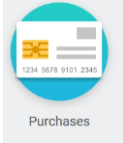

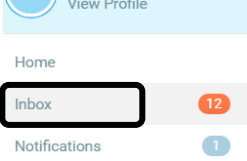
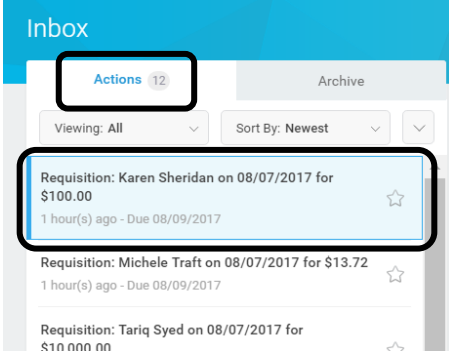


Approving Purchase Requisitions in Workday

<http://workday.miami.edu>

Tips	
WARNING – Clicking Deny 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 Purchases worklet.	
2. Click the cloud icon.	
3. Select Inbox .	
4. From the Actions 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) http://workday-finance.it.miami.edu/resources/frs-to-fdm/index.html	
FRS to FDM <ul style="list-style-type: none"> FRS Account Number and Description FRS Department Number and Description FRS Sub-Department Number and Description 	FDM to FRS <ul style="list-style-type: none"> Workday FDM Driver Worktag ID and Description Workday Cost Center ID and Description
FRS Sub-Object to FDM <ul style="list-style-type: none"> FRS Sub Object Code and Description 	FDM to FRS Sub-Object <ul style="list-style-type: none"> Workday Spend Category ID and Description