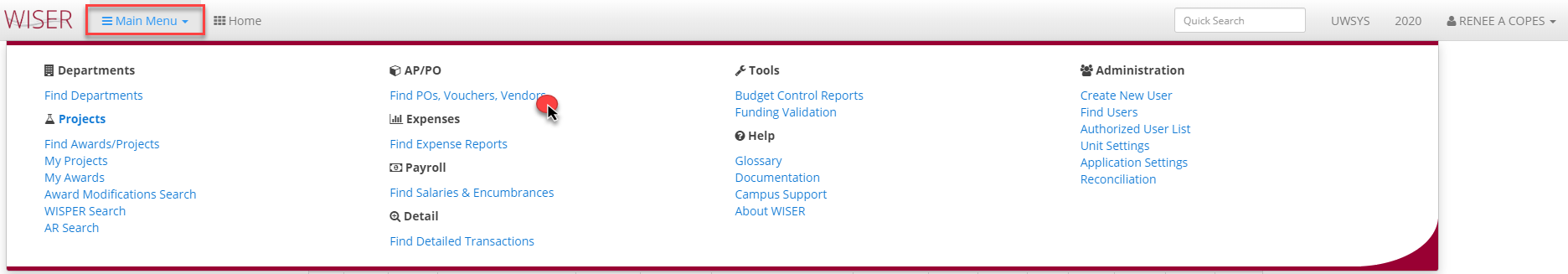
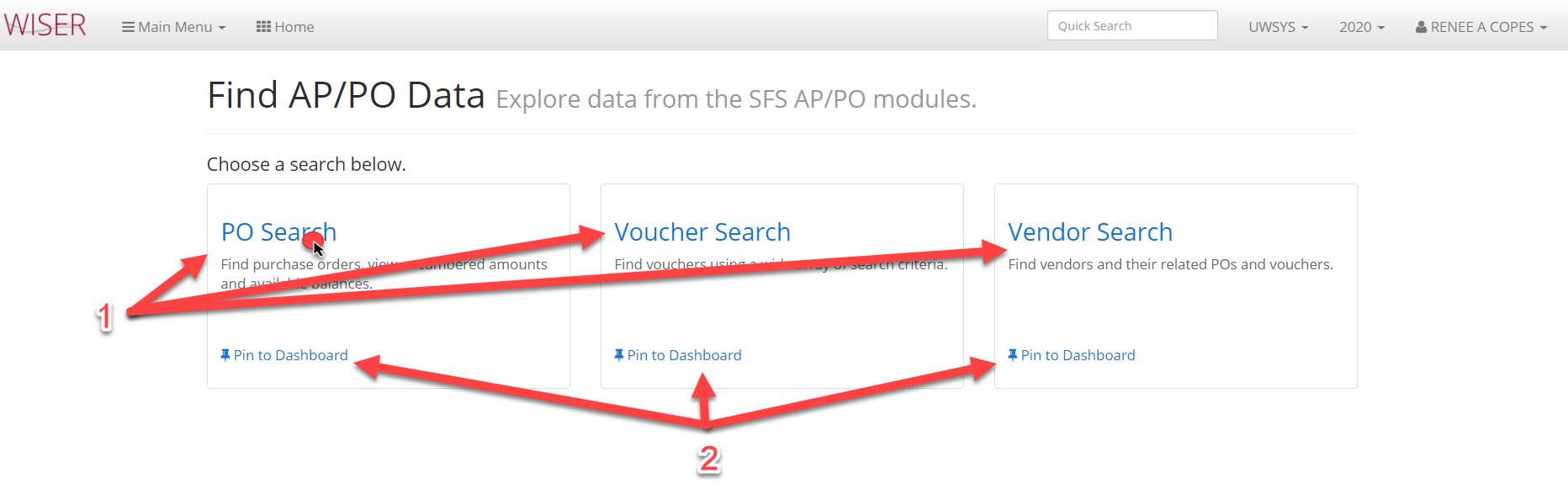
To search POs, Vouchers, and Vendors select this option from the Main Menu

