



Exercise 3: *Sorts & Page Layout*

Lesson Description

The exercise in Lesson 3 creates a simple report, which will display unreconciled transactions by account number. Once created, this report will be edited to display account numbers only when there is a change in the display of an account number. The report's layout will then be modified to display the report by each account number as a separate page.

Training Objectives

At the conclusion of this lesson, PCMS Area Program Coordinators and Local Area Program Coordinators will be able to:

1. Edit a report.
2. Add a sort.
3. Change the page layout.

Methodology

This lesson will be delivered as an Instructor-led exercise.

References. None.

Enclosures. None.

Preparation. Using your PCMS Username, log on to Discoverer



Figure 3-1

Creating the Basic Query / Report

Step 1. At the initial Workbook Wizard page, select *Create a New Workbook* and *Table*, and click

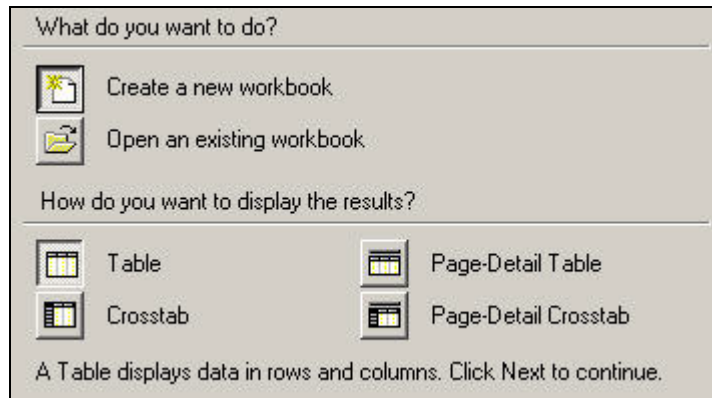
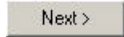




Figure 3-2

Step 2. Next, open the *Card Transaction* folder from the *Available* column on the left, by clicking on the .



Select the following fields:

1. *Region*
2. *Unit*
3. *Sub Unit*
4. *Account Number*
5. *Transaction Amount*
6. *Merchant Name*
7. *Purchase Date*
8. *Action Code*

When this action is completed, your *Selected* column on the right-hand side of the paged should appear like Figure 3-3 below. If yes, click  to proceed.

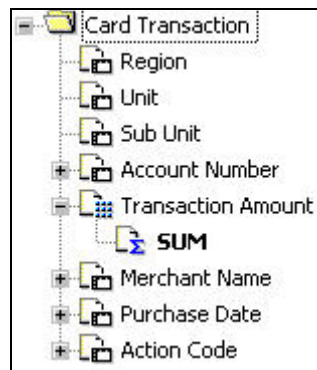



Figure 3-3

Step 3. No customization of this report is required yet. First we want to ensure the query we're building returns the data necessary to complete the report, so click  and proceed to the next Workbook Wizard page.

Step 4. To set the conditions for your query/report, click the next to *All Items*. You should see a window containing each of the fields selected in Workbook Wizard Step 2, shown below in Figure 3-4.

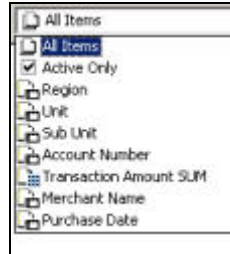


Figure 3-4

Depending on the permissions granted to your Username, you may want to set conditions for *Region*, *Unit* and *Sub Unit*, as done in Lesson 2. For this query/report, you want to set a condition for *Action Code* as well. See Figure 3-5.



Figure 3-5

Select Action Code from the drop-down menu, and click . Use the default condition '=', insert the value 'U' (Unapproved) in the *Value(s)* field, and click .

