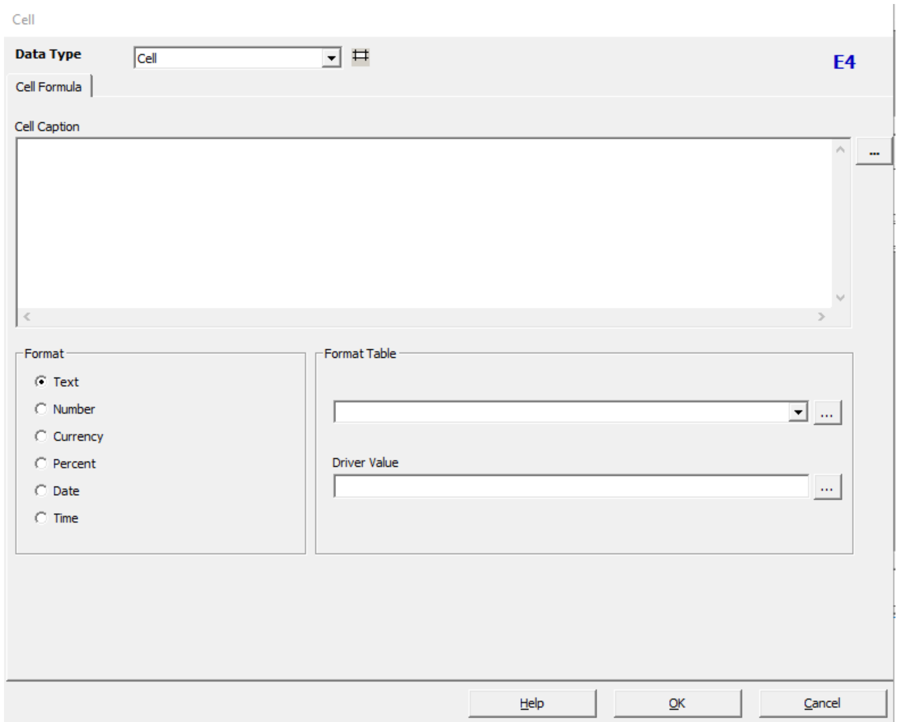
1. The workspace in Designer Mode can be populated with queries. Various Excel-type activities are possible in Designer Mode. We will start by typing in the label for the figure we will pull out of SunSystems.
    a. Click in cell A4
    b. Type in “Total Employee Expenses”



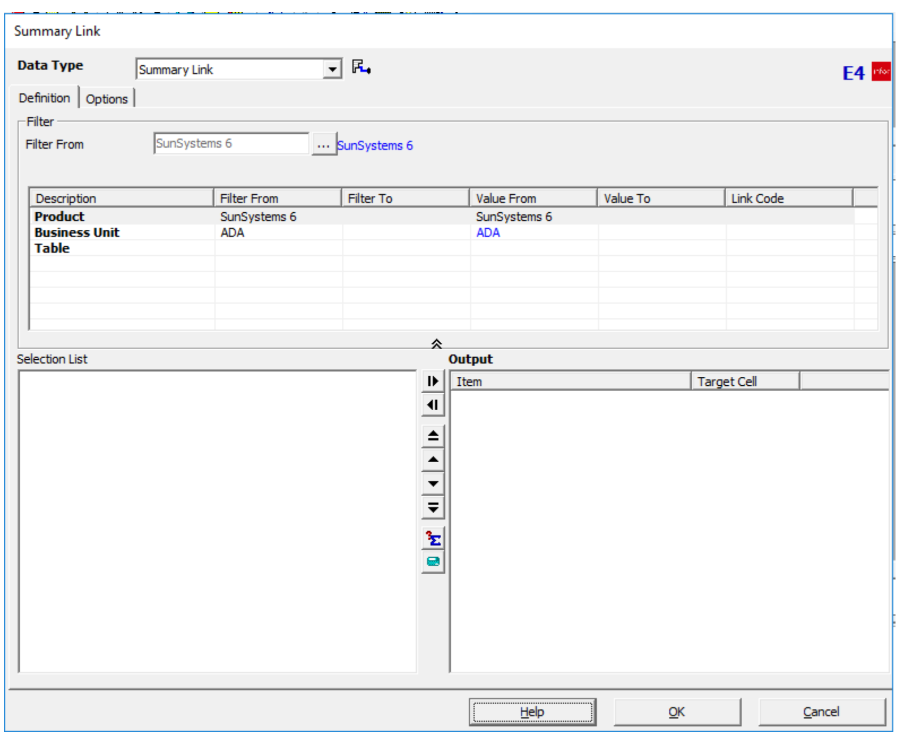
2. Now we need to create a query. Let’s right click in cell E4. That is the cell where we want our figure to be displayed.



