

# How to Search and Open column designer record

1. From Financial Reports module > click on **Financial Report Builder** menu.
2. The **Report Builder** search will be opened. See [Search](#) to guide you on how to use the Search screen.
  - a. Click Column Designer Tab, this will display the column designer records

Column Name	ID	Column Type	Column Header	Caption	Start Offset	End Offset	Format Mask
Balance Sheet - January 20, 2016...	C2	GL Amounts	Current Year	Column Name	BOT	0	#,##0.00
Balance Sheet - January 20, 2016...	C3	Units	Current Units	Column Name	BOT	0	#,##0.00
Balance Sheet - January 20, 2016...	C4	GL Amounts	Prior Year	Column Name	BOT	EOY-1yr	#,##0.00
Balance Sheet - January 20, 2016...	C5	Units	Prior Units	Column Name	BOT	EOY-1yr	#,##0.00
Balance Sheet - January 20, 2016...	C6	GL Amounts	Budget	Column Name	0	0	#,##0.00;(R,##0.00)
<b>Retained Earnings Test</b>	<b>C1</b>	<b>Row Name</b>		<b>Column Name</b>			<b>#,##0.00;(R,##0.00)</b>
Retained Earnings Test	C2	GL Amounts	Period Description	Column Name	BOT	BOY-1yr	#,##0.00;(R,##0.00)
Retained Earnings Test	C3	GL Amounts	Period Description	Column Name	BOT	0	#,##0.00;(R,##0.00)
Retained Earnings Test	C4	Beginning Balance	Beginning	Column Name	BOT	EOY-1yr	#,##0.00;(R,##0.00)
Retained Earnings Test	C5	Debit	Debit	Column Name	BOY	EOY	#,##0.00;(R,##0.00)
Retained Earnings Test	C6	Credit	Credit	Column Name	BOY	EOY	#,##0.00;(R,##0.00)
Retained Earnings Test	C7	Ending Balance	Ending	Column Name	BOT	EOY	#,##0.00;(R,##0.00)

- b. Input Column Name in Search filter if you are looking for specific column designer else continue to step 3.
3. Select any column designer that is used in Financial Report Builder and click **Open Selected**. Or you can also double-click on the selected record.
  4. The **Report Builder** screen will be opened showing the selected record/s. Click on **Column** field label.
  5. The **Column Designer** screen will be opened showing the assigned Column Designer record for the report.
  6. Click **Search** to open the **Search Column Designer** screen where you can find for the column designer record you are looking for.

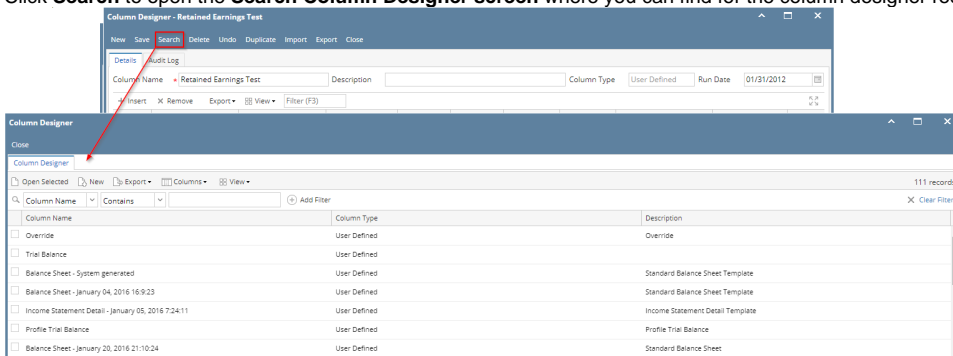
Report Name	Report Type	Description	Orientation	As Of Date	Row Name	Column Name
Percentage Report			Portrait	03/11/2016	Row Percentage	Column Designer Percentage
George 999			Portrait	03/31/2016	George 999	George FRD 999
Sugar Simple Custom Report			Portrait	03/31/2016	Sugar	Sugar Budget

