

# Journal Approval Workflow - R12

- Introduction
- Introduction to Human Workflow Concepts
  - Task Assignment and Routing
  - Participant
  - Participant Type
    - Single approver
    - Parallel
    - Serial
    - FYI (For Your Information)
  - Participant Assignment
    - Users
    - Groups
    - Application roles
  - List Builders
    - Supervisory
    - Job Level
    - Position
    - Approval Groups
- General Ledger Implementation Details
  - Predefined Rule
  - Typical Use Cases and Implementation Using the Participant Types
- User Flow for Definition of Journal Approval Rules
  - Navigate to BPM Worklist
  - Define an Approval Rule
  - Define an Accounting Flexfield Based Approval Rule
- Appendix A: List of Available Attributes for Rule Configuration
- Appendix B: Creating Job Level and Position Level Hierarchies
  - Update Job Level for a Job
  - Position Based Approval
- Appendix C: Troubleshooting
  - Overview
  - Flows
    - DirectPostingWithoutApproval
    - FlowN
    - JournalBatchApprovalProcess
    - PostJournalBatch
      - Configuration
      - Troubleshooting Steps
- Glossary

## Introduction

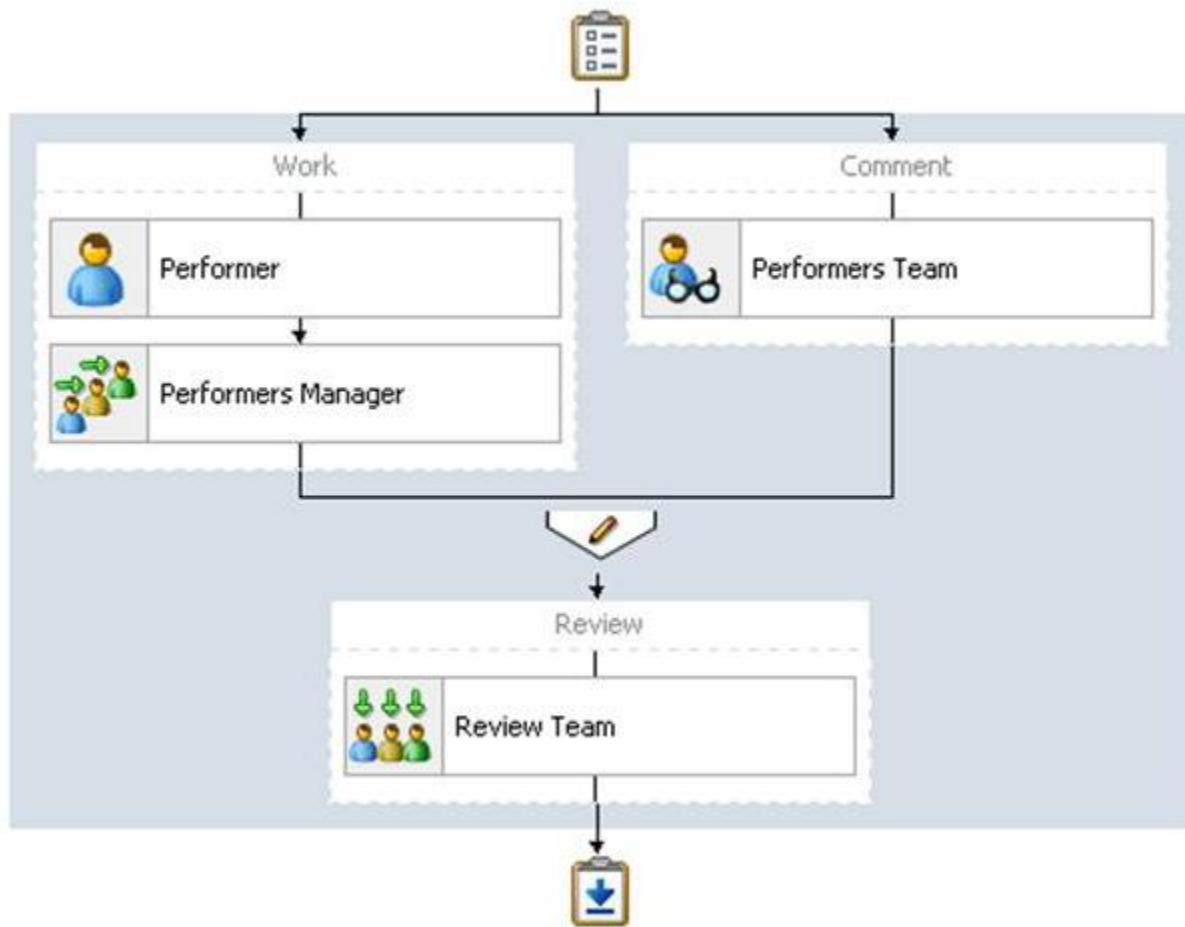
Oracle Fusion General Ledger supports flexible and configurable approval rules for journal batch approval using the Approvals Management Extensions (AMX) of Oracle Business Process Management (BPM) Suite. The approval rules are managed through the BPM Worklist. Users who are authorized to manage the approval rules have an Administration link to access the rules configuration pages. When the user submits a journal batch for posting, General Ledger initiates a SOA Composite instance which evaluates the rules created in AMX to build the list of approvers. AMX then sends out approval notifications to the approvers. AMX rebuilds the approval list each time it receives response to an approval notification. The process is repeated until all approvals are completed. This white paper explains the Oracle BPM Suite rule design constructs and details how approval rules can be configured for journals created in Oracle Fusion General Ledger.

## Introduction to Human Workflow Concepts

This section introduces key human workflow design time and runtime concepts. A typical task, such as Journal Batch Approval task, consists of a subject, priority, task participants, task parameters or data, deadlines, notifications or reminders, and task forms. This section provides an overview of the key concepts.

## Task Assignment and Routing

Human workflow supports declarative assignment and routing of tasks. In the simplest case, a task is assigned to a single participant (user or group). However, there are many situations in which more detailed task assignment and routing is necessary. Human workflow provides declarative, pattern-based support for such scenarios.



The image shows the Assignment and Routing Policy section of the Human Task Editor. A stage labeled Work appears on the left and a stage labeled Comment appears on the right. Below Work is a block labeled Performer. Below that is a block labeled Performer's Manager. Below Comment is a block labeled Performer's Team. At the bottom and connecting to both of these stages is another stage labeled Review. Below Review is a block labeled Review Team.

## Participant

A participant is a user or set of users in the assignment and routing policy definition. In the figure above, each block with an icon representing people is a participant.

## Participant Type

In simple cases, a participant maps to a user, group, or role. However, workflow supports declarative patterns for common routing scenarios such as management chain or group vote. The following participant types are available:

### Single approver

This is the simple case where a participant maps to a user, group, or role. For example, a vacation request is assigned to a manager. The manager must act on the request task three days before the vacation starts. If the manager formally approves or rejects the request, the employee is notified with the decision. If the manager does not act on the task, the request is treated as rejected.

### Parallel

This participant indicates that a set of people must work in parallel. For example, multiple users in a hiring situation must vote to hire or reject an

applicant.

## Serial

This participant indicates that a set of users must work in sequence. While working in sequence can be specified in the routing policy by using multiple participants in sequence, this pattern is useful when the set of people is dynamic. The most common scenario for this is supervisory chain escalation, which is done by specifying that the list is based on a supervisory chain within the specification of this pattern.

## FYI (For Your Information)

This participant also maps to a single user, group, or role, just as in single approver. However, this pattern indicates that the participant just receives a notification task and the business process does not wait for the participant's response. FYI participants cannot directly impact the outcome of a task, but in some cases can provide comments or add attachments.

For example, a regional sales office is notified that a candidate for employment has been approved for hire by the regional manager and their candidacy is being passed onto the state wide manager for approval or rejection.

## Participant Assignment

A task is work that must be done by a user. When you create a task, you assign humans to participate in and act upon the task. Participants can perform actions upon tasks during runtime from Oracle BPM Worklist, such as approving a vacation request, rejecting a purchase order, providing feedback on a help desk request, or some other action. There are three types of participants:

### Users

You can assign individual users to act upon tasks. For example, you may assign users jlondon or jstein to a particular task. Users are defined in an identity store configured with the SOA Infrastructure. These users can be in the embedded LDAP of Oracle WebLogic Server, Oracle Internet Directory, or a third party LDAP directory.

### Groups

You can assign groups to act upon tasks. Groups contain individual users who can claim and act upon a task. For example, users jcooper and fkafka may be members of the group LoanAgentGroup that you assign to act upon the task. As with users, groups are defined in the identity store of the SOA Infrastructure.

### Application roles

You can assign users who are members of application roles to claim and act upon tasks.

Application roles consist of users or other roles grouped logically for application-level authorizations. These roles are application-specific and are defined in the application Java policy store rather than the identity store.

## List Builders

Each approval stage consists of list builders to determine the actual list of approvers. The following list builders are supported.

### Supervisory

Moves up the primary supervisory hierarchy, starting at the requester or at a given approver, and generates a chain that has a fixed number of approvers in it. More details on how to configure rules using supervisory hierarchy can be found in Hierarchy Configuration in HCM under supervisory hierarchy setup.

### Job Level

Moves up the supervisory hierarchy, starting at a given approver and continuing until an approver with a sufficient job level is found. More details on how to configure Job level can be found in Hierarchy Configuration in HCM under Job Level Setup.

### Position

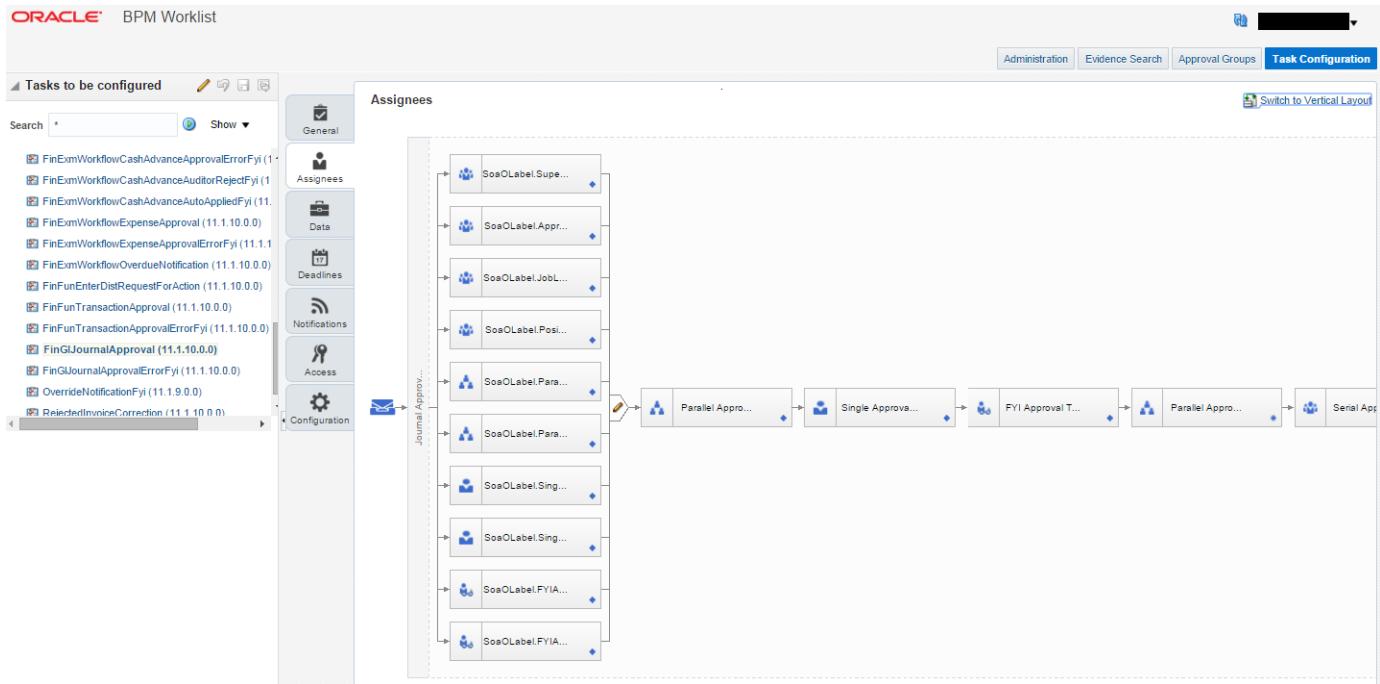
Moves up the position hierarchy, starting at a given approver's position and continuing until a position with a sufficient job level is found. More details on how to configure rules using position level can be found in Hierarchy Configuration in HCM under Position Level Setup.

## Approval Groups

Includes predefined approver groups in the approver list. Approval groups can be static or dynamic. Approval Groups are configured from BPM work list application. Once Approval Groups are created they can be used when configuring rules to return approval group list builder type.

## General Ledger Implementation Details

Oracle Fusion Financials General Ledger predefines 17 Participants to provide a great degree of flexibility in defining journal approval rules. 10 participants are in parallel and 7 are arranged in sequence.



Each participant shown above is represented by Rule Set for journal approval rule creation as shown below.

PARTICIPANT	ROUTING	VOTING REGIME
Supervisory_JournalApprovalRuleSet	Serial	Consensus
ApprovalGroup_JournalApprovalRuleSet	Serial	Consensus
JobLevel_JournalApprovalRuleSet	Serial	Consensus
Position_JournalApprovalRuleSet	Serial	Consensus
ParallelTypeParticipantOneInParallelModeRuleSet	Parallel	Consensus
ParallelTypeParticipantTwoInParallelModeRuleSet	Parallel	Consensus
SingleTypeParticipantOneInParallelModeRuleSet	Parallel	First Responder Wins
SingleTypeParticipantTwoInParallelModeRuleSet	Parallel	First Responder Wins
FyiTypeParticipantOneInParallelModeRuleSet	Parallel	

FyiTypeParticipantTwoInParallelModeRuleSet	Parallel	
ParallelTypeParticipantOneInSequentialModeRuleSet	Parallel	Consensus
SingleTypeParticipantOneInSequentialModeRuleSet	Parallel	First Responder Wins
FyiTypeParticipantOneInSequentialModeRuleSet	Parallel	
ParallelTypeParticipantTwoInSequentialModeRuleSet	Parallel	Consensus
SerialTypeParticipantTwoInSequentialModeRuleSet	Serial	Consensus
SingleTypeParticipantTwoInSequentialModeRuleSet	Parallel	First Responder Wins
FyiTypeParticipantTwoInSequentialModeRuleSet	Parallel	

#### **What does it mean by participants in Parallel mode and in Sequential mode?**

- **Parallel Mode:** When the participants are in parallel mode the task gets assigned and the notifications will go to all the participants at once in parallel.
- **Sequential Mode:** The task gets assigned and notifications go in sequential manner meaning one after another to each participant in the sequential mode.

- New participants cannot be added. The existing participant order cannot be changed. This is crucial when the participants are in Sequential mode.
- If you are not using a particular participant in your solution you need to ignore those participants either by checking the ignore participants checkbox or by using the predefined rule to ignore the participant.
- Except the first parallel participant Supervisory\_JournalApprovalRuleSet all are ignored by default in predefined GL solution.
- You can use any list builder under any rule set.
- Approval Group can be used as a list builder in the parallel type participant if all in the group must to approve.
- Approval Group can be used with single type participant if approval from only one person from the group is sufficient.
- Currently the application does not support voting regime for an Approval Group.

## **Predefined Rule**

One predefined journal approval rule exists. If the journal's ledger and the source are enabled for approval, then the journal batch is sent for one level of approval to the supervisor of the person who created it. The implementer or system administrator must specify the Top Participant as per the deploying organization's requirements in the rule. Below is the predefined approval rule.

**Supervisory\_JournalApprovalRuleSet**

**ManagerApprovalRule**

**IF**

JournalBatchLedger.enableJeApprovalFlag is "Y"

**THEN**

List Builder Supervisory

Response Type Required

Number of levels 1

Starting Participant HierarchyBuilder.getManager("supervisory",Task.creator,-1,"")

Top Participant HierarchyBuilder.getPrincipal("finuser30",-1,"")

Auto Action Enabled False

Auto Action null

Rule Name "ManagerApprovalRule"

## Typical Use Cases and Implementation Using the Participant Types

### **Use Case 1: You require the company's supervisory hierarchy to approve manual journal batches.**

During the month end close period you need one of the month end approvers to approve the batches.

During the corporate close period, along with the supervisory and month end approvers, you want one of the corporate approvers to also approve the batches.

#### **Solution:**

For this purpose you need to use three participant types in parallel mode. All other participants are ignored.

Serial Type (Supervisory\_JournalApprovalRuleSet) with supervisory hierarchy as list builder.

Single Type (SingleTypeParticipantOneInParallelModeRuleSet) with an approval group list builder for month end approvers (any one can approve).

Single Type (SingleTypeParticipantTwoInParallelModeRuleSet) with a group as list builder for corporate approvers (any one can approve).

