

Q&A Executive Training

Drill Path Maintenance

In today's lesson, we will learn how to save a drill path. Being able to save a drill path is very important, because the drill path itself becomes an important part of the report. When a drill path is saved, it can be used again the next time the report is used.

Drill Path

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

File View Output Mode Tools Window Help

16859156.79 1685915.68

Worksheet Chart

Transaction Date / Journal Number / Journal Line Number

A	B	C	D	E	F
Transaction Date	Journal Number	Journal Line Number	Transaction Reference	Description	Base Amount
01/02/2014	572	1	JN478ADJ	ADJUSTMENT OF JN478 FOR TRS BTWN FUNDS	\$5399.95
01/02/2014	572	2	JN478ADJ	HONDA GENERATOR PURCHASES	(\$5399.95)
01/02/2014	572	3	JN478ADJ	HONDA GENERATOR PURCHASES	\$5399.95
01/02/2014	572	4	JN478ADJ	ADJ OF JN478 FOR TRS BTWN FUNDS	(\$5399.95)
01/04/2014	550	2	INV-20451	HP Computer Printer Inks	\$514.64
01/18/2014	463	1	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$670.00
01/18/2014	463	2	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$463.00
01/18/2014	463	3	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$625.00
01/18/2014	463	4	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$1220.00
01/18/2014	463	5	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$560.00
01/18/2014	463	6	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$345.00
01/18/2014	463	7	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$260.00
01/18/2014	463	8	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$870.00
01/18/2014	463	9	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$585.00
01/18/2014	463	10	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$365.00
01/18/2014	463	11	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$150.00
01/18/2014	463	12	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$475.00
01/18/2014	463	13	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$465.00
01/18/2014	463	14	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$425.00
01/18/2014	463	15	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$225.00
01/18/2014	463	16	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$530.00
01/18/2014	463	17	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$425.00
01/18/2014	463	18	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$635.00
01/18/2014	463	19	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$1175.00
01/18/2014	463	20	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$160.00
01/18/2014	463	21	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$240.00
01/18/2014	463	22	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$365.00
01/18/2014	463	23	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$340.00
01/18/2014	463	24	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$640.00
01/18/2014	463	25	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$250.00
01/18/2014	463	26	INV-100753	ENVELOPES AND OTHER MATERIALS	\$485.00
01/18/2014	463	27	INV-100753	ENVELOPES AND OTHER MATERIALS	\$1475.00
01/18/2014	463	28	INV-100753	ENVELOPES AND OTHER MATERIALS	\$685.00
01/18/2014	463	29	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$1195.00

For this lesson, we will use the Analysis of Employee Expenses report we have been working on over the last few lessons.

As you know, we have come up with an impressive, complex Drill Path.

- We have the original report, listed as Sheet 1 located directly under Workbook 3; this is a Primary Sheet

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

File View Output Mode Tools Window Help

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Worksheet Document

WORKBOOK 3

Sheet1

Accounting Period

- 2013/001
- 2013/002
- 2013/003
- 2013/004
- 2013/005
- 2013/006
- 2013/007
- 2013/008
- 2013/009
- 2013/010
- 2013/011
- 2013/012
- 2014/001
- 2014/002
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- 2014/004
- 2014/005
- 2014/006
- 2014/007
- 2014/008
- 2014/009
- 2014/010
- 2014/011

Transaction Date / Journal Number / Journal

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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23						

- Next, we have a series of worksheets which resulted from a Breakout by Department name

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

File View Output Mode Tools Window Help

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Worksheet Document

Treasury

	A	B	C	D	E
1		Ace Union			
2		Analysis of Employee Expenses			
3		2014 to 2013 Comparisons			
4		Treasury			
5			2014001	2013001	
6			2014012	2013012	
7					
8	811220	Car Depreciation Allowance	\$22846.55	\$26257.37	
9	811230	Child Allowance	\$17346.55	\$20257.37	
10	811410	Area Travel Subsidy (House to Office Travel)	\$14706.55	\$17377.37	
11	816110	Medical Policy Premium	\$12726.55	\$15217.37	
12	817110	Tax Assistance	\$12020.55	\$13856.16	
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31					
32					
33					
34					
35					

Transaction Date / Journal Number / Journal Name

- Accounting
- Arlington District No. 1
- Children's Ministries
- Communication
- Congressional District No. 2
- Education
- Executive Secretary
- Family Ministries
- Family Ministry
- General Function Services
- General Institutional
- Georgetown District No. 3
- Health Ministry
- In-House Operation

- Next we had an Expand by Department and Breakout by Accounting Period

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

File View Output Mode Tools Window Help

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Worksheet | Document |

2013/001

1 B C D E

1 **Ace Union**

2 **Analysis of Employee Expenses**

3 **2014 to 2013 Comparisons**

4 2013/001

5 **2014001 2013001**

6 **2014012 2013012**

7

8 \$0.00 (\$288704.10)

