Check Status of a Requisition
Workday Job Aid for Employees

Overview

Use this job aid as a resource to check the status of a requisition using the Requisitions Worklet App.

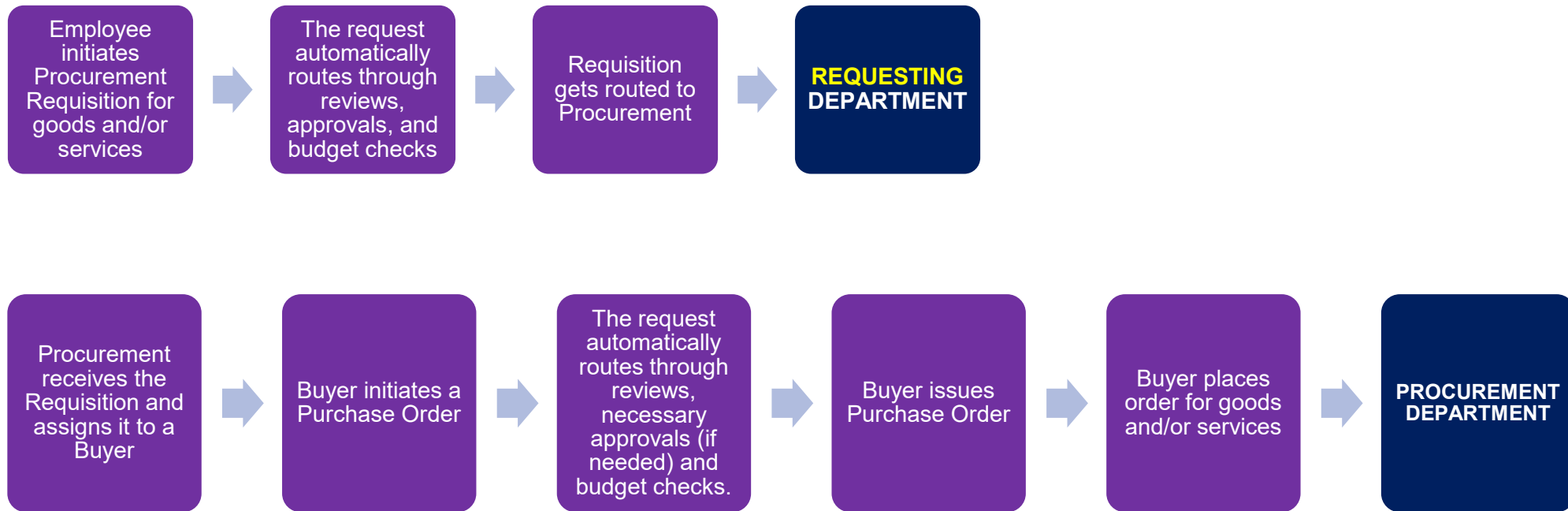**Some things that can be done in the Requisitions Worklet App:**

- View the status of a requisition from draft to approval, as well as the person responsible for the next step in the process
- Status updates and points of contact for related business documents: purchase orders, receipts and supplier invoices
- Shows the requisitions that you created for yourself as well as requisitions you created for another worker
- Review and track progress of purchases in real-time from draft to final payment
- Edit requisitions that are in draft status or not yet fully approved

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Process Flow: Requisition to Payment

Employee initiates Procurement Requisition for goods and/or services	→ The request automatically routes through reviews, approvals, and budget checks	→ Requisition gets routed to Procurement	→ **REQUESTING DEPARTMENT**

Procurement receives the Requisition and assigns it to a Buyer	→ Buyer initiates a Purchase Order	→ The request automatically routes through reviews, necessary approvals (if needed) and budget checks.	→ Buyer issues Purchase Order	→ Buyer places order for goods and/or services	→ **PROCUREMENT DEPARTMENT**

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| Vendor receives Order | → | Vendor ships out goods or completes services | → | **Requestor** receives good and/or services and **Create Receipt** in Workday | → | Vendor sends invoice to Accounts Payable requesting payment | → | **VENDOR** |

| Accounts Payable receives the Vendor invoice | → | Accounts Payable Technician creates a Supplier Invoice | → | The request automatically routes through reviews and approvals including a 3-way match | → | Payment is processed and issued to Vendor | → | **ACCOUNTS PAYABLE DEPARTMENT** |

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Adding the Requisitions Worklet App to your Workday Menu

