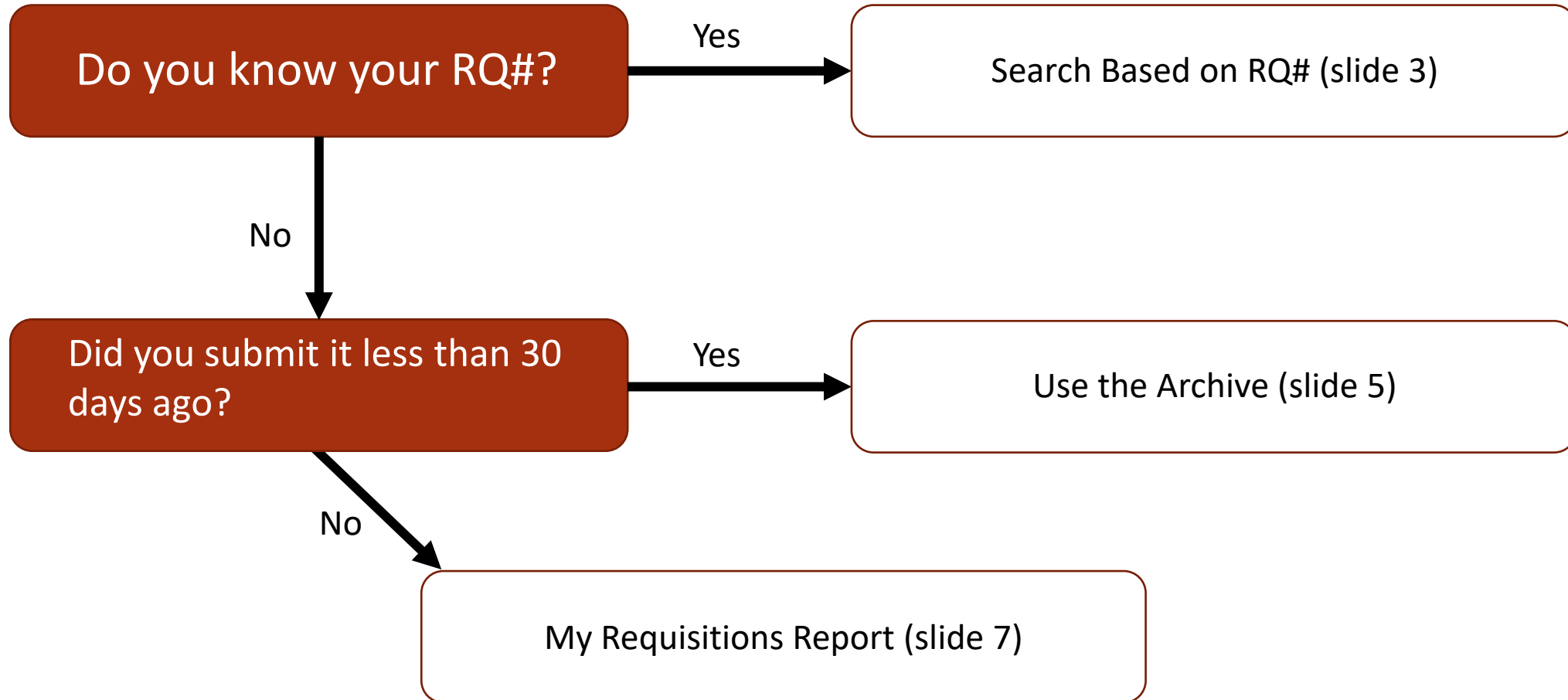