SunPlus

Q&A Executive Training

Automatic Dates on Reports

In this lesson you will learn how to set up report dates to work automatically.

If automatic dates are not set up, every time a report is extracted, the date information must be manually changed. The automatic date functionality allows reports to be set up so that the date fields will be automatically populated in relation to the date entered in the report's prompt.

This lesson will use the Analysis of Employee Expenses report we have been working with in this training.

Our worksheet includes two types of reports:

- Income Statement
- Balance Sheet

The Income Statement reports expenses for the report period and presents comparison data to the corresponding period from the previous year.

The queries in this report pull from two prompts:

- Current Year (CY) and
- Business Unit (BU).

The Balance Sheet presents the balance of the Cash account as of the current period.

In the demonstration report, the current period is the 8th month of 2009, and the report shows the balance at the end of that period.
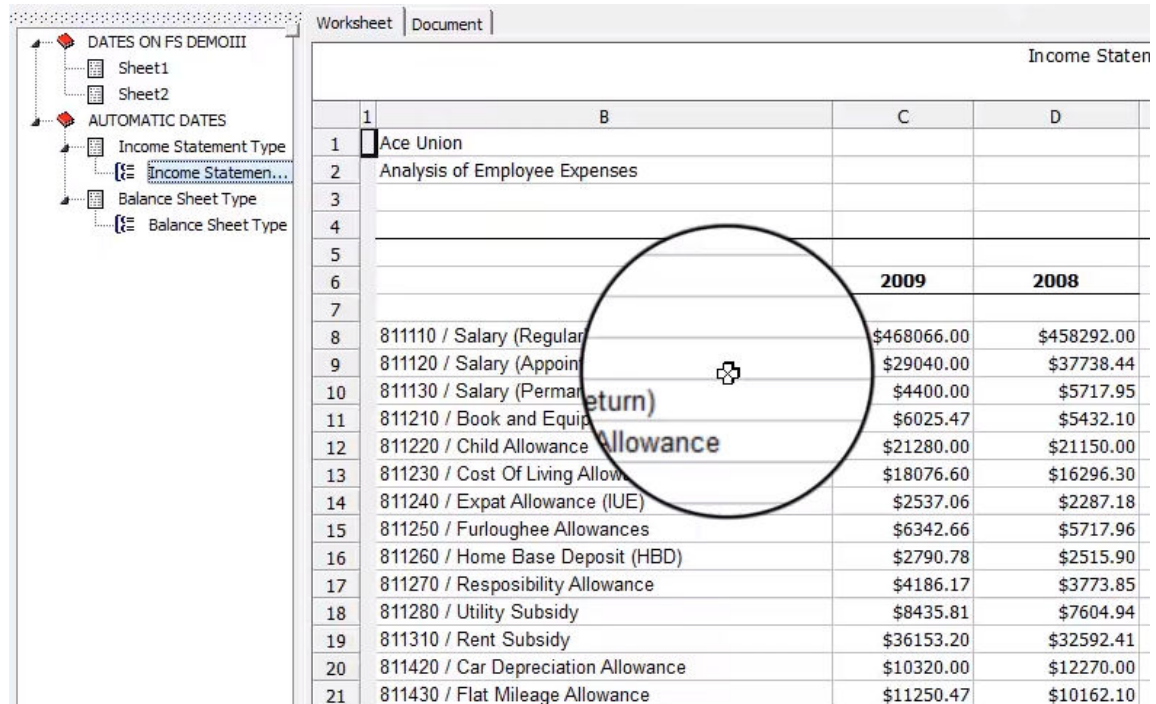
These two reports show two approaches to the presentation of dates in reports:

- Income Statement presentation of dates is Year-to-Date
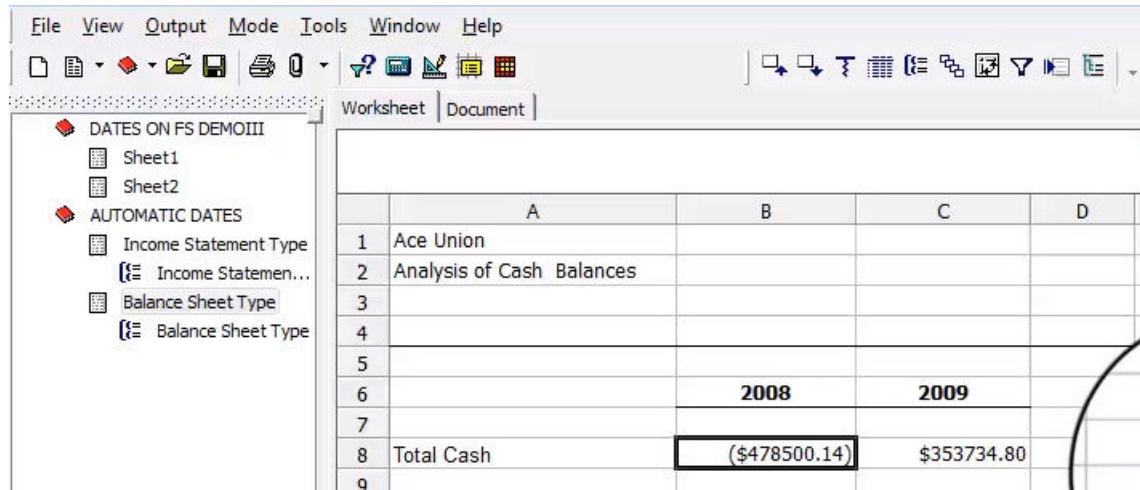- Balance Sheet type presentation is a single point in time.

