Training Manual
Analysis

SAP Concur Technologies

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Lesson: Overview of Concur's Reporting Solution

This lesson introduces you to Concur's reporting tools, a 100% web-based reporting and analysis solution.

Objectives

After completing this lesson, you will be able to:

- Explain the purpose of Concur's reporting tools.
- Describe the different reporting user roles.
- Define the Concur reporting tools.
- Explain the purpose of the Concur Data Warehouse.
- Explain the role of the four folders in the Concur Data Warehouse.
- Describe how reporting data access is controlled.

Concur's Reporting Solution

Concur's reporting offering includes an "on-demand" hosted reporting and analysis service. This service is seamlessly integrated with SAP Concur's powerful solutions, providing access to your organization's travel and expense data. You can use the Concur reporting tools to create detailed, actionable reports to control costs and more effectively manage employee spend.

There are two reporting service offerings:

- Analysis – basic offering, included with your SAP Concur solution.
- Business Intelligence – premium offering, available for additional fees.

Key features, which allow you to seamlessly access and use Analysis or Business Intelligence, include:

- Single Sign On (SSO) from Concur® Travel & Expense. Credentials are authenticated and users granted appropriate access and data rights.
- Integrated security model leveraging the reporting hierarchy capability in Concur Travel & Expense.
- Integrated data model that maps the Concur Data Warehouse available in Analysis to the underlying Concur Travel & Expense database.
- Drag-and-drop user interface.

Reporting Solution	Description
Analysis	*Analysis* is an "on-demand" hosted reporting service that is included as part of your SAP Concur solution. To use Analysis, you do not need additional hardware other than your computer and a browser, and your organization does not host any software or data. You access Analysis using the Reporting tab on the SAP Concur home page of Concur Travel & Expense. As an authorized user, you can simply click the appropriate link to launch the Analysis application and navigate to the data to create ad-hoc queries.
Business Intelligence	***Business Intelligence*** is SAP Concur's premium reporting and analysis service that is available for additional fees. This optional service includes pre-built, best-practice reports and provides the advanced capability of building your own reports using Report Studio. Business Intelligence service provides detailed visibility into all of your company's employee travel and expense data.

What Are the Different User Roles?

Your company can provide reporting access to as many users as necessary. You must assign a particular role to each user that requires Analysis access. The assigned role determines the data and features available to a user.

The roles are described in the following table:

User Role	Identifying Description
Consumer	Has access to Report Viewer to run saved reports, which were created by a Professional Author or Business Author. Consumers are usually auditors or analysts who might not need to create new reports but do need to access reports that are more complex than Analysis provides.
Business Author	Has access to these features in Analysis: • Query Studio • Cognos Connection
Professional Author – Only available with Business Intelligence	Has access to these features in Business Intelligence: • Report Studio – Only available with Business Intelligence • Query Studio • Cognos Connection

Key Points: Scheduling and distributing reports using the Schedule Management tool is only available with Business Intelligence. Additional user roles may be purchased (contact your SAP Concur sales representative or Account Manager for more information).

What Are the Available Concur Reporting Tools?

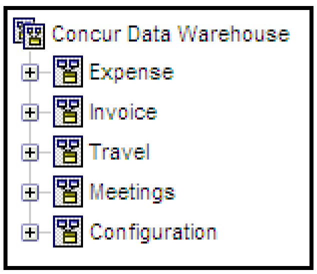
The Concur reporting toolset is described in the following table:

Tool	Function
Cognos Connection	• Schedule distribution of query results by email – only available with Business Intelligence • Specify format and language preferences • View reports in different formats • Save reports or report views
Query Studio	• Create ad-hoc queries by dragging and dropping data fields • Display queries as lists, crosstabs, or charts • Apply filters and create prompts • Save queries to use again
Report Studio – only available with Business Intelligence	• Create complex reports • Include multiple queries, charts, and graphics (dashboards) • Embed and cascade queries for drill-down

What Is the Concur Data Warehouse?

The Concur Data Warehouse is the organizational structure of the reporting database (data model). The Concur Data Warehouse organizes reporting data into five high-level categories: *Expense*, *Invoice*, *Travel*, *Meetings*, and *Configuration*. Within each category, the data is broken down and grouped logically by the various functions of each product line.

The five Concur Data Warehouse folders are shown in the following graphic:



The Concur Data Warehouse Folders

The five folders in the Concur Data Warehouse include the data in the following table:

Concur Data Warehouse Folders	Description
Expense	Expense Commonly Used Fields Expense Reports Authorization Requests Travel Requests Travel Allowances Cash Advances Expense Journal Cash Advance Journal Payment Manager Payment Journal Audit Service Audit Service Details Performance Metrics Mobile Usage Metrics User Rating Information Billing Audit Trail (Change Log) Bursting Lists Last Expense Archive Rollup Information

Concur Data Warehouse Folders	Description

Invoice	Invoice
	  Commonly Used Fields
	  Payment Request Header Information
	  Payment Request Dates and Statuses
	  Common Payment Request Header Filters
	  Supplier Details
	  Payment Request Line Items
	  Payment Request Allocations
	  Payment Request Workflow Trail
	  Payment Request Exceptions
	  Payment Request Comments
	  Payment Manager
	  Invoice Journal
	  Lists
	  Audit Trail
	  Purchase Order
	  Purchase Request

Travel	Travel
	  Trips
	  Reservations and Tickets
	  Reservation and Ticket Dates
	  Common Reservation and Ticket Filters
	  Travel Points
	  Fare By Segment
	  Ticket Segments
	  Air Segments
	  Rail Segments
	  Trip Passengers
	  Trip Workflow
	  Booking Decisions
	  Receipts
	  Lists
	  User Rating Information
	  Last Travel Archive

Meetings	Meetings Meetings Meeting Questionnaires Meeting Events Meeting Event Questionnaires Meeting Attendees
Configuration	Configuration Expense Type & Categories, Payment Types Account Codes Authorized Approver Cars Exchange Rates

Concept Fields

Please note that the Concept Fields feature is currently not available to Standard Implementation clients.

Concept fields map Org Unit and Custom fields to one of nine core "concepts" that are common across most businesses. The nine concepts that have been identified are:

- Division
- Department
- Business Unit
- Cost Center
- Project
- Company
- CRM Opportunity
- CRM Account
- CRM Event

Once the concept has been mapped to specific Org Unit and Custom fields, the Data Warehouse Expense Archive populates the information in the Reporting Database. The same concepts are then available in the Concur Data Warehouse Model for you to add to custom reports. This allows you to create reports with these concepts without having to know the actual Org Unit or Custom field names.

A Configuration Administrator maps the concept fields in the Expense Admin and Invoice Admin areas of Concur Travel & Expense. After mapping is completed, it can take up to 24 hours for the changes to take effect in the Concur Data Warehouse.

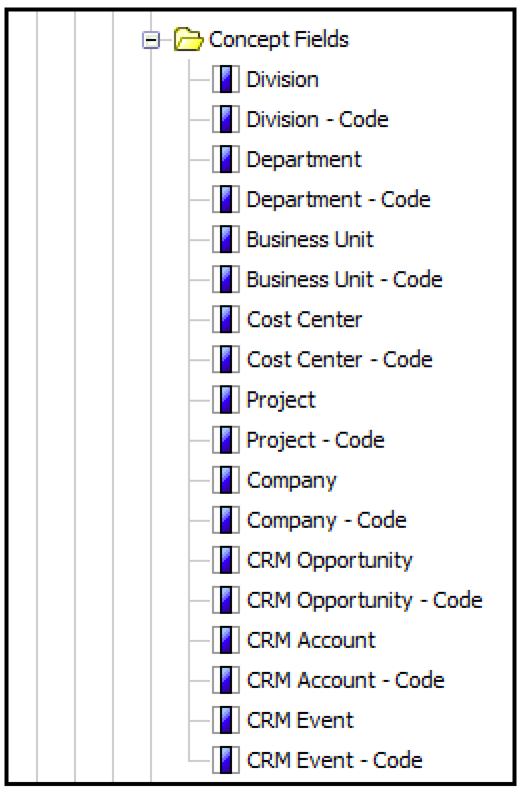
You can re-map the concepts, as needed, to meet your business needs.

Using the Concept Fields in the Model

Using concept fields, you can add each concept to a report by simply selecting the concept. For example, if you want to add the Business Unit concept at the report header level, he/she would navigate to concept field within the model and add it to the report.

There are actually 18 concept fields – one for name and one for code for each of the nine concepts.

Location	Concept Fields
Expense folder	Concepts fields are located in four places in the Expense folder: • Expense > Expense Reports > Report Header Information > **Concept Fields** • Expense > Expense Reports > Entry Information > **Concept Fields** • Expense > Expense Reports > Expense Allocation > **Concept Fields** • From **Employee Division** to **Employee Project - Code** in Expense > Expense Reports > Report Header Information > Additional Employee Details
Invoice folder	Concept fields are located in four places in the Invoice folder: • Invoice > Payment Request Header Information > Concept Fields • Invoice > Payment Request Line Items > Concept Fields • Invoice > Payment Request Allocations > Concept Fields • From Employee Division to Employee Project - Code in Invoice > Payment Request Header Information > Additional Employee Details



What Are Pre-defined Filters?

The Concur Data Warehouse contains several pre-defined filters. The filters are divided into two categories; *Common Report Header Filters* and *Common Report Entry Filters*.

Common Report Header Filters filter expense data based on information contained at the expense report header level. Common Report Entry Filters filter expense data based on entry-level data.

The following table lists the date-related filters; one based on the Sent for Payment Date and one based on the Paid Date.

Common Report Header Filters	**Today** – Returns all of the expenses that were processed or paid on the current date. **Yesterday** – Returns all of the expenses that were processed or paid on the previous day. **Last Month** – Returns all of the expenses that were processed or paid in the previous month. For example, if the report is run in May, it will return all of the expenses that were processed or paid in April. **Last Year** – Returns all of the expenses that were processed or paid in the previous year. For example, if the report is run in 2014, it will return all of the expenses that were processed or paid in 2013. **Last Thirty Days** – Returns all of the expenses that were processed or paid during the last 30 days.**MTD (Month to Date)** – Returns all of the expenses that were processed or paid in the current month. For example, if the report is run in May, it will return all of the expenses processed or paid so far in May. **QTD (Quarter to Date)** – Returns all of the expenses that were processed or paid in the current quarter. For example, if the report is run in the second quarter, it will return all of the expenses processed or paid so far in the second quarter. **YTD (Year to Date)** – Returns all of the expenses that were processed or paid in the current year. For example, if the report is run in 2014, it will return all of the expenses processed or paid so far in 2013. **Fiscal MTD (Month to Date)** – Returns all of the expenses that were processed or paid in the current fiscal month. For example, if the report is run in May, it will return all of the expenses processed or paid so far in May. Your company's fiscal calendar must be configured for this item to function. **Fiscal QTD (Quarter to Date)** – Returns all of the expenses that were processed or paid in the current fiscal quarter. For example, if the report is run in the second quarter, it will return all of the expenses processed or paid so far in the second quarter. Your company's fiscal calendar must be configured for this item to function. **Fiscal YTD (Year to Date)** – Returns all of the expenses that were processed or paid in the current year. For example, if the report is run in FY 2014, it will return all of the expenses processed or paid so far in FY 2014. Your company's fiscal calendar must be configured for this item to function. **Exclude Submitted Reports** – Returns only the expense reports that have been created, but not yet submitted by users. **Exclude Unsubmitted Reports** – Returns only the expense reports that have been submitted. This includes reports in all steps of the workflow, including paid reports. **Exclude Unpaid Reports** – Returns only the expense reports that have been paid. **Workflow Process Completed** – Returns all expense reports where the most current workflow process has been completed. This is similar to creating a filter to return all expense reports that have been paid. **Receipts Required** – Returns all expense reports that require paper

	receipts to be submitted. **Receipts Received** – Returns all expense reports that have paper receipts marked as received. Please note that, depending on your configuration, the receipts received flag may update with the receipt of receipt images. **Receipt Image Required** - Returns all expense reports that require receipt images to be submitted. **Receipt Image Available** - Returns all expense reports that have receipt images marked as received. **Report Submitted by a Delegate** – Returns all expense reports that were submitted by a delegate. **Report Approved by a Delegate** – Returns all expense reports that were approved by a delegate.

Common Report Entry Filters	**Exclude Parent Entries –** Filters out itemization parents. See below for more details. **Exclude Itemizations –** Filters out itemization children. See below for more details. **Exclude Personal Entries –** Returns all expense entries that have not been flagged as personal. **Attendee Entries Only –** Returns only expense entries that have one or more attendees. **Personal Entries Only –** Returns only expense entries that have been flagged as personal. **Travel Allowance Entries Only –** Returns only the entries that are marked as a Travel Allowance. **VAT Entries Only –** Returns only the entries where VAT is present. **Domestic Entries Only –** Returns only the entries where the city chosen for the entry is considered Domestic. **Foreign Entries Only –** Returns only the entries where the city chosen for the entry is considered Foreign.

Using Pre-defined Filters to Exclude Parents or Itemizations

In the database, all transactions are marked with a *Transaction Type* flag. This flag indicates whether the transaction was a:

Regular transaction (REG) – Any transaction that is not itemized (e.g., Taxi or Breakfast)

Parent transaction (PAR) – Any transaction that has been itemized (e.g., Hotel)

Child transaction (CHD) – Any transaction that is the itemization of a parent transaction (e.g., Room Tax or Hotel Phone Charge)

When you build a report, all three transaction types are included in the report. This can inadvertently lead to overstating itemized entries by a factor of two.

Concur Data Warehouse – Predefined Filters

Expense Type	Transaction Type	Entry Expense Amount (reimbursement currency)
Hotel	Parent	$360
Room rate	Child	$150
Room tax	Child	$25
Room rate	Child	$150
Room tax	Child	$25
Minibar/Movie	Child	$10
		$720

No filtering

Expense Type	Transaction Type	Entry Expense Amount (reimbursement currency)
Room rate	Child	$150
Room tax	Child	$25
Room rate	Child	$150
Room tax	Child	$25
Minibar/Movie	Child	$10
		$360

Exclude Parent Entries

Expense Type	Transaction Type	Entry Expense Amount (reimbursement currency)
Hotel	Parent	$360
		$360

Exclude Itemizations

For example:

You have a hotel transaction, which totals $360.00. You itemize that entry on your expense report and create two nightly room rate entries for $150.00 each, nightly tax entries for $25.00 each and a minibar/movie entry for $10.00. All the transactions, both parent and children, are stored in the database and reportable.

Scenario 1, No filtering - With no filtering applied, all of the transactions are returned on a report. This could overstate the amount for the hotel, making it appear as if the total was $400, when it was actually $200.

Hotel: $360 -> parent transaction

Room Rate: $150 -> Room rate, night 1
Room Tax: $25 -> Room tax, night 1
Room Rate: $150 -> Room rate, night 2
Room Tax: $25 -> Room tax, night 2
Minibar/Movie: $10 ->

Scenario 2, Exclude Parent Entries - When excluding the parent entries, the itemization detail will be displayed in the report and the parent will be filtered out. The report will show the correct total ($350) but it will be shown as the itemization details.

Room Rate: $150 -> Room rate, night 1
Room Tax: $25 -> Room tax, night 1
Room Rate: $150 -> Room rate, night 2
Room Tax: $25 -> Room tax, night 2

Minibar/Movie: $10 ->

Scenario 3, Exclude Itemizations -

When excluding the itemizations, only the parent transaction will appear in the report. This will make the amount reported correct, but the details of the transaction, contained in the itemizations, will be hidden from the report.

Hotel: $360 -> parent transaction

When building a report that looks at transaction-level details, you should use one of these filters. You will choose a filter based on your organization's reporting needs.

Using the Fiscal Calendar Filter

Using the Fiscal Calendar, you map your Fiscal Months to Calendar Months. This allows you to easily report on specific fiscal date ranges.

Once you have mapped the Fiscal Months to Calendar Months, the archive populates the information in the reporting database. All entries will have a Fiscal Calendar date, in addition to the actual calendar date. Using the pre-built Fiscal Calendar Filter, you can easily add a Fiscal Filter to find all transactions for a given fiscal month, quarter, or year.

How Is Data Access Controlled?

In Analysis, data access is controlled in two ways: the *reporting hierarchy* and *line manager filtering*.

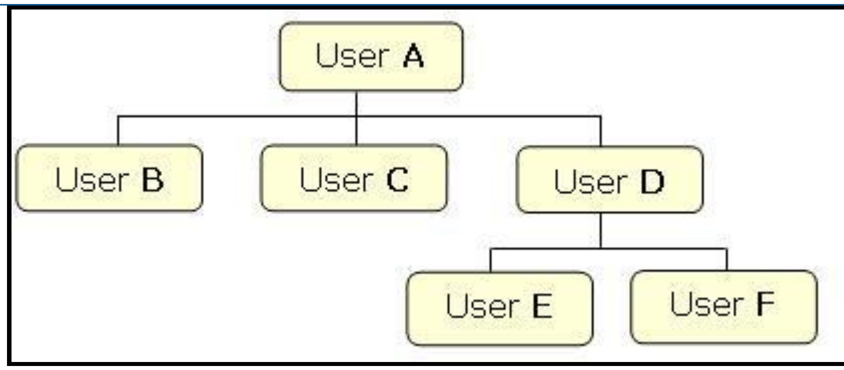
The reporting hierarchy is a hierarchical structure that controls access to the reporting data. The structure is determined by a connected list you send to SAP Concur on a regular basis. The data lives at the bottom level of the hierarchy. When assigning one of the Concur reporting roles, you assign the user to a node in the hierarchy. The user will see all of the data at their assigned node and all nodes below that.

Please note that the reporting hierarchy is currently not available to Standard Implementation clients.

Business Intelligence introduces the concept of *line manager filtering* and a *Business Intelligence Manager (BI Manager)*. You can assign each employee a BI Manager on their profile. Any user you assign as the BI Manager for another user will have "Consumer" access to Business Intelligence, which allows them to run and view, but not create, reports. You do not need to assign BI Managers a Cognos role. The reports they run will return all data for their direct and indirect reports. See the example below for more details.

In the diagram below, user A is the Expense Approver for Users B, C, and D and User D is the Expense Approver for Users E and F. If you configure the company so that a user's Expense Approver is also that user's BI Manager, then User A will see the Cognos reporting data for Users B, C, D, E, and F.

As mentioned previously, you can designate any user a BI Manager. For example, in the diagram below, if User C is the BI Manager for User D, and User D is the BI Manager for Users E and F, then User C will see the reporting data for Users D, E, and F.



In Standard Implementations the user's BI Manager will always be the same as their approver. In Professional and Premium Implementations the BI Manager can be set separately from the user's approver. See below for details.

The Employee Administrator can assign BI Managers or you can use the Employee Import process to assign them. Unless otherwise specified in the Employee Import, a user's Expense Approver will be their default BI Manager.

If a user is a BI Manager and you assign them a Cognos roles, the data access granted by the Cognos role assignment will override their BI Manager data access.

Examples of how the reporting hierarchy works

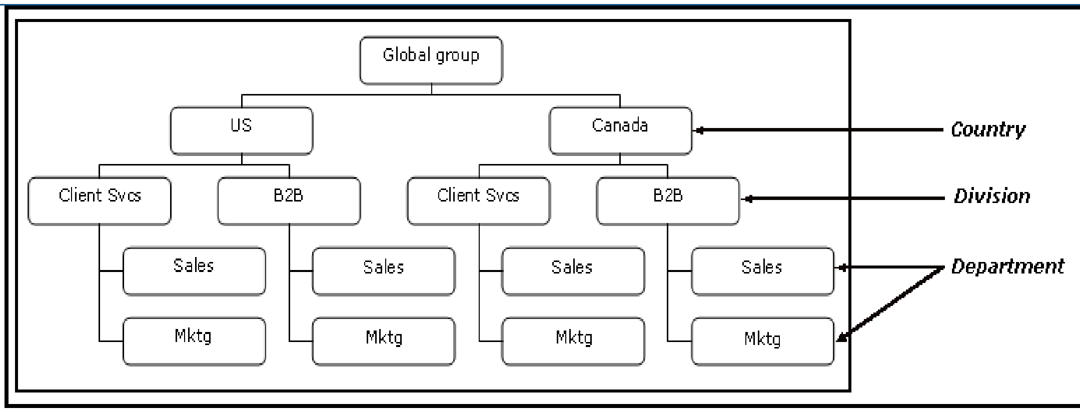
Please note that the reporting hierarchy is currently not available to Standard Implementation clients.

The graphic below illustrates how the reporting hierarchy works. For example, if you assign a Business Author to administer the US group, the Business Author can view the data in:

- US
- US-ClientSvcs
- US-ClientSvcs-Sales
- US-ClientSvcs-Mktg
- US-B2B
- US-B2B-Sales
- US-B2B-Mktg

A Business Author that you assign to administer Canada-B2B-Mktg has access only to the Canada-B2B-Mktg data.

A Consumer that you assign to administer the Global group can view all of the data.



Reporting Hierarchy Structure

The structure of the hierarchy is determined by a connected list that you send to SAP Concur on a periodic basis. Changes to the list create changes in the hierarchy. You must update employee profiles to match changes in the list.

Lesson: Overview of Cognos Connection

This lesson provides a basic overview of the features and functionality of Cognos Connection.

Objectives

After completing this lesson, you will be able to:

- Explain the purpose of Cognos Connection.
- Define the access that is available for each Cognos role.
- Locate standard reports
- Modify standard reports
- Create a folder and a shortcut to a folder.
- Set report properties.
- Disable and delete entries.
- Search for entries.
- Personalize Cognos Connection.
- Run a report.
- Create a job and set job properties.
- Work with Report Viewer.
- Create a report view.

