ERP APPLICATION – QUICK CARDS

HOW-TO DOCUMENTS FOR THE HCM MODULE

TABLE OF CONTENTS

INTRODUCTION

This a quick reference manual to show users how to carry out specific tasks on the ERP application. You will require a valid login to the ERP application and must have a responsibility for the specific module to complete the tasks.

This manual is based on the Technical Issues module of the application is to be discussed. For easy reference, use the Table of Contents to navigate.

If you require any help, please contact as a first line of support, your respective ICT officers. If the issue is still unresolved, log on to the Sysaid application where you can log a request. The ICT department at the Headquarters office will respond.

If this is urgent or you have not received a reply within 2 hours, please contact Toyin Arowolo of the ICTD department at Arowolo.oluwatoyin@africa-re.com or Toe, Lazard on lazard.toe@africa-re.com.

TECHNICAL ISSUES

    A. User Not Receiving Emails from the application.

Navigation: Home
Once logged in, at the top right corner of the screen, **select** '**Preferences'**.

Scroll to the bottom of the screen for the field '**Email Style'**.

If the Email style option is '**Disabled'**, change to '**HTML mail'** as shown below. This setting ensures the delivery of Emails.
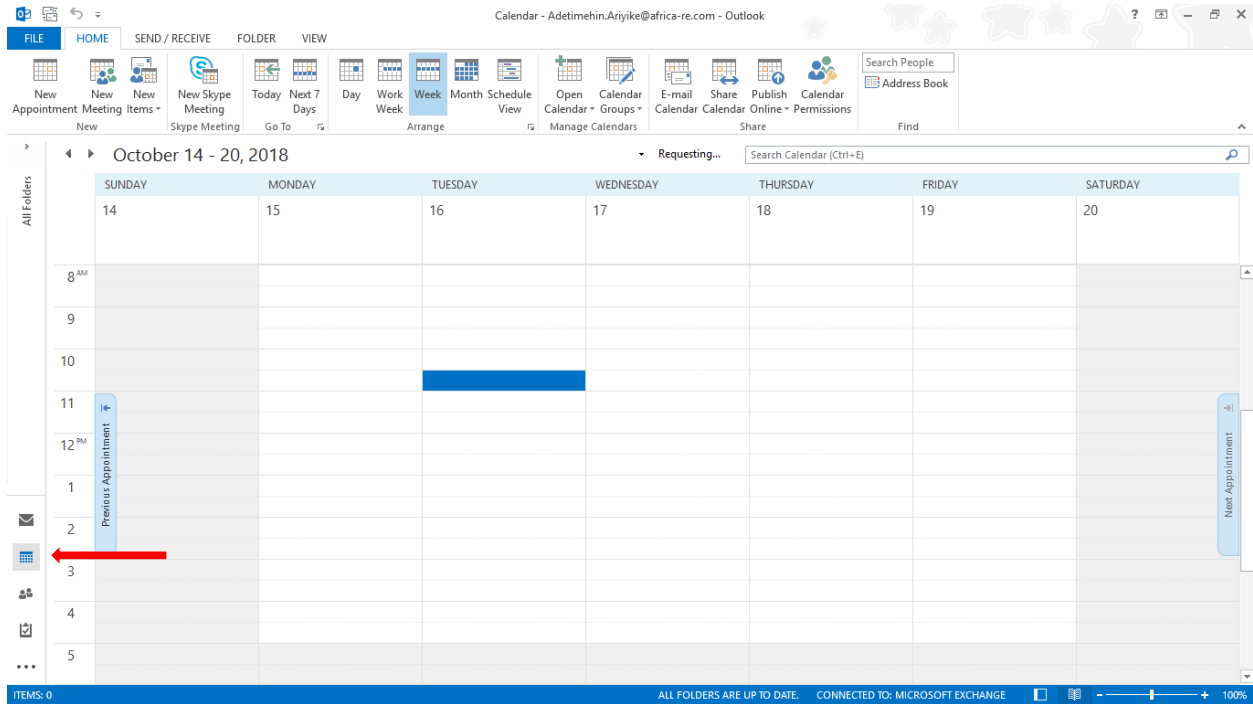

Click on the **Apply** button.

B. How to Set Up a Skype Meeting on Microsoft Outlook Desktop Application

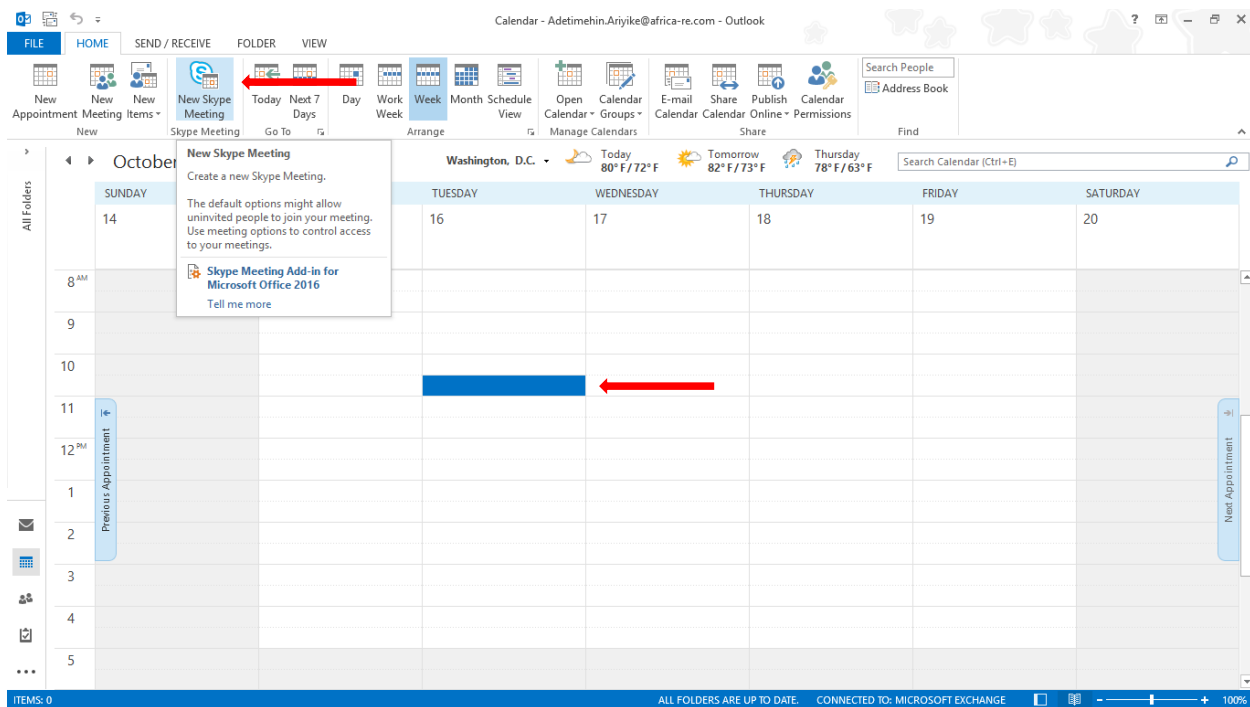**Navigation**: Microsoft Outlook Desktop Application

Open the **Microsoft Outlook application** and **click** the **calendar icon** at the bottom left of the screen, please **see red arrow below**.

