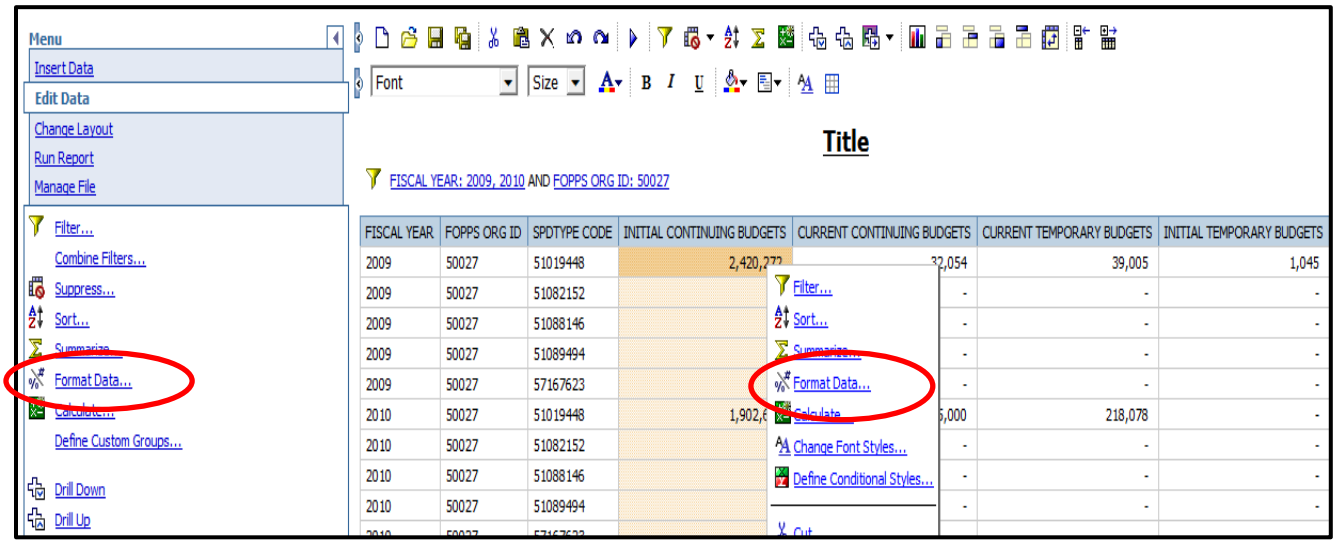
Step-by-Step Guide
Query Studio Formatting a Report

Reports created in Query Studio can be formatted to suit your specific needs.

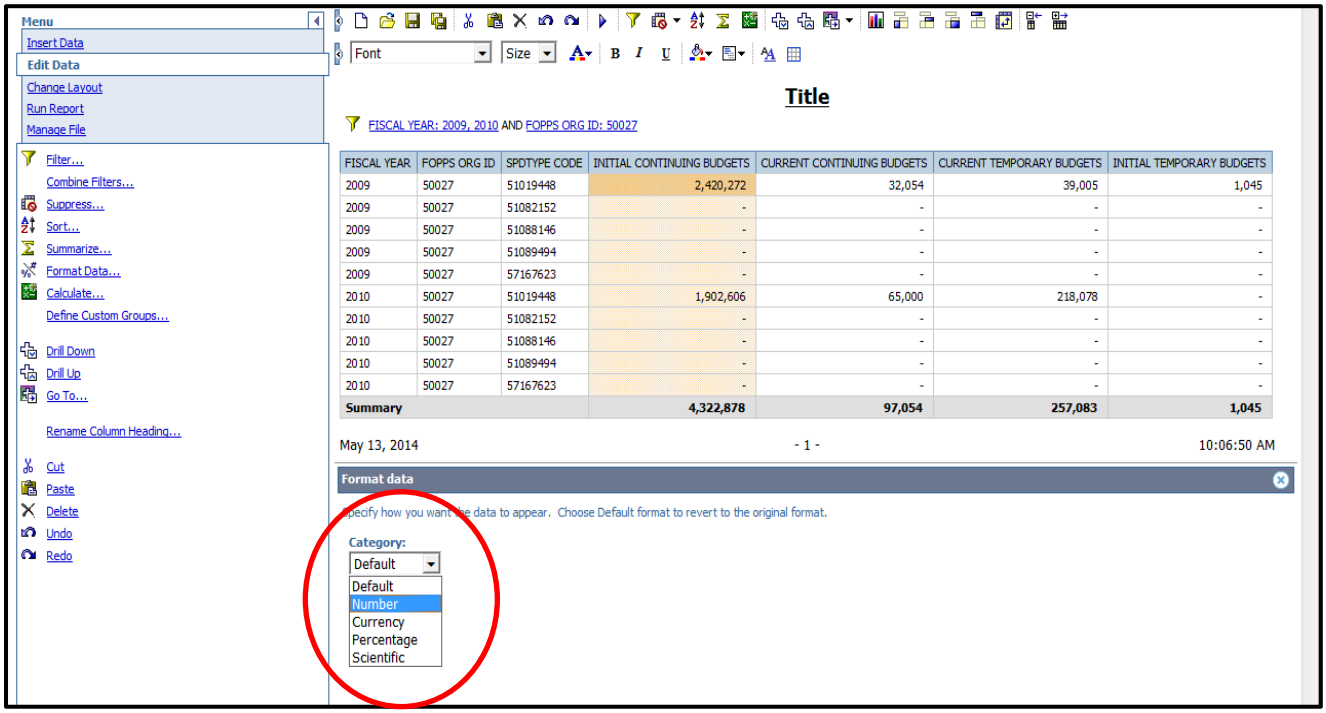
- Data can be formatted as numbers, currency, percentages, or scientific.
- Data can also be conditionally formatted.
- Fonts can be formatted to change size and style.
- Report Titles can be customized.

