



ADDY NOTES



Special Personalizations for all Requesters

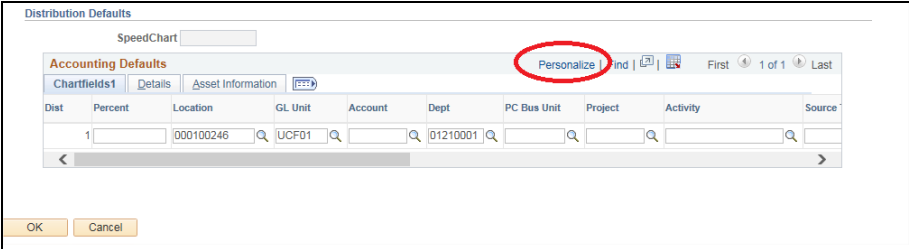
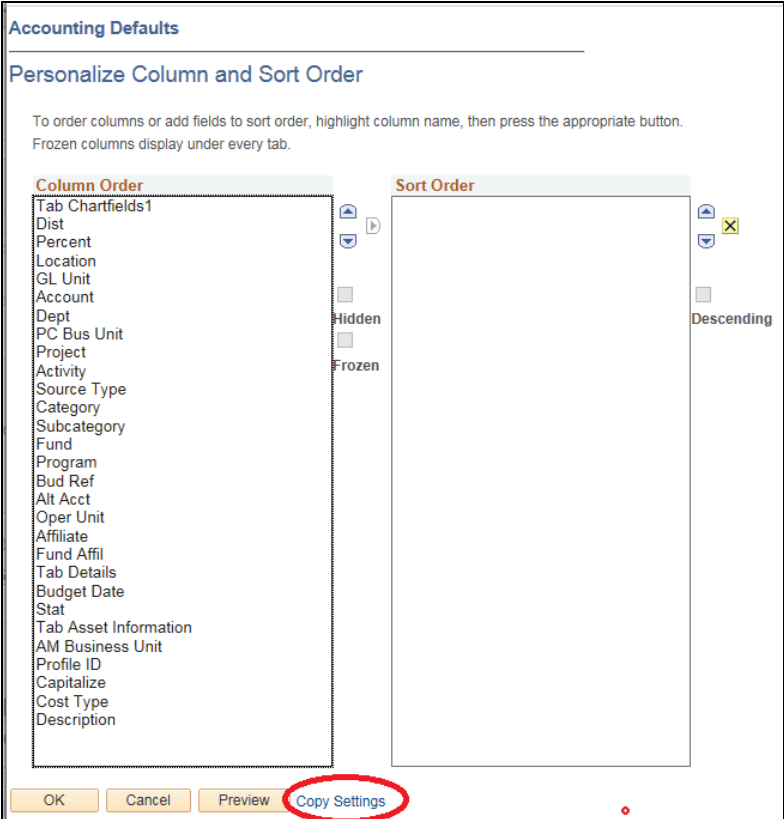
This Addy Note explains how to personalize various Requisitions pages within ePro. Personalizing the ePro pages using the steps below is optional, but doing so will simplify the process of creating a requisition by eliminating fields that UCF does not use and grouping the remaining fields in a logical order. It will also help if you need to contact the Financials Service Desk for assistance in resolving any issues with requisitions.

Step	Action
1.	<p>Navigate to: Main Menu > eProcurement > Requisition Page</p> <p>The screenshot shows the 'Requisition Settings' page in the eProcurement system. The 'Requisition Settings' link in the top navigation bar is circled in red. The page contains several sections: 'Business Unit' (UCF01), 'Requester' (dmthomps), 'Priority' (Medium), 'Currency' (USD), 'Default Options' (Default selected), 'Line Defaults' (Supplier, Category, Supplier Location, Unit of Measure, Buyer), 'Shipping Defaults' (Ship To: FIN, Due Date, Attention), 'Distribution Defaults' (SpeedChart), and 'Accounting Defaults' (table with columns: Dist, Percent, Location, GL Unit, Account, Dept, PC Bus Unit, Project, Activity, Source).</p>



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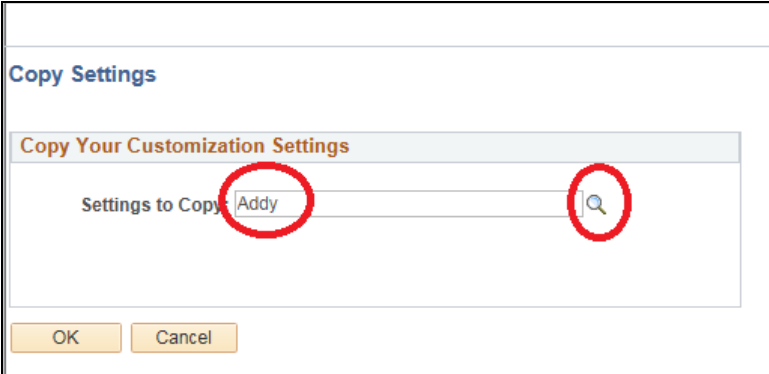
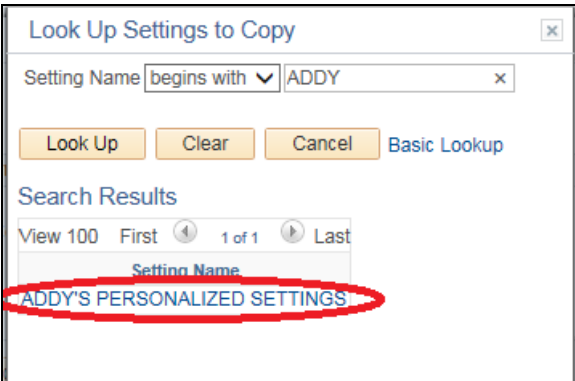


Step	Action
2.	<p>Click the Personalize button.</p> 
3.	<p>Click the Copy Settings link.</p> 



ADDY NOTES




Step	Action
4.	<p>In the Settings to Copy box, type “Addy” then click the magnifying glass.</p> 
5.	<p>Click Addy’s Personalized Settings.</p> 



ADDY NOTES



Step	Action
6.	<p>Click OK.</p> <div data-bbox="321 575 1156 953"><p>Copy Settings</p><p>Copy Your Customization Settings</p><p>Settings to Copy: <input type="text" value="ADDY'S PERSONALIZED SETTINGS"/> </p><p>OK <input type="button" value="Cancel"/></p></div>



