



# Element Entry





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### Element Entry

**Learning Objective :** In this topic you will learn how to add elements to an employee

**Upon completion of this topic you will be able to:**

Add recurring elements

Add nonrecurring elements

Adjust or modify existing element

End date an existing element.

Generate reconciliation reports

# Training Guide



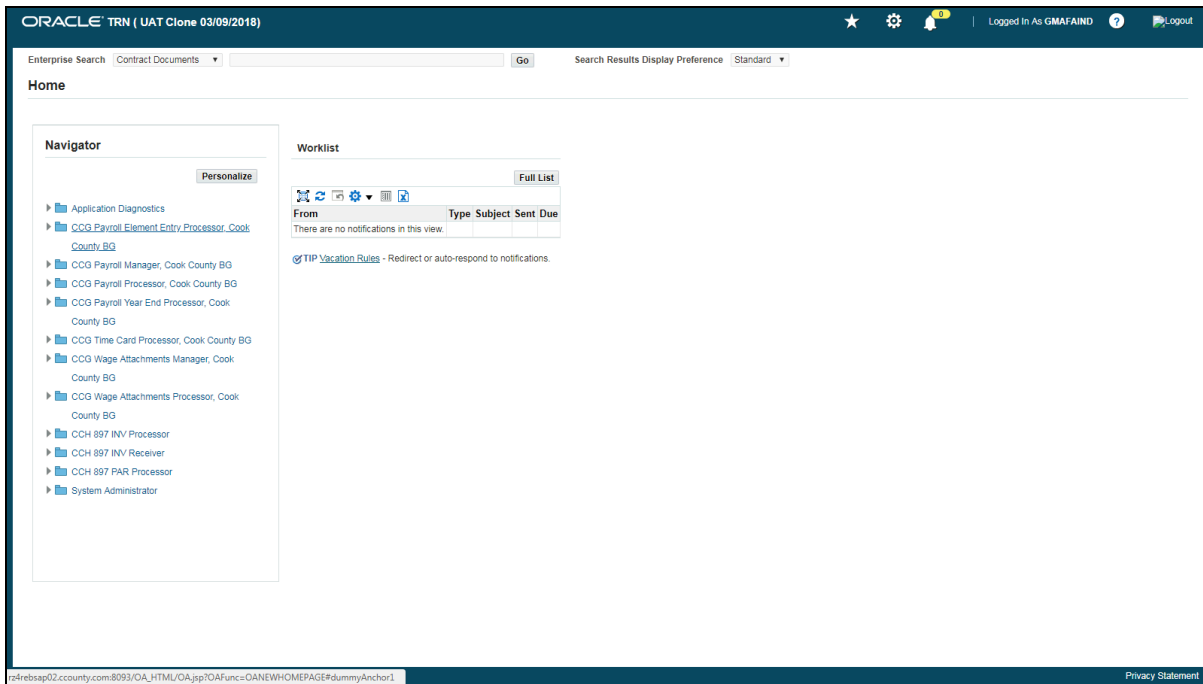
## Add Recurring Element Entry

### Procedure

#### This topic will cover

- How to add recurring element entries.

These are elements that will continue to occur until you end date them.

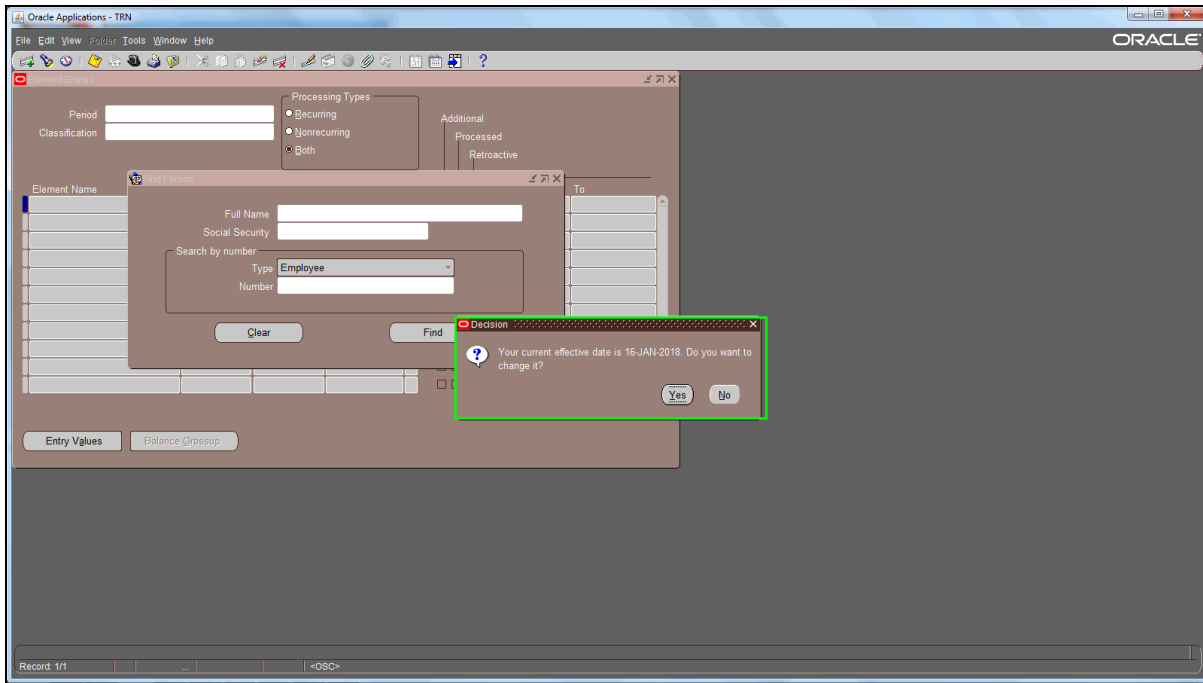



Step	Action
1.	<p>After logging on with your username and password, the <i>Oracle Applications Home Page</i> is displayed</p> <p>To add a recurring element entry, click <b>XXX Payroll Element Entry Processor</b> link.</p> <p><b>Note:</b> The navigation path may vary, based on the responsibility selected.</p> <p>In this example, click the <b>CCG Payroll Element Entry Processor, Cook County BG</b> link.</p> <p><a href="#">CCG Payroll Element Entry Processor, Cook County BG</a></p>



# Training Guide




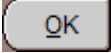
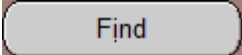


Step	Action
2.	Click the <b>Element Entries</b> link. <a href="#">Element Entries</a>



Step	Action
3.	<p>The <i>Decision</i> window is displayed.</p> <p>Here you can confirm the effective date or change to whatever is the effective date.</p> <p><b>NOTE: As a business process for CCG effective date is always beginning of Pay Period</b></p> <p>In this example,click the <b>No</b> button to accept the default date.</p> 

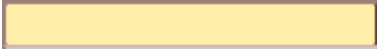


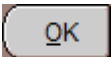
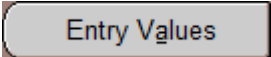

# Training Guide



Step	Action
4.	<p>The <i>Find Person</i> window is displayed.</p> <p>Use this search window to find the person or employee whose elements you need to add</p> <p><b>You can search for the employee by either their name or employee number</b></p> <p>In this example, click in the <b>Full Name</b> field to search by name.</p> 
5.	<p>Click the <b>Full Name LOV</b> button.</p> 
6.	<p>The <i>Find People and Assignments</i> window is displayed.</p> <p>Enter the employee name into the <b>Find</b> field.</p> <p>In this example, enter "<b>kahn</b>".</p>
7.	<p>Click the <b>Find</b> button.</p> 
8.	<p>A list of employees matching the search is displayed.</p> <p>Choose the correct employee from the list.</p> <p>In this example, <b>KAHN, JASON P</b> is selected by default.</p> <p>Click the <b>OK</b> button.</p> 
9.	<p>Click the <b>Find</b> button.</p> 
10.	<p>The <i>Element Entries</i> window is displayed.</p> <p>A list of elements for the employee are displayed.</p> <p>To add another element click in a blank line or as is in this example, click in an existing element.</p> 
11.	<p>Click the <b>New</b> button.</p> 







Step	Action
12.	<p>A new element line is opened.</p> <p>Click in the <b>Element Name</b> field to add a new element.</p> 
13.	<p>Click the <b>Element Name LOV</b> button to select from the list.</p> 
14.	<p>The <i>Elements</i> window is displayed.</p> <p>Enter the correct element name into the <b>Find</b> field.</p> <p>In this example, enter "<b>legal%</b>".</p>
15.	<p>Click the <b>Find</b> button.</p> 
16.	<p>All the matched elements are displayed.</p> <p>Choose the correct element from the list.</p> <p>In this example, <b>Legal Shield</b> is selected by default.</p> <p>Click the <b>OK</b> button.</p> 
17.	<p>The <i>CC Cost Allocation</i> window is displayed.</p> <p>Click <b>Cancel</b> to close this window</p> <p><b>You can now see the new element entry.</b></p>
18.	<p>Click the <b>Entry Values</b> button to enter the amount of the element.</p> 
19.	<p>The <i>Entry Values</i> window is displayed.</p> <p>Enter the correct amount into the <b>Amount</b> field.</p> <p>In this example, enter "<b>12.50</b>".</p>
20.	<p>Click the <b>Close</b> button to go back to the elements window.</p> 

