HELP DOCUMENT
PURCHASE ORDER LINE-ITEM RELEASE APPROVAL

Contents

1. About the Purchase order (PO) Release module

The **PO Line-Item Release Module (PORM)** is an approval system designed specifically for Purchase Order (PO) line items. This module facilitates the approval process required before PO line items can be released, ensuring compliance with organizational protocols and approval hierarchies

2. Line Types Covered in PORM

The **PORM module** supports the following line types, which can be enabled or disabled based on specific business requirements:

- **P** – Purchased
- **S** – Supplied
- **M** – Manufacturing Order
- **G** – General Ledger Account

3. Installing PORM

The installation of the **PORM module** requires **FourthShift Workplace 8.0E** or later. This module does not require a separate installation process; it is automatically installed as part of the Workplace application.

4. Is it work for Fourthshift standalone application?

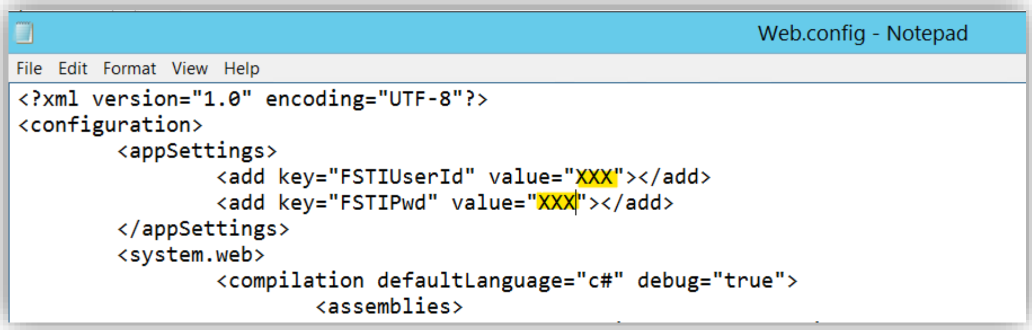
No, It Must require Fourthshift Workplace.

5. FourthShift Integration via FSTI

Once line items are approved, their statuses are automatically updated to "Release" in the FourthShift Application using FSTI transactions.

To enable this functionality, the administrator must:

1. Update the **FSTI User ID** and **Password** in the following configuration file: C:\Inetpub\wwwroot\FSWebUI\web.config
2. Replace the placeholder "XXX" with the actual user ID and password.
3. Restart the website to apply the changes.



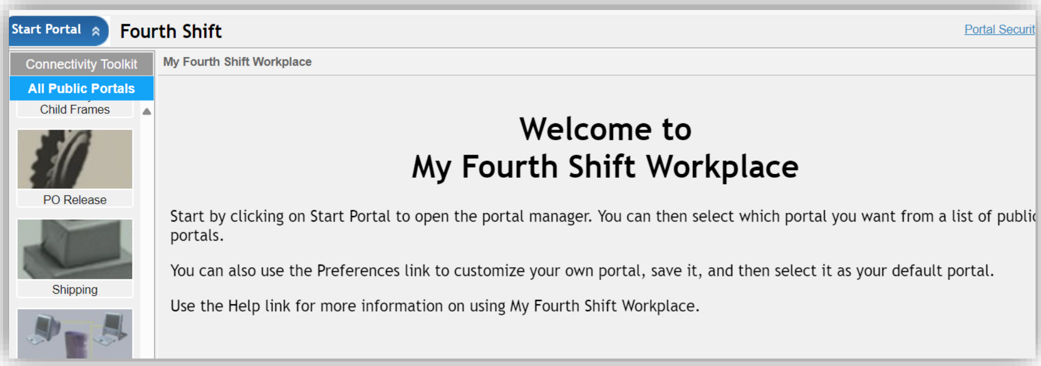

```
<?xml version="1.0" encoding="UTF-8"?>
<configuration>
        <appSettings>
                <add key="FSTIUserId" value="XXX"></add>
                <add key="FSTIPwd" value="XXX"></add>
        </appSettings>
        <system.web>
                <compilation defaultLanguage="c#" debug="true">
                        <assemblies>
```

6. Navigate to PORM

To access the **PORM module**, follow these steps:

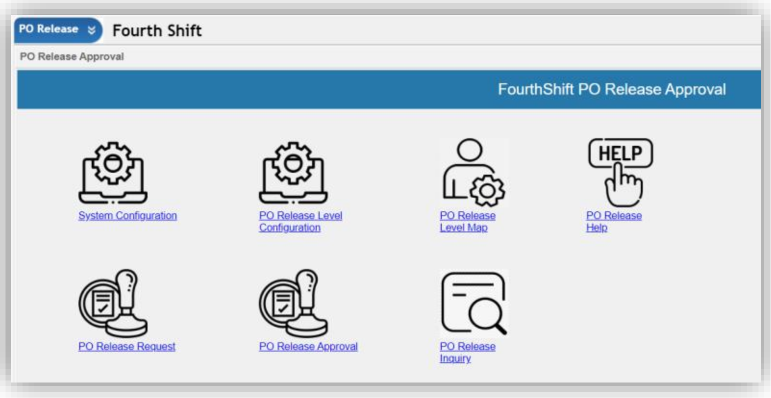
1. Launch the **FourthShift Workplace** application in your browser.
2. Click on **"Start Portal"**.
3. Select **"PO Release Module"** from the menu options.

This will redirect you to the **PORM login page**, where you can begin using the module.



Then screen will navigate to PORM login page.

7. PORM Home Screen



8. PORM Access

Below matrix shows the various types of access roles.

Role/Screen	PO Request	Inquiry	PO Approval	System Config	Level Config	Role Map
Administrator	☑	☑	☑	☑	☑	☑
Approver (POMT)	☑	☑	☑	☒	☒	☒
Requestor (POMT)	☑	☑	☒	☒	☒	☒
User*	☒	☒	☒	☒	☒	☒

Note: Approver & Requestor must require “POMT” module access for this PORM. Other Fourthshift Users without POMT module access role those can’t access this PORM module.

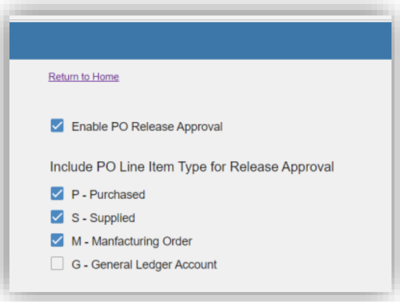
9. PORM Configuration

Before using the **PORM module**, specific configurations must be performed by a user with **FourthShift Admin Role**. These configurations are necessary to ensure the module operates correctly and aligns with business requirements.

9.1. System Configuration

From the **Home Screen**, click on **System Configuration** to access the configuration settings.
This screen allows you to:

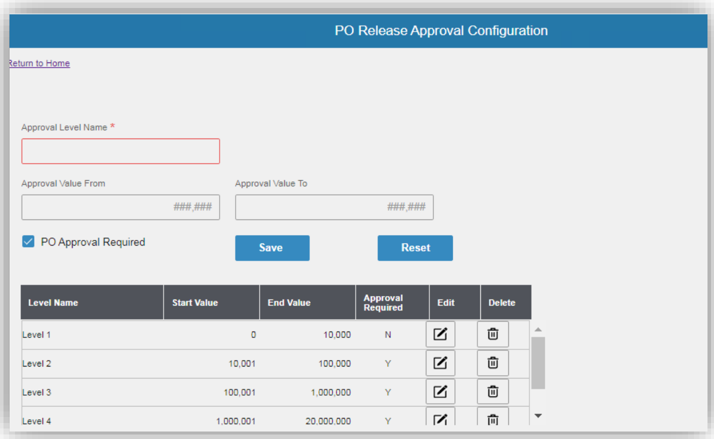
- Enable or disable the **PORM module**.
- Specify the line types that require approval based on business needs.



9.2. Approval Range Configuration

To configure approval ranges:

1. Navigate to the **Home Screen**.
2. Click on **PO Release Level Configuration**.
   This screen enables you to define various monetary range values that require approval. Each range is used to determine the level of approval needed for PO line items. Proper alignment of range values ensures a smooth approval process.



