Checking Requisition Status

Use this tutorial to check the status of a requisition for Academic or Miller School of Medicine.

http://workday.miami.edu

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Checking the Status of a Requisition

1. Log into Workday. [https://workday.miami.edu]
2. Search for the requisition and click the requisition number.

3. View the status.

Status Guide

- **Draft** – The requisition has either not been submitted or was submitted and sent back.
- **In Progress** – The requisition has been submitted and is pending one or more approvals.
- **Closed** – The requisition has been completely approved and closed. A purchase order number has been issued and has been or will soon be sent to the supplier.
- **Cancelled** – The requisition has been cancelled and cannot be edited.
- **Sent Back** – The requisition has been submitted and was sent back by an approver. The requestor can review the comments, edit, and re-submit.
- **Denied** – An approver does not want this order to be processed.
- **Successfully Completed** – The requisition was fully approved, and a purchase order was issued or is in the process of being issued.
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View the Current Approver

To view the current approver when the status is In Progress, scroll down and view the Process History. Find the approver with a status of Awaiting Action. This employee’s approval is currently pending.

<table>
<thead>
<tr>
<th>Process</th>
<th>Step</th>
<th>Status</th>
<th>Completed On</th>
<th>Due Date</th>
<th>Person (Up to 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Event</td>
<td>Complete Questionnaire</td>
<td>Not Required</td>
<td></td>
<td>09/27/2022</td>
<td></td>
</tr>
<tr>
<td>Requisition Event</td>
<td>Approval by Project Manager</td>
<td>Not Required</td>
<td></td>
<td>09/27/2022</td>
<td></td>
</tr>
<tr>
<td>Requisition Event</td>
<td>Approval by Program Manager</td>
<td>Awaiting Action</td>
<td></td>
<td></td>
<td>Alba Carreras-Vazquez (Program Manager)</td>
</tr>
</tbody>
</table>

Finding the PO number

**PO Number** - To find the purchase order number of a fully approved requisition, scroll down to the line item. Then scroll to the right. The PO number appears on each line item.

**TIP:** Contact the supplier for estimated delivery date or questions.

<table>
<thead>
<tr>
<th>Project</th>
<th>*Cost Center</th>
<th>Legacy Value</th>
<th>*Additional Worktags</th>
<th>Sourced</th>
<th>Purchase Order</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PO-000045E</td>
</tr>
</tbody>
</table>

For assistance, contact PurchasingHelpDesk@miami.edu.