

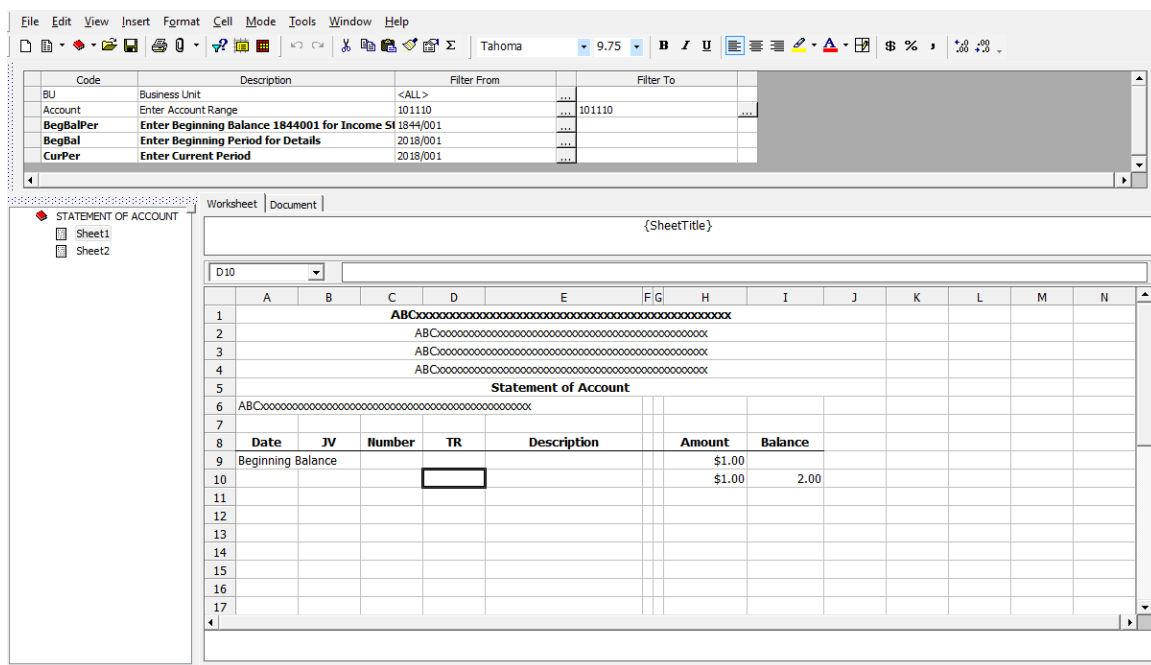
Q&A EXECUTIVE TRAINING

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.



The screenshot displays the Q&A Design Mode interface. At the top, there is a menu bar (File, Edit, View, Insert, Format, Cell, Mode, Tools, Window, Help) and a toolbar. Below the toolbar is a data table with columns: Code, Description, Filter From, and Filter To. The table contains several rows, including 'BU Business Unit', 'Account Enter Account Range', 'BegBalPer Enter Beginning Balance 1844001 for Income St', 'BegBal Enter Beginning Period for Details', and 'CurPer Enter Current Period'. Below the table is a 'Worksheet | Document' section. On the left, there is a 'STATEMENT OF ACCOUNT' section with checkboxes for 'Sheet1' and 'Sheet2'. The main area shows a worksheet with columns A through N. The worksheet contains a header row with columns A through N, followed by a row with the text 'Statement of Account'. Below this, there is a table with columns: Date, JV, Number, TR, Description, Amount, and Balance. The table contains two rows: 'Beginning Balance' and a row with a value of 2.00 in the Balance column.

ASSIGNMENT

Create a Statement of Account with the following elements:

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



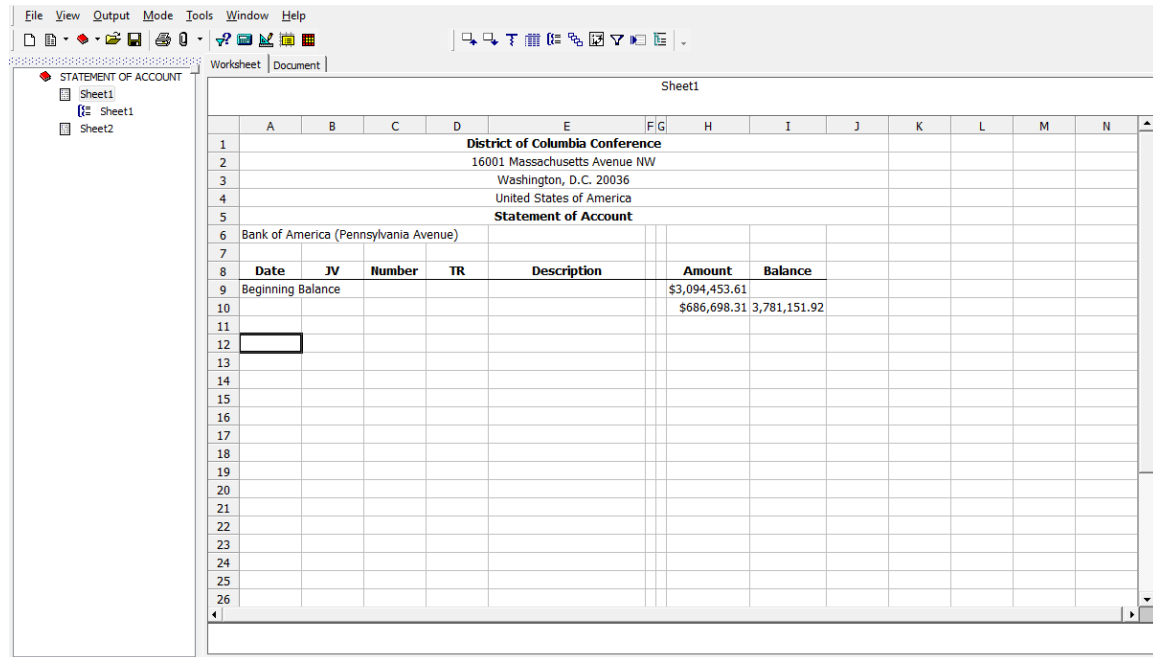
- Name of Account
- Columns:
 - Date
 - Journal Number
 - Line Number
 - Transaction Reference
 - Description
 - Amount
 - Balance
- Beginning Balance figure
- Include two blank columns (for further expansion)
- Prompts:
 - Business Unit
 - Accounts
 - Beginning Balance Period
 - Beginning Period for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

