**Steps for Basic Reporting – Lab 3: Grouping and Formatting Data**

In BI/Query User, load and submit a query from the HR DW model that includes Position Group Code Desc, Position Number, Position Title, and Position Class Code all from the Position Object. From the Jobs object Annual FTE and Appointment Salary attributes. Add a Function of SUM to the Appointment Salary attribute. Qualify the query so that Job Suffix = 77 and Job Status = A. Sort the query on Position Class Code and then Position Group Code Desc. Submit the query.

Create a report that matches the look of the report on the following pages:

- Send the results of the above query to a columnar report.
- Give the report the title Active Position Stipends.
- On the Arrange Data tab, set up your report to group only on Position Group Code Desc. Hint: the columns left in the Group by list box will have grouping applied to them in the report.
- Set the column order by arranging items in the Columns list box to match the order on the sample report. It is best if the column order matches the sort order specified in the query. Say ‘Finish’.
- Using the Format<Table<Page Break menu option, add a page break after each unique Position Group Code Desc. Hint: you must first select the Position Group Code Desc footer band. If the detail band is selected when you apply the page break, the report will put each line of data on a new page.
- Drag the Position Group Code Desc detail into the page header band and set the anchor to Float and the text orientation to Center.
- Delete the title for the Position Group Code Desc column.
- Select Format<Table<Group and Sort to add a new group by for Position Class Code by moving this item into the Group by section after the Position Group Code Desc. Say OK.
- Set the Position Class Code to suppress duplicates using the Format <Table<Suppress Duplicates menu option. Be sure to highlight the position class column before using the menu. This may have happened automatically because of the grouping change.
- Hide the Report Footer Band. Hint: select Format<Table<Show/Hide Bands, highlight the Report Footer, and click the Hide button. Notice that the text at the bottom of the report reading “End of Report” disappeared.
- Hide both the Position Class Code header and footer bands.
- Using the Format<Properties menu option, change the headings and detail to Justification: Centered, change the detail Font: Times New Roman. Hint: if you hold down the Ctrl Key and select all of the column controls you can change all the columns at once, or try holding down the Alt key and clicking on one item in a band and the other items in the band will also be selected.
- Alter the format until it matches the sample report.

For a challenge:

- See if you can add subtotals by Position Class Code and Position Group Code Desc. See example page 2. Hint: select the detail of the column you want to subtotal, Tools<Calc-O-Matic. Choose the function and the column and say OK.