SunPlus

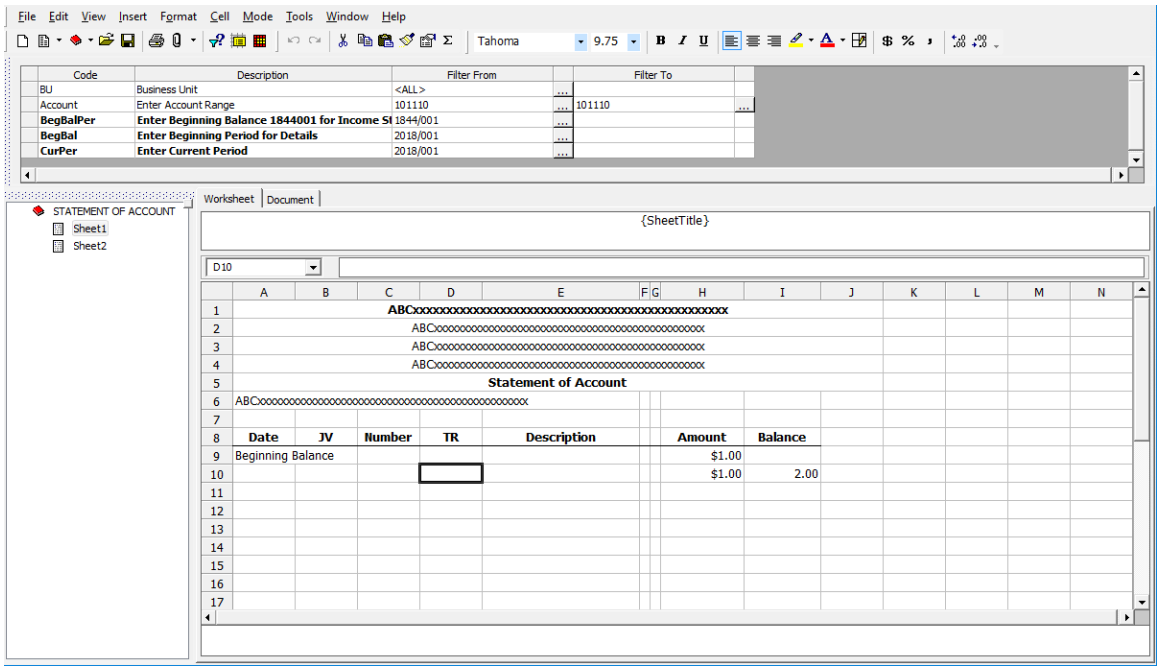
Q&A Executive Training

Statement of Account

This lesson demonstrates how to create a Statement of Account with a running balance.

Because these processes have been demonstrated in depth in prior lessons, in this lesson we will show the end product and let you create it yourself. Later we will show the queries so that you can double check your work.

This screenshot shows my Statement of Account in Q&A Design Mode.



Assignment

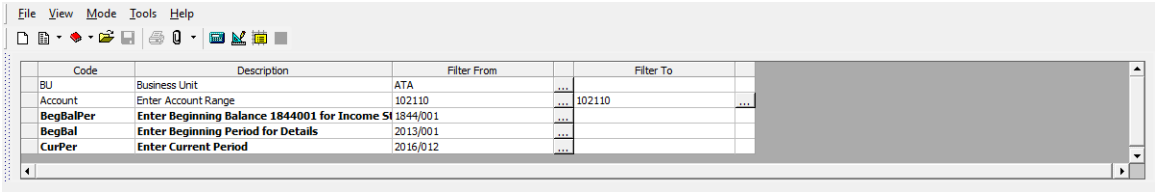
Create a Statement of Account with the following elements:

- Header with name of organization
- Address lines 2 – 4
- Title of report

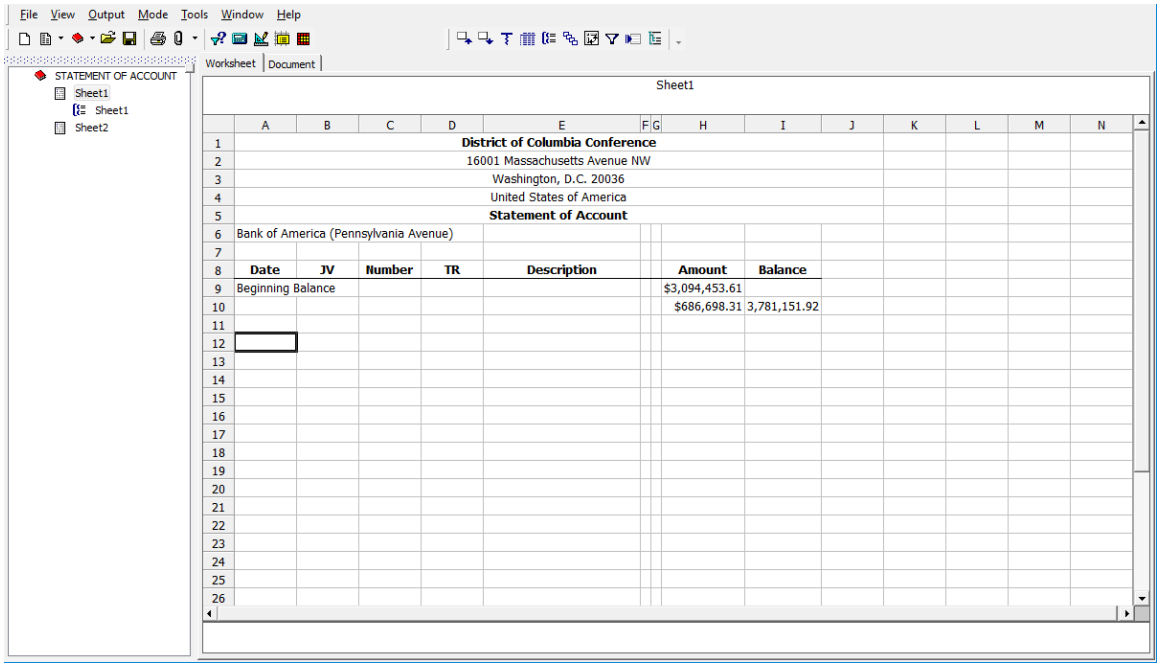
- Name of Account
- Columns:
    - Date
    - Journal Number
    - Line Number
    - Transaction Reference
    - Description
    - Amount
    - Balance
- Beginning Balance figure
- Include two blank columns (for further expansion)
- Prompts:
    - Business Unit
    - Accounts
    - Beginning Balance Period
    - Beginning Period for Details
    - Current Period

Extract

Extract your Statement of Account.



The extracted Statement of Account should look something like this:



Q&A Executive is particularly useful when designing a statement like this because you can add or omit any columns you want. You could, for example, choose to show a Department or an individual's account; you can also easily add another column or two.

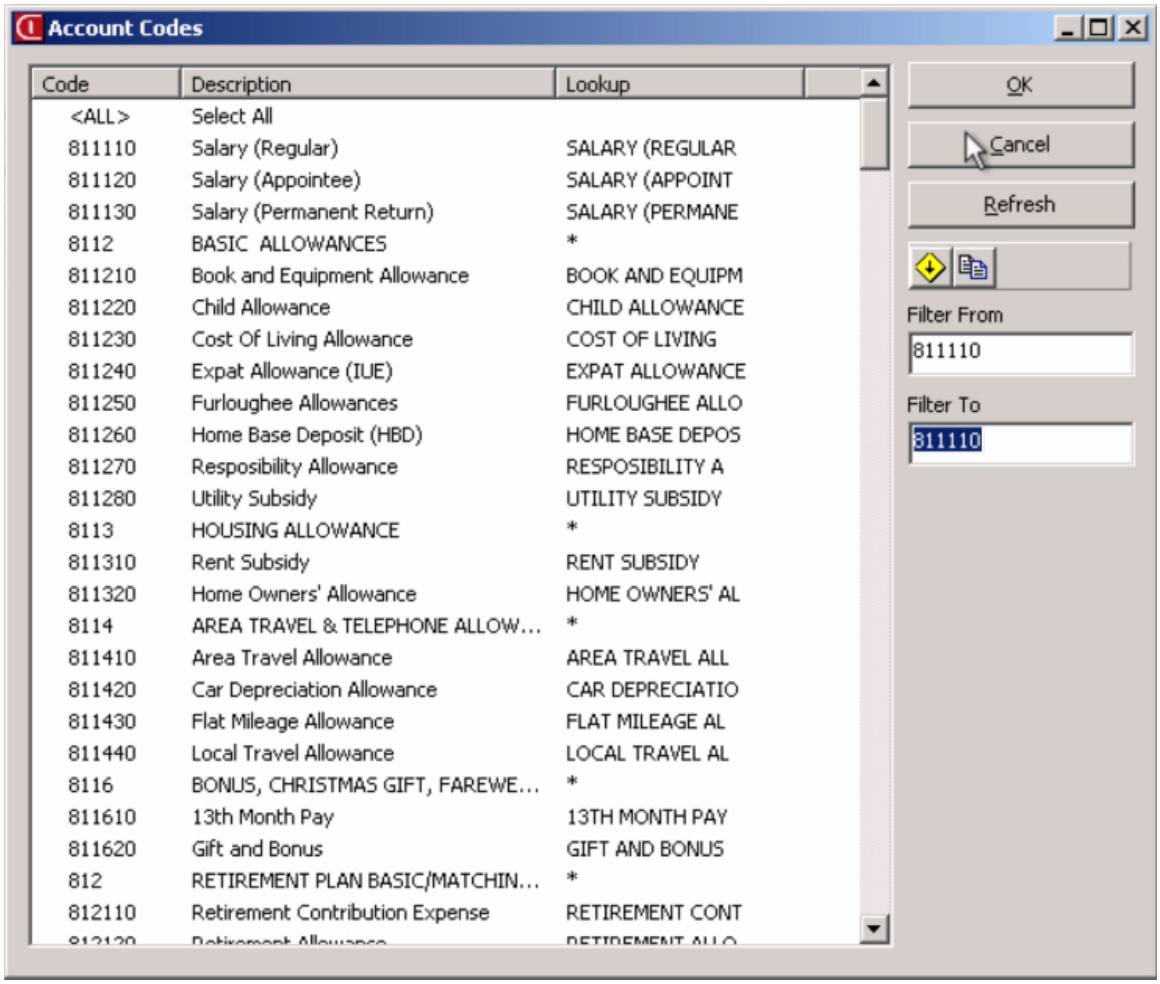
This is a great Statement of Account because it includes a running balance.

