CCTM

Ameren Supplier

Training Manual

Ameren Services

Ameren

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CCTM Ameren Supplier March 20, 2011

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Chapter One: Introduction to CCTM

Chapter Objectives:

- **Describe CCTM and its functions**
- **Describe the CCTM processing flow**
- **Define new terms**
- **List the training and support materials**

Estimated Lesson Time: 15 minutes

The Contractor Cost Tracking Module (CCTM) enables Ameren to capture costs associated with service procurement and enables prompt payment to suppliers for services delivered. CCTM provides a collaborative tool that enables Ameren suppliers to enter job cost and management information and Ameren to review and approve that information.

Suppliers can enter:

- rate cards for specific time periods or specific contracts
- time cards for labor, equipment, material, expenses, and taxes
- project management information such as percent complete or estimates at complete.

This training will provide you with information about logging on and off the CCTM system, navigation within the system, entering rate cards, entering time cards for fixed price and time and materials contracts, and entering project management information. You will also learn how to search for information, upload and download templates, and how to attach documents to CCTM records.

Lesson 1-1: CCTM Processing Flow

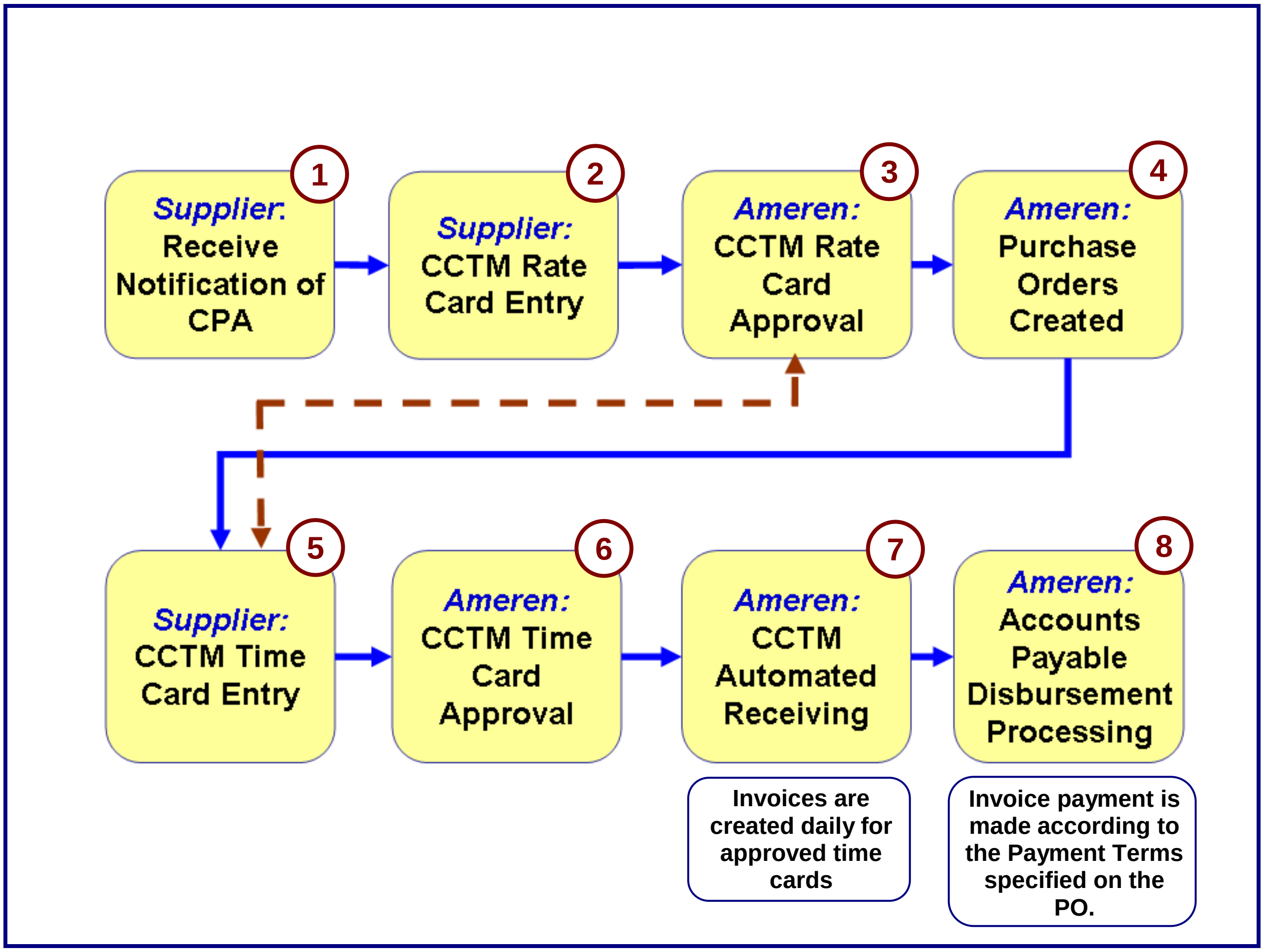

Figure 1-1

CCTM processing involves collaboration between Ameren and suppliers. The overall process flow is shown in Figure 1-1.

1. **The supplier receives Contract Purchase Agreement (CPA) or purchase order notification from Ameren.**

   The notification tells the supplier that the agreed upon contract requires CCTM input.

2. **As specified, the supplier inputs rate card information in CCTM.**

   The rate card provides the applicable period and contract to which rates apply. The rate card identifies the craft, local, work type, rate type and unit of measure to be used. Rate card information can be input online within CCTM or uploaded using the template provided in the application. If necessary, rate card information can be provided to an authorized Ameren user for input into CCTM. Rate cards are not required for fixed price purchase orders.

3. **The rate card information is reviewed and approved by an authorized Ameren approver.**

   The approver ensures that the submitted rate card references agreed-upon rates. If necessary, the rate card is rejected and returned to the supplier for correction.

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4. After the rate card is entered and approved in the system, purchase orders can be created as releases against the contract. The purchase order information is provided to the supplier.

The purchase order provides additional information such as a job number and the terms and conditions for entering CCTM data.

5. The supplier inputs CCTM time card and project management information.

Time card information is input by the supplier in accordance with the terms and conditions provided on the purchase order. For time and materials projects, the supplier inputs labor, equipment, material, and expenses data. For fixed price projects, milestones and amounts associated with the project are entered. Time card information can be entered online or uploaded to CCTM using a template. If necessary, time card information can be provided to an authorized Ameren user for input into CCTM.

When required, project management information such as estimated cost at completion and estimated date of completion are also entered. Time card information entered in CCTM for time and materials purchase orders is automatically validated against the associated rate card.

6. Completed time cards are reviewed and approved by authorized Ameren approvers.

The Ameren approver ensures that the information submitted is correct and in accordance with the terms and conditions of the purchase order. If necessary, a time card or a time card line is rejected and returned to the supplier for correction.

If the approver has not approved the email within 7 days, a reminder email will be sent to the approver and his supervisor indicating that action needs to be taken on the time card.

7. An automated invoice process runs daily and creates a receipt/invoice for approved CCTM time cards.

A receipt/invoice for approved time cards is automatically created. CCTM invoices interface to Ameren's Accounts Payable (AP) system.

8. Accounts Payable processes invoice payments according to the payment terms specified on the PO. The supplier receives an Ameren Payment Alert email notification.

An electronic payment for the invoice is made. The payment is made according to the payment terms specified on the purchase order. The Supplier receives an ACH (Automated Clearing House) email notification when the payment is made. The email notification includes the Vendor Reference Numbers for the time cards that were paid on the invoice.

The supplier can enter their internal invoice number in the Vendor Reference field on CCTM time cards. The Vendor Reference Number is included in the ACH email alert and allows the supplier to easily match the payment to their internal invoice.

Lesson 1-2: Terms and Concepts

Throughout this training, a variety of terms and acronyms are used. Additional terms and acronyms are posted on the supplier web site.

Table 1-1: Key Terms

Term	Description
CPA	**C**ontract **P**urchase **A**greement. An agreement between Ameren and its suppliers about specific terms and conditions. Standard purchase orders reference CPAs. Standard purchase orders provide the specifics about goods and services ordered. A CPA does not indicate a commitment to purchase – the purchase order defines the purchase commitment.
DOJM	**D**istribution **O**peration **J**ob **M**anagement is the work management system used by Ameren's Energy Delivery. DOJM job numbers identify the work to be completed on a task item basis. You may need to reference a DOJM job number when entering a CCTM time card.
EMPRV	**E**lectronic Data System (EDS) **M**aintenance **P**rocess **R**eengineering **V**ision is the work management system used by Ameren's Generation, Generation Technical Services (GTS), Energy Delivery Technical Services (EDTS), and Energy Delivery (ED) Fleet Services groups. Employees in these groups use EMPRV to requisition CCTM services.
iProcurement	An Oracle application used by Ameren to create requisitions and issue purchase orders. iProcurement interfaces to EMPRV, Oracle Contracts, and Oracle Purchasing.
iSupplier Portal	iSupplier Portal is a web-based application that provides suppliers with the capability to review the transactions that have occurred between their company and Ameren. It enables suppliers to view and acknowledge purchase orders, submit change requests to purchase orders, view receipts and returns, submit and view invoices and view payments.
Receiving	The certification that the materials or services ordered were received. The receipt is interfaced to Oracle Accounts Payable for automated payment processing.

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Lesson 1-3: Benefits of CCTM

CCTM provides the following benefits to Ameren and its suppliers:

- When applicable, a single rate card can be maintained across contracts for a supplier.
- Rate cards are entered directly into the CCTM system. Authorized Ameren approvers review and approve rate cards online.
- Job information from other Ameren systems can be linked to supplier input.
- A single screen is used to enter labor times, details for equipment, material, miscellaneous expenses, and tax-related information. Authorized Ameren approvers review and approve time cards online.
- The mode of entry is flexible — data can be input by a supplier super user or by individual supplier users. In addition, information can be entered directly online into CCTM, or uploaded from a template.
- Suppliers can view the status of rate cards and time cards online in real time.
- Milestone information can be captured for reporting purposes.
- Payment processing is expedited through automated receiving.

Lesson 1-4: Training and Support

1. To get Help via phone, call 888-857-5640.

If you have problems logging in to iSupplier Portal or if you have questions related to using CCTM or iSupplier Portal, contact the Ameren Service Desk at 888-857-5640.

2. To locate training and support materials online, go to www.ameren.com.

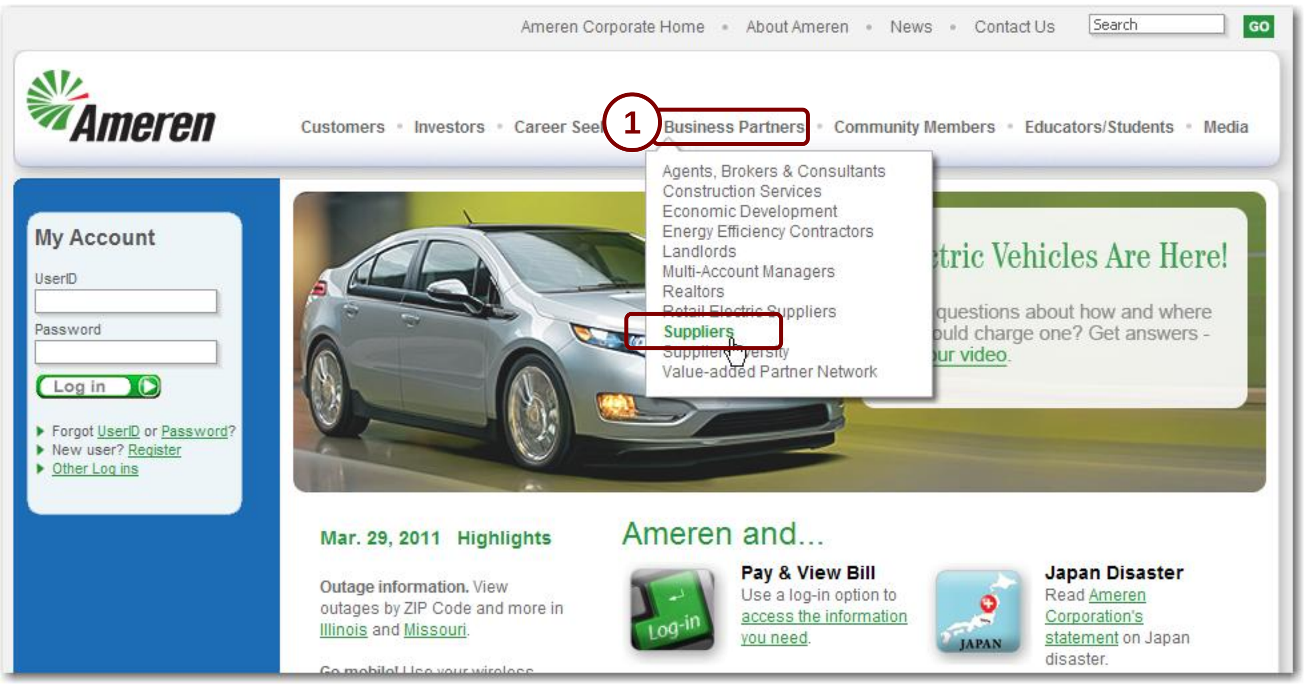

Figure 1-2

3. Point at Business Partners and then click Suppliers, as shown above in Figure 1-2.

The *Suppliers* page displays as shown in Figure 1-3 on the next page.

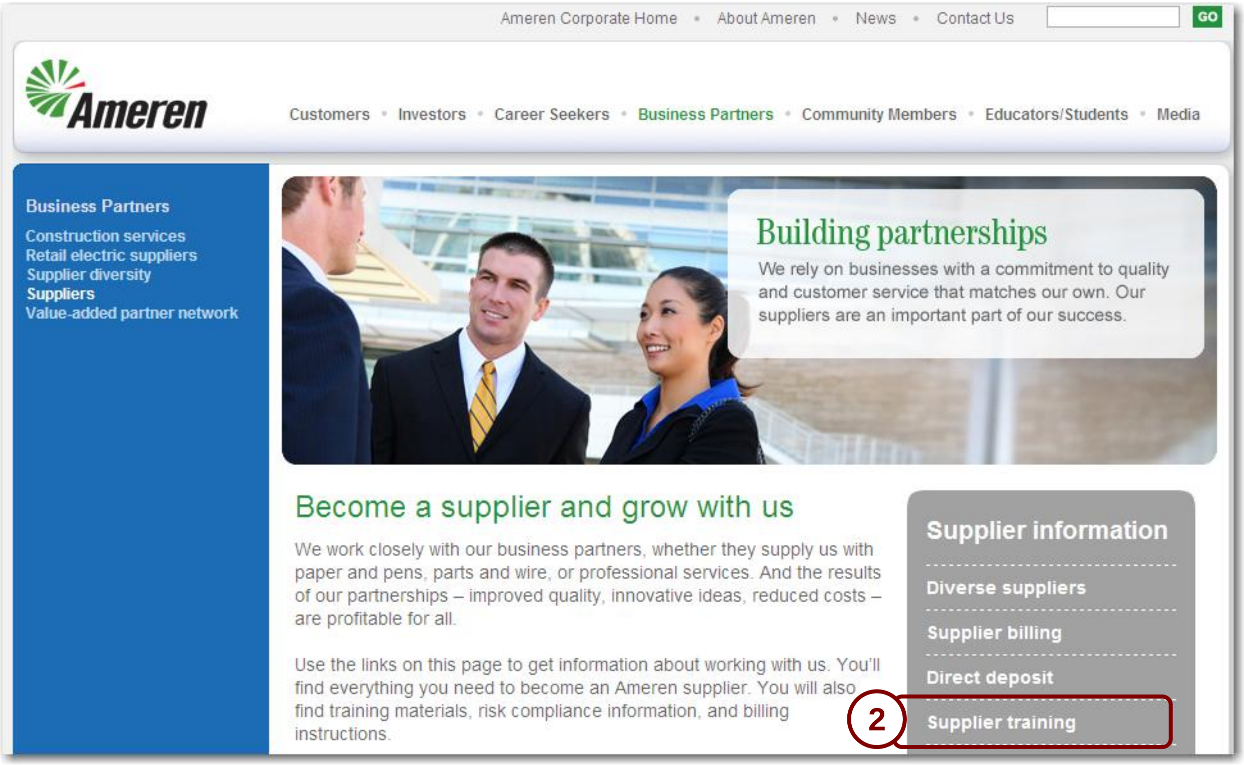

Figure 1-3

4. **Click the Supplier Training link, as shown in 2 in Figure 1-3.**

The Supplier Training Materials page displays, similar to Figure 1-4 below. Training Manuals, FAQs (Frequently Asked Questions) and Quick Reference Guides are located on this page. Quick Reference Guides are 2-3 page guides which include condensed instructions for common tasks.

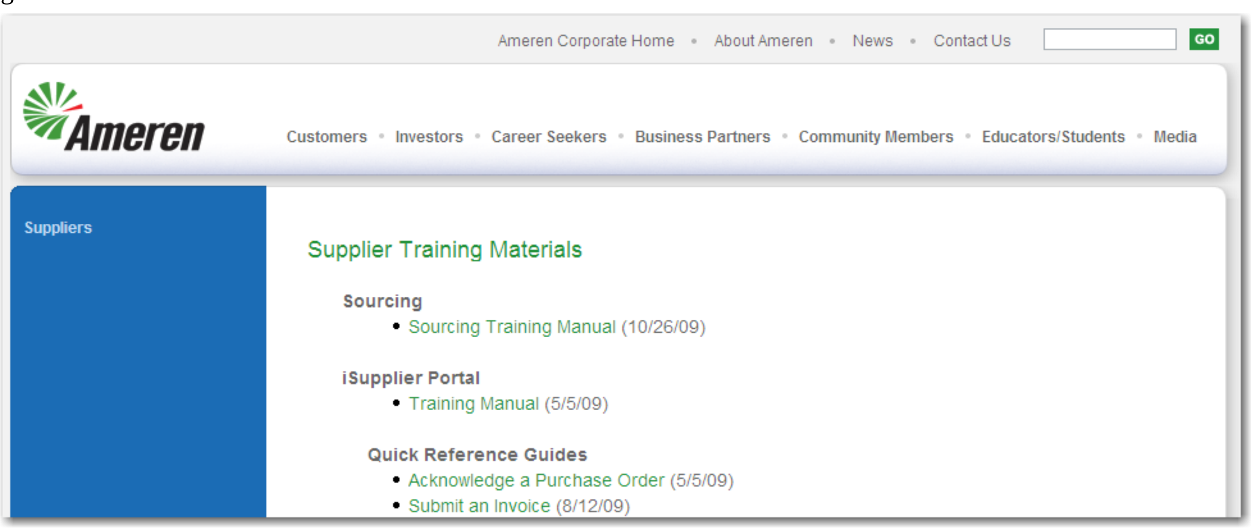

Figure 1-4

5. **Click a link on this page to open a document.**

Chapter Two: Basics and Navigation

Chapter Objectives:

- Describe CCTM system security
- Log onto to CCTM
- Change your default CCTM password
- List CCTM responsibilities and menu items
- Navigate between fields and pages
- Describe CCTM page elements and functions
- Search for valid values
- Use the calendar
- Log out of CCTM

Estimated Lesson Time: 30 minutes

The Contractor Cost Tracking Module (CCTM) system is a customized Ameren system. CCTM is a web-based application with certain unique characteristics. In this chapter, you will learn your responsibilities for ensuring data integrity, how to log onto and out of the system, and how to use CCTM features.

Lesson 2-1: iSupplier Security

When you are granted access to Ameren's iSupplier Portal, you will be given a user ID and password. Your user ID and password are linked to the roles and responsibilities granted to you, and provide a unique identification in the system. In addition, the combination of your user ID and password ensure that you see only the contract and purchase order information that is associated with your company. You cannot view rate card or time card information for any other company.

When you first log on to CCTM, you will be required to change your default password in the system. The procedure for changing your default password will be addressed later in this chapter.

Never share your assigned user ID and password with anyone. System security can be compromised if you do so.

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Lesson 2-2: Log on to Ameren's iSupplier Portal

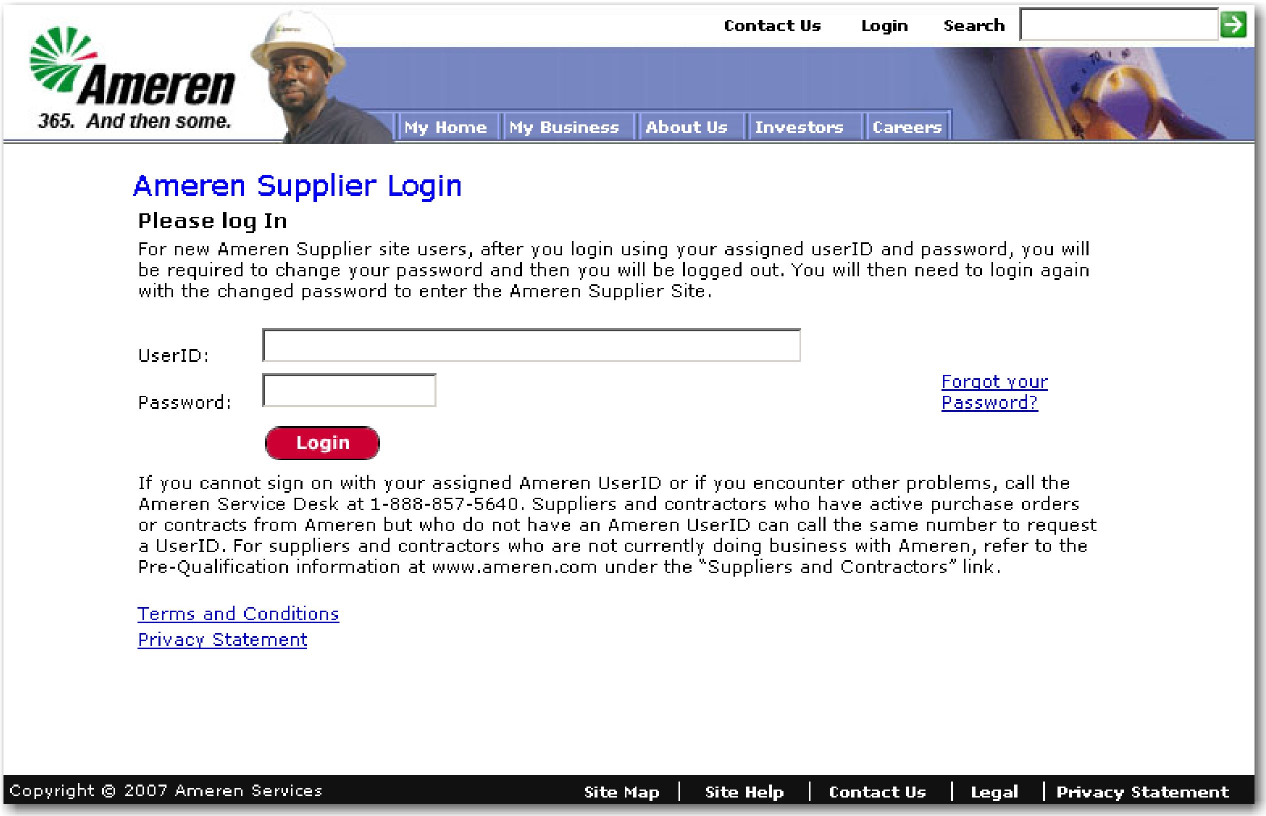

Figure 2-5

In order to view or enter data in CCTM, you must first log onto Ameren's iSupplier portal.

1. **To access the Ameren Supplier Login page, go to https://ebusiness.ameren.com/.**

   You can create a shortcut on the computer desktop or create a Favorite for easy access to this page.

2. **Type your user name in the UserID field. Your user name is not case sensitive.**

   Your user name is supplied when you are granted access to the *Ameren Supplier Login* page.

3. **Type your password in the Password field. Your password is case sensitive.**

   A default password is supplied when you are granted access to the *Ameren Supplier Login* page. When you type your password, a series of asterisks (****) appear in the ***Password*** field.

   NOTE: The first time you log onto the portal, you will be prompted to change your default password. Changing your password is addressed in the next lesson.

4. **Click Login.**

   If you are required to change your password, go to Lesson 2-3: Change Your Password. If you are not required to change your password, go to Lesson 2-5: Navigate to a CCTM Page.

Forgot your Password? If you cannot get logged in, click the Forgot your Password? link and the system will email you a new temporary password which can be used to log in.

Problems? If you have problems logging into or using CCTM, contact the Ameren Service Desk at 888-857-5640.

Lesson 2-3: Change Your Password

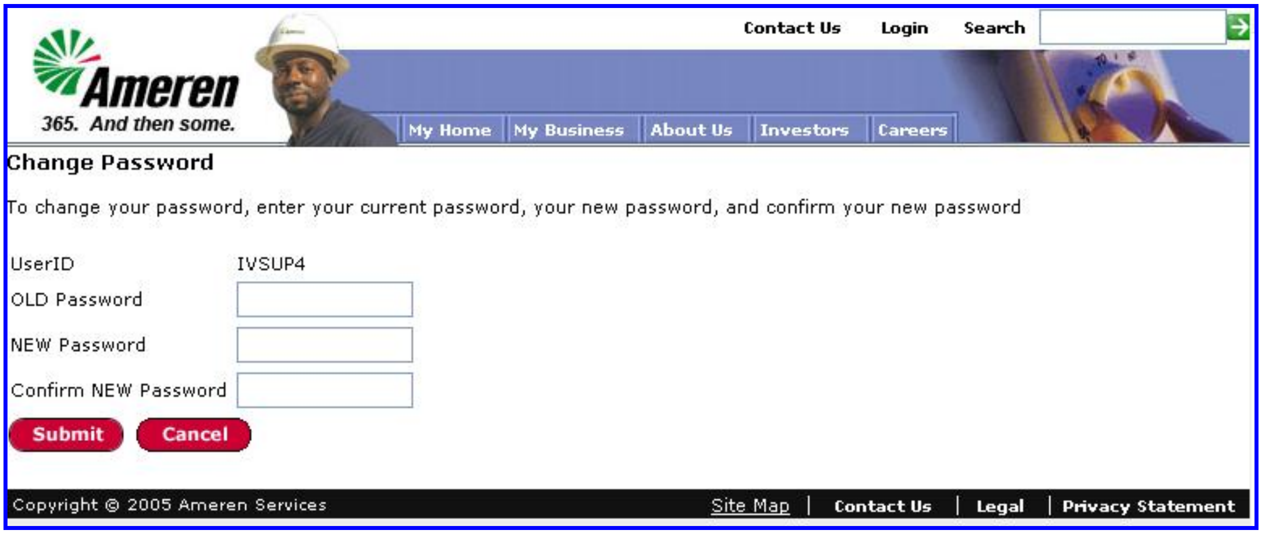

Figure 2-6

1. **In the Old Password field, type the default password assigned to you.**
   The ***Current Password*** field is case sensitive.
2. **In the NEW Password field, type your new password.**
   The ***New Password*** field is case sensitive.
3. **In the Confirm NEW Password field, type your new password again.**
   You must type your password exactly as you typed it in the ***New Password*** field.
4. **Click Submit.**
   You have successfully changed your password.

Password Rules:

- Passwords are case sensitive.
- Must include one letter and one number.
- Minimum password length is 6 characters and the maximum length is 14 characters.
- Cannot include repeating characters; for example,” aabb” is not allowed but “joejoe”
- Cannot be the same as your userid.
- Cannot include the word “ameren”.

IMPORTANT: For problems or questions related to using CCTM, contact the Ameren Service Desk at 888-857-5640.

Lesson 2-4: Roles and Responsibilities

When you are granted access to Ameren's iSupplier Portal and CCTM, you will be assigned a user responsibility. Your user responsibility determines the type of records you can create and save in CCTM, data that you can view, and CCTM pages that are available to you.

Table 2-1: *CCTM* Responsibilities lists the CCTM responsibilities.

Table 2-1: *CCTM* Responsibilities

Role	*CCTM Access*
AMCCTM Rate Card User	An AMCCTM Rate Card User can enter or modify rate cards. Rate cards are then used for time card cost calculations. Rate card entry is addressed later in this course.
AMCCTM Time Card User	An AMCCTM Time Card User • may be restricted to entering only his or her time sheet entries. • cannot enter Project Management Data. • can only view the time cards which they have submitted.
AMCCTM Time Card Super User	AN AMCCTM Time card Super User can: • enter time for others. • enter Project Management information. • view all the time cards that have been submitted by anyone within their company.
AMCCTM Time Card Inquiry	This responsibility allows you to view rate cards and time cards which have been entered for your company. You cannot create or modify rate cards or time cards using this responsibility.
AMCCTM Supplier Reports Users	This responsibility is used to create reports. There are two reports available, the Invoice Reconciliation Report and the Time Card Listing Report.

Lesson 2-5: Navigate to a CCTM Page

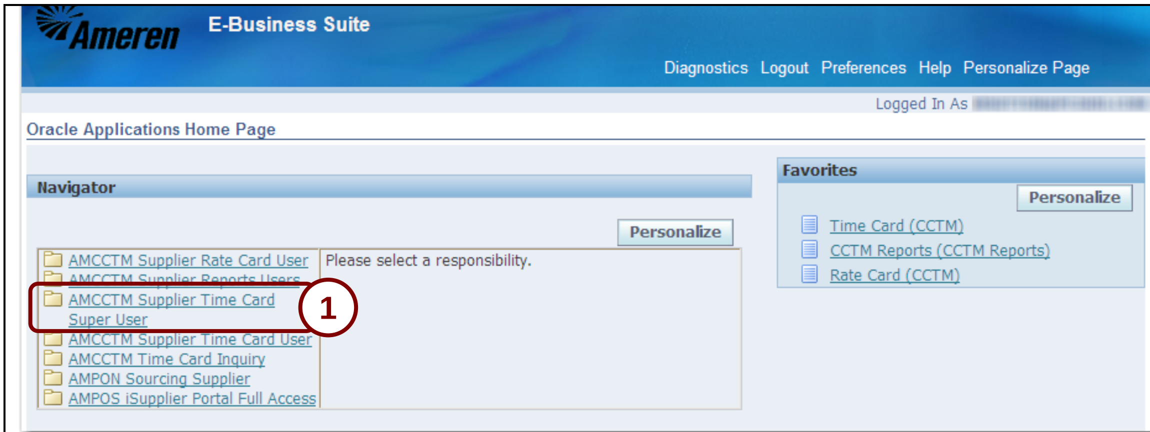

Figure 2-7

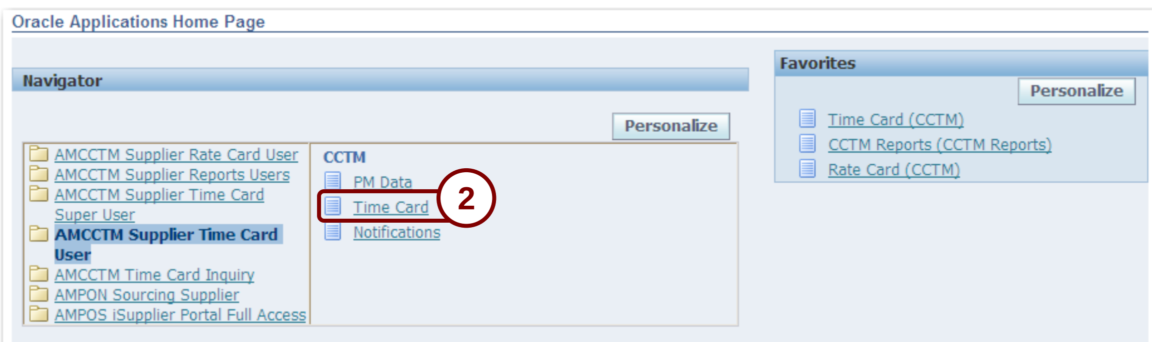

Figure 2-8

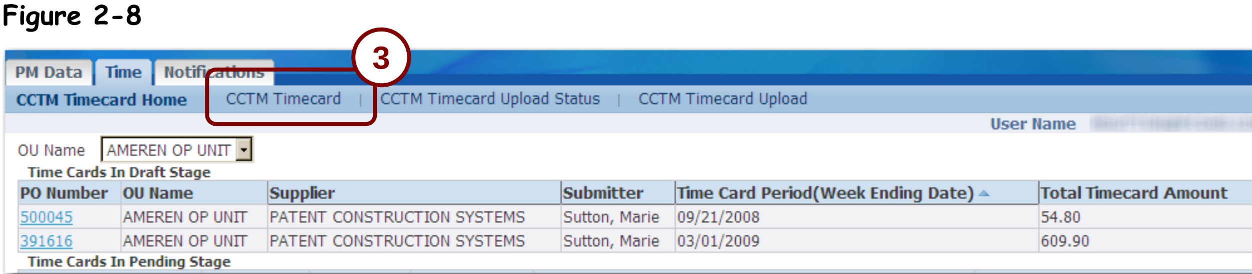

Figure 2-9

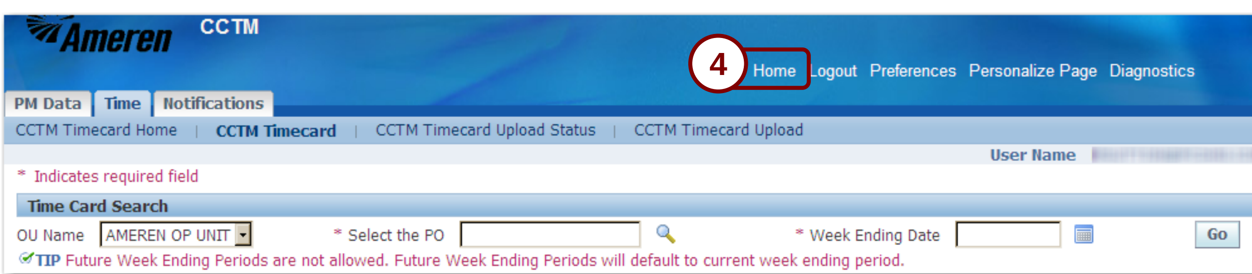

Figure 2-10

In order to navigate to a page, you must start from the Navigator on the *E-Business Suite Home* page as shown in Figure 2-7. You click a responsibility from the left side of the Navigator. Based on the role you select, a list of menu options appears in the right side of the Navigator.

Caution: When you are navigating in CCTM, avoid using your browser Back or Forward buttons. Use CCTM navigation features such as page tabs or links to navigate.

NOTE: Your assigned roles may be different than those displayed in Figure 2-7.

1. **Click the AMCCTM Time Card User or Super User link as shown in 1 in Figure 2-7.**

   A list of responsibilities appears as shown in 2 in Figure 2-8.

2. **Click the Time Card link as shown in 2 in Figure 2-8.**

   The *CCTM Timecard Home* page appears as shown in Figure 2-9.

3. **Click CCTM Timecard in the blue task bar as shown in 3 in Figure 2-9.**

   The *Time Card Search* page appears as shown in Figure 2-10.

4. **Click the Home link to return to the E-Business Suite Home page as shown in 4 in Figure 2-10.**

   The *E-Business Suite Home* page appears.

Lesson 2-6: Use CCTM Page Elements

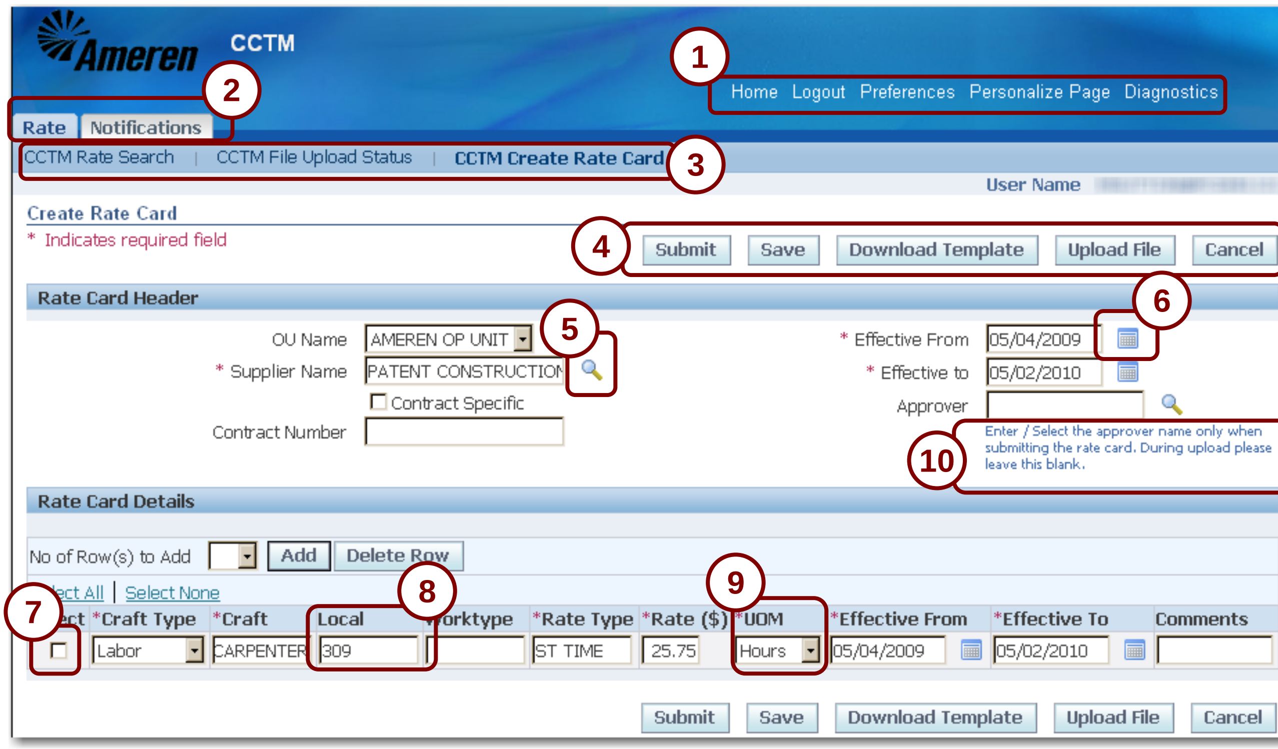

Figure 2-11

Page Elements

Pages in CCTM display a variety of data entry fields, page elements and features. The page elements are explained below.

1. **Click links to go to different pages within CCTM.**

   Links are typically underlined. Always single-click links. Do not double-click links.

2. **Click page tabs to go to other pages within CCTM.**

   Page tabs may vary based on the user responsibility you are granted. The active page tab (the page you are currently viewing) is always a darker color than the other page tabs. Typically, links at the bottom of CCTM pages correspond to page tabs.

3. **Click page names in the blue task bar.**

   Page names in the blue task bar vary based on the page tab you select. In **Figure 2-11** , the *Rate* tab was selected, so the page names in the task bar all refer to rate card pages. The active page (the page you are currently viewing) appears in bold text.

4. **Click buttons to perform actions.**

   Buttons trigger an action in CCTM, such as saving a record or submitting a record for approval.

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5. **Click the Magnifying Glass button to search for valid values for a field.**

   If a ***Magnifying Glass*** button appears to the right of a field, it means that a large list of valid values for that field exists. When you click the ***Magnifying Glass*** button, a search page opens. Searching for values will be addressed later in this chapter.

6. **Click the Calendar button to search for a date.**

   When you click the ***Calendar*** button, a pop-up window opens that enables you to select a date.

7. **Click in check boxes to select them**

   When you click in a check box, a checkmark appears. To clear the checkmark, click in the check box again.

8. **Type data in fields.**

   Remember that if a ***Magnifying Glass*** button appears to the right of a field or if a drop-down list appears in a field, there is a set of valid values for that field. Other data entry fields are free-form meaning you can type data directly into the field.

9. **Click drop-down lists to select a valid value for a field.**

   When a drop-down list appears in a field, it indicates that a short list of valid values for the field exists.

10. **Observe Tips.**

    Some pages provide tips that let you know when or how you should use a page element.

Field Navigation

In general, your cursor does not automatically advance to the next field after you enter data. You must navigate from field to field by pressing the <***Tab***> key or by clicking in the next field. Do not press the <***Enter***> key to try to move from field to field.

Lesson 2-7: Search for a Value

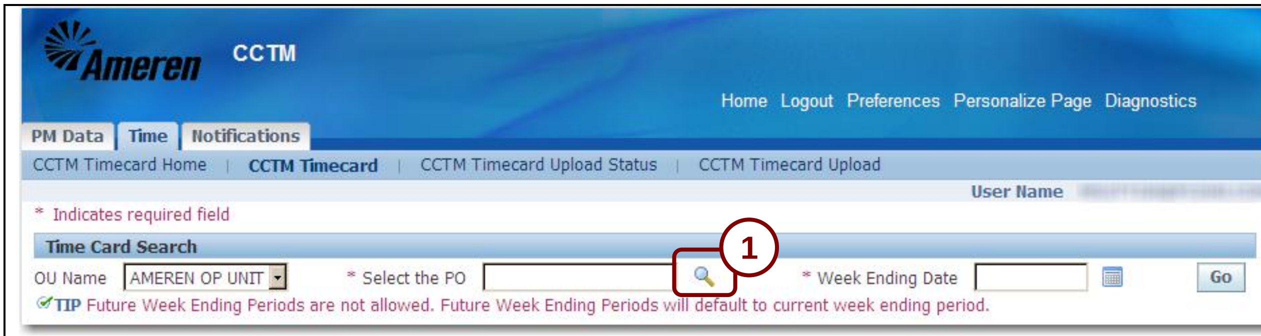

Figure 2-12

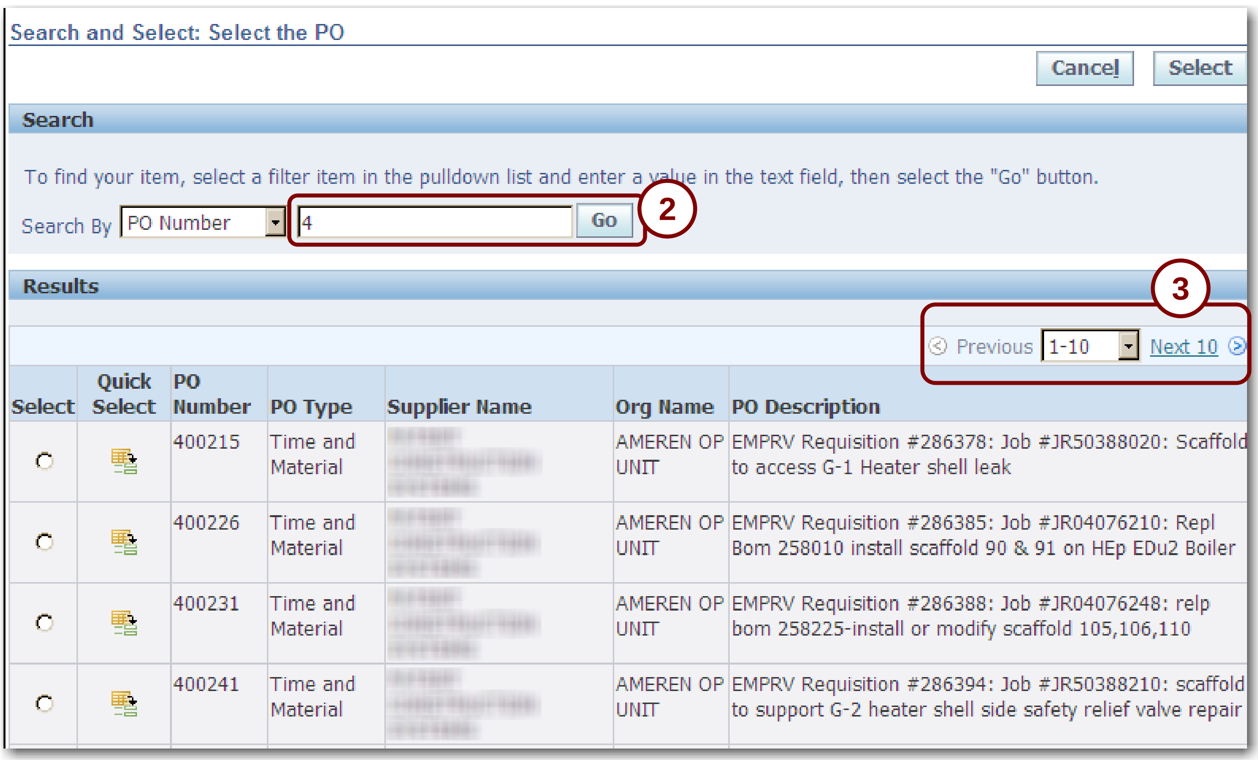

Figure 2-13

When a ***Magnifying Glass*** button appears by a field, it is an indication that a list of set values is available for that field. If you know the exact value that you want, you can type that value directly in the field. If you are not certain of the value, you must search for it. When you search for a value, you must use the expected format. For instance, when you search for a purchase order number, you must use a numeric format.

CCTM allows you to use a wildcard character (%) to in your search.

- If you type **4**, your results list displays all your POs that **start with 4**.
- If you type **%4**, your results list displays all your POs that **contain 4**.

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1. **Click the Select the PO field Magnifying Glass button as shown in 1 in Figure 2-12.**

   The *Search and Select: Select the PO* pop-up window appears.

2. **In Search By text field, type your search criterion and press Go as shown in 2 in Figure 2-13.**

   In this instance, type `401` to search for all purchase orders that start with "**401**". The purchase orders that match the search criterion appear under *Results*.

   NOTE: A maximum of 10 POs can be displayed at a time. To view additional matches, click the drop-down list and select the next 10 matches, or click the ***Next 10*** link as shown in 3.

3. **Click the Quick Select button for the purchase order for which you want to enter data.**

   You can also select the purchase order by clicking the ***Select*** circle for the applicable purchase order, and then clicking ***Select***. When you select the purchase order, the *Search and Select: Select the PO* page closes and the *Time Card Search* page appears. The purchase order that you select appears in the ***Select the PO*** field.

   NOTE: You can select only one purchase order.

Lesson 2-8: Use the Calendar

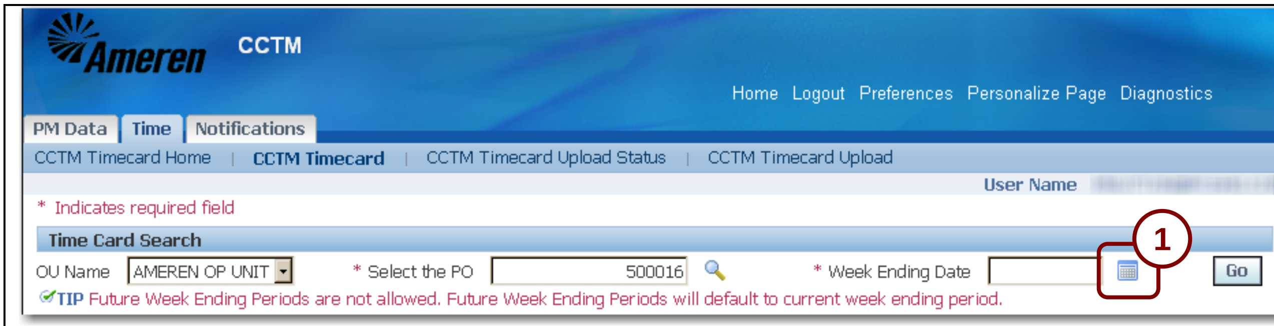


Figure 2-14

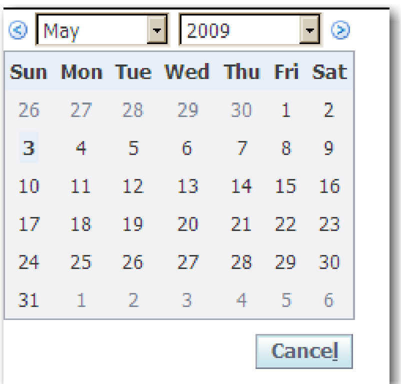


Figure 2-15

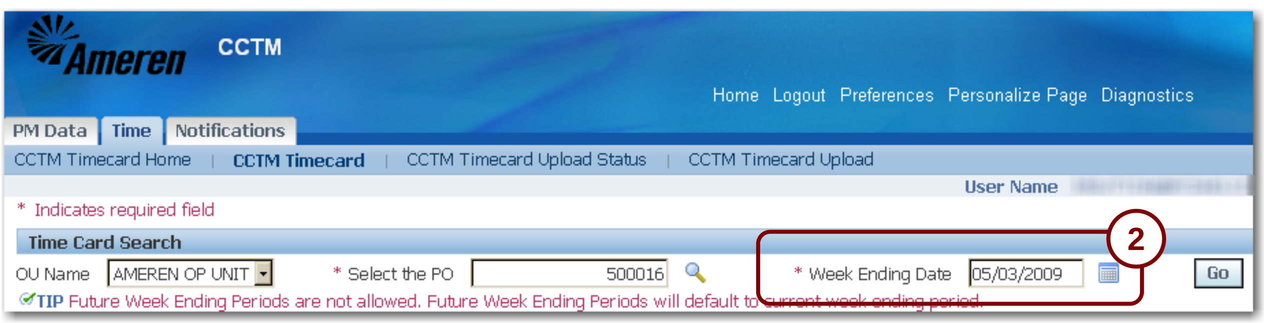


Figure 2-16

Many CCTM input pages require you to enter a date to create and save records. If you know the date, you can type it in a date field. You can also select the applicable date from a calendar.

1. **Click the Calendar button to the right of a field as shown in 1 in Figure 2-14.**

   The current date is highlighted in the *Pick a Date* pop-up window that appears as shown in Figure 2-15.

2. **Click the applicable date on the calendar.**

   The *Pick a Date* pop-up window closes and the *Time Card Search* page appears. The selected date appears in the field as shown in 2 in Figure 2-16.

Lesson 2-9: Log out of CCTM

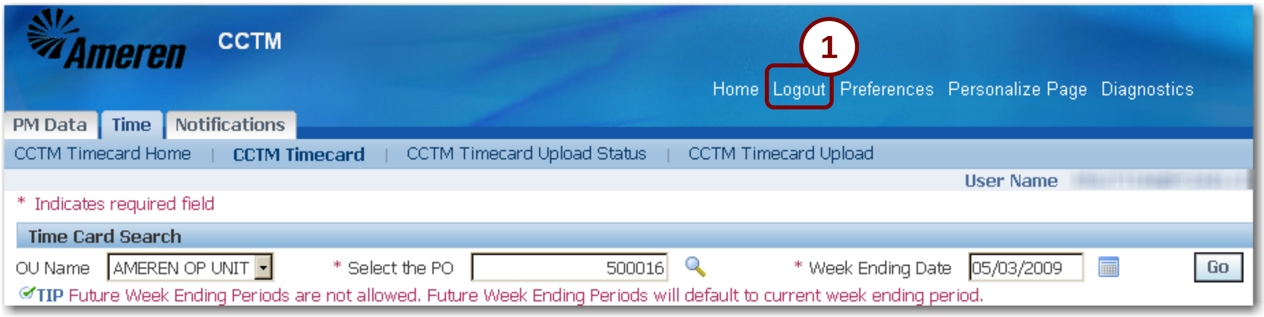


Figure 2-17

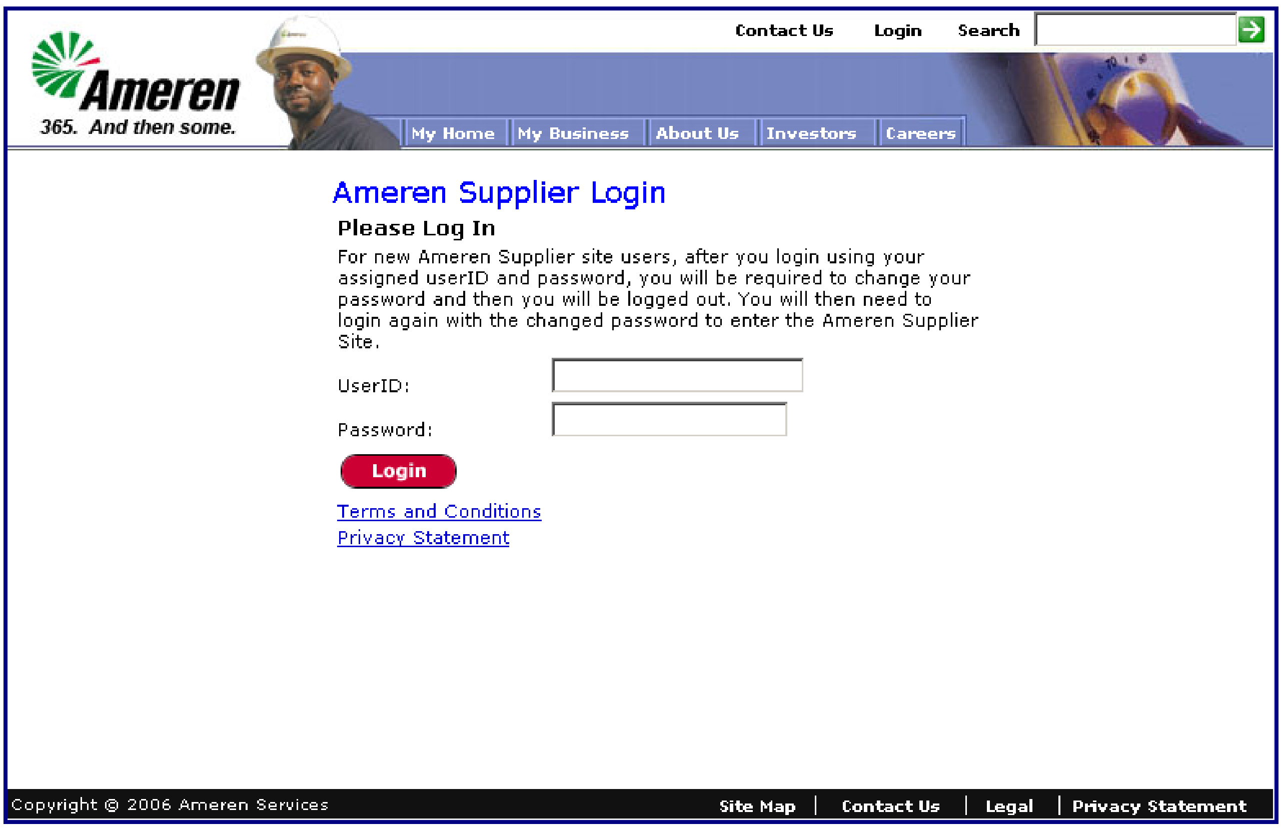


Figure 2-18

Always click the ***Logout*** link to exit the CCTM application.

1. Click the Logout link as shown in 1 in Figure 2-17.

The *Ameren Supplier Login* page appears as shown in Figure 2-18.

Chapter Three: Creating Rate Cards

Chapter Objectives:

- Describe the rate card process flow
- Search for rate cards
- Identify standards for rate card entry
- Enter rate cards online
- Download a rate card template
- Upload a completed rate card template
- Identify common rate card upload errors
- Add attachments to rate cards
- View Notifications
- Correct Rejected Rate Cards

Estimated Lesson Time: 30 minutes

Rate cards are a vital component of the CCTM application. Data entered on rate cards is used to calculate costs for time card entries for time and materials contracts. A rate card can be specific to a particular contract or can be used to identify general rates for a supplier.