# Training Guide



Step	Action
21.	Click the <b>Save</b> button to confirm your entries. 
22.	A confirmation message is displayed at the bottom left corner. Click the <b>Close</b> button to go back to the Navigator window. 
23.	<b>This topic covered:</b> - How to add recurring element entries. <b>End of Procedure.</b>

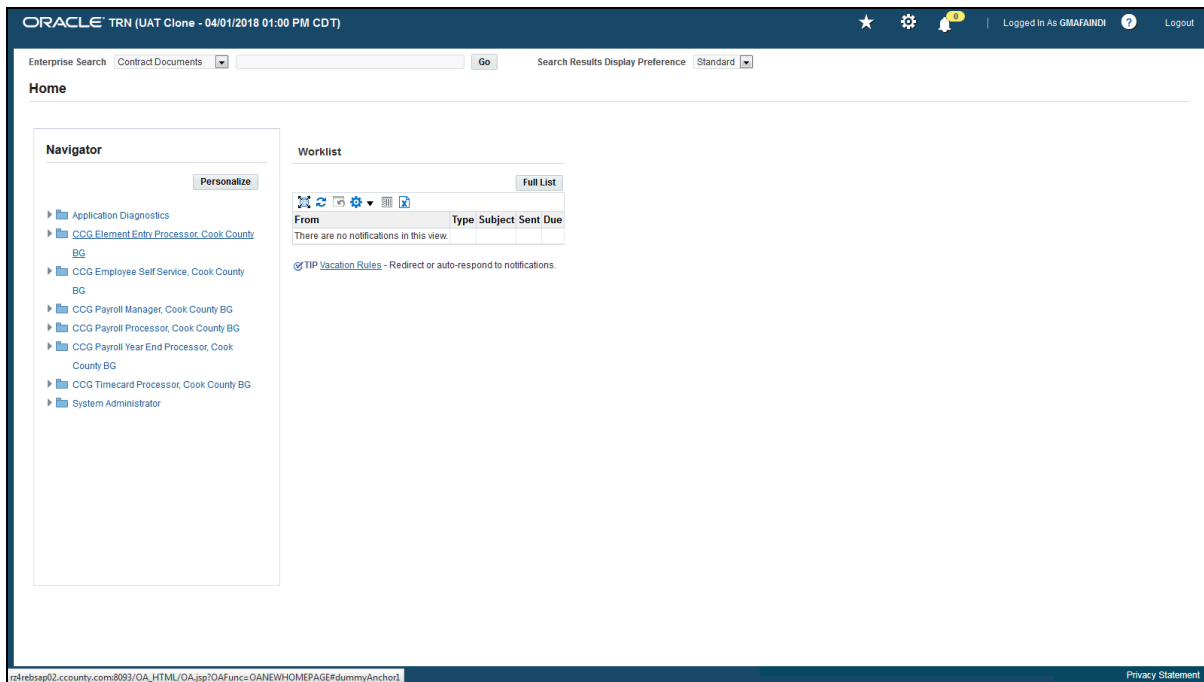


## Add Nonrecurring Element Entry Procedure

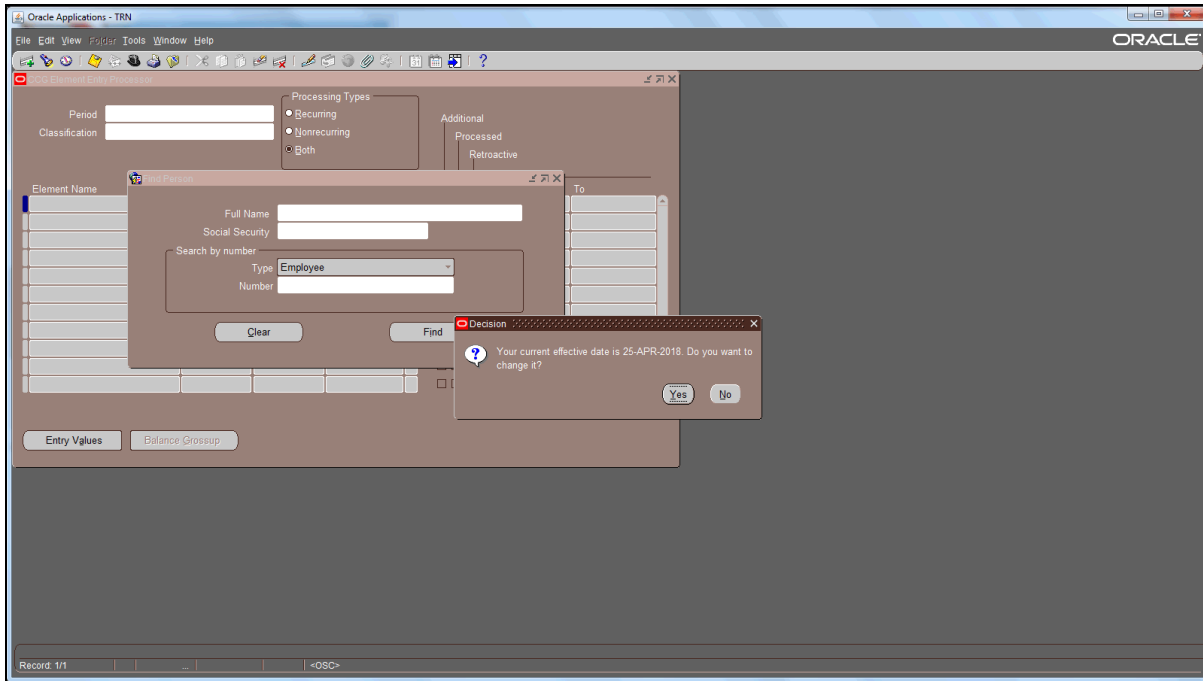
### This topic will cover



- How to add non- recurring element entries

The are elements that only occur once in a given pay period.





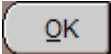

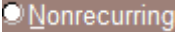


Step	Action
1.	<p>After logging on with your username and password, the <i>Oracle Applications Home Page</i> is displayed</p> <p>To add non- recurring element entry, click the <b>XXX Payroll Element Entry Processor</b> link.</p> <p><b>Note:</b> The navigation path may vary, based on the responsibility selected.</p> <p>In this example, click the <b>CCG Element Entry Processor, Cook County BG</b> link.  <a href="#">CCG Element Entry Processor, Cook County</a>  <a href="#">BG</a></p>
2.	<p>Click the <b>Element Entry</b> link.  <a href="#">Element Entry</a></p>



Step	Action
3.	<p>The <i>Decision</i> window is displayed.</p> <p>Here you can confirm the effective date or change to whatever is the effective date.</p> <p><b>NOTE: As a business process for CCG effective date is always beginning of Pay Period</b></p> <p>In this example, click the <b>No</b> button.</p> 
4.	<p>The <i>Find Person</i> window is displayed.</p> <p>Use this search window to find the person or employee whose elements you need to update</p> <p><b>You can search for the employee by either their name or employee number.</b></p> <p>In this example, click in the <b>Full Name</b> field to search by name.</p> 

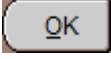
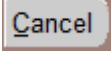
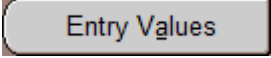





## Training Guide

Step	Action
5.	Click the <b>Full Name LOV</b> button. 
6.	Enter the employee name into the <b>Find</b> field. In this example, enter " <b>rupert</b> ".
7.	Click the <b>Find</b> button. 
8.	A list of names matching the search is displayed. Choose the correct employee from the list. In this example, select <b>Rupert Raquel N Name</b> cell. Rupert, Raquel N
9.	Click the <b>OK</b> button. 
10.	Click the <b>Find</b> button. 
11.	The <i>Element Entry Processor</i> window for the employee is displayed. The system defaults to <b>Both Processing Types</b> elements (Recurring and Non-Recurring). Use the options available to select just the type of elements you want to select from.
12.	In this example, select the <b>Nonrecurring</b> option. 
13.	Click in the <b>Element Name</b> field to enter the element. 
14.	In this example, click the <b>Element Name LOV</b> button to choose from the list. 
15.	A list of all nonrecurring elements is displayed. In this example, click the <b>Scrollbar</b> to view more options.

