

Q&A Executive Training

Lesson 2 - Drilldown I

Once a report has been extracted, any number can be drilled down on all the way to its source transaction. A drilldown can also do analysis based on other perspectives.

A drilldown is a very powerful, flexible tool that can only happen in the Extract Mode.

Case:

In Lesson 1, we created a one-line Total Employee Expenses report.

In this lesson, we will perform drilldowns on that report to show some of the analysis that can take place on an extracted value.


Query Modification

In Lesson 1 we created a query pulling all Employee Expenses incurred in the calendar year 2016. Because our Demonstration database is incompletely populated, we did not get many transactions out of the system.

To have a more interesting drilldown experience in this lesson, I modified the Accounting Period From / To fields to pull in all Employee Expenses incurred between January 2009 and December 2016.


This screenshot of the Summary Link query dialog shows the modified filters and output data items.


Summary Link

Data Type: Summary Link 

Definition | Options

Filter

Filter From:  2009001 ... 2009001 Link Code

Filter To:  2016012 2016012

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	81	81zzzzz	81	81zzzzz	
Accounting Period	2009001	2016012	2009001	2016012	

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	E4

Help OK Cancel


Modify Existing Queries

To modify an existing query,

1. Go to Designer Mode
2. Double-click the cell in which the query was designed


The Query Dialog will pop up


Summary Link

Data Type: Summary Link 

Definition | Options

Filter

Filter From:  2009001 ... 2009001

Filter To:  2016012 ... 2016012

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	81	81zzzzz	81	81zzzzz	
Accounting Period	2009001	2016012	2009001	2016012	

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	E4

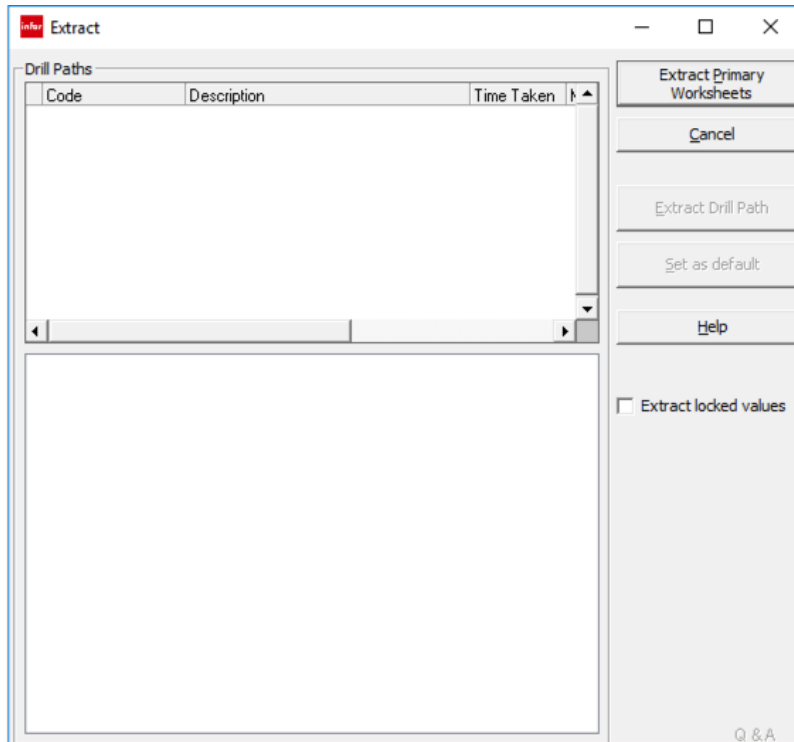
Help OK Cancel

3. Make changes to that query
4. Click OK to save changes

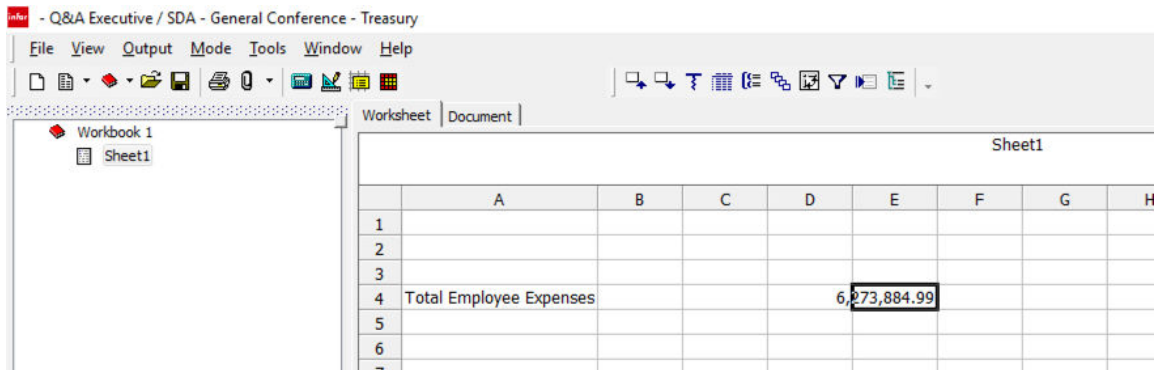
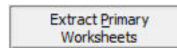
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File Edit View Insert Format Cell Mode Tools Window Help

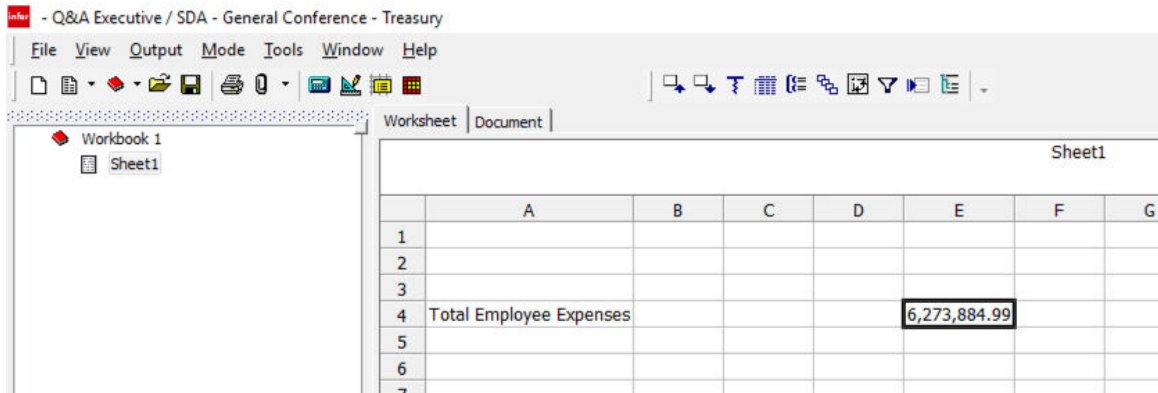
Tahoma 9.75 B I U                     <



6. Click Extract Primary Worksheets button

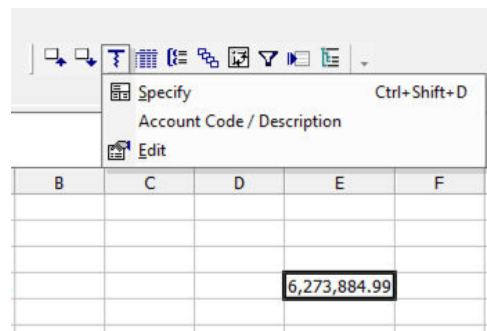


7. Double-click the right margin of column E to expand the width of that column, (can be done in the Extract Mode)



Now there is an extracted amount; a Drilldown can be run

8. Click on the cell on which to drilldown
9. Click the drilldown icon on the Toolbar

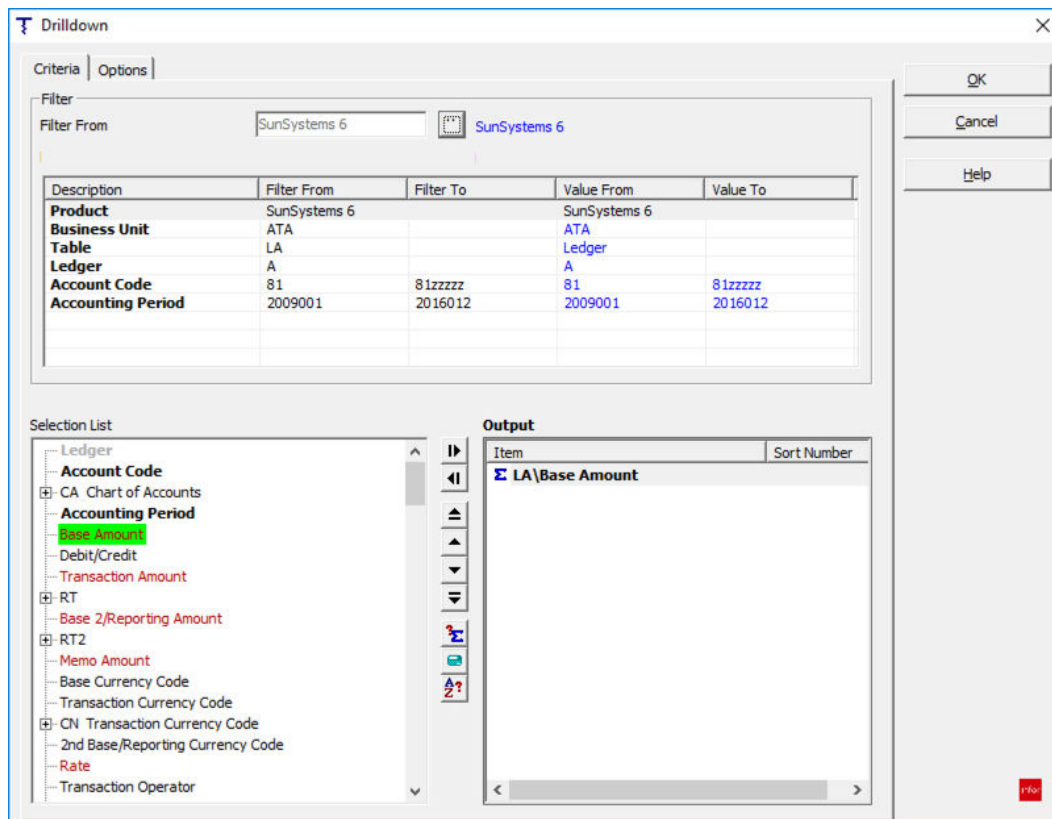


Notice: The last drilldown run is displayed on the dropdown menu. It can be reselected.

10. Select 'Specify'

Drill One

In our first drilldown, we will create a listing showing the distribution of the figure and identifying the relevant accounts.



The screenshot shows the 'Drilldown' window with the following components:

- Criteria | Options** tabs at the top.
- Filter** section with a 'Filter From' dropdown set to 'SunSystems 6' and a 'Filter To' dropdown set to 'SunSystems 6'.
- A table with the following data:

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	81	81zzzzz	81	81zzzzz
Accounting Period	2009001	2016012	2009001	2016012
- Selection List** on the left, showing a tree structure:
 - Ledger
 - Account Code
 - CA Chart of Accounts
 - Accounting Period
 - Base Amount (highlighted in green)
 - 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** section on the right, showing a table with columns 'Item' and 'Sort Number'. The 'Item' column contains 'LA\Base Amount'.

