**Requisition Process Improvement**

|  |  |
| --- | --- |
| Current Process | In Workday |
| System downtime for Payroll and AP processing | No downtime for Payroll and AP processing |
| $6,000 or more in OnBaseEverything else in FMS | All Requisitions start in WorkdayYou only need to know one system |
| Navigation requires detailed knowledge of Menus and Function  | Intuitive Partial Key Search for NavigationHome page Worklets for core tasks |
| Multi-step process to attach documents in OnBaseNo ability to attach documents in FMS | Drag and drop to attach a file |
| Must enter Account (i.e. Fund, SCC, Function, Object, OPU) | Workday defaults Account from item requisitioned  |
| Approver must actively monitor their queue ORRequester must notify Approver outside OnBase | Proactive Notifications to Approvers |
| Requester is often uncertain where the Requisition is in the approval process | Real-time status using “My Requisitions” Worklet |