



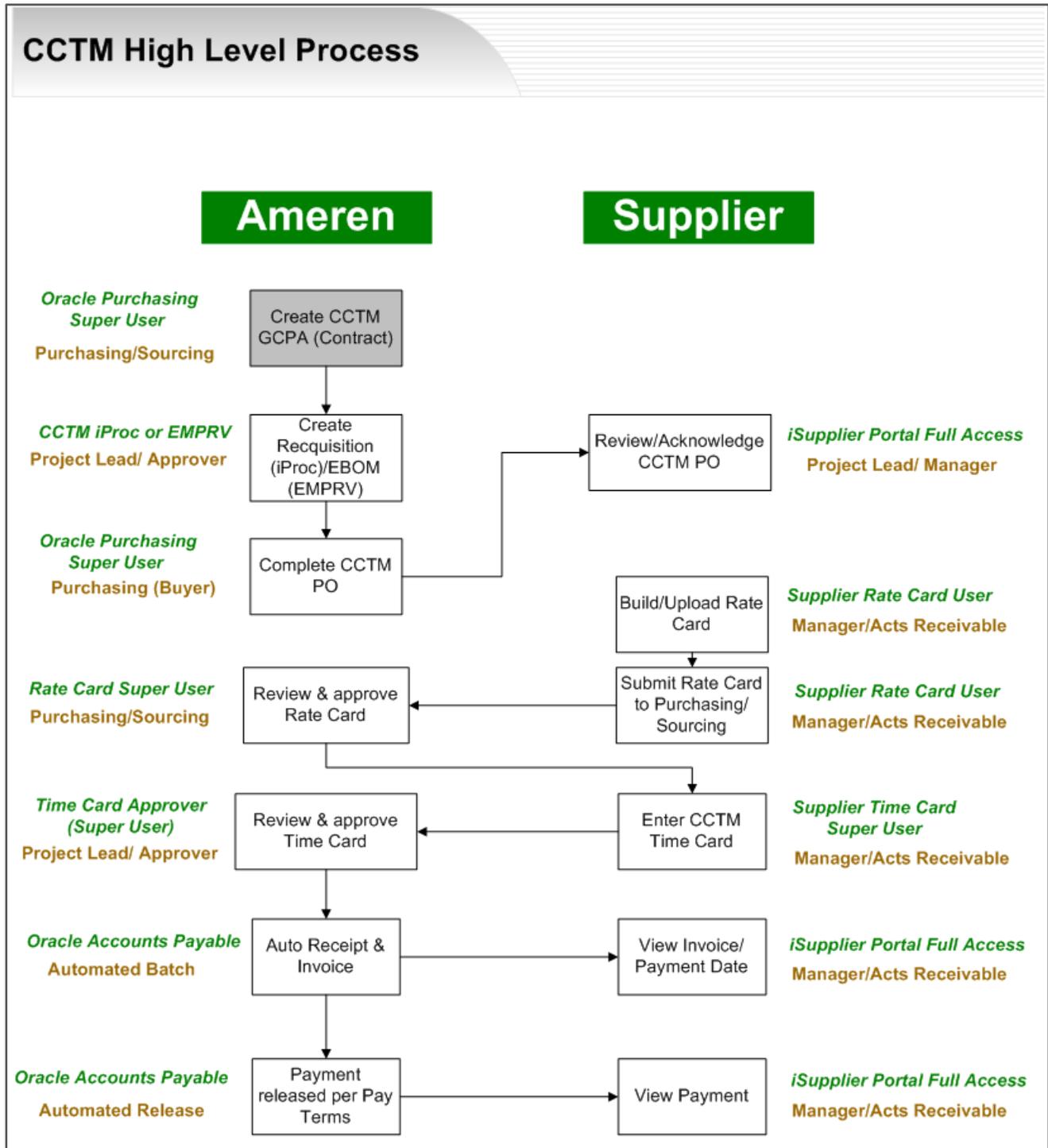
AMEREN CCTM SUPPLIER

Time Card Training Manual

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CCTM PROCESS



S1.2 CREATE A CCTM TIME CARD: INTRODUCTION

A single CCTM Time Card represents a one week period from Monday to Sunday. Each Supplier user can submit one Time Card per Purchase Order (PO), per Job number or PO Line number per week. When a CCTM PO is created, it will reference the GCPA (Global Contract Purchase Agreement) and will be designated as one of two Types - Time & Materials or Fixed Price. A Time Card created against a Time & Materials (T&M) type PO will pull Craft combinations and rates directly from the Rate Card to the Labor or Equipment section. You will only be required to enter hours/units per day. The T&M Time Card also includes a Materials section and an Expense section. Within each you can report variable costs that cannot be included in the Rate Card or costs that occur periodically. A Time Card created against a Fixed Price type PO will simply report a Milestone and a single dollar amount.

As with the Rate Card a CCTM Time Card can be created Online, or an Excel template can be completed for Upload to CCTM. Online Time Card creation is only recommended when fewer than 10 Time Card lines will be reported. Otherwise Time Card template Upload is the preferred method as data can be populated, copied and pasted in an Excel file.

After the Time Card has been created online or uploaded to CCTM successfully, it is submitted to the Ameren approver designated at the PO level. You do not have access to change the Time Card approver. Time Card submittal will trigger two events. The Time Card approver will receive an automated notification, informing him/her there is a Time Card pending action, and the Pay Terms period will begin. When an Ameren approver reviews a Time Card s/he can choose to Approve it, Forward it to another individual for review, or Reject it. Time Card rejection requires the approver to complete a field, and approvers are instructed to clearly state the reason for rejection as well as the alternate action required. When the Time Card is approved, you will receive an automated notification indicating such.

Nightly, an automated batch is initiated, flagging all Time Cards in Approved status and completing the Receipt and Invoice process. This is the point at which a CCTM Time Card becomes an official Invoice. You can view Invoice and Payment details via your AMPOS iSupplier Portal Full Access responsibility.

S1.2.1 Create a Time & Materials Time Card Online

A CCTM Time Card created against a **Time & Materials (T&M)** type PO will pull Craft combinations and rates directly **from the Rate Card** to the **Labor** and/or **Equipment** section(s). It also includes a **Materials** section and an **Expense** section, within which you can report variable costs not included in the Rate Card, or costs incurred periodically.

When a CCTM T&M PO is placed, the Approver will choose one of three options for **Time Card Entry Mode**:

- Individual Daily:
- Bulk Daily
- Bulk Weekly

When reporting Time & Materials, you have the option of entering Time Cards online in CCTM or uploading the Time Card data from an Excel template. The method you choose will likely depend upon the average number of lines you enter per Time Card.

When you enter Time Cards online directly in CCTM, many of the fields (craft combination, units of measure, expense type) are searchable, meaning you can select valid values from a list.

* If a weekly Time Card includes a number of Time Card lines, you may find it more efficient to use the Time Card Excel template. The Excel template can be reused for subsequent Time Card submittals (**Save As** for each week ending date, change applicable information - date, hours, etc. - and upload).

** When using the Time Card template, you are required to enter Craft Combination values exactly as they are presented in the Rate Card. It may be helpful to Export your Rate Card and copy/paste the data to your Time Card template.

The screenshot shows the CCTM Supplier interface. At the top, there is a navigation bar with 'Navigator', 'Favorites', 'Home', 'Logout', and 'Preferences'. Below this is a breadcrumb trail: 'CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload'. The 'User Name' is 'E87693'. The 'OU Name' is 'AMEREN OP UNIT'. There are four sections for time cards: 'Time Cards In Draft Stage' (No results found), 'Time Cards In Pending Stage' (one entry for PO 575311), 'Time Cards In Approved Stage' (No results found), and 'Time Cards In Rejected Stage' (No results found). A tip at the bottom explains how to add a new line against a new job to an existing TC.

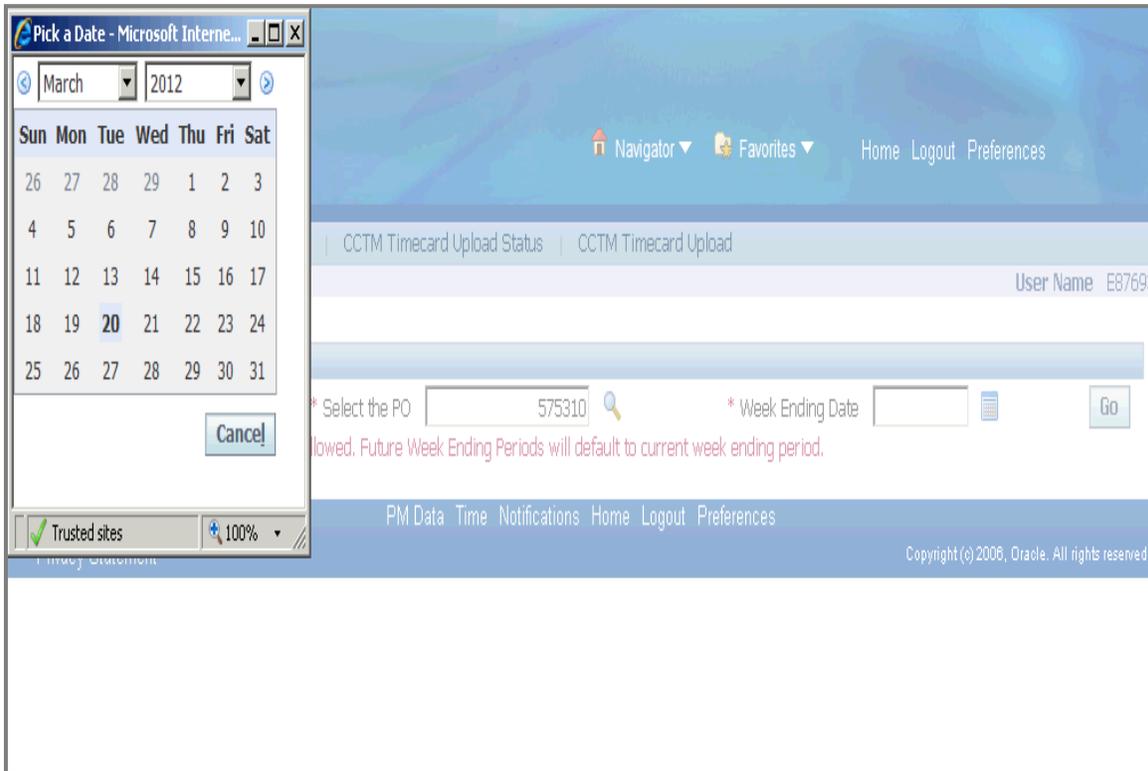
PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		

TIP In order to add a new line against a new job to an existing TC please go to CCTM Timecard tab. Enter PO Number and Weekending Date and click on Go. It will display the TC details, select the Draft in Time Card Listing mode and click on Go. Then you can add craft and enter time against new job in the existing TC

Step	Action
1.	<p>From your Oracle Applications Home Page select the AMCCTM Supplier Time Card Super User responsibility and click Time Card on the right side of your Navigator. You will be taken to your CCTM Time Card Home page.</p> <p>To create a Time Card online, click CCTM Time Card.</p> <p>CCTM Timecard</p>

Step	Action
2.	<p>A valid PO number is required to create a CCTM Time Card. You can enter the PO number directly in the Select the PO field or use the magnifying glass icon to search for it.</p> <p>For this exercise, enter 575310 in the Select the PO field.</p>

Step	Action
<p>3.</p>	<p>A Week Ending Date is also required and must be a Sunday date. You can enter the date directly in the Week Ending Date field or use the calendar icon to select a date.</p> <p>For this exercise click the Calendar icon.</p> <p>A new window will open.</p> 



Step	Action
4.	<p>For this exercise, choose Sun, March 4, 2012.</p> <p>The window will close, taking you back to the Time Card Search screen.</p> <p>4</p>

Step	Action
5.	<p>The Week Ending Date is auto-populated from the calendar icon.</p> <p>Click the Go button.</p> <p>* You will be taken to the Time Card Main Screen.</p> <p></p>

PO Header Details

PO Number: 575310
 PO Type: Time and Material
 PO Revision: 6
 OU Name: AMEREN OP UNIT

Comments: CCTM Services-Accounting Split Test
 Supplier Name: IT TEST SUPPLIER 1
 Buyer: Clark(Purchasing 1150), Rachel A

Time Card Details

Entry Type: Individual, Daily
 Time Card Period(Week Ending Date): 03/04/2012

Total Labor Amount: _____ Total Equipment Amount: _____ Total Material Amount: _____ Total Expense Amount: _____

* Attachments: None Vendor Reference Number: _____ * Change Reason: _____

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: Draft

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor Details

TIP You cannot delete a line that has been previously approved.

Select	Status	PO Line	Craft	Local	WorkType	RateType	UOM	Number	Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Total
										27	28	29	01	02	03	04	Hours/Units	Amou
No																		

Step	Action
6.	<p>Your Time Card is separated into 3 sections - PO Header Details, Time Card Details and Labor/Equipment/Material/Expense Details.</p> <p>The first section of the Time Card, the PO Header Details, displays information pulled directly from the Purchase Order (PO Type, Comments, Revision number, Buyer name).</p> <p>The Time Card Details section displays your Vendor Reference Number as well as Total Labor/Equipment/Material/Expense Amount. In this section you will upload/add an Attachment(s) - a requirement for every Time Card submitted.</p>

PO Header Details

PO Number: 575310
 PO Type: Time and Material
 PO Revision: 0
 Lien Waiver: Y

OU Name: AMEREN OP UNIT
 Comments: CCTM Services- Accounting Split Test
 Supplier Name: IT TEST SUPPLIER 1
 Buyer: Clark(Purchasing 1150), Rachel A

Time Card Details

Entry Type: Individual, Daily
 Time Card Period(Week Ending Date): 03/04/2012

Total Labor Amount: [] Total Equipment Amount: [] Total Material Amount: [] Total Expense Amount: []

Attachments: None [Add] Vendor Reference Number: [] * Change Reason: []

Labor Details

Select	Status	Number	PO Line	Craft	Local	Work	Type	Rate	Type	UOM	Number	Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	Total Hours/Units	Total Amou
No																					

Step	Action
7.	<p>Your Time Card is separated into 3 sections - PO Header Details, Time Card Details and Labor/Equipment/Material/Expense Details.</p> <p>The first section of the Time Card, the PO Header Details, displays information pulled directly from the Purchase Order (PO Type, Comments, Revision number, Buyer name).</p> <p>The Time Card Details section displays your Vendor Reference Number as well as Total Labor/Equipment/Material/Expense Amount. In this section you will upload/add an Attachment(s) - a requirement for every Time Card submitted.</p>

PO Header Details

PO Number: 575310
 PO Type: Time and Material
 PO Revision: 6
 OU Name: AMEREN OP UNIT

Comments: CCTM Services-Accounting Split Test
 Supplier Name: IT TEST SUPPLIER 1
 Buyer: Clark(Purchasing 1150), Rachel A

Time Card Details

Entry Type: Individual, Daily
 Time Card Period(Week Ending Date): 03/04/2012

Total Labor Amount: _____ Total Equipment Amount: _____ Total Material Amount: _____ Total Expense Amount: _____

* Attachments: None Add Vendor Reference Number: _____ * Change Reason: _____

Labor Details

Select	Status	PO Line	Craft	Local	WorkType	Rate	Type	UOM	Number	Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Total
											27	28	29	01	02	03	04	Hours/	Units Amou
No																			

Step	Action
8.	<p>The Vendor Reference Number (VRN) field allows you to include corresponding invoice information, internal to your organization, to guide reconciliation back to your system of record. The VRN will be displayed on the ACH payment alert email notification, and with invoice and payment details in iSupplier Portal (see iSupplier Portal Supplier Invoicing)</p> <p>* The Change Reason field is required only when making changes to a rejected Time Card, or a Time Card that was submitted and then pulled back to Draft status.</p> <p>For this exercise, enter A6127 in the Vendor Reference Number field.</p>

PO Number 575310 PO Type Time and Material PO Revision 6 OU Name AMEREN OP UNIT	Comments CCTM Services- Accounting Split Test Supplier Name IT TEST SUPPLIER 1 Buyer Clark(Purchasing 1150), Rachel A
--	--

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours Total

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Labor Details

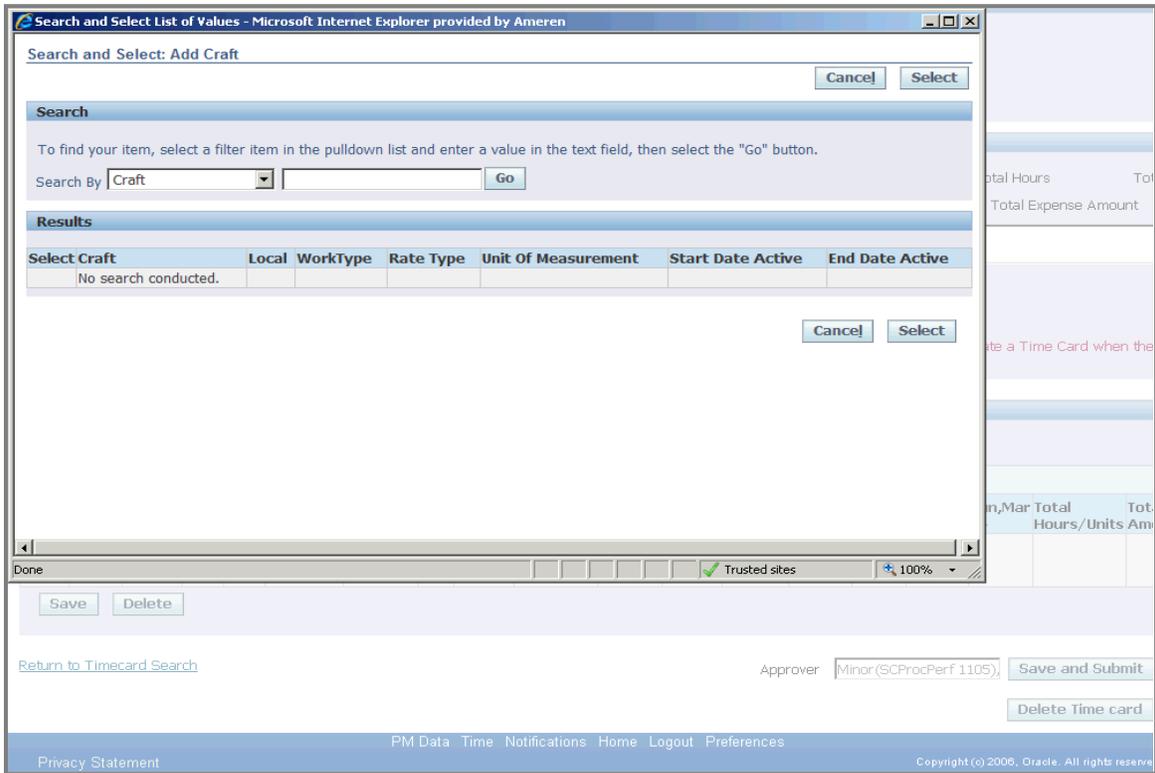
TIP You cannot delete a line that has been previously approved.

PO Line	Craft Combination	Badge	Consultant	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	Total Hours/Units	Total Amou
Select Status Number	Craft Local WorkType	RateType	UOM									
No results found.												

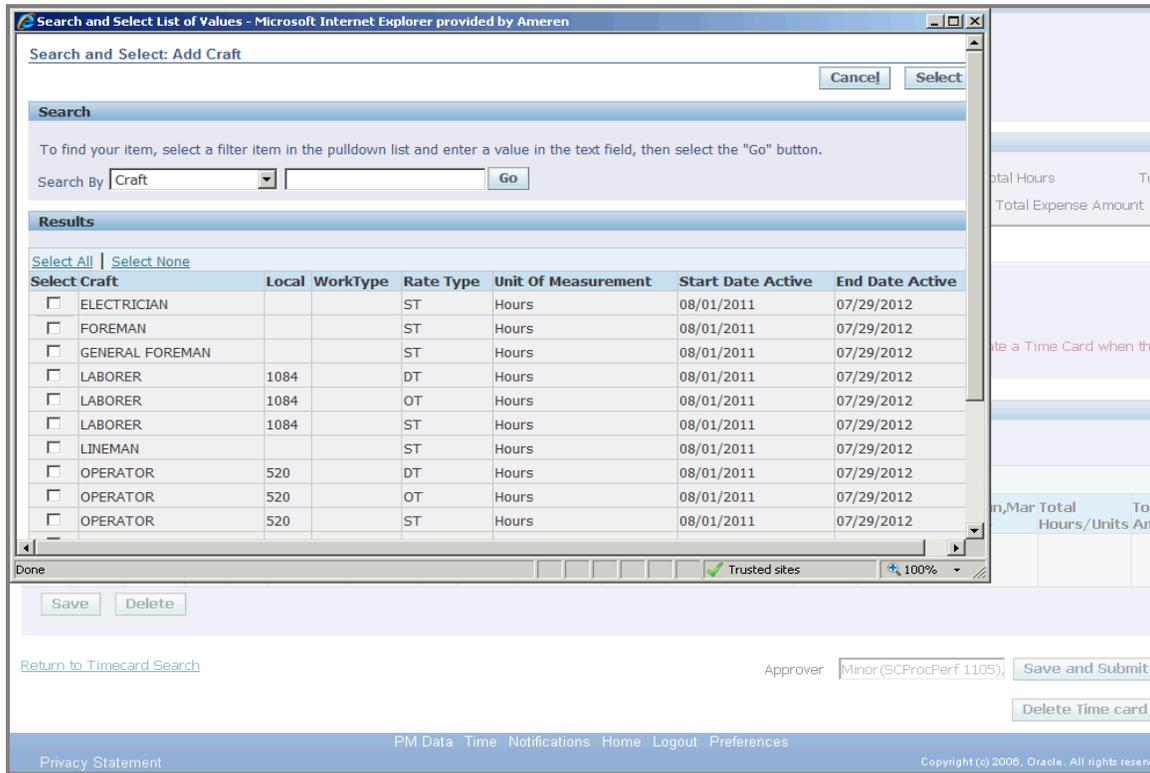
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Step	Action
9.	<p>In the Labor Details tab, you will choose the Craft Combinations from your Rate Card against which hours are to be reported.</p> <p>To search for and select crafts, click Add Craft.</p> <p>* A new window will open.</p> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-top: 5px;">Add Craft</div>



Step	Action
10.	In the Search and Select: Add Craft window, click the Go button. <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block; margin-top: 5px; text-align: center; line-height: 20px;">Go</div>



Step	Action
11.	<p>All Labor type rates from your Rate Card will be viewable.</p> <p>* You can narrow your search using the Search By fields. Select the parameter you would like to search by (Craft, Local, Work Type, Unit of Measure, Craft Combination), type all or a portion (use % as wildcard) of the text you would like to search for, and click Go.</p> <p>** You can select multiple rates by clicking the Select box next to each.</p> <p>*** If the Rate Card includes more than 20 Labor rates, you will see a link to View Next 20.</p> <p>For this exercise, click the ELECTRICIAN Select box.</p> <p><input type="checkbox"/></p>

Search and Select List of Values - Microsoft Internet Explorer provided by Ameren

Search and Select: Add Craft Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Craft Go

Results

[Select All](#) | [Select None](#)

Select Craft	Local	WorkType	Rate Type	Unit Of Measurement	Start Date Active	End Date Active
<input checked="" type="checkbox"/> ELECTRICIAN			ST	Hours	08/01/2011	07/29/2012
<input type="checkbox"/> FOREMAN			ST	Hours	08/01/2011	07/29/2012
<input type="checkbox"/> GENERAL FOREMAN			ST	Hours	08/01/2011	07/29/2012
<input type="checkbox"/> LABORER	1084		DT	Hours	08/01/2011	07/29/2012
<input type="checkbox"/> LABORER	1084		OT	Hours	08/01/2011	07/29/2012
<input type="checkbox"/> LABORER	1084		ST	Hours	08/01/2011	07/29/2012
<input type="checkbox"/> LINEMAN			ST	Hours	08/01/2011	07/29/2012
<input type="checkbox"/> OPERATOR	520		DT	Hours	08/01/2011	07/29/2012
<input type="checkbox"/> OPERATOR	520		OT	Hours	08/01/2011	07/29/2012
<input type="checkbox"/> OPERATOR	520		ST	Hours	08/01/2011	07/29/2012

Done Trusted sites 100%

Save Delete

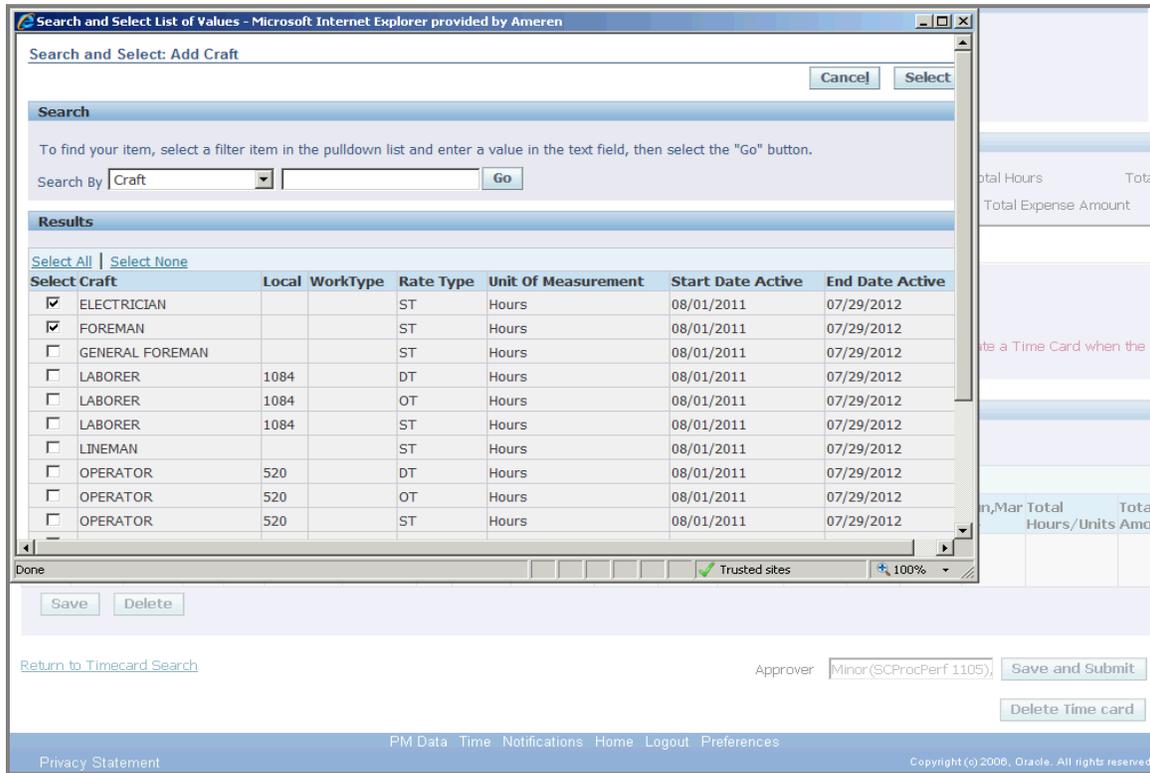
[Return to Timecard Search](#) Approver Minor(SCProcPerf 1105) Save and Submit

Delete Time card

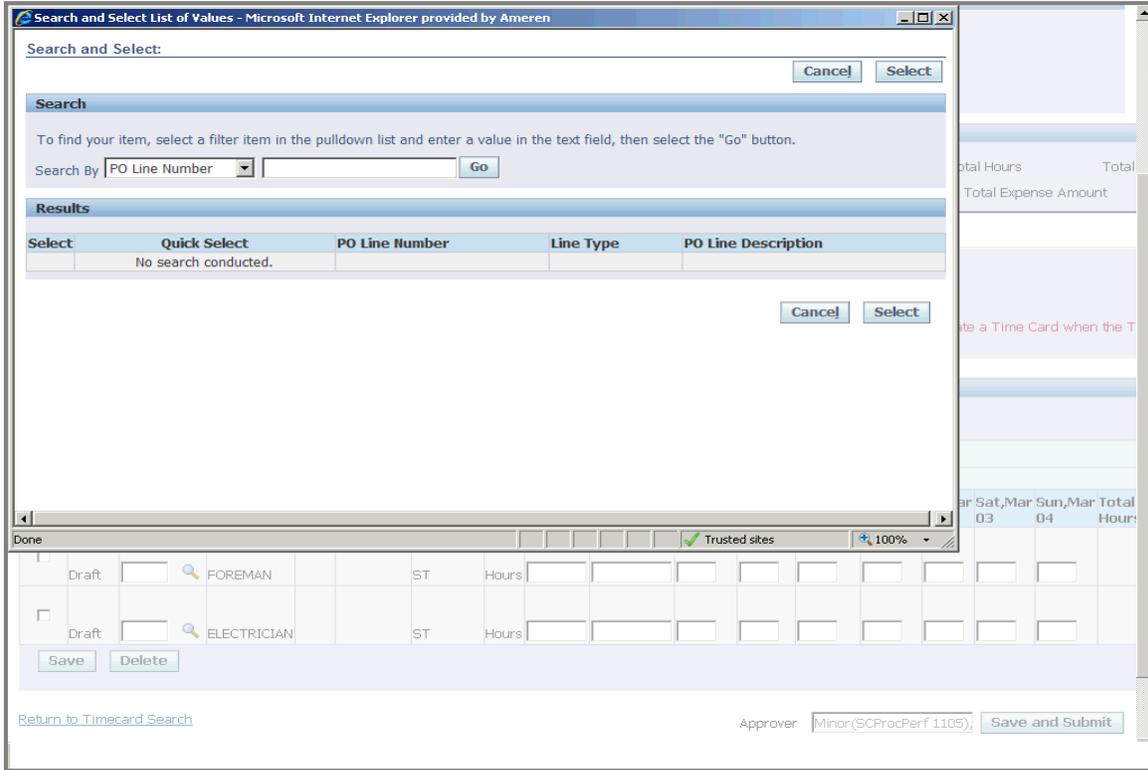
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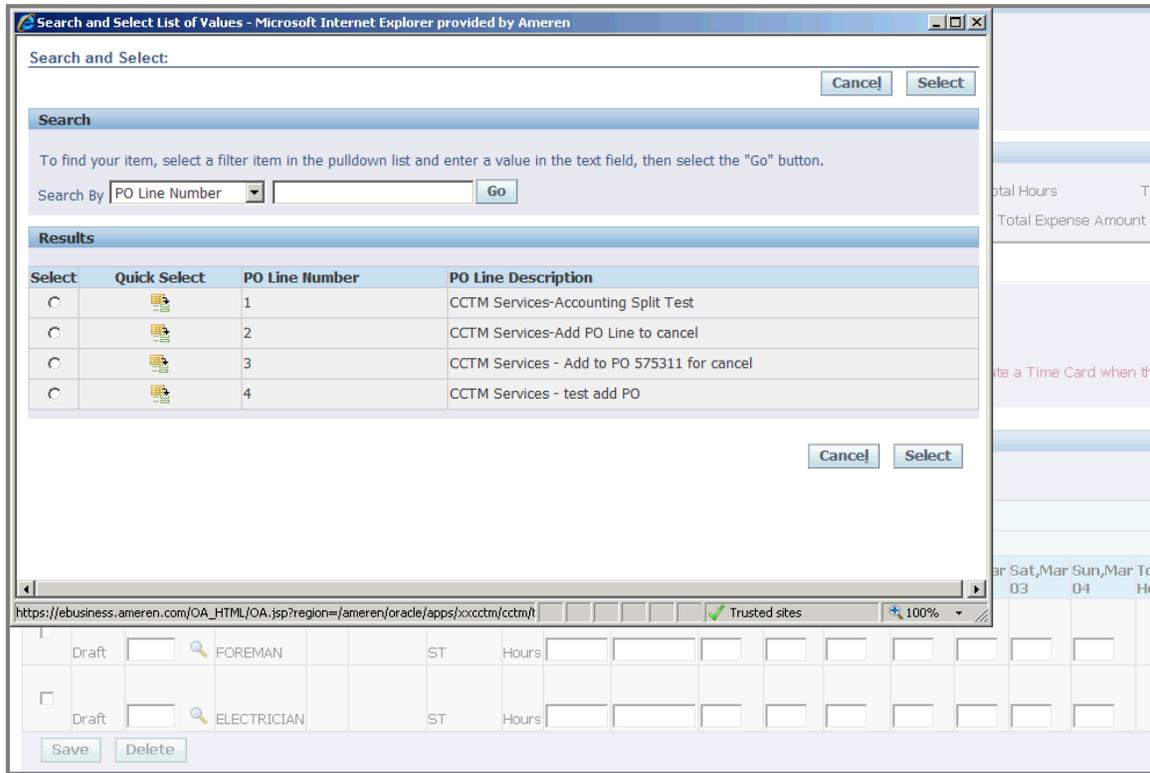
Step	Action
12.	Click the FOREMAN Select box. <input type="checkbox"/>



Step	Action
13.	<p>When you have chosen your rates, click the Select button.</p> <p>* The window will close taking you back to the Time Card Details screen where the selected craft combinations will be populated..</p> <p>Select</p>



Step	Action
16.	<p>In the Search and Select window, you can click the Go button to search for all PO Line Numbers. You can also narrow your search using the Search By fields. Select the parameter you would like to search by (PO Line Number, PO Line Description), type all or a portion (use % as wildcard) of the text you would like to search for, and click the Go button.</p> <p>For this exercise, click the Go button to search for all PO Line Numbers.</p> <div data-bbox="272 1329 342 1373" style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 15px;">Go</div>



Step	Action
17.	<p>The page will refresh to display all PO Line Numbers and the PO Line Description for each.</p> <p>For this exercise, click the Quick Select icon for PO Line Number 2.</p> <p>* The window will close, taking you back to Time Card Details, where the PO Line Number field will now be populated.</p> 

PO Number 575310 Comments CCTM Services- Accounting Split Test
 PO Type Time and Material Supplier Name IT TEST SUPPLIER 1
 PO Revision 6 Buyer Clark(Purchasing 1150), Rachel A
 OU Name AMEREN OP UNIT

Time Card Details

Entry Type Individual, Daily Time Card Period(Week Ending Date) 03/04/2012 Total Hours Total
 Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments None Vendor Reference Number A6127 * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense

Labor Details

TIP You cannot delete a line that has been previously approved.

Select All | Select None

Select Status	PD Line Number	Craft	Local	WorkType	RateType	UOM	Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	Total Hours
<input type="checkbox"/>	Draft 2	FOREMAN			ST	Hours										
<input type="checkbox"/>	Draft	ELECTRICIAN			ST	Hours										

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Step	Action
18.	<p>CCTM requires that you enter either a Badge Number or a Consultant Name.</p> <ul style="list-style-type: none"> * If you enter Badge Number, CCTM will validate whether it is an Ameren Badge Number. ** Consultant Name (most common) is a free form field, meaning you can enter the Individual's name in any format (first/last, last/first, first initial/last, etc.). <p>For this exercise, enter Consultant Name Tom Smith.</p>

PO Number: 575310 Comments: CCTM Services- Accounting Split Test
 PO Type: Time and Material Supplier Name: IT TEST SUPPLIER 1
 PO Revision: 6 Buyer: Clark(Purchasing 1150), Rachel A
 OU Name: AMEREN OP UNIT

Time Card Details

Entry Type: Individual, Daily Time Card Period(Week Ending Date): 03/04/2012 Total Hours: Total
 Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments: None Vendor Reference Number: A6127

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode:

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Labor Details

TIP You cannot delete a line that has been previously approved.

Select	Status	PO Line Number	Craft	Craft Combination	Local	WorkType	RateType	UOM	Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	Total Hours
<input type="checkbox"/>	Draft	2	FOREMAN				ST	Hours		Tom Smith								
<input type="checkbox"/>	Draft		ELECTRICIAN				ST	Hours										

[Return to Timecard Search](#) Approver: Minor(SCProcPerf 1105)

Step	Action
19.	For each day of the week, enter the number of units, corresponding to the Unit of Measure (UOM) . For this exercise, enter 8 Hours for Tom Smith on Mon, Feb 27 .

PO Number: 575310 Comments: CCTM Services- Accounting Split Test
 PO Type: Time and Material Supplier Name: IT TEST SUPPLIER 1
 PO Revision: 6 Buyer: Clark(Purchasing 1150), Rachel A
 OU Name: AMEREN OP UNIT

Time Card Details

Entry Type: Individual, Daily Time Card Period(Week Ending Date): 03/04/2012 Total Hours: Total
 Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments: None Vendor Reference Number: A6127 * Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode:

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Labor Details

TIP You cannot delete a line that has been previously approved.

|

Select	Status	PO Line Number	Craft	Craft Combination		Rate	Type	UOM	Badge Number	Consultant Name	Mon, Feb	Tue, Feb	Wed, Feb	Thu, Mar	Fri, Mar	Sat, Mar	Sun, Mar	Total Hours
				Local	WorkType						27	28	29	01	02	03	04	
<input type="checkbox"/>	Draft	2	FOREMAN				ST	Hours		Tom Smith	8	8						
<input checked="" type="checkbox"/>	Draft		ELECTRICIAN				ST	Hours										

[Return to Timecard Search](#) Approver:

Step	Action
21.	<p>When you are creating a Time Card for multiple individuals with the same craft combination, you can Copy a Time Card Row, rather than doing additional searches via the Add Craft button.</p> <p>Before you Copy a row, CCTM requires you to first enter the PO Line Number/Job Number and the Consultant Name for that row.</p>

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours Total

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Labor Details

TIP You cannot delete a line that has been previously approved.

Select	Status	PO Line Number	Craft	Local	WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	Total Hour
<input type="checkbox"/>	Draft	<input type="text" value="2"/>	FOREMAN				ST	Hours		Tom Smith	8	8						
<input type="checkbox"/>	Draft	<input type="text"/>	ELECTRICIAN				ST	Hours										
<input checked="" type="checkbox"/>	Draft	<input type="text" value="2"/>	ELECTRICIAN				ST	Hours		Brad Jones								

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Step	Action
26.	A new row will be displayed with the same Craft Combination and blank fields, allowing you to enter the PO Line Number , Consultant Name and Hours/Units worked per day.

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours Total

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Labor Details

TIP You cannot delete a line that has been previously approved.

|

Select	Status	PO Line Number	Craft	Craft Combination Local WorkType	RateType	UOM	Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	Total Hour
<input type="checkbox"/>	Draft	<input type="text" value="2"/>	FOREMAN		ST	Hours		Tom Smith	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>					
<input type="checkbox"/>	Draft	<input type="text" value="2"/>	ELECTRICIAN		ST	Hours		Dave Wise	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>					
<input checked="" type="checkbox"/>	Draft	<input type="text" value="2"/>	ELECTRICIAN		ST	Hours		Brad Jones	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>					

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Step	Action
27.	When you have completed Labor Details , if you have equipment costs to report for the period, click the Equipment tab.

PO Number 575310 PO Type Time and Material PO Revision 6 OU Name AMEREN OP UNIT	Comments CCTM Services- Accounting Split Test Supplier Name IT TEST SUPPLIER 1 Buyer Clark(Purchasing 1150), Rachel A
--	--

Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours Total

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Equipment Details

TIP You cannot delete a line that has been previously approved.

Select	Status	Number	Craft	Craft Combination		Equipment	UOM	Id	Mon, Feb	Tue, Feb	Wed, Feb	Thu, Mar	Fri, Mar	Sat, Mar	Sun, Mar	Total Hours/Units	Total Amount
				27	28				29	01	02	03	04				
No results found.																	

