

Query & Analysis Executive Financials v10+ for SunSystems – Extracting and Analysing Reports

Duration: ½ Day – Scheduled on Demand

Prerequisite: Some knowledge of internal reporting structures.

Who Should Attend:

Users who are responsible for running and analysing existing Q&A Executive reports.

What You Will Learn:

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

- Log into and navigate around Q&A Executive
- Work with Primary and Dependant worksheets
- Review report settings
- Analyse report results

Course Content – Q&A Executive v10+ for SunSystems – Extracting & Analysing Reports

Overview of Q&A Executive

- Logging into Q&A Executive Query
- Working within Q&A Executive Query

Extracting Reports

- Extracting Primary worksheets
- Extracting Dependant worksheets
- Extracting sample reports
- Creating charts in Executive Query
- Using Defined Settings & Criteria View to review report settings
- Creating Preset Workbooks

Analysing Reports

- Using Active Selection Statistics
- Performing a Drilldown

- Performing a Transaction Drilldown
- Using Specialised Drilldown
- Creating & Maintaining Drill Profiles
- Creating & Maintaining Drill Paths
- Using Expand analysis
- Using a Breakout analysis
- Using Cube analysis
- Archiving workbooks

Printing & Outputting Reports

- Output methods
- Printing reports
- Setting a Print Area
- Output to Microsoft Office