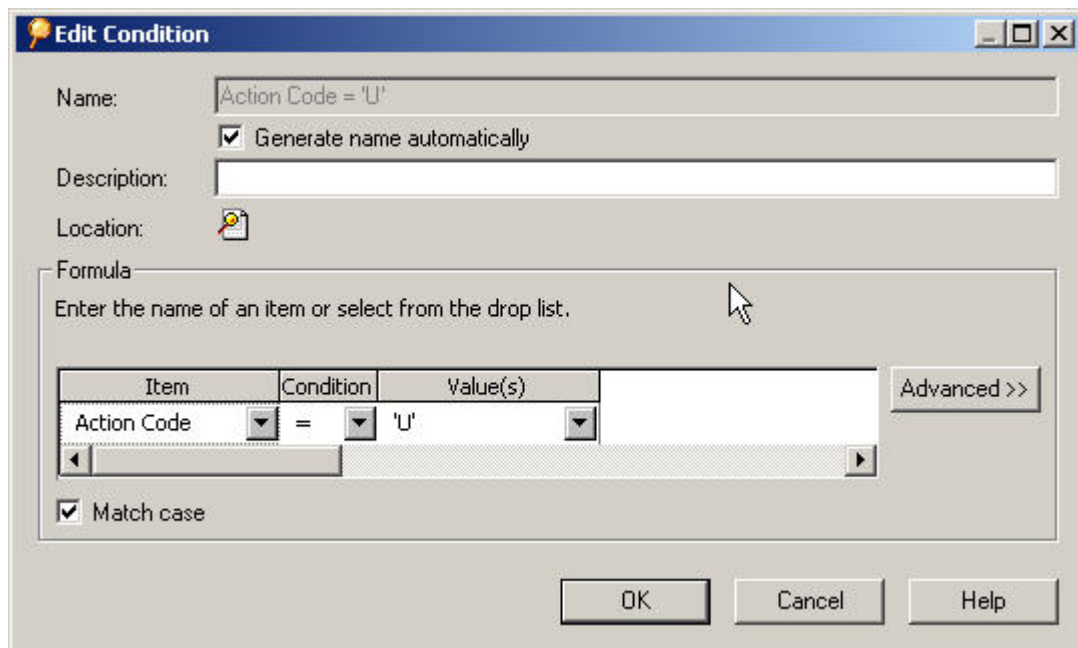



Figure 3-6

Your query/report is ready to run. Click on  and your report will appear.

	g	r	b	U	ount Num	Merchant Name	Purchase Date
▶ 1	0	0	000	0000324	JIFFY LUBE	05-Feb-2003	
▶ 2	0	0	000	0000324	JIFFY LUBE	05-Feb-2003	
▶ 3	0	0	000	0000324	LOCHSA LODGE	05-Feb-2003	
▶ 4	0	0	000	0000324	PWI*PHOTOWORKS	10-Feb-2003	
▶ 5	0	0	000	0000324	LOLO HARVEST FO	11-Feb-2003	
▶ 6	0	0	000	0000050	BLACK & VAIL OFFI	14-Feb-2003	
▶ 7	0	0	000	0000313	WESTERN MONTAN	13-Feb-2003	
▶ 8	0	0	000	0000324	KEARSTEN K EDWA	13-Feb-2003	

Figure 3-7

Columns of the initial results table will likely appear truncated as in Figure 3-7 above. In order to re-size the columns, click on the blank (gray) cell in the upper left-hand corner of the table. This will select the entire table for an action, highlighting all items in the table blue. See Figure 3-8 below.

	Region	Unit	Sub Unit	ount Num	erchant Name (D, P,	urchase D
▶ 1	01	05	00000	00003241	JIFFY LU U	05-Feb-20
▶ 2	01	05	00000	00003241	JIFFY LU U	05-Feb-20
▶ 3	01	05	00000	00003241	LOCHSA U	05-Feb-20

Figure 3-8

Now, move to the tool bar at the top of your screen, and click on *Format, Columns and Auto Size*. (See Figure 3-9.) This action will adjust each column to display complete labels and data strings.

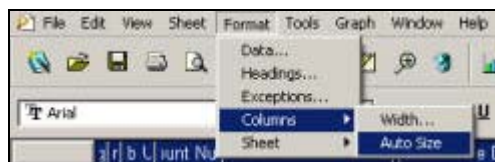


Figure 3-9




Your results set table should now appear similar to Figure 3-10 below. The *Account Number* column has been deliberately compressed for security.

