

Q&A EXECUTIVE TRAINING

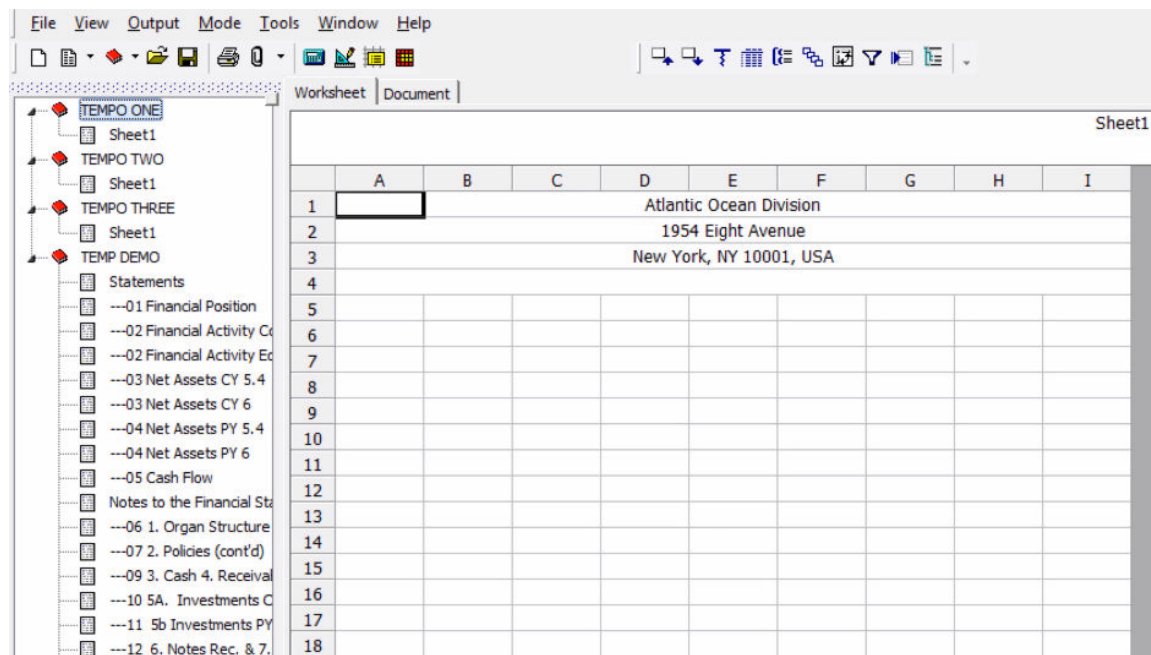
THROWING OUTPUT

I think you will find this to be a very interesting lesson.

1. I am going to show you a Q&A functionality that you may consider useful.
2. I am going to tell you not to use it, or if you must use it, not to use it very often.

Now you are wondering why.

This functionality, which I consider to be a fundamentally bad practice, might be the only way you can solve certain situations. Because I am aware there may be times when it comes in handy, I am showing it to you; but I want to be sure you get the message that this is a tricky functionality that can easily mess a lot of things up. I'll explain why later.



The screenshot shows a software interface with a menu bar (File, View, Output, Mode, Tools, Window, Help) and a toolbar. On the left is a tree view with the following structure:

- TEMPO ONE
 - Sheet1
- TEMPO TWO
 - Sheet1
- TEMPO THREE
 - Sheet1
- TEMP DEMO
 - Statements
 - 01 Financial Position
 - 02 Financial Activity Co
 - 02 Financial Activity Ec
 - 03 Net Assets CY 5,4
 - 03 Net Assets CY 6
 - 04 Net Assets PY 5,4
 - 04 Net Assets PY 6
 - 05 Cash Flow
 - Notes to the Financial St
 - 06 1. Organ Structure
 - 07 2. Policies (cont'd)
 - 09 3. Cash 4. Receival
 - 10 5A. Investments C
 - 11 5b Investments PY
 - 12 6. Notes Rec. & 7.

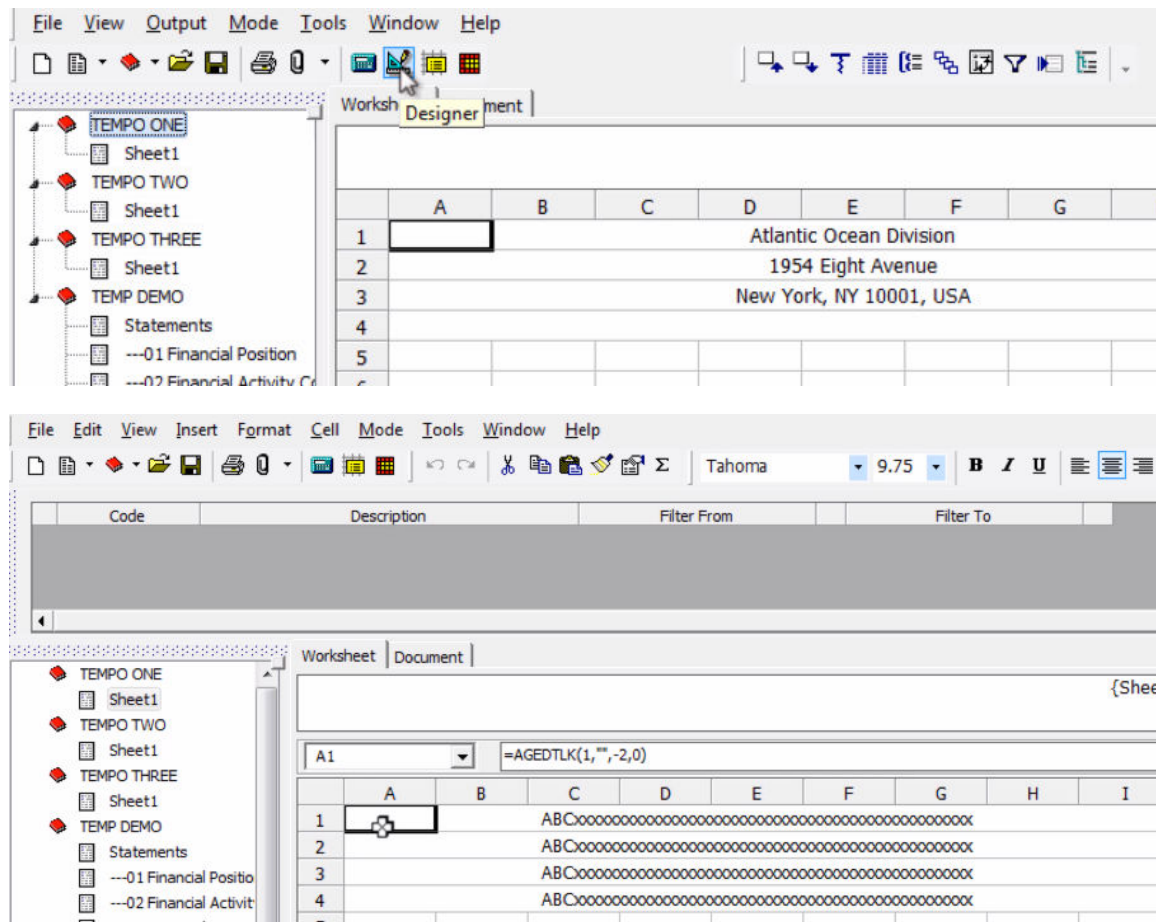
The main area is a worksheet titled 'Sheet1' with columns A through I and rows 1 through 18. The data in the worksheet is as follows:

	A	B	C	D	E	F	G	H	I
1				Atlantic Ocean Division					
2				1954 Eight Avenue					
3				New York, NY 10001, USA					
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

I built the report shown in the screenshot above in preparation for this lesson. It may look as though there is a lot of extra stuff in it, but all of this is relevant to our lesson.



Let's look at the query that pulled in the name of the organization and the organization's address. This is a query that has been correctly set up. We'll go to the Design View.



The query for row 1 is built in cell A1, so we will double click on that cell.

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

Output

Item	Target Cell
NA\Name/Address 1	A1

The query is pulling in Address Line 1 for the 0000000000 Account Code.

The query for row 2 is built in cell A2. Let's look at it.

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

Output

Item	Target Cell
NA\Name/Address 2	A2

The query for Address Line 3 is built in cell A3.

Reference Link

Data Type: Reference Link

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

Output

Item	Target Cell
NA\Name/Address 3	A3

The query for Address Line 4 is built in cell A4.

Reference Link

Data Type: Reference Link

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

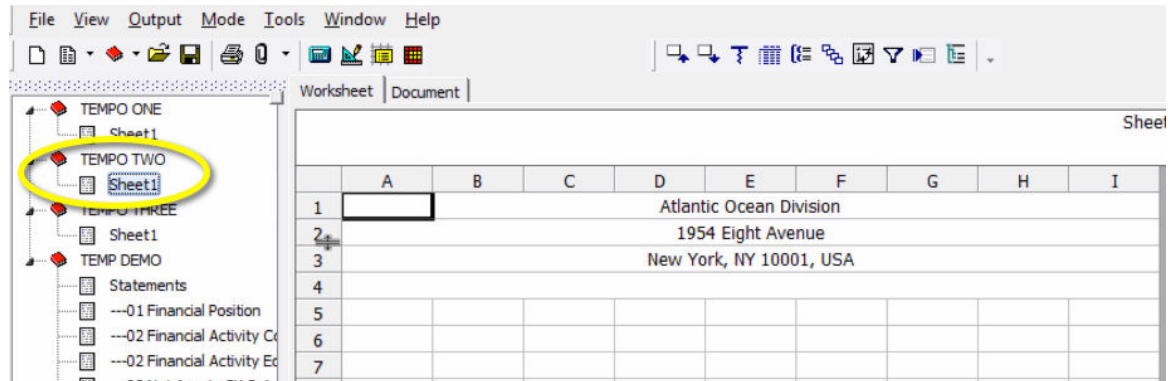
Output

Item	Target Cell
NA\Name/Address 4	A4

At first glance you might think creating individual queries for each line is just a lot more work. It is, however, the preferable way to construct a query.

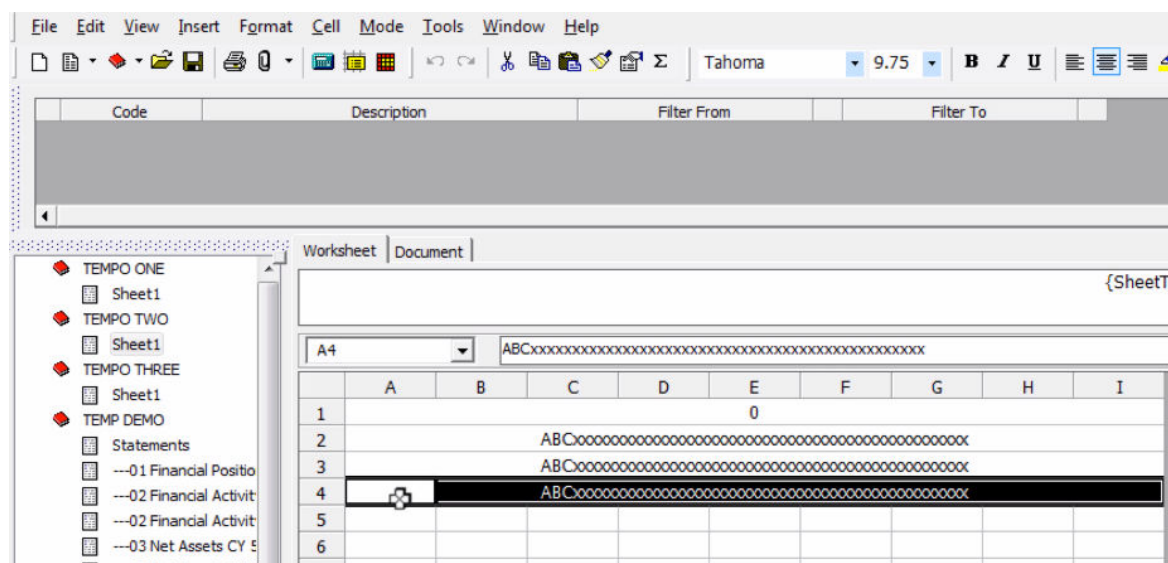
POTENTIALLY DANGEROUS QUERY DESIGN

Look at this report:



	A	B	C	D	E	F	G	H	I
1				Atlantic Ocean Division					
2				1954 Eight Avenue					
3				New York, NY 10001, USA					
4									
5									
6									
7									

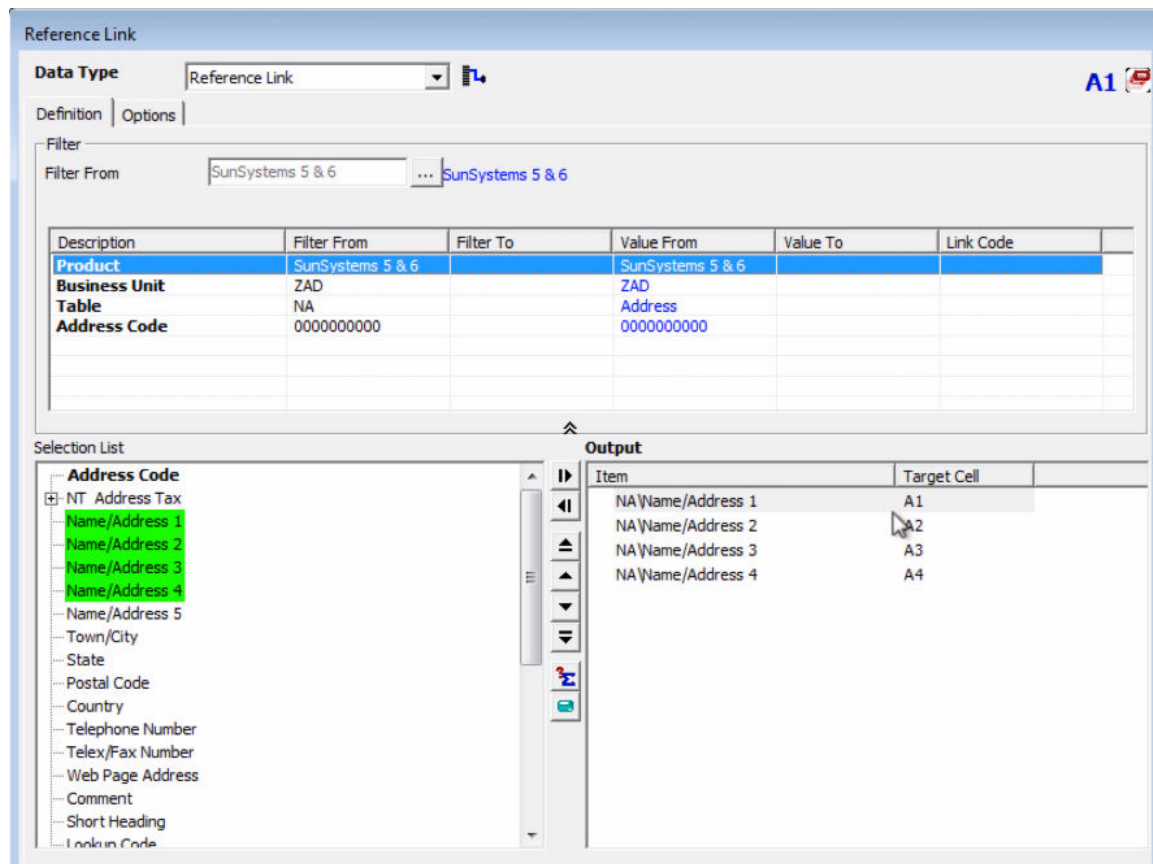
This is a nice-looking report. In fact, it looks exactly like the first report. Now let's go to the Design View and open the query.



	A	B	C	D	E	F	G	H	I
1	0								
2	ABC.....								
3	ABC.....								
4	ABC.....								
5									
6									

Let's double click in cell A4, where we would expect to find the query for the line.

Values” because the values are not going into the cell where the query is located, they are going into cells located somewhere else in the worksheet. The query itself is shown below:



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		

Item	Target Cell
NA\Name/Address 1	A1
NA\Name/Address 2	A2
NA\Name/Address 3	A3
NA\Name/Address 4	A4

This query looks at all the same filters. But notice the setup in the Output pane. The values in the Target Cell column show us that I am saying:

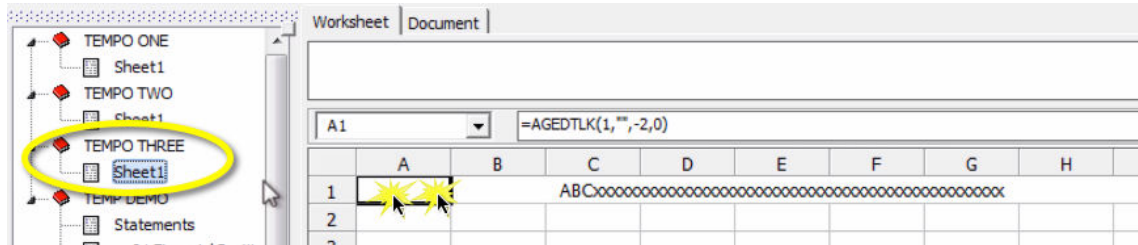
- Address Line 1 will be pulled into cell A1
- Address Line 2 will be pulled into cell A2
- Address Line 3 will be pulled into cell A3
- Address Line 4 will be pulled into cell A4.

The query is located in cell A1, but various values will be thrown into other cells.

