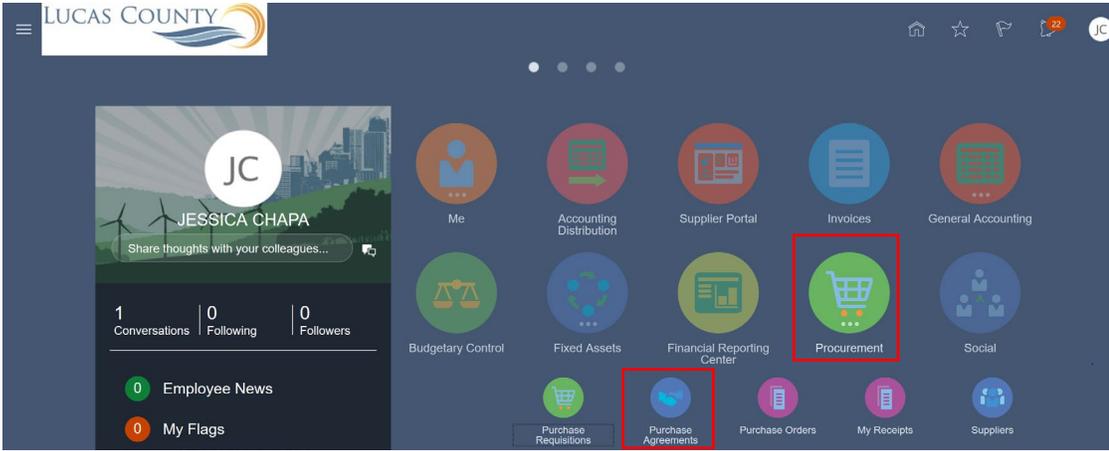
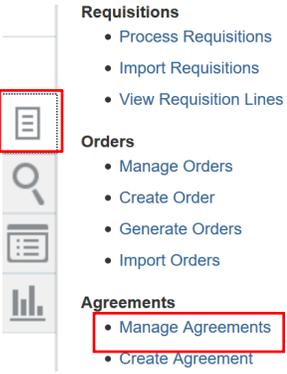


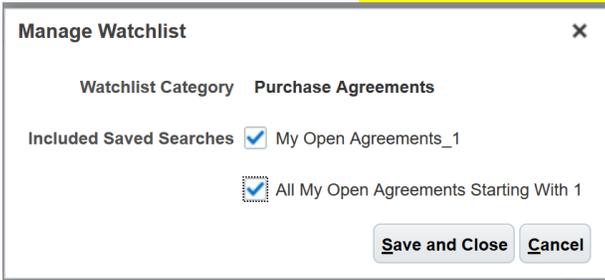
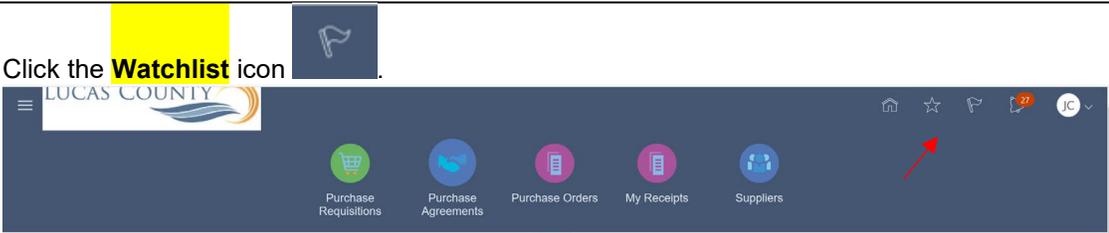
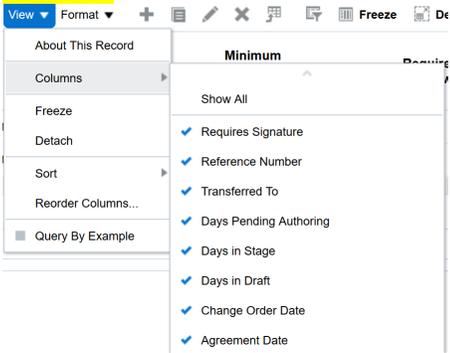
Manage Custom Searches in Buyer Overview

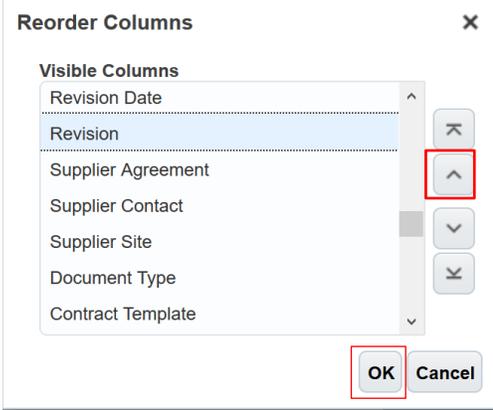
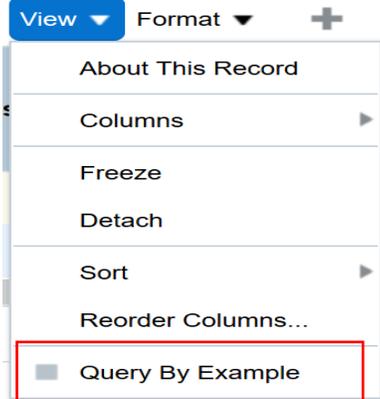
Audience: Buyer

