



## 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

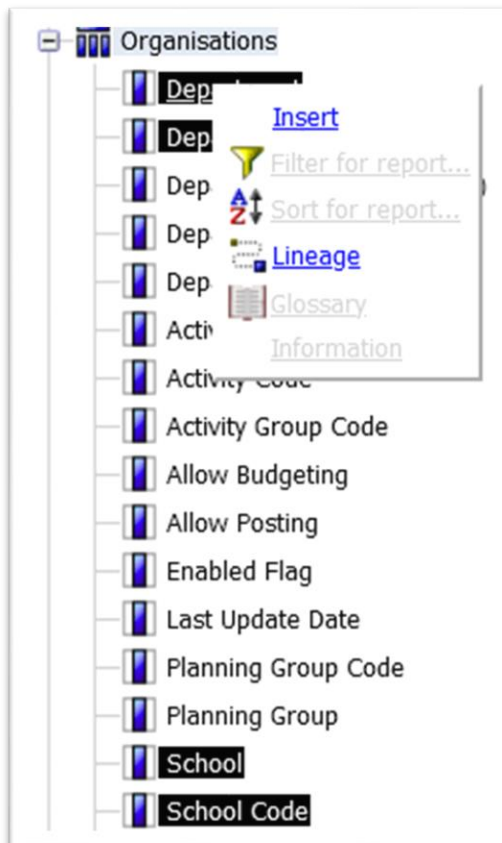
Expand the **GL Journal Transactions** name space

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

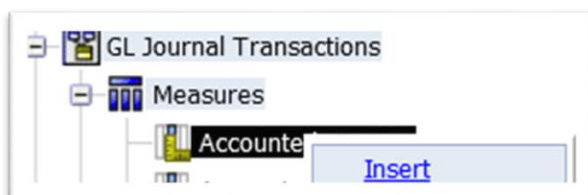


From **Organisations** query subject insert:

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



From **Measures** insert Accounted Amount





The initial report should look like this

**Reordering Columns**

Period Name: APR-20

Accounted Amount	School	Department	Department Code	School Code	Period Name
(13,963,405.77)	Associated Bodies	Associated Bodies & Custodian A/C's	YG	1000	APR-20
65,055.75	Associated Bodies	Cambridge Commonwealth, European and International Trust	YR	1000	APR-20
(27.55)	Associated Bodies	Cambridge Society	YH	1000	APR-20
(1,884.92)	Associated Bodies	Friends of the Scott Polar Institute	YQ	1000	APR-20

## 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**

Period Name: APR-20

Accounted Amount	School	Department	Department Code	School Code	Period Name
(13,963,405.77)	Associated Bodies	Associated Bodies & Custodian A/C's	YG	1000	APR-20
65,055.75	Associated Bodies	Cambridge Commonwealth, European and International Trust	YR	1000	APR-20
(27.55)	Associated Bodies	Cambridge Society	YH	1000	APR-20
(1,884.92)	Associated Bodies	Friends of the Scott Polar Institute	YQ	1000	APR-20

- 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**

Period Name: APR-20

School	Accounted Amount	Department	Department Code	School Code	Period Name
Associated Bodies	(13,963,405.77)	Associated Bodies & Custodian A/C's	YG	1000	APR-20
Associated Bodies	65,055.75	Cambridge Commonwealth, European and International Trust	YR	1000	APR-20
Associated Bodies	(27.55)	Cambridge Society	YH	1000	APR-20

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