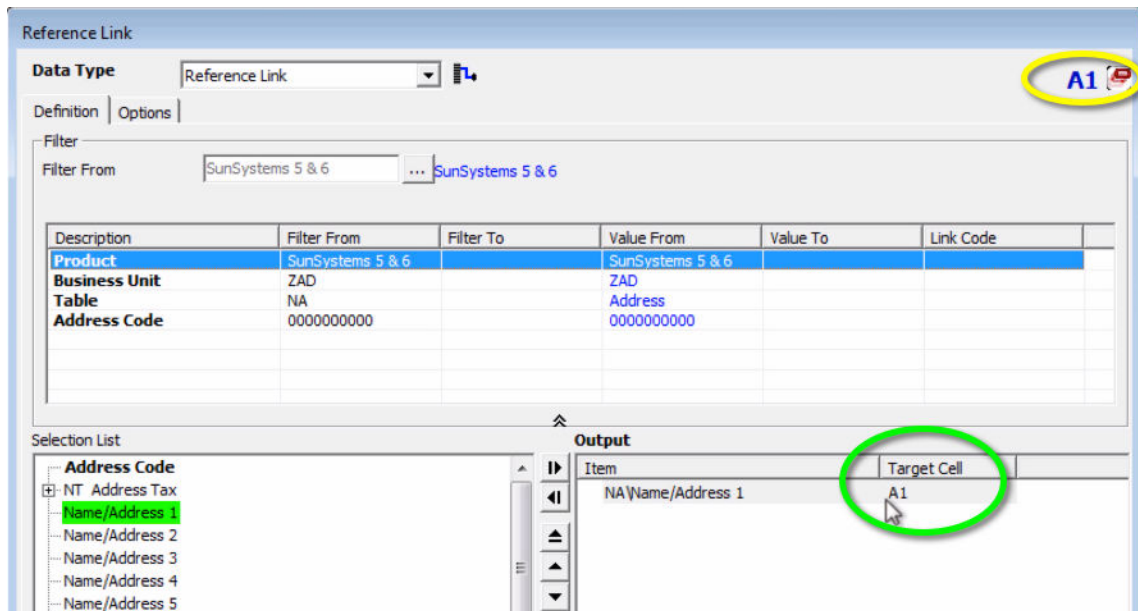
SETTING UP A QUERY TO THROW VALUES

Let's see how we would set up this tricky query.

I'm going to open Sheet1 of my third workbook and click on cell A1.

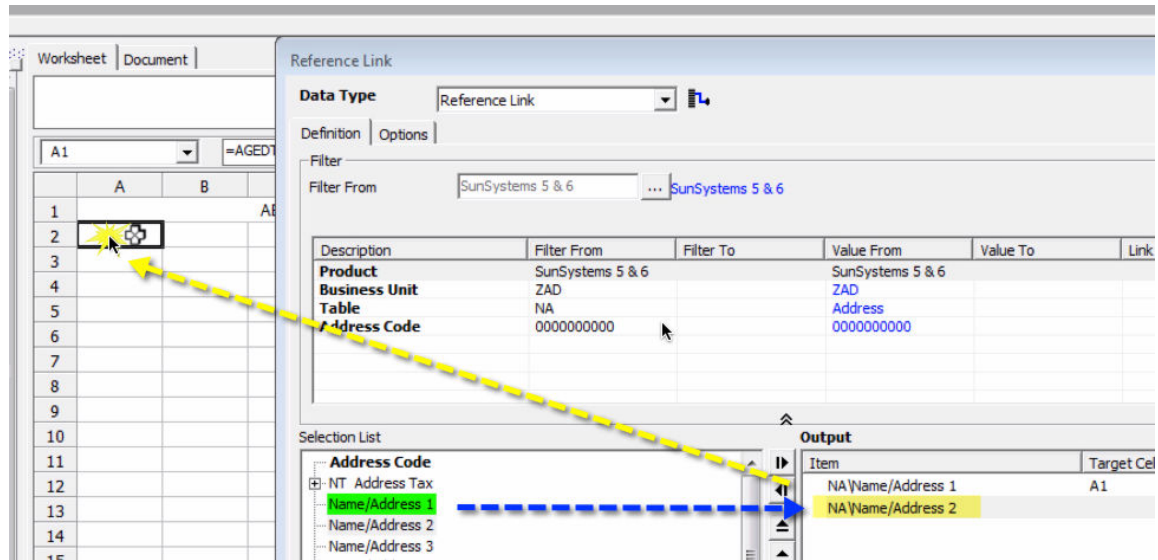


In this query, which is built in cell A1 (see the value at the upper right in the screenshot below), will pull the Address Line 1 value into Target Cell A1.



Now I will move Name/Address 2 from the Selection List over to the Output pane. Of course, you are familiar with that process. But now we need to assign a cell where the value will be pulled in.

We will highlight the NA/Name/Address 2 value in the Output pane and then click in the cell where we want the value to be displayed. We click in cell A2.



