2. Apply the desired filters to the search, or type the PO/Invoice number in the bar:

My Searches     Search All Orders     Search All Orders     Search     Export       Manage Southes     Type of Order All     Created Dates tast 90 days - Cluck search     Q     D     Add Filters       Mu Factor and Orders     1+5 of 3 Facults     1+5 of 3 Facults     Encode Search     Encode Search
MV. FeCar and Orders to 3 of 5 Feaults © 20 Per Sapa ← Favorite Searches
facebooks and a second se
Created Date: Last 90 claves y Ouick search
Type of Order: All  Created Date: Last 90 day Within Last 90 days
Between and A
Apply Cancel

- 3. If you want to save a particular setting as default, you can Save As to create a particular set of criteria, or Pin Filters.
- 4. To adjust the categories displayed, click the Settings gear to the right

												ut i laben - i	
Orders + Search + Invoice	es 🔸 Tologista notices												
My Searches	Search Invoices	i isan 🔻											
	Creater Gate 4 💌			Q 🕻	B								
	Courselor	>	e see e	orf DS Results									
20 Per III, Fige -	My Invoices		Supplier	Purchas	_								
			Supplier	Purchas									
Pay _	Favorite	Invoice	Invoice	Order (s) Supplier Nu	Invo' de la composición de la composicinde la composición de la composición de la co	Creative Date, n/1	ime 🔻 🚬 Due Da	te 🗢 🖉 Discou	nt Date	Discoupt Amount	Sul	omitted Nate	
Pay Total &		Number		(s) Supplier Nu	mhor Statue	7		te ▼Discou	nt Date. 😴 🛛 🛛	lissoupt Aromot.		omitted Date	Invoice
PayTotal.Ar	the stars of the s	Number	Number	(s) Supplier Number Numbe	soonson Commi	Υ Ιαία   − − 77272010 -		10/0010		21		=	
Status Total &	tion of the second seco	Number	<ul> <li>✓ Numbert</li> <li>1863 400850</li> <li>M. 5000620</li> </ul>	(s) Supplier Nu	inhor Statue	Υ Ιαία   − − 77272010 -		10/0010			Electro	PO In	
Status Total &	the stars of the s	Number	Number	(s) Supplier Number Numbe	soonson Commi	Υ Ιαία   − − 77272010 -		10/0010		21		PO In	
Pay Total &	the stars of the s	Number	<ul> <li>Number</li> <li>tast storage</li> <li>M. 5000620</li> <li>Conley 320</li> <li>Compan y</li> </ul>	(s) Supplier Number Numbe	2000/2011 Council	Υ Ιαία   − − 77272010 -		10/0010		21	Electro	PO In	

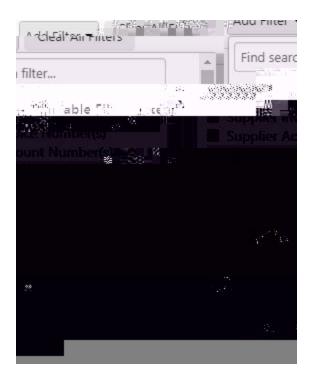
5. In this menu, you can check and uncheck fields you would like displayed and re-order the fields on the right, then click Apply. (Most users can reu, thenna bse-a par

## **Configure Column Display**

Reflects the columns defin	Sufficurrent search. Custom	izations. will anniv to the lifetime g	f.the.current.search.unless.the.s	iearchuis
and station	culture line marked with an * are custo	om defined data elements		
	Accounting Date		: Supplier	÷
<b>*</b>	Award_Nun_		a a state of the second	mosar
	Сте у Ан ву		i i mi 🦉 🖉	
/Lime	에는	Date/rime		201- <sup>22</sup> - 201-70
e Dati avi	<b>-</b>	📄 Departm 🥬 t		11 B
	★ ↓ 前	🕑 Discount Amount		
Discount Date		🕑 Discount Da		
čolīht Amduht 🤺 👘	r. ★▲ ⊔ <sup>1</sup> . ≜	<ul> <li>Due D &amp; community</li> </ul>		
Such and the second				
		an II - Marian a		
		Cancer		

\*Make sure to check Pin Columns as my defaults to save this view if you want\*

6. To narrow your search results by a category (such as Supplier, Supplier Invoice No., or Supplier Invoice Date), select the filter from the dropdown:



2. Select your Export format (usually Screen Export is fine)



You'll see this notification if the export is successful:



3. You may need to wait for the export process to complete, in which case, simply Refresh, then proceed to click Export -> Manage Search Exports to retrieve your results:



4. Proceed to download your file by clicking on the filename.

Manago Exp	nete caporces							T
		00070						
	28211222000000							
WWW.uun	A Manager Street of Street		Snus/Mingg	MogROUILI	iiiiiiii	เมืองเมืองไ	1.000cmillinite	"
iiiliiioncoolinii			w On <sup>M</sup> Professor W	us ann an	n asilijiyanii *	11111112000000.0000	nununan ""annann	alla linguates