	Region	Unit	Sub Unit	unt Nu	Merchant Name	Action Code (D, P, U, A, Q, R)	Purchase Date
▶ 1	01	05	00000	000032	JEFFY LUBE	U	05-Feb-2003
▶ 2	01	05	00000	000032	JEFFY LUBE	U	05-Feb-2003
▶ 3	01	05	00000	000032	LOCHSA LODGE	U	05-Feb-2003
▶ 4	01	05	00000	000032	PWT*PHOTOWORKS	U	10-Feb-2003
▶ 5	01	05	00000	000032	LOLO HARVEST FOODS SXR	U	11-Feb-2003
▶ 6	01	05	00000	000005	BLACK & VAIL OFFICE PR	U	14-Feb-2003
▶ 7	01	05	00000	000031	WESTERN MONTANA CLINIC	U	13-Feb-2003
▶ 8	01	05	00000	000032	KEARSTEN K EDWARDS 0	U	13-Feb-2003
▶ 9	01	05	00000	000032	CONVENIENCE CHECK FEE	U	18-Feb-2003
▶ 10	01	05	00000	000005	PERFECTION TIRE #12	U	18-Feb-2003
▶ 11	01	05	00000	000032	JWOD.COM	U	20-Feb-2003
▶ 12	01	05	00000	000032	JWOD.COM	U	20-Feb-2003
▶ 13	01	05	00000	000032	MISSOULA MOTOR PARTS #554	U	20-Feb-2003
▶ 14	01	05	00000	000005	GLENWOOD CARWASH 0	U	14-Feb-2003
▶ 15	01	05	00000	000005	CONVENIENCE CHECK FEE	U	24-Feb-2003
▶ 16	01	05	00000	000032	VIKING OFFICE PRODUCTS	U	20-Feb-2003
▶ 17	01	05	00000	000032	TREMPERS	U	21-Feb-2003
▶ 18	01	05	00000	000032	SELBYS ESSCO	U	20-Feb-2003
▶ 19	01	05	00000	000032	BOYCE TRUE VALUE LUMBE	U	21-Feb-2003
▶ 20	01	05	00000	000032	OVERHEAD DOOR OF MISSOUL	U	21-Feb-2003
▶ 21	01	05	00000	000032	PRUYN VETERINARY HOSPITAL	U	20-Feb-2003
▶ 22	01	05	00000	000032	QUALITY SUPPLY	U	20-Feb-2003
▶ 23	01	05	00000	000036	DEBIT PURCHASE BALANCE X	U	10-Feb-2003
▶ 24	01	05	00000	000036	CREDIT PURCHASE BALANCE X	U	18-Feb-2003
▶ 25	01	05	00000	000036	TRANSFER FRAUD PURCHASE X	U	10-Feb-2003
▶ 26	01	05	00000	000005	BUREAU OF LAND MGMT	U	24-Feb-2003
▶ 27	01	05	00000	000005	USDA GRADUATE SCHOOL WEB	U	25-Feb-2003
▶ 28	01	05	00000	000005	USDA GRADUATE SCHOOL WEB	U	25-Feb-2003
▶ 29	01	05	00000	000032	GSA ESS ADV	U	19-Feb-2003

Figure 3-10

Adding a Sort

To edit this report, you'll add a *Sort* to *Account Number*. The effect of this sort will change the display of your data to show an *Account Number* only when a new *Account Number* is displayed within the *Account Number* column.

Click on the *Edit Sheet* icon  on the tool bar at the top of the screen. It looks like a table with a pencil on top of it. Alternatively, you can access the *Edit Sheet* from the tool bar by selecting *Sheet>Edit Sheet...*, or go directly to the *Sort Table* window by selecting *Tools>Sort...* The *Edit Sheet* page is depicted in Figure 3-11 below.