a. Select Define Criteria from the dropdown list
b. The query interface will be displayed



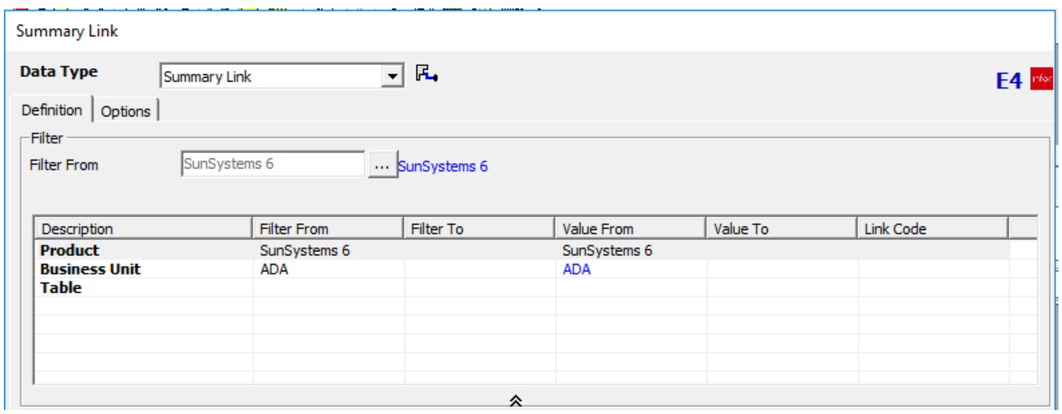
3. Choose Data Type.
    a. For our example, let's create a Summary Link. This will pull in a single value.



    b. Notice the cell column and row number displayed in bold blue font at the far right of the interface

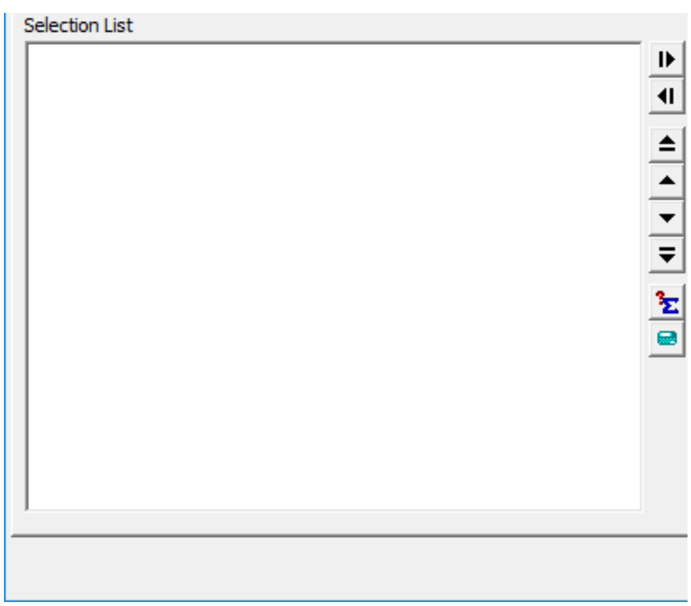
c. Also, notice the Summary Link symbol displayed to the immediate right of the Data Type field

4. The Query Interface consists of three panes.
   a. Across the top of the interface is the Filter Pane.



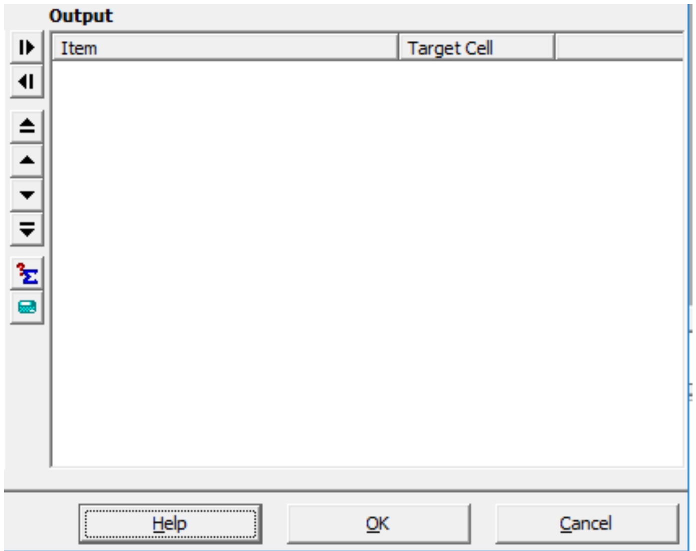
      i. Here you will create the connections between Q&A and SunSystems

   b. The pane on the lower left is the Selection List.



