

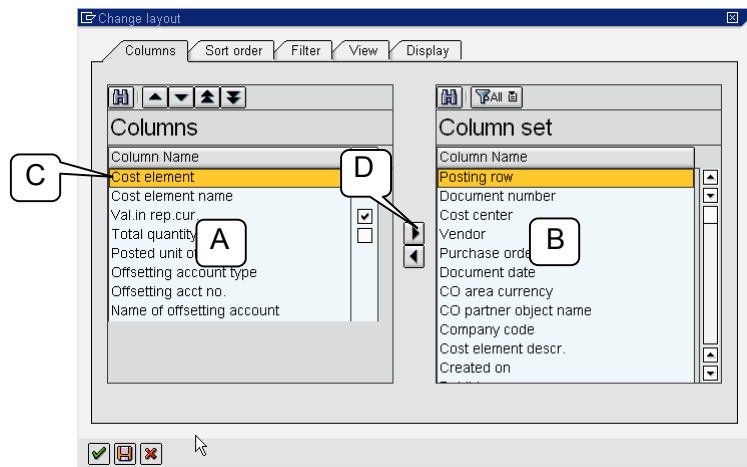
B. Remove default data from the report

The **Change Layout** screen appears. It contains two windows:

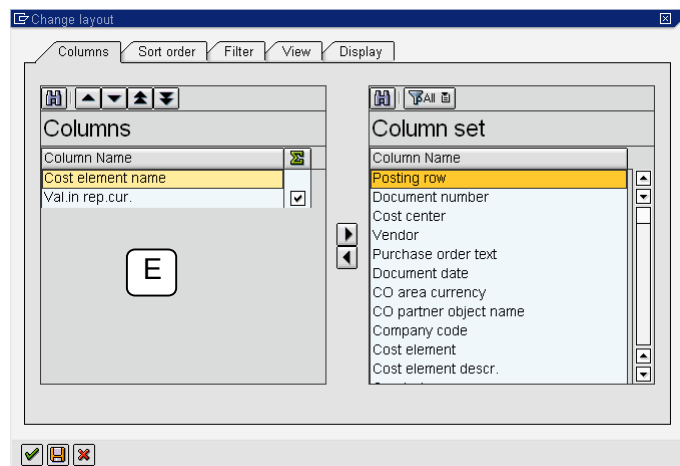
- **Columns:** where the displayed datatypes in the default report are listed (A)
- **Column Set:** where other hidden datatypes are listed (B)

Remove unwanted datatypes from the **Columns** window in one of these ways:

- Double-click the datatype *or*
- Click the datatype to select and highlight it (C), then click the right-pointing arrow between the windows (D) *or*
- Click multiple datatypes while holding down the **Ctrl** key, and then click the right-pointing arrow (D)



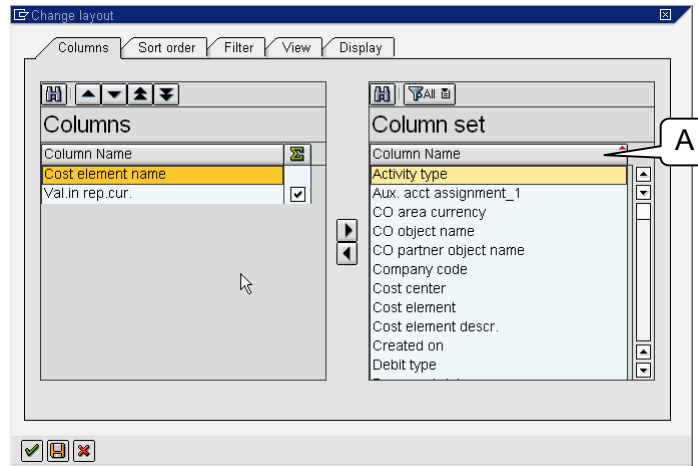
For this example, we removed all but two datatypes (E). The deleted datatypes' names now appear in the **Column set** window.



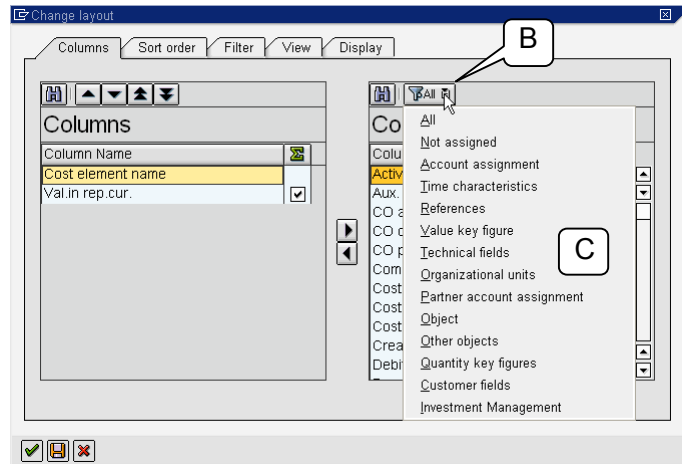
C. Reconfigure the Column set window

The **Column set** window lists all the other available datatypes for the report. However, this list is fairly long and not alphabetized, and it is hard to find any one datatype in it. Fix that problem in one of these ways:

- Click the **Column Name** header (A) to alphabetize the list, and again to reverse-alphabetize it

