Instructions to access the new Oracle EBS Combined Labor Reports

Note: These instructions apply to combined labor beginning with the AUG-13 reports; contact the Payroll Office for previous reports

- 1) Go to Gibson Online (<u>https://gibson.tulane.edu/</u>) and enter your user ID and password
- 2) Under the Administrative heading, click EBS (TAMS and HCM)



3) When the Oracle EBS login screen opens, enter your Single Sign-On (network) user ID and password

redentials below			
Username: gjetson1			
•••••			
Login			

- 4) From your Main Menu, click EBS Labor Reports, then click Processes & Reports, then Run
 - This process will initiate Java which opens EBS

Tulane University	E-Busine	ess Suite
	-	
Enterprise Search All	•	
Oracle Applications Home Page		
		*
Main Menu		Wor
Ре	ersonalize	
🕀 🗀 Desktop Integration		From
EBS Labor Reports		There
Processes & Reports		
⊠ <u>Run</u> ⊠ <u>Set</u> ⊳		© 11Þ

5) When the Submit a New Request dialogue box appears, choose Single Request (the default) then click OK

_	
•	Submit a New Request DOODOODOODOODOOOOOOOOOOOOOOOOOOOOOOOO
	What type of request do you want to run?
	© Single <u>R</u> equest
	This allows you to submit an individual request.
	. ØReque <u>s</u> t Set
	This allows you to submit a pre-defined set of
🕸 Navigator - EBS Labor Rep	requests.
Functions Documents	OK
Processes & Reports:	
+ Processes & Repo	rts Top Ten List

6) Click on the List of Values button and choose <u>THCM LD Combined Labor Report</u> to open the Parameters box

😑 Submit Request 🖂 🖂		000000000000000000000000000000000000000	00000000	× 3444444444
Run this Request				
				Copy
Name	THCM LD Combined Labor Report			
Operating Unit				
Parameters				
Language	American English		List of	Values button
				D.L. O.V.
		Language Setti	ngs	Depug Options
At these Times —				
Run the Job	As Soon as Possible			Schedule
- Upon Completion				
	Save all Output Files			
			_	Ontions
Layout	THCM LD Combined Labor Report			Options
Notify				Delivery Onts
Print to	noprint			Connect obro
		<u>.</u>		
Help (<u>C</u>)		(Sub <u>m</u>	git	Cancel

- 7) When the Parameters box appears, enter your desired parameters
 - The yellow fields are required
 - To pull in the entire month of of payroll activity (including one monthly and two biweekly runs), enter the first and last day of the month in the date parameter fields
 - The EBS date format is DD-MMM-YYYY (Example: 01-AUG-2013)
 - Once a payrun is posted in EBS (Biweekly or Monthly), you can query a report for the activity; you do not need to wait until the end of the month
 - Enter only your organization number to return activity on all account distributions in your org within the date parameters you chose
 - You can refine your search by including an account (or account range), employee number, job title and/or employee group
- 8) After completing your desired parameters, click OK to open the Submit Request box

Parameters (AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	99999999999			00000000000	00000000	66666666 ×
Date From (DD-MON-YYYY)	01-AUG-2013					
Date To (DD-MON-YYYY)	31-AUG-2013					
From Org	13122	ACCOUNTING OFFIC	E			
To Org	13122	ACCOUNTING OFFIC	E			
From Account						
To Account						
Employee Number						
Job Title						
Employee Group						
	a	3000000000	596			D
			QK	Cancel	Clear	Help

9) Click the Submit button on the Submit Request box

😑 Submit Request 😳	6969696969696969696969666	000000000000000000000000000000000000000	20000000000000000 ×
 Run this Request 			
			Copy
	-		
Name	THCM LD Combined Labor Report		
Operating Unit			
Parameters	01-AUG-2013:31-AUG-2013:13122:13	122:::::	
Language	American English		
		Language Settings	Debug Options
At these Times			
Run the Job	As Soon as Possible		Schedule
- Unon Completion -			
opon completion	Save all Output Files		
Layout	THCM LD Combined Labor Report		Options
Notify			
Print to	noprint		Delivery Opts
- 24			
Help (C)		Submit N	Cancel
		- 63	

10) The Requests screen will open to display the status of your report request

- <u>Click Refresh Data occasionally</u> to refresh the status of your request
- The report is complete when the Phase reads "Completed" and the Status reads "Normal"
- The report can take up to a couple of minutes to run depending on the volume of your data

