

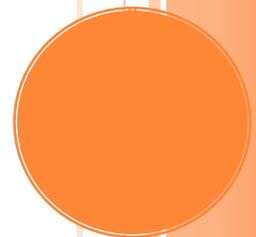


PTA SETUP REQUEST

Overview of Changes from 11i to R12

IMSS

6/23/2011



PTA SETUP REQUEST

Overview of Changes from 11i to R12

As part of the IMSS Oracle R12 upgrade project, the PTA Setup Request has been redesigned. In addition to a different look and feel between the former version (11i) and the new version (R12) there are functionality.

Summary of Changes

- Oracle Functionality Changes
 - ✓ Oracle Navigation
 - ✓ Icons
 - ✓ Search for Values
 - ✓ Hierarchies
- PTA Setup Request Functionality
 - ✓ Project-Task and Award Setup Now Separate
 - ✓ General Changes
 - Order of Fields
 - Processing Area LOV
 - Auto-population of Administration Contact
 - Form Personalization
 - Setup Request Search Results
 - ✓ Linking
 - Searching
 - Copying
 - ✓ Adding Personnel

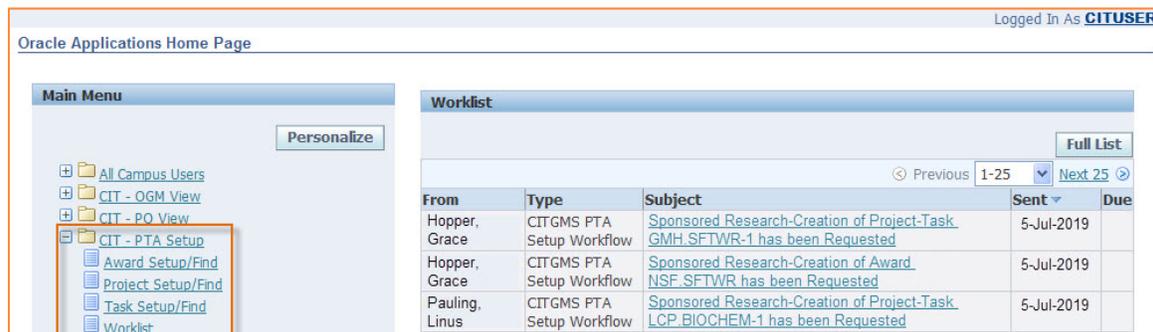
Oracle Functionality Changes

Navigation

In the 11i PTA Setup Request the user logs into access.caltech, goes into Oracle Applications, and chooses the responsibility OGM PTA Setup - CIT. The list of available system functions then appear to the right of the users Oracle responsibilities.



In the R12 PTA Setup Request the user continues to log into access.caltech, navigates into Oracle Applications, and chooses the new responsibility CIT – PTA Setup. Instead of the Responsibility’s functions appearing to the right, however, R12 has a hierarchical navigation in which the user drills down to the functions by expanding the responsibility.



Icons

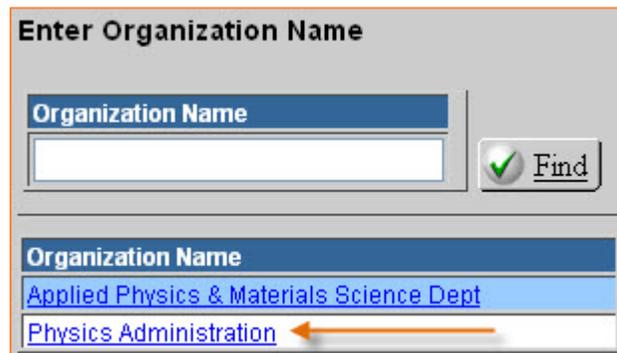
The images used as icons for action have changed from 11i to R12. These changes impact all areas of Oracle Applications, and not just the PTA Setup Request.

Icon Use	11i	R12
Search for values		
Date search		

Tip about intended use of the form or field	N/A	
Quick Select – reduces the number of clicks needed when choosing the value in a list of returned values	N/A	
Create new record	N/A	
Select to Edit record		
Delete record	N/A	
Expand hierarchy	N/A	
Collapse hierarchy	N/A	
Select focus, e.g., show only task 1.3 and its subtasks.	N/A	
True	N/A	
False	N/A	

Search for Values

There are slight changes to the look and feel when searching for values for data entry from 11i to R12. In both 11i and R12 a pop-up window is activated when clicking on the Search for Values icon. In 11i the user enters the search criteria, a list of values is returned, and the user clicks on the value desired.



Enter Organization Name

Organization Name 

Organization Name

- Applied Physics & Materials Science Dept
- Physics Administration ←

In R12 the user enters the search criteria, a list of values is returned, and the user can either 1) click on the radio button next to the value desired and then click on the Select button; or 2) click on the Quick Select icon.

