SunPlus

Q&A Executive Training

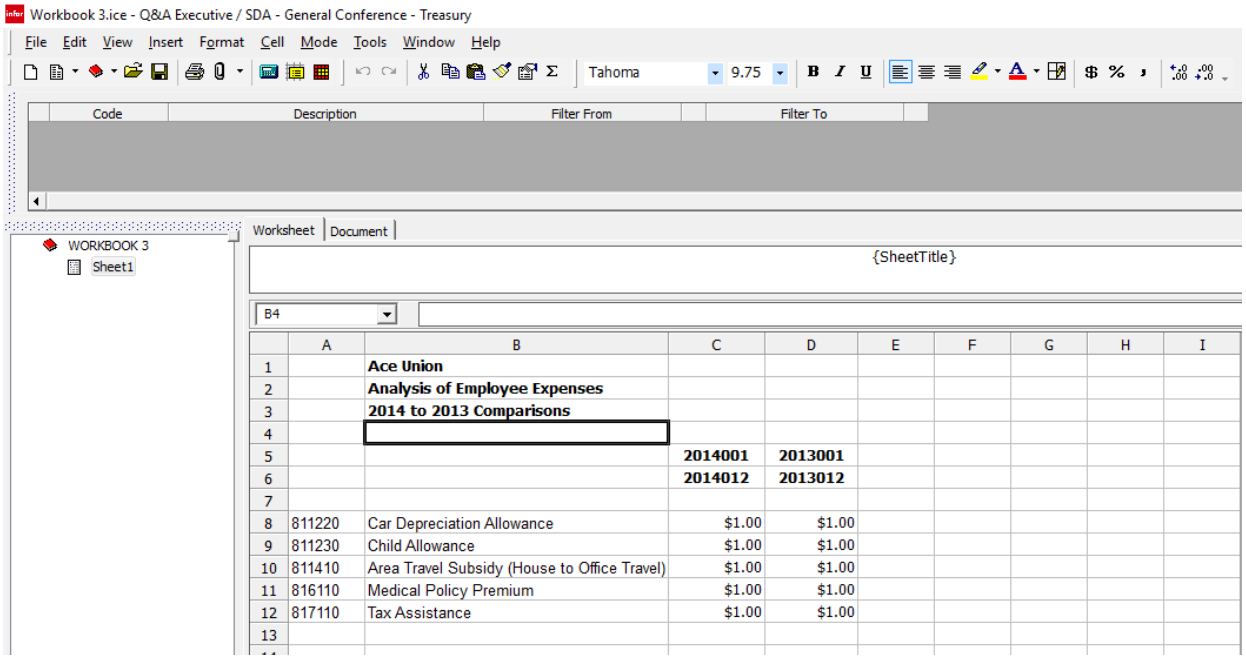
Breakouts

Breakouts are another powerful feature of Q&A Executive. Like the other Analysis Functions, Breakouts allow the breakdown of macro data into its component parts.

We will use the Analysis of Employee Expenses report for our lesson. We will begin with the report in the Design Mode .

Before we start working on Breakouts, we will modify our original report slightly.

1. Double-click in cell B4

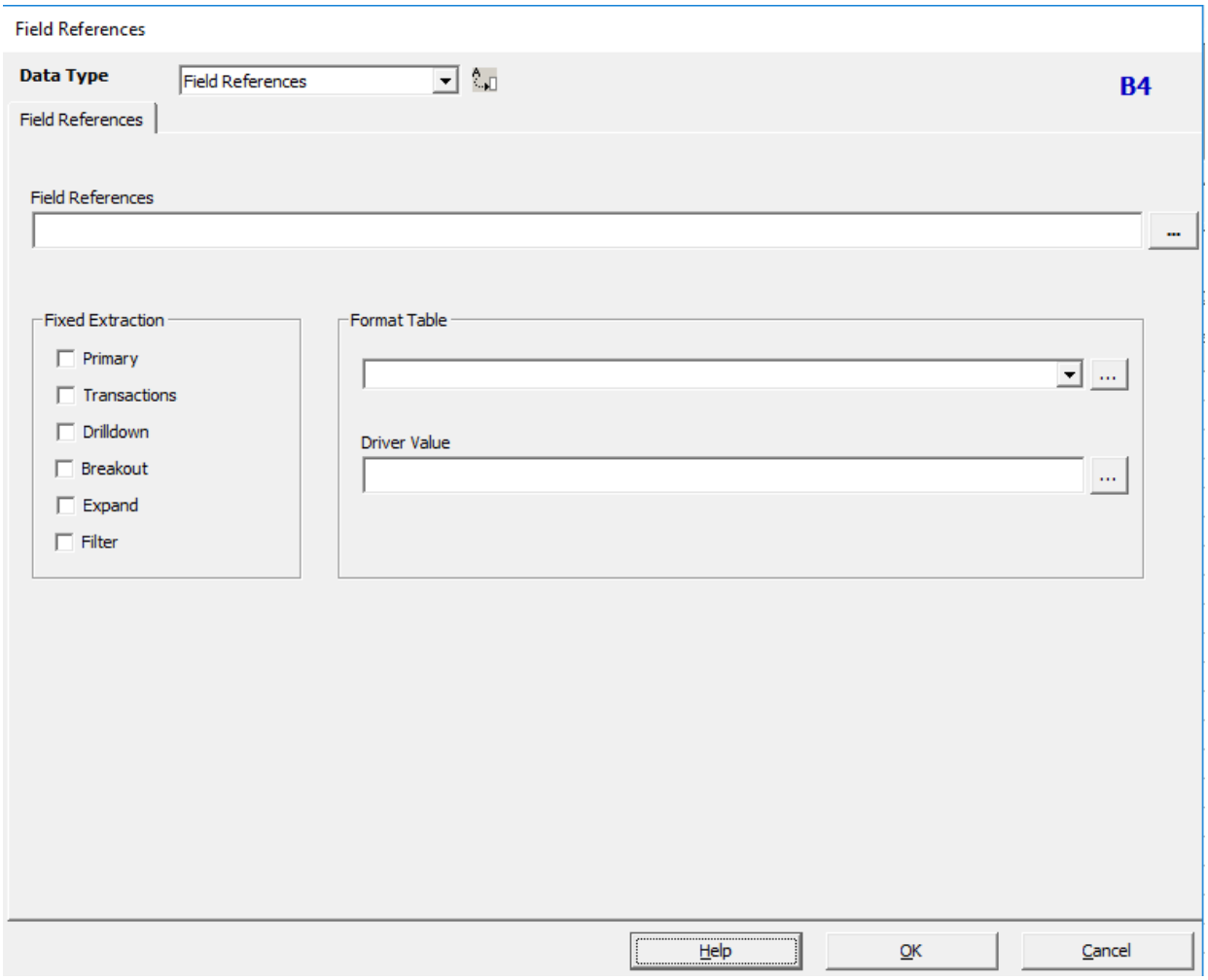


	A	B	C	D	E	F	G	H	I
1		**Ace Union**							
2		**Analysis of Employee Expenses**							
3		**2014 to 2013 Comparisons**							
4									
5			**2014001**	**2013001**					
6			**2014012**	**2013012**					
7									
8	811220	Car Depreciation Allowance	$1.00	$1.00					
9	811230	Child Allowance	$1.00	$1.00					
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									

We will write a new query in cell B4.

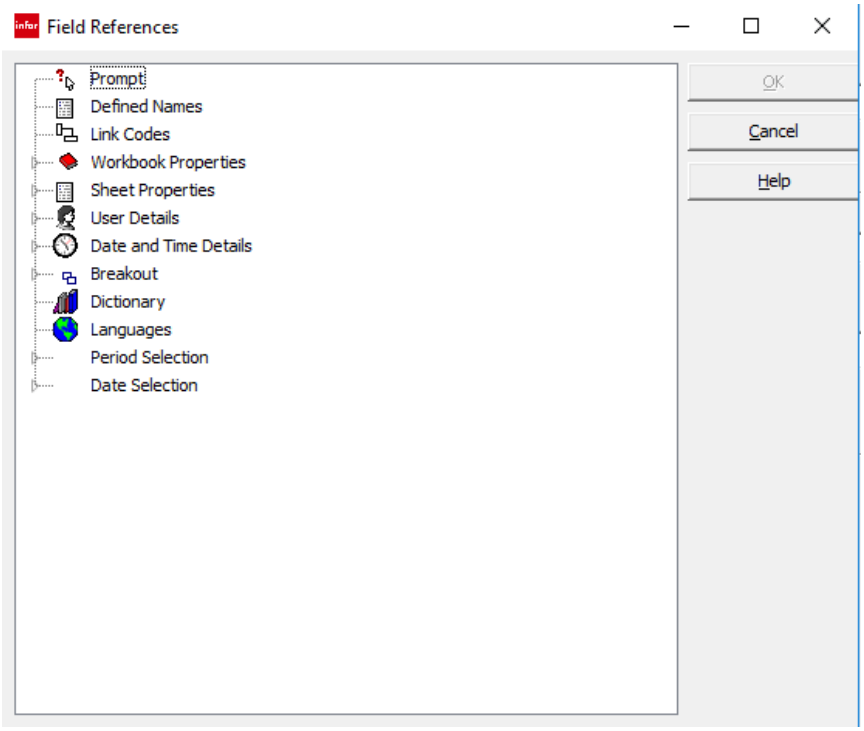
The Data Type this time will be a Field Reference. A Field Reference pulls in various data to be displayed in worksheets and documents.

2. Data Type - select Field Reference



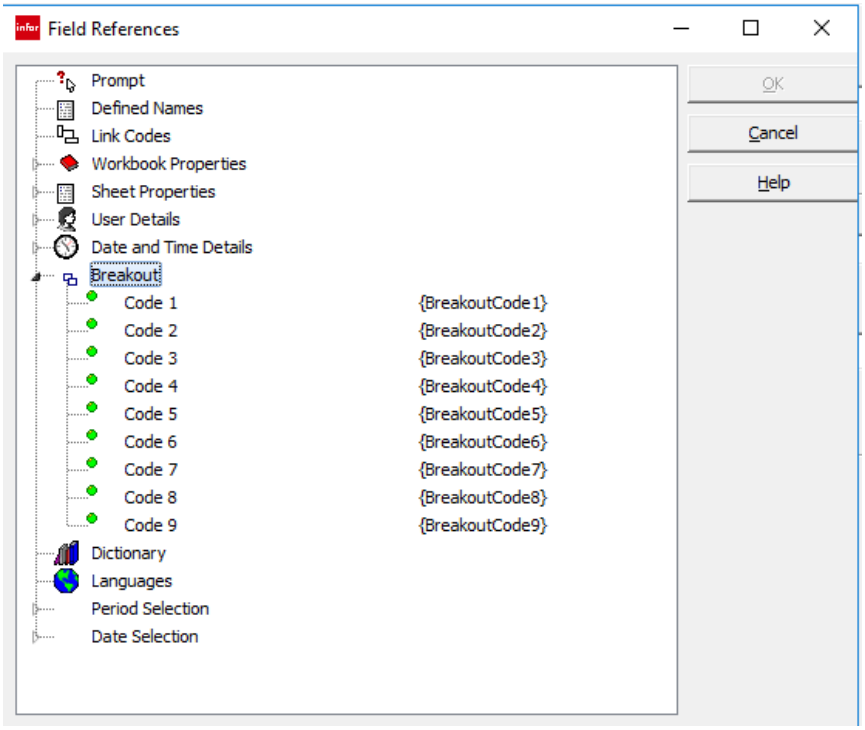
Field References are a way to pull information from Q&A, not from the SunSystems database.

