

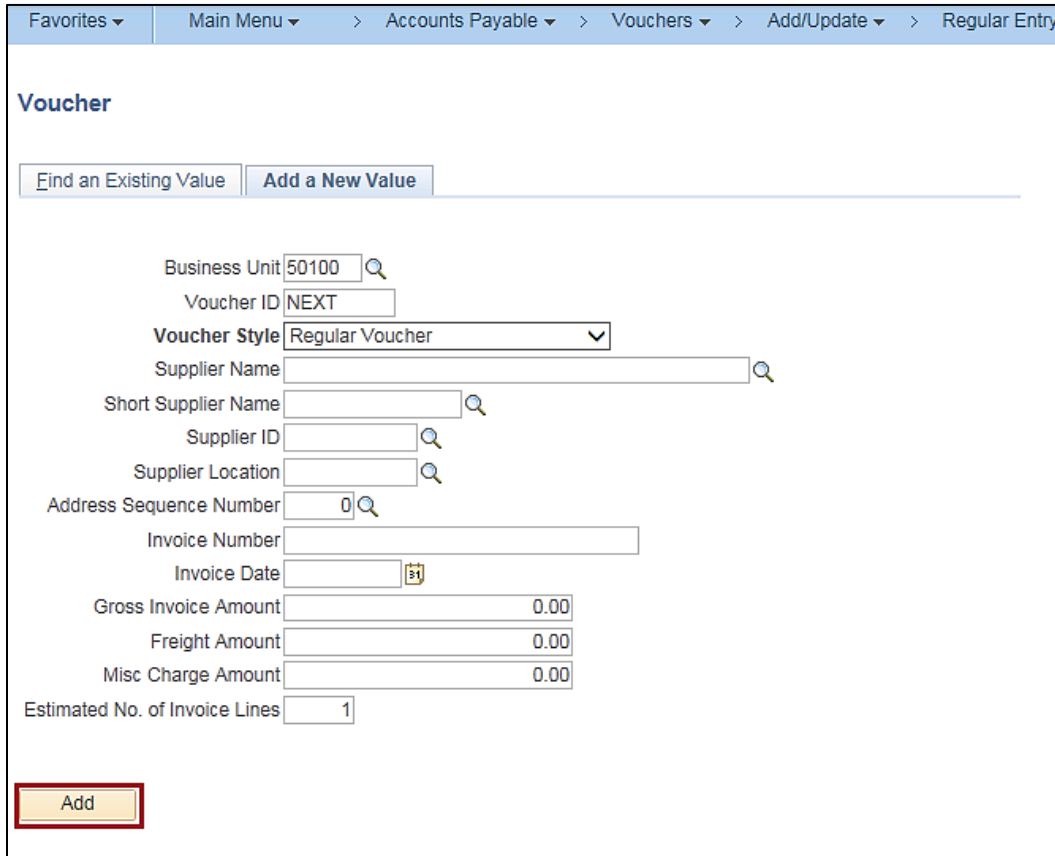
## SW AP312 Personalizing the Distribution Line - Invoice Information Page

### About Personalizing the Distribution Line on the Invoice Information Page

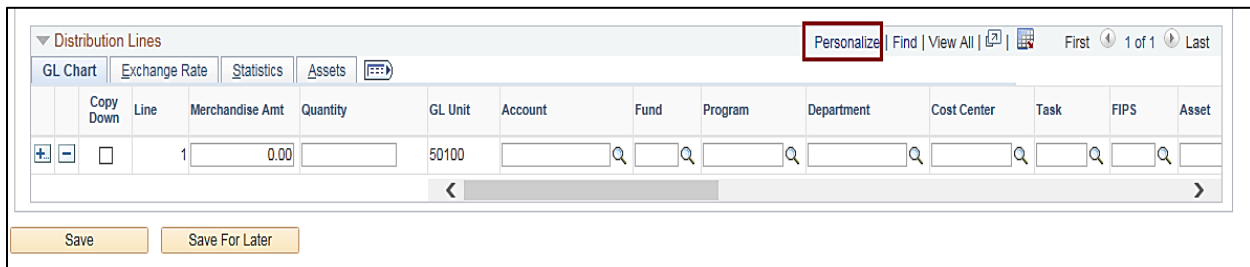
Cardinal allows users to change the order the fields display on the Invoice Information Page Distribution Line. This allows you to set up the order of the ChartFields in the way that works best for how you enter vouchers for your agency.

