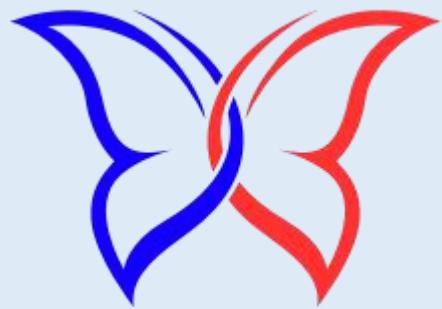


ALPHA COMPANY
COSMETICS TRADING

SET UP DOCUMENT

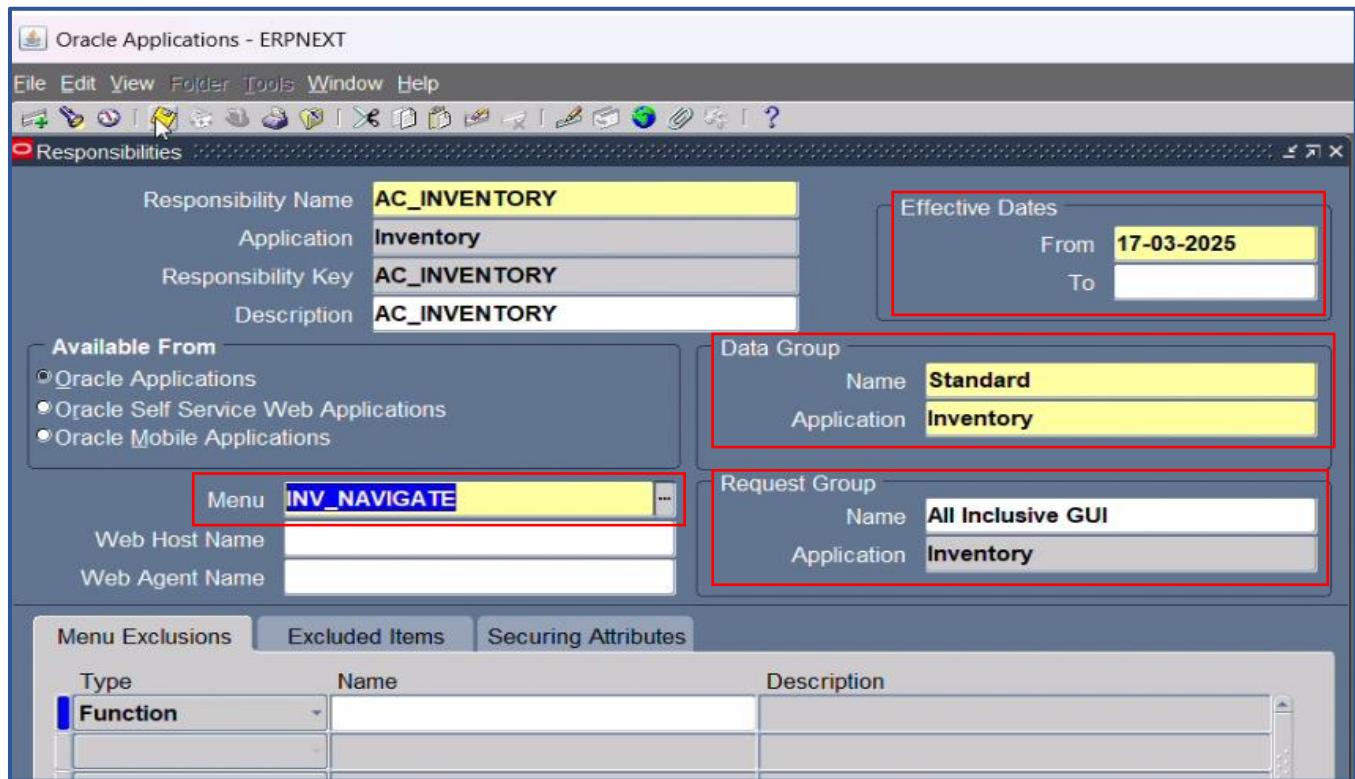


ALPHA COMPANY
COSMETICS TRADING

**SET UP DOCUMENT
ESSENTIAL
& INVENTORY**

1- Steps to define AC_INVENTORY Responsibility on the Application:

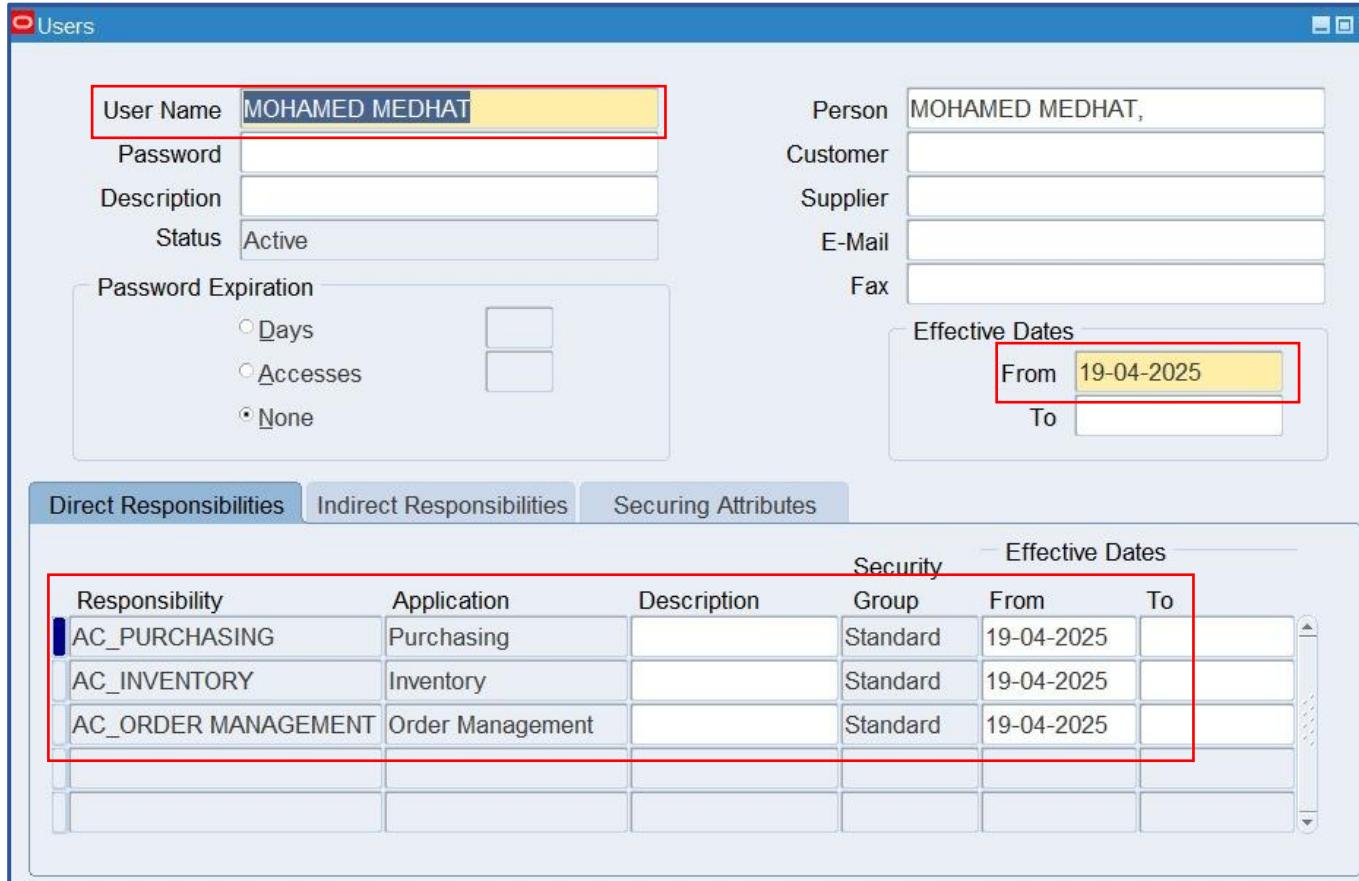
1. Navigate to the System Admin Responsibility.
2. Go to the Security sub-menu.
3. Select the Responsibility sub-menu.
4. Click on the Define function.
5. You can then define our responsibility: **AC_INVENTORY**



2. Steps to define a user on the Oracle Application:

1. Navigate to the System Admin Responsibility.
2. Go to the Security sub-menu.
3. Select the Users sub-menu.
4. Click on the Define function.

5. You can then define your username: **MOHAMED MEDHAT**



The screenshot shows the SAP System Admin - Users interface. The User Name field contains "MOHAMED MEDHAT" and the Effective Dates field shows "From 19-04-2025". The responsibilities assigned to this user are:

Responsibility	Application	Description	Group	From	To
AC_PURCHASING	Purchasing		Standard	19-04-2025	
AC_INVENTORY	Inventory		Standard	19-04-2025	
AC_ORDER MANAGEMENT	Order Management		Standard	19-04-2025	

❖ Through the same steps we created 5 other users for the required responsibilities.

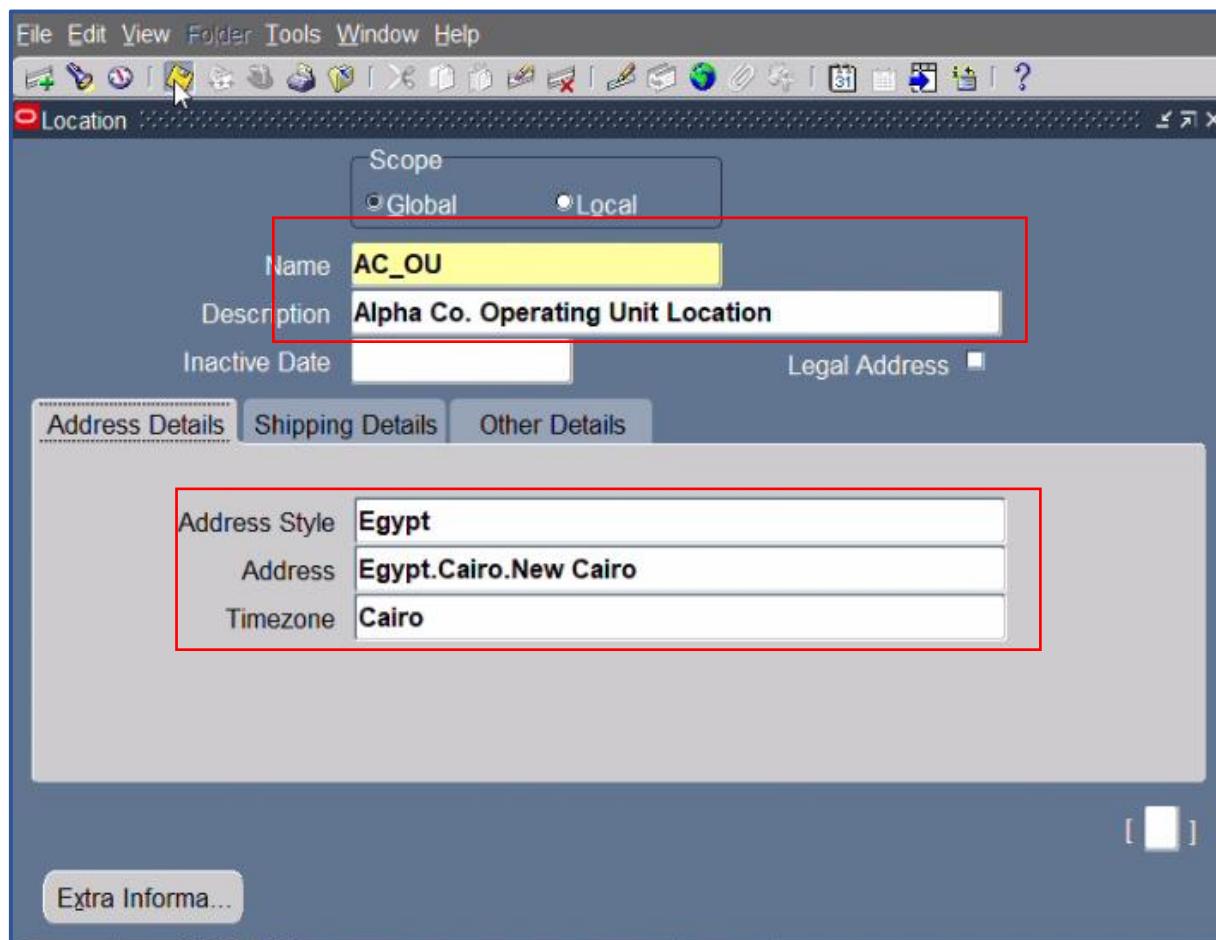
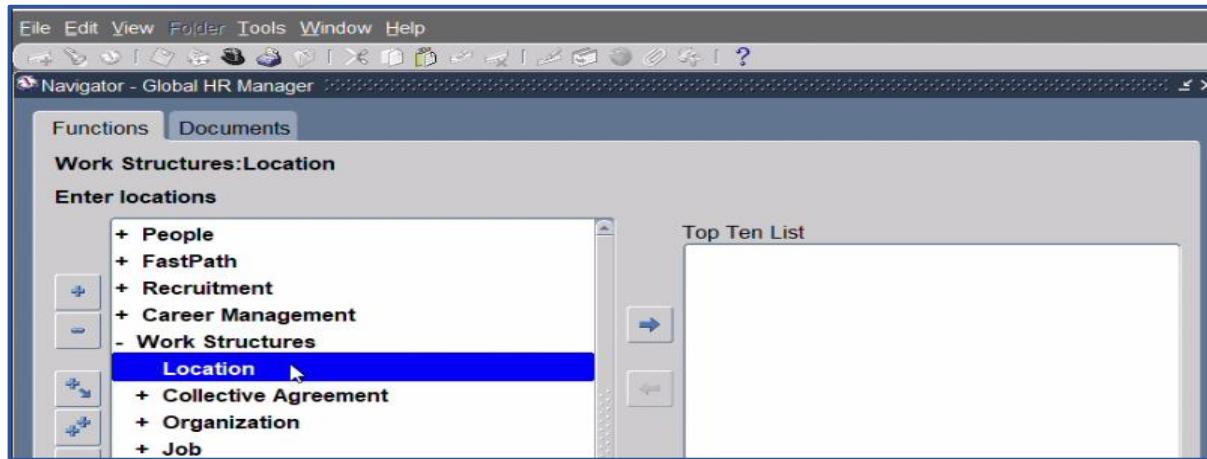
3. Steps to Assign Profile Options to a Responsibility:

1. Navigate to the System Admin Application.
2. Go to the profile sub-menu.
3. Select System.
4. Enter your Responsibility Name: **AC_INVENTORY**
5. Apply the desired Profile options:
 - o GL: Ledger ID
 - o GL: Ledger Name
 - o GL: Data Access set
 - o HR: Business Group
 - o HR: User Type
 - o MO: Default Operating Unit

- MO: Operating Unit

4. Steps to define the locations of our Inventory Organization: AC OU

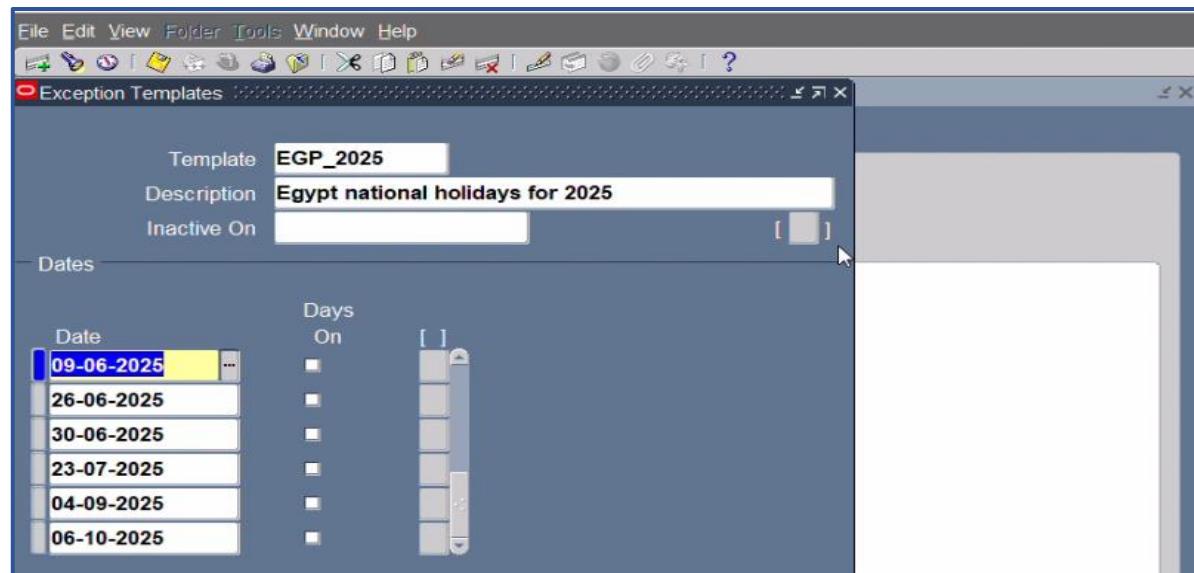
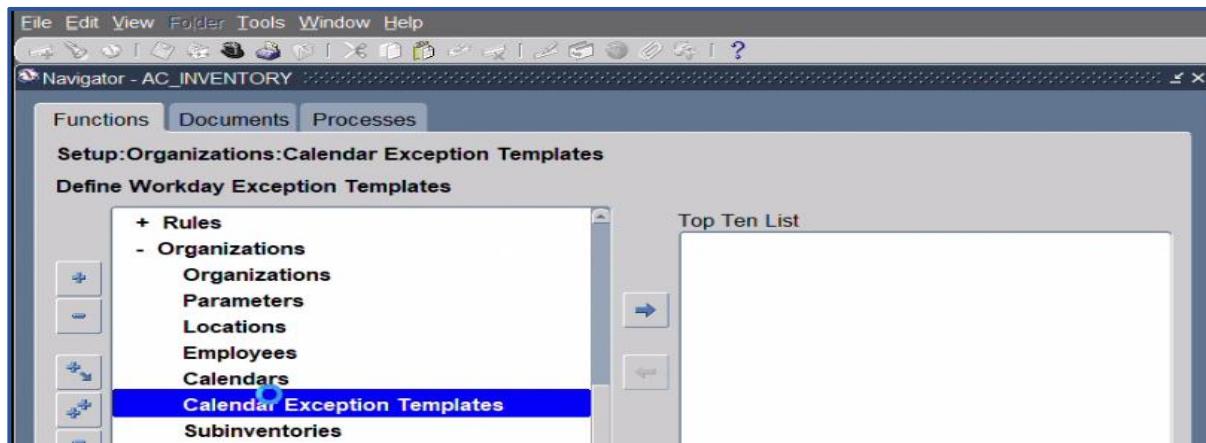
1. Navigate to the Human Resource (HR) Application.
 2. Go to the sub-menu named Work Structures.
 3. Click on the function named Location.
 4. Enter Name: **AC_OU**
 5. Enter Description: **Alpha Co. Operating Unit Location**
 6. Click on Address Details Tab and Enter:
 - Address Style: **EGYPT**
 - **Address:** **EGYPT, CAIRO, NEW CAIRO.**
 - **Time Zone:** **Cairo**
 7. Save the Location



5. Steps to Define Calendar Exception Templates for your Inventory Organization:

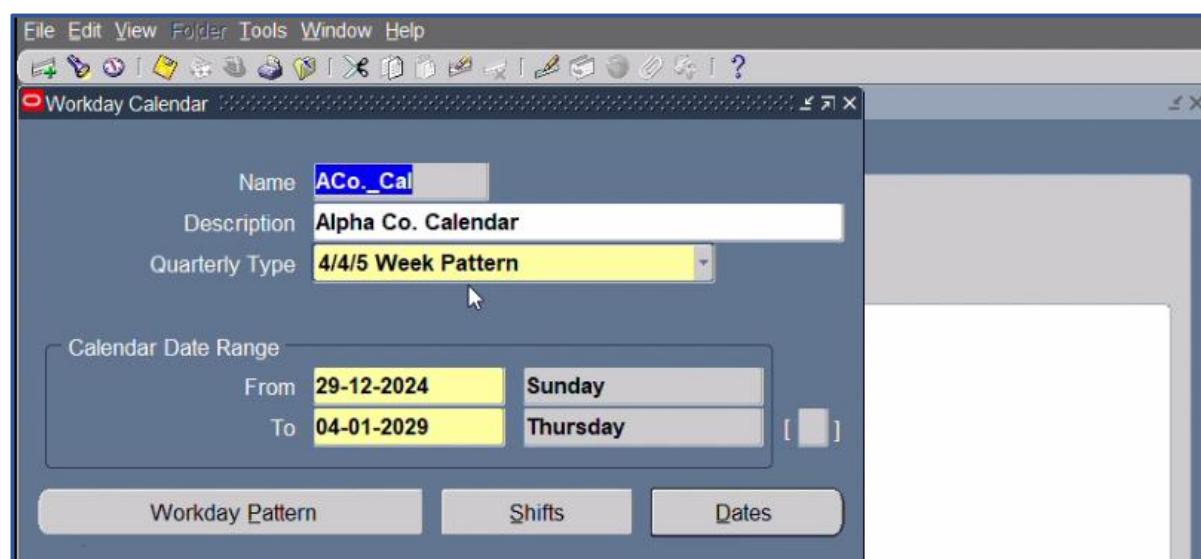
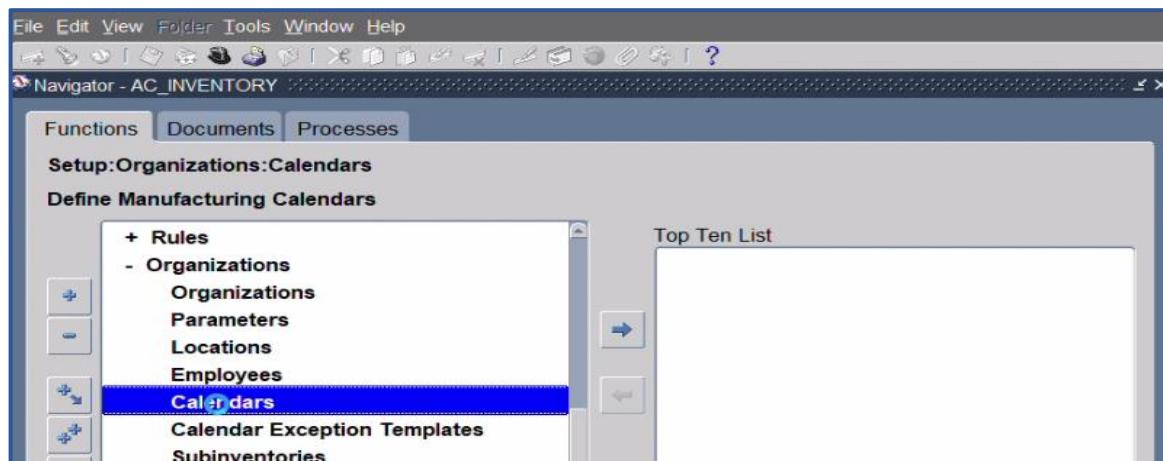
1. Navigate to the Inventory responsibility: AC_INVENTORY
2. Go to the Setup sub-menu.
3. Go to the Organizations sub-menu.
4. Click on the function named Calendar Exception Templates.
5. Click the "New" button
6. Enter the Template name: **EGP_2025**.
7. Enter the Description: **Egypt national holidays for 2025**.
8. In the "Dates" region, enter the specific holiday dates:

09-06-2025, 26-06-2025, 30-06-2025, 23-07-2025, 04-09-2025, 06-10-2025



6. Steps to Define Workday Calendars for our Inventory Organization:

1. Navigate to the Inventory responsibility: **AC_ Inventory**
2. Go to the Setup sub-menu.
3. Go to the Organizations sub-menu.
4. Click on the function named Calendars.
5. Click the "New" button to create a new calendar.
6. Enter the details shown:
 1. Name: **ACo_Cal**
 2. Description: **Alpha Co. Calendar**
 3. Quarterly Type: **4/4/5 Week Pattern**
 4. date range: **FROM 29-12-2024 TO: 04-01-2029**

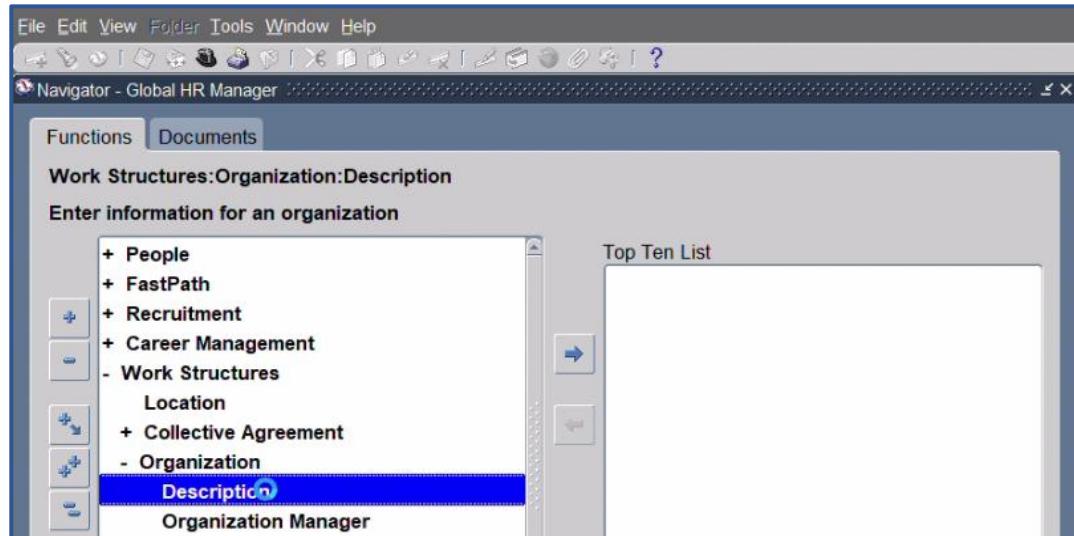


7. Steps to Create the New Operating Unit: "Alpha Co. OU"

1. Navigate to the Human Resources (HR) responsibility.
2. Go to the Work Structures sub-menu.
3. Go to the Organization sub-menu.
4. Click on the function named Description.
5. Click the "New" button.
6. Enter the following details for the new Operating Unit:

- Name: **Alpha Co. OU**
- Type: **Operating Unit**
- From Date: **17-03-2025**
- Location: **AC_OU**
- Location Address: **Egypt.Cairo.New Cairo**
- Internal or External: **Internal**
- Under Organization Classifications, check the "**Enabled**" checkbox for "Operating Unit".

