



Element Entry Wizard

Benefits

- Extremely easy to use
- Configures itself to your system setup
- Close to zero implementation effort
- Easy to customize
- Cuts down data entry time
- Eliminates re-keying errors

Feature Overview

- Based on MS-Excel
- Control the entire process from the spreadsheet
- Forms assist with data entry validation and error correction
- Two way interface between Excel and Oracle
- Load any number of Element Entries
- Delete errors, correct and reload in minimal time
- Ability to download existing Element Entries and reload
- Input Columns are dynamically configured according to the Element Definition
- Recurring and Non-recurring elements are supported.

Element Entry Wizard is the More4Apps tool that enables element entries to be loaded on mass into Oracle HR. It is robust, fast, easy to use, and flexible. Harness the full power of MS-Excel's productivity features to make your element entry tasks a breeze.

Batch Name	Element Name	Payroll Name	Effective Date	Action If Exists	Reject if Future	Purge After	Batch Source	Batch ID	Object Version No
20090219-121243	Bonus		19-Feb-2009	U	Y	N	Demonstration	4929	2

Upload Results	Element Lines	Upload											
Batch Line Status	Rejection Reason	Line Number	Object Version	Employee Name	Assignment Number	Reason	Costing	Payee	Subpriority	Amount	Pay Value	Jurisdiction	Tax Separ.
Processed		19273	5	Able, Ms.	253	Eligible			250	1,000		No	No
Deleted		19283	5	Haas, Debra	971					2,500			No
Pending		19285	5	Hamilton, Ms.	406	Promotion			250	2,500			Yes
Processed		19275	5	Jones, Ms. Kerry	32	Promotion			400	4,000			Yes
Processed		19276	5	Kingston, Mr.	139	Merit			300	3,000			No
Processed		19277	5	Lam, Mr. Mark	676	Merit				3,000			No
Processed		19279	5	Oates, Mr.	896					15,000			No
Processed		19280	5	Stein, Mr.	405	Merit			100	1,000			No
Processed		19281	5	Smith, Mr.	38	Eligible			200	2,000			Yes
Rejected	Fatal: ORA-	19282	4	Zeigler, Ms.	264					2,500		invalid	No

Architecture

- Compatible with Microsoft Excel 2000 and later versions
- R11i to R12
- Uses Oracle Applications security
- XML Web-based Communication
- No client install
- Install and setup in minutes

Batch Header

- Batch Name can be overridden.
- Recurring and non-recurring elements can be selected from a list.
- The payroll name field is optional; you can choose whether to limit the batch to a specific payroll.
- All lists are validated.
- The Effective Date is set to indicate when element entries take effect. A pop-up calendar is available.
- Standard Batch Element Entry options are available for purging, rejecting, correct, update etc
- Fields are color coded to indicate mandatory (yellow) or non-enterable (grey).

Download Function

- The download function is very flexible and enables you to search for assignments using one or more of the search filters / criteria.
- Drop-down lists are available for filters.
- Assignments that meet the search criteria are listed. You can select the assignments you require to download.
- If element entries already exist for selected assignments (as at the effective date), the element entry information will also be downloaded.
- The download function makes updating element entries more efficient.

Element Lines

- Using the Element Lines form is completely optional. You can also type directly into the worksheet cells.
- The Element Lines form enables easy data-entry with lists of values / searches etc.
- The Element Lines form is configured according to the element definition.
- Input Fields are color coded to indicate mandatory (yellow), optional (white) or non-enterable (grey).
- Assignments can be selected using the employee name or assignment number.

Example Worksheet

The example below is partway through transferring a non-recurring Bonus element entry for ten employees. Seven rows have been successfully transferred into Oracle HR and have a "Processed" status. One row has been deleted. One row has had the data corrected and is waiting to be transferred; this row has a "Pending" status. The last row in the spreadsheet has a fatal error and has a "Rejected" status. Any errored lines can be corrected by using the Element Lines form, or by typing directly into the cell(s). Lines can subsequently be uploaded and transferred into Oracle HR.

Batch Name	Element Name	Payroll Name	Effective Date	Date Effective	Action If Exists	Reject if Future	Purge After Trial	Batch Source	Batch ID	Object Version No	Upload Results
20090219:121243	Bonus		19-Feb-2009	U	U	Y	N	Demonstration	8929	2	Processed
											Deleted
											Pending
											Processed
											Processed
											Processed
											Processed
											Processed
											Processed
											Rejected

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