Data Formats

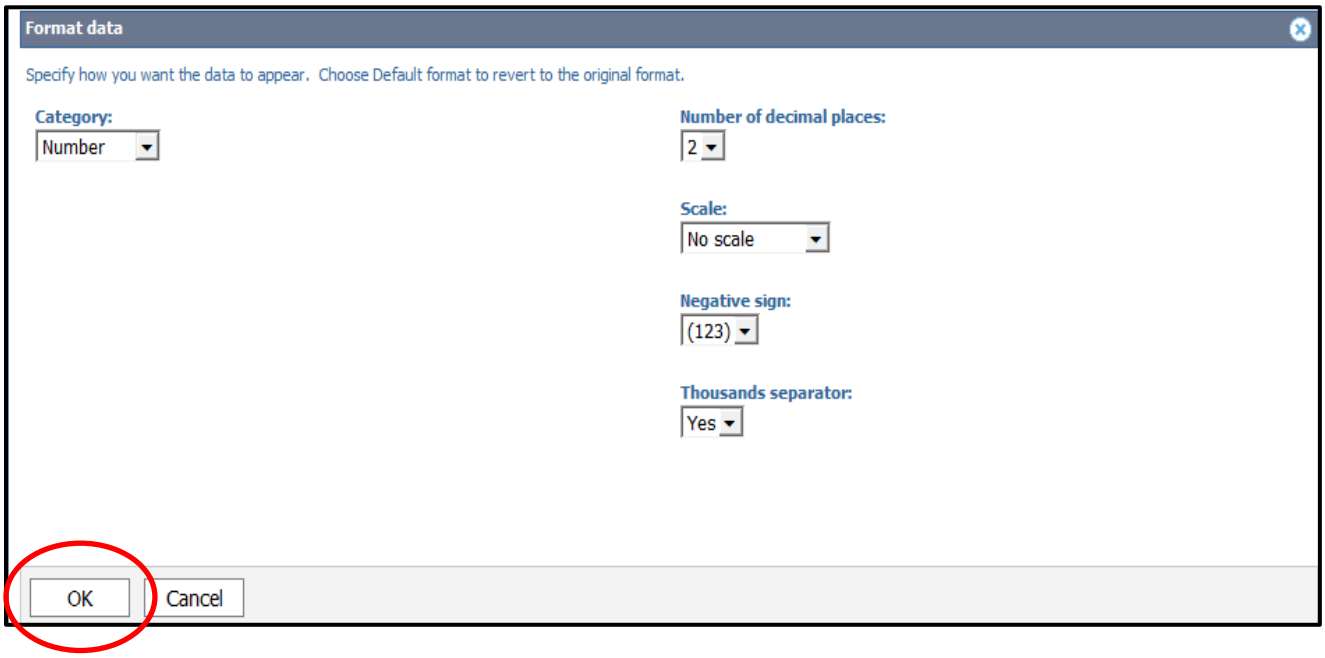
To change data formats, either right click on the data you would like to format, and select **Format Data,** or click on the data you would like to format, and then click on **Format Data** under Edit Data to the left.



Select the format category you would like to use. In this example, select **Number.**



Here you can continue to format the data by defining the number of decimal places, the scale, how negative numbers appear, and if you would like to show the thousands separator. After you have made your selections, click **OK.**



Note that the appearance of the data has changed to the specified format.