ADDY NOTES



Step	Action																																																												
7.	<p>Click OK.</p> <div data-bbox="321 575 1172 1482" style="border: 1px solid black; padding: 10px;"> <p>Accounting Defaults</p> <p>Personalize Column and Sort Order</p> <p>To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Column Order</th> <th style="width: 50%; text-align: left;">Sort Order</th> </tr> </thead> <tbody> <tr> <td>Tab Chartfields1</td> <td></td> </tr> <tr> <td>GL Unit</td> <td></td> </tr> <tr> <td>Account</td> <td></td> </tr> <tr> <td>Dept</td> <td></td> </tr> <tr> <td>PC Bus Unit</td> <td></td> </tr> <tr> <td>Project</td> <td></td> </tr> <tr> <td>Activity</td> <td></td> </tr> <tr> <td>Fund</td> <td></td> </tr> <tr> <td>Program</td> <td></td> </tr> <tr> <td>Alt Acct (hidden)</td> <td></td> </tr> <tr> <td>Category (hidden)</td> <td></td> </tr> <tr> <td>Subcategory (hidden)</td> <td></td> </tr> <tr> <td>Source Type (hidden)</td> <td></td> </tr> <tr> <td>Bud Ref</td> <td></td> </tr> <tr> <td>Dist</td> <td></td> </tr> <tr> <td>Percent</td> <td></td> </tr> <tr> <td>Tab Details</td> <td></td> </tr> <tr> <td>Budget Date</td> <td></td> </tr> <tr> <td>Location</td> <td></td> </tr> <tr> <td>Oper Unit (hidden)</td> <td></td> </tr> <tr> <td>Affiliate (hidden)</td> <td></td> </tr> <tr> <td>Fund Affil (hidden)</td> <td></td> </tr> <tr> <td>Stat (hidden)</td> <td></td> </tr> <tr> <td>Tab Asset Information</td> <td></td> </tr> <tr> <td>AM Business Unit (hidden)</td> <td></td> </tr> <tr> <td>Profile ID (hidden)</td> <td></td> </tr> <tr> <td>Capitalize (hidden)</td> <td></td> </tr> <tr> <td>Cost Type (hidden)</td> <td></td> </tr> <tr> <td>Description (hidden)</td> <td></td> </tr> </tbody> </table> <p style="margin-top: 10px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Preview"/> Copy Settings Share Settings Delete Settings </p> </div>	Column Order	Sort Order	Tab Chartfields1		GL Unit		Account		Dept		PC Bus Unit		Project		Activity		Fund		Program		Alt Acct (hidden)		Category (hidden)		Subcategory (hidden)		Source Type (hidden)		Bud Ref		Dist		Percent		Tab Details		Budget Date		Location		Oper Unit (hidden)		Affiliate (hidden)		Fund Affil (hidden)		Stat (hidden)		Tab Asset Information		AM Business Unit (hidden)		Profile ID (hidden)		Capitalize (hidden)		Cost Type (hidden)		Description (hidden)	
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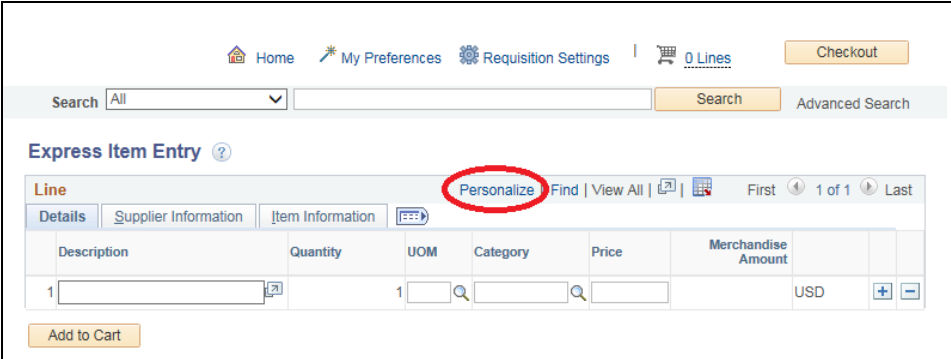
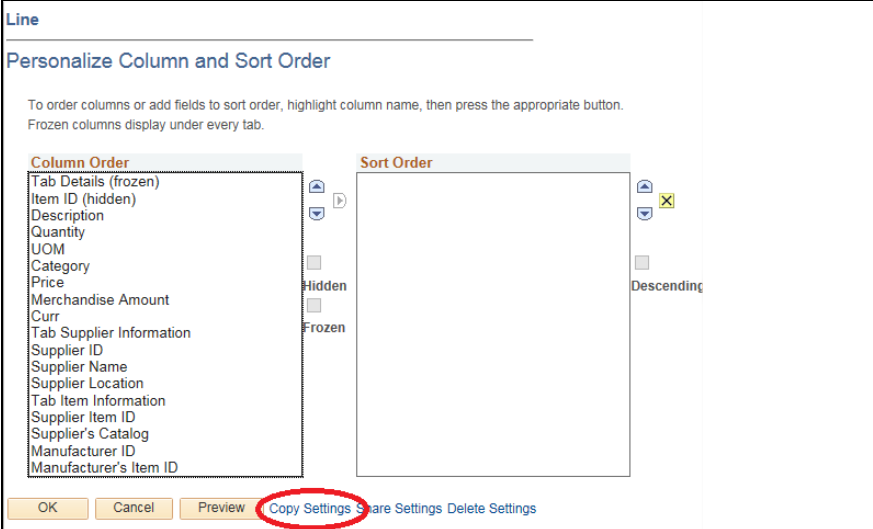


