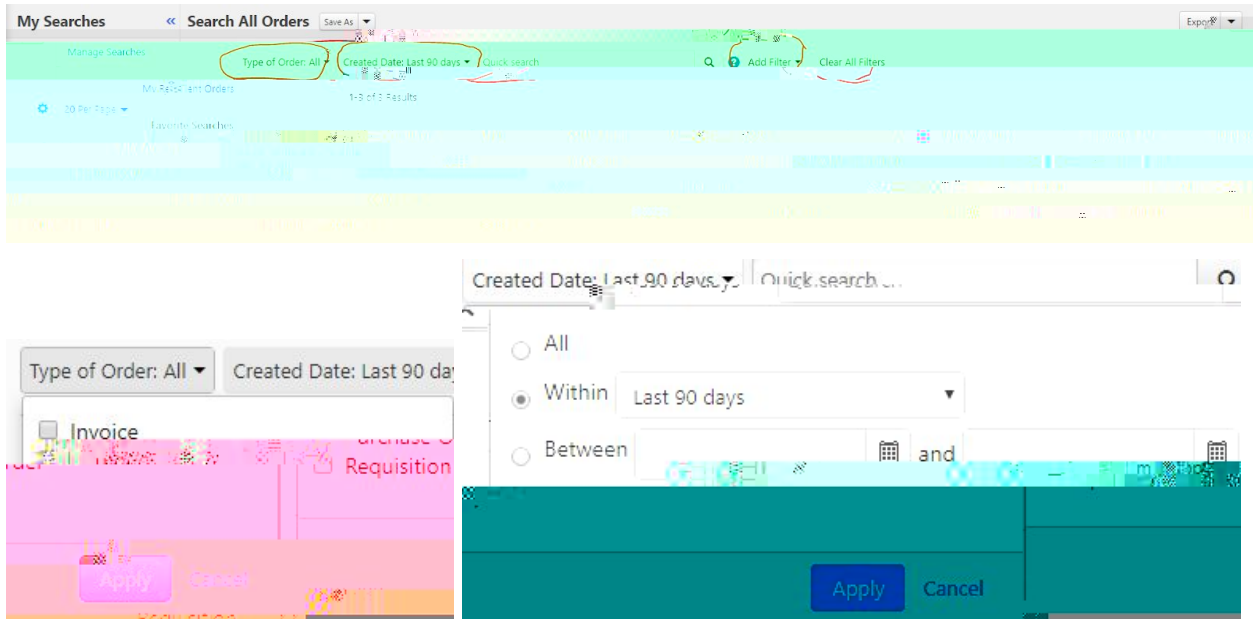
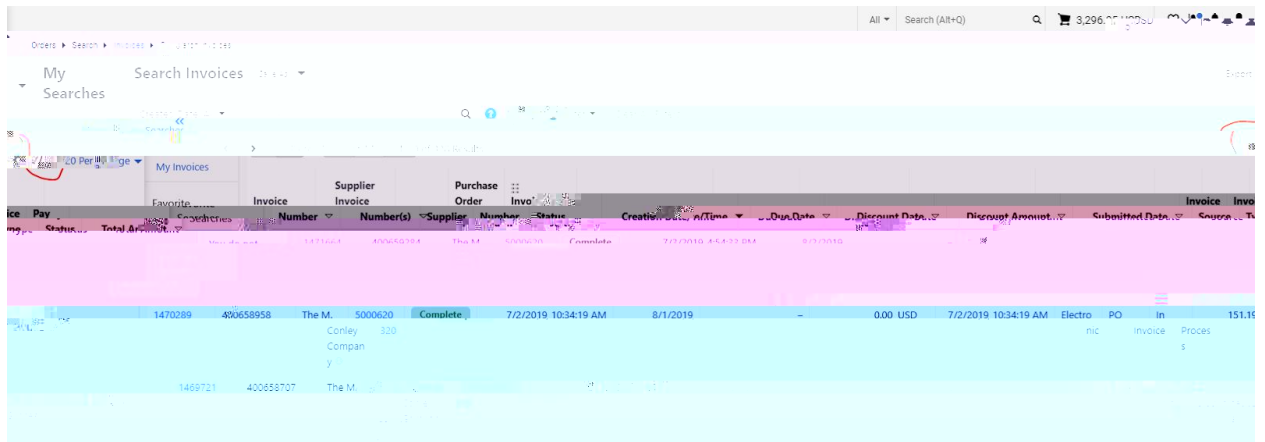