Lesson 3-1: Rate Card Process Flow

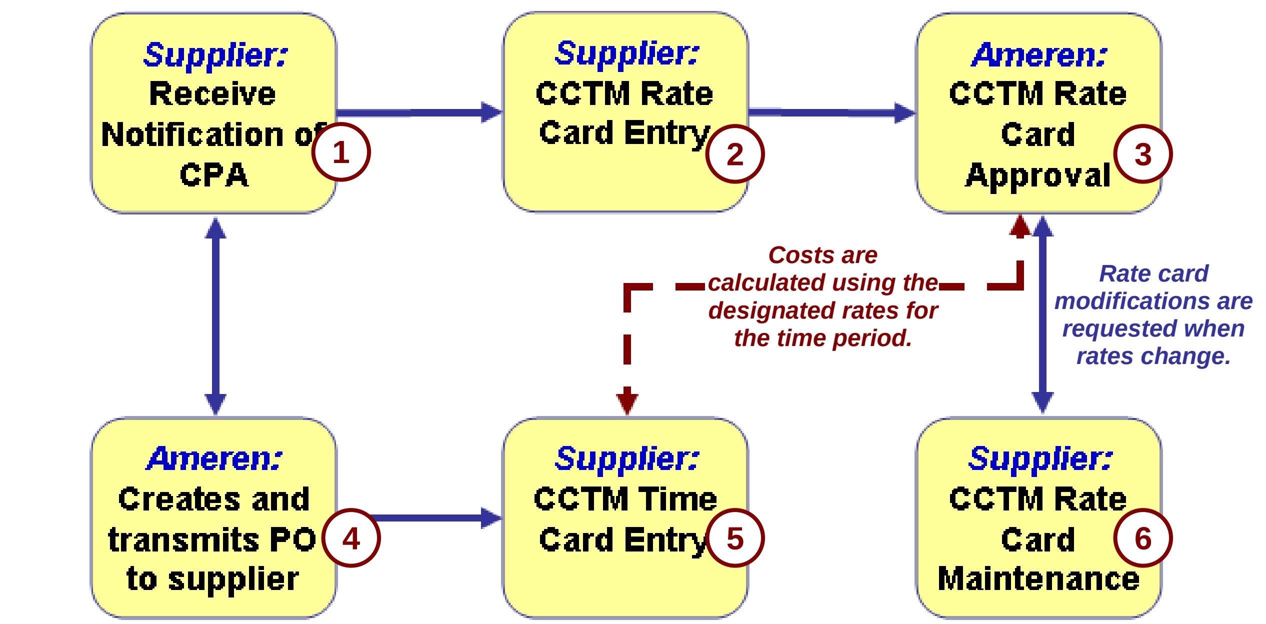


Figure 3-1

Rate card entry requires collaboration between suppliers and Ameren. The rate card process flow is shown in Figure 3-1.

1. **Ameren notifies the supplier of a contract purchase agreement (CPA) award.**

   The CPA identifies the terms and conditions associated with the contract.

2. **As specified, the supplier enters rate card information into CCTM. Supporting documentation must be attached and submitted with the rate card.**

   The rates may include labor, chemical, and equipment costs. The supplier enters the applicable rates online in CCTM or enters data into a spreadsheet which is then loaded into the system using an upload process.

   New rate cards are uploaded for new contracts, time periods or contract extensions.

3. **Ameren reviews the rates online in CCTM.**

   The rates are reviewed for compliance with agreed-upon terms for the contract. If necessary, the rates are rejected and returned to the supplier for modification.

4. **When the rates are approved, Ameren creates purchase orders against the contract.**

   Each purchase order is a release against the contract and is governed by the terms and conditions in the contract.

5. **As work is performed against a purchase order, the supplier enters time cards in CCTM.**

   Time cards can be entered online in CCTM or uploaded to CCTM using a template. The time cards are verified against the rate cards for the contract.

6. **Modify existing rate cards, as needed.**

   You can add new rates, delete existing rates, or modify existing rates, as needed, for example when a union rate increase needs to be reflected on an existing rate card. Requests for rate card modifications, along with supporting documentation, must be submitted to and approved by a supply chain representative.

Lesson 3-2: Search for Rate Cards

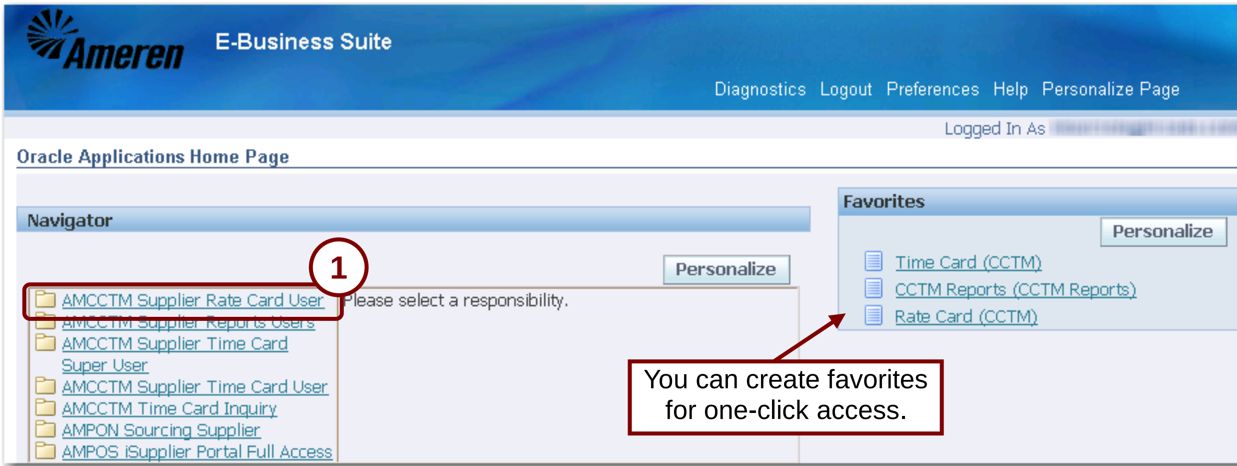


Figure 3-2

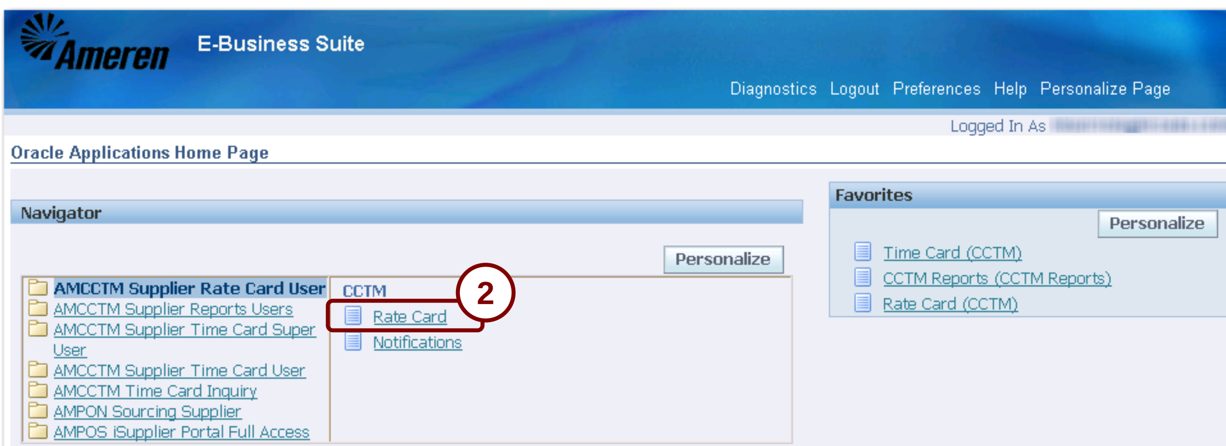


Figure 3-3

Rate cards that have been entered in the system can be viewed online.

NOTE: You can only view rate cards for your company. You cannot view rate cards for other suppliers.

1. **In the left side of the Navigator, click the AMCCTM Rate Card User link as shown in 1 in Figure 3-2.**

   A list of responsibilities appears in the right side of the Navigator.

2. **Click the Rate Card link as shown in 2 in Figure 3-3.**

   The *CCTM Rate Search* page appears as shown in Figure 3-4.

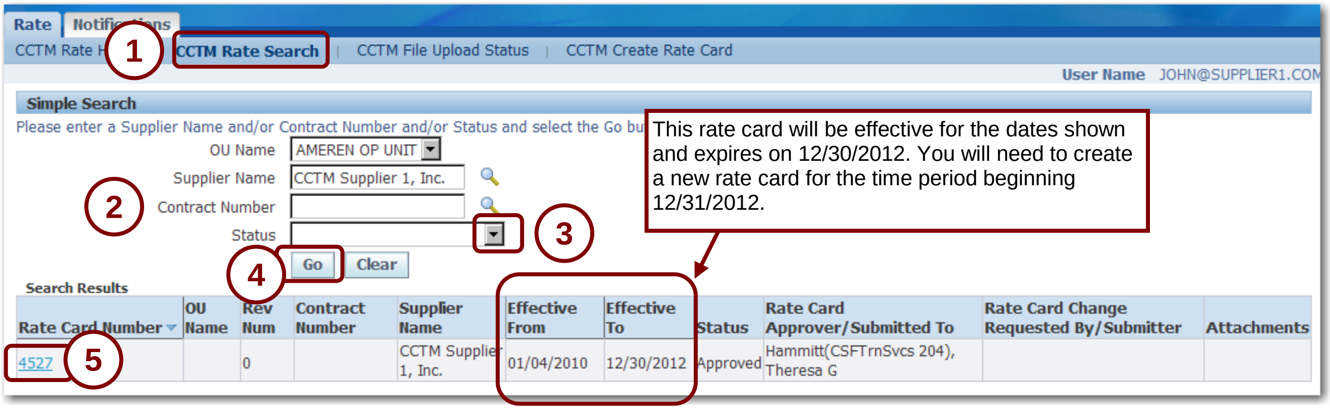


Figure 3-4

3. **Select CCTM Rate Search, as shown in 1 above.**

4. **Enter search criteria in one or more of the following fields listed below. To view all rate cards for your organization, leave all fields blank.**

- ***Supplier Name*** —The value in the ***Supplier Name*** field defaults to your organization name as entered into CCTM and cannot be changed.
- ***Contract Number***: See 2 in Figure 3-4. Enter the contract for which you want to view rate cards. If you do not know the contract number, use the ***Magnifying Glass*** button to search for a contract number. Leave the ***Contract Number*** field blank to view all rate cards for a supplier.
- ***Status:*** See 3 in Figure 3-4. Use the drop-down list to select a rate card status. Rate card statuses are:
  - ***Approved*** — Ameren has reviewed and approved the rate card.
  - ***Pending Approval*** — The rate card has been submitted but has not been approved.
  - ***Pending Submission*** — The rate card has been entered and saved but not submitted for approval.
  - ***Rate Modification Rejected*** — The rate card has been reviewed and rejected by an Ameren approver.

5. **When all search criteria have been entered, click Go as shown in 4 in Figure 3-4.**

A list of rate cards matching the search criteria appears under *Search Results*.

6. **Select the rate card you want to view by clicking the Rate Card Number link for the applicable rate card as shown in 5 in Figure 3-4.**

The *Rate Card Header* page appears as shown in Figure 3-5.

NOTE: The status of the rate card used in this example is *Approved*. The *Rate Card Header* page might be slightly different depending on the rate card status.

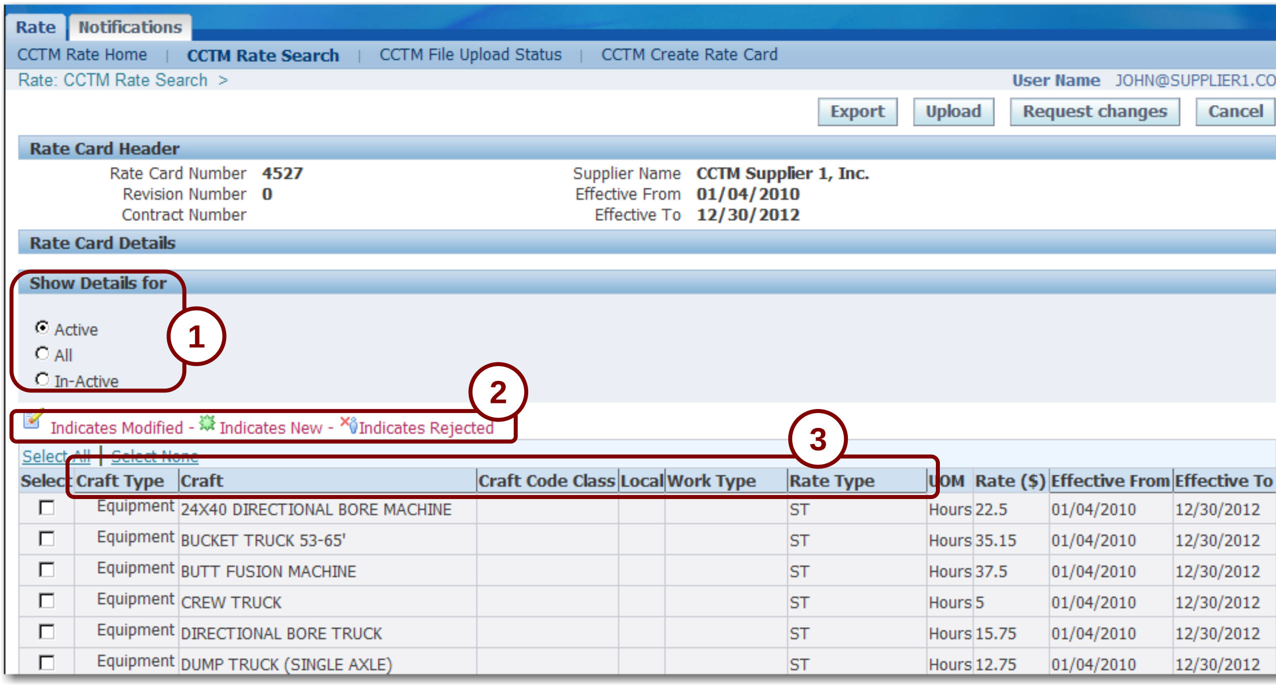
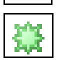
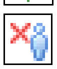


Figure 3-5

6. To view different rates, select an option under Show Details for, see 1 in Figure 3-5.

- ***Active*** – Select this option to view only your currently effective rates.
- ***All*** – Select this option to view all rates regardless of the effective date.
- ***In-Active*** – Select this option to view only your outdated rates.

7. If you have requested rate changes, icons reflect the current status, see 2 in Figure 3-5.

-  – You have requested a rate change.
-  – You have added a new rate to the rate card.
-  – Your rate change request was rejected by the Ameren approver.

8. To sort the rates, click a raised column heading as shown in 3.

9. To view additional rates, click the Next or Previous links located on the right, above or below the list.

Lesson 3-3: Create Rate Cards — Online or File Upload?

Rate cards can be entered online or through a file upload process. The method you choose generally depends on the number of rate card lines you must enter. If you must enter many lines, you may find it more efficient to use the file upload process. If you need to enter only a few lines, you may prefer to enter your rate card online. You are not required to use one method exclusively. You can use either method depending on business requirements.

Whether you enter rate cards directly into CCTM or by file upload, you should adhere to certain data standards for identifying your ***Craft***, ***Local***, ***Work Type***, and ***Rate Type*** codes. These codes will be used when entering time card information into the system and should be easy for users in your organization to understand. In addition, the codes that you use should be easy for Ameren approvers to understand.

The suggested standards are agreed upon between the buyer and supplier during the Request for Quote process:

Lesson 3-4: Enter Rate Card Online and Submit for Approval

In the online entry mode, all rate card data is entered into the CCTM rate card forms. Enter a rate card online when:

- You do not have very many rates to enter.
- You do not have access to use the file upload process using a template.

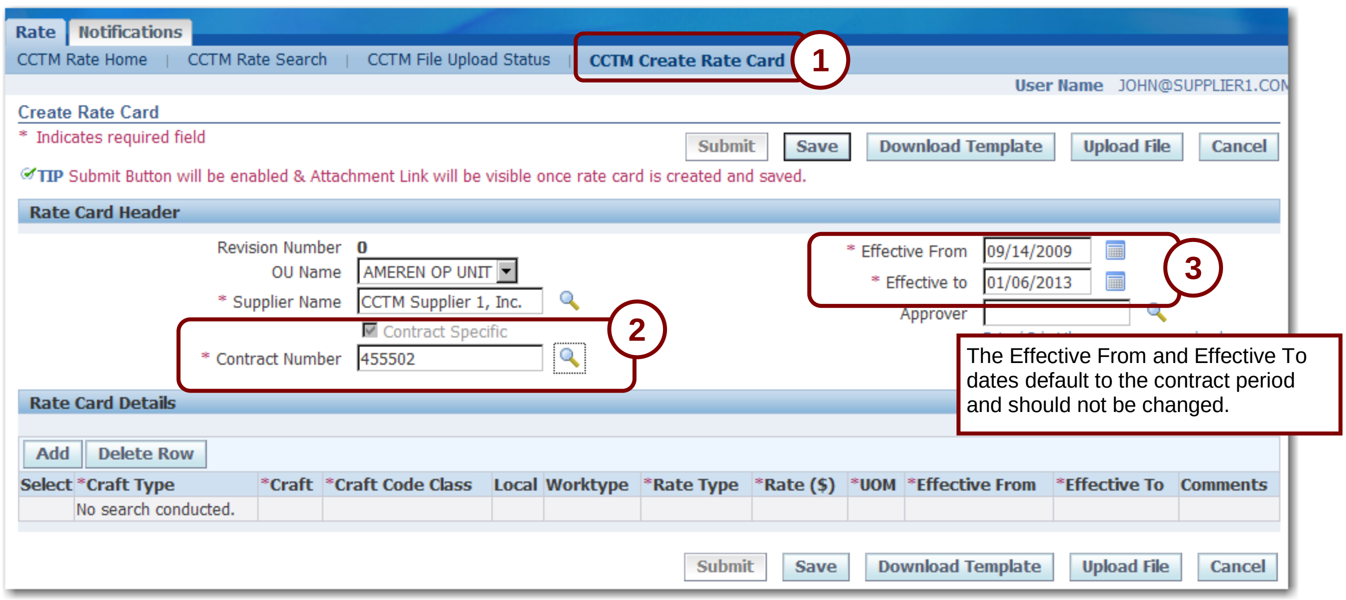


Figure 3-6

1. **In the Rate Card application, click CCTM Create Rate Card as shown in 1 above.**

   The *Create Rate Card* page displays as shown in Figure 3-6.

2. **Enter the Contract Number as shown in 2 above.**

   Click the *Magnifying Glass* and then click *Go*, if you need to search for your contract number.

3. **The Effective From date and the Effective to date default to the contract period and should not be changed, see 3 above.**

   The *Effective From* date will be a Monday date. The *Effective To* date will be a Sunday date.

Continued on next page

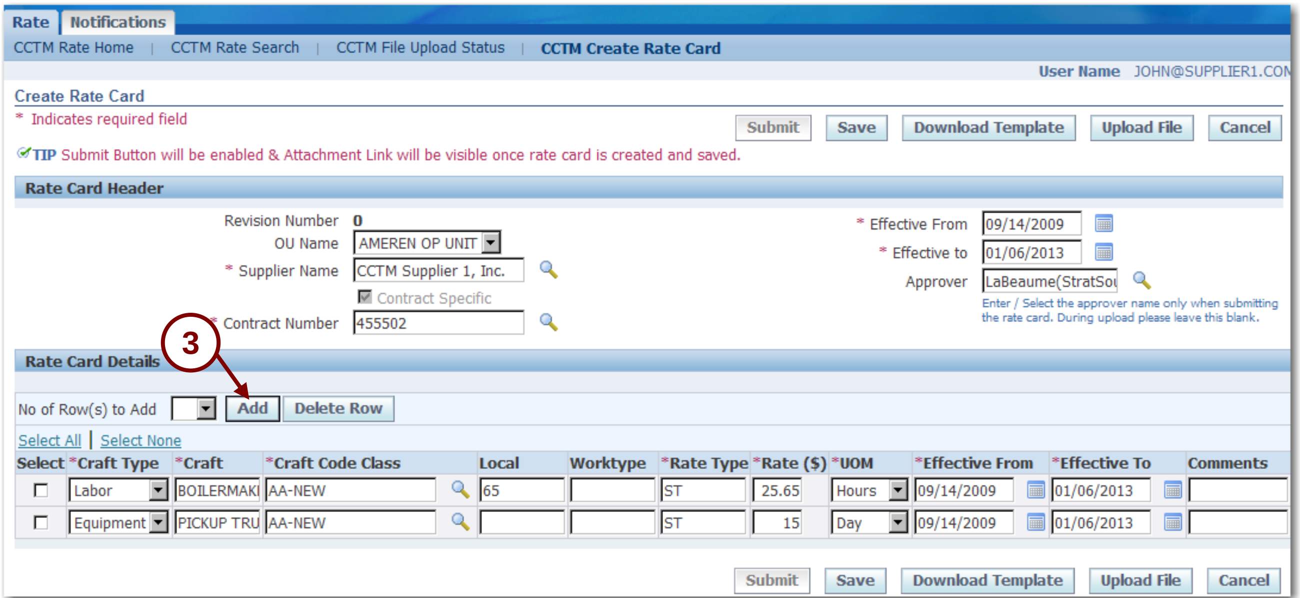


Figure 3-7

4. **Click Add to add a line to the rate card, as shown in 3 above.**

- **To add multiple rows**: Select a value from the *No of Row(s) to Add* drop-down list and then click *Add*.
- **To delete a row**: Click the *Select* check box for the row and then click *Delete Row*.

5. **Complete the rate card fields. Refer to Table 3-1: Rate Card Fields on the next page for details.**

The supplier will work with the Ameren buyer to determine the standards that should be used for rate card values.

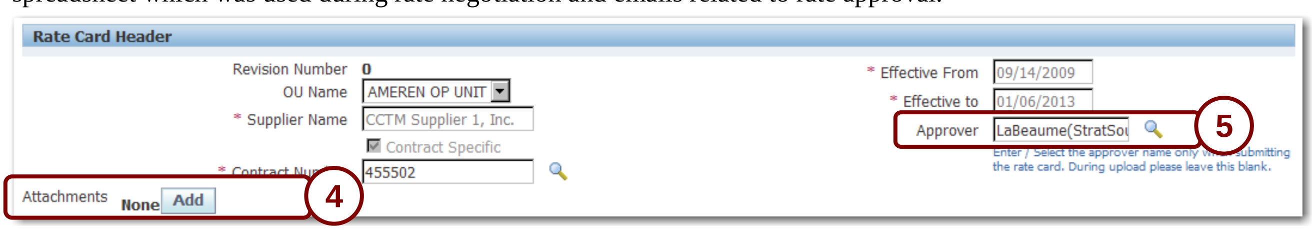
6. **Continue adding rows to the rate card until all your rates have been entered. Click Save frequently to save your data.**

Important: The Attachment Add button becomes available **after** you have clicked the Save button.

7. **Click the Add Attachments button, as shown in 4 below. You must attach supporting documentation before the system will allow you to submit the rate card.**

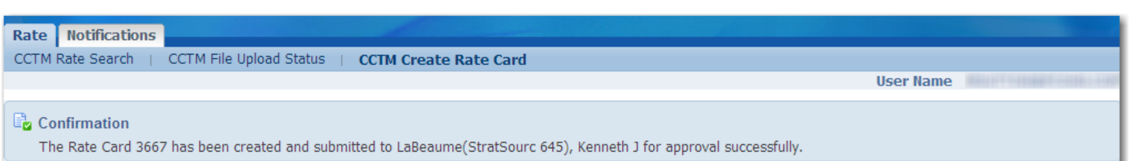
If you need detailed instructions on how to add the attachment, refer to Lesson 3-7: Add Attachments.

Supporting documentation should include any documents which justify the submitted rates, such as the Excel spreadsheet which was used during rate negotiation and emails related to rate approval.



8. **Click the Magnifying Glass and select the rate card approver as shown in 5 above.**

9. **When you are ready to submit the rate card for approval, click Submit. A confirmation message will display, similar to the one shown below.**



Note: You will receive an error message if you have not added a supporting attachment to your rate card.

Table 3-1: Rate Card Fields

Field	*Required*	*Description*
Craft Type	Required	Select one of the following values: **Labor**, **Chemical** or **Equipment**
Craft	Required	Enter the craft name; examples include, Trimmer, Foreman, Boilermaker, Jackhammer, Bucket Truck, and Hydrogen.
Craft Code Class	Required	Enter **AA-New** for the Craft Code class or select a craft code class from the list.
Local	Optional	• Labor craft types: Enter the local if rates are different for different physical locations or labor unions. Examples include 649-IL, 702, or Coffeen. • Equipment craft types: Eenter local information only if equipment rates differ by location. • Chemical craft types: Leave the ***Local*** field blank.
Worktype	Optional	• For labor craft types, enter a work type if rates vary depending on the type of work performed even though the Craft/Local combination is the same. For instance, there may be a difference in rates for a *Lineman* craft in local *649-IL* depending on whether the work in performed on a *Substation* or *Transmission Line*. • For equipment craft types, enter a work type only if equipment rentals vary depending on the type of work performed. • For chemical craft types, leave this field blank.
Rate Type	Required	• Labor craft types: Rates may differ depending on the shift or whether overtime rates apply. Examples include Straight Time, Overtime, Shift 1, etc. • Equipment craft types: Enter a rate type if equipment rental costs vary by the time that the work is performed. • Chemical craft types: Enter STANDARD in this field.
Rate ($)	Required	Enter the rate in US Dollars. The rate will be used to calculate amounts for crafts that are entered on time cards.
UOM	Required	Select a Unit of Measure (UOM): **100's**, **Day**, **Each**, **Feet**, **Gallons**, **Hours**, **Miles**, **Meter** and **Week**.
Effective From	Required	The effective starting date for the rate is defaulted from the date entered in the header. Update the effective start date for the rate, if needed. This date must fall within the dates specified in the header. The date will not be available for entry on time cards prior to this date.
Effective To	Required	The effective ending date for the rate is defaulted from the date entered in the header. Update the effective ending date for the rate, if needed. This date must fall within the dates specified in the header. This rate will not be available for entry on time cards after the date specified.
Comments	Optional	You may enter a comment regarding the rate card line.

Lesson 3-5: Download and Complete a Rate Card Template

Use the file upload process to enter rate cards when you have many lines to upload. When you use the rate card template, you can copy data (such as the supplier name, from and to dates, and record type) to the individual data rows.

The CCTM rate card file upload process consists of the following steps:

1. Download the template. The template is in text file format and is included in a zip file.
2. Open the template in a spreadsheet program for example, Excel. The template can be opened in any program that allows you to create a CSV file.
3. Complete the rate card.
4. Save the completed rate card as a Comma Separated Value (*.CSV) file.
5. Upload the template.
6. Monitor the upload process.
7. If necessary, correct any errors encountered in the upload process and reinitiate the upload process.
8. Open the uploaded rate card, attach the supporting documentation and submit the rate card for approval.

NOTE: If your organization does not use Excel or WinZip, check with your internal IT department for information about downloading and opening the template.

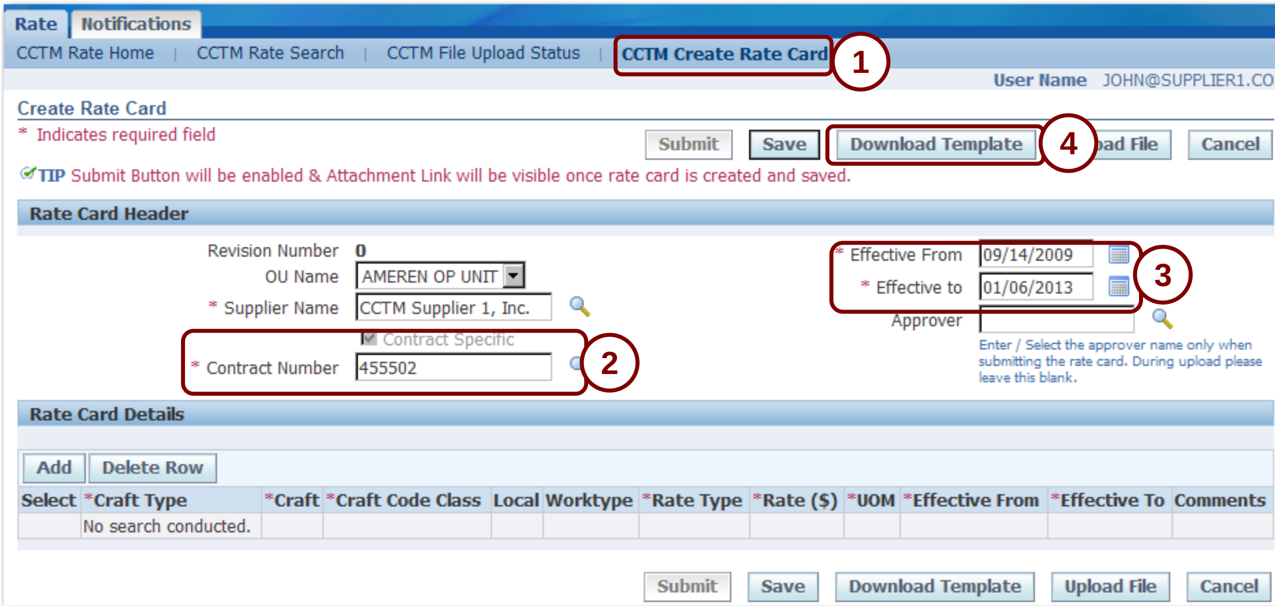


Figure 3-8

1. **In the Rate Card application, click CCTM Create Rate Card as shown in 1 above.**

   The *Create Rate Card* page displays as shown above.

2. **Enter the Contract Number as shown in 2 above.**

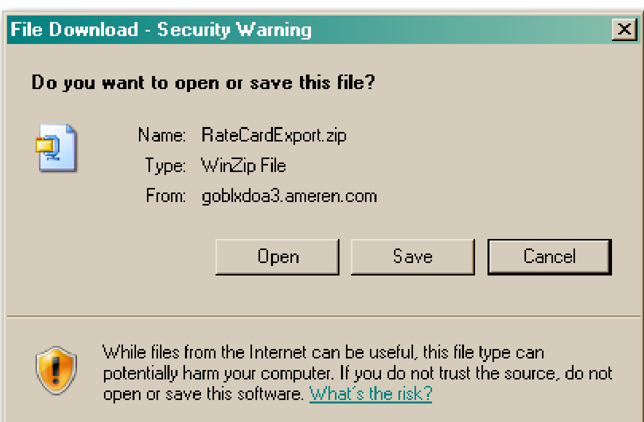
   Click the *Magnifying Glass* and then click Go, if you need to search for your contract number.

3. **The Effective From date and the Effective To date default from the contract and should not be changed, see 3 above.**

   The *Effective From* date will be a Monday date. The *Effective To* date will be a Sunday date.

4. **Click Download Template as shown in 4 above.**

   The *File Download – Security Warning* pop-up window appears similar to below.



5. **Click Open. The file opens similar to Figure 3-9 on the next page.**

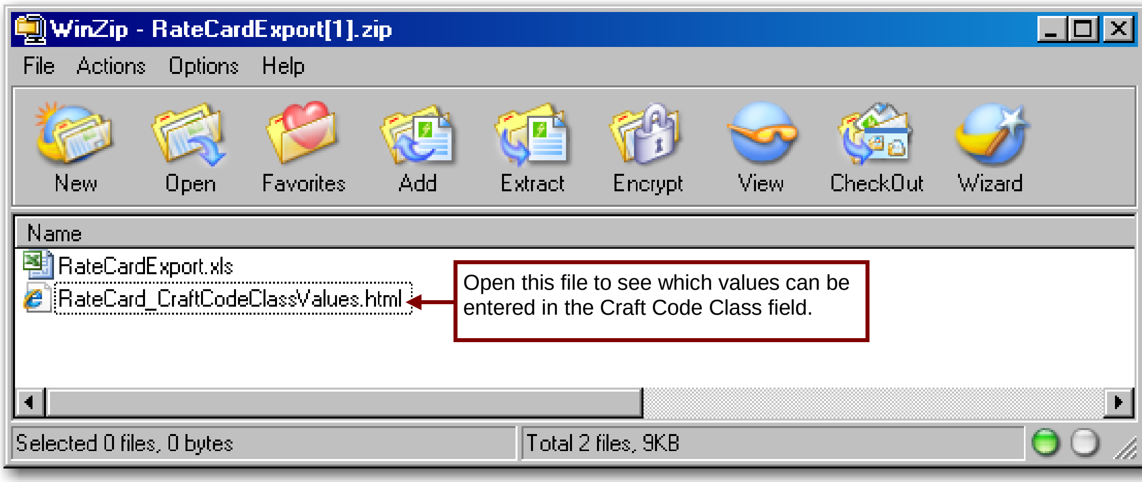
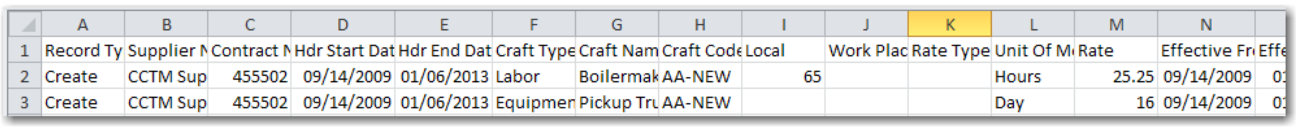


Figure 3-9

6. Double-click the RateCardExport.xls file.

The file opens in Excel as shown in **Figure 3-10**. **IMPORTANT:** Do not delete the header row. The header row is the first row in the file and it identifies the column names.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Record Ty	Supplier N	Contract N	Hdr Start Dat	Hdr End Dat	Craft Type	Craft Nam	Craft Code	Local	Work Plac	Rate Type	Unit Of M	Rate	Effective Fr	Effe
2	Create	CCTM Sup	455502	09/14/2009	01/06/2013	Labor	Boilermak	AA-NEW	65			Hours	25.25	09/14/2009	0:
3	Create	CCTM Sup	455502	09/14/2009	01/06/2013	Equipmen	Pickup Tru	AA-NEW				Day	16	09/14/2009	0:

Figure 3-10

7. Complete the information for each line on the rate card. Refer to the information below and to Table 3-2: Rate Card Fields on the next page for details.

You must enter the following information on each line on the rate card. ***Note*** that you can copy the values in these fields to all rows in the rate card:

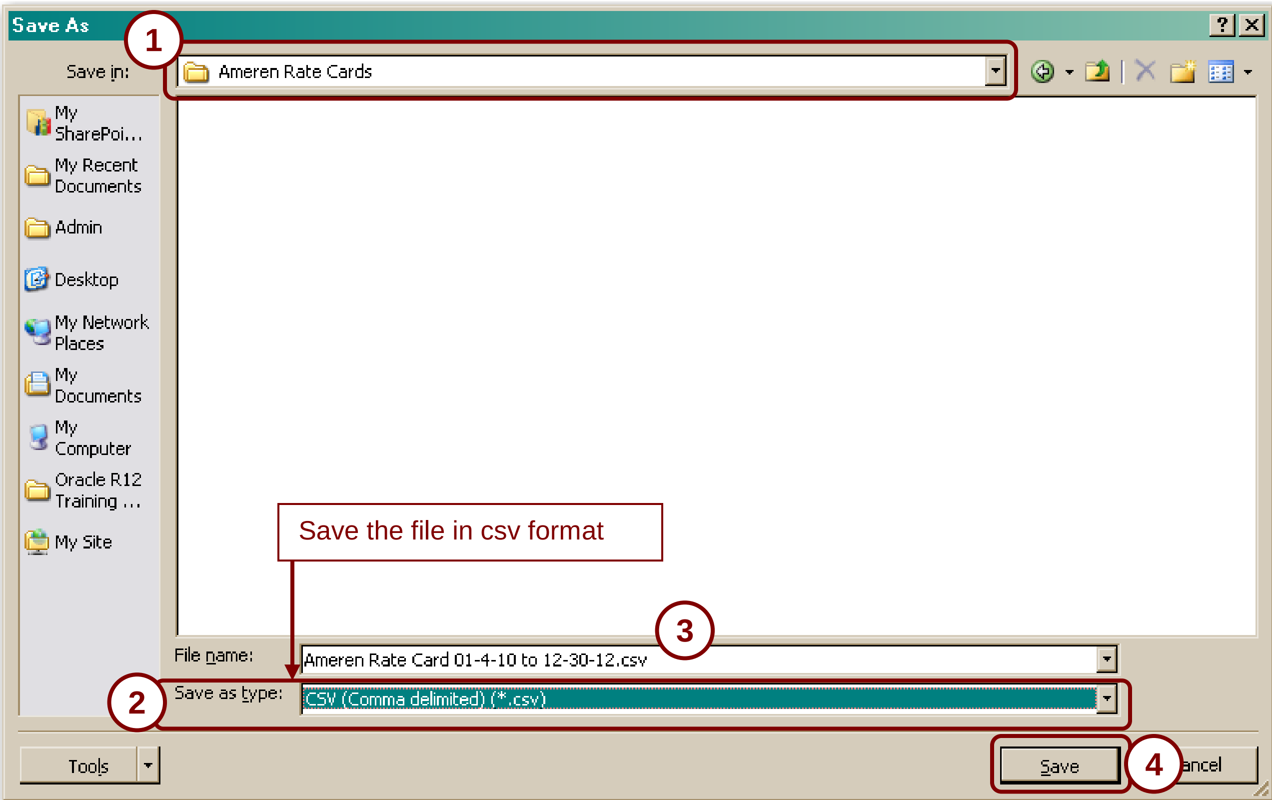
- ***Record Type*** —For new rate cards, enter *Create*.
- ***Supplier Name*** — The supplier name must be in the format that Ameren uses.
- ***Contract Number*** — You must enter a contract number on each line.
- ***Hdr Start Date (MM/DD/YY)*** (Header Start Date) — The rate card will be effective starting on the date entered in this field. This value defaults to the contract period and should not be changed.
- ***Hdr End Date (MM/DD/YY)*** (Header End Date) — The rate card will expire on the date entered in this field. This value defaults to the contract period and should not be changed.

Table 3-2: Rate Card Fields

Field	*Required*	*Description*
Craft Type	Required	Select one of the following values: **Labor**, **Chemical** or **Equipment**
Craft	Required	Enter the craft name; examples include Trimmer, Foreman, Boilermaker, Jackhammer, Bucket Truck, and Hydrogen.
Craft Code Class	Required	Enter **AA-New** for the Craft Code class or enter a craft code class from the list of values provided in the RateCard_CraftCodeClassValues.html file.
Local	Optional	• Labor craft types: Enter the local if rates are different for different physical locations or labor unions. Examples include 649-IL, 702, or Coffeen. • Equipment craft types: Enter local information only if equipment rates differ by location. • Chemical craft types: Leave the ***Local*** field blank.
Work Place	Optional	• For labor craft types, enter a work type if rates vary depending on the type of work performed even though the Craft/Local combination is the same. For instance, there may be a difference in rates for a *Lineman* craft in local *649-IL* depending on whether the work in performed on a *Substation* or *Transmission Line*. • For equipment craft types, enter a work type only if equipment rentals vary depending on the type of work performed. • For chemical craft types, leave this field blank.
Rate Type	Required	• Labor craft types: Rates may differ depending on the shift or whether overtime rates apply. Examples include Straight Time, Overtime, Shift 1, etc. • Equipment craft types: Enter a rate type if equipment rental costs vary by the time that the work is performed. • Chemical craft types: Enter STANDARD in this field.
Rate ($)	Required	Enter the rate in US Dollars. The rate will be used to calculate amounts for crafts that are entered on time cards. IMPORTANT: Do not use dollar sign format, enter the rate as a number, for example, 10.25.
Unit of Measurement	Required	Select a Unit of Measure (UOM): **100's**, **Day**, **Each**, **Feet**, **Gallons**, **Hours**, **Miles**, **Meter** and **Week**.
Effective From	Required	The effective starting date for the rate is defaulted from the date entered in the header. Update the effective start date for the rate, if needed. This date must fall within the dates specified in the header. The date will not be available for entry on time cards prior to this date. The date format is MM/DD/YYYY.
Effective To	Required	The effective ending date for the rate is defaulted from the date entered in the header. Update the effective ending date for the rate, if needed. This date must fall within the dates specified in the header. This rate will not be available for entry on time cards after the date specified. The date format is MM/DD/YYYY.
Comments	Optional	You may enter a comment regarding the rate card line.

8. **When you have finished entering all rates, click File → Save As.**

The *Save As* dialog box appears as shown below.

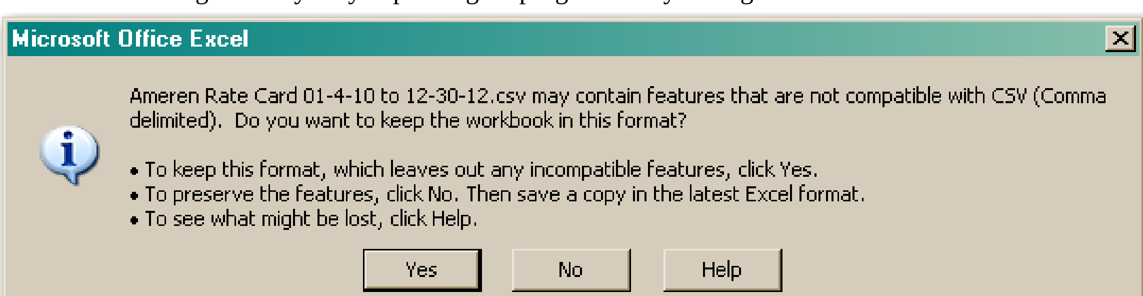


9. **Complete the following fields:**

1. Select a *Save in* folder as shown in 1above.
2. In the *Save as type* drop-down list, select CSV (Comma delimited) (*.csv) as shown in 2 above
3. Enter a file name in the *File name* field, as shown in 3 above. Do not use quotes ("Rate Card").
4. Click *Save* as shown in 4 above.

10. **A *Microsoft Excel* dialog box appears similar to the one shown below. Click Yes.**

NOTE: The dialog box may vary depending on program that your organization uses.



Lesson 3-6: Upload the Completed Rate Card

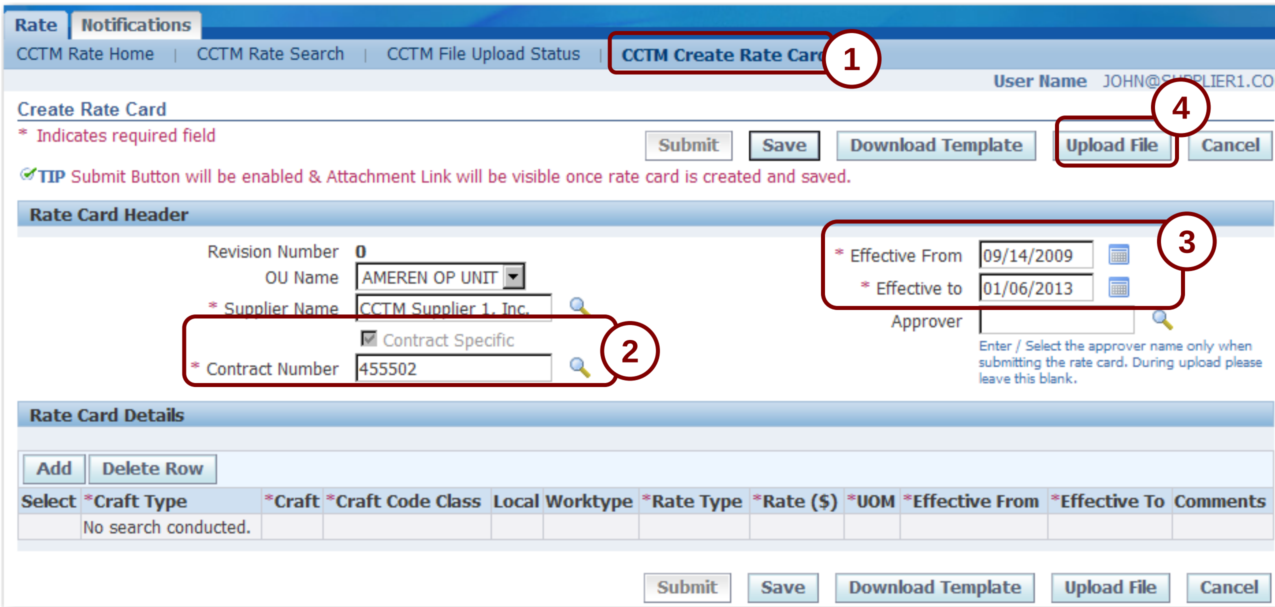


Figure 3-11

Rate cards created using a template must be uploaded to CCTM. To upload a rate card, you must:

1. Locate and select the file.
2. Initiate the upload process.
3. Monitor the upload process.
4. If necessary, correct any errors and reinitiate the process.
5. Submit the rate card for approval.

1. In the Rate Card application, click CCTM Create Rate Card as shown in 1 above.

The *Create Rate Card* page displays as shown above.

2. Enter the Contract Number as shown in 2 above.

The contract number on this page must match the contract number in the file.

3. The Effective From date and the Effective To date default to the contract period and should not be changed, see 3 above.

IMPORTANT! The values must match the *Hdr Start Date (MM/DD/YY)* field and the *Hdr End Date (MM/DD/YY)* field in the file template.

4. Click Upload File as shown in 4 above.

The *Upload File - Status* page appears as shown in Figure 3-12.

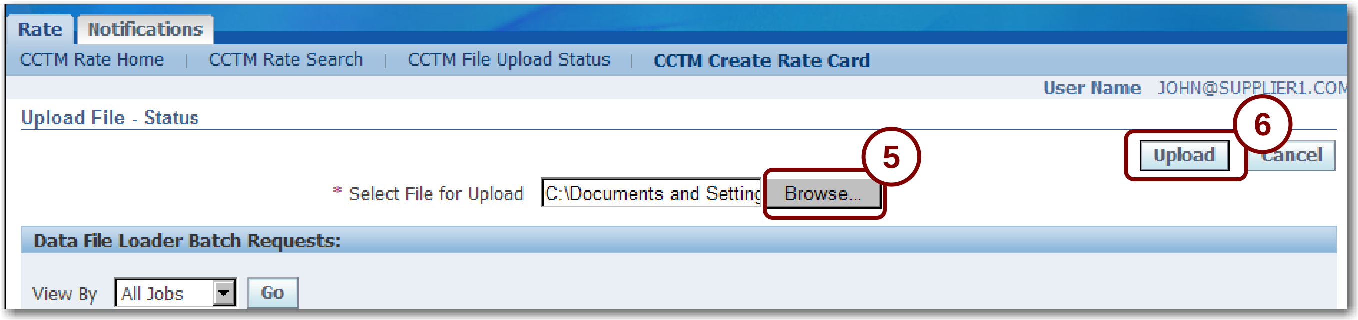


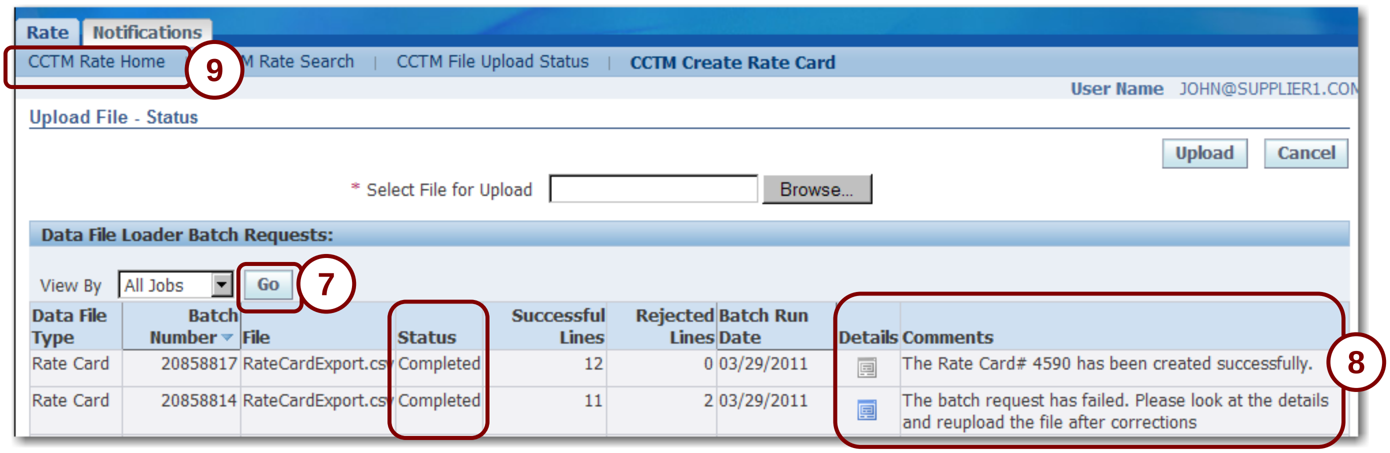
Figure 3-12

5. Click Browse as shown in 5 above. A choose file window opens. Navigate to the completed rate card file location, click the file to select it, and click Open.

The file path will display in the *Select File for Upload* field, similar to example shown above.

6. Click Upload as shown in 6 above.

A **Confirmation** message "The Batch Number ########## has been launched successfully." displays.



7. Periodically, click Go as shown in 7 above until the Status field displays Completed.

You may need to click *Go* several times to refresh the data on the screen until the *Status* field displays *Completed*.

8. Review the rate card Comments as shown in 8 above; the current rate card submission always appears on the top line.

- If the comments field indicates that the batch request has failed, click the **blue Details** icon to view the errors. You must then correct the errors in the file and begin the upload process again.
- If the comments field indicates that the rate card has completed successfully you can continue with the next step.

9. After the rate card has been created successfully, you must submit the rate card for approval. Click CCTM Rate Home as shown in 9 above.

The *CCTM Rate Home* page appears as shown in Figure 3-13 on the next page.

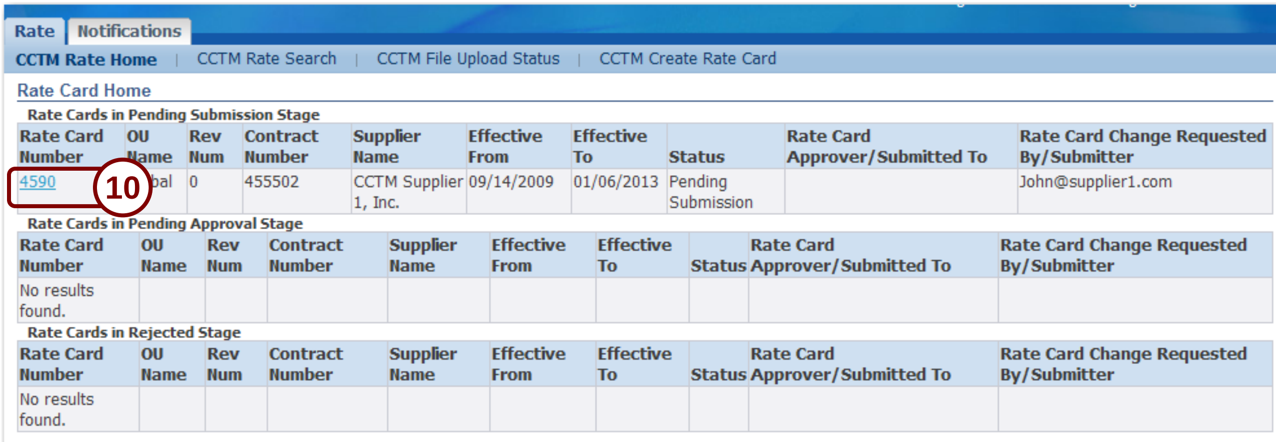


Figure 3-13

10. **Click the Rate Card Number link in the *Rate Cards in Pending Submission Stage* section, see 10 above.**

The *Rate Card* page displays as shown in Figure 3-14 below.

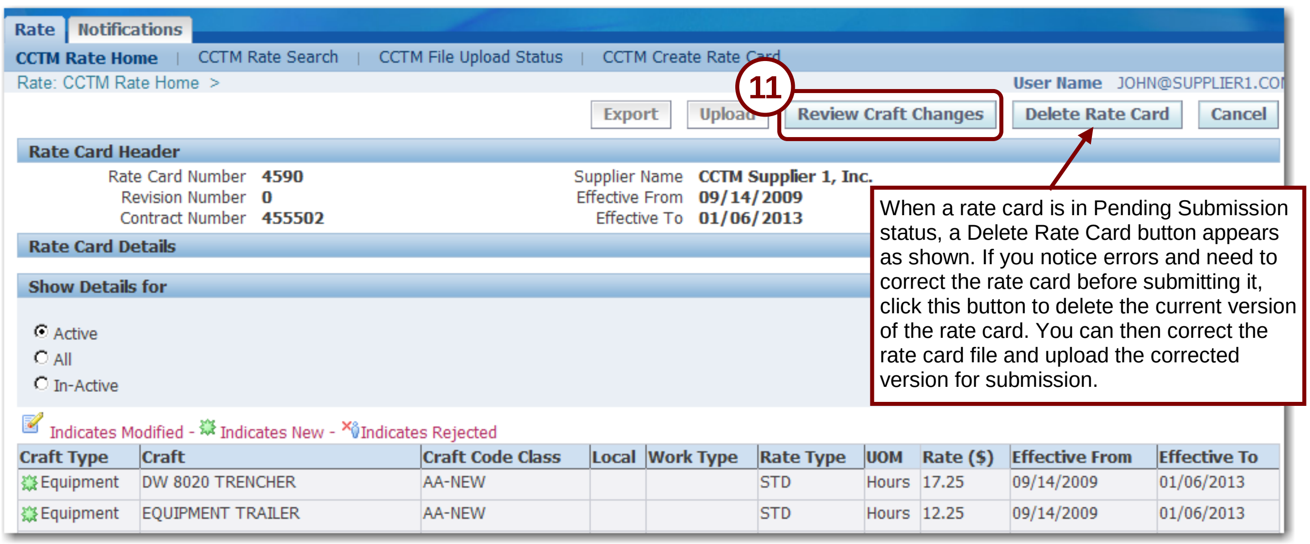


Figure 3-14

11. **Click Review Craft Changes as shown in 11 above.**

The *Submit Rate Card* page appears as shown in Figure 3-15 on the next page.

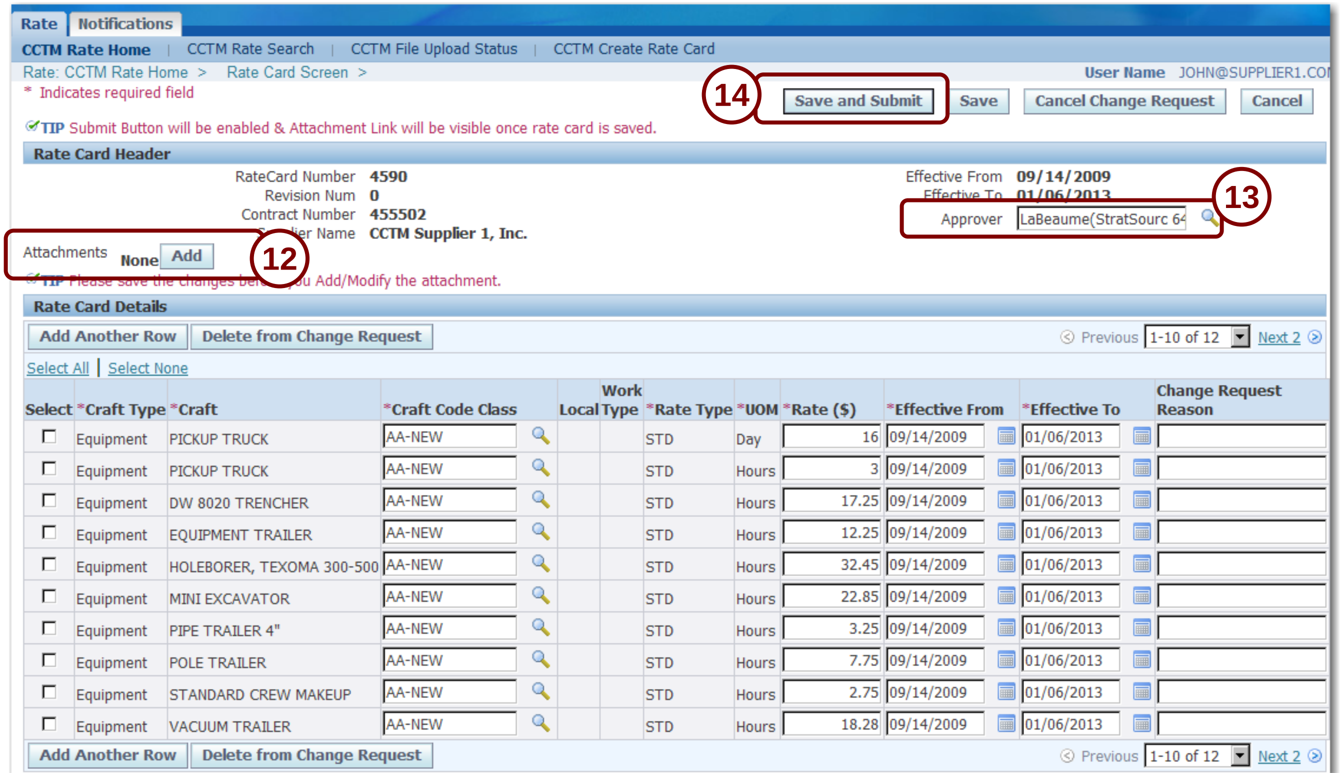


Figure 3-15

12. Click Add, as shown in 12 above. IMPORTANT: You must attach supporting documentation to justify your rates. The system will not allow you to submit the rate card until you have added a supporting attachment.