Step	Action																												
	<p>Your Distribution Defaults on the Chartfields1 tab should now look like the example below:</p> <div data-bbox="310 611 1357 821" style="border: 1px solid black; padding: 5px;"> <p>Distribution Defaults</p> <p>SpeedChart <input type="text"/></p> <p>Accounting Defaults Personalize Find First 1 of 1 Last</p> <p>Chartfields1 Details </p> <table border="1"> <thead> <tr> <th>GL Unit</th> <th>Account</th> <th>Alt Acct</th> <th>Dept</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> <th>Fund</th> <th>Program</th> <th>Bud Ref</th> </tr> </thead> <tbody> <tr> <td>UCF01</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>20080001</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>10001</td> <td>ZZ</td> <td><input type="text"/></td> </tr> </tbody> </table> </div> <p>Your Distribution Defaults on the Details tab should now look like the example below:</p> <div data-bbox="310 953 1382 1173" style="border: 1px solid black; padding: 5px;"> <p>Distribution Defaults</p> <p>SpeedChart <input type="text"/></p> <p>Accounting Defaults Personalize Find First 1 of 1 Last</p> <p>Chartfields1 Details </p> <table border="1"> <thead> <tr> <th>Budget Date</th> <th>Location</th> <th>Dist</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>10/01/2016</td> <td>8102000400</td> <td></td> <td>1</td> </tr> </tbody> </table> </div>	GL Unit	Account	Alt Acct	Dept	PC Bus Unit	Project	Activity	Fund	Program	Bud Ref	UCF01	<input type="text"/>	<input type="text"/>	20080001	<input type="text"/>	<input type="text"/>	<input type="text"/>	10001	ZZ	<input type="text"/>	Budget Date	Location	Dist	Percent	10/01/2016	8102000400		1
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10/01/2016	8102000400		1																										
8.	<p>Click OK.</p> <div data-bbox="318 1257 1357 1751" style="border: 1px solid black; padding: 5px;"> <p>Supplier <input type="text"/> Category <input type="text"/></p> <p>Supplier Location <input type="text"/> Unit of Measure <input type="text"/></p> <p>Buyer <input type="text"/></p> <p>Shipping Defaults</p> <p>Ship To <input type="text"/> Add One Time Address</p> <p>Due Date <input type="text"/> Attention <input type="text"/></p> <p>Distribution Defaults</p> <p>SpeedChart <input type="text"/></p> <p>Accounting Defaults Personalize Find First 1 of 1 Last</p> <p>Chartfields1 Details </p> <table border="1"> <thead> <tr> <th>GL Unit</th> <th>Account</th> <th>Dept</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> <th>Fund</th> <th>Program</th> <th>Bud Ref</th> <th>Dist</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>UCF01</td> <td><input type="text"/></td> <td>01210001</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>10001</td> <td>ZZ</td> <td><input type="text"/></td> <td></td> <td>1</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>	GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Fund	Program	Bud Ref	Dist	Percent	UCF01	<input type="text"/>	01210001	<input type="text"/>	<input type="text"/>	<input type="text"/>	10001	ZZ	<input type="text"/>		1						
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ADDY NOTES

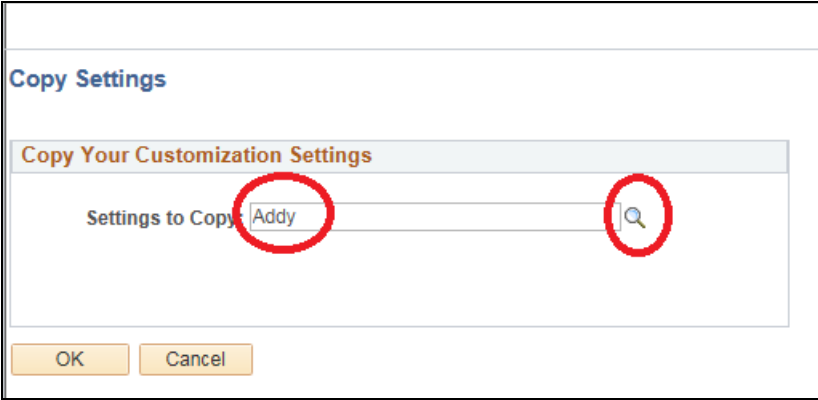
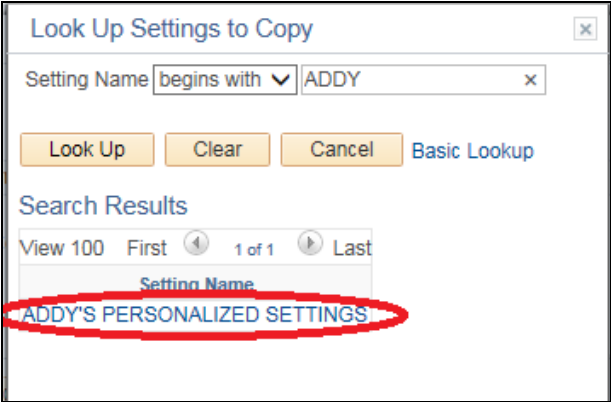


Step	Action
<p>9.</p>	<p>On the Express Item Entry page, click Personalize.</p>  <p>The screenshot shows the 'Express Item Entry' interface. At the top, there are navigation links for Home, My Preferences, Requisition Settings, and 0 Lines, along with a Checkout button. Below is a search bar with 'All' selected. The main section is titled 'Express Item Entry' and includes a 'Personalize' button circled in red. There are also 'Find', 'View All', and pagination controls. A table with columns for Description, Quantity, UOM, Category, Price, and Merchandise Amount is visible. An 'Add to Cart' button is at the bottom.</p>
<p>10.</p>	<p>Click the Copy Settings button on the Line Personalization page.</p>  <p>The screenshot shows the 'Line Personalization' dialog box. It has a title 'Personalize Column and Sort Order' and instructions: 'To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.' There are two main panels: 'Column Order' and 'Sort Order'. The 'Column Order' panel lists various fields like 'Tab Details (frozen)', 'Item ID (hidden)', 'Description', 'Quantity', 'UOM', 'Category', 'Price', 'Merchandise Amount', 'Curr', 'Tab Supplier Information', 'Supplier ID', 'Supplier Name', 'Supplier Location', 'Tab Item Information', 'Supplier Item ID', 'Supplier's Catalog', and 'Manufacturer ID'. The 'Sort Order' panel is currently empty. At the bottom, there are buttons for 'OK', 'Cancel', 'Preview', 'Copy Settings' (circled in red), 'Share Settings', and 'Delete Settings'.</p>



