# 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

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- 4. Populate filter rows in the Filter Pane
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  - Business Unit ATA for this exercise (your BU later)
  - Table
- LA Ledger A - Actuals

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- Ledger
- Account Code
- Accounting Period 2013001 to 2013012

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- 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

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

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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.

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

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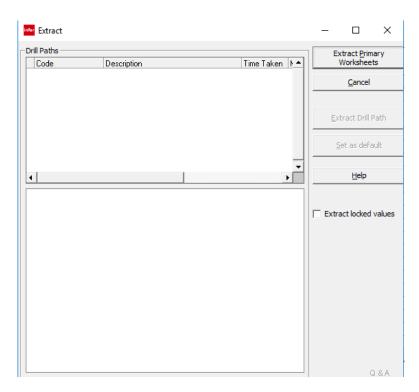
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- 9. From Chart of Accounts table:
  - Select Account Code
  - Description
- 10. Click– to collapse Chart of Accounts table
- 11. Select Base Amount

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13. Click the Extract icon



#### 14. Click the Extract Primary Worksheets button

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	9 10 11 12 13 14 15 16 17	Account Code 811110 811220 811230 811410 816110 817110	Description Salary (Regular) Car Depreciation Allowance Child Allowance Area Travel Subsidy (House to Office Travel) Medical Policy Premium	Base Amount           2981182.00           120000.00           38160.00           35280.00           17415.46           74524.32			
	9 10 11 12 13 14 15 16 17 18	Account Code 811110 811220 811230 811410 816110 817110	Description Salary (Regular) Car Depreciation Allowance Child Allowance Area Travel Subsidy (House to Office Travel) Medical Policy Premium	Base Amount           2981182.00           120000.00           38160.00           35280.00           17415.46           74524.32			
	9 10 11 12 13 14 15 16 17 18 19	Account Code 811110 811220 811230 811410 816110 817110	Description Salary (Regular) Car Depreciation Allowance Child Allowance Area Travel Subsidy (House to Office Travel) Medical Policy Premium	Base Amount           2981182.00           120000.00           38160.00           35280.00           17415.46           74524.32			
	9 10 11 12 13 14 15 16 17 18 19 20	Account Code 811110 811220 811230 811410 816110 817110	Description Salary (Regular) Car Depreciation Allowance Child Allowance Area Travel Subsidy (House to Office Travel) Medical Policy Premium	Base Amount           2981182.00           120000.00           38160.00           35280.00           17415.46           74524.32			
	9 10 11 12 13 14 15 16 17 18 19	Account Code 811110 811220 811230 811410 816110 817110	Description Salary (Regular) Car Depreciation Allowance Child Allowance Area Travel Subsidy (House to Office Travel) Medical Policy Premium	Base Amount           2981182.00           120000.00           38160.00           35280.00           17415.46           74524.32			
< >>	9 10 11 12 13 14 15 16 17 18 19 20	Account Code 811110 811220 811230 811410 816110 817110	Description Salary (Regular) Car Depreciation Allowance Child Allowance Area Travel Subsidy (House to Office Travel) Medical Policy Premium	Base Amount           2981182.00           120000.00           38160.00           35280.00           17415.46           74524.32			

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

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

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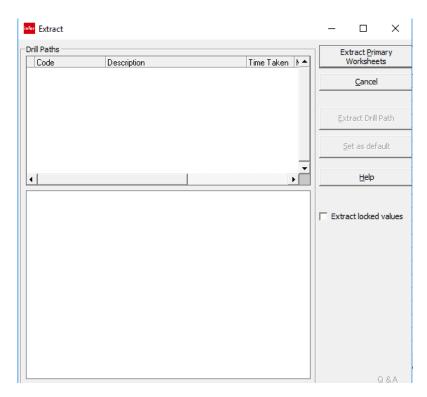
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6. Click OK

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7. Click the Extract icon





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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/Le
15	811110	Salary (Regular)	65758.00	Sabbath School/Personal Ministrie
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 🕍

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

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- 12. Click OK
- 13. Extract 🔤
- 14. Click Extract Primary Worksheets

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	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

