



Oracle's JD Edwards Integration Suite Time Entry and Time Sheet Management Simplified

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Executive Overview

Although your organization may be using Oracle's JD Edwards solution as its ERP system, as a supervisor, you may still be in a remote silo and could potentially be missing the benefits of automation and streamlined data entry. An important aspect of management includes reviewing and approving the time sheets of your employees and transmitting this data to the payroll department. This periodic and time-consuming task is critical and must be performed by a certain time each week or each pay period. The integrity of this data is crucial since it literally translates time into money. Miscalculations and/or a failure to meet deadlines can result in dismal consequences which are costly to correct and painful to endure.

RFgen Time Entry for Oracle's JD Edwards

There is an efficient solution which can seamlessly integrate with JD Edwards to automate and streamline the process of data collection and review for employee time sheet management. RFgen Software has developed a two-part solution which remedies the problems associated with employee time entry and time sheet management and is fully compatible with the JD Edwards ERP system, thus eliminating the need for data transfer and data duplication across multiple independent systems.

Kiosk Time Entry

Kiosk Time Entry quickly and accurately accepts information directly from the employees using mobile devices and PC kiosks. An employee simply obtains a mobile device or approaches a kiosk and keys in the time entry data that would otherwise be handwritten on a time sheet. This information is electronically stored and can be accessed for review and approval at any time by a supervisor using the Management Console.

To preserve data integrity, time entry records cannot be deleted neither by employees nor by supervisors. To correct an erroneous time entry, an employee simply enters an offset time entry record (by use of negative hours values). Accountability is further enhanced with the inclusion of an employee ID for each transaction which is placed. With the implementation of kiosks, the archaic method of maintaining paper time sheets is made obsolete.

Benefits:

- Increases productivity
- Promotes time entry accountability
- Improves data integrity
- Eliminates lost or damaged documents
- Reduces paper usage and storage

The existence of JD Edwards within an organization does not ensure streamlined and lean business processes.

Kiosk Time Entry automates data collection through the direct involvement of employees.

Mobile Device:

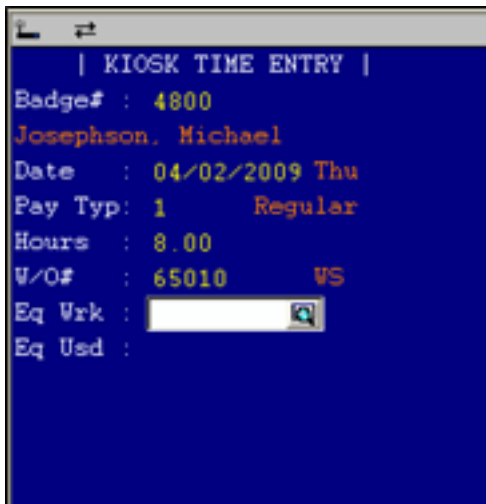


Figure 1: A time entry record is being created by an employee.



Figure 2: A time entry record has been completed and is about to be saved.



Figure 3: An employee is viewing all of his previous time entries.

Kiosk PC:

The screenshot shows a 'KIOSK TIME ENTRY' application. At the top, it displays the following information:

- Badge# : 4801 Ewton, Josephine
- Date : 04/04/2009 Saturday, April 04, 2009
- Pay Type : 100 Overtime 1.5
- Hours : 2.00
- W/O# : 65040 WS: Screeners for Concourse Gates
- Eqp Wrk : 32062 Server Media Kit
- Eqp Used : 32993 12 Laptop Computers
- Eqp Obj :

On the right side, there are three buttons: Enter, Clear, and Exit.

Below this information is a table of previous time entries:

Date	Type	Hours	Account	Eqp Wrkd	Eqp Used	Object	User ID	Trans Date
04-01-2009	1	4.50	45023	1006	32601	1341	DEEP	04-02-2009
Total 04-01-2009		8.00						
04-02-2009	1	4.00	45023	1006	32601	1341	DEEP	04-02-2009
04-02-2009	1	4.00	45041				DEEP	04-02-2009
Total 04-02-2009		8.00						
04-03-2009	1	8.00	45023	24635	31430	1222	DEEP	04-02-2009
Total 04-03-2009		8.00						

Figure 4: A time entry record is being created by an employee. The Kiosk PC also shows all previous time entries made by the same employee towards the bottom of the screen. The command buttons at the top right corner of the screen shot are compatible with a mouse and a touchscreen monitor.

