

QA Executive Training Expands

In this lesson, we will study a powerful QA Executive analysis function: Expand.

This tool is especially valuable in an environment where varying kinds of underlying data are used.

For this lesson, we will open the little report we designed in our last lesson, the Analysis of Employee Expenses.

Workbook 3.ice - 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}


C17

	A	B	C	D	E	F
1		Ace Union				
2		Analysis of Employee Expenses				
3		2014 to 2013 Comparisons				
4						
5			2014001	2013001		
6			2014012	2013012		
7						
8	811220	Car Depreciation Allowance	\$1.00	\$1.00		
9	811230	Child Allowance	\$1.00	\$1.00		
10	811410	Area Travel Subsidy (House to Office Travel)	\$1.00	\$1.00		
11	816110	Medical Policy Premium	\$1.00	\$1.00		
12	817110	Tax Assistance	\$1.00	\$1.00		
13						
14						
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16						
17						
18						

Review Query

One of the cool things we did in the last lesson was to create a query in a single cell – cell C8.

Summary Link

Data Type Summary Link 

Definition Options

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	=A8		811220		
Accounting Period	=C\$5	=C\$6	2014001	2014012	

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
Σ LA\Base Amount	C8

Help OK Cancel



Let's look at the query. Notice that the values in the Filter Pane have not been hard-coded. Instead, they have formulas, allowing the query to interact with the relevant cells even if the query itself is copied and pasted into similar cells.

In the last lesson, our last step was to copy the query in cell C8 and paste it into the other 9 figure cells. Because the values were picked up by a formula which reset itself for each new cell it was copied into, the figures that were pulled in were correct for that cell.

In the screenshot above, the original query is displayed. The Account Code formula is going into cell A8 to pull in the Account Code for that row.


In the screenshot below, the original query has been pasted into another cell. Check out the formula for the Account Code in that screenshot.

Summary Link

Data Type: Summary Link  D10 

Definition | Options

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	=\$A10		811410		
Accounting Period	=D\$5	=D\$6	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	Target Cell
LA\Base Amount	D10

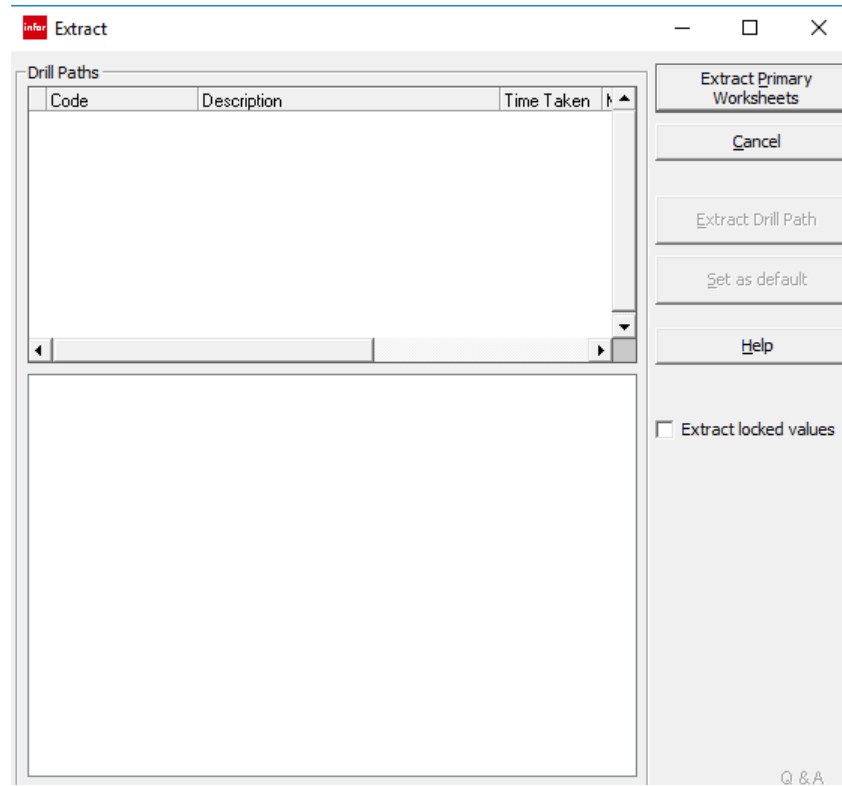
Help OK Cancel

The formula is now pointing to cell A10 – so we can see that the formulas are working correctly. They are adjusting to their new environment in a new cell.