Important Notes:

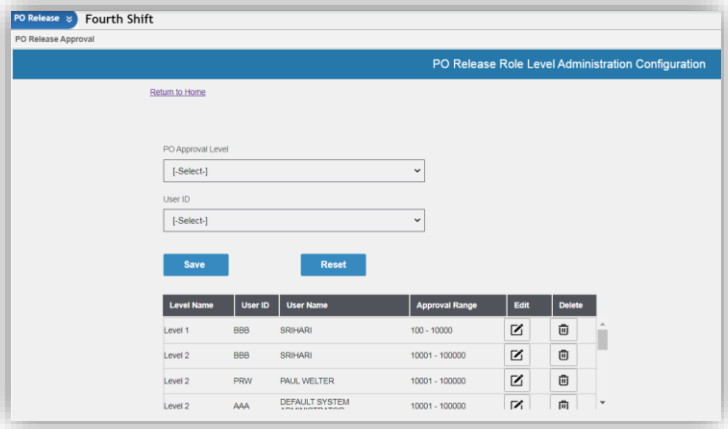
- **a.** The **Start Value** for the first level must always be **0**.
- **b.** The system permits only one record with **"Approval Required - No"**, which skips the approval process for items with lower amounts.
- **c.** Start and End values for each range must not overlap or conflict with other level ranges.
- **d.** Ensure all levels' **Start Values** and **End Values** are sequential with no gaps.
  - Example: If **Level 1 End Value** is **1000**, the **Level 2 Start Value** should be **1001**.
- **e.** The **End Value** for the last level should be set to the maximum possible amount (e.g., **9999999999**).

9.3. Mapping Approvers to Approval Ranges

To map approvers to specific approval ranges:

1. Navigate to the **Home Screen**.
2. Click on **PO Release Level Map**.

This screen allows administrators to assign approvers to specific monetary range levels. Proper mapping ensures that each approval range is handled by the designated approvers, streamlining the approval process.

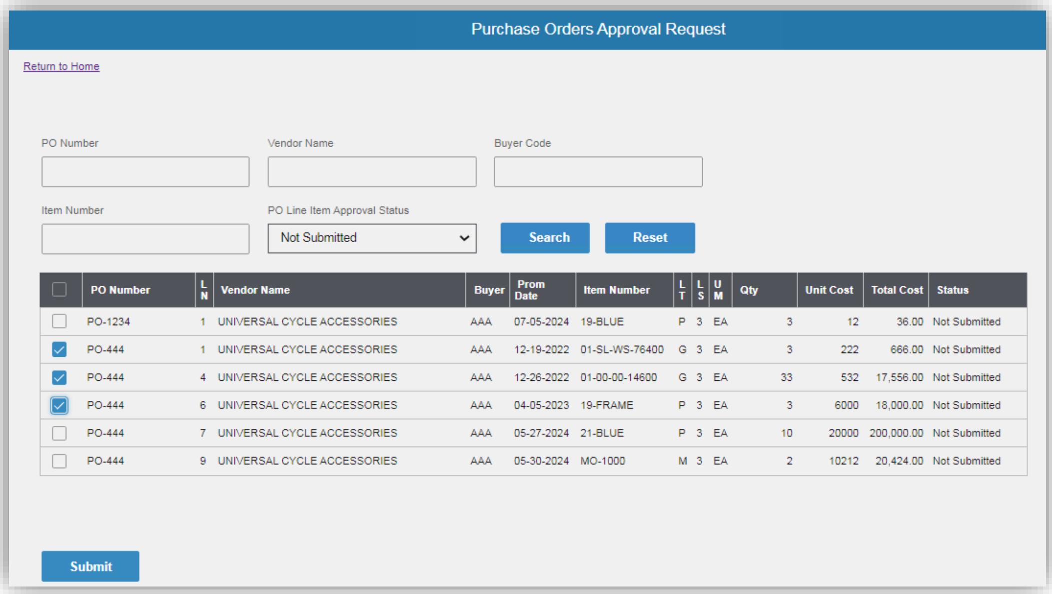


10. PORM Request Initiation

10.1. Request Creation

To create a new PO release request:

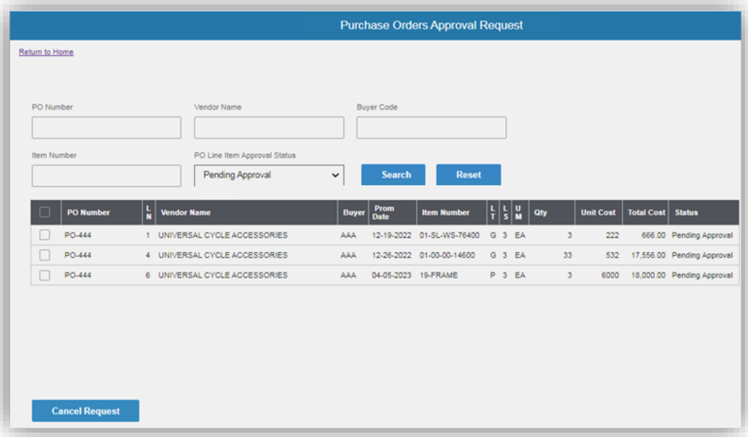
1. Navigate to the **Home Screen**.
2. Click on **"PO Release Request"**.
3. Search for the required PO line items with the **"PO Line Item Approval Status"** set to **"Not Submitted"**.
4. Select the desired line items.
5. Click the **Submit** button to send the requests for approval.



10.2. Request Cancellation

To cancel a PO release request:

1. Navigate to the **Home Screen**.
2. Click on **“PO Release Request”**.
3. Search for the required PO line items with the **“PO Line Item Approval Status”** set to **“Pending Approval”**.
4. Select the line items you wish to cancel.
5. Click the **Cancel Submit** button to withdraw the requests.



10.3. Rejected Line Items View/Re-Submit

To view and re-submit rejected PO line items:

1. Navigate to the **Home Screen**.
2. Click on **“PO Release Request”**.
3. Search for the required PO line items with the **“PO Line Item Approval Status”** set to **“Rejected”**.
4. Review the list of rejected items related to the requestor.
5. Select the rejected line items you wish to re-submit.
6. Click the **Submit** button to send the items for approval again.

This process allows requestors to address rejection reasons and resubmit the items for further approval.

10.4. Cancelled Line Items View/Re-Submit

To view and re-submit cancelled PO line items:

1. Navigate to the **Home Screen**.
2. Click on **“PO Release Request”**.
3. Search for the required PO line items with the **“PO Line Item Approval Status”** set to **“Cancelled”**.
4. Review the list of cancelled items related to the requestor.
5. Select the cancelled line items you wish to re-submit.
6. Click the **Submit** button to send the items for approval again.

This process allows requestors to recover and resubmit previously cancelled items for further approval.

10.5. *Approved Line Items*

To view approved PO line items:

1. Navigate to the Home Screen.
2. Click on “PO Release Request”.
3. Search for the required PO line items with the “PO Line-Item Approval Status” set to “Approved”.

Once a PO line item has been approved by the final approver, the system will automatically update the PO Line-Item Status to “Release”

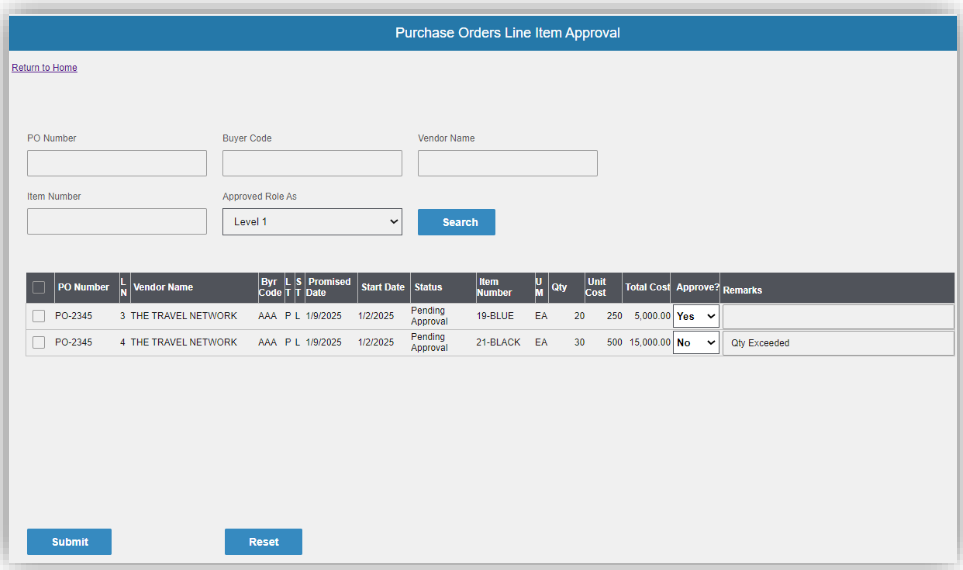
Note:
Based on the configuration, some line items with lower amounts may be auto-approved without manual intervention.