Management Console

The Management Console is a PC-based application that allows a supervisor the ability to view all of the time entry data of his/her subordinates in one screen based upon criteria that can be entered and edited with ease. Since the same accountability features are in place as with Kiosk Time Entry, record auditing becomes a simple task. A supervisor can then use this application to create, review, and/or edit time sheet data as necessary. Once this process is complete, the push of a button approves and submits the time entry information as a batch for further processing in the payroll cycle. Even if the information is not submitted by the supervisor as a batch into the payroll cycle, an authorized department, such as Payroll, can easily access and process the data from within JD Edwards.

Benefits:

- Centralizes employee data
- Reduces review/approval time
- Allows creation of new data
- Formats data for JD Edwards
- Facilitates time entry record auditing

The Management Console is a tool for supervisors to analyze employee time data.



Figure 5: A supervisor is analyzing all of the time sheet entries entered by his employees while adding a new entry for another employee.

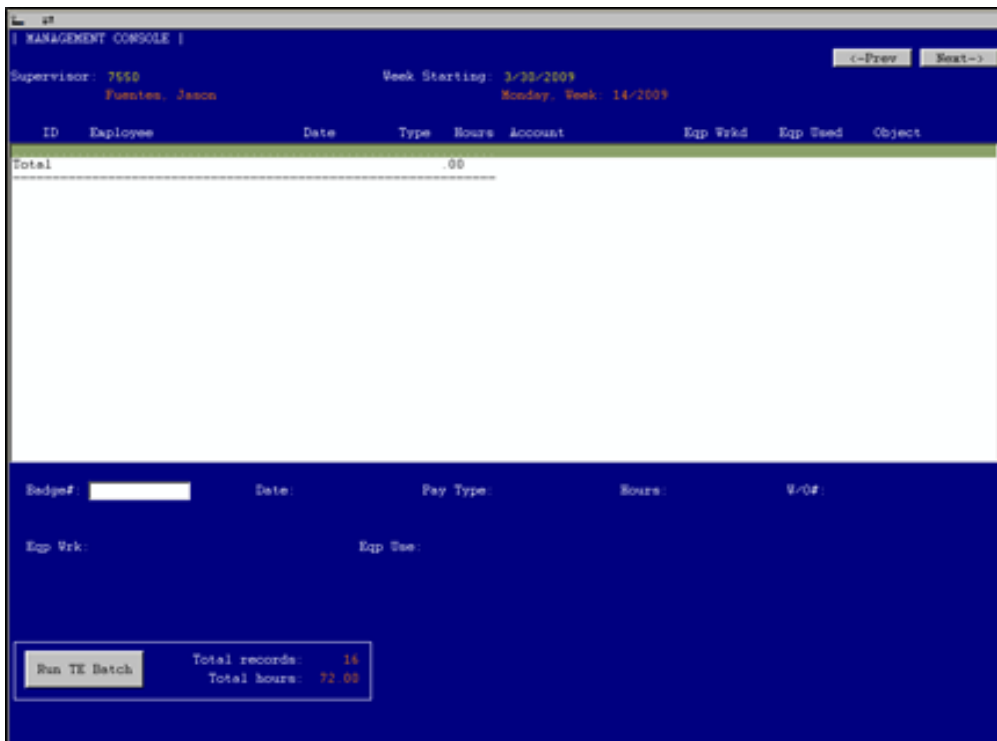


Figure 6: The "Run TE Batch" button has been pressed. All of the valid timesheet entries have been submitted as a batch and summary totals of the submitted batch have been displayed.

Auditing

A common convention in JD Edwards table design is the use of audit attributes/columns which, in most cases, are automatically populated for each record that is added or updated in a table. This principle has also been implemented within the RFgen JD Edwards Integration Suite. Therefore, all records created using Kiosk Time Entry and the Management Console automatically populate the audit fields with vital transactional data that can be analyzed and reviewed to obtain further information about a specific transaction.

Audit fields provide traceability and ensure transactional integrity at a record-level.

Date	Type	Hours	Account	Emp Wrkd	Emp Used	Object	User ID	Trans Date
04/02/2009	1	8.00	\65010	1006	32782	1341	DEEP	04/02/2009
04/02/2009	100	1.50	\65010	1006	32782	1341	DEEP	04/02/2009
Total 04/02/2009		9.50						
04/03/2009	1	8.00	\65010	1006	32782	1341	DEEP	04/02/2009
Total 04/03/2009		8.00						
04/04/2009	1	3.00	\65041				DEEP	04/02/2009
04/04/2009	1	5.00	\65042				DEEP	04/02/2009
Total 04/04/2009		8.00						

Figure 7: A detailed analysis is being performed on a particular employee for auditing purposes. The "User ID" and "Trans Date" fields indicate who entered the transaction and when it was created.

