Settings: PO Requisitions ⋮

General   View Display   Details Panel   Sharing

View name

```
PO Requisitions
```

View description

Describe your view, who should be using it, etc.

```

```

Source sheet or report

PO Requisitions 🔗

Restrict view by current user

Select a contact column that will restrict the current user's view. If a column is selected, the current user will only see rows that contain their email in the column.

```
No restriction - all rows visible to everyone shared        ▼
```

Restrict view by sheet filter

Select an existing sheet filter to automatically restrict what data will appear in the view. Only the view owner can change this filter.

```
No filter - all rows visible to everyone shared        ▼
```

New Item Submission

⬤ Do Not Allow

🔵 Allow

Settings: PO Requisitions ⋮

General   **View Display**   Details Panel   Sharing

Attachments

☑ Display attachments

   ☑ Users can add attachments

Comments

☑ Display comments

   ☑ Users can add comments

Displayed fields

Select which fields will be visible (choose at least one)

Available fields (25)	Visible fields (25)
☑ Created	1 Created
☑ Description of Services	2 Description of Services
☑ Qty or Amount?	3 Qty or Amount?
☑ Vendor Name(Supplier)	4 Vendor Name(Supplier)
☑ Commodity/ GL account	5 Commodity/ GL account
☑ Qty	6 Qty
☑ Unit Price	7 Unit Price
☑ Total Price	8 Total Price
☑ Currency	9 Currency
☑ Completed By Date(Need By)	10 Completed By Date(Need By)

General   View Display   **Details Panel**   Sharing

Description of Services *

Qty or Amount? *

                                                         ▼

Vendor Name(Supplier) *

Commodity/ GL account *

                                                         ▼

Qty

Unit Price

Total Price *

Currency *

                                                         ▼

Completed By Date(Need By) *

MM/DD/YYYY 🗓

Subledger / Scope *

                                                         ▼

Item Description 2 - Service Month and Year *

Item Description 2 - PO Type

                                                         ▼

Item Description 2 - Work Type

                                                         ▼

Item Description 2 - emerge ticket

Item Description 2 - CWO Number

Item Description 2-NCNTRL5K

Item Description 2-NCNTRL

Field Logic

Amount Selection Hides Qty fields

When: Qty or Amount? ▾   is one of ▾

Amt ×

Hide the following fields ▾

Qty ×   Unit Price ×

Subledger/Scope Selection

When: Subledger / Scope ▾   is one of ▾

NCTRL5K ×   BUDIRECT ×   NONCNTRL ×   TRNARDBU ×

Hide the following fields ▾

Item Description 2 - PO Type ×   Item Description 2 - Work Type ×

⚙ Settings | New

Item Description 2 - PO Type	Item Description 2 - Work Type	Item Description 2 - emerge ticket	Item Description 2 - CWO Number	Item Description 2- NCNTRLSK	Item Description 2- NCNTRL	Item Description 2-BU Direct PO #	BU Direct PO Approver Name	Additional Descrption	Requestor Name	On behalf of Name	Ship to	EM

Details ✕

Data

Description of Services *

Test

Qty or Amount? *

Amt   ✕ ▼

Vendor Name(Supplier) *

Test

Commodity/ GL account *

Amenities-General Supplies/78250 MACs - Supplies ✕ ▼

Qty

Unit Price

Total Price *

1000

Currency *

USD   ✕ ▼

Completed By Date(Need By) *

MM/DD/YYYY   📅

Subledger / Scope *

NCTRL5K   ✕ ▼

Item Description 2 - Service Month and Year *

Item Description 2 - PO Type

                                        ✕ ▼

Item Description 2 - Work Type

                                        ✕ ▼

Item Description 2 - emerge ticket

Item Description 2 - CWO Number

Discard Changes | Save