Query Studio – Rename column headings

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.

2. Rename column headings

First, select **Period Name** column in the report

From the left hand menu pane, select **Edit Data**.

From the results, select **Rename Column Heading**
In the Rename dialogue box,

Enter the required text in the value box – in this case, **GL Period**.

Select OK to accept the entries

The report should now look like this – see illustration, notice that **Period Name** column is now renamed to **GL Period**