

While in the requisition, click the workflow button on the bottom right of the page:

Workflow > Track Work in Progress – this will take you to another page where you can see the entire work flow the xreq has to pass through.

This screenshot shows the 'Header # 3' page of a requisition system. The top navigation bar includes 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. The main content area is divided into 'General Information' and 'Document Information' tabs. The 'General Information' tab is active, displaying fields for 'Record Date', 'Budget FY', 'Fiscal Year', 'Period', 'Total Tax Amount', 'Actual Amount', 'Closed Amount', 'Open Amount', and 'Ref Amount'. The 'Document Information' tab shows 'Tax Profile', 'Accounting Profile', 'Warehouse', 'Procurement Folder', 'Procurement Type ID', 'Procurement Type', 'Total of Header Attachments', and 'Total of All Attachments'. At the bottom, there is a table with columns for 'Accounting Distribution', 'Vendor', 'Commodity', 'Accounting', 'Posting', and 'Free Form Vendors'. An orange arrow points from the 'Workflow' button in the bottom right corner of the page to the 'Track Work in Progress' option in the next screenshot.

This is a close-up view of the bottom right corner of the requisition header page. It shows a row of buttons: 'Apply Tax Profile', 'Load Vendor List', 'Ship/Bill To Lines', 'Reset Buyer', and 'View Procurement Folder'. Below these buttons is a table with columns for 'Accounting Distribution', 'Vendor', 'Commodity', 'Accounting', 'Posting', and 'Free Form Vendors'. The 'Workflow' button is highlighted with a yellow circle, and an orange arrow points to it from the 'Track Work in Progress' option in the next screenshot.

This screenshot shows the 'Workflow' menu that appears when the 'Workflow' button is clicked. The menu options are: 'Recall From Workflow', 'Reject All', 'Unapprove', 'Bypass Approvals', 'Override', 'Remove Override', and 'Track Work In Progress'. The 'Track Work In Progress' option is highlighted with a yellow circle, and an orange arrow points to it from the 'Workflow' button in the previous screenshot.