



### Personalizing the Distribution Line - Invoice Information Page

Cardinal allows users to change the order the fields display on the Invoice Information tab for the **Distribution Line** section. This allows the user to set up the order of the ChartFields in the way that works best for how Vouchers are entered for the Agency.

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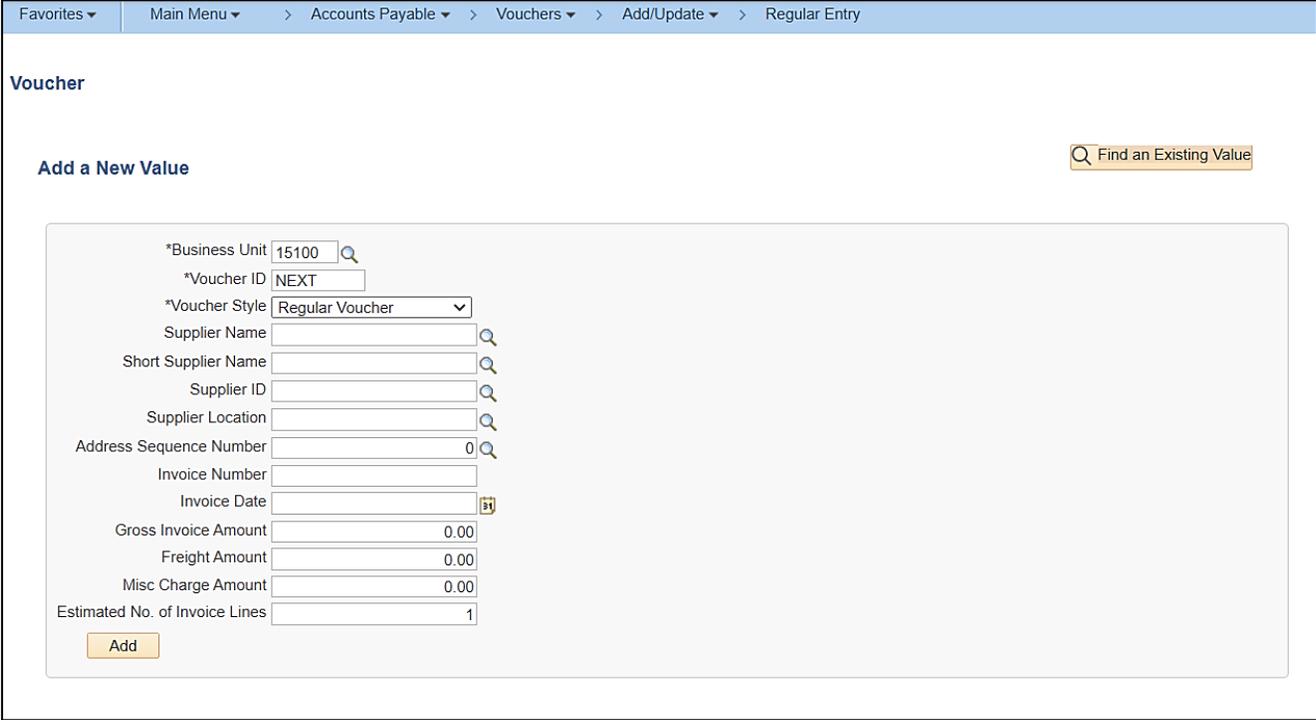
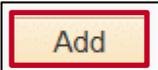
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### Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search page ( <a href="#">Section 1</a> , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

### Personalizing the Distribution Line – Invoice Information Page

Step	Action
1.	Navigate to the <b>Voucher</b> page using the following path: <b>Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry</b>
The <b>Voucher</b> page displays with the <b>Add a New Value</b> page displayed by default.	
	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b> .
2.	Click the <b>Add</b> button. 



# Accounts Payable Job Aid

## AP312\_Personalizing the Distribution Line - Invoice Information Page

Step	Action
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The Invoice Information tab displays.