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Step	Action
28.	As with Labor , you will search and choose Equipment from your Rate Card. Click the Add Equipment button. * A new window will open. <div style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #e0e0e0;"> Add Equipment </div>

Step	Action
29.	For this exercise, click the Go button to view all Equipment rates included in the Rate Card. <div style="border: 1px solid black; display: inline-block; padding: 2px 5px; margin-top: 5px;">Go</div>

Step	Action
30.	<p>All Equipment type rates from your Rate Card will be viewable.</p> <p>* You can narrow your search using the Search By fields. Select the parameter you would like to search by (Craft, Local, Work Type, Unit of Measure, Craft Combination), type all or a portion (use % as wildcard) of the text you would like to search for, and click Go.</p> <p>** You can select multiple rates by clicking the Select box next to each.</p> <p>*** If the Rate Card includes more than 20 Equipment rates, you will see a link to View Next 20.</p> <p>For this exercise, click the MINI EXCAVATOR - ST Select box.</p> <p><input type="checkbox"/></p>

Step	Action
31.	<p>When you have chosen all Equipment rates to be reported, click the Select button.</p> <p>* The window will close taking you back to the Time Card Details screen where the selected craft combinations will be populated.</p> <p></p>

PO Number 575310 Comments CCTM Services-
 PO Type Time and Material Accounting Split Test
 PO Revision 6 Supplier Name IT TEST SUPPLIER 1
 OU Name AMEREN OP UNIT Buyer Clark(Purchasing 1150),
 Rachel A

Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours Total
 Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** Material Expense

Equipment Details

TIP You cannot delete a line that has been previously approved.

Select Status	PD Line Number	Craft Type	Craft Combination		Local	WorkType	RateType	UOM	Equipment Id	Mon, Feb	Tue, Feb	Wed, Feb	Thu, Mar	Fri, Mar	Sat, Mar	Su
			Craft							27	28	29	01	02	03	04
<input type="checkbox"/>	Draft		MINI				ST	Hours								
			Equipment	EXCAVATOR												

[Return to Timecard Search](#) Approver

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Step	Action
32.	As with all Time Card lines, you will search for or enter a PO Line Number and/or a Job Number , depending upon the PO Type. For this exercise, enter PO Line Number 2 .

PO Number: 575310 Comments: CCTM Services- Accounting Split Test
 PO Type: Time and Material Supplier Name: IT TEST SUPPLIER 1
 PO Revision: 6 Buyer: Clark(Purchasing 1150), Rachel A
 OU Name: AMEREN OP UNIT

Time Card Details

Entry Type: Individual, Daily Time Card Period(Week Ending Date): 03/04/2012 Total Hours: Total
 Total Labor Amount: Total Equipment Amount: Total Material Amount: Total Expense Amount:

* Attachments: None Vendor Reference Number: A6127 * Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: Draft

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Equipment Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select	Status	PO Line Number	Craft Type	Craft Combination				Equipment Id	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Su 04
				Local	Work	Type	Rate		Type	UOM					
<input type="checkbox"/>	Draft	2	Equipment	MINI EXCAVATOR			ST	Hours							

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Step	Action
33.	<p>The Equipment Id field is a free form field (you can enter any text), allowing you to enter information that identifies the individual piece of equipment you are reporting.</p> <p>For this exercise, enter 12345 in the Equipment Id field.</p>

Time Card Main Screen
 * Indicates required field Delete Time card

PO Header Details

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type: **Individual , Daily** Time Card Period(Week Ending Date): **03/04/2012** Total Hours: Total

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments: None Vendor Reference Number: * Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode:

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Material Details

TIP You cannot delete a line that has been previously approved.

Select Status	*PD Line Number	*Item Description	Quantity	Unit Price	*UOM	*Amount	Comments	PD Line Description	Attachments
No results found.									

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Step	Action
35.	If you have miscellaneous material costs to report for the period, click the Material tab. 

Time Card Main Screen
 * Indicates required field Delete Time card

PO Header Details

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type: **Individual , Daily** Time Card Period(Week Ending Date): **03/04/2012** Total Hours: Total

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments: **None** Vendor Reference Number: * Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode:

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Material Details

TIP You cannot delete a line that has been previously approved.

Select Status	*PO Line Number	*Item Description	Quantity	Unit Price	*UOM	*Amount	Comments	PO Line Description	Attachments
No results found.									

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Step	Action
36.	Click the Add Another Row button. * A blank row will display in the Material Details section. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Add Another Row</div>

PO Header Details

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours Total

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Material Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	*Item Description	Quantity	Unit Price	*UOM	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	<input type="text" value="2"/>	<input type="text"/>	CCTM Services-Add PO Line to cancel	<input style="color: green;" type="button" value="+"/>					

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Step	Action
37.	<p>As with all Time Card lines, you will search for or enter a PO Line Number and/or a Job Number, depending upon the PO Type.</p> <p>For this exercise, enter Safety Gloves - Box in the Item Description field.</p>

PO Header Details

PO Number 575310 PO Type Time and Material PO Revision 6 OU Name AMEREN OP UNIT	Comments CCTM Services- Accounting Split Test Supplier Name IT TEST SUPPLIER 1 Buyer Clark(Purchasing 1150), Rachel A
--	--

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours Total

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

✔ **TIP** Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

✔ **TIP** To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Material Details

✔ **TIP** You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	*Item Description	Quantity	Unit Price	*UOM	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	<input type="text" value="2"/>	<input type="text" value="Safety Gloves - Box"/>	<input type="text"/>	CCTM Services-Add PO Line to cancel	<input style="width: 20px; height: 15px;" type="button" value="+"/>				

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Step	Action
38.	<p>In the Quantity field you will enter the total number of items purchased.</p> <p>* You can enter a default Quantity of 1 if you want to report the total dollar amount to represent an itemized invoice or receipt that will be attached to the Time Card.</p> <p>For this exercise enter 1 in the Quantity field.</p>

PO Header Details

PO Number: 575310	Comments: CCTM Services- Accounting Split Test
PO Type: Time and Material	Supplier Name: IT TEST SUPPLIER 1
PO Revision: 6	Buyer: Clark(Purchasing 1150), Rachel A
OU Name: AMEREN OP UNIT	

Time Card Details

Entry Type: **Individual, Daily** Time Card Period(Week Ending Date): **03/04/2012** Total Hours: Total

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments: **None** Vendor Reference Number: * Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode:

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Material Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	*Item Description	Quantity	Unit Price	*UOM	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	<input type="text" value="2"/>	Safety Gloves - Box	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		CCTM Services-Add PO Line to cancel	<input style="color: green;" type="button" value="+"/>

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Step	Action
39.	<p>In the Unit Price field, enter the total price for all units reported.</p> <p>* This can be the total amount for an itemized invoice or receipt that will be attached to the Time Card.</p> <p>For this exercise enter 72.30 in the Unit Price field.</p>

PO Header Details

PO Number: 575310
 PO Type: Time and Material
 PO Revision: 6
 OU Name: AMEREN OP UNIT

Comments: CCTM Services- Accounting Split Test
 Supplier Name: I T TEST SUPPLIER 1
 Buyer: Clark(Purchasing 1150), Rachel A

Time Card Details

Entry Type: Individual, Daily
 Time Card Period(Week Ending Date): 03/04/2012

Total Labor Amount: _____ Total Equipment Amount: _____ Total Material Amount: _____ Total Expense Amount: _____

* Attachments: None Vendor Reference Number: A6127 * Change Reason: _____

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: Draft

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Material Details

TIP You cannot delete a line that has been previously approved.

Select All | Select None

Select Status	*PO Line Number	*Item Description	Quantity	Unit Price	*UOM	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	2	Safety Gloves - Box	1	72.3	<input type="text" value="Each"/>	72.30		CCTM Services-Add PO Line to cancel	<input style="background-color: #e0ffe0;" type="button" value="+"/>

(dropdown menu)

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Step	Action
40.	<p>The UOM (Unit of Measure) field is forced choice. You will click the dropdown arrow and choose one list item among Each, Gallons, Meters, Pounds, and Tons.</p> <p>For this exercise click Each.</p> <p>Each</p>

PO Header Details

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours Total

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense

Material Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

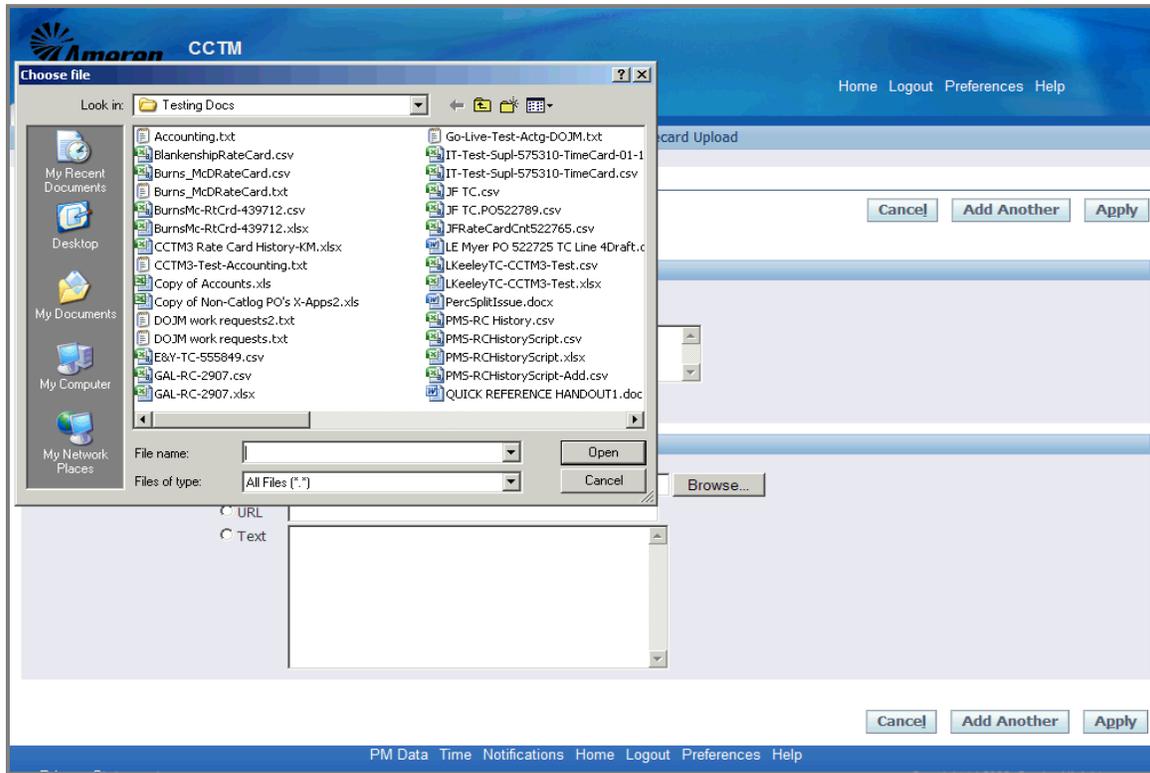
Select Status	PO Line Number	Item Description	Quantity	Unit Price	UOM	Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	2	Safety Gloves - Box	1	72.3	Each	72.30		CCTM Services-Add PO Line to cancel	

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Step	Action
41.	<p>If you have an invoice or receipt, you can attach and submit it with this Time Card line.</p> <p>To add an attachment at the line level click the Plus icon.</p> <p>*You will be directed to a new page.</p> <div style="text-align: center; margin-top: 10px;"> </div>

Step	Action
<p>42.</p>	<p>CCTM allows a File, URL or Text attachment Type.</p> <ul style="list-style-type: none"> * To attach a File, enter a file name in the Title field (optional) and click the Browse button to search for the corresponding file. ** To attach a URL, click the select circle and enter a valid URL in the corresponding field. *** To attach a Text description, click the select circle and enter the required text in the corresponding field. <p>For this exercise, click the Browse button.</p> <ul style="list-style-type: none"> * A Choose File window will open. <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-top: 5px;">Browse...</div>



Step	Action
43.	<p>Search for and choose the file you want to attach.</p> <p>For this exercise double-click the IT-Test-Supl-575310-TimeCard.csv file.</p> <p>* The Choose File window will close.</p> <p> IT-Test-Supl-575310-TimeCard.csv</p>

Step	Action
44.	<p>The File field will be populated.</p> <p>If you plan to include multiple attachments, click the Add Another button.</p> <p>For this exercise click the Apply button, to complete one attachment.</p> <p>* You will be redirected to the Time Card line in the Material tab.</p> <div data-bbox="272 1329 386 1371" style="border: 1px solid black; padding: 2px; display: inline-block;">Apply</div>

Time Card Main Screen
 * Indicates required field Delete Time card

PO Header Details

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours Total

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Expense Details

TIP You cannot delete a line that has been previously approved.

Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
No results found.							

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Step	Action
45.	If you have additional expenses or a Credit to report click the Expense tab. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Expense</div>

Time Card Main Screen
 * Indicates required field

PO Header Details

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours Total

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Expense Details

TIP You cannot delete a line that has been previously approved.

Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
No results found.							

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Step	Action
46.	Click the Add Another Row button. * A blank row will display in the Expense Details section. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Add Another Row</div>

[Delete Time Card](#)

PO Header Details

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours Total

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** [Add](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode [Go](#)

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Expense Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	CCTM Services-Add PO Line to cancel	+

[Add Another Row](#) [Save](#)

Car Rental
 Hotel Accommodation
 Miscellaneous
Meals
 Equipment Rental
 Fuel Surcharge
 Material Handling Charges

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Step	Action
47.	<p>As with all Time Card lines, you will search for or enter a PO Line Number and/or a Job Number, depending upon the PO Type.</p> <p>Expense Type is a forced choice field. You will click the dropdown arrow to choose one list item among Car Rental, Hotel Accommodation, Miscellaneous, Meals, Equipment Rental, Fuel Surcharge and Material Handling Charges.</p> <p>For this exercise click the Meals list item.</p> <div style="border: 1px solid black; background-color: #003366; color: white; padding: 2px; display: inline-block;">Meals</div>

PO Header Details

PO Number 575310 PO Type Time and Material PO Revision 6 OU Name AMEREN OP UNIT	Comments CCTM Services- Accounting Split Test Supplier Name IT TEST SUPPLIER 1 Buyer Clark(Purchasing 1150), Rachel A
--	--

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours Total

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

✔ **TIP** Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

✔ **TIP** To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor |
 Equipment |
 Material |
 Expense

Expense Details

✔ **TIP** You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	<input type="text" value="2"/>	<input type="text" value="Meals"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	CCTM Services-Add PO Line to cancel	<input style="width: 20px; height: 15px;" type="button" value="+"/>

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Step	Action
48.	In the Description field, enter specific information related to the Expense Type . For this exercise type Lunch Meeting in the Description field.

PO Header Details

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours Total

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense

Expense Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	<input type="text" value="2"/>	<input type="text" value="Meals"/>	<input type="text" value="Lunch Meeting"/>	<input type="text"/>	<input type="text"/>	CCTM Services-Add PO Line to cancel	<input button"="" checked="" type="button" value="Add Another Row"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <p>Return to Timecard Search Approver: <input type="text" value="Minor(SCProcPerf 1105)"/> <input type="button" value="Save and Submit"/> <input type="button" value="Delete Time card"/></p> <div style="background-color: #0070c0; color: white; padding: 5px; font-size: small;"> Privacy Statement PM Data Time Notifications Home Logout Preferences Copyright (c) 2006, Oracle. All rights reserved. </div>

Step	Action
49.	In the Amount field, enter the total amount for the expense you are reporting. For this exercise type 48.90 in the Amount field.

PO Header Details

PO Number 575310 PO Type Time and Material PO Revision 6 OU Name AMEREN OP UNIT	Comments CCTM Services- Accounting Split Test Supplier Name IT TEST SUPPLIER 1 Buyer Clark(Purchasing 1150), Rachel A
--	--

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours Total

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

✔ **TIP** Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

✔ **TIP** To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense

Expense Details

✔ **TIP** You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	<input type="text" value="2"/> <input type="button" value="Q"/>	<input type="text" value="Meals"/>	<input type="text" value="Lunch Meeting"/>	<input type="text" value="48.90"/>	<input type="text"/>	CCTM Services-Add PO Line to cancel	<input style="width: 20px; height: 15px;" type="button" value="+"/>

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Step	Action
50.	To report a Credit click the Add Another Row button. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;"><input type="button" value="Add Another Row"/></div>

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type: **Individual, Daily** Time Card Period(Week Ending Date): **03/04/2012** Total Hours: Total

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments: **None** Vendor Reference Number: * Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode:

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Expense Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select	Status	PO Line Number	Expense Type	Description	Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/>	Draft	2	Meals	Lunch Meeting	48.90		CCTM Services-Add PO Line to cancel	<input style="color: green;" type="button" value="+"/>
<input type="checkbox"/>	Draft	2					CCTM Services-Add PO Line to cancel	<input style="color: green;" type="button" value="+"/>

[Return to Timecard Search](#)

Approver:

Car Rental
Hotel Accommodation
Miscellaneous
Meals
Equipment Rental
Fuel Surcharge
Material Handling Charges

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Step	Action
51.	<p>As with all Time Card lines, you will search for or enter a PO Line Number and/or a Job Number, depending upon the PO Type.</p> <p>When reporting a Credit click the Miscellaneous dropdown item.</p> <p>Miscellaneous</p>

PO Type **Time and Material** Supplier Name **Accounting Split Test**
 Revision **6** Buyer **IT TEST SUPPLIER 1**
 DU Name **AMEREN OP UNIT** Buyer **Clark(Purchasing 1150), Rachel A**

Time Card Period(Week Ending Date) **03/11/2012** Total Hours **48** Total Amount **3,182.30**
 Total Equipment Amount **230.00** Total Material Amount **72.30** Total Expense Amount **0.00**

Vendor Reference Number * Change Reason

with supporting documentation is required to submit a time card or a time card revision.

Time Card Listing Mode:

Time Card Listing Mode: You cannot update a Time Card when the Time Card Listing Mode is 'ALL' or 'Receipt'.

*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
2	Meals	Lunch Meeting	48.90		CCTM Services-Add PO Line to cancel	<input style="float: right;" type="button" value="+"/>
2	Miscellaneous	Hour overage for Brad Jc	-55.00	1 hour for w/e c	CCTM Services-Add PO Line to cancel	<input style="float: right;" type="button" value="+"/>

Approver:

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Step	Action
52.	<p>In the Amount field you will enter the total Credit amount, beginning with the negative symbol (-).</p> <p>In the Comments field, provide a brief explanation.</p> <p>* Just as in the Material tab, you can add an Attachment to each Expense line.</p> <p>** For example, if on a previous Time Card, you reported an overage in number of hours for a Craft(s), you can attach a summary reporting the week/end date, craft combination(s) details, # hours credit, total amount per craft combination, etc.</p>

PO Number: 575310
 PO Type: Time and Material
 PO Revision: 6
 OU Name: AMEREN OP UNIT

Comments: CCTM Services-Accounting Split Test
 Supplier Name: IT TEST SUPPLIER 1
 Buyer: Clark(Purchasing 1150), Rachel A

Time Card Details

Entry Type: Individual, Daily
 Time Card Period(Week Ending Date): 03/04/2012
 Total Hours: 48
 Total Amount: 3,
 Total Labor Amount: 2,880.00
 Total Equipment Amount: 230.00
 Total Material Amount: 72.30
 Total Expense Amount: 14

* Attachments: None Vendor Reference Number: A6127 * Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: Draft

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Expense Details

TIP You cannot delete a line that has been previously approved.

Select All | Select None

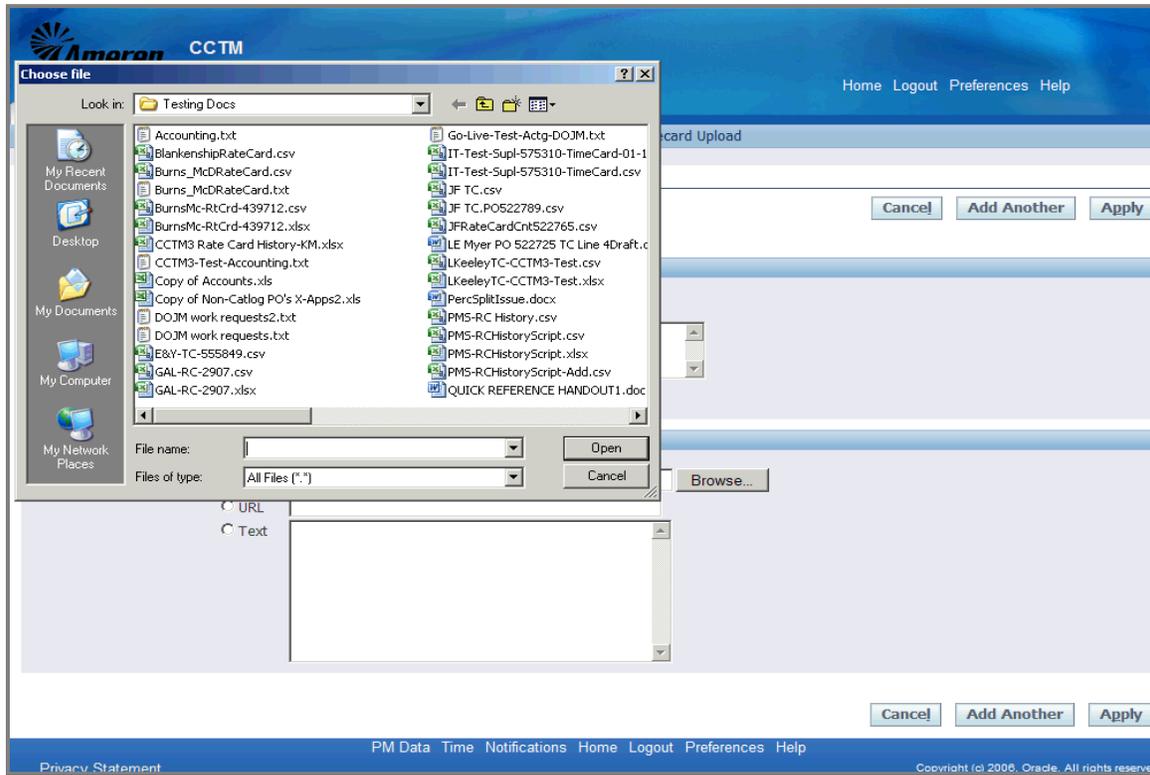
Select	Status	PO Line Number	Expense Type	Description	Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/>	Draft	2	Meals	Lunch Meeting	48.90		CCTM Services-Add PO Line to cancel	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Draft	2	Miscellaneous	Brad Jones - Electrician	55.00	w/e 02/26/2012	CCTM Services-Add PO Line to cancel	<input checked="" type="checkbox"/>

[Return to Timecard Search](#) Approver: Minor(SCProcPerf 1105)

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Step	Action
53.	<p>CCTM requires that you include an Attachment in the Time Card Details section when submitting a Time Card.</p> <p>* Attachments at the line level, in the Material and Expense tabs are optional and DO NOT satisfy the attachment requirement.</p> <p>** Contact the designated Approver for each PO with questions regarding what should be attached.</p> <p>To add an Attachment click the Add button.</p> <p>* You will be directed to a new page.</p> <p><input type="button" value="Add"/></p>

Step	Action
<p>54.</p>	<p>CCTM allows a File, URL or Text attachment Type.</p> <ul style="list-style-type: none"> * To attach a File, click the Browse button to search for the corresponding file. ** To attach a URL, click the select circle and enter a valid URL in the corresponding field. *** To attach a Text description, click the select circle and enter the required text in the corresponding field. <p>For this exercise, click the Browse button.</p> <ul style="list-style-type: none"> * A Choose File window will open. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;"> <p>Browse...</p> </div>



Step	Action
55.	<p>Search for and choose the file you want to attach.</p> <p>For this exercise double-click the IT-Test-Supl-575310-TimeCard.csv file.</p> <p>* The Choose File window will close.</p> <p> IT-Test-Supl-575310-TimeCard.csv</p>

Step	Action
56.	<p>The File field will now be populated.</p> <p>The Title field is optional. If you have multiple attachments you can populate this field to name each attachment.</p> <p>For this exercise type Time Sheets in the Title field.</p>

Step	Action
57.	<p>If you plan to include multiple attachments, click the Add Another button.</p> <p>For this exercise click the Apply button, to complete one attachment.</p> <p>* You will be redirected to the Time Card page.</p> <p></p>

Step	Action
58.	On your Time Card page a Confirmation message will display indicating the attachment was added successfully .

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Labor Details

TIP You cannot delete a line that has been previously approved.

|

Select	Status	PO Line Number	Craft	Craft Combination Local WorkType	RateType	UOM	Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	Total Hours/
<input type="checkbox"/>	Draft	<input type="text" value="2"/>	FOREMAN			ST	Hours	Tom Smith	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>					
<input type="checkbox"/>	Draft	<input type="text" value="2"/>	ELECTRICIAN			ST	Hours	Dave Wise	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>					
<input checked="" type="checkbox"/>	Draft	<input type="text" value="2"/>	ELECTRICIAN			ST	Hours	Brad Jones	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>					

[Return to Timecard Search](#) Approver:

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Step	Action
59.	<p>If you are not ready to submit the Time Card immediately or, if you would like to view Time Card totals before you submit, click the Save button.</p> <p><input type="button" value="Save"/></p>

Time Card Main Screen
 * Indicates required field Delete Time card

PO Header Details

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type	Individual , Daily	Time Card Period(Week Ending Date)	03/04/2012	Total Hours	48	Total Amount	3
Total Labor Amount	2,880.00	Total Equipment Amount	230.00	Total Material Amount	72.30	Total Expense Amount	14

* Attachments None Add Vendor Reference Number Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode Go

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Labor Details

TIP You cannot delete a line that has been previously approved.

Add Craft Copy Row

Select All | Select None

PO Line	Craft	Local	WorkType	Rate	Type	UOM	Badge	Consultant	Mon, Feb	Tue, Feb	Wed, Feb	Thu, Mar	Fri, Mar	Sat, Mar	Sun, Mar	Total
Select	Status	Number					Number	Name	27	28	29	01	02	03	04	Hour

Step	Action
60.	<p>The page will refresh to display Total Labor Amount, Total Equipment Amount, Total Material Amount, Total Expense Amount, Total Hours and (Time Card) Total Amount.</p> <p>* If you navigate to your CCTM Timecard Home this Time Card will be displayed in the Time Cards in Draft Stage section.</p>

PO Number PO Type PO Revision OU Name	575310 Time and Material 6 AMEREN OP UNIT	Comments Supplier Name Buyer	CCTM Services- Accounting Split Test I T TEST SUPPLIER 1 Clark(Purchasing 1150), Rachel A
--	--	------------------------------------	---

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours **48** Total Amount **3**

Total Labor Amount **2,880.00** Total Equipment Amount **230.00** Total Material Amount **72.30** Total Expense Amount **1.**

* Attachments [View](#) [Add](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode [Go](#)

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Expense Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	<input type="text" value="2"/> ?	Meals	Lunch Meeting	48.90		CCTM Services-Add PO Line to cancel	+
<input type="checkbox"/> Draft	<input type="text" value="2"/> ?	Miscellaneous	Hour overage for Brad Jc	-55.00	1 hour for w/e C	CCTM Services-Add PO Line to cancel	+

[Add Another Row](#) [Save](#) [Delete](#)

[Return to Timecard Search](#) Approver [Save and Submit](#)

[Delete Time card](#)

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Step	Action
61.	After attachments are added, and when you are satisfied with Time Card details Click the Save and Submit button. <div style="text-align: center; margin-top: 10px;"> </div>

The screenshot shows the CCTM Timecard Main Screen. At the top, there is a confirmation message: "Confirmation Time Card Submitted Successfully". Below this, the "Time Card Main Screen" section includes a "Delete Time card" button. The "PO Header Details" section displays: PO Number 575310, PO Type Time and Material, PO Revision 6, OU Name AMEREN OP UNIT, Supplier Name IT TEST SUPPLIER 1, and Buyer Clark(Purchasing 1150), Rachel A. The "Time Card Details" section shows: Entry Type Individual, Daily; Time Card Period(Week Ending Date) 03/04/2012; Total Hours 48; Total Amount 3,000.00; Total Labor Amount 2,880.00; Total Equipment Amount 230.00; Total Material Amount 72.30; Total Expense Amount 3,182.30. There is a "Vendor Reference Number" field with the value A6127 and a "Change Reason" field. A "TIP" message states: "Attachment(s) with supporting documentation is required to submit a time card or a time card revision." Below this, there is a "Timecard Listing Mode" dropdown set to "Draft" and a "Go" button. A second "TIP" message says: "To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'." At the bottom, there are tabs for "Labor", "Equipment", "Material", and "Expense", with "Expense" selected. The "Expense Details" section includes a "TIP" message: "You cannot delete a line that has been previously approved." Below this is a table with columns: Select Status, PO Line Number, Expense Type, Description, Amount Comments, PO Line Description, and Attachments.

Step	Action
62.	<p>The page will refresh to display a Confirmation message stating the Time Card was submitted successfully.</p> <p>Click CCTM Timecard Home.</p> <p>CCTM Timecard Home</p>

Home Logout Preferences

PM Data Time Notifications

CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload

User Name E8769

OU Name AMEREN OP UNIT

Time Cards In Draft Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							

Time Cards In Pending Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		
575310	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/04/2012	3,176.20		

Time Cards In Approved Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							

Time Cards In Rejected Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Rejection Reason	Attachments
No results found.							

TIP In order to add a new line against a new job to an existing TC please go to CCTM Timecard tab. Enter PO Number and Weekending Date and click on Go. It will display the TC details, select the Draft in Time Card Listing mode and click on Go. Then you can add craft and enter time against new job in the existing TC

PM Data Time Notifications Home Logout Preferences

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Step	Action
63.	<p>You will see your Time Card in the Time Cards in Pending Stage section of your CCTM Timecard Home.</p> <p>* The Time Card Approver will immediately receive an automated email notification indicating the Time Card is pending review and action.</p> <p>** You can make changes to a Time Card in Pending or Approved status, but not after it has reached Receipt status. Refer to topic S1.2.11 Make Time Card Changes.</p> <p>*** You will receive an automated email notification when action has been taken on your Time Card.</p>

S1.2.2 Create a Fixed Price Time Card Online

The screenshot shows the CCTM Supplier interface with the following sections:

- Navigation:** PM Data | Time | Notifications | CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload
- User Info:** User Name: E876
- OU Name:** AMEREN OP UNIT
- Time Cards In Draft Stage:**

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		
575310	AMEREN OP UNIT	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/11/2012	3,182.30		
- Time Cards In Pending Stage:**

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
579540	AMEREN OP UNIT	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	05/13/2012	5,536.11		
589220	AMEREN OP UNIT	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,736.86		
- Time Cards In Approved Stage:**

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							
- Time Cards In Rejected Stage:**

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Rejection Reason	Attachments
579540	AMEREN OP UNIT	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	02/12/2012	5,536.11	Electricians worked 4 hours on Wed. Please re-submit accordingly.	
579540	AMEREN OP UNIT	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/18/2012	4,320.00	Laborer did not work Mar 14	
579540	AMEREN OP UNIT	I T TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	04/01/2012	5,640.00	Electrician did not work Mar 28	
- TIP:** In order to add a new line against a new job to an existing TC please go to CCTM Timecard tab. Enter PO Number and Weekending Date and click on Go. It will display the TC details, select the Draft in Time Card Listing mode and click on Go. Then you can add craft and enter time against new job in the existing TC

Step	Action
1.	<p>From your Oracle Applications Home Page select the AMCCTM Supplier Time Card Super User responsibility and click Time Card on the right side of your Navigator. You will be taken to your CCTM Time Card Home page.</p> <p>Your CCTM Timecard Home page provides a quick view of Time Cards you have in process including Time Cards in Draft Stage, Time Card in Pending Stage, Time Cards in Approved Stage and Time Cards in Rejected Stage.</p>

CCTM
Home Logout Preferences

PM Data | **Time** | Notifications

CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload
User Name E8769

OU Name: AMEREN OP UNIT

Time Cards In Draft Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		
575310	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/11/2012	3,182.30		

Time Cards In Pending Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	05/13/2012	5,536.11		
589220	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,736.86		

Time Cards In Approved Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							

Time Cards In Rejected Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Rejection Reason	Attachments
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	02/12/2012	5,536.11	Electricians worked 4 hours on Wed. Please re-submit accordingly.	
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/18/2012	4,320.00	Laborer did not work Mar 14	
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	04/01/2012	5,640.00	Electrician did not work Mar 28	

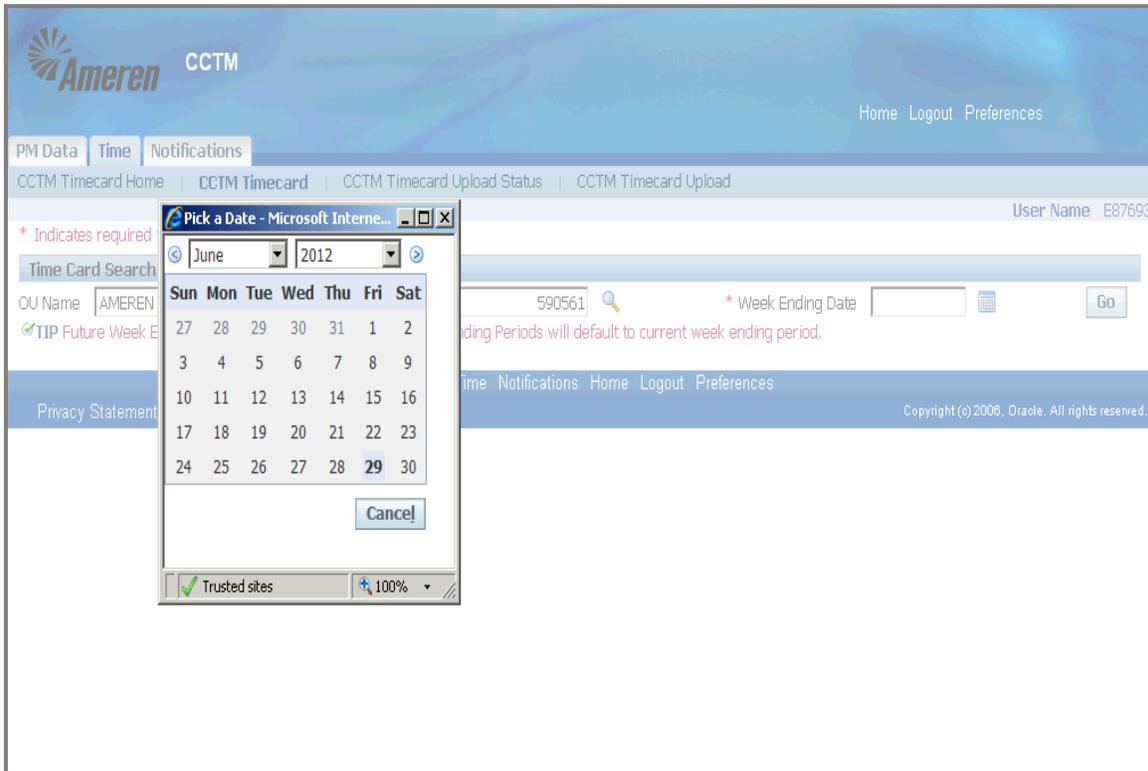
TIP In order to add a new line against a new job to an existing TC please go to CCTM Timecard tab. Enter PO Number and Weekending Date and click on Go. It will display the TC details, select the Draft in Time Card Listing mode and click on Go. Then you can add craft and enter time against new job in the existing TC

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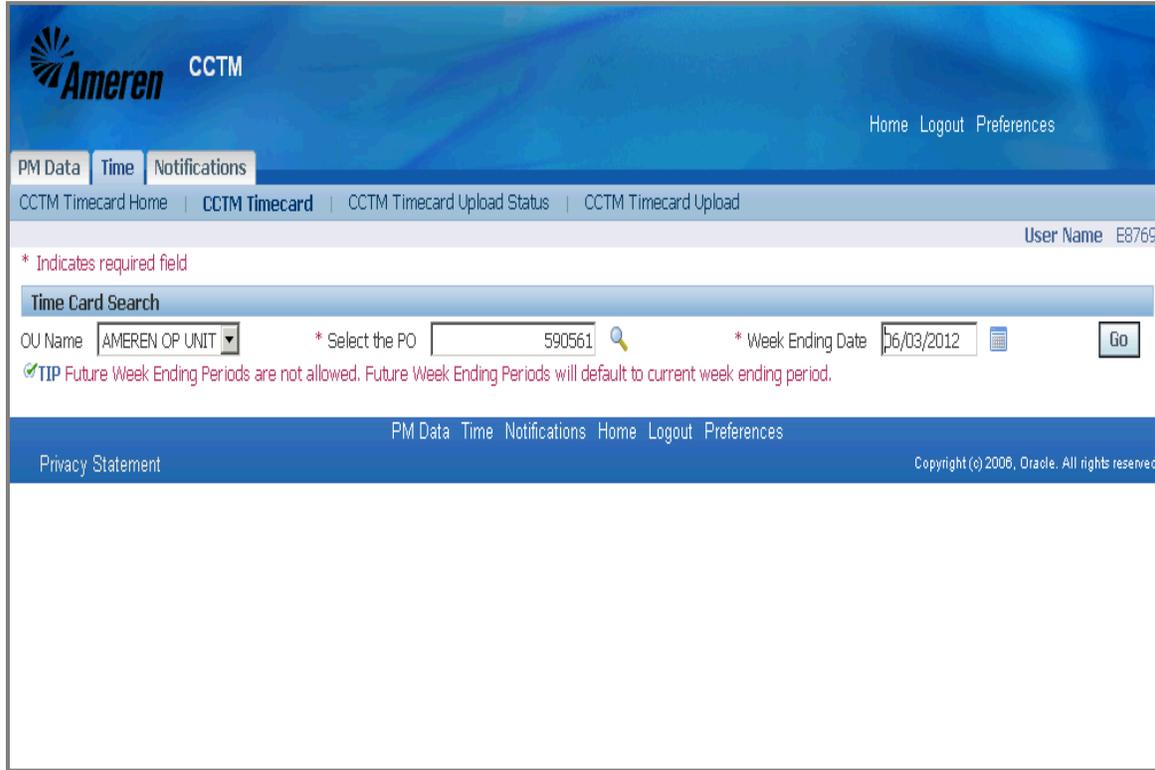
Step	Action
2.	<p>To create a Fixed Price Time Card Click the CCTM Timecard link.</p> <p>CCTM Timecard</p>

Step	Action
3.	<p>A valid PO number is required to create a CCTM Time Card. You can enter the PO number directly in the Select the PO field or use the magnifying glass icon to search.</p> <p>For this exercise, enter 590561 in the Select the PO field.</p>

Step	Action
4.	<p>A Week Ending Date is also required and must be a Sunday date. You can enter the date directly in the Week Ending Date field or use the calendar icon to select a date.</p> <p>For this exercise click the Calendar icon.</p> <p>A new window will open.</p> 



Step	Action
5.	<p>For this exercise, choose Sun, June 3, 2012.</p> <p>The window will close, taking you back to the Time Card Search screen.</p> <p>3</p>



Step	Action
6.	<p>The Week Ending Date is auto-populated from the calendar icon.</p> <p>Click the Go button.</p> <p>* You will be taken to the Time Card Main Screen.</p> <p></p>

Step	Action
7.	<p>Your Time Card is separated into 3 sections - PO Header Details, Time Card Details and FP (Fixed Price) Details.</p> <p>The first section of the Time Card, the PO Header Details, displays information pulled directly from the Purchase Order (PO Type, Comments, Revision number, Buyer name).</p> <p>The Time Card Details section displays your Vendor Reference Number and the Time Card Week Ending Date. In this section you will upload/add an Attachment(s) - a requirement for every Time Card submitted.</p>

Step	Action
8.	<p>In the FP Details section Click the Add Another Row button.</p> <p>* The page will refresh</p> <div data-bbox="282 1228 553 1272" style="border: 1px solid black; padding: 2px; display: inline-block;"> Add Another Row </div>

Indicates required field Delete Time card

PO Header Details

PO Number	590561	Comments	CCTM Services - Training
PO Type	Fixed Price	Supplier Name	IT TEST SUPPLIER 1
PO Revision	0	Buyer	Collins(Purchasing 1150), Kerry K
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type: **Individual, Daily** Time Card Period(Week Ending Date): **06/03/2012** Total Hours: Total:

* Attachments: **None** Vendor Reference Number: * Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: **Draft**

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

FP Labor

FP Details

TIP You cannot delete a line that has been previously approved.