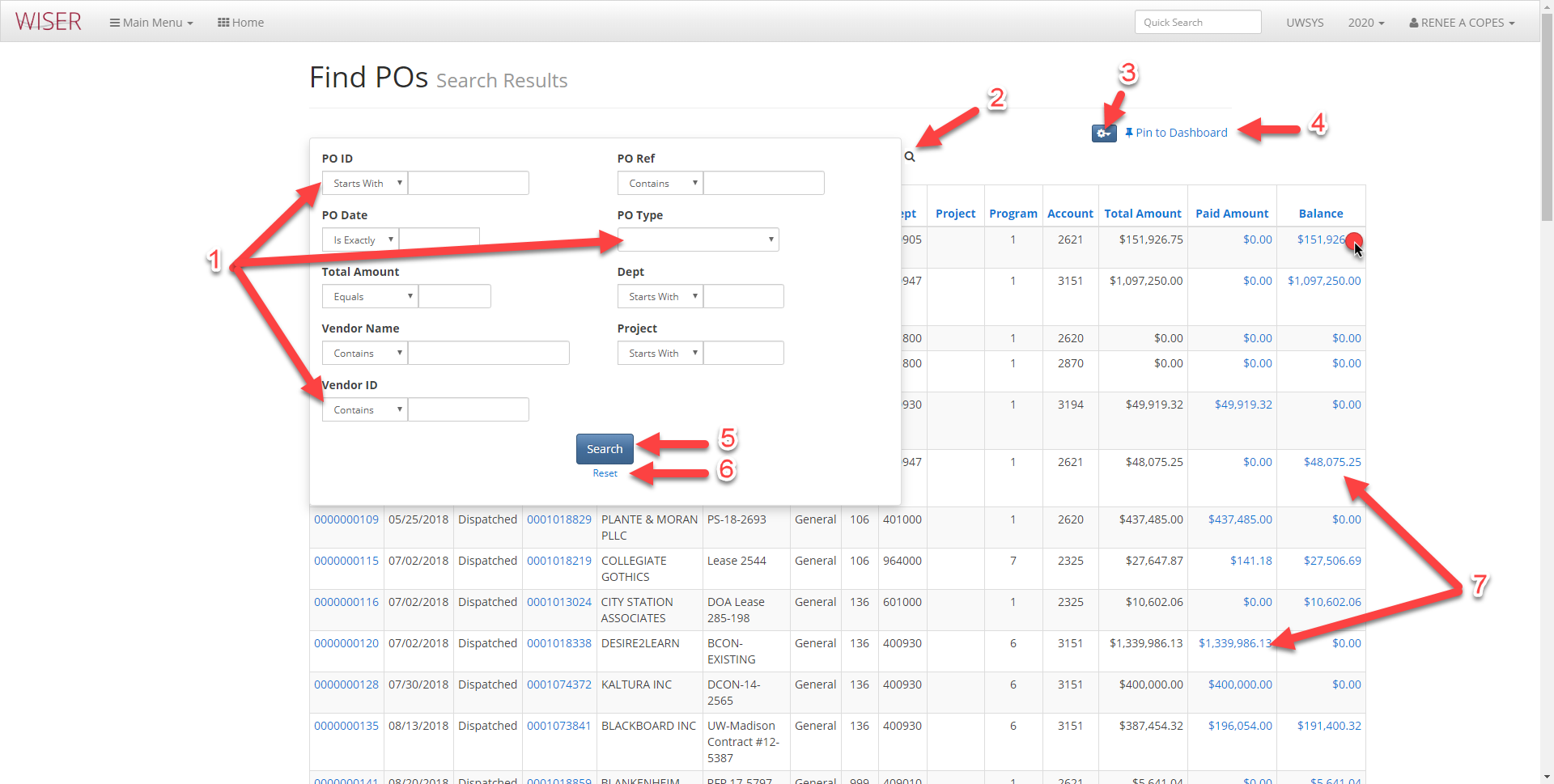
*Main Menu*

*Find POs, Vouchers, Vendors*



1. Select from search options
2. Pin (create tile) search type to dashboard

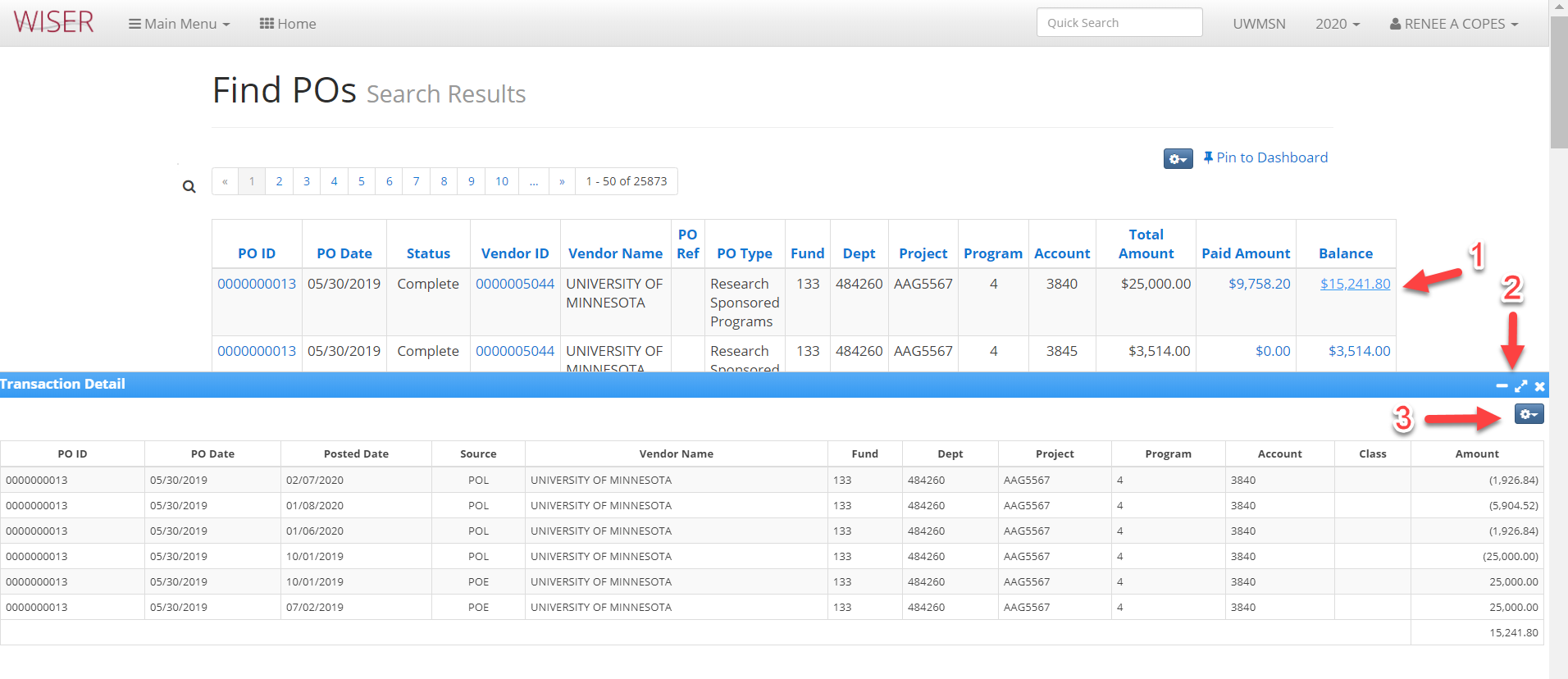
*Find POs with results*



\*search screen shown over results

1. Enter criteria for search
   1. More criteria = narrower search
2. Toggle between search screen & results
3. Export & records per page options
4. Pin (create tile on homepage)
5. Begin search on criteria supplied
6. Reset search screen
7. Blue hyperlinks on results lead to detail

