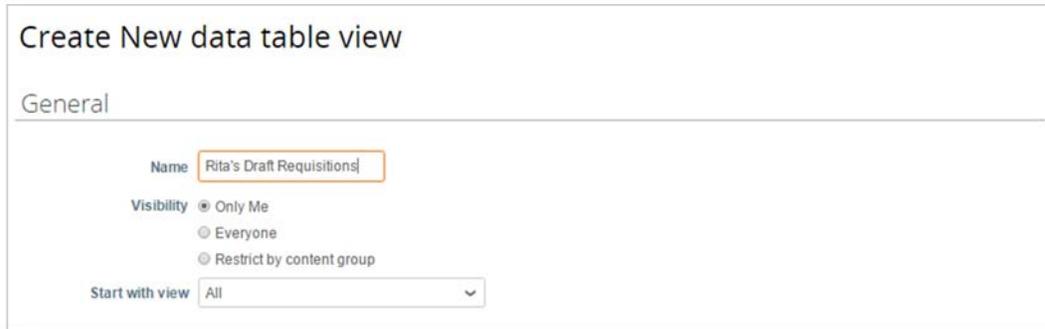


You can create your own custom view in any B2P Spend History or module where there is a view option. The criteria for a new view can be as simple or complex as you require. In this example, we'll create a view that displays all draft requisitions created by one person.

1. Open the Spend History tab or B2P module where you want to create your custom view.
2. From the **View** menu, select **Create View**. The window that opens is very long. We'll start with the top of it:



The screenshot shows the 'Create New data table view' dialog box with the 'General' tab selected. The 'Name' field contains 'Rita's Draft Requisitions'. The 'Visibility' section has three radio buttons: 'Only Me' (selected), 'Everyone', and 'Restrict by content group'. The 'Start with view' dropdown menu is set to 'All'.

3. Give the new view a **Name** that clearly communicates the kind of information the view will provide.
4. Choose **Only Me** for a level of **Visibility**.
5. **Start with view** allows you to choose which view you would like to use as a template for your new view. By default, it is set to the All view.
6. Next, conditions need to be defined. This feature works the same as Advanced Search: select the field, choose the condition, and provide the field value.



The screenshot shows the 'Conditions' dialog box. At the top, it says 'Apply All of these conditions:'. There are two conditions defined. The first condition is 'Created By' with a dropdown arrow, followed by 'contains' with a dropdown arrow, and the value 'Rita'. The second condition is 'Status' with a dropdown arrow, followed by 'is' with a dropdown arrow. The 'is' dropdown menu is open, showing a list of status options: 'Approved', 'Backgrounded', 'Cart', and 'Draft', with 'Draft' selected. There are '+' and '-' buttons to the right of each condition to add or delete them.

7. You can create one or many conditions. Use the **add** and **delete** buttons to add or delete conditions.
8. Choose the **Apply** option you wish.
9. Next, you choose which columns you want displayed in the view.

### Columns

Available columns	Selected columns
Asset Tags	Req #
Attachments Included?	Requested By
Buyer Contact	Submitted On
Buyer Note	Status
Comments to Supplier	Items
Commodity	Total
Complex Contracts Team Member	PO ID
Created By	Actions
Created Date	
Current Approval Group	
Current Approval Owner	
Current Approver	

- To add a **Selected Column**, drag it from the Available list to the Selected list. To removed a selected column, drag it to the Available list.
- Next, you define how the content in the view should be sorted.

### Default Sort Order

Sort by  in  order.

- You can only **sort by** one field. You can choose ascending or descending sort **order**.
- Click **Save** to create the view. It should now display in your View menu.

### Spend History

[Requisitions](#)
[Orders](#)
[Order Changes](#)
[Expense Reports](#)
[Invoices](#)
[Receipts](#)

Export to View Rita's Draft Requisitions Advanced

Req #	Requested By	Submitted On	Status	Items	Total	PO ID	Actions
1118	Rita UAT	05/24/16	Draft	1 Aeron Work Chair	1.36 USD	811.36	
1250	Rita UAT	None	Draft	20 5ml Centrifuge T... SCIENTIFIC for 900... 20 5ml Centrifuge T... SCIENTIFIC for 900...	GENESEE	1,800.00	

Per page 15 | 45 | 90

- Review** your custom view to be sure it is correct. If you need to change or delete the view, click the Edit View pencil icon to open the form. Save and Delete options are at the bottom of the form.