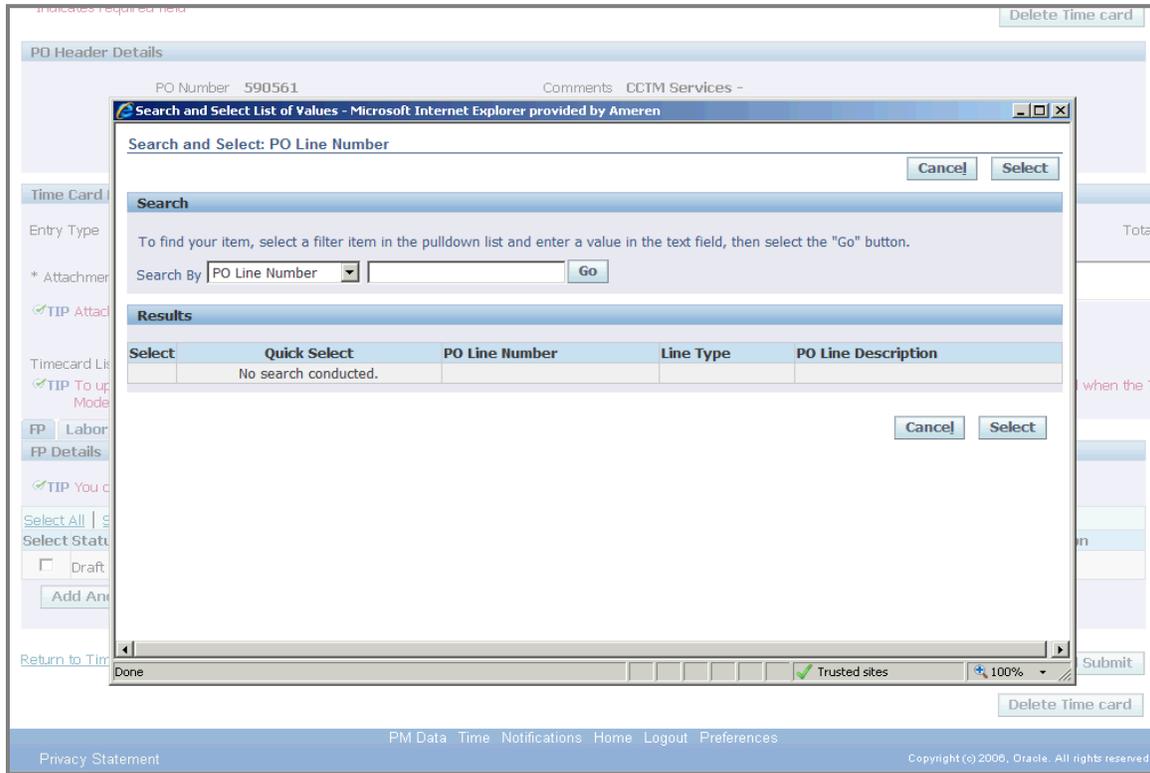
Select All | Select None

Select Status	*PO Line Number	PO Line Amount	*Milestone	*Amount	PO Line Description
<input type="checkbox"/> Draft	<input type="text"/>				

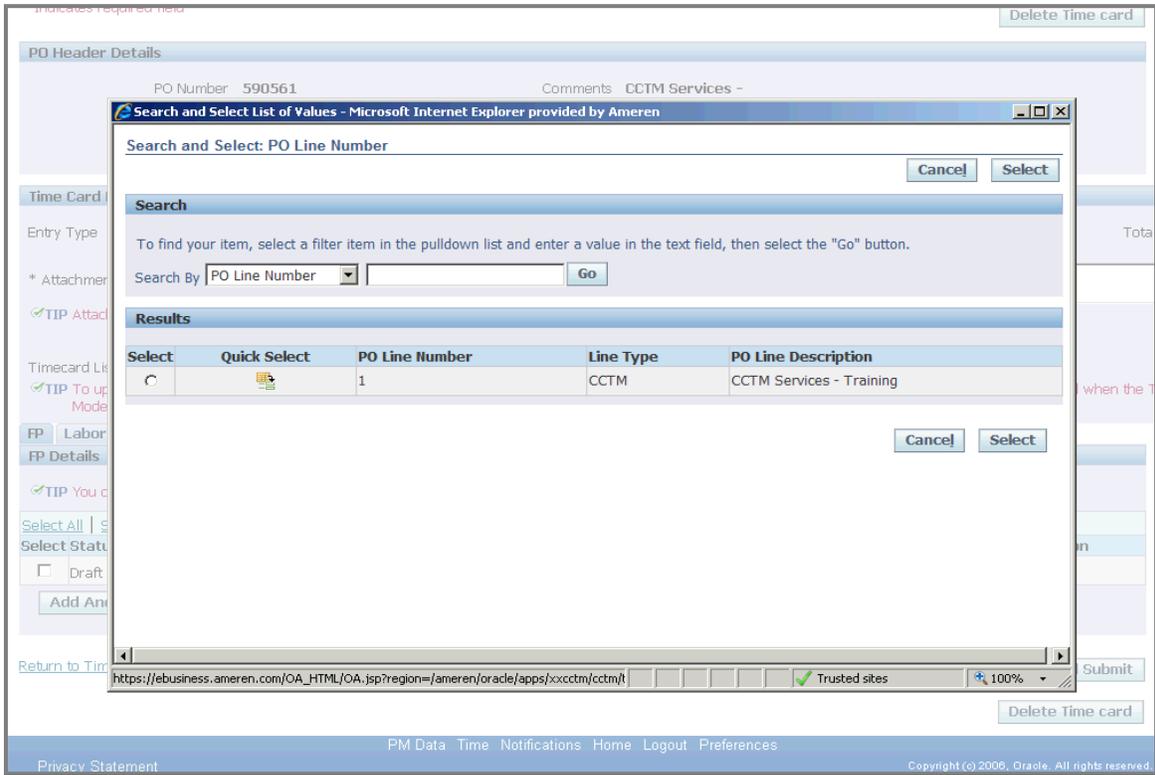
[Return to Timecard Search](#) Approver:

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Step	Action
9.	<p>If the PO is CCTM iProcurement based, you will be required to enter or search for a PO Line Number.</p> <p>* If the PO originated in one of Ameren's two work management systems you will be required to enter a valid Job Number as well.</p> <p>For this exercise, click the Magnifying Glass icon to search.</p> <p>* A new window will open.</p> 



Step	Action
10.	<p>In the Search and Select window, you can click the Go button to search for all PO Line Numbers. You can also narrow your search using the Search By fields. Select the parameter you would like to search by (PO Line Number, PO Line Description), type all or a portion (use % as wildcard) of the text you would like to search for, and click the Go button.</p> <p>For this exercise, click the Go button to search for all PO Line Numbers.</p> <div style="text-align: center;">  </div>



Step	Action
11.	<p>The page will refresh to display all PO Line Numbers and the PO Line Description for each.</p> <p>For this exercise, click the Quick Select icon for PO Line Number 1.</p> <p>* The window will close, taking you back to Time Card Details, where the PO Line Number field will now be populated.</p> 

indicates required field

[Delete Time card](#)

PO Header Details

PO Number	590561	Comments	CCTM Services - Training
PO Type	Fixed Price	Supplier Name	I T TEST SUPPLIER 1
PO Revision	0	Buyer	Collins(Purchasing 1150), Kerry K
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type: **Individual, Daily** Time Card Period(Week Ending Date): **06/03/2012** Total Hours: Total:

* Attachments: **None** [Add](#) Vendor Reference Number: * Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: [Go](#)

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

FP Labor

FP Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	PO Line Amount	*Milestone	*Amount	PO Line Description
<input type="checkbox"/> Draft	<input type="text" value="1"/>	10,000.00	<input type="text"/>	<input type="text"/>	CCTM Services - Training

[Add Another Row](#) [Save](#) [Delete](#)

[Return to Timecard Search](#) Approver: [Save and Submit](#)

[Delete Time card](#)

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Step	Action
12.	<p>CCTM requires that you enter a Milestone to indicate a percentage of work completed or a specific progress point.</p> <p>* Contact the Time Card approver designated for this PO, to identify how Milestones will be reported.</p> <p>For this exercise Type Phase I Complete in the Milestone field.</p>

Indicates required field

[Delete Time card](#)

PO Header Details

PO Number	590561	Comments	CCTM Services - Training
PO Type	Fixed Price	Supplier Name	I T TEST SUPPLIER 1
PO Revision	0	Buyer	Collins(Purchasing 1150), Kerry K
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **06/03/2012** Total Hours Total

* Attachments **None** [Add](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode **Draft** [Go](#)

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

FP Labor

FP Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	PO Line Amount	*Milestone	*Amount	PO Line Description
<input type="checkbox"/> Draft	1	10,000.00	Phase I Complete		CCTM Services - Training

[Add Another Row](#) [Save](#) [Delete](#)

[Return to Timecard Search](#) Approver [Save and Submit](#)

[Delete Time card](#)

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Step	Action
13.	<p>Enter the total dollars associated with the Milestone in the Amount field.</p> <p>For this exercise Type 2000 in the Amount field.</p>

indicates required field

[Delete Time card](#)

PO Header Details

PO Number	590561	Comments	CCTM Services - Training
PO Type	Fixed Price	Supplier Name	IT TEST SUPPLIER 1
PO Revision	0	Buyer	Collins(Purchasing 1150), Kerry K
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type: **Individual , Daily** Time Card Period(Week Ending Date): **06/03/2012** Total Hours: Total:

* Attachments: **None** [Add](#) Vendor Reference Number: * Change Reason:

✓ TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: **Draft** [Go](#)

✓ TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

FP Labor

FP Details

✓ TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	PO Line Amount	*Milestone	*Amount	PO Line Description
<input type="checkbox"/> Draft	1	10,000.00	Phase I Complete	2000	CCTM Services - Training

[Add Another Row](#) [Save](#) [Delete](#)

[Return to Timecard Search](#) Approver: [Save and Submit](#) [Delete Time card](#)

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Step	Action
14.	<p>The Vendor Reference Number (VRN) field allows you to include corresponding invoice information, internal to your organization, to guide reconciliation back to your system of record. The VRN will be displayed on the ACH payment alert email notification, and with invoice and payment details in iSupplier Portal (see iSupplier Portal Supplier Invoicing)</p> <p>* The Change Reason field is required only when making changes to a rejected Time Card, or a Time Card that was submitted and then pulled back to Draft status.</p> <p>For this exercise, enter A50814 in the Vendor Reference Number field.</p>

Indicates required field

[Delete Time card](#)

PO Header Details

PO Number	590561	Comments	CCTM Services - Training
PO Type	Fixed Price	Supplier Name	I T TEST SUPPLIER 1
PO Revision	0	Buyer	Collins(Purchasing 1150), Kerry K
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type: **Individual, Daily** Time Card Period(Week Ending Date): **06/03/2012** Total Hours: Total:

* Attachments: **None** [Add](#) Vendor Reference Number: * Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: [Go](#)

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

FP Labor

FP Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	* PO Line Number	PO Line Amount	* Milestone	* Amount	PO Line Description
<input type="checkbox"/> Draft	<input type="text" value="1"/> ?	10,000.00	Phase I Complete	2000	CCTM Services - Training

[Add Another Row](#) [Save](#) [Delete](#)

[Return to Timecard Search](#) Approver: [Save and Submit](#)

[Delete Time card](#)

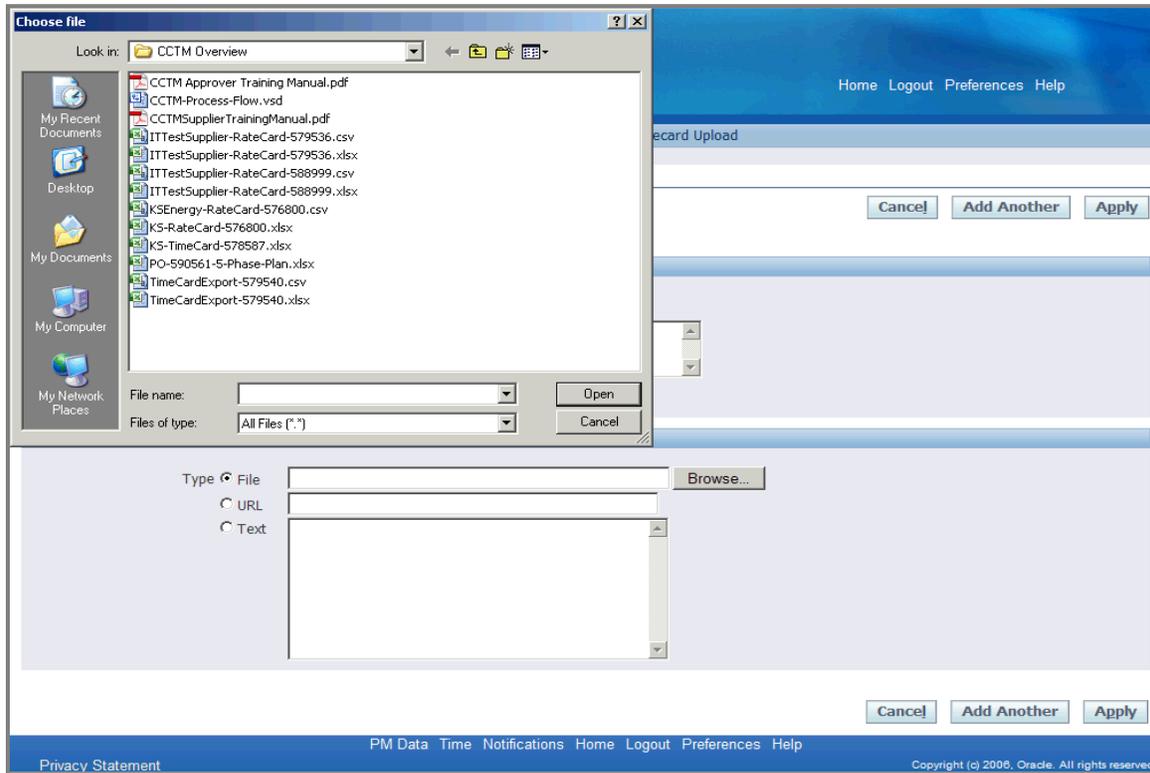
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Step	Action
15.	<p>CCTM requires that you include an Attachment in the Time Card Details section when submitting a Time Card.</p> <p>* Contact the designated Approver for each PO to determine what should be attached.</p> <p>To add an Attachment click the Add button.</p> <p>* You will be directed to a new page.</p> <p style="text-align: center;">Add</p>

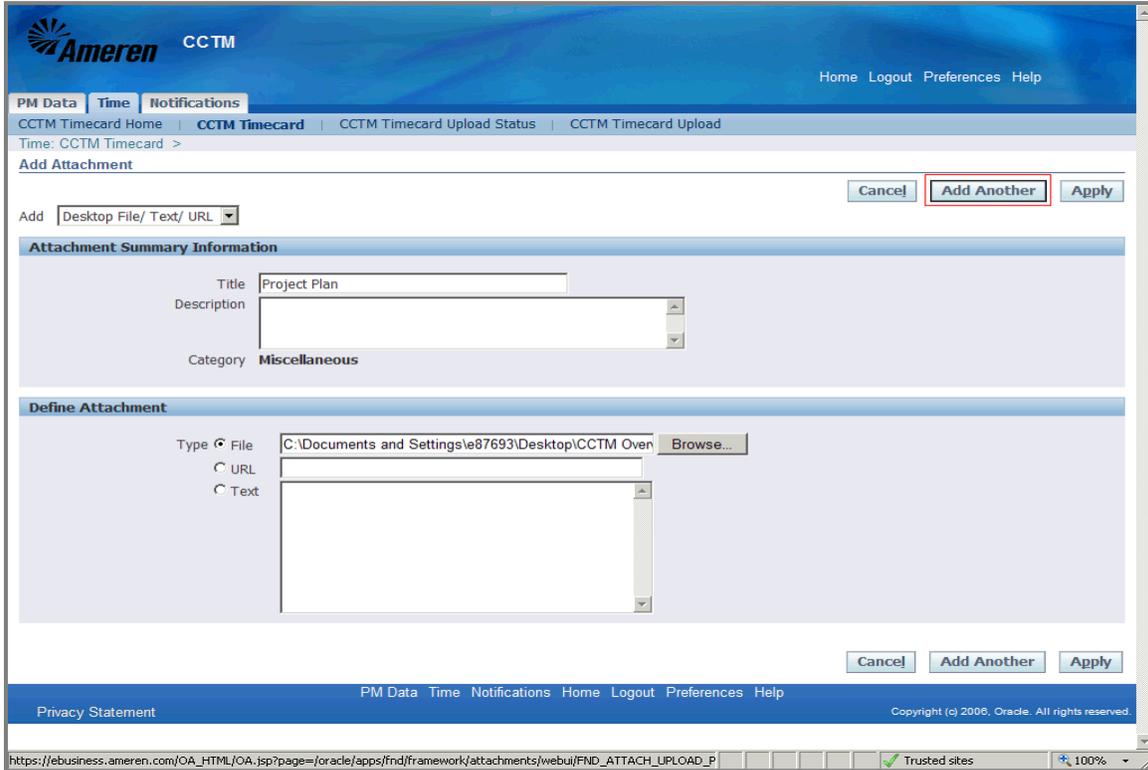
The screenshot shows the 'Add Attachment' page in the CCTM system. At the top, there are navigation tabs for 'PM Data', 'Time', and 'Notifications'. Below these are links for 'CCTM Timecard Home', 'CCTM Timecard', 'CCTM Timecard Upload Status', and 'CCTM Timecard Upload'. The main heading is 'Add Attachment' with 'Cancel', 'Add Another', and 'Apply' buttons. A dropdown menu is set to 'Desktop File/ Text/ URL'. The 'Attachment Summary Information' section contains a 'Title' field, a 'Description' field, and a 'Category' dropdown set to 'Miscellaneous'. The 'Define Attachment' section has radio buttons for 'File', 'URL', and 'Text', with a 'Browse...' button next to the 'File' option. At the bottom, there are 'Cancel', 'Add Another', and 'Apply' buttons. The footer includes 'Privacy Statement', navigation links, and 'Copyright (c) 2006, Oracle. All rights reserved.' The browser status bar at the bottom shows 'Done', 'Trusted sites', and '100%' zoom.

Step	Action
16.	<p>The Title field is optional. If you have multiple attachments you can populate this field to name each attachment.</p> <p>For this exercise type Project Plan in the Title field.</p>

Step	Action
17.	<p>CCTM allows a File, URL or Text attachment Type.</p> <ul style="list-style-type: none"> * To attach a File, click the Browse button to search for the corresponding file. ** To attach a URL, click the select circle and enter a valid URL in the corresponding field. *** To attach a Text description, click the select circle and enter the required text in the corresponding field. <p>For this exercise, click the Browse button.</p> <ul style="list-style-type: none"> * A Choose File window will open. <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-top: 5px;">Browse...</div>



Step	Action
<p>18.</p>	<p>Search for and choose the file you want to attach.</p> <p>For this exercise double-click the PO-590561-5-Phase-Plan.xlsx file.</p> <p>* The Choose File window will close.</p> <p> PO-590561-5-Phase-Plan.xlsx</p>



Step	Action
19.	<p>If you plan to include multiple attachments, Click the Add Another button.</p> <p>For this exercise Click the Apply button, to complete one attachment.</p> <p>* You will be redirected to the Time Card page.</p> <div data-bbox="272 1291 386 1339" style="border: 1px solid black; padding: 2px; display: inline-block;">Apply</div>

Indicates Required Field

[Delete Time card](#)

PO Header Details

PO Number	590561	Comments	CCTM Services - Training
PO Type	Fixed Price	Supplier Name	IT TEST SUPPLIER 1
PO Revision	0	Buyer	Collins(Purchasing 1150), Kerry K
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **06/03/2012** Total Hours Total

* Attachments [View](#) [Add](#) Vendor Reference Number: * Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: [Go](#)

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

FP Labor

FP Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	PO Line Amount	*Milestone	*Amount	PO Line Description
<input type="checkbox"/> Draft	<input type="text" value="1"/>	10,000.00	Phase I Complete	2,000.00	CCTM Services - Training

[Add Another Row](#) [Save](#) [Delete](#)

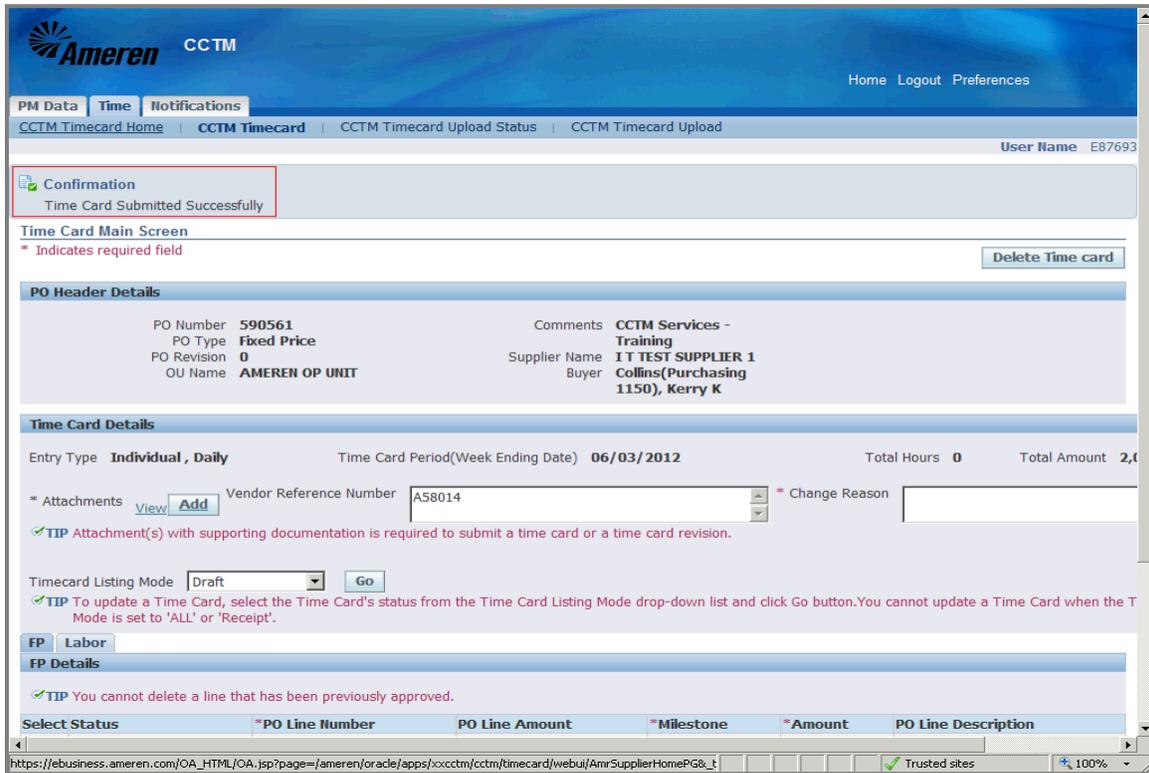
[Return to Timecard Search](#) Approver: [Save and Submit](#)

[Delete Time card](#)

PM Data Time Notifications Home Logout Preferences

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Step	Action
20.	<p>After attachments are added, and when you are satisfied with Time Card details Click the Save and Submit button.</p> <p>Click the Save and Submit button.</p> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Save and Submit </div>



Step	Action
21.	<p>The page will refresh to display a Confirmation message stating the Time Card was submitted successfully.</p> <p>Click CCTM Timecard Home.</p> <p>CCTM Timecard Home</p>

Time Cards In Draft Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		
575310	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/11/2012	3,182.30		

Time Cards In Pending Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	05/13/2012	5,536.11		
589220	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,736.86		
590561	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,000.00		

Time Cards In Approved Stage

No results found.

Time Cards In Rejected Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Rejection Reason	Attachments
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	02/12/2012	5,536.11	Electricians worked 4 hours on Wed. Please re-submit accordingly.	
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/18/2012	4,320.00	Laborer did not work Mar 14	
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	04/01/2012	5,640.00	Electrician did not work Mar 28	

TIP In order to add a new line against a new job to an existing TC please go to CCTM Timecard tab. Enter PO Number and Weekending Date and click on Go. It will display the TC details, select the Draft in Time Card Listing mode and click on Go. Then you can add craft and enter time against new job in the existing TC

Step	Action
22.	<p>You will see your Time Card in the Time Cards in Pending Stage section of your CCTM Timecard Home.</p> <p>* The Time Card Approver will receive an automated email notification, stating the Time Card is pending review and action.</p> <p>** You can make changes to a Time Card in Pending or Approved status, but not after it has reached Receipt status. Refer to topic S1.2.11 Make Time Card Changes.</p> <p>*** You will receive an automated email notification when action has been taken on your Time Card.</p>

S1.2.3 Download-Create a Time & Materials Time Card Template

Step	Action
1.	<p>When creating a Time Card against a Time & Materials type PO, you have the option of entering Time Cards online in CCTM or uploading the Time Card data from an Excel template. The method you choose will depend upon the average number of lines you enter per Time Card.</p> <p>When you enter Time Cards online directly in CCTM, many of the fields (craft combination, units of measure, expense type) are searchable, meaning you can select valid values from a list.</p> <p>If most weekly Time Cards include a number of Time Card lines, you may find it more efficient to use the Time Card Excel template. The Excel template can be reused for subsequent Time Card submittals by completing a Save As for each week ending date, changing applicable information - date, hours, etc.</p> <p>* When using the Time Card template, you are required to enter Craft Combination values exactly as they are presented in the Rate Card. It may be helpful to Export your Rate Card and copy/paste the data to the corresponding fields of your Time Card template.</p> <p>** Print or Save the Time Card Upload Fields reference guide, attached this topic, before proceeding.</p> <p>*** From your Oracle Applications Home Page you will click the AMCCTM Supplier Time Card Super User responsibility. The page will refresh and display links the right. Click the Time Card link to go to your CCTM Timecard Home.</p>

Step	Action
2.	<p>Your CCTM Timecard Home page provides a quick view of Time Cards you have in process including Time Cards in Draft Stage, Time Cards in Pending Stage, Time Cards in Approved Stage and Time Cards in Rejected Stage.</p> <p>To download a Time Card template, Click the CCTM Time Card Upload link.</p> <p>CCTM Timecard Upload</p>

Upload File - Status

* Select File for Upload

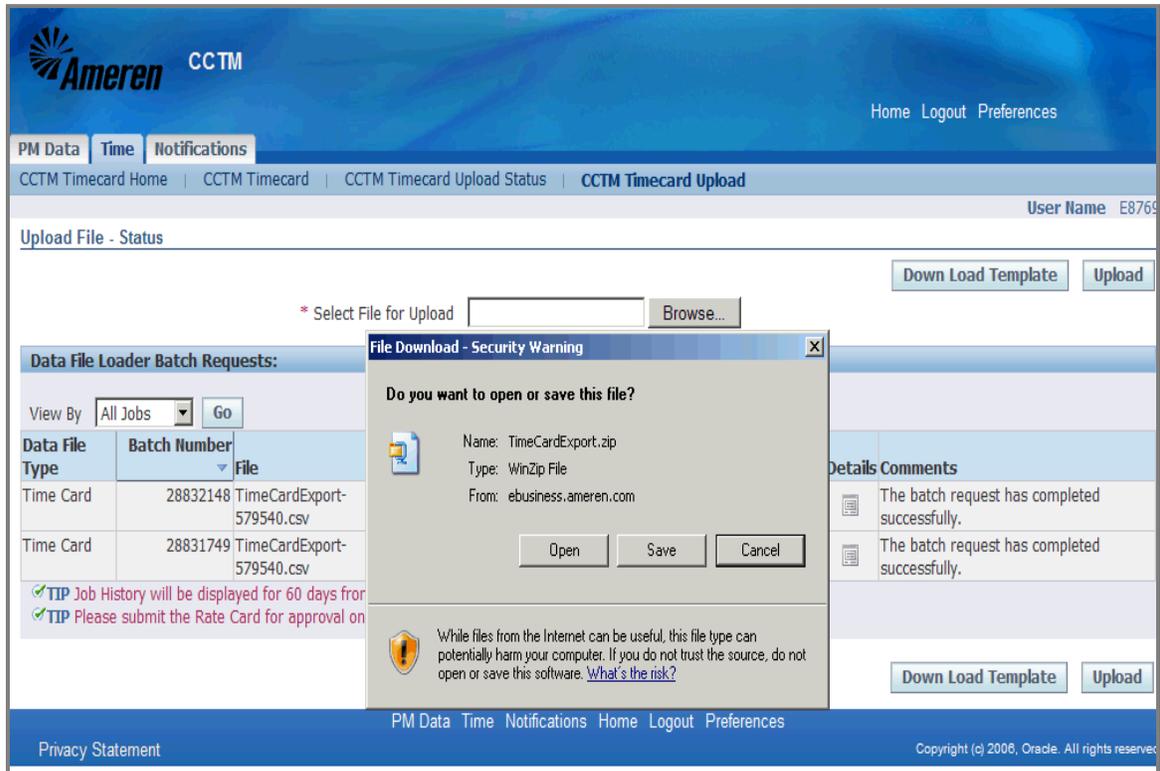
Data File Loader Batch Requests:

View By

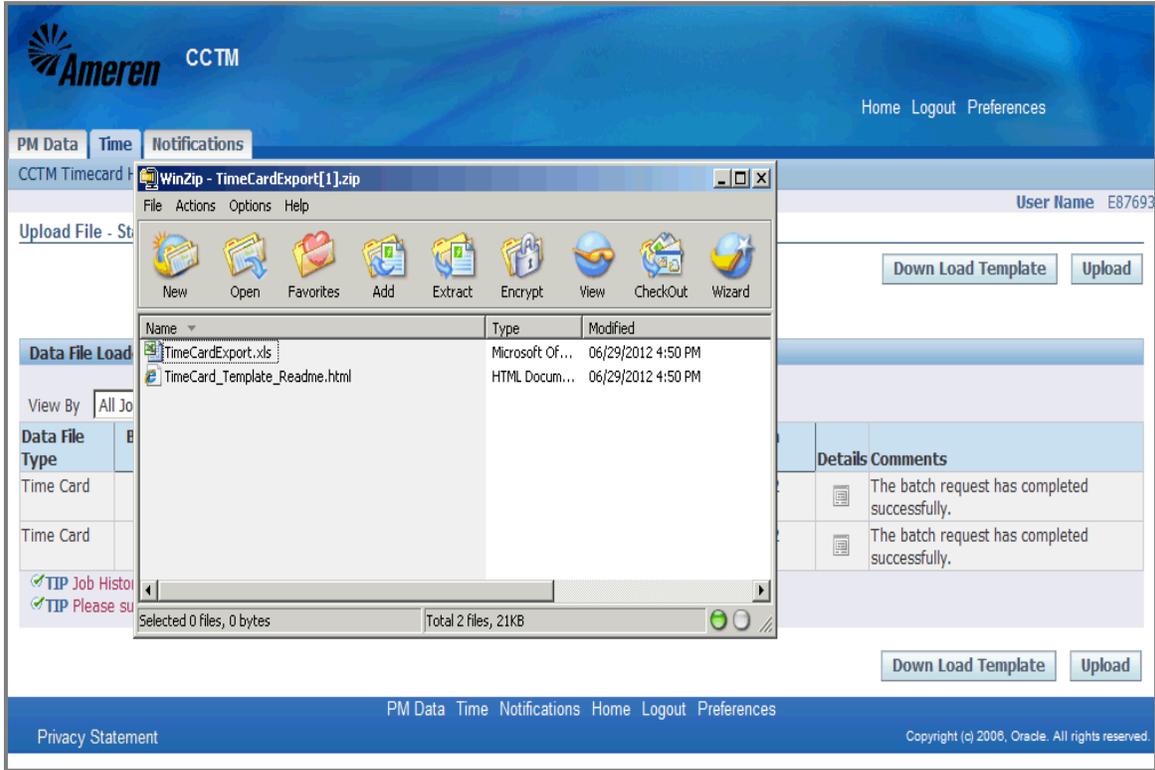
Data File Type	Batch Number	File	Status	Successful Lines	Rejected Lines	Batch Run Date	Details	Comments
Time Card	28832148	TimeCardExport-579540.csv	Completed	9	0	06/22/2012		The batch request has completed successfully.
Time Card	28831749	TimeCardExport-579540.csv	Completed	9	0	06/22/2012		The batch request has completed successfully.

TIP Job History will be displayed for 60 days from the load date
 TIP Please submit the Rate Card for approval once it is uploaded successfully

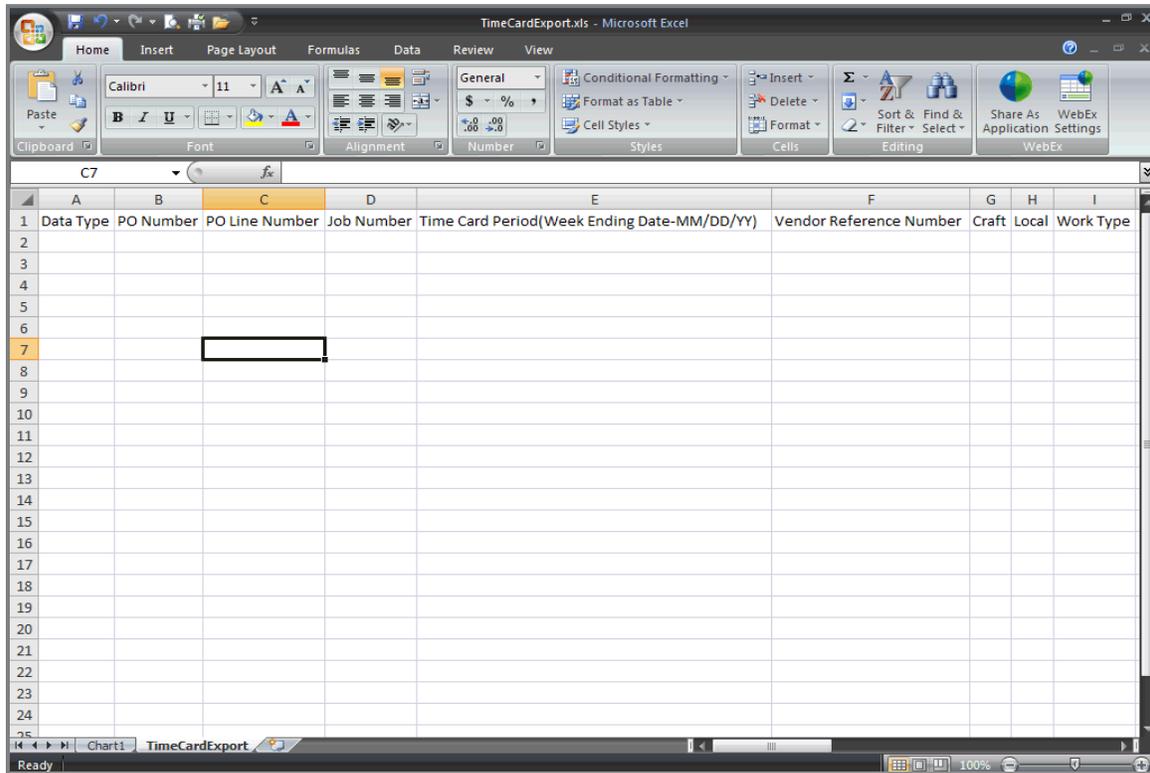
Step	Action
3.	<p>Click the Down Load Template button.</p> <p>* A new window will open.</p> <p><input type="button" value="Down Load Template"/></p>



Step	Action
4.	<p>In the File Download - Security Warning window you will be prompted to Open or Save a WinZip File.</p> <p>Click the Open button.</p> <p>A WinZip window will open.</p> <div data-bbox="282 1329 440 1377" style="border: 1px solid gray; padding: 2px; width: fit-content; margin: 10px auto;"> Open </div>



Step	Action
5.	The TimeCardExport.xls file is your Time Card template. You will double-click the file name to open it.



Step	Action
6.	<p>Refer to S1.2.3 Time Card Template Field descriptions to complete this template.</p> <p>* For every column in this file, the guide describes each field and indicates whether it is Required or Optional. The guide also indicates whether the Required field is free-text or forced choice.</p> <p>** You may wish to save the template as an Excel Workbook while you are in the process of building it. But it will have to be Saved As CSV (Comma Delimited) type before upload.</p> <p>*** When you are ready to upload refer to S1.2.4 Upload & Submit a Time Card Template.</p>

S1.2.4 Time Card Template Field Descriptions

Field Name	Required	Details												
Data Type	Required	<p>Used to denote the record type being uploaded to the system. There are five valid records types:</p> <table border="1"> <thead> <tr> <th>Field Name</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>Labor</td> <td>LA</td> </tr> <tr> <td>Material</td> <td>MA</td> </tr> <tr> <td>Equipment</td> <td>EQ</td> </tr> <tr> <td>Chemical</td> <td>CH</td> </tr> <tr> <td>Expense</td> <td>EX</td> </tr> </tbody> </table>	Field Name	Code	Labor	LA	Material	MA	Equipment	EQ	Chemical	CH	Expense	EX
Field Name	Code													
Labor	LA													
Material	MA													
Equipment	EQ													
Chemical	CH													
Expense	EX													
PO Number	Required	<p>This field is used to enter a valid CCTM PO number for which time card details are to be uploaded. This is a required field for all types of time and material time cards.</p> <p>This is a Numeric Field and should be entered for Labor, Material, Equipment, Chemical and Expense record types.</p>												
PO Line Number	Required	<p>This field is used to enter a valid CCTM PO line number for which time card details are to be uploaded.</p> <p>This is a Numeric Field and should be entered for Labor, Material, Equipment, Chemical and Expense record types.</p>												
Job Number	Required	<p>This field is used to enter a valid job number associated with the CCTM PO Line Number.</p> <p>This field is required for certain PO's. The required job number will be printed on your copy of the PO.</p> <p>This is a text field and should be entered for Labor, Material, Equipment, Chemical and Expense record types.</p>												
Time Card Period	Required	<p>This field is used to enter a valid time card weekending date. This date must be a Sunday date.</p> <p>The format for this field is MM/DD/YYYY. The week ending date must be entered for Labor, Material, Equipment, Chemical and Expense record types.</p>												
Vendor Reference Number (VRN)	Optional	<p>This field can be used to reference your invoices as needed, for reconciliation. When the VRN field is populated, the data will be included in subsequent notifications and searches related to a Time Card.</p>												

Labor/Chemical/Equipment Record Types (From Rate Card)

Craft	Required	<p>Craft entered in this field is validated against the approved rate card for the period. Required for Labor/Equipment/ Chemical record types.</p> <p>Craft, Local, Work Type (Work Place), & Rate Type together make up a valid craft combination for a Time Card.</p>
Local	Required	<p>Information entered in this field is validated against the approved rate card for the period.</p> <p>Craft, Local, Work Type (Work Place), & Rate Type together make up a valid craft combination for a Time Card.</p>
Work Type	Required	<p>Information entered in this field is validated against the approved rate card for the project or period. Required for Labor/Equipment/ Chemical record types.</p> <p>Craft, Local, Work Type (Work Place), & Rate Type together make up a valid craft combination for a Time Card.</p>
Rate Type	Required	<p>This field is used to enter a valid rate type for a particular time card. The rate type is validated against the approved rate card for the period.</p> <p>Craft, Local, Work Type (Work Place), & Rate Type together make up a valid craft combination for a Time Card.</p>
Badge Number	Optional	<p>This field can be used to enter a valid Ameren badge number for individuals on site at a generation plant. Otherwise, it should be left blank.</p>
Consultant Name	Required	<p>For Labor, this field is used to enter the name of the individual who worked. For Equipment, it is used to enter Equipment ID.</p> <p>This is a free text field.</p>
Unit of Measurement	Required	<p>Text type value field used to enter a valid unit of measure associated with a craft combination. The unit of measure is validated against the approved rate card for the period. Valid Values: 100's > Day > Each > Feet > Gallons Hours > Meter > Miles > Week</p>
<Weekdays>	Required	<p>Numeric fields (Monday through Sunday) is used to enter a valid work unit for a craft combination on a particular week. This field is not required for Bulk Weekly mode of time entry.</p>
Total Hours	Optional	<p>For Individual time entry, it is calculated automatically when upload is completed successfully.</p> <p>Numeric value field used only for Bulk Weekly Mode of time entry.</p>

Labor/Chemical/Equipment Record Types (From Rate Card) - Continued		
Diverse Subcontractor?	Required	A forced choice text field, when reporting Labor, Equipment, or Chemical details for which you employed a Diverse Subcontractor, enter Y. For all other Labor, Equipment, Chemical details, leave the field Blank.
Subcontractor Name	Dependent	A free text field, for all Labor, Equipment, Chemical Time Cards lines with Diverse Subcontractor = Y, you MUST enter a Subcontractor Name.
Comments	Optional	A free text field used to enter comments regarding the Labor, Equipment or Chemical record entered.

