Allocation Grid Settings

The Allocations grid view (within a purchase order) can be customized to remove or reorder columns. This can be useful when viewing FOAPAL information to reduce scrolling, reorder FOAPAL elements and remove unused information.

1. Click the *gear icon* located in the bottom right of the grid.



1. The Grid settings menu pops open showing all available columns on the grid.
2. You may turn columns off/on using the toggle buttons.
3. To reorder columns, drag and drop the selected field within Grid Settings. As you drag and drop the Grid reorder in real time.
4. In this example I chose:
* %
* Amount
* Allocations Quantity
* #
* PR/Order Item (item description)
* Fiscal Year
* Fund
* Organization Allocation
* Program Allocation
* Activity
* Organization
* Allocation #

