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.

- Morkbook 3.ice Q&A Executive / SDA General Conference Treasury <u>File Edit View Insert Format Cell Mode Tools Window Help</u> • 9.75 • B I U ≣ ≣ ≣ I · B * 8 % ↓ *.00 +.00 🗋 • 🗣 • 🚔 🔚 🎒 🛈 • 📾 🧱 🗰 🔛 🖙 🖓 🛍 🛍 🚿 😭 Σ 🛛 Tahoma Description Filter From Filter To Code 4 Worksheet Document WORKBOOK 3 {SheetTitle} Sheet1 B4 • А Ace Union 1 Analysis of Employee Expenses 2 2014 to 2013 Comparisons 3 4 2014001 2013001 5 2014012 2013012 6 7 8 811220 \$1.00 \$1.00 Car Depreciation Allowance \$1.00 \$1.00 Q 811230 Child Allowance 10 811410 Area Travel Subsidy (House to Office Travel) \$1.00 \$1.00 Medical Policy Premium 11 816110 \$1.00 \$1.00 12 817110 Tax Assistance \$1.00 \$1.00 13
- 1. Double-click in cell B4

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

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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

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We want to select Breakout Code 1.

4. Click on the arrow to the left of Breakout

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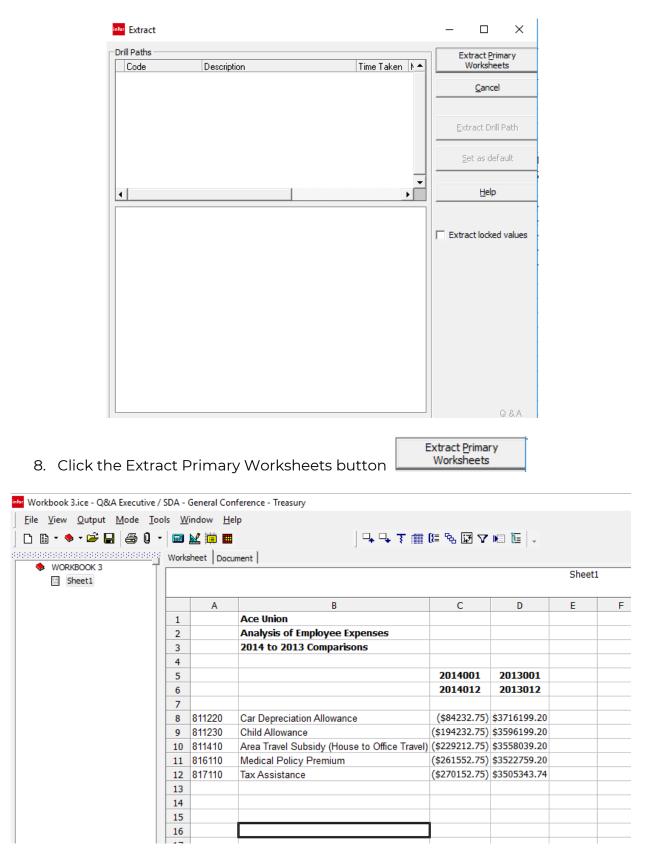
Notice: The Field References field is now populated with {BreakoutCode 1}.

6. Click OK to save our selection

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We are returned to the report in the Design Mode.

7. Click the Extract icon 🔎





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 🍅



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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

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This next step is very important.

14. Click on the Options Tab

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15. Check the Suppress Zero Rows check box

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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.

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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

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······ 🔁 Family Ministry	8	811220	Car Depreciation Allowance	\$19703.06	\$23672.44	
General Function Services	9	811230	Child Allowance	\$19703.06	\$23672.44	
	10	811410	Area Travel Subsidy (House to Office Travel)	\$19703.06	\$23672.44	
டி Georgetown District No. 3	11	816110	Medical Policy Premium	\$17723.06	\$21512.44	
ு Health Ministry	12	817110	Tax Assistance	\$17430.06	\$20558.04	
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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

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			816110	Medical Policy Premium	\$5932.89	\$11956.63		
	Health Ministry		817110	Tax Assistance	\$5932.89	\$11686.28		
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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.

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

19. Highlight cells C8 through D12

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				-	811220	Car Depreciation Allowance		\$3716199.20	
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- 21. Click Specify
 22. Scroll down to L4 Function Analysis Table
- 23. Click the + to expand the L4 Function Analysis Table

