

Job level Hierarchy Implementation:-

Steps:-

1. Create job
2. Assign it to employees
3. Configure Approval Rules Based on Matrix Provided on the Middle
4. Create Transactions/documents
5. Create Transactions/Purchase requisition
6. Verify approval list
7. Verify Approval Notification and approve it.

Sample data:-

Job level EMPLOYEE

ABC Director 30 Buchanan, Michael

ABC Manager 20 Mack, Thomas

ABC Consultant 10 SCM10.STUDENT

I have created three jobs with levels and assigned it to three employees.

Step 1:- Create Job:-

The screenshot shows the 'Job: ABC Consultant - ABC_CONSULTANT' creation screen in the vISION application. The 'Basic Details' section shows an Effective Start Date of 1/1/51 and an Effective End Date. The 'Job Set' is set to 'Common Set'. In the 'Job Description' section, the 'Name' is 'ABC Consultant', 'Code' is 'ABC_CONSULTANT', and 'Status' is 'Active'. The 'Management Level' section shows 'Level' as 10. Other fields like 'Management Level', 'Medical Checkup Required', 'Benchmark', 'Benchmark Job', 'Progression Job', 'Attachments', 'Grade Ladder', and 'Context Value' are also visible.

Job: ABC Manager - ABC_MANAGER

Basic Details

- Effective Start Date: 1/1/51
- Effective End Date:

Job Description

- Name: ABC Manager
- Code: ABC_MANAGER
- Status: Active
- Full Time or Part Time
- Regular or Temporary
- Job Family
- Job Function: Level 20
- Countries: SCountries
- Cities: SCities

Management Level

- Management Level
- Medical Checkup Required: No
- Benchmark: No
- Benchmark Job
- Progression Job
- Attachments: None
- Grade Ladder
- Context Value

Job: Legislative Information

Job: ABC Director - ABC_DIRECTOR

Basic Details

- Effective Start Date: 1/1/51
- Effective End Date:

Job Description

- Name: ABC Director
- Code: ABC_DIRECTOR
- Status: Active
- Full Time or Part Time
- Regular or Temporary
- Job Family
- Job Function: Level 30
- Countries: SCountries
- Cities: SCities

Management Level

- Management Level
- Medical Checkup Required: No
- Benchmark: No
- Benchmark Job
- Progression Job
- Attachments: None
- Grade Ladder
- Context Value

Job: Legislative Information

Manage Jobs

Search

- ** Name:
- ** Code: ABC
- Status: Active
- Job Set:
- Effective As-of Date: m/d/yy

Search Results

Name	Code	Job Set	Status	Pending Changes	Job Family	Job Function	Management Level
ABC Consultant	ABC_CONSULTANT	Common Set	Active	No	-	-	-
ABC Director	ABC_DIRECTOR	Common Set	Active	No	-	-	-
ABC Manager	ABC_MANAGER	Common Set	Active	No	-	-	-

I have created three jobs with levels 10,20 and 30 respectively.

Step 2:- Mange users:- Assign these jobs to employees

1. Scm10.student

Personal Details

- Last Name: student
- First Name: scm10
- Middle Names:
- Title: SCM10 STUDENT_euth-
- Email: SCM10.STUDENT_euth-dev94@oraclepdemos.com

User Details

- Hire Date: 8/13/14
- Phone: 555-5555
- Work Mobile Phone:
- Work Fax:

Employment Information

- Person Type: Employee
- Legal Employer: US1 Legal Entity
- Business Unit: US1 Business Unit
- Job: ABC Consultant
- Department:
- Location:
- Mail Stop:

2. Mark.Thomas

Personal Details

- Last Name: Mack
- First Name: Thomas
- Middle Names:
- Title: Mr.
- Email: thomas.mack_euth-dev94@oraclepdemos.com

User Details

- Hire Date: 12/22/03
- Phone: 675-5132
- Work Mobile Phone:
- Work Fax:

Employment Information

- Person Type: Employee
- Legal Employer: US1 Legal Entity
- Business Unit: US1 Business Unit
- Job: ABC Manager
- Department: Operations US
- Location: Redwood City
- Mail Stop:

3. michael.buchanan

VISION

Edit User:Buchanan, Michael

Personal Details

Last Name	Buchanan	Hire Date	5/9/02
First Name	Michael	Phone	675-5170
Middle Names		Work Mobile Phone	
Title	Mr.	Work Fax	
Email	michael.buchanan_euth-dev94@oracledemos.com		

User Details

<input checked="" type="radio"/> Enter user name		<input type="radio"/> Link user account.
User Name	michael.buchanan	No user account selected.
<input checked="" type="radio"/> Active		Active

Employment Information

*Person Type	Employee	Department	Executive Office
Legal Employer	US1 Legal Entity	Location	Headquarters
*Business Unit	US1 Business Unit	Mail Stop	
Job	ABC Director		