Account Prompt

If an Income account statement is needed, the Beginning Balance date needs to begin from a date preceding the start of the Business Unit, to have a true beginning balance figure representing all of the transactions from the start of the financial system.

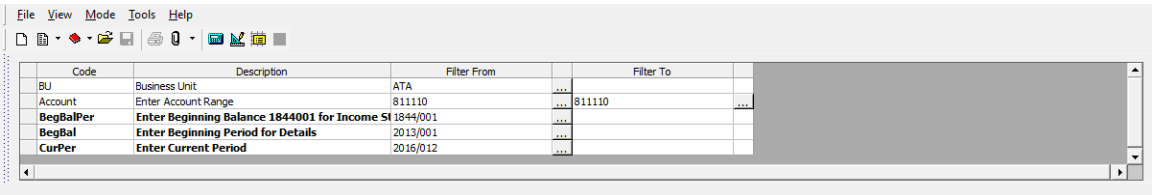
Let's go into our Statement of Account and show the prompts for an Income Statement account.

For the Account prompt, use the Assist button to choose the Regular Salary Income account.

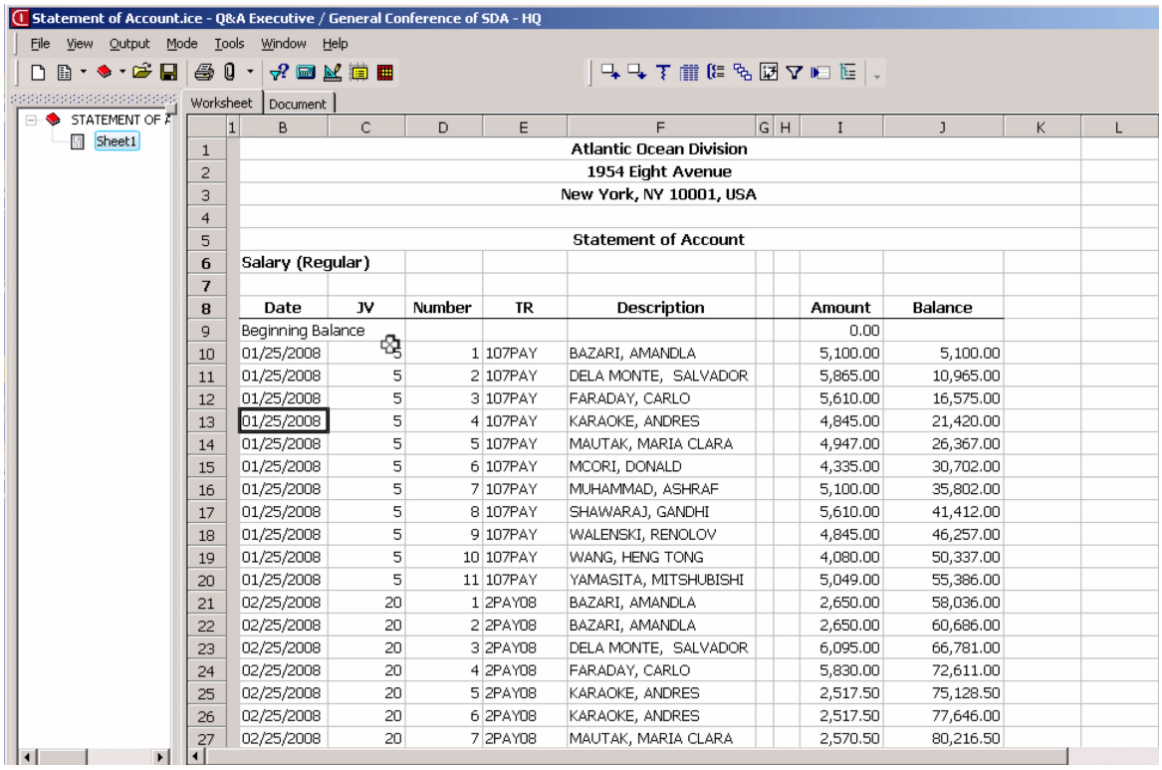


Beginning Balance Prompt

The period for the Beginning Balance will be 1844001 – a date that is far enough back so that it will precede the start of the financial data for the organization. You don't have to use 1844. The point is, choose a date that you are certain will precede the beginning of the financial system.



Extract the Statement once more. As you can see in the following screenshot, we now have a Beginning Balance figure (cell I9) of 0.00 and just the transactions on this Income Statement account for the year.



Atlantic Ocean Division
1954 Eight Avenue
New York, NY 10001, USA

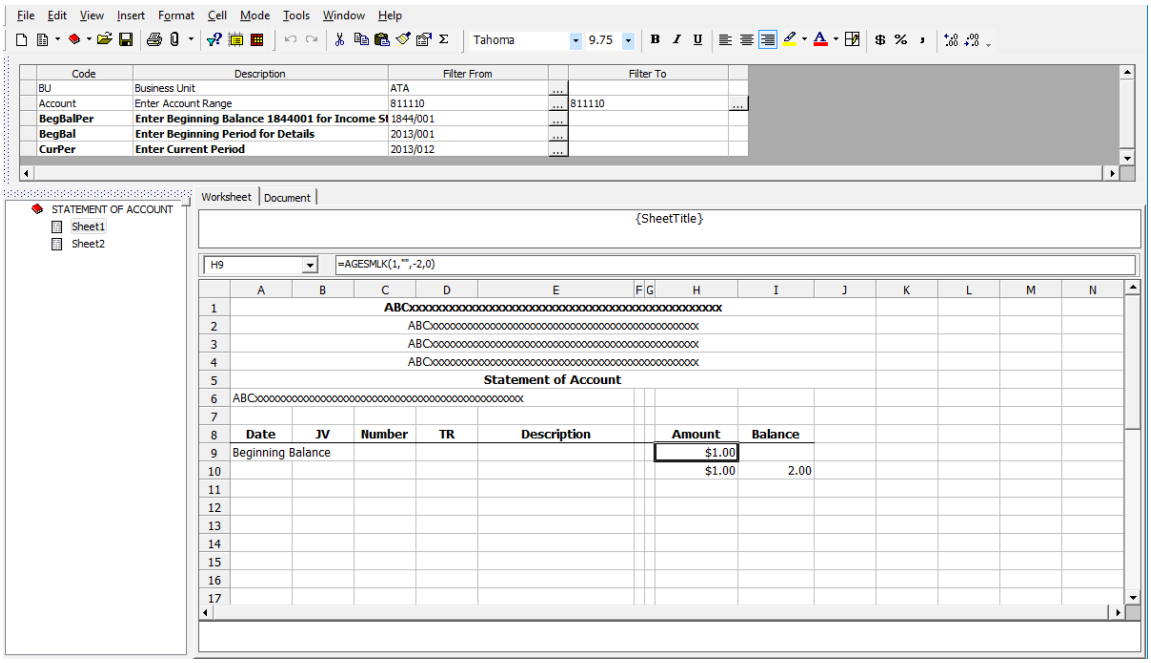
Statement of Account

Salary (Regular)