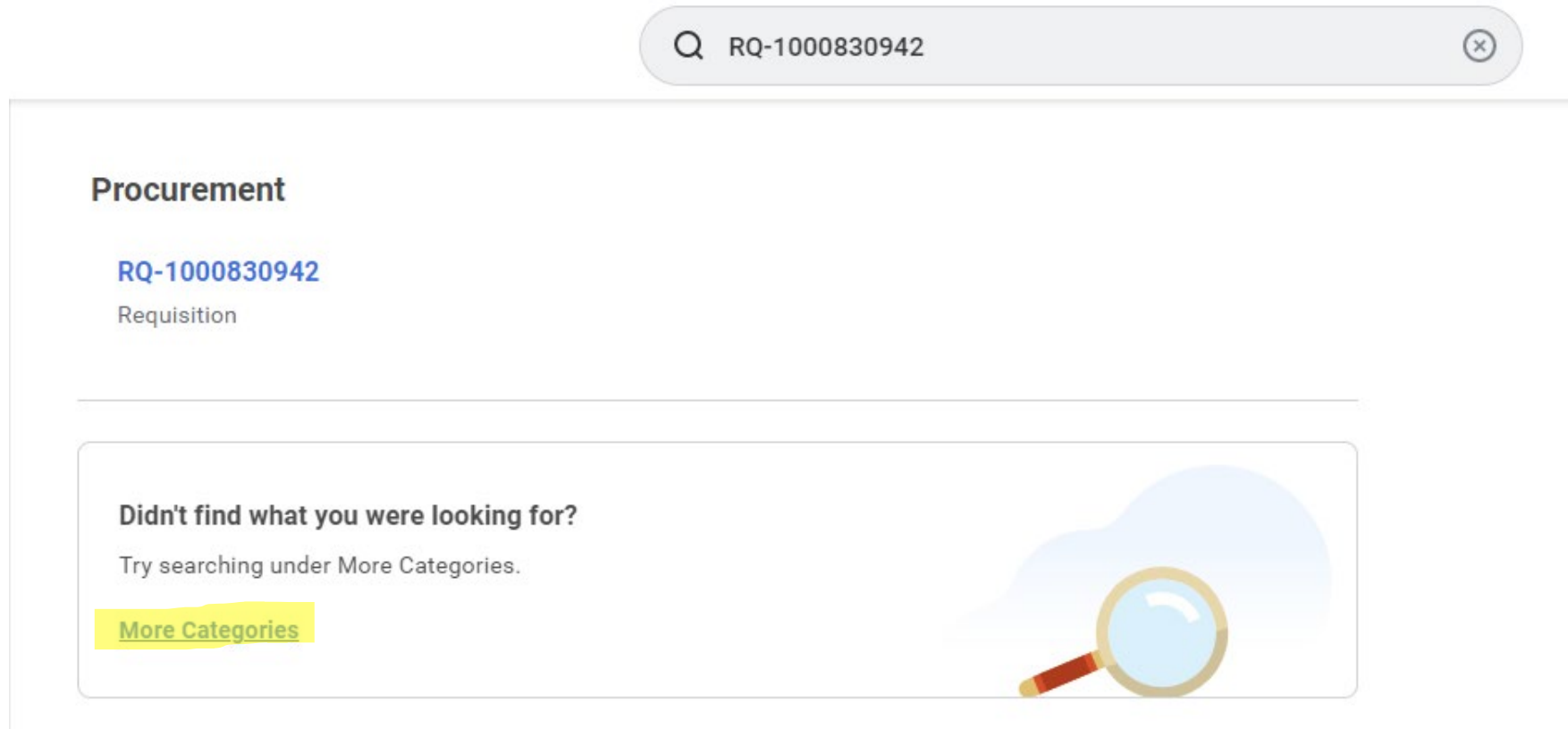# How to Find and Edit a Requisition