What Is Cognos Connection?

Cognos Connection is the web interface, or access point, to Analysis. Using Cognos Connection, you can:

- Run reports
- Schedule reports – only available with Business Intelligence
- Organize data by creating folders
- Store entries, such as reports, shortcuts, and web links, in a folder
- Access Query Studio to create and edit reports

How to Launch Cognos Connection	Additional Information
1. On the **Reporting** tab of the **SAP Concur** home page of **Concur Travel and Expense**, click the appropriate link to access **Analysis**.	

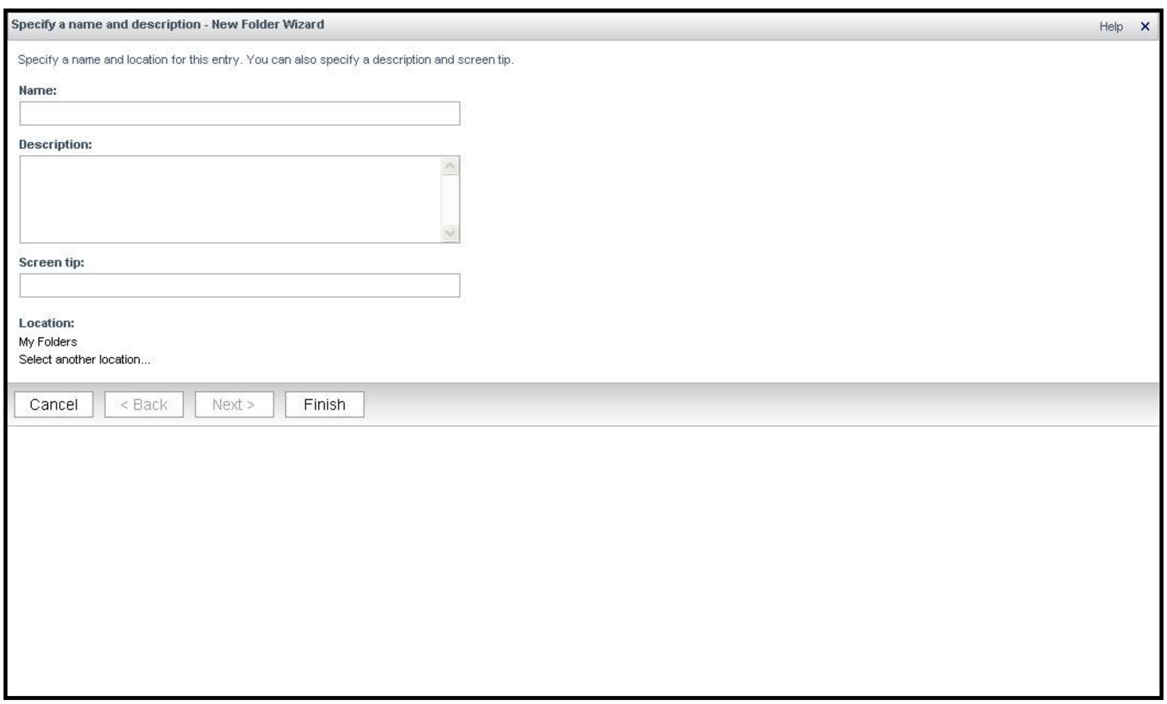
What Access Is Provided for Each Cognos Role?

The following table describes the breakdown of the roles and responsibilities for each Cognos role:

Role	Responsibility	Tool
Consumer	• Running, scheduling (only available with Business Intelligence) • Sending reports created by authors	Cognos Connection
Business Author	• Creating ad-hoc reports • Running, scheduling (only available with Business Intelligence) • Sending reports created by authors	Cognos Connection Query Studio
Professional Author – only available with Business Intelligence	• Creating ad-hoc reports • Creating more complex reports • Running, scheduling, and sending reports created by authors	Cognos Connection Query Studio Report Studio

How to Create a Folder

Items you store in Public Folders are available to all Analysis users by default. Items that users store in My Folders are only available to the owner of that folder. Only place items you are comfortable with all users seeing or accessing in Public Folders. Do not place items that are still in development in Public Folders.



How to Create a folder under My Folders	Additional Information
1. While on the **My Folders** tab, click **New Folder** .	
2. In the **Name** field, enter the name of the new folder.	You can also optionally enter a **Description** and **Screen Tip**.
3. Under **Location**, verify that **My Folders** is selected.	If incorrect, click **Select another location…**, navigate to the correct location, and then click **OK**.
4. Click **Finish**.	

How to Copy entries between folders	Additional Information
1. Navigate to the location of the items you want to copy.	
2. Select the checkboxes for the items you want to copy.	
3. Click the **Copy** icon.	
4. Navigate to the location you want to copy the items to.	
5. Click the **Paste** icon.	

How to Find Standard Reports

Analysis provides many standard reports that save you time and meet your reporting needs. Before you create your own reports, check the standard reports to find the report that you need.

Accessing Standard Reports

The standard reports are located in the **Public Folders** section of Cognos. Your solution offering determines which standard reports you can access.

For Analysis, you will see a folder named **Analysis - Standard Reports** in the Public Folders section. For Business Intelligence, you will see the **Intelligence – Standard Reports** folder in the same section.

Descriptions of Standard Reports

The Standard Reports folder contains multiple subfolders, which group reports by function. For a more detailed description of each standard report navigate to: **Launch** > **Help-Report Catalog**.

How to Modify Standard Reports

In the list of standard reports, an icon indicates which tool was used to create the report. This helps you to determine whether you can edit (as well as view) the report, based on the solution offering and your Cognos role.

The icon indicates that the report was created in Query Studio. Both Analysis and Business Intelligence customers will be able to modify these reports.

The icon indicates that the report was created in Report Studio. Customers using Analysis will not be able to modify these reports.

How to Edit a Standard Report	Additional Information

1. From the **Public Folders** tab, click **Analysis / Intelligence - Standard Reports**.
2. From the list of standard report folders, click the appropriate folder name.
3. Select the report name.
4. Click the **Copy** icon.
5. Click the **My Folders** tab.
6. Click the **Paste** icon.
7. In the **Actions** column, click the either the **Query Studio** or the **Report Studio** icon.
8. Once the appropriate tool opens, make the necessary changes to the report.
9. Click **Save**.

How to Create a Shortcut

You can use shortcuts to organize information that you use regularly. For example, if you frequently use a report in Public Folders, you can create a shortcut to the report in My Folders.

You can create shortcuts to a URL. Examples include links to useful websites, such as exchange rate websites, or links to useful information, such as a list of valid project codes or your current authorized approver assignments.

You cannot update the source entry by clicking the shortcut. Updating the source entry (for example, the original Unassigned Credit Card Feed report in the Public Folders) updates all shortcuts to the entry in all locations (for example, Shortcut Unassigned Credit Card Feed).

If you delete or move a source report, the shortcut icon changes to indicate a broken link, and the properties linked to the source report are removed.

How to Create a Shortcut to an Existing Report	Additional Information
1. Find the item that you want to create a shortcut to, and then, in the **Actions** column, click **More**.	
2. Click **Create a shortcut to this entry**.	
3. In the **Name** field, enter the name of the new shortcut.	You can also optionally enter a **Description** and **Screen Tip**.
4. Verify that the **Location** listed is correct.	If incorrect, use **Select another location** or **Select My Folders** to navigate to the correct location, and then click **OK**.
5. Click **Finish**.	

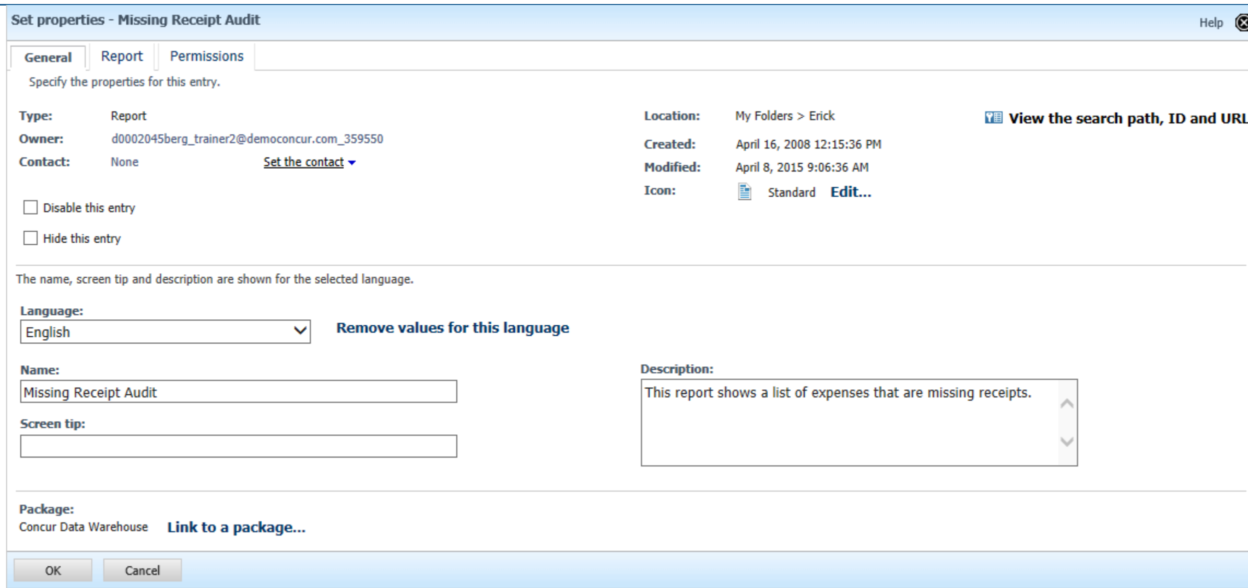
How to Create a Shortcut to a Web Link	Additional Information
1. Navigate to the location where you would like the link to be located.	
2. Click the **New URL** icon.	
3. In the **Name** field, enter the name of the new link.	
4. In the **URL** field, enter the web address of the link.	You can also optionally enter a **Description** and **Screen Tip**.
5. Verify that the **Location** listed is correct.	If incorrect, use **Select another location** or **Select My Folders** to navigate to the correct location, and then click **OK**.
6. Click **Finish**.	

How to Set Report Properties

You can control the way an entry appears and behaves by modifying its properties. The properties for entries vary depending upon the type of entry selected. For example, reports have properties to control run options while folders do not.

The types of available properties are:

- General
- Report
- Permissions



The *General* properties are described in the following table. Only the report owner will be able to change some of these settings.

General Properties	Description
Type	The type of entry.
Owner	The owner of this entry. By default, the owner is the person who created the entry. When the owner no longer exists in the namespace, or is from a different namespace than the current user, the text will read Unknown.
Contact	The person responsible for this entry. When a contact is set up for an entry, clicking the link sends an email to the contact.
Location	The location of the entry in the portal. Click **View the search path** to view the fully qualified location in the content store.
Created	The date the entry was created.
Modified	The most recent date that the entry was modified.
Disable this entry	When selected, users that do not have write permissions for this entry cannot access it. The entry is no longer visible in the portal. If an entry is disabled and you have write access to it, the disabled icon appears next to the entry.
Hide this entry	Select this property to hide reports, packages, pages, folders, jobs, and other entries. Hide an entry to prevent it from unnecessary use, or to organize your view. The hidden entry is still accessible to other entries. For example, a hidden report is accessible as a drill-through target.
Language	A list of all languages that are available according to the configuration set up by your administrator. Note that this is the display language for Analysis when viewing this item, not the display language for the data.
Name	The name of the entry for the selected language.
Screen tip	An optional description of the entry. The screen tip appears when you pause your pointer over the icon for the entry in the portal. Up to 100 characters can be used for a screen tip.
Description	An optional description of the entry. The screen tip appears when you pause your pointer over the icon for the entry in the portal. You can enter up to 100 characters for a screen tip.
Package	The package that is associated with the entry. If the source package was moved or deleted, the text reads "Unavailable."

The *Query* or *Report* properties are described in the following table:

General Properties	Description
Default Action	The default action when the report is run.
Override the default values	To override how the options selected under your preferences or from when the report was created.
Format	The default format, orientation, and paper size to use when the report runs. Appears only if Override the default values is selected.
Accessibility	Whether to create report output that supports accessibility. Enabling support creates report output that can be read by a screen reader.
Language	The default language to use for the report data when the report runs. Appears only if Override the default values is selected
Prompt Values	The values that are used to filter data when a report is run.
Number of rows per Web page in HTML reports	Select this property to hide reports, packages, pages, folders, jobs, and other entries. Hide an entry to prevent it from unnecessary use, or to organize your view. The hidden entry is still accessible to other entries. For example, a hidden report is accessible as a drill-through target.

The *Permissions* properties allow you to specify access permissions for an entry. By default, an entry acquires its access permissions from a parent. You can override those permissions with permissions set explicitly for an entry. You can only alter the permissions on objects that you create.

How to Set Report Properties	Additional Information
1. Navigate to the report you want set properties for, and then, in the **Actions** column, click the **Set Properties** icon. 2. Set the appropriate options on the **General**, **Query**, and **Permissions** tabs. 3. Click **OK**.	

How to Disable and Delete Entries

Consider the following points before *disabling* a folder or entry:

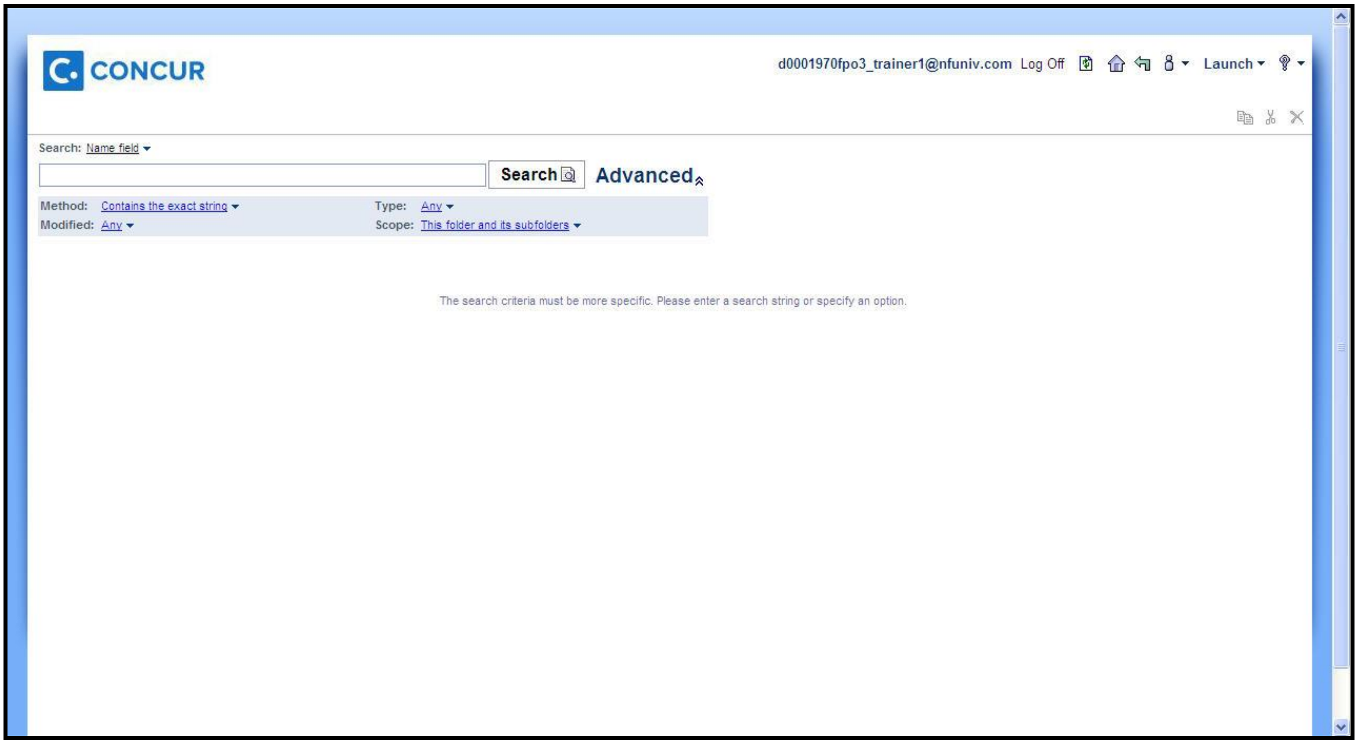
- When you disable a folder all items within that folder will also be disabled.
- When you disable an entry all shortcuts to that entry will show the disabled icon.
- Consider the following points before *deleting* an entry:
- Deleting an entry permanently removes it from the portal.
- Entries may refer to other entries such as jobs and shortcuts. Deleting an entry that is referenced by other entries can cause the original entry to malfunction.

How to Disable an Entry	Additional Information
1. On the **Set properties** page for an item, select the **Disable this entry** checkbox. 2. Click **OK**.	

How to Delete an Entry	Additional Information

1. Navigate to the location of the item you want to delete.
2. Select the checkbox to the left of the item you want to delete
3. Click the **Delete** icon.
4. In the confirmation dialog box, click **OK**.

How to Search for Entries

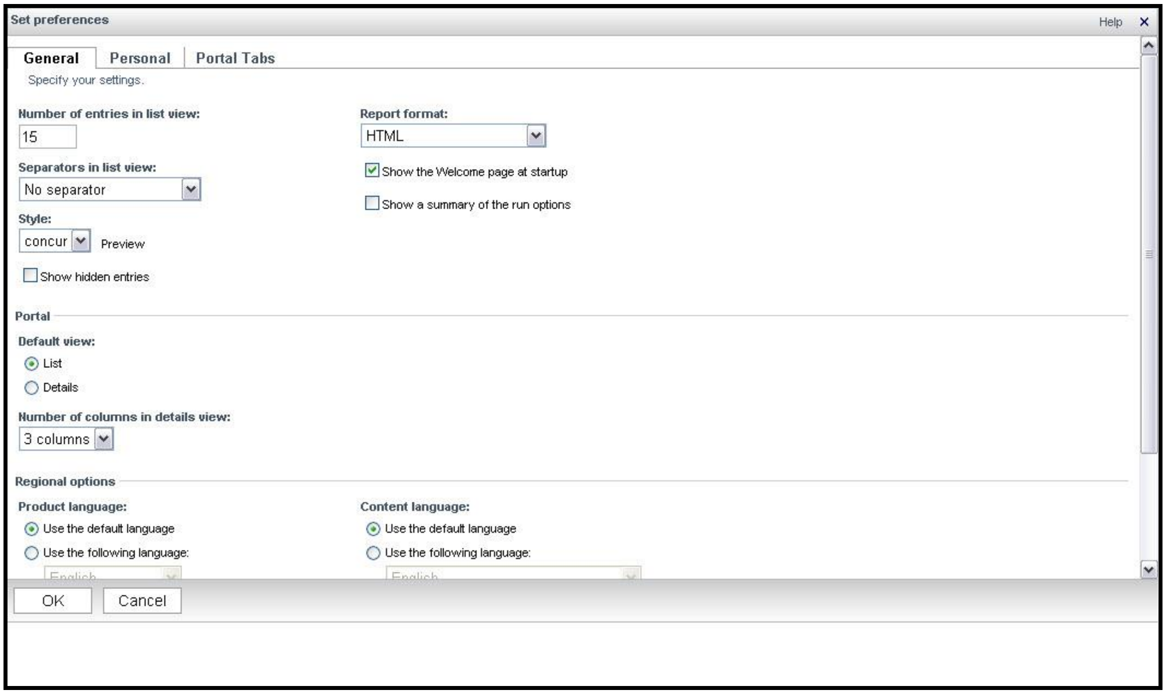


How to Search for Entries	Additional Information

1. Click the **Search** icon in the upper-right corner of the window.
2. In the **Search** dropdown menu, select **Name field,** and then select the appropriate search field.
3. In the **Search** field, enter the phrase you want to search for.
4. Click **Advanced**.
5. In the **Advanced Options** area, choose the appropriate values for **Method**, **Type**, **Modified**, and **Scope**.
6. Click the Search button to the right of the **Search** field.

How to Personalize Cognos Connection

You can personalize the way data appears in the portal by changing the preferences.
You can set the portal home page, language, and time settings as well as the preferred output format of reports. Changes take effect immediately in the current session. The preferences are stored and used for future sessions. There are three preferences tabs: **General**, **Personal**, and **Portal Tabs**.



General Settings	Description
Number of entries in list view	The maximum number of rows that appear in a list before scrollbars are required. This applies to rows where scrolling is allowed.
Separators in list view	Choose from no separator, grid lines, or alternating backgrounds. This setting applies to all lists with the exception of the output versions list. This setting is available only if you use Internet Explorer.
Style	Changes the color scheme of the interface.
Report format	The preferred format to view the report. Choose between HTML, PDF, various Excel versions, Delimited Text (CSV), and XML.
Show the Welcome page at startup	The option to show or hide the welcome page when you log on.
Show hidden entries	Use this setting to show or remove hidden entries. When you select this check box, the hidden entries will remain visible, but their icons are faded. If the check box is cleared, the hidden entries disappear from your view.
Default view	The decision to use list view or details view, by default. List view shows the name, modified date, and actions. Details view shows the name, description, modified date, and possible actions.
Product language	The language used by Analysis.
Content language	The language used to view or produce reports. Primarily controls the way dates and times are displayed.
Time zone	The time zone used by the selected geographical region.