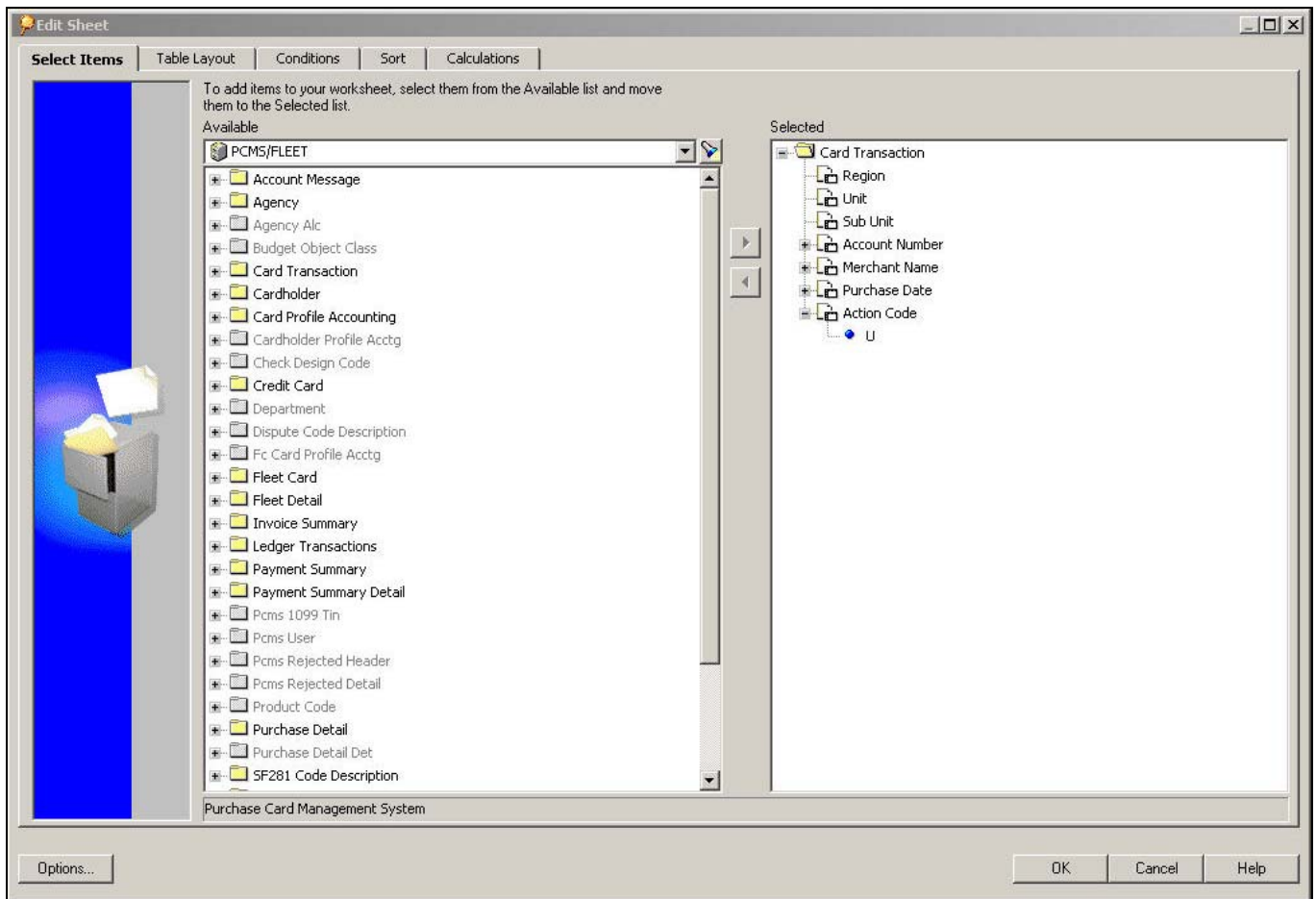


Figure 3-11

Select the *Sort* tab at the top of the window, and the page shown in Figure 3-12 will appear.