A new screen will appear

**Select** a **calendar slot** to add meeting (see blue rectangle in the image below)
Then **click 'new Skype meeting'** in the options listed above (also see image below)

Once clicked, a screen will pop up

Input meeting details here including meeting participants, duration of meeting, location (set by default to Skype) and any additional messages you may wish to add

The '**Join Skype Meeting'** message in blue is the link for the Skype meeting and can be clicked once meeting commences to join.
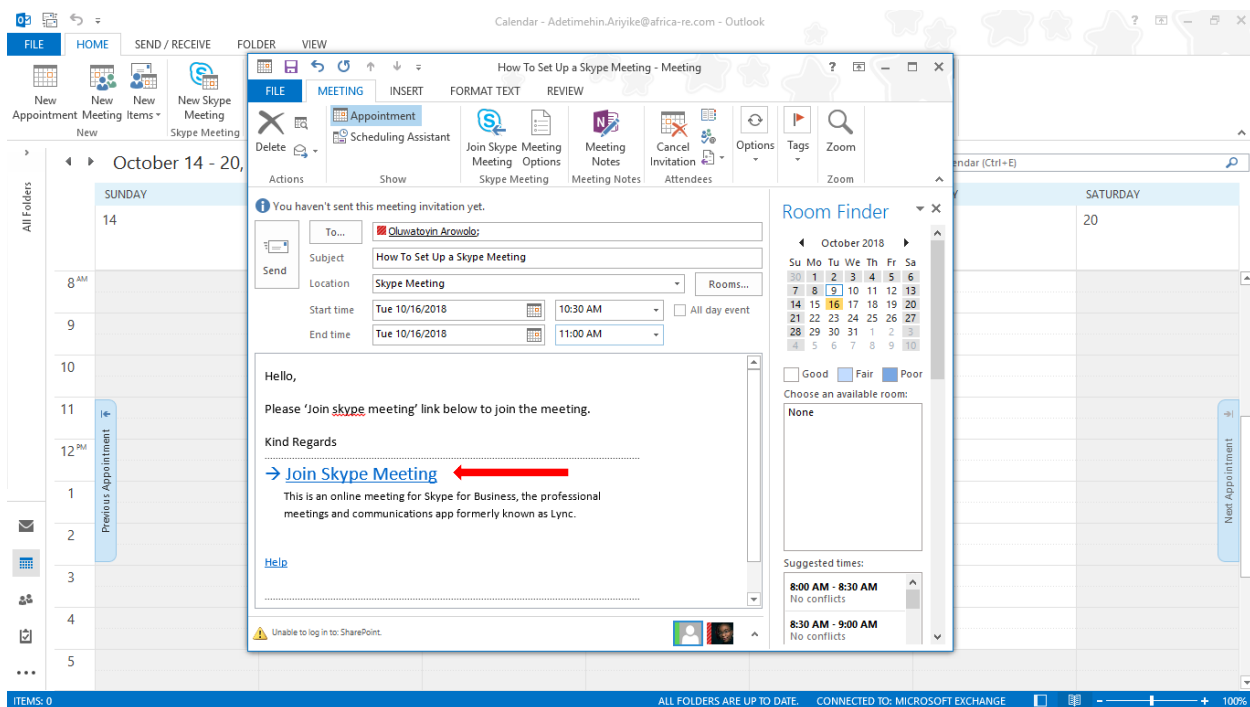
Request set is used mostly for the dependent program which needs to run in the sequence order.
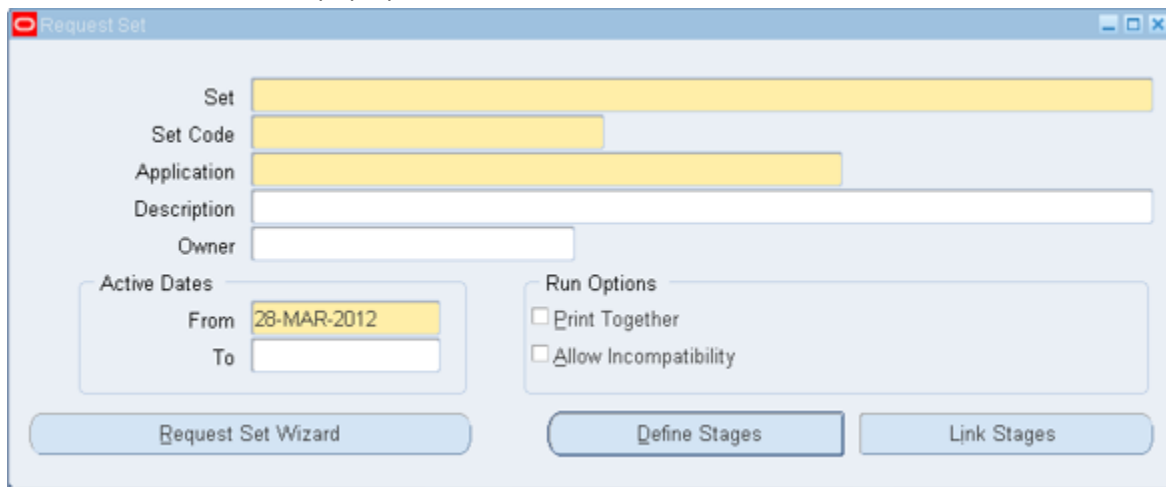Two methods to create the request set
1. Manual method
2. Wizard method

Manual method:
Navigation: system administrator
Open the system administrator and **click** on concurrent, then **click** on set.
Once clicked a screen will pop up.

Enter the values (for example)
Set –XXSATISH weekly report
Set code – XXSATISH WEEKLY REPORT
Application – Application Object Library
Description – XXSATISH Weekly Reports
Owner – SATISH (you can select from the list of values)

Then now, you **click** on Define Stages

Also, give the display sequence and stage (concurrent program name), then the stage code as 10. Then **click** on the request button.

Give the sequence value and program as concurrent program name. In the same way repeat the steps, depending on your requirement.

Then again **click** on the **request** button.

Once your concurrent request are done in the define stage, then **go back** to the main request.
Set **form** and then **click** on link stages

Specify the next concurrent program name in the success, warning or error places of the first concurrent program
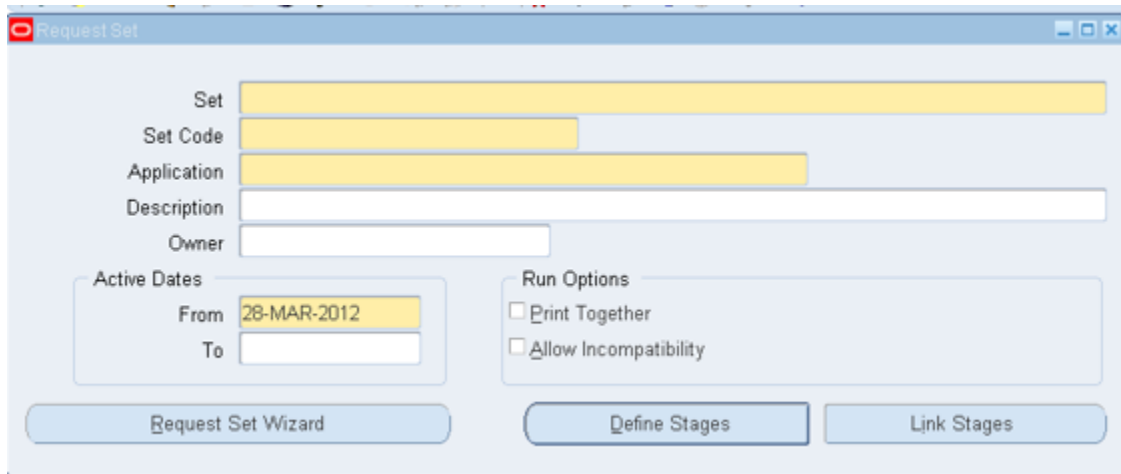
Then **click** on the **done** button, and **attach** this request set to the request group as per your requirement and then **switch** the **responsibility** to that responsibility and **submit** the request.

Wizard Method:

Navigation: system administrator

Open the system administrator and **click** on concurrent, then **click** on set.

Once clicked a screen will pop up.

