

Manage Purchasing Document Approvals: -

Manage Purchasing Document Approvals ?

Saved rules are not yet deployed. You can deploy or discard the saved changes.

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap Edit Rules Enable

Stage	Participant	Routing	Voting Regime	Enabled
Preapproval	Preapproval FYI	FYI		
Preapproval	Preapproval Serial	Serial		
Preapproval	Preapproval Consensus	Parallel	Consensus	
Preapproval	Preapproval First Responder Wins	Parallel	First Responder Wins	Enabled
Terms	Terms Approval FYI	FYI		
Terms	Terms Approval Serial	Serial		
Terms	Terms Approval Serial 2	Serial		
Terms	Terms Approval Serial 3	Serial		
Terms	Terms Approval First Responder Wins	Parallel	First Responder Wins	
Terms	Terms Approval Consensus	Parallel	Consensus	
Postapproval	Postapproval Serial	Serial		
Postapproval	Postapproval Consensus	Parallel	Consensus	

Columns Hidden 1

Auto Approval: Details

Conditions

Actions ▾ View ▾ Format ▾ Freeze

Condition

- AND
 - Change Order Type Equals External
 - Change in Document Total Amount Less than or equal

Actions

Action 1

Action Type Automatic

Set Outcome To Approved

Add Action

Search and Select: Attribute

Search Advanced

Attribute Dimension

Attribute	Dimension
PO Charge Account Modified	Document Distribution
Primary Balancing Segment Value	Document Distribution
Primary Ledger	Document Distribution
Principal Investigator	Document Distribution
Project	Document Distribution
Project Attributes Modified	Document Distribution
Project Manager	Document Distribution
Project Manager	Document Distribution
Project Owning Business Unit	Document Distribution
Project Type	Document Distribution

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H	I	J	K	L	M	N	O
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Errors are displayed on page

No errors are shown in page but error transactions sits into RCV_TRANSACTION_INTERFACE table

Requisition Conditions		PO Conditions	
Requisition Header	Requisition Line	Requisition Distribution	Document Header
BU	Category	Charge Account Based ---	Document Header
Requisition Amount	Delivery to Location	Natural Account Range	Category
Currency	Line Amount		Document Ordered Amount
Internal Requisition	Line Type		Delivery to Location
Preparer Job	Requester Job,Department		Currency
DFF			Line Amount
Urgent Requisition			Document Style
			Line Type
			Buyer
			Destination Type
			Document Type (Std, BPA,CPA, NA)
			Backing Requisition Exists
			Change Order Type - External/Internal

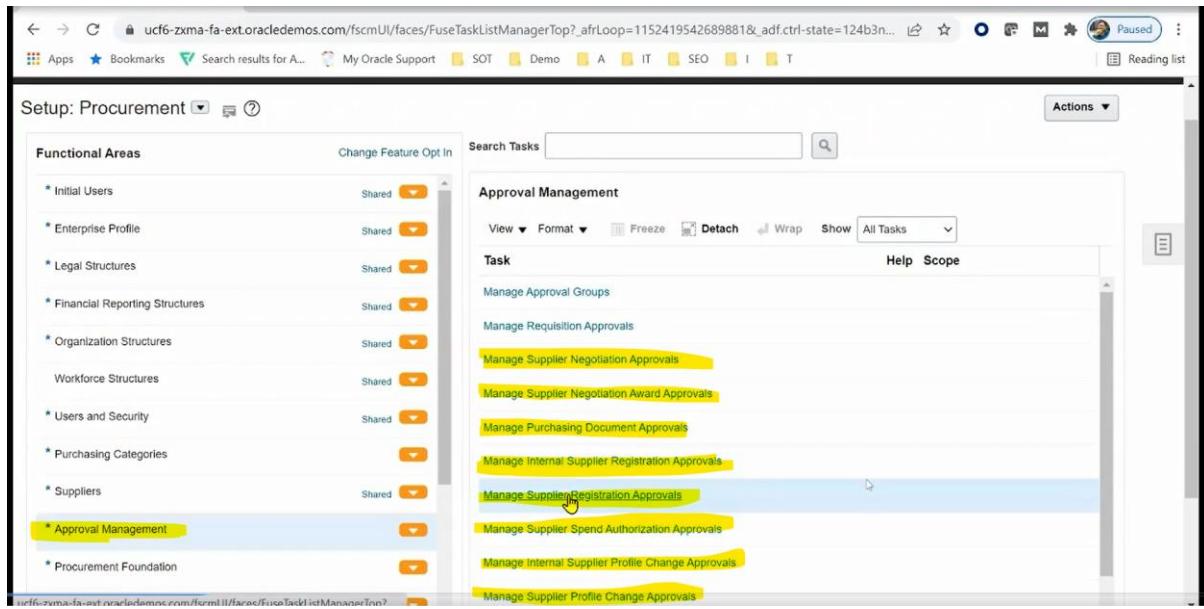
CM Setups Sheet @2022.xlsx ... Manage Purchasing Docu... Urgent Requisition

Several PO conditions.

Supplier approvals:-

Supplier Approvals	Manage Internal Supplier Registration Approvals (Register Supplier) Manage Supplier Registration Approvals (URL) Manage Supplier Profile Change Approvals Manage Supplier Spend Authorization Approvals (Promoting Prospective > Spend Authorized) Manage Internal Supplier Profile Change Approvals
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Navigation: Setups and Maintenance> Procurement>Approval Management>



The screenshot shows the Oracle Fusion Task List Manager interface. On the left, there's a sidebar titled 'Functional Areas' listing various procurement-related items like Initial Users, Enterprise Profile, Legal Structures, etc. In the main area, under 'Approval Management', several tasks are listed: Manage Approval Groups, Manage Requisition Approvals, Manage Supplier Negotiation Approvals, Manage Supplier Negotiation Award Approvals, Manage Purchasing Document Approvals, Manage Internal Supplier Registration Approvals, Manage Supplier Registration Approvals, Manage Supplier Spend Authorization Approvals, Manage Internal Supplier Profile Change Approvals, and Manage Supplier Profile Change Approvals. The 'Manage Supplier Spend Authorization Approvals' link is specifically highlighted with a yellow box.

1. Employee supervisor hierarchy:-

Employee/Supervisor Hierarchy	Create Job (Must Enter Level) Create Employee and Assign Job, Manager to the employee Configure Approval Rules Based on Matrix provided in the Middle Create Transactions/Documents Verify Approval List Verify Approval Notifications & Approve it.
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Manage Supplier Registration Approvals					Deploy	Discard	Manage User-Defined Attributes	Done
Actions	View	Format	Freeze	Detach	Wrap	Edit Rules	Disable	
Stage	Participant					Routing	Voting Regime	Enabled
First Stage Approvals	Parallel Approval First Responder Wins					Parallel	First Responder Wins	<input checked="" type="checkbox"/>
First Stage Approvals	Parallel Approval					Parallel	Consensus	<input checked="" type="checkbox"/>
First Stage Approvals	Serial Approval					Serial		<input checked="" type="checkbox"/>
Second Stage Approvals	Parallel Approval First Responder Wins					Parallel	First Responder Wins	<input checked="" type="checkbox"/>
Second Stage Approvals	Parallel Approval					Parallel	Consensus	<input checked="" type="checkbox"/>
Second Stage Approvals	Serial Approval					Serial		<input checked="" type="checkbox"/>

Approval Task Requisition Approvals

Version 11.13.21.01.0

Stage Header Stage

Participant Header First Responder Wins

Routing Parallel

Voting Regime First Responder Wins

Rules [?](#)

Actions View Format + Detach Disable

Rule	Pri Conditions
Req Amount less than 1000	M.. Requisitioning BU Equals KMC IND BU AND Base Currency INR Less than or equal to 1000
Req amount less than 50000	M.. Requisitioning BU Equals HCL Technologies AND Requisition Amount Less than or equal to 50000
Req amount less than 20000	M.. Requisition Amount Less than or equal to 20000
Auto approval	M.. Rule always applies
Req Amount between 1000-50000	M.. Requisitioning BU Equals KMC IND BU AND Requisition Amount Greater than 1000 AND Requisition Amount Less than or equal to 50000 AND Internal Transfer Re

Condition

AND

- Requisitioning BU Equals KMC IND BU
- Requisition Amount Greater than 1000
- Requisition Amount Less than or equal to 50000
- Internal Transfer Requisition Equals No

Actions

Action 1

Action Type Approval required

Route Using Supervisory hierarchy

Approval Chain Of Requester

Start With Manager

Number of Approval Levels 1

Top Worker In Hierarchy Taylor, Mark

Add Action

These are the steps we need to create employee supervisor hierarchy

Create the rules

If the amount is more then 1000, it is going for approvals.

