

## Field Customization

There may be fields that your entity does not use and would prefer them not to be displayed. To remove these unwanted fields please start by logging in to your OpenGov.com site:

[OpenGov, Inc. \[US\] | https://opengov.com](https://opengov.com)



Then click on the "Data" tab, then click on the appropriate Dataset:

**Data Manager** > **OpenBooks (no COA) FY09-15** State of Arizona >

TOOLS

- Chart of Accounts
- General Ledger LEGACY

DATASETS

- OpenBooks (no COA) FY09-15** ⚙️ >
- Openbooks (w/COA) FY 16+ 🔄 >
- zzzAZ No CoA
- zzzFY 09-10
- zzzFY10

Explore Source files

Q Search

| Name                  | Status    |
|-----------------------|-----------|
| <b>FY15 Exp_1.csv</b> | Processed |
| <b>FY15 Exp_7.csv</b> | Processed |
| <b>FY15 Exp_5.csv</b> | Processed |
| <b>FY15 Exp_6.csv</b> | Processed |

Once your source files populate, click on the Cogwheel and then configure columns:

**Data Manager** > **OpenBooks** **Configure Dataset** State of Arizona > Switch entity

**TOOLS**

- Chart of Accounts
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**DATASETS**

- OpenBooks (no COA) FY09-15** 
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- zzzAZ No CoA
- zzzFY 09-10
- zzzFY10
- zzzFY12

**+ New Dataset**

**Options** Details

**Check images and search autocomplete**

Configure the way this dataset's data appears in your reports' check image and search autocomplete features. For more about these features, visit the [Resource Center](#).

[Preview and edit check image fields](#)

**Configure columns**

Rename and hiding columns will make them help your report authors understand this data.

[Configure columns](#)

**Delete dataset**

[Delete this dataset](#)

This action can't be undone

Then uncheck all columns you do not wish to display and click the save button:

The screenshot shows the 'Configure Dataset' window in the Data Manager application. The window title is 'State of Arizona > Switch entity'. The main content area is titled 'Configure columns' and contains a list of columns with checkboxes and corresponding text input fields. A yellow box highlights the 'fiscal\_year' column, which is checked. The 'Save' button at the bottom right is also highlighted in yellow.

| Column Name                | Checked                             | Field Name                 |
|----------------------------|-------------------------------------|----------------------------|
| fiscal_year                | <input checked="" type="checkbox"/> | Fiscal_Year                |
| entity_name                | <input checked="" type="checkbox"/> | Entity_name                |
| fund_1_name                | <input checked="" type="checkbox"/> | Fund_1_Name                |
| fund_2_name                | <input checked="" type="checkbox"/> | Fund_2_Name                |
| fund_3_name                | <input type="checkbox"/>            | Fund_3_Name                |
| fund_4_name                | <input type="checkbox"/>            | Fund_4_Name                |
| organization_level_1_name  | <input checked="" type="checkbox"/> | Organization_Level_1_Name  |
| organization_level_2_name  | <input type="checkbox"/>            | Organization_Level_2_Name  |
| organization_level_3_name  | <input type="checkbox"/>            | Organization_Level_3_Name  |
| organization_level_4_name  | <input type="checkbox"/>            | Organization_Level_4_Name  |
| organization_level_5_name  | <input type="checkbox"/>            | Organization_Level_5_Name  |
| organization_level_6_name  | <input type="checkbox"/>            | Organization_Level_6_Name  |
| organization_level_7_name  | <input type="checkbox"/>            | Organization_Level_7_Name  |
| organization_level_8_name  | <input type="checkbox"/>            | Organization_Level_8_Name  |
| organization_level_9_name  | <input type="checkbox"/>            | Organization_Level_9_Name  |
| organization_level_10_name | <input type="checkbox"/>            | Organization_Level_10_Name |

When you return to your reports you will see the fields no longer populate:

The screenshot shows a web application interface for reporting. The top navigation bar includes 'Reports' and 'OpenBooks FY09-15'. A sidebar on the left contains navigation icons for NETWORK, REPORTS (highlighted in yellow), DATA, PORTAL, and SETTINGS. The main content area shows a table with the following columns highlighted in yellow: Fund\_1\_Name, Fund\_2\_Name, Organization\_Level\_1\_Name, Transaction\_Type, and Category\_Level\_1\_Name. The table contains data rows for 'GAME AND FISH REVOLVING FUND' and 'PERSONAL SERVICES'.

| Fund_1_Name                  | Fund_2_Name            | Organization_Level_1_Name | Transaction_Type | Category_Level_1_Name     |
|------------------------------|------------------------|---------------------------|------------------|---------------------------|
| GAME AND FISH REVOLVING FUND | GAME AND FISH REV FUND | GAME AND FISH DEPARTMENT  | EX               | PERSONAL SERVICES         |
| GAME AND FISH REVOLVING FUND | GAME AND FISH REV FUND | GAME AND FISH DEPARTMENT  | EX               | EMPLOYEE RELATED EXPENDIT |
| GAME AND FISH REVOLVING FUND | GAME AND FISH REV FUND | GAME AND FISH DEPARTMENT  | EX               | EMPLOYEE RELATED EXPENDIT |
| GAME AND FISH REVOLVING FUND | GAME AND FISH REV FUND | GAME AND FISH DEPARTMENT  | EX               | EMPLOYEE RELATED EXPENDIT |
| GAME AND FISH REVOLVING FUND | GAME AND FISH REV FUND | GAME AND FISH DEPARTMENT  | EX               | EMPLOYEE RELATED EXPENDIT |
| GAME AND FISH REVOLVING FUND | GAME AND FISH REV FUND | GAME AND FISH DEPARTMENT  | EX               | EMPLOYEE RELATED EXPENDIT |
| GAME AND FISH REVOLVING FUND | GAME AND FISH REV FUND | GAME AND FISH DEPARTMENT  | EX               | EMPLOYEE RELATED EXPENDIT |

If you wish to add the columns back please refer to the above steps and add the check boxes back and save.