1. In the Selection List, click the + to expand CA Chart of Accounts table

Drilldown [X]

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	81	81zzzzz	81	81zzzzz
Accounting Period	2009001	2016012	2009001	2016012

Selection List

- Ledger
 - Account Code**
 - CA Chart of Accounts
 - 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

Output

Item	Sort Number
LA\Base Amount	

OK
Cancel
Help

2. Double-click on Account Code
3. Double-click Description

Drilldown

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	81	81zzzzz	81	81zzzzz
Accounting Period	2009001	2016012	2009001	2016012

Selection List

- Ledger
 - Account Code
 - CA Chart of Accounts
 - 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

Output

Item	Sort Number
LA\CA\Account Code	
LA\CA>Description	
LA\Base Amount	

OK
Cancel
Help

4. Click OK to process the drilldown

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Worksheet | Chart

Workbook 1
Sheet1
Account Code / Description

Account Code / Description		
A	B	C
1	Chart of Accounts	Ledger
2	Account Code	Base Amount
3	811110 Salary (Regular)	5734014.40
4	811220 Car Depreciation Allowance	230000.00
5	811230 Child Allowance	73140.00
6	811410 Area Travel Subsidy (House to Office Travel)	67620.00
7	816110 Medical Policy Premium	26015.46
8	817110 Tax Assistance	143095.13
9	Total	6273884.99

This listing displays all the Account Codes and their titles, as well as the distribution of the total figure among the Expense accounts.

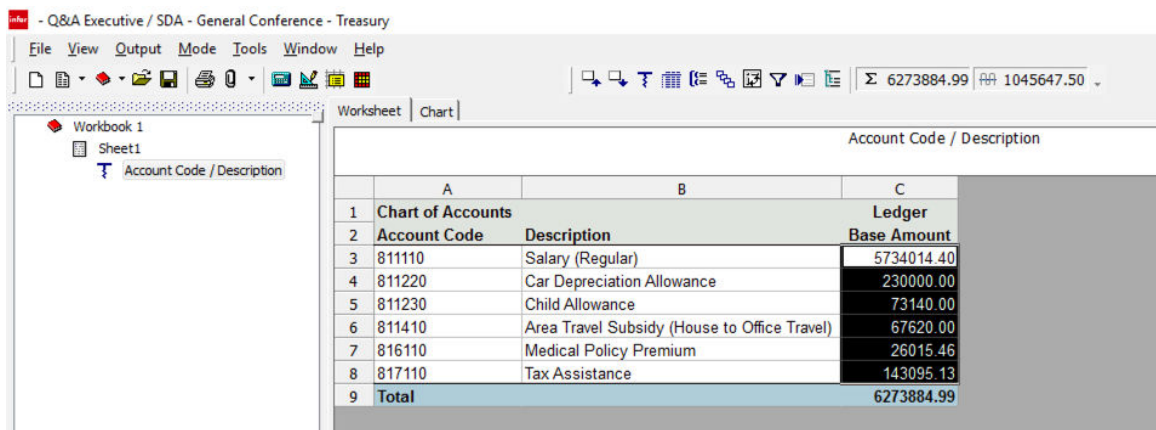
Notice: The drilldown is included in the Drill Tree Pane.

Drill Two

We can drill even further into our data items, this time drilling on the results of the first drill.

For this drill, we want to see which Employees are related to the expenses. Because each transaction is tagged with the WHO Analysis Code for the employee who incurred the expense, we can easily analyze the figures by the WHO Dimension.

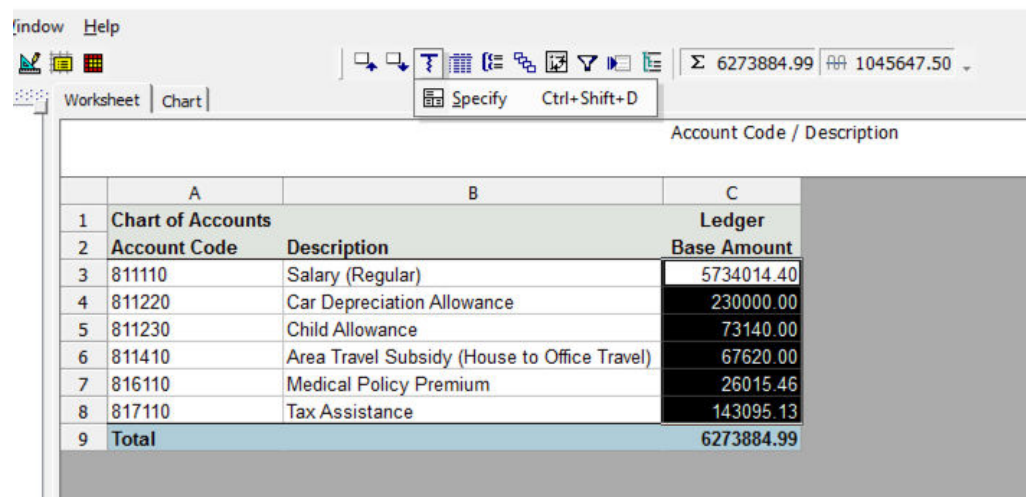
1. Highlight all the Base Amount cells in the results of Drill One



Account Code / Description		
A	B	C
Chart of Accounts		Ledger
Account Code	Description	Base Amount
811110	Salary (Regular)	5734014.40
811220	Car Depreciation Allowance	230000.00
811230	Child Allowance	73140.00
811410	Area Travel Subsidy (House to Office Travel)	67620.00
816110	Medical Policy Premium	26015.46
817110	Tax Assistance	143095.13
Total		6273884.99

Notice: I did not highlight the Total, but I did highlight the rest of the Base Amount cells. You can highlight the Total as well if you want.

2. Click the drilldown icon 



Account Code / Description		
A	B	C
Chart of Accounts		Ledger
Account Code	Description	Base Amount
811110	Salary (Regular)	5734014.40
811220	Car Depreciation Allowance	230000.00
811230	Child Allowance	73140.00
811410	Area Travel Subsidy (House to Office Travel)	67620.00
816110	Medical Policy Premium	26015.46
817110	Tax Assistance	143095.13
Total		6273884.99

3. Select Specify

Drilldown

Criteria | Options

Filter

Filter From: 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	81	81zzzzz	81	81zzzzz
Accounting Period	2009001	2016012	2009001	2016012
LA\CA\Account Code	811110	811110	811110	811110
LA\CA\Description	Salary (Regular)	Salary (Regular)	Salary (Regular)	Salary (Regular)

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	Sort Number
LA\Base Amount	

OK
Cancel
Help

Notice: The filters in the Filter Pane have changed –data items selected in our first drill are included as filters in this drill, because this drill is built on the first drill.

4. Scroll down the Selection List to the L7 WHO Analysis Table

Drilldown

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	81	81zzzzz	81	81zzzzz
Accounting Period	2009001	2016012	2009001	2016012
LA\CA\Account Code	811110	811110	811110	811110
LA\CA\Description	Salary (Regular)	Salary (Regular)	Salary (Regular)	Salary (Regular)

Selection List

- 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
 - Lookup Code
 - Budget Checking
 - Budget Stop
 - Prohibit Posting
 - Budget Navigation Method
 - Combined Budget Check
 - Data Access Group Code

Output

Item	Sort Number
LA\Base Amount	

OK
Cancel
Help

5. Click the + to expand the L7 Who Analysis Table

Notice: Every Data Item in the Analysis Code Table is available. Any one can be selected for a drilldown. Keep in mind if that field was not populated when the Analysis Code was set up, nothing will be returned for that data item.

6. Select Analysis Code
7. Select Name

Drilldown

Criteria | Options

Filter

Filter From: 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	81	81zzzzz	81	81zzzzz
Accounting Period	2009001	2016012	2009001	2016012
LA\CA\Account Code	811110	811110	811110	811110
LA\CA>Description	Salary (Regular)	Salary (Regular)	Salary (Regular)	Salary (Regular)

Selection List

- 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
- Lookup Code
- Budget Checking
- Budget Stop
- Prohibit Posting
- Budget Navigation Method
- Combined Budget Check
- Data Access Group Code

Output

Item	Sort Number
LA\L7\Analysis Code	
LA\L7\Name	
LA\Base Amount	

OK Cancel Help

8. Click OK.

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Worksheet | Chart

Workbook 1

Sheet1

Account Code / Description

Analysis Code / Name

Analysis Code / Name							
	A	B	C	D	E	F	
	Who		811110	811220	811230	811410	816110
	Analysis Code	Name	Salary (Regular)	Car Depreciation Allowance	Child Allowance	Area Travel Subsidy (House to Office Travel)	Medical Poli
3	ERALMJA01	Almendras, Jacobo	129447.20	5750.00	2760.00		1380.00
4	ERARMRO01	Army, Roderick	126014.00	5750.00	4140.00		1380.00
5	ERBAZAM01	Bazara, Amandla	124562.40	5750.00	2760.00		1380.00
6	ERCHEYE01	Chen, Yen Chow	103802.00	5750.00	1380.00		1380.00
7	ERDAVJO01	Davis, John	107465.60	5750.00	2760.00		1380.00
8	ERDELSA01	Delamonte, Salvador	109908.00	5750.00	4140.00		1380.00
9	ERDIAEM01	Diaz, Emeritu	116014.00	5750.00	2760.00		1380.00
10	ERDIWRE01	Diwata, Remedios	107465.60				1380.00
11	ERDULMA01	Dulan, Marris	105023.20	5750.00			1380.00
12	EREYAED01	Eyana, Eduardo	109908.00	5750.00	4140.00		1380.00
13	ERFARCA01	Faraday, Carlos	124562.40	5750.00	2760.00		1380.00
14	ERFULGO01	Fuller, Gordon	117235.20	5750.00	2760.00		1380.00
15	ERGANSH01	Gandhi, Shawaraj	109908.00				1380.00
16	ERGARDO01	Garcia, Domingo	97696.00				1380.00
17	ERGIVCA01	Givens, Carmelita	103802.00				1380.00
18	ERJENRO01	Jenkins, Robert	134332.00	5750.00			1380.00
19	ERJONDA01	Jones, David	129447.20	5750.00	1380.00		1380.00
20	ERKARAN01	Karaoke, Andres	107465.60	5750.00	1380.00		1380.00
21	ERKHUBO01	Khumalo, Boris	130918.40	5750.00			1380.00
22	ERKIMJI01	Kim, Jim Yong	113571.60	5750.00	2760.00		1380.00
23	ERLEDLO01	Ledesma, Lourdes	103802.00				1380.00
24	ERLUNAN01	Luna, Antonio	131889.60	5750.00	4140.00		1380.00
25	ERMACDI01	Macapagal, Diosdado	131889.60	5750.00	2760.00		1380.00
26	ERMANEN01	Mantua, Enrique	122120.00	5750.00			1380.00
27	ERMARLU01	Martinez, Luis Montalban	117235.20	5750.00	1380.00		1380.00
28	ERMAUMA01	Mautak, Maria Clara	128226.00	5750.00			1380.00
29	ERMODOO01	McOri, Don	128226.00	5750.00	1380.00		1380.00
30	ERMEAJA01	Mead, Jason	129447.20	5750.00			1380.00
31	ERMENBO01	Mensah, Boateng	119677.60	5750.00	5520.00		1380.00
32	ERMOHAS01	Mohammad, Ashraf	117235.20	5750.00			1380.00

We have a nice Salary Audit Listing. This shows the employee related to each expense. Scrolling to the right shows each of the Employee Expense Accounts, each in its own column.

Notice: The second drill has been added to the Drill Tree. Either of the drills can be selected by clicking on that drill in the Drill Tree.

Drill Three

Any figure on this listing or any other drilldown can be drilled down on as well. This time let's drill into one Employee's Salary Expense for a range of Accounting Periods.