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24. Click OK

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12	Communication			301.60	
13	Congressional District No. 2			278.19	
14	Education			354.03	
15	Executive Secretary			518.20	
16	Family Ministries			166.39	
17	Family Ministry		\$5203.78 \$154		
18	General Function Services		\$29496	580.00	
19	General Institutional		\$5495.00 \$102	247.84	
20	Georgetown District No. 3		\$33959.55 \$415	591.85	
21	Health Ministry		\$12689.78 \$167	758.72	
22	In-House Operation		\$247706.85 \$2678	334.67	
23	Ministerial Association		\$12826.78 \$174	182.50	
24	Oxon Hill District No. 4		\$42280.03 \$421	108.33	
25	Potomac River District No. 5		\$36838.51 \$457	747.78	
26	Presidential		\$17136.72 \$189	921.78	
27	Public Affairs & Religious Liberty/Legal		\$9342.89 \$156	576.63	
28	Publishing		\$13731.27 \$223	309.42	
29	Sabbath School/Personal Ministries		\$12705.89 \$183	316.33	
30	Secretarial Services		\$23751.69 \$280	36.34	
31	Stewardship/Trust Services		\$13204.78 \$192	256.19	
32	Tidal Basin District No. 6		\$48917.47 \$559	917.15	
33	Transportation		\$16550.43 \$309	937.02	
34	Treasurer		\$14658.80 \$186	580.95	
35	Treasury		\$22846.55 \$262	257.37	
36	Vice President		\$10375.41 \$130	25.13	
37	Women's Ministry			392.23	
38	Youth		\$13277.26 \$179		
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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 🍾

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=	<u>S</u> pe	cify	Ctrl+	Shif	t+B	

- 26. Select Specify
- 27. Select Accounting Period from the Selection List

Breakout					
riteria Options					<u>о</u> к
Filter					Cancel
Filter From	SunSystems 6	Suns	Systems 6		
					Help
Description	Filter From	Filter To	Value From	Value To	
Product	SunSystems 6		SunSystems 6		
Business Unit	ATA		ATA		
Table	LA		Ledger		
Ledger	A		Α		
Account Code	811220		811220		
Accounting Period	2014001	2014012	2014001	2014012	
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Ledger		∧ ▶ It	em	Sort Number	
- Account Code			em LA\Accounting Period	Sort Number	
Account Code		•		Sort Number	
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Account Code CA Chart of Accounts Accounting Period Base Amount Debit/Credit Transaction Amount				Sort Number	
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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

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Criteria Options	<u>o</u> ĸ
Title	Cancel
Suppress Zero Rows	Help
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30. Click OK

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WORKBOOK 3	ī ——		2014	/011				
Sheet1			2014	/011				
🖌 [🚝 Sheet1								
Accounting Period		1 B	С	D	E	F G	H I	3
	1	_	Ace Union					
<u>Pa</u> 2013/002	2		Analysis of Employee Expenses					
<u>P</u> 2013/003	3		2014 to 2013 Comparisons					
	4		2014/011					
<u>P</u> 2013/005	5			2014001	2013001			
Pa 2013/006	6			2014012	2013012			
	7							
<u>P</u> 2013/008	8			(\$73153.35)	\$0.00			
ra 2013/009	9	Accounting		\$1535.82	\$0.00			
	10	Arlington District No. 1		\$4182.07	\$0.00			
Pa 2013/011	11	Children's Ministries		\$778.65	\$0.00			
<u>Pa</u> 2013/012	11	Communication		\$992.98				
R 2014/001								
	13	Congressional District No. 2		\$2928.82	\$0.00			
	14	Education		\$1154.66	\$0.00			
	15	Executive Secretary		\$921.64	\$0.00			
2014/005	16	Family Ministries		\$446.00	\$0.00			
	17	Family Ministry		\$450.98	\$0.00			
	19	General Institutional		\$573.00	\$0.00			
2014/008	20	Georgetown District No. 3		\$2184.05	\$0.00			
	21	Health Ministry		\$989.98	\$0.00			
	22	In-House Operation		\$21685.05	\$0.00			
B 2014/011	23	Ministerial Association		\$795.98	\$0.00			
	24	Oxon Hill District No. 4		\$4069.73	\$0.00			
	25	Potomac River District No. 5		\$2918.41	\$0.00			
	26	Presidential		\$1321.79	\$0.00			
	20	Public Affairs & Religious Liberty/Legal		\$1321.79	\$0.00			
	28	Publishing		\$1073.33	\$0.00			
	29	Sabbath School/Personal Ministries		\$1178.99	\$0.00			
	30	Secretarial Services		\$1996.79	\$0.00			
	31	Stewardship/Trust Services		\$1061.98	\$0.00			
	32	Tidal Basin District No. 6		\$4124.77	\$0.00			
	33	Transportation		\$1375.59	\$0.00			
	34	Treasurer		\$938.89	\$0.00			
	35	Treasury		\$2211.05	\$0.00			
	36	Vice President		\$898.31	\$0.00	Activate V	Vindows	
	37	Mamon's Ministry		¢745 66	¢0.00		is to activate Wir	ndows.

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.