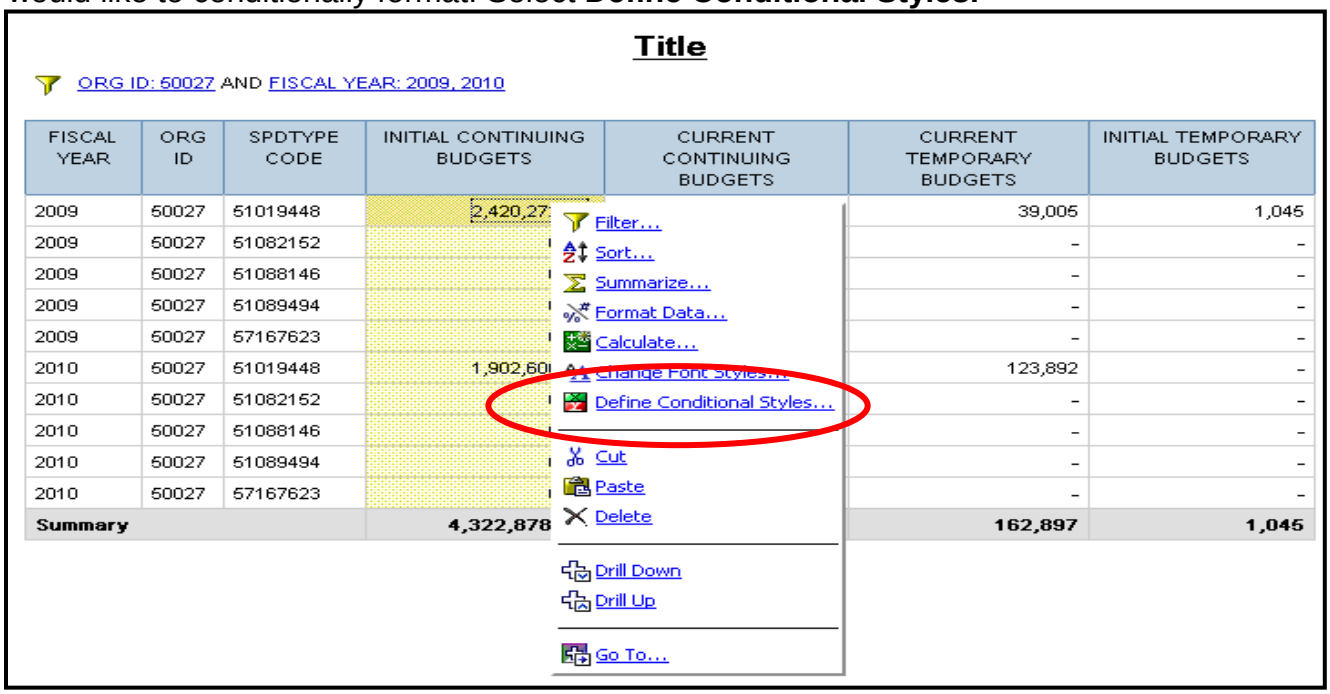
Title

ORG ID: 50027 AND FISCAL YEAR: 2009, 2010

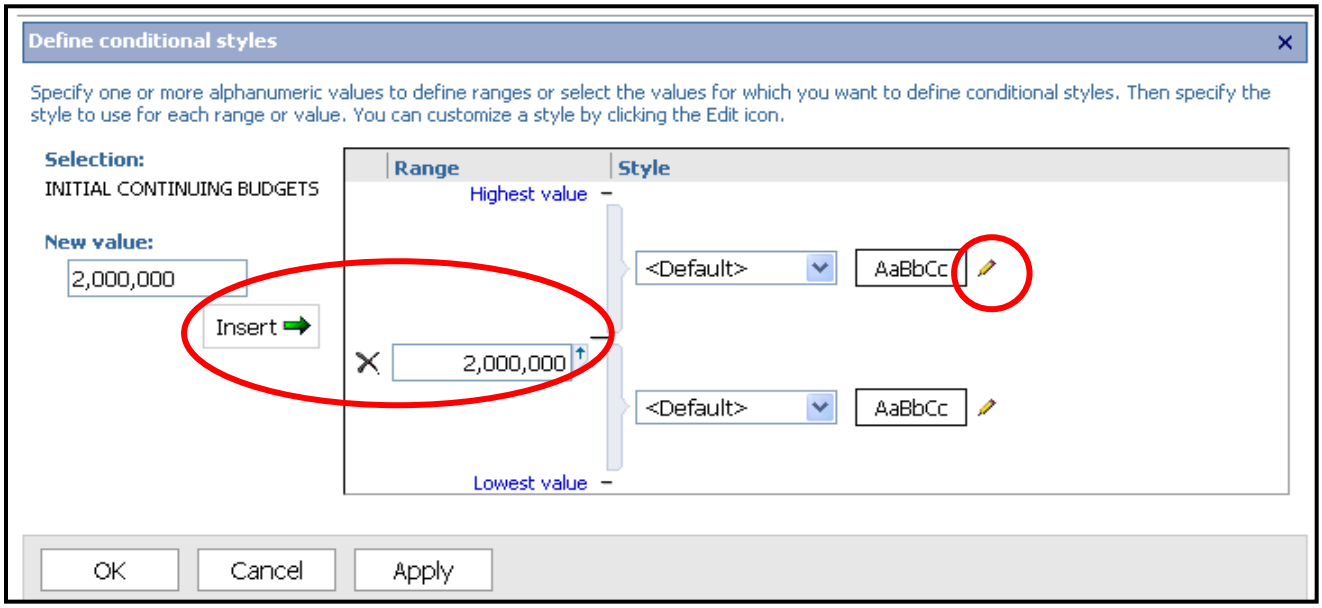
FISCAL YEAR	ORG ID	SPDTYPE CODE	INITIAL CONTINUING BUDGETS	CURRENT CONTINUING BUDGETS	CURRENT TEMPORARY BUDGETS	INITIAL TEMPORARY BUDGETS
2009	50027	51019448	2,420,272.00	32,054	39,005	1,045
2009	50027	51082152	0.00	-	-	-
2009	50027	51088146	0.00	-	-	-
2009	50027	51089494	0.00	-	-	-
2009	50027	57167623	0.00	-	-	-
2010	50027	51019448	1,902,606.00	65,000	123,892	-
