

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).

Automatic Dates.ice - Q&A Executive / General Conference of SDA - HQ

File Edit View Insert Format Cell Mode Tools Window Help

Tahoma 9.75 B I U

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

Worksheet | Document | {SheetTit

C23

	A	B	C	D	E
1	Ace Union				
2	Analysis of Employee Expenses				
3					
4					
5					
6		2009	2008		
7					
8	Employee Expenses	\$1.00	\$1.00		

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.

File Edit View Insert Format Cell Mode Tools Window Help

Tahoma 9.75 B I U

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

Worksheet | Document | {SheetTit

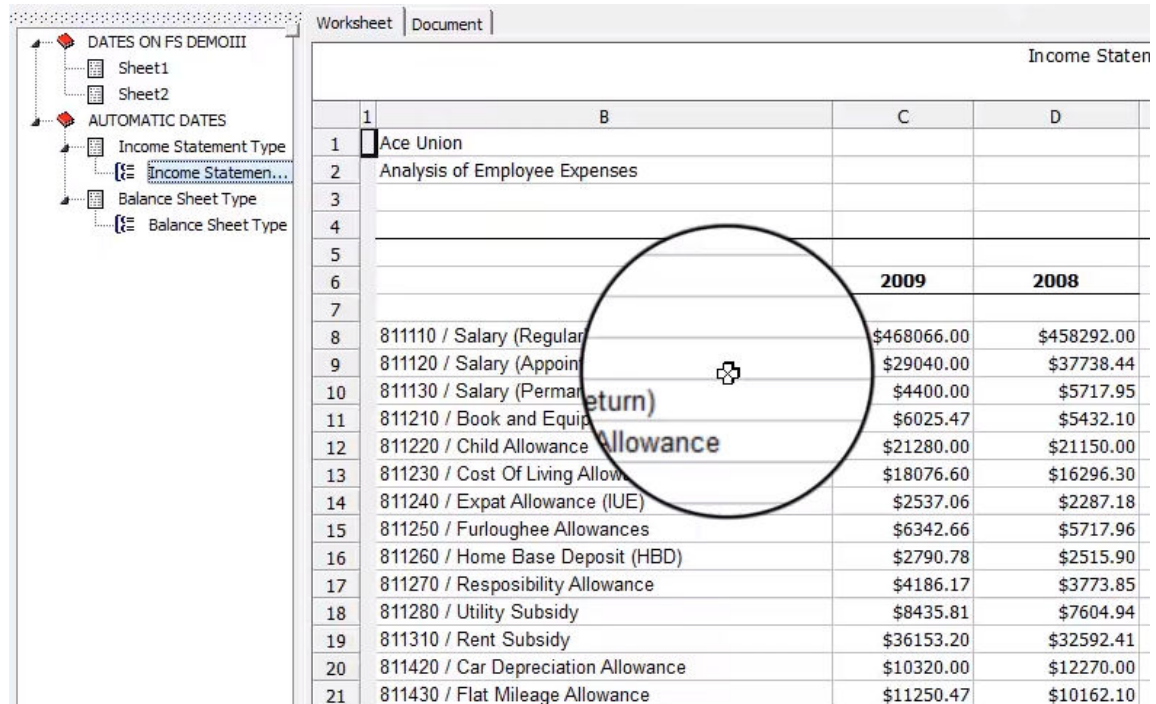
B8 =AGESMLK(1,"",-2,0)

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

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.

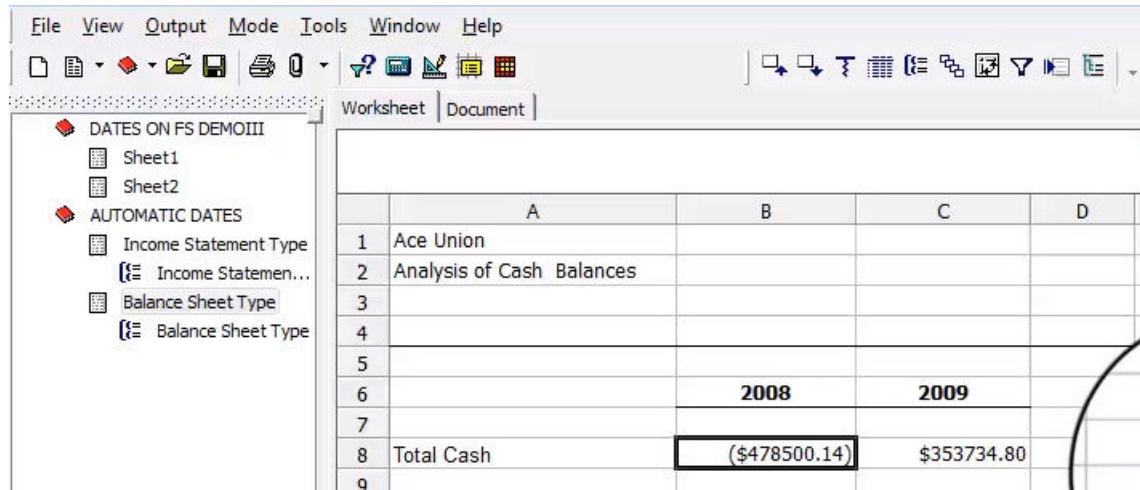
Here is the Income Statement:



		2009	2008
1			
2	Ace Union		
3	Analysis of Employee Expenses		
4			
5			
6			
7			
8	811110 / Salary (Regular)	\$468066.00	\$458292.00
9	811120 / Salary (Appoin	\$29040.00	\$37738.44
10	811130 / Salary (Perman	\$4400.00	\$5717.95
11	811210 / Book and Equip	\$6025.47	\$5432.10
12	811220 / Child Allowance	\$21280.00	\$21150.00
13	811230 / Cost Of Living Allow	\$18076.60	\$16296.30
14	811240 / Expat Allowance (IUE)	\$2537.06	\$2287.18
15	811250 / Furloughee Allowances	\$6342.66	\$5717.96
16	811260 / Home Base Deposit (HBD)	\$2790.78	\$2515.90
17	811270 / Responsibility Allowance	\$4186.17	\$3773.85
18	811280 / Utility Subsidy	\$8435.81	\$7604.94
19	811310 / Rent Subsidy	\$36153.20	\$32592.41
20	811420 / Car Depreciation Allowance	\$10320.00	\$12270.00
21	811430 / Flat Mileage Allowance	\$11250.47	\$10162.10

The Income Statement reports all year-to-date salary expenses for the 8th period of 2009 and the corresponding period of 2008.

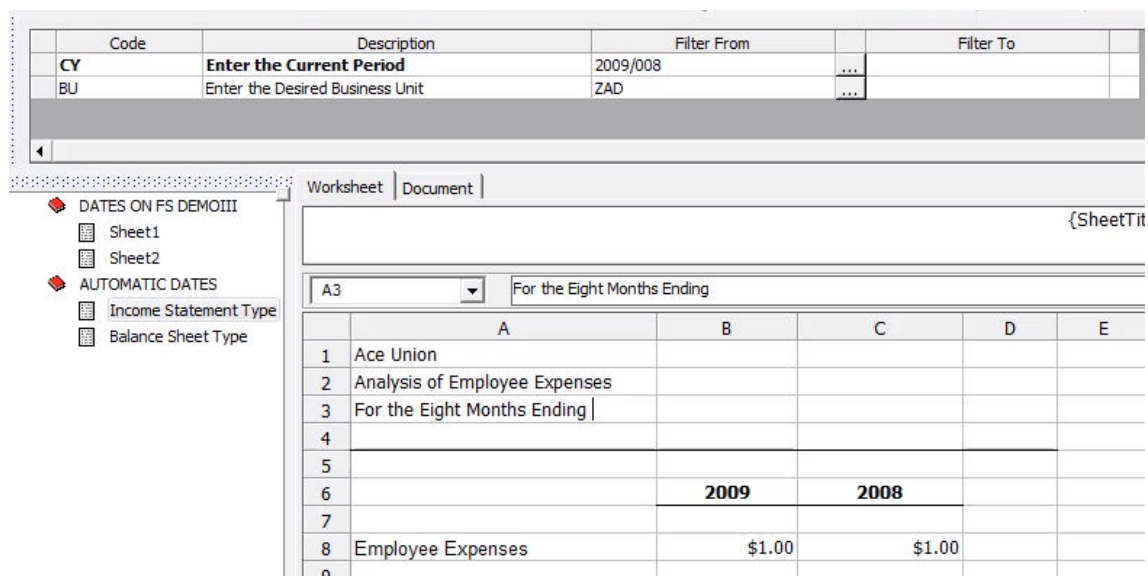
The Balance Sheet reports the cash balance as of the current period in 2009 and the corresponding period in 2008.



The screenshot shows the SunPlus software interface with a worksheet titled "Worksheet | Document". The worksheet contains the following data:

	A	B	C	D
1	Ace Union			
2	Analysis of Cash Balances			
3				
4				
5				
6		2008	2009	
7				
8	Total Cash	(\$478500.14)	\$353734.80	
9				

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”



The screenshot shows the SunPlus software interface with a worksheet titled "Worksheet | Document". The worksheet contains the following data:

	A	B	C	D	E
1	Ace Union				
2	Analysis of Employee Expenses				
3	For the Eight Months Ending				
4					
5					
6		2009	2008		
7					
8	Employee Expenses	\$1.00	\$1.00		
9					

Below the worksheet, there is a filter dialog box with the following fields:

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

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	...

DATES ON FS DEMOIII

- Sheet1
- Sheet2

AUTOMATIC DATES

- Income Statement Type
- Balance Sheet Type

Worksheet | Document

{SheetTit

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	...

