



This guide is intended to show iProc Requisitioners how to monitor their requisitions in the iProcurement (iProc) part of the Oracle Financials system.

The **Requisitions** tab holds a full list of all of your requisitions and allows you to access most of the features listed below. From here you can monitor your requisitions using the:

- **Requisition Description/Number** – displays more details for the requisition
- **Status** – shows more detail about the approval history, including any notes between the Requisitioner and the Approver
- **Full Details** icon – this can show additional information about the transaction, such as details of the purchase order and receipt
- **Order number** – when the requisition has been converted into a purchase order (PO) this number shows the purchase order number, along with additional details such as the *Buyer* name for this PO
- **Notifications** link – this displays an update when the Approver or Operational Buyer has completed an action on the requisition

The **Status** of a requisition will be one of the following:

- **Incomplete**  
The requisition has been started and saved but has not been submitted for approval by the Requisitioner. You can either **Delete** the incomplete requisition, or continue processing it by clicking **Complete**.
- **In Process**  
The requisition has not yet been approved and is pending with one of the Approvers in the approval list. If the requisition is urgent, contact the Approver to request the requisition is dealt with as soon as possible.  
  
If the Approver is on a planned absence, the Approver should have set their *Vacation Rules* beforehand. This rule would tell the iProc system to re-direct any of the Approver's requisitions to an appropriate Approver in their absence.  
  
If the Approver is on an unplanned absence, contact your School Accountant who can re-assign the requisition to another Approver who is available.
- **Approved without an Order number**
- **Approved with an Order Number**  
Once a requisition has been approved and converted into a purchase order by your Operational Buyer, the *Order* number will be displayed.  
  
If the *Order* number is **black** the associated purchase order is incomplete.

If the *Order* number shows as **Multiple** this means that not all requisition lines have been converted onto the same purchase order. Speak to your Operational Buyer for details.

### ***More than one Approver***

A requisition may require approval from more than one Approver because more than one finance code (Activity/Project) has been used on the requisition, or because the requisition requires high level approval due to the requisition total.

To see more detail about the approval history, find the requisition in the **Requisitions** tab and then click on the **Status**.

### ***In Process and Delegated***

If the approval history screen shows that a requisition has been *Delegated*, this either means that:

- The Approver has set up their *Vacation Rule* for a planned absence and so any requisitions raised to a finance code they are responsible for will be directed to an appropriate Approver in their area who will approve requisitions on their behalf whilst they are unavailable.
- If the Approver has not set their *Vacation Rule* then the requisition approvals will still be received by the Approver of the code/s even if they are unavailable. Requisitioners should notify their School Accountant if this is the case to reassign the requisition to another Approver. Once reassigned, the requisition status will show as *Delegated*.

To see more detail about the approval history, find the requisition in the **Requisitions** tab and then click on the **Status**.