3-13-2003

Member Solutions Partnership : Training Manual, Basic Navigation, OTL, iExpense & Employee Self-Service

American Institute of Certified Public Accountants (AICPA)

Member Solutions Partnership

BUILDING STRONGER RELATIONSHIPS

TRAINING MANUAL

Basic Navigation, OTL, iExpense & Employee Self-Service

AICPA

Member Solutions Partnership

BUILDING STRONGER RELATIONSHIPS

TRAINING MANUAL

Basic Navigation, OTL, iExpense & Employee Self-Service

A Guide to Oracle Online Usage
prepared by

Nuria Almeida
Jessica Dunlap
Carol Fagan
Paul Fernandez
David Handrich
Rufina Kaminski
Charles Keiser
Marie Labranche
Robert Manthey
Karen Mullin
Grace Thompson
Barbara Vigilante

OA Train

AICPA

Chapter 1

Oracle Applications - Introduction to Oracle Applications

Course Objectives

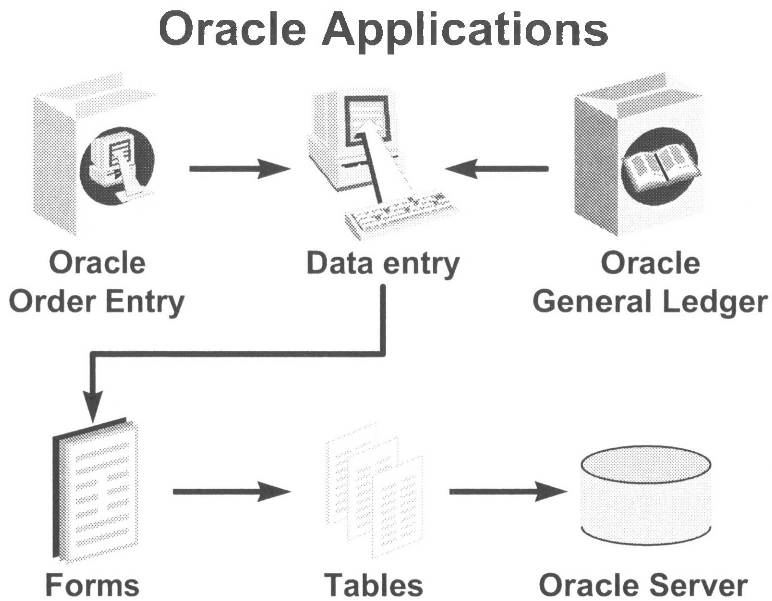
At the end of this course, you should be able to:

- Discuss key organizational terms that affect the way your company uses Oracle Applications
- Sign on and off of Oracle Applications.
- Enter and maintain data using Oracle Applications forms.
- Search for data using Oracle Applications forms.
- Access online Help within the Oracle Applications environment.
- Run and monitor standard reports.
- Use the Query and Find functions.
- Customize the presentation of data in Oracle Applications forms.
- Create and use attachments.
- Use additional Oracle features.

Introduction

This course discusses the basic features of navigating within Oracle Applications, Release 11i. The aim is to enable you to navigate within any of the Oracle Applications forms, regardless of the application module. You will learn to enter data, maintain data, and access online Help. Additionally, standard report submission topics will be discussed.

This course is intended for all end users of Oracle Applications as a prerequisite to any applications course.



Sample Flow of Oracle Applications Data

Oracle Applications is a tightly integrated family of application products that share a common look and feel. Using the menus and windows of Oracle Applications, you have access to all the functions that you need to manage your business information.

Oracle Applications software is highly responsive to users by providing full point-and-click capability. You use your mouse or keyboard to operate graphical controls such as pull-down menus, buttons, pop-up lists, check boxes, or region tabs. An Oracle Applications form is a user's interface to business data stored in the database. You may have called it a "screen" in other applications. You navigate between and within forms to enter and access information from the database.

Once data is entered and saved on a form, it is stored in a table. The data in the table is, in turn, stored on the Oracle server. The server is a secure area for data to be housed since backups are performed on a regular basis to prevent loss of data and there are firewalls to protect proprietary information from outside threats such as hackers.

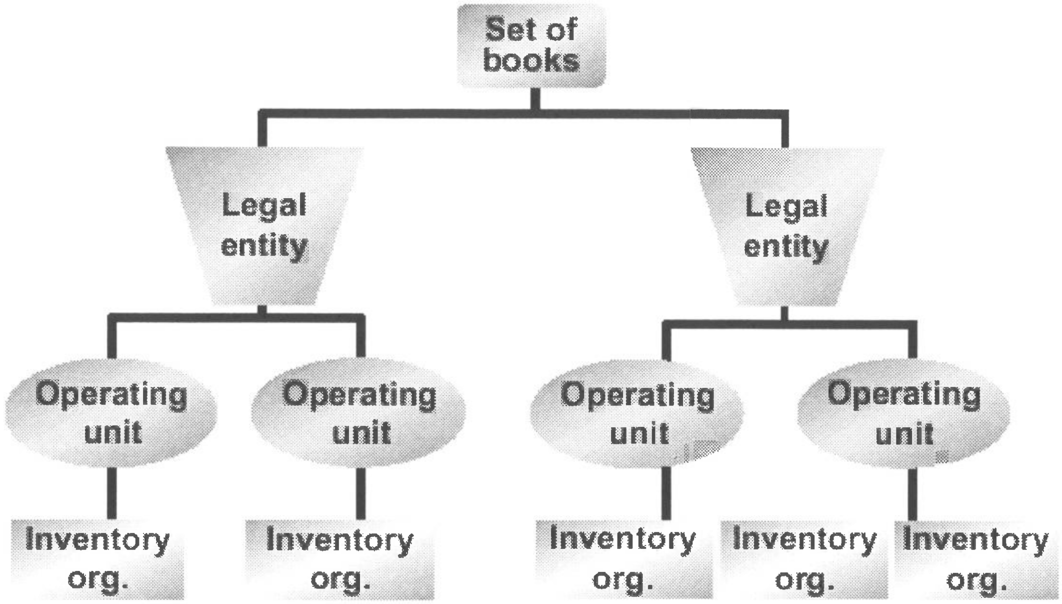
Organizational Features

Overview

Oracle Applications provides features that support complex business enterprises or organizations:

- Use a single installation of any Oracle Applications product to support any number of organizations.
- Support any number of legal entities within a single installation of Oracle Applications.
- Secure access to data so that users can access only the information that is relevant to them.
- Sell products from a legal entity that uses one set of books and ship them from another legal entity using a different set of books, and automatically record the appropriate intercompany sales by posting intercompany accounts payable and accounts receivable invoices.
- Purchase products through one legal entity and receive them in another legal entity.

Organizations



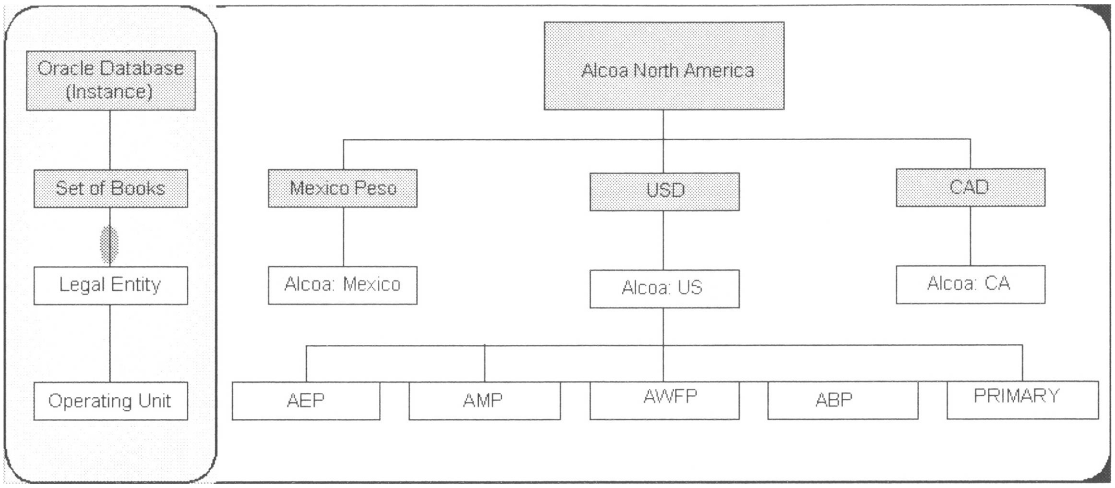
An organization is an entity that allows you to segment your business in a logical way to facilitate planning, purchasing, receiving and other business requirements.

The organization model dictates how transactions flow through different organizations and how those organizations interact with each other.

The organization has a set of books, a costing method, and a valid list of items. Organizations can have multiple classifications and multiple locations. Reasons for multiple organizations include:

- Use of different costing methods in your business.
- Need for different item usage and attribute control for items not used in all organizations.
- Separation of inventory records among the organizations.

Model: Multi-Organization



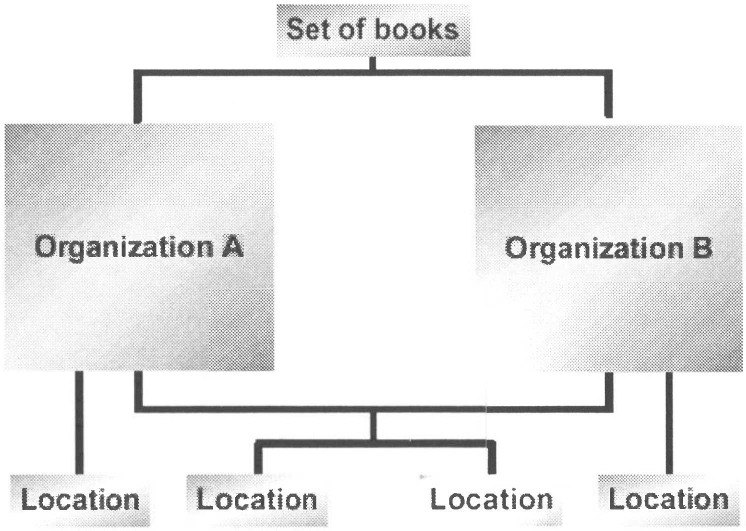
The model displays three sets of books. Although the same calendar and chart of accounts is used for US, Mexico, and Canada, the currency is different.

The Legal Entities for the set of books are legal companies for which fiscal and tax reporting is prepared.

Operating Units for this model are organizations that use application Payables, Purchasing, Order Management, Cash management, Receivables and Projects. Each has unique configurations, which distinguish how the operating unit or business unit behaves within the single installation of the Oracle software.

Important Note: These diagrams are representative models intended to illustrate a Multi_org design and are not intended to represent these designs in their entirety. (For example, more than 5 operating units will be necessary in the United States.)

Locations

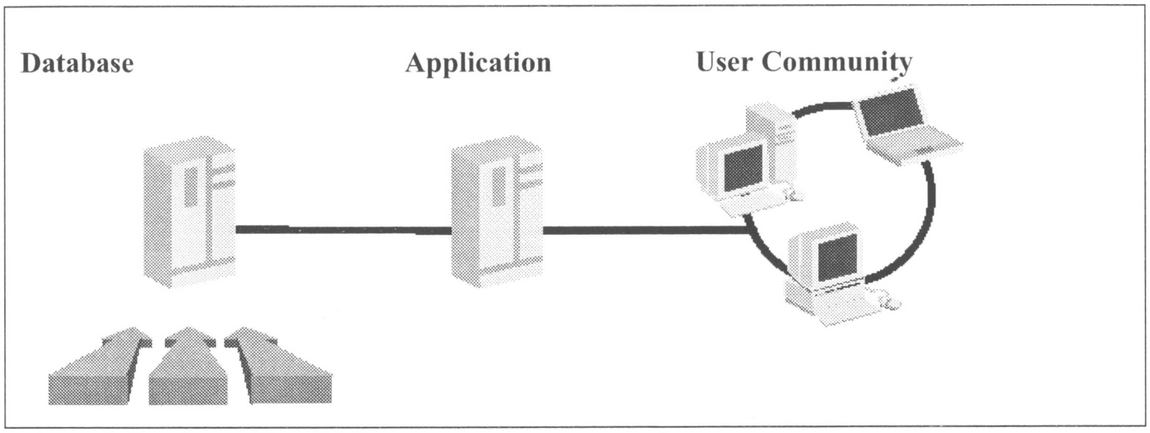


A location is a physical entity used for shipping, billing, receiving, and employee assignments. You can associate each location with one or all inventory organizations, or associate multiple locations with the same organization.

For example, Cleveland is one location within the AWFP Business Unit, and it has multiple inventory organizations, based on industry and supplier or internal.

At most companies, employees are entered into the Oracle database and are linked to their locations. This association affects default values and limits the data that they have access to.

Oracle Application Instances



An Oracle **Instance** is one application database: a unique copy of application software, configuration and data. The PRODUCTION database or instance is the database and software that is used for all legal and operational transactions and business documents.

Because of the extensive implementation schedules, there may be additional instances that support various stages of software development and testing:

- CRP
- UAT
- Development

At times it may be necessary to apply software updates (Oracle patches) to the application software. The patches are applied to all instances and tested before migrating to the next higher instance.

Chapter 2

Signing On and Off Oracle Applications

Chapter Objectives

At the end of this chapter, you should be able to:

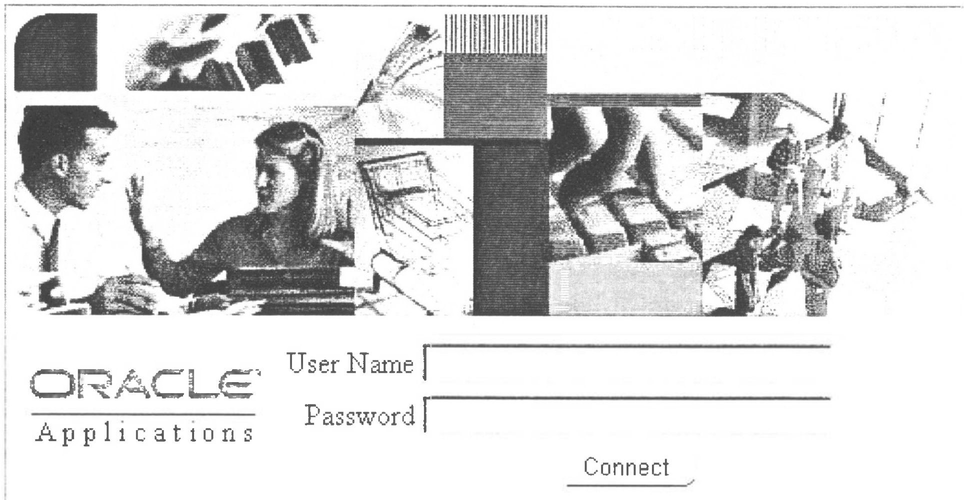
- Log on to Oracle Applications.
- Use and customize the *Personal Homepage*.
- Choose a responsibility.
- Use the Oracle Applications Navigator to open forms.
- Explain the function of the buttons that appear on the *Navigator* window and other forms.
- Discuss the various components of an Oracle Applications form.
- Log off of Oracle Applications.

Introduction

To use Oracle Applications productively, it is important to understand the various components of a form, the menu paths, and keystrokes necessary to access and navigate within the system to perform various job tasks.

Logging on to Oracle Applications

Oracle Applications
B → Connect
Oracle Applications Sign On



How to Log on to Oracle Applications

1. Launch your Internet browser.

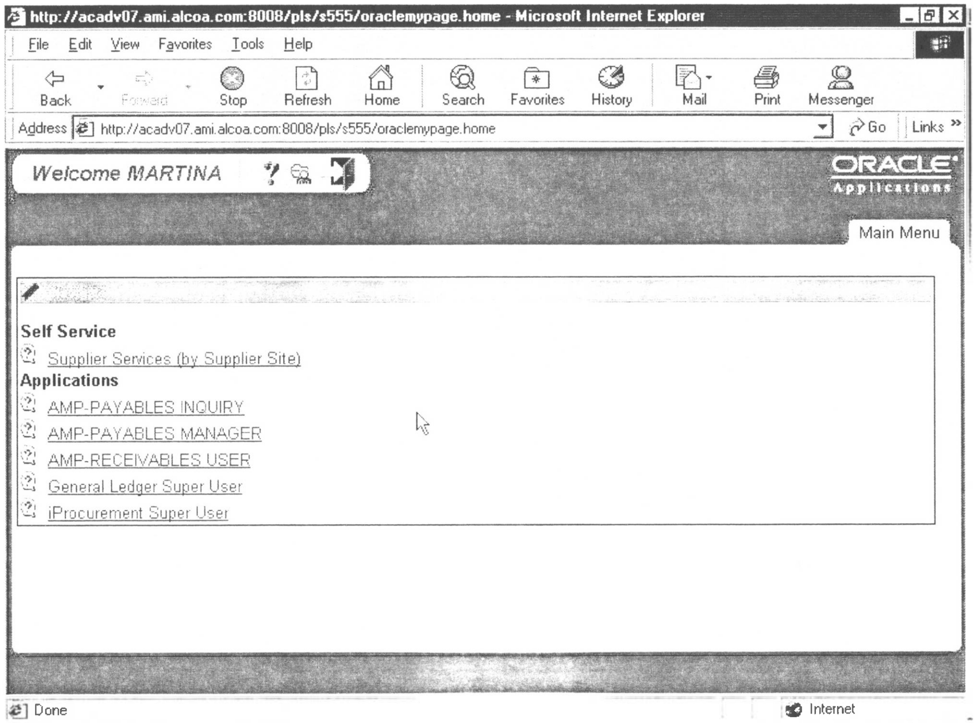
2. In the **Address** field, enter the applicable URL to access Oracle Applications.

3. Enter your User Name and Password. The **User Name** field is where a unique identifier for each person who will use the system is entered. The **Password** field does not actually display the characters that you type into it in order to protect the confidentiality of your password. You should keep your password confidential to prevent unauthorized users from gaining access to the system.

4. Click <Connect> when you are finished entering your User Name and Password.

Personal Homepage

After completing the log-on process for Oracle Applications, the *Personal Homepage* is displayed.



Personal Homepage

The *Personal Homepage* is your portal to Oracle Applications. It can be customized to meet your individual user needs. The *Personal Homepage* may consist of one or more tab pages, depending on whether or not you apply customizations. The Main Menu is the default tab page of the *Personal Homepage*, and it cannot be deleted.

Welcome Toolbar

The Welcome toolbar contains icons for the following functionality:

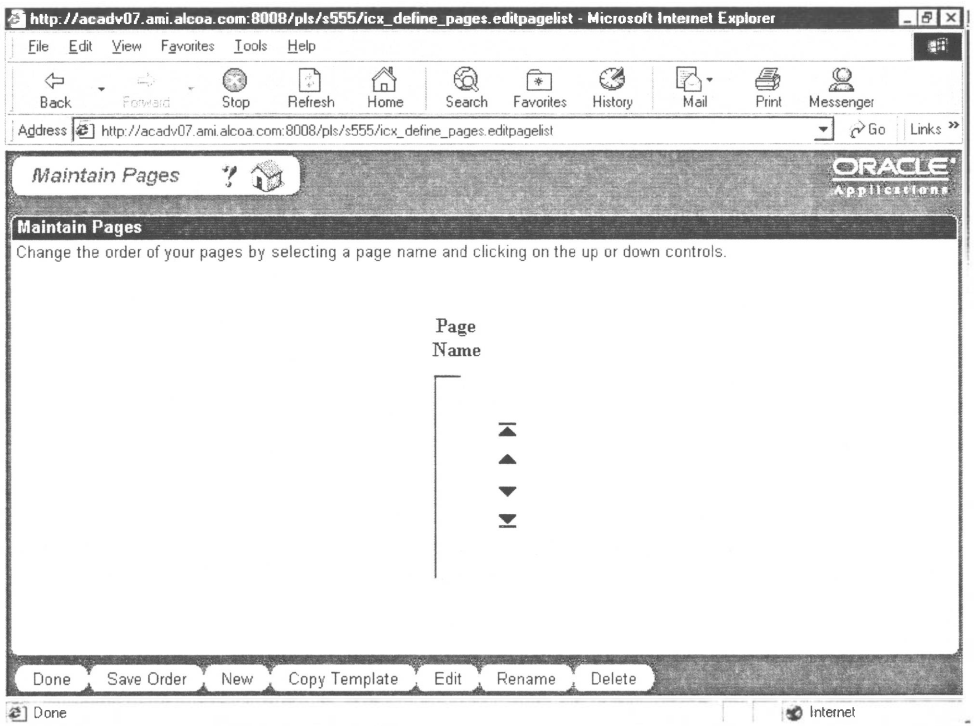
Help ....Opens the online *Help* window.

Create and Modify Pages ....Maintain your tab pages within the *Personal Homepage*.

Exit ....Return to the login screen.

Maintaining Tab Pages

Oracle Applications
Sign On
B → Connect
Create and Modify Pages



Create and Modify Pages

To add, delete, or edit tab pages on the *Personal Homepage*, click the **Create and Modify Pages** icon on the Welcome toolbar. The *Maintain Pages* window will display where you can perform several customization functions.

Maintaining Tab Pages

From the *Maintain Pages* window you can perform the following functions:

Function	Procedure
Create a new page.	Use the <New> button and enter in a new page name in the proper field.
Edit an existing page.	Select a page from the list and click the <Edit> button. This button opens the *Customize Page* window.
Rename a page.	Select a page from the list and click the <Rename> button.
Delete a page.	Select a page from the list and click the <Delete> button.
Copy a page as a template for a new page.	Use the <Copy Template> button. You will then be prompted to select which page you wish to copy and to enter a new name for the page.
Change and save the ordering of your pages.	By selecting a page name in the list and using the up and down arrows, you can change the order of the pages. The pages appear in this order on your *Personal Homepage*.
Save your changes.	Click the <Save Order> button.
Exit the *Maintain Pages* window.	Click the <Done> button.

Overview of Responsibilities

Selecting a Responsibility

Once you have used the sign-on form to begin the logon process, you must tell the system what type of access you will be using. A *responsibility* is a predefined set of data, menus, and forms that define your particular level of authority while using the system. For example, you would want the Accounts Payable department of your company to access the invoice forms of the system, but you would not want them to be able to access any payroll information. Another example is that the controller of a department would want to have access to all the data that his or her employees can use, so the controller would want access to both accounts payable and payroll information.

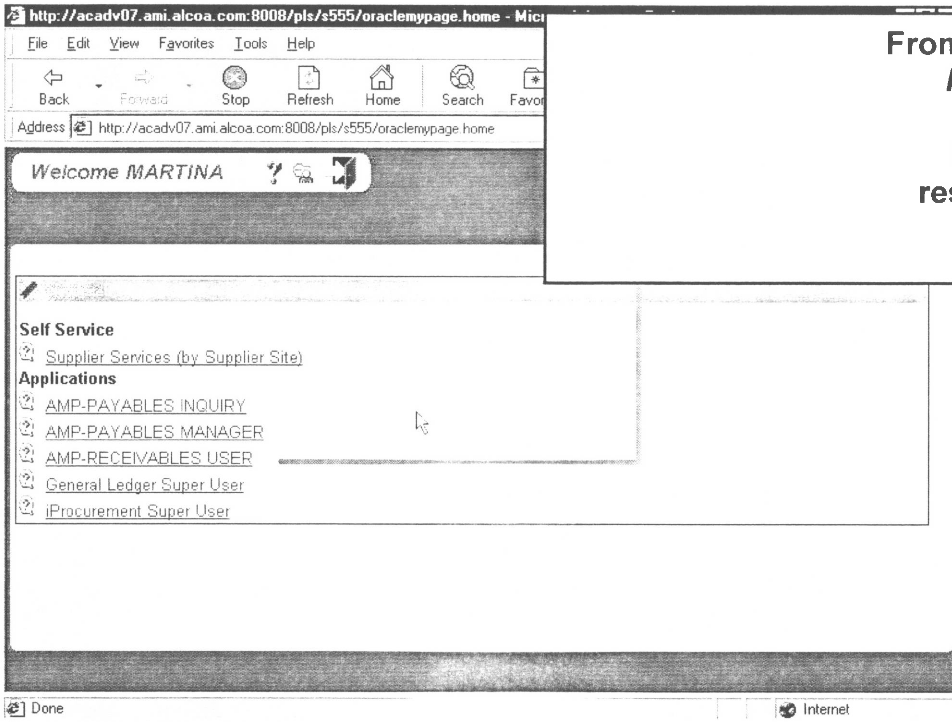
Properties of Responsibilities

The following is a list of the types of responsibilities and their particular properties that can be defined in Oracle Applications by your system administrator:

- A specific application (or applications), such as Oracle General Ledger.
- A set of books, such as North America, or Europe; or a Business Group, such as Mill Products or World Alum.
- A restricted list of windows to which you can navigate. For example, a responsibility may allow certain Oracle Financials users to enter invoices, but not to enter suppliers (vendors) or customers.
- A restricted list of functions you can perform. For example, two responsibilities may have access to the same window, but the window of one responsibility may have additional functional buttons.
- Reports in a specific application. Your system administrator can assign groups of reports to one or more responsibilities, so the responsibility you choose determines the reports that you can submit.

Choosing a Responsibility

Oracle Applications
Sign On
B → Connect
Responsibilities



From the *Personal Homepage* click on a link to the responsibility.

Responsibility Assignments

Each user has at least one responsibility and several users can share the same responsibility. Your system administrator can assign you any of the standard responsibilities provided with Oracle Applications or create custom responsibilities for you. If you have only one responsibility with one function, and only one region on your *Personal Homepage*, you will go directly to that function.

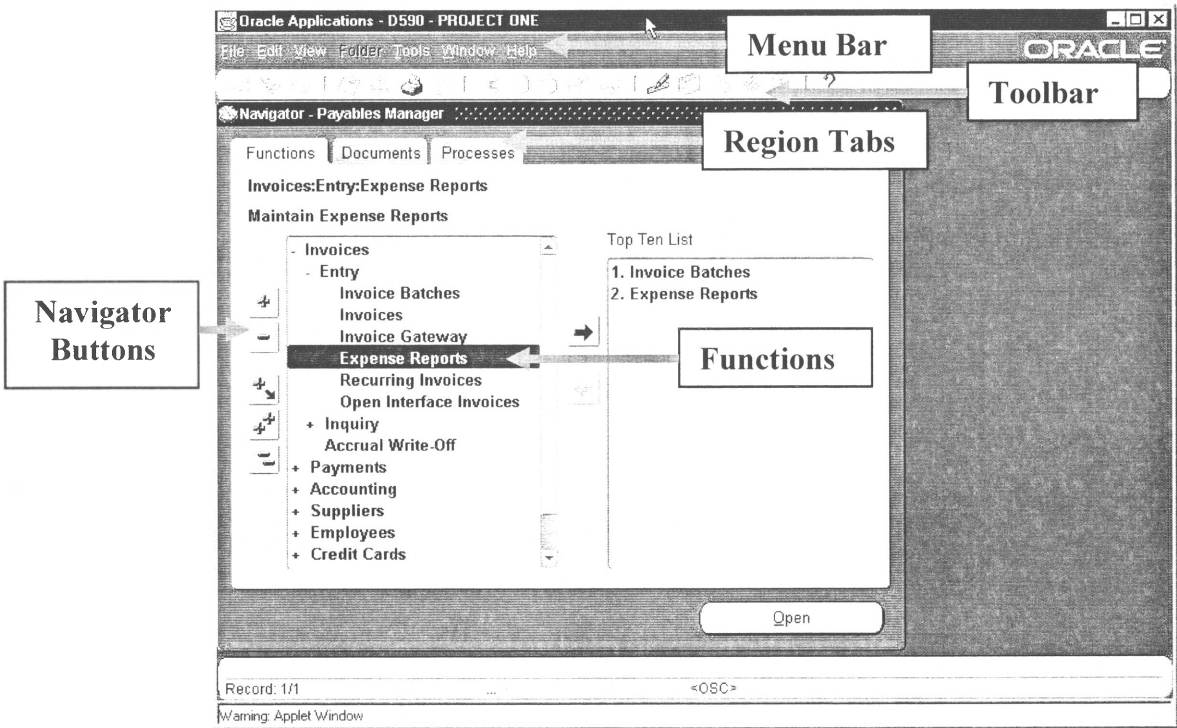
Click on the underlined link in the **Applications** section of the Main Menu to select your responsibility.

Using the Navigator Window

Navigator Window

Once you have selected a responsibility, the *Navigator* window displays the name of the responsibility you selected, as well as the functions associated with that responsibility.

Use this window to navigate to a form so you can perform a specific business flow. The forms that you can navigate to are displayed in a list on the left side of the *Navigator* window.



Using the Navigator's Region Tabs

Region Tab	Description
Functions	Displays the forms that you can navigate to in a list on the left-hand side of the *Navigate* window.
Documents	Displays links to documents that you have created.
Processes	Displays a visual map of a business process.

Functions Region

The **Functions** region displays all of the applications functions or job tasks that you can access for the responsibility that you selected. It also displays the Top Ten List, which can be used to access your ten most frequently used job tasks.

Documents Region

The Navigator's Document feature allows you to create as many links as you want and save them in the **Documents** region of the *Navigator* window. If you have a document, such as a particular purchase order, invoice, or sales order that you want to access later, you can create a link to the document using the Navigator's Document feature.

When you use a link to open a document, Oracle Applications opens the document in the appropriate form window. You can access the **Documents** region using the tab control.

Processes Region

The **Processes** region of the Navigator (the "Process Navigator") automates business flows across Oracle Applications forms. It allows you to model and execute complex business processes through an easy-to-use, graphical user interface. The business processes enabled through the Process Navigator can cross product boundaries and include complete business cycles.

The Process Navigator guides you step-by-step through each required function in a business process. In addition to providing a visual map of a business process, the Process Navigator can launch the appropriate Oracle Applications forms or standard reports at each step.

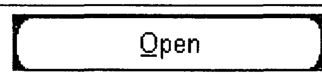
The Functions Region

Navigator Buttons

Each user can access an Oracle Applications form in several ways so that they can use the system quickly, according to their own computer style.

Expanding or Collapsing the Navigation List

Choose one of the following methods to expand or collapse an item to its next sublevel form:

Action	Corresponding Button
Double click the item with the mouse.	**Mouse Button**
Select the item and click <Open>.	
Select the item and choose <Expand>.	
Select the item and choose <Collapse>.	

Expanding or Collapsing Several Items in the Navigation List

Choose one of the following buttons to expand or collapse several items at once. These functions are also available in the Tools menu.

Action	Corresponding Button
Select the item and choose <Expand All Children> to expand all the sublevels of the currently selected item.	
Choose <Expand All> to expand all the sublevels of all expandable items in the Navigation List.	
Choose <Collapse All> to collapse all currently expanded items in the Navigation List.	

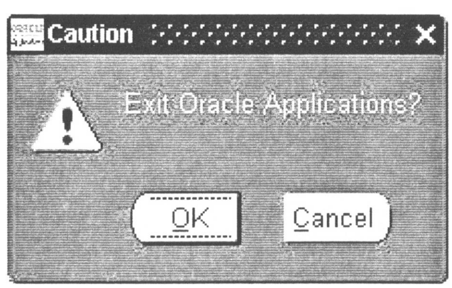
Exiting Oracle Applications

Oracle Applications M → File → Exit Oracle Applications

How to Exit Oracle Applications

1. From the menu bar, choose File → Exit Oracle Applications to log off the system. It is important to exit the system in this manner, rather than any other, as this is the only way to ensure that your username is cleared from system access.

2. Click <OK> to continue with exiting.



3. Click <Cancel> to return to the last active window.

Summary:
Signing On and Off Oracle Applications

In this chapter we covered the following topics:

- Log on to Oracle Applications.
- Use and customize the *Personal Homepage*.
- Choose a responsibility.
- Use the Oracle Applications Navigator to open forms.
- Explain the function of the buttons that appear on the *Navigator* window and other forms.
- Discuss the various components of an Oracle Applications form.
- Log off of Oracle Applications.

Chapter 3

Accessing Online Help

Chapter Objectives

At the end of this chapter, you should be able to:

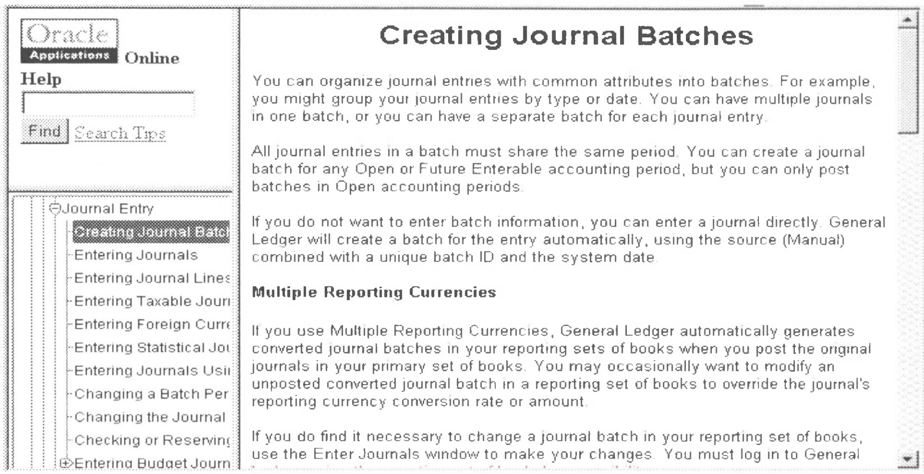
- Display Help information online.

