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FIN How-to: Personalizing Journal Entry Line Display [1]

Watch the video

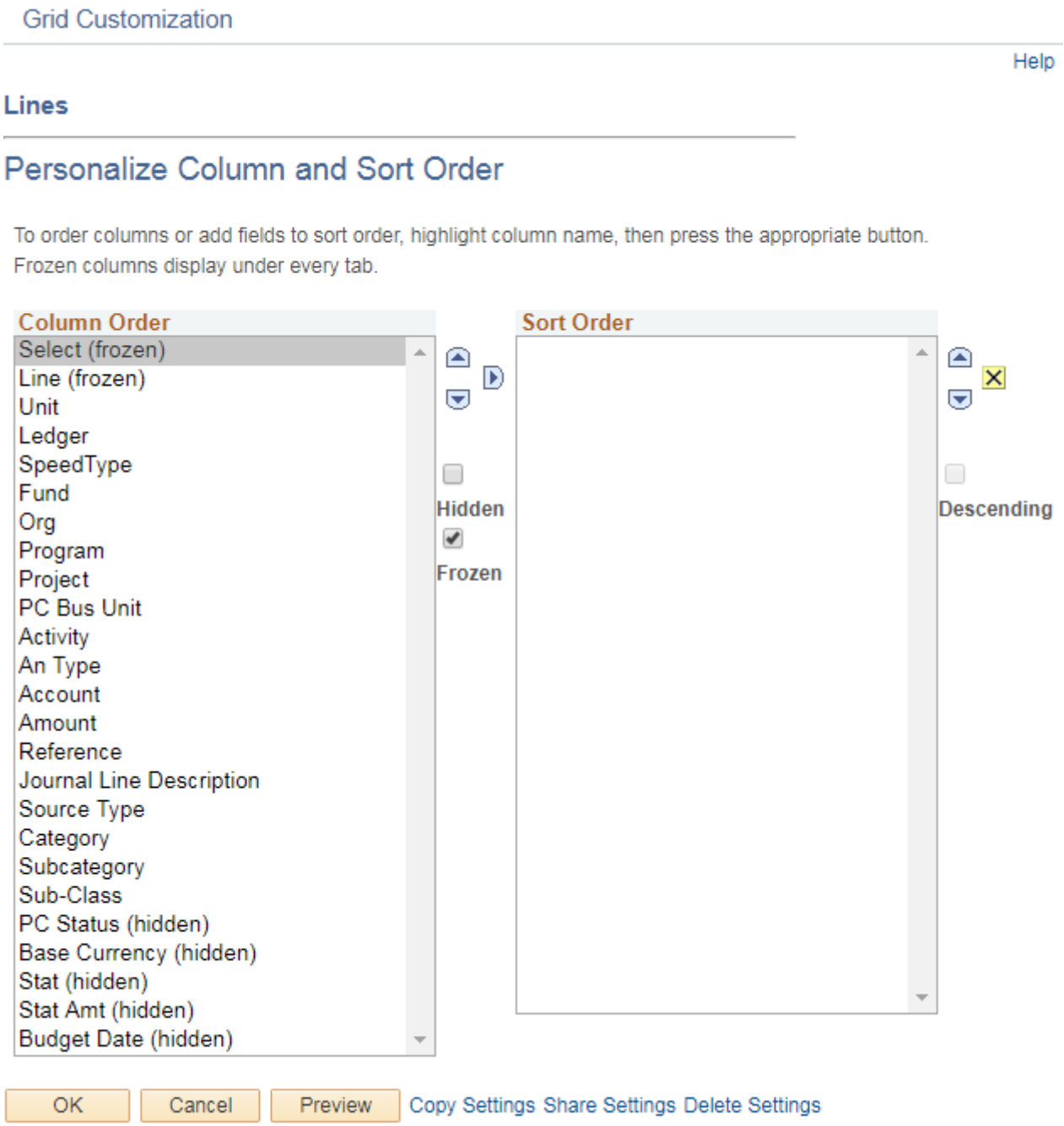
Read the procedures

In FIN, you can make the journal entry lines page easier to use by changing the order of the data entry fields or hiding certain fields. This is called personalizing your journal entry line display.

To personalize your display

1. After creating a journal entry, select the Lines page and click the **Personalize** link.
2. The *Personalize Column and Sort Order*

window appears.



3. **To change the order of data fields:** Highlight the field you want to move and use the arrows to move it up or down the list. Do this with any other fields you want to move until you have it in the order you want.

   If there are fields you think you won't need, consider moving them to the bottom of the list rather than hiding them. They'll be out of the way, but still easily accessible if you need them.

4. **If you do want to hide a data entry field:** Highlight the field you want to hide and select the **Hidden** box.
5. Click **Preview** to view your new line display before saving.

   Tip: Save a screenshot of the Personalize Column and Sort Order window! You can use it as a guide if your personalized display ever resets. There are several ways to take a

screenshot. If you're using a PC, you can use the built-in Snipping Tool to capture and save a screenshot.

6. When you're done making changes, click **OK** to save.
7. You'll return on the Lines page where you can see your personalized display.

To return to the default display

1. After creating a journal entry, go to the Lines page and select the **Personalize** link.
2. Select the **Delete Settings** link.
3. A pop up will ask you to confirm you want to delete your customization. To proceed, click **Delete**.
4. Click **OK**.

Have a question or feedback?

For questions or feedback contact

Source URL:https://www.cu.edu/controller/fin-how-personalizing-journal-entry-line-display

Links
[1] https://www.cu.edu/controller/fin-how-personalizing-journal-entry-line-display
[2] mailto:fss@cu.edu?subject=Question%20or%20Feedback%20&body=What%20page%20this%20is%20from:%20' + window.location.href +