# Training Guide



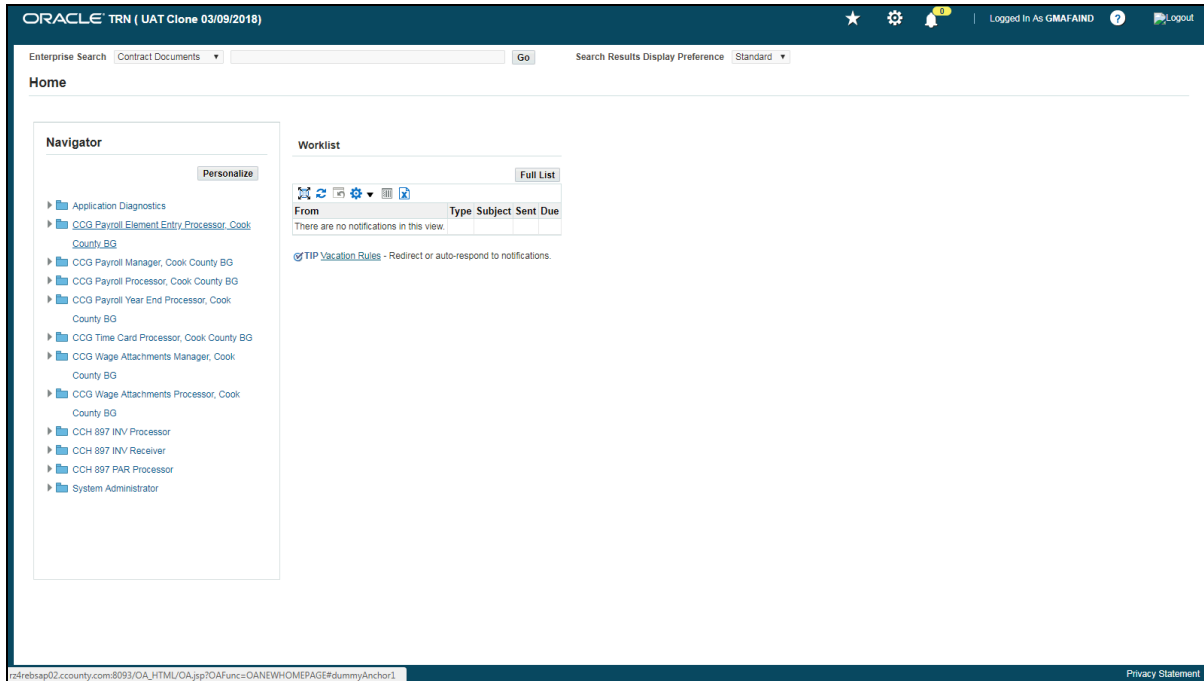
Step	Action
16.	In this example, select the <b>Parking Reimbursement Element Name</b> cell. Parking Reimbursement
17.	Click the <b>OK</b> button. 
18.	Click the <b>Cancel</b> button. 
19.	Click the <b>Entry Values</b> button to enter the dollar amount. 
20.	Enter the correct dollar amount into the <b>Amount</b> field. In this example, enter " <b>125.00</b> ".
21.	Click the <b>Close</b> button to go back to the elements window. 
22.	Click the <b>Save</b> button to complete if this is the only element for the employee. 
23.	The nonrecurring element is now added to the employee record with effective start and end dates. Click the <b>Close</b> button to go back to the <b>Navigator</b> . 
24.	<b>This topic covered:</b> - How to add non- recurring element entries. <b>End of Procedure.</b>



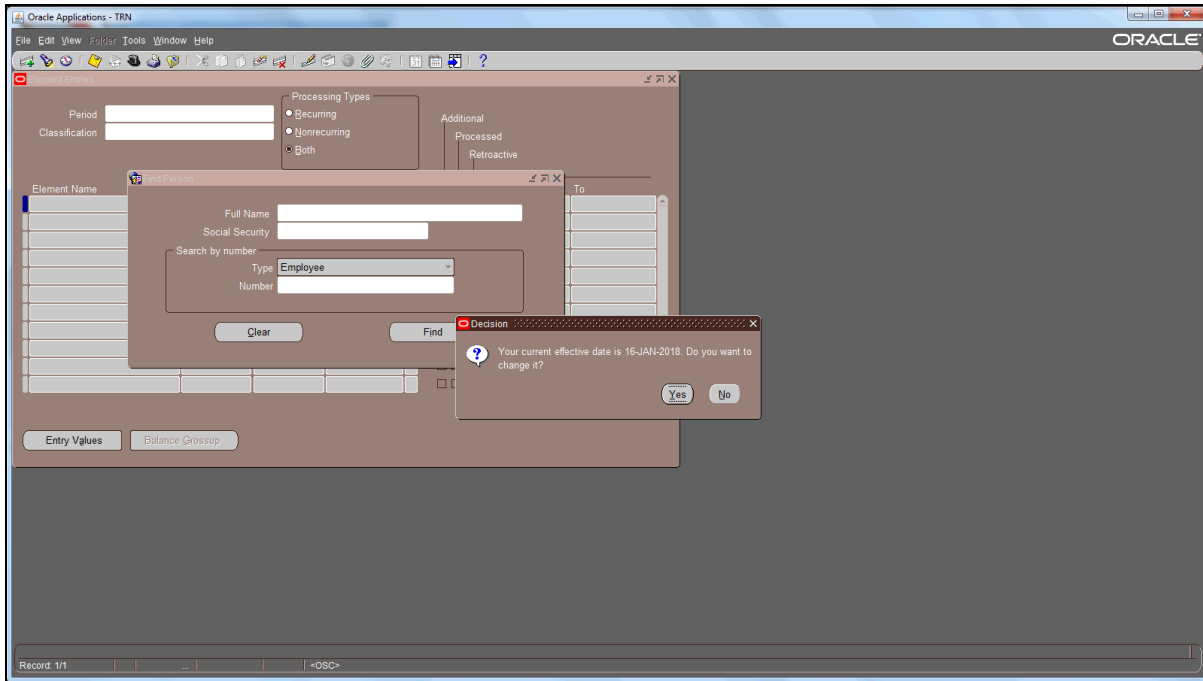
## Update Recurring Element entry Procedure




### This topic will cover

- How to update recurring element entries.



Step	Action
1.	<p>After logging on with your username and password, the <i>Oracle Applications Home Page</i> is displayed</p> <p>To update a recurring element entry, click <b>XXX Payroll Element Entry Processor</b> link.</p> <p><b>Note:</b> The navigation path may vary, based on the responsibility selected.</p> <p>In this example, click the <b>CCG Payroll Element Entry Processor, Cook County BG</b> link.</p> <p><a href="#">CCG Payroll Element Entry Processor, Cook County BG</a></p>
2.	<p>Click the <b>Element Entries</b> link.</p> <p><a href="#">Element Entries</a></p>



Step	Action
3.	<p>The <i>Decision</i> window is displayed.</p> <p>Here you can confirm the effective date or change to whatever is the effective date.</p> <p><b>NOTE: As a business process for CCG effective date is always beginning of Pay Period</b></p> <p>In this example,click the <b>No</b> button.</p> 
4.	<p>The <i>Find Person</i> window is displayed.</p> <p>Use this search window to find the person or employee whose elements you need to update</p> <p><b>You can search for the employee by either their name or employee number</b></p> <p>In this example, click in the <b>Full Name</b> field to search by name.</p> 
5.	<p>Click the <b>Full Name LOV</b> button.</p> 





Step	Action
6.	Enter the employee name into the <b>Find</b> field.  In this example, enter " <b>blocker</b> ".
7.	Click the <b>Find</b> button. 
8.	The matched names is displayed and selected by default.  Click the <b>OK</b> button. 
9.	Click the <b>Find</b> button. 
10.	The <i>Element Entries</i> window is displayed.  In this example, click in the <b>Charity</b> Element Name field to update it. 
11.	Click the <b>Entry Values</b> button. 
12.	Enter the correct amount into the <b>Amount</b> field.  In this example, enter " <b>35.00</b> ".
13.	Click the <b>Close</b> button. 
14.	The <i>Choose an option</i> window is displayed.  Click the <b>Update</b> button to confirm the change. 
15.	Click the <b>Close</b> button to go back to the <b>Navigator</b> . 
16.	To <b>Save</b> the changes, click the <b>Yes</b> button. 
17.	Click the <b>OK</b> button. 

# Training Guide



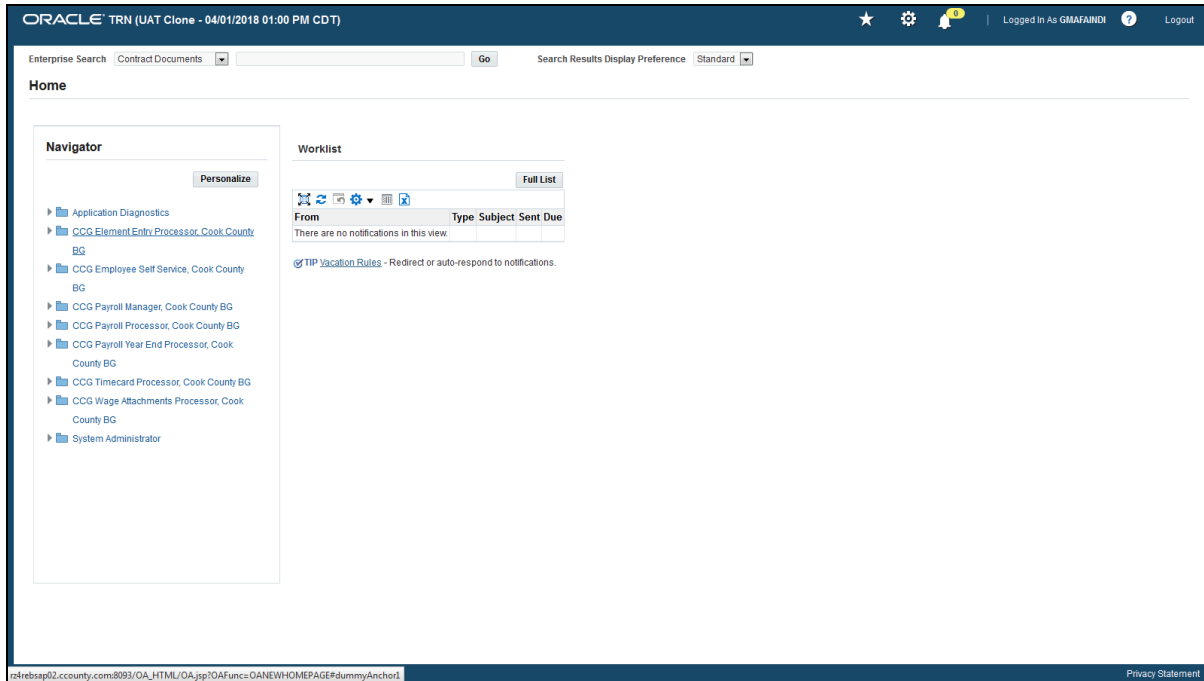
Step	Action
18.	<b>This topic covered:</b>  - How to update recurring element entries. <b>End of Procedure.</b>