Introduction

Oracle Applications offer a comprehensive suite of online help information. This section discusses how to use the help application for maximum results.

Accessing Online Help

Oracle Applications M → Help → Window Help Window Help



Accessing Window Help

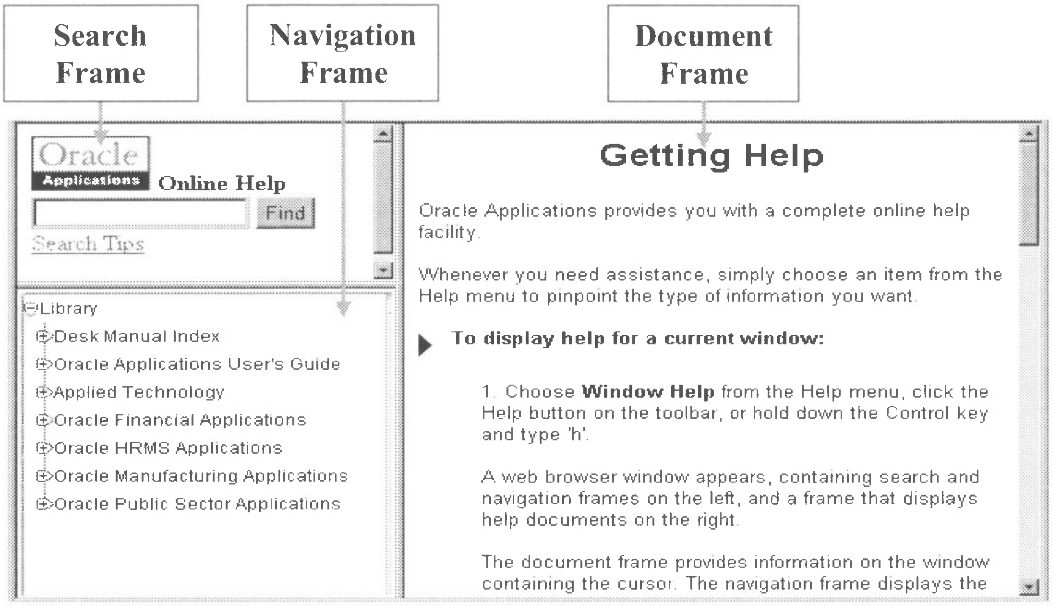
Oracle Applications provides you with a complete online Help application that is available through your web browser tool.

How to Display Help for a Current Window

1. Choose Help → Window Help. A *Help* window is displayed, providing information and a list of topics associated with the current application window.

2. Click on a topic of interest to display more detailed information.

Using Online Help



Using the Web Browser Help Window

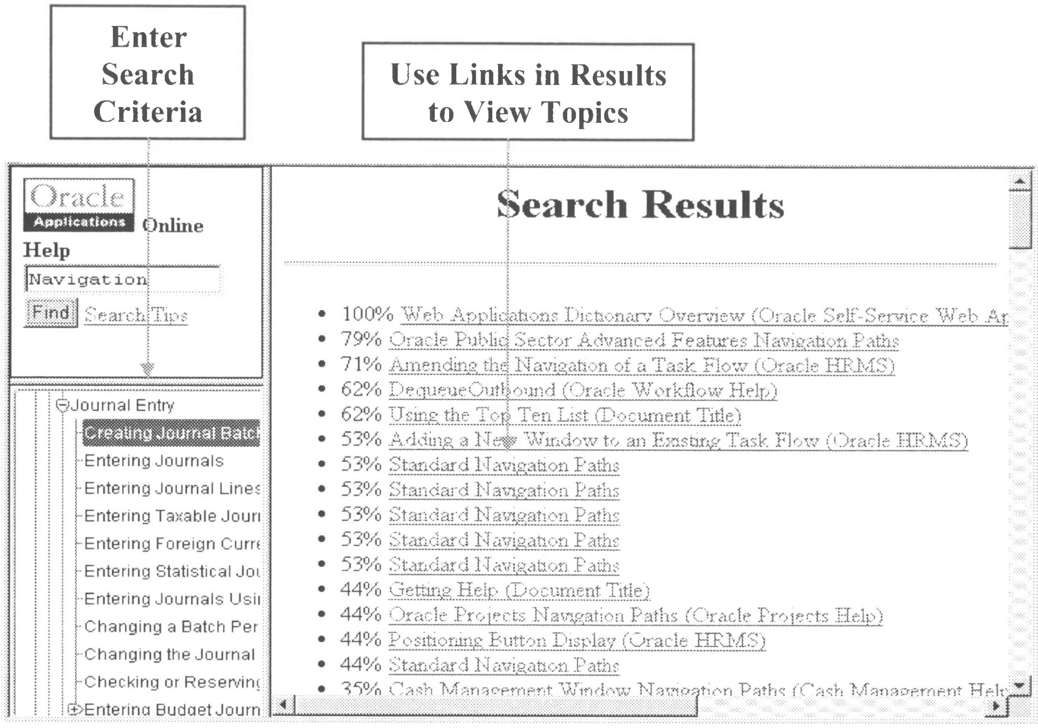
A Web browser window appears when you use the help system. This window contains search and navigation frames on the left part of the window, and a frame that displays the help information on the right side of the window.

The **Search** frame allows you to type in specific text related to the help you need and click the <Find> button to return a set of results matching the entered text.

The **Navigation** frame displays the top-level topics for your responsibility, arranged in a tree control.

The **Document** frame can provide information on the application window containing the cursor, information on the topic selected in the navigation frame, or a list of topics that are a result of using the frame. If the document frame contains a list of topics associated with the window, you can click on a topic to display more detailed information.

Searching for Help Information



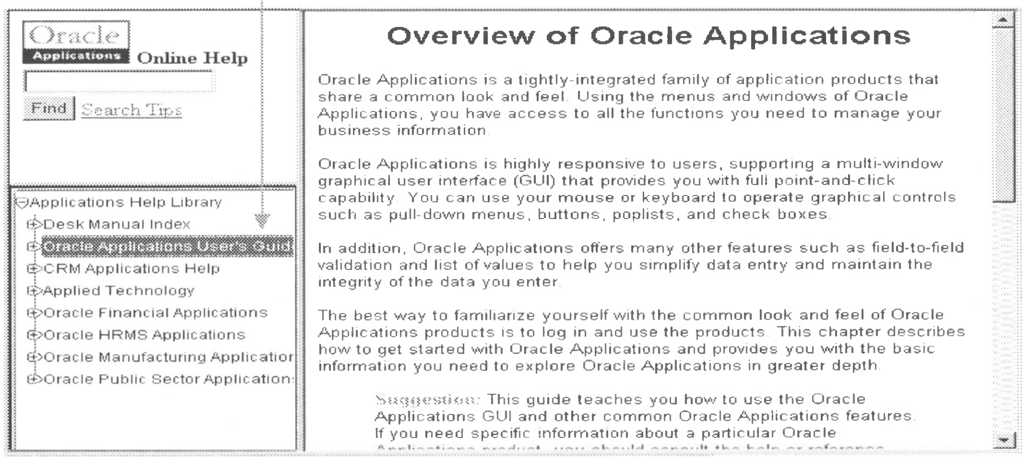
Searching

You can perform a search to find the Oracle Applications help information you want. Simply enter your query in the text field located in the top-left **Search** frame of the browser window when viewing help and click the adjacent <Find> button.

A list of titles, ranked by relevance and linked to the documents in question, is returned from your search in the right-hand **Document** frame. Click on whichever title seems to best answer your needs to display the complete document in this frame. If the document does not fully answer your questions, use your browser's <Back> button to return to the list of titles and try another document.

Oracle Applications Library

You can display help for any of the Oracle Applications Products



The Library

You can access online help for any Oracle Applications product and you can reference that product's documentation online as well. All of the applications are listed in the **Navigation** frame on the left hand side of the window.

Summary:
Accessing Online Help

In this chapter we covered the following topic:

- Display Help information online.

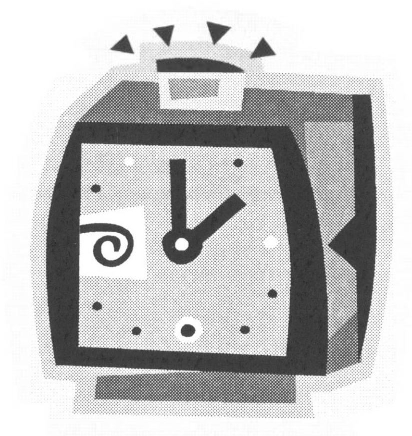
Accessing Online Help

Workbook

Lab 1: Accessing Online Help

Following your instructor's directions, spend 10 minutes accessing the Oracle Help windows.

OTL



Oracle Time and Labor

Employee Guide

Table of Contents (Non-Supervisory)

What is OTL Oracle Time and Labor?

- OTL is the Oracle application tool providing a centralized collection and processing database for time worked by all employees

- OTL replaces Time Tracker

Why do we have to record time?

The two major reasons to record time are:

Attendance

- Records of time worked by employees is required for compliance to Federal and State Labor Laws, in support of wages paid to those employees.

- At the AICPA, time data is used to track and monitor Leave Time policies, like sick and vacation benefit plans

Labor Costs

- One of the largest costs for most companies is Payroll; the most important resource is the employees. Capturing time by project (formerly known ad time by activity) allows AICPA to allocate and track the employee resources and related expenses to specific initiatives, projects, product lines, etc.

Who really uses time data?

- Payroll
- Human Resources
- Financial Management
- AICPA Management

How is time data used?

- Time data allows Payroll, Human Resources and Finance to pay employees and taxes; to calculate, analyze, monitor, track and report on staff resources and the related labor costs. The processes of these key functional areas, as well as AICPA Management, use the information by team, time periods, time type, project, initiative and product lines. The data allows Management to measure and assess these initiatives to the overall operations and finances of AICPA. The information guides the AICPA in setting, reaching and exceeding it's goals and objectives for the CPA profession.

Are there new features with Oracle Time?

Yes. The new system offers these new features:

- Create Custom Templates
  Create your own personal set of commonly used project numbers

- Electronic Approval
  Approvals by supervisors are required and automated

- Workflow Notifications
  Messages to you and your supervisor of missing time, time waiting for approval, changes or questions needing responses/action

- Comments and Details
  Employees and Supervisors can provide informational references to a weekly time card or to a particular day

What do I need to learn and do?

- You need to learn how to enter your time into this new system.
- Supervisory staff also need to learn the new approval process.
- You will need to learn new terminology. Activity number will be called Project Number. Time Reporting Code will be called Type (of time).
- You will need to learn about a new piece of required information called a Task. The Task account will further define the project or product being worked on and thus provides improved tracking and reporting capabilities

Specifically you need to learn how to:

What exactly is a "Template"?

In our current Time Tracker system, the "template" is the drop down list of project numbers used by your team. (Project number was formerly known as activity number). In Time Tracker, the employee could not customize these lists. In Oracle Time and Labor (OTL) you can customize to your individual, most commonly used projects. If you tend to use the same project numbers each week, it is suggested you create a template of your commonly used project numbers, tasks and time type (regular) with basic, standard hours. This will save on searching for the project numbers needed each week; especially if more than one account number is used. The hours would be edited to the actual time worked each week. You can always add or delete project numbers on your template at any time; or you can just adapt the timecard for a particular week with different project numbers as needed.

Can I still select any project number available in the Chart of Accounts?

Yes, you can search for any project number established and active in the Chart of Accounts. It can be added to your template or just to a particular week's timecard.

Can I have more than one customized template?

You can set up more than one template if that applies to your work. Or you might want to set up a template pre-populated for a week of vacation time. Or, if you have a flexible work arrangement such as the 9 days / 70 hours schedule, you could set up one template for your first week's standard hours and a second template for the second week's standard hours.

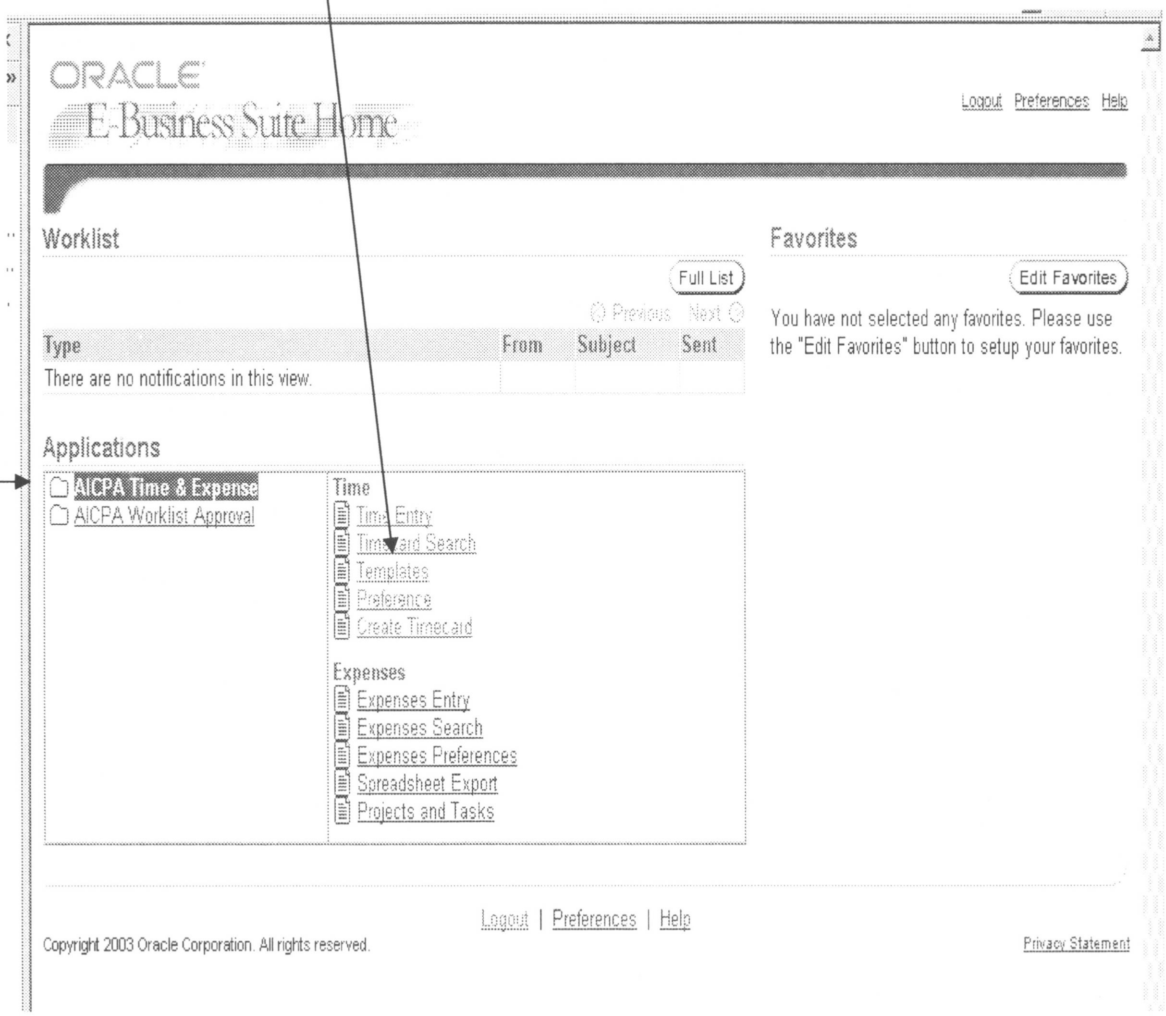
Always remember to review the data on your template and edit your time according to the actual worked hours each week. Time information needs to be an accurate record of when you worked and on what project(s) you worked. The Template is a "starting ground" and saves on searching your most commonly used project numbers each week.

How to Create a Template

To create a template:

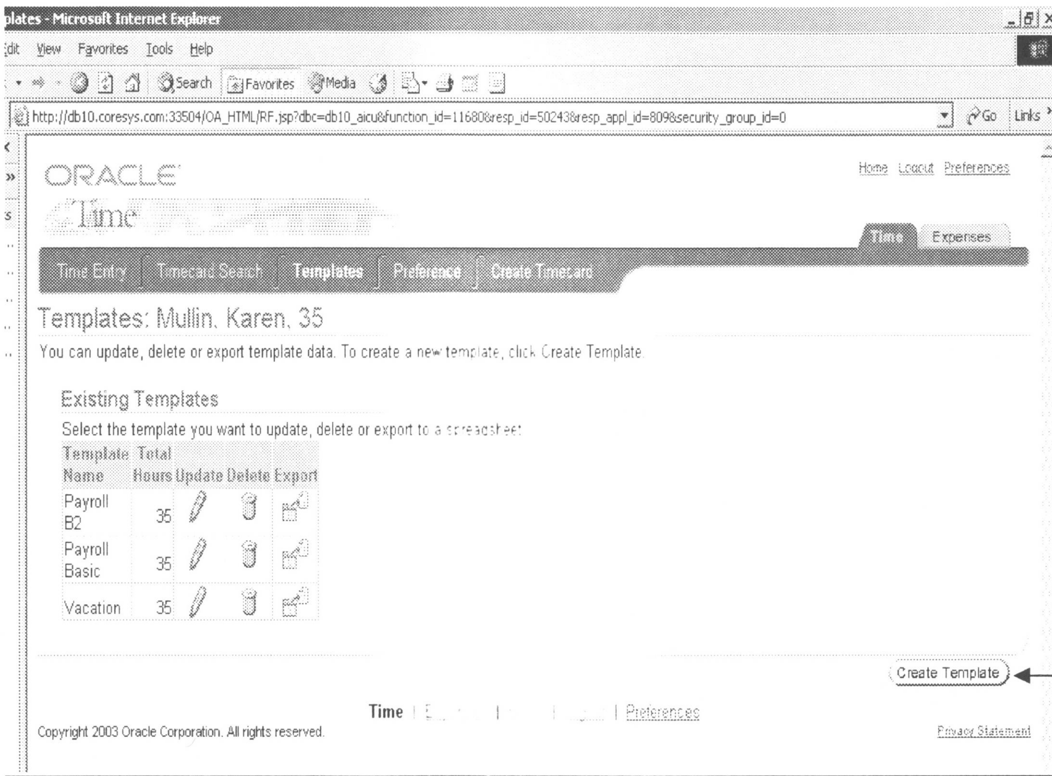
At Oracle E-Business Suite Home

- Click on **Self-Service Applications** or **AICPA Time & Expenses**
- Click on **Templates** (under Time in left column)



On the Time screen,

- Click **Create Template** (button on right side, mid screen)



If this is your first template, you will see one set of boxes with "No Data Exists" under the Name column. Once templates have been created, they will show here.

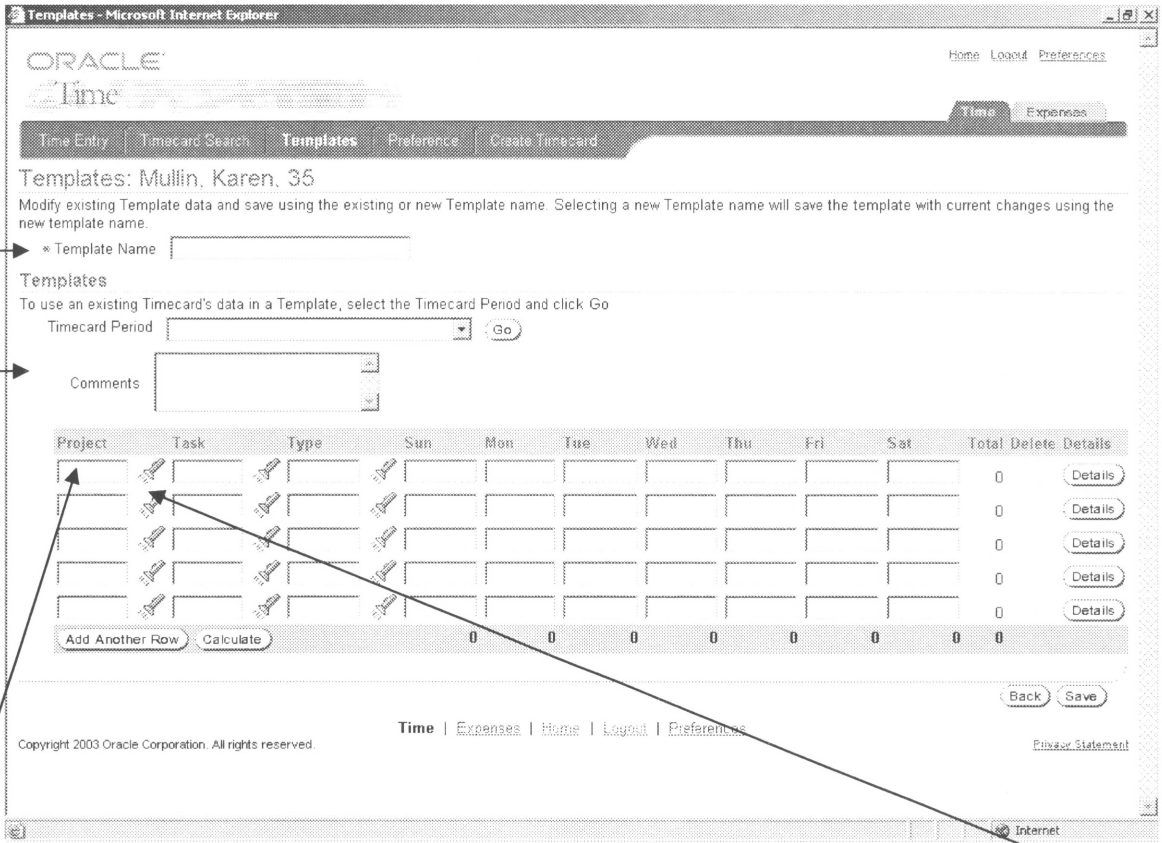
You can always Update a template from here by clicking on the box with the pencil icon; or you can Delete a template by clicking on the garbage can icon.

The Export feature is not available for AICPA employees.

On the Template screen,

You are required to select a Project, a Task, a Type and Hours (for hours at least a zero must be entered on one of the days). The Comments are optional.

Note: **Do not enter Name of Template until all other selections are made**. Naming will be the last step before saving or submitting.



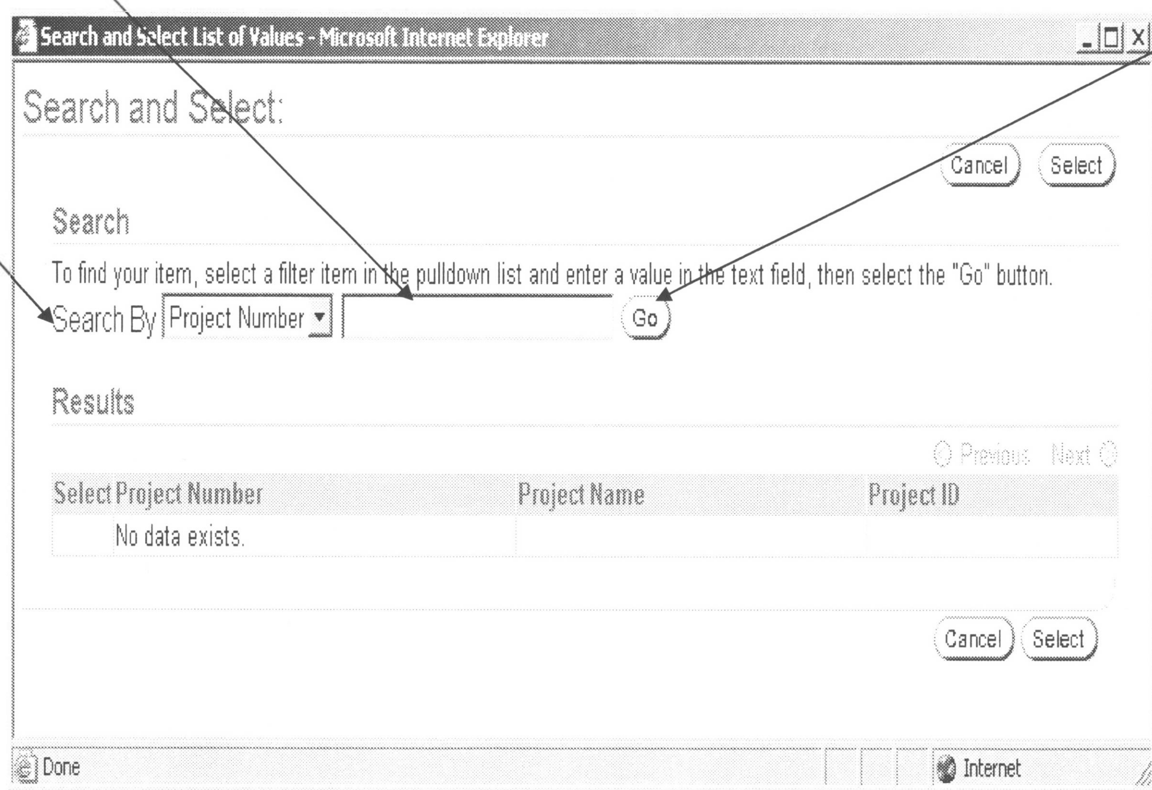
Enter **Comments** (optional, will display on time card when template is used)

- Enter a **Project Number**:
  - If number is known, type into Project box (7 digits, will validate to Chart)
  - If number is not known,
  - Click on **Flashlight** to search available accounts

On Search and Select screen,

- Select "Search by" **Project Name**
  - (click on drop down arrow to change search criteria)
- **Enter Key word** and
- Click on **Go**

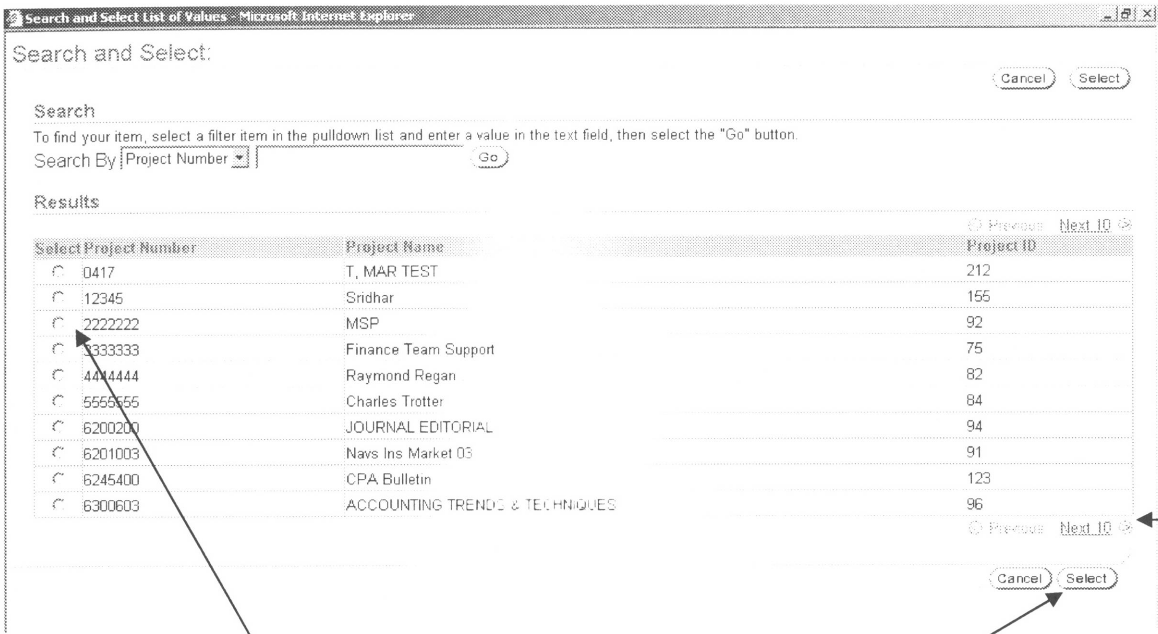
Note: If you know the first 3 digits of the number but not the rest, select "Search by" Project number, enter the 3 digits then click Go. It will bring up all numbers starting with those first 3 digits. Select the number you need.



Notes:
You could leave the text field box blank and just click Go, but the entire list of all available projects would be created (very large listing). Using key word, or even the first few letters of the title will narrow the search and save time with your search.

"Project ID" is set by the system and financial functions. Employees can ignore the information.

Once you find the Project Number you need to,



- Click on **<u>radial button</u>** next to your selection.
- Click **<u>Select</u>**. It will add to your template.

<u>Note</u>: the Chart of Accounts is very large. Numbers are in sequential order; names are in alpha order. The screen will display 10 lines at a time. To scroll to additional numbers/names click on "Next set of 10", as many times as needed until you find the project number needed.

<u>Note</u>: "Project ID" is set by the system and financial functions. Employees can ignore the information.

Next you need to select a Task:

The Task account was not used in Time Tracker, it is new information needed for Oracle Accounting system functions. The tasks are directly linked to specific products within Manufacturing functions, to projects, conferences, etc. More specific information on the specific task accounts assigned to AICPA will be provided by the go live date.

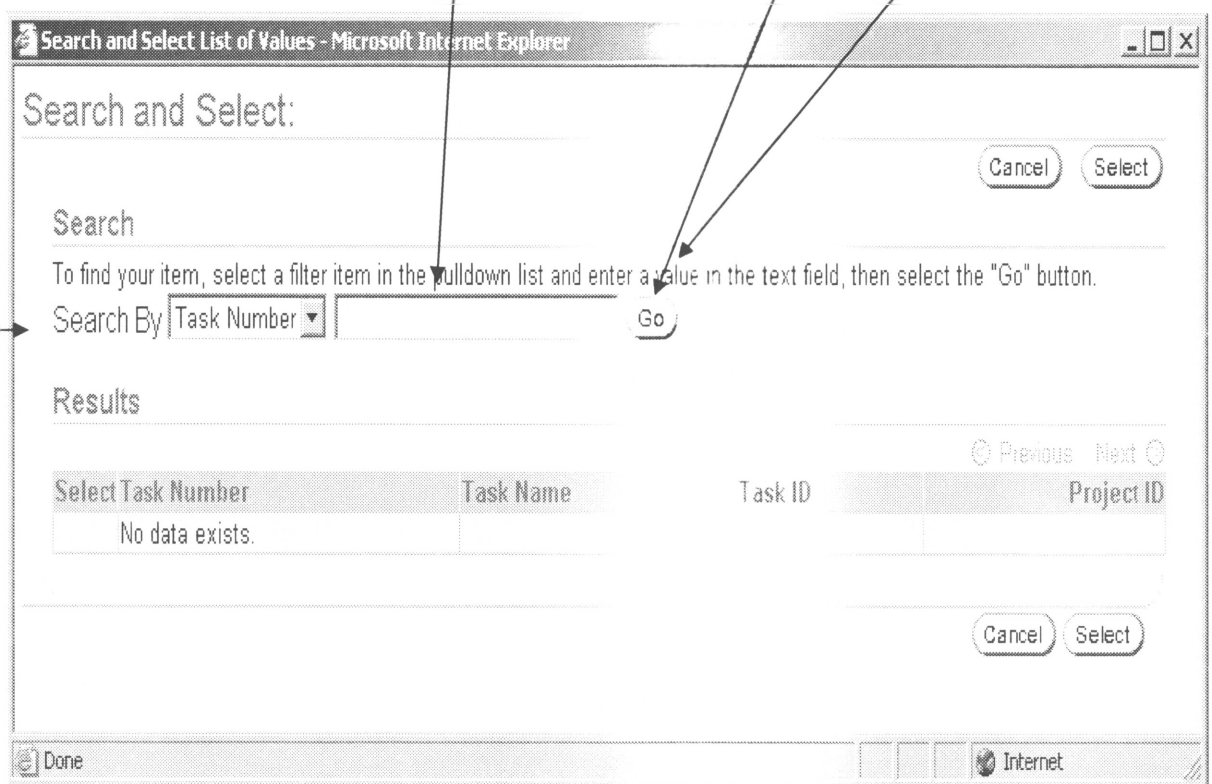
- Enter a **Task:**
  - If known, type into Task box (must be an exact match to list)
  - If task is not known,
  - Click on **Flashlight** to search available accounts (same as with Project Number)

On Search and Select screen,

- Select "Search by" **Task Number (or Task Name)**,
- Since this is new data, leave text field blank and **Click Go** to see all

Once you are more familiar with the concept of a Task, you can

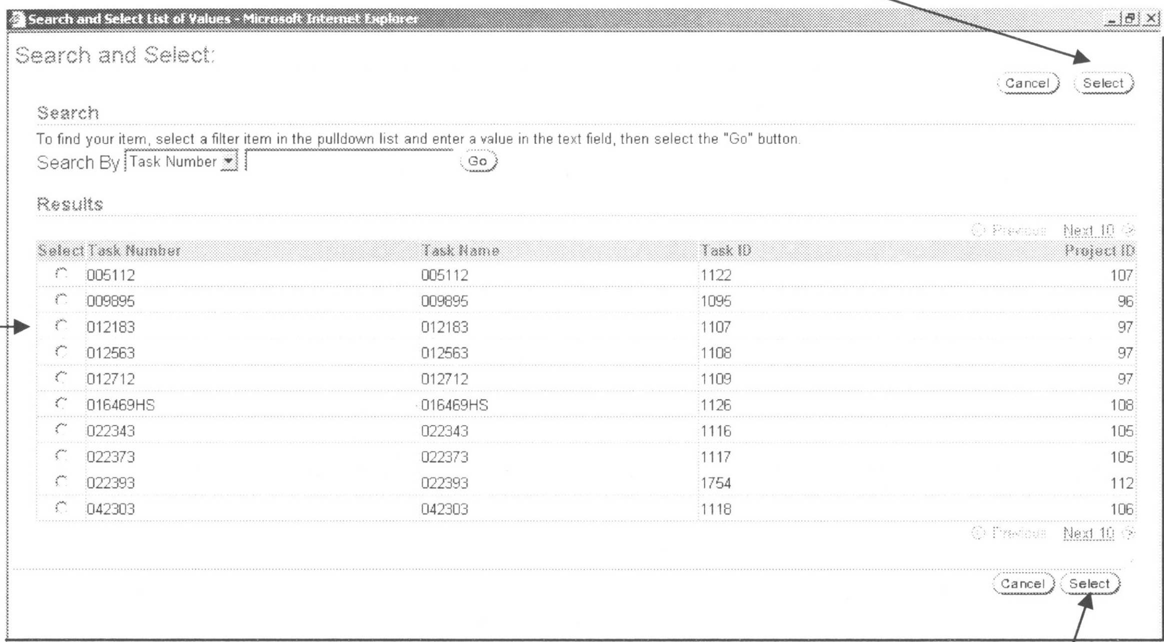
- **Enter Key word, or first few digits of number** and
- Click on **Go**



Once you find the Task Number / Name you need to,

- Click on **radial button** next to your selection.
- Click **Select**.