ADDY NOTES

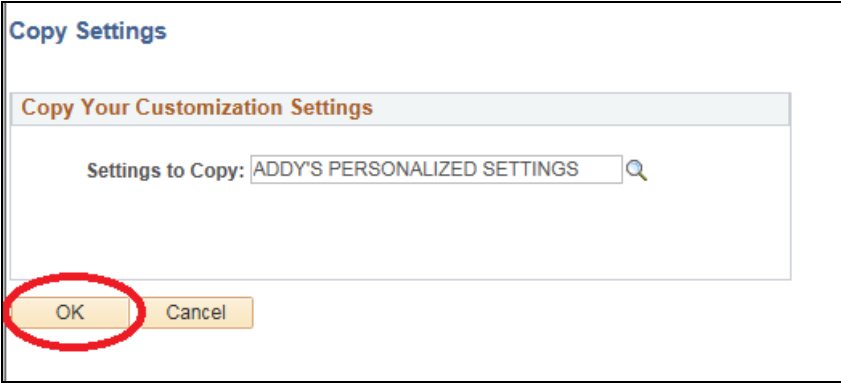


Step	Action
11.	<p>Type Addy into the Setting to Copy box and press the Magnifying Glass.</p> 
12.	<p>Select Addy's Personalized Setting.</p> 



ADDY NOTES



Step	Action
13.	<p>Click OK.</p> 



ADDY NOTES

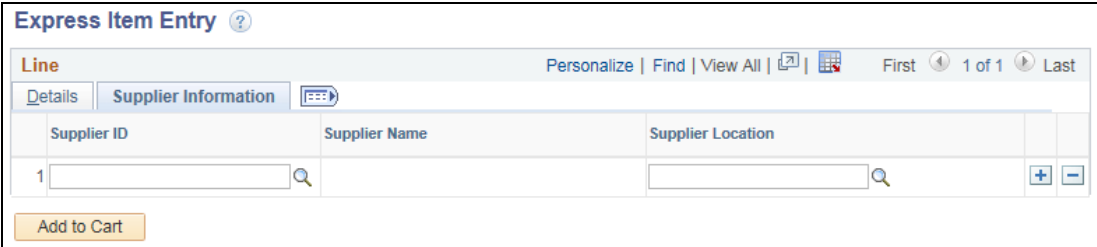
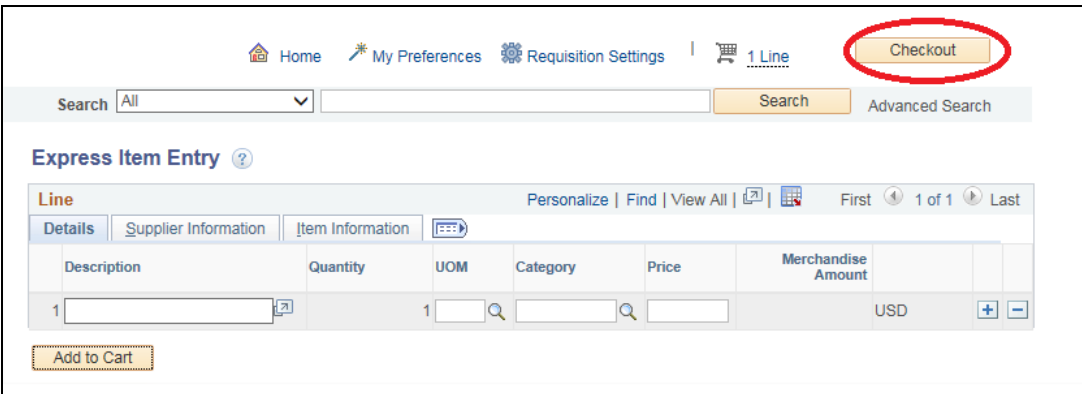
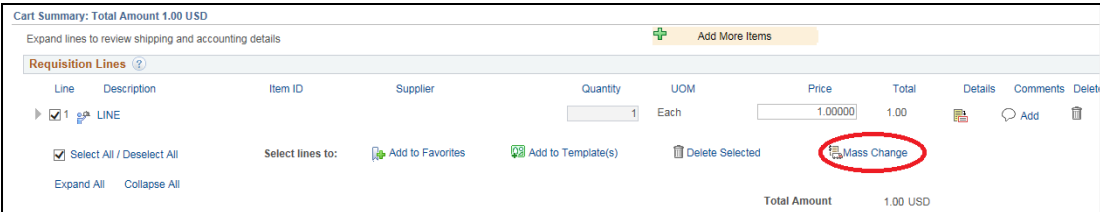


Step	Action												
14.	<p>Click OK.</p> <div data-bbox="321 575 1292 1314" style="border: 1px solid black; padding: 10px;"> <p>Line</p> <p>Personalize Column and Sort Order</p> <p>To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Column Order</p> <ul style="list-style-type: none"> Tab Details (frozen) Description Quantity UOM Category Price Merchandise Amount Curr Tab Supplier Information Supplier ID Supplier Name Supplier Location Tab Item Information Item ID (hidden) Supplier Item ID Supplier's Catalog Manufacturer ID Manufacturer's Item ID </div> <div style="width: 45%;"> <p>Sort Order</p> <p>Descending</p> </div> </div> <p> <input checked="" type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Preview"/> Copy Settings Share Settings Delete Settings </p> </div> <p>Your Express Item Entry Line on the Details tab should now look like the example below:</p> <div data-bbox="321 1465 1409 1717" style="border: 1px solid black; padding: 10px;"> <p>Express Item Entry ?</p> <p>Line Personalize Find View All First 1 of 1 Last</p> <p>Details Supplier Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Quantity</th> <th>UOM</th> <th>Category</th> <th>Price</th> <th>Merchandise Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add to Cart</p> </div>	Description	Quantity	UOM	Category	Price	Merchandise Amount	1		1			
Description	Quantity	UOM	Category	Price	Merchandise Amount								
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ADDY NOTES



Step	Action
	<p>Your Express Item Entry line on the Supplier Information tab should now look like the example below:</p> 
15.	<p>When creating a requisition, click the Checkout button.</p> 
16.	<p>Under the Cart Summary section, click Mass Change.</p> 