Finding the Requisition

There are multiple ways to find a purchasing Requisition that you have submitted. You may need to just view it, or you be able to edit it if it is assigned to you in processing.

| Do you know your RQ#? | → Yes → | Search Based on RQ# (slide 3) |

↓ No

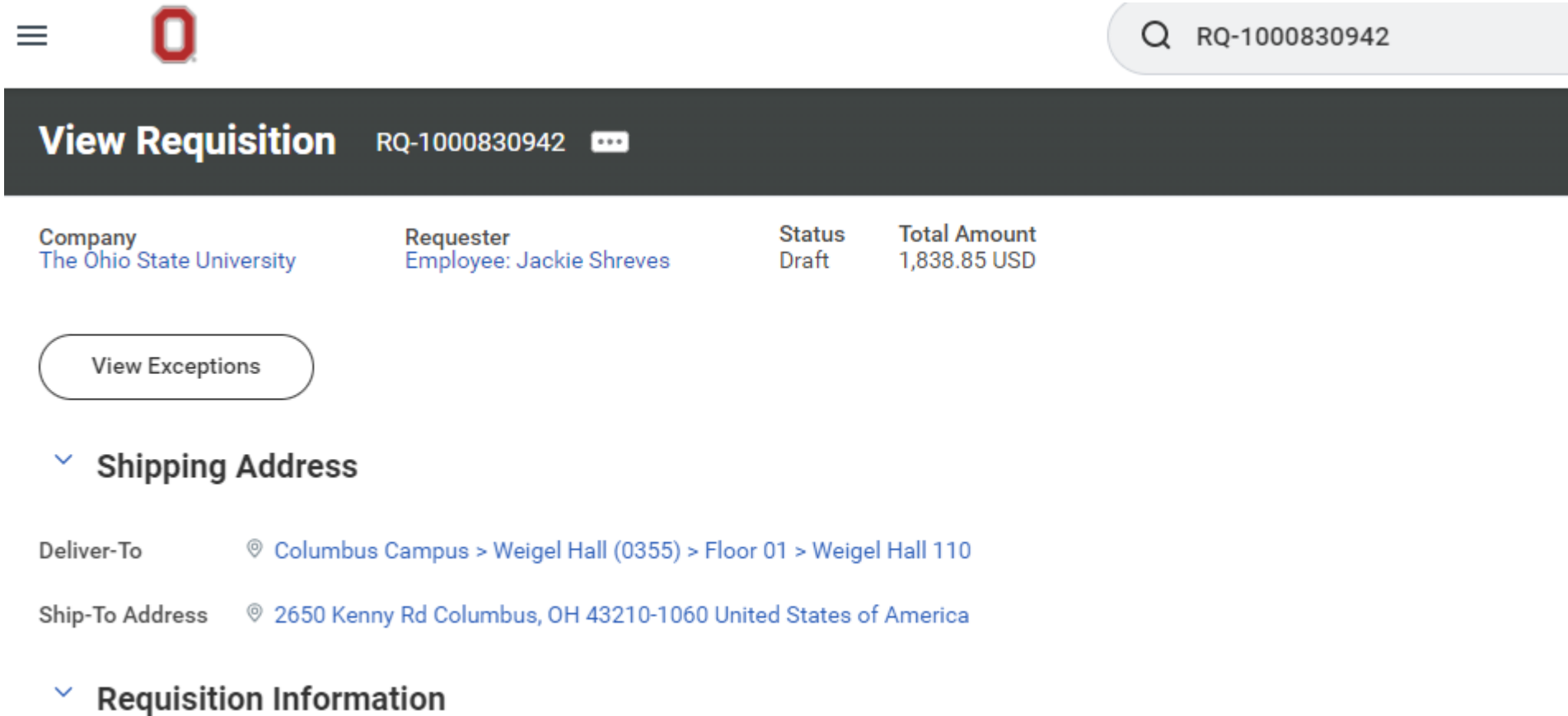| Did you submit it less than 30 days ago? | → Yes → | Use the Archive (slide 5) |

↘ No

My Requisitions Report (slide 7)

Search Based on RQ#

In Workday, type your RQ# in the search box and hit enter. If you do not see a result, select the **More Categories** option. Your RQ number should show in a blue hyperlink. Click it to proceed.

Now you can view your Requisition. At the top, you will be able to confirm the **Total Amount** and the **Status**. **Draft** status indicates that it is awaiting submission (or re-submission) by you, **In Progress** indicates that it is moving through various approvers at the university, and **Successfully Completed** means it has been approved and is finished.

Use the Archive

Note: This method may not work if you do not have inbox items. At the time of writing, this author has never had an empty inbox. If this does not work, proceed to My Requisitions Report on slide 7.