It will add to your template.



You can click on Select in one of two places

Reminder: Numbers are sorted sequentially and Names are in alphabetical order. If the list is more than can fit on one screen, you can scroll to more selections by clicking on "Next 10" at either top or bottom of Results box.

Notes:
Task Number / Name is new field with Oracle financial systems. It is needed for Financial analysis and reporting, to further define costs to specific projects, products, conferences, etc.

"Task ID" and "Project ID" are set by the system and financial functions. Employees can ignore the information.

Next you need to enter a Type

"Type" are the time reporting codes. Most often you will select the "Regular Work Day".

The steps to enter are similar to Projects and Task…..

- Enter a **Type** (A list is included in Reference Documents).
  - If Type is known, just enter in the Type box (must be exact match to list)
  - If type is not known,
  - Click on **Flashlight** to search (same as with Projects and Task)

On Search and Select screen,

- Select "Search by" **Alias Value** (this is the Type; called Alias due to link with HR system functions)
- **Enter Key word** in blank text field box and
- Click on **Go**

Note: you can type the first letter and then click Go, it will bring you to all items starting with that letter, to narrow your search.

Once you find the Type you need,

- Click on **radial button** next to your selection
- Click **Select** (either top right or bottom right corner of screen)

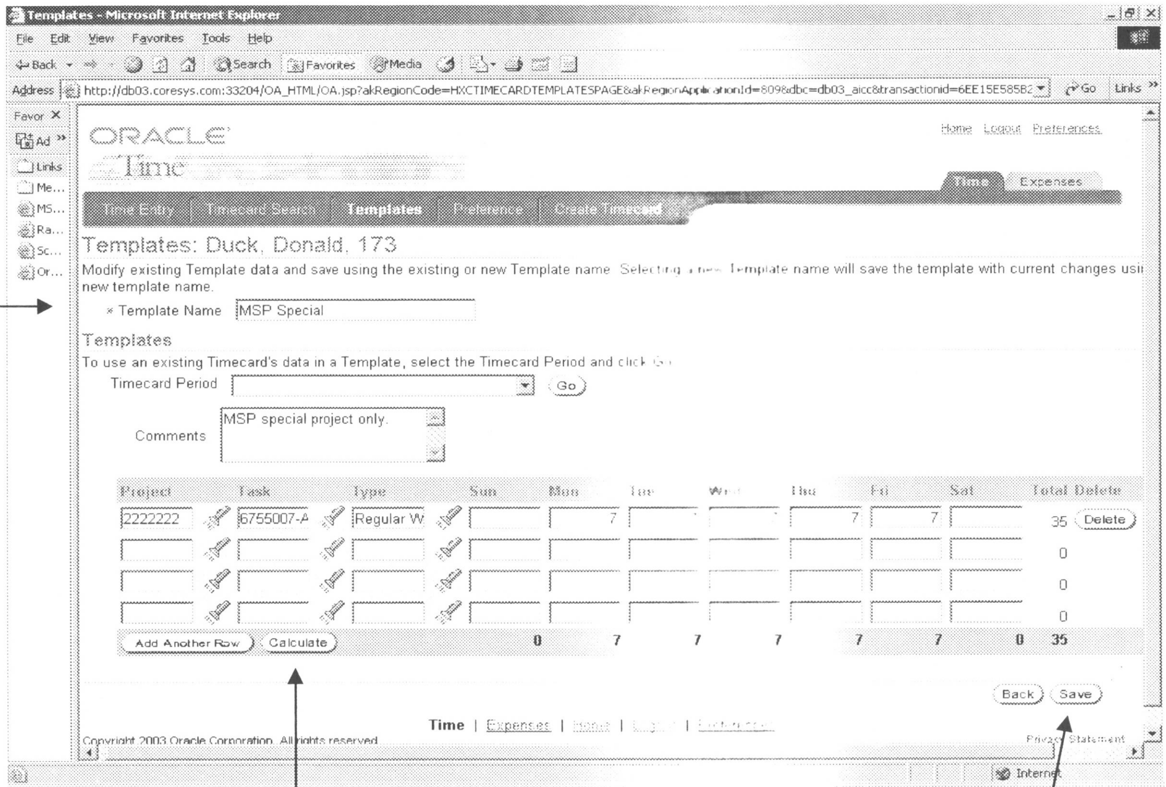
It will add to your template

Repeat all these steps for entering a Project, a Task, and a Type until you have selected all the accounts you want to be included on the template.

Now you need to enter the hours for each of the rows. If you do not expect the hours for this template to fluctuate, you can enter all hours across all days. You should always review and edit the hours as needed on any particular week that this template is used. If your hours will fluctuate each week, enter at least a zero on one of the days in order to save the template and then edit the hours each week to those actually worked for each project.

Note: you must enter at least a zero (or other number), on at least one day in order to save the template for future use.

- Enter the **Hours** per day across from each project / task / type combination selected. You can use the tab key or mouse to jump to next day.

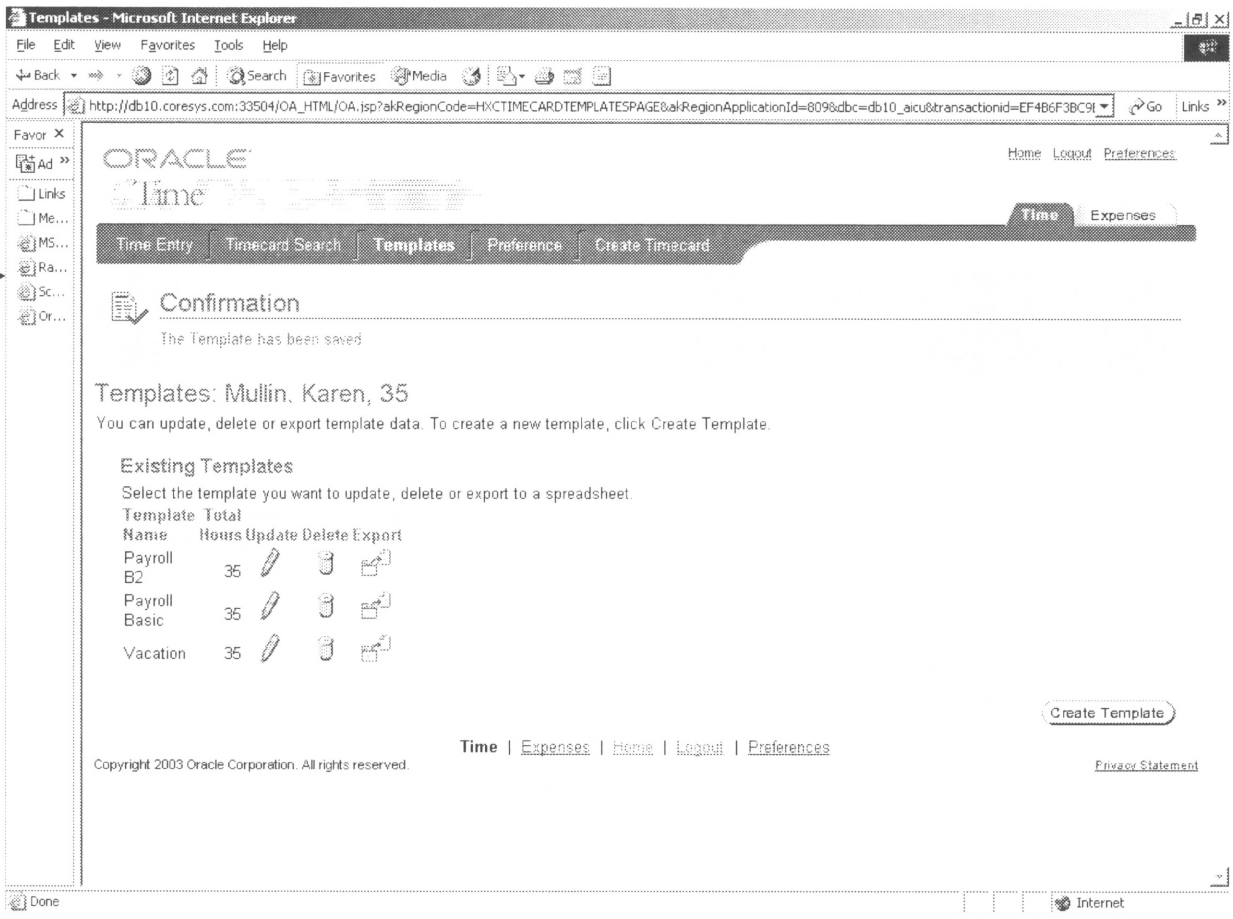


- Click **Calculate** to create the daily and weekly totals.
- Enter **Template Name** (last step)
- Click on **Save**

Note: At the far right of screen is a button titled "**Details**". The details of time entries are not required for the templates. They will be required on the timecards, and will be discussed under How to Create Timecards.

Once saved, if all data entries selected are done correctly, you will receive a **Confirmation** Message…"The Template has been saved"

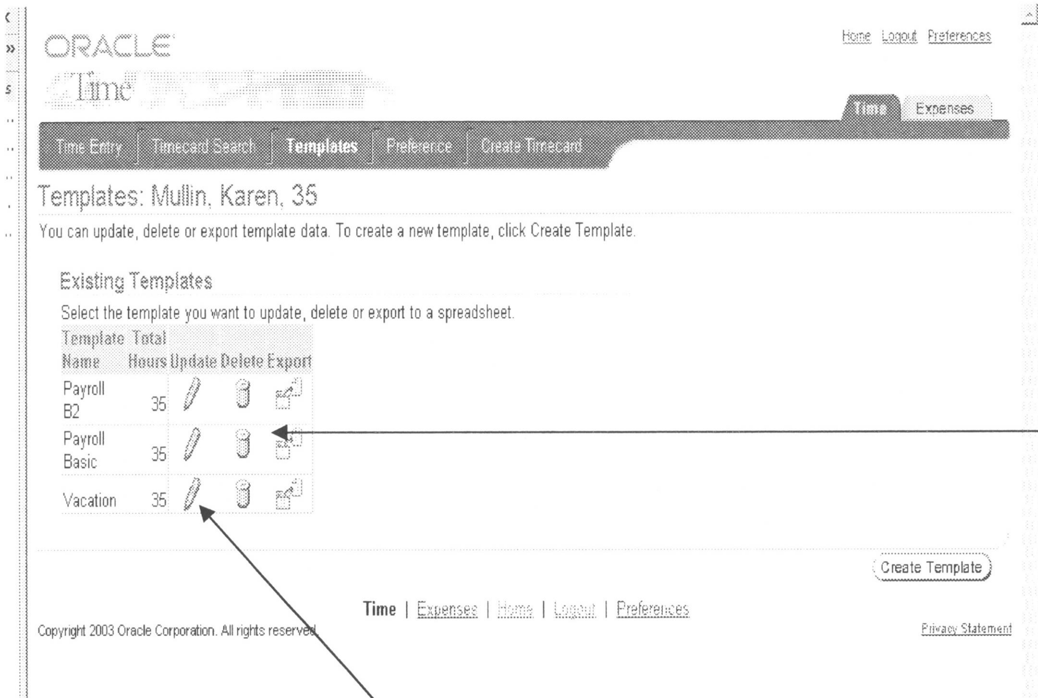
If you receive an Error message; read the error message and fix the information as indicated and re-save. In most cases, red error messages will appear next to the incorrect information field; giving error notes.



To Update (edit) or Delete a Template:

- Select **AICPA Self Service** (or AICPA Time & Expenses)
- Under Time, Select **Templates**

A listing or your templates will be displayed:



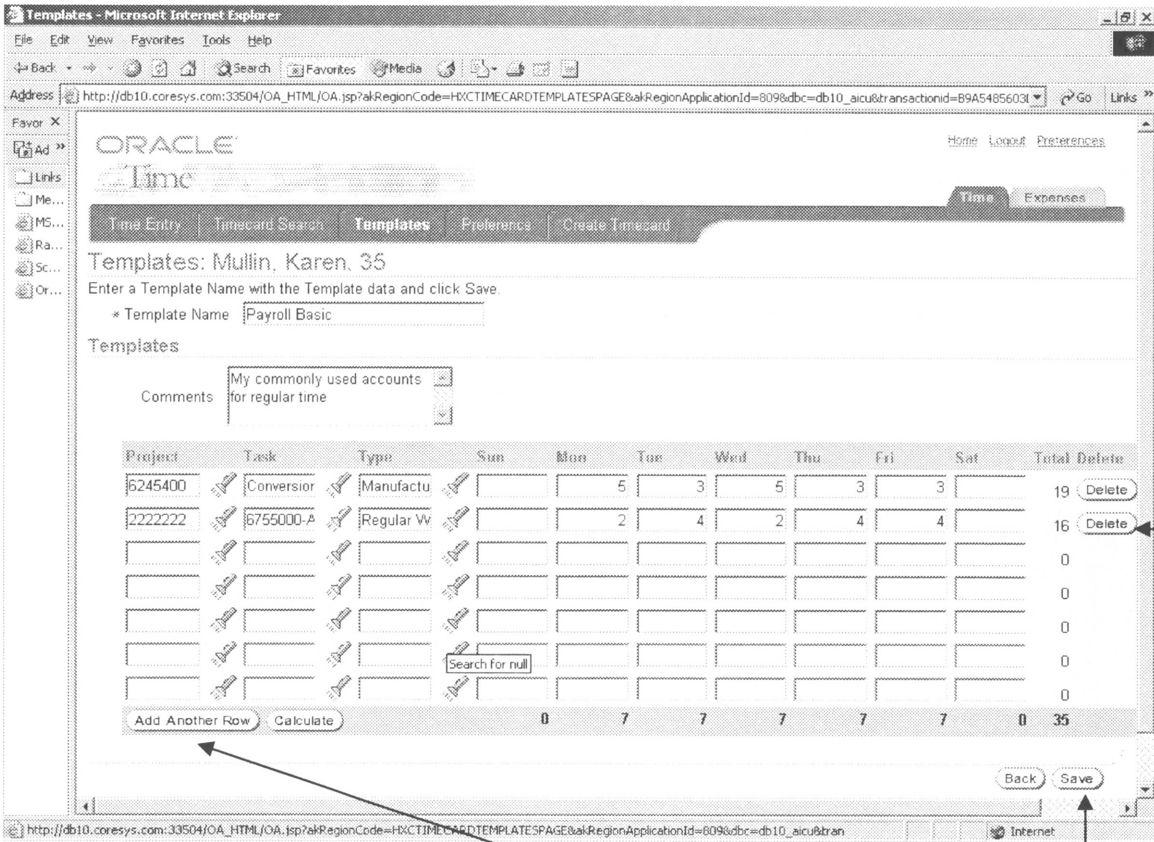
To make changes, Click on **Pencil Icon** under Update column for the template you want to edit. The template will open.

To Delete the entire template, Click on **Garbage Can Icon** under Delete column

Note: Export feature does not work for AICPA

If you selected to Update, the template will open. You can re-select a project, a task or type by using the search (flashlight) and replacing. Or you can change the hours. If you change the hours be sure to click Calculate. After all changes are made, click Save.

If you want to create a new template using some of the information, click to Update. Delete the rows not needed, or add rows as needed. Enter hours or change hours as needed. Save with a different name (remember the Name is the last step before saving. If you have a name already typed in and click on calculate it may remove the name and give you an error message. Just reenter the name and Save again).



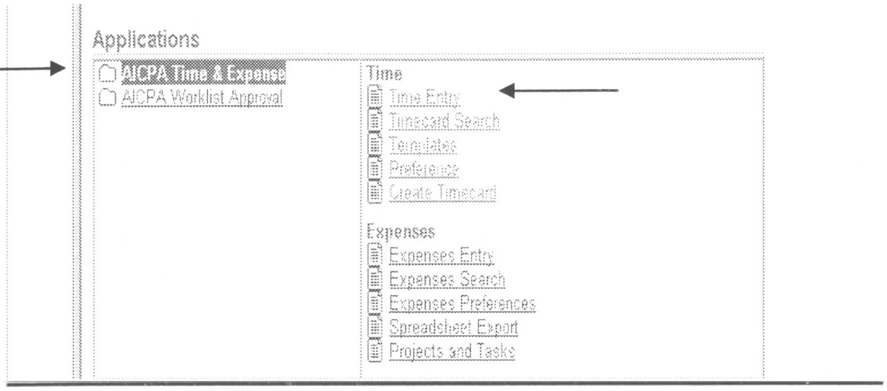
To add a row for an additional project, click on **Add Another Row**

To delete a row not needed any more, click on **Delete** button

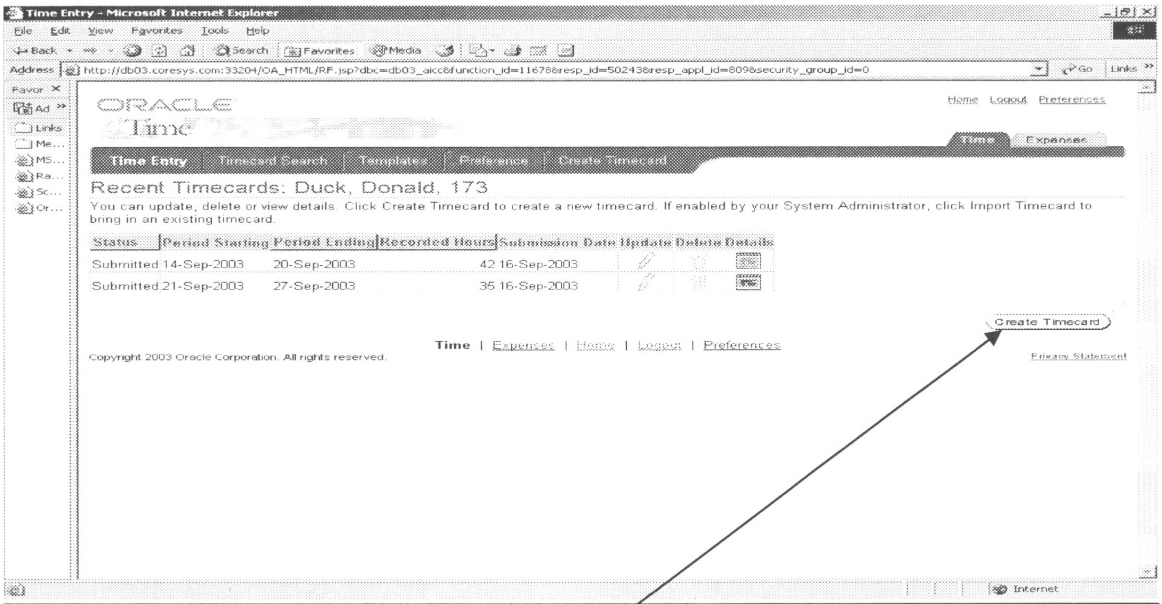
How to Create A TimeCard

Under **AICPA Self Service** or **AICPA Time & Expenses**, under Time:

- Click on **Time Entry**



The following screen will open



- Click on **Create Timecard**

If this is your first timecard, you will see only one row with “No Data Exists” under the Status column. Once timecards have been created, they will show here under “Recent Timecards”.

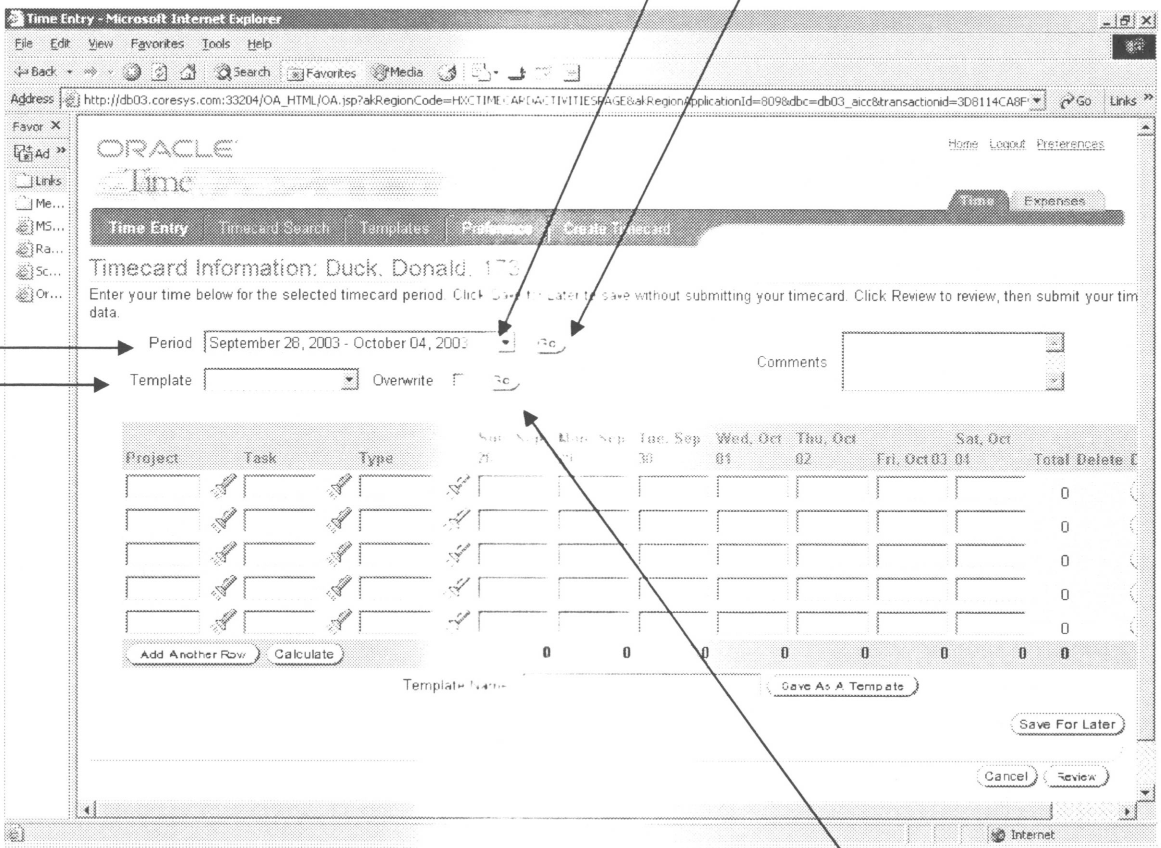
The following screen for a blank timecard will open

Creating a timecard is very similar to creating a template because it requires Project Number, Task, Type and Hours. However, the timecard also needs other information.

- Select a Time **Period**

Period will default to actual current calendar week; select the week needed if not current week:

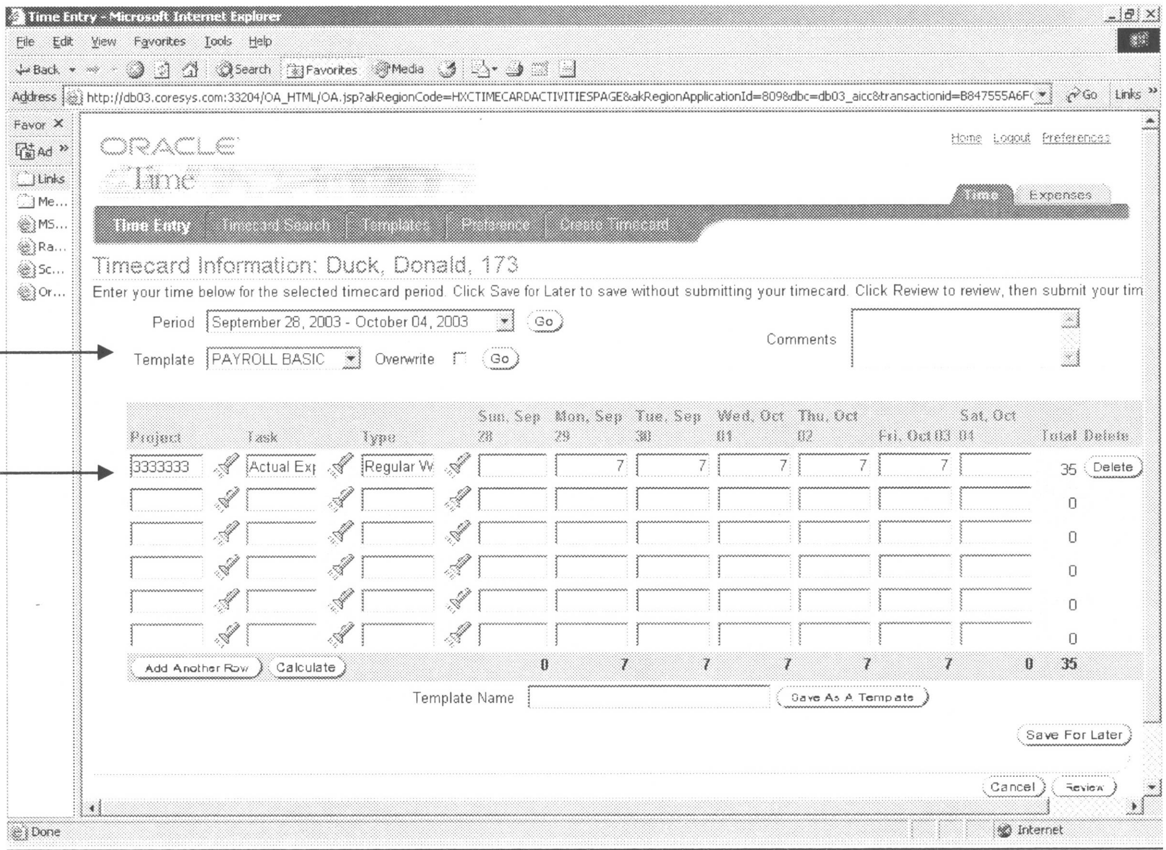
- Click on drop down list to find the **Time Period** (week is Sunday to Saturday)
- Find appropriate week, Click **Go**



- Select a **Template** (click on "drop down" arrow)
- Click **Go**

  - Note: drop down list includes PJRM Assign and Work Schedule. These titles are pre-programmed from Oracle. If selected, nothing happens. Ignore these 2 and select a template you created; or complete the timecard from scratch without a template.

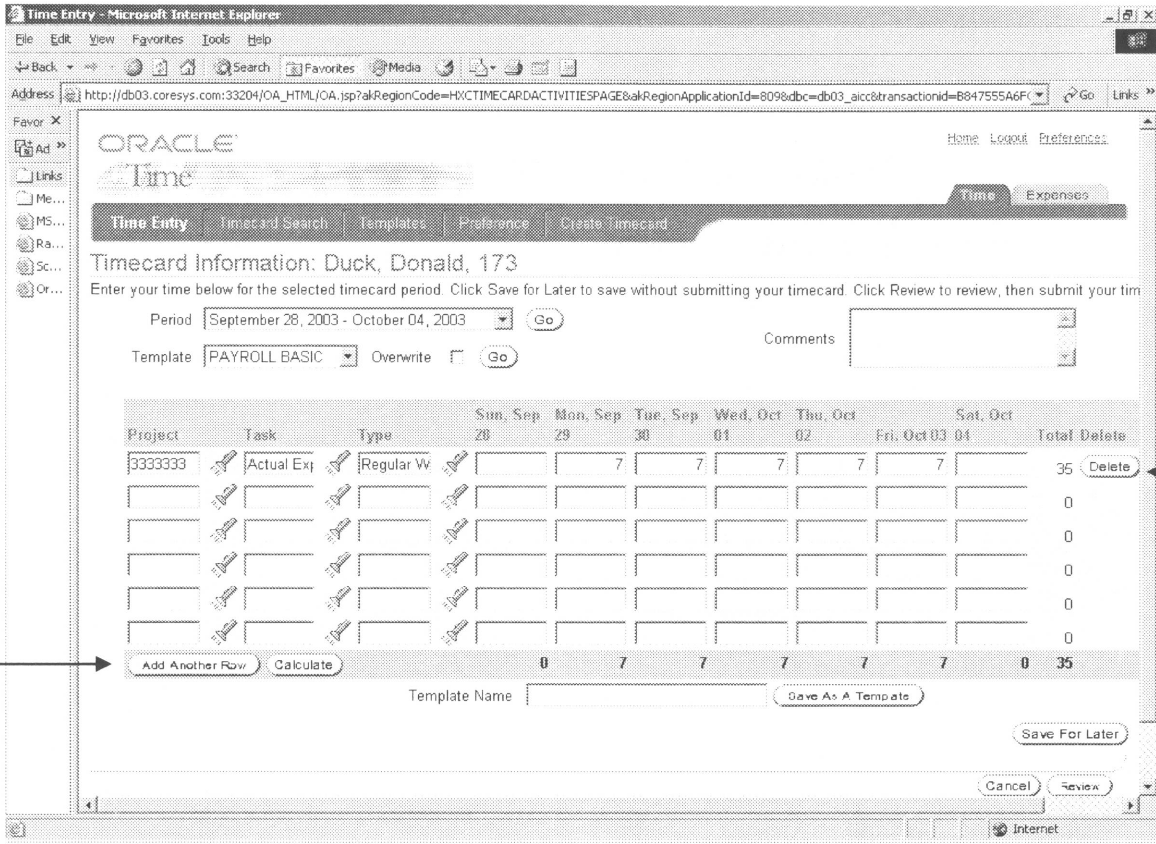
Your timecard will populate with the Project, Task, Type and Hours from your Template.



IMPORTANT:

Review the information. Edit any field as needed, especially the hours. If you had hours pre-populated on the template make changes as needed for the actual hours worked each and every week.

➢ Add a row if needed by clicking on **Add Another Row** button, and then select your project, task, type, and enter hours.