Here I have written the rule, now I will create the PR.

Requisitioning BU KMC IND BU

Description test

Procurement Card

Requisition Amount 7,016.07 INR

Approval Amount Calculate Amount with Tax

Attachments None

Emergency purchase order number required

Overriding Approver

Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.

Actions View Format + Detach Freeze Wrap

n	Revision	Description	Category Name	* Quantity	UOM Name	* Price	Price (INR)	Amount	Amount (INR)	Conversion Rate Type	Conversion Date	Conversion Rate	Delete
1		test	Software	10	Ea	10.00 USD	7016.61	100.00 USD	7,016.07	Corporate	3/4/22	70.16072405	X

Rows Selected 1

Line 1: Details

Delivery

Requester MAHESH MOCHARELA

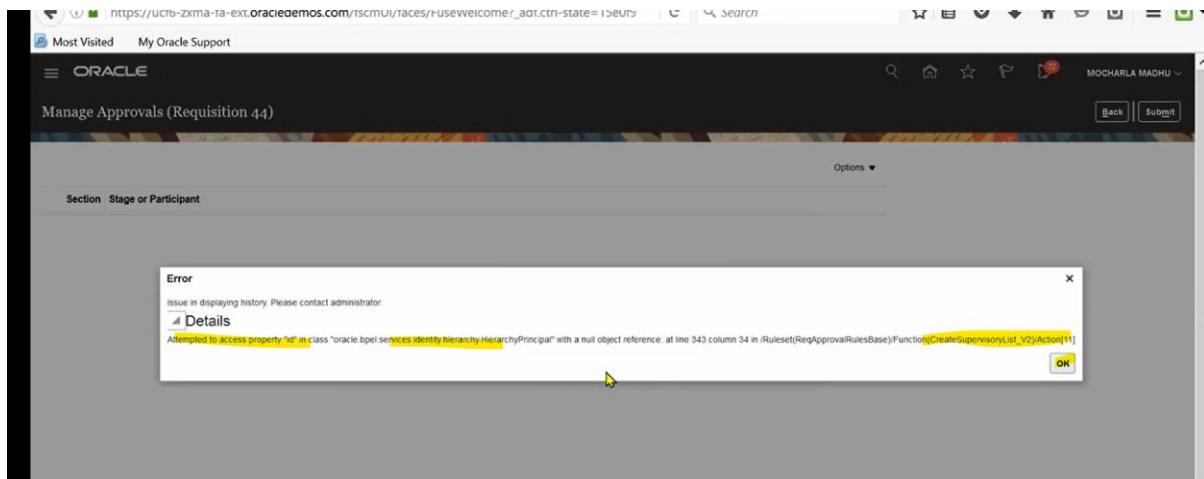
Urgent No

Requested Delivery Date 3/7/22

Deliver-to Location KMC HYD LOC

Deliver-to Address 16-3-24a/11 kotha maszeed street, oldtown, kavali, OPP SIDDARYYA HIGH SCHOOL, SAI NAGAR, HYDERABAD-500038, Telangana, India

The requester should be assigned with manager, otherwise it will throw an error, here our requester does not have a manager. So it will get some generic error.



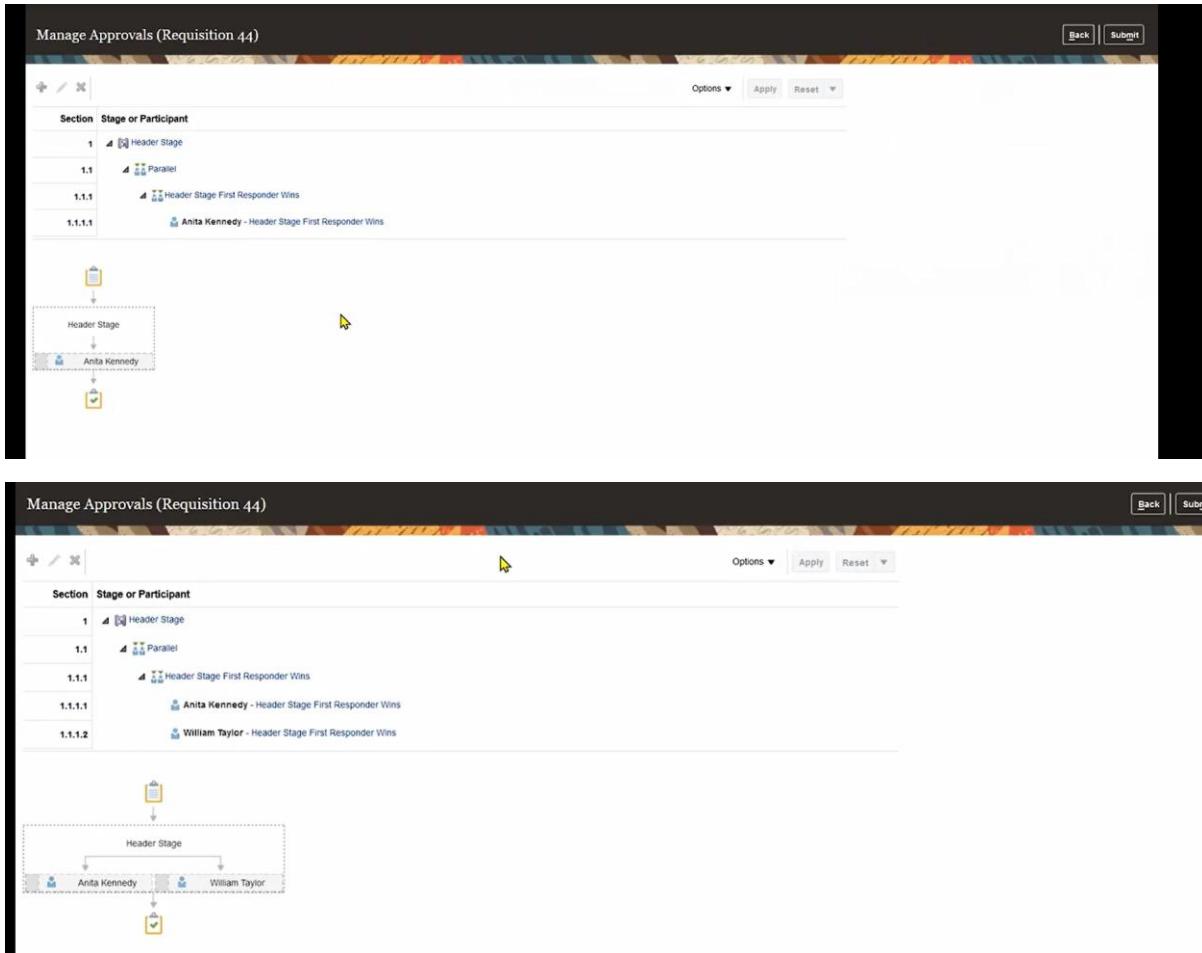
I changed the requester

Line	Line Type	Item	Revision	Description	Category Name	* Quantity	UOM Name	* Price	Price (INR)	Amount	Amount (INR)	Conversion Rate Type	Conversion Date
1	Goods			test	Software	10	Ea	10.00 USD	701.61	100.00 USD	7,016.07	Corporate	3/4/22

Requester → is the buyer,

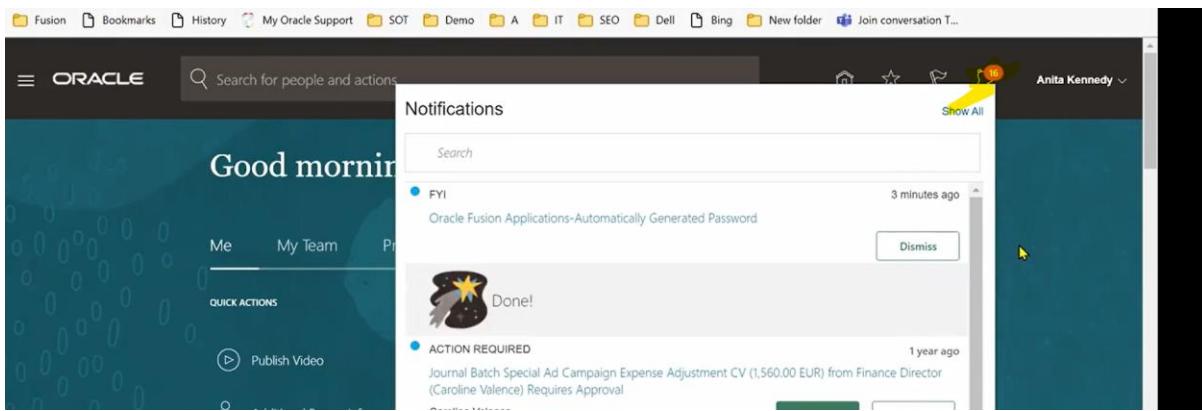
Preparer → entered by (username)

The approval went to the supervisor,



If any one approves, automatically it will approve.