7. Click OTHERS to submit Additional Organization Information
8. In the "Operating Unit Information" section of this pop-up window, enter the relevant Operating Unit name: **Vision Operations | Vision Operations**.
9. Click the "OK" button on the "Additional Organization Information" window to save.
10. Finally, click the "Save" button
11. Afterwards, Navigate to the System Administrator responsibility
12. RUN Request: **Replicate Seed data**



File Edit View Folder Tools Window Help

Organization

Name: Alpha Co. OU Type: Operating Unit

Dates
From: 17-03-2025 To: []

Location: AC_OU Internal or External: Internal

Location Address: Egypt.Cairo.New Cairo

Internal Address: []

Organization Classifications

Name	Enabled
Operating Unit	<input checked="" type="checkbox"/>
[]	<input type="checkbox"/>
[]	<input type="checkbox"/>

Others

+ Grade
+ Budget
Status
Recruitment Letter Type
Contract Letter Type
Elections
Assignment Rate Types
+ Work Schedules

Open

Organization

Additional Organization Information

Operating Unit Information

Vision Operations|Vision Operations

OK

Operating Unit Information

Primary Ledger **Vision Operations** Vision Operations (USA)

Default Legal Context **Vision Operations**

Operating Unit Short Code

OK **Cancel** **Clear**

Requests

Submit Request

Run this Request

Name **Replicate Seed Data**

Operating Unit

Parameters Alpha Co. OU

Language American English

Copy **Language Settings** **Debug Options**

At these Times

Run the Job As Soon as Possible

Schedule

Upon Completion

Save all Output Files Burst Output

Layout

Notify

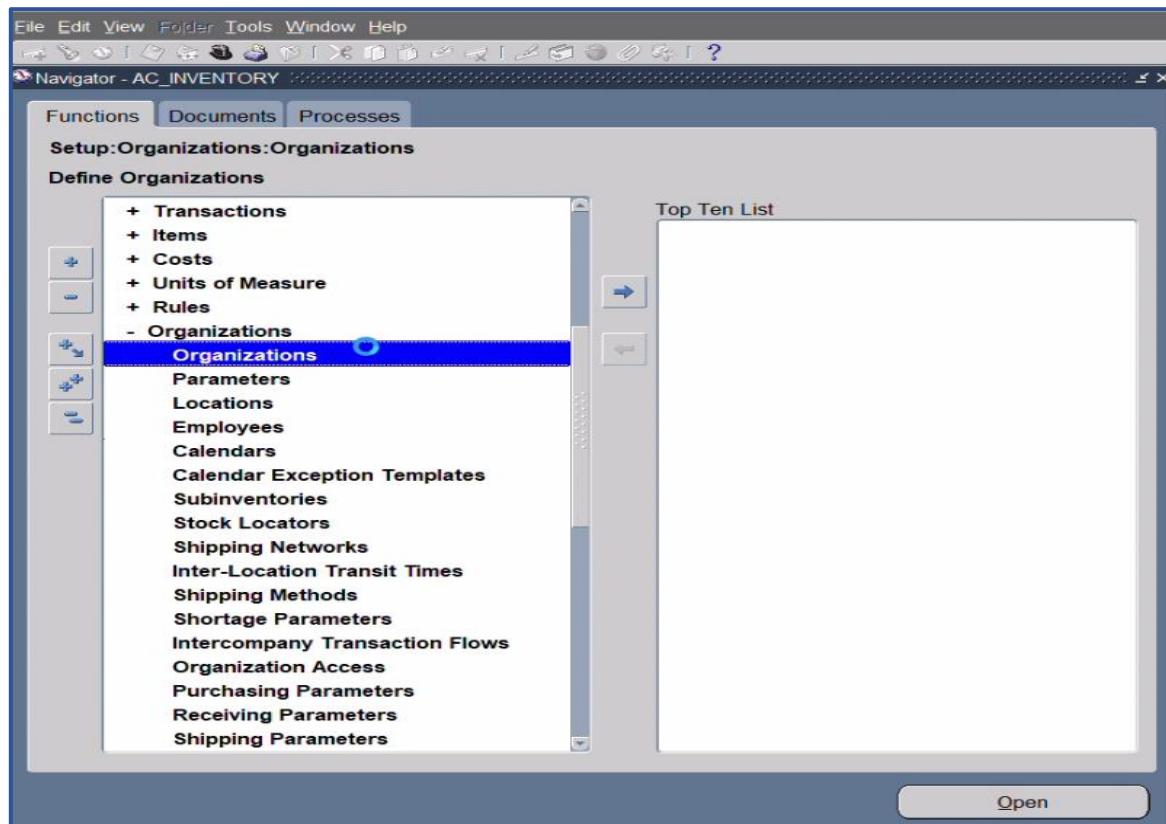
Print to noprint

Options **Delivery Opts**

Help (F1) **Submit** **Cancel**

8.1 Steps to Create the "AC MASTER ORG" Inventory Organization

1. Navigate to the Inventory responsibility.
2. Go to the Setup sub-menu.
3. Go to the Organizations sub-menu.
4. Click on the function named Organizations.
5. Click the "New" button.
6. Enter the initial details for the new Inventory Organization:
 - A. Name: **AC_MASTER_ORG**.
 - B. From Date: **17-03-2025**
 - C. Location: **AC_OU**
 - D. Location Address: **Egypt.Cairo.New Cairo**
 - E. Internal or External: **Internal**
7. Under Organization Classifications, check the "Enabled" checkbox for "Inventory Organization".
8. Click the "Others" button. This will open the "Additional Organization Information"



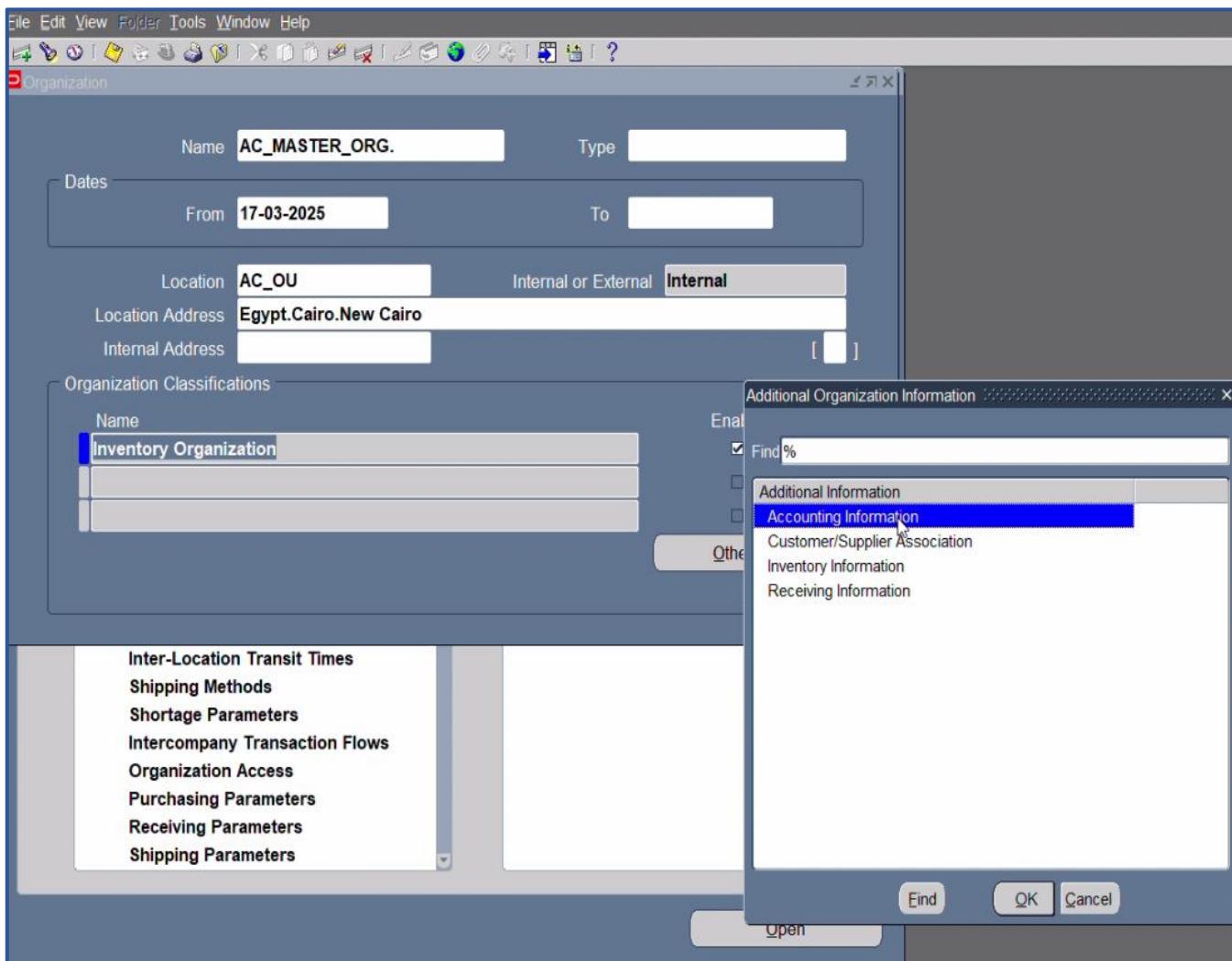


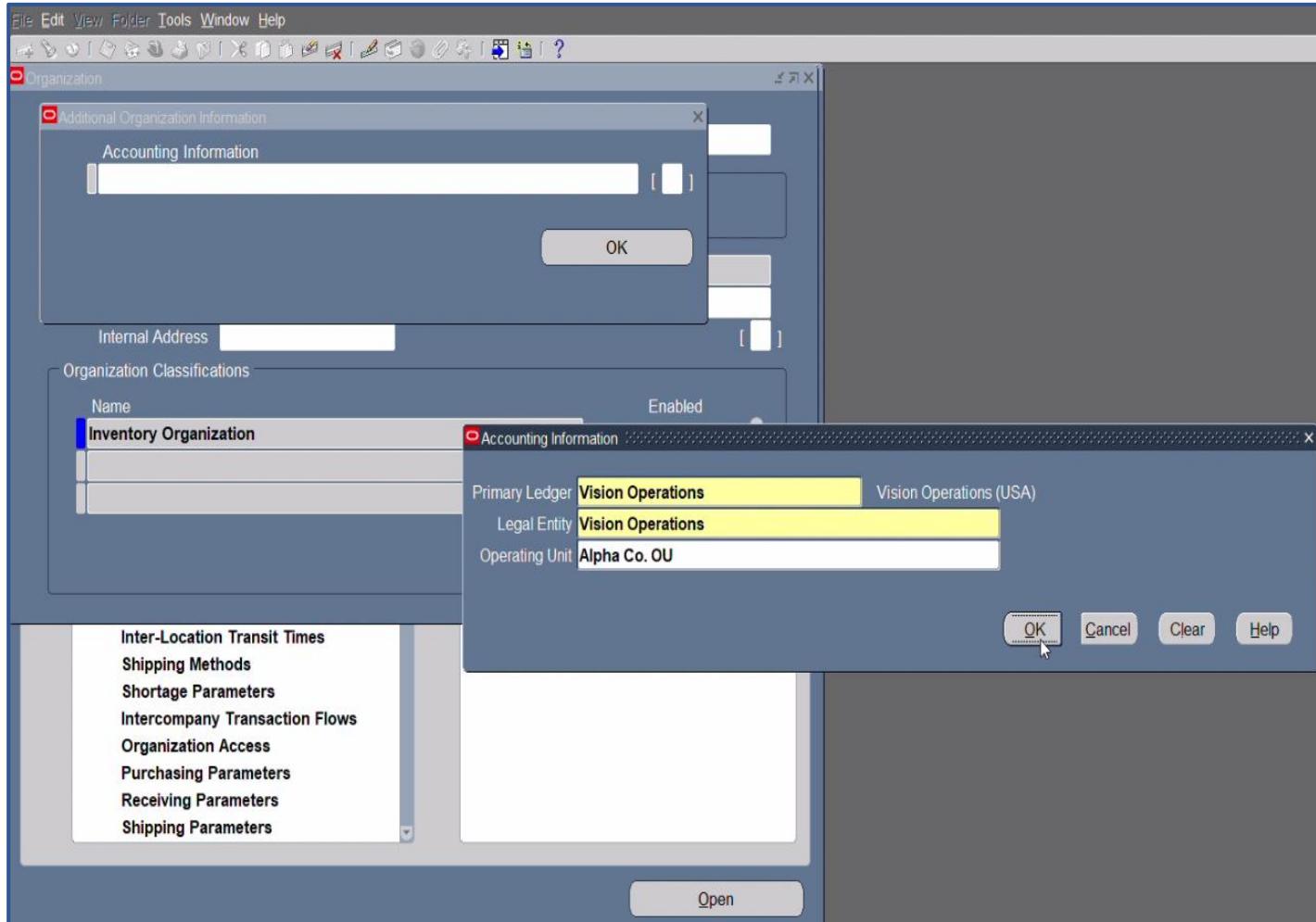
Organization

Name	AC_MASTER_ORG.	Type	
Dates			
From	17-03-2025	To	
Location	AC_OU	Internal or External	Internal
Location Address	Egypt.Cairo.New Cairo		
Internal Address	[]		
Organization Classifications			
Name	<input type="checkbox"/> Inventory Organization <input type="checkbox"/> <input type="checkbox"/>		
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Enabled
<input type="button" value="Others"/>			
Inter-Location Transit Times Shipping Methods Shortage Parameters Intercompany Transaction Flows Organization Access Purchasing Parameters Receiving Parameters Shipping Parameters			

8.2 Steps to Enter Accounting Information for the "AC MASTER ORG" Inventory Organization:

1. In the "Additional Organization Information" window, select "Accounting Information" from the list.
2. Click the "OK" button on the "Additional Organization Information" window. This will open the "Accounting Information" window.
3. In the "Accounting Information" window, enter the following details:
 - A. Primary Ledger: **Vision Operations**
 - B. Legal Entity: **Vision Operations**
 - C. Operating Unit: **Alpha Co. OU**
4. Click the "OK" button on the "Accounting Information" window to save these details.





8.3 Steps to Define Organization Parameters for "AC MASTER ORG":

- 1) Navigate to the AC_Inventory responsibility.
- 2) Go to Setup > Organizations > Parameters.
- 3) Click on Inventory Parameters tab and write:
 - A- Organization Code : **ACM**
 - B- Item Master Organization: **AC_MASTER_ORG**
 - C- Workday Calendar: **ACo_Cal**
- 4) Click on the "Costing Information" tab.
- 5) Enter or select the following values:
 - 6) Costing Organization: **AC_MASTER_ORG**.
 - 7) Costing Method: Select **Average** from the dropdown.
 - 8) Rates Cost Type: Select **AvgRates** from the dropdown.

- 9) Transfer to GL: Select **Yes** from the dropdown.
 - A. Reverse Encumbrance: Ensure this checkbox is **unchecked**.
 - B. Project Cost Collect Enabled: Ensure this checkbox is **unchecked**.
 - C. Defer Logical Transactions: Ensure this checkbox is **unchecked**.

- 10) Enter the Valuation Accounts:
 - A. Material: 01-000-1410-0000-000
 - B. Outside Processing: 01-000-1450-0000-000
 - C. Material Overhead: 01-000-1420-0000-000
 - D. Overhead: 01-000-1430-0000-000
 - E. Resource: 01-000-1440-0000-000
 - F. Expense: 01-520-7530-0000-000

- 10) In the "Valuation Accounts" section, right-click on any of the account fields
- 11) From the context menu that appears, select "Other Accounts".
- 12) On the "Other Accounts" tab, enter the following General Ledger accounts:
- 13) Receiving Accounts:
 - a) Purchase Price Variance: 01-520-5210-0000-000
 - b) Invoice Price Variance: 01-520-5220-0000-000
 - c) Inventory AP Accrual: 01-000-2220-0000-000
- 14) Profit and Loss Accounts:
 - a) Sales: 01-520-4110-0000-000
 - b) Cost of Goods Sold: 01-450-5110-0000-000
- 15) Other Accounts:
 - a) Deferred COGS Account: 01-450-5110-0000-000
 - b) Cost Variance Account: 01-000-1410-0000-000
- 16) After entering all the necessary accounts on the "Other Accounts" tab, click the "Save" button on the "Organization Parameters (ACM)" window to save all the costing information for "AC_MASTER_ORG".

Organization Parameters (ACM)

Inventory Parameters Costing Information Revision, Lot, Serial And LPN ATP, Pick, Item-Sourcing

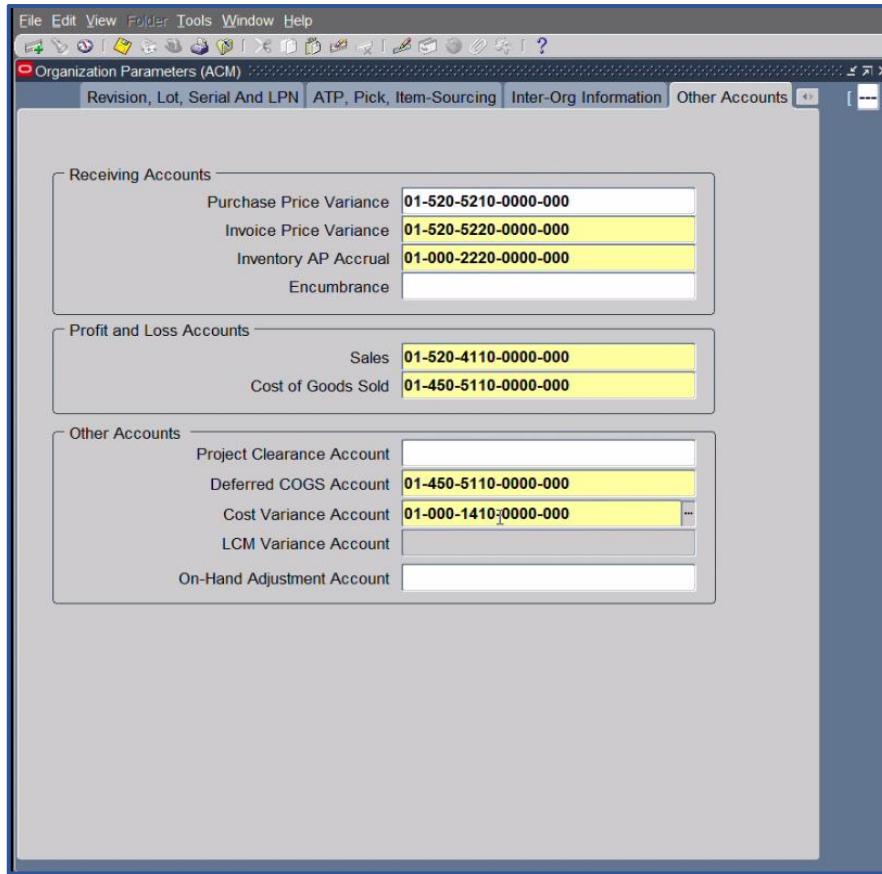
Organization Code	ACM										
Item Master Organization	AC_MASTER_ORG.										
Calendar	ACo._Cal										
Demand Class											
Move Order Timeout Period											
Move Order Timeout Action	Approve automatically										
Locator Control	None										
Default On-Hand Material Status											
<input type="checkbox"/> Enforce Locator Alias Uniqueness <input type="checkbox"/> Quality Skipping Inspection Control <input type="checkbox"/> Allow Negative Balances <input type="checkbox"/> Auto Delete Allocations at Move Order Cancel											
Enabled Products & Features <table border="1"> <tr> <td><input type="checkbox"/> Manufacturing Partner Organization Type</td> <td><input type="checkbox"/> EAM Enabled</td> </tr> <tr> <td><input type="checkbox"/> Process Manufacturing Enabled</td> <td><input type="checkbox"/> WMS Enabled</td> </tr> <tr> <td></td> <td><input type="checkbox"/> WCS Enabled</td> </tr> <tr> <td></td> <td><input type="checkbox"/> LCM Enabled</td> </tr> <tr> <td></td> <td><input type="checkbox"/> eKanban Enabled</td> </tr> </table>		<input type="checkbox"/> Manufacturing Partner Organization Type	<input type="checkbox"/> EAM Enabled	<input type="checkbox"/> Process Manufacturing Enabled	<input type="checkbox"/> WMS Enabled		<input type="checkbox"/> WCS Enabled		<input type="checkbox"/> LCM Enabled		<input type="checkbox"/> eKanban Enabled
<input type="checkbox"/> Manufacturing Partner Organization Type	<input type="checkbox"/> EAM Enabled										
<input type="checkbox"/> Process Manufacturing Enabled	<input type="checkbox"/> WMS Enabled										
	<input type="checkbox"/> WCS Enabled										
	<input type="checkbox"/> LCM Enabled										
	<input type="checkbox"/> eKanban Enabled										
EAM Organization											
Capacity <table border="1"> <tr> <td>Load Weight</td> <td></td> <td>UOM</td> <td></td> </tr> <tr> <td>Volume</td> <td></td> <td>UOM</td> <td></td> </tr> </table>		Load Weight		UOM		Volume		UOM			
Load Weight		UOM									
Volume		UOM									

Organization Parameters (ACM)

File Edit View Folder Tools Window Help

Inventory Parameters Costing Information Revision, Lot, Serial And LPN ATP, Pick, Item-Sourcing

Costing Organization	AC_MASTER_ORG.												
Costing Method	Average												
Rates Cost Type	AvgRates												
Transfer to GL	Yes												
<input type="checkbox"/> Reverse Encumbrance <input type="checkbox"/> Project Cost Collect. Enabled <input type="checkbox"/> Defer Logical Transactions													
Cost Cutoff Date													
Default Material Sub-Element													
Material Overhead Sub-Element													
Default Cost Group													
Valuation Accounts <table border="1"> <tr> <td>Material</td> <td>01-000-1410-0000-000</td> </tr> <tr> <td>Outside Processing</td> <td>01-000-1450-0000-000</td> </tr> <tr> <td>Material Overhead</td> <td>01-000-1420-0000-000</td> </tr> <tr> <td>Overhead</td> <td>01-000-1430-0000-000</td> </tr> <tr> <td>Resource</td> <td>01-000-1440-0000-000</td> </tr> <tr> <td>Expense</td> <td>01-520-7530-0000-000</td> </tr> </table>		Material	01-000-1410-0000-000	Outside Processing	01-000-1450-0000-000	Material Overhead	01-000-1420-0000-000	Overhead	01-000-1430-0000-000	Resource	01-000-1440-0000-000	Expense	01-520-7530-0000-000
Material	01-000-1410-0000-000												
Outside Processing	01-000-1450-0000-000												
Material Overhead	01-000-1420-0000-000												
Overhead	01-000-1430-0000-000												
Resource	01-000-1440-0000-000												
Expense	01-520-7530-0000-000												



❖ Through the same steps we created the other Inventory Organization: AC_WAREHOUSES

9. Steps to create the inventory organization AC Warehouses:

1. Navigate to the **AC_INVENTORY** responsibility.
2. Go to the **Setup** sub-menu.
3. Go to the **Organizations** sub-menu.
4. Go to the **Organizations** function.
5. Create a new organization with the following details In the "Inventory Parameters" tab:
 - Organization Code: **AC1**
 - Item Master Organization: **AC_MASTER_ORG**
 - Calendar: **AC0_Cal**
 - Move Order Time Out Period: **3 Days**
 - Move Order Time Out Action: **Reject Automatically**
 - Set "Locator Control" to "Determined at Subinventory level".
 - UnCheck "Allow Negative Balances".

