

How a PI Views Requisitions for Goods or Services

1. Log in to Workday using your **ID** and **Password**.
2. In the search bar in **Figure 1**, as shown below, type in the search bar **My Requisition ①** and click enter.

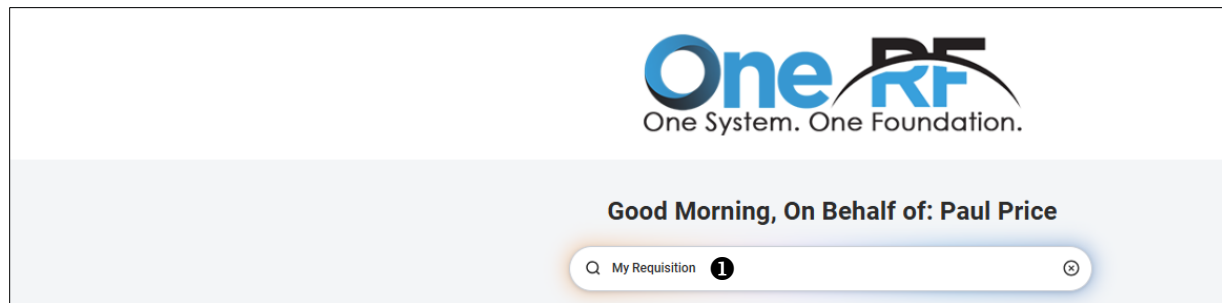


Figure 1

3. After clicking enter, the **Task and Reports ②** screen will appear as shown in **Figure 2** below. Click on **My Requisition ③**. This will open the **Requisitions** screen shown in **Figure 3** on **Page 2**.

