

ORACLE NAVIGATION MANUAL

ORA-20-004: DELEGATING PR APPROVAL (version 2)

Effectivity date: May 01, 2022

1. Purpose:

- 1.1. To have a standard navigational instruction to Purchasing users of Oracle in **delegating PR approval** while on leave.

2. Scope:

- 2.1. Purchasing Users of Oracle nationwide.

3. Implementing Guidelines

- 3.1. Refer Finance and Accounting SOP No. 06-014 version 03 for detailed policy in creating Purchase request.

4. Navigation Procedures

4.1. Navigate to your worklist > Vacation Rules

select the Vacation Rules to assign the person responsible to approve while on a vacation

. You'll be redirected to vacation rules home page

4.1a click **Create Rule** button

select the Vacation Rules to assign the person responsible to approve while on a vacation

4.1b select **Item Type** **Requisition** as item type and click button **next**.

select the Vacation Rules to assign the person responsible to approve while on a vacation

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4.1c Check the **Select** checkbox > Click the **Magnifying glass** > Find and select PO_REQ_APPROVE_SIMPLE_JRAD > Select NEXT [button]

Oracle RPI Production Instance

Vacation Rule: Notification

Indicate the notification format that will activate this rule

Item Type: Requisition

Notification: ☐ All ☒ Select

Search and Select: Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Advanced Search

Search By: Display Name %%

Go

Results

Select	Quick Select Name	Display Name	Subject
<input checked="" type="radio"/>	PO_REQ_APPROVE_SIMPLE_JRAD	Approve Requisition (Simplified) JRAD	&DOCUMENT_TYPE_DISP &DOCUMENT_NUMBER for &PREPARER_DISPLAY_NAME (&TOTAL_AMOUNT_DSP)

Cancel Select

Oracle RPI Production Instance

Vacation Rule: Notification

Indicate the notification format that will activate this rule

Item Type: Requisition

Notification: ☐ All ☒ Select Approve Requisition (Simplified) JRAD

Cancel Back Step 2 of 3 Next

4.1d-01 set the **start date** and **end date** of delegation.

4.1d-02 leave a message; a respond note is optional.

4.1d-03 Find and assign a person to be delegated and click button **apply**.

Oracle RPI Production Instance

Vacation Rule: Response

* Indicates required field

Item Type: Requisition

Notification: Approve Requisition (Simplified) JRAD

Start Date: 03-Oct-2017 11:35:30

End Date: 04-Oct-2017 11:35:33

Message: I will be out on sick leave today.

Reassign: All Employees and Users

BOLOTAULO, SHIELA MARIE

Delegate your response

Transfer notification ownership

Respond Note

Action: Approve

Deliver notifications to me regardless of any general rules

Cancel Back Step 3 of 3 Apply

4.1d-03

Vacation Rules

Rule Name	Item Type	Notification	Update	Delete	Status
Delegate: BOLOTAULO, SHIELA MARE	Requisition	&DOCUMENT_TYPE_DISP &DOCUMENT_NUMBER for &PREPARER_DISPLAY_NAME (&TOTAL_AMOUNT_DSP)			Active

Return to Worklist