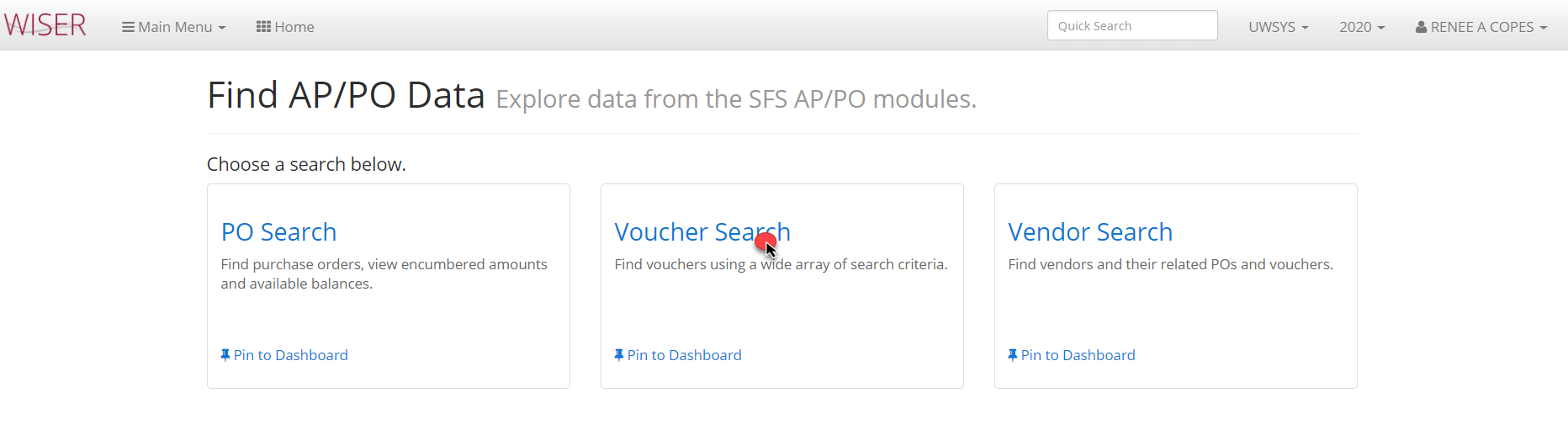
*Find PO search results with hyperlink selected*

