



Edit a Requisition: Change the Project Code

iProc Requisitioner | Oracle Financials

This guide is intended for iProc Requisitioners who want to change the Project code used on a requisition that they have already created in the iProcurement (iProc) part of the Oracle Financials system.

When can I edit a requisition?

If you have submitted a requisition but then realise you need to make an alteration, you will need to edit the requisition. There are some restrictions on being able to edit the requisition via iProcurement, depending on what stage of the approval process the requisition is at. If the requisition status is one of the following it can be edited:

- In Process
- Approved without an order number

If the requisition is approved and an order number has been assigned it cannot be edited. You will need to contact the Buyer to request the change you wish to make.

What can I edit on a requisition?

It is only possible to amend certain details of the requisition. Only fields that are available during checkout can be amended, ie you cannot add a new requisition line.

To change the Project code on a requisition you will need to:

1. Click the **Requisitions** tab from within iProc. A list of requisitions that you have created will be displayed.
2. Before trying to edit a requisition you must check the **Status**. If the status is **In Process**, or **Approved without an order number** you can proceed to edit the requisition.
3. Select the requisition you want to amend with the radio button on the left of the requisition line and then click **Change**. Alternatively, you could click on the requisition description to see further information and then click **Change**.
4. A **Warning** message will appear to say that if you continue, the requisition will be withdrawn from the approval process and re-submitted for approval once you have made your changes. Click **Yes** to continue.
5. Click **Checkout**.
6. Amend the **Project** code by either entering the correct code directly into the field, or by using the **magnifying glass** icon to search.

7. Enter the correct **Task**. You will need to re-enter this even if the same task applies as originally entered on the requisition.
8. The remaining three Project fields (*Expenditure Type, Expenditure Organization, Expenditure Item Date*) do not need updating as they should be the same as when the requisition was originally created.
9. Click **Next** to continue. Alternatively, you could click **Submit** if you do not wish to add notes or attachments to this requisition and follow the guidance in the [Checkout: Review and Submit](#) guide (follow from step 2).
 - When the requisition has been submitted, you'll see a *Confirmation* message that the requisition has been re-submitted with the edits and retains the same requisition number. The message shows who the requisition has been sent to for approval.
 - The requisition will now have to be sent up the approval path from scratch. Even if an Approver has approved this requisition in the past they will still be required to approve the revised requisition.
 - The *Status* of the requisition will be *In Process*, as the requisition requires re-approval after being edited. If you click on the **Status** for the revised requisition, you will see that the *Approval History* screen now shows the actions associated with this revised requisition. It will have been *Withdrawn* by the Requisitioner for editing then resubmitted for approval. It is now *Pending* with the Approver name.

Next step: Follow the guidance in the [Checkout: Approvals and Notes](#) guide.