Checking the Status of a Purchase Requisition

Use this tutorial to check the status of a requisition that has been created by and submitted by the employee as self.

http://workday.miami.edu

Log into Workday and find the requisition.

1. Log into Workday.  
   http://workday.miami.edu

2. Click the **Purchases** icon.

3. Click **Requisitions**.

4. **Company – 200 Academy**  
   TIP: The company should correspond to the driver work tag (Program, Grant, Gift, or Project) being used.

5. **Document Date On or After** - To see requisitions that were created more than a month ago, edit the date.

6. **Uncheck** the blue boxes for **Exclude Canceled** and **Exclude Closed**.

7. Click **OK**.

8. The search results will appear with the:  
   a. **Requisition Number**
   b. **Status**
   c. **Purchase Order Number**  
      **TIP:** This only appears when the requisition has been completely approved.

Status:  
- **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, closed and in int’s place a Purchase Order has been opened.  
- **Cancelled** – The requisition has been cancelled and cannot be edited.  
- **Sent Back** – The requisition has been submitted and was later 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.
Review the pending approver of a requisition with a status of In-Progress.

9. From the requisition, scroll down and click the Process History arrow. The steps will appear.

10. View the Status column to see if an action is Completed, Not Required or Awaiting Action. In this example the Principal Investigator’s approval is Awaiting Action or pending their approval.

<table>
<thead>
<tr>
<th>Status</th>
<th>Completed On</th>
<th>Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step Completed</td>
<td>03/29/2021, 11:43:23 AM</td>
<td>Using Lu</td>
</tr>
<tr>
<td>Not Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Awaiting Action</td>
<td></td>
<td>Yanbin Zhang (Principal Investigator)</td>
</tr>
</tbody>
</table>

For questions, contact the Academic/Research help desk at PurchasingHelpDesk@miami.edu.