Material Record Types (Not Included in Rate Card)		
Material Description	Required	A free text field used to enter the material description.
Material Quantity	Required	A Numeric Field used to enter the material quantity.
Material Unit of Measurement	Required	A text type field used to enter material unit of measurement. Valid values: Each > Gallons > Meters > Pounds > Tons
Material Unit Price	Required	This field is used to enter material unit price. This is a Numeric Field.
Material Comments	Optional	A free text field used to enter comments regarding the material record entered.

Expense Record Types (Not Included in Rate Card)		
Expense Type	Required	Text type field used to enter expense type value. Valid values: Car Rental > Equipment Rental > Fuel Surcharge Hotel Accommodation > Material Handling Charges Meals > Miscellaneous
Expense Description	Required	Free text entry field is used to enter expense description.
Expense Amount	Required	Numeric value field used to enter expense amount.
Expense Comments	Optional	Free text entry field used to enter comments regarding the expense entry.
<Segments 1-12>	Ignore	These fields are reserved for future use & should be left blank .

S1.2.5 Upload & Submit a Time & Materials Time Card Template

Time Cards In Draft Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		

Time Cards In Pending Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
589220	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,736.86		

Time Cards In Rejected Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Rejection Reason	Attachments
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	02/12/2012	5,536.11	Electricians worked 4 hours on Wed. Please re-submit accordingly.	
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/18/2012	4,320.00	Laborer did not work Mar 14	
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	04/01/2012	5,640.00	Electrician did not work Mar 28	

TIP In order to add a new line against a new job to an existing TC please go to CCTM Timecard tab. Enter PO Number and Weekending Date and click on Go. It will display the TC details, select the Draft in Time Card Listing mode and click on Go. Then you can add craft and enter time against new job in the existing TC

Step	Action
1.	<p>From your Oracle Applications Home Page you will click the AMCCTM Supplier Time Card Super User responsibility. The page will refresh and display links the right. Click the Time Card link to go to your CCTM Timecard Home.</p> <p>* Be sure to confirm your Time Card template is Saved As CSV (Comma Delimited) type before upload.</p> <p>On your CCTM Timecard Home page Click the CCTM Timecard Upload link.</p> <p>CCTM Timecard Upload</p>

Upload File - Status

* Select File for Upload

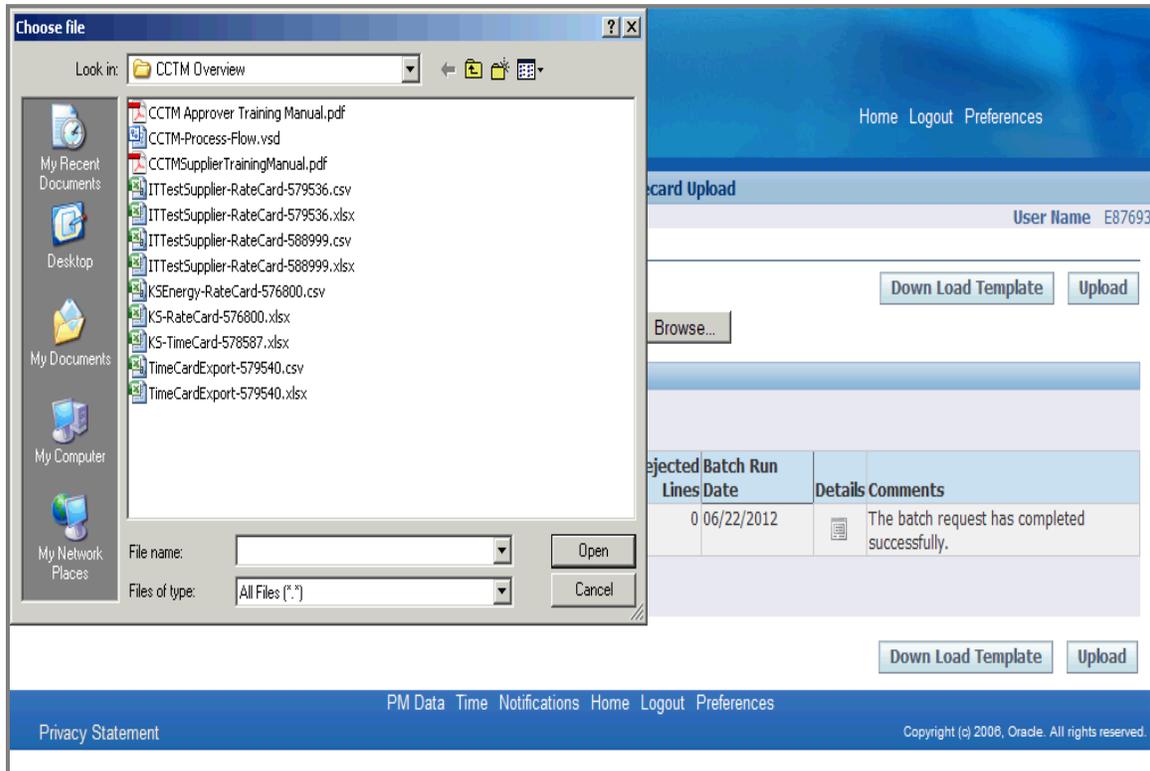
Data File Loader Batch Requests:

View By

Data File Type	Batch Number	File	Status	Successful Lines	Rejected Lines	Batch Run Date	Details	Comments
Time Card	28831749	TimeCardExport-579540.csv	Completed	9	0	06/22/2012		The batch request has completed successfully.

TIP Job History will be displayed for 60 days from the load date
 TIP Please submit the Rate Card for approval once it is uploaded successfully

Step	Action
2.	Next to the Select File for Upload field click the Browse button to search for the corresponding file. * A new window will open. <input type="button" value="Browse..."/>



Step	Action
3.	<p>Search for and choose the file you want to upload.</p> <p>For this exercise double-click the TimeCardExport-579540.csv file.</p> <p>* The Choose File window will close.</p> <p> TimeCardExport-579540.csv</p>

Step	Action
4.	<p>The Select File for Upload field will be populated.</p> <p>Click the Upload button to launch the Batch Request.</p> <div data-bbox="272 1228 394 1270" style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #e0e0e0;">Upload</div>

Step	Action
5.	<p>The page will refresh to display a Confirmation message stating the Batch was launched successfully.</p> <p>* The current Batch will always be the first on the list of Jobs.</p>

The screenshot shows the CCTM web application interface. At the top left is the Ameren logo. The page title is 'CCTM'. Navigation links include 'Home', 'Logout', and 'Preferences'. Below the header are tabs for 'PM Data', 'Time', and 'Notifications'. A breadcrumb trail shows 'CCTM Timecard Home' > 'CCTM Timecard' > 'CCTM Timecard Upload Status' > 'CCTM Timecard Upload'. The user name 'E87693' is displayed in the top right.

A confirmation message states: 'The Batch Number 28832148 has been launched successfully.'

Below the confirmation is an 'Upload File - Status' section with a 'Down Load Template' button and an 'Upload' button. A text prompt says '* Select File for Upload' followed by a text input field and a 'Browse...' button.

The main section is titled 'Data File Loader Batch Requests:'. It includes a 'View By' dropdown set to 'All Jobs' and a 'Go' button. Below this is a table with the following data:

Data File Type	Batch Number	File	Status	Successful Lines	Rejected Lines	Batch Run Date	Details	Comments
Time Card	28832148	TimeCardExport-579540.csv	Pending	0	0	06/22/2012		
Time Card	28831749	TimeCardExport-579540.csv	Completed	9	0	06/22/2012		The batch request has completed successfully.

Below the table are two tips:

- TIP Job History will be displayed for 60 days from the load date
- TIP Please submit the Rate Card for approval once it is uploaded successfully

At the bottom of the table section are 'Down Load Template' and 'Upload' buttons. The footer contains 'Privacy Statement', 'PM Data Time Notifications Home Logout Preferences', and 'Copyright (c) 2008, Oracle. All rights reserved.'

Step	Action
6.	<p>As the Batch runs, the Status progresses from Pending to Running to Completed.</p> <p>Click the Go button to refresh the page and monitor the Status.</p> <p></p>

View By: All Jobs Go

Data File Type	Batch Number	File	Status	Successful Lines	Rejected Lines	Batch Run Date	Details	Comments
Time Card	28832148	TimeCardExport-579540.csv	Completed	9	0	06/22/2012		The batch request has completed successfully.
Time Card	28831749	TimeCardExport-579540.csv	Completed	9	0	06/22/2012		The batch request has completed successfully.

TIP Job History will be displayed for 60 days from the load date
TIP Please submit the Rate Card for approval once it is uploaded successfully

Step	Action
7.	<p>When the batch is Completed, you will see a number for:</p> <ul style="list-style-type: none"> * Successful Lines - Number of Time Card lines in which all cells are populated as required and contain valid data. * Rejected Lines - Number of Time Card lines in which at least one cell is not populated as required or does not contain valid data. <p>As you can see, all Time Card lines were uploaded successfully in this exercise. However, if there are any Rejected Lines, the Details icon will be blue and active.</p> <ul style="list-style-type: none"> * You would click the Details icon to view Time Card errors. ** You would then be taken to a Rejections page displays the Time Card Line Number that failed, the Field Type, an Error Description and the Suggested Corrective Action. Since the Time Card template includes a Header line, the Line Number indicated will refer to the following Line Number in your Time Card file. For instance, Line Number 19 in the Rejection window will indicate you should correct Line Number 20 in your Time Card template. *** If one Time Card line is Rejected in the upload, the entire upload is rejected. You will then correct the errors and re-upload the Time Card template using the process you just reviewed.

Home Logout Preferences

PM Data Time Notifications

CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | **CCTM Timecard Upload**

User Name E8769

Upload File Status

Down Load Template Upload

* Select File for Upload Browse...

Data File Loader Batch Requests:

View By All Jobs Go

Data File Type	Batch Number	File	Status	Successful Lines	Rejected Lines	Batch Run Date	Details	Comments
Time Card	28832148	TimeCardExport-579540.csv	Completed	9	0	06/22/2012		The batch request has completed successfully.
Time Card	28831749	TimeCardExport-579540.csv	Completed	9	0	06/22/2012		The batch request has completed successfully.

TIP Job History will be displayed for 60 days from the load date
 TIP Please submit the Rate Card for approval once it is uploaded successfully

Down Load Template Upload

PM Data Time Notifications Home Logout Preferences

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Step	Action
8.	With a successful upload Click the CCTM Timecard Home link. CCTM Timecard Home

Time Cards In Draft Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	05/13/2012	5,536.11		

Time Cards In Pending Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
589220	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,736.86		

Time Cards In Approved Stage

No results found.

Time Cards In Rejected Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Rejection Reason	Attachments
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	02/12/2012	5,536.11	Electricians worked 4 hours on Wed. Please re-submit accordingly.	
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/18/2012	4,320.00	Laborer did not work Mar 14	
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	04/01/2012	5,640.00	Electrician did not work Mar 28	

TIP In order to add a new line against a new job to an existing TC please go to CCTM Timecard tab. Enter PO Number and Weekending Date and click on Go. It will display the TC details, select the Draft in Time Card Listing mode and click on Go. Then you can add craft and enter time against new job in the existing TC

Step	Action
9.	<p>On your CCTM Timecard Home page you will see the Time Card you have just uploaded in the Time Cards in Draft Stage section.</p> <p>To view your Time Card online click the PO Number. For this exercise Click the 579540 link.</p> <p>579540</p>

PO Header Details

PO Number: 579540
 PO Type: Time and Material
 PO Revision: 1
 OU Name: AMEREN OP UNIT

Comments: CCTM Services - Maintenance, Construction, Training
 iProc Type
 Supplier Name: I T TEST SUPPLIER 1
 Buyer: Minor(SCProcPerf 1105), Katherine A

Time Card Details

Entry Type: Individual, Daily
 Time Card Period(Week Ending Date): 05/13/2012
 Total Hours: 88
 Total Amount: 5,177.50
 Total Labor Amount: 5,177.50
 Total Equipment Amount: 165.20
 Total Material Amount: 106.87
 Total Expense Amount: 5,177.50

* Attachments: None Add
 Vendor Reference Number: 50643 * Change Reason

* TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: All Go
 * TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor Details

Select All	Select None	PO Line	Craft Combination	Badge	Consultant	Mon, May 07	Tue, May 08	Wed, May 09	Thu, May 10	Fri, May 11	Sat, May 12	Sun, May 13	Total Hours/
Select	Status	Number	Craft	Local	WorkType	Rate	Type	UOM	Number	Name			

Step	Action
10.	<p>Online, your Time Card is separated into 3 sections - PO Header Details, Time Card Details and Labor/Equipment/Material/Expense Details.</p> <p>The first section of the Time Card, the PO Header Details, displays information pulled directly from the Purchase Order (PO Type, Comments, Revision number, Buyer name).</p> <p>The Time Card Details section displays your Vendor Reference Number as well as Total Labor/Equipment/Material/Expense Amount. In this section you will upload/add an Attachment(s) - a requirement for every Time Card submitted.</p>

Time Card Main Screen User Name E87693

* Indicates required field [Delete Time card](#)

PO Header Details

PO Number	579540	Comments	CCTM Services -
PO Type	Time and Material		Maintenance,
PO Revision	1		Construction, Training
OU Name	AMEREN OP UNIT	Supplier Name	iProc Type
		Buyer	IT TEST SUPPLIER 1
			Minor(SCProcPerf
			1105), Katherine A

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **05/13/2012** Total Hours **88** Total Amount **5,**

Total Labor Amount **5,177.50** Total Equipment Amount **165.20** Total Material Amount **106.87** Total Expense Amount

Attachments **None** [Add](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode [Go](#)

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Labor Details

[Select All](#) | [Select None](#)

Select	Status	PO Line Number	Craft	Local	Craft Combination	Rate	Type	UOM	Badge Number	Consultant Name	Mon, May 07	Tue, May 08	Wed, May 09	Thu, May 10	Fri, May 11	Sat, May 12	Sun, May 13	Total Hours/
<input type="checkbox"/>	Draft	1	OPERATOR	520			ST	Hours		Jered Evans	5	5	5	0	0	0	0	15
<input type="checkbox"/>	Draft	1	LABORER	1084			ST	Hours		Tom Smith	4	4	5	0	0	0	0	13

Step	Action
11.	<p>At the bottom of the page you will see Labor, Equipment, Material and Expense tabs.</p> <p>* You can Click on each Tab view Time Card Details which correspond to the sections populated in your Time Card template.</p>

PO Number **579540** Comments **CCTM Services - Maintenance, Construction, Training**
 PO Type **Time and Material** iProc Type
 PO Revision **1** Supplier Name **IT TEST SUPPLIER 1**
 OU Name **AMEREN OP UNIT** Buyer **Minor(SCProcPerf 1105), Katherine A**

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **05/13/2012** Total Hours **88** Total Amount **5,177.50**
 Total Labor Amount **5,177.50** Total Equipment Amount **165.20** Total Material Amount **106.87** Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Labor Details

[Select All](#) | [Select None](#)

Select	Status	PO Line Number	Craft	Local	WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon, May 07	Tue, May 08	Wed, May 09	Thu, May 10	Fri, May 11	Sat, May 12	Sun, May 13	Total Hours/
<input type="checkbox"/>	Draft	1	OPERATOR	520			ST	Hours		Jered Evans	5	5	5	0	0	0	0	15
<input type="checkbox"/>	Draft	1	LABORER	1084			ST	Hours		Tom Smith	4	4	5	0	0	0	0	13
	Draft	1	LINEMAN				ST	Hours		Patrick Owens	5	5	5	0	0	0	0	15

javascript:tableSelectAll('LaborRN') Trusted sites 100%

Step	Action
12.	To view your Time Card in Edit mode and prepare for submittal Click the Select All link below the section tabs. Select All

PO Number **579540** Comments **CCTM Services - Maintenance, Construction, Training**
 PO Type **Time and Material** iProc Type
 PO Revision **1** Supplier Name **IT TEST SUPPLIER 1**
 OU Name **AMEREN OP UNIT** Buyer **Minor(SCProcPerf 1105), Katherine A**

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **05/13/2012** Total Hours **88** Total Amount **5,177.50**
 Total Labor Amount **5,177.50** Total Equipment Amount **165.20** Total Material Amount **106.87** Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Labor Details

|

Select	Status	PO Line Number	Craft	Local	Craft Combination	WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon, May 07	Tue, May 08	Wed, May 09	Thu, May 10	Fri, May 11	Sat, May 12	Sun, May 13	Total Hours/
<input checked="" type="checkbox"/>	Draft	1	OPERATOR	520		ST			Hours		Jered Evans	5	5	5	0	0	0	0	15
<input checked="" type="checkbox"/>	Draft	1	LABORER	1084		ST			Hours		Tom Smith	4	4	5	0	0	0	0	13
	Draft	1	LINEMAN			ST			Hours		Patrick Owens	5	5	5	0	0	0	0	15

Step	Action
13.	Click the Timecard Listing Mode dropdown arrow. <input type="text" value="All"/>

PO Number **579540** Comments **CCTM Services - Maintenance, Construction, Training**
 PO Type **Time and Material** iProc Type
 PO Revision **1** Supplier Name **IT TEST SUPPLIER 1**
 OU Name **AMEREN OP UNIT** Buyer **Minor(SCProcPerf 1105), Katherine A**

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **05/13/2012** Total Hours **88** Total Amount **5,177.50**
 Total Labor Amount **5,177.50** Total Equipment Amount **165.20** Total Material Amount **106.87** Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode
 TIP To update a Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'All'.

Labor **Equipment**
Labor Details

Select All | Select None

Select	Status	PO Line Number	Craft	Local	WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon, May 07	Tue, May 08	Wed, May 09	Thu, May 10	Fri, May 11	Sat, May 12	Sun, May 13	Total Hours/
<input checked="" type="checkbox"/>	Draft	1	OPERATOR	520			ST	Hours	Jered Evans		5	5	5	0	0	0	0	15
<input checked="" type="checkbox"/>	Draft	1	LABORER	1084			ST	Hours	Tom Smith		4	4	5	0	0	0	0	13
	Draft	1	LINEMAN				ST	Hours	Patrick Owens		5	5	5	0	0	0	0	15

Trusted sites 100%

Step	Action
14.	Click the Draft list item. Draft

PO Number **579540** Comments **CCTM Services - Maintenance, Construction, Training**
 PO Type **Time and Material** iProc Type
 PO Revision **1** Supplier Name **IT TEST SUPPLIER 1**
 OU Name **AMEREN OP UNIT** Buyer **Minor(SCProcPerf 1105), Katherine A**

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **05/13/2012** Total Hours **88** Total Amount **5,177.50**
 Total Labor Amount **5,177.50** Total Equipment Amount **165.20** Total Material Amount **106.87** Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Labor Details

Select All | Select None

Select	Status	PO Line Number	Craft	Local	Craft Combination	Rate	Type	UOM	Badge Number	Consultant Name	Mon, May 07	Tue, May 08	Wed, May 09	Thu, May 10	Fri, May 11	Sat, May 12	Sun, May 13	Total Hours/
<input checked="" type="checkbox"/>	Draft	1	OPERATOR	520		ST	Hours		Jered Evans		5	5	5	0	0	0	0	15
<input checked="" type="checkbox"/>	Draft	1	LABORER	1084		ST	Hours		Tom Smith		4	4	5	0	0	0	0	13
	Draft	1	LINEMAN			ST	Hours		Patrick Owens		5	5	5	0	0	0	0	15

https://ebusiness.ameren.com/OA_HTML/OA.jsp?page=/ameren/oracle/apps:cxctm/cctm/timecard/webui/TimeCardPG&_ti=1454€ Trusted sites 100%

Step	Action
15.	<p>Click the Go button.</p> <p>* The page will refresh.</p> <p><input type="button" value="Go"/></p>

Supplier Name: IT TEST SUPPLIER 1
 Buyer: Minor(SCProcPerf 1105), Katherine A

Time Card Details

Entry Type: Individual, Daily Time Card Period(Week Ending Date): 05/13/2012 Total Hours: 88 Total Amount: 5,177.50
 Total Labor Amount: 5,177.50 Total Equipment Amount: 165.20 Total Material Amount: 106.87 Total Expense Amount: 5,449.57

* Attachments: None Add Vendor Reference Number: 50643 * Change Reason: []

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: Draft Go

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card Listing Mode is set to 'ALL' or 'Receipt'.

Labor Equipment Material Expense

Labor Details

TIP You cannot delete a line that has been previously approved.

Add Craft Copy Row

Select All Select None

Select	Status	PO Line Number	Craft	Local	WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon, May 07	Tue, May 08	Wed, May 09	Thu, May 10	Fri, May 11	Sat, May 12	Sun, May 13	Mon, May 14
<input type="checkbox"/>	Draft	1	OPERATOR	520			ST	Hours		Jered Evans	5	5	5	0	0	0	0	15
<input type="checkbox"/>	Draft	1	LABORER	1084			ST	Hours		Tom Smith	4	4	5	0	0	0	0	15
<input type="checkbox"/>	Draft	1	LINEMAN				ST	Hours		Patrick Owe	5	5	5	0	0	0	0	15

Step	Action
16.	<p>Time Card details that do not correspond to the Craft Combinations or Rate calculations will be displayed as editable fields.</p> <p>* In the Labor and Equipment tabs you can edit PO Line Number and/or Job Number (depending upon PO Type), Consultant Name, number of units/hours per day. You can also Add Crafts as needed.</p> <p>** In the Material and Expense tabs you can edit all fields and Add Another Row as needed.</p>

Supplier Name **IT TEST SUPPLIER 1**
 Buyer **Minor(SCProcPerf 1105), Katherine A**

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **05/13/2012** Total Hours **88** Total Amount **5,**
 Total Labor Amount **5,177.50** Total Equipment Amount **165.20** Total Material Amount **106.87** Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

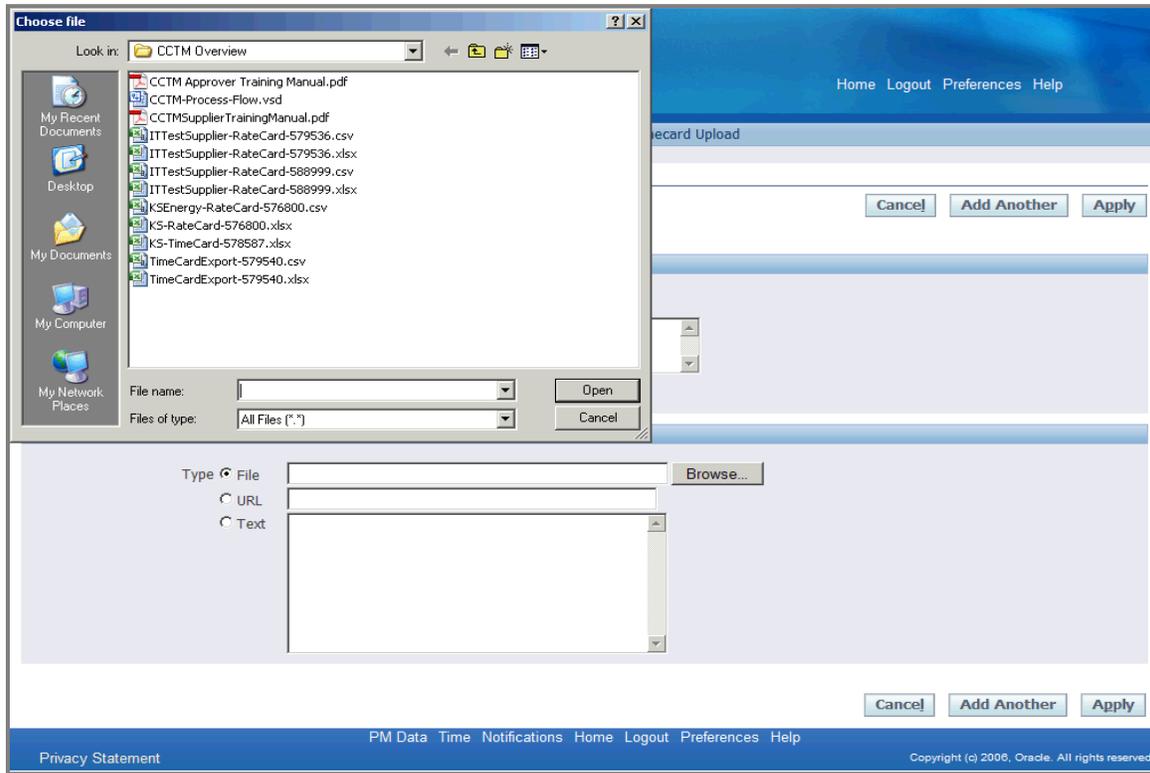
Labor Details

TIP You cannot delete a line that has been previously approved.

Select	Status	PO Line Number	Craft	Craft Combination			Badge Number	Consultant Name	Mon, May	Tue, May	Wed, May	Thu, May	Fri, May	Sat, May	Sun, May	Total Hours
				Local	WorkType	Rate			Type	UOM	07	08	09	10	11	
<input type="checkbox"/>	Draft	1	OPERATOR	520		ST	Hours	Jered Evans	5	5	5	0	0	0	0	15
<input type="checkbox"/>	Draft	1	LABORER	1084		ST	Hours	Tom Smith	4	4	5	0	0	0	0	13
<input type="checkbox"/>	Draft	1	LINEMAN			ST	Hours	Patrick Owe	5	5	5	0	0	0	0	15

Step	Action
17.	<p>CCTM requires that you include an Attachment in the Time Card Details section when submitting a Time Card.</p> <p>* Attachments at the line level, in the Material and Expense tabs are optional and DO NOT satisfy the attachment requirement.</p> <p>** Contact the designated Approver for each PO with questions regarding what should be attached.</p> <p>To add an Attachment click the Add button.</p> <p>* You will be directed to a new page.</p> <p><input type="button" value="Add"/></p>

Step	Action
<p>18.</p>	<p>CCTM allows a File, URL or Text attachment Type.</p> <ul style="list-style-type: none"> * To attach a File, click the Browse button to search for the corresponding file. ** To attach a URL, click the select circle and enter a valid URL in the corresponding field. *** To attach a Text description, click the select circle and enter the required text in the corresponding field. <p>For this exercise, click the Browse button.</p> <ul style="list-style-type: none"> * A Choose File window will open. <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-top: 5px;">Browse...</div>



Step	Action
19.	<p>Search for and choose the file you want to attach.</p> <p>For this exercise double-click the TimeCardExport-579540.csv file.</p> <p>* The Choose File window will close.</p> <p> TimeCardExport-579540.csv</p>

Step	Action
20.	<p>The File field will now be populated.</p> <p>The Title field is optional. If you have multiple attachments you can populate this field to name each attachment.</p> <p>For this exercise type Time Sheet Backup in the Title field.</p>

Step	Action
21.	<p>If you plan to include multiple attachments, click the Add Another button.</p> <p>For this exercise click the Apply button, to complete one attachment.</p> <p>* You will be redirected to the Time Card page.</p> <p></p>

The screenshot displays the Ameren CCTM web application. At the top left is the Ameren logo and 'CCTM' text. Navigation links include 'Home', 'Logout', and 'Preferences'. Below the header are tabs for 'PM Data', 'Time', and 'Notifications'. The main content area shows a 'Confirmation' message: 'Time Sheet Backup attachment has been added successfully.' Below this is the 'Time Card Main Screen' with a 'Delete Time card' button. The 'PO Header Details' section includes PO Number (579540), PO Type (Time and Material), PO Revision (1), OU Name (AMEREN OP UNIT), Supplier Name (IT TEST SUPPLIER 1), and Buyer (Minor(SCProcPerf 1105), Katherine A). The 'Time Card Details' section shows Entry Type (Individual, Daily), Time Card Period (Week Ending Date) (05/13/2012), Total Hours (88), Total Amount (5,177.50), Total Labor Amount (5,177.50), Total Equipment Amount (165.20), Total Material Amount (106.87), and Total Expense Amount. There are also fields for Attachments, Vendor Reference Number (50643), and Change Reason. A 'Timecard Listing Mode' dropdown is set to 'Draft' with a 'Go' button. A tip indicates that attachments with supporting documentation are required for submission.

Step	Action
22.	On your Time Card page a Confirmation message will display indicating the attachment was added successfully .

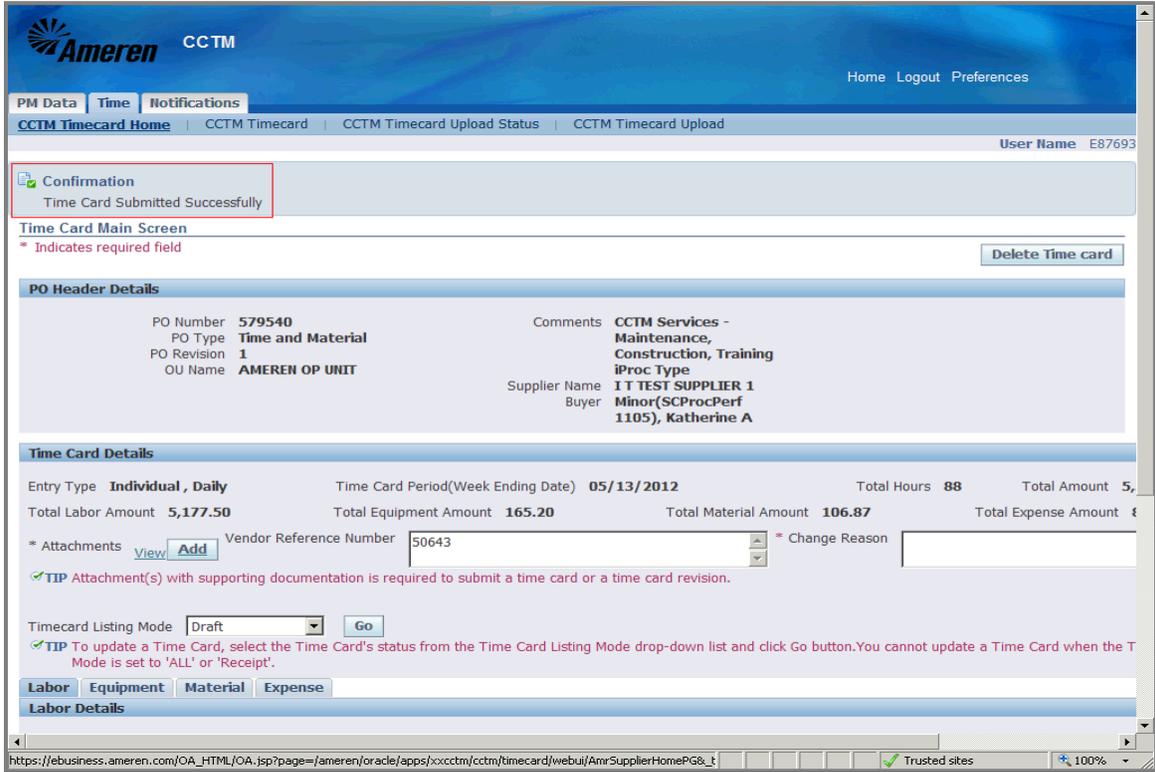
<input type="checkbox"/>	Draft	<input type="text" value="1"/>		LABORER	1084		ST	Hours	<input type="text" value="Tom Smith"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1:
<input type="checkbox"/>	Draft	<input type="text" value="1"/>		LINEMAN			ST	Hours	<input type="text" value="Patrick Owe"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1:
<input type="checkbox"/>	Draft	<input type="text" value="1"/>		ELECTRICIAN			ST	Hours	<input type="text" value="Russ Hamilt"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1:
<input type="checkbox"/>	Draft	<input type="text" value="1"/>		ELECTRICIAN			OT	Hours	<input type="text" value="Russ Hamilt"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1:
<input type="checkbox"/>	Draft	<input type="text" value="1"/>		FOREMAN			ST	Hours	<input type="text" value="Steve Miller"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1:

[Return to Timecard Search](#)

 Approver

[Privacy Statement](#)
PM Data Time Notifications Home Logout Preferences
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Step	Action
23.	After attachments are added, and when you are satisfied with Time Card details Click the Save and Submit button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <input type="button" value="Save and Submit"/> </div>



Step	Action
24.	<p>The page will refresh to display a Confirmation message stating the Time Card was submitted successfully.</p> <p>Click CCTM Timecard Home.</p> <p>CCTM Timecard Home</p>

Home Logout Preferences

PM Data | **Time** | Notifications
User Name E87693

CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload

OU Name: AMEREN OP UNIT

Time Cards In Draft Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date) ^	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		

Time Cards In Pending Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date) ^	Total Timecard Amount	Comment/Change Reason	Attachments
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	05/13/2012	5,536.11		
589220	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,736.86		

Time Cards In Approved Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							

Time Cards In Rejected Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date) ^	Total Timecard Amount	Rejection Reason	Attachments
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	02/12/2012	5,536.11	Electricians worked 4 hours on Wed. Please re-submit accordingly.	
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/18/2012	4,320.00	Laborer did not work Mar 14	
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	04/01/2012	5,640.00	Electrician did not work Mar 28	

TIP In order to add a new line against a new job to an existing TC please go to CCTM Timecard tab. Enter PO Number and Weekending Date and click on Go. It will display the TC details, select the Draft in Time Card Listing mode and click on Go. Then you can add craft and enter time against new job in the existing TC

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Step	Action
25.	<p>You will see your Time Card in the Time Cards in Pending Stage section of your CCTM Timecard Home.</p> <p>* The Time Card Approver will receive an automated email notification, stating the Time Card is pending review and action.</p> <p>** You can make changes to a Time Card in Pending or Approved status, but not after it has reached Receipt status. Refer to topic S1.2.11 Make Time Card Changes.</p> <p>*** You will receive an automated email notification when action has been taken on your Time Card.</p>

S1.2.6 Time Card Draft Enhancements

In the manual Time Card process, when conducting a PO Number search, initial search results will now be displayed sorted by PO Number, in descending order. Results can then be further sorted in Descending or Ascending order, by clicking Column Headers.

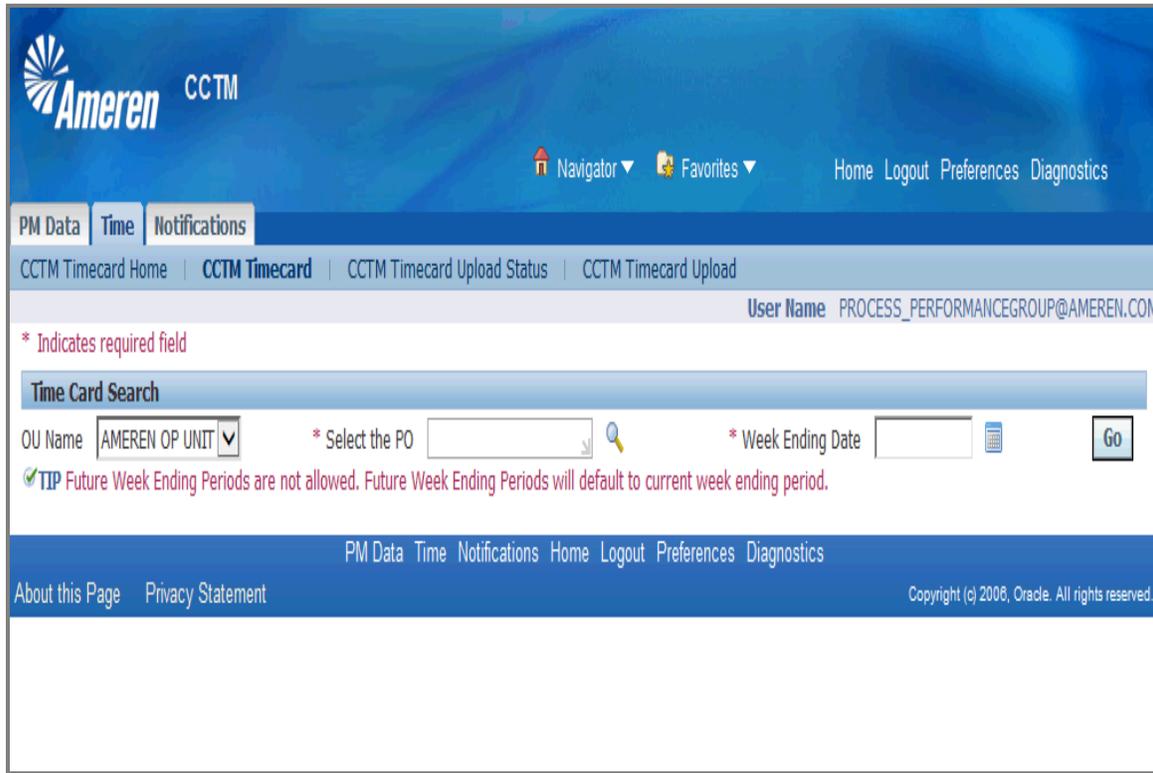
In the process of creating a manual Time & Materials Time Card, when the Supplier user clicks the Add Craft or Add Equipment button, the Rate will now be displayed for every Rate Card Craft Combinations.

To streamline the Lien Waiver process and ensure a more timely payment release, when a CCTM Purchase Order is placed with Lien Waiver = Yes, Supplier users can attach required documentation to applicable Time Cards. With new functionality, a Tip message will be displayed in any Time Card Draft referencing this type of Purchase Order, indicating the same.

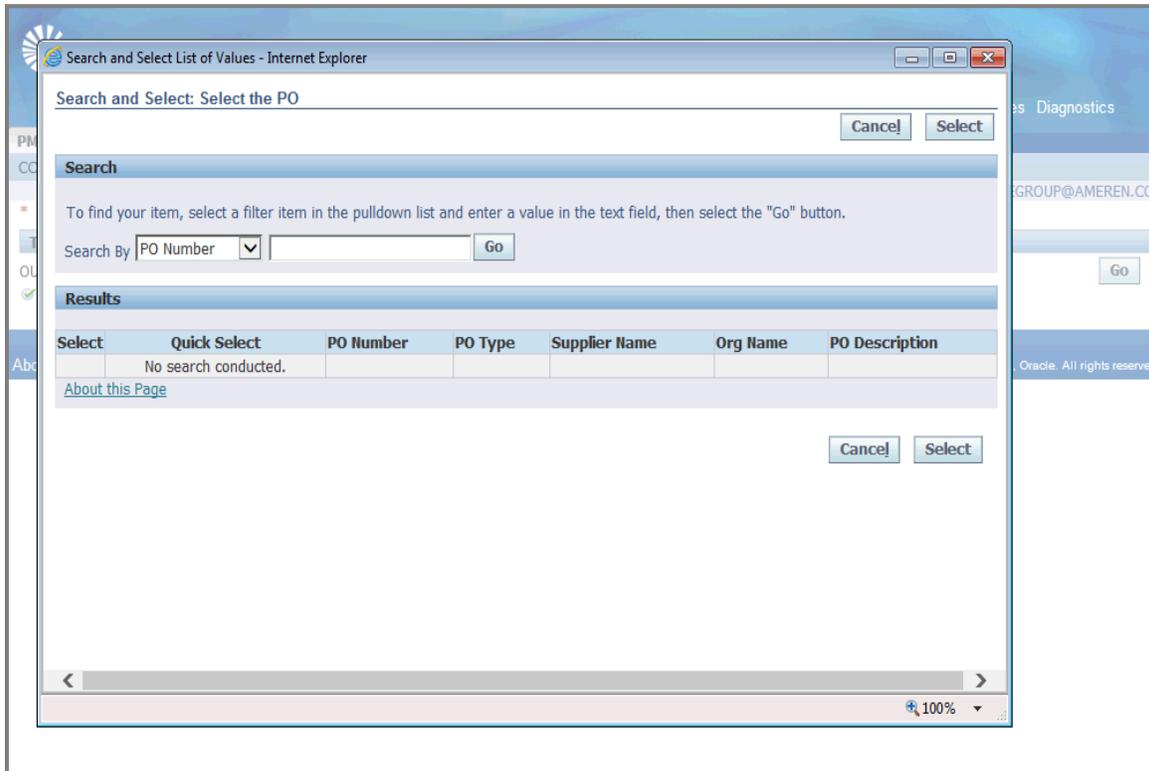
When a Time Card is uploaded with errors or incorrect data, the associated line(s) are shown as unsuccessful, with error messages displayed for each line. However, original CCTM functionality displayed only one error message per Time Card line. As a result the Supplier was forced to upload a Time Card multiple times in order to view all errors. New CCTM functionality will display more error messages per line, per upload, enabling the Supplier to make more changes at once and reduce the number of subsequent upload attempts. Further, all error messages were re-evaluated and updated, to make them more informational. Finally, an Export button was added to the error Details page, allowing Suppliers to view all errors via MS Excel.

