

## Employee Compensation / Miscellaneous Items Claims Request

Step 1: Logon to E-Business using your “User Name” and “Password”

Step 2: Go to Responsibility → KFUPM Project Manager, DSR  
→ Employee Compensation

Step 3: Create a Batch for Payment to be Raised for (This can be any Alpha-Numeric or Pure alphabetical) Eg. Your name – Project Number – Date of Submission

Oracle Applications - KFUPM PROJECT RAED ERP SINGLE NODE DEVELOPMENT INSTANCE REFRESHED ON 18-MARCH-2007

File Edit View Folder Tools Window Help

Navigator - KFUPM Project Manager, DSR  
Expenditure Batches (King Fahd University of Petroleum and Minerals)

Batch  Status   
Ending Date   
Class   
Description   
Transaction Source   
Created By   
Date   
**Amounts**  

	Control	Running	Difference
Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>
Count	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit Reverse... Copy From... Expenditures

Open

Step 4: Select the Last Day of Week (Friday) when you are submitting a compensation request.

Step 5: Click on **“Expenditures”**

Step 6: Enter Details in the Following Steps

Step 6.1 Enter Employee Name / Employee Number (Press Tab Key or Click in adjacent Cell, System will automatically identifies Department)

Step 6.2 Go to Expenditure Items below

→ Click on Expend Item Date Cell

→ Enter the Project Number (For Instance SB050020 for Sabic 2005/20)

*For Reference Coding is as Follows*

*SABIC 2005/21 → SB050021*

*Fast Track 2005/21 → FT050021*

*Internal – Below 298 → IN000298, IN000267 etc.*

*Beyond 298 – 341 → IN060299, IN060341*

*Beyond 341 → IN070342 etc.*

→ Enter Task Number **“01”** Always

→ Enter Expend Items (For Instance, Project Manager, Co-Investigator, Stationery, Student etc.)

→ Enter the Amount

Repeat the Process from Step 6.1 for different payments within the same batch (Via Project manager, Co-investigator, Student, Secretary, Stationery, Technician etc)

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File Edit View Folder Tools Window Help

Navigator - KFUPM Project Manager DSR

Expenditures - nizar

Employee Name	Employee Number	Organization	Expnd Ending Date	Control Total	Running Total	[ ]
Nizar Radi Huss	6990180	Computer Engineer	27-APR-2007		7200	
Nizar Radi Hussein	6990180	Computer Engineer	27-APR-2007		1000	
Salman Ahmad K	7000227	Computer Engineer	27-APR-2007		6000	

Batch Control Total  Batch Running Total

—Expenditure Items

KFUPM\_PA\_EXPENSE\_REPORT

Expnd Item Date	Project Number	Task Number	Expnd Type	Assignment Name	Amount	Comment
27-APR-2007	SB060014	01	Project Mana	Unscheduled	7200	

Reverse Original...

Step 7: Complete all payments request and close the Expenditures Window

Step 8: Closing the Expenditure window will take you back to Expenditure Batch Window

Step 9: Click “Submit”

**Please Note: Unless you Click the Submit, the request will not proceed to Deanship of Scientific Research**