Steps for Basic Reporting – Lab 4: Adding Summary Information

In BI/Query User, load and submit a query from the FIS DW model that includes Org Title, Index Title, Posting Per, and Trans Amt Net all from the Transaction Ledger Object. Add a Function of SUM to the Trans Amt Net attribute. Qualify the query so that Org begins with 111. Sort the query on Org Title, Index Title and Posting Per. 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 that Group by Org Title, Index Title, and Posting Per.

Add a grand total:

- Select the Trans Amt Net column. Then using the Tools<Calc-O-Matic menu option, add a grand total on Trans Amt Net.

Add subtotals and labels:

- Select the Trans Amt Net column again and use the Calc-O-Matic tool to add a subtotal on Trans Amt Net by Org Title. Hint: select the Sum option from the Function list box and the Org Title from the On list box.
- Copy the Org Title detail into the Org Title footer band. The Org Title will appear both in the detail and as a label next to the subtotal.
- Add a similar subtotal by Index Title.

Align the fields in the Org Title footer band:

- Hold down the Shift key to select all of the fields in a subtotal band by clicking on each field or hold down the Alt key and click on one of the fields in the subtotal band and all of the fields will be selected. Choose Layout<Make Same Size<Height in order to set all the fields to look the same.
- With the fields still highlighted select Layout<Align<Top to make the fields line up within the band.
- Finally, set the anchor for all the fields in the subtotal bands to Float and use the Layout<Group menu option to group them together.

Another way to use the Alignment tools is to go to the View<Toolbars<Alignment and make sure this is checked therefore having the Alignment toolbar show at the bottom of the Reports window. Play with the buttons on this toolbar to see the many functions available. Hover over each button to see the function description.

Alter the formatting until it matches the sample report.