EXTRACT

Extract your Statement of Account.

| Code | Description | Filter From | Filter To |
|-----------|---|-------------|-----------|
| BU | Business Unit | ATA | |
| Account | Enter Account Range | 102110 | 102110 |
| BegBalPer | Enter Beginning Balance 1844001 for Income St | 1844/001 | |
| BegBal | Enter Beginning Period for Details | 2013/001 | |
| CurPer | Enter Current Period | 2016/012 | |

The extracted Statement of Account should look something like this:



| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|--|-----------|---------------|-----------|--------------------|---|----------------|---|----------------|---|---|---|---|---|
| 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 | Bank of America (Pennsylvania Avenue) | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | |
| 8 | Date | JV | Number | TR | Description | | Amount | | Balance | | | | | |
| 9 | Beginning Balance | | | | | | \$3,094,453.61 | | | | | | | |
| 10 | | | | | | | \$686,698.31 | | 3,781,151.92 | | | | | |
| 11 | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | | |

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.

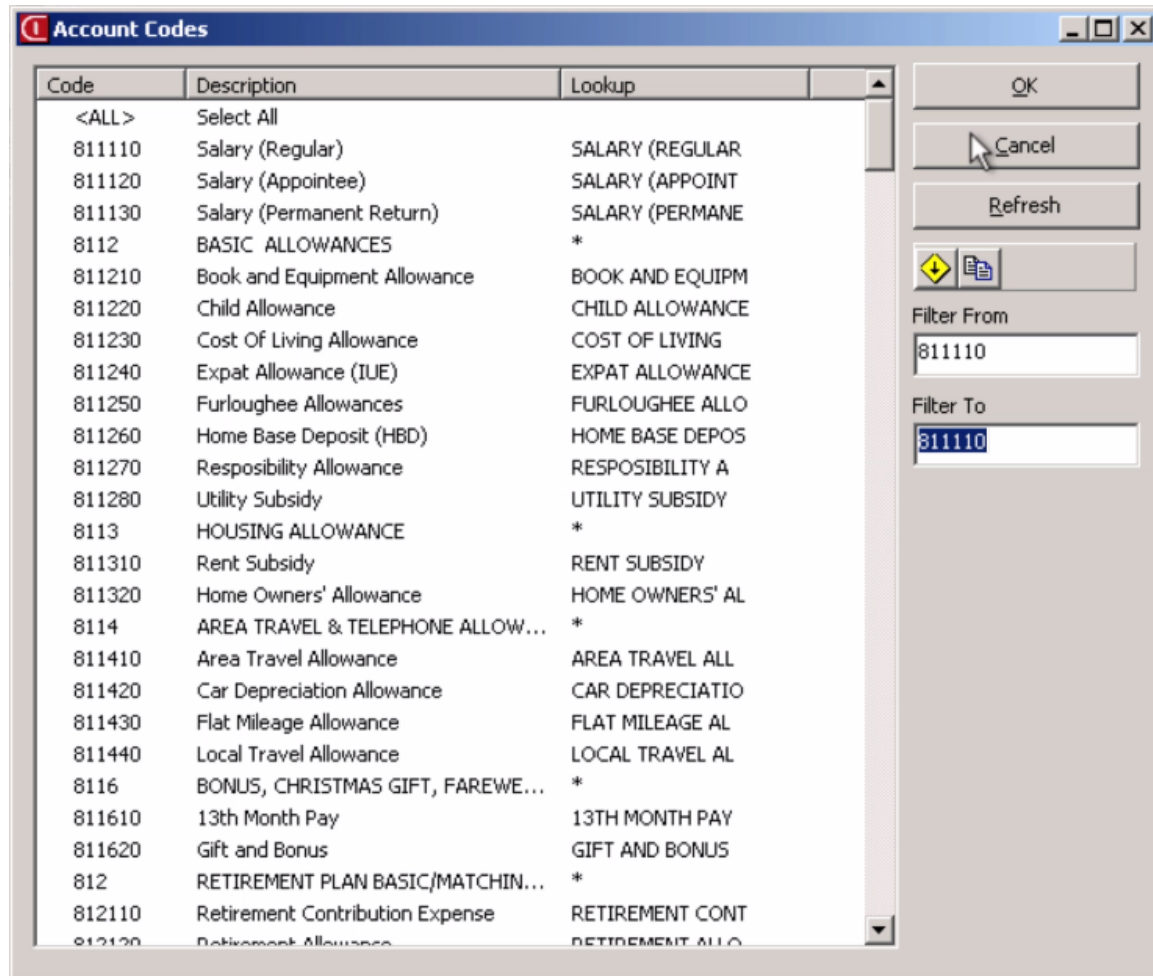
This is a great Statement of Account because it includes a running balance.

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.