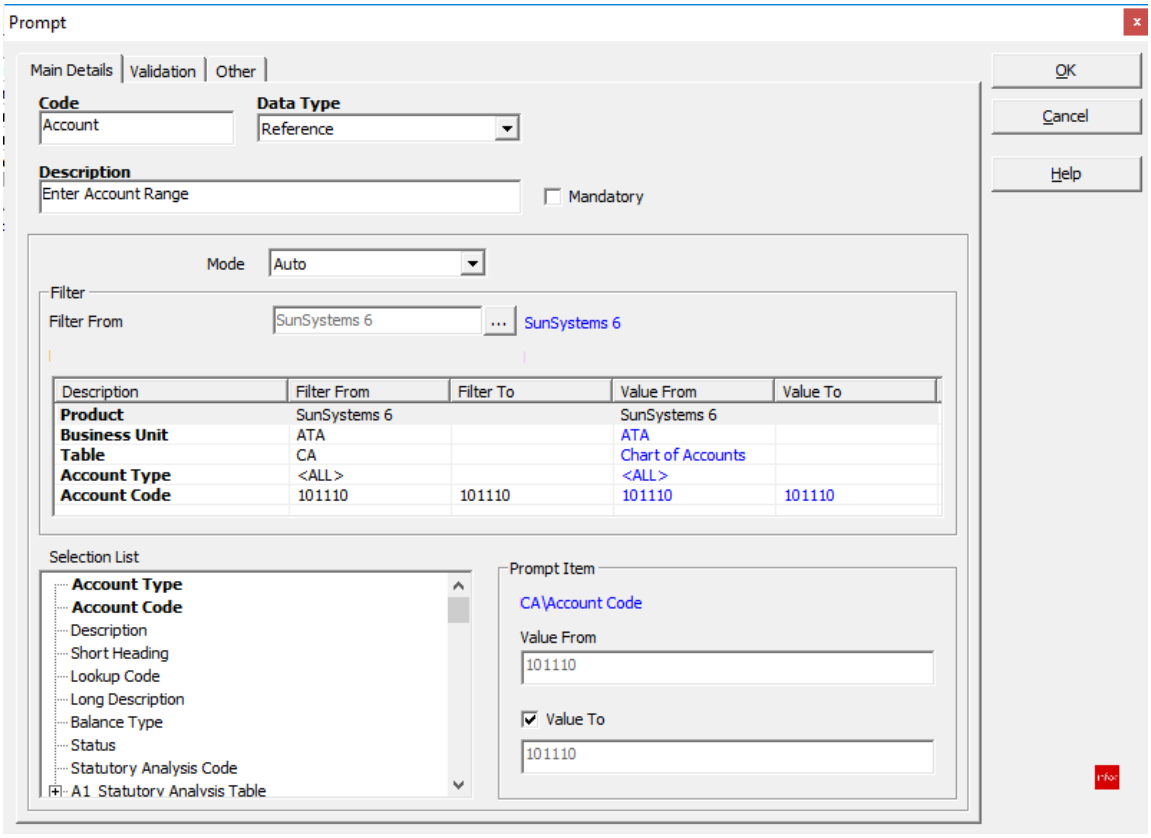
Date	JV	Number	TR	Description	Amount	Balance
Beginning Balance					0.00	
01/25/2008	5	1	107PAY	BAZARI, AMANDLA	5,100.00	5,100.00
01/25/2008	5	2	107PAY	DELA MONTE, SALVADOR	5,865.00	10,965.00
01/25/2008	5	3	107PAY	FARADAY, CARLO	5,610.00	16,575.00
01/25/2008	5	4	107PAY	KARAOKE, ANDRES	4,845.00	21,420.00
01/25/2008	5	5	107PAY	MAUTAK, MARIA CLARA	4,947.00	26,367.00
01/25/2008	5	6	107PAY	MCORI, DONALD	4,335.00	30,702.00
01/25/2008	5	7	107PAY	MUHAMMAD, ASHRAF	5,100.00	35,802.00
01/25/2008	5	8	107PAY	SHAWARAJ, GANDHI	5,610.00	41,412.00
01/25/2008	5	9	107PAY	WALENSKI, RENOLOV	4,845.00	46,257.00
01/25/2008	5	10	107PAY	WANG, HENG TONG	4,080.00	50,337.00
01/25/2008	5	11	107PAY	YAMASITA, MITSHUBISHI	5,049.00	55,386.00
02/25/2008	20	1	2PAY08	BAZARI, AMANDLA	2,650.00	58,036.00
02/25/2008	20	2	2PAY08	BAZARI, AMANDLA	2,650.00	60,686.00
02/25/2008	20	3	2PAY08	DELA MONTE, SALVADOR	6,095.00	66,781.00
02/25/2008	20	4	2PAY08	FARADAY, CARLO	5,830.00	72,611.00
02/25/2008	20	5	2PAY08	KARAOKE, ANDRES	2,517.50	75,128.50
02/25/2008	20	6	2PAY08	KARAOKE, ANDRES	2,517.50	77,646.00
02/25/2008	20	7	2PAY08	MAUTAK, MARIA CLARA	2,570.50	80,216.50

Now let's pull back some of the layers on this. You'll find it is not too complicated. We'll start by going back into Design Mode.

QUERIES



Let's study the queries driving the prompts. Click on the Value From cell for the Account prompt, to see the query details. The Account prompt is a Reference Data Type prompt.



The Business Unit value is pulled from the Business Unit prompt; All Account Types and All Account Codes are pulled in from the Chart of Accounts.

The Accounts prompt is the only “high-powered” prompt that we have in this Statement. The rest of the prompts are simple, text-type prompts.

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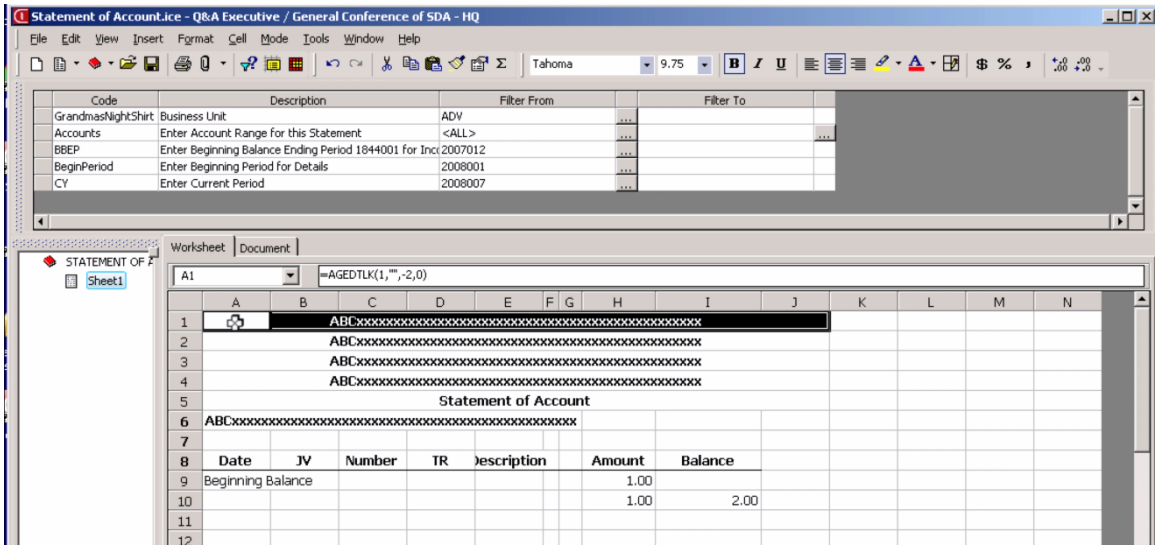
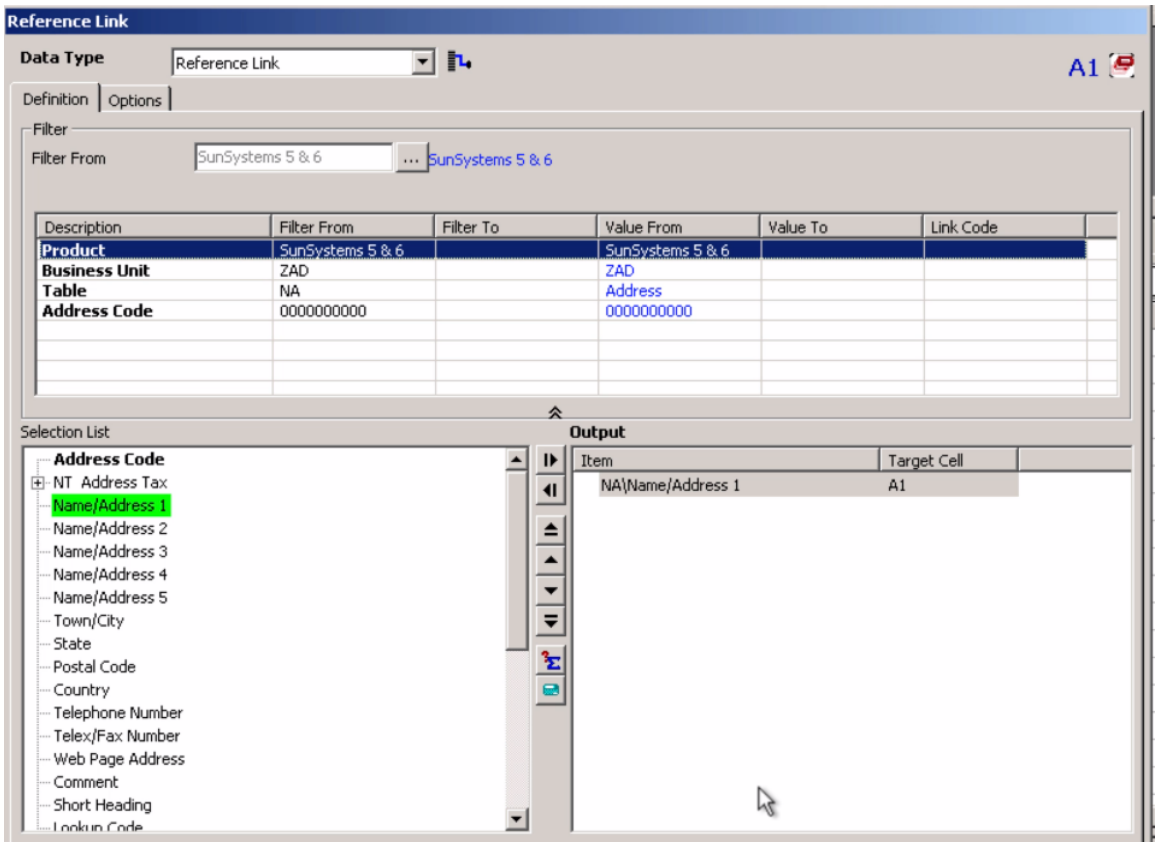
Organization Name and Address Queries

Let's look at the underlying query for the name of the organization.

