

Introduction to Query & Analysis XL Financials v10+ for SunSystems

Duration: 1 Day

Prerequisite: Knowledge of SunSystems concepts. Basic understanding of MS Excel.

Who Should Attend:

New users who need to design or maintain basic Q&A XL reports.
New users who need to import data into SunSystems Financials.
New and existing users upgrading from Vision XL v5.

Note: As Q&A XL 10 and Vision XL v6 are very similar, Vision XL v6 users with a good working knowledge of the topics listed below may benefit from attending the Q&A XL Advanced course.

What You Will Learn:

At the completion of this training session participants will be competent in the following:

- Extract reference data into an Excel worksheet
- Extract monetary or physical balances
- Create user defined data items
- Drill down on data associated with formulas
- Create format tables
- Send reference details to SunSystems
- Create a transaction import file
- Use offline formulas

Course Content – Q&A XL v10+ Introduction for SunSystems

Introduction and Overview

- Logging in and navigating Q&A XL
- Customising Q&A XL
- Opening existing Vision XL 6 worksheets in Q&A XL

Extracting SunSystems Reference Data

- Designing reports to extract reference data
- Using basic wildcard filters
- Saving Q&A XL reports as Internal and external definition files
- Using the Automatic Filter Lookup

Extracting Transactions and Balances

- Designing reports to extract transactions and balances
- Using basic Extraction Types
- Creating User Defined Outputs to replace manual calculations
- Opening Q&A XL reports using Function Launcher
- Creating a Format Table
- Drilling down on reports to a summary or transaction level
- Outputting/printing drill results
- Switching on Offline Formulas

Sending Data To SunSystems

- Overview of the Data Send Process
- Setting up a worksheet for importing data into SunSystems
- Understanding layout identifiers
- Importing transactions and reference data using Transfer Desk
- Rules of Ledger Import
- Performing a multi-period Ledger Import