

Find the Original Requester Overview

This Quick Reference Guide (QRG) is designed to walk **employees** through finding the original requester on a converted purchase order.

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Background Information

For all purchase orders converted from Oracle to Workday, the original requester’s name and information was not converted. Many of the notifications for spend transactions in Workday are designed to be sent to the requester.

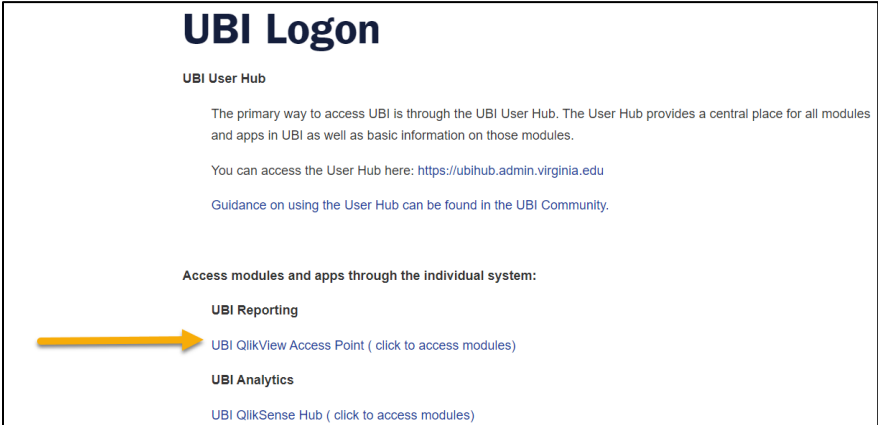
As a result, notifications have been updated to be sent to the P2P Approver of the cost center present on the purchase order lines. In those cases, the P2P approver may not know who the original requester is and may want to confirm the appropriate action with that requester. This QRG will walk you through how to find the name of the original requester.

Procedure: Find the Original Requester

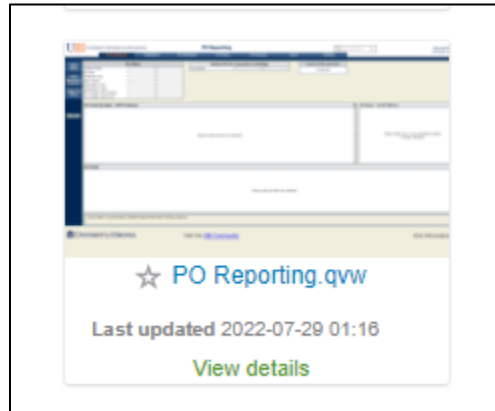
1. Go to UBI: <https://ubi.virginia.edu/ubi-logon-0>.

On the **UBI Logon Page**:

2. Click on **UBI QlikView Access Point**.

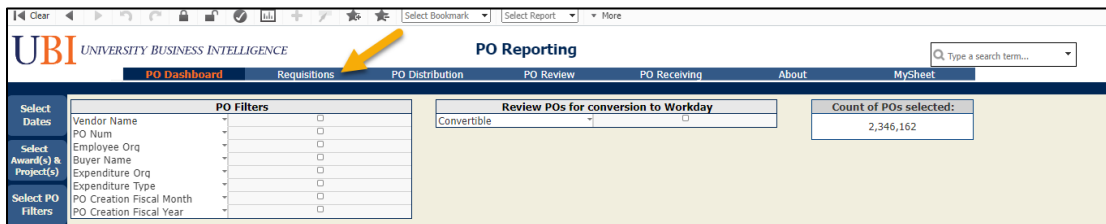


3. Find the PO Reporting Application and open it.



On the PO Reporting Application:

4. Click the Requisitions module.



5. Type the Purchase Order Number in the PO PurchaseOrders Num filter.

6. Look at the column called PO Req Distribution Preparer Name. This is your original requisition requester.

Requisition Num	PO PurchaseOrders Num	PO Req Line Num	Suggested Vendor Name	PO Account/ Organization	PO Req Distribution Expenditure Type	PO Req Distribution Item Description	PO Req Project Num	PO Req Task Num	PO Req Award Num	Justification	Note To Buyer	PO Requisitions Authorization Status	Requisition Creation Dt	RQLINSR Reference Num	PO Req Distribution Preparer Name	Distr Quantity	Unit Price	Amount
1471341	1985545	1	B & H PHOTO-VIDEO-PRO A...	12195	Eq NonCapital Photographic	DJMAVCP D17 Mavic Pro	120997	101	SG00078	-	Approved by...	APPROVED	4/27/2018	-	Pritchard, Laura D	1.000	999.00	999
		2	B & H PHOTO-VIDEO-PRO A...	12195	Eq NonCapital Photographic	RUSY1335 Rugged Camer...	120997	101	SG00078	-	Approved by...	APPROVED	4/27/2018	-	Pritchard, Laura D	1.000	17.95	17
		3	B & H PHOTO-VIDEO-PRO A...	12195	Eq NonCapital Photographic	FAWWIPK	120997	101	SG00078	-	Approved by...	APPROVED	4/27/2018	-	Pritchard, Laura D	1.000	97.99	97
		4	B & H PHOTO-VIDEO-PRO A...	12195	Eq NonCapital Photographic	SAEPSD32GV3G Battery Charge...	120997	101	SG00078	-	Approved by...	APPROVED	4/27/2018	-	Pritchard, Laura D	2.000	21.40	42
		5	B & H PHOTO-VIDEO-PRO A...	12195	Eq NonCapital Photographic	PARVC7706 Panasonic HC-V...	120997	101	SG00078	-	Approved by...	APPROVED	4/27/2018	-	Pritchard, Laura D	1.000	497.99	497

You have successfully completed this task.