9 Accounting \$0.00 \$1850.10

10 Arlington District No. 1 \$0.00 \$3077.39

11 Children's Ministries \$0.00 \$1118.37

12 Communication \$0.00 \$1685.51

13 Congressional District No. 2 \$0.00 \$3205.87

14 Education \$0.00 \$4144.18

15 Executive Secretary \$0.00 \$1641.60

16 Family Ministries \$0.00 \$555.75

17 Family Ministry \$0.00 \$10240.45

18 General Function Services \$2949680.00

19 General Institutional \$0.00 \$225.79

20 Georgetown District No. 3 \$0.00 \$2628.91

21 Health Ministry \$0.00 \$1164.23

22 In-House Operation \$0.00 \$19027.00

23 Ministerial Association \$0.00 \$1864.37

24 Oxon Hill District No. 4 \$0.00 \$2753.24

25 Potomac River District No. 5 \$0.00 \$3005.51

26 Presidential \$0.00 \$1099.73

27 Public Affairs & Religious Liberty/Legal \$0.00 \$1318.40

28 Publishing \$0.00 \$6828.94

29 Sabbath School/Personal Ministries \$0.00 \$1629.24

30 Secretarial Services \$0.00 \$1795.82

31 Stewardship/Trust Services \$0.00 \$1447.56

32 Tidal Basin District No. 6 \$0.00 \$3576.42

33 Transportation \$0.00 \$7807.05

34 Treasurer \$0.00 \$878.84

35 Treasury \$0.00 \$2356.73

36 Vice President \$0.00 \$1240.70

Transaction Date / Journal Number / Journal

- Finally, we have a drill down by transaction details

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

File View Output Mode Tools Window Help

Σ 16859156.79 1685915.68

Worksheet Chart

Transaction Date / Journal Number / Journal Line Number

A	B	C	D	E	F
Transaction Date	Journal Number	Journal Line Number	Transaction Reference	Description	Base Amount
01/02/2014	572	1	JN478ADJ	ADJUSTMENT OF JN478 FOR TRS BTWN FUNDS	\$5399
01/02/2014	572	2	JN478ADJ	HONDA GENERATOR PURCHASES	(\$5399)
01/02/2014	572	3	JN478ADJ	HONDA GENERATOR PURCHASES	\$5399
01/02/2014	572	4	JN478ADJ	ADJ OF JN478 FOR TRS BTWN FUNDS	(\$5399)
01/04/2014	550	2	INV 20451	HP Computer Printer Inks	\$514
01/18/2014	463	1	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$670
01/18/2014	463	2	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$463
01/18/2014	463	3	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$625
01/18/2014	463	4	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$1220
01/18/2014	463	5	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$560
01/18/2014	463	6	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$345
01/18/2014	463	7	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$260
01/18/2014	463	8	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$870
01/18/2014	463	9	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$585
01/18/2014	463	10	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$365
01/18/2014	463	11	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$150
01/18/2014	463	12	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$475
01/18/2014	463	13	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$465
01/18/2014	463	14	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$425
01/18/2014	463	15	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$225
01/18/2014	463	16	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$530
01/18/2014	463	17	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$425
01/18/2014	463	18	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$635
01/18/2014	463	19	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$1175
01/18/2014	463	20	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$160
01/18/2014	463	21	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$240
01/18/2014	463	22	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$365
01/18/2014	463	23	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$340
01/18/2014	463	24	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$640
01/18/2014	463	25	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$250
01/18/2014	463	26	INV-100753	ENVELOPES AND OTHER MATERIALS	\$485
01/18/2014	463	27	INV-100753	ENVELOPES AND OTHER MATERIALS	\$1475
01/18/2014	463	28	INV-100753	ENVELOPES AND OTHER MATERIALS	\$685
01/18/2014	463	29	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$1105

Accounting Period

- 2013/001
- 2013/002
- 2013/003
- 2013/004
- 2013/005
- 2013/006
- 2013/007
- 2013/008
- 2013/009
- 2013/010
- 2013/011
- 2013/012
- 2014/001
- 2014/002
- 2014/003
- 2014/004
- 2014/005
- 2014/006
- 2014/007
- 2014/008
- 2014/009
- 2014/010
- 2014/011

Transaction Date / Journal Number / Journal Line Number

Name

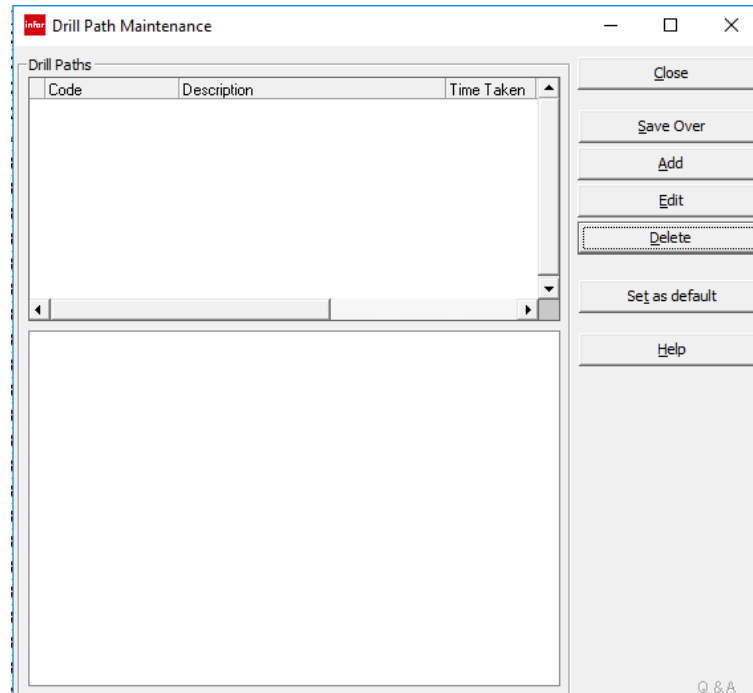
- Accounting
- Arlington District No. 1
- Children's Ministries
- Communication
- Congressional District No. 2
- Education
- Executive Secretary
- Family Ministries
- Family Ministry
- General Function Services
- General Institutional
- Georgetown District No. 3
- Health Ministry
- In-House Operation

