

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:

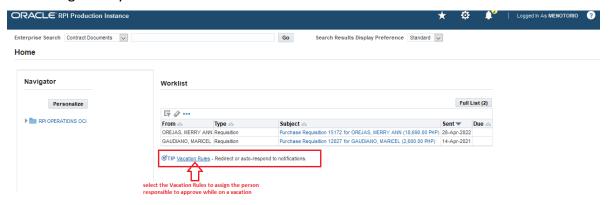
2.1. Purchasing Users of Oracle nationwide.

3. Implementing Guidelines

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

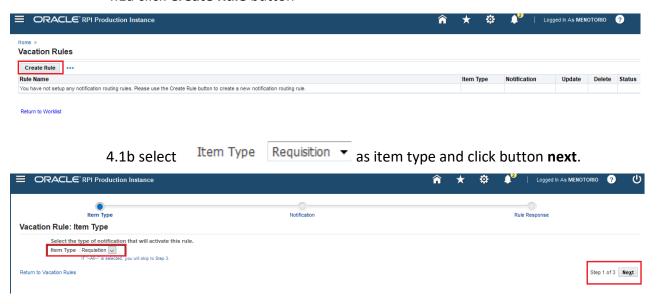
4. Navigation Procedures

4.1. Navigate to your worklist > Vacation Rules



. You'll be redirected to vacation rules home page

4.1a click Create Rule button











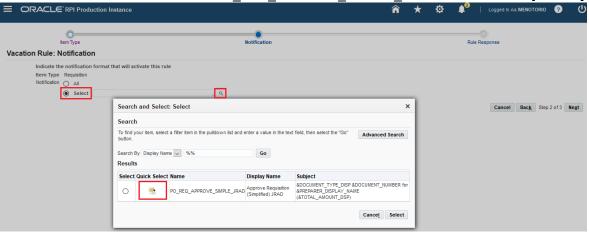


ORACLE NAVIGATION MANUAL

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

Effectivity date: May 01, 2022

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





- 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.

