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

- Launch the link below to access the Oracle Financials training environment (do not use Chrome):
  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 FINTraining 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, this link will take you to the quick steps in Fingate:
  http://www.stanford.edu/group/fms/fingate/staff/payadmin/quick_steps/create_labor_schedule.html

- After working through all four exercises, please take a screenshot of your final completed exercise #4. SnagIt works very well for this. Email the screenshot of your completed exercise to FINTraining to receive credit for the course.

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

### USERNAME | PASSWORD | NAME | EMP. ID
--- | --- | --- | ---
mariaf67 | student | Adams, Amy | 05000149

tismith | student | Pacino, Al | 09928425

tschezang | student | Fallon, Jimmy | 05518888

tscherer | student | Vergara, Sofia | 09997024

tatomada | student | Meyers, Seth | 09914573

tbrink | student | Poehler, Amy | 09982786

tvogelp | student | Fey, Tina | 05703030

tskachru | student | Cooper, Bradley | 05517284

tfetter | student | Winslet, Kate | 09998782
	xzshen | student | Bateman, Jason | 05170666
	susskind | student | Leto, Jared | 09897307

January 2016
Labor Schedules – Exercises

Log in to the training environment with one of the usernames above, click on SU LD Labor Schedulers Update, then on the Labor Schedules function.

**NOTE:** Mac users: Use the Flashlight function to search for employees by employee number

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**Exercise 1**

A new employee has been hired to work on a project in your department. You have a start date but there is no end date that you know of. Follow ‘Steps for Exercise 1’ to create a Labor Schedule for his/her assignment, charging 100% of his/her salary to the PTA 1139721-1-AABNP:

**Steps for Exercise 1**

1. Once you are in the Labor Scheduling form, hit the F11 key once to activate the form.
2. Locate the Employee No. on the Student Log in Sheet and enter in Employee No. field.
3. Hold down the Ctrl key and hit the F11 key once to search for the employee
4. **NOTE:** The above F11 workaround only works on a PC; MAC users will need to use the flashlight icon to search for employees.
5. The employee’s name Full Name and Assignment information populates in the form
6. Select Assignment record.
7. Click on the Schedule Lines button
8. **NOTE:** If this employee had no previous labor schedules a popup will appear asking you if you want to set up a new labor schedule. Click Yes. Select Assignment hierarchy under Schedule Hierarchy quadrant, then save change.
9. Enter project 1139721 (use the Tab key to move on to the next fields)
10. Enter task 1
11. Enter award AABNP (there will be a slight pause here while the system validates the PTA)
12. System populates organization ZZZZ (this field cannot be changed)
13. Enter Expenditure Type 51515
14. Enter 01-MAY-16 in Start Date field
15. Enter 31-AUG-16 in End Date field
16. Enter 100%
17. Click on the Save icon (Guardar)
18. Leave the Schedule Lines window open for the next exercise on page 2.

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**Exercise 2**

Your employee has been assigned to another project on the same research award. Follow ‘Steps for Exercise 2’ to add a labor schedule line to his/her assignment for this new job, using 1027793-1-AABNP:

**Steps for Exercise 2**
Test Exercises

1. Click on the row below the current labor schedule line
2. Enter project 1027793
3. Enter task 1
4. Enter award AABNP
5. Organization ZZZZ
6. Enter Expenditure Type
7. Enter a start date of 01-JUN-16
8. Enter an end date of 30-JUN-16
9. Enter 100%
10. Click on the Refresh Display button
11. **NOTE:** Total scheduling percentage exceeds 100% for June.
12. Click the OK button on the popup
13. Examine the summary information to the right of the schedule lines. You have 200% distribution during June.
14. End date for the previous labor schedule line with PTA 1139721-1-AABNP to 31-MAY-16.
15. Click on Refresh Display button again. Distribution displays 100% for May and June.
16. Click on the Save icon (保存)
17. Leave the Schedule Lines window open for the next exercise on page 3.

**Exercise 3**

After the previous assignment, your employee will be transferring to a third project. Follow ‘Steps for Exercise 3’ to add a labor schedule line to his/her assignment for this new job, using 1027773-1-AABNP

**Steps for Exercise 3**

1. Click in the blank row below the last labor schedule line being displayed.
2. Enter project 1027773
3. Enter task 1
4. Enter award AABNP
5. Organization ZZZZ
6. Enter Expenditure Type 51515
7. Enter a start date 01-JUL-16
8. Enter an end date 31-AUG-16
9. Enter 100%
10. Click on the Refresh Display button
11. Click on the Save icon
12. Leave the Schedule Lines window open for the next exercise on page 4.

**Exercise 4**
In August, your employee will begin dividing his/her work between two tasks on your project. 25% of his/her time will be spent on 1027773-1-AABNP and the remaining 75% on another PTA. Follow ‘Steps for Exercise 4’ to add another schedule line to his/her assignment for the new job, using PTA 1027702-1-AABNP:

Steps for Exercise 4

1. Click in the blank row below the last labor schedule line being displayed.
2. Enter Project 1027702
3. Enter Task 1
4. Enter Award AABNP
5. Enter Expenditure Type
6. Enter a Start Date of 01-AUG-16
7. Enter an End Date of 31-AUG-16
8. Enter a percent of 75%
9. Click on the Refresh Display button
10. Examine the summary information to the right of the schedule lines. You have 175% distribution beginning in August.
11. Change the percent in the schedule line with PTA 1027773-1-AABNP to 25%
12. Click on the Refresh Display button again
13. Notice that your employee’s schedule is now only set up for 25% of his/her distribution for the entire duration of the second Labor Schedule line, including July.
14. We will instead need to create two Labor Schedule lines for this PTA – one at 100% for the month of July, and a second at 25% beginning in August.
15. Enter an end date of 31-JUL-16 for 1027773-1-AABNP and change percentage from 25% to 100%.
16. Enter a start date of 01-AUG-16
17. Place your cursor in the Project field for project 1027773
18. Click on the ‘New’ icon in the toolbar (located on the upper left hand corner of the screen).
19. Notice that the scroll bar now indicates that there is data below the visible portion of the window. The ‘New’ icon has inserted a row between the last two entries.
20. Copy the PTAEO from the line above (1027773-1-AABNP) using Shift + F5
21. Enter a start date of 01-AUG-16
22. Enter an end date of 31-AUG-16
23. Enter a percent of 25%
24. Click on the Refresh Display button
25. What we have done is returned the employee’s distribution to 100% on 1027773-1-AABNP for the month of July, and entered a new line with the same PTA at 25% beginning in August.
26. All periods should total 100% allocation.
27. Click on Save icon
28. DONE!

Now, take a screenshot of the final exercise using SnagIt or other tool and email it to FINTraining to receive credit for the course.