3. Click on the Assist button at the right of the Field References field

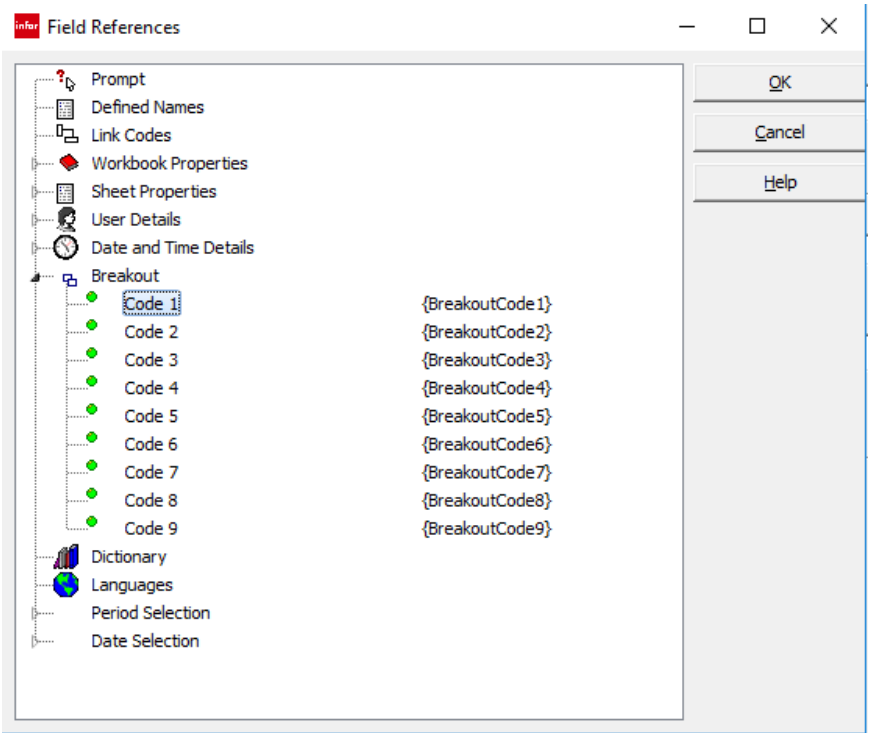


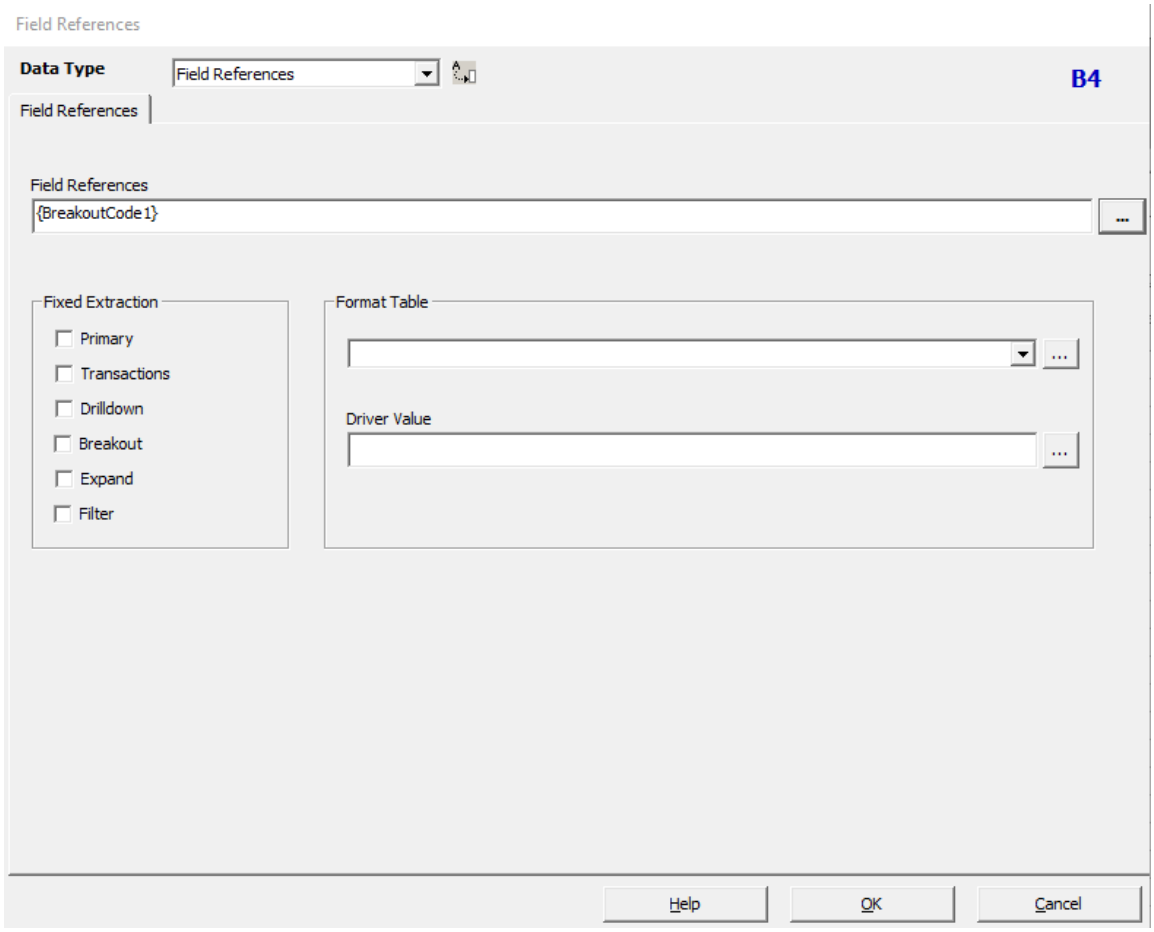
We want to select Breakout Code 1.

4. Click on the arrow to the left of Breakout



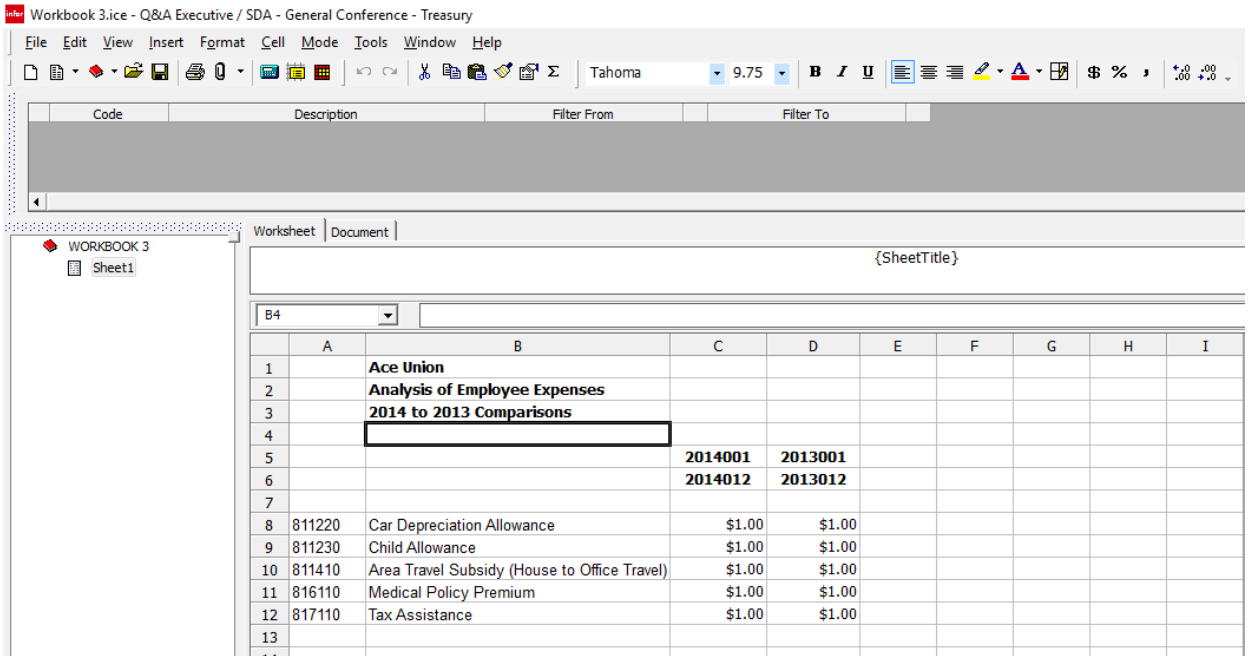
5. Double-click on Code 1


Field References
Prompt
Defined Names
Link Codes
Workbook Properties
Sheet Properties
User Details
Date and Time Details
Breakout
Code 1 {BreakoutCode1}
Code 2 {BreakoutCode2}
Code 3 {BreakoutCode3}
Code 4 {BreakoutCode4}
Code 5 {BreakoutCode5}
Code 6 {BreakoutCode6}
Code 7 {BreakoutCode7}
Code 8 {BreakoutCode8}
Code 9 {BreakoutCode9}
Dictionary
Languages
Period Selection
Date Selection
OK
Cancel
Help


Field References
Data Type
Field References
B4
Field References
Field References
{BreakoutCode1}
Fixed Extraction
Primary
Transactions
Drilldown
Breakout
Expand
Filter
Format Table
Driver Value
Help
OK
Cancel

Notice: The Field References field is now populated with {BreakoutCode 1}.

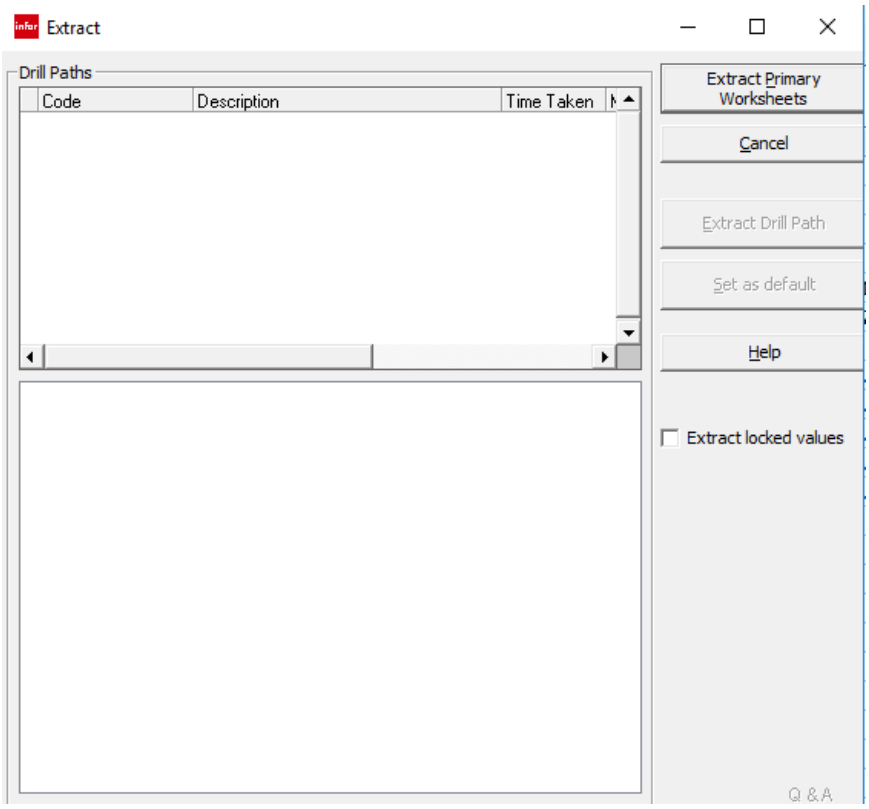
6. Click OK to save our selection

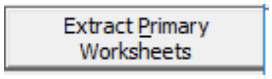


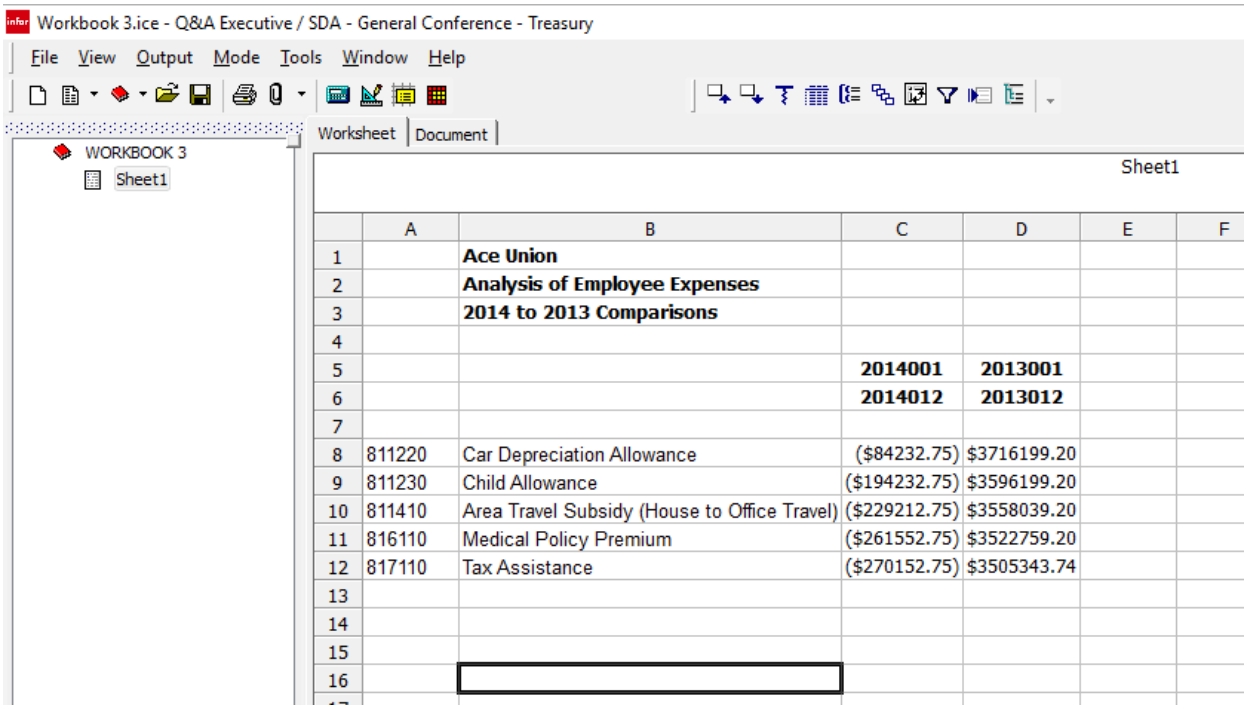
	A	B	C	D	E	F	G	H	I
1		**Ace Union**							
2		**Analysis of Employee Expenses**							
3		**2014 to 2013 Comparisons**							
4									
5			**2014001**	**2013001**					
6			**2014012**	**2013012**					
7									
8	811220	Car Depreciation Allowance	$1.00	$1.00					
9	811230	Child Allowance	$1.00	$1.00					
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									

We are returned to the report in the Design Mode.

