Workday Tracking and Print Instructions

To track the activity of any requisition or purchase order in the Workday system, follow the steps below:

1. Go to the main page in Workday.
2. In the search bar at the top of the page, enter the requisition or purchase order (PO) number.
3. If the screen shows "No results for...(either the requisition or PO number)", click "More Categories". (You can also type your PO number into the search bar using this format: **po: 23-xxxxxx** - and the hyperlink should appear).
4. On the next screen, click the hyperlink for the requisition or PO number.
5. On the "View Requisition" or "View Purchase Order" screen, scroll down to the "Service Lines" or "Goods Lines" section then click **"Process History"**.

*Scroll down to view the activity tracking for the requisition or PO and the approval process. Here is where you will also see the name(s) of the approver(s).

6. Click "Goods Lines" or "Service Lines" then scroll all the way over to the right.
7. (For requisitions) Under the **"Sourced"** column there will be a hyperlink showing the PO number. (If a PO number does not appear, then it has not yet been processed). *(Note: Once the PO has been issued, Workday will send a notification to the requester).*
8. (For purchase orders) Under the **"Business Document Lines"** column there will be a hyperlink showing the requisition number.

To print a PDF copy of the PO:

9. Click the PO hyperlink from step 4 above.
10. On the "View Purchase Order" screen, scroll down to the "Service Lines" (or "Goods Lines") section and click **"Printing Runs"**.
11. At the bottom of next screen, you will see a PDF hyperlink showing the PO number with the date, etc.
12. Click the hyperlink and the PO should display.
13. To print, **click the printer icon** at the top right corner of the screen.