### **Use Case 2: You require your job level hierarchy to approve the journal batches based on the different net journal line amount limits as:**

Up to \$1000 – M2 Job Level can approve.

From \$1000 to \$5000 – M3 Job Level can approve.

From \$5000 to \$10000 – M4 Job Level can approve.

From \$10000 and above – M6 Job Level can approve.

From \$50000 and above – CEO can approve.

#### **Solution:**

For this use case you only require one serial type participant with 5 different rules in the rule set for each condition above. For the first four conditions you need one rule each using the job level hierarchy as the list builder. For the rule the last condition you need a rule using the resource list builder.

For a list of attributes available to configure rules refer to Appendix A.

# User Flow for Definition of Journal Approval Rules

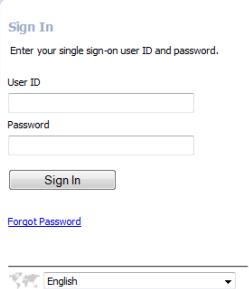
## Navigate to BPM Worklist

In Oracle Fusion Applications, every product family has their own SOA Server. Hence any Human workflow task initiated appears in appropriate server's BPM Worklist only.

In the Application Toolkit (ATK) Home page, a worklist table runs in Federated mode. For example, the worklist table displays all the approval tasks for the logged in user in all Oracle Fusion Applications SOA Servers and shows the tasks on the Home page.

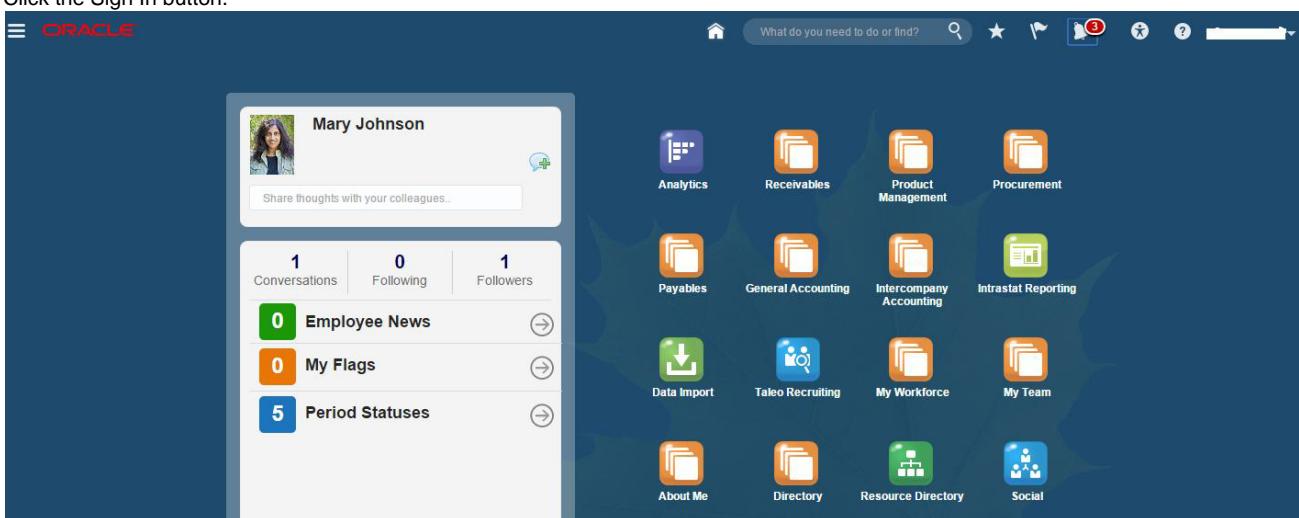
The section below provides details of how you can view the approval tasks configured on the Financials server, configure task level settings, preferences, and create and modify rules.

1. Login to the Environment by entering the user name and password. Enter the desired information into the User ID field.



The image shows a 'Sign In' dialog box from the Oracle Fusion Applications interface. It contains fields for 'User ID' and 'Password', a 'Sign In' button, and a 'Forgot Password' link. Below the dialog is a language selection dropdown set to 'English'. At the bottom of the screen, there is copyright information and links for 'About Product | Privacy Statement'.

2. Click the Sign In button.



3. On the Home Page, click on the Notifications icon.

The screenshot shows the Oracle BPM Worklist application interface. On the left, there is a sidebar with various icons for Analytics, Payables, Data Import, About Me, and Space. The main area displays Mary Johnson's profile card, which includes her photo, name, a text input field for sharing thoughts, and statistics: 1 Conversation, 0 Following, and 1 Follower. Below this are three cards: Employee News (0), My Flags (0), and Period Statuses (5). To the right, a list of recent notifications is shown:

Notification	Date
Action Required:Expense Auditor Has Requested More Information for Expense Report EXM0031458787 (4,050.00 USD)	11/17/15
Action Required:Expense Auditor Has Requested More Information for Expense Report EXM0031458787 (4,050.00 USD)	11/17/15
Action Required:Expense Auditor Has Requested More Information for Expense Report EXM0031458787 (4,050.00 USD)	11/17/15
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Action Required:Expense Auditor Has Requested More Information for Expense Report EXM0031458787 (4,050.00 USD)	11/17/15
Submitted:Journal Batch JB-PeriodEnd-1 for Mary Johnson	11/13/15

- Click on More Details and then Financials.

The screenshot shows the BPM Worklist application interface. On the left, there is a sidebar with views like Inbox, My Tasks (15), Initiated Tasks, Administrative Tasks, Due Soon, High Priority, Past Day, Past Week, Past Month, Past Quarter, and New Tasks. The main area displays a list of tasks:

Title	Number	Creator	Assigned	Priority
Error in Journal Approval	201034	Mary Johnson	11/12/15 7:04 AM	3
Cash Advance (50.00 USD) Was Automatically Applied to Expense Report EXM0054852452 (50.00 USD)	200434	EXPENSE_AU...	6/4/15 2:16 PM	3
Cash Advance (50.00 USD) Was Automatically Applied to Expense Report EXM0054852460 (50.00 USD)	200411	EXPENSE_AU...	6/4/15 2:16 PM	3
Hold Incomplete invoice on Invoice Invalid-224206	200429		6/4/15 12:57 PM	3
Hold Incomplete invoice on Invoice Invalid-224204	200409		6/4/15 12:57 PM	3
Hold Incomplete invoice on Invoice Invalid-224205	200428		6/4/15 12:57 PM	3
Hold Incomplete invoice on Invoice Invalid-224207	200408		6/4/15 12:57 PM	3
Cash Advance (10.00 USD) Was Automatically Applied to Expense Report EXM0035719849 (10.00 USD)	200300	EXPENSE_AU...	8/14/14 10:12 AM	3
Cash Advance (1,000.00 USD) Was Automatically Applied to Expense Report EXM0031458797 (1,000.00 USD)	200299	EXPENSE_AU...	8/14/14 10:12 AM	3
Hold Incomplete invoice on Invoice 852481	200043		7/23/14 9:49 AM	3
Hold Incomplete invoice on Invoice 851751	200047		7/23/14 9:49 AM	3
Hold Incomplete invoice on Invoice 841354	200042		7/23/14 9:49 AM	3
Hold Incomplete invoice on Invoice 548535	200041		7/23/14 6:52 AM	3
Hold Incomplete invoice on Invoice Invalid-205800	200040		7/23/14 6:52 AM	3
Hold Incomplete invoice on Invoice 12784987	200039		7/23/14 6:52 AM	3

- The BPM Worklist application opens in a new window. Click on the user name on the top right and then on the Administration link.

**ORACLE® BPM Worklist**

Mary Johnson ▾

Administration Evidence Search Approval Groups Task Configuration

**Application Preferences**

Flex Field Mapping

- Public Flex Fields
- Protected Flex Fields

**Application Preferences**

Login page realm label: LABEL\_LOGIN\_REALM

Resource bundle: oracle.bpel.worklistapp.resource.WorklistResourceBundle

Use language settings of: Browser (radio button) Identity Provider (radio button)

Enable Delegate/automatic outcome setting in vacation rules: Enabled (radio button) Disabled (radio button)

User Name format: User Id (radio button) User Name (radio button)

Fetch FLEX columns: Enable (radio button) Disable (radio button)

Branding And Skinning

Save Revert ▾

6. Click the Task Configuration button on the right. You are shown all the Financials approvals tasks available for configuration.

**ORACLE® BPM Worklist**

Mary Johnson ▾

Administration Evidence Search Approval Groups **Task Configuration**

**Tasks to be configured**

Search: \* Show ▾

- ActivityManagement (11.1.10.0.0)
- BankruptcyApproval (11.1.9.0.0)
- BgtMgrNotificationFyi (11.1.10.0.0)
- ExpenseAuditMileageAdjustmentFyi (11.1.9.0.0)
- FinApHoldApproval (11.1.10.0.0)
- FinApHoldsResolutionApprovalErrorFyi (11.1.10.0.0)
- FinApIncompleteInvoiceHold (11.1.10.0.0)
- FinApInvoiceApproval (11.1.10.0.0)
- FinApInvoiceApprovalErrorFyi (11.1.10.0.0)
- FinArTrxnsCreditMemosApproval (11.1.9.0.0)
- FinArTrxnsCreditMemosApprovalErrorFyi (11.1.10.0.0)
- FinArTrxnsCreditMemosManualEntryRequestFyi (11.1.10.0.0)

7. Search for FinGIJournalApproval. Click the FinGIJournalApproval task.

**Tasks to be configured**

Search: FinGIJournal\* Show ▾

- FinGIJournalApproval (11.1.10.0.0)**
- FinGIJournalApprovalErrorFyi (11.1.10.0.0)

**General**

Title: HtTitle.JournalBatch0for1

Description:

Outcomes: APPROVE,REJECT

Priority: 3 ▾

Category:

8. Click the Edit icon.

9. Click the Assignees tab.

10. Click the icon on the bottom right of any participant and click Go to Rule to edit rules for that participant.

## Define an Approval Rule

1. This section presents a use case to define a journal approval rule.

Use Case: Vision Foods USA Ltd submits journal entries recorded for approval by supervisor of the worker entering the journal entry based on following three conditions:

1. Journals with net journal line amount between \$1000 and \$25000 require one level up supervisory approval.
2. Journals with net journal line amount greater than \$25000 require two levels up supervisory approval.
3. Journals with net journal line less than \$1000 should be approved automatically.

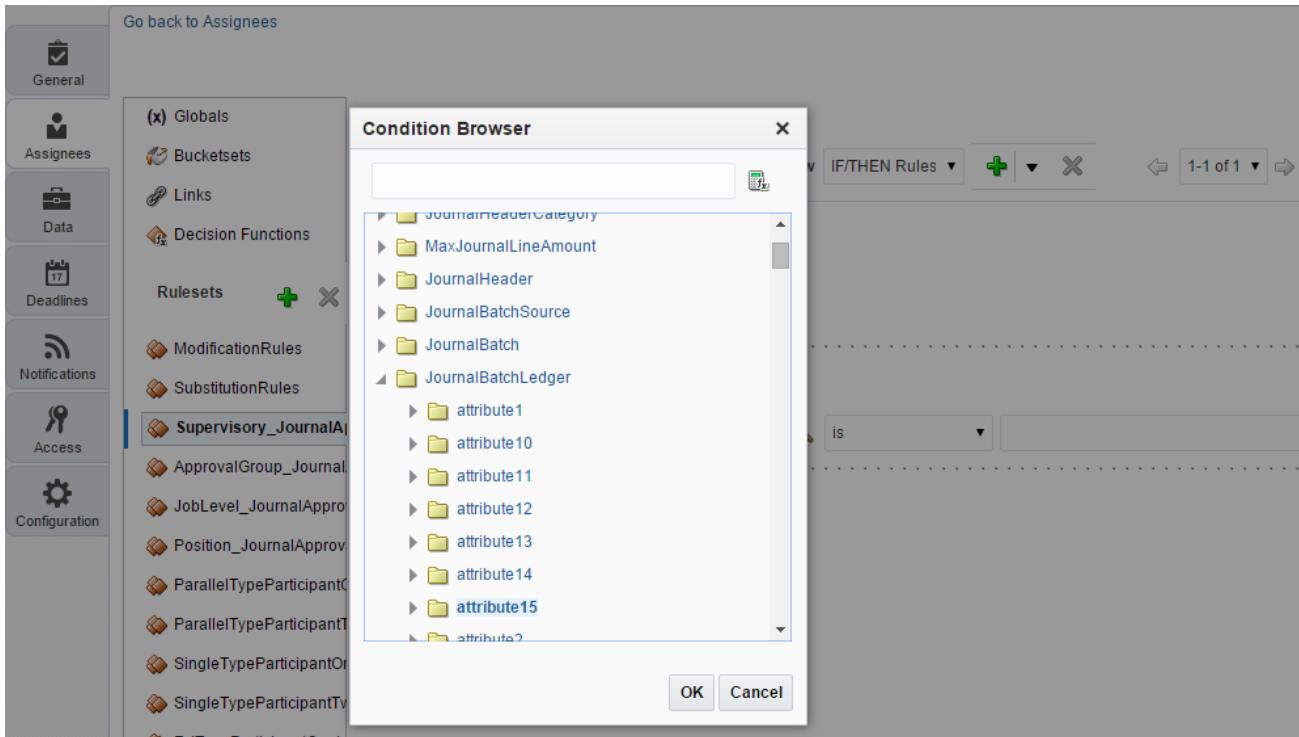
2. Navigate to the rule definition page in the BPM Worklist as explained above. Add a rule by clicking the Add Rule icon.

3. Expand the rule by clicking the Expand icon.

4. Define the IF condition:

In the first condition of the rule, check that the Journal Approval Required flag for the ledger is set to "Y". To achieve this, click the Left Value icon.

From the pop-up select and expand JournalBatchLedger and select enableJeApprovalFlag property. Click OK.



5. Select is from the choice list of operators and enter "Y" on the right hand side text box.

6. To add another condition click the list icon at the extreme right of the first condition.  
Select simple test.

The screenshot shows the Oracle Fusion Middleware Decision Rule Editor interface. On the left, there's a sidebar with various navigation options like Assignees, Data, Deadlines, Notifications, Access, and Configuration. The main area is titled 'Supervisory\_JournalApprovalRuleSet' and shows an 'IF/THEN Rules' view. The 'IF' section contains two conditions: 'JournalBatchLedger.enableJeApprovalFlag is "Y"' and 'Max.JournalLineAmount.maxLineNetAmount is <value>'. The 'THEN' section is currently empty.

- In the second condition of the rule, check if the maximum Journal Line Net Amount is between \$1000 and \$25000. To do this click the Left Value icon. Select the variable MaxJournalLineAmount and expand.

This screenshot shows the 'Condition Browser' dialog box, which is a tree view of available variables and functions. The 'Max.JournalLineAmount' node is expanded, showing its sub-nodes: enableJeApprovalFlag, jeBatchId, ledgerCategoryCode, ledgerId, maxLineAmountCr, maxLineAmountDr, maxLineNetAmount, and name. The 'OK' button is visible at the bottom right.

- Select the variable maxLineNetAmount and click the OK button.

This screenshot shows the 'Supervisory\_JournalApprovalRuleSet' rule editor after selecting 'maxLineNetAmount'. The 'IF' section now includes the condition 'Max.JournalLineAmount.maxLineNetAmount is <value>'. The 'THEN' section is empty.

- Select the between operator.