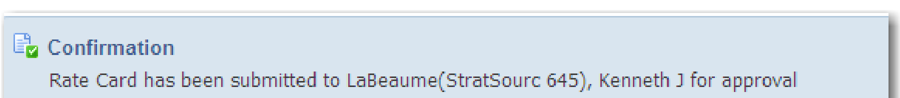
Supporting documentation should include document(s) which justify the submitted rates, such as an Excel spreadsheet which was used during rate negotiation and emails related to rate approval.

Refer to Lesson 3-7: Add Attachments if you need instructions on how to add the attachment.

13. Select the Ameren Approver as shown in 13 above.

14. Click Save and Submit as shown in 14 above.

A confirmation message appears as shown below and the rate card status changes to Pending Approval.



Lesson 3-7: Add Attachments

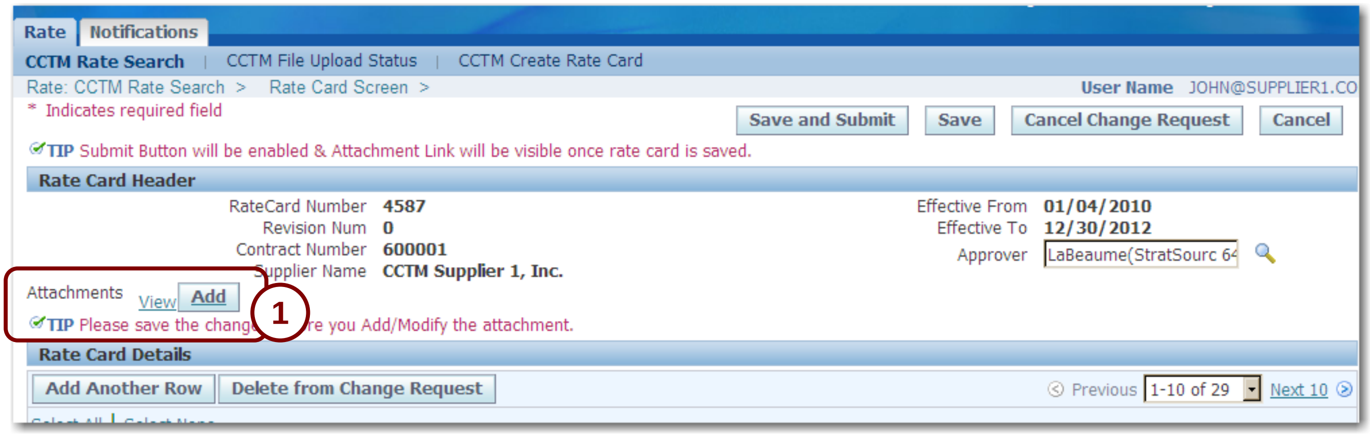


Figure 3-16

Attachments must be included each time a rate card is submitted or modified. The system will not allow you to submit a rate card without an attachment. Attachments are supporting documents that justify the rates or rate modicfications which are included on a rate card submission. Attachments can be a file (such as a Word document or a spreadsheet) or text that you enter directly into CCTM.

The Attachment Add button becomes available after a rate card has been saved.

1. **Click Add, as shown in 1 above.**

   The Add attachment page displays as shown below.

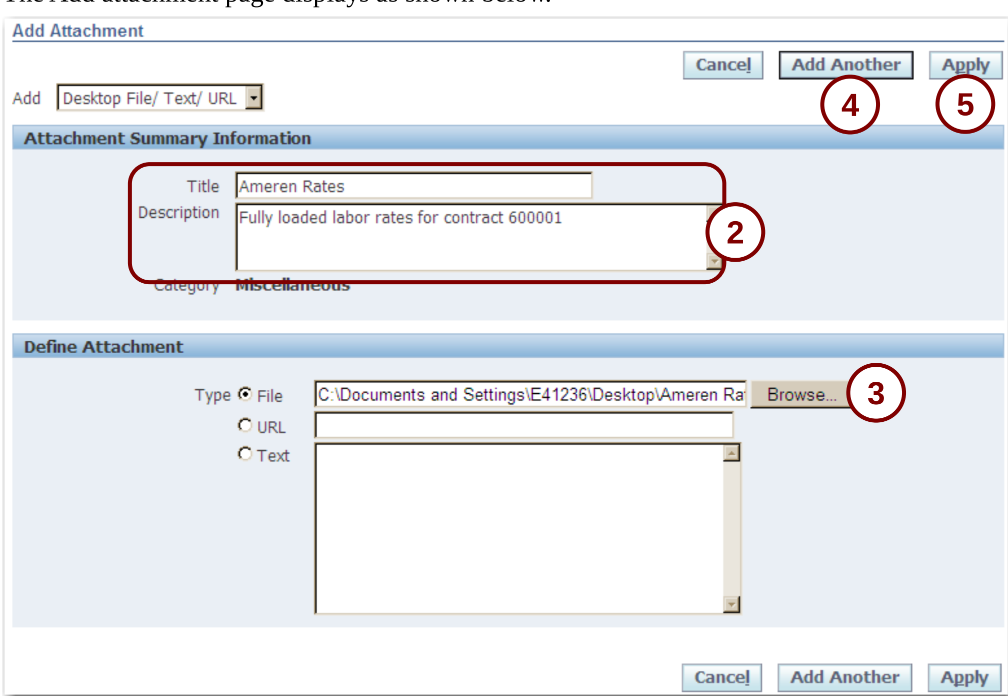


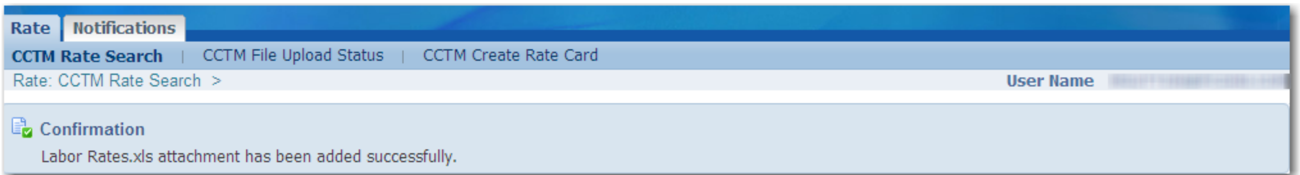
Figure 3-17

2. **Enter a Title and Description for the attachment, as shown in 2.**
3. **Select the Type of attachment you want to add:**
   - ***File*** — If you select this option, you must provide the file path for the attachment.
   - ***Text*** — If you select this option, type the text into the field to the right of the ***Text*** option button.
4. **If you are adding a file attachment, click Browse, as shown in 3.**
5. **A choose file window opens. Navigate to the file you want to attach, click the file to select it, and click Open.**

   The file path displays as shown above.
6. **If you need to include additional attachments, click Add Another as shown in 4.**

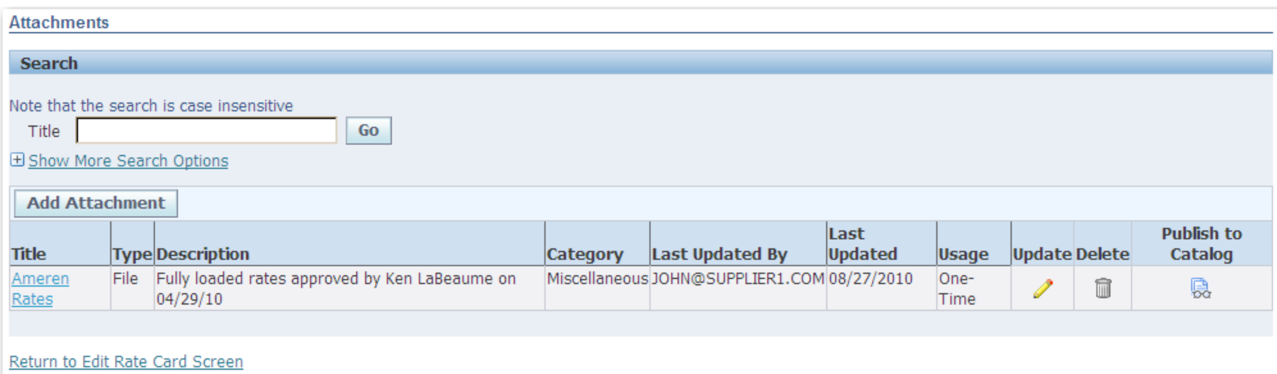
   Repeat steps 2 through 5 as required.
7. **When you have finished adding attachments, click Apply as shown in 5.**

   A confirmation message displays as shown below.



Modifications: While you are on this page, you can modify attachments by clicking the View link, as shown in 1. The Attachments page displays as shown below. You can Update or Delete an attachment on this page.

You will not be able to modify existing attachments after the rate card has been submitted for approval.



Lesson 3-8: View Rate Card Notifications

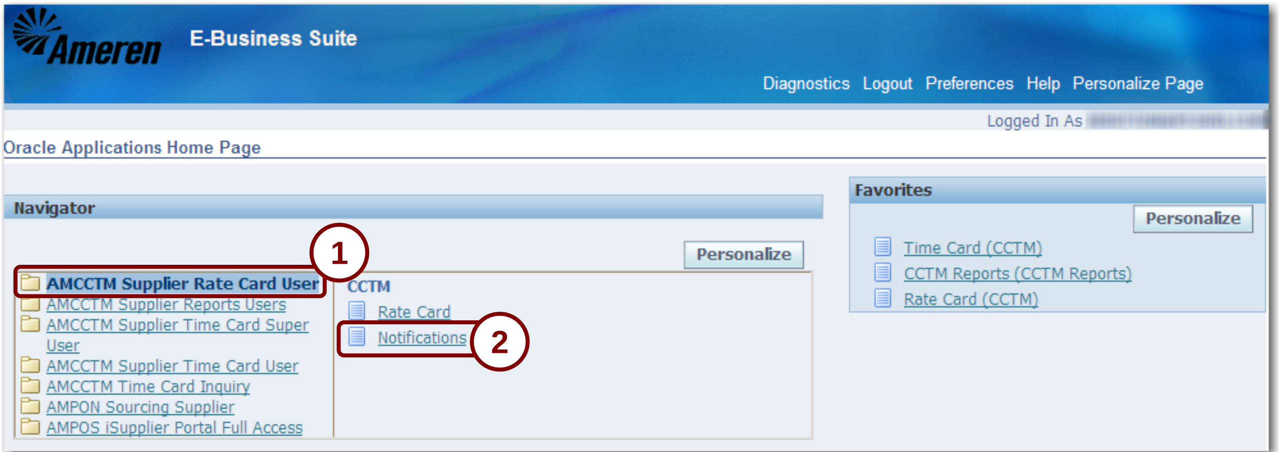


Figure 3-18

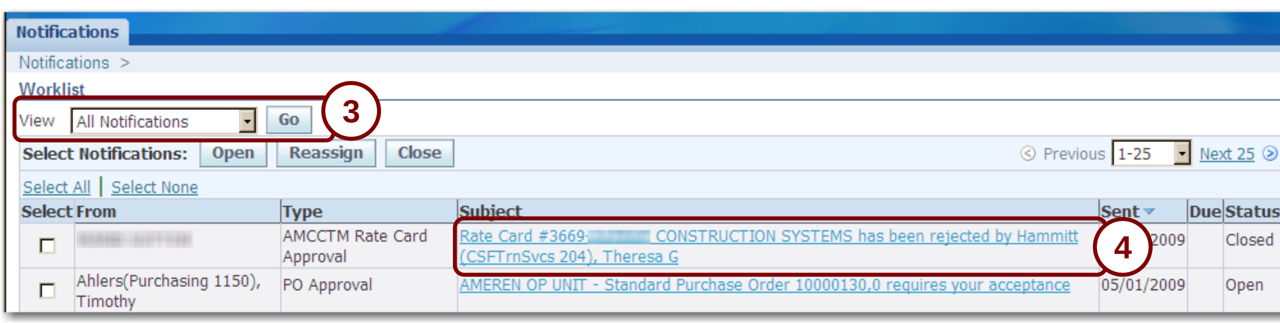
When an Ameren approver approves or rejects a rate card, you will receive an e-mail notification. The email notifications alert you to actions that have occurred in CCTM. The notifications can also be viewed in CCTM.

NOTE: You will receive additional notifications depending on your responsibilities within the iSupplier portal.

1. **From the E-Business Suite home page, click the AMCCTM Rate Card User link as shown in 1 above.**
2. **Click the Notifications link as shown in 2 above.**

   NOTE: You can also view the *Notifications* page by clicking the *Notifications* tab on the *Rate Card* page.

   The *Worklist* page displays as shown below. By default, your open notifications are displayed. Open notifications are those which you have not viewed or taken action on.



3. **To see all your notifications, select All Notifications from the View drop-down list and click Go as shown in 3 above.**
4. **Click a Subject link to view more information about a notification as shown in 4 above.**

   The notification details appear as shown in Figure 3-19.

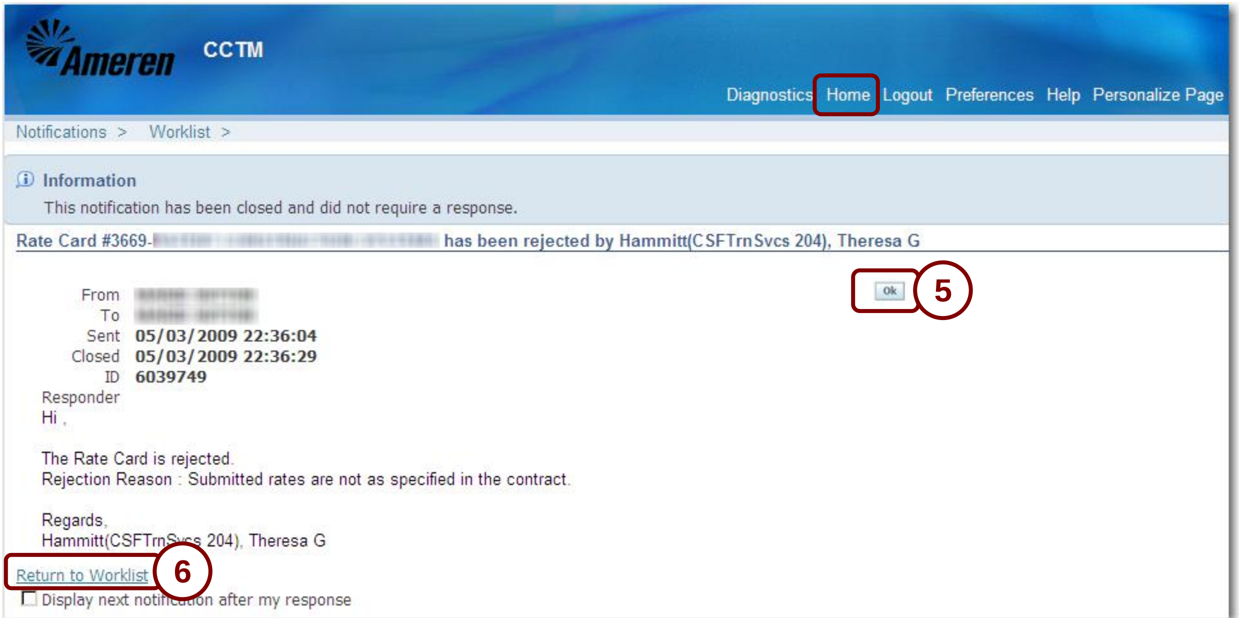


Figure 3-19

5. **Review the notification details.**

6. **When you are finished:**

- **Click OK to indicate that you have read the notification, as shown in 5 above.**

  When you click OK, the notification is removed from the Open notifications list. You can view the notification later by selecting All Notifications.

- **Click the Return to Worklist link to view more notifications as shown in 6 in** Figure 3-19**.**
- **Click the Home link to return to the E-Business Suite home page.**

Lesson 3-9: Correct Rejected Rate Cards

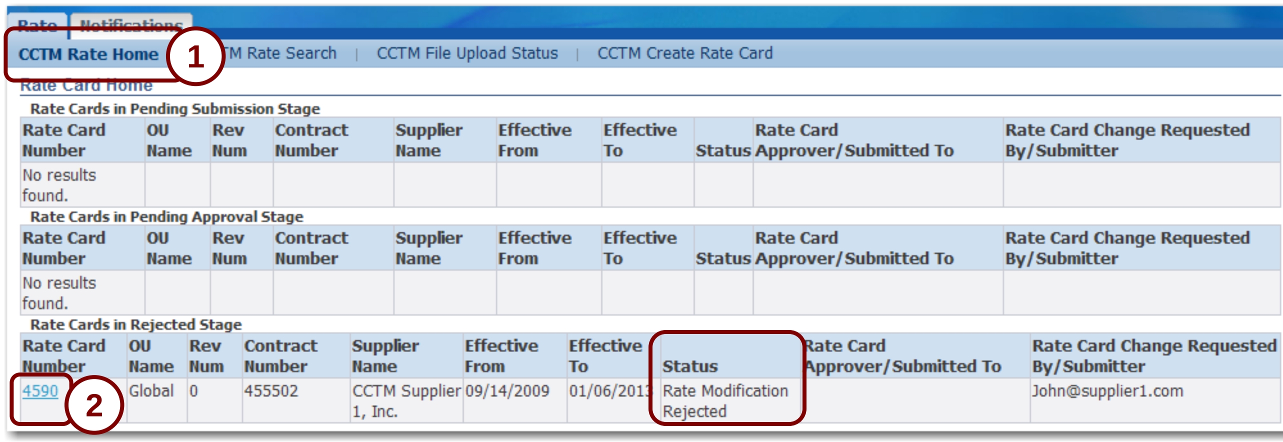


Figure 3-20

If your rate card is rejected by an Ameren approver, you must correct the rate card and resubmit it for approval.

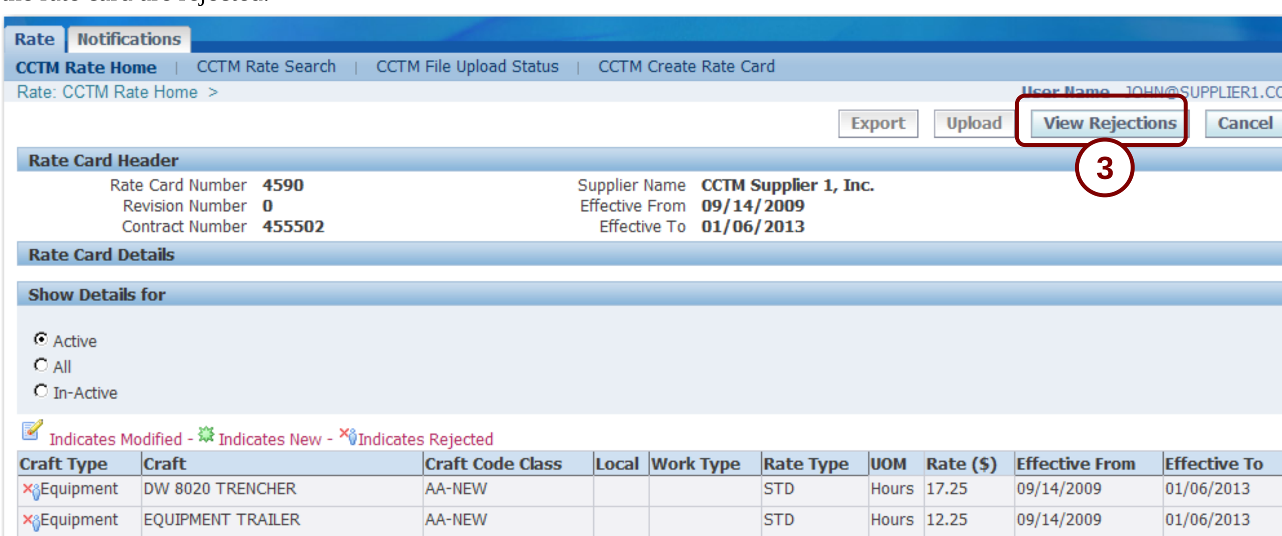
NOTE: For information about correcting rejections to a modified, approved rate card, refer to Chapter 4, Lesson 4-3, Correct Rejected Rate Card Modifications.

1. **In the CCTM Rate Card application select CCTM Rate Home, as shown in 1 above.**

   A list of rate cards appears in the *Search Results* as shown above.

2. **Click the Rate Card Number link in the *Rate Cards in Rejected Stage*, as shown in 2 above.**

   The Rate Card page displays as shown below. If the rate card is rejected before the first approval, all lines from the rate card are rejected.



3. **Click View Rejections as shown in 3 in above.**

   The rejection reason is displayed as shown in Figure 3-21 on the following page.

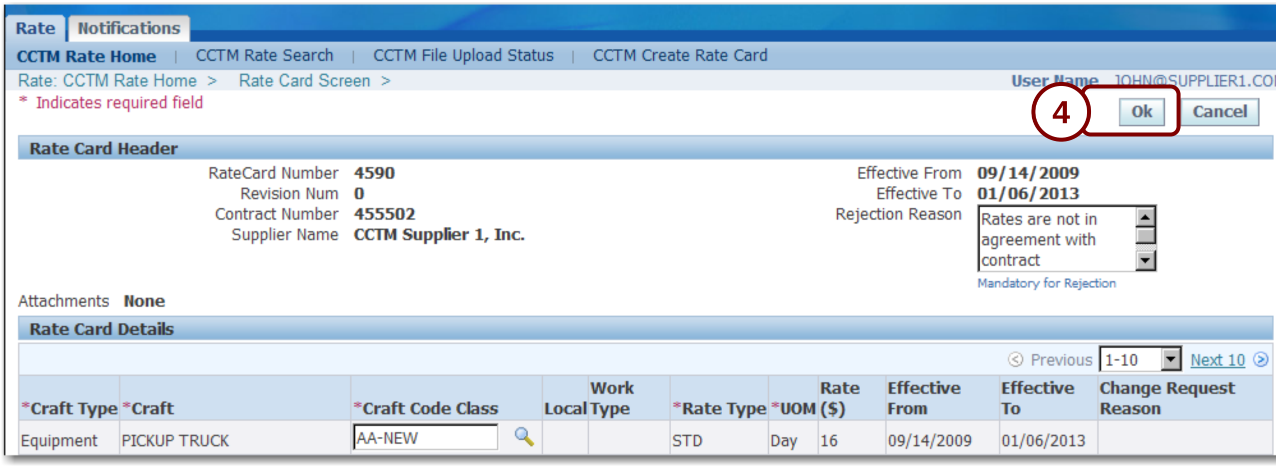
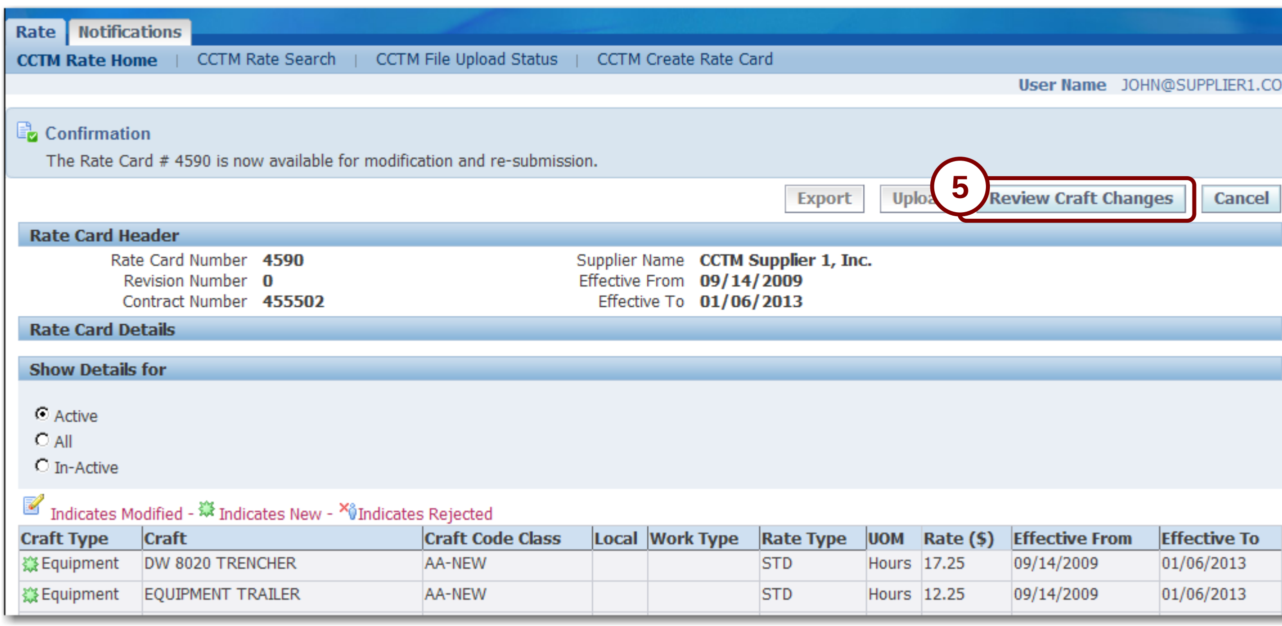


Figure 3-21

4. **After reviewing the rejection reason, click Ok as shown in 4 above.**

The *Rate Card* page appears as shown below.



5. **Click Review Craft Changes as shown in 5 above.**

The *Rate Card Screen* page appears as shown in Figure 3-22 on the next page

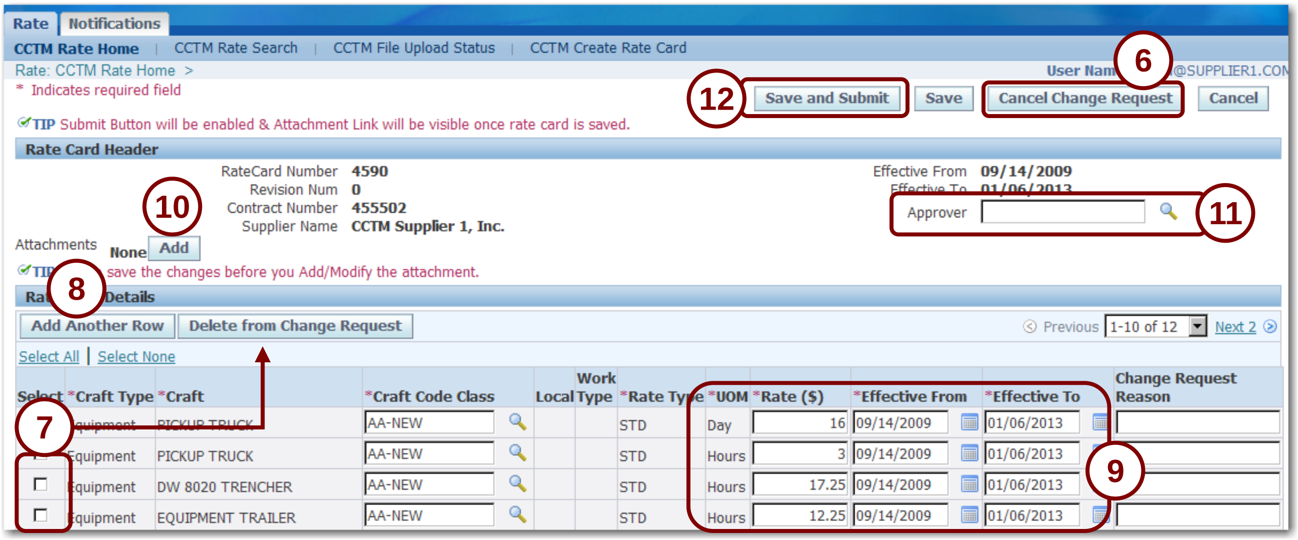


Figure 3-22

6. **If you want to delete this rate card so that you can upload a new rate card file in its place, click Cancel Change Request, as shown in 6, and then click Yes to the confirmation prompt.**

Selecting this action deletes or removes the current rate card. You can now update the rate card file; upload it again; and resubmit it to the Ameren approver.

7. **To delete one or more rows, click the Select check box for the row and click Delete from Change Request, as shown in 7 above.**

8. **To add more rates, click Add Another Row and enter the rate information, see 8 above.**

9. **To make changes to an existing rate, edit the fields as shown in 9 above.**

- ***Rate ($)*** — If applicable, enter the new rate.
- ***Effective From*** — If applicable, enter the new start date for the rate.
- ***Effective To*** — If applicable, enter the new end date for the rate.

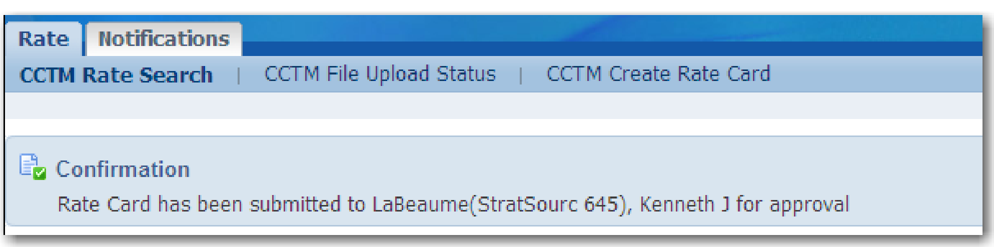
10. **Click Add, as shown in 10 above, and attach supporting documentation for the rates.**

11. **Enter an Approver name as shown in 11 above.**

If you do not know the approver name, you can use the *Magnifying Glass* to search for an approver name.

12. **After all data has been entered, click Save and Submit as shown in 12 above.**

A confirmation message displays as shown below.



Chapter Four: Modifying Approved Rate Cards

Chapter Objectives:

- Modify Rate Cards
- Export Rate Cards
- Correct Rejected Rate Card Modifications

Estimated Lesson Time: 30 minutes

You can maintain your approved rate cards in CCTM. Maintenance consists of updating rate cards to add or delete lines and updating craft rates because of new rate agreements. You can update rate cards directly online in CCTM, or by exporting an existing rate card from CCTM, making modifications, and uploading the modified file.

Lesson 4-1: Modify Approved Rate Cards Online

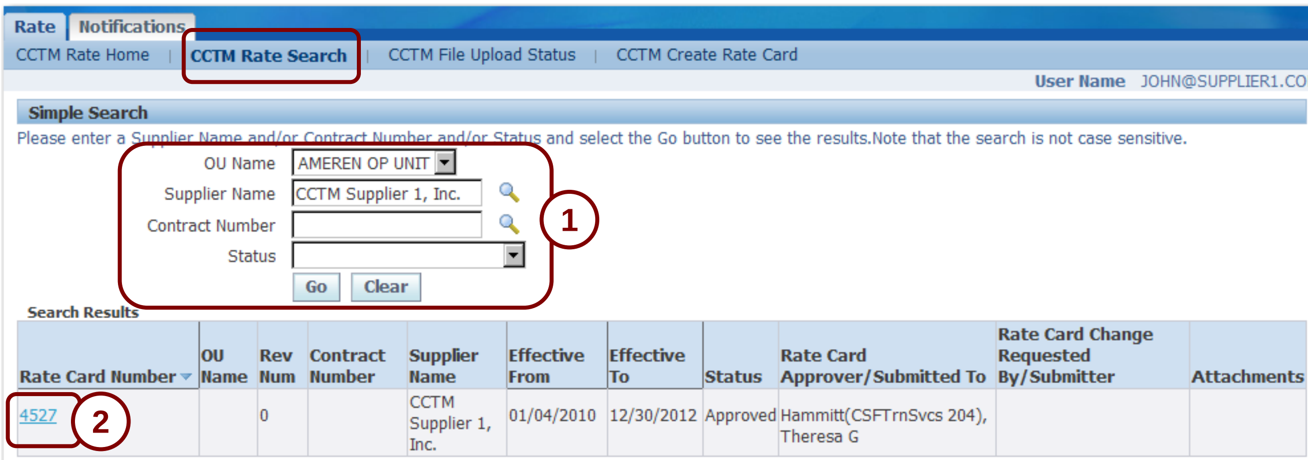


Figure 4-1

You can request changes for rates on approved rate cards; for example to reflect union increases or new labor or equipment rates. If you are modifying just a few rates, it is easy to request your changes online. Each line that is modified requires a change request reason; enter a descriptive reason so that your approver will know why you are requesting the rate change.

When you are requesting changes, enter your changes a few weeks in advance of the dates that you want the changes to take effect; this ensures that the rates will be submitted and approved prior to the date that you need to begin entering them on time cards.

1. **Open the CCTM Rate Card application and select the CCTM Rate Search page. Enter your search criteria and click Go as shown in 1 above.**

   A list of rate cards matching the search criteria displays in the *Search Results* grid as shown above.

2. **Click the Rate Card Number link for the rate card you want to modify as shown in 2 above.**

   The *Rate Card* page displays as shown in Figure 4-2.

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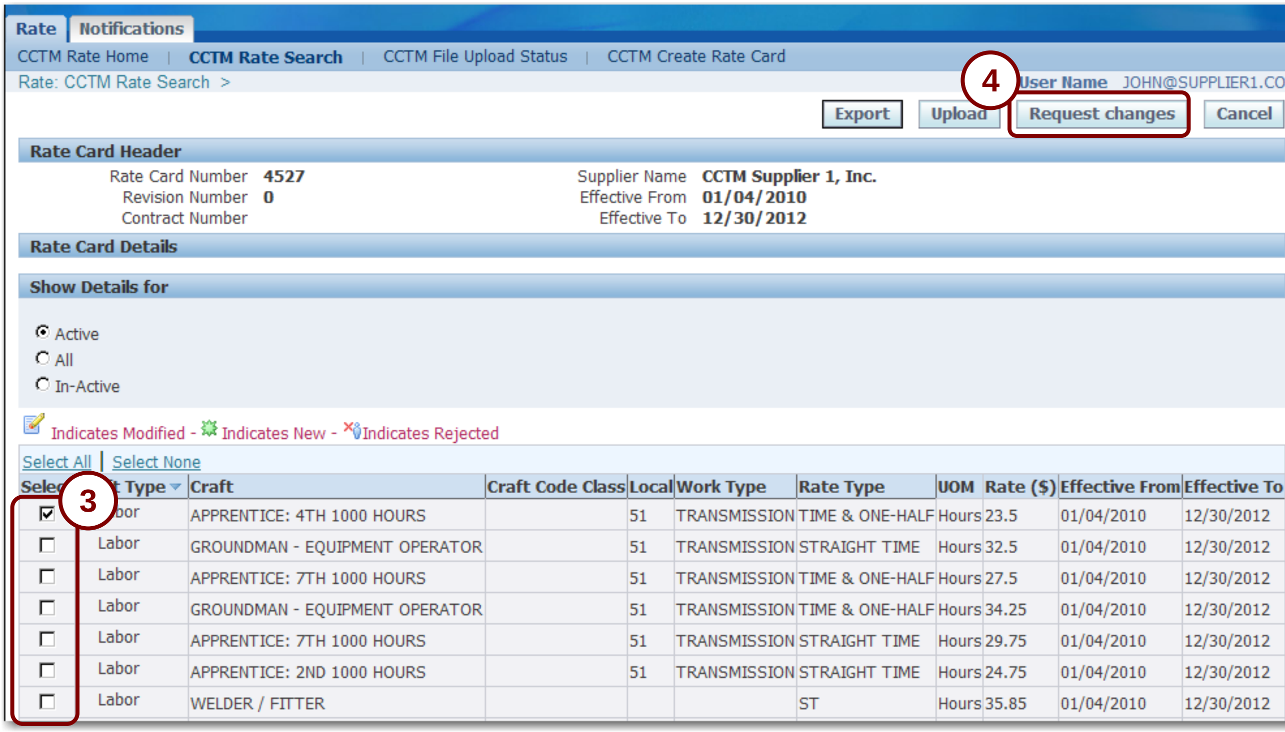


Figure 4-2

3. **Click the Select check box for the lines you want to modify as shown in 3 above.**

   If you only want to add new rates and are not changing any existing rates leave the boxes unchecked.

4. **Click Request changes as shown in 4 above.**

   The *Rate Card* page displays as shown in Figure 4-3.

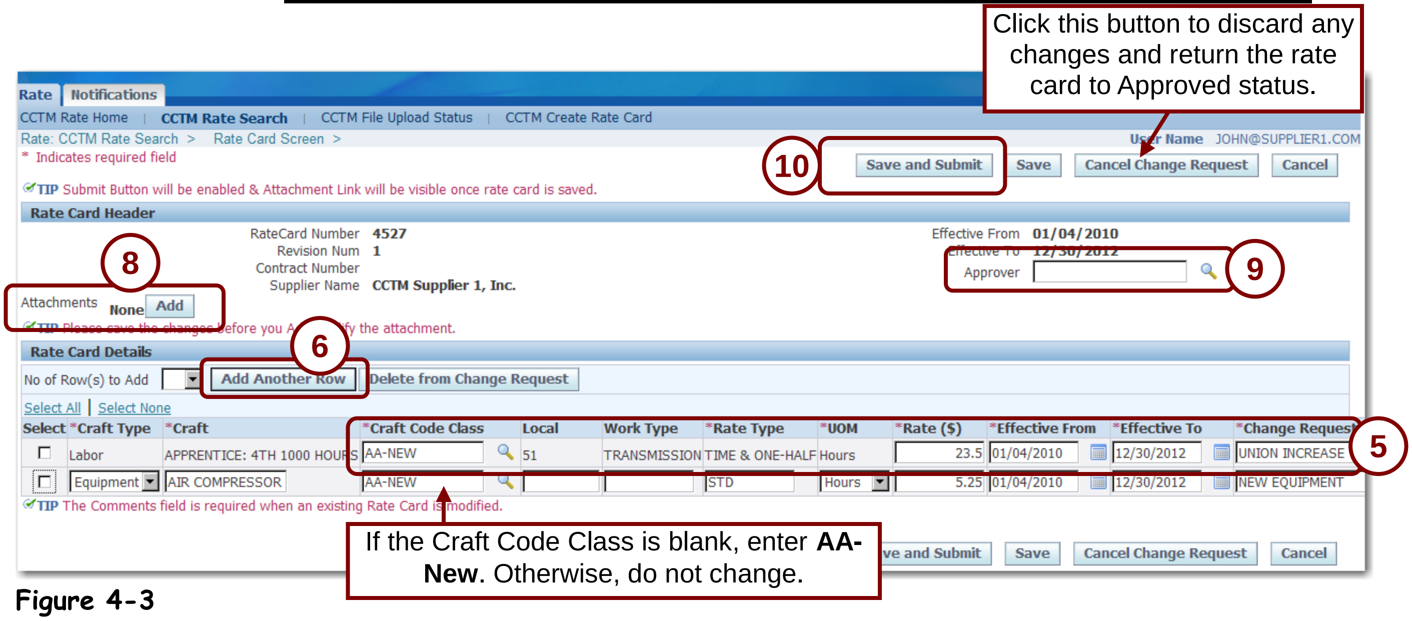


Figure 4-3

5. To modify an existing rate, update the following fields (you cannot change any other fields):

- **Craft Code Class:** If this field is blank, enter **AA-New**; otherwise do not change the value.
- **Rate:** Enter the new rate.
- **Effective From:** Enter the start date for the new rate. You can enter a past date, only if the rate has not been used on any time cards during or after that date.
- **Effective To:** Enter the end date for the new rate. The effective to date must be today's date or a future date.
- **Change Request Reason:** You must enter a change request reason for each line that you update.

6. To enter a new labor, equipment or chemical rate:

- Click *Add Another Row* to add a new rate card line as shown in **6**.
- Enter or select the *Craft Type*, *Craft*, *Craft Code Class (AA-new)*, *Local* (optional), *Work Type* (optional), *Rate Type*, *UOM* (100's, Day, Each, Feet, Gallons, Hours, Miles, Meter, Week), *Effective From* date, *Effective To* date, and *Change Request Reason*.

7. To make a rate inactive, so that it will no longer display on the rate card:

- Enter the date that the rate will expire on in the *Effective From* and *Effective To* fields. The date entered must be today's date or a date in the future.
- Enter a change request reason.

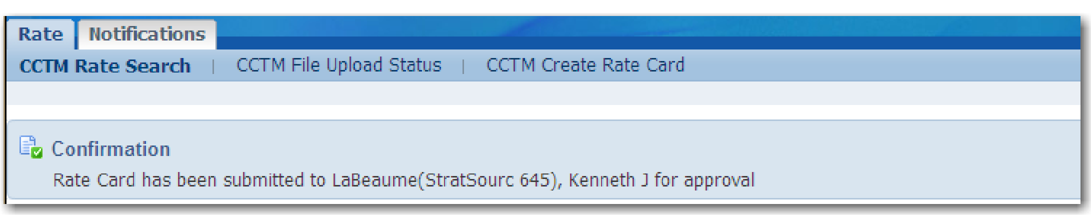
8. Click Add, as shown in 8, and attach supporting documentation to justify the rate modification request.

9 Enter an approver name in the Approver field, as shown in 9 above.

You can click the *Magnifying Glass* to search for an approver name, if needed.

10. After you have completed your change requests, click Save and Submit as shown in 10 above.

A confirmation message displays on the page as shown below and the rate card status changes to Pending Approval.



Lesson 4-2: Modify Approved Rate Cards via Export

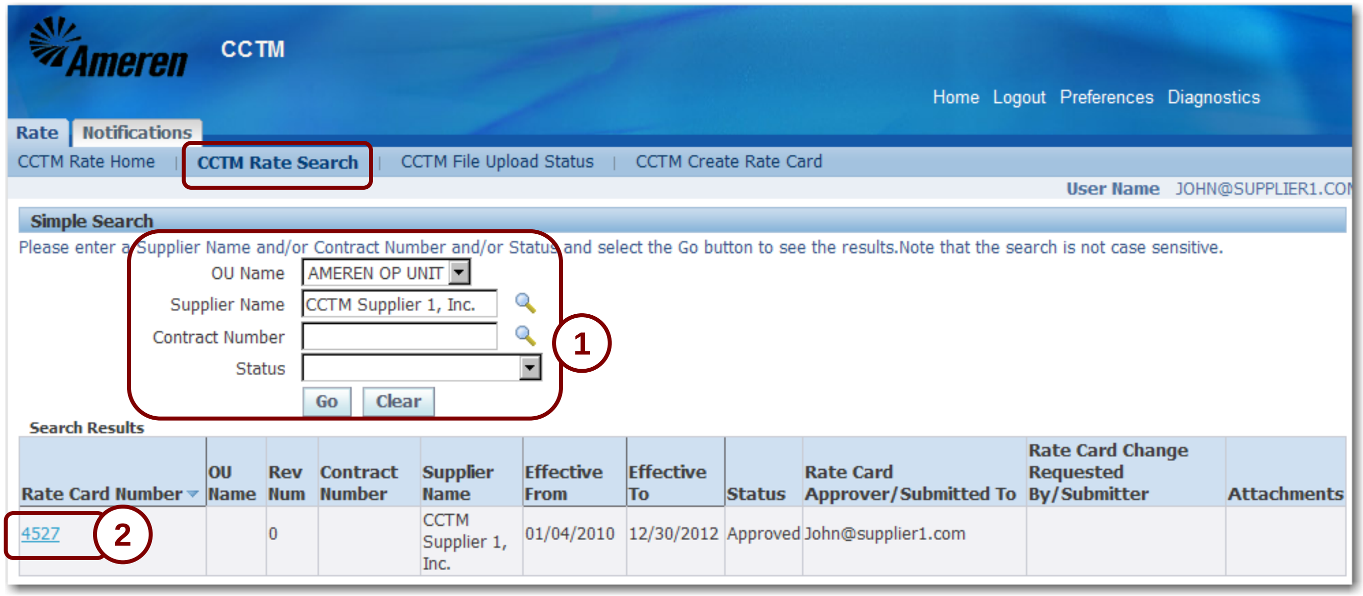


Figure 4-4

If you need to request rate changes for many lines on a rate card, you can request the changes by submitting the changes in a file which you upload to CCTM.

To request changes using the file upload method:

9. Export the rate card file and save it on your PC. The file is in text file format and is included in a zip file.
10. Open the file in a spreadsheet program and make the required changes. The template can be opened in any program that allows you to create a CSV file, for example, Excel.
11. Save the file as a Comma Separated Value (*.CSV) file.
12. Import the rate modification file into CCTM.
13. Monitor the upload process.
14. If necessary, correct errors in the file and import the file again.
15. Submit the rate card for approval in CCTM.

NOTE: If your organization does not use Excel or WinZip, check with your internal IT department for information about downloading and opening the template.

1. **On the CCTM Rate Search page, enter search criteria, and click Go as shown in 1 above.**

   A list of rate cards matching the search criteria displays in the *Search Results* grid as shown.

2. **Click the Rate Card Number link of the rate card you want to modify as show in 2 above.**

   The *Rate Card Header* page displays as shown in Figure 4-5 on the next page.

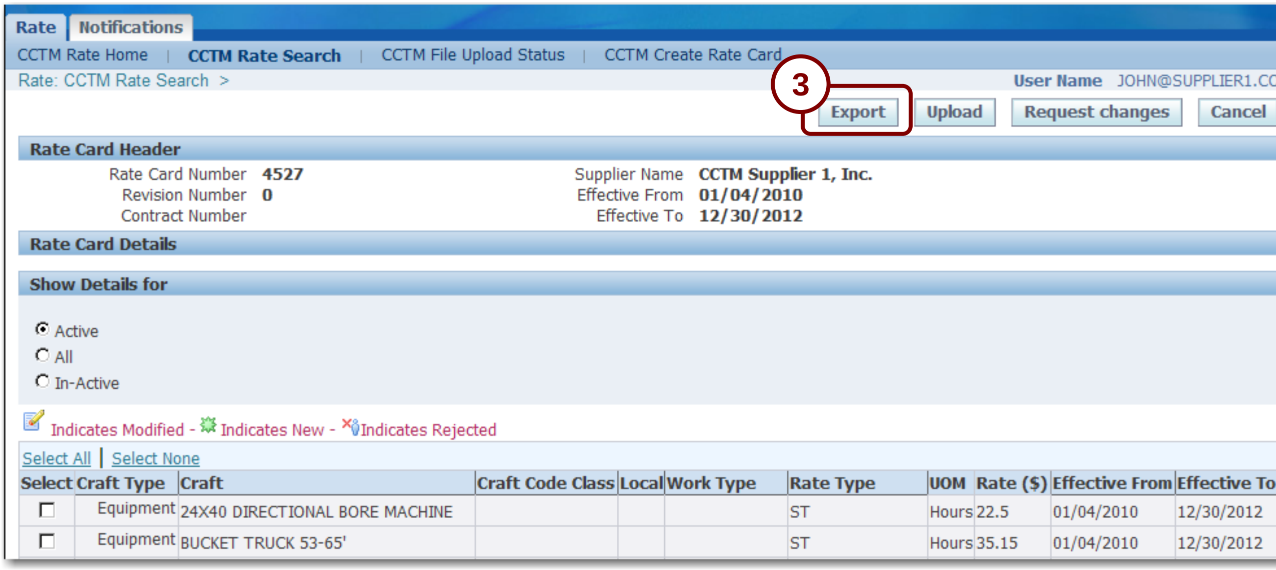


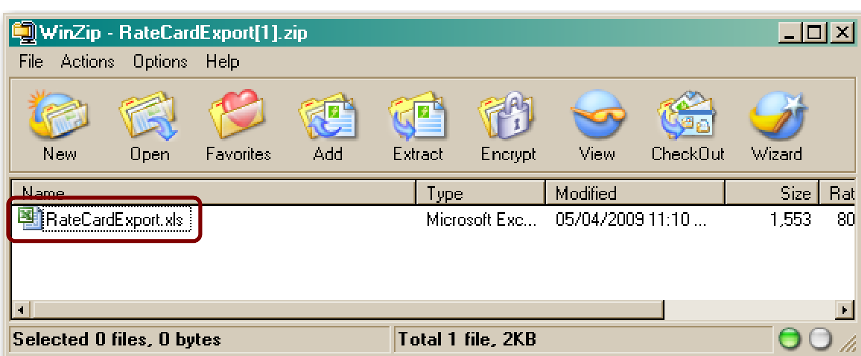
Figure 4-5

3. Click Export as shown in 3 above.

A *File Download* dialog box displays similar to the one shown below.

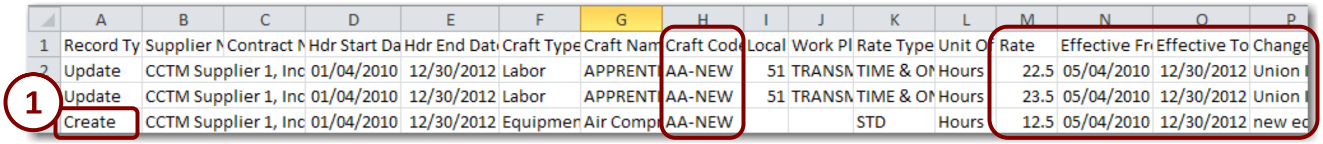
4. Click Open.

A Zip utility window opens similar to the one shown below.



5. Double-click RateCardExport.xls.

The file opens similar to the example shown in Figure 4-6 on the next page.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Record Ty	Supplier N	Contract N	Hdr Start Da	Hdr End Dat	Craft Type	Craft Nam	Craft Code	Local	Work Pl	Rate Type	Unit Of	Rate	Effective Fr	Effective To	Change
2	Update	CCTM Supplier 1, Inc		01/04/2010	12/30/2012	Labor	APPRENTI	AA-NEW	51	TRANSN	TIME & OI	Hours	22.5	05/04/2010	12/30/2012	Union I
3	Update	CCTM Supplier 1, Inc		01/04/2010	12/30/2012	Labor	APPRENTI	AA-NEW	51	TRANSN	TIME & OI	Hours	23.5	05/04/2010	12/30/2012	Union I
4	Create	CCTM Supplier 1, Inc		01/04/2010	12/30/2012	Equipmen	Air Compr	AA-NEW			STD	Hours	12.5	05/04/2010	12/30/2012	new ec

Figure 4-6

6. **You must delete all rows that you are not requesting changes to.**
7. **To modify an existing rate, update the following fields (you cannot change any other fields):**
   - **Craft Code Class:** If this field is blank, enter **AA-NEW**, otherwise do not change.
   - **Rate:** Enter the new rate.
   - **Effective From:** Enter the start date for the new rate. You can enter a past date, only if the rate has not been used on any time cards during or after that date.
   - **Effective To:** Enter the end date for the new rate. The effective to date must be today's date or a future date.
   - **Change Request Reason:** You must enter a change request reason for each line that you update.
8. **To enter a new labor, equipment or chemical rate:**
   - Enter *Create* as the Record Type, as shown in **1**above.
   - Copy the Supplier Name, Contract Number, Hdr Start Date, and Hdr End Date to the new line.
   - Enter the Craft Type (Labor, Equipment or Chemical), Craft Name, Craft Code Class (AA-NEW), Local (optional), Work Type (optional), Rate Type, UOM (100's, Day, Each, Feet, Gallons, Hours, Miles, Meter, Week), Effective From date, Effective To date, and Change Request Reason.
9. **To remove an existing rate so that it will no longer display on the rate card:**
   - Enter the date that the rate will expire on in the *Effective From* and *Effective To* fields. The date entered must be the date the file will be uploaded or a date in the future.
   - Enter a change request reason.
10. **After all changes have been entered, click File → Save As.**

   The *Save As* dialog box displays as shown in Figure 4-7 on the next page.

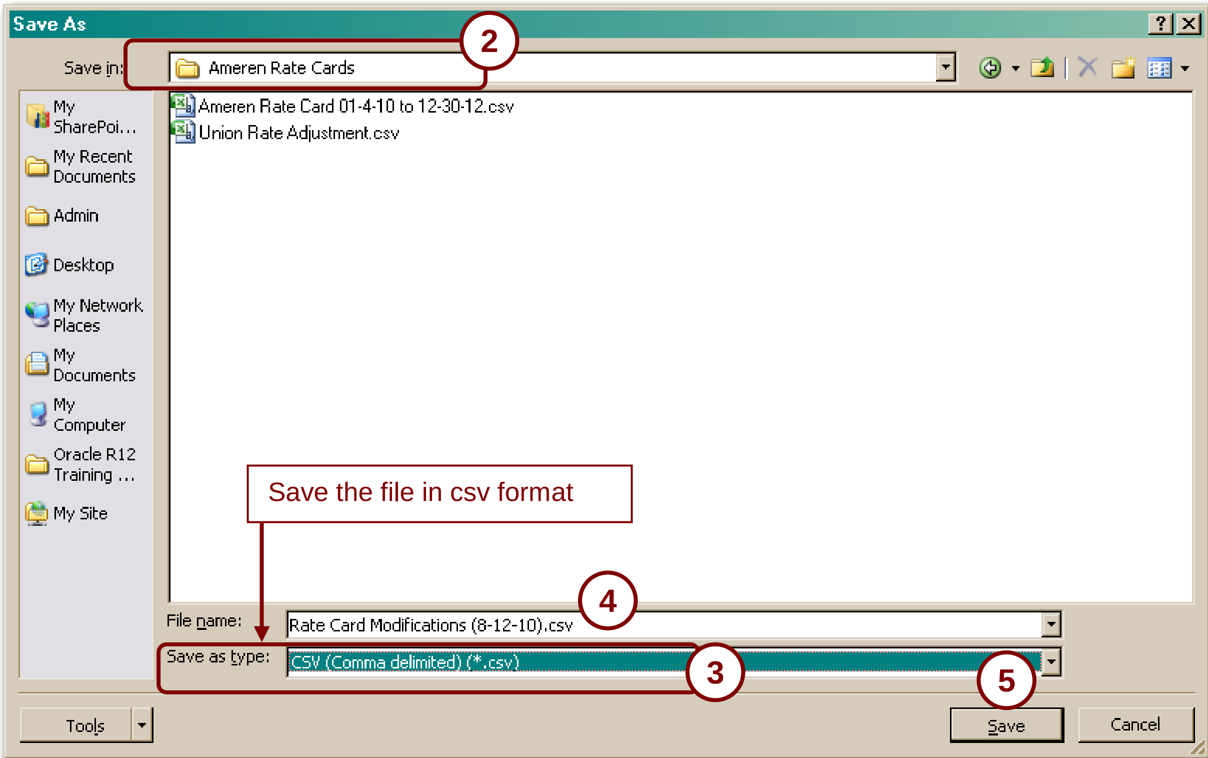
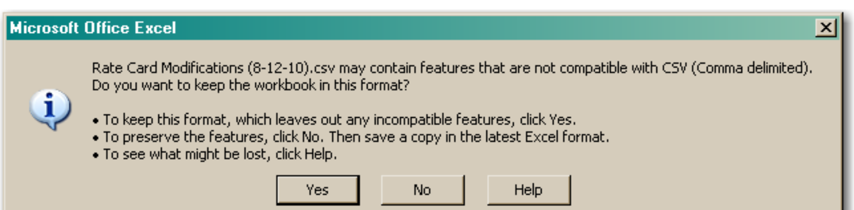


Figure 4-7

11. Complete the following fields:

1. Select a *Save in* folder as shown in 2above.
2. In the *Save as type* drop-down list, select CSV (Comma delimited) (*.csv) as shown in 3 above
3. Enter a file name in the *File name* field, as shown in 4 above. Do not use quotes ("Rate Card").
4. Click *Save* as shown in 5 above.

A dialog box displays similar to the one shown below. The dialog box may be different based on the program that your organization uses.



12. Click Yes to save your changes.

13. Return to the CCTM Rate card application and open the rate card that you are modifying.

The Rate Card displays as shown in **Figure 4-8** on the next page.