1. Open the navigation sidebar menu. The sidebar menu is located in the top left corner of the Workday screen.

2. With the navigation sidebar menu open, click **Add Apps** at the bottom of the sidebar.
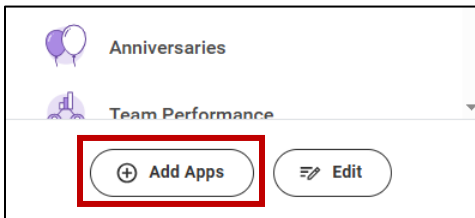
3. Search for the **Requisitions** app in the search bar.
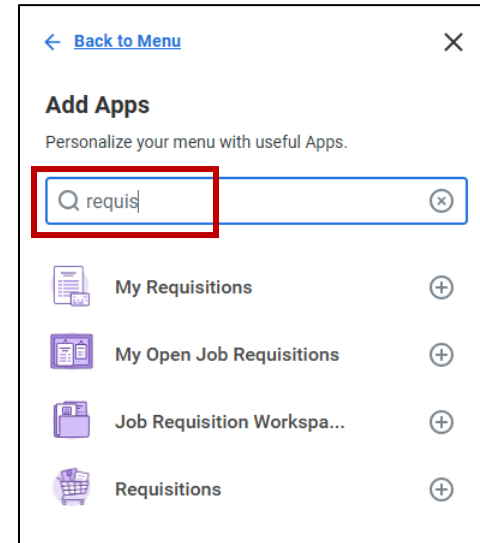
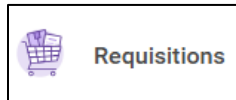4. Click the **+** (plus sign) next to the App name to add the **Requisitions** App to your sidebar menu.

Note: Once added, the Requisitions App will remain visible in your Workday sidebar unless you manually remove it.

Opening the Requisitions Worklet App

1. Click on the sidebar **Menu** in the top left corner of your Workday screen and select **Requisitions**.

2. The Requisitions page will open, and the screen will display the status of each process in the listing of all Open and Completed requisitions within the last six months.
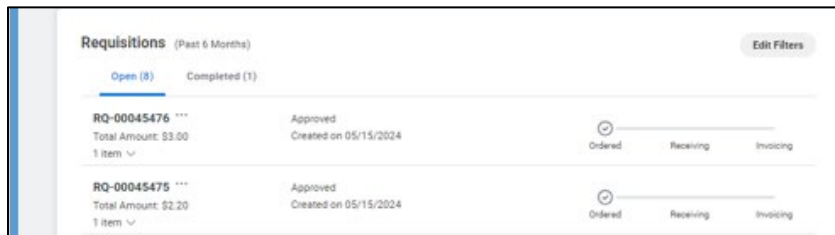
Note: Once the requisition cycle is complete, the requisition moves from the **Open** tab to the **Completed** tab. This means the entire process is complete, and no further actions are needed within the system. The process typically includes the initial creation through final payment, as well as any associated actions, such as the purchase order issuance.

3. You can use the **Edit Filters** option on the right side of the screen to change your search features.

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Open Requisitions – Tracking Status

The requisitions page will feature several hyperlinks. Clicking on the hyperlinks will take you to an action or show additional information.

STATUS: DRAFT

Draft: Requisition has been created but not completed or submitted for approval.

Red Warning: Indicates an error and/or issue that needs your attention. Click on the icon for more information.

STATUS: AWAITING ACTION – SHOW DETAILS

Awaiting Action – Show Details: Requisition has been submitted and is awaiting action from one or more people.

Clicking on the **Awaiting Action – Show Details** hyperlink will take you to the **Requisition Process History**, which will show you the process history as well as the person who needs to take the next step.

Requisition Process History

9 items

Process	Step	Status	Completed On	Due Date
Requisition Event	Requisition Event	Step Completed	07/11/2025 05:13:31 PM	
Requisition Event	Check Budget	In Progress		
Requisition Event	Review Requisition	Not Required		
Requisition Event	Approval by Project Manager Tracking	Not Required		
Requisition Event	Review Requisition	Not Required		
Requisition Event	Check Budget	In Progress		
Requisition Event	Review Requisition	Not Required		
Requisition Event	Approval by Cost Center Manager or Secondary Cost Center Manager	Awaiting Action		

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STATUS: AWAITING ORDER

Awaiting Order: Requisition has been approved but has not been sourced by Procurement.

RQ-0008658 ···	Approved	🕐———————————
Total Amount: $2,705.40	Created on 07/02/2025	Awaiting Order Receiving Invoicing
1 item ⌄		

Note: This would typically mean that Procurement has received the requisition but has not created a purchase order, and the order has not been sent to the supplier.

Awaiting Order

Nothing has been ordered yet.

STATUS: ORDERING

Ordering: Requisition has been approved but not fully sourced. The purchase order is currently in progress and has not been issued.

Requisitions (Past 6 Months)   Edit Filters

Open (1)   Completed (3)

RQ-0008555 ···	Approved	🕐———————————
Total Amount: $21,352.80	Created on 07/01/2025	Ordering Receiving Invoicing
1 item ⌄		

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Clicking on the **Ordering** icon hyperlink will show the following information:

- Purchase order number
- The status of the purchase order
- The purchasing agent assigned to that purchase order
- The name of the supplier

Ordering

PO-0007818

Status: In Progress
Contact: Geo
Supplier: Getinge USA Sales, LLC

🕐———————————
Ordering   Receiving   Invoicing

Purchase Order Status

Draft: A purchase order has been created but not submitted.