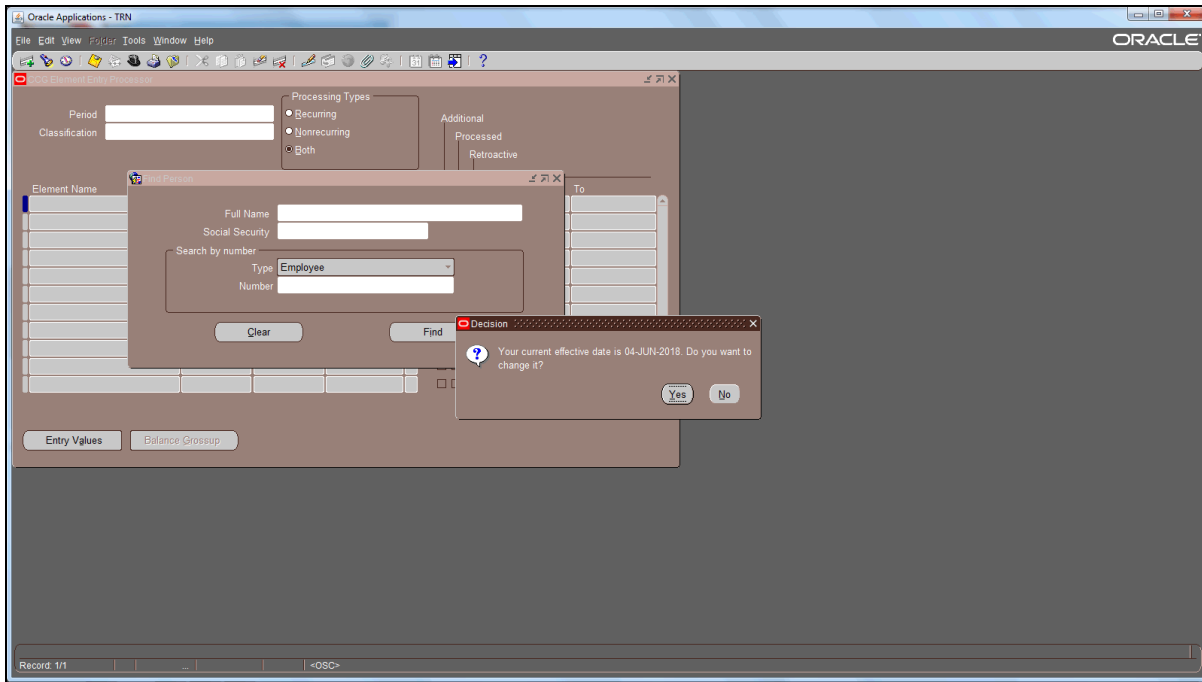
## End Dating an Element Procedure






### This topic will cover

- How to end date an element



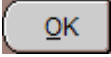
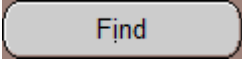


Step	Action
1.	<p>After logging on with your username and password, the <i>Oracle Applications Home Page</i> is displayed</p> <p>To create a batch in EBS, click <b>CCG Element Processor</b> link.</p> <p><b>Note:</b> The navigation path may vary, based on the responsibility selected.</p> <p>Click the <b>CCG Element entry Processor, Cook County BG</b>.</p> <p><a href="#">CCG Element Entry Processor, Cook Count</a></p> <p><a href="#">BG</a></p>
2.	<p>Click the <b>Element Entry</b>.</p> <p><a href="#">Element Entry</a></p>



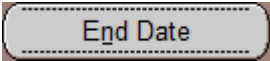

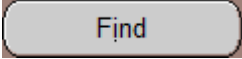
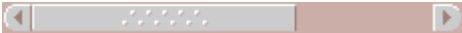

Step	Action
3.	<p>The <i>Decision</i> window is displayed.</p> <p>Here you can confirm the effective date or change to whatever is the effective date.</p> <p><b>NOTE: As a business process for CCG effective date is always beginning of Pay Period.</b></p> <p>In this example, click the <b>Yes</b> button to change the effective date.</p> 
4.	<p>Click the <b>Effective Date LOV</b> button.</p> 
5.	<p>The <i>Calendar</i> window is displayed.</p> <p>In this example, select the <b>18</b> date.</p> 
6.	<p>Click the <b>OK</b> button.</p> 
7.	<p>Click the <b>OK</b> button.</p> 



## Training Guide

Step	Action		
8.	<p>The <i>Find Person</i> window is displayed.</p> <p>Use this search window to find the person or employee whose elements you need to adjust.</p> <p><b>You can search for the employee by either their name or employee number</b></p> <p>In this example, click in the <b>Full Name</b> field to search by name.</p> <p>Enter the correct name into the <b>Full Name</b> field.</p> <p>In this example, enter "<b>owens</b>".</p>		
9.	Press <b>[Tab]</b> .		
10.	<p>A list matching the search is displayed.</p> <p>Select the correct employee from the list.</p> <p>In this example, select <b>Owens, Eric</b> cell by clicking onto the name.</p> <table><tr><td>Owens, Eric</td><td>1104946</td></tr></table>	Owens, Eric	1104946
Owens, Eric	1104946		
11.	<p>Click the <b>OK</b> button.</p> 		
12.	<p>Click the <b>Find</b> button.</p> 		
13.	<p>The Elements for Owens, Eric are displayed.</p> <p>Select the element you want to end date by clicking on to it.</p> <p>In this example <b>Parking JTDC</b> is selected by default.</p> <p>Click the <b>Delete</b> button.</p> 		
14.	<p>The <i>Decision</i> window is displayed.</p> <p>Click the <b>Yes</b> button to agree to the message.</p> 		



Step	Action
15.	<p>The <i>Choose an Option</i> window is displayed.</p> <p>Read the options and click on the appropriate option.</p> <p>Click the <b>End Date</b> button to keep the history of the entry.</p> 
16.	<p>Click the <b>Save</b> button.</p> 
17.	<p>Query Owens by clicking the flashlight icon.</p> <p>Click the <b>Find</b> button.</p> 
18.	<p>The Element has an end date attached to it.</p>
19.	<p>The Element now has an end date.</p> <p>Click the <b>Scrollbar</b> to view more options.</p> <p>.</p> 
20.	<p>Click the <b>Close</b> button to return to the Navigator.</p> 
21.	<p><b>This topic covered:</b></p> <p>- How to end date an element entry.</p> <p><b>End of Procedure.</b></p>