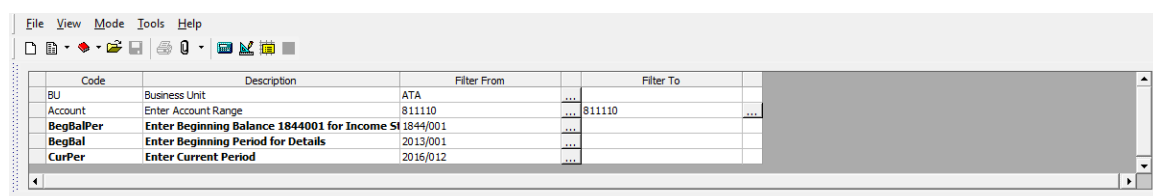


| Code | Description | Lookup |
|--------|----------------------------------|-----------------|
| <ALL> | Select All | |
| 811110 | Salary (Regular) | SALARY (REGULAR |
| 811120 | Salary (Appointee) | SALARY (APPOINT |
| 811130 | Salary (Permanent Return) | SALARY (PERMANE |
| 8112 | BASIC ALLOWANCES | * |
| 811210 | Book and Equipment Allowance | BOOK AND EQUIPM |
| 811220 | Child Allowance | CHILD ALLOWANCE |
| 811230 | Cost Of Living Allowance | COST OF LIVING |
| 811240 | Expat Allowance (IUE) | EXPAT ALLOWANCE |
| 811250 | Furlougee Allowances | FURLOUGHEE ALLO |
| 811260 | Home Base Deposit (HBD) | HOME BASE DEPOS |
| 811270 | Responsibility Allowance | RESPOSIBILITY A |
| 811280 | Utility Subsidy | UTILITY SUBSIDY |
| 8113 | HOUSING ALLOWANCE | * |
| 811310 | Rent Subsidy | RENT SUBSIDY |
| 811320 | Home Owners' Allowance | HOME OWNERS' AL |
| 8114 | AREA TRAVEL & TELEPHONE ALLOW... | * |
| 811410 | Area Travel Allowance | AREA TRAVEL ALL |
| 811420 | Car Depreciation Allowance | CAR DEPRECIATIO |
| 811430 | Flat Mileage Allowance | FLAT MILEAGE AL |
| 811440 | Local Travel Allowance | LOCAL TRAVEL AL |
| 8116 | BONUS, CHRISTMAS GIFT, FAREWE... | * |
| 811610 | 13th Month Pay | 13TH MONTH PAY |
| 811620 | Gift and Bonus | GIFT AND BONUS |
| 812 | RETIREMENT PLAN BASIC/MATCHIN... | * |
| 812110 | Retirement Contribution Expense | RETIREMENT CONT |
| 812120 | Retirement Allowance | RETIREMENT ALLO |

Filter From: 811110
Filter To: 811110

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.



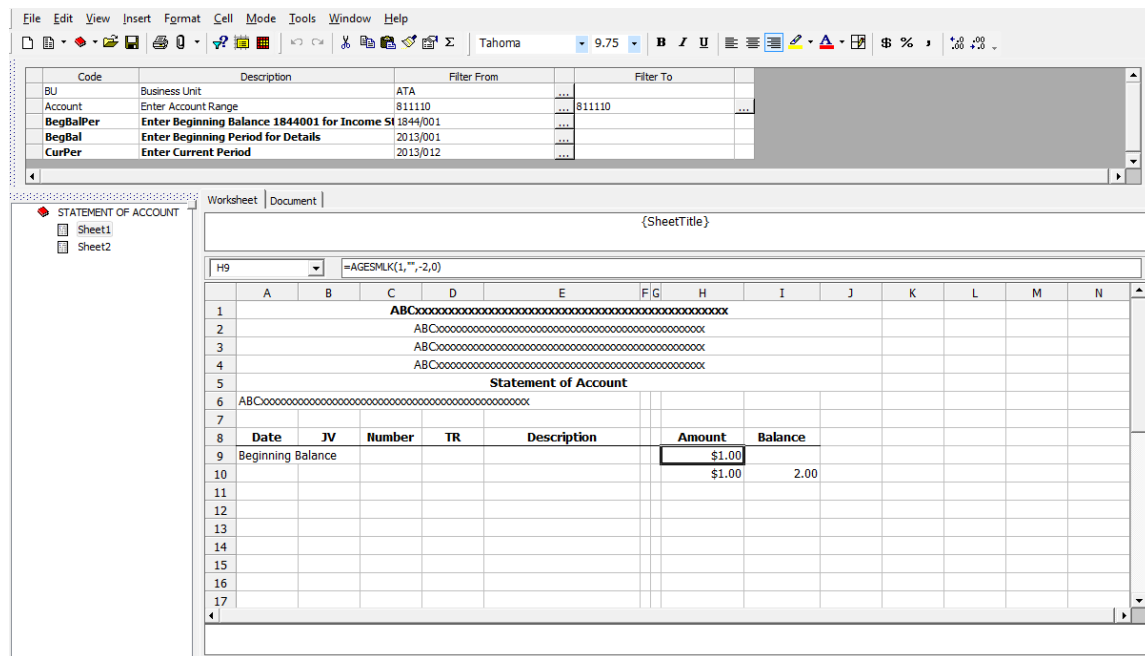
| Code | Description | Filter From | Filter To |
|-----------|---|-------------|-----------|
| BU | Business Unit | ATA | |
| Account | Enter Account Range | 811110 | 811110 |
| BegBalPer | Enter Beginning Balance 1844001 for Income St | 1844/001 | |
| BegBal | Enter Beginning Period for Details | 2013/001 | |
| CurPer | Enter Current Period | 2016/012 | |

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.

