

QA Executive Training

Summary Reports

This lesson covers the process of making Summary Reports in Q&A Executive.

A Summary Report is slightly different from a Summary Link. The difference: a Summary Link performs a calculation and returns one value to a single cell.

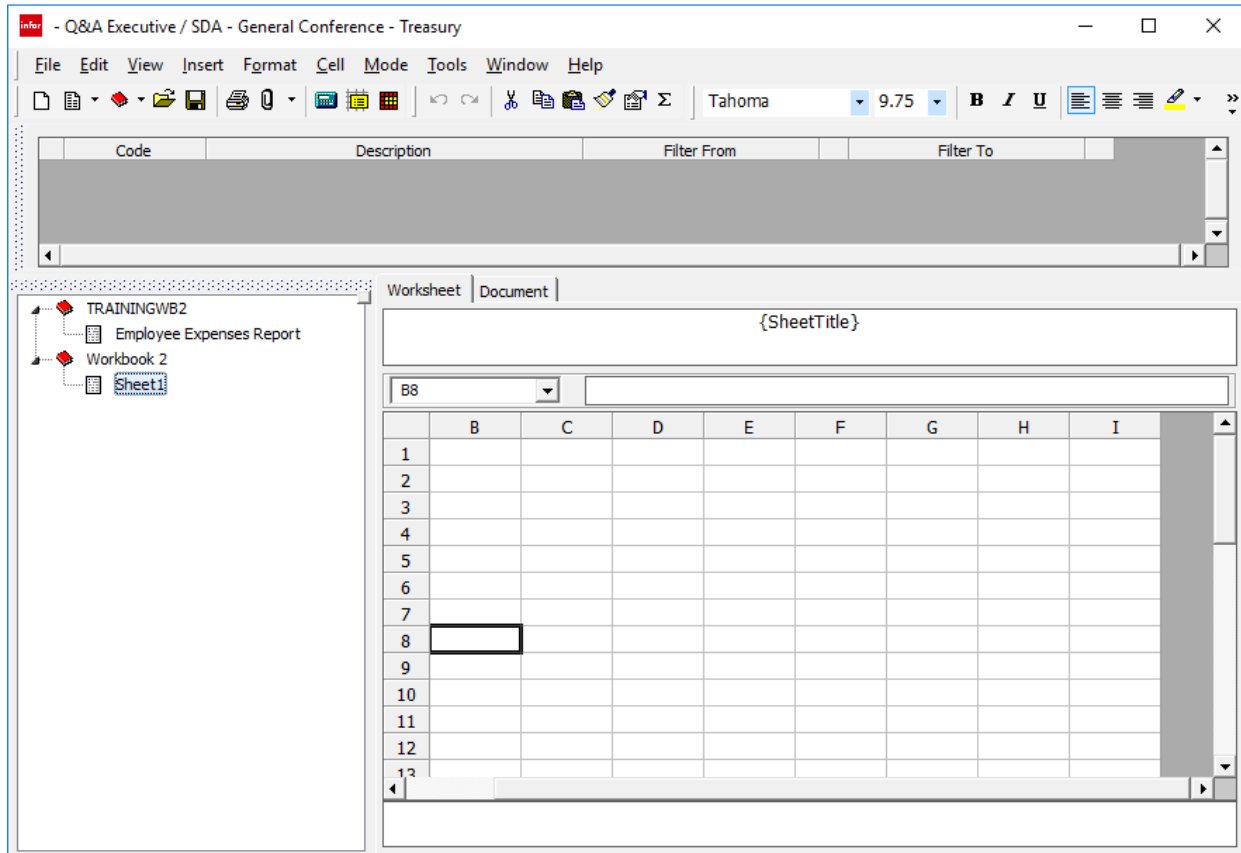
A Summary Report creates a listing of anything requested out of SunSystems.

Some ideas for listings include:

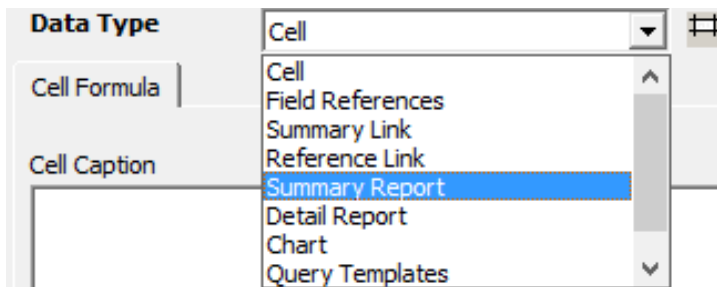
- A listing of all accounts
- A listing of all accounts and their balances
- A listing of all accounts and their balances broken down by Department
- A listing of all accounts and their balances broken down by Department and Who
- A listing of Who codes' personnel expenses
- A listing of the total deposits made on a certain day
- A listing of the cash receipts by cashier
- A listing of all debits that came into the Cash account during a certain period
- A listing of all the JVs that were made today
- A listing of JV642 – all line items
- Etc.

Query for a Summary Report

1. Open a worksheet in Design Mode
2. Double-click on the cell where the Summary Report should begin



3. Data Type Select Summary Report



Data Type: Summary Report [Filter Icon]

Definition | Options | Report Style

Filter From: SunSystems 6 ... SunSystems 6

Description	Filter From	Filter To	Value From	Value To	Link Code
Product	SunSystems 6		SunSystems 6		
Business Unit	ATA		ATA		
Table					

Selection List ↑ Output


||
 <<
 ▲
 ▲
 ▼
 ▼


Item	Sort Number
------	-------------

[Help](#) [OK](#) [Cancel](#)

4. Populate filter rows in the Filter Pane
 - Product SunSystems6
 - Business Unit ATA for this exercise (your BU later)
 - Table LA - Ledger
 - Ledger A - Actuals
 - Account Code 81%
 - Accounting Period 2013001 to 2013012

Summary Report

Data Type Summary Report 



B8 

Definition

Options

Report Style

Filter

Filter From		2013001	...	2013001	
Filter To		2013012		2013012	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%		81%		
Accounting Period	2013001	2013012	2013001	2013012	

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

Help
OK
Cancel

5. Scroll down Selection List to L7 Who Analysis Table
6. Click + to expand
7. Drag Analysis Code from L7 Who Analysis Table into the Filter pane

Summary Report

Data Type

Summary Report

B8

Definition

Options

Report Style

Filter

Filter From

...

Filter To

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%		81%		
Accounting Period	2013001	2013012	2013001	2013012	
LA\7\Analysis Code					

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
------	-------------

Help

OK

Cancel

8. Enter or select Who Analysis Code(s) to filter on

Data Type Summary Report

Definition | Options | Report Style

Filter

Filter From ERFARCA01 ... ERFARCA01 Link Code

Filter To

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%		81%		
Accounting Period	2013001	2013012	2013001	2013012	
LA\7\Analysis Code	ERFARCA01		ERFARCA01		