Then **click** on **request set wizard** button

Select the **sequentially** or **parallel** button depending on your requirement, then click on the next button

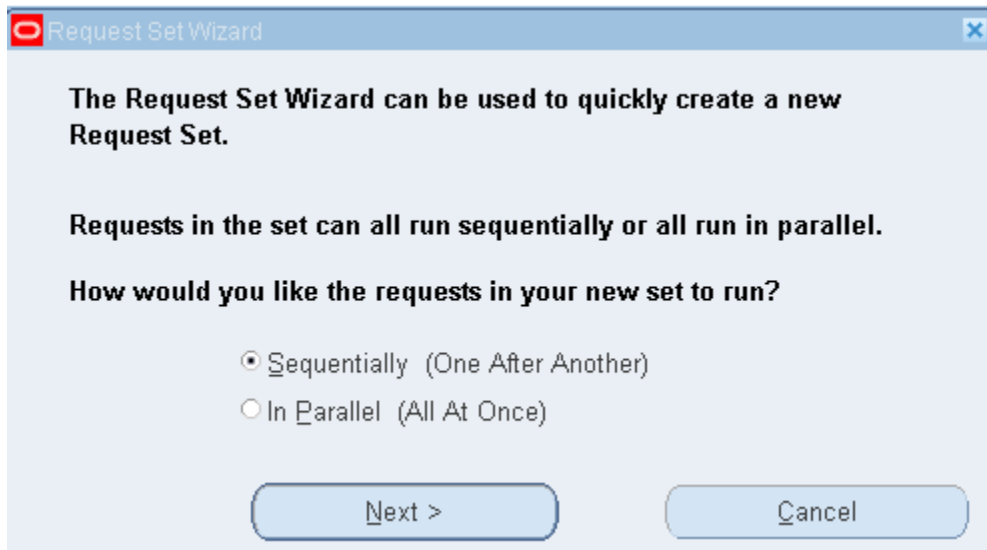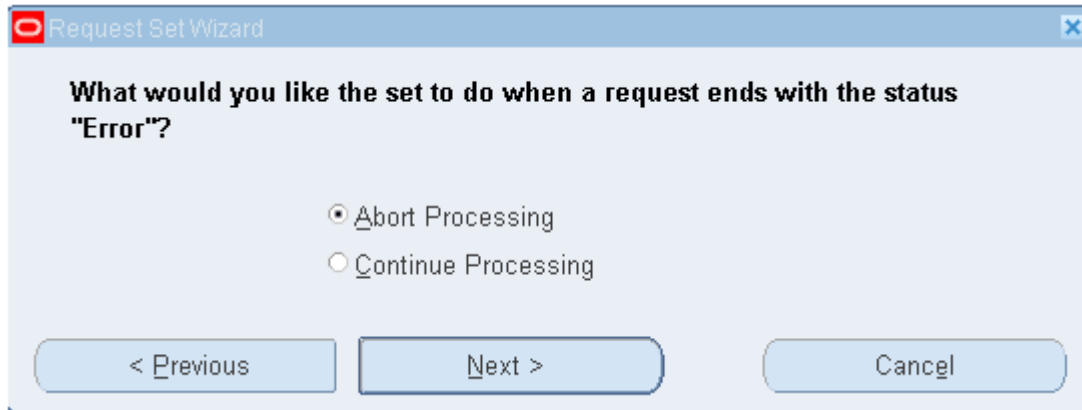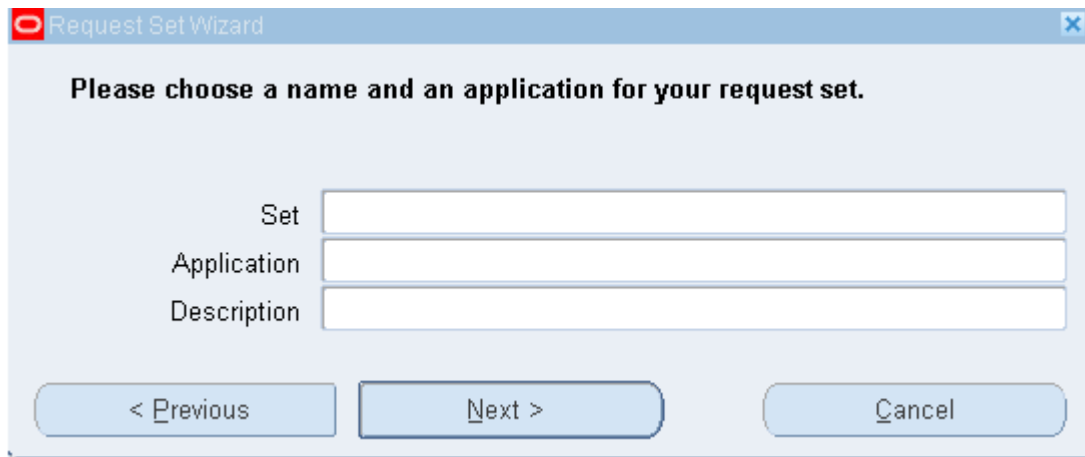Whenever the request sets (any concurrent program in the request set) goes error then, the process should be aborted.

We can continue the process, if we select the parallel request set, because the concurrent program are not dependable on one another. In sequential concurrent programs may be dependent.

Click the **next** button
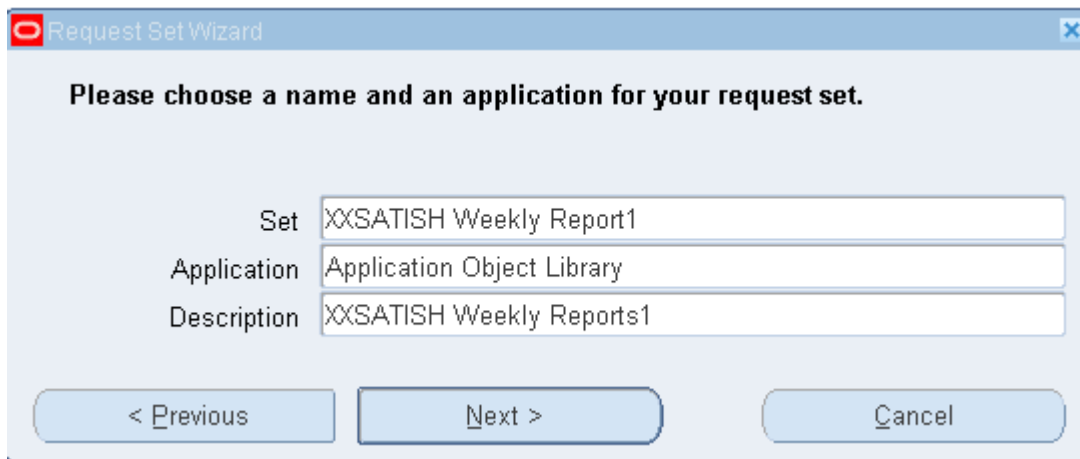
Enter the values for

