Common Search Terms

- Requisitions
  - Create Requisition
  - Find Requisition Line and Line Splits for Organization
- Purchase Orders
  - Find Purchase Order Line and Line Splits for Organization
- Supplier Invoices
  - Create Supplier Invoice
  - Find Supplier Invoice for Organization Report
- Suppliers
  - Find Suppliers
  - Create Supplier Request
- Expense Reports/Reconciling Expense Card Transactions
  - Create Spend Authorization
  - Find Spend Authorization Lines for Organization
  - Create Expense Report
  - Find Expense Report Lines for Organization
  - My Expense Reports
  - My Expense Transactions
- Procurement Cards
  - Verify Procurement Card Transactions
  - My Procurement Card Transaction Verifications
- Deposits
  - Record Cash Sale
  - Create Customer – to request specific customer creation
- Access OneSource
  - "Create Requisition" – Requisition Type = OneSource Punchout Purchase and then Connect to Supplier Website