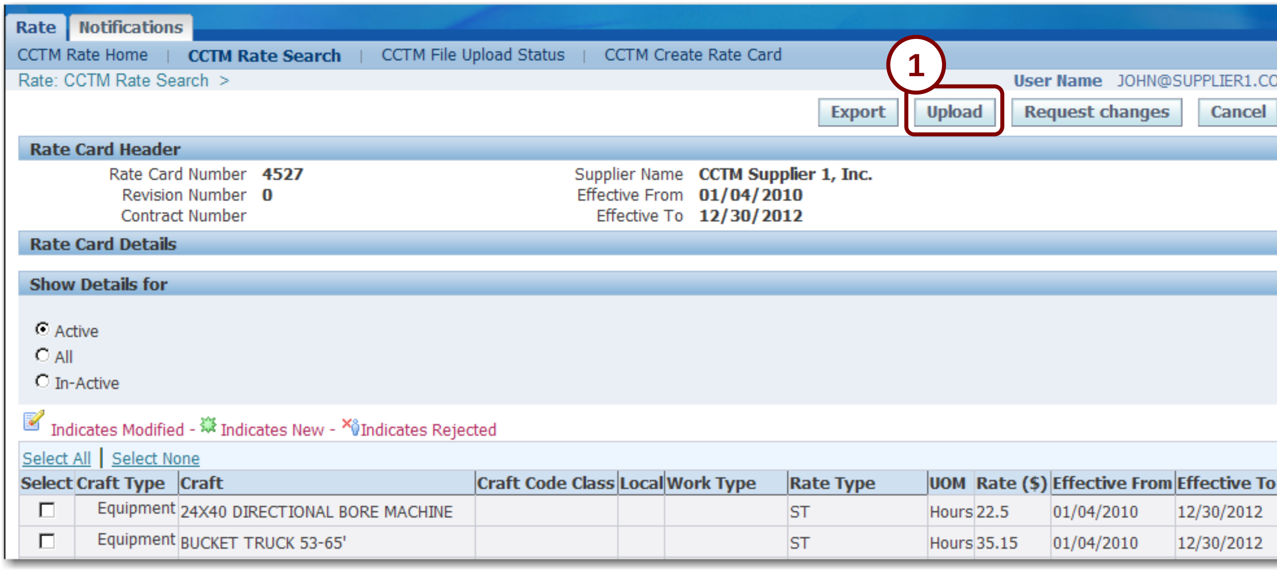
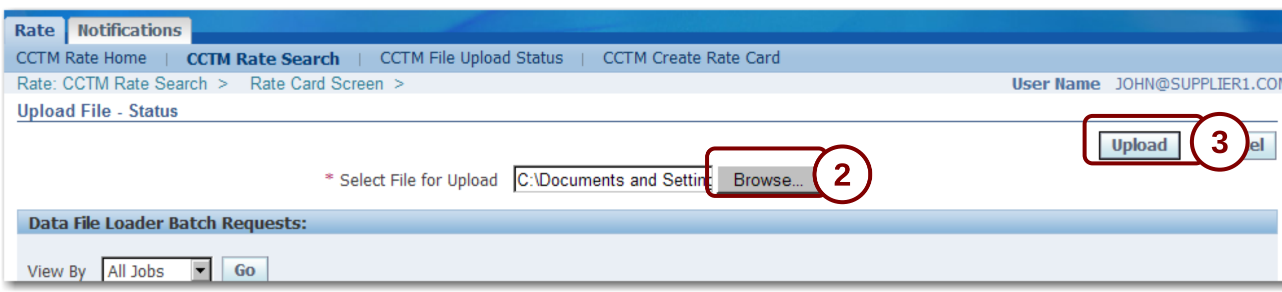


Figure 4-8

14. **Click Upload as shown in 1 above.**

The *Upload File Status* page displays as shown below.



15. **Click Browse as shown in 2 above.**

16. **Navigate to the modified rate card file location, click the file to select it, and click Open.**

17. **Click Upload as shown in 3 above.**

A confirmation message displays.

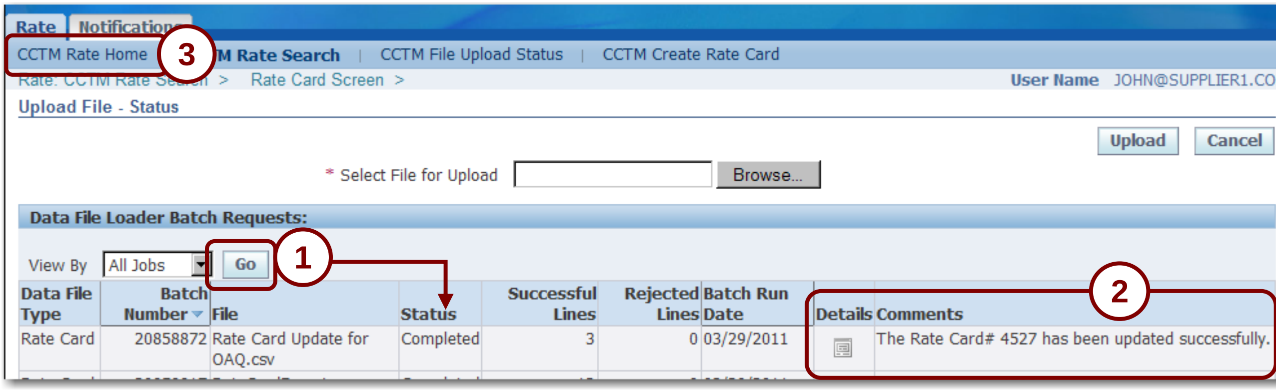


Figure 4-9

18. Click Go, periodically, as shown in 1 above, until the Status field displays Completed.

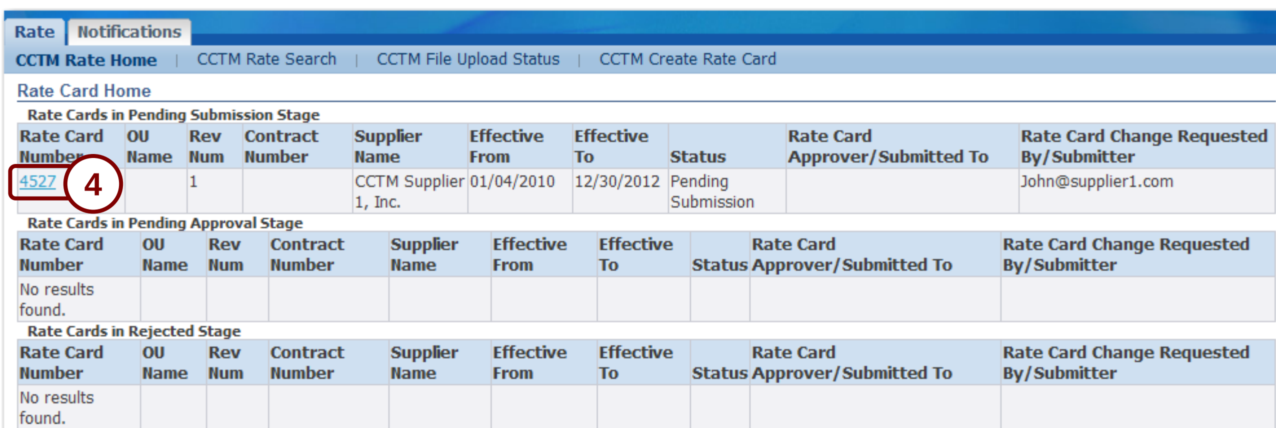
You may need to click *Go* several times before the *Status* field displays *Completed*.

19. Review the rate card Comments as shown in 2 above; the current rate card submission always appears on the top line.

- If the comments field indicates that the batch request has failed, click the blue Details icon to view the errors. You must then correct the errors in the file and begin the upload process again. Refer to Lesson 4-3: Viewing and Correcting Upload Failures on page 64 for information on this process.
- If the comments field indicates that the rate card has completed successfully you can continue with the next step.

20. After the rate card has been updated successfully, you must submit the rate card for approval. Click CCTM Rate Home as shown in 3 above.

The *CCTM Rate Home* page appears as shown below.



21. Click the modified Rate Card Number link in the *Rate Cards in Pending Submission Stage* section as shown in 4 above.

The *Rate Card* page displays as shown in **Figure 4-10** on the next page.

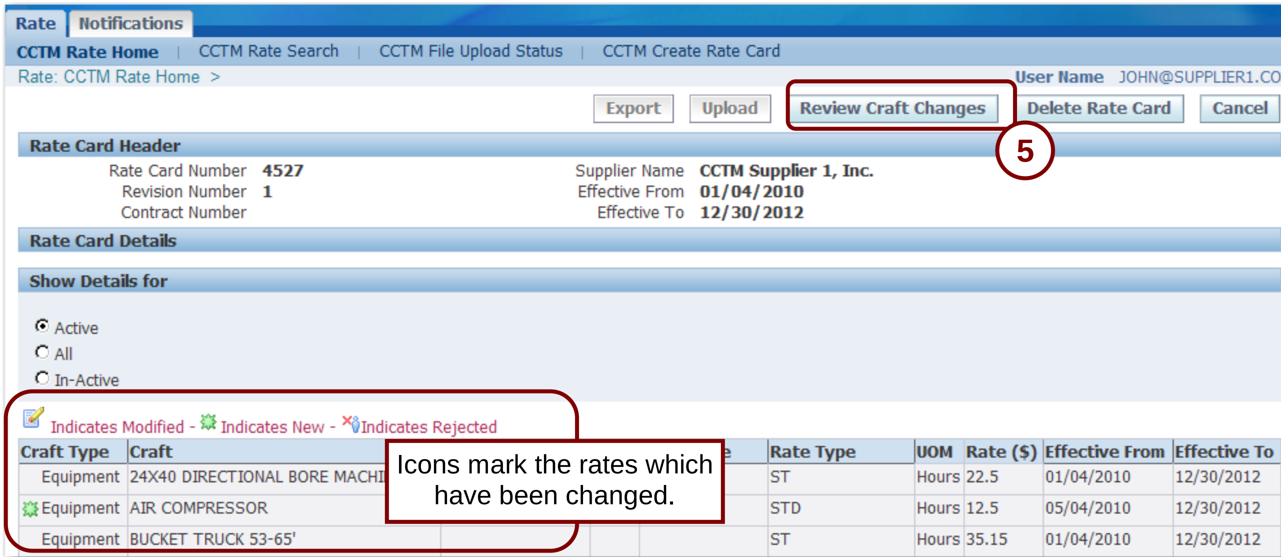
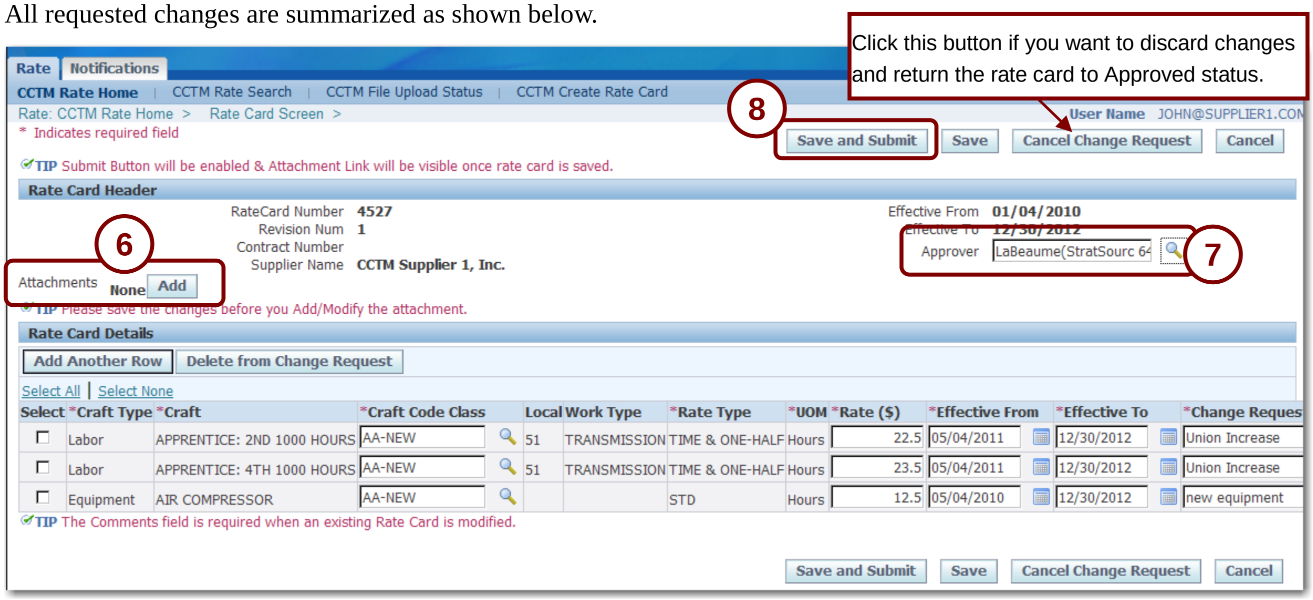


Figure 4-10

22. **Click Review Craft Changes as shown in 5 above.**

All requested changes are summarized as shown below.



23. **Review the changes. You can make additional changes on this page, if needed.**

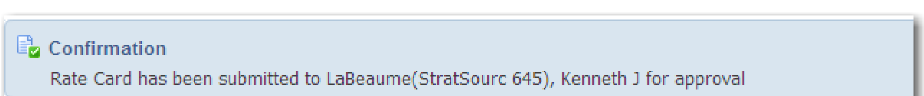
24. **Click Add, as shown in 6 above, and attach supporting documentation to justify the requested rate changes. You must add a supporting attachment.**

25. **After changes are completed, select the Approver as shown in 7 above.**

Click the *Magnifying Glass* to search for and select an approver, if needed.

26. **Click Save and Submit as shown in 8 above.**

A confirmation message displays similar to the one below and the rate card status changes to Pending Approval.



Lesson 4-3: Viewing and Correcting Upload Failures

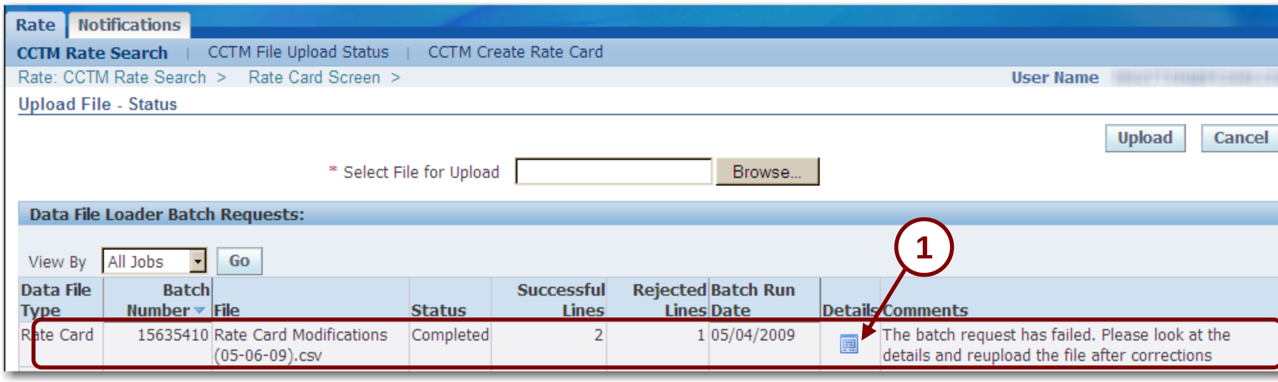


Figure 4-11

If the upload process is not successful, CCTM will display an error message. If this is the case, you must review the error, correct the error condition in the file, and reinitiate the upload process.

1. **If the batch request fails, click the Details icon as shown in 1 above.**

The *Rejections* page displays as shown below.

2. **Review the Suggested Corrective Action.**

NOTE: The *Line Number*, as shown in 2 above, indicates the line in the spreadsheet which contains the error. The line number reference does not include the column heading line in the file. In this instance, the line that requires correction is spread sheet line 2 as shown below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Record Ty	Supplier N	Contract N	Hdr Start Da	Hdr End Da	Craft Type	Craft Name	Local	Work Plac	Rate Type	Unit Of Me	Rate	Effective Fr	Effective To	Change Requ
2	Update	Patent Co	501616	05/04/2009	05/02/2010	Labor	APPRENT	109	SHIFT 1	OT	Hours	13.5	05/25/2009	05/02/2010	
3	Update	Patent Co	501616	05/04/2009	05/02/2010	Labor	APPRENT	109	SHIFT 1	DT	Hours	15.5	05/25/2009	05/02/2010	union increas
4	Create	Patent Co	501616	05/04/2009	05/02/2010	Equipment	Air Compressor			Standard	Day	5.25	05/05/2009	05/02/2010	new equipme

3. **Correct the file, save the changes and begin the upload process again.**

Lesson 4-4: Correct Rejected Rate Card Modifications

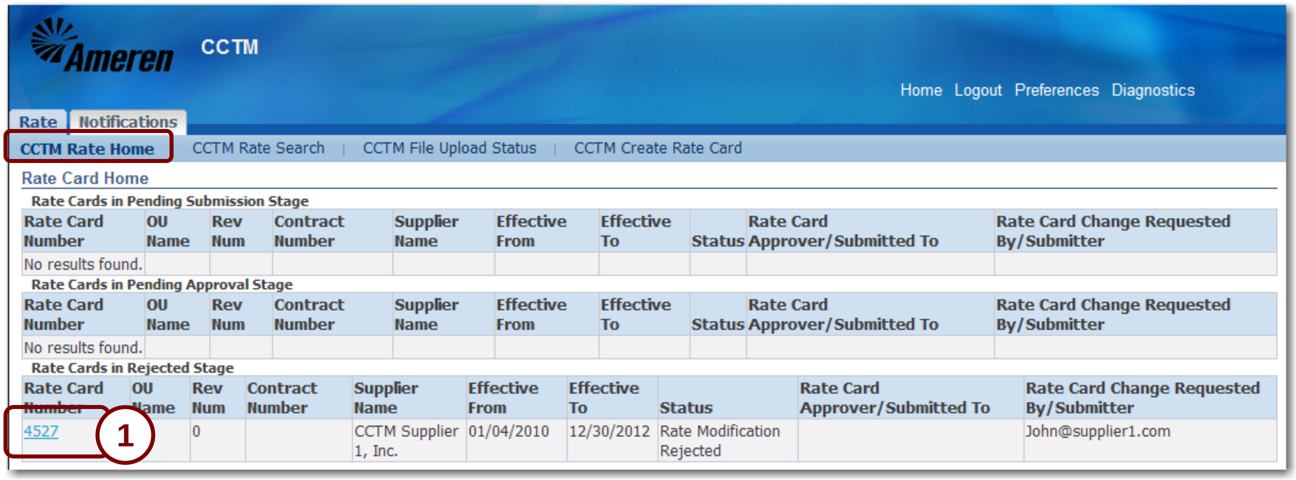


Figure 4-12

If an Ameren approver rejects a rate card modification, you will receive a notification about the rejection (For information about viewing notifications, see Chapter 3: Creating Rate Cards, Lesson 1-8: View Notifications). If a rate card modification is rejected, you must:

1. Open the rejected rate card modification.
2. View the rejection reason.
3. Correct the rate card modifications.
4. Submit the rate card modifications for Ameren approval.

1. Open the CCTM Rate Card application and go to the CCTM Rate Home page.

A list of rate cards matching the search criteria displays in the *Search Results* grid as shown above.

2. Click the Rate Card Number link in the *Rate Cards in Rejected Stage* section as shown in 1 above.

The *Rate Card* page displays as shown in Figure 4-13.

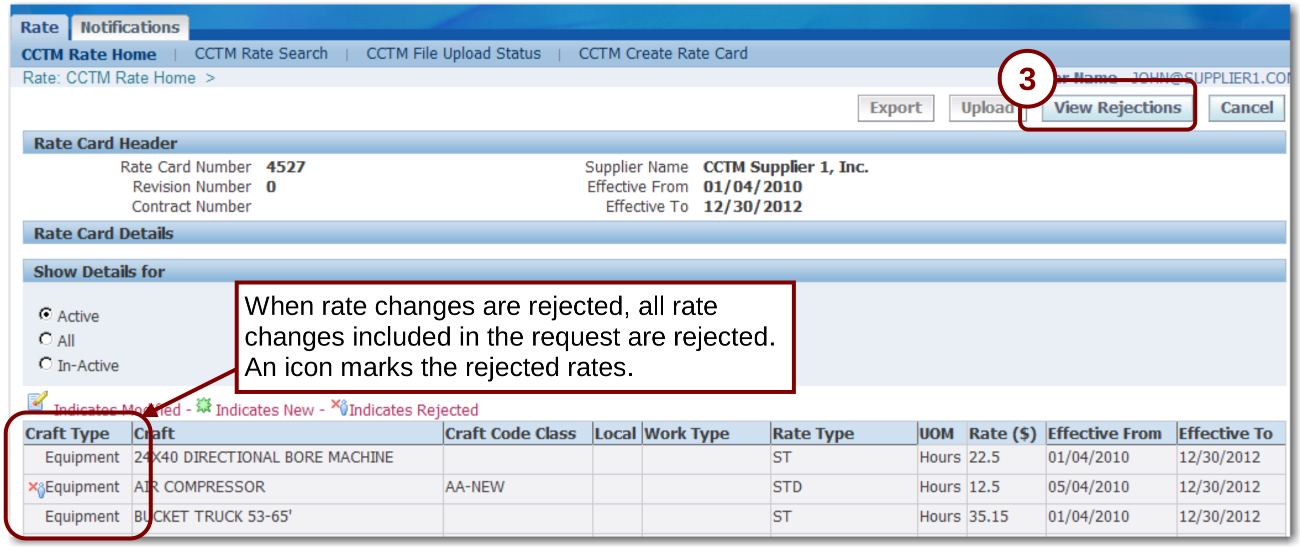
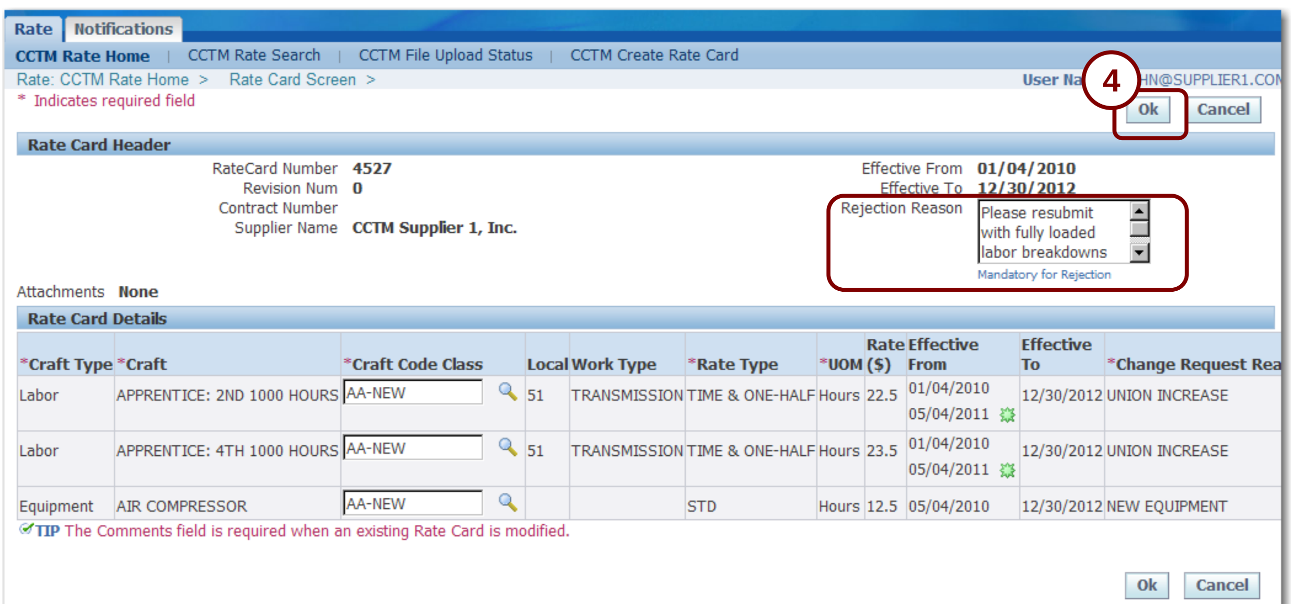


Figure 4-13

3. Click View Rejections as shown in 3 above.

The rejected lines and the approver's rejection reason are displayed similar to the example shown below.



4. When you are finished viewing the rejected lines and rejection reason click Ok as shown in 4 above.

All rate modification requests are discarded and the Rate Card status returns to Approved.

5. If you want to resubmit the change request, refer to the instructions in either:

- Lesson 4-1: Modify Approved Rate Cards Online on page 54.
- Lesson 4-2: Modify Approved Rate Cards via Export on page 57.

Chapter Five: Entering Time Cards

Chapter Objectives:

- Describe the relationship between rate cards and time cards in CCTM
- Identify the different methods of time card entry
- View time cards and identify time card status
- Enter fixed price time cards and milestones online
- Enter time and materials time cards online
- Add attachments to time cards
- Download a time card template
- Upload a completed time card template
- Correct a rejected time card
- Make adjustments to time cards
- Modify an approved time card
- View notifications
- Run the time card report

Estimated Lesson Time: 2 hours

Time cards are entered into CCTM to record costs for work performed by individuals and groups, materials, equipment, and other expenses. For time and materials purchase orders, an approved rate card is used to calculate costs. For fixed price time cards, milestones are entered and costs associated with those milestones are recorded.

Fixed price timecards are always entered online. Time and materials timecards can be entered using an online entry method or by uploading a file which includes the timecard details.

Lesson 5-1: Time Card Process Flow

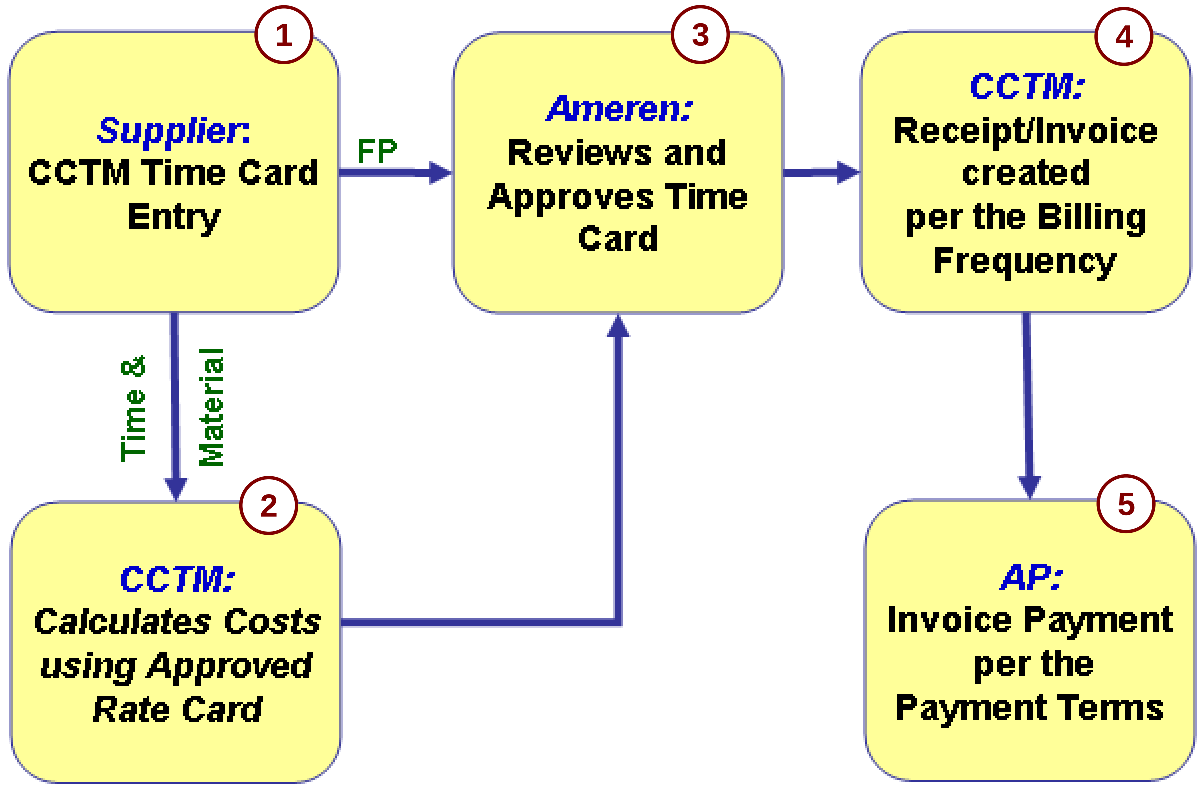


Figure 5-1

Time cards are entered on a weekly basis. A supplier user can enter one time card per PO per week ending period. The time card process flow is shown in Figure 5-1.

1. **The supplier enters the time card into CCTM to record the costs of work performed.**
   Each supplier user can enter one time card per PO per week ending period. Supporting receipts for materials and expenses must be scanned and included as attachments.
2. **For time and materials entries, CCTM calculates costs using the approved rate card for the period or contract. For fixed price entries, no rate card validation is performed.**
   Rates are calculated for chemical, labor, and equipment charges. Material, and expense costs are not subject to rate card verification but attachments are required to support the entries.
3. **The designated Ameren approver reviews and approves or rejects the time card submission.**
   If the time card is rejected, the time card is returned to the supplier for correction. If the time card has not been approved within 7 days, a reminder email is sent to the approver and his supervisor.
4. **An automated receiving process generates receipt/invoices for approved time cards.**
   Receipt/invoices are generated daily for approved time cards. The system passes the receipt/invoice to Accounts Payable for processing.
5. **An electronic payment for the receipt/invoice is processed according to the PO payment terms.**
   Ameren sends an ACH (Automated Clearing House) payment alert notification email to the supplier.

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Lesson 5-2: Glossary

In this chapter, a variety of terms will be used. It is important that you understand these terms. Additional terms and acronyms are posted on the supplier web site.

Table 5-1: Key Terms

Term	*Definition*
Fixed Price	A type of time entry requiring the entry of a milestone and the total costs for achieving the milestone. Individual time entry can be entered, when required. Rate cards are not required for fixed price time cards.
Time and Materials	A type of time entry requiring separate entries for labor, equipment, material, and expense costs. Rate cards are required for time and materials time entry.
Bulk Entry	A type of time and materials entry where time is entered in bulk for all workers in a particular craft combination. For example, if 10 linemen worked on a job, there would be a single time card line on which you would enter the total hours worked by the 10 linemen. Bulk entry may be daily, weekly or monthly based on the terms and conditions for the contract or job.
Craft Combination	For time and materials entry, this is the combination of craft type, craft, local, work type, and rate type approved on a rate card. Time and materials entries must reference valid craft combinations.
Individual Daily Entry	A type of time and materials entry where time is entered for each person who works on the job or PO.
Time Card Status	The current status of a time card in CCTM. The statuses are: • **Approved** — The time card has been approved by an Ameren approver. • **Draft** — The time card has been entered into or uploaded into CCTM, but it has not yet been submitted for approval. • **Pending Approval**— The time card has been submitted for approval but is not yet approved. • **Receipt** – The time card amounts have been fully receipted. Time cards with a status of receipt cannot be modified. • **Rejected** — The time card has been rejected and returned for correction.

Lesson 5-3: View Time Cards

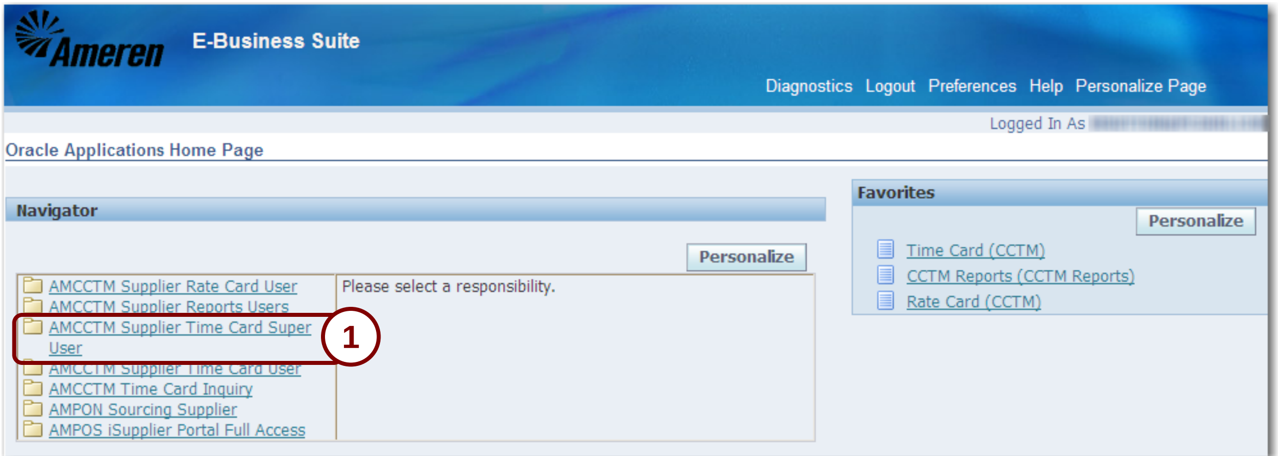

Figure 5-2

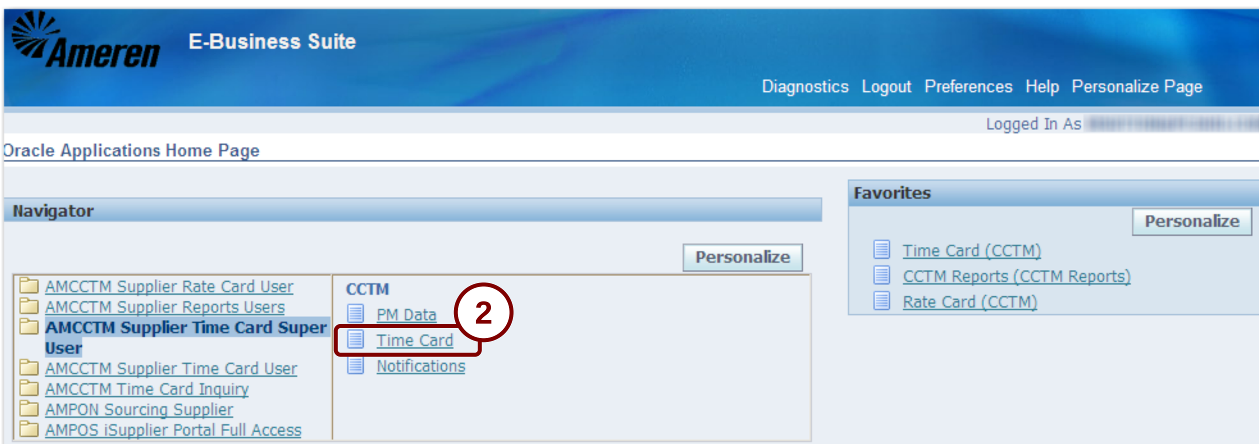

Figure 5-3

1. **From the E-Business Suite Home page, click the AMCCTM Supplier Time Card User or Super User link as shown in 1 in Figure 5-2.**

   A list of responsibilities displays in the right side of the Navigator.

2. **Click the Time Card link as shown in 2 in Figure 5-3.**

   The *CCTM Time Card Home* page displays as shown in Figure 5-4.

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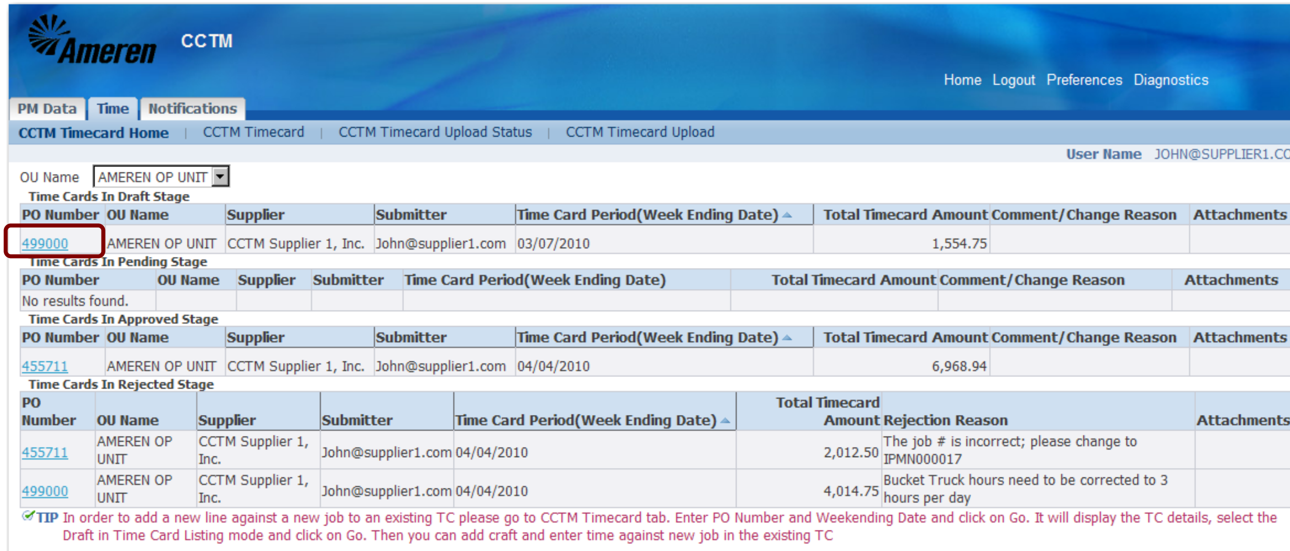


Figure 5-4

Time cards are grouped according to status.

- Draft – Time Cards in draft status have not been submitted to Ameren for review and approval.
- Pending Approval – Time cards have been submitted to Ameren and are pending review and approval.
- Approved – Time cards have been approved and are ready to be invoiced. The automated receipt/invoice process runs nightly to create invoices for approved time cards. After the invoice is created, the time card is assigned a status of Receipt and the time card is no longer displayed on the TimeCard Home page.
- Rejected – The Ameren approver has rejected one or more time card lines. You must correct the time cards and resubmit them to an Ameren approver.

A maximum of five time cards can be displayed for each status. If more than five time cards are associated with a particular status, click the drop-down list or the **Next 5** link to view additional time cards.

Time cards reference purchase orders and are entered on a weekly basis. Review the time card period or amount to ensure that you are selecting the correct time card.

3. To view time card details, click the PO Number link for the time card that you want to view.

The *Time Card Main Screen* displays as shown in Figure 5-5 on the next page.

NOTE: This example uses a time and materials time card. A fixed price time card will look a bit different.

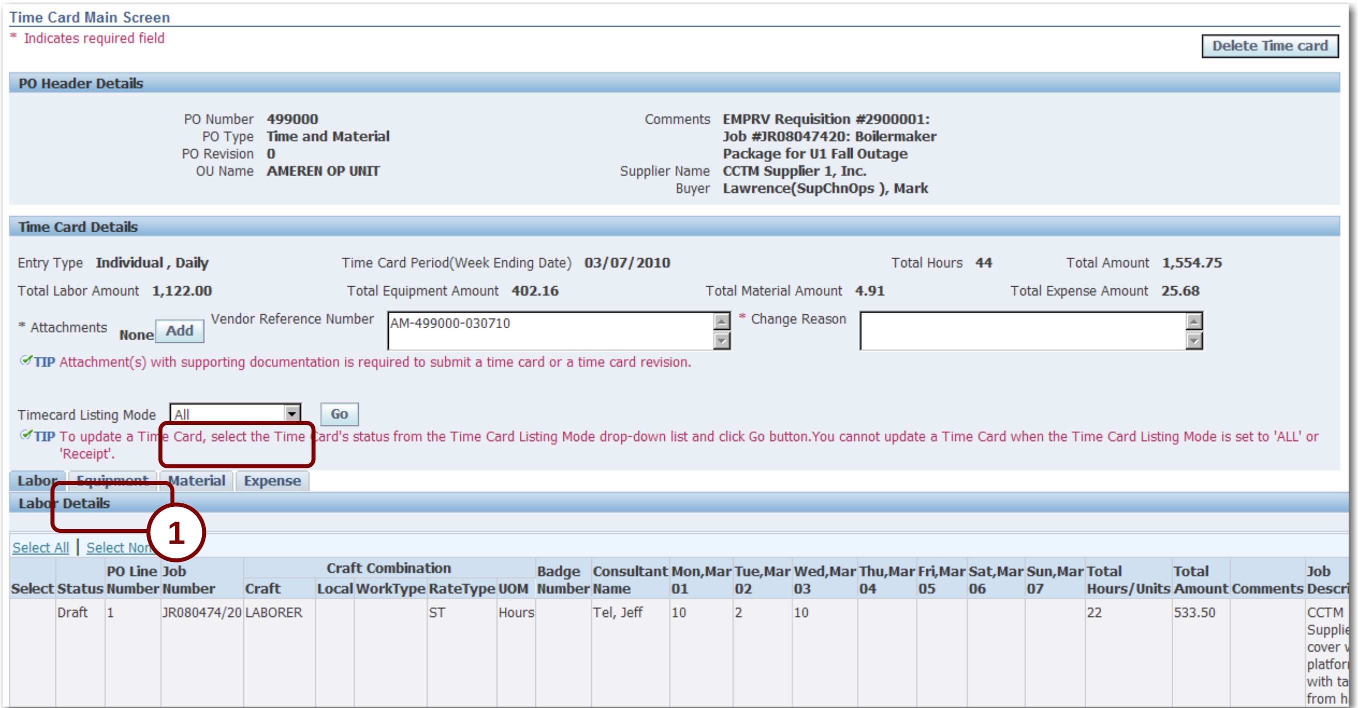


Figure 5-5

4. **Review the information on the Labor tab.**

   This time card is for individual daily entry. Totals for Labor, Equipment, Materials and Expenses are summarized in the Time Card Details section

5. **Click the Equipment link as shown in 1 above to switch to the Equipment tab.**

   The *Equipment* tab displays as shown in Figure 5-6 on the next page.

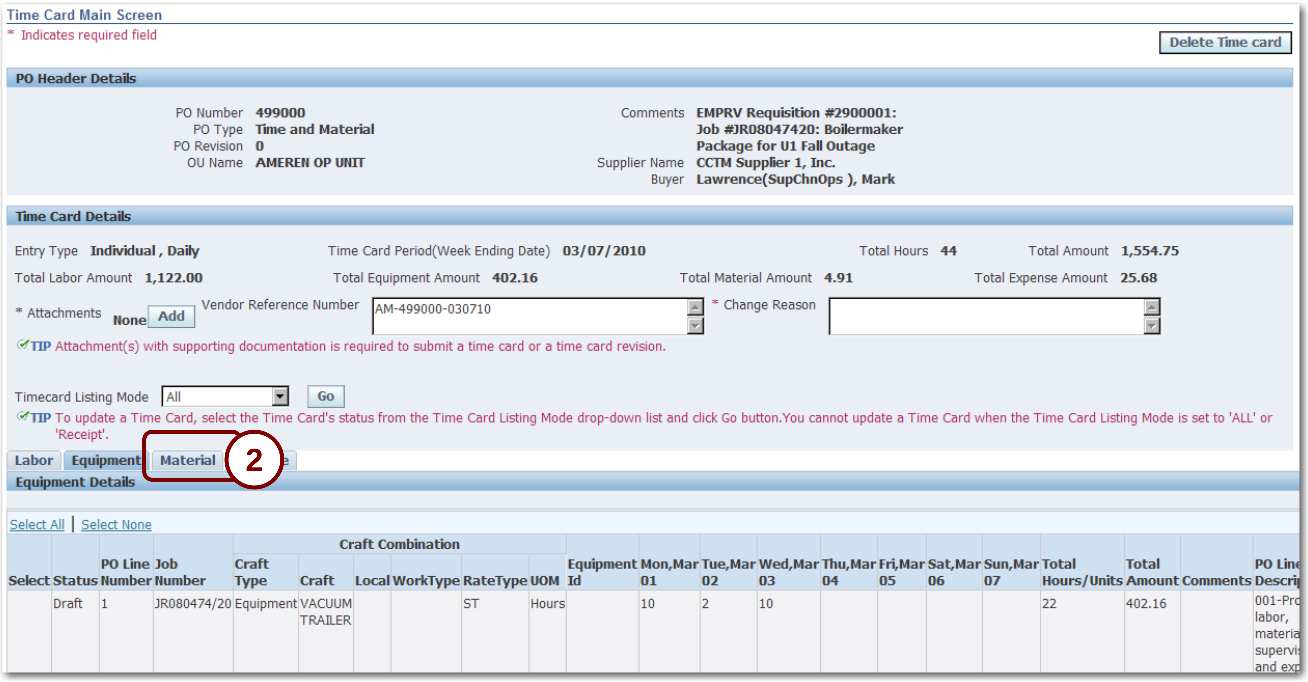


Figure 5-6

6. **Review the information on the Equipment tab.**

   Daily entries have been made for equipment costs.

7. **Click the Material tab as shown in 2 above to switch to the Material tab.**

   The *Material* tab displays as shown in Figure 5-7 on the next page.

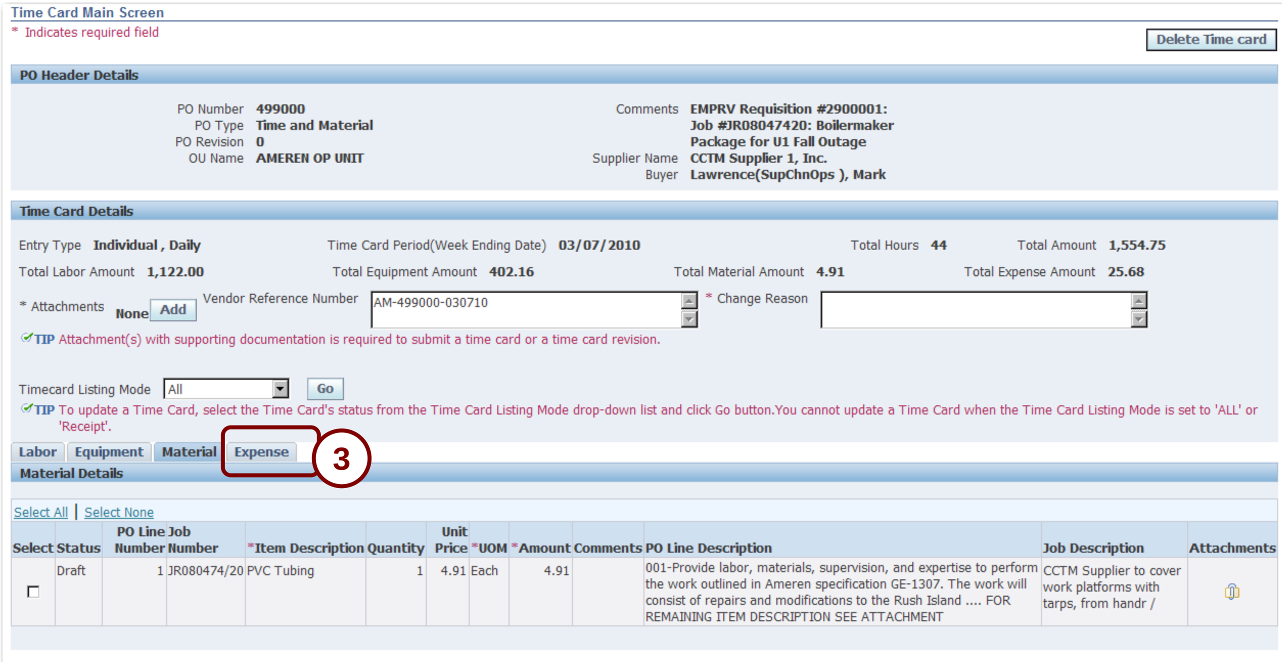


Figure 5-7

8. **Review the information on the Material tab.**

Material cost details have been entered for this time card. A supporting attachment has been added to the line.

9. **Click the Expense tab as shown in 3 above to switch to the Expense tab.**

The *Expense* tab displays as shown in Figure 5-8 below.

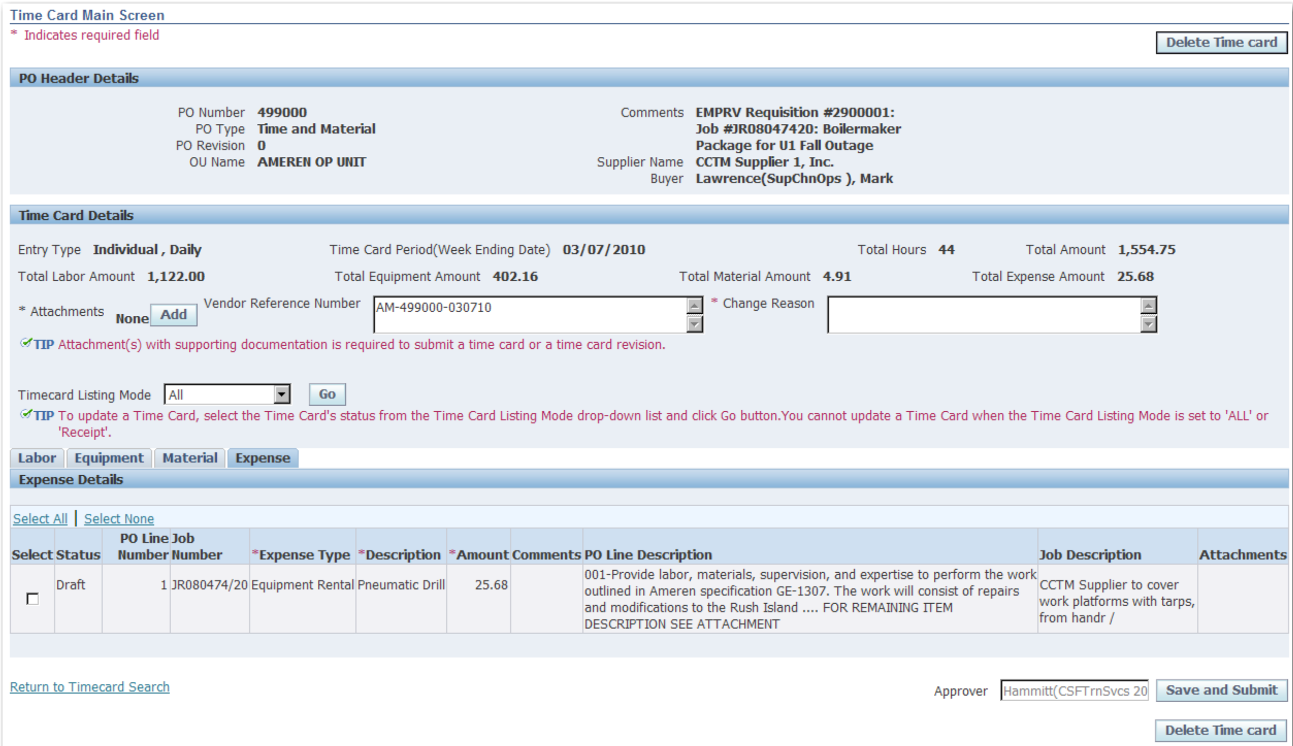


Figure 5-8

10. **Review the expense details.**

Lesson 5-4: Enter Fixed Price Time Card Online

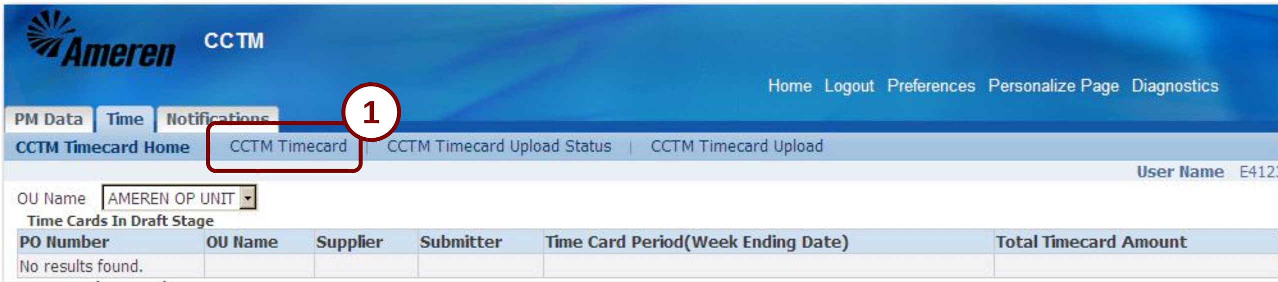


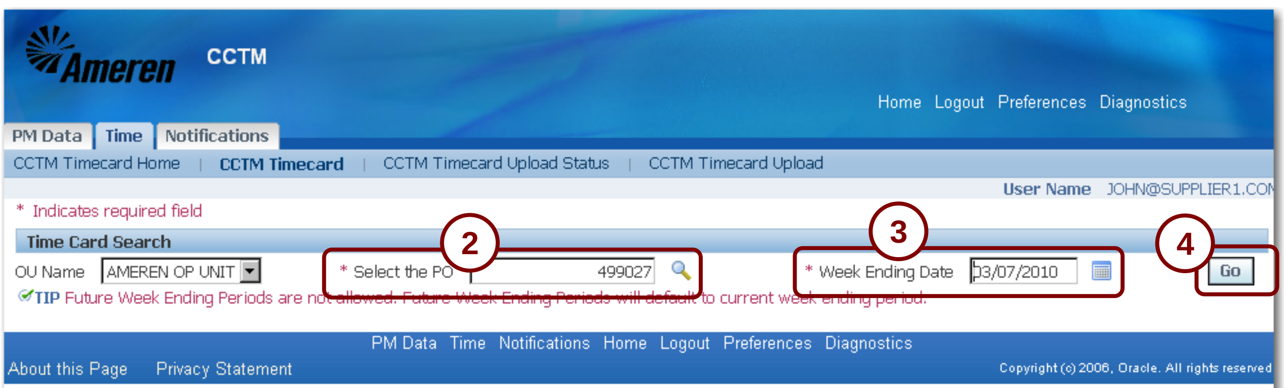
Figure 5-9

Fixed price time cards are entered directly into CCTM. Rate cards are not required for fixed price time cards although you can enter time details, as requested. You can attach supporting documentation to the time card. For instructions about attaching files to a time card, refer to Lesson 5-13: Add Attachments.

CAUTION: The system will not allow you to create a time card for a PO that has been closed.

1. **In the CCTM Timecard application, click CCTM Timecard as shown in 1 above.**

   The *Time Card Search* page displays as shown below.



2. **Enter the PO number, as shown in 2 above.**

   If you do not know the purchase order number, use the *Magnifying Glass* to search for it.

3. **Enter the Week Ending Date, as shown in 3 above.**

   The date must be a Sunday date. If you do not know the week ending date, use the *Calendar* button to select a week ending date.

4. **Click Go as shown in 4 above.**

   The *Time Card Main Screen* page displays as shown in Figure 5-10 on the next page.

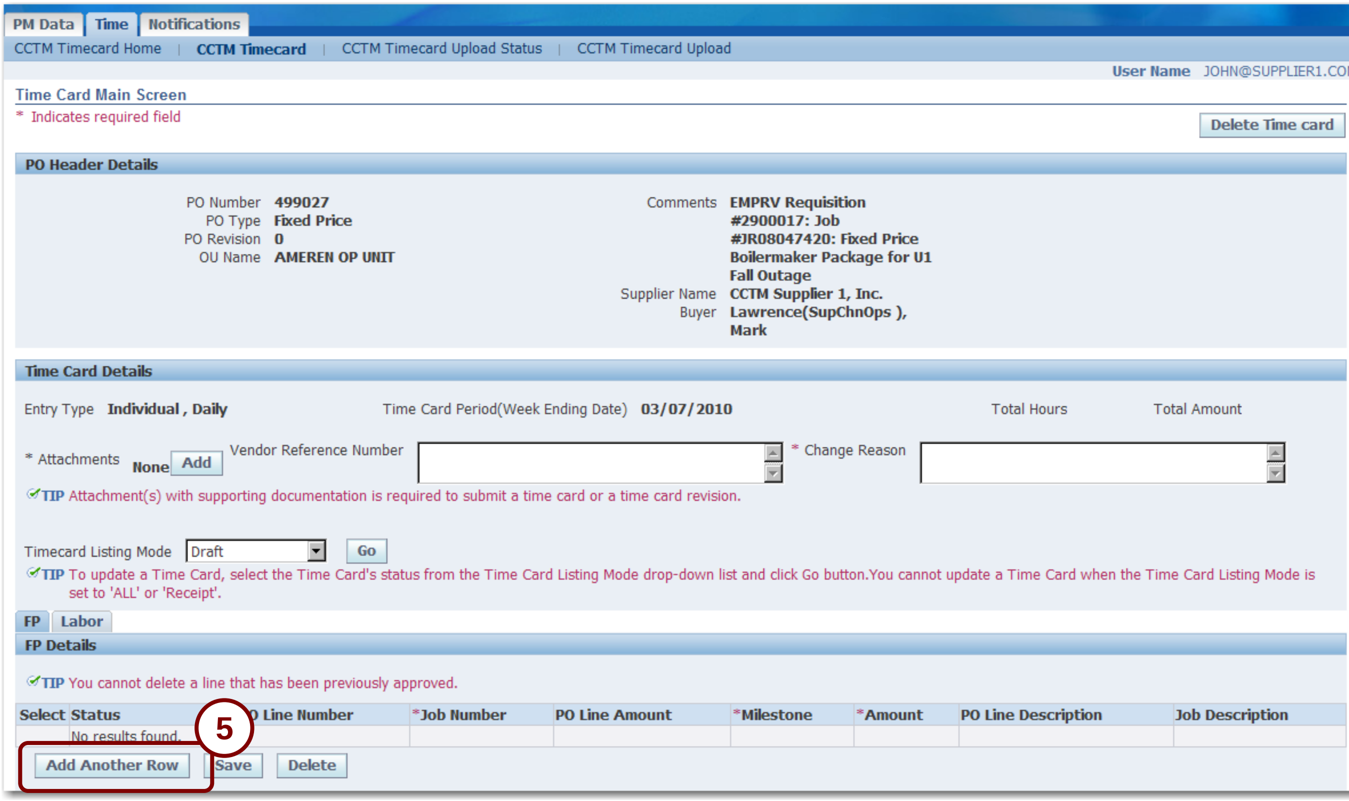


Figure 5-10

5. **Click Add Another Row as shown in 5 above.**

A new blank row displays as shown in Figure 5-11 on the next page.

