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

   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.
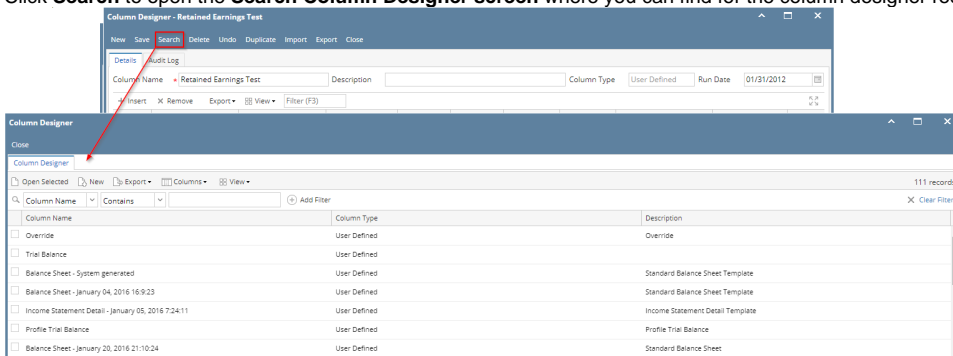

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6. Click **Search** to open the **Search Column Designer screen** where you can find for the column designer record you are looking for.

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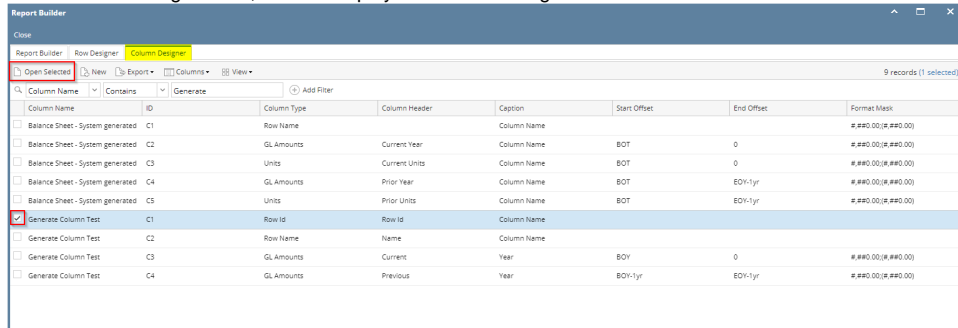   a. Click Column Designer Tab, this will display the column designer records

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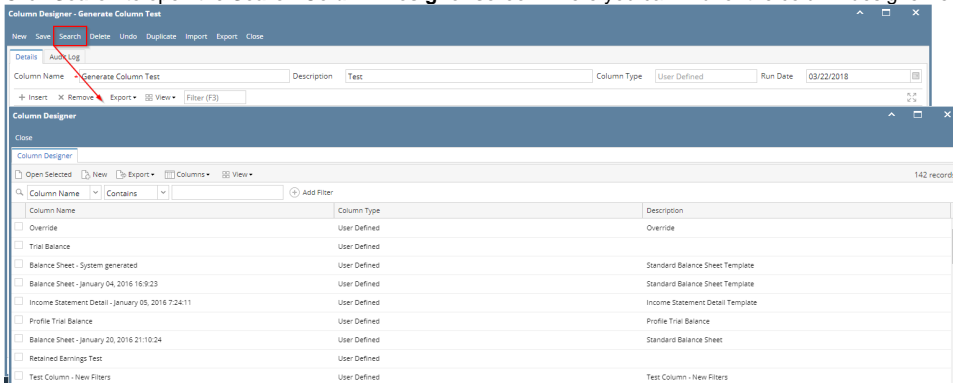6. Click **Search** to open the **Search Column Designer screen** where you can find for the column designer record you are looking for.
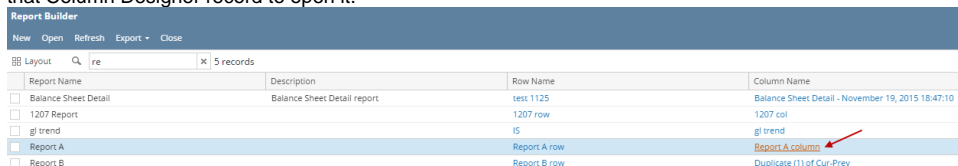

1. From Financial Reports module > click on **Financial Report Builder menu**.
2. The **Report Builder search** will be opened. See Search to guide you on how to use the Search screen.
   a. If the column designer record you are looking for is assigned to a report, then look for that report and right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

   b. If the column designer record you are looking for is not assigned to a report, then continue to step 3.
3. Select any report and click **Open**. 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.
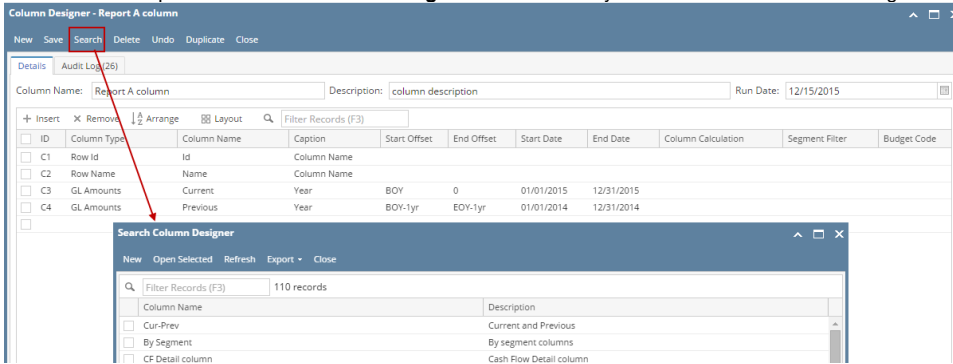

1. From Financial Reports module > Maintenance folder > double-click on **Column Designer menu**.
2. The **Search Column Designer screen** will open. See Search to guide you on how to use the Search screen.

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.