

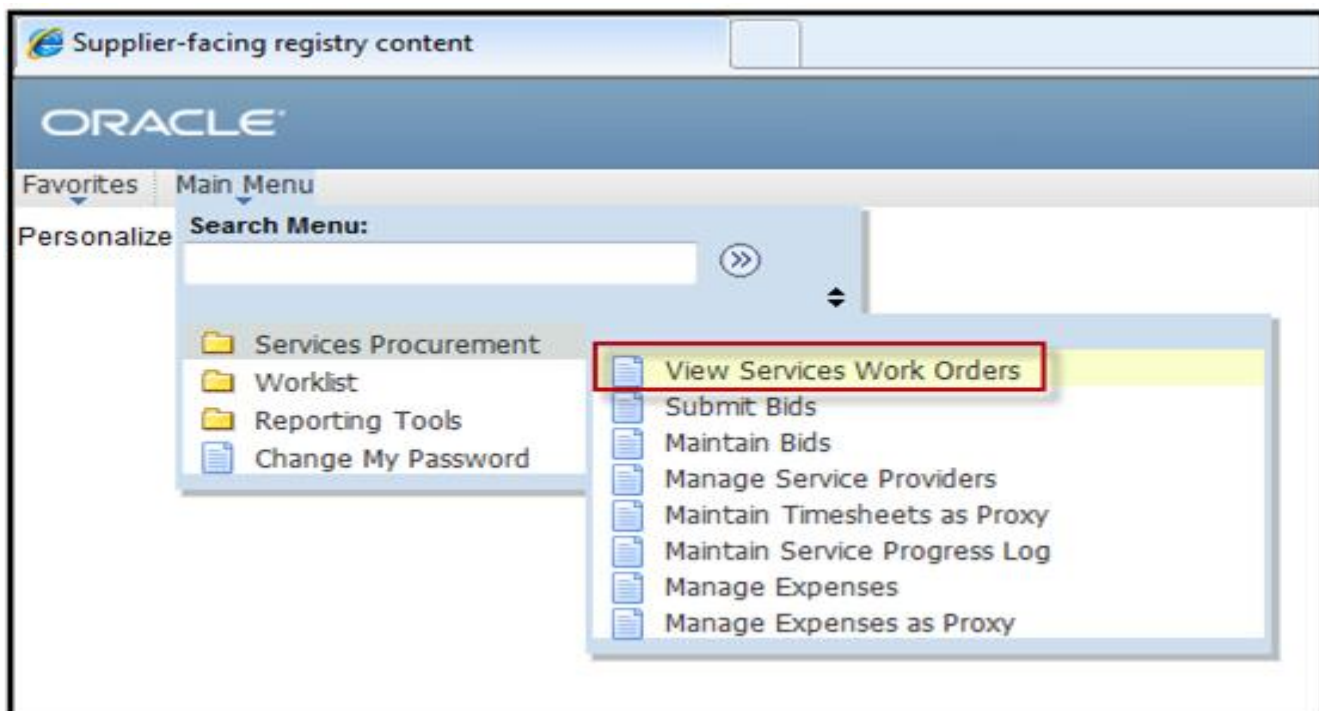
# Blue Cross Blue Shield of Michigan and Blue Care Network Contingent labor program job aid

## How to view the cost tab on work orders



Please follow the steps below to review work order cost information, including consumption of a work order.

1. Log on to PeopleSoft
2. Click *Main Menu*
3. Click *Services Procurement*
4. Click *View Services Work Orders*



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5. Clear all search criteria and set the work order status to *Released*

6. Click *Search*

View Services Work Orders

ORACLE

Favorites | Main Menu > Services Procurement > View Services Work Orders

### View Services Work Orders

Work Order ID:

Work Order Type:

Date From:

Work Order Name:

Search

Business Unit:

Service Provider:

Through Date: 11/28/2012

Work Order Status: Released

No work orders were found.