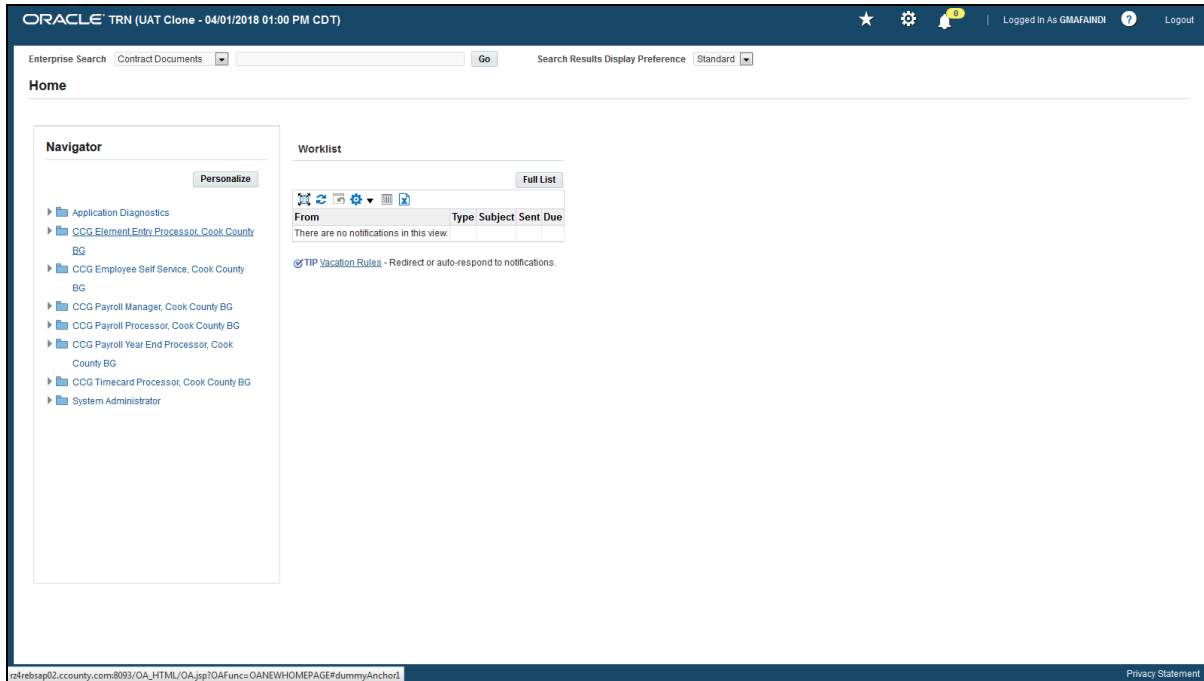


## EBS Report - Parking

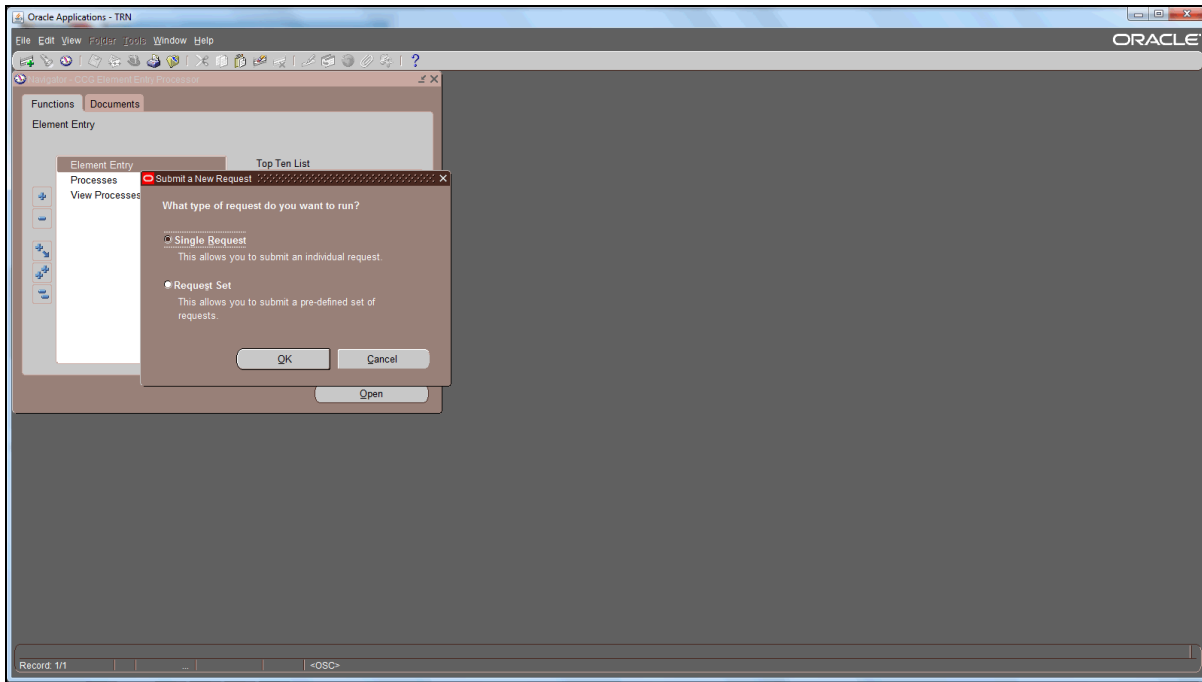
### Procedure

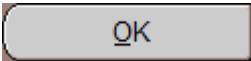


#### This topic will cover

- How to get an EBS report for Parking




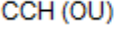
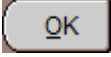
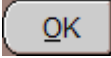
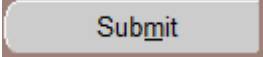


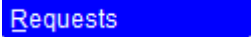
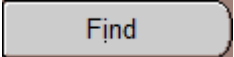
Step	Action
1.	<p>After logging on with your username and password, the <i>Oracle Applications Home Page</i> is displayed</p> <p>To pull the parking lot report, click <b>XXX Payroll Element Entry Processor</b> link.</p> <p><b>Note:</b> The navigation path may vary, based on the responsibility selected.</p> <p>In this example, click the <b>CCG Payroll Element Entry Processor, Cook County BG</b> link.  <a href="#">CCG Element Entry Processor, Cook County BG</a></p>
2.	<p>Click the <b>Processes</b> link.  <a href="#">Processes</a></p>




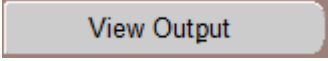
Step	Action
3.	<p>The <i>Submit a New Request</i> window is displayed.</p> <p>The system defaults to <b>Single Request</b>.</p> <p>Click the <b>OK</b> button.</p> 
4.	<p>The <i>Submit Request</i> window is displayed.</p> <p>Use this window to select the correct process you want to run.</p> <p>Click in the <b>Name</b> field.</p>
5.	<p>Click the <b>Name LOV</b> button to perform a search.</p> <p>Enter the correct name of the report you want to run in the search field.</p> 
6.	<p>The <i>Parameters</i> window is displayed.</p> <p>Use this window to identify the correct scenarios you want to run.</p> <p>Click in the <b>Operating Unit</b> field.</p> 






Step	Action
7.	Click the <b>Operating Unit LOV</b> button. 
8.	The <i>Operating Unit</i> window is displayed.  All the units you can choose from are displayed.  In this example, select the <b>CCH (OU) Operating Unit</b> . 
9.	Click the <b>OK</b> button. 
10.	Enter the correct date into the <b>Pay Period End Date</b> field.  In this example, enter " <b>31mar18</b> ".
11.	Press <b>[Tab]</b> button on your keyboard.
12.	Click the <b>OK</b> button. 
13.	Click the <b>Submit</b> button. 
14.	The <i>Decision</i> window is displayed.  If you have another request to run select <b>Yes</b> and if not select <b>No</b> .  Click the <b>No</b> button. 
15.	To view your report, use either the <b>View Process</b> option in the window or the one from the menu bar at the top.  In this example, click the <b>View</b> menu at the top. 
16.	Click the <b>Requests</b> menu. 
17.	Click the <b>Find</b> button. 



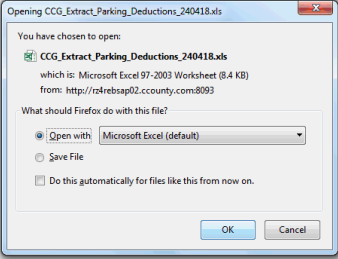
Step	Action
18.	Click the <b>Refresh Data</b> button to refresh the screen. 
19.	Click the <b>View Output</b> button. 

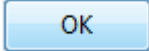


**! IMPORTANT:** Do not close or refresh this window  
 Closing or refreshing this window will cause Oracle forms-based applications to close immediately, losing any unsaved data. This window may be minimized safely at any time and may be closed once all work in Oracle Forms-based applications is complete.

In order to access this application, you must install the J2SE Plugin version 1.6.0\_27. To install this plugin, [click here](#) to download the oaj2se.exe executable. Once the download is complete, double-click the oaj2se.exe file to install the plugin. You will be prompted to restart your browser when the installation is complete.

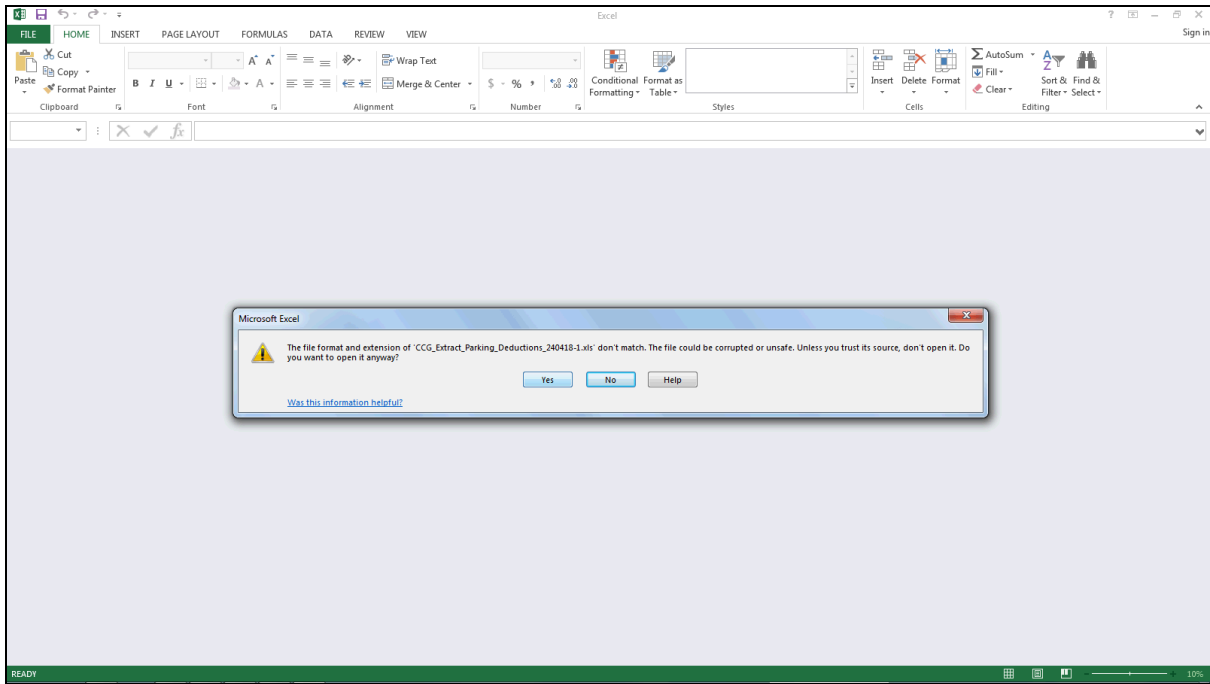
Copyright ©1998, 2016, [Oracle](#) and/or its affiliates. All rights reserved.

