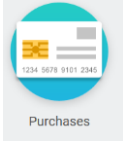

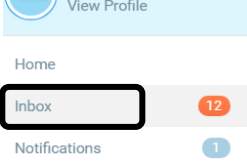
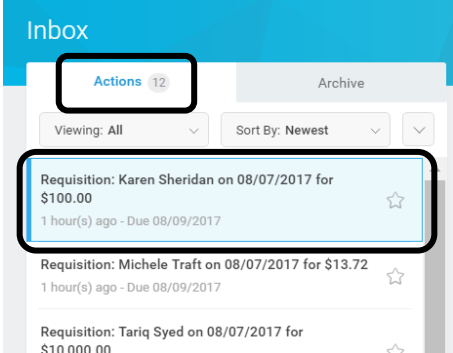


## Approving Purchase Requisitions in Workday

<http://workday.miami.edu>

Tips	
WARNING – Clicking <b>Deny</b> will completely delete the order. Then the requisition can no longer be edited or viewed.	
Approving Quickstart	
Purchases worklet > Cloud icon > Inbox > Actions Tab > Requisition > if needed edit quantity > Approve/Send Back/Deny	
Approving	
1. Click the <b>Purchases</b> worklet.	
2. Click the <b>cloud</b> icon.	
3. Select <b>Inbox</b> .	
4. From the <b>Actions</b> tab, find and click the requisition pending review.	
5. Edit if needed. Note, the requisition will need to go through the full approval.	
6. Approve / Send Back / Deny	Approve – sends the requisition to the next approver Send Back – sends the requisition back to the initiator/previous approver Deny – completely deletes the requisition
Conversion Tools	
(not Internet Explorer friendly) <a href="http://workday-finance.it.miami.edu/resources/frs-to-fdm/index.html">http://workday-finance.it.miami.edu/resources/frs-to-fdm/index.html</a>	
<b>FRS to FDM</b> <ul style="list-style-type: none"> <li>FRS Account Number and Description</li> <li>FRS Department Number and Description</li> <li>FRS Sub-Department Number and Description</li> </ul>	<b>FDM to FRS</b> <ul style="list-style-type: none"> <li>Workday FDM Driver Worktag ID and Description</li> <li>Workday Cost Center ID and Description</li> </ul>
<b>FRS Sub-Object to FDM</b> <ul style="list-style-type: none"> <li>FRS Sub Object Code and Description</li> </ul>	<b>FDM to FRS Sub-Object</b> <ul style="list-style-type: none"> <li>Workday Spend Category ID and Description</li> </ul>