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- Previewing requisition workflow

The Workflow is a set of steps including departmental and purchasing approvals which leads to the creation of a Purchase Order. The Workflow approval steps are specific to each department. The Workflow is displayed within the requisition and can be viewed to see where in the approval process the requisition stands.

Procedure

1. To view the Workflow for a specific requisition, hover over the Orders tab, then hover over Search, and click Requisitions.

2. Choose the desired requisition.
3. The Workflow is displayed on the right of the requisition. Scrolling displays the entire workflow. Clicking the pop-out icon opens a window to view the workflow further.

4. Clicking the line title reveals further information about that workflow step.