      i. Here you will choose from a list of available data items

c. The pane on the lower right is the Output pane.

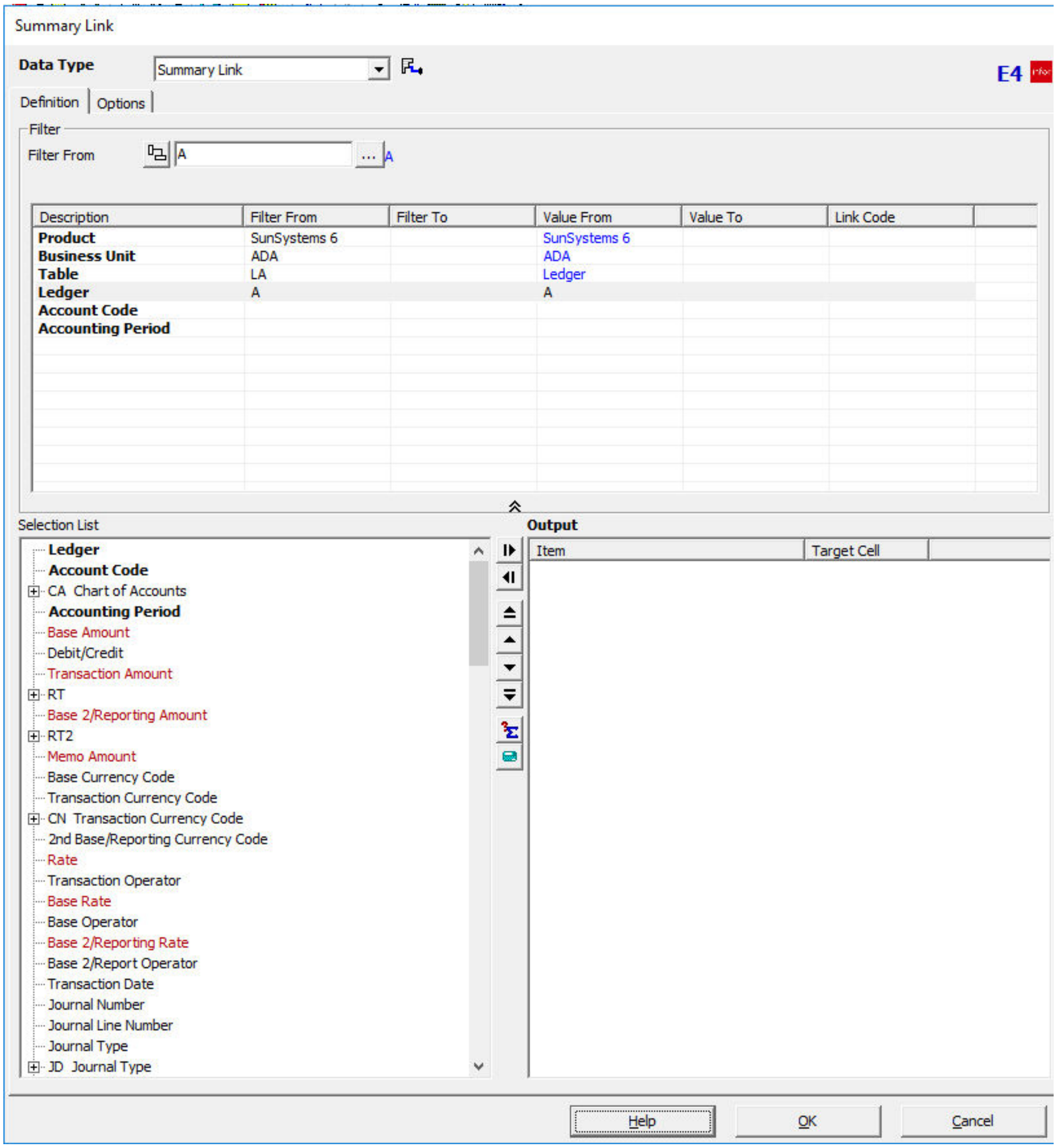


i. Here you will collect and organize the data items you selected.

