Displaying Columns for Additional Information (Numbers, Names, etc.)

**Note:** When changing the view of a report using other options outlined in this section of the guide, you may wish to also add and display the name (text) or number (key) associated with a column of data. For instance if the name of the Commitment Item (G/L Account) is displayed and you’d like to also see a number associated with the G/L Account, use these steps to select and add the column. Names associated with this function will vary by type of report and column chosen.

**Note:** In this example, the type of report and selection made for the report only display the name of a Commitment Item (G/L Account). To show the G/L Account number, the steps below are used.

1. Right mouse click on a column heading or active field within the column that needs added information, and in the resulting window, click on the **Properties** option.

2. Click on **Characteristic** to open a dialog box.
3. In the resulting window under the **General** default tab, use the **Drop-down** in the Display field (Long Text shows in this example).

   ![Display window](image)

   **Note:** The Drop-down in the Display field on the General tab is the easiest way to add a number or text to a column. As an alternative, the Attributes tab may be used as well to choose and add a separate column that would contain the key or text.

4. From the Drop-down menu, scroll through the many options and select an option that best suits your needs, as follows:
   
   - Any option indicated as Key represents the number.
   - Any option indicated as Text or Name represents a description or name.
   - If you are interested in sorting numerically, then you’d want to select an option that begins with the word Key (in this example, Key Not Compounded and Long Text is a good choice as some Key choices show the word DUKE in front of the number).
   - Experiment with selecting various options available until you find the right one for your needs.
5. Once an option is selected, click OK to apply the choice to the report.

6. Review the additional information now added to and displayed in the column (in this example the Commitment Item / GL Account number is added to the beginning of the column for easy sorting).

   Note: Use the Back One Navigation Step or Back to Start options to undo the action if desired.