Save Drill Path

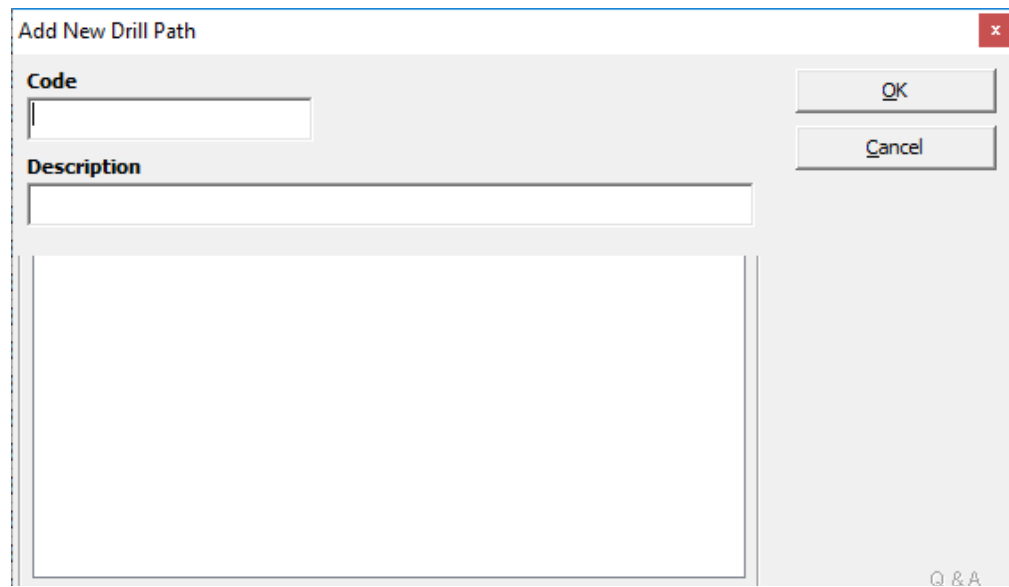
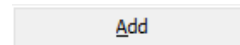
The entire drill tree in the Drill Tree Pane is called the drill path. The drill path is an important part of the report. We can start with a very simple worksheet, but once it is expanded and drilled into and broken out, it becomes very impressive. This is something you want to save and reuse every time you run the report.

1. To save a drill path, go to the Drill Path Maintenance icon



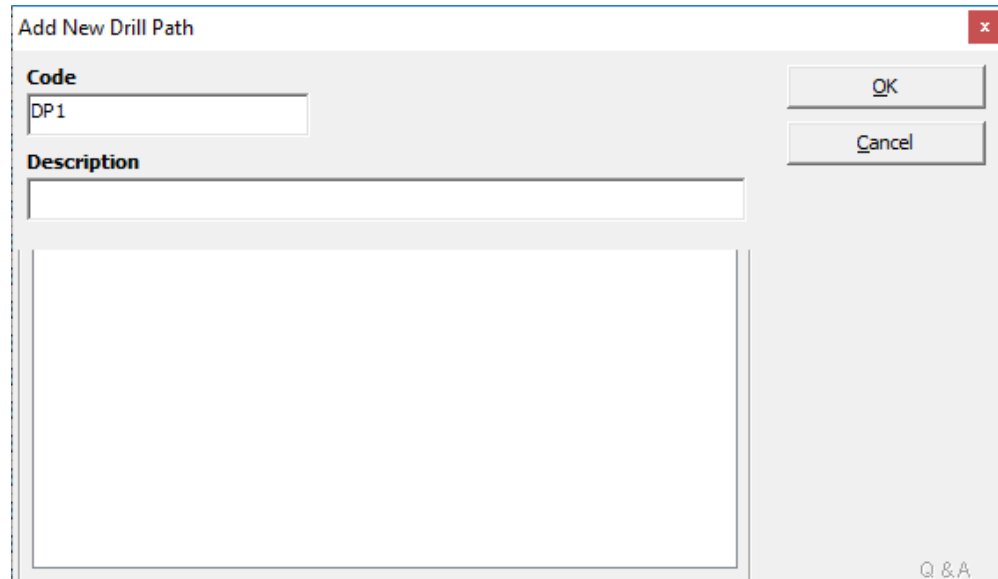


2. We want to add a Drill Path. Click the Add button



We will assign a Code to the Drill Path. A Code can be anything you wish.

