



## Query Studio – Specify rows per page

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

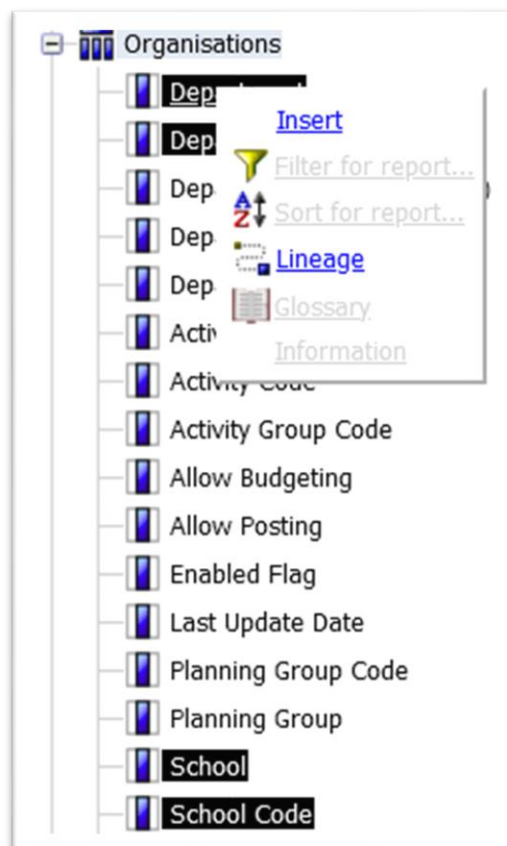
Expand the **GL Journal Transactions** name space.



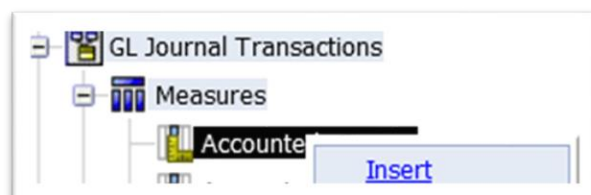
From the **GL Period** query subject, expand and insert Period Name.

From **Organisations** query subject insert:

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




From **Measures** insert Accounted Amount





**Specify Rows Per Page**

 [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       |

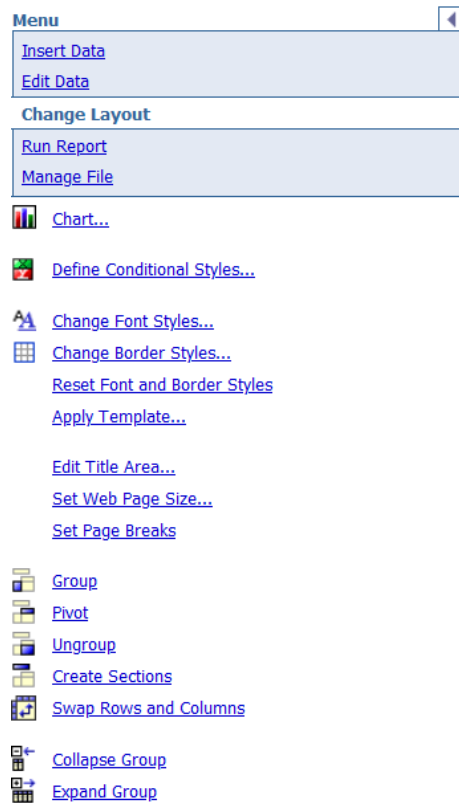
The initial report should look like this

## 2. Specify rows per page



From the left hand pane,

Select **Change Layout**,



From the results select **Set Web Page Size**

## 2. Set the page row value

In the dialogue box, select the required number of rows from **Number of rows** option box, in this example we have changed it from 50 to **20** .

Optionally, select the tick box next to **Show row numbers** to display each row number on the page



Select **OK**, to accept the changes and close the dialogue box



The report should look as illustrated below

**Specify Rows Per Page**

Period Name: APR-20

| row | Period Name | Department Code | Department  | School Code | School | Accounted Amount |
|-----|-------------|-----------------|---|-------------|--------|------------------|
| 1   | APR-20      | 00              | Balance Sheet                                     | 1100        | Others | 12,570,384.75    |
| 2   | APR-20      | AA              | Central Admin                                     | 1100        | Others | 12,784,378.72    |
| 3   | APR-20      | AB              | Student Registry: Student Funding                 | 900         | UAS    | 478,476.52       |
| 4   | APR-20      | AC              | Student Registry: Operations                      | 900         | UAS    | 74,475.48        |
| 5   | APR-20      | AE              | Vice Chancellor's Office                          | 900         | UAS    | (7,398.86)       |
| 6   | APR-20      | AG              | Finance   | 900         | UAS    | 310,004.32       |
| 7   | APR-20      | AH              | Human Resources                                   | 900         | UAS    | (86,037.21)      |
| 8   | APR-20      | AI              | Postdoc Academy                                   | 900         | UAS    | 43,018.55        |
| 9   | APR-20      | AJ              | Governance and Compliance Division                | 900         | UAS    | 33,669.13        |
| 10  | APR-20      | AK              | Academic Division                                 | 900         | UAS    | (835,686.86)     |
| 11  | APR-20      | AN              | Health, Safety, and Regulated Facilities Division | 900         | UAS    | 123,855.45       |
| 12  | APR-20      | AO              | Security Office                                   | 900         | UAS    | (5,128.03)       |
| 13  | APR-20      | AP              | BUILDINGS - FINANCE                               | 1100        | Others | (6,560,913.60)   |
| 14  | APR-20      | AQ              | University Biomedical Services                    | 900         | UAS    | (187,732.76)     |
| 15  | APR-20      | AR              | Office of External Affairs and Communication      | 900         | UAS    | 41,780.36        |
| 16  | APR-20      | AT              | Cambridge Admissions Office                       | 900         | UAS    | 401,452.72       |
| 17  | APR-20      | AV              | CFO Office  | 900         | UAS    | 12,228.93        |
| 18  | APR-20      | AW              | Disabilty Resource Centre                         | 900         | UAS    | 39,610.15        |
| 19  | APR-20      | AX              | Administered Funds                                | 1100        | Others | 915,197.15       |
| 20  | APR-20      | AY              | Legal Services Division                           | 900         | UAS    | 120,065.56       |