1. Click on the figure to drill down on.

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Worksheet | Chart


Workbook 1
Sheet1

Account Code / Description
Analysis Code / Name

Analysis Code / Name		811110	811220	811230	811410	816110
Who		Salary (Regular)	Car Depreciation Allowance	Child Allowance	Area Travel Subsidy (House to Office Travel)	Medical Poli
3	ERALMJA01 Almendras, Jacobo	129447.20	5750.00	2760.00		1380.00
4	ERARMRO01 Army, Roderick	126014.00	5750.00	4140.00		1380.00
5	ERBAZAM01 Bazara, Amandia	124562.40	5750.00	2760.00		1380.00
6	ERCHYEY01 Chen, Yen Chow	103802.00	5750.00	1380.00		1380.00
7	ERDAVJO01 Davis, John	107465.60	5750.00	2760.00		1380.00
8	ERDELSA01 Delamonte, Salvador	109908.00	5750.00	4140.00		1380.00
9	ERDIAEM01 Diaz, Emeritu	116014.00	5750.00	2760.00		1380.00
10	ERDIWRE01 Diwata, Remedios	107465.60				1380.00
11	ERDULMA01 Dulan, Marisa	105023.20	5750.00			1380.00
12	EREYAE01 Eyana, Eduardo	109908.00	5750.00	4140.00		1380.00
13	ERFARCA01 Faraday, Carlos	124562.40	5750.00	2760.00		1380.00
14	ERFULGO01 Fuller, Gordon	117235.20	5750.00	2760.00		1380.00
15	ERGANSH01 Gandhi, Shawaraj	109908.00				1380.00
16	ERGARDO01 Garcia, Domingo	97696.00				1380.00
17	ERGIVCA01 Givens, Carmelita	103802.00				1380.00
18	ERJENRO01 Jenkins, Robert	134332.00	5750.00			1380.00
19	ERJONDA01 Jones, David	129447.20	5750.00	1380.00		1380.00
20	ERKARAN01 Karaoke, Andres	107465.60	5750.00	1380.00		1380.00
21	ERKHUBO01 Khumalo, Boris	130918.40	5750.00			1380.00
22	ERKIMJI01 Kim, Jim Yong	113571.60	5750.00	2760.00		1380.00
23	ERLEDLO01 Ledesma, Lourdes	103802.00				1380.00
24	ERLUNAN01 Luna, Antonio	131889.60	5750.00	4140.00		1380.00
25	ERMACDI01 Macapagal, Diosdado	131889.60	5750.00	2760.00		1380.00
26	ERMANEN01 Mantua, Enrique	122120.00	5750.00			1380.00
27	ERMARLU01 Martinez, Luis Montalban	117235.20	5750.00	1380.00		1380.00
28	ERMAUMA01 Mautak, Maria Clara	128226.00	5750.00			1380.00
29	ERMOCOD01 McOni, Don	128226.00	5750.00	1380.00		1380.00
30	ERMEAJA01 Mead, Jason	129447.20	5750.00			1380.00
31	ERMENBO01 Mensah, Boateng	119677.60	5750.00	5520.00		1380.00
32	ERMOHAS01 Mohammad, Ashraf	117235.20	5750.00			1380.00
33	ERMONWI01 Montesclaros, William	129447.20	5750.00	1380.00		1380.00
34	ERMORJE01 Morgan, Jennifer	116014.00	5750.00			1380.00
35	ERPHUE01 Phillips, Jessica	124562.40				1380.00
36	ERPMWE01 Pata, Mercedes	117235.20	5750.00	2760.00		1380.00

Activate Windows
Go to Settings to activate Windows.

2. Click the drilldown icon 

<div>  Σ 6273884.99 1045647.50 </div> <div>Specify Ctrl+Shift+D</div>				
Analysis Code / Name				
	B	C	D	E
		811110	811220	811230
Name		Salary (Regular)	Car Depreciation Allowance	Child Allowance
Almendras, Jacobo		129447.20	5750.00	2760.00
Army, Roderick		126014.00	5750.00	4140.00
Bazara, Amandla		124562.40	5750.00	2760.00
Chen, Yen Chow		103802.00	5750.00	1380.00
Davis, John		107465.60	5750.00	2760.00
Delamonte, Salvador		109908.00	5750.00	4140.00
Diaz, Emeritu		116014.00	5750.00	2760.00

3. Choose Specify

Drilldown

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	81	81zzzzz	81	81zzzzz
Accounting Period	2009001	2016012	2009001	2016012
LA\CA\Account Code	811110	811110	811110	811110
LA\CA\Description	Salary (Regular)	Salary (Regular)	Salary (Regular)	Salary (Regular)

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

Sort Number

LA\Base Amount

4. Select Accounting Period from the Selection List

Drilldown

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	81	81zzzzz	81	81zzzzz
Accounting Period	2009001	2016012	2009001	2016012
LA\CA\Account Code	811110	811110	811110	811110
LA\CA\Description	Salary (Regular)	Salary (Regular)	Salary (Regular)	Salary (Regular)

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	Sort Number
LA\Accounting Period	
LA\Base Amount	

OK
Cancel
Help

5. Click OK

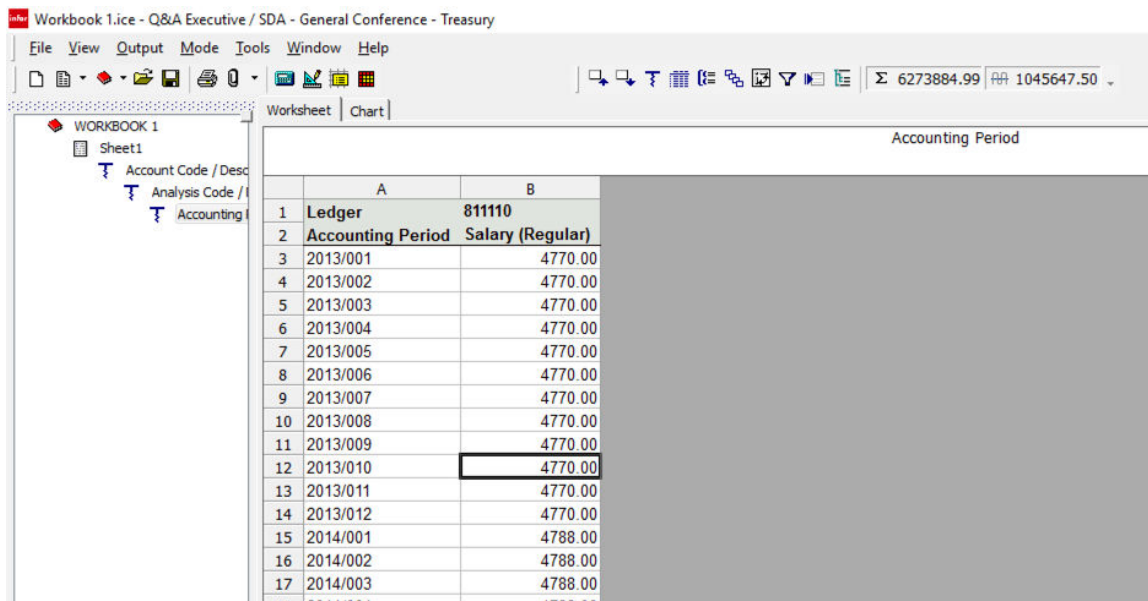
We end up with a listing of this Employee's Salary per Accounting Period.

Drill Three

Drill Four

We can drill into these numbers as well. For this drill, we will pull out transaction details.

1. Click on a number



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File View Output Mode Tools Window Help

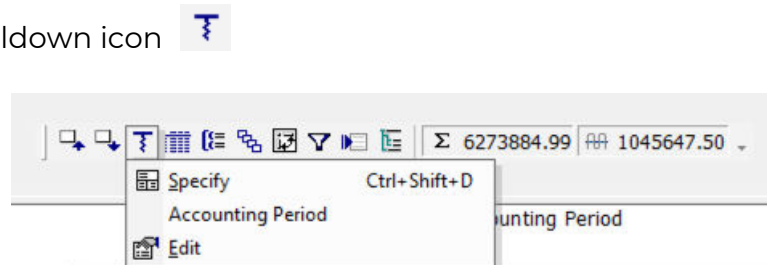
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Worksheet | Chart

Accounting Period

	A	B
1	Ledger	811110
2	Accounting Period	Salary (Regular)
3	2013/001	4770.00
4	2013/002	4770.00
5	2013/003	4770.00
6	2013/004	4770.00
7	2013/005	4770.00
8	2013/006	4770.00
9	2013/007	4770.00
10	2013/008	4770.00
11	2013/009	4770.00
12	2013/010	4770.00
13	2013/011	4770.00
14	2013/012	4770.00
15	2014/001	4788.00
16	2014/002	4788.00
17	2014/003	4788.00

2. Click the drilldown icon



3. Click on Specify

Drilldown

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	81	81zzzzz	81	81zzzzz
Accounting Period	2013/010	2013/010	2013/010	2013/010
LA\CA\Account Code	811110	811110	811110	811110
LA\CA>Description	Salary (Regular)	Salary (Regular)	Salary (Regular)	Salary (Regular)

Selection List

- [-] CN Transaction Currency Code
 - 2nd Base/Reporting Currency Code
 - Rate
- Transaction Operator
- Base Rate
- Base Operator
- Base 2/Reporting Rate
- Base 2/Report Operator
- Transaction Date
- Journal Number
- Journal Line Number
- Journal Type
- [-] JD Journal Type
 - Journal Source
 - Transaction Reference
 - Description
- Order Fulfillment Source

Output

Item	Sort Number
LA\Transaction Date	
LA\Journal Number	
LA\Journal Line Number	
LA\Journal Source	
LA\Transaction Reference	
LA>Description	
LA\Base Amount	

OK Cancel Help

Notice: All the data items from the previous drills are used as Filters in this drill.

Tip: It helps to picture the Ledger Entry screen to remember the data items necessary for a transaction level drill.

4. Select Transaction Date, Journal Number, Journal Line Number, Journal Source, Transaction Reference, and Description

Drilldown

Criteria | Options

Filter

Filter From: 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	81	81zzzzz	81	81zzzzz
Accounting Period	2013/010	2013/010	2013/010	2013/010
LA\CA\Account Code	811110	811110	811110	811110
LA\CA\Description	Salary (Regular)	Salary (Regular)	Salary (Regular)	Salary (Regular)

Selection List

- [-] CN Transaction Currency Code
 - 2nd Base/Reporting Currency Code
 - Rate
 - Transaction Operator
 - Base Rate
 - Base Operator
 - Base 2/Reporting Rate
 - Base 2/Report Operator
 - Transaction Date
 - Journal Number
 - Journal Line Number
 - Journal Type
- [-] JD Journal Type
 - Journal Source
 - Transaction Reference
 - Description
 - Order Fulfillment Source

Output

Item	Sort Number
LA\Transaction Date	
LA\Journal Number	
LA\Journal Line Number	
LA\Journal Source	
LA\Transaction Reference	
LA\Description	
LA\Base Amount	

5. Click OK

We get a Journal Listing for that transaction.

