Business Objects Reporting – Working with Results

Purpose
Some Business Objects Report have results listed under amount columns that total certain fields. This document explains how to modify the decimal places and scaling factors of the results to your specifications.

Trigger
Perform this procedure every time you want to run any Business Objects Report.

Process
Follow the steps below to modify the decimal places and scaling factors of the results or show/hide the results.

To modify decimal places and scaling factors:

1. Once the report has been run, look for the Amount column and right click the mouse on the header.

2. Select Number Format and a Pop-up will appear:

3. Select the dropdown buttons to either modify the Scaling Factor or the Decimal Places.

4. When you have made your selections, select OK and allow the report to refresh.
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To show/hide results:

1. Look for a yellow **Results** entry on the report.
2. **Right click** on the column header that is being totaled.
3. Select **Totals** then determine if you want to **hide** the totals or **show** the totals.
4. The report will refresh and your changes will be displayed.

Contact **Business Objects Support** for questions: ucflexbw@ucmail.uc.edu