DATES ON FS DEMOIII

- Sheet1
- Sheet2

AUTOMATIC DATES

- Income Statement Type
- Balance Sheet Type

Worksheet | Document

{SheetTi

A3

As of August 31, 2009 and 2008

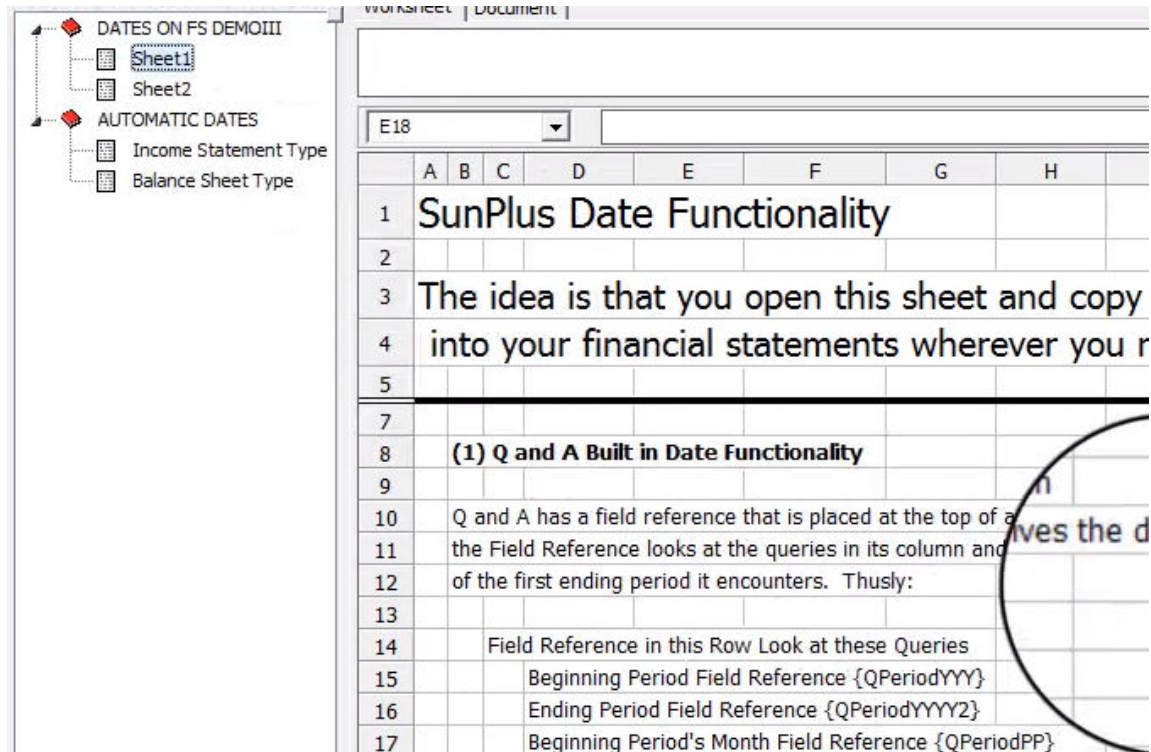
	A	B	C	D	E
1	Ace Union				
2	Analysis of Cash Balances				
3	As of August 31, 2009 and 2008				
4					
5		2008			
6			2009		
7					
8	Total Cash	\$1.00	\$1.00		

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 remembered, 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.

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.



	A	B	C	D	E	F	G	H
1	SunPlus Date Functionality							
2								
3	The idea is that you open this sheet and copy							
4	into your financial statements wherever you r							
5								
7								
8	(1) Q and A Built in Date Functionality							
9								
10	Q and A has a field reference that is placed at the top of a							
11	the Field Reference looks at the queries in its column and							
12	of the first ending period it encounters. Thusly:							
13								
14	Field Reference in this Row Look at these Queries							
15				Beginning Period Field Reference {QPeriodYYY}				
16				Ending Period Field Reference {QPeriodYYY2}				
17				Beginning Period's Month Field Reference {QPeriodPP}				

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					
15						Beginning Period Field Reference {QPeriodYYY}					
16						Ending Period Field Reference {QPeriodYYY2}					
17						Beginning Period's Month Field Reference {QPeriodPP}					
18						Ending Period's Month Field Reference {QPeriodPP2}					
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.