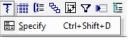
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	Works	heet Document			
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Accounting Period			Ace Union	U	E
	1		Analysis of Employee Expenses		
	2		2014 to 2013 Comparisons		
	3		2014 to 2013 comparisons		
	4		2014/005	2014001	2012001
	5			2014001	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
	25	Presidential		\$1676.80	\$0.00
	20	Public Affairs & Religious Liberty/Legal		\$730.99	\$0.00
	27	Public Analis & Religious Liberty/Legar Publishing		\$1224.33	\$0.00
	20	Sabbath School/Personal Ministries		\$964.99	\$0.00
					\$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	4
	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
	17	Waman'a Minister		¢600 66	¢0.00

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

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

le	<u>V</u> iew	<u>O</u> utput	<u>M</u> ode	<u>T</u> ools	<u>W</u> indow	<u>H</u> elp						
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		R Acc	ounting	Period				A	В	С	D	E
		- 6	2013/0	01			1		Ace Union			
		B	2013/0	02			2		Analysis of Employee Expenses			
			2013/0	03			3		2014 to 2013 Comparisons			
			2013/0	04			4					
		- 8	2013/0	05			5			2014001	2013001	
		B	2013/0	06			6			2014012	2013012	
			2013/0				7					
			2013/0				8	811220	Car Depreciation Allowance	(\$84232.75)	\$3716199.20	
			2013/0				9	811230	Child Allowance	(\$194232.75)	\$3596199.20	
			2013/0				10	811410	Area Travel Subsidy (House to Office Travel)	(\$229212.75)	\$3558039.20	
			2013/0				11	816110	Medical Policy Premium		\$3522759.20	
			2013/0					817110	Tax Assistance		\$3505343.74	
			2014/0				13			,		
			2014/0				14					
			2014/0				15					
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			2014/0 2014/0				19					
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			2014/0 2014/0				20					
			2014/0									
		··· 46	2014/0				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

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lter From	SunSystems 6		SunSyst	ems 6			<u>C</u> ar	ncel
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Description	Filter From	Filter T	ō	Value From	Value To			ар
Product	SunSystems 6			SunSystems 6				
Business Unit	ATA			ATA				
Table	LA			Ledger				
Ledger	Α			A				
Account Code	811220			811220				
Accounting Period	2014001	20140	12	2014001	2014012			
			Outpu	t			,	
· 2nd Base/Reporting Curren	cy Code	<u>^</u>	Item			Sort Number]	
- 2nd Base/Reporting Curren	cy Code	^ <u>II</u>	I Item	\Transaction Date		Sort Number]	
• 2nd Base/Reporting Curren • Rate • Transaction Operator	cy Code		I Item			Sort Number		
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36. Click OK

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************************************	Worksh	eet Chart						
WORKBOOK 3				Transaction	Date / Journal Number /	Journal Line Number		
Sheet1		Fransacaon Date / Southar Ramber / Southar Eine Ramber						
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発 Accounting Period		A	В	С	D	E	F	
P 2013/001	1	Ledger	J					
ед 2013/002	2				Transaction Reference		Base Amount	
Pa 2013/003	3	01/02/2014	572		JN478ADJ	ADJUSTMENT OF JN478 FOR TRS BTWN FUNDS	\$5399.95	
е <u>р</u> 2013/004	4	01/02/2014	572		2 JN478ADJ	HONDA GENERATOR PURCHASES	(\$5399.95)	
Pa 2013/005	5	01/02/2014	572		JN478ADJ	HONDA GENERATOR PURCHASES	\$5399.95	
е <u>р</u> 2013/006	6	01/02/2014	572	4	JN478ADJ	ADJ OF JN478 FOR TRS BTWN FUNDS	(\$5399.95)	
E 2013/007	7	01/04/2014	550	2	2 INV 20451	HP Computer Printer Inks	\$514.64	
B 2013/008	8	01/18/2014	463	1	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$670.00	
е <u>в</u> 2013/009	9	01/18/2014	463	2	NV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$463.00	
B 2013/010	10	01/18/2014	463	3	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$625.00	
в 2013/011	11	01/18/2014	463	4	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$1220.00	
rg 2013/012	12	01/18/2014	463	6	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$560.00	
в 2014/001	13	01/18/2014	463	f	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$345.00	
- 2014/002	14	01/18/2014	463	7	/ INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$260.00	
PB 2014/003	15	01/18/2014	463	8	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$870.00	
R 2014/004	16	01/18/2014	463		INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$585.00	
rg 2014/005	17	01/18/2014	463		INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$365.00	
г <u>ь</u> 2014/006	18	01/18/2014	463		INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$150.00	
rg 2014/007	19	01/18/2014	403		NV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$475.00	
R 2014/008	20	01/18/2014	463		INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$465.00	
R 2014/009	20	01/18/2014	463			ENVELOPES AND OTHER OFFICE SUPPLIES	\$405.00	
P 2014/010		01/18/2014			INV-100753		\$225.00	
면 2014/011 Transaction Date / Journal Number / Journa	22		463		INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES		
E Transaction Liste / Journal Number / Journal 8	23	01/18/2014	463		INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$530.00	
	24	01/18/2014	463		/ INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$425.00	
	25	01/18/2014	463		INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$635.00	
	26	01/18/2014	463		INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$1175.00	
	27	01/18/2014	463		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	2 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 Windo	\$685.00	
		01/18/2014	460		INIV/ 400762	ENVELOPES AND OTHER OFFICE SUDDLIES	¢1105 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.