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:

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**.

   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.
To Ungroup..

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