

**FIS/HRIS Data Warehouse Cooperative Learning Group**  
**01-27-04**  
**Editing Queries and Reports**

When you load the report “1 Index” from the Current Year Operating Ledger Reports window, the attribute list will be:

- Index
- Rpt Category
- Rpt Category Title
- Acct
- Acct Title
- SUM Curr Per Ytd Dr
- SUM Curr Per Ytd Cr
- SUM Curr Per Ytd Enc Dr
- SUM Curr Per Ytd Enc Cr
- SUM Curr Per Ytd Bud Dr
- SUM Curr Per Ytd Bud Cr
- SUM Curr Per Avail Bal Dr
- SUM Curr Per Avail Bal Cr
- Activity
- Activity Title

To reorder the attributes so that the Activity attributes come after the Account attributes, go to the Query menu and choose “Reorder Attributes”. Highlight the two Activity attributes and use the up arrow button to move them up into place.

Let’s also unselect SUM Curr Per Ytd Enc Cr by clicking on it in the attribute list. (We don’t currently encumber revenues, so this should always contain 0.)

Save the query as “Jan 04 CLG exercise”. (Use the menu and choose Query, Save... or right-click to bring up the shortcut menu and choose Save Query. DO NOT click the “Save” button on the toolbar.)

Run the Query.

From the Results Set, you can either take it into an unformatted report, or use an existing report as a template. From the Results menu or the shortcut menu, choose Show As Report, and then either BI Query Standard or Open Report Specification.

Try choosing Open Report Specification, and selecting “Expense Report for 1 Index” report and clicking the “Open” button. Then you could make any changes you like, and from the Report menu or the shortcut menu, choose “Save Report Specification”. “Jan 04 CLG exercise” should default in.

Now let’s close the report window and go back to the Results window being the active window. Now let’s choose “BI Query Standard” from the “Show As Report” menu.

Most of the rest of the work we will do, will be from the Report menu, or the shortcut menu. Depending what area of the report you right-click on to bring up the shortcut menu, you will get different options to choose from, so if you don't see what you are looking for at first, you might try clicking somewhere else and see what you get.

Frequently while we are formatting the report, pause and save the work you have been doing by choosing "Save Report Specification".

First let's reorder columns so that the titles follow the codes they relate to.

Now let's suppress duplicates on the Acct Title. See if you like the way the report looks when you are done.

Resize the column widths for the Acct Title and Activity Title.

Now let's reorder the \$ columns. Let's put them in the following order:

- SUM Curr Per Ytd Bud Cr
- SUM Curr Per Ytd Cr
- SUM Curr Per Avail Bal Cr
- SUM Curr Per Ytd Bud Dr
- SUM Curr Per Ytd Dr
- SUM Curr Per Ytd Enc Dr
- SUM Curr Per Avail Bal Dr

Now let's rename the columns by double-clicking on the column titles:

- Revenue Budget
- Actual Revenues
- Revenues (Over)/Under Budget
- Expense Budget
- Actual Expenses
- Encumbrances
- Expenses (Over)/Under Budget

Now let's "Add Calculated Column". Call it "Uncommitted" and calculate it as "Expense Budget + Actual Revenues – Actual Expenses – Encumbrances"

Now let's change the format of all of the number columns at once. Shift-click on each number column until all are selected. Then go to the report menu and choose "Format". Choose a format type of Fixed. Then select a format with two decimal places, hide 0 values, and negatives in parenthesis.

Now let's add a Grand Total and a Subtotal on Rpt Category. Remember to click in the column you want to subtotal to get the "Add Subtotal" option to appear on the menu.

Now let's hide the Rpt Category and Activity Title attributes by going to "Column Settings", selecting each attribute, and changing the width to 0.

Now let's change the format from Portrait to Landscape by going to the File menu and choosing "Print Setup".

Tweak the column widths until they are as narrow as can be. Then go to Column Settings to "Fit all columns on page".

Now let's choose "Borders" and add whatever lines you like to make the report easier to read.

Finally, let's edit the report title by double-clicking on it and clicking the Edit Text button. Change the report to "Budget to Actual Comparison for 1 Index by Acct and Activity".

Make any final adjustments to the report, adding any ornaments, etc.

Save the report one final time. Then let's close the report, the results set, and start a new query. Then we'll load and run the query to make sure that it works. Yeah! You are done!