For some CCTM Purchase Orders there are a significant number of Jobs associated via EMPRV, or assigned from DOJM, resulting in system performance issues. In these situations Supplier users, attempting to submit hefty Time Cards, have experienced an extended delay in the process. As part of this project the Time Card process was re-evaluated, with implemented changes resulting in significant improvements in efficiency for:

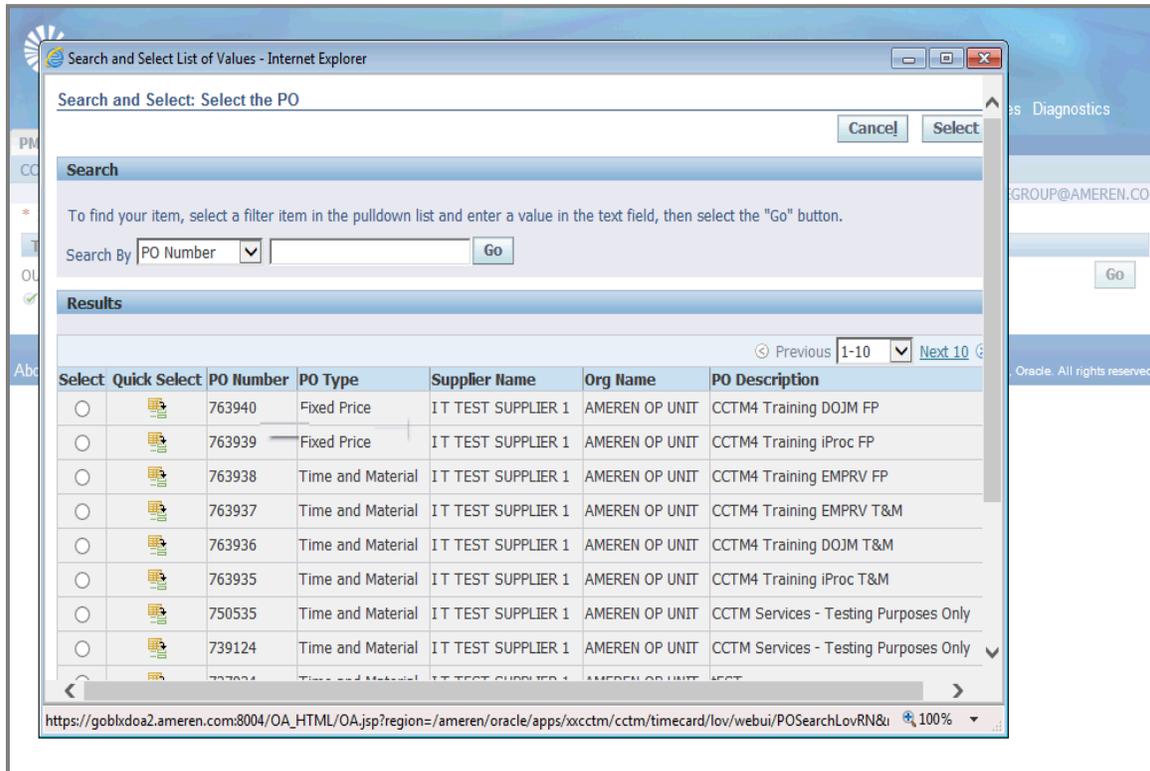
- Supplier Time Card upload
- Supplier review and submittal of uploaded Time Card draft
- Supplier manual Time Card entry
- Approver review and action for pending Time Cards



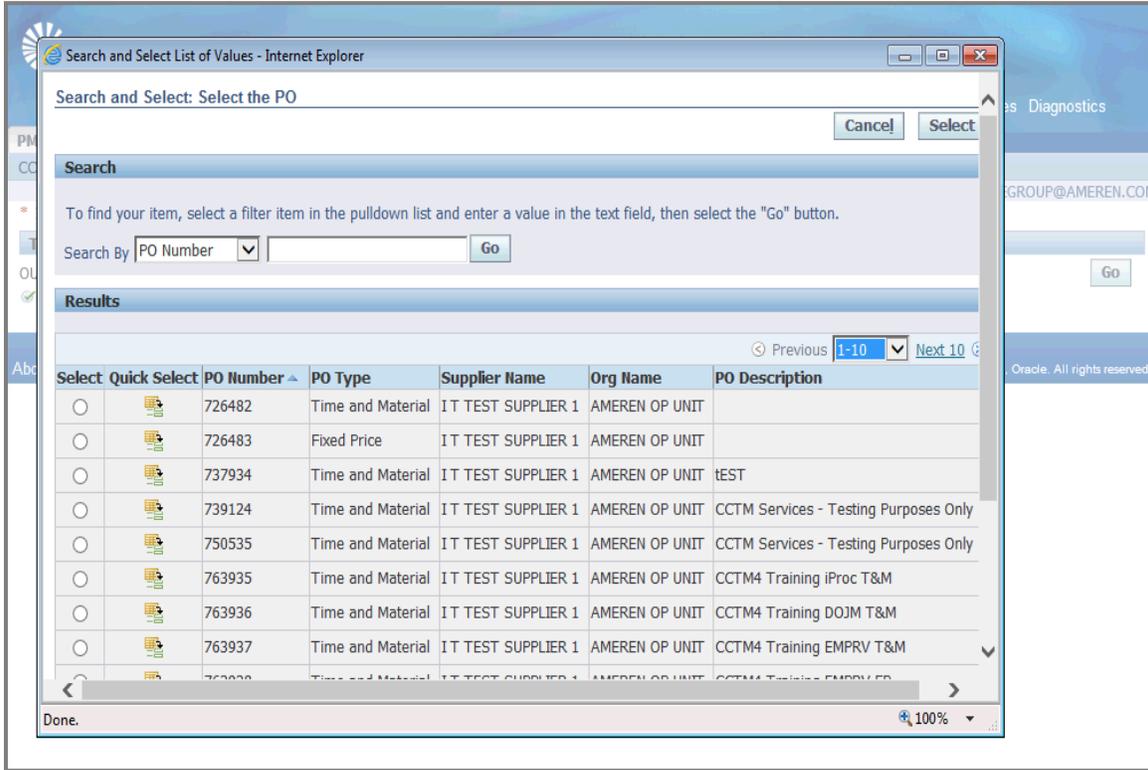
Step	Action
1.	When creating a manual Time Card (Fixed Price or Time and Material), you can click the Select the PO icon to search for a PO Number. 



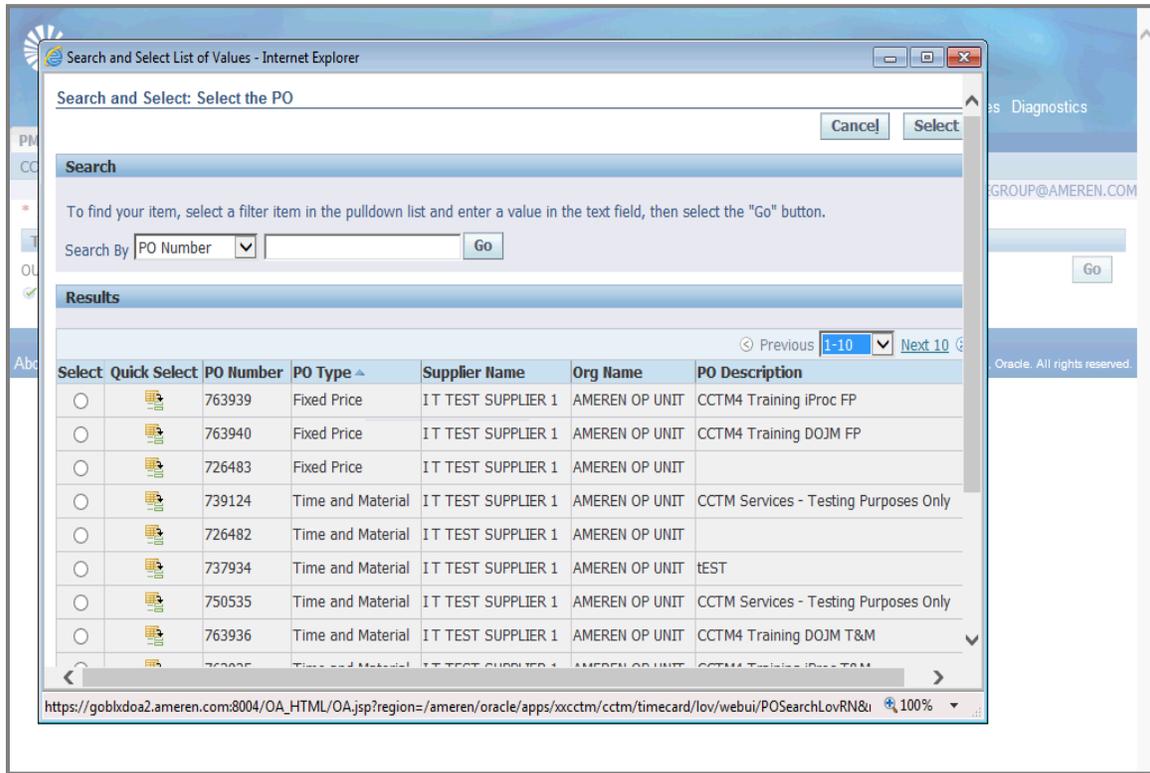
Step	Action
2.	Click the Go button to view all valid PO Numbers. <div style="border: 1px solid red; display: inline-block; padding: 2px;">Go</div>



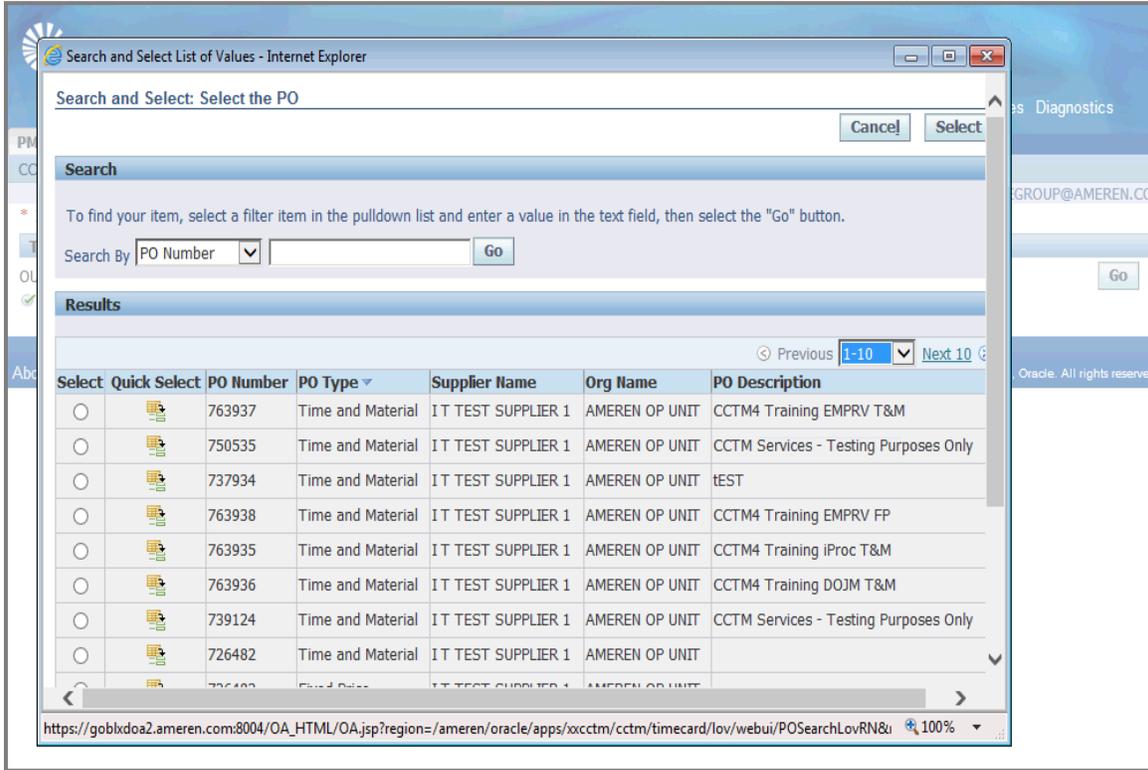
Step	Action
3.	<p>With new functionality, initial search results will now be displayed sorted by PO Number, in descending order. Results can then be further sorted in Descending or Ascending order, by clicking Column Headers.</p> <p>Click the PO Number column to sort in ascending order.</p> <p>PO Number</p>



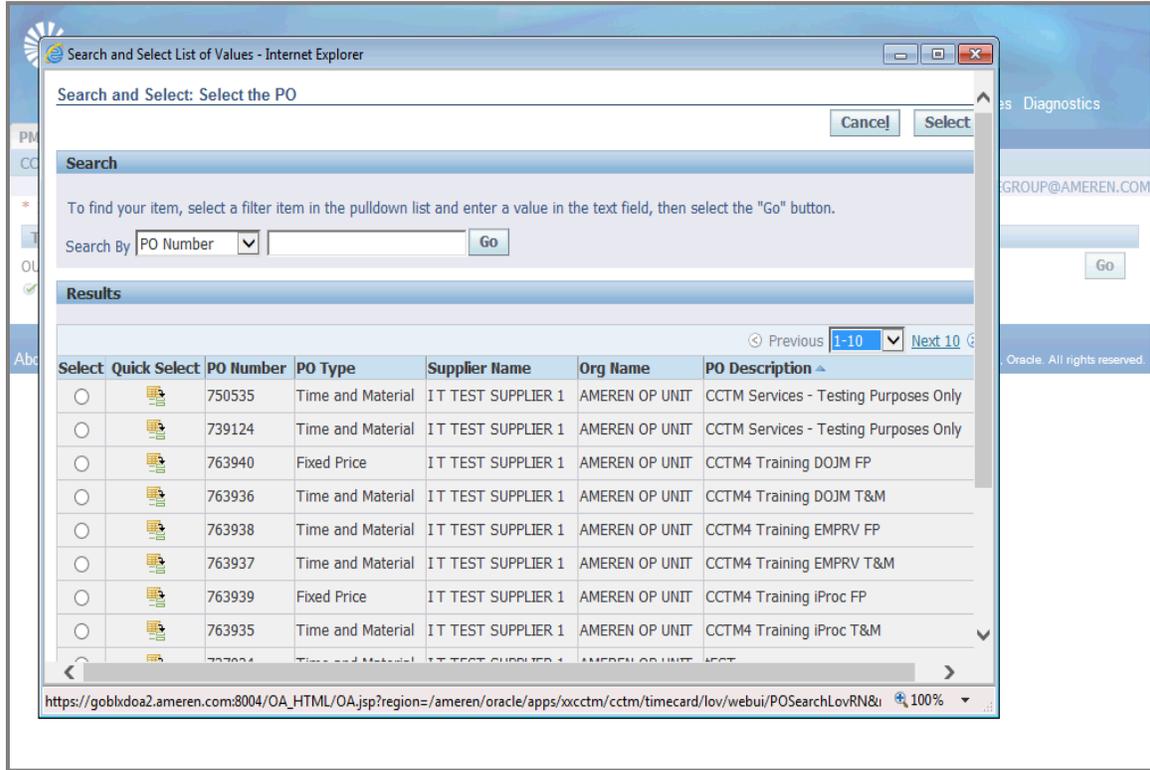
Step	Action
4.	Click the PO Type column to sort results in descending order, from Fixed Price to Time and Material .



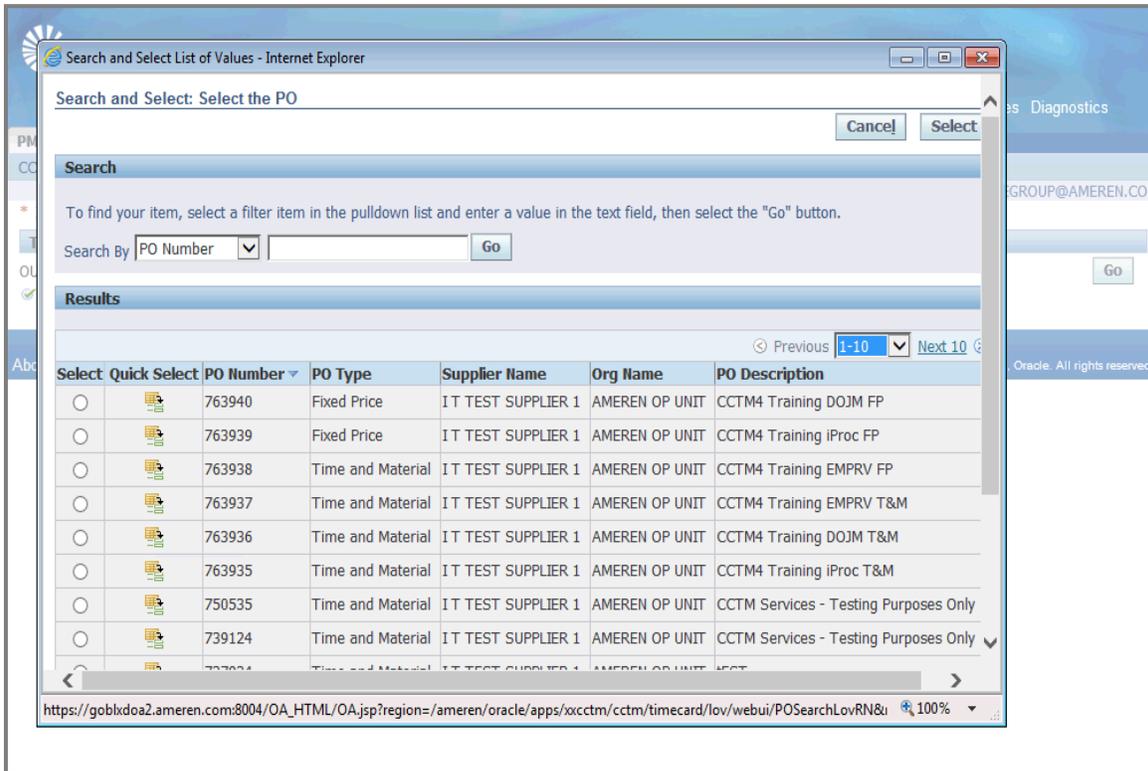
Step	Action
5.	Click the PO Type column again to sort results in ascending order, from Time and Material to Fixed Price . 



Step	Action
6.	Click the PO Description column to sort search results in descending order. PO Description



Step	Action
7.	Click the PO Description column again to sort search results in ascending order. PO Description



Step	Action
8.	Click the Quick Select icon for the PO Number against which you want to create a Time Card. 

Step	Action
9.	Enter a Week Ending Date and click the Go button. 

User Name PROCESS_PERFORMANCEGROUP@AMEREN.CO

Time Card Main Screen
 * Indicates required field Delete Time card

PO Header Details

PO Number 763937	OU Name AMEREN OP UNIT
PO Type Time and Material	Comments CCTM4 Training EMPRV T&M
PO Revision 0	Supplier Name IT TEST SUPPLIER 1
Lien Waiver Y	Buyer Hudson(StorsWhsHu CA-460), Robin G

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours Total /

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor

Labor Details

TIP You cannot delete a line that has been previously approved.

Select Status	PO Line Number	Job Number	Craft	Local	WorkType	Rate	Type	UOM	Number	Name	Mon,Oct 03	Tue,Oct 04	Wed,Oct 05	Thu,Oct 06	Fri,Oct 07	Sat,Oct 08	Sun,Oct 09	Total Hours/Un
No results found.																		

Step	Action
10.	<p>The Lien Waiver field will now be displayed within the Time Card Approval Header along with other PO details. A Tip message will also be displayed indicating If Lien Waiver is Yes, attach Lien Waiver documents to the Time Card.</p> <p>*NOTE* In this case <u>the technology precedes the process.</u> There is no current requirement for Time Card rejection or Supplier follow up, on the part of the Approver, if the documentation is not attached. <u>Until Further notice you can continue with your current Lien Waiver submittal process.</u></p>

User Name PROCESS_PERFORMANCEGROUP@AMEREN.COM

Time Card Main Screen

* Indicates required field Delete Time card

PO Header Details

PO Number 763937	OU Name AMEREN OP UNIT
PO Type Time and Material	Comments CCTM4 Training EMPRV T&M
PO Revision 0	Supplier Name I T TEST SUPPLIER 1
Lien Waiver Y	Buyer Hudson(StorsWhsNu CA-460), Robin G

✓TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours Total Am

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

✓TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

✓TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor

Labor Details

✓TIP You cannot delete a line that has been previously approved.

Select	Status	PO Line Number	Job Number	Craft	Local	WorkType	Rate	Type	UOM	Number	Name	Mon, Oct 03	Tue, Oct 04	Wed, Oct 05	Thu, Oct 06	Fri, Oct 07	Sat, Oct 08	Sun, Oct 09	Total Hours/Units
	No results found.																		

Step	Action
11.	In the Labor tab of a Time and Materials Time Card draft, click the Add Craft button. <div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> <input type="button" value="Add Craft"/> </div>

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours Total Am

Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Labor Details

TIP You cannot delete a line that has been previously approved.

Select	Status	PO Line	Job Number	Craft	Craft Combination	Local	WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon,Oct 03	Tue,Oct 04	Wed,Oct 05	Thu,Oct 06	Fri,Oct 07	Sat,Oct 08
<input type="checkbox"/>	Draft	1	04503854/150	FOREMAN			ST			Hours		Tom Jones	8	8	8			
<input type="checkbox"/>	Draft	1	04503854/0	ELECTRICIAN			ST			Hours		Jim Smith		4	8			

[Return to Timecard Search](#) Approver

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Step	Action
12.	<p>Search for and select relevant Craft Combinations, populate the PO Line Number and/or Job Number, Consultant Name, Date, and Subcontractor fields as applicable for every Time Card line. Click the Save button.</p> <p><input type="button" value="Save"/></p>

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **36** Total Amount **2,340.00**
 Total Labor Amount **2,340.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **0.00**

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor

Labor Details

TIP You cannot delete a line that has been previously approved.

Select	Status	PO Line	Number	Job Number	Craft	Craft Combination		Badge Number	Consultant Name	Mon, Oct 03							
						Local	WorkType			Rate	Type	UOM	Hours	04	05	06	07
<input type="checkbox"/>	Draft	1		04503854/0	ELECTRICIAN			ST	Hours	Jim Smith		4	8				
<input type="checkbox"/>	Draft	1		04503854/150	FOREMAN			ST	Hours	Tom Jones	8	8	8				

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Step	Action
13.	Click the Export Labor button. <input type="button" value="Export Labor"/>

Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **36** Total Amount **2,34**

Total Labor Amount **2,340.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **0.0**

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Labor Details

TIP You cannot delete a line that has been previously approved.

Select All | Select None

Select Status	PO Line	Job Number	Craft	Local	WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon, Oct 03	Tue, Oct 04	Wed, Oct 05	Thu, Oct 06	Fri, Oct 07	Sat, Oct 08
<input type="checkbox"/>	Draft	1	04503854/0	ELECTRICIAN			ST	Hours		Jim Smith		4	8			
<input type="checkbox"/>	Draft	1	04503854/150	FOREMAN			ST	Hours		Tom Jones	8	8	8			

[Return to Timecard Search](#) Approver

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About this Page | Do you want to open or save export.csv from goblxdoa2.ameren.com?

Step	Action
14.	Click the Open button.

1	Status	PO Line Number	Job Number	Craft	Local	WorkType	RateType	UOM	Badge Number	Consultant Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun
2	Draft		1 04503854/0	ELECTRICIAN			ST	Hours		Jim Smith		4	8				
3	Draft		1 04503854/150	FOREMAN			ST	Hours		Tom Jones	8	8	8				
4																	

1	UOM	Badge Number	Consultant Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours/Units	Total Amount	Diverse Subcontractor?	Subcontractor Name	Co
2	Hours		Jim Smith		4	8					12	660	N		
3	Hours		Tom Jones	8	8	8					24	1680	N		
4															

Step	Action
15.	An Excel file will open, displaying all Time Card Labor Details , including Total Hours/Units and Total Amount for each line.

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **36** Total Amount **2,340.00**
 Total Labor Amount **2,340.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **0.00**

* Attachments **None** Vendor Reference Number * Change Reason

✓ **TIP** Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

✓ **TIP** To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Labor Details

✓ **TIP** You cannot delete a line that has been previously approved.

Select All | Select None

Select	Status	PO Line Number	Job Number	Craft	Craft Combination		Rate	Type	UOM	Badge Number	Consultant Name	Mon, Oct	Tue, Oct	Wed, Oct	Thu, Oct	Fri, Oct	Sat, Oct	Sun, Oct
					Local	Work						03	04	05	06	07	08	
<input type="checkbox"/>	Draft	1	04503854/0	ELECTRICIAN				ST	Hours		Jim Smith		4	8				
<input type="checkbox"/>	Draft	1	04503854/150	FOREMAN				ST	Hours		Tom Jones	8	8	8				

[Return to Timecard Search](#) Approver

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Step	Action
16.	Within your online Time and Materials Time Card Draft, click the Equipment tab.

Lien Waiver Supplier Name **IT TEST SUPPLIER 1**
 Buyer **Hudson(StorsWhsNu CA-460), Robin G**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **36** Total Amount **2,34**
 Total Labor Amount **2,340.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **0.00**

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Equipment Details

TIP You cannot delete a line that has been previously approved.

Select	Status	PO Line Number	Job Number	Craft Type	Craft Combination			Equipment Id	UOM	Rate	Type	Mon,Oct	Tue,Oct	Wed,Oct	Thu,Oct	Fri,Oct	Sat,Oct	Sun,Oct	Total Hours/Units	To
					Local	Work	Type					03	04	05	06	07	08	09		
No results found.																				

[Return to Timecard Search](#) Approver

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Step	Action
17.	Click the Add Equipment button. <input type="button" value="Add Equipment"/>

CA-460), Robin G

✓TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **36** Total Amount **2,9**
 Total Labor Amount **2,340.00** Total Equipment Amount **627.11** Total Material Amount **0.00** Total Expense Amount **0**

* Attachments **None** Vendor Reference Number * Change Reason

✓TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

✓TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Equipment Details

✓TIP You cannot delete a line that has been previously approved.

|

Select	Status	PO Line Number	Job Number	Craft Combination				Equipment Id	Mon,Oct	Tue,Oct	Wed,Oct	Thu,Oct	Fri		
				Craft Type	Craft	Local	WorkType		RateType	UOM	03	04	05	06	07
<input type="checkbox"/>	Draft	1	04503854/150	Equipment	JACK HAMMER			ST	Day	JH7215		1			
<input type="checkbox"/>	Draft	1	04503854/150	Equipment	MINI EXCAVATOR			ST	Hours	MEX6397		4	1		

[Return to Timecard Search](#) Approver

Step	Action
19.	Click the Export Equipment button. <div style="border: 1px solid red; padding: 2px; display: inline-block;">Export Equipments</div>

CA-460), Robin G

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **36** Total Amount **2,96**
 Total Labor Amount **2,340.00** Total Equipment Amount **627.11** Total Material Amount **0.00** Total Expense Amount **0.00**

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Equipment Details

TIP You cannot delete a line that has been previously approved.

Select	Status	PO Line Number	Job Number	Craft Combination				Rate	Type	UOM	Equipment Id	Mon,Oct	Tue,Oct	Wed,Oct	Thu,Oct	Fri,Oct
				Type	Craft	Local	Work					03	04	05	06	07
<input type="checkbox"/>	Draft	1	04503854/150	Equipment	JACK HAMMER			ST	Day	JH7215		1				
<input type="checkbox"/>	Draft	1	04503854/150	Equipment	MINI EXCAVATOR			ST	Hours	MEX6397		4	1			

[Return to Timecard Search](#) Approver

Do you want to open or save **export.csv** from **goblxdoa2.ameren.com**?

Step	Action
20.	Click the Open button. <div style="border: 1px solid gray; padding: 5px; display: inline-block; margin: 10px 0;"> <input type="button" value="Open"/> </div>

The top screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Status	PO Line Number	Job Number	Craft Type	Craft	Local	WorkType	RateType	UOM	Equipment Id	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
2	Draft		1 04503854/150	Equipment	JACK HAMMER			ST	Day	JH7215		1						
3	Draft		1 04503854/150	Equipment	MINI EXCAVATOR			ST	Hours	MEX6397		4	1					
4																		

The bottom screenshot shows the same data with columns R and S highlighted in red:

	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Craft	Local	WorkType	RateType	UOM	Equipment Id	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours/Units	Total Amount	Diverse Subcontractor?
2	JACK HAMMER			ST	Day	JH7215		1						1	52.11	
3	MINI EXCAVATOR			ST	Hours	MEX6397		4	1					5	575	
4																

Step	Action
21.	An Excel file will open, displaying all Time Card Equipment Details , including Total Hours/Units and Total Amount for each line.

The screenshot displays the 'Time Card Search' section of the CCTM application. At the top, there are navigation links: PM Data, Time, and Notifications. Below these are links for CCTM Timecard Home, CCTM Timecard, CCTM Timecard Upload Status, and CCTM Timecard Upload. The user's name is identified as PROCESS_PERFORMANCEGROUP@AMEREN.COM. A red asterisk indicates a required field. The search form includes a dropdown for OU Name (AMEREN OP UNIT), a text input for PO (763939), and a date picker for Week Ending Date (10/02/2016). A 'Go' button is positioned to the right of the date field. A tip message is displayed below the search fields: 'TIP Future Week Ending Periods are not allowed. Future Week Ending Periods will default to current week ending period.' At the bottom of the page, there are links for 'About this Page' and 'Privacy Statement', and a copyright notice for Oracle (c) 2008.

Step	Action
22.	<p>Details can be exported from a Fixed Price Time Card draft as well. Populate the Select the PO and Week Ending Date fields as usual, and click the Go button.</p> <p>Go</p>

Ameren CCTM

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PM Data Time Notifications

CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard Upload

User Name PROCESS_PERFORMANCEGROUP@AMEREN.COM

Time Card Main Screen

* Indicates required field Delete Time card

PO Header Details

PO Number	763939	OU Name	AMEREN OP UNIT
PO Type	Fixed Price	Comments	CCTM4 Training iProc FP
PO Revision	0	Supplier Name	IT TEST SUPPLIER 1
Lien Waiver	N	Buyer	Young(Purchasing 1150), Myron B

✓TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/02/2016** Total Hours Total Ar

* Attachments **None** Vendor Reference Number * Change Reason

✓TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

✓TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

FP Labor

FP Details

✓TIP You cannot delete a line that has been previously approved.

Select Status	*PO Line Number	PO Line Amount	*Milestone	*Amount	Diverse Subcontrator?	Subcontractor Name	PO Line Description
<input type="button" value="Add Another Row"/> <input type="button" value="Save"/> <input type="button" value="Delete"/>							

Step	Action
23.	Within your FP tab, click the Add Another Row button. <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 5px;"> Add Another Row </div>

PO Header Details

PO Number	763939	OU Name	AMEREN OP UNIT
PO Type	Fixed Price	Comments	CCTM4 Training iProc FP
PO Revision	0	Supplier Name	IT TEST SUPPLIER 1
Lien Waiver	N	Buyer	Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: **Individual, Daily** Time Card Period(Week Ending Date): **10/02/2016** Total Hours Total An

* Attachments: **None** Vendor Reference Number: * Change Reason:

Add... **Go**

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: **Go**

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

FP Labor

FP Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	Amount	*Milestone	*Amount	Diverse Subcontractor?	Subcontractor Name	PO Line Description
<input type="checkbox"/> Draft	<input type="text" value="1"/>	15,000.00	Phase 1 Complete	400 x	<input type="checkbox"/>		CCTM4 Training iProc FP

Add Another Row **Save** **Delete**

Export

[Return to Timecard Search](#) Approver: **Save and Submit** **Delete Time card**

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Step	Action
24.	Enter PO Line Number and/or Job Number , Milestone , Amount , and Subcontractor fields as Applicable for each Time Card Line. Click the Add Another Row button to enter additional details as applicable. <div style="border: 1px solid red; padding: 2px; display: inline-block;">Add Another Row</div>

PO Header Details

PO Number 763939	OU Name AMEREN OP UNIT
PO Type Fixed Price	Comments CCTM4 Training iProc FP
PO Revision 0	Supplier Name I T TEST SUPPLIER 1
Lien Waiver N	Buyer Young(Purchasing 1150), Myron B

✔ TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **10/02/2016** Total Hours Total Arr

* Attachments **None** Vendor Reference Number * Change Reason

✔ TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

✔ TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

FP Labor

FP Details

✔ TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	PO Line Amount	*Milestone	*Amount	Diverse Subcontractor?	Subcontractor Name	PO Line Description
<input type="checkbox"/>	Draft <input type="text" value="1"/> <input type="button" value="Search"/>	15,000.00	Phase 1 Complete	400.00	<input type="checkbox"/>		CCTM4 Training iProc FP
<input type="checkbox"/>	Draft <input type="text" value="2"/> <input type="button" value="Search"/>	15,000.00	50% Complete	7500	<input type="checkbox"/>		CCTM4 Training iProc FP

[Return to Timecard Search](#) Approver

Step	Action
25.	With all Time Card details entered, click the Save button. <div style="border: 1px solid red; display: inline-block; padding: 2px 5px; margin-top: 5px;">Save</div>

PO Type **Fixed Price** Comments **CCTM4 Training iProc FP**
 PO Revision **0** Supplier Name **IT TEST SUPPLIER 1**
 Lien Waiver **N** Buyer **Young(Purchasing 1150), Myron B**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/02/2016** Total Hours **0** Total Amount **7,900.00**

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode **Draft**

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

FP Labor

FP Details

TIP You cannot delete a line that has been previously approved.

Select All | Select None

Select Status	*PO Line Number	PO Line Amount	*Milestone	*Amount	Diverse Subcontractor?	Subcontractor Name	PO Line Description
<input type="checkbox"/> Draft	<input type="text" value="1"/>	15,000.00	Phase 1 Complete	400.00	<input type="checkbox"/>		CCTM4 Training iProc FP
<input type="checkbox"/> Draft	<input type="text" value="2"/>	15,000.00	50% Complete	7,500.00	<input type="checkbox"/>		CCTM4 Training iProc FP

[Return to Timecard Search](#) Approver

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Step	Action
26.	Click the Export button. 

PO Type **Fixed Price** Comments **CCTM4 Training iProc FP**
 PO Revision **0** Supplier Name **IT TEST SUPPLIER 1**
 Lien Waiver **N** Buyer **Young(Purchasing 1150), Myron B**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/02/2016** Total Hours **0** Total Amount **7,900**

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

FP Labor

FP Details

TIP You cannot delete a line that has been previously approved.

Select All | Select None

Select Status	*PO Line Number	Amount	*Milestone	*Amount	Diverse Subcontractor?	Subcontractor Name	PO Line Description
<input type="checkbox"/>	Draft <input type="text" value="1"/> <input type="button" value="Search"/>	15,000.00	Phase 1 Complete	400.00	<input type="checkbox"/>		CCTM4 Training iProc FP
<input type="checkbox"/>	Draft <input type="text" value="2"/> <input type="button" value="Search"/>	15,000.00	50% Complete	7,500.00	<input type="checkbox"/>		CCTM4 Training iProc FP

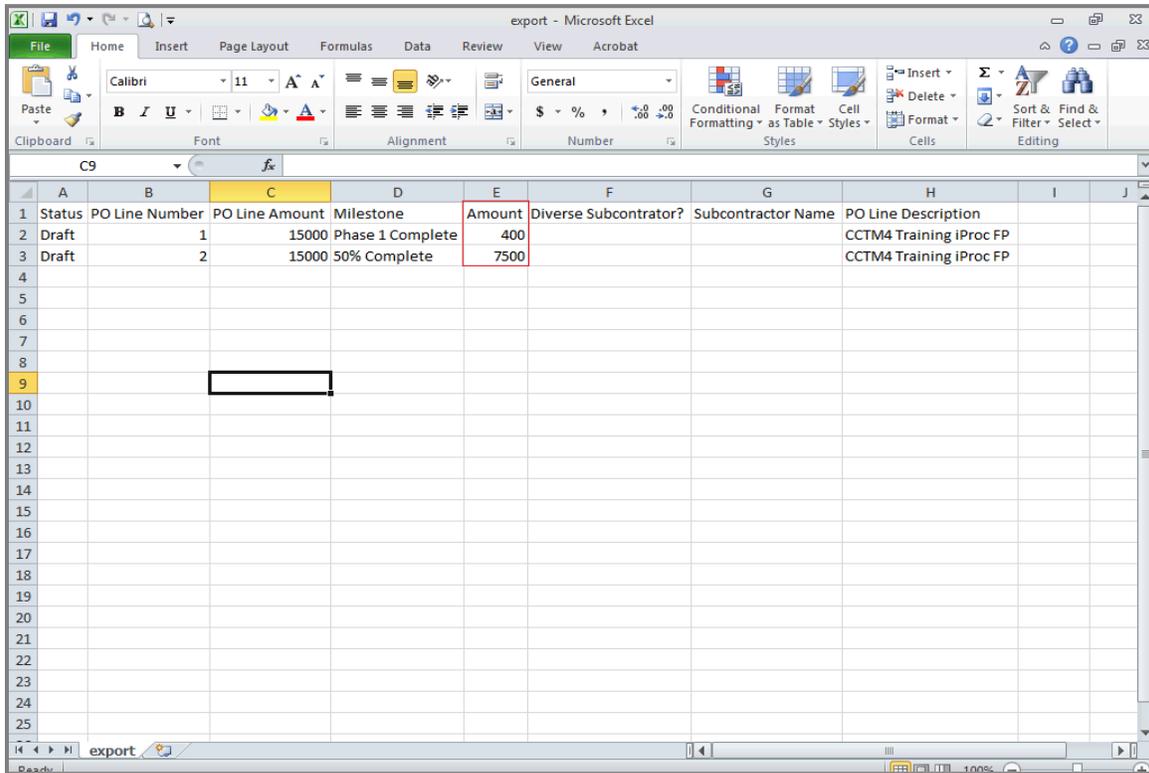
[Return to Timecard Search](#) Approver

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Do you want to open or save **export.csv** from **goblxdo2.ameren.com?**

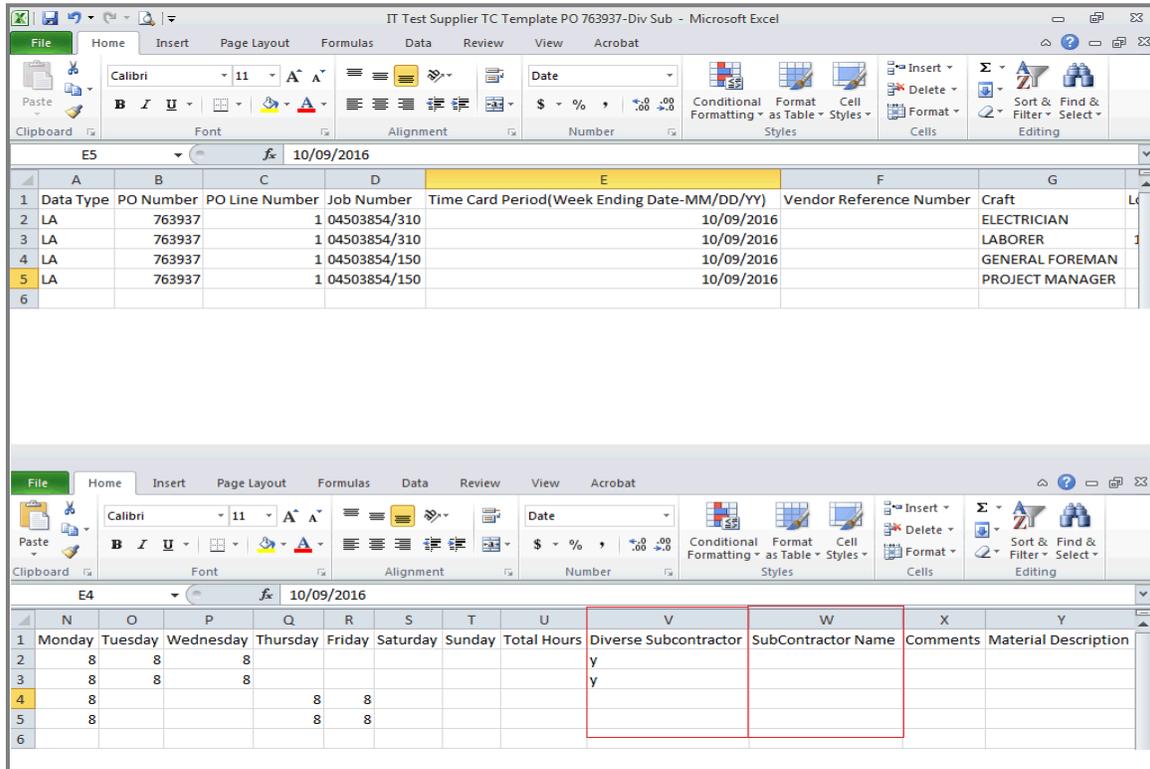
Step	Action
27.	Click the Open button. <input type="button" value="Open"/>



Step	Action
28.	An Excel file will open, displaying all Time Card Fixed Price Details , including Milestone and Amount for each line.

