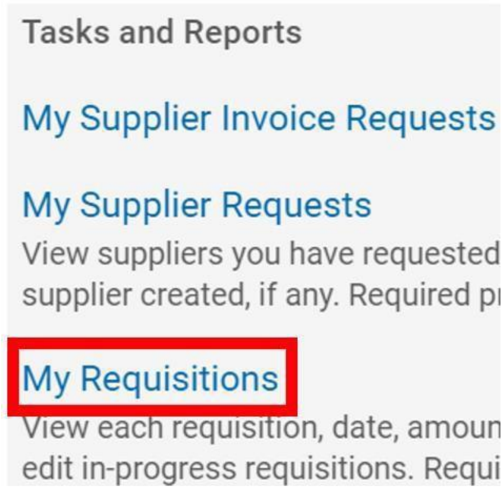
MANAGE REQUISITIONS

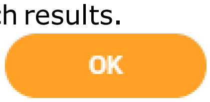
MY REQUISITIONS (YOURS)

From the Home page:

1. Type **my req** in the search bar and hit **Enter.** Or utilize the My Requisitions worklet.

2. Click on the **My Requisitions** link under the Tasks and Reports list.



3. Use the **Calendar** icon or type to change the **Document Date On or After** field if the requisition was created more than a month ago.
4. Use the **Prompt** icon or type to change any other applicable field to narrow the search results.
5. Click  .

6. The report will display all requisitions that the initiator has created fitting the search parameters. Note the PR number.

Requisition	Requisition Type	Document Date	Total Amount	Currency	Suppliers	Request Status	Edit Requisition
PR16.000478	Service Requisitions	11/22/2016	500.00	USD	TO BE DETERMINED (TBD)	In Progress	Edit Requisition

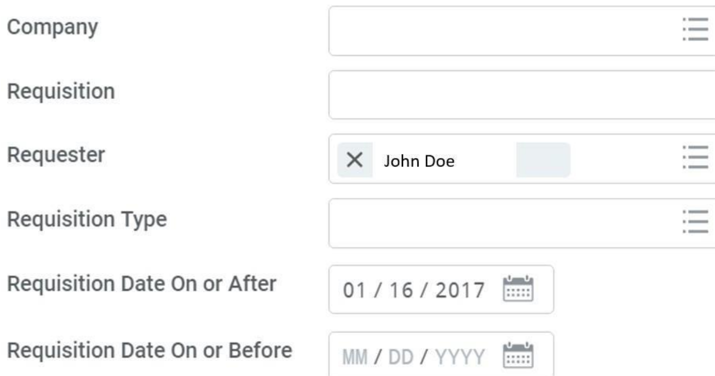
FIND REQUISITIONS (OTHERS)

NOTE: This functionality is not yet available to all employees.

From the Home page:

1. Type **find req** in the search bar and hit **Enter.**
2. Select the **Find Requisitions** link in the Tasks and Reports list. If you do not see this task, then it means you do not have security access to run this report.

3. Use the **Prompt** icon or type to indicate an employee(s) name in the **Requester** field.



4. Use the **Calendar** icon or type to alter the **Requisition Date On or After** if you wish to see earlier requisitions. The report will default this date to 30 days prior.
5. Click 

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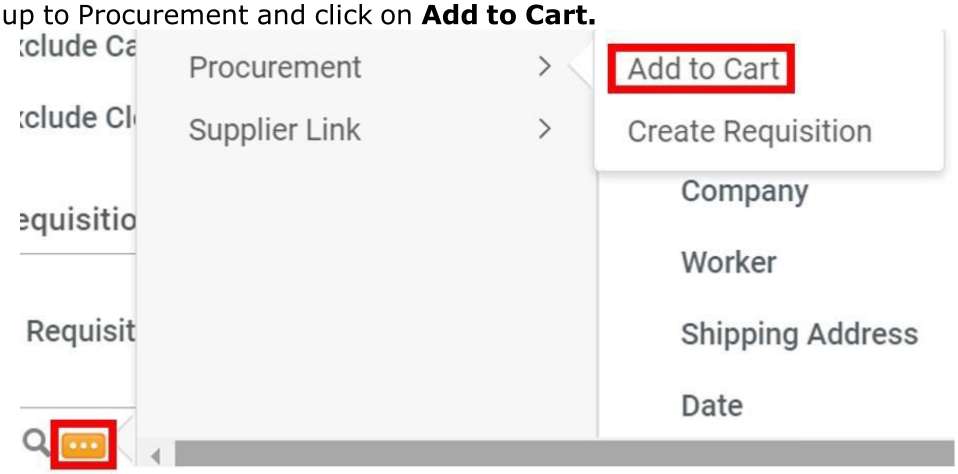
COPY REQUISITIONS