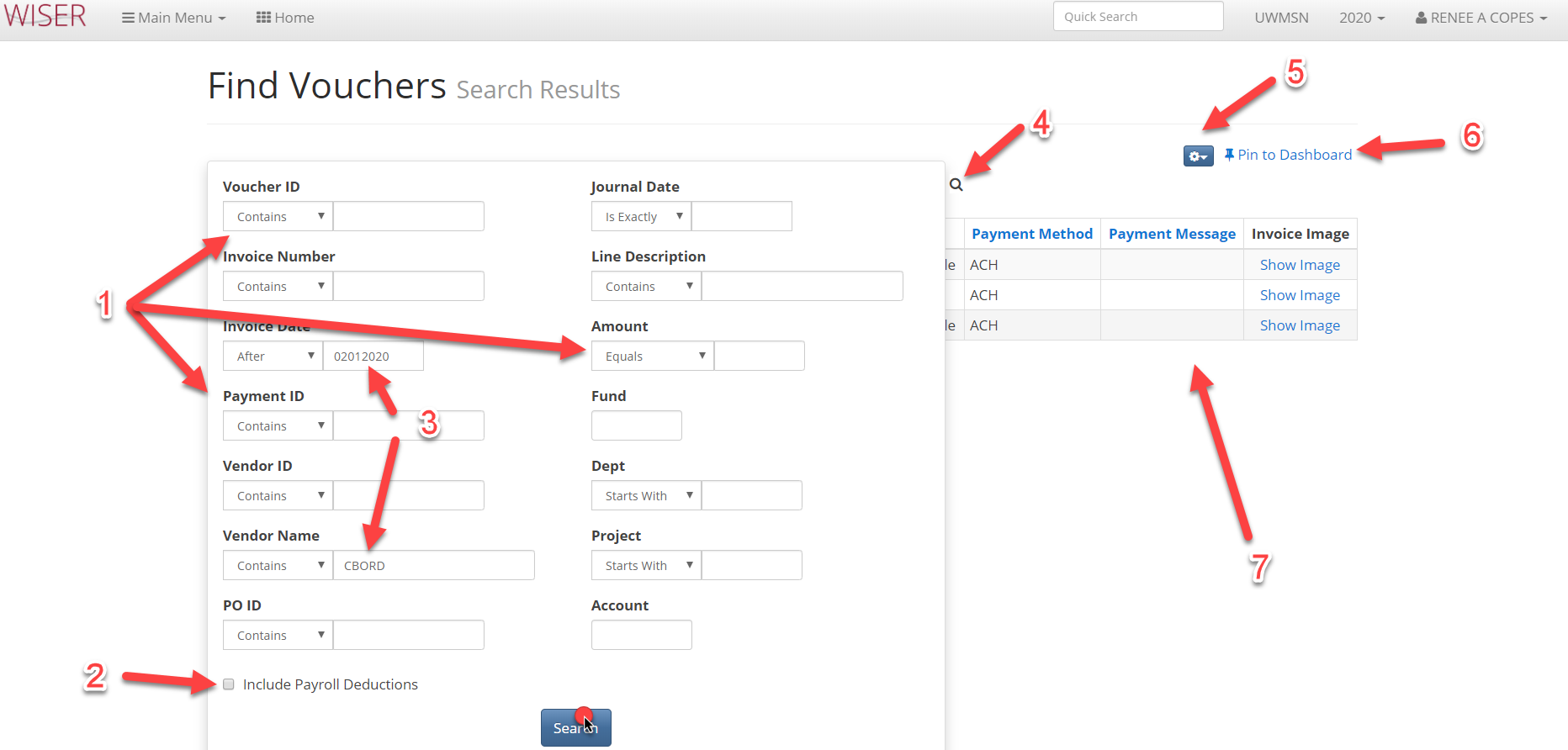


\**Shown with Transaction Detail pane displayed after hyperlink clicked*

1. Hyperlink selected
2. Minimize/maximize/close Transaction Detail area
3. Export detail to Excel

*Main Menu > find POs, Vouchers, Vendors > Voucher Search*

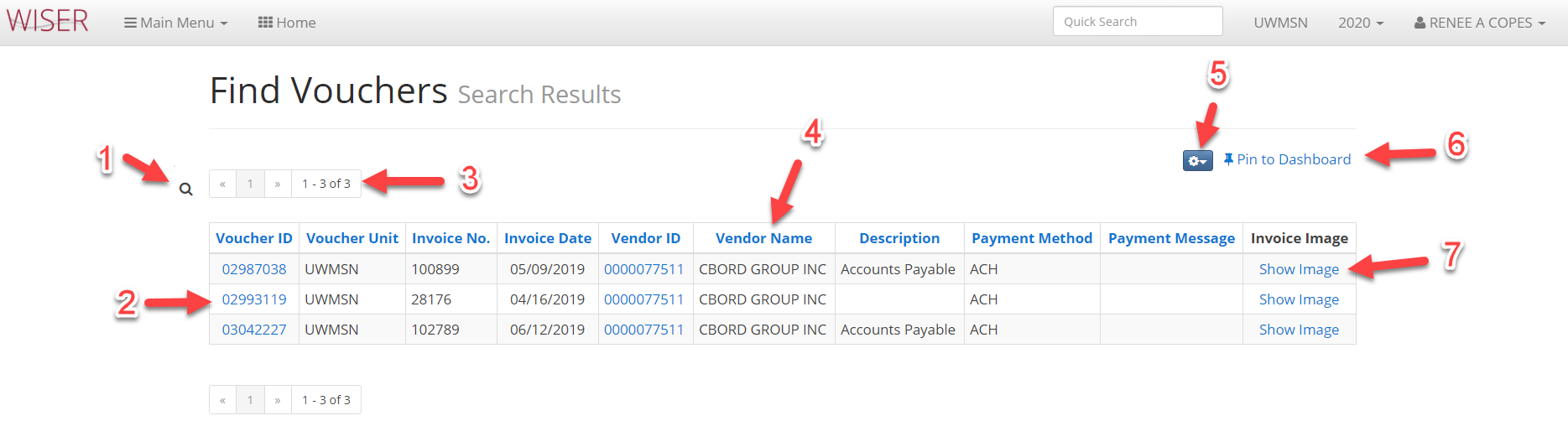


*Find Vouchers with results*