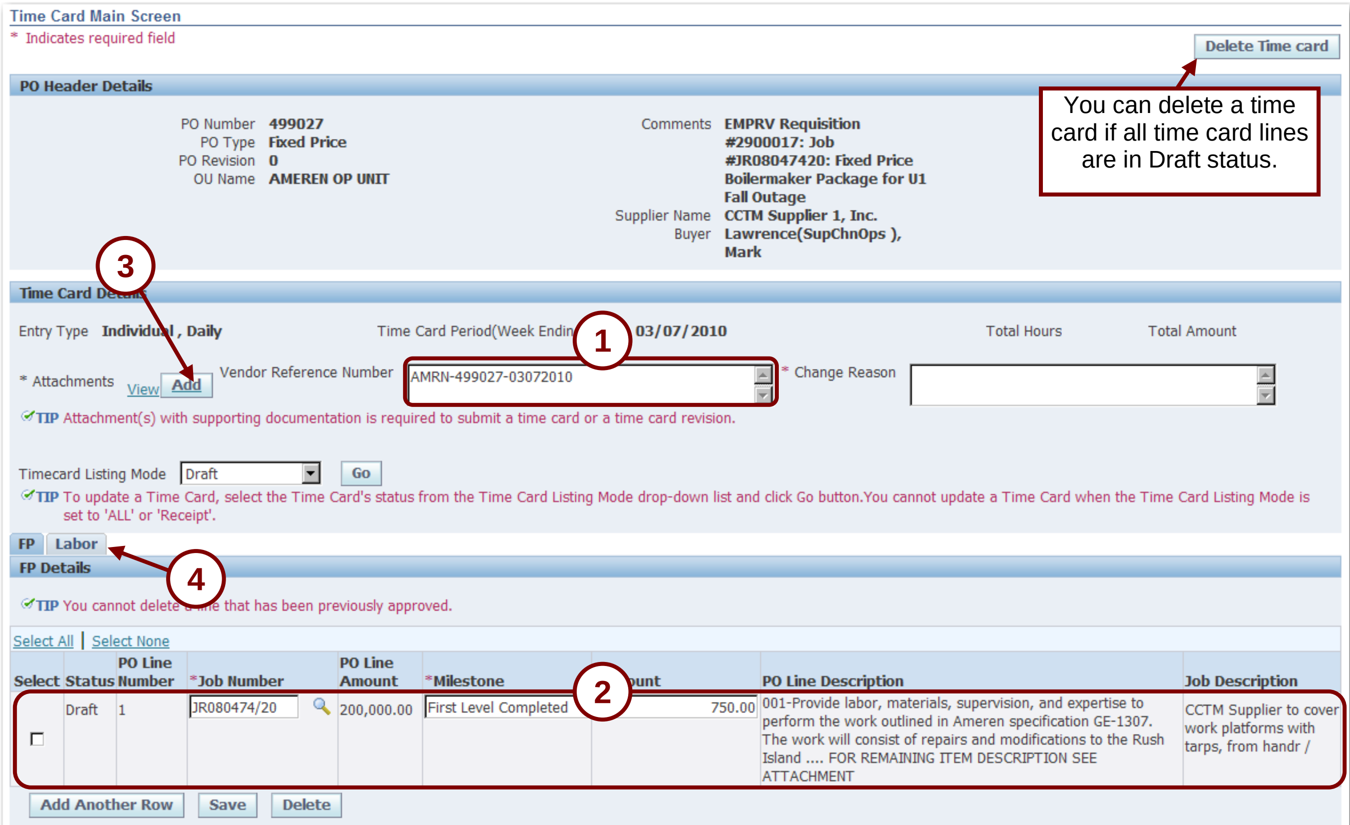


Figure 5-11

6. As required, complete the following fields:

- ***Vendor Reference Number*** — You can enter your internal invoice number in the Vendor Reference Number field for payment tracking purposes as shown in 1 above. The Vendor Reference Number is included in the ACH payment alert email when the timecard's associated invoice is paid. The Vendor Reference Number is also displayed on the Invoice Report.
- ***PO Line*** — If required, enter the PO Line Number as shown in 2 above.
- ***Job Number*** — If the Job Number field is displayed on a time card, enter the applicable job number as shown in 2 above. For EMPRV POs, you can search for the job number. For DOJM POs, you must type the job number in the field. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688. If you are not certain which job number applies, consult your Ameren contact at the plant or district.
- ***Milestone*** — Enter a milestone as shown in 2 above; the milestone is an agreed upon payment based on a percentage of work completed or a specific progress point.
- ***Amount*** — Enter the payment amount associated with the milestone as shown in 2 above.

7. Click Add, as shown in 3 above, to attach supporting documents to your time card. The system will not allow you to submit the timecard without a supporting document attached.

8. Change Reason is only required when resubmitting a time card.

9. If you need to enter labor details, click the Labor tab as shown in 4 above.

The *Labor* tab displays as shown in Figure 5-12 on the next page.

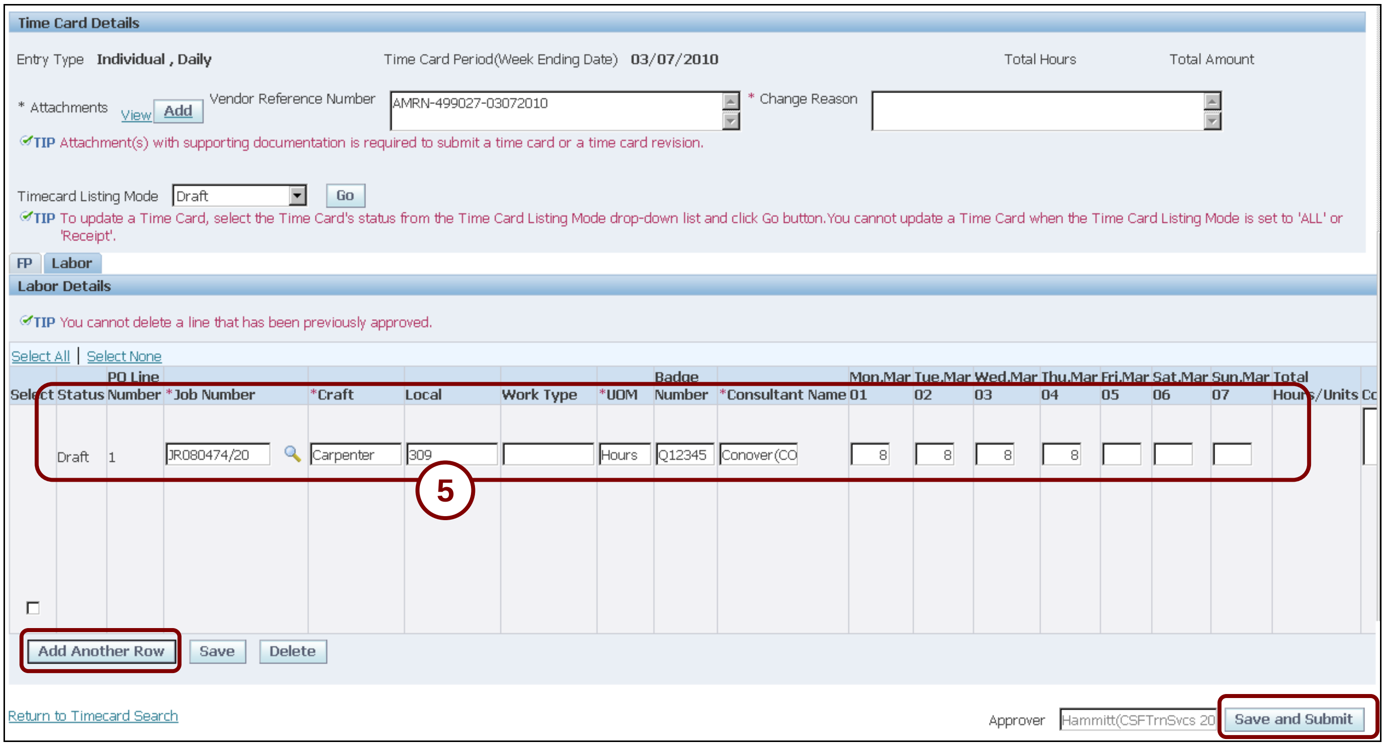


Figure 5-12

10. Click **Add Another Row** **to create a new blank row.**

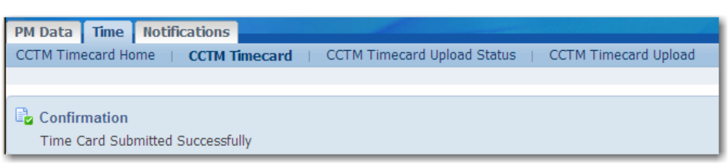
11. Complete the following fields as shown in 5 above:

- ***PO Line (required)***— Enter or select the applicable purchase order line.
- ***Job Number*** — If the Job Number field is present, you must enter the job number. For EMPRV POs, you can search for the job number. For DOJM purchase orders, you must type the job number. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688. If you are not certain which job number applies, consult your Ameren contact at the plant or district.
- ***Craft (required)*** — Enter the employee's craft.
- ***Local (optional)*** — Enter the union local, if applicable.
- ***Work Type (optional)*** — Enter the work type for which you want to enter time.
- ***UOM (required)*** — Enter the unit of measure; for example, hours, day, feet, etc.
- ***Badge Number*** (*Individual Daily Entry Type only*) — If the contractor has an Ameren Badge, enter a "Q" followed by the 5 or 6 digit employee reference number on the badge.
- ***Consultant Name*** (*Individual Daily Entry Type only*) — If you did not enter a badge number, you must enter the contractor name.
- ***Daily Time entry fields*** — Enter the number of hours or units for each day as shown in 1 in above.

NOTE: If the time card is set for bulk weekly entry, only a single time entry field displays.

11. To submit the completed time card to the Ameren Approver, click **Save and Submit**.

A confirmation message displays as shown below. The time card status changes to Pending Approval.



Lesson 5-5: Enter Time and Material Time Cards – Online or File Upload?

For time and material time cards, you have the option of entering time cards online in CCTM or uploading the time card data from a file. The method you select depends on the number of time card lines you must enter each reporting period.

When you enter time card information directly online, many fields, such as craft combinations, units of measure, and expense types are searchable, meaning that you can select valid values from a list.

If you have many time card lines to enter, you may find it more efficient to use the time card file template. In addition, the file template can be reused for subsequent time card entry (for instance, you can change the week ending date and any other applicable information and upload the file.) When using the file template to enter time, you must type the craft combination values directly into the file template. Since the associated *rate card* provides the details for the craft combinations which need to be entered on the time card, you might find it helpful to have a printed copy of the rate card to use as a reference when entering the craft combinations on the time card.

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Lesson 5-6: Enter Labor for Time and Materials Individual Daily Time Card Online

Time cards for Individual daily PO types require you to enter daily time for each individual on a project. When you enter time, you enter the PO line number, job number (for EMPRV and DOJM POs), the craft combination from an approved rate card, the individual's Ameren badge number or name, and the number of hours that individual worked for during the week ending period. You must also enter daily amounts for equipment usage. Material and expense costs can also be entered. You also include supporting documents as attachments to the time card.

- For information about adding attachments to a time card, refer to Lesson 5-13: Add Attachments.
- For information about entering bulk daily time cards online, refer to Lesson 5-10: Bulk Daily Time Entry
- For information about entering bulk weekly online, refer to Lesson 5-11: Bulk Weekly Time

CAUTION: You cannot enter a time card for a purchase order that has been closed.

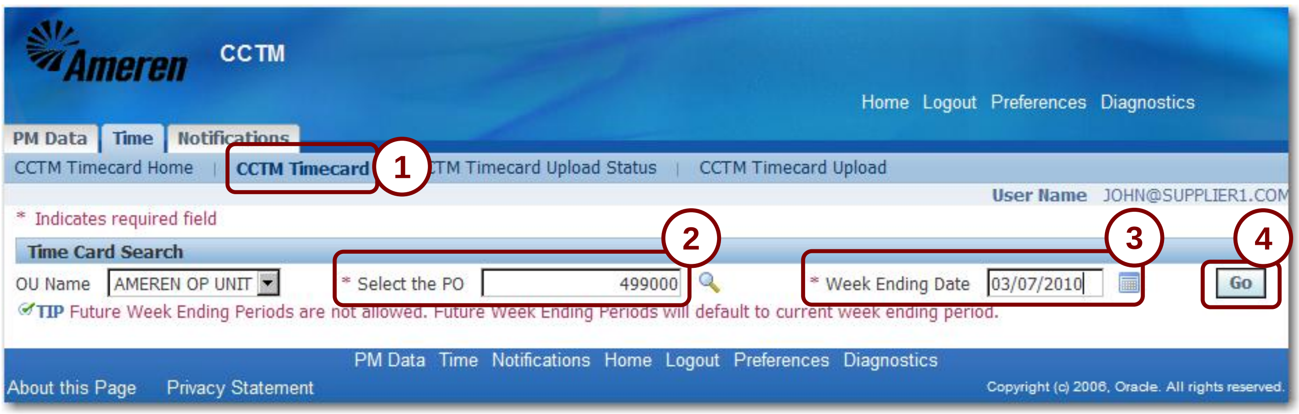

Figure 5-13

1. **In the CCTM Timecard application, click CCTM Timecard as shown in 1 above.**

   The *Time Card Search page displays.*

2. **Enter the PO Number as shown in 2 above.**

   If you do not know the purchase order number, use the *Magnifying Glass* to search for it.

3. **Enter the time card Week Ending Date as shown in 3 above.**

   The week ending date must be a Sunday date. You can click the *Calendar* icon to select a date.

4. **Click Go as shown in 4 above.**

   The *Time Card Main Screen* displays as shown in Figure 5-14 on the next page.

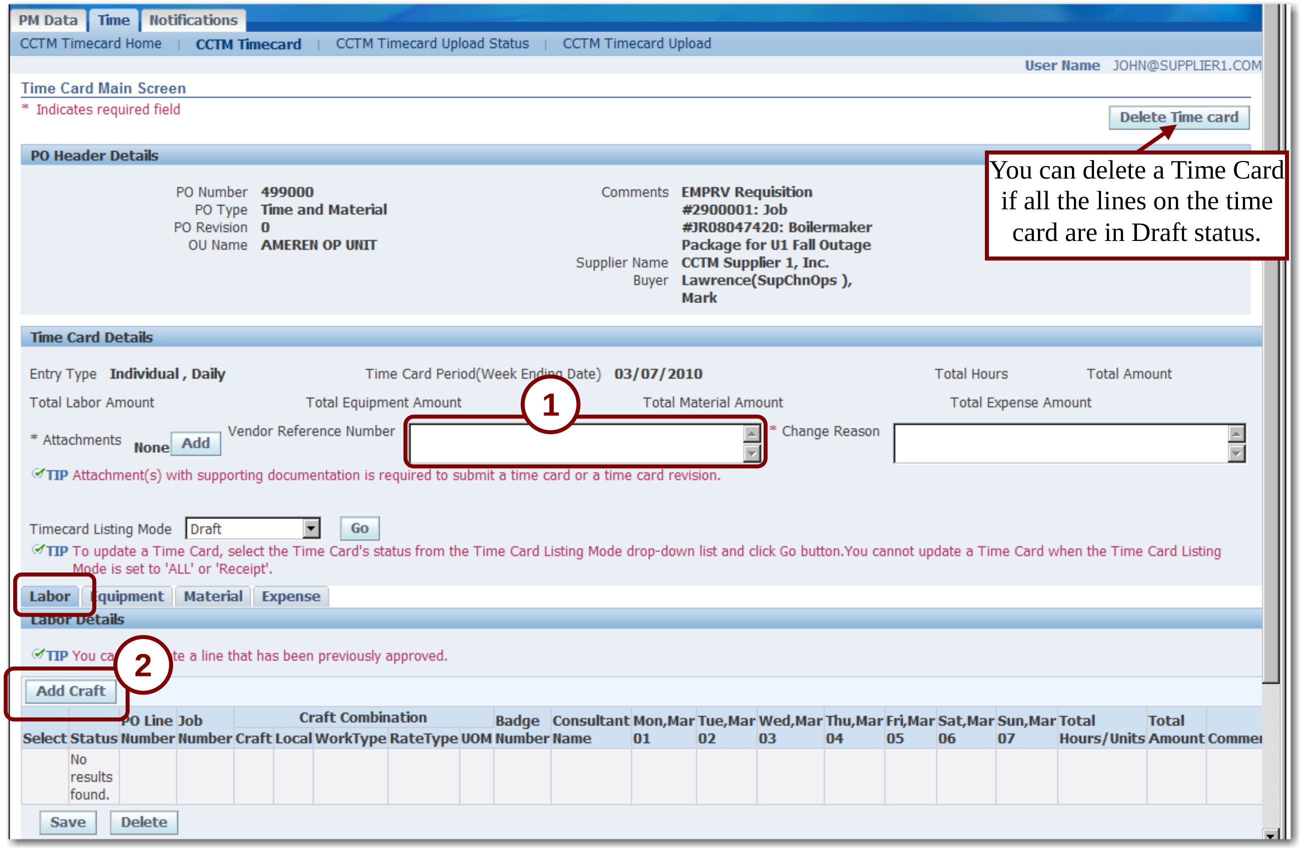

Figure 5-14

5. Enter a Vendor Reference Number as shown in 1 above.

Use this field to enter your unique invoice number to help you track payment for this time card. The Vendor Reference Number will be displayed on the ACH payment alert email notification which is sent to the supplier when the invoice associated with the time card is paid.

6. Click Add Craft as shown in 2 above.

The *Search and Select: Add Craft* pop-up window displays as shown in Figure 5-15 on the next page.

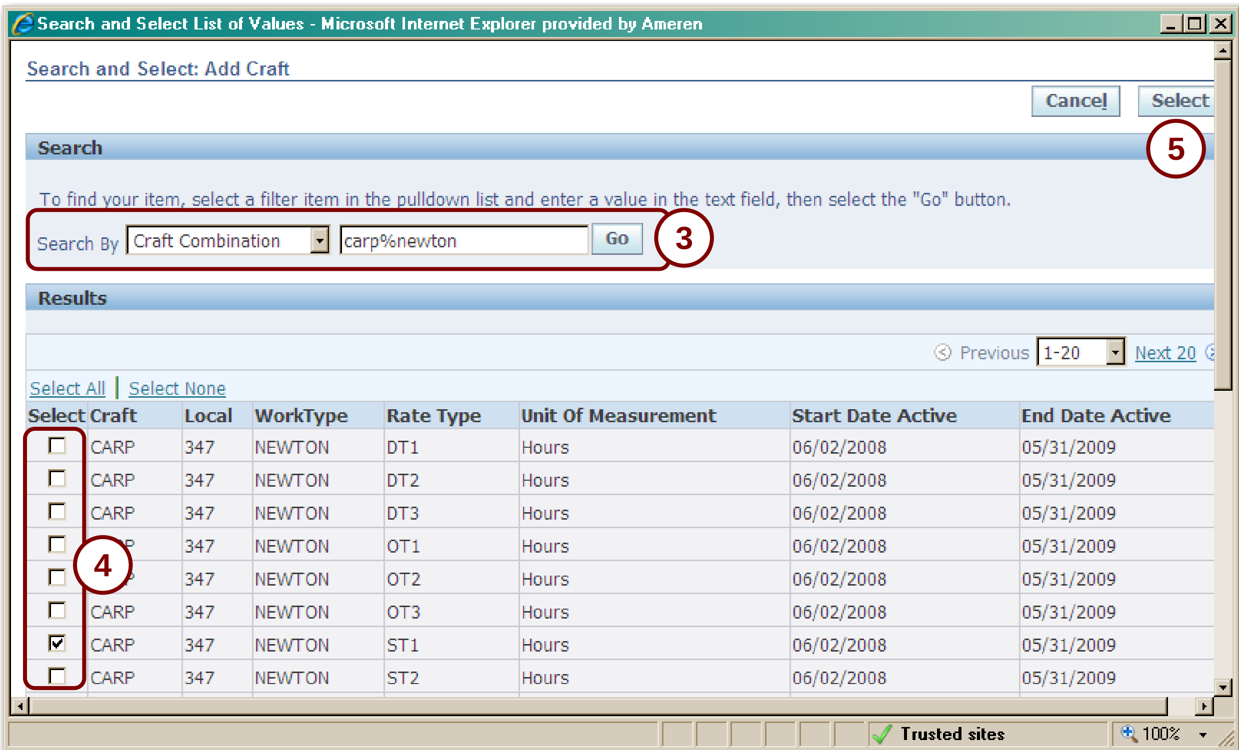

Figure 5-15

7. Select a Search By option from the drop-list, as shown in 3 above.

You can search by ***Craft***, ***Local***, ***Work Type***, ***Rate Type***, ***Unit of Measurement***, or ***Craft Combination***.

8. Enter your search text and click Go. Do not enter search text if you want to view a list of all labor crafts.

A list of crafts matching the search criteria displays in the *Results* grid as shown above.

NOTE: Example: Enter “fore” to find all entries that start with “fore”, such as foreman. Enter “%fore” to find all entries that contain the text “fore”, such as foreman, carpenter foreman and general foreman.

9. Click the check boxes for the crafts that you want to add to the time card as shown in 4 above.

10. Click the Select button as shown in 5 above.

The *Time Card Main Screen* displays the selected crafts as shown in Figure 5-16 on the next page.

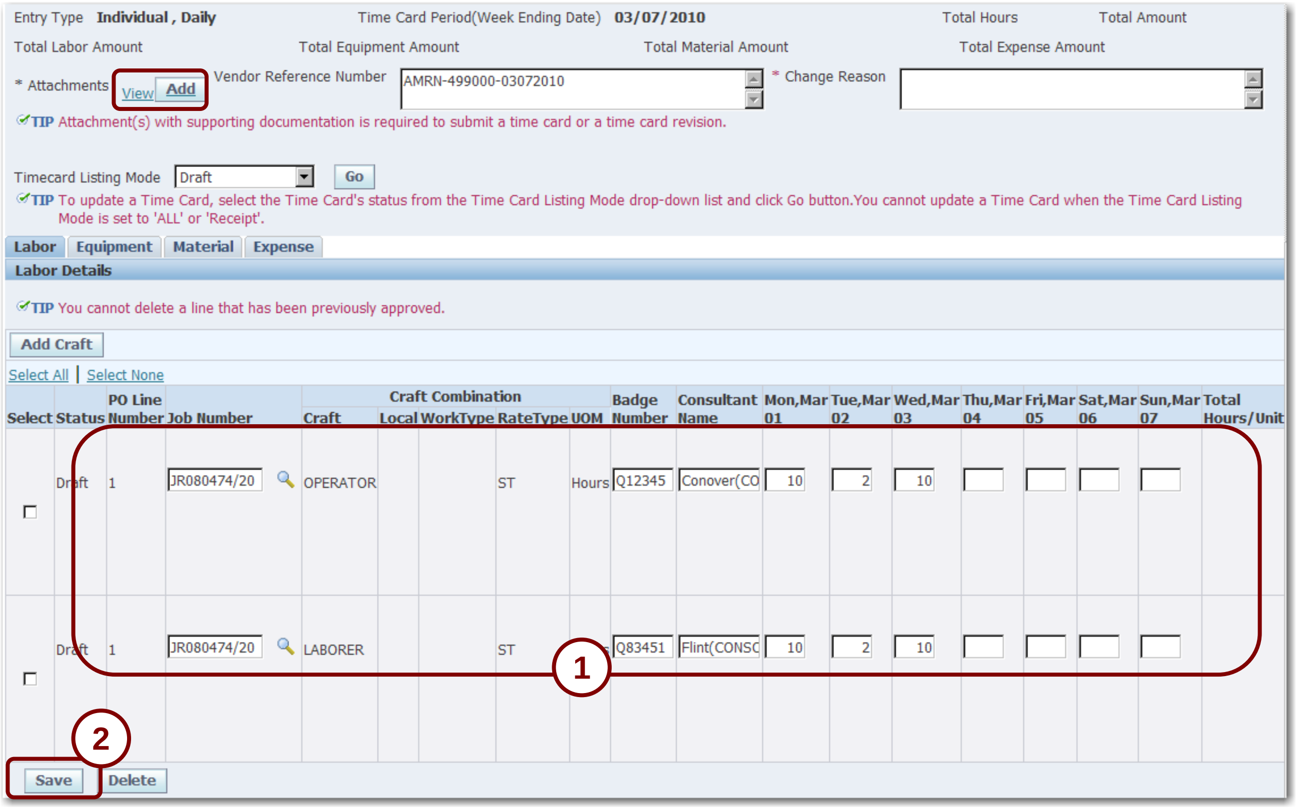

Figure 5-16

11. Complete the following fields as shown in 1 above:

- ***PO Line (required)*** — Enter or select the applicable purchase order line. For EMPRV jobs, the PO line number defaults based on the *Job Number* entered.
- ***Job Number*** — If the Job Number field is present, you must enter the job number. For EMPRV POs, you can search for the job number. For DOJM purchase orders, you must type the job number. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688. If you are not certain which job number applies, consult your Ameren contact at the plant or district.
- ***Badge Number*** — If the contractor has an Ameren Badge, enter a "Q" followed by the 5 or 6 digit employee reference number on the badge. Only valid badge numbers are accepted.
- ***Consultant Name*** — If you entered a badge number, the associated Consultant Name is defaulted in the field. If you did not enter a badge number, you must enter the contractor's name.
- ***Daily Time entry fields*** — Enter the number of hours or units worked each day as shown in 1 in above.

12. Click Save as shown in 2 on Figure 5-16.

The time card is saved, but not submitted for approval.

13. If you do not need to enter any more data, click Add to attach supporting documentation. Then click Save and Submit. You must attach a supporting document before the system will let you submit the time card for approval.

- If needed, refer to Lesson 5-13: Add Attachments for instructions on how to add attachments.
- If you need to enter equipment costs, click the *Equipment* tab. Refer to Lesson 5-7: Enter Equipment Costs for Time and Materials Time Card Online for information about entering equipment costs.
- If you need to enter material costs, click the *Material* tab. Refer to Lesson 5-8: Enter Material Costs for Time and Material Time Cards for information about entering material costs.
- If you need to enter expenses, click the *Expense* tab. Refer to Lesson 5-9: Enter Expenses for Time and Material Time Cards for information about entering expenses.

Lesson 5-7: Enter Equipment Costs for Time and Materials Time Card Online

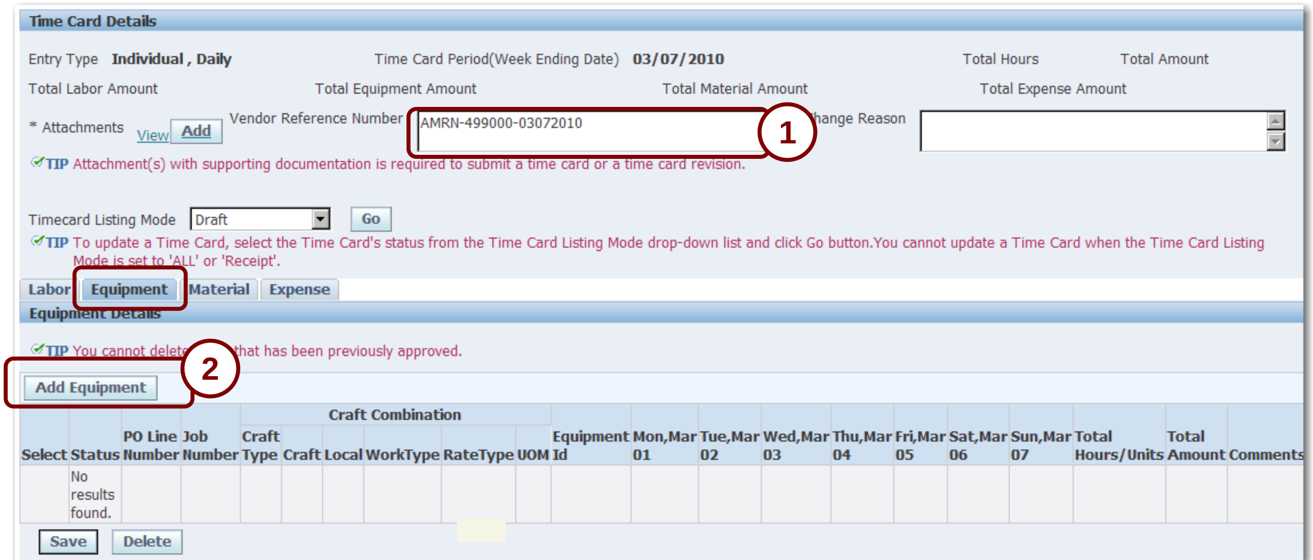

Figure 5-17

When equipment costs must be entered for a reporting period, you must make individual daily entries for each craft combination.

CAUTION: You cannot enter a time card for a purchase order that has been closed.

1. **Click the Equipment tab.**
2. **If applicable, enter a Vendor Reference Number as shown in 1 in above.**

   Use this field to help track payment for this time card.
3. **Click Add Equipment as shown in 2 above.**

   The *Search and Select: Add Equipment* pop-up window displays as shown in Figure 5-18 on the next page

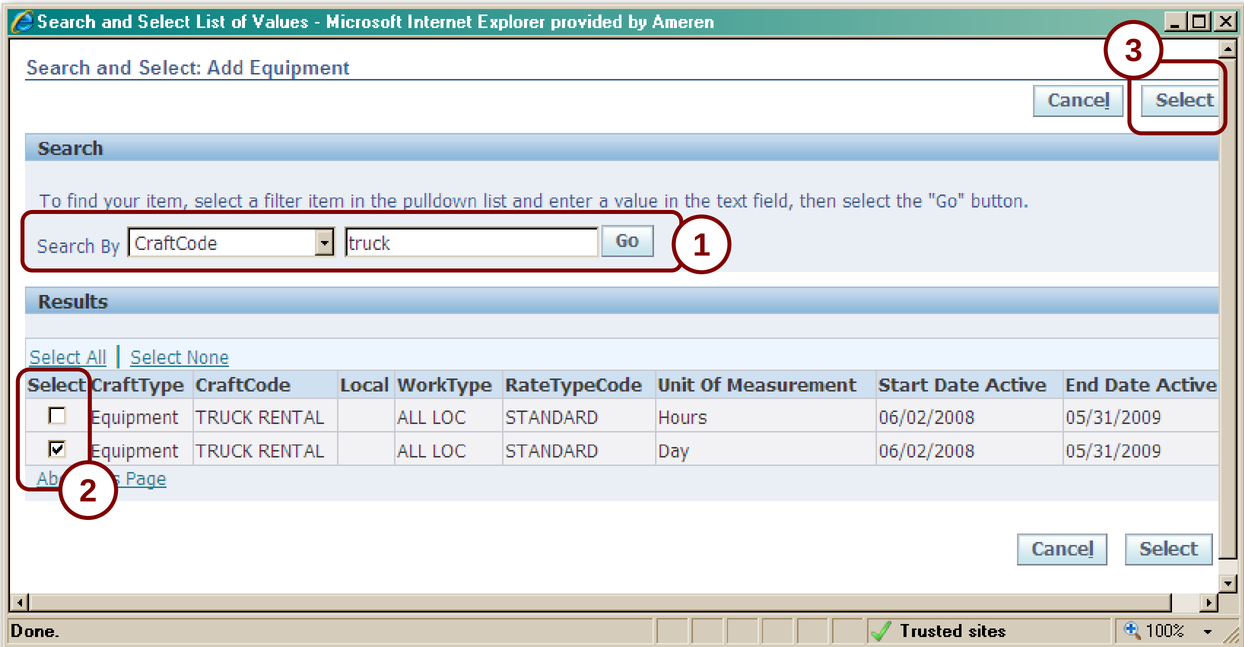

Figure 5-18

4. **Select a Search by criterion from the drop-down list as shown in 1 above.**

   You can search by *Craft*, *Local*, *Work Type*, *Rate Type*, *Unit of Measurement*, or *Craft Combination*.

5. **Enter your Search text and click Go as shown in 1 above. Leave the search field blank to view a list of all equipment crafts.**

   A list of crafts matching the search criteria displays in the *Results* grid as shown above.

   NOTE: You can use the % wildcard in your search text. For example, %truck would find all crafts that include truck such as Pickup Truck, Truck Rental, etc.

6. **Click the check boxes for the equipment that you want to include on your time card as shown in 2 above.**

7. **Click Select as shown in 3 above**

   The *Time Card Main Screen* displays the selected crafts s shown in Figure 5-19 on the next page.

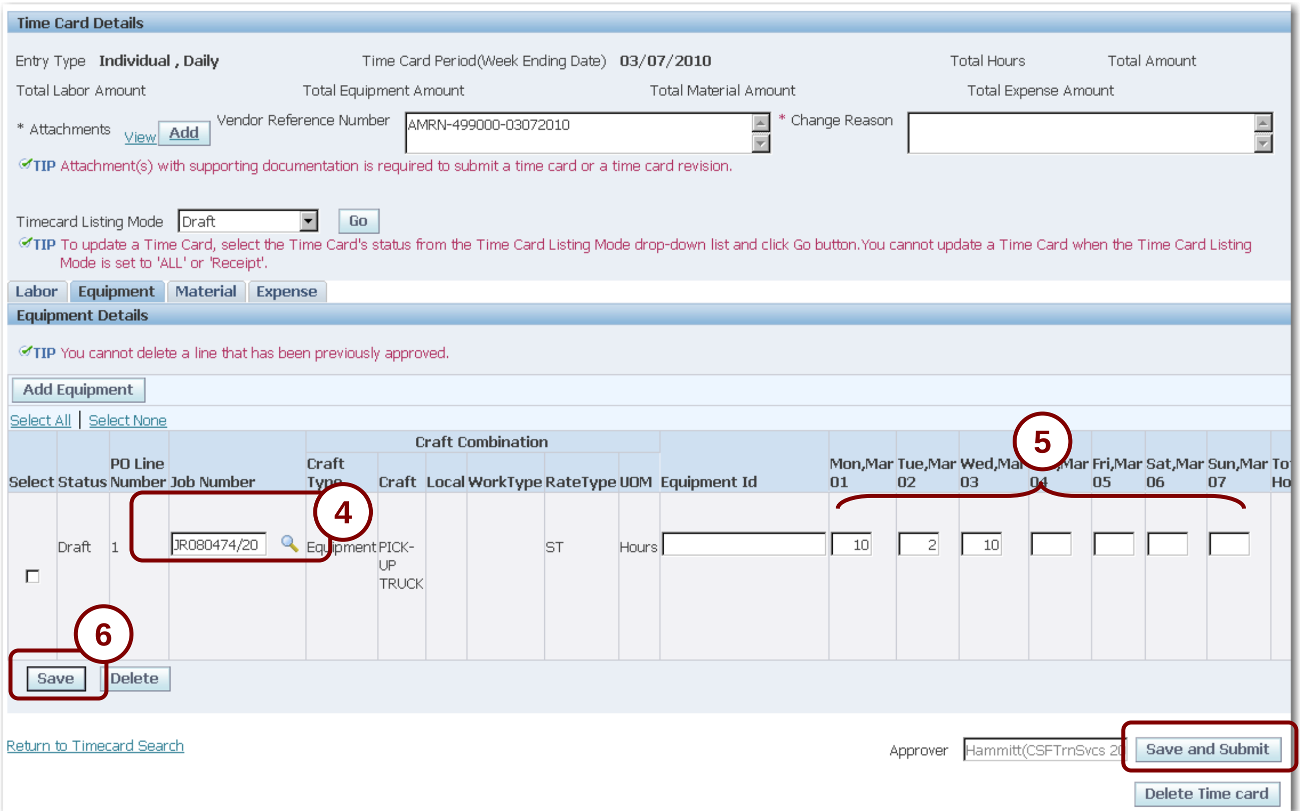

Figure 5-19

8. **Complete the following fields:**

- ***PO Line*** — Enter the purchase order line number. For EMPRV jobs, the PO Line number defaults based on the *Job Number* entered.
- ***Job Number*** — For EMPRV and DOJM jobs, enter the job number that the equipment is charged to as shown in 4 above. You can click the Magnifying Glass to search for an EMPR job number. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688.
- ***Daily Time*** — You must enter the number of equipment hours for each day as shown in 5 above

9. **Click Save as shown in 6 above.**

10. **If you do not need to enter any more data, click Add to attach supporting documentation. Then click Save and Submit. You must attach a supporting document before the system will let you submit the time card for approval.**

- If needed, refer to Lesson 5-13: Add Attachments for instructions on how to add attachments.
- If you need to enter material costs, click the ***Material*** tab. Refer to Lesson 5-8: Enter Material Costs for Time and Material Time Cards for information about entering material costs.
- If you need to enter expenses, click the ***Expense*** tab. Refer to Lesson 5-9: Enter Expenses for Time and Material Time Cards for information about entering expenses.

Lesson 5-8: Enter Material Costs for Time and Material Time Cards

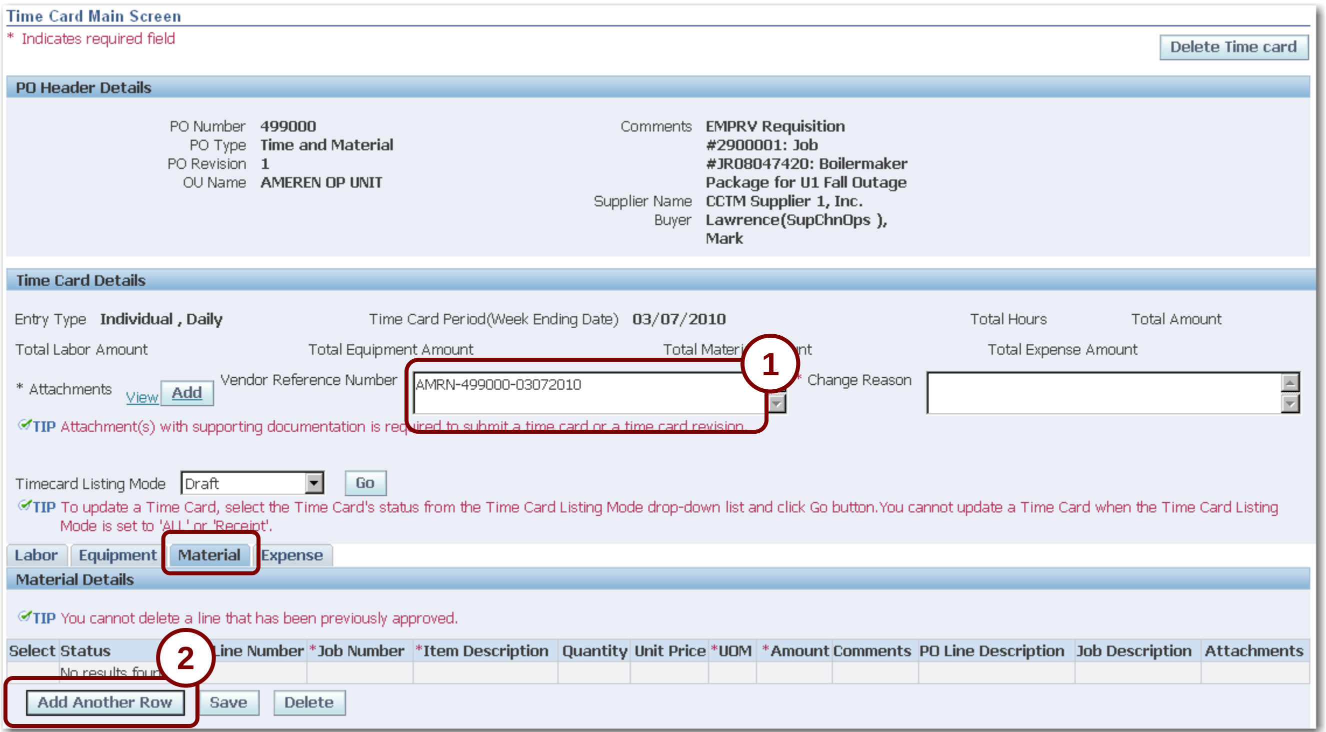

Figure 5-20

IMPORTANT: You must attach a supporting receipt/invoice for all items entered on the Materials tab.

1. **Click the Material tab.**

2. **If applicable, enter a Vendor Reference Number as shown in 1 above.**

Use this field to enter your internal invoice number or to help track payment for this time card. The Vendor Reference Number prints on the ACH payment notification and the Invoice Report.

3. **Click Add Another Row as shown in 2 above.**

A new blank row displays as shown in **Figure 5-21** on the next page.

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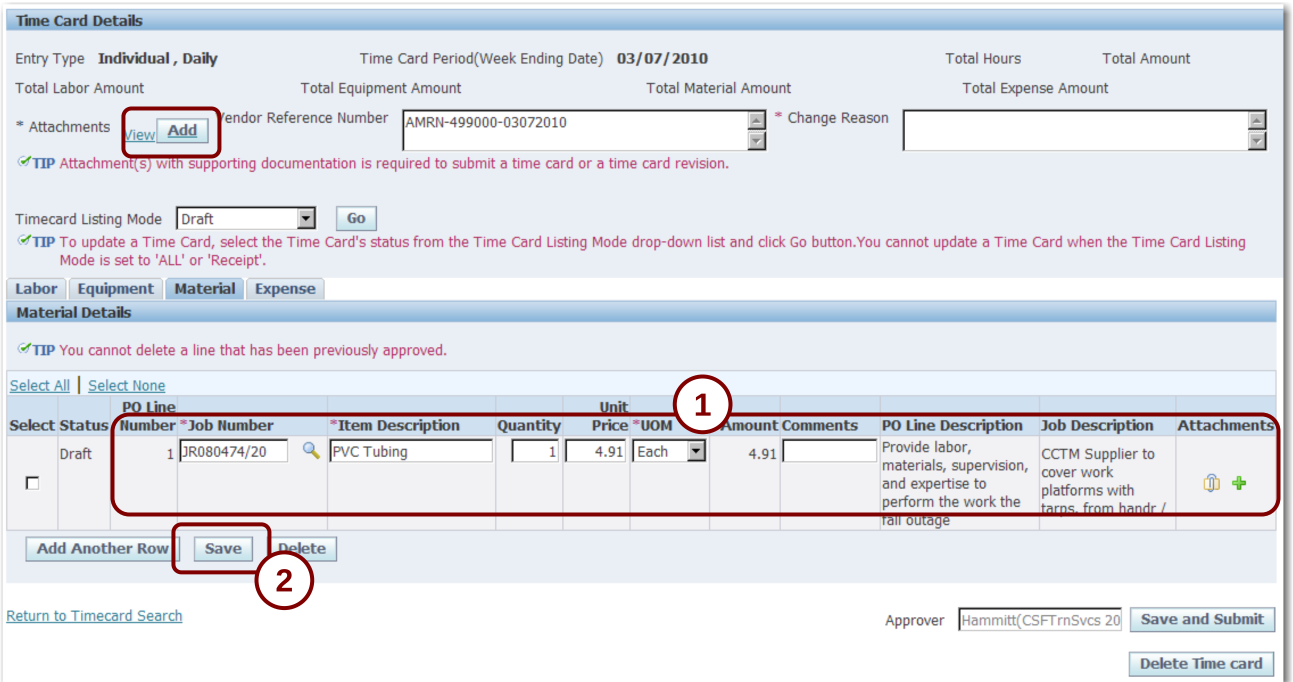

Figure 5-21

4. **Complete the following fields as shown in 1 above:**

- ***PO Line*** — Enter the PO line number. For EMPRV jobs, the PO Line Number defaults based on the Job Number entered.
- ***Job Number*** — For EMPRV and DOJM jobs, you must enter the job number that the material costs apply to. You can use the Magnifying Glass to search for an EMPRV Job number. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688.
- ***Item Description*** — Enter a description of the material.
- ***Quantity*** — Enter a quantity; you can use a quantity of 1 and a Price equal to the total amount on the invoice/receipt.
- ***Unit Price*** — Enter the unit price of the item; this can be the total amount on the invoice/receipt.
- ***UOM*** — Select the unit of measure.
- ***Comments*** — If desired, enter comments about the material cost.
- ***Attachments*** – If applicable, click the *Plus* sign to attach the scanned materials receipt. Refer to Lesson 5-13: Add Attachments for information about adding attachments.

5. **Click Save as shown in 2 in Figure 5-21.**

The time card is saved, but not submitted to the approver.

6. **If you do not need to enter any more data, click Add to attach supporting documentation. Then click Save and Submit. You must attach a supporting document before the system will let you submit the time card for approval.**

- If needed, refer to Lesson 5-13: Add Attachments for instructions on how to add attachments.
- If you need to enter expenses, click the ***Expense*** link. Refer to Lesson 5-9: Enter Expenses for Time and Material Time Cards for information about entering expenses.

Lesson 5-9: Enter Expenses for Time and Material Time Cards

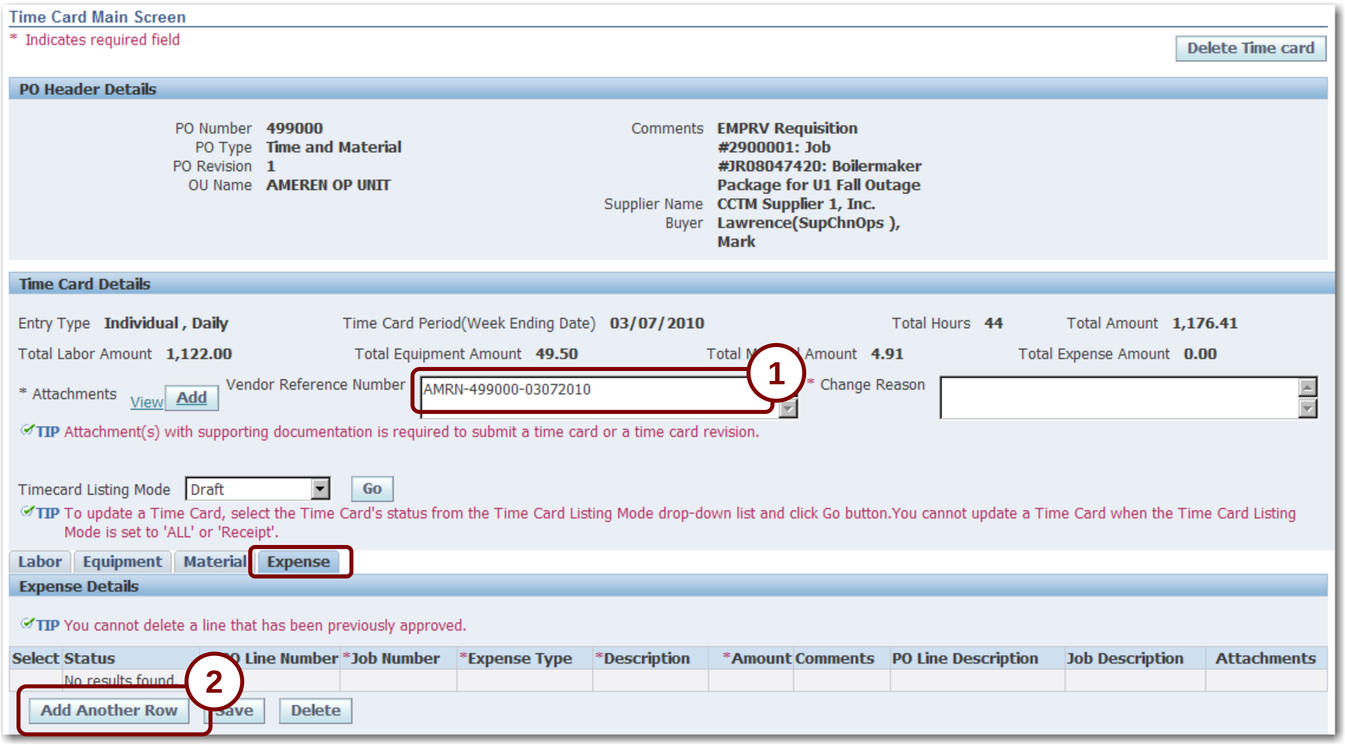

Figure 5-22

When expenses must be entered for a reporting period, you can enter the total expense cost for the period for each expense.

IMPORTANT: You must attach a supporting receipt/invoice for all items entered on the Expense tab.

1. **Click the Expense tab.**
2. **If applicable, enter a Vendor Reference Number as shown in 1 above.**

   Use this field to enter your internal invoice number or to help track payment for this time card. The Vendor Reference Number prints on the ACH payment notification and the Invoice Report.
3. **Click Add Another Row as shown in 2 above.**

   A new blank row displays as shown in Figure 5-23 on the next page.

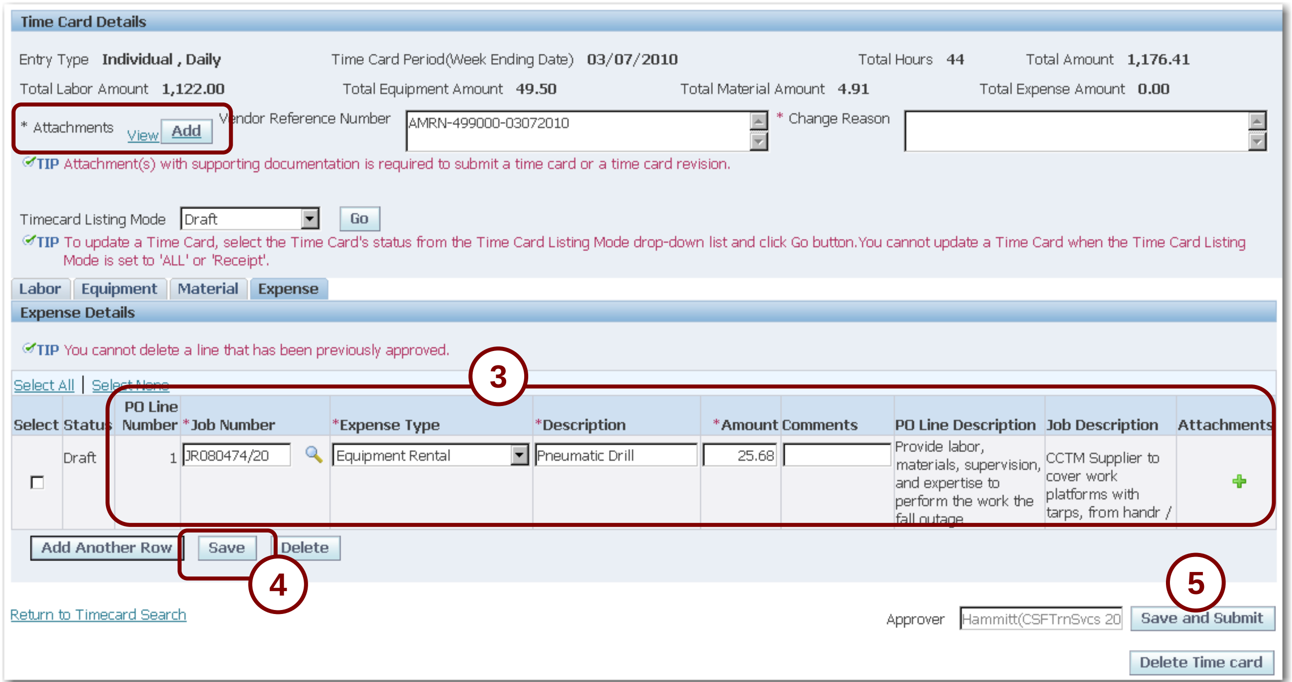

Figure 5-23

4. **Complete the following fields as shown in 3 above:**

- ***PO Line*** — Enter a PO line number. For EMPRV jobs, the PO Line Number defaults based on the *Job Number* entered.
- ***Job Number*** — For EMPRV and DOJM jobs, enter the job number that the material costs apply to. You can use the Magnifying Glass to search for an EMPRV job. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688.
- ***Expense Type*** — Select an expense type from the drop-down list. Expense types include Car Rental, Equipment Rental, Fuel Surcharge, Hotel Accommodation, Material Handling Charges, Meals and Miscellaneous.

  NOTE: Use the Material Handling Charges expense type to enter markup for materials that were entered on the Materials tab.
- ***Description*** — Enter an expense description.
- ***Amount*** — Enter an expense amount.
- ***Comments*** — You can enter comments regarding the expense.
- ***Attachments*** — If applicable, click the ***Plus*** icon to attach the scanned expense receipts. Refer to Lesson 5-13: Add Attachments for information about adding attachments.

5. **Click Save as shown in 4 above.**

6. **When you are finished entering data, click Add to attach supporting documentation. You must attach a supporting document before the system will let you submit the time card for approval.**

7. **Click Save and Submit as shown in 5 above.**

Lesson 5-10: Bulk Daily Time Entry

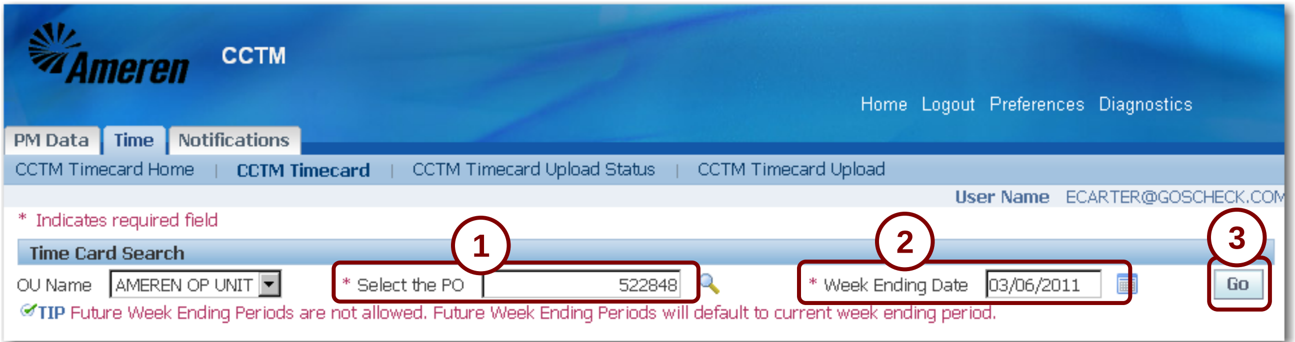

Figure 5-24

When using the bulk daily entry type, you enter the total daily hours worked for each craft. For example, if 5 carpenters were on the job, there is a single line for the carpenter craft and the total hours worked by the five carpenters is entered in the hours field.

Bulk daily entry time cards are very similar to individual daily time cards. The *Equipment*, *Material*, and *Expense* tabs are exactly the same as those used when entering individual daily costs. The *Labor* tab is slightly different from individual daily time cards. Bulk daily entry does not require entry of badge numbers or consultant names.