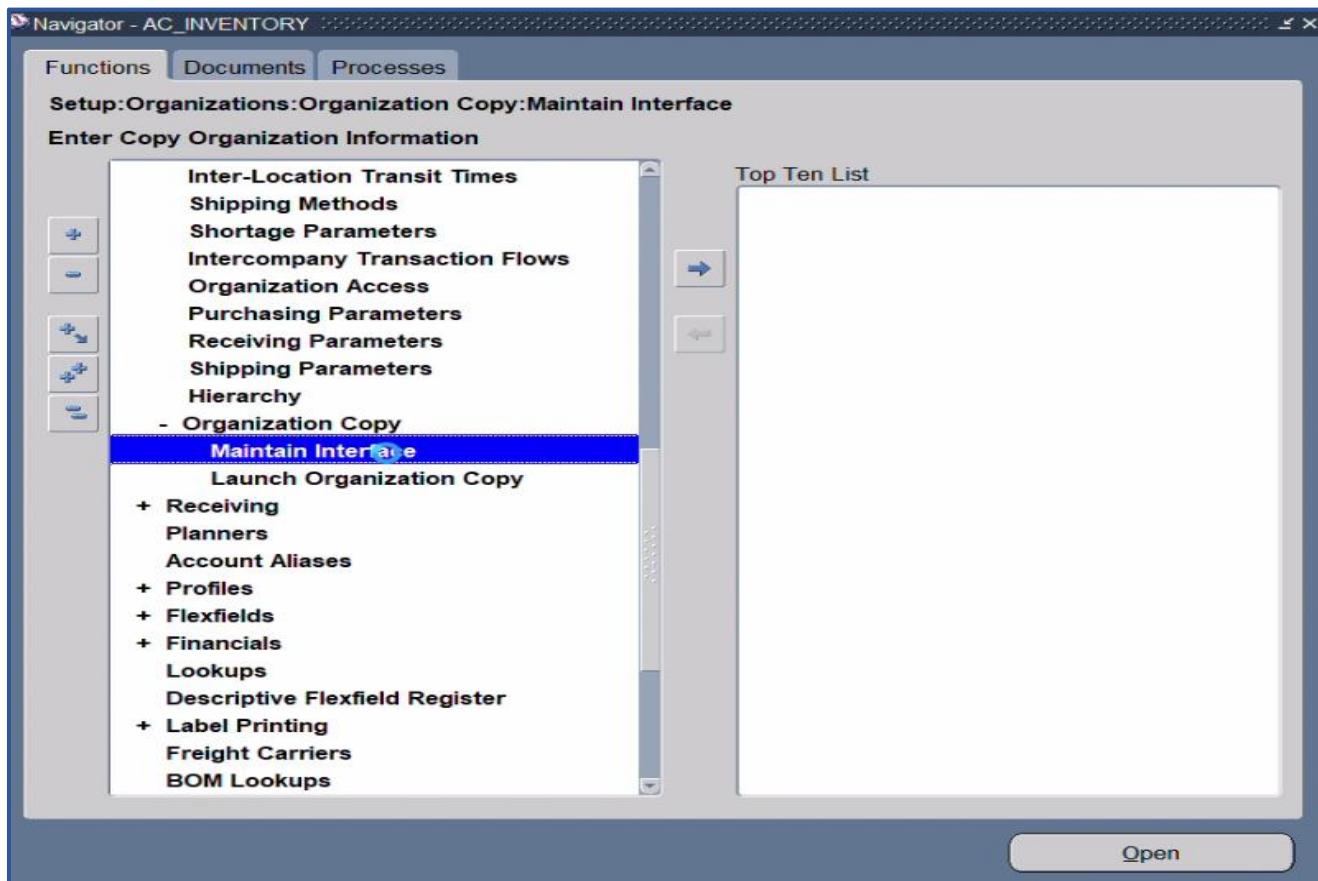
- o Check "Auto Delete Allocations at Move Order Cancel".
6. Enter the details for Costing Tab and Others Accounts Tab same as Master Organization.
 7. Save the organization.

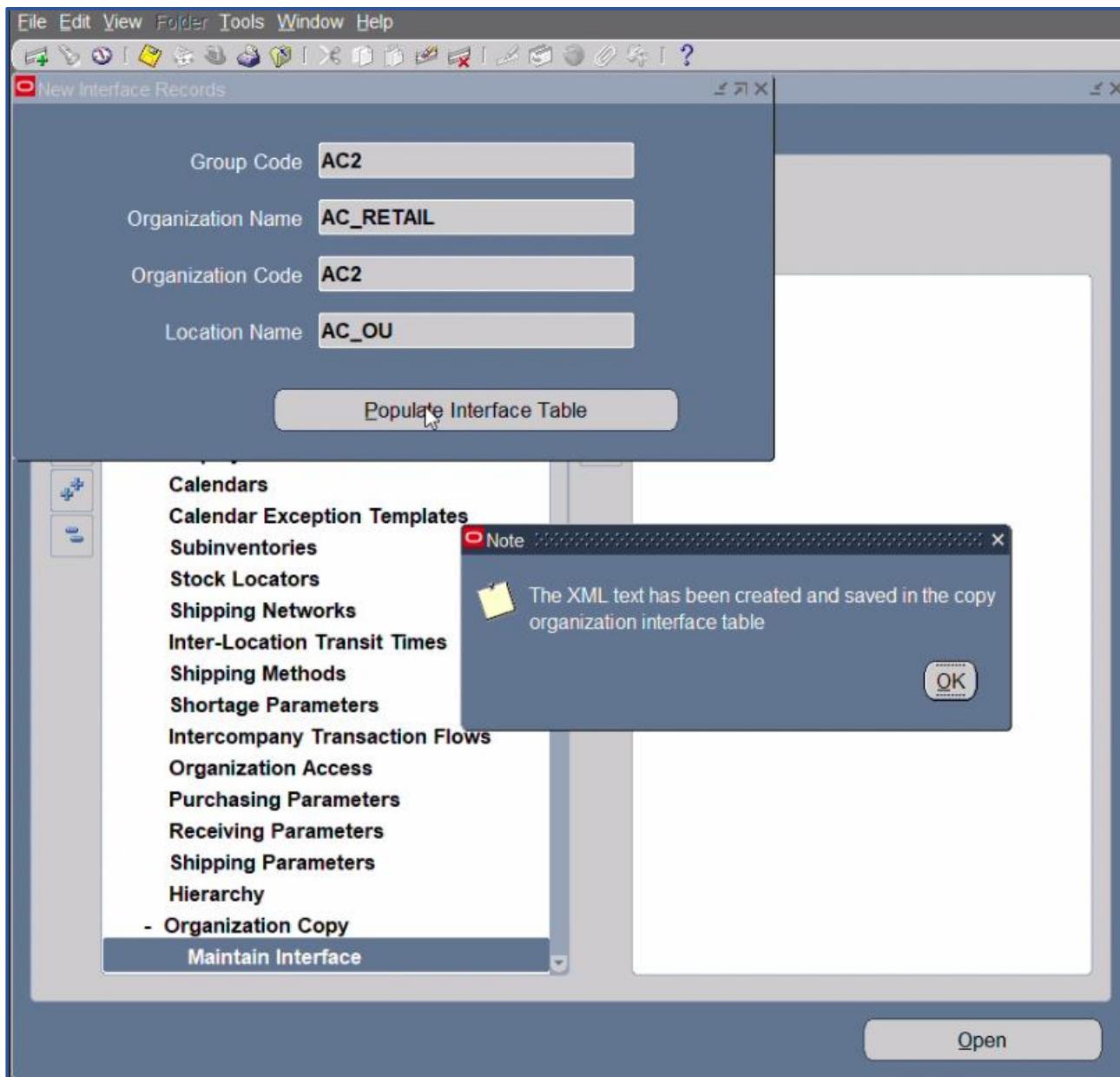
Organization Parameters (AC1)

Inventory Parameters	Costing Information	Revision, Lot, Serial And LPN	ATP, Pick, Item-Sourcing										
Organization Code AC1	Item Master Organization AC_MASTER_ORG	Calendar ACo._Cal	Demand Class										
Move Order Timeout Period 3	Move Order Timeout Action Reject automatically	Locator Control Determined at Subinventory level											
Default On-Hand Material Status	<input type="checkbox"/> Enforce Locator Alias Uniqueness <input type="checkbox"/> Quality Skipping Inspection Control <input type="checkbox"/> Allow Negative Balances <input checked="" type="checkbox"/> Auto Delete Allocations at Move Order Cancel												
Enabled Products & Features <table border="1"> <tr> <td><input type="checkbox"/> Manufacturing Partner Organization</td> <td><input type="checkbox"/> EAM Enabled</td> </tr> <tr> <td>Type</td> <td><input type="checkbox"/> WMS Enabled</td> </tr> <tr> <td><input type="checkbox"/> Process Manufacturing Enabled</td> <td><input type="checkbox"/> WCS Enabled</td> </tr> <tr> <td></td> <td><input type="checkbox"/> LCM Enabled</td> </tr> <tr> <td></td> <td><input type="checkbox"/> eKanban Enabled</td> </tr> </table>				<input type="checkbox"/> Manufacturing Partner Organization	<input type="checkbox"/> EAM Enabled	Type	<input type="checkbox"/> WMS Enabled	<input type="checkbox"/> Process Manufacturing Enabled	<input type="checkbox"/> WCS Enabled		<input type="checkbox"/> LCM Enabled		<input type="checkbox"/> eKanban Enabled
<input type="checkbox"/> Manufacturing Partner Organization	<input type="checkbox"/> EAM Enabled												
Type	<input type="checkbox"/> WMS Enabled												
<input type="checkbox"/> Process Manufacturing Enabled	<input type="checkbox"/> WCS Enabled												
	<input type="checkbox"/> LCM Enabled												
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Capacity <table border="1"> <tr> <td>Load Weight</td> <td></td> <td>UOM</td> <td></td> </tr> <tr> <td>Volume</td> <td></td> <td>UOM</td> <td></td> </tr> </table>				Load Weight		UOM		Volume		UOM			
Load Weight		UOM											
Volume		UOM											

10.1 Steps of Copy Inventory Organization AC RETAIL:

1. Navigate to the **AC_INVENTORY** responsibility.
2. Go to the **Setup** sub-menu.
3. Go to the **Organizations** sub-menu.
4. Go to the **Organization Copy** sub-menu.
5. Click on **Maintain Interface**.
6. In the "New Interface Records" window, enter the following details:
 - Group Code: **AC2**
 - Organization Name: **AC_RETAIL**
 - Organization Code: **AC2**
 - Location Name: **AC_OU**
7. Click the "Populate Interface Table" button.
5. Click Ok and Save.

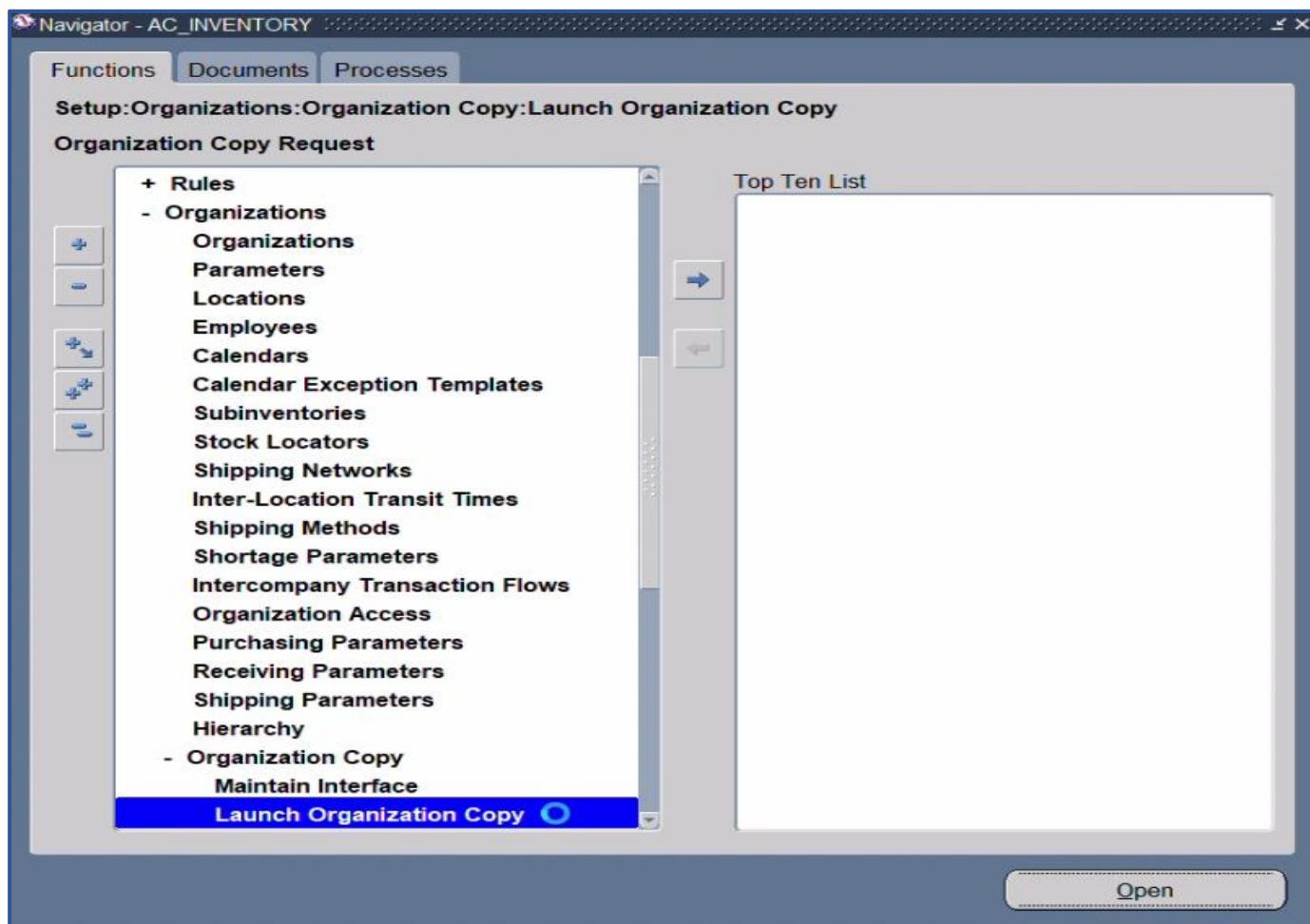


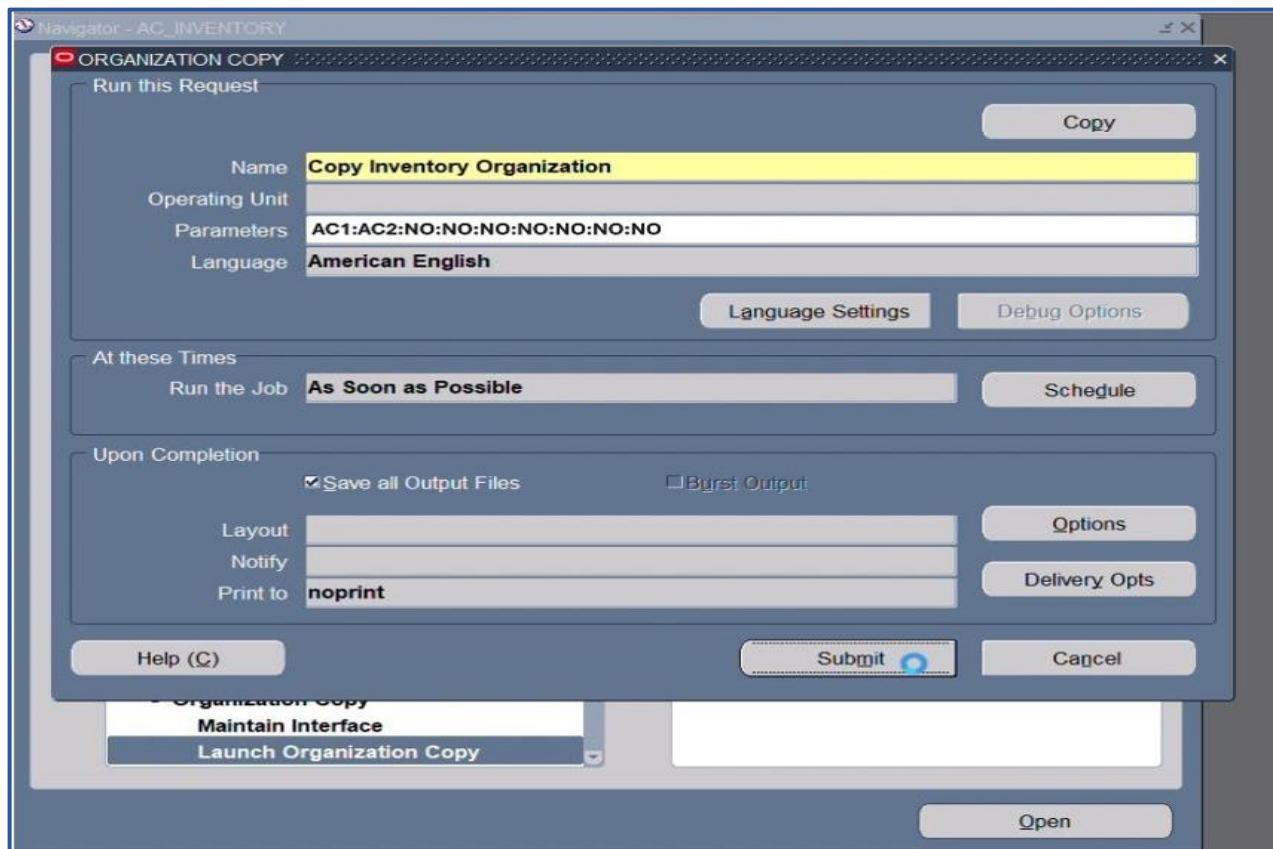
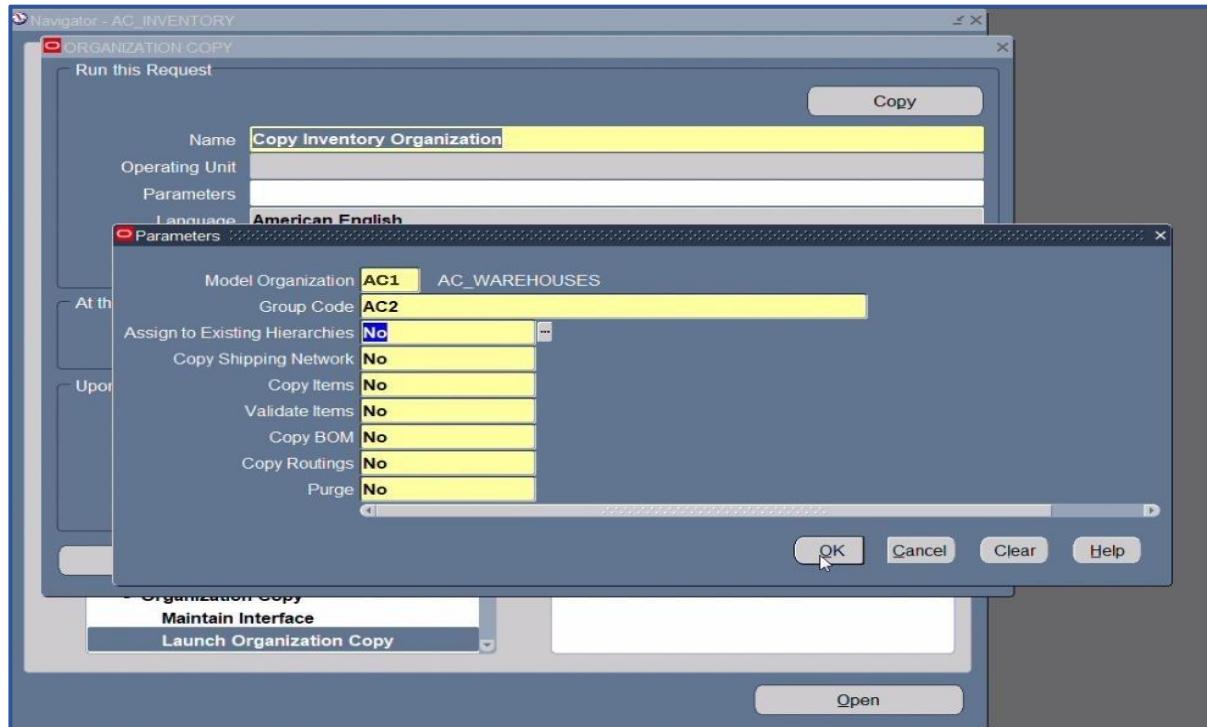


10.2 Steps to launch Organization Copy:

1. Navigate to the AC_INVENTORY responsibility.
2. Go to the Setup sub-menu.
3. Go to the Organizations sub-menu.
4. Go to the Organization Copy sub-menu.
5. Click on Launch Organization Copy.

