Process for Access to Sandia's Oracle Systems

SANDIA BUSINESS SCHOOL
Job Aid/TIP$

Financial Management Branch

December 10, 2008

Contents:

WebCARS

Complete the following steps to submit a WebCARS (Web-Based Computer Accounting Request System) computer account request to obtain access to Oracle Production.

NOTE: Contact your Center Business Manager, if necessary, to verify the Oracle Responsibility(ies) you should request.

Step	Action
1	Access the WebCARS (Web-Based Computer Account Request System) on Sandia's internal web. (Click on the link above, or click **WebCARS** in the left-hand column on Sandia's techweb site.) • Locate and select **Oracle** beneath the "Categories" heading in the left-hand column. • Click in the box (to place a check) next to the desired responsibility(ies) for the access required. (You may need to expand the list [click the ⊞ icon] to see additional roles.) The following table may help you select the appropriate Oracle Responsibility(ies):

IF you will be ...	THEN select ...
accessing the Property Management System for inquiries or for reports	SNL FA Inquiry.
inputting Just-In-Time (JIT) information (catalog items **only**) **IMPORTANT!** It is recommended you complete the on-line Procurement Training (SBS767 and SBS768) prior to using Oracle to input JIT information.	SNL Internet Procurement.

table continued

1 (cont'd)	*table continued:*

IF you will be ...	THEN select ...
reconciling Procurement Card (P-Card) charges **IMPORTANT!** You **must** take the SNL Procurement Card Program training (SBS715) before you can request this responsibility.	SNL Procurement Card User.
accessing Project Accounting to set up a Work Breakdown Structure (WBS) for a Project accessing the Spend Plan Tool accessing the Cost Plan Tool	SNL PA Projects User.
performing Property Coordinator functions **IMPORTANT!** ➢ You **must** complete the "Primary Coordinator Request Form" to specify responsibility organizations. ➢ It is recommended you read the "Property Coordinator Oracle Fixed Assets Guide" for additional guidance.	SNL FA Coordinator.
inputting Purchase Requisition (PR) information and non-catalog items **IMPORTANT!** It is recommended you complete the on-line Procurement Training (SBS767 and SBS768) prior to using Oracle to place PRs.	SNL Purchasing Requestor.

NOTE: Contact your Center Business Manager if you need information on any of the other Oracle Responsibility(ies).

2	• Click the [Add Items to Cart] button. • Click the [Next] button to proceed. (The [Empty Cart] button can be selected to cancel the request.) • Verify the **Manager** listed is the one you want to submit the request to. **NOTE:** If necessary, you can use the drop-down menu to select a different manager. • Click the [Next] button. A confirmation screen displays. • Click the [Checkout] button to submit the request. **NOTES:** ➢ Click the **Profile** link on the screen if you would like to add more to this request. ➢ Refer to the "Oracle Account Approved and Established" section below for more information.
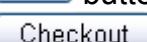
Oracle Account Approved and Established

Once the WebCARS request has been approved by a Sandia manager in the Workflow system,

- you will be notified via email that the manager has approved your request.
  IMPORTANT! This is NOT your authority to access Oracle.
- an Oracle Applications account will be established by the System Administrator with the Responsibility(ies) you requested. This usually occurs two-three days after you receive the email referred to above.
- you will be notified via a second email when the Oracle Applications account has been established.
- you can **access Oracle AFTER you receive the second email notification**. To access Oracle, click
  - **Oracle E-Business Suite** (beneath "My Links") on Sandia's techweb site, and then
  - **Oracle E-Business Suite for Windows**. (You will be automatically logged in via SSO [Single Sign-On].)

  NOTES:
  - JInitiator and MarkView should automatically be loaded on your hard drive. If you find that JInitiator and/or MarkView are not loaded, contact the Corporate Computing Help Desk (CCHD) at 845-2243. They will create a ticket and either load it themselves or send a ticket to the Oracle-Tools Team.
  - Oracle will **NOT** work with the JInitiator on Unix or Mac machines.
  - If you **forget your Oracle password** or **get locked out from the system**, **call** the Corporate Computing Help Desk (CCHD) at **845-2243**.

Deactivating an Oracle Account

Complete the following steps to cancel your Oracle access:

Step	Action
1	Access WebCARS on Sandia's internal web. (Click on the link, or click **WebCARS** in the left-hand column on Sandia's techweb site.)
2	• Select **Deactivate** in the **WebCARS Actions** box on the right-side of the screen. • Click in the box(es) next to the **Account(s)** you wish to deactivate. • Click the [Deactivate Checked Accounts] button. ♦ Click the [Checkout] button to submit the request. A confirmation screen will display stating the request has been submitted for approval.

Contacts

Use the following table to determine whom to contact for assistance:

IF you …	THEN contact …
need to verify which Oracle Responsibilities to request	your Center Business Manager.
need help with the WebCARS application	the Corporate Computing Help Desk (CCHD) at 845-2243.
need JInitiator installed/loaded	
need MarkView installed/loaded	
forget your Oracle password	
get locked out from the system	
need a citrix plugin	your Computer Support Unit (CSU).
have comments regarding this job aid	the Sandia Business School-Financial Management Branch (SBS-FMB) project lead.

Resources

The following table lists the URLs for the referenced resources within this document:

Name	URL
Center Business Manager	http://cfo.sandia.gov/finan/contacts/ctr_bus_mgrs.htm
WebCARS (Web-Based Computer Account Request System)	https://webcars.sandia.gov/
Procurement Training (SBS767 and SBS768)	http://cfo.sandia.gov/training/linetrain.htm
SNL Procurement Card Program training (SBS715)	https://hrprod.sandia.gov/cfdocs/prod/hris/ctd/rpt/hrq/portal/portal_course_results.cfm?ccode=SBS715
Primary Coordinator Request Form	http://cfo.sandia.gov/logistics/Property/pc.doc
Property Coordinator Oracle Fixed Assets Guide	http://cfo.sandia.gov/logistics/Property/Oracle/PC-OracleFixedAssetsGuide.doc
Computer Support Unit (CSU)	https://cfwebprod.sandia.gov/cfdocs/nwis/templates/csu_building_qry.cfm
SBS-FMB project lead	http://cfo.sandia.gov/finan/sbs/sbs_ja.htm#members