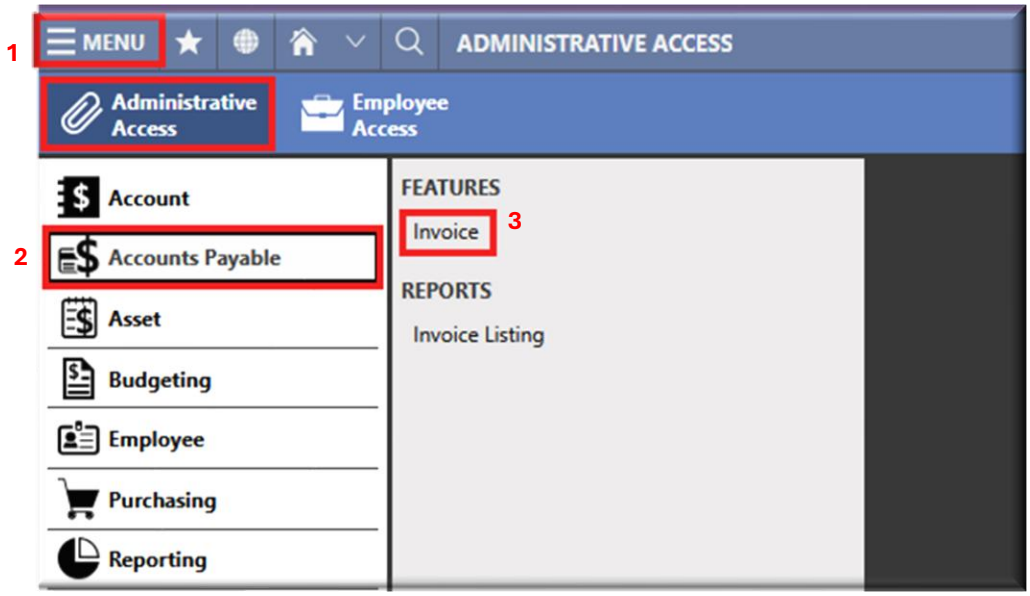
How to Create a Custom Location Filter for Invoices

Follow these steps to filter your invoice view by a specific location code in Skyward:

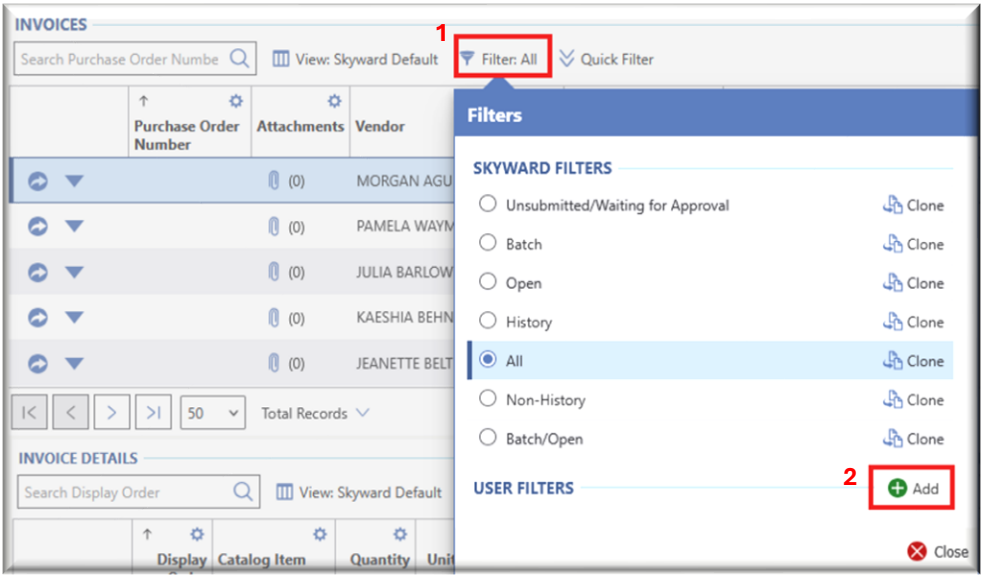
Step 1: Navigate to the Invoices Page

1. Click **Menu** in the top-left corner, then select **Administrative Access**.
2. Select **Accounts Payable**.
3. Click **Invoice** under the *Features* section.