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- 3. Scroll down Selection List to L7 Who Analysis Table
- Select Name from L7 Who Analysis Table
   Click OK
- 6. Extract 🔤
- 7. Click Extract Primary Worksheets button

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	9	Account Code	Description	Name	Base Amount		
		811110	Salary (Regular)	Accounting		Garcia, Domingo	
		811110	Salary (Regular)	Accounting		Ledesma, Lourdes	
		811110	Salary (Regular)	Accounting		Walenski, Renolov	
		811110	Salary (Regular)	Arlington District No. 1		Fuller, Gordon	
		811110	Salary (Regular)	Arlington District No. 1		Martinez, Luis Montalban	
		811110	Salary (Regular)	Arlington District No. 1		Morgan, Jennifer	
		811110	Salary (Regular)	Arlington District No. 1		Russel, Joyce	
		811110	Salary (Regular)	Children's Ministries		Mautak, Maria Clara	
		811110	Salary (Regular)	Communication		Price, Thomas	
		811110	Salary (Regular)	Congressional District No. 2		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

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- 4. Click OK
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	9	Name	Account Code	Description	Base Amount		
	10	Accounting	811110	Salary (Regular)		Garcia, Domingo	
	11	Accounting	811110	Salary (Regular)		Ledesma, Lourdes	
		Accounting	811110	Salary (Regular)		Walenski, Renolov	
	13	Accounting	811410	Area Travel Subsidy (House to Office		Garcia, Domingo	
	14	Accounting	811410	Area Travel Subsidy (House to Office		Ledesma, Lourdes	
		Accounting	811410	Area Travel Subsidy (House to Office		Walenski, Renolov	
	15			Medical Policy Premium	284.30	Garcia, Domingo	
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	15 16 17 18	Accounting Accounting Accounting	816110 816110	Medical Policy Premium Medical Policy Premium	187.80	Walenski, Renolov	
	15 16 17 18 19	Accounting Accounting	816110	Medical Policy Premium	187.80 1272.00		

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	y Report	▼ F <sub>2</sub>				<b>A8</b>
Definition Options Report : Filter Filter From SunS Description Product Business Unit Table Ledger Account Code Accounting Period	-	- SunSystems 6 Filter To	Value From SunSystems 6 ATA Ledger A 81% 2013001	Value To	Link Code	
Accounting Period	2013001	2013012	2013001	2013012		
1		*				
Selection List			Output			
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     Cad Base/Reporting Curre     Rate     Transaction Operator	e Code		Item LA\L7\Vame LA\L4\Vame LA\CA\Account Co LA\CA\Description ∑ LA\Base Amount		Sort Number	Act
			Help	<u>o</u> k	:	<u>C</u> ancel Go t

- 4. Click OK
- 5. Extract 🔤
- 6. Click Extract Primary Worksheets button

Extract Primary Worksheets
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********	Work	sheet Document				
				Sheet1		
Summary R						
Sheet1		A	В	С	D	E
_	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8	Who	Function	Chart of Account		Ledger
	9	Name	Name	Account Code		Base Amount
	10	Almendras, Jacobo	Stewardship/Trust Services	811110	Salary (Regular)	67416.00
	11	Almendras, Jacobo	Stewardship/Trust Services	811220	Car Depreciation Allowance	
	12	Almendras, Jacobo	Stewardship/Trust Services	811230	Child Allowance	1440.00
	13	Almendras, Jacobo	Stewardship/Trust Services	811410	Area Travel Subsidy (Hous	
	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		Salary (Regular)	60420.00
	17	Army, Roderick	Potomac River District No. 5		Car Depreciation Allowance	
	18	Army, Roderick	Potomac River District No. 5		Child Allowance	2160.00
	19	Army, Roderick	Potomac River District No. 5		Area Travel Subsidy (Hous	
	20	Army, Roderick	Potomac River District No. 5	040440	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