7. Click the Extract icon



8. Click the Extract Primary Worksheets button 

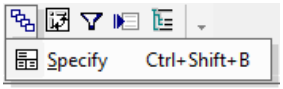


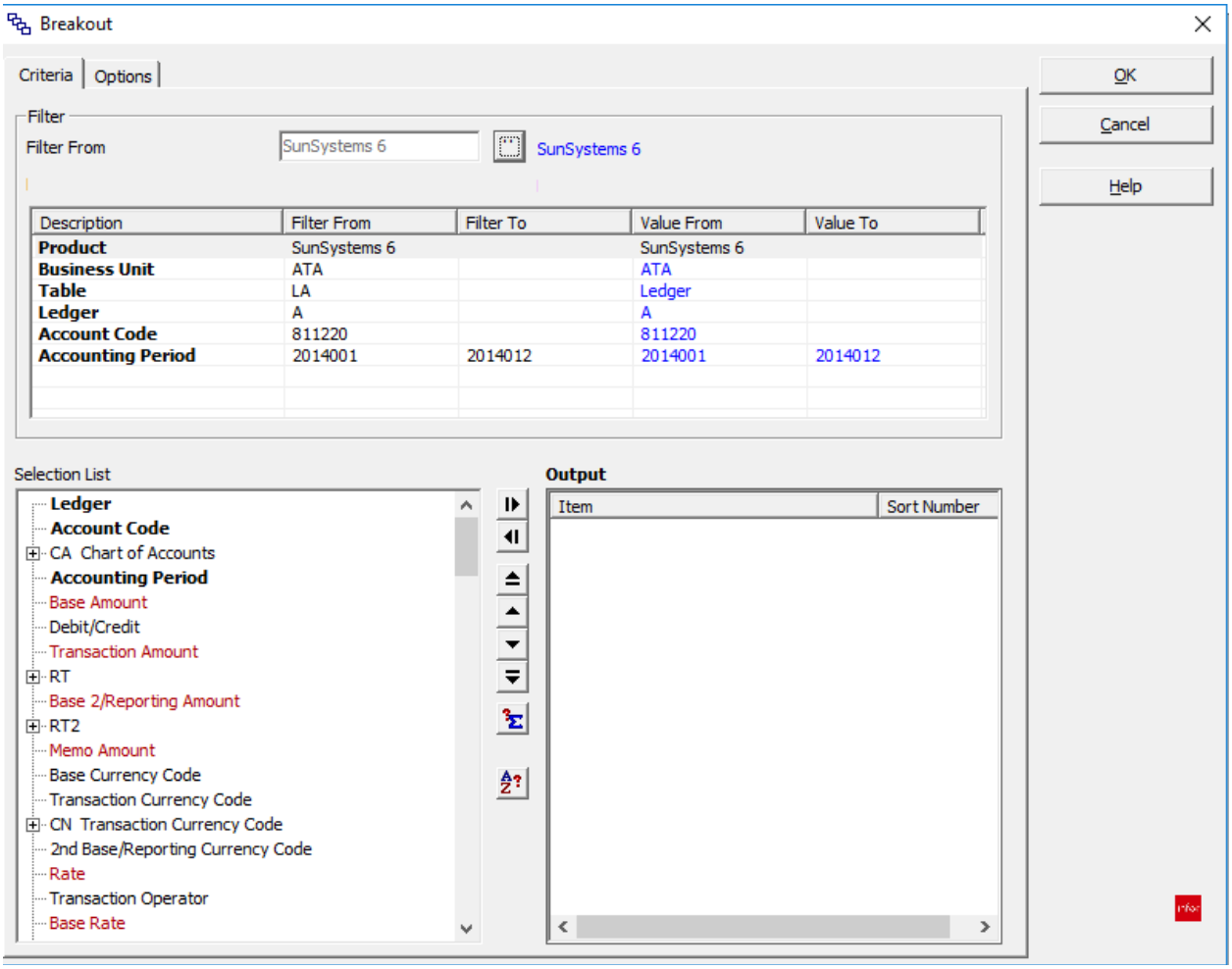
	A	B	C	D	E	F
1		**Ace Union**				
2		**Analysis of Employee Expenses**				
3		**2014 to 2013 Comparisons**				
4						
5			**2014001**	**2013001**		
6			**2014012**	**2013012**		
7						
8	811220	Car Depreciation Allowance	($84232.75)	$3716199.20		
9	811230	Child Allowance	($194232.75)	$3596199.20		
10	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		
13						
14						
15						
16						

Notice: Our extracted report looks pretty much like it did before we added the Breakout query. Don't despair! All is not lost.

Remember the purpose of our report: these figures are the expenses for the entire organization for these employee expense accounts.

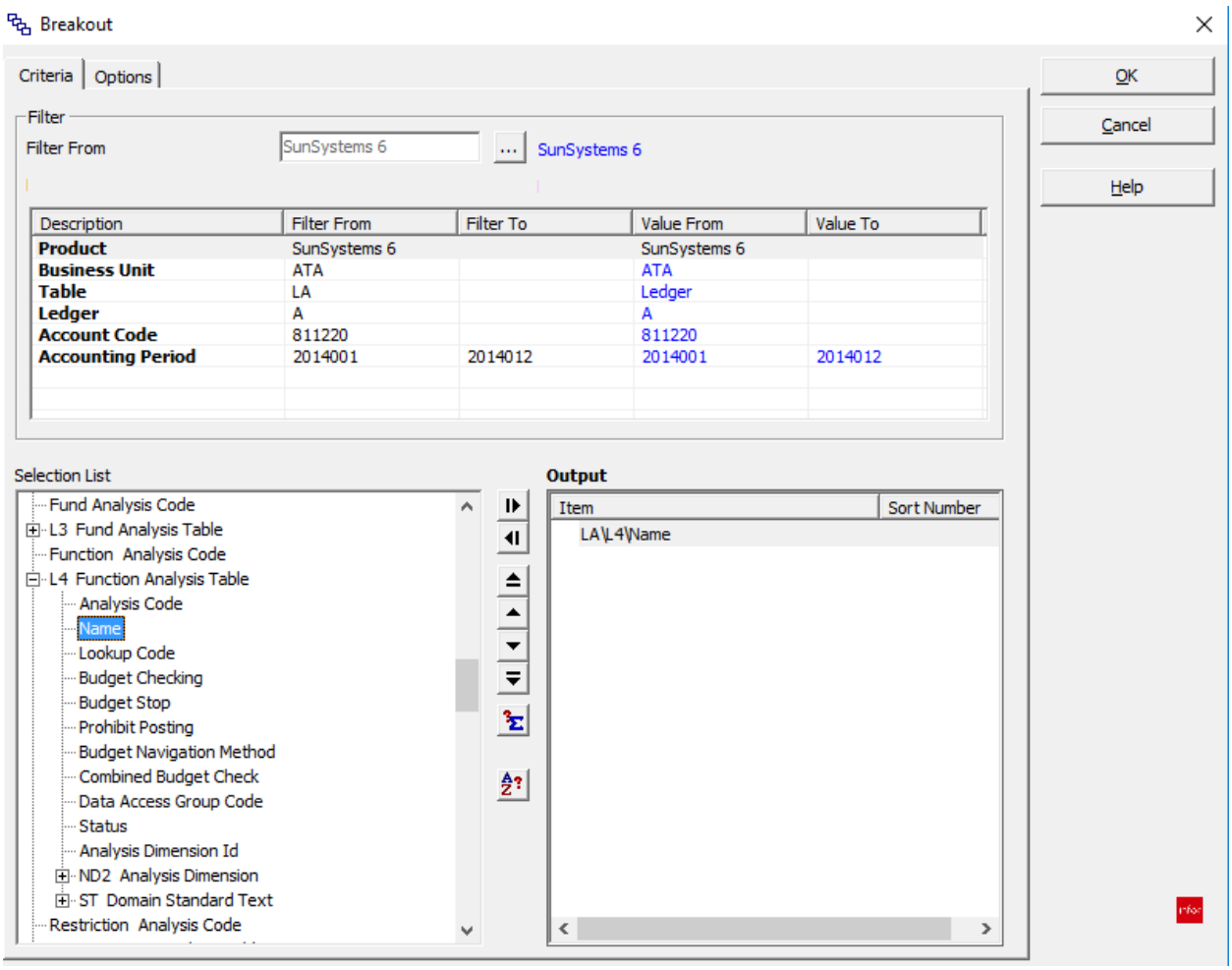
Let's do a Breakout.

9. Click on the Breakout icon
10. Select Specify 



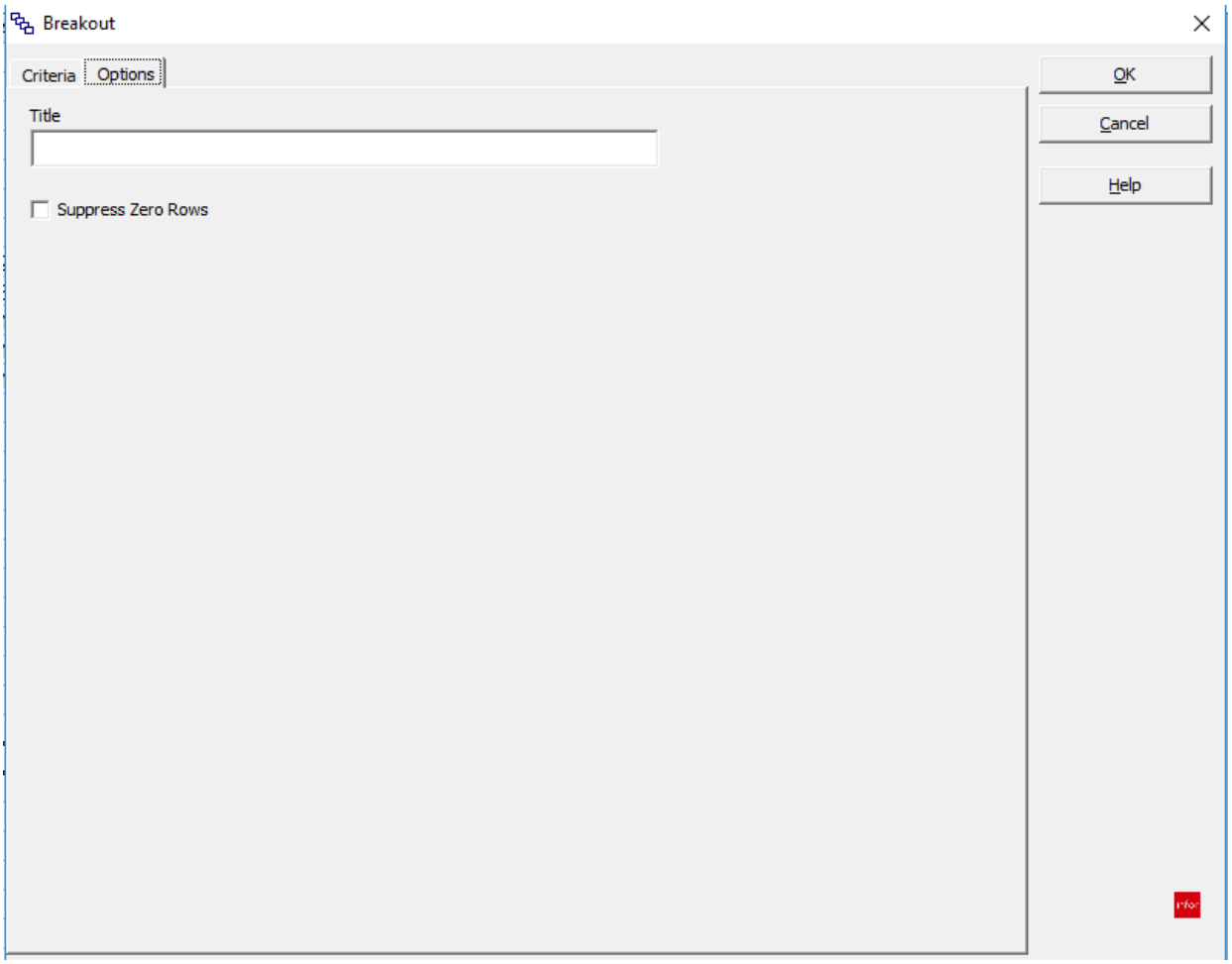
We want to breakout by Department.