- Refer to Lesson 5-13: Add Attachments for information about adding attachments.
- Refer to Lesson 5-7: Enter Equipment Costs for Time and Materials Time Card Online for information about entering equipment costs.
- Refer to Lesson 5-8: Enter Material Costs for Time and Material Time Cards for information about entering material costs.
- Refer to Lesson 5-9: Enter Expenses for Time and Material Time Cards for information about entering expenses.

CAUTION: You cannot enter a time card for a purchase order that has been closed.

1. On the Time Card Search page, enter the PO Number as shown in 1 above

If you do not know the exact purchase order number, click the ***Magnifying Glass*** button to search for it.

2. Enter the Week Ending Date as shown in 2 above

The week ending date must be a Sunday date. If you do not know the exact date, click the ***Calendar*** button to select a date.

NOTE: The date format may vary based on your user preferences.

3. Click Go as shown in 3 above

The *Time Card Main Screen* displays as shown in Figure 5-25 on the next page.

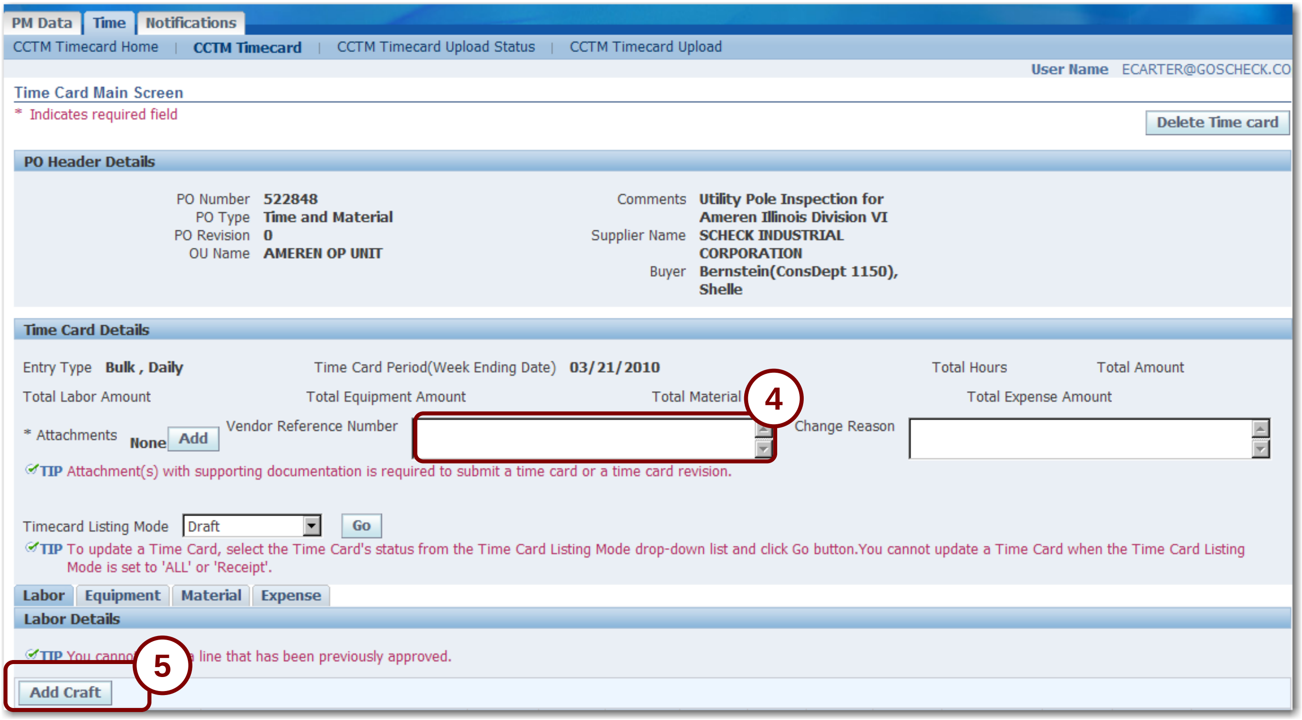

Figure 5-25

4. **Enter a Vendor Reference Number as shown in 4 above.**

Use this field to help track payment for this time card.

5. **Click Add Craft as shown in 5 above.**

The *Search and Select: Add Craft* pop-up window displays as shown in Figure 5-26 on the next page.

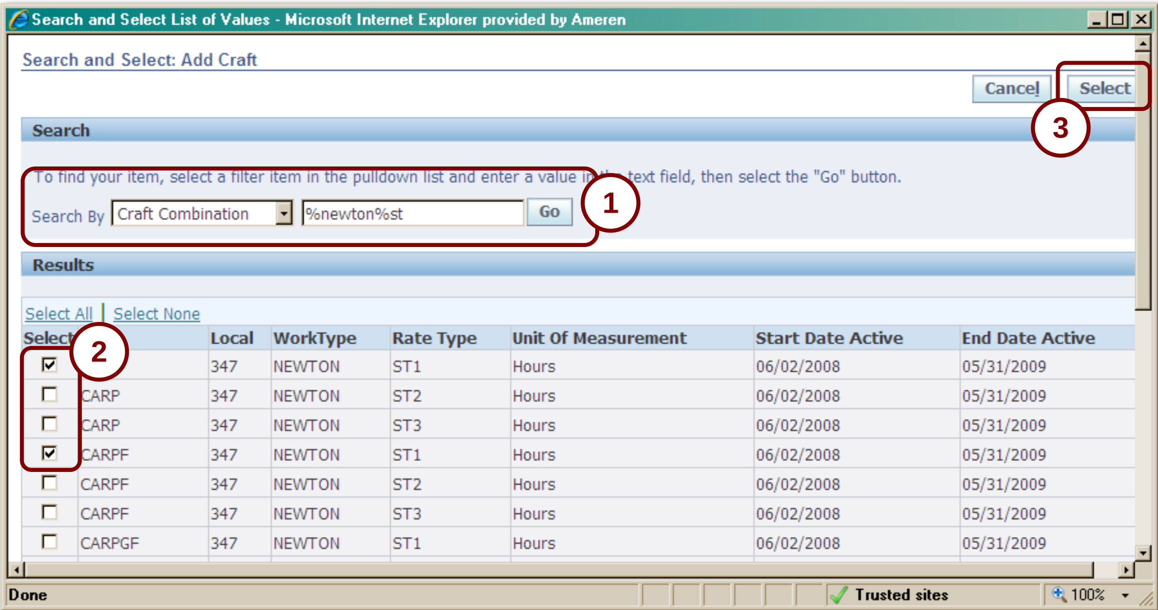

Figure 5-26

6. **Select a Search By criteria from the drop-down list.**

   You can search by *Craft*, *Local*, *Work Type*, *Rate Type*, *Unit of Measurement*, or *Craft Combination*.

7. **Enter your search text and click Go as shown in 1 in Figure 5-26. Leave the search field blank to return a list of all labor crafts.**

   A list of crafts matching the search criteria displays in the *Results* grid.

   Entering "fore" in the search field returns all entries that start with "fore", such as foreman and foreman-spray crew. Entering "%fore" in the search field returns all entries that include "fore", such as foreman and carpenter foreman.

8. **Click the Select check boxes for the crafts that you want to add to the time card as shown in 2 above.**

9. **Click Select as shown in 3 above.**

   The *Time Card Main Screen* displays as shown in Figure 5-27 on the next page.

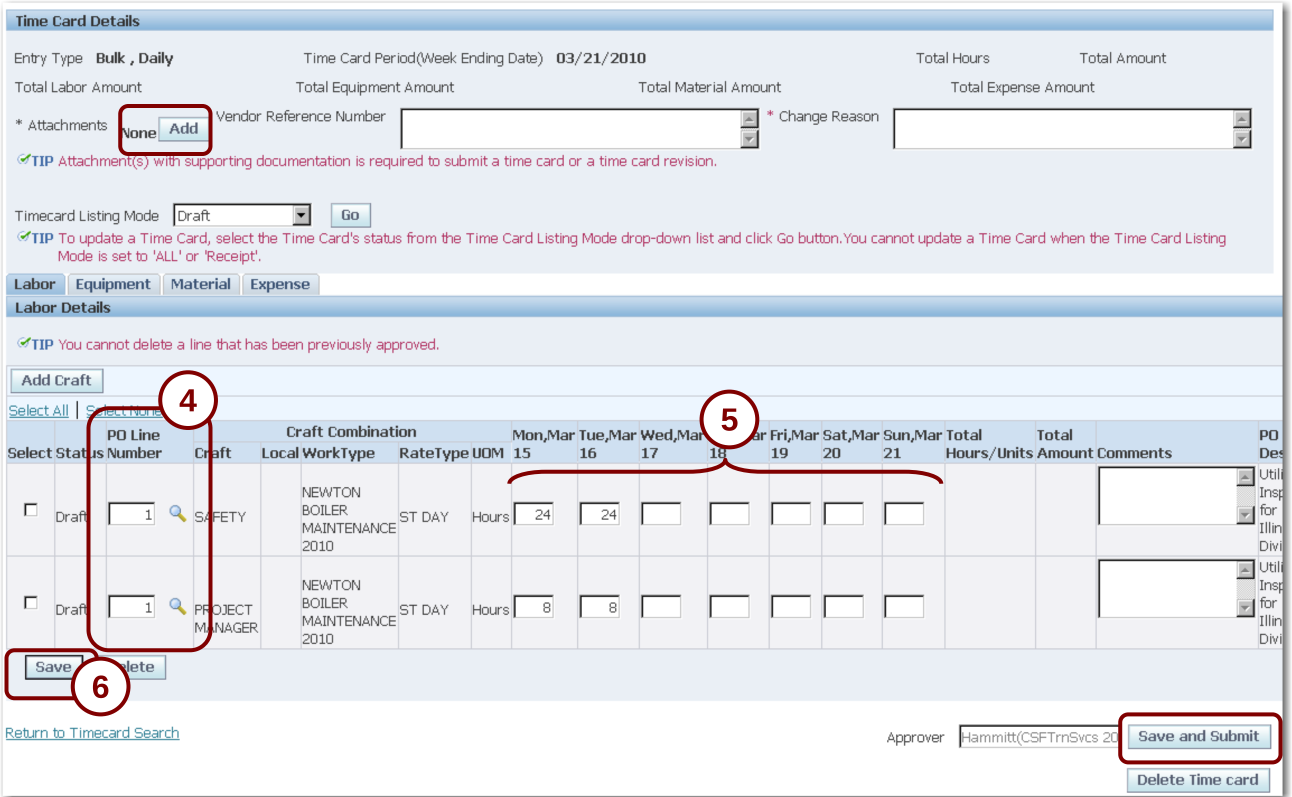

Figure 5-27

10. Complete the following fields:

- ***PO Line Number*** — Enter the PO line number as shown in 4 above. You can click the *Magnifying Glass* to search for a purchase order line number. For EMPRV, the PO line number is entered when you select the job.
- ***Job Number*** — For EMPRV and DOJM jobs, enter the job number that you are charging time to as shown in 4 above. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688.
- ***Daily Time*** — Enter the total number of daily hours worked for the craft as shown in 5 above.

11. Click Save as shown in 6 above.

12. If no further data entry is required, click Add to attach supporting documentation to your timecard, and then click Save and Submit. You must attach a supporting document or the system will not allow you to submit the time card for approval.

- If needed, refer to Lesson 5-13: Add Attachments for instructions on how to add attachments.
- If you need to enter equipment costs, click the ***Equipment*** link. Refer to Lesson 5-7: Enter Equipment Costs for Time and Materials Time Card Online for information about entering equipment costs.
- If you need to enter material costs, click the ***Material*** link. Refer to Lesson 5-8: Enter Material Costs for Time and Material Time Cards for information about entering material costs.
- If you need to enter expenses, click the ***Expense*** link. Refer to Lesson 5-9: Enter Expenses for Time and Material Time Cards for information about entering expenses.

Lesson 5-11: Bulk Weekly Time Entry

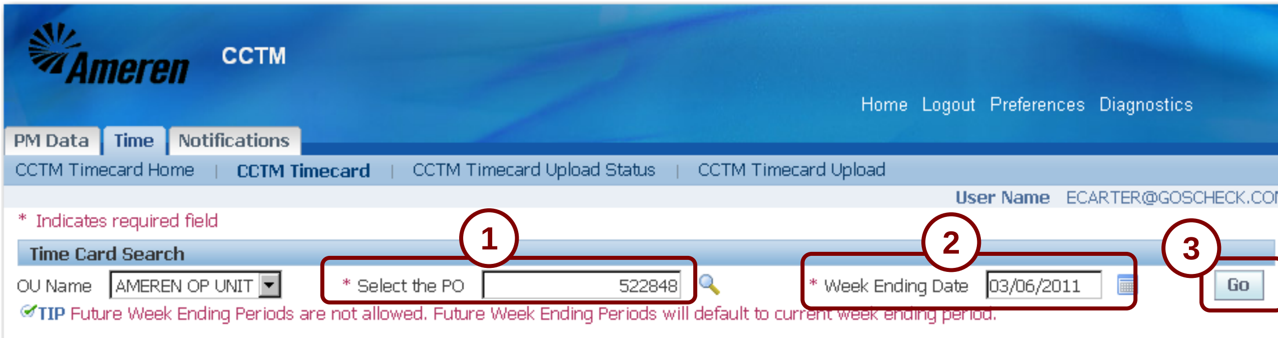

Figure 5-28

For bulk weekly time entry for labor, you enter the total hours worked that week by craft. For example, if five carpenters worked eight hours each day for five days, you would have one time card line for the carpenter craft with 200 entered in the hours field. You also enter total weekly hours or costs for equipment. You enter costs on the Material and Expense tabs just as you do for individual daily time cards.

- Refer to Lesson 5-13: Add Attachments for information about adding attachments.
- Refer to Lesson 5-12: Enter Equipment Costs Online for Bulk Weekly Time Cards for information about entering equipment costs.
- Refer to Lesson 5-8: Enter Material Costs for Time and Material Time Cards for information about entering material costs.
- Refer to Lesson 5-9: Enter Expenses for Time and Material Time Cards for information about entering expenses.

CAUTION: You cannot enter a time card for a purchase order that has been closed.

1. **On the Time Card Search page, enter the purchase order PO Number as shown in 1 above.**

   If you do not know the purchase order number, click the *Magnifying Glass* to search for it.

2. **Enter the Week Ending Date as shown in 2 above.**

   The week ending date must be a Sunday date. You can click the *Calendar* icon to select a date.

3. **Click Go as shown in 3 above.**

   The *Time Card Main Screen* displays as shown in Figure 5-29 on the next page.

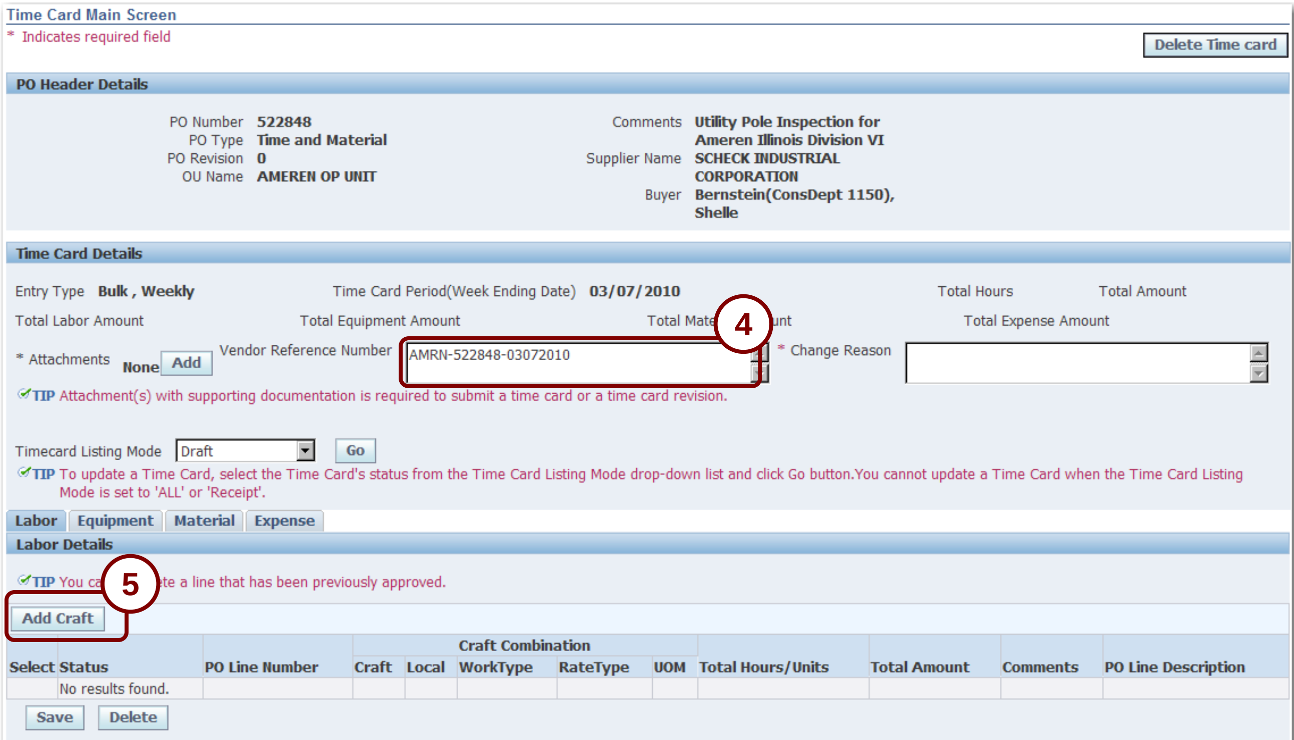

Figure 5-29

4. **Enter the Vendor Reference Number as shown in 4 above.**

Use this field to help track payment for this time card.

5. **Click Add Craft as shown in 5 above.**

The *Search and Select: Add Craft* pop-up window displays as shown in Figure 5-30 on the next page.

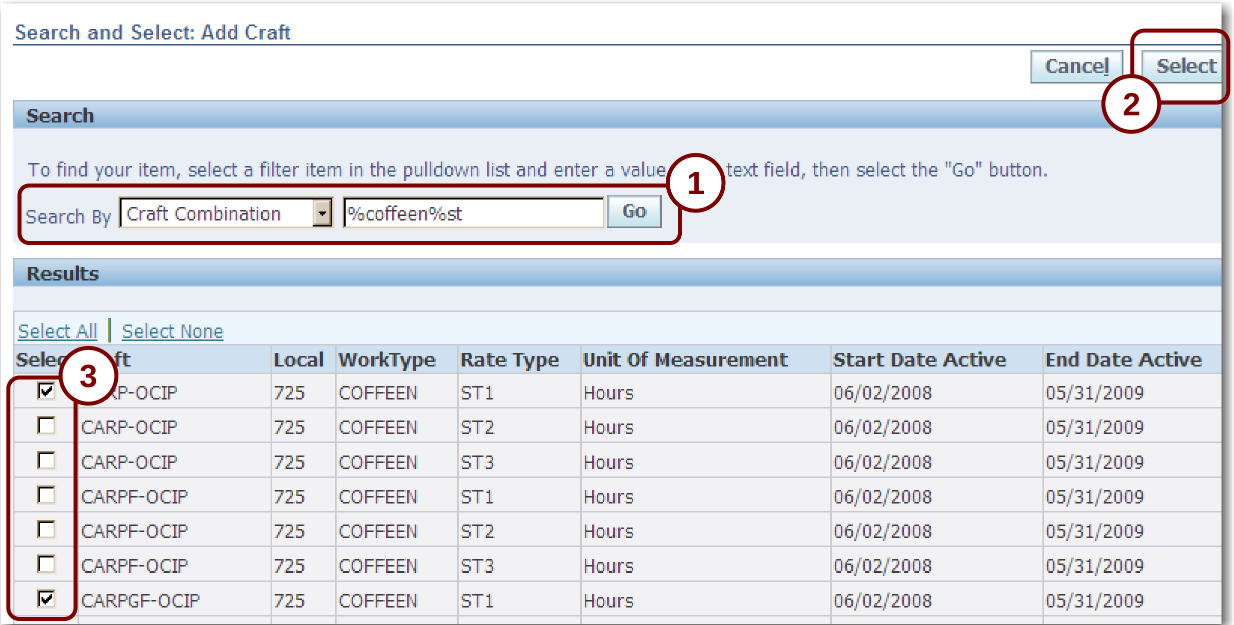

Figure 5-30

6. **Select a search by criterion from the drop-down list.**

   You can search by *Craft*, *Local*, *Work Type*, *Rate Type*, *Unit of Measurement*, or *Craft Combination*.

7. **Enter your search text and click Go as shown in 1 in above. Leave the search field blank to return all labor crafts.**

   A list of crafts matching the search criteria displays in the *Results* grid as shown above.

8. **Click the Select check boxes for the crafts that you want to enter on your time card as shown in 2 above.**

9. **Click Select as shown in 3 above.**

   The *Time Card Main Screen* displays as shown in Figure 5-31 on the next page.

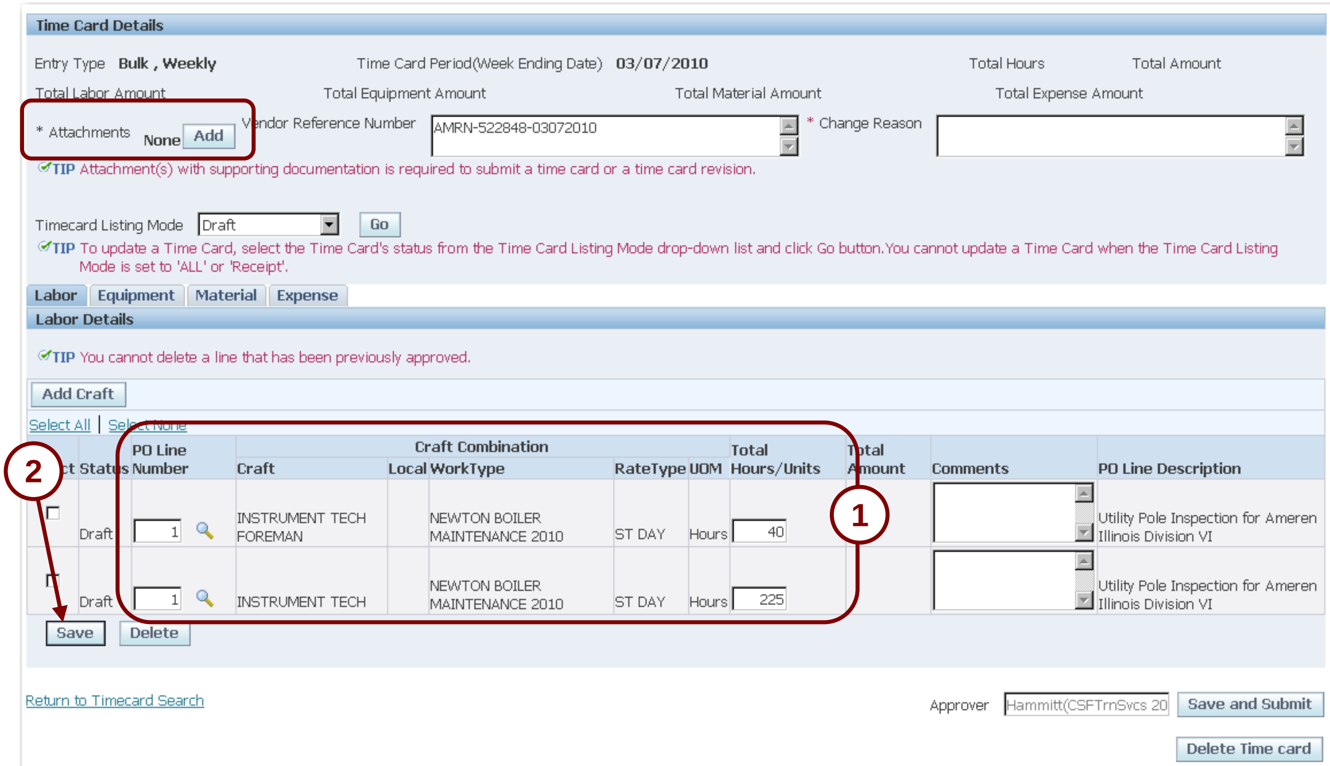

Figure 5-31

9. **Complete the following fields as shown in 1 above:**

- ***PO Line Number*** — Enter the PO line number. Click the *Magnifying Glass* if you want to search for a purchase order line number. If you are entering an EMPRV job, the Purchase order line number will be defaulted when you select the job.
- ***Job Number*** — For EMPRV and DOJM jobs, you must enter the job number that you are charging time to. Click the Magnifying Glass to search for an EMPRV job number. You must type the DOJM job number in the field. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688.
- ***Total Hours*** — Enter the total number of hours worked during the week for all individuals in the craft.

10. **Click Save as shown in 2 above.**

11. **If you are finished entering time card information, click Add to attach supporting documentation to your timecard, and then click Save and Submit. You must attach a supporting document or the system will not allow you to submit the time card for approval.**

- If needed, refer to Lesson 5-13: Add Attachments for instructions on how to add attachments.
- If you need to enter equipment costs, click the ***Equipment*** link. Refer to Lesson 5-12: Enter Equipment Costs Online for Bulk Weekly Time Cards for information about entering equipment costs.
- If you need to enter material costs, click the ***Material*** link. Refer to Lesson 5-8: Enter Material Costs for Time and Material Time Cards for information about entering material costs.
- If you need to enter expenses, click the ***Expense*** link. Refer to Lesson 5-9: Enter Expenses for Time and Material Time Cards for information about entering expenses.

Lesson 5-12: Enter Equipment Costs Online for Bulk Weekly Time Cards

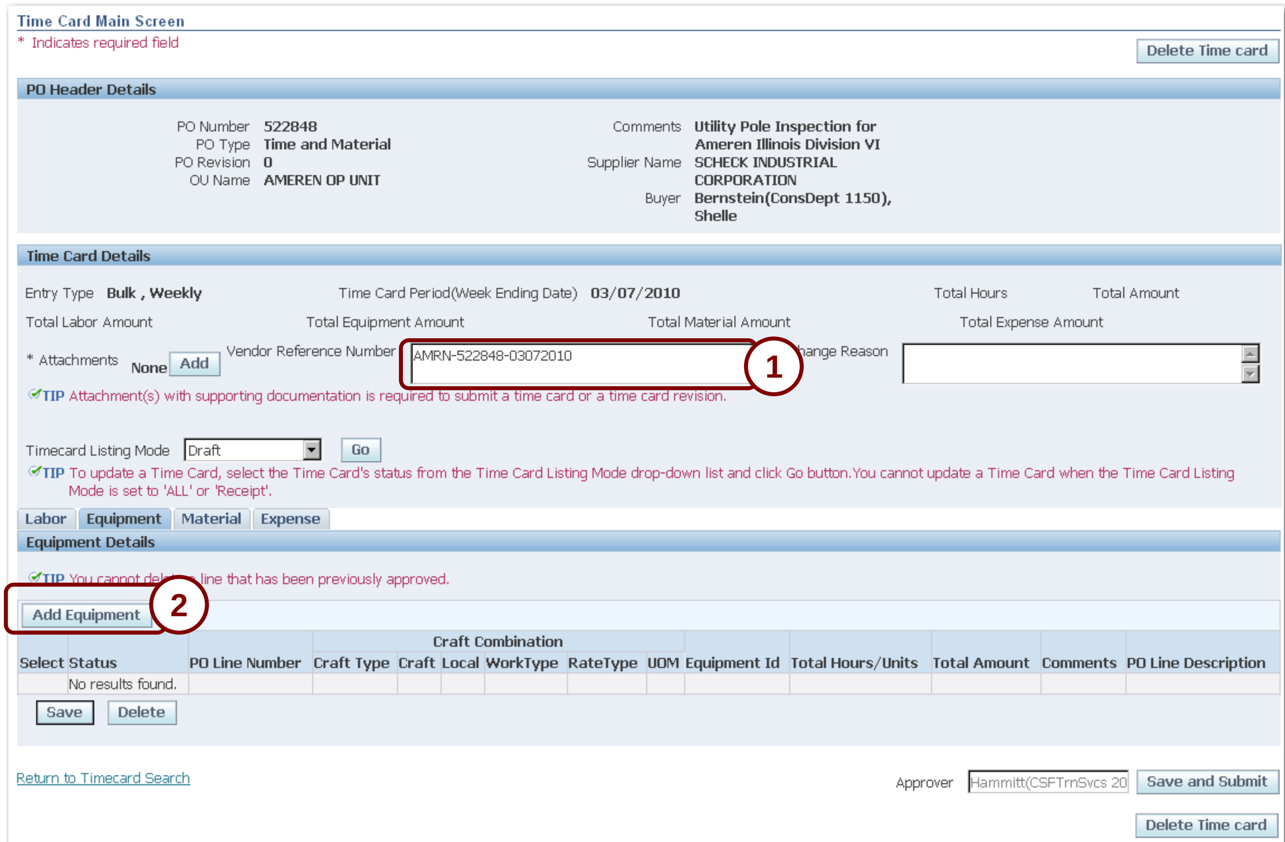

Figure 5-32

When you enter equipment costs for bulk weekly time cards, you make a single entry for all hours for each craft combination for the week.

CAUTION: You cannot enter a time card for a purchase order that has been closed.

1. **Click the Equipment tab.**

2. **Enter a Vendor Reference Number as shown in 1 above.**

Enter your internal invoice number in the Vendor Reference Number field for payment tracking purposes. The Vendor Reference Number is included in the ACH payment alert email when the timecard's associated invoice is paid. The Vendor Reference Number is also displayed on the Invoice Report.

3. **Click Add Equipment as shown in 2 above.**

The *Search and Select: Add Equipment* pop-up window displays as shown in Figure 5-33 on the next page.

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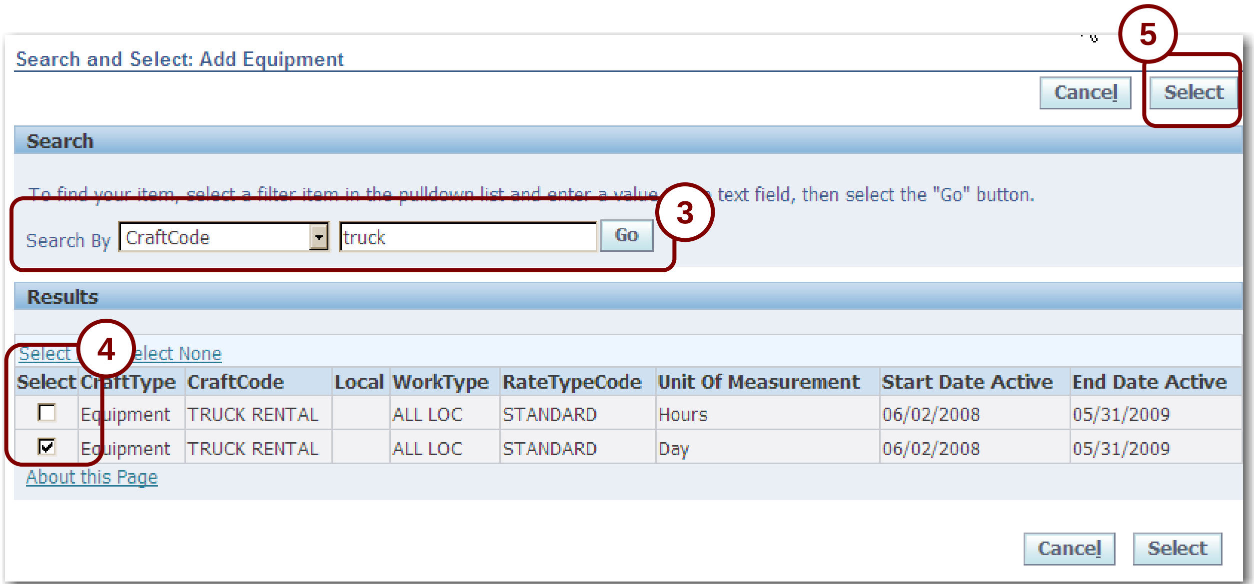


Figure 5-33

4. **Select a search by criterion from the drop-down list.**

   You can search by *Craft*, *Local*, *Work Type*, *Rate Type*, *Unit of Measurement*, or *Craft Combination*.

5. **Enter your search text and click Go as shown in 3 in Figure 5-33. Leave the unlabeled field blank to return a list of all crafts.**

   A list of crafts matching the search criteria displays in the *Results* grid as shown above.

6. **Click the check boxes for the crafts that you want to enter time for as shown in 4 above and click Select as shown in 5 above.**

   The *Time Card Main Screen* displays as shown in Figure 5-34 on the next page.

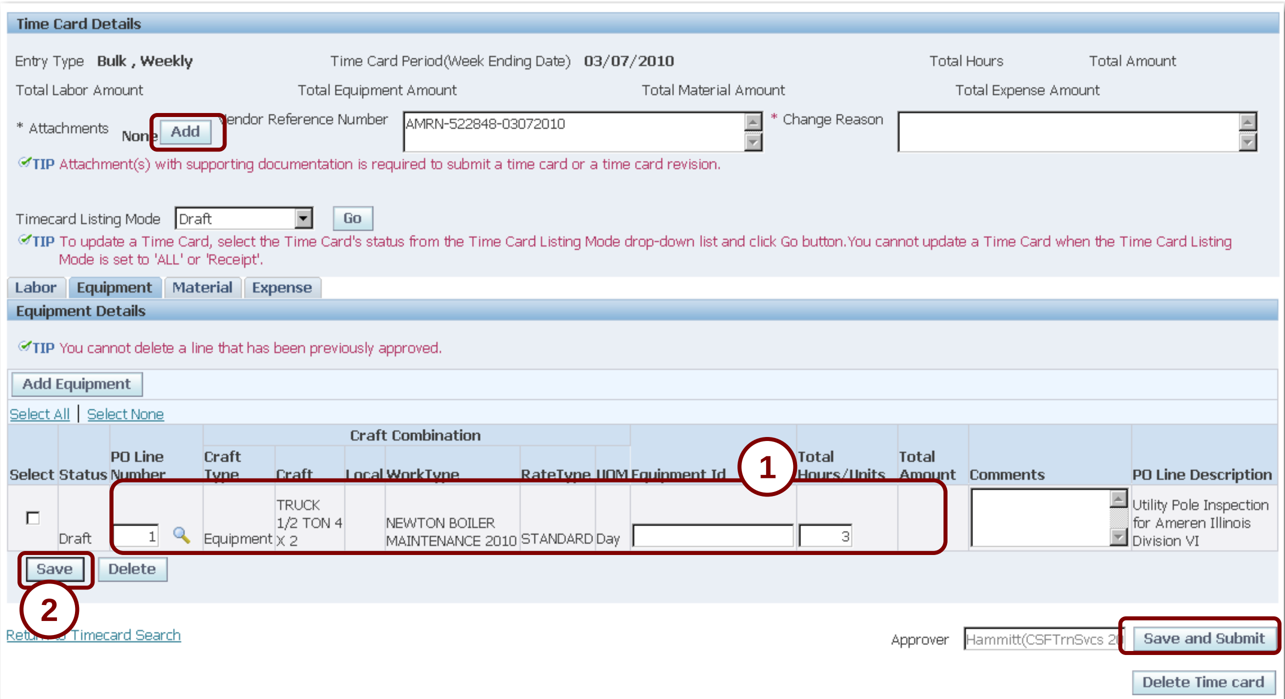


Figure 5-34

7. Complete the following fields as shown in 1 above:

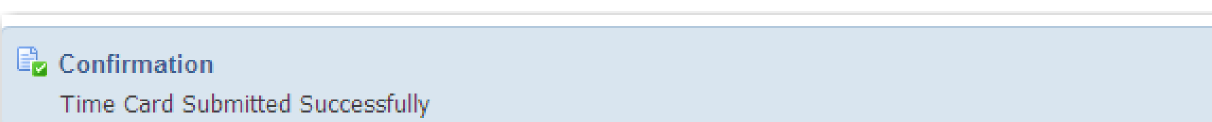
- ***PO Line Number*** — Enter the PO line number. Click the *Magnifying Glass* if you want to search for a purchase order line number. For EMPRV jobs, the PO line number is defaulted when you select the job number.
- ***Job Number*** — For EMPRV and DOJM jobs, enter the job number that you are charging the equipment to. You can click the *Magnifying Glass* to search for an EMPRV Job number. You must type the DOJM job number in the field. Valid DOJM job numbers consist of the 4 character district code plus the Work Request number, for example, IPMN000688.
- ***Total Hours*** — Enter the total hours/units for the week for all equipment craft combinations.

8. Click Save as shown in 2 above.

- If you need to enter material costs, click the ***Material*** link. Refer to Lesson 5-8: Enter Material Costs for Time and Material Time Cards for information about entering material costs.
- If you need to enter expenses, click the ***Expense*** link. Refer to Lesson 5-9: Enter Expenses for Time and Material Time Cards for information about entering expenses.

9. If you are finished entering time card information, click Add to attach supporting documentation and then click Save and Submit. The system will not allow you to submit the time card without supporting documentation attached.

A confirmation message displays as shown below. If needed, refer to Lesson 5-13: Add Attachments for instructions on how to add attachments.



Lesson 5-13: Add Attachments

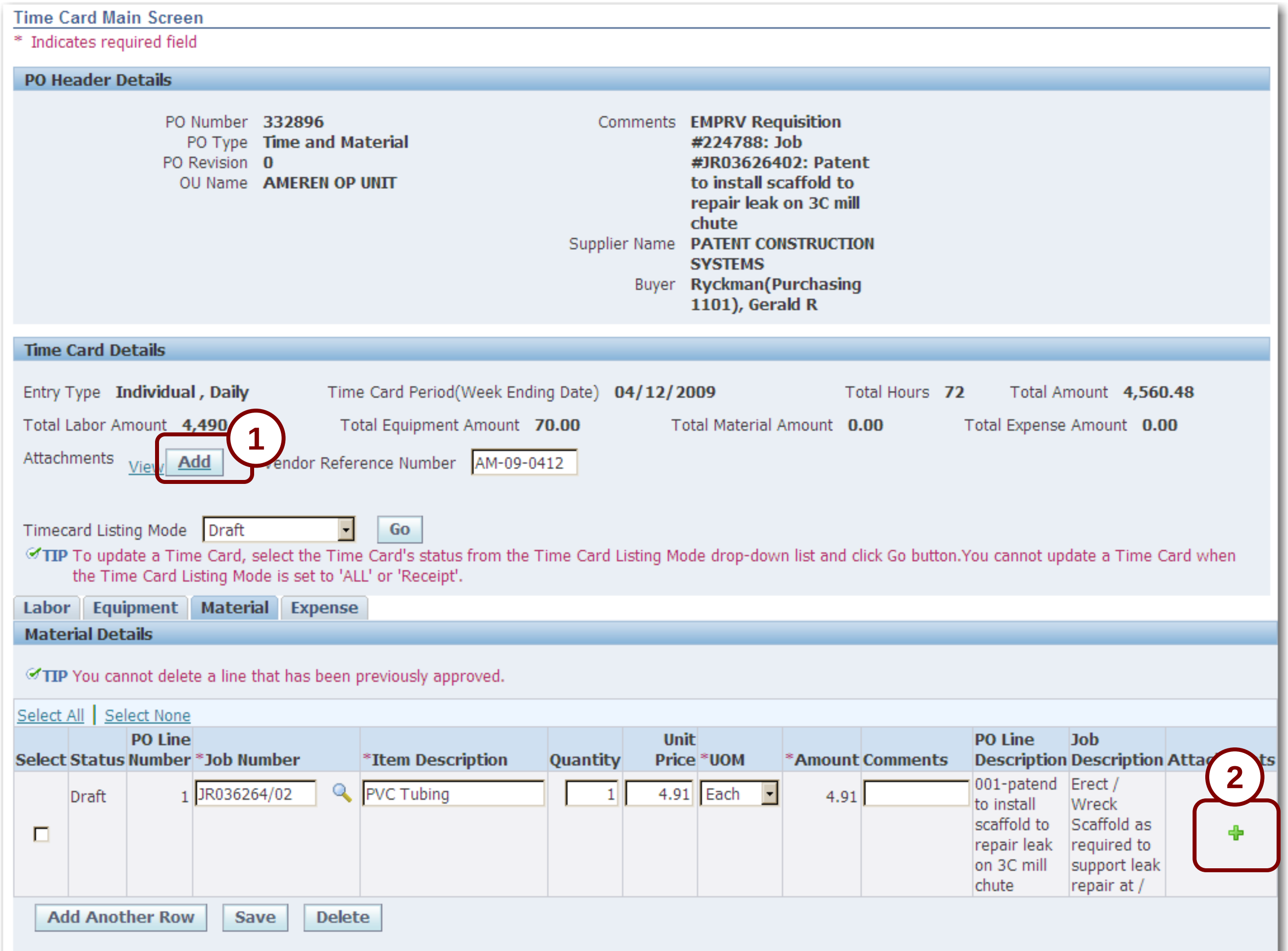


Figure 5-35

All time cards must include at least one supporting attachment at the header level (1 above).

- Material and Expense items always require a supporting invoice/receipt to be attached.
- Other attachments must be included, as required by your Ameren approver.

To add attachments at the time card header level click ***Add*** as shown in 1 above. For Material and Expense time card entries, add attachments at the line level by clicking the ***Plus*** icon on the material or expense line as shown in 2 above.

1. **Click Add to add an attachment to the header or the Plus icon to add an attachment to a material or expense line.**

   The *Add Attachment* page displays as shown in Figure 5-36 on the next page.

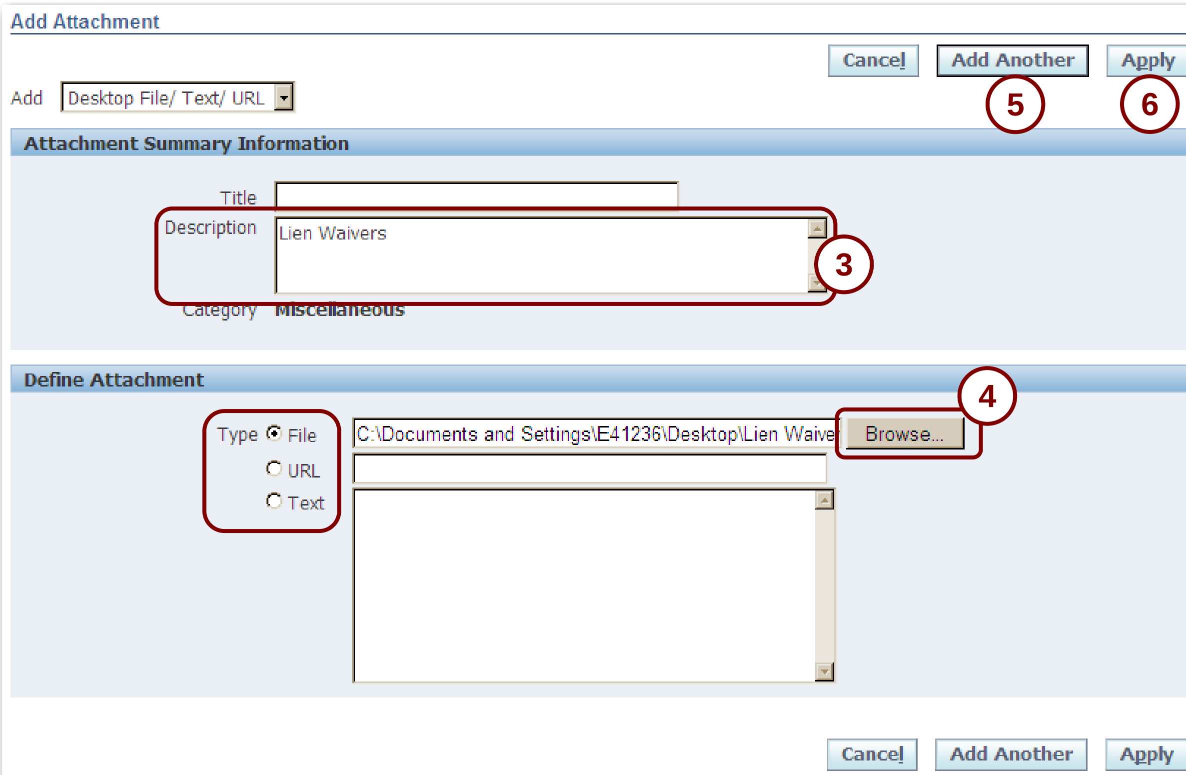


Figure 5-36

2. **Enter a Description for the attachment, as shown in 3 above.**

3. **Select the Type of attachment you want to add:**
   - ***File*** — If you select this option, you must provide the file path for the attachment.
   - ***Text*** — If you select this option, type the text into the field to the right of the ***Text*** option button.

4. **If you are adding a file attachment, click Browse, as shown in 4 above.**

5. **A choose file window opens. Navigate to the file that you want to attach, click the file to select it, and click Open.**

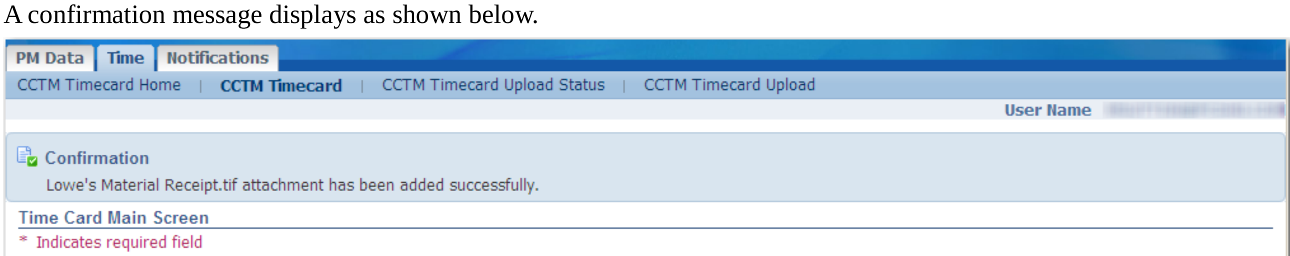
   The file path displays as shown above.

6. **If you need to include additional attachments, click Add Another as shown in 5 above.**

   Repeat steps 5 through 8 as required.

7. **When you have finished adding attachments, click Apply as shown in 6 above.**

   A confirmation message displays as shown below.



8. **Click Save to save your attachments.**

   You can edit or delete attachments as shown on the next page.

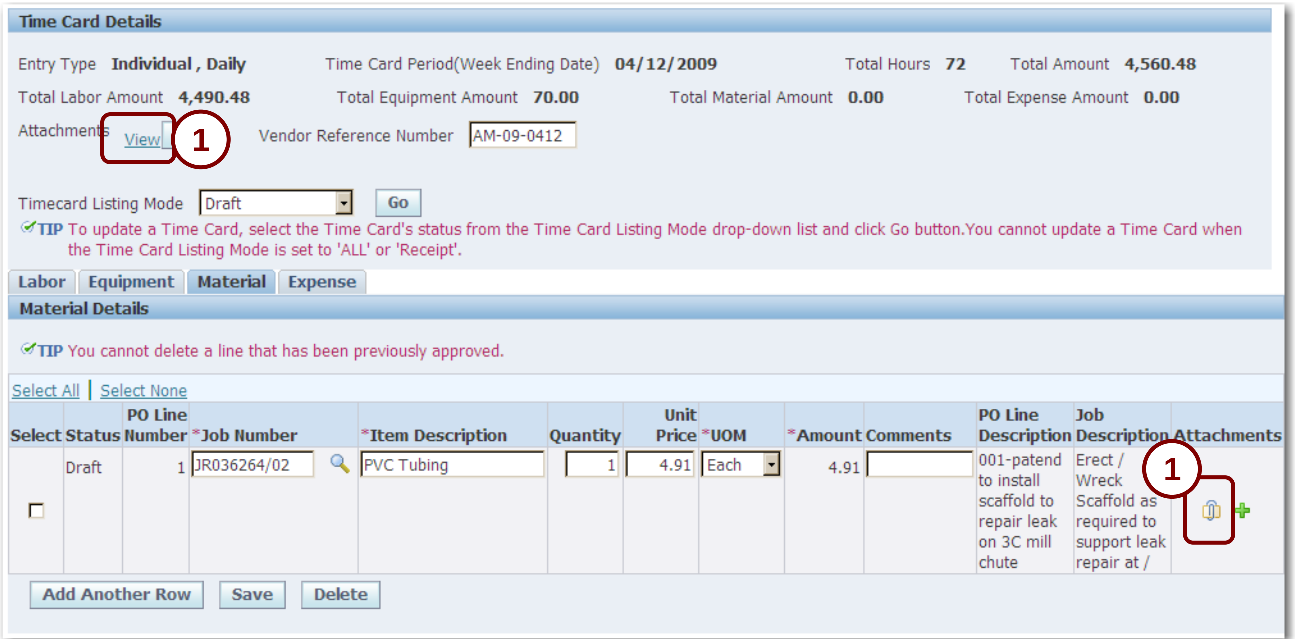
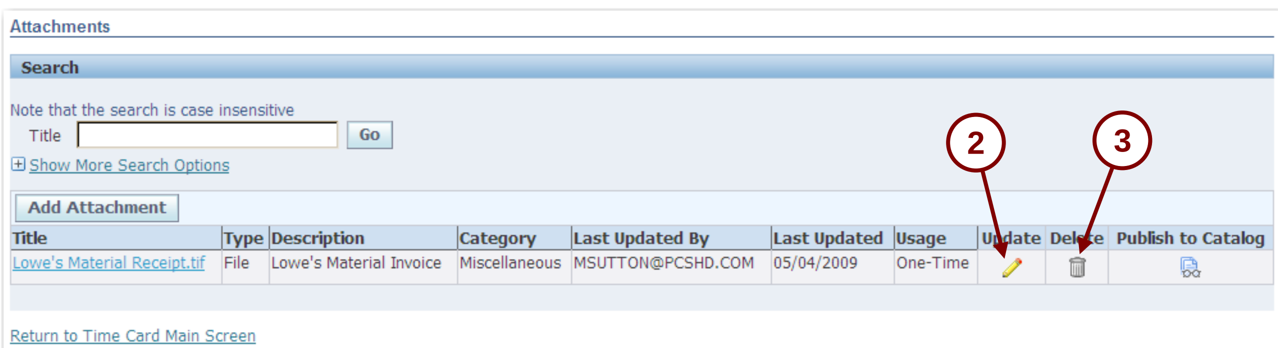


Figure 5-37

9. **To edit or delete an attachment, click the View link or the Paper Clip as shown in 1 above.**

The *Attachments* page displays as shown below.

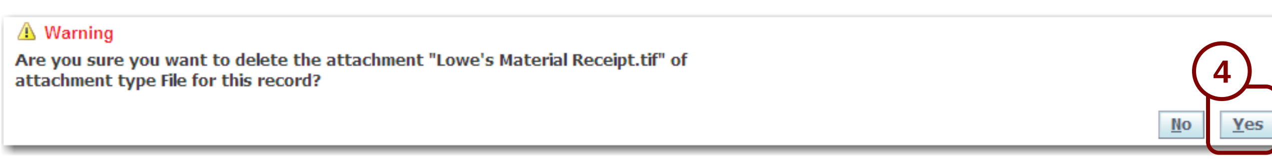


10. **To edit the attachment, click the Pencil as shown in 2 above.**

The attachment becomes available for editing.

11. **To delete an attachment, click the Trashcan as shown in 3 above.**

A warning message displays as shown below.



12. **Click Yes as shown in 4 to delete the attachment.**

Lesson 5-14: Download Time Card Template for File Upload

Use the CCTM time card template to record and upload time and materials time cards when you have multiple lines of data to enter. The template can be reused each week by updating the reporting period dates, hours worked, and other costs as necessary.

When you export the template, a guide for completing the template (**TimeCard_Template_Readme.html**) is also downloaded. Refer to this file for information about completing the template.

The process to upload a time card file follows:

1. Download the template.
2. Open the template in a spreadsheet program, such as Excel.
3. Complete the time card.
4. Save the completed time card as a Comma Separated Value (*.CSV) file.

   You can use the template in any program that enables you to create a *.CSV file. In the example used in this training, data from an excel file are interfaced to CCTM. If your organization uses a different spreadsheet program, check with your internal IT support for information about creating a *.CSV file.
5. Upload the completed template.
6. Monitor the upload process.
7. If necessary, correct any upload errors and restart the upload process.
8. Submit the time card for approval in CCTM.

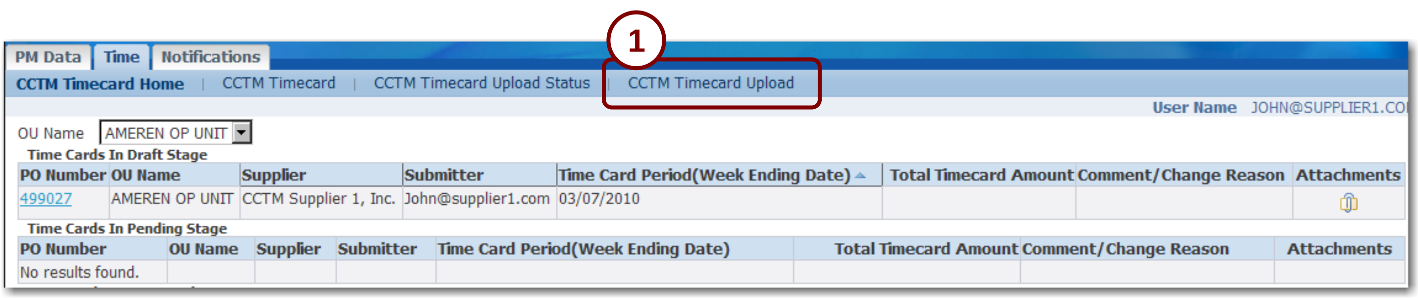


Figure 5-38

1. **In the CCTM Timecard application, click CCTM Timecard Upload as shown in 1 in Figure 5-38.**

The *Upload File – Status* page displays as shown in Figure 5-39 on the next page.

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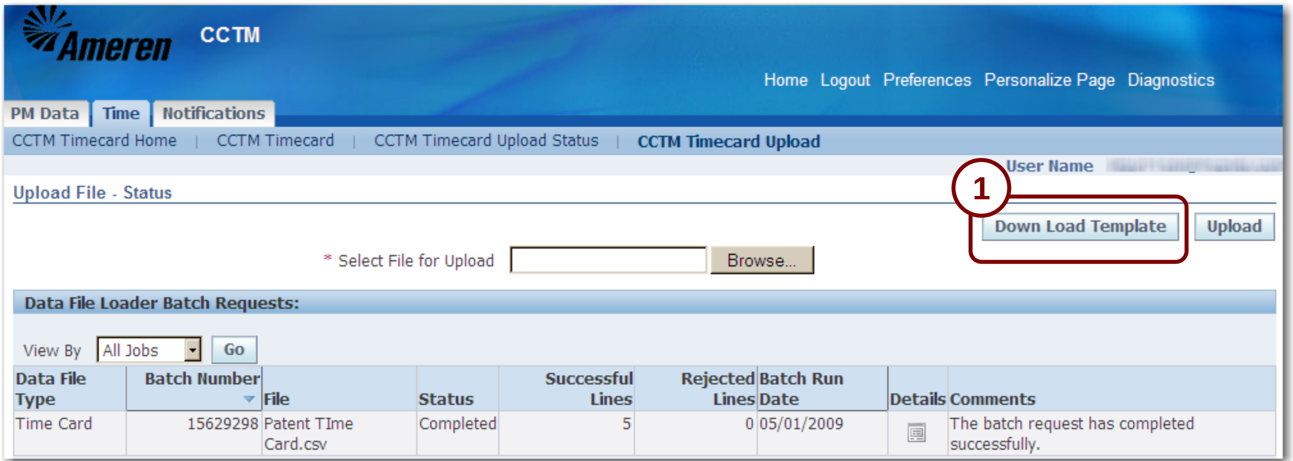


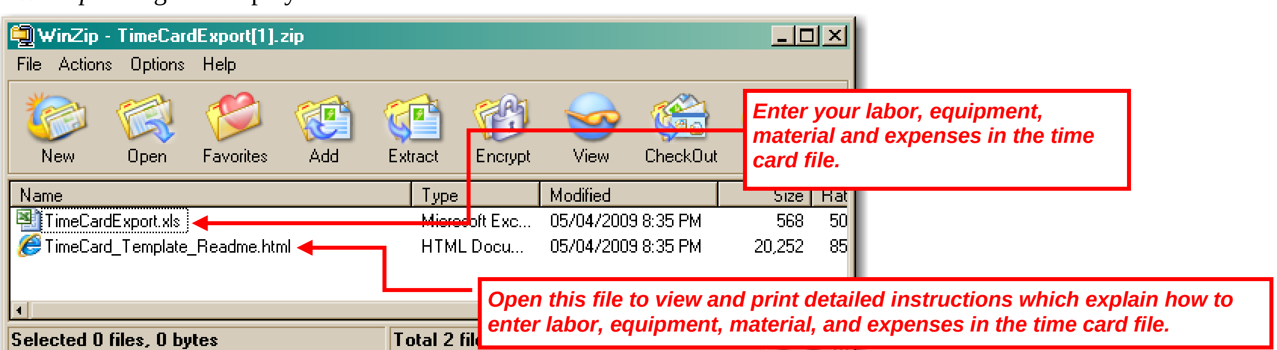
Figure 5-39

2. Click Down Load Template as shown in 1 in Figure 5-39.

The *File Download* dialog box displays similar to the one shown below.