In Progress: Purchase Order is being routed through the approval process.

Approved: Purchase Order has completed the approval process but has not been issued.

STATUS: ORDERED

Ordered: Requisition has been approved and fully sourced.

RQ-0008541 ···	Approved	
Total Amount: $6,500.00	Created on 07/01/2025	Ordered — Receiving — Invoicing
1 item ⌄		

Clicking on the **Ordered** icon hyperlink will show the following information:

- Purchase order number
- The status of the purchase order
- The purchasing agent assigned to that purchase order
- The name of the supplier

Ordered

PO-0000043461

Status: Issued
Contact: Os
Supplier: W B MASON CO INC

Purchase Order Status

Issued: Purchase order has been issued and sent to the supplier.

Clicking on the Purchase Order number hyperlink will open the Purchase Order.

STATUS: RECEIVED

RQ-0008817 ···	Approved	
Total Amount: $112,730.00	Created on 07/16/2025	Ordered — Received — Invoiced
1 item ⌄		

Received: The requestor has **Create Receipt** to confirm that the item or service was fully received.

Receiving: The requestor hasn't **Create Receipt** or fully received the order yet.

Clicking on the **Received** icon hyperlink will show the following information:

- Receipt number
- The status of the receipt
- The person that created the receipt
- The name of the supplier

Receipt Order Status

Draft: A receipt has been created but hasn't been submitted.

Approved: Receipt has been completed and approved.

Clicking on the receipt number hyperlink will open up the receipt.

Received

CR-0018921 for PO-0007893

Status: Approved
Contact: Des
Supplier: Simply Fresh Events, LLC

Ordered — Received — Invoiced

Work
Cost

STATUS: INVOICED

Invoiced: Accounts Payable has received the invoice. Order has been fully invoiced.

RQ-0008817 ···
Total Amount: $112,730.00
1 item ⌄

Approved
Created on 07/16/2025

Ordered — Received — Invoiced

Invoicing: Order has not been fully invoiced. Ex. AP hasn't received the invoice for payment.

Clicking on the **Invoiced** icon hyperlink will show the following information:

- Supplier invoice number
- The status of the invoice
- The status of the payment
- The Accounts Payable technician assigned to that invoice
- The name of the supplier

The payment status will either show as **Paid** or **Unpaid.**

Clicking on the invoice number hyperlink will open up the invoice.

Invoiced

Supplier Invoice: SN-0035558

Status: Approved
Payment Status: Unpaid
Contact: Yu
Supplier: Simply Fresh Events, LLC

Ec

Ordered — Received — Invoiced

Worktags
Cost Center: 250

Note: You may encounter a **Red Warning** in the **Invoiced** status**.** If you see a **Match Status: Exception,** it typically means that a purchase has been invoiced but flagged due to a discrepancy that prevents payment. There is an issue with the matching process between the invoice, purchase order, and/or receipt. Ex. Invoice price or quantity exceeds the purchase order.

Closed Requisitions – Tracking Status

1. Click on the **Completed** tab to view **Completed** requisitions.

2. Click on the ∨ (arrow) to view the process of the **Completed** requisitions.

STATUS: REQUESTED

Requested: Shows the amount of the requisition that was submitted.

STATUS: ORDERED

Ordered: Shows the amount of the purchase order that was issued.

Clicking on the **Amount** hyperlink will show the following information:

- Purchase order number
- The status of the purchase order
- The purchasing agent assigned to that purchase order
- The name of the supplier
- The amount of the purchase order

Clicking on the purchase order number hyperlink will open up the Purchase order.

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STATUS: RECEIVED

Received: Shows the amount of the receipt(s) that you created.

Clicking on the Amount hyperlink will show the following information:

- Receipt number
- The status of the receipt
- The person who created the receipt
- The name of the supplier
- The amount of the receipt

Clicking on the receipt number will open up the receipt.

STATUS: INVOICED

Invoiced: Shows the amount of the supplier invoice that was received by Accounts Payable.

Clicking on the **Amount** hyperlink will show the following information:

- Supplier invoice number
- The status of the supplier invoice
- The payment status
- The Accounts payable technician assigned to that invoice
- The name of the supplier
- The amount of the supplier invoice

Clicking on the supplier invoice number hyperlink will open up the supplier invoice.

Viewing Requisition Details

Clicking on the …(ellipsis) after the requisition number will show one or more options regarding that requisition. Clicking on the **View** hyperlink will allow you to view the requisition.
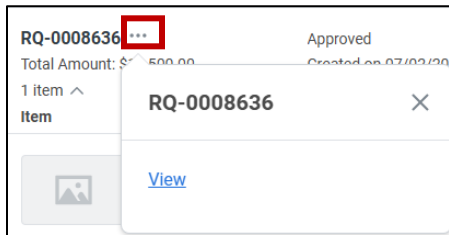
Clicking on the ∨ (arrow) will display the requisition line items.

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