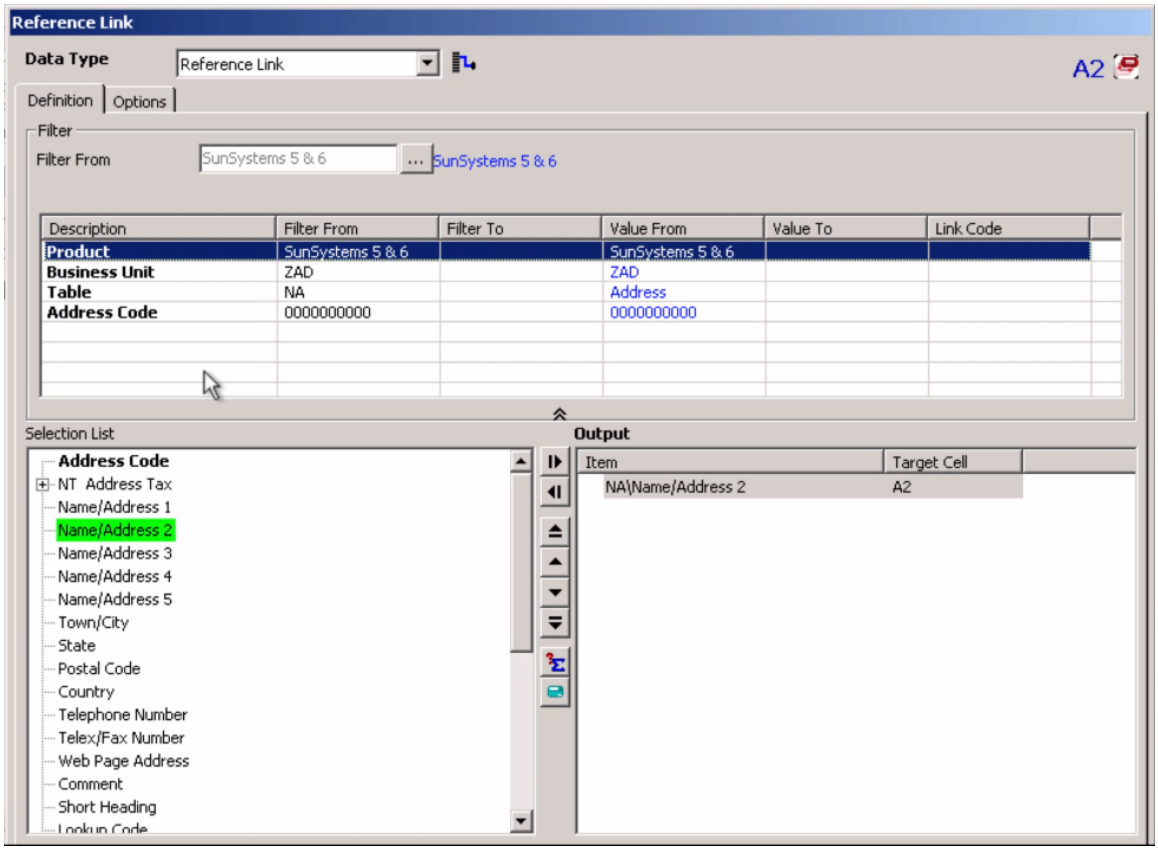


The next screenshot shows how the query is set up.



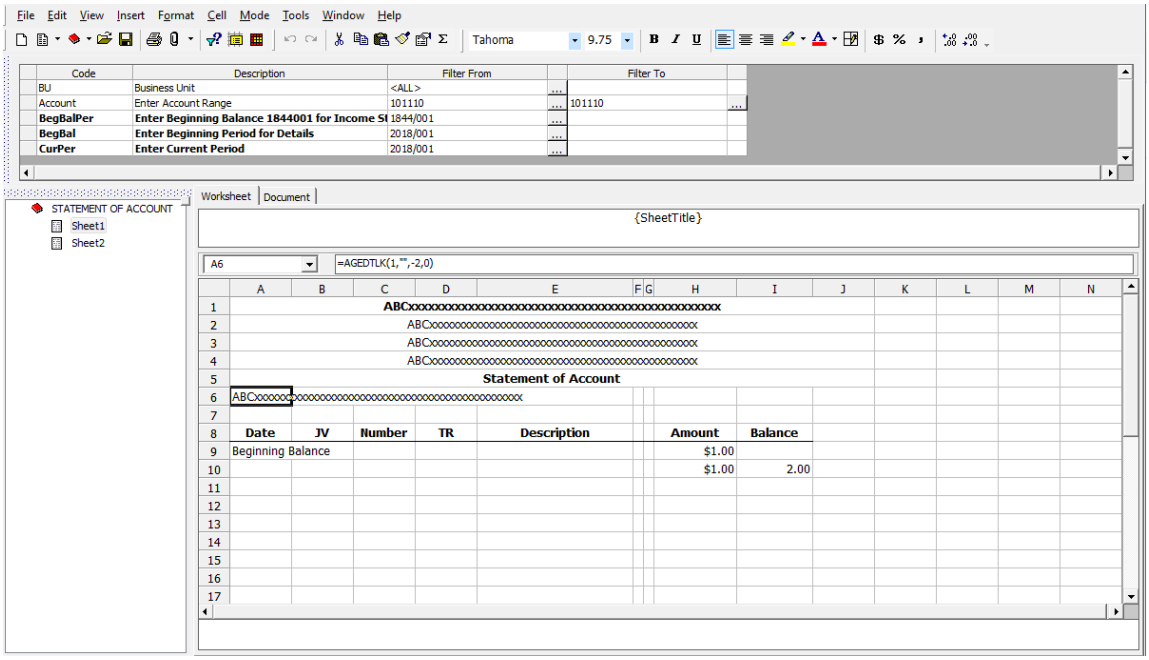
For this query, the Data Type is a Reference Link.

The following screenshot shows the query for line 2 of the Header.

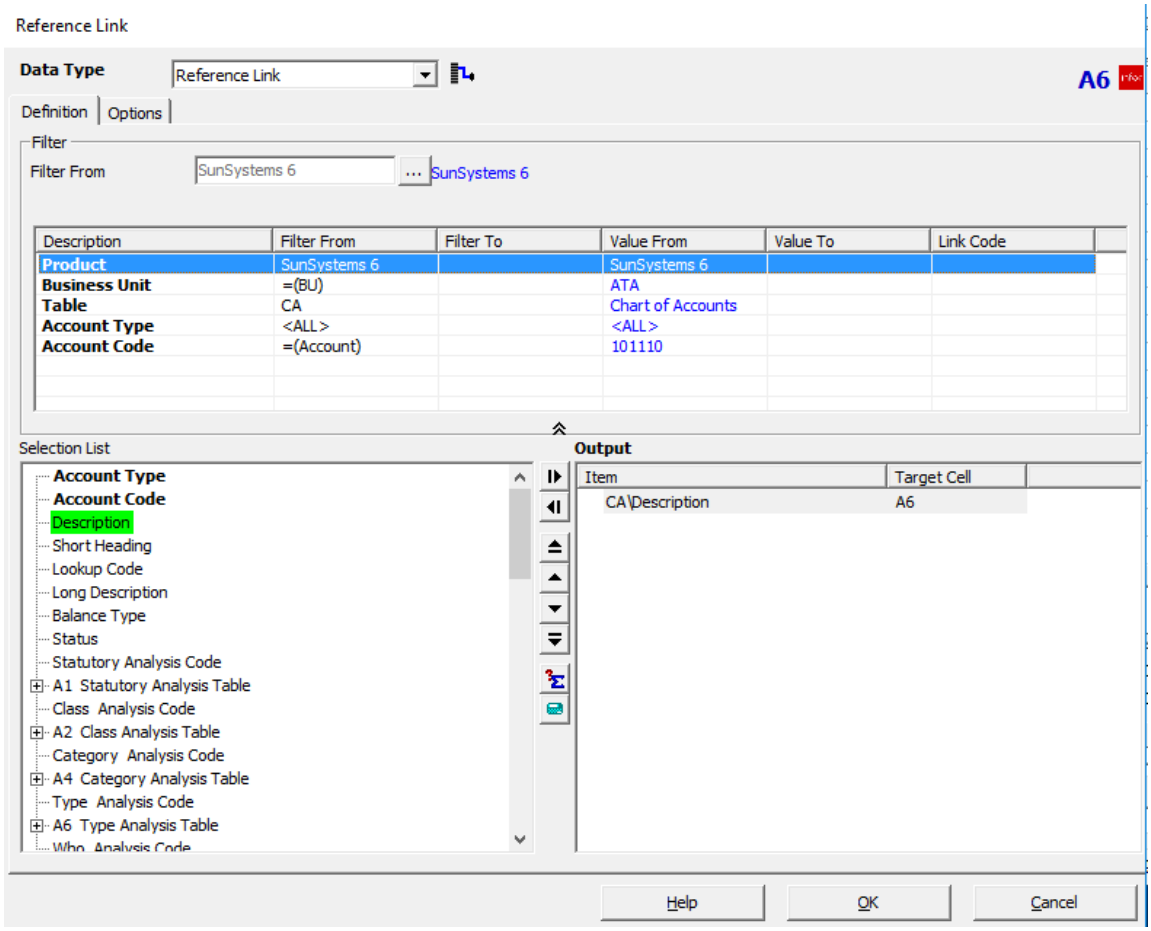


The queries for lines 2, 3, and 4 of the address are almost exactly the same as the query for line 1. The only different is the Output value.

The query in cell A6 pulls in the Name of the Account.



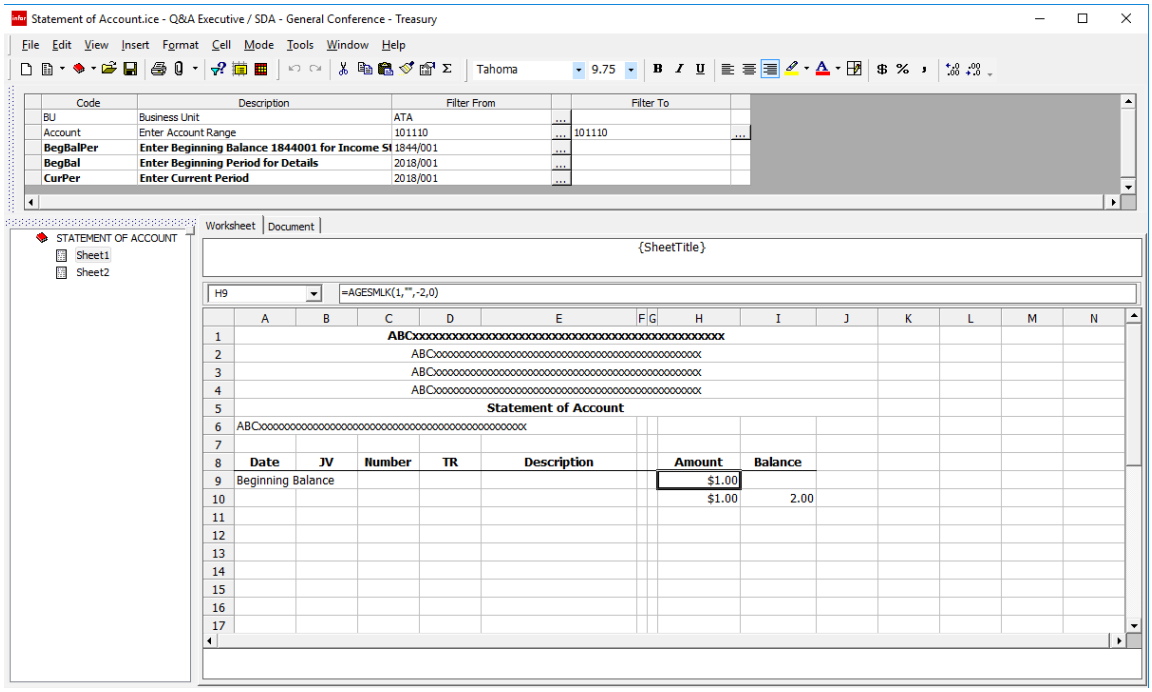
This is another Reference Link, bringing in the name of the account.