7. Select the work order to be viewed by clicking the appropriate *Work Order ID*.

View Services Work Orders

Work Order ID:

Work Order Type:

Date From:

Work Order Name:

Search

Business Unit:

Service Provider:

Through Date: 11/28/2012

Work Order Status: Released

Work Order List

Business Unit	Work Order ID	Service Provider	Start Date	Service Method	WO Type	WO Status	Work Order Name
BCBSM	WOC 99999000	Vaughn, Vince	09/01/2012	Resource	Original	Released	100 99999000
BCBSM	WOC 98888000	Wilson, Woodrow	08/26/2012	Resource	Original	Released	WOC 98888000

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The Cost tab is now available for viewing:

- The first section of this screen contains the Work Order ID and the status of the work order.
- The Cost Details section identifies the hourly rate and expense rate (if applicable).
- The Amount Details section reflects the labor amount, expense amount (if applicable) and the total dollar amount of the work order.
- The Time Reporting Information section will not identify overtime for the resource.

8. Click on *View Consumption Details* for additional information.

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ORACLE

Favorites Main Menu > Services Procurement > View Services Work Orders

Details **Cost**

Work Order ID: WOC 99999000 Work Order Name: 100 99999000  
Business Unit: BCBSM Blue Cross Blue Shield of MI  
Work Order Status: Released

**Cost Details**

Currency Code: USD  Allow Expenses

**Rate Details**

Rate: 00 UOM: MHR  
Expense Rate: UOM:

**Amount Details**

Labor Amount: .00  
Expense Amount:  
WO Amount: .00

**VAT Information**

VAT Entity: VAT Percent: 0.0000 VAT Amount: 0.00

**SUT Information**

Tax Applicability: Purchaser Is Exonerated Sales/Use Tax %: 0.0000 Use Tax Amount: 0.00

**Time Reporting Information**

Time Reporting Option: Percent Allocation Allow Time/Expense Overage %:  
Time Template: WKNO

**View Consumption Details**

**Accounting Distribution Information**

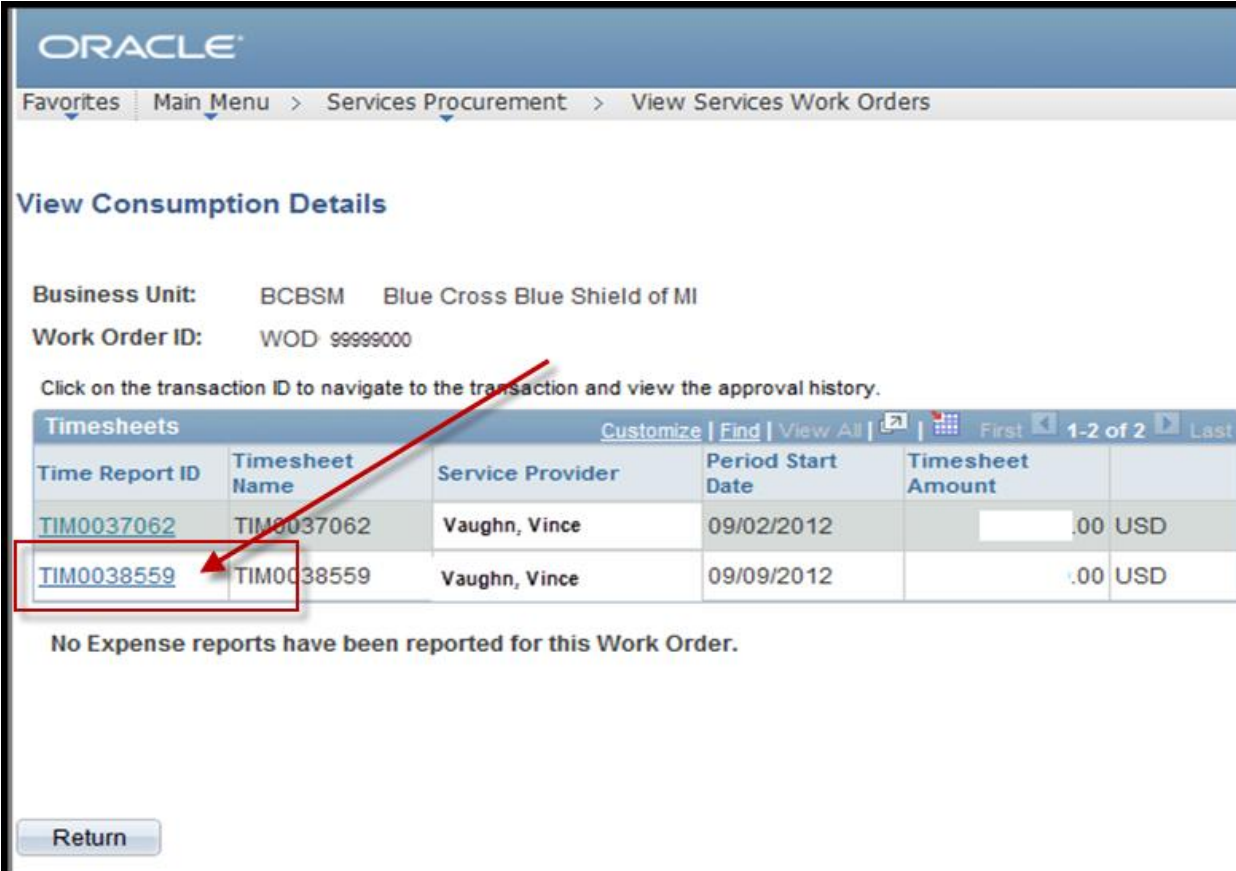
ChartFields 1 ChartFields 4 Asset Information