11. Scroll down the Selection List to the L4 Function Analysis Table
12. Expand the L4 Function Analysis Table
13. Select Name from the L4 Function Analysis Table

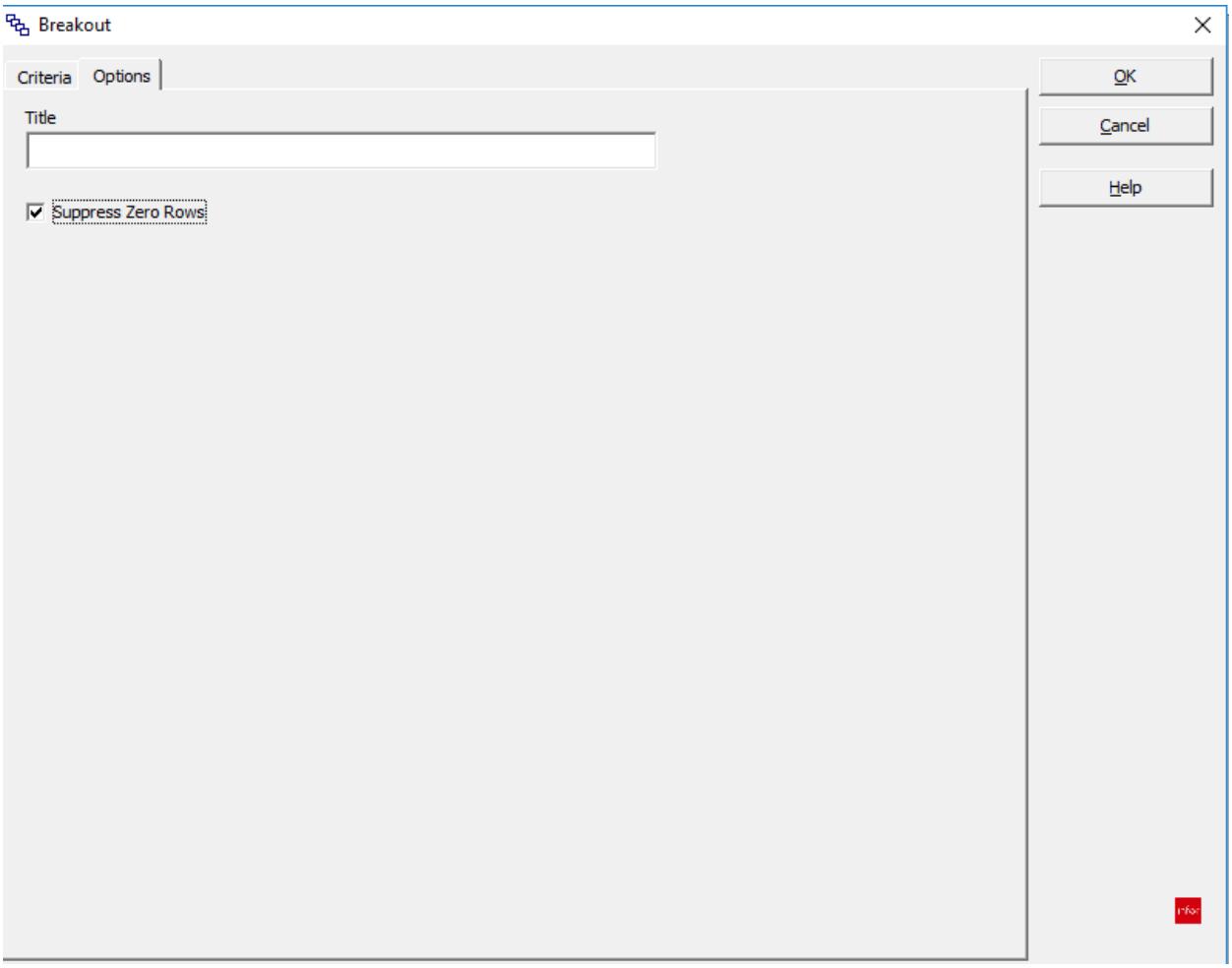


This next step is very important.

14. Click on the Options Tab



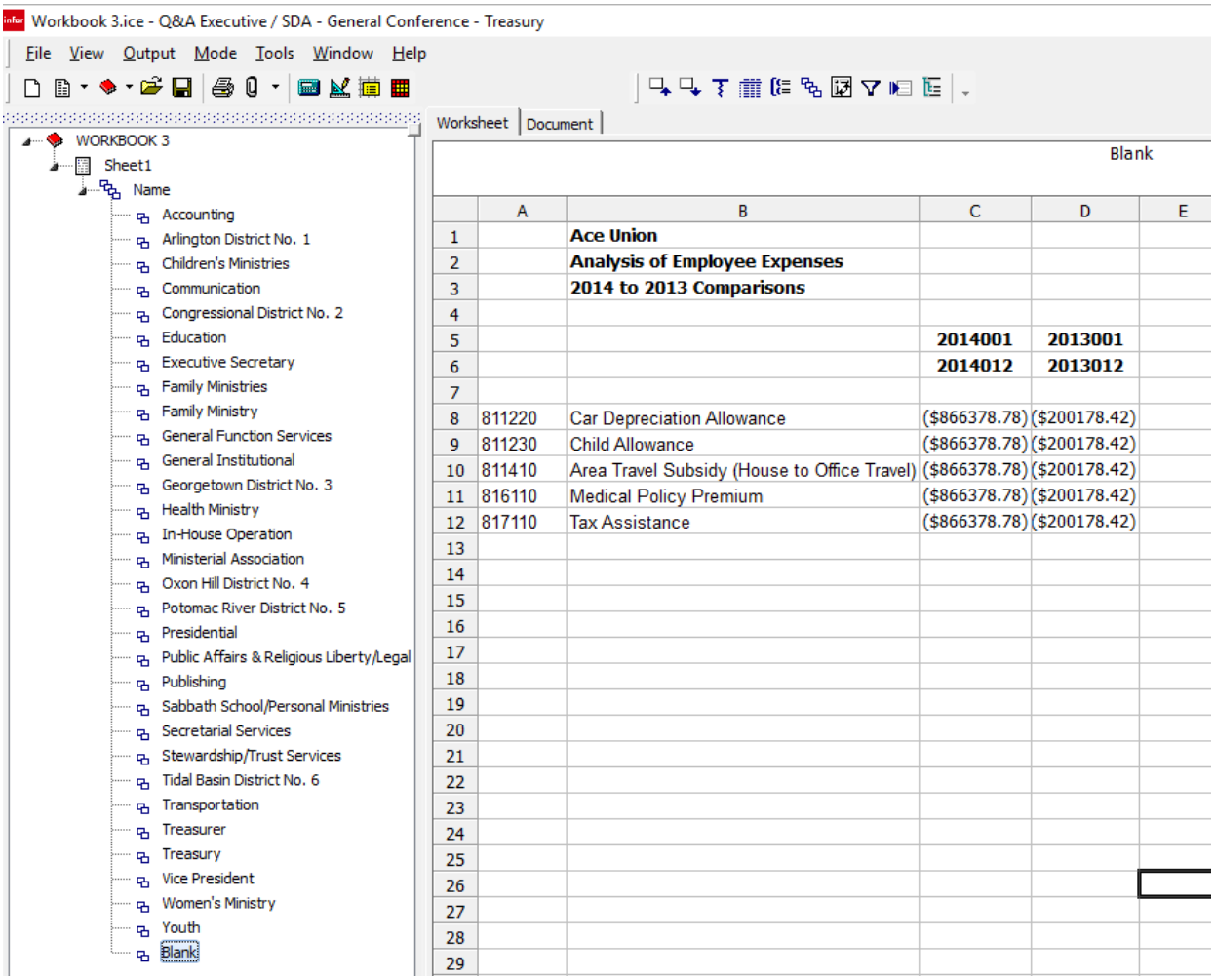
15. Check the Suppress Zero Rows check box



Suppressing zero rows will hide expense rows that had no entries in a particular department for the relevant period.

16. Click OK

The system will run the Breakout.

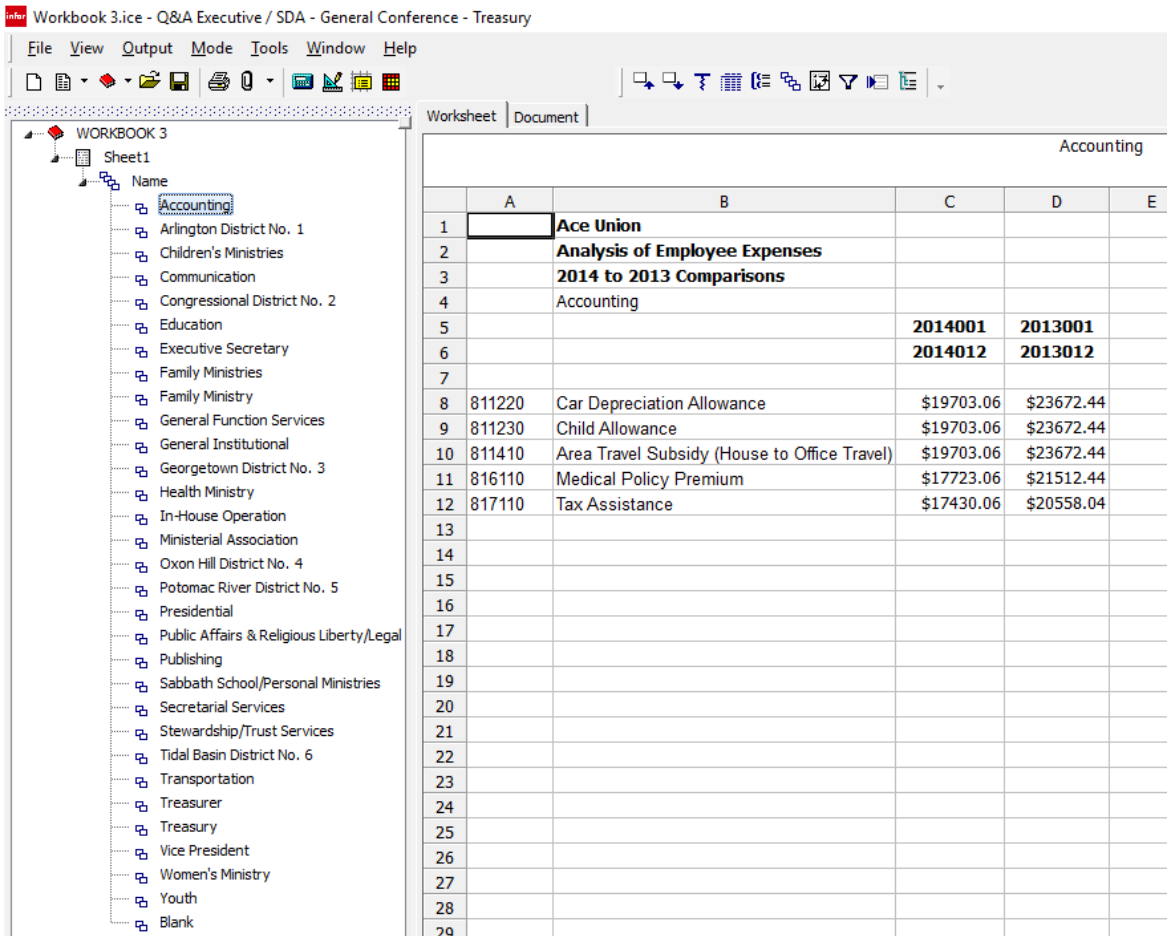


	A	B	C	D	E
1		**Ace Union**			
2		**Analysis of Employee Expenses**			
3		**2014 to 2013 Comparisons**			
4					
5			**2014001**	**2013001**	
6			**2014012**	**2013012**	
7					
8	811220	Car Depreciation Allowance	($866378.78)	($200178.42)	
9	811230	Child Allowance	($866378.78)	($200178.42)	
10	811410	Area Travel Subsidy (House to Office Travel)	($866378.78)	($200178.42)	
11	816110	Medical Policy Premium	($866378.78)	($200178.42)	
12	817110	Tax Assistance	($866378.78)	($200178.42)	
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					

Here are our results. This is cool.

Notice: In the Drill Tree Pane, there is now a separate worksheet for each relevant Department.

