

Report Query for SunSystems

Duration: 1 Day – scheduled on demand

Prerequisite: Knowledge of SunSystems concepts and an understanding of the data contained within SunSystems.

Who Should Attend: Any user who will need to write or maintain Report Query reports.

What You Will Learn: At the completion of this training session participants will be competent to:

- Understand the difference between Report Query Design and Report Query Express
- Use the available report components to create a desired report
- Drill down on data extracted upon running a report
- Distribute reports to other staff members
- Create charts to display a report result set

Please see over page for course content

Course Content – Report Query for SunSystems

What is Report Query

- Differentiating between Report Query Design and Report Query Express

Running Report Query Design

- Report Query system settings
- Getting started
- Report Query folders
- Drilling down to SunBusiness
- Backing up data

Defining and Editing Reports

- Defining report selections
- Placing data in selected columns
- Using levels to group report data
- Defining report rows
- Defining the report page layout
- Charting the report page layout

- Charting the report data
- Combining elements in a report definition

Building a Sample Report

- Creating a departmental variance report

Working with Reports

- Viewing the print previews
- Using data view to obtain source transactions
- Defining public and private reports
- Running multiple reports
- Sending the output to file
- Sending the output via email
- Sending the output to your desktop