5. Let's populate our query.
   a. Filter Pane
      i. Each row in the filter pane holds a value in Bold font.
         1. In Q&A as in SunSystems, a Bold font indicates a mandatory value
      ii. To change a value, click on the row

   For our report, we want the following values:

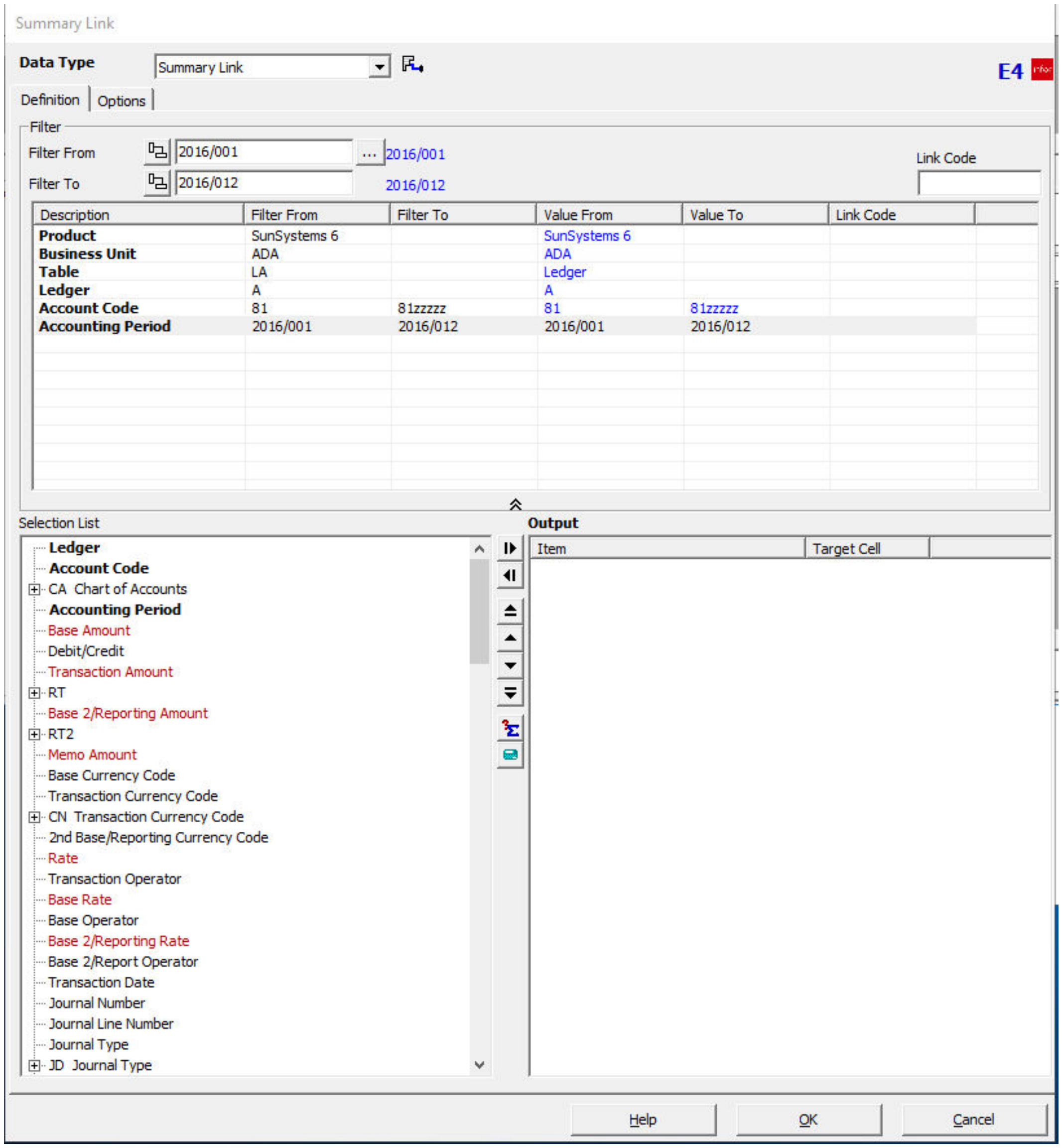
   - Product SunSystems 6
   - Business Unit ATA – the Adventist Demonstration Unit
   - Table Ledger