| Statement of Account.Lice - Q&A Executive / General Conference of SDA - HQ | | | | | | | | | | | |
|--|-------------------------|----|--------|--------|-----------------------|----------|---|-----------|---|---|---|
| File View Output Mode Tools Window Help | | | | | | | | | | | |
| Worksheet Document | | | | | | | | | | | |
| 1 | B | C | D | E | F | G | H | I | J | K | L |
| 1 | Atlantic Ocean Division | | | | | | | | | | |
| 2 | 1954 Eight Avenue | | | | | | | | | | |
| 3 | New York, NY 10001, USA | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | Statement of Account | | | | | | | | | | |
| 6 | Salary (Regular) | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | Date | JV | Number | TR | Description | Amount | | Balance | | | |
| 9 | Beginning Balance | | | | | 0.00 | | | | | |
| 10 | 01/25/2008 | 5 | 1 | 107PAY | BAZARI, AMANDLA | 5,100.00 | | 5,100.00 | | | |
| 11 | 01/25/2008 | 5 | 2 | 107PAY | DELA MONTE, SALVADOR | 5,865.00 | | 10,965.00 | | | |
| 12 | 01/25/2008 | 5 | 3 | 107PAY | FARADAY, CARLO | 5,610.00 | | 16,575.00 | | | |
| 13 | 01/25/2008 | 5 | 4 | 107PAY | KARAOKE, ANDRES | 4,845.00 | | 21,420.00 | | | |
| 14 | 01/25/2008 | 5 | 5 | 107PAY | MAUTAK, MARIA CLARA | 4,947.00 | | 26,367.00 | | | |
| 15 | 01/25/2008 | 5 | 6 | 107PAY | MCORI, DONALD | 4,335.00 | | 30,702.00 | | | |
| 16 | 01/25/2008 | 5 | 7 | 107PAY | MUHAMMAD, ASHRAF | 5,100.00 | | 35,802.00 | | | |
| 17 | 01/25/2008 | 5 | 8 | 107PAY | SHAWARAJ, GANDHI | 5,610.00 | | 41,412.00 | | | |
| 18 | 01/25/2008 | 5 | 9 | 107PAY | WALENSKI, RENOLOV | 4,845.00 | | 46,257.00 | | | |
| 19 | 01/25/2008 | 5 | 10 | 107PAY | WANG, HENG TONG | 4,080.00 | | 50,337.00 | | | |
| 20 | 01/25/2008 | 5 | 11 | 107PAY | YAMASITA, MITSHUBISHI | 5,049.00 | | 55,386.00 | | | |
| 21 | 02/25/2008 | 20 | 1 | 2PAY08 | BAZARI, AMANDLA | 2,650.00 | | 58,036.00 | | | |
| 22 | 02/25/2008 | 20 | 2 | 2PAY08 | BAZARI, AMANDLA | 2,650.00 | | 60,686.00 | | | |
| 23 | 02/25/2008 | 20 | 3 | 2PAY08 | DELA MONTE, SALVADOR | 6,095.00 | | 66,781.00 | | | |
| 24 | 02/25/2008 | 20 | 4 | 2PAY08 | FARADAY, CARLO | 5,830.00 | | 72,611.00 | | | |
| 25 | 02/25/2008 | 20 | 5 | 2PAY08 | KARAOKE, ANDRES | 2,517.50 | | 75,128.50 | | | |
| 26 | 02/25/2008 | 20 | 6 | 2PAY08 | KARAOKE, ANDRES | 2,517.50 | | 77,646.00 | | | |
| 27 | 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



The screenshot displays the SunPlus software interface. At the top is a menu bar (File, Edit, View, Insert, Format, Cell, Mode, Tools, Window, Help) and a toolbar. Below the toolbar is a data entry form with the following fields:

| Code | Description | Filter From | Filter To |
|-----------|--|-------------|-----------|
| BU | Business Unit | ATA | |
| Account | Enter Account Range | 811110 | 811110 |
| BegBalPer | Enter Beginning Balance 1844001 for Income S | 2013/001 | |
| BegBal | Enter Beginning Period for Details | 2013/001 | |
| CurPer | Enter Current Period | 2013/012 | |

Below the data entry form is a worksheet area. The worksheet is titled "STATEMENT OF ACCOUNT" and contains a table with the following columns: Date, JV, Number, TR, Description, Amount, and Balance. The table data is as follows:

| Date | JV | Number | TR | Description | Amount | Balance |
|-------------------|----|--------|----|-------------|--------|---------|
| Beginning Balance | | | | | \$1.00 | |
| | | | | | \$1.00 | 2.00 |

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.

Prompt

Main Details | Validation | Other

Code
Account

Data Type
Reference

Description
Enter Account Range

☐ Mandatory

Mode: Auto

Filter
Filter From: SunSystems 6

| Description | Filter From | Filter To | Value From | Value To |
|----------------------|--------------|-----------|-------------------|----------|
| Product | SunSystems 6 | | SunSystems 6 | |
| Business Unit | ATA | | ATA | |
| Table | CA | | Chart of Accounts | |
| Account Type | <ALL> | | <ALL> | |
| Account Code | 101110 | 101110 | 101110 | 101110 |

Selection List

- Account Type
- Account Code
- Description
- Short Heading
- Lookup Code
- Long Description
- Balance Type
- Status
- Statutory Analysis Code
- A1 Statutory Analysis Table

Prompt Item

CA\Account Code

Value From
101110

☒ Value To
101110

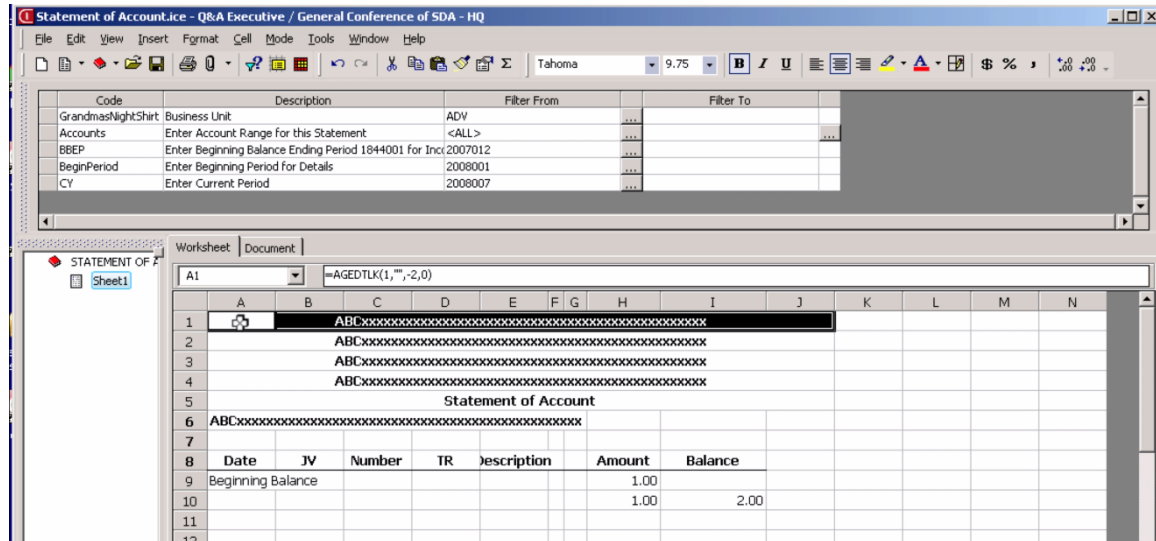
OK
Cancel
Help

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.