- 1 Navigate to the **Invoice Information** page using the following path:

**Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**

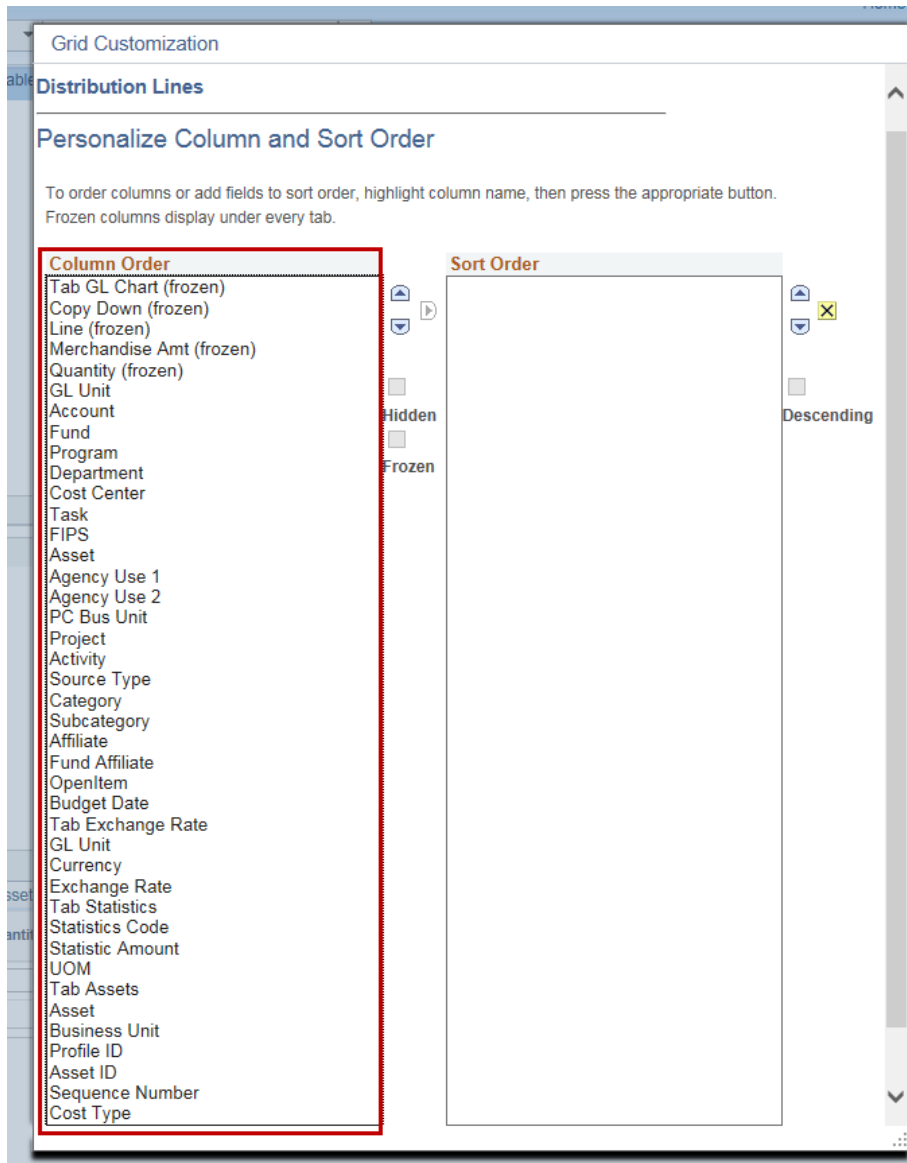


- 2 Click the **Add** button to access the **Invoice Information** page.