Set – XXSATISH Weekly Report1

Application – Application Object Library

Description – XXSATISH Weekly Report1

And **click** on the **next** button
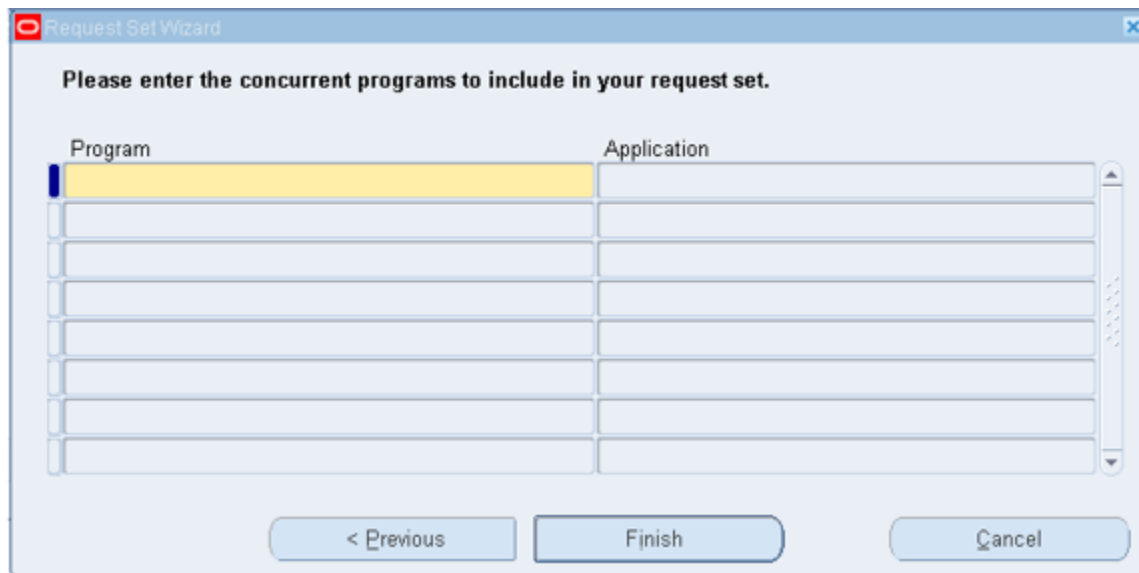
Most times what we use is "**As each request in the set completes**" because, if any concurrent programs is completed, we can **click** on view out and we can view the output of that concurrent program and also, if the request set is not completed too.
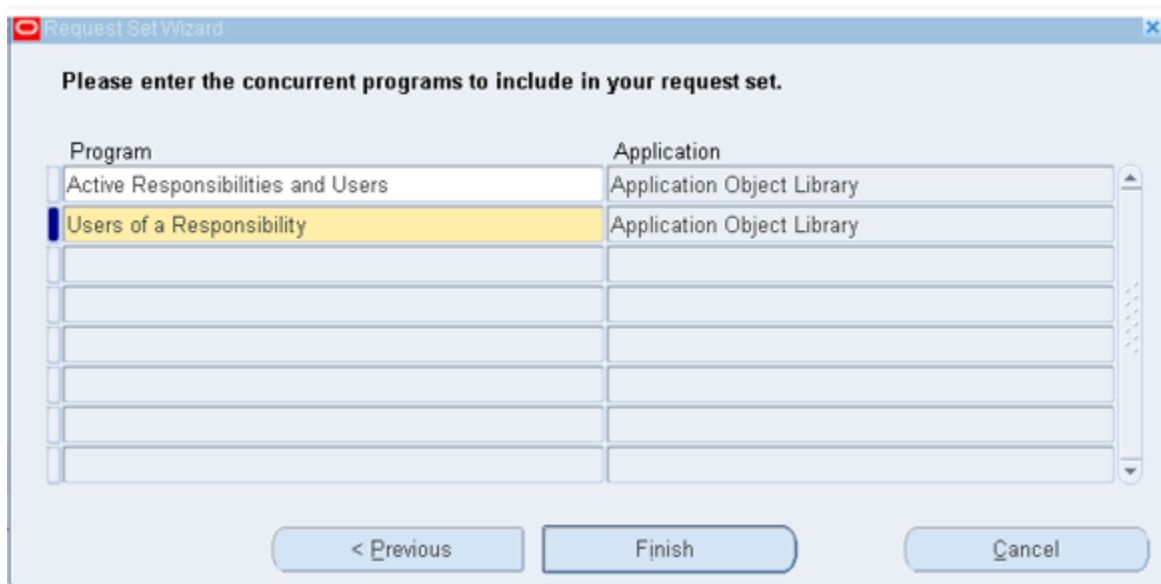
Please **enter** all concurrent program which you want to attach to the request set.
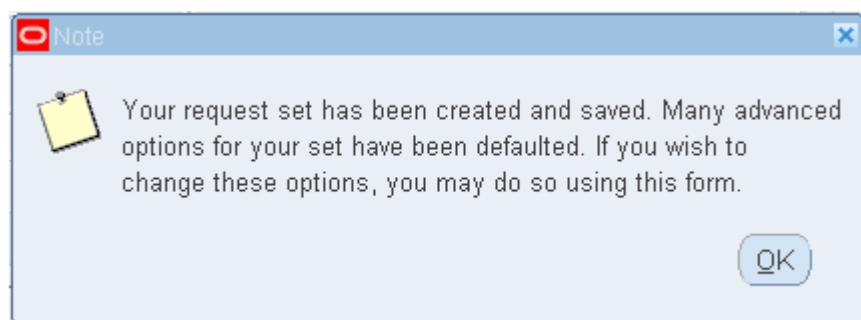
Then **click** on the **finish** button

It will display the message **that your request set, has been created and saved**.

Then **click** the **OK** button.

Then **query** for your request set and **check** it.

In wizard method set code is generated by itself.

D. Steps to update grade point value

1. **Log in** with an **Accounts HR Manager** Responsibility.
2. **Navigate to** >>ARC HR Manger >>Grade Setup
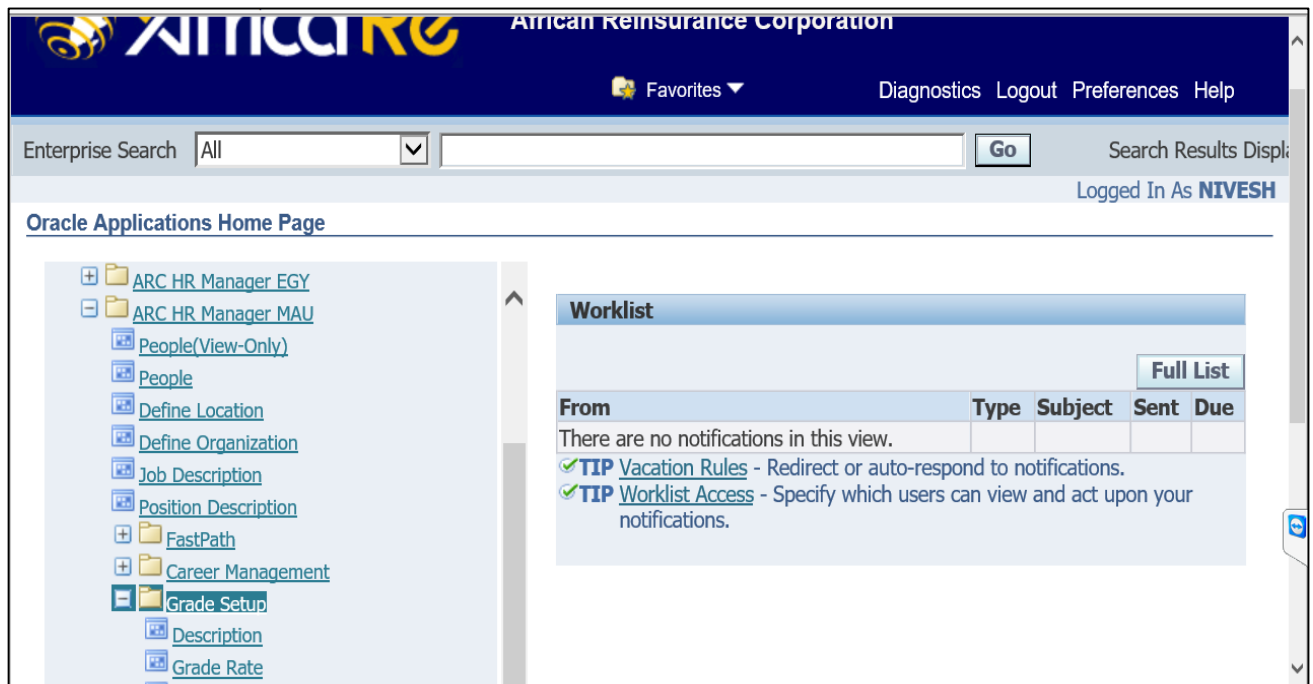
3. Under **Grade Setup** Menu, **Click** on **point values**
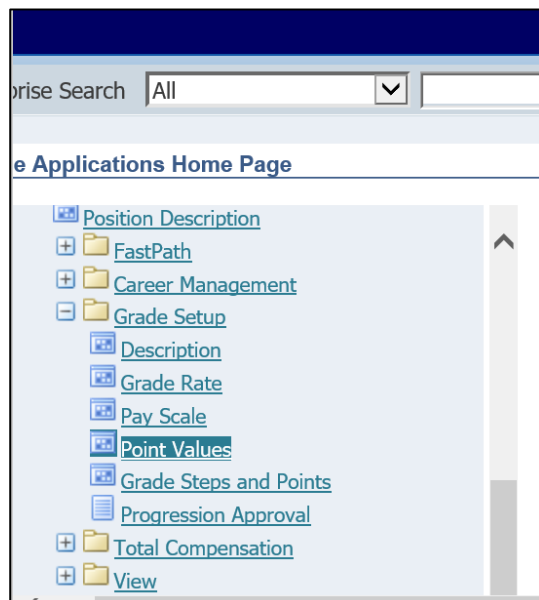
4. Once the form is opened, Please **change** the **effective date** to 01-JAN-2019