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File View Output Mode Tools Window Help

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Worksheet | Chart

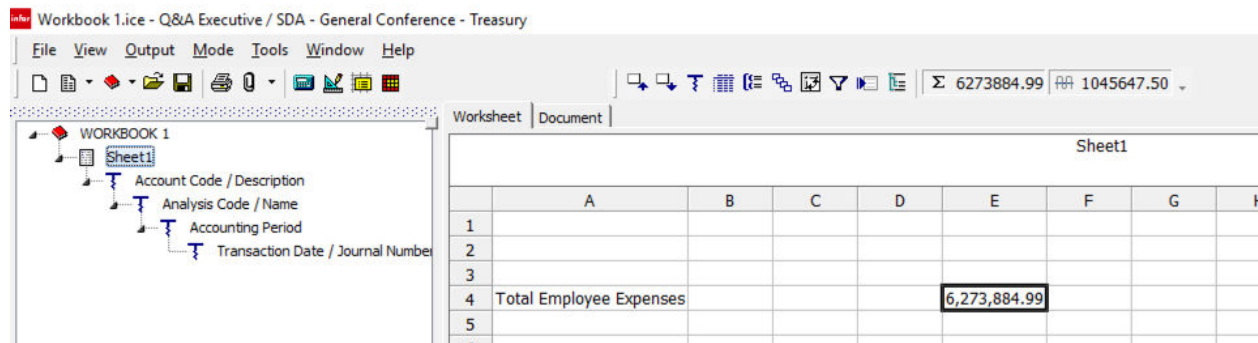
Transaction Date / Journal Number / Journal Line Number

	A	B	C	D	E	F	G
1	Ledger						811110
2	Transaction Date	Journal Number	Journal Line Number	Journal Source	Transaction Reference	Description	Salary (Regular)
3	10/25/2013	372		81 ALV	2013OCTPAY	DELAMONTE, SALVADOR	4770.00
4	Total						4770.00

Drill Five

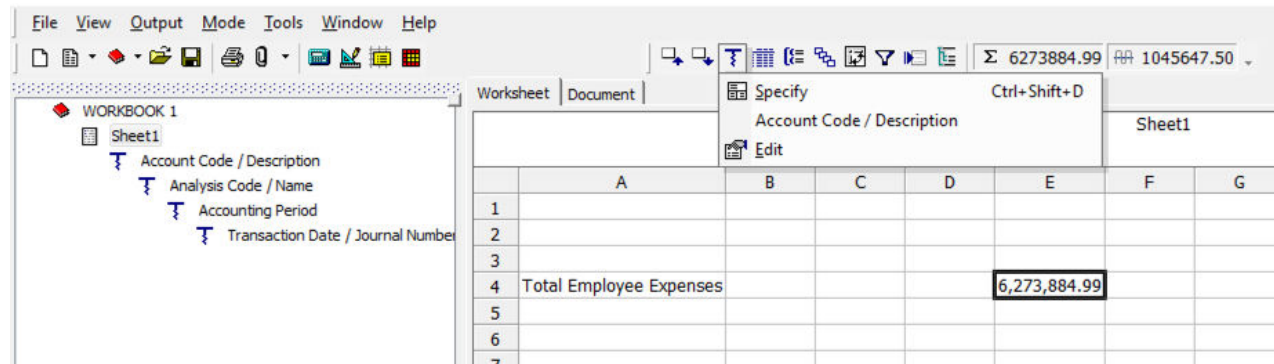
We can continue to drilldown on our Total Employee Expenses report. This time, we will create a Total Employee Cost report.

1. Click on Sheet1 – the original Total Employee Expense report



2. Click the E4 cell

3. Click drilldown icon



4. Select Specify

Drilldown

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	81	81zzzzz	81	81zzzzz
Accounting Period	2009001	2016012	2009001	2016012

Selection List

- [-] 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**
 - Lookup Code
 - Budget Checking
 - Budget Stop
 - Prohibit Posting
 - Budget Navigation Method
 - Combined Budget Check
 - Data Access Group Code
 - Status

Output

Item	Sort Number
LA\L7\Name	
LA\Base Amount	

OK
Cancel
Help

5. Scroll down the Selection List to the L7 Who Analysis table
6. Click the + to Expand the L7 Who Analysis table
7. Double-click Name
8. Click OK

Workbook 1.ice - Q&A Executive / SDA - General Conference - Treasury

File View Output Mode Tools Window Help

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Worksheet Chart

WORKBOOK 1

Sheet1

Account Code / Description

Analysis Code / Name

Accounting Period

Transaction Date / Journal Number

Name

	A	B
1	Who	Ledger
2	Name	Base Amount
3	Almendras, Jacobo	142993.38
4	Army, Roderick	140699.41
5	Bazara, Amandla	138307.46
6	Chen, Yen Chow	115604.11
7	Davis, John	120751.24
8	Delamonte, Salvador	124800.70
9	Diaz, Emeritu	129213.41
10	Diwata, Remedios	112272.24
11	Dulan, Marris	115395.78
12	Eyana, Eduardo	124652.70
13	Faraday, Carlos	138042.71
14	Fuller, Gordon	130691.08
15	Gandhi, Shawaraj	114596.95
16	Garcia, Domingo	101949.70
17	Givens, Carmelita	108247.11
18	Jenkins, Robert	145430.53
19	Jones, David	141629.38
20	Karaoke, Andres	119070.99
21	Khumalo, Boris	142043.52
22	Kim, Jim Yong	126857.95
23	Ledesma, Lourdes	108337.41
24	Luna, Antonio	146997.84
25	Macapagal, Diosdado	145633.18
26	Mantua, Enrique	132567.00
27	Martinez, Luis Montalban	129490.53
28	Mautak, Maria Clara	139025.23
29	McOri, Don	140425.92
30	Mead, Jason	140380.28
31	Mensah, Boateng	135892.75
32	Mohammad, Ashraf	127464.86

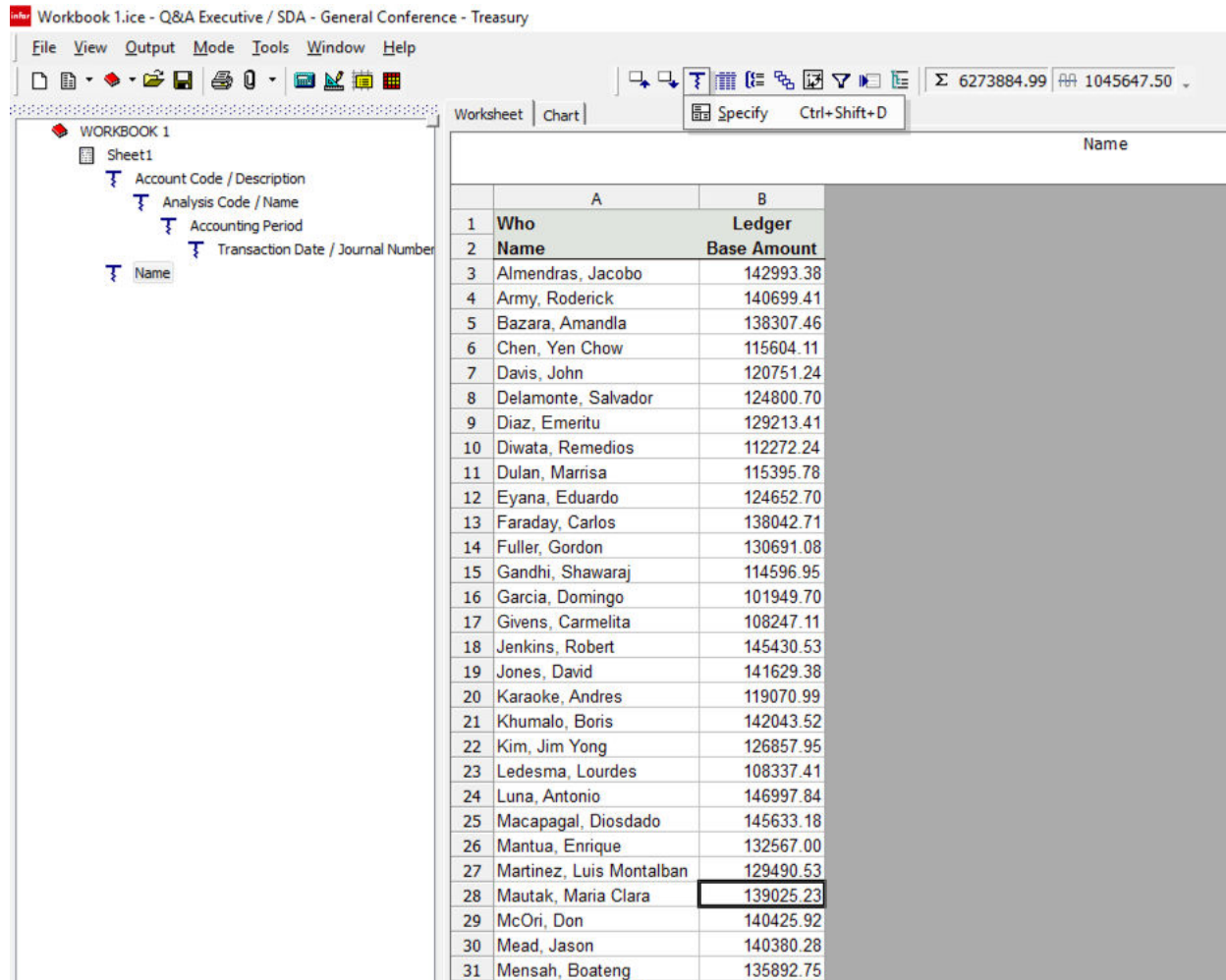
We come up with a nice listing of the Total Employee Cost for the specified periods for each employee.

We can drill down further.

Drill Six

This drill will return a Salary Breakdown by Accounting Period report.

1. Click on the Base Amount to drill on



Who	Base Amount
Almendras, Jacobo	142993.38
Army, Roderick	140699.41
Bazara, Amanda	138307.46
Chen, Yen Chow	115604.11
Davis, John	120751.24
Delamonte, Salvador	124800.70
Diaz, Emeritu	129213.41
Diwata, Remedios	112272.24
Dulan, Marris	115395.78
Eyana, Eduardo	124652.70
Faraday, Carlos	138042.71
Fuller, Gordon	130691.08
Gandhi, Shawaraj	114596.95
Garcia, Domingo	101949.70
Givens, Carmelita	108247.11
Jenkins, Robert	145430.53
Jones, David	141629.38
Karaoke, Andres	119070.99
Khumalo, Boris	142043.52
Kim, Jim Yong	126857.95
Ledesma, Lourdes	108337.41
Luna, Antonio	146997.84
Macapagal, Diosdado	145633.18
Mantua, Enrique	132567.00
Martinez, Luis Montalban	129490.53
Mautak, Maria Clara	139025.23
McOri, Don	140425.92
Mead, Jason	140380.28
Mensah, Boateng	135892.75

2. Click the drilldown icon



3. Select Specify
4. Select Accounting Period

Drilldown

Criteria | Options

Filter

Filter From: 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	81	81zzzzz	81	81zzzzz
Accounting Period	2009001	2016012	2009001	2016012
LA\7\Name	Mautak, Maria Clara	Mautak, Maria Clara	Mautak, Maria Clara	Mautak, Maria Clara

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	Sort Number
LA\Accounting Period	
LA\Base Amount	

OK Cancel Help

5. Click OK

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Worksheet Chart


Accounting Period

	A	B
1	Ledger	Ledger
2	Accounting Period	Base Amount
3	2013/001	6014.13
4	2013/002	6203.89
5	2013/003	6014.13
6	2013/004	6114.89
7	2013/005	6014.13
8	2013/006	6014.13
9	2013/007	6124.13
10	2013/008	6014.13
11	2013/009	6014.13
12	2013/010	6014.13
13	2013/011	6014.13
14	2013/012	6014.13
15	2014/001	6035.65
16	2014/002	6035.65
17	2014/003	6035.65
18	2014/004	6035.65
19	2014/005	6098.65
20	2014/006	6035.65
21	2014/007	6035.65
22	2014/008	6035.65
23	2014/009	6035.65
24	2014/010	6035.65
25	2014/011	6035.65
26	Total	139025.23

Here is our Salary Breakdown by Accounting Period.

Drill Seven

Let's drill into the transactions making up the numbers in the Salary Breakdown by Accounting Period.