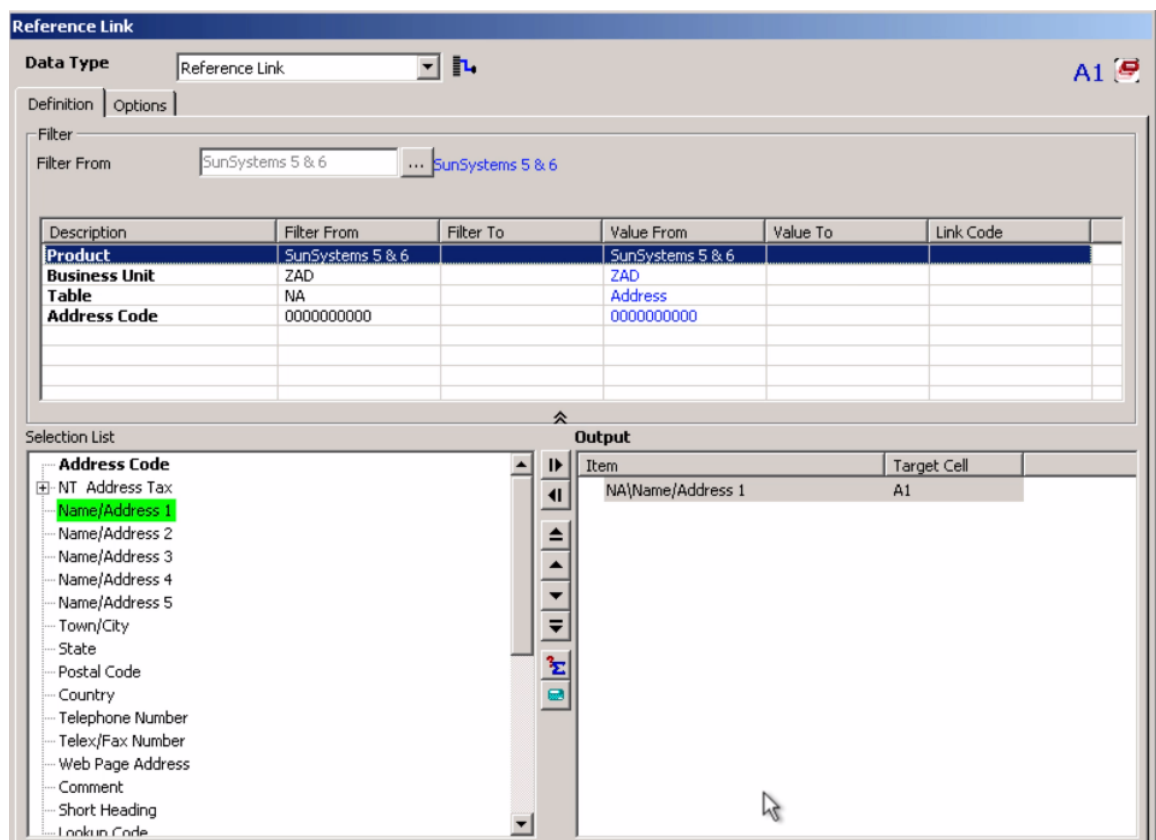
The Accounts prompt is the only “high-powered” prompt that we have in this Statement. The rest of the prompts are simple, text-type prompts.

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.

Reference Link

Data Type Reference Link  **A2** 

Definition | **Options**

Filter

Filter From SunSystems 5 & 6 ... 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
 - Postal Code
 - Country
 - Telephone Number
 - Telex/Fax Number
 - Web Page Address
 - Comment
 - Short Heading
 - Lookup Code

Output

| Item | Target Cell |
|-------------------|-------------|
| NA\Name/Address 2 | A2 |


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.

[illegible]

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

Reference Link

Data Type Reference Link 

Definition | **Options**

Filter

Filter From SunSystems 6 ... SunSystems 6

| Description | Filter From | Filter To | Value From | Value To | Link Code |
|----------------------|--------------|-----------|-------------------|----------|-----------|
| Product | SunSystems 6 | | SunSystems 6 | | |
| Business Unit | =(BU) | | ATA | | |
| Table | CA | | Chart of Accounts | | |
| Account Type | <ALL> | | <ALL> | | |
| Account Code | =(Account) | | 101110 | | |

Selection List

- Account Type
- Account Code
- Description
- Short Heading
- Lookup Code
- Long Description
- Balance Type
- Status
- Statutory Analysis Code
- A1 Statutory Analysis Table
- Class Analysis Code
- A2 Class Analysis Table
- Category Analysis Code
- A4 Category Analysis Table
- Type Analysis Code
- A6 Type Analysis Table
- Who Analysis Code

Output

| Item | Target Cell |
|----------------|-------------|
| CA\Description | A6 |

Help OK Cancel

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

File Edit View Insert Format Cell Mode Tools Window Help

Tahoma 9.75 B I U [List Bulleted] [List Numbered] [Text Color] [Background Color] \$ % +.00 -.00

| Code | Description | Filter From | Filter To |
|-----------|--|-------------|-----------|
| BU | Business Unit | ATA | |
| Account | Enter Account Range | 101110 | 101110 |
| BegBalPer | Enter Beginning Balance 1844001 for Income S | 1844/001 | |
| BegBal | Enter Beginning Period for Details | 2018/001 | |
| CurPer | Enter Current Period | 2018/001 | |

Worksheet Document {SheetTitle}

H9 =AGESMLK(1,"",-2.0)

| A | B | C | D | E | F/G | H | I | J | K | L | M | N |
|----|---|----|--------|----|-------------|--------|---------|---|---|---|---|---|
| 1 | ABCxx | | | | | | | | | | | |
| 2 | ABCxx | | | | | | | | | | | |
| 3 | ABCxx | | | | | | | | | | | |
| 4 | ABCxx | | | | | | | | | | | |
| 5 | Statement of Account | | | | | | | | | | | |
| 6 | ABCxx | | | | | | | | | | | |
| 7 | Date | JV | Number | TR | Description | Amount | Balance | | | | | |
| 9 | Beginning Balance | | | | | \$1.00 | | | | | | |
| 10 | | | | | | \$1.00 | 2.00 | | | | | |
| 11 | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | |

Summary Link

Data Type

Summary Link

H9

Definition

Options

Filter

Filter From

1844001

...

