Q: HOW CAN I FIND A REQUISITION?

A: FIND REQUISITIONS REPORT IN WORKDAY

Finding A Requisition

The **Find Requisitions** report in Workday can help you find any Requisition in any status.

1. Initiate the **Find Requisitions** report.
2. Enter values for:
   - **Company** = University of Arkansas for Medical Sciences
   - **Requester** = Name of individual who submitted/drafted the Requisition
   - **Requisition Date On or After** OR **Requisition Date On or Before**
     Requisition Date is the date a requisition is created in Workday.

   Other fields are available to narrow the scope of your search, but the above three fields are typically all you need to find a specific requisition.

3. Click **OK**.
4. From the report results, identify a Requisition you want to view. You can click on the **Related Actions** button for a quick view of basic requisition information OR you can click on the magnifying glass to go directly to the View Requisition screen.