General Settings	Description
Primary logon	The namespace and credentials that you used to log on to Reporting. Also shows the given name, surname, and email address if they have been defined. Please note that if you enter an email address here, it will override the system defined from address for emails sent from Cognos.
Alerts	The email address that will be used to notify you of alerts about new versions can be changed.
Credentials	Authorization to other users, groups, and roles to run reports using your credentials.
Groups and roles	A list of the groups and roles from both your primary and secondary logons.
Capabilities	A list of secured functions and features that you can use based on both your primary and secondary logons.

Portal Tabs settings allow you to control the tabs that you see when logged into Cognos Connection. You are able to add, remove, and change the order of the tabs. This tab only appears if you have read permissions for your account. By default, you have two tabs: Public Folders and My Folder.

How to Set Preferences	Additional Information
1. In **Cognos Connection**, in the upper-right corner, click the **My Area Options** icon, and then select **My Preferences**.	
2. Set the appropriate preferences.	
3. Click **OK**.	

How to Create Pages

You can organize the Analysis content that is most important to you on a personalized page. You can choose from different types of content and organize the pages in a way that works best for you. You can also create a dashboard view of your important data.

General Settings	Description
Folder	The content of the selected Reporting folder.
Report	The output for the selected report.
Filter	All entries matching the specified filter string.
Tools	All tools available to you in the portal.
Bookmarks	Up to five URLs.
Web page	The specified Web page in the portal.
RSS channel	A specified URL that web publishers use to provide a summary of their site in a standard XML format.

How to Create a Page	Additional Information
1. Click the **New Page** icon.	At the top right toolbar. Below the **Launch** dropdown.
2. In the **Name** field, type a name for the new page.	Optionally, provide a **Description** and **Screen tip**. In this example, type ***Dashboard***.
3. Verify that the **Location** listed is correct.	**Select My Folders** to navigate to the correct location, and then click **OK**.
4. Click **Next**.	
5. Select the appropriate option under **Number of columns**.	Choose two columns.
6. In the **Column width** dropdown menu, select the appropriate width percentage for each column.	
7. Click **Add** to add an object to a column.	
8. Click **IBM Cognos Content**.	
9. Select the **IBM Cognos Viewer** checkbox, click the **Add** button, and then click **OK**.	

10. For each column, repeat steps 7 through 9 to add the content.
11. Use **Top**, **Up**, **Down**, and **Bottom** to change the order of the items in the columns.
12. Use **Move one item right**, **Move one item left**, **Move all items right**, and **Move all items left** to move items from one column to another.
13. Click **Next**.
14. Enter an appropriate **Title** and **Instructions**, and then, under the **Portlet Style** area, select the appropriate options.
15. Click **Next**.
16. In the **Action after closing the wizard** area, select the **Add this page to the portal tabs** and **View the page** checkboxes, and then click **Finish**.
17. In an **IBM Cognos Viewer** area, click the **Edit** icon.
18. Under the **Title** area, select the appropriate option.

    In this example, select **Use the entry name**.
19. Under the **Entry** area, click **Select an entry**.
20. Navigate to the report that you want to add, and then and click **OK**.

    In this example, navigate to **Public Folders /Standard Reports/Administration/Employee Roles**.
21. Use **Report Properties** under **Channel** section to change the report behavior and format.

    In this example, accept the default options.
22. Click **OK**.
23. Repeat steps 17 - 22 to complete additional **IBM Cognos Viewer** areas.

    Add another type of report to each section on the page.

How to Remove an existing page | Additional Information

1. From **Cognos Connection**, click the tab you would like to remove.
2. Click the **Tab Menu** icon to the left of Public Folders, and then select **Remove this tab**.

Practice: Exploring Cognos Connection

Using Cognos Connection, you can manage schedules, set personal preferences, log off, and access Help. You can also set the default portal view, add folders and pages, copy and paste, and search for entries using the Cognos Connection toolbar.

In this practice, you will:

- Explore the Cognos Connection user interface.
- Modify General setting preferences.
- Modify language and time zone preferences.
- Create a folder to hold reports.
- Create a URL link.
- Create a shortcut to a folder.
- Modify folder preferences.

Approximate time to complete: 15 minutes.

Explore the Cognos Connection User Interface	Additional Information
1. On the **SAP Concur** home page, place your mouse pointer over **Reporting**, and then click **Intelligence**.	
2. Click **Analysis / Intelligence – Standard Reports**.	This folder contains reports, created by SAP Concur, that are common for all SAP Concur customers. You cannot save to this folder, but you can use the items in this folder as templates to create your own reports.
3. Click the **Administration** folder.	
4. Click the **Public Folders** link (below the Public Folder tab) to go back to the main folder list.	
5. Click **My Folders**.	This folder is currently empty. In this folder, you can create personal subfolders to organize reports according to your preferences.

Modify General Setting Preferences	Additional Information
1. Click **Public Folders**.	
2. In the upper-right comer, click the **My Area Options** icon, and then choose **My Preferences**.	
3. On the **General** tab, in the **Default view** area, select the **Details** option.	
4. Click **OK**.	
5. Click **Public Folders**, and then click the **Analysis / Intelligence – Standard Reports** folder.	The portal reflects the options that you specified on the **Set Preferences** screen.

Modify Language and Time Zone Preferences	Additional Information
1. In the upper-right corner, click **My Area Options**, and then choose **My Preferences**.	
2. On the **General tab,** in the **Default view** area, select the **List** option to return the interface to its original view.	
3. In the **Product Language** section, click **Use the following language**, and then from the **Language** dropdown menu, select **German**.	
4. In the **Time Zone** section, click **Use the following time zone**, and then, from the **Time Zone** dropdown menu, select **(GMT +01:00) Europe, Berlin**.	
5. Click **OK**. The portal language and locale settings are set to **German** and **(GMT +01:00) Europe, Berlin**.	
6. In the upper-right corner, click **Optionen für 'Eigener Bereich'**, and then choose the **Eigene Vorgaben** option.	
7. In the **Produktsprache** section, verify that the **Folgende Sprache verwenden** option is selected, and then select **Englisch** from the dropdown menu.	
8. In the **Zeitzone** section, verify that the **Folgende Zeitzone verwenden** option is selected, and then select **(GMT -8:00) Pazisifch Zeit: Los Angeles, Tijuana, Vancouver** from the dropdown menu.	
9. Click **OK**.	The portal language and locale settings are returned to the original options.

Create a Folder to hold reports	Additional Information
1. Click **My Folders**, and then, on the toolbar, click the **New Folder** icon.	The **New Folder Wizard** page appears.
2. In the **Name** field, type ***Reports***, and then, in the **Description** and **Screen tip** fields, type ***Reports created for General Manager***.	
3. Click **Finish**.	The subfolder is added to **My Folders**.

Create a URL Link	Additional Information
1. Click the **Reports** folder.	The subfolder opens with no contents.

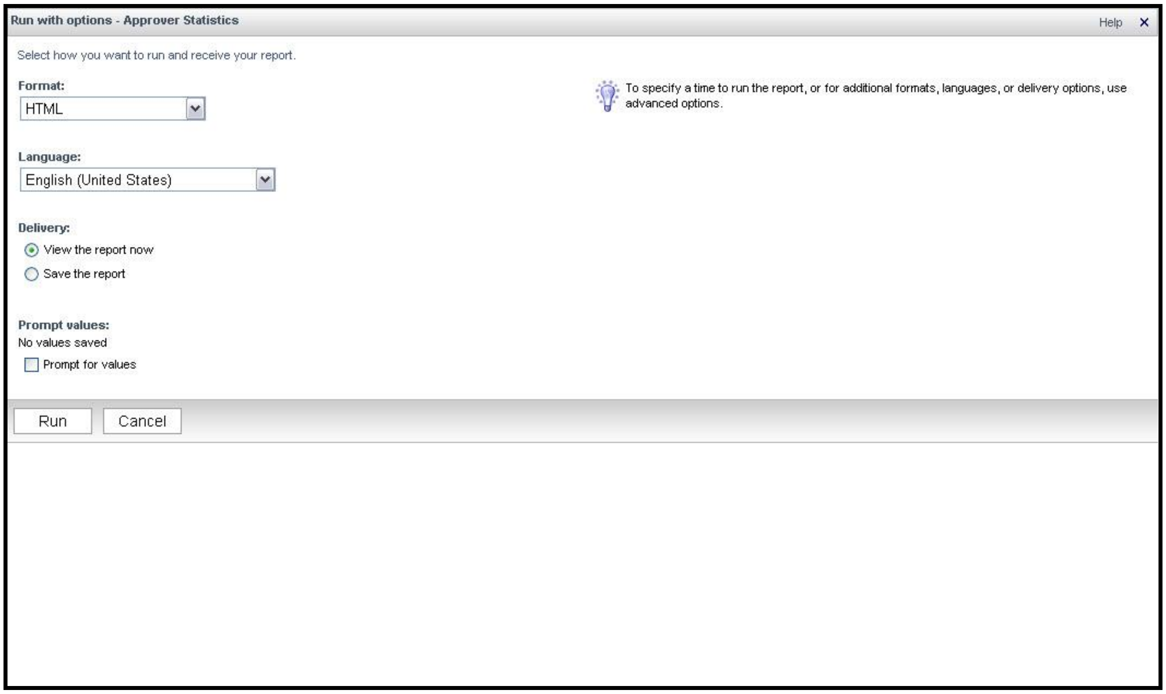
Step	Additional Information
2. On the toolbar, click the **New URL** icon.	
3. In the **New URL** wizard, in the **Name** field, type ***Concur Corporate Site***, and then, in the **Description** and **Screen tip** fields, type ***Web site for Concur***.	
4. In the **URL** field, type ***http://www.concur.com***, and then click **Finish**.	The URL is added to the **Reports** folder.
5. Click **Concur Corporate Site**.	The Concur Corporate Site web page appears.
6. Press **[BACKSPACE]** to return to Cognos Connection.	

Create a Shortcut to a folder	Additional Information
1. In Cognos Connection, click the **Public Folders** tab, and then click the **Analysis / Intelligence – Standard Reports** folder.	
2. Next to the **Accruals** folder, under **Actions**, click **More**, and then click **Create a shortcut to this entry**.	
3. In the **Location** section, click **Select another location**.	
4. At the top of the page, click **Cognos**.	
5. Click **My Folders**.	
6. Click **Reports**.	
7. Click **OK**.	
8. On the **New Shortcut Wizard** screen, click **Finish**.	A shortcut to the **Accrual** folder is added to your **Reports** subfolder. Notice the shortcut icon that appears next to the folder name.

Modify folder preferences	Additional Information
1. Under the **Actions** column for the **Reports** folder, click **Set properties** .	
2. On the **Set properties** page, on the **General tab**, type ***Annual General Meeting Reports*** in the **Name** field, and then click **OK**.	The subfolder is renamed.

Leave Cognos Connection open for the next practice.

How to Run a Report

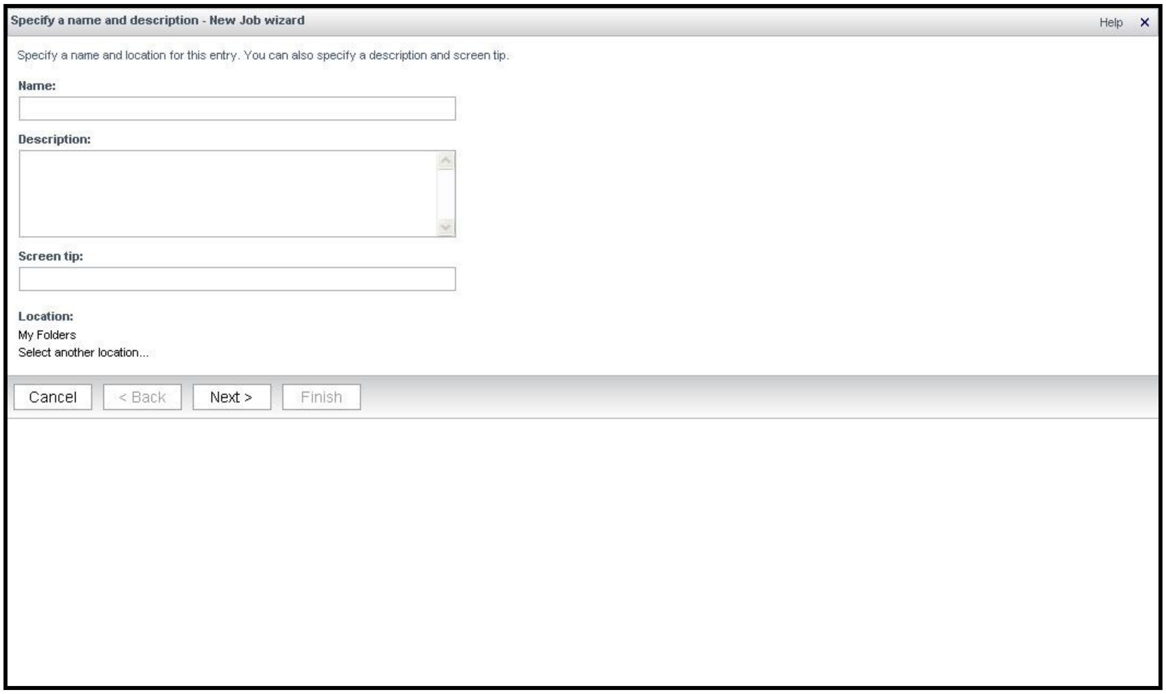


How to Run a report with options	Additional Information
1. Navigate to the location of the report you want to run. 2. Click the **Run with options** icon under the **Actions** column for the report. 3. On the **Run with options** page, specify the **Format**, **Language**, **Delivery**, and **Prompt values**, and then click **Run**.	

How to Run a report with advanced options	Additional Information
1. Navigate to the location of the report you want to run. 2. Click the **Run with options** icon under the **Actions** column for the report. 3. On the Run with options page, specify the **Format**, **Language**, **Delivery**, and **Prompt** values, and then click **Run**. 4. Click **Advanced options** on the right side of the screen. 5. On the **Run with advanced options** page, complete the details for the **Time and mode**, **Formats**, **Language**, and **Prompt values** sections, and then click **Run**.	

How to Send a report by email	Additional Information
1. Navigate to the location of the report you want to run. 2. Click the **Run with options** icon under the **Actions** column for the report. 3. On the **Run with options** page, click **Advanced options** on the right side of the screen. 4. On the **Run with advanced options** page, in the **Time and mode** section, select the **Run in the background** radio button. 5. Select the **Send the report by email** checkbox. 6. Click **Edit the options.** 7. On the **Set the email options** page, enter the appropriate recipient information in the **To** and **Cc** fields, enter a **Subject**, enter a **Body**, select the **Attach the report** checkbox to include the report as an attachment, and then click **OK.** 8. Click **Run**. 9. If prompted, click **OK**.	

How to Create a Job



A *job* identifies a collection of reports, report views, and other jobs that run together. When a job runs, all the reports in the job are run. Jobs are composed of steps. Each job step is a reference to an individual report, job, or report view. You can execute the steps in a job all at once or in sequence. For performance reasons, in sequence is the preferred option.

How to Create a Job	Additional Information
1. Click the **New Job**  icon.	
2. In the **Name** field, enter an appropriate name for the job.	Optionally, you can enter a **Description** and **Screen tip** for the job.
3. Verify that the **Location** listed is correct.	If incorrect, use **Select another location** or **Select My folders** to navigate to the correct location, and then click **OK.**
4. On the **New Job** wizard page, click **Next**.	
5. Under **Steps**, click **Add**.	
6. In the **Available entries** list, navigate to and select the reports that you want to include in this job.	
7. Click the **Add**  button to add the selected reports to the **Selected entries** list, and then click **OK**.	
8. Under **Submission of steps**, select the **In sequence** option, and then select the **Continue on error** checkbox.	

How to Create a Job	Additional Information
9. By default, each report in the job will run according to its own properties. Under **Defaults for all steps**, click **Set** to force all the reports in the job to run with the same properties. 10. Click **OK**. 11. Click **Next**. 12. In the **Select an action – job** area, set the **Action** option to **Save only**, and then click **Finish**.	

How to Set Job Properties

You can control the way a job appears and behaves by modifying its properties. The types of available job properties are: **General**, **Job**, and **Permissions**.

The *General* properties are described in the following table:

General Settings	Description
Type	The type of entry.
Owner	The owner of an entry. By default, the owner is the person who created the entry. When the owner no longer exists in the namespace, or is from a different namespace than the current user, the text will read Unknown.
Contact	The person responsible for an entry. When a contact is set up for an entry, clicking the link sends an email to the contact.
Location	The location of the entry in the portal. Click **View the search path** to view the fully qualified location in the content store.
Created	The date the entry was created.
Modified	The most recent date that the entry was modified.
Disable this entry	When selected, users that do not have write permissions for this entry cannot access it. The entry is no longer visible in the portal. If an entry is disabled and you have write access to it, the disabled icon appears next to the entry.
Hide this entry	Select this property to hide reports, pages, folders, jobs, and other entries. Hide an entry to prevent unnecessary use, or to organize your view. The hidden entry is still accessible to other entries. For example, a hidden report is accessible as a drill-through target. Hidden entries remain visible, but their icons are faded. If you clear the **Show hidden entries** checkbox in **My Area**, **My Preferences**, the entry disappears from your view. You must have access to the **Hide Entries** capability granted by your administrator to see this property.
Language	A list of available languages for the entry name, screen tip, and description. Note that this is the language Reporting will be displayed in when viewing this item, not the language the data will be displayed in.
Name	The name of the entry for the selected language.
Screen tip	An optional description of the entry. The screen tip appears when hovering your pointer over the icon for the entry in the portal. Up to 100 characters can be used for a screen tip.
Description	An optional description of the entry. It appears in the portal when you set your preferences to use the details view.
Run history	The number of occurrences or period of time to retain execution histories for the report.

Job properties are described in the following table:

General Settings	Description
Steps	The list of steps in the job.
Submission of steps	Whether to submit the steps of the job sequentially or all at once. For performance reasons, in sequence is the preferred option. When you select **In sequence**, the **Continue on error** option becomes active. If you select this option the job will continue to run even if one or more of the steps have errors. If this option is not selected the job will abort if an error is detected.
Defaults for all steps	By default, each report in the job will run according to its own properties. You can use this feature to set the properties for all reports in the job.

Permissions properties allow you to specify access permissions for a job. By default, an entry acquires its access permissions from a parent. You can override those permissions with the permissions set explicitly for a job.

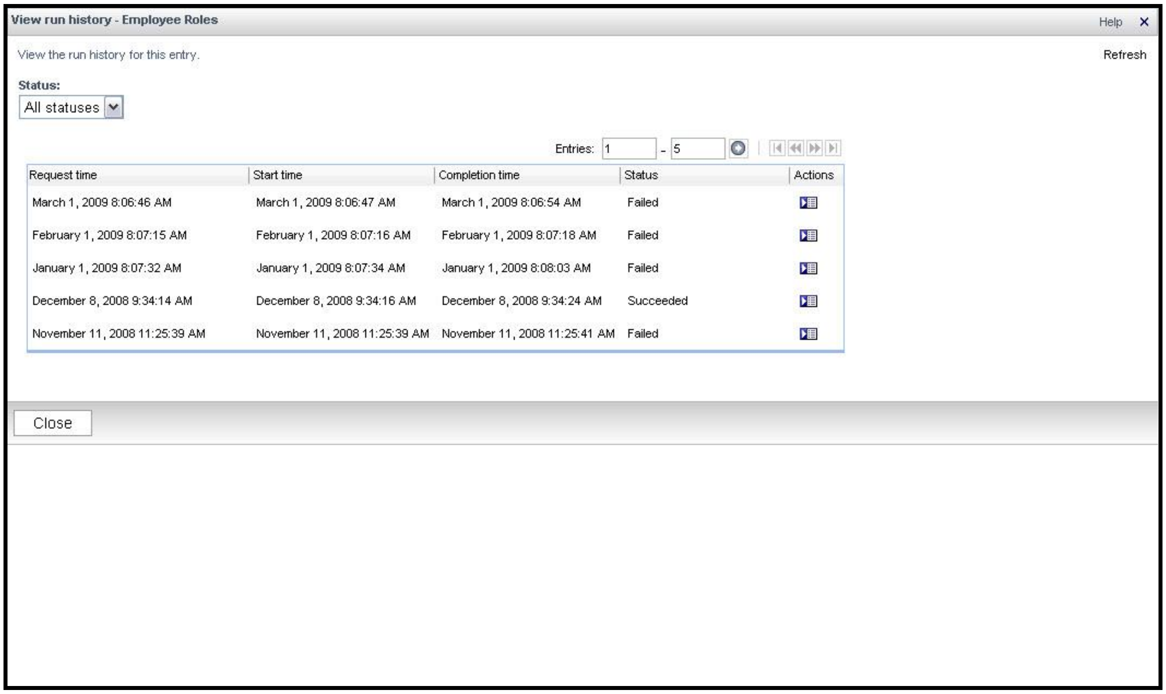
How to Set Job Properties	Additional Information
1. Navigate to the job you want to set properties for, and then, in the **Actions** column, click **Set Properties**. 2. Set the appropriate options on the **General**, **Job**, and **Permissions** tabs. 3. Click **OK**.	

