Quick Reference Card – Business Objects **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
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Frequency: When needed

Changing The Report Title			
Click on the report title	· E = = = = ■ ■ ✓		
Click Show/Hide Formula Editor	□ □ · □ ③ M □ · · · · · · · · · · · · · · · · · · ·		
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 	B I U A · A · F · F · F · F · F · F · F · F ·		
Click Validate Note: If Enter is pressed instead of Validate, a system message may display, click No, and then click on Validate.	Anthropology Budy		

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Change will display	Anthropology Bu		
Note: The text box for the title may need to be adjusted.	Annual		
Changing The Column Heading			
Click on the column heading	Funds Commitment Icenter UNIVERSITY- GENERAL UK00010 (320,594,600.0 UNIVERSITY- GENERAL UK00011 (88,840,200.0		
Click Show/Hide Formula Editor	□ □ ·		
Make the change Note: To make the change from a data object string to text:			
 Highlight the string and delete 	B $I \ \underline{\underline{U}} \underline{\underline{A}} \cdot \underline{\underline{\otimes}} \cdot \underline{\underline{N}} \underline{\underline{H}} \cdot \underline{\underline{A}} \cdot \underline{\underline{\underline{E}}} \equiv \underline{\underline{\exists}} \underline{\underline{=}} = f_{X} \underline{\underline{\underline{L}}} \times \sqrt{\underline{\underline{=}NameOf([L02 Commitment item Key]]}}$		
 Leave the Equal sign 			
Type " (Double quote)	× ✓ <u>•</u>		
 Type the column heading 	$\frac{\underline{\mathbf{U}} \underline{\mathbf{A}} \cdot \underline{\otimes} \cdot \underline{\mathbf{U}} \underline{\otimes} \cdot \underline{\mathbf{U}} \underline{\mathbf{W}} \cdot \underline{\mathbf{L}} \cdot \underline{\mathbf{U}} = \mathbf{U}$		
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