5. **Enter** in query mode **(F11)** and search the point scale values for your county.
    For example Egypt we will have
    *   Basic Salary_Egypt
    *   Staff Rent Subsidy_Egypt
    *   Transport Allowance_Egypt

    Please note we will have three scales for each county to update in the application
    *   Basic Salary
    *   Transport
    *   Staff Rent Subsidy

6. **Click on** the **point values** and **update** it to new amount

7. **Save** the changes with option update

8. Repeat step 5 to 7 for all the points

E. How to Create a Responsibility

1. Switch to System Administrator responsibility and **navigate** to below path

Navigation: System Administrator → Security → Responsibility → Define
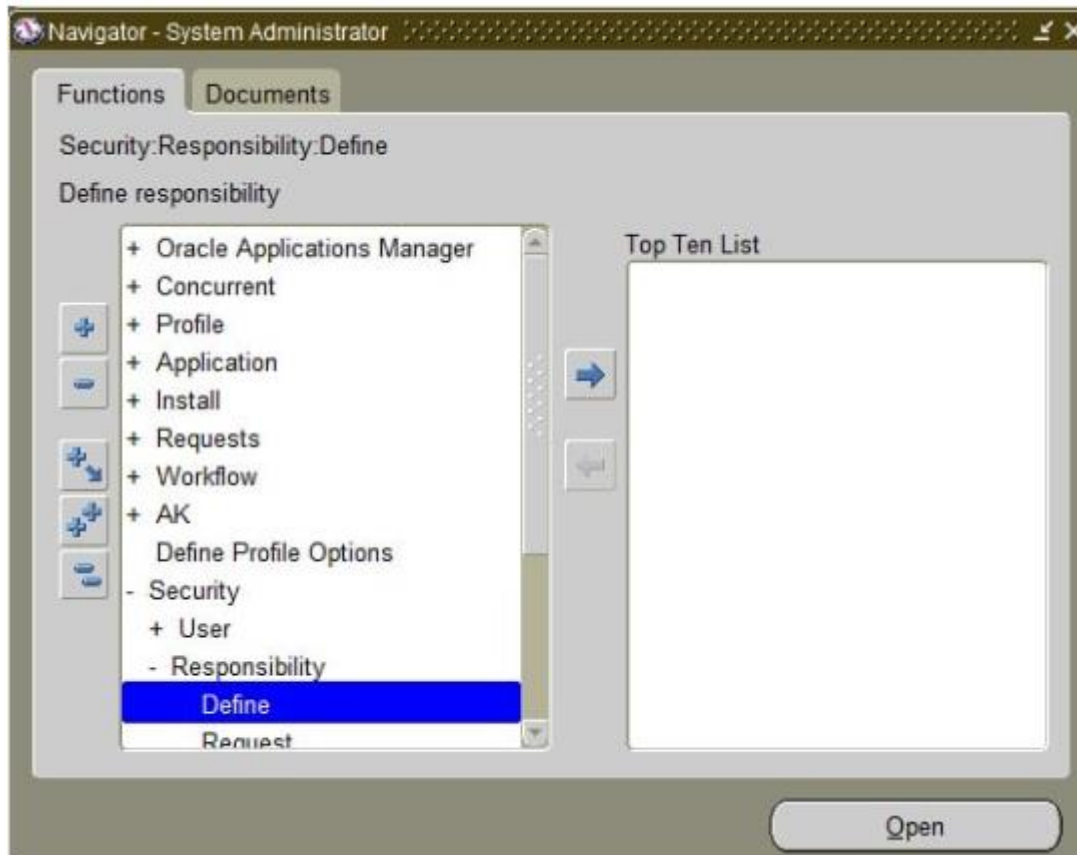
2. The below screen will appear. **Fill** in the required information

3. Once you **fill** the above details, responsibility form will look as below

F. Pushing Inward/Outward RMS Transactions into the ERP application.

Navigation: Log into oracle forms with the appropriate responsibility.

Choose **single request** (to run a single concurrent program) or **request set** (to run a set of concurrent programs), then select ok.

The **submit a new request form** opens
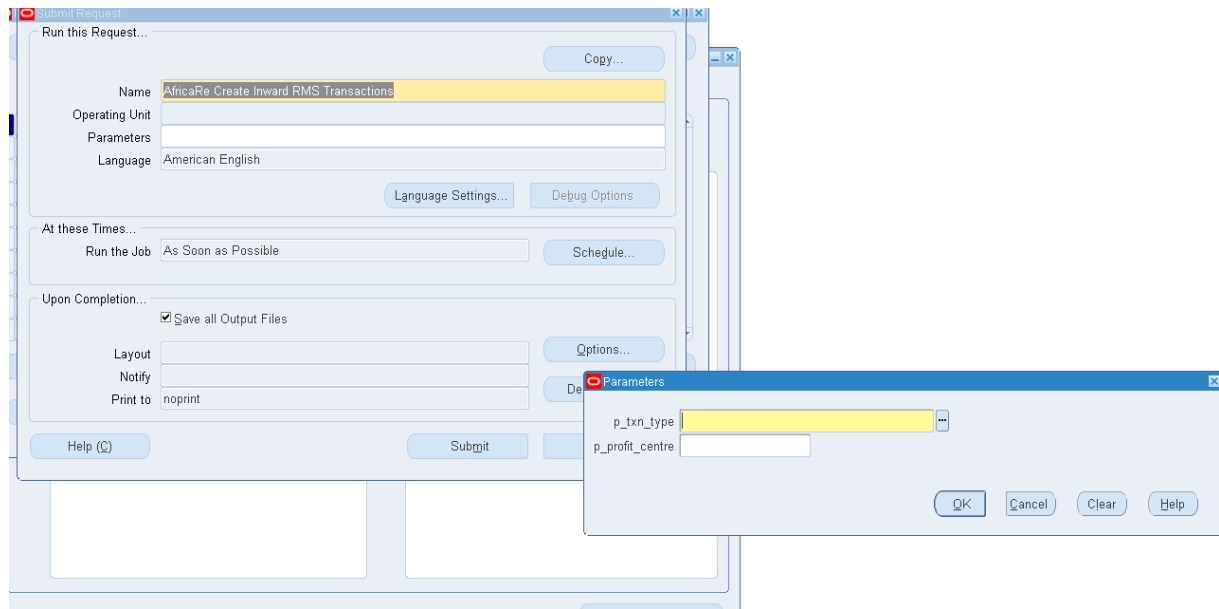
Enter the following values:

P_profit_centre: <<Profit Centre>> E.g. WES

For Inward transactions
Name: AfricaRe Create Inward RMS Transaction

For Outward transactions
Name: AfricaRe Create Outward RMS Transaction

Once the program name is selected, a dialog box pops us.

