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
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
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
8. Enter or select Who Analysis Code(s) to filter on
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
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
12. Click OK to save the query
13. Click the Extract icon
14. Click the Extract Primary Worksheets button

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
3. Scroll down Selection List to L4 Function Analysis Table
4. Click + to expand L4 Function Analysis Table
5. Select Name from L4 Function Analysis Table
6. Click OK
7. Click the Extract icon
8. Click Extract Primary Worksheets button

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
12. Click OK
13. Extract
14. Click Extract Primary Worksheets
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
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
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
4. Click OK
5. Extract
6. Click Extract Primary Worksheets button
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
4. Click OK
5. Extract
6. Click Extract Primary Worksheets button
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
The Sort Order icon is located at the bottom of the frame between Selection List and Output Pane.

3. 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.

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

Notice there are two more tabs: Options and Report Style.
The items on the Options Tab are rarely used because they don’t offer much.
A listing extracted with these settings, will bring in the Table and Data Item Names as headers.

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
3. Click OK
4. Click Extract
6. Click Extract Primary Worksheets

Notice: The headers have disappeared.

You now have the option of simply typing any headers you wish into the columns in the Design Mode.
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.
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.
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.
1. Select all values in Currency column except for the Total.
2. Click Format Cells button on the Auto Format pane.
The Format Cells dialog will be displayed
3. Select Comma separator for Thousands and period separator for Decimals
4. Check Apply check box
5. Click OK

We can also adjust where the Totals row is displayed: at the top or the bottom of the column.
The total row displayed at the top results in a listing that looks like this:

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Time</th>
<th>Integer Number</th>
<th>Currency</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Account</td>
<td>01/25/2018</td>
<td>10:30</td>
<td>108103</td>
<td>1,618.00</td>
<td>24%</td>
</tr>
<tr>
<td>Import</td>
<td>05/01/2018</td>
<td>11:30</td>
<td>-2500</td>
<td>-3,141.59</td>
<td>-31%</td>
</tr>
<tr>
<td>Export</td>
<td>03/15/2018</td>
<td>12:30</td>
<td>1</td>
<td>1,414.21</td>
<td>13%</td>
</tr>
<tr>
<td>Bank Details</td>
<td>08/08/2018</td>
<td>13:30</td>
<td>99</td>
<td>2,718.28</td>
<td>13%</td>
</tr>
<tr>
<td>Other</td>
<td>08/13/2018</td>
<td>14:30</td>
<td>1000</td>
<td>1,202.05</td>
<td>82%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>106203</strong></td>
<td><strong>1,160.7</strong></td>
<td><strong>3810.95</strong></td>
<td><strong>100%</strong></td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td>Account</td>
<td>Account Name</td>
<td>Department</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>----------</td>
<td>--------------------</td>
<td>-------------------------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Almendras, Jacobo</td>
<td>811110</td>
<td>Salary (Regular)</td>
<td>Stewardship/Trust Services</td>
<td>67,416.00</td>
<td></td>
</tr>
<tr>
<td>Army, Roderick</td>
<td>811110</td>
<td>Salary (Regular)</td>
<td>Potomac River District No. 5</td>
<td>60,420.00</td>
<td></td>
</tr>
<tr>
<td>Bazara, Amanda</td>
<td>811110</td>
<td>Salary (Regular)</td>
<td>Youth</td>
<td>64,972.00</td>
<td></td>
</tr>
<tr>
<td>Chen, Yen Chow</td>
<td>811110</td>
<td>Salary (Regular)</td>
<td>Congressional District No. 2</td>
<td>54,060.00</td>
<td></td>
</tr>
<tr>
<td>Davis, John</td>
<td>811110</td>
<td>Salary (Regular)</td>
<td>Congressional District No. 2</td>
<td>56,968.00</td>
<td></td>
</tr>
<tr>
<td>Delamonte, Salvador</td>
<td>811110</td>
<td>Salary (Regular)</td>
<td>Treasury</td>
<td>57,240.00</td>
<td></td>
</tr>
<tr>
<td>Diaz, Emeardu</td>
<td>811110</td>
<td>Salary (Regular)</td>
<td>Tidal Basin District No. 6</td>
<td>60,420.00</td>
<td></td>
</tr>
<tr>
<td>Diwata, Remedios</td>
<td>811110</td>
<td>Salary (Regular)</td>
<td>Secretarial Services</td>
<td>56,968.00</td>
<td></td>
</tr>
<tr>
<td>Dulam, Marissa</td>
<td>811110</td>
<td>Salary (Regular)</td>
<td>Tidal Basin District No. 6</td>
<td>54,960.00</td>
<td></td>
</tr>
<tr>
<td>Eyana, Eduardo</td>
<td>811110</td>
<td>Salary (Regular)</td>
<td>Tidal Basin District No. 6</td>
<td>57,240.00</td>
<td></td>
</tr>
<tr>
<td>Faraday, Carlos</td>
<td>811110</td>
<td>Salary (Regular)</td>
<td>Education</td>
<td>64,972.00</td>
<td></td>
</tr>
<tr>
<td>Fuller, Gordon</td>
<td>811110</td>
<td>Salary (Regular)</td>
<td>Arlington District No. 1</td>
<td>61,056.00</td>
<td></td>
</tr>
</tbody>
</table>