\*search screen shown over results

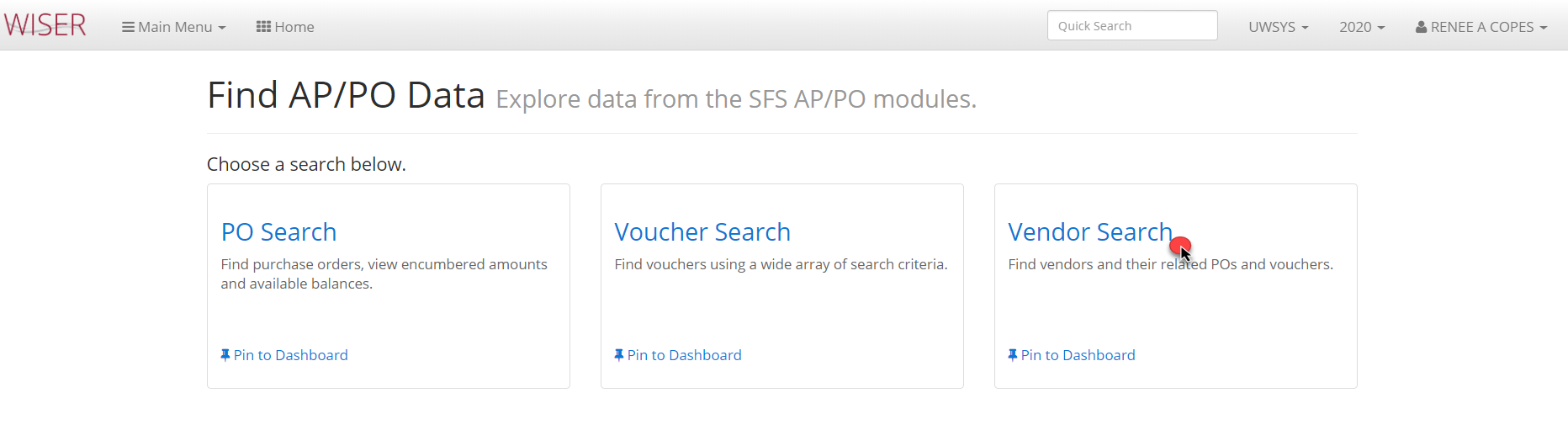
1. Enter search criteria
   1. More criteria = narrower search
2. Toggle to include/exclude Payroll deductions
3. Criteria entered
4. Toggle between search and result screens
5. Export to Excel and records per page option
6. Pin to Dashboard (create tile)
7. Search results

