

Process Name: View Approval Workflow

STEP	DETAIL
1	Sign in to Oracle Cloud through TCNJ Today app bar Click Company Single Sign-On Username: TCNJ login Password: your password Click Home button in upper Right corner
2	
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6 Click the Requisition number to open the requisition.

Requisition	Description	Entered By	Creation Date	Approval Amount	Status	Funds Status	Order
REQTC0000362	beds	Kapur, Anup	11/13/2019	30.00 USD	Approved	Liquidated	TCNJ00000215
REQTC0000352	Test for receipt	Kapur, Anup	11/13/2019	10.00 USD	Approved	Liquidated	TCNJ00000211
REQTC0000348	Test for sharing PO	Kapur, Anup	11/13/2019	10.00 USD	Approved	Liquidated	TCNJ00000207
REQTC0000341	2020 AT-A-GLANCE 9" x 11" Monthly Planner, Black (70-260-05-20)	Kapur, Anup	11/13/2019	23.39 USD	Approved	Liquidated	TCNJ00000204
REQTC0000330	2 keyboards	Kapur, Anup	11/13/2019	2,030.00 USD	Approved	Liquidated	TCNJ00000198
REQTC0000325	Speaking engagement	Kapur, Anup	11/13/2019	1.00 USD	Approved	Liquidated	TCNJ00000188

7 Click **Actions**
Choose **View Document History**

8 Click the **Submit Requisition** link

Document History: REQTC0000330

Entered By Anup Kapur
Requisitioning BU TCNJ
Requisition REQTC0000330

Action Performed	Performed By	Action Date	Reference Document
Submit purchase order	Kapur, Anup	11/13/2019 10:47 AM	PO TCNJ00000198
Submit requisition	Kapur, Anup	11/13/2019 10:46 AM	Requisition REQTC0000330
Reserve	Application	11/13/2019 10:46 AM	

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Your approval tree will populate.
 The ✓ next to a name means that it's approved at that level.