S1.2.7 Time Card Requirements for Diverse Subcontractor

In an attempt to improve tracking the inclusion and spend for Diverse Subcontractors, two new fields have been added to the Time Card: Diverse Subcontractor and Subcontractor Name. When reporting Labor or Equipment details against a Time & Materials type Purchase Order, or Milestones against a Fixed Price Purchase Order, if the work was completed by a Diverse Subcontractor, the Supplier is expected to report the same and include the Subcontractor Name.



Step	Action
1.	<p>Your Time Card Excel template includes two Columns in the Labor/Equipment section: Diverse Subcontractor and Subcontractor Name.</p> <p>When reporting Labor or Equipment details for each Craft Combination, if the work was completed by a Diverse Subcontractor, enter an upper or lower case Y for each applicable Time Card Line. When a Y is entered you must also enter the Subcontractor Name accordingly. For all non-applicable Labor/Equipment lines, leave both fields blank.</p>

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PM Data | Time | Notifications

[CCTM Timecard Home](#) | [CCTM Timecard](#) | [CCTM Timecard Upload Status](#) | [CCTM Timecard Upload](#)

User Name: PROCESS_PERFORMANCEGROUP@AMEREN.COM

Upload File - Status

Data File Loader Batch Requests:

View By: All Jobs

Data File Type	Batch Number	File	Status	Successful Lines	Rejected Lines	Batch Run Date	Details	Comments
Time Card	37901384	IT Test Supplier TC Template PO 763937-Div Sub.csv	Completed	2	2	10/20/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37901381	IT Test Supplier TC Template PO 763937-Div Sub.csv	Completed	0	4	10/20/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37901374	IT Test Supplier TC Template PO 763937-RC Changes.csv	Completed	0	1	10/20/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37901367	IT Test Supplier TC Template PO 763937-RC Changes.csv	Completed	0	1	10/20/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37901359	IT Test Supplier TC Template PO 763937-RC Changes.csv	Completed	0	1	10/20/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37901350	IT Test Supplier TC Template PO 763937-RC Changes.csv	Completed	1	0	10/20/2016		The batch request has completed successfully.
Time Card	37900950	IT Test Supplier TC Template PO 763936.csv	Completed	34	0	10/19/2016		The batch request has completed successfully.
Time Card	37900948	IT Test Supplier TC Template PO 763936.csv	Failed	0	0	10/19/2016		AMCCTM Time Card Upload File Validation Failed. View details for more information.
Time Card	37900841	IT Test Supplier TC Template 763935.csv	Completed	0	3	10/19/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37900838	IT Test Supplier TC Template 763935.csv	Failed	0	0	10/19/2016		AMCCTM Time Card Upload File Validation Failed. View details for more information.

✔ **TIP** Job History will be displayed for 60 days from the load date
✔ **TIP** Please submit the Rate Card for approval once it is uploaded successfully

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Step	Action
2.	When these fields are not populated correctly within the Excel template, your Time Card upload will complete with Rejected Lines . Click the Details icon to view failed Line Numbers and Suggested Corrective Action(s) .

Rejections

Cancel Export

Rejected Lines in Data File Upload Request Id # 37901384

Line Number	Field Type	Error Description	Suggested Corrective Action
1	Subcontractor Name	Invalid	The Subcontractor name is null when Diverse Subcontractor is checked ,Please enter Subcontractor Name.
2	Subcontractor Name	Invalid	The Subcontractor name is null when Diverse Subcontractor is checked ,Please enter Subcontractor Name.

Cancel Export

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Step	Action
3.	In this example, a Time Card was uploaded with the Diverse Subcontractor field populated, while the Subcontractor Name field was left blank for each corresponding line.

Step	Action
4.	When creating a manual Time & Materials Time Card, populate Select the PO and Week Ending Date fields, and click the Go button. 

PO Header Details

PO Number: 763937
 PO Type: Time and Material
 PO Revision: 0
 Lien Waiver: Y

OU Name: AMEREN OP UNIT
 Comments: CCTM4 Training EMPRV T&M
 Supplier Name: I T TEST SUPPLIER 1
 Buyer: Hudson(StorsWhsNu CA-460), Robin G

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily
 Time Card Period(Week Ending Date): 10/02/2016
 Total Labor Amount: _____ Total Equipment Amount: _____ Total Material Amount: _____ Total Expense Amount: _____

* Attachments: None Vendor Reference Number: * Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode:

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense

Labor Details

TIP You cannot delete a line that has been previously approved.

Select Status	PO Line Number	Job Number	Craft	Local	WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon, Sep 26	Tue, Sep 27	Wed, Sep 28	Thu, Sep 29	Fri, Sep 30	Sat, Oct 01	Sun, Oct 02	Total Hours/Unit
No results found.																		

[Return to Timecard Search](#)

Approver:

Step	Action
5.	In your Labor tab, click the Add Craft button to search for and Select Craft Combinations as usual. <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 5px;">Add Craft</div>

buy: mason(SCProcPerf CA-460), Robin G

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/02/2016** Total Hours **0** Total Amount **5**

Total Labor Amount **0.00** Total Equipment Amount **52.11** Total Material Amount **0.00** Total Expense Amount **0.00**

* Attachments [View](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor

Labor Details

TIP You cannot delete a line that has been previously approved.

Select All | Select None

Select Status	PO Line	Job Number	Craft	Craft Combination			Badge Number	Consultant Name	Mon, Sep	Tue, Sep	Wed, Sep	Thu, Sep	Fri, Sep	Sat, Oct
				Local	WorkType	RateType			UOM	26	27	28	29	30
<input type="checkbox"/>	Draft	1	<input type="text" value="04503854/150"/>	ELECTRICIAN		ST	Hours	Tom Jones	8	8	8			

[Return to Timecard Search](#) Approver

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Step	Action
6.	Populate the PO Line Number and/or Job Number , Consultant Name and Date fields for each Craft Combination.

EN OP UNIT
 4 Training EMPRV
 ST SUPPLIER 1
 on(StorsWhsItu
 50), Robin G

2/2016 Total Hours Total Amount
 Total Material Amount Total Expense Amount

Change Reason

card revision.
 p-down list and click Go button.You cannot update a Time Card when the Time Card Listing

Age number	Consultant Name	Mon,Sep 26	Tue,Sep 27	Wed,Sep 28	Thu,Sep 29	Fri,Sep 30	Sat,Oct 01	Sun,Oct 02	Total Hours/Units	Total Amount	Diverse Subcontractor?	Subcontractor Name	Comments
	Tom Jones	8	8	8							<input checked="" type="checkbox"/>	ABC Company Inc	

Approver: Minor(SCProcPerf 1105),

Step	Action
7.	If the work was completed by a Diverse Subcontractor, click the Diverse Subcontractor? Select box for each applicable Time Card Line , and populate the Subcontractor Name field accordingly. For all non-applicable Labor lines , leave both fields blank.

PO Header Details

PO Number **763937** OU Name **AMEREN OP UNIT**
 PO Type **Time and Material** Comments **CCTM4 Training EMPRV T&M**
 PO Revision **0** Supplier Name **I T TEST SUPPLIER 1**
 Lien Waiver **Y** Buyer **Hudson(StorsWhsNu CA-460), Robin G**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/02/2016** Total Hours Total Am
 Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Labor Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select	Status	PO Line Number	Job Number	Craft	Craft Combination		Rate	Type	UOM	Badge Number	Consultant Name	Mon, Sep 26						
					Local	Work						26	27	28	29	30	01	
<input type="checkbox"/>	Draft	1	04503854/150	ELECTRICIAN				ST	Hours		Tom Jones							

[Return to Timecard Search](#) Approver

Step	Action
8.	Click the Equipment tab.

PO Header Details

PO Number: 763937
 PO Type: Time and Material
 PO Revision: 0
 Lien Waiver: Y

OU Name: AMEREN OP UNIT
 Comments: CCTM4 Training EMPRV T&M
 Supplier Name: I T TEST SUPPLIER 1
 Buyer: Hudson(StorsWhsNu CA-460), Robin G

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily
 Time Card Period(Week Ending Date): 10/02/2016

Total Labor Amount: _____ Total Equipment Amount: _____ Total Material Amount: _____ Total Expense Amount: _____

* Attachments: None Vendor Reference Number: * Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode:

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Equipment Details

TIP You cannot delete a line that has been previously approved.

Select Status	PO Line Number	Job Number	Craft Type	Craft Combination		Equipment UOM Id	Mon, Sep	Tue, Sep	Wed, Sep	Thu, Sep	Fri, Sep	Sat, Oct	Sun, Oct	Total
				Local	WorkType		Rate	Type	26	27	28	29	30	01
No results found.														

[Return to Timecard Search](#)

Step	Action
9.	Click the Add Equipment button to Search for and Select Craft Combinations as usual. <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 5px;">Add Equipment</div>

PO Header Details

PO Number: 763937
 PO Type: Time and Material
 PO Revision: 0
 Lien Waiver: Y

OU Name: AMEREN OP UNIT
 Comments: CCTM4 Training EMPRV T&M
 Supplier Name: I T TEST SUPPLIER 1
 Buyer: Hudson(StorsWhsNu CA-460), Robin G

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily
 Time Card Period(Week Ending Date): 10/02/2016
 Total Labor Amount: Total Equipment Amount: Total Material Amount: Total Expense Amount

Attachments: None
 Vendor Reference Number:
 Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: Draft

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** Material Expense

Equipment Details

TIP You cannot delete a line that has been previously approved.

Select All | Select None

Select	Status	PO Line Number	Job Number	Craft Type	Craft	Local	WorkType	RateType	UOM	Equipment Id	Mon, Sep	Tue, Sep	Wed, Sep	Thu, Sep	Fri, Sep
											26	27	28	29	30
<input type="checkbox"/>	Draft	1	04503854/310	Equipment	JACK HAMMER			ST	Day	JH6387	1				

Step	Action
10.	Populate the PO Line Number and/or Job Number , Equipment Id , and Date fields for each Craft Combination.

EREN OP UNIT
M4 Training EMPRV
4
TEST SUPPLIER 1
son(StorsWhsNu
460), Robin G

02/2016 Total Hours Total Amount
Total Material Amount Total Expense Amount

Change Reason

card revision.

Drop-down list and click Go button.You cannot update a Time Card when the Time Card Listing

COM Equipment Id	Mon, Sep 26	Tue, Sep 27	Wed, Sep 28	Thu, Sep 29	Fri, Sep 30	Sat, Oct 01	Sun, Oct 02	Total Hours/Units	Total Amount	Diverse Subcontractor?	Subcontractor Name	Comments
ay JH6387	1									<input checked="" type="checkbox"/>	Jack's Equipment Inc	

Step	Action
11.	For any Equipment details related to the use of a Diverse Subcontractor, click the Diverse Subcontractor? Select box for each applicable Time Card Line , and populate the Subcontractor Name field accordingly. For all non-applicable Equipment lines , leave both fields blank.

The screenshot displays the 'Time Card Search' section of the CCTM application. It includes a navigation bar with 'PM Data', 'Time', and 'Notifications' tabs. Below the tabs are links for 'CCTM Timecard Home', 'CCTM Timecard', 'CCTM Timecard Upload Status', and 'CCTM Timecard Upload'. The user's name is shown as 'PROCESS_PERFORMANCEGROUP@AMEREN.COM'. The search form contains the following elements:

- OU Name:** A dropdown menu with 'AMEREN OP UNIT' selected.
- * Select the PO:** A text input field containing '763939' with a magnifying glass icon.
- * Week Ending Date:** A date input field containing '10/02/2016' with a calendar icon.
- Go:** A button to submit the search.

A tip message is displayed below the search fields: "TIP Future Week Ending Periods are not allowed. Future Week Ending Periods will default to current week ending period." The footer of the page includes 'About this Page', 'Privacy Statement', and 'Copyright (c) 2008, Oracle. All rights reserved.'

Step	Action
12.	When creating a manual Fixed Price Time Card, populate Select the PO and Week Ending Date fields, and click the Go button. <div style="border: 1px solid red; display: inline-block; padding: 2px; margin-top: 5px;">Go</div>

Step	Action
13.	Within the FP tab click the Add Another Row button. <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> Add Another Row </div>

PO Number **763939** OU Name **AMEREN OP UNIT**
 PO Type **Fixed Price** Comments **CCTM4 Training iProc FP**
 PO Revision **0** Supplier Name **IT TEST SUPPLIER 1**
 Lien Waiver **N** Buyer **Young(Purchasing 1150), Myron B**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/02/2016** Total Hours Total Arr

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

FP Labor

FP Details

TIP You cannot delete a line that has been previously approved.

Select All | Select None

Select Status	*PO Line Number	PO Line Amount	*Milestone	*Amount	Diverse Subcontractor?	Subcontractor Name	PO Line Description
<input type="checkbox"/> Draft	<input type="text" value="1"/>	15,000.00	Phase 1 Step 10 Comple	1,000.00	<input checked="" type="checkbox"/>	ABC Company	CCTM4 Training iProc FP
<input type="checkbox"/> Draft	<input type="text" value="2"/>	15,000.00	ject Nbr 2 50% Complete	7500 X	<input type="checkbox"/>		CCTM4 Training iProc FP

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Step	Action
14.	<p>Enter PO Line Number and/or Job Number, Milestone, and Amount as applicable for each Time Card Line.</p> <p>If work was completed by a Diverse Subcontractor, for a reported Milestone, click the Diverse Subcontractor? Select box for each applicable Time Card Line, and populate the Subcontractor Name field accordingly.</p>

PO Number **763939** OU Name **AMEREN OP UNIT**
 PO Type **Fixed Price** Comments **CCTM4 Training iProc FP**
 PO Revision **0** Supplier Name **IT TEST SUPPLIER 1**
 Lien Waiver **N** Buyer **Young(Purchasing 1150), Myron B**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/02/2016** Total Hours Total Arr

* Attachments [View](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

FP Labor

FP Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	PO Line Amount	*Milestone	*Amount	Diverse Subcontractor?	Subcontractor Name	PO Line Description
<input type="checkbox"/> Draft	<input type="text" value="1"/>	15,000.00	Phase 1 Step 10 Comple	1,000.00	<input checked="" type="checkbox"/>	ABC Company	CCTM4 Training iProc FP
<input type="checkbox"/> Draft	<input type="text" value="2"/>	15,000.00	Project Nbr 2 50% Comp	7,500.00	<input type="checkbox"/>		CCTM4 Training iProc FP

[Return to Timecard Search](#) Approver

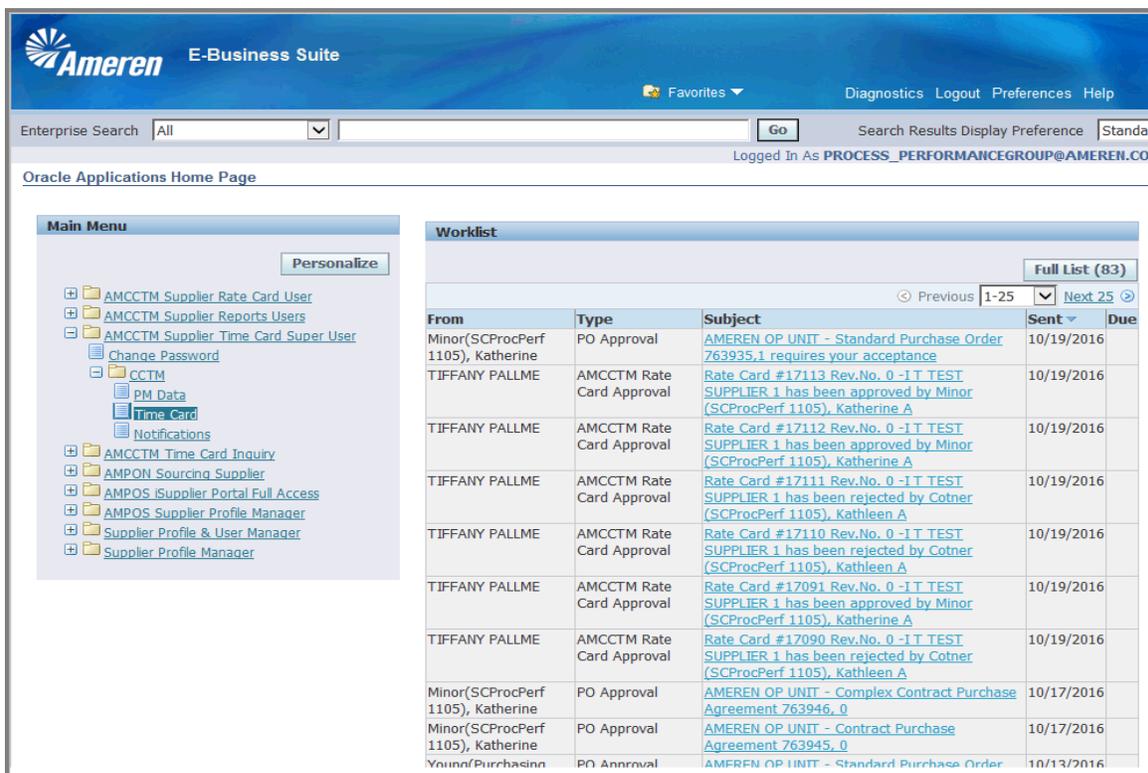
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Step	Action
15.	For all non-applicable Milestone lines , leave both fields blank. When your manual Time Card is completed, add an Attachment , and click the Save and Submit button as usual. <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 5px;">Save and Submit</div>

S1.2.8 Time Card Restriction for PO with No Contract Number

Previously, if a Supplier attempted to submit a Time Card against a CCTM PO, placed with no Contract number referenced at the PO line level, an error message was displayed indicating no Rate Card exists for the PO/Time Card Week End date combination. However, when the Contract Number was added to the PO, it did not flow into CCTM and the Supplier user continued to receive the error. New functionality will not allow the Supplier to upload or create a manual Time Card if the PO does not have a Contract reference, with an error message displayed indicating the same. Now a Buyer can take action to update the PO Line reference accordingly, with successful Time Card submittal thereafter.



Step	Action
1.	To upload or create a manual Time Card, click your AMCCTM Supplier Time Card Super User responsibility under the Main Menu of the Oracle Applications Home Page, click the CCTM folder, and then click the Time Card link. 

Ameren CCTM

Navigator Favorites Home Logout Preferences Diagnostics

PM Data Time Notifications

CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard Upload

User Name PROCESS_PERFORMANCEGROUP@AMEREN.COM

OU Name AMEREN OP UNIT

Time Cards In Draft Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/18/2012	4,320.00		
637046	AMEREN OP UNIT	IT TEST SUPPLIER 1	PROCESS_PERFORMANCEGROUP@ameren.com	08/04/2013	500.00		
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/05/2014	586.32		
655313	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/12/2014	55.00		
672087	AMEREN OP UNIT	IT TEST SUPPLIER 1	PROCESS_PERFORMANCEGROUP@ameren.com	05/04/2014	626.00		

Time Cards In Pending Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							

Time Cards In Approved Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							

Time Cards In Rejected Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Rejection Reason	Attachments
No results found.							

Step	Action
2.	When uploading, click the CCTM Timecard Upload link. CCTM Timecard Upload

Step	Action
3.	Click the Browse button to search for and select your Excel CSV Time Card template, and then click the Upload button. <div style="border: 1px solid red; display: inline-block; padding: 2px; margin-top: 5px;">Upload</div>

Confirmation
The Batch Number 37900838 has been launched successfully.

Upload File - Status

* Select File for Upload

Data File Loader Batch Requests:

View By:

Data File Type	Batch Number	File	Status	Successful Lines	Rejected Lines	Batch Run Date	Details	Comments
Time Card	37900841	IT Test Supplier TC Template 763935.csv	Pending	0	0	10/19/2016		

TIP Job History will be displayed for 60 days from the load date
 TIP Please submit the Rate Card for approval once it is uploaded successfully

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Step	Action
4.	Click the Go button to refresh the page, as the upload Status processes from Pending to Running to Completed

Ameren

Navigator Favorites Home Logout Preferences Diagnostics

PM Data Time Notifications

CCTM Timecard Home CCTM Timecard CCTM Timecard Upload Status CCTM Timecard Upload

User Name PROCESS_PERFORMANCEGROUP@AMEREN.COM

Upload File - Status

Data File Loader Batch Requests:

View By All Jobs Go

Data File Type	Batch Number File	Status	Successful Lines	Rejected Lines	Batch Run Date	Details	Comments
Time Card	37900841 IT Test Supplier TC Template 763935.csv	Completed	0	3	10/19/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37900838 IT Test Supplier TC Template 763935.csv	Failed	0	0	10/19/2016		AMCCTM Time Card Upload File Validation Failed. View details for more information.

TIP Job History will be displayed for 60 days from the load date
 TIP Please submit the Rate Card for approval once it is uploaded successfully

PM Data Time Notifications Home Logout Preferences Diagnostics

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Step	Action
5.	When a Time Card is uploaded against a PO Number , for which no Contract is referenced, the batch will be Completed with all Time Card lines Rejected . Click the Details icon to view failure reasons and Suggested Corrective Action(s) .

Rejections

Cancel Export

Rejected Lines in Data File Upload Request Id # 37900841

Line Number	Field Type	Error Description	Suggested Corrective Action
1	Contract Num	Invalid	PO does not have reference to a valid Contract Purchase Agreement. Please contact the buyer
1	Rate Card	Invalid	No active Rate Card was found for the week ending date. Please ensure that there is one active rate card for a week ending period.
2	Contract Num	Invalid	PO does not have reference to a valid Contract Purchase Agreement. Please contact the buyer
2	Rate Card	Invalid	No active Rate Card was found for the week ending date. Please ensure that there is one active rate card for a week ending period.
3	Contract Num	Invalid	PO does not have reference to a valid Contract Purchase Agreement. Please contact the buyer
3	Rate Card	Invalid	No active Rate Card was found for the week ending date. Please ensure that there is one active rate card for a week ending period.

Cancel Export

PM Data Time Notifications Home Logout Preferences Diagnostics

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Step	Action
6.	The Contract Num and Rate Card Field Types will be shown as Invalid , and the Suggested Corrective Action field will display a detailed explanation, prompting you to Contact the Buyer .

Data File Loader Batch Requests:

View By:

Data File Type	Batch Number	File	Status	Successful Lines	Rejected Lines	Batch Run Date	Details	Comments
Time Card	37900841	IT Test Supplier TC Template 763935.csv	Completed	0	3	10/19/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37900838	IT Test Supplier TC Template 763935.csv	Failed	0	0	10/19/2016		AMCCTM Time Card Upload File Validation Failed. View details for more information.

TIP Job History will be displayed for 60 days from the load date
 TIP Please submit the Rate Card for approval once it is uploaded successfully

Step	Action
7.	To create a manual Time Card, click the CCTM Timecard link.

The screenshot shows the Ameren Oracle eBusiness CCTM Supplier interface. At the top left is the Ameren logo. To the right are navigation links: Home, Logout, Preferences, and Diagnostics. Below these are tabs for PM Data, Time, and Notifications. A breadcrumb trail reads: CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload. The user name is displayed as PROCESS_PERFORMANCEGROUP@AMEREN.COM. A red asterisk indicates a required field. The 'Time Card Search' section contains the following fields: OU Name (AMEREN OP UNIT), a dropdown menu for 'Select the PO' (763935), and a 'Week Ending Date' field (10/02/2016). A 'Go' button is located to the right of the date field. A tip message states: 'TIP Future Week Ending Periods are not allowed. Future Week Ending Periods will default to current week ending period.' At the bottom of the form, there are links for 'About this Page' and 'Privacy Statement', and a copyright notice: 'Copyright (c) 2008, Oracle. All rights reserved.'

Step	Action
8.	<p>When attempting a manual Time Card against a PO Number, for which no Contract is referenced, you will be able to populate the Select the PO and Week Ending Date fields as usual, and click the Go button.</p> <p>Go</p>

The screenshot shows the Ameren Oracle eBusiness CCTM Supplier interface. At the top left is the Ameren logo. Navigation links include 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Diagnostics'. A breadcrumb trail shows 'CCTM Timecard Home' > 'CCTM Timecard' > 'CCTM Timecard Upload Status' > 'CCTM Timecard Upload'. The user name is 'PROCESS_PERFORMANCEGROUP@AMEREN.COM'. A red-bordered error box contains the message: 'Error: PO does not have reference to a valid Contract Purchase Agreement. Please contact the buyer'. Below the error is a note: '* Indicates required field'. The 'Time Card Search' section includes a dropdown for 'OU Name' (AMEREN OP UNIT), a search field for '* Select the PO' (763935), and a date field for '* Week Ending Date' (10/02/2016). A tip states: 'TIP Future Week Ending Periods are not allowed. Future Week Ending Periods will default to current week ending period.' The footer contains 'About this Page', 'Privacy Statement', and 'Copyright (c) 2008, Oracle. All rights reserved.'

Step	Action
9.	Rather than taking you to the Time Card draft page, an error will be displayed indicating PO does not have reference to a Valid Contract Purchase Agreement. Please contact the Buyer.

Main Menu

- AMCCTM Supplier Rate Card User
- AMCCTM Supplier Reports Users
- AMCCTM Supplier Time Card Super User
- AMCCTM Time Card Inquiry
- AMPON Sourcing Supplier
- AMPOS iSupplier Portal Full Access
 - Home Page
 - Change Password
 - Retainage Release
 - Reports

Worklist

From	Type	Subject	Sent	Due
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 763935.1 requires your acceptance	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17113 Rev.No. 0 -I-T TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17112 Rev.No. 0 -I-T TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17111 Rev.No. 0 -I-T TEST SUPPLIER 1 has been rejected by Cotner (SCProcPerf 1105), Kathleen A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17110 Rev.No. 0 -I-T TEST SUPPLIER 1 has been rejected by Cotner (SCProcPerf 1105), Kathleen A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17091 Rev.No. 0 -I-T TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17090 Rev.No. 0 -I-T TEST SUPPLIER 1 has been rejected by Cotner (SCProcPerf 1105), Kathleen A	10/19/2016	
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Complex Contract Purchase Agreement 763946.0	10/17/2016	
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Contract Purchase Agreement 763945.0	10/17/2016	
Young(Purchasing)	PO Approval	AMEREN OP UNIT - Standard Purchase Order	10/13/2016	

Step	Action
10.	<p>To find name and contact information for the designated Buyer, click your AMPOS iSupplier Portal Full Access responsibility under the Main Menu on your Oracle Applications Home Page, and click the Home Page link.</p>

Notifications Full List

Subject	Date
AMEREN OP UNIT - Standard Purchase Order 763935.1 requires your acceptance	10/19/2016 11:26:23
Rate Card #17113 Rev.No. 0 -IT TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016 11:24:34
Rate Card #17112 Rev.No. 0 -IT TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016 10:30:44
Rate Card #17111 Rev.No. 0 -IT TEST SUPPLIER 1 has been rejected by Cotner (SCProcPerf 1105), Kathleen A	10/19/2016 10:25:26
Rate Card #17110 Rev.No. 0 -IT TEST SUPPLIER 1 has been rejected by Cotner (SCProcPerf 1105), Kathleen A	10/19/2016 10:17:29

Orders At A Glance Full List

PO Number	Description	Order Date
763935	CCTM4 Training IProc T&M	10/19/2016 11:25:48
763946	Complex CCTM Training GCPA	10/17/2016 09:52:19
763945	CCTM Services Contract - Training	10/17/2016 09:48:08
763940	CCTM4 Training DOJM FP	10/13/2016 09:53:01
763939	CCTM4 Training IProc FP	10/13/2016 09:50:34

Planning

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Shipments

- [Delivery Schedules](#)
- [Overdue Receipts](#)

Receipts

- [Receipts](#)
- [Returns](#)
- [On-Time Performance](#)

Invoices

- [Invoices](#)

Payments

- [Payments](#)

Supplier Performance

- [Supplier Performance](#)

Home Orders Shipments Finance Intelligence Assessments Home Logout Preferences Help Diagnostics

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Step	Action
11.	Click the Purchase Orders link.

Ameren iSupplier Portal

Home | Orders | Shipments | Finance | Intelligence | Assessments

Purchase Orders | Agreements | View Requests | RFQ | Purchase History

Home > Purchase Orders

Multiple PO Change | Export

Views

View: All Purchase Orders

Select Order: Acknowledge Request Changes View Change History

Select	PO Number	Rev	Operating Unit	Supplier	Document Type	Description	Order Date	Buyer	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	763935	1	AMEREN OP UNIT	IT TEST SUPPLIER 1	Standard PO	CCTM4 Training iProc T&M	10/19/2016 11:25:48	Young (Purchasing 1150), Myron B	20,000.00	Requires Acknowledgment		
<input type="radio"/>	763946	0	AMEREN OP UNIT	IT TEST SUPPLIER 1	Global Contract Agreement	Complex CCTM Training GCPA	10/17/2016 09:52:19	Minor (SCProcPerf 1105), Katherine A	1,000,000.00	Open		
<input type="radio"/>	763945	0	AMEREN OP UNIT	IT TEST SUPPLIER 1	Global Contract Agreement	CCTM Services Contract - Training	10/17/2016 09:48:08	Minor (SCProcPerf 1105), Katherine A	1,000,000.00	Open		
<input type="radio"/>	763940	0	AMEREN OP UNIT	IT TEST SUPPLIER 1	Standard PO	CCTM4 Training DOJM FP	10/13/2016 09:53:01	Young (Purchasing 1150), Myron B	20,000.00	Requires Acknowledgment		
<input type="radio"/>	763939	0	AMEREN OP UNIT	IT TEST SUPPLIER 1	Standard PO	CCTM4 Training iProc FP	10/13/2016 09:50:34	Young (Purchasing 1150), Myron B	30,000.00	Requires Acknowledgment		
<input type="radio"/>	763938	0	AMEREN OP UNIT	IT TEST SUPPLIER 1	Standard PO	CCTM4 Training	10/13/2016 09:42:09	Hudson (StorsWhsNu	50,000.00	Requires Acknowledgment		

Step	Action
12.	Click the Go button, and then click the appropriate PO Number to view PO details, 763935 in this example. 763935

Ameren iSupplier Portal

Home | Orders | Shipments | Finance | Intelligence | Assessments

Purchase Orders | Agreements | View Requests | RFQ | Purchase History

Home > Purchase Orders >

Standard Purchase Order: 763935, 1 (Total USD 20,000.00)

Currency=USD

Actions: Acknowledge [v] Go Export

Order Information

General	Terms and Conditions	Summary
Total	Payment Terms	Total
20,000.00	NET 30	20,000.00
Supplier	Carrier	Received
I T TEST SUPPLIER		0.00
Supplier Site	FOB	Invoiced
01CCTMTESTONLY	DESTINATION	0.00
Address	Freight Terms	Payment Status
I T TEST SUPPLIER	Collect Shipment	Not Paid
1	Shipping Control	
TEST ONLY, MO		
99999		
Buyer	Ship-To Address	
Young(Purchasing 1150), Myron B	Address	
Order Date	GENERAL OFFICE BUILDING	
10/19/2016	800 S 21ST ST	
11:25:48	ST LOUIS, MO 63103	
Description	Bill-To Address	
CCTM4 Training	Address	
iProc T&M	ACCOUNTS PAYABLE SECTION	
Status	P O BOX 66892	
Requires Acknowledgment	ST LOUIS, MO 63166-6892	
Note to Supplier		
Operating Unit		
AMEREN OP UNIT		
Sourcing Document		
Supplier Order Number		
PRIORITY ORDER?		
SAFETY RELATED (For Callaway Contracts Only)		
AUTO GEN?		
Yes		
Yes		

Step	Action
13.	<p>Within the Order Information General section, the Buyer name is displayed as an active link. In this example, click the Young(Purchasing 1150), Myron B link.</p> <p>Young(Purchasing 1150), Myron B</p>

Step	Action
14.	An email address will be displayed for the designated Buyer . 26878@ameren.com

S1.2.9 Time Card Restrictions for Pending Rate Card Changes

Original CCTM functionality allowed the Supplier to submit Time Cards against Rate Card Craft combinations for which changes were Pending Submission or Approval. As a result, Time Cards were submitted with incorrect rates, requiring additional time to reconcile. New functionality will not allow the addition of Craft combinations to a Time Card when changes are Pending Submission or Approval, with Effective Dates covering the entire Time Card period. When a rate change is pending with Effective Dates covering a portion of the Time Card period, units/hours can only be reported for dates not included in the change.

The screenshot shows the 'Rate Card Home' page. It features a navigation bar with 'Rate' and 'Notifications' tabs. Below the navigation, there are links for 'CCTM Rate Home', 'CCTM Rate Search', 'CCTM File Upload Status', and 'CCTM Create Rate Card'. The main content area is divided into three sections:

- Rate Cards in Pending Submission Stage:** A table with one row showing a rate card with number 17113, OU Name Global, Rev Num 2, Contract Number 763934, Supplier Name IT TEST SUPPLIER 1, Effective From 12/28/2015, Effective To 01/06/2019, Status Pending Submission, and Rate Card Change Requested By/Submitter PROCESS_PERFORMANCEGROUP@ameren.com.
- Rate Cards in Pending Approval Stage:** A table with the text 'No results found.'
- Rate Cards in Rejected Stage:** A table with the text 'No results found.'

At the bottom of the page, there are links for 'Rate Notifications Home Logout Preferences Diagnostics', 'About this Page', 'Privacy Statement', and a copyright notice: 'Copyright (c) 2008, Oracle. All rights reserved.'

Step	Action
1.	When a Rate Card Craft Combination is Pending Submission or Approval ...

Rate Card Header

RateCard Number: 17113
 Revision Num: 2
 Contract Number: 763934
 Supplier Name: I T TEST SUPPLIER 1

Effective From: 12/28/2015
 Effective To: 01/06/2019
 Approver: []

Attachments: None [Add...]

Rate Card Details

Select	*Craft Type	*Craft	*Craft Code Class	Work Local Type	*Rate Type	*UOM	*Rate (\$)	*Effective From	*Effective To	*Change Request Reason
<input type="checkbox"/>	Labor	LINEMAN	AA-NEW	ST	Hours	23	10/09/2016	01/06/2019	RATE INCREASE	

Step	Action
2.	For example, when a Change Request is Pending Submission for Craft Name = Lineman , with Rate Type = ST , Unit of Measurement (UOM) = Hours , and an Effective From date of 10/09/2016 ...

The image displays two screenshots of a Microsoft Excel spreadsheet titled "IT Test Supplier TC Template PO 763937-RC Changes".

The top screenshot shows the following data in row 2:

1	Data Type	PO Num	PO Line N	Job Number	Time Card Period(Week Ending Date-MM/DD/YY)	Vendor R	Craft	Local	Work Type	Rate Type	Badge Nu
2	LA	763937	1	04503854/150	10/16/2016		LINEMAN			ST	

The bottom screenshot shows the following data in row 2:

1	Craft	Local	Work Type	Rate Type	Badge Nu	Consultan Unit of M	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hou	Div
2	LINEMAN			ST		John Hanc Hours	8	8	8	8	8				

Step	Action
3.	...and a Time Card is uploaded, including the pending Craft Combination, referencing a Week End Period covering ALL dates included in the pending Rate Change ...

The screenshot shows the 'CCTM Timecard Upload Status' page. At the top, there is a navigation bar with 'PM Data', 'Time', and 'Notifications' tabs. Below this, a breadcrumb trail includes 'CCTM Timecard Home', 'CCTM Timecard', and 'CCTM Timecard Upload Status'. The user name 'PROCESS_PERFORMANCEGROUP@AMEREN.COM' is displayed. The main content area is titled 'Upload File - Status' and contains a 'Data File Loader Batch Requests' table. The table has columns for 'Data File Type', 'Batch Number', 'File', 'Status', 'Successful Lines', 'Rejected Lines', 'Batch Run Date', 'Details', and 'Comments'. Two rows are highlighted in red, indicating failed uploads. Below the table, there are two tip messages: 'TIP Job History will be displayed for 60 days from the load date' and 'TIP Please submit the Rate Card for approval once it is uploaded successfully'. The footer contains 'About this Page', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'

Data File Type	Batch Number	File	Status	Successful Lines	Rejected Lines	Batch Run Date	Details	Comments
Time Card	37901367	IT Test Supplier TC Template PO 763937-RC Changes.csv	Completed	0	1	10/20/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37901359	IT Test Supplier TC Template PO 763937-RC Changes.csv	Completed	0	1	10/20/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37901350	IT Test Supplier TC Template PO 763937-RC Changes.csv	Completed	1	0	10/20/2016		The batch request has completed successfully.
Time Card	37900950	IT Test Supplier TC Template PO 763936.csv	Completed	34	0	10/19/2016		The batch request has completed successfully.
Time Card	37900948	IT Test Supplier TC Template PO 763936.csv	Failed	0	0	10/19/2016		AMCCTM Time Card Upload File Validation Failed. View details for more information.
Time Card	37900841	IT Test Supplier TC Template 763935.csv	Completed	0	3	10/19/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37900838	IT Test Supplier TC Template 763935.csv	Failed	0	0	10/19/2016		AMCCTM Time Card Upload File Validation Failed. View details for more information.

TIP Job History will be displayed for 60 days from the load date
 TIP Please submit the Rate Card for approval once it is uploaded successfully

Step	Action
4.	<p>...the upload will Complete with Rejected Time Card lines.</p> <p>Click the Details icon to view failure reasons and Suggested Corrective Action(s).</p> 

PM Data | Time | Notifications

CCTM Timecard Home | CCTM Timecard | **CCTM Timecard Upload Status** | CCTM Timecard Upload

User Name PROCESS_PERFORMANCEGROUP@AMEREN.COM

Rejections Cancel Export

Rejected Lines in Data File Upload Request Id # 37901367

Line Number	Field Type	Error Description	Suggested Corrective Action
1	Rate	Invalid	The rate for the selected craft is in change pending status from (09-OCT-16) in the rate card(17113) so do not enter the time for (10-OCT-16). Please contact the Buyer
1	Rate	Invalid	The rate for the selected craft is in change pending status from (09-OCT-16) in the rate card(17113) so do not enter the time for (11-OCT-16). Please contact the Buyer
1	Rate	Invalid	The rate for the selected craft is in change pending status from (09-OCT-16) in the rate card(17113) so do not enter the time for (14-OCT-16). Please contact the Buyer
1	Rate	Invalid	The rate for the selected craft is in change pending status from (09-OCT-16) in the rate card(17113) so do not enter the time for (13-OCT-16). Please contact the Buyer
1	Rate	Invalid	The rate for the selected craft is in change pending status from (09-OCT-16) in the rate card(17113) so do not enter the time for (12-OCT-16). Please contact the Buyer

Cancel Export

PM Data | Time | Notifications | Home | Logout | Preferences | Diagnostics

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Step	Action
5.	The Rate field Error Description will be shown as Invalid , and the Suggested Corrective Action field will display a detailed explanation for every Date within the Time Card period reported against the pending Craft Combination.

