Oracle/Making Costing Changes



On the following page click on My Team on upper left-hand side as shown.

Then click on Show More

Welco	me!	
Me My 	Team My Client Groups Payables General Acco	unting Procurement My Enterprise Tools Hiring
QUICK ACTIONS	APPS	
Team Tir	ne Cards	
den de la change	Manager My Team	
Show Mare		

Hiring				
Add a Candidate	Create Job Requisition			
Career and Performance				
V Skills and Qualifications				
🚬 Team Schedule	Team Time Cards			
Absences				
Absence Balance	Add Absence	Existing Absences	Work Schedule Assignment	
 Workforce Structures				
Costing for Persons				

Scroll down until you see Costing for Persons and click on that.

You'll be brought to a list of people and you can click on that person you would like to change the costing for.

E	EN Senior Cook, Dining Services	racle.com
F	FO Assistant Supervisor, Dining Services	d.oracle.com

You should now be directed to the following screen

Person C	losting		
	*View costing as of All dates v 02-27-2024		
	*Assignment Payroll Relationship Costing Level Employment level V		
	Payroll Relationship Level	+ Add	
	There's nothing here so far.		
	Assignment Level	+ Add ^	
	There's nothing here so far.		

You can make costing adjustments by clicking on the +Add button under **Assignment Level only**. See below and click on +Add again. Do not add or change anything found under Payroll Relationship Level.

You'll then enter the Cost Accounts tab where you can adjust your percentage (which should always be 100), and provide the rest of the information EXCEPT Natural Account, please leave Natural Account blank . And then click OK and submit.

Payroll Relationship	*Start Date
Cost Accounts	
*Percentage	OK <u>C</u> ancel
	Newsterne
	Natural Account
Program v	Restriction V
Cost Center	Legal Entity
Activity	Future Use

After you select Submit, you'll have a page appear similar to what is shown below

*View costing as of	All dates v 02-28-2024	
*Assignment Payroll Relationship Costing Level	3153432 Employment level V	
Payroll Relations	nip Level	+ Add
	inere's notning here so tar.	
Assignment Leve	1	^
02-28-2024 100 % fund - B2 program	20 costCenter - 9210 activity - 00502 restriction - 11105 legalEntity - 1 futureUse - 0000	/
Show Prior Records		