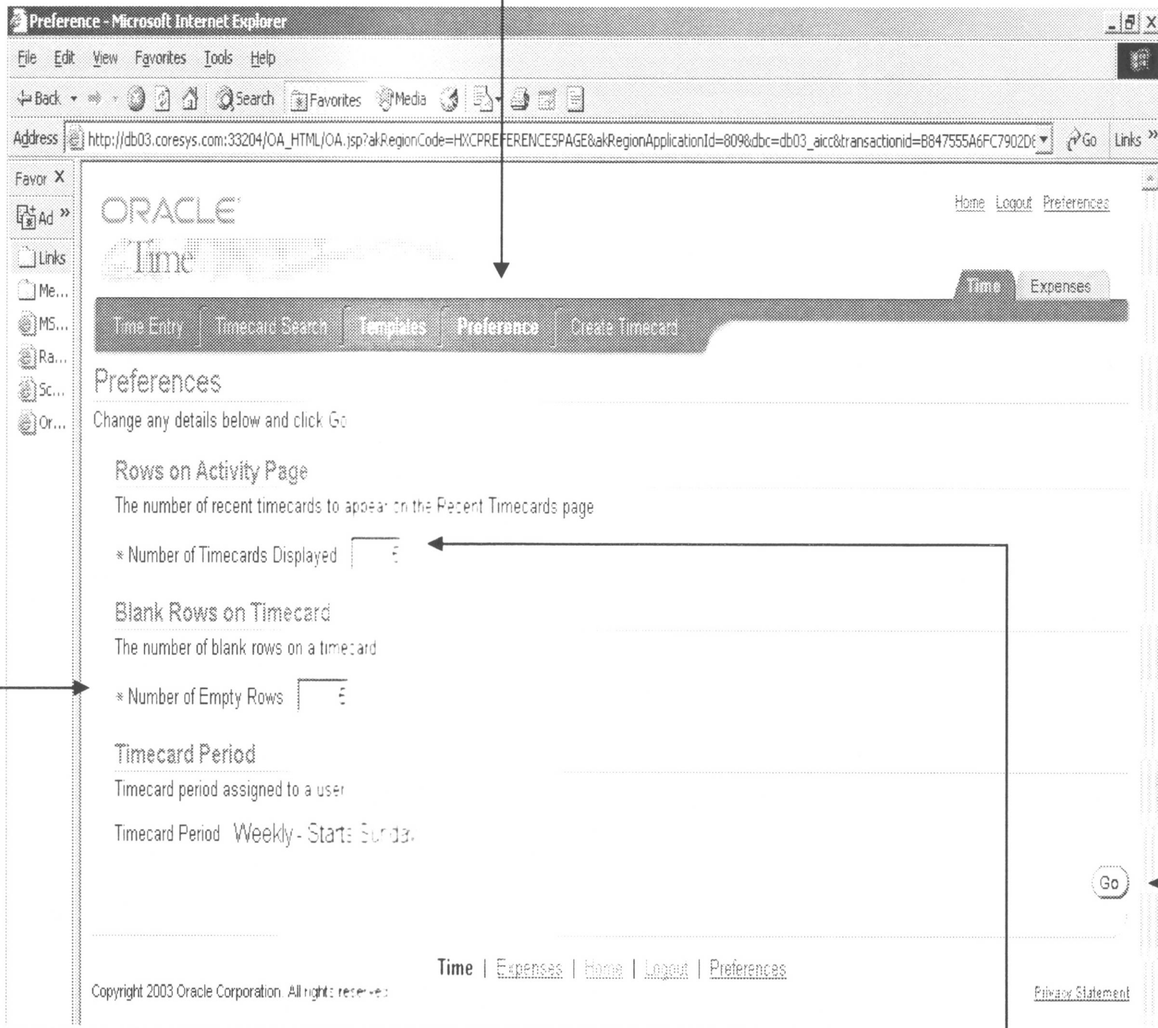
➢ If a project from your template is not needed for this week, you can delete the row by clicking on **Delete** (right side, end of row). If a row/project will not be used, you must delete. Each row must have hours entered to be submitted. Be sure to adjust your hours if a row is deleted and had hours from the template.

Non-Exempt Staff: Since the overtime "type" will not (and should not) be a part of any standard template, add rows as needed to code your overtime to the correct Project number and "Type". It is **very critical to use the Overtime Type codes.** If these codes are not used, the data will not be included on the Exceptions report generated for Payroll to pay you.

If you want or need more rows to display on screen:

The basic program default is to display 3 rows at a time on Timecards and Templates. To change the number of rows,

- Click on **Preference** tab make your changes, Click **Go**

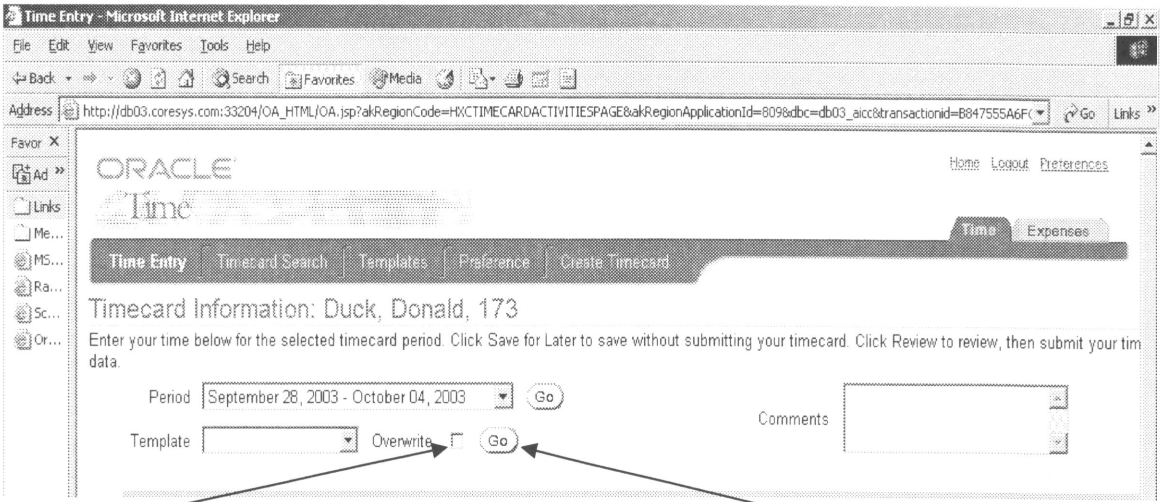


Change the number of rows

You can also elect the number of timecards to display under "Recent Timecards" when you first log into the Time Entry screen.

Once the changes are accepted you will receive an Confirmation message.

"Overwrite" Feature:

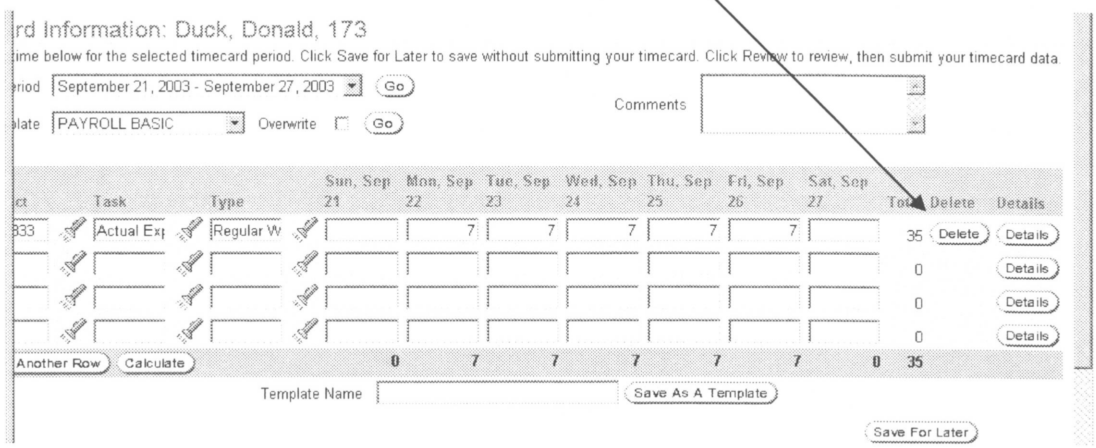


If you started to enter information into a blank timecard and then decide you could be using a template: instead of selecting the cancel or back buttons to start over, or editing each box for the fields (Project, task, type etc.),

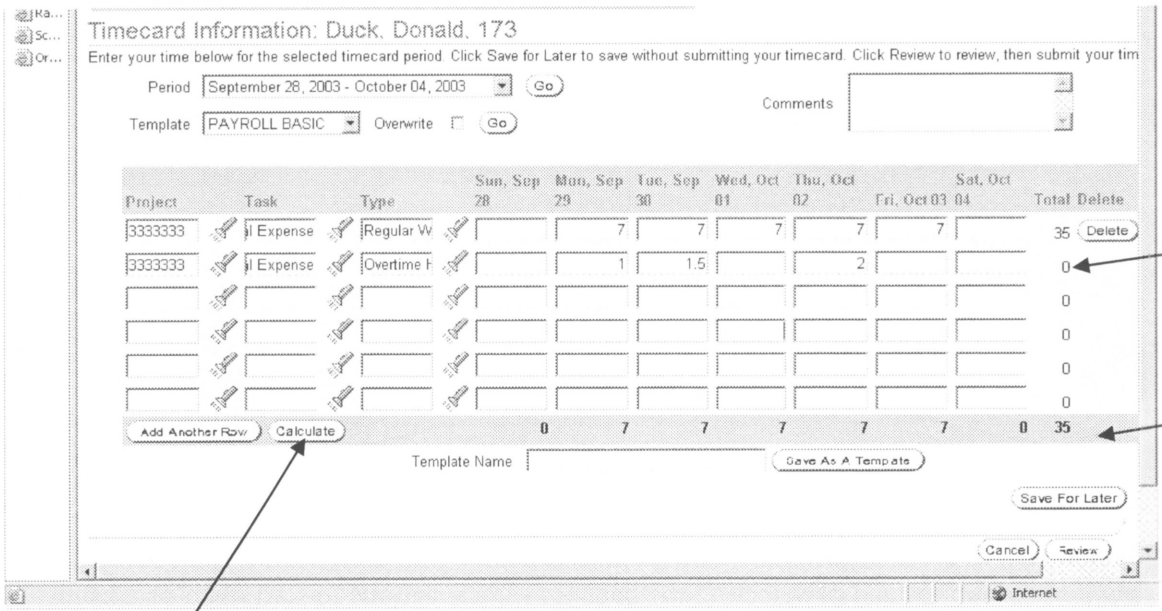
- Click **Overwite** and then Click **Go**

The lines from your template will be brought onto the timecard and the lines you just created on the blank timecard, and wanted to remove, will be erased (over-written).

If you started a blank timecard and then decide to use a template and do not click on Overwrite, the template lines will be added to those you already created on the blank timecard. You can intentionally combine a template and new records. Or if the combination happens by accident, you can just delete any unwanted project rows before finishing your timecard.

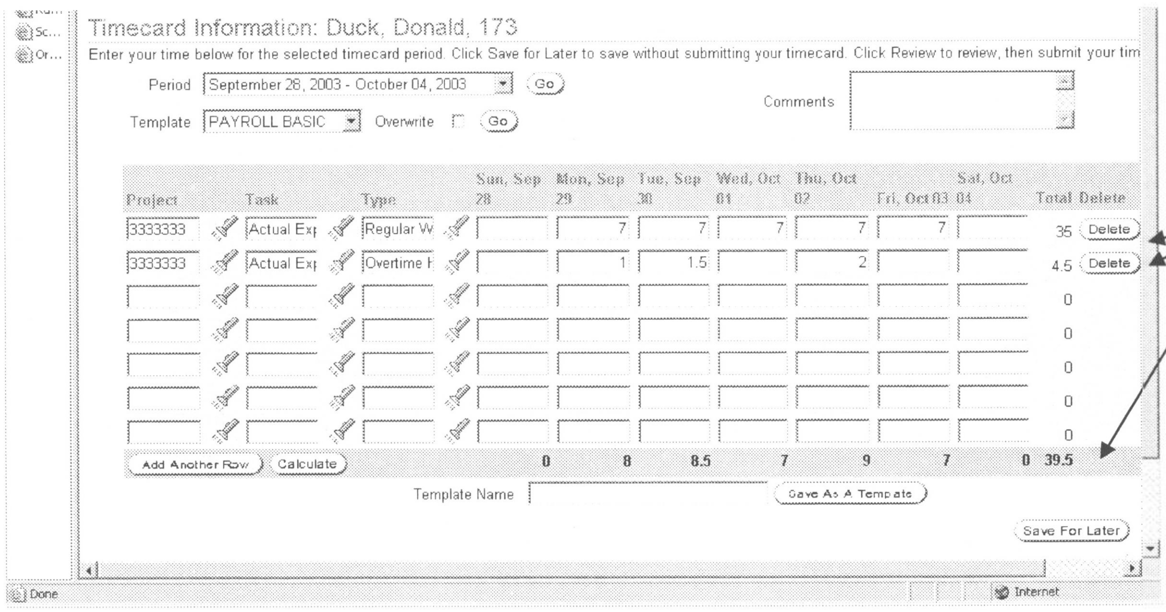


Once you have reviewed all the data and made your changes, you must calculate the hours.
The first screen shot below is before being re-calculated. The totals for each day and the row are not complete / correct.



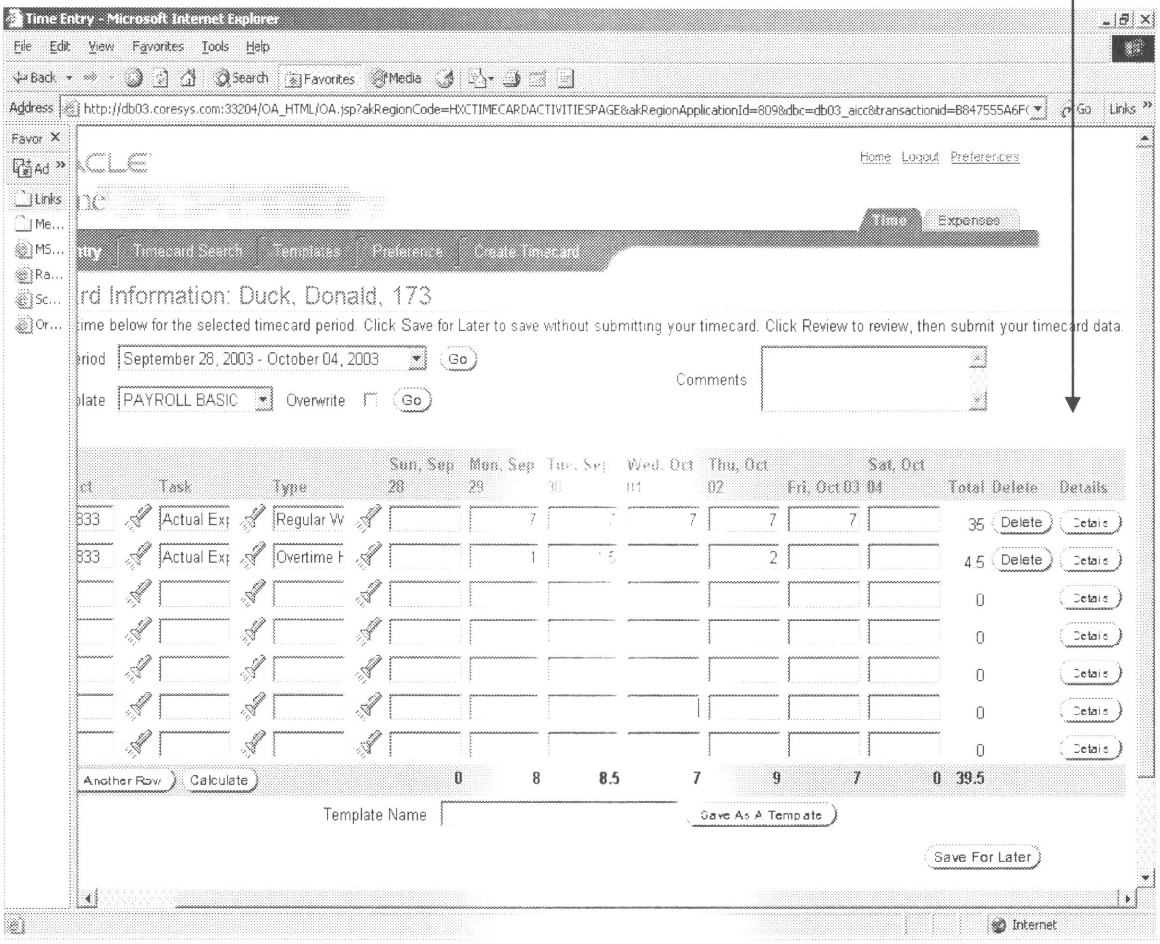
Click on **<u>Calculate</u>** to add your totals for the day, the row and week.

Once re-calculated, your timecard will have the correct amounts for each day, by project and total for week.

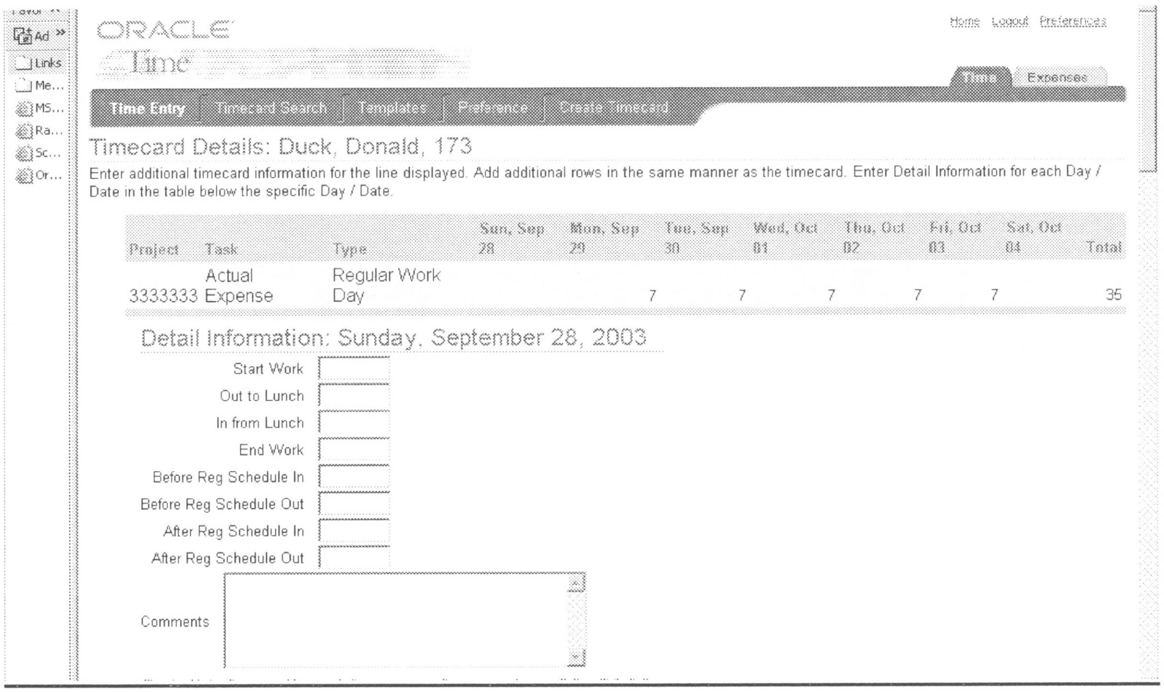


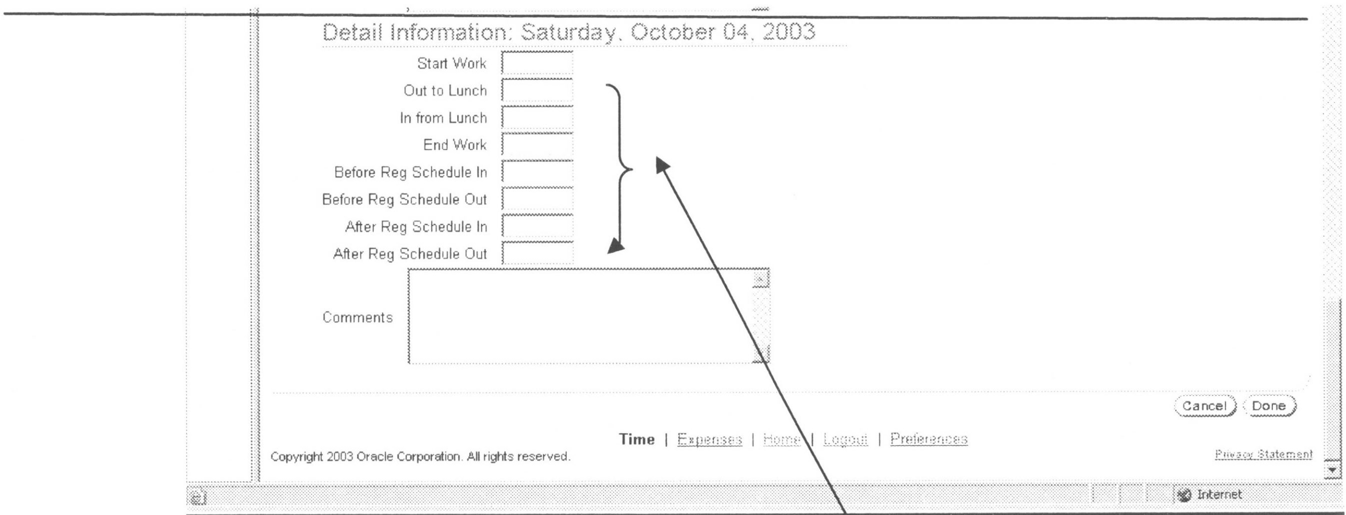
Timecards also require some additional time information (not on Template and not captured in old Time Tracker system but are required; similar to old paper timecards).

- Enter Details, click on **Details button** (end of row)



The following screen will open for you to enter details:





IMPORTANT:

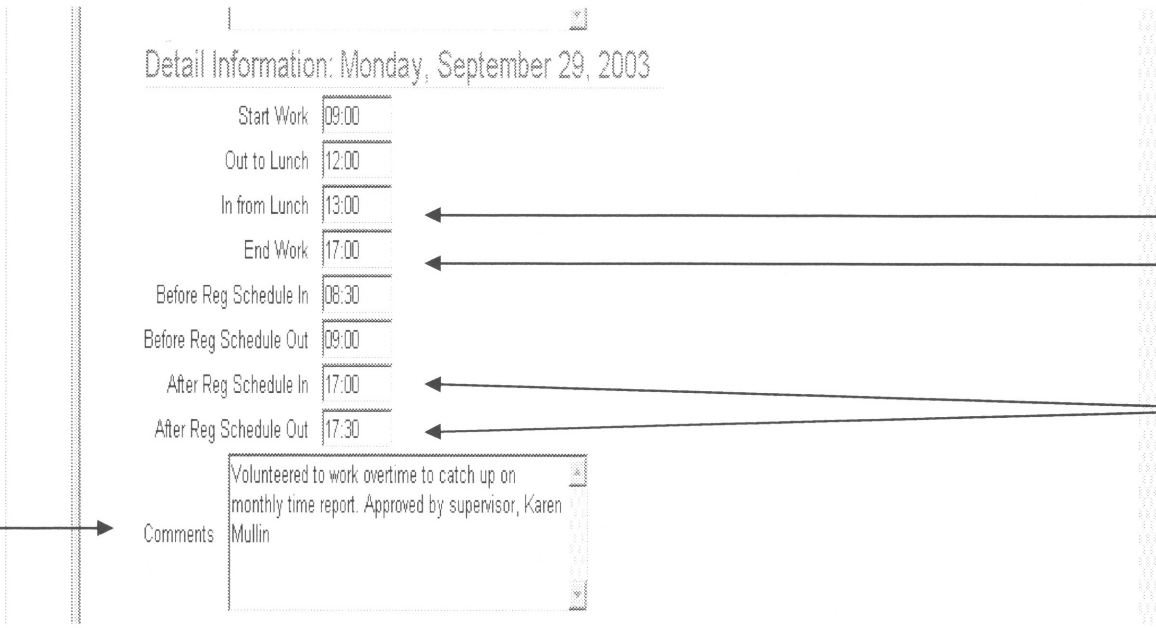
All **Non-Exempt** level staff **must enter details of time in and out each day**; This information is needed for compliance to Labor Law record-keeping requirements. This is similar to our old paper timecards.See next page for more information on how to complete this section.

Exempt level staff do not need to complete these detail fields of time in and out, but can use the comments box to reference any special situations or circumstances.

How to complete the "time in and time out" fields:

IMPORTANT: **Time details must be in military time format** (see translation chart with Reference Documents).

For basic "time in and out", you must use the first four boxes per day. If you have worked overtime, enter the information in the last four boxes. Your supervisor will review the information before approving the timecard. It is hoped that employees will take a full hour lunch. If you work any overtime during lunch use whichever boxes of the last four are available; if not available, change the Out to Lunch and In from Lunch boxes to reflect the worked overtime.



Detail Information: Monday, September 29, 2003

Start Work 09:00
Out to Lunch 12:00
In from Lunch 13:00
End Work 17:00
Before Reg Schedule In 08:30
Before Reg Schedule Out 09:00
After Reg Schedule In 17:00
After Reg Schedule Out 17:30
Comments: Volunteered to work overtime to catch up on monthly time report. Approved by supervisor, Karen Mullin

In this example, the employee's regular Start time is 9am, Lunch is 12-1, End Work is 5pm. The employee worked ½ hour of overtime prior to regular schedule and ½ hour at night, after regular schedule.

To understand the military time requirement, notice that:

In from lunch at 1PM has been entered as 13:00
End Work at 5PM has been entered as 17:00
Overtime at night 5-5:30 pm is entered as 17:00 to 17:30

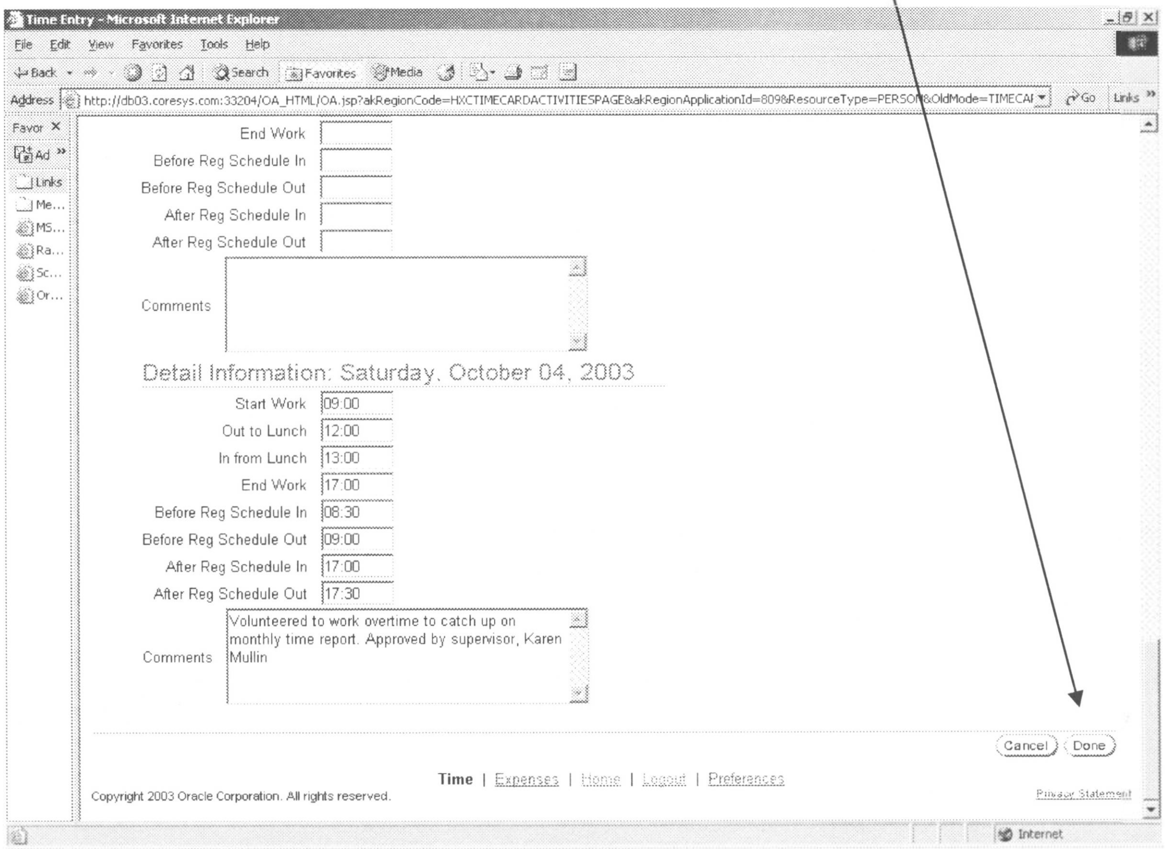
Enter **Comments**: Comments are optional. All staff can enter comments for their own reference or for notes to their supervisor/manager to explain any unusual situations or circumstances for the day's work or time frames. Comments should be simple references related to your work day and kept professional in wording (no "opinions" should be recorded in the comments box).

IMPORTANT Notes:

- **Time details cannot be entered on the Templates. They do not save to the Template. They must be entered each and every week to the actual time card, and be specific to that week's timecard.**
- **Time details are "row" specific, so enter the "in and out time" and especially the comments to the appropriate project row and /or day.**
- **The comment boxes on the timecard detail screen cannot be saved to a template.**

Once all time details and comments are entered,

> ➢ Click **Done**



Once you have entered your time details and clicked on Done, you will be returned to the timecard. Review all the information, make additional changes if needed.

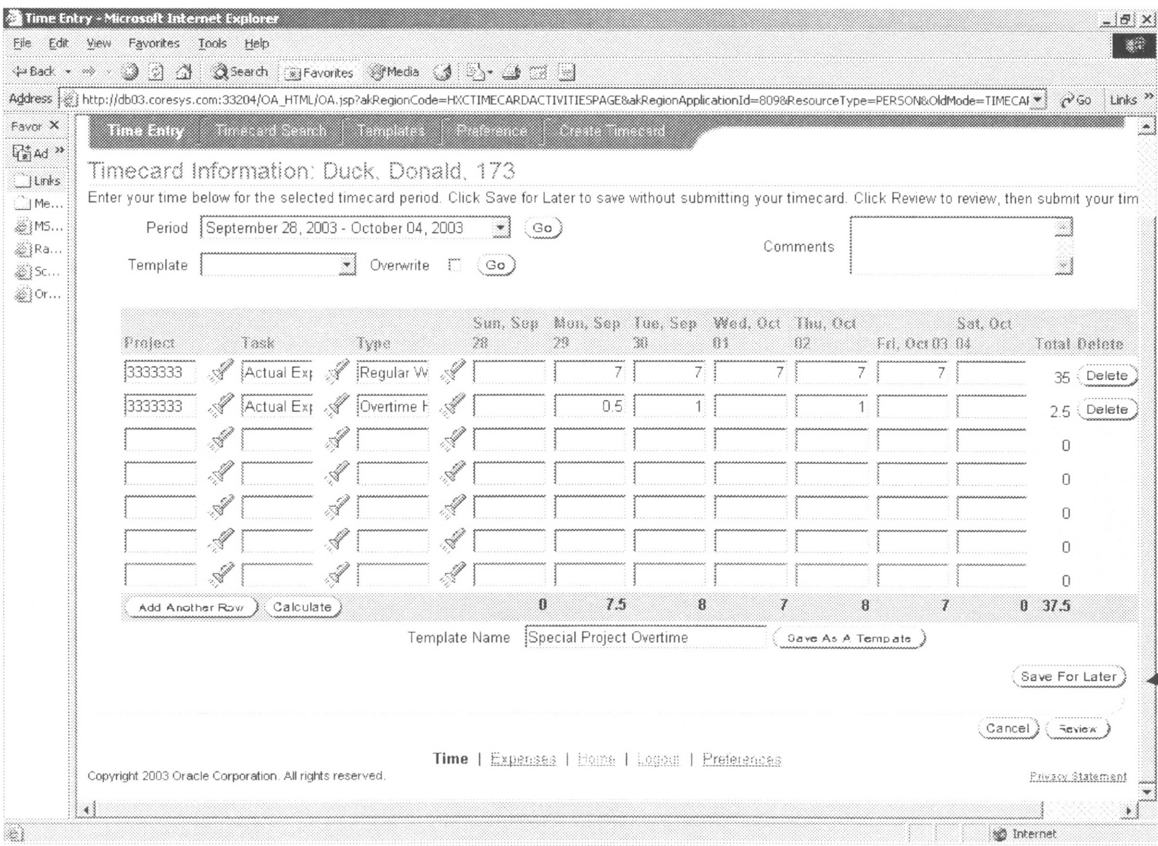
If the timecard is NOT READY to submit just yet,

- Click **Save for Later**.

The system will validate your choices under Project, Task, and type to the approved valid lists. If there are any errors, you will receive an Error message box on top and messages in red next to the field with the error. Make the changes as indicated and Save for Later.

Once you select Submit, you cannot make any further changes. Only your supervisor, Payroll or HR could make changes after "submitting", but before approval by supervisor. Once approved by the supervisor, only Payroll and HR can make changes. Do not "Submit" unless you are sure the entries are complete. See discussion on submitting on next page.

Time must be submitted for each weekly time period. The Save for Later function is particularly useful if you tend to enter your time each day, as recommended, rather than only at week end, or if you will be interrupted from completing all items. In order not to lose any entries, select the Save for Later button. Instructions for finding and submitting at a later time will be explained in the next few pages.