If we login with that approvers account



In the notifications we can able to see notification about approvers, approvers can approve from this area.

We can verify the requisition who approve it, open the requisition

The screenshot shows the Oracle Requisition screen for Requisition ID 44. The status is 'Approved'. A context menu is open at the top right, with 'View Document History' highlighted in yellow.

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (INR)	Status	Order	Line Life Cycle
1		test	Software	10	Ea	10.00 USD	7,016.07	Approved		

View document history, we can able to find the approver information

This is supervisor hierarchy, and also approve method.

Single Approver:-

If you want to approve your requisition with single approver.

The screenshot shows the Oracle Task List Manager interface. A modal dialog titled 'Edit Action 1' is open, configuring a rule for 'Single approver' type approval. The 'User Type' is set to 'Worker' and the name 'Calabrese, Francesco' is entered in the field. The background shows a list of conditions for the rule.

User type: Requester/Worker, if it is worker, provide the name of the worker.

Create the requisition

Requisitioning BU KMC IND BU

* Description test

Procurement Card

Justification

Requisition Amount 7,016.07 INR

Approval Amount 7,016.07 INR

Attachments None

Overriding Approver

Emergency purchase order number required

Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.

Line	Line Type	Item	Revision	Description	Category Name	* Quantity	UOM Name	* Price	Price (INR)	Amount
1	Goods			test	Software	10	Ea	10.00 USD	701.61	100.00 USD
Total										

Rows Selected 1

Click on manage approvals:

Manage Approvals (Requisition 45)

Section	Stage or Participant
1	Header Stage
1.1	Parallel
1.1.1	Header Stage First Responder Wins
1.1.1.1	Francesco Calabrese - Header Stage First Responder Wins

Header Stage

Francesco Calabrese

You can able to see the approval information here. Once submit, he will approve it.

Approval Group: -

Action 1

Action Type Approval required

Route Using Single approver

User Type Worker

Worker Calabrese, Francesco

Action 2

Action Type Approval required

Route Using Approval group

Approval Group KMC Req App Grp

Automatically approve if group returns no approvers

Add Another OK Cancel

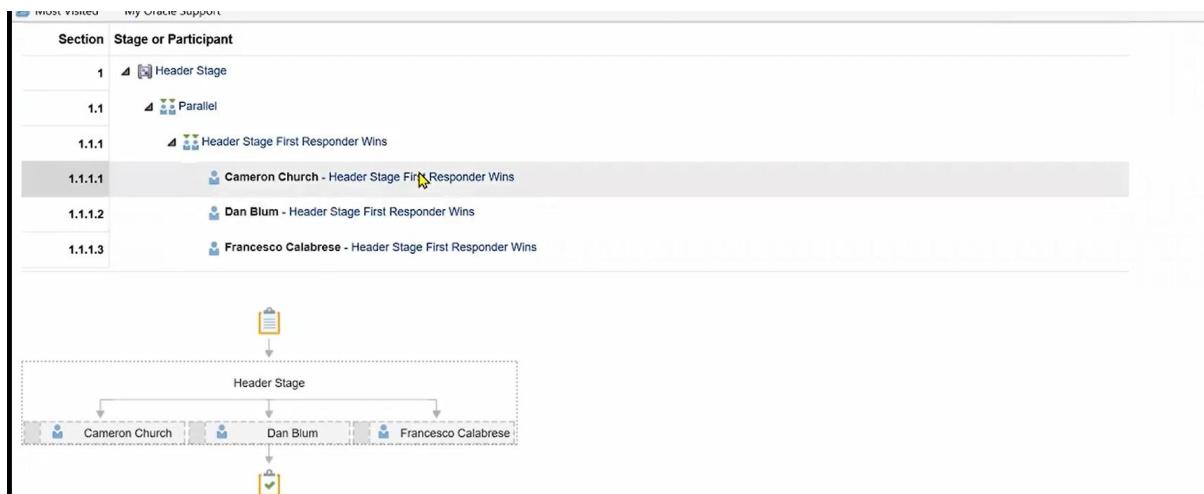
Before we have to create approval group through mange approval group, the same name we are using In the approval group shown above.

Create the rule, actions, save deploy it. Enable the rule.

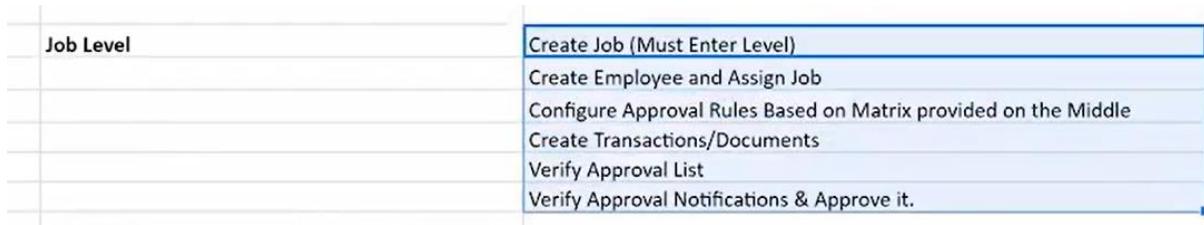
Create requisitions, click on manage approvals

The screenshot shows the Oracle Requisitioning interface. At the top, it says "Edit Requisition: 45". The requisition header includes fields for "Requisitioning BU" (KMC IND BU), "Procurement Card" (dropdown menu), "Requisition Amount" (7,016.07 INR), "Approval Amount" (7,016.07 INR), and "Attachments" (None). Below the header is a section for "Overriding Approver" with a search bar. A note indicates "Emergency purchase order number required". The main area is titled "Requisition Lines" and contains a table with one row. The table columns are: Line, Line Type, Item, Revision, Description, Category Name, * Quantity, UOM Name, * Price, Price (INR), and Amount. The single row shows: Line 1, Goods, Item test, Software, Quantity 10, UOM Ea, Price 10.00 USD, Price (INR) 701.61, and Amount 100.00 USD. A "Total" row is also present.

You can able to see the approval group, what we have added in the conditions and actions.



4. Job level hierarchy: -



Job Job level

Director 30

Manager 20

I am going to create two jobs.

Setup: Procurement

Functional Areas

- * Initial Users Shared
- * Enterprise Profile Shared
- * Legal Structures Shared
- * Financial Reporting Structures Shared
- * Organization Structures Shared
- Workforce Structures Shared**
- * Users and Security Shared
- * Purchasing Categories Shared
- * Suppliers Shared
- * Approval Management Shared
- * Procurement Foundation Shared
- * Items Shared

Workforce Structures

Task	Scope	Help	Notes	Actions
Manage Divisions	(?) .	0		
Manage Departments	(?) .	0		
Manage Job Families	(?) .	0		
Manage Job	(?) .	0		

Manage Jobs

Search

** Name ** Code Status

Advanced Saved Search Active Jobs ** At least one is required

Job Set Effective As-of Date

Search Reset Save... Done

Create

Basic Details

Effective Start Date *Name
 *Job Set *Code
 Action Reason

I am creating the first job

Create Job: Job Details

Effective Start Date 1/1/51
Job Set Common Set

Name KMC Manager
Code KMC Mgr

Job Description

*Status Active
Full Time or Part Time
Regular or Temporary
Job Family
Job Function
Level 20
Management Level
Context Value

Warning
The request will be submitted. Do you want to continue? (HRC-1035163)

Yes No
Yes No

Benchmark Job
Progression Job
Attachments None
Grade Ladder

Enter the level as 20 for the manger, submit it

Create Job: Basic Details

Criteria

Basic Details

*Effective Start Date 1/1/51
*Job Set Common Set
Action Reason

*Name KMC Director
*Code KMC DIR

Creating another job Director, Click on next

Basic Details Details Evaluation Criteria Profiles Review

Create Job: Job Details

Effective Start Date 1/1/51
Job Set Common Set

Name KMC Director
Code KMC DIR

Job Description

*Status Active
Full Time or Part Time
Regular or Temporary
Job Family
Job Function
Level 30
Management Level
Context Value

Medical Checkup Required Yes No
Benchmark Yes No
Benchmark Job
Progression Job
Attachments None
Grade Ladder

Enter the job level and submit it.