🗢 Requests 🕬	000000000000000000000000000000000000000				>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Refre	sh Data	Find Requests		Sub	mit a New Request
Request ID		Parent			
2	Name		Phase	Status	Parameters
11482165	THCM LD Combined Lab		Running	Normal	2013/08/01 00:00:00, 2013/08/ 🌥
CRequests 200					>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
Refre	sh Data 💦 🛛	Find Requests		Subi	mit a New Request
Request ID		Parent			
	Name		Phase	Status	Parameters
11482165	THCM LD Combined Lab		Completed	Normal	2013/08/01 00:00:00, 2013/08/ 📤

11) When the report has completed, click anywhere on the line of your report request, then click View Output

Refresh Data F			fresh Data Find Requests				Submit a New Request	
Request ID			Pa	rent				
	Name				Phase	2	Status	Parameters
11482165	THCM LD C	ombined Lab			Comp	leted	Normal	2013/08/01 00:00:00, 2013/08/
11481982	Active User	S		个	Comp	leted	Normal	
11481944	TAMS User	Security Rep			Comp	leted	Normal	
11480319	AutoCopy				Comp	leted	Normal	COLUMNSET, 101797, PXS 9
11480307	AutoCopy	Be sure you	ur cursor is in ted			ted	Normal	ROWSET, 103798, PXS 1L R
11476286	Program -	any field of	th	e line of	fyour	ted	Normal	1, ,
11475706	Journal Im	request be	for	e clickin	g	ted	Normal	153239, 1000, N, , , N, W, Y
11474030	General Le	View Output	ut			ted	Normal	SH, 1002611, N
11474028	General Le	dger Account	1		Comp	leted	Normal	SH, 1002621, N
11474027	General Le	dger Account			Comp	leted	Normal	SH, 1002617, N
Hglo	l Request		√iev	v Detail <u>s</u>	•			View Output
Canc	el Request		Dia	anostics	-			View Log

12) When the Windows Internet Explorer box opens, choose one of the following:

- <u>Open</u>: Depending on security settings on your machine, this option may require further steps
- <u>Save</u>: Saves the file in Excel format in the default folder, Local Disk (C:) => Users => your user folder => Downloads
- <u>Save as</u>: RECOMMENDED. Saves the file in Excel format in whichever location you choose

NOTE: If your Windows Internet Explorer box does not offer the "Save As" option, choose Open to open the report, then save it in Excel format (.xls) in whichever location you choose

Windows Internet Explorer	 X
What do you want to do with THCM_LD_Combined_Labor_Report_240913.xls? Size: 167 KB Type: Microsoft Excel 2003 From: ebs.tulane.edu	
 Open The file won't be saved automatically. 	
→ Save	
➔ Save as	
	Cancel

- 13) Select the report from the location in which you saved it
 - The default name of the report is THCM_LD_Combined_Labor_Report_DDMMYY (the date you ran the report)

Name	Date modified	Туре	Size	
THCM_LD_Combined_Labor_Report_190913.xls	9/20/2013 9:47 AM	Microsoft Excel 97		77 KB
🖷 format.doc 🛛 🗟	6/3/2013 11:30 AM	Microsoft Word 9		19 KB

14) Depending on your version of Excel, you may receive the warning message shown below when opening the report; disregard this message and click Yes

Mici	rosoft E	
4	Â	The file you are trying to open, 'THCM_LD_Combined_Labor_Report_190913.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?
		Yes No Help
		Was this information helpful?

- 15) The report will open in Excel with the following formatted columns:
 - Employee No.
 - Assignment Number
 - Employee Name
 - Employee Title
 - Employee Group
 - Period End Date
 - Org Number
 - Project/Acct No
 - Task
 - Award
 - Dept Use
 - Natural Acct
 - Regular
 - Stipend-Taxable
 - Stipend-Non Taxable
 - Overtime
 - Retro
 - Non-Salary Pay
 - Total Labor
 - Total Fringe
 - Total All
 - Fringe Percentage

TIP: You can always go back to the Requests screen to re-access your report if necessary by following these steps:



1) From your Navigator window, click View => Requests

2) When the Find Requests box appears, accept the default (All My Requests) and click Find

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Request II	♥My Requests In <u>P</u> rogress
	O <u>A</u> ll My Requests
	Specific Requests
	Request ID
	Name
	Date Submitted
	Date Completed
	Status
	Phase
	Requestor
	′
	Include Reguest Set Stages in Query
Нс	Order By Request ID
	Select the Number of Days to View: 7
Car	
	Submit a New Request
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3) The Requests box will appear showing all of your previous report requests

4) Follow steps 12 through 16 above