1. Highlight all the Base Amount numbers (if you'd like, you can also include the Total figure)
2. Click the drilldown icon 

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File View Output Mode Tools Window Help

Worksheet Chart

Specify Accounting Period Edit

Accounting Period

	A	B
1	Ledger	Ledger
2	Accounting Period	Base Amount
3	2013/001	6014.13
4	2013/002	6203.89
5	2013/003	6014.13
6	2013/004	6114.89
7	2013/005	6014.13
8	2013/006	6014.13
9	2013/007	6124.13
10	2013/008	6014.13
11	2013/009	6014.13
12	2013/010	6014.13
13	2013/011	6014.13
14	2013/012	6014.13
15	2014/001	6035.65
16	2014/002	6035.65
17	2014/003	6035.65
18	2014/004	6035.65
19	2014/005	6098.65
20	2014/006	6035.65
21	2014/007	6035.65
22	2014/008	6035.65
23	2014/009	6035.65
24	2014/010	6035.65
25	2014/011	6035.65
26	Total	139025.23

3. Select Specify
4. Select Transaction Date, Journal Number, Journal Line Number, Journal Source, Transaction Reference, and Description

Drilldown

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	81	81zzzzz	81	81zzzzz
Accounting Period	2013/001	2013/001	2013/001	2013/001
LA\7Name	Mautak, Maria Clara	Mautak, Maria Clara	Mautak, Maria Clara	Mautak, Maria Clara

Selection List

- CN Transaction Currency Code
- 2nd Base/Reporting Currency Code
- Rate
- Transaction Operator
- Base Rate
- Base Operator
- Base 2/Reporting Rate
- Base 2/Report Operator
- Transaction Date
- Journal Number
- Journal Line Number
- Journal Type
- JD Journal Type
- Journal Source
- Transaction Reference
- Description
- Order Fulfillment Source

Output

Item	Sort Number
LA\Transaction Date	
LA\Journal Number	
LA\Journal Line Number	
LA\Journal Source	
LA\Transaction Reference	
LA\Description	
LA\Base Amount	

OK
Cancel
Help

5. Click OK

Workbook 1 Ice - Q&A Executive / SDA - General Conference - Treasury

File View Output Mode Tools Window Help

Transaction Date / Journal Number / Journal Line Number


	A	B	C	D	E	F	G	H	I	J
1	Ledger									
2	Transaction Date	Journal Number	Journal Line Number	Journal Source	Transaction Reference	Description	2013/001	2013/002	2013/003	2013/00
3	01/25/2013	95	393 DDO	2013JanPay	Mautak, Maria Clara	5565.00				
4	01/25/2013	95	395 DDO	2013JanPay	Mautak, Maria Clara	250.00				
5	01/25/2013	95	397 DDO	2013JanPay	Mautak, Maria Clara	139.13				
6	01/25/2013	95	399 DDO	2013JanPay	Mautak, Maria Clara	60.00				
7	02/24/2013	99	403 DDO	2013JanPay	Mautak, Maria Clara		5565.00			
8	02/24/2013	99	405 DDO	2013JanPay	Mautak, Maria Clara		250.00			
9	02/24/2013	99	407 DDO	2013JanPay	Mautak, Maria Clara		139.13			
10	02/24/2013	99	409 DDO	2013JanPay	Mautak, Maria Clara		60.00			
11	02/24/2013	99	411 DDO	2013JanPay	Mautak, Maria Clara		189.76			
12	03/26/2013	115	393 DDO	2013MARPAY	Mautak, Maria Clara		5565.00			
13	03/26/2013	115	395 DDO	2013MARPAY	Mautak, Maria Clara			250.00		
14	03/26/2013	115	397 DDO	2013MARPAY	Mautak, Maria Clara			139.13		
15	03/26/2013	115	399 DDO	2013MARPAY	Mautak, Maria Clara			60.00		
16	04/24/2013	116	403 DDO	2013APRPAY	Mautak, Maria Clara				5565.00	
17	04/24/2013	116	405 DDO	2013APRPAY	Mautak, Maria Clara				250.00	
18	04/24/2013	116	407 DDO	2013APRPAY	Mautak, Maria Clara				139.13	
19	04/24/2013	116	409 DDO	2013APRPAY	Mautak, Maria Clara				60.00	
20	04/24/2013	116	411 DDO	2013APRPAY	Mautak, Maria Clara				100.00	
21	05/25/2013	173	389 DDO	2013MAYPAY	MAUTAK, MARIA CLARA					
22	05/25/2013	173	391 DDO	2013MAYPAY	MAUTAK, MARIA CLARA					
23	05/25/2013	173	393 DDO	2013MAYPAY	MAUTAK, MARIA CLARA					
24	05/25/2013	173	395 DDO	2013MAYPAY	MAUTAK, MARIA CLARA					
25	05/25/2013	174	387 DDO	2013JUNEPAY	MAUTAK, MARIA CLARA					
26	05/25/2013	174	389 DDO	2013JUNEPAY	MAUTAK, MARIA CLARA					
27	05/25/2013	174	391 DDO	2013JUNEPAY	MAUTAK, MARIA CLARA					
28	05/25/2013	174	393 DDO	2013JUNEPAY	MAUTAK, MARIA CLARA					
29	07/24/2013	302	389 ALV	2013JULYPAY	MAUTAK, MARIA CLARA					
30	07/24/2013	302	391 ALV	2013JULYPAY	MAUTAK, MARIA CLARA					
31	07/24/2013	302	393 ALV	2013JULYPAY	MAUTAK, MARIA CLARA					
32	07/24/2013	302	395 ALV	2013JULYPAY	MAUTAK, MARIA CLARA					
33	07/24/2013	302	397 ALV	2013JULYPAY	MAUTAK, MARIA CLARA					

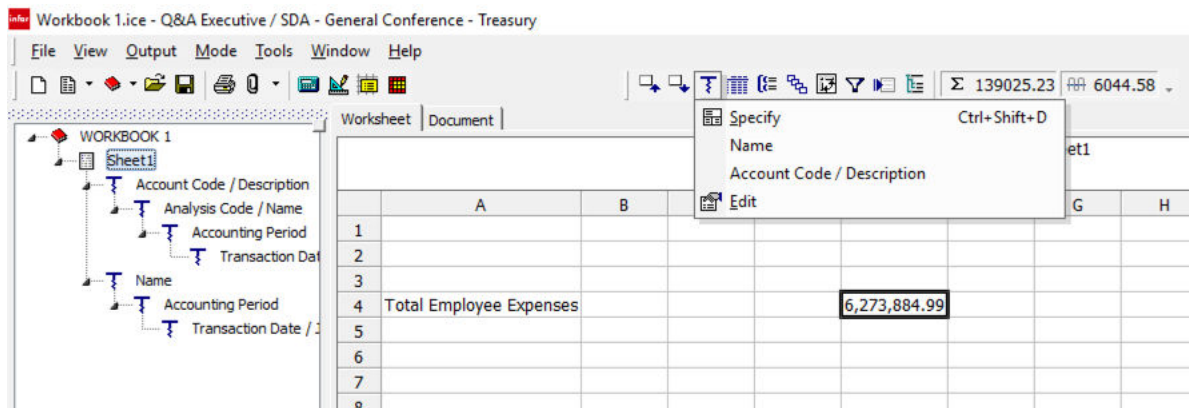
We can keep drilling down on these numbers as well.

The wonderful part about QA Executive drilldowns, is the fact that you can research into any data you want to create your own listings and reports.

Drill Eight

Let's start another drill series.

1. Click on Sheet 1 to get back to the original Total Employee Expenses report
2. Click on E4
3. Click the drilldown icon 



4. Select Specify
5. Scroll down the Selection List until you get to L4 Function Analysis
6. Click the + to expand the L4 Function Analysis
7. Select Name

Drilldown

CriteriaOptions

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	81	81zzzzz	81	81zzzzz
Accounting Period	2009001	2016012	2009001	2016012

Selection List

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

Analysis Code

Name

Lookup Code

Budget Checking

Budget Stop

Prohibit Posting

Budget Navigation Method

Combined Budget Check

Data Access Group Code

Output

Item

Sort Number

LA\L4\Name

LA\Base Amount

OK

Cancel

Help

8. Click OK

Drill Eight

28

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Worksheet Chart

WORKBOOK 1

Sheet1

Account Code / Description

Analysis Code / Name

Accounting Period

Transaction Date

Name

Accounting Period

Transaction Date / J

Name


Name	
A	B
1	Function
2	Ledger
3	Base Amount
3	Accounting
4	Arlington District No. 1
5	Children's Ministries
6	Communication
7	Congressional District No. 2
8	Education
9	Executive Secretary
10	Family Ministry
11	Georgetown District No. 3
12	Health Ministry
13	In-House Operation
14	Ministerial Association
15	Oxon Hill District No. 4
16	Potomac River District No. 5
17	Presidential
18	Public Affairs & Religious Liberty/Legal
19	Publishing
20	Sabbath School/Personal Ministries
21	Secretarial Services
22	Stewardship/Trust Services
23	Tidal Basin District No. 6
24	Treasurer
25	Treasury
26	Vice President
27	Women's Ministry
28	Youth
29	Total

We have a nice little listing of the breakdown of total employee expenses by department.

We can continue drilling down on this listing.

Drill Nine

Let's come up with a breakdown by Employee within the Executive Secretary Department.

1. Click the Base Amount for the Executive Secretary Department
2. Click drilldown icon 
3. Select Specify

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File View Output Mode Tools Window Help

Σ 139025.23 6044.58

Worksheet Chart Specify Ctrl+Shift+D

WORKBOOK 1

Sheet1

Account Code / Description

Analysis Code / Name

Accounting Period

Transaction Date

Name

Accounting Period

Transaction Date /

Name

	A	B
1	Function	Ledger
2	Name	Base Amount
3	Accounting	322075.15
4	Arlington District No. 1	509202.02
5	Children's Ministries	139025.23
6	Communication	140890.36
7	Congressional District No. 2	481042.00
8	Education	138042.71
9	Executive Secretary	146997.84
10	Family Ministry	140380.28
11	Georgetown District No. 3	378977.19
12	Health Ministry	142049.06
13	In-House Operation	214171.60
14	Ministerial Association	141629.38
15	Oxon Hill District No. 4	378699.86
16	Potomac River District No. 5	377804.25
17	Presidential	274906.24
18	Public Affairs & Religious Liberty/Legal	136328.60
19	Publishing	147944.54
20	Sabbath School/Personal Ministries	139446.42
21	Secretarial Services	335116.30
22	Stewardship/Trust Services	142993.38
23	Tidal Basin District No. 6	505154.64
24	Treasurer	145633.18
25	Treasury	379970.32
26	Vice President	141793.52
27	Women's Ministry	135303.46
28	Youth	138307.46
29	Total	6273884.99

4. Scroll down the Selection to the L7 Who Analysis table
5. Click + to expand that table
6. Select Name

Drilldown

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	81	81zzzzz	81	81zzzzz
Accounting Period	2009001	2016012	2009001	2016012
LA\7\Name	Executive Secretary	Executive Secretary	Executive Secretary	Executive Secretary

Selection List

- 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
- Lookup Code
- Budget Checking
- Budget Stop
- Prohibit Posting
- Budget Navigation Method
- Combined Budget Check
- Data Access Group Code

Output

Item	Sort Number
LA\7\Name	
Σ LA\Base Amount	

OK Cancel Help

7. Click OK

Workbook 1.ice - Q&A Executive / SDA - General Conference - Treasury

File View Output Mode Tools Window Help

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Worksheet Chart

WORKBOOK 1

Sheet1

Account Code / Description

Analysis Code / Name

Accounting Period

Transaction Date /

Name

Accounting Period

Transaction Date /

Name

Name


	A	B
1	Who	Ledger
2	Name	Base Amount
3	Luna, Antonio	146997.84
4	Total	146997.84

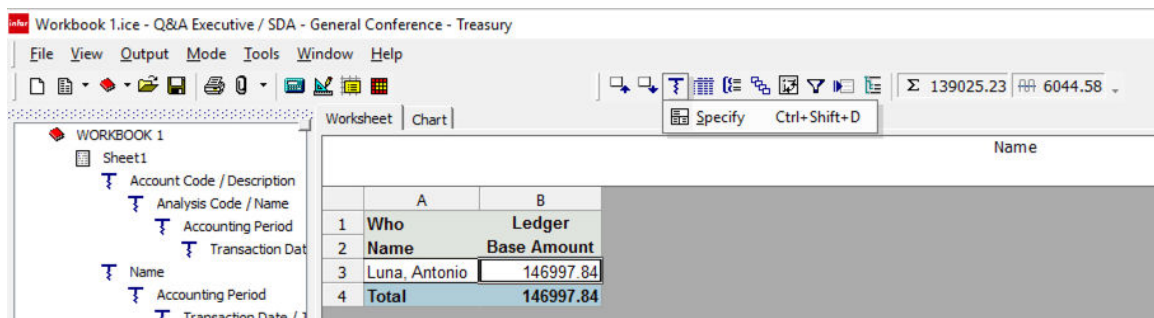
Our drilldown shows all the employee expenses for the period were incurred by one employee in the Executive Secretary Department.