Overview of Report Viewer

During this demonstration, your instructor will show you the following options that are available in Report Viewer:

- Send the report by email
- Run
- View in HTML format
- View in PDF format
- View in Excel 2007 format
- View in Excel 2002 format
- View in CSV format
- View in XML format

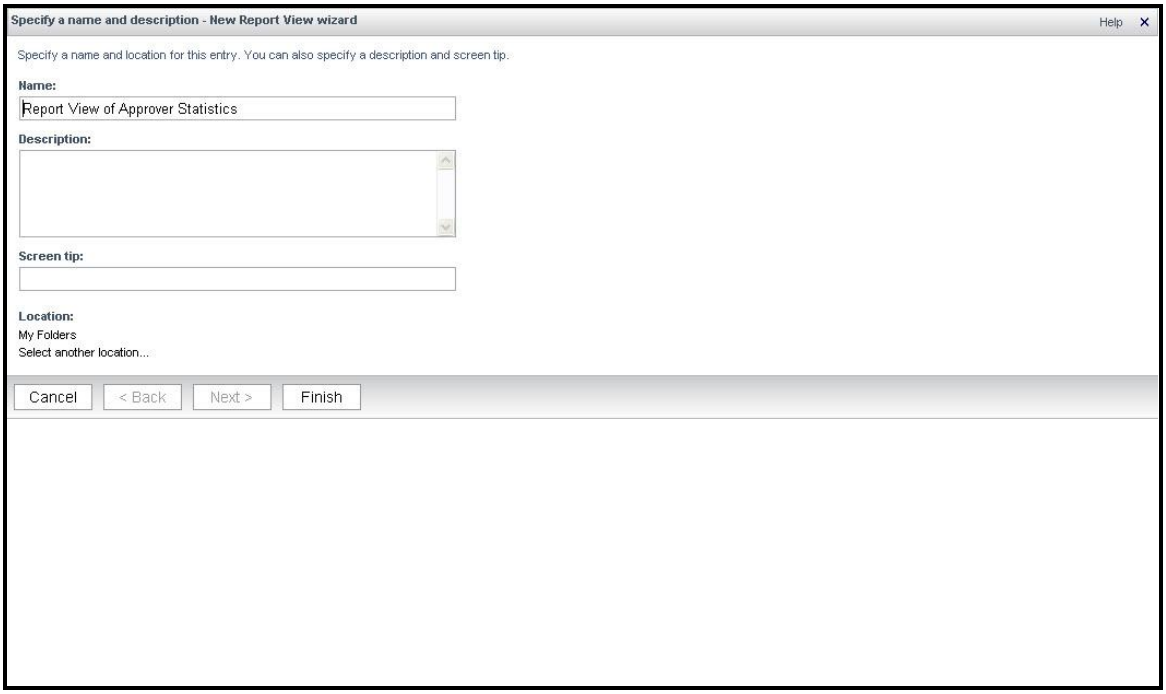
How to View the Run History of Reports



How to View the Run History of Reports	Additional Information
1. Navigate to the report for which you want view the run history. 2. Under the **Actions** column, click **More**. 3. Click **View run history**. A report must be run at least once for the link to be displayed.	

How to Create a Report View

A *report view* shares the same report specification as the source report, but other properties, such as prompt answers, are independent of the source report. Create a report view if you want to keep the underlying report specification, but want the choice of another format, language, delivery method, or run option. If you consistently use a specific view, format, or language for a report, create a report view in My Folders to easily access your view of the report. You can only associate one schedule with each report or job. If you require multiple schedules for the same report, you can create report views and then create a schedule for each report view. Jobs have their own schedules and these schedules are independent from report schedules.



How to Create a Report View	Additional Information
1. Navigate to the report for which you want to create a view. 2. Click the **Create a report view of this report** icon.	

Practice: Running a Report

In this practice, you will:

- Copy a report.
- Run a report.
- View the run history.

Approximate time to complete: 10 minutes.

Copy a Report	Additional Information
1. Click the **Public Folders** tab.	
2. From the list of folders, open the **Demo Sales Cliqbook** folder, and then open the **Training Class Reports** folder.	
3. To view the **Available actions** for the **Employee Roles,** click the **More** link.	
4. On the **Perform an action** page, click the **Copy** icon or **Copy** link.	
5. On the **Save as a copy** page, verify or change the **Name** and **Location** that you want to copy the folder to.	The **Name** field defaults to "Copy of <Report Name>". The **Location** field defaults to **My Folders**.
6. Click **OK**.	

Run the Report	Additional Information
1. Click the **My Folders** tab, and then under the **Actions** column, click the **Run with options** icon for the **Copy of Report View of Employee Role**.	
2. On the **Run with options** page, click the **Format** dropdown arrow, and then select **HTML**.	
3. In the **Delivery** section, select the **Save the report** option.	
4. Click **Run**.	

View the Run History	Additional Information
1. In the **My Folders** area, under the **Actions** column, click **More** for the **Employee Details** report.	
2. From the list of actions, click **View run history**.	
3. On the **Run history** page, click **View Outputs**.	
4. In the **Formats** column, click **HTML.**	The report opens.
5. Close the window to go back to the **View report output versions** page.	

6. Click **Close** to return to the **View run history** page.
7. Click **Close** to return to the **My Folders** area.

Practice: Creating and Running a Job

You can create a job to pull together a collection of reports, report views, and other jobs that run together.

In this practice, you will:

- Create a job.
- Run a job.
- View the job results.

Approximate time to complete: 15 minutes.

Create a Job	Additional Information
1. Navigate to **Public Folders** > **Analysis / Intelligence – Standard Reports** > **Expense Processing**.	
2. Select the **Expense Accounting Analysis**, **Expense Entry Analysis Details (grouped by Employee)**, and the **Expense Summary by Employee and Year** reports.	
3. Click the **Copy** icon.	
4. Click the **My Folders** tab.	
5. Click the **Paste** icon.	
6. From the toolbar, click the **New Job** icon.	
7. Name the report: ***Practice Job***.	
8. Verify that the location is set to **My Folders.** If the location is not set to My Folders, select the **Select My Folders** link.	
9. Click **Next**.	The **Select the steps** page appears.
10. Below the **Steps** section, click **Add**.	
11. Under Available entries, select the **Expense Accounting Analysis**, **Expense Entry Analysis Details (grouped by Employee)**, and the **Expense Summary by Employee and Year** reports.	
12. Click the **Add** button.	
13. Click **OK**.	The **Select the steps** page appears.
14. In the **Options and prompt values** column, select the edit button for the first report.	
15. In the **Prompt Values section**, check the box **Override the default values** and click **Set**…	
16. Select specific values for this report and click **Finish** and then **OK**.	

17. Repeat steps from 14 to 16 for each report.	
18. In the **Submission of steps** section, select **In Sequence**.	
19. Select **Continue on error**.	
20. Click **Next.**	The **Select an action** page appears.
21. Select **Save only**.	
22. Click **Finish**.	You return to the **My Folders** area.

Run a Job	Additional Information
1. Under the **Actions** column for **Practice Job**, click the **Run with options** icon.	The **Run with options** page appears.
2. Click **Run.**	Your screen will refresh and you return to the **My Folders** area. You will have to wait a minute or two for the job to complete.

View Job Results	Additional Information
1. Under the **Actions** column for **Practice Job**, click **More**.	The **Perform an action** page appears.
2. Click **View run history**.	
3. On the **View run history** page, click the **View run history details** icon.	
4. In the **Job** section, under **Steps**, click **View outputs** for the **Expense Accounting Analysis** report.	The **View report output versions** page appears.
5. On the **View report output versions** page, click **HTML**.	The report appears.
6. Scroll up and down and side to side to see the report details.	Then close the report window.
7. Click **Close**.	The **View run history details** page appears.
8. Click **View outputs** for the **Expense Entry Analysis Details (grouped by employee)** report.	The **View report output versions** page appears.
9. On the **View report output versions** page, click **HTML**.	The report appears.
10. Adjust the report size, if needed.	Then close the report window.
11. Click **Close**.	The **View run history details** page appears.
12. Click **Close**.	The **View run history** page appears.
13. Click **Close**.	You return to the **My Folders** area.

Lesson: Introduction to Cognos Query Studio

Analysis includes several tools for creating reports. This lesson presents the knowledge and procedures necessary to create ad-hoc (impromptu) business intelligence reports by using Cognos Query Studio. It also covers how to control the data in your reports, including formatting, calculating, and sorting data.

After completing this lesson, you will be able to:

- Explain the purpose of Query Studio.
- Create a report in Query Studio.
- Add data to a report.
- Filter data and create prompts in a report.
- Format data in a report.
- Define conditional styles.
- Perform calculations in a report.
- Sort data in a report.
- Create custom groups in a report.
- Summarize data in a report.

What Is the Purpose of Query Studio?

Query Studio is a web-based tool for creating ad-hoc reports. Using Query Studio, you can:

- View corporate data.
- Create ad-hoc reports.
- Customize the appearance of existing ad-hoc reports.
- Compare and analyze data.

To use Query Studio effectively, you should be familiar with the Web, as well as your organization's business and data structure. You should also be familiar with other components of Analysis.

The following roles have access to Query Studio:

- Business Author
- Professional Author – only available with Business Intelligence

How to Navigate in Query Studio	Additional Information
1. View the **Insert Data** menu.	This menu contains the items from the Concur Data Warehouse that you can add to a report.
2. View the **Edit Data** menu.	This menu contains functions that let you edit the way the data appears in the report, such as calculations and filters.
3. View the **Change Layout** menu.	This menu provides functions that change the way the report appears, such as grouping, conditional styles, and the ability to convert your reports into charts and crosstabs.
4. View the **Run Report** menu.	This menu provides different options for running your report. You can choose the report's format, such as HTML or PDF. You can also choose to run the report with all data, limited data, or no data.
5. View the **Manage File** menu.	This menu provides options for managing your report, such as the ability to save and save as. You can also view the report definition.

How to Create a Report in Query Studio

When you initially create a report in Query Studio, it is a *list report* by default. You create a list report to show information in a list, such as expense reports or employees. List reports provide the best format for exporting to Excel. By default, each column that you add inherits its name from the corresponding item in the package. You can rename each column. When you add report items to a report, the detailed data is displayed in rows and columns.

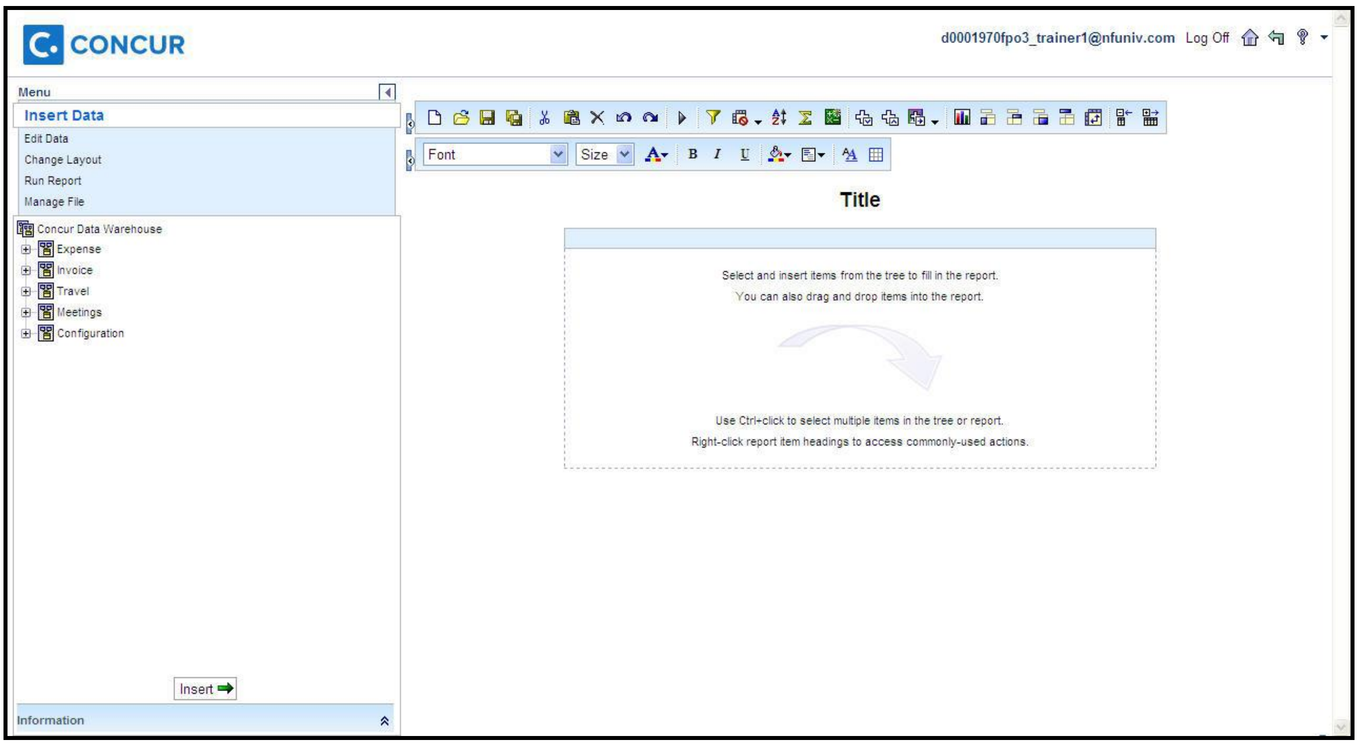
There are three options in the Run Report menu:

- Run with All Data
- Preview with Limited Data
- Preview with No Data

These options control how much data is returned and displayed while building the report. The default setting is Run with All Data. For performance reasons, we recommend that you change the setting to Preview with Limited Data or Preview with No Data before you begin building a report.

NOTE: You can set your default value for this setting in the My Preferences area on the Manage File menu.

This lesson covers how to work with a list report. Other types of reports are covered in the next lesson, *Types of Reports Available in Query Studio*.



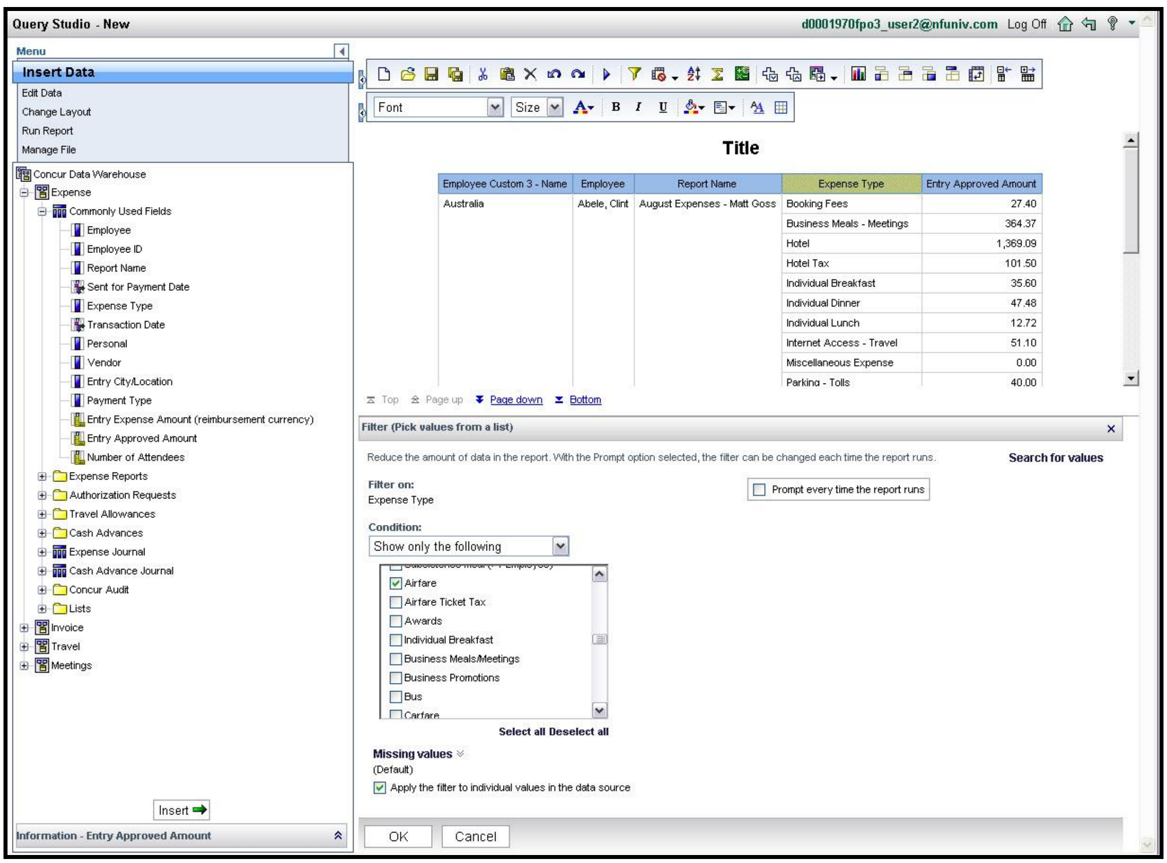
How to Create a List Report	Additional Information
1. On the **Cognos Connection** page, in the upper-right corner, click **Launch.** 2. Select **Query Studio** from the dropdown list. 3. On the **Choose a Package** page, select **Concur Data Warehouse**. 4. In Query Studio, click the **New Report**  icon, or click **New Report** from the **Manage File** menu on the left side of the screen.	

How to Add Data to a Report	Additional Information
1. Double-click the query item you want to add to a report. The query item is added as a column in your report.	OR: • Select the query item you want to add to the report and then drag-and-drop it into the report. • Highlight the query item you want to add to a report and then click **Insert**. The columns are added from left to right in the order you select them. **Note**: You can add multiple query items by using the [CTRL] key.

How to Filter and Prompt Data

You can create a filter to retrieve a subset of records for a report. Any data that does not meet the filter criteria is eliminated from the report. The data warehouse has several pre-defined filters that you can easily add by double-clicking them. When you apply a filter, the system recognizes the data type being filtered and the proper filter page is displayed. For example, when you filter on a numeric field, the system prompts you to specify a range of acceptable values. However, when you filter on a non-numeric field, you are prompted to specify the particular items to be returned. When you filter on an item with sub-totals and totals, you can apply filters to report details, individual records, or group summaries. If you filter on report details, the system filters the values that appear tin the detail rows of your report. Filtering on report details affects the summary values in your report.

The summary value is decreased when you filter out rows that contribute to the summary. A report may contain only aggregated (summarized) data, such as the total amount spent on each expense type for all reports. However, each summary row is the result of aggregating data from individual records in the underlying database. You can filter on the data in these underlying records. You can filter on values in the footers of your ad hoc reports. This filtering eliminates groups from your report that do not meet the specified criteria. To create a filter, you must include the data item that you want to use as a filter in the report. Once you create the filter, you can delete the data item from the report. When you delete the data item, you will be prompted to delete the filter, too. You can also define *prompts* to let a user filter the data. A prompt is a filter completed by an end-user of a report.



Note: In the following exercises, the items that you will select from the Data Warehouse are examples only. Your company might not have the same custom fields to choose from. In that case, you will select a similar item to complete the exercises.

How to Filter Data in a Report	Additional Information
1. In Query Studio, add the following query items from the **Expense** folder in order:	a. **Employee Org Unit 3 – Name** (Expense\Expense Reports\Report Header Information\Additional Employee Details\) to select the region. b. **Employee** (Expense\Commonly Used Fields\) c. **Report Name** (Expense\Commonly Used Fields\) d. **Expense Type** (Expense\Commonly Used Fields\) e. **Entry Approved Amount** (Expense\Commonly Used Fields\)
2. Double-click the pre-defined **Exclude Parent Entries** filter in **Expense\Expense Reports\Common Report Entry Filters**.	
3. Right-click **Sent for Payment Date** in **Expense>Commonly Used Fields** to filter your report for the year 2013.	
4. Select **Filter for Report**.	
5. In the **From** area, click the **Calendar** icon .	
6. From the calendar, click the previous year arrow to go back to 2013.	
7. Select **Jan 1** from the calendar.	
8. In the **To** area, click the **Calendar** icon .	
9. From the calendar, click the previous year arrow to go back to **2013**.	
10. Select **Dec 31** from the calendar.	
11. Click **OK**.	
12. In the **Combine filters** dialog box, click **OK**.	
13. Click the **Employee Org Unit 3 – Name**, **Employee** and **Report Name** column titles, and then click the **Group**  icon.	
14. Highlight the **Expense Type** column.	
15. Click the **Filter**  icon.	
16. In the **Condition** dropdown menu, verify that **Show only the following** is selected.	
17. Select the **Airfare**, **Car Rental**, and **Room Rate** checkboxes.	
18. Verify that the **Apply the filter to individual values in the data source** checkbox is	

selected.

19. In the **Filter** dialog box, click **OK**.
20. In the **Combine filters** dialog box, click **OK**.

How to Filter Data on Values in a Report	Additional Information

1. Click the **Entry Approved Amount** column title, and then click the **Filter** icon.
2. In the **Condition** dropdown menu, verify that **Show only the following** is selected.
3. In the **From** field, type ***500***.
4. In the **Apply the filter to** area, select **Values in the report**, and then click **OK**.
5. In the **Combine filters** dialog box, click **OK**.

How to Filter Data on Individual Items	Additional Information

1. At the top of the report, click **Entry Approved Amount: Greater than or equal to 500**.
2. In the **Apply the filter to** area, select **Individual values in the data source**, and then click **OK**.
3. In the **Combine filters** dialog box, click **OK**.

How to Filter Data on Group Summaries	Additional Information

1. At the top of the report, click **Entry Approved Amount: Greater than or equal to 500**.
2. In the **Apply the filter to** area, select **Group summaries in the report**.
3. In the **Group summaries in the report** dropdown menu, select **Report Name**, and then click **OK**.
4. In the **Combine filters** dialog box, click **OK**.