Description	Filter From	Filter To
Enter the Current Period	2009/009	
Enter the Desired Business Unit	ZAD	

Worksheet | Document

EMOIII

TES

ement Type

set Type

A3

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

	A	B	C	D	E
1	Ace Union				
2	Analysis of Employee Expenses				

Reference Link

Data Type

Reference Link

Definition

Options

Filter

Filter From

ZAD

Filter From

SunSystems 5 & 6

ZAD

NA

0000000000

Filter To

Value From

SunSystems 5 & 6

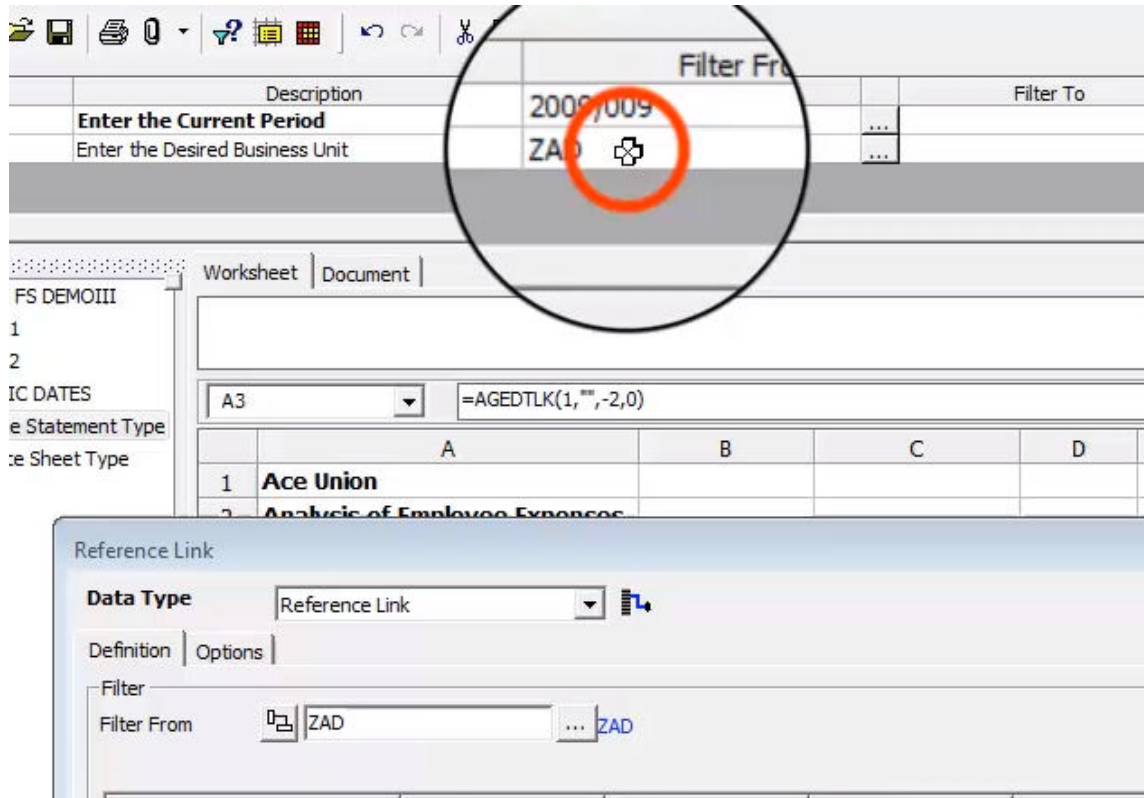
ZAD

Address

0000000000

Value To

Lin



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.

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 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

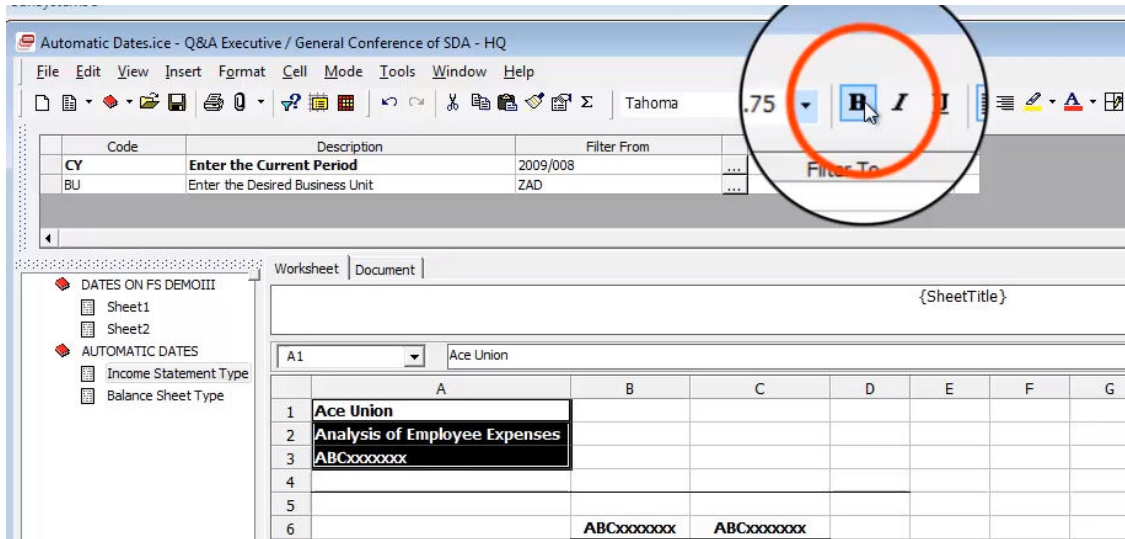
Balance Sheet Type

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.