1844001

Link Code

Filter To

=(CurPer)

2018/001

| 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

Transaction Operator

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 screenshot displays a spreadsheet application with a menu bar (File, Edit, View, Insert, Format, Cell, Mode, Tools, Window, Help) and a toolbar. The active worksheet is titled "STATEMENT OF ACCOUNT" and contains a table with the following data:

| Code | Description | Filter From | Filter To |
|-----------|--|-------------|-----------|
| BU | Business Unit | ATA | |
| Account | Enter Account Range | 101110 | 101110 |
| BegBalPer | Enter Beginning Balance 1844001 for Income S | 1844/001 | |
| BegBal | Enter Beginning Period for Details | 2018/001 | |
| CurPer | Enter Current Period | 2018/001 | |

The main table in the worksheet has the following columns: Date, JV, Number, TR, Description, Amount, and Balance. The data is as follows:

| Date | JV | Number | TR | Description | Amount | Balance |
|-------------------|----|--------|----|-------------|--------|---------|
| Beginning Balance | | | | | \$1.00 | |
| | | | | | \$1.00 | 2.00 |

Cell H10 is highlighted, and the formula bar shows the formula: `=AGESMLK(1,"",-2,0)`.

Summary Link

Data Type

Summary Link

H10

Definition
Options

Filter

Filter From

SunSystems 6

...

SunSystems 6

| Description | Filter From | Filter To | Value From | Value To | Link Code |
|-------------------|--------------|--------------|--------------|----------|-----------|
| Product | SunSystems 6 | | SunSystems 6 | | |
| Business Unit | =(BU) | | ATA | | |
| Table | LA | | Ledger | | |
| Ledger | A | | A | | |
| Account Code | =(Account) | =((Account)) | 101110 | 101110 | |
| Accounting Period | =(BegBal) | =(CurPer) | 2018/001 | 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
Transaction Operator

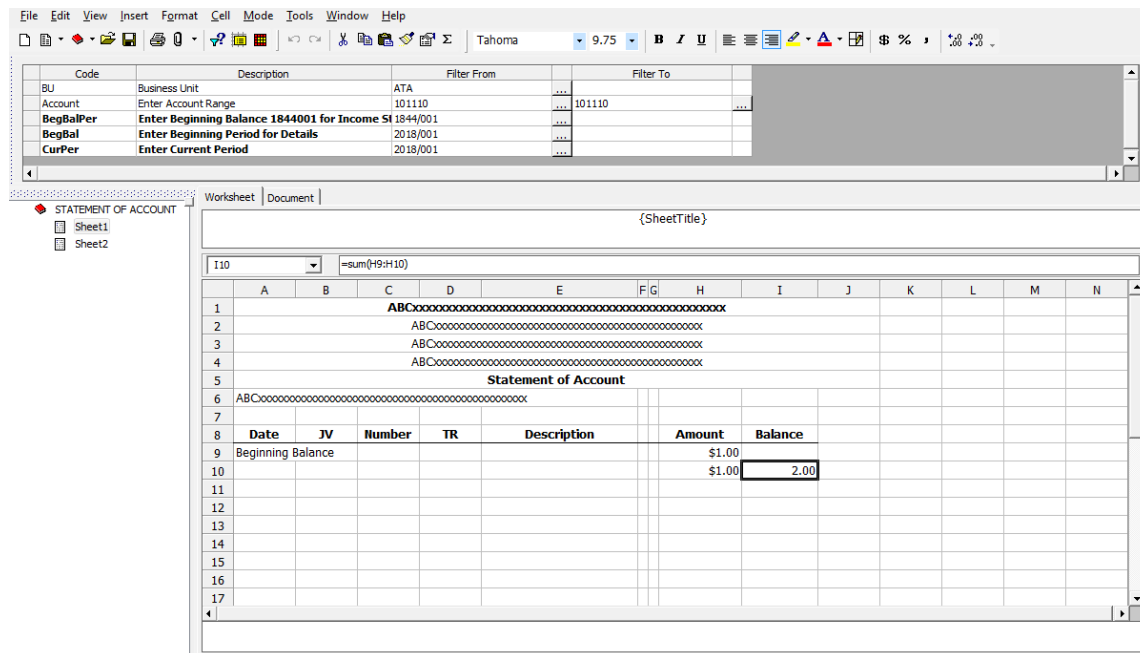
Item
Target Cell

Σ LA\Base Amount
H10

Help
OK
Cancel

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.

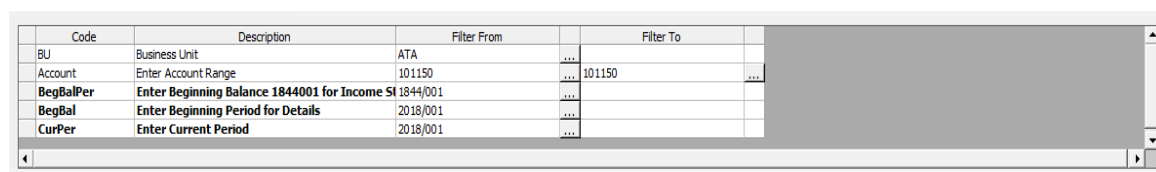
Notice, this is NOT the total of figures in column I, it is the total of everything in column H.

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.

File View Output Mode Tools Window Help

Worksheet Document

STATEMENT OF ACCOUNT

Sheet1

Sheet2

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|---------------------------------|----|--------|----|-------------|--------------|------------|---|---|---|---|---|---|---|
| 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 | | | | | | \$18,255.00 | 209,789.40 | | | | | | | |
| 11 | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | | |

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

File View Output Mode Tools Window Help

Worksheet Document

STATEMENT OF ACCOUNT

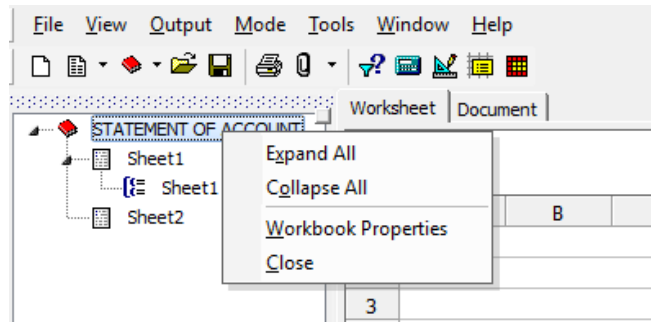
Sheet1

Sheet2

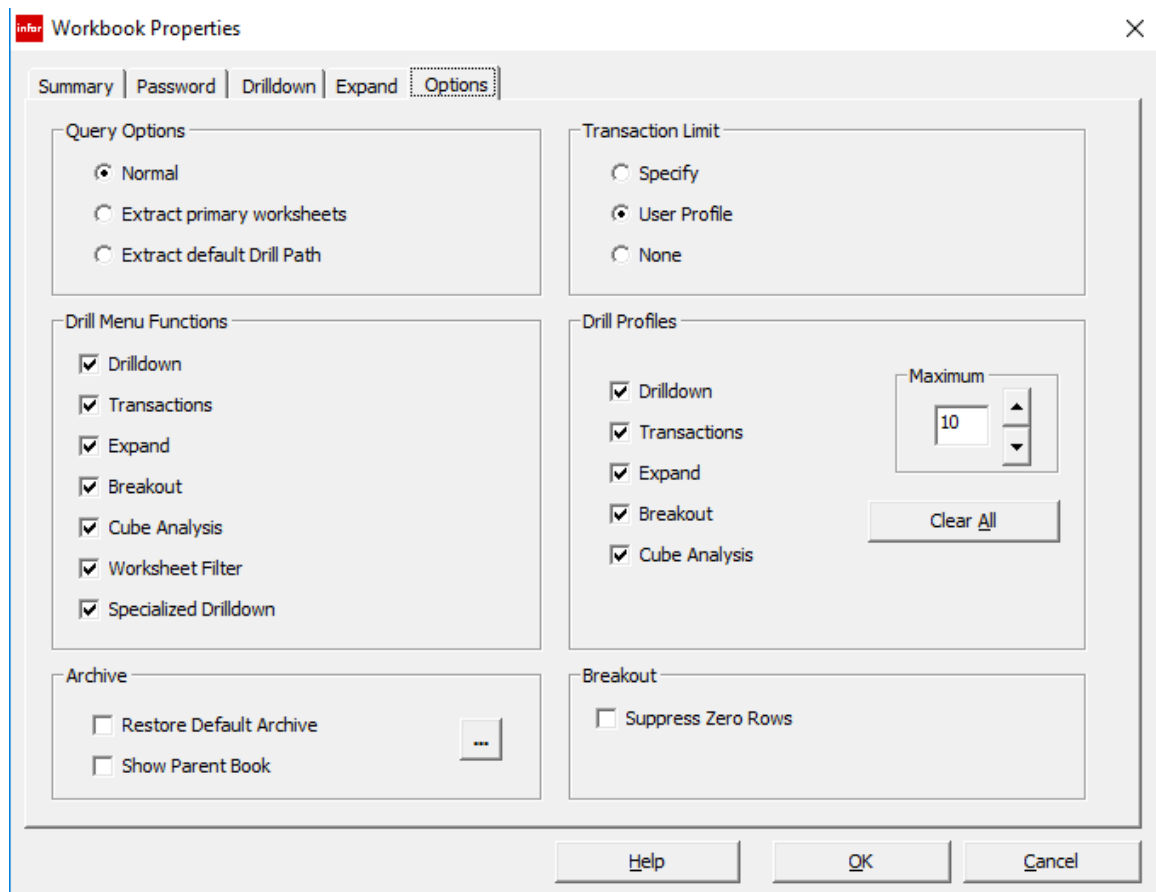
| | B | C | D | E | F | G | H | I | J | K | L |
|----|---------------------------------|------|--------|---------|--------------------------------------|--------------|------------|---|---|---|---|
| 1 | District of Columbia Conference | | | | | | | | | | |
| 2 | 16001 Massachusetts Avenue NW | | | | | | | | | | |
| 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 | 1156 | 10083 | CK 0127 | Donation from Mr. George James | \$8,000.00 | 199,534.40 | | | | |
| 11 | 01/13/2018 | 1156 | 10090 | CK 0132 | Donation from Mr. and Mrs. Henry Woo | \$5,600.00 | 205,134.40 | | | | |
| 12 | 01/19/2018 | 1156 | 10101 | CK 0139 | Funds donated by Robert Walter | \$4,550.00 | 209,684.40 | | | | |
| 13 | 01/21/2018 | 1156 | 10113 | CK 0146 | Dulan, Marris | \$105.00 | 209,789.40 | | | | |
| 14 | 01/25/2018 | 1156 | 9995 | CK 0049 | Pathfinder materials purchases | (\$630.00) | 209,159.40 | | | | |
| 15 | 04/16/2018 | 1156 | 9996 | CK 0049 | Pathfinder materials purchases | \$630.00 | 209,789.40 | | | | |
| 16 | | | | | | \$18,255.00 | 228,044.40 | | | | |
| 17 | | | | | | | | | | | |
| 18 | | | | | | | | | | | |

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.

Workbook Properties

Summary | Password | Drilldown | Expand | Options

Query Options

☐ Normal

☐ Extract primary worksheets

☒ Extract default Drill Path

Transaction Limit

☐ Specify

☒ User Profile

☐ None

Drill Menu Functions

☒ Drilldown

☒ Transactions

☒ Expand

☒ Breakout

☒ Cube Analysis

☒ Worksheet Filter

☒ Specialized Drilldown

Drill Profiles

☒ Drilldown

☒ Transactions

☒ Expand

☒ Breakout

☒ Cube Analysis

Maximum: 10

Clear All

Archive

☐ Restore Default Archive

☐ Show Parent Book

Breakout

☐ Suppress Zero Rows

Help OK Cancel

Save the Option settings.

