Document Search provides the ability to search across Requisitions, Purchase Orders, and Invoices. It allows for simple and advanced searches. You may export results into excel for easy reporting.

To access Document Search, select the Orders & Documents icon, then Document Search, Search Documents.

**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.

**Advanced Search**

Advanced search allows you to target additional criteria for more specific reporting needs. The following fields may be available in Advanced Search: PO number, PO information (participants, dates, amounts, supplier, department originated in), item, contract, requisition, receipt, or invoice information, workflow step, and custom fields like SmartKey, Account Code, Department, or Project.

1. Select the Advanced Search link.
2. Select a document type to open more filter options.
3. Enter your search criteria and Go.

**Exporting Searches**

You can export search result data from a screen view level or a transaction level.

1. After running a commonly used search, select Export Search.
2. Enter the file name. Select the Request Export Down Arrow and choose your preferred template (transaction will pull line item detail including item number, description, amount and accounting charged). Submit.
3. Access Exports through the Orders & Documents icon. Then select Download Export Files.
4. Select the file name. Save or Open. OK.

Refer to the Emory Express User Manual or the Emory Express Approver Manual for additional Document Search options, such as saving common searches and customizing export data.