	A	B	C	D	E	F	G	H	I	J	K
59			Month Day, Year				As of January 31, 2009 and 2008				ABCxxxxxx
60			Day Month Year				As of 31 January 2009 and 2008				ABCxxxxxx
61			Dia Mes Ano				Al 31 de Enero de 2009 y 2008				ABCxxxxxx
62											
63			Current Year								
64			Month Day, Year				As of January 31, 2009				ABCxxxxxx
65			Day Month Year				As of 31 January 2009				ABCxxxxxx
66			Dia Mes Ano				Al 31 de Enero de 2009				ABCxxxxxx
67											
68			Prior Year								
69			Month Day, Year				As of January 31, 2008				ABCxxxxxx
70			Day Month Year				As of 31 January 2008				ABCxxxxxx
71			Dia Mes Ano				Al 31 de Enero de 2008				ABCxxxxxx
72											
73			Fund Balance, _____ End				Fund Balance, January 31, 2009 & 2008				ABCxxxxxx
74											
75			Fund Balance, _____ :Begin				Fund Balance, May 1, 2009 and 2008				ABCxxxxxx
76											
77			Miscellaneous Dating								
78			December 1 :Beginning of Year				May 1				ABCxxxxxx
79											
80			November 30: End of Current Period				January 31				ABCxxxxxx
81											
82			First of Year to Current Period				May 1 2009 to January 31 2009				ABCxxxxxx
83											
84											
85			Current Period - Year				2009				ABCxxxxxx

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

DATES ON FS DEMOIII

- Sheet1
- Sheet2

AUTOMATIC DATES

- Income Statement Type
- Balance Sheet Type

Worksheet | Document |

{SheetTi

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

	A	B	C	D	E
1	Ace Union				
2	Analysis of Employee Expenses				
3	ABCxxxxxx				
4					
5					
6		2009	008		
7					
8	Employee Expenses		\$1.00		
9					
10					

DATES ON FS DEMOIII

- Sheet1
- Sheet2

AUTOMATIC DATES

- Income Statement Type
- Balance Sheet Type

Worksheet | Document |

{SheetTi

B6 =AGEDTLK(1,"",-2,0)

	A	B	C	D
1	Ace Union			
2	Analysis of Employee Expenses			
3	ABCxxxxxx			
4				
5				
6		ABCxxxxxx	2008	
7				
8	Employee Expenses	\$1.00	\$1.00	
9				
10				

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

DATES ON FS DEMOIII

- Sheet1
- Sheet2

AUTOMATIC DATES

- Income Statement Type
- Balance Sheet Type

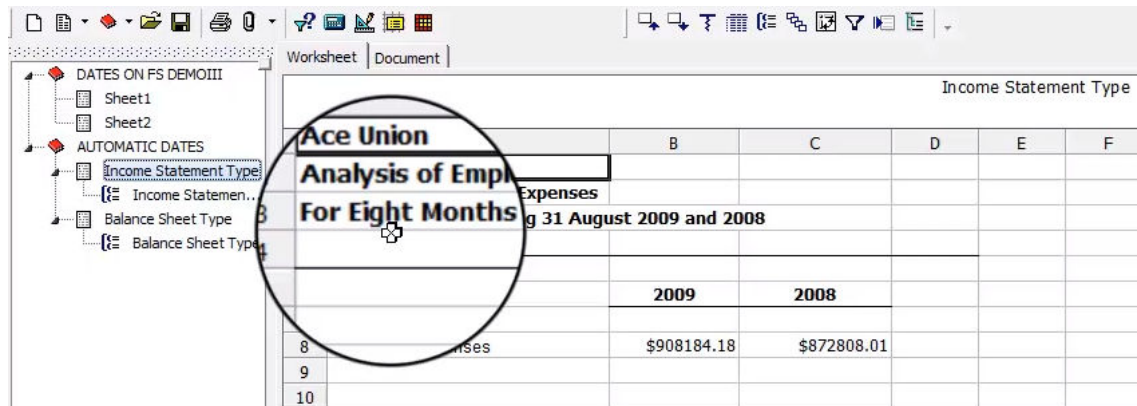
Worksheet | Document |

{SheetTi

B6 =AGEDTLK(1,"",-2,0)