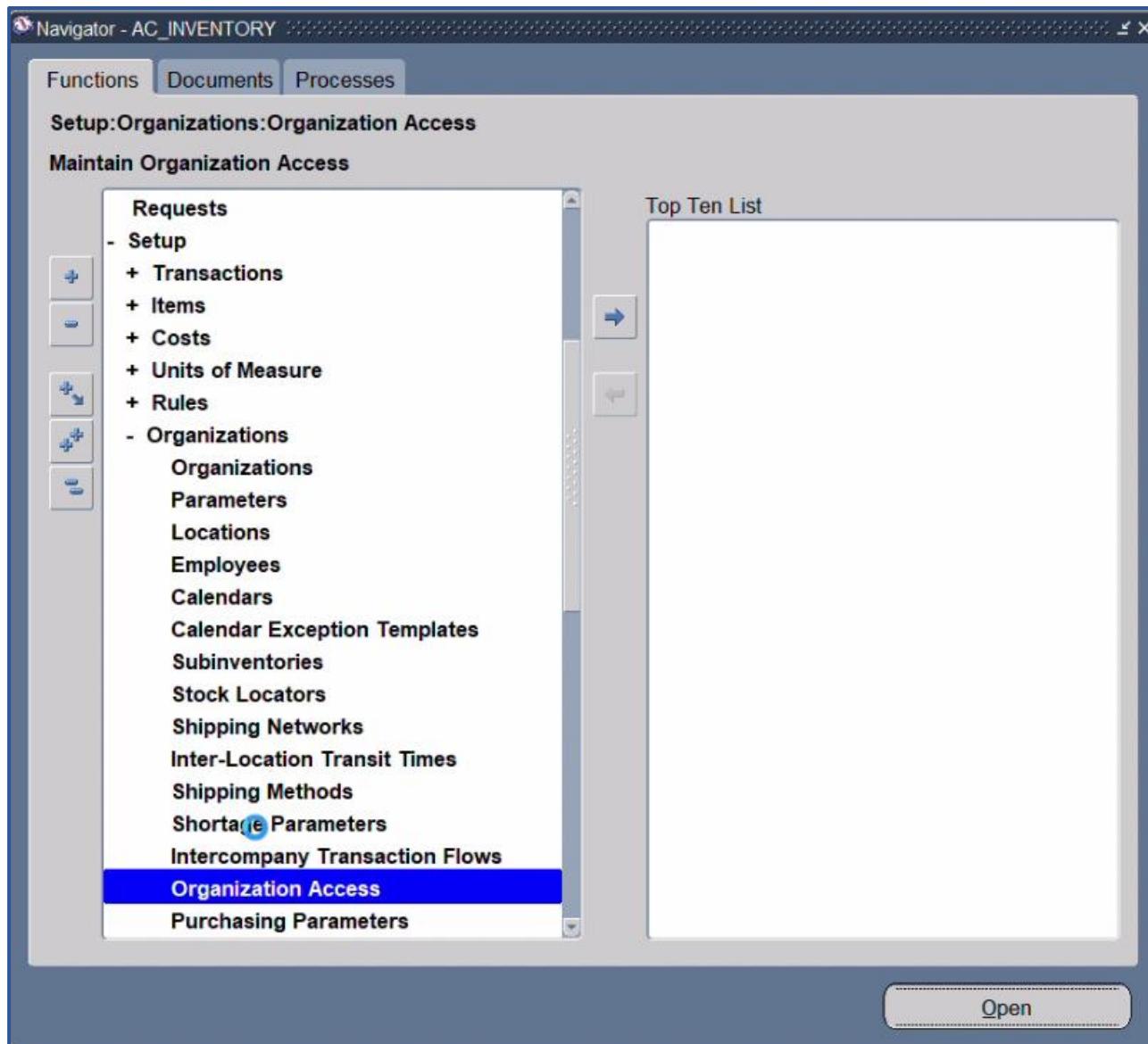
6. The "Organization Copy Request" window will open.
7. Name: **Copy Inventory Organization**
8. Enter the following Parameters:
 - Model Organization: AC1
 - Group Code: AC2
 - Other Parameters: NO
9. Click "Submit".





11. Steps to assign Organizations Access to Responsibilities:

1. Navigate to the **AC_INVENTORY** responsibility.
2. Go to the **Setup** sub-menu.
3. Go to the **Organizations** sub-menu.
4. Go to the **Organization Access** function.
5. assign Organizations Access to Responsibilities.



Organization Access

Responsibility

Org	Application	Name	Comments
AC1	Order Management	AC_ORDER MANAGEMENT	
AC1	Purchasing	AC_PURCHASING	
AC1	Inventory	AC_INVENTORY	
AC2	Inventory	AC_INVENTORY	
AC2	Purchasing	AC_PURCHASING	
AC2	Order Management	AC_ORDER MANAGEMENT	
ACM	Order Management	AC_ORDER MANAGEMENT	
ACM	Inventory	AC_INVENTORY	

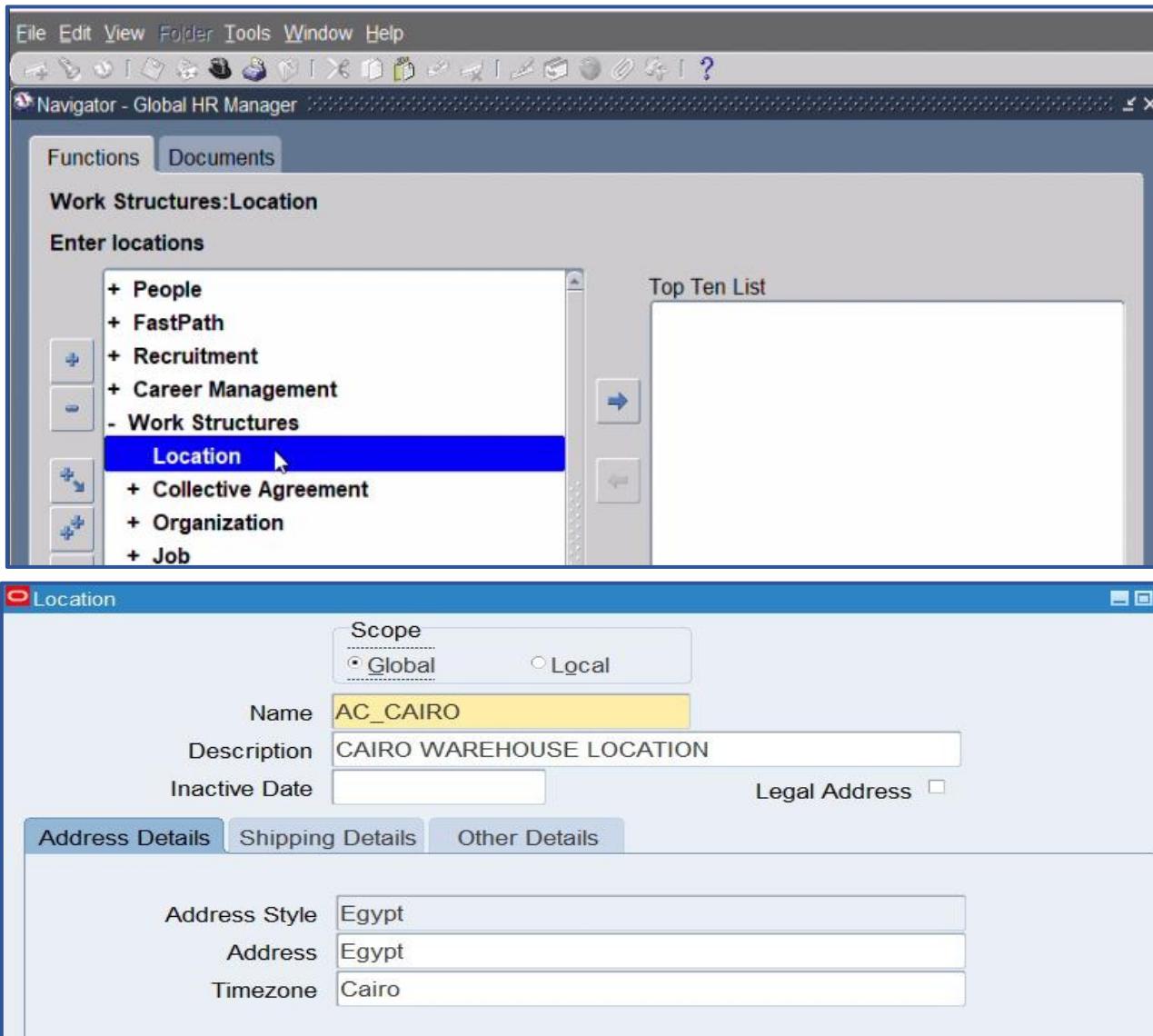
Organization Name AC_MASTER_ORG.

12. Steps to create Sub-Inventory Location: AC_CAIRO:

1. Navigate to Human Resources (HR) responsibility.
2. Go to the Work Structures sub-menu.
3. Click on the Location function.
4. Enter the following details:
5. Name: **AC_CAIRO**
6. Description: **CAIRO WAREHOUSE LOCATION**
7. Go to the "Address Details" tab and Enter the address information:
 - a. Address Style: **Egypt**

- b. Address: **Egypt**
 - c. Time zone: **Cairo**
8. Go to the "Other Details" tab and Link the Inventory Organization to the Location:
- a. Inventory Organization: **AC1-AC_WAREHOUSES**
9. Save The Location.

❖ Through the same steps we created Locations for other Sub-Inventories.



The screenshot shows two windows from the SAP Global HR Manager application.

The top window is titled "Work Structures:Location". It has a sidebar with various menu items like People, FastPath, Recruitment, Career Management, and Work Structures. Under Work Structures, "Location" is selected and highlighted with a blue bar. To the right of the sidebar is a "Top Ten List" which is currently empty.

The bottom window is titled "Location". It contains the following fields:

Scope	<input checked="" type="radio"/> Global <input type="radio"/> Local
Name	AC_CAIRO
Description	CAIRO WAREHOUSE LOCATION
Inactive Date	
Legal Address <input type="checkbox"/>	
<input type="button" value="Address Details"/> <input type="button" value="Shipping Details"/> <input type="button" value="Other Details"/>	
Address Style	Egypt
Address	Egypt
Timezone	Cairo

Location

Scope	<input checked="" type="radio"/> Global <input type="radio"/> Local
Name	AC_CAIRO
Description	CAIRO WAREHOUSE LOCATION
Inactive Date	
Legal Address <input type="checkbox"/>	
<input type="button" value="Address Details"/> <input type="button" value="Shipping Details"/> <input style="background-color: #0070C0; color: white; font-weight: bold; border: none; padding: 2px 10px; border-radius: 5px; margin-right: 10px;" type="button" value="Other Details"/>	
Inventory Organization	AC1-AC_WAREHOUSES
EDI Location	
Tax Code	
<input style="border: none; border-left: 1px solid black; padding: 0 5px;" type="button" value="("/> <input style="border: none; border-left: 1px solid black; padding: 0 5px;" type="button" value="...)"/> <input style="border: none; border-left: 1px solid black; padding: 0 5px;" type="button" value="["/> <input style="border: none; border-left: 1px solid black; padding: 0 5px;" type="button" value="]"/>	
<input style="border: none; border-top: 1px solid black; border-left: 1px solid black; border-right: 1px solid black; padding: 2px 10px; border-bottom: none;" type="button" value="Extra Informa..."/>	

13.1 Steps to Define storage Subinventory: C_COS

1. Navigate to the **AC_INVENTORY** responsibility.
2. Go to the **Setup** sub-menu.
3. Go to the **Organizations** sub-menu.
4. Go to the **Subinventories** function.
5. Enter the following details:
 - o Name: **C_COS**
 - o Description: **COSMETICS SUBINV. CAIRO**
 - o Status: **Active**
 - o Type: **Storage**
6. Click the Main Tab and Enter:
 - Check the **Quantity Tracked**.
 - Check the **Asset Subinventory**.

7. In the "Locator Control" section:
 - o Locator Control: **Prespecified**
 - o Location: **AC_CAIRO** (Optional)
8. Click "Save".

Subinventories (AC1)

Name: C_COS	Description: COSMETICS SUBINV. CAIRO																				
Status: Active	Default Cost Group: CG-109520																				
Type: Storage	[]																				
<input checked="" type="button"/> Main <input type="button"/> Accounts																					
Parameters <table border="1"> <tbody> <tr> <td>Status Attributes</td> <td>Locator Control: Prespecified</td> </tr> <tr> <td><input checked="" type="checkbox"/> Include in ATP</td> <td>Default Locator Status: Active</td> </tr> <tr> <td><input checked="" type="checkbox"/> Allow Reservation</td> <td>Picking Order</td> </tr> <tr> <td><input checked="" type="checkbox"/> Nettable</td> <td>Dropping Order</td> </tr> <tr> <td><input checked="" type="checkbox"/> Quantity Tracked</td> <td>Inactive On</td> </tr> <tr> <td><input checked="" type="checkbox"/> Asset Subinventory</td> <td>Notify</td> </tr> <tr> <td><input type="checkbox"/> Depreciable</td> <td>Location: AC_CAIRO</td> </tr> <tr> <td><input type="checkbox"/> Enable PAR Level Planning</td> <td>Picking UOM</td> </tr> <tr> <td><input type="checkbox"/> Enable Locator Alias</td> <td>Default Replenishment Count Type: Order Quantity</td> </tr> <tr> <td><input type="checkbox"/> Enforce Alias Uniqueness</td> <td></td> </tr> </tbody> </table>		Status Attributes	Locator Control: Prespecified	<input checked="" type="checkbox"/> Include in ATP	Default Locator Status: Active	<input checked="" type="checkbox"/> Allow Reservation	Picking Order	<input checked="" type="checkbox"/> Nettable	Dropping Order	<input checked="" type="checkbox"/> Quantity Tracked	Inactive On	<input checked="" type="checkbox"/> Asset Subinventory	Notify	<input type="checkbox"/> Depreciable	Location: AC_CAIRO	<input type="checkbox"/> Enable PAR Level Planning	Picking UOM	<input type="checkbox"/> Enable Locator Alias	Default Replenishment Count Type: Order Quantity	<input type="checkbox"/> Enforce Alias Uniqueness	
Status Attributes	Locator Control: Prespecified																				
<input checked="" type="checkbox"/> Include in ATP	Default Locator Status: Active																				
<input checked="" type="checkbox"/> Allow Reservation	Picking Order																				
<input checked="" type="checkbox"/> Nettable	Dropping Order																				
<input checked="" type="checkbox"/> Quantity Tracked	Inactive On																				
<input checked="" type="checkbox"/> Asset Subinventory	Notify																				
<input type="checkbox"/> Depreciable	Location: AC_CAIRO																				
<input type="checkbox"/> Enable PAR Level Planning	Picking UOM																				
<input type="checkbox"/> Enable Locator Alias	Default Replenishment Count Type: Order Quantity																				
<input type="checkbox"/> Enforce Alias Uniqueness																					
Lead Times <table border="1"> <tbody> <tr> <td>Pre-Processing</td> <td>Type:</td> </tr> <tr> <td>Processing</td> <td>Organization:</td> </tr> <tr> <td>Post-Processing</td> <td>Subinventory:</td> </tr> </tbody> </table>		Pre-Processing	Type:	Processing	Organization:	Post-Processing	Subinventory:														
Pre-Processing	Type:																				
Processing	Organization:																				
Post-Processing	Subinventory:																				
Sourcing <table border="1"> <tbody> <tr> <td>Type:</td> <td>Item / Subinventory</td> <td>Locators</td> </tr> <tr> <td>Organization:</td> <td></td> <td></td> </tr> <tr> <td>Subinventory:</td> <td></td> <td></td> </tr> </tbody> </table>		Type:	Item / Subinventory	Locators	Organization:			Subinventory:													
Type:	Item / Subinventory	Locators																			
Organization:																					
Subinventory:																					

13.2 Steps to Define Receiving Subinventory: C_REC

1- Following the same Steps as previous Subinventory except for the following:

a- Type: Receiving

b- Location: **AC_CAIRO** (Mandatory)

C- In the Main Tab:

- UnCheck the **Quantity Tracked**.
- UnCheck the Asset **Subinventory**.

Subinventories (AC1)

Name: C_REC	Description: CAIRO RECEIVING SUBINVENTORY
Status: Active	Default Cost Group: CG-109520
Type: Receiving	[]
<input checked="" type="button"/> Main <input type="button"/> Accounts	
Parameters <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Status Attributes <input checked="" type="checkbox"/> Include in ATP <input checked="" type="checkbox"/> Allow Reservation <input checked="" type="checkbox"/> Nettable <input type="checkbox"/> Quantity Tracked <input type="checkbox"/> Asset Subinventory <input type="checkbox"/> Depreciable <input type="checkbox"/> Enable PAR Level Planning <input type="checkbox"/> Enable Locator Alias <input type="checkbox"/> Enforce Alias Uniqueness </div> <div style="width: 45%;"> Locator Control <input checked="" type="button"/> None Default Locator Status Picking Order Dropping Order Inactive On Notify Location <input checked="" type="button"/> AC_CAIRO Picking UOM Default Replenishment Count Type <input type="button"/> Order Quantity </div> </div>	
Lead Times <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Pre-Processing <input type="button"/> </div> <div style="width: 30%;"> Sourcing <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Type <input type="button"/> </div> <div style="width: 45%;"> Organization <input type="button"/> </div> </div> </div> <div style="width: 30%;"> Processing <input type="button"/> </div> <div style="width: 30%;"> Subinventory <input type="button"/> </div> <div style="width: 30%;"> Post-Processing <input type="button"/> </div> </div>	
<input type="button"/> Item / Subinventory <input type="button"/> Locators	

2- Following the same Steps as previous we created the rest of Subinventory as following:

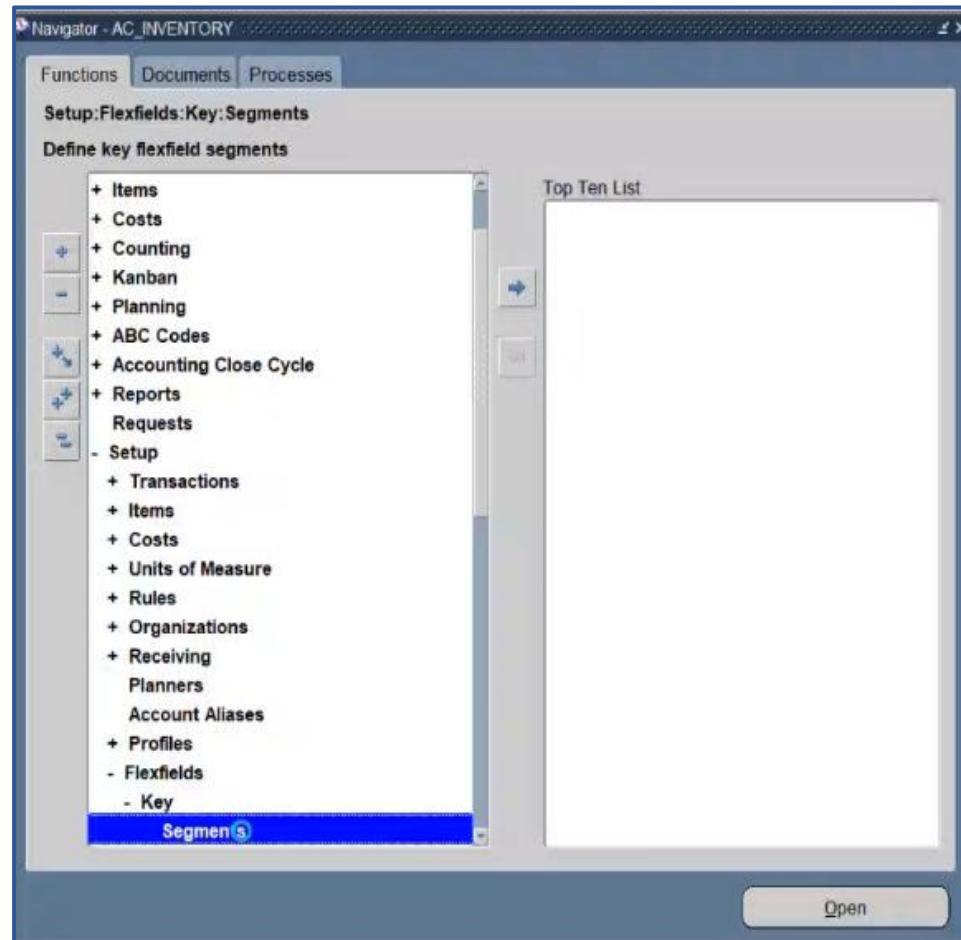
Subinventories Summary (AC1)

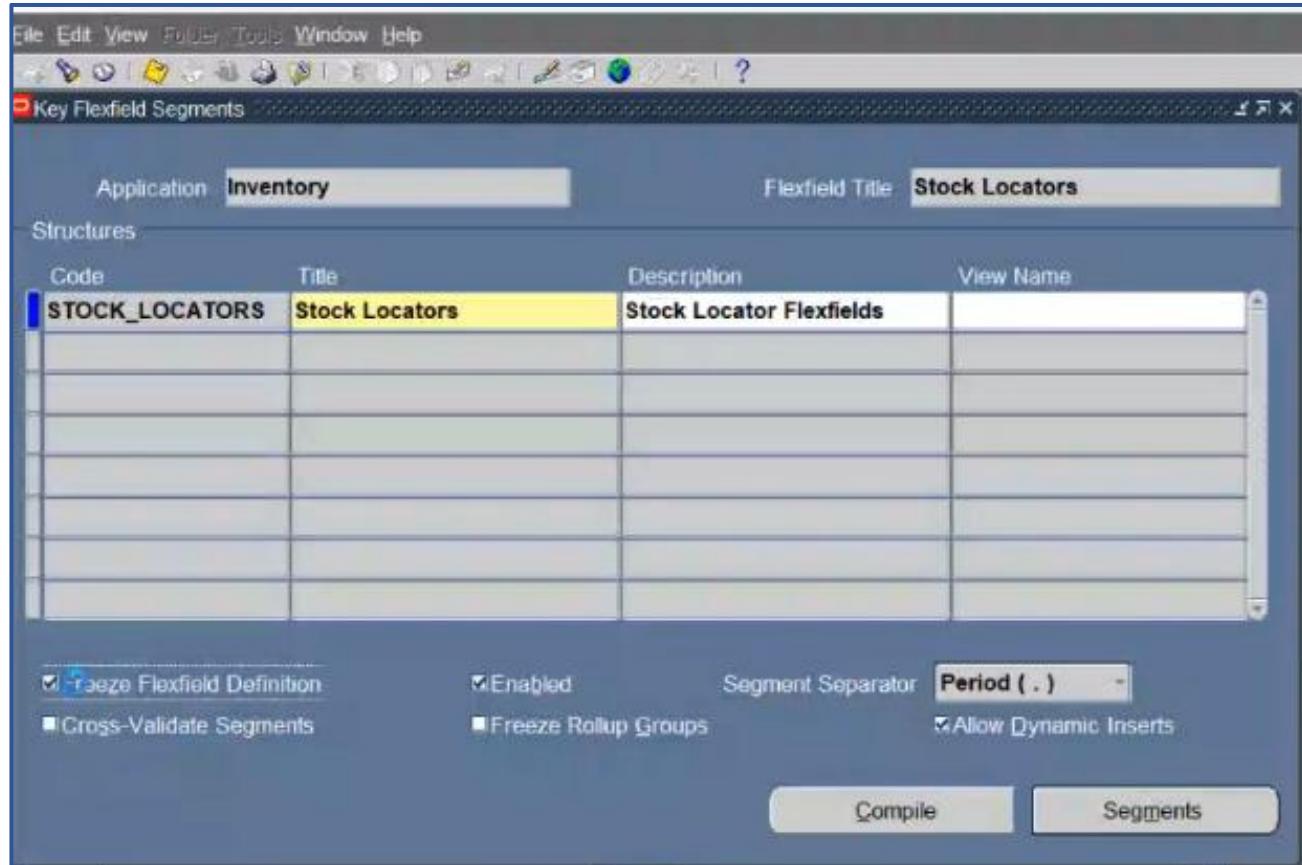
Name	Description	Status	Default Cost Group
C_ACC	ACESSORIES SUBINV. CAIRO	Active	CG-109520
C_COS	COSMETICS SUBINV. CAIRO	Active	CG-109520
C_REC	CAIRO RECEIVING SUBINVENTORY	Active	CG-109520
C_SEG	SEGREGATION AREA CAIRO	SEG	CG-109520
C_STG	STAGING AREA CAIRO	Active	CG-109520
SEG	SEGREGATION AREA	Inactive	CG-109520
S_ACC	ACCESSORIES SUBINV. CANAL CITI	Active	CG-109520
S_COS	COSMETICS SUBINV. CANAL CITIES	Active	CG-109520
S_REC	CANAL CITIES RECEIVING SUBINVE	Active	CG-109520
S_SEG	SEGREGATION AREA CANAL CITIES	SEG	CG-109520
S_STG	STAGING AREA CANAL CITIES	Active	CG-109520