Here is the Income Statement:

The Income Statement reports all year-to-date salary expenses for the 8th period of 2009 and the corresponding period of 2008.
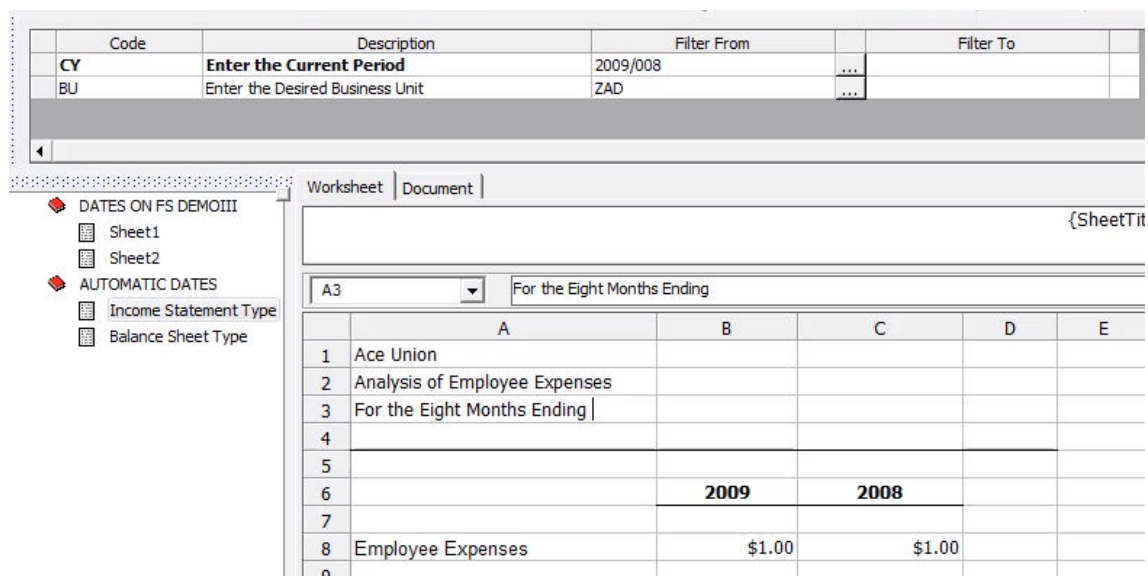
The Balance Sheet reports the cash balance as of the current period in 2009 and the corresponding period in 2008.

If this report were run in real life without the automatic dates process, a label would be added in the third row of the heading information on the Income Statement report reading "For the 8 months Ending …."

If our organization used a calendar year, this would read "For the Eight Months Ending August 31st, 2009, 2008". In your part of the world, or in your language, this might look different, but it would be similar. You may have 31st August 2009, 2008, etc.

Code	Description	Filter From		Filter To	
CY	Enter the Current Period	2009/008	...		
BU	Enter the Desired Business Unit	ZAD	...		

Worksheet | Document

{SheetTit

DATES ON FS DEMOIII
- Sheet1
- Sheet2

AUTOMATIC DATES
- Income Statement Type
- Balance Sheet Type

A4

	A	B	C	D	E
1	Ace Union				
2	Analysis of Employee Expenses				
3	For the Eight Months Ending August 31, 2009, 2008				
4					
5					
6		**2009**	**2008**		
7					
8	Employee Expenses	$1.00	$1.00		

On the Balance Sheet report that label would be something like "As of August 31st, 2009 and 2008". Whatever the label would be, it would show a specific period of time.

Code	Description	Filter From		Filter To	
CY	Enter the Current Period	2009/008	...		
BU	Enter the Desired Business Unit	ZAD	...		