3. Click in the Code field
4. Enter 'DPI'



Add New Drill Path

Code
DP1

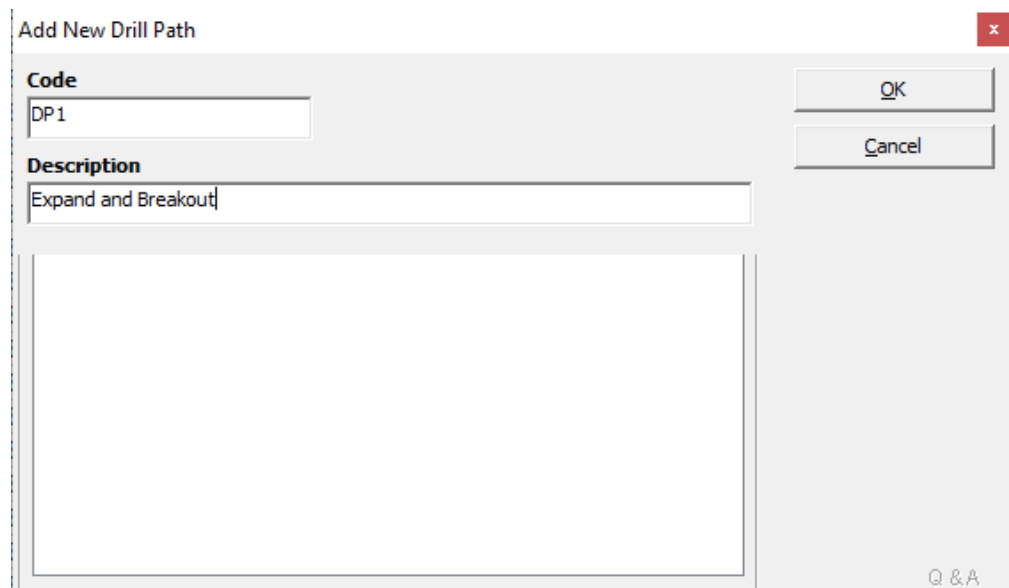
Description

OK
Cancel

Q & A

We will also assign a Description. You can use any Description you wish.

5. Click in the Description field. Enter 'Expand and Breakout'



Add New Drill Path

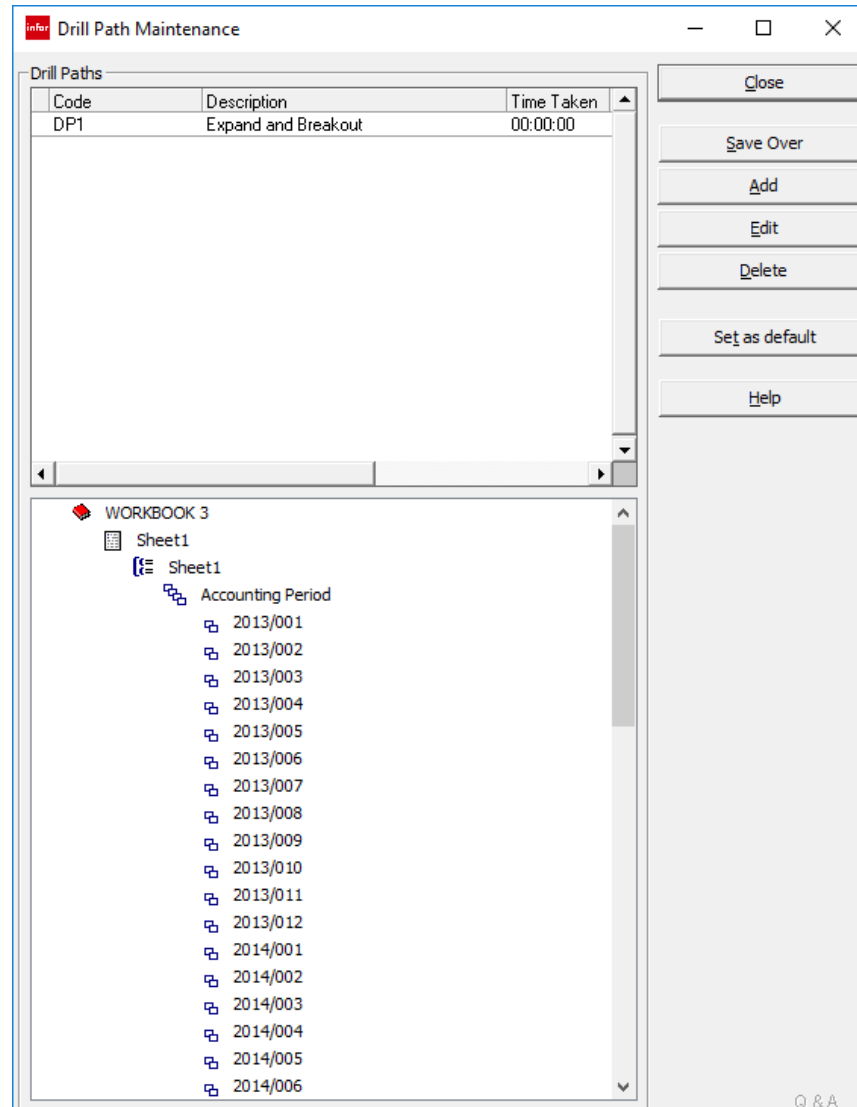
Code
DP1

Description
Expand and Breakout

OK
Cancel

Q & A

6. Click OK



Notice: The entire Drill Path is displayed in the lower pane. In the upper pane, you can see the Code and Description for the Drill Path we just saved. Once you have created and saved more drill paths, you will have a list displayed in this upper pane.

7. Click Close


We have now saved the Drill Path.

Extract Report

Let's see what it looks like to extract a Drill Path that has been saved.

At this point, though it seems that it has been, the Drill Path has not been completely saved. If we closed the workbook at this point and then reopened it, the Drill Path would disappear, and we would have to recreate it.

We need to save the entire Workbook to save the Drill Path.

8. Click the Save icon 
9. Close the Workbook
10. Reopen the Workbook

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

File Edit View Insert Format Cell Mode Tools Window Help

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Code	Description	Filter From	Filter To