Enter the following values in the fields shown:
p_txn_type: INWARD (Inward transactions) or INWARD_R (Reversed inward transactions)
p_txn_type: OUTWARD (Outward transactions) / OUTWARD_R (Reversed outward transactions)

Click the **OK** button.
Click the **Submit** button.
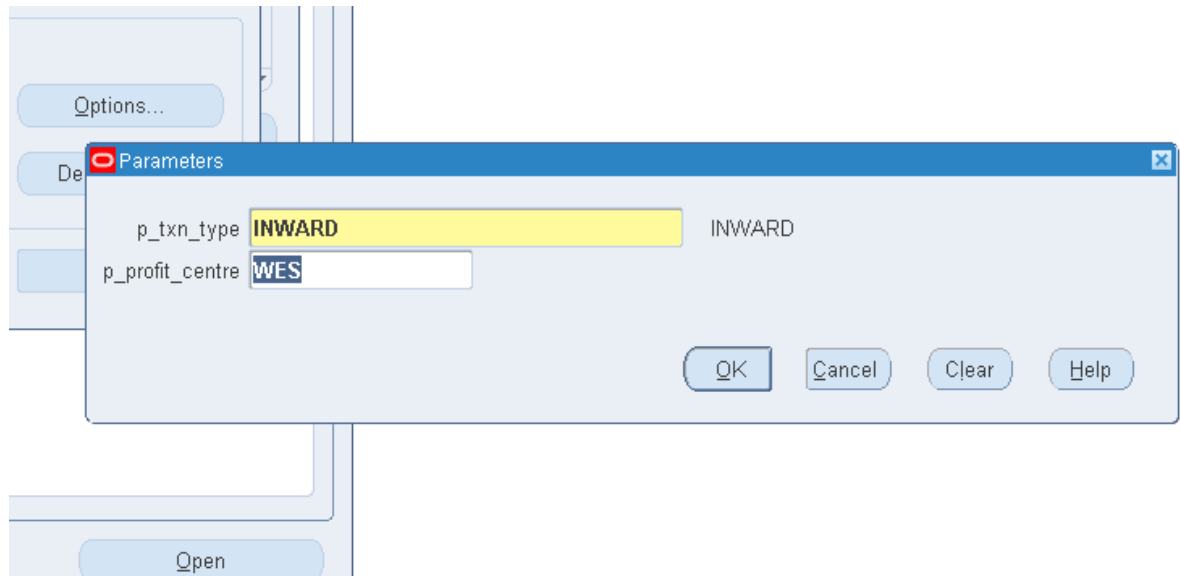
Once the program run is complete, **confirm** the transactions are on the ERP by:

a. Ensure the program run is successful. The status is completed and the phase is normal.
b. **************

G. Moving Transaction from user1 to user2

1. The user must be a **sys admin**.
2. Switch to System Administrator responsibility and **navigate** to below path

Navigation: System Administrator → administrator workflow→ workflow → notification

Fill in the information required

Notifications

Enter filter criteria such as Notification ID, Owner, To, From, Workflow Type, Type Internal Name, Subject
* Indicates required field

Search

Notification ID	
	Find the Notification matching this Notification ID only, other search parameters will be ignored
Owner	All Employees and Users
To	All Employees and Users KIUNGA, Janet
From	All Employees and Users
* Status	Open
Workflow Type	
Type Internal Name	
Subject	
* Sent Date	Any Time
* Due Date	Any Time
* Priority	All
	Go Clear

Select Notifications: Open   Reassign   Close

Select All | Select None

Select	From	Type	Subject	Sent ▼	Due	End Date
☐		AP Invoice Approval	Invoice 0001500 from Rekad Services & Horticultural Services (300000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	27-Jan-2019	01-Feb-2019	
☐		AP Invoice Approval	Invoice 00050 from Makind Technical Company (10000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	27-Jan-2019	01-Feb-2019	
☐		AP Invoice Approval	Invoice 0000378 from Mudashiru Kuoye Furniture & Company (15000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	27-Jan-2019	01-Feb-2019	
☐		AP Invoice Approval	Invoice 0000151 from JUDE INTERNATIONAL COMPANY (20000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	26-Jan-2019	31-Jan-2019	
☐		AP Invoice Approval	Invoice 0000325 from LegalMind Chambers (20000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	26-Jan-2019	31-Jan-2019	

Click ok

Administration: Notification Search >

Reassign Notifications as Group

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification.   Cancel   Submit
* Indicates required field

Selected Notifications

◀ Previous 1-10 ▼ Next 10 ▶

From	Message Type	Subject	Sent	Due Date
	AP Invoice Approval	Invoice NJOKU/AA/PS2018 from Paul NJOKU (120000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	26-Jan-2019	31-Jan-2019
	AP Invoice Approval	Invoice MIKANO/0001 from MIKANO INTERNATIONAL LIMITED (36190.48 NGN) requires your approval, escalated from MGBEADICHIE, Rita	26-Jan-2019	31-Jan-2019
	AP Invoice Approval	Invoice 83338 from Kings Guards Nigeria (40000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	26-Jan-2019	31-Jan-2019
	AP Invoice Approval	Invoice 3752 from Ajumogobia & Okeke Barristers and Solicitors (5000000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	26-Jan-2019	31-Jan-2019
	AP Invoice Approval	Invoice 0151195 from Dees Travels & Tours Limited (2519226 NGN) requires your approval, escalated from MGBEADICHIE, Rita	26-Jan-2019	31-Jan-2019
	AP Invoice Approval	Invoice 83342/83343 from Kings Guards Nigeria (728750 NGN) requires your approval, escalated from MGBEADICHIE, Rita	26-Jan-2019	31-Jan-2019
	AP Invoice Approval	Invoice 0087789/0039162 from Cactus Investments Limited (317800 NGN) requires your approval, escalated from MGBEADICHIE, Rita	27-Jan-2019	01-Feb-2019
	AP Invoice Approval	Invoice 005565 from Osephy Tech Global Limited (30000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	27-Jan-2019	01-Feb-2019
	AP Invoice Approval	Invoice ARC000276 from Eko Hotel And Suites (1505000 NGN) requires your approval, escalated from MGBEADICHIE, Rita	27-Jan-2019	01-Feb-2019
	AP Invoice Approval	Invoice 12667/28/NOV from 21st Century Technologies Limited (132824 NGN) requires your approval, escalated from MGBEADICHIE, Rita	27-Jan-2019	01-Feb-2019