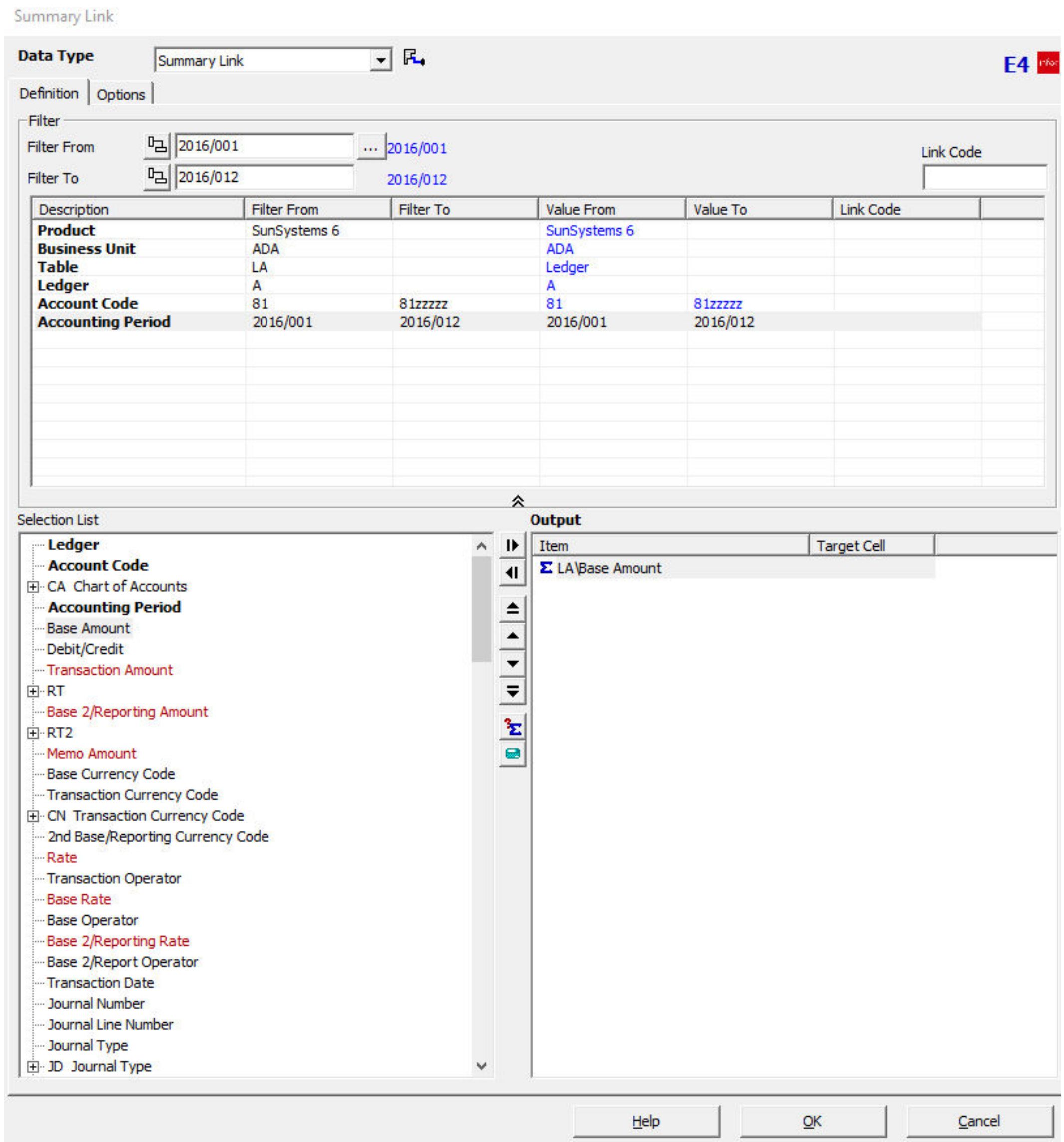
6. Notice that additional filter rows may be added, depending upon the previously selected values. We chose the LA Ledger, so three new rows were automatically added to the filter:
    a. Ledger
    b. Account Code
    c. Accounting Period

