Using Document Search in WayneBuy

- Locate the icon
- Select Document Search

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File	Edit View Favorites Tools Help		
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		Department match exceptions	
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In some cases the view of the screen may appear different to the user, which is called **Simple search** and **Advance Search** In the case of looking for invoice transactions needing involvement of the Invoice Owner or Disbursement staff you would use the **Advance Search view**

Orders & Documents	Search) Search Documents 🗢) Document Search	📄 🖷 Orders & Documents	> Document Search > Search Documents ->>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
	Search Invoices	All Dates	Go to: simple search my requisitions my purchase orders my invoice	es my forms
	Enter search terms such as document numbers, suppl	liers, and product information.	Search Invoices Y	simple search
	Go to: advanced search my requisitions my purchase	e orders my invoices my forms	60	
			Invoice Identification	
	Saved Searches Shortcuts	?	Invoice Number(s)	
	Department Match Exceptions	evoort	Original Recurring Invoice Number	
			Invoice Name	
		est.	Supplier Invoice Number(s)	
			Invoice Batch Number	
		a	Invoice Information	
			Participant(s)	٩
			Invoiced By	٩
			Invoice Owner	م
			Approved By	م
			Date Invoice Creation Date (System) 🗸 All Dates	~
			Total Amount	
			Supplier	م
			Supplier Account Number	
			Department	م
			Item/Product Information	
			Catalog Number(SKU)	
			Product Description	
			Commodity Code	م
			Form Name	
			Form Type	م
			Product Flags 🛛 🛱 Controlled substance 🗆 🚰 Energy Star	
			Green	terial
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		20	□ □ ■ Recycled □ ♦ Select Agent	

The Advance Search view provides you multiple Document Types to search under, Select Invoices. Using invoices as the document type gives you multiple options to do a search.

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	Orders & Documents > Document Search > Search Documents > >	Document Search					Go to: simple search	
-		Go to: simple sear	ch my requisitions my purchase orders my invoices my forms					
_		Search Invoices		simple search		Search		
1			Go			Bearen	involces	
血		Invoice Identification						
		Invoice Number(s)						
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9,		Invoice Batch Number						
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		Participant(s)		ρ	Document	Search		
		Invoiced By		ρ			7	
		Invoice Owner		ρ		All Documents		
		Approved By		ρ		Requisitions	simple search my requisitions my purchase orders my invoices my forms	
		Date	Invoice Creation Date (System) 🗸 All Dates	~				
		Total Amount	✓	0		Purchase Orders		
		Supplier Supplier Account Number			Search	Invoices		simple search
		Department		ο		Receipts		
		Item/Product Information				Receipts		
		Catalog Number(SKU)				Form Requests	Go	
		Product Description						
		Commodity Code		ρ				
		Form Name			Inv	Dice Identification		
		Form Type		ρ		the Number of A		
		Product Flags	🗌 🔞 Controlled substance 🗆 🚰 Energy Star		In	voice Number(s)		
			Green G			riginal Recurring Invoice	to Number	
00			□ ♣ Recycled □ ♦ Select Agent		U U	nginar recurring involce		
			🗆 😫 Toxin					
				1				

The most useful options to utilize are as follow: Invoice Owner(recommended if you handle multiple indexes/units) Payment Status(In Process and Payable) Current Workflow Step(AP Matching Exceptions) Custom Fields(Index, Org. Code, Acct. Code and Fund) After you have made your selections Click GO

Go to: simple searc	h my requisitions my purchase orders my invoices my forms	Workflow Status	Custom Fields				
Search Invoices 🗸	simple search	Pending Rejected Complete Matching Status	Account Code Is Exactly 💙 Add another Account Code Select from all values				
Invoice Identification Invoice Number(s)		Partially Matched Matched Unmatched Invoice Source	Additional Shipping Charges Is Exactly V Select from profile values Add another Additional Shipping Charge				
Invoice Name Supplier Invoice Number(s) Invoice Batch Number		Manual Electronic Supplier Portal Supplies Manager Automated Digital Mailroom Import	Buyer Code Is Exactly V Add another Buyer Code Select from all values				
Invoice Information Participant(s)	م	Recurring Form Request Invoice Type	Enclosure Code Is Exactly V Add another Enclosure Code Select from all values				
Invoiced By Invoice Owner	م Ariadne Moore ×	PO Invoice PO Credit Memo Non-PO Invoice Non-PO Credit Memo	Grouping Indicator Is Exactly V Add another Grouping Indicator Select from all values				
Approved By Date Total Amount	Invoice Creation Date (System) V All Dates V	Payment Status In Process Payable Paid Cancelled Dispute	Index Is Exactly V Add another Index Select from all values				
Supplier Supplier Account Number Department	تر م	Message Category	Fund Is Exactly V Add another Fund				
Item/Product Information		Other Dispute Status Flags	Organization Is Exactly V Add another Organization				
Product Description Commodity Code	٩	With Errors With Forced Matches Has Substitute Items Has Non-PO Lines	Internal Reference # Is Exactly Add another Internal Reference #				
Form Name Form Type	٩	Pending Auto-Match With Attachments With Retainage	Invoice Stamp Date Is Exactly V Add another Invoice Stamp Date				
Product Flags	Image: Controlled substance Image: Energy Star Image: A green Image: A Hazardous material Image: B Rad Minor Image: A Radioactive Image: A Recycled Image: A Recycled Image: A Recycled Image: A Recycled Image: A Toxin Image: A Radioactive	Tax Engine Errors	PASS Receiver Override Is Exactly Prepay Check Request Is Exactly Add another Prepay Check Request Select from all values				