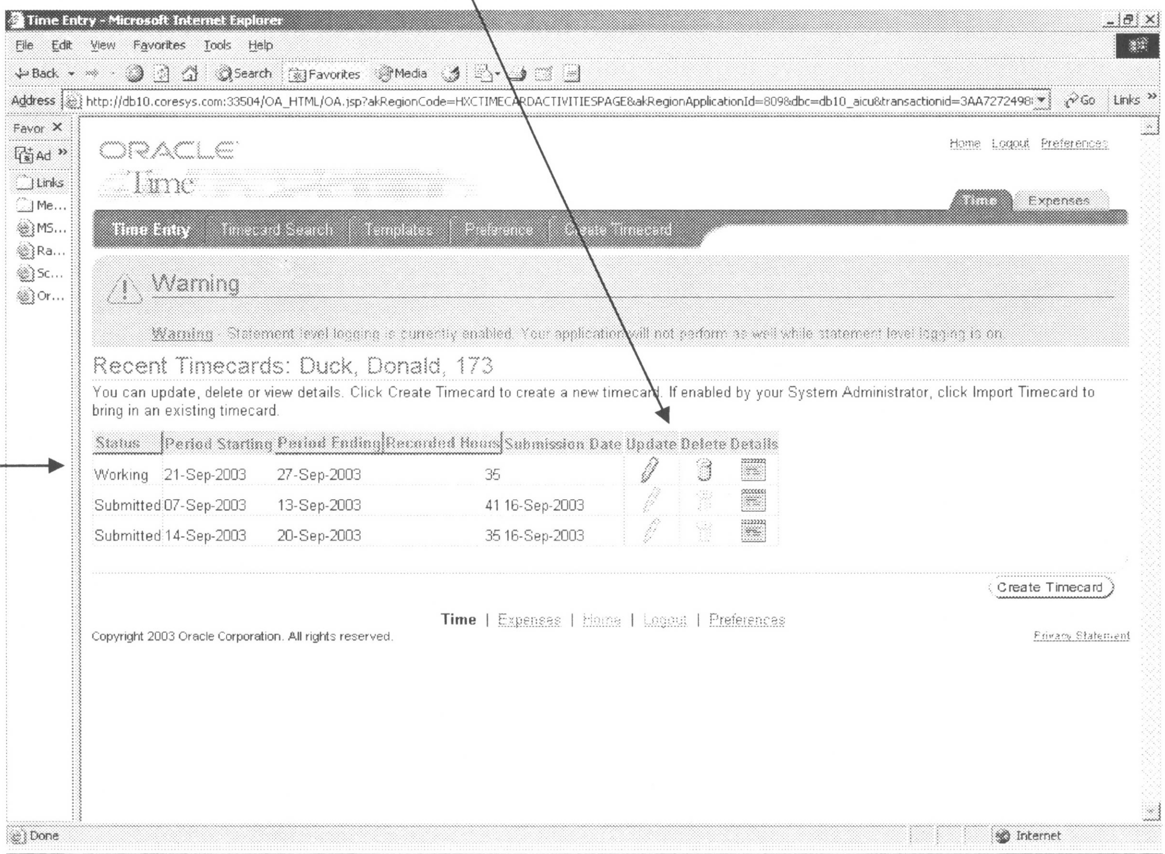
Once the "Save for Later" is processed,

You will be brought to the main Time screen. Your time card will appear under the "Recent Timecards" section.

Under the Status column, it will say **"Working"**.

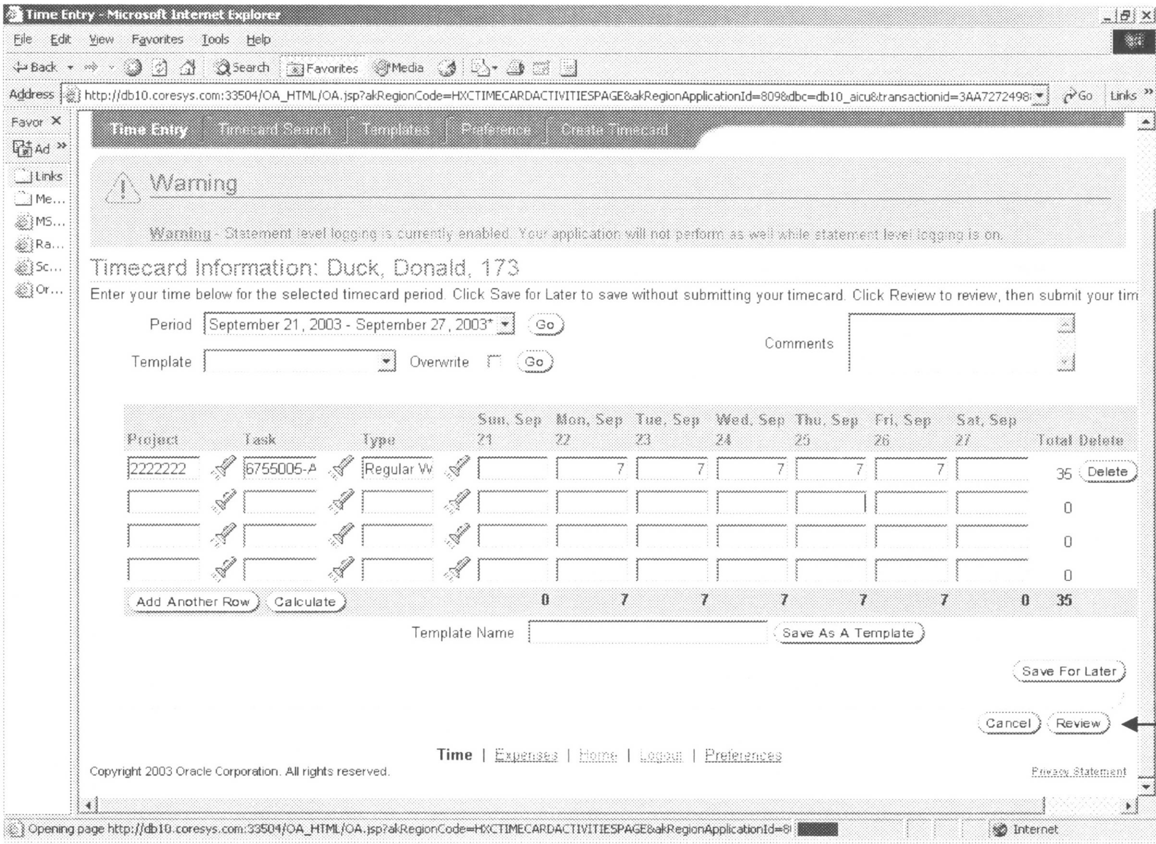
When ready to make changes or complete the timecard, you would find the card on the Recent Timecards screen and

- Click on **Pencil Icon** (under Update).

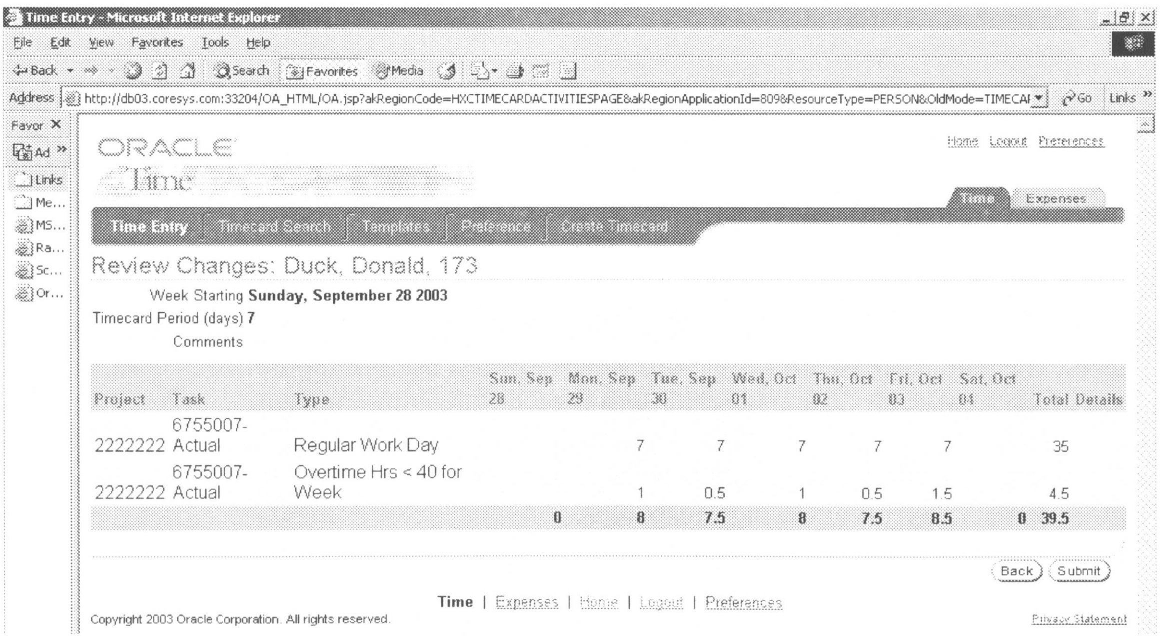


If your timecard is complete and READY to submit,

- Click on **Review** button



The results will display as follows:

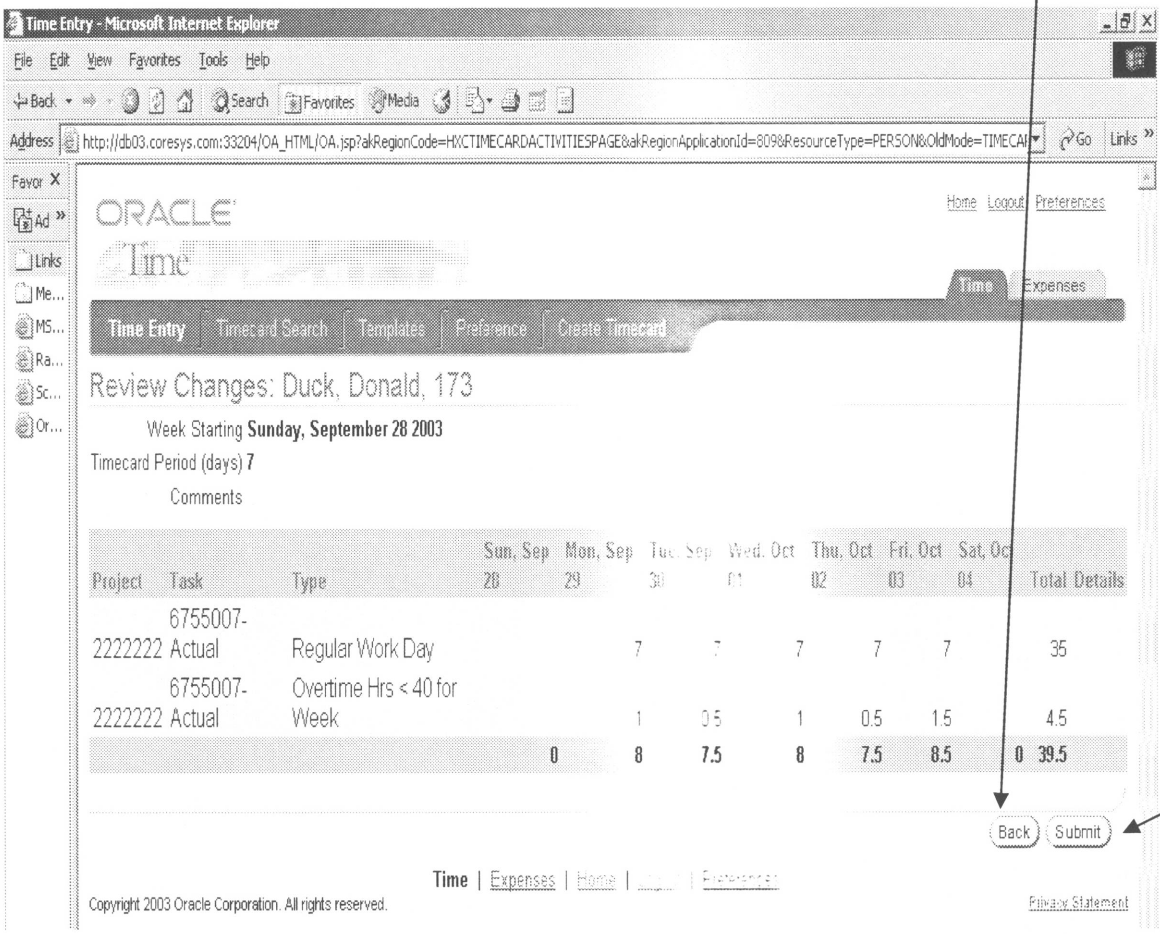


From the review screen, recheck your information. The review process will validate your entries for Project, Task and Type to the approved lists. You will receive error messges where appropriate (red text next to field with error). If you need to make changes,

- Click **Back**

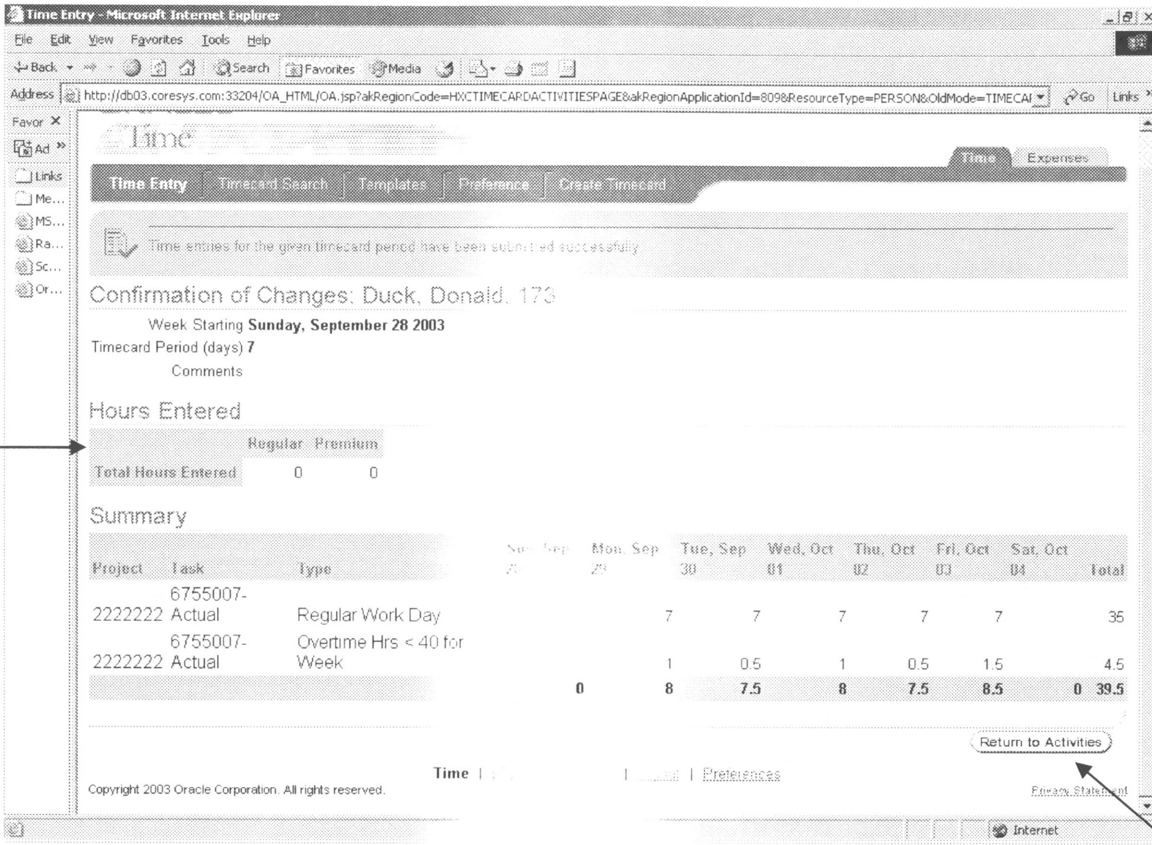
Make your changes to the timecard and Click Review again. If all information is good, and you are ready to submit,

- Click **Submit**



Important Reminder: once a timecard is Submitted, you the employee cannot make changes. If changes are needed, and your supervisor has not yet approved the card, contact your supervisor. The supervisor will need to Reject the timecard and it will return to your Notifications List and Recent Timecards screen with a status of rejected. Update the card and resubmit. If your supervisor has already approved the card, the supervisor needs to contact Payroll or Human Resources.

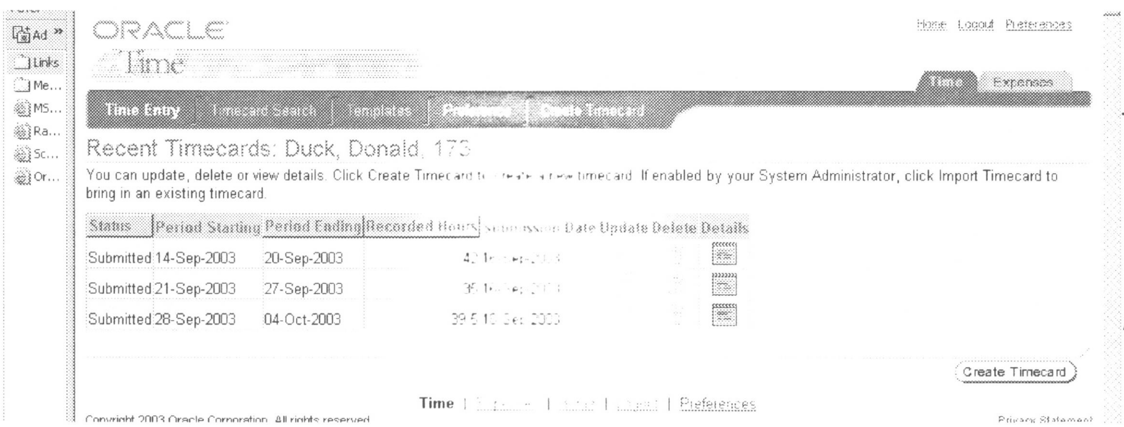
You will receive a **Confirmation** that "the timecard period has been submitted successfully"



On this screen you will see a section titled "Hours Entered". These amounts will not be populated since we are not using the Oracle Payroll system.

Your card is now submitted to your supervisor. Your supervisor will have a message in their notifications box and receive an E-mail that a timecard is waiting for approval.

Click **Return to Activities.** Your card will be under **"Recent Timecards".**

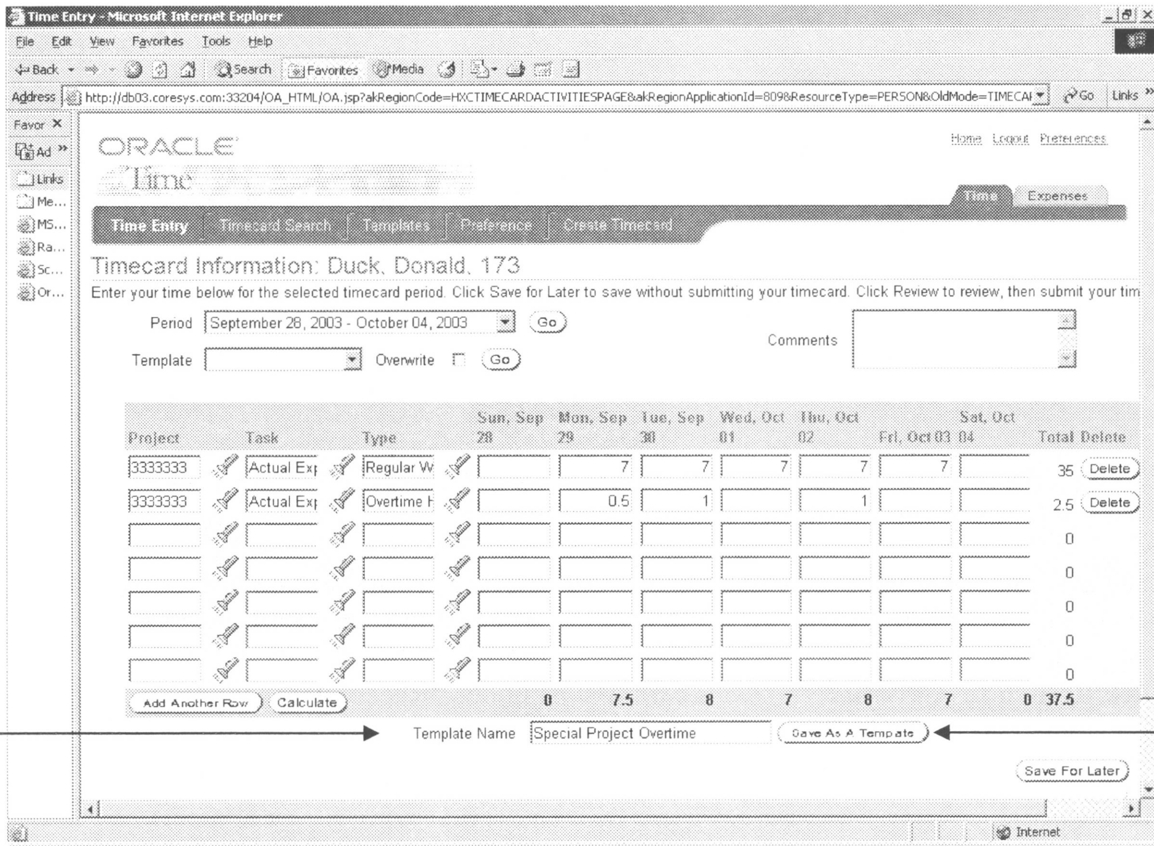


How to Create a Template from a Timecard:

If you did not set up a template previously, and the timecard you just created can become a standard template which can be used again in the future, you can create a template from a timecard.

Before saving or submitting the timecard,

- Enter a **Template Name**
- Click on **Save as Template**



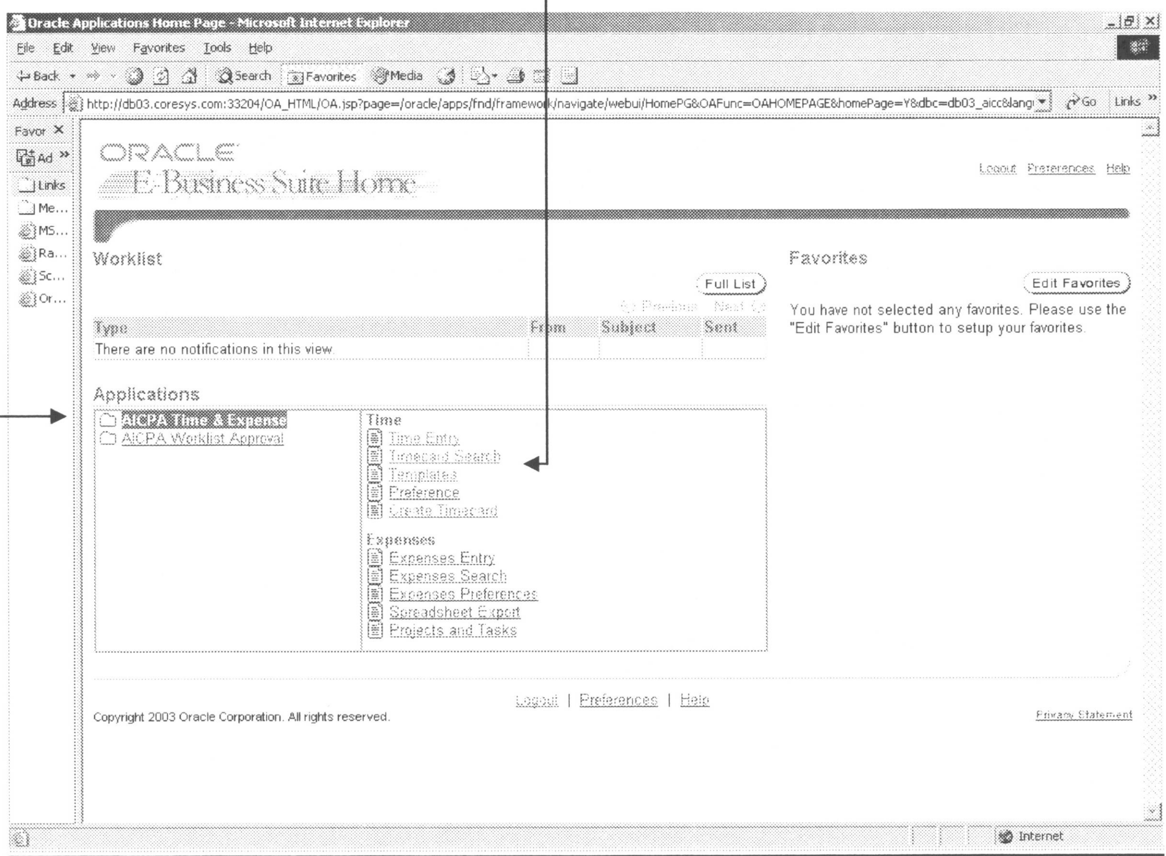
Remember: Time Details and Comments from a time card cannot be saved to a Template. They must be reentered for each week the template is used.

How to Find A Timecard

If you created a timecard and selected "Save for Later", you need to Find the saved timecard so it can be edited, completed and saved.

Under **AICPA Self Service** or **AICPA Time & Expenses**:

➢ Click **Timecard Search**

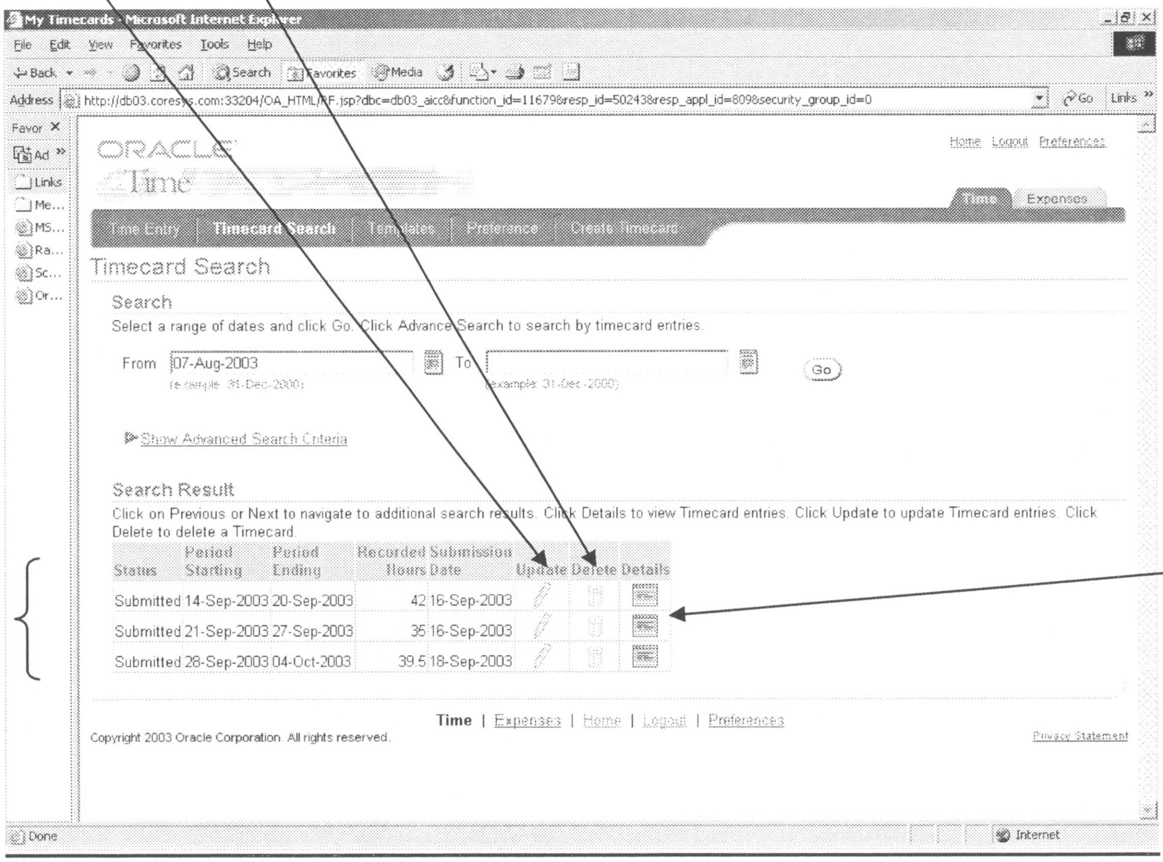


You can also use the Find a Timecard Feature to view any timecards you completed. You can search not only by dates but by other criteria. These are discussed in the following pages.

- Look for timecard in **Search Results** List

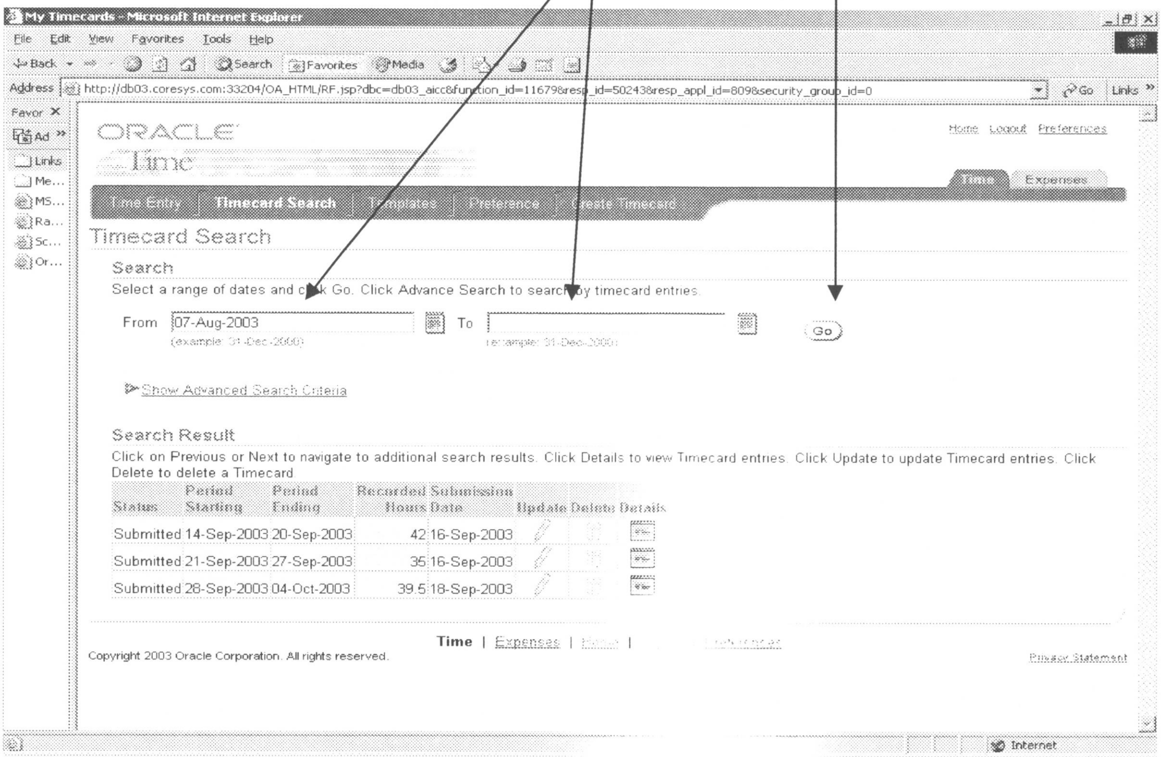
If the Status is submitted you can **only view the Details** from here.

If the Status is marked "Working" because you used the Save for Later feature, or Rejected because your Supervisor returned to you with questions, you can **Update** or **Delete** from this screen.



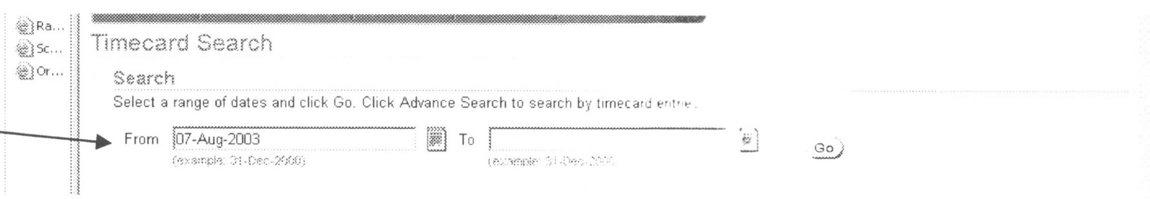
If you are fixing a timecard you will need to follow the steps under "Create a Timecard" for Reviewing and Submitting once you have made all of your changes.

If the timecard is not in the list, search by **Date Range**; Click **Go**



Dates must be in specific format (International):

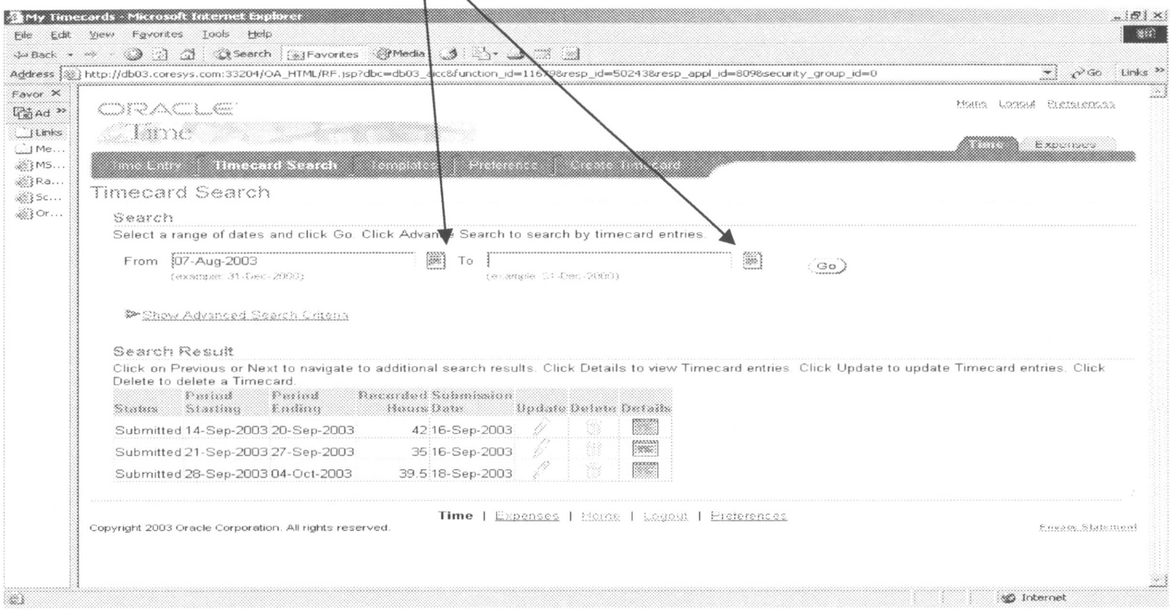
Day (2 digits), Month (first 3 letters only, first letter as Cap), Year (4 digits)



Once the timecard is located, review or edit as indicated above.

