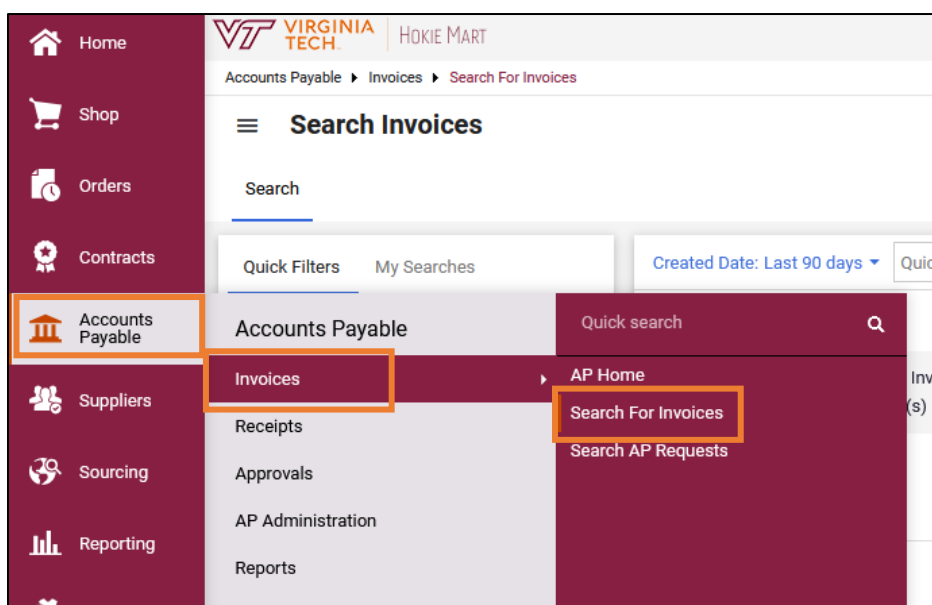


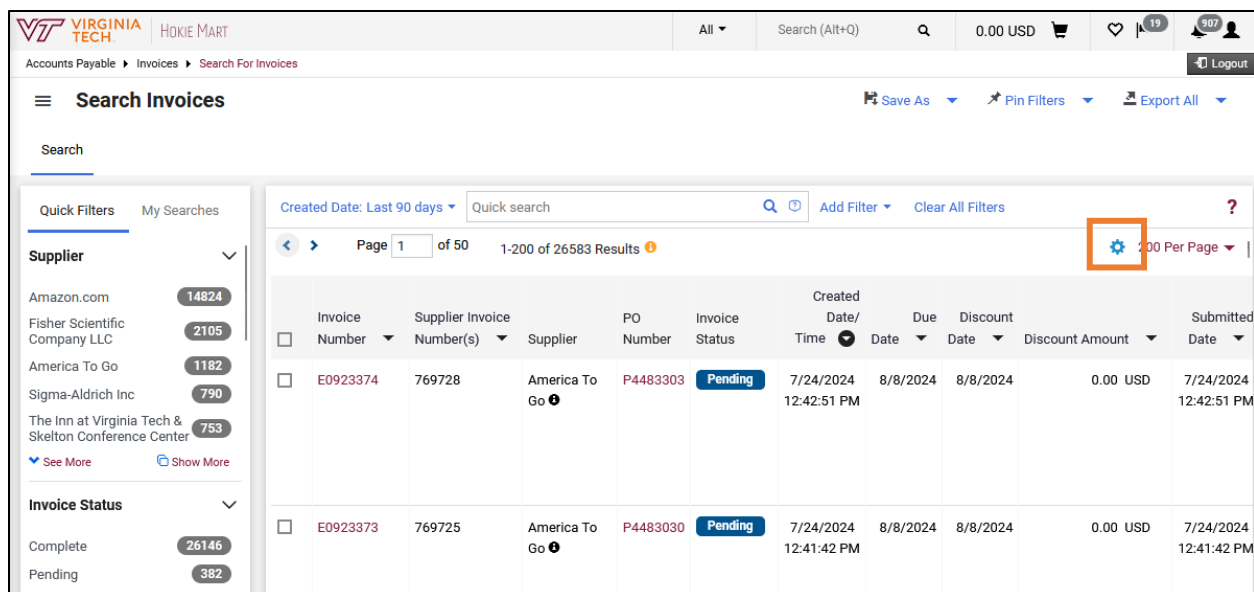
How to add a column to your search results

Follow the steps below to learn how to add a column to your search results in HokieMart. In the steps below, we will walk through how to add a column to your Invoice search results. These steps can be used for any type of document search in HokieMart (requisitions, purchase orders, receipts, invoices, etc.).

