

Medical Officer: How to check entitlements

Medical Officer: As part of the electronic processing of Medical Officer Professional Development Reimbursement claims, you are now able to view all your entitlement balances online. For instructions on how to access your entitlements please see the following:

Desktop Access

Quick Check: If you are logging into Oracle while you are offsite (e.g. remotely), you will need internet access, and be Citrix connected.

- > To log onto Oracle Corporate Systems use your HAD ID and password



Sign In

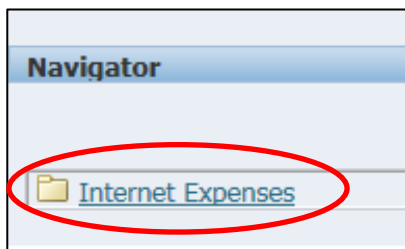


Oracle Corporate Systems

Enter your Single Sign-On user name and password to sign in.

User Name	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="Login"/>

- > Once logged on, select *Internet Expenses*



- > Select the *Create Expense Report* button in the top right corner of the screen



- > Your current entitlements will be displayed on the following screen
- > If you require a full report of your entitlements and entitlements taken, select the *Sharp Report* button on the top left hand of your screen

General Information	
Create Expense Report: General Information	
* Indicates required field	
<input type="button" value="Sharp Report"/>	
Name	Speedy, Doctor Very (16938)
Reimbursement Currency	Australian Dollar
Expense Template	MOPD Non Travel Expenses ▼

Please note that full reports generated from Sharp may only be accessed via a desktop computer

- > On this screen, you will be prompted to enter your HAD ID and password into Oracle Sharp Reports Portal
- > Select *Dashboards* Icon at the top right hand of screen

- > Select *MOPD Dashboards* from the drop down menu
- > Please ensure that you are in the *Project Balance – PD* tab in the top left hand corner of screen
- > Please note in the example below that there are three years appearing
- > Post October 2020 you will only be able to view a two PD year entitlement as per the two PD year rule

Expiry Available Entitlement \$
Exp-OCT-2020 8,002.91
Refresh - Export

Chris Emp Num	Had Id	Full Name	Pfl Group	EAS	Transaction Source	Activity Type	Effective Date	FTE	CHRIS Position	Entitlement*		PD Leave		Exam Leave				
										Earned/Adjusted	Claimed	Balance	Earned/Adjusted	Claimed	Balance	Earned/Adjusted	Claimed	Balance
	STH127		SCSS PATH MID	SMO18	MOPD Opening Balances	SMO Entitlement	28-Aug-20	0.9	MD0200	8,002.91	0.00	8,002.91	0.00	0.00	0.00	0.00	0.00	
	STH127		SCSS PATH MID	SMO18	MOPD Opening Balances	SMO Man Entitlement Adj	28-Aug-20	0.5	MD0200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	STH127		SCSS PATH MID	SMO19	MOPD Opening Balances	SMO Entitlement	28-Aug-20	0.9	MD0200	22,000.00	0.00	22,000.00	0.00	0.00	0.00	0.00	0.00	
	STH127		SCSS PATH MID	SMO19	MOPD Opening Balances	SMO Leave Entitlement	28-Aug-20	0.9	MD0200	0.00	0.00	0.00	7.00	0.00	7.00	0.00	0.00	
	STH127		SCSS PATH MID	SMO20	MOPD Opening Balances	SMO Entitlement	28-Aug-20	0.9	MD0200	22,000.00	0.00	22,000.00	0.00	0.00	0.00	0.00	0.00	
	STH127		SCSS PATH MID	SMO20	MOPD Opening Balances	SMO Leave Entitlement	28-Aug-20	0.9	MD0200	0.00	0.00	0.00	10.00	0.00	10.00	0.00	0.00	
Grand Total										52,002.91	0.00	52,002.91	17.00	0.00	17.00	0.00	0.00	0.00

*Note--- Claim amount are GST exclusive and include estimated FBT where applicable.

Annual Entitlement Status

Total Available vs Claimed

For more information

How to Check Entitlements as a Medical Officer.docx
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