**Requisition Process Improvement**

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| Current Process | In Workday |
| System downtime for Payroll and AP processing | No downtime for Payroll and AP processing |
| $6,000 or more in OnBase  Everything else in FMS | All Requisitions start in Workday  You only need to know one system |
| Navigation requires detailed knowledge of  Menus and Function | Intuitive Partial Key Search for Navigation  Home page Worklets for core tasks |
| Multi-step process to attach documents in OnBase  No 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 OR  Requester 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 |