nmary Report								
ta Type Summary	Report	✓ F <sub>2</sub>						<b>A</b> 8
finition Options Report S	Style							
ilter								
		1						
Iter From SunSy	vstems 6	•• SunSystems 6						
Description	Filter From	Filter To		Value From	Value To	Link Co	ode	
Product	SunSystems 6			SunSystems 6				
Business Unit	ATA			ATA				
Table	LA			Ledger				
Ledger	Α			A				
Account Code	81%			81%				
Accounting Period	2013001	2013012		2013001	2013012			
			\$					
ection List				utput				
Ledger		^		Item		Sort Number		
- Account Code			•	LA\L7\Name				
· CA Chart of Accounts			<u> </u>	LA\CA\Account Cod	le			
Accounting Period				LA\CA\Description				
Base Amount				LA/L4/Name				
Debit/Credit				<b>K</b>				
Transaction Amount			▼ ₹	∑ LA\Base Amount				
RT								
Base 2/Reporting Amount			<u> </u>					
- RT2			2					
Memo Amount			And in case of the local division of the loc					
Base Currency Code		C	<b>2</b> ?	)				
<ul> <li>Transaction Currency Code</li> </ul>				·				
- CN Transaction Currency (								
··· 2nd Base/Reporting Currer	ncy Code							
Rate								
- Transaction Operator		~						
					1	1		
				Help	0			

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

orting	 		<u>0</u> K
Data Item	Sort Number		 Cancel
		-	<u>H</u> elp
		-	
election List			
LA\L7\Name LA\CA\Account Code			
LA\CA\Description			
LA\L4\Name			
∑ LA\Base Amount			
Тор			
C Rows	 A		
C Percent			

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

rting Data Item S ↓LA\CA\Account Code 1	iort Number		<u>Q</u> K <u>C</u> ancel <u>H</u> elp
↓LA\CA\Account Code 1			
			<u>H</u> elp
		₹ -	
ection List			
LA\L7\Name		_	
LA\CA\Description			
LA\L4\Name			
LA\Base Amount			
Тор —			
C Rows	-		
) Percent	-		

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						
Definition Options Report		✓ F₂ … SunSystems 6				A8 🏴
Description Product Business Unit Table Ledger Account Code Accounting Period	Filter From SunSystems 6 ATA LA A 81% 2013001	Filter To 2013012	 Value From SunSystems 6 ATA Ledger A 81% 2013001	Value To 2013012	Link Code	1
Selection List  Selection List  Account Code  CA Chart of Accounts  Accounting Period  Base Amount  Debit/Credit  Transaction Amount  RT Base 2/Reporting Amount  RT Account Code  CN Transaction Currency Code  CN Transaction Currency Code  Transaction Currency Code Currency Code Currency Code Currency Currency Currenc	le Code	~	Output Item LA\L7\Vame LA\CA\Account Code LA\CA\Description LA\L4\Vame ∑ LA\Base Amount		Sort Number	
			 Help	<u>0</u> K	<u>C</u> a	ancel

- 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 <u>P</u>rimary Worksheets

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				] -+ -+			
	Work	sheet Document					
Employ				Sheet1			
🚸 Summary R							
Sheet:		A	В	С	D	E	F
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8	Who	Chart of Accourt		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, Marrisa	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

efinition Options Report		SunSystems 6					A8
Description Product Business Unit Table Ledger Account Code	Filter From SunSystems 6 ATA LA A 81%	Filter To		Value From SunSystems 6 ATA Ledger A 81%	Value To	Link Code	
Accounting Period	2013001	2013012	*	2013001 Dutput	2013012		
	de • Code	~		Item LA\L7\Wame LA\CA\Account Code LA\CA\Description LA\L4\Wame ∑ LA\Base Amount	1	Sort Number	

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

Definition Options Report Style	B 🕬
Description	
Recalculation Order	
Delay Extraction	
Frimary     Breakout	
Help QK Cancel	

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

#### Report Style Tab

nmary Report										
ta Type	Summary Rep	ort		- Fg						
inition Options	Report Style	)								
None Auto Format	r N	Outpu     Autor	ut Table Ni ut Data Ite matic colun matic row h	em Names nn width		Posit	ow Totals ion Top Bottom			
uto Format Simple Preview			•	Form	at Cells			 		
Header					Transactions					
Description	Date	Time	Integer	Number	Currency I	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		99	99.4	2718.28	13%				
	08/13/2018	14:30	500	5.4	1202.05	82%				
Other	00/13/2010									

