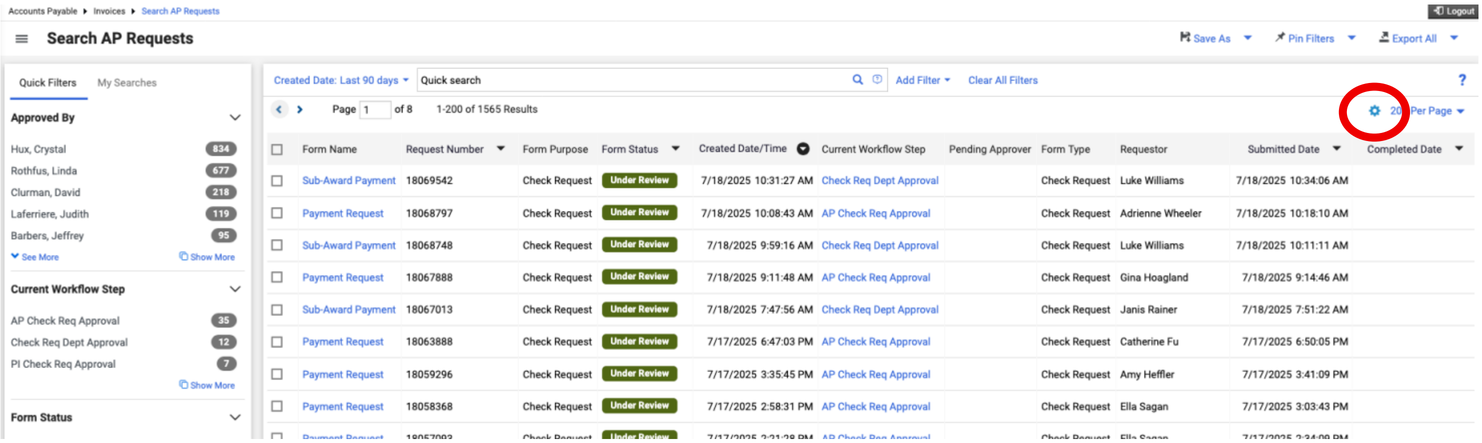
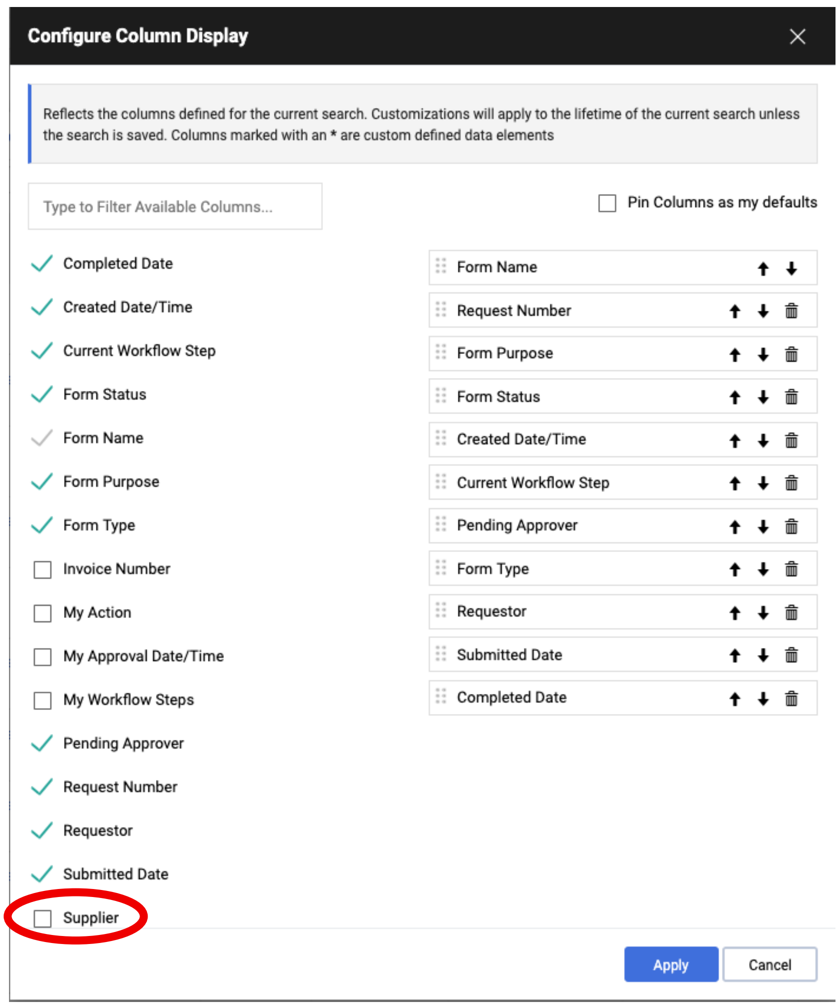
Change Default Column Display for AP Requests in PAW