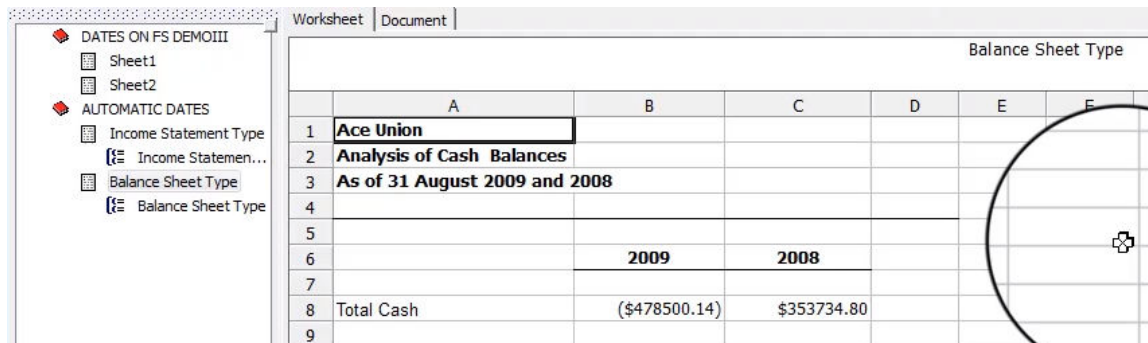
	A	B	C	D	E
1	Ace Union				
2	Analysis of Employee Expenses				
3	ABCxxxxxx				
4					
5					
6		ABCxxxxxx	ABCxxxxxx		
7					
8	Employee Expenses	\$1.00	\$1.00		
9					

Once all the date queries have been copied and pasted in, extract the report.



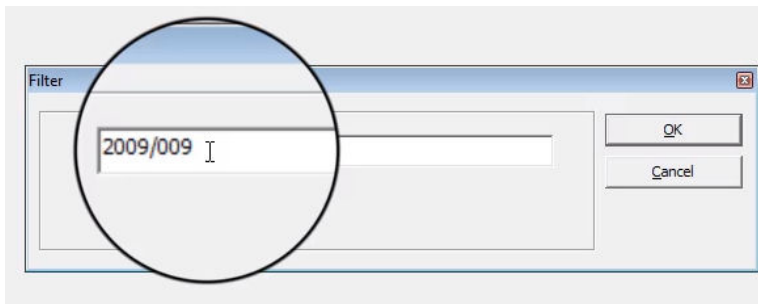
		2009	2008
8	Expenses	\$908184.18	\$872808.01

In the above screenshot, the fields have now been populated. The Balance Sheet is shown below. It has worked perfectly.



		2009	2008
8	Total Cash	(\$478500.14)	\$353734.80

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.



