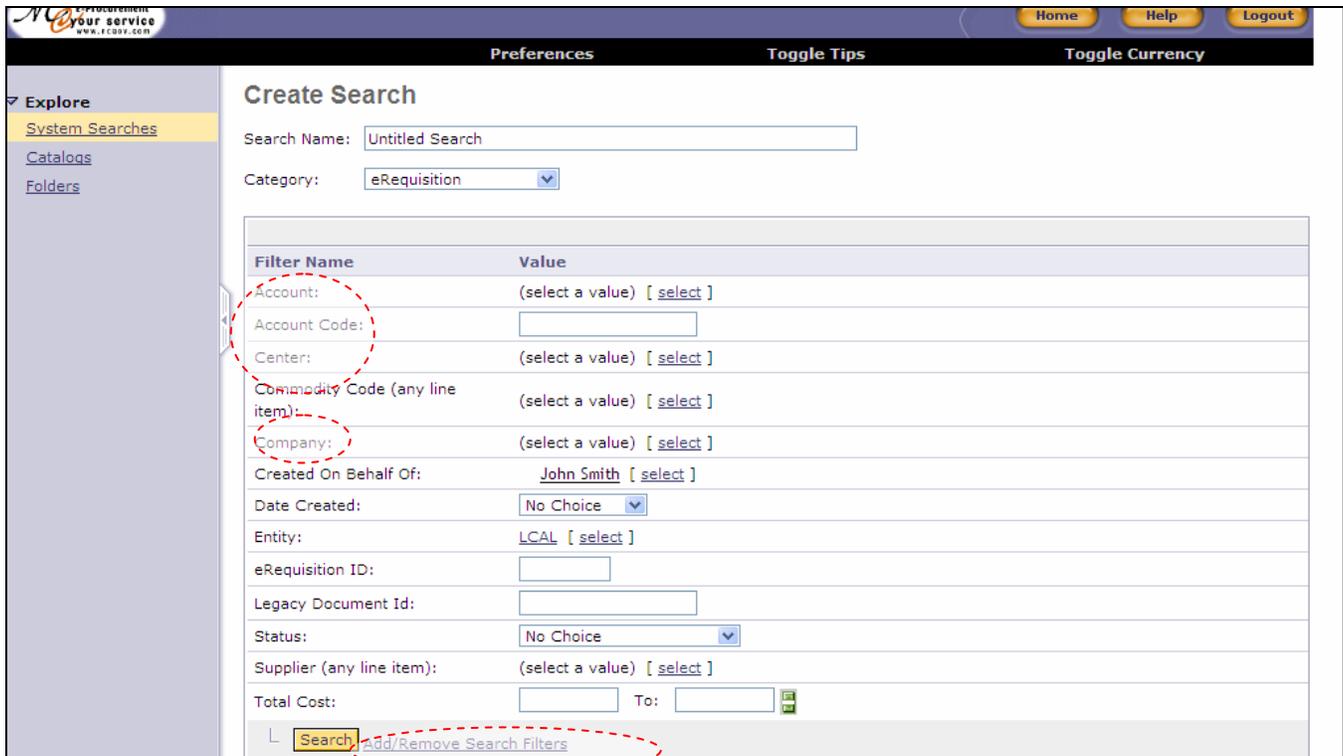


Add Accounting Field to System Search Filters

The 'Account Code' field is now available on the **System Search** pages within the NC E-Procurement system. This field will allow users to create searches for specific **Account Codes** within E-Procurement.

