

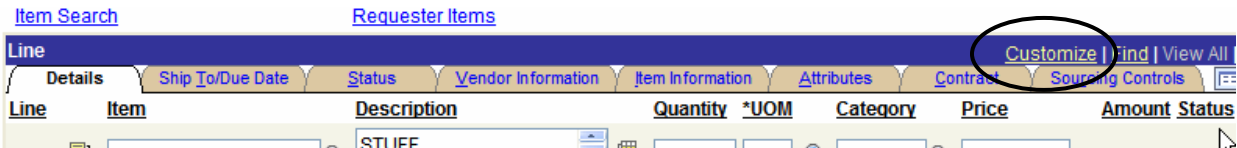
## Appendix D Using the Customize Link

You can customize the pages for entering requisitions. This means you can change the tab order of fields, or choose to completely remove a tab for those fields which are not used. In addition, you can also opt to remove (hide) fields that you do not wish to see in the Line Item area on the Requisition page. Suggested tab orders and hidden fields are listed for the Requisition and Requisition Defaults pages.

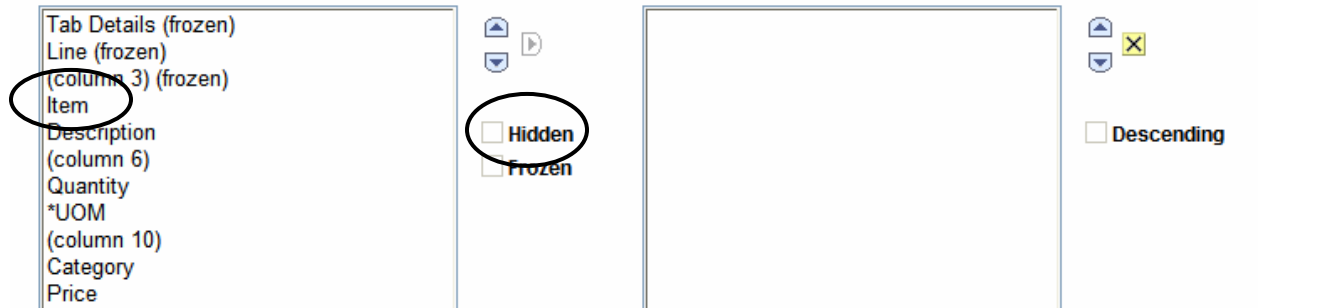
### Requisition Page – Hide a Field

What you do	What happens
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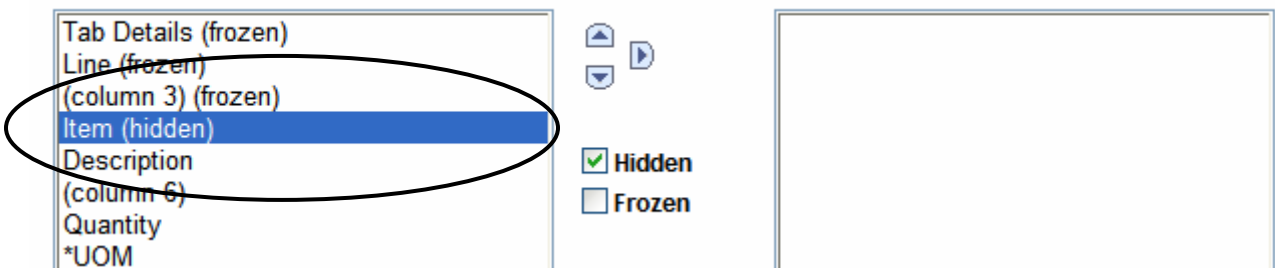
- In the line item section of the Requisition page you can hide fields which are not used. Click on the **Customize** link located in the **Line** header area.



- A listing of all the fields contained in the line area is displayed. To hide a field click on the field name and then click the Hidden check box. For example, click the **Item** field and then click the **Hidden** check box. This will hide the **Item** field.



- Notice how (hidden) appears after the Item field once it is selected.



- Scroll down to the bottom of the page and click the **OK** button to save the change.

## Requisition Defaults Page

What you do	What happens
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1. On the Requisition page, click on the link for **Requisition Defaults**.

