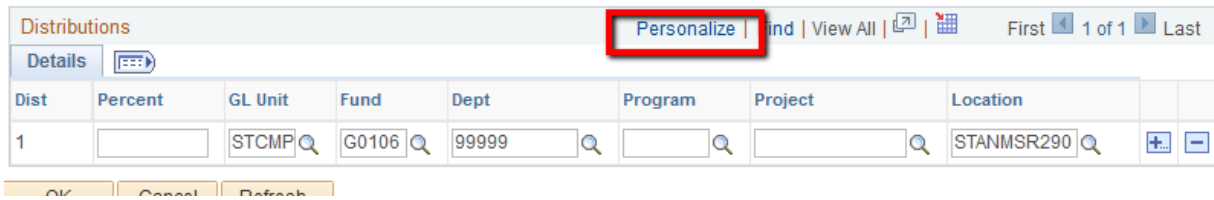


# Personalize your CFS pages

Some CFS pages allow you to hide unnecessary fields to allow for easier data entry. Look for the Personalize link usually located at the top of a page section.



If the Personalize link is available you are able to make your entry page more friendly. Click the link and you will be taken to a page that lists the fields / columns on that particular page section. Usually you will need to keep any column that is listed as 'frozen'. Other columns that should be kept are GL Unit, Fund, Dept, Program, Project, Location, Percent, Amount, Qty and Account in most cases (hide Account on the Requisition Defaults page – account will be acquired by category code selected during requisition entry). To reorder the columns on the page select the column then move it over to the Sort Order column using the arrows. When done selecting columns click the OK button to save changes.