Supervisory\_JournalApprovalRuleSet

View IF/THEN Rules + X 1-1 of 1

Rule 1

IF

JournalBatchLedger.enableJeApprovalFlag is "Y"

MaxJournalLineAmount.maxLineNetAmount between <value> and <value>

THEN

Add Action

10. Specify the amount limits by clicking the Right Value icon.

Right Operand

"MaxJournalLineAmount.maxLineNetAmount between"

Operand1

Operand2

Validate OK Cancel

11. Specify the lower limit by entering 1000 in the Operand1 text box and 25000 in the Operand2 text box.

Right Operand

"MaxJournalLineAmount.maxLineNetAmount between"

Operand1 1000

Operand2 25000

Validate OK Cancel

12. Confirm the entered values. Click the OK button.

The screenshot shows the Oracle Fusion Middleware Rule Set configuration interface. On the left, a sidebar lists various categories: Assignees, Data, Deadlines, Notifications, Access, and Configuration. The Configuration category is currently selected. In the main panel, a tree view shows a node labeled 'Supervisory\_JournalApprovalRuleSet'. Under this node, there is a 'Rule 1' entry. The rule is defined as follows:

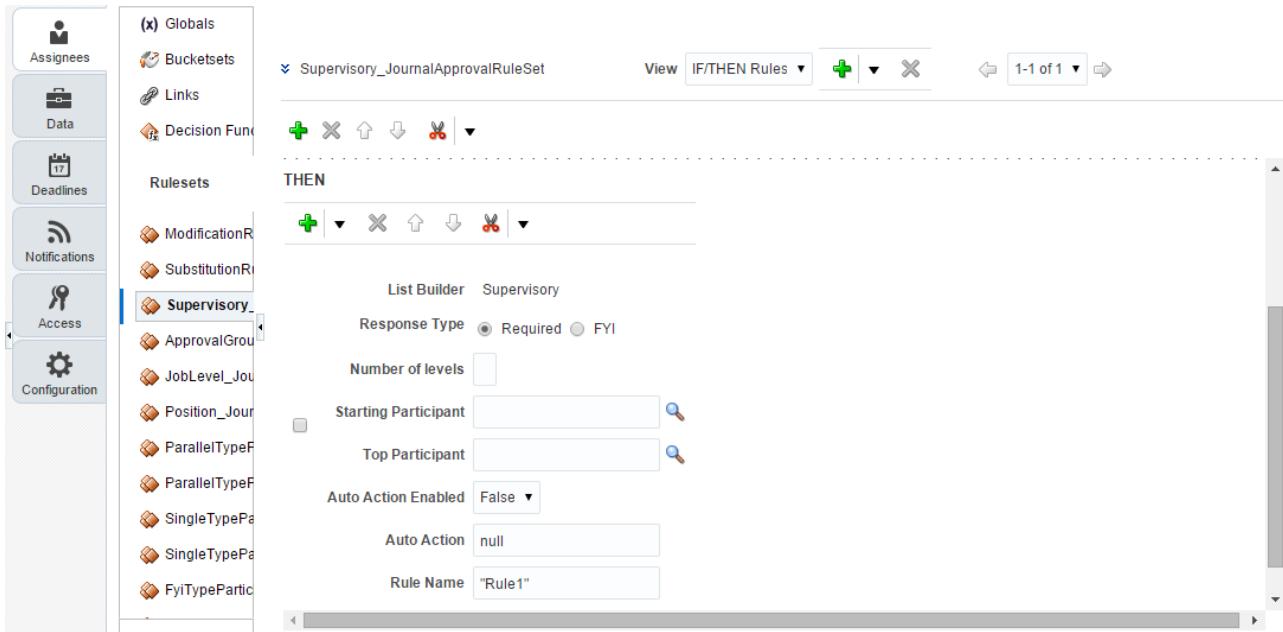
- IF**: Two conditions are specified:
  - JournalBatchLedger.enableJeApprovalFlag is "Y"
  - MaxJournalLineAmount.maxLineNetAmount is between 1000 and 25000
- THEN**: An 'Add Action' button is present.

13. To configure the approvers, click the Add Action icon under THEN.

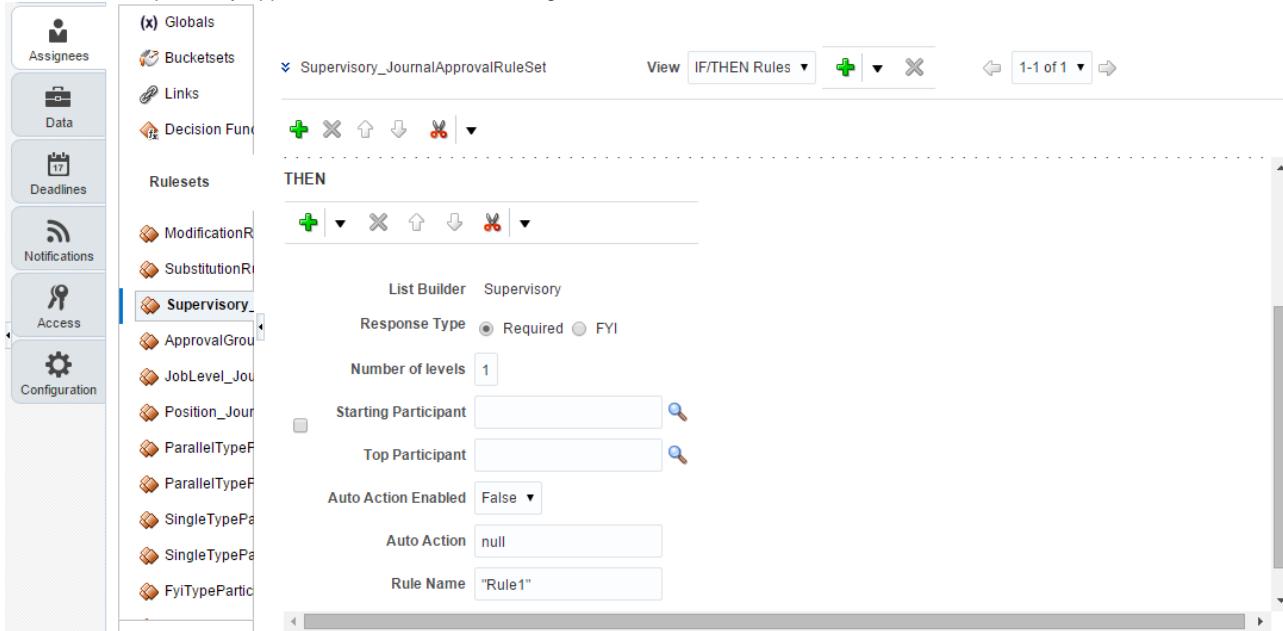
The screenshot shows the same rule configuration interface as above, but with the 'Add Action' menu open. The 'Add Action' button is highlighted, and a dropdown menu is displayed, listing the following actions:

- assert new
- assign
- call
- modify
- retract
- Add Approver
- Approval Group
- Job Level
- Management Chain
- Position
- Resource
- Supervisory

14. Select Supervisory list builder.

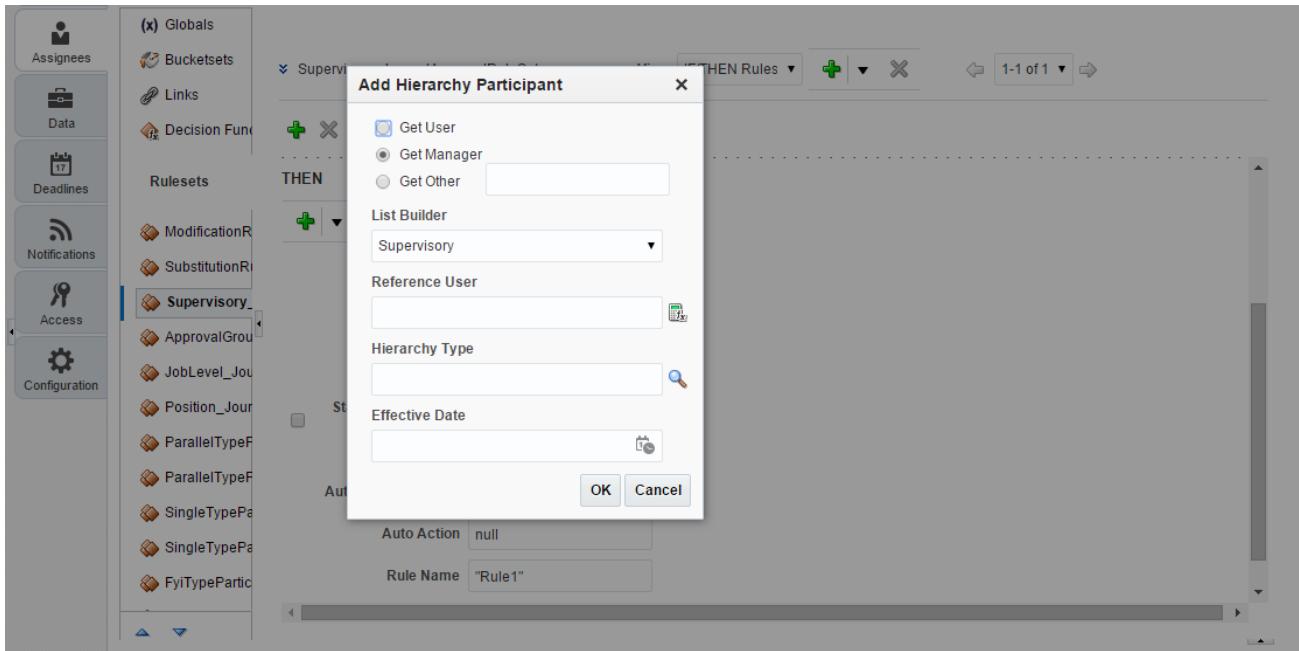


15. For one level supervisory approval for amounts in this range, enter 1 in the Number of levels text box.

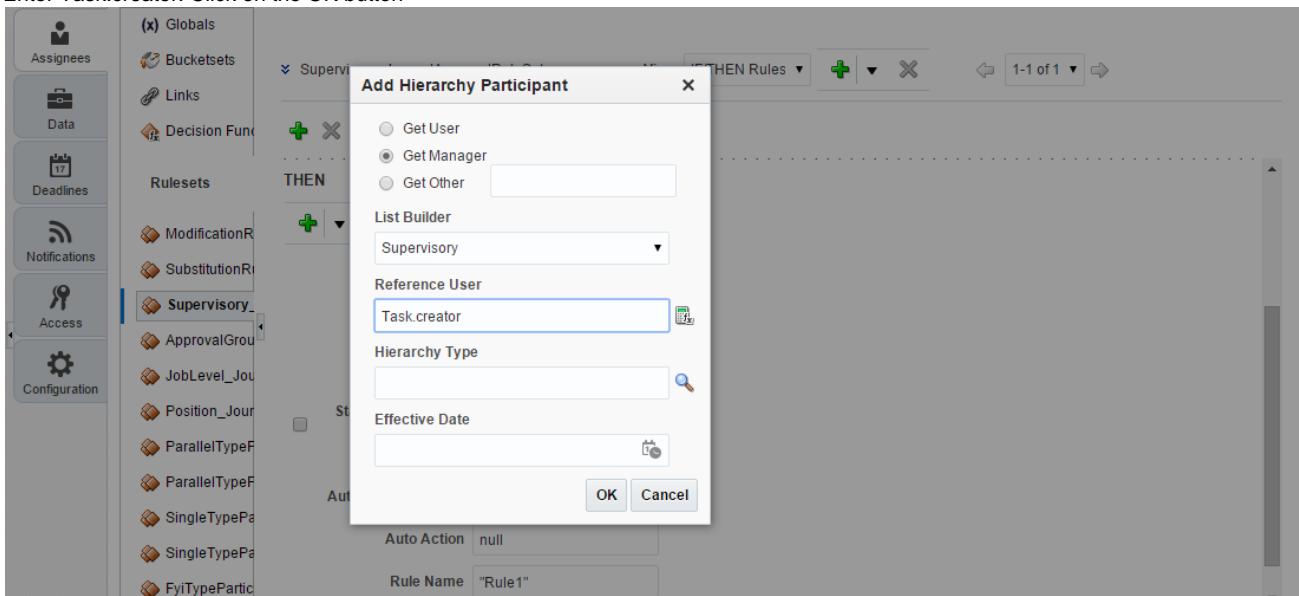


16. Specify the Starting Participant who performs the approval task.  
Invoke the Starting Participant list of values.

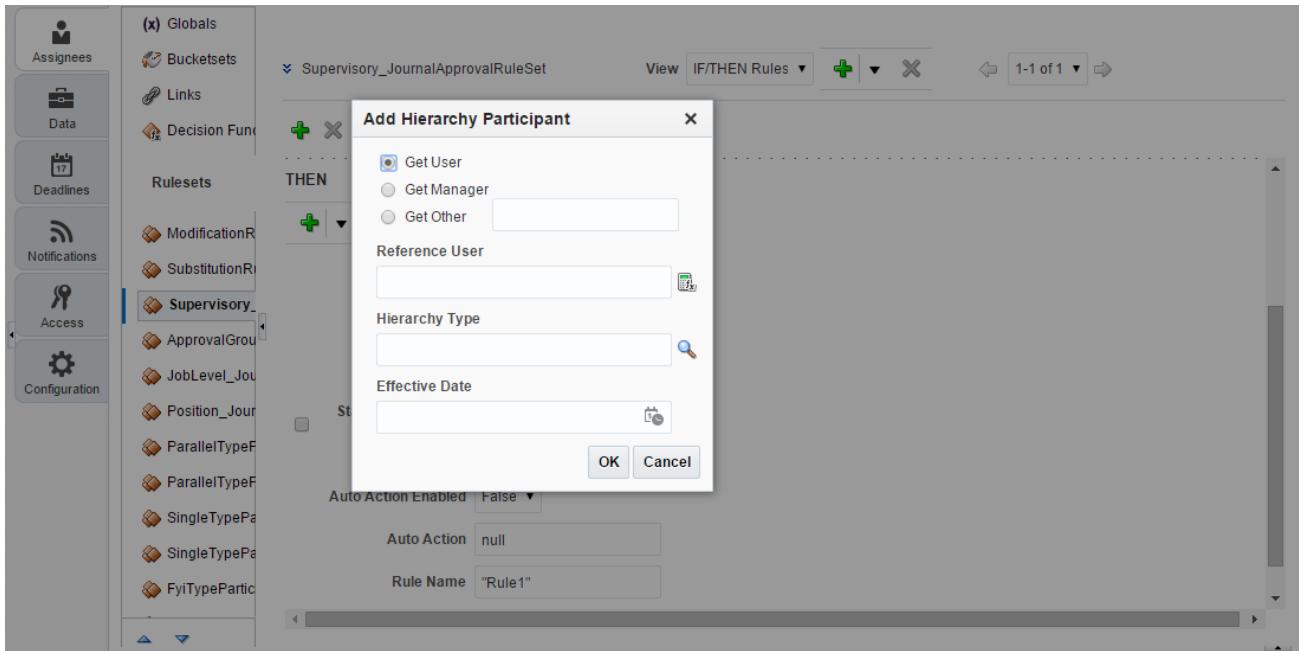
Select the Get Manager radio button



17. Specify the Reference User. This user's manager is returned as the Starting Participant.  
Enter Task.creator. Click on the OK button