Rate Card Header

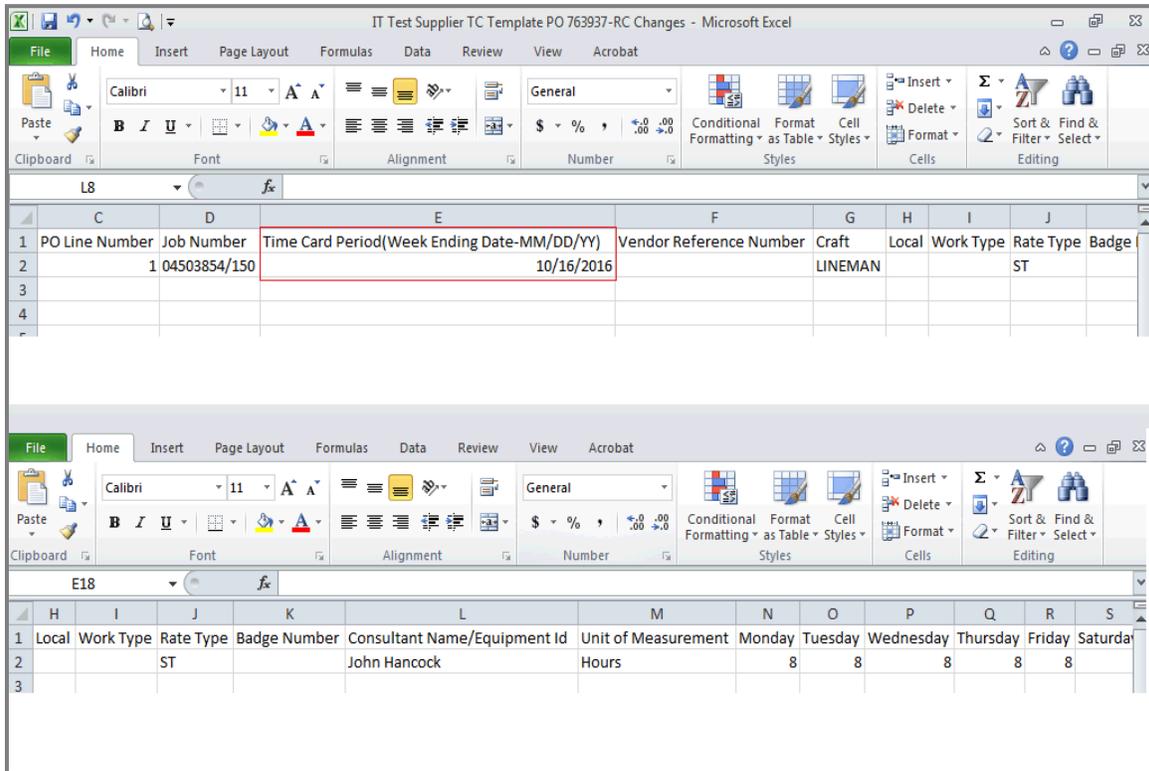
RateCard Number **17113** Effective From **12/28/2015**
 Revision Num **2** Effective To **01/06/2019**
 Contract Number **763934**
 Supplier Name **IT TEST SUPPLIER 1**

Attachments [View](#)

*Craft Type	*Craft	*Craft Code Class	Local Work Type	*Rate Type	*UOM	Rate (\$)	Effective From	Effective To	*Change Request Reason
Labor	LINEMAN	AA-NEW		ST	Hours	20	12/28/2015	01/06/2019	RATE INCREASE
						23	10/13/2016		

TIP The Comments field is required when an existing Rate Card is modified.

Step	Action
6.	Similarly, when a Change Request is Pending Submission or Approval, for Craft Name = Lineman , with Rate Type = ST , Unit of Measurement (UOM) = Hours , and an Effective From date of 10/13/2016 ...



Step	Action
7.	...and a Time Card template is uploaded referencing the Week End Period within which Rate Changes are pending...

Data File Loader Batch Requests:

View By:

Data File Type	Batch Number	File	Status	Successful Lines	Rejected Lines	Batch Run Date	Details	Comments
Time Card	37901359	IT Test Supplier TC Template PO 763937-RC Changes.csv	Completed	0	1	10/20/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37901350	IT Test Supplier TC Template PO 763937-RC Changes.csv	Completed	1	0	10/20/2016		The batch request has completed successfully.
Time Card	37900950	IT Test Supplier TC Template PO 763936.csv	Completed	34	0	10/19/2016		The batch request has completed successfully.
Time Card	37900948	IT Test Supplier TC Template PO 763936.csv	Failed	0	0	10/19/2016		AMCCTM Time Card Upload File Validation Failed. View details for more information.
Time Card	37900841	IT Test Supplier TC Template 763935.csv	Completed	0	3	10/19/2016		The batch request has failed. Please look at the details and reupload the file after corrections
Time Card	37900838	IT Test Supplier TC Template 763935.csv	Failed	0	0	10/19/2016		AMCCTM Time Card Upload File Validation Failed. View details for more information.

TIP Job History will be displayed for 60 days from the load date
 TIP Please submit the Rate Card for approval once it is uploaded successfully

Step	Action
8.	The upload batch will be Completed with that Line Rejected . Click the Details icon to view failure reasons and Suggested Corrective Action(s) .

The screenshot shows the CCTM web application interface. At the top, there is a navigation bar with 'PM Data', 'Time', and 'Notifications' tabs. Below this, there are links for 'CCTM Timecard Home', 'CCTM Timecard', 'CCTM Timecard Upload Status', and 'CCTM Timecard Upload'. The user name 'PROCESS_PERFORMANCEGROUP@AMEREN.COM' is displayed. The main content area is titled 'Rejections' and contains a table of rejected lines. The table has four columns: 'Line Number', 'Field Type', 'Error Description', and 'Suggested Corrective Action'. Two rows are shown, both with 'Line Number' 1, 'Field Type' 'Rate', and 'Error Description' 'Invalid'. The 'Suggested Corrective Action' for both rows is: 'The rate for the selected craft is in change pending status from (13-OCT-16) in the rate card(17113) so do not enter the time for (14-OCT-16). Please contact the Buyer'. There are 'Cancel' and 'Export' buttons at the bottom right of the table area.

Line Number	Field Type	Error Description	Suggested Corrective Action
1	Rate	Invalid	The rate for the selected craft is in change pending status from (13-OCT-16) in the rate card(17113) so do not enter the time for (14-OCT-16). Please contact the Buyer
1	Rate	Invalid	The rate for the selected craft is in change pending status from (13-OCT-16) in the rate card(17113) so do not enter the time for (13-OCT-16). Please contact the Buyer

Step	Action
9.	However, the Rate field Error Description will be shown as Invalid , and the Suggested Corrective Action field will display a detailed explanation ONLY for those Dates within the Time Card period reported against the pending Craft Combination, on or after the pending Effective Date .

The screenshot shows the 'Rate Card Header' section with the following details:

- RateCard Number: 17113
- Revision Num: 1
- Contract Number: 763934
- Supplier Name: IT TEST SUPPLIER 1
- Effective From: 12/28/2015
- Effective To: 01/06/2019

The 'Rate Card Details' table is as follows:

*Craft Type	*Craft	*Craft Code Class	Local	Work Type	*Rate Type	*UOM	Rate (\$)	Effective From	Effective To	*Change Request Reason
Labor	ENGINEER	AA-NEW			ST	Hours	55	12/28/2015	01/06/2019	RATE INCREASE
							60	10/09/2016		

A tip message states: "TIP The Comments field is required when an existing Rate Card is modified." The date 10/09/2016 in the table is highlighted with a red box.

Step	Action
10.	When a manual Time Card is created with Rate Card changes pending, for example, Engineer/ST/Hours , with an Effective From date of 10/09/2016 .

PO Revision **U** Supplier Name **I&M**
 Lien Waiver **Y** Buyer **IT TEST SUPPLIER 1**
Hudson(StorsWhsNu
CA-460), Robin G

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/16/2016** Total Hours Total Ar
 Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Labor Details

TIP You cannot delete a line that has been previously approved.

Select	Status	PO Line	Job	Craft	Local	WorkType	Rate	Type	UOM	Number	Name	Mon, Oct	Tue, Oct	Wed, Oct	Thu, Oct	Fri, Oct	Sat, Oct	Sun, Oct	Total
		Number	Number									10	11	12	13	14	15	16	Hours/Unit
	No results found.																		

[Return to Timecard Search](#) Approver

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Step	Action
11.	When you click the Add Craft button within the Time Card Draft Labor tab... <div style="border: 1px solid red; padding: 2px; display: inline-block;">Add Craft</div>

PO REVISION 0
Lien Waiver Y

Supplier Name I T TEST SUPPLIER 1
Buyer Hudson(StorsWhsNu
CA-460), Robin G

✓ TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Search and Select List of Values - Internet Explorer

Search and Select: Add Craft

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Craft [v] [] Go

Results

Previous 1-20 Next 20

Select All | Select None

Select Craft	Local	WorkType	Rate Type	Unit Of Measurement	Rate	Start Date Active	End Date Active
<input type="checkbox"/> ELECTRICIAN			DT	Hours	110	12/28/2015	01/06/2019
<input type="checkbox"/> ELECTRICIAN			OT	Hours	82.5	12/28/2015	01/06/2019
<input type="checkbox"/> ELECTRICIAN			ST	Hours	55	12/28/2015	01/06/2019
<input type="checkbox"/> ENGINEER			DT	Hours	110	12/28/2015	01/06/2019
<input type="checkbox"/> ENGINEER			OT	Hours	82.5	12/28/2015	01/06/2019
<input type="checkbox"/> FOREMAN			DT	Hours	140	12/28/2015	01/06/2019
<input type="checkbox"/> FOREMAN			OT	Hours	105	12/28/2015	01/06/2019
<input type="checkbox"/> FOREMAN			ST	Hours	70	12/28/2015	01/06/2019
<input type="checkbox"/> FOREMAN 11			ST	Hours	145	12/28/2015	01/06/2019

Return to Timecard Search

Approver Minor(SCProcPerf 1105)

Save and Submit

Delete Time card

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Step	Action
12.	...and click the Go button to search for and Select the Craft Combinations for which you wish to report weekly details, the Engineer/ST Craft Combination will not be available to select.

The screenshot shows the 'CCTM Rate Search' results page. At the top, there is a navigation bar with 'Home', 'Logout', 'Preferences', and 'Diagnostics'. Below this, there are tabs for 'Rate' and 'Notifications'. The main content area displays the 'Rate Card Header' with the following information:

- RateCard Number: 17113
- Revision Num: 2
- Contract Number: 763934
- Supplier Name: IT TEST SUPPLIER 1
- Effective From: 12/28/2015
- Effective To: 01/06/2019

Below the header, there is a 'Rate Card Details' table:

*Craft Type	*Craft	*Craft Code Class	Local Work Type	*Rate Type	*UOM	Rate (\$)	Effective From	Effective To	*Change Request Reason
Labor	LINEMAN	AA-NEW		ST	Hours	20	12/28/2015	01/06/2019	RATE INCREASE
						23	10/13/2016		

A tip message states: 'TIP The Comments field is required when an existing Rate Card is modified.' There are 'View Rate Card History' and 'Cancel' buttons at the bottom of the details section.

Step	Action
13.	Similarly, when a Change Request is Pending Submission or Approval, for Craft Name = Lineman , with Rate Type = ST , Unit of Measurement (UOM) = Hours , and an Effective From date of 10/13/2016 ...

PO Revision 0
Lien Waiver Y

Supplier Name T&M
Buyer I T TEST SUPPLIER 1
Hudson(StorsWhsNu
CA-460), Robin G

✓TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/16/2016** Total Hours Total Arr
Total Labor Amount Total Equipment Amount Total Material Amount Total Expense Amount

* Attachments **None** Vendor Reference Number * Change Reason

✓TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

✓TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Labor Details

✓TIP You cannot delete a line that has been previously approved.

Select	Status	PO Line Number	Job Number	Craft	Local	Craft Combination	WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon, Oct 10	Tue, Oct 11	Wed, Oct 12	Thu, Oct 13	Fri, Oct 14	Sat, Oct 15	Sun, Oct 16	Total Hours/Units	
	No results found.																				

[Return to Timecard Search](#) Approver

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Step	Action
14.	When you click the Add Craft button within the Time Card Draft... 

PO Revision 0
Lien Waiver Y

Supplier Name T&M
Buyer I T TEST SUPPLIER 1
Hudson(StorsWhsNu
CA-460), Robin G

✓ TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Search and Select List of Values - Internet Explorer

Job	Code	Rate	Category	Hours	Start Date	End Date
<input type="checkbox"/>	ENGINEER		ST	60	10/09/2016	01/06/2019
<input type="checkbox"/>	FOREMAN		DT	140	12/28/2015	01/06/2019
<input type="checkbox"/>	FOREMAN		OT	105	12/28/2015	01/06/2019
<input type="checkbox"/>	FOREMAN		ST	70	12/28/2015	01/06/2019
<input type="checkbox"/>	FOREMAN 11		ST	145	12/28/2015	01/06/2019
<input type="checkbox"/>	GENERAL FOREMAN		DT	120	12/28/2015	01/06/2019
<input type="checkbox"/>	GENERAL FOREMAN		OT	90	12/28/2015	01/06/2019
<input type="checkbox"/>	GENERAL FOREMAN		ST	60	12/28/2015	01/06/2019
<input type="checkbox"/>	LABORER	1084	DT	110	12/28/2015	01/06/2019
<input type="checkbox"/>	LABORER	1084	OT	82.5	12/28/2015	01/06/2019
<input type="checkbox"/>	LABORER	1084	ST	55	12/28/2015	01/06/2019
<input checked="" type="checkbox"/>	LINEMAN		ST	20	12/28/2015	10/12/2016
<input type="checkbox"/>	OPERATOR	520	DT	140	12/28/2015	01/06/2019
<input type="checkbox"/>	OPERATOR	520	OT	105	12/28/2015	01/06/2019
<input type="checkbox"/>	OPERATOR	520	ST	70	12/28/2015	01/06/2019

Previous 1-20 Next 20

About this Page

Cancel Select

Return to Timecard Search

Approver Minor(SCProdPerf 1105)

Save and Submit
Delete Time card

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Step	Action
15.	...and click the Go button to search for and Select the Craft Combinations for which you wish to report weekly details, Lineman/ST will be displayed with an Effective To date of 10/12/2016 , allowing you to add it to your Time Card draft.

Buyer: Hudson(SCProcPerf 1105), Robin G

...er is Yes, attach Lien Waiver documents to the time card

Mode: Draft [Go]

Time Card Period(Week Ending Date) 10/16/2016

Total Equipment Amount Total Material Amount Total Expense Amount

Vendor Reference Number [Add...] * Change Reason [Change Reason]

(s) with supporting documentation is required to submit a time card or a time card revision.

Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card Listing is to 'ALL' or 'Receipt'.

Material Expense

Delete a line that has been previously approved.

Copy Row

Line Number	Job Number	Craft	Local	WorkType	RateType	UOM	Badge Number	Consultant Name	Mon, Oct 10	Tue, Oct 11	Wed, Oct 12	Thu, Oct 13	Fri, Oct 14	Sat, Oct 15	Sun, Oct 16	Total Hours/Units An
	04503854/0	LINEMAN			ST	Hours		Tim Jones	8	8	8					

Approver: Minor(SCProcPerf 1105) [Save and Submit] [Delete Time card]

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Step	Action
16.	However, you will only be allowed to report units/hours against dates for which changes are not pending . In this example you can only report Hours for Oct 10, 11, and 12 , given the pending Rate Change is Effective From Oct 13 .

S1.2.10 Time Card Action for Contract Number Change

In some circumstances, after a Time Card is created a user realizes the PO is referencing an incorrect Contract Number. Previously, when the PO was updated to reference the correct Contract, it was not reflected in CCTM, requiring IT intervention to perform a fix. New functionality allows the deletion of Time Cards in any of the following statuses, when there are no Time Cards in Receipt status:

- Draft
- Pending Approval
- Approved
- Rejected

With the above conditions met, a Buyer can now update the PO to reference the correct Contract. Thereafter, the Supplier can resubmit Time Cards against the PO, now including the appropriate Rate Card details.

The screenshot shows the CCTM Supplier interface with the following data tables:

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
Time Cards In Draft Stage							
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/18/2012	4,320.00		
637046	AMEREN OP UNIT	IT TEST SUPPLIER 1	PROCESS_PERFORMANCEGROUP@ameren.com	08/04/2013	500.00		
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/05/2014	586.32		
655313	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/12/2014	55.00		
672087	AMEREN OP UNIT	IT TEST SUPPLIER 1	PROCESS_PERFORMANCEGROUP@ameren.com	05/04/2014	626.00		
Time Cards In Pending Stage							
763936	AMEREN OP UNIT	IT TEST SUPPLIER 1	PROCESS_PERFORMANCEGROUP@ameren.com	10/09/2016	1,589.63		
Time Cards In Approved Stage							
No results found.							
Time Cards In Rejected Stage							
					Total		

Step	Action
1.	To retrieve and delete a Time Card in Pending Approval status, navigate to your Supplier Time Card Supper User Home Page and click the PO Number link within your Time Card in Pending Stage section, 763936 in this example.

PO Header Details

PO Number 763936	OU Name AMEREN OP UNIT
PO Type Time and Material	Comments CCTM4 Training DOJM T&M
PO Revision 1	Supplier Name I T TEST SUPPLIER 1
Lien Waiver N	Buyer Young(Purchasing 1150), Myron B

✔ TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**

Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) Vendor Reference Number * Change Reason

✔ TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

✔ TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor
 Equipment
 Material
 Expense

Labor Details

[Select All](#) | [Select None](#)

Select Status	PO Line Number	Job Number	Craft Combination				Badge Number	Consultant Name	Mon,Oct Tue,Oct Wed,Oct Thu,Oct Fri,Oct Sat,Oct Sun,Oct To								
			Craft	Local Work	Type	Rate			Type	UOM	03	04	05	06	07	08	09
<input type="checkbox"/> Pending Approval	1	8FRV174506	FOREMAN			ST	Hours	John Hancock		10	10						20

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Step	Action
2.	Navigate to the first tab in which Time Cards details are pending and click the Timecard Listing Mode dropdown. <div style="border: 1px solid red; padding: 2px; margin-top: 5px; display: inline-block;"> All ▼ </div>

PO Header Details

PO Number 763936	OU Name AMEREN OP UNIT
PO Type Time and Material	Comments CCTM4 Training DOJM T&M
PO Revision 1	Supplier Name I T TEST SUPPLIER 1
Lien Waiver N	Buyer Young(Purchasing 1150), Myron B

✓TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**

Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) Vendor Reference Number * Change Reason

✓TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode **All**

✓TIP To update a Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Time Card Listing Mode is set to 'All'

Labor Equipment

Labor Details

Select All	Select None	PO Line Number	Job Number	Craft	Craft Combination		Badge Number	Consultant Name	Mon,Oct 03	Tue,Oct 04	Wed,Oct 05	Thu,Oct 06	Fri,Oct 07	Sat,Oct 08	Sun,Oct 09	Total Hours	
Select Status					Local	WorkType	Rate	Type	UOM								
<input type="checkbox"/>		Pending Approval	1	8FRV174506	FOREMAN			ST	Hours	John Hancock		10	10				20

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Step	Action
3.	Click the Pending Approval list item. <div style="background-color: #e6e6e6; padding: 2px; display: inline-block; margin-top: 5px;">Pending Approval</div>

PO Header Details

PO Number 763936	OU Name AMEREN OP UNIT
PO Type Time and Material	Comments CCTM4 Training DOJM T&M
PO Revision 1	Supplier Name I T TEST SUPPLIER 1
Lien Waiver N	Buyer Young(Purchasing 1150), Myron B

✔ TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**

Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) Vendor Reference Number * Change Reason

✔ TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode **Pending Approval**

✔ TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor
 Equipment
 Material
 Expense

Labor Details

[Select All](#) | [Select None](#)

Select Status	PO Line Number	Job Number	Craft	Local	Craft Combination	WorkType	RateType	UOM	Badge Number	Consultant Name	Mon, Oct 03	Tue, Oct 04	Wed, Oct 05	Thu, Oct 06	Fri, Oct 07	Sat, Oct 08	Sun, Oct 09	To Ho
<input type="checkbox"/> Pending Approval	1	8FRV174506	FOREMAN			ST		Hours		John Hancock		10	10					20

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Step	Action
4.	Click the Go button. <div style="border: 1px solid red; display: inline-block; padding: 2px 5px; margin-top: 5px;">Go</div>

PO Number **763936** OU Name **AMEREN OP UNIT**
 PO Type **Time and Material** Comments **CCTM4 Training DOJM**
 PO Revision **1** T&M
 Lien Waiver **N** Supplier Name **I T TEST SUPPLIER 1**
 Buyer **Young(Purchasing 1150), Myron B**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**
 Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor

Labor Details

[Select All](#) | [Select None](#)

Select Status	PO Line Number	Job Number	Craft Combination			Badge Number	Consultant Name	Mon,Oct Tue,Oct Wed,Oct Thu,Oct Fri,Oct Sat,Oct Sun,Oct							To Ho		
			Craft	Local	WorkType			Rate	Type	UOM	03	04	05	06		07	08
<input type="checkbox"/> Pending Approval	1	8FRV174506	FOREMAN		ST	Hours	John Hancock		10	10							20

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Step	Action
5.	Click the Select All link. Select All

PO Number **763936** OU Name **AMEREN OP UNIT**
 PO Type **Time and Material** Comments **CCTM4 Training DOJM T&M**
 PO Revision **1** Supplier Name **I T TEST SUPPLIER 1**
 Lien Waiver **N** Buyer **Young(Purchasing 1150), Myron B**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**
 Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Labor Details

[Select All](#) | [Select None](#)

Select Status	PO Line Number	Job Number	Craft Combination			Badge Number	Consultant Name	Mon,Oct	Tue,Oct	Wed,Oct	Thu,Oct	Fri,Oct	Sat,Oct	Sun,Oct	Ho
			Craft	Local	WorkType			Rate	Type	UOM	03	04	05	06	07
<input checked="" type="checkbox"/> Pending Approval	1	8FRV174506	FOREMAN		ST	Hours	John Hancock		10	10					20

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Step	Action
6.	Click the Edit button. <input type="button" value="Edit"/>

Time Card Main Screen
 * Indicates required field Delete Time card

PO Header Details

PO Number	763936	OU Name	AMEREN OP UNIT
PO Type	Time and Material	Comments	CCTM4 Training DOJM
PO Revision	1		T&M
Lien Waiver	N	Supplier Name	IT TEST SUPPLIER 1
		Buyer	Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**

Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Labor Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	PO Line Number	Job Number	Craft	Craft Combination		Rate	Type	UOM	Badge Number	Consultant Name	Mon,Oct Tue,Oct Wed,Oct Thu,Oct Fri,Oct Sat,Oct Sun						
				Local	Work						03	04	05	06	07	08	09
<input type="checkbox"/>	Draft	1	8FRV174506	FOREMAN		ST	Hours		John Hancoc		10	10					

Step	Action
7.	Navigate to the next tab in which Time Card details are pending, the Expense tab in this example.

PO Header Details

PO Number **763936** OU Name **AMEREN OP UNIT**
 PO Type **Time and Material** Comments **CCTM4 Training DOJM T&M**
 PO Revision **1** Supplier Name **I T TEST SUPPLIER 1**
 Lien Waiver **N** Buyer **Young(Purchasing 1150), Myron B**

✓ TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**
 Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.63**

* Attachments [View](#) Vendor Reference Number * Change Reason

✓ TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

✓ TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense

Expense Details

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	Job Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Job Description	Attachments
<input type="checkbox"/> Pending Approval	1	8FRV174505	Hotel Accommodation	2 Nights	189.63		CCTM Training	(Does Not Exist)	

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Step	Action
8.	Click the Timecard Listing Mode dropdown. <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <input type="text" value="All"/> <input type="button" value="v"/> </div>

PO Header Details

PO Number 763936	OU Name AMEREN OP UNIT
PO Type Time and Material	Comments CCTM4 Training DOJM T&M
PO Revision 1	Supplier Name I T TEST SUPPLIER 1
Lien Waiver N	Buyer Young(Purchasing 1150), Myron B

✓TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**

Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) Vendor Reference Number * Change Reason

✓TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode **All**

✓TIP To update a Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Mode is set to 'AL'

Labor | **Equipment** | **Pending Approval** |

Expense Details

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	Job Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Job Description	Attachments
<input type="checkbox"/> Pending Approval	1	8FRV174505	Hotel Accommodation	2 Nights	189.63		CCTM Training	(Does Not Exist)	

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Step	Action
9.	Click the Pending Approval list item. <div style="background-color: #cccccc; padding: 2px; display: inline-block;">Pending Approval</div>

PO Header Details

PO Number **763936** OU Name **AMEREN OP UNIT**
 PO Type **Time and Material** Comments **CCTM4 Training DOJM T&M**
 PO Revision **1** Supplier Name **IT TEST SUPPLIER 1**
 Lien Waiver **N** Buyer **Young(Purchasing 1150), Myron B**

✓ TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**
 Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) Vendor Reference Number * Change Reason

✓ TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

✓ TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Expense Details

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	Job Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Job Description	Attachments
<input type="checkbox"/> Pending Approval	1	8FRV174505	Hotel Accommodation	2 Nights	189.63		CCTM Training	(Does Not Exist)	

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Step	Action
10.	Click the Go button. <div style="border: 2px solid red; display: inline-block; padding: 2px 5px; margin-top: 5px;">Go</div>

PO Number **763936** OU Name **AMEREN OP UNIT**
 PO Type **Time and Material** Comments **CCTM4 Training DOJM**
 PO Revision **1** T&M
 Lien Waiver **N** Supplier Name **IT TEST SUPPLIER 1**
 Buyer **Young(Purchasing 1150), Myron B**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**
 Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) [Add...](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Expense Details

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	Job Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Job Description	Attachments
<input type="checkbox"/> Pending Approval	1	8FRV174505	Hotel Accommodation	2 Nights	189.63		CCTM Training	(Does Not Exist)	

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Step	Action
11.	Click the Select All link. Select All

PO Number **763936** OU Name **AMEREN OP UNIT**
 PO Type **Time and Material** Comments **CCTM4 Training DOJM**
 PO Revision **1** **T&M**
 Lien Waiver **N** Supplier Name **I T TEST SUPPLIER 1**
 Buyer **Young(Purchasing**
 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **10/09/2016** Total Hours **20** Total Amount **1,58**
 Total Labor Amount **1,400.00** Total Equipment Amount **0.00** Total Material Amount **0.00** Total Expense Amount **189.6**

* Attachments [View](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Expense Details

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	Job Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Job Description	Attachments
<input checked="" type="checkbox"/> Pending Approval	1	8FRV174505	Hotel Accommodation	2 Nights	189.63		CCTM Training	(Does Not Exist)	

[Return to Timecard Search](#) Approver

PM Data Time Notifications Home Logout Preferences Diagnostics

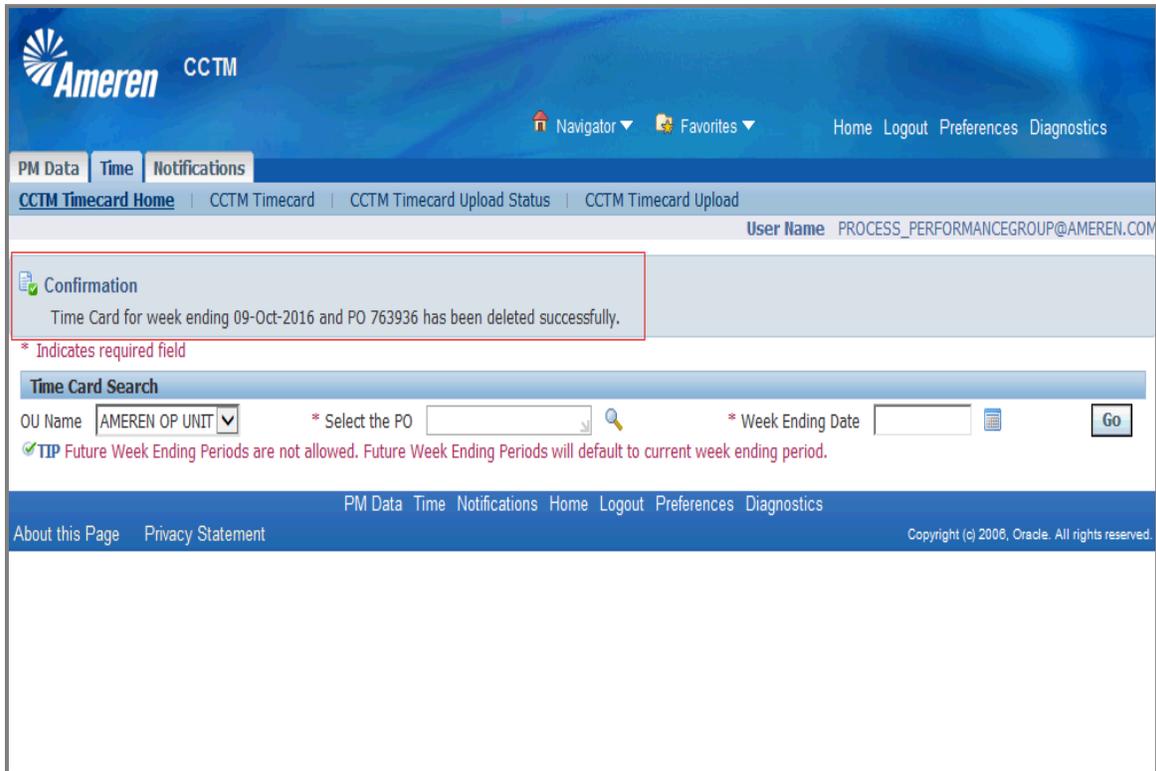
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Step	Action
12.	Click the Edit button. 

Step	Action
13.	When Time Card details have been retrieved, click the Delete Time card button. <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 5px;">Delete Time card</div>



Step	Action
14.	A warning message will be displayed indicating this action will permanently delete this Time Card . Click the Yes button. 



Step	Action
15.	<p>A confirmation message will be displayed indicating the Time Card was deleted successfully. Click the CCTM Timecard Home link.</p> <p>CCTM Timecard Home</p>

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date) ▲	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/18/2012	4,320.00		
637046	AMEREN OP UNIT	IT TEST SUPPLIER 1	PROCESS_PERFORMANCEGROUP@ameren.com	08/04/2013	500.00		
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/05/2014	586.32		
655313	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/12/2014	55.00		
672087	AMEREN OP UNIT	IT TEST SUPPLIER 1	PROCESS_PERFORMANCEGROUP@ameren.com	05/04/2014	626.00		

Time Cards In Pending Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							

Time Cards In Approved Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							

Time Cards In Rejected Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date) ▲	Total Timecard Rejection Amount	Reason	Attachments
579540	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	04/01/2012	5,640.00	Electrician did not work Mar 28	
590561	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	06/03/2012	2,000.00	asdfes	
763936	AMEREN OP UNIT	IT TEST SUPPLIER 1	PROCESS_PERFORMANCEGROUP@ameren.com	10/02/2016	2,215.94	Update Contract on PO Line 1	

TIP In order to add a new line against a new job to an existing TC please go to CCTM Timecard tab. Enter PO Number and Weekending Date and click on Go. It will display the TC details, select the Draft in Time Card Listing mode and click on Go. Then you can add craft and enter time against new job in the existing TC

[PM Data](#) [Time](#) [Notifications](#) [Home](#) [Logout](#) [Preferences](#) [Diagnostics](#)

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Step	Action
16.	To retrieve and delete a Time Card in Rejected status, click the PO Number link within your Time Cards in Rejected Stage section, 763936 in this example. 763936

CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload

User Name: PROCESS_PERFORMANCEGROUP@AMEREN.COM

Time Card Main Screen
 * Indicates required field Delete Time card

PO Header Details

PO Number	763936	OU Name	AMEREN OP UNIT
PO Type	Time and Material	Comments	CCTM4 Training DOJM
PO Revision	1		T&M
Lien Waiver	N	Supplier Name	IT TEST SUPPLIER 1
		Buyer	Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: **Individual, Daily** Time Card Period(Week Ending Date): **10/02/2016** Total Hours: **35** Total Amount: **2,21**

Total Labor Amount: **2,007.50** Total Equipment Amount: **208.44** Total Material Amount: **0.00** Total Expense Amount: **0.00**

* Attachments [View](#) Vendor Reference Number: * Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: All

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense | Rejections

Expense Details

Select Status	*PO Line Number	Job Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Job Description	Attachments
No results found.									

[Export Expenses](#)

[Return to Timecard Search](#) Approver: [Save and Submit](#) [Delete Time card](#)

Step	Action
17.	Navigate to the first tab in which Time Cards details are pending, click the Labor link.

PO Header Details

PO Number 763936	OU Name AMEREN OP UNIT
PO Type Time and Material	Comments CCTM4 Training DOJM T&M
PO Revision 1	Supplier Name I T TEST SUPPLIER 1
Lien Waiver N	Buyer Young(Purchasing 1150), Myron B

✔ TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/02/2016** Total Hours **35** Total Amount **2,21**

Total Labor Amount **2,007.50** Total Equipment Amount **208.44** Total Material Amount **0.00** Total Expense Amount **0.00**

* Attachments [View](#) Vendor Reference Number * Change Reason

✔ TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

✔ TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card Listing Mode is set to 'ALL' or 'Receipt'.

Labor
 Equipment
 Material
 Expense
 Rejections

Labor Details

[Select All](#) | [Select None](#)

Select	Status	PO Line Number	Job Number	Craft	Craft Combination			Badge Number	Consultant Name	Mon, Sep	Tue, Sep	Wed, Sep	Thu, Sep	Fri, Sep	Sat, Oct	Sun, Oct
					Local	Work	Type			Rate	Type	UOM	26	27	28	29
<input checked="" type="checkbox"/>	Rejected	1	8FRV174511	ENGINEER			ST	Hours	Jim Smith			8	8			
<input checked="" type="checkbox"/>	Rejected	1	8FRV174515	ELECTRICIAN			OT	Hours	Tom Jones	3						
<input checked="" type="checkbox"/>	Rejected	1	8FRV174515	ELECTRICIAN			ST	Hours	Tom Jones	8	8					

[Return to Timecard Search](#) Approver

Step	Action
20.	Click the Equipment tab. Equipment

PO Header Details

PO Number **763936** OU Name **AMEREN OP UNIT**
 PO Type **Time and Material** Comments **CCTM4 Training DOJM T&M**
 PO Revision **1** Supplier Name **I T TEST SUPPLIER 1**
 Lien Waiver **N** Buyer **Young(Purchasing 1150), Myron B**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/02/2016** Total Hours **35** Total Amount **2,21**
 Total Labor Amount **2,007.50** Total Equipment Amount **208.44** Total Material Amount **0.00** Total Expense Amount **0.00**

* Attachments [View](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Time Card Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense** **Rejections**

Equipment Details

Select All | Select None

		Craft Combination										Equipment						
Select Status	PO Line Number	Job Number	Craft Type	Craft	Local Work	Type	Rate	Type	UOM	Id	Mon, Sep 26	Tue, Sep 27	Wed, Sep 28	Thu, Sep 29	Fri, Sep 30	Sat, Oct 01	Sun, Oct 02	Hours
<input type="checkbox"/>	Rejected 1	8FRV174515	Equipment	JACK HAMMER			ST	Day	JH1364		4							4

[Return to Timecard Search](#) Approver

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Step	Action
21.	Click the Timecard Listing Mode dropdown. <input type="text" value="All"/> <input type="button" value="v"/>

PO Header Details

PO Number: 763936
 PO Type: Time and Material
 PO Revision: 1
 Lien Waiver: N

OU Name: AMEREN OP UNIT
 Comments: CCTM4 Training DOJM T&M
 Supplier Name: I T TEST SUPPLIER 1
 Buyer: Young(Purchasing 1150), Myron B

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily
 Time Card Period(Week Ending Date): 10/02/2016
 Total Hours: 35
 Total Amount: 2,21

Total Labor Amount: 2,007.50
 Total Equipment Amount: 208.44
 Total Material Amount: 0.00
 Total Expense Amount: 0.00

* Attachments [View](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: **All**
TIP To update a Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'All'

Labor | **Equipment** | **Rejections**

Equipment Details

Select All | Select None

Select Status	PO Line Number	Job Number	Craft Type	Craft	Craft Combination		Equipment	UOM Id	Mon, Sep 26	Tue, Sep 27	Wed, Sep 28	Thu, Sep 29	Fri, Sep 30	Sat, Oct 01	Sun, Oct 02	Oct 03
					Local	WorkType			Rate	Type	26	27	28	29	30	01
<input type="checkbox"/>	Rejected 1	8FRV174515	Equipment	JACK HAMMER				Day	JH1364		4					4

[Return to Timecard Search](#) Approver: Minor(SCProcPerf 1105),

PM Data Time Notifications Home Logout Preferences Diagnostics

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Step	Action
22.	Click the Rejected list item. Rejected

PO Number **763936** OU Name **AMEREN OP UNIT**
 PO Type **Time and Material** Comments **CCTM4 Training DOJM**
 PO Revision **1** T&M
 Lien Waiver **N** Supplier Name **I T TEST SUPPLIER 1**
 Buyer **Young(Purchasing 1150), Myron B**

TIP If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **10/02/2016** Total Hours **35** Total Amount **2,21**
 Total Labor Amount **2,007.50** Total Equipment Amount **208.44** Total Material Amount **0.00** Total Expense Amount **0.**

* Attachments [View](#) Vendor Reference Number * Change Reason
[Add...](#)

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense** **Rejections**

Equipment Details

[Select All](#) | [Select None](#)

Select Status	PO Line Number	Job Number	Craft Combination				Equipment	Mon, Sep	Tue, Sep	Wed, Sep	Thu, Sep	Fri, Sep	Sat, Oct	Sun, Oct			
			Type	Craft	Local	WorkType		Rate	Type	UOM	Id	26	27	28	29	30	01
<input checked="" type="checkbox"/>	Rejected 1	8FRV174515	Equipment	JACK HAMMER			ST	Day	JH1364		4						4

[Return to Timecard Search](#) Approver

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Step	Action
25.	Click the Edit button. <input type="button" value="Edit"/>

Ameren CCTM

PM Data | **Time** | Notifications

CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload

User Name: PROCESS_PERFORMANCEGROUP@AMEREN.COM

Time Card Main Screen

* Indicates required field

PO Header Details

PO Number: 763936 OU Name: AMEREN OP UNIT
 PO Type: Time and Material Comments: CCTM4 Training DOJM T&M
 PO Revision: 1 Supplier Name: I T TEST SUPPLIER 1
 Lien Waiver: N Buyer: Young(Purchasing 1150), Myron B

TIP: If Lien Waiver is Yes, attach Lien Waiver documents to the time card

Time Card Details

Entry Type: Individual, Daily Time Card Period(Week Ending Date): 10/02/2016 Total Hours: 35 Total Amount: 2,211.50
 Total Labor Amount: 2,007.50 Total Equipment Amount: 208.44 Total Material Amount: 0.00 Total Expense Amount: 0.00

* Attachments: View Vendor Reference Number: * Change Reason:

TIP: Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: Draft Go

TIP: To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Time Card Listing Mode is set to 'ALL' or 'Receipt'.