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## How to view the cost tab on work orders



9. After clicking on *View Consumption Details*, a list of recorded timesheets and expense reports (if applicable) for that work order is shown.
10. To view a timesheet detail, click on the appropriate *Time Report ID* link.

The screenshot shows the Oracle 'View Consumption Details' page. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Services Procurement > View Services Work Orders'. Below this, the page title is 'View Consumption Details'. The 'Business Unit' is 'BCBSM Blue Cross Blue Shield of MI' and the 'Work Order ID' is 'WOD 99999000'. A message states: 'Click on the transaction ID to navigate to the transaction and view the approval history.' Below this is a table of timesheets. The table has columns for 'Time Report ID', 'Timesheet Name', 'Service Provider', 'Period Start Date', and 'Timesheet Amount'. Two rows are visible: one for 'TIM0037062' and one for 'TIM0038559'. The 'TIM0038559' row is highlighted with a red box, and a red arrow points to the 'Time Report ID' link. Below the table, a message states: 'No Expense reports have been reported for this Work Order.' At the bottom left, there is a 'Return' button.

Time Report ID	Timesheet Name	Service Provider	Period Start Date	Timesheet Amount
<a href="#">TIM0037062</a>	TIM0037062	Vaughn, Vince	09/02/2012	.00 USD
<a href="#">TIM0038559</a>	TIM0038559	Vaughn, Vince	09/09/2012	.00 USD

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## How to view the cost tab on work orders



11. This view reflects time reported by day.

12. To exit this screen, click on *Return to Work Order Consumption*.

The screenshot shows the Oracle 'Enter Time for' interface for Vince Vaughn. The page title is 'ORACLE' and the breadcrumb is 'Favorites | Main Menu > Services Procurement > View Services Work Orders'. The user is 'Vince Vaughn'. Instructions state: 'Enter the time worked, then click the 'Save' button to save your changes. When finished entering time, click the 'Review and Submit' button to submit the timesheet for approval.'

Timesheet Name: [blank] Timesheet ID: TIM0000  
Date Range: 01/01/2012 to 01/07/2012 Timesheet Status: Approved  
Business Unit: BCBSM Time Template: Weekly - No Overtime

Report Time for Work Order  
Work Order Name: R 010112; Vaughn, V Work Order ID: WOD0000030  
Job Title: Systems Analyst Senior

Report Time for Work Order (01/01/12 - 01/07/12) Personalize | [icons]

Line	Activity	Line Status	Sun 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Hours
1	_Project Time	Approved			8.00	8.00	8.00	8.00		32.00

Buttons: Save Timesheet, View Summary

[Return to Work Order Consumption](#)