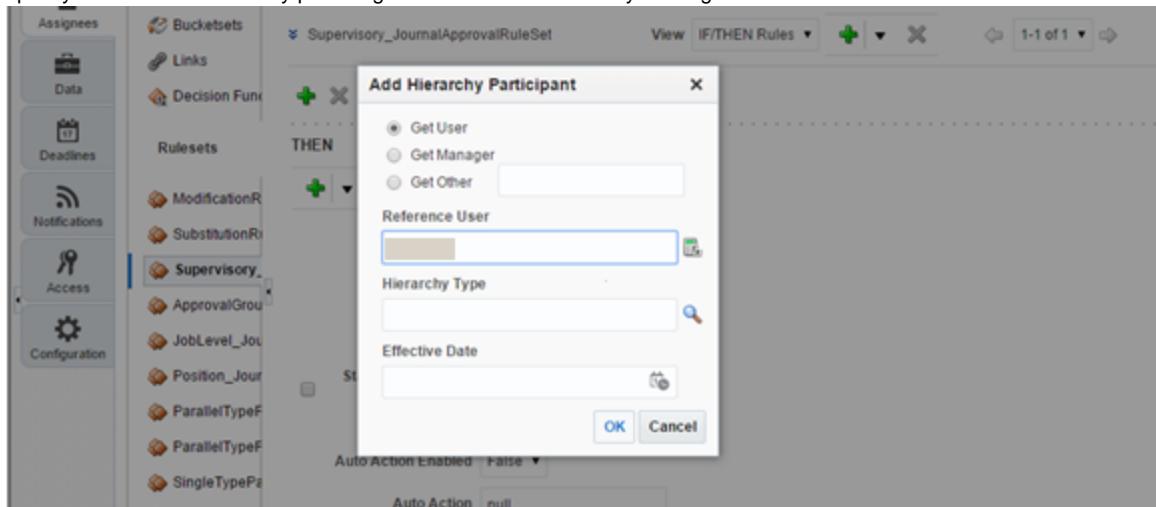


18. Specify the Top Participant in the supervisory chain.  
Invoke the list of values by clicking on the icon.

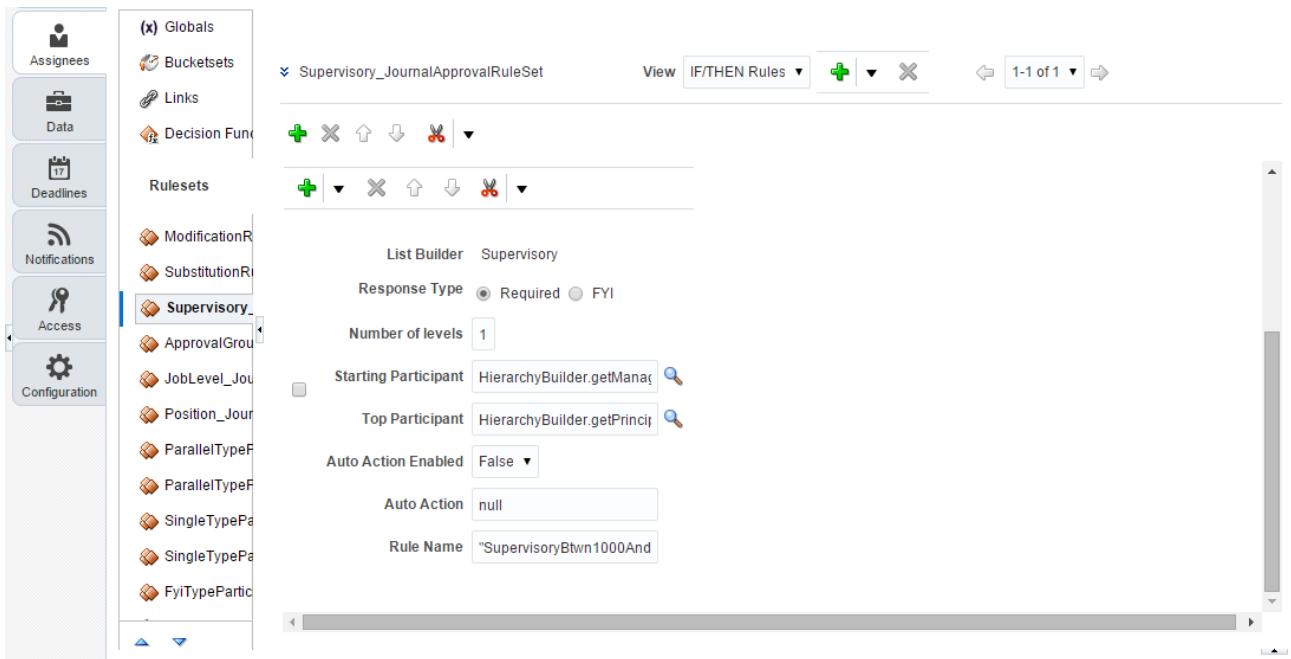


19. Select the Get User radio button.

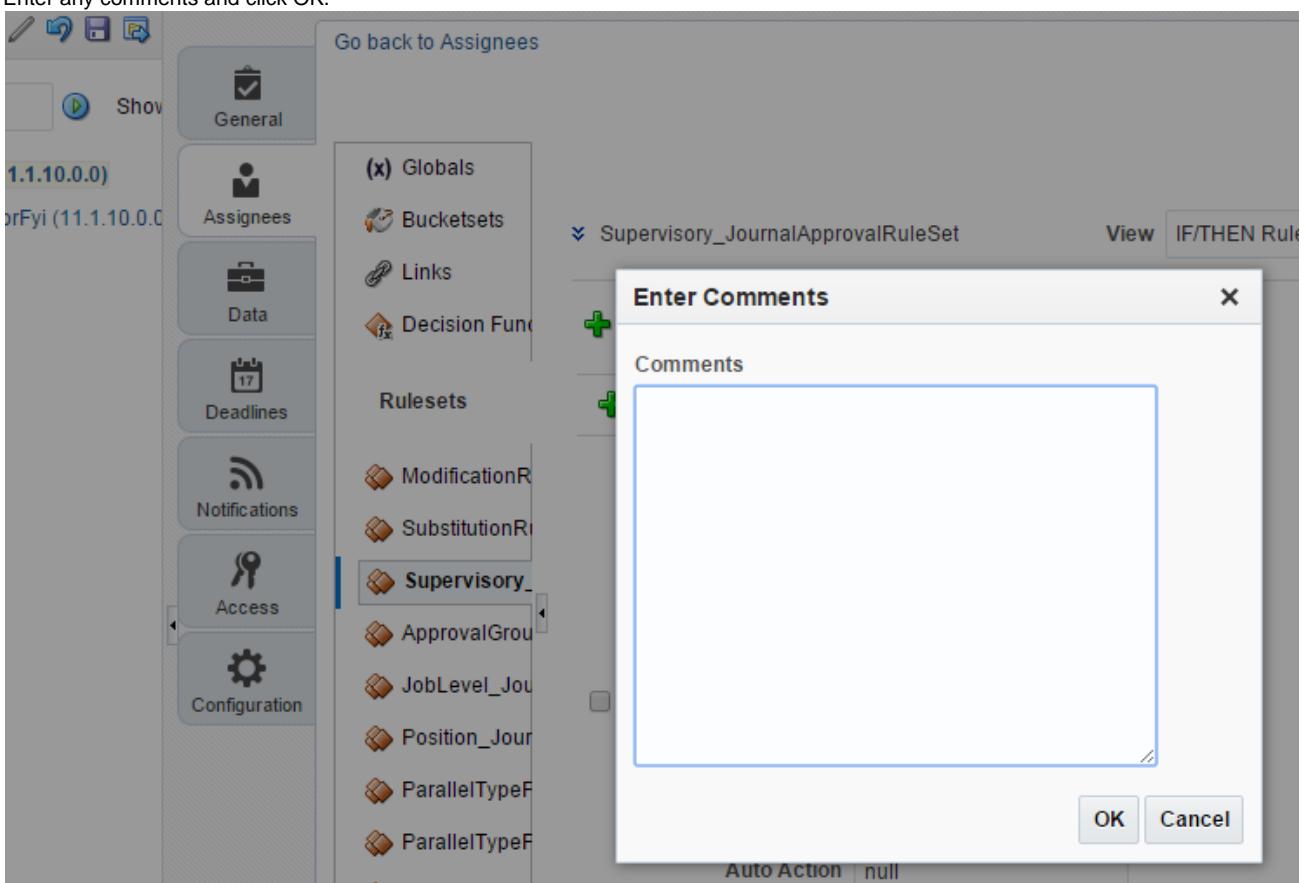
Specify the Reference User by providing a valid user id. Confirm by clicking the OK button.



20. Specify the Rule Name as "SupervisoryBtwn1000And25000".



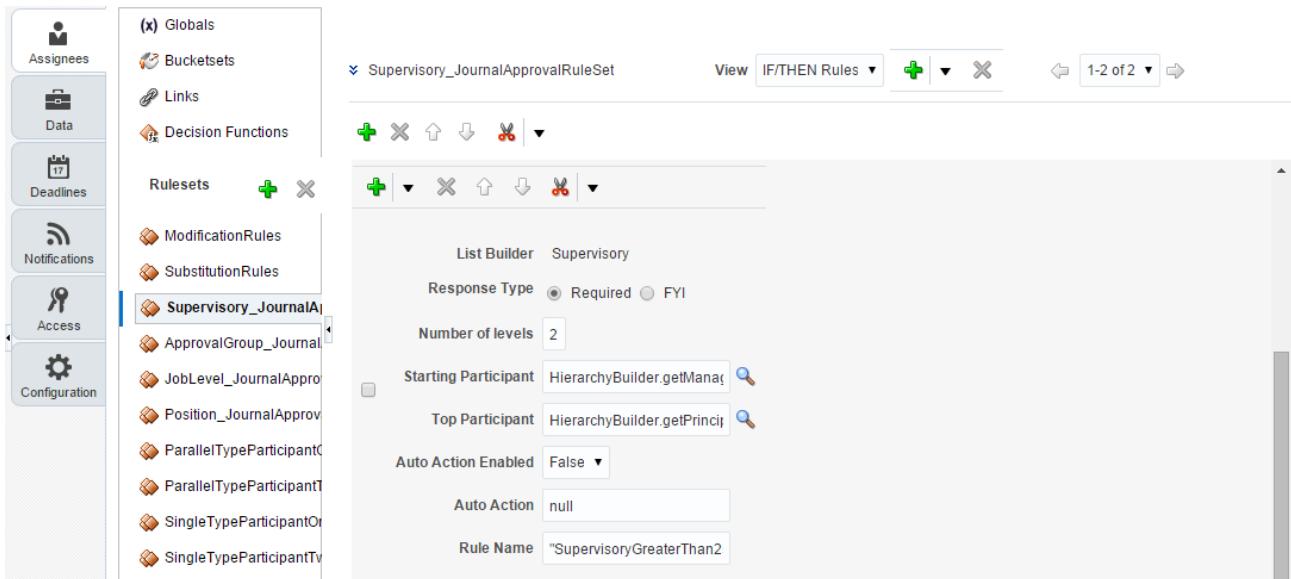
21. Click the Save icon near the top left of the screen to save the rule.  
Enter any comments and click OK.



22. Create the second rule.  
Click the New Rule button.  
Enter the rule name as SupervisoryGreaterThan25000.  
Add the IF conditions as done in the previous rule.  
Select the more than operator in the second condition and enter 25000 in the right hand value text box.

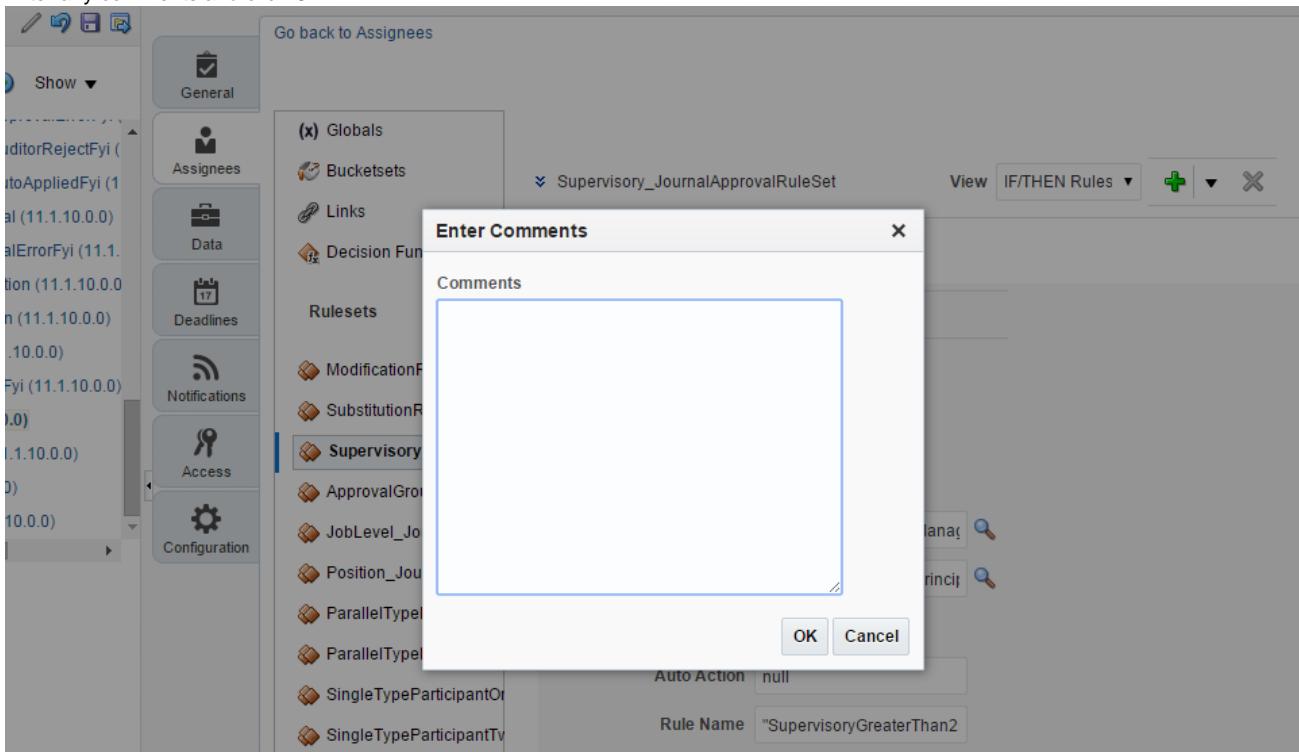
23. Click the Add Action icon under THEN as before.  
Select the Add Approver -> Supervisory option as before.

24. Enter 2 in the Number of Levels text box since the rule requires the approval from the first and second level supervisors of the submitter. Provide the same inputs for Starting Participant, Top Participant, Auto Action Enabled, and Auto Action as in the first rule.



25. Click the Save icon near the top left of the screen to Save the rule.

Enter any comments and click OK.



26. Create the Third Rule.

Click the New Rule button.

Enter the rule name as AutoApproveLessThan1000.

Add the IF conditions as done in the previous rule.

Select the less than operator in the second condition and enter 1000 in the right hand value text box.

Supervisory\_JournalApprovalRuleSet

View IF/THEN Rules

SupervisoryGreaterThan25

AutoApproveLessThan100

IF

JournalBatchLedger.enableJeApprovalFlag is Y

MaxJournalLineAmount.maxLineNetAmount less than 1000

THEN

27. Click the Add Action icon under THEN.  
Select the Add Approver -> Supervisory option as before.

Supervisory\_JournalApprovalRuleSet

View IF/THEN Rules

THEN

List Builder Supervisory

Response Type Required

Number of levels 1

Starting Participant

Top Participant

Auto Action Enabled False

Auto Action null

Rule Name AutoApproveLessThan100

28. Enter 1 in the Number of Levels text box.  
Provide the same inputs for Starting Participant and Top Participant as in the previous rules.

29. Select True from the drop down list for Auto Action Enabled.

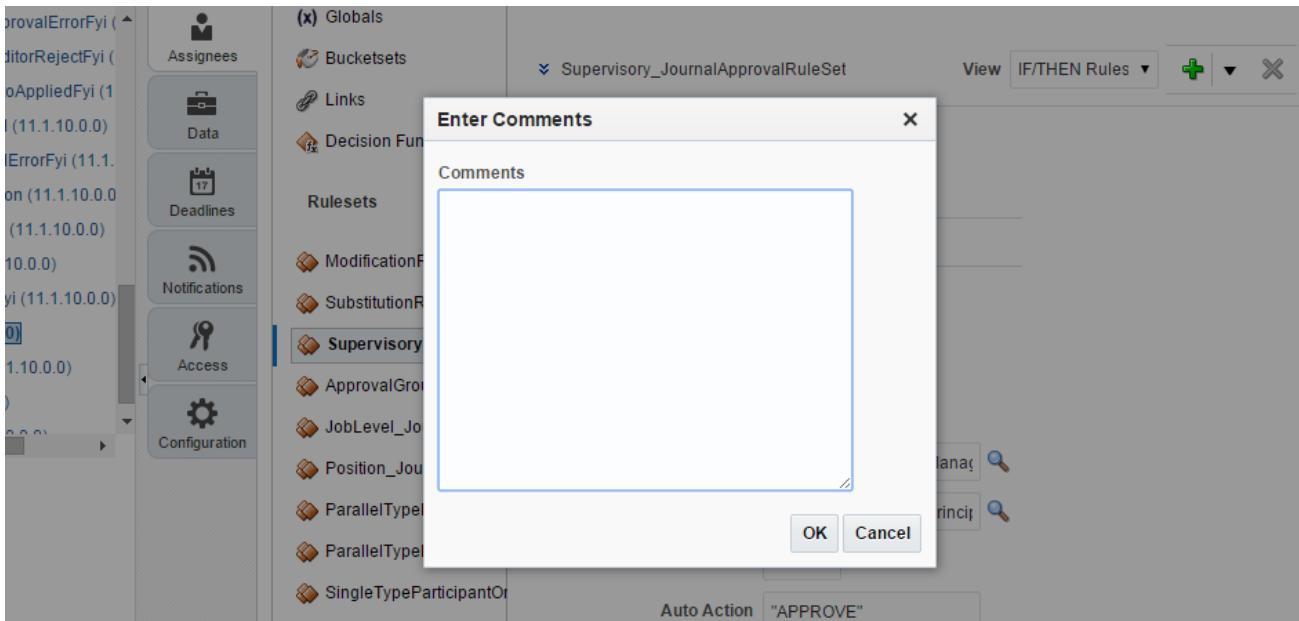
Enter "APPROVE" on the Auto Action text box.

Note that when the Auto Action Enabled is set to True, the Auto Action parameter specifies whether the journal batch is automatically approved or rejected when the conditions are met.

30. Click the Save icon near the top left of the screen to save the rule.

Enter any comments and click OK.