Search the current employee through manager users

(Search Person)

Keywords: moche

Search Results

Actions Show Photo Sort By

No search conducted.

Edit User:MADHU, MOCHARLA



Personal Details

*Last Name: MADHU	Email: madhubabu1440@gmail.com
First Name: MOCHARLA	Hire Date: 2/23/22
Middle Names:	Phone:
Title: Mr.	Work Fax:

User Details

Enter user name Link user account
User Name: MOCHARLA.MADHU No user account selected.

*Active: Active

Employment Information

*Person Type: Employee	Department:
Legal Employer: India Legal Entity 01	Location:
*Business Unit: KMC IND BU	Mail Stop:
Job: KMC Manager	

I am assigning manage role

Create User

Personal Details

*Last Name: Mohan	*Email: mohankrishnas@outlook.com
First Name: 43	*Hire Date: 3/5/22
Middle Names:	Phone:
Title:	Work Fax:

User Details

Enter user name Link user account
User Name: No user account selected.

User Notification Preferences

Send user name and password

Employment Information

*Person Type: Employee	Department:
*Legal Employer: India Legal Entity 01	Location:

Middle Names

Title

Phone

Work Fax

User Details

Enter user name
User Name

Link user account
No user account selected.

User Notification Preferences

Send user name and password

Employment Information

*Person Type <input type="text" value="Employee"/>	Department <input type="text"/>
*Legal Employer <input type="text" value="India Legal Entity 01"/>	Location <input type="text"/>
*Business Unit <input type="text" value="KMC IND BU"/>	Mail Stop <input type="text"/>
Job <input type="text" value="KMC Director"/>	Manager <input type="text"/>
Grade <input type="text"/>	

For another person also I am assigning the director role, save and close.

Now we will configure approval rules.

Setup: Procurement Action

Functional Areas Change Feature Opt In

* Initial Users	Shared
* Enterprise Profile	Shared
* Legal Structures	Shared
* Financial Reporting Structures	Shared
* Organization Structures	Shared
Workforce Structures	Shared
* Users and Security	Shared
* Purchasing Categories	
* Suppliers	Shared
* Approval Management	
* Procurement Foundation	
* Items	Shared
Purchasing Foundation	

Search Tasks

Approval Management

Task	Scope	Help	Notes	Actions
Manage Requisition Approvals			0	
Manage Purchasing Document Approvals			0	
Columns Hidden 1				

Manage Requisition Approvals ②		
Saved rules are not yet deployed. You can deploy or discard the saved changes.		
Actions	View	Format
Stage	Participant	Routing
Header Preapproval Stage	Requester FYI	FYI
Header Preapproval Stage	Preapproval Header Consensus	Parallel
Header Preapproval Stage	Preapproval Header First Responder Wins	Parallel
Header Preapproval Stage	Preapproval Header Hierarchy	Serial
Header Stage	Header Hierarchy	Serial
Header Stage	Header First Responder Wins	Parallel
Header Stage	Header Consensus	Parallel
Header Stage	Header Hierarchy 2	Serial
Header Stage	Header Hierarchy 3	Serial
Header Postapproval Stage	Postapproval Header Consensus	Parallel
Header Postapproval Stage	Postapproval Header First Responder Wins	Parallel
Header Postapproval Stage	Postapproval Header Hierarchy	Serial
Header Postapproval Stage	Funds Override Approval	Parallel

Click on edit rules

The screenshot shows the Oracle Fusion Middleware Rule Editor. A modal dialog titled 'Add Condition' is open, showing a complex logical expression. The main rule table lists a rule named 'KMC Rule' with the condition 'Req must be less then are equal to 50000' and another condition 'M.. Requisitioning BU Equals RIBU BU NEW AND Requisition Amount Between 0 and 50001'. The 'OK' button in the 'Add Condition' dialog is highlighted.

Rule and condition has been written,

The screenshot shows the Oracle Fusion Middleware Rule Editor. A modal dialog titled 'Edit Action 1' is open, defining an action for the 'KMC Rule: Details' condition. The action settings are: Action Type: Approval required, Route Using: Job level, Approval Chain Of: Preparer, Start With: Manager, Minimum Job Level: 1, Top Worker in Hierarchy: Mohan, 43, and Include: All approvers. The 'OK' button in the 'Edit Action 1' dialog is highlighted.

action also written to the above condition.

Approval Task: Requisition Approvals

Routing: Parallel
Voting Regime: First Responder Wins

Rules:

Rule	Pri Conditions
Req Amount less than 1000	M.. Requisitioning BU Equals KMC IND BU AND Base Currency INR Less than or equal to 1000
Req amount less than 50000	M.. Requisitioning BU Equals HCL Technologies AND Requisition Amount Less than or equal to 50000
Req amount less than 20000	M.. Requisition Amount Less than or equal to 20000
Auto approval	M.. Rule always applies
Req Amount between 1000-50000	M.. Requisitioning BU Equals KMC IND BU AND Requisition Amount Greater than 1000 AND Requisition Amount Less than or equal to 50000 AND Internal Transfer Re

Condition:

- AND
 - Requisitioning BU Equals KMC IND BU
 - Requisition Amount Greater than 1000
 - Requisition Amount Less than or equal to 50000
 - Internal Transfer Requisition Equals No

Actions:

Action 1

- Action Type: Approval required
- Route Using: Supervisory hierarchy
- Approval Chain Of: Requester
- Start With: Manager
- Number of Approval Levels: 1
- Top Worker In Hierarchy: Taylor, Mark

Add Action

5. Position based hierarchy:

The following are the steps

B	C	D
Position Hierarchy Steps	Create Department	Director - 30
	Create Jobs - Must Enter Job Level	Manager - 20
	Create Positions & Department, Job	Consultant - 10
	Assign Job & Position to employee	
	Create Position Tree (Tree -> Tree Version -> Top Position -> Followed Position)	
	Active - Online Audit	
	Flattening (Row or Column)	
	Configure Approvals	
	Test	

We need to create departments, jobs and positions.

Jobs(Manger and Director jobs are already there)

The screenshot shows the Oracle HCM Workforce Structures setup screen. On the left, there's a sidebar with functional areas like Initial Users, Enterprise Profile, Legal Structures, Financial Reporting Structures, Organization Structures, Workforce Structures, Users and Security, Purchasing Categories, and Suppliers. The 'Workforce Structures' section is highlighted. On the right, there's a task list titled 'Workforce Structures' with tasks such as 'Manage Divisions', 'Manage Departments', 'Manage Job Families', and 'Manage Job'. The 'Manage Departments' task is currently selected.

Manage Departments: -

The screenshot shows the 'Create Department: Description' page. It has two radio button options: 'Create new' (selected) and 'Select an existing organization to define as a Department'. Below this is a 'Department Description' section with fields for 'Effective Start Date' (1/1/51), 'Department Set' (Common Set), 'Name' (KMC Procurement Dept), 'Status' (Active), 'Action Reason' (dropdown), 'Location' (dropdown), 'Address' (dropdown), and 'Attachments' (None). There are also 'Internal Address Line' and 'Context Value' fields.

The screenshot shows the 'Create Department: Department Details' page. It displays 'Organization Information EFF: Department Details' and 'Organization Manager Information' sections. A warning dialog box is open, asking if the user wants to continue with the submission. The dialog box contains the message: 'The request will be submitted. Do you want to continue? (HRC-1035163)' with 'Yes' and 'No' buttons. The background page shows navigation steps: Department Description (step 1), Department Details (step 2, current), and Review (step 3).

Name: KMC procurement Department

Submit it

Manage positions:- Creating positions

The screenshot shows a browser window with the URL http://ucf6-zxma-fa-ext.oracledemos.com/fscmUI/faces/FuseTaskListManagerTop?_afrLoop=1411583699369036&_adf.ctrl-state=wi7ghrs.... The page title is "Manage Position". A search bar contains the text "Manage Position". Below the search bar is a message: "Match With Tasks,Task Lists,Business Objects". A table header row has columns "Name", "Type", and "Details". A note below the table says "0 search conducted.". At the bottom, a navigation bar shows steps 1 through 5: Basic Details, Position Details, Evaluation Criteria, Profiles, and Review. Step 1 is highlighted with a green circle.

