Viewing approved requisitions

iProc Approver | Oracle Financials

This guide is intended for iProc Approvers who wish to view the requisitions they have previously approved in the iProcurement (iProc) part of the Oracle Financials system.

You can access Oracle Financials via this link: http://financelive.fin.manchester.ac.uk/

To view requisitions you have approved you will need to:

1. Click the **PO Internet Approver (UOM)** responsibility to open iProc. A list of requisitions awaiting your approval will appear in date order, with the most recent requisitions at the top of the list.

2. Click the **View drop-down menu** and change this to **Requisitions I Have Approved**, then click **Go**. The view will change and a list of requisitions you have approved will be displayed.

3. Note the **Order** field. This shows if a requisition, once approved, has been converted into a purchase order by your Buyers.

    If the *Order* shows as:

    •   **Multiple** – not all requisition lines have been converted onto the same purchase order
    •   **Black text** – the associated purchase order is incomplete

    Speak to your **Operational Buyer** for further details.