Log into Workday, where you will see the Awaiting Your Action box on your front page. Click **Go to All Inbox Items**.
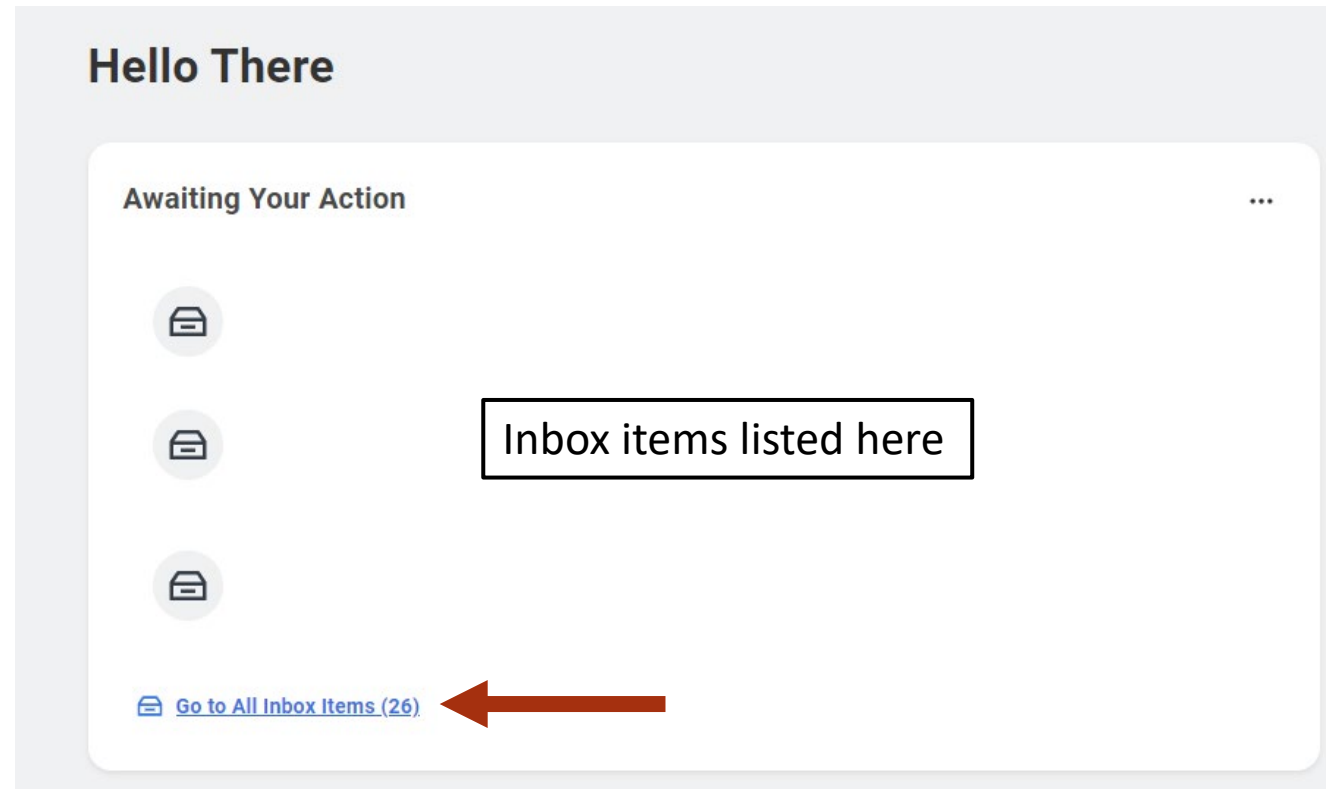
This will take you to your inbox page with a panel on the left-hand side, listing any active items. Clicking the Archive tab will show all actions done in the last 30 days and you can find a recent Requisition by looking through that column.