For our report, our filters will be:

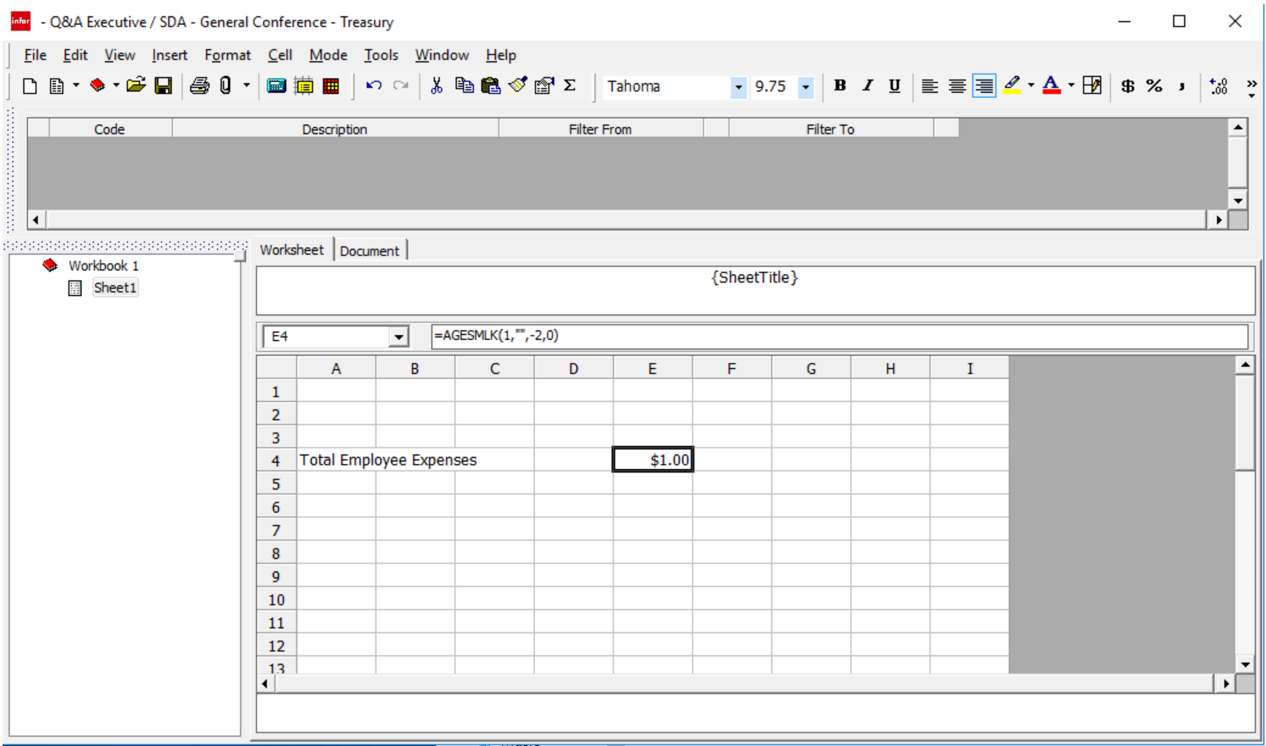
- Ledger A (Actuals Ledger)
- Account Code 81 – 81zzzzzz
- Accounting Period 2016001 – 2016012