Step 3:- Configure Approval Rules

Rule	Priority	Conditions	Enabled
US Business Unit less than 5000	Medium	Requisitioning BU Equals US1 Business Unit AND Requisition Approval Amount Less than 5000	<input checked="" type="checkbox"/>
Healthcare BU category is Clinical Engi...	Medium	Category Name Equals Clinical Engineering AND Requisitioning BU Equals Healthcare US Business Unit	<input checked="" type="checkbox"/>
Requisition Bu equals to US1 amount g...	Medium	Requisitioning BU Equals US1 Business Unit AND Requisition Amount Greater than or equal to 5000	<input checked="" type="checkbox"/>
Category Hierarchy Level 1 is not blank	Medium	Procurement Category Hierarchy Level 1 Is not blank	<input checked="" type="checkbox"/>
Category Hierarchy Level 2 is not Hard...	Medium	Procurement Category Hierarchy Level 2 Is not blank AND Procurement Category Hierarchy Level 2 Does not equal Hardware	<input checked="" type="checkbox"/>

Requisition Bu equals to US1 amount greater than 5000: Details

Conditions

Action Type	Approval required
Route Using	Job level
Approval Chain Of	Requester
Start With	Requester
Minimum Job Level	30
Top Worker in Hierarchy	Buchanan, Michael
Include	All approvers

Actions

Action 1

Action Type: Approval required
Route Using: Job level

Save the approvals and deploy it.

Approval Task: Requisition Approvals

Version: 11.13.24.07.0

Stage: Header Stage

Participant: Header Consensus

Routing: Parallel

Voting Regime: Consensus

Rules (7)

Rule	Priority	Conditions	Enabled
US Business Unit less than 5000	Medium	Requisitioning BU Equals US1 Business Unit AND Requisition Approval Amount Less than 5000	<input checked="" type="checkbox"/>
Healthcare BU category is Clinical Engi...	Medium	Category Name Equals Clinical Engineering AND Requisitioning BU Equals Healthcare US Business Unit	<input checked="" type="checkbox"/>
Requisition Bu equals to US1 amount g...	Medium	Requisitioning BU Equals US1 Business Unit AND Requisition Amount Greater than or equal to 5000	<input checked="" type="checkbox"/>
Category Hierarchy Level 1 is not blank	Medium	Procurement Category Hierarchy Level 1 Is not blank	<input checked="" type="checkbox"/>
Category Hierarchy Level 2 is not Hard...	Medium	Procurement Category Hierarchy Level 2 Is not blank AND Procurement Category Hierarchy Level 2 Does not equal Hardware	<input checked="" type="checkbox"/>
Category Hierarchy Level 3 is not blank	Medium	Procurement Category Hierarchy Level 3 Is not blank	<input checked="" type="checkbox"/>
Category Hierarchy Level 4 is not blank	Medium	Procurement Category Hierarchy Level 4 Is not blank	<input checked="" type="checkbox"/>

Columns Hidden 1

Create a Requisition and submit for approval:-

Requisitioning BU: US1 Business Unit

Entered By: scm10 student

Description: Job_Level testing

Creation Date: 12/14/24

Status: Approved

Justification:

Requisition Amount: 10,500.00 USD

Approval Amount: 11,497.50 USD

Attachments: None

Requisition Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status	Order	Line Life Cycle
1		Job_Level testing	Desktops	15	Ea	700.00 USD	10,500.00	Approved		

Rows Selected 1 Columns Hidden 13

Line 1: Details

Requester: scm10 student	Destination Type: Expense
Requested Delivery Date: 12/17/24	Buyer: Calvin Roth
Deliver-to Location Type: Internal	Suggested Supplier: Staples
Deliver-to Location: Seattle	Supplier Item:

Billing

Distribution	Charge Account	Percentage	Quantity	Amount (USD)
1	101.10.50500.000.000.000	100	15	10,500.00

I have created a requisition and it will go for approvals based on the job level 30, it will go to all persons in the group. Once they approved. It is in approved status

Entered By: scm10 student

Requisitioning BU: US1 Business Unit

Requisition: PR20240140US

Description: Job_Level testing

Status: Approved

Action Performed	Performed By	Action Date	Reference Document	Additional Information
Submit requisition	student, scm10	12/14/24 12:55 PM	Requisition PR20240140US	
Approve	student, scm10	12/14/24 12:57 PM		
Approve	Mack, Thomas	12/14/24 1:00 PM		
Approve	Buchanan, Michael	12/14/24 1:02 PM		

Once all the approvers approved then only the requisition status is approved status.

The screenshot shows the VISION software interface. At the top, there is a navigation bar with icons for search, home, favorite, and notifications (with 83 notifications). The user is identified as 'Requester scm10 student'. Below the navigation bar, there are two main sections: 'Recent Requisitions' and 'Recent Purchases'.

Recent Requisitions:

ID	Description	Status
PR20240140US	Job_Level testing	Approved
PR20240137US	Job_Level testing	Pending approval
PR20240136US	Job_Level_Testing	Approved

Recent Purchases:

Product	Image	Description
CI Series 2000 Laptop, 17.3		Vision Cloud Management
Vision Data Protection		Alliance Premium Software