

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

#### 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.

#### Table of Contents

| Revision History   | 2 |
|--|---|
| Personalizing the Distribution Line – Invoice Information Page | 3 |



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

#### **Revision History**

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



Cardinal Accounts Payable Job Aid

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

#### Personalizing the Distribution Line – Invoice Information Page

| Step | Action   |
|------|--|
| 1.   | Navigate to the <b>Voucher</b> page using the following path:        |
|      | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry |

The Voucher page displays with the Add a New Value page displayed by default.

| Favorites -      | Main Menu   Accounts Payable   Vouchers   Add/Update   Regular Entry  |
|------------------|---|
| Voucher<br>Add a | ew Value  |
| Ad               | *Business Unit 15100 Q<br>*Voucher ID NEXT<br>*Voucher Style Regular Voucher V<br>Supplier Name Q<br>Supplier Name Q<br>Supplier ID Q<br>Supplier ID Q<br>supplier Location Q<br>ess Sequence Number 0 Q<br>Invoice Number 0 Q<br>Invoice Date 11<br>Freight Amount 0.00<br>Freight Amount 0.00<br>Misc Charge Amount 0.00<br>Add |
| i                | 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.  |



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

| эр  | Action   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|
| he <b>Invoice Information</b> tab displays. |  |  |  |  |  |  |  |  |
|   | Invoice Information Payments Voucher Attributes  |  |  |  |  |  |  |  |
|   | Business Unit     15100     Invoice No       Voucher ID     NEXT     Accounting Date     10/02/2024       Voucher Style     Regular Voucher     *Pay Terms     30       Invoice Date     Basis Date Type     Prompt Payment       Invoice Receipt Date     Image: Comment Style     Image: Comment Style       Goods & Services     Image: Comment Style     Final Voucher       Receipt Date     Image: Comment Style     Sampler Style   |  |  |  |  |  |  |  |
|   | Supplier ID Control Group Q<br>ShortName Q<br>Location *Address I Incomplete Voucher<br>Responsible Org 10000 Q<br>Customer Account #  |  |  |  |  |  |  |  |
|   | ROW Acquisition ID   |  |  |  |  |  |  |  |
|   | 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     *Distribute by Amount     *Distribute by Amount |  |  |  |  |  |  |  |
|   | V Distribution Lines Personalize   Find   View All 1 🗇   🜉 First 🛞 1 of 1 🕢 Last   |  |  |  |  |  |  |  |
|   | GL Chart Exchange Rate Statistics Assets   |  |  |  |  |  |  |  |
|   | Down Line Merchandise Amt Quantity *GL Unit Account Fund Program Department Cost Center Task F   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |
| (<br>(                                      | Save Save For Later  |  |  |  |  |  |  |  |

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

| GL | Cha | rt <u>E</u> x | change F | Rate | Statistics     | Assets 💷 |          |         |      |         |            |             |      |
|----|-----|---------------|----------|------|----------------|----------|----------|---------|------|---------|------------|-------------|------|
|    |     | Copy<br>Down  | Line     | Me   | erchandise Amt | Quantity | *GL Unit | Account | Fund | Program | Department | Cost Center | Task |
| +. | -   |               |          | 1    | 0.00           |          | 15100    | Q       | ٩    | ٩       | Q          | Q           |      |



| Step    | Action   |                          |
|---------|--|--------------------------|
| The Gri | d Customization page displays in a pop-up window.  |                          |
|         | Grid Customization   |                          |
|         | Help<br>Distribution Lines   |                          |
|         | Personalize Column and Sort Order  |                          |
|         | To order columns or add fields to sort order, highlight column name, then press the appropriate button.<br>Frozen columns display under every tab.   |                          |
|         | Column Order       Sort Order         Copy Down (frozen)       Ime (frozen)         Line (frozen)       Ime (frozen)         Quantity (frozen)       Ime (frozen)         Program       Department         Cost Center       Ime (frozen)         Tab Saset       Agency Use 1         Agency Use 1       Agency Use 1         Agency Use 2       PC Bus Unit         Project       Activity         Source Type       Category         Subcategory       Subcategory         Subcategory       Statistics         Statistic Amount       Uo         UOM       Tab Exchange Rate         Tab Exchange Rate       Asset         Asset ID       Saguence Number         Cost Type       Cott I yee    < |                          |
| İ       | To change the order of the fields in the <b>Distribution Lines</b> section, use the <b>O</b> of the page.<br>If any display as "(frozen)", unfreeze them so you can move the fields around   | <b>Column Order</b> side |
| 4.      | To remove the (frozen) status, click the first item listed as (frozen). Tab GL Chart (frozen)  |                          |