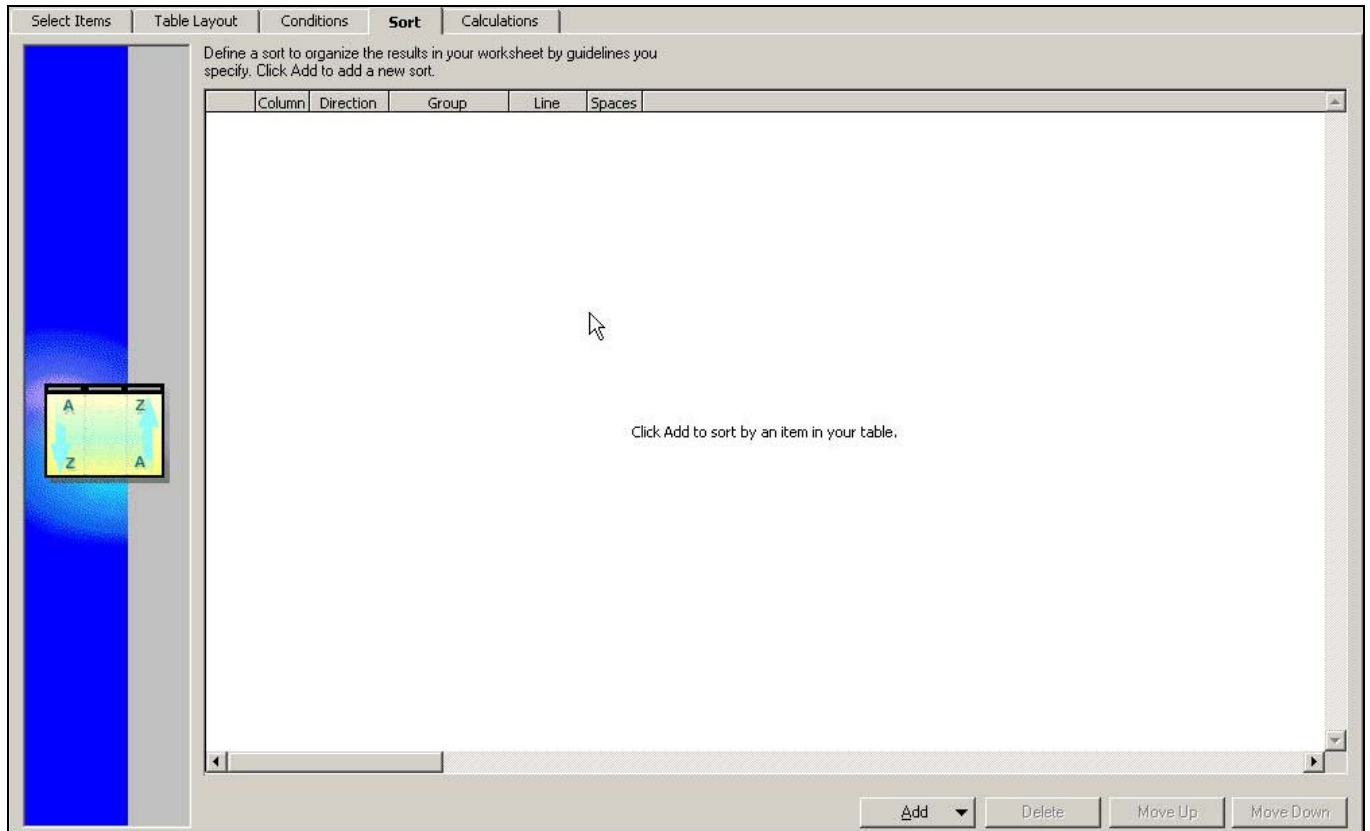




Figure 3-12

Next, click , which opens a drop-down list displaying each of the columns in your report. Select *Account Number*, and your display will change as shown in Figure 3-13 below. Click on  under *Group*, and select *Group Sort*.

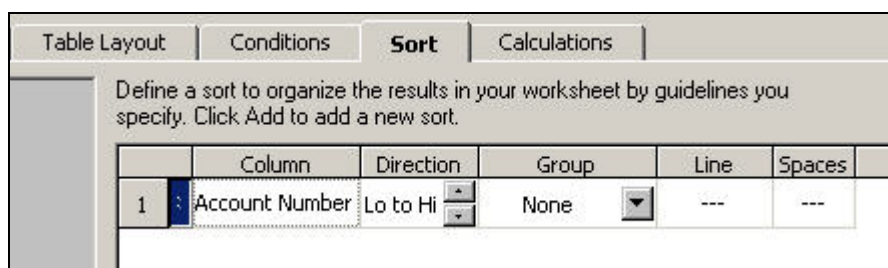
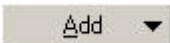



Figure 3-13

Click  again, and select *Region*. Click on  under *Group*, and select *Hidden*. This action will cause the redundant data in the Region column to be hidden in the report. Repeat this process to hide other redundant data, such as *Unit*, *Sub Unit* or *Action Code*, until your window looks similar to Figure 3-14 below.