2010	50027	51082152	0.00	-	-	-
2010	50027	51088146	0.00	-	-	-
2010	50027	51089494	0.00	-	-	-
2010	50027	57167623	0.00	-	-	-
Summary			**4,322,878.00**	**97,054**	**162,897**	**1,045**

Conditional Formatting

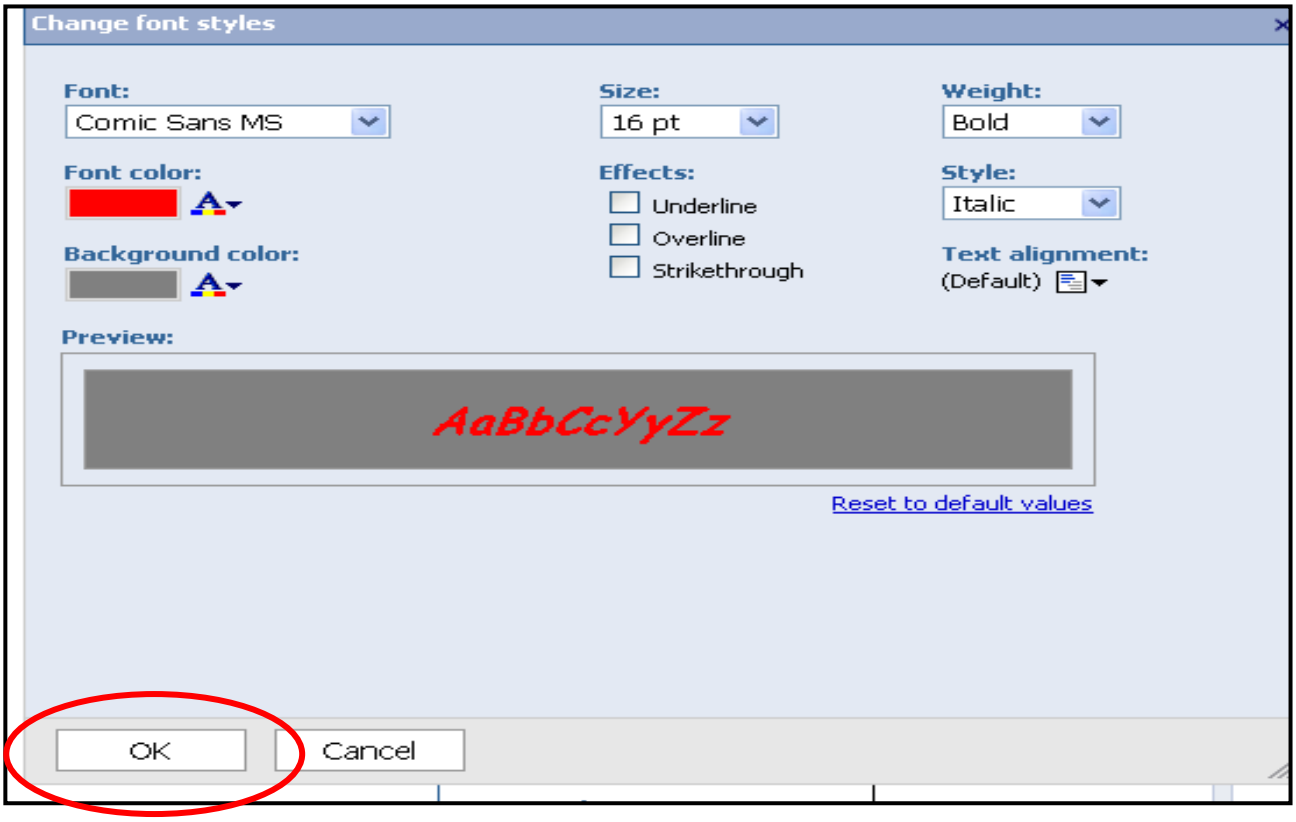
Conditional formatting can be used to change the appearance of data that meets specific criteria. In order to conditionally format data, right-click on the range of data you would like to conditionally format. Select **Define Conditional Styles.**