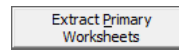
Extract

We will now extract the report.

1. Click on the Extract icon 



2. Click Extract Primary Worksheet button



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Worksheet Document

WORKBOOK 3

Sheet1

Sheet1

	A	B	C	D	E	F
1		Ace Union				
2		Analysis of Employee Expenses				
3		2014 to 2013 Comparisons				
4						
5			2014001	2013001		
6			2014012	2013012		
7						
8	811220	Car Depreciation Allowance	(\$84232.75)	\$3716199.20		
9	811230	Child Allowance	(\$194232.75)	\$3596199.20		
10	811410	Area Travel Subsidy (House to Office Travel)	(\$229212.75)	\$3558039.20		
11	816110	Medical Policy Premium	(\$261552.75)	\$3522759.20		
12	817110	Tax Assistance	(\$270152.75)	\$3505343.74		
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Here is our little report. Now we can work on Expands to look into the data.

Expand

An Expand Analysis lets you drill down into a figure to view the details that make up that figure. It will insert Expand (+) and Collapse (-) icons into the worksheet, letting you toggle back and forth between viewing the details or only the totals.

Let's see how that works.

Case Example:

Let's expand the figures we have extracted by Department.

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Worksheet Document

WORKBOOK 3
Sheet1

Sheet1

	A	B	C	D	E	F
1		Ace Union				
2		Analysis of Employee Expenses				
3		2014 to 2013 Comparisons				
4						
5			2014001	2013001		
6			2014012	2013012		
7						
8	811220	Car Depreciation Allowance	(\$84232.75)	\$3716199.20		
9	811230	Child Allowance	(\$194232.75)	\$3596199.20		
10	811410	Area Travel Subsidy (House to Office Travel)	(\$229212.75)	\$3558039.20		
11	816110	Medical Policy Premium	(\$261552.75)	\$3522759.20		
12	817110	Tax Assistance	(\$270152.75)	\$3505343.74		
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- On an extracted report, highlight the cells whose contents will be expanded.

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Worksheet Document

Sheet1

	A	B	C	D	E	F
1		Ace Union				
2		Analysis of Employee Expenses				
3		2014 to 2013 Comparisons				
4						
5			2014001	2013001		
6			2014012	2013012		
7						
8	811220	Car Depreciation Allowance	(\$84232.75)	\$3716199.20		
9	811230	Child Allowance	(\$194232.75)	\$3596199.20		
10	811410	Area Travel Subsidy (House to Office Travel)	(\$229212.75)	\$3558039.20		
11	816110	Medical Policy Premium	(\$261552.75)	\$3522759.20		
12	817110	Tax Assistance	(\$270152.75)	\$3505343.74		
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- Click the Expand icon on the toolbar 

By selecting all of the figure cells in the report, you will get a gigantic demonstration of Expanding. It is likely you will usually expand in smaller batches.



- Select Specify
- Scroll down the Selection List to the L4 Function Analysis Table

Expand


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	811220		811220	
Accounting Period	2014001	2014012	2014001	2014012

Selection List

+

L2 To/From Who/Where Analysis Table

...

Fund Analysis Code

+

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

...

Flag Analysis Code

+

L8 Flag Analysis Table

...

Project Analysis Code

+

L9 Project Analysis Table

...

Details Analysis Code

+

L10 Details Analysis Table

...

Reverse Next Period

Output

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

OK

Cancel

Help

7. Click the + to the left of the L4 Function Analysis Table to expand the table

Expand

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	811220		811220	
Accounting Period	2014001	2014012	2014001	2014012

Selection List

- + 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
 - Status
 - Analysis Dimension Id
 - ND2 Analysis Dimension
 - ST Domain Standard Text

Output

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

8. Move Name from the Selection List into the Output Pane

Expand

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	811220		811220	
Accounting Period	2014001	2014012	2014001	2014012

OK Cancel Help

Selection List

- [-] 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
 - ... Status
 - ... Analysis Dimension Id
 - [-] ND2 Analysis Dimension
 - [-] ST Domain Standard Text