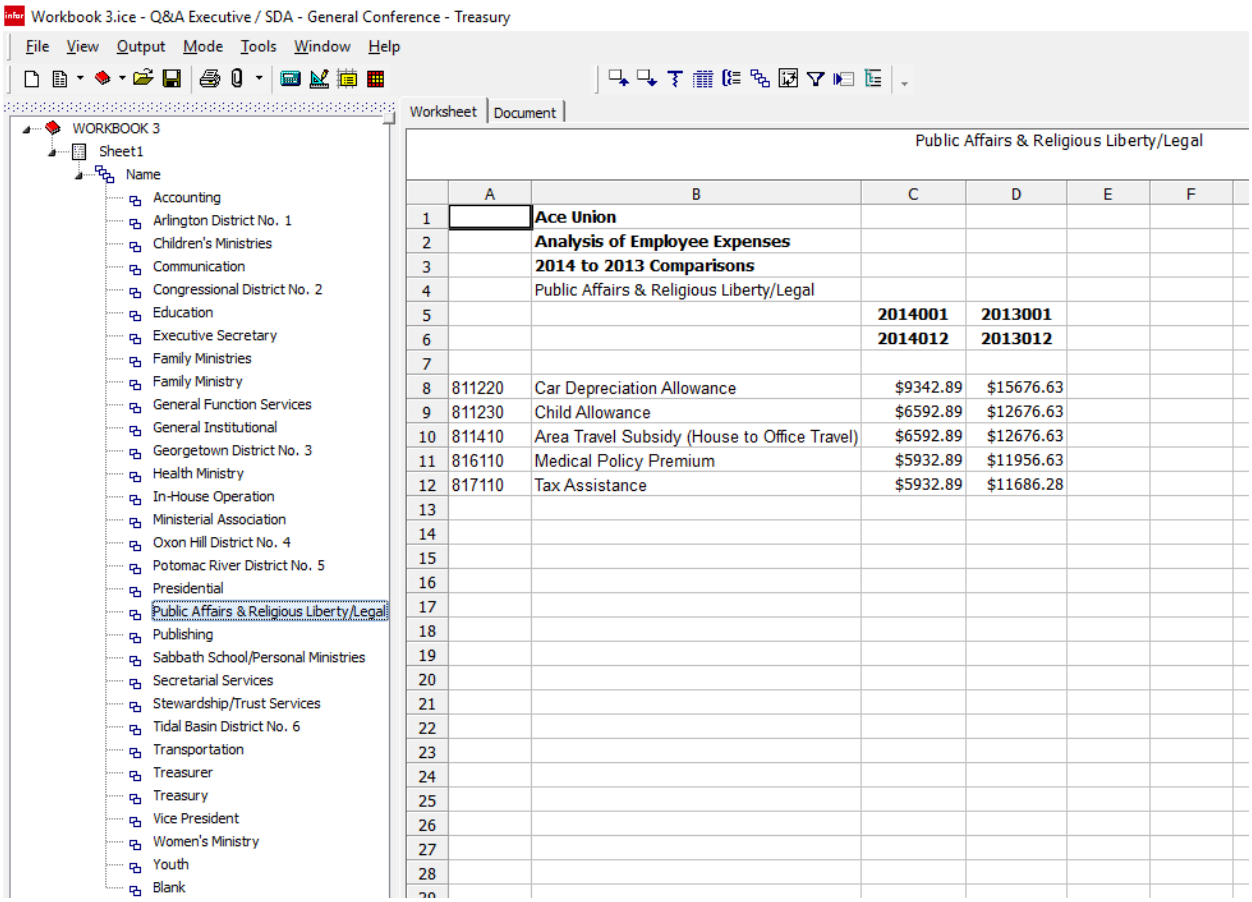
17. Click on the first Breakout worksheet in the Drill Tree Pane – Accounting



	A	B	C	D	E
1		**Ace Union**			
2		**Analysis of Employee Expenses**			
3		**2014 to 2013 Comparisons**			
4		Accounting			
5			**2014001**	**2013001**	
6			**2014012**	**2013012**	
7					
8	811220	Car Depreciation Allowance	$19703.06	$23672.44	
9	811230	Child Allowance	$19703.06	$23672.44	
10	811410	Area Travel Subsidy (House to Office Travel)	$19703.06	$23672.44	
11	816110	Medical Policy Premium	$17723.06	$21512.44	
12	817110	Tax Assistance	$17430.06	$20558.04	

Notice: There is now a value in cell B4. If we select a different department worksheet, that value will change to reflect the new department.

18. Click on any other Breakout worksheet in the Drill Tree Pane and notice the value in cell B4



	A	B	C	D	E	F
1		**Ace Union**				
2		**Analysis of Employee Expenses**				
3		**2014 to 2013 Comparisons**				
4		Public Affairs & Religious Liberty/Legal				
5			**2014001**	**2013001**		
6			**2014012**	**2013012**		
7						
8	811220	Car Depreciation Allowance	$9342.89	$15676.63		
9	811230	Child Allowance	$6592.89	$12676.63		
10	811410	Area Travel Subsidy (House to Office Travel)	$6592.89	$12676.63		
11	816110	Medical Policy Premium	$5932.89	$11956.63		
12	817110	Tax Assistance	$5932.89	$11686.28		
13						
14						
15						
16						
17						
18						
19						
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21						
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24						
25						
26						
27						
28						

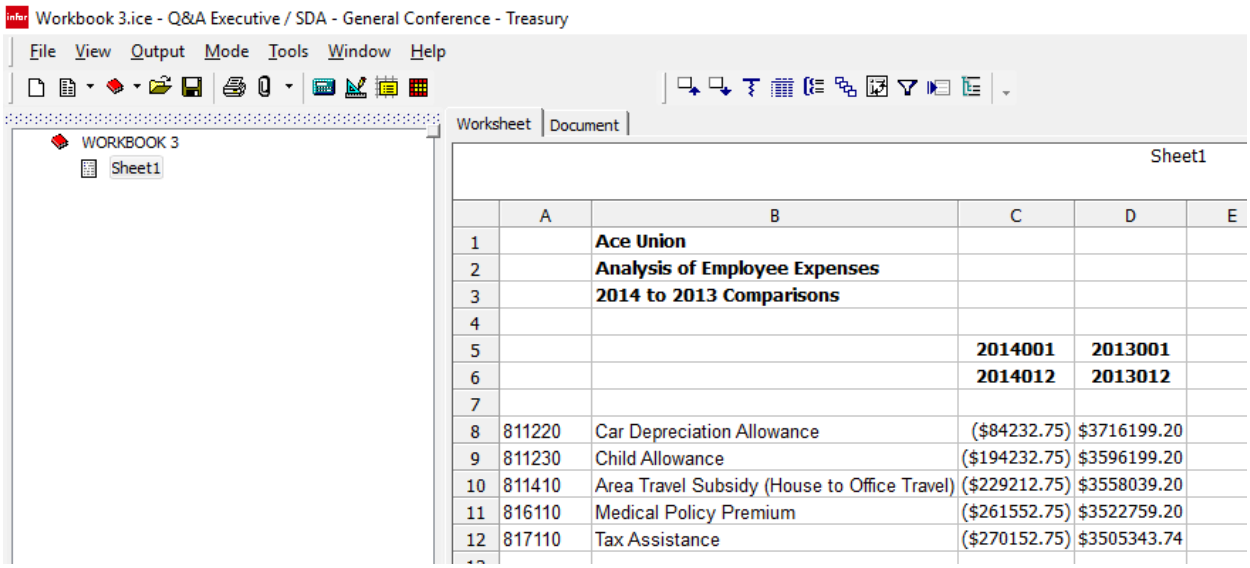
Each Breakout worksheet displays the expenses for only one department.

The fact that the department name is brought into cell B4 shows that our Breakout Code is working.

Combine Expands and Breakouts

You can combine Expands with Breakouts.

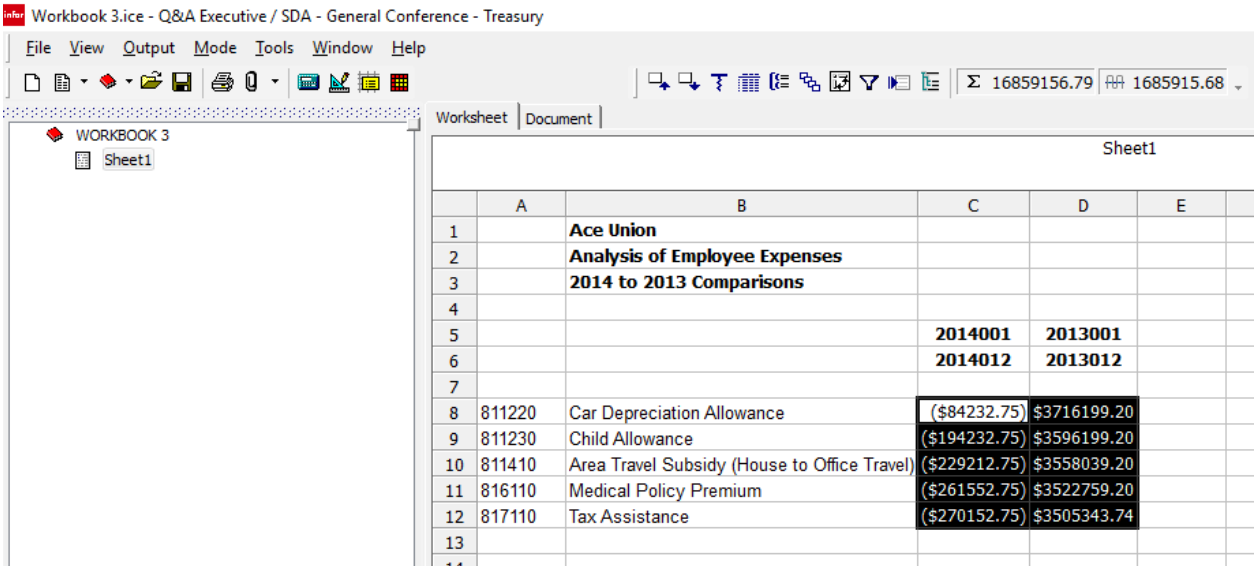
Let's go back to the original report by clicking on Sheet 1 in the Drill Tree Pane.



	A	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	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	

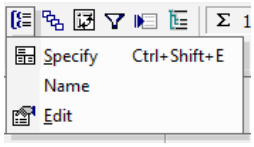
We'll keep the Breakout, which is still active, but create another query.

19. Highlight cells C8 through D12

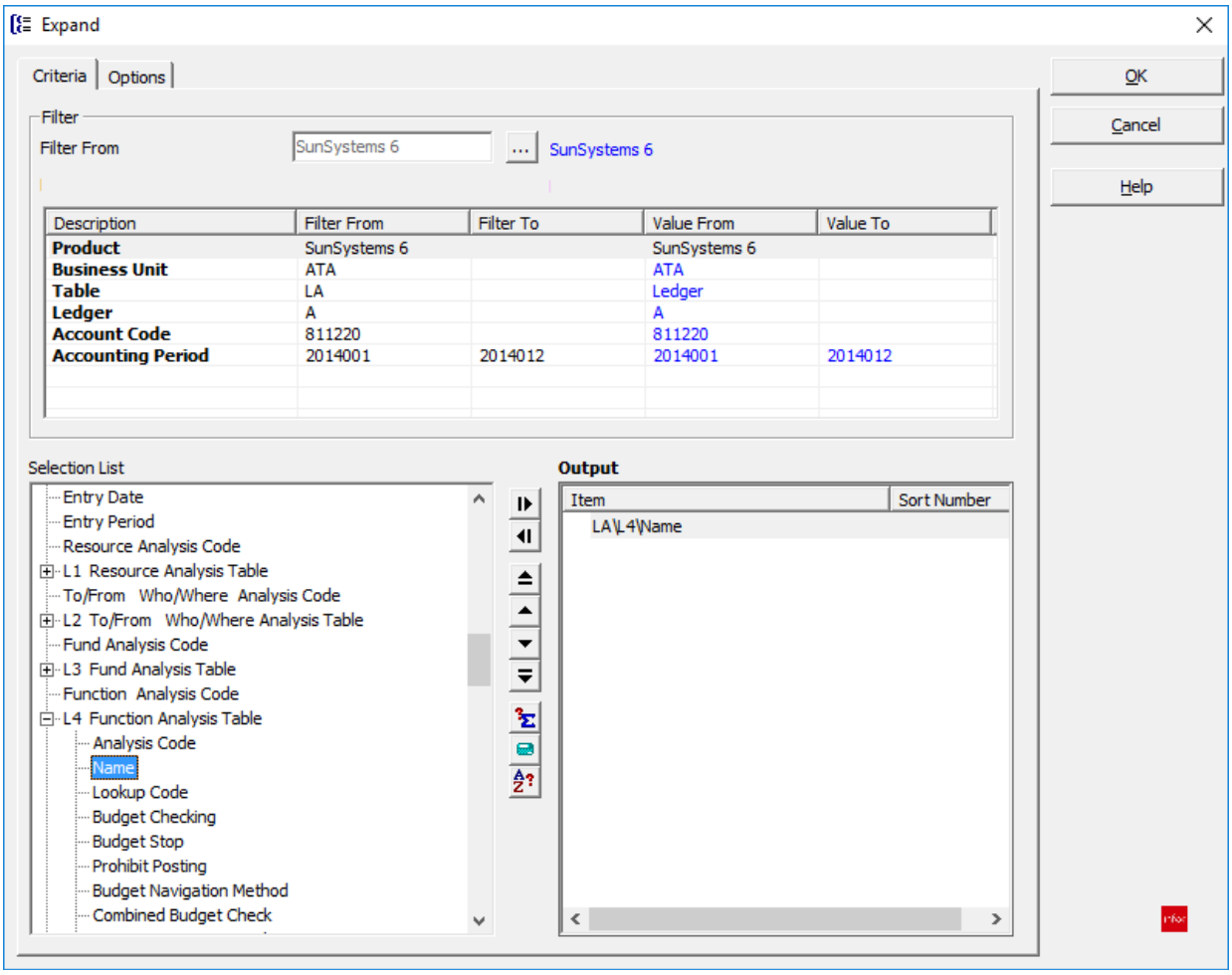


	A	B	C	D	E
1		**Ace Union**			
2		**Analysis of Employee Expenses**			
3		**2014 to 2013 Comparisons**			
4					
5			**2014001**	**2013001**	
6			**2014012**	**2013012**	
7					
8	811220	Car Depreciation Allowance	($84232.75)	$3716199.20	
9	811230	Child Allowance	($194232.75)	$3596199.20	
10	811410	Area 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					