How to Create Prompts in a Report	Additional Information

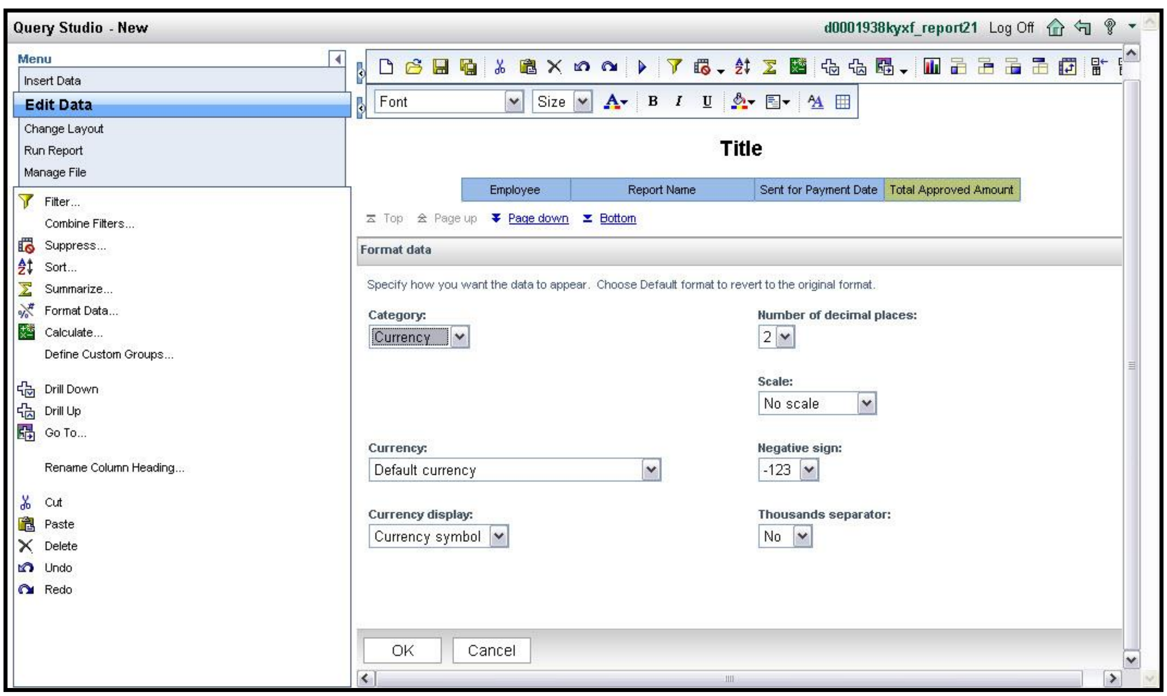
1. At the top of the report, click **Entry Approved Amount summary for Report Name: Greater than or equal to 500**.
2. Select the **Prompt every time the report runs** checkbox, and then click **OK**.
3. On the toolbar, click the **Run with All Data (and re-prompt)**  icon.
4. In the **From** field, type ***1000***, and then click **Finish**.

How to Remove a Filter	Additional Information

1. At the top of the report, click **Expense Type: Airfare, Car Rental, Room Rate**.
2. Click **Select all**, and then click **OK**.

How to Format Data

You can format data to make a report easier to read. For example, you can define numeric fields to be displayed as money or percentages.

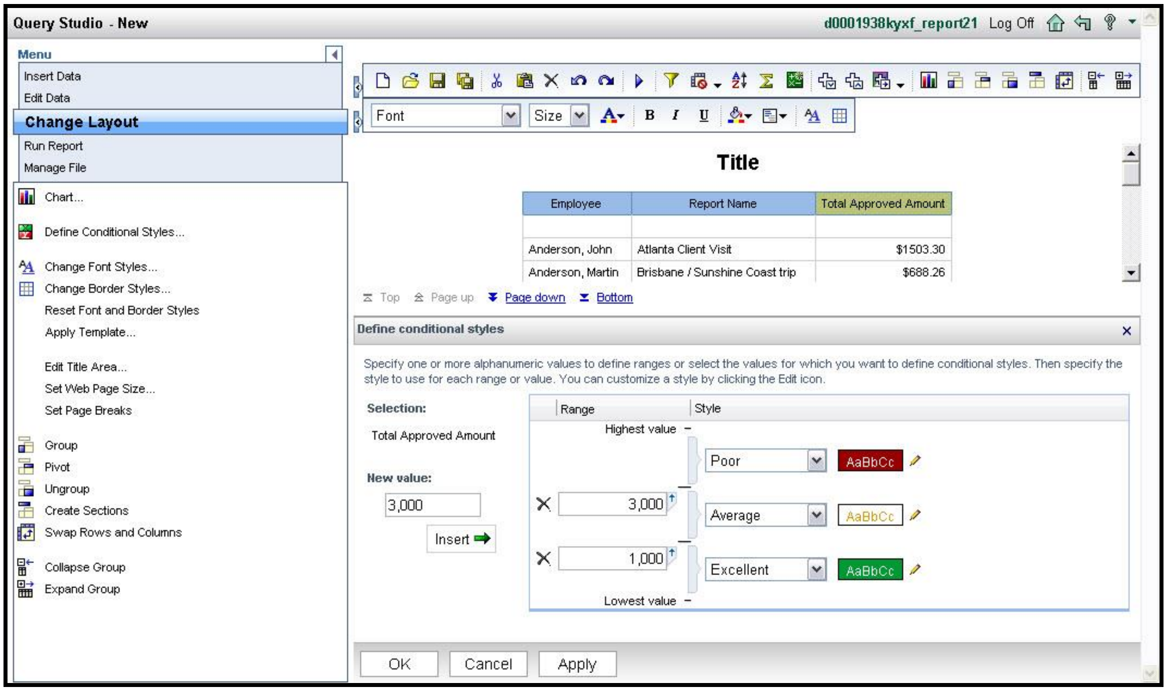


How to Format Data in a Report	Additional Information

1. In **Query Studio**, create a new report.
2. Add the following columns from the **Expense** folder in order:
   a. **Employee** (Expense\Commonly Used Fields\)
   b. **Report Name** (Expense\Commonly Used Fields\)
   c. **Total Report Amount** (Expense\Expense Reports\Report Header Information\Amounts (reimbursement currency)\
   d. **Sent for Payment Date** (Expense\Commonly Used Fields\)
3. Right-click **Sent for Payment Date** in **Expense>Commonly Used Fields** to filter your report for the year 2013.
4. Select **Filter for Report**.
5. In the **From** area, click the **Calendar** icon .
6. From the calendar, click the previous year  arrow to go back to 2013.
7. Select **Jan 1** from the calendar.
8. In the **To** area, click the **Calendar** icon .
9. From the calendar, click the previous year  arrow to go back to **2013**.
10. Select **Dec 31** from the calendar.
11. Click **OK**.
12. Click the column title for **Total Report Amount**.
13. In the **Edit Data** menu, click **Format Data…**
14. In the **Category** dropdown menu, select **Currency**.
15. Select the appropriate options for **Currency display**, **Number of decimal places**, **Negative sign**, and **Thousands separator**, and then click **OK**.
16. Click the column title for **Sent for Payment Date**.
17. In the **Edit Data** menu, click **Format Data….**
18. In the **Category** dropdown menu, select **Date**.
19. Select the appropriate option for **Type**, and then click **OK**.

How to Define Conditional Styles

Conditional styles allow you to format the appearance of data based on the data's criteria. For example, you can format a report so that all amounts over a certain threshold are shown in a certain color.



How to Define Conditional Styles in a Report	Additional Information
1. In **Query Studio**, create a new report.	
2. Add the following columns from the **Expense** folder in order:	a. **Employee** (Expense\Commonly Used Fields\) b. **Report Name** (Expense\Commonly Used Fields\) c. **Total Report Amount** (Expense\Expense Reports\Report Header Information\Amounts (reimbursement currency)\)
3. Right-click **Sent for Payment Date** in **Expense>Commonly Used Fields** to filter your report for the year 2013.	
4. Select **Filter for Report**.	
5. In the **From** area, click the **Calendar** icon .	
6. From the calendar, click the previous year arrow to go back to 2013.	
7. Select **Jan 1** from the calendar.	
8. In the **To** area, click the **Calendar** icon .	
9. From the calendar, click the previous year arrow to go back to **2013**.	
10. Select **Dec 31** from the calendar.	
11. Click **OK**.	
12. Click the **Total Report Amount** column title.	
13. Under **Change Layout Menu**, click **Define Conditional Styles**.	
14. In the **New Value** field, type ***1000***, and then click the **Insert** Insert button.	
15. In the **New Value** field, type ***3000***, and then click the **Insert** Insert button.	
16. In the top **Style** dropdown menu, click **Poor**. You can also click the **Edit Style** icon to customize the formatting for the specified range.	
17. In the middle **Style** dropdown menu, click **Average**. You can also click the **Edit Style** icon to customize the formatting for the specified range.	
18. In the bottom **Style** dropdown menu, click	

Excellent. You can also click the **Edit Style** icon to customize the formatting for the specified range.

19. Click **OK**.

How to Perform Calculations in a report

You can use *calculations* to add data items to your report that do not exist in the underlying data source. The underlying data source does not store calculation results. Instead, Query Studio reruns the calculation each time you run the report. The results of a calculation are always based on the most current data in the data source. To create a calculation, you must include the fields that the calculation uses in the report. Once you create the calculation, you can remove the fields from the report if you do not need them for display. Once you create a calculation, you cannot edit it. You must delete and recreate the calculation. You can calculate numeric data using arithmetic, percentage, or analytic operations.

You can calculate strings by specifying the first or last characters of the string, concatenating (combining) the selected string with another string, or removing the trailing spaces from the string. You can calculate time data using a variety of methods, such as adding days or months to a selected date. You can add calculated data to a report in several ways:

- Summarize existing detail values using predefined summary functions (such as sum or average).
- Create new report items using data from existing report items.
- Use the predefined model calculations.

Note: In the following exercises, the items that you will select from the Data Warehouse are examples only. Your company might not have the same custom fields to choose from. In that case, you will select a similar item to complete the exercises.

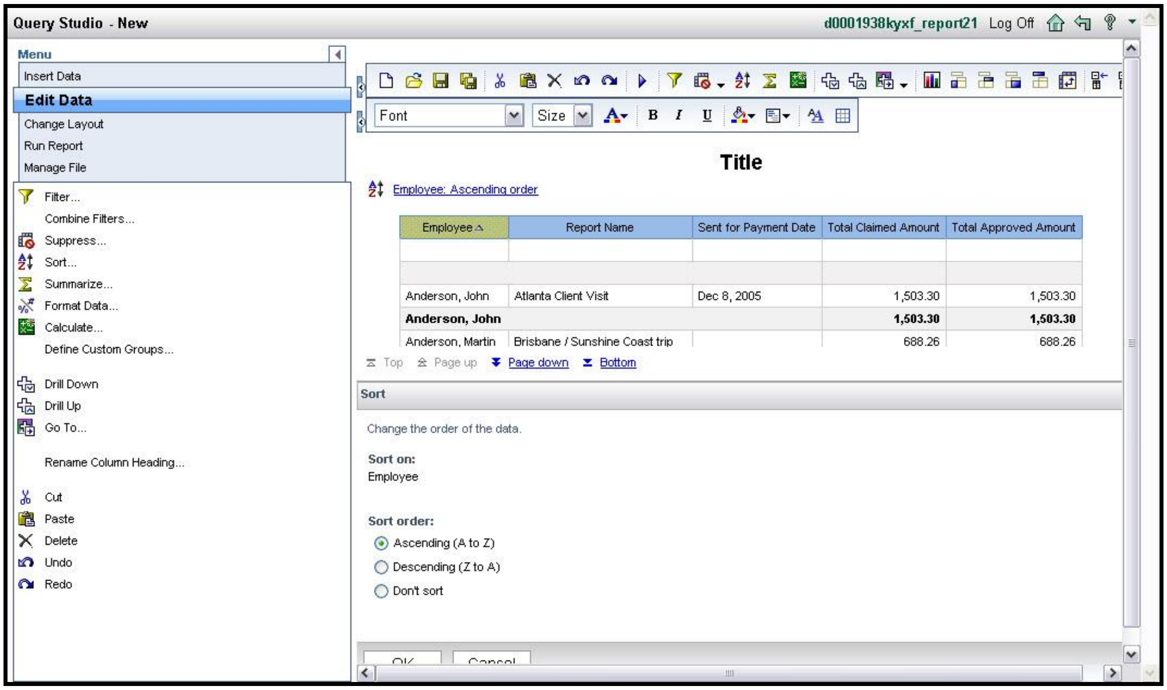
How to Perform Calculations in a Report	Additional Information
1. In **Query Studio**, create a new report.	
2. Add the following columns from the **Expense** folder in order:	a. **Employee Org Unit 3 – Name** (Expense\Expense Reports\Report Header Information\Additional Employee Details\) to select department. b. **Employee Org Unit 4 – Name** (Expense\Expense Reports\Report Header Information\Additional Employee Details\) to select region. c. **Employee** (Expense\Commonly Used Fields\) d. **Total Report Amount** (Expense\Expense Reports\Report Header Information\Amounts (reimbursement currency))
3. Right-click **Sent for Payment Date** in **Expense>Commonly Used Fields** to filter your report for the year 2013.	
4. Select **Filter for Report**.	
5. In the **From** area, click the **Calendar** icon .	
6. From the calendar, click the previous year arrow to go back to 2013.	
7. Select **Jan 1** from the calendar.	
8. In the **To** area, click the **Calendar** icon .	
9. From the calendar, click the previous year arrow to go back to **2013**.	
10. Select **Dec 31** from the calendar.	
11. Click **OK**.	
12. Highlight the **Employee Org Unit 3 – Name** and **Employee Org Unit 4 – Name** column titles, and then click the **Group** icon.	
13. Highlight the **Total Report Amount** column title and then choose **Calculate...** from the **Edit Data** menu on the left side of the page.	
14. Complete the appropriate fields. In this example, select:	**Percentage** in the **Operation type** dropdown menu **% of total** in the **Operation** dropdown menu **Total Report Amount** in the **Report item** dropdown menu
15. Select **Based on group summaries**, from the **Options** area, select **Employee Org Unit 3 – Name**, in the **New item name** field, type **% of Department Spend**, and then click the	

Insert button.

How to Perform Date Calculations	Additional Information
1. In **Query Studio**, create a new report.	
2. Add the following columns from the **Expense** folder in order:	a. **Employee** (Expense\Commonly Used Fields\) b. **Report Name** (Expense\Commonly Used Fields\) c. **Last Submitted Date** (Expense\Expense Reports\Report Dates and Statuses\) d. **Sent for Payment Date** (Expense\Commonly Used Fields\)
3. Right-click **Sent for Payment Date** in **Expense>Commonly Used Fields** to filter your report for the year 2013.	
4. Select **Filter for Report**.	
5. In the **From** area, click the **Calendar** icon .	
6. From the calendar, click the previous year arrow to go back to 2013.	
7. Select **Jan 1** from the calendar.	
8. In the **To** area, click the **Calendar** icon .	
9. From the calendar, click the previous year arrow to go back to **2013**.	
10. Select **Dec 31** from the calendar.	
11. Click **OK**.	
12. Select the **Last Submitted Date** and **Sent for Payment Date** column titles, and then click the **Calculate** icon on the toolbar.	
13. From the **Operation** dropdown menu, select **– (difference in days)**.	
14. In the **Order** area, select **(Sent for Payment Date, Last submitted Date)**.	
15. In the **New item name** field, type ***Processing Time***, and then click the **Insert** button.	

How to Sort Data

You can sort your data in ascending, descending, alphabetical, or numeric order. When sorting grouped data, you can choose to sort the detail values or you can sort the summary values in the footers. You can sort data by selecting the column you want to sort and then clicking the Sort button on the toolbar. You can also select Sort from the Edit Data section of the menu. When you click the Sort button, the data in the selected column is sorted using the default options. When you select Sort from the Edit Data menu, you can choose how you want the data to be sorted. When sorting on multiple columns the left most column will be sorted first and the next column will be sorted next and so forth.



How to Sort Data in a Report	Additional Information
1. In **Query Studio**, create a new report.	
2. Add the following columns from the folder **Expense** in order:	a. **Employee** (Expense\Commonly Used Fields\) b. **Report Name** (Expense\Commonly Used Fields\) c. **Total Report Amount** (Expense\Expense Reports\Report Header Information\Amounts (reimbursement currency)\)
3. Right-click **Sent for Payment Date** in **Expense>Commonly Used Fields** to filter your report for the year 2013.	
4. Select **Filter for Report**.	
5. In the **From** area, click the **Calendar** icon .	
6. From the calendar, click the previous year arrow to go back to 2013.	
7. Select **Jan 1** from the calendar.	
8. In the **To** area, click the **Calendar** icon .	
9. From the calendar, click the previous year arrow to go back to **2013**.	
10. Select **Dec 31** from the calendar.	
11. Click **OK**.	
12. Highlight the **Employee** column title, and then click the **Group** icon.	
13. Highlight the **Employee** column title, and then click the **Sort** icon.	

How to Create Custom Groups

You can create custom groups to produce new report items that contain values that are meaningful to you.

You can create a custom group to:

- Convert a list of numeric results into broader categories (for example, report totals below and above $10,000).
- Reduce the number of values into smaller, more meaningful sets.

You can define a group based on individual items (such as Org Groups in North America), or a range of values (such as individual report expenses below and above $1,000). When you create a custom group you must define the range of data for that group. A good example of using custom groups is to build a report that groups expense data by month or quarter.

How to Create Custom Groups in a Report	Additional Information
1. In **Query Studio**, create a new report.	
2. Add the following columns from the folder **Expense** in order:	a. **Employee** (Expense\Commonly Used Fields\) b. **Report Name** (Expense\Commonly Used Fields\) c. **Sent for Payment Date** (Expense\Commonly Used Fields\)
3. Right-click **Sent for Payment Date** in **Expense>Commonly Used Fields** to filter your report for the year 2013.	
4. Select **Filter for Report**.	
5. In the **From** area, click the **Calendar** icon .	
6. From the calendar, click the previous year arrow to go back to 2013.	
7. Select **Jan 1** from the calendar.	
8. In the **To** area, click the **Calendar** icon .	
9. From the calendar, click the previous year arrow to go back to **2013**.	
10. Select **Dec 31** from the calendar.	
11. Click **OK**.	
12. Select the **Sent for Payment Date** column title.	
13. In the **Edit Data** menu, click **Define Custom Groups**.	
14. In the **New range name** field, type ***Q1***, enter ***January 1st of last year***, and ***March 31st of last year*** in the **From** and **To** fields respectively, and then click **Add range** (the green arrow in the center of the page).	
15. Repeat step 5 for ***Q2***, ***Q3***, and ***Q4***.	
16. In the **Item name** field, type ***Quarter***, and then click **OK**.	By default, items that fall outside of the ranges will show raw data from the database. In the **Define custom groups** dialog box, you can select the **All remaining values (including future values)** link to show blanks (**Do not show range names**) or a specified value (**New range name**).

How to Summarize Data

You can use predefined *summaries* to calculate the total, count, maximum, minimum, or average of the values in individual report items. You can summarize both the detail and summary rows in a report. The summary formulas available to you depend on the type of data you select. There is no visible indication that a summary function has been applied to a column.

When you run a report, you can change the way the data is processed by automatically summarizing:

- Measures in the footer
- Detail values and suppressing duplicates – (Due to the nature of how expense data is stored in the database, it is strongly recommended that you keep this checkbox selected at all times.)

By default, all details rows are summarized and any duplicate rows are suppressed. If the data is grouped, a footer row is added to the bottom of each group.

How to Summarize Data in a Report	Additional Information
1. In **Query Studio**, create a new report.	
2. Add the following columns from the folder **Expense** in order:	a. **Employee** (Expense\Commonly Used Fields\) b. **Report Name** (Expense\Commonly Used Fields\) c. **Total Personal Amount** (Expense\Expense Reports\Report Header Information\Amounts (reimbursement currency))
3. Right-click **Sent for Payment Date** in **Expense>Commonly Used Fields** to filter your report for the year 2013.	
4. Select **Filter for Report**.	
5. In the **From** area, click the **Calendar** icon .	
6. From the calendar, click the previous year arrow to go back to 2013.	
7. Select **Jan 1** from the calendar.	
8. In the **To** area, click the **Calendar** icon .	
9. From the calendar, click the previous year arrow to go back to **2013**.	
10. Select **Dec 31** from the calendar.	
11. Click **OK**.	
12. Select the **Employee** column title, and then click the **Group** icon.	
13. Click the **Total Personal Amount** column title.	
14. On the **Edit Data** menu, select **Summarize**.	
15. In the **Summary for footers** dropdown menu, choose the appropriate value, and then click **OK**. In this example, select **Average**.	
16. Rename the **Total Personal Amount** column title to something that indicates the summary line is an average and not a subtotal.	

How to Summarize Non-numeric Data	Additional Information
1. In **Query Studio**, create a new report.	
2. Add the following columns from the folder **Expense** in order:	a. **Employee** (Expense\Commonly Used Fields\) b. **Report Name** (Expense\Commonly Used Fields\)
3. Right-click **Sent for Payment Date** in **Expense>Commonly Used Fields** to filter your report for the year 2013.	
4. Select **Filter for Report**.	
5. In the **From** area, click the **Calendar** icon .	
6. From the calendar, click the previous year arrow to go back to 2013.	
7. Select **Jan 1** from the calendar.	
8. In the **To** area, click the **Calendar** icon .	
9. From the calendar, click the previous year arrow to go back to **2013**.	
10. Select **Dec 31** from the calendar.	
11. Click **OK**.	
12. Select the **Employee** column title, and then click the **Group** icon.	
13. Click the **Report Name** column title.	
14. On the **Edit Data** menu, click **Summarize**.	
15. In the **Summary for footers** field, select **Count**, and then click **OK**.	
16. Rename the **Report Name** column title to something that indicates the summary line is a count and not a subtotal.	

