The own requisitions enquiry shows the Workflow status and the Purchase order number of the requisitions that you have submitted.

Period greater than – enter a period in this field to restrict the enquiry to show only requisitions created after the accounting period entered.

1.2 Own requisitions – Results

Search – click Search to load the requisitions in the Results table.

Requisition – this shows the number that was issued when the requisition was saved.

Workflow status – this shows the workflow status of the requisition.

T – the requisition has been approved (completed workflow)

W – the requisition is currently in the workflow process

R – the requisition has been rejected

N – the requisition is not in workflow (the amount is less than £100 therefore does not require approval)

Purchase order – when the requisition is fully approved this value updates to show the purchase order number. Any text that is blue is a link to another page. Click this number to open the Purchase order screen.

1.3 Filter row

Filter row – the row at the top of the Results table is a filter row. In the above example, the requisition number has been entered in the field at the top of the Requisition column. When you click Search, the system filters the results to show only that requisition. The * wildcard can be used in the filter row to represent unknown text.
2.1 Workflow enquiry - Requisitions

The **Requisitions Workflow enquiry** provides more detailed information about the workflow status of requisitions, including the **Task owner** and a **Map** of the workflow process for each requisition. However, this enquiry does not show the purchase order number.

<table>
<thead>
<tr>
<th>Selection criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>RequisitionNo. like</td>
</tr>
<tr>
<td>Period greater than or equal to</td>
</tr>
<tr>
<td>Company like</td>
</tr>
<tr>
<td>Workflow status like</td>
</tr>
</tbody>
</table>

1. **RequisitionNo. like** – enter a requisition number to search for a single requisition.
2. **Workflow status like** – select a workflow status to search for requisitions with that workflow status.

2.2 Workflow enquiry – Requisitions Results

<table>
<thead>
<tr>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

1. **Search** – click **Search** to load the requisitions in the **Results** table.
2. **Requisition** – this shows the number that was issued when the requisition was saved. The product information is shown in the columns on the right.
3. **Task owner** – the person or people the requisition is currently with.
4. **Workflow status** – this shows the workflow status of the requisition. Click the workflow status to open the workflow map, shown in the section below.
5. **Product → Delivery date** columns – these columns show the product information for the items on the requisition.
6. **Requested by** – the name of the requisitioner.

2.3 Workflow map

1. **Green** – completed step
2. **Amber** – current step
3. **Red** – rejected at this step
4. **Grey** – future steps

In this example the requisition is for a non-hazardous product, and is between the value of £100 and £25,000 therefore has gone for budget holder approval.