Go

Use the Search Details and Refine Search Results

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Non-F DMR S DPR F

For Example: Do a search using Payment Status (In Process)

The system will provide a list of invoices.

Using the Refine Search Results you are able to find details relate to the transactions

Under **Current Workflow** the invoice(s) are in several steps, the step needing the Invoice **Owner Involvement are:**

- AP Matching Exceptions (Receiver ٠ Required or Price different my require a COR)
- AP Status Exception (The PO is closed) ٠
- Hold Unit Match (Receiver Required- an • email is being sent to the Invoice Owner daily for 10days)

Туре						Due: Discount:	8/3/2015	Type: Pay Status:	PO Invoice In Process	
Invoices	~	<i>ଅ</i> K0206936 🗟 🕅	1750	Olsen + Company	P0732071 🗟	Created: Due: Discount:	8/4/2015 1:22 PM 8/4/2015	Source: Type: Pay Status:	Automated PO Invoice In Process	24,887.29
All Dates	V	<i>≈</i> K0206933 🗟 Û	48105	Cunningham Glass Co	P0732062 🗟	Created: Due: Discount:	8/4/2015 11:59 AM 4/10/2015	Source: Type: Pay Status:	Automated PO Invoice In Process	446.64
Pending (1771) Complete (6) Supplier	7.	<i>≈</i> K0206930 🗟 Ø	117-7211	Michigan Mechanical Abatement, Inc.	P0725961 🗟	Created: Due: Discount:	8/4/2015 11:33 AM 8/4/2015	Source: Type: Pay Status:	Manual PO Invoice In Process	3,700.65
Metro Welding Supply Corp (73) Fisher Scientific (46) Pine State Enterprises, Inc. (39)		<i>֎</i> K0206929 🗟 🕅	10037	Systematic Fire Protection Inc.	P0700780 🖹	Created: Due: Discount:	8/4/2015 11:32 AM 8/4/2015	Source: Type: Pay Status:	Manual PO Invoice In Process	3,685.00
Airgas Great Lakes (35) Department No Department (1769)	[more]	<i>≈</i> ко2о6928 🗟 Ú	1851-684	Cal Sign Co.	P0726125 🕰	Created: Due: Discount:	8/4/2015 11:28 AM 8/9/2015	Source: Type: Pay Status:	Manual PO Invoice In Process	4,755.00
Current Workflow Step DMR Invoice Import Errors (965) AP Matching Exceptions (404)	Ψ.	<i>≈</i> ко2об927 🗟 Ø	2015-5052	Bruner Plumbing & Heating Co.	P0723848 🗟	Created: Due: Discount:	8/4/2015 11:27 AM 8/4/2015	Source: Type: Pay Status:	Manual PO Invoice In Process	1,138.22
AP Status Exception (137) AP Review (102) Accounting Date Check (66)	[less]	<i>≈</i> K0206926 🗟 Û	635930	Fieldturf USA inc	P0718276 🕰	Created: Due: Discount:	8/4/2015 11:24 AM 8/19/2015	Source: Type: Pay Status:	Manual PO Invoice In Process	41,500.00
FP&M Invoice Review (21) Invoice Review (7) Sales Tax Approval (6)		<i>≳</i> КО206925 🗟 Ø	P0727543-1	Capital Flooring Inc	P0727543 🗟	Created: Due: Discount:	8/4/2015 11:20 AM 8/30/2015	Source: Type: Pay Status:	Manual PO Invoice In Process	3,346.00
Change Order Exception (4) Non-PO Approvals (4) DMR Supplier Data Check (2) DPR Form Approval (1)		<i>≳</i> K0206924 🖳 Ø	LAT-07-29-15	Lori Ann Tesch	P0732047 🗟	Created: Due: Discount:	8/4/2015 11:08 AM	Source: Type: Pay Status:	Automated PO Invoice In Process	36.00
		~ K0206022 🗟 🗍	1171119	According Of Cartified Fraud Examinant	00700046					105.00