Let's drilldown further.

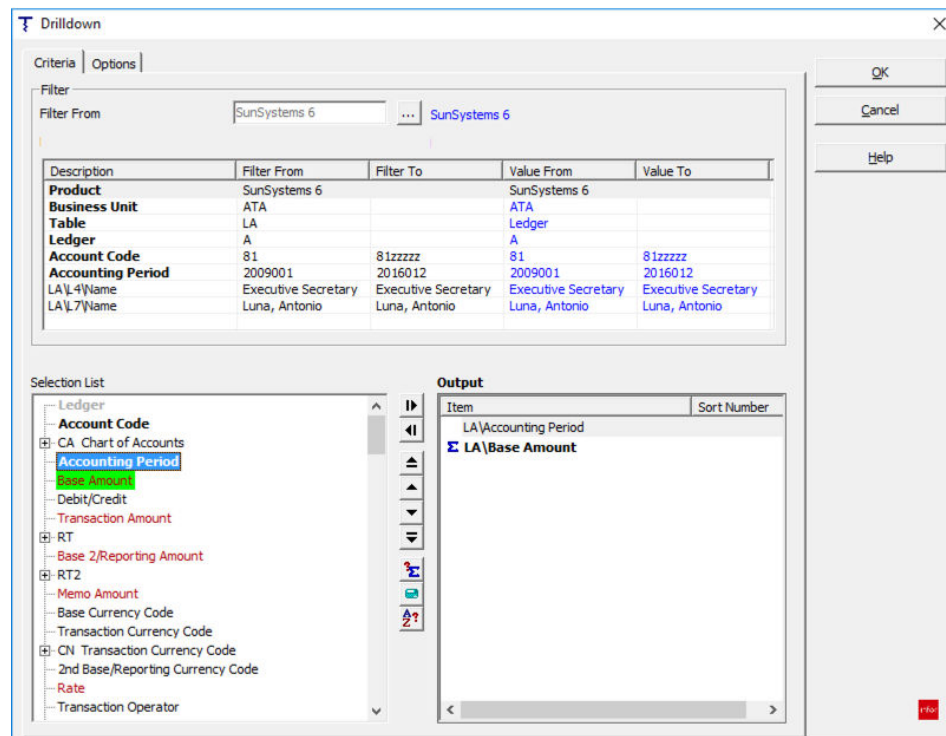
Drill Ten

Let's drilldown into the Executive Secretary Department's Employee's Base Amount, to analyze by Accounting Period.

1. Click the Base Amount figure
2. Click the drilldown icon 



3. Select Specify
4. Select Accounting Period



5. Click OK

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File View Output Mode Tools Window Help

Σ 139025.23 6044.58

Worksheet | Chart


Accounting Period

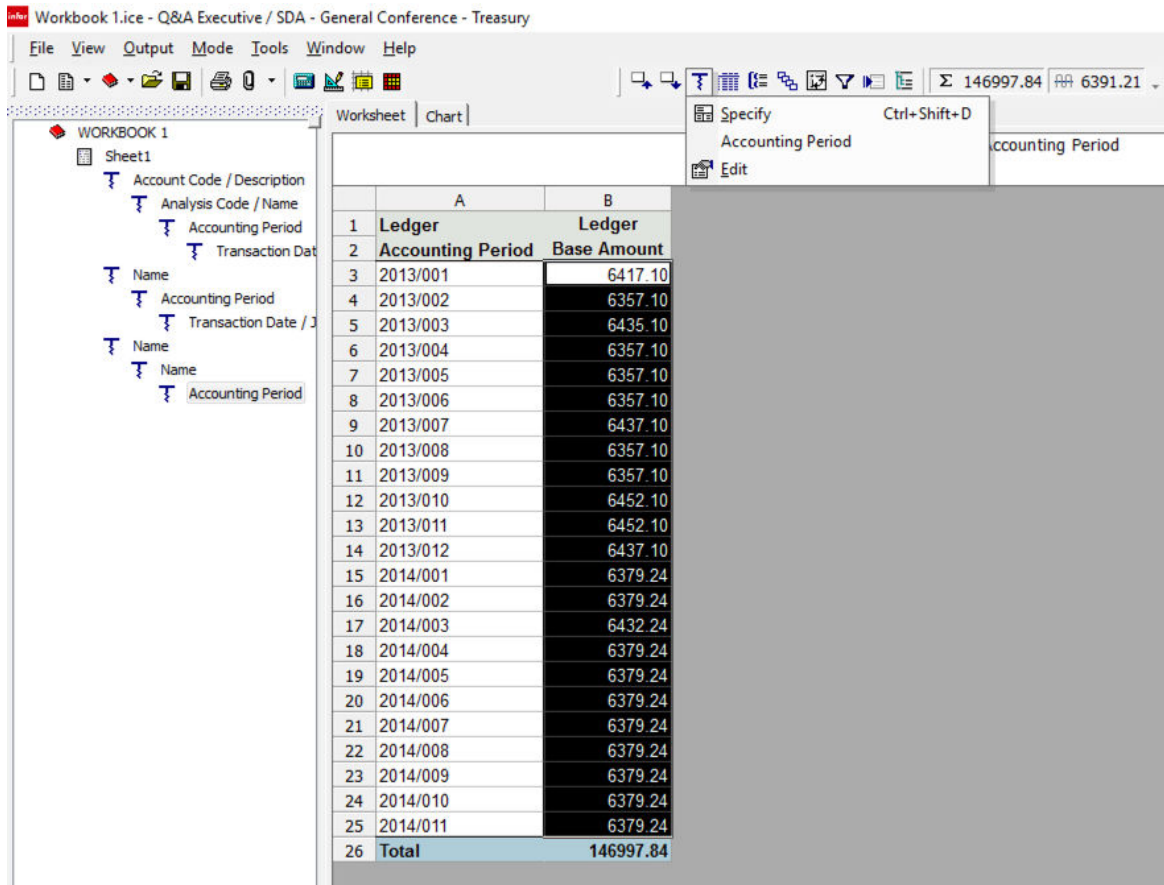
	A	B
1	Ledger	Ledger
2	Accounting Period	Base Amount
3	2013/001	6417.10
4	2013/002	6357.10
5	2013/003	6435.10
6	2013/004	6357.10
7	2013/005	6357.10
8	2013/006	6357.10
9	2013/007	6437.10
10	2013/008	6357.10
11	2013/009	6357.10
12	2013/010	6452.10
13	2013/011	6452.10
14	2013/012	6437.10
15	2014/001	6379.24
16	2014/002	6379.24
17	2014/003	6432.24
18	2014/004	6379.24
19	2014/005	6379.24
20	2014/006	6379.24
21	2014/007	6379.24
22	2014/008	6379.24
23	2014/009	6379.24
24	2014/010	6379.24
25	2014/011	6379.24
26	Total	146997.84

We have a listing of the Executive Secretary Department's Employee's expenses broken into Accounting Period.

Drill Eleven

Let's drill into these figures to see the Account Codes are included in these expenses. I also want to keep the Employee's Name so that my listing includes that detail.

1. Highlight all the Base Amount figures
2. Click the drilldown icon 



Workbook 1.ice - Q&A Executive / SDA - General Conference - Treasury

File View Output Mode Tools Window Help

Worksheet Chart

Specify Accounting Period Edit

	A	B
1	Ledger	Ledger
2	Accounting Period	Base Amount
3	2013/001	6417.10
4	2013/002	6357.10
5	2013/003	6435.10
6	2013/004	6357.10
7	2013/005	6357.10
8	2013/006	6357.10
9	2013/007	6437.10
10	2013/008	6357.10
11	2013/009	6357.10
12	2013/010	6452.10
13	2013/011	6452.10
14	2013/012	6437.10
15	2014/001	6379.24
16	2014/002	6379.24
17	2014/003	6432.24
18	2014/004	6379.24
19	2014/005	6379.24
20	2014/006	6379.24
21	2014/007	6379.24
22	2014/008	6379.24
23	2014/009	6379.24
24	2014/010	6379.24
25	2014/011	6379.24
26	Total	146997.84

3. Select Specify
4. Scroll down to the L7 Who Analysis table
5. Click + to expand the L7 Who Analysis table
6. Select Name

Drilldown

Criteria | Options

Filter

Filter From: Luna, Antonio

Filter To: Luna, Antonio

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	81	81zzzzz	81	81zzzzz
Accounting Period	2013/001	2013/001	2013/001	2013/001
LA\4\Name	Executive Secretary	Executive Secretary	Executive Secretary	Executive Secretary
LA\7\Name	Luna, Antonio	Luna, Antonio	Luna, Antonio	Luna, Antonio

Selection List

- Ledger
 - Account Code
 - CA Chart of Accounts
 - 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	Sort Number
LA\Base Amount	
LA\7\Name	

7. Scroll up the Selection List to the CA Chart of Accounts table
8. Click + to expand the CA Chart of Accounts table
9. Select Account Code from the Chart of Accounts table
10. Select Description from the Chart of Accounts table

Drilldown

Criteria | Options

Filter

Filter From: Luna, Antonio

Filter To: Luna, Antonio

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	81	81zzzzz	81	81zzzzz
Accounting Period	2013/001	2013/001	2013/001	2013/001
LA\4\Name	Executive Secretary	Executive Secretary	Executive Secretary	Executive Secretary
LA\7\Name	Luna, Antonio	Luna, Antonio	Luna, Antonio	Luna, Antonio

Selection List

- Ledger
 - Account Code
 - CA Chart of Accounts
 - 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

Output

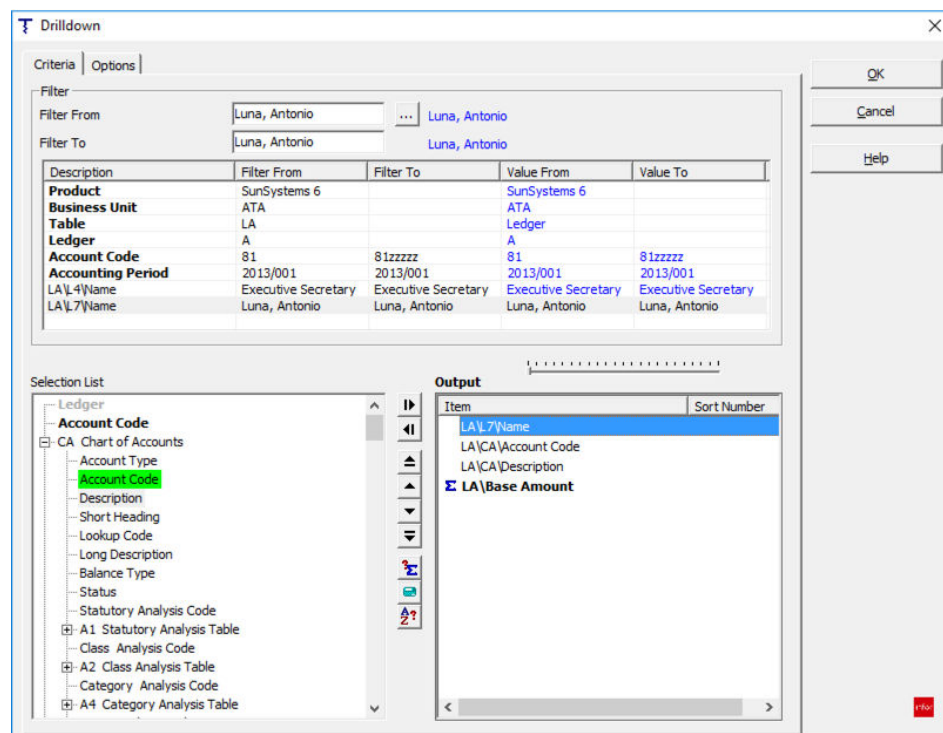
Item	Sort Number
LA\CA\Account Code	
LA\CA>Description	
LA\Base Amount	
LA\7\Name	

Notice: The order in which the data items are listed in the Output pane will determine the column order in the results.