Click on the **Customize** Page link located in the upper right corner of the screen.

Home My Worklist My Favorites

[New Window](#) | [Help](#) | [Customize Page](#)

### Maintain Requisitions

#### Requisition Defaults

**Business Unit:** AKRON      **Requisition Date:** 02/07/2007  
**Requisition ID:** 0000041136      **Status:** Pending

**Default Options**

**Default**      If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

**Override**      If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Header**

**Buyer:**        **Unit of Measure:**

**Vendor:**   Department of Purchasing      **Location:**

What you do	What happens
2.	The Page Customization page displays. The number beside each field represents the tab order of that particular field.

**PeopleSoft.**

OK Cancel [Copy Settings](#)

### Page Customization

Save the state of the View All settings on this page.  
 Save tabbing order customized below.

To define new tabbing order, select Clear Tabbing Order, then click items to include in desired sequ  
 To rearrange tabbing order, select Remove from order, Move up in order, or Move down in order, then  
 appropriate items to rearrange.

Clear Tabbing Order Restore Default

Include In Tabbing Order  Remove From Order  Move Up In Order  Move Down In Order

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### Maintain Requisitions

#### Requisition Defaults

**Business Unit:** AKRON      **Requisition Date:** 10/25/2006  
**Requisition ID:** 0000037414      **Status:** Approved

**Default Options**

**Default**      If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

**Override**      If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Header**

**Buyer:** 19  20       **Unit of Measure:** 17  18   
**Vendor:** 22 0000000002 23  Kone Inc/Montgomery Kone      **Location:** 24 KONE 25   
**Category:** 15  16       24 Vendor Lookup

**Item Defaults**

**Ship To:** 27 RECEIVING 28  Central Receiving      **Distribute by:** 38 Quantity   
**Due Date:** 30 10/31/2006 31       **Liquidate by:** 39 Amount   
**Ultimate Use Code:** 34  35       36 Modify Shipping Address

**Amount Summary**

**SpeedChart:** 40  41

What you do	What happens
3. Click the <b>Clear Tabbing Order</b> button. This removes the tab order from all the fields on the page.	All the numbers next to the fields are replaced with an "X".
4. Click the "X" for a field to include that field in the tabbing sequence – click the fields in the order you wish to tab to them.	

We recommend the following tab order:

- 1 - Vendor**
- 2 – Due Date**
- 3 - SpeedChart**

The customize page should like similar to the one below:

**Maintain Requisitions**

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**Requisition Defaults**

Business Unit: AKRON      Requisition Date: 10/25/2006  
 Requisition ID: 0000037414      Status: Approved

Default Options

**Default**      If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

**Override**      If you select this option, all default values entered on this page override the default values found in the default hierarchy.

**Header**

Buyer: [X] [X]      Unit of Measure: [X] [X]  
 Vendor: [X] 0000000002 [X] [X] Kone Inc/Montgomery Kone      Location: [X] KONE [X] [X]  
 Category: [X] [X]      [X] Vendor Lookup

**Item Defaults**

Ship To: [X] RECEIVING [X] [X] Central Receiving      \*Distribute by: [X] [X]  
 Due Date: [X] 10/31/2006 [X] [X]      \*Liquidate by: [X] [X]  
 Ultimate Use Code: [X] [X]      [X] Modify Shipping Address

**Amount Summary**

SpeedChart: [X] [X]

**Distributions**

Dist	Percent	Account	Fund	Dept	Program	Class	Bud Ref
1	100.0000	AKRON					

OK    Cancel    Refresh

What you do	What happens
<p>5. Click on the <b>OK</b> button to return to the Requisition Defaults page.</p> <p><b>Note:</b> You can always come back to this page by clicking on the <b>Customize Page</b> link again and click the <b>Restore Default</b> button to restore the default tab order.</p> <p>6. <b>Note:</b> To rearrange the tabbing order, select <b>Remove from order</b>, <b>Move up in order</b>, or <b>Move down in order</b>, then click the appropriate item to rearrange.</p>	<p>The Requisition Defaults page is displayed:</p> 