AP/PO SEARCH
To search for Purchase Orders, Vouchers, or Vendors, navigate to the WISER Main Menu and choose Find POs, Vouchers, Vendors under the AP/PO heading.

Purchase Order (PO) Search
On the Find AP/PO Data page, select PO Search from the first box to navigate to the PO Search screen.

The PO Search screen provides filters for the PO Search.
**PO Search Options**

*PO ID* will search on either a complete or partial PO ID. *PO Date* can be a specific date or a date range. *Total Amount* is the purchase order dollar amount. Select ‘equal to’, ‘greater than’, or ‘less than’ to refine this search. *Vendor Name* will search for vendors and will also return purchase orders and vouchers for the vendor. *Vendor ID* can search on either a specific or partial Vendor ID. PO Reference field is not used by UW-Madison. The *PO Type* dropdown contains a complete list of PO Types.

Once all the criteria have been determined, click search to retrieve results.

**Search Tips:**

- Search fields are not case sensitive in WISER.
- Any combination of available search fields may be used to narrow and expedite search requests.
- To update your search criteria, click the magnifying glass.

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![Find POs Search Results](image1.png)

*Find POs Search Results*

<table>
<thead>
<tr>
<th>PO ID</th>
<th>PO Date</th>
<th>Status</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>PO Ref</th>
<th>PO Type</th>
<th>Dept</th>
<th>Project</th>
<th>Total Amount</th>
<th>Paid Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>661N826001</td>
<td>04/14/2016</td>
<td>Complete</td>
<td>0000134045</td>
<td>ATTAIN LLC</td>
<td></td>
<td>General</td>
<td>130110</td>
<td></td>
<td>$63,611.79</td>
<td>$63,611.79</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

[Fin to Dashboard]
Columns on the Search Results page can be sorted by clicking the header. The results in Vendor ID and PO ID columns are hyperlinks to underlying detail. PO IDs are hyperlinks to Purchase Order Line, Distribution, and Invoice detail.
PO Search results can be exported to Excel or pinned to the Dashboard.

**Voucher Search**
Search for Voucher transactions by clicking the middle option on the *Find AP/PO Data* page.

**Find Vouchers**

Voucher Search
Voucher Search Options

A search may be run on either a full or partial Voucher ID or a full or partial Invoice Number. Invoice Date can be before, on, or after a specific date, or it can be a range of dates. Payment ID and Vendor ID searches require the complete ID, a full or partial Vendor Name (not case specific), and a full or partial PO ID. Additional voucher search filters include Journal Date (or date range), Line Description (voucher), Amount, Fund, Dept, Project, and Account. By default, payroll deductions are not included in search results, so check the box next to Include Payroll Deductions at the bottom of the Voucher search if you wish them to be included.

Once a search has completed it may be pinned to a Dashboard or exported to Excel. Voucher and Vendor ID columns are hyperlinks to their underlying detail.

Supplier (Vendor) Search Options
Vendor Search
A vendor search returns vendors which can be used to find purchase orders and vouchers for a specific vendor.

The full 10-digit **Vendor ID** can be entered, or skip leading zeros and enter only the number. Vendor ID defaults to an “ends with” search so it will match from right to left rather than left to right. For example, if 17 is entered, the search retrieves Vendor ID 0000000017. If 1785 is entered, the search retrieves Vendor ID 0000001785.

**Vendor Name** will search on either full or partial names. **Vendor Status** can be left blank, or will search for vendors with either an **Approved** or an **Unapproved** status. Characteristics of a vendor’s physical location such as **Street Address**, **City**, **State**, **Postal Code** (Zip Code) and **Country** can be used as search filters.

The search results page returns a list of vendors with hyperlinks to detailed vendor information, as well as a listing of POs and Vouchers for each result returned.