- **Example**: If the configuration specifies **Level 1 Range** as **0-1000** with "Approval Not Required," a line item with a total cost of **900** will be auto-approved.

11. PORM Approval

To approve or reject PO line items:

1. Navigate to the **Home Screen**.
2. Click on **“PO Release Approval”**.
3. Search for the required PO line items for **approval** or **rejection**.
4. By default, each line item is set to **“Approve”** as **“Yes”**.
    - If the approver wants to reject a specific line item:
        - Change the **Approve** selection to **“No”**.
        - Enter remarks in the **Remarks** field.
        - **Note**: The **Remarks** field is mandatory for all rejected items.



12. PORM Inquiry

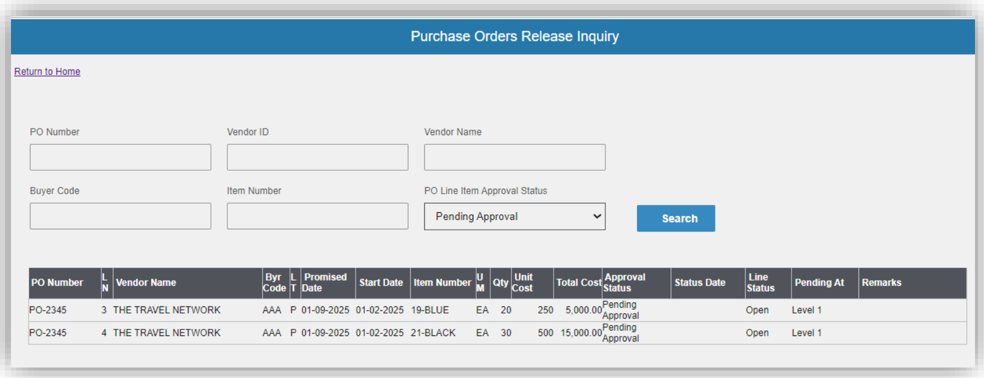
To verify the approval status of PO line items:

1. Navigate to the **Home Screen**.
2. Click on **“PO Release Inquiry”**.

This screen allows users to:

- View detailed approval information for specific line items.
- Identify the current status of line items, including where the approval process is pending.

This feature provides transparency and helps track the progress of PO approvals efficiently.



Purchase Orders Release Inquiry

Return to Home

PO Number | Vendor ID | Vendor Name

Buyer Code | Item Number | PO Line Item Approval Status: Pending Approval | Search

PO Number	LN	Vendor Name	Byr Code	LT	Promised Date	Start Date	Item Number	UM	Qty	Unit Cost	Total Cost	Approval Status	Status Date	Line Status	Pending At	Remarks
PO-2345	3	THE TRAVEL NETWORK	AAA	P	01-09-2025	01-02-2025	19-BLUE	EA	20	250	5,000.00	Pending Approval		Open	Level 1	
PO-2345	4	THE TRAVEL NETWORK	AAA	P	01-09-2025	01-02-2025	21-BLACK	EA	30	500	15,000.00	Pending Approval		Open	Level 1	

13. FAQ’s

1. **Is it** compatible **with FourthShift standalone application?**
   Answer: No, the PORM module requires **FourthShift Workplace** to function and is not compatible with the standalone application

2. **Is partial configuration of line types allowed?**
   Answer: Yes, line types can be switched on or off. For example, if only line type **“P”** is enabled for approval currently, other line types can be enabled or disabled as needed to fit business requirements.

3. **Is PORM mandatory to use?**
   Answer: No, the module becomes active only when it is switched on.

4. **If management decides no approval is required in the future, how can we proceed?**
   Answer: The PORM feature can be disabled by the administrator in **System Configuration** by unchecking the **“Enable PO Release Approval”** option.

5. **Do I need to manually change the line-item status to "Release" after approval?**
   Answer: No, once approved, the system automatically updates the line-item status to **“Release”**.

6. **A PO line item is approved, but the status hasn’t changed to "Release." What should I do?**
   Answer: This may occur if the line item is open in another session or due to a communication error. In such cases, the status can be manually updated through the **FourthShift GUI** or **Workplace**.