⬆

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 Trd

⬇

Output

Item	Sort Number
------	-------------

B8

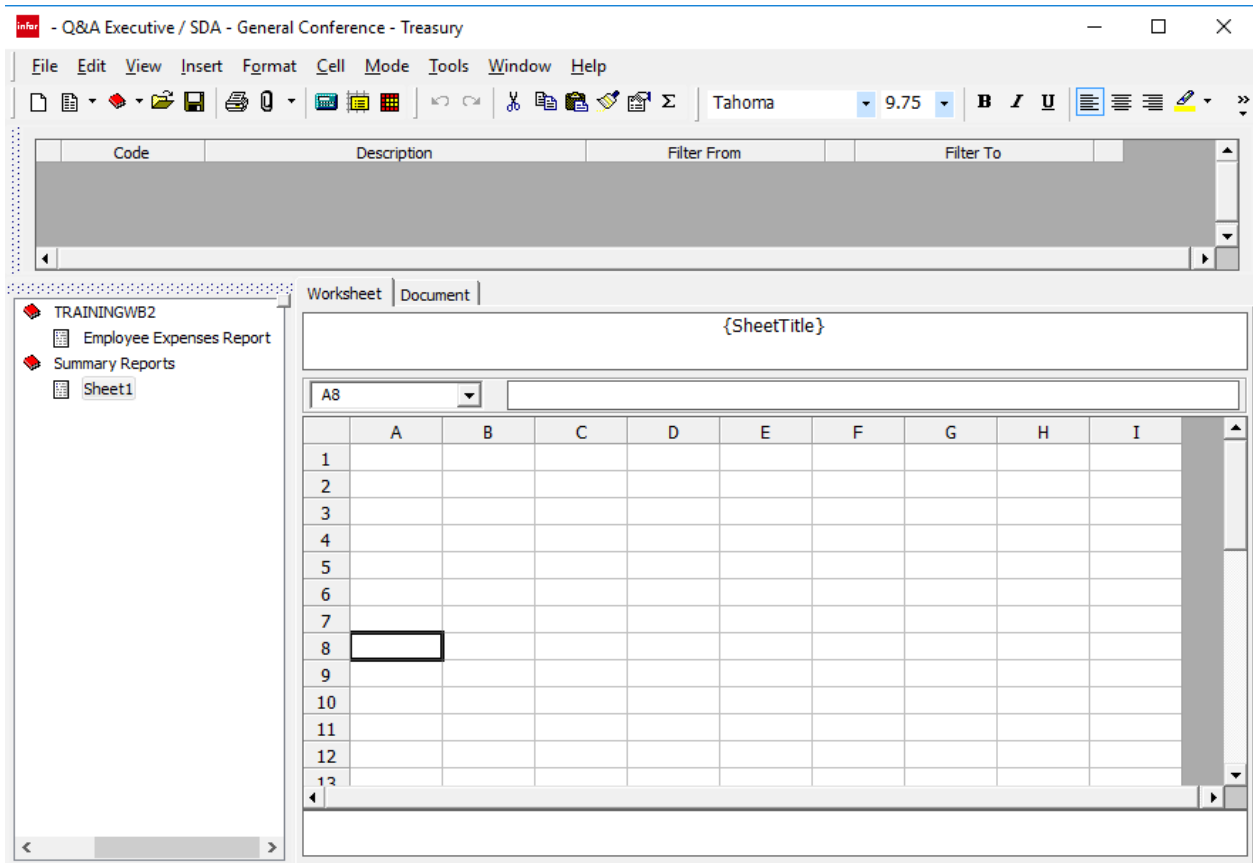
Help OK Cancel

A query based on these filters produces only the transactions in 81 accounts for 2013 for the employee Carlos Faraday.

Case Example 1

Create a listing of the Employee Expense range of Account Codes, along with Account Names and Balances for the 2013 calendar year.


1. Double-click cell A8



2. Data Type - select Summary Report


- | | |
|----------------------|--------------------|
| 3. Business Unit | ATA or ADA |
| 4. Table | LA - Ledger |
| 5. Ledger | A - Actuals |
| 6. Account Code | 81% |
| 7. Accounting Period | 2013001 to 2013012 |


Summary Report

Data Type Summary Report 

Definition | Options | Report Style

Filter

Filter From  2013001 ... 2013001 Link Code

Filter To  2013012 2013012

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%		81%		
Accounting Period	2013001	2013012	2013001	2013012	

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
------	-------------

Help OK Cancel


8. Click + to expand CA Chart of Accounts table in Selection List
9. From Chart of Accounts table:
 - Select Account Code
 - Description
10. Click- to collapse Chart of Accounts table
11. Select Base Amount


Summary Report

Data Type Summary Report 

Definition | Options | Report Style

Filter

Filter From  2013001 ... 2013001 Link Code

Filter To  2013012 2013012

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%		81%		
Accounting Period	2013001	2013012	2013001	2013012	

Selection List

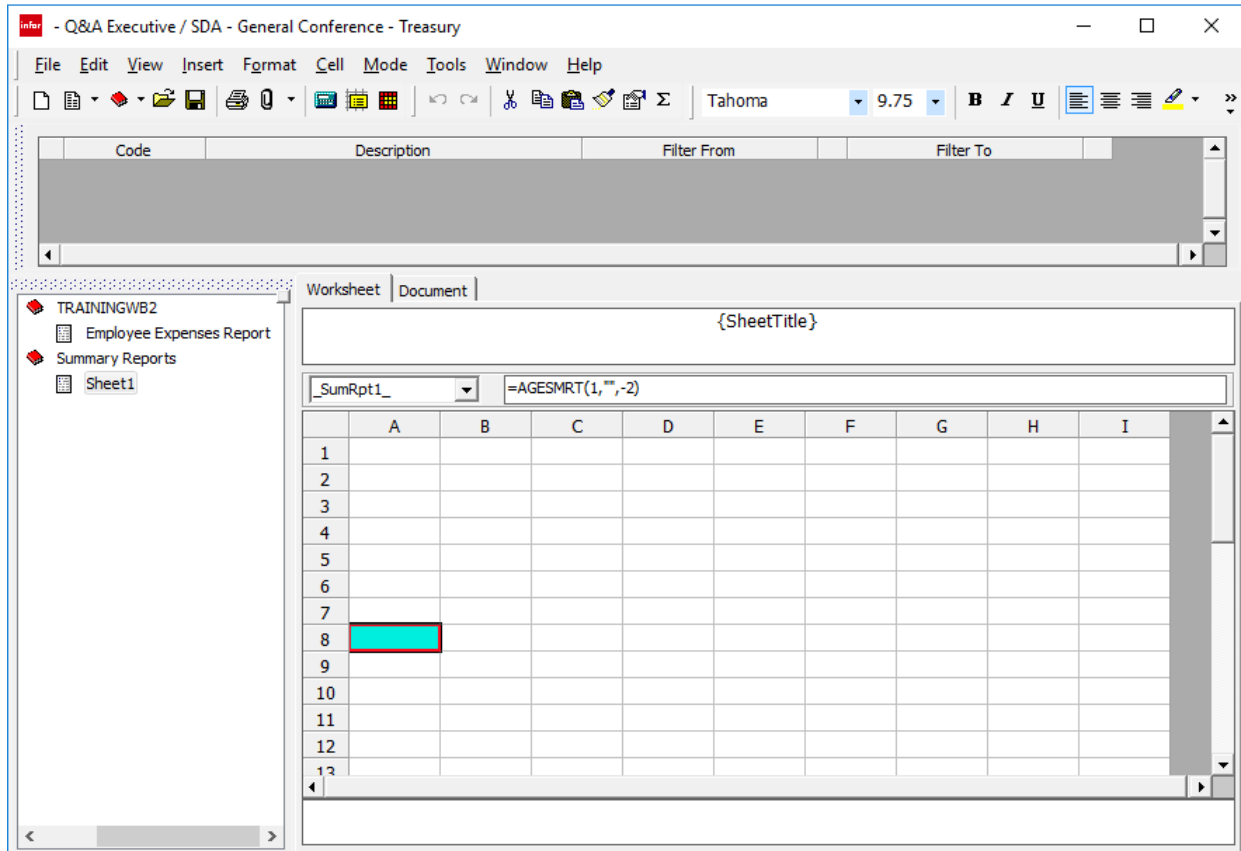
- Ledger
 - Account Code
 - CA Chart of Accounts
 - Accounting Period
 - Base Amount
 - Debit/Credit
 - Transaction Amount
 - RT
 - Base 2/Reporting Amount
 - RT2
 - Memo Amount
 - Base Currency Code
 - Transaction Currency Code
 - CN Transaction Currency Code
 - 2nd Base/Reporting Currency Code
 - Rate
 - Transaction Operator

Output

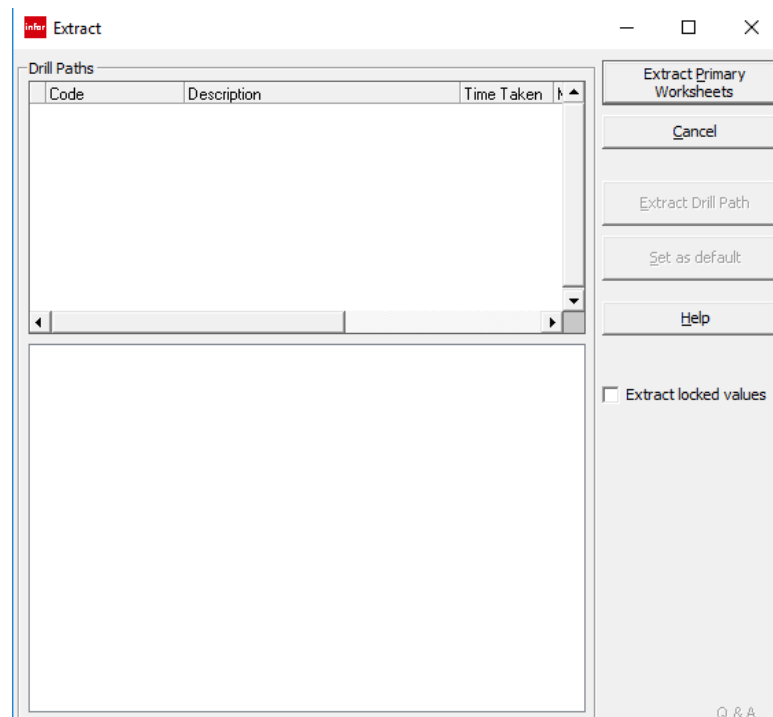
Item	Sort Number
LA\CA\Account Code	
LA\CA\Description	
LA\Base Amount	

