

Filter View

This functionality is available from within Purchase Orders, Requisitions, Change Requests and Invoices. Use the **Filter View** options to quickly view sections of a document.


The screenshot displays the 'Purchase Order' page for 'P0201207 Revision 0 (Closed)'. The 'Summary' tab is active, showing a 'General Information' section with the following details:

PO/Reference No.	P0201207
Revision No.	0
Vendor Name	Las Cruces Barricades
Address	1324 Yucca Rd Mesilla Park, New Mexico 88047 United States
Phone	+1 575-541-6018
Purchase Order Date	11/5/2020
Total	3,000.00
Requisition Number	3107974 view print

A 'FILTER VIEW' menu is open, listing the following options:

- View All (checked)
- View Line Items Only
- View General Information Only
- View Shipping Information Only
- View Billing/Payment Only
- View Distribution Information Only
- View Supplier Information Only
- View Business Purpose Only
- View Funding Source Only

Below the menu, the 'Related Documents' section is visible, listing 'Requisitions: 3107974' and 'Invoices: IJ021704'.

1. With the document open → Click the **Filter View**  icon (eyeball).
2. Click the desired option from the pop-up menu.