PTA Setup Request

End-of-2011 Enhancements

IMSS
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Overview

Due to some great feedback from the PTA Setup Request campus users, enhancements have been made to the system:

- Addition of a Project/Award Setup Overview, a great place to start when you first go into the PTA Setup Request;
- Additional functionality on the Award and Project Setup Request forms including a new report showing the information for linked projects and awards; and
- New format for printing the Fabrication Form.

Project/Award Setup Overview

When you expand the CIT – PTA Setup responsibility on the Oracle Home Page you will see that a new item has been added at the top of the list. Clicking on this link will take you to the Project/Award Setup Overview.

Setup Overview Navigation

The Project/Award Setup overview is an excellent starting place each time you go into the PTA Setup Request. The Overview provides a summary list of the Award and Project Setup Requests associated with your data access security settings. This overview is a quick and easy way to see the overall status of your Setup Requests. You may drill down on these totals, quickly navigate to the Search Pages, or go directly to create a new Setup Request.
Group By

Within the Setup Overview it is possible to group the data in four different ways:

- Created By
- Organization
- PI
- Processing Area

For Campus the Overview defaults to Group By PI, and for Business & Finance the list defaults to Group By Organization. Within these groups the Overview lists the number of requests for each Setup Status:

- Org WIP: Setup Request has not yet been submitted and is still a work in process.
- Org Apprv Req: Setup Request has been completed by the Requester and submitted, but hasn’t yet been approved by an approver for the organization named in the Request.
- Submitted: Setup Request has been submitted and approved by the organization named in the Request, but no action has yet been taken by Business & Finance.
- Fab Apprv Req: A Project Setup Request identified as Fabrication has been submitted to Business & Finance, but Property Services has not yet approved.
- Finance WIP: The Project or Award in the Setup Request has been created in Oracle, but hasn’t yet been approved.
- Approved: Setup Request has been created and approved in Oracle.
**PLEASE NOTE:** The default grouping does not include the Approved Setup Requests. The reason is that when the Approved Setup Requests are included it greatly increases the number of groups shown. For example, if a Project Setup Request was created five years ago for a PI no longer at Caltech, the list would include this individual; that inclusion would most likely offer no value to you when viewing the overall summary. If you would like to include the Approved Setup Requests in your summary listing, click on the Include Approved Award Setup or Include Approved Project Setup.

**Campus Roles**

There are two levels of security available to Campus:

- **Department Requester:** This level of security allows the user to create a Setup Request for a Project, Award, and/or Task. When a Department Requester submits a Setup Request, an email notification is sent to the Approver(s) for the department indicated in the Setup Request.

- **Department Approver:** This level of security allows the user to do all that the Department Requester can do as well as approve those requests within the Approver’s assigned department(s).

<table>
<thead>
<tr>
<th>Role</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Requester</td>
<td>Chemistry Administration</td>
</tr>
<tr>
<td>Department Requester</td>
<td>BioEngineering Dept</td>
</tr>
<tr>
<td>Department Approver</td>
<td>Biology Administration</td>
</tr>
</tbody>
</table>
Award & Project Setup: Additional Functionality

Requester Information

Last Updated By and Last Update Date have been added to the form.

Before

<table>
<thead>
<tr>
<th>Setup Status</th>
<th>Created By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>COKEFFE</td>
</tr>
</tbody>
</table>

After

<table>
<thead>
<tr>
<th>Comments</th>
<th>Created By</th>
<th>Last Updated By</th>
<th>Last Update Date</th>
<th>Setup Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COKEFFE</td>
<td></td>
<td>27-Sep-2005</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Linking Projects and Awards

Several enhancements have been made to the Linkage section of the Setup Request. These enhancements give the Linkage section a different look.

Before

After

Navigation to Linked Project or Award

When you have a linked Project and Award Setup, you can now easily navigate from one setup to the other. For example, from the Award Setup form, you can now get to the Project Setup form by clicking on the Update/Modify Record icon in the Details column.
Printing the PTA Setup Request

Because an award may be linked to many projects and a project to many awards, clicking on the *Print* button in the top half of the form will print only information related to the Project or the Award Setup Request, and not the combined information from the Linkage section.

You may now also view/print a report that combines the information for the linked project and award. Click on the Print icon in the Linkage section and you will go to the *Print Single Linked PTA Setup Page*. You will need to click on the Print icon again in order to generate the PDF file.

**PLEASE NOTE:** If the award and/or project have already been created in Oracle, the report will reflect the information that exists in Oracle, and not the data in the Setup Request. For example, if the Award Setup Request has Richard Feynman listed as the Award Manager, but when the award was created this was changed to Linus Pauling, then Linus Pauling will appear on the report.

*** There is a known technical bug with Internet Explorer that does not allow the creation of any of the PDF files used for the report view in the PTA Setup Request. All of the reports can be printed using Firefox. We understand that this is an inconvenience. We are working to resolve this issue, but have been unable to do so thus far.

