

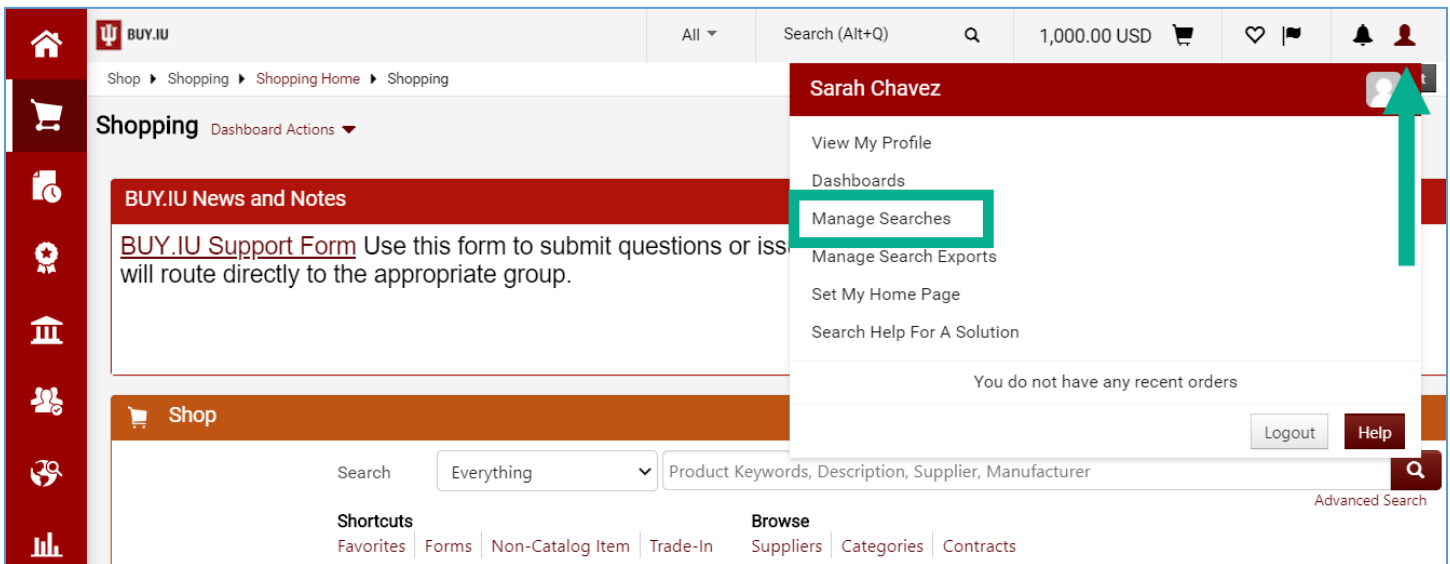
Locate Searches Built by Purchasing

The ***Basic Searches** folder in BUY.IU contains a variety of searches built and maintained by Purchasing. These searches can help you locate invoice payment, credit memos, change requests, and more.

These searches are available to all staff and can be customized to return information relevant to your role, accounts, or organization. Once these filters are applied, the search can be saved for future use. This document demonstrates how to locate these searches.

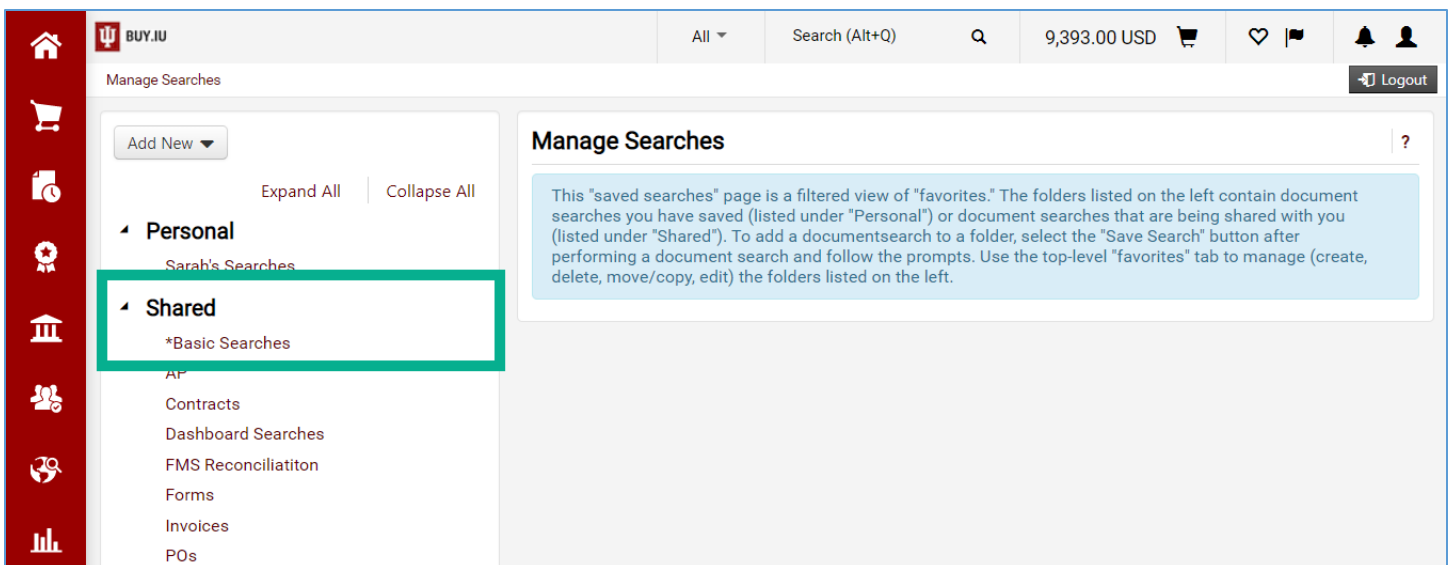
- Review the [Common Search Filters document](#) for guidance on filtering search results.
- Review the [Save and Manage Searches document](#) to learn how to save a search for future use.

