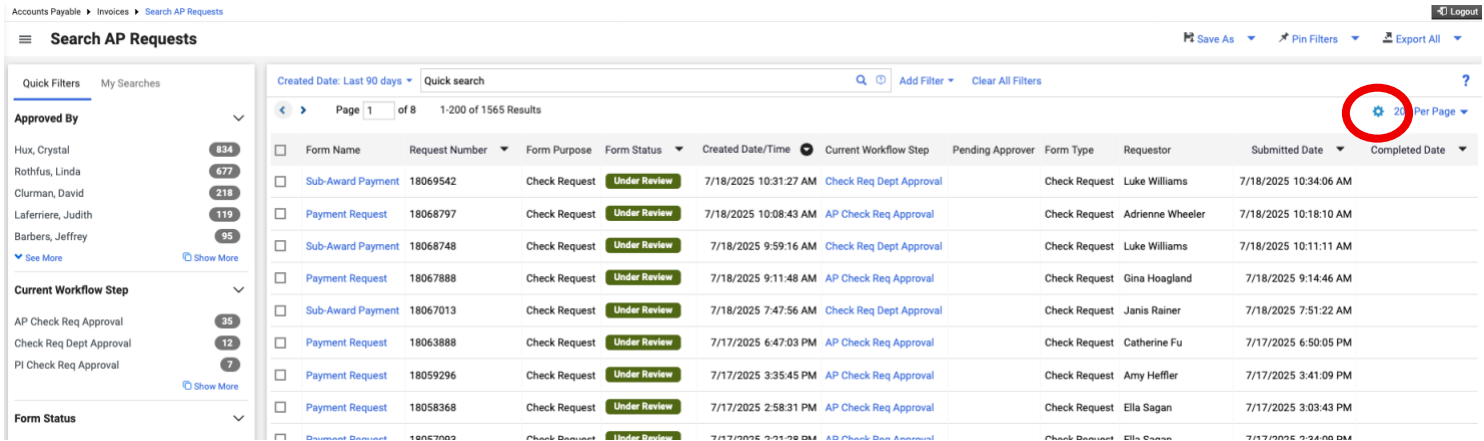


Change Default Column Display for AP Requests in PAW

In PAW, navigate to the “Search AP Requests” by clicking on *Accounts Payable* → *Invoices* → *Search AP Requests*.



Click on the configuration wheel (circled in red above).

Configure Column Display

Reflects the columns defined for the current search. Customizations will apply to the lifetime of the current search unless the search is saved. Columns marked with an * are custom defined data elements

☐ Pin Columns as my defaults

<input checked="" type="checkbox"/> Completed Date	Form Name
<input checked="" type="checkbox"/> Created Date/Time	Request Number
<input checked="" type="checkbox"/> Current Workflow Step	Form Purpose
<input checked="" type="checkbox"/> Form Status	Form Status
<input checked="" type="checkbox"/> Form Name	Created Date/Time
<input checked="" type="checkbox"/> Form Purpose	Current Workflow Step
<input checked="" type="checkbox"/> Form Type	Pending Approver
<input type="checkbox"/> Invoice Number	Form Type
<input type="checkbox"/> My Action	Requestor
<input type="checkbox"/> My Approval Date/Time	Submitted Date
<input type="checkbox"/> My Workflow Steps	Completed Date
<input checked="" type="checkbox"/> Pending Approver	
<input checked="" type="checkbox"/> Request Number	
<input checked="" type="checkbox"/> Requestor	
<input checked="" type="checkbox"/> Submitted Date	
<input type="checkbox"/> Supplier	

ApplyCancel

Check the “Supplier” checkbox on the left side (circled in red above). When you do this, “Supplier” will appear in the column on the right.

You can move where in the display the supplier column appears by clicking on Supplier and moving it to the desired location.

Configure Column Display

Reflects the columns defined for the current search. Customizations will apply to the lifetime of the current search unless the search is saved. Columns marked with an * are custom defined data elements

Type to Filter Available Columns...

☒ Completed Date

☒ Created Date/Time

☒ Current Workflow Step

☒ Form Status

☐ Form Name

☒ Form Purpose

☒ Form Type

☐ Invoice Number

☐ My Action

☐ My Approval Date/Time

☐ My Workflow Steps

☒ Pending Approver

☒ Request Number

☒ Requestor

☒ Submitted Date

☒ Supplier

☒ Pin Columns as my defaults

Form Name	↑ ↓
Request Number	↑ ↓
Form Purpose	↑ ↓
Form Status	↑ ↓
Created Date/Time	↑ ↓
Current Workflow Step	↑ ↓
Pending Approver	↑ ↓
Form Type	↑ ↓
Requestor	↑ ↓
Submitted Date	↑ ↓
Completed Date	↑ ↓
Supplier	↑ ↓

Apply

Cancel

Lastly, place a check in box next to “Pin Columns as my defaults” (shown above). This will now be your default view for this screen.