

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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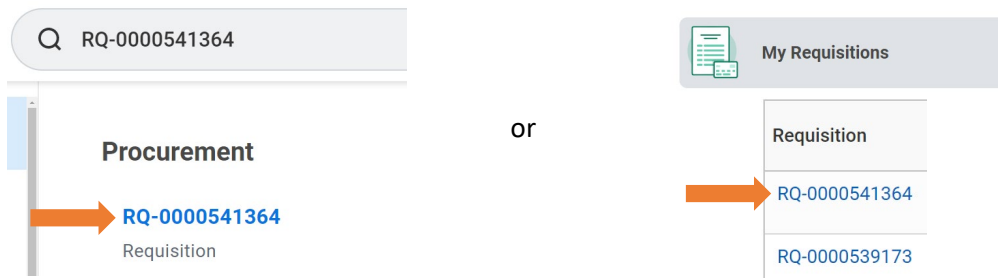
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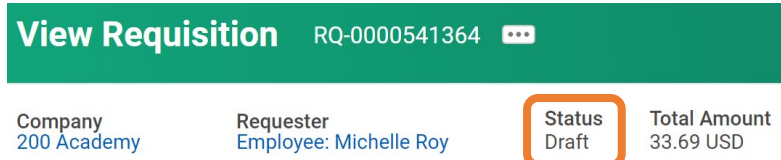
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Checking the Status of a Requisition

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.

Process History

5 items



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

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.

Project	*Cost Center	Legacy Value	*Additional Worktags	Sourced
				Purchase Order PO-0000458

For assistance, contact PurchasingHelpDesk@miami.edu.