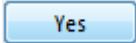



Step	Action
20.	Click the <b>OK</b> button. 



# Training Guide



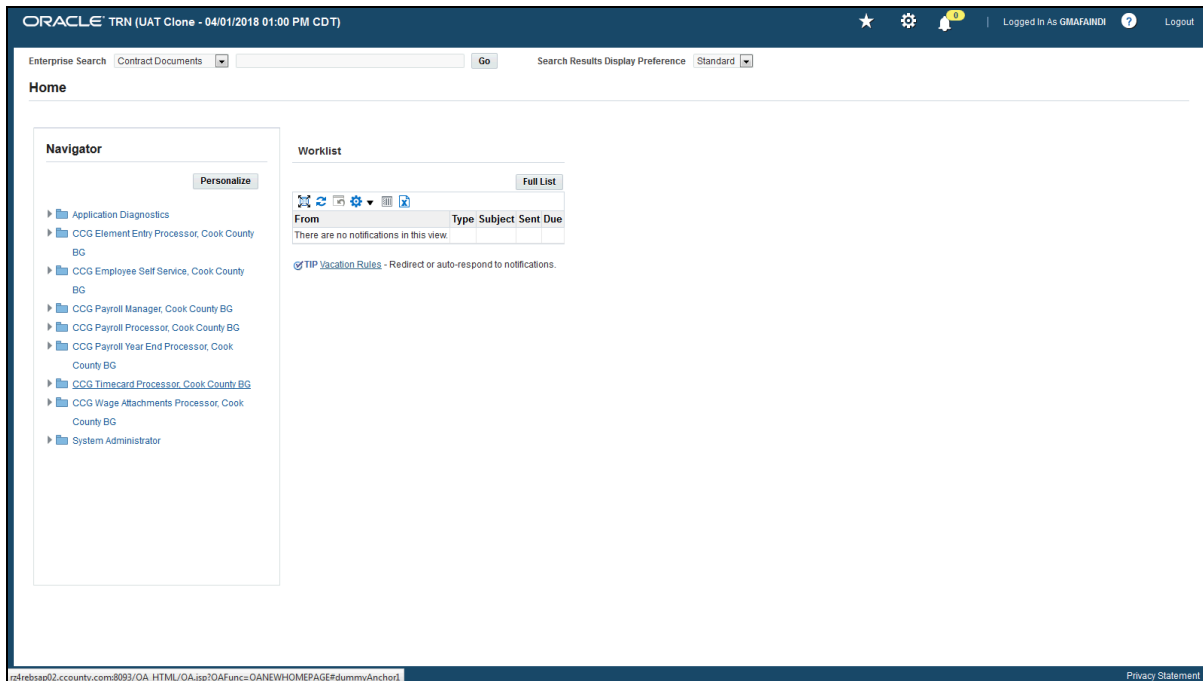
Step	Action
21.	Click the <b>Yes</b> button. 
22.	Click the <b>Minimize</b> button. 
23.	<b>This topic covered:</b> - How to get an EBS report for Parking <b>End of Procedure.</b>



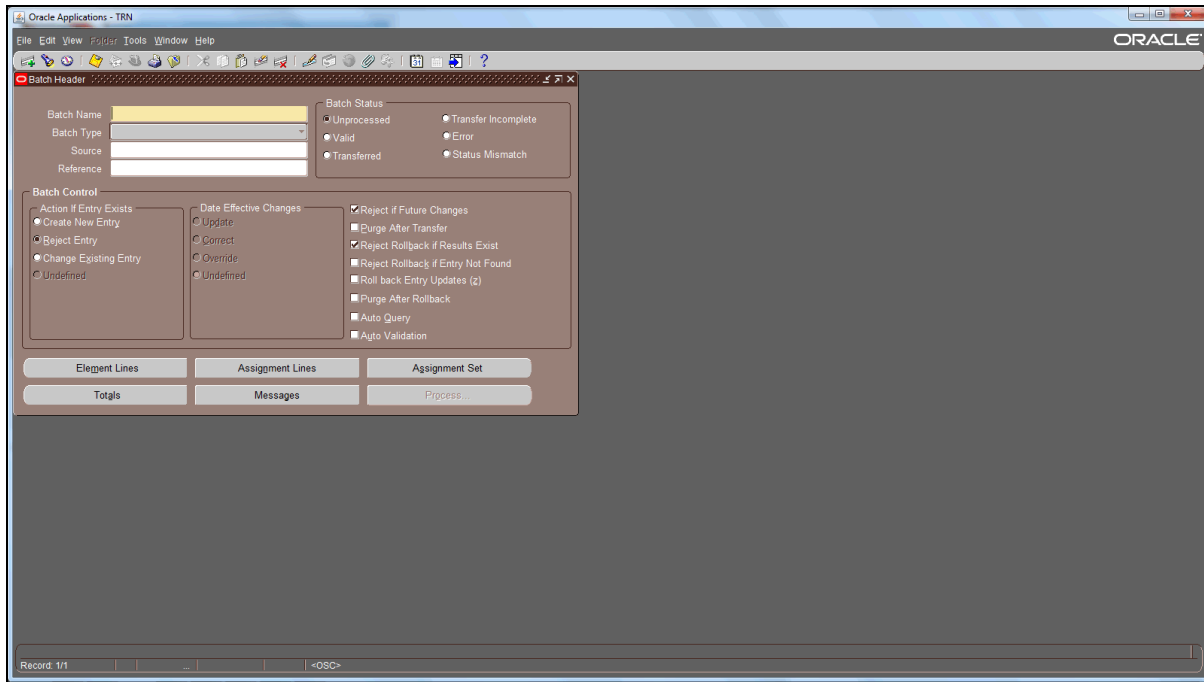
## Creating Batch Element Entries - Time Card Procedure


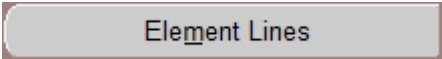
This topic will cover

- How to create batch element entries.







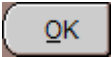
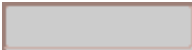


Step	Action
1.	<p>After logging on with your username and password, the <i>Oracle Applications Home Page</i> is displayed</p> <p>To create batch entries, click the <b>CCG Timecard Processor</b> responsibility link.</p> <p><b>Note:</b> The navigation path may vary, based on the responsibility selected.</p> <p>In this example, click the <b>CCG Timecard Processor, Cook County BG</b> link.  <a href="#">CCG Timecard Processor, Cook County BG</a></p>
2.	<p>Click the <b>Batch Entry</b> link.  <a href="#">Batch Entry</a></p>
3.	<p>Click the <b>Batch Element Entry</b> link.  <a href="#">Batch Element Entry</a></p>



Step	Action
4.	<p>The <i>Batch Header</i> window is displayed.</p> <p>Use this window to name the batch you are creating.</p> <p>Enter the correct batch name into the <b>Batch Name</b> field.</p> <p>In this example, enter "<b>Training5</b>".</p>
5.	<p>The <i>Batch Header</i> displays the status of the batch as you go along in the process</p> <p>At this stage its showing <b>Unprocessed</b> as the status because we have not done anything.</p> <p>Click the <b>Save</b> button.</p> 
6.	<p>Click the <b>Element Lines</b> button to start identifying the elements you want to add.</p> 







# Training Guide



Step	Action
7.	<p>The <i>Batch Lines</i> for the Batch you created are displayed.</p> <p>Use this window to select elements you want to enter into the batch.</p> <p>Click in the <b>Element</b> field to select your first element.</p> 
8.	<p>Click the <b>Element LOV</b> button.</p> 
9.	<p>The <i>Elements</i> window is displayed.</p> <p>You can type the element name or you can use the find field to search for the element</p> <p>In this example, click in the <b>Find</b> field to search for it.</p> 
10.	<p>Enter the correct element name into the <b>Find</b> field.</p> <p>In this example, enter "<b>travel%</b>".</p>
11.	<p>Click the <b>Find</b> button.</p> 
12.	<p>The elements matching this particular search are displayed.</p> <p>In this example, the system defaults to <b>Other Travel Reimbursement</b></p> <p>Click the <b>OK</b> button.</p> 
13.	<p>Now we have the element, we need to fill out the assignments and the amounts.</p> <p>Click in the <b>Assignment</b> field to enter assignment number if you have that information.</p> 
14.	<p>Click in the <b>Name</b> field to enter by name if that's the information you have..</p> 
15.	<p>Click the <b>Name LOV</b> button to search by name.</p> 