	Column	Direction	Group	Line	Spaces
1	Account Number	Lo to Hi	Group Sort	1	0
2	Region	Lo to Hi	Hidden	---	---
3	Unit	Lo to Hi	Hidden	---	---
4	Sub Unit	Lo to Hi	Hidden	---	---
5	Action Code	Lo to Hi	Hidden	---	---


Figure 3-14

When satisfied with the Sorts selected, click . Discoverer will present a modified report (Figure 3-15) reflecting the changes made at the *Edit Sheet* screen.

	unt Nu	Merchant Name	Purchase Date
> 1	000005	BUREAU OF LAND MGMT	27-Feb-2003
> 2		BLACK & VAIL OFFICE PR	14-Feb-2003
> 3		DT *DULUTH TRADING CO	03-Mar-2003
> 4		USGOVT PRINTING OFC 40	28-Feb-2003
> 5		PERFECTION TIRE #12	18-Feb-2003
> 6	000005	MEDIC FIRST AID INTL	25-Feb-2003
> 7		FRANCOTYP-POSTALIA/MET	26-Feb-2003
> 8		QUALITY HEATING & A/C 0	28-Feb-2003
> 9		CONVENIENCE CHECK FEE	05-Mar-2003
> 10		JAMES R. TALBOTT 0	21-Feb-2003
> 11		CONVENIENCE CHECK FEE	27-Feb-2003
> 12		CONVENIENCE CHECK FEE	27-Feb-2003
> 13		JAMES R TALBOTT 0	24-Feb-2003
> 14		CLEARWATER RC&D 0	27-Feb-2003
> 15		CONVENIENCE CHECK FEE	04-Mar-2003
> 16	000005	THE HOME DEPOT 1808	26-Feb-2003
> 17	000005	WWW.ADOBE.COM/STORE	26-Feb-2003
> 18		COMMERCIAL TIRE 27	26-Feb-2003
> 19		LAWSON PRODUCTS	27-Feb-2003
> 20		BUREAU OF LAND MGMT	24-Feb-2003
> 21		WEST GROUP	26-Feb-2003
> 22		UI BOOKSTORE MAIL-PHONE	27-Feb-2003
> 23		GRAPHIC PRODUCTS INC	03-Mar-2003
> 24		EMERALD PETROLEUM SERVICE	28-Feb-2003
> 25		QUILL CORPORATION	28-Feb-2003
> 26		DON BURNSIDE 0	27-Feb-2003
> 27		CONVENIENCE CHECK FEE	04-Mar-2003
> 28	000005	RIVERSIDE CAR WASH 0	24-Feb-2003
> 29		UNICOR FED PRISON	25-Feb-2003

Figure 3-15

Changing the Layout

Click on the *Edit Sheet* icon  on the tool bar at the top of the screen or, from the tool bar, select *Sheet>Edit Sheet...* to access the *Edit Sheet*. Click on the *Table Layout* tab. See Figure 3-16 below.