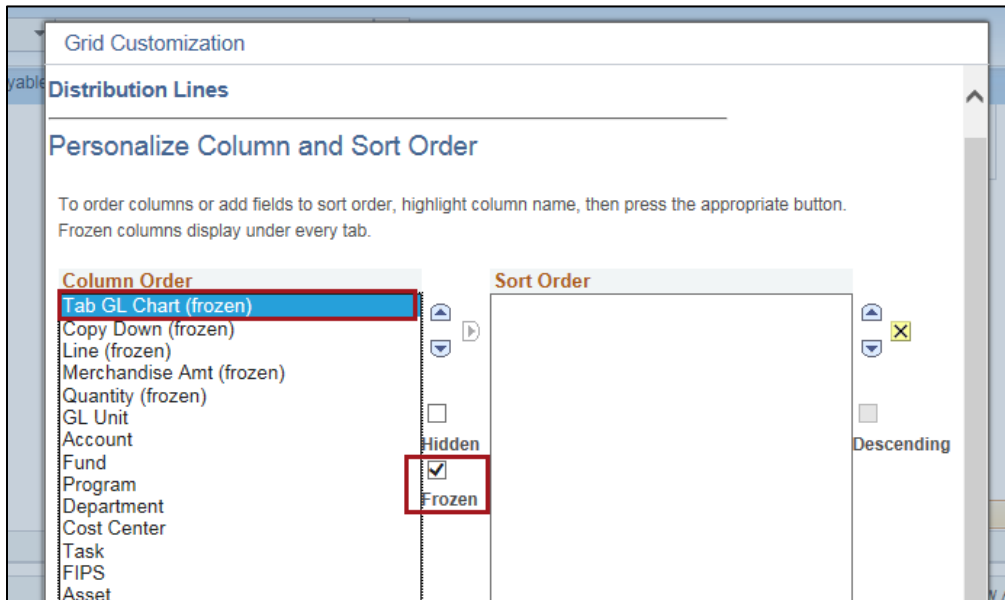
- 3 In the **Distribution Lines** section of the page, click the **Personalize** link.

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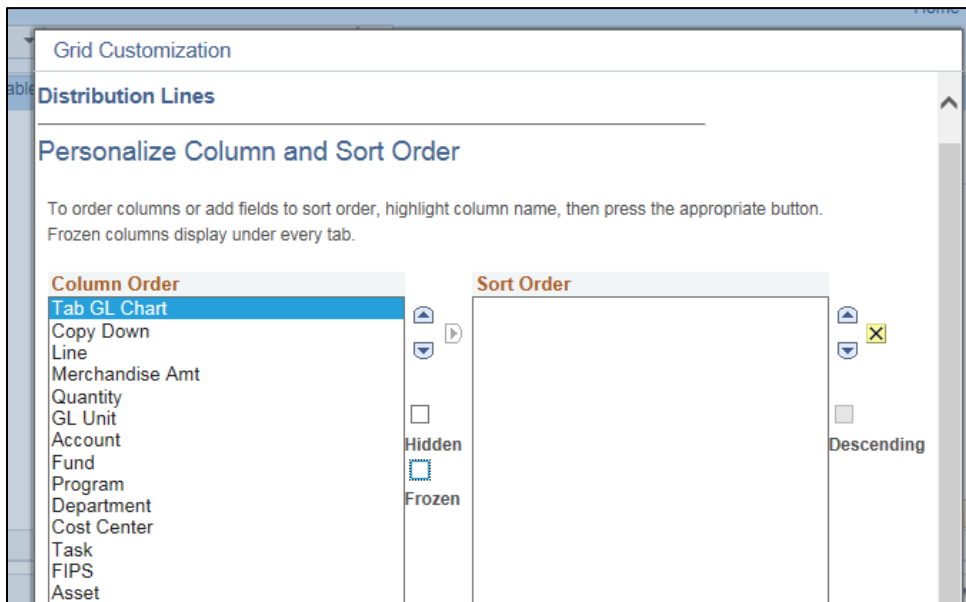


- 4 The **Grid Customization** pop-up window displays. To change the order the fields in the Distribution, use the **Column Order** side of the page.

