

Query & Analysis Executive Financials v10+ for SunSystems - Advanced

Duration: 1 Day

Prerequisite: Have attended the Introduction to Q&A Executive v10, or have basic working experience of Q&A Executive. Knowledge of SunSystems concepts.

Who Should Attend: Users who need to design or maintain more advanced Q&A Executive reports.

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

- Design and extract reports (refresher)
- Create a document and a chart in Q&A Executive
- Create more advanced User Defined Output Items
- Create a Format Table
- Create Query Templates
- Create Dictionary References
- Analyse a report using various Q&A Executive analysis tools
- Create a Cube to analyse data
- Archive a workbook
- Create and use hierarchies in reports
- Print and output Executive results

Please see over page for course content

Course Content – Q&A Executive v10+ for SunSystems – Advanced

Using Q&A Executive Query Definitions

- Creating Q&A Executive Queries
- Creating a Trial Balance using Summary Links and Query Prompts

Creating Documents and Charts

- Creating a Document and referencing query results
- Creating a Chart in Designer and Extract mode

Advanced Functionality

- Creating and using User Defined Output Items
- Creating a Format Table
- Saving a Query as a template
- Defining and using Dictionary References in reports
- Filtering in Extract Mode

Analysing Query Results

- Using various Q&A Executive analysis tools to analyse a report
- Cube Analysis
- Enabling and Disabling Analysis Functions
- Archiving a Workbook

Creating and Using Hierarchies

- Creating and using hierarchies in reports

Printing & Outputting Files

- Creating a Worksheet Profile
- Outputting query results to Microsoft Office