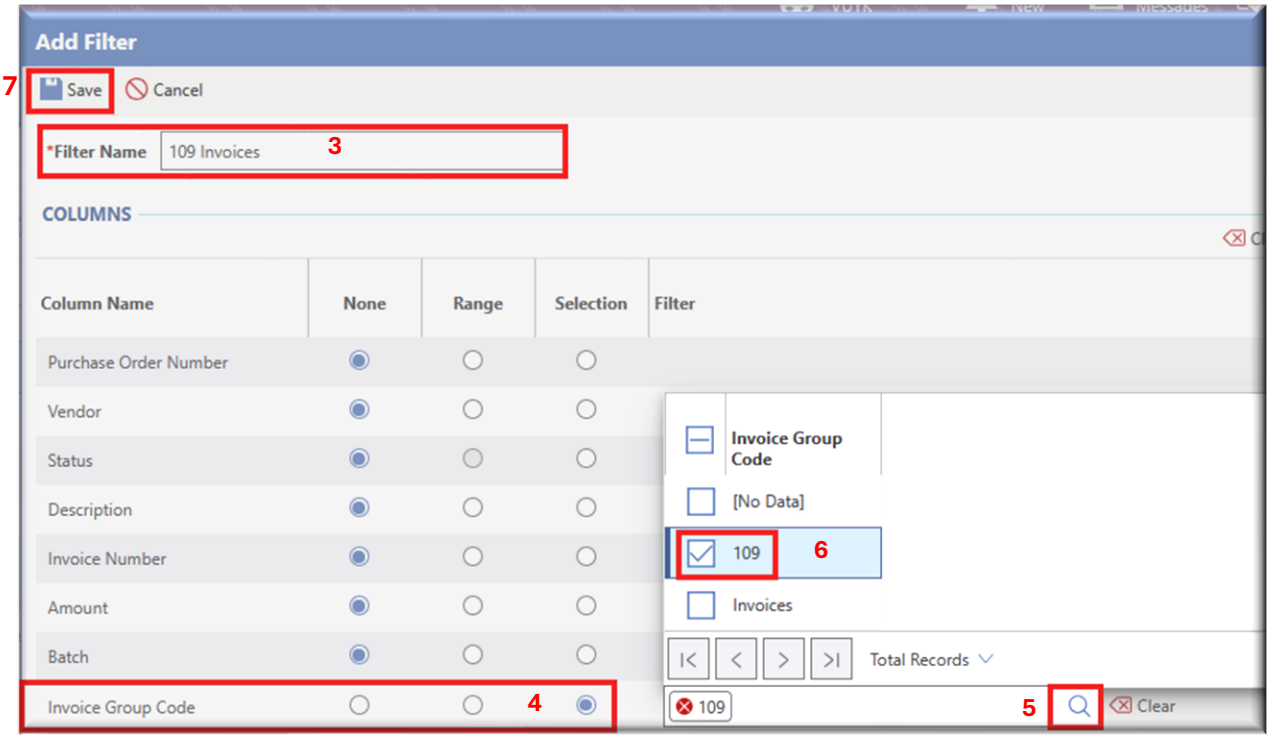


Step 2: Create a Location Filter

1. Make sure the Filter button at the top of the invoice is set to **All**.
2. Click **+ Add** next to the *User Filters* section.



3. In the **Filter Name** field at the top, enter a name for your filter using your location number (e.g. 109 Invoices).
4. Locate the **Invoice Group Code** row in the *Columns Name* Column and select the **Selection** radio button for that row.
5. Click the **Magnifying Glass** icon to open the selection lookup.
6. Check the box next to your location number (e.g., **109**) then click anywhere outside the popup menu to confirm.
7. Click **Save** in the top-left corner.



Your custom filter is now active, and the list will display only invoices matching your location.