Help OK Cancel Go

12. Click OK to save the query

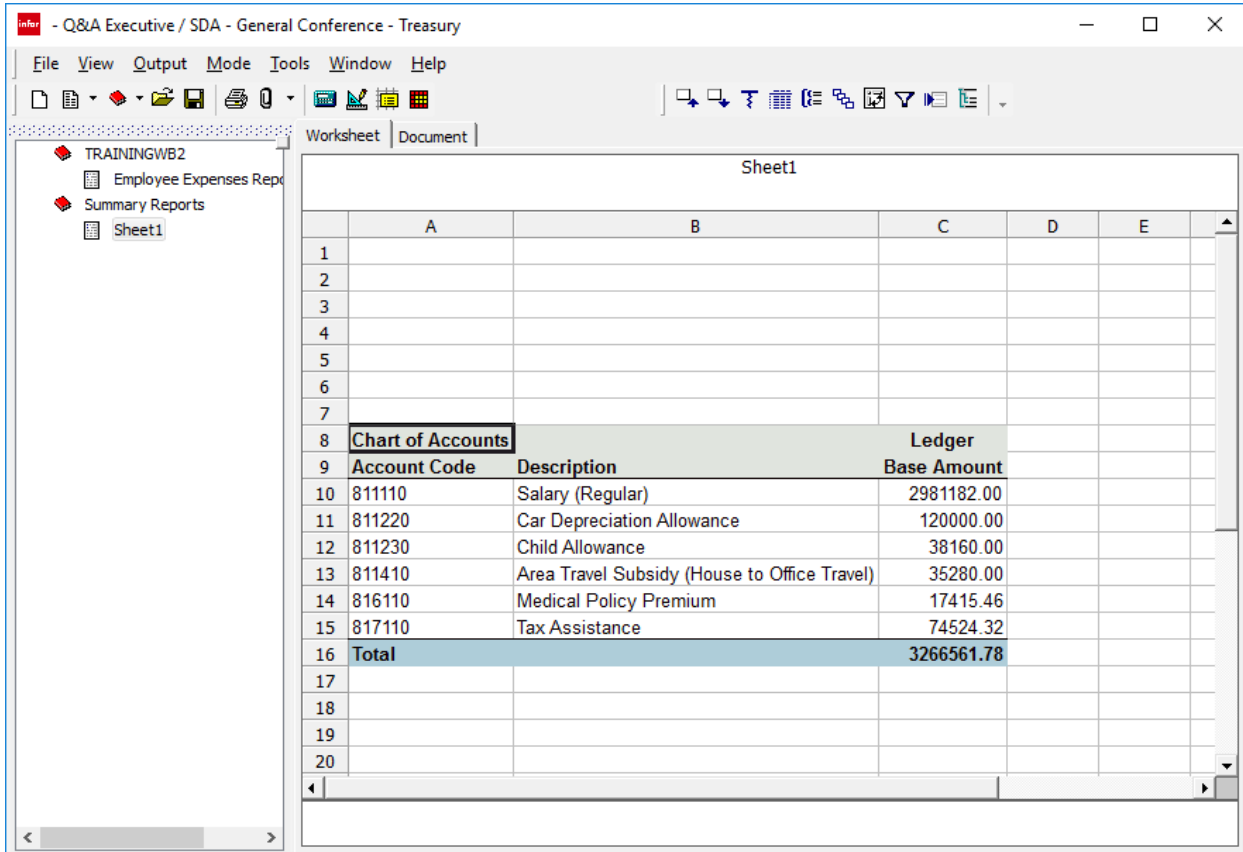


13. Click the Extract icon



14. Click the Extract Primary Worksheets button

Extract Primary
Worksheets



The screenshot shows a software window titled "Q&A Executive / SDA - General Conference - Treasury". The window contains a menu bar (File, View, Output, Mode, Tools, Window, Help) and a toolbar with various icons. On the left is a sidebar with a tree view showing "TRAININGWB2", "Employee Expenses Rep...", "Summary Reports", and "Sheet1". The main area displays a spreadsheet titled "Sheet1" with columns A through E. The spreadsheet contains a "Chart of Accounts" table with the following data:

Account Code	Description	Ledger Base Amount
811110	Salary (Regular)	2981182.00
811220	Car Depreciation Allowance	120000.00
811230	Child Allowance	38160.00
811410	Area Travel Subsidy (House to Office Travel)	35280.00
816110	Medical Policy Premium	17415.46
817110	Tax Assistance	74524.32
Total		3266561.78

Here is a listing of Employee Expense Accounts, with Account Names and Balances for 2013.


Case Example 2

Let's make a couple of alterations to this listing so you can get some ideas for Summary Reports.

This time we want to see the related Department.

1. Go to Design Mode
2. Double-click A8 to open the query

Summary Report

Data Type: Summary Report 

Definition | Options | Report Style

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	ATA		ATA		
Table	LA		Ledger		
Ledger	A		A		
Account Code	81%		81%		
Accounting Period	2013001	2013012	2013001	2013012	

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\CA\Account Code	
LA\CA\Description	
LA\Base Amount	

Help OK Cancel Go to


3. Scroll down Selection List to L4 Function Analysis Table
4. Click + to expand L4 Function Analysis Table

Summary Report

Data Type Summary Report 

Definition Options Report Style

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	ATA		ATA		
Table	LA		Ledger		
Ledger	A		A		
Account Code	81%		81%		
Accounting Period	2013001	2013012	2013001	2013012	

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
 - Analysis Code
 - Name
 - Lookup Code
 - Budget Checking
 - Budget Stop
 - Prohibit Posting
 - Budget Navigation Method



Output

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

Help OK Cancel Go to


5. Select Name from L4 Function Analysis Table

Summary Report

Data Type Summary Report  **A8** 

Definition | Options | Report Style

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	ATA		ATA		
Table	LA		Ledger		
Ledger	A		A		
Account Code	81%		81%		
Accounting Period	2013001	2013012	2013001	2013012	

Selection List

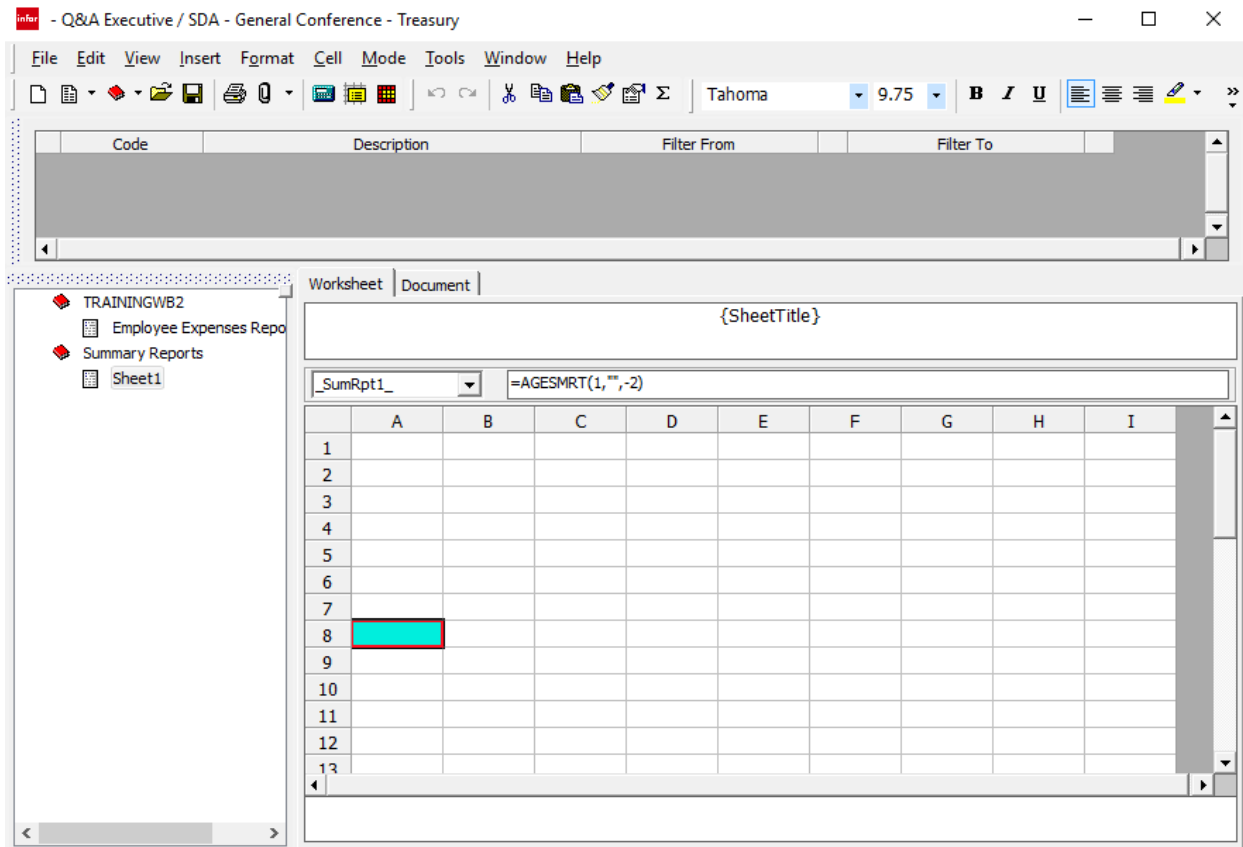
- Entry Date
- Entry Period
- Resource Analysis Code
- + L1 Resource Analysis Table
 - To/From Who/Where Analysis Code
- + L2 To/From Who/Where Analysis Table
 - Fund Analysis Code
- + L3 Fund Analysis Table
 - Function Analysis Code
- L4 Function Analysis Table
 - Analysis Code
 - Name**
 - Lookup Code
 - Budget Checking
 - Budget Stop
 - Prohibit Posting
 - Budget Navigation Method

