## Searching for Transactions

- In addition to searching for products and suppliers, OWL Buy allows users to search for existing procurement transactions and records. Users can search for:
    - Requisitions
    - Purchase Orders
    - Suppliers
    - Invoices
    - Contracts
    - Forms and Requests
- To Search
    - Select the **Search** icon or search field
    - Enter a keyword, transaction number, supplier name, or other search criteria.
    - Select **Search**.
    - Apply filters as needed to narrow the results.
    - Open the desired record to view additional details.