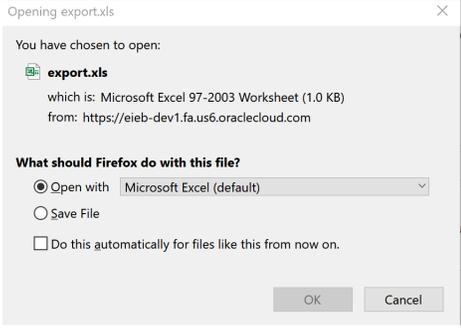
Purpose: If you often have the need to look up the same combination of requisition lines, or all open agreements within a given range, you can save your basic or advanced search as a custom search. Simply enter your criteria in either basic or advanced search and click Save. This job aid will assist you with conducting custom searches in the Buyer Overview.

Step	Action
1	<p>Sign into Oracle. Home Page -> Procurement ->Purchase Agreements -> Tasks</p> 
2	<p>Click on Manage Agreements under the Tasks icon.</p>  <ul style="list-style-type: none"> Requisitions <ul style="list-style-type: none"> • Process Requisitions • Import Requisitions • View Requisition Lines Orders <ul style="list-style-type: none"> • Manage Orders • Create Order • Generate Orders • Import Orders Agreements <ul style="list-style-type: none"> • Manage Agreements • Create Agreement
3	<p>Click the Advanced button.</p>

4	<p>To set a filter for only those agreements whose status is Open, click on the first Status filtering drop-down list.</p>
5	<p>Select Equals as the first status filter criteria.</p>
6	<p>Click on the 2nd status filter criteria dropdown.</p>
7	<p>Select Open for the Status.</p>
8	<p>Click the Save button.</p>
9	<p>Enter a new Name for the Saved Search.</p>
10	<p>Verify the boxes 'Set as Default' or 'Run Automatically'. Accept the default unchecked value.</p>
11	<p>Click the OK button.</p>
12	<p>Click the Expand Advanced Search icon if needed.</p>
13	<p>Click in the drop-down list for the first filtering field for Agreement.</p>
14	<p>Select 'Starts With' for the first filtering criteria.</p>
15	<p>Click in the 2nd filtering field for Agreement. Enter "1".</p>
16	<p>Click the Save button.</p>

17	Enter a new Name for the Saved Search . For example, enter 'All my Open Agreements starting with "xxxx"', where "xxxx" is a partial number.
18	Uncheck the boxes ' Set as Default ' or ' Run Automatically ' as needed. Uncheck both boxes.
19	Click the OK button.
20	Click the Manage Watchlist button.
21	Check the checkboxes for the Included Saved Searches . 
22	Click the Save and Close button.
23	Click the Watchlist icon. 
24	Under the heading Purchase Agreements , click on the saved search 'All my open Agreements starting with "xxxx"', where "xxxx" is a partial agreement number.
25	Click the Saved Search drop-down list.
26	Click the Search button to execute the search.
27	Click the View -> Columns drop-down list.
28	Check a box for a new column to display. For this example, check the box for the column Revision . 
29	Click on View -> Reorder columns.
30	Select Revision from available columns to view.

	
31	<p>Click on the Move Up icon  to move the Revision up to the top of the list of visible columns.</p>
32	<p>Click the OK button.</p>
33	<p>Click the View -> Query by Example drop-down list.</p> 
34	<p>Click in the Revision field. Enter '1'.</p>
35	<p>Press Enter on the keyboard.</p>
36	<p>Click on the Detach icon.</p> 
37	<p>Close the Detached Table screen.</p>
38	<p>Click on the Agreement column title.</p>
39	<p>Click on the Descending Sort icon.</p> 
40	<p>Click the Detach icon.</p>
41	<p>Click the Export to Excel button.</p> 
42	<p>Close the Detached Table screen.</p>
43	<p>Click OK to open the file in Excel.</p>

																											
44	<p>View the file in Excel.</p> <table border="1"> <thead> <tr> <th>Revision</th> <th>Procurement BU</th> <th>Agreement</th> <th>Description</th> <th>Supplier</th> <th>Agreement Amount</th> <th>Released Amount</th> <th>Currency</th> <th>Status</th> <th>Start Date</th> <th>End Date</th> <th>Change Order</th> <th>Creation Date</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Lucas County</td> <td>13</td> <td>Excavation Agreement</td> <td>J & M Excavating, Inc.</td> <td>750.00</td> <td>0.00</td> <td>USD</td> <td>Open</td> <td>8/30/19</td> <td></td> <td></td> <td>8/14/19</td> </tr> </tbody> </table>	Revision	Procurement BU	Agreement	Description	Supplier	Agreement Amount	Released Amount	Currency	Status	Start Date	End Date	Change Order	Creation Date	1.	Lucas County	13	Excavation Agreement	J & M Excavating, Inc.	750.00	0.00	USD	Open	8/30/19			8/14/19
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