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.

Review Query

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

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.

SunPlus

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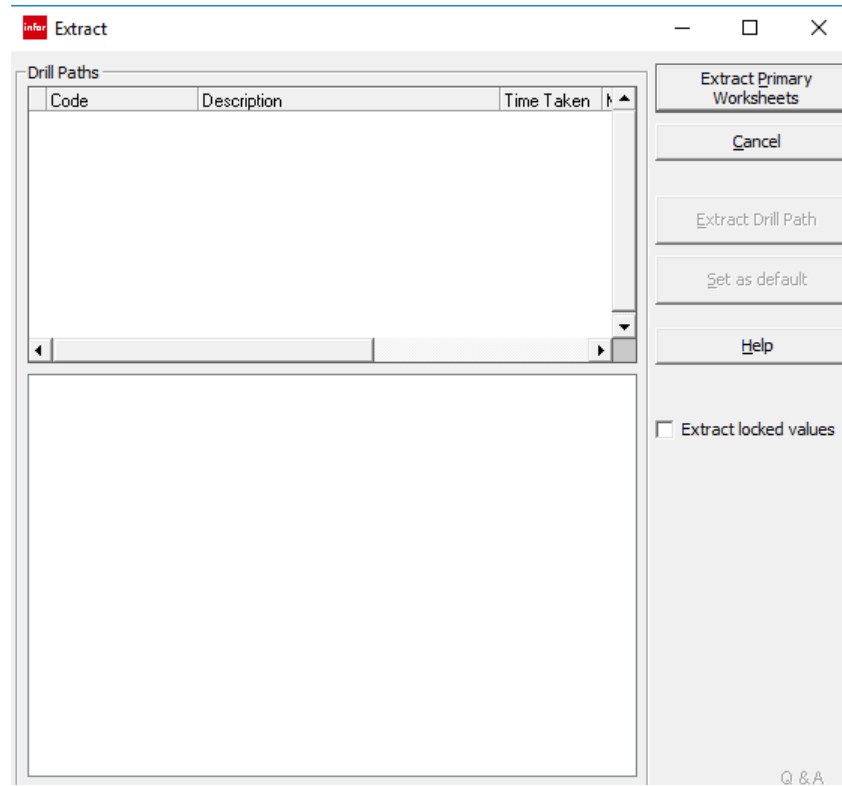

The formula is now pointing to cell A10 – so we can see that the formulas are working correctly. They are adjusting to their new environment in a new cell.
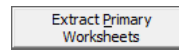
Extract

We will now extract the report.

1. Click on the Extract icon 🖩

2. Click Extract Primary Worksheet button

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.

3. On an extracted report, highlight the cells whose contents will be expanded.

4. 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.

5. Select Specify
6. Scroll down the Selection List to the L4 Function Analysis Table

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

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

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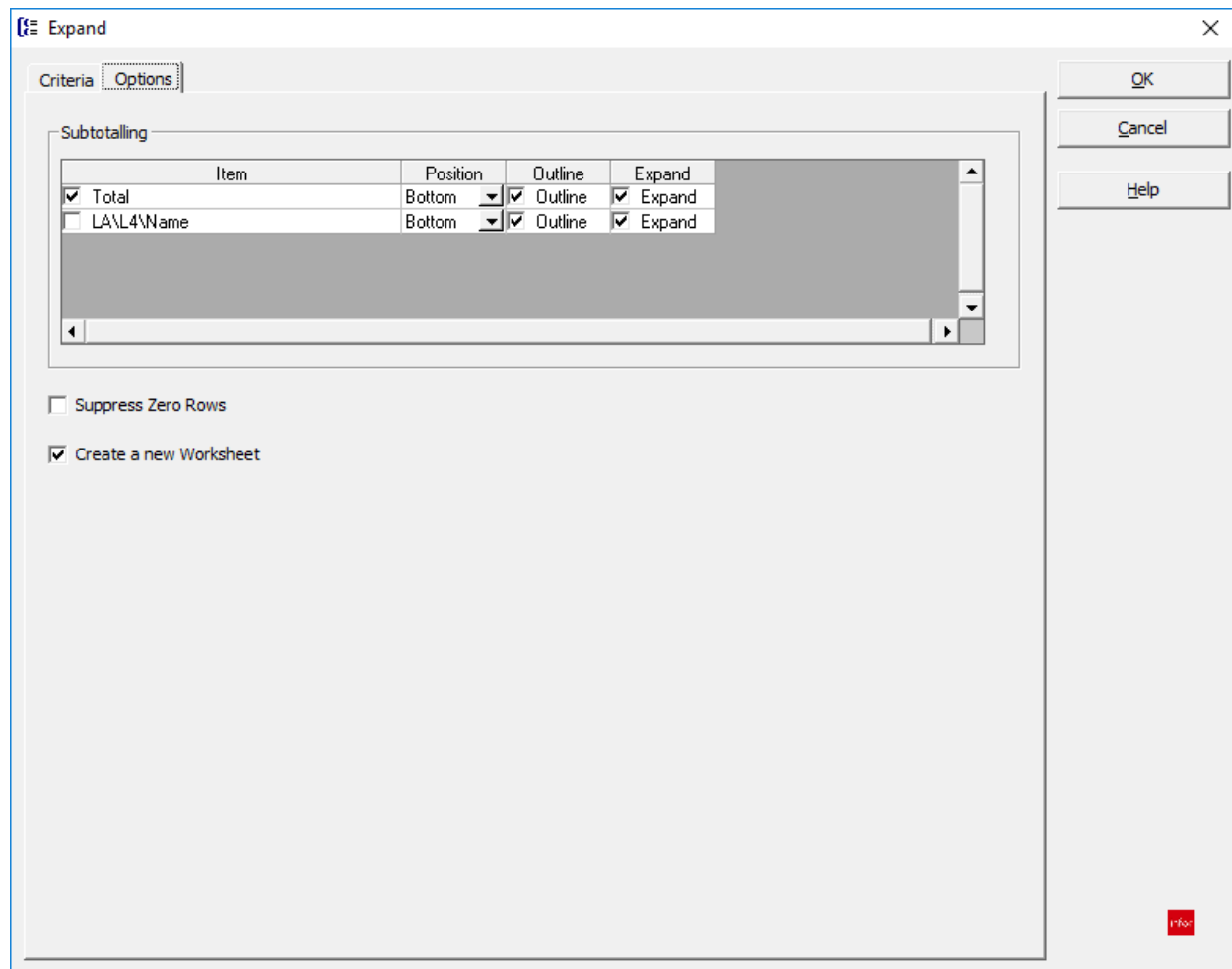
10. We want to be sure the Create a new worksheet option is checked, if we want to open the Expand in its own worksheet

11. Click OK

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

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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.

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

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

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Worksheet | Document

WORKBOOK 3
  Sheet1
    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

15. Click Expand icon [icon]

16. Click Specify [toolbar with 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

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

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

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.

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.