Creating the position:

Name: KMC Procurement Manager

Click on next

The screenshot shows the "Create Position: Position Details" screen. The navigation bar at the top shows steps 1 through 5: Basic Details, Position Details, Evaluation Criteria, Profiles, and Review. Step 2 is highlighted with a green circle. The main form includes fields for Effective Start Date (1/1/51), Business Unit (KMC IND BU), Name (KMC Procurement Manager), and Parent Position. Below this, the "Position Description" section contains fields for Status (Active), Department (KMC Procurement Dept), Job (KMC Manager), Location, Manager, Assignment Category, Full Time or Part Time (Full time), Regular or Temporary (Regular), and Attachments (None). Buttons for Back, Next, Save, Submit, and Cancel are visible at the bottom.

Submit it

1 → 3 → 4 → 5

Basic Details Position Details Evaluation Criteria Profiles Review

Create Position: Basic Details

Back Next Save Submit Cancel

*Effective Start Date: 1/1/51

Parent Position: Business Unit: KMC IND BU

*Name: KMC Procurement Director

Code: Generated automatically

Action Reason:

Click on next

Effective Start Date: 1/1/51

Business Unit: KMC IND BU

Name: KMC Procurement Director

Code: Generated automatically

Parent Position

Create Position: Position Details

Back Next Save Submit Cancel

*Status: Active

*Department: KMC Procurement Dept

*Job: KMC Director

Location:

Manager:

Assignment Category:

Full Time or Part Time: Full time

Regular or Temporary: Regular

Attachments: None

We need to create for hierarchy, called **position hierarchy/ position tree**:

Manage position tree:-

Name	Type	Details
Manage Position Trees	Task	

Name	Type	Details
AMD Position Hierarchy	Task	Common Set PER_POS_TREE_STRUCT
Positon Hierarchy	Task	Common Set PER_POS_TREE_STRUCT
Progress UK Position tree	Task	Common Set PER_POS_TREE_STRUCT

Manage Position Trees: Specify Definition

Name: KMC Position Tree
Code: KMC Position Tree

Tree Structure: HCM Position Hierarchy Tree Structure

Description:

Icon Image: Preview:

Actions: Clear, Reset, Save, Freeze, Detach, Wrap

Data Source Parameters:

Name	Base Value	Value
Position Tree Data Source		

Click on next next and submit

Manage Position Trees

Search:

Tree Code:
Tree Name:

Search Results:

Name	Set	Status	Tree Structure	Effective Start Date	Effective End Date
AMD Position Hierarchy	AMD	Common Set	PER_POS_TREE_STRUCTL		
KMC Position Tree	KMC Position Tree	Common Set	PER_POS_TREE_STRUCTL		
Positon Hierarchy	POS100	Common Set	PER_POS_TREE_STRUCTL		
Progress UK Position tree	PROGUKPOSTREE	Common Set	PER_POS_TREE_STRUCTL		

Actions: Advanced, Saved Search, Search, Reset, Save...

Select the position Tree and Click on Create Tree Version

Manage Position Trees: Specify Definition

Tree Name: KMC Position Tree
Tree Code: KMC Position Tree

Name: V1

Description:

Note:

Effective Start Date: 3/7/22
Effective End Date: m/d/yy

Status: Draft

Tree Structure Code: PER_POS_TREE_STRUCTURE

Actions: Back, Next, Submit, Cancel

Manage Position Trees: Specify Nodes ②

Node operations performed on the tree version are automatically saved to the database. You can not undo the changes using the Cancel button.

Name: V1
Tree Name: KMC Position Tree
Tree Code: KMC Position Tree

Actions ▾ View ▾ Format ▾

Specify Definition 2 Specify Nodes

Confirmation

A new blank tree version created successfully. Click OK to do node operations.

OK

PER_POS_TREE_STRUCTURE

Back Next Submit Cancel

Node Name	Node Description	Label	Data Source

Now we have to add the positions here

Manage Position Trees: Specify Nodes ②

Node operations performed on the tree version are automatically saved to the database. You can not undo the changes using the Cancel button.

Name: V1
Tree Name: KMC Position Tree
Tree Code: KMC Position Tree

Actions ▾ View ▾ Format ▾

Specify Definition 2 Specify Nodes

Tree Structure Code: PER_POS_TREE_STRUCTURE

Search Node

Search Positions

Advanced Saved Search Active Positions

Name: KMC
Code:
Business Unit:
Status: Active

Cancel

Search Results

Add Tree Node

Name	Code	Business Unit	Status
KMC Procurement Director	1133	KMC IND BU	Active
KMC Procurement Manager	1132	KMC IND BU	Active

Rows Selected 1

Manage Position Trees: Specify Nodes ②

Node operations performed on the tree version are automatically saved to the database. You can not undo the changes using the Cancel button.

Name: V1
Tree Name: KMC Position Tree
Tree Code: KMC Position Tree

Actions ▾ View ▾ Format ▾

Specify Definition 2 Specify Nodes

Tree Structure Code: PER_POS_TREE_STRUCTURE

Search Node

Search Positions

Advanced Saved Search Active Positions

Name: KMC
Code:
Business Unit:
Status: Active

Cancel

Search Results

Add Tree Node

Name	Code	Business Unit	Status
KMC Procurement Director	1133	KMC IND BU	Active
KMC Procurement Manager	1132	KMC IND BU	Active

Rows Selected 1

Manage Position Trees: Specify Nodes

Add Tree Node

Name	Code	Business Unit	Status
KMC Procurement Director	1133	KMC IND BU	Active
KMC Procurement Manager	1132	KMC IND BU	Active

Manager is the subordinate of director.

Name	Code	Business Unit	Status
KMC Procurement Director	1133	KMC IND BU	Active
KMC Procurement Manager	1132	KMC IND BU	Active

Under manager click on +

Submit it

Tree Code:
Tree Name:

Search Results

Actions ▾ View ▾ Format ▾ Detach ▾ Wrap

Name	Code	Set	Status	Tree Structure	Effective Start Date	Effective End Date
AMD Position Hierarchy	AMD	Common Set	Active	PER_POS_TREE_STRUCTL		
KMC Position Tree	KMC Position Tree	Common Set	Active	PER_POS_TREE_STRUCTL		
V1	KMC Position Tree	Draft		PER_POS_TREE_STRUCTL	3/7/22	
Position Hierarchy	POS100	Common Set	Active	PER_POS_TREE_STRUCTL		
Progress UK Position tree	PROGUKPOSTREE	Common Set	Active	PER_POS_TREE_STRUCTL		

Make this tree is active

Tree Code:
Tree Name:

Search Results

Actions ▾ View ▾ Format ▾ Detach ▾ Wrap

Code	Set	Status	Tree Structure	Effective Start Date	Effective End Date
AMD	Common Set	Active	PER_POS_TREE_STRUCTL		
KMC Position Tree	Common Set	Active	PER_POS_TREE_STRUCTL		
POS100	Common Set	Active	PER_POS_TREE_STRUCTL		
PROGUKPOSTREE	Common Set	Active	PER_POS_TREE_STRUCTL		

Set Status as active.

Tree Version: V1
Tree: KMC Position Tree
Audit Type: Tree Version

Audit Results

Actions ▾ View ▾ Format ▾ Detach ▾ Wrap

Online Audit ▾ Schedule Audit Refresh

Audit Request	Tree Version Name	Audit Result	Tree Structure Code	Tree Code	Start Time	End Time
No data to display.						

Validation Details

For compilation purpose click on Online Audit

Click on Ok

The screenshot shows a web browser window with the URL <http://ucf6-zxma-fa-ext.oracledemos.com/fscmUI/faces/>. The page displays a list of position trees. A context menu is open over the 'AMD Position Hierarchy' entry, listing actions: Create Tree, Create Tree Version, Duplicate, Edit, Delete, View Tree Version, Set Status, Audit, and Flatten. The 'Flatten' option is highlighted with a yellow box. Below the menu, there are two buttons: 'Actions ▾' and 'View ▾'. To the right of the table, there are 'Format' buttons for 'Column Flattening' and 'Row Flattening', also both highlighted with yellow boxes. The 'Format' button for 'Column Flattening' is currently active. The table lists the following position trees:

Name	Code
AMD Position Hierarchy	AMD
KMC Position Tree	KMC Position Tree
V1	KMC Position Tree
Positon Hierarchy	POS100
Progress UK Position tree	PROGUKPOSTREE

After compilation Goto actions> Flatten → select any one/ how your positions will be

Now Position Tree creation was done.