ADDY NOTES

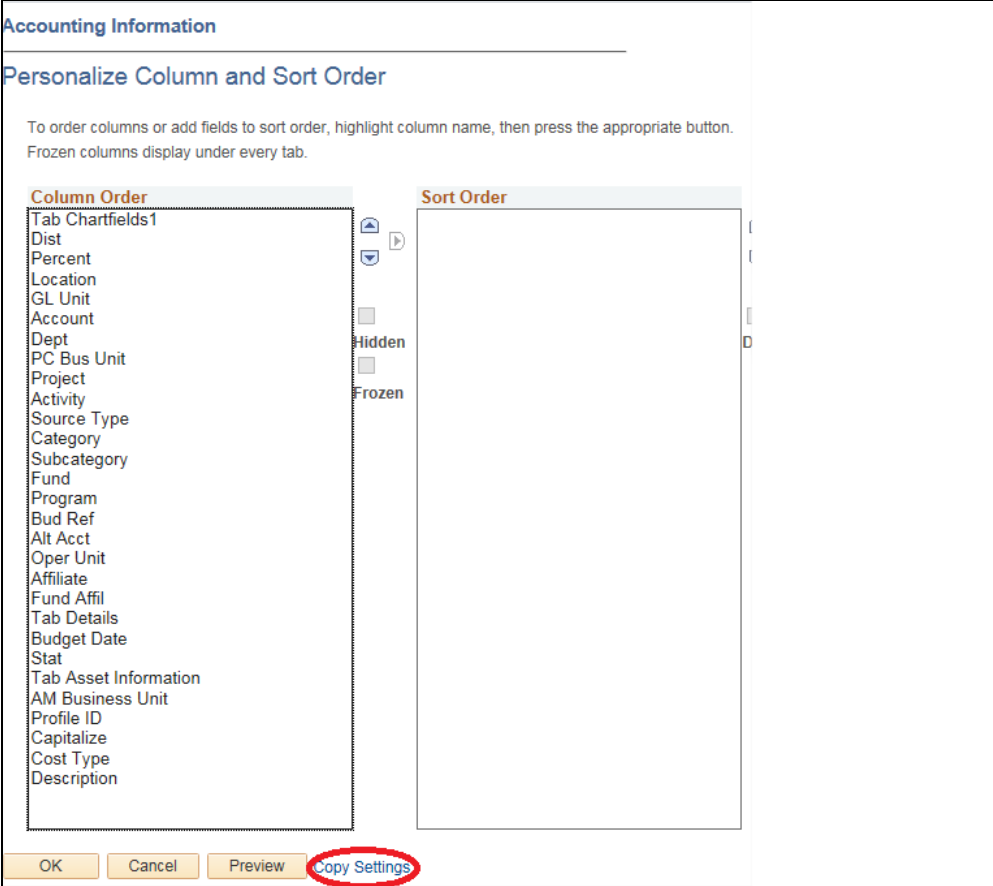


Step	Action																		
17.	<p>Click Personalize under Accounting Lines.</p> <div data-bbox="318 573 1232 1337" style="border: 1px solid black; padding: 5px;"> <p>Edit Lines/Shipping/Accounting for Selected Lines</p> <p>Line Information ?</p> <p>Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.</p> <p>Supplier ID <input type="text"/> Supplier Location <input type="text"/></p> <p>Buyer <input type="text"/> Category <input type="text"/></p> <p>Shipping Information</p> <p>Ship To Location <input type="text"/> Add One Time Address</p> <p>Due Date <input type="text"/> Attention <input type="text"/></p> <p>Comments <input style="width: 100%; height: 40px;" type="text"/></p> <p>Accounting Lines</p> <p>SpeedChart <input type="text"/></p> <p>Please enter GL Business Unit before selecting other chartfield values</p> <p>Accounting Information Personalize Find <input type="text"/> <input type="text"/> First 1 of 1 Last</p> <p>Chartfields1 Details Asset Information</p> <table border="1"> <thead> <tr> <th>Dist</th> <th>Percent</th> <th>Location</th> <th>GL Unit</th> <th>Account</th> <th>Dept</th> <th>PC Bus Unit</th> <th>Project</th> <th>Act</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: right;">Load Values From Defaults</p> <p>OK Cancel</p> </div>	Dist	Percent	Location	GL Unit	Account	Dept	PC Bus Unit	Project	Act	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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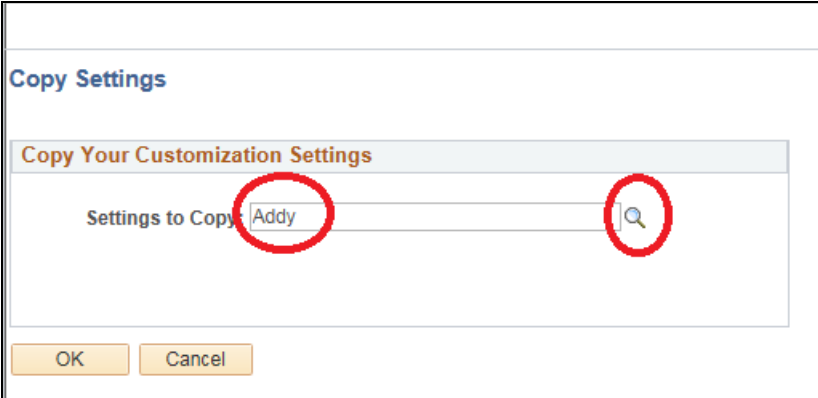
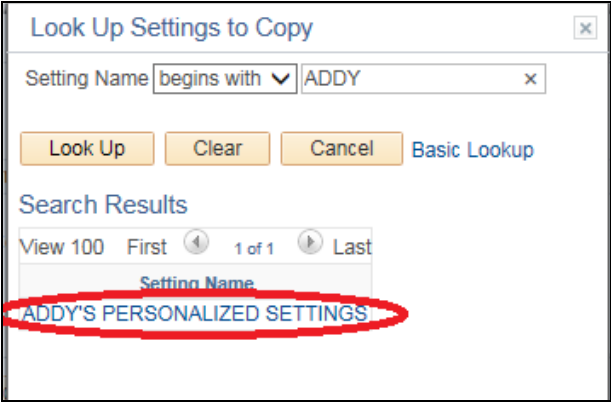