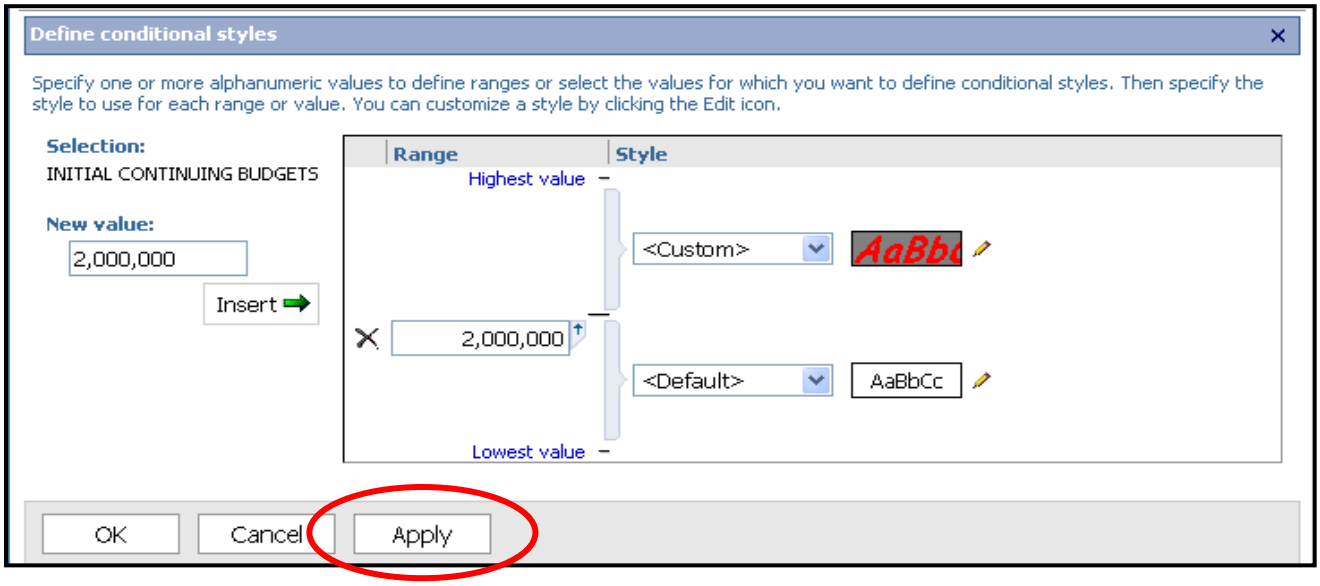
In this example, you will define conditional styles to identify budget amounts that are greater than $2,000,000. Type ***2,000,000*** in the **New value** field and click **Insert.** To specify the format for budget amounts over $2,000,000, click on the **Edit Style** icon.