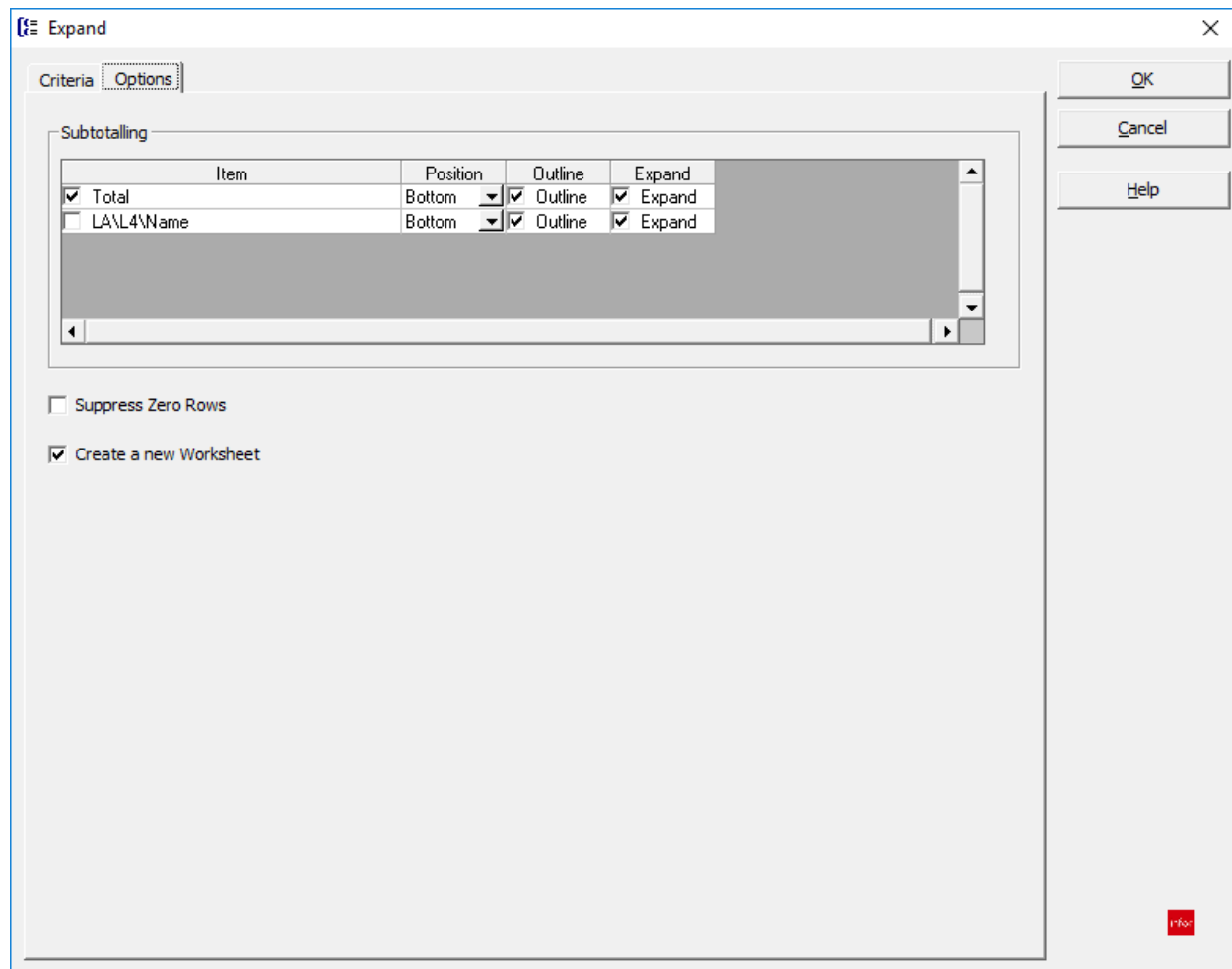
Output

Item	Sort Number
LA\4\Name	

We have a choice: do we want to create a new worksheet or run the Expand within the current worksheet.

If we are expanding a value in a financial statement, we would not want the Expand to be created in its own worksheet. By Expanding in the current worksheet, we can help keep the financial statements from getting out of control.

