Checking the Status of a Purchase Requisition in Workday

http://workday.miami.edu

**Checking the Status of a Requisition**

1. Click the **cloud icon**.

2. Click **Inbox**.

3. Click the **Archive** tab.

4. Select the related requisition.

5. Review the Overall Status and Person pending approval
   - In Progress – submitted and pending at least 1 approver
   - Successfully Completed – submitted and completely approved
   - Denied – the order can’t be viewed, edited or recovered