If you do not want to type in the date, you can search using the Calendar

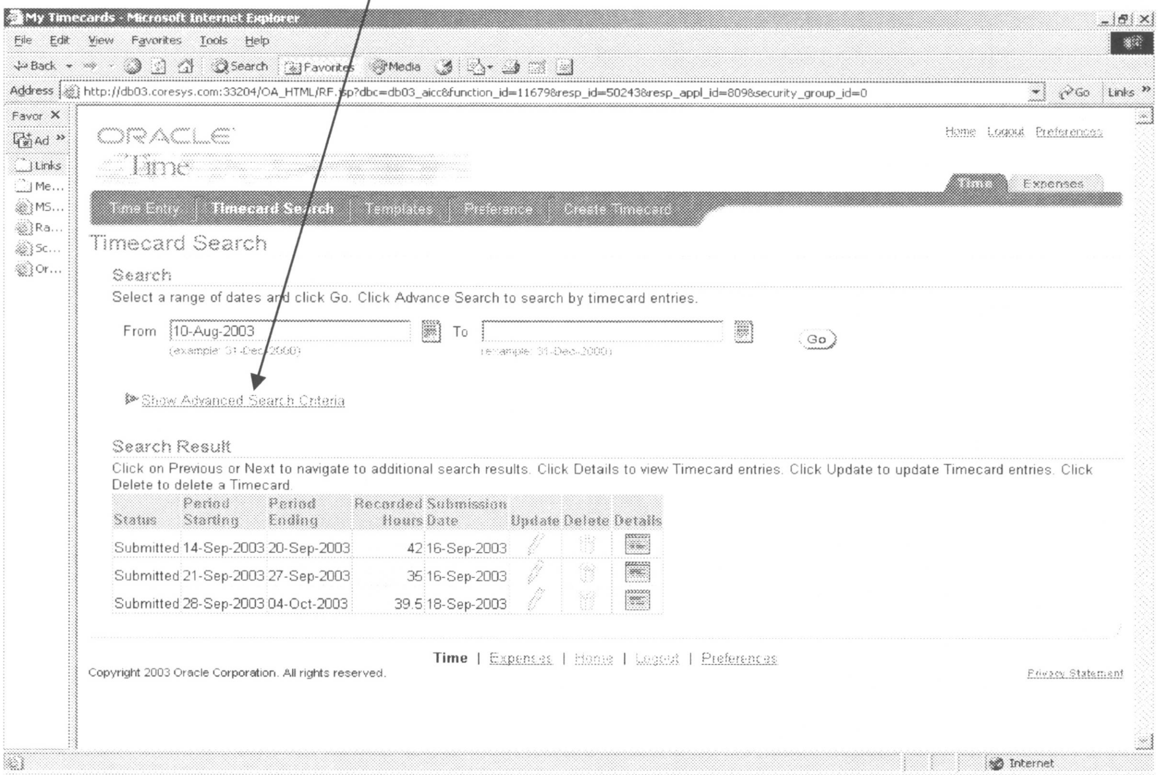
➢ Click on the **Calendar Icon**



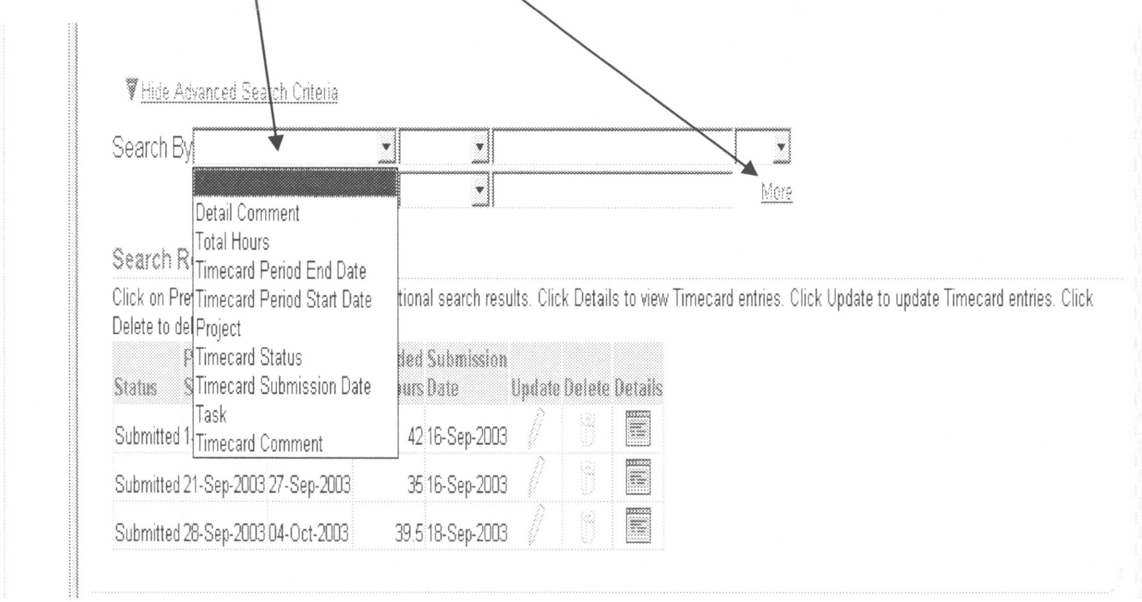
With the Calendar you can select the month and year and then the specific date and it will automatically populate the search box.

If a date range is not known, or you want to search by other criteria,

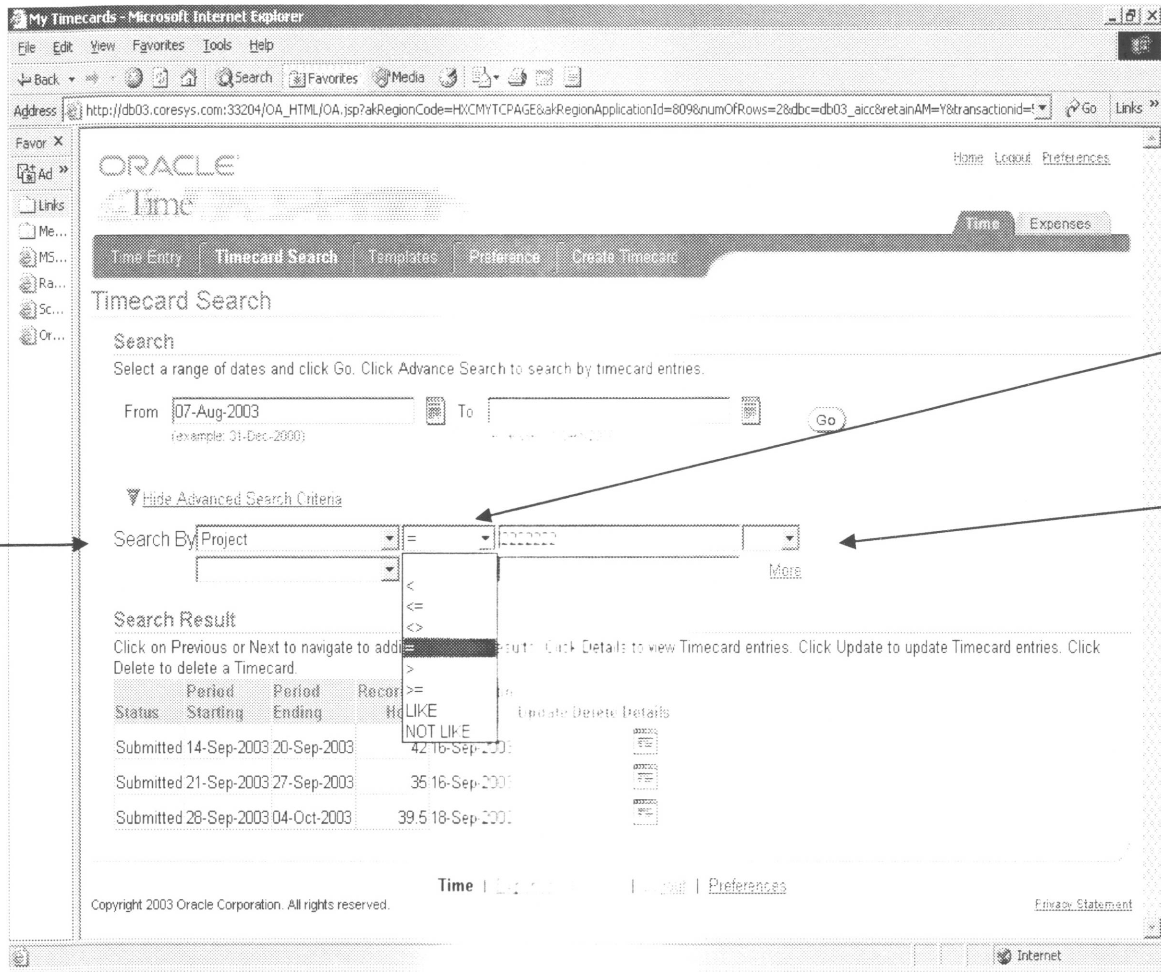
- Click on **<u>Show Advanced Search Criteria</u>**



You will be given two rows (or <u>more</u>) to enter further criteria.
See <u>drop down list for choices</u>:

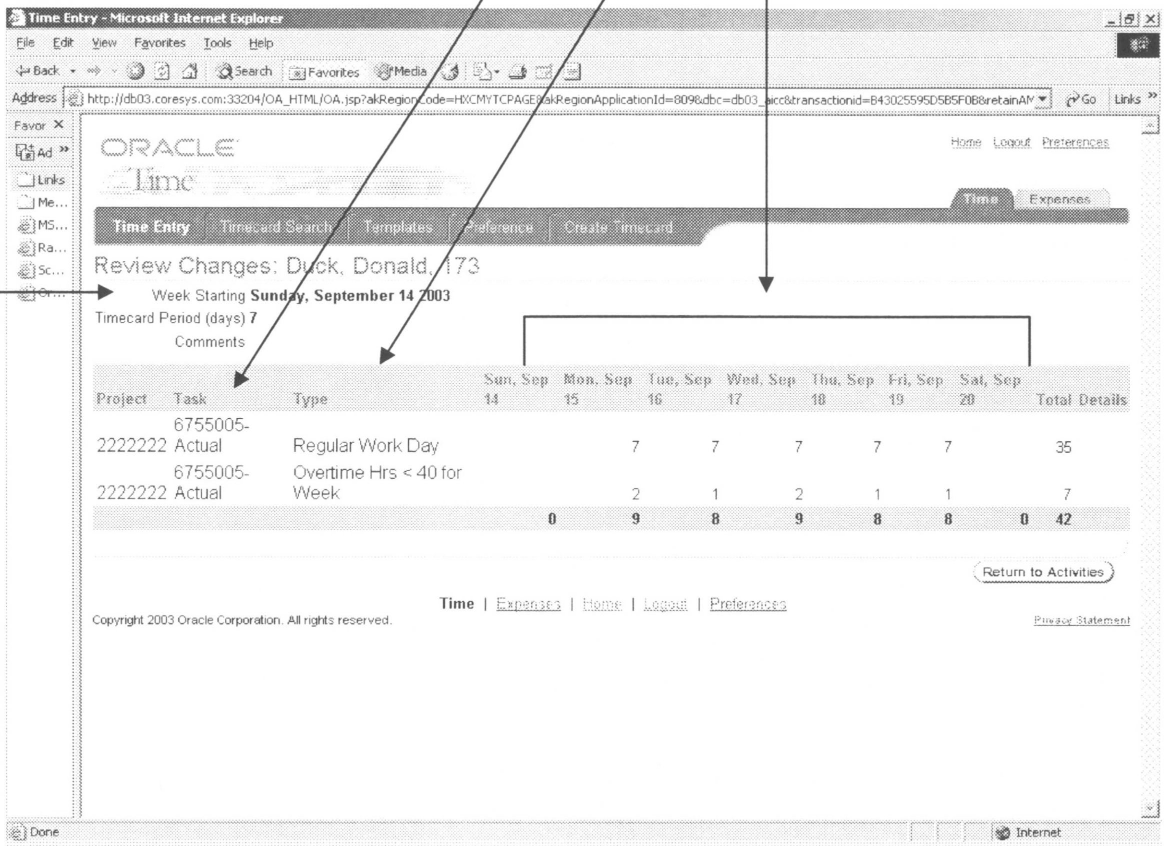


If you select to search by other than a date, like by Project Number, you would choose Project in first box of search. In the middle box you would narrow the search further by choosing a criteria value sign **(<, <=,<>, =, >, >=, Like, Not like**). In the third box enter the desired Project. In the view below we chose Project = 2222222.



The results of your search for timecards with Project = 2222222 will display as follows:

Shows dates used, and accompanying task and type and hours



List of Type Codes

Non-Exempt	Exempt
Bereavement in Family	Bereavement in Family
	Comp. Day
Conference Attended	Conference Attended
Disabiltiy	Disabiltiy
Docked Time - No Pay	Docked Time - No Pay
Early Close	Early Close
FMLA - No Pay	FMLA - No Pay
FMLA - Sick	FMLA - Sick
FMLA - Vacation	FMLA - Vacation
FWA - Flex Day Off	FWA - Flex Day Off
Floating Holiday	Floating Holiday
Holiday Paid	Holiday Paid
Inclement Weather / Emergency	Inclement Weather / Emergency
Jury Duty	Jury Duty
Leave of Absence	Leave of Absence
Manufacturing Labor	Manufacturing Labor
Military Leave	Military Leave
Overtime < 40 Hours	
Overtime > 40 Hours	
Regular Work Day	Regular Work Day
Seminar Attended	Seminar Attended
Sick - No Pay	Sick - No Pay
Sick - Paid	Sick - Paid
Telecommuting Program	Telecommuting Program
Training - External	Training - External
Training - Internal	Training - Internal
Vacation Day -No Pay	Vacation Day -No Pay
Vacation Day - Paid	Vacation Day - Paid
Work at Home	Work at Home
Workers Comp Leave	Workers Comp Leave
Workers Comp Medical Appt	Workers Comp Medical Appt

Military Time Translation Table (in quarter hour increments)

7:00 AM	=	07:00	1:00 PM	=	13:00
7:15 AM	=	07:15	1:15 PM	=	13:15
7:30 AM	=	07:30	1:30 PM	=	13:30
7:45 AM	=	07:45	1:45 PM	=	13:45
8:00 AM	=	08:00	2:00 PM	=	14:00
8:15 AM	=	08:15	2:15 PM	=	14:15
8:30 AM	=	08:30	2:30 PM	=	14:30
8:45 AM	=	08:45	2:45 PM	=	14:45
9:00 AM	=	09:00	3:00 PM	=	15:00
9:15 AM	=	09:15	3:15 PM	=	15:15
9:30 AM	=	09:30	3:30 PM	=	15:30
9:45 AM	=	09:45	3:45 PM	=	15:45
10:00 AM	=	10:00	4:00 PM	=	16:00
10:15 AM	=	10:15	4:15 PM	=	16:15
10:30 AM	=	10:30	4:30 PM	=	16:30
10:45 AM	=	10:45	4:45 PM	=	16:45
11:00 AM	=	11:00	5:00 PM	=	17:00
11:15 AM	=	11:15	5:15 PM	=	17:15
11:30 AM	=	11:30	5:30 PM	=	17:30
11:45 AM	=	11:45	5:45 PM	=	17:45
12:00 PM	=	12:00	6:00 PM	=	18:00
12:15 PM	=	12:15	6:15 PM	=	18:15
12:30 PM	=	12:30	6:30 PM	=	18:30
12:45 PM	=	12:45	6:45 PM	=	18:45
			7:00 PM	=	19:00

Creating an Expense Report

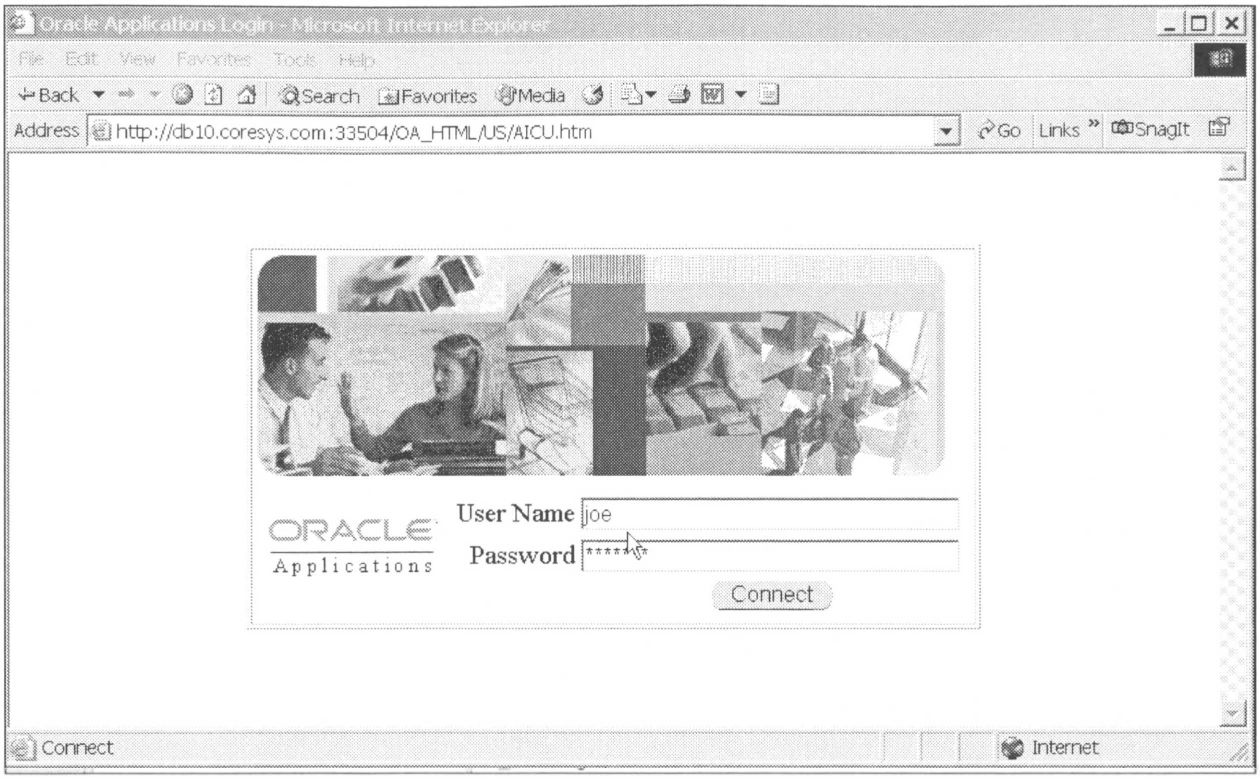


Figure 1 - Log-in screen

1. Enter the appropriate URL in an Oracle applications Certified browser.
2. Enter your username in the **User Name** field.
3. Enter your password in the **Password** field.
4. Click <Connect>.

Figure 2 - Worklist/Applications screen

5. Choose "Internet Expenses" and click on "Expenses Entry."

   "Active Expense Reports" screen opens.

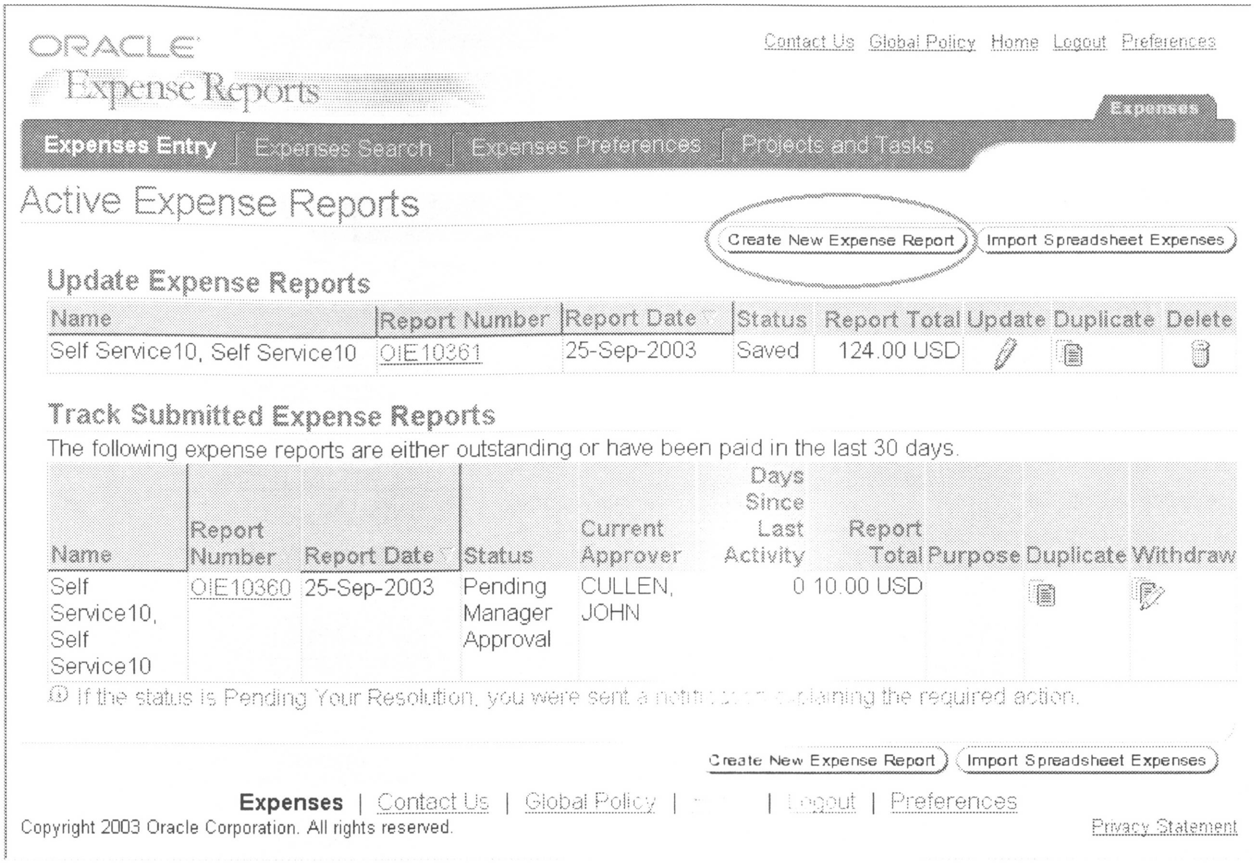


Figure 3 - Active Expense Reports screen

The "Update Expense Reports" section displays the Expense Report(s) that has not been submitted.

The "Track Submitted Expense Reports" section displays the Expense Report(s) that has been submitted and awaiting for manager's approval.

6. Click on "Create New Expense Report" button.

   "Enter General Expense Report Information" screen opens.

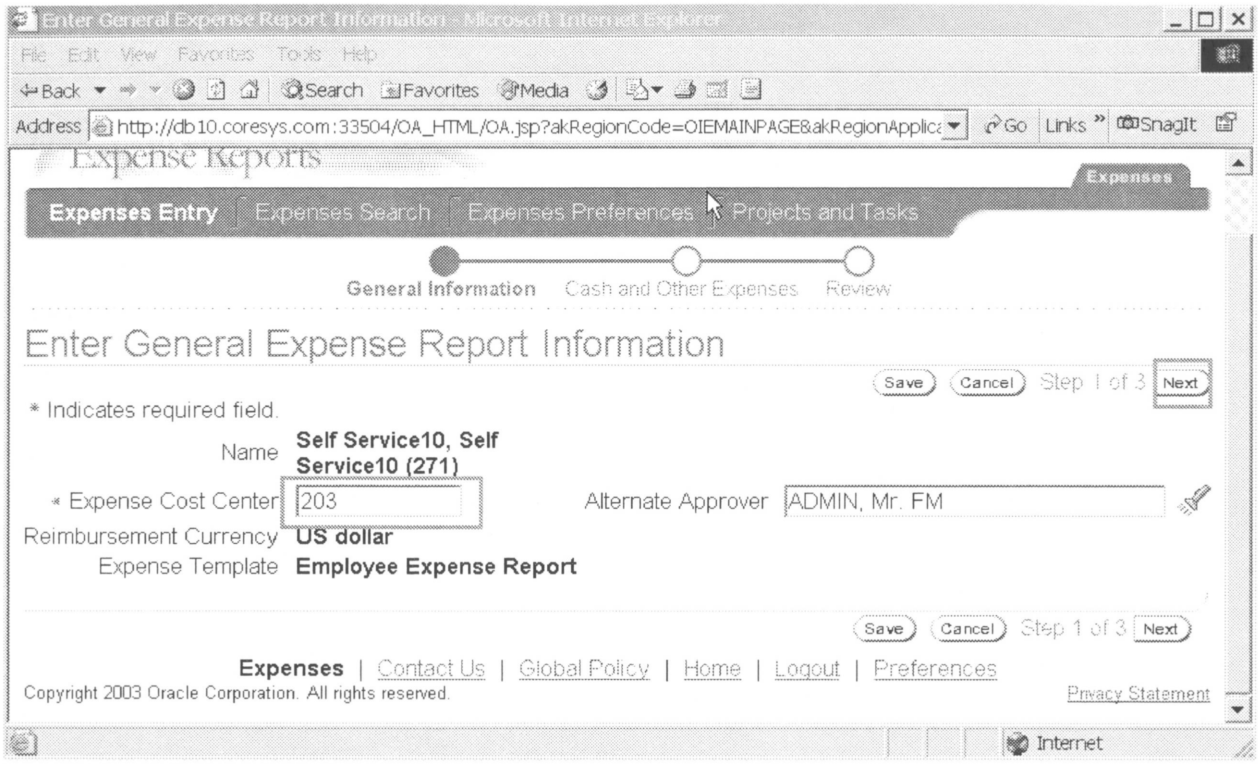


Figure 4 - Enter General Expense Report Information screen

7. Enter **Expense Cost Center** number.

8. Click <Next>.

   "Enter Cash and Other Expenses" screen opens.

   If you are sending the expense report other than your manager, enter Alternate Approver by clicking the flashlight  icon. [See Figure 4]

- Enter % (wildcard) to perform search.
- Click <Go>.
- Select the radio button next to the person's name you are searching for.
- Then, click <Select>.

  [Follow the above steps whenever you click the flashlight icon and search function is required.]

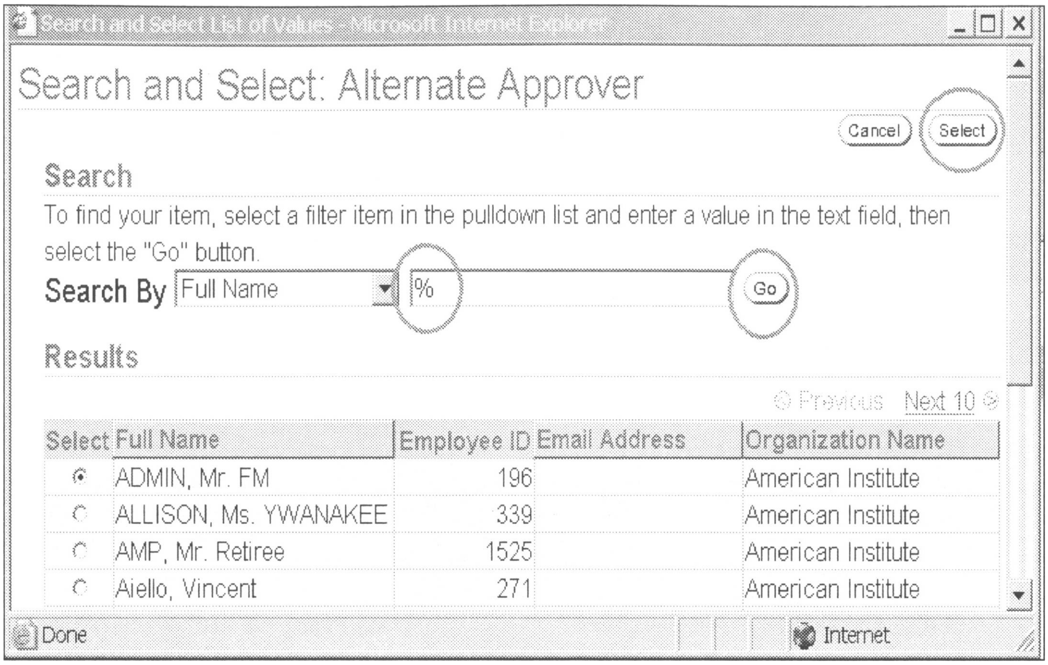


Figure 5 - Search screen

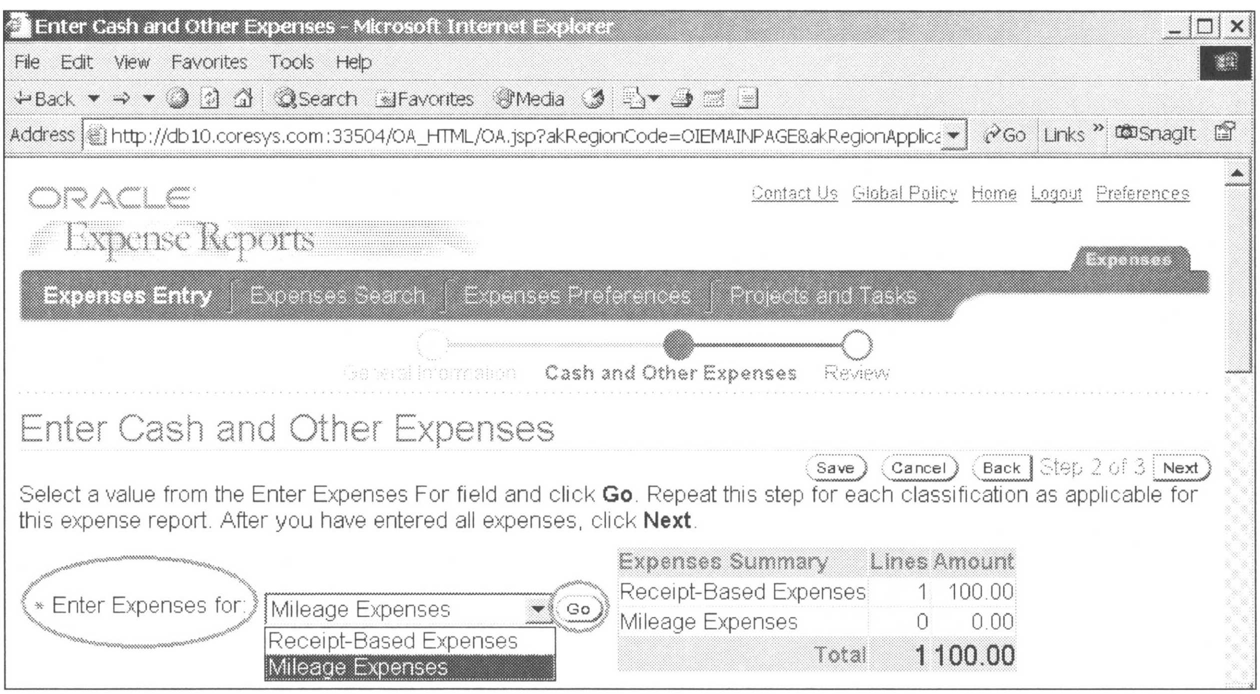


Figure 6 - Enter Cash and Other Expenses

9. Select *Enter Expenses for* from the drop down list.

   The two Expense types are Receipt-Based expenses and Mileage expenses.

