Modify a Standard Report

Each (individual) standard report job aids includes a list of additional fields (objects) that can be added to the results. Adding or removing fields may impact the integrity of the report. Users should always reference the standard report job aids to determine whether or not modifying the report might cause undesirable results.

In this example, we want to modify the PAY-003 – HR Management Overtime Costs report to include the additional field Fiscal Year Month.

1. Select: **Design**.

2. Select: **Available Objects**.
   - **WebI** will display a list of available objects in alphabetical order, including the default fields.
   - **Objects in bold font** are not yet in the report results.

3. Drag-and-Drop: **Objects**.
   - **The new column will adopt the same formatting as the column to the left. Some reports include “hidden” columns used for background calculations so additional formatting, such as font color and text wrapping may be necessary.**

In this example, we drag-and-drop Fiscal Year Month to left of Business Area Code (EE).

The results include Fiscal Year Month but the values are “hidden” and the label is not wrapped.
4. Click on the column to display the hidden values.

5. Select: Formatting tab to update the text color and alignment.

In this example, we want to modify the PAY-003 – HR Management Overtime Costs report to remove the default fields Wage Type Code and Wage Type.

1. Select: Objects
   ➔ Select multiple objects with +Ctrl

2. Select: Remove.

Wage Type Code and Wage Type are removed from the results, but still exist in the available objects.