

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!