Reference Link

Data Type: Reference Link

Definition Options

Filter From: SunSystems 5 & 6

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

Selection List

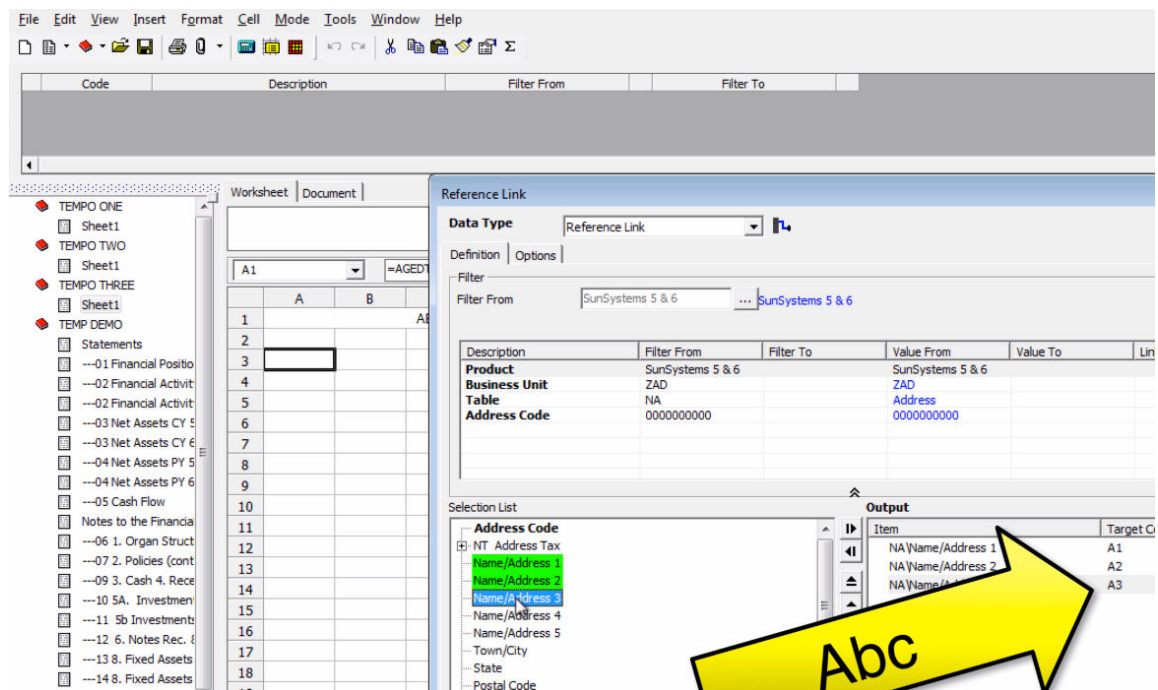
Address Code

- NT Address Tax
- Name/Address 1
- Name/Address 2
- Name/Address 3

Output

Item	Target Cell
NA\Name/Address 1	A1
NA\Name/Address 2	A2

Then I pull Address Line 3 into Output, highlight NA/Name/Address 3 and click in cell A3.



Reference Link

Data Type: Reference Link

Definition Options

Filter From: SunSystems 5 & 6

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

Selection List

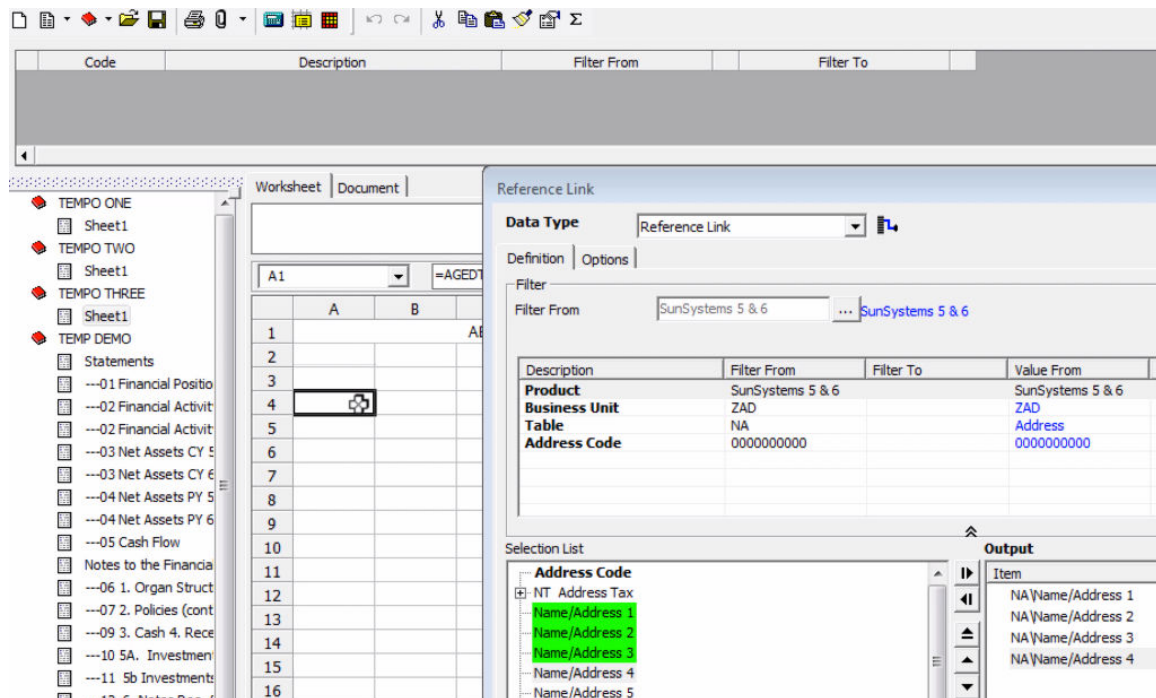
Address Code

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

Output

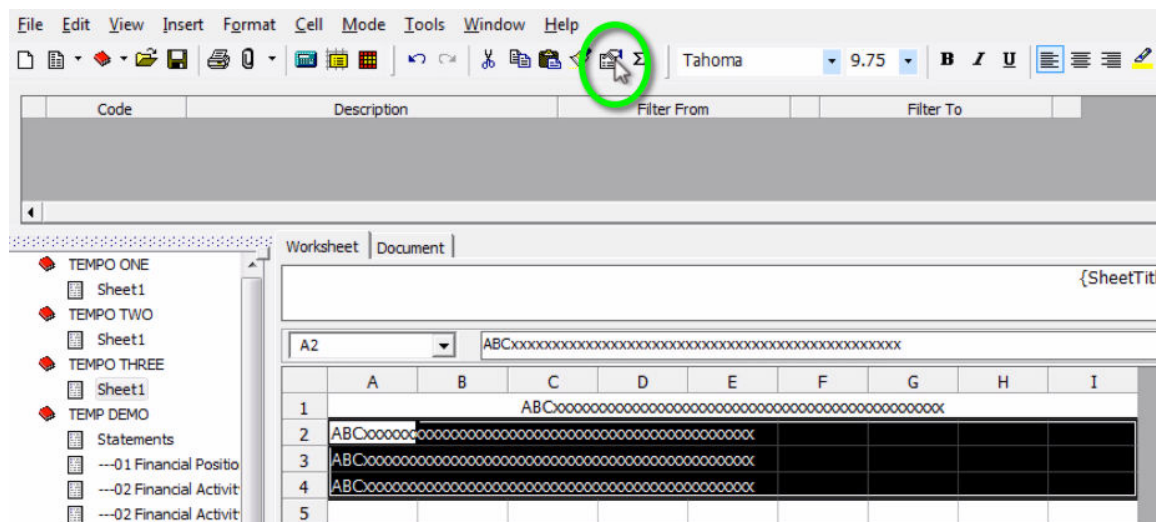
Item	Target Cell
NA\Name/Address 1	A1
NA\Name/Address 2	A2
NA\Name/Address 3	A3

Then I'll move Name/Address 4 to Output, highlighted NA/Name/Address 4, and click in cell A4.