10. Click <Go>.

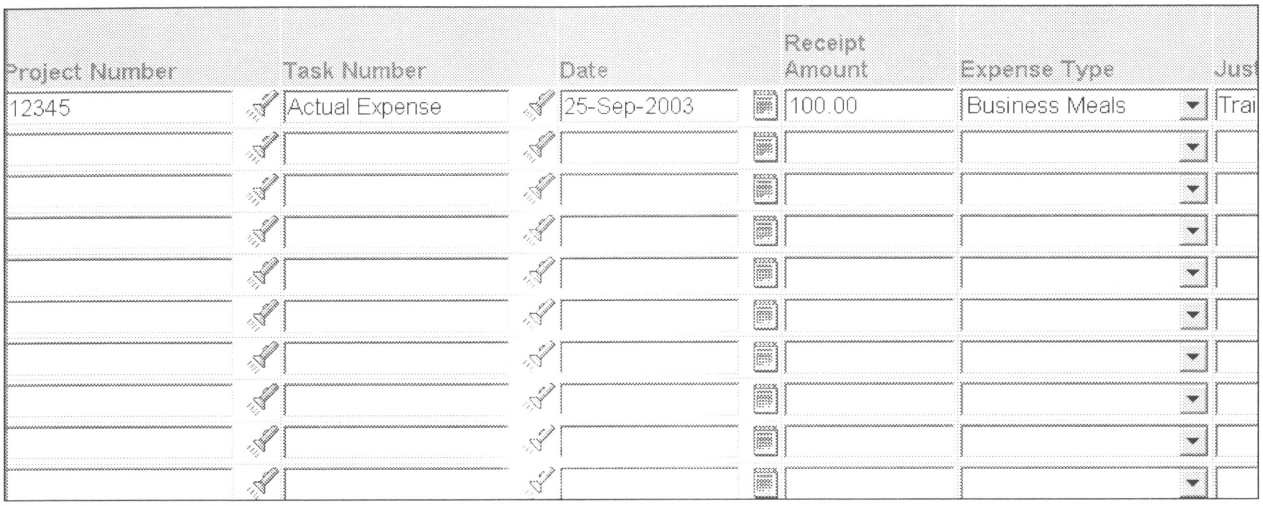


Figure 6 Cont., - Enter Cash and Other Expenses screen

11. Enter *Project Number* by clicking the flashlight icon.

    Wait for few seconds until the selected entry is displayed.

12. Enter *Task Number* by clicking the flashlight icon.

    Wait for few seconds until the selected entry is displayed.

13. Enter *Date* by clicking the calendar icon.
14. Enter *Receipt Amount*.
15. Select *Expense Type* from the drop down list.
16. Scroll to the right to enter *Justification*.

    Justification entry is required for the following *Expense Types*:

    Additional Airfare; Business Meals; Entertainment

17. Click <Next>.

"Review your Expense Report" screen opens.

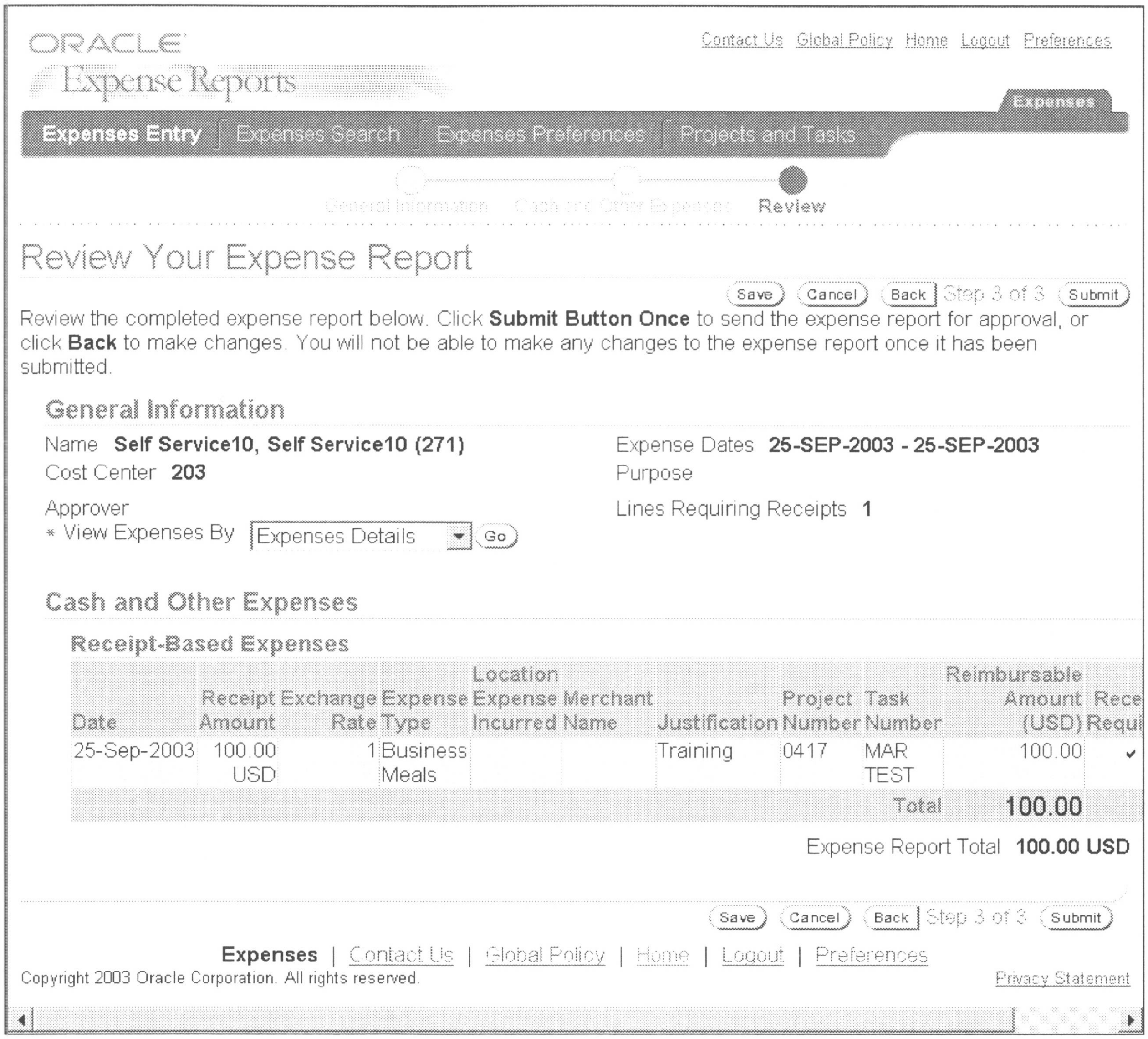


Figure 7 - Review your Expense Report

18. Review your Expense Report for accuracy.

    To submit later, click <Save>.

    To correct the Expense Report, click <Back>.

    To cancel the Expense Report, click <Cancel>.

19. Click <Submit> if you are satisfied with your Expense Report. You will receive a Confirmation Page.

    Record the Expense Report Number for reference.

    To print the Expense Report, select File > Print.

    Keep one printed copy of your Expense Report and send another to Accounts Payable.

Self Service- Employee

Overview

Overview

Distribution

AICPA Staff

Section Objectives

At the end of this section, AICPA Staff will be able to:

View, Add or update Personal Information

- **Phone Numbers**
- **Address**
- **Emergency Contacts**
- **Dependants and Beneficiaries**

View Benefits

View Employment Information

- **Employment**
- **Salary**
- **Training History**

Search for Training

Enroll in Training

Phone Numbers

AICPA Self Service Personal Information > Phone Numbers

1. Click on **AICPA Self Service**

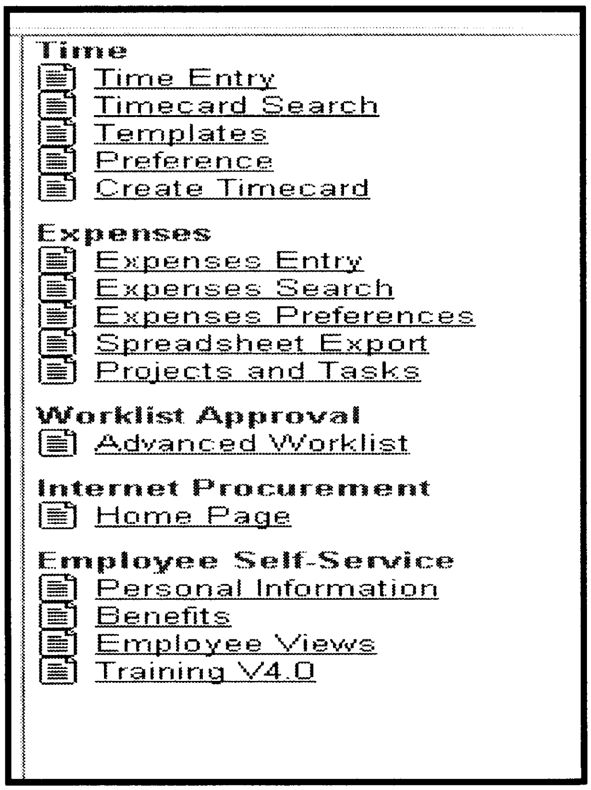
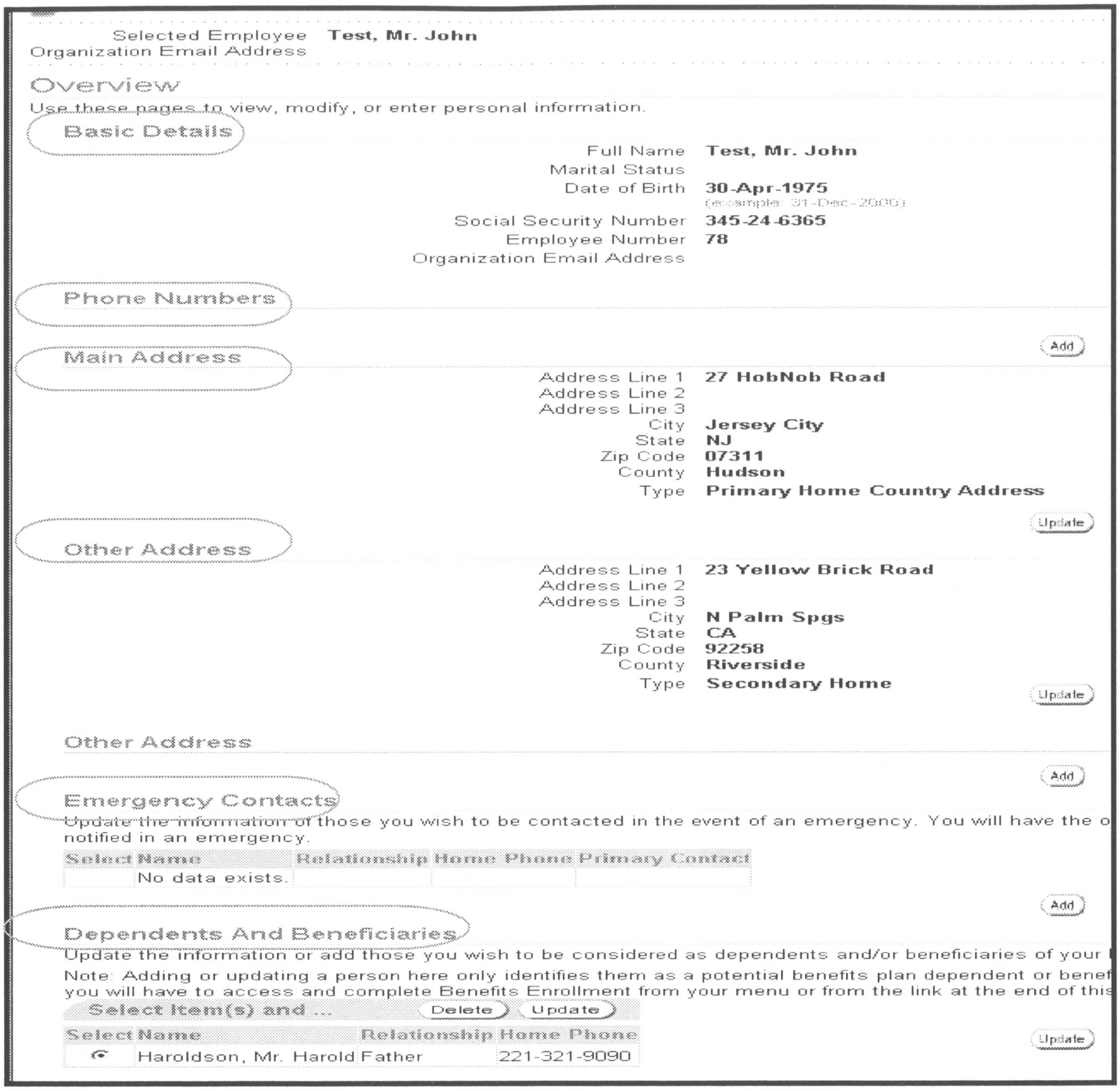


Figure 1

2. Click on **Personal Information**

   The Overview page opens



Selected Employee **Test, Mr. John**
Organization Email Address

Overview

Use these pages to view, modify, or enter personal information.

Basic Details

Full Name **Test, Mr. John**
Marital Status
Date of Birth **30-Apr-1975**
(example: 31-Dec-2000)
Social Security Number **345-24-6365**
Employee Number **78**
Organization Email Address

Phone Numbers

Add

Main Address

Address Line 1 **27 HobNob Road**
Address Line 2
Address Line 3
City **Jersey City**
State **NJ**
Zip Code **07311**
County **Hudson**
Type **Primary Home Country Address**

Update

Other Address

Address Line 1 **23 Yellow Brick Road**
Address Line 2
Address Line 3
City **N Palm Spgs**
State **CA**
Zip Code **92258**
County **Riverside**
Type **Secondary Home**

Update

Other Address

Add

Emergency Contacts

Update the information of those you wish to be contacted in the event of an emergency. You will have the o
notified in an emergency.

Select	Name	Relationship	Home Phone	Primary Contact
	No data exists.			

Add

Dependents And Beneficiaries

Update the information or add those you wish to be considered as dependents and/or beneficiaries of your
Note: Adding or updating a person here only identifies them as a potential benefits plan dependent or benef
you will have to access and complete Benefits Enrollment from your menu or from the link at the end of this

Select Item(s) and ... Delete Update

Select	Name	Relationship	Home Phone
⦿	Haroldson, Mr. Harold	Father	221-321-9090

Update

Figure 2

Note: The Basic Details section is blocked from changes. If changes need to be made to this section, Human Resources must be notified by email. Use scroll bar to navigate to all Personal Information options.

3. Click on "Add" for Phone Numbers

   If Phone Numbers already exist, click on "Update" option instead of "Add"

   The Phone Number page opens

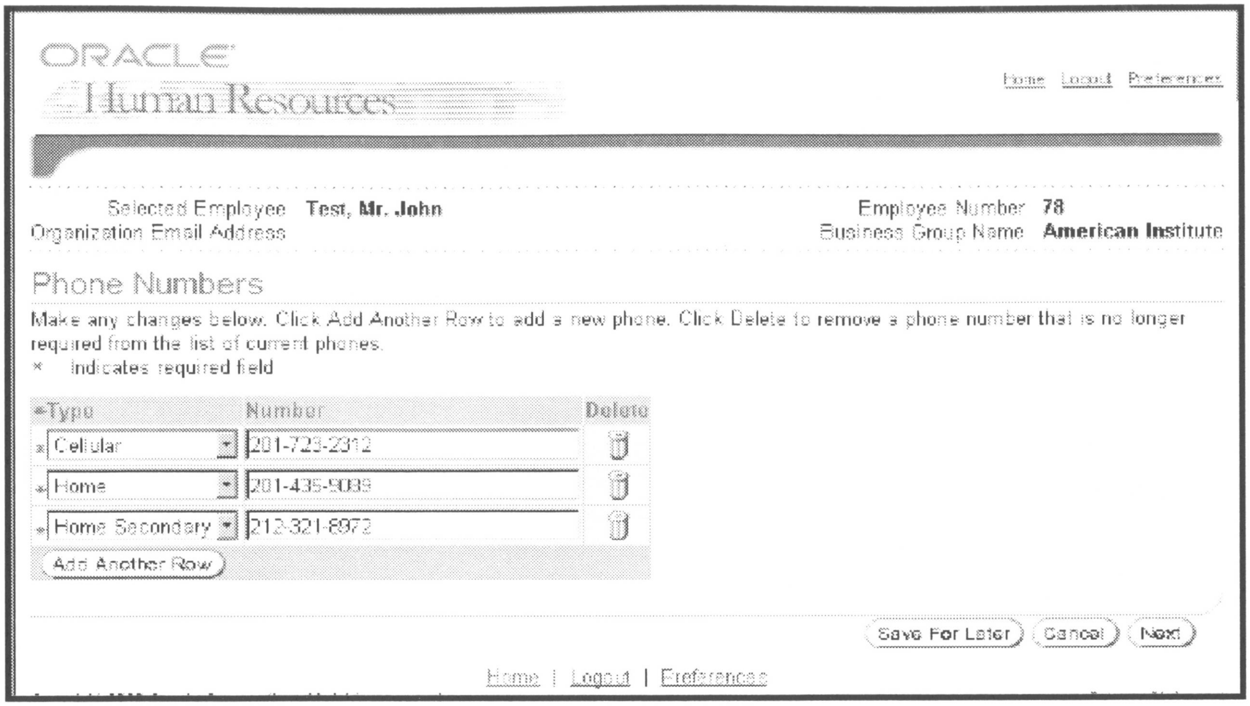


Figure 3

4. Click on “Add Another Row” to add another number

   Drop down menu has choices to add additional contact numbers such as Home, Cellular, Home Secondary, Campus, and Mobile among others.

   Existing numbers can be overridden

5. Click on “Delete” to delete a number

6. Click on “Next”

   The “Save for Later” option is used to save work without confirming

7. Click on “Submit”

   The review page opens

   A blue dot will appear next to the addition or proposed change

8. Click on “Return to Overview”

   The Overview page opens and new phone number is reflected

Address

Personal Information > Main Address and/or Other Address

9. Click on "Add" to add a new address

   If an address already exists, click on "Update" option instead of "Add"

10. Select the "Correct" or "Add" option depending on whether an update or addition is needed

11. Click "Next"

    The Main Address screen opens

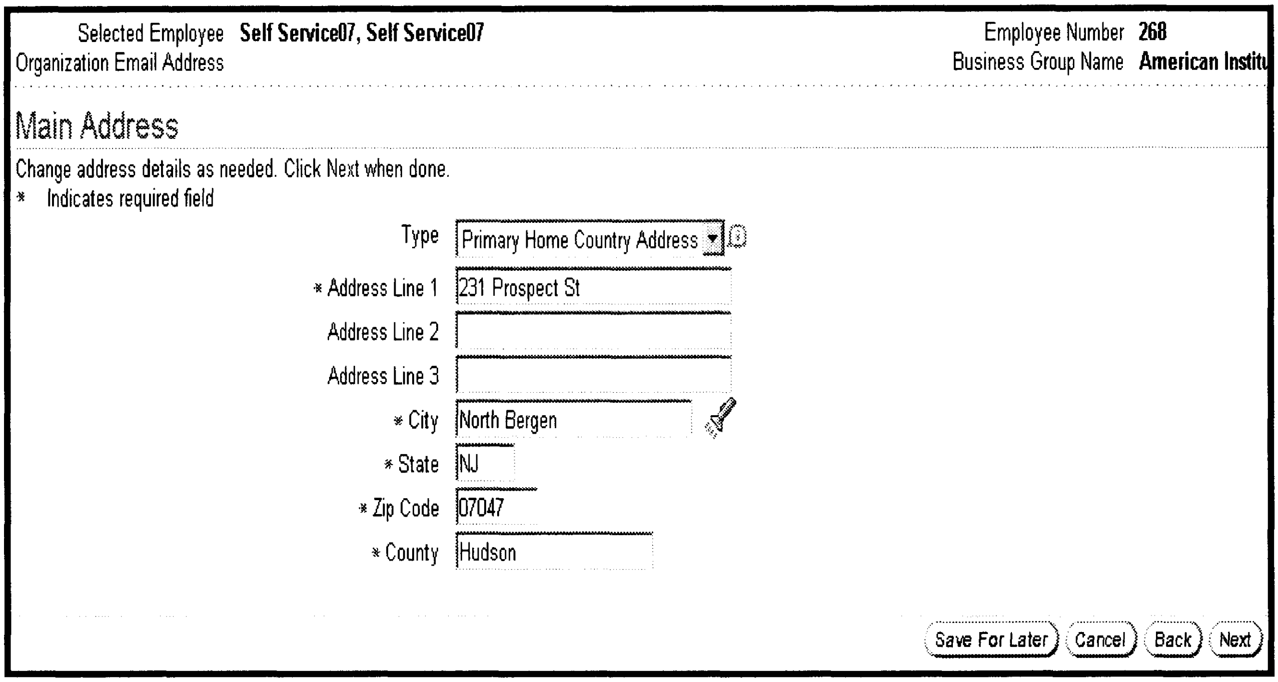


Figure 4

Note: Ensure "Effective Date" reflects the date the address has to active from.

12. Click on "Type"

    The Type drop down list provides a Mailing, Primary Home, Secondary Home option

13. Select "Type" as appropriate

14. Fill in "Address Line" 1, 2 or 3 as necessary

15. Fill in "City"

16. Click 

A search page for city opens

17. Select the correct combination of City, State, Zip Code and County

    Note: The zip code will be populated if only one zip code is available for the city chosen. If the city that was chosen has a zip code range, only City, State and County will be populate. The zip code will then have to be manually populated (from the range).

18. Click on "Next"

    The "Save for Later" option is used to save work without confirming

    Note: If no changes were made, click on the back browser on the menu bar. Clicking "Next" will bring up an error message for no added or new information

    The "View Update" option is used to view changes pending

    The Review page opens

    A blue dot will appear next to the addition or proposed change

19. Click on "Submit"

    An email notification to the employee will be generated after submitting.

20. Click on "Return to Overview"

    The Overview page opens and the new or corrected address is reflected

    Note: Below Main Address is Other Address. To add or change Other Address, please follow the instructions above.

Personal Information > Emergency Contacts

21. Click on "Add" to add an emergency contact

    If an emergency contact already exists, click on "Update" option instead of "Add"

    The Emergency Contact page opens

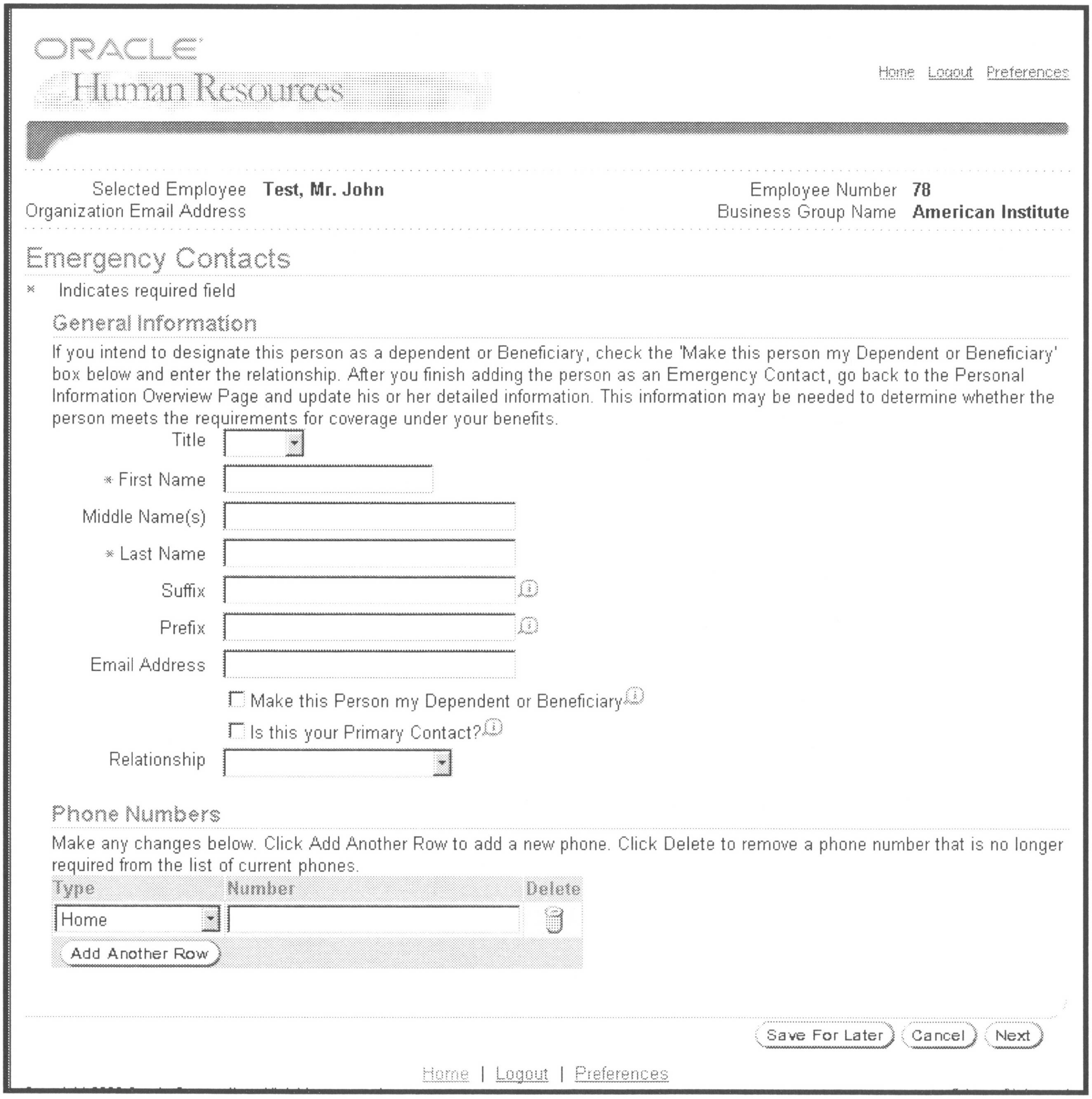


Figure 5

22. Fill in required fields

    Note that required fields include: First Name, Last name, phone number, Primary Contact and Relationship

    Optional fields include Email address and alternate phone numbers.

23. Click on “Make this Person my Dependent or Beneficiary”

    This option is to identify the Emergency Contact as the Dependent or Beneficiary as well.

24. Click on “Is this your Primary Contact?”

    An employee record must have a Primary Contact. An employee record must have only one primary contact.

25. Click on “Relationship”

26. Select a “Relationship” from the drop down field

27. Click on “Next”

    The “Save for Later” option is used to save work without confirming

    The Review page opens

    A blue dot will appear next to the addition or proposed change

28. Click on “Submit”

    An email notification to the employee will be generated after submitting.

29. Click on “Return to Overview”

    The Overview page opens and the Emergency Contact is reflected

    Note: If the “Make this Person my Dependant or Beneficiary” option was chosen, the new or changed Emergency Contact will also be displayed in the Dependent or Beneficiary section.

Dependent and Beneficiary

Personal Information > Dependent and Beneficiary

30. Click on "Add" to add a dependent and/or Beneficiary

    If a dependent and/or beneficiary already exist, click on "Update" option

    The Dependent and Beneficiary page opens

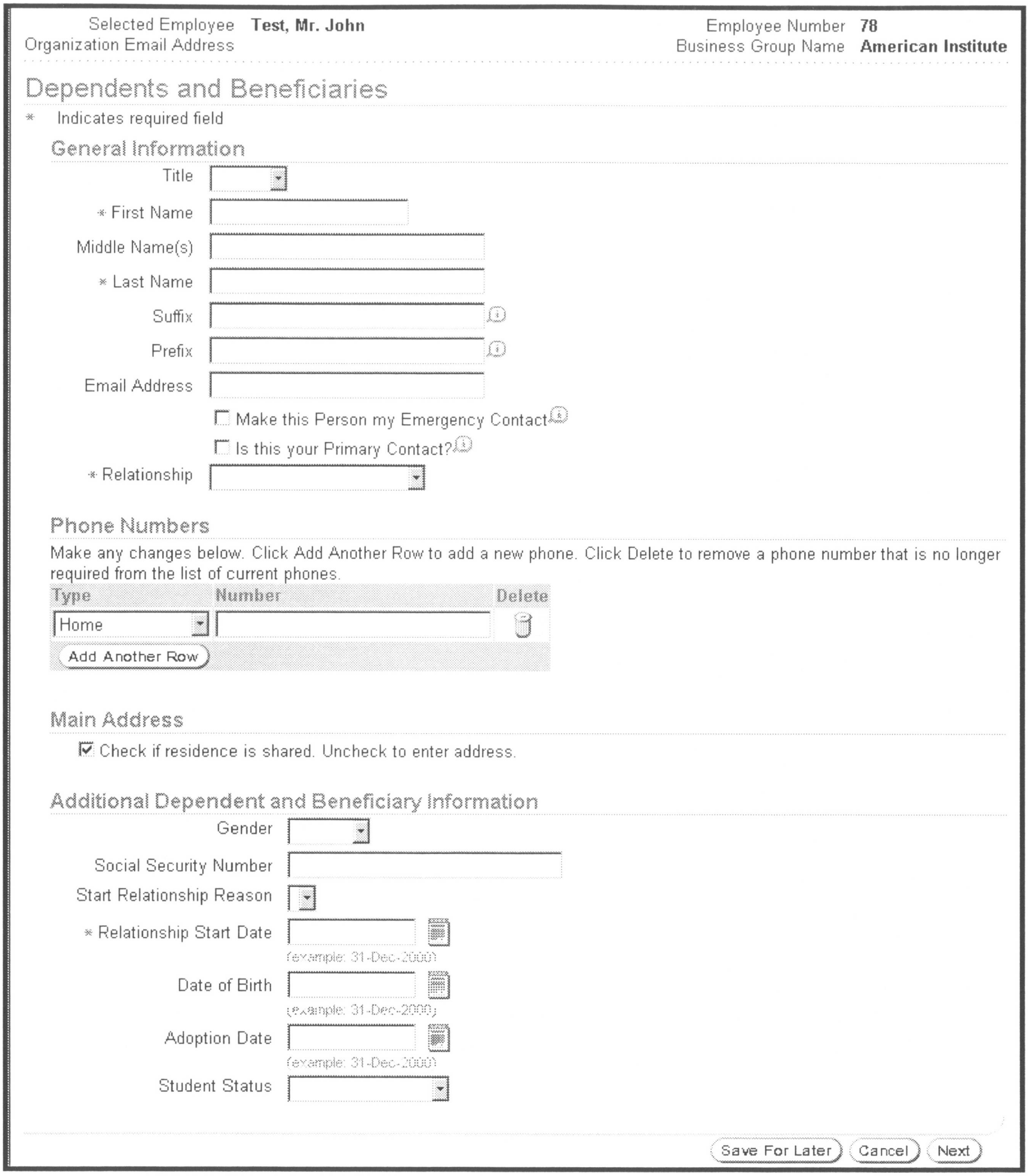


Figure 6

31. Fill in required fields

    Note that required fields are: First Name, Last name, phone number, main address, gender, social security number, relationship start date and date of birth

    Optional fields include Email address and alternate phone numbers.

32. Click on “Make this Person my Emergency Contact”

    This option identifies the Dependent or Beneficiary as an emergency contact as well.

33. Click on “Is this your Primary Contact?”

    Use this option if the Dependent or Beneficiary is the primary contact. An employee record must have one primary contact.

34. Click on “Check if residence is shared” if Dependent or Beneficiary lives at the same residence as employee

35. Click on “Relationship Start Date”

    The “Relationship Start Date” field on identifies

    Student status must be entered for child/children (grades K-12 and college students are full time)

36. Click on “Next”

    The “Save for Later” option is used to save work without confirming

    The Review page opens

    A blue dot will appear next to the addition or proposed change

37. Click on “Submit”

    An email notification to the employee will be generated after submitting.

38. Click on “Return to Overview”

    The Overview page opens and the Dependent and/or Beneficiary is reflected

    Note: If the “Make this Person my Emergency Contact” option was chosen, the new or changed Dependent or Beneficiary will also be displayed in the Emergency Contact section.