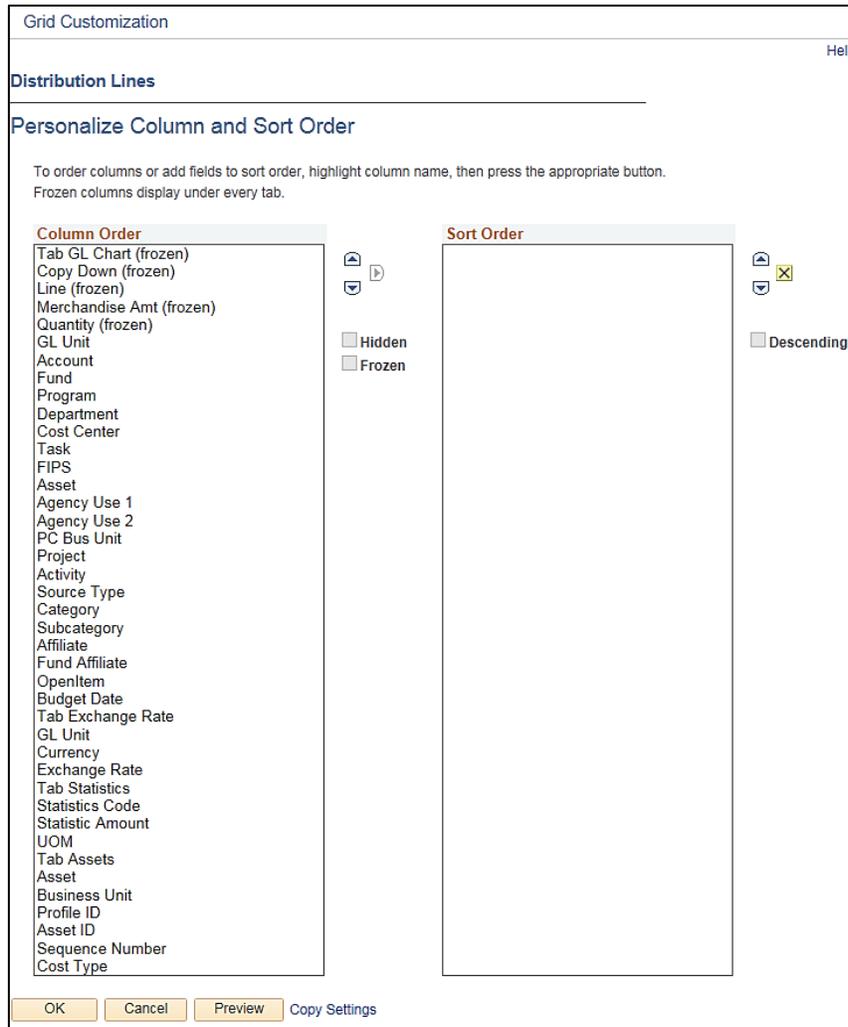
The screenshot shows the 'Invoice Information' tab in a software application. It includes fields for Business Unit (15100), Voucher ID (NEXT), Invoice No, Accounting Date (10/02/2024), and Invoice Date. There is an 'Invoice Total' summary box showing Line Total, Miscellaneous, Freight, Total (0.00), and Difference (0.00). Below this is a 'Copy From Source Document' section and an 'Invoice Lines' section with a 'Distribute by' dropdown set to 'Amount'. The 'Distribution Lines' section is a table with columns: Copy Down, Line, Merchandise Amt, Quantity, \*GL Unit, Account, Fund, Program, Department, Cost Center, Task, and FI. A 'Personalize' link is highlighted in red in the top right of the Distribution Lines section.