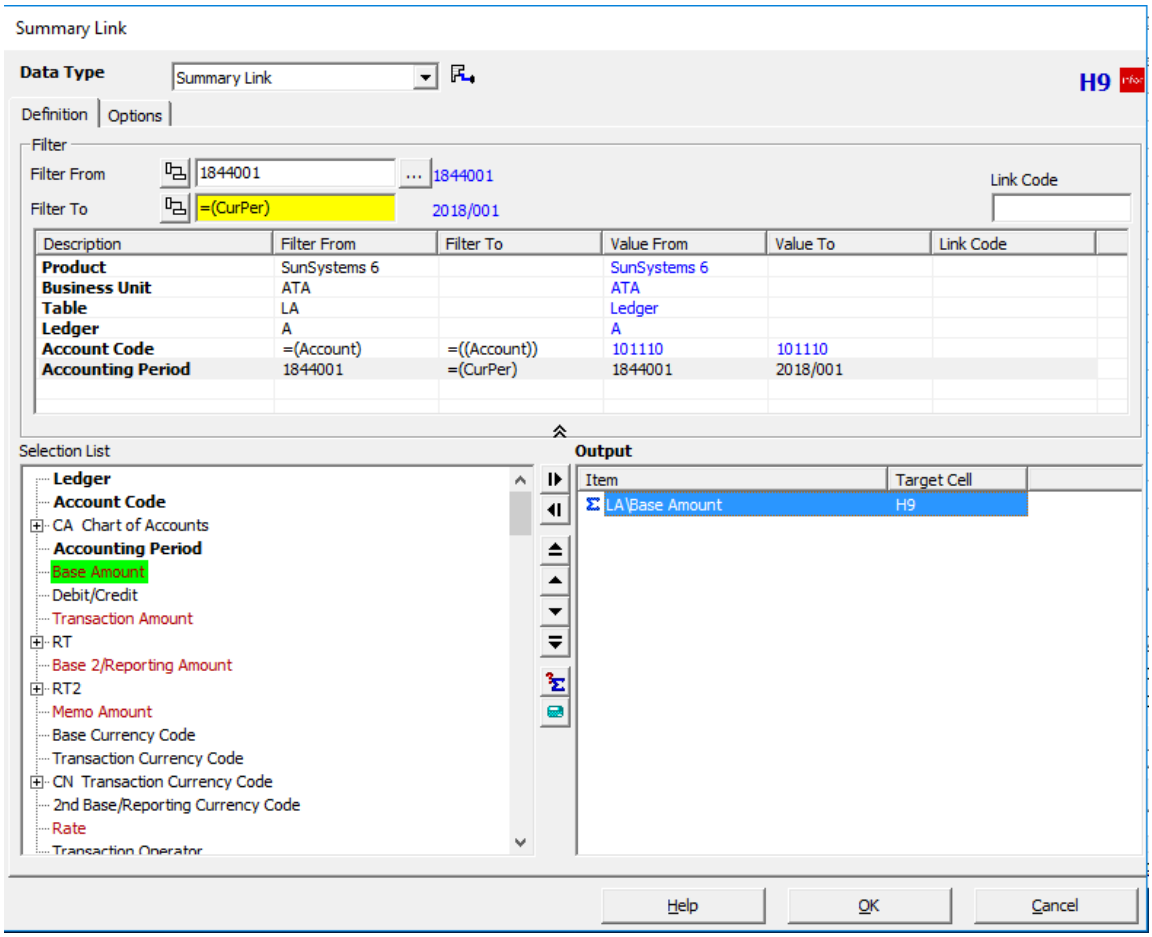


The Account Name is held in the Description field, so Description is the Output. Notice in the Filter section of the screenshot above that Account Name is linked to the Account Code prompt.

This query will pull in the Account Name when the statement is run. If you wanted, you could add a second line which pulls in the Account Code. It's up to you.

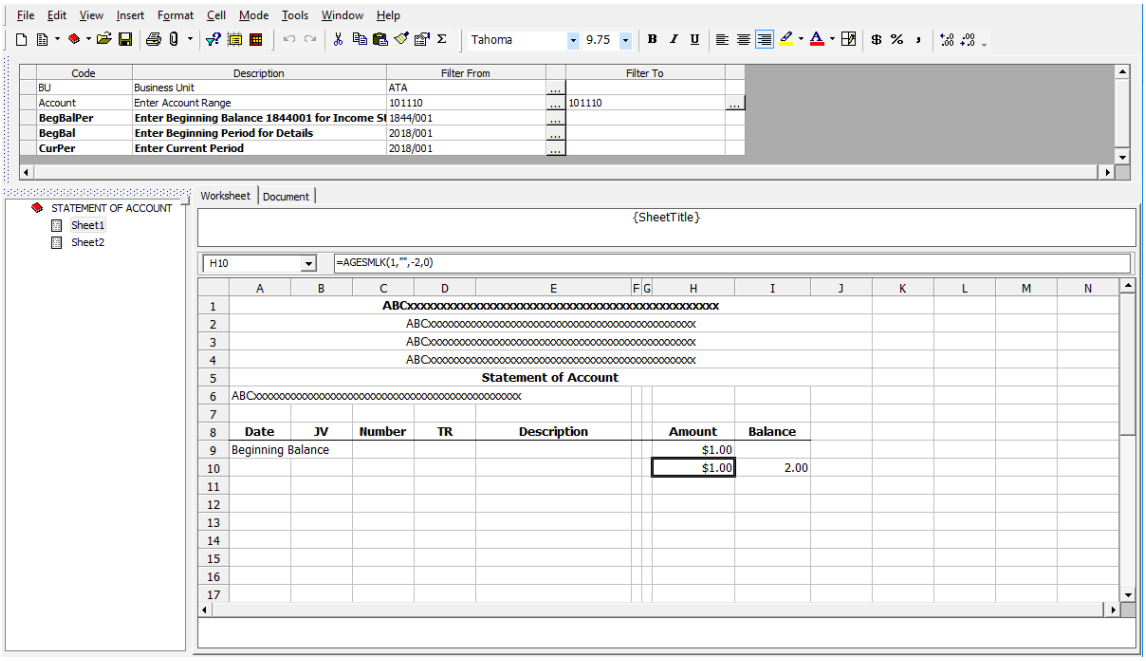
The column headers are simply typed in.