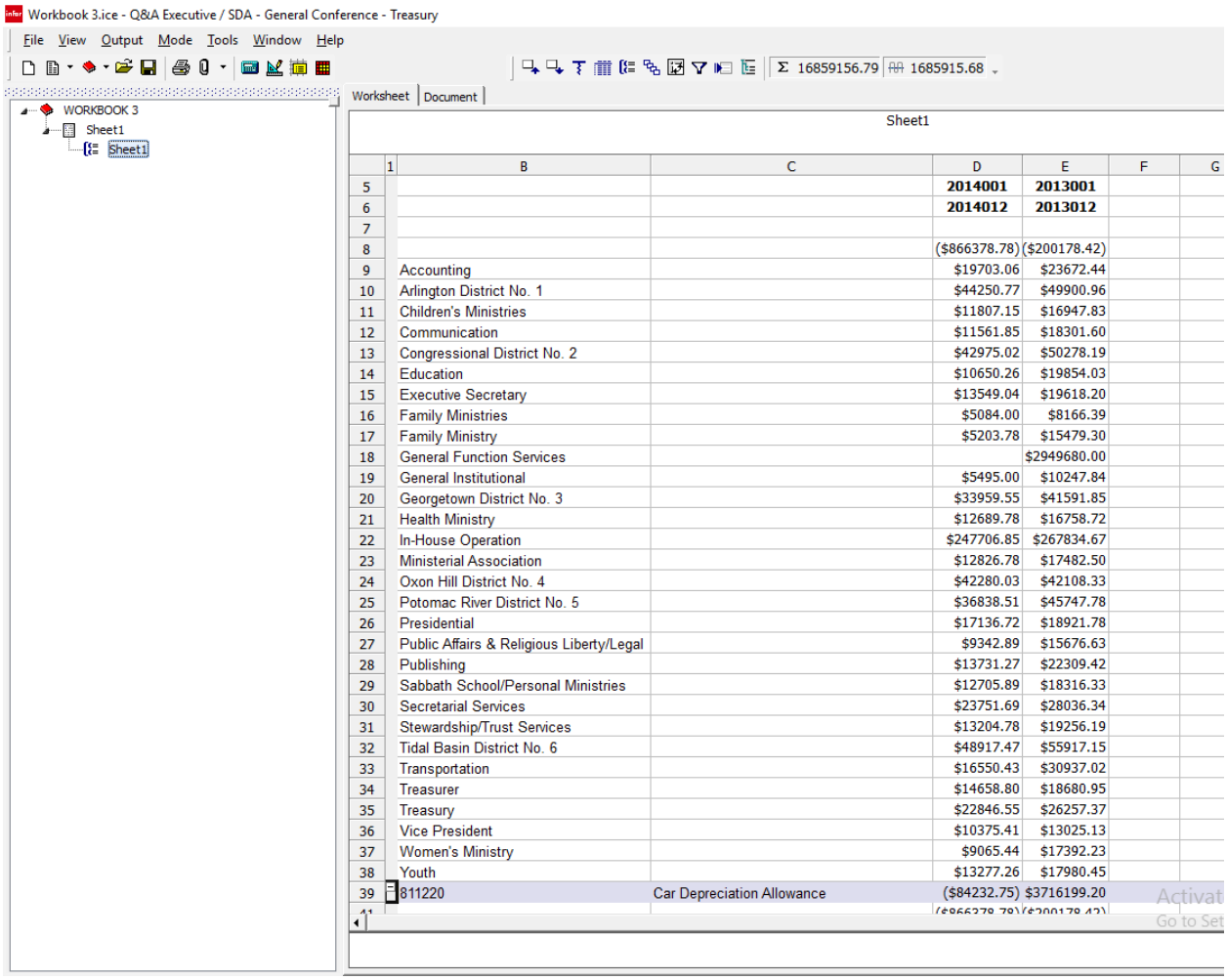
20. Click the Expand icon



21. Click Specify
22. Scroll down to L4 Function Analysis Table
23. Click the + to expand the L4 Function Analysis Table


Expand
Criteria
Options
OK
Cancel
Help
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
Account Code
811220
811220
Accounting Period
2014001
2014012
2014001
2014012
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
Combined Budget Check
Output
Item
Sort Number
LA\L4\Name

24. Click OK



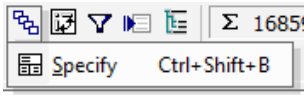
	B	C	D	E
5			**2014001**	**2013001**
6			**2014012**	**2013012**
7				
8			($866378.78)	($200178.42)
9	Accounting		$19703.06	$23672.44
10	Arlington District No. 1		$44250.77	$49900.96
11	Children's Ministries		$11807.15	$16947.83
12	Communication		$11561.85	$18301.60
13	Congressional District No. 2		$42975.02	$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
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

We are back to the expansion by Department, showing each Department's expenses.

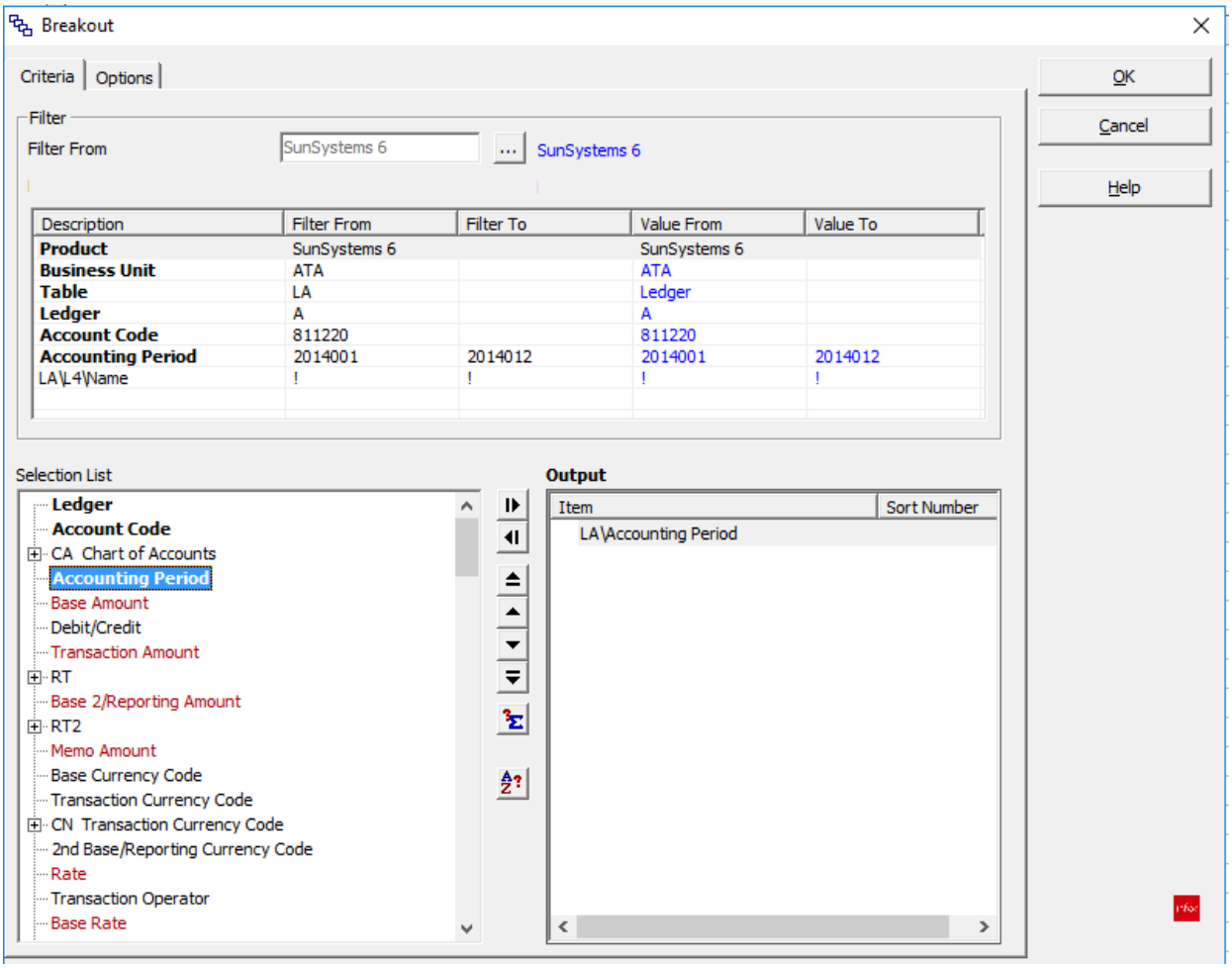
Let's do another Breakout. This time the Breakout will be by Accounting Period.