From the **Find Requisition** or **My Requisitions** report:

1. Find the requisition that you wish to copy.
2. Hover your mouse next to the Requisition number or the magnifying class and click on the **Related Actions** icon .
3. **Hover up to Procurement and click on Add to Cart.**



4. The same line items will copy into a new requisition.
5. Click 

and continue your requisition as normal.

EDIT REQUISITIONS

NOTE: Requisitions can require a lot of information that you may not be able to enter at one time. You can save it and work on it later.

From the **My Requisitions** report:

1. Find your requisition and click the  button to the right.

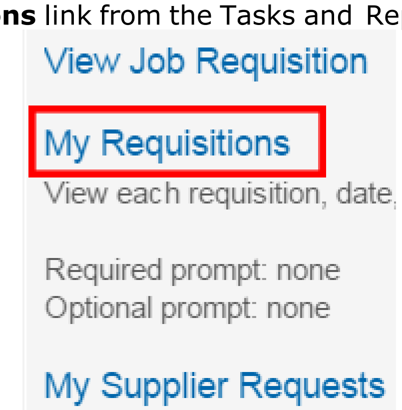
Requisition	Requisition Type	Document Date	Total Amount	Currency	Suppliers	Request Status	Edit Requisition
PR16.000478	Service Requisitions	11/22/2016	500.00	USD	TO BE DETERMINED (TBD)	In Pr	Edit Requisition

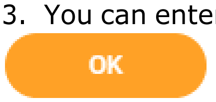
2. The Requisition you saved will open and is now ready for edits and changes.

DELETE REQUISITIONS

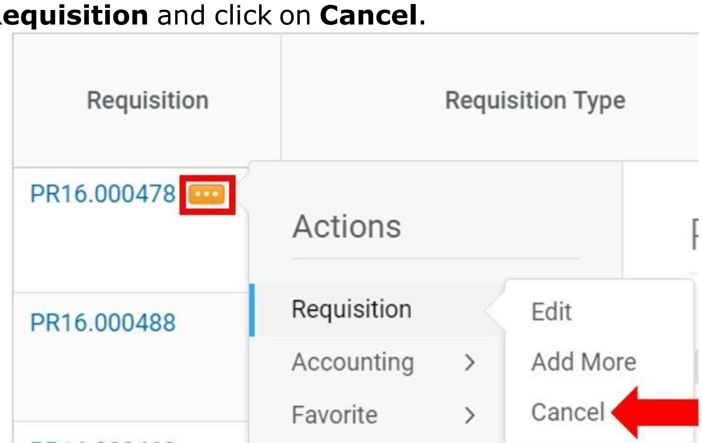
From the Home screen:

1. To find the requisition, type **Req** into the search bar and click **Enter.**
2. Select the **My Requisitions** link from the Tasks and Reports list.



3. You can enter parameters to narrow down your search or just click .

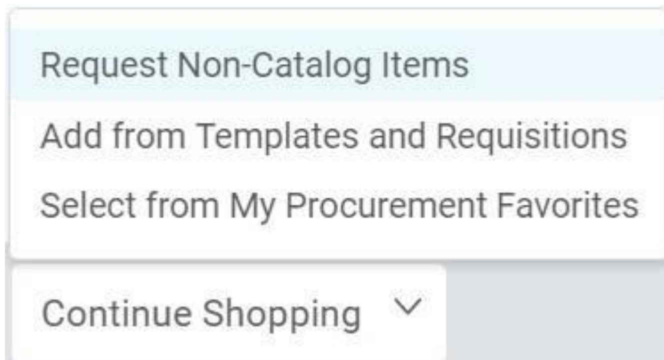
4. Find your requisition and click on the **Related Actions** icon .
5. Hover over **Requisition** and click on **Cancel**.



REQUISITION NAVIGATION

Do **NOT** click the back button on the browser any time you are ***entering*** or ***changing*** information in Workday.

Instead, click on the Continue Shopping icon and select **Request Non-Catalog Items.**



If you have progressed to the **Review and Submit** page, you can still return to the Create Requisition screen by clicking on the **Cart** icon at the top right of the page.