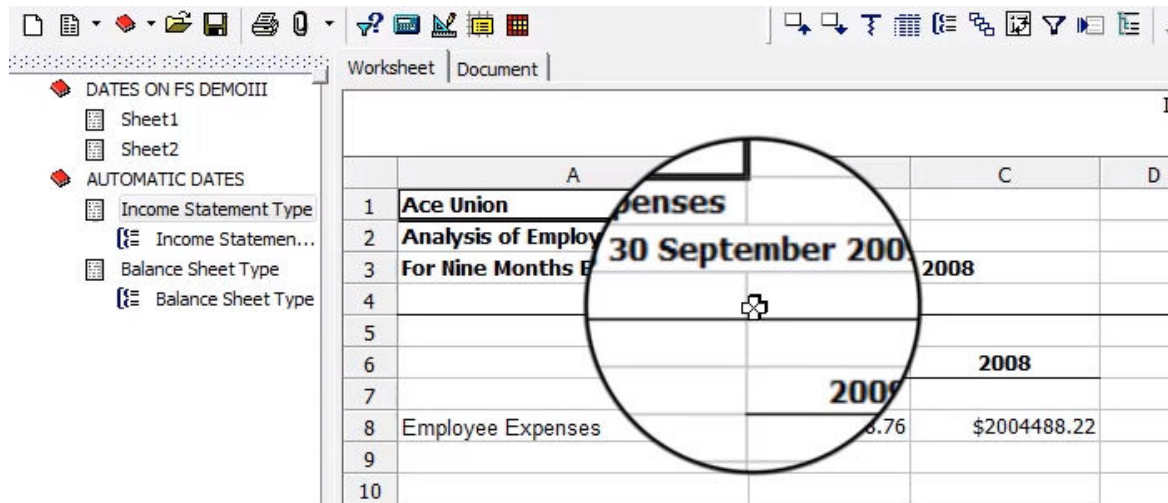
Filter

2009/009

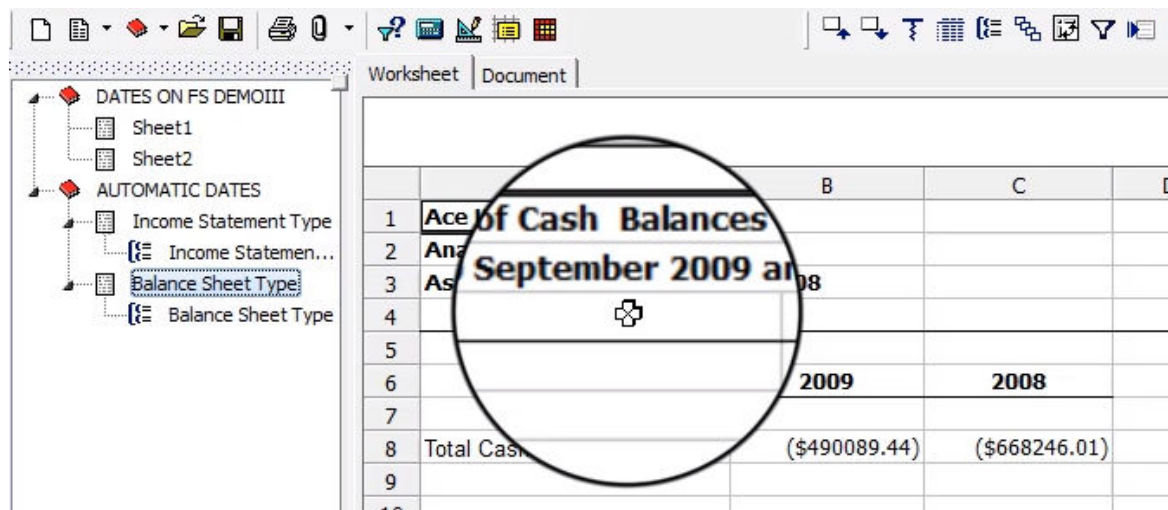
OK

Cancel

it.



	A	C	D
1	Ace Union		
2	Analysis of Employee Expenses		
3	For Nine Months Ending 30 September 2008		
4			
5			
6		2008	
7		2008	
8	Employee Expenses	8.76	\$2004488.22
9			
10			



	B	C	D
1	Ace of Cash Balances		
2	Analysis of Cash Balances		
3	As of September 2009 and 2008		
4			
5			
6		2009	2008
7			
8	Total Cash	(\$490089.44)	(\$668246.01)
9			
10			

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.

Search Results • Addresses

Address Code	0000000000	Status	Open
Short Heading	AOD	Link Address Code	
Lookup Code	AM0000X	Temporary Address	<input type="checkbox"/>

BASIC Addresses Optional

Address Lines 1 - 5

Name **Atlantic Ocean Division**

1954 Eight Avenue

New York, NY 10001, USA

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

Communication

Telephone Number

Telex/Fax Number

Web Page Address

MEMOS@GC.A

Optional

Town/City

State

Postal Code

Area **DefaultLogo.bmp**

Country **S:\ExampleReports\Images**

State Code **12**

Country Code **01**

Options

Lang

T

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 0000000000 Address record. If you need to change any of this information for your organization, come here to do so.

Optional

Town/City State

Postal Code

Area

Country

State Code Country Code

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.

Optional

Town/City State

Postal Code

Country

State Code Country Code

OK Cancel Clear Screen Amend Insert Delete

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.

Worksheet | Document |

1				
2				
3	IC DATES			
4	Statement Type	Ace Union		
5	Income Statement..	Analysis of Cash Balances		
6	Balance Sheet Type	As of 28 February 2009 and 2008		
7				
8				
9				
10				
11				
12				

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.

Code

CY	Description	Filter From	Filter To
BU	Current Period	2009/009	...
	Desired Business Unit	ZAD	...

Worksheet | Document |

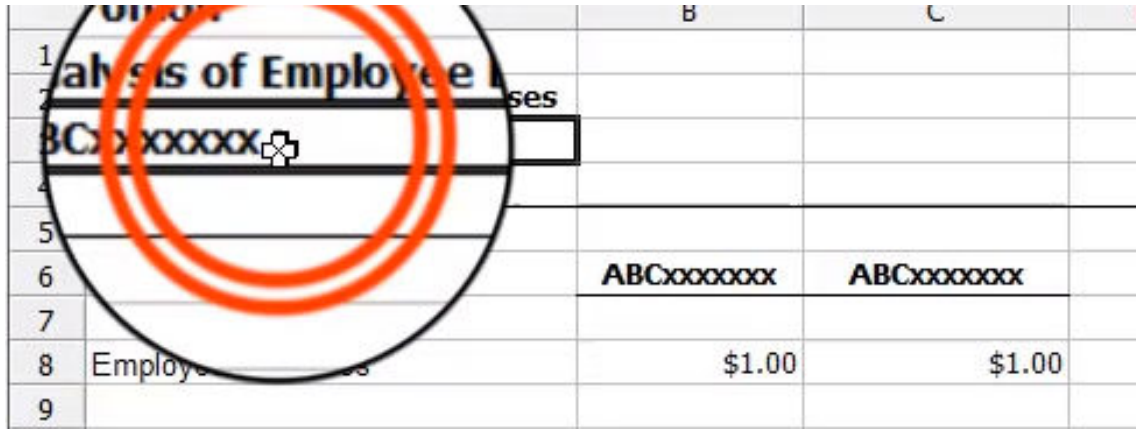
A3 =AGEDTLK(1,"",-2,0)

1	Ace Union		
2	Analysis of Employee Expenses		
3	ABCxxxxxxx		
4			
5			
6		ABCxxxxxxx	ABCxxxxxxx
7			
8	Employee Expenses	\$1.00	\$1.00

