

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.

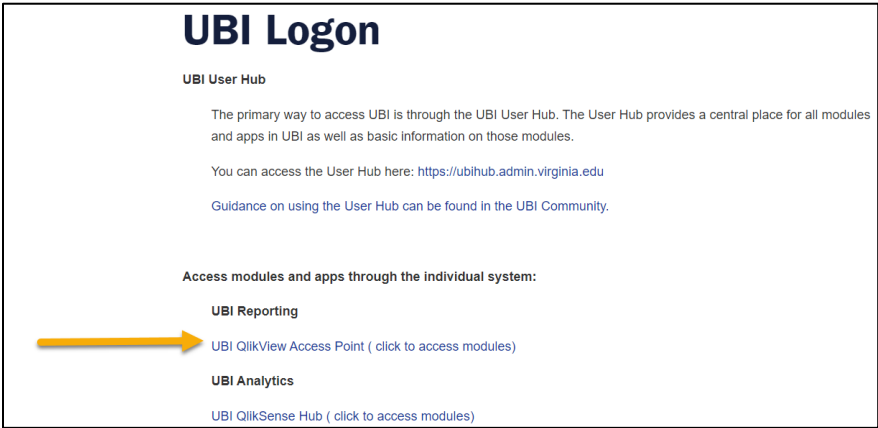
As a result, notifications have been updated to be sent to the P2P Approver of the cost center present on the purchase order lines. In those cases, the P2P approver may not know who the original requester is and may want to confirm the appropriate action with that requester. This QRG will walk you through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

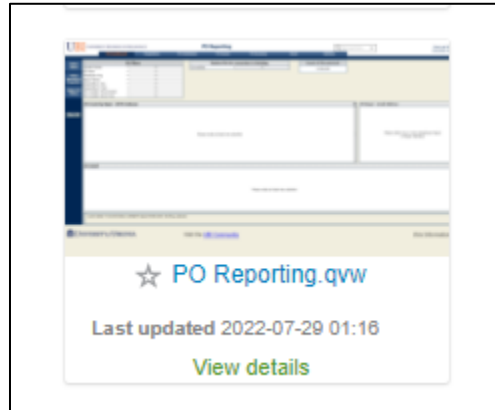
On the **UBI Logon Page**:

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



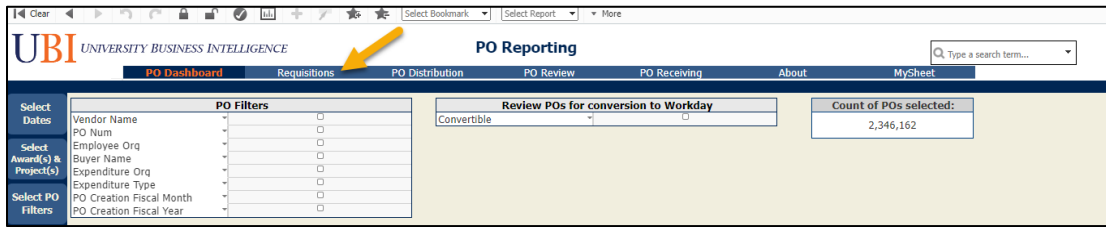
Find Original Requester on Converted PO – Quick Reference Guide

- Find the **PO Reporting Application** and open it.



On the **PO Reporting Application**:

- Click the **Requisitions** module.



- Type the Purchase Order Number in the **PO PurchaseOrders Num** filter.
- Look at the column called **PO Req Distribution Preparer Name**. This is your original requisition requester.

Requisition Num	PO Purchase Orders Num	PO Req Line Num	ASuggested Vendor Name	PO Account50r ganization	PO Req Distribution Expenditure Type	PO Req Distribution Item Description	PO Req Project Num	PO Req Task Num	PO Req Award Num	Justific ation	Note To Buyer	PO Requisitions Authorization Status	Requisition Creation Dt	ROLLINSR eference Num	PO Req Distribution Preparer Name	Distr Quantity	Unit Price	Amount
1471341	1985545	1	B & H PHOTO-VIDEO-PRO A...	12195	Eq NonCapital Photographic	DJMAV1CP DJI Hawk 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	RUVS11358 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	PAYWIP9PK Battery/Charger...	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	SAEPS032GV3G SanDisk 32GB ...	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	PAHCV779K 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.