Output

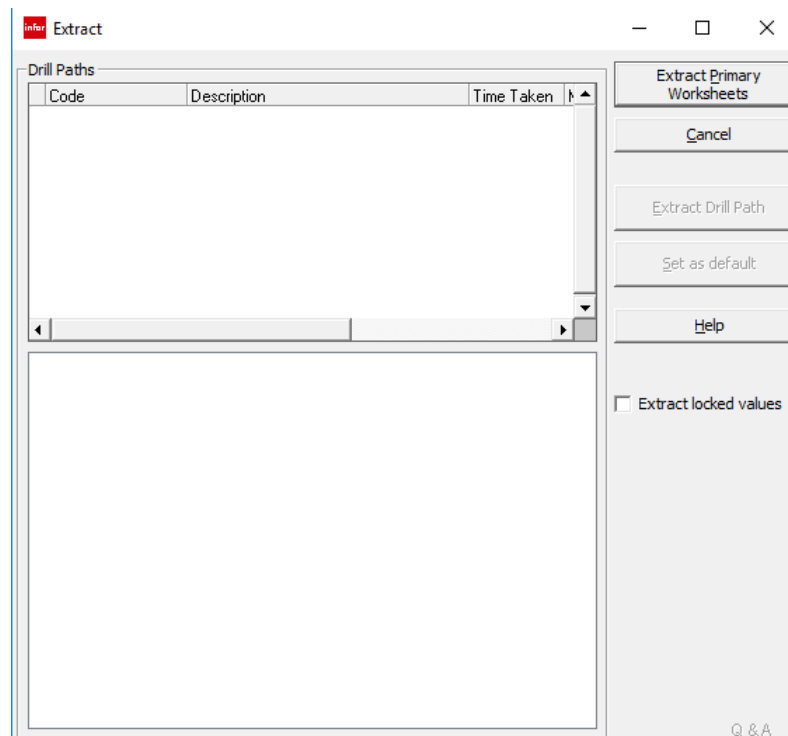
Item	Sort Number
LA\CA\Account Code	
LA\CA\Description	
LA\Base Amount	
LA\L4\Name	

Help OK Cancel Go

6. Click OK



7. Click the Extract icon



8. Click Extract Primary Worksheets button

Extract Primary
Worksheets

infor - Q&A Executive / SDA - General Conference - Treasury


File View Output Mode Tools Window Help

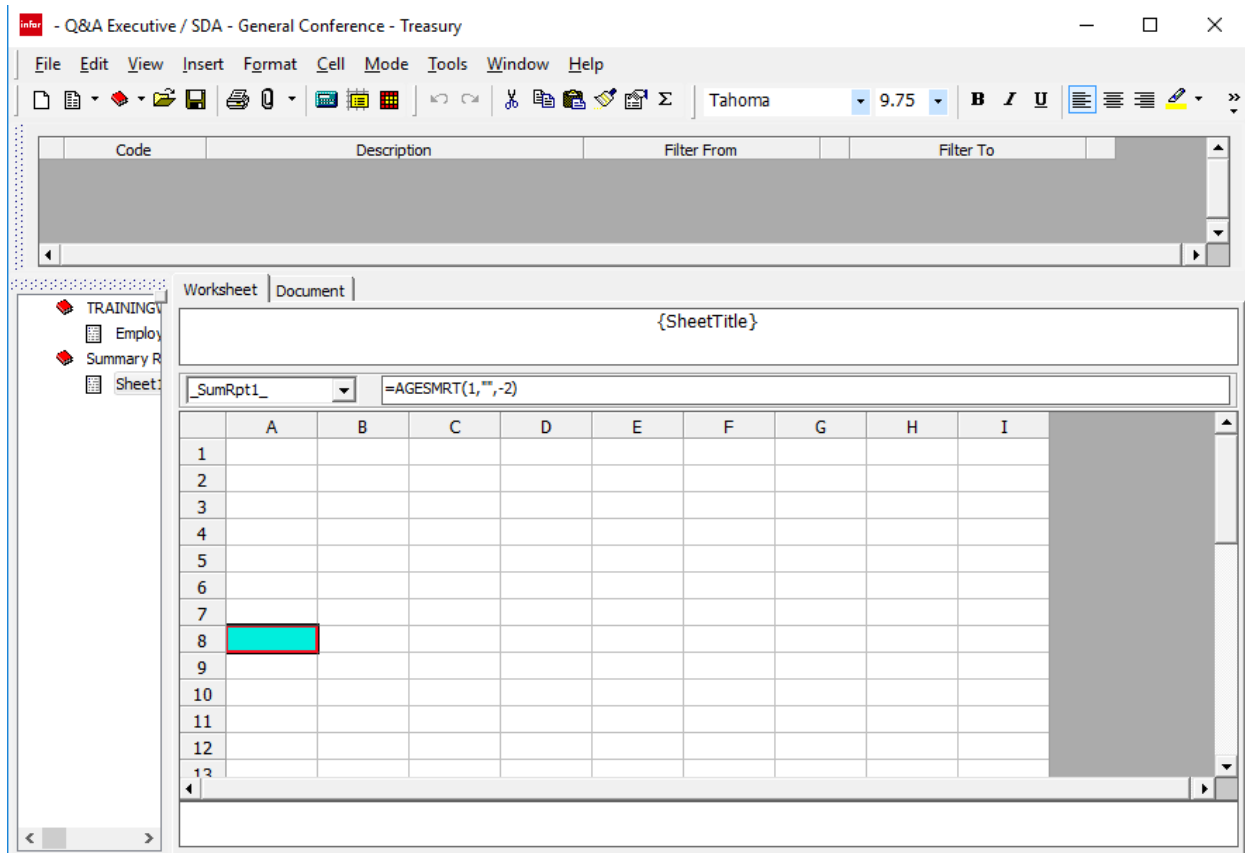
Worksheet Document

Sheet1

	A	B	C	D
8	Chart of Accounts		Ledger	Function
9	Account Code	Description	Base Amount	Name
10	811110	Salary (Regular)	64236.00	Publishing
11	811110	Salary (Regular)	64872.00	Women's Ministry
12	811110	Salary (Regular)	64872.00	Youth
13	811110	Salary (Regular)	64872.00	Education
14	811110	Salary (Regular)	65508.00	Public Affairs & Religious Liberty/Legal
15	811110	Salary (Regular)	65758.00	Sabbath School/Personal Ministries
16	811110	Salary (Regular)	66144.00	Communication
17	811110	Salary (Regular)	66780.00	Children's Ministries
18	811110	Salary (Regular)	67416.00	Family Ministry
19	811110	Salary (Regular)	67416.00	Health Ministry
20	811110	Salary (Regular)	67416.00	Ministerial Association
21	811110	Salary (Regular)	67416.00	Stewardship/Trust Services
22	811110	Salary (Regular)	68052.00	Vice President
23	811110	Salary (Regular)	68688.00	Treasurer
24	811110	Salary (Regular)	68688.00	Executive Secretary
25	811110	Salary (Regular)	101760.00	In-House Operation
26	811110	Salary (Regular)	134832.00	Presidential
27	811110	Salary (Regular)	160908.00	Accounting


Here is a listing of Employee Expense Accounts with Base Amounts and related Departments.