| Step  | Action  |  |  |  |  |  |  |
|---|---|--|--|--|--|--|--|
| A check   | mark displays in the <b>Frozen</b> checkbox.  |  |  |  |  |  |  |
| Grid  | Grid Customization  |  |  |  |  |  |  |
| Column Order       Sort Order         Tab GL Chart (frozen) <ul> <li>Copy Down (frozen)</li> <li>Line (frozen)</li> <li>Merchandise Amt (frozen)</li> <li>Quantity (frozen)</li> <li>*GL Unit</li> <li>Account</li> <li>Frozen</li> </ul> <ul> <li>Hidden</li> <li>Program</li> <li>Descendire</li> </ul> |   |  |  |  |  |  |  |
| 5.  | Click on the <b>Frozen</b> checkbox to remove the <b>(frozen)</b> from all items in the list.<br>Hidden<br>Frozen   |  |  |  |  |  |  |
| 6.  | To change the <b>Column Order</b> , click the field you want to move up or down.<br>For this scenario, <b>Department</b> is selected.<br>Column Order<br>Tab GL Chart<br>Copy Down<br>Line<br>Merchandise Amt<br>Quantity<br>*GL Unit<br>Account<br>Fund<br>Program<br>Department<br>Cost Center<br>Task<br>FIPS<br>Asset |  |  |  |  |  |  |



| Step | Action  |
|------|---|
| 7.   | 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.   |
|      | Column Order         Tab GL Chart         Copy Down         Line         Merchandise Amt         Quantity         *GL Unit         Account         Fund         Program         Department         Cost Center         Task |
| 8.   | Repeat Steps 6-7 until all fields are in the desired order.   |
| 9.   | 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.   |
|      | OK Cancel Preview   |
| i    | Click the <b>Cancel</b> button to cancel the changes.<br>Click the <b>Preview</b> button to preview the changes.  |



