# Table of Contents

**Cognos Banner ODS Finance Exercises**

- Training Scenario and Data Package ................................................................. 5
- Exercise 1: Creating a Detail-level List Report .................................................. 7
- Exercise 2: Creating a Parent Report with Drill-Through ................................. 10
Cognos Banner ODS Finance Exercises

Section goal

The goal of this appendix is to provide the knowledge and practice to use Banner ODS Finance data to create reports.

Objectives

In this section you will learn how to:

- create a detail-level list report that contains filters
- create a summary-level parent report
- connect both reports using a drill-through
Training Scenario and Data Package

Introduction

In this section you will become more familiar with the data in the Operating Ledger business concept/data package. You will practice using what you learned in the Intro to Cognos Reporting Business User class to create two simple reports using the Operating Ledger package based on the Operating Ledger Business Concept in Banner ODS.

Report Studio allows you to drill through from one report to another report that contains related information. Suppose one of your reports shows Organization Code and Curr Adopted Budget information (Fiscal Period, Fund, Organization Code, Account, Account Type and Curr Adopted Budget) and you know that another report lists the summary information for the Budget for that Fiscal Year and Fiscal Period. You can create a drill-through report so that when someone clicks on a Organization in the parent report, they will see the child report with the Fund, Organization Code, Account and Curr Budget Information.

To create a drill-through, you must have a parent (summary) report and a child (detail) report. In the child report, you create a filter with a parameter that relates to a column in the parent report. The following exercises should make this clear. You will first create the child report.

Note: In order to keep the reports straight when developing them, it is a good practice to name your child report as a Detail report and the parent as a Summary Report.
Data package
Exercise 1: Creating a Detail-level List Report

Steps

Follow these steps to create a detail-level list report with filter.

1. On the Report Studio toolbar, select the New button to create a new report.

2. In the New box, select List then OK.


4. Select inside the column of the Fund and Organization column then, on the toolbar, select the Group/ Ungroup button to remove duplicate values.

5. Select inside the Column of the Curr Adopted Budget item, hold down the CTRL key and select the column of the Curr Remaining Balance item.
6. On the toolbar, click the **Aggregate** button's down-arrow. Select **Total**.

Your report columns should look like the ones below:

![Report Columns](image)

You will next create a filter with a parameter to make the report the child for another report.

7. On the toolbar, select the **Filters** button. In the Filters window, select the **Add** button.

8. In the **Detail Filter Expression** window's pane, expand the Operating Ledger package, expand the Operating Ledger view then double-click **Fund**.

9. In the **Expression Definition** editor, following `[Fund]` type

   `= ?Fund?`

   Note: The parameter name, which is enclosed by the question marks (Fund, in this case) can be any meaningful name you choose.

10. Select the **Validate** button. When the **Information** pane reads **No errors**, select **OK**. Select **OK** a second time to return to the **Report Studio** window.

    Note: Now that you've done this, the report will use the **Fund** as a parameter.
within your filter and will give you results based only on the Fund selected when the report is run.

11. Give the report the title **Drill Detail** or **Drill Target**. To do this, double-click just above the report columns on the words that say **Double click to edit text**. In the text box that appears, type **Drill Target**. Select **OK**.

12. On the **Report Studio** window **File** menu, select **Save As**.

13. In the Save As **Name** box, type **your initials Drill Target**. Select **Save**.
Exercise 2: Creating a Parent Report with Drill-Through

Introduction

In this exercise, you will create the parent report with a drill through. The parent report will provide a column (Fund) that will drill through to the child report you just created.

Steps

Follow these steps to create a parent-level report.

1. On the Report Studio toolbar, select the New button to create a new report.

2. In the New box, select List then OK.


4. Select the title of the Fund column then, on the toolbar, select the Group/Ungroup button to remove duplicate values.

5. Select the title of the Sum Remaining Balance item. On the toolbar, select the Aggregate button’s down-arrow. Select Total.

6. Give the report the title, Drill Parent (Summary). To do this, double-click just above the report columns on the words that say Double click to edit text. In the text box that appears, type Drill Parent (Summary) then select OK.

    Next, you will use the Fund column as the drill through to get to the child report.

7. Select the Fund Column. DO NOT select the column title.
8. In the **Properties** pane, under **Data**, double-click **Drill Through Definitions**. You will see a window like the one below:

![Drill Through Definitions window](image)

9. Select the **Add** button. The **Drill Through** window now looks like the one below:

![Drill Through window](image)

10. In the **Properties** pane of the **Drill Through** window, click the ellipsis button under **Target Report, Report**.
11. From the **Open** box, select *your initials Drill Target* then select **Open**. Select **OK**. The parameter (**Fund**) that you created in the child report now appears below **Drill Through** in the left pane.

12. Under the **Target Report** area, select the check box next to **Open in new window**. The window with the parameter added should look like the one below:

![Drill-Through Definitions](image)

13. Click on the **Pencil** icon.

   **Note:** A parameter window will open.

14. Select from the drop down in the Column Title- **Method, Pass Data Item Value**.

   **Note:** This will cause a drop down arrow to appear in the column, **Value**.

15. Select, **Fund**, which is the parameter on the Child Report.

16. Select **OK**.
17. Select **OK**.

18. In the **Report Studio** window, notice that the **Fund** values are now underlined links with a plus sign to the left of each value.

19. Run the report. The **Report Viewer** columns will look like the ones below.

Page down to see the rest of the data.

20. Under the **Fund** column, click on the ‘1110’ link. The drill-through report runs and a new **Report Viewer** window shows the **Child (Detail) Report** with more details.

Page down to see the rest of the data.

22. On the **Report Studio** window **File** menu, select **Save As**.

23. In the Save As **Name** box, type *your initials Drill Parent*.

24. Select **Save**.