3. Click the **Personalize** link at the top of the **Distribution Lines** section of the page.

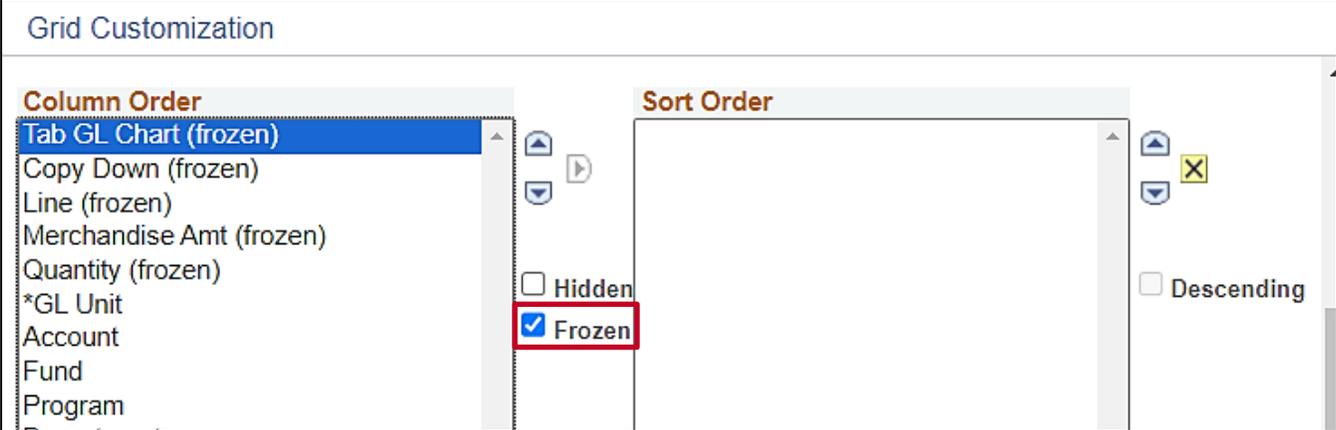
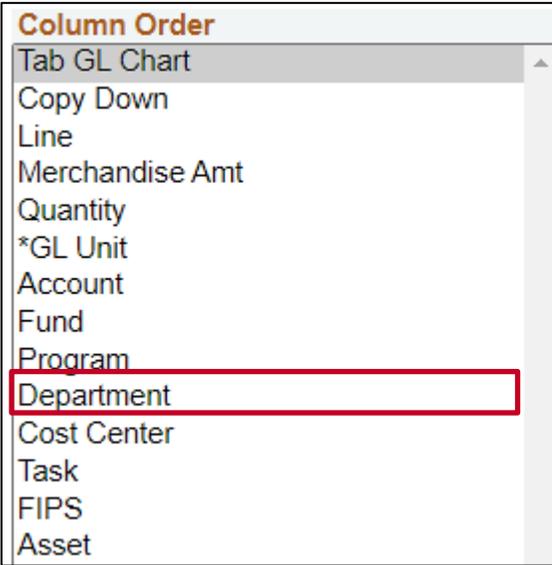
This is a close-up of the 'Distribution Lines' section. The 'Personalize' link is highlighted with a red box. The table below it shows the following data for Line 1: Merchandise Amt: 0.00, Quantity: (empty), \*GL Unit: 15100, Account: (empty), Fund: (empty), Program: (empty), Department: (empty), Cost Center: (empty), Task: (empty).

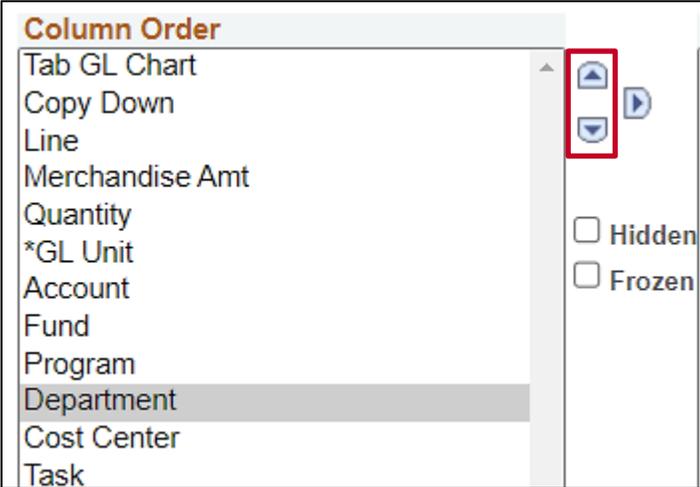
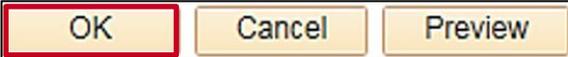
Step	Action
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The **Grid Customization** page displays in a pop-up window.



	<p>To change the order of the fields in the <b>Distribution Lines</b> section, use the <b>Column Order</b> side of the page.</p> <p>If any display as “(frozen)”, unfreeze them so you can move the fields around.</p>
<p>4.</p>	<p>To remove the (frozen) status, click the first item listed as (frozen).</p> <p><b>Tab GL Chart (frozen)</b></p>

Step	Action
	<p>A checkmark displays in the <b>Frozen</b> checkbox.</p> 
5.	<p>Click on the <b>Frozen</b> checkbox to remove the <b>(frozen)</b> from all items in the list.</p> 
6.	<p>To change the <b>Column Order</b>, click the field you want to move up or down. For this scenario, <b>Department</b> is selected.</p> 