How to Set Advanced Summary Options	Additional Information
1. On the **Run Report** menu, click **Advanced Options**.	
2. Select the **Automatically generate footer summaries for measures** and **Automatically summarize detail values, suppressing duplicates** checkboxes, and then click **OK**.	

Practice: Creating a Report in Query Studio

In this practice, you will:

- Create a list report, and then add data items to it.
- Group data.
- Add additional data to the report.
- Create sections in the report, and then sort data.
- Save the report.
- Add new columns.
- Ungroup the report, and then add a calculation.
- Add a prompt to the report.

Approximate time to complete: 25 minutes.

Create a List Report	Additional Information

1. In the upper-right corner of Cognos Connection, click the **Launch** dropdown arrow.
2. Select **Query Studio**. The **Select a package (Navigate)** page appears.
3. Select **Concur Data Warehouse**.
4. Query Studio opens with the **Insert Data** section of the menu selected.
5. On the **Insert Data** menu, navigate to the **Expense\Commonly Used Fields** folder.
6. Double-click **Employee** to add it to the report.
7. Drag **Report Name** to the right of **Employee**.
8. Single-click **Expense Type**, and then click the **Insert** Insert button on the lower-left side of the page.

Title

Employee	Report Name	Expense Type
Abbott, Matt	April Expenses	Airfare
Abbott, Matt	April Expenses	Dinner
Abbott, Matt	April Expenses	Lunch
Abbott, Matt	April Expenses	Personal Car Mileage
Abbott, Matt	April Expenses	Taxi
Abbott, Matt	April Expenses	Train/Subway
Abbott, Matt	August Expenses	Breakfast
Abbott, Matt	August Expenses	Business Meal (attendees)
Abbott, Matt	August Expenses	Taxi
Abbott, Matt	Client Visit	Breakfast
Abbott, Matt	Client Visit	Business Meal (attendees)

Group Data	Additional Information

1. Click the **Employee** column title, and then click the **Group** icon on the toolbar.
2. Click the **Report Name** column title, and then click the **Group** icon on the toolbar.
3. To group the data by expense type, click the **Expense Type** column title, and then click the **Cut** icon on the toolbar.
4. Click the **Employee** column title, and then click the **Paste (before the selected report item)** icon on the toolbar.
5. Double-click the pre-defined filter **Exclude Parent Entries** (located in Expense\Expense Reports\Common Report Entry Filters\) to apply it to the report.

Title

Exclude Parent Entries

Expense Type	Employee	Report Name
*Dinner	Bertino, Andrea Marie	Trip from Washington to New York
Airfare	Abbott, Matt	April Expenses
		February Expenses
		January Expenses
		March Expenses
		May Expenses
		Sales Trip
		September Expenses
	Abbott, Matthew	Acte 2 (LTBTSH)
		ACTE 3 (FIZMNR)
		ACTE 5 (NUDVDS)
		ACTE 6 (LYAYWO)
		ACTE 7 (LZZEWH)
		ACTE ROME (JIPJIF)
		ACTE ROME 1 (PGMIEV)

Add Additional Data	Additional Information

1. Under **Entry Information**, double-click **Transaction Date** to add it to the report.
2. Under **Entry Information**, expand the **Amounts (reimbursement currency)** folder.
3. Double-click **Expense Amount (reimbursement currency)** to add it to the report.
4. Right-click **Sent for Payment Date** in **Expense>Commonly Used Fields** to filter your report for the year 2013.
5. Select **Filter for Report**.
6. In the **From** area, click the **Calendar** icon .
7. From the calendar, click the previous year arrow to go back to 2013.
8. Select **Jan 1** from the calendar.
9. In the **To** area, click the **Calendar** icon .
10. From the calendar, click the previous year arrow to go back to **2013**.
11. Select **Dec 31** from the calendar.
12. Click **OK**.
13. In the **Combine Filters** dialog, click **OK**.
14. Click **Page Down** to scroll through the report to view the different expense types.
15. Click **Top** to return to the top of the report.

Title

Exclude Parent Entries AND Last Year (Based on Sent for Payment Date)

Expense Type	Employee	Report Name	Transaction Date	Expense Amount (reimbursement currency)
*Dinner	Bertino, Andrea Marie	Trip from Washington to New York	Jun 24, 2013	60.00
	Bertino, Andrea Marie			**60.00**
***Dinner**				**60.00**
Airfare	Abbott, Matt	April Expenses	Apr 4, 2013	120.00
		April Expenses	Apr 26, 2013	89.00
		February Expenses	Jan 3, 2013	98.00
		February Expenses	Jan 11, 2013	110.00
		January Expenses	Dec 9, 2012	115.00
		March Expenses	Feb 14, 2013	80.00
		May Expenses	Mar 7, 2013	100.00
	Abbott, Matt			**712.00**
	Bailey-Jacques, Megan	Trip from San Jose to Miami	Nov 22, 2013	993.80
	Bailey-Jacques, Megan			**993.80**
	Bertino, Andrea D	Trip from Baltimore to Atlanta	Apr 9, 2012	235.40
		Trip from Baltimore to Boston	Jan 26, 2013	124.80
		Trip from Baltimore to Detroit	Jan 26, 2013	174.40
		Trip from Baltimore to Tampa	Jan 27, 2013	249.40
		Trip from Washington to London	Sep 22, 2013	773.90

Create Sections and Sort Data	Additional Information

1. Click the **Expense Type** column title, and then click the **Create Sections** icon.
2. Select the column **Expense Amount (reimbursement currency)**.
3. On the **Edit Data** menu, select **Sort**.
4. In the **Sort** dialog box, set the **Sort Order** to **Descending (9 to 1)** and set **Apply the sort to: Based on group summaries**, select **Employee** from the dropdown list, and then click **OK**.

Title

Exclude Parent Entries AND Last Year (Based on Sent for Payment Date)

Expense Amount (reimbursement currency): Descending order

Expense Type: *Dinner

Employee	Report Name	Transaction Date	Expense Amount (reimbursement currency)
Bertino, Andrea Marie	Trip from Washington to New York	Jun 24, 2013	60.00
Bertino, Andrea Marie			**60.00**
*Dinner			**60.00**

Expense Type: Airfare

Employee	Report Name	Transaction Date	Expense Amount (reimbursement currency)
Abbott, Matt	April Expenses	Apr 4, 2013	120.00
	January Expenses	Dec 9, 2012	115.00
	February Expenses	Jan 11, 2013	110.00
	May Expenses	Mar 7, 2013	100.00
	February Expenses	Jan 3, 2013	98.00
	April Expenses	Apr 26, 2013	89.00
	March Expenses	Feb 14, 2013	80.00
Abbott, Matt			**712.00**

Save the Report	Additional Information

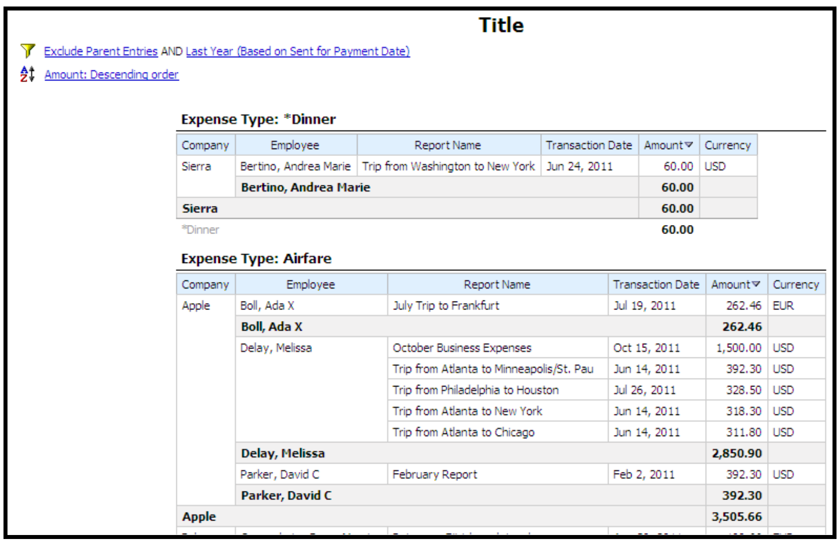
1. On the toolbar, click the **Save As** icon.
2. In the **Name** field, type ***Practice: Ad Hoc Report***.
3. Under **Location**, click **Select My Folders**, and then click **OK**.

The **Save As** area is displayed.

Note: In the following exercises, the items that you will select from the Data Warehouse are examples only. Your company might not have the same custom fields to choose from. In that case, you will select a similar item to complete the exercises.

Add New Columns	Additional Information

1. Click the **Insert Data** menu.
2. Navigate to the **Expense\Expense Reports\Report Header Information\Additional Employee Details** folder, and then double-click **Employee Org Unit 1 – Name** to select country.
3. Cut-and-paste the **Employee Org Unit 1 – Name** column to the left of the **Employee** column.
4. Rename the **Employee Custom Org Unit 1 – Name** column by double-clicking the column title and then typing ***Company***. Click **OK**.
5. In **the Insert Data** menu, navigate to **Reimbursement Currency**, located in **Expense\Expense Reports\Entry Information\Amounts (reimbursement currency)**, and then add it to the report as the far-right column.
6. Rename the **Reimbursement Currency** column to ***Currency***.
7. Rename the **Expense Amount (reimbursement currency)** column to ***Amount***.



Title

Exclude Parent Entries AND Last Year (Based on Sent for Payment Date)

Amount: Descending order

Expense Type: *Dinner

Company	Employee	Report Name	Transaction Date	Amount	Currency
Sierra	Bertino, Andrea Marie	Trip from Washington to New York	Jun 24, 2011	60.00	USD
	Bertino, Andrea Marie			**60.00**	
Sierra				**60.00**	
*Dinner				**60.00**	

Expense Type: Airfare

Company	Employee	Report Name	Transaction Date	Amount	Currency
Apple	Boll, Ada X	July Trip to Frankfurt	Jul 19, 2011	262.46	EUR
	Boll, Ada X			**262.46**	
	Delay, Melissa	October Business Expenses	Oct 15, 2011	1,500.00	USD
		Trip from Atlanta to Minneapolis/St. Pau	Jun 14, 2011	392.30	USD
		Trip from Philadelphia to Houston	Jul 26, 2011	328.50	USD
		Trip from Atlanta to New York	Jun 14, 2011	318.30	USD
		Trip from Atlanta to Chicago	Jun 14, 2011	311.80	USD
	Delay, Melissa			**2,850.90**	
	Parker, David C	February Report	Feb 2, 2011	392.30	USD
	Parker, David C			**392.30**	
Apple				**3,505.66**	

Ungroup the Report and Add a Calculation

Additional Information

1. Click the **Report Name** column title, and then click the **Ungroup (removes groupings and sections)** icon.
2. Click the **Amount** column header, and then, on the **Edit Data** menu, select **Calculate**.
3. In the **Calculate** pane, under **Operation Type**, select **Percentage**.
4. Under **Operation**, select **% of Total**.
5. Under **Options**, choose **Based on Group Summaries**, and then select **Company** from the dropdown menu.
6. Under **New item name**, type ***% of spend per company***, and then click the **Insert** Insert button.
7. Click **Page Down** to view the different companies.

Title

Exclude Parent Entries AND Last Year (Based on Sent for Payment Date)

Amount: Descending order

Expense Type: *Dinner

Company	Employee	Report Name	Transaction Date	Amount	% of spend per company	Currency
Sierra	Bertino, Andrea Marie	Trip from Washington to New York	Jun 24, 2011	60.00	100.00%	USD
	Bertino, Andrea Marie			**60.00**	**100.00%**	
Sierra				**60.00**	**100.00%**	
*Dinner				**60.00**		

Expense Type: Airfare

Company	Employee	Report Name	Transaction Date	Amount	% of spend per company	Currency
Apple	Boll, Ada X	July Trip to Frankfurt	Jul 19, 2011	262.46	7.49%	EUR
	Boll, Ada X			**262.46**	**7.49%**	
	Delay, Melissa	October Business Expenses	Oct 15, 2011	1,500.00	42.79%	USD
		Trip from Atlanta to Minneapolis/St. Pau	Jun 14, 2011	392.30	11.19%	USD
		Trip from Philadelphia to Houston	Jul 26, 2011	328.50	9.37%	USD
		Trip from Atlanta to New York	Jun 14, 2011	318.30	9.08%	USD
		Trip from Atlanta to Chicago	Jun 14, 2011	311.80	8.89%	USD
	Delay, Melissa			**2,850.90**	**81.32%**	
	Parker, David C	February Report	Feb 2, 2011	392.30	11.19%	USD
	Parker, David C			**392.30**	**11.19%**	
Apple				**3,505.66**	**100.00%**	

Add a Prompt to the Report	Additional Information

1. Click the **Company** column title, and then click the **Filter** icon. The **Filter (Pick values from a list)** dialog box appears.
2. Select the **Prompt every time the report runs** checkbox, and then click **OK**.
3. In the **Combine filters** dialog box, click **OK**.
4. Run the report.
5. Select a company from the list of companies on the **Prompt** page.
6. Click **Finish**.
7. After reviewing the report, save it in **My Folders\Reports** as ***Practice: Filter and Calculate Data***.

Create a New Simple List Report and Add Report Items	Additional Information

1. On the toolbar, click the **New Report** icon.
2. Navigate to **Expense\Commonly Used Fields**, and then add **Employee**, **Expense Type**, and **Payment Type** to the report.
3. Add the **Exclude Itemizations** filter, located in **Expense\Expense Reports\Common Report Entry Filters**.
4. Right-click **Sent for Payment Date** in **Expense>Commonly Used Fields** to filter your report for the year 2013.
5. Select **Filter for Report**.
6. In the **From** area, click the **Calendar** icon .
7. From the calendar, click the previous year arrow to go back to 2013.
8. Select **Jan 1** from the calendar.
9. In the **To** area, click the **Calendar** icon .
10. From the calendar, click the previous year arrow to go back to **2013**.
11. Select **Dec 31** from the calendar.
12. Click **OK**.
13. In the **Combine Filters** dialog box, click **OK**.
14. Under **Expense\Commonly Used Fields**, add **Entry Expense Amount (reimbursement currency)** to the report.
15. Change the title of the report to ***Practice: Simple List Report***.

Create a New Simple List Report and Add Report Items	Additional Information

Practice: Simple List Report

Exclude Itemizations AND Last Year (Based on Sent for Payment Date)

Employee	Expense Type	Payment Type	Entry Expense Amount (reimbursement currency)
Abbott, Matt	Airfare	Cash	712.00
Abbott, Matt	Breakfast	Cash	7.50
Abbott, Matt	Dinner	Cash	87.50
Abbott, Matt	Dinner	Corporate Travel Card (IBCP)	33.10
Abbott, Matt	Lunch	Cash	168.97
Abbott, Matt	Parking/Tolls	Cash	17.00
Abbott, Matt	Personal Car Mileage	Cash	456.30
Abbott, Matt	Taxi	Cash	202.00
Abbott, Matt	Train/Subway	Cash	151.30
Admin, CTPartners	Mobile Phone	Cash	150.00
Admin, CTPartners	Office Supplies	Cash	68.76
Bailey-Jacques, Megan	Airfare	Corporate Travel Card - IBCP	993.80
Bailey-Jacques, Megan	Breakfast	Cash	5.50
Bailey-Jacques, Megan	Car Rental	Corporate Travel Card - IBCP	370.27
Bailey-Jacques, Megan	Gas	Cash	35.00
Bailey-Jacques, Megan	Room Rate	Corporate Travel Card - IBCP	754.17
Bertino, Andrea D	Airfare	Corporate Travel Card - IBCP	2,029.30
Bertino, Andrea D	Car Rental	Corporate Travel Card - IBCP	2,669.87
Bertino, Andrea D	Dinner	Corporate Travel Card - IBCP	300.51
Bertino, Andrea D	Fixed Meals	Cash	742.00

Add a Prompt to the Report	Additional Information

1. Click the **Expense Type** column title, and then click the **Filter** icon.
2. Select **Prompt every time the report runs**, and then click **OK**.
3. In the **Combine filters** dialog box, click **OK**.
4. Run the report.
5. Close the Report Viewer and save your report under **My Folders\Reports** as ***Practice: Simple List Report***.

Lesson: Types of Reports Available in Query Studio

You can create reports using different report types to display data in more meaningful ways. This lesson presents the knowledge and skills needed to create several different types of reports in Query Studio.

After completing this lesson, you will be able to:

- Identify the types of reports available in Query Studio
- Create a grouped list report.
- Create a crosstab report.
- Create a chart report.

Types of Reports in Query Studio

Using Query Studio, you can create the following reports:

- List
- Grouped list
- Crosstab
- Chart

Example of a List report:

Title

Employee Custom 4 - Name	Employee	Report Name	Purpose	Created Date	Total Report Amount
Near & Far University UK	Abbott, Manoj	12 December 2006		Dec 12, 2006	167.55
Near & Far University UK	Abbott, Manoj	Airport Taxi - October 6	Taxi from Airport with Dominic and Craig	Oct 30, 2006	68.82
Near & Far University UK	Abbott, Manoj	General - Dec 5th 07		Dec 5, 2006	489.53
Near & Far University UK	Abbott, Manoj	October	General	Oct 11, 2006	873.90
Near & Far University UK	Abbott, Manoj	Up to 29th January		Jan 29, 2007	289.98
Near & Far University UK	Abbott, Manoj	Up to 6th Feb 2007		Feb 6, 2007	1,023.09
Near & Far University UK	Alfredson, Kelly	Pareto Training		Nov 14, 2006	90.49
Near & Far University UK	Anderson, Ahsan	AM Visit - Redmond US	Account Management Training & Reviews	Feb 12, 2007	1,791.95
Near & Far University UK	Anderson, Ahsan	April - May		Apr 30, 2008	57.25

Example of a Grouped List report:

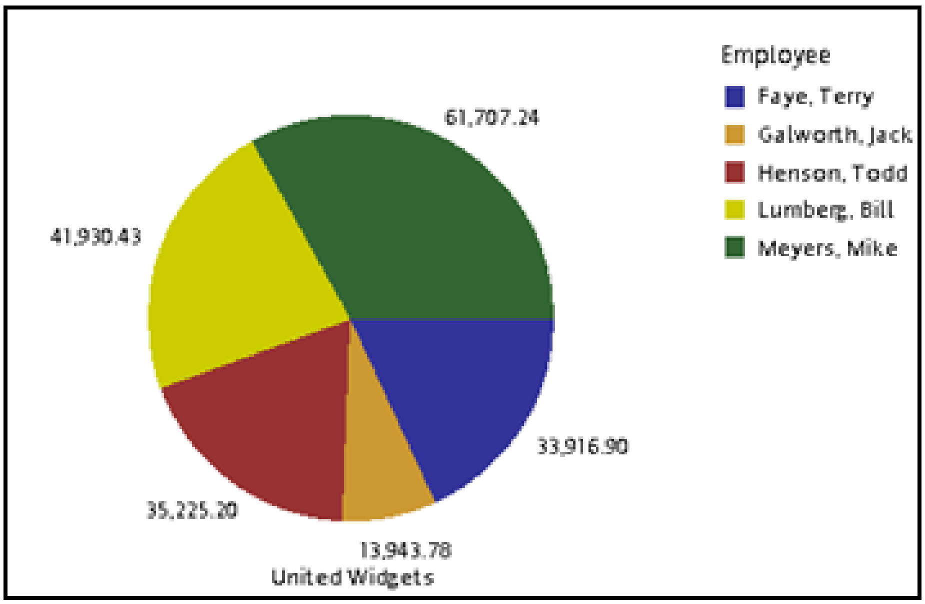
Title

Employee Custom 4 - Name	Employee	Report Name	Purpose	Created Date	Total Report Amount
Near & Far University UK	Abbott, Manoj	12 December 2006		Dec 12, 2006	167.55
		Airport Taxi - October 6	Taxi from Airport with Dominic and Craig	Oct 30, 2006	68.82
		General - Dec 5th 07		Dec 5, 2006	489.53
		October	General	Oct 11, 2006	873.90
		Up to 29th January		Jan 29, 2007	289.98
		Up to 6th Feb 2007		Feb 6, 2007	1,023.09
	Abbott, Manoj				**2,912.87**

Example of a Crosstab report:

Entry Expense Amount (reimbursement currency)		Books and Reference Material	Office Supplies	Hotel	Cellular - Mobile Phone	Car Rental	Internet Access	American Express Fees	Airfare	Booking Fees	Entertainment	Business Meals - Meetings
Ackerman, A Curtis	personal expenses, do not reimb.	27.14	6.51									
	Ackerman, A Curtis	**27.14**	**6.51**									
Altman, Mandy	redmond trip			2,439.42		329.39	43.32		1,804.16			33.51
	sept				141.40							179.71

Example of a Chart report:

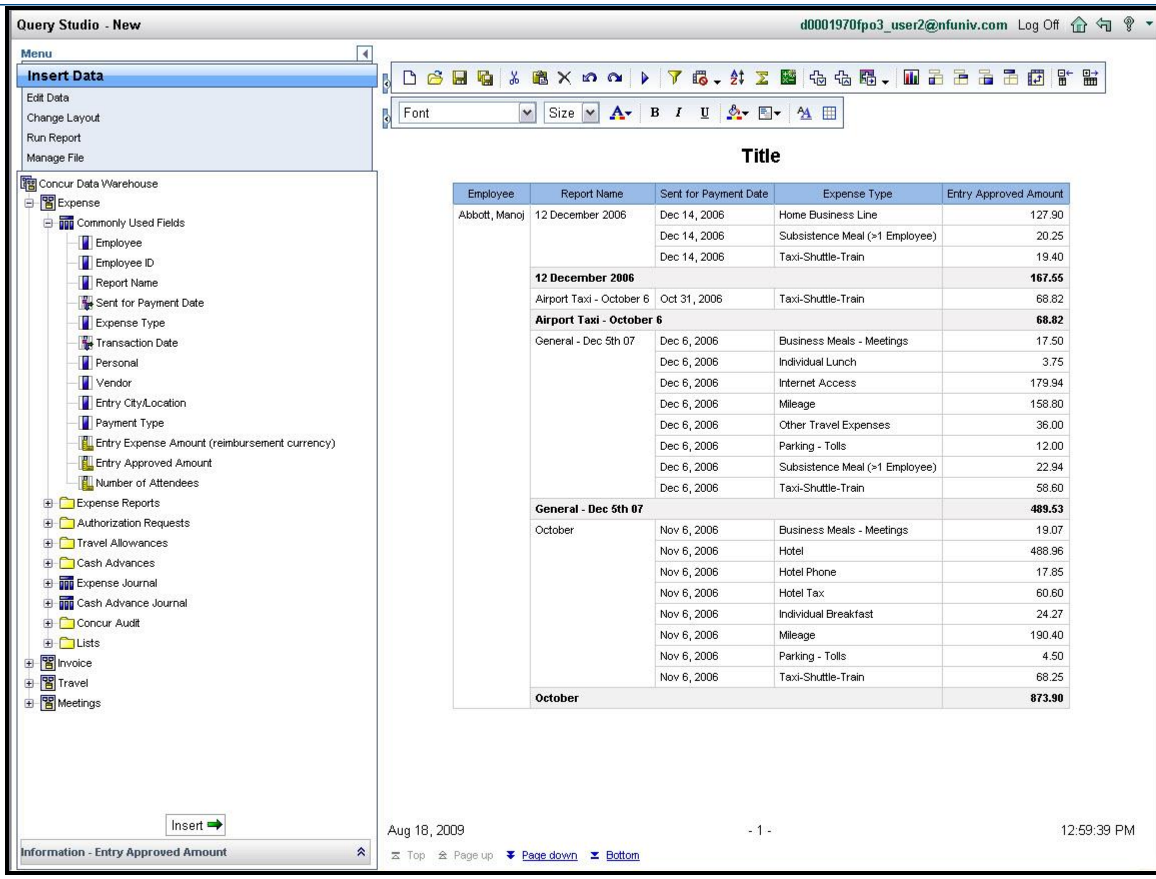


How to Create a Grouped List Report

A grouped list report suppresses duplicate report values. When creating a grouped list report, you can:

- Organize the grouped data by row headings or section headings.
- Specify how much detail you want to show in a grouped report by expanding or collapsing the groups.