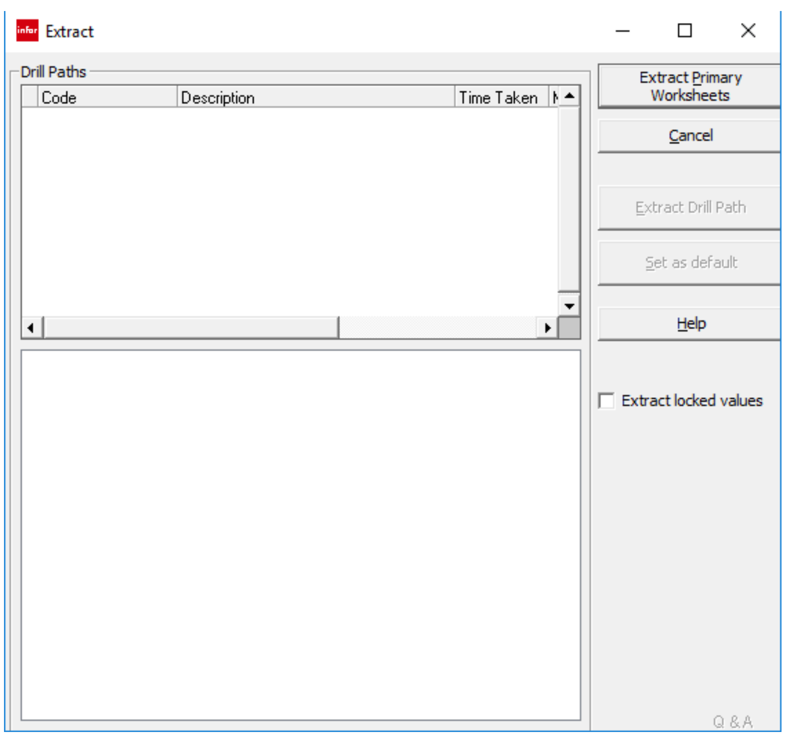
7. Before we move on, let's briefly discuss the Account Code range. You may wonder why we use 81zzzzz instead of 8199999.
    a. In SunPlus, an Account Code can include both numeric and alphanumeric values.
        i. If you use 8199999, any alphanumeric values will be excluded.
        ii. If you use 81zzzzz, both numeric and alphanumeric codes will be included.
8. Now that we have our filters selected, we can choose the data items we want to include in the report.
    a. Remember, we are creating a Summary Link, which will only return a single value
    b. We will select Base Amount
        i. Click on Base Amount in the Selection List in the lower left pane
        ii. Double-click on Base Amount or drag it over into the Output pane



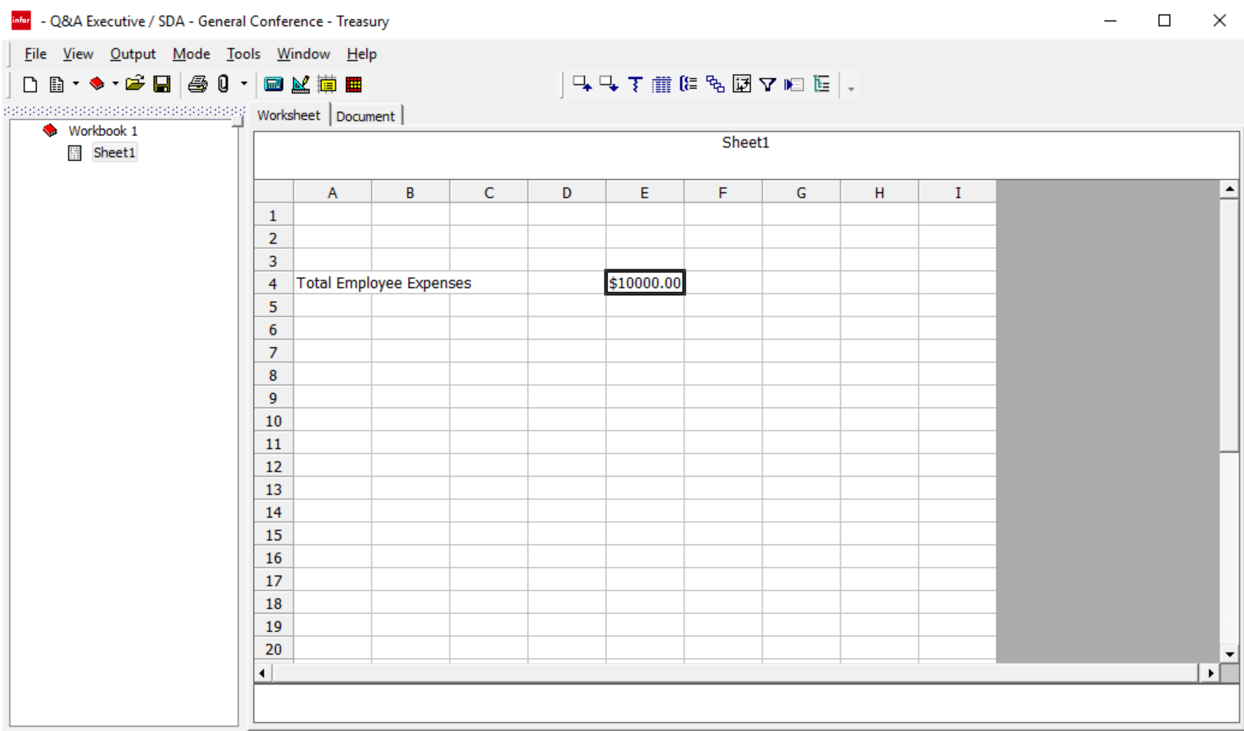
9. Our query is now finished. Click OK to save.



