OFM OFFICE OF FINANCIAL MANAGEMENT

Each standard report has a job aid that 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. You should always reference the job aid for the standard report to determine whether or not modifying that 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: **Show main panel.** ➔ WebI will display a list of available objects. The objects in **bold font** are not yet in the report results.	
3. Add: **Object to report table.** ➔ You may need to refresh the data after adding objects to the report table. ➔ You can apply additional formatting (font color, text wrapping, etc.) after you add the object.	In this example, we drag and drop Fiscal Year Month to the first column in the report table. In this example, we need to refresh the data after adding the object.
4. Select: **Data column.** 5. Right-click: **Data column.** 6. Select: **Format Table Cell.** 7. Select: **Text Settings.** ➔ WebI will display additional options so that you can update the text color and other settings.	
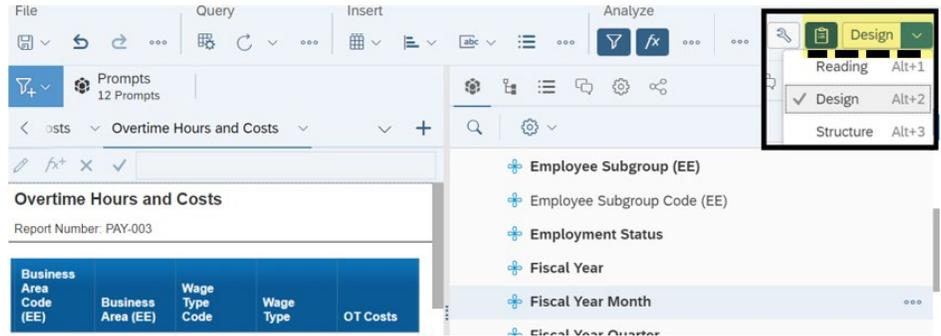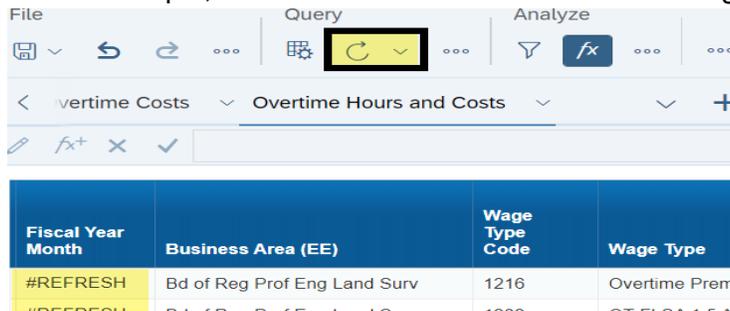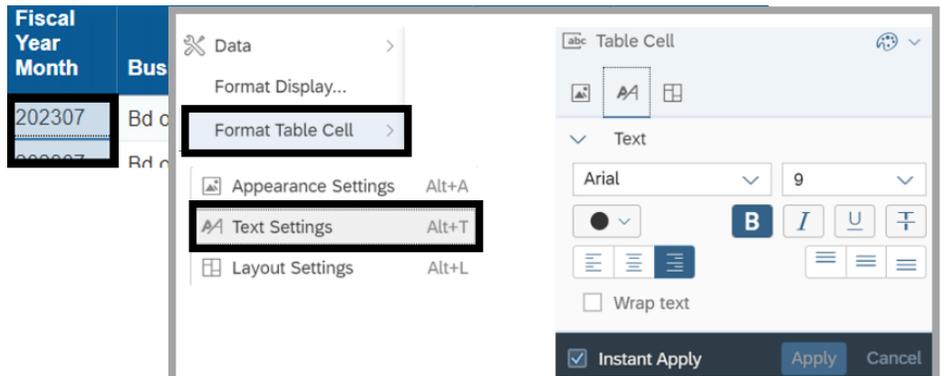
In this example, we want to modify the PAY-003 - HR Management Overtime Costs report to remove the columns for Wage Type Code and Wage Type.

1. Select: **Column.**
➔ This will be the column you want to remove. Use the ctrl-key to select multiple columns.
2. Right-click: **Column.**
3. Select: **Delete.**
➔ WebI will display a confirmation prompt to remove the row or column.
4. Select: **Column.**
5. Select: **Ok.**
➔ WebI will remove the column from the results but the objects will still exist in the list of available objects.
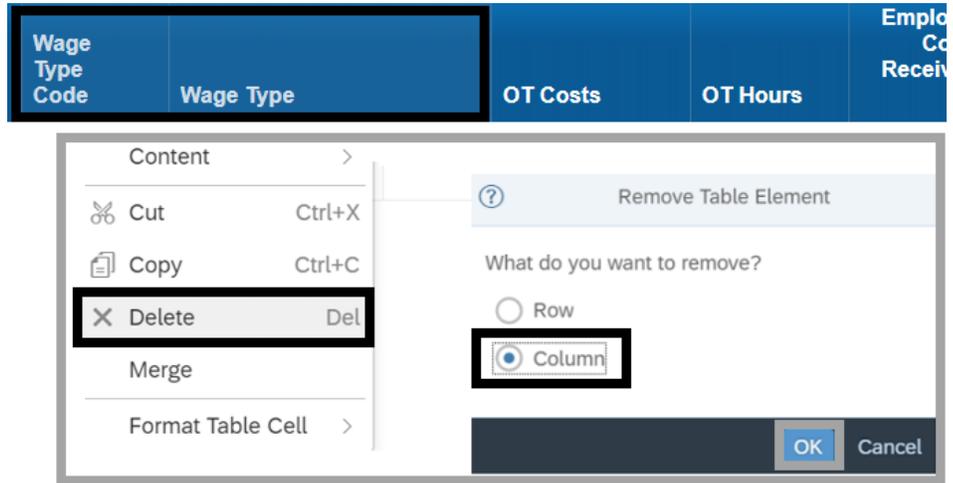
In this example, the columns for Wage Type Code and Wage Type are removed from the report table and the objects still exist in the list of available objects.