

Personalizing the Create/Update Journal Entry Columns Job Aid

User Role(s): Agency GL Processor
 Agency GL Approver
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Overview

This job aid is intended to show how to personalize your journal entry columns to reduce scrolling/tabbing to the chartfields that are frequently used.

Personalize the order of Journal columns to best align with your Agency's needs by following the steps below.

1. Go to the **Lines** tab on the **Create/Update Journal Entries**.



Figure 1: Tabs

2. Click **Personalize** in the top right.

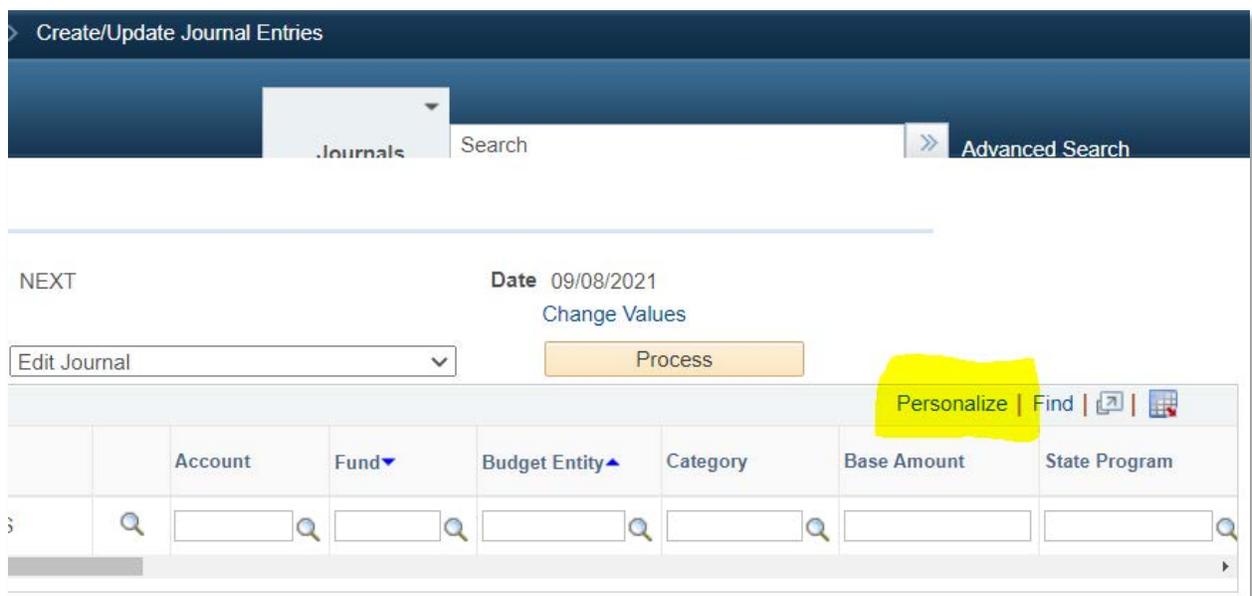


Figure 2: Personalize

3. Organize your column order and/or hide columns you do not need by highlighting the column name then pressing the appropriate button.

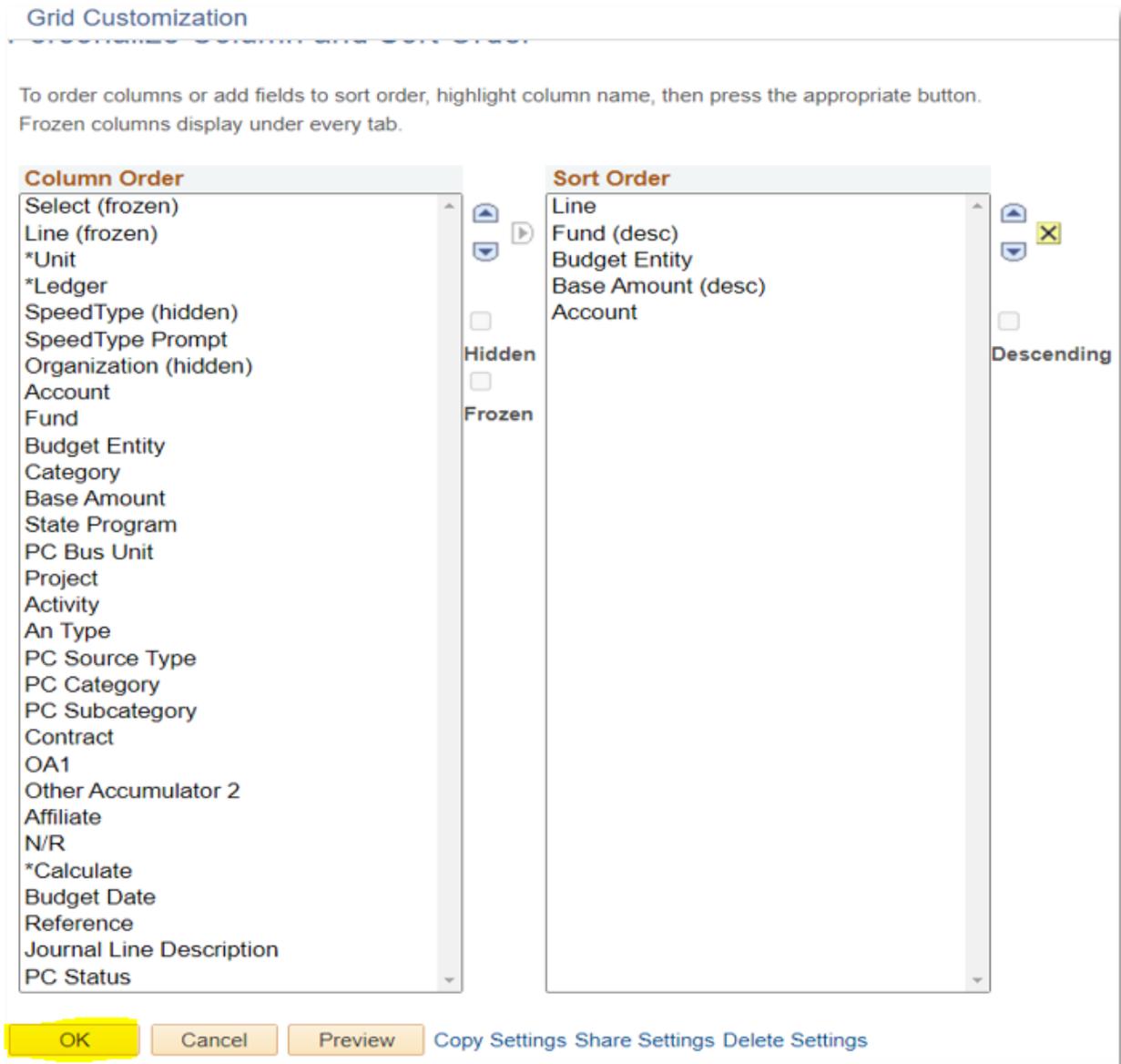


Figure 3: Columns

4. Click **OK** at the bottom to apply your changes.

Once you set your personalization order, Florida PALM will retain your personalized order on future journal entries saving time and reducing errors when reviewing the disinvestment chartfield entries.

Still have questions?

Please contact the [Florida PALM Solution Center](#).