Step	Action
7.	<p>Click the up or down arrows to move the field to where you want it to display in the <b>Distribution Lines</b> section on the <b>Invoice Information</b> tab.</p> 
8.	Repeat Steps 6-7 until all fields are in the desired order.
9.	<p>Click the <b>OK</b> button, at the bottom of the window to accept the changes and return to the <b>Invoice Information</b> tab.</p> 
	<p>Click the <b>Cancel</b> button to cancel the changes.</p> <p>Click the <b>Preview</b> button to preview the changes.</p>



# Accounts Payable Job Aid

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Step	Action
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The **Invoice Information** tab returns with the **Distribution Lines** fields in the order that was defined.

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

Invoice Information | Payments | Voucher Attributes

Business Unit 15100 Invoice No. [ ]  
 Voucher ID NEXT Accounting Date 10/03/2024 [ ] [ ]  
 Voucher Style Regular Voucher \*Pay Terms 30 [ ] [ ] Net 30  
 Invoice Date [ ] [ ] Basis Date Type Prompt Payment  
 Invoice Receipt Date [ ] [ ]  Final Voucher  
 Goods & Services [ ] [ ]  
 Receipt Date [ ] [ ]

Supplier ID [ ] [ ] Control Group [ ] [ ]  
 ShortName [ ] [ ]  
 Location [ ] [ ]  
 \*Address [ ] [ ]  Incomplete Voucher  
 Responsible Org 10000 [ ] [ ]  
 Customer Account # [ ] [ ]  
 ROW Acquisition ID [ ] [ ]

Invoice Total  
 Line Total 0.00  
 \*Currency USD [ ] [ ]  
 Miscellaneous [ ] [ ]  
 Freight [ ] [ ]  
 Total 0.00  
 Difference 0.00

Non Merchandise Summary  
 Session Defaults  
 Comments(0)  
 Attachments(0)  
 Template List  
 Advanced Supplier Search  
 Supplier Hierarchy  
 Supplier 360

Save Save For Later Action [ ] [ ] Run Calculate Print

Copy From Source Document

Invoice Lines [ ] Find | View All First 1 of 1 Last  
 Line 1  Copy Down SpeedChart [ ] [ ]  
 \*Distribute by Amount [ ] [ ]  
 Item [ ] [ ]  
 Quantity [ ] [ ]  
 UOM [ ] [ ]  
 Unit Price [ ] [ ]  
 Line Amount 0.00  
 Multi-SpeedCharts

Ship To [ ] [ ]  
 Description [ ] [ ]  
 Packing Slip [ ] [ ]

One Asset Calculate

Distribution Lines Personalize | Find | View All | [ ] [ ] First 1 of 1 Last  
 GL Chart Exchange Rate Statistics Assets [ ] [ ]

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Department	Program	Cost Center	PC Bus Unit	Projec
<input type="checkbox"/>	1	0.00		15100	[ ] [ ]	[ ] [ ]	[ ] [ ]	[ ] [ ]	[ ] [ ]	[ ] [ ]	[ ] [ ]



# Accounts Payable Job Aid

## AP312\_Personalizing the Distribution Line - Invoice Information Page

Step	Action																																														
	<p>Sample Screenshots: Below are sample screenshots showing a before and after of the Distribution Line personalization.</p> <p><u>Before</u></p> <div data-bbox="267 504 1485 709"><table border="1"><thead><tr><th>Copy Down</th><th>Line</th><th>Merchandise Amt</th><th>Quantity</th><th>*GL Unit</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>1</td><td>0.00</td><td></td><td>15100</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table></div> <p><u>After</u></p> <div data-bbox="267 777 1485 982"><table border="1"><thead><tr><th>Copy Down</th><th>Line</th><th>Merchandise Amt</th><th>Quantity</th><th>*GL Unit</th><th>Account</th><th>Fund</th><th>Department</th><th>Program</th><th>Cost Center</th><th>PC Bus Unit</th><th>Project</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>1</td><td>0.00</td><td></td><td>15100</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table></div>	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Program	Department	Cost Center	Task	<input type="checkbox"/>	1	0.00		15100							Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Department	Program	Cost Center	PC Bus Unit	Project	<input type="checkbox"/>	1	0.00		15100							
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<input type="checkbox"/>	1	0.00		15100																																											