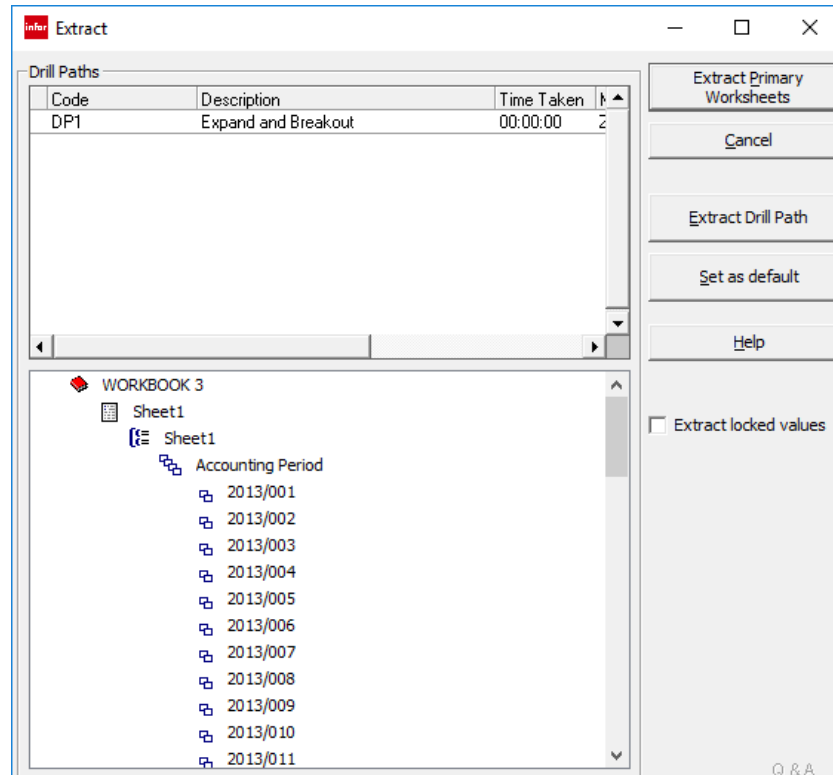
Worksheet | Document | {SheetTitle}

WORKBOOK 3

Sheet1

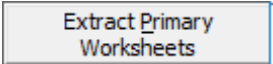
A1	A	B	C	D	E	F	G	H	I
1		Ace Union							
2		Analysis of Employee Expenses							
3		2014 to 2013 Comparisons							
4									
5			2014001	2013001					
6			2014012	2013012					
7									
8	811220	Car Depreciation Allowance	\$1.00	\$1.00					
9	811230	Child Allowance	\$1.00	\$1.00					
10	811410	Area 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									

11. Click the Extract icon 

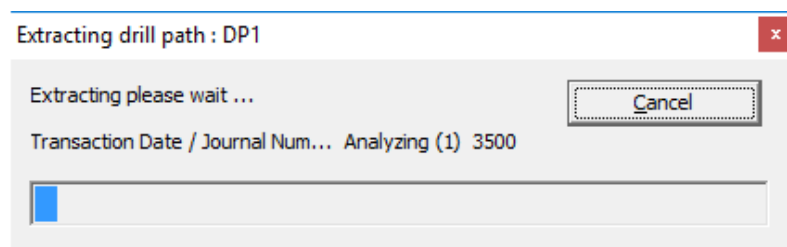
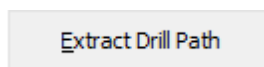


Notice: The Extract dialog now looks different. In the upper pane, you can see the DP1 Code and Description that we assigned to the Drill Path we saved.

In the lower pane, you can see the details of the Drill Path.

In the other extractions we have done, we simply clicked the Extract Primary Worksheets  button here. This time we want to extract the Drill Path we have saved.

12. Click Extract Drill Path



This extraction process takes a little longer because it is performing more calculations.

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

File View Output Mode Tools Window Help

Worksheet Document

Sheet1

	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	
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11	816110	Medical Policy Premium	(\$261552.75)	\$3522759.20	
12	817110	Tax Assistance	(\$270152.75)	\$3505343.74	
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35					

WORKBOOK 3

Sheet1

Accounting Period

- 2013/001
- 2013/002
- 2013/003
- 2013/004
- 2013/005
- 2013/006
- 2013/007
- 2013/008
- 2013/009
- 2013/010
- 2013/011
- 2013/012
- 2014/001
- 2014/002
- 2014/003
- 2014/004
- 2014/005
- 2014/006
- 2014/007
- 2014/008
- 2014/009
- 2014/010
- 2014/011

Transaction Date / Journal Number / Name

- Accounting
- Arlington District No. 1
- Children's Ministries
- Communication
- Congressional District No. 2
- Education
- Executive Secretary
- Family Ministries
- Family Ministry
- General Function Services
- General Institutional
- Georgetown District No. 3
- Health Ministry
- In-House Operation

Notice: The entire Drill Path has been brought in! We can click on any sheet in the Drill Path and pull up a different analysis. It will all be available the next time we want it.

Delete Drill from Tree

At some point, it may make sense to remove a part of a saved Drill Path.

For this exercise, let's remove the Transaction details drilldown.

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

File View Output Mode Tools Window Help

Worksheet | Chart

Transaction Date / Journal Number / Journal Line Number

A	B	C	D	E	F
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01/02/2014	572	1	JN478ADJ	ADJUSTMENT OF JN478 FOR TRS BTWN FUNDS	\$5399.9
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01/02/2014	572	3	JN478ADJ	HONDA GENERATOR PURCHASES	\$5399.9
01/02/2014	572	4	JN478ADJ	ADJ OF JN478 FOR TRS BTWN FUNDS	(\$5399.9)
01/04/2014	550	2	INV 20451	HP Computer Printer Inks	\$514.6
01/18/2014	463	1	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$670.0
01/18/2014	463	2	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$463.0
01/18/2014	463	3	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$625.0
01/18/2014	463	4	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$1220.0
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01/18/2014	463	6	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$345.0
01/18/2014	463	7	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$260.0
01/18/2014	463	8	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$870.0
01/18/2014	463	9	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$585.0
01/18/2014	463	10	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$365.0
01/18/2014	463	11	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$150.0
01/18/2014	463	12	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$475.0
01/18/2014	463	13	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$465.0
01/18/2014	463	14	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$425.0
01/18/2014	463	15	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$225.0
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01/18/2014	463	17	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$425.0
01/18/2014	463	18	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$635.0
01/18/2014	463	19	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$1175.0
01/18/2014	463	20	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$160.0
01/18/2014	463	21	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$240.0
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01/18/2014	463	24	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$640.0
01/18/2014	463	25	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$250.0
01/18/2014	463	26	INV-100753	ENVELOPES AND OTHER MATERIALS	\$485.0
01/18/2014	463	27	INV-100753	ENVELOPES AND OTHER MATERIALS	\$1475.0
01/18/2014	463	28	INV-100753	ENVELOPES AND OTHER MATERIALS	\$685.0

