Labor Distribution Adjustments

Test Exercises

You will be logging into the Oracle Financials training environment to complete these exercises.

- Launch this link to access the Oracle Financials training environment:
  https://of2trn.stanford.edu:8058/OA_HTML/AppsLocalLogin.jsp

- Login using one of the usernames and the password (student) from the chart below (if you have difficulty with one user name, try another, but contact Debra King if three unsuccessful tries).
  These temporary logins will be available to you for 10 business days.

- Launch the Labor Distributions application and work through the exercises.
  For further help, refer to the How To Create Salary Adjustment in Fingate.

- After completing both exercises, please take a screenshot of your final completed exercise #2. SnagIt works very well for this. Email the screenshot of your completed exercise to Debra King to receive credit for the course.

- You will be notified as soon as your course prerequisite is cleared.

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<thead>
<tr>
<th>User Login Name</th>
<th>Login Password</th>
<th>Employee Name for LDA</th>
<th>Employee Number</th>
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<tbody>
<tr>
<td>mariaf67</td>
<td>student</td>
<td>Adams, Amy</td>
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<td>tismith</td>
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<td>Pacino, Al</td>
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<td>Vergara, Sofia</td>
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<td>Meyers, Seth</td>
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<td>Poehler, Amy</td>
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<td>Fey, Tina</td>
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Exercise 1: Creating an LDA at the Element Level

Your employee worked for a different PTA than his/her Labor Schedule indicates for the APR-2011 to SEP-2011 payroll periods. This was a temporary assignment, so the employee’s Labor Schedule record does not need to be changed.

Steps:

1. From your E-Business Suite page click on the SU LD Distribution Adjuster responsibility
2. Click once on the Distribution Adjustments Dashboard link, this will open the Oracle Applet and LDA Dashboard window simultaneously
3. If there are any Pending status adjustments in the LDA Dashboard, place your cursor on the batch name field and click on the Void button to purge the transaction. This will release the earnings for the employee in this exercise.
4. Next, click on the New LDA button
5. In the Find Distributions window enter the employee name in the Employee Name (LastName, FirstName) field OR enter the employee number (preferred) in the Assignment field, then press the Tab key on your keyboard to move on to the next field
6. Enter Begin Date 01-APR-11 then press the Tab key
7. Enter End Date 30-SEP-11 then press the Tab key
8. Under “Adjust By”, choose the Element option
9. Click on the Find button to retrieve the earnings
10. On the left side of the form “Actual Distributions”, select an (any) entry to adjust by clicking on the Transfer checkbox to the right of that line
11. If you would like to see additional information about the earnings you have selected, click on the View Details button. Once you are finished, click Close
12. Click on the Done button to move the selected earnings to the right side of the form “Adjusted Distributions”

NOTE: the system has done half of the journal entry for you

13. Use the down arrow key ↓ on your keyboard to activate the second row of the “Adjusted Distribution” section
14. Enter project 1081605 and tab to the next field
15. Enter task 1 and tab to the next field
16. Enter award AAQBY and tab to the next field
17. The system will automatically populate the expenditure Organization, which is always ZZZZ, tab to the next field
18. The system will automatically populate the appropriate Expenditure Type for the employee, tab to the next field
   NOTE: The Element, or type of earning, cannot be changed, tab to the next field
19. Enter an amount equal to the amount showing in the first line, tab to the next field
20. Check to be sure that the Unaccounted Balance is 0.00, indicating that you have accounted for the full amount in your adjustment
21. Click on the Freeze Set button
22. Click on the Continue button
23. The system will automatically create a Batch Name, and populate the Comments region with default information about the adjustment.
   NOTE: the Batch Name cannot be changed.
24. Add additional Comments, or replace the ones generated by the system, by clicking inside the Comments box
25. Click on the Continue button
26. The system will populate the approver(s) in the “Modify Default Approver’s List” window.
27. Once you are finished, click the Submit button to submit and route the transaction for approval
   NOTE: A pop-up message appears, notifying you that the adjustment has been submitted
28. Click the OK button.
29. You may go back to your LDA Dashboard to review the details of the transaction you just submitted.
   You are done with Exercise 1!
   Leave your LDA Dashboard open and go to Exercise 2

Exercise 2: Creating an LDA at Assignment Level

Assume that you later discover that the employee in Exercise 1 also worked for the other PTA during the months of OCT-2011 to DEC-2011. Again, it is only a temporary assignment so the employee’s Labor Schedule record does not need to be changed.