10. Notice the dummy value - $1.00. Also notice the formatting icons on the right side of the toolbar
11. We need to Extract the report. Click the Extract icon 
12. First you will see an Extract interface



13. We will discuss the various aspects of this interface in a future lesson. To extract our example report, click Extract Primary Worksheets button



14. Here is our simple report. There isn't much to it, but it is exactly what we requested: the total employee expenses for the 2016 calendar year.

Report Formatting

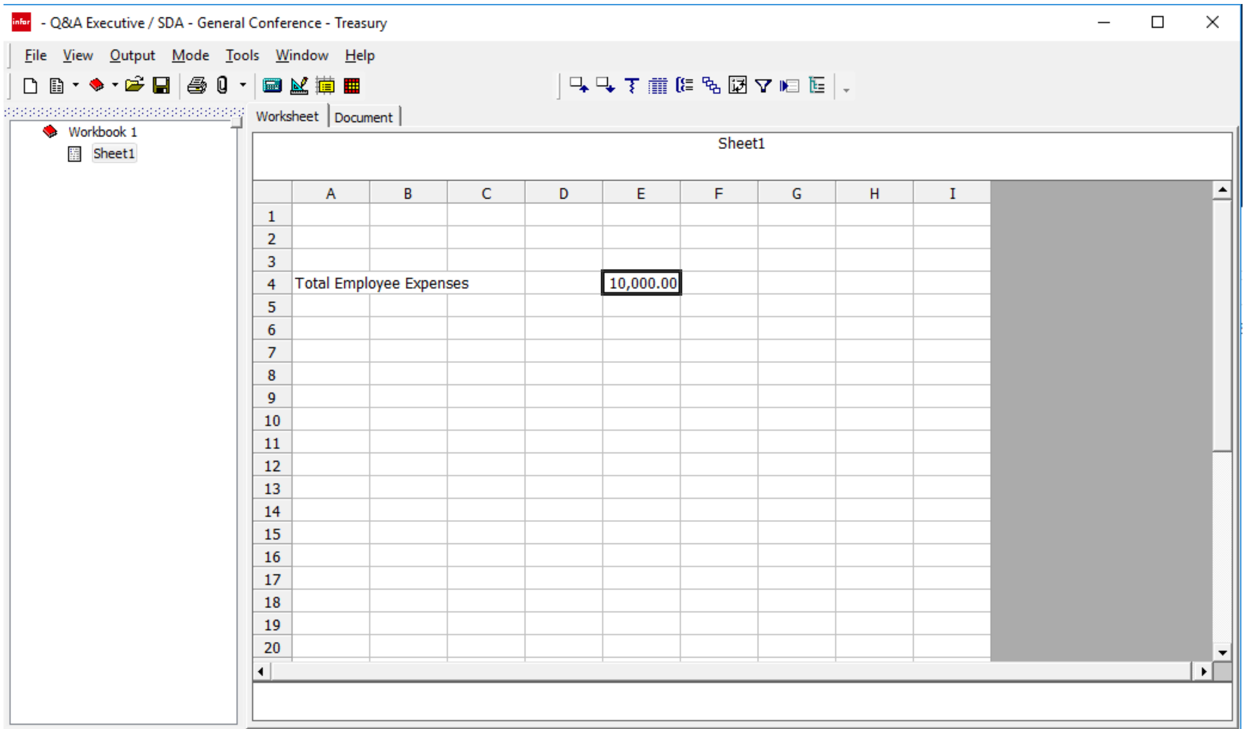
If you want to change the formatting of your report, you need to go back to the Designer Mode. Changes cannot be made in the Extract Mode.

- Click the Designer Mode icon 
- Move back and forth between Designer Mode and Extract Mode until the report looks the way you want it to look

There are many ways we can change the formatting of the report. For this illustration, we will just change the total figure so that it includes a comma. That will just give you a quick idea of what we can do with formatting.

- Click on the cell you want to change

- Click the comma icon 



In this lesson we have become familiar with the Q&A workspace and practiced creating a very simple report.

In the next lesson we will study the Drilldown functionality.