Worksheet | Document

{SheetTi

DATES ON FS DEMOIII
- Sheet1
- Sheet2

AUTOMATIC DATES
- Income Statement Type
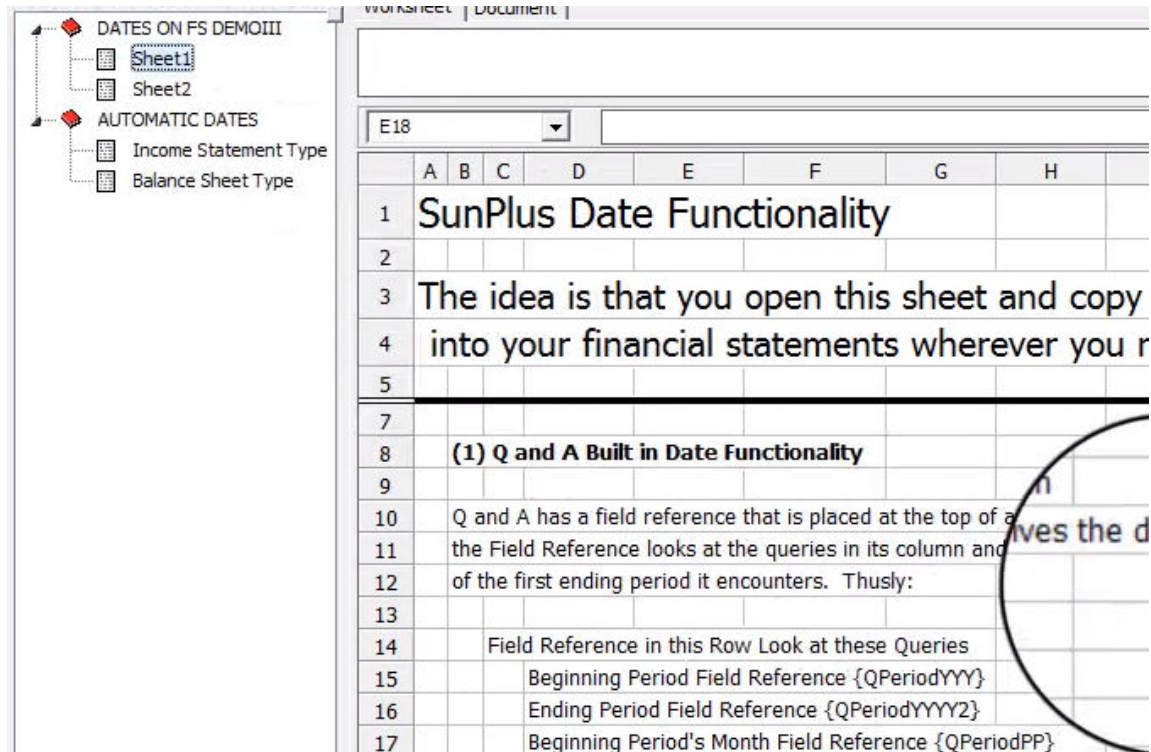- Balance Sheet Type

A3   As of August 31, 2009 and 2008

	A	B	C	D	E
1	Ace Union				
2	Analysis of Cash Balances				
3	As of August 31, 2009 and 2008				
4					
5		**2008**			
6			009		
7					
8	Total Cash	$1.00	$1.00		

The right wording for the situation, country, and culture, would have to be typed in. Every time the report was run for a different period or range of periods, that wording and dates would have to be typed in. This means the number of days in each month would have to be remembers, etc. The column headings showing dates would also have to be changed. The automatic date process takes care of those changes.

The following documents how to use the automatic date functionality.

![SunPlus logo]

First, any existing date values would be deleted. To delete those values, right-click on the cell and select Clear Content. Be sure to clear each of the date fields, including the bottom row of the header information.

Open the Dates on FS DemoIII Executive worksheet to access pre-defined dates in a variety of formats. Open the worksheet and the report you are working on at the same time. Once the automatic functionality has been set up, you won't need to open that worksheet every time.

Find the date fields you need on the reference sheet and Copy and Paste them into the corresponding cells of the report.

	A	B	C	D	E	F	G	H	I	J	K	
1	SunPlus Date Functionality											
2												
3	The idea is that you open this sheet and copy the desired query into your project or											
4	into your financial statements wherever you need them.											
5												
7												
8	(1) Q and A Built in Date Functionality									FYI Period Selected in Prompt	2009003	
9												
10	Q and A has a field reference that is placed at the top of a column											
11	the Field Reference looks at the queries in its column and it derives the date											
12	of the first ending period it encounters. Thusly:											
13												
14	Field Reference in this Row Look at these Queries											1844
15	Beginning Period Field Reference {QPeriodYYYY}											2008
16	Ending Period Field Reference {QPeriodYYYY2}											01
17	Beginning Period's Month Field Reference {QPeriodPP}											
18	Ending Period's Month Field Reference {QPeriodPP2}											06
19												