Inbox

Actions | Archive

Viewing: All | Sort By: Newest

Assign

5 day(s) ago

Event De

Event
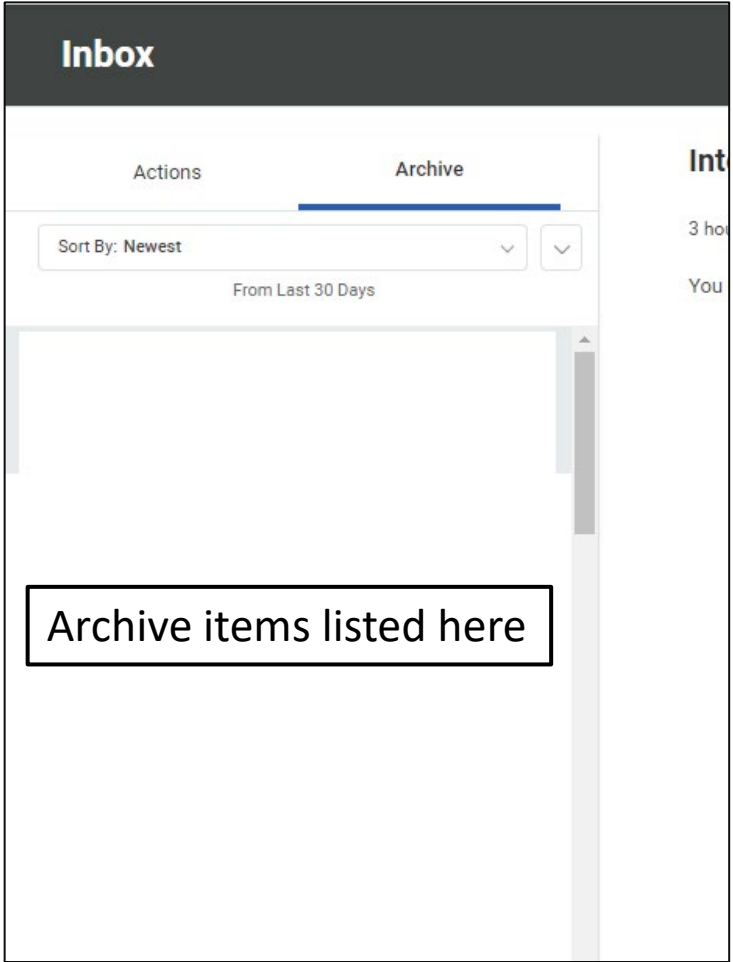
Effective D

Include

From

Costing

Costing All

Inbox items listed here

Inbox

Actions | Archive

Int

3 ho

Sort By: Newest

From Last 30 Days

You

Archive items listed here
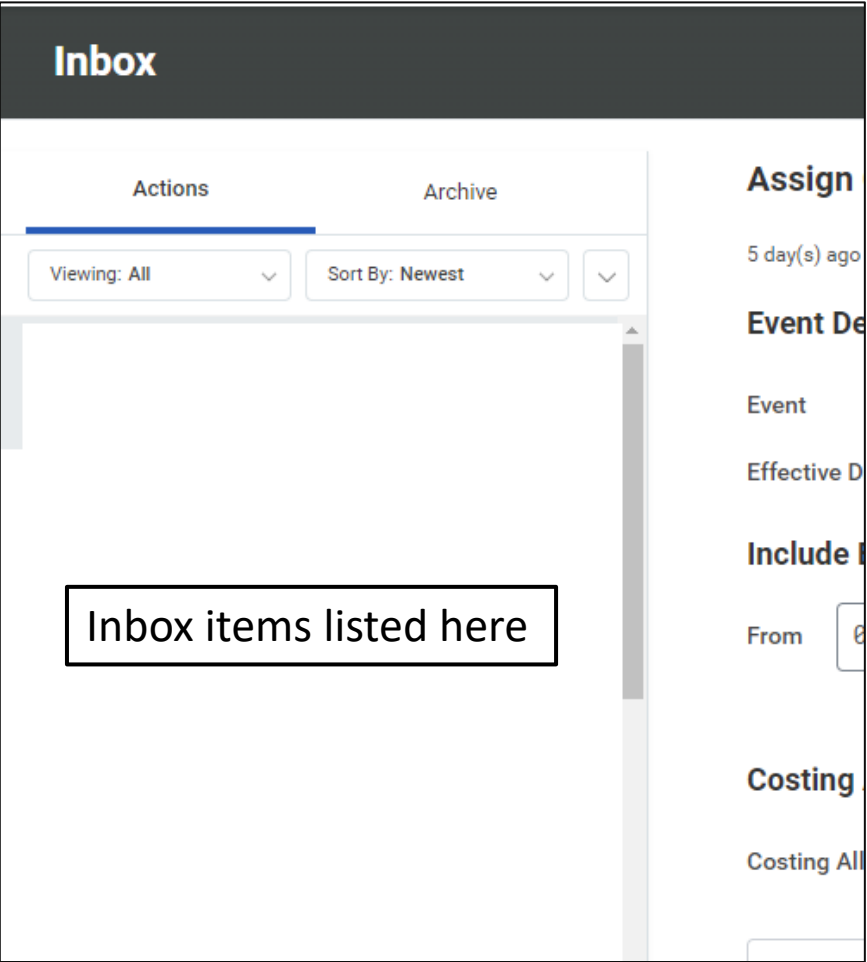
My Requisitions Report

In Workday, type My Requisitions in the search box and click the report option that appears.
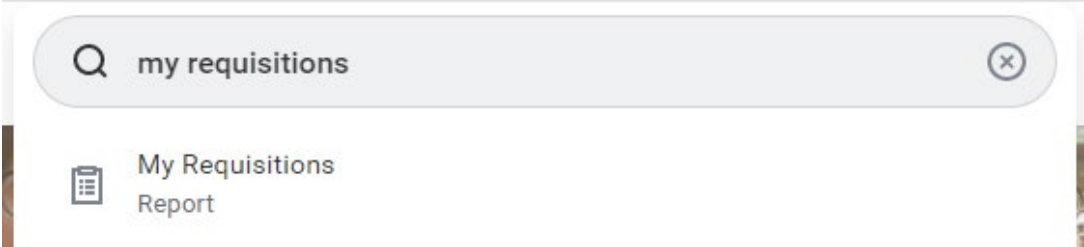
You will see a pop up box like on the right. You can add various filters to search for something, but it is not necessary. If you know the approximate date of when you submitted your requisition, you can search for a date range and it will return all results within that range.

