CUSTOMIZED LAYOUT SETTINGS

In Basware P2P, you can define for example which columns you want to see, and in which order the columns appear. These preferences are saved between sessions. Sometimes these preferences are called the control state.

Basic:

Organization	Creation date ▾	Supplier Name, Invoice ▾ ⓘ	
No organizations selec... ▾	3/28/20 – 5/28/20 📅	Supplier Name, Invoice Nu 🔍	**Search**

- Search criteria: organization and free-text criteria. Date range is not saved.
- Vertical and horizontal splitter positions, also in invoice details
- **Show processed invoices** toggle (the invoices that you have processed in the list are shown as gray)

In invoice lines and coding rows:

- The column widths
- The order of columns
- The hidden and shown columns
- The narrow or wide view of the coding rows

In invoice details:
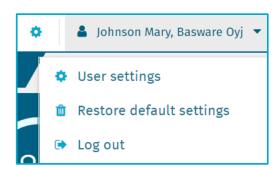
- The column widths
- Last used tab
- Pop out tab

In the PO search of order matching

- Organization
- **Show also the fully matched PO items** toggle

For customizable windows:

- The position
- The size

To reset your preferences to the default settings, click **Restore default settings** in the user menu.

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⚙ User settings
🗑 Restore default settings
⮌ Log out