Accounting Period

- 2013/001
- 2013/002
- 2013/003
- 2013/004
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- 2013/006
- 2013/007
- 2013/008
- 2013/009
- 2013/010
- 2013/011
- 2013/012
- 2014/001
- 2014/002
- 2014/003
- 2014/004
- 2014/005
- 2014/006
- 2014/007
- 2014/008
- 2014/009
- 2014/010
- 2014/011

Transaction Date / Journal Number / Journal Line Number

Name

- Accounting
- Arlington District No. 1
- Children's Ministries
- Communication
- Congressional District No. 2
- Education
- Executive Secretary
- Family Ministries
- General Function Services
- General Institutional
- Georgetown District No. 3
- Health Ministry
- In-House Operation

13. Right-click on the drilldown in the Drill Path

Workbook 3

Worksheet | Chart

Transaction Date / Journal Number / Journal Line Number

A	B	C	D	E	F
Transaction Date	Journal Number	Journal Line Number	Transaction Reference	Description	Base Amount
01/02/2014	572	1	JN478ADJ	ADJUSTMENT OF JN478 FOR TRS BTWN FUNDS	\$5399.9
01/02/2014	572	2	JN478ADJ	HONDA GENERATOR PURCHASES	(\$5399.9)
01/02/2014	572	3	JN478ADJ	HONDA GENERATOR PURCHASES	\$5399.9
01/02/2014	572	4	JN478ADJ	ADJ OF JN478 FOR TRS BTWN FUNDS	(\$5399.9)
01/04/2014	550	2	INV 20451	HP Computer Printer Inks	\$514.6
01/18/2014	463	1	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$670.0
01/18/2014	463	2	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$463.0
01/18/2014	463	3	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$625.0
01/18/2014	463	4	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$1220.0
01/18/2014	463	5	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$560.0
01/18/2014	463	6	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$345.0
01/18/2014	463	7	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$260.0
01/18/2014	463	8	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$870.0
01/18/2014	463	9	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$585.0
01/18/2014	463	10	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$365.0
01/18/2014	463	11	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$150.0
01/18/2014	463	12	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$475.0
01/18/2014	463	13	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$465.0
01/18/2014	463	14	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$425.0
01/18/2014	463	15	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$225.0
01/18/2014	463	16	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$530.0
01/18/2014	463	17	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$425.0
01/18/2014	463	18	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$635.0
01/18/2014	463	19	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$1175.0
01/18/2014	463	20	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$160.0
01/18/2014	463	21	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$240.0
01/18/2014	463	22	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$365.0
01/18/2014	463	23	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$340.0
01/18/2014	463	24	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$640.0
01/18/2014	463	25	INV-100753	ENVELOPES AND OTHER OFFICE SUPPLIES	\$250.0
01/18/2014	463	26	INV-100753	ENVELOPES AND OTHER MATERIALS	\$485.0
01/18/2014	463	27	INV-100753	ENVELOPES AND OTHER MATERIALS	\$1475.0
01/18/2014	463	28	INV-100753	ENVELOPES AND OTHER MATERIALS	\$685.0

Accounting Period

- 2013/001
- 2013/002
- 2013/003
- 2013/004
- 2013/005
- 2013/006
- 2013/007
- 2013/008
- 2013/009
- 2013/010
- 2013/011
- 2013/012
- 2014/001
- 2014/002
- 2014/003
- 2014/004
- 2014/005
- 2014/006
- 2014/007
- 2014/008
- 2014/009
- 2014/010
- 2014/011

Transaction Date / Journal Number / Journal Line Number

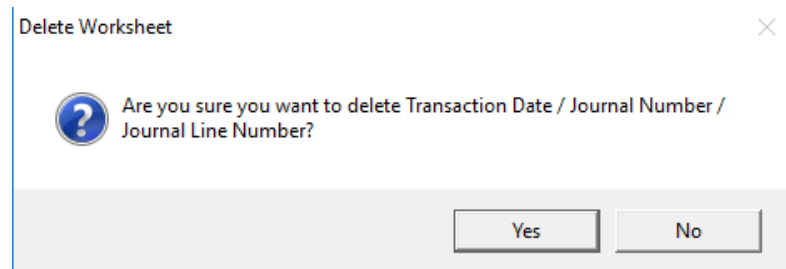
Name

- Accounting
- Arlington District No.
- Children's Ministries
- Communication
- Congressional District
- Education
- Executive Secretary
- Family Ministries