*Find Vouchers results*

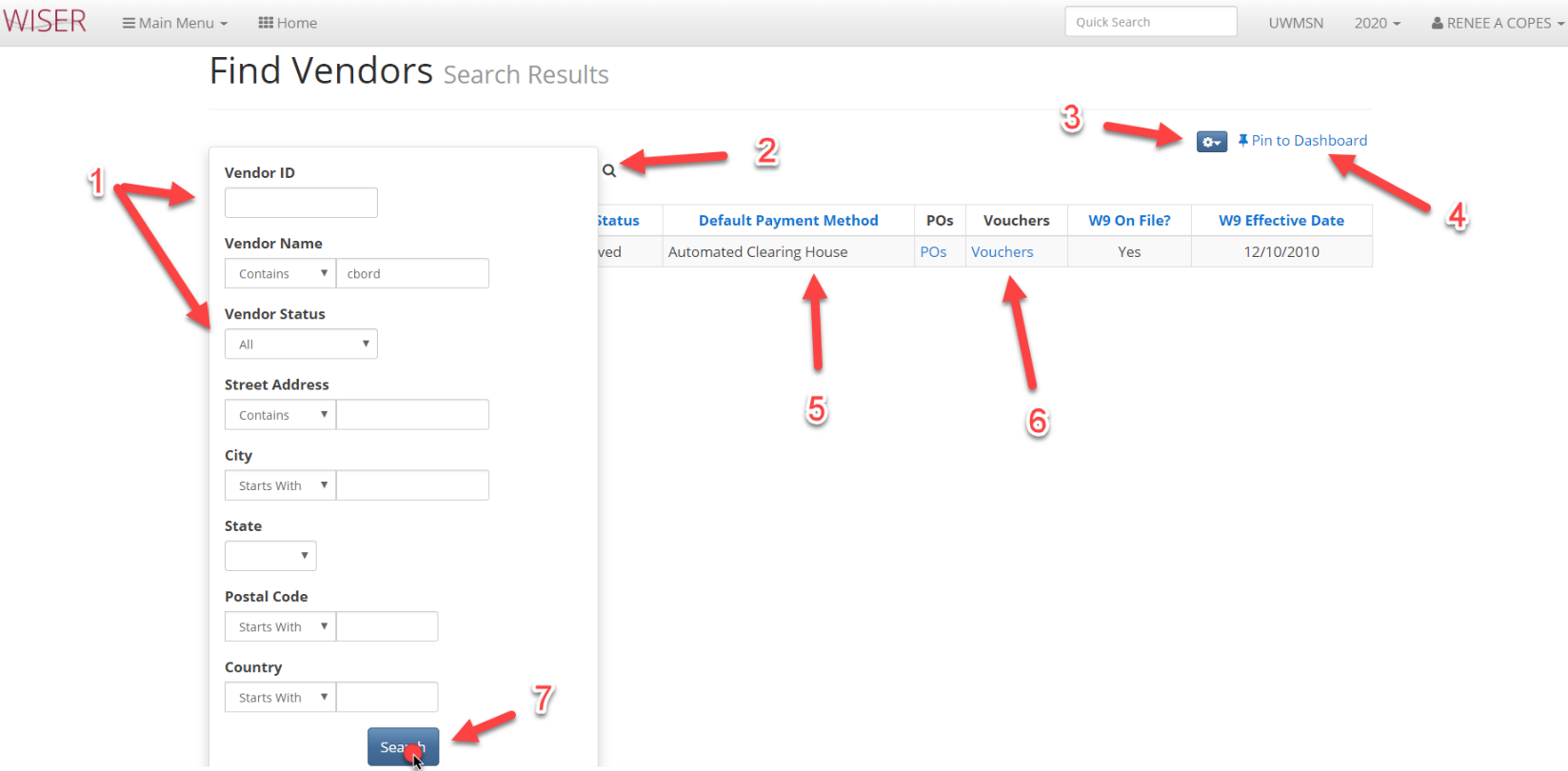


1. Toggle between search and result screens
2. Blue hyperlinks to further detail
3. Page navigation
4. Column headers used to sort
5. Export to Excel & select records per page
6. Pin to Dashboard (create tile)
7. If authorized to view (controlled by each campus)

