## 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

Report Builder							^ 🗆 ×
Report Builder Row Designer Co	olumn Designer						
🗅 Open Selected 🛛 🗋 New 🗋 🕞 Exp	oort • 👘 Columns • 🔠 View •						608 records (1 selected)
🤉 Column Name 🛛 🗡 Contains	~	+ Add Filter					× Clear Filters
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	G	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	CS	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;(#,##0.00)
Retained Earnings Test	C1	Row Name		Column Name			#,##0.00;(#,##0.00)
Retained Earnings Test	C2	GL Amounts		Period Description	BOT	BOY-1yr	#,##0.00;(#,##0.00)
Retained Earnings Test	C3	GL Amounts		Period Description	BOT	0	#,##0.00;(#,##0.00)
Retained Earnings Test	C4	Beginning Balance	Beginning	Column Name	BOT	EOY-1yr	#,##0.00;(#,##0.00)
Retained Earnings Test	C5	Debit	Debit	Column Name	BOY	EOY	#,##0.00;(#,##0.00)
Retained Earnings Test	C6	Credit	Credit	Column Name	BOY	EOY	#,##0.00;(#,##0.00)
Retained Earnings Test	C7	Ending Balance	Ending	Column Name	BOT	EOY	#,##0.00;(#,##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.
- 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.

Report Builder - Rep	ort Builder	#1 - 6/6/2019 3:47:56 PM				^ X			
New Save Search	Delete Ur								
Details Runtime Lo	Financia	al History Audit Log							
Report Name 🔺 R	epor Builde	er #1 - 6/6/2019 3:47:56 PM	As of Date	06/06/2019		13			
Row	ncome <b>s</b> ate	ment - June 07, 2019 18:58:34	✓ Segment Filter			~			
Column	ncome State	ment - June 07, 2019 18:58:34	<ul> <li>Description</li> </ul>	Report Builder: Aut	omation Test				
Orientation + P	ortrait	Search Report Builders							
Header & Footer									
Page Header		Report Builder Row Designer	Column Designer						
Page Footer		🗅 Open Selected 🛛 🔒 New 🗋	🛛 Export 🗸 🔟 Column	ns • 88 View •					92 re
		Q Report Name Y Cont	ains 💙		+ Add Filter				× Clear
Margins		Report Name	Report Type	Description		Orientation	As Of Date	Row Name	Column Name
Тор		Percentage Report				Portrait	03/11/2016	Row Percentage	Column Designer Percenta
Left		George 939				Portrait	03/31/2016	George 939	George FRD 939
Gutter		Sugar Simple Custom Report				Portrait	03/31/2016	Sugar	Sugar Budget
	1								

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Report Builder							
Report Builder Row Designer Co	ilumn Designer						
Open Selected	iort • 👘 Columns • 🔠 View	r•					608 records (1 selec
🔍 Column Name 🛛 🗡 Contains	~	+ Add Filter					X Clear F
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	CS	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;(#,##0.00)
Retained Earnings Test	C1	Row Name		Column Name			#,##0.00;(#,##0.00)
Retained Earnings Test	C2	GL Amounts		Period Description	BOT	BOY-1yr	#,##0.00;(#,##0.00)
Retained Earnings Test	C3	GL Amounts		Period Description	BOT	0	#,##0.00;(#,##0.00)
Retained Earnings Test	C4	Beginning Balance	Beginning	Column Name	BOT	EOY-1yr	#,##0.00;(#,##0.00)
Retained Earnings Test	C5	Debit	Debit	Column Name	BOY	EOY	#,##0.00;(#,##0.00)
Retained Earnings Test	C6	Credit	Credit	Column Name	BOY	EOY	#,##0.00;(#,##0.00)
Retained Earnings Test	C7	Ending Balance	Ending	Column Name	BOT	EOY	#,##0.00;(#,##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.

Column Designer - Recamed Larnings resc			
New Save Search Delete Undo Duplicate Import Exp			
Details Audit Log			
Column Name   Retained Earnings Test	Description Colum	mn Type User Defined Run Date 01/31/2012	
- Insert × Remove Export - 88 View - Filter (F3)			8
Column Designer			^ 🗆 X
Close			
Column Designer			
C Open Selected 🗋 New Do Export • 🛄 Columns • 🛞 View •			111 records
Column Name  Contains Add Fitter Add Fitter Add Fitter Contains	r		× Clear Filters
Column Name	Column Type	Description	
Override	User Defined	Override	A
Trial Balance	User Defined		
Balance Sheet - System generated	User Defined	Standard Balance Sheet Template	
Balance Sheet - January 04, 2016 16:9:23	User Defined	Standard Balance Sheet Template	
Income Statement Detail - January 05, 2016 7:24:11	User Defined	Income Statement Detail Template	
Profile Trial Balance	User Defined	Profile Trial Balance	
Balance Sheet - January 20, 2016 21:10:24	User Defined	Standard Balance Sheet	