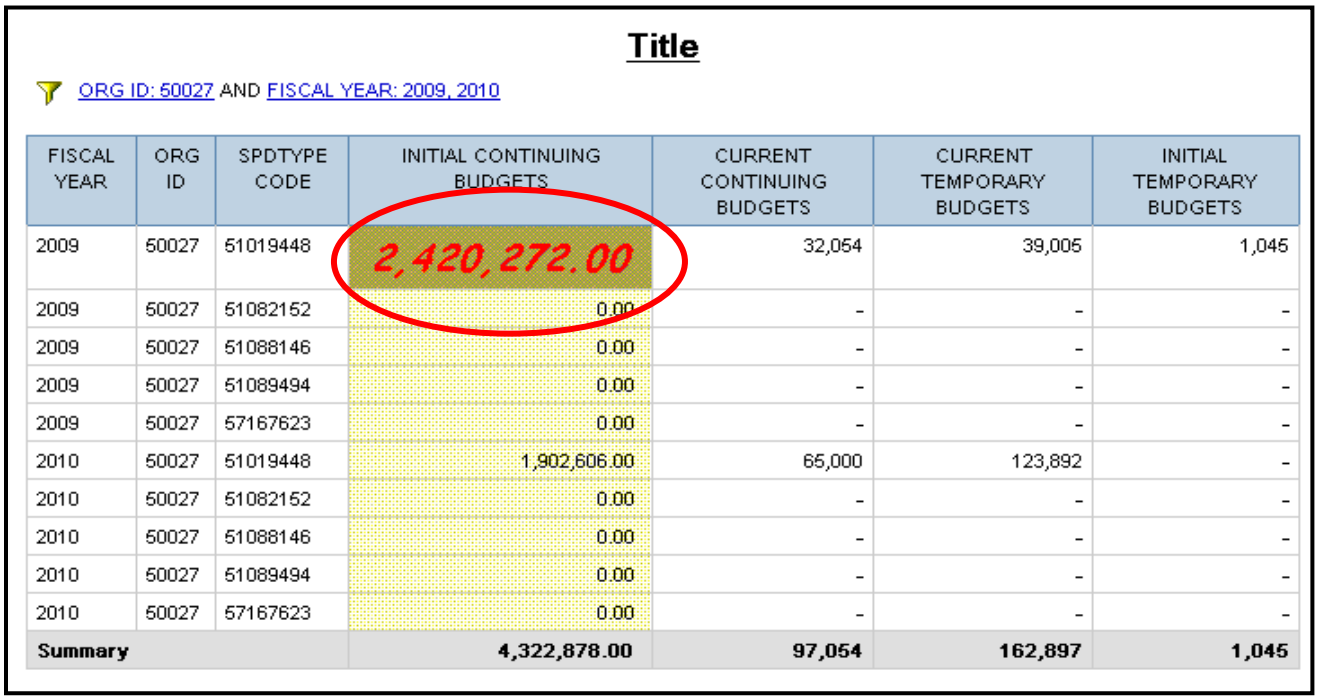
Select the **Font, Font Color, Background Color, Size, Weight, Style, Effects** and **Alignment** to format budget amounts that are greater than $2,000,000, and click **OK.**



Click **Apply.**



Note that the data format for budget amounts greater than $2,000,000 has changed.