Then, open each underlying date field query and delete the Business Unit value. Select the Business Unit field on the query interface and click the Value From field of the Business Unit prompt.
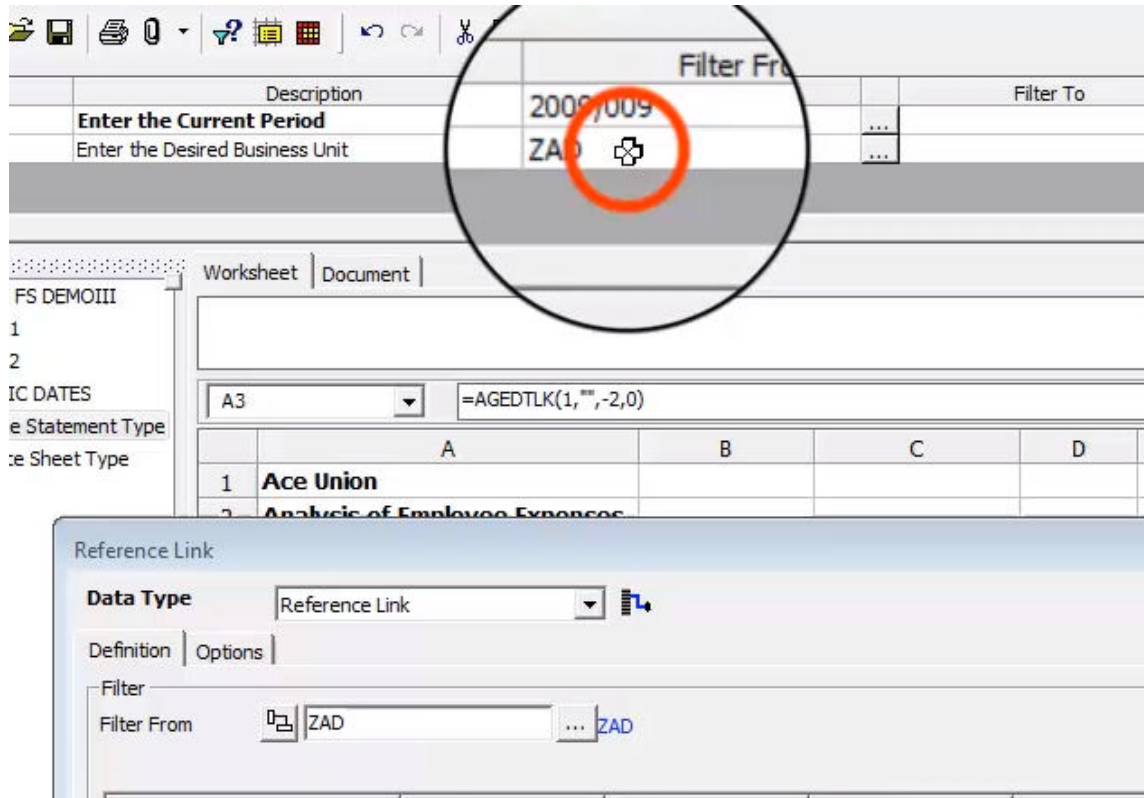
The reference list is composed of various date fields that have already been set up. Feel free to modify them as necessary for a particular situation.

Description		Sample			Query
Income Statement Dating					
Cash Flow Statement Dating					
Month Day Year		For Nine Months Ending January 31, 2009 and 2008			ABCxxxxxxx
Day Month Year		For Nine Months Ending 31 January 2009 and 2008			ABCxxxxxxx
Dia Mes Ano		Del 1 de Enero de 2009 al 30 de Abril de 2009			ABCxxxxxxx
Net Asset Statement Dating Current Year					
Month Day Year		For Nine Months Ending January 31, 2009			ABCxxxxxxx
Day Month Year		For Nine Months Ending 31 January 2009			ABCxxxxxxx
Dia Mes Ano		Del 1 de Enero de 2009 al 30 de Abril de 2009			ABCxxxxxxx
Net Asset Statement Dating Previous Year					
Month Day Year		For Nine Months Ending January 31, 2008			ABCxxxxxxx
Day Month Year		For Nine Months Ending 31 January 31, 2008			ABCxxxxxxx
Dia Mes Ano		Durante nueve meses terminados el 31 de enero del 2008			ABCxxxxxxx
Balance Sheet Dating					
Two Years					
Month Day, Year		As of January 31, 2009 and 2008			ABCxxxxxxx
Day Month Year		As of 31 January 2009 and 2008			ABCxxxxxxx
Dia Mes Ano		Al 31 de Enero de 2009 y 2008			ABCxxxxxxx
Current Year					
Month Day, Year		As of January 31, 2009			ABCxxxxxxx
Day Month Year		As of 31 January 2009			ABCxxxxxxx
Dia Mes Ano		Al 31 de Enero de 2009			ABCxxxxxxx

Just so you can see how it works, let's find an Income Statement type date format, and Copy the query. The query is the value in column K of the reference worksheet.

I'll go into my Income Statement report and Paste it into the bottom row of the header.

I'll do the same thing with the Balance Sheet.