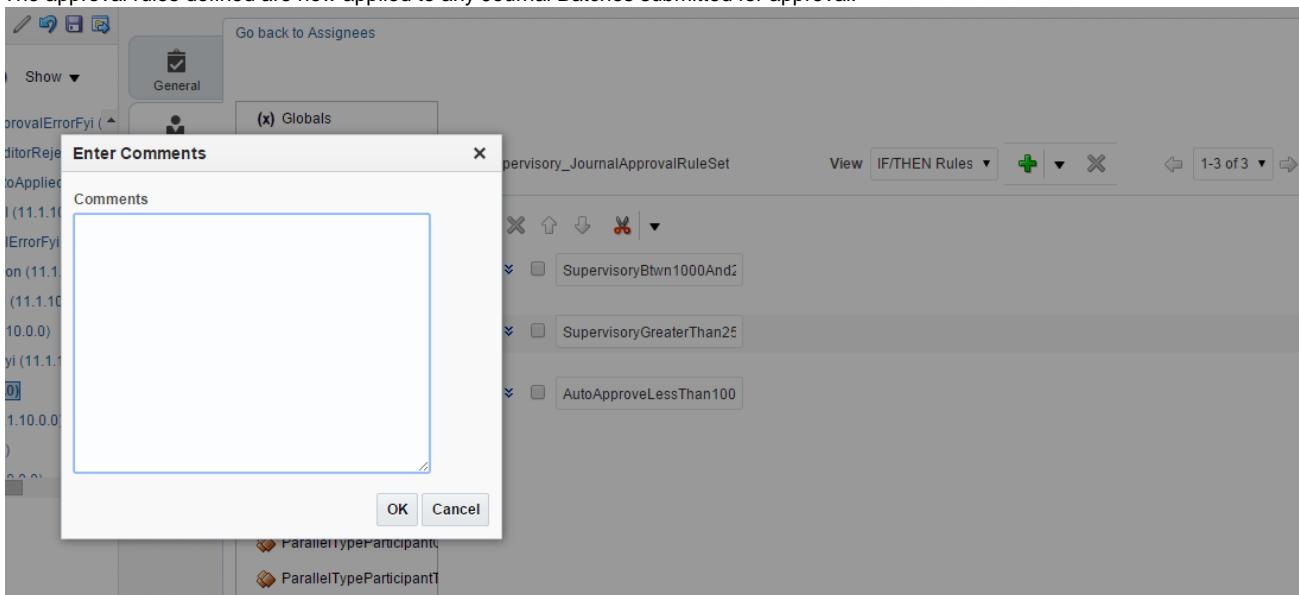
The rules to meet the three conditions have been created. Note that the above three rules conform to the best practice that rules defined in each participant rule set to be mutually exclusive and collectively exhaustive.



31. Click on the Commit task icon on the top left corner to deploy the rules.

Enter any comments and click OK.

The approval rules defined are now applied to any Journal Batches submitted for approval.



## Define an Accounting Flexfield Based Approval Rule

This section presents a use case to define approval rules based on the accounting flexfield.

Accounting flexfield based rule enables you to create rules that derive approver(s) based on the account combinations or any of the segment values that are been used in the journal.

**Use Case: Vision Foods USA Ltd. submits all journal entries recorded on the Natural Account: 31010, AOC1 to the Controller for approval.**

- From Release 10 onwards, you are presented with a button to synchronize your accounting flexfields with the SOA repositories. If you see such a message and button on accessing the FinGIJournalApproval task, click the Start Synchronization button and wait for a few minutes for the synchronization process to complete. Once the process is complete, you no longer see the message

**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**

**General**

Title: **Utility\_JournalBatch04**

- Enter the Edit Mode of the FinGIJournalApproval task and access the Job Level Journal Approver participant. Delete the IgnoreJournalApprovalParticipantRule if present under this ruleset.

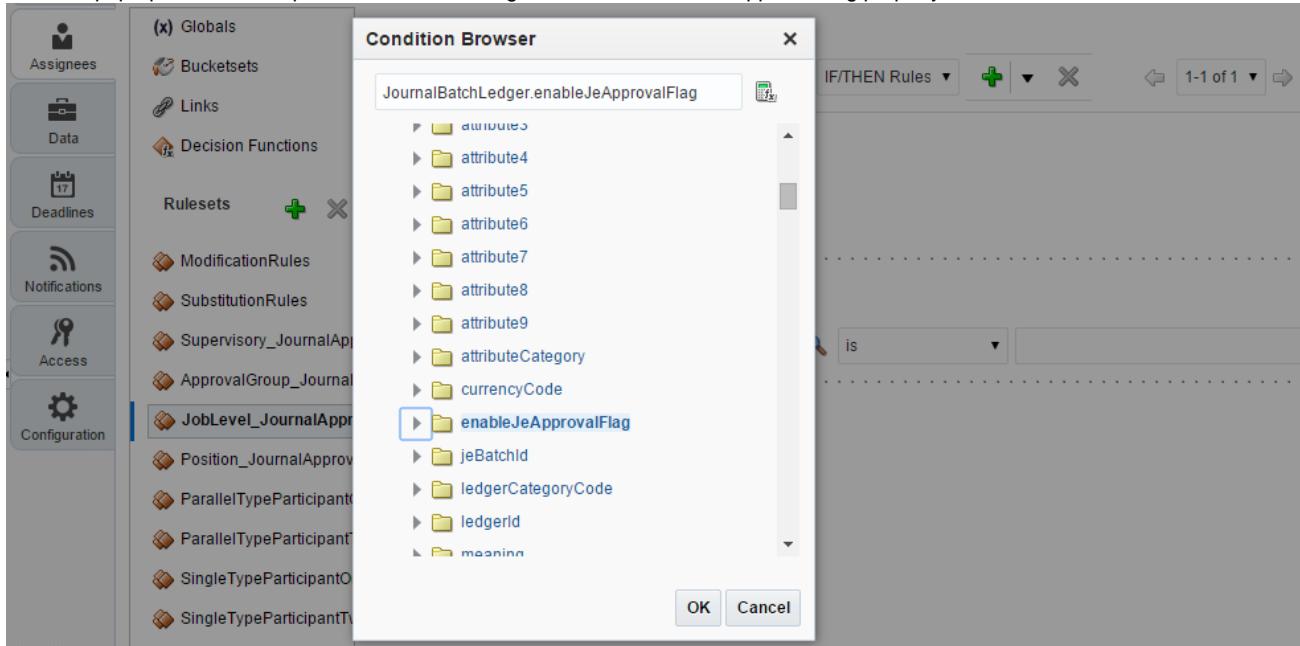
- Add a rule by clicking the Add Rule icon.

- Expand the rule by clicking the Expand icon.

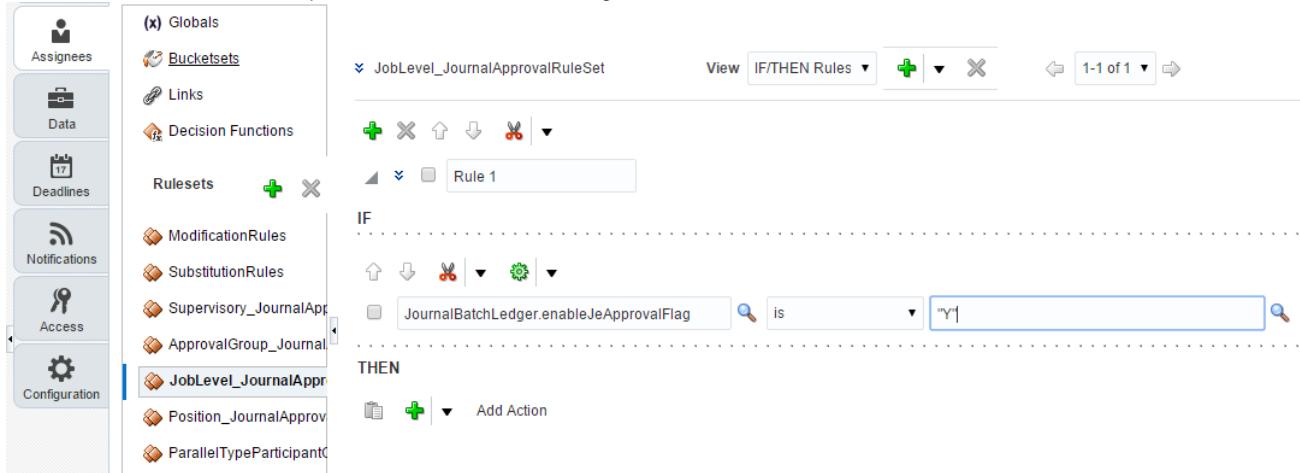
5. Define the IF condition:

In the first condition of the rule, check that the Enable journal approval flag for the ledger is set to "Y". To achieve this, click the Left Value icon.

From the pop-up select and expand JournalBatchLedger and select enableJeApprovalFlag property. Click OK.



6. Select is from the choice list of operators and enter "Y" on the right hand side text box.



7. To add another condition click the list icon at the right of the first condition.

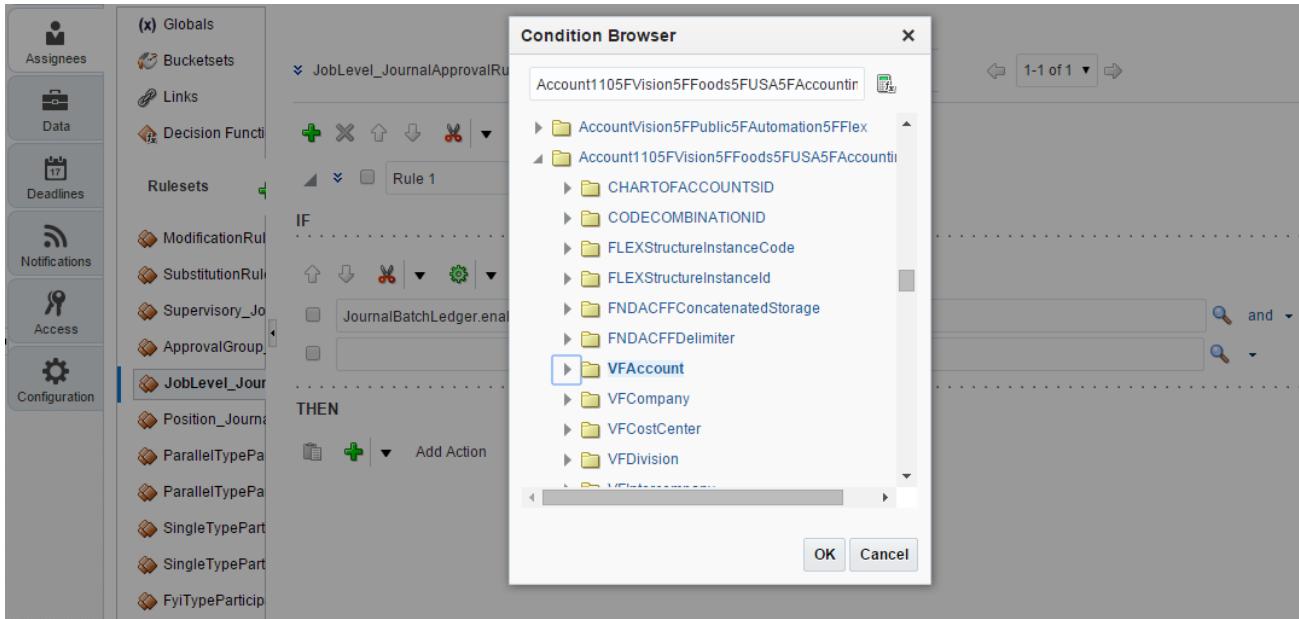
The screenshot shows the Oracle Fusion Middleware Rule Editor interface. On the left, there's a sidebar with various navigation options like Assignees, Data, Deadlines, Notifications, Access, and Configuration. The main area displays a rule set named 'JobLevel\_JournalApprovalRuleSet'. The 'IF' section contains two conditions connected by an 'and' operator. The first condition is 'JournalBatchLedger.enableJeApprovalFlag is ''Y''. The second condition is unnamed. The 'THEN' section is currently empty.

- Click the Condition Brower and scroll to find the Accounting Flexfield. In this rule. Look for the Vision Foods USA Flexfield. It appears as Account1105Vision5FFoods5FUSA5FAccount in the list.

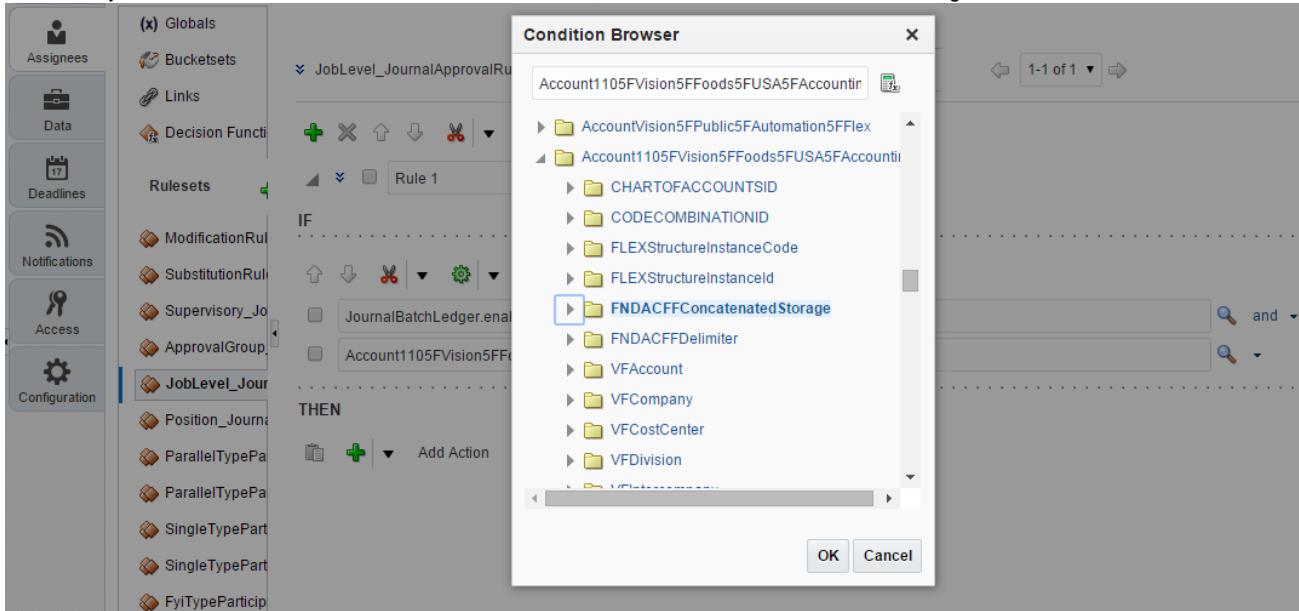
The flexfield name displayed in the Condition Brower follows the pattern Account<COA instance code>. Spaces, underscores and other special characters in the COA instance code are replaced by their ASCII HEX code.

This screenshot shows the 'Condition Brower' dialog box from the Oracle Fusion Middleware Rule Editor. The search term 'Account1105Vision5FFoods5FUSA5FAccountin' is entered in the search field. The results list shows several accounting flexfield names, with 'Account1105Vision5FFoods5FUSA5FAccoun' highlighted. Other entries include 'AccountUTILS5FACCOUNTING5FFLEXFIELD', 'AccountNZ5FACCOUNTING5FFLEX', 'Account1025OPERATIONS5FACCOUNTING5FF', 'AccountSWEDEN5FACCOUNTING5FFLEX', 'AccountTAIWANESE5FACCOUNTING5FFLEX', 'AccountBI5FNEW5FCOA01', 'VisionEurope', 'AccountFED5FAFF', 'AccountVISION5FHEALTH5FACCOUNTING5FF', 'AccountAnilDesulc2E', 'AccountVision5FPublic5FAutomation5FFlex', 'AccountBug17921520', and 'AccountBug17921520'. At the bottom right of the dialog, there are 'OK' and 'Cancel' buttons.

- Select the Natural Account segment, which in this case is VFAccount. Click OK.



10. Alternatively, to define a rule based on the entire account code, select FNDACFFConcatenatedStorage attribute.



11. Enter the natural account segment value for the Retained Earnings account: 31010 on the right side of the is operator.  
 Alternatively, if you want to enter the rule is for a particular AOCI code combination, say for Company 3111, you can enter the entire value "3111-000-0000-0000-31010-0000-0000".

The screenshot shows the Oracle BPM Studio interface for rule configuration. The left sidebar includes options like Assignees, Data, Deadlines, Notifications, Access, and Configuration. The main area displays a rule set named 'JobLevel\_JournalApprovalRuleSet'. The 'IF' section contains two conditions: 'JournalBatchLedger.enableJeApprovalFlag is Y' and 'Account1105FVision5FFoods5FUSA5FAccountin is 31010', connected by an 'and' operator. The 'THEN' section is currently empty, indicated by a placeholder 'Add Action'.

12. In the THEN section, add a Resource Approver.

The screenshot shows the Oracle BPM Studio interface for rule configuration. The left sidebar includes options like Assignees, Data, Deadlines, Notifications, Access, and Configuration. The main area displays a rule set named 'JobLevel\_JournalApprovalRuleSet'. The 'IF' section contains two conditions: 'JournalBatchLedger.enableJeApprovalFlag is Y' and 'Account1105FVision5FFoods5FUSA5FAccountin is 31010', connected by an 'and' operator. The 'THEN' section has an 'Add Action' button, which has been clicked to open a dropdown menu. The menu lists several options: assert new, assign, call, modify, retract, Add Approver (which is currently selected), Resource, Supervisory, and Management Chain. The 'Resource' option is highlighted.