Click **OK** to see your search results.

You will see a list of all results in that timeframe. It will also show the **Request Status**. **Draft** status indicates that it is awaiting submission (or re-submission) by you, **In Progress** indicates that it is moving through various approvers at the university, and **Successfully Completed** means it has been approved and is finished.

If you need to edit the RQ, you can select the **Edit Requisition** button on the right.

∨ Procurement Requisitions

Turn off the new tables view 🔵

6 items

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers	Internal Memo	Edit Requisition
RQ-1000864816	Change Order Request		08/29/2022	60.00	USD	DAVIS PIANO MOVING		In Progress		Change order to increase RQ-1000803730. RQ-...more	Edit Requisition
RQ-1000845375	Non-Catalog Request		08/17/2022	120.00	USD	DAVIS PIANO MOVING	PO-1000870316	Successfully Completed	Invoice: 43 ...more	Move of piano from room to room in Timashev bu...more	
RQ-1000842467	After the Fact Purchase Order		08/16/2022	10,000.00	USD			In Progress		One musical composition to be used in the Tim...more	Edit Requisition
RQ-1000840607	After the Fact Purchase Order		08/15/2022	2,300.00	USD	CAMPUSPARC LP	PO-1000863141	Successfully Completed	Invoice: 101405 ...more	Parking lot rental used for the Youth Summer M...more	

Editing the Requisition

When you have pulled up the RQ page, select the three little dots at the top, the click **Requisition**, then **Edit** to edit.
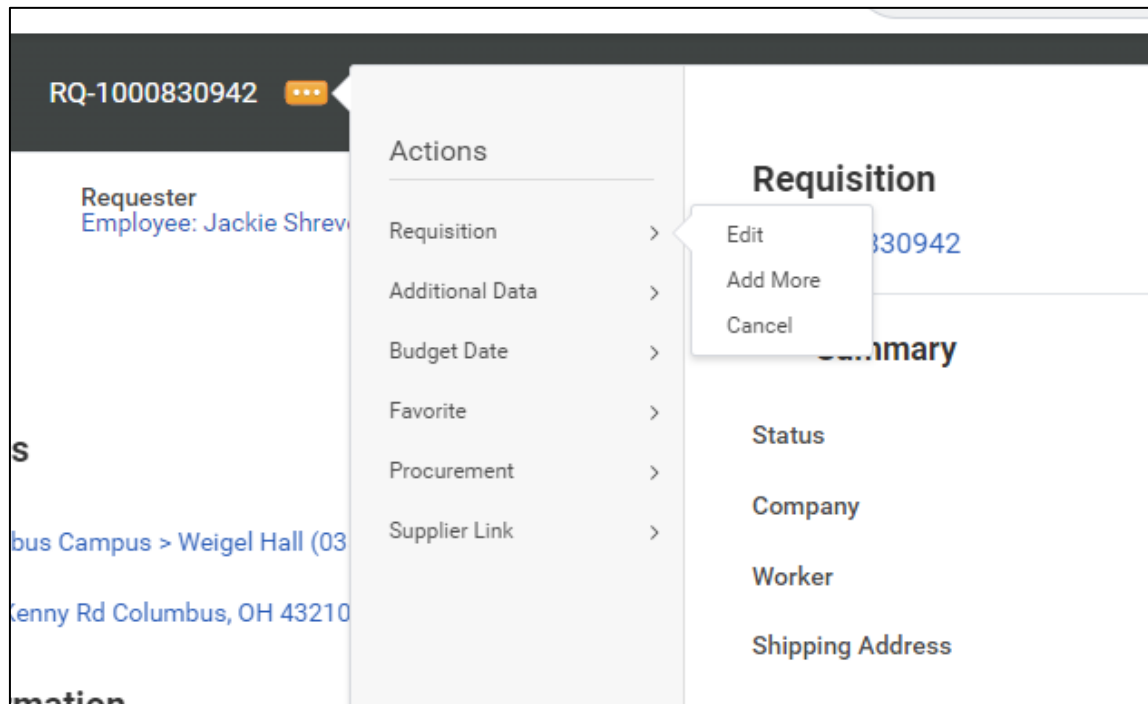
If you scroll to the bottom of the RQ, you can see the Comments section. If a RQ is sent back to you for editing, they will leave a comment at the bottom regarding what needs changed. You can also leave comments.