BuyWays Document Search Feature

In BuyWays you can use Document Search to create reports to determine if your items have been electronically received and if an invoice has been paid. For example, you can generate a listing of all of your unpaid orders for a particular chartfield string or for your department. Follow these instructions to create a report:

1. On the BuyWays home page, point your mouse to the Orders & Documents icon in the menu on the left side of the page. Click on Search Documents. If the simple search page opens, click on advanced search.
2. Scroll through the search criteria to review the parameters you can use to generate a report. For example, to generate a list of unpaid purchase orders, under AP Status select open and under Custom Fields, enter one or more Speedtypes or Department IDs.
3. When you have entered all of your search criteria, click Go.
4. You can narrow your search results further by selecting criteria on the left side of the Search Results page.
5. In the search results, click on the purchase order number. Then click on the Invoice tab at the top and look at the Payment Status.
6. To save your search criteria, export the results to Excel, and set the report to run automatically at regular intervals, follow the instructions in the job aid Creating, Saving and Exporting Reports in Document Search.

For BuyWays assistance, call the Procurement Help Line at 7-5060.

To register for BuyWays training, please visit the Training site for our current sessions.
BuyWays Training for March, 2015
Shopper Class: March 18th, 1:00pm – 3:00pm
Requisitioner Class: March 25th, 12:30pm – 4:00pm