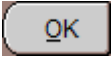



## Training Guide

Step	Action
16.	<p>The <i>Assignment</i> search window is displayed.</p> <p>Use this window to search for the employee you want to reimburse.</p> <p>Enter the correct employee name into the <b>Find</b> field.</p> <p>In this example, enter "<b>walker</b>".</p>
17.	<p>Click the <b>Find</b> button.</p> 
18.	<p>A list matching the search is displayed.</p> <p>In this example, select <b>Walker, Annie J Name</b> cell.</p> <p>Walker, Annie J</p>
19.	<p>Click the <b>OK</b> button.</p> 
20.	<p><b>NOTE:</b>The system auto fills the assignment number as well.</p> <p>Click in the <b>Amount</b> field to input the amount to be reimbursed.</p> 
21.	<p>Enter the correct amount into the <b>Amount</b> field.</p> <p>In this example, enter "<b>129</b>".</p>
22.	<p>Click in the <b>Assignment</b> field to enter another assignment.</p> 
23.	<p>Click in the <b>Name</b> field to search by name.</p> 
24.	<p>Click the <b>Name LOV</b> button.</p> 
25.	<p>The <i>Assignment</i> search window is displayed.</p> <p>Enter the correct employee name into the <b>Find</b> field.</p> <p>In this example, enter "<b>walker</b>".</p>
26.	<p>Click the <b>Find</b> button.</p> 

# Training Guide


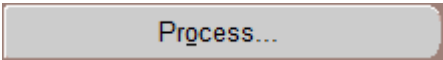

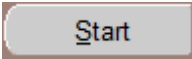





Step	Action		
27.	<p>A list matching the search is displayed.</p> <p>In this example, select <b>Walker, Anita L</b> cell.</p> <table border="1" data-bbox="358 436 873 474"> <tr> <td data-bbox="358 436 776 474">Walker, Anita L</td> <td data-bbox="776 436 873 474">805954</td> </tr> </table>	Walker, Anita L	805954
Walker, Anita L	805954		
28.	<p>Click the <b>OK</b> button.</p> 		
29.	<p>Click in the <b>Amount</b> field.</p> <input data-bbox="358 653 646 701" type="text"/>		
30.	<p>Enter the correct amount into the <b>Amount</b> field.</p> <p>In this example, enter "<b>100</b>".</p>		
31.	<p>Click in the <b>Assignment</b> field to enter assignment number.</p> <input data-bbox="358 877 548 926" type="text"/>		
32.	<p>Enter the correct employee number into the <b>Assignment</b> field.</p> <p>In this example, enter "<b>836610</b>".</p>		
33.	<p>Press <b>[Tab]</b>.</p>		
34.	<p><b>NOTE:</b> the system auto fills the employee name.</p> <p>Click in the <b>Amount</b> field to enter the correct amount.</p> <input data-bbox="358 1213 646 1262" type="text"/>		
35.	<p>Enter the correct amount into the <b>Amount</b> field.</p> <p>In this example, enter "<b>100</b>".</p>		
36.	<p>Click the <b>Scrollbar</b> to view the information in your entries.</p> <p>.</p>		
37.	<p>The System displays the effective date and the status of the entries.</p> <p>Click the <b>Save</b> button to save your entries.</p> 		



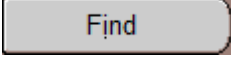




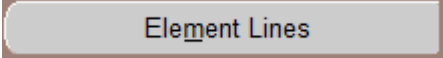



## Training Guide

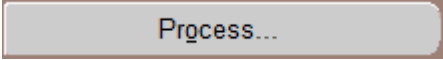

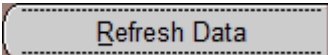

Step	Action
38.	<p>If you have another element to add to the batch, click inside the element field and use the down arrow on your keyboard.</p> <p>Enter the element name and repeat the same process.</p> <p>Click the <b>Close</b> button to return to the Batch Header window.</p> 
39.	<p>Now that you have entered your elements, you need to validate and transfer the information.</p> <p>Click the <b>Process...</b> button to start the process.</p> 
40.	<p>The <i>Process Batch</i> window is displayed.</p> <p>The system defaults to <b>Transfer</b>, select <b>Validate</b> by clicking on it or the radio dial button next to it</p> <p>Click the <b>Validate</b> option.</p> 
41.	<p>Click the <b>Start</b> button.</p> 
42.	<p>A <i>Process Request</i> note is displayed.</p> <p>It shows the status of the request as successful.</p> <p>Click the <b>OK</b> button.</p> 
43.	<p>To complete the request, you have to view your request and make sure the transaction is complete.</p> <p>Click the <b>View</b> menu.</p> 
44.	<p>Click the <b>Requests</b> menu.</p> 

# Training Guide



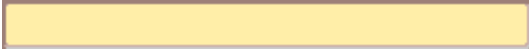



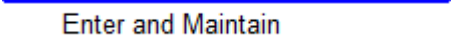
Step	Action
45.	<p>The <i>Find Request</i> window is displayed.</p> <p>The system always defaults to <b>All My Requests</b>.</p> <p>Click the <b>Find</b> button.</p> 
46.	<p>The Requests window is displayed.</p> <p>It shows your request is <b>Pending</b> and in <b>Normal</b> status.</p> <p>Click the <b>Refresh Data</b> button to update your information.</p> 
47.	<p>Click the <b>Refresh Data</b> button.</p> 
48.	<p>Click the <b>Close</b> button to go back to the <b>Batch Header</b> window.</p> 
49.	<p>The <i>Batch Header</i> window is displayed.</p> <p>Click in the <b>Batch Name</b> field to query or find the batch you are working on.</p> 
50.	<p>Press <b>[F11]</b>.</p>
51.	<p>Enter the correct batch name into the <b>Batch Name</b> field.</p> <p>In this example, enter "<b>Training5</b>" which is the batch we created.</p>
52.	<p>Press <b>[Ctrl+F11]</b>.</p>
53.	<p><b>NOTE:</b> the batch status has changed.</p> <p>Click the <b>Element Lines</b> button to double check your entries.</p> 
54.	<p>Click the <b>EwtLWScrollbar</b> scrollbar.</p>
55.	<p>Click the <b>Close</b> button.</p> 




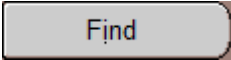

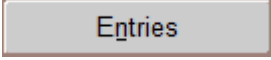
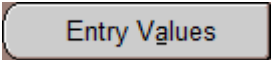




Step	Action
56.	<p>Now that all your entries are validated, you need to complete the transfer.</p> <p>Click the <b>Process...</b> button.</p> 
57.	<p>The <i>Process Batch</i> window is displayed.</p> <p>Select the <b>Transfer</b> option to complete the process.</p> 
58.	<p>Click the <b>Start</b> button.</p> 
59.	<p>A <i>Process Request</i> note is displayed.</p> <p>Click the <b>OK</b> button.</p> 
60.	<p>Click the <b>View</b> menu to view your request.</p> 
61.	<p>Click the <b>Requests</b> menu.</p> 
62.	<p>The <i>Find Requests</i> window is displayed.</p> <p>Click the <b>Find</b> button.</p> 
63.	<p>The <i>Requests</i> window is displayed.</p> <p>Your request shows it is running.</p> <p>Click the <b>Refresh Data</b> button to update your screen.</p> 
64.	<p>Click the <b>Close</b> button after everything completes running.</p> 

# Training Guide



Step	Action
65.	<p>The <i>Batch Header</i> window is displayed.</p> <p>Click in the <b>Batch Name</b> field to query your batch.</p> 
66.	<p>Press <b>[F11]</b>.</p>
67.	<p>Enter the correct batch name into the <b>Batch Name</b> field.</p> <p>In this example, enter "<b>Training5</b>".</p>
68.	<p>Press <b>[Ctrl+F11]</b>.</p>
69.	<p><b>NOTE:</b> the batch status has changed to <b>Transferred</b></p> <p>Click the <b>Element Lines</b> button to double check your entries.</p> 
70.	<p>NOTE: the elements line are now grayed out.</p> <p>Click the <b>Close</b> button.</p> 
71.	<p>Click the <b>File</b> menu.</p> 
72.	<p>Click the <b>Close Form</b> menu to go back to the Navigator.</p> 
73.	<p>Double-click the <b>People</b> list item to do a double check entries. .</p> 
74.	<p>Double-click the <b>Enter and Maintain</b> list item.</p> 
75.	<p>The <i>Decision</i> window is displayed.</p> <p>Use the effective date that applies to the transaction you just performed.</p> <p>In this example, click the <b>No</b> button.</p> 