2. Apply the desired filters to the search, or type the PO/Invoice number in the bar:

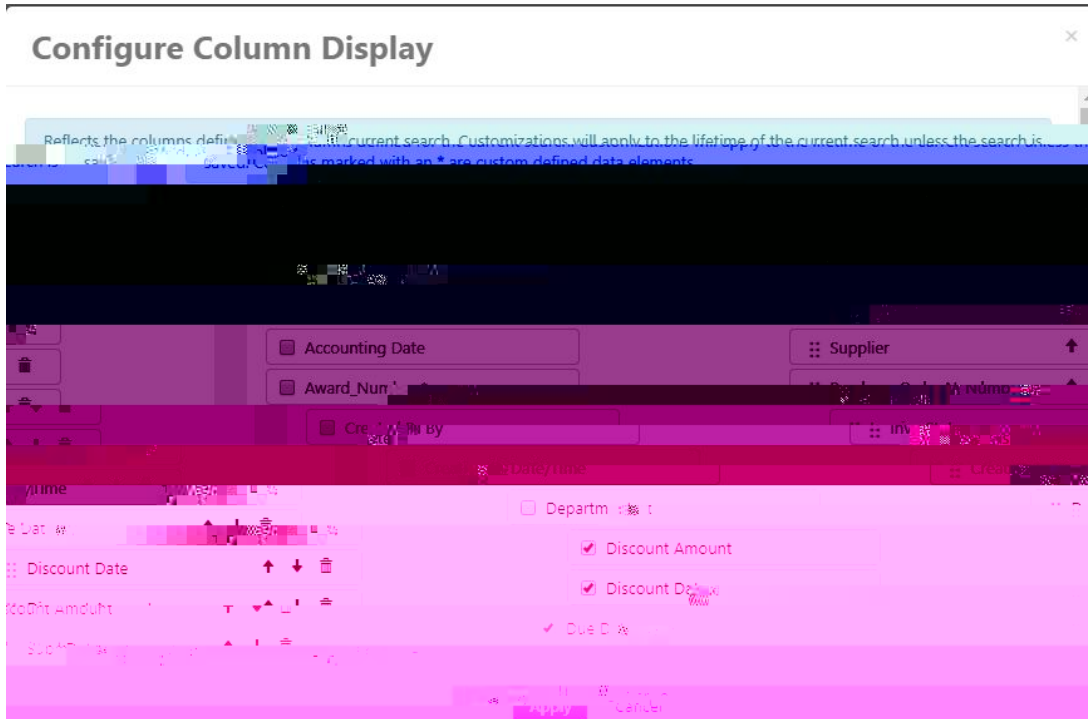


3. If you want to save a particular setting as default, you can Save As to create a particular set of criteria, or Pin Filters.

4. To adjust the categories displayed, click the Settings gear to the right

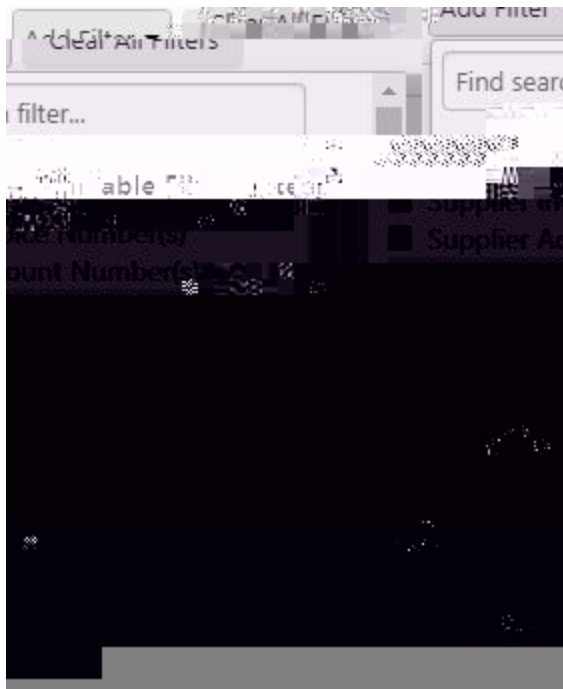


5. In this menu, you can check and uncheck fields you would like displayed and re-order the fields on the right, then click Apply. (Most users can re-order the fields on the right, then click Apply.)



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.