1. From the menu on the left hand side of HokieMart, select **Accounts Payable**, then **Invoices**, and then **Search for Invoices**.



2. Select the **gear icon** to configure your column display.



- Review the options for column display or use the search feature to locate the column heading you want to add to your search results and select it. You can also remove existing columns that display in your search results from the right hand side. Once you have selected all the columns you want to see, select **Apply**.

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

☐ Account *
☐ Accounting Date
☐ Customer Account Number *
☐ Service Account *

☐ Pin Columns as my defaults

Invoice Number	↑ ↓
Supplier Invoice Number(s)	↑ ↓ 🗑
Supplier	↑ ↓ 🗑
PO Number	↑ ↓ 🗑
Invoice Status	↑ ↓ 🗑
Created Date/Time	↑ ↓ 🗑
Due Date	↑ ↓ 🗑
Discount Date	↑ ↓ 🗑
Discount Amount	↑ ↓ 🗑
Submitted Date	↑ ↓ 🗑
Invoice Source	↑ ↓ 🗑
Invoice Type	↑ ↓ 🗑
Pay Status	↑ ↓ 🗑
Total Amount	↑ ↓ 🗑

Apply

Cancel

Educational 12:28:00 PM

4. You will then see the new column added to your search results. If you position your mouse over the column heading, you can rearrange the order in which the columns display on your results.

Created Date: Last 90 days Quick search Add Filter Clear All Filters ?

Invoice Type: Non-PO Invoice Supplier: Dominion Ener... X

1-25 of 25 Results 200 Per Page

	Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date	Discount Date	Discount Amount	Submitted Date	Invoice Source	Invoice Type	Pay Status	Total Amount	Customer Account Number
<input type="checkbox"/>	E0923357	800150452056	Dominion Energy Virginia		Pending	7/24/2024 12:07:10 PM	9/9/2024		0.00 USD	7/24/2024 12:13:16 PM	Form Request	Non-PO Invoice	In Process	4,531.63 USD	007223261335
<input type="checkbox"/>	E0923309	0071324569920718 2024	Dominion Energy Virginia		Pending	7/24/2024 10:29:07 AM	7/31/2024		0.00 USD	7/24/2024 10:34:43 AM	Form Request	Non-PO Invoice	In Process	327.76 USD	007132456992
<input type="checkbox"/>	E0923301	0044904000010717 2024	Dominion Energy Virginia		Pending	7/24/2024 10:06:39 AM	7/31/2024		0.00 USD	7/24/2024 10:16:26 AM	Form Request	Non-PO Invoice	In Process	66.45 USD	004490400001
<input type="checkbox"/>	E0923295	0029303975060718 2024	Dominion Energy Virginia		Pending	7/24/2024 9:52:15 AM	7/31/2024		0.00 USD	7/24/2024 10:01:42 AM	Form Request	Non-PO Invoice	In Process	116.98 USD	002930397506
<input type="checkbox"/>	E0923276	0012711823110717 2024	Dominion Energy Virginia		Pending	7/24/2024 9:32:58 AM	7/31/2024		0.00 USD	7/24/2024 9:37:46 AM	Form Request	Non-PO Invoice	In Process	145.40 USD	001271182311

5. To save your configuration so that the column displays for future invoice searches, select the **Pin Filters** drop down. Select **Pin Columns** to save the column configuration.

Save As Pin Filters Pin Columns Export

Created Date: Last 90 days Quick search Add Filter Clear All Filters

Invoice Type: Non-PO Invoice Supplier: Dominion Ener... X

1-25 of 25 Results 200 Per Page

Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date	Discount Date	Discount Amount	Submitted Date	Invoice Source	Invoice Type	Pay Status	Total Amount	Customer Account Number
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6. It will ask you to confirm. Select **Yes**.

Confirm

Are you sure you want to pin the current search filters? By pinning these filters they will become the default layout for new searches on this page each time you return.

Yes No