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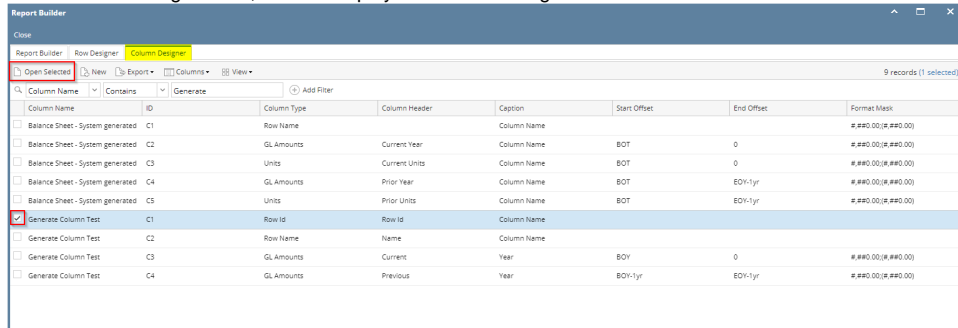
Column Name	ID	Column Type	Column Header	Caption	Start Offset	End Offset	Format Mask
Balance Sheet - January 20, 2016...	C2	GL Amounts	Current Year	Column Name	BOT	0	#,##0.00
Balance Sheet - January 20, 2016...	C3	Units	Current Units	Column Name	BOT	0	#,##0.00
Balance Sheet - January 20, 2016...	C4	GL Amounts	Prior Year	Column Name	BOT	EOY-1yr	#,##0.00
Balance Sheet - January 20, 2016...	C5	Units	Prior Units	Column Name	BOT	EOY-1yr	#,##0.00
Balance Sheet - January 20, 2016...	C6	GL Amounts	Budget	Column Name	0	0	#,##0.00;(R,##0.00)
<b>Retained Earnings Test</b>	<b>C1</b>	<b>Row Name</b>		<b>Column Name</b>			<b>#,##0.00;(R,##0.00)</b>
Retained Earnings Test	C2	GL Amounts	Period Description	Column Name	BOT	BOY-1yr	#,##0.00;(R,##0.00)
Retained Earnings Test	C3	GL Amounts	Period Description	Column Name	BOT	0	#,##0.00;(R,##0.00)
Retained Earnings Test	C4	Beginning Balance	Beginning	Column Name	BOT	EOY-1yr	#,##0.00;(R,##0.00)
Retained Earnings Test	C5	Debit	Debit	Column Name	BOY	EOY	#,##0.00;(R,##0.00)
Retained Earnings Test	C6	Credit	Credit	Column Name	BOY	EOY	#,##0.00;(R,##0.00)
Retained Earnings Test	C7	Ending Balance	Ending	Column Name	BOT	EOY	#,##0.00;(R,##0.00)

- b. Input Column Name in Search filter if you are looking for specific column designer else continue to step 3.
3. Select any column designer that is used in Financial Report Builder and click **Open Selected**. Or you can also double-click on the selected record.
  4. The **Report Builder** screen will be opened showing the selected record/s. Click on **Column** field label.
  5. The **Column Designer** screen will be opened showing the assigned Column Designer record for the report.