9. Let's reorder the Department Name. Go back to Design Mode 




10. Double-click A8 to open the query
11. Drag Department Name Output Item up so Department will be in the third column

Summary Report

Data Type Summary Report 

Definition Options Report Style

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	ATA		ATA		
Table	LA		Ledger		
Ledger	A		A		
Account Code	81%		81%		
Accounting Period	2013001	2013012	2013001	2013012	

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\CA\Account Code	
LA\CA>Description	
LA\4\Name	
LA\Base Amount	

Help OK Cancel

12. Click OK

13. Extract 

14. Click Extract Primary Worksheets

Extract Primary
Worksheets

infer - Q&A Executive / SDA - General Conference - Treasury

File View Output Mode Tools Window Help

Worksheet Document

Sheet1

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8	Chart of Accounts		Function	Ledger		
9	Account Code	Description	Name	Base Amount		
10	811110	Salary (Regular)	Accounting	160908.00		
11	811110	Salary (Regular)	Arlington District No. 1	241044.00		
12	811110	Salary (Regular)	Children's Ministries	66780.00		
13	811110	Salary (Regular)	Communication	66144.00		
14	811110	Salary (Regular)	Congressional District No. 2	225144.00		
15	811110	Salary (Regular)	Education	64872.00		
16	811110	Salary (Regular)	Executive Secretary	68688.00		
17	811110	Salary (Regular)	Family Ministry	67416.00		
18	811110	Salary (Regular)	Georgetown District No. 3	181260.00		
19	811110	Salary (Regular)	Health Ministry	67416.00		
20	811110	Salary (Regular)	In-House Operation	101760.00		



Here is a nice listing of how much departments spent on Employee Expenses.

Case Example 3

Let's make a small adjustment and add the Employee Name.


1. Go to Design Mode
2. Double-click A8 to open the query

Summary Report

Data Type Summary Report  **A8** 

Definition | Options | Report Style

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	ATA		ATA		
Table	LA		Ledger		
Ledger	A		A		
Account Code	81%		81%		
Accounting Period	2013001	2013012	2013001	2013012	


Selection List

- [-] 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**
 - Lookup Code
 - Budget Checking
 - Budget Stop
 - Prohibit Posting
 - Budget Navigation Method
 - Combined Budget Check

Output

Item	Sort Number
LA\CA\Account Code	
LA\CA>Description	
LA\L4\Name	
LA\B\Base Amount	
LA\L7\Name	

Help OK Cancel Go

3. Scroll down Selection List to L7 Who Analysis Table
4. Select Name from L7 Who Analysis Table
5. Click OK
6. Extract 

7. Click Extract Primary Worksheets button

Extract Primary
Worksheets

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File View Output Mode Tools Window Help

Worksheet | Document

Sheet1

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8	Chart of Accounts		Function	Ledger	Who	
9	Account Code	Description	Name	Base Amount	Name	
10	811110	Salary (Regular)	Accounting	50880.00	Garcia, Domingo	
11	811110	Salary (Regular)	Accounting	54060.00	Ledesma, Lourdes	
12	811110	Salary (Regular)	Accounting	55968.00	Walenski, Renolov	
13	811110	Salary (Regular)	Arlington District No. 1	61056.00	Fuller, Gordon	
14	811110	Salary (Regular)	Arlington District No. 1	61056.00	Martinez, Luis Montalban	
15	811110	Salary (Regular)	Arlington District No. 1	60420.00	Morgan, Jennifer	
16	811110	Salary (Regular)	Arlington District No. 1	58512.00	Russel, Joyce	
17	811110	Salary (Regular)	Children's Ministries	66780.00	Mautak, Maria Clara	
18	811110	Salary (Regular)	Communication	66144.00	Price, Thomas	
19	811110	Salary (Regular)	Congressional District No. 2	54060.00	Chen, Yen Chow	
20	811110	Salary (Regular)	Congressional District No. 2	55968.00	Davis, John	

Here is a great listing of the Salary for each Employee by his or her Department.

Sorting



Notice: By default, the system sorts the data in the order of the column.

In our listing above, the data is sorted first by Account Code, then by Department, then by Employee.

In our next example, let's change the sort order so that you can see the different results.

1. Go to Design Mode
2. Double-click A8 to open the query dialog
3. Drag Department Name to the top of the data items in the Output Pane

Summary Report

Data Type Summary Report  **A8** 

Definition | Options | Report Style |

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	ATA		ATA		
Table	LA		Ledger		
Ledger	A		A		
Account Code	81%		81%		
Accounting Period	2013001	2013012	2013001	2013012	

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\4\Name	
LA\CA\Account Code	
LA\CA\Description	
LA\Base Amount	
LA\7\Name	

Help OK Cancel Go

4. Click OK

5. Extract 

6. Click Extract Primary Worksheets button

Extract Primary
Worksheets

infor - Q&A Executive / SDA - General Conference - Treasury

File View Output Mode Tools Window Help

Worksheet | Document |

Sheet1

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8	Function	Chart of Accounts		Ledger	Who
9	Name	Account Code	Description	Base Amount	Name
10	Accounting	811110	Salary (Regular)	50880.00	Garcia, Domingo
11	Accounting	811110	Salary (Regular)	54060.00	Ledesma, Lourdes
12	Accounting	811110	Salary (Regular)	55968.00	Walenski, Renolov
13	Accounting	811410	Area Travel Subsidy (House to Office	720.00	Garcia, Domingo
14	Accounting	811410	Area Travel Subsidy (House to Office	720.00	Ledesma, Lourdes
15	Accounting	811410	Area Travel Subsidy (House to Office	720.00	Walenski, Renolov
16	Accounting	816110	Medical Policy Premium	284.30	Garcia, Domingo
17	Accounting	816110	Medical Policy Premium	482.30	Ledesma, Lourdes
18	Accounting	816110	Medical Policy Premium	187.80	Walenski, Renolov
19	Accounting	817110	Tax Assistance	1272.00	Garcia, Domingo
20	Accounting	817110	Tax Assistance	1351.56	Ledesma, Lourdes

Here is a listing that sorts first by Department, then by Account Code, then by Employee.

Case Example 4

Let's try sorting first by Employee.

1. Go to Design Mode
2. Double-click A8
3. Drag L7 Name to the top of the data items in the Output Pane

Summary Report

Data Type
Summary Report

Definition | **Options** | **Report Style**

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	ATA		ATA		
Table	LA		Ledger		
Ledger	A		A		
Account Code	81%		81%		
Accounting Period	2013001	2013012	2013001	2013012	

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\7\Name	
LA\4\Name	
LA\CA\Account Code	
LA\CA\Description	
LA\Base Amount	

Help OK Cancel Go

4. Click OK

5. Extract 

6. Click Extract Primary Worksheets button

Extract Primary
Worksheets

Q&A Executive / SDA - General Conference - Treasury

File View Output Mode Tools Window Help

Worksheet Document

Sheet1

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8	Who	Function	Chart of Accounts		Ledger
9	Name	Name	Account Code	Description	Base Amount
10	Almendras, Jacobo	Stewardship/Trust Services	811110	Salary (Regular)	67416.00
11	Almendras, Jacobo	Stewardship/Trust Services	811220	Car Depreciation Allowance	3000.00
12	Almendras, Jacobo	Stewardship/Trust Services	811230	Child Allowance	1440.00
13	Almendras, Jacobo	Stewardship/Trust Services	811410	Area Travel Subsidy (Hous	720.00
14	Almendras, Jacobo	Stewardship/Trust Services	816110	Medical Policy Premium	330.00
15	Almendras, Jacobo	Stewardship/Trust Services	817110	Tax Assistance	1685.40
16	Army, Roderick	Potomac River District No. 5	811110	Salary (Regular)	60420.00
17	Army, Roderick	Potomac River District No. 5	811220	Car Depreciation Allowance	3000.00
18	Army, Roderick	Potomac River District No. 5	811230	Child Allowance	2160.00
19	Army, Roderick	Potomac River District No. 5	811410	Area Travel Subsidy (Hous	720.00
20	Army, Roderick	Potomac River District No. 5	816110	Medical Policy Premium	350.00

Here is a listing in which everything was sorted based first on the Employee Name.


Override Sort Order

Sort order can be made to be independent of the column order.

To position data in a certain columnar order, but then sort by other data items, use the Sort icon in Summary Report query dialog to override the default sort order.