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

File View Output Mode Tools Window Help

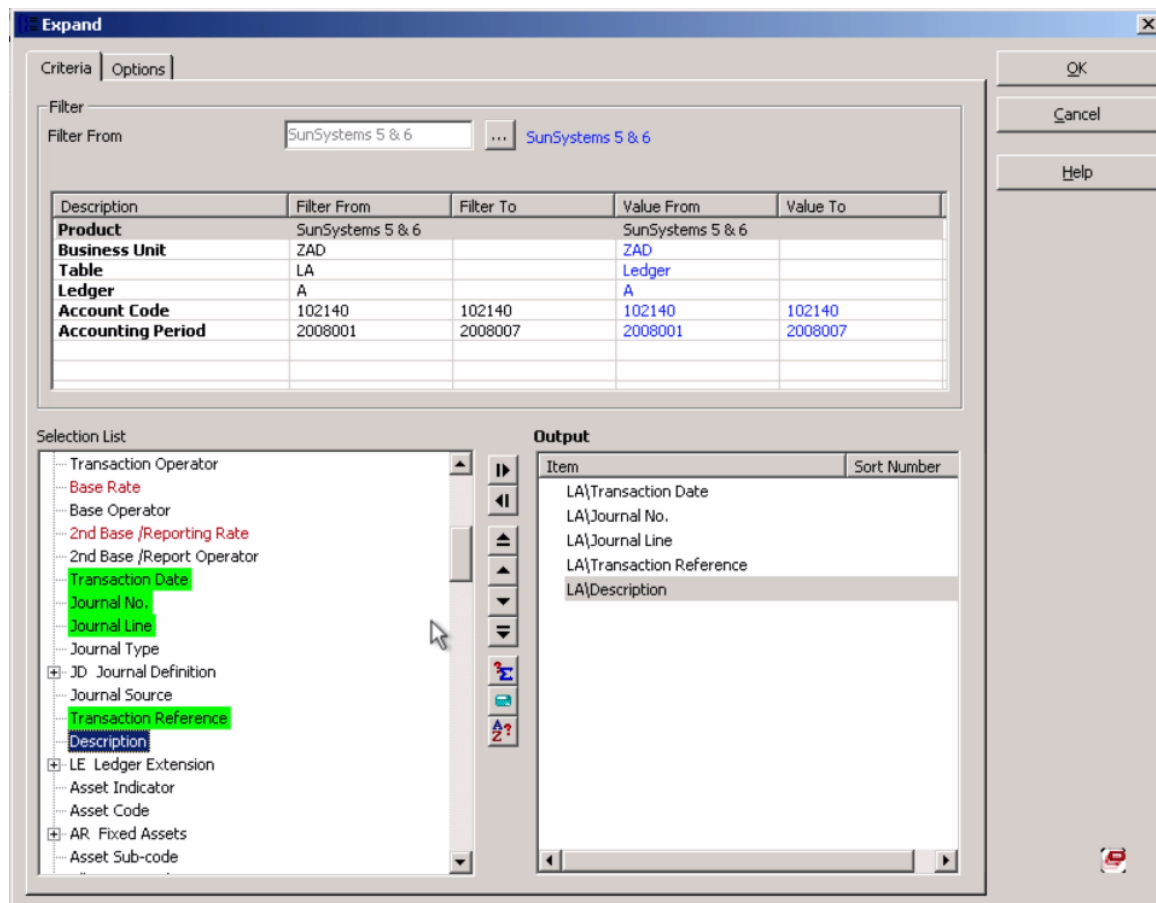
Worksheet Document

STATEMENT OF ACCOUNT

Sheet1

| | B | C | D | E | F | G | H | I | J | K | L |
|----|--|-----------|---------------|-----------|--------------------------------------|---|---|---------------|---|----------------|---|
| 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, Marris | | | \$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 | |
| 17 | | | | | | | | | | | |
| 18 | | | | | | | | | | | |

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



Expand

Criteria Options

Filter

Filter From SunSystems 5 & 6 SunSystems 5 & 6

| Description | Filter From | Filter To | Value From | Value To |
|--------------------------|------------------|-----------|------------------|----------|
| Product | SunSystems 5 & 6 | | SunSystems 5 & 6 | |
| Business Unit | ZAD | | ZAD | |
| Table | LA | | Ledger | |
| Ledger | A | | A | |
| Account Code | 102140 | 102140 | 102140 | 102140 |
| Accounting Period | 2008001 | 2008007 | 2008001 | 2008007 |

Selection List

- Transaction Operator
- Base Rate
- Base Operator
- 2nd Base /Reporting Rate
- 2nd Base /Report Operator
- Transaction Date
- Journal No.
- Journal Line
- Journal Type
- JD Journal Definition
- Journal Source
- Transaction Reference
- Description
- LE Ledger Extension
- Asset Indicator
- Asset Code
- AR Fixed Assets
- Asset Sub-code

Output

| Item | Sort Number |
|--------------------------|-------------|
| LA\Transaction Date | |
| LA\Journal No. | |
| LA\Journal Line | |
| LA\Transaction Reference | |
| LA\Description | |

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.

Criteria | Options

Filter
Filter From: SunSystems 6 ... SunSystems 6

| Description | Filter From | Filter To | Value From | Value To |
|--------------------------|--------------|-----------|--------------|----------|
| Product | SunSystems 6 | | SunSystems 6 | |
| Business Unit | ATA | | ATA | |
| Table | LA | | Ledger | |
| Ledger | A | | A | |
| Account Code | 101150 | 101150 | 101150 | 101150 |
| Accounting Period | 2018/001 | 2018/001 | 2018/001 | 2018/001 |

Selection List

- Entry Date
- Entry Period
- Resource Analysis Code
- + L1 Resource Analysis Table
 - To/From Who/Where Analysis Code
- + L2 To/From Who/Where Analysis Table
 - Fund Analysis Code
- + L3 Fund Analysis Table
 - Function Analysis Code
- + L4 Function Analysis Table
 - Restriction Analysis Code
- + L5 Restriction Analysis Table
 - SDA Organization Analysis Code
- + L6 SDA Organization Analysis Table
 - Who Analysis Code
- + L7 Who Analysis Table
 - Analysis Code

Name

Output

| Item | Sort Number |
|--------------------------|-------------|
| LA\Transaction Date | |
| LA\Journal Number | |
| LA\Journal Line Number | |
| LA\Transaction Reference | |
| LA\Description | |
| LA\L4\Name | |
| LA\L7\Name | |

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