*Main menu > Find POs, Vouchers, Vendors > Vendor Search*



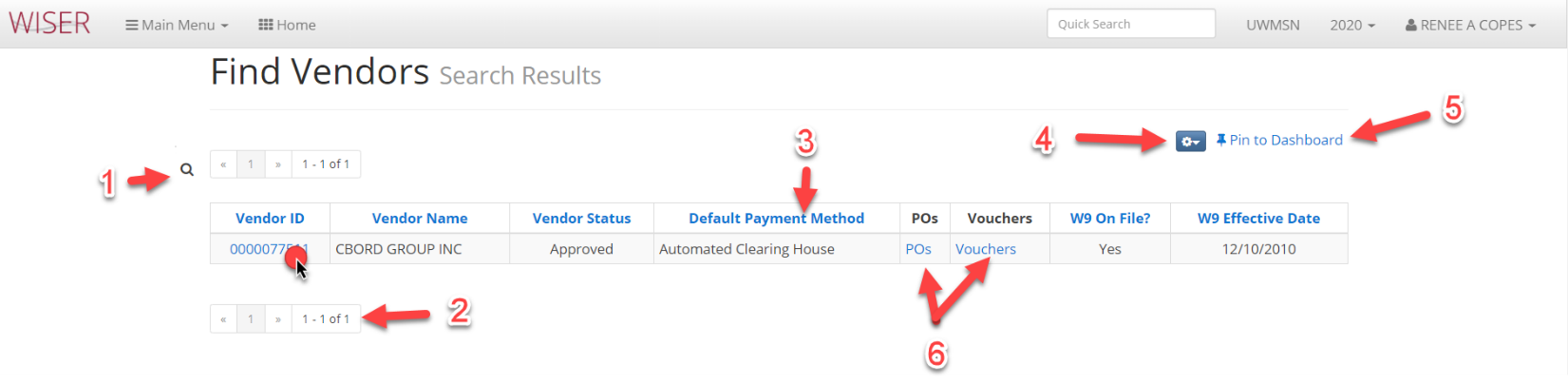
*Find Vendors*



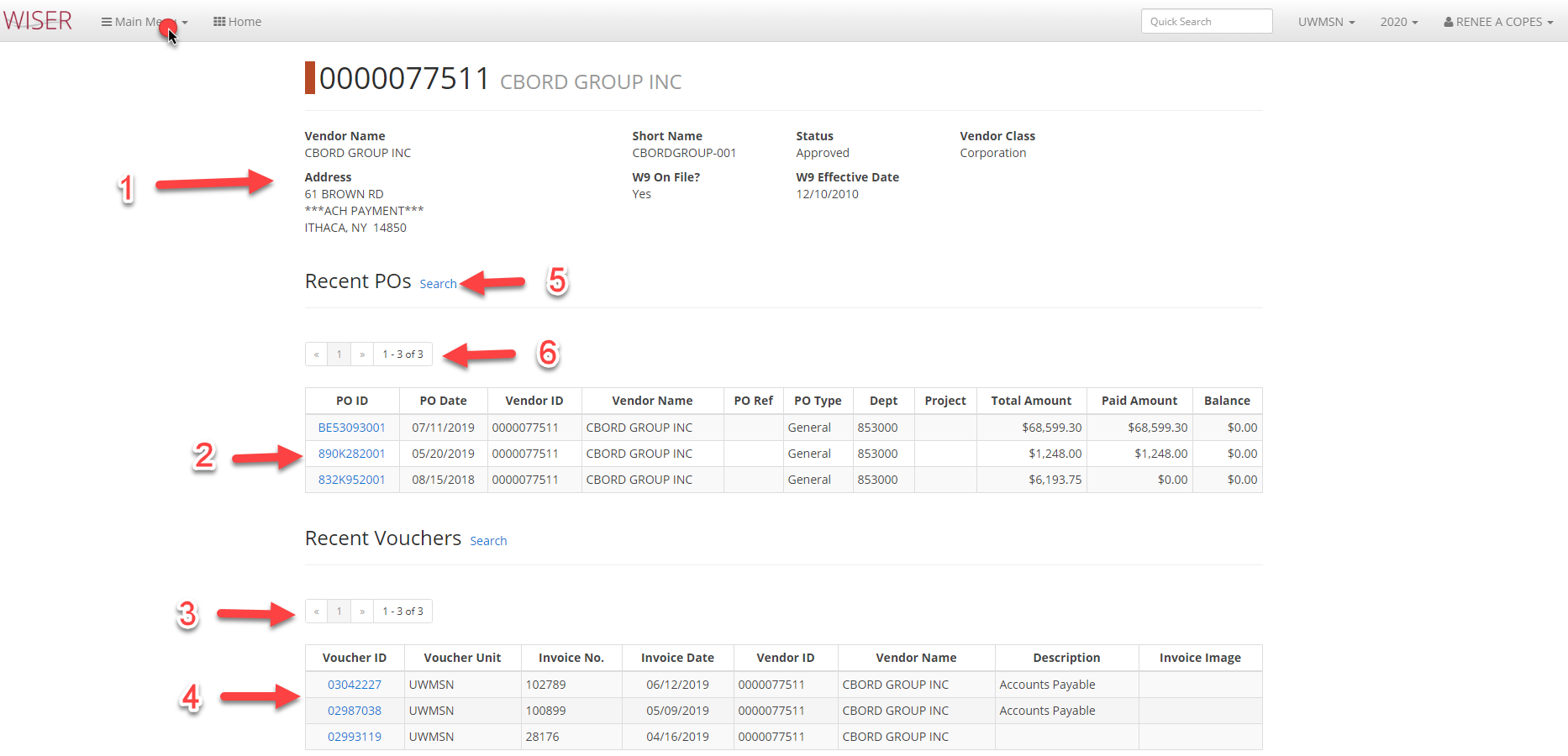
\*search screen shown over results

1. Search criteria
   1. Criteria narrows search
2. Toggle between search screen and results
3. Export to Excel and number of items displayed on page
4. Pin to Dashboard (create tile)
5. Details resulting from search
6. Blue hyperlinks to further detail
7. Run search with criteria entered

*Find Vendors results*



1. Toggle between search screen & results
2. Page navigation
3. Column headers used to sort
4. Export to Excel and number of displayed items per page
5. Pin to Dashboard (create tile)
6. Blue hyperlinks to further detail

*Vendor*

1. Vendor details
2. PO list
   1. Hyperlink to detail
3. Page navigation
4. Voucher list
   1. Hyperlink to detail
5. Find Pos search results
6. Page navigation