Column Settings (Line Item Reports Only)

Most Line Item reports provide the ability to adjust the column settings for the report. The options for adjusting columns include automatically optimizing all the column widths to the longest character amount per column, as well as the ability to freeze and unfreeze columns. Both these topics are covered in this section.

The freeze function allows a user to choose and “freeze” a column. This means that the column chosen and all the columns to the left of that column will remain visible on the screen as the user scrolls to the right. The option can be reset by using the Unfreeze function. For Cost Center and Project Actual Line Item reports, the default Layout of /DUKE already freezes the first column of Posting Row. However, the freeze and unfreeze option covered in this section will allow a user to customize this function if preferred.

In addition, if column preferences above are set, the user can follow steps in the next section for the Layout function to save these preferences. The Layout function also allows a user to choose different columns, change the order of columns, etc.
Column Settings

Optimize Width
To automatically change all column widths to the longest character amount per column:
1. Once in the line item report, follow the menu path: Settings → Columns → Optimize width.

   Note: Once a report is exited and executed again, the report will default to the original column settings per the Layout chosen (e.g., /DUKE). This is the only way to reset column widths if the optimize width is used.

Column Width
To change the individual column width of any columns:
1. On the report position the cursor between columns until it turns into a plus symbols with arrows pointing right and left.
2. Click and drag the column to the desired width.

Freeze / Unfreeze
To freeze a column so that the column and all columns to left are displayed as you scroll across the report:
1. Click once on the column heading to select that column as the one to freeze.
2. Once a column is selected, follow the menu path: Settings → Columns → Freeze to column.

   Note: Scroll to the right of the report to see that the column chosen and all the columns to the left of that column will now remain “frozen” on the screen.

To unfreeze the column:
3. Follow the menu path: Settings → Columns → Unfreeze columns.

   Note: Scroll to the right of the report to see that no columns are now frozen.