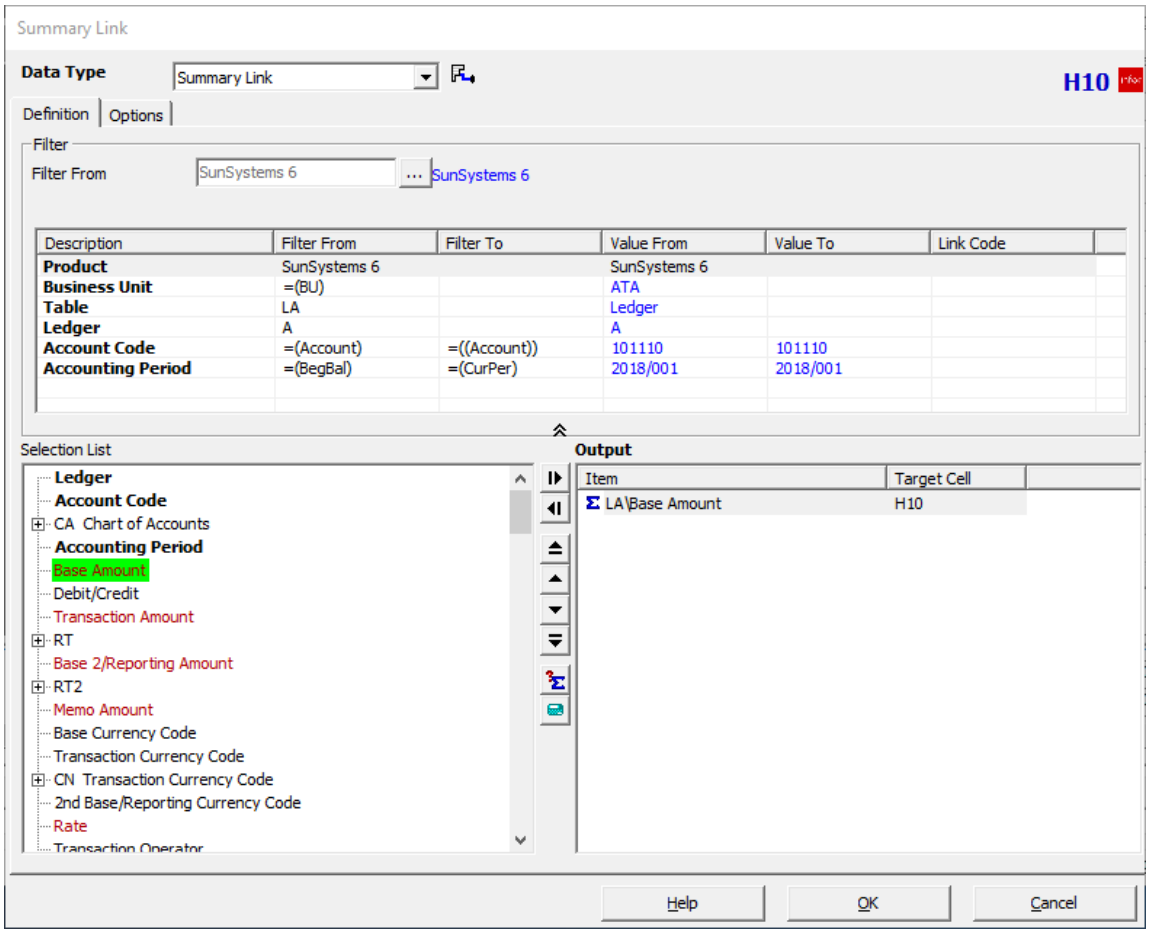

Statement of Account.ice - Q&A Executive / SDA - General Conference - Treasury
File Edit View Insert Format Cell Mode Tools Window Help
Code
Description
Filter From
Filter To
BU
Business Unit
ATA
Account
Enter Account Range
101110
101110
BegBalPer
Enter Beginning Balance 1844001 for Income St
1844001
BegBal
Enter Beginning Period for Details
2018/001
CurPer
Enter Current Period
2018/001
STATEMENT OF ACCOUNT
Sheet1
Sheet2
Worksheet
Document
{SheetTitle}
H9
=AGESMLK(1,"",-2,0)
Statement of Account
Date
JV
Number
TR
Description
Amount
Balance
Beginning Balance
$1.00
$1.00
2.00


Summary Link
Data Type
Summary Link
H9
Definition
Options
Filter
Filter From
1844001
1844001
Filter To
=(CurPer)
2018/001
Link Code
Description
Filter From
Filter To
Value From
Value To
Link Code
Product
SunSystems 6
SunSystems 6
Business Unit
ATA
ATA
Table
LA
Ledger
Ledger
A
A
Account Code
=(Account)
=((Account))
101110
101110
Accounting Period
1844001
=(CurPer)
1844001
2018/001
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
Output
Item
Target Cell
LA\Base Amount
H9
Help
OK
Cancel

The query for the Beginning Balances amount is a Summary Link Data Type. The filter is designed to bring in the balances from 1844001 up to the period value entered in the Beginning Balances ending date prompt. The Account(s) value is linked to the value chosen for the Accounts prompt.

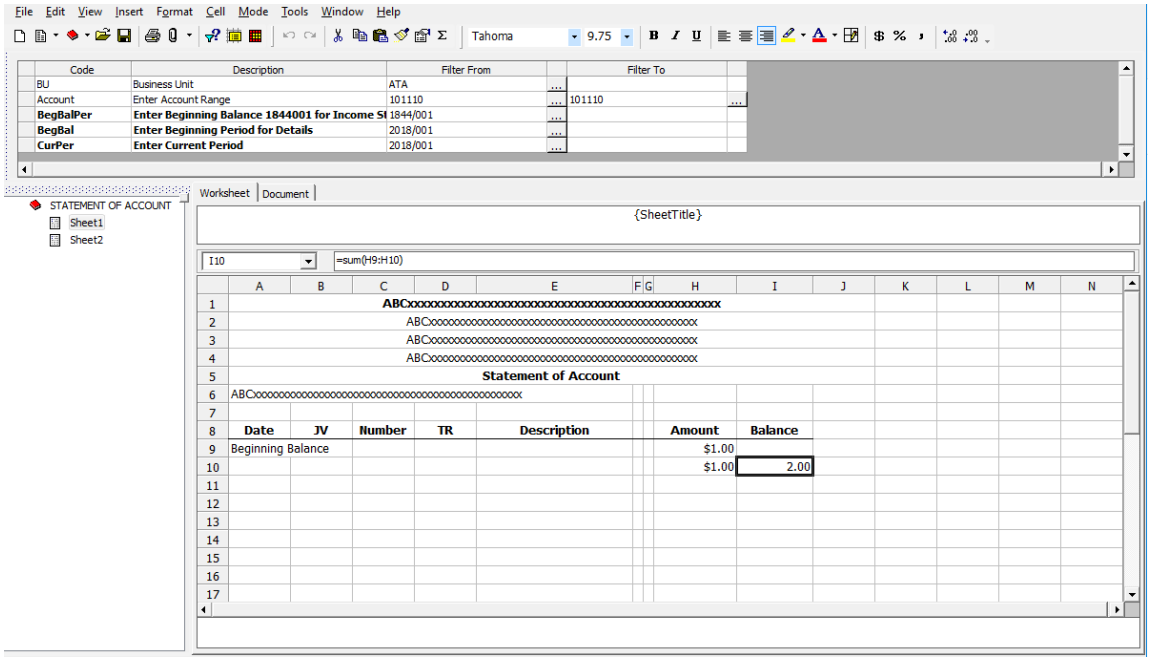
Click on cell H10 to access the Details amount query.





The Data Type is Summary Link. This pulls in the amount for the Accounting Period(s) specified in the Beginning Period for Details prompt. All of the transactions for that Period are also pulled in as one figure.

Cell I10 holds the Balance figure.



This cell holds a simple Excel formula totaling the values in cells H9 and H10 {=sum(H9:H10)}. When the statement is expanded, the Balance amount will move down, and it will add up all the figures in column H as it expands down.

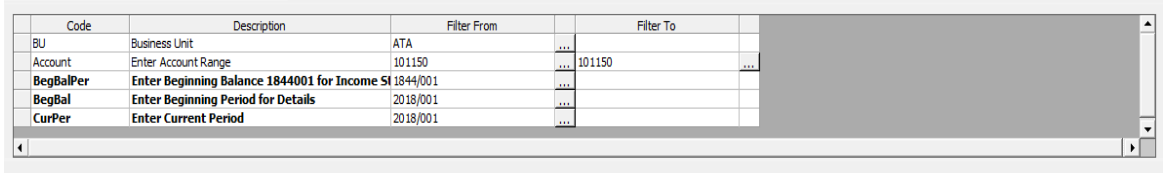
Notice, this is NOT the total of figures in column I, it is the total of everything in column H.

Expand

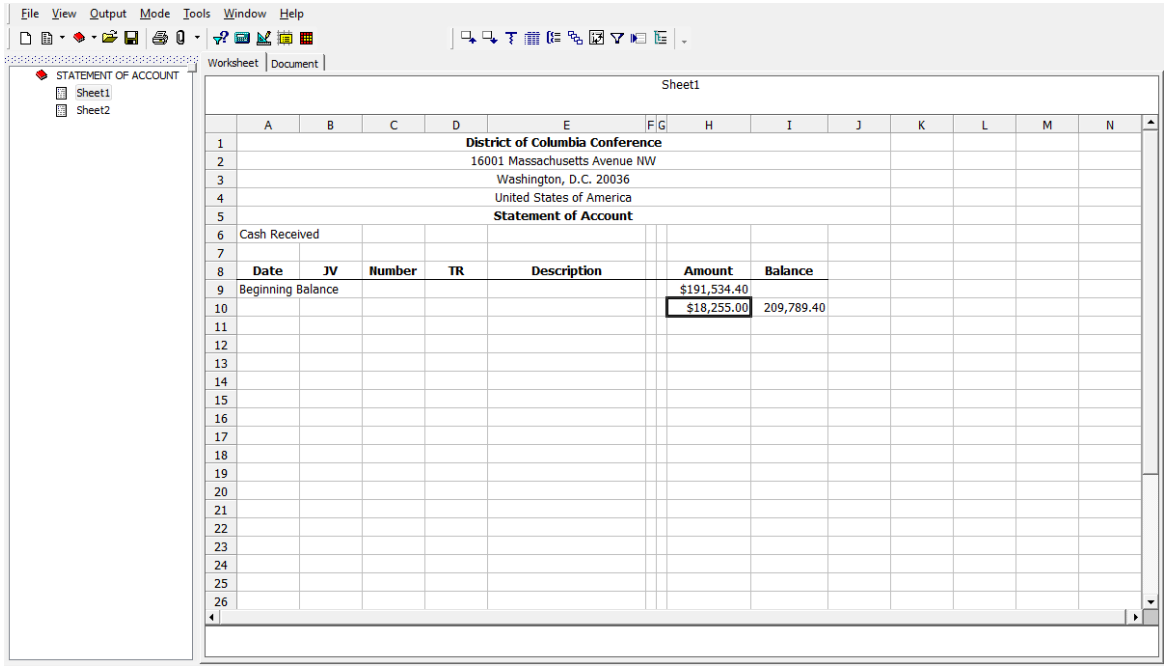
The final Statement should automatically expand by Account Code. Rather than run an Expand at run time, set up the Expand drill path at design time. The Workbook Properties can then be set so that the Expand is run every time the Statement is used.

Save the Statement.