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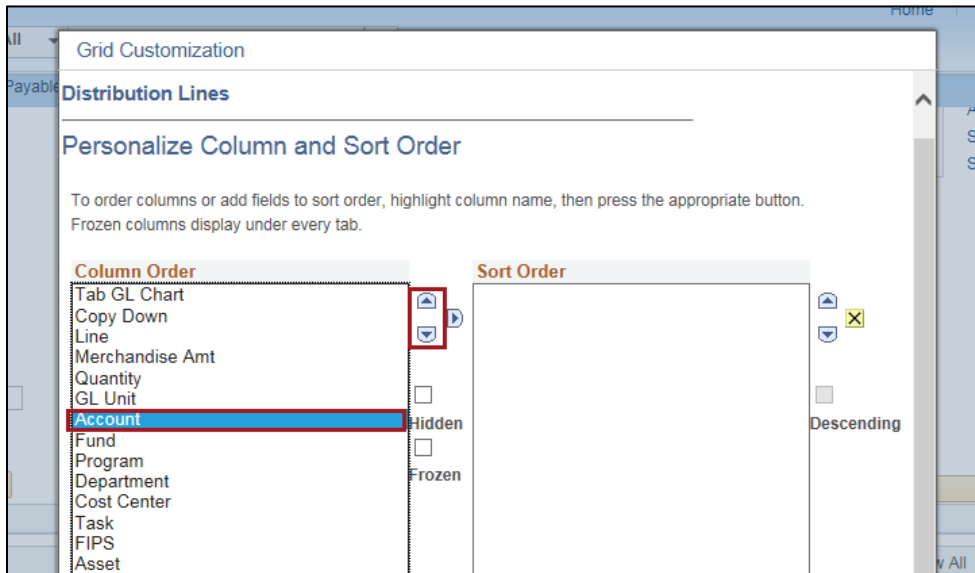


- 5 If any display with the word **(frozen)**, unfreeze them so you can move the fields around.  
To remove the **(frozen)** status, click the first item listed as **(frozen)**. In this scenario, **Tab GL Chart**.
- 6 A check displays in the **Frozen** checkbox.
- 7 Click on the **Frozen** checkbox to remove the (frozen) from all items in the list.



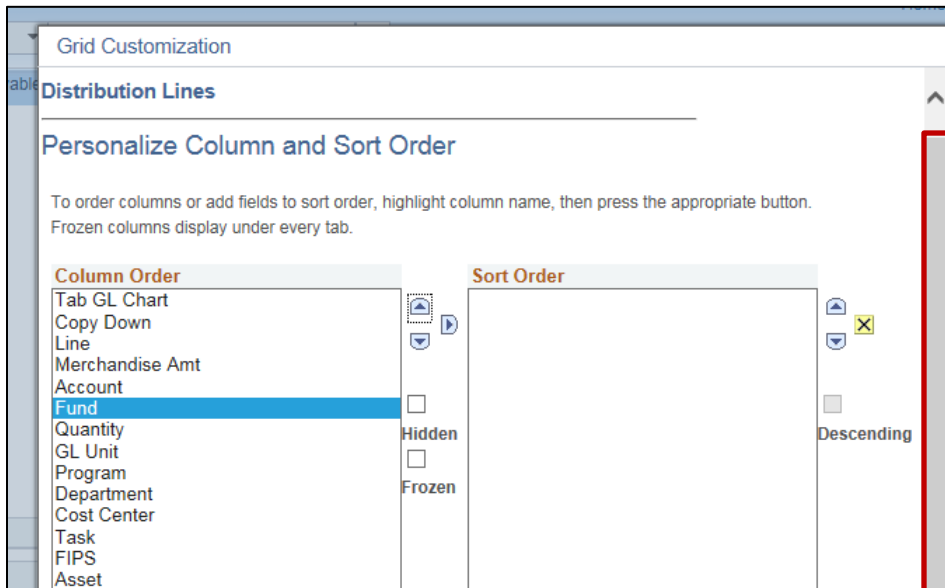
- 8 Now no columns are frozen.

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9 To change the order, click the field you want to move up or down. For this scenario, **Account** was selected.

10 Click the up or down arrows to move the field to where you want it to display.



11 Continue this process until all fields are in the order you want.

12 Scroll to the bottom of the pop-up window.

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**13** You can:

- a. Click the **OK** button to accept the change and return to the Invoice Information page.
- b. Click the **Cancel** button to cancel the change
- c. Click the **Preview** button to preview the change.

For this scenario, **OK** is clicked

**14** The fields on the Distribution line now display in the order you specified.

**Before**

Distribution Lines													
GL Chart	Exchange Rate	Statistics	Assets										
Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	
<input type="checkbox"/>	1	0.00		50100									

**After**

Distribution Lines													
GL Chart	Exchange Rate	Statistics	Assets										
Copy Down	GL Unit	Line	Merchandise Amt	Account	Fund	Quantity	Cost Center	Program	Department	Task	FIPS	Asset	
<input type="checkbox"/>	50100	1	0.00										