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

8	Who	Chart of Accou	nts	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

mmary Report										
ata Type	Summary Rep	ort		• Fg					,	<b>۱8</b>
efinition Options	Report Style	1							-	
None Auto Format	L L	Outpu	ut Table Na ut Data Ite matic colun matic row h	m Names nn width		Posit	ow Totals ion Top Bottom			
Auto Format			•	Form	at Cells					
Sales Accoun	t 01/25/2018	10:30	108103	1234.0	1618.00	24%				
Import	05/05/2018	11:30	-2500		-3141.59	-31%				
Export	03/16/2018			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%				

3. Click OK

1	
<i>/</i> .	

inter - Q&A Executive / SDA - General	Confer	ence - Trea	sury							-	o ×
<u>File Edit View Insert Format</u>											
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Code		Description			Filter F	rom		Filter T	ō		-
	Works	heet Docu	ment								
<ul> <li>TRAININGWB2</li> <li>Employee Expenses Repo</li> <li>Workbook 2</li> </ul>						{SheetTitle	e}				
Sheet1	Sum	Rpt1_	_ =	AGESMRT(1,	",-2)				1	1	
	-	A	В	С	D	E	F	G	Н	I	
	1										- 11
	3										
	4										_
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	10										
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5. Click Extra	ct	1111									

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********************	Work	theet Degramont		]			
TRAININGWB2		sieee   Document		Sheet1			
Employee Expenses Repo				Sheett			
Workbook 2		A	В	С	D	E	_
Sheet1	1	A	D	L L	D	E	
	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, 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	

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	Confe	rence - Treas	ury					-		×
<u>F</u> ile <u>E</u> dit <u>V</u> iew <u>I</u> nsert F <u>o</u> rmat	t <u>C</u> ell	<u>M</u> ode <u>T</u> o	ools <u>W</u> ind	ow <u>H</u> elp						
) 🗈 • 🔶 • 🚅 🖬 🎒 0 •		🛱 🔳 🛛 🖌	o ⇔   %	🖻 🛍 ダ 😭 Σ	Tahoma	• 9.75 •	BI	U∣≣≡	= 🖉	<b>.</b>
Code		Description		Fil	ter From		Filter To			1
	Work	sheet Docum	nent							•
TRAININGWB2 Employee Expenses Report					{SheetTitle}					
Workbook 2										
Sheet1	F8		•							
		Α	В	с	D		E	F	G	
	1									
	2									
	3									
	4									
	5									
	6									
	7	Employee	Account	Account Name	Department		Amount			
	8				•			Í		
	9									
	10									

7. Extract 🗐

Extract	Primary	Worksheets	
	,		

Extract <u>P</u>rimary Worksheets

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le <u>V</u> iew <u>O</u> utput <u>M</u> ode <u>T</u> o							
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*********************	Work	sheet Document					
TRAININGWB2				Sheet	1		
Employee Expenses Repo     Workbook 2							
Sheet1		Α	В	С	D	E	
in briceri	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

finition Options	Summary Report			▼ K <sub>2</sub>					A
None Auto Format		Outpu Outpu Auton	ut Table Na ut Data Ite matic colum matic row h	m Names nn width		Posit	ow Totals ion Top Bottom		
simple Preview			•	Forma	t Cells			 	
Sales Account	01/25/2018	10:30	108103	1234.0	1618.00	24%			
Import	05/05/2018				-3141.59	-31%			
Export	03/16/2018			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%			

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.

sta Type finition   Options	Γ	) Outpu	ut Table Na			-Totals			,	48
Auto Format	L.	Autor	ut Data Ite natic colum natic row h	nn width		Show	۱			
Simple			•	Forma	t Cells					
Preview			_							
Sales Account			108103	1234.0	1618.00	24%				
Import	05/05/2018	11:30	-2500	-2500.1	-3141.59	-31%				
Export	03/16/2018		1	0.5	1414.21	13%				
Bank Details	08/08/2018		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%				
									 	_

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.