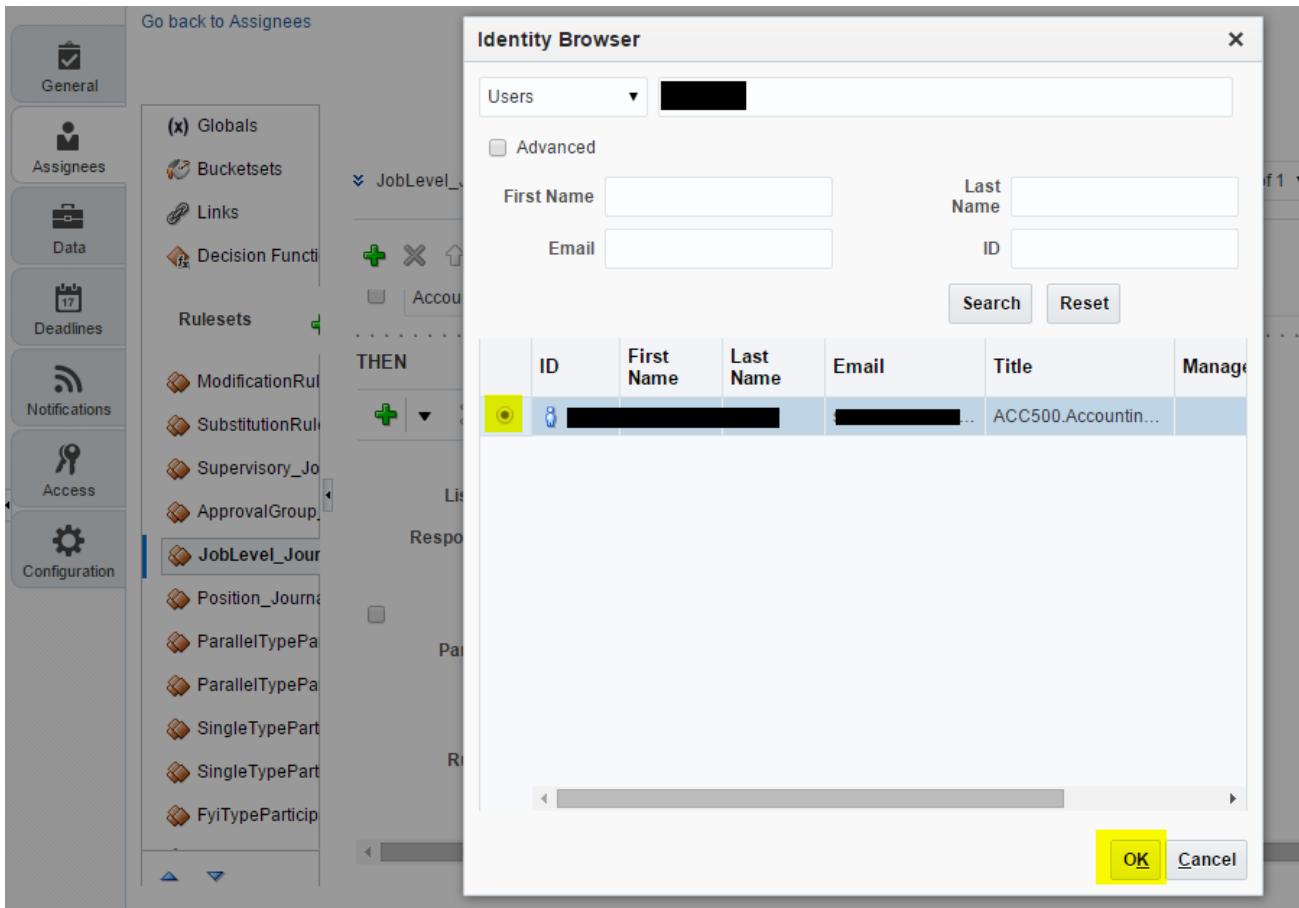
The screenshot shows the Oracle BPM Studio interface. On the left, there is a sidebar with various icons: Assignees, Data, Deadlines, Notifications, Access, and Configuration. The Configuration icon is selected. In the main area, there is a tree view under 'Rulesets' with several items like 'ModificationRule', 'SubstitutionRule', 'Supervisory\_Jo', 'ApprovalGroup', and 'JobLevel\_Jour'. The 'JobLevel\_Jour' node is expanded, and its 'THEN' section is selected. The 'List Builder' tab is active. Under 'Response Type', the 'Required' radio button is selected. There are three input fields: 'Users' (set to 'null'), 'Participants' (set to 'Groups'), and 'Application Role' (set to 'null'). Below these fields is a 'Rule Name' field containing 'Rule1'. At the top, there is a search bar with the query 'Account1105Fvision5FFoods5FUSA5FAccountin' and a dropdown menu showing 'is "31010"'. The top right corner shows '1-1 of 1'.

13. Since the rule requires approval from a specific user, click the search icon next to the Users textbox.

This screenshot shows the 'Identity Browser' dialog box. It has a dropdown menu set to 'Users'. Below it is an 'Advanced' search section with fields for 'First Name', 'Last Name', 'Email', and 'ID'. There are 'Search' and 'Reset' buttons. Below the search fields is a table with columns: ID, First Name, Last Name, Email, Title, and Manager. The table is currently empty. At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background of the main application window is visible, showing the same rule configuration screen as the previous screenshot.

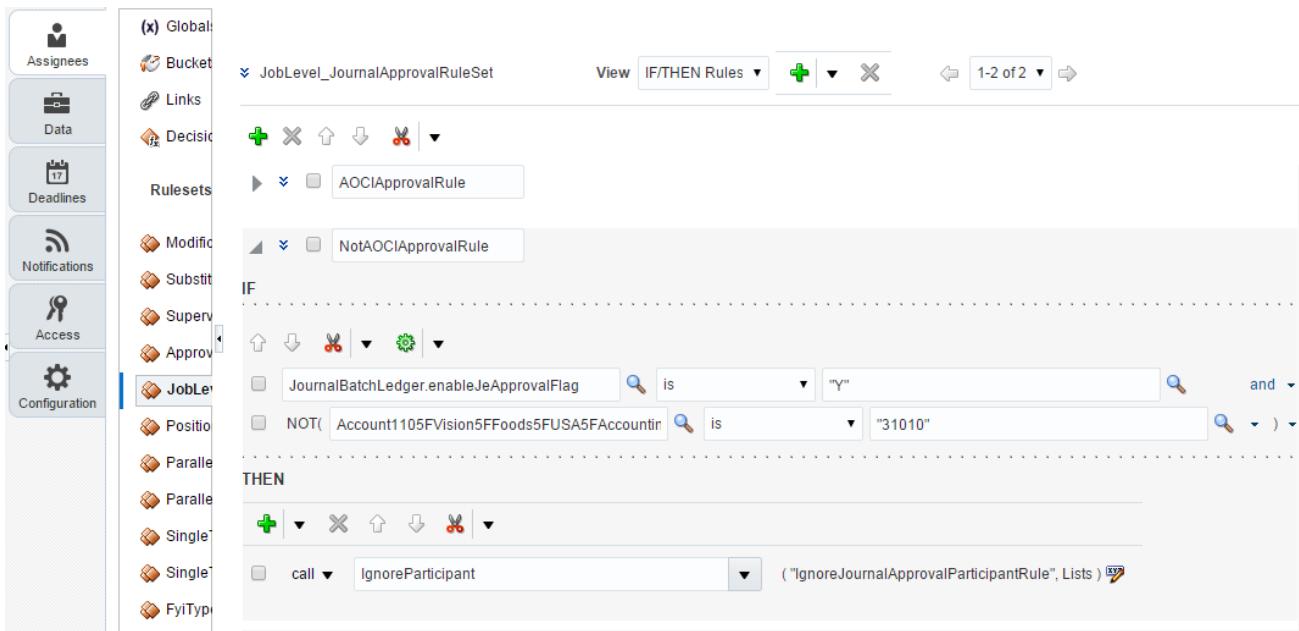
14. Enter user login id in the search box, click Search.

Click the Select radio button and click OK to complete the user selection.

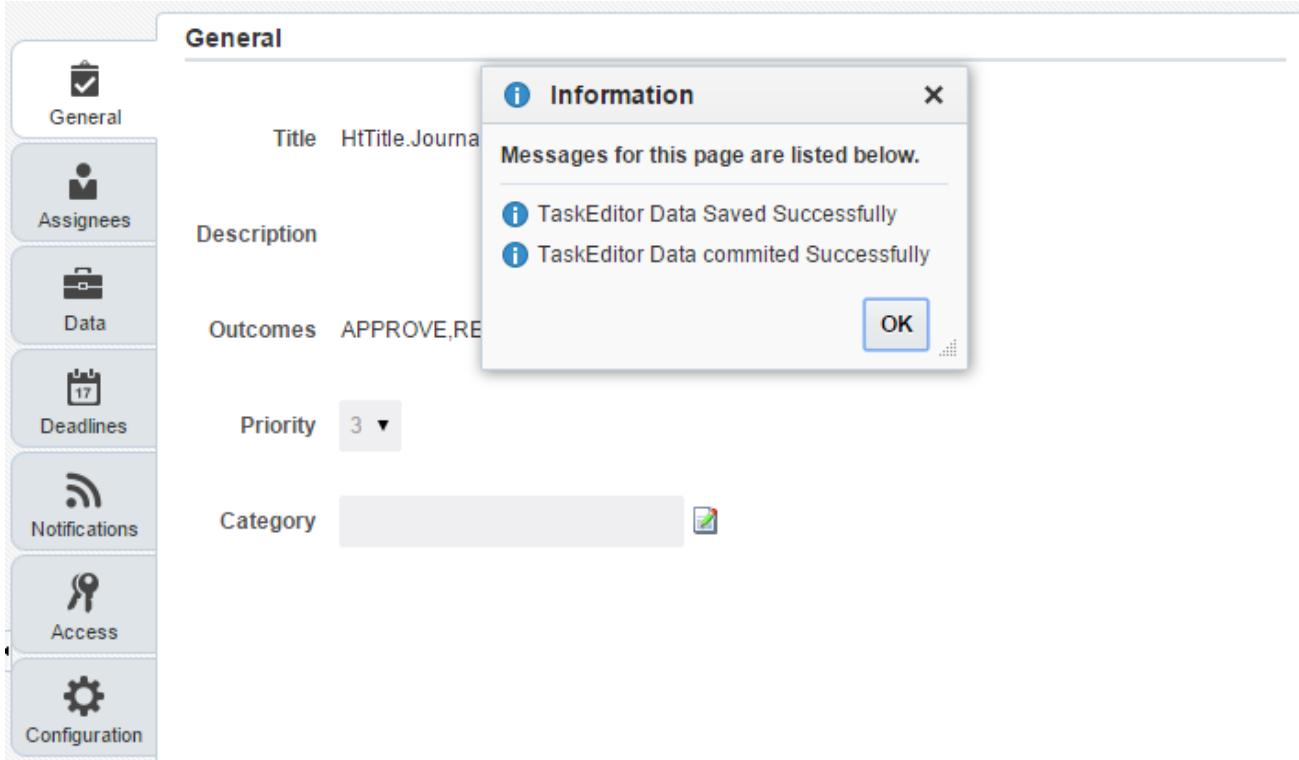


15. Enter the rule name as "AOCAccrualRule" click the Save icon on the top left of the Tasks panel.

16. Configure another rule to ignore this Participant when the journals do not use the Account 31010.



17. Click the Commit Task icon to publish the rule.



## Appendix A: List of Available Attributes for Rule Configuration

VIEW OBJECT IN CONDITION BROWSER	ATTRIBUTE	DESCRIPTION
MaxJournalLineAmount	JeBatchId	Internal identifier of the journal batch.
MaxJournalLineAmount	LedgerId	Internal identifier of the ledger.

MaxJournalLineAmount	Name	Name of the ledger.
MaxJournalLineAmount	EnableJeApprovalFlag	Flag indicating whether approval is enabled for the ledger.
MaxJournalLineAmount	LedgerCategoryCode	Category code of the ledger.
MaxJournalLineAmount	MaxLineAmountDr	Maximum debit amount of the journal batch for the ledger.
MaxJournalLineAmount	MaxLineAmountCr	Maximum credit amount of the journal batch for the ledger.
MaxJournalLineAmount	MaxLineNetAmount	Maximum net amount of the journal batch for the ledger.
Calendar	CalendarId	Internal identifier of the accounting calendar.
Calendar	UserPeriodSetName	Translated user entered name of the period set.
Calendar	PeriodSetName	Untranslated name of the period set.
Calendar	PeriodSetId	Internal identifier of the period set.
Calendar	PeriodType	Type of period.
Calendar	PeriodTypeId	Internal identifier for the type of period.
Calendar	AttributeCategory	Category of the descriptive flexfield for the calendar.
MaxJournalAmount	JeBatchId	Internal identifier of the journal batch.
MaxJournalAmount	LedgerId	Internal identifier of the ledger.
MaxJournalAmount	Name	Name of the ledger.
MaxJournalAmount	EnableJeApprovalFlag	Flag indicating whether approval is enabled for the ledger.
MaxJournalAmount	LedgerCategoryCode	Category code of the ledger.
MaxJournalAmount	MaxJournalAmountDr	Maximum debit amount of the journal for the ledger.
MaxJournalAmount	MaxJournalAmountCr	Maximum credit amount of the journal for the ledger.
MaxJournalAmount	MaxJournalNetAmount	Maximum net amount of the journal for the ledger.
JournalBatchLedger	JeBatchId	Internal identifier of the journal batch.
JournalBatchLedger	LedgerId	Internal identifier of the ledger.
JournalBatchLedger	Name	Name of the ledger.
JournalBatchLedger	CurrencyCode	Functional currency defined for the ledger.

JournalBatchLedger	PrimaryLedgerCurrencyCode	Functional currency defined for the primary ledger.
JournalBatchLedger	EnableJeApprovalFlag	Flag indicating whether approval is enabled for the ledger.
JournalBatchLedger	PeriodSetName	Untranslated name of the period set.
JournalBatchLedger	Meaning	Field indicating whether it is a ledger set or ledger. Value would always be translation of text Ledger.
JournalBatchLedger	AttributeCategory	Category of the descriptive flexfield for the ledger.
JournalBatchLedger	LedgerCategoryCode	Category code of the ledger.
JournalLine	JeHeaderId	Internal identifier of the journal.
JournalLine.	JeLineNum	Line number of the journal line
JournalLine	LedgerId	Internal identifier of the ledger.
JournalLine	EnteredDr	Entered debit amount for the journal line.
JournalLine	EnteredCr	Entered credit amount for the journal line.
JournalLine	AccountedDr	Accounted debit amount for the journal line.
JournalLine	AccountedCr	Accounted credit amount for the journal line.
JournalLine	CurrencyCode	Currency code for the journal line.
JournalLine	AttributeCategory	Category of the descriptive flexfield for the journal line.
Period	PeriodName	Name of the accounting period of the journal.
Period	PeriodSetName	Untranslated name of the accounting period set.
Period	StartDate	Start date of the accounting period.
Period	EndDate	End date of the accounting period.
Period	PeriodType	Type of accounting period.
Period	PeriodYear	Accounting period year.
Period	PeriodNum	Accounting period number.
Period	QuarterNum	Quarter number.
Period	Description	Description of the accounting period.
SubmittedPeriod	PeriodName	Name of the current accounting period for example as of today.

SubmittedPeriod	PeriodNum	Accounting period number.
SubmittedPeriod	PeriodSetName	Untranslated name of the accounting period set.
SubmittedPeriod	PeriodType	Type of accounting period.
SubmittedPeriod	PeriodYear	Accounting period year.
SubmittedPeriod	StartDate	Start date of the accounting period.
SubmittedPeriod	EndDate	End date of the accounting period.
SubmittedPeriod	AdjustmentPeriodFlag	Flag indicating if this is an adjustment period.
SubmittedPeriod	MostRecentPeriodEndDate	End date of the most recent accounting period.
SubmittedPeriod	PreviousPeriodEndDate	End date of the previous accounting period.
JournalHeader	JeHeaderId	Internal identifier of the journal.
JournalHeader	LedgerId1	Internal identifier of the ledger.
JournalHeader	Name1	Name of the ledger.
JournalHeader	CurrencyCode	Functional currency code of the ledger.
JournalHeader	RunningTotalAccountedDr	Total accounted debit amount for the journal.
JournalHeader	RunningTotalAccountedCr	Total accounted credit amount for the journal.
JournalHeader	DefaultEffectiveDate	Accounting date for the journal.
JournalHeader	JeCategoryName	Internal category name for the journal.
JournalHeader	AttributeCategory	Category of the descriptive flexfield for the journal.
JournalHeader	AttributeCategory2	
JournalHeader	ReferenceDate	Reference date entered for the journal.
JournalHeader	AccrualRevFlag	Flag indicating the reversal status of the journal.
JournalHeader	JeFromSlaFlag	Flag indicating whether this journal was created through subledger accounting.
JournalHeader	JeBatchId	Internal identifier of the journal batch.
JournalHeaderCategory	AttributeCategory	Category of the descriptive flexfield for the journal category.
JournalHeaderCategory	JeCategoryName	Untranslated internal name for the journal category.