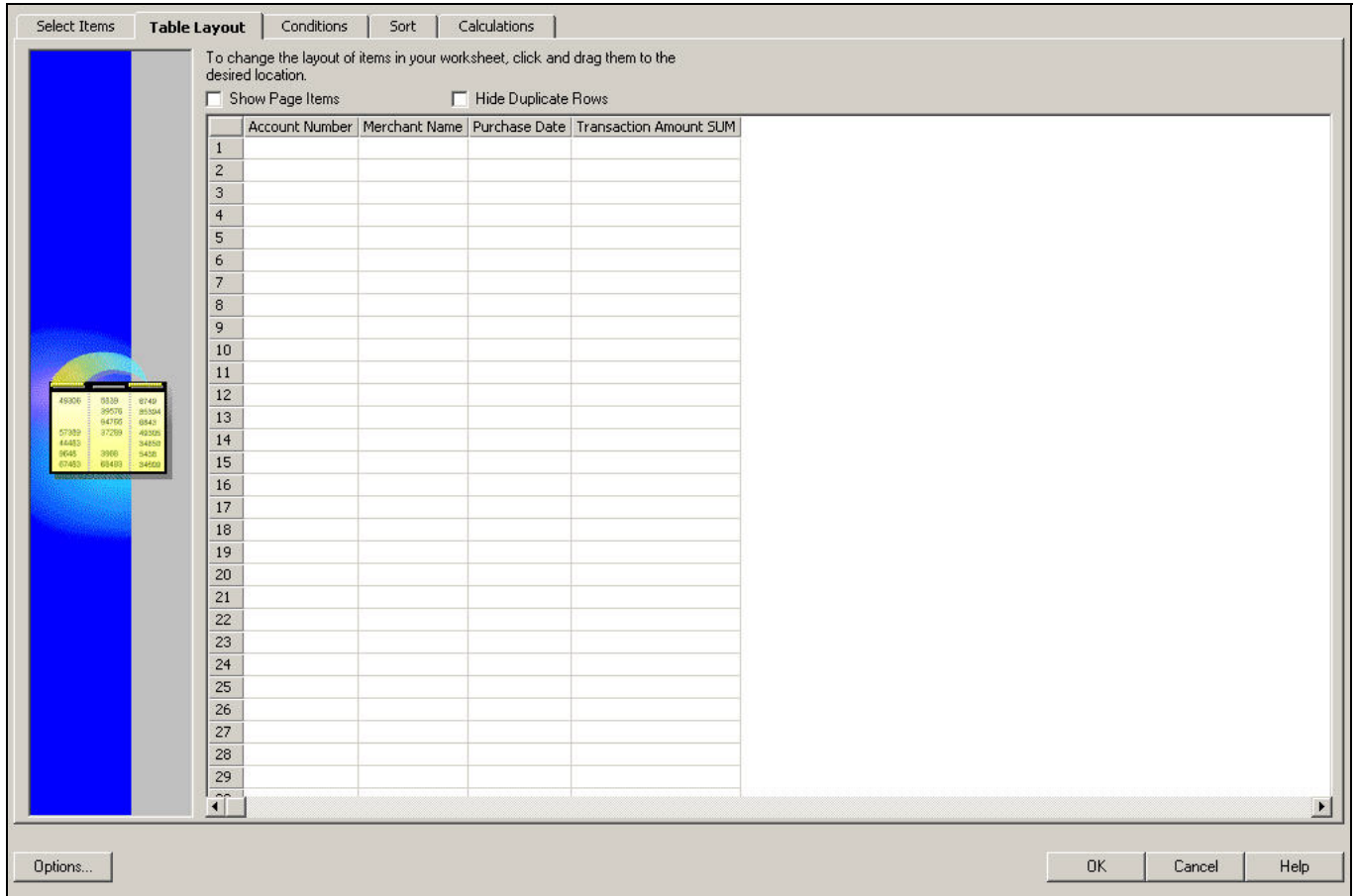


Figure 3-16

Click on the Check Box labeled *Show Page Items*, which opens a field above the report display, as shown in Figure 3-17 below.