Item / Subinventory Locators New Open

14.1 Steps to Define stock locators Key Flexfield Segments:

1. Navigate to the **AC_INVENTORY** responsibility.
2. Go to the **Setup** sub-Menu.
3. Click on **Flexfields** Sub-Menu
4. Select **Key** Sub-Menu
5. Click on **Segments** Function.
6. On the "Key Flexfield Segments" screen, Enter the following:
 - a. Application: **Inventory**
 - b. Flexfield Title: **Stock Locators**
7. In the "Structures" region, select the row where:
 - a. Code: **STOCK_LOCATORS**
 - b. Title: **Stock Locators**





14.2 Steps to define the individual stock locator segments:

1. clicking the **Segments** Button on the "Key Flexfield Segments" screen
2. In the "Segments Summary (Stock Locators) - Stock Locators" window Enter the following:
3. Data for the "Row" Segment:
 - Number: **10**
 - Name: **Row**
 - Window Prompt: **Row**
 - Column: **SEGMENT1**
 - Value Set: **AC_ROW**
 - Displayed: **checked**
 - Enabled: **checked**
 - Updatable: **checked**
 - Insertable: **checked**

4. Data for the "Bin" Segment (Line 30):

- Number: **30**
 - Name: **Bin**
 - Window Prompt: **Bin**
 - Column: **SEGMENT3**
 - Value Set: **AC_B**
 - Displayed: **checked**
 - Enabled: **checked**
 - Updatable: **checked**
 - Insertable: **checked**

14.3 Create New Value Set Steps :

1. Selecting the "Row" segment in the "Segments Summary" window and then clicking the **"Value Set"** button.

2. Details of the "AC_ROW" Value Set:

1. Value Set Name: Enter **AC_ROW**
2. List Type: Select **List of Values**
3. Security Type: Select **No Security**

3. In Format Validation:

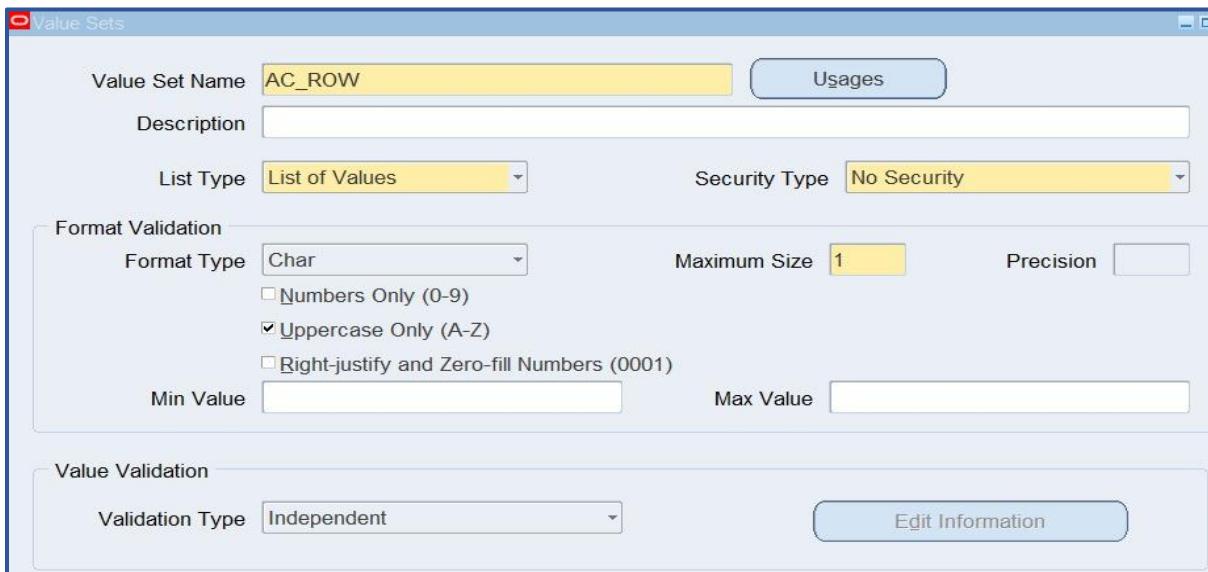
1. Format Type: **Char**
2. Maximum Size: Enter **1**
3. Uppercase Only (A-Z): **Checked**

4. Value Validation:

1. Validation Type: **Independent**

5. Repeat the same previous steps for AC_BIN, noting that the difference is that:

- The Validation Type: **Dependent (On AC_ROW Value Set)**



The screenshot shows the 'Value Sets' dialog box with the following settings for the 'AC_ROW' value set:

- Value Set Name:** AC_ROW
- Description:** (empty)
- List Type:** List of Values
- Security Type:** No Security
- Format Validation:**
 - Format Type:** Char
 - Maximum Size:** 1
 - Precision:** (empty)
 - Checkboxes:** Numbers Only (0-9) (unchecked), Uppercase Only (A-Z) (checked), Right-justify and Zero-fill Numbers (0001) (unchecked)
- Value Validation:**
 - Validation Type:** Independent

Value Sets

Value Set Name	AC_BIN	Usages	
Description			
List Type	List of Values	Security Type	No Security
Format Validation			
Format Type	Number	Maximum Size	1
<input checked="" type="checkbox"/> Numbers Only (0-9) <input type="checkbox"/> Uppercase Only (A-Z) <input type="checkbox"/> Right-justify and Zero-fill Numbers (0001)			
Min Value		Max Value	
Value Validation			
Validation Type	Dependent	Edit Information	

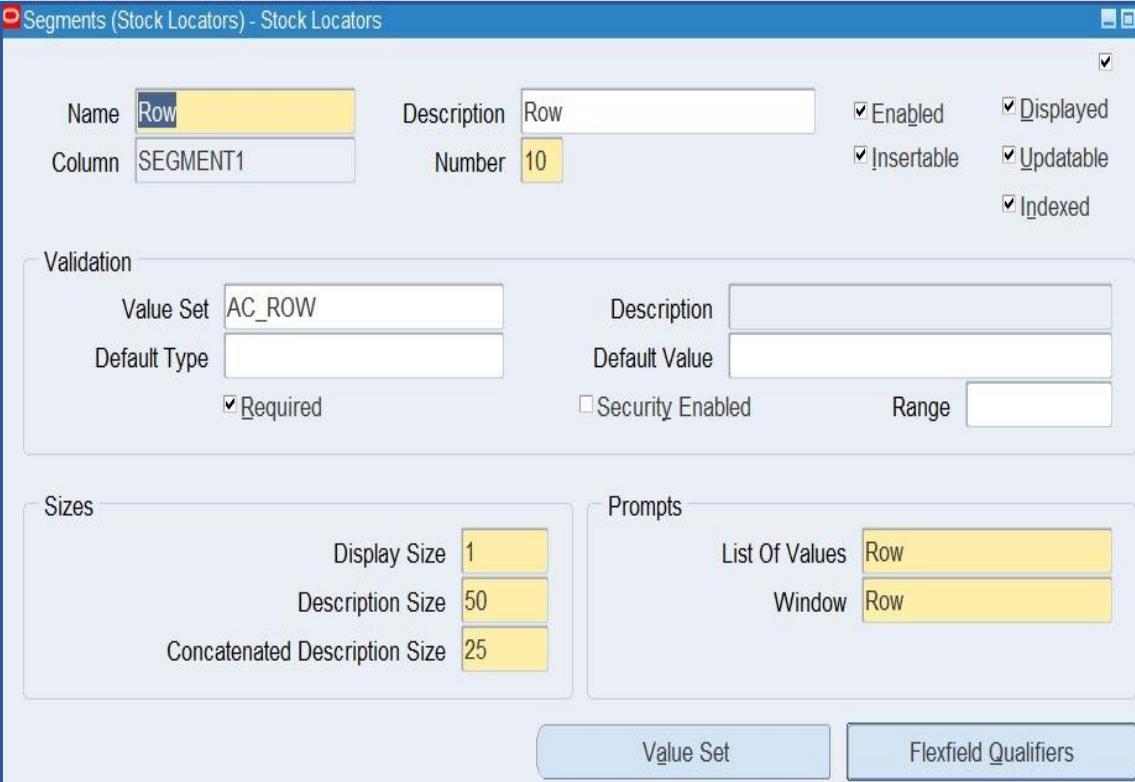
Dependent Value Set Information

Independent Value Set	
Name	AC_ROW
Description	
Dependent Default Value	
Value	1
Description	makeup

14.4 Steps to Enter Segment Details:

1. In the "Segments Summary (Stock Locators) - Stock Locators" window, select the **Row** segment (Number 10).
2. Click the **Open** Button located at the bottom right of the "Segments Summary" window.
3. Details of the "Row" Segment Definition:

Name: **Row**
 Column: **SEGMENT1**
 Description: **Row**
 Number: **10**
 Enabled: **Checked**
 Displayed: **Checked**
 Insertable: **Checked**
 Updatable: **Checked**
 Indexed: **Checked**
4. Validation:
 Value Set: **AC_ROW**
 Required: **Checked**



The screenshot shows the 'Segments (Stock Locators) - Stock Locators' dialog box. The 'Row' segment is selected. Key details shown include:

- Name:** Row
- Description:** Row
- Column:** SEGMENT1
- Number:** 10
- Enabled:**
- Displayed:**
- Insertable:**
- Updatable:**
- Indexed:**

Validation:

- Value Set:** AC_ROW
- Default Type:** (empty)
- Required:**
- Description:** (empty)
- Default Value:** (empty)
- Security Enabled:**
- Range:** (empty)

Sizes:

- Display Size:** 1
- Description Size:** 50
- Concatenated Description Size:** 25

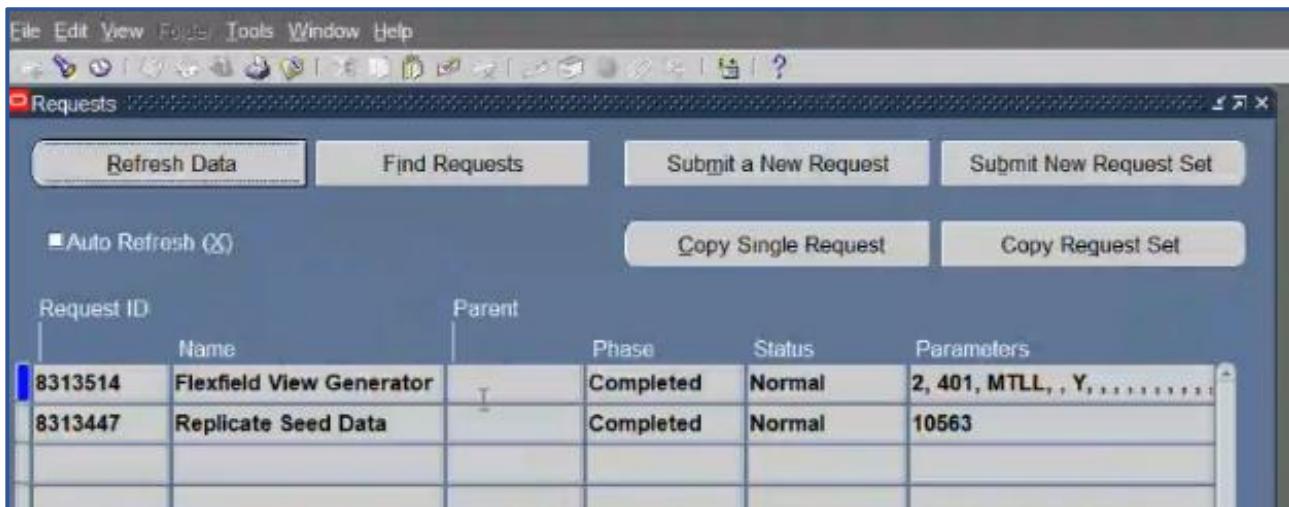
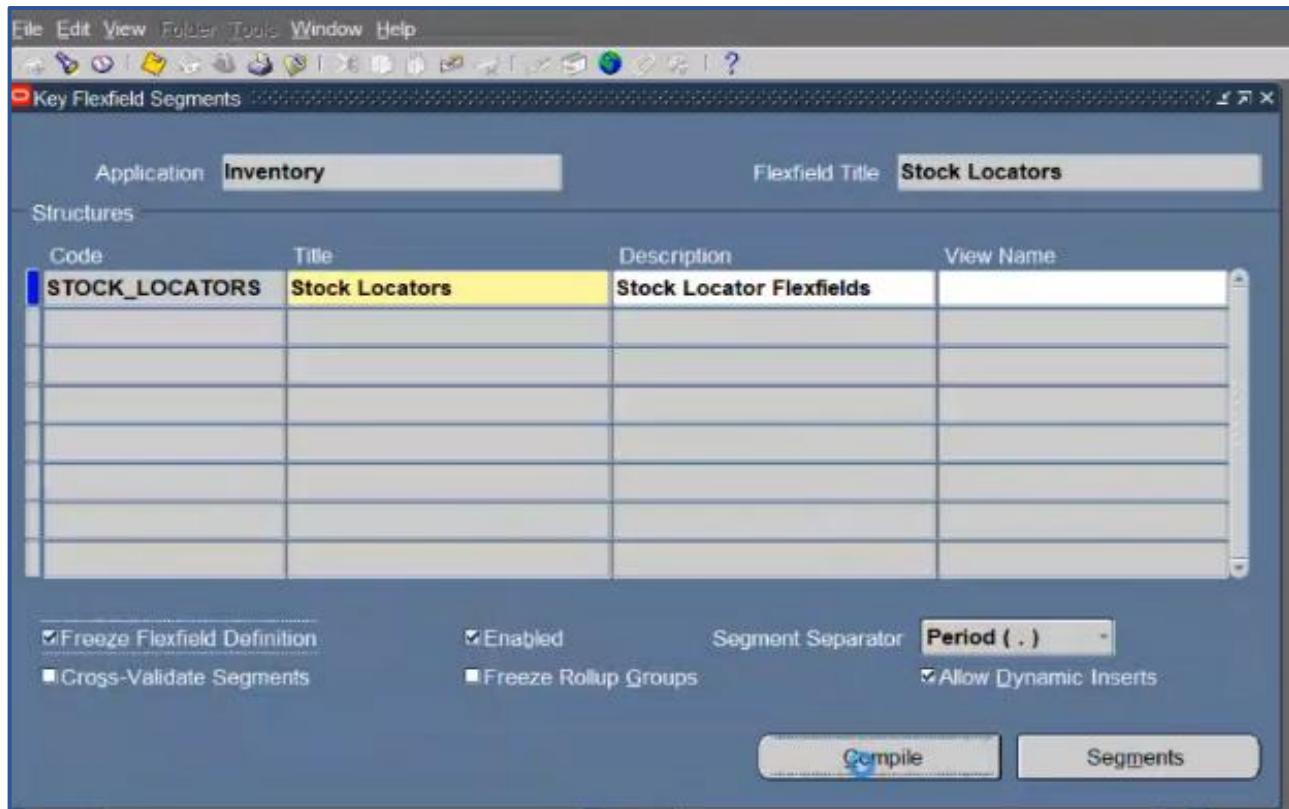
Prompts:

- List Of Values:** Row
- Window:** Row

At the bottom are buttons for **Value Set** and **Flexfield Qualifiers**.

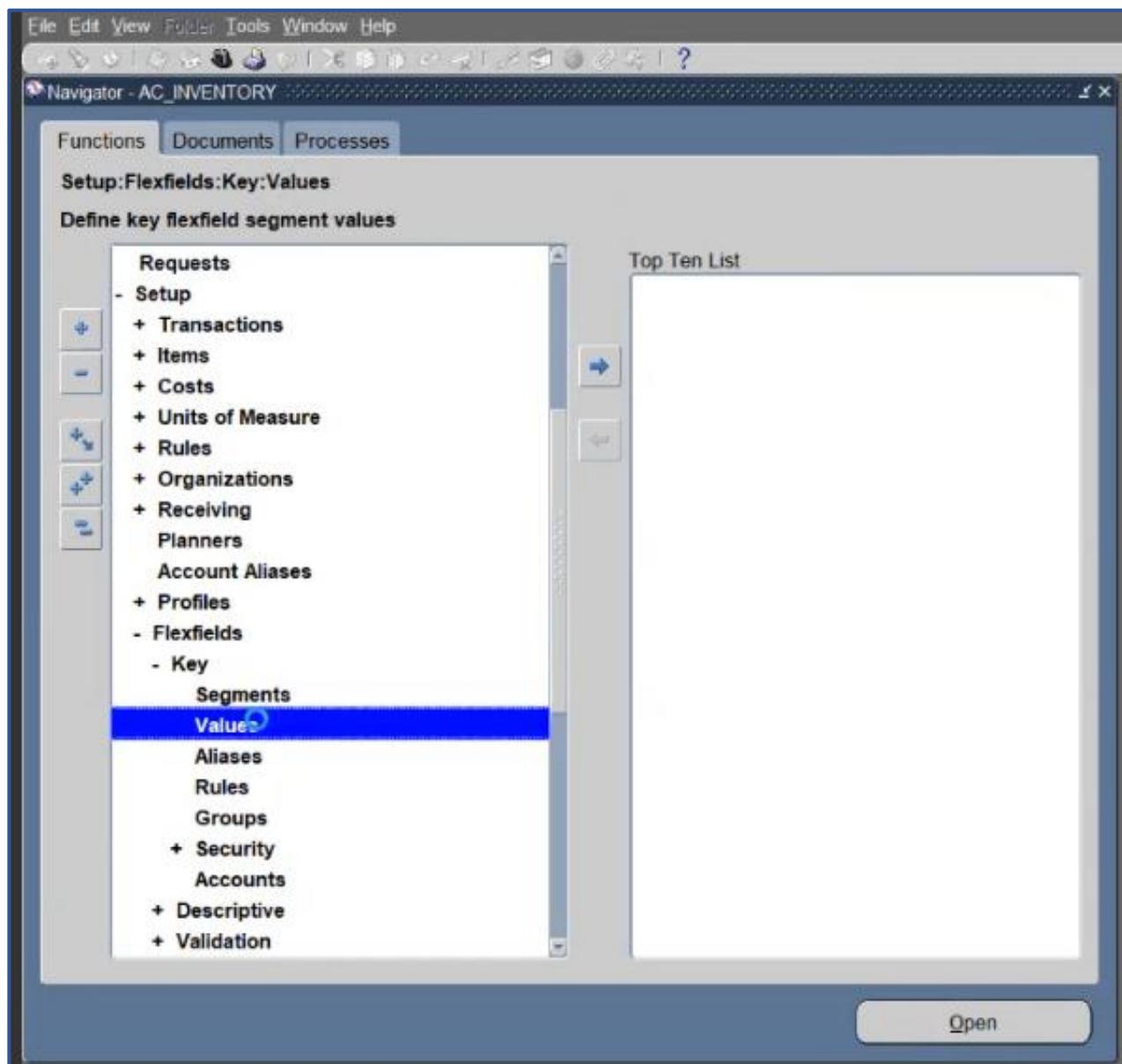
14.5 Steps to Finalize Flexfield Definition: Compilation.

1. On the "Key Flexfield Segments" screen, click the **Compile** button.
2. The "Request: Flexfield View Generator" will run automatically.



15.1 Steps to Define Key Flexfield Segment Values:

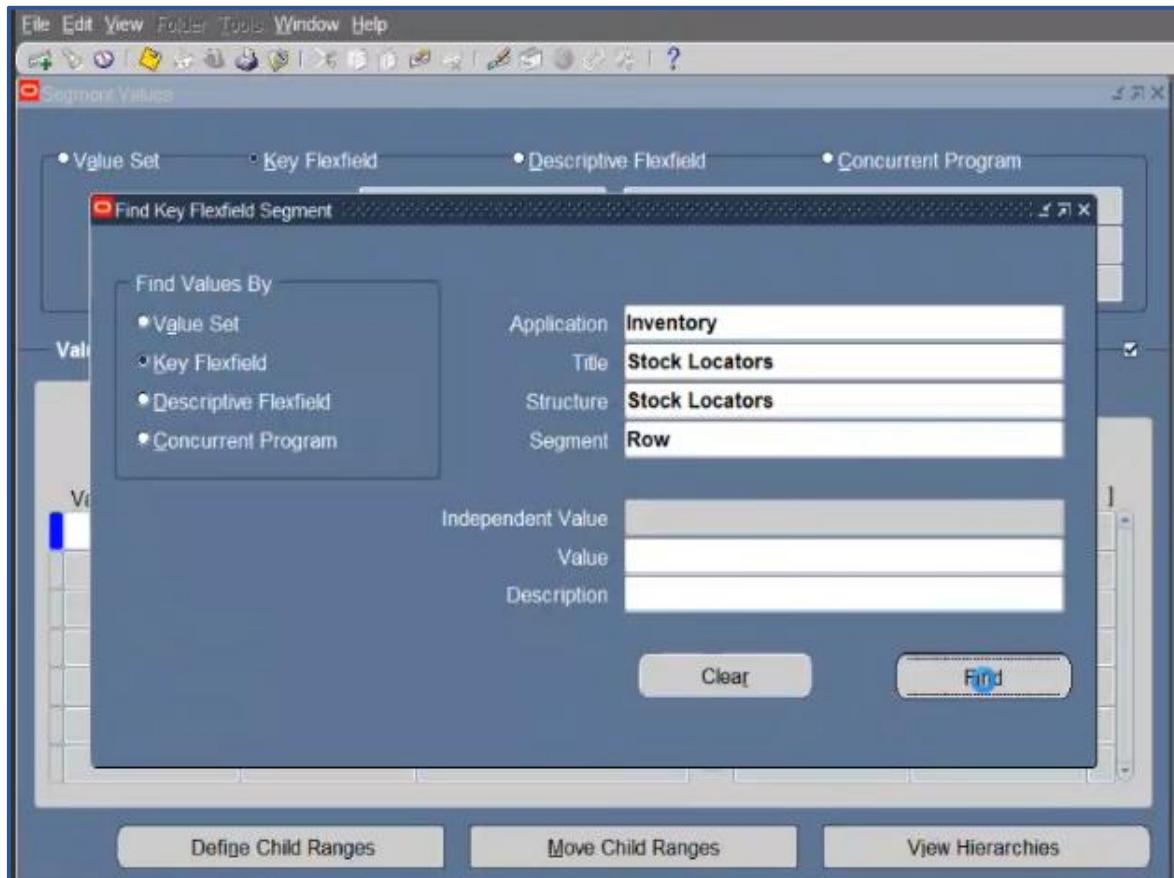
1. Navigate to the **AC_INVENTORY** responsibility.
2. Go to the **Setup** sub-Menu.
3. Click on **Flexfields** Sub-Menu.
4. Select **Key** Sub-Menu.
5. Click on the **Values** Function.