ata Type	Summary Rep	ort		- Fy			
efinition Options	Report Style	)					
None Auto Format	Г		ut Table Na ut Data Ite			Totals	То
AutoFormat	R	_	matic colun			Position	
	Г	Autor	matic row ł	height		C To	
				-			
						<ul> <li>Bo</li> </ul>	tto
						€ Bo	tto
Auto Format						( Bo	tto
Auto Format			•	Forma	at Cells	€ Bo	otto
			•	Forma	at Cells	● Bo	tto
Simple	01/25/2018	10:30			at Cells 1618.00	€ B0	otto
Simple Preview	01/25/2018 05/05/2018		108103	1234.0			tto
Simple Preview Sales Account		11:30		1234.0	1618.00	24%	tto
Simple Preview Sales Account Import	05/05/2018	11:30 12:30	108103 -2500 1	1234.0 -2500.1	1618.00 -3141.59	24% -31%	tto
Simple Preview Sales Account Import Export	05/05/2018 03/16/2018	11:30 12:30 13:30	108103 -2500 1 99	1234.0 -2500.1 0.5	1618.00 -3141.59 1414.21	24% -31% 13%	tto

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

a Type <sub>St</sub> inition Options R None Auto Format	C Out	out Table Na out Data Ite			Totals			<b>A</b> 8
None	☐ Out	out Data Ite			Totals		 	
	C Out	out Data Ite			Totals			
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	🔽 Aut				Show	/ Totals		
					Position			
	🗌 Aut	omatic row h	neight		<u>о</u> те			
					⊙ Bo	ottom		
ito Format								
			Format	Cells				
Simple Preview		•						
Sales Account 0'	1/25/2018 10:30	108103	1234.0	1618.00	24%			
	5/05/2018 11:30		-2500.1	-3141.59	-31%			
	3/16/2018 12:30		0.5	1414.21	13%			
	8/08/2018 13:30		99.4	2718.28	13%			
Other 08	8/13/2018 14:30	500	5.4	1202.05	82%			
Total		106203	-1160.7	3810.95	100%			

The Format Cells dialog will be displayed

infer Format Cells		×
Number Alignment For Category General Number Currency Date Time Percent	Number Decimal Places 2 Negative Style	
Thousand Separator	(1,234.10) -1,234.10 - 1,234.10 1,234.10- 1,234.10 -	
Pecimal Separator	Show Negative In Red Leading Zero Yes	
		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 Rep	ort		- F2							A8 🔤
Definition Options	Report Style										
○ None • Auto Format	Г	Outpu	ut Table Na ut Data Ite natic colum	m Names			ow Totals		]		
			natic row h				ion Top Bottom				
Auto Format			•	Form	at Cells						
Description	Date	Time	Integer	Number	Currency	Percent					
Sales Account	01/25/2018				1,618.00	24%					
Import	05/05/2018				-3,141.59	-31%					
Export	03/16/2018	12:30	1	0.5	1,414.21	13%					
Bank Details	08/08/2018		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%					
											Act
						l	<u>H</u> elp	<u>0</u> K		<u>C</u> ar	ncel Go t

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

Summary Report										
Data Type	Summary Rep	ort		▼ K₂						A8
Definition Options	Report Style									
○ None ⓒ Auto Format	۲ آ	Outp	ut Table N ut Data Ite matic colun matic row I	em Names nn width		Posit	ow Totals tion Top Bottom			
Auto Format Simple Preview			•	Form	at Cells			]		
Description	Date			Number	Currency	Percent				
Sales Account				1234.0	1,618.00	24%				
Import	05/05/2018			-2500.1	-3,141.59	-31%				
Export	03/16/2018	12:30	1	0.5	1,414.21	13%				
Bank Details	08/08/2018			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%				
						_			1	Ac
						1	<u>H</u> elp	<u>O</u> K	Cance	Go

