

This guide walks through how to add an approver to a requisition in Oracle Financials - Procurement in the Redwood Self-Service Procurement (RSSP) style, as well as how to check where the requisition is in the approval process. Click the red play button to view a video of the process.



Add an Approver



The process is completed from the cart after the header has been added.

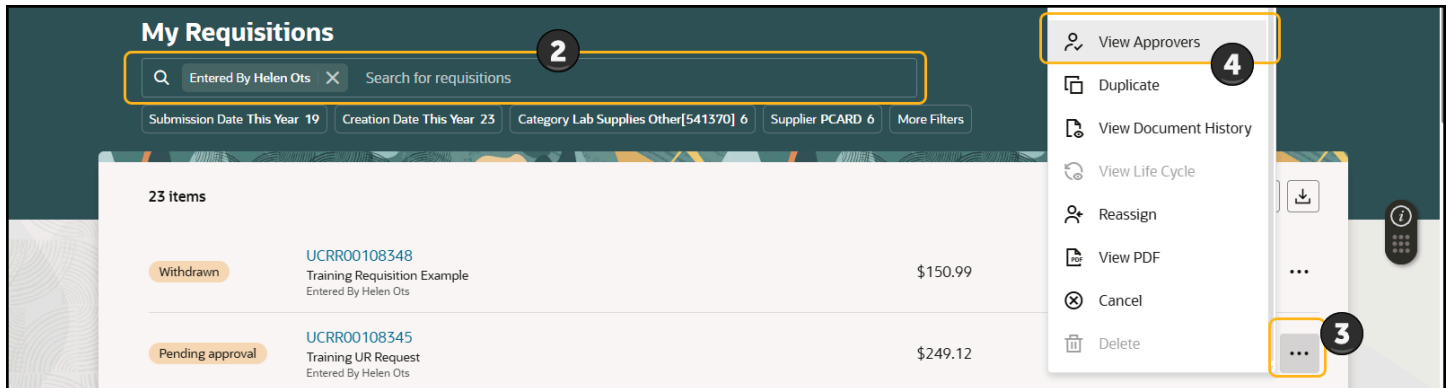
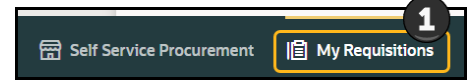
1. Click the additional menu (three dots)
2. Select "View Approvers"
3. Select Application - AdHocFYIReviewer
*****this is a critical step*****
4. Click "+ Add Approvers"

5. From the menu on the right, enter the desired approver
6. If this is only for their information, not as an approver, click the "FYI only" box
7. Ensure that the "Above current participant" radio button is selected
8. Click the "Add" button
9. The added approver can be deleted (trashcan icon) or changed (boxes and arrows icon) if needed
10. Once the Ad Hoc Approver is correct, either click the back arrow to return to the requisition or click "Submit" to submit the requisition

Review Approval Routing

This process is used to check the approval workflow for a specific requisition.

1. From the Requisitions tile, select the "My Requisitions" tab at the bottom of the page.
2. Enter the requisition number in the search field.
Note, you may need to remove the "entered by" parameter. Use quotation marks for an exact match search, otherwise the results will show fuzzy matches (close rather than exact results).
3. Click the additional menu (three dots) on the row for the specific requisition.
4. Select "View Approvers."



5. The page will display who submitted the requisition with a PDF of what was originally submitted. The green checkmark indicates that the requisition was approved by that approver. Approvers that were added to the start of the next stage will display here, along with all approvers the requisition will route to.