Only group report items containing text data or non-measure numeric data, such as Employee, Employee ID, or Report Name. You cannot group by measures, such as Total Report Amount. Grouping a report by discrete measure values, such as individual expense report totals, produces too many groups that are useless for data analysis.

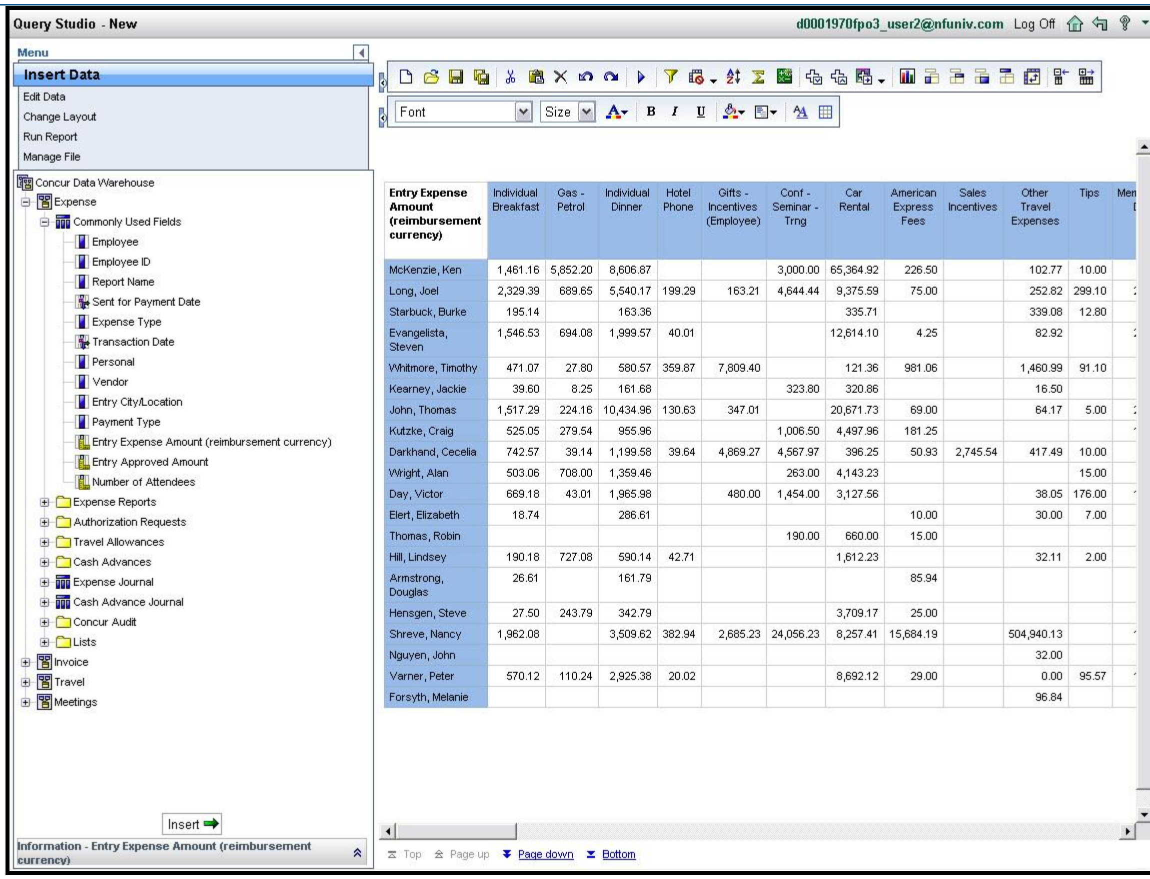


How to Create a Grouped List Report	Additional Information
1. Create a new report in **Query Studio**.	
2. Add the following columns from the folder **Expense** in order:	a. **Employee** (Expense\Commonly Used Fields) b. **Report Name** (Expense\Commonly Used Fields) c. **Sent for Payment Date** (Expense\Commonly Used Fields)
3. Highlight the **Employee** column title, and then click the **Group**  icon.	

How to Create a Crosstab Report

A *crosstab report* shows a summary value at the intersection of each row and column. Using crosstab reports, you can:

- Create a crosstab report by rotating the values in a list report to produce column titles.
- Create a crosstab report to display summary data.
- Pivot on more than one non-measure column to create a nested crosstab. Nested crosstabs are useful when you need to compare how money was spent in a combination of categories.



Entry Expense Amount (reimbursement currency)	Individual Breakfast	Gas - Petrol	Individual Dinner	Hotel Phone	Gifts - Incentives (Employee)	Conf - Seminar - Trng	Car Rental	American Express Fees	Sales Incentives	Other Travel Expenses	Tips
McKenzie, Ken	1,461.16	5,852.20	8,606.87			3,000.00	65,364.92	226.50		102.77	10.00
Long, Joel	2,329.39	689.65	5,540.17	199.29	163.21	4,644.44	9,375.59	75.00		252.82	299.10
Starbuck, Burke	195.14		163.36				335.71			339.08	12.80
Evangelista, Steven	1,546.53	694.08	1,999.57	40.01			12,614.10	4.25		82.92	
Whitmore, Timothy	471.07	27.80	580.57	359.87	7,809.40		121.36	981.06		1,460.99	91.10
Kearney, Jackie	39.60	8.25	161.68			323.80	320.86			16.50	
John, Thomas	1,517.29	224.16	10,434.96	130.63	347.01		20,671.73	69.00		64.17	5.00
Kutzke, Craig	525.05	279.54	955.96			1,006.50	4,497.96	181.25			
Darkhand, Cecelia	742.57	39.14	1,199.58	39.64	4,869.27	4,567.97	396.25	50.93	2,745.54	417.49	10.00
Wright, Alan	503.06	708.00	1,359.46			263.00	4,143.23				15.00
Day, Victor	669.18	43.01	1,965.98		480.00	1,454.00	3,127.56			38.05	176.00
Elert, Elizabeth	18.74		286.61					10.00		30.00	7.00
Thomas, Robin						190.00	660.00	15.00			
Hill, Lindsey	190.18	727.08	590.14	42.71			1,612.23			32.11	2.00
Armstrong, Douglas	26.61		161.79					85.94			
Hensgen, Steve	27.50	243.79	342.79				3,709.17	25.00			
Shreve, Nancy	1,962.08		3,509.62	382.94	2,685.23	24,056.23	8,257.41	15,684.19		504,940.13	
Nguyen, John										32.00	
Varner, Peter	570.12	110.24	2,925.38	20.02			8,692.12	29.00		0.00	95.57
Forsyth, Melanie										96.84	

How to Create a Crosstab Report	Additional Information
1. Create a new report in **Query Studio**.	
2. Add the following columns from the folder **Expense** in order:	a. **Employee** (Expense\Commonly Used Fields) b. **Expense Type** (Expense\Commonly Used Fields) c. **Entry Expense Amount (reimbursement currency)** (Expense\Commonly Used Fields)
3. Double-click the pre-defined filter **Exclude Parent Entries**, located in **Expense\Expense Reports\Common Report Entry Filters**, to add it to the report.	
4. Right-click **Sent for Payment Date** in **Expense>Commonly Used Fields** to filter your report for the year 2013.	
5. Select **Filter for Report**.	
6. In the **From** area, click the **Calendar** icon .	
7. From the calendar, click the previous year arrow to go back to 2013.	
8. Select **Jan 1** from the calendar.	
9. In the **To** area, click the **Calendar** icon .	
10. From the calendar, click the previous year arrow to go back to **2013**.	
11. Select **Dec 31** from the calendar.	
12. Click **OK**.	
13. In the **Combine Filters** dialog, click **OK**.	
14. Click the column title for **Expense Type**, and then click the **Pivot (creates a crosstab)** icon.	

How to Create a Nested Crosstab Report	Additional Information
1. Create a new report in **Query Studio**.	
2. Add the following columns from the folder **Expense** in order:	a. **Employee** (Expense\Commonly Used Fields) b. **Expense Type** (Expense\Commonly Used Fields) c. **Payment Type** (Expense\Commonly Used Fields) d. **Entry Expense Amount (reimbursement currency)** (Expense\Commonly Used Fields)
3. Double-click the pre-defined filter **Exclude Parent Entries**, located in **Expense\Expense Reports\Common Report Entry Filters**, to add it to the report.	
4. Right-click **Sent for Payment Date** in **Expense>Commonly Used Fields** to filter your report for the year 2013.	
5. Select **Filter for Report**.	
6. In the **From** area, click the **Calendar** icon .	
7. From the calendar, click the previous year arrow to go back to 2013.	
8. Select **Jan 1** from the calendar.	
9. In the **To** area, click the **Calendar** icon .	
10. From the calendar, click the previous year arrow to go back to **2013**.	
11. Select **Dec 31** from the calendar.	
12. Click **OK**.	
13. In the **Combine Filters** dialog, click **OK**.	
14. Click the column title for **Expense Type and Payment Type**, and then click the **Pivot (creates a crosstab)** icon.	

How to Create a Chart Report

You can use *charts* to present information graphically. Charts are useful for seeing patterns and trends in data. When using charts, keep in mind:

- You must have at least one measure and one non-measure in your report to create a chart. Measures are quantitative data, such as figures for sales, costs, and quantities. Non-measures are qualitative data, such as names, addresses, and countries.
- How the data is plotted depends on the chart type. The maximum number of non-measures is two.
- You can plot any number of measures in a report. However, a chart that has more than four or five measures is difficult to understand. Query Studio charts plot the most summarized data in the report.

- Focus the chart by eliminating unnecessary measures from your report and reordering the columns so that the most significant non-measures are in the outer levels of nesting.
- Charts are easier to read when you filter the data appropriately.

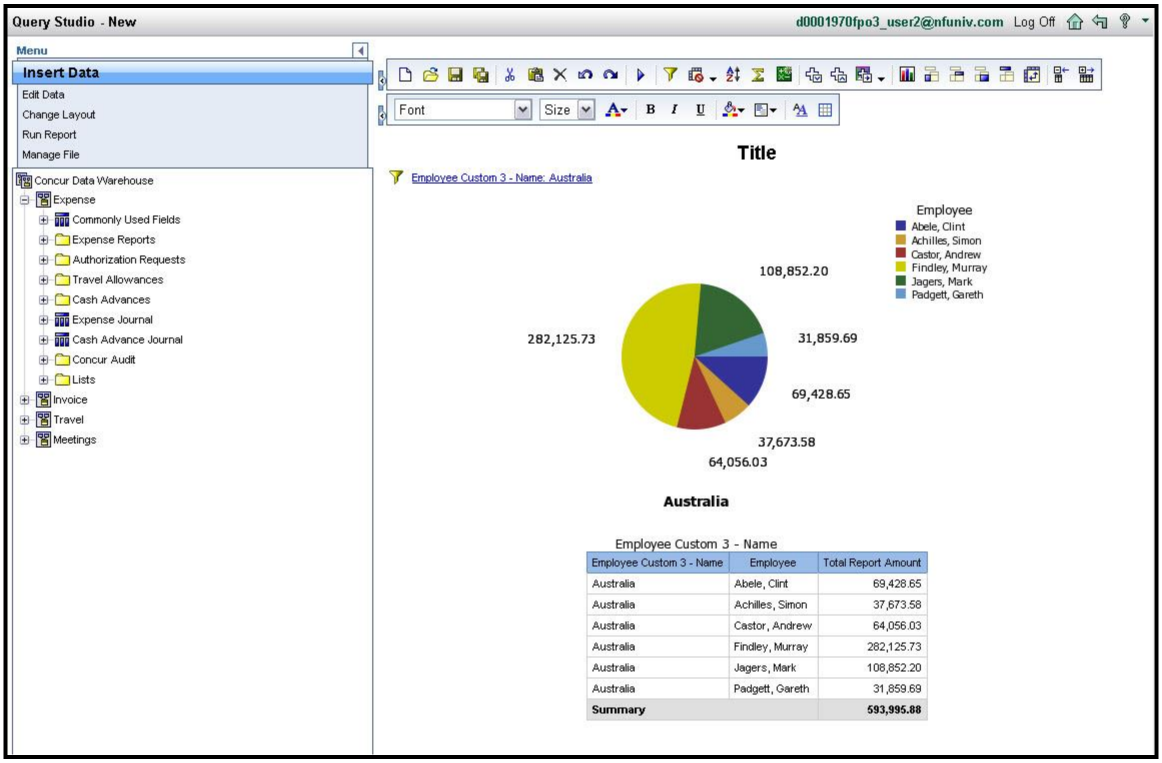


Chart Type	Use To…
Pie	Show the relationship of parts to the whole.
Column	Highlights the values for easy comparison and plot your numbers vertically.
Bar	Highlight values for easy comparison and plot your numbers horizontally.
Line	View trends by plotting data at equidistant points connected by lines.
Area	Emphasize the magnitude of change over time.
Column line	Compare two different measures.
Radar	Compare data by integrating multiple axes into a single radial figure.

Note: In the following exercises, the items that you will select from the Data Warehouse are examples only. Your company might not have the same custom fields to choose from. In that case, you will select a similar item to complete the exercises.

How to Create a Chart Report	Additional Information
1. Create a new report in **Query Studio**.	
2. Add the following columns from the folder **Expense** in order:	a. **Employee Org Unit 1 – Name** (Expense\Expense Reports\Report Header Information\Additional Employee Details) to select the region. b. **Employee** (Expense\Commonly Used Fields) c. **Total Report Amount** (Expense\Expense Reports\Report Header Information\Amounts (reimbursement currency)
3. Right-click **Sent for Payment Date** in **Expense>Commonly Used Fields** to filter your report for the year 2013.	
4. Select **Filter for Report**.	
5. In the **From** area, click the **Calendar** icon .	
6. From the calendar, click the previous year arrow to go back to 2013.	
7. Select **Jan 1** from the calendar.	
8. In the **To** area, click the **Calendar** icon .	
9. From the calendar, click the previous year arrow to go back to **2013**.	
10. Select **Dec 31** from the calendar.	
11. Click **OK**.	
12. Select the column title for **Employee Org Unit 1 – Name**, and then click the **Filter** icon.	
13. Select the checkbox for a company, and then click **OK**.	
14. In the **Combine Filters** dialog, click **OK**.	
15. Click the **Chart** icon, and then, from the **Chart Type** dropdown menu, select **Pie**.	
16. Select the **Show the values on the chart** checkbox, select the **Chart and table** option, and then click **OK**.	

Practice: Creating a Chart Report Based on a Crosstab Report

In this practice, you will:

- Create a list report, add content, and then edit the report title.
- Convert a list report into a crosstab report, and then convert a crosstab report into a chart report.
- Add a prompt to the report.

Approximate time to complete: 20 minutes.

Create a List Report	Additional Information

1. On the toolbar, click the **New Report** icon.
2. Navigate to the **Expense\Commonly Used Fields** folder, and then double-click **Employee**, **Expense Type**, **Payment Type**, and **Entry Expense Amount (reimbursement currency)** to add them to the report.
3. Add the **Exclude Itemizations** filter, located in **Expense\Expense Reports\Common Report Entry Filters**, to prevent duplicate reporting.
4. Right-click **Sent for Payment Date** in **Expense>Commonly Used Fields** to filter your report for the year 2013.
5. Select **Filter for Report**.
6. In the **From** area, click the **Calendar** icon .
7. From the calendar, click the previous year arrow to go back to 2013.
8. Select **Jan 1** from the calendar.
9. In the **To** area, click the **Calendar** icon .
10. From the calendar, click the previous year arrow to go back to **2013**.
11. Select **Dec 31** from the calendar.
12. Click **OK**.
13. In the **Combine Filters** dialog, click **OK**.
14. Select the title at the top of the report and rename it to ***Practice: Creating a Chart***.

Create a List Report | Additional Information

Practice: Creating a Chart

Exclude Itemizations AND Last Year (Based on Sent for Payment Date)

Employee	Expense Type	Payment Type	Entry Expense Amount (reimbursement currency)
Abbott, Matt	Airfare	Cash	712.00
Abbott, Matt	Breakfast	Cash	7.50
Abbott, Matt	Dinner	Cash	87.50
Abbott, Matt	Dinner	Corporate Travel Card (IBCP)	33.10
Abbott, Matt	Lunch	Cash	168.97
Abbott, Matt	Parking/Tolls	Cash	17.00
Abbott, Matt	Personal Car Mileage	Cash	456.30
Abbott, Matt	Taxi	Cash	202.00
Abbott, Matt	Train/Subway	Cash	151.30
Admin, CTPartners	Mobile Phone	Cash	150.00
Admin, CTPartners	Office Supplies	Cash	68.76
Bailey-Jacques, Megan	Airfare	Corporate Travel Card - IBCP	993.80
Bailey-Jacques, Megan	Breakfast	Cash	5.50
Bailey-Jacques, Megan	Car Rental	Corporate Travel Card - IBCP	370.27
Bailey-Jacques, Megan	Gas	Cash	35.00
Bailey-Jacques, Megan	Room Rate	Corporate Travel Card - IBCP	754.17

Convert a List Report into a Crosstab and then a Chart Report | Additional Information

1. Select the **Expense Type** and **Payment Type** column titles, and then click the **Pivot (creates a crosstab)** icon on the toolbar.
2. On the toolbar, click the **Chart** icon.
3. In the **Chart Type list**, verify that **Column** is selected, and then choose **Standard**.
4. Under **Show the following in the Report**, select **Chart and Table**, and then click **OK**.

Add a Prompt to the Report | Additional Information

1. Click the **Airfare** column title, and then click the **Filter** icon on the toolbar.
2. Select the **Prompt every time the report runs** checkbox, and then click **OK**.
3. In the **Combine filters** dialog box, click **OK**.
4. Run the report.
5. Review the results and save your report under **My Folders\Reports** as ***Practice: Crosstab***.

Lab 1

Scenario: The manager of the Americas region wants you to create a report to identify the employees that have reports with approved amounts over $2500 that were paid during a specific period. The report should contain the following information:

- Region name
- Employee name
- Report name
- Total amount submitted
- Total amount approved
- Total amount not approved
- Submission date of report
- Date paid
- Number of days in the reimbursement process

Additionally, the manager wants the report grouped by region and employee. The report should be available to run on an as-needed basis. You need to format all **Date** fields to show the date in ***M/dd/yy*** format and all currency fields to display the data in $0.00 format. **NOTE**: Some of the fields in the list are calculated fields.

Approximate time to complete: 20 minutes.