1. Go to Design Mode
2. Double-click to open the query dialog

Summary Report

Data Type Summary Report 

Definition Options Report Style

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	ATA		ATA		
Table	LA		Ledger		
Ledger	A		A		
Account Code	81%		81%		
Accounting Period	2013001	2013012	2013001	2013012	

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

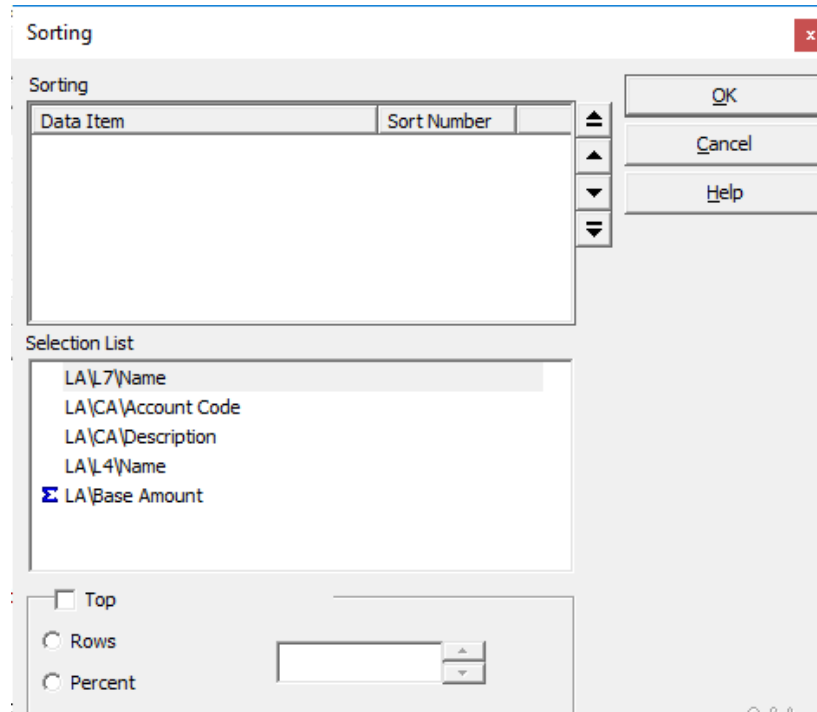
Output

Item	Sort Number
LA\7\Name	
LA\CA\Account Code	
LA\CA\Description	
LA\4\Name	
LA\Base Amount	

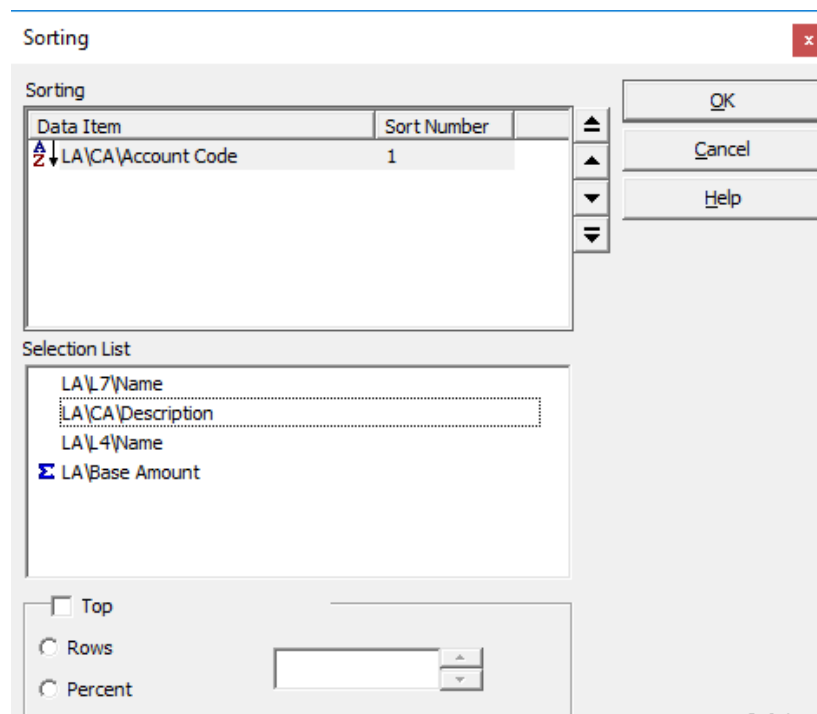
Help OK Cancel

The Sort Order icon is located at the bottom of the frame between Selection List and Output Pane.

- Click on the Sort Order icon



4. Let's see how this works. Drag the Account Code from Selection List in the lower half of the Sorting dialog up into the Sorting pane at the top of the dialog



Notice: To the right of LA/CA/Account Code in the Sorting pane, there is a "1" under Sort Number. A second Data Item pulled into the Sorting pane, would have "2" as the Sort Number.

5. Let's extract. Click OK to save the Sort Order.

Summary Report

Data Type: Summary Report

Definition | Options | Report Style

Filter

Filter From: SunSystems 6

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%		81%		
Accounting Period	2013001	2013012	2013001	2013012	

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\7\Name	
LA\CA\Account Code	1
LA\CA\Description	
LA\4\Name	
LA\Base Amount	

Help OK Cancel

Notice: The Data Items in the Output Pane are still in the order they were in before we used the Sort Order icon; however, there is now a "1" in the Sort Order column next to LA\CA\Account Code.

6. Click OK

7. Extract

8. Click Extract Primary Worksheets

Extract Primary Worksheets

Q&A Executive / SDA - General Conference - Treasury

File View Output Mode Tools Window Help

Worksheet Document

Sheet1

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8	Who	Chart of Accounts	Function	Ledger		
9	Name	Account Code	Description	Name	Base Amount	
10	Almendras, Jacobo	811110	Salary (Regular)	Stewardship/Trust Services	67416.00	
11	Army, Roderick	811110	Salary (Regular)	Potomac River District No. 5	60420.00	
12	Bazara, Amandla	811110	Salary (Regular)	Youth	64872.00	
13	Chen, Yen Chow	811110	Salary (Regular)	Congressional District No. 2	54060.00	
14	Davis, John	811110	Salary (Regular)	Congressional District No. 2	55968.00	
15	Delamonte, Salvador	811110	Salary (Regular)	Treasury	57240.00	
16	Diaz, Emeritu	811110	Salary (Regular)	Tidal Basin District No. 6	60420.00	
17	Diwata, Remedios	811110	Salary (Regular)	Secretarial Services	55968.00	
18	Dulan, Marris	811110	Salary (Regular)	Tidal Basin District No. 6	54696.00	
19	Eyana, Eduardo	811110	Salary (Regular)	Tidal Basin District No. 6	57240.00	
20	Faraday, Carlos	811110	Salary (Regular)	Education	64872.00	

Notice: The extracted data items are displayed in the order in which they were set up in the Output Pane; but the data has been sorted first by Account Code rather than Employee Name.

Report Style

Q&A Executive provides various ways to manipulate the appearance of the Extracted Summary Report Listing. Let's look at some of those.

1. Go to Design Mode
2. Open the Query dialog by double-clicking in cell A8

Summary Report

Data Type

Summary Report

Definition

Options

Report Style

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	ATA		ATA		
Table	LA		Ledger		
Ledger	A		A		
Account Code	81%		81%		
Accounting Period	2013001	2013012	2013001	2013012	

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\L7\Name	
LA\CA\Account Code	1
LA\CA\Description	
LA\L4\Name	
LA\Base Amount	

Help

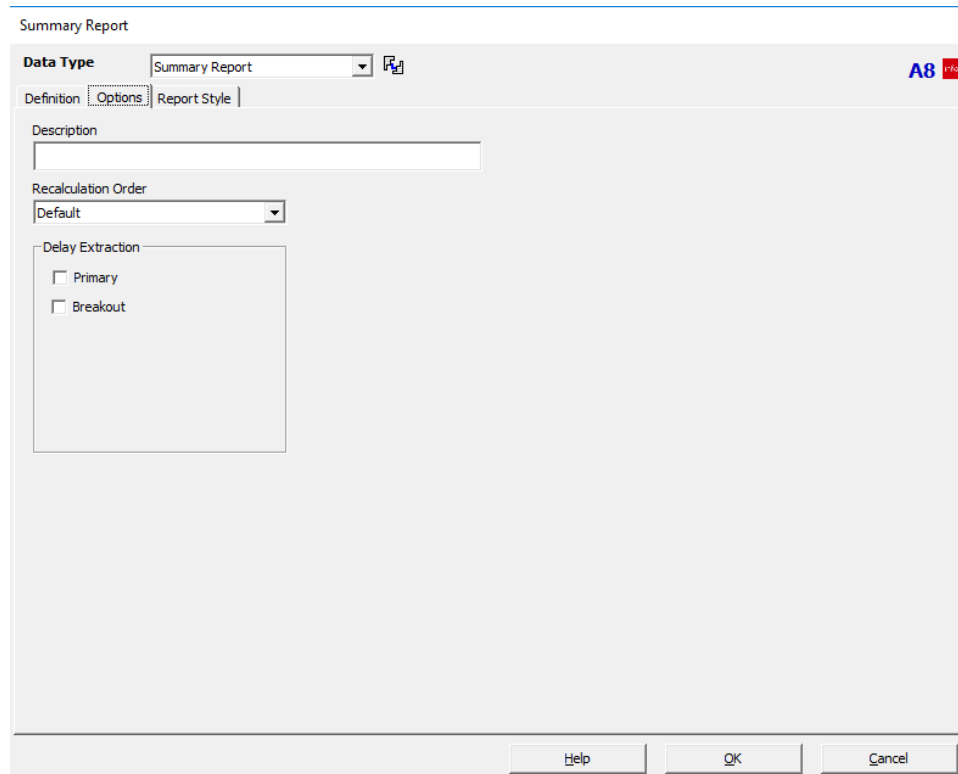
OK

Cancel

So far we have made all of our queries on the Definition tab.

