Query Studio – Reordering columns

For the purpose of this illustration, a report we will create a report that shows Accounted Amount by Department and School, then specify the number of rows to be displayed per page.

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:

![Reordering Columns](image)

2. Reordering columns

In the illustration above, we can see that the columns are not ordered in a logical manner. To reorder:

- Select the column to be moved,

- From the toolbar, select **cut**.

You will notice that the selected column has been greyed out.

![Reordering Columns](image)

- Now select the column that is required to succeed or precede the cut column – in this case, Account Amount should be after School.

- Select **Paste** from the toolbar – notice that School has been inserted before Accounted Amount.

![Reordering Columns](image)

- **Repeat** previous steps as necessary for other columns.