- 1. 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.
   a. Click Column Designer Tab, this will display the column designer records

Report Builder						
Report Builder Row Designer Column Designer						
🗅 Open Selected 🔯 New 🕼 Export • 🛄 Columns • 🛞	View -					9 records (1 selected
Generate	Add Filter					
Column Name ID	Column Type	Column Header	Caption	Start Offset	End Offset	Format Mask
Balance Sheet - System generated C1	Row Name		Column Name			#,##0.00;(#,##0.00)
Balance Sheet - System generated C2	GL Amounts	Current Year	Column Name	BOT	0	#,##0.00;(#,##0.00)
Balance Sheet - System generated C3	Units	Current Units	Column Name	BOT	0	#,##0.00;(#,##0.00)
Balance Sheet - System generated C4	GL Amounts	Prior Year	Column Name	BOT	EOY-1yr	#,##0.00;(#,##0.00)
Balance Sheet - System generated C5	Units	Prior Units	Column Name	BOT	EOY-1yr	#,##0.00;(#,##0.00)
Generate Column Test C1	Row Id	Row Id	Column Name			
Generate Column Test C2	Row Name	Name	Column Name			
Generate Column Test C3	GL Amounts	Current	Year	BOY	0	#,##0.00;(#,##0.00)
Generate Column Test C4	GL Amounts	Previous	Year	BOY-1yr	EOY-1yr	#,##0.00;(#,##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.

New Save Search Delete Undo Duplicate Import Export Close								
Details Aud Log								
Column Name - Generate Column Test	Description Test	Colu	umn Type	User Defined	Run Date	03/22/2018		
+ Insert × Remove Export • 🔠 View • Filter (F3)							5.8 2.9	
Column Designer								
Close								
Column Designer								
Den Selected 🕒 New De Export • 🔟 Columns • 🔛 View •							142 n	ecords
G Column Name Y Contains Y	Add Filter							
Column Name	Column Type		De	escription				
Override	User Defined		0	verride				1
Trial Balance	User Defined							_
Balance Sheet - System generated	User Defined		St	andard Balance Sheet Templa	te			
Balance Sheet - January 04, 2016 16:9:23	User Defined		St	andard Balance Sheet Templa	ce			
Income Statement Detail - January 05, 2016 7:24:11	User Defined		In	come Statement Detail Tempi	ate			
Profile Trial Balance	User Defined		Pr	ofile Trial Balance				
Balance Sheet - January 20, 2016 21:10:24	User Defined		St	andard Balance Sheet				
Retained Earnings Test	User Defined							
Test Column - New Filters	User Defined		Te	st Column - New Filters				

- **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.

Report Builder			
New Open Refresh Export - Close			
B Layout Q re X 5 record	s		
Report Name	Description	Row Name	Column Name
Balance Sheet Detail	Balance Sheet Detail report	test 1125	Balance Sheet Detail - November 19, 2015 18:47:10
1207 Report		1207 row	1207 col
gl trend		IS	gl trend
Report A		Report A row	Report A column
Report B		Report B row	Duplicate (1) of Cur-Prev

- **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.

	Audit Log(26)									
umn Na	ame: Report	A column	Descrip	tion: column de	scription			Run Date:	12/15/2015	
Insert	× Remove	↓ <sup>A</sup> <sub>Z</sub> Arrange 88 Layout Q	Filter Records (F3							
ID	Column Type	Column Name	Caption	Start Offset	End Offset	Start Date	End Date	Column Calculation	Segment Filter	Budget Co
C1	Row Id	Id	Column Name							
C2	Row Name	Name	Column Name							
C3	GL Amounts	Current	Year	BOY	0	01/01/2015	12/31/2015			
C4	GL Amounts	Previous	Year	BOY-1yr	EOY-1yr	01/01/2014	12/31/2014			
	N	arch Column Designer ew Open Selected Refresh Ex Filter Records (F3)	port - Close						^ 🗆 X	
	Column Name				Desc	ription				
		Cur-Prev			Curr	Current and Previous By segment columns				
		By Segment			By s					

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.

From General Ledger module > Financial Reports folder > Financial Report Designer folder > double-click on Column Designer menu.
 The Search Column Designer screen will open. See Search to guide you on how to use the Search screen.