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

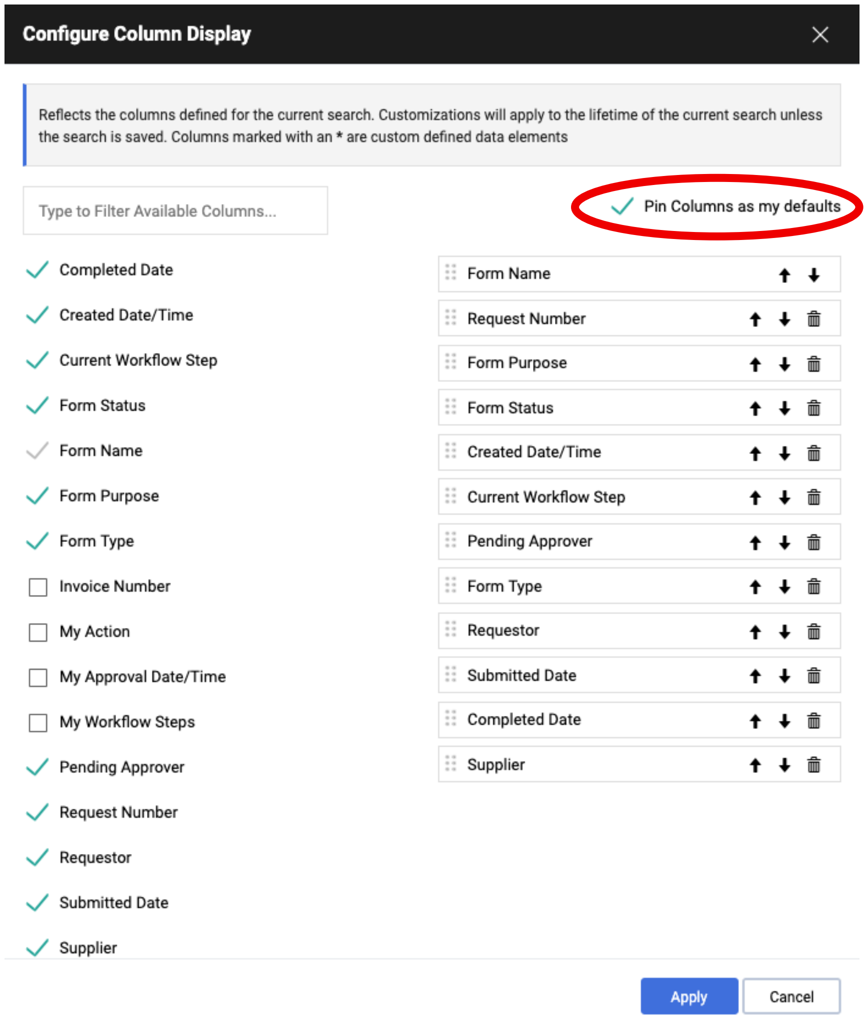


Click on the configuration wheel (circled in red above).



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.



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.