Secondary Breakout

25. Click the Breakout icon

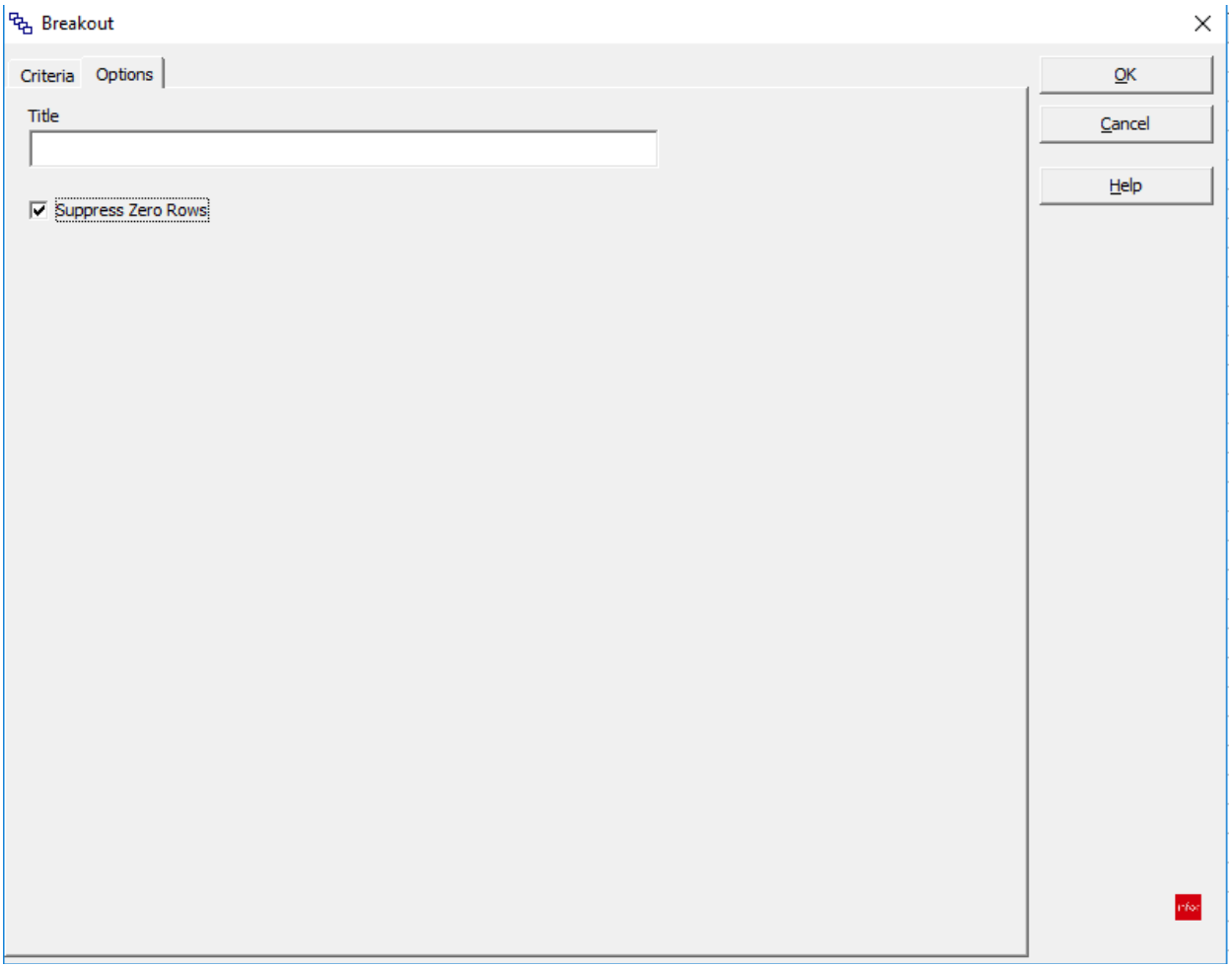
26. Select Specify 

27. Select Accounting Period from the Selection List

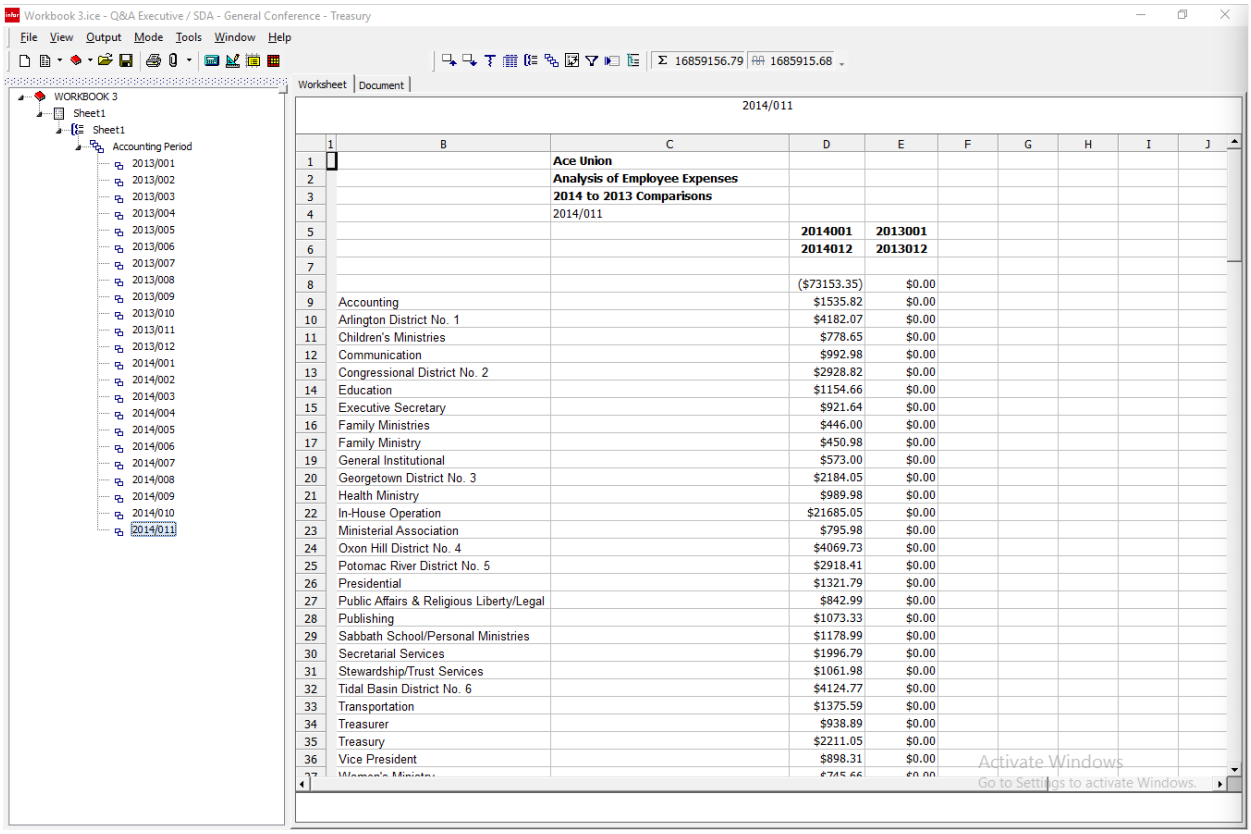


To keep our Breakout results manageable, we'll check the Suppress Zero Rows checkbox.

28. Go to Options Tab
29. Check the Suppress Zero Rows


Breakout
Criteria
Options
Title
Suppress Zero Rows
OK
Cancel
Help

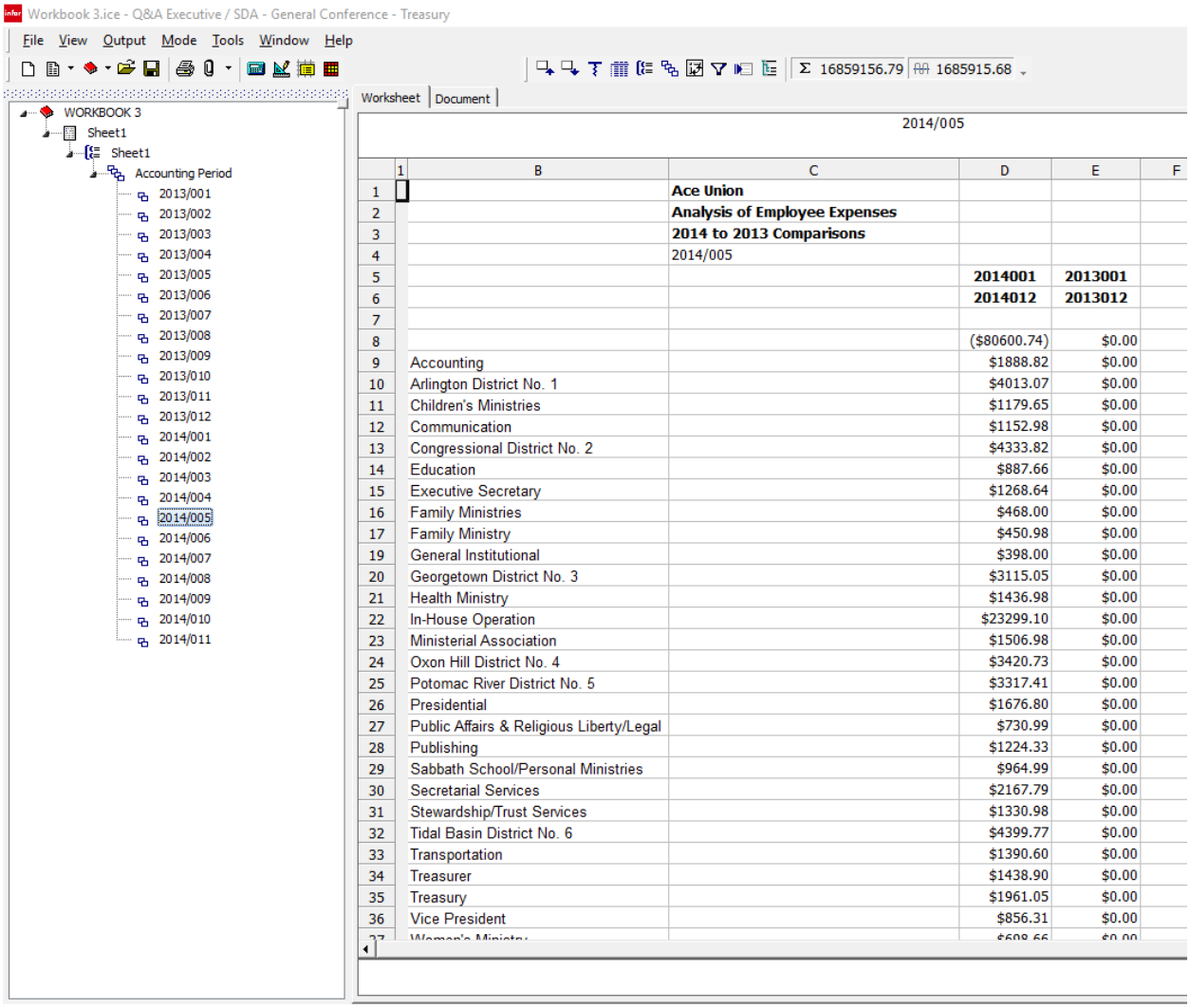
30. Click OK



This Breakout has resulted in a separate worksheet for each of the Accounting Periods covered by the original report.

Notice: There is now a series of worksheets, one for each Accounting Period, in the Drill Tree Pane.

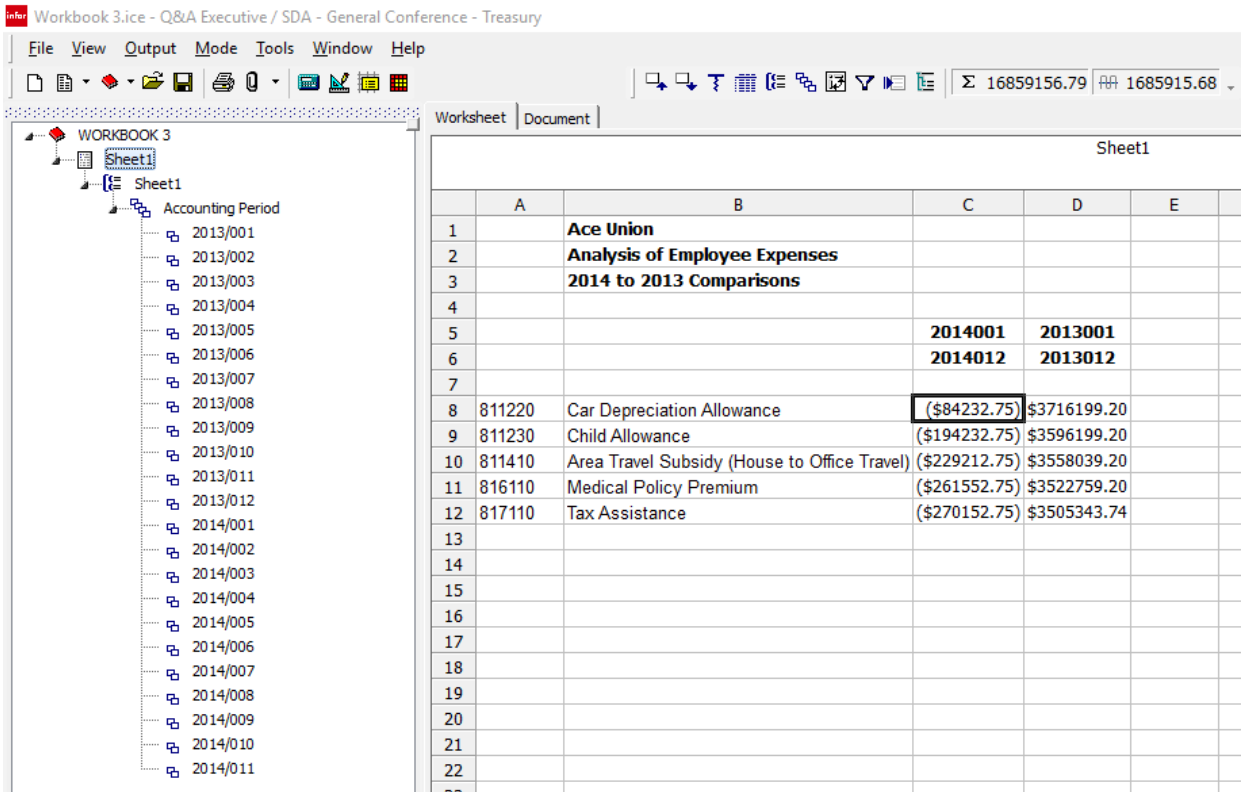
We now have an expansion by Departments, and then a subsequent Breakout by Accounting Period.



