Workday Grant Functions Quick Reference Guide

How do I find the current status of a requisition?

The **Find Requisitions** report will allow you to view requisitions in progress and help move them along if they are "in progress" for too long. **A requisition refers to the process of requesting a service or item, such as purchasing supplies.** View each requisition, company, requester, date, amount, currency, and status. Enables you to track the progress of specified requisitions or edit in-progress requisitions. This job aid provides instructions for how to find and use the **My Requisitions** Report for requisitions you have initiated.
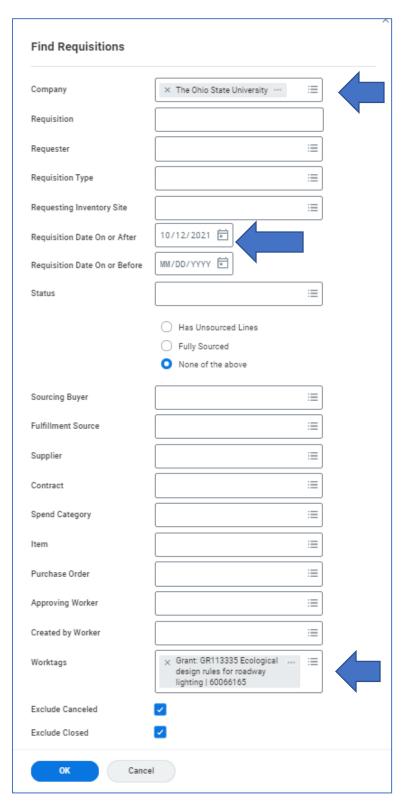
1. Type "**My Requisitions**" in the search bar and select the resulting report.
2. Apply the available filter options to narrow your search.
3. Select **OK**.
4. Select the requisition to open it and view its details.

Search Parameters:

- **Company**: For OSP grants, always select "The Ohio State University".
- For all requisitions on a particular grant, use the Grant Worktag in the **Worktags** field**.**

Search Results:

- View the **Payment Status** column for the supplier invoice in question and see if the status is unpaid. If unpaid, review the details of the Supplier Invoice for more information about who to contact for follow-up.
- Filter by **Supplier** if there is a particular supplier in question, to locate that supplier's invoices.
- Filter on **Invoice Status** within the report, to locate invoices that are "In Progress", "Draft", Canceled", or "Approved"

Find Requisitions

Company	✕ The Ohio State University ⋯
Requisition	
Requester	
Requisition Type	
Requesting Inventory Site	
Requisition Date On or After	10/12/2021 📅
Requisition Date On or Before	MM/DD/YYYY 📅
Status	

- ○ Has Unsourced Lines
- ○ Fully Sourced
- ● None of the above

Sourcing Buyer	
Fulfillment Source	
Supplier	
Contract	
Spend Category	
Item	
Purchase Order	
Approving Worker	
Created by Worker	
Worktags	✕ Grant: GR113335 Ecological design rules for roadway lighting	60066165 ⋯
Exclude Canceled	☑
Exclude Closed	☑

OK   Cancel

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- Filter respective columns as needed, based on what was or was not filtered on in the search parameters.

Search Results Exported into Excel:

Requisitions									
Requisition	**Requisition Number**	**Company**	**Status**	**Requisition Type**	**Requester**	**Requisition Date**	**Sourcing Buyer**	**Currency**	**Total A**
RQ-1000396706	RQ-1000396706	The Ohio State University	Successfully Completed	Non-Catalog Request		10/16/2021	Kevin Kocjancic	USD	5,45
RQ-1000386260	RQ-1000386260	The Ohio State University	Successfully Completed	Non-Catalog Request		10/9/2021	Kevin Kocjancic	USD	6,49
RQ-1000384049	RQ-1000384049	The Ohio State University	Successfully Completed	Buckeye Buy Request		10/7/2021	Tammy Kirk	USD	167
RQ-1000277444	RQ-1000277444	The Ohio State University	Successfully Completed	Non-Catalog Request		7/28/2021	Ross Spaulding	USD	10,17
RQ-1000185994	RQ-1000185994	The Ohio State University	Draft	Buckeye Buy Request		5/24/2021		USD	6.5
RQ-1000183040	RQ-1000183040	The Ohio State University	Draft	Buckeye Buy Request		5/21/2021		USD	105
RQ-1000171206	RQ-1000171206	The Ohio State University	Successfully Completed	Non-Catalog Request		5/13/2021	Ryan Center	USD	400
RQ-1000127028	RQ-1000127028	The Ohio State University	Successfully Completed	Blanket Purchase Order		4/12/2021	Joe Hutchinson	USD	2,00
RQ-1000106756	RQ-1000106756	The Ohio State University	Successfully Completed	Buckeye Buy Request		3/27/2021	Bradley Hess	USD	129
RQ-1000042961	RQ-1000042961	The Ohio State University	Draft	Non-Catalog Request		2/9/2021		USD	154
RQ-1000021948	RQ-1000021948	The Ohio State University	Successfully Completed	After the Fact Purchase Order		1/25/2021	Ross Spaulding	USD	1,97
RQ-1000016054	RQ-1000016054	The Ohio State University	Successfully Completed	Buckeye Buy Request		1/20/2021		USD	109