9. Click the Options tab



10. We want to be sure the Create a new worksheet option is checked, if we want to open the Expand in its own worksheet

11. Click OK

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Worksheet Document

WORKBOOK 3

Sheet1

Sheet1

	B	C	D	E	F
15	Executive Secretary		\$13549.04	\$19618.20	
16	Family Ministries		\$5084.00	\$8166.39	
17	Family Ministry		\$5203.78	\$15479.30	
18	General Function Services			\$2949680.00	
19	General Institutional		\$5495.00	\$10247.84	
20	Georgetown District No. 3		\$33959.55	\$41591.85	
21	Health Ministry		\$12689.78	\$16758.72	
22	In-House Operation		\$247706.85	\$267834.67	
23	Ministerial Association		\$12826.78	\$17482.50	
24	Oxon Hill District No. 4		\$42280.03	\$42108.33	
25	Potomac River District No. 5		\$36838.51	\$45747.78	
26	Presidential		\$17136.72	\$18921.78	
27	Public Affairs & Religious Liberty/Legal		\$9342.89	\$15676.63	
28	Publishing		\$13731.27	\$22309.42	
29	Sabbath School/Personal Ministries		\$12705.89	\$18316.33	
30	Secretarial Services		\$23751.69	\$28036.34	
31	Stewardship/Trust Services		\$13204.78	\$19256.19	
32	Tidal Basin District No. 6		\$48917.47	\$55917.15	
33	Transportation		\$16550.43	\$30937.02	
34	Treasurer		\$14658.80	\$18680.95	
35	Treasury		\$22846.55	\$26257.37	
36	Vice President		\$10375.41	\$13025.13	
37	Women's Ministry		\$9065.44	\$17392.23	
38	Youth		\$13277.26	\$17980.45	
39	811220	Car Depreciation Allowance	(\$84232.75)	\$3716199.20	
41			(\$866378.78)	(\$200178.42)	

Here is the Expand by Department.

Notice: There are now values for every department.

Notice: The Account Code row, highlighted in lavender, displays that department's total, which is broken down, or Expanded, into the separate totals for each department.

Notice: The expansion rows are listed before the Account Code total.

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Worksheet Document

WORKBOOK 3

Sheet1

Sheet1

Sheet1

Sheet1

	1	B	C	D	E
42		Accounting		\$19703.06	\$23672.44
43		Arlington District No. 1		\$33250.77	\$37900.96
44		Children's Ministries		\$9057.15	\$13947.83
45		Communication		\$8811.85	\$15301.60
46		Congressional District No. 2		\$31975.02	\$38278.19
47		Education		\$7900.26	\$16854.03
48		Executive Secretary		\$10799.04	\$16618.20
49		Family Ministries		\$5084.00	\$8166.39
50		Family Ministry		\$2453.78	\$12479.30
51		General Function Services			\$2949680.00
52		General Institutional		\$5495.00	\$10247.84
53		Georgetown District No. 3		\$25709.55	\$32591.85
54		Health Ministry		\$9939.78	\$13758.72
55		In-House Operation		\$244956.85	\$264834.67
56		Ministerial Association		\$10076.78	\$14482.50
57		Oxon Hill District No. 4		\$34030.03	\$33108.33
58		Potomac River District No. 5		\$28588.51	\$36747.78
59		Presidential		\$14386.72	\$15921.78
60		Public Affairs & Religious Liberty/Legal		\$6592.89	\$12676.63
61		Publishing		\$10981.27	\$19309.42
62		Sabbath School/Personal Ministries		\$9955.89	\$15316.33
63		Secretarial Services		\$23751.69	\$28036.34
64		Stewardship/Trust Services		\$10454.78	\$16256.19
65		Tidal Basin District No. 6		\$37917.47	\$43917.15
66		Transportation		\$16550.43	\$30937.02
67		Treasurer		\$11908.80	\$15680.95
68		Treasury		\$17346.55	\$20257.37
69		Vice President		\$7625.41	\$10025.13
70		Women's Ministry		\$6315.44	\$14392.23
71		Youth		\$10527.26	\$14980.45
72		811230	Child Allowance	(\$194232.75)	\$3596199.20

Notice: The Expand has created its own worksheet, which is listed as a dependent worksheet in the Drill Tree Pane. It is preceded by the Expand icon, showing it is an expansion worksheet.