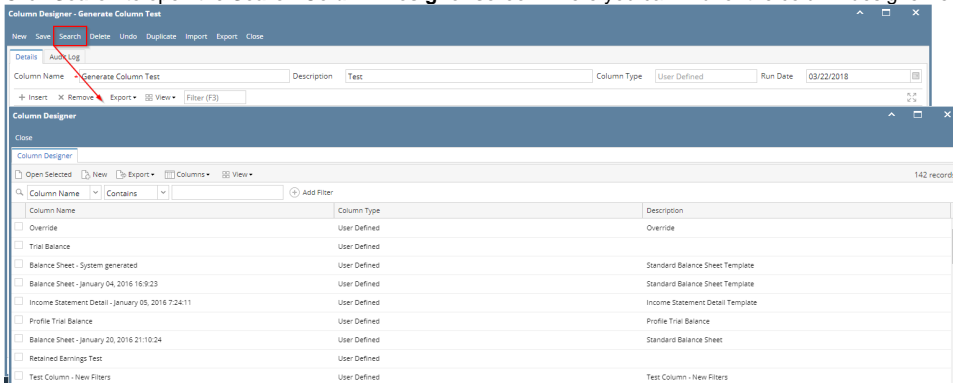
- Click **Search** to open the **Search Column Designer** screen where you can find for the column designer record you are looking for.



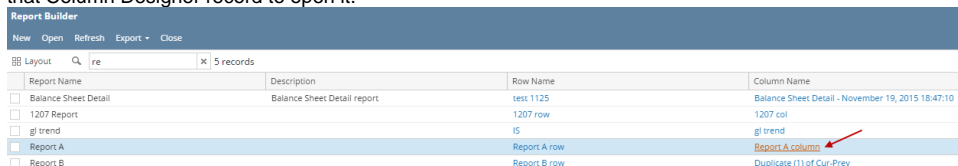
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- Input Column Name in Search filter if you are looking for specific column designer else continue to step 3.
- Select any column designer that is used in Financial Report Builder and click **Open Selected**. Or you can also double-click on the selected record.
  - The **Report Builder** screen will be opened showing the selected record/s. Click on **Column** field label.
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  - Click **Search** to open the **Search Column Designer** screen where you can find for the column designer record you are looking for.

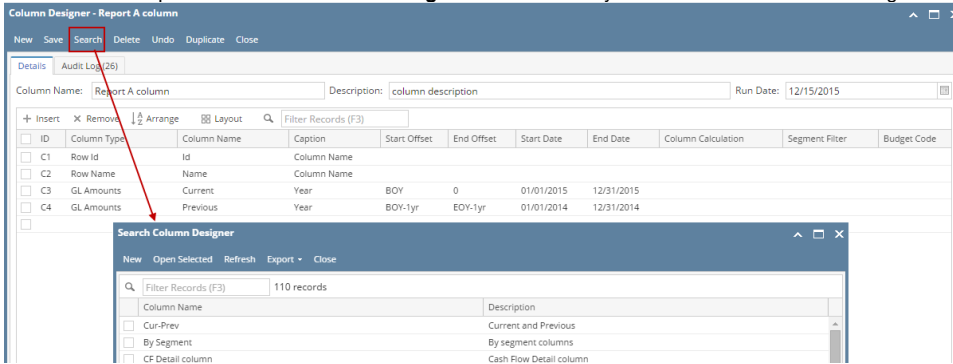


- From Financial Reports module > click on **Financial Report Builder** menu.
- The **Report Builder** search will be opened. See [Search](#) to guide you on how to use the Search screen.
  - If the column designer record you are looking for is assigned to a report, then look for that report and right on the search screen, click on that Column Designer record to open it.



- If the column designer record you are looking for is not assigned to a report, then continue to step 3.
- Select any report and click **Open**. Or you can also double-click on the selected record.
  - The **Report Builder** screen will be opened showing the selected record/s. Click on **Column** field label.
  - The **Column Designer** screen will be opened showing the assigned Column Designer record for the report.

6. Click **Search** to open the **Search Column Designer** screen where you can find for the column designer record you are looking for.



1. From Financial Reports module > Maintenance folder > double-click on **Column Designer** menu.
2. The **Search Column Designer** screen will open. See [Search](#) to guide you on how to use the Search screen.
1. From General Ledger module > Financial Reports folder > Financial Report Designer folder > double-click on **Column Designer** menu.
2. The **Search Column Designer** screen will open. See [Search](#) to guide you on how to use the Search screen.