Budget Overview- Personalize Columns

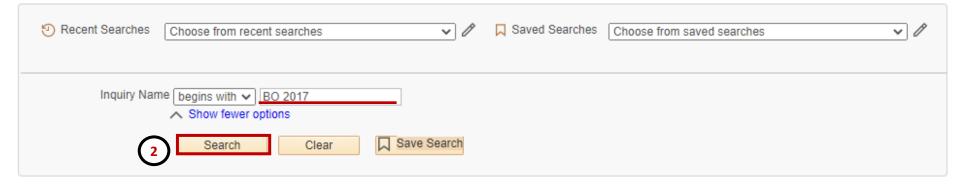
(Homepage) Accounting & Financial Reports > (Tile) Budgets Overview

Find an Existing Value



▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.



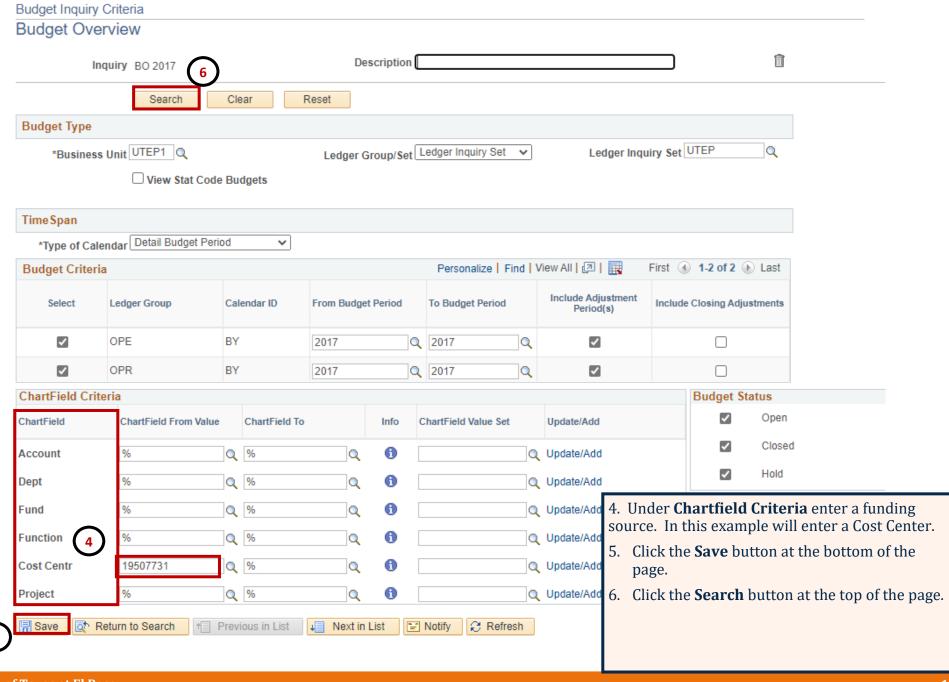
Search Results

12 rows - User ID "6001142777"



- 1. Navigate to the **Budgets Overview** page.
- 2. Click on **Search** to find the result for **Inquiry Names.**
- 3. Select an inquiry name under **Search Results.** In this example we will pick BO 2017

Budget Overview- Personalize Columns



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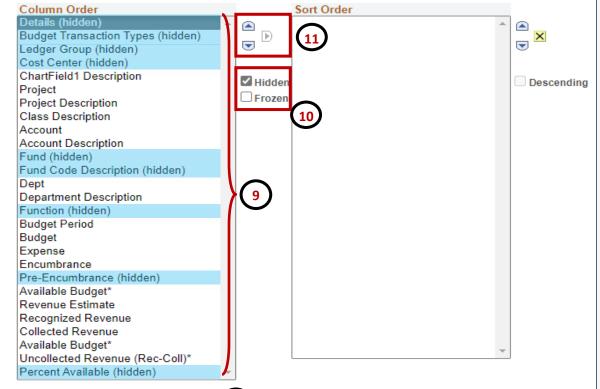




Preview

Cancel

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.



tings Share Settings Delete Settings

- 7. Note the six new column header descriptions.
- 3. You can customize your view by selecting the **Personalize** link located above the headers.
- 9. A pop-up window will show all the columns under Budget Overview. Select a column you want to hide under the **Column Order** section.
- 10. Use the **Hidden** box to "Hide" your selected column.
 - a. Please note, select only one column at a time
 - b. We recommend hiding columns in blue to reduce the size of the Budget Overview page.
- 11. You can also arrange the columns the way you like.
 - a. Use the **Arrows** located above the **Hidden** field box to move columns up or down the list.
- 12. Use the "action" buttons:
 - a. Click **Preview** button to review your updates before saving.
 - b. Click **Cancel** button to undo your updates.
 - c. Click **OK** button to "Save" your updates.

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