Step	Action
18.	<p>Click Copy Settings.</p>  <p>Accounting Information</p> <p>Personalize Column and Sort Order</p> <p>To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.</p> <p>Column Order</p> <ul style="list-style-type: none"> Tab Chartfields1 Dist Percent Location GL Unit Account Dept PC Bus Unit Project Activity Source Type Category Subcategory Fund Program Bud Ref Alt Acct Oper Unit Affiliate Fund Affil Tab Details Budget Date Stat Tab Asset Information AM Business Unit Profile ID Capitalize Cost Type Description <p>Sort Order</p> <p>OK Cancel Preview Copy Settings</p>



ADDY NOTES




Step	Action
19.	<p>Type Addy in the Settings to Copy box and press the Magnifying Glass.</p> 
20.	<p>Click Addy's Personalized Settings.</p> 



ADDY NOTES



Step	Action
21.	<p>Click OK.</p> <div data-bbox="321 575 1156 951"><p>Copy Settings</p><p>Copy Your Customization Settings</p><p>Settings to Copy: <input type="text" value="ADDY'S PERSONALIZED SETTINGS"/> </p><p>OK Cancel</p></div>



ADDY NOTES



Step	Action																
22.	<p>Click OK.</p> <div data-bbox="321 575 1201 982" style="border: 1px solid black; padding: 5px;"> <p>Oper Unit (hidden) Affiliate (hidden) Fund Affil (hidden) Stat (hidden) Tab Asset Information AM Business Unit Profile ID Capitalize Cost Type Description</p> <p>OK Cancel Preview Copy Settings Share Settings Delete Settings</p> </div> <p>Your Accounting Lines on the Chartfields1 tab should now look like the example below:</p> <div data-bbox="321 1087 1414 1444" style="border: 1px solid black; padding: 5px;"> <p>Accounting Lines</p> <p>SpeedChart <input type="text"/> <input type="button" value="Q"/></p> <p>Please enter GL Business Unit before selecting other chartfield values</p> <p>Accounting Information Personalize Find <input type="button" value="Print"/> <input type="button" value="Refresh"/></p> <p>Chartfields1 Details Asset Information <input type="button" value="Filter"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Dist</th> <th>GL Unit</th> <th>Account</th> <th>Alt Acct</th> <th>Dept</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/> <input type="button" value="Q"/></td> <td></td> <td></td> <td><input type="text"/> <input type="button" value="Q"/></td> <td><input type="text"/> <input type="button" value="Q"/></td> <td><input type="text"/> <input type="button" value="Q"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: right;">Load Values From Defaults</p> </div>	Dist	GL Unit	Account	Alt Acct	Dept	PC Bus Unit	Project	Activity	1	<input type="text"/> <input type="button" value="Q"/>			<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>
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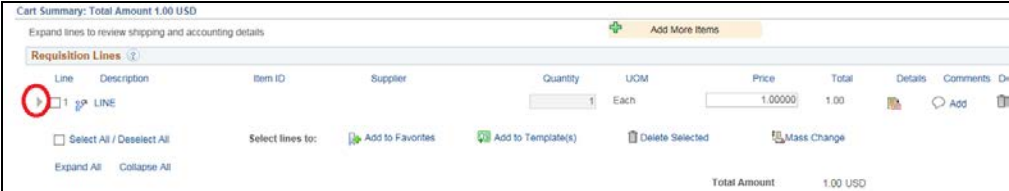
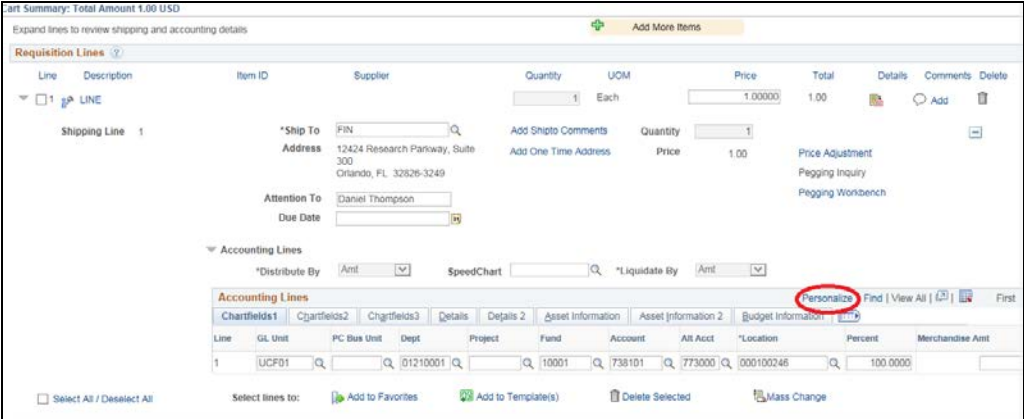


Step	Action
	<p>Your Accounting Lines on the Details tab should now look like the example below:</p> <div data-bbox="321 575 1419 905" style="border: 1px solid black; padding: 5px;"> <p>Accounting Lines</p> <p>SpeedChart <input type="text"/> <input type="button" value="Q"/></p> <p>Please enter GL Business Unit before selecting other chartfield values</p> <p>Accounting Information Personalize Find <input type="button" value="Print"/> <input type="button" value="Refresh"/> First <input type="button" value="Left"/> 1 of 1 <input type="button" value="Right"/> Last</p> <p>Chartfields1 Details Asset Information <input type="button" value="More"/></p> <p>Budget Date <input type="text"/> <input type="button" value="B1"/> Location <input type="text"/> <input type="button" value="Q"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p style="text-align: right;">Load Values From Defaults</p> </div> <p>Your Accounting Lines on the Asset Information tab should now look like the example below:</p> <div data-bbox="321 1041 1419 1371" style="border: 1px solid black; padding: 5px;"> <p>Accounting Lines</p> <p>SpeedChart <input type="text"/> <input type="button" value="Q"/></p> <p>Please enter GL Business Unit before selecting other chartfield values</p> <p>Accounting Information Personalize Find <input type="button" value="Print"/> <input type="button" value="Refresh"/> First <input type="button" value="Left"/> 1 of 1 <input type="button" value="Right"/> Last</p> <p>Chartfields1 Asset Information <input type="button" value="More"/></p> <p>AM Business Unit <input type="text"/> <input type="button" value="Q"/> Profile ID <input type="text"/> <input type="button" value="Q"/> Capitalize <input type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p style="text-align: right;">Load Values From Defaults</p> </div>
23.	<p>Click the “x” at the top right of the Edit Lines/Shipping/Accounting for Selected Lines box.</p> <div data-bbox="321 1497 1354 1759" style="border: 1px solid black; padding: 5px;"> <p>Edit Lines/Shipping/Accounting for Selected Lines x</p> <p>Line Information <input type="button" value="Help"/></p> <p>Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.</p> <p>Supplier ID <input type="text"/> <input type="button" value="Q"/> Supplier Location <input type="text"/> <input type="button" value="Q"/></p> <p>Buyer <input type="text"/> <input type="button" value="Q"/> Category <input type="text"/> <input type="button" value="Q"/></p> <p>Shipping Information</p> </div>