To change the order of data items:

- Drag the items into the order you want, or
- Click the data item, then use the arrows

11. Change the order of the data items to: Name, Account Code, Description, and Base Amount



12. Click OK

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File View Output Mode Tools Window Help

Σ 146997.84 6391.21

Worksheet | Chart

WORKBOOK 1

Sheet1

Account Code / Description

Analysis Code / Name

Accounting Period

Transaction Date / J

Name

Accounting Period

Name

Accounting Period

Name / Account

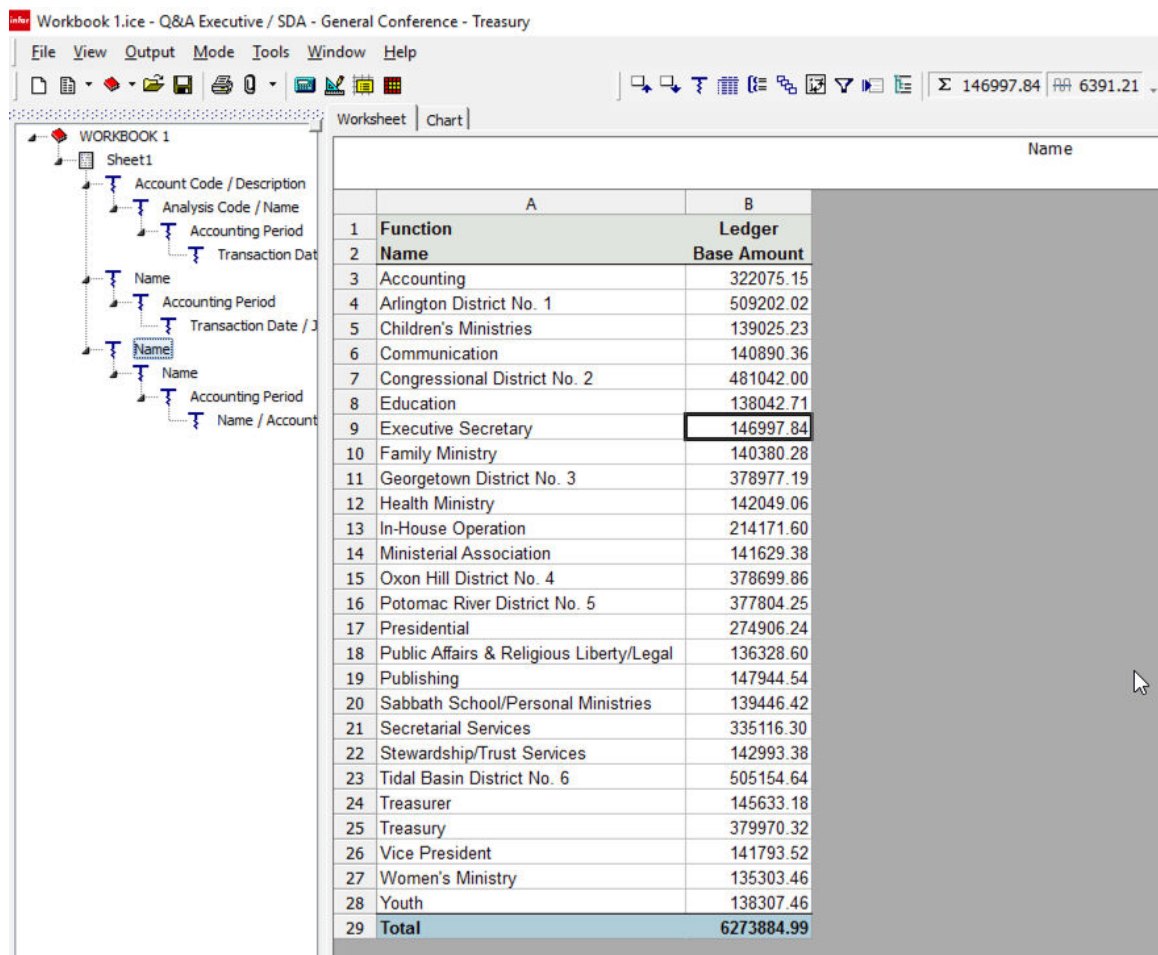
Name / Account Code / Description												
	A	B	C	D	E	F	G	H	I	J	K	
1	Who	Chart of Accounts		2013/001	2013/002	2013/003	2013/004	2013/005	2013/006	2013/007	2013/008	2013
2	Name	Account Code	Description									
3	Luna, Antonio	811110	Salary (Regular)	5724.00	5724.00	5724.00	5724.00	5724.00	5724.00	5724.00	5724.00	57
4	Luna, Antonio	811220	Car Depreciation Allowance	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	2
5	Luna, Antonio	811230	Child Allowance	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	1
6	Luna, Antonio	811410	Area Travel Subsidy (House to Office Travel)	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	
7	Luna, Antonio	816110	Medical Policy Premium	60.00		78.00				80.00		
8	Luna, Antonio	817110	Tax Assistance	143.10	143.10	143.10	143.10	143.10	143.10	143.10	143.10	1
9	Total			6417.10	6357.10	6435.10	6357.10	6357.10	6357.10	6437.10	6357.10	63

Here is the breakdown of the Department Employee Expense by Accounting Period, Account, and Employee.

Drill Twelve

Let's go back to the first drilldown of this series and this time, drill down by Employee name to see which Employee got charged for what.

1. Click on the first drilldown of the third drilldown series displayed in the Drill Tree Pane



Workbook 1.ice - Q&A Executive / SDA - General Conference - Treasury

File View Output Mode Tools Window Help

Σ 146997.84 6391.21

Worksheet | Chart

WORKBOOK 1

Sheet1

Account Code / Description

Analysis Code / Name

Accounting Period

Transaction Date

Name

Accounting Period


Transaction Date /

Name

Accounting Period

Name / Account

	A	B
1	Function	Ledger
2	Name	Base Amount
3	Accounting	322075.15
4	Arlington District No. 1	509202.02
5	Children's Ministries	139025.23
6	Communication	140890.36
7	Congressional District No. 2	481042.00
8	Education	138042.71
9	Executive Secretary	146997.84
10	Family Ministry	140380.28
11	Georgetown District No. 3	378977.19
12	Health Ministry	142049.06
13	In-House Operation	214171.60
14	Ministerial Association	141629.38
15	Oxon Hill District No. 4	378699.86
16	Potomac River District No. 5	377804.25
17	Presidential	274906.24
18	Public Affairs & Religious Liberty/Legal	136328.60
19	Publishing	147944.54
20	Sabbath School/Personal Ministries	139446.42
21	Secretarial Services	335116.30
22	Stewardship/Trust Services	142993.38
23	Tidal Basin District No. 6	505154.64
24	Treasurer	145633.18
25	Treasury	379970.32
26	Vice President	141793.52
27	Women's Ministry	135303.46
28	Youth	138307.46
29	Total	6273884.99

2. Highlight all Base Amounts
3. Click the drilldown icon 

Workbook 1.ice - Q&A Executive / SDA - General Conference - Treasury

File View Output Mode Tools Window Help

Σ 6273884.99 241303.27

Worksheet | Chart

Specify Ctrl+Shift+D
Name
Edit

Name

	A	B
1	Function	Ledger
2	Name	Base Amount
3	Accounting	322075.15
4	Arlington District No. 1	509202.02
5	Children's Ministries	139025.23
6	Communication	140890.36
7	Congressional District No. 2	481042.00
8	Education	138042.71
9	Executive Secretary	146997.84
10	Family Ministry	140380.28
11	Georgetown District No. 3	378977.19
12	Health Ministry	142049.06
13	In-House Operation	214171.60
14	Ministerial Association	141629.38
15	Oxon Hill District No. 4	378699.86
16	Potomac River District No. 5	377804.25
17	Presidential	274906.24
18	Public Affairs & Religious Liberty/Legal	136328.60
19	Publishing	147944.54
20	Sabbath School/Personal Ministries	139446.42
21	Secretarial Services	335116.30
22	Stewardship/Trust Services	142993.38
23	Tidal Basin District No. 6	505154.64
24	Treasurer	145633.18
25	Treasury	379970.32
26	Vice President	141793.52
27	Women's Ministry	135303.46
28	Youth	138307.46
29	Total	6273884.99

4. Select Specify
5. Scroll down the Selection List to the L7 Who Analysis Table
6. Click + to expand the L7 Who Analysis Table
7. Double-click to select Name

Drilldown

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	81	81zzzzz	81	81zzzzz
Accounting Period	2009001	2016012	2009001	2016012
LA\4\Name	Accounting	Accounting	Accounting	Accounting

Selection List

- 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**
 - Lookup Code
 - Budget Checking
 - Budget Stop
 - Prohibit Posting
 - Budget Navigation Method
 - Combined Budget Check
 - Data Access Group Code
 - Status
 - Analysis Dimension Id

Output

Item	Sort Number
LA\7\Name	
LA\Base Amount	

OK
Cancel
Help

8. Click OK

Workbook 1.ice - Q&A Executive / SDA - General Conference - Treasury

File View Output Mode Tools Window Help

Σ 6273884.99 | 241303.27

Worksheet | Chart


Name		A	B	C	D	E	F	G	H
1	Who								
2	Name	Accounting	Arlington District No. 1	Children's Ministries	Communication	Congressional District No. 2	Education	Executive Secretary	
3	Almendras, Jacobo								
4	Army, Roderick								
5	Bazara, Amandla								
6	Chen, Yen Chow					115604.11			
7	Davis, John					120751.24			
8	Delamonte, Salvador								
9	Diaz, Emeritu								
10	Diwata, Remedios								
11	Dulan, Marisa								
12	Eyana, Eduardo								
13	Faraday, Carlos						138042.71		
14	Fuller, Gordon			130691.08					
15	Gandhi, Shawaraj								
16	Garcia, Domingo	101949.70							
17	Givens, Carmelita								
18	Jenkins, Robert								
19	Jones, David								
20	Karaoke, Andres								
21	Khumalo, Boris								
22	Kim, Jim Yong					126857.95			
23	Ledesma, Lourdes	108337.41							
24	Luna, Antonio								146997.84
25	Macapagal, Diosdado								
26	Mantua, Enrique								
27	Martinez, Luis Montalban			129490.53					
28	Mautak, Maria Clara				139025.23				
29	McOri, Don								
30	Mead, Jason								
31	Mensah, Boateng								