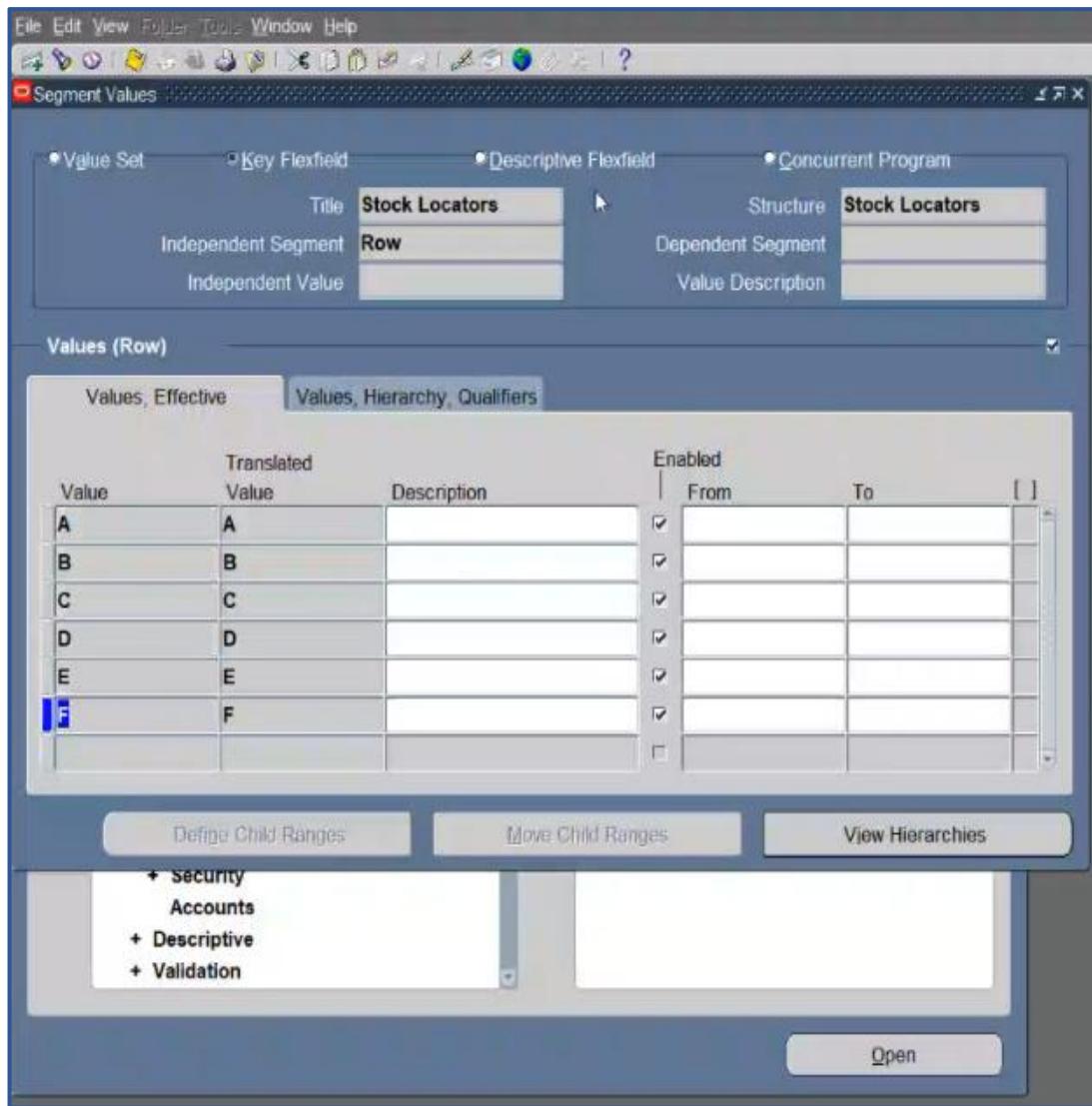


Open

15.2 Steps to Define Values by Key Flexfield (Method 1):

1. Navigating to the "Define key flexfield segment values" screen.
2. "Find Key Flexfield Segment", find values by: **Key Flexfield**.
3. Under the "**Key Flexfield**" option, specify:
 - Application: **Inventory**
 - Title: **Stock Locators**
 - Structure: **Stock Locators**
 - Segment: **Row**.
4. Click the **Find** button in the "Find Key Flexfield Segment" window.
5. In the Values (Row) enter the values:
 - Value: **A, B, C, D, E, F**
 - Enabled: **Checked enabled for all**





15.3 Steps to Define Values for Value Set (Method 2):

1. In the Find Value Set Screen:

1. Find Values By: Select Value Set
2. Name: AC_BIN
3. Independent Value: Enter B
4. Click on Find.

2. In Values (AC_BIN), in Values, Effective

1. Enter Value: **1, 2, 3**
 2. Enter Description: **MakeUp, SkinCare, Accessories**
 3. Enabled: **Checked** for All
 3. Do the same Steps for other Independent values.

Find Value Set

Find Values By <ul style="list-style-type: none"> <input checked="" type="radio"/> <u>Value Set</u> <input type="radio"/> <u>Key Flexfield</u> <input type="radio"/> <u>Descriptive Flexfield</u> <input type="radio"/> <u>Concurrent Program</u> 	Name <input type="text" value="AC_BIN"/> Independent Value <input type="text" value="B"/> Value <input type="text"/> Description <input type="text"/> <input type="button" value="Clear"/> <input type="button" value="Find"/>
--	--

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name	AC_ROW	
Dependent Value Set	AC_BIN	
Independent Value	B	

Values (AC_BIN)

Values, Effective Values, Hierarchy, Qualifiers

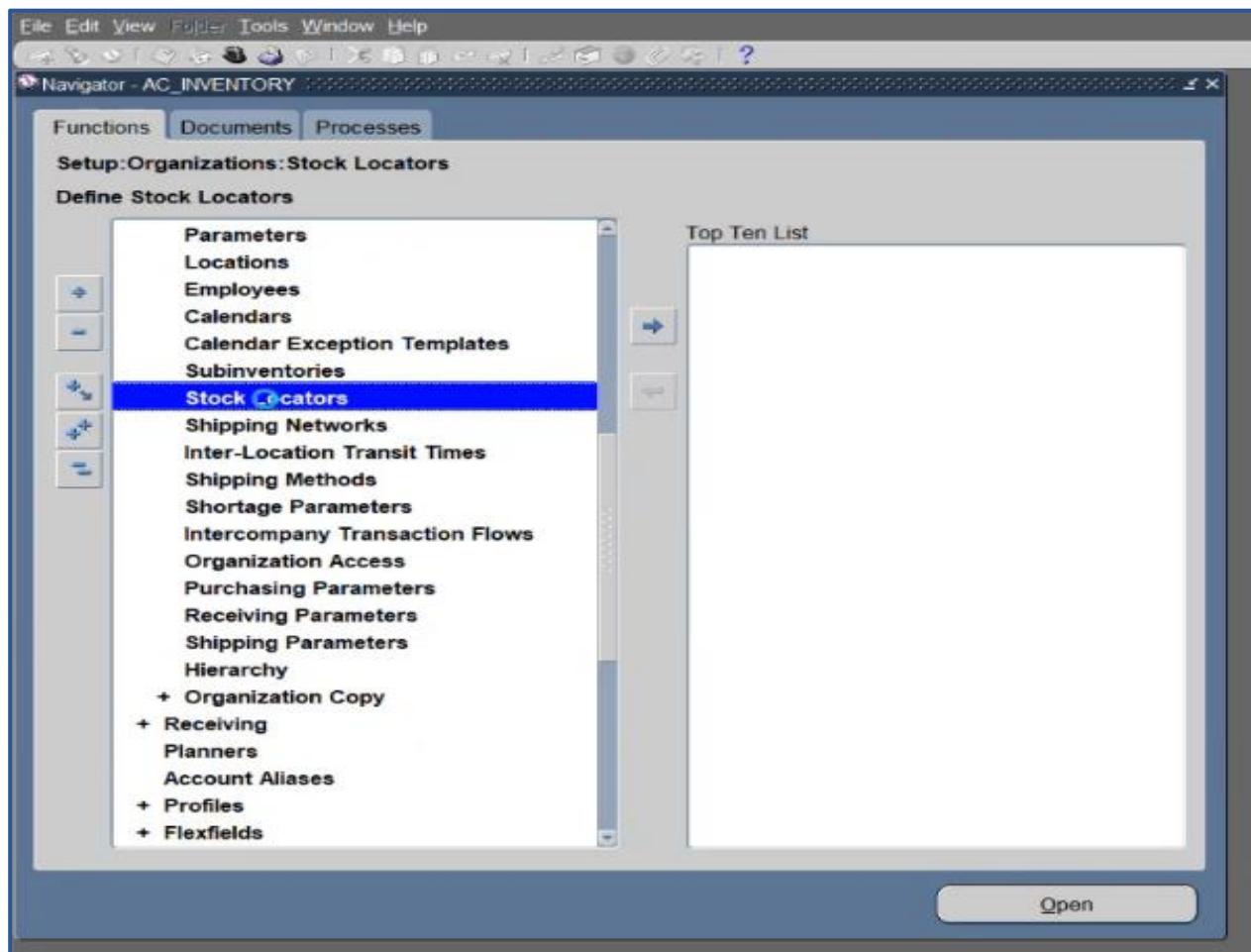
Value	Translated Value	Description	Enabled
1	1	makeup	<input checked="" type="checkbox"/> From
2	2	skincare	<input checked="" type="checkbox"/> To
3	3	accessories	<input checked="" type="checkbox"/> []
			<input type="checkbox"/>

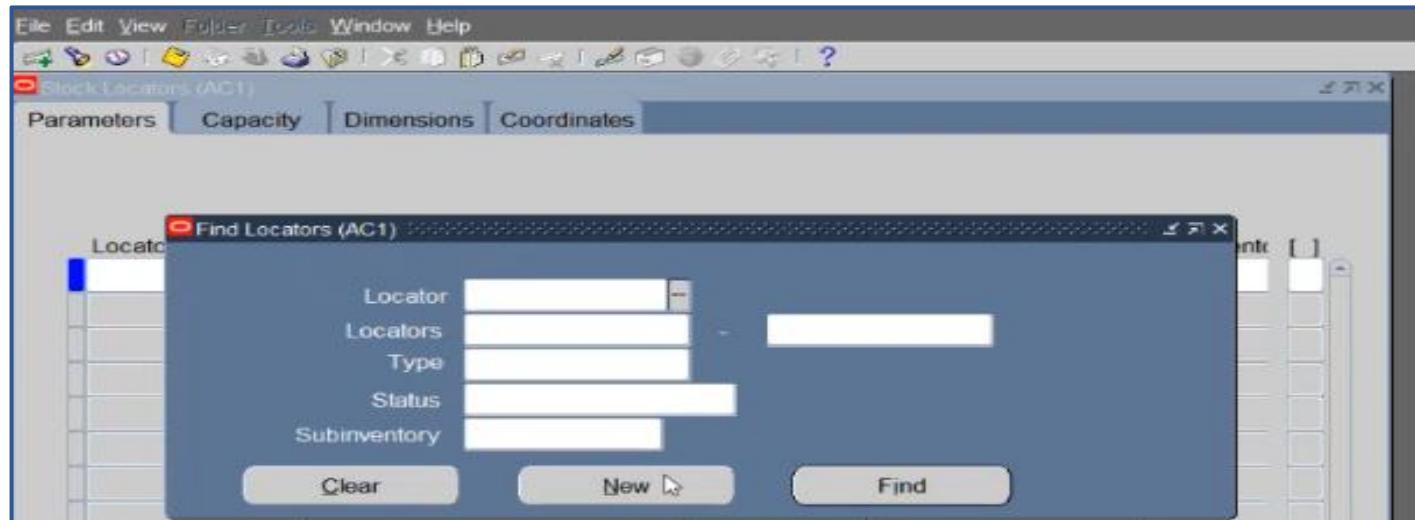
Define Child Ranges Move Child Ranges View Hierarchies

16. Steps to link Stock Locators to subinventories:

1. Navigate to the **AC_INVENTORY** responsibility.
2. Go to the **Setup** sub-Menu.
3. Click on **Organizations** Sub-Menu
4. Select **Stock Locators** Function.
5. In the **Find Locators** Screen, Click on **New**.
6. This is the **Stock Locators for AC1**
7. at Row: Enter row segment value (i.e. **A**) and at Bin: Enter bin segment value (i.e. **1**)
8. Enter Description: **Skin Care**
9. Enter subinventory where the locator is assigned: **AC_COS**

Do the same Steps for **Stock Locators in AC2**





Locator	Description	Type	Status	Subinventory
A				
B				
C				
D				
E				
F				
G				
H				
I				
J				
K				
L				
M				
N				
O				
P				
Q				
R				
S				
T				
U				
V				
W				
X				
Y				
Z				



Stock Locators (AC2)

Parameters	Capacity	Dimensions	Coordinates	
Locator	Description	Type	Status	Subinventc []
C.1	make up		▼ Active	R_5TH
C.1	skin care		▼ Active	R_5TH
C.1	accessories		▼ Active	R_5TH
C.1	storage		▼ Active	R_5TH
D.1	make up		▼ Active	R_NASR
D.1	skin care		▼ Active	R_NASR
D.1	accessories		▼ Active	R_NASR
F.1	make up		▼ Active	R_PORT
F.1	skin care		▼ Active	R_PORT
F.1	accessories		▼ Active	R_PORT

17. steps to create item template:

1. Navigate to the **AC_INVENTORY** responsibility.
2. Go to the **Setup** sub-Menu.
3. Click on **Items** Sub-Menu
4. Select **templates** Function.
5. Enter template name and description
6. Specify if this template is restricted to a certain organization
7. Enter attribute values and make sure it is enabled

Item Template (AC1)

Template	AC_MAKEUP	Description	attribute template for makeup products
Organization	<input type="text"/>	<input type="text"/>	[<input type="checkbox"/>]
Show:	All Groups		
Attribute Name	Controlled At	Value	Enabled
User Item Type	Org	Purchased item	<input checked="" type="checkbox"/>
Item Status	Org	Active	<input checked="" type="checkbox"/>
Primary Unit of Measure	Master		<input type="checkbox"/>
Conversions	Master		<input type="checkbox"/>
Description	Master		<input type="checkbox"/>
Global Descriptive Flexfield	Org		<input type="checkbox"/>
Tracking UOM Indicator	Master		<input type="checkbox"/>
Pricing UOM Indicator	Master		<input type="checkbox"/>
Defaulting Control	Master		<input type="checkbox"/>
Secondary Unit of Measure	Master		<input type="checkbox"/>

18. steps to create Transaction type:

1. Navigate to the **AC_INVENTORY** responsibility.
2. Go to the **Setup** sub-Menu.
3. Click on **transactions** Sub-Menu
4. Select **types** Function.
5. From **user** tab
6. Create new transaction type: **AC_Stock rebalance**

7. specify source type and transaction action: **source type: move order, action: subinventory transfer**
8. The new transaction type will be available in the transaction type field of transactions with the relevant source type

Transaction Types

Name	Description	Source Type	Action	[]
AC_Customer Fulfillment	fulfill pickup or delivery prc	Move order	Subinventory transfer	[]
AC_Failed inspection		Move order	Subinventory transfer	[]
AC_Stock Rebalance	store A has excess while s	Move order	Subinventory transfer	[]
Case Cart	Case Cart	Move order	Subinventory transfer	[]
Cover Shortage in WH		Move order	Subinventory transfer	[]
NL Sub-inventory Transfer		Move order	Subinventory transfer	[]
Parts Transfer from Workshop	Parts Transfer from Works	Move order	Subinventory transfer	[]
Parts Transfer to Workshop	Parts Transfer to Worksho	Move order	Subinventory transfer	[]
eIB Subinventory Transfer	eIB Subinventory Transfer	Move order	Subinventory transfer	[]

Move Orders (AC1)

Number	1	Description	stock rebalance between warehouses
Status	Incomplete	Move Order Type	Requisition
Default		Location	
Transaction Type	AC_Stock Rebalance	Destination Subinv	
Source Subinv		Date Required	24-04-2025 14:41:48
Destination Account		[]	

Item **Project and Task** **Source** **Destination** **Control**

Line	Item	Transaction Type	Date Required	UOM	Primary Quantity	[]
1	foundation	AC_Stock Rebalance	24-04-2025 14:41:48	Bot	2000	[]
2	lipstick (limited edition)	AC_Stock Rebalance	24-04-2025 14:41:48	EAC	2000	[]
3	hair dryer	AC_Stock Rebalance	24-04-2025 14:41:48	EAC	2000	[]

Item Description: brand w hair dryer 1000watt

On Hand **Approve**

19. steps to create Transaction reason:

- 1) Navigate to the AC_INVENTORY responsibility.
- 2) Go to the Setup sub-Menu.
- 3) Click on **transactions** Sub-Menu
- 4) Select **reason** Function.
- 5) Create new reason: **AC_Surge**
- 6) Use reason in transactions as needed

Transaction Reasons	
Name	Description
3shan mazagy	3shan mazagy
AC_Delivery	item stock does not meet quantity ordered for delivery
AC_Surge	immediate stock transfer required to meet demand surge
ADD	Inventory Add
ADJ	Count Adjustment
AJ Depreciation	Depreciation
APRV	QC Approved
BEG	Create Beginning Balance
BOTH	Increase and Decrease
CONS	Product Consumption

Move Orders (AC1)

Number	1	Description	stock rebalance between warehouses
Status	Incomplete	Move Order Type	Requisition
Default		Location	
Transaction Type	AC_Stock Rebalance	Destination Subinv	
Source Subinv		Date Required	24-04-2025 14:41:4
Destination Account		[]	

Item Project and Task Source Destination Control

Line	Item	Reason	Reference	Ref Type	Ref Source	Status []												
1	foundation					Incom												
2	lipstick (limited edition)					Incom												
3	hair dryer	AC_Surge				Incom												
		Transaction Reasons																
<input type="text" value="Find %"/> <table border="1"> <thead> <tr> <th>Reason</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>3shan mazagy</td> <td>3shan mazagy</td> </tr> <tr> <td>AC_Delivery</td> <td>item stock does not meet quantity ordered for delivery</td> </tr> <tr style="background-color: #3399FF; color: white;"> <td>AC_Surge</td> <td>immediate stock transfer required to meet demand surge</td> </tr> <tr> <td>ADD</td> <td>Inventory Add</td> </tr> <tr> <td>ADJ</td> <td>Count Adjustment</td> </tr> </tbody> </table>							Reason	Description	3shan mazagy	3shan mazagy	AC_Delivery	item stock does not meet quantity ordered for delivery	AC_Surge	immediate stock transfer required to meet demand surge	ADD	Inventory Add	ADJ	Count Adjustment
Reason	Description																	
3shan mazagy	3shan mazagy																	
AC_Delivery	item stock does not meet quantity ordered for delivery																	
AC_Surge	immediate stock transfer required to meet demand surge																	
ADD	Inventory Add																	
ADJ	Count Adjustment																	
Item Description		brand																

20. steps to create Material status:

1. Navigate to the **AC_INVENTORY** responsibility.
2. Go to the **Setup** sub-Menu.
3. Click on **transactions** Sub-Menu
4. Select **material status** Function.
5. Select status usage
6. sort transactions to allowed and disallowed as required.
7. Apply status

Material Status Definition

Name	SEG	<input checked="" type="checkbox"/> Enabled
Description	segregation	
<input checked="" type="checkbox"/> Allow Reservations <input checked="" type="checkbox"/> Include in ATP <input checked="" type="checkbox"/> Nettable		
Usage		
<input checked="" type="checkbox"/> Subinventory <input type="checkbox"/> Locator <input type="checkbox"/> Lot (G) <input type="checkbox"/> Serial (J) <input checked="" type="checkbox"/> On-hand		
Allowed Transactions <div style="border: 1px solid red; padding: 5px;"> Return to vendor from stores Transact Subinventory Transfer Move Order </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> >>(S) >(A) <(B) <<(D) </div> Disallowed Transactions <div style="border: 1px solid #ccc; padding: 5px; height: 150px; overflow-y: scroll;"> AB Inspection Failed Azaher_Account Issue Bakar Receipt COGS Recognition Con_subinventory Deduct Sample Qty Delivery adjustments on a Purchase order r Diar Account alias issue Diar Account alias receipt Diar Subinventory Transfer Electronic Devices Issue Essam Intransit transfer Essam Subinventory transfer GC Inspection Failed Karim alias tran issue </div>		

Subinventories Summary (AC1)

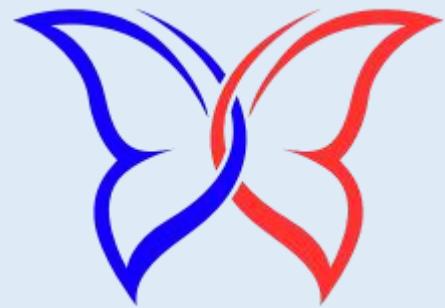
Name	Description	Status	Default Cost Group
C_SEG	SEGREGATION AREA CAIRO	SEG	CG-109520

21. steps to set up inter organizational transfers:

1. Navigate to the AC_INVENTORY responsibility.
2. Go to the Setup sub-Menu.
3. Click on organizations Sub-Menu
4. Select shipping networks Function.
5. Select ship from and ship to organizations
6. Select transfer type: **intransit** or direct
7. Select receipt routing: direct, **standard** or inspection required
8. Enable internal order required if needed

Shipping Networks (AC1)

Organization	AC1	AC_WAREHOUSES	Find			
Scope	From or To Organization:					
Shipping Networks						
Main	Transfer, Distance	Primary Accounts	Secondary Accounts	Other Accounts	Subcontracting	Transfer Price
Organization		Manual Receipt at Expense Destination				
		Elemental Visibility Enabled		Internal Order Required		
From	To	Transfer Type	FOB	Receipt Routing	[]	
AC1	AC2	Intransit	Receipt	<input type="checkbox"/> Standard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AC2	AC1	Intransit	Receipt	<input type="checkbox"/> Standard	<input type="checkbox"/>	<input type="checkbox"/>
Organization Name		From AC_WAREHOUSES			New	Open
		To AC_RETAIL				

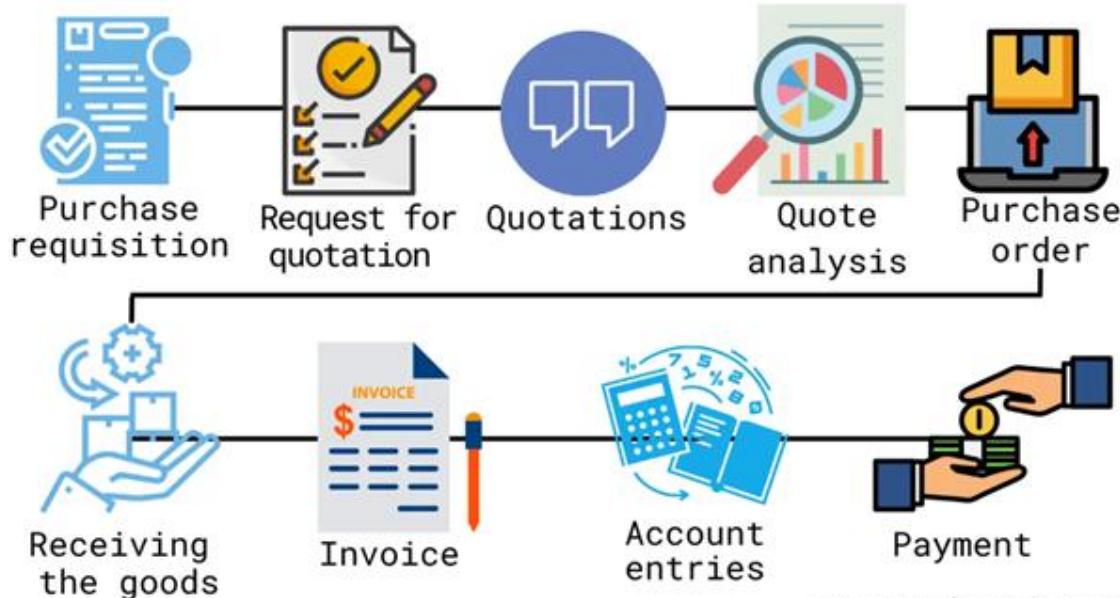


ALPHA COMPANY
COSMETICS TRADING

SET UP DOCUMENT

PURCHASING

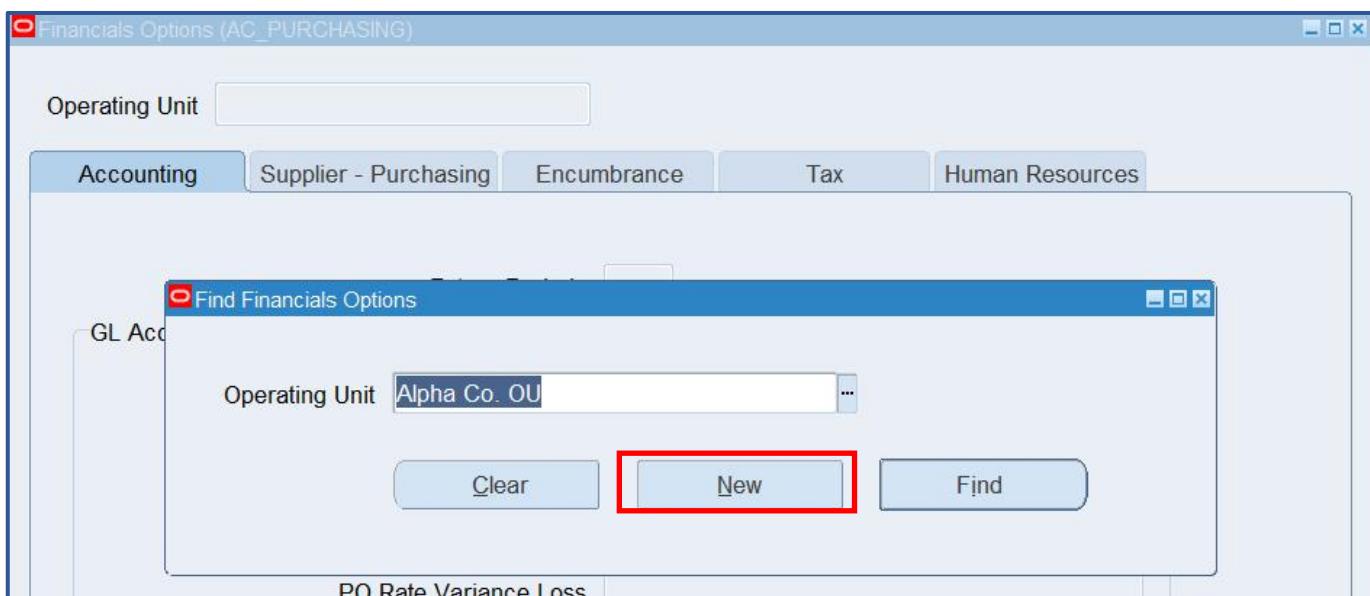
Procure to Pay cycle (P2P cycle)



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1- Define Financials Options For Alpha Co. OU

- AC_Purchasing responsibility > Set up > Organization > Financial options



Financials Options (AC_PURCHASING)

Operating Unit Alpha Co. OU

Accounting Supplier - Purchasing Encumbrance Tax Human Resources

Future Periods	
GL Accounts	2
Liability	01-000-2210-0000-000
Prepayment	01-000-1340-0000-000
Bills Payable	01-000-2580-0000-000
Discount Taken	01-740-7825-0000-000
PO Rate Variance Gain	01-740-7842-0000-000
PO Rate Variance Loss	01-740-7844-0000-000
Expenses Clearing	
Miscellaneous	
Retainage	01-000-2210-0000-000

- **Accounting Financials Options:**

- **Future Periods:**

- ✓ The number of future periods you use in your ledger.
- ✓ You can enter invoices in future periods.