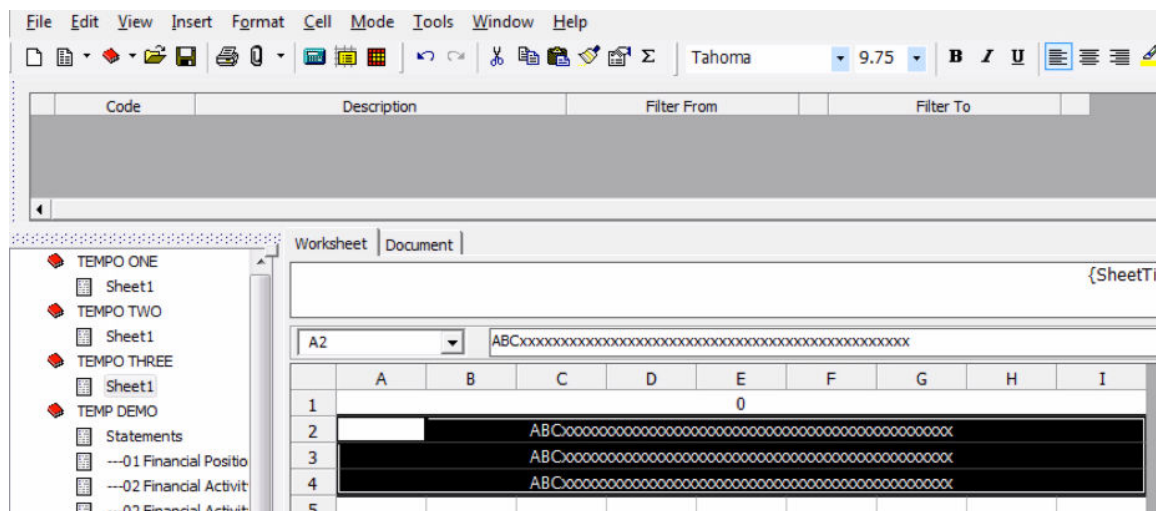
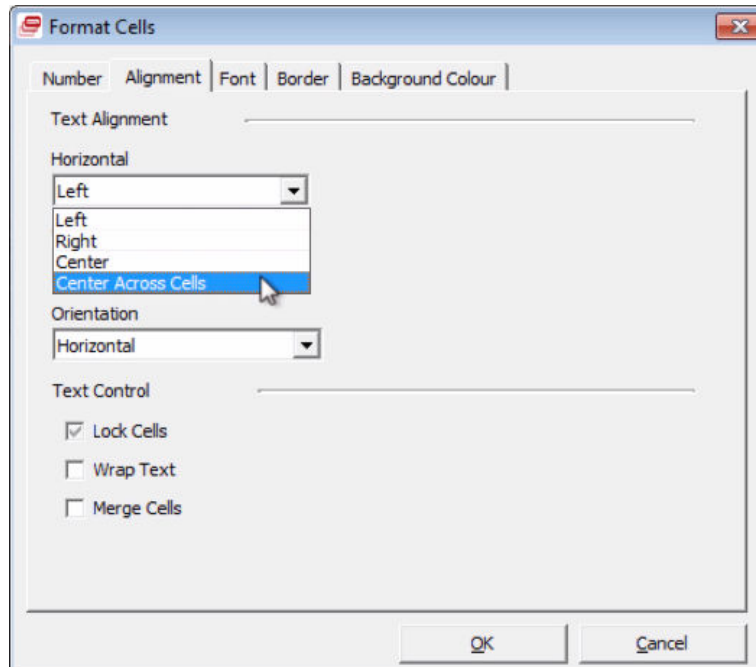


I have written one query and set it up so that values will be thrown into four different target cells.

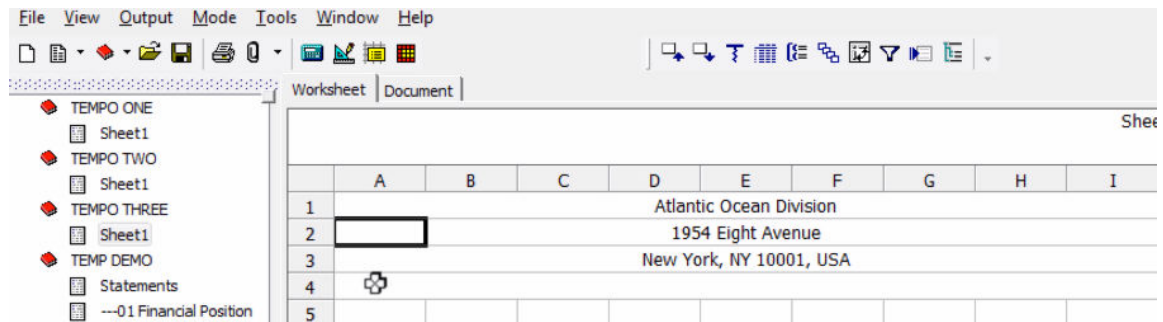
Now that my query has been set up, I will center the values on the page so the results will look nice. I highlight rows 2 through 4 and click the Format icon on the toolbar.