Project or Award Stage

The *Setup Type* and *Setup Status* in the first version of the PTA Setup Request were designed to give the user information about the status of the setup of the linked item. However, it really didn’t work as well as we hoped. In the new version we have combined these two columns into the *Project Stage* or *Award Stage*. This *Stage* provides a sentence...
description that provides better information about the current place in the process for your overall PTA Setup Request.

To understand the Project Stage or Award Stage you must have an understanding for the process for creating PTAs in Oracle and how they become “chargeable.” When Project and Award Setup Requests are submitted, the Project and Award are not truly linked until a series of steps have occurred:

1. Award and Project are both created in Oracle by Business & Finance personnel.
   - The award and project are created using both the information that you have entered into the form and other required information related to billing, IDC rates, etc.

2. An installment has been entered for the Award.
   - Installments entered for an award define the amount of money available for the direct and indirect costs.

3. The Project is “funded” by that installment.
   - Each installment funds one or more projects. The installment amount should equal the total of the project funding amounts.

4. A budget is created for the combined Award and Project.
   - The budget amount cannot be more than the amount of which the award has funded the project.

5. The budget is baselined.
   - It is only at this point that the PTA(s) are actually created.

With that understanding, following are the different Stages available in the Project and Award Setup and the definition of each.

<table>
<thead>
<tr>
<th>Award Stages</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Award Stages are viewable in the Awards Linked to This Project section in the Project Setup Request</td>
<td></td>
</tr>
<tr>
<td>Award Request not yet submitted</td>
<td>The Award Setup Request for the linked award is still a Work in Process (WIP), and has not yet been submitted by the requester.</td>
</tr>
<tr>
<td>Award Request waiting for Division approval</td>
<td>The requester has submitted the Award Setup Request, but it has not yet been approved by an organization approver.</td>
</tr>
<tr>
<td>Award Stages (cont.)</td>
<td>Meaning</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Award Request submitted to Finance</td>
<td>The Award Setup Request has been submitted to Business &amp; Finance, but the award has not yet been created in Oracle.</td>
</tr>
<tr>
<td>Award created but Oracle status is Unapproved</td>
<td>The award has been created in Oracle but the status does not allow for an installment to be created.</td>
</tr>
<tr>
<td>Award created but not yet linked to Project</td>
<td>The award has been created in Oracle, but the award has not yet funded the project. The award may or may not have installments and the project may or may not be created.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Stages</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Project Stages are viewable in the Projects Linked to This Award section in the Award Setup Request</td>
<td></td>
</tr>
<tr>
<td>Project created but not yet linked to Award</td>
<td>The project has been created in Oracle but the award has not yet funded the project. In fact, the award might not yet been created.</td>
</tr>
<tr>
<td>Project Request not yet submitted</td>
<td>The Project Setup Request for the linked award is still at WIP, and has not yet been submitted by the requester.</td>
</tr>
<tr>
<td>Project Request waiting for Division approval</td>
<td>The requester has submitted the Project Setup Request, but it has not yet been approved by an organization approver.</td>
</tr>
<tr>
<td>Project Request waiting for Property Services approval</td>
<td>The Project Setup Request is for an equipment fabrication and has been submitted to Business &amp; Finance. However, Property Services has not yet approved.</td>
</tr>
<tr>
<td>Project Request submitted to Finance</td>
<td>The Project Setup Request has been submitted to Business &amp; Finance, but the award has not been created in Oracle.</td>
</tr>
<tr>
<td>Project created but Oracle status is Unapproved</td>
<td>The project has been created in Oracle but the status does not allow for the project to be funded by an award.</td>
</tr>
<tr>
<td>Project created but not yet linked to Award</td>
<td>The project has been created and the status does allow for the project to be funded by an award, but this has not yet happened.</td>
</tr>
<tr>
<td>Project or Award Stages</td>
<td>Meaning</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>The Project or Award Stages are used in both linkage sections</td>
<td></td>
</tr>
<tr>
<td>Project/Award are linked and available for charging in Oracle</td>
<td>PTA(s) exist for this combination and can be used for expenditures, i.e., Step #5 has been completed.</td>
</tr>
<tr>
<td>Project/Award are linked but not yet budgeted and available for charging</td>
<td>The award has “funded” the project, but no budget has yet been created, thus the PTA(s) cannot be used for expenditures, i.e., the first three steps are completed.</td>
</tr>
</tbody>
</table>

**Fabrication Form**

The following modifications have been made to the print view of the Fabrication Form:

- The Fabrication PTA has been added to the form.
- The format of the form has been changed to break down the information into sections:
  - Fabrication and Main PTA information
  - Fabrication Budget
  - Fabrication Ownership
  - Fabrication Location
  - Additional Questions
- Places for the required signatures have been added.

A hardcopy of the Print View of the form with the required signatures is what should be submitted to property services. As mentioned earlier, an Internet Explorer bug will not allow the PTA Setup Request to generate the PDF for printing. Firefox does work. However, if you are having difficulties with printing the Print View, please contact Erin Lindsay and let her know the Project Number for the fabrication account. She will generate the PDF for you and email the file to you so you can print it out.