JournalHeaderCategory	UserJeCategoryName	Translated user entered name for the journal category.
JournalBatchSource	JeSourceName	Untranslated internal name for the journal source.
JournalBatchSource	SourceType	Used internally to indicate if journal source is a subledger application.
JournalBatchSource	UserJeSourceName\	Translated user entered name for the journal source.
JournalBatch	JeBatchId	Internal identifier for the journal batch.
JournalBatch	LastUpdateDate	Date on which the journal batch was last updated.
JournalBatch	LastUpdatedBy	User who last updated the journal batch.
JournalBatch	Name	Name of the journal batch.
JournalBatch	Status	Status of the journal batch.
JournalBatch	StatusVerified	Flag indicating if the status of the journal batch has been verified.
JournalBatch	ActualFlag	Balance type of Actual, Budget, or Encumbrance.
JournalBatch	DefaultEffectiveDate	Date within default accounting period.
JournalBatch	CreationDate	Date on which the journal batch was created.
JournalBatch	CreatedBy	User who created the journal batch.
JournalBatch	LastUpdateLogin	Login of the user who created the journal batch.
JournalBatch	DefaultPeriodName	Accounting period for batch.
JournalBatch	EarliestPostableDate	Earliest date batch can be posted.
JournalBatch	PostedDate	Date batch was posted.
JournalBatch	DateCreated	Date batch was created.
JournalBatch	Description	journal entry batch description.
JournalBatch	ControlTotal	Control total column
JournalBatch	RunningTotalDr	Total debit amount for the journal batch.
JournalBatch	RunningTotalCr	Total credit amount for the journal batch.
JournalBatch	RunningTotalAccountedDr	Total accounted debit amount for the journal batch.
JournalBatch	RunningTotalAccountedCr	Total accounted credit amount for the journal batch.

JournalBatch	BudgetaryControlStatus	Journal entry batch funds check status
JournalBatch	PacketId	Packet defining column for last funds check of the batch
JournalBatch	PostingRunId	Posting sequence number.
JournalBatch	RequestId	Posting Enterprise Scheduler v1 job identifier
JournalBatch	UnreservationPacketId	Packet defining column for last funds unreserved in batch
JournalBatch	AverageJournalFlag	Average journal flag.
JournalBatch	ApprovalStatusCode	Journal entry batch approval status.
JournalBatch	ParentJeBatchId	Defining column of the parent batch in the source reporting currency ledger.
JournalBatch	ChartOfAccountsId	Key flexfield structure for the journal batch.
JournalBatch	PeriodSetName	Accounting period set name.
JournalBatch	AccountedPeriodType	Type of accounting period.
JournalBatch	GroupId	General ledger interface group identifying column.
JournalBatch	ApproverEmployeeId	Identifier of the employee who submitted the journal batch for approval.
JournalBatch	JeSource	Untranslated internal name for the journal source.
JournalBatch	AttributeCategory	Category of the descriptive flexfield for the journal batch.
JournalBatch	AttributeCategory2	Category2 of the descriptive flexfield for the journal batch.
JournalBatch	BatchAmount	Batch amount.
JournalBatch	Meaning	Balance type of Actual, Budget, or Encumbrance.
JournalBatch	LookupType	Has value 'BATCH_TYPE' .
JournalBatch	LookupCode	Balance type of Actual, Budget, or Encumbrance.

## Appendix B: Creating Job Level and Position Level Hierarchies

### Update Job Level for a Job

Login into the HCM Workforce Structure work area.

**Workforce Structures**

**Tasks**

- Positions**
  - Manage Positions
  - Manage Position Trees
- Jobs**
  - Manage Jobs
  - Manage Job Families
- Comparison**
  - Compare
- Grades**
  - Manage Grade Rates
  - Manage Grade Ladders
  - Manage Grades
- Organizations**
  - Manage Departments
  - Manage Department Trees
  - Manage Divisions
  - Manage Disability Organizations
  - Manage Reporting Establishments
  - Manage Organization Trees
  - Manage Enterprise HCM Information
- Locations**
  - Manage Locations
- Other Processes**
  - Maintain Areas of Responsibility

**Manage Positions**

**Search**

\*\* Name   
 \*\* Code   
 Status Active ▾

**Search Results**

Name	Code	Incumbent	Business Unit
No search conducted.			

Search for the job on which you want to update the job level.

**Workforce Structures**

**Tasks**

- Positions**
  - Manage Positions
  - Manage Position Trees
- Jobs**
  - Manage Jobs
  - Manage Job Families
- Comparison**
  - Compare
- Grades**
  - Manage Grade Rates
  - Manage Grade Ladders
  - Manage Grades
- Organizations**
  - Manage Departments
  - Manage Department Trees
  - Manage Divisions
  - Manage Disability Organizations
  - Manage Reporting Establishments
  - Manage Organization Trees
  - Manage Enterprise HCM Information
- Locations**
  - Manage Locations
- Other Processes**
  - Maintain Areas of Responsibility

**Manage Jobs**

**Search**

\*\* Name A%  
 \*\* Code   
 Status Active ▾

**Search Results**

Name	Code	Job Set
AA900.Administrative Assistant	JOBCD3	Vision Corporation SET
ACC400.Accountant	JOBCD9	Vision Corporation SET
ACC500.Accounting Manager	JOBCD1409	Vision Corporation SET
ADT400.Administrator	JOBCD21	Vision Corporation SET
AG100.Call Center Agent	JOBCD632	Vision Corporation SET
AG200.Support Agent	JOBCD720	Vision Corporation SET
AG300.Depot Service Agent	JOBCD725	Vision Corporation SET
ANA400.Analyst	JOBCD10	Vision Corporation SET
Accounts Assistant	JOBACASS001	Vision Corporation SET
Accounts Manager	JOBACMAN001	Vision Corporation SET

Select the job, click on Edit and select Update.

**Workforce Structures**

**Tasks**

- Positions**
  - Manage Positions
  - Manage Position Trees
- Jobs**
  - Manage Jobs
  - Manage Job Families
- Comparison**
  - Compare
- Grades**
  - Manage Grade Rates
  - Manage Grade Ladders
  - Manage Grades
- Organizations**
  - Manage Departments
  - Manage Department Trees
  - Manage Divisions
  - Manage Disability Organizations
  - Manage Reporting Establishments
  - Manage Organization Trees
  - Manage Enterprise HCM Information
- Locations**
  - Manage Locations
- Other Processes**
  - Maintain Areas of Responsibility

**Manage Jobs**

**Search**

\*\* Name: A%

\*\* Code:

Status: Active

**Search Results**

Name	Update	Code	Job Set
AA900.Administrative Assistant	Correct	JOBED3	Vision Corporation SET
ACC400.Accountant		JOBED9	Vision Corporation SET
ACC500.Accounting Manager		JOBED1409	Vision Corporation SET
ADT400.Administrator		JOBED21	Vision Corporation SET
AG100.Call Center Agent		JOBED632	Vision Corporation SET
AG200.Support Agent		JOBED720	Vision Corporation SET
AG300.Depot Service Agent		JOBED725	Vision Corporation SET
ANA400.Analyst		JOBED10	Vision Corporation SET
Accounts Assistant		JOBACASS001	Vision Corporation SET
Accounts Manager		JOBACMAN001	Vision Corporation SET

Enter the Effective Start Date and Action Reason and click on OK.

**Workforce Structures**

**Tasks**

- Positions**
  - Manage Positions
  - Manage Position Trees
- Jobs**
  - Manage Jobs
  - Manage Job Families
- Comparison**
  - Compare
- Grades**
  - Manage Grade Rates
  - Manage Grade Ladders
  - Manage Grades
- Organizations**
  - Manage Departments
  - Manage Department Trees
  - Manage Divisions
  - Manage Disability Organizations
  - Manage Reporting Establishments
  - Manage Organization Trees
  - Manage Enterprise HCM Information
- Locations**
  - Manage Locations
- Other Processes**
  - Maintain Areas of Responsibility

**Manage Jobs**

**Search**

\*\* Name: A%

\*\* Code:

Status: Active

**Search Results**

Name	Update	Code	Job Set
AA900.Administrative Assistant	Correct	JOBED3	Vision Corporation SET
ACC400.Accountant		JOBED9	Vision Corporation SET
ACC500.Accounting Manager		JOBED1409	Vision Corporation SET
ADT400.Administrator		JOBED21	Vision Corporation SET
AG100.Call Center Agent		JOBED632	Vision Corporation SET
AG200.Support Agent		JOBED720	Vision Corporation SET
AG300.Depot Service Agent		JOBED725	Vision Corporation SET
ANA400.Analyst		JOBED10	Vision Corporation SET
Accounts Assistant		JOBACASS001	Vision Corporation SET
Accounts Manager		JOBACMAN001	Vision Corporation SET

**Update Job**

\* Effective Start Date: 11/19/15

Action Reason: Reorganization

**OK** **Cancel**

Set the job Level and click Submit.

**Workforce Structures**

<b>Tasks</b>	<a href="#">Manage Positions</a> <a href="#">Manage Jobs</a> <a href="#">Manage Grades</a> <a href="#">Manage Departments</a> <a href="#">Manage Locations</a>
<b>Positions</b>	<ul style="list-style-type: none"> <li>• Manage Positions</li> <li>• Manage Position Trees</li> </ul>
<b>Jobs</b>	<ul style="list-style-type: none"> <li>• Manage Jobs</li> <li>• Manage Job Families</li> </ul>
<b>Comparison</b>	<ul style="list-style-type: none"> <li>• Compare</li> </ul>
<b>Grades</b>	<ul style="list-style-type: none"> <li>• Manage Grade Rates</li> <li>• Manage Grade Ladders</li> <li>• Manage Grades</li> </ul>
<b>Organizations</b>	<ul style="list-style-type: none"> <li>• Manage Departments</li> <li>• Manage Department Trees</li> <li>• Manage Divisions</li> <li>• Manage Disability Organizations</li> <li>• Manage Reporting Establishments</li> <li>• Manage Organization Trees</li> <li>• Manage Enterprise HCM Information</li> </ul>
<b>Locations</b>	<ul style="list-style-type: none"> <li>• Manage Locations</li> </ul>
<b>Other Processes</b>	<ul style="list-style-type: none"> <li>• Maintain Areas of Responsibility</li> </ul>

**Edit Job: Accounts Assistant - JOBACASS001**

Effective Start Date: 11/19/15  
Effective End Date:

Job Set: Vision Corporation SET  
Action Reason: Reorganization

**Job Details** [Evaluation Criteria](#) [Profiles](#)

**Basic Details**

\* Effective Start Date: 11/19/15 [Edit](#)  
Effective End Date:

Job Set: Vision Corporation SET  
Action Reason: Reorganization

**Job Description**

\* Name: Accounts Assistant [Edit](#)  
\* Code: JOBACASS001 [Edit](#)  
\* Status: Active [Edit](#)  
Full Time or Part Time: [Edit](#)  
Regular or Temporary: [Edit](#)  
Job Family: Account Jobs [Edit](#)  
Job Function: job\_global [Edit](#)

Level: 1 [Edit](#)  
Management Level: [Edit](#)  
Medical Checkup Required:  Yes  No  
 Benchmark  Yes  No  
Progression Job: [Edit](#)  
Attachments: None [Edit](#)  
Context Value: [Edit](#)

The job Level gets updated upon approval.

## Position Based Approval

Manage Position Trees task allows you to use the Position list builder to route approvals.

**Workforce Structures**

<b>Tasks</b>	<a href="#">Manage Positions</a> <a href="#">Manage Jobs</a> <a href="#">Manage Grades</a> <a href="#">Manage Departments</a> <a href="#">Manage Locations</a>
<b>Positions</b>	<ul style="list-style-type: none"> <li>• Manage Positions</li> <li>• Manage Position Trees</li> </ul>
<b>Jobs</b>	<ul style="list-style-type: none"> <li>• Manage Jobs</li> <li>• Manage Job Families</li> </ul>
<b>Comparison</b>	<ul style="list-style-type: none"> <li>• Compare</li> </ul>
<b>Grades</b>	<ul style="list-style-type: none"> <li>• Manage Grade Rates</li> <li>• Manage Grade Ladders</li> <li>• Manage Grades</li> </ul>
<b>Organizations</b>	<ul style="list-style-type: none"> <li>• Manage Departments</li> <li>• Manage Department Trees</li> <li>• Manage Divisions</li> <li>• Manage Disability Organizations</li> <li>• Manage Reporting Establishments</li> <li>• Manage Organization Trees</li> <li>• Manage Enterprise HCM Information</li> </ul>
<b>Locations</b>	<ul style="list-style-type: none"> <li>• Manage Locations</li> </ul>
<b>Other Processes</b>	<ul style="list-style-type: none"> <li>• Maintain Areas of Responsibility</li> </ul>

**Manage Positions**

**Search**

\*\* Name:   
\*\* Code:   
Status: Active [Edit](#)

**Search Results**

Name	Code	Incumbent	Business Unit
No search conducted.			

Go to the Manage Positions page to create, edit or delete positions in your organization.

**Workforce Structures**

**Tasks**

- Positions**
  - Manage Positions
  - Manage Position Trees
- Jobs**
  - Manage Jobs
  - Manage Job Families
- Comparison**
  - Compare
- Grades**
  - Manage Grade Rates
  - Manage Grade Ladders
  - Manage Grades
- Organizations**
  - Manage Departments
  - Manage Department Trees
  - Manage Divisions
  - Manage Disability Organizations
  - Manage Reporting Establishments
  - Manage Organization Trees
  - Manage Enterprise HCM Information
- Locations**
  - Manage Locations
- Other Processes**
  - Maintain Areas of Responsibility

**Manage Positions**

**Search**

\*\* Name: A%    \*\* Business Unit:    \*\* At least one is required

\*\* Code:    \*\* Incumbent:    Effective As-of Date:

**Search Results**

Name	Code	Incumbent	Business Unit	Status	Department	Job	Loc
AA900.Administrative Assistant	POSCD2971	Willis, Clifford	Vision Corporation Enterprise	Active	Finance & Administration	AA900.Administrative Assistant	AA900.Administrative Assistant
AA910.Admin, Assistant To VP Mfg	POSCD19		Vision Corporation Enterprise	Active	Manufacturing	AA900.Administrative Assistant	AA900.Administrative Assistant
AA910.Exec, Assistant To SVP Mfg	POSCD15		Vision Corporation Enterprise	Active	Vision Operations	AA900.Administrative Assistant	AA900.Administrative Assistant
AA910.Executive Assistant To CEO	POSCD6	5	Vision Corporation Enterprise	Active	Vision Corporation Enterprise	AA900.Administrative Assistant	AA900.Administrative Assistant
AA915.Exec, Assistant To SVP F/A	POSCD147		Vision Corporation Enterprise	Active	Vision Administration	AA900.Administrative Assistant	AA900.Administrative Assistant
AA920.Admin Assistant To Dir Mfg	POSCD20		Vision Corporation Enterprise	Active	Manufacturing	AA900.Administrative Assistant	AA900.Administrative Assistant
AA920.Exec Assistant To Pres Mfg	POSCD16		Vision Corporation Enterprise	Active	Vision Operations	AA900.Administrative Assistant	AA900.Administrative Assistant
AA920.Executive Assistant To CIO	POSCD7	5	Vision Corporation Enterprise	Active	Vision Corporation Enterprise	AA900.Administrative Assistant	AA900.Administrative Assistant
AA925.Exec Assistant To Pres F/A	POSCD148		Vision Corporation Enterprise	Active	Vision Administration	AA900.Administrative Assistant	AA900.Administrative Assistant
AA930.Exec, Assistant To SVP Dist.	POSCD62		Vision Corporation Enterprise	Active	Singapore Distribution Center	AA900.Administrative Assistant	AA900.Administrative Assistant

Go to the Manage Position Trees page to create new position trees and tree versions or update existing tree versions.

