Tracking Requests

1) Select the "Requests" tab.
2) The request status is displayed in the "Status" column.
3) Some of the common statuses include:
   a. Pending External Review = Budget Checking In Process
   b. Approved, Not Submitted, Sent Back to User
   c. Pending Cost Object Approval = In workflow
   d. Submitted and Pending Approval = In workflow
   e. Approved and in Accounts Payable Review
4) To see additional details, select a request.
5) Select the "Approval Flow" tab.
   a. From here you can track the progress of your request.

All Done!