We need to assign positions to the employees

Middle Names
 Title Mr.

User Details

Enter user name
 User Name MOCHARLA.MADHU

Link user account
 No user account selected.

*Active Active

Employment Information

*Person Type Employee
 Legal Employer India Legal Entity 01
 *Business Unit KMC IND BU
 Job KMC Manager
 Grade

Department KMC Procurement Dept
 Location
 Mail Stop
 Manager

Resource Information

Here madhu is the employee, already job is assigned, department also needs to be assigned.



Click on person management

Search with the name

Search

Advanced Saved Search All People

* Required
** At least one is required

** Name Mohan
 ** Person Number
 ** National ID
 ** Keywords
 Include terminated work relationships
 * Effective As-of Date 3/7/22

Search Reset Save...

Search Results

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
Mohan, Prasad	5411	801011-10-2...	Human Resources MY	Kuala Lumpur	Employee	Director of Benefits	Active - Pay...	
Mohan, 43	10010				Employee	KMC Director	Active - Pay...	

Columns Hidden 11

Apps Bookmarks Search results for A... My Oracle Support SOT Demo A IT SEO I T Reading list

Employment

Work Relationship ②

Legal Employer India Legal Entity 01 Country India

Worker Type Employee

Hire Date 3/5/22

Assignment: KMC Director ②

Action Hire Effective Start Date 3/5/22 (1 of 1)

Action Reason Effective End Date

Assignment Details

Assignment Number E10010 Assignment Status Active - Payroll Eligible

Business Unit KMC IND BU Primary Yes

Person Type Employee Projected End Date

Job Details ②

Edit View History Update Correct Delete Record

Employment

Work Relationship ②

Legal Employer India Legal Entity 01 Country India

Worker Type Employee

Hire Date 3/5/22

Assignment: KMC Director ②

Action Hire

Action Reason

Assignment Details

Assignment Number E10010 Assignment Status Active - Payroll Eligible

Business Unit KMC IND BU Primary Yes

Person Type Employee Projected End Date

Job Details ②

Edit View History

Assignment Number E10010 Assignment Status Active - Payroll Eligible

*Person Type Employee Primary Yes

*Business Unit KMC IND BU Projected End Date m/d/yy

Job Details ②

Position KMC Procurement Director Position Details

Do you want to apply the following changed data from the position?

Department KMC Procurement Dept

Start Time 08:00

End Time 17:00

Full Time or Part Time Full time

Regular or Temporary Regular

Frequency

Yes No

Grade Ladder

Grade

Include in Grade Step Process

Department

Reporting Establishment

Location

Working at Home No

hours FTE Headcount

Start Time

End Time

Basis for Seniority Days

Save Review and submit it.

For Madhu record also we need to update the position

Person Management: Search

Advanced Saved Search All People

** Required
** At least one is required

** Name <input type="text" value="Madhu"/>	** Keywords <input type="text"/>
** Person Number <input type="text"/>	<input type="checkbox"/> Include terminated work relationships
** National ID <input type="text"/>	* Effective As-of Date <input type="text" value="3/7/22"/> <input type="button" value="Calendar"/>

Search Reset Save...

Search Results

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
MADHU, MOCHARLA	4839		KMC Procurement D...		Employee	KMC Manager	Active - Payroll Eligible	<input type="button" value="Edit"/>

Columns Hidden 11

Employment

Work Relationship

Legal Employer India Legal Entity 01 Country India

Worker Type Employee

Hire Date 2/23/22

Assignment: KMC Manager

Action Hire Effective Start Date 2/23/22 (1 of 1)

Action Reason Effective End Date

Assignment Details

Assignment Number E4839 Assignment Status Active - Payroll Eligible

Business Unit KMC IND BU Primary Yes

Person Type Employee Projected End Date

Job Details

Work Relationship

Legal Employer India Legal Entity 01 Country India

Worker Type Employee

Hire Date 2/23/22

Assignment: KMC Manager

Action Hire

Action Reason

Assignment Details

Assignment Number E4839 Assignment Status Active - Payroll Eligible

Action Position Change

Action Reason

This screenshot shows the 'Assignment Details' form. It includes fields for Assignment Number (E4839), Assignment Status (Active - Payroll Eligible), Primary (Yes), and Projected End Date (m/d/yy). Under 'Job Details', there are fields for Position (KMC Procurement Manager), Job (KMC Manager), Assignment Name (KMC Manager), Grade Ladder, Grade, and Working Hours (40 hours, Weekly). Other fields include Department (KMC Procurement Dept), Reporting Establishment, Location, Working at Home (No), Worker Category, and Assignment Category. On the right, there are sections for Full Time or Part Time (Full time), Working as a Manager (No), Hourly Paid or Salaried, Standard Working Hours (40 hours, Weekly), FTE (1), Headcount, Start Time (08:00 AM), End Time (05:00 PM), and Basis for Seniority Calculation (Days). A 'Work Measure Details' section is also present.

Save , review and submit

Goto our approval rules what I have created earlier, for the rule and condition, in the action I have updated route using Position hierrachy.

This screenshot shows the 'Edit Approval Rules: Header Consensus' screen. It displays a table of existing rules and a modal dialog for creating a new rule. The table columns are 'Rule' and 'Pri'. The modal dialog is titled 'Create Rule' and contains fields for 'Rule' (KMC Rule), 'Priority' (Medium), 'Description' (KMC Rule), and a checkbox for 'Rule always applies'. Buttons for 'OK' and 'Cancel' are at the bottom right.

This screenshot shows a grid of approval rules. The columns are 'Rule' and 'Pri Conditions'. The rules listed are:

- KMC Rule: M..
- Requisition amount less than 10000: M.. Requisition Amount Less than or equal to 10000 AND Requisitioning BU Equals KMC IND BU
- AUTO_REQ_APPROVAL: M.. Requisitioning BU Equals AMD Business Unit AND Deliver-to Location Equals AMD Xilinx Technology Ltd AND Requester Equals Shovlin, Andrew
- Auto Approve Requisitions less than 5000: M.. Requisition Amount Less than or equal to 5000 AND Requisitioning BU Equals UK Business Unit
- Healthcare BU category is Clinical Enginee...: M.. Category Name Equals Clinical Engineering AND Requisitioning BU Equals Healthcare US Business Unit

A modal dialog titled 'Add Condition' is open, showing fields for 'Type' (Approval task attribute), 'Attribute' (Requisitioning BU), 'Operator' (Equals), 'Value Type' (Value), and 'Value' (KMC IND BU). Buttons for 'Add Another', 'OK', and 'Cancel' are at the bottom right.

KMC Rule: Details

Conditions

Actions

Action 1

Action Type: Approval required
Route Using: Approval group
Approval Group

Automatically approve if group returns no approvers

Add Action

Edit Action 1

Action Type: Approval required
Route Using: Position hierarchy
Position Hierarchy: KMC Position Tree
Position Chain Of: Preparer's Position
Start With: Next Position
Minimum Job Level: 1
Top Position in Hierarchy: KMC Procurement Director
Include: All approvers

Add Another, OK, Cancel

Here we have to select the position hierarchy, etc

Enable the rule, deploy click on done.

Create one requisition and click on manage approvals

Most Visited My Oracle Support

ORACLE

Edit Requisition: 49

Requisitioning BU: KMC IND BU

Procurement Card:

Requisition Amount: 1.00 INR

Approval Amount: Calculate Amount with Tax

Attachments: None

Overriding Approver:

Emergency purchase order number required

Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.

Line	Line Type	Item	Revision	Description	Category Name	* Quantity	UOM Name	* Price	Price (INR)	Amount
1	Goods	Test	1	Advertising	1	Hr	1.00 INR	1.00	1.00 INR	
Total										

Rows Selected 1

Vacation rules: -

Suppose the approver is going on vacations, we can **setup vacation rules**,

The image contains two screenshots of the Oracle FSCM UI. The top screenshot shows the 'Notifications' page with a list of recent notifications. The bottom screenshot shows the 'Notifications' page with a 'Worklist' button highlighted.

Top Screenshot: Notifications Page

Type	Message	Time Ago	Action
FYI	Requisition 44 Approved MOCHARLA MADHU	10 minutes ago	Dismiss
FYI	Document (Purchase Order) 711276 Implemented MOCHARLA MADHU	Yesterday	Dismiss
FYI	Document (Contract Purchase Agreement) AGR6 Implemented MOCHARLA MADHU	Yesterday	Dismiss
FYI		Yesterday	Dismiss

Bottom Screenshot: Notifications Page with Worklist

Category	Count	Action
Assigned to Me	(73)	
Created by Me	(3)	
All		

Worklist button is highlighted.