12. Click on the first Sheet1 in the Drill Tree Pane to return to the main report.

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Worksheet Document

WORKBOOK 3

Sheet1

	A	B	C	D	E	F	G
1		Ace Union					
2		Analysis of Employee Expenses					
3		2014 to 2013 Comparisons					
4							
5			2014001	2013001			
6			2014012	2013012			
7							
8	811220	Car Depreciation Allowance	(\$84232.75)	\$3716199.20			
9	811230	Child Allowance	(\$194232.75)	\$3596199.20			
10	811410	Area Travel Subsidy (House to Office Travel)	(\$229212.75)	\$3558039.20			
11	816110	Medical Policy Premium	(\$261552.75)	\$3522759.20			
12	817110	Tax Assistance	(\$270152.75)	\$3505343.74			
13							

13. Click on the second Sheet1 in the Drill Tree Pane to reopen the Expand

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Worksheet Document

WORKBOOK 3

Sheet1

Sheet1

	B	C	D	E
1		Ace Union		
2		Analysis of Employee Expenses		
3		2014 to 2013 Comparisons		
4				
5			2014001	2013001
6			2014012	2013012
7				
8			(\$866378.78)	(\$200178.42)
9	Accounting		\$19703.06	\$23672.44
10	Arlington District No. 1		\$44250.77	\$49900.96
11	Children's Ministries		\$11807.15	\$16947.83
12	Communication		\$11561.85	\$18301.60
13	Congressional District No. 2		\$42975.02	\$50278.19
14	Education		\$10650.26	\$19854.03
15	Executive Secretary		\$13549.04	\$19618.20
16	Family Ministries		\$5084.00	\$8166.39
17	Family Ministry		\$5203.78	\$15479.30
18	General Function Services			\$2949680.00
19	General Institutional		\$5495.00	\$10247.84
20	Georgetown District No. 3		\$33959.55	\$41591.85
21	Health Ministry		\$12689.78	\$16758.72
22	In-House Operation		\$247706.85	\$267834.67
23	Ministerial Association		\$12826.78	\$17482.50
24	Oxon Hill District No. 4		\$42280.03	\$42108.33
25	Potomac River District No. 5		\$36838.51	\$45747.78
26	Presidential		\$17136.72	\$18921.78
27	Public Affairs & Religious Liberty/Legal		\$9342.89	\$15676.63
28	Publishing		\$13731.27	\$22309.42
29	Sabbath School/Personal Ministries		\$12705.89	\$18316.33
30	Secretarial Services		\$23751.69	\$28036.34
31	Stewardship/Trust Services		\$13204.78	\$19256.19

This has been a demonstration that the Expand function has not overwritten the first report. We can easily move between them.

We have come up with essentially two separate listings or reports: a summary listing and a detailed listing.

Another Expand

Let's try another Expand analysis. This time let's expand the details of Account Code 811210 by Department Employee.

14. In the Expand worksheet, highlight all of the Department expansion rows for Account 811210

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Worksheet Document

Sheet1

	B	C	D	E
9	Accounting		\$19703.06	\$23672.44
10	Arlington District No. 1		\$44250.77	\$49900.96
11	Children's Ministries		\$11807.15	\$16947.83
12	Communication		\$11561.85	\$18301.60
13	Congressional District No. 2		\$42975.02	\$50278.19
14	Education		\$10650.26	\$19854.03
15	Executive Secretary		\$13549.04	\$19618.20
16	Family Ministries		\$5084.00	\$8166.39
17	Family Ministry		\$5203.78	\$15479.30
18	General Function Services			\$2949680.00
19	General Institutional		\$5495.00	\$10247.84
20	Georgetown District No. 3		\$33959.55	\$41591.85
21	Health Ministry		\$12689.78	\$16758.72
22	In-House Operation		\$247706.85	\$267834.67
23	Ministerial Association		\$12826.78	\$17482.50
24	Oxon Hill District No. 4		\$42280.03	\$42108.33
25	Potomac River District No. 5		\$36838.51	\$45747.78
26	Presidential		\$17136.72	\$18921.78
27	Public Affairs & Religious Liberty/Legal		\$9342.89	\$15676.63
28	Publishing		\$13731.27	\$22309.42
29	Sabbath School/Personal Ministries		\$12705.89	\$18316.33
30	Secretarial Services		\$23751.69	\$28036.34
31	Stewardship/Trust Services		\$13204.78	\$19256.19
32	Tidal Basin District No. 6		\$48917.47	\$55917.15
33	Transportation		\$16550.43	\$30937.02
34	Treasurer		\$14658.80	\$18680.95
35	Treasury		\$22846.55	\$26257.37
36	Vice President		\$10375.41	\$13025.13
37	Women's Ministry		\$9065.44	\$17392.23
38	Youth		\$13277.26	\$17980.45
39	811220 Car Depreciation Allowance		(\$84232.75)	\$3716199.20