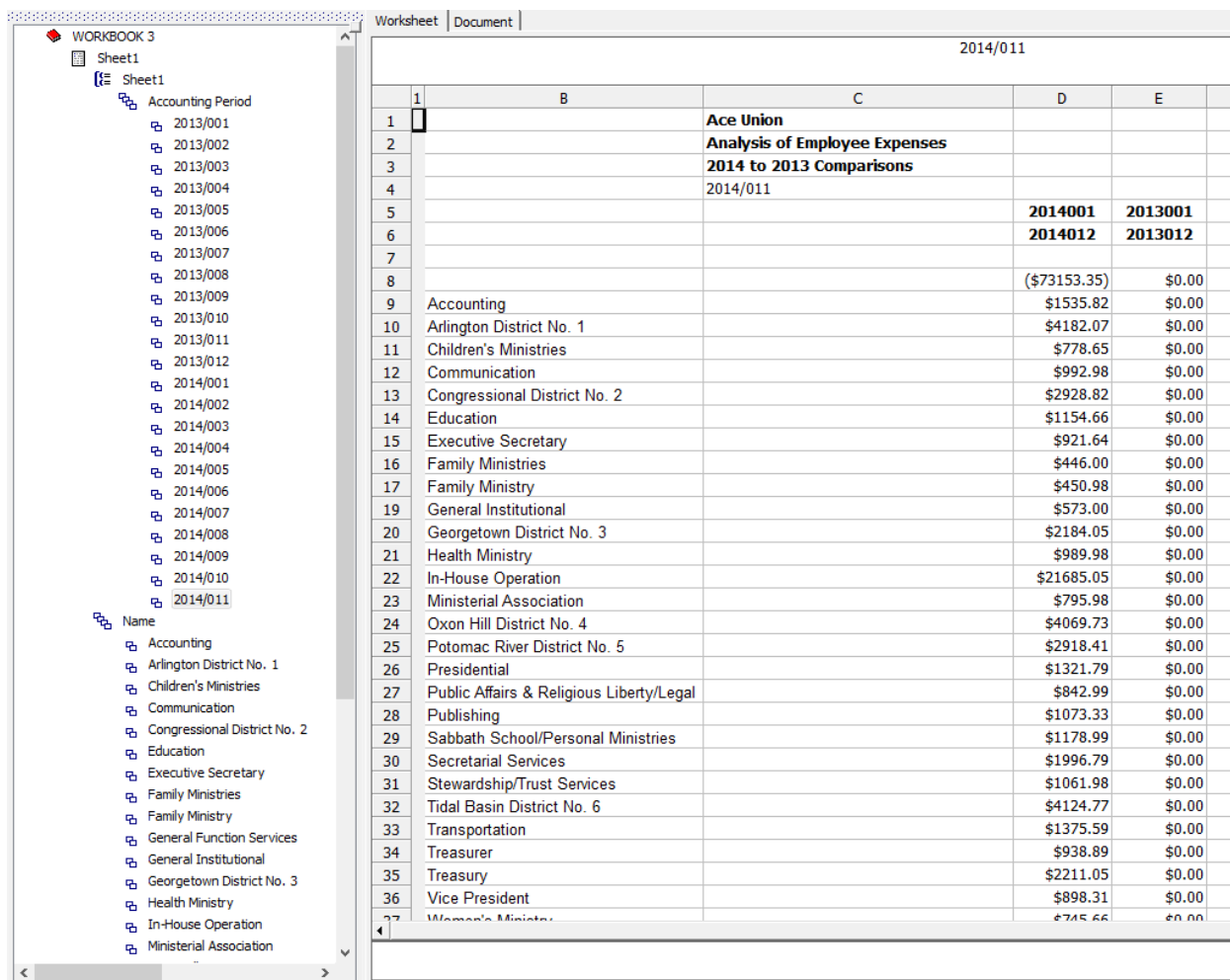
Right-click context menu:

- Delete Worksheet
- Sheet Properties
- Rename Worksheet
- Workbook Properties
- Close

14. Select Delete Worksheet



15. Click Yes to confirm your choice



The screenshot shows the SunPlus software interface. On the left, there is a "Drill Path" menu with a tree structure. The main area displays a worksheet titled "2014/011". The worksheet has columns labeled B, C, D, and E. The data in the worksheet is as follows:

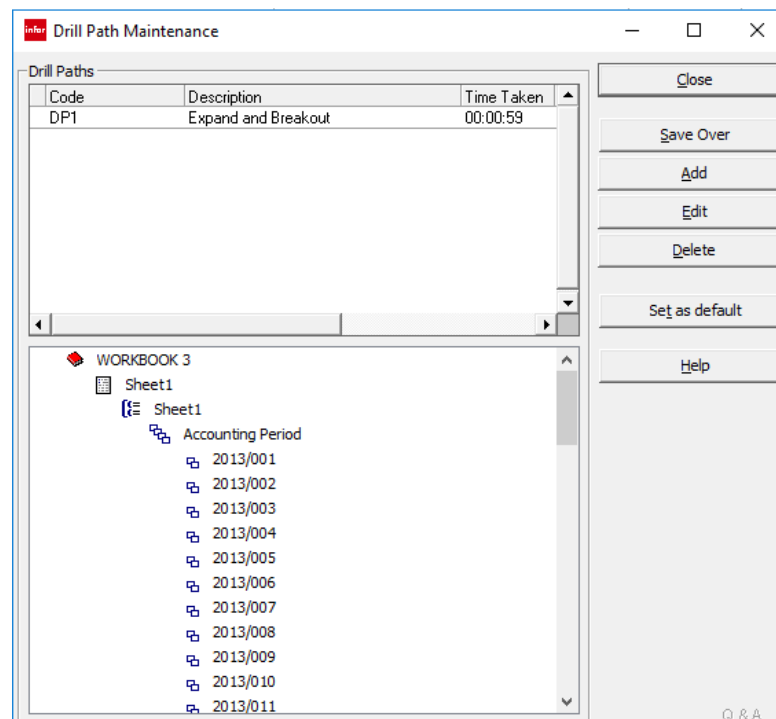
	B	C	D	E
1		Ace Union		
2		Analysis of Employee Expenses		
3		2014 to 2013 Comparisons		
4		2014/011		
5			2014001	2013001
6			2014012	2013012
7				
8			(\$73153.35)	\$0.00
9	Accounting		\$1535.82	\$0.00
10	Arlington District No. 1		\$4182.07	\$0.00
11	Children's Ministries		\$778.65	\$0.00
12	Communication		\$992.98	\$0.00
13	Congressional District No. 2		\$2928.82	\$0.00
14	Education		\$1154.66	\$0.00
15	Executive Secretary		\$921.64	\$0.00
16	Family Ministries		\$446.00	\$0.00
17	Family Ministry		\$450.98	\$0.00
19	General Institutional		\$573.00	\$0.00
20	Georgetown District No. 3		\$2184.05	\$0.00
21	Health Ministry		\$989.98	\$0.00
22	In-House Operation		\$21685.05	\$0.00
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
27	Public Affairs & Religious Liberty/Legal		\$842.99	\$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
37	Women's Ministry		\$745.66	\$0.00