◀ Previous 1-10 ▼ Next 10 ▶

Reassign all selected

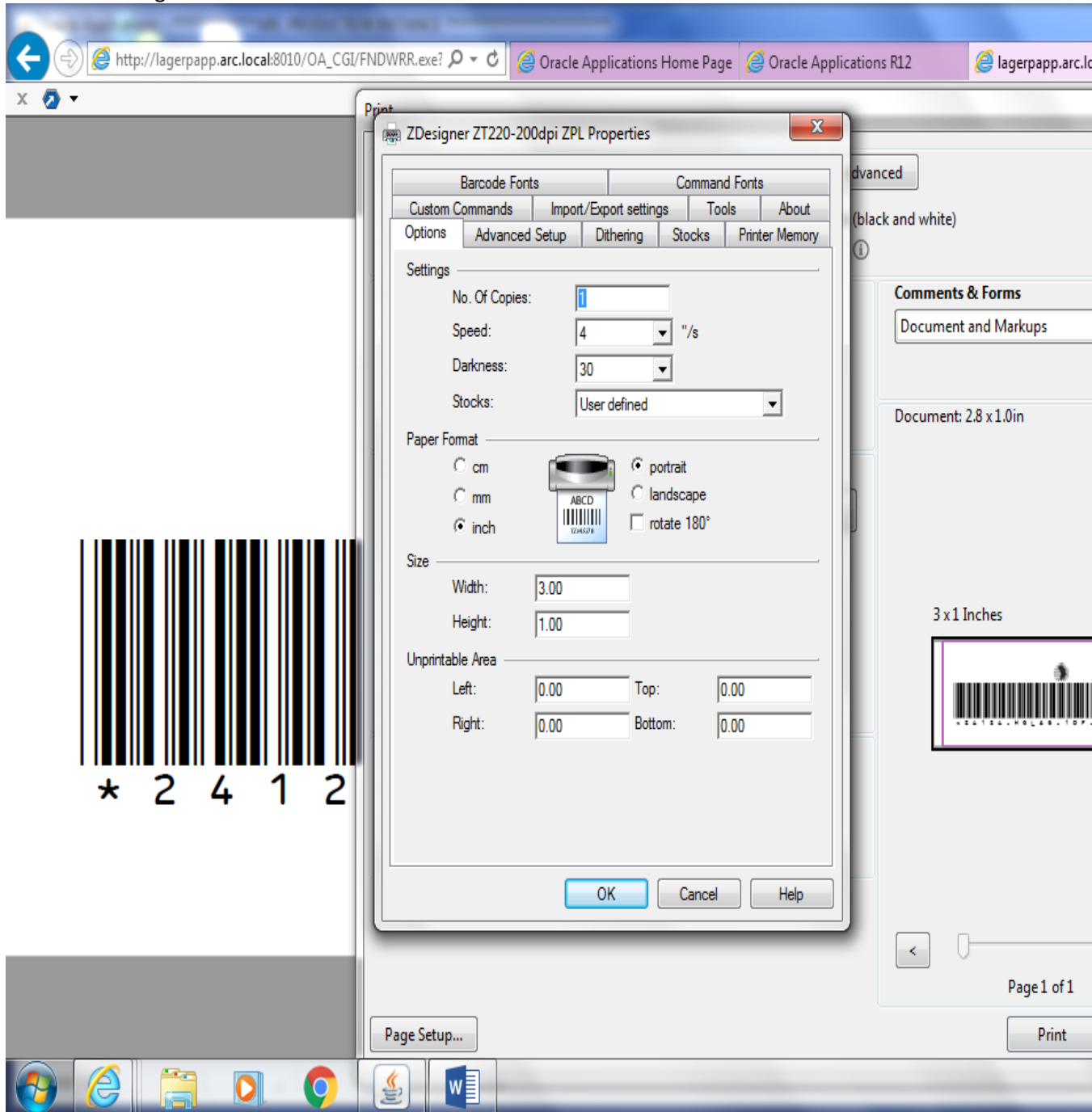|	
* Assignee	All Employees and Users MGBEADICHIE, Rita
	● Delegate your response
	○ Transfer notification ownership
Comments	As requested.

Return to Worklist   Cancel   Submit

Home Developer Studio Business Events Status Monitor Notifications Administration Home Logout Preferences Help Diagnostics

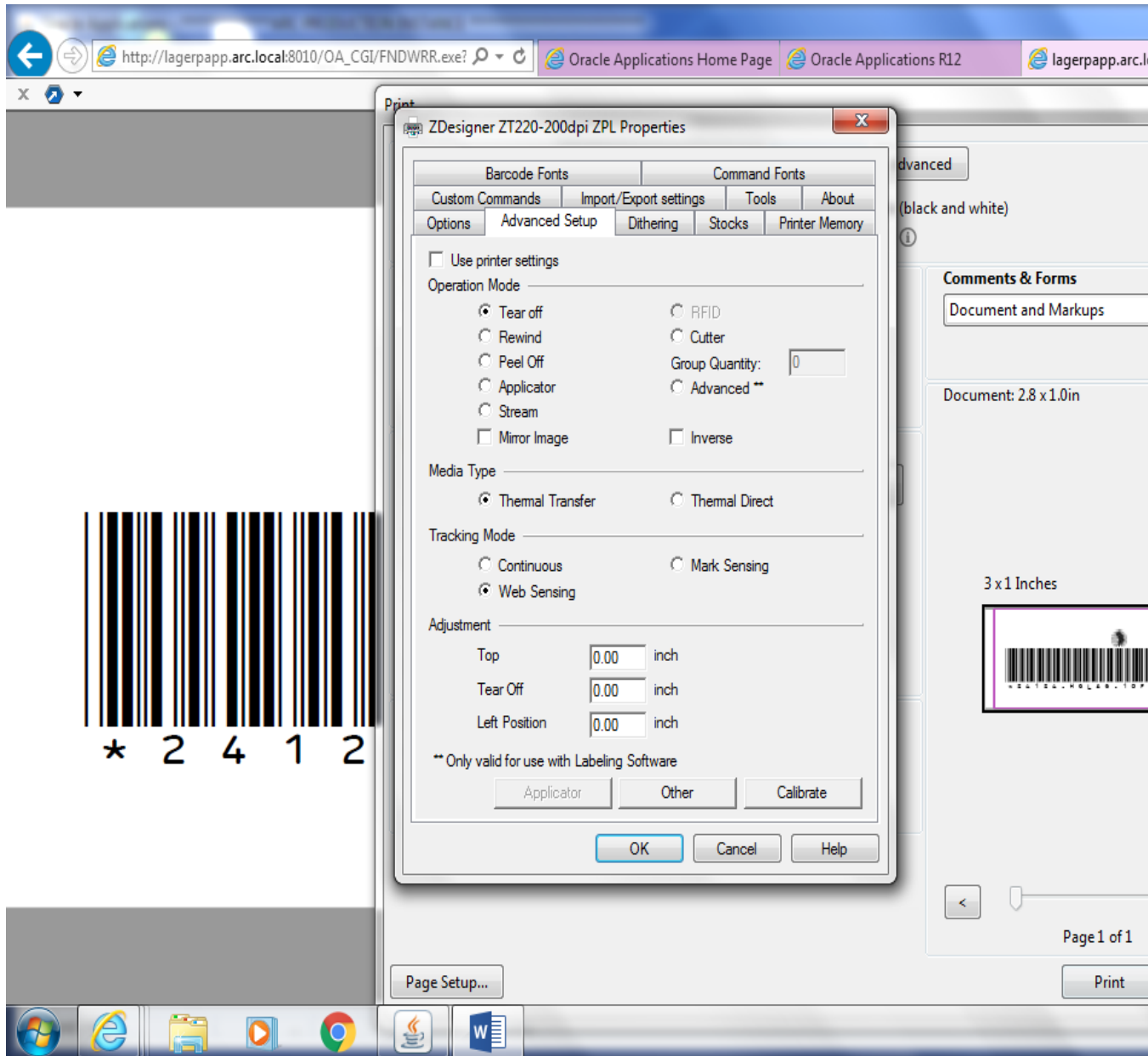About this Page   Privacy Statement   Copyright (c) 2006, Oracle. All rights reserved.