- **GL Accounts:**

- ✓ **Liability:**

- ❖ This account is assigned as the default Liability Account for all new suppliers you enter.
- ❖ You can override this value during supplier entry.

- ✓ **Prepayment:**

- ❖ Advanced payment account.

✓ **Discount Taken:**

- ✧ Used to record the discounts you take on payments.

✓ **PO Rate Variance Gain/Loss:**

- ✧ Used to record the exchange rate variance gains/losses for your inventory items.
- ✧ The variance is calculated between the invoice and either the purchase order or the receipt, depending on how you matched the invoice.

✓ **Retainage:**

- ✧ Used for the amounts or percentages of payments that are withheld until work under a contract is completed and accepted.

Financials Options (AC_PURCHASING)

Operating Unit	Alpha Co. OU
<input type="checkbox"/> RFQ Only Site	
Ship-To Location	
Bill-To Location	AC_OU
Inventory Organization	ACM - AC_MASTER_ORG.
Ship Via	
FOB	
Freight Terms	

• **Supplier - Purchasing Financial Options:**

✓ **RFQ Only Site:**

- ✧ If the OU used only for sourcing.

✓ **Inventory Organization:**

- ✧ Use the Master org. as it contains all item codes.

Financials Options (AC_PURCHASING)

Operating Unit	Alpha Co. OU			
Accounting	Supplier - Purchasing	Encumbrance	Tax	Human Resources
Business Group: Vision Corporation Expense Reimbursement Address: Home <input checked="" type="checkbox"/> Use Approval Hierarchies Employee Number Method: Automatic Next Automatic Number: 2565				

- **Human resources Financials Options:**

- ✓ **Use Approval Hierarchies:**

- ❖ Enable this option to use position hierarchies to determine approval paths for your documents within Purchasing.
- ❖ Disable this option if you want approval paths based on the supervisor structure.

2- Define Purchasing Options For Alpha Co. OU

- AC_Purchasing responsibility > Set up > Organization > Purchasing options

- We define specific categories of options:
 - **Document Control:** Define control options, such as the receipt close point.
 - **Document Defaults:** Define default options, such as the minimum release amount.
 - **Receipt Accounting:** Define the accrual method and the accounts which will be used for receipt accounting.
 - **Document Numbering:** Define the numbering method, numbering type, and next number for each of your documents.

Purchasing Options

* Indicates required field

Document Control

* Price Tolerance (%)	25
Price Tolerance Amount (USD)	
Enforce Full Lot Quantity	Advisory
Receipt Close Point	Accepted
Cancel Requisitions	Optionally
SBI Buying Company Identifier	
Output Format	PDF
Maximum Attachment Size (in MB)	
Email Attachment Filename	

Enforce Price Tolerance (%)
 Enforce Price Tolerance Amount
 Display Disposition Messages
 Notify if Blanket PO exists
 Allow Item Description Update
 Enforce Buyer Name
 Enforce Supplier Hold
 Gapless Invoice Numbering
 RFQ Required
 Group Shipments

● Document Control Options:

✓ **Enter the Price Tolerance Percentage:**

- ✧ This is the percentage by which the auto created purchase order line price cannot exceed the requisition line price (25%).
- ✧ You can enforce the Price Tolerance Percentage If you select Enforce Price Tolerance Percentage.

Note: If the price on a requisition line is zero, then price tolerance checks do not apply.

✓ **Enforce Full Lot Quantity option:**

- ✧ **None:** The requisition quantity is not rounded to the lot quantity.
- ✧ **Automatic:** The requisition quantity is forced to the rounded quantity.
- ✧ **Advisory:** An advisory message suggesting rounding and a suggested rounding quantity are displayed, but you can override.

For example:

- System Options Enforce Full Lot Quantities = Yes
- Items Rounding Factor = 75%
- Items Unit of Issue = DZ
- Unit of Measure on Internal Requisition = Each
 1. If the user enters 6 Each on the IR, the quantity will be rounding to 0.

2. If the user enters 11 Each on the IR, the quantity will be rounded to 12 Each.

✓ **Receipt Close Point:**

- ✧ Represents when the shipment is closed for receiving: Accepted (passed inspection), Delivered, or Received.

✓ **Cancel Requisitions options:**

- ✧ **Always:** When canceling the PO, PR is also canceled.
- ✧ **Never:** When canceling the PO, PR doesn't canceled, so it is again available for inclusion on a PO.
- ✧ **Optional:** When canceling the PO, you are given the option to cancel the IR.

✓ **Select Notify If Blanket PO Exists:**

- ✧ If you want to be notified if existing blanket purchase agreements when you create a requisition, purchase order, or blanket purchase agreement line for the item. If you sourced the item, you see the following message: Blanket purchase order [number] already exists for this item.

✓ **Allow Item Description Update:**

- ✧ You can define for each item whether you allow updating of the item description during the creation of requisition, RFQ, quotation, or purchase order lines. This update affects only the line you are creating.

✓ **Select Enforce Supplier Hold:**

- ✧ As you do not want to be able to approve purchase orders created with suppliers that are on hold.

Document Defaults

Requisition Import Group-By	Internal Requisition Order Type: AC_Internal Sale	Line Type: Goods
Internal Requisition Order Source: Internal	Rate Type: Corporate	
Receipt Close Tolerance (%)	Match Approval Level: 3 Way	
Invoice Close Tolerance (%)	Price Break Type: Cumulative	
Quote Warning Delay: 7	Price Type: <input style="width: 100px; height: 20px; border: none; background-color: #f0f0f0;" type="button" value="..."/>	
Acknowledgement Required	Minimum Release Amount (USD): 5.000.00	
Acknowledgment Lead Time (Days)	Buyer: <input style="width: 100px; height: 20px; border: none; background-color: #f0f0f0;" type="button" value="..."/>	

● Document Defaults Options:

- ✓ **Select the default Order Type for internal requisitions:**
 - ✧ Order types are defined in Order Management. The order type you choose here is the type that used to create sales orders from internal requisitions.
- ✓ **Select the default Order Source for internal requisitions:**
 - ✧ Select Internal.
- ✓ **Quote Warning Delay:**
 - ✧ When a quotation is due to expire within **7 days**, you will receive a warning message.
- ✓ **Line Type:**
 - ✧ Represents a default Line Type for requisition, RFQ, quotation, and purchase order lines.
 - ✧ When you create any of these documents, the line type is part of your item information. You can override the line type for each.
 - ✧ There are 4 options: **Goods**, Fixed priced service, Rate-based service or Outside processing.
- ✓ **Rate Type:**
 - ✧ Select the currency Rate Type that defaults on requisitions, PO, RFQs, and quotations.
- ✓ **Match Approval Level:**
 - ✧ Select one of the following options for Match Approval Level:
 - **Two-Way:** PO and invoice quantities are matched before the corresponding invoice can be paid.

- **Three-Way:** PO, receipt, and invoice quantities are matched before the corresponding invoice can be paid.
- **Four-Way:** PO, receipt, inspection, and invoice quantities are matched before the corresponding invoice can be paid.

✓ **Price Break Type:**

- ✧ Select the Price Break Type that defaults on BPA or CPA:
 - **Cumulative:** Price breaks apply to the cumulative quantity on all release shipments for the item.
 - **Non-cumulative:** Price breaks apply to quantities on individual release shipments for the item.

✓ **Minimum Release Amount:**

- ✧ Enter the Minimum Release Amount that defaults on blanket, contract, and planned purchase orders.
- ✧ This amount is in your functional currency (5000).

Receipt Accounting

Accrue Expense Items	Period End	Automatic Offset Method	None
Accrue Inventory Items	At Receipt	* Expense AP Accrual Account	01-000-1340-0000-000
Company-Department-Account			

● **Receipt Accounting Options:**

✓ **Accrue Expense Items:**

- ✧ There are 2 options:
 - **At Receipt:** Accrue expense items upon receipt.
 - **Period End:** Accrue expense items at period end.

✓ **Accrue Inventory Items:**

- ✧ You have only one choice: **On Receipt**.

✓ **The default Expense AP Accrual Account.**

Document Numbering

Document	Entry	Type	Next Number
RFQ Number	Automatic	Alphanumeric	1
Quotation Number	Automatic	Alphanumeric	1
PO Number	Automatic	Alphanumeric	11
Requisition Number	Automatic	Alphanumeric	7

- **Document numbering Options:**

- ✓ **Entry method:**

- ❖ **Automatic:** automatically assigns a unique sequential number to each document when you create the document.
- ❖ **Manual:** You provide a document number manually when you enter the document.

Important: You can change the method of entering document numbers at any time. If you originally allow manual entry and switch to automatic entry, make sure to enter a Next Number that is higher than the highest number you assigned manually.

- ✓ **Number Type :**

- ❖ Numeric or **Alphanumeric**.

- ✓ **Enter the Next Number:**

- ❖ This is the starting value that is used for generating unique sequential document numbers if you choose Automatic document number entry.

3- Define Receiving Options For Warehouse Inventory Organization

- AC_Purchasing responsibility > Set up > Organization > Receiving options

Receiving Options		Inventory Organization AC_WAREHOUSES Go																					
<p>* Indicates required field</p> <table border="1"> <tr> <td>Enforce Ship-To: None</td> <td>ASN Control Action: None</td> <td colspan="2"> <input type="checkbox"/> Allow Unordered Receipts <input type="checkbox"/> Allow Express Transactions <input type="checkbox"/> Allow Cascade Transactions <input type="checkbox"/> Allow Blind Receiving </td> </tr> <tr> <td>* Receipt Days Early: 3</td> <td>* Receipt Days Late: 3</td> <td colspan="2"></td> </tr> <tr> <td>Receipt Days Exceed-Action: Warning</td> <td>Over Receipt Tolerance (%): 10</td> <td colspan="2"></td> </tr> <tr> <td>Over Receipt Action: Warning</td> <td>RMA Receipt Routing: Inspection Required</td> <td colspan="2"></td> </tr> <tr> <td>Receipt Routing: Standard Receipt</td> <td><input type="checkbox"/> Allow Substitute Receipts</td> <td colspan="2"></td> </tr> </table>				Enforce Ship-To: None	ASN Control Action: None	<input type="checkbox"/> Allow Unordered Receipts <input type="checkbox"/> Allow Express Transactions <input type="checkbox"/> Allow Cascade Transactions <input type="checkbox"/> Allow Blind Receiving		* Receipt Days Early: 3	* Receipt Days Late: 3			Receipt Days Exceed-Action: Warning	Over Receipt Tolerance (%): 10			Over Receipt Action: Warning	RMA Receipt Routing: Inspection Required			Receipt Routing: Standard Receipt	<input type="checkbox"/> Allow Substitute Receipts		
Enforce Ship-To: None	ASN Control Action: None	<input type="checkbox"/> Allow Unordered Receipts <input type="checkbox"/> Allow Express Transactions <input type="checkbox"/> Allow Cascade Transactions <input type="checkbox"/> Allow Blind Receiving																					
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Over Receipt Action: Warning	RMA Receipt Routing: Inspection Required																						
Receipt Routing: Standard Receipt	<input type="checkbox"/> Allow Substitute Receipts																						
<table border="1"> <tr> <td>Receipt Number Generation: Automatic</td> <td><input checked="" type="checkbox"/> Validate Serial Numbers on RMA Receipts</td> </tr> <tr> <td>Receipt Number Type: Alphanumeric</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>* Next Receipt Number: 3</td> <td>Validate Lots on RMA Receipts: Restricted with Warning</td> </tr> <tr> <td colspan="2">Accounting</td> </tr> <tr> <td colspan="2"> <p>* Receiving Inventory Account: 01-000-1410-0000-000</p> <p>Company-Department-Account-Sub-Account-Product</p> </td> </tr> <tr> <td colspan="2"> <p>Retroactive Price Adjustment Account</p> <p>Company-Department-Account-Sub-Account-Product</p> </td> </tr> </table>				Receipt Number Generation: Automatic	<input checked="" type="checkbox"/> Validate Serial Numbers on RMA Receipts	Receipt Number Type: Alphanumeric	<input checked="" type="checkbox"/>	* Next Receipt Number: 3	Validate Lots on RMA Receipts: Restricted with Warning	Accounting		<p>* Receiving Inventory Account: 01-000-1410-0000-000</p> <p>Company-Department-Account-Sub-Account-Product</p>		<p>Retroactive Price Adjustment Account</p> <p>Company-Department-Account-Sub-Account-Product</p>									
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<p>Retroactive Price Adjustment Account</p> <p>Company-Department-Account-Sub-Account-Product</p>																							

- Use the Receiving Options window to define options that govern receipts in your system.
- Most of the options that you set here can be overridden for specific suppliers, items, and purchase orders.
- ✓ **Enforce Ship To:**
 - ❖ Enter the Enforce Ship To location option to determine whether the receiving location must be the same as the ship-to location. Choose one of the following options:
 - None: The receiving location may differ from the ship-to location.
 - Reject: Purchasing does not permit receipts when the receiving location differs from the ship-to location.
 - Warning: Purchasing displays a warning message but permits receipts when the receiving location differs from the ship-to location.
- ✓ **Advance Shipment Notice (ASN) Control Action:** Choose an action for ASN Control. This field determines how Purchasing handles receiving against purchase order shipments for which an Advance Shipment Notice (ASN) exists. Choose one of the following options.
 - None: Purchasing does not prevent or warn you when you try to receive against a purchase order shipment for which an ASN exists.

- Reject: Purchasing gives you a message and prevents you from receiving against a purchase order shipment for which an ASN exists.
- Warning: Purchasing gives you a message informing you that an ASN exists for the purchase order shipment and lets you decide whether to receive against the purchase order shipment or its ASN.

✓ Days Early and Days Late for receipts :

- ✧ The maximum acceptable number of Days Early and Days Late for receipts are 3 days.

✓ Days Exceed-Action:

- ✧ This field determines how Purchasing handles receipts that are earlier or later than 3 days.
- ✧ There are 3 options:
 - None: Receipts may exceed the allowed days early or late.
 - Reject: Purchasing does not permit receipts outside the selected number of days early or late.
 - Warning: Purchasing displays a warning message but permits receipts outside the selected number of days early or late.

✓ Over Receipt Tolerance:

- ✧ The maximum acceptable Over Receipt Tolerance percentage (10%).

✓ Over Receipt Action:

- ✧ This field determines how Purchasing handles receipts that exceed the quantity received tolerance.
- ✧ There are 3 options:
 - None: Receipts may exceed the selected tolerance.
 - Reject: Purchasing does not permit receipts that exceed the selected tolerance.
 - Warning: Purchasing displays a warning message but permits receipts that exceed the selected tolerance.

✓ **RMA Receipt Routing:**

- ✧ There are 3 options: Direct Delivery, Standard Receipt, or Inspection Required.

✓ **Receipt Routing:**

- ✧ There are 3 options: Direct Delivery, Standard Receipt, or Inspection Required.

✓ **Allow Unordered Receipts** if you want to receive unordered items. You can later match the unordered receipts to a purchase order. If you enable this option, you can override it for specific suppliers and items.

✓ **Validate Serial Numbers on RMA Receipts:**

- ✧ Restricts serial numbers displayed in the list of serial numbers for an RMA line.

✓ **Receipt Number Generation:**

- ✧ **Automatic:** Purchasing automatically assigns a unique sequential number to each receipt when you create the receipt.
- ✧ **Manual:** You provide a receipt number manually when you enter the receipt.
- Purchasing generates receipt numbers within inventory organizations rather than across inventory organizations. So, for example, the same receipt number could be used by different inventory organizations.

Important: You can change the method of entering receipt numbers at any time. If you originally allow manual entry and switch to automatic entry, make sure to enter a Next Number that is higher than the highest number you assigned manually.

✓ **Receipt Number Type:**

- ✧ Numeric or Alphanumeric.

✓ **Enter the Next Receipt Number:**

- ✧ This is the starting value you want Purchasing to use for generating unique sequential receipt numbers if you choose Automatic receipt number entry.

✓ **Accounting:**

- ✧ Enter the default Receiving Inventory Account.

- ❖ Enter the account number for the Retroactive Price Adjustment Account: This is the account that receiving will use to post an adjusting entry for changes in pricing after a shipment has been received and accrued.

Then set the same options for the other org. (Retail organization).....

Receiving Options

* Indicates required field

Enforce Ship-To	None <input type="button" value="▼"/>
ASN Control Action	None <input type="button" value="▼"/>
* Receipt Days Early	3 <input type="text"/>
* Receipt Days Late	3 <input type="text"/>
Receipt Days Exceed-Action	Warning <input type="button" value="▼"/>
* Over Receipt Tolerance (%)	10 <input type="text"/>
Over Receipt Action	Warning <input type="button" value="▼"/>
RMA Receipt Routing	Inspection Required <input type="button" value="▼"/>
Receipt Routing	Standard Receipt <input type="button" value="▼"/>
<input type="checkbox"/> Allow Substitute Receipts	

Inventory Organization: AC_RETAIL

Allow Unordered Receipts
 Allow Express Transactions
 Allow Cascade Transactions
 Allow Blind Receiving
 Validate Serial Numbers on RMA Receipts

Receipt Number Generation: Automatic
 Receipt Number Type: Alphanumeric
 * Next Receipt Number: 1001
 Validate Lots on RMA Receipts: Restricted with Warning

Accounting

* Receiving Inventory Account: 01-000-1410-0000-000

Company-Department-Account-Sub-Account-Product

Retroactive Price Adjustment Account:

Company-Department-Account-Sub-Account-Product

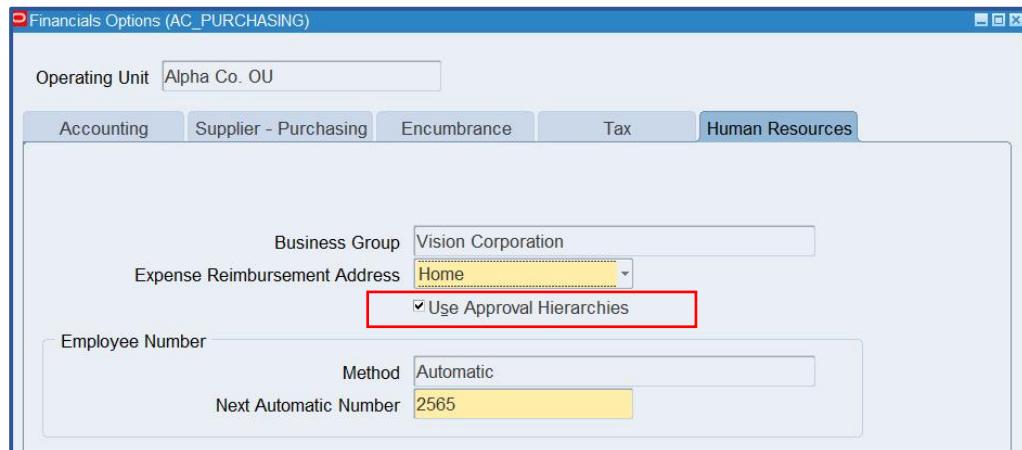
Position Hierarchy Setup

Employee	Job	Position	Department	Approval Group (limit)
Mohamed	Inventory Controller	Regional Inventory Controller	Inventory Management	5K
Mariam				
Kholoud	Purchasing Specialist	Senior Purchasing Specialist	Procurement	10K
Hanin				
Ahmed	Procurement Management	Senior Procurement Management		1M
Doaa	Supply Chain Management Executive	Senior Supply Chain Management Executive	Supply Chain Management	5M
Zeyad	Financial Director	Senior Financial Director	Finance	Unlimited

PR	
Regional Inventory Controller	Mohamed
Senior Purchasing Specialist	Hanin + Kholoud
Senior Supply Chain Management Executive	Doaa
PO	
Regional Inventory Controller	Mariam
Senior Purchasing Specialist	Hanin + Kholoud
Senior Supply Chain Management Executive	Doaa
CPA	
Senior Purchasing Specialist	Hanin + Kholoud
Senior Procurement Management	Ahmed
Senior Financial Director	Zeyad

1. Set Position hierarchy at Purchasing application level:

- AC_Purchasing responsibility > Set up > Organization > Financial options



2. Create new departments:

- Global HR manager responsibility > Work structures > Organization > Description

Work Structures:Organization:Description
Enter information for an organization

Organization

Name: Type:

Dates: Find Organization

Name: Type:
Location:

Organization Classification: Name:
 Enabled Disabled Either

Organizational Structure:

Buttons: Clear, New (A) (highlighted), Find (B)

Organization

Name: Type:

Dates: From: To:

Location: Internal or External:
 Location Address:
 Internal Address: [...]