Labor | Equipment | Material | Expense

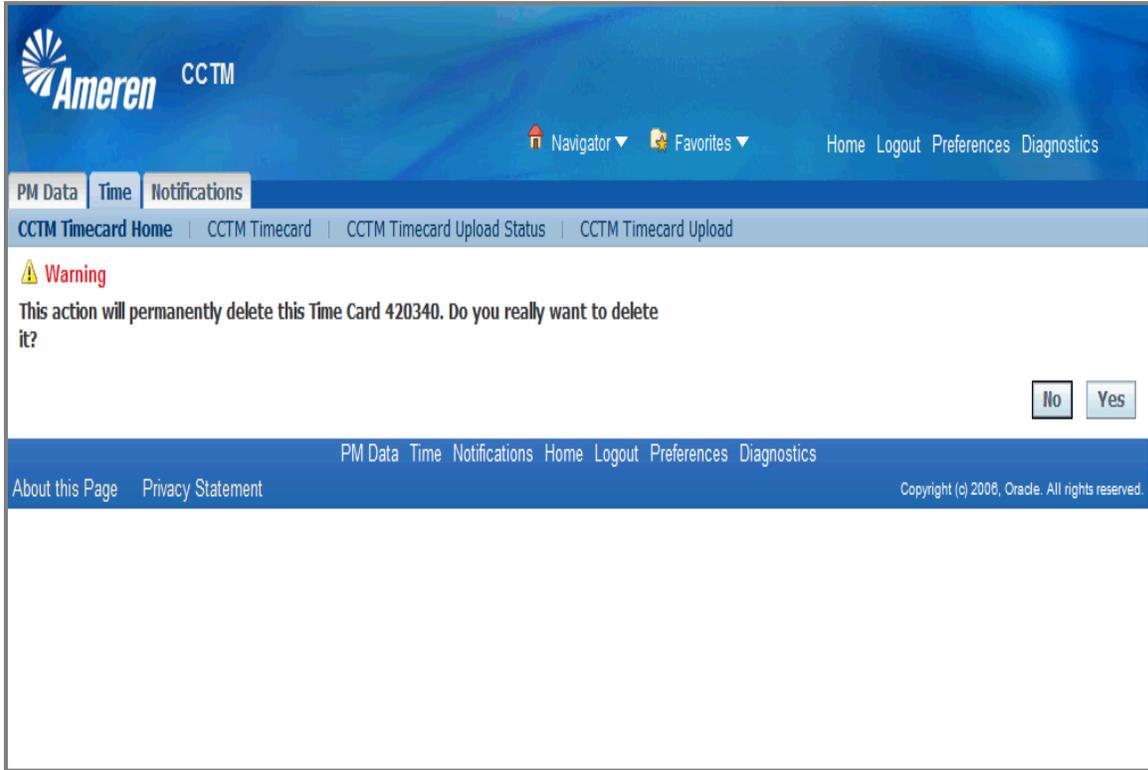
Labor Details

TIP: You cannot delete a line that has been previously approved.

Add Craft Copy Row

Delete Time card

Step	Action
26.	Click the Delete Time card button. 



Step	Action
27.	A warning message will be displayed indicating this action will permanently delete this Time Card . Click the Yes button. <input data-bbox="269 1192 358 1241" type="button" value="Yes"/>

The screenshot shows the Ameren CCTM web application interface. At the top left is the Ameren logo and 'CCTM'. Navigation links include 'Home', 'Logout', 'Preferences', and 'Diagnostics'. A breadcrumb trail reads 'CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload'. The user name is 'PROCESS_PERFORMANCEGROUP@AMEREN.COM'. A confirmation message is displayed: 'Confirmation: Time Card for week ending 02-Oct-2016 and PO 763936 has been deleted successfully.' Below this is a 'Time Card Search' section with a dropdown for 'OU Name' (AMEREN OP UNIT), a search field for '* Select the PO', and a date field for '* Week Ending Date'. A tip states: 'Future Week Ending Periods are not allowed. Future Week Ending Periods will default to current week ending period.' The footer contains 'About this Page', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'

Step	Action
28.	<p>A confirmation message will be displayed indicating the Time Card was deleted successfully. Click the Home link.</p> <p>Home</p>

Main Menu

- AMCCTM Supplier Rate Card User
- AMCCTM Supplier Reports Users
- AMCCTM Supplier Time Card Super User
 - Change Password
 - CCTM
 - PM Data
 - Time Card
 - Notifications
 - AMCCTM Time Card Inquiry
 - CCTM
 - Time Card Inquiry
 - Rate Card Inquiry
- AMPON Sourcing Supplier
- AMPOS Supplier Portal Full Access
- AMPOS Supplier Profile Manager
 - Supplier Profile & User Manager
 - Supplier Profile Manager

Worklist

From	Type	Subject	Sent	Due
Minor(SCProcPerf 1105), Katherine	AMCCTM Time Card Notification	Time Card for the weekend period 10/02/2016 has been rejected by Minor(SCProcPerf 1105), Katherine A	10/19/2016	
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 763936,1 requires your acceptance	10/19/2016	
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 763935,4 requires your acceptance	10/19/2016	
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 763935,2 requires your acceptance	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17113 Rev.No. 0 -I-T TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17112 Rev.No. 0 -I-T TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17111 Rev.No. 0 -I-T TEST SUPPLIER 1 has been rejected by Cotner (SCProcPerf 1105), Kathleen A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17110 Rev.No. 0 -I-T TEST SUPPLIER 1 has been rejected by Cotner (SCProcPerf 1105), Kathleen A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17091 Rev.No. 0 -I-T TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate	Rate Card #17090 Rev.No. 0 -I-T TEST	10/19/2016	

Step	Action
29.	Under the Main Menu of your Oracle Applications Home Page, click the AMCCTM Time Card Inquiry responsibility, click the CCTM folder, and then click the Time Card Inquiry link. 

Ameren CCTM
 Navigator Favorites Home Logout Preferences Diagnostics
 Time Card Inquiry Rate Card Inquiry
 CCTM Time Card Inquiry User Name: PROCESS_PERFORMANCEGROUP@AMEREN.COM

Please Search for the Time Card using the Search parameters

OU Name: AMEREN OP UNIT
 Supplier Name: IT TEST SUPPLIER 1
 PO Number: is 763936
 PO Source Type: PO Number
 PO Type: No Items found
 Job Number:
 Total Time Card Amount: and
 PO Status:
 Submitter Name:
 Time Card Period(Week Ending Date) From: To:
 Time Card Submit Date:
 Time Card Status:
 Approver:
 Department:
 Ship To Location:
 Diverse Subcontractor:
 Go Clear

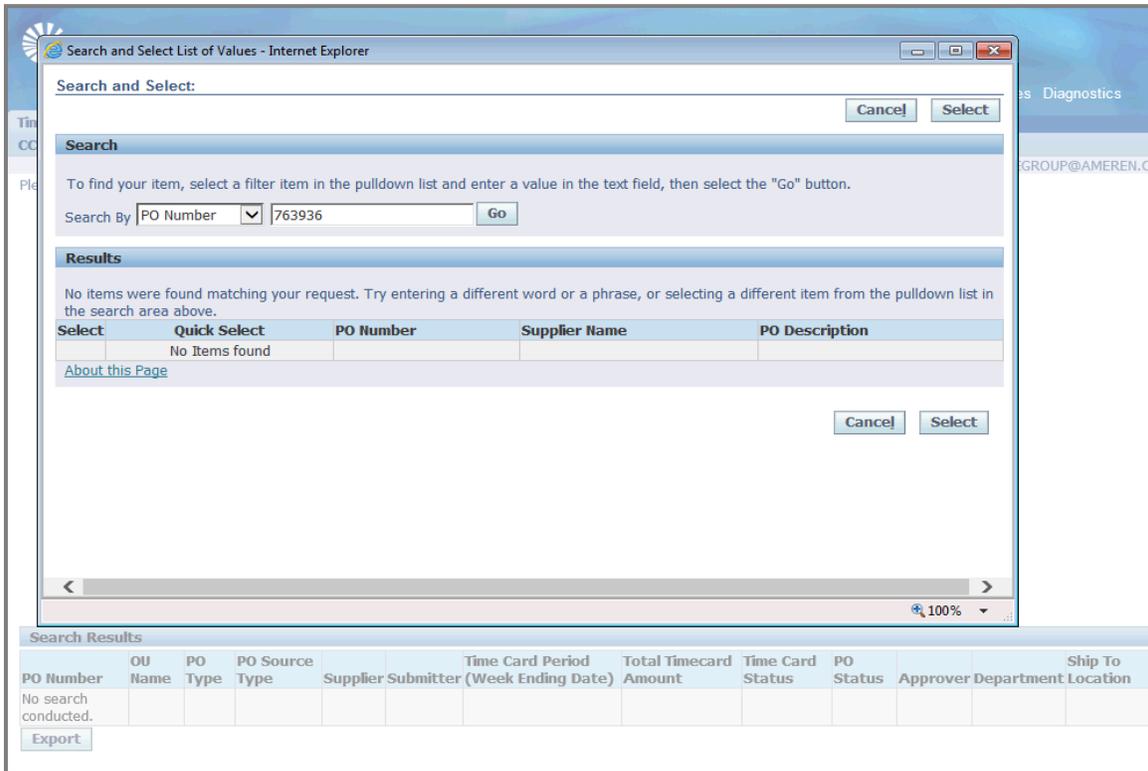
Search Results

PO Number	OU Name	PO Type	PO Source Type	Supplier	Submitter	Time Card Period (Week Ending Date)	Total Timecard Amount	Time Card Status	PO Status	Approver	Department	Ship To Location
No search conducted.												

Export

About this Page Privacy Statement Time Card Inquiry Rate Card Inquiry Home Logout Preferences Diagnostics Copyright (c) 2006, Oracle. All rights reserved.

Step	Action
30.	In the PO Number field, enter the PO corresponding to the Time Cards you have just deleted. You should get a No Items Found message.



Step	Action
31.	A window may open indicating No Items found as well. Click the Cancel button. <div style="border: 1px solid red; display: inline-block; padding: 2px; margin-top: 5px;">Cancel!</div>

Step	Action
32.	Click the Go button. 

[Home](#) [Logout](#) [Preferences](#) [Diagnostics](#)

Time Card Inquiry
Rate Card Inquiry

CCTM Time Card Inquiry

Time Card Inquiry: CCTM Time Card Inquiry > User Name: PROCESS_PERFORMANCEGROUP@AMEREN.COM

Please Search for the Time Card using the Search parameters

OU Name:

Supplier Name:

PO Number:

PO Source Type:

PO Type:

Job Number:

Total Time Card Amount: and

PO Status:

Submitter Name:

Time Card Period(Week Ending Date) From: To:

Time Card Submit Date:

Time Card Status:

Approver:

Department:

Ship To Location:

Diverse Subcontractor:

Search Results

PO Number	OU Name	PO Type	PO Source Type	Supplier	Submitter	Time Card Period (Week Ending Date)	Total Timecard Amount	Time Card Status	PO Status	Approver	Department	Ship To Location
No results found.												
<input type="button" value="Export"/>												

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[Diagnostics](#)

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Step	Action
33.	Confirm No results found in the Search Results . You can now contact the Buyer to request a change in Contract reference within the Purchase Order.

Main Menu

- AMCCTM Supplier Rate Card User
- AMCCTM Supplier Reports Users
- AMCCTM Supplier Time Card Super User
- AMCCTM Time Card Inquiry
- AMPON Sourcing Supplier
- AMPOS iSupplier Portal Full Access
 - Home Page**
 - Change Password
 - Retainage Release
 - Reports
- Home Page
- Change Password
- Retainage Release
- Reports
- Home Page
- Change Password
- Retainage Release
- Reports
- Home Page

Worklist

From	Type	Subject	Sent	Due
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Standard Purchase Order 763935,1 requires your acceptance	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17113 Rev.No. 0 -I.T TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17112 Rev.No. 0 -I.T TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17111 Rev.No. 0 -I.T TEST SUPPLIER 1 has been rejected by Cotner (SCProcPerf 1105), Kathleen A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17110 Rev.No. 0 -I.T TEST SUPPLIER 1 has been rejected by Cotner (SCProcPerf 1105), Kathleen A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17091 Rev.No. 0 -I.T TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016	
TIFFANY PALLME	AMCCTM Rate Card Approval	Rate Card #17090 Rev.No. 0 -I.T TEST SUPPLIER 1 has been rejected by Cotner (SCProcPerf 1105), Kathleen A	10/19/2016	
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Complex Contract Purchase Agreement 763946, 0	10/17/2016	
Minor(SCProcPerf 1105), Katherine	PO Approval	AMEREN OP UNIT - Contract Purchase Agreement 763945, 0	10/17/2016	
Young(Purchasing)	PO Approval	AMEREN OP UNIT - Standard Purchase Order	10/13/2016	

Step	Action
34.	<p>To find name and contact information for the designated Buyer, click your AMPOS iSupplier Portal Full Access responsibility under the Main Menu on your Oracle Applications Home Page, and click the Home Page link.</p>

Notifications

Subject	Date
AMEREN OP UNIT - Standard Purchase Order 763935,1 requires your acceptance	10/19/2016 11:26:23
Rate Card #17113 Rev.No. 0 -IT TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016 11:24:34
Rate Card #17112 Rev.No. 0 -IT TEST SUPPLIER 1 has been approved by Minor (SCProcPerf 1105), Katherine A	10/19/2016 10:30:44
Rate Card #17111 Rev.No. 0 -IT TEST SUPPLIER 1 has been rejected by Cotner (SCProcPerf 1105), Kathleen A	10/19/2016 10:25:26
Rate Card #17110 Rev.No. 0 -IT TEST SUPPLIER 1 has been rejected by Cotner (SCProcPerf 1105), Kathleen A	10/19/2016 10:17:29

Orders At A Glance

PO Number	Description	Order Date
763935	CCTM4 Training IProc T&M	10/19/2016 11:25:48
763946	Complex CCTM Training GCPA	10/17/2016 09:52:19
763945	CCTM Services Contract - Training	10/17/2016 09:48:08
763940	CCTM4 Training DOJM FP	10/13/2016 09:53:01
763939	CCTM4 Training IProc FP	10/13/2016 09:50:34

Planning

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Shipments

- [Delivery Schedules](#)
- [Overdue Receipts](#)

Receipts

- [Receipts](#)
- [Returns](#)
- [On-Time Performance](#)

Invoices

- [Invoices](#)

Payments

- [Payments](#)

Supplier Performance

- [Supplier Performance](#)

Step	Action
35.	Click the Purchase Orders link.

Purchase Orders

View:

Select	PO Number	Rev	Operating Unit	Supplier	Document Type	Description	Order Date	Buyer	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	763936	2	AMEREN OP UNIT	IT TEST SUPPLIER 1	Standard PO	CCTM4 Training DOJM T&M	10/19/2016 13:56:03	Young (Purchasing 1150), Myron B	20,000.00	Requires Acknowledgment		
<input type="radio"/>	763935	4	AMEREN OP UNIT	IT TEST SUPPLIER 1	Standard PO	CCTM4 Training IProc T&M	10/19/2016 12:27:19	Young (Purchasing 1150), Myron B	20,000.00	Requires Acknowledgment		
<input type="radio"/>	763946	0	AMEREN OP UNIT	IT TEST SUPPLIER 1	Global Contract Agreement	Complex CCTM Training GCPA	10/17/2016 09:52:19	Minor (SCProcPerf 1105), Katherine A	1,000,000.00	Open		
<input type="radio"/>	763945	0	AMEREN OP UNIT	IT TEST SUPPLIER 1	Global Contract Agreement	CCTM Services Contract - Training	10/17/2016 09:48:08	Minor (SCProcPerf 1105), Katherine A	1,000,000.00	Open		
<input type="radio"/>	763940	0	AMEREN OP UNIT	IT TEST SUPPLIER 1	Standard PO	CCTM4 Training DOJM FP	10/13/2016 09:53:01	Young (Purchasing 1150), Myron B	20,000.00	Requires Acknowledgment		
<input type="radio"/>	763939	0	AMEREN OP UNIT	IT TEST SUPPLIER 1	Standard PO	CCTM4 Training IProc FP	10/13/2016 09:50:34	Young (Purchasing 1150), Myron B	30,000.00	Closed		

Step	Action
36.	Click the Go button, and then click the appropriate PO Number to view PO details, 763936 in this example. 763936

Ameren iSupplier Portal

Home | Orders | Shipments | Finance | Intelligence | Assessments

Purchase Orders | Agreements | View Requests | RFQ | Purchase History

Home > Purchase Orders >

Standard Purchase Order: 763936, 2 (Total USD 20,000.00)

Currency=USD

Actions: Acknowledge [v] Go Export

Order Information

General	Terms and Conditions	Summary
<p>Total: 20,000.00</p> <p>Supplier: I T TEST SUPPLIER 1</p> <p>Supplier Site: 01CCTMTESTONLY</p> <p>Address: I T TEST SUPPLIER 1</p> <p> TEST ONLY, MO 99999</p> <p>Buyer: Young(Purchasing 1150), Myron B</p> <p>Order Date: 10/19/2016 13:56:03</p> <p>Description: CCTM4 Training DOJM T&M</p> <p>Status: Requires Acknowledgment</p> <p>Note to Supplier: AMEREN OP UNIT</p> <p>Operating Unit: AMEREN OP UNIT</p> <p>Sourcing Document: PRIORITY ORDER?</p> <p>Supplier Order Number: SAFETY RELATED (For Callaway Contracts Only)</p> <p>AUTO GEN? Yes</p>	<p>Payment Terms: NET 30</p> <p>Carrier: DESTINATION</p> <p>FOB: DESTINATION</p> <p>Freight Terms: Collect Shipment</p> <p>Shipping Control: Collect Shipment</p> <p>Ship-To Address</p> <p>Address: GENERAL OFFICE BUILDING 800 S 21ST ST ST LOUIS, MO 63103</p> <p>Bill-To Address</p> <p>Address: ACCOUNTS PAYABLE SECTION P O BOX 66892 ST LOUIS, MO 63166-6892</p>	<p>Total: 20,000.00</p> <p>Received: 9,865.57</p> <p>Invoiced: 9,865.57</p> <p>Payment Status: Not Paid</p>

Step	Action
37.	<p>Within the Order Information General section, the Buyer name is displayed as an active link. In this example, click the Young(Purchasing 1150), Myron B link.</p> <p>Young(Purchasing 1150), Myron B</p>

Ameren iSupplier Portal

Home | Orders | Shipments | Finance | Intelligence | Assessments

Home > Purchase Orders > View Order Details >

Buyer: Young(Purchasing 1150), Myron B

Full Name **Young(Purchasing 1150), Myron B**

Phone Number

Email Address 26878@ameren.com

Mail Stop

Fax Number

Pager Number

Address **Expense Report Processing**

City

State

Zip Code

Country **US**

[Return to View Order Details](#)

Home Orders Shipments Finance Intelligence Assessments Home Logout Preferences Diagnostics

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Step	Action
38.	An email address will be displayed for the designated Buyer . 26878@ameren.com

S1.2.11 Make Time Card Changes

****NOTE****

The frames in this topic illustrate the steps required to make changes to a **Time & Materials** Time Card. However, the process for making changes to a **Fixed Price** Time Card is the same.

As you progress through the topic, note that the same rules which apply to changes made in the **Material** and **Expense** tabs of a **Time & Materials** Time Card also apply to changes made in a **Fixed Price** Time Card.

The screenshot shows the CCTM Supplier interface with the following elements:

- Header:** Ameren CCTM logo, Home, Logout, Preferences links.
- Navigation:** PM Data, Time, Notifications tabs. CCTM Timecard Home, CCTM Timecard, CCTM Timecard Upload Status, CCTM Timecard Upload links.
- User Info:** User Name E87693
- Form:** OU Name dropdown menu set to AMEREN OP UNIT.
- Time Cards In Draft Stage:** A table with columns: PO Number, OU Name, Supplier, Submitter, Time Card Period(Week Ending Date), Total Timecard Amount, Comment/Change Reason, Attachments. It shows "No results found."
- Time Cards In Pending Stage:** A table with columns: PO Number, OU Name, Supplier, Submitter, Time Card Period(Week Ending Date), Total Timecard Amount, Comment/Change Reason, Attachments. It contains two rows:

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		
575310	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/04/2012	3,176.20		
- Time Cards In Approved Stage:** A table with columns: PO Number, OU Name, Supplier, Submitter, Time Card Period(Week Ending Date), Total Timecard Amount, Comment/Change Reason, Attachments. It shows "No results found."
- Time Cards In Rejected Stage:** A table with columns: PO Number, OU Name, Supplier, Submitter, Time Card Period(Week Ending Date), Total Timecard Amount, Rejection Reason, Attachments. It shows "No results found."
- TIP:** In order to add a new line against a new job to an existing TC please go to CCTM Timecard tab. Enter PO Number and Weekending Date and click on Go. It will display the TC details, select the Draft in Time Card Listing mode and click on Go. Then you can add craft and enter time against new job in the existing TC
- Footer:** PM Data Time Notifications Home Logout Preferences, Privacy Statement, Copyright (c) 2006, Oracle. All rights reserved.

Step	Action
1.	<p>From your Oracle Applications Home Page you will click the AMCCTM Supplier Time Card Super User responsibility. The page will refresh and display links to the right. Click the Time Card link to go to your CCTM Timecard Home.</p> <p>From your CCTM Timecard Home page you can make changes to Time Cards in Draft Stage, Pending Stage, Approved Stage or Rejected Stage</p> <p>* After a Time Card moves to Receipt status, it can no longer be updated and re-submitted.</p>

PM Data | Time | Notifications
 CCTM Timecard Home | CCTM Timecard | CCTM Timecard Upload Status | CCTM Timecard Upload
 User Name E8769
 OU Name AMEREN OP UNIT
Time Cards In Draft Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							

Time Cards In Pending Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
575311	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	01/08/2012	960.00		
575310	AMEREN OP UNIT	IT TEST SUPPLIER 1	Minor(SCProcPerf 1105), Katherine A	03/04/2012	3,176.20		

Time Cards In Approved Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Comment/Change Reason	Attachments
No results found.							

Time Cards In Rejected Stage

PO Number	OU Name	Supplier	Submitter	Time Card Period(Week Ending Date)	Total Timecard Amount	Rejection Reason	Attachments
No results found.							

TIP In order to add a new line against a new job to an existing TC please go to CCTM Timecard tab. Enter PO Number and Weekending Date and click on Go. It will display the TC details, select the Draft in Time Card Listing mode and click on Go. Then you can add craft and enter time against new job in the existing TC

Privacy Statement | PM Data | Time | Notifications | Home | Logout | Preferences
 Copyright (c) 2008, Oracle. All rights reserved

Step	Action
2.	<p>On your CCTM Timecard Home page identify the Time Card you would like to update, based upon its status and Click the PO Number.</p> <p>For this exercise Click the 575310 link.</p> <p>575310</p>

PO Revision **6** Supplier Name **IT TEST SUPPLIER 1**
 OU Name **AMEREN OP UNIT** Buyer **Clark(Purchasing 1150), Rachel A**

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours **48** Total Amount **3**
 Total Labor Amount **2,880.00** Total Equipment Amount **230.00** Total Material Amount **72.30** Total Expense Amount **0**

* Attachments [View](#) [Add](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode [Go](#)
 TIP To update a Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'All'

Labor | **Equipment** | **Labor Details**

[Select All](#) | [Select None](#)

Select	Status	PO Line Number	Craft	Local	WorkType	Rate	Type	UOM	Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	Total Hours/U
<input checked="" type="checkbox"/>	Pending Approval	2	ELECTRICIAN				ST	Hours		Brad Jones	8	8						16
<input checked="" type="checkbox"/>	Pending Approval	2	FOREMAN				ST	Hours		Tom Smith	8	8						16
<input checked="" type="checkbox"/>	Pending Approval	2	ELECTRICIAN				ST	Hours		Dave Wise	8	8						16

[Return to Timecard Search](#) Approver [Save and Submit](#) [Delete Time card](#)

Step	Action
3.	<p>Next to the Timecard Listing Mode field Click the dropdown arrow to identify the current status of the Time Card (Approved, Draft, Pending Approval or Rejected).</p> <p>For this exercise Click Pending Approval.</p> <p>* The page will refresh.</p> <p>Pending Approval</p>

PO Revision **6** Supplier Name **IT TEST SUPPLIER 1**
 OU Name **AMEREN OP UNIT** Buyer **Clark(Purchasing 1150), Rachel A**

Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours **48** Total Amount
 Total Labor Amount **2,880.00** Total Equipment Amount **230.00** Total Material Amount **72.30** Total Expense Amount

* Attachments [View](#) [Add](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode [Go](#)

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Labor Details

[Select All](#) | [Select None](#)

Select	Status	PO Line Number	Craft	Craft Combination		UOM	Badge Number	Consultant Name	Mon, Feb	Tue, Feb	Wed, Feb	Thu, Mar	Fri, Mar	Sat, Mar	Sun, Mar	Total Hours/!
				Local	WorkType				Rate	Type	27	28	29	01	02	
<input checked="" type="checkbox"/>	Pending Approval	2	ELECTRICIAN		ST	Hours	Brad Jones	8	8							16
<input checked="" type="checkbox"/>	Pending Approval	2	FOREMAN		ST	Hours	Tom Smith	8	8							16
<input checked="" type="checkbox"/>	Pending Approval	2	ELECTRICIAN		ST	Hours	Dave Wise	8	8							16

[Return to Timecard Search](#) Approver [Save and Submit](#)
[Delete Time card](#)

Step	Action
4.	<p>Click the Go button.</p> <p>* The page will refresh again.</p> <p>Go</p>

PO Revision: 0 Supplier Name: TEST SUPPLIER 1
 OU Name: AMEREN OP UNIT Buyer: Clark(Purchasing 1150), Rachel A

Time Card Details

Entry Type: **Individual, Daily** Time Card Period(Week Ending Date): **03/04/2012** Total Hours: **48** Total Amount: **3,880.00**
 Total Labor Amount: **2,880.00** Total Equipment Amount: **230.00** Total Material Amount: **72.30** Total Expense Amount: **(€)**

* Attachments [View](#) [Add](#) Vendor Reference Number: * Change Reason:

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: [Go](#)

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Labor Details

[Select All](#) | [Select None](#)

Select	Status	PO Line Number	Craft	Craft Combination		Rate	Type	UOM	Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Mar 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	Total Hours/Un
				Local	Work													
<input type="checkbox"/>	Pending Approval	2	ELECTRICIAN				ST	Hours		Brad Jones	8	8						16
<input type="checkbox"/>	Pending Approval	2	FOREMAN				ST	Hours		Tom Smith	8	8						16
<input type="checkbox"/>	Pending Approval	2	ELECTRICIAN				ST	Hours		Dave Wise	8	8						16

[Edit](#)

[Return to Timecard Search](#) Approver: [Save and Submit](#) [Delete Time card](#)

Step	Action
5.	Click the Select All link.

PO Revision: 0 Supplier Name: TEST SUPPLIER 1
 OU Name: AMEREN OP UNIT Buyer: Clark(Purchasing 1150), Rachel A

Time Card Details

Entry Type: **Individual, Daily** Time Card Period(Week Ending Date): **03/04/2012** Total Hours: **48** Total Amount: 3
 Total Labor Amount: **2,880.00** Total Equipment Amount: **230.00** Total Material Amount: **72.30** Total Expense Amount: (

* Attachments [View](#) [Add](#) Vendor Reference Number: A6127 * Change Reason:
 ✓ **TIP** Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode: [Go](#)
 ✓ **TIP** To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Labor Details

[Select All](#) | [Select None](#)

Select	Status	PO Line Number	Craft	Craft Combination			Badge Number	Consultant Name	Mon, Feb	Tue, Feb	Wed, Feb	Thu, Mar	Fri, Mar	Sat, Mar	Sun, Mar	Total Hours/U
				Local	WorkType	RateType			UOM	27	28	29	01	02	03	
<input checked="" type="checkbox"/>	Pending Approval	2	ELECTRICIAN			ST	Hours	Brad Jones	8	8						16
<input checked="" type="checkbox"/>	Pending Approval	2	FOREMAN			ST	Hours	Tom Smith	8	8						16
<input checked="" type="checkbox"/>	Pending Approval	2	ELECTRICIAN			ST	Hours	Dave Wise	8	8						16

[Edit](#)

[Return to Timecard Search](#) Approver: [Save and Submit](#) [Delete Time card](#)

Step	Action
6.	<p>Click the Edit button.</p> <p>* The page will refresh one more time.</p> <p>Edit</p>

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours **48** Total Amount **3,880.00**

Total Labor Amount **2,880.00** Total Equipment Amount **230.00** Total Material Amount **72.30** Total Expense Amount **0.00**

* Attachments [View](#) [Add](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode [Go](#)

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Labor Details

TIP You cannot delete a line that has been previously approved.

[Add Craft](#) [Copy Row](#)

[Select All](#) | [Select None](#)

Select	Status	PO Line Number	Craft	Craft Combination		Badge Number	Consultant Name	Mon, Feb 27	Tue, Feb 28	Wed, Feb 29	Thu, Feb 01	Fri, Mar 02	Sat, Mar 03	Sun, Mar 04	Total Hour
				Local Work	Type Rate			Type	UOM						
<input type="checkbox"/>	Draft	<input type="text" value="2"/>	ELECTRICIAN				Brad Jones	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>	16				
<input type="checkbox"/>	Draft	<input type="text" value="2"/>	FOREMAN				Tom Smith	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>	16				
<input type="checkbox"/>	Draft	<input type="text" value="2"/>	ELECTRICIAN				Dave Wise	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text"/>	16				

[Save](#) [Delete](#)

[Return to Timecard Search](#) Approver [Save and Submit](#) [Delete Time card](#)

Step	Action
7.	<p>In the Labor and Equipment tabs you can edit PO Line Number and/or Job Number, Consultant Name/Equipment ID and number of units/hours per day.</p> <p>* With the EXCEPTION of Time Cards in Approved status, you can Click the Select box and then the Delete button to remove a Material or Expense Line.</p> <p>** You can Click the Add Craft button to add details you may have received after the original Time Card was submitted.</p>

PO Number PO Type PO Revision OU Name	575310 Time and Material 6 AMEREN OP UNIT	Comments Supplier Name Buyer	CCTM Services- Accounting Split Test I T TEST SUPPLIER 1 Clark(Purchasing 1150), Rachel A
--	--	------------------------------------	---

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours **48** Total Amount **3,880.00**
 Total Labor Amount **2,880.00** Total Equipment Amount **230.00** Total Material Amount **72.30** Total Expense Amount **0.00**

* Attachments [View](#) [Add](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode [Go](#)

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Expense Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	<input type="text" value="2"/> ?	Meals	Lunch Meeting	48.90		CCTM Services-Add PO Line to cancel	+
<input type="checkbox"/> Draft	<input type="text" value="2"/> ?	Miscellaneous	Hour overage for Brad Jc	-55.00	1 hour for w/e c	CCTM Services-Add PO Line to cancel	+

[Add Another Row](#) [Save](#) [Delete](#)

[Return to Timecard Search](#) Approver [Save and Submit](#) [Delete Time card](#)

PM Data Time Notifications Home Logout Preferences

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Step	Action
8.	<p>In the Material tab and the Expense tab you can edit any details previously reported.</p> <p>* With the EXCEPTION of Time Cards in Approved status, you can Click the Select box followed by the Delete button to remove a Material or Expense Line.</p> <p>** You can Click the Add Another Row button to include additional Material or Expense details.</p> <p>*** You can Click the Plus symbol to add Attachments to any Material or Expense line.</p> <p>**** Note from the topic Introduction - the same rules which apply to changes made here also apply to changes made in a Fixed Price Time Card.</p>

RestaurantReceipt.txt attachment has been added successfully.

Time Card Main Screen
 * Indicates required field Delete Time card

PO Header Details

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours **48** Total Amount **3,...**
 Total Labor Amount **2,880.00** Total Equipment Amount **230.00** Total Material Amount **72.30** Total Expense Amount (€

* Attachments View Add Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode Go

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the T Mode is set to 'ALL' or 'Receipt'.

Labor **Equipment** **Material** **Expense**

Expense Details

TIP You cannot delete a line that has been previously approved.

Select All | Select None

Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	<input type="text" value="2"/>	Meals	Lunch Meeting	48.90		CCTM Services-Add PO Line to cancel	
<input type="checkbox"/> Draft	<input type="text" value="2"/>	Miscellaneous	Hour overage for Brad Jc	-55.00	1 hour for w/e c	CCTM Services-Add PO Line to cancel	

Add Another Row Save Delete

[Return to Timecard Search](#) Logout Home(CCTM Def 1102) Save and Submit

Step	Action
9.	<p>CCTM requires that you include an Attachment in the Time Card Details section when re-submitting a Time Card.</p> <p>* Attachments at the line level, in the Material and Expense tabs are optional and DO NOT satisfy the attachment requirement.</p> <p>** Contact the designated Approver for each PO with questions regarding what should be attached.</p> <p>To add an Attachment click the Add button.</p> <p>* You will be directed to a new page.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;">Add</div>

Step	Action
<p>10.</p>	<p>Title & Description fields are optional. If you have multiple attachments use these fields to differentiate.</p> <p>CCTM allows a File, URL or Text attachment Type.</p> <ul style="list-style-type: none"> * To attach a File, click the Browse button to search for the corresponding file. ** To attach a URL, click the select circle and enter a valid URL in the corresponding field. *** To attach a Text description, click the select circle and enter text in the corresponding field.

The screenshot shows the 'Add Attachment' page in the CCTM system. At the top, there are navigation tabs for 'PM Data', 'Time', and 'Notifications'. Below these are breadcrumb links: 'CCTM Timecard Home', 'CCTM Timecard', 'CCTM Timecard Upload Status', and 'CCTM Timecard Upload'. The main heading is 'Add Attachment'. There are three buttons at the top right: 'Cancel', 'Add Another' (highlighted with a red box), and 'Apply'. Below this is a dropdown menu for 'Add' with options 'Desktop File/ Text/ URL'. The 'Attachment Summary Information' section contains fields for 'Title', 'Description', and 'Category' (set to 'Miscellaneous'). The 'Define Attachment' section has radio buttons for 'File', 'URL', and 'Text' (selected). A 'Browse...' button is next to the 'File' field. A text area contains the text 'See Expense receipt in Expense Details'. At the bottom right, there are 'Cancel', 'Add Another', and 'Apply' buttons. The footer contains 'Privacy Statement', navigation links, and 'Copyright (c) 2006, Oracle. All rights reserved.'

Step	Action
11.	<p>If you plan to include multiple attachments, click the Add Another button.</p> <p>For this exercise click the Apply button, to complete one attachment.</p> <p>* You will be redirected to the Time Card page.</p> <p></p>

PO Number	575310	Comments	CCTM Services- Accounting Split Test
PO Type	Time and Material	Supplier Name	IT TEST SUPPLIER 1
PO Revision	6	Buyer	Clark(Purchasing 1150), Rachel A
OU Name	AMEREN OP UNIT		

Time Card Details

Entry Type **Individual, Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours **48** Total Amount **3,880.00**

Total Labor Amount **2,880.00** Total Equipment Amount **230.00** Total Material Amount **72.30** Total Expense Amount **(0.00)**

* Attachments [View](#) [Add](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode [Go](#)

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button. You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Expense Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	<input type="text" value="2"/> Q	Meals	Lunch Meeting	48.90		CCTM Services-Add PO Line to cancel	+
<input type="checkbox"/> Draft	<input type="text" value="2"/> Q	Miscellaneous	Hour overage for Brad Jc	-55.00	1 hour for w/e c	CCTM Services-Add PO Line to cancel	+

[Add Another Row](#) [Save](#) [Delete](#)

[Return to Timecard Search](#) Approver [Save and Submit](#) [Delete Time card](#)

PM Data Time Notifications Home Logout Preferences Copyright (c) 2006, Oracle. All rights reserved.

Step	Action
12.	When re-submitting a Time Card you are required to provide a Change Reason . * This is a free text field with no restrictions.

PO Number PO Type PO Revision OU Name	575310 Time and Material 6 AMEREN OP UNIT	Comments Supplier Name Buyer	CCTM Services- Accounting Split Test IT TEST SUPPLIER 1 Clark(Purchasing 1150), Rachel A
--	--	------------------------------------	--

Time Card Details

Entry Type **Individual , Daily** Time Card Period(Week Ending Date) **03/04/2012** Total Hours **48** Total Amount **3,000.00**

Total Labor Amount **2,880.00** Total Equipment Amount **230.00** Total Material Amount **72.30** Total Expense Amount **(€)**

* Attachments [View](#) [Add](#) Vendor Reference Number * Change Reason

TIP Attachment(s) with supporting documentation is required to submit a time card or a time card revision.

Timecard Listing Mode [Go](#)

TIP To update a Time Card, select the Time Card's status from the Time Card Listing Mode drop-down list and click Go button.You cannot update a Time Card when the Mode is set to 'ALL' or 'Receipt'.

Labor | **Equipment** | **Material** | **Expense**

Expense Details

TIP You cannot delete a line that has been previously approved.

[Select All](#) | [Select None](#)

Select Status	*PO Line Number	*Expense Type	*Description	*Amount	Comments	PO Line Description	Attachments
<input type="checkbox"/> Draft	<input type="text" value="2"/>	<input type="text" value="Meals"/>	Lunch Meeting	48.90		CCTM Services-Add PO Line to cancel	
<input type="checkbox"/> Draft	<input type="text" value="2"/>	<input type="text" value="Miscellaneous"/>	Hour overage for Brad Jc	-55.00	1 hour for w/e c	CCTM Services-Add PO Line to cancel	

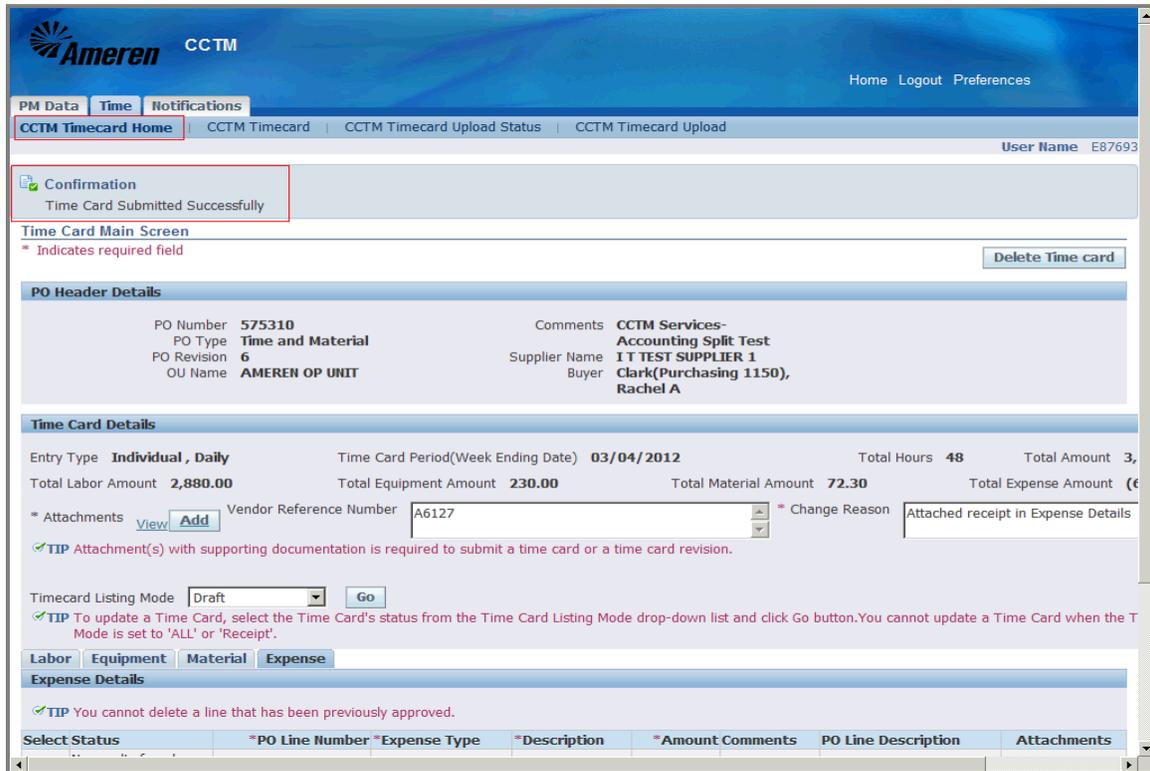
[Add Another Row](#) [Save](#) [Delete](#)

[Return to Timecard Search](#) Approver [Save and Submit](#) [Delete Time card](#)

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Step	Action
13.	When the Time Card includes an Attachment and Change Reason , and when you are satisfied with the changes, Click the Save and Submit button.

Save and Submit



Step	Action
14.	<p>The page will refresh to display a Confirmation message indicating the Time Card was submitted successfully.</p> <p>* When a previously submitted Time Card is re-submitted, the Pay Terms period will restart as well.</p> <p>** If you navigate to CCTM Timecard Home you will see the Time Card in the Timecards in Pending Stage section.</p> <p>*** The Time Card Approver will receive an automated email notification, stating the Time Card is pending review and action.</p> <p>**** You will receive an automated email notification when action has been taken on your Time Card.</p>