Notice: The drilldown is no longer displayed in the Drill Path.

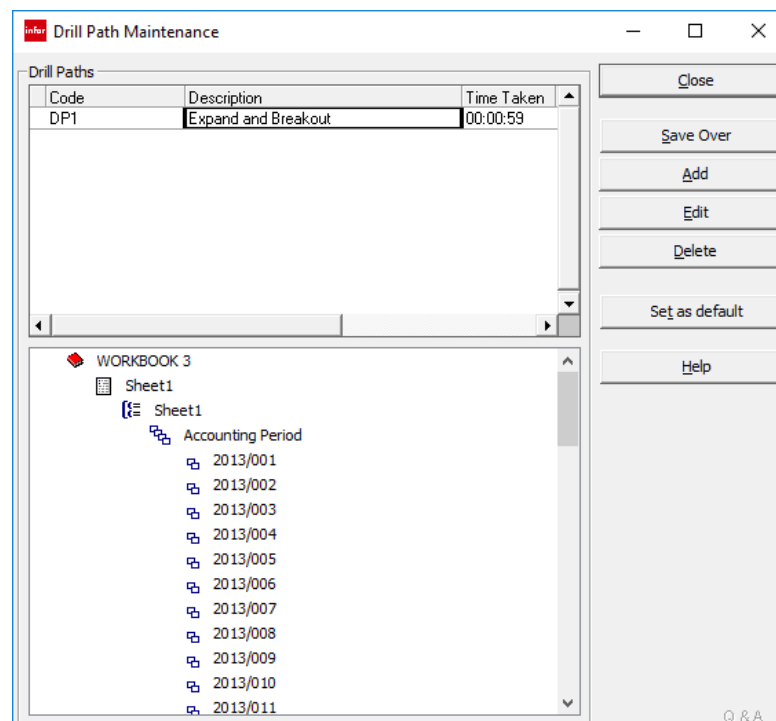
Now let's say we want to save the Drill Path in its current format.

16. Click the Drill Path Maintenance icon

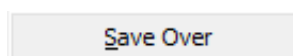


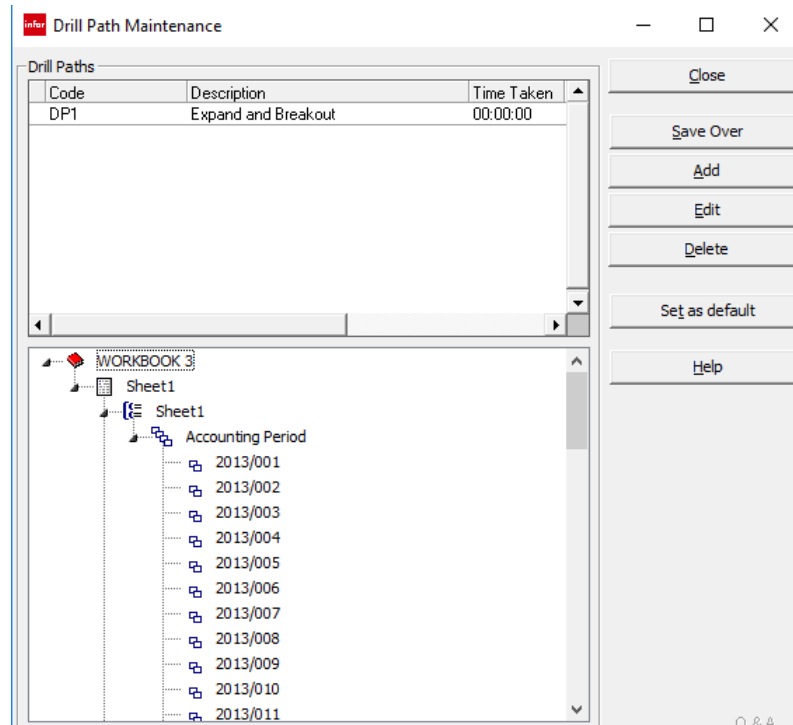


17. This time we are not adding a new Drill Path, we are overwriting an existing Drill Path. Click on the DP1 Drill Path in the upper pane

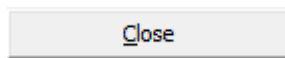


18. Click the Save Over button





19. Click the Close button



20. Then we need to Save the entire Workbook by clicking the Save icon

