Query Studio – Defining conditional styles

For the purpose of this illustration, a report we will create a report that shows Accounted Amount by Department and School, then calculate the % Contribution for each department. Finally, we will highlight amounts above 15% in green and those below in red.

Log on to Cognos Analytics and launch Query Studio, then using the GL Transactions and Balances package

1. Create the report

Expand the GL Journal Transactions name space

From the GL Period query subject, expand and insert Period Name

From Organisations query subject insert:
- Department Code,
- Department,
- School Code,
- School

From Measures insert Accounted Amount
2. **Created calculated column**

Select the column *Accounted Amount*, then from the toolbar select **Calculate**.

In the dialogue box:
- select Analytic from **Operation Type**,  
- select % of total from **Operation**,  
- enter % Contribution in the **New Item Name** box.

Select **Insert** to accept all entries and close the dialogue box.
The report should now look like this – see illustration

3. Define conditional style criteria

Select the newly created calculated column % Contribution

In the left hand pane select Change Layout,

From the results, select Define Conditional Styles…
In the dialogue box, enter 0.15,

then the **New Value** box, select **Insert**.

Then in the Style pane select pencil icon next to the top **AaBBCc**

In the **Change font styles** dialogue box that opens

- Select Green from the **Font Color** box,
- select Bold from the **Weight box**,  
- then select **OK** to accept the entries

Close the dialogue box.

Back in the Style pane,

select pencil icon next to the lower **AaBBCc**

- Select Red from the **Font Color** box,
- select Bold from the **Weight box**,  
- then select **OK** to accept the entries

Close the dialogue box.
The report should now look like this – notice that all values greater than 15% is highlighted green and all values below 15% is highlighted in red.