In BUY.IU, click the **profile icon** in the upper right-hand corner, then **Manage Searches**.



The screenshot shows the BUY.IU dashboard. In the top right corner, the user's profile icon is highlighted with a red box. A dropdown menu is open, showing options: View My Profile, Dashboards, **Manage Searches** (highlighted with a green box), Manage Search Exports, Set My Home Page, and Search Help For A Solution. Below the menu, there is a message: "You do not have any recent orders". At the bottom right of the dashboard, there are "Logout" and "Help" buttons.

Select the ***Basic Searches** folder, located in the Shared folder section in the left-hand menu.



The screenshot shows the "Manage Searches" page. On the left-hand menu, the "Shared" folder is expanded, and the "*Basic Searches" folder is highlighted with a green box. The main content area displays a message: "This 'saved searches' page is a filtered view of 'favorites.' The folders listed on the left contain document searches you have saved (listed under 'Personal') or document searches that are being shared with you (listed under 'Shared'). To add a documentsearch to a folder, select the 'Save Search' button after performing a document search and follow the prompts. Use the top-level 'favorites' tab to manage (create, delete, move/copy, edit) the folders listed on the left."

In this folder, you'll see a complete list of searches curated by Purchasing. Click a **search name** or click **Go** to run the search.

Manage Searches

Add New

Expand All Collapse All

- Personal
 - Sarah's Searches
- Shared
 - *Basic Searches**
 - Dashboard Searches
 - FMS Reconciliation
 - SGIS Searches
 - Treasury Operations

*Basic Searches

Folder Actions ?

Visit <https://indiana.edu/~purchase/buying/buyIU/buyIU-dashboards.php> to learn more about customizing and saving these searches for your department or organization.

Actions for Selected Favorites

1-17 of 17 Results 20 Per Page

Change Requests - Pending Status	<input type="checkbox"/>
Change Requests still enroute and needing review/approval. Type: Purchase Order	<input type="checkbox"/>
Check Requests - Awaiting FO Approval	<input type="checkbox"/>
Requisitions containing Check Request forms awaiting approval from the FO Approval workflow stop. Type: Requisition	<input type="checkbox"/>
Check Requests - Payments Made	<input type="checkbox"/>
This search returns Invoice payments related to Check Request forms. Click on the Invoice number and	<input type="checkbox"/>

BUY.IU returns results for the entire IU organization. Use the **Quick Filters** in the left-hand menu or click **Add Filters** to filter the results down for your account(s) or organization.

Save your search for future use by following the instructions in the [Save and Manage Searches document](#).

Orders Search Purchase Orders

Change Requests - Pending Status

Save As Pin Filters Export All

Created Date: All Quick search Add Filter Clear All Filters

Change Request Status: Pending

1-180 of 180 Results 200 Per Page

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total
PO0199162	Struers Inc	8/4/2020 11:11:32 AM	Completed	134417037	Sharon Gwinn	Sent To Supplier	No Matches	
PO0198863	Life Technologies Corporation	8/3/2020 4:05:46 PM	Completed	134367622	Sarah Nicholas	Sent To Supplier	No Matches	16,5
PO0198179	Fisher Scientific	7/31/2020	Completed	134320056	Kenzie	Sent To	No	1