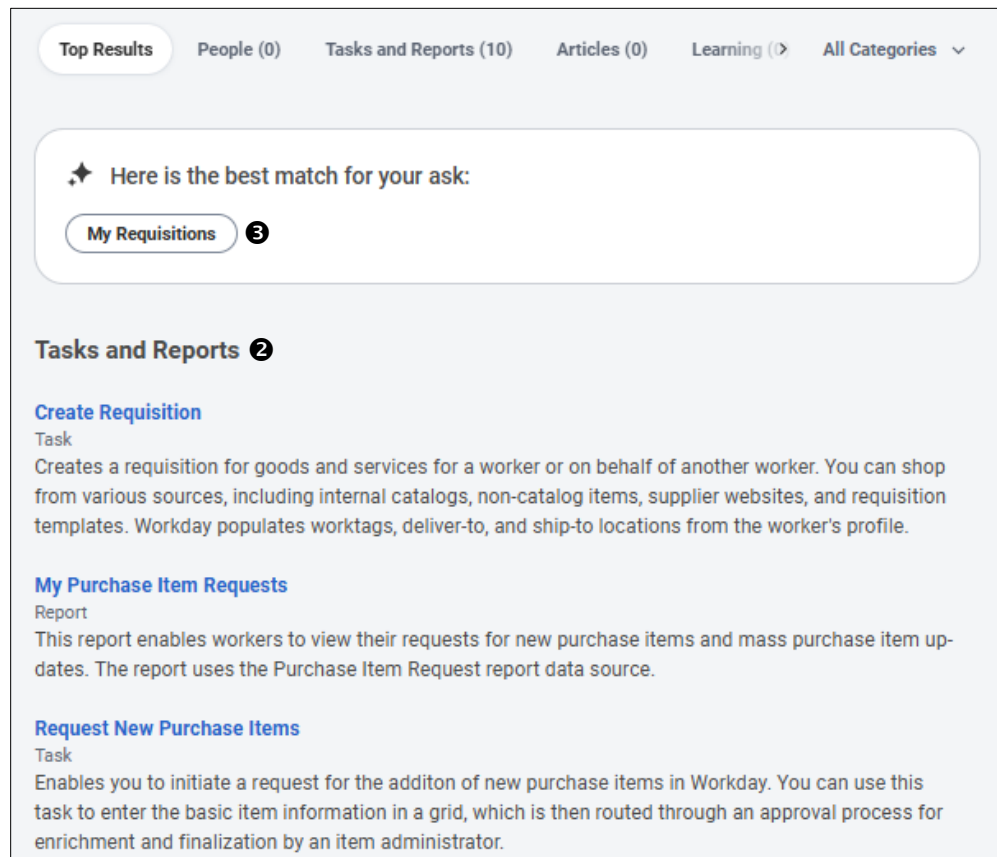


Figure 2

4. After clicking on **My Requisition ①** in **Figure 2**, on **Page 1**. The **Requisition Report** screen will appear as shown in **Figure 3** below. This report displays **Approved**, **Draft** and **Awaiting Actions-Show Details ①**. If you click on **Awaiting Actions-Show Details ②**, the **Requisition Process History** will appear as shown in **Figure 4**. This report will show you the process step by step and who is next in each stage. Also, you can select the **Open ③** as shown in **Figure 3**, or **Completed ④** as shown in **Figure 5**, **Page 3**. The **Edit Filters Tab ⑤**, will refine and narrow your search results. You can filter by **Company**, **Requisition**, **Status**, **Requisition Type**, **Requesting Inventory Site**, **Document Date On or After**, **Document Date on or Before**, **Supplier**, **Spend Category**, **Items**, **Purchase Order**, as well as **Exclude Canceled** and **Exclude Closed**, as shown in **Figure 6**, **Page 3**. The **three dots ⑥** next to the REQ number will open the **Related Actions** pop-up box, as shown in **Figure 7**, on **Page 4**.

REQ-0000575 ***	Approved	Ordering
Total Amount: \$30.00	Created on 11/18/2025	Receiving
1 item ▾		Invoicing
REQ-0000572 ***	Approved	Ordered
Total Amount: \$7.88	Created on 11/18/2025	Receiving
1 item ▾		Invoiced
REQ-0000571 *** ⑥	Awaiting Action - Show Details ②	Ordering
Total Amount: \$75.00	Created on 11/18/2025	Receiving
1 item ▾		Invoicing

Figure 3

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Requisition Event	Approval by Cost Center Manager	Not Required		11/25/2025		0	
Requisition Event	Approval by Cost Center Manager	Not Required		11/25/2025		0	
Requisition Event	Approval by Chief Operating Officer	Not Required		11/25/2025		0	
Requisition Event	Review Requisition	Not Required		11/25/2025		0	
Requisition Event	Approval by Property Manager	Not Required		11/25/2025		0	
Requisition Event	Review Requisition	Not Required		11/25/2025		0	
Requisition Event	Review Requisition	Approved	11/19/2025 01:26:20 PM	11/20/2025	Paul Cole (Buyer - Grant)	1	
Requisition Event	Review Requisition	Not Required		11/25/2025		0	
Requisition Event	Approval by Grant Spend Approver	Awaiting Action			Kimberly Sparacino (Grant Spend Approver) ()	2	
					Margaret Soskin (Grant Spend Approver) ()		

Figure 4

After clicking on the **Completed ④** tab in **Figure 3, Page 2**, it will display all requisitions that have been **Canceled**, **Denied**, or **Completed**, as shown in **Figure 5** below. After you click on the **Edit Filters Tab ⑤**, on **Page 2**, the **Edit Filters** pop-up box will appear as shown in **Figure 6** below. Select your search criteria, then click **OK ①**.

Requisitions (Past 6 Months)		Edit Filters
Open (55)	Completed (3)	
REQ-0000536 ***		
Total Amount: \$5,000.00	Canceled	
1 item ▾	Created on 11/06/2025	
REQ-0000496 ***		
Total Amount: \$157.50	Denied	
1 item ▾	Created on 10/30/2025	
REQ-0000453 ***		
Total Amount: \$915.93	Approved	COMPLETED
1 item ▾	Created on 10/20/2025	

Figure 5

Edit Filters

Company

:

:

Requisition

Status

:

:

Requisition Type

:

:

Requesting Inventory Site

:

:

Document Date On or After

05/21/2025

Document Date On or Before

MM/DD/YYYY

Supplier

:

:

Spend Category

:

:

Item

:

:

Purchase Order

:

:

Exclude Canceled

☐

Exclude Closed

☐

Cancel

① OK

Figure 6

Click the **three dots ⋮ (Related Actions)** in **Figure 3, Page 2** next to the REQ number to **View, Edit, Accounting Details**, or **Cancel** the requisition as shown in **Figure 7** below.

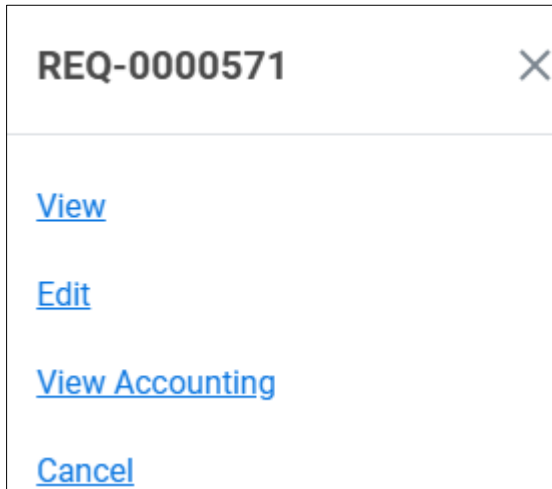


Figure 7