Emory Express allows for users to investigate the status of all transactions from requisition creation to purchase order to invoicing.

**Quick Search**
The most direct way to access a requisition, PO or invoice is through Quick Search. To access Quick Search, select the magnifying glass to the right of your banner and enter the transaction number. All associated documents will appear, including PO number and invoice (voucher) number(s).

**Document Search**
Document Search provides the ability to search across Requisitions, Purchase Orders, and Invoices. Use Document Search when you do not have a transaction number. To access Document Search, select the Orders & Documents icon, then Document Search, Search Documents.

**Document Search: Simple Search**
You may search for a single criterion or enter a combination through the Simple Search. Options include: Requisition, PO, Invoice (Voucher), Supplier Invoice, or catalog number. You may also search by requisition or supplier name.

1. Enter your search criteria and Go.

**Document Search: Advanced Search**
Advanced search allows you to target additional criteria for more specific reporting needs including participants, SmartKeys, account codes department number, or project.

1. Select the Advanced Search link.
2. Select a document type to open more filter options.

**Pending Requisitions**
Requisitions with a symbol are pending approval.

1. Select the requisition number to view the approval workflow.
2. Select the PR Approvals tab.
3. Your requisition is pending in the Active workflow step. Select view approvers to see who should approve this requisition. Please note only one person per group is required to approve.

Refer to the Emory Express User Manual for additional Checking Status and Document Search options, such as saving common searches, customizing export data, and checking invoice status.