CFS 9.2 REQ Personalize (REQUESTORS & APPROVERS)

Requisition Defaults/ Distributions/ Personalization

Distributions

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order

Tab Details (frozen)
Dist (frozen)
Percent (frozen)
GL Unit
Account
Oper Unit (hidden)
Fund
Dept
Program
Class
Bud Ref (hidden)
Product (hidden)
Project
Affiliate (hidden)
Fund Affil (hidden)
Oper Unit Affil (hidden)
Budget Date
Location
IN Unit (hidden)
Tab Asset Information
Business Unit
Profile ID
Capitalize
Cost Type
Description

☐ Hidden
☐ Frozen

Sort Order

☐ Descending

[OK] [Cancel] [Preview] Copy Settings

| Distributions | | | | | | | | | | Personalize \| Find \| View All \| | | | | First ◀ 1 of 1 ▶ Last |

| Details | Asset Information |

Dist	Percent	GL Unit	Account	Fund	Dept	Program	Class	Project	Budget Date	Location
1		SFCMP							04/11/2014	BRKHL_0154

Maintain Requisition Line/ Personalization

Column Order

Tab Details (frozen)
Line (frozen)
Details (frozen)
Item (hidden)
Description (frozen)
Item Search (hidden)
Quantity
*UOM
Category
Price
Merchandise Amount
Status
Line Comments
Ship To
Due Date
Defaults...
Schedule...
Tab Ship To/Due Date
Price
Schedule...
Tab Status
Status
Tab Supplier Information
Supplier
Supplier Name
Location
Tab Item Information
GTIN
RFQ Required
Device Tracking
Supplier Item ID
Supplier's Catalog
Manufacturer ID
Manufacturer's Item ID
Tab Attributes
Item Detail
Buyer

Name
Physical Nature
Zero Price Indicator
Amount Only
Inspection Required
Inspect ID
Tab Contract
Contract Search
Contract ID
Contract Version
Contract Line
Category Line Number
Use Contract if Available
GPO ID
GPO Contract Number
Tab Sourcing Controls
Source Status
*Source Date
Calculate Price
Override Suggested Supplier
Consolidate with other Reqs
Sourcing Controls
% Unit Price Tolerance
% Unit Price Tolerance - Under
Unit Price Tolerance
Unit Price Tolerance - Under

OK   Cancel   Preview   Copy Settings Share Settings Delete Settings

Line ?								Personalize	Find	View All			First ◀ 1 of 1 ▶ Last
Details	Ship To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls	

Line	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status	Ship To	Due Date		
1		0.0000			0	0.00	Open	REC_LOC			

Schdule Line Distributions/ Personalization

Column Order

- Tab Chartfields (frozen)
- Distrib (frozen)
- Status (frozen)
- Percent (frozen)
- Merchandise Amount
- GL Unit
- Quantity
- Account
- Oper Unit (hidden)
- Fund
- Dept
- Program
- Class
- Bud Ref (hidden)
- Product (hidden)
- Project
- *Location
- Cost Type (hidden)
- Affiliate (hidden)
- Fund Affiliate (hidden)
- Oper Unit Affil (hidden)
- Tab Details
- IN Unit
- Statistics Code
- Open Quantity
- GL Base Amount
- Base Currency
- Exchange Rate Detail
- Tab Asset Information
- AM Unit
- Profile ID
- CAP #
- Sequence
- Tag Number
- Empl ID
- Capitalize
- Description
- Tab Budget Information
- Budget Status
- Budget Date
- Merchandise Amount
- Pre-Encumbrance Balance
- Currency
- Pre-Encumbered Base Balance
- Base Currency
- Commitment Control Close Flag

Distributions — Personalize | Find | View All | 🔲 | 🔳   First ◄ 1 of 1 ► Last

Chartfields | Details | Asset Information | Budget Information | ▥

Distrib	Status	Percent	Merchandise Amount	GL Unit	Quantity	Account	Fund	Dept	Program	Class	Project	Location
1	Open	100.0000	40,000.00	SFCMP	1.0000	660003						BRKHL_0154