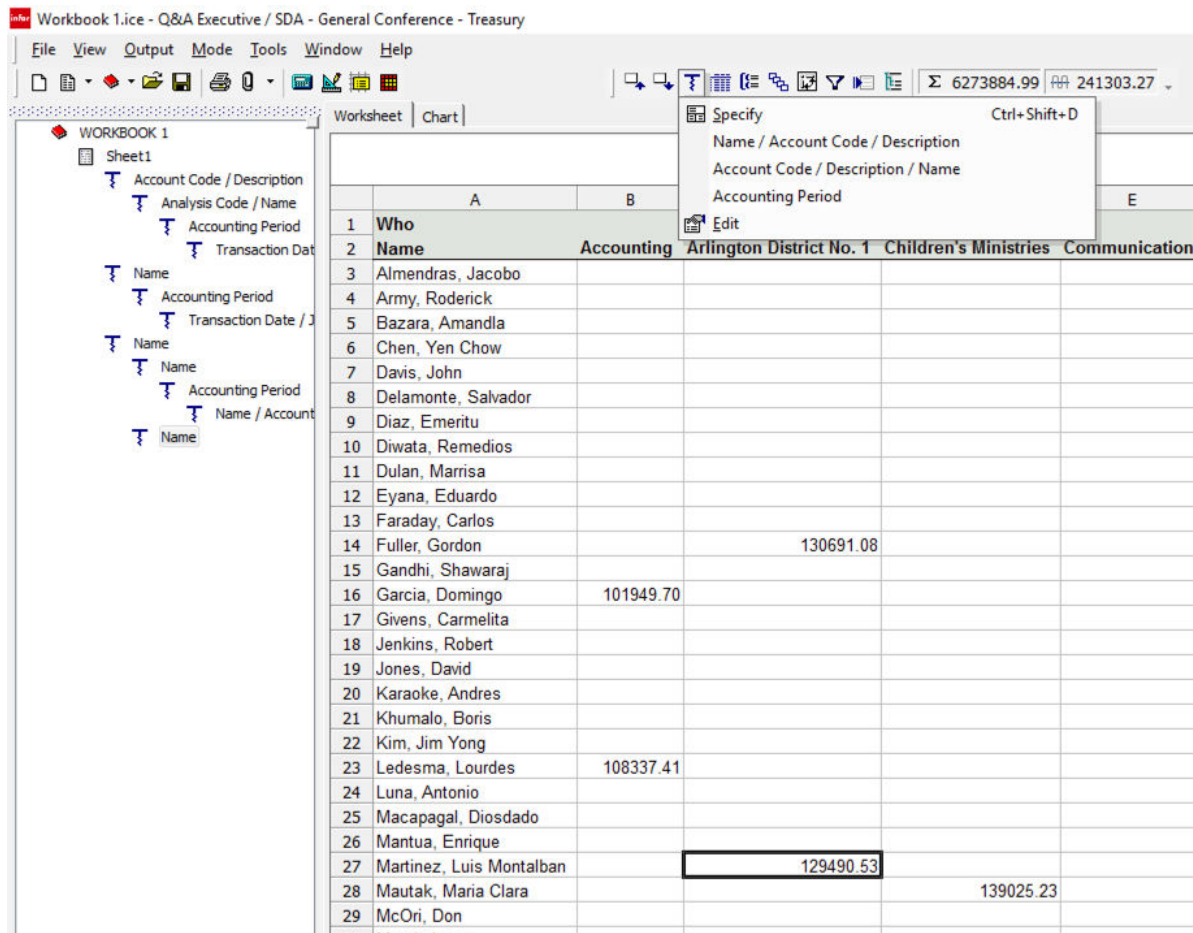
This listing shows individual Employee Expenses by Department.

Notice: The Department titles are displayed as column headers in row 2.

Drill Thirteen

Let's drilldown on Drill Twelve to the transaction level to find the Account Code and the Account Description.

1. Click on one of the Base Amount figures
2. Click the drilldown icon 
3. Select Specify



The screenshot shows the SunPlus software interface with a drilldown menu open. The menu options are: Specify (Ctrl+Shift+D), Name / Account Code / Description, Account Code / Description / Name, Accounting Period, and Edit. The table below shows the transaction data.

	A	B		E
1	Who			
2	Name	Accounting	Arlington District No. 1 Children's Ministries	Communication
3	Almendras, Jacobo			
4	Army, Roderick			
5	Bazara, Amandla			
6	Chen, Yen Chow			
7	Davis, John			
8	Delamonte, Salvador			
9	Diaz, Emeritu			
10	Diwata, Remedios			
11	Dulan, Marris			
12	Eyana, Eduardo			
13	Faraday, Carlos			
14	Fuller, Gordon		130691.08	
15	Gandhi, Shawaraj			
16	Garcia, Domingo	101949.70		
17	Givens, Carmelita			
18	Jenkins, Robert			
19	Jones, David			
20	Karaoke, Andres			
21	Khumalo, Boris			
22	Kim, Jim Yong			
23	Ledesma, Lourdes	108337.41		
24	Luna, Antonio			
25	Macapagal, Diosdado			
26	Mantua, Enrique			
27	Martinez, Luis Montalban		129490.53	
28	Mautak, Maria Clara			139025.23
29	McOri, Don			

4. Click the + to expand the CA Chart of Accounts Table
5. Select Account Code from the Chart of Accounts Table
6. Select Description from the Chart of Accounts Table

Drilldown

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	81	81zzzzz	81	81zzzzz
Accounting Period	2009001	2016012	2009001	2016012
LA\4\Name	Arlington District N...	Arlington District N...	Arlington District N...	Arlington District N...
LA\7\Name	Martinez, Luis Mon...	Martinez, Luis Mon...	Martinez, Luis Mon...	Martinez, Luis Mon...

Selection List

- Ledger
 - Account Code
 - CA Chart of Accounts
 - 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

Output

Item	Sort Number
LA\CA\Account Code	
LA\CA>Description	
LA\Base Amount	

OK
Cancel
Help

7. Click OK

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File View Output Mode Tools Window Help

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Worksheet | Chart

WORKBOOK 1

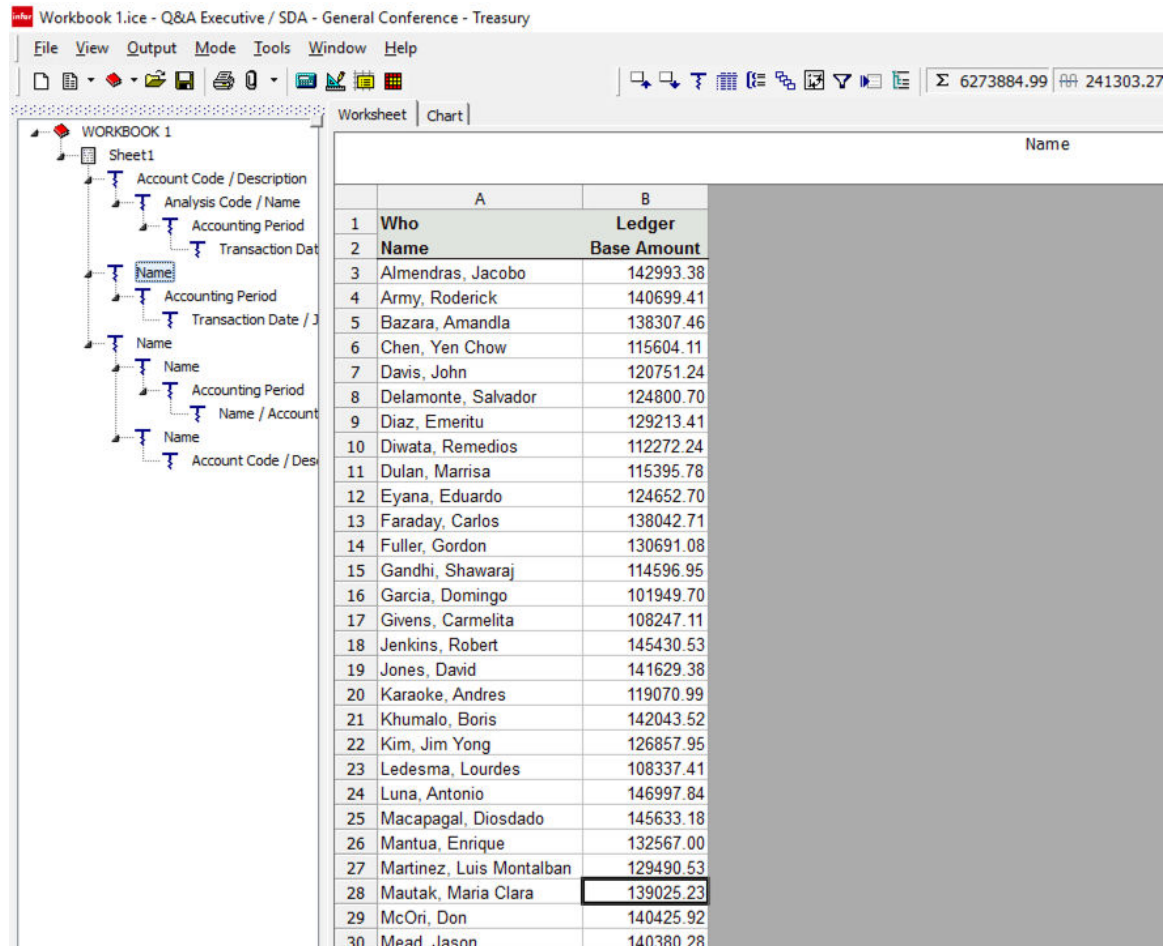
- Sheet1
 - Account Code / Description
 - Analysis Code / Name
 - Accounting Period
 - Transaction Date
 - Name
 - Accounting Period
 - Transaction Date / 3
 - Name
 - Name
 - Accounting Period
 - Name / Account
 - Name
 - Account Code / Des

Account Code / Description			
	A	B	C
1	Chart of Accounts		
2	Account Code	Description	Arlington District No. 1
3	811110	Salary (Regular)	117235.20
4	811220	Car Depreciation Allowance	5750.00
5	811230	Child Allowance	1380.00
6	811410	Area Travel Subsidy (House to Office Travel)	1380.00
7	816110	Medical Policy Premium	814.45
8	817110	Tax Assistance	2930.88
9	Total		129490.53

Return to Previous Drilldowns

All of the drills we have run starting from the original Total Employee Expenses report during this session is displayed in hierarchical order in the Drill Tree Pane. Those drills are available. You can go back and run them again at any time.

To run a previously run drilldown, click on that drilldown in the Drill Tree.



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Σ 6273884.99 241303.27

Worksheet | Chart

WORKBOOK 1

Sheet1

Account Code / Description

Analysis Code / Name

Accounting Period

Transaction Date

Name

Accounting Period

Transaction Date / 3

Name

Name

Accounting Period

Name / Account

Name

Account Code / Des

	A	B
1	Who	Ledger
2	Name	Base Amount
3	Almendras, Jacobo	142993.38
4	Army, Roderick	140699.41
5	Bazara, Amandla	138307.46
6	Chen, Yen Chow	115604.11
7	Davis, John	120751.24
8	Delamonte, Salvador	124800.70
9	Diaz, Emeritu	129213.41
10	Diwata, Remedios	112272.24
11	Dulan, Marrisa	115395.78
12	Eyana, Eduardo	124652.70
13	Faraday, Carlos	138042.71
14	Fuller, Gordon	130691.08
15	Gandhi, Shawaraj	114596.95
16	Garcia, Domingo	101949.70
17	Givens, Carmelita	108247.11
18	Jenkins, Robert	145430.53
19	Jones, David	141629.38
20	Karaoke, Andres	119070.99
21	Khumalo, Boris	142043.52
22	Kim, Jim Yong	126857.95
23	Ledesma, Lourdes	108337.41
24	Luna, Antonio	146997.84
25	Macapagal, Diosdado	145633.18
26	Mantua, Enrique	132567.00
27	Martinez, Luis Montalban	129490.53
28	Mautak, Maria Clara	139025.23
29	McOri, Don	140425.92
30	Mead, Jason	140380.28

We can run further drills from the replayed drill, if necessary.