Search and Select: Organization Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button. Advanced Search

Search By Name Go

Results

Select	Quick Select	Name
<input type="radio"/>		Applied Physics & Materials Science Dept
<input type="radio"/>		Physics Administration

[About this Page](#) Cancel Select

PLEASE NOTE: Partial entries may be entered into form fields. When the user tabs out of the field, the application will automatically begin a search. If only a single item exists for the search it will default into the field. However, if the search has more than one item returned, the Search and Select pop-up window will open and display the possible values. If no value is returned, the Search and Select pop-up window will open and indicate that no items were found.

TIP: Be cautious when entering partial values in a field because doing so may begin a search that will return a large number of items and take a very long time to generate.

Hierarchies

As shown earlier in the Oracle Navigation changes, R12 incorporates the use of hierarchies. Specific to the PTA Setup Request, hierarchies are used for displaying the functions within the responsibility as well as the task structure in the Task Setup request.

PTA Setup Request Functionality

Separation of Project-Task Setup and Award Setup

If a user in 11i wanted to create more than one project linked to a single award a single PTA Setup Request would be submitted, and then the user had to wait until that PTA was created before the user could create requests for the additional projects. In R12, this is no longer the case and is the reason for the most major change in the PTA Setup Request functionality between 11i and R12: There is no longer a single PTA Setup Request form.

Separating the Project-Task Setup and the Award Setup Requests makes it possible to create at the same time multiple setups for projects linked to a single award. Please note that the order of creating the requests does not matter.

General Changes

Order of Fields

For R12 the placement of fields has been modified to both account for modifications to the overall functionality and to better suit the flow of data entry in the Setup Requests.

Processing Area LOV

In 11i the Processing Area was chosen by selecting a radio button:

Processing Area* GB AUXI GIFT ENDOW SPONSORED PLANT FUND

In R12 a List of Values is utilized for selecting the Processing Area:

* Processing Area
 * Project Number
 * Project Name
 Project Description
 * Organization
 * Project Manager

Auxiliaries
 Endowment
 General Budget
 Gift Fund
 Plant Fund
 Sponsored Research

Auto-population of Administration Contact

The name, e-mail address, and phone number fields on each of the Setup Request forms are now auto-populated based on the user creating the

request. The Administration Contact may be changed by removing the auto-populated name and entering/selecting a new individual.

* Administrative Contact	Lindsay, Erin B
Admin Phone	626-395-3596
Admin Email	erin.lindsay@caltech.edu
Comments	
Setup Status	Work in process
Created By	ELINDSAY

Form Personalization

The R12 upgrade enabled IMSS to easily personalize forms based on data entered by the user.

- Project-Task Setup Request
 - ✓ Fabrication Types: Do not appear unless the user has indicated that the project is for a fabrication.

Fabrication	<input type="radio"/> Yes
	<input checked="" type="radio"/> No

Fabrication	<input checked="" type="radio"/> Yes
	<input type="radio"/> No
Fabrication Type	

- ✓ Fabrication Form: Navigation appears if the user selects Equipment as the Fabrication Type.

Fabrication Type	Building Fabrication	
		Setup Status Work in process
		Created By ELINDSAY
		<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Return"/> <input type="button" value="Delete"/> <input type="button" value="Copy To"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/>

Fabrication Type	Equipment Fabrication	
		Setup Status Work in process
		Created By ELINDSAY
		<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Return"/> <input type="button" value="Delete"/> <input type="button" value="Equipment Fabrication"/> <input type="button" value="Copy To"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/>

- Award Setup Request

- ✓ Processing Area: The choice of Processing Area determines a possible additional field:

- Endowment or Gift Fund adds a field for Gift Endowment Use

* Processing Area: Endowment

* Organization: [Empty]

* Funding Source Name: CIT ENDOWMENT

Award Number Prefix: [Empty]

New Funding Source

Funding Source Award Number: [Empty]

* Award Full Name: [Empty]

* Award Short Name: [Empty]

Proposal Title: [Empty]

Proposal Number: [Empty]

Gift Endowment Use: [Dropdown]

* Admin Name: Lindsay, Erin B

- Sponsored Research adds a field for Payroll Coordinator

* Processing Area: Sponsored Research

* Organization: [Empty]

* Funding Source Name: CIT ENDOWMENT

Award Number Prefix: [Empty]

New Funding Source

Funding Source Award Number: [Empty]

* Award Full Name: [Empty]

* Award Short Name: [Empty]

Proposal Title: [Empty]

Proposal Number: [Empty]

Payroll Coordinator: [Dropdown]

* Admin Name: Lindsay, Erin B

- Auxiliaries, General Budget, or Physical Plant have no additional field

* Processing Area: General Budget

* Organization: [Empty]

* Funding Source Name: CIT GENERAL BUDGET

Award Number Prefix: [Empty]

New Funding Source

Funding Source Award Number: [Empty]

* Award Full Name: [Empty]

* Award Short Name: [Empty]

Proposal Title: [Empty]

Proposal Number: [Empty]

* Admin Name: Lindsay, Erin B

Admin Phone: 626-395-3596

Searching for Request Setups

The results displayed when searching for a Project-Task Setup or Award Setup Request have different columns shown in R12 than those shown in 11i.

- Project-