Lab 1 Tasks:

1. Create a list report, and then add the appropriate fields to the report.
2. Add the appropriate calculations to the report.
3. Add formatting to the report.
4. Group and filter the data.
5. Run and then save the report in your personal folder as ***Lab 1: Americas Monthly Report***.

Create a List Report, and then add the appropriate fields	Additional Information
1. Launch Query Studio.	And choose **Concur Data Warehouse** package.
2. On the **Insert Data** menu, add the following items from the **Expense** folder in order:	a. **Employee Org Unit 2 – Name** (Expense\Expense Reports\Report Header Information\Additional Employee Details) to select a region. b. **Employee** (Expense\Commonly Used Fields) c. **Report Name** (Expense\Commonly Used Fields) d. **Total Claimed Amount** (Expense\Expense Reports\Report Header Information\Amounts (reimbursement currency)) e. **Total Approved Amount** (Expense\Expense Reports\Report Header Information\Amounts (reimbursement currency)) f. **Last Submitted Date** (Expense\Expense Reports\Report Dates and Statuses) g. **Sent for Payment Date** (Expense\Commonly Used Fields) h. **Payment Status** (Expense\Expense Reports\Report Header Information)
3. Double-click the **Employee Org Unit 2 – Name** column title, type ***Region*** in the **Name** field, and then click **OK**.	
4. Repeat step 3 to change the following column titles:	**Total Claimed Amount:** *Claimed Amount* **Total Approved Amount:** *Approved Amount* **Last Submitted Date:** *Submit Date* **Sent for Payment Date**: *Paid Date*

Title

Region	Employee	Report Name	Claimed Amount	Approved Amount	Submit Date	Paid Date	Payment Status
Americas	Abrahms, Quinton Q	0	237.75	237.75	Nov 7, 2011		Not Paid
Americas	Abrahms, Quinton Q	03.08.12 Report	450.00	450.00			Not Paid
Americas	Abrahms, Quinton Q	03.08.12 Report #2	0.00	0.00			Not Paid
Americas	Abrahms, Quinton Q	06.05.2012 Claim	496.99	496.99	May 6, 2012		Not Paid
Americas	Abrahms, Quinton Q	06.05.2012 Claim	3.00	3.00			Not Paid
Americas	Abrahms, Quinton Q	1.19.12 Report	122.76	122.76	Jan 20, 2012		Not Paid
Americas	Abrahms, Quinton Q	1.21.12 Report	112,449.00	112,449.00			Not Paid

Add the appropriate calculations to the report	Additional Information
1. Select the column titles for **Claimed Amount** and **Approved Amount**, and then click the **Calculate** icon.	
2. Set the following options:	**Operation type:** *Arithmetic* **Operation:** – (subtraction)
3. Under **Order**, select **Claimed Amount – Approved Amount**, in the **New item name** field, type ***Rejected Amount***, and then click the **Insert** Insert button.	
4. Select the **Submit Date** and **Paid Date** column titles, and then click the **Calculate** button.	
5. Set the following options, and then click the **Insert** Insert button:	**Operation: -** (difference in days) **Order:** Days between(Paid Date, Submit Date) **New item name:** *Days to Process*

Title

Region	Employee	Report Name	Claimed Amount	Approved Amount	Rejected Amount	Submit Date	Paid Date	Days to Process	Payment Status
Americas	Abrahms, Quinton Q	0	237.75	237.75	0.00	Nov 7, 2011			Not Paid
Americas	Abrahms, Quinton Q	03.08.12 Report	450.00	450.00	0.00				Not Paid
Americas	Abrahms, Quinton Q	03.08.12 Report #2	0.00	0.00	0.00				Not Paid
Americas	Abrahms, Quinton Q	06.05.2012 Claim	496.99	496.99	0.00	May 6, 2012			Not Paid
Americas	Abrahms, Quinton Q	06.05.2012 Claim	3.00	3.00	0.00				Not Paid
Americas	Abrahms, Quinton Q	1.19.12 Report	122.76	122.76	0.00	Jan 20, 2012			Not Paid
Americas	Abrahms, Quinton Q	1.21.12 Report	112,449.00	112,449.00	0.00				Not Paid
Americas	Abrahms, Quinton Q	1.26.12 Report #2	4.00	4.00	0.00	Jan 26, 2012			Not Paid
Americas	Abrahms, Quinton Q	1.26.12 Report #2	23.00	23.00	0.00				Not Paid
Americas	Abrahms, Quinton Q	10/10/11 Report	4.00	4.00	0.00	Oct 11, 2011			Not Paid
Americas	Abrahms, Quinton Q	12.27.11 Report	9.00	9.00	0.00	Dec 27, 2011			Not Paid
Americas	Abrahms, Quinton Q	12.27.11 Report	79.00	79.00	0.00				Not Paid

Add formatting to the report

Additional Information

1. Select the **Claimed Amount**, **Approved Amount**, and **Rejected Amount** column titles, and then, from the **Edit Data** menu, select **Format Data**.
2. Set the following options, and then click **OK**:

   Category: *Currency*

   Currency: *Default currency*

   Currency display: *Currency symbol*

   Number of decimal places: *2*

   Scale: No Scale

   Negative sign: *(123)*

   Thousands separator: *Yes*

3. Select the **Submit Date** and **Paid Date** column titles, and then, from the **Edit Data** menu, select **Format Data**.
4. Set **Category to Date**, select **8/19/03** from the **Type** list, and then click **OK.**

Title

Company	Employee	Report Name	Claimed Amount	Approved Amount	Rejected Amount	Submit Date	Paid Date	Days to Process	Payment Status
@Simple Group	Bepey, Paul	TestAccessibility	$0.00	$0.00	$0.00				Not Paid
@Simple Group	Simple, Michelle	Test	$0.00	$0.00	$0.00				Not Paid
Alpha	Alpha, Admin	test	$0.00	$0.00	$0.00				Not Paid
Alpha	Foster, Andrew	Abott labs week1	$12,726.76	$12,716.76	$10.00	7/31/08	7/31/08	0	Paid
Alpha	Foster, Andrew	Amex report	$1,148.37	$1,148.37	$0.00	2/18/09			Paid
Alpha	Foster, Andrew	Andrew Test	$284.12	$284.12	$0.00	9/17/07	3/18/08	183	Paid
Alpha	Foster, Andrew	April	$470.00	$470.00	$0.00	4/2/08	5/20/08	48	Paid
Alpha	Foster, Andrew	Concur	$40.00	$40.00	$0.00	5/16/08	5/20/08	4	Paid

Group and filter the data	Additional Information

1. Select the **Region** and **Employee** column titles, and then click the **Group** icon.
2. Click the **Region** column title, and then click the **Filter** icon.
3. In the **Show only the following** section, select the **Americas** checkbox, and then click **OK**.
4. Click the **Approved Amount** column title, and then click the **Filter** icon.
5. In the **From** field, type ***2500***, and then click **OK**.
6. In the **Combine filters** dialog box, click **OK**.
7. Click the **Paid Date** column title, and then click the **Filter** icon.
8. Select the **Prompt every time the report runs** checkbox, and then click **OK**.
9. In the **Combine filters** dialog box, click **OK**.
10. Click the **Payment Status** column title, and then click the **Filter** icon.
11. In the **Show only the following** section, select the **Paid** checkbox, and then click **OK**.
12. In the **Combine filters** dialog box, click **OK**.
13. Click the **Payment Status** column title, and then click the **Delete** icon.
14. In the **Delete** dialog box, clear the **Payment Status: Paid** checkbox, and then click **OK**.
15. On the **Change Layout** menu, click **Edit Title Area**.
16. In the **Title** field, type ***Americas Monthly Report***, clear the **Show filters**, **Show sorts,** and **Show suppression** checkboxes, and then click **OK.**

Group and filter the data

Additional Information

Americas Monthly Report

Region	Employee	Report Name	Claimed Amount	Approved Amount	Rejected Amount	Submit Date	Paid Date	Days to Process
Americas	Ball, David . I	Trip from Seattle to New York	$3,586.14	$3,540.61	$45.53	6/11/08	8/19/08	69
	Ball, David . I		**$3,586.14**	**$3,540.61**	**$45.53**			
	Ball, David Luke	AAOS Expense Report	$2,781.89	$2,781.89	$0.00	8/4/08	8/7/08	3
		January's Expenses for ABC Co.	$2,500.00	$2,500.00	$0.00	4/24/08	4/24/08	0
		Training Expo	$6,500.00	$6,500.00	$0.00	11/29/07	11/30/07	1
		Trip from Los Angeles to New York (32G9V	$2,794.73	$2,784.73	$10.00	11/13/08	11/14/08	1
		Trip from Los Angeles to New York (38Y6E	$2,568.01	$2,510.75	$57.26	2/27/09	3/1/09	2
		Trip from Los Angeles to New York (OBIOV	$2,893.10	$2,893.10	$0.00	11/14/08	11/17/08	3
		Trip from Seattle to New York (2DG6NP)	$3,920.47	$3,920.47	$0.00	11/25/08	11/25/08	0
	Ball, David Luke		**$23,958.20**	**$23,890.94**	**$67.26**			
	Bertino, Andrea D	Trip from Baltimore to St Louis	$5,564.31	$5,564.31	$0.00	4/9/10	4/9/10	0
		Trip from Baltimore to Stockholm	$3,921.93	$3,921.93	$0.00	4/23/09	5/26/09	33
		Trip from Baltimore to Stockholm (MQR6CG	$4,532.20	$4,532.20	$0.00	4/15/09	5/26/09	41
	Bertino, Andrea D		**$14,018.44**	**$14,018.44**	**$0.00**			

Run and save the report in your personal folder

Additional Information

1. Click **Run with All Data (and re-prompt)** .

2. Click **Save**, type ***Lab 1: Americas Monthly Report*** in the **Name** field, and then click **OK**.

Lab 2

Scenario: The divisional manager wants a detailed report to review any approved personal expenses that were charged to the corporate card during the month. The report should include the following detailed employee information for each employee in the division:

- Employee name
- Code to department
- Personal
- Total personal amount
- Payment Type
- Entry approved amount

Lab 2 Tasks:

1. Create a list report, and then add the appropriate fields to the report.
2. Rename Employee Org Unit 3 – Code to Department.
3. Apply the appropriate filters.
4. Title and save your report in your personal folder as ***Lab 2: Monthly Personal Expenses Report***.

Note: In the following exercises, the items that you will select from the Data Warehouse are examples only. Your company might not have the same custom fields to choose from. In that case, you will select a similar item to complete the exercises.

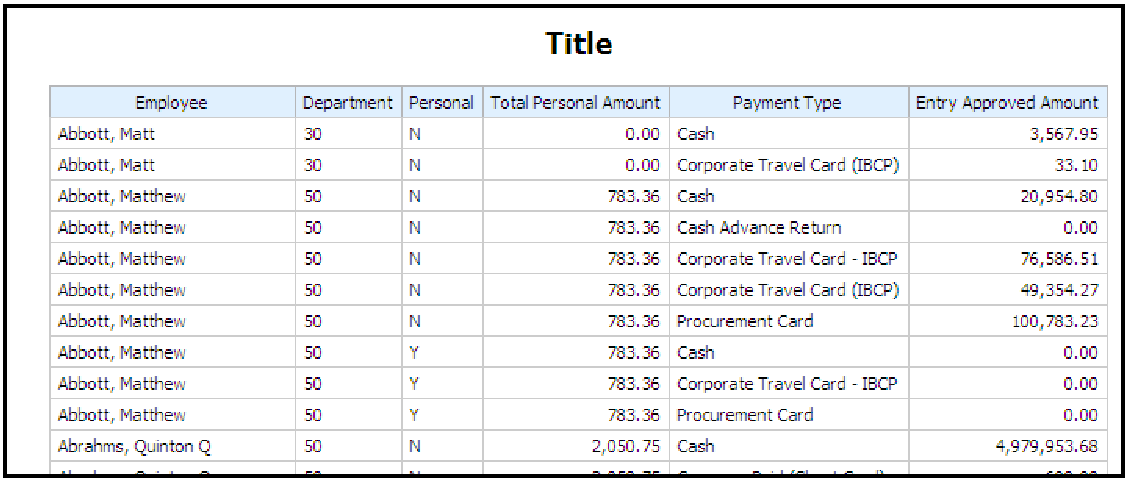
Create a List Report, and then add the appropriate fields	Additional Information
1. Launch Query Studio.	
2. On the **Insert Data** menu, add the following items from the **Expense** folder in order:	a. **Employee** (Expense\Commonly Used Fields) b. **Employee Org Unit 3 – Code** (Expense\Expense Reports\Report Header Information\Additional Employee Information) to select department c. **Personal** (Expense\Commonly Used Fields) d. **Total Personal Amount** (Expense\Expense Reports\Report Header Information\Amounts (reimbursement currency)) e. **Payment Type** (Expense\Expense Reports\Entry Information) f. **Entry Approved Amount** (Expense\Commonly Used Fields)

Title

Employee	Employee Org Unit 3 - Code	Personal	Total Personal Amount	Payment Type	Entry Approved Amount
Abbott, Matt	30	N	0.00	Cash	3,567.95
Abbott, Matt	30	N	0.00	Corporate Travel Card (IBCP)	33.10
Abbott, Matthew	50	N	783.36	Cash	20,954.80
Abbott, Matthew	50	N	783.36	Cash Advance Return	0.00
Abbott, Matthew	50	N	783.36	Corporate Travel Card - IBCP	76,586.51
Abbott, Matthew	50	N	783.36	Corporate Travel Card (IBCP)	49,354.27
Abbott, Matthew	50	N	783.36	Procurement Card	100,783.23
Abbott, Matthew	50	Y	783.36	Cash	0.00
Abbott, Matthew	50	Y	783.36	Corporate Travel Card - IBCP	0.00
Abbott, Matthew	50	Y	783.36	Procurement Card	0.00
Abrahms, Quinton Q	50	N	2,050.75	Cash	4,979,953.68
Abrahms, Quinton Q	50	N	2,050.75	Company Paid (Ghost Card)	609.00
Abrahms, Quinton Q	50	N	2,050.75	Corporate Travel Card - IBCP	21,463.23
Abrahms, Quinton Q	50	Y	2,050.75	Cash	0.00

Rename Fields — Additional Information

1. Double-click the **Org Unit 3 – Code** column title, type ***Department*** in the **Name** field, and then click **OK.**



Title

Employee	Department	Personal	Total Personal Amount	Payment Type	Entry Approved Amount
Abbott, Matt	30	N	0.00	Cash	3,567.95
Abbott, Matt	30	N	0.00	Corporate Travel Card (IBCP)	33.10
Abbott, Matthew	50	N	783.36	Cash	20,954.80
Abbott, Matthew	50	N	783.36	Cash Advance Return	0.00
Abbott, Matthew	50	N	783.36	Corporate Travel Card - IBCP	76,586.51
Abbott, Matthew	50	N	783.36	Corporate Travel Card (IBCP)	49,354.27
Abbott, Matthew	50	N	783.36	Procurement Card	100,783.23
Abbott, Matthew	50	Y	783.36	Cash	0.00
Abbott, Matthew	50	Y	783.36	Corporate Travel Card - IBCP	0.00
Abbott, Matthew	50	Y	783.36	Procurement Card	0.00
Abrahms, Quinton Q	50	N	2,050.75	Cash	4,979,953.68

Apply Filters — Additional Information

1. Click the **Payment Type** column title, and then click the **Filter** icon.
2. From the **Condition** list, **select Corporate Travel Card (IBCP)** and **Corporate Travel Card (IBIP)**, and then click **OK**.
3. Apply the predefined filter **Personal Entries Only**, located in **Expense\Expense Reports\Common Report Entry Filters**.
4. In the **Combine filters** dialog box, click **OK.**

Title and save your report

1. Click the report title, and then, in the **Title** field, type ***Monthly Personal Expenses***.
2. Clear the **Show filters**, **Show sorts**, and **Show suppression** checkboxes.
3. Click **OK**.
4. Save the report in your personal folder as ***Lab 2: Monthly Personal Expenses Report***.

Monthly Personal Expenses

Employee	Department	Personal	Total Personal Amount	Payment Type	Entry Approved Amount
Aperly, Gerard	30	Y	21.24	Corporate Travel Card (IBCP)	0.00
Ashar, Kapil	50	Y	102.32	Corporate Travel Card (IBCP)	0.00
Ball, David Luke	40	Y	280.07	Corporate Travel Card (IBCP)	0.00
Bertino, Andrea Marie		Y	1,066.79	Corporate Travel Card (IBCP)	0.00
Bertino, Andrea X		Y	195.99	Corporate Travel Card (IBCP)	0.00
Canada, Lima	50	Y	284.20	Corporate Travel Card (IBCP)	0.00
Clardy, Todd	60	Y	16.72	Corporate Travel Card (IBCP)	0.00
Collaborateur, Christine Y	30	Y	238.00	Corporate Travel Card (IBIP)	0.00
Corkins, T.J. (Sabre)	50	Y	92.09	Corporate Travel Card (IBCP)	0.00
Corkins, Timothy J	40	Y	62.13	Corporate Travel Card (IBIP)	0.00
Corkins, Timothy John	40	Y	378.75	Corporate Travel Card (IBCP)	0.00

Additional Information

Appendix A: Cognos Connection Icons and Buttons

Name	Icon/Button	Description
Add		Adds items from the Available Entries area to the Selected Entries area.
Add		On the Order screen this adds items from the Shown in default order area to the Shown first area.
Add All		On the Order screen this adds all items from the Shown in default order area to the Shown first area.
Add to Bookmarks		Adds the selected item to the favorites list in the current Browser.
Back	< Back	Go back to the previous step in the current wizard
Cancel	Cancel	Cancel the current wizard.
Copy		Copies the selected item(s) to the Clipboard.
Create Report View		Used to create a Report View of the selected report.
Create Shortcut		Create a shortcut to the current item.
Cut		Cuts the selected item(s) to the Clipboard.
Delete		Deletes the selected item(s).
Details View		Switches Cognos Connection to the Details View.
Finish	Finish	Completes the current wizard.
Home		Takes the user to the Cognos Connection home page.
My Area		Allows you to access My Watch Items, My Preferences and My Activities and Schedules.
List View		Switches Cognos Connection to the List View.
Move		Moves the current item to a new location. The same as cut-and-paste.
New Folder		Creates a new folder in Cognos Connection.
New Job		Creates a new job in Cognos Connection.
New Page		Creates a new page in Cognos Connection.
New URL		Creates a new URL in Cognos Connection.
Next	Next >	Complete the current step and go to the next step of the current wizard.
OK	OK	Save the current settings and close the current window.
Open in Query Studio		Opens the selected item in Query Studio.
Open in Report Studio		Opens the selected item in Report Studio.
Order		Used to set the order of folders and the items within folders.

Paste		Pastes item(s) from the Clipboard to the current location.
Refresh		Refresh the contents of Cognos Connection.
Remove		On the Order screen this removes items from the Shown first area.
Remove All		On the Order screen this removes all items from the Shown first area.
Run With Options		Allows the user to run a report and specify formatting, language, and delivery options.
Schedule		Schedule the selected report to run automatically.
Search (Search Screen)	Search	Execute a search or advanced search from the Search screen.
Search (Toolbar)		Execute a simple search from Cognos Connection.
Set Properties (Actions column)		Used to set properties of specific items.
Set Properties (On Toolbar)		Used to set properties for the current folder.
Tab Menu		Used to control the tabs available on the Cognos Connection view.
View in CSV Format		Run the current report in CSV format.
View in Excel 2002 Format		Run the current report in Excel 2002 format.
View in Excel 2007 2002 Format		Run the current report in Excel 2007 format.
View in HTML Format		Run the current report in HTML format.
View in PDF Format		Run the current report in PDF format.
View in XML Format		Run the current report in XML format.

Appendix B: Query Studio Icons and Buttons

Name	Icon/Button	Description
Background Color		Changes the background color of the selected cells.
Bold		Changes the font of the selected cells to be in bold.
Calculate		Create a calculated field.
Change Border Styles		Change border styles of the current tabular display.
Change Font Styles		Change the font of the selected cells.
Chart		Convert the current list report into a chart report.
Collapse Group		Collapse the report to make it easier to compare high-level summaries.
Create Sections		Break the current list report into multiple sections.
Cut		Cut the currently selected cells to the clipboard.
Define Conditional Styles		Define conditional formatting to display the currently selected data.
Delete		Delete the currently selected item.
Expand Group		Expand a collapsed report. See Collapse Group button.
Filter		Apply a filter to the currently selected column.
Font Color		Change the font color of the currently selected cells.
Format Data		Format the data of the currently selected cells.
Group		Group the data by the currently selected column. Eliminates repeating data items.
Italic		Changes the font of the selected cells to be in italics.
New Report		Create a new report in Query Studio.
Paste		Paste the contents of the clipboard.
Pivot		Convert a list report into a crosstab report.
Preview with Limited Data		Preview the report with a subset of data. Helps improve performance when building large reports.
Preview with No Data		Preview the report with no data. Helps improve performance when building large reports.
Redo		Redo the previous action.
Run		Run the current report.
Save		Save the current report.
Save As		Save the current report with a new name or to a new location.
Sort		Sort the selected column in ascending or descending order.
Summarize		Remove subtotals in a grouped report or change the summary display option.

Swap Rows and Columns		Reverse the row and column definitions in a crosstab or chart report.
Text Alignment		Change the alignment of the text within a cell.
Underline		Underline the data in the selected cells.
Undo		Undo the previous action.
Ungroup		Ungroup a currently grouped column in a report.