

## **Query & Analysis XL Financials v10+ for SunSystems - Advanced**

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**Duration:** 1 Day

**Prerequisite:** Have attended the Introduction to Q&A XL v10 course, or have basic working experience of Q&A XL. Knowledge of SunSystems concepts. Basic understanding of MS Excel.

**Who Should Attend:**

Users who need to design or maintain more advanced Q&A XL reports.  
Users who need to import data into SunSystems Financials.

**What You Will Learn:**

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

- Extract reference, transaction and balance data into an Excel worksheet (refresher)
- Use various methods of referencing report parameters
- Create more advanced user defined data items
- Combine multiple data output items
- Create Query Templates
- Import a journal with multiple journal types into SunSystems
- Create and use hierarchies in reports
- Create macros to automate functions in Q&A XL
- Create easy to read reports with Report Designer

## **Course Content – Q&A XL v10+ for SunSystems – Advanced**

### ***Q&A XL Fundamentals - Refresher***

- Designing various reports to extract reference, transaction and balance data
- Using basic Q&A XL functionality, e.g., wildcard filters, extraction types, recalculate function

### ***Automating and Customising Q&A Queries***

- Creating a Q&A XL Macro in Macro Builder
- Using Report Designer to create easy to read reports
- Creating a P&L Actual vs Budget report using Filtered Columns

### ***Advanced Q&A Functionality***

- Using the Formula Fill function to automatically generate Summary Link formulas
- Using Combinations to combine multiple data output items into a single data output item
- Creating User Defined Output items for Daily Sales Outstanding and an Aged Debtor report
- Creating a Format Table within a User Defined Output
- Saving a query as a template
- Using Data Send to import a multi-period and multi-journal type spreadsheet into SunSystems
- Creating and using a hierarchy in a report