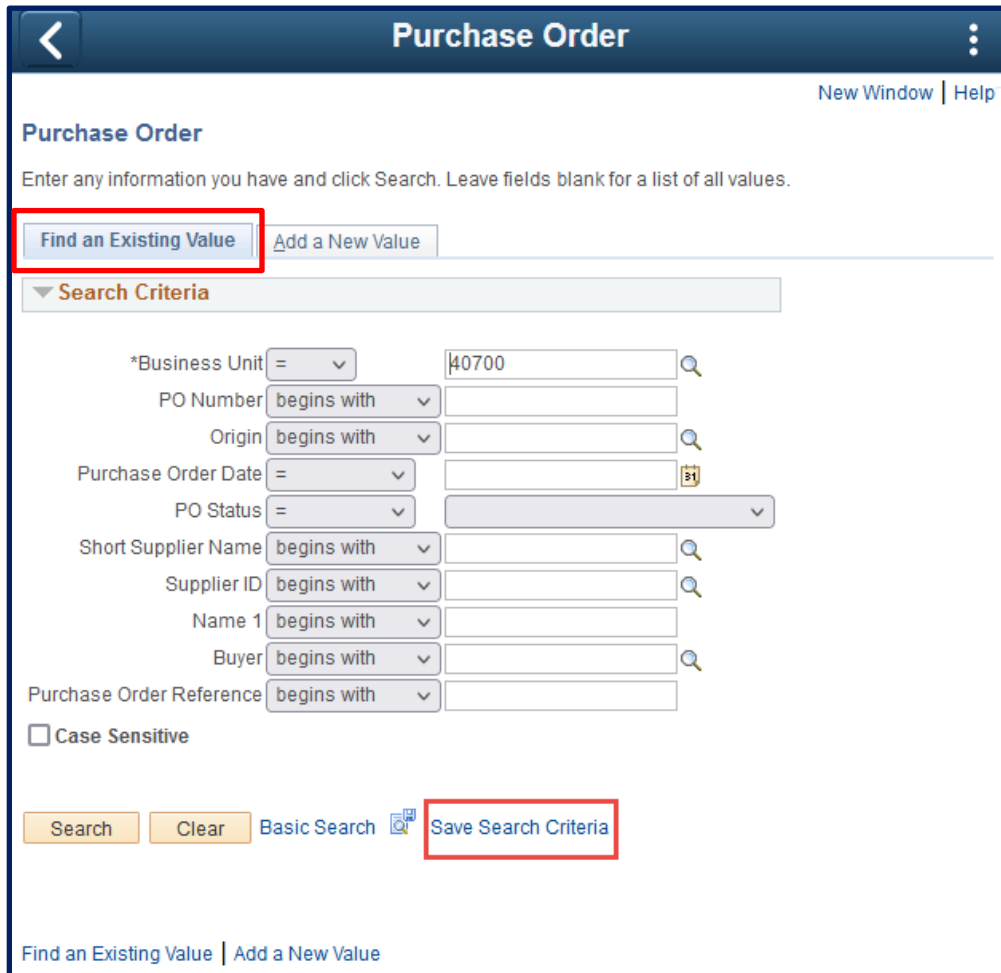


## Open Purchase Order – Saved Searches

**Issue:** All previously saved searches did not copy over for the 2022 Financials Upgrade.

**Resolution:** All previously saved searches need to be recreated.

**Navigation:** NavBar > Navigator > Purchasing > Purchase Order > Add/Update POs



**Purchase Order**

New Window | Help

**Purchase Order**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | Add a New Value

▼ **Search Criteria**

\*Business Unit = 40700

PO Number begins with

Origin begins with

Purchase Order Date =

PO Status =

Short Supplier Name begins with


Supplier ID begins with

Name 1 begins with

Buyer begins with


Purchase Order Reference begins with

☐ Case Sensitive


Search Clear Basic Search  **Save Search Criteria**

Find an Existing Value | Add a New Value

- Click on the **[Find an Existing Value]** tab
- Click on the **[Save Search Criteria]** link



Purchase Order



New Window | Help

Purchase Order

Save Search As

Name the search and then click Save.

Name of Search:

The saved search will contain these values:

\*Business Unit = 40700

PO Number begins with

Origin begins with

Purchase Order Date =

PO Status =


Short Supplier Name begins with

Supplier ID begins with

Name 1 begins with


Buyer begins with

Purchase Order Reference begins with

 Save [Return to Advanced Search](#)

- Type the name of the search in the **Name of Search** field.
- Click the **[Save]** button.
- Click the **[Return to Advanced Search]** link.


Once the search has been saved, it will now appear in the **[Use Saved Search]** drop-down field.


**Purchase Order**

[New Window](#) | [Help](#)

## Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.


**Search Criteria**

Use Saved Search:

▼

\*Business

Saved Search

PO Number

begins with

▼

Origin

begins with

▼

Purchase Order Date

=

▼

PO Status

=

▼

Short Supplier Name

begins with

▼

Supplier ID

begins with

▼

Name 1

begins with

▼

Buyer

begins with


▼

Purchase Order Reference

begins with

▼

☐ **Case Sensitive**

[Basic Search](#)

[Save Search Criteria](#)
[Delete Saved Search](#)