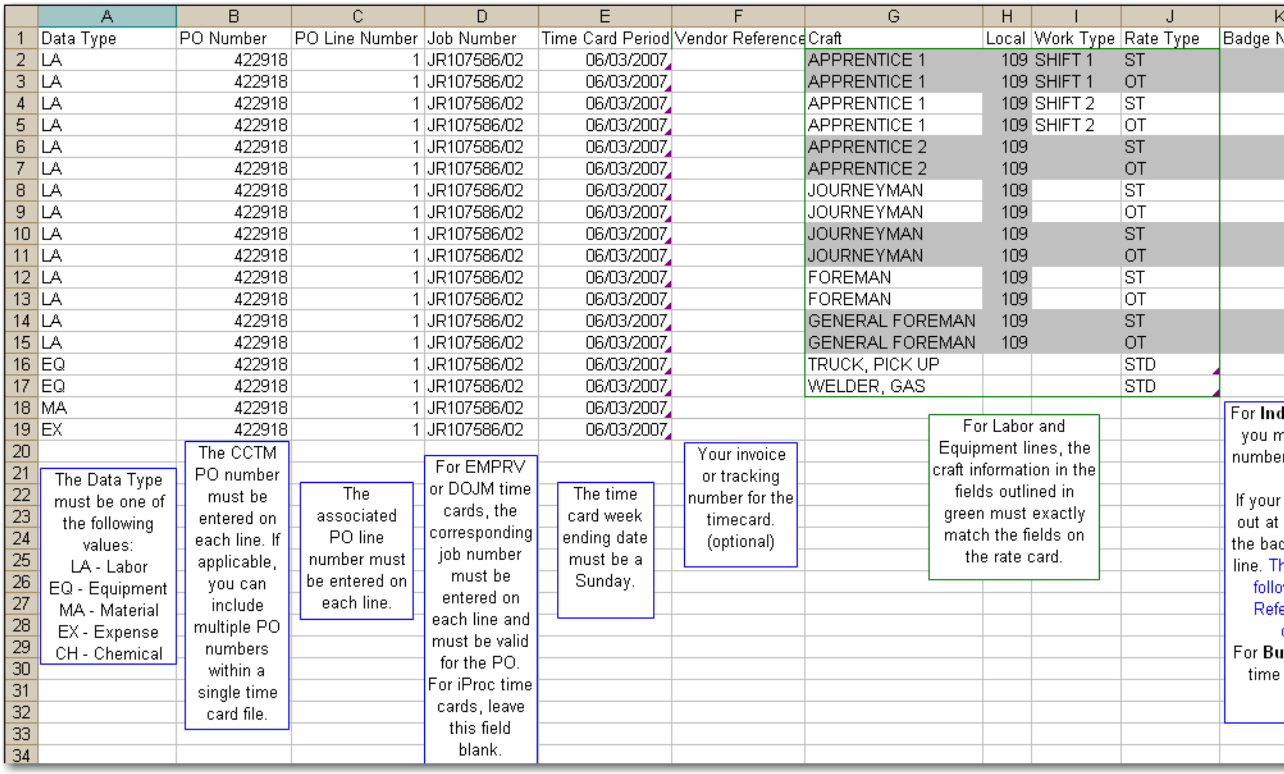
3. Click Open.

A *WinZip* dialog box displays similar to the one shown below.



4. Open the TimeCardExport.xls file.

The file displays similar to Figure 5-40 on the next page.



	A	B	C	D	E	F	G	H	I	J	K
1	Data Type	PO Number	PO Line Number	Job Number	Time Card Period	Vendor Reference	Craft	Local	Work Type	Rate Type	Badge N
2	LA	422918	1	JR107586/02	06/03/2007		APPRENTICE 1	109	SHIFT 1	ST	
3	LA	422918	1	JR107586/02	06/03/2007		APPRENTICE 1	109	SHIFT 1	OT	
4	LA	422918	1	JR107586/02	06/03/2007		APPRENTICE 1	109	SHIFT 2	ST	
5	LA	422918	1	JR107586/02	06/03/2007		APPRENTICE 1	109	SHIFT 2	OT	
6	LA	422918	1	JR107586/02	06/03/2007		APPRENTICE 2	109		ST	
7	LA	422918	1	JR107586/02	06/03/2007		APPRENTICE 2	109		OT	
8	LA	422918	1	JR107586/02	06/03/2007		JOURNEYMAN	109		ST	
9	LA	422918	1	JR107586/02	06/03/2007		JOURNEYMAN	109		OT	
10	LA	422918	1	JR107586/02	06/03/2007		JOURNEYMAN	109		ST	
11	LA	422918	1	JR107586/02	06/03/2007		JOURNEYMAN	109		OT	
12	LA	422918	1	JR107586/02	06/03/2007		FOREMAN	109		ST	
13	LA	422918	1	JR107586/02	06/03/2007		FOREMAN	109		OT	
14	LA	422918	1	JR107586/02	06/03/2007		GENERAL FOREMAN	109		ST	
15	LA	422918	1	JR107586/02	06/03/2007		GENERAL FOREMAN	109		OT	
16	EQ	422918	1	JR107586/02	06/03/2007		TRUCK, PICK UP			STD	
17	EQ	422918	1	JR107586/02	06/03/2007		WELDER, GAS			STD	
18	MA	422918	1	JR107586/02	06/03/2007						
19	EX	422918	1	JR107586/02	06/03/2007						

Figure 5-40

5. Select **File, Save As** to save the file on your PC.
6. Select the **Save in** location for the file.
7. Enter a **File name**. Do not enclose the name in quotes.
8. Select **CSV (Comma delimited) (*.csv)** from the Save as type drop-down list.
9. Click the **Save** button.
10. Print a copy of the [Completed Time Card](#) (CSV File Example) on the Supplier Training Materials page on [www.ameren.com](#) for further instructions.

Lesson 5-15: Upload Time Card

Time cards created using a template must be uploaded in CCTM. After they are uploaded successfully, they must be submitted for approval. To upload a time card, you must:

1. Locate and select the file.
2. Start the upload process.
3. Monitor the upload process.
4. If necessary, correct any upload errors and restart the upload process.
5. Open the uploaded time card from the *Time Cards in Draft Stage* section and submit it for approval.

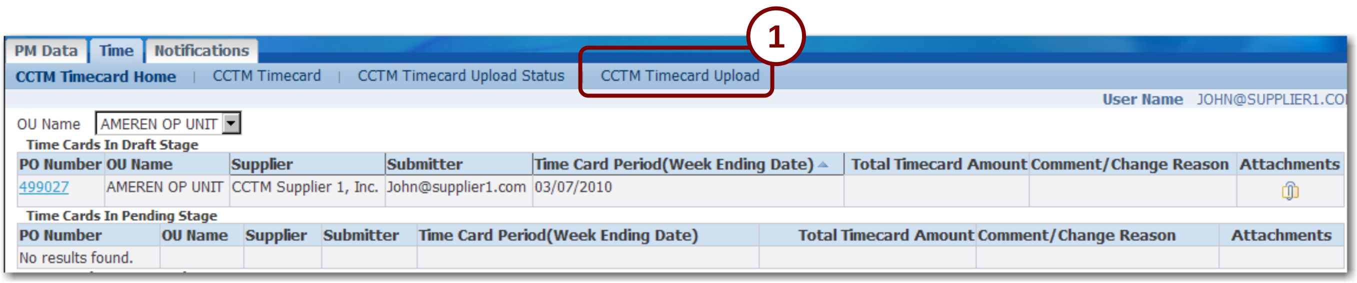
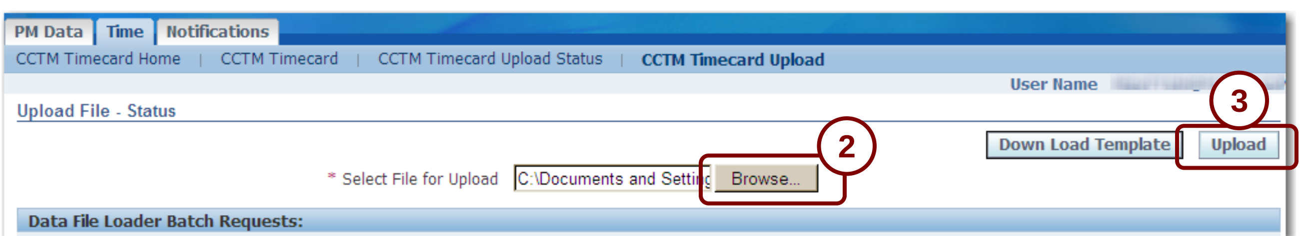


Figure 5-41

1. From the CCTM Timecard Home page, click the CCTM Timecard Upload link as shown in 1 in Figure 5-41.

The *Upload File - Status* page displays as shown below.

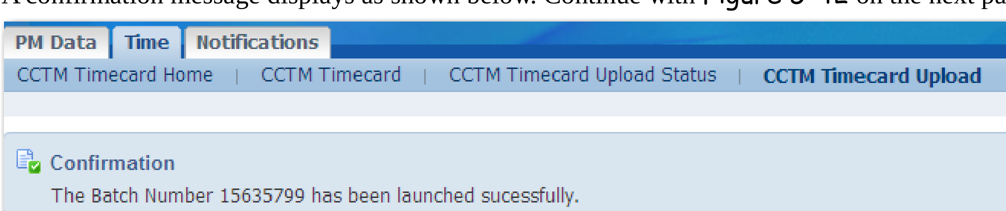


2. Click Browse as shown in 2 above.

3. Navigate to the modified rate card file location, click the file to select it, and click Open.

4. Click Upload as shown in 3 above.

A confirmation message displays as shown below. Continue with Figure 5-42 on the next page.



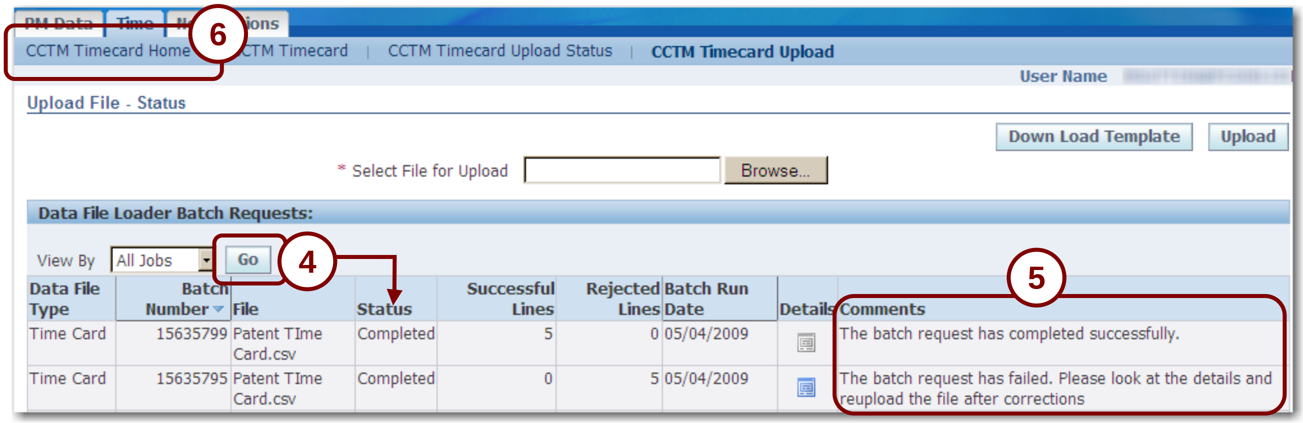


Figure 5-42

5. **Click Go, periodically, as shown in 4 above, until the Status field displays Completed.**

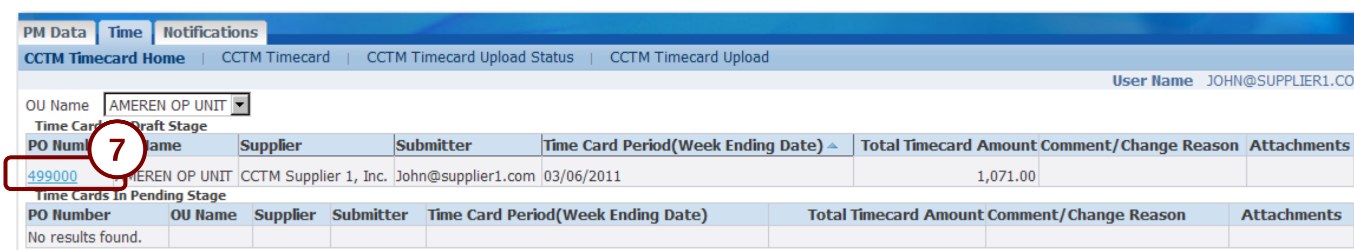
You may need to click *Go* several times before the *Status* field displays *Completed*.

6. **Review the Comments as shown in 5 above; the current time card submission always appears on the top line.**

- If the comments field indicates that the batch request has failed, click the blue Details icon to view the errors. You must then correct the errors in the file and begin the upload process again.
- If the comments field indicates that the time card has completed successfully you can continue with the next step.

7. **After the time card has been uploaded successfully, you must submit the time card for approval. Click CCTM Timecard Home as shown in 6 above.**

The *CCTM Timecard home* page appears as shown below.



8. **Under Time Cards in Draft Stage, click the PO Number link for the file you just uploaded as shown in 7 above**

The *Time Card Main Screen* page opens as shown in Figure 5-43 on the next page.

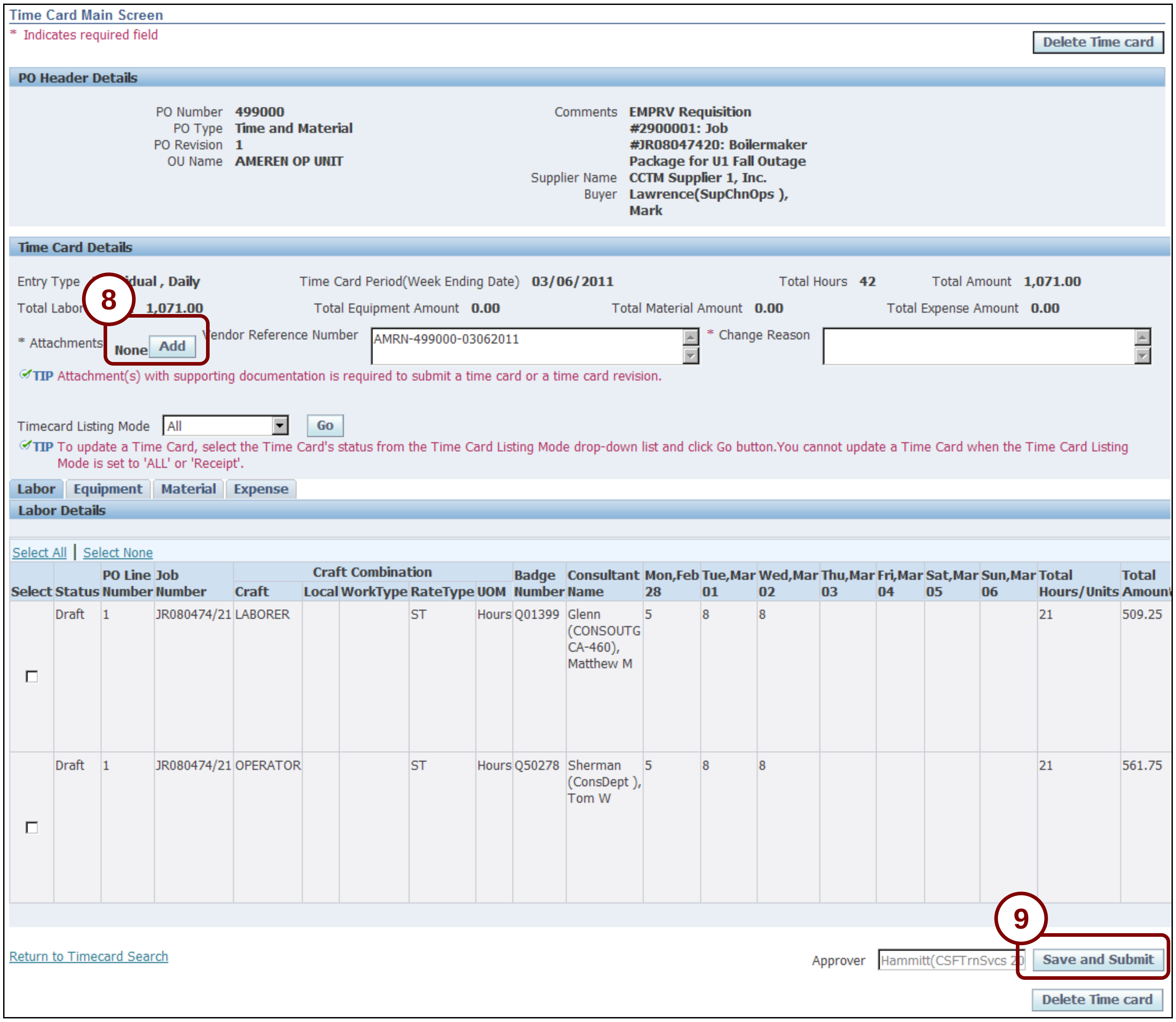


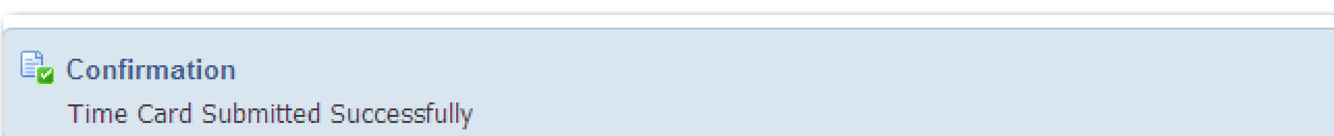
Figure 5-43

9. **Click Add as shown in 8 above, and attach supporting documentation to the time card.**

The system will not allow you to submit the time card if a supporting document is not attached. All Material and Expense entries require a supporting receipt or invoice.

10. **Click Save and Submit as shown in 9 above.**

A confirmation message displays as shown in below.



Correcting File Upload Errors

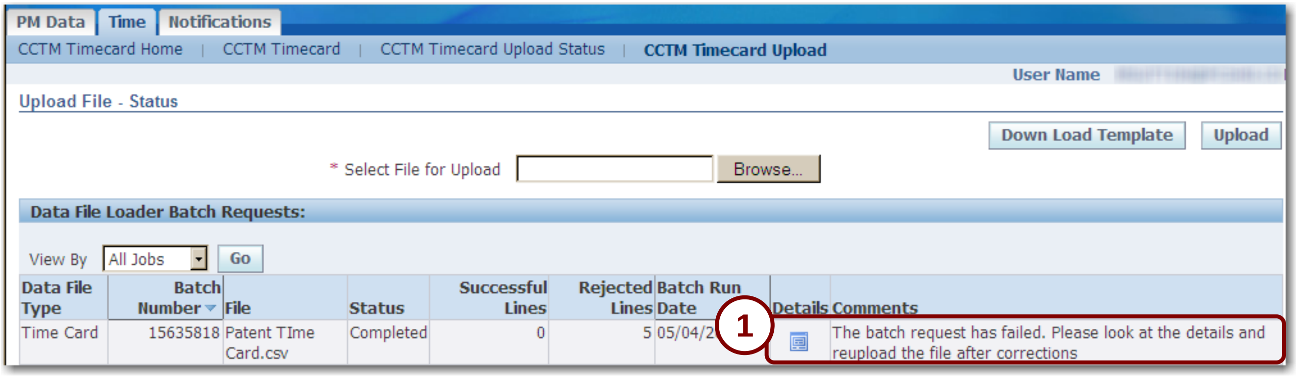
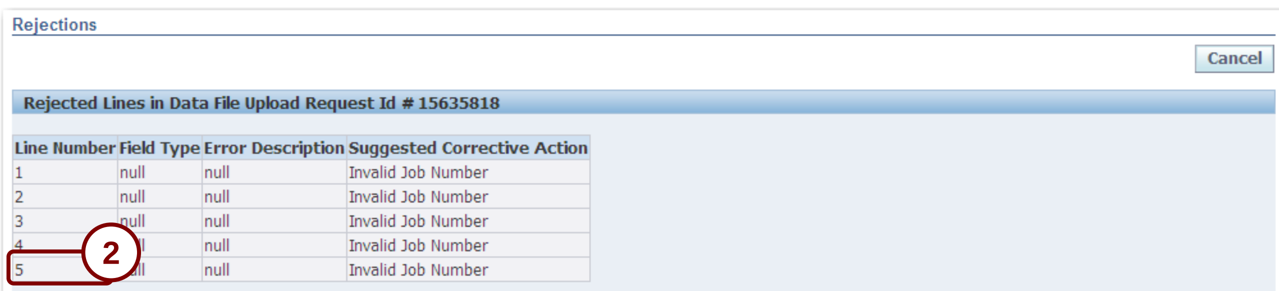


Figure 5-44

When a timecard upload is not successful, CCTM displays an error message similar to the one shown in Figure 5-44. If this occurs, you must review the errors, correct the file, and upload the file again.

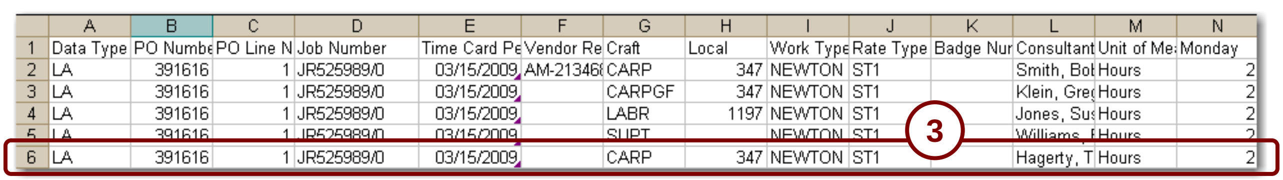
1. **Click the Details button as shown in 1 in Figure 5-44.**

   The *Rejections* page displays as shown below.



2. **Review the error message. When you are finished, correct the upload file and reinitiate the upload process.**

   NOTE: The header row on the file is not counted when CCTM displays the line number that is in error. For instance, Line Number 5 as shown in 2 above refers to spreadsheet row 6 as shown in 3 below.



Lesson 5-16: Correct Rejected Time Card

An Ameren approver may need to a reject a time card or time card line. When the decision to reject a time card or time card line is made, the Ameren approver must provide a rejection reason. You will receive an email message and an online notification when this occurs. When a time card or time card line is rejected, you must open the time card, make the required corrections, and resubmit the time card for approval.

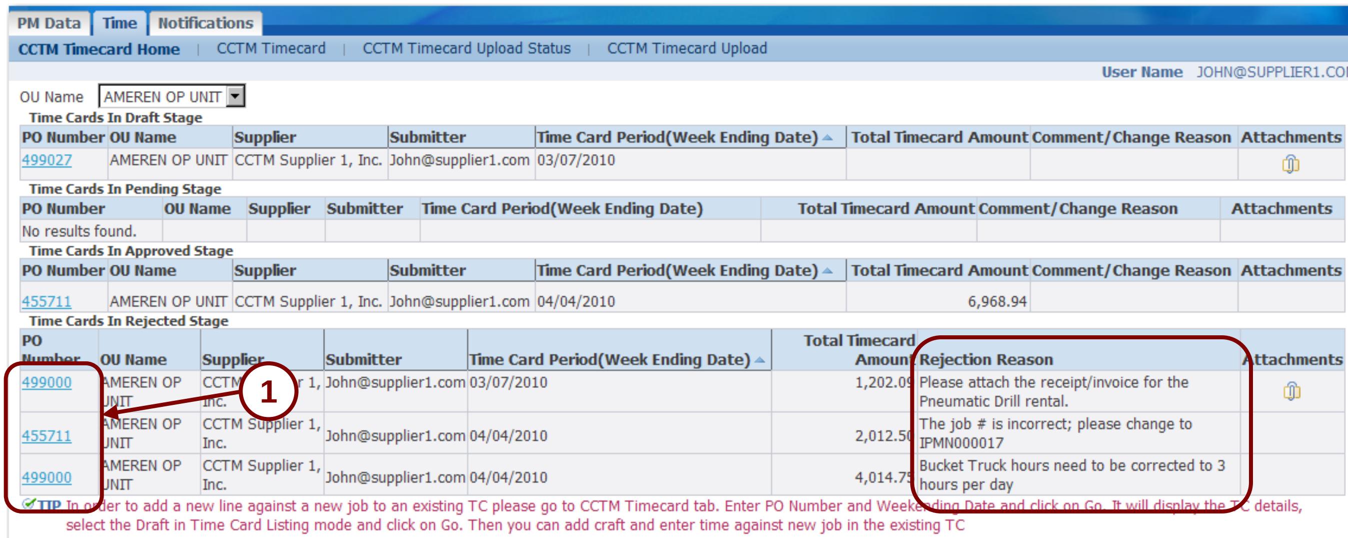


Figure 5-45

1. **From the CCTM Time Card Home page, under Time Cards in Rejected Stage, click the PO Number link as shown in 1 in Figure 5-45.**

   The *Time Card Main Screen* page displays as shown in Figure 5-46 on the next page.

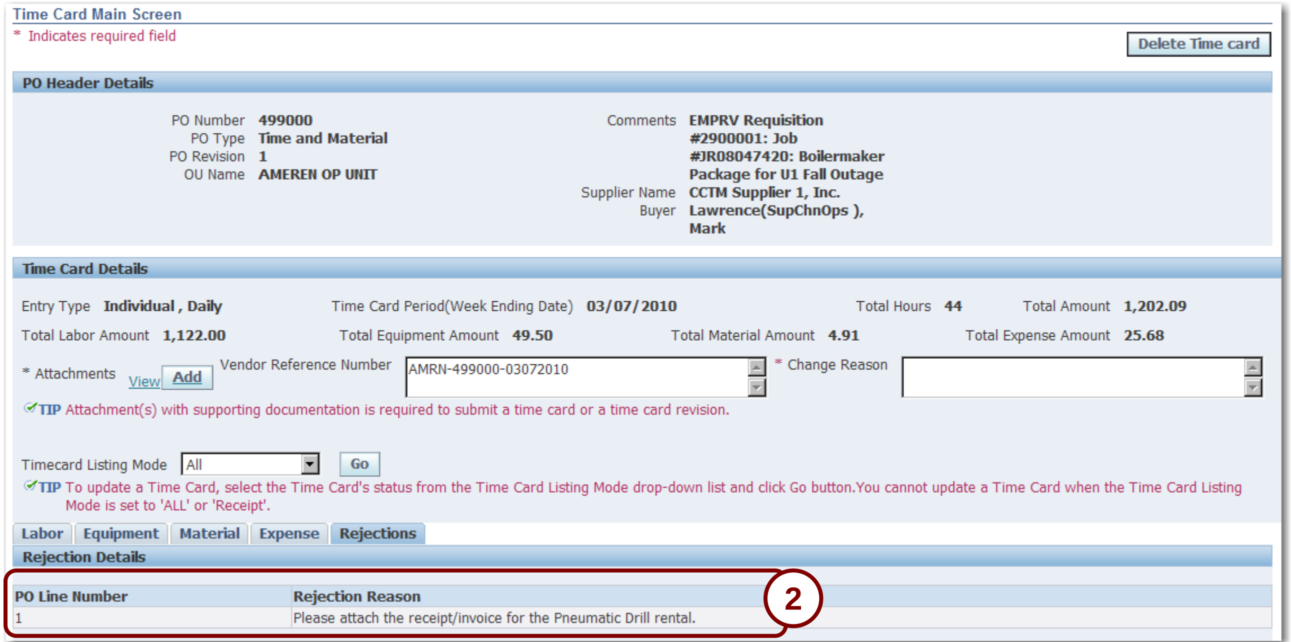


Figure 5-46

2. **Click the Rejections tab as shown in 2 above.**

The *Rejection Reason* displays as shown above.

3. **Review the rejection reason. When you are finished, click the Labor, Equipment, Material, or Expense tab as applicable to display the time card lines that require correction.**

The selected tab displays as shown in Figure 5-47 on the next page.

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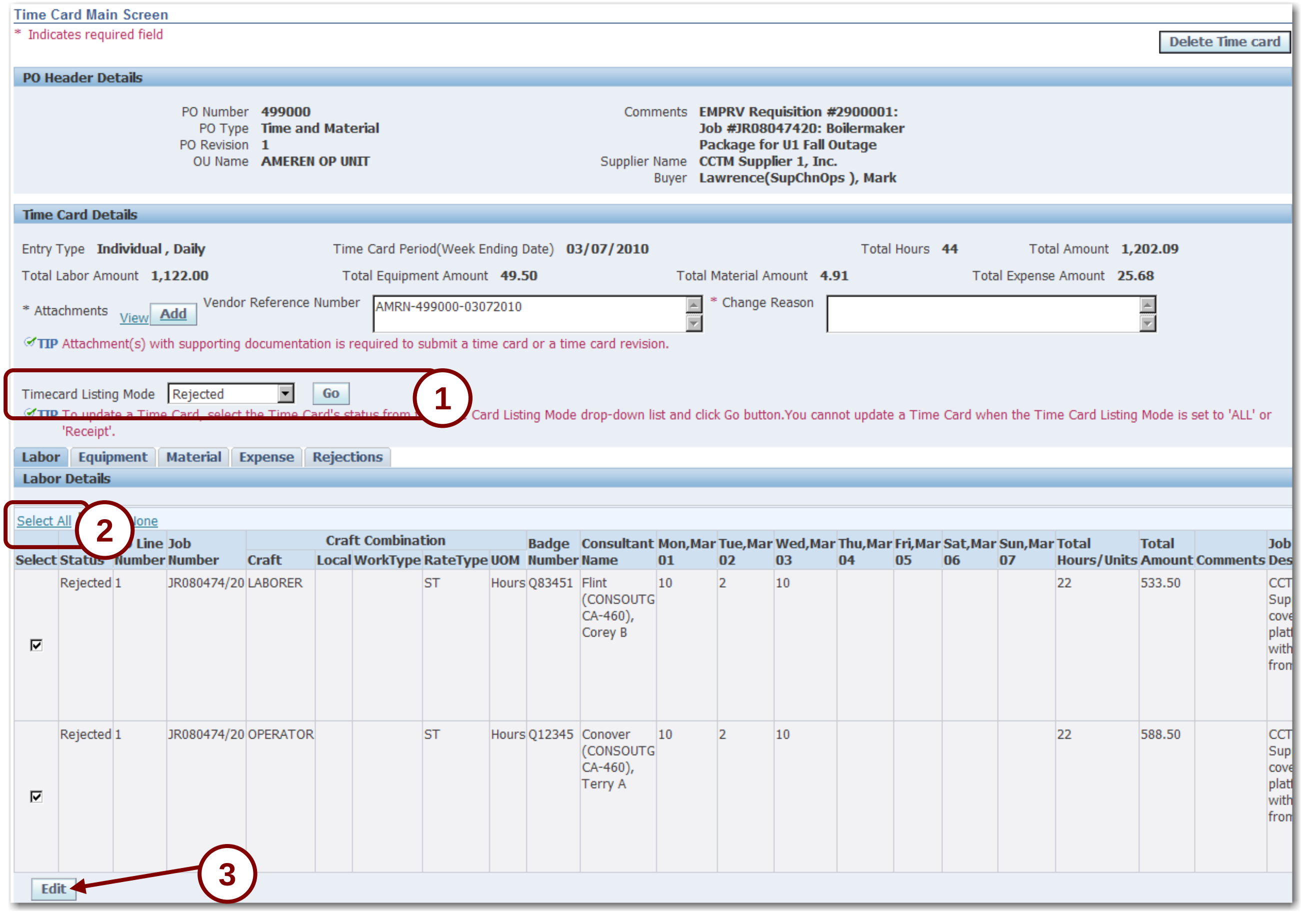


Figure 5-47

4. **Select Rejected from the Timecard Listing Mode drop-down and click Go as shown in 1 above.**

5. **Click the Select All as shown in 2 above and then click Edit as shown in 3 above.**

The *Timecard Status* changes to *Draft*, and the selected lines open for editing as shown in Figure 5-48 on the next page.

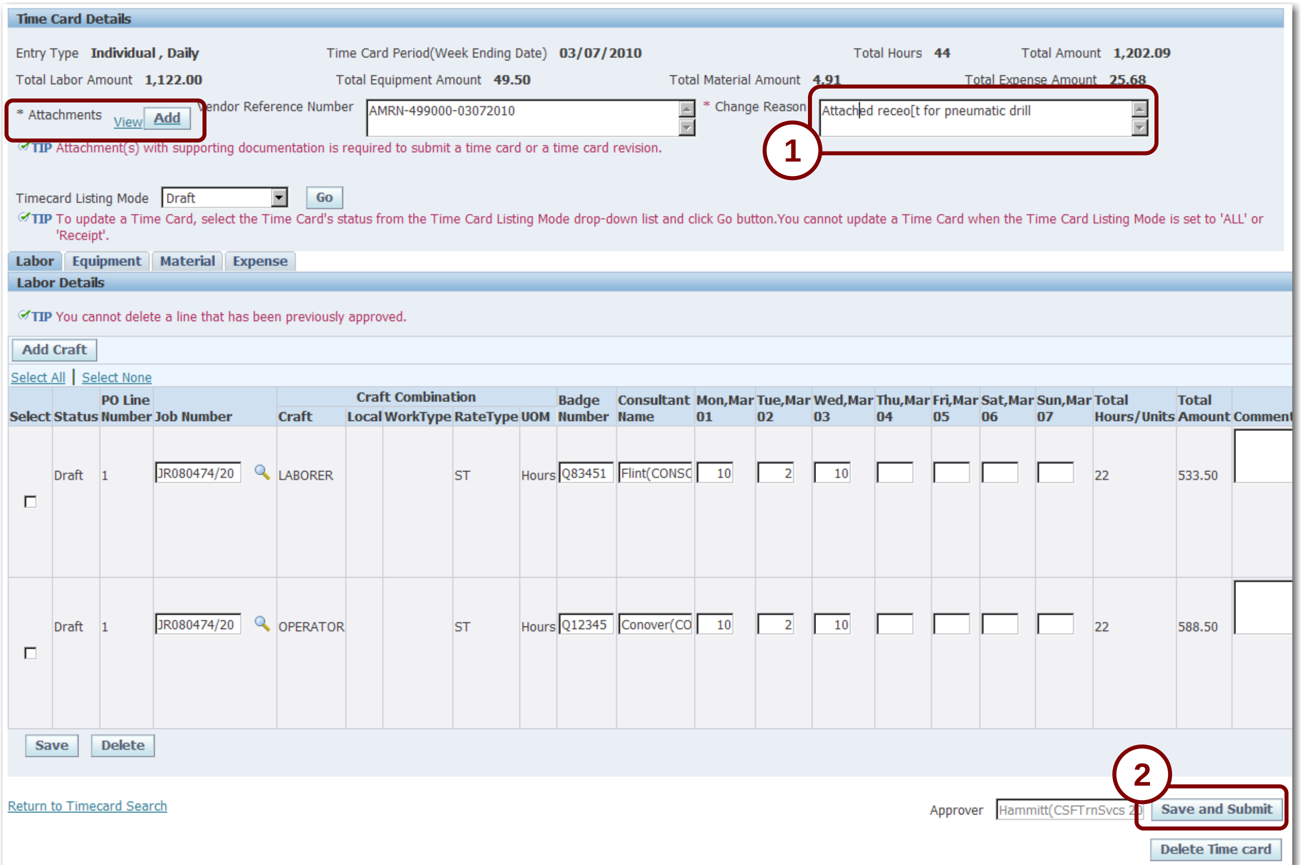


Figure 5-48

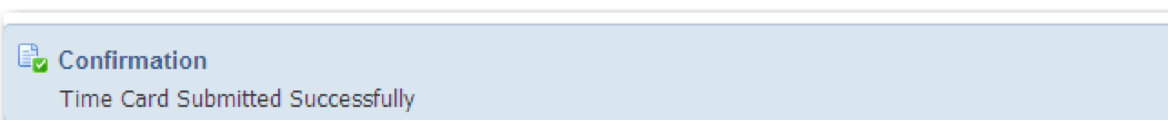
NOTE: If you exit this page before clicking *Save and Submit*, the time card will be moved to the *Time Cards in Draft Stage* section on the *CCTM Time Card Home* page.

6. **Correct the time card.**

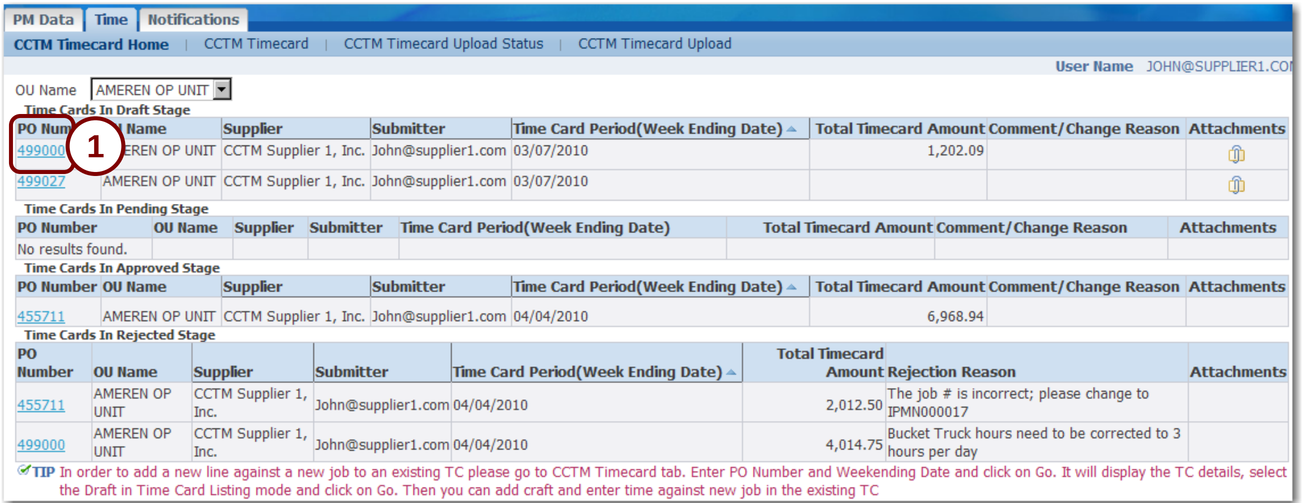
7. **Enter a Change Reason explaining the changes that you made as shown in 1 above.**

8. **Add a supporting Attachment, and then click Save and Submit as shown in 2 above.**

A confirmation message displays as shown below

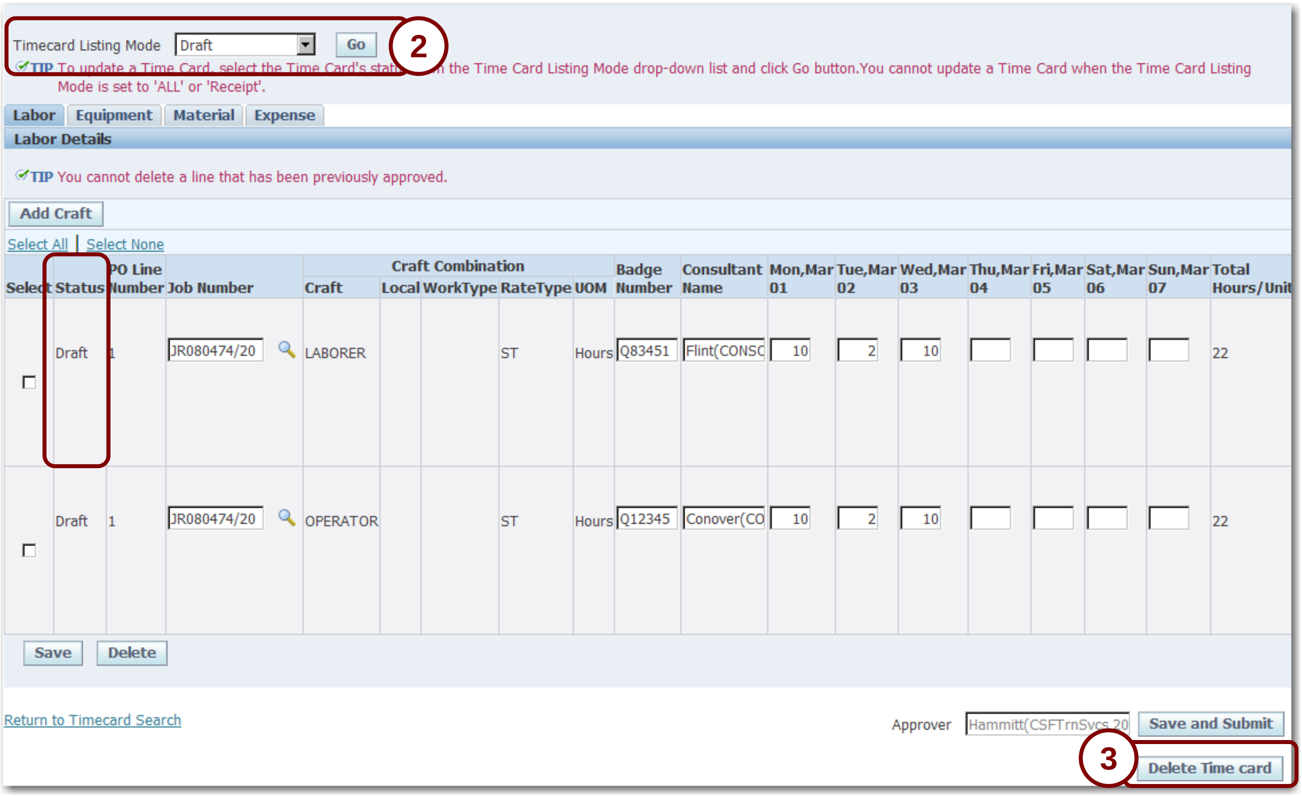


Lesson 5-17: Delete a Time Card



You can delete a time card if **all** time card lines are in draft mode. You can delete time cards that are in Pending Approval or Rejected stage, if you can edit the time card and place all lines in draft mode. The system will display an error message if the time card cannot be deleted.

1. **Click the PO number to open the time card, see 1 above.**

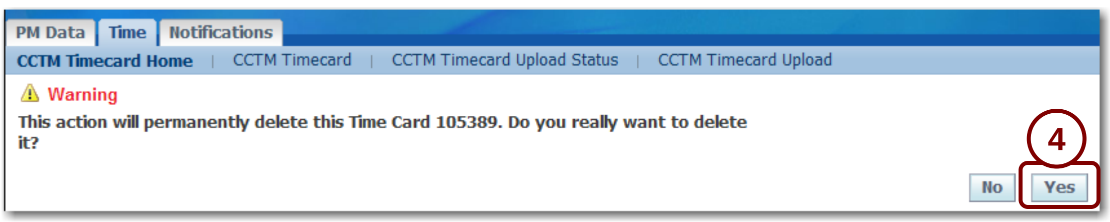


2. If the time card is not in Draft status, put the time card into draft status.

a. Select the **status** from the Timecard Listing Mode drop list and click **Go**, see **2** above.

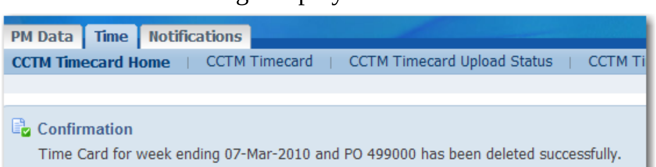
b. Click Select All and then click the **Edit** button on the left, below the time card lines.

3. Click Delete Time card, see 3 above.

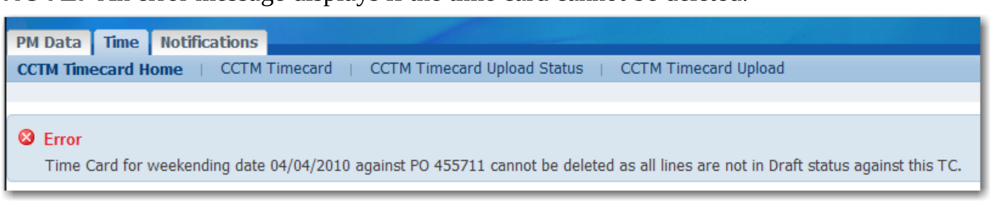


4. A Warning displays. Click **Yes** to delete the time card.

A confirmation message displays.



NOTE: An error message displays if the time card cannot be deleted.



Lesson 5-18: Adjust Time Cards

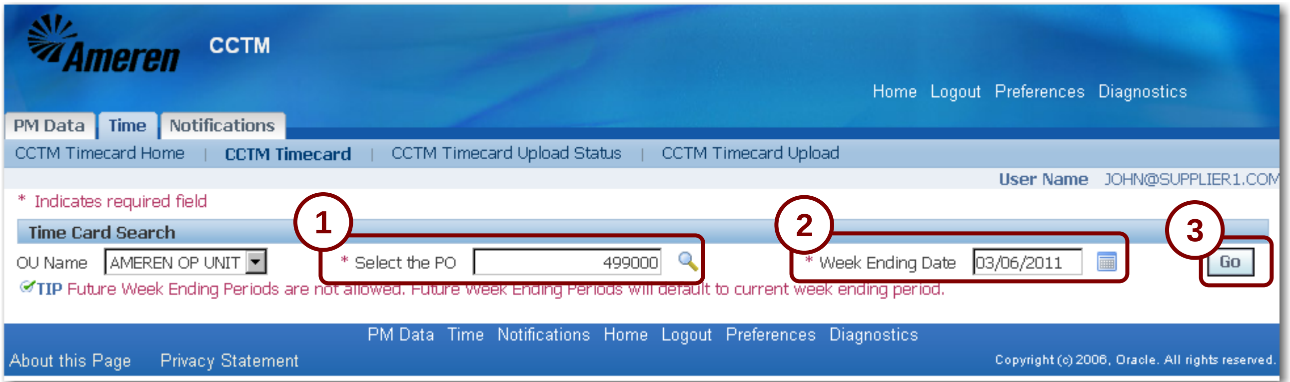


Figure 5-49

After a time card has been marked with a status of received, you cannot make changes to it. However, you might need to adjust previously submitted costs. For instance, adjustments to craft rates may be retroactive to a prior period, which requires you to make an adjustment for all previously submitted time cards to which the retroactive rates apply.

When adjustments are due to increases, you can submit a miscellaneous charge for the total amount using the *Expense* tab of a time and materials time card. You must attach supporting documentation for the charge. Documentation may consist of receipts for expenses or calculations for the rate increase. For information about adding attachments to time cards, refer to Lesson 5-13: Add Attachments.

You must also make an entry in the ***Comments*** field for the time card line. If you are submitting the adjustment for a week in which you must also record costs, you must enter your current costs on the applicable tabs as required.

If an adjustment results in a decrease to previously submitted time card costs, you must enter a credit memo for the decreased amount. Contact your Ameren representative for information about entering a credit memo.

CAUTION: You cannot enter a time card adjustment for a purchase order that has been closed.

1. **On the Time Card Search page, enter the PO Number that you need to enter an adjustment for as shown in 1 above.**

   If you do not know the exact purchase order number, click the *Magnifying Glass* to search for it.

2. **Enter the Week Ending Date field, as shown in 2 above.**

   The week ending date must be a Sunday date. If you do not know the exact date, click the ***Calendar*** button to select a date.

3. **Click Go as shown in 3 above.**

   The *Time Card Main Screen* page displays as shown in Figure 5-50 on the next page.

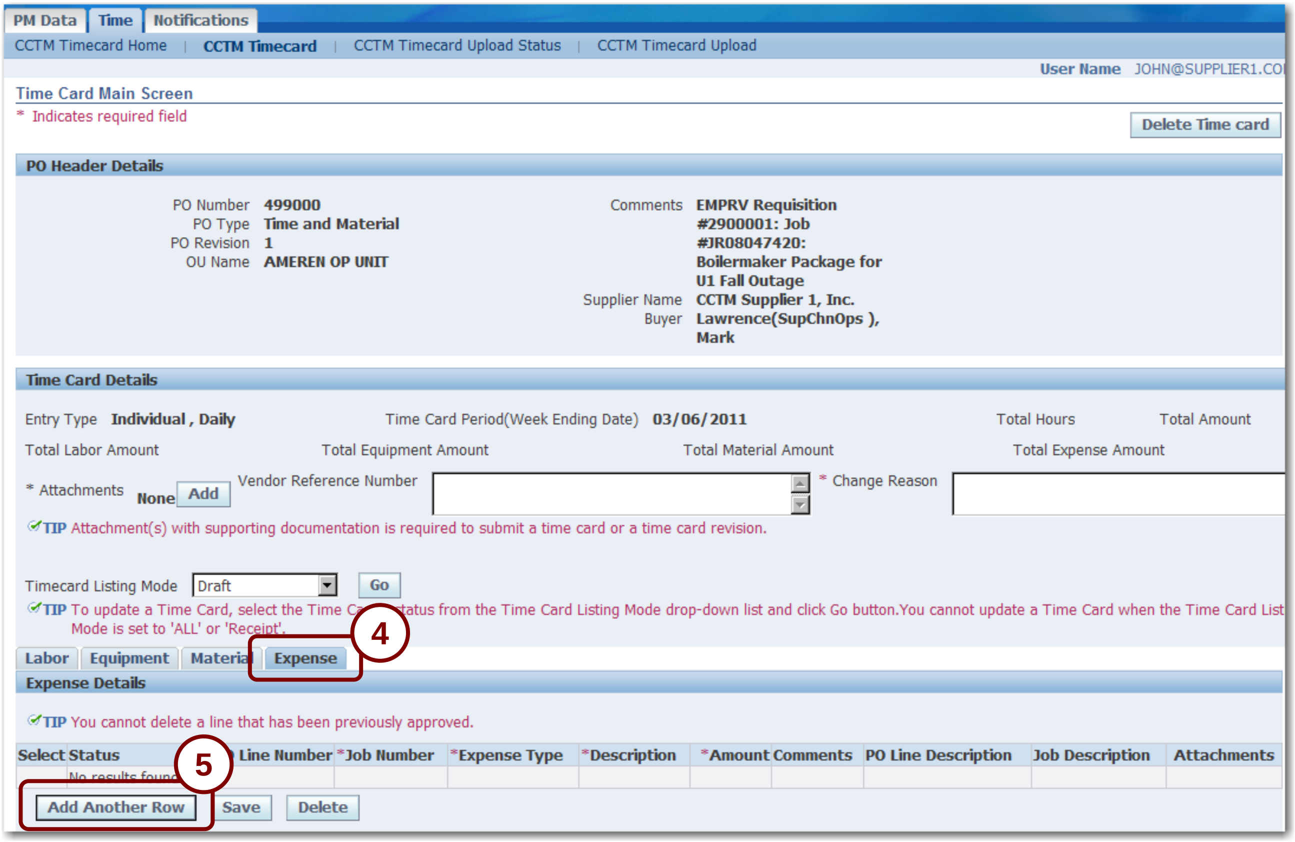


Figure 5-50

4. **Click the Expense tab as shown in 4 above.**

The *Expense* tab displays.

5. **Click Add Another Row as shown in 5 above.**

A new blank row displays as shown in Figure 5-51 on the next page.

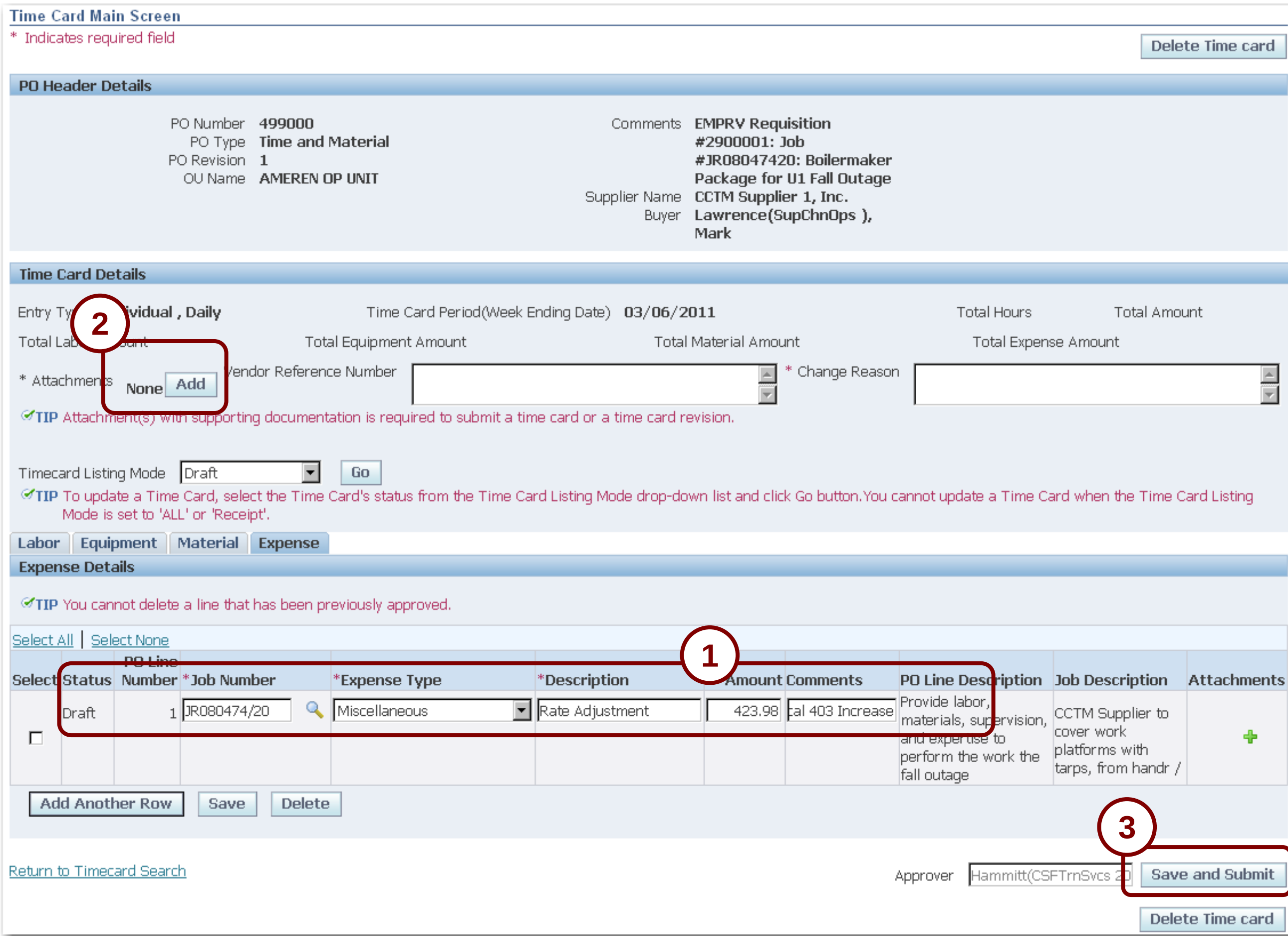


Figure 5-51

6. Complete the following fields as shown in 1 above:

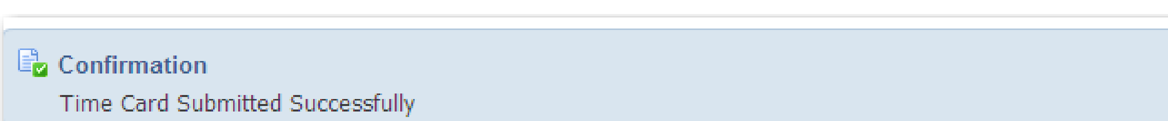
- ***PO Line*** — Enter or select the PO line.
- ***Job Number*** — For EMPRV and DOJM jobs, you must enter a job number. Click the Magnifying Glass to search for an EMPRV Job number. DOJM job numbers must be typed in the field and consist of the 4 character district code plus the Work Request number, for example, IPMN000688.
- ***Expense Type*** — Select ***Miscellaneous*** from the drop-down list.
- ***Description*** — Enter “Rate Adjustment”.
- ***Amount*** — Enter the total adjustment amount. The amount cannot be a negative number.
- ***Comments*** — You must enter a comment regarding the cost as shown in 1 in Figure 5-51.

