Approving Purchase Requisitions in Workday

http://workday.miami.edu

WARNING - Clicking Deny will completely delete the order. Then the requisition can no longer be edited or viewed. Approving Quickstort Purchases worklet > Cloud icon > Inbox > Actions Tab > Requisition > if needed edit quantity > Approve/Send Back/Deny Approving 1. Click the Purchases worklet. 2. Click the cloud icon. 3. Select Inbox. Home Incomparison Actions tab, find and click the requisition pending review. Inbox Requisition: Market State, find and click the requisition pending review. Inbox Requisition: Furth of 08/07/2017 for \$13.72 Requisition: Tark Syde on 08/07/2017 for \$13.72 Incomparison on 08/07/2017 for \$13.72 Requisition: Tark Syde on 08/07/2017 for \$13.72 Incomparison on 08/07/2017 for \$13.72<
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5. Edit if needed. Note, the requisition will need Fequisition: Karen Sheridan on 08/07/2017 for \$13.72 Requisition: Michele Traft on 08/09/2017 Requisition: Tariq Syed on 08/07/2017 for \$13.72 Sto 000.00
5. Edit if needed. Note, the requisition will need
to go through the full approval.
6. Approve / Send Back / Deny Approve – sends the requisition to the next
approver
Send Back – sends the requisition back to the
initiator/previous approver
Deny – completely deletes the requisition
Conversion loois
(not internet Explorer friendly) <u>http://workday-finance.it.miami.edu/resources/frs-to-fdm/index.html</u>
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FRS Department Number and Description ERS Sub Department Number and Description Workday Cast Contor ID and Description
FRS Sub-Department Number and Description Workday Cost Center ID and Description EDM to EDM EDM to EDM
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