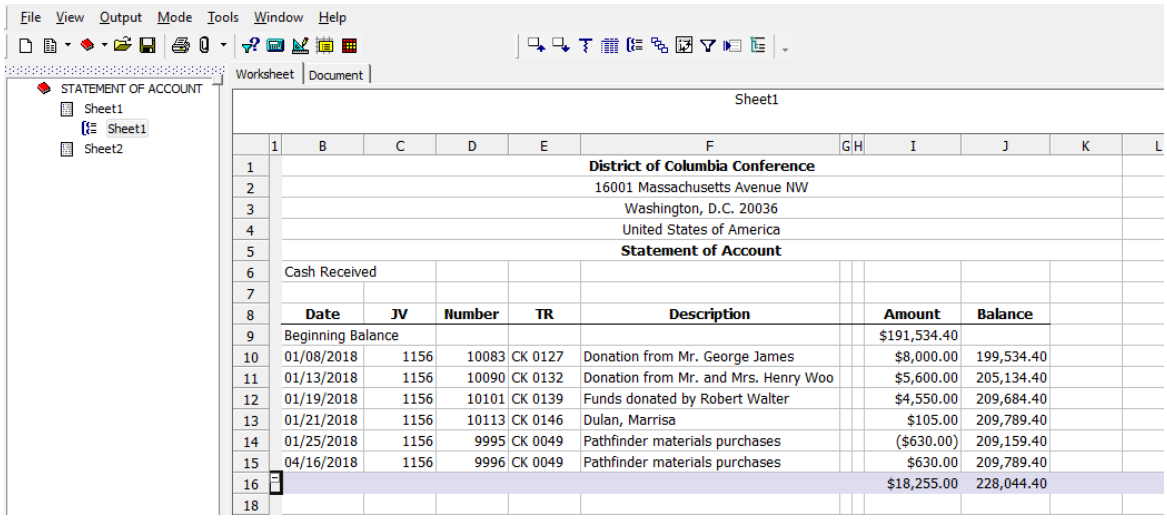
Click the Prompt icon to extract the Statement.



Extract the Statement for any account.

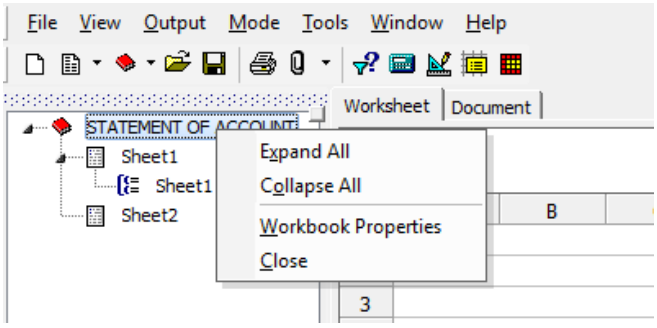


Run an Expand on the figure in H10. Specify: Transaction Date / Journal No / Journal Line / Transaction Reference, and Description.

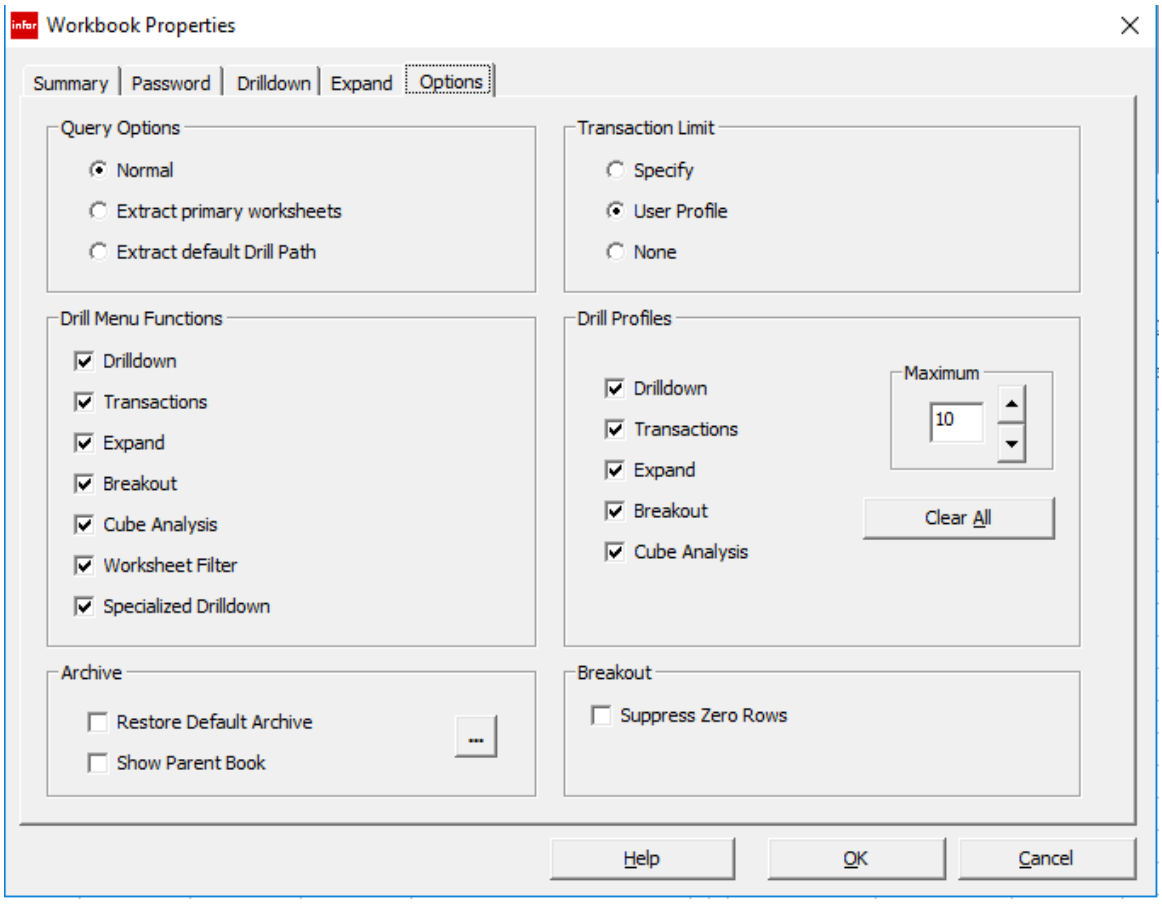


Workbook Properties

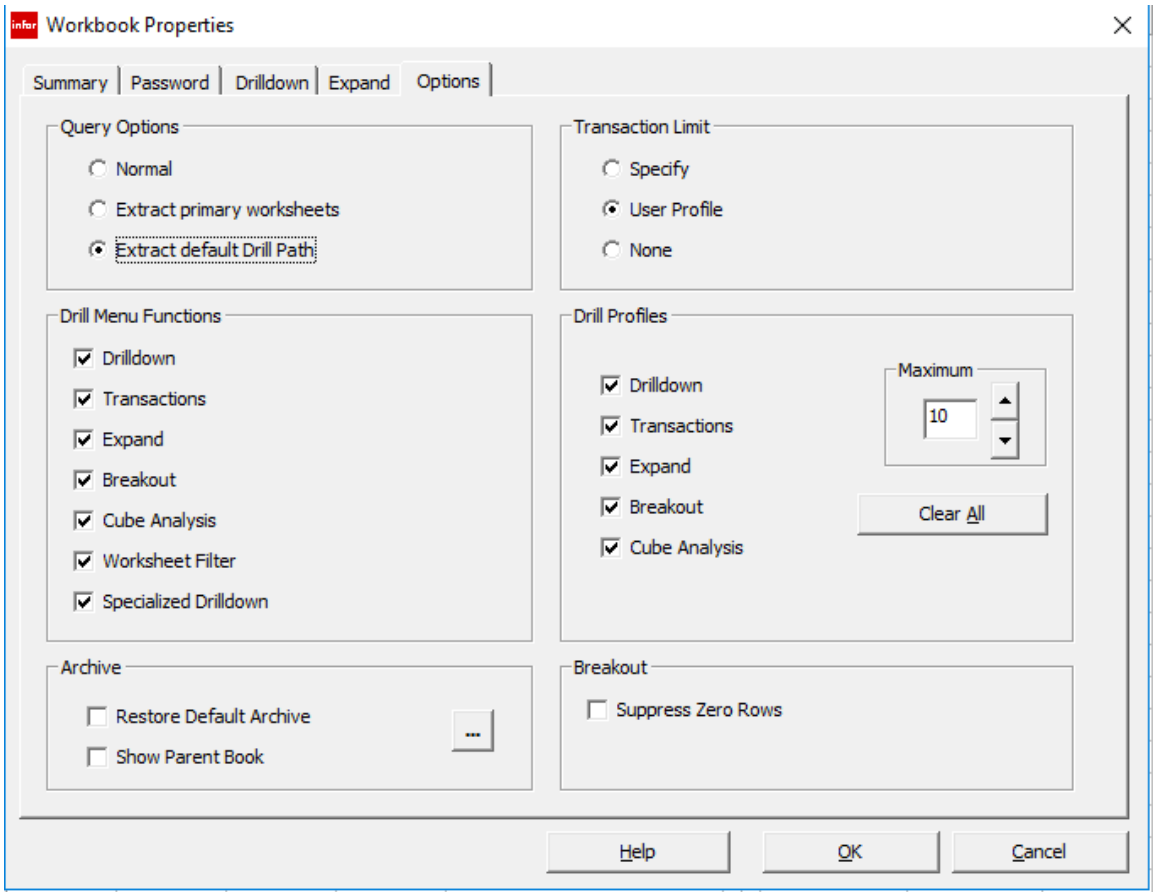
Right click on STATEMENT OF ACCOUNT at the top of the Directory Tree. Select Workbook Properties from the options.



Open the Options tab.