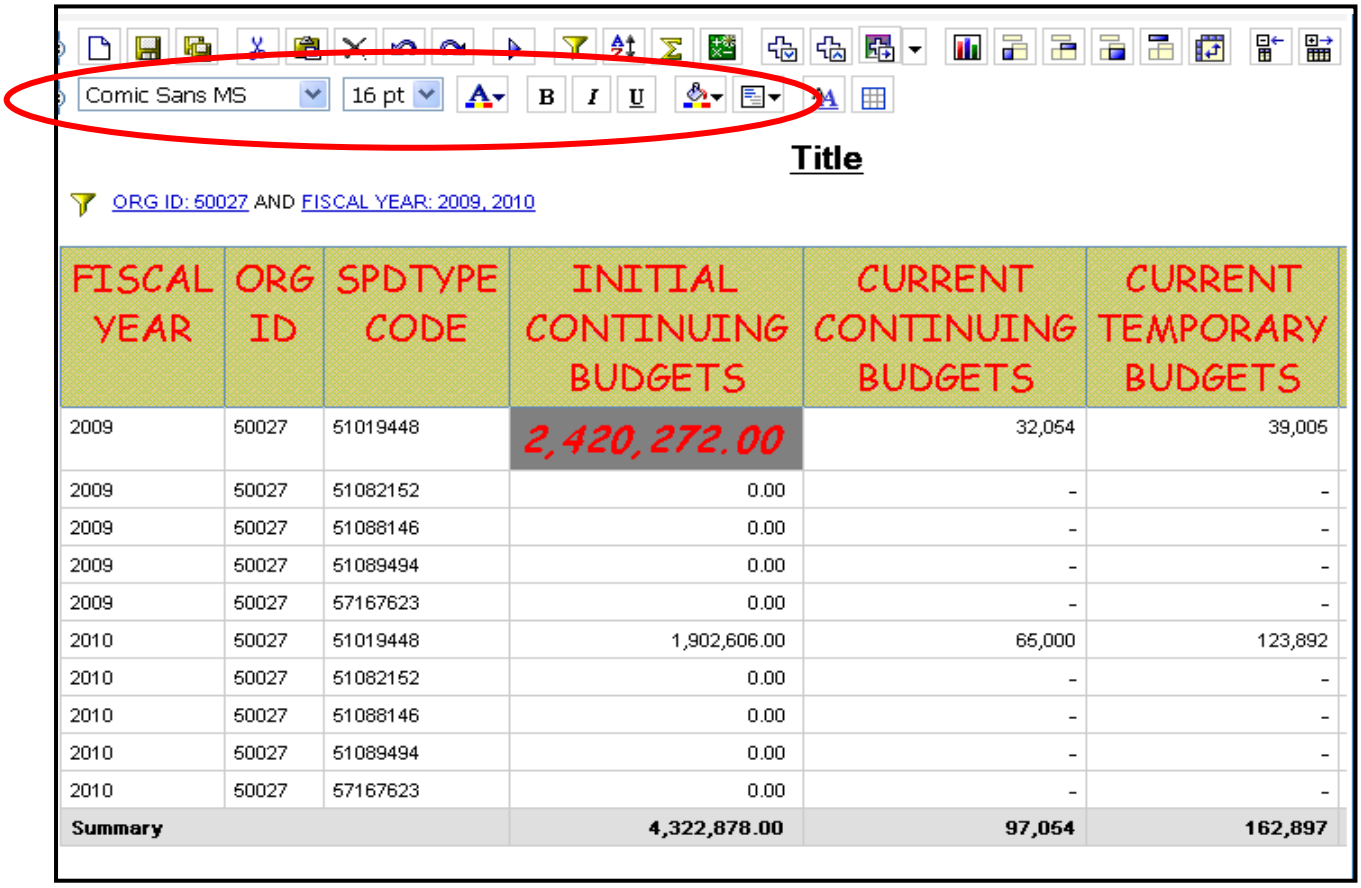
Title

ORG ID: 50027 AND FISCAL YEAR: 2009, 2010

FISCAL YEAR	ORG ID	SPDTYPE CODE	INITIAL CONTINUING BUDGETS	CURRENT CONTINUING BUDGETS	CURRENT TEMPORARY BUDGETS	INITIAL TEMPORARY BUDGETS
2009	50027	51019448	2,420,272.00	32,054	39,005	1,045
2009	50027	51082152	0.00	-	-	-
2009	50027	51088146	0.00	-	-	-
2009	50027	51089494	0.00	-	-	-
2009	50027	57167623	0.00	-	-	-
2010	50027	51019448	1,902,606.00	65,000	123,892	-
2010	50027	51082152	0.00	-	-	-
2010	50027	51088146	0.00	-	-	-
2010	50027	51089494	0.00	-	-	-
2010	50027	57167623	0.00	-	-	-
Summary			**4,322,878.00**	**97,054**	**162,897**	**1,045**