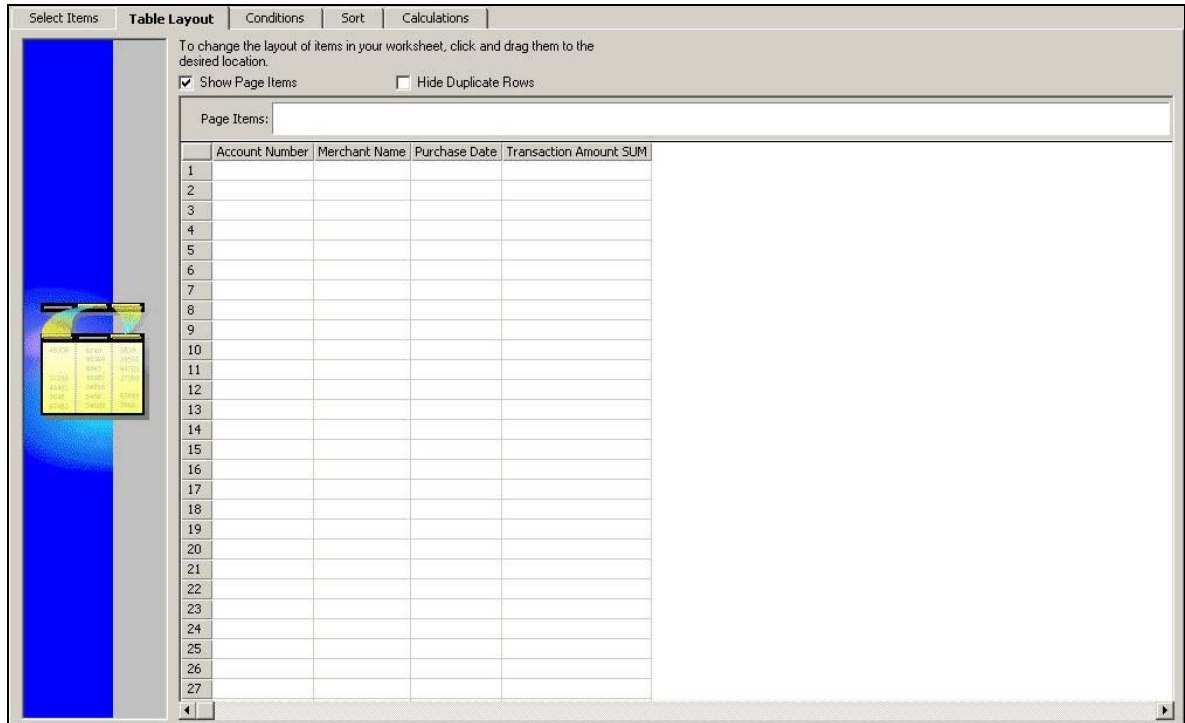



Figure 3-17

Drag-and-drop the *Account Number* label on the first column of the report into the white field labeled *Page Items*: The *Account Number* displayed in the example below is distorted for security reasons.



Figure 3-18

Click , and your report should appear similar to Figure 3-19 below. Again, the *Account Number* displayed in the example below is distorted for security reasons.

Page Items: Account Number: 000005			
	Merchant Name	Purchase Date	Transaction Amount SUM
> 1	BLACK & VAIL OFFICE PR	14-Feb-2003	\$1,168.00
> 2	BUREAU OF LAND MGMT	27-Feb-2003	\$9.79
> 3	DT *DULUTH TRADING CO	03-Mar-2003	\$72.92
> 4	PERFECTION TIRE #12	18-Feb-2003	\$75.90
> 5	USGOVT PRINTING OFC 40	28-Feb-2003	\$55.00

Figure 3-19

To view records within your report associated with a specific account number, click on the down-arrow next to the current *Account Number* in the *Page Items* field, select another *Account Number*, and view the new results set.


Finally, save your report by clicking on , selecting a computer or the database for storing your report (Figure 3-20), and saving this report as *Unreconciled Transactions* (Figure 3-21).



Figure 3-20

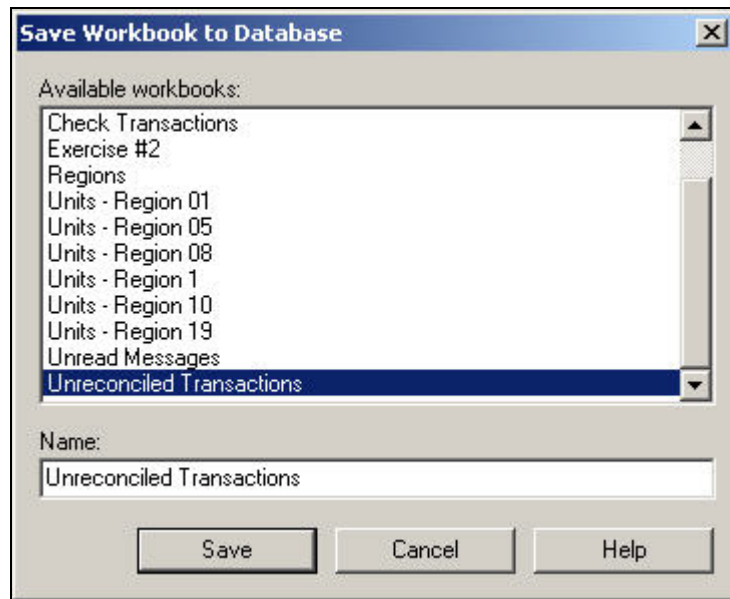


Figure 3-21

Summary. In this lesson/exercise, you successfully created a report identifying unreconciled transactions, then edited your report with additional sorts and changed the table layout. In the next lesson/exercise, you'll learn to add parameters to a report, which allows the user to enter values, such as account numbers, to tailor your report results set.