Click on the worklist

The screenshot shows the BPM Worklist interface. On the left, there's a sidebar with navigation links like 'Inbox', 'My Tasks (73)', 'Initiated Tasks', 'Administrative Tasks', 'Views', 'Due Soon', 'High Priority', and 'Past Due'. The main area displays a grid of tasks with columns for 'Title', 'Number Creator', and 'Priority'. A user dropdown menu is open at the top right, showing options: 'User Details', 'Home', 'Reports', 'Preferences' (which is highlighted in yellow), 'Help', and 'Logout'. Below the grid, there's a message: 'Document / Purchase Order / Requisition / Requisition 44 Approved'.

From the user drop down click on preferences.

This screenshot shows the 'Preferences' page for user 'MOCHARLA MADHU'. The URL is https://ucf6-zxma-fa-ext.oracledemos.com/integration/worklistapp/faces/preferences.jsp?_afrLoop=1155792787386950&_afrWindowMode=0&_afrWindowId=16ujkx2qmv&_adf.ctrl-state=1ayv. The page title is 'BPM Worklist'. It includes links for 'My Rules', 'Certificates', 'Notification', and 'Accessibility'. The main content area is titled 'Vacation Period : mocharla.madhu'. It contains instructions: 'Remove yourself from automatic task assignment by enabling a vacation date range. Optionally, more specific vacation rules can be created under "My Rules".' There are two radio buttons: one checked for 'Enable vacation period' and another for 'Reassign to:' followed by a dropdown menu set to 'User' and a search bar containing 'angela.jee'. Below these are 'Start Date' and 'End Date' fields, both set to '3/7/22 2:34 AM'. There are 'Save' and 'Revert' buttons at the top right.

Enable start and end date, enable vacation period.

Suppose **the user forgets** to setup the vacation rules, then **the administrator wills setup the vacation rules. You need IT security manager access, if you are the administrator**

Login with another user, who is having administrator access. From there we can see the other rules.

This screenshot shows the 'Preferences' page for user 'teclit32'. The URL is https://ucf6-zxma-fa-ext.oracledemos.com/integration/worklistapp/faces/preferences.jsp?_afrLoop=1156023062430373&_afrWindowMode=0&_afrWindowId=vrbo... The page title is 'BPM Worklist'. It includes links for 'My Rules', 'Other Rules' (which is highlighted in yellow), 'Certificates', 'Notification', and 'Accessibility'. The main content area is titled 'Vacation Period : teclit32'. It contains instructions: 'Remove yourself from automatic task assignment by enabling a vacation date range. Optionally, more specific vacation rules can be created under "My Rules".' There are two radio buttons: one for 'Enable vacation period' and another for 'Reassign to:' followed by a dropdown menu set to 'User' and a search bar containing 'angela.jee'. Below these are 'Start Date' and 'End Date' fields, both set to 'm/d/yy h:mm a'. There are 'Save' and 'Revert' buttons at the top right.

Click on other rules.

Vacation Period : anita.kennedy

Remove yourself from automatic task assignment by enabling a vacation date range. Optionally, more specific vacation rules can be created under "My Rules".

Enable vacation period.

Start Date: mm/dd/yy h:mm a

End Date: mm/dd/yy h:mm a

Reassign to:

Delegate to:

Save R

Search with the user name, to whom I want to setup vacation rules.

If we want to see the tasks assigned to me, or administrator tasks, I can find from BPM worklist.

Title	Number	Creator	Assigned	Priority
Requisition RF-CBE-3 Rejected	541016	Prem Kumar	3/4/22 2:40 AM	3
Requisition RF-CBE-3 Rejected	541013	Prem Kumar	3/4/22 2:34 AM	3
Requisition 44 Approved	541010	MOCHARLA ...	3/4/22 2:23 AM	3
Document (Purchase Order) PO-CBE-1 (Requisition RF-CBE-1) Implemented	540996	Prem Kumar	3/4/22 2:04 AM	3
Document (Buyer Change Order) 711274 (Requisition 43) Changed	540868	MOCHARLA ...	3/3/22 7:53 PM	3
Document (Requester Change Order) 711274 (Requisition 43) Changed	540863	MOCHARLA ...	3/3/22 7:07 PM	3
Document (Purchase Order) 711274 (Requisition 43) Implemented	540858	MOCHARLA ...	3/3/22 6:55 PM	3
Requisition 43 Approved	540853	MOCHARLA ...	3/3/22 6:48 PM	3
Approve Requisition 43	540850	MOCHARLA ...	3/3/22 6:48 PM	3
Requisition 42 Entered by MOCHARLA MADHU Was Reassigned To You	540848	MOCHARLA ...	3/3/22 6:32 PM	3
Requisition 42 Approved	540846	MOCHARLA ...	3/3/22 6:28 PM	3
Approve Requisition 42	540843	MOCHARLA ...	3/3/22 6:28 PM	3
Document (Purchase Order) 711273 (Requisition 41) Implemented	540841	MOCHARLA ...	3/3/22 4:41 PM	3
Requisition 41 Approved	540836	MOCHARLA ...	3/3/22 4:17 PM	3
Approve Requisition 41	540833	MOCHARLA ...	3/3/22 4:17 PM	3
Document (Purchase Order) PO:3 (Requisition PR:15) Implemented	540831	Vignesh Mano	3/3/22 4:15 PM	3
Requisition PR:15 Approved	540826	Vignesh Mano	3/3/22 4:14 PM	3
Approve Requisition PR:15	540823	Vignesh Mano	3/3/22 4:14 PM	3
Document (Purchase Order) 711272 (Requisition 40) Implemented	540821	MOCHARLA ...	3/3/22 4:13 PM	3
Requisition 40 Approved	540811	MOCHARLA ...	3/3/22 4:08 PM	3
Approve Requisition 40	540808	MOCHARLA ...	3/3/22 4:08 PM	3
Requisition PR:14 Approved	540806	Vignesh Mano	3/3/22 4:04 PM	3
Approve Requisition PR:14	540803	Vignesh Mano	3/3/22 4:04 PM	3
Document (Purchase Order) PO:1 (Requisition PR:12) Implemented	540791	Vignesh Mano	3/3/22 3:55 PM	3
Document (Purchase Order) PO:2 (Requisition PR:13) Implemented	540786	Vignesh Mano	3/3/22 3:00 PM	3

How to send multiple reminders to the approver about the approval notification: -

BPM Worklist

Administration | Evidence Search | Approval Groups | **Task Configuration**

Tasks to be configured

Search: Show ▾

- RejectedInvoiceCorrection
- RejectedOrgFYI
- RejectedProjectFYI
- RepositoryUpdateFyi
- ReqApproval
- ReqLinesCancelledFYI
- ReqReassignedFYI
- ReqReturnedFYI
- ReqStatusFYI
- ReqWithdrawnFYI
- RequestInformationFyi
- RequestNewPositionApproval
- RequestPositionChangeApproval
- RequireLearnerContentDeleteTask
- RequireOwnerContentDeleteTask
- RequisitionApprovalHumanTask
- ResignationApproval
- ResourceNotificationHumantask
- RespondToQstnFyi
- ResponseCreatedFyi

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BPM Worklist

Administration | Evidence Search | Approval Groups | **Task Configuration**

Tasks to be configured

Search: Show ▾

Warning
Associated flex fields have been modified. It is advised to perform a synchronization operation before doing any edits. It might take few minutes for the operation to complete.
Start Synchronization

Expiration Settings

Do Nothing Task Level Assignee Level
Duration: Static Day **5** Hour **0** Minutes **0**
Escalation Override Class:
 Expire only Escalate Renew
Take above action when any of the following is met
Maximum Escalation Levels: **2**
 Exclude Saturday and Sunday

BPM Worklist

Administration | Evidence Search | Approval Groups | **Task Configuration**

Tasks to be configured

Search: Show ▾

Warning
Associated flex fields have been modified. It is advised to perform a synchronization operation before doing any edits. It might take few minutes for the operation to complete.
Start Synchronization

Notifications

Task Status	Recipient	Notification Header
Assign	ASSIGNEES	
Error	CREATOR	
Expire	CREATOR	
Request In	ASSIGNEES	

Enable Reminder
Repeat: **3** Initiating Action: **After Assignment**
Frequency: Day **1** Hour **0** Minutes **0**

Notifications: repeat the notifications Day 1

If the approver is not responded, we can escalate through notifications.