The Management Console is often used to make time entry changes to existing records. A common practice is to adjust the amount of hours worked by an employee. To increase the number of hours, a positive hours value can be used. To decrease the number of hours, a negative hours value must be used. Note that all adjusting entries also include audit field information.

Date	Type	Hours	Account	Emp Wrkd	Emp Used	Object	User ID	Trans Date
04/02/2009	1	8.00	\65010	1006	32782	1341	DEEP	04/02/2009
04/02/2009	100	-1.50	\65010	1006	32782	1341	MGR	04/02/2009
04/02/2009	100	1.50	\65010	1006	32782	1341	DEEP	04/02/2009
Total 04/02/2009		8.00						
04/03/2009	1	8.00	\65010	1006	32782	1341	DEEP	04/02/2009
Total 04/03/2009		8.00						
04/04/2009	1	3.00	\65041				DEEP	04/02/2009
04/04/2009	1	5.00	\65042				DEEP	04/02/2009
Total 04/04/2009		8.00						

Figure 8: The selected entry indicates that a user ID of "MGR" has created an adjustment entry for a particular employee by creating an offset of -1.50 hours.

Conclusion

RFgen integrates with JD Edwards by utilizing the existing business functions and processes within the system. The software is easy to implement and does not require any additional code to be written to the JD Edwards system. RFgen is also not affected by application changes to JD Edwards such as upgrades and patches. Companies using RFgen experience the lowest total cost of ownership (TCO) in the industry and the lowest maintenance cost in the market.

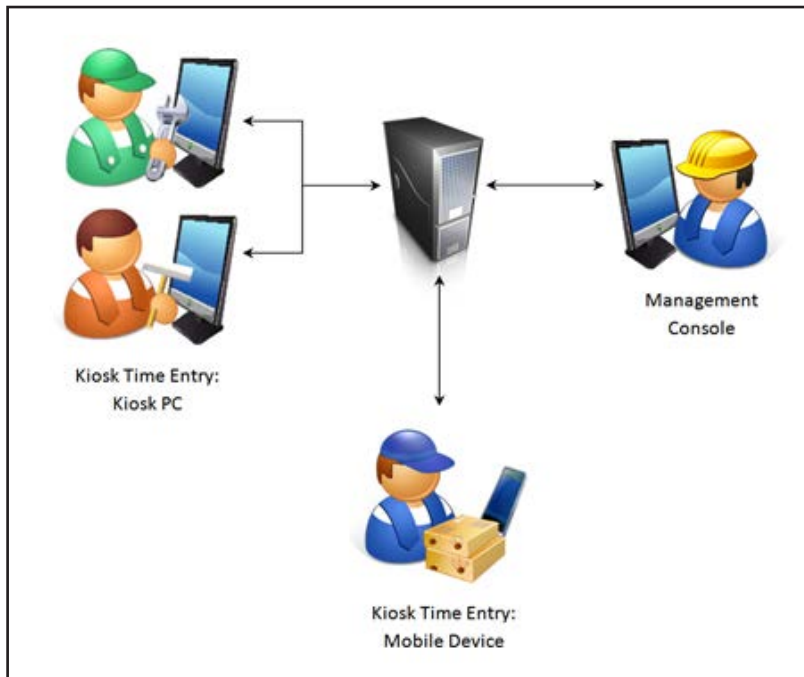


Figure 9: Kiosk Time Entry terminals and a Management Console terminal are interconnected via RFgen and JD Edwards architecture.

About RFgen Software

Incorporated in 1995, California-based RFgen Software provides flexible and reliable mobile supply chain solutions that solve real-world business challenges. As a certified Oracle, SAP, Microsoft, Deltek and Vocollect partner, RFgen actively seeks companies facing challenges managing their internal supply chain operations and solves them using real-world experience, industry best practices, and state-of-the-art technology. RFgen's Mobile Framework division specializes in development tools for mobile, wireless and voice environments and provides open standards based connectivity to a multitude of systems (database, SOA, legacy, etc.). RFgen's ERP Integration division focuses on providing certified, open-source transactions and integration expertise for Oracle E-Business Suite, Oracle JD Edwards, SAP, Deltek Costpoint and Microsoft Dynamics solutions.

RFgen's Mobile Framework is an open systems development platform that speeds the path from idea, to proof-of-concept, to solution deployment. RFgen provides built-in, native functionality for extending real-time and on-demand access to enterprise data to almost any mobile device available today. RFgen's Mobile Solutions are currently installed in more than 35 countries, in over 2,600 locations, and are supported by a certified group of over 125 solution partners.

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