7. Click the Add button and attach the supporting documentation as shown in 2 above.

For information about adding attachments to time cards, refer to Lesson 5-13: Add Attachments.

8. Click Save and Submit as shown in 3 above.

A confirmation message displays as shown below.



Lesson 5-19: View Time Card Notifications

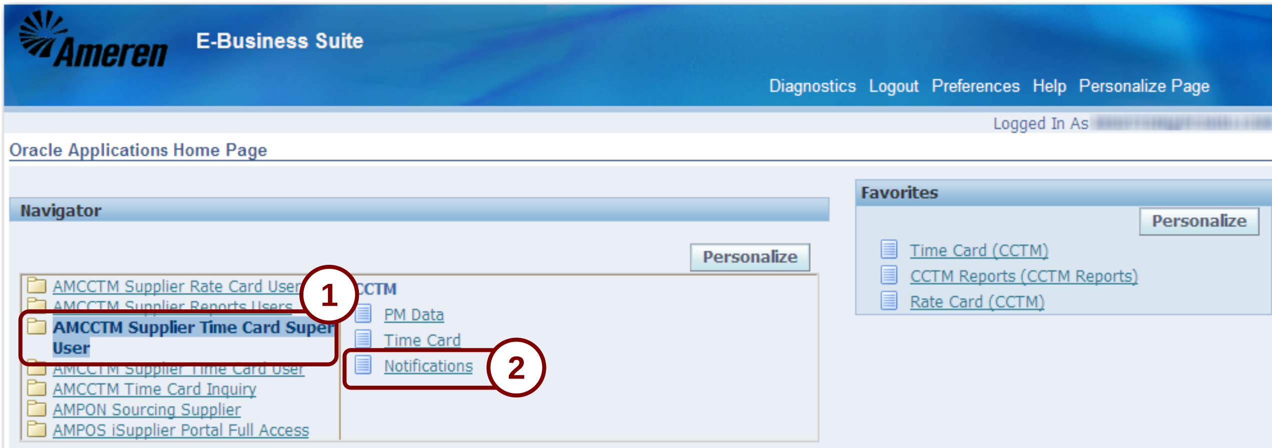


Figure 5-52

When an Ameren approver approves or rejects a time card, you will receive an e-mail notification from Ameren Corporation with a subject line similar to: *FYI: Time Card for the weekend period 06/12/2005has been rejected by Jones(CSF ASC CS 204), William H*. You can also view the notifications in CCTM.

NOTE: You will receive additional notifications depending on your responsibilities within the iSupplier portal.

1. **From the E-Business Suite home page, click the AMCCTM Supplier Time Card Super User link as shown in 1 above.**

   A list of responsibilities displays in the right side of the Navigator.

2. **Click the Notifications link as shown in 2 above.**

   You can also access the *Notifications* page by clicking the *Notifications* tab in the *CCTM Time Card* application. The *Worklist* displays as shown in Figure 5-53 on the next page.

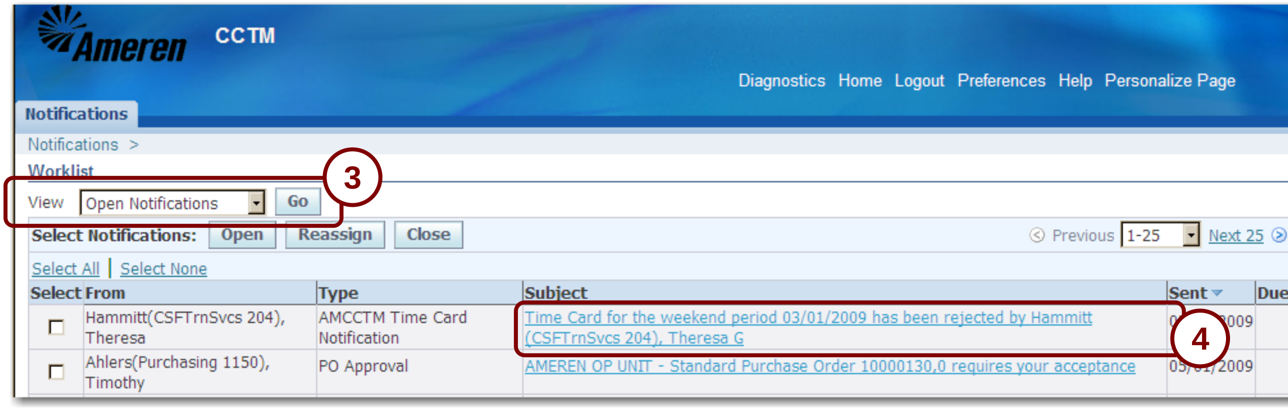


Figure 5-53

3. **If needed, select a notification type from the View drop-down list and click Go as shown in 3 above.**

4. **Click a Subject link to view the notification as shown in 4 above.**

   The notification details appear similar to the example shown below.

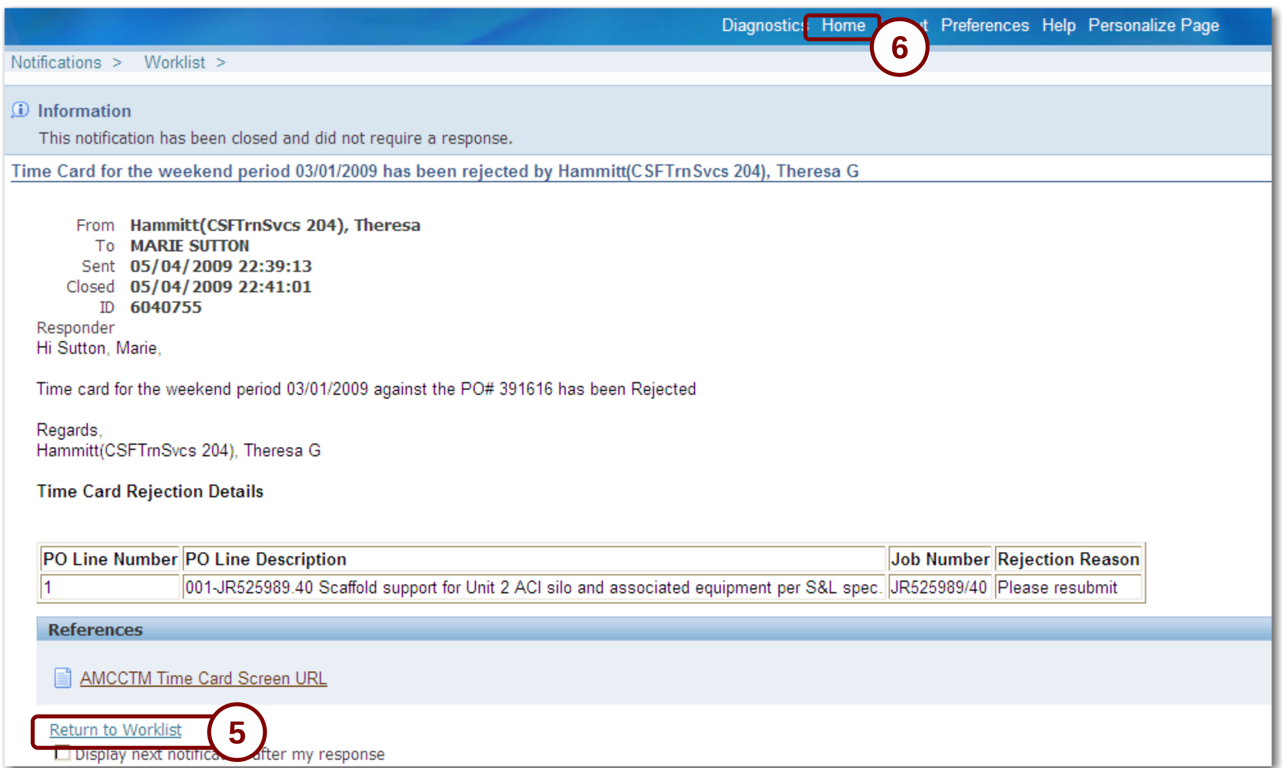


Figure 5-54

5. **Review the notification details.**

6. **When you are finished:**

   - **Click OK to indicate that you have read the notification.**

     When you click OK, the notification is removed from the *Open* notifications list. You can view the notification later by selecting All Notifications.

   - **Click the Return to Worklist link to view more notifications as shown in 5 above.**
   - **Click the Home link as shown in 6 above to return to the E-Business Suite home page.**

Chapter Six: Entering Project Management Data

Chapter Objectives:

- **Describe the requirements for entering project management data**
- **Enter project management data in CCTM**

Estimated Lesson Time: 15 minutes

When you enter project management data in CCTM, you are providing Ameren with your best estimates of:

- the job completion date.
- anticipated man hours and dollars required to complete a job.

You are required to enter project management data for certain jobs as requested by your Ameren time card approver.

You can update project management information whenever there is a business need to do so.

NOTE: Only users that have been assigned the responsibility of AMCCTM Supplier Super User can enter project management data.

Lesson 6-1: Enter Project Management Data

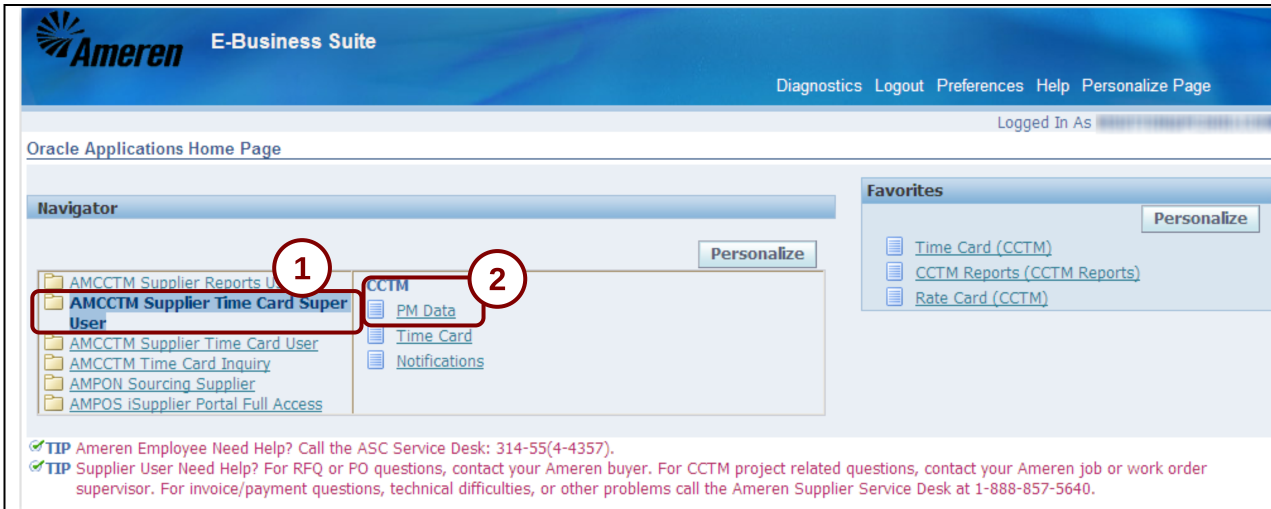
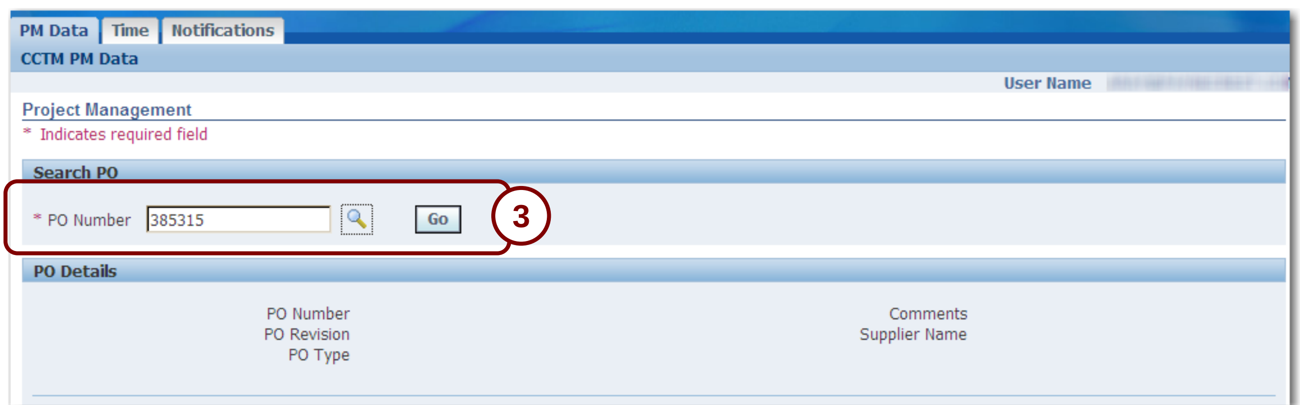


Figure 6-1

1. **From the E-Business Suite Home page, click the AMCCTM Supplier Time Card Super User link as shown in 1 above.**
2. **Click the PM Data link as shown in 2 above.**

   The *PM Data* page appears as shown below.



3. **Enter the purchase order number in the PO Number field and click Go, as shown in 3 above.**

   NOTE: Click the *Magnifying Glass* if you want to search for PO numbers.

   The jobs associated with the PO appear in the *Project Management Details* grid as shown in Figure 6-2 on the next page. If project management data was previously entered for a job, the project management data is displayed in the grid

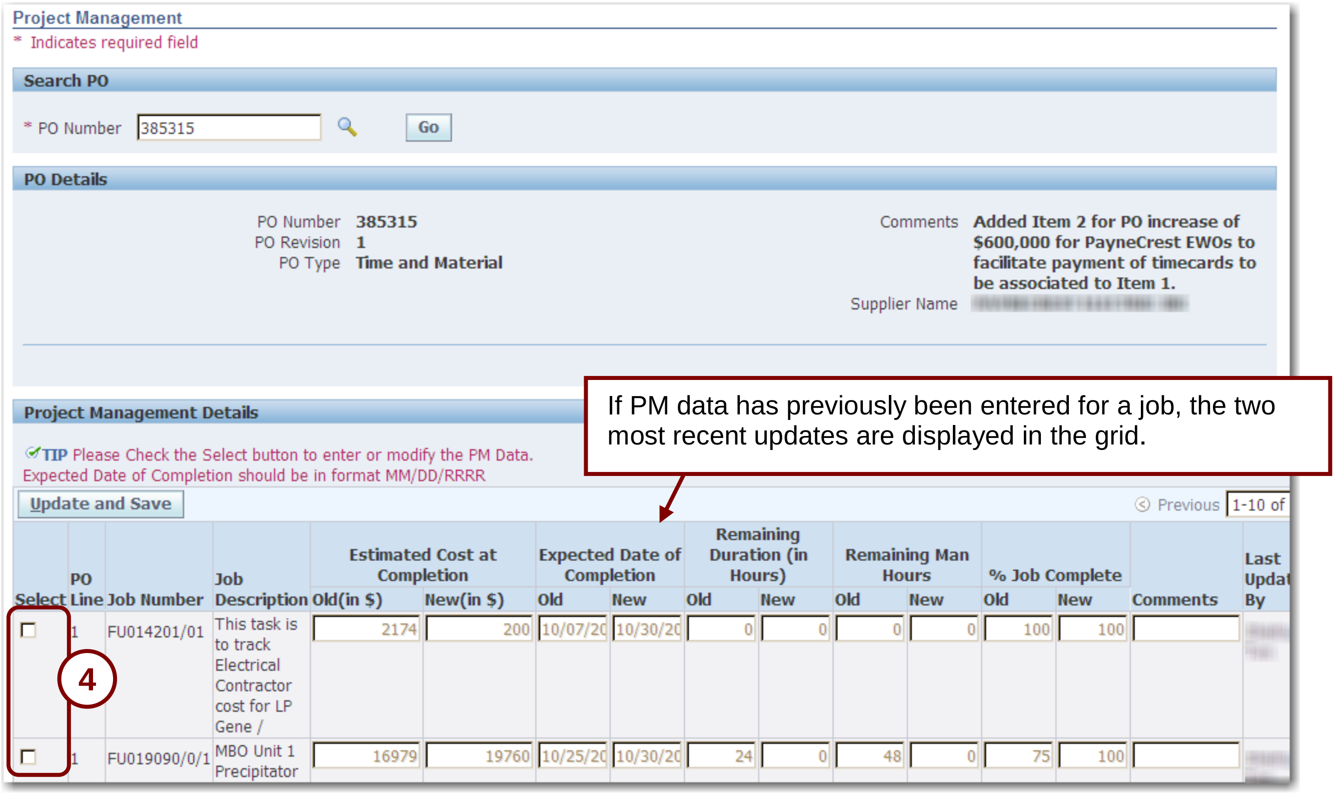


Figure 6-2

4. **Click the Select checkbox for the jobs that you are updating as shown in 4 above.**

The fields for the selected jobs become available for data entry as shown in Figure 6-3 on the next page.

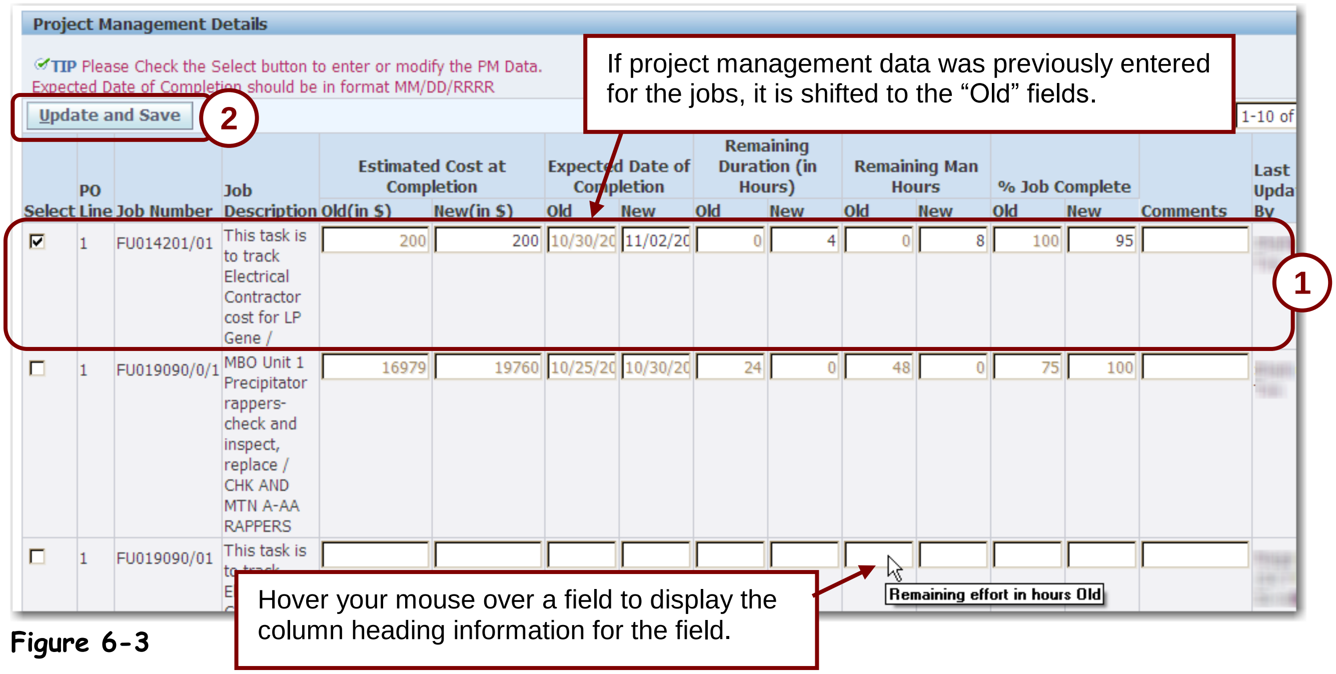


Figure 6-3

5. **You must enter a value in each field in the row. If a value has not changed, enter the old value in the field, as shown 1 above.**

- ***Estimated Cost at Completion: New (in $):*** Enter the estimated cost at completion in dollars.
- ***Expected Date of Completion: New:*** Enter the expected completion date.
- ***Remaining Duration (in Hours):*** New: Enter the total remaining hours needed to complete the work.
- ***Remaining Man Hours: New:*** Enter the remaining man hours.
  For example, if the Remaining Duration is 40 hours and 3 contractors will each be working 40 hours to complete the job, the Remaining Man Hours would be 120.
- ***% Job Complete: New:*** Report the %Job Complete against schedule, not costs.
- ***Comments:*** Enter optional comments regarding your update.

NOTE: If you want to cancel the PM data entry for a job, uncheck the Select box. Any values that you entered will be discarded and the previous values will display in the fields.

6. **After you have completed the PM Data entry, click Update and Save as shown in 2 above.**

The project management information is saved and can be reviewed by Ameren.

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Chapter Seven: CCTM Reports

Chapter Objectives:

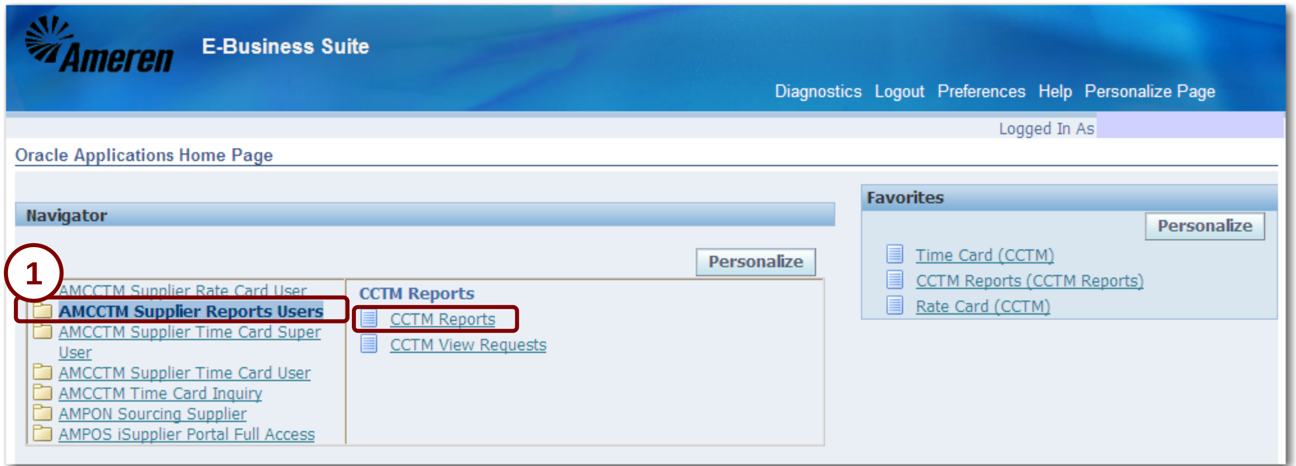
- **Run the CCTM Time Card Report**
- **Run the Invoice Reconciliation Report**

Estimated Lesson Time: 10 minutes

CCTM reports provide the capability to view time card summary information and to view invoice information.

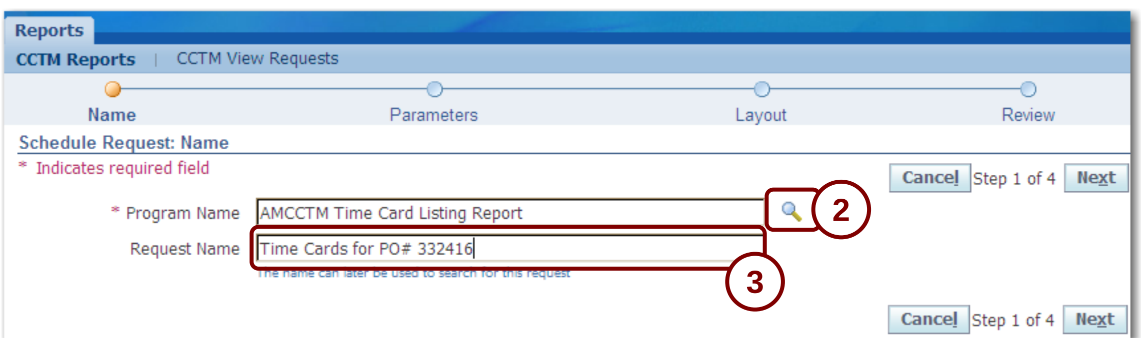
Lesson 7-1: Time Card Report

You can run a summary report for time cards you have entered in the system. The report data can be sorted and displayed in a variety of ways.



1. **From the E-Business Suite Home page, click AMCCTM Supplier Reports Users and then click CCTM Reports as shown in 1 above.**

The *Schedule Request: Name* page appears as shown below.



2. **Click the Magnifying Glass, as shown in 2 above.**

3. **In the Search window that opens, click the Go button and then click the Quick Select icon to the left of the AMCCTM Time Card Report.**

4. **Optionally, enter a `Request Name` as shown in 3 above and then click Next.**

You can locate the report later, using the request name that you enter. The *Parameters* page displays as shown in **Figure 7-4** on the next page.

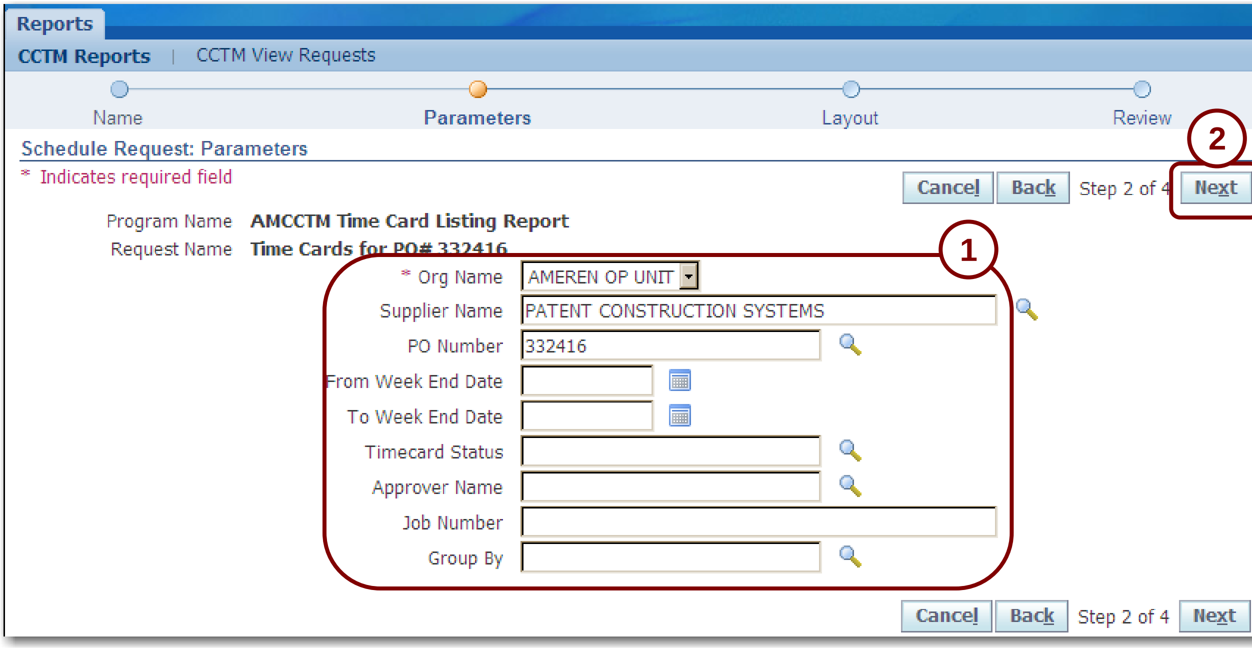


Figure 7-4

5. **Select Ameren OP Unit in the Org Name field.**

6. **Enter any of the following search criteria as shown in 1 above.**

- ***Supplier Name*** — This field defaults to your company name and cannot be changed.
- ***PO Number*** — Enter or select the PO Number for the report.
- ***From Week End Date*** — Enter or select a start date for the report.
- ***To Week End Date*** — Enter or select an end date for the report.
- ***TimeCard Status*** — Enter or select a time card status for the report:
  - ***Approved*** – The time card has been approved by Ameren.
  - ***Draft –*** The time card has not yet been submitted to an Ameren approver.
  - ***Pending Approval*** – The time card has been submitted to Ameren for approval.
  - ***Receipt*** – The amounts on the time card have been receipted and invoiced.
  - ***Rejected*** – The submitted time card has been rejected by the Ameren approver and returned to the supplier for correction.
- ***Approver Name*** — Enter or select an approver name for the report.
- ***Job Number*** — Enter all or part of a Job number.
- ***Group By*** — You can group the information on the report by:
  - ***Approver***
  - ***Job Number***
  - ***Job Status (time card status)***
  - ***None***
  - ***PO Number***

7. After you have entered your search criteria, click Next as shown in 2 in Figure 7-4.

The *Layout* page appears as shown in

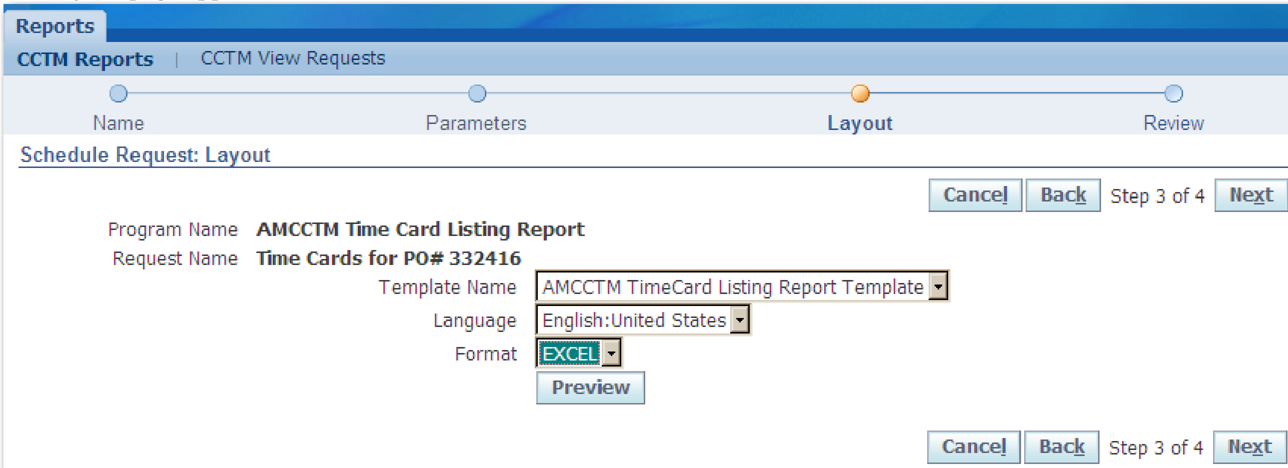


Figure 7-5 on the next page.

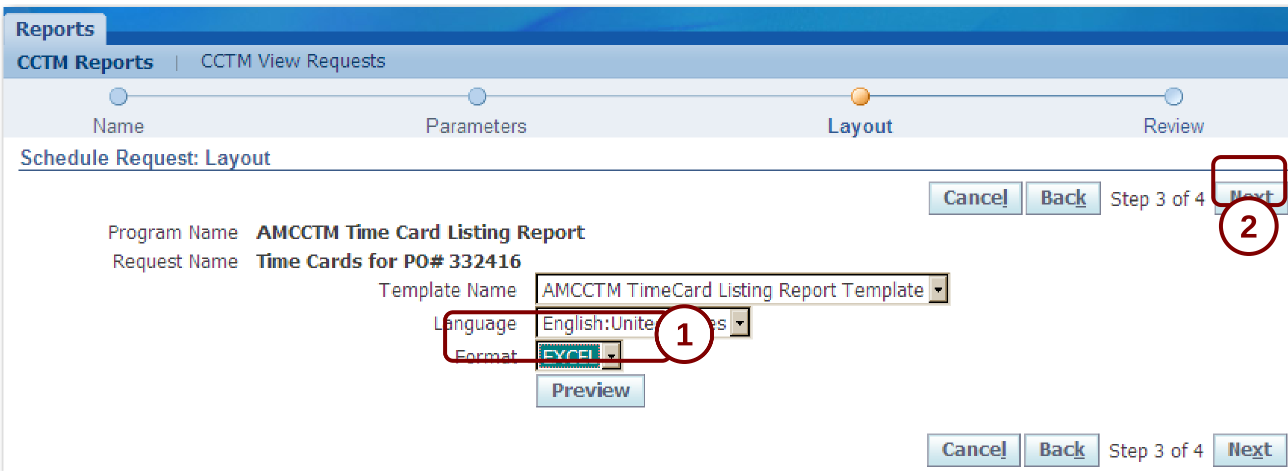


Figure 7-5

8. Select a format as shown in 1 above.

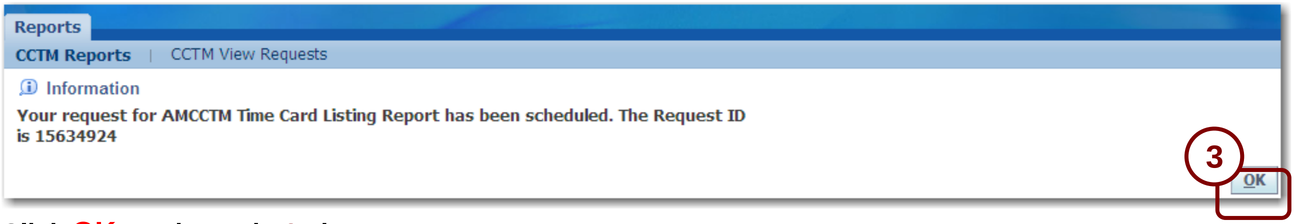
- ***Excel*** — Select this option to view the output in Excel spreadsheet format.
- ***HTML*** (Hyper Text Markup Language) – Select this option to view the output in a web format.
- ***PDF*** (Portable Document Format) – Select this option to view the output using Adobe Acrobat.
- ***RTF*** (Rich Text Format) – Select this option to view the output in Microsoft Word or WordPerfect format.

9. Click Next as shown in 2 above.

The *Schedule Request: Review page* displays.

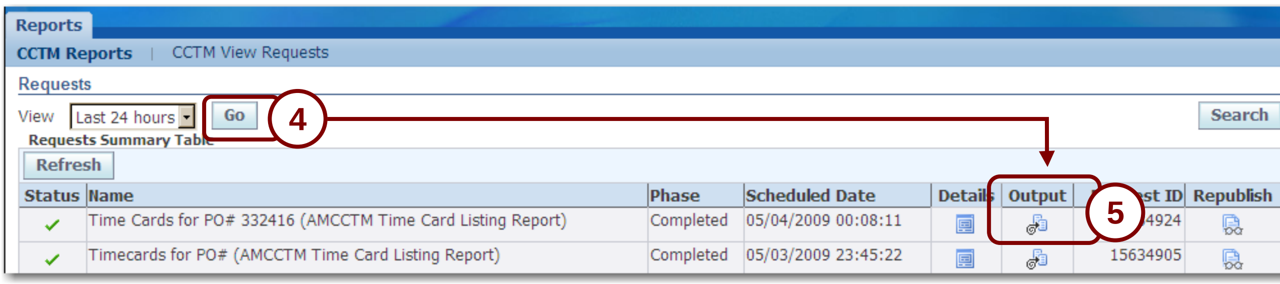
10. Click Submit.

The *Information* page appears as shown below.



11. Click OK as shown in 3 above.

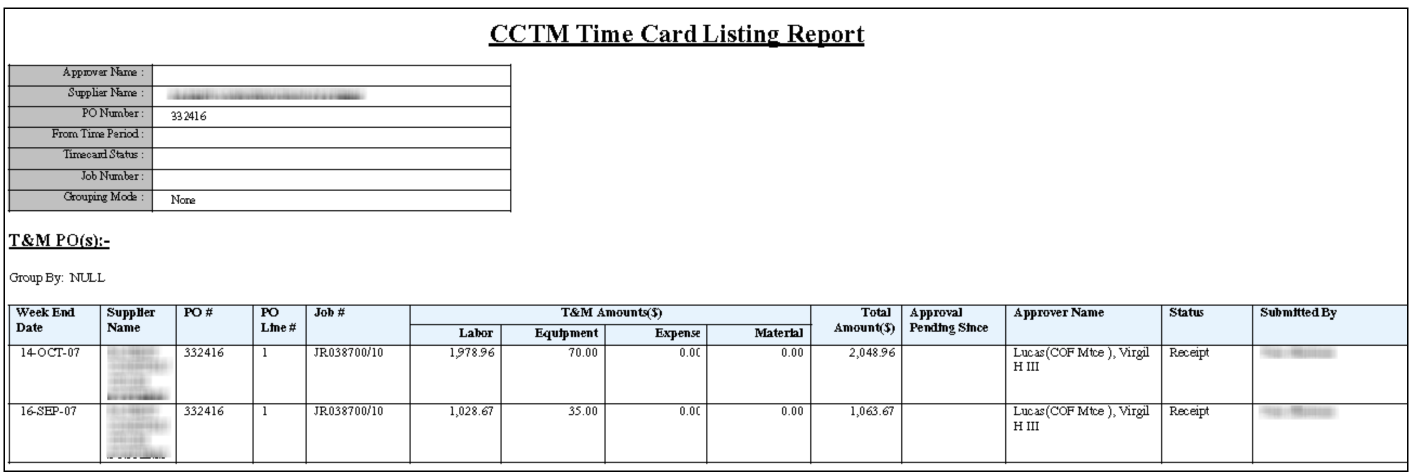
The *Requests* page appears as shown below. Your report is listed on the top line.



12. If necessary, click Go every 60 seconds until an Output icon display, see 4 above

13. Click the Output icon as shown in 5 above.

The report displays similar to **Figure 7-6** on the next page.



CCTM Time Card Listing Report

Approver Name :	
Supplier Name :	
PO Number :	332416
From Time Period :	
Timecard Status :	
Job Number :	
Grouping Mode :	None

T&M PO(s):-

Group By: NULL

Week End Date	Supplier Name	PO #	PO Line #	Job #	T&M Amounts($)				Total Amount($)	Approval Pending Since	Approver Name	Status	Submitted By
					Labor	Equipment	Expense	Material					
14-OCT-07		332416	1	JR038700/10	1,978.96	70.00	0.0(	0.00	2,048.96		Lucas(COF Mtce), Virgil H III	Receipt	
16-SEP-07		332416	1	JR038700/10	1,028.67	35.00	0.0(	0.00	1,063.67		Lucas(COF Mtce), Virgil H III	Receipt	

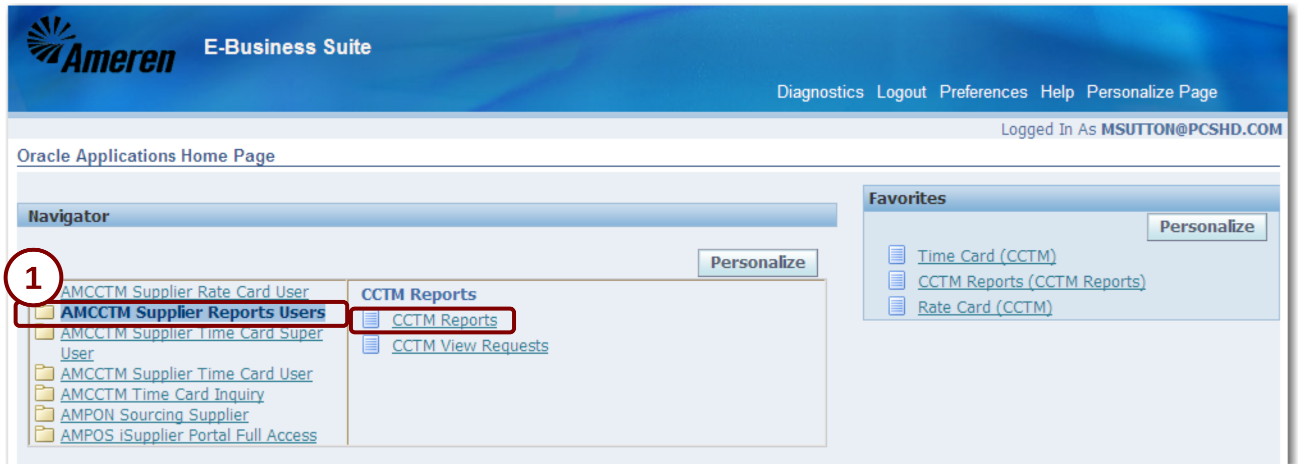
Figure 7-6

14. You can save or print the report.

15. If the report opened in a separate browser window, close the window when you are done viewing the report.
If the report opened in the same window, click the browser's Back button to return to the CCTM application.

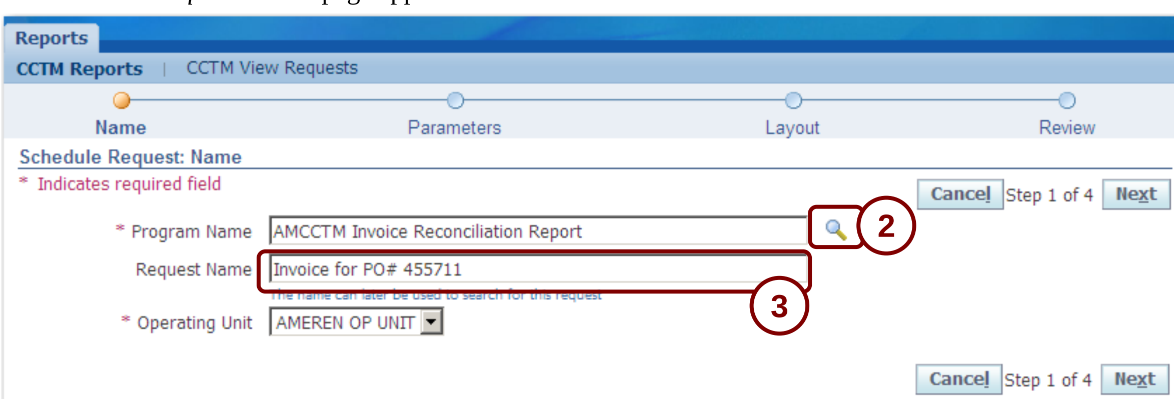
Lesson 7-2: Invoice Reconciliation Report

You can run a report to view the invoice which was created from your approved time cards. This report displays both the Ameren invoice number and the Vendor Reference Number. The Vendor Reference Number field is entered on the time card entry screen. You can enter your internal invoice number in the vendor reference number field on the timecard so that you can track payment for your invoices and time cards.



1. **From the E-Business Suite Home page, click AMCCTM Supplier Reports Users and then click CCTM Reports shown in 1 above.**

   The *Schedule Request: Name* page appears as shown below.



2. **Click the Magnifying Glass, as shown in 2 above.**
3. **In the Search window that opens, click the Go button and then click the Quick Select icon to the left of the AMCCTM Invoice Reconciliation Report.**
4. **Optionally, enter a `Request Name` as shown in 3 above and then click Next.**

   You can locate the report later, using the request name that you enter. The *Parameters* page displays as shown in **Figure 7-7** on the next page.

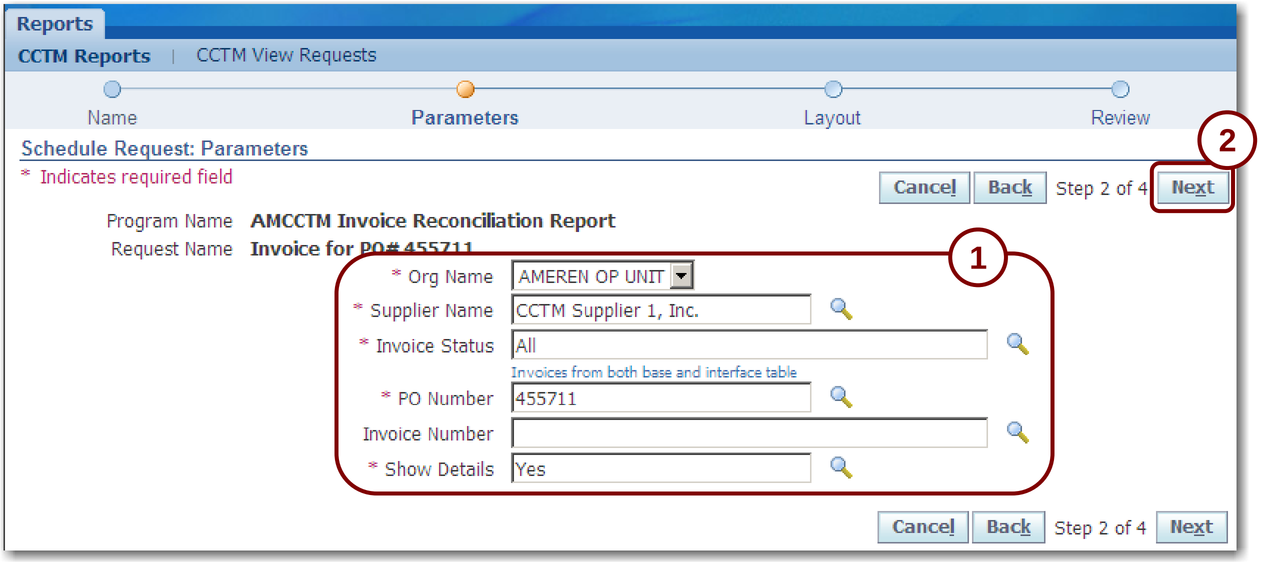


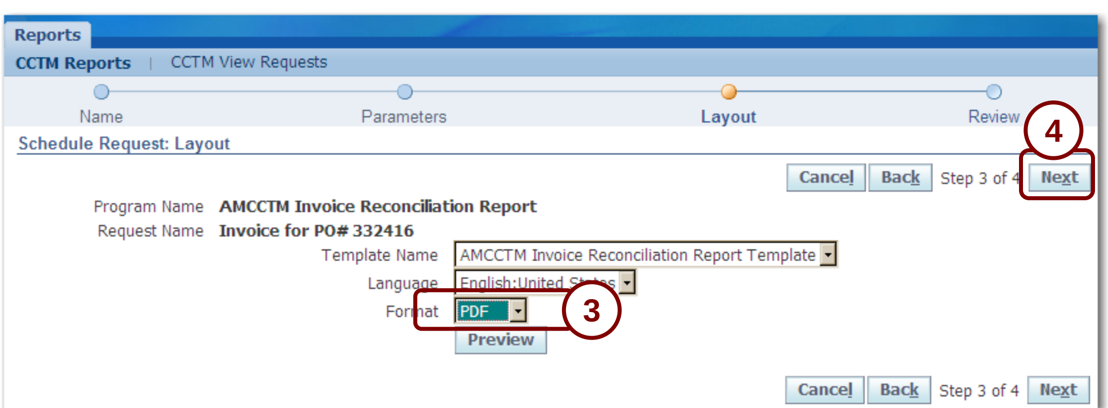
Figure 7-7

5. **Complete the following fields as shown in 1 above**

- ***Org Name –*** Select Ameren OP Unit.
- ***Supplier Name*** — This field defaults to your company name and cannot be changed.
- ***Invoice Status*** – Select one of the following values:
  - ***All*** – Shows *In Process* and *Processed* invoices.
  - ***In Process*** – Shows invoices that are currently being processed; these invoices are not yet visible on the View Invoices tab in iSupplier Portal.
  - ***Processed*** – Shows invoices that have been processed; these invoices are visible on the View Invoices tab in iSupplier Portal.
- ***PO Number*** — Enter or select the PO Number that you want to view invoices for.
- ***Invoice Number*** — Select an invoice number or leave this field blank if you want to view all invoices.
- ***Show Details*** — Enter or select *Yes* or *No*. Choose *No* if you want to view only the total amounts on the invoice. Choose *Yes* if you want to view the associated time card line details along with the total amounts.

6. **Click Next as shown in 2 above.**

The *Layout* page appears as shown below.



7. **Select a format as shown in 3 above.**

- ***Excel*** — Select this option to view the output in spreadsheet format.

- ***HTML*** (Hyper Text Markup Language) – Select this option to view the output in a web format.
- ***PDF*** (Portable Document Format) – Select this option to view the output using Adobe Acrobat Viewer.
- ***RTF*** (Rich Text Format) – Select this option to view the output in Microsoft Word or WordPerfect format.

8. Click Next as shown in 4 above.

The *Schedule Request: Review* page appears.

9. Click Submit on the Review page.

The *Information* page appears as shown in **Figure 7-8** on the next page.

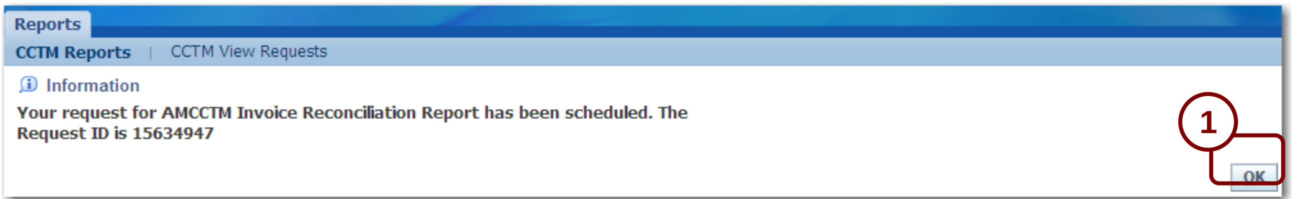
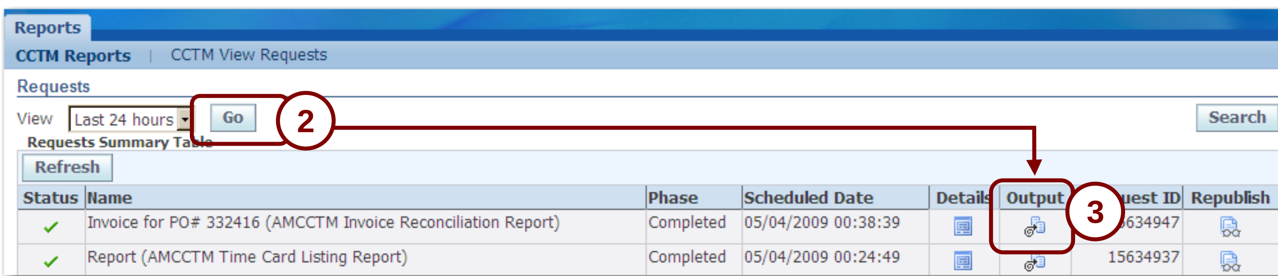


Figure 7-8

10. Click OK as shown in 1 above.

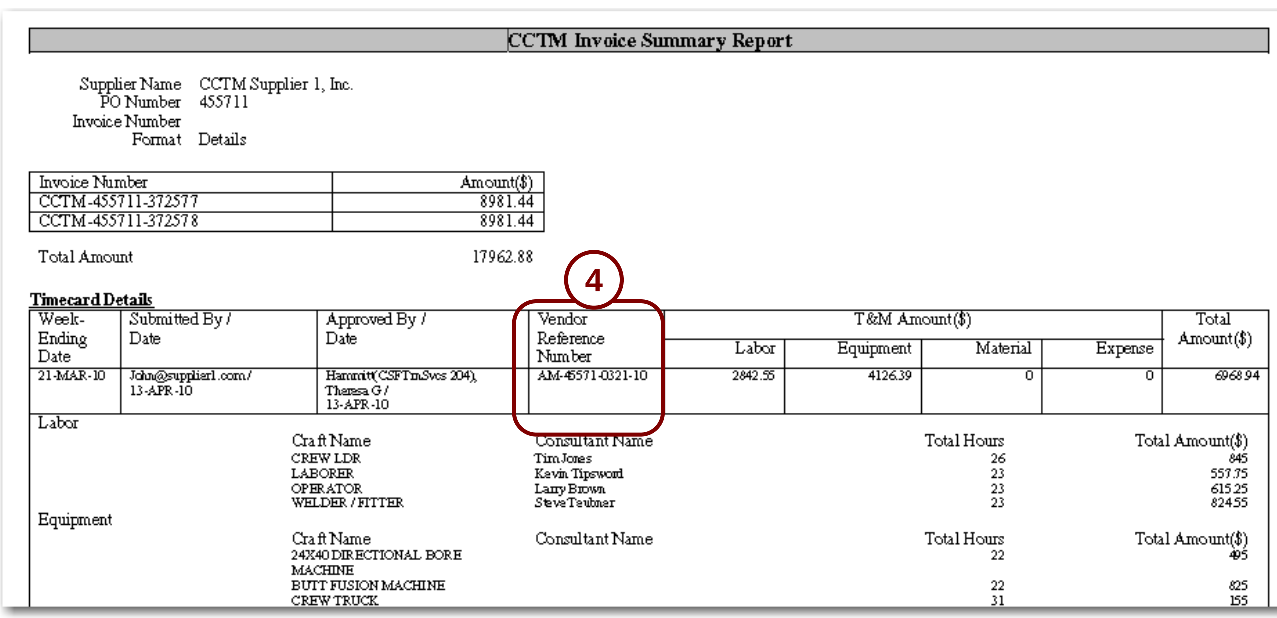
The *Requests* page appears as shown below.



11. If necessary, click Go every 60 seconds until an Output icon display, see 2 above

12. Click the Output icon as shown in 3 above.

The report displays similar to below. If a Vendor Reference Number was entered on the timecard, it is displayed on the report as shown in **4** below.



CCTM Invoice Summary Report

Supplier Name CCTM Supplier 1, Inc.
PO Number 455711
Invoice Number
Format Details

Invoice Number	Amount($)
CCTM-455711-372577	8981.44
CCTM-455711-372578	8981.44

Total Amount 17962.88

4

Timecard Details

Week-Ending Date	Submitted By / Date	Approved By / Date	Vendor Reference Number	T&M Amount($) Labor	Equipment	Material	Expense	Total Amount($)
21-MAR-10	John@supplier1.com / 13-APR-10	Hammitt(CSFTmSvcs 204), Theresa G / 13-APR-10	AM-45571-0321-10	2842.55	4126.39	0	0	6968.94

Labor

Craft Name	Consultant Name	Total Hours	Total Amount($)
CREW LDR	Tim Jones	26	845
LABORER	Kevin Tipsword	23	557.75
OPERATOR	Larry Brown	23	615.25
WELDER / FITTER	Steve Teubner	23	824.55

Equipment

Craft Name	Consultant Name	Total Hours	Total Amount($)
24X40 DIRECTIONAL BORE MACHINE		22	495
BUTT FUSION MACHINE		22	825
CREW TRUCK		31	155

Chapter Eight: Summary Information

Chapter Objectives:

- Describe the hardware and software requirements for access to CCTM

Estimated Lesson Time: 5 minutes

Lesson 8-1: Supplier Requirements

In addition to taking this course, the following requirements must be met in order for you to use CCTM:

Hardware Requirements

- High speed broadband Internet Access
- 16 MB RAM
- 266 MHz Pentium processor

Software Requirements

- A standard Web browser, such as Netscape Navigator (version 4.5 or later, but not 6.x) or Internet Explorer (version 5.0 or later).
- Your browser must have cookies enabled.
  A cookie is a small amount of information that a web site uses to identify you.
- Your browser must support Secure Socket Layer (SSL) connections.
  SSL is a high-level security protocol that is used for protecting the confidentiality of data transmitted over the Internet.
- Adobe Reader is required to view and print some documents.
  A free download of Adobe Reader is available at:
  http://www.adobe.com/products/acrobat/readstep2.html
- “Zip” utility software , such as WinZip or Netzip, is required to download and open rate card and time card templates.
- A program, such as Microsoft Excel, that enables you to create Comma Separated Value (*.CSV) files is required to upload completed rate card and time card templates.

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