The Format Cells interface will be displayed. I will go to the Alignment tab and select the Center Across Cells Horizontal Text Alignment value.



When we extract this, our single query will pull out all these values and throw them into the cells we assigned: A1, A2, A3, A4.



THE PROBLEM

That looks pretty cool!

You may be wondering why I consider this to be such a bad practice.

I concede that it is a nice little trick, and it looks really slick. The problem is that this nice little trick can make things very confusing for you.

A basic principle we use in the SunPlus world is that every Q&A sheet should be build as though it were going to be used by organizations located all over the world. Everything we do should be done so that it could benefit the entire SunPlus network.

With this in mind, let's go to the Financial Position worksheet in the TEMP DEMO workbook. I need a complicated report to most effectively demonstrate the problem of throwing values.

	Operating Fund	Plant Fund	Total 2014	Total 2013	Notes and Errors
ASSETS					
Current Assets					
Cash and Cash Equivalents (Note 3)	-1,755,974		(1,755,974)	(1,755,974)	A For details see Note 3
Investments (Note 5)	141,020		141,020	141,020	B Help see Note 5
Accounts Receivable - Gross	3,545,350			3,544,350	C For each account see Note 4
Allowance for Doubtful Accounts	0	0		0	D
Accounts Receivable - Net (Note 4)	3,545,350		3,545,350	3,544,350	E
Cash Held for Agency (Note 3)	25,518			25,518	F
Notes and Loans Receivable (Note 6)	41,000		41,000	41,000	G
Inventory and Prepaid Expenses (Note 7)	1,752		1,752	1,752	H
Inter-Fund Receivables - Current		10,000		10,000	I
Total Current Assets	1,998,665	10,000	1,998,665	2,007,665	J
Non-Current Assets					
Notes/Loans Receivable - Noncurrent (Note 12)	158,443		158,443	158,443	L
Investments in Current Asset Accounts 11xxxx					
Cash		147,665	147,665	147,665	
Investments in Noncurrent Asset Accounts					
Cash and Investments - Noncurrent (Note 5)		147,665	147,665	147,665	M
Total Other Assets	158,443	147,665	306,108	306,108	P

As I look at this statement, I notice right away that there is a problem with the value in cell D10. My Cash and Cash Equivalents figure is a huge negative.

My first action is to drilldown on that figure to see the components that have produced it. I highlight cell D10 and click on the Drilldown icon on the toolbar.

	Operating Fund	Plant Fund	Total 2014	Total 2013	Notes
ASSETS					
Current Assets					
Cash and Cash Equivalents (Note 3)	-1,755,974		(1,755,974)	(1,755,974)	A
Investments (Note 5)	141,020		141,020	141,020	B
Accounts Receivable - Gross	3,545,350			3,544,350	C
Allowance for Doubtful Accounts	0	0		0	D
Accounts Receivable - Net (Note 4)	3,545,350		3,545,350	3,544,350	E
Cash Held for Agency (Note 3)	25,518			25,518	F

I learn that I cannot drilldown on this cell. My next option is to go to the query to investigate whether there is a setup problem. I'll go back to Design View. Then I will double-click in cell D10 to open the query.

File Edit View Insert Format Cell Mode Tools Window Help

Code Description Filter From Filter To

CY Current Year Range 2014/012

BU Business Unit ZAD

Hide Enter Yes if you want to hide preparation aids and com No

Worksheet

A1_Cash_O_CY4 1

	B	C	D	F	H	J	K
1	DEMO - Adventist Donation-base Combined Statement of Financial Position ABCxxxxxxx						Hide Columns
2							No
3							Previous P
4							Current F
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

Operating Fund Plant Fund Total Total Notes and

Current Assets

Cash and Cash Equivalents (Note 3) 1 1 A For

Investments (Note 5) 1 1 B Help

Accounts Receivable - Gross 1 1 C For

Allowance for Doubtful Accounts 1 1 D

Accounts Receivable - Net (Note 4) 2 1 3 2 E

Cash Held for Agency (Note 3) 1 1 1 F

Notes and Loans Receivable (Note 6) 1 1 2 1 G

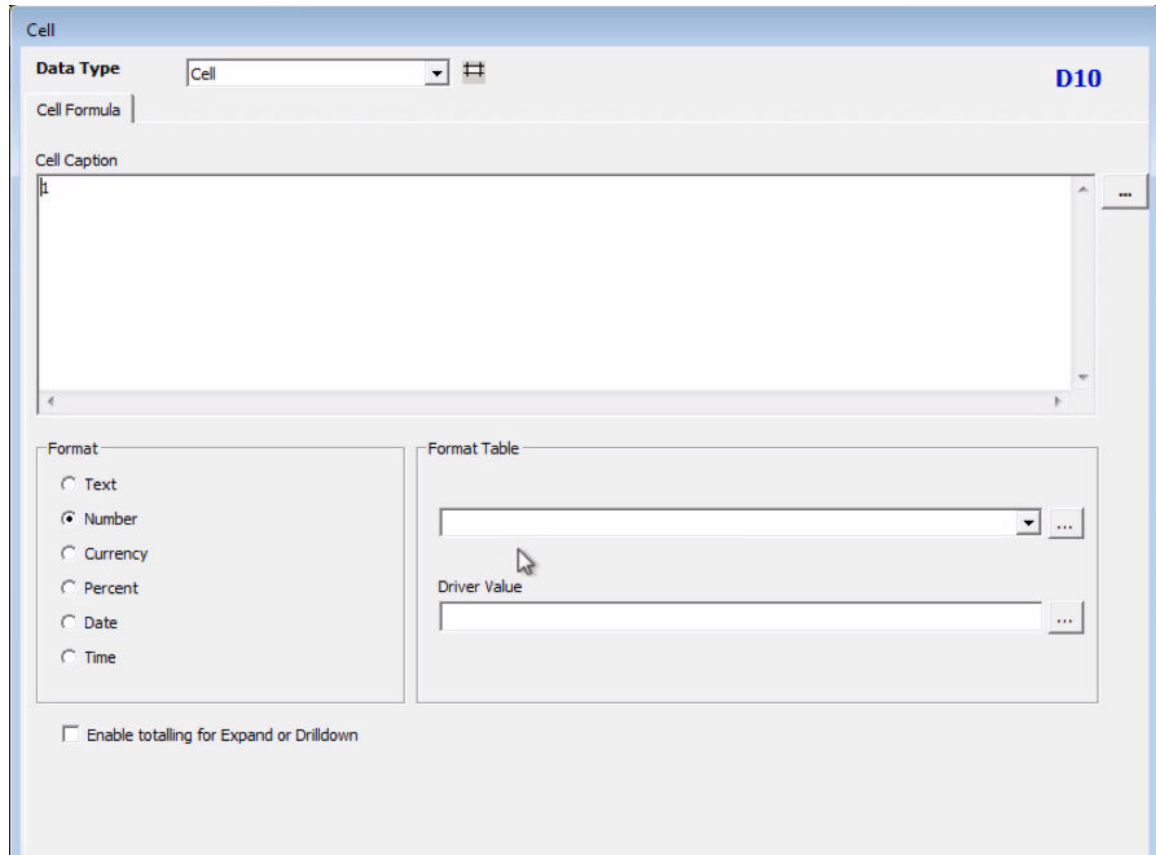
Inventory and Prepaid Expenses (Note 7) 1 1 2 1 H