Click on submit

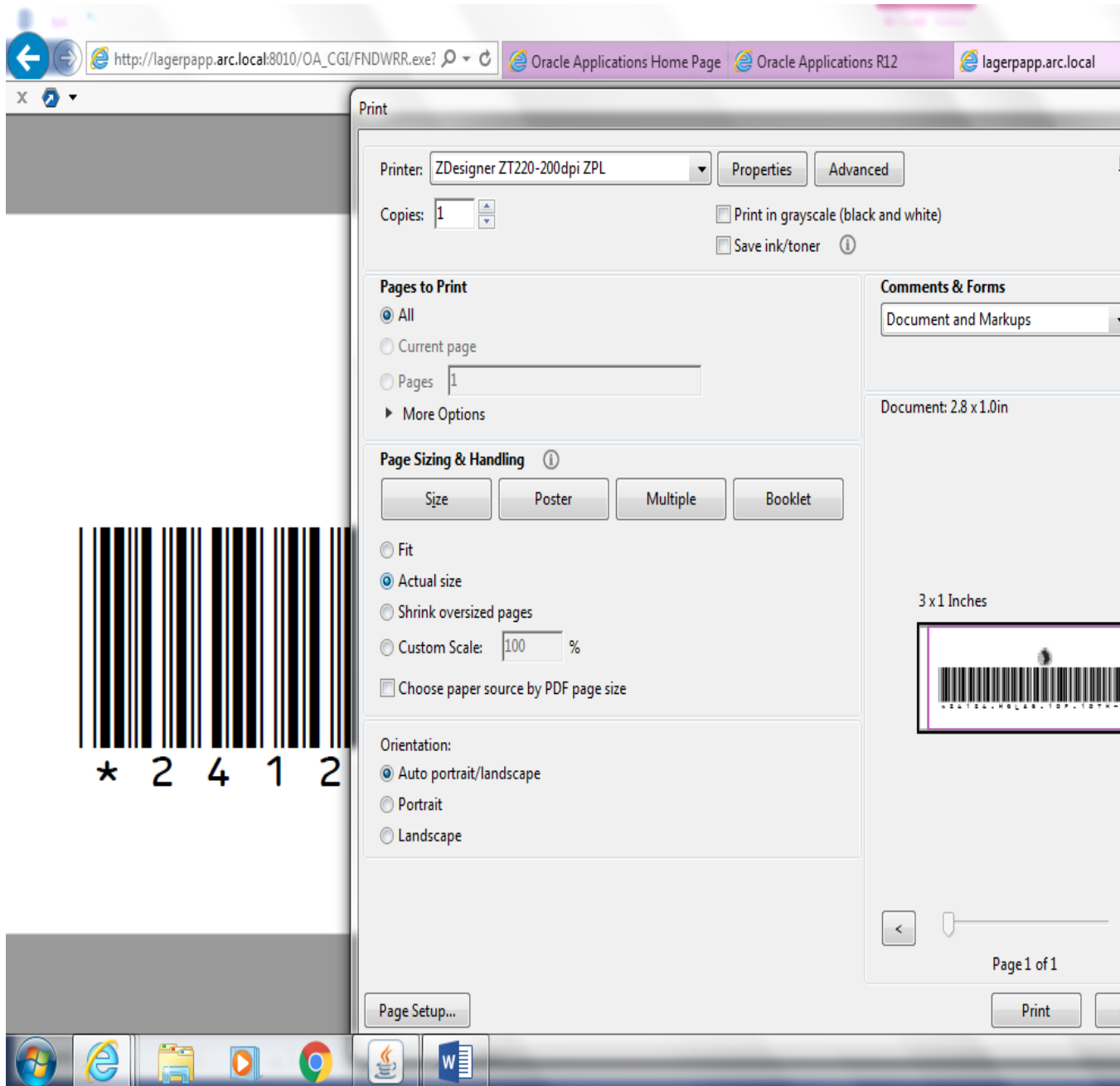H. Bar Code Settings

http://lagerpapp.arc.local:8010/OA_CGI/FNDWRR.exe?

Oracle Applications Home Page   Oracle Applications R12   lagerpapp.arc.l

x

Print

ZDesigner ZT220-200dpi ZPL Properties

Barcode Fonts		Command Fonts
Custom Commands	Import/Export settings	Tools	About
Options	Advanced Setup	Dithering	Stocks	Printer Memory

dvanced

(black and white)

☐ Use printer settings

Operation Mode
- ◉ Tear off   ○ RFID
- ○ Rewind   ○ Cutter
- ○ Peel Off   Group Quantity: [0]
- ○ Applicator   ○ Advanced **
- ○ Stream
- ☐ Mirror Image   ☐ Inverse

Media Type
- ◉ Thermal Transfer   ○ Thermal Direct

Tracking Mode
- ○ Continuous   ○ Mark Sensing
- ◉ Web Sensing

Adjustment

Top	[0.00]	inch
Tear Off	[0.00]	inch
Left Position	[0.00]	inch

** Only valid for use with Labeling Software

Applicator   Other   Calibrate

OK   Cancel   Help

Comments & Forms

Document and Markups

Document: 2.8 x 1.0in

3 x 1 Inches

Page 1 of 1

Page Setup...   Print

Print

ZDesigner ZT220-200dpi ZPL Properties

Barcode Fonts		Command Fonts	
Custom Commands	Import/Export settings	Tools	About
Options	Advanced Setup	Dithering	Stocks	Printer Memory

Dithering type

○ Smooth
○ Scanned
● Detail
○ None

OK   Cancel   Help

dvanced

(black and white)

Comments & Forms

Document and Markups

Document: 2.8 x 1.0in

3 x 1 Inches

Page 1 of 1

Page Setup...

Print

*2 4 1 2

FINANCE

A. How to run AP list

1. **Go to** invoice workbench, **query** the invoice for which you want to run **AP list**

2. **Go to** application diagnostics responsibility and **click** on Diagnose. Below page appears
   Select the application by clicking "**Select Application**"

3. **Select** the application by selecting short name as "**SQLAP**" and **click** on select.

4. **Go to** invoice and **select** check box invoice data. **Click** on execute button.

5. Upon clicking execute button, the below page appears. **Enter** all the parameters in the respective columns.

6. **Select** the responsibility, **Invoice ID** or **Check ID** and the **Supplier Name** from **LOV**.
Select search criteria as "**Invoice or Check**" and include GL tables and Include Related Data as **YES**.
Max Rows Displayed as **500**. Also, **find** the parameters filled screen for your reference. Upon filling the parameters, **click** on submit

7. After submitting the below page appears.
Click on refresh button till the time download report column enable with check-box

8. Once report is ready to download. The check-box gets enabled in download report column. **Find** the enabled screen for your reference

Test Details								
	Application	Payables				Test	Invoice Data	
	Group	Invoice				Test Executable	oracle.apps.ap.diag.APListWrapper	

Request Details				
	Submitted On	30-Dec-2012 18:08:03	Status	Completed
	Last Refreshed On	30-Dec-2012 18:08:16		
	Elapsed Time	13 sec		

Execution Details

Responsibility ID	Search Criteria	Supplier Name	Invoice Id	Include GL Tables	Include Related Data	Max Rows Displayed	Execution Time	View Report	Download Report
50657	Invoice	A A ENGINEERING	16228	Yes	Yes	500	30-Dec-2012 18:08:03	✓	✓

Return to Select Test

9. Report is ready for view as well as for downloading. For downloading **click** on check-box on download report. To view **click** on check-box on view report.

B. Expired Transactions

Backup the gl_je_batches
Create table gl_je_batch_bak as **select** * **from** gl_je_batches

Update gl_je_batches
Set approval_status_code = **'R'**
Where je_batch_id = **367229**
And approval_status_code = **'I'**
And status = **'U'**;

Select approval_status_code, status **from** gl_je_batches
Where je_batch_id=**367229**

Create table gl_je_batch_bak_31jan19 as **select** * **from** gl_je_batches