

# Change Title or Column Heading

**Process:** The Report Title and Column Headings consist of a formula. The **Formula Editor** is used to make changes when needed in order to ensure that the formula is valid. The following steps will show you how to change the title on a report or change a column heading on a table.

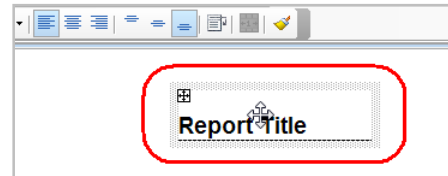
**Note:** For details on creating, exporting, or editing reports, please review other BOBJ Reporting QRCs or course manuals.

**Role:** Authorized Users

**Frequency:** When needed

## Changing The Report Title

Click on the report title



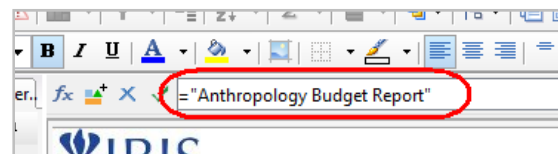
Click **Show/Hide Formula Editor**



Make the change

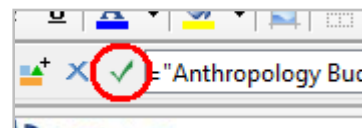
**Note:** Please make note of the following about formulas:

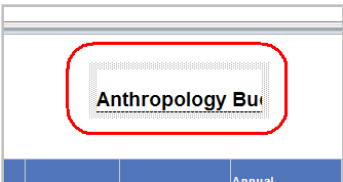
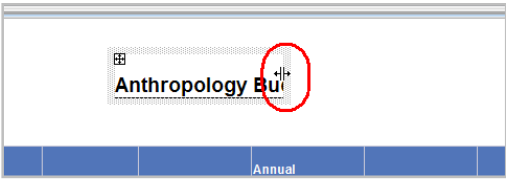


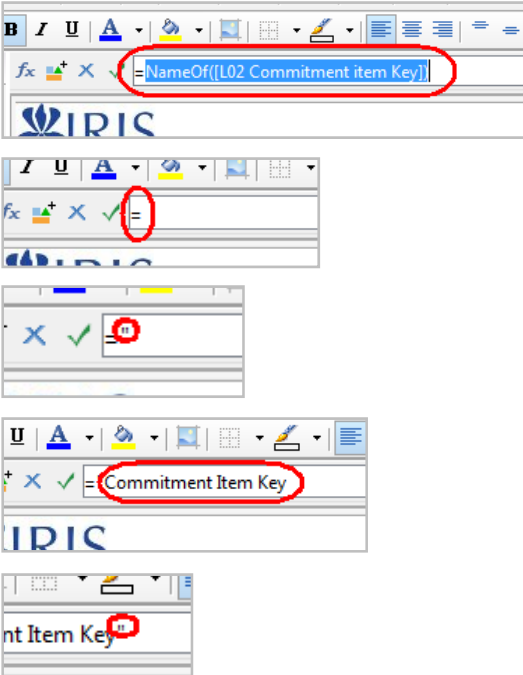
- Should start with an **Equals** sign =
- Keep descriptive words between double quotes " "
- May contain formula functions, such as NameOf; click on **Formula Editor** to display more functions
- May contain data object strings—contained within brackets and parentheses



Click **Validate**

**Note:** If **Enter** is pressed instead of **Validate**, a system message may display, click **No**, and then click on **Validate**.



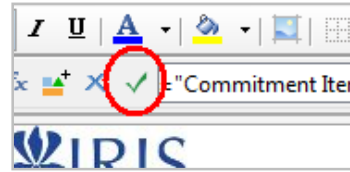
<p>Change will display</p>	
<p><b>Note:</b> The text box for the title may need to be adjusted.</p>	
<h2>Changing The Column Heading</h2>	
<p>Click on the column heading</p>	
<p>Click <b>Show/Hide Formula Editor</b></p>	
<p>Make the change</p> <p><b>Note:</b> To make the change from a data object string to text:</p> <ul style="list-style-type: none"> <li>• Highlight the string and delete</li> <li>• Leave the <b>Equal</b> sign</li> <li>• Type " (Double quote)</li> <li>• Type the column heading</li> <li>• Type " (Double quote)</li> </ul>	

# Change Title or Column Heading



Click **Validate**

**Note:** If **Enter** is pressed instead of **Validate**, a system message may display, click **No**, and then click on **Validate**.



Change will display

Funds Center	Commitment Item Key	Original Bu
UNIVERSITY-GENERAL	UK00010	(320,594,
UNIVERSITY		