Notice there are two more tabs: Options and Report Style.

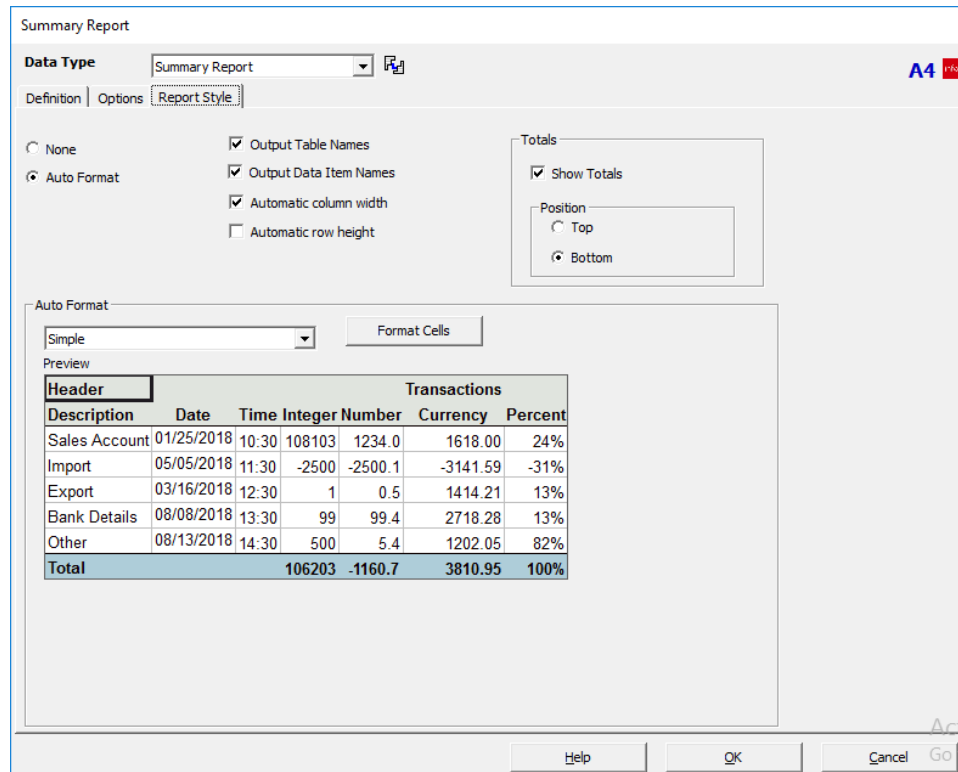
Options Tab



The screenshot shows a software window titled "Summary Report". At the top, there is a "Data Type" dropdown menu set to "Summary Report" with a small icon to its right. Below this is a tabbed interface with three tabs: "Definition", "Options" (which is selected), and "Report Style". The "Options" tab contains the following elements: a "Description" text box, a "Recalculation Order" dropdown menu set to "Default", and a "Delay Extraction" section with two unchecked checkboxes labeled "Primary" and "Breakout". In the top right corner of the window, there is a red "A8" logo. At the bottom of the window, there are three buttons: "Help", "OK", and "Cancel".

The items on the Options Tab are rarely used because they don't offer much.

Report Style Tab



Summary Report

Data Type: Summary Report

Definition | Options | **Report Style**

☐ None
☒ Auto Format

☒ Output Table Names
☒ Output Data Item Names
☒ Automatic column width
☐ Automatic row height

Totals

☒ Show Totals

Position

☐ Top
☒ Bottom

Auto Format

Simple

Format Cells

Preview

Header		Transactions				
Description	Date	Time	Integer	Number	Currency	Percent
Sales Account	01/25/2018	10:30	108103	1234.0	1618.00	24%
Import	05/05/2018	11:30	-2500	-2500.1	-3141.59	-31%
Export	03/16/2018	12:30	1	0.5	1414.21	13%
Bank Details	08/08/2018	13:30	99	99.4	2718.28	13%
Other	08/13/2018	14:30	500	5.4	1202.05	82%
Total			106203	-1160.7	3810.95	100%

Help OK Cancel


A listing extracted with these settings, will bring in the Table and Data Item Names as headers.

8	Who	Chart of Accounts	Function	Ledger
9	Name	Account Code Description	Name	Base Amount

The headers we have in the listing we created are great ... if you know the meaning of "Who" and "Function".

1. For a listing that can be shared with people who don't know how the organization is using dimensions, go to the Report Style tab
2. Uncheck Output Table Names and Output Data Item Names

Summary Report

Data Type Summary Report 

Definition | Options | Report Style

☐ None
 ☐ Output Table Names
 ☐ Output Data Item Names
 ☒ Automatic column width
 ☐ Automatic row height


Totals

☒ Show Totals

Position

☐ Top
 ☒ Bottom

Auto Format

Simple 

Preview

Sales Account	01/25/2018	10:30	108103	1234.0	1618.00	24%
Import	05/05/2018	11:30	-2500	-2500.1	-3141.59	-31%
Export	03/16/2018	12:30	1	0.5	1414.21	13%
Bank Details	08/08/2018	13:30	99	99.4	2718.28	13%
Other	08/13/2018	14:30	500	5.4	1202.05	82%
Total			106203	-1160.7	3810.95	100%

Help OK Cancel

3. Click OK

4.

Q&A Executive / SDA - General Conference - Treasury

File Edit View Insert Format Cell Mode Tools Window Help

Code Description Filter From Filter To

Worksheet | Document

{SheetTitle}

SumRpt1 =AGESMRT(1,"",-2)

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

5. Click Extract 

6. Click Extract Primary Worksheets

Extract Primary
Worksheets

Q&A Executive / SDA - General Conference - Treasury

File View Output Mode Tools Window Help

Worksheet Document

TRAININGWB2
Employee Expenses Rep
Workbook 2
Sheet1

Sheet1

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8	Almendras, Jacobo	811110	Salary (Regular)	Stewardship/Trust Services	67416.00
9	Army, Roderick	811110	Salary (Regular)	Potomac River District No. 5	60420.00
10	Bazara, Amandla	811110	Salary (Regular)	Youth	64872.00
11	Chen, Yen Chow	811110	Salary (Regular)	Congressional District No. 2	54060.00
12	Davis, John	811110	Salary (Regular)	Congressional District No. 2	55968.00
13	Delamonte, Salvador	811110	Salary (Regular)	Treasury	57240.00
14	Diaz, Emeritu	811110	Salary (Regular)	Tidal Basin District No. 6	60420.00
15	Diwata, Remedios	811110	Salary (Regular)	Secretarial Services	55968.00
16	Dulan, Marris	811110	Salary (Regular)	Tidal Basin District No. 6	54696.00
17	Eyana, Eduardo	811110	Salary (Regular)	Tidal Basin District No. 6	57240.00
18	Faraday, Carlos	811110	Salary (Regular)	Education	64872.00
19	Fuller, Gordon	811110	Salary (Regular)	Arlington District No. 1	61056.00
20	Gandhi, Shawaraj	811110	Salary (Regular)	Secretarial Services	57240.00

Notice: The headers have disappeared.

You now have the option of simply typing any headers you wish into the columns in the Design Mode.

Q&A Executive / SDA - General Conference - Treasury

File Edit View Insert Format Cell Mode Tools Window Help

Tahoma 9.75 B I U

Code Description Filter From Filter To

Worksheet Document

TRAININGWB2
Employee Expenses Rep
Workbook 2
Sheet1

{SheetTitle}

F8

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7	Employee Account	Account Name	Department		Amount		
8							
9							
10							
11							

7. Extract



Extract Primary Worksheets

Extract Primary
Worksheets

Q&A Executive / SDA - General Conference - Treasury

File View Output Mode Tools Window Help

Worksheet Document

TRAININGWB2

Employee Expenses Rep

Workbook 2

Sheet1

Sheet1


	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7	Employee	Account	Account Name	Department	Amount	
8	Almendras, Jacobo	811110	Salary (Regular)	Stewardship/Trust Services	67416.00	
9	Army, Roderick	811110	Salary (Regular)	Potomac River District No. 5	60420.00	
10	Bazara, Amandla	811110	Salary (Regular)	Youth	64872.00	
11	Chen, Yen Chow	811110	Salary (Regular)	Congressional District No. 2	54060.00	
12	Davis, John	811110	Salary (Regular)	Congressional District No. 2	55968.00	
13	Delamonte, Salvador	811110	Salary (Regular)	Treasury	57240.00	
14	Diaz, Emeritu	811110	Salary (Regular)	Tidal Basin District No. 6	60420.00	
15	Diwata, Remedios	811110	Salary (Regular)	Secretarial Services	55968.00	
16	Dulan, Marrisa	811110	Salary (Regular)	Tidal Basin District No. 6	54696.00	
17	Eyana, Eduardo	811110	Salary (Regular)	Tidal Basin District No. 6	57240.00	
18	Faraday, Carlos	811110	Salary (Regular)	Education	64872.00	
19	Fuller, Gordon	811110	Salary (Regular)	Arlington District No. 1	61056.00	
20	Gandhi, Shawaraj	811110	Salary (Regular)	Secretarial Services	57240.00	

Regular Excel formatting functions are available in Design Mode, so you can make this listing look very professional.