Steps:
1. From the LDA Dashboard, click on the New LDA button
2. In the Find Distributions window enter the employee name in the **Employee Name** field OR enter the employee number in the **Assignment** field, Tab to the next field
3. Enter Begin Date **01-OCT-11**, Tab to the next field
4. Enter End Date **31-DEC-11**, Tab to the next field
5. Under “Adjust By”, choose the **Assignment** option
6. Click on the **Find** button
   
   **NOTE**: At the Assignment Level the Element column is not present, earnings are consolidated by PTA
7. On the left side of the form (“**Actual Distributions**”), select the entry to adjust by clicking on the **Transfer box** to the right of that line
8. Click on the **View Details** button if you would like to see additional information about the selected earnings. Once you are finished, click **Close**
9. Click on the **Done** button to move the selected earnings to the right side of the form (“**Adjusted Distributions**”)
   
   **NOTE**: The system has now done half of the journal entry for you
10. Use the down arrow key ↓ on your keyboard to activate the second row of the **Adjusted Distributions** section
11. Enter project **1027773** and **tab** to the next field
12. Enter task **1** and **tab** to the next field
13. Enter award **AABNP** and **tab** to the next field
14. The system will automatically populate the Organization, **ZZZZ**. **Tab to the next field**
   
   **NOTE**: At the Assignment Level, the Expenditure Type is **not** automatically populated by the system
15. For training purposes, enter the **51515** Expenditure Type in the original line, then **tab to the next field**
16. Enter an amount equal to the amount showing in the first line
17. Check to be sure that the **Unaccounted Balance** is 0.00, indicating that you have accounted for the full amount in your adjustment
18. Click on the **Freeze Set** button
19. Click on the **Submit** button
20. The system will automatically create a **Batch Name**, and populate the **Comments** region with default information about the adjustment.
   
   **NOTE**: the Batch Name cannot be changed.
21. Add additional Comments, or replace the ones generated by the system, by clicking inside the **Comments** box
22. Click on the **Continue** button
23. The system will populate the approver(s) in the “**Modify Default Approver’s List**” window.
24. Once you are finished, click the **Submit** button to submit and route the transaction for approval
   **NOTE**: A pop-up message appears, notifying you that the adjustment has been submitted

25. Click the **OK** button.

26. You may go back to your LDA Dashboard to review the details of the transaction you just submitted.
   Recall from step 15 you entered 51515 as the Expenditure Type. If the incorrect Expenditure Type was
   entered in the Adjustment, the system will populate the Expenditure Type based on the type of
   employee or the type of earning being adjusted.

   **You are done with Exercise 2!**

   **Leave your LDA Dashboard open and go to Exercise 3**

**Exercise 3: Warning Message**

Assume that you discover that an employee was incorrectly charged to your PTA during the month of
November between **01-NOV-2012 to 30-NOV-2012**. You are instructed to create an Adjustment to
move the salary to another PTA.

**Steps:**

1. From the LDA Dashboard, click on the **New LDA** button

2. In the Find Distributions window enter **Cooper, William** in the **Employee Name** field **OR** enter
   **05358403-0** in the **Assignment** field, **tab** to the next field

3. Enter Begin Date **01-NOV-12**, **tab** to the next field

4. Enter End Date **30-NOV-12**, **tab** to the next field

5. Under “Adjust By”, choose either the **Assignment** or **Element** option

6. Click on the **Find** button

7. You will receive a Warning message stating you do not have authority to create the adjustment for this
   employee. This means one of the following:
   
   a. You need to modify the start date of the adjustment by entering the employee’s Start Date.
   
   b. **OR** you do not have the authority to adjust the employee’s salary. Authority is based on the
      employee’s organization. It is possible that you do not have LD Adjuster authority in the
      employee’s organization. Therefore, you will need to reach out to the appropriate LD Adjuster.

8. Click **OK** and close the Find Distributions window.

   **You are done with the practice exercises!**

Now, take a screenshot of this last exercise or Dashboard using SnagIt or other tool and email it to
**Debra King** to receive credit for the course.