15. Click Expand icon 

16. Click Specify  Specify Ctrl+Shift+E

17. Scroll down the Selection List to the L7 Who Analysis Table

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

19. Select Name from the L7 Who Analysis Table as the Output data item

Expand

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	811220		811220	
Accounting Period	2014001	2014012	2014001	2014012
LA\L4\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

...

ND2 Analysis Dimension

►►

◄◄

▲

▼

⌂

⌂

⌂

Output

Item	Sort Number
LA\L7\Name	

OK

Cancel

Help

Notice: The last item in the Filter Pane is LA\L4\name. Because we are expanding on a previously extracted Expand, the first Expand's value(s) is added as a Filter criteria in subsequent Expands.

20. Click OK

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File View Output Mode Tools Window Help

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Worksheet Document

Sheet1

	1	2	C	D	E	F	G	H	I	J	K
5					2014001	2013001					
6					2014012	2013012					
7											
8					(\$866378.78)	(\$200178.42)					
9					\$12224.67	\$15200.28					
10			Garcia, Domingo		\$1977.40	\$2276.30					
11			Ledesma, Lourdes		\$1981.55	\$2553.86					
12			Walenski, Renolov		\$3519.44	\$3642.00					
13			Accounting		\$19703.06	\$23672.44					
14					\$15483.00	\$17598.91					
15					\$8187.48	\$9202.15					
16			Fuller, Gordon		\$7560.48	\$8430.35					
17			Martinez, Luis Montalban		\$6591.85	\$7298.46					
18			Morgan, Jennifer		\$6427.96	\$7371.09					
19			Russel, Joyce		\$44250.77	\$49900.96					
20			Arlington District No. 1		\$5392.00	\$9451.75					
21					\$6415.15	\$7496.08					
22			Mautak, Maria Clara		\$11807.15	\$16947.83					
23			Children's Ministries		\$2915.33	\$9319.94					
24					\$8646.52	\$8981.66					
25			Price, Thomas		\$11561.85	\$18301.60					
26			Communication		\$13132.00	\$17103.23					
27					\$7220.55	\$8247.01					
28			Chen, Yen Chow		\$7946.44	\$8770.88					
29			Davis, John		\$7985.59	\$8996.41					
30			Kim, Jim Yong		\$6690.44	\$7160.66					
31			Rosentall, Kevin		\$42975.02	\$50278.19					
32			Congressional District No. 2		\$2656.00	\$10841.98					
33					\$7994.26	\$9012.05					
34			Faraday, Carlos		\$10650.26	\$19854.03					
35			Education		\$5099.00	\$9872.00					
36					\$8450.04	\$9746.20					
37			Luna, Antonio		\$13549.04	\$19618.20					
38			Executive Secretary		\$3610.00	\$6265.75					
39					\$1474.00	\$1900.64					
40			Mead, Jason								
41			Executive Secretary								

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We can now see the employees associated with each figure within the Department within the Account Code.