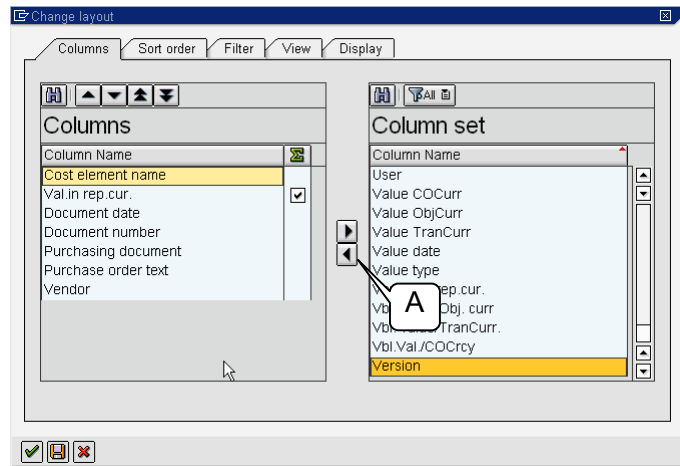


- Shorten the list in the **Column set** window so that it displays only datatypes of a particular class by clicking the **All** button (B) and then selecting a menu from the drop-down list (C)



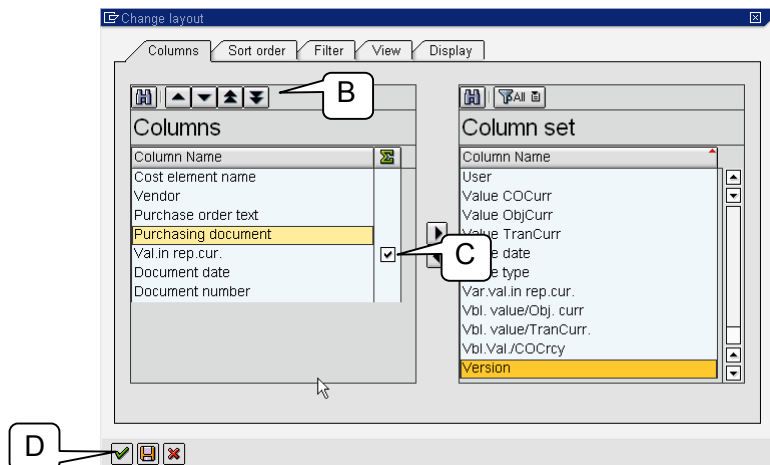
D. Add new datatypes to the report and rearrange them

Locate the desired datatypes in the **Column Set** window and transfer them to the **Columns** window. Once again, you can either double-click a datatype to transfer it or select and highlight one or more datatypes and then click the left-pointing arrow (A) between the two windows.



Now rearrange the datatypes in the **Columns window** in a different left-to-right (top to bottom) order by clicking each datatype to select and highlight it (or clicking multiple datatypes while holding the **Ctrl** key), and then clicking one of the positioning arrows (B) above the window:

- move the selected datatype(s) up or down the list by one line
- move the selected datatype(s) to the top or bottom of the list



If a datatype consists of summable numbers (for example, dollar values or quantities), a selection box appears for it in the **Summation** column (C). Click it so that a grand total appears at the bottom of that column in the report.

When you are done, click the **Enter** button (D).

E. Adjust widths of columns of report

The output screen returns with the new version of the report. However, the column widths are not well set: some columns are much wider than the data they contain (e.g., A), whereas others are so narrow that their headers or content are shortened and cut off (e.g., B).

Cost element name	Vendor	Purchase order text	Purchasing doc.	Σ Val.in rep.cur.	Doc. date	Document.
LVA - TANGIBLES		Monitor TFT 17" HP	45150222	307.73	03/11/2...	204508516
LVA - TANGIBLES		Spannwerkzeug MK20 Best.-N...	45150265	58.00	0...	204513463
LVA - TANGIBLES		HP Business Inkjet 1200	45153440	205.56	04/11/2005	204618059
LVA - TANGIBLES		Papierhandtuchspender 563x...	45168764	71.28	08/23/2...	205046649
LVA - TANGIBLES		Monitor TFT 17"	45180590	278.01	12/08/2...	205366229
REG GARBAGE DIS...		Entsorgung von Eiabfällen in ...	45073439	98.38	01/11/2...	204357858
PERFORM MGR CO...		10.00.03 Mehraufwand	45141794	4,392.39	03/16/2...	204534016

To fix this problem:

- First, follow the menu path **Settings > Columns > Optimize width**. The system automatically adjusts all the columns
- Second, adjust the widths of individual columns by clicking-and-dragging the right margins of their headers (C)

Cost element name	Vendor	Purchase order text	Purch.doc.	Σ Val.in RC	Doc. date	Document.
LVA - TANGIBLES		Monitor TFT 17" HP	45150222	307.73	03/11/2005	204508516
LVA - TANGIBLES		Spannwerkzeug MK20 Best.-Nr. 129-4860	45150265	58.00	03/08/2005	204513463
LVA - TANGIBLES		HP Business Inkjet 1200	45153440	205.56	04/11/2005	204618059
LVA - TANGIBLES		Papierhandtuchspender 563x278x123	45168764	71.28	08/23/2005	205046649
LVA - TANGIBLES		Monitor TFT 17"	45180590	278.01	12/08/2005	205366229
REG GARBAGE DISPOSE		Entsorgung von Eiabfällen in 240L	45073439	98.38	01/11/2005	204357858
PERFORM MGR CONSULT		10.00.03 Mehraufwand	45141794	4,392.39	03/16/2005	204534016

And so on....