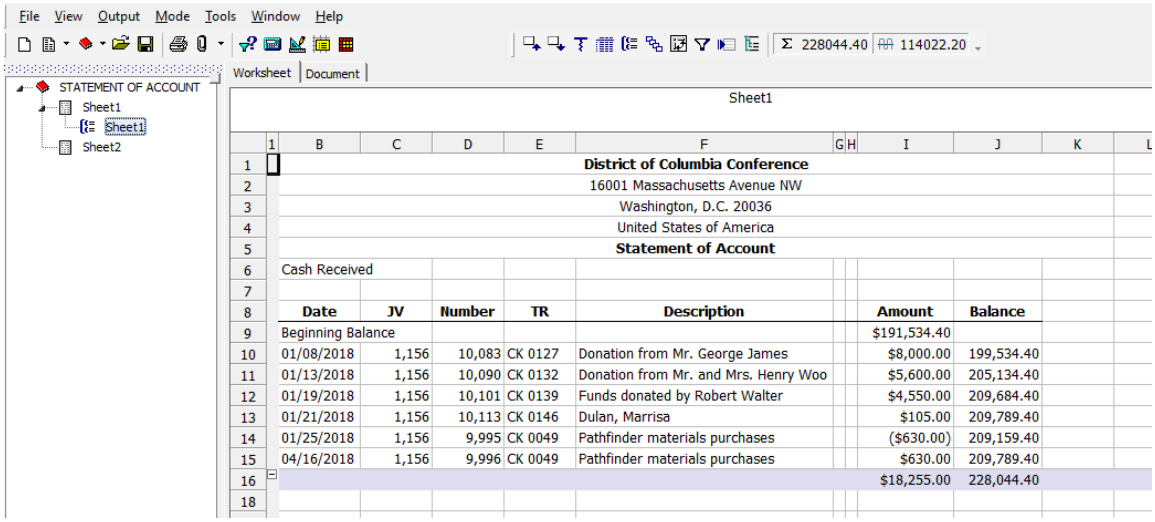


Set the Query Options value to Extract default Drill Path.



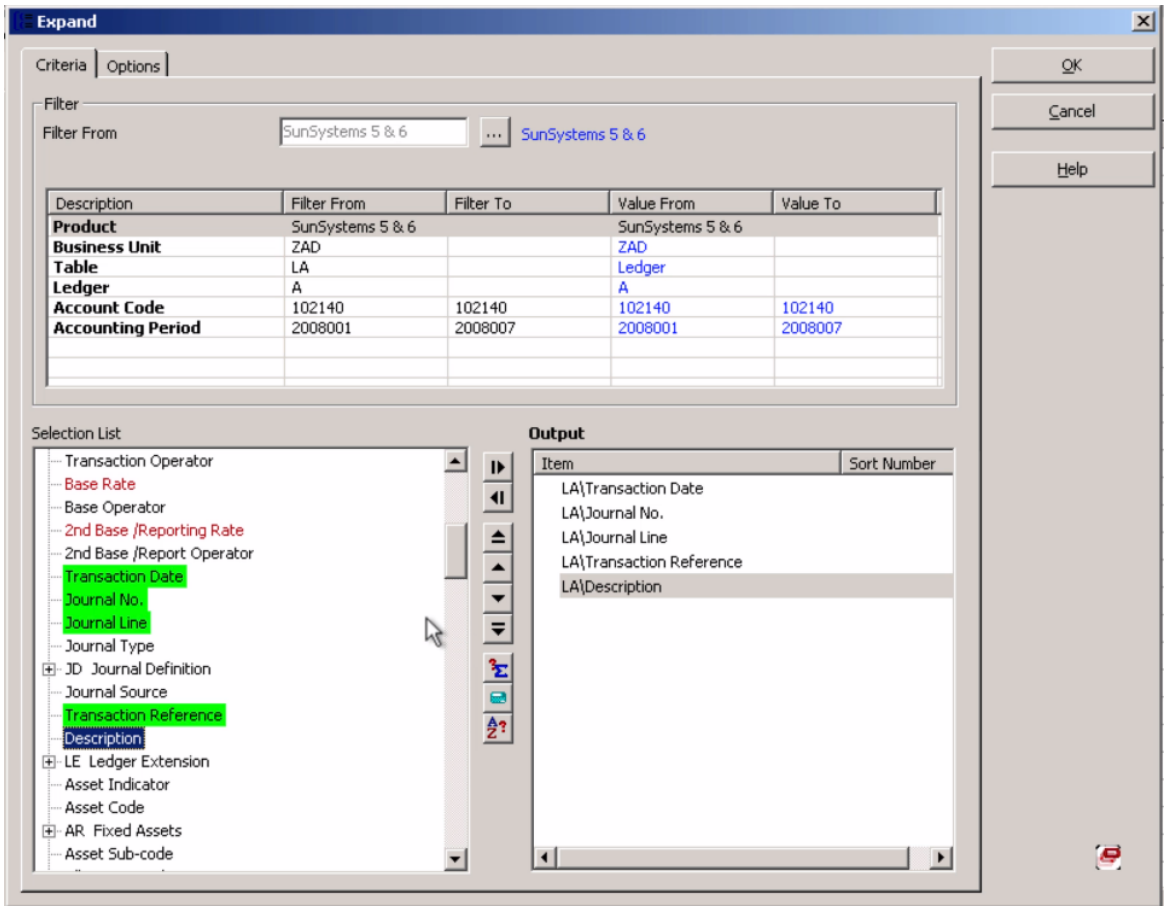
Save the Option settings.

Go back to the Prompts and rerun the Statement. This time Extract Drill Path.



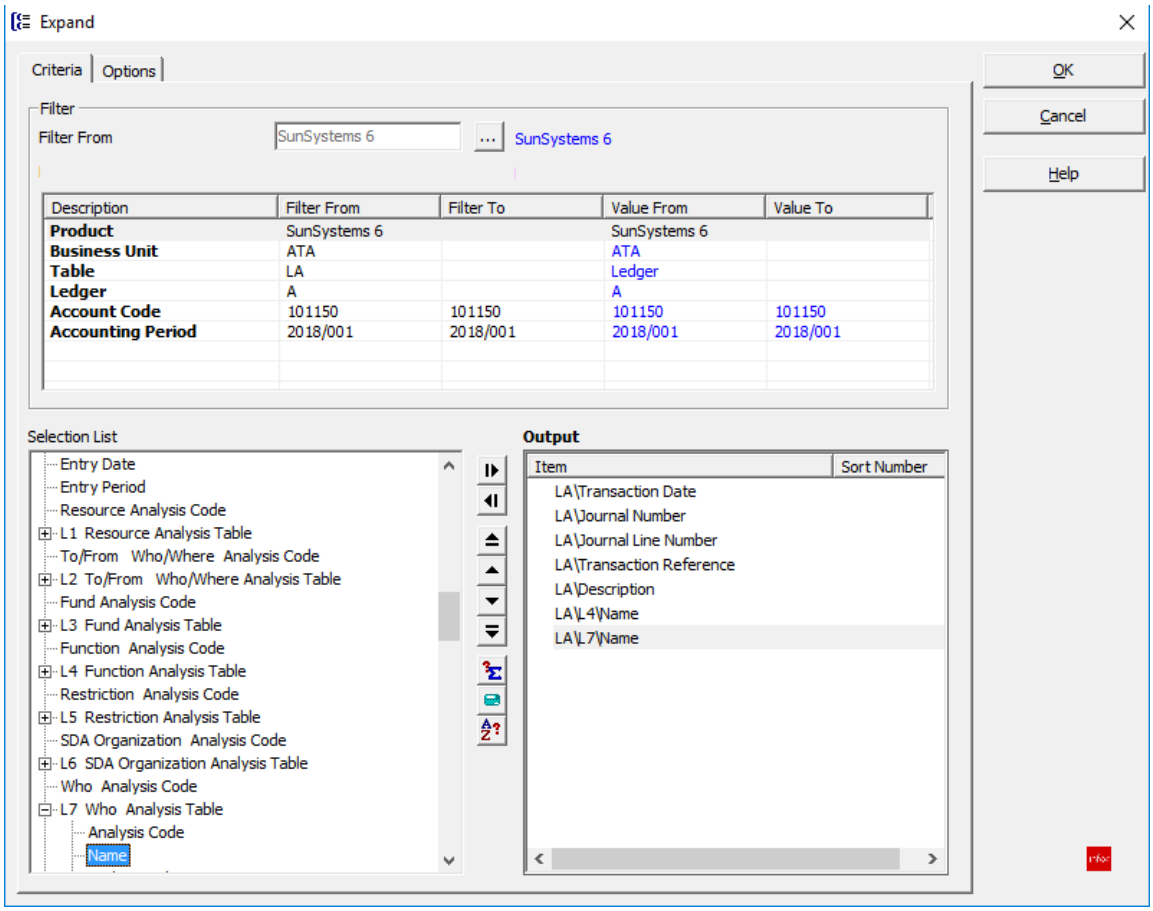
	B	C	D	E	F	I	J
1					**District of Columbia Conference**		
2					16001 Massachusetts Avenue NW		
3					Washington, D.C. 20036		
4					United States of America		
5					**Statement of Account**		
6	Cash Received						
7							
8	**Date**	**JV**	**Number**	**TR**	**Description**	**Amount**	**Balance**
9	Beginning Balance					$191,534.40	
10	01/08/2018	1,156	10,083	CK 0127	Donation from Mr. George James	$8,000.00	199,534.40
11	01/13/2018	1,156	10,090	CK 0132	Donation from Mr. and Mrs. Henry Woo	$5,600.00	205,134.40
12	01/19/2018	1,156	10,101	CK 0139	Funds donated by Robert Walter	$4,550.00	209,684.40
13	01/21/2018	1,156	10,113	CK 0146	Dulan, Marrisa	$105.00	209,789.40
14	01/25/2018	1,156	9,995	CK 0049	Pathfinder materials purchases	($630.00)	209,159.40
15	04/16/2018	1,156	9,996	CK 0049	Pathfinder materials purchases	$630.00	209,789.40
16						$18,255.00	228,044.40
18							

Note that the Expand outputs are the same as the column headers in the Statement of Account.



This is the point in the process where a Statement someone else has created can be modified by choosing the values that you want.

Notice that two extra columns are built into the Statement of Account, between the Description and the Amount columns. You could add the Function (FNCT) and WHO codes. Pull them into the Expand after Description, and they will populate those two extra columns.



For additional outputs, more columns would need to be added.