



Query Studio: Grouping & ungrouping data items

For the purpose of this illustration, a report we will create a report that shows Accounted Amount by Department and School, then group the report data based on School Code and School. So rather than having multiple rows of data showing the same school code and school, it will display a grouped or summarized view of the data.

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

1. Create the Report

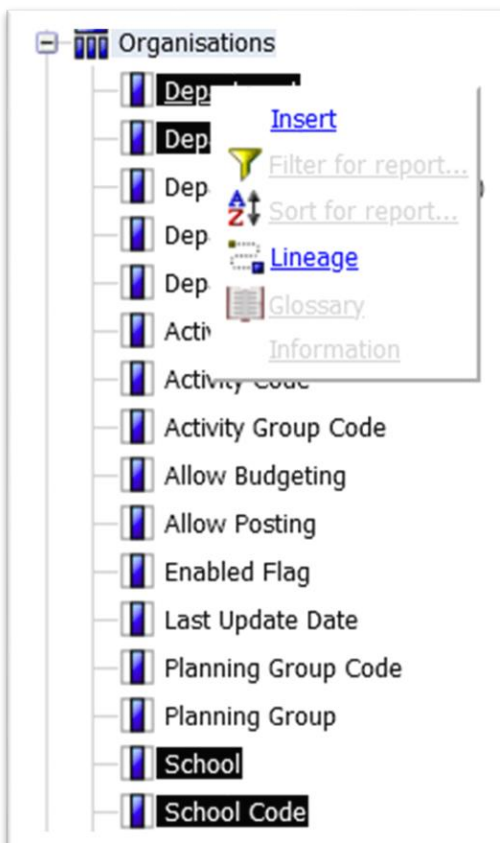
Expand the **GL Journal Transactions** name space.

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

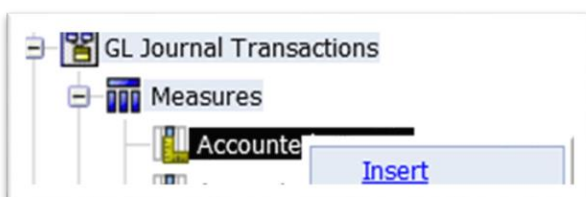


From **Organisations** query subject insert:

- Department Code,
- Department,
- School Code,
- School



From **Measures** insert Accounted Amount





The initial report should look like this

Grouping and Ungrouping Data Items

Period Name: APR-20

Period Name	School Code	School	Department Code	Department	Accounted Amount
APR-20	100	School of Arts and Humanities	GA	School of Arts and Humanities	87,433.63
APR-20	100	School of Arts and Humanities	GB	Architecture & History of Art	(21,231.39)
APR-20	100	School of Arts and Humanities	GC	Architecture	219,015.04
APR-20	100	School of Arts and Humanities	GD	History of Art	(2,126.50)
APR-20	100	School of Arts and Humanities	GE	Classics and Classical Archaeology	34,018.02
APR-20	100	School of Arts and Humanities	GF	Divinity	(4,378.04)
APR-20	100	School of Arts and Humanities	GG	English	(36,237.16)
APR-20	100	School of Arts and Humanities	GH	Anglo-Saxon, Norse and Celtic	64,414.12
APR-20	100	School of Arts and Humanities	GJ	Modern and Medieval Languages	(10,421.60)
APR-20	100	School of Arts and Humanities	GK	French	2,949.90
APR-20	100	School of Arts and Humanities	GL	German and Dutch	(13,399.97)
APR-20	100	School of Arts and Humanities	GM	Italian	2,784.59
APR-20	100	School of Arts and Humanities	GN	Theoretical and Applied Linguistics	(6,030.22)
APR-20	100	School of Arts and Humanities	GR	Slavonic Studies	(6,248.53)
APR-20	100	School of Arts and Humanities	GS	Spanish & Portuguese	3,071.14
APR-20	100	School of Arts and Humanities	GT	Music	6,198.38
APR-20	100	School of Arts and Humanities	GU	Faculty of Asian & Middle Eastern Studies	39,141.60
APR-20	100	School of Arts and Humanities	GV	Philosophy	292.81
APR-20	100	School of Arts and Humanities	GX	East Asian Studies	(8,906.60)
APR-20	100	School of Arts and Humanities	GY	Middle Eastern Studies	(11,965.92)

2. Group or ungroup data items

Select **School Code** or **School** columns in the report

Then from the left hand menu pane, select **Change Layout**



Menu

- [Insert Data](#)
- [Edit Data](#)
- Change Layout**
- [Run Report](#)
- [Manage File](#)
- [Chart...](#)
- [Define Conditional Styles...](#)
- [Change Font Styles...](#)
- [Change Border Styles...](#)
- [Reset Font and Border Styles](#)
- [Apply Template...](#)
- [Edit Title Area...](#)
- [Set Web Page Size...](#)
- [Set Page Breaks](#)
- [Group](#)
- [Pivot](#)
- [Ungroup](#)

From the results select **Group**

Notice below that School Code and School has been grouped individually, there are no repetition of



School Code or School in the respective columns.



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		APR-20	GF	Divinity	(4,378.04)
		APR-20	GG	English	(36,237.16)
		APR-20	GH	Anglo-Saxon, Norse and Celtic	64,414.12
		APR-20	GJ	Modern and Medieval Languages	(10,421.60)
		APR-20	GK	French	2,949.90
		APR-20	GL	German and Dutch	(13,399.97)
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		APR-20	GN	Theoretical and Applied Linguistics	(6,030.22)
		APR-20	GR	Slavonic Studies	(6,248.53)
		APR-20	GS	Spanish & Portuguese	3,071.14
		APR-20	GT	Music	6,198.38
		APR-20	GU	Faculty of Asian & Middle Eastern Studies	39,141.60
		APR-20	GV	Philosophy	292.81
		APR-20	GX	East Asian Studies	(8,906.60)
		APR-20	GY	Middle Eastern Studies	(11,965.92)

To Ungroup..

Simply, select the same columns and select Ungroup from the Change Layout menu.