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

- Q&A Executive / SDA - General	Confe	rence - Treasury				- 🗆	×
<u>File V</u> iew <u>O</u> utput <u>M</u> ode <u>T</u> oo	ols <u>W</u>	indow <u>H</u> elp					
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	Works	sheet Document					
🚸 TRAININGWB2 🕇		1		Sheet1			
Employee Expenses Repo				Sheeti			
Workbook 2					2	-	-
Sheet1	-	A	В	С	D	E	F
	1						
	2						
	3						
	4						
	6						
	7	Employee	Account	Account Name	Department	Amount	
	8	Total	1	1	•	3266561.78	
	-	Almendras, Jacobo	811110	Salary (Regular)	Stewardship/Trust Services	67.416.00	
	9						
	9		811110	Salary (Regular)	Potomac River District No. 5	60,420.00	
	-	Army, Roderick Bazara, Amandla		Salary (Regular) Salary (Regular)	Potomac River District No. 5 Youth	60,420.00 64,872.00	
	10	Army, Roderick	811110				
	10 11	Army, Roderick Bazara, Amandla	811110 811110	Salary (Regular) Salary (Regular)	Youth	64,872.00	
	10 11 12	Army, Roderick Bazara, Amandla Chen, Yen Chow	811110 811110 811110	Salary (Regular) Salary (Regular) Salary (Regular)	Youth Congressional District No. 2	64,872.00 54,060.00	
	10 11 12 13	Army, Roderick Bazara, Amandla Chen, Yen Chow Davis, John	811110 811110 811110 811110 811110	Salary (Regular) Salary (Regular) Salary (Regular) Salary (Regular)	Youth Congressional District No. 2 Congressional District No. 2	64,872.00 54,060.00 55,968.00	
	10 11 12 13 14	Army, Roderick Bazara, Amandla Chen, Yen Chow Davis, John Delamonte, Salvador	811110 811110 811110 811110 811110 811110	Salary (Regular) Salary (Regular) Salary (Regular)	Youth Congressional District No. 2 Congressional District No. 2 Treasury	64,872.00 54,060.00 55,968.00 57,240.00	
	10 11 12 13 14 15	Army, Roderick Bazara, Amandla Chen, Yen Chow Davis, John Delamonte, Salvador Diaz, Emeritu	811110 811110 811110 811110 811110 811110 811110	Salary (Regular) Salary (Regular) Salary (Regular) Salary (Regular) Salary (Regular)	Youth Congressional District No. 2 Congressional District No. 2 Treasury Tidal Basin District No. 6	64,872.00 54,060.00 55,968.00 57,240.00 60,420.00	
	10 11 12 13 14 15 16	Army, Roderick Bazara, Amandla Chen, Yen Chow Davis, John Delamonte, Salvador Diaz, Emeritu Diwata, Remedios	811110 811110 811110 811110 811110 811110 811110 811110	Salary (Regular) Salary (Regular) Salary (Regular) Salary (Regular) Salary (Regular) Salary (Regular)	Youth Congressional District No. 2 Congressional District No. 2 Treasury Tidal Basin District No. 6 Secretarial Services	64,872.00 54,060.00 55,968.00 57,240.00 60,420.00 55,968.00	
	10 11 12 13 14 15 16 17	Army, Roderick Bazara, Amandla Chen, Yen Chow Davis, John Delamonte, Salvador Diaz, Emeritu Diwata, Remedios Dulan, Marrisa	811110 811110 811110 811110 811110 811110 811110 811110 811110	Salary (Regular) Salary (Regular) Salary (Regular) Salary (Regular) Salary (Regular) Salary (Regular) Salary (Regular)	Youth Congressional District No. 2 Congressional District No. 2 Treasury Tidal Basin District No. 6 Secretarial Services Tidal Basin District No. 6	64,872.00 54,060.00 55,968.00 57,240.00 60,420.00 55,968.00 54,696.00	
	10 11 12 13 14 15 16 17 18	Army, Roderick Bazara, Amandla Chen, Yen Chow Davis, John Delamonte, Salvador Diaz, Emeritu Diwata, Remedios Dulan, Marrisa Eyana, Eduardo	811110 811110 811110 811110 811110 811110 811110 811110 811110	Salary (Regular) Salary (Regular) Salary (Regular) Salary (Regular) Salary (Regular) Salary (Regular) Salary (Regular)	Youth Congressional District No. 2 Congressional District No. 2 Treasury Tidal Basin District No. 6 Secretarial Services Tidal Basin District No. 6 Tidal Basin District No. 6	64,872.00 54,060.00 55,968.00 57,240.00 60,420.00 55,968.00 54,696.00 57,240.00	