ADDY NOTES

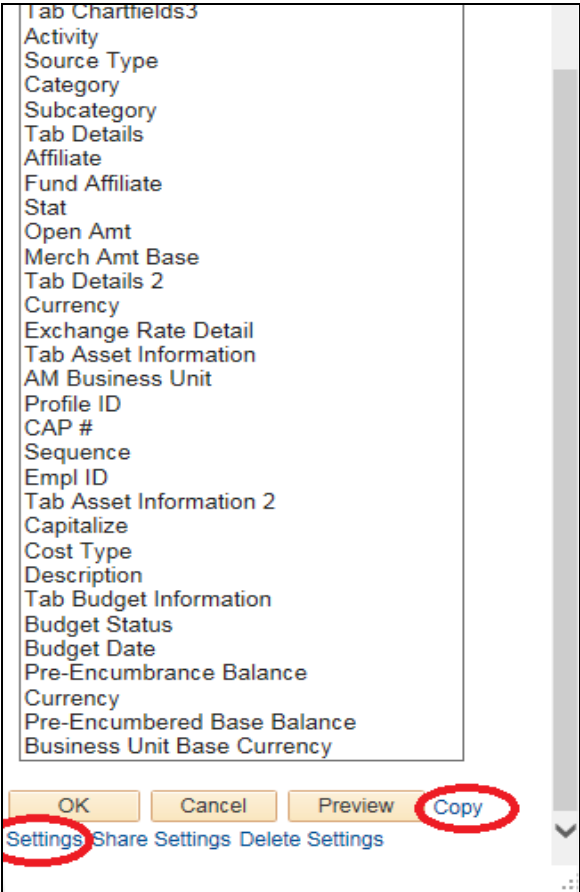


Step	Action
24.	<p>Under Cart Summary expand the Line.</p>  <p>The screenshot shows the 'Cart Summary' interface with a total amount of 1.00 USD. A table titled 'Requisition Lines' contains one line item. The line item is expanded, showing details for a shipping line, including ship-to address and attention to Daniel Thompson.</p>
25.	<p>Click Personalize.</p>  <p>The screenshot shows the 'Accounting Lines' section of the cart summary. A table lists accounting details for line 1. The 'Personalize' button in the top right corner of the Accounting Lines section is circled in red.</p>



ADDY NOTES

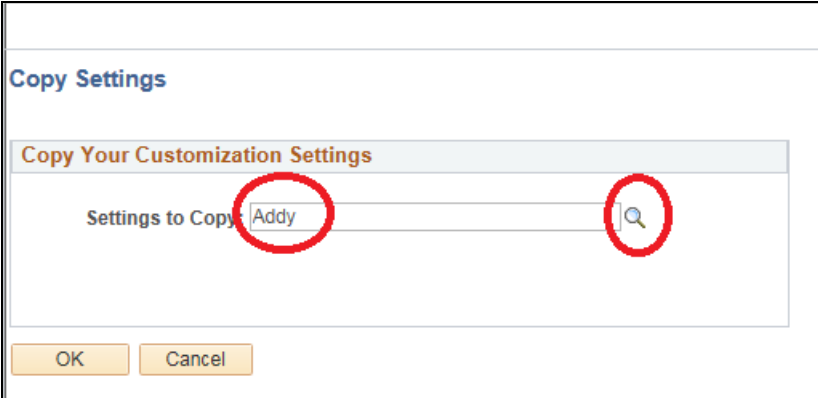
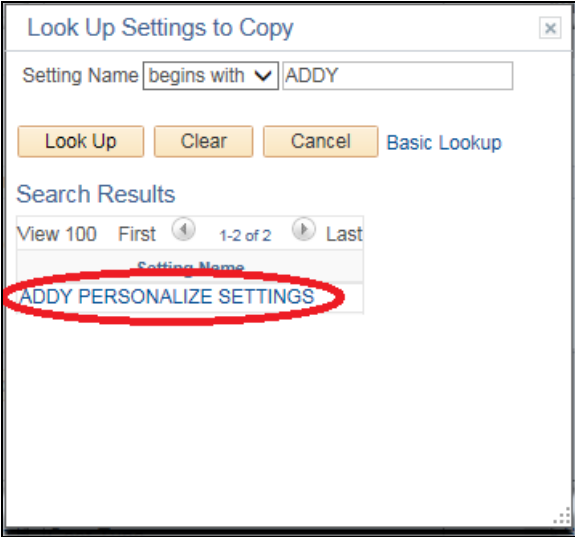


Step	Action
26.	<p>Scroll to the bottom of the page and click Copy Settings.</p> 



ADDY NOTES

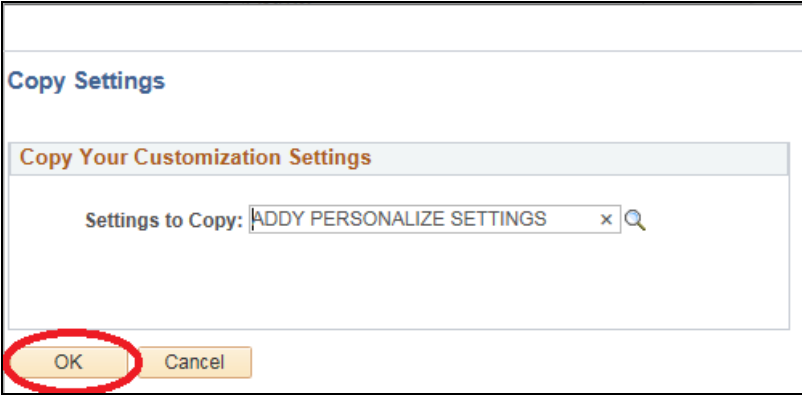


Step	Action
27.	<p>In the Setting to Copy box, type “Addy” then press the Magnifying Glass.</p> 
28.	<p>Select Addy Personalize Settings.</p> 