Workbook 3.ice - Q&A Executive / SDA - General Conference - Treasury

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Sheet1

	1	2	C	D	E	F	G	H	I	J	K
7											
8					(\$866378.78)	(\$200178.42)					
13			Accounting		\$19703.06	\$23672.44					
20			Arlington District No. 1		\$44250.77	\$49900.96					
24			Children's Ministries		\$11807.15	\$16947.83					
28			Communication		\$11561.85	\$18301.60					
35			Congressional District No. 2		\$42975.02	\$50278.19					
39			Education		\$10650.26	\$19854.03					
43			Executive Secretary		\$13549.04	\$19618.20					
47			Family Ministries		\$5084.00	\$8166.39					
51			Family Ministry		\$5203.78	\$15479.30					
54			General Function Services			\$2949680.00					
58			General Institutional		\$5495.00	\$10247.84					
64			Georgetown District No. 3		\$33959.55	\$41591.85					
68			Health Ministry		\$12689.78	\$16758.72					
73			In-House Operation		\$247706.85	\$267834.67					
77			Ministerial Association		\$12826.78	\$17482.50					
83			Oxon Hill District No. 4		\$42280.03	\$42108.33					
89			Potomac River District No. 5		\$36838.51	\$45747.78					
94			Presidential		\$17136.72	\$18921.78					
99			Public Affairs & Religious Liberty/Legal		\$9342.89	\$15676.63					
104			Publishing		\$13731.27	\$22309.42					
108			Sabbath School/Personal Ministries		\$12705.89	\$18316.33					
114			Secretarial Services		\$23751.69	\$28036.34					
118			Stewardship/Trust Services		\$13204.78	\$19256.19					
125			Tidal Basin District No. 6		\$48917.47	\$55917.15					
129			Transportation		\$16550.43	\$30937.02					
134			Treasurer		\$14658.80	\$18680.95					
140			Treasury		\$22846.55	\$26257.37					
144			Vice President		\$10375.41	\$13025.13					
148			Women's Ministry		\$9065.44	\$17392.23					
152			Youth		\$13277.26	\$17980.45					
154			811220	Car Depreciation Allowance	(\$84232.75)	\$3716199.20					
156					(\$866378.78)	(\$200178.42)					
157			Accounting		\$19703.06	\$23672.44					
158			Arlington District No. 1		\$44250.77	\$49900.96					

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The expanded data can be displayed in various ways. For instance, each of the collapse (-) features can be used to collapse the associated values. The same is true about each of the expand (+) features.

One department, for instance, can be displayed, while others are not. In the screenshot above, all of the departments' details have been collapsed for the 811210 account.

In the screenshot below, a couple of the departments' details have been expanded, while others are still collapsed.

Workbook 3.ice - Q&A Executive / SDA - General Conference - Treasury

File View Output Mode Tools Window Help

Worksheet | Document

Sheet1

	1	2	C	D	E	F	G	H	I	J	K
7											
8					(\$866378.78)	(\$200178.42)					
13			Accounting		\$19703.06	\$23672.44					
20			Arlington District No. 1		\$44250.77	\$49900.96					
24			Children's Ministries		\$11807.15	\$16947.83					
28			Communication		\$11561.85	\$18301.60					
35			Congressional District No. 2		\$42975.02	\$50278.19					
39			Education		\$10650.26	\$19854.03					
43			Executive Secretary		\$13549.04	\$19618.20					
47			Family Ministries		\$5084.00	\$8166.39					
51			Family Ministry		\$5203.78	\$15479.30					
54			General Function Services			\$2949680.00					
58			General Institutional		\$5495.00	\$10247.84					
64			Georgetown District No. 3		\$33959.55	\$41591.85					
68			Health Ministry		\$12689.78	\$16758.72					
73			In-House Operation		\$247706.85	\$267834.67					
75					\$5267.00	\$9478.10					
76			Jones, David		\$7559.78	\$8004.40					
77			Ministerial Association		\$12826.78	\$17482.50					
83			Oxon Hill District No. 4		\$42280.03	\$42108.33					
89			Potomac River District No. 5		\$36838.51	\$45747.78					
94			Presidential		\$17136.72	\$18921.78					
99			Public Affairs & Religious Liberty/Legal		\$9342.89	\$15676.63					
104			Publishing		\$13731.27	\$22309.42					
108			Sabbath School/Personal Ministries		\$12705.89	\$18316.33					
110					\$12443.00	\$15200.66					
111			Diwata, Remedios		\$4172.44	\$4418.56					
112			Gandhi, Shawaraj		\$3588.70	\$4267.75					
113			Givens, Carmelita		\$3547.55	\$4149.37					
114			Secretarial Services		\$23751.69	\$28036.34					
118			Stewardship/Trust Services		\$13204.78	\$19256.19					
125			Tidal Basin District No. 6		\$48917.47	\$55917.15					
129			Transportation		\$16550.43	\$30937.02					
134			Treasurer		\$14658.80	\$18680.95					
140			Treasury		\$22846.55	\$26257.37					
144			Vice President		\$10776.41	\$12076.12					

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Recap:

In this lesson we expanded the Account Code totals into subtotals for each Department. In a second expansion, we expanded the Department subtotals to show the subtotals per Department Employee.