



## 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

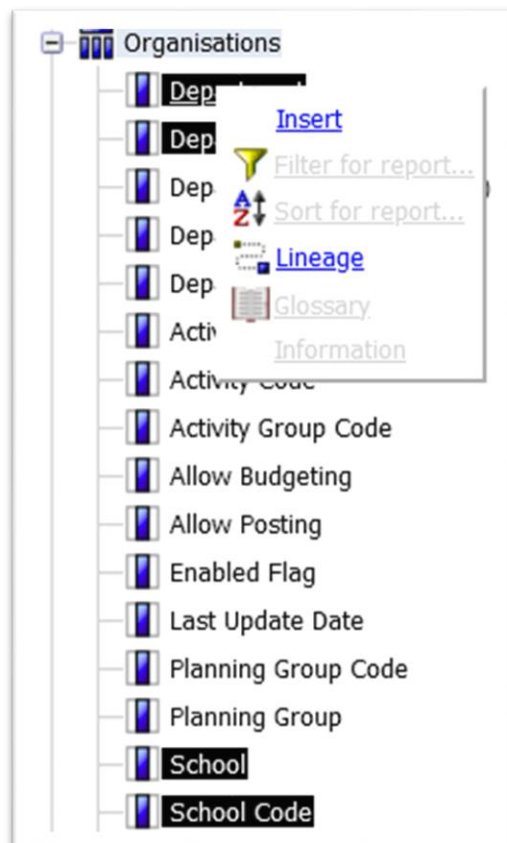
Expand the **GL Journal Transactions** name space

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.





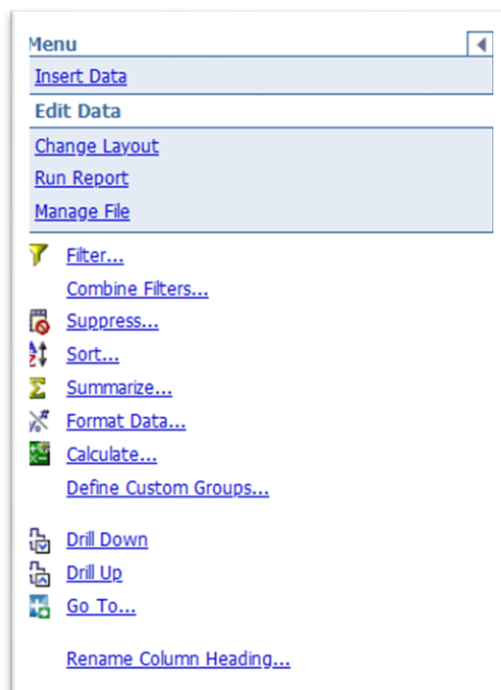
The initial report should look like this.

<b>Rename Column Heading</b>					
Period Name: APR-20					
Period Name	Department Code	Department	School Code	School	Accounted Amount
APR-20	00	Balance Sheet	1100	Others	12,570,384.75
APR-20	AA	Central Admin	1100	Others	12,784,378.72
APR-20	AB	Student Registry: Student Funding	900	UAS	478,476.52
APR-20	AC	Student Registry: Operations	900	UAS	74,475.48
APR-20	AE	Vice Chancellor's Office	900	UAS	(7,398.86)
APR-20	AG	Finance	900	UAS	310,004.32
APR-20	AH	Human Resources	900	UAS	(86,037.21)
APR-20	AI	Postdoc Academy	900	UAS	43,018.55
APR-20	AJ	Governance and Compliance Division	900	UAS	33,669.13
APR-20	AK	Academic Division	900	UAS	(835,686.86)
APR-20	AN	Health, Safety, and Regulated Facilities Division	900	UAS	123,855.45
APR-20	AO	Security Office	900	UAS	(5,128.03)
APR-20	AP	BUILDINGS - FINANCE	1100	Others	(6,560,913.60)
APR-20	AQ	University Biomedical Services	900	UAS	(187,732.76)
APR-20	AR	Office of External Affairs and Communication	900	UAS	41,780.36
APR-20	AT	Cambridge Admissions Office	900	UAS	401,452.72
APR-20	AV	CFO Office	900	UAS	12,228.93
APR-20	AW	Disability Resource Centre	900	UAS	39,610.15
APR-20	AX	Administered Funds	1100	Others	915,197.15
APR-20	AY	Legal Services Division	900	UAS	120,065.56

## 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

close the dialogue box

**Rename**  
Specify the column label or heading, or use the original name from the package.

Name:  
GL Period

OK Cancel

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

**Rename Column Heading**

[GL Period: APR-20](#)

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APR-20	AA	Central Admin	1100	Others	12,784,378.72
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