**Workforce Structures**

**Tasks**

- Positions**
  - Manage Positions
  - Manage Position Trees
- Jobs**
  - Manage Jobs
  - Manage Job Families
- Comparison**
  - Compare
- Grades**
  - Manage Grade Rates
  - Manage Grade Ladders
  - Manage Grades
- Organizations**
  - Manage Departments
  - Manage Department Trees
  - Manage Divisions
  - Manage Disability Organizations
  - Manage Reporting Establishments
  - Manage Organization Trees
  - Manage Enterprise HCM Information
- Locations**
  - Manage Locations
- Other Processes**
  - Maintain Areas of Responsibility

**Manage Position Trees**

**Search**

Tree Code:    Tree Name:

**Search Results**

Name	Code	Set	Status	Tree Structure
040113023250Position Tree 1	040113023250POS_TREE	Common Set	PER_POS_TREE_STRUCTURE	
AMX_POS_TREE_HRCY4	AMX_POS_TREE_HRCY4	Common Set	PER_POS_TREE_STRUCTURE	
AMX_POS_TREE_HRCY_PO	AMX_POS_TREE_HRCY_PO	Common Set	PER_POS_TREE_STRUCTURE	
BI_GEN_XFR_POS_TREE	BI_GEN_XFR_POS_TREE	Common Set	PER_POS_TREE_STRUCTURE	
BI_Tree_1	BI_HIER_1	Common Set	PER_POS_TREE_STRUCTURE	
BI_Tree_2	BI_HIER_2	Common Set	PER_POS_TREE_STRUCTURE	
BI_Tree_3	BI_HIER_3	Common Set	PER_POS_TREE_STRUCTURE	
BI_Tree_4	BI_HIER_4	Common Set	PER_POS_TREE_STRUCTURE	
BI_Tree_5	BI_HIER_5	Common Set	PER_POS_TREE_STRUCTURE	
BI_Tree_6	BI_HIER_6	Common Set	PER_POS_TREE_STRUCTURE	
BI_Tree_7	BI_HIER_7	Common Set	PER_POS_TREE_STRUCTURE	
Fusion_Seed_Position_Hier	FUSION_SEED_POSITION_H...	Common Set	PER_POS_TREE_STRUCTURE	
GHR_Tree	GHR_Tree	Common Set	PER_POS_TREE_STRUCTURE	
HRSEC Position Tree	HRSEC Position Tree	Common Set	PER_POS_TREE_STRUCTURE	

## Appendix C: Troubleshooting

Refer to support document ID:  
<https://support.us.oracle.com/oip/faces/secure/km/DocumentDisplay.jspx?id=1338489.1>

## Overview

Journal Approval has a SOA Composite which consists of a Mediator, Business Process Execution Language (BPEL) process and Human Workflow. The SOA composite is named as FinGJrnEntriesApprovalComposite and it can be seen in the following screenshot.

Name	Component Type	Total Instances	Running Instances	Faulted Instances	Recoverable	Non Recoverable
FinGJournalApproval	Human Workflow	30	16	0	0	0
FinGJournalApprovalErrorPyl	Human Workflow	27	0	0	0	0
JournalApproval	Mediator	76	0	0	0	0
JournalApprovalProcess	BPEL	68	43	0	0	12

This SOA composite is NOT exposed directly, but can only be initiated by the business event.

The Mediator subscribes to a standalone business event, which can be published from:

- Journal Entry user interface (Post button)
- Batch Actions (Request for Approval)
- Search Journals user interface (Submit multiple batches for posting)
- Desktop Integration Spreadsheet (Launch import and post automatically option)
- Journal Import
- Automatic Posting

The mediator then initiates the BPEL process. The BPEL process further invokes Human Workflow service integrating with AMX, services exposed from Journal Entry AM, and Enterprise Scheduler Services (ESS) for the Posting process.

The Application Development Framework user interfaces detect whether journal approval is required, and if required, then launch the journal approval BPEL process. The BPEL process which launches the posting process after the approval is done. If approval is not required, the Application Development Framework (ADF) user interfaces are directly submit the posting process. The BPEL process accepts a list of Journal Batch IDs. First the process checks each batch to see if approval is required. For all batches that have already been approved or do not require approval, posting process is initiated through ESS web service (one request for all batches). For the ones that require approval, Human Task is initiated. After the approval task is completed, posting process is initiated through the ESS web service (one request per batch).

## Flows

### Direct Posting Without Approval

This process identifies the batches that require approval and these batches are sent for approval. All the batches that do not require approval are immediately sent for posting. And the remaining journal that requires approval and posting are sent for approval and then follows the steps below.

### FlowN

This activity is to process multiple journal batches in parallel. Each branch processes one journal batch. In a scenario of multiple batches, only one posting process should be submitted for all the batches that do not require approval.

### JournalBatchApprovalProcess

This step includes the human task activity and updates approval status, action log, and so on. This step updates the column GL\_JE\_BATCHES.APPROVAL\_STATUS\_CODE to 'I' which means that Journal approval process is in progress.

Upon completion of the Human Workflow one should check for the following results:

- If Approved
  - Update GL\_JE\_BATCHES.APPROVAL\_STATUS\_CODE to A.

- Update the Approver Employee Id with Person Id.
- Continue for Posting.
- If Rejected
  - Update GL\_JE\_BATCHES.APPROVAL\_STATUS\_CODE to J.
  - End the process.
- If Withdrawn
  - Update GL\_JE\_BATCHES.APPROVAL\_STATUS\_CODE to R.
  - Update GL\_JE\_BATCHES.STATUS to U.
  - End the process.
- Else
  - Update GL\_JE\_BATCHES.APPROVAL\_STATUS\_CODE to V.
  - End the process.

The various statuses of Journal Approval GL\_JE\_BATCHES.APPROVAL\_STATUS\_CODES are:

APPROVAL STATUS CODE	MEANING
Z	N/A
V	Validation Failed
R	Required
J	Rejected
I	In Progress
A	Approved

## PostJournalBatch

In this step the posting process is submitted through ESS by passing posting\_run\_id as a unique sequence number.

### Configuration

These are the basic setups needed to setup journal approvals.

1. Enable journal approval at the ledger level. Go to Functional Setup Manager and open the task Specify Ledger Options. Check the Enable journal approval checkbox for the Ledger.
2. Setup journal sources for journal approval. Go to Functional Setup Manager and open the task Manage Journal Sources. Check the Require Journal Approval checkbox for the source to enable Journal Approval.
3. Setup up Approval rules using AMX. These rules can be seen using the BPM Worklist of FIN Domain > Administration >Task Configuration. Select the human task which is of active composite in the EM i.e. FinGIJournalApproval (1.0).

### Troubleshooting Steps

Refer the following steps to understand the issue. Provide the output from the steps when logging the service request.

1. Verify if the ledger and the journal source is enabled for the approval either from the setup pages or using the SQL queries below. Verify that the journal approval flag is set for the ledger. `SELECT enable_je_approval_flag FROM gl_ledgers WHERE name = '&Ledger_name'` Verify the approval flag of the ledger: Verify the journal approval flag is set on the journal source: `SELECT journal_approval_flag FROM gl_je_sources_b WHERE user_je_source_name = '&Journal_source_name'`
2. Verify the status of the batch after the batch was sent for approval. Execute the following queries  
`SELECT decode(approval_status_code, 'A', 'Approved', 'J', 'Rejected', 'Z', 'Not Required', 'V', 'Validation Failed', 'R', 'Required', 'I', 'In Progress') approval_status_code, name, je_source, approver_employee_id FROM gl_je_batches WHERE name = '&Batch_Name'`  
`SELECT gjb.name, gjal.action_code, gjal.action_date, gjal.user_id FROM gl_je_action_log gjal, gl_je_batches gjb WHERE gjal.je_batch_id = gjb.je_batch_id AND gjb.name = '&Batch_Name';`
3. Identify which activity in Enterprise Manager Flow Trace has failed. Navigation: Login to EM of financial domain ->Look for SOA component FinGIJrnEntriesApprovalComposite -> Click on the instance that has failed -> Check the activities in Flow Trace and the error messages. Following is a sample screenshot of the UI that appears.

**Flow Trace** This page shows the flow of the message through various composite and component instances. [Details](#)

Data Refreshed Jul 17, 2011 4:27:03 AM PDT  
ECID: 004dvZvqma7q2A5jB8Dyf000761006CgQ  
Started Jul 11, 2011 3:53:06 AM

Faults (2)						
Faults						
Select a fault to locate it in the trace view.						
Error Message						
(1) <bpelFault><faultType>1</faultType><operationErrorFault xmlns='http://xmlns.oracle.com/bpel/workflow/taskService'><part name='payload'><operationErrorFault xmlns='http://xmlns.oracle.com/bpel/workflow/taskService'><part name='payload'>						
(1) Read timed out	Recoverable	Fault Time	Fault Location	Composite Instance		
	Jul 11, 2011 3:54:35 AM	JournalApprovalProcess	FinG3mEntriesApproval			
	Jul 11, 2011 3:54:34 AM	FinGJournalApprovalR	FinG3mEntriesApproval			

Sensors (0)						
Trace						
Click a component instance to see its detailed audit trail.						
Show Instance IDs <input type="checkbox"/>						
Instance	Type	Usage	State	Time	Composite Instance	
JournalApproval	Event		Completed	Jul 11, 2011 3:53:06 AM	FinG3mEntriesApproval Composite of 130390	
JournalApproval	Mediator Component		Completed	Jul 11, 2011 3:53:06 AM	FinG3mEntriesApproval Composite of 130390	
JournalApprovalProcess	BPEL Component		Running	Jul 11, 2011 3:54:35 AM	FinG3mEntriesApproval Composite of 130390	
JournalApprovalBCService	Web Service	Reference	Completed	Jul 11, 2011 3:54:35 AM	FinG3mEntriesApproval Composite of 130390	
JournalApprovalBCService	Web Service	Reference	Completed	Jul 11, 2011 3:53:06 AM	FinG3mEntriesApproval Composite of 130390	
JournalApprovalBCService	Web Service	Reference	Completed	Jul 11, 2011 3:53:06 AM	FinG3mEntriesApproval Composite of 130390	
FinCommonPublicService	Web Service	Reference	Completed	Jul 11, 2011 3:53:06 AM	FinG3mEntriesApproval Composite of 130390	
JournalApprovalBCServiceForWF	Web Service	Reference	Completed	Jul 11, 2011 3:54:03 AM	FinG3mEntriesApproval Composite of 130390	
FinGJournalApprovalRules	Decision Service Component		Faulted	Jul 11, 2011 3:54:34 AM	FinG3mEntriesApproval Composite of 130390	

**Flow Trace** This page shows the flow of the message through various composite and component instances. [Details](#)

Data Refreshed Jul 17, 2011 4:36:22 AM PDT  
ECID: 004dvZvqma7q2A5jB8Dyf000761006CgQ  
Started Jul 11, 2011 3:53:06 AM

Faults (2)						
Faults						
Select a fault to locate it in the trace view.						
Error Message						
(1) Error Message ( <a href="http://xmlns.oracle.com/bpel/workflow/taskService">http://xmlns.oracle.com/bpel/workflow/taskService</a> )<operationErrorFault	Recoverable	Fault Time	Fault Location	Composite Instance		
Fault ID: default/FinG3mEntriesApproval Composite of 10_jpa_5003fa9-a548-4b1c-889d-5161d577e8329/JournalApprovalProcess	Jul 11, 2011 3:54:35 AM	JournalApproval	FinG3mEntriesApproval			
Fault Name: Jul 11, 2011 3:54:35 AM						
Business Fault 1						
name='payload'><operationErrorFault xmlns='http://xmlns.oracle.com/bpel/workflow/taskService'><part name='payload'><operationErrorFault xmlns='http://xmlns.oracle.com/bpel/workflow/taskService'><part name='payload'>						
</faultInfo><!>ORA-BEIJ-2083: WorkflowServiceEngine request to another component failed. Request operation 'CallFunction' was not successful. The error code was 'ORA-BEIJ-0002'. Reason: CallFunction failed due to 'ORA-BEIJ-0003: Business Rule failed. Check the underlying fault'						
TIP: This fault was generated by FinGJournalApprovalRules. It may have been caused by a business rule defined on FinGJournalApprovalRules. JournalApprovalRules is connected with Business Rule 'Business Rule' and check Business Rule Details. Check the underlying fault.						
Show Instance IDs <input type="checkbox"/>						
Instance	Type	Usage	State	Time	Composite Instance	
JournalApproval	Event		Completed	Jul 11, 2011 3:53:06 AM	FinG3mEntriesApproval Composite of 130390	
JournalApproval	Mediator Component		Completed	Jul 11, 2011 3:53:06 AM	FinG3mEntriesApproval Composite of 130390	
JournalApprovalProcess	BPEL Component		Running	Jul 11, 2011 3:54:35 AM	FinG3mEntriesApproval Composite of 130390	
JournalApprovalBCService	Web Service	Reference	Completed	Jul 11, 2011 3:53:07 AM	FinG3mEntriesApproval Composite of 130390	
JournalApprovalBCService	Web Service	Reference	Completed	Jul 11, 2011 3:53:07 AM	FinG3mEntriesApproval Composite of 130390	
JournalApprovalBCService	Web Service	Reference	Completed	Jul 11, 2011 3:53:07 AM	FinG3mEntriesApproval Composite of 130390	
FinCommonPublicService	Web Service	Reference	Completed	Jul 11, 2011 3:53:08 AM	FinG3mEntriesApproval Composite of 130390	
JournalApprovalBCServiceForWF	Web Service	Reference	Completed	Jul 11, 2011 3:54:03 AM	FinG3mEntriesApproval Composite of 130390	
FinGJournalApprovalRules	Decision Service Component		Faulted	Jul 11, 2011 3:54:34 AM	FinG3mEntriesApproval Composite of 130390	

Review the composite instance flow and fault details. If the instance is in error due to a setup issue and it is recoverable, attempt recovery using the Recovery tab of the BPEL process service engine in the Oracle Fusion Applications Control.

## Glossary

TERM	DEFINITION
Action	An Action is an instruction to AMX to include a given set of approvers in a transaction's approver list.
Approval Groups	Approval Groups are named static or dynamically generated group of approvers. Typically approver groups represent functional or subject matter experts outside the transaction's managerial chain of authority. Procurement may need HR or legal counsel that need to approve the transaction before or after management has done so. It is possible that a customer has a requirement for a separate approver group based on an attribute at the journal line level or descriptive flexfield (DFF). Approval Groups are also used to simulate a forced hierarchy across multiple types of approvers, or chaining approvers across multiple approver types.
Approval List	The Approval list represents the participants generated by AMX for a transaction defined within the approval task, based on the approval policies defined for the approval task.
Approval Policy Type	Describes the type of action being done to the approver list. The supported policy types are: List Creation List Modifications Approver Substitution

Approval Routing Policies (Rules)	Approval routing policies or rules determine the approver list builders to be used to determine the approvers or FYI notification recipients required for a business transaction.
Approval Task	An Approvals Task denotes the classification of approvals based on the business purpose. For example, Journal batch Approval, Expense Report Approvals. A single application can have several Approval Tasks.
Chain	A chain is a sub-path of an approval list builder. In the Approval Group list builder, if multiple groups are to be included for a stage, then each group is processed as a separate chain. These chains are always processed in parallel.
Condition	Conditions are the IF clauses in an approval rule and are defined as condition types, either true or false. For the rule to apply to a transaction, all of its conditions must be true.
Configuration Variables	Configuration variables control the behavior of AMX, they are defined for each Approval Task.
Criteria	The set of conditions under which a rule would be applicable is called Criteria. If all the conditions in a routing policy are true, then that routing policy is active for the transaction.
Design Time user interface	The set of user interfaces used to design the approval task is referred to as Design Time user interface. This includes the Rule definition user interface, Approval Task Creation or Configuration user interface.
Dimension	Dimension categorizes the rule context. For example, the dimensions defined for Journals are batches, ledger, headers and lines. It is possible for dimensions to not map to a Stage. A dimension may also be associated with multiple approval stages.
Human Workflow	Human workflow is a component of AMX that provides a way to add a pre-defined approval task service to a process flow from the component palette. It also provides the users a visual interface to act on current approvals assigned to the user in a secured manner.
List Builder Usage (Participant Type)	The approval list builder usage defines how an approval list builder is used for a stage within an Approval Task. It defines the Preference: Used to specify the order in which the list builder should be processed for the stage Default Voting Regime;
List Builders	<p>List builders abstract the specification of similar types of actions. An approver list builder walks up a hierarchy and based on the list builder constraints, returns an approver list.</p> <ul style="list-style-type: none"> <li>• HR Supervisory: This method walks up the HR Supervisory a certain number of levels based on the journal attribute that the approval rule uses.</li> <li>• Job Level: Approval list walks up the HR Supervisory hierarchy up to the point it finds a job with the necessary level.</li> <li>• Position Hierarchy: Similar to job level, but based on positions. This is effective if customers need a hierarchy different than the HR Supervisory hierarchy.</li> <li>• Approval Groups: Typically approver groups represent functional or subject matter experts outside the transaction's managerial chain of authority, such as Legal or Human Resources.</li> </ul>
Notification	A notification is an email, SMS or IM message that notifies a user or role that there is a certain task that requires their attention. Notifications could be task related or purely FYI.
Priority	Rule arbitration is carried out by means of prioritizing rules.
Response Type	This describes the type of response expected from the approver for the approval task. It includes: Required (For Approval Notifications) Not required (FYI) Optional (For Review)
Run Time user interface	The set of user interfaces that are generated at runtime includes the Task List, Approval List Display UI.
Terms (Attributes)	Terms are semantic units of information relevant to a business user. Most Terms originate from member fields of business objects, such as the First Name of a Person. Whereas Attributes had to be predefined within AME to be used within Rules, this is different for Fusion. Terms are not specified within AMX, but is inferred from the appropriate view object or view link (VO or VL) definition. When an Approval Task is created there is one VO associated with it. This view can have multiple VL's linked to it. The following dimensions are then created: Journal Batch, Journal Header and Journal Line level.

User Task	A user task is a work item or other task that requires manual intervention.
Validity Period	The validity period if the time period for which the rule is valid.
Worklist	The validity period if the time period for which the rule is valid.