Let's go back to the Report Style tab and become acquainted with another feature.

Auto Format

Summary Report

Data Type Summary Report 

Definition | Options | Report Style

☐ None
 ☐ Output Table Names
 ☐ Output Data Item Names
 ☒ Automatic column width
 ☐ Automatic row height



Totals

☒ Show Totals

Position

☐ Top
 ☒ Bottom

Auto Format

Simple  


Preview

Sales Account	01/25/2018	10:30	108103	1234.0	1618.00	24%
Import	05/05/2018	11:30	-2500	-2500.1	-3141.59	-31%
Export	03/16/2018	12:30	1	0.5	1414.21	13%
Bank Details	08/08/2018	13:30	99	99.4	2718.28	13%
Other	08/13/2018	14:30	500	5.4	1202.05	82%
Total			106203	-1160.7	3810.95	100%

Help OK Cancel Go

In the Auto Format pane, you can choose a pre-set format from a dropdown list of styles. Feel free to use these if you like any of them; if not, that is fine. Simply check the None radio box.

Summary Report


Data Type Summary Report 

Definition Options **Report Style**

☒ None ☐ Output Table Names ☐ Output Data Item Names ☒ Automatic column width ☐ Automatic row height

☒ Auto Format

Totals
☒ Show Totals
Position
☐ Top ☒ Bottom

Auto Format
Simple  **Format Cells**

Preview

Sales Account	01/25/2018	10:30	108103	1234.0	1618.00	24%
Import	05/05/2018	11:30	-2500	-2500.1	-3141.59	-31%
Export	03/16/2018	12:30	1	0.5	1414.21	13%
Bank Details	08/08/2018	13:30	99	99.4	2718.28	13%
Other	08/13/2018	14:30	500	5.4	1202.05	82%
Total			106203	-1160.7	3810.95	100%

Help OK Cancel Go

If the None checkbox is selected, the formatting of the report will not be influenced by formatting choices on the Report Style Tab.


If you were to Extract a listing using the Report Style setup values in the screenshot above, the Auto Formatting you chose here would override any formatting you may have done on the Q&A Worksheet, if the Auto Format option was set.

Number Display

You can also use the Report Style Tab to change settings including the way numbers will be displayed in your report or listing.

In the screenshot below, notice that the Currency values are displayed without a thousand separator.

Summary Report

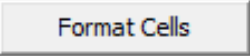
Data Type Summary Report 

Definition Options **Report Style**

☐ None ☒ Auto Format

☐ Output Table Names
☐ Output Data Item Names
☒ Automatic column width
☐ Automatic row height

Totals
☒ Show Totals
Position
☐ Top
☒ Bottom


Auto Format
Simple 

Preview

Sales Account	01/25/2018	10:30	108103	1234.0	1618.00	24%
Import	05/05/2018	11:30	-2500	-2500.1	-3141.59	-31%
Export	03/16/2018	12:30	1	0.5	1414.21	13%
Bank Details	08/08/2018	13:30	99	99.4	2718.28	13%
Other	08/13/2018	14:30	500	5.4	1202.05	82%
Total			106203	-1160.7	3810.95	100%

1. Select all values in Currency column except for the Total.
2. Click Format Cells button on the Auto Format pane.

Summary Report

Data Type Summary Report 

Definition | Options | Report Style

☐ None
 ☐ Output Table Names
 ☐ Output Data Item Names
 ☒ Automatic column width
 ☐ Automatic row height


Totals

☒ Show Totals

Position

☐ Top
 ☒ Bottom

Auto Format

Simple 

Preview

Sales Account	01/25/2018	10:30	108103	1234.0	1618.00	24%
Import	05/05/2018	11:30	-2500	-2500.1	-3141.59	-31%
Export	03/16/2018	12:30	1	0.5	1414.21	13%
Bank Details	08/08/2018	13:30	99	99.4	2718.28	13%
Other	08/13/2018	14:30	500	5.4	1202.05	82%
Total			106203	-1160.7	3810.95	100%

Help OK Cancel Go

The Format Cells dialog will be displayed

Format Cells

Number | Alignment | Font | Border | Background Colour

Category

General
Number
 Currency
 Date
 Time
 Percent

Number

Decimal Places

2

Negative Style

Default
 (1,234.10)
 -1,234.10
 - 1,234.10
 1,234.10-
 1,234.10 -

☐ Show Negative In Red

Leading Zero

Yes

Thousand Separator

,

☒ Apply


Decimal Separator

.

OK Cancel

3. Select Comma separator for Thousands and period separator for Decimals
4. Check Apply check box
5. Click OK

Summary Report

Data Type Summary Report 

Definition Options Report Style

☐ None ☐ Output Table Names ☐ Output Data Item Names ☒ Automatic column width ☐ Automatic row height

☒ Auto Format


Totals

☒ Show Totals

Position

☐ Top ☒ Bottom

Auto Format

Simple  **Format Cells**


Preview

Description	Date	Time	Integer	Number	Currency	Percent
Sales Account	01/25/2018	10:30	108103	1234.0	1,618.00	24%
Import	05/05/2018	11:30	-2500	-2500.1	-3,141.59	-31%
Export	03/16/2018	12:30	1	0.5	1,414.21	13%
Bank Details	08/08/2018	13:30	99	99.4	2,718.28	13%
Other	08/13/2018	14:30	500	5.4	1,202.05	82%
Total			106203	-1160.7	3810.95	100%

Help OK Cancel

We can also adjust where the Totals row is displayed: at the top or the bottom of the column

Summary Report

Data Type Summary Report 

Definition | Options | Report Style

☐ None
 ☐ Output Table Names
 ☐ Output Data Item Names
 ☒ Automatic column width
 ☐ Automatic row height

Totals


☒ Show Totals

Position

☒ Top

☐ Bottom

Auto Format

Simple  **Format Cells**

Preview

Description	Date	Time	Integer	Number	Currency	Percent
Sales Account	01/25/2018	10:30	108103	1234.0	1,618.00	24%
Import	05/05/2018	11:30	-2500	-2500.1	-3,141.59	-31%
Export	03/16/2018	12:30	1	0.5	1,414.21	13%
Bank Details	08/08/2018	13:30	99	99.4	2,718.28	13%
Other	08/13/2018	14:30	500	5.4	1,202.05	82%
Total			106203	-1160.7	3810.95	100%

Help OK Cancel

The total row displayed at the top results in a listing that looks like this:

infor - Q&A Executive / SDA - General Conference - Treasury

File View Output Mode Tools Window Help

Worksheet Document

Sheet1

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7	Employee	Account	Account Name	Department	Amount	
8	Total				3266561.78	
9	Almendras, Jacobo	811110	Salary (Regular)	Stewardship/Trust Services	67,416.00	
10	Army, Roderick	811110	Salary (Regular)	Potomac River District No. 5	60,420.00	
11	Bazara, Amandla	811110	Salary (Regular)	Youth	64,872.00	
12	Chen, Yen Chow	811110	Salary (Regular)	Congressional District No. 2	54,060.00	
13	Davis, John	811110	Salary (Regular)	Congressional District No. 2	55,968.00	
14	Delamonte, Salvador	811110	Salary (Regular)	Treasury	57,240.00	
15	Diaz, Emeritu	811110	Salary (Regular)	Tidal Basin District No. 6	60,420.00	
16	Diwata, Remedios	811110	Salary (Regular)	Secretarial Services	55,968.00	
17	Dulan, Marrisa	811110	Salary (Regular)	Tidal Basin District No. 6	54,696.00	
18	Eyana, Eduardo	811110	Salary (Regular)	Tidal Basin District No. 6	57,240.00	
19	Faraday, Carlos	811110	Salary (Regular)	Education	64,872.00	
20	Fuller, Gordon	811110	Salary (Regular)	Arlington District No. 1	61,056.00	