Inter-Fund Receivables - Current 1 1 1 I

Total Current Assets 8 4 10 8 J

N08 - Fixed Assets (Net) 1 1 2 1 K

When the query interface pops up, behold it has no values in it! No query has been set up in cell D10.



Cell

Data Type Cell

Cell Formula

Cell Caption

1

Format

☐ Text

☒ Number

☐ Currency

☐ Percent

☐ Date

☐ Time

Format Table

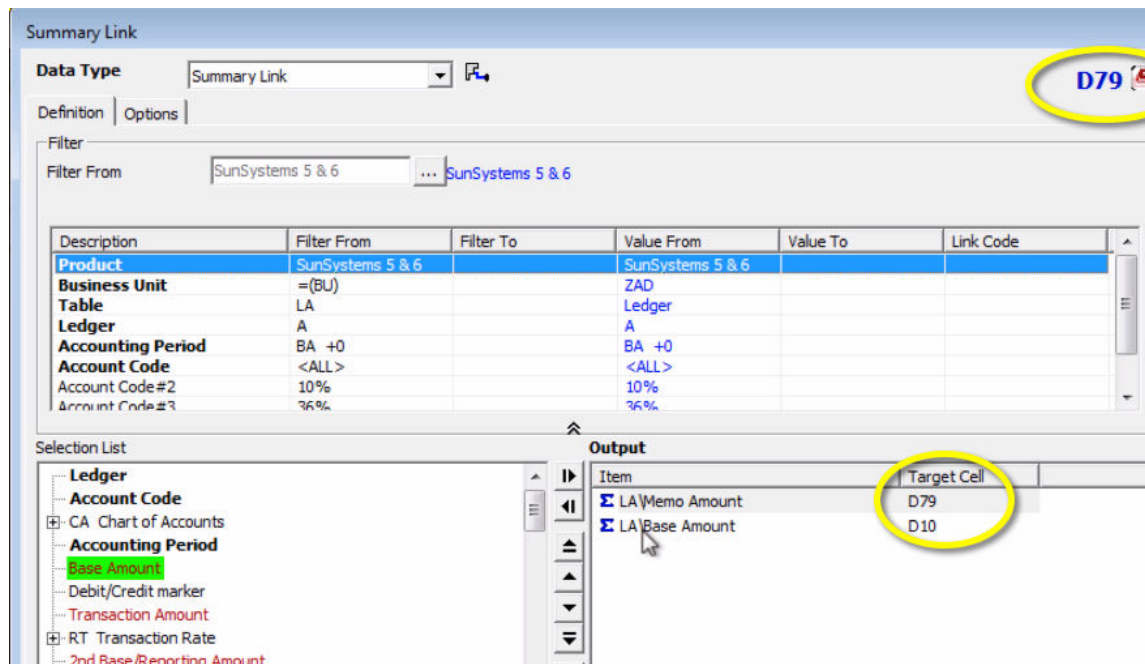
Driver Value

☐ Enable totalling for Expand or Drilldown

I've got nothing. I cannot easily check the values pulled into cell D10, because I have no idea where the query that threw the value into cell D10 is located. If I tried to find the query, I might have to click in over 1,000 different cells before I stumbled upon it. It is impossible for me to work backwards from this value.

Do you see the complication caused by throwing values? There is no trail.

Now, because I set up the query in the first place, I know where I placed it in the worksheet so I can go there. The query in this worksheet is in cell D79.



Summary Link

Data Type: Summary Link

Definition | Options

Filter

Filter From: SunSystems 5 & 6

Filter To: SunSystems 5 & 6

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 5 & 6		SunSystems 5 & 6		
Business Unit	=(BU)		ZAD		
Table	LA		Ledger		
Ledger	A		A		
Accounting Period	BA +0		BA +0		
Account Code	<ALL>		<ALL>		
Account Code #2	10%		10%		
Account Code #3	36%		36%		

Selection List

- Ledger
 - Account Code
 - CA Chart of Accounts
 - Accounting Period
 - Base Amount
 - Debit/Credit marker
 - Transaction Amount
 - RT Transaction Rate
 - 2nd Base/Reporting Amount

Output

Item	Target Cell
LA Memo Amount	D79
LA Base Amount	D10

As you can see in the screenshot above, this is the query that is throwing the value into cell D10.

The inability to investigate the components of a value is why I strongly discourage the use of the system's value throwing functionality. I have had to use this on a few occasions, but every time I have done so, I have regretted it.

This functionality, while it may look enticing, can create lots of confusion for anyone who must use a worksheet after you (if you were the sheet's creator) are transferred somewhere else. You should only use this functionality if you are in a pinch.