Step	Action
76.	<p>The <i>Find Person</i> window is displayed.</p> <p>Use this window to find the employee by either name or employee number.</p> <p>In this example, click in the <b>Number</b> field to search by employee number.</p> 
77.	<p>Enter the correct employee number into the <b>Number</b> field.</p> <p>In this example, enter "<b>836610</b>".</p>
78.	<p>Click the <b>Find</b> button.</p> 
79.	<p>The <i>People</i> window is displayed.</p> <p>Click the <b>Assignment</b> button to view the employee element record.</p> 
80.	<p>Click the <b>Entries</b> button to view all elements for the employee.</p> 
81.	<p>The <i>Element Entries</i> for the employee are displayed.</p> <p>The element you created is displayed.</p> <p>Click the <b>Entry Values</b> button to double check the amount.</p> 
82.	<p>The <i>Element Values</i> window is displayed.</p> <p>Click the <b>Close</b> button to go back to <i>Element Entries</i> window.</p> 
83.	<p>Click the <b>Close</b> button to go back to the <i>People</i> window.</p> 
84.	<p>Click the <b>Close</b> button.</p> 
85.	<p>Click the <b>Close</b> button.</p> 

# Training Guide



Step	Action
86.	<b>This topic covered</b>  - How to create batch element entries <b>End of Procedure.</b>



## Running Reconciliation Report and Reconciling the report Procedure

### This topic will cover

- How to run reconciliation reports in EBS

The screenshot shows the Oracle EBS Home page. On the left is a navigation tree with the following items:

- CCG HR Config, Cook County BG
- CCG HR Position Manager, Cook County BG
- CCG HR Position Processor, Cook County BG
- CCG HR Processor, Cook County BG
- CCG HR Self Service, Cook County BG
- CCG Payroll Manager, Cook County BG
- CCG Payroll Processor, Cook County BG
- CCG Timecard Processor, Cook County BG**
- CCG Timecard Processor, Standard
- CCH AP Inquiry
- CCH AP Invoice Processor
- CCH FA Reporting
- CCH GA Billing Inquiry
- CCH GL Inquiry (PL)
- CCH INV Inquiry
- CCH iProcurement
- CCH PA Cap Projects Inquiry
- CCH PA Inquiry
- CCH PO Inquiry
- CCH PO Receiver
- CCH PO Requisition Processor



The main area shows a 'Worklist' table with the following data:

From	Type	Subject	Sent	Due
Ruzewick, Jill	PO Approval	Blanket Release 70000043744-2 has been approved	13-Apr-2018	
SYSADMIN	HR	CCG Termination V5 for Sanders, Vermauda has been approved. These changes are effective from 20-MAR-2018.	20-Mar-2018	
SYSADMIN	HR	CCG Hire or Placement for Jones, Thomas has been approved. These changes are effective from 21-MAR-2018.	20-Mar-2018	
Barbet, Patricia	PQH: Workflow	Rejected / Position Transaction 9999143.1029.18155.7010	08-Mar-2018	10-Mar-2018
SYSADMIN	HR	CCG Worker Status Change for Mendez, Katrina has been approved. These changes are effective from 01-FEB-2018	15-Feb-2018	
LYNCH, FRANK	Requisition	Purchase Requisition 10000033315 has been approved	21-Nov-2017	
LYNCH, FRANK	Requisition	Purchase Requisition 10000021409 has been approved	20-Jul-2017	
LYNCH, FRANK	Requisition	Purchase Requisition 10000012138 has been approved	03-May-2017	

Below the table is a tip: [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

Step	Action
1.	<p>After logging on with your username and password, the <i>Oracle Applications Home Page</i> is displayed</p> <p>To run a reconciliation report, click <b>CCG Timecard Processor</b> link.</p> <p><b>Note:</b> The navigation path may vary, based on the responsibility selected.</p> <p>In this example, click the <b>CCG Timecard Processor. Cook County BG</b> object.</p> <p><a href="#">CCG Timecard Processor, Cook County BG</a></p>
2.	<p>Click the <b>Time Card Reconciliation Reports</b> link.</p> <p><a href="#">Time Card Reconciliation Reports</a></p>







Step	Action
3.	<p>The <i>Time Card Reconciliation Reports</i> page is displayed.</p> <p>All the reconciliation reports are listed.</p> <p>Select the report you want to run by clicking on the icons listed.</p> <p>In this example, click the <b>Time Card Detail</b> graphic.</p>
4.	<p>The <i>Time Card Reports</i> page is displayed.</p> <p>Use the parameters on the left hand side to map out the report you want to run.</p> <p>To enter the correct payroll, click in the <b>Payroll</b> field.</p>
5.	<p>Enter the correct payroll name into the <b>Payroll</b> field.</p> <p>In this example, enter "<b>TRE</b>".</p>
6.	<p>The <b>Department</b> and <b>Check Route Code</b> fields are not mandatory but can be used to further drill down the parameters.</p> <p>Click in the <b>Pay Period End Date</b> field.</p>
7.	<p>Enter the correct date into the <b>Pay Period End Date</b> field.</p> <p>In this example, enter "<b>26-May-2018</b>".</p>
8.	<p>Click the <b>Generate</b> button.</p> <p></p>
9.	<p>A message appears with the status of your report.</p> <p>In this example it says a report has been generated successfully.</p> <p>Click the <b>Refresh Table:</b> graphic to refresh the screen.</p> <p></p>









## Training Guide

Step	Action
10.	<p>The most recent report is displayed at the top of the page.</p> <p>These reports are date stamped with the time you ran it as well.</p> <p>To view the report, scroll to the output header to the right and click the paper clip icon.</p> <p>Click the <b>Paper Clip Attachment</b> graphic.</p> 
11.	<p>The Report is displayed in a PDF format.</p> <p>To enlarge the view, click the <b>Zoom Plus</b> graphic.</p> <p>The top right has a link to take you back to the Time card Reports page.</p> 
12.	Click the <b>Scrollbar</b> object to view more entries on your report.
13.	Click in the <b>Return to Time Card Reports</b> field. <a href="#">Return to Time Card Reports</a>
14.	<p>The <i>Time Card Reconciliation Reports</i> page is displayed.</p> <p>Click the <b>Time Card Detail</b> graphic to take you to the actual time card reports page.</p>
15.	<p>The <i>Time Card Reports</i> page is displayed.</p> <p>To lock your report and share it with Payroll, you will click the reconcile icon associated with that report.</p> <p>Click the <b>Reconcile Icon</b> graphic.</p> 
16.	<p>A warning message is displayed.</p> <p>Click in the <b>Yes</b> field to accept that you want to mark this report as reconciled.</p> <a href="#">Yes</a>
17.	<p>Click the <b>Refresh Table:</b> graphic to refresh your screen.</p> 



# Training Guide



Step	Action
18.	<p>The <b>Reconcile</b> icon will change letting you know that this particular report is reconciled.</p> <p>Click the <b>Home</b> button to return to the reports home page.</p> <p></p>
19.	<p>The <i>Time Card Reconciliation Reports</i> page is displayed.</p> <p>Use this page to run any of the reports displayed.</p> <p>In this example, click the <b>Time Card Summary</b> graphic to run a summary report.</p>
20.	<p>The <i>Time Card Reports</i> page is displayed.</p> <p>The parameters to the left are identical to the Detail Report.</p> <p>Check and verify the <b>Report Type</b> matches what you want to run.</p> <p>Click in the <b>Payroll</b> field to enter the correct payroll name.</p> <p></p>
21.	<p>Enter the correct payroll name into the <b>Payroll</b> field.</p> <p>In this example, enter "<b>TRE</b>".</p>
22.	<p>Click in the <b>Pay Period End Date</b> field.</p>
23.	<p>Enter the correct date into the field.</p> <p>In this example, enter "<b>26-MAY-2018</b>".</p>
24.	<p>Click the <b>Generate</b> button.</p> <p></p>
25.	<p>A message appears with the status of your report.</p> <p>In this example it says a report has been generated successfully.</p> <p>Click the <b>Refresh Table:</b> graphic to refresh your screen.</p> <p></p>



## Training Guide

Step	Action
26.	<p>The most recent report is displayed at the top of the page.</p> <p>These reports are date stamped with the time you ran it as well.</p> <p>To view the report, scroll to the output header to the right and click the paper clip icon.</p> <p>Click the <b>Paper Clip Attachment</b> graphic.</p> 
27.	<p>The Report is displayed in a PDF format.</p> <p>To enlarge the view, click the <b>Zoom Plus</b> graphic.</p> <p>The top right has a link to take you back to the Time card Reports page</p> <p>Click the <b>Zoom Plus Icon</b> graphic.</p> 
28.	<p>Click the <b>Scrollbar</b> object to see more items on the report.</p>
29.	<p>Click in the <b>Return to Time Card Reports</b> field to go back to home page.</p> <p><a href="#">Return to Time Card Reports</a>  </p>
30.	<p>Once again the <i>Time Card Reconciliation Reports</i> page is displayed.</p> <p>Use this to run any of these reports as is necessary to your needs.</p> <p>Click the <b>No Time Card</b> graphic.</p>
31.	<p><b>This topic covered</b></p> <p>- How to run reconciliation reports in EBS</p> <p><b>End of Procedure.</b></p>