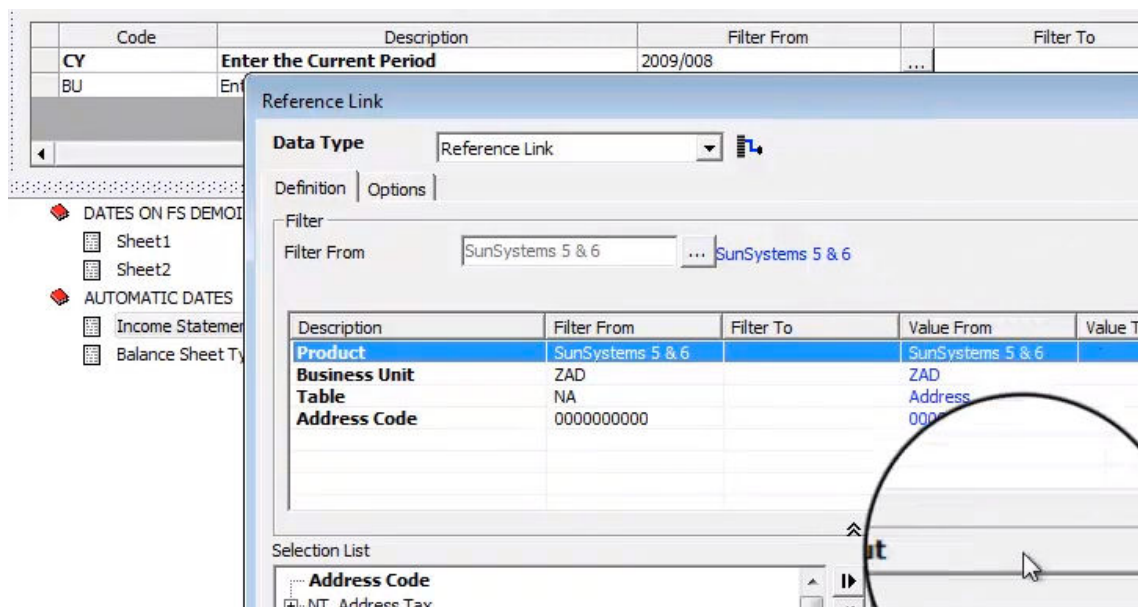
The whole construction of automatic dating depends on the report having a CY code as the Current Year prompt.

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.



1		
2		
3		
4		
5		
6	ABCxxxxxxx	ABCxxxxxxx
7		
8	\$1.00	\$1.00
9		



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

Description	Filter From	Filter To	Value From	Value To
Product	SunSystems 5 & 6	SunSystems 5 & 6		
Business Unit	ZAD		ZAD	
Table	NA		Address	
Address Code	0000000000		0000000000	

Reference Link

Data Type: Reference Link

Definition | Options

Filter

Filter From: SunSystems 5 & 6

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 5 & 6		SunSystems 5 & 6		
Business Unit	ZAD		ZAD		
Table	NA		Address		
Address Code	0000000000		0000000000		

Selection List

- Address Code**
 - NT Address Tax
 - Name/Address 1
 - Name/Address 2
 - Name/Address 3
 - Name/Address 4
 - Name/Address 5
 - Town/City
 - State

Output

Item: Test Five

Target Cell: A3

User Defined Output

Description: Test Five

Output | Format Tables

Formula

```

FyrCalMoEnd = {NA\State Code}
FyrCalMoStrt = {NA\Country Code}
FyrCalYrStart = {NA\Time Zone}
CMonths = 0
QMonths = 0
CYrCalMo = 0
CYrCalMoYr = 0
CYrCalMosYr = 0
NumberText = 0
MonthText = 0
CMonths = Right({=(CY)},2)
QMonths = Cint(CMonths) + Cint(FyrCalMoEnd)
If QMonths > 12 then
  CYrCalMo = (QMonths - 12)
  CYrCalMoYr = Left({=(CY)},4)
  PYrCalMoYr = (Left({=(CY)},4) - 1)
Else
  CYrCalMo = (QMonths)
  CYrCalMoYr = (Left({=(CY)},4) - 1)

```

Default value if error

Format: Text Output

Selection List

- Address Code**
 - NT Address Tax
 - Name/Address 1
 - Name/Address 2
 - Name/Address 3
 - Name/Address 4
 - Name/Address 5
 - Town/City

Functions

- Output
 - {Test Five}
- Filters
 - {*1:Business Unit}
 - {*1:NA\Address Code}
- Strings
- Mathematics
- Dates

Q & A

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

Output

Format Tables

Formula

```

Else
  If CYrCalMo = 7 then
    MonthText = "31 July"
  Else
    If CYrCalMo = 8 then
      MonthText = "31 August"
    Else
      If CYrCalMo = 9 then
        MonthText = "30 September"
      Else
        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
  
```

Default value if error

Format

Text Output

OK

Cancel

Test

Print

Export

Import

Help

☐ 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.



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.