Report Fonts

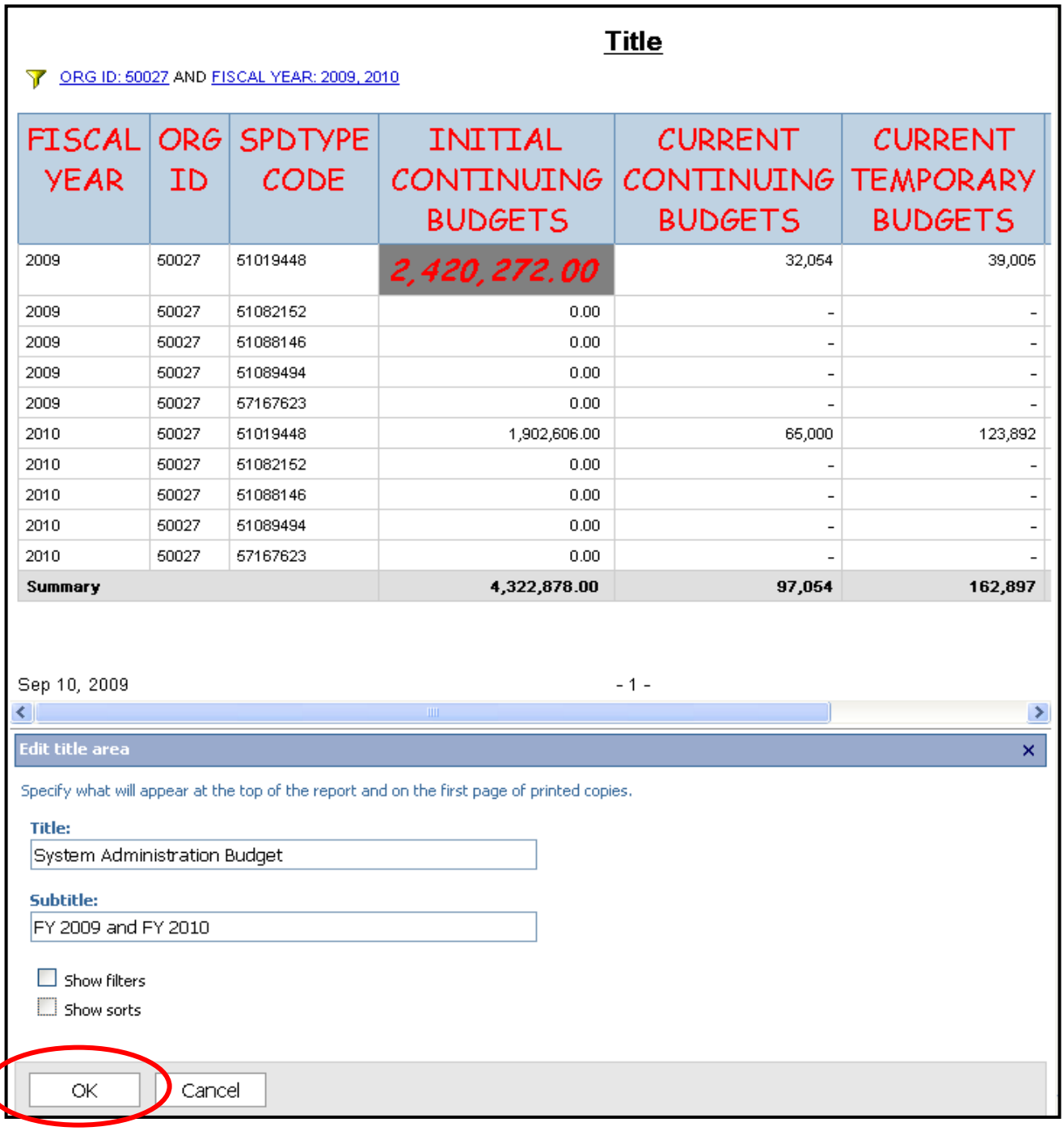
To change the font of report items, select the items you would like to change. Select the **Font Type**, **Size**, and **Color** from the dropdown menus. You can also format items as **Bold, Italic,** and **Underlined,** and change the **Text Alignment.**



FISCAL YEAR	ORG ID	SPDTYPE CODE	INITIAL CONTINUING BUDGETS	CURRENT CONTINUING BUDGETS	CURRENT TEMPORARY BUDGETS
2009	50027	51019448	2,420,272.00	32,054	39,005
2009	50027	51082152	0.00	-	-
2009	50027	51088146	0.00	-	-
2009	50027	51089494	0.00	-	-
2009	50027	57167623	0.00	-	-
2010	50027	51019448	1,902,606.00	65,000	123,892
2010	50027	51082152	0.00	-	-
2010	50027	51088146	0.00	-	-
2010	50027	51089494	0.00	-	-
2010	50027	57167623	0.00	-	-
Summary			**4,322,878.00**	**97,054**	**162,897**

Report Titles

To change the title of a report, click **Title.** Type the desired **Title** and **Subtitle.** You also have the option to hide filters and sorts from the heading of your report. Click **OK.**



FISCAL YEAR	ORG ID	SPDTYPE CODE	INITIAL CONTINUING BUDGETS	CURRENT CONTINUING BUDGETS	CURRENT TEMPORARY BUDGETS
2009	50027	51019448	2,420,272.00	32,054	39,005
2009	50027	51082152	0.00	-	-
2009	50027	51088146	0.00	-	-
2009	50027	51089494	0.00	-	-
2009	50027	57167623	0.00	-	-
2010	50027	51019448	1,902,606.00	65,000	123,892
2010	50027	51082152	0.00	-	-
2010	50027	51088146	0.00	-	-
2010	50027	51089494	0.00	-	-
2010	50027	57167623	0.00	-	-
Summary			**4,322,878.00**	**97,054**	**162,897**

Note that your report Title has changed.

System Administration Budget

FY 2009 and FY 2010

FISCAL YEAR	ORG ID	SPDTYPE CODE	INITIAL CONTINUING BUDGETS	CURRENT CONTINUING BUDGETS	CURRENT TEMPORARY BUDGETS
2009	50027	51019448	2,420,272.00	32,054	39,005
2009	50027	51082152	0.00	-	-
2009	50027	51088146	0.00	-	-
2009	50027	51089494	0.00	-	-
2009	50027	57167623	0.00	-	-
2010	50027	51019448	1,902,606.00	65,000	123,892
2010	50027	51082152	0.00	-	-
2010	50027	51088146	0.00	-	-
2010	50027	51089494	0.00	-	-
2010	50027	57167623	0.00	-	-
Summary			**4,322,878.00**	**97,054**	**162,897**