|         | Action   |   |  |
|---------|--|---|--|
| IVO     | voice Information tab returns with the Distribution Lines fields ir  | n the order   | that was defin   |
| Favo    | Favorites  Main Menu  Accounts Pavable  Vouchers  Add/Update  Regular Entry  |   |  |
|         |  |   |  |
| Inve    | Invoice Information Payments Voucher Attributes  |   |  |
|         | Business Unit 15100 Invoice No   |   | Non Merchandise Summary  |
|         | Voucher ID NEXT Accounting Date 10/03/2024 II Line Total   | 0.00  | Comments(0)  |
|         | Invoice Date Basis Date Type Prompt Payment Miscellaneous  |   | Attachments (0)  |
|         | Invoice Receipt Date Freight   | 2   | Template List<br>Advanced Supplier Search  |
|         | Goods & Services Final Voucher Total   | 0.00  | Supplier Hierarchy   |
|         | Receipt Date Difference  | 0.00  | Supplier 360   |
|         | Supplier ID Q Control Group Q  |   |  |
|         | ShortName Q  |   |  |
|         | Location   |   |  |
|         | *Address   |   |  |
|         | *Address Incomplete Voucher  |   |  |
|         | *Address Incomplete Voucher Responsible Org 10000 Q Customer Account #   |   |  |
|         | *Address Incomplete Voucher Responsible Org 10000 Q Customer Account # ROW Acquisition ID  |   |  |
|         | *Address Incomplete Voucher Responsible Org 10000 Q Customer Account # ROW Acquisition ID  |   |  |
|         | *Address Incomplete Voucher Responsible Org 10000 Q Customer Account # ROW Acquisition ID Save Save For Later Action  RUM Calculater   | late Print  |  |
|         | *Address Incomplete Voucher Responsible Org 10000 Q Customer Account # ROW Acquisition ID Save Save For Later Action Run Calcula Copy From Source Document   | late Print  |  |
| In      | *Address Incomplete Voucher Responsible Org 10000 Customer Account # ROW Acquisition ID Save Save For Later Action  Run Calcula Copy From Source Document Invoice Lines ?  | late Print<br>Find   View A   | NI First ⊛ 1 of 1 ⊛ Last   |
| )<br>In | *Address Incomplete Voucher Responsible Org 10000 Customer Account # ROW Acquisition ID Save Save For Later Action  Run Calcula Copy From Source Document Invoice Lines @ Line 1 Copy Down SpeedChart  | late Print<br>Find   View A   | VI First ④ 1 of 1 ⊕ Last<br>○ One Asset + =  |
| In      | *Address Incomplete Voucher Responsible Org 10000 Q Customer Account # ROW Acquisition ID Save Save For Later Action  Run Calcula Copy From Source Document Invoice Lines ? Line 1 Copy Down SpeedChart Q 'Distribute by Amount V Ship To COVA Q   | late Print<br>Find   View A   | VI First () 1 of 1 () Last<br>One Asset<br>Calculate   |
| În      | *Address     Responsible Org 10000     Quantity     Incomplete Voucher     Responsible Org 10000   Quantity     Incomplete Voucher     Incomplete Voucher     Responsible Org 10000     Quantity     Incomplete Voucher     Incomplete Voucher     Responsible Org 10000     Quantity     Incomplete Voucher     Incomplete Voucher     Responsible Org 1000     Quantity     Incomplete Voucher     Incomplete Voucher     Responsible Org 1000     Quantity     Incomplete Voucher     Incomplete Voucher     Responsible Org 1000     Quantity     Incomplete Voucher     Incomplete Voucher     Incomplete Voucher     Incomplete Voucher     Incomplete Voucher     Incomplete V | late Print<br>Find   View A   | VI First () 1 of 1 () Last<br>One Asset<br>Calculate   |
| )<br>In | *Address     Responsible Org 10000     Customer Account #     ROW Acquisition ID     Save   | late Print<br>Find   View A   | SII First () 1 of 1 () Last<br>One Asset<br>Calculate  |
| )<br>In | *Address     Responsible Org 10000   Q   Customer Account #   ROW Acquisition ID     Save   | late Print<br>Find   View A   | VI First () 1 of 1 () Last<br>One Asset<br>Calculate   |
| In      | *Address     Responsible Org 10000   Qustomer Account #   ROW Acquisition ID     Save   Save   Save   Save For Later   Action     Run   Calculation     Copy From Source Document     Invoice Lines ?   Line 1   Copy Down   Ship To COVA   Quantity   Description   UMM   Quantity   Packing Slip     Multi-SpeedCharts   | late Print<br>Find   View A   | UI First () 1 of 1 () Last<br>One Asset<br>Calculate   |
| In      | *Address     Responsible Org 10000   Customer Account #   ROW Acquisition ID     Save   Save   Save   Save   Copy From Source Document     Invoice Lines @   Line 1   Copy Down   SpeedChart   Quantity   UOM   Quantity   UNM   Packing Slip     Multi-SpeedCharts  | late Print<br>Find   View A   | VI First () 1 of 1 () Last<br>One Asset<br>Calculate   |
| În      | *Address     Responsible Org 10000   Qustomer Account #   ROW Acquisition ID     Save   Save <td>Iate Print<br/>Find   View A</td> <td>VI First () 1 of 1 () Last</td>  | Iate Print<br>Find   View A   | VI First () 1 of 1 () Last   |
| In      | *Address     Responsible Org 10000   Customer Account #   ROW Acquisition ID     Save   Save <td>Iate Print<br/>Find   View A</td> <td>VI First () 1 of 1 () Last</td>  | Iate Print<br>Find   View A   | VI First () 1 of 1 () Last   |
|         | *Address     Responsible Org 10000   Quation ID     Save   Save <   | Find   View All   [2]   [2]<br>am Cost Center                               | VII First (a) 1 of 1 (b) Last<br>One Asset<br>Calculate<br>First (a) 1 of 1 (b) Last<br>r PC Bus Unit Project  |
|         | *Address     Responsible Org 10000   Customer Account #   ROW Acquisition ID     Save   Save   Save For Later   Action   Copy From Source Document     Invoice Lines   Uine 1   Copy Down   *Distribute by Amount   Vitiem   Quantity   UoM   Uine Price   Line Amount   0.00   Multi-SpeedCharts     Personalize   F   GL Chart   Exchange Rate   Statistics   Assets     Pown   1   0.00     1   | Iate Print<br>Find   View A<br>Find   View All   [2]   [2]<br>m Cost Center | NI       First ④ 1 of 1 ④ Last         One Asset       + =         Calculate       -         First ④ 1 of 1 ⑥ Last       -         r       PC Bus Unit       Project         Q       Q       Q |



| Step | Action  |
|------|---|
|      | Sample Screenshots: Below are sample screenshots showing a before and after of the Distribution Line personalization. <u>Before</u>   |
|      | Distribution Lines                Personalize   Find   View All   2   |
|      | Line Merchandise Amt Quantity GL Unit Account Fund Program Department Cost Center Task Fi   |
| i    |   |
|      | After          Distribution Lines       Personalize   Find   View All   [2]   []]       First (4) 1 of 1 (2) Last   |
|      | GL Chart       Exchange Rate       Statistics       Assets       ITTM         Copy<br>Down       Line       Merchandise Amt       Quantity       *GL Unit       Account       Fund       Department       Program       Cost Center       PC Bus Unit       Project |
|      |   |
|      |   |