	B	C	D	E
1		**Ace Union**		
2		**Analysis of Employee Expenses**		
3		**2014 to 2013 Comparisons**		
4		2014/005		
5			**2014001**	**2013001**
6			**2014012**	**2013012**
7				
8			($80600.74)	$0.00
9	Accounting		$1888.82	$0.00
10	Arlington District No. 1		$4013.07	$0.00
11	Children's Ministries		$1179.65	$0.00
12	Communication		$1152.98	$0.00
13	Congressional District No. 2		$4333.82	$0.00
14	Education		$887.66	$0.00
15	Executive Secretary		$1268.64	$0.00
16	Family Ministries		$468.00	$0.00
17	Family Ministry		$450.98	$0.00
19	General Institutional		$398.00	$0.00
20	Georgetown District No. 3		$3115.05	$0.00
21	Health Ministry		$1436.98	$0.00
22	In-House Operation		$23299.10	$0.00
23	Ministerial Association		$1506.98	$0.00
24	Oxon Hill District No. 4		$3420.73	$0.00
25	Potomac River District No. 5		$3317.41	$0.00
26	Presidential		$1676.80	$0.00
27	Public Affairs & Religious Liberty/Legal		$730.99	$0.00
28	Publishing		$1224.33	$0.00
29	Sabbath School/Personal Ministries		$964.99	$0.00
30	Secretarial Services		$2167.79	$0.00
31	Stewardship/Trust Services		$1330.98	$0.00
32	Tidal Basin District No. 6		$4399.77	$0.00
33	Transportation		$1390.60	$0.00
34	Treasurer		$1438.90	$0.00
35	Treasury		$1961.05	$0.00
36	Vice President		$856.31	$0.00

Let's do another exercise before moving to the next lesson.

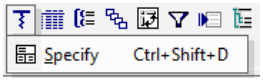
31. Click on the original report in the Drill Tree Pane



	A	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	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					
14					
15					
16					
17					
18					
19					
20					
21					
22					

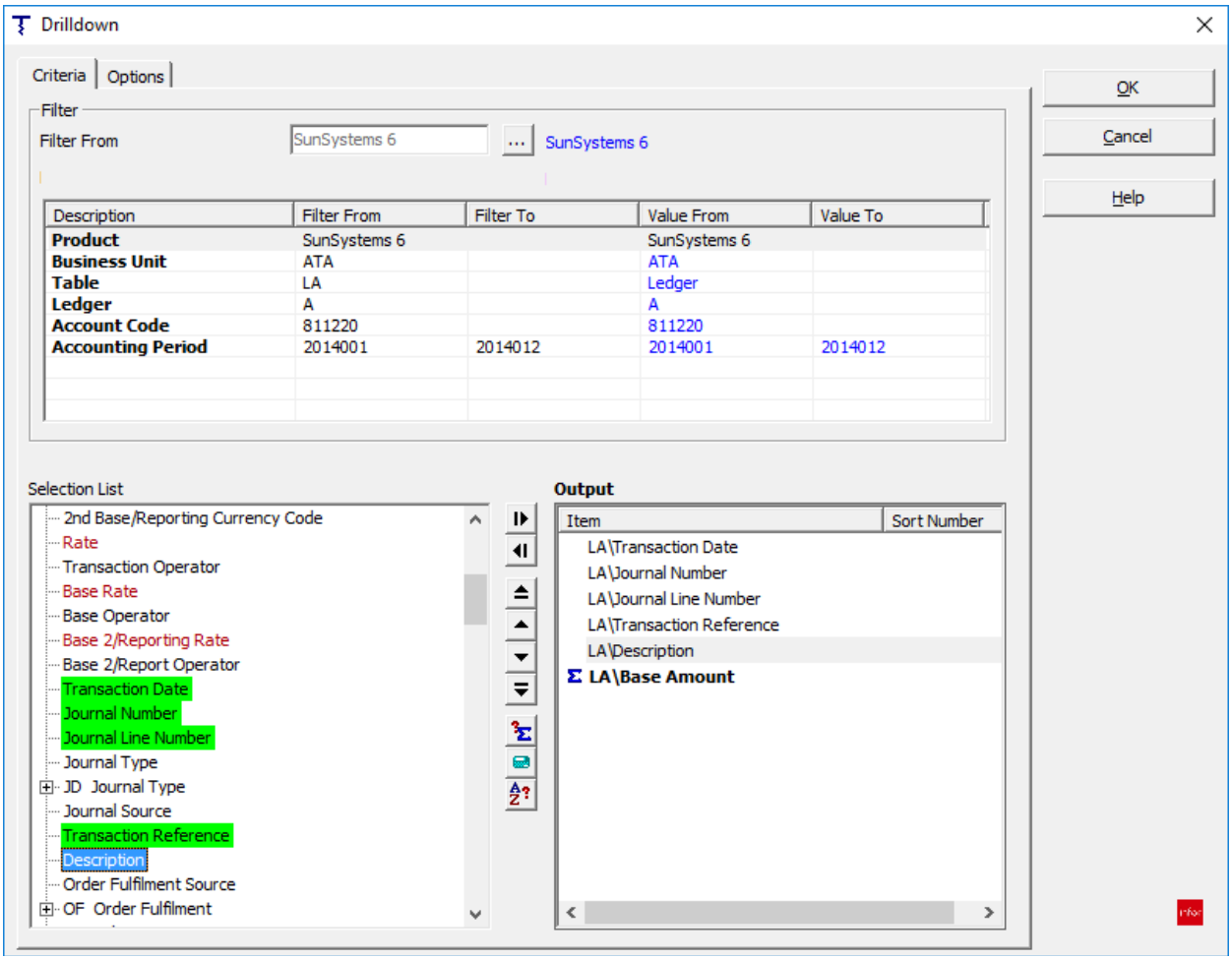
32. Click on cell C8

33. Click on the Drilldown icon

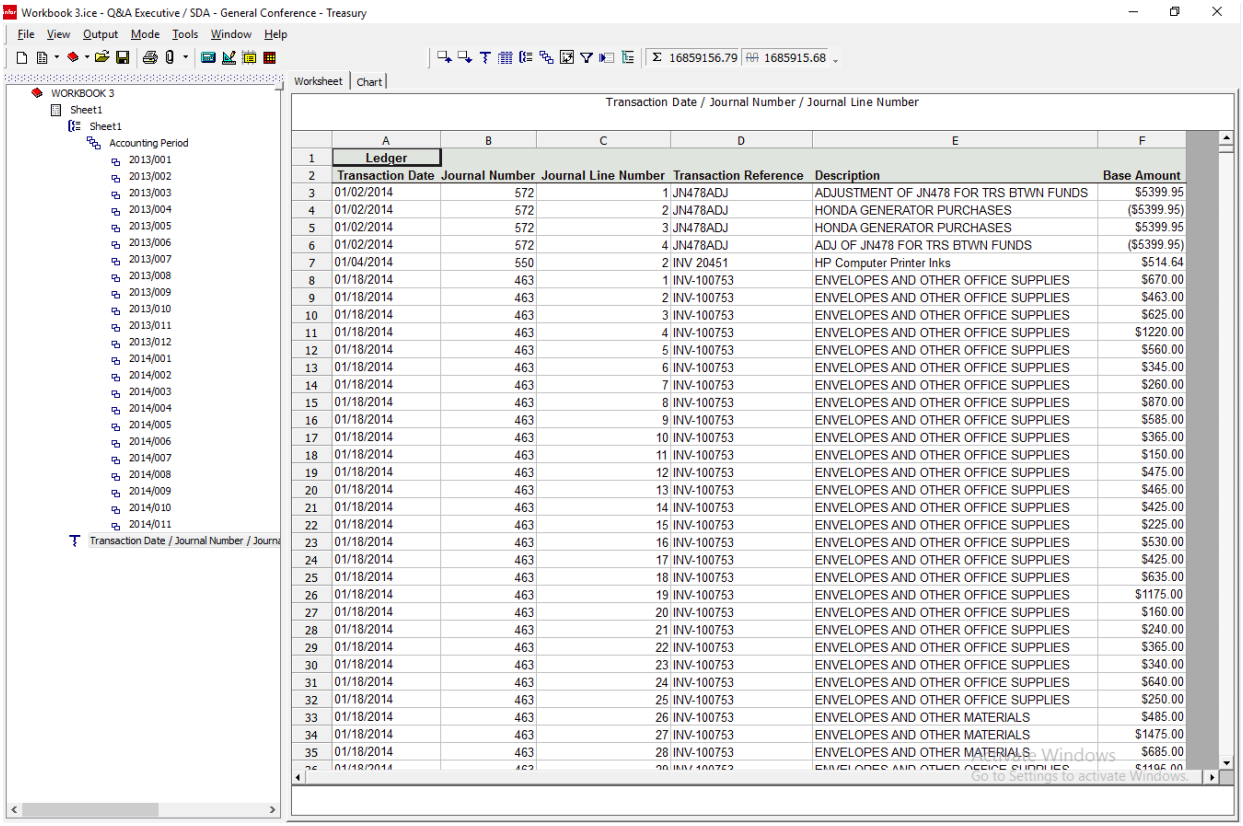
34. Select Specify 

35. Select the following data items from the Selection List as the Output data items:

    - Transaction Date
    - Journal Number
    - Journal Line
    - Transaction Reference
    - Description, and
    - Base Amount


Drilldown
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
2nd Base/Reporting Currency Code
Rate
Transaction Operator
Base Rate
Base Operator
Base 2/Reporting Rate
Base 2/Report Operator
Transaction Date
Journal Number
Journal Line Number
Journal Type
JD Journal Type
Journal Source
Transaction Reference
Description
Order Fulfilment Source
OF Order Fulfilment
Output
Item
Sort Number
LA\Transaction Date
LA\Journal Number
LA\Journal Line Number
LA\Transaction Reference
LA\Description
LA\Base Amount

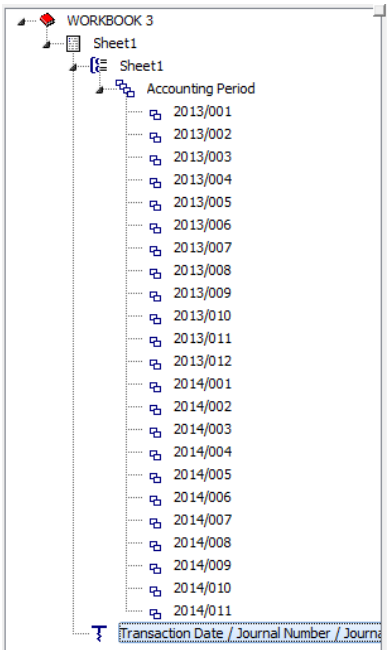
36. Click OK



	A	B	C	D	E	F
1	Ledger					
2	Transaction Date	Journal Number	Journal Line Number	Transaction Reference	Description	Base Amount
3	01/02/2014	572	1	JN478ADJ	ADJUSTMENT OF JN478 FOR TRS BTWN FUNDS	$5399.95
4	01/02/2014	572	2	JN478ADJ	HONDA GENERATOR PURCHASES	($5399.95)
5	01/02/2014	572	3	JN478ADJ	HONDA GENERATOR PURCHASES	$5399.95
6	01/02/2014	572	4	JN478ADJ	ADJ OF JN478 FOR TRS BTWN FUNDS	($5399.95)
7	01/04/2014	550	2	INV 20451	HP Computer Printer Inks	$514.64
8	01/18/2014	463	1	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$670.00
9	01/18/2014	463	2	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$463.00
10	01/18/2014	463	3	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$625.00
11	01/18/2014	463	4	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$1220.00
12	01/18/2014	463	5	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$560.00
13	01/18/2014	463	6	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$345.00
14	01/18/2014	463	7	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$260.00
15	01/18/2014	463	8	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$870.00
16	01/18/2014	463	9	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$585.00
17	01/18/2014	463	10	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$365.00
18	01/18/2014	463	11	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$150.00
19	01/18/2014	463	12	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$475.00
20	01/18/2014	463	13	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$465.00
21	01/18/2014	463	14	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$425.00
22	01/18/2014	463	15	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$225.00
23	01/18/2014	463	16	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$530.00
24	01/18/2014	463	17	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$425.00
25	01/18/2014	463	18	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$635.00
26	01/18/2014	463	19	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$1175.00
27	01/18/2014	463	20	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$160.00
28	01/18/2014	463	21	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$240.00
29	01/18/2014	463	22	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$365.00
30	01/18/2014	463	23	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$340.00
31	01/18/2014	463	24	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$640.00
32	01/18/2014	463	25	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	$250.00
33	01/18/2014	463	26	INV-100753	ENVELOPES AND OTHER MATERIALS	$485.00
34	01/18/2014	463	27	INV-100753	ENVELOPES AND OTHER MATERIALS	$1475.00
35	01/18/2014	463	28	INV-100753	ENVELOPES AND OTHER MATERIALS	$685.00

Now we have the details for the figure we chose on the report.

Notice: We have an elaborate drill path in the Drill Tree Pane. It consists of the original report, the Breakouts, the Expands, and the Drilldown we just extracted.



In the next lesson, we will learn how to save the Drill Path so it will be available to use again the next time we want to use this sheet for another client, another organization, or another period.