



# Customizing Accounting Lines and Chartfields

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## Introduction

When creating a requisition, you can customize accounting lines and chartfields if needed.

## Procedure

1. From the **Review and Submit** page, click the **Personalize** link located in the **Accounting Lines** panel.
2. Select the **Column** you want to hide.
3. Then, click the **Hidden** option.
4. Select the next column to be hidden.
5. Click the Hidden option.
6. Repeat as necessary.

**NOTE:** Both individual fields and entire tabs can be hidden.

7. Click **Preview** to review how the **Accounting Lines** section will display.
8. Click the **OK** button to save changes.
9. **End of procedure.**