ADDY NOTES

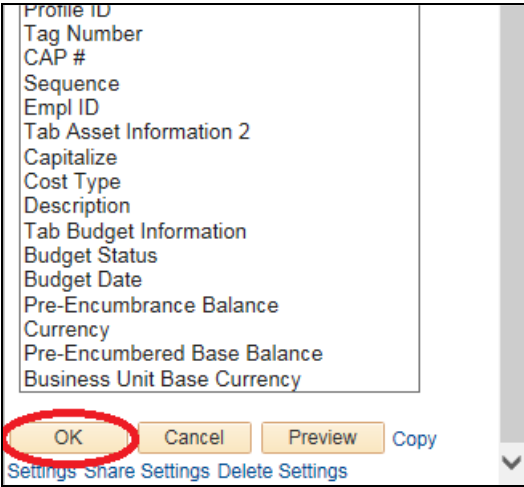
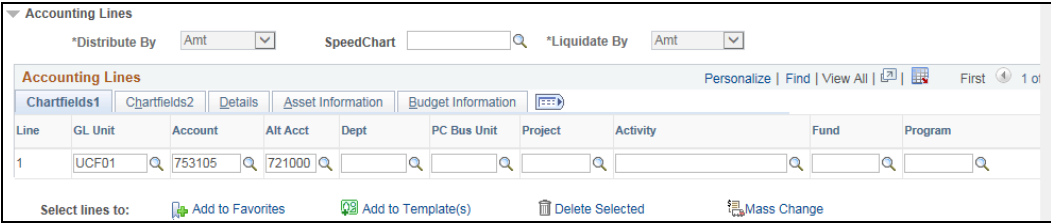
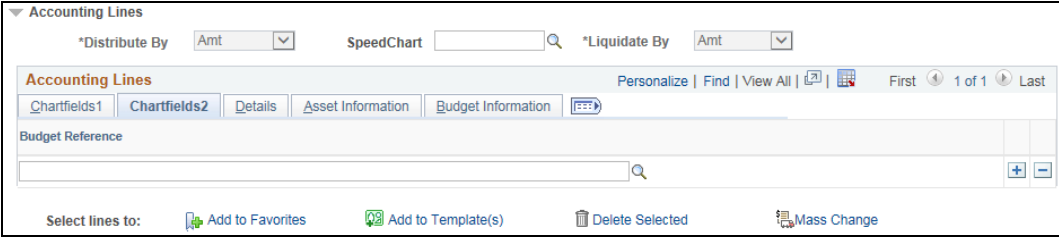


Step	Action
29.	<p>Click OK.</p>  <p>The screenshot shows a "Copy Settings" dialog box. At the top, it says "Copy Settings". Below that is a section titled "Copy Your Customization Settings". Inside this section is a search bar with the text "Settings to Copy: ADDY PERSONALIZE SETTINGS" and a search icon. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel". The "OK" button is circled in red.</p>



ADDY NOTES



Step	Action
30.	<p>Click OK.</p>  <p>Your Accounting Lines on the Chartfields1 tab should now look like the example below:</p>  <p>Your Accounting Lines on the Chartfields2 tab should now look like the example below:</p> 



ADDY NOTES



Step	Action																								
	<p>Your Accounting Lines on the Details tab should now look like the example below:</p> <div data-bbox="318 571 1382 821" style="border: 1px solid black; padding: 5px;"> <p>Accounting Lines</p> <p>*Distribute By <input type="text" value="Amt"/> SpeedChart <input type="text"/> *Liquidate By <input type="text" value="Amt"/></p> <p>Accounting Lines Personalize Find View All First 1 of 1 Last</p> <p>Chartfields1 Chartfields2 Details Asset Information Budget Information</p> <table border="1"> <thead> <tr> <th>Percent</th> <th>Merchandise Amt</th> <th>Status</th> <th>*Location</th> <th>Open Amt</th> </tr> </thead> <tbody> <tr> <td>100.0000</td> <td>1.00</td> <td>Open</td> <td>PURCHASING</td> <td>1.00</td> </tr> </tbody> </table> <p>Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change</p> </div> <p>Your Accounting Lines on the Asset Information tab should now look like the example below:</p> <div data-bbox="318 953 1382 1192" style="border: 1px solid black; padding: 5px;"> <p>Accounting Lines</p> <p>*Distribute By <input type="text" value="Amt"/> SpeedChart <input type="text"/> *Liquidate By <input type="text" value="Amt"/></p> <p>Accounting Lines Personalize Find View All First 1 of 1 Last</p> <p>Chartfields1 Chartfields2 Details Asset Information Budget Information</p> <table border="1"> <thead> <tr> <th>AM Business Unit</th> <th>Profile ID</th> <th>Capitalize</th> <th>Empl ID</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change</p> </div> <p>Your Accounting Lines on the Budget Information tab should now look like the example below:</p> <div data-bbox="318 1325 1382 1564" style="border: 1px solid black; padding: 5px;"> <p>Accounting Lines</p> <p>*Distribute By <input type="text" value="Amt"/> SpeedChart <input type="text"/> *Liquidate By <input type="text" value="Amt"/></p> <p>Accounting Lines Personalize Find View All First 1 of 1 Last</p> <p>Chartfields1 Chartfields2 Details Asset Information Budget Information</p> <table border="1"> <thead> <tr> <th>Budget Date</th> <th>Budget Status</th> <th>Pre-Encumbrance Balance</th> </tr> </thead> <tbody> <tr> <td>10/01/2016</td> <td>Not Chk'd</td> <td>0.00</td> </tr> </tbody> </table> <p>Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change</p> </div>	Percent	Merchandise Amt	Status	*Location	Open Amt	100.0000	1.00	Open	PURCHASING	1.00	AM Business Unit	Profile ID	Capitalize	Empl ID			<input type="checkbox"/>		Budget Date	Budget Status	Pre-Encumbrance Balance	10/01/2016	Not Chk'd	0.00
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