Benefits

AICPA Self Service Benefits

From the Home page

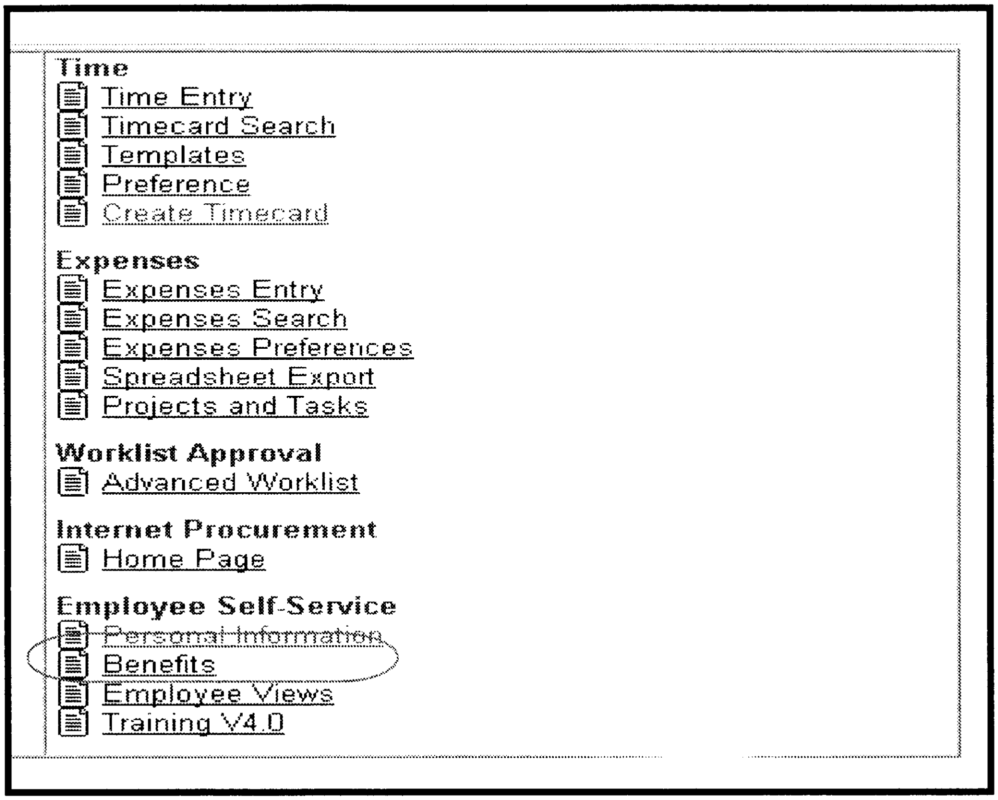
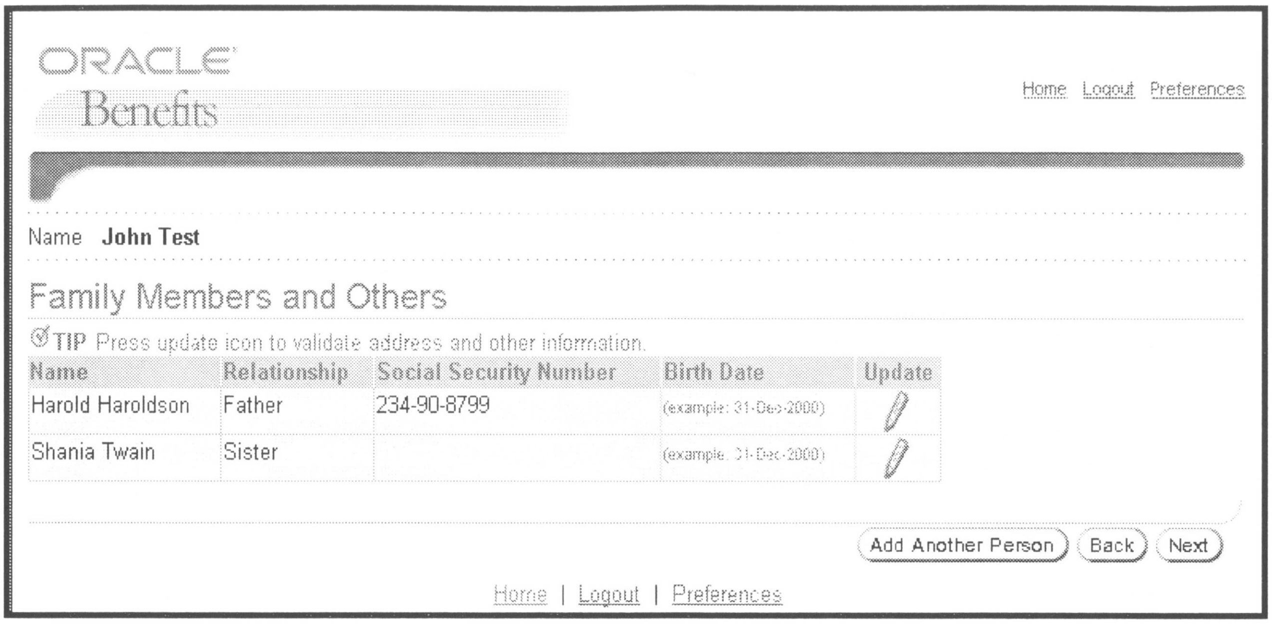


Figure 7

39. Click on Benefits (Fig. 7)

The Benefits view page opens


ORACLE
Benefits
Home Logout Preferences

Name **John Test**

Family Members and Others

TIP Press update icon to validate address and other information.

Name	Relationship	Social Security Number	Birth Date	Update
Harold Haroldson	Father	234-90-8799	(example: 31-Dec-2000)	
Shania Twain	Sister		(example: 31-Dec-2000)	

Add Another Person Back Next

Home | Logout | Preferences

Figure 8

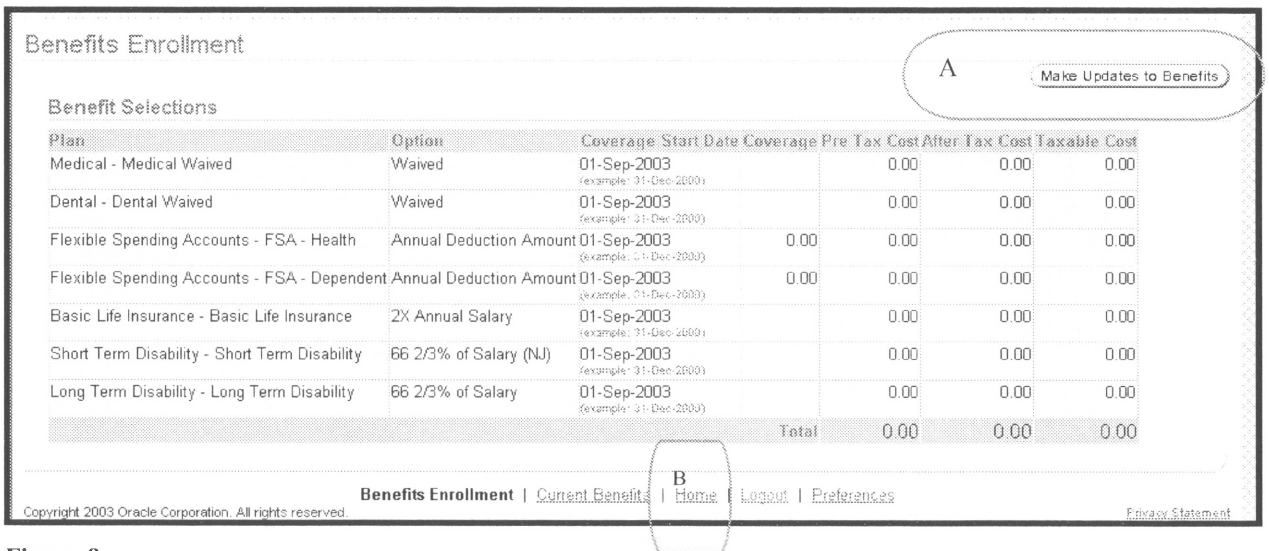
The Benefits view page will be display the contacts that are eligible for benefits

During Open Enrollment, the capability to add/change benefits will be provided through this page. In the meantime, this is just a view screen.

40. Click on "Update" to change contact info

41. Click on "Next" to view list of Benefits

The Benefits overview page opens


Benefits Enrollment

A Make Updates to Benefits

Benefit Selections

Plan	Option	Coverage Start Date	Coverage	Pre Tax Cost	After Tax Cost	Taxable Cost
Medical - Medical Waived	Waived	01-Sep-2003 (example: 31-Dec-2000)		0.00	0.00	0.00
Dental - Dental Waived	Waived	01-Sep-2003 (example: 31-Dec-2000)		0.00	0.00	0.00
Flexible Spending Accounts - FSA - Health	Annual Deduction Amount	01-Sep-2003 (example: 31-Dec-2000)	0.00	0.00	0.00	0.00
Flexible Spending Accounts - FSA - Dependent	Annual Deduction Amount	01-Sep-2003 (example: 31-Dec-2000)	0.00	0.00	0.00	0.00
Basic Life Insurance - Basic Life Insurance	2X Annual Salary	01-Sep-2003 (example: 31-Dec-2000)		0.00	0.00	0.00
Short Term Disability - Short Term Disability	66 2/3% of Salary (NJ)	01-Sep-2003 (example: 31-Dec-2000)		0.00	0.00	0.00
Long Term Disability - Long Term Disability	66 2/3% of Salary	01-Sep-2003 (example: 31-Dec-2000)		0.00	0.00	0.00
			Total	0.00	0.00	0.00

B

Benefits Enrollment | Current Benefits | Home | Logout | Preferences

Copyright 2003 Oracle Corporation. All rights reserved.

Privacy Statement

Figure 9

The "Make Updates to Benefits" will appear only during open enrollment (Fig. 9A)

43. Click "Home" to return to the main screen (Fig.9B)

Employee Views

AICPA Self Service Employee Views

44. Click on Employee Views

The Employee Views page opens

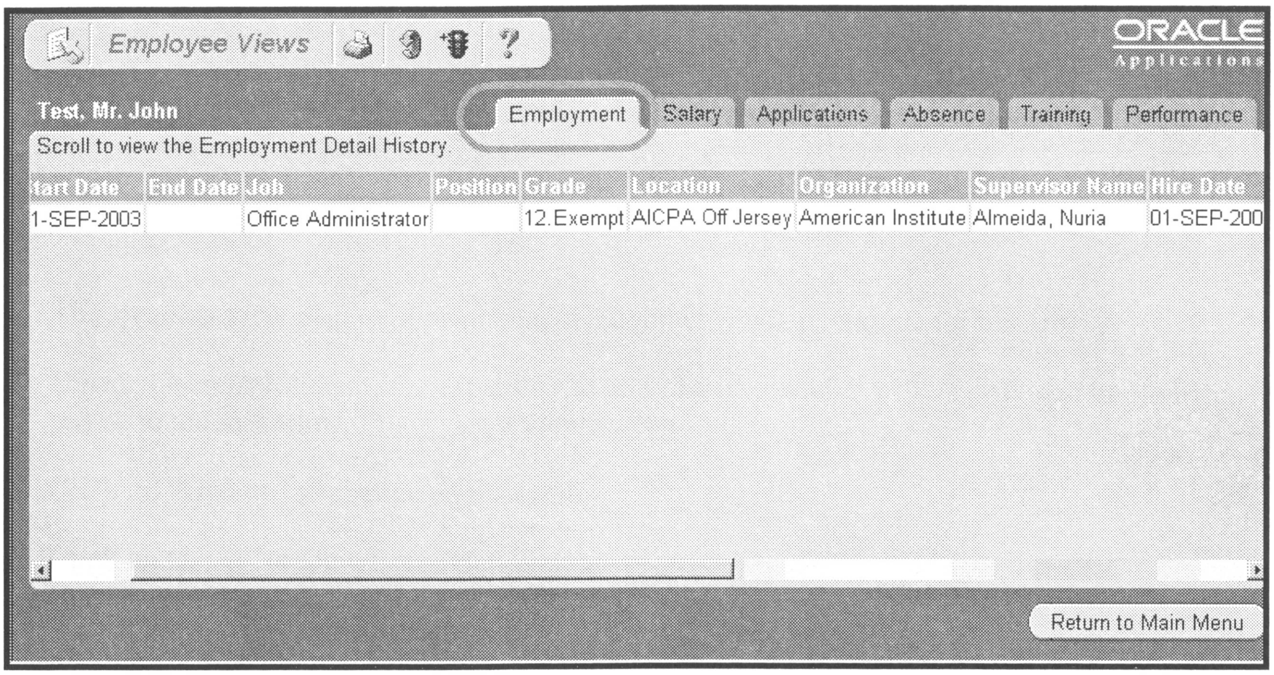


Figure 10

The Employment Tab displays the following information:

- Employee Number
- Start Date
- End Date (if applicable)
- Job = Title
- Grade
- Location
- Organization = Team (new team numbers)

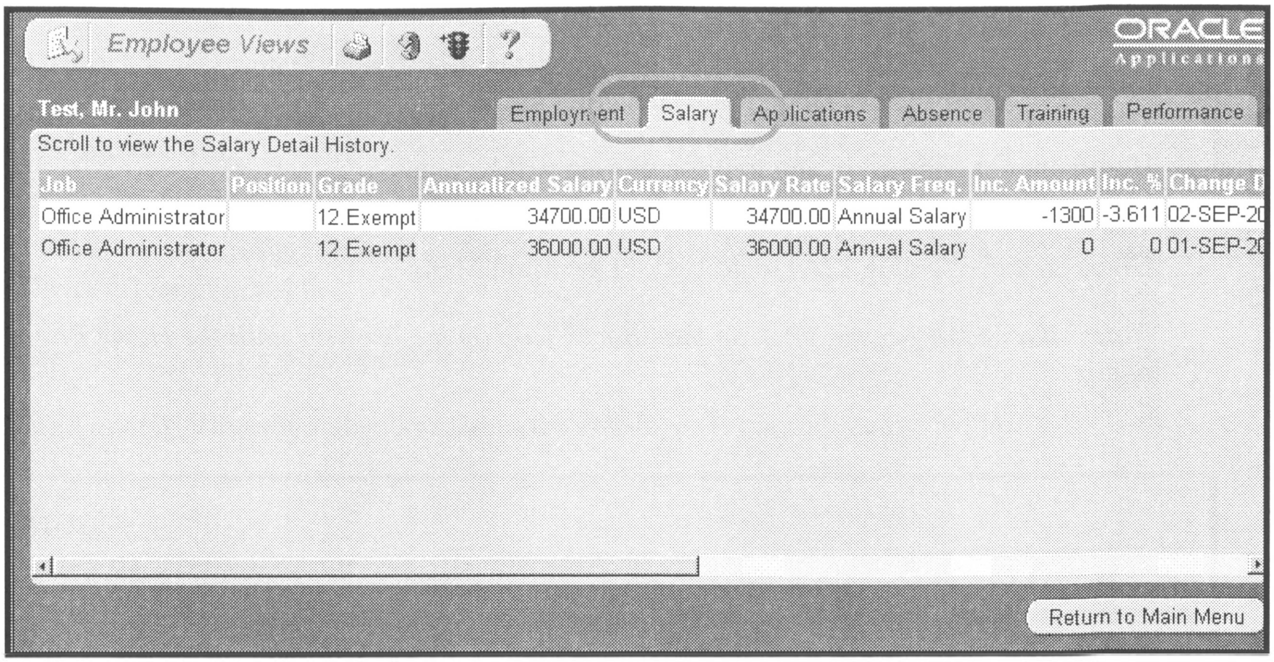


Figure 11

The Salary Tab displays the following information:

- Job; Position; Annualized Salary; Currency; Salary Rate, Salary Freq.; Increase Amount; Increase %; Change Date

The Applications Tab will show start date, application, vacancy information for new employees only.

The Absence and Performance Tabs will not be used in the current environment

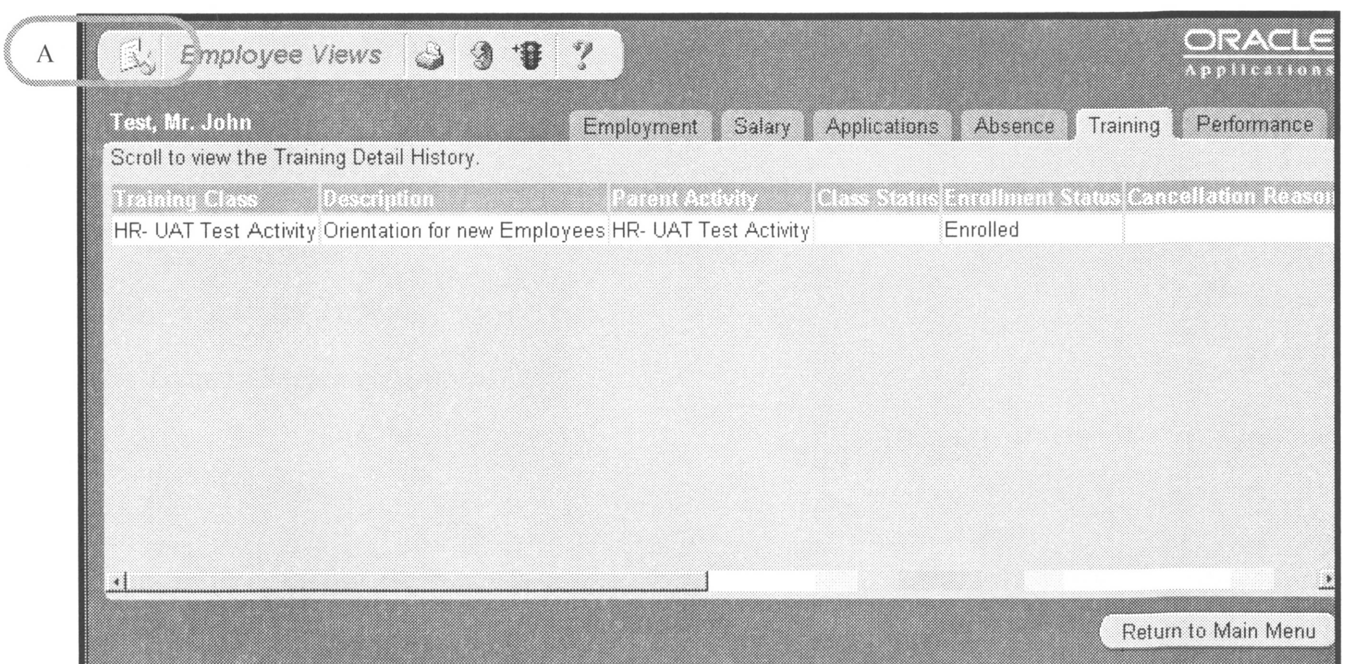
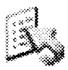


Figure 12

The Training Tab displays the following information:

- Training Class; Description; Class Status; Enrollment Status; Cancellation Reason; Start Date; End Date; Duration

If you are not enrolled in any training this tab will be blank

45. Click on the  (Fig 12A) to go back to the Main Menu

Note: If an error occurs, click on the "Back" icon on the browser until the Home Page opens

AICPA Self Service

Training V4.0

46. Click on Training V.4.0

    The Training Views page opens

    The Training Views will display classes the employee is currently enrolled in

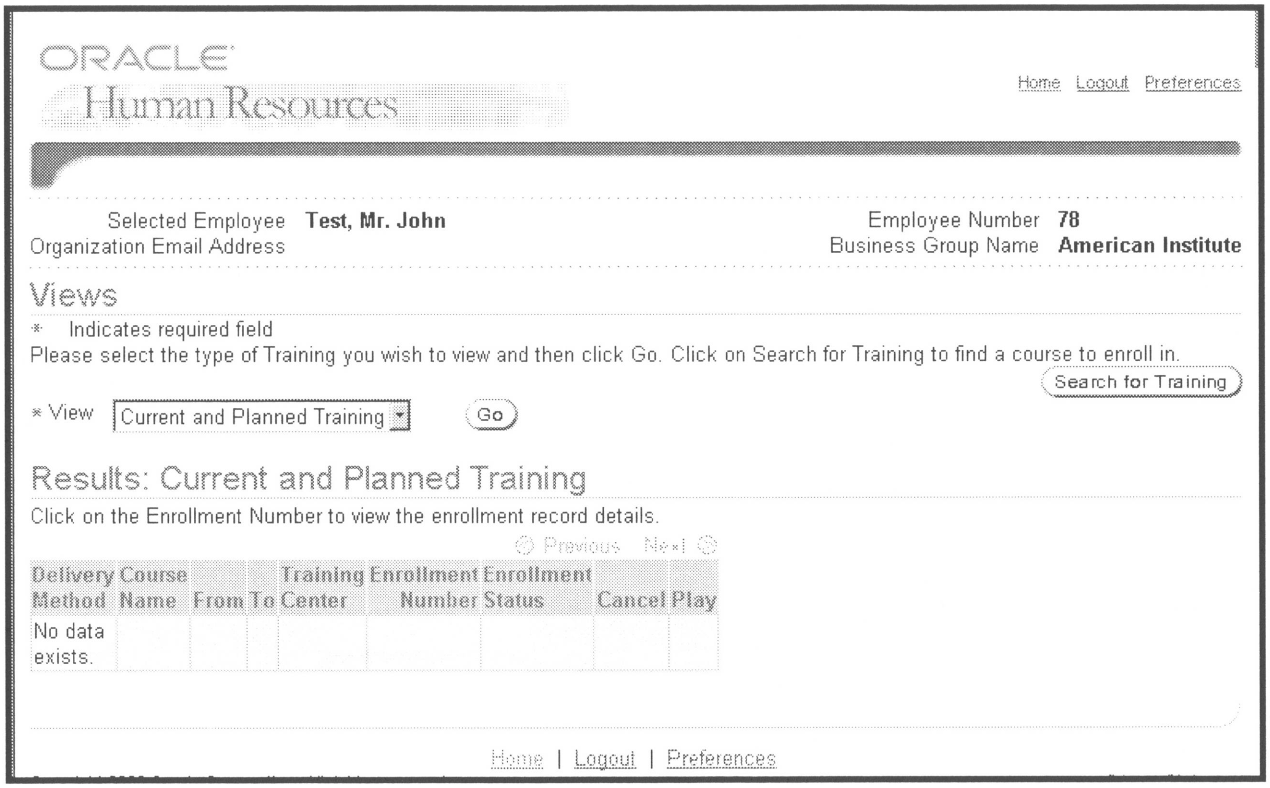


Figure 13

47. Click "Search for Training"

    The Training Search page opens

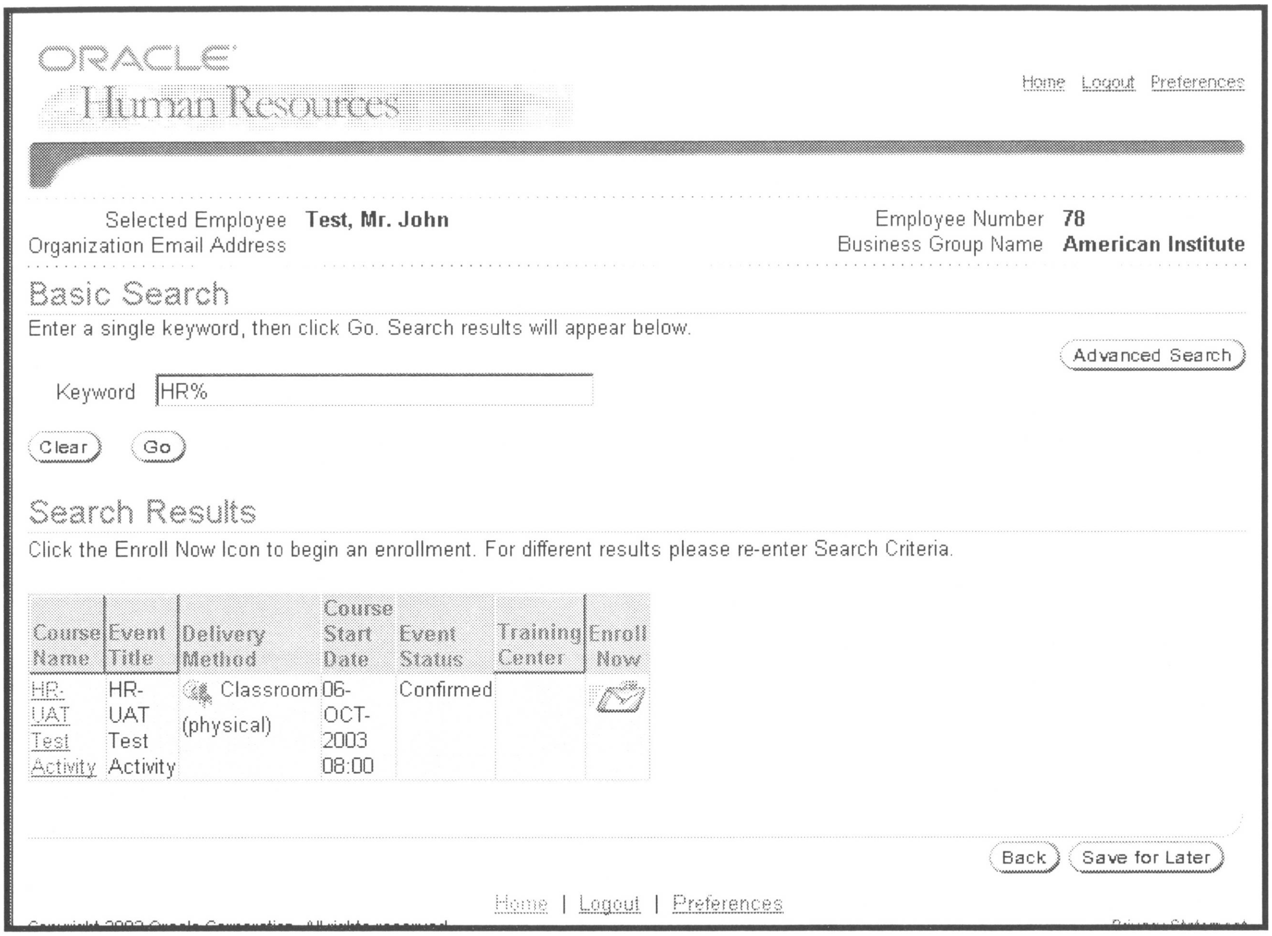


Figure 14

Note: The "Advanced Search" will not be used in the current environment.

48. Insert HR % sign in the Keyword box

    The % sign is the wildcard for searching in Oracle

49. Click Go

    The Search Results Page opens (Fig.14)

    For class description, click on the "Course Name"

50. Click on "Enroll Now"

    The Enrollment page opens

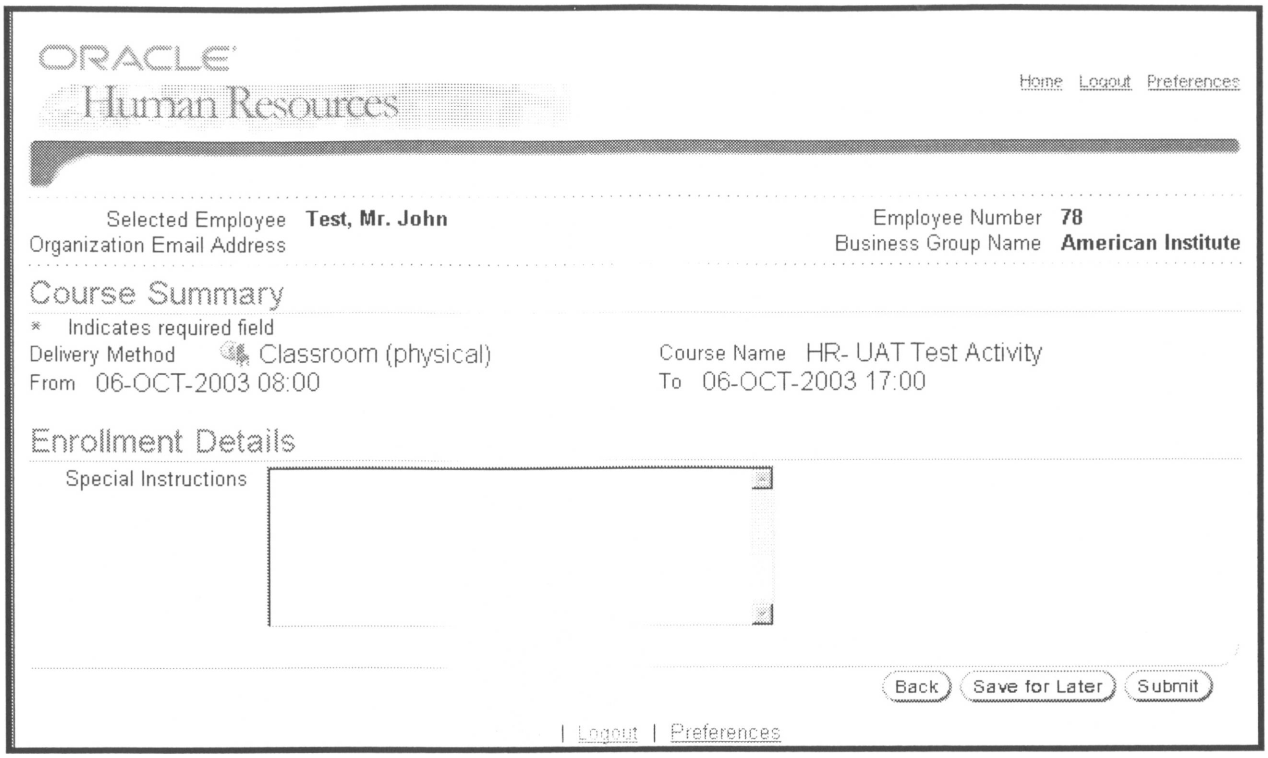
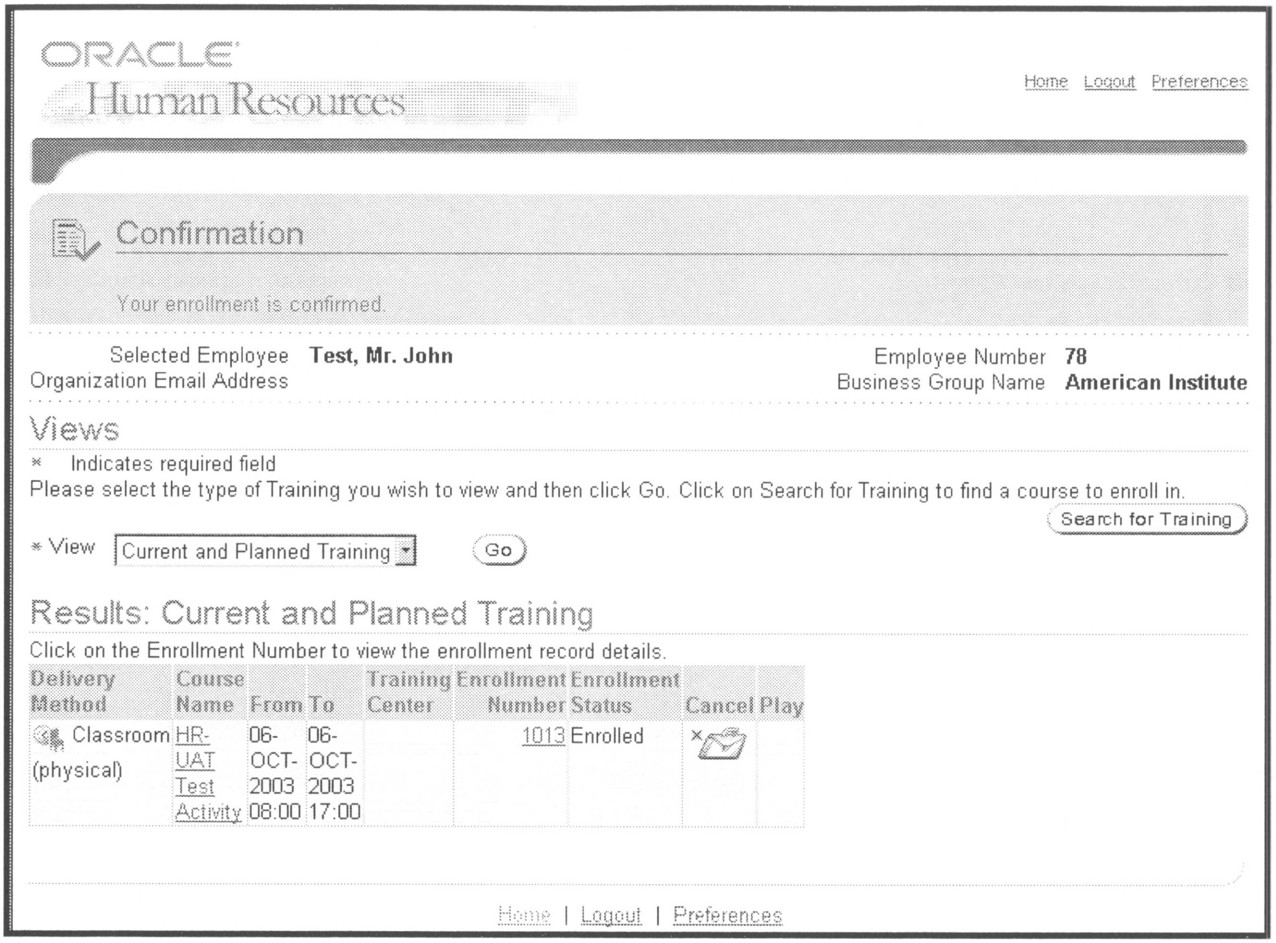


Figure 15

51. Click on "Submit"

    The Confirmation page opens



ORACLE
Human Resources

Home Logout Preferences

Confirmation

Your enrollment is confirmed.

Selected Employee **Test, Mr. John** Employee Number **78**
Organization Email Address Business Group Name **American Institute**

Views

* Indicates required field
Please select the type of Training you wish to view and then click Go. Click on Search for Training to find a course to enroll in.

Search for Training

* View Current and Planned Training Go

Results: Current and Planned Training

Click on the Enrollment Number to view the enrollment record details.

Delivery Method	Course Name	From	To	Training Center	Enrollment Number	Enrollment Status	Cancel	Play
Classroom (physical)	HR-UAT Test Activity	06-OCT-2003 08:00	06-OCT-2003 17:00		1013	Enrolled		

Home | Logout | Preferences

Figure 16

52. Click on "Home" to return to the main screen

    All training enrollment information will be viewable in the Employee Views, Training Tab (Fig. 12) and at the top of the Home Page under "Worklist".

End of Activity.