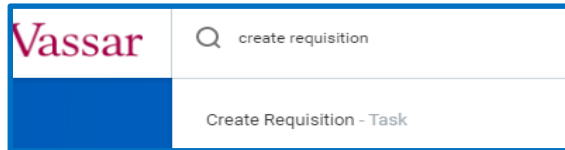
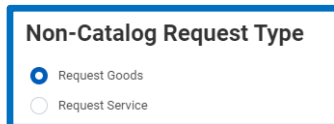


## Creating a Requisition

1. Type "**Create Requisition**" in the Workday search box and click on the Create Requisition Task.



2. The Requisition will auto-populate with your name, address and worktags. Review the information and make any necessary changes.
3. Select the drop-down menu under **Requisition Type** and select the desired requisition type (One Time Goods Purchase, Service, etc.)
4. Click **OK**.
5. Select **Request Non-Catalog Items**.
6. Select a **Non-Catalog Request Type**, Goods or Service




7. Enter the **Item Description**.
8. Select a **Spend Category** (field is searchable by name or number).
9. Select a **Supplier** (vendor).
10. Enter **Quantity** (number of items purchased).

11. Enter **Unit Cost** (for each item being purchased).
12. Select the **Unit of Measure** (e.g. batch, bundle, dozen).
13. *Optional: Add notes in the **Memo** field.*
14. Click **Add to Cart**.
15. Click on the image of the cart in the upper right corner to check out.
16. Click **Checkout**.
17. Review **Requisition Information** screen.
  - a. *Optional: Type a **Memo to Suppliers**.*
  - b. *Review budget information, address, spend cat etc.*
18. Scroll page down and click **Attachments**.
19. On the **Attachments** screen, add any relevant files or documents (e.g. quotes, contracts, etc.) by dragging and dropping the file(s) into the box or by clicking **Select files** and browsing for them on your computer.
20. Click **Submit** to submit your requisition. You will see the name of the person who next needs to approve the requisition.




## Using a worktag in a requisition

Expenditures supported by a grant, project, gift, or endowment will need to be referenced with an additional worktag, which can be selected in the **Additional Worktags** field.

1. When creating a requisition, the first screen is where all budget information is added.
2. Click in the **Additional Worktags** field and then click the menu icon.  to search or enter the worktag number.
3. Once the **Gift, Grant, or Project** is entered, the rest of the budget numbers will update to the worktags that are attached to the additional worktag (do not change the default tags on an additional worktag).

Split by: Amount

2 items

			Memo	
	Percent 50	Amount 25.00		 FD100 Unr
	Percent 50	Amount 25.00		FD100

Done

## Splitting a budget in a requisition

Goods requisitions can be split by quantity or amount. Service requisitions can only be split by amount.

1. When creating a requisition, on the **final Checkout** screen, scroll down in the **Goods** table, and then scroll to the right until you see the **Splits** field.
2. Click the zero in the **Splits** field.
3. Complete **Split By** field. You can split by **Amount** or **Quantity**.
4. Click the **+** sign to start the split.
5. Choose the percent or the amount.
6. Edit the **Fund, Cost Center, and Function** fields as needed to reflect the categorization of the expenditure.
7. Click **Done** to finalize the split.

## Find a Requisition in Draft Status

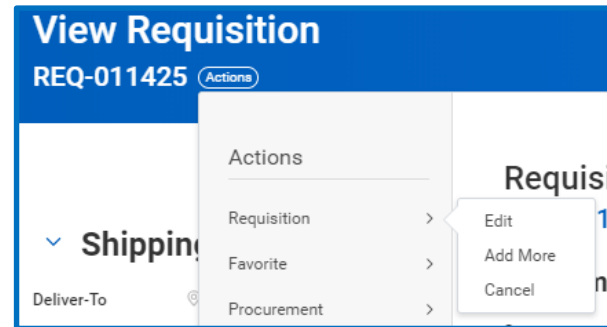
There are two ways you can search for a Requisition by status.

1. Go to your **My Requisitions** application, click it and it will list your requisitions and the current status.
2. You can also type **My Requisitions** in the Workday search bar.
3. On the next screen click **Status** and select **Draft**.
4. Change the **Document Date On or After** to the first day of the fiscal year, 07/01/2019.
5. Unclick **Exclude Canceled**.
6. Unclick **Exclude Closed**.
7. Click **OK**.

## How to Edit a Requisition

Requisitions can also be Edited.

1. Go to **My Requisitions** application on your home screen.
2. Click the requisition you want to edit.
3. From the Actions button go to **Requisition** and click **Edit**.



4. Make your changes to the requisition.
5. Click **Submit**.