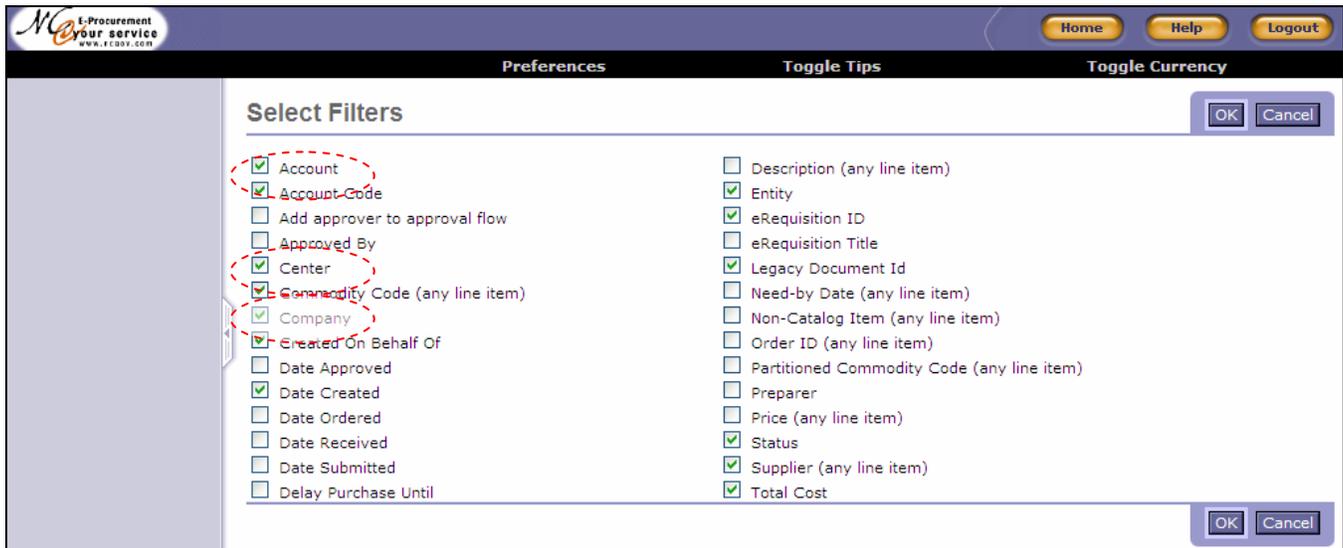


The screenshot shows the 'Create Search' interface. At the top, there are navigation buttons for 'Home', 'Help', and 'Logout'. Below these are 'Preferences', 'Toggle Tips', and 'Toggle Currency'. The main content area is titled 'Create Search' and includes a 'Search Name' field (containing 'Untitled Search') and a 'Category' dropdown (set to 'eRequisition'). A table of filters is displayed with columns 'Filter Name' and 'Value'. The filters listed are: Account, Account Code, Center, Commodity Code (any line item), Company, Created On Behalf Of (John Smith), Date Created (No Choice), Entity (LCAL), eRequisition ID, Legacy Document Id, Status (No Choice), Supplier (any line item), and Total Cost. At the bottom of the filter list, there is a 'Search' button and a link for 'Add/Remove Search Filters'.

1. Upon login, you will see four new system search filters: 'Account', 'Account Code', 'Center', and 'Company'.

Note: 'Account', 'Center' and 'Company' are NCAS accounting filters and will return no system search results.

2. To remove these filters from current and future searches, select the 'Add/Remove Search Filters' link.



The screenshot shows the 'Select Filters' dialog box with the following filters and their states:

| Filter Name | Checked |
|--|------------------|
| Account | Yes |
| Account Code | Yes |
| Add approver to approval flow | No |
| Approved By | No |
| Center | Yes |
| Commodity Code (any line item) | Yes (with red X) |
| Company | Yes |
| Created On Behalf Of | Yes |
| Date Approved | No |
| Date Created | Yes |
| Date Ordered | No |
| Date Received | No |
| Date Submitted | No |
| Delay Purchase Until | No |
| Description (any line item) | No |
| Entity | Yes |
| eRequisition ID | Yes |
| eRequisition Title | No |
| Legacy Document Id | Yes |
| Need-by Date (any line item) | No |
| Non-Catalog Item (any line item) | No |
| Order ID (any line item) | No |
| Partitioned Commodity Code (any line item) | No |
| Preparer | No |
| Price (any line item) | No |
| Status | Yes |
| Supplier (any line item) | Yes |
| Total Cost | Yes |

3. You may add/remove system search filters from your search page by checking/un-checking the appropriate box.
4. Un-check the 'Account', 'Center' and 'Company' filters.
5. Click 'OK'.

Note: You may also remove the 'Account Code' filter. Once removed, the filter may be added back if needed on a future search.

Creating a System Search

The screenshot shows the 'Create Search' interface. At the top, there are navigation buttons for 'Home', 'Help', and 'Logout'. Below these are 'Preferences', 'Toggle Tips', and 'Toggle Currency' options. The main content area is titled 'Create Search' and contains the following fields:

- Search Name:
- Category:
- Filter Name:
- Value:
- Account Code: (circled in red)
- Commodity Code (any line item): (select a value) [select]
- Created On Behalf Of: John Smith [select]
- Date Created: No Choice [v]
- Entity: 14 [select]
- eRequisition ID:
- Legacy Document Id:
- Status: No Choice [v]
- Supplier (any line item): (select a value) [select]
- Total Cost: To:

At the bottom left, there is a 'Search' button (circled in red). At the bottom right, there is a link for 'Add/Remove Search Filters'.

1. To create a search for a specific account code, enter the value in the 'Account Code' field at the top of the page.
2. Click 'Search'.