How to close PO:-

Purchase Order Header

Incomplete-> Pending for approval -> Open -> Closed for receiving -> Closed for invoicing -> Closed

Purchase Order Lines

Incomplete-> Pending for approval -> Open -> Closed for receiving -> Closed for invoicing -> Closed

These are the line and header status in different ways.

Purchase Order Header

Status: Open
Buyer: MOCHARLA MADHU
Ship-to Location: KMC HYD LOC
Source Agreement: Multiple

Creation Date: 3/3/22
Supplier Order
Master Contract

Terms Notes and Attachments

Acknowledgment: No	Shipping Method: KMC DTDC-Parcel-Ground	— Requires signature
Payment Terms: KMC 2/10 1/20 NET90	Freight Terms: BUY&SUPPLIER	— Buyer Managed Transportation
	FOB	— Pay on receipt
		— Confirming order

Additional Information

Contract Type	Contract Number	Eligible for Rebate?
---------------	-----------------	----------------------

Lines Schedules Distributions

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Line	Item	Description	Quantity	UOM	Base Price	Price	On Status	Detail
1	VS machines	VS machines	1	Ea	4,000.00	4,000.00	4.0	Closed for Receiving
2	VS Waters	VS Waters	200	Ea	300 /	300.00	60%	Open

Is it possible to close the PO manually, yes we can

Actions> close.

Then header and lines were closed.

Purchase Order: 711276 ⚡

Main

General

Procurement BU	KMC IND BU	Supplier	MADHU IT TECHNOLOGIES	Ordered	64,000.00 INR
Requisitioning BU	KMC IND BU	Supplier Site	CORPORATE OFFIC	Total Tax	0.00 INR
Sold-to Legal Entity	India Legal Entity 01	Supplier Contact		Total	64,000.00 INR
Bill-to BU	KMC IND BU	Communication Method	None	Description	
Order	711276	Bill-to Location	KMC HYD LOC	Requisition	
Status	Open	Ship-to Location	KMC HYD LOC	Source Agreement	
Buyer	MOCHARLA MADHU			Supplier Order	
Creation Date	3/3/22			Master Contract	

Actions

- Edit
- Delete
- Acknowledge
- Communicate
- Cancel Document
- Close**
- Reopen
- Hold
- Freeze
- Withdraw
- View Document History
- View Change History
- View Revision History

Order Life Cycle

Ordered: ~60K
Received: ~60K
Delivered: ~60K

Amount (INR)

View Details

Purchase Order: 711276 ⚡

Main

General

Procurement BU	KMC IND BU	Supplier	MADHU IT TECHNOLOGIES	Ordered	64,000.00 INR
Requisitioning BU	KMC IND BU	Supplier Site	CORPORATE OFFIC	Total Tax	0.00 INR
Sold-to Legal Entity	India Legal Entity 01	Supplier Contact		Total	64,000.00 INR
Bill-to BU	KMC IND BU	Communication Method	None	Description	
Order	711276	Bill-to Location	KMC HYD LOC	Requisition	
Status	Closed	Ship-to Location	KMC HYD LOC	Source Agreement	
Buyer	MOCHARLA MADHU			Supplier Order	
Creation Date	3/3/22			Master Contract	

Actions

Close Document

Action: Close

Reason:

- Close for Receiving
- Close for Invoicing
- Finally Close**

OK Cancel

Order Life Cycle

Ordered: ~60K
Received: ~60K
Delivered: ~60K

Amount (INR)

View Details

If you select close, if required we can reopen the PO again.

Finally close, if you select the option, it is not possible, to open again.

Purchase Order: 711276 ⚡

Main

General

Procurement BU	KMC IND BU	Supplier	MADHU IT TECHNOLOGIES	Ordered	64,000.00 INR
Requisitioning BU	KMC IND BU	Supplier Site	CORPORATE OFFIC	Total Tax	0.00 INR
Sold-to Legal Entity	India Legal Entity 01	Supplier Contact		Total	64,000.00 INR
Bill-to BU	KMC IND BU	Communication Method	None	Description	
Order	711276	Bill-to Location	KMC HYD LOC	Requisition	
Status	Closed	Ship-to Location	KMC HYD LOC	Source Agreement	Multiple
Buyer	MOCHARLA MADHU			Supplier Order	
Creation Date	3/3/22			Master Contract	

Actions

Confirmation

Your changes were saved.

OK

Order Life Cycle

Ordered: ~60K
Received: ~60K
Delivered: ~60K

Amount (INR)

View Details

Additional Information

Contract Type	Contract Number	Eligible for Rebate?

Lines Schedules Distributions

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

Line	Item	Description	Quantity	UOM	Base Price	Price	On Status	Detail
1	VS machines	VS machines	1	Ea	4,000.00	4,000.00	4.0 Closed	
2	VS Waters	VS Waters	200	Ea	300.00	300.00	60.0 Closed	

Lines are closed.

It is possible to reopen as well.

Purchase Order: 711276

Main

General

Procurement BU	KMC IND BU	Supplier	MADHU IT TECHNOLOGIES
Requisitioning BU	KMC IND BU	Supplier Site	CORPORATE OFFIC
Sold-to Legal Entity	India Legal Entity 01	Supplier Contact	
Bill-to BU	KMC IND BU	Communication Method	None
Order	711276	Bill-to Location	KMC HYD LOC
Status	Closed	Ship-to Location	KMC HYD LOC
Buyer	MOCHARLA MADHU		
Creation Date	3/3/22		

Actions ▾ Done

Order Life Cycle

- Ordered
- Received
- Delivered

Amount (INR)

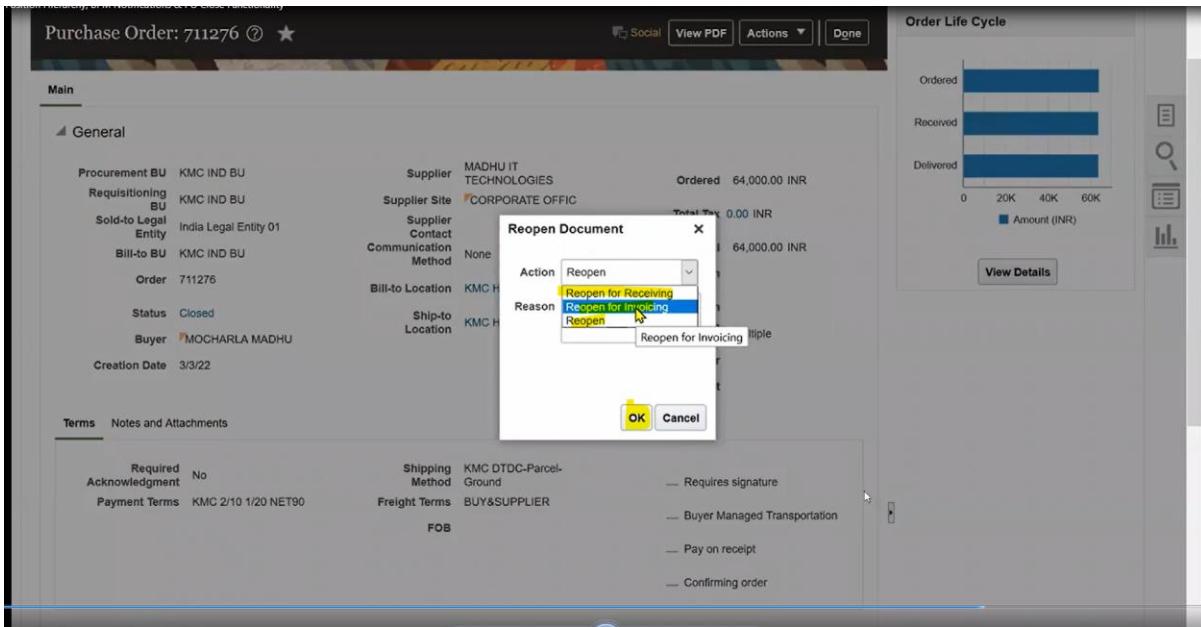
Reopen

View Details

Terms Notes and Attachments

Required Acknowledgment	No	Shipping Method	KMC DTDC-Parcel-Ground
Payment Terms	KMC 2/10 1/20 NET90	Freight Terms	BUY&SUPPLIER
FOB			

- Requires signature
- Buyer Managed Transportation
- Pay on receipt
- Confirming order



Just reopen

Then the lines will looks as shown below.

You can close for receiving the line1, by selecting line1> close

It will show the options

We can choose the options.