Organization Classifications: Name: Enabled:

 Others:

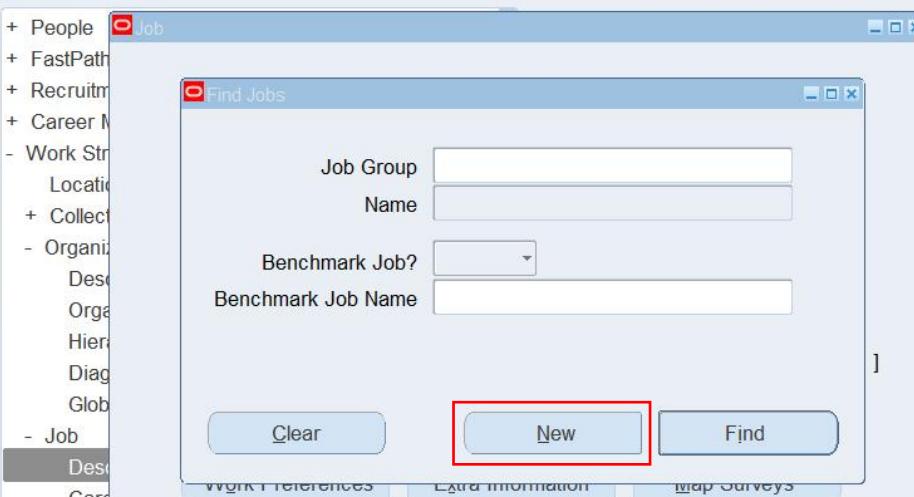
- ❖ Then Repeat the same method for all departments: Financial management, procurement, supply chain management.

3. Create new jobs:

- Global HR manager responsibility > Work structures > Job > Description

Work Structures:Job:Description

Enter job names



+ People
+ FastPath
+ Recruitm
+ Career M
- Work Str
Location
+ Collecti
- Organiz
Descri
Organ
Hierar
Diagn
Globa
- Job
Descri
Care
Care

Job

Find Jobs

Job Group
Name
Benchmark Job?
Benchmark Job Name

Clear New Find

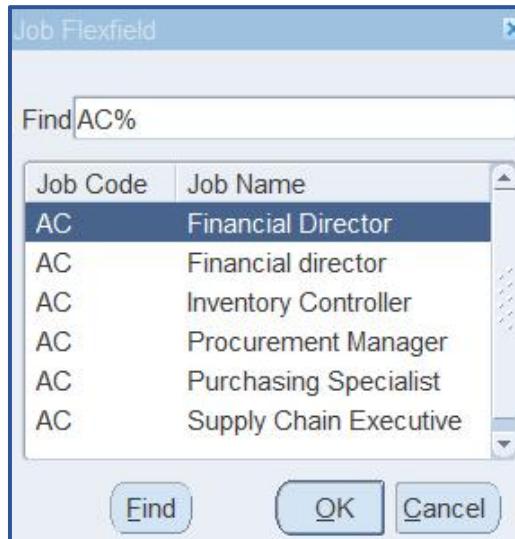
WORK PREFERENCES Extra Information Map Surveys

Job

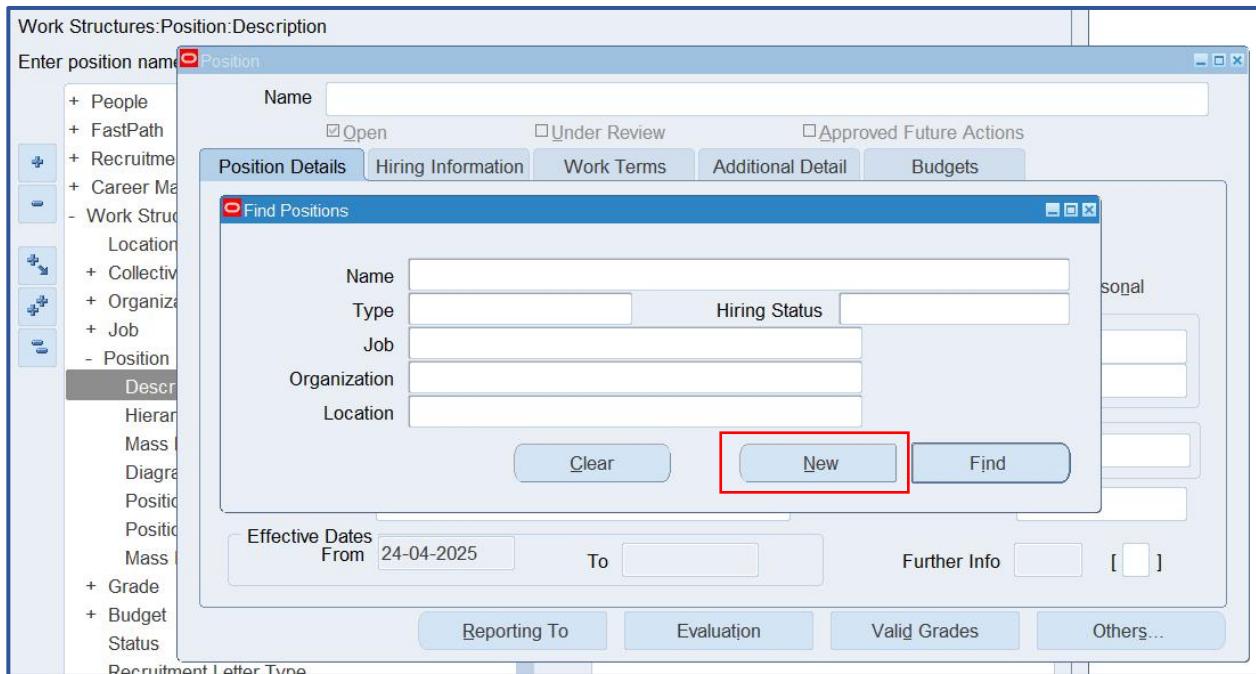
Job Group
Name
Dates -
Approval Authority
 Additional Employment Rights
 Benchmark Job
Benchmark Job Name
Further Information [...]

Evaluation Requirements Valid Grades
Work Preferences Extra Information Map Surveys

❖ Repeat for all jobs



4. Create new Positions:



The main dialog box is titled "Work Structures:Position:Description". On the left, there is a tree view with the following nodes expanded:

- + People
- + FastPath
- + Recruitment
- + Career Management
- Work Structures
 - Location
 - + Collective
 - + Organization
 - + Job
 - Position
- Position
- Descriptor
- Hierarchy
- Mass Update
- Diagram
- Position
- Position
- Mass Update
- + Grade
- + Budget
- Status
- Recruitment Letter Type

The "Position" tab is selected. Inside the "Position" tab, there is a sub-dialog titled "Find Positions" with the following fields:

Name	<input type="text"/>
Type	<input type="text"/>
Job	<input type="text"/>
Organization	<input type="text"/>
Location	<input type="text"/>

At the bottom of the sub-dialog are three buttons: "Clear", "New" (which is highlighted with a red box), and "Find".

Position

Name	AC.Regional Inventory Controller	<input type="checkbox"/> Open	<input type="checkbox"/> Under Review	<input type="checkbox"/> Approved Future Actions										
<input type="button" value="Position Details"/> <input type="button" value="Hiring Information"/> <input type="button" value="Work Terms"/> <input type="button" value="Additional Detail"/> <input type="button" value="Budgets"/>														
<table border="1"> <tr> <td>Start Date</td> <td>08-04-2025</td> </tr> <tr> <td>Date Effective Name</td> <td>AC.Regional Inventory Controller</td> </tr> <tr> <td>Type</td> <td>Pooled <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal</td> </tr> </table>					Start Date	08-04-2025	Date Effective Name	AC.Regional Inventory Controller	Type	Pooled <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal				
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Date Effective Name	AC.Regional Inventory Controller													
Type	Pooled <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal													
Organization & Job <table border="1"> <tr> <td>Organization</td> <td>AC_Inventory Management</td> <td>Proposed End Date</td> </tr> <tr> <td>Job</td> <td>AC.Inventory Controller</td> <td>Proposed End Date</td> </tr> </table>					Organization	AC_Inventory Management	Proposed End Date	Job	AC.Inventory Controller	Proposed End Date				
Organization	AC_Inventory Management	Proposed End Date												
Job	AC.Inventory Controller	Proposed End Date												
Hiring Status <table border="1"> <tr> <td>Status</td> <td>Active</td> <td>Start Date</td> <td>08-04-2025</td> <td>Proposed End Date</td> </tr> <tr> <td colspan="2">Location</td> <td>AC_OU</td> <td colspan="2">Status</td> </tr> </table>					Status	Active	Start Date	08-04-2025	Proposed End Date	Location		AC_OU	Status	
Status	Active	Start Date	08-04-2025	Proposed End Date										
Location		AC_OU	Status											
Effective Dates <table border="1"> <tr> <td>From</td> <td>08-04-2025</td> <td>To</td> <td>Further Info</td> <td>[...]</td> </tr> </table>					From	08-04-2025	To	Further Info	[...]					
From	08-04-2025	To	Further Info	[...]										
<input type="button" value="Reporting To"/> <input type="button" value="Evaluation"/> <input type="button" value="Valid Grades"/> <input type="button" value="Others..."/>														

Position

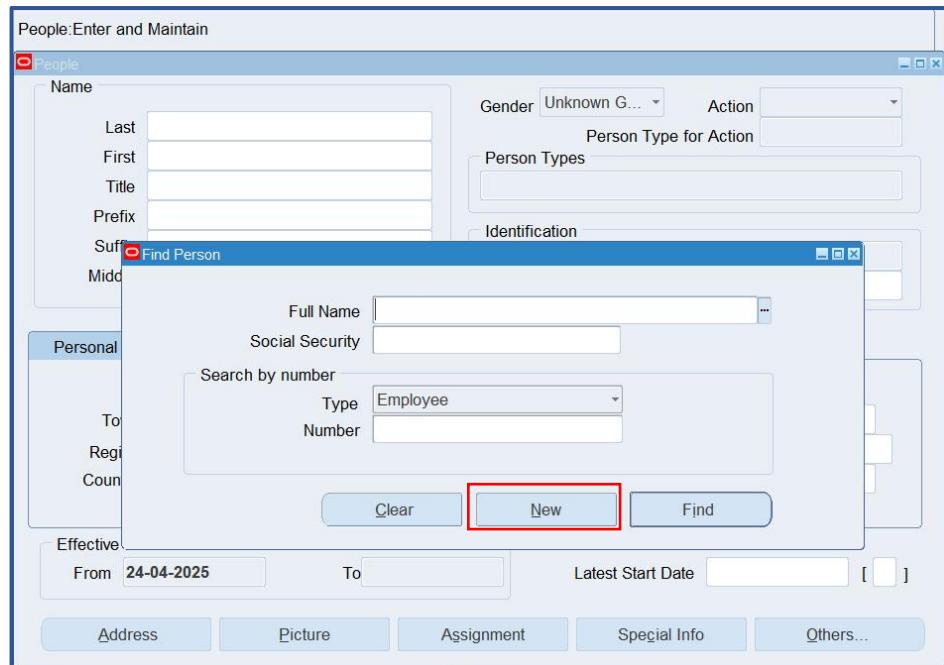
Name	AC.Regional Inventory Controller	<input type="checkbox"/> Open	<input type="checkbox"/> Under Review	<input type="checkbox"/> Approved Future Actions										
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<table border="1"> <tr> <td>FTE</td> <td>3</td> <td>Headcount</td> <td>3</td> <td>Bargaining Unit</td> </tr> <tr> <td colspan="2">Earliest Hire Date</td> <td colspan="2">Fill by Date</td> <td><input type="checkbox"/> Permit Recruiting</td> </tr> </table>					FTE	3	Headcount	3	Bargaining Unit	Earliest Hire Date		Fill by Date		<input type="checkbox"/> Permit Recruiting
FTE	3	Headcount	3	Bargaining Unit										
Earliest Hire Date		Fill by Date		<input type="checkbox"/> Permit Recruiting										
Proposed Entry Salary <table border="1"> <tr> <td>Payroll</td> <td>Step</td> <td>Salary Basis</td> </tr> <tr> <td>Grade</td> <td></td> <td>Grade/Scale Rate</td> </tr> <tr> <td>Value</td> <td>Grade Rate Range</td> <td></td> </tr> </table>					Payroll	Step	Salary Basis	Grade		Grade/Scale Rate	Value	Grade Rate Range		
Payroll	Step	Salary Basis												
Grade		Grade/Scale Rate												
Value	Grade Rate Range													
Probation <table border="1"> <tr> <td>Duration</td> <td>Duration Unit</td> </tr> </table>					Duration	Duration Unit								
Duration	Duration Unit													
Overlap <table border="1"> <tr> <td>Duration</td> <td>Duration Unit</td> </tr> </table>					Duration	Duration Unit								
Duration	Duration Unit													
Proposed Layoff <table border="1"> <tr> <td>FTE</td> <td>Date</td> </tr> </table>					FTE	Date								
FTE	Date													
<input type="button" value="Reporting To"/> <input type="button" value="Evaluation"/> <input type="button" value="Valid Grades"/> <input type="button" value="Others..."/>														

- ❖ Repeat for all positions.



5. Create employees:

- Global HR manager responsibility > People > Enter and maintain



The dialog box is titled "People: Enter and Maintain". It has a left sidebar with tabs for "People", "Personal", "To", "Regis", and "Coun". The "Personal" tab is selected. On the right, there are several input fields and dropdown menus. A search panel is open, showing a "Find Person" button. At the bottom of the search panel, there are three buttons: "Clear", "New" (which is highlighted with a red rectangle), and "Find". Below the search panel are buttons for "Address", "Picture", "Assignment", "Special Info", and "Others...".

People

Name	Gender <input type="text" value="Male"/>	Action <input type="text"/>
Last <input type="text" value="MOHAMED MEDHAT"/>	Person Type for Action	
First	Employee	
Title		
Prefix		
Suffix		
Middle		

Identification

Employee	2539
Social Security	

Personal Employment Office Details Applicant Further Name Other

Birth Date <input type="text" value="19-02-2002"/>	Age <input type="text" value="23"/>
Town of Birth	Status <input type="text"/>
Region of Birth	Nationality <input type="text"/>
Country of Birth	Registered Disabled <input type="text"/>

Effective Dates

From <input type="text" value="08-04-2025"/>	To <input type="text"/>	Latest Start Date <input type="text" value="08-04-2025"/> [...]
--	-------------------------	---

Address Picture **Assignment** Special Info Others...

Assignment(MOHAMED MEDHAT.)

Organization <input type="text" value="AC_Inventory Management"/>	Group <input type="text"/>
Job <input type="text" value="AC.Inventory Controller"/>	Position <input type="text" value="AC.Regional Inventory Controller"/>
Grade <input type="text"/>	Payroll <input type="text"/>
Location <input type="text" value="AC_OU"/>	Status <input type="text" value="Active Assignment"/>
Vacancy <input type="text"/>	
Assignment Number <input type="text" value="2539"/>	Collective Agreement <input type="text"/>
Assignment Category <input type="text"/>	Employee Category <input type="text"/>

Salary Information Supervisor Probation & Notice Period Standard Conditions Statutory Information

Review Salary Every <input type="text"/>	Review Performance Every <input type="text"/>
Salary Basis <input type="text"/>	

Effective Dates

From <input type="text" value="08-04-2025"/>	To <input type="text"/>	[...]
--	-------------------------	---------

Salary Entries Others...

Assignment(MOHAMED MEDHAT.)

Organization	AC_Inventory Management	Group	.									
Job	AC.Inventory Controller	Position	AC.Regional Inventory Controller									
Grade		Payroll										
Location	AC_OU	Status	Active Assignment									
Assignment Number		2539	Vacancy									
Assignment Category			Collective Agreement									
			Employee Category									
<input type="button" value="Salary Information"/> <input type="button" value="Supervisor"/> <input type="button" value="Probation & Notice Period"/> <input type="button" value="Standard Conditions"/> <input type="button" value="Statutory Information"/>												
<table border="1"> <tr> <td>Name</td> <td>HANIN MEDHAT.</td> <td>[...]</td> </tr> <tr> <td>Worker Number</td> <td>2537</td> <td></td> </tr> <tr> <td>Assignment Number</td> <td></td> <td></td> </tr> </table>				Name	HANIN MEDHAT.	[...]	Worker Number	2537		Assignment Number		
Name	HANIN MEDHAT.	[...]										
Worker Number	2537											
Assignment Number												
<table border="1"> <tr> <td>Effective Dates</td> <td>From</td> <td>08-04-2025</td> <td>To</td> <td></td> <td>[...]</td> </tr> </table>				Effective Dates	From	08-04-2025	To		[...]			
Effective Dates	From	08-04-2025	To		[...]							
<input type="button" value="Salary"/> <input type="button" value="Entries"/>		<input type="button" value="Others..."/>										

6. Create Position Hierarchy:

- Global HR manager responsibility > Work structures > Position > Hierarchy

Position Hierarchy 24-04-2025

Name	AC_PR_APPROVAL	<input type="checkbox"/> Primary	[]																
Version																			
Number	1	Date From	08-04-2025																
		Date To																	
<input type="button" value="Copy Hierarchy..."/>																			
<table border="1"> <tr> <td>Name</td> <td>AC.Senior Supply Chain Executive</td> <td>Worker Number</td> <td>2457</td> </tr> <tr> <td>Holder</td> <td>DOAA MEDHAT,</td> <td></td> <td></td> </tr> <tr> <td>Worker Type</td> <td>Employee</td> <td>Number of Subordinates</td> <td>2</td> </tr> <tr> <td colspan="2"> <input checked="" type="checkbox"/> Exists In Hierarchy </td> <td colspan="2"> <input type="button" value="Up"/> <input type="button" value="Down"/> </td> </tr> </table>				Name	AC.Senior Supply Chain Executive	Worker Number	2457	Holder	DOAA MEDHAT,			Worker Type	Employee	Number of Subordinates	2	<input checked="" type="checkbox"/> Exists In Hierarchy		<input type="button" value="Up"/> <input type="button" value="Down"/>	
Name	AC.Senior Supply Chain Executive	Worker Number	2457																
Holder	DOAA MEDHAT,																		
Worker Type	Employee	Number of Subordinates	2																
<input checked="" type="checkbox"/> Exists In Hierarchy		<input type="button" value="Up"/> <input type="button" value="Down"/>																	
<table border="1"> <tr> <th colspan="2">Subordinates</th> <th>Holders</th> <th>Number of Subordinates</th> <th>Down</th> </tr> <tr> <th>Name</th> <th>Name</th> <th>Number</th> <th>Number of Subordinates</th> <th></th> </tr> <tr> <td>AC.Senior Purchasing Specialist</td> <td>** 2 Holders **</td> <td></td> <td>1</td> <td><input type="button" value="Down"/></td> </tr> </table>				Subordinates		Holders	Number of Subordinates	Down	Name	Name	Number	Number of Subordinates		AC.Senior Purchasing Specialist	** 2 Holders **		1	<input type="button" value="Down"/>	
Subordinates		Holders	Number of Subordinates	Down															
Name	Name	Number	Number of Subordinates																
AC.Senior Purchasing Specialist	** 2 Holders **		1	<input type="button" value="Down"/>															

Position Hierarchy: 24-04-2025

Name	AC_PR_APPROVAL	<input type="checkbox"/> Primary	[]
Version			
Number	1	Date From	08-04-2025
		Date To	
Copy Hierarchy...			
Position			
Name	AC.Senior Purchasing Specialist		
Holder	** 2 Holders **	Worker Number	
Worker Type		Number of Subordinates	1 Up
<input checked="" type="checkbox"/> Exists In Hierarchy			
Subordinates			
Name	Name	Holders	Number of Subordinates
AC.Regional Inventory Controller	MOHAMED MEDHAT,	2539	0
		Down	Up Down

- ❖ Create hierarchy for different documents, i.e. PO, CPA

7. Create Approval groups:

- AC_Purchasing responsibility > Set up > Approvals > Approval groups

Setup:Approvals:Approval Groups

Approval Groups

Operating Unit	Alpha Co. OU	
Name	AC_10_THOUSAND	<input checked="" type="checkbox"/> Enabled
Description	approval group up to 10,000	

Approval Rules

Amount Limit

Object	Type	Low Value	High Value
Document Total	Include	10,000.00	
Account Range	Include	10,000.00	00-000-0000-0000-0000-ZZ-ZZZ-ZZZZ-ZZZZ-Z

- ❖ Repeat for all approval groups.

Find Approval Groups	
Find AC_%	
Approval Group	Description
AC_10_THOUSAND	approval group up to 10,000
AC_1MILLION	approval group up to 1M
AC_500_THOUSAND	approval group up to 500,000
AC_5_MILLION	approval group up to 5,000,000
AC_5_THOUSAND	approval group up to 5000
AC_UNLIMITED	

8. Assign Approval groups to positions:

- AC_Purchasing responsibility > Set up > Approvals > Approval Assignments

Setup:Approvals:Approval Assignments

Assign Approval Groups

Operating Unit	Alpha Co. OU
Position	AC.Regional Inventory Controller
Job	AC.Inventory Controller

Organization: AC_Inventory Management

Approval Assignments

Effective

Document Type	Approval Group	From	To	[]
Approve Internal Requisitions	AC_5_THOUSAND	08-04-2025		
Approve Purchase Requisitions	AC_5_THOUSAND	08-04-2025		

Assign Approval Groups

Operating Unit	Alpha Co. OU	Position	AC.Senior Supply Chain Executive	Organization	AC_Supply Chain Management
Job	AC.Supply Chain Executive				

Approval Assignments

Document Type	Approval Group	From	To	[]
Approve Purchase Requisition	AC_5_MILLION	08-04-2025		
Approve Standard Purchase Order	AC_5_MILLION	08-04-2025		
Approve Internal Requisitions	AC_5_MILLION	08-04-2025		
Approve Planned Purchase Order	AC_5_MILLION	08-04-2025		
Approve Blanket Purchase Agreement	AC_5_MILLION	08-04-2025		
Approve Blanket Releases	AC_5_MILLION	08-04-2025		

9. Assign Position Hierarchy to document:

- AC_Purchasing responsibility > Setup >purchasing > document types > purchase requisitions

Update Document Type: Requisition Purchase for Alpha Co. OU

* Indicates required field

Approval		Control
<input checked="" type="checkbox"/> Owner Can Approve <input checked="" type="checkbox"/> Approver Can Modify <input checked="" type="checkbox"/> Can Change Forward-To <input type="checkbox"/> Can Change Forward-From <input type="checkbox"/> Can Change Approval Hierarchy		* Document Name: Purchase Requisition Security Level: Private Access Level: Modify Autocreate Workflow: PO Create Documents Autocreate Workflow Start Process: Overall Document Creation/Launch A... <input type="checkbox"/> Use Contract Agreements for Auto-Sourcing
Approval Workflow	PO Requisition Approval	Autocreate Workflow
Workflow Start Process	Main Requisition Approval	Autocreate Workflow Start Process
Approval Transaction Type	Forward Method: Hierarchy	Overall Document Creation/Launch A...
	Default Hierarchy: AC_PR_APPROVAL	<input type="checkbox"/> Use Contract Agreements for Auto-Sourcing

✓ **Check Owner Can Approve :**

- ❖ To indicate that document preparers can approve their own documents (within his limit).

✓ **Check Approver Can Modify :**

- ❖ To indicate that document approvers can modify documents.

✓ **Check Can Change Forward-To :**

- ❖ To indicate that users can change the person the document is forwarded to.

✓ **Document Security:**

- ❖ You can restrict document access based on the following Security Level options for each document type:
 - Public: All system users can access the document
 - Private: Only the document owner and subsequent approvers can access the document
 - Purchasing: Only the document owner, subsequent approvers, and individuals defined as buyers can access the document
 - Hierarchy: Only the document owner, subsequent approvers, and individuals included in the security hierarchy can access the document

✓ **The Forward Method:**

◆ Field is not applicable when the Document Type is Quotation or RFQ.

COSMETICS TRADING

◆ Choose one of the following options:

- Direct: The default approver is the first person in the preparer's approval path that has sufficient approval authority.
- **Hierarchy:** The default approver is the next person in the preparer's approval path regardless of whether they have approval authority.

✓ **The Default Hierarchy:**

◆ This hierarchy then becomes the default in the Approve Documents window.