Find Original Requester

This Quick Reference Guide (QRG) is designed to walk an end user through finding the original requester on a converted purchase order

Table of Contents

Find the Original Requester Overview ................................................................. 1
Table of Contents .......................................................................................... 1
Background Information.................................................................................. 1
Procedure ........................................................................................................ 1

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, we have updated the notifications 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

1. Go to UBI: https://ubi.virginia.edu/ubi-logon-0
2. Click on “UBI QlikView Access Point”

3. Find the PO Reporting Application and open it
4. Go to 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.