44		Net Asset Statement Dating Current Year		
45				
46	Month Day Year		For Nine Months Ending January 31, 2009	ABCxxxxxxx
47	Day Month Year		For Nine Months Ending 31 January 2009	ABCxxxxxxx
48	Dia Mes Ano		Del 1 de Enero de 2009 al 30 de Abril de 2009	ABCxxxxxxx
49				
50		Net Asset Statement Dating Previous Year		
51				
52	Month Day Year		For Nine Months Ending January 31, 2008	ABCxxxxxxx
53	Day Month Year		For Nine Months Ending 31 January 31, 2008	ABCxxxxxxx
54	Dia Mes Ano		Durante nueve meses terminados el 31 de enero del 2008	ABCxxxxxxx
55				
56		Balance Sheet Dating		
57				
58	Two Years			
59	Month Day, Year		As of January 31, 2009 and 2008	ABCxxxxxxx
60	Day Month Year		As of 31 January 2009 and 2008	ABCxxxxxxx
61	Dia Mes Ano		Al 31 de Enero de 2009 y 2008	ABCxxxxxxx
62				
63	Current Year			
64	Month Day, Year		As of January 31, 2009	
65	Day Month Year		As of 31 January 2009	

AUTOMATIC DATES
  Income Statement Type
  Balance Sheet Type

A3   =AGEDTLK(1,"",-2,0)

	A	B	C	D
1	Ace Union			
2	Analysis of Cash Balances			
3	ABCxxxxxxx			
4				
5				
6		2008	2009	
7				
8	Total	$1.00	$1.00	
9				
10				

Any necessary formatting changes can be made to the presentation of the date. Center these or make them bold, make all headings bold, etc.
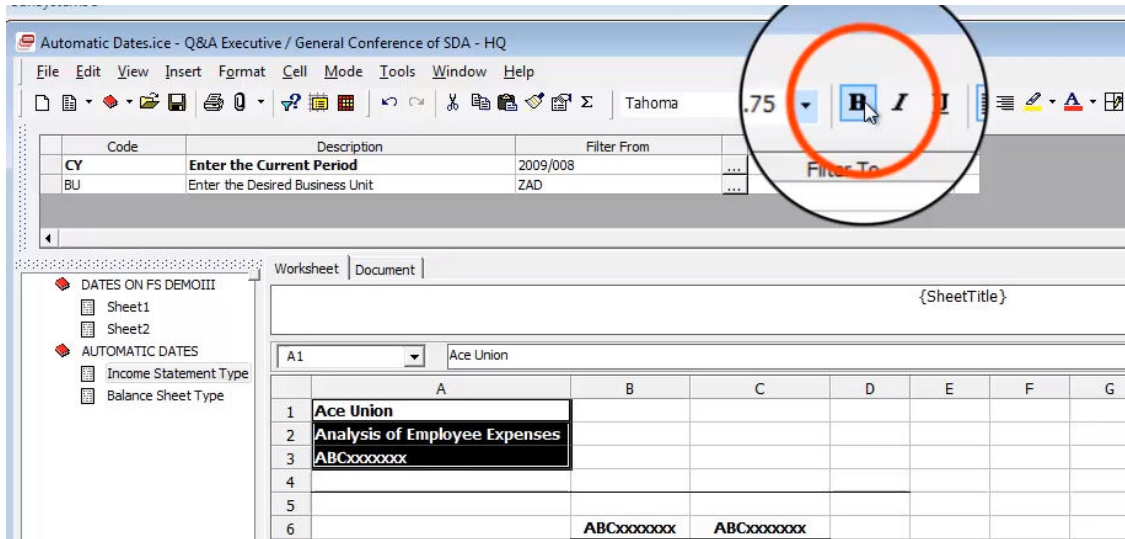
Queries that will automatically populate the Current Year and Last Year header dates can be copied in as well.
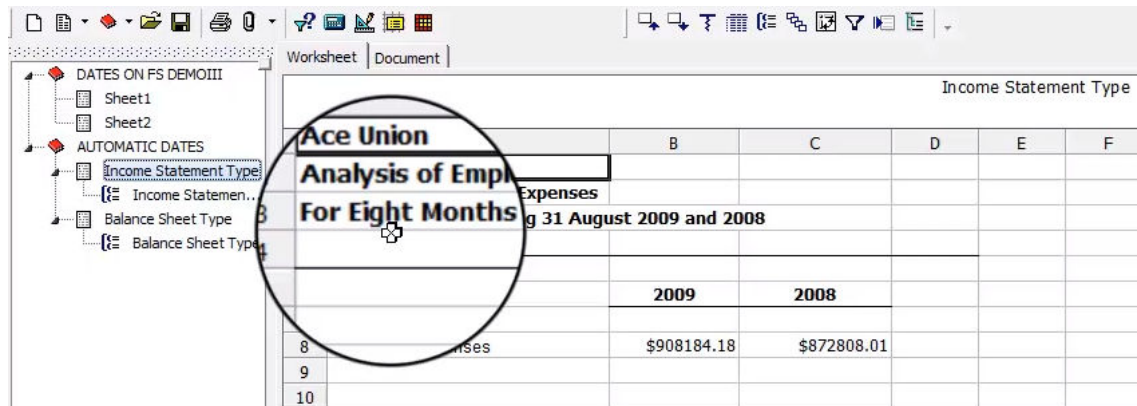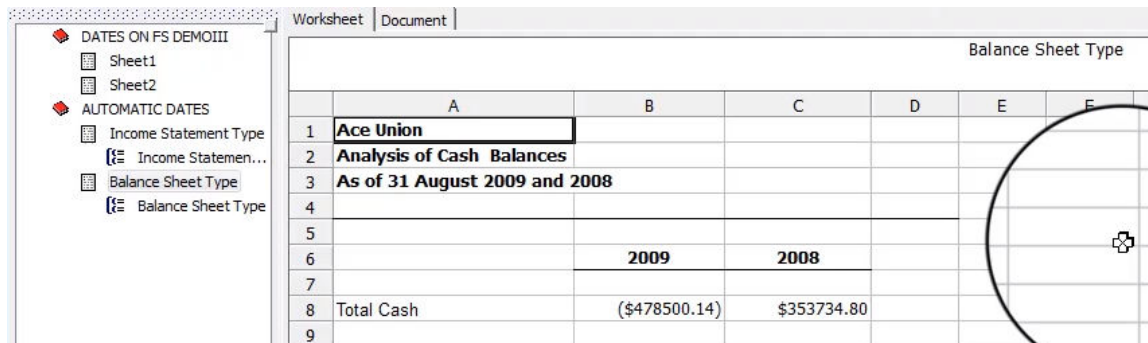
Once all the date queries have been copied and pasted in, extract the report.
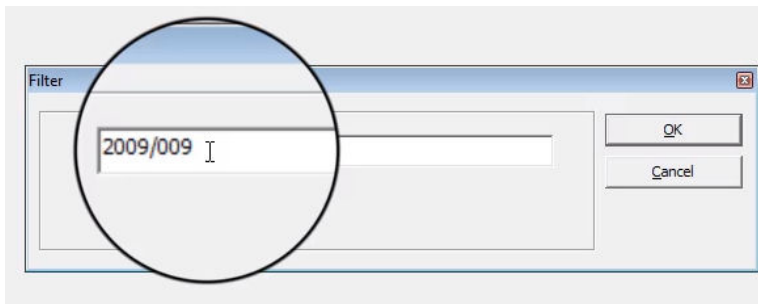
In the above screenshot, the fields have now been populated. The Balance Sheet is shown below. It has worked perfectly.

To see how this continues to work, go back and change the period to September. Change this to the ninth period of the year and extract.

it.

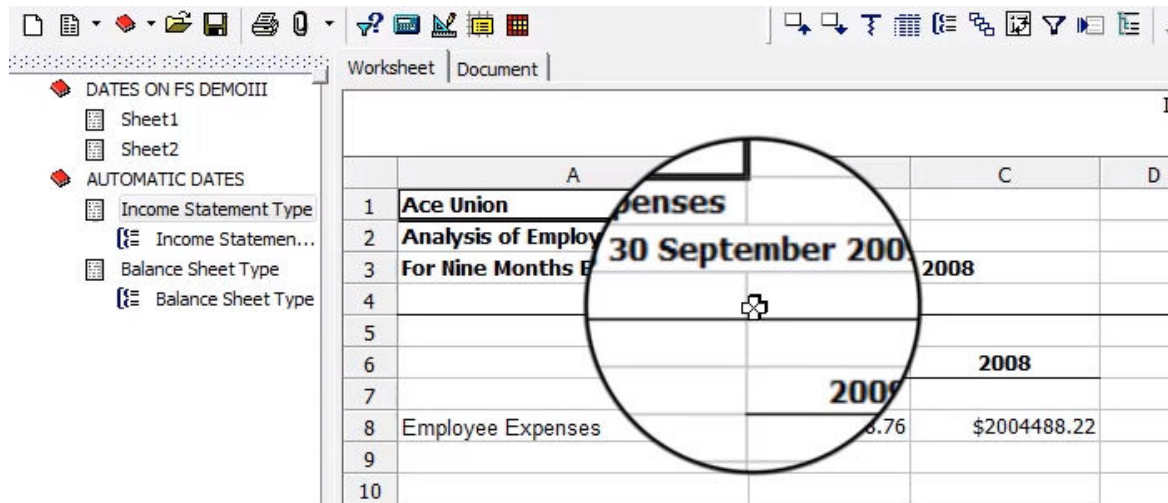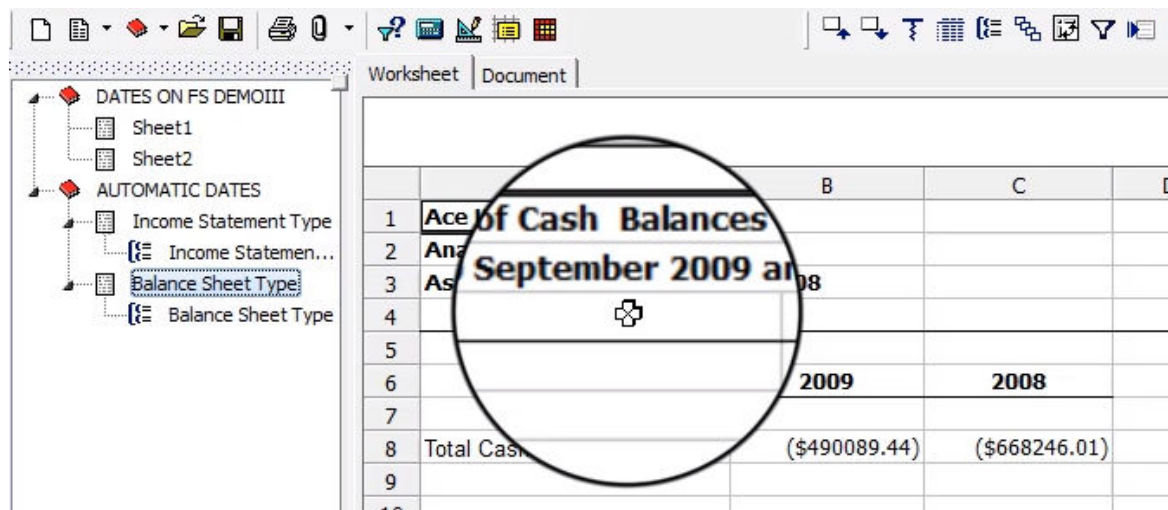Q&A will pull in the right number of days in the month.

There are a couple of things to be aware of. This works on a calendar year basis. You may wonder how SunPlus and Q&A know that you are working in a calendar year. You must tell it.

To set up the database on a calendar year basis, go into SunSystems and open Addresses. Open the address record for Address Code 000000000.

Address Code 0000000000

Status Open

Short Heading AOD

Link Address Code

Lookup Code AM0000X

Temporary Address ☐

BASIC | Addresses | Optional

Address Lines 1 - 5

Communication

Name Atlantic Ocean Division

1954 Eight Avenue

Telephone Number

New York, NY 10001, USA

Telex/Fax Number

Web Page Address

MEMOS@GC.A

Enter address in lines 1 - 5 exactly as you want the address to appear on an envelope - don't skip lines.

Optional

Options

Town/City

State

Postal Code

Lang

Area DefaultLogo.bmp

Country S:\ExampleReports\Images\

T

State Code 12

Country Code 01

This record controls the address and title of the organization. Any time the name and address of the organization is pulled into a report or document, that information came from the organization's 000000000 Address record. If you need to change any of this information for your organization, come here to do so.

Notice the State Code field in the Optional portion at the lower left of the Addresses screen. The organization record shown in our screenshot above is populated with the number 12. This number represents the number of the final period of the fiscal year. This 12 indicates that December (the 12th month of the calendar year) is the final period of the fiscal year. Let's change this value for the ZAD Business Unit. Entering a State Code of 5 would mean May will be the final period of the fiscal year.

If the report is run again for the 9th period of the year 2009 after this change is made, February 28th should be the end of the 9th period. If automatic dating is working right, the label will be "As of February 28th, 2009 and 2008". Let's extract the report.

In our demonstration database the automatic dating is working well.

Note: This should work fine if the organization follows the SunPlus convention that the year is the year in which the accounting year ends. 2009009 would mean the accounting year ends in 2009.

Keep the worksheet of dates available for use in all your reports.

If you need to modify a date yourself, open the report in the Design Mode.
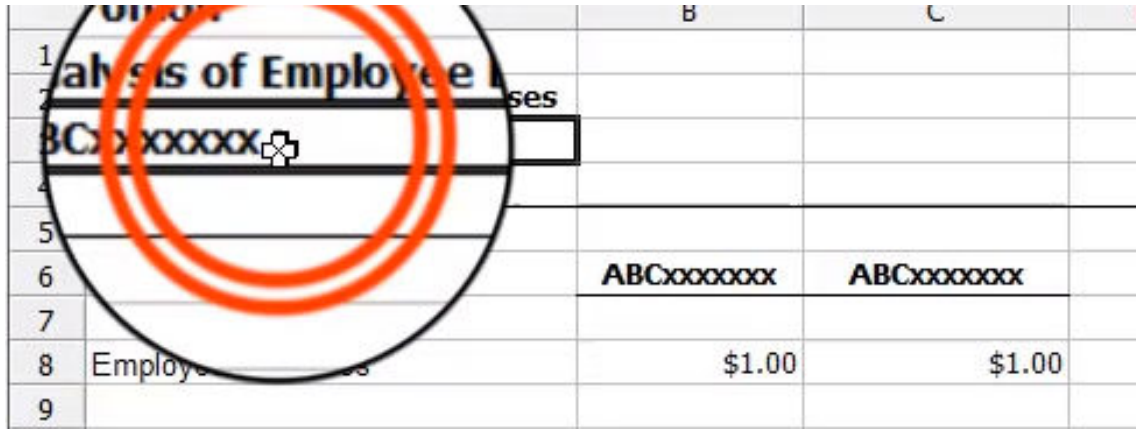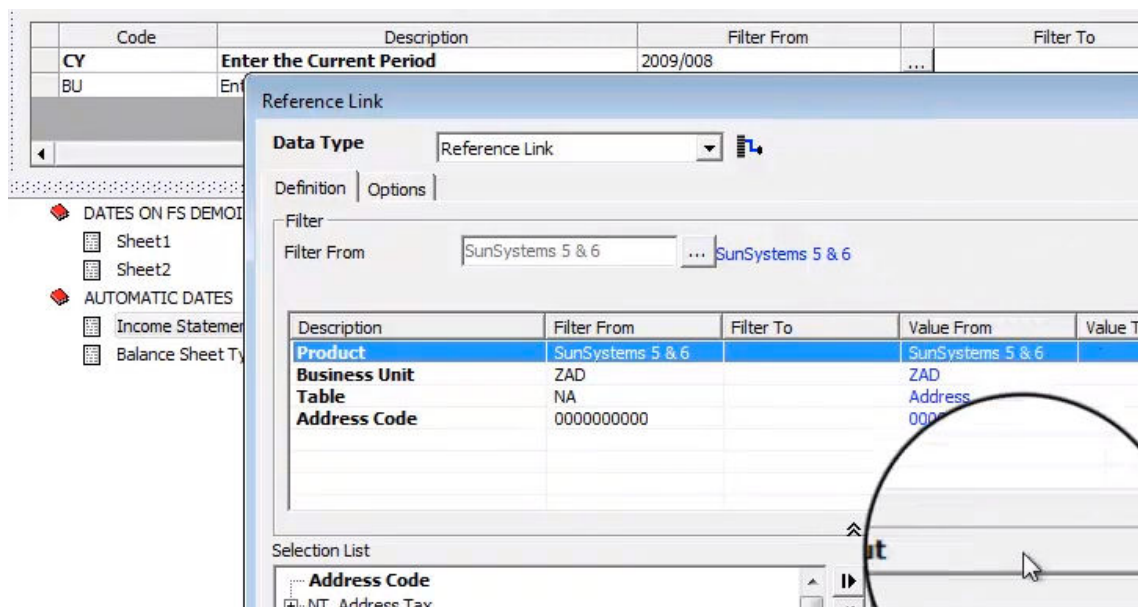
The whole construction of automatic dating depends on the report having a CY code as the Current Year prompt.

If the code for the Current Year is not CY, the automatic date process won't work.

To modify one of these date queries, open one of the standard queries and try changing the wording to see how it acts.

![SunPlus logo]


```
Formula
If CYrCalMo = 10 then
    MonthText = "31 October"
Else
If CYrCalMo = 11 then
    MonthText = "30 November"
Else
    MonthText = "31 December"
End If
End If
End If
End If
End If
End If
End If
End If
End If
End If
End If
Result = NumberText&MonthText&" "&CYrCalMoYr&" and "&PYrCalMoYr
```

Default value if error

Format

Text Output

User Defined Output

Description   Test Five   OK

Output | Format Tables   Cancel

Formula   Test

```
Else
If CYrCalMo = 7 then
    MonthText = "31 July"
Else
If CYrCalMo = 8 the
    MonthText =
Else
If CYrCalM  0 September"
    MonthT
Else     10 then
If CYrC
    Month  "31 October"
Else
If CYrCa
    Month 1 then
Else     0 November"
    MonthTex
End If
End If
         ber"
```

Print

Export

Import

Help

Default value if error

Format

Text Output

☐ Allow Filtering

As you can see, the formulas look rather complicated. But what you can change is the text within quotation marks. That text is simply text.

Let's say the text should say As At the 31st of _____ on this Balance Sheet, you could change that text within the quotation marks.

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To abbreviate dates, simply look through the code to find the dates and abbreviate them. Any change to working is just typed in between the relevant quotation marks. When you get the change you need right, copy it and paste it into your master list.

If you need a different format and your attempts to change a format has changed, just send SunPlus an email and we can help you with the format.