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## How do I change the bottom layout on my billing screen so I can see other fields without scrolling?

Tammy Mason - 2017-09-22 - in Customer

### **How do I change the bottom layout on my billing screen so I can see other fields without scrolling?**

Changing the bottom layout on your billing screen can be very beneficial when trying to make sure that all the vendor costs have been correctly accounted for on your order during billing. Simply by highlighting the line you are trying to verify in the top section of the line items tab, you will be able to see additional information regarding that line in the bottom layout. This can be done by operator, so your screen doesn't have to look the same as everyone else's in the office.

Click on the action button in the bottom right hand corner of the line item tab while you are in billing. Drop down below the bottom line to "edit bottom lay out". You will then see a pop up window listing all the fields from right to left that are available in the top section of your screen. The fields with green check marks next to them are the ones that are selected to show at the bottom of your screen. My suggestion would be that you select the following fields: L#, Tot bl cost, Tot vo cst, Qty vo, Qty ship, Vendor name and VC. This will allow you to compare the current shipped or billed quantity with the vouched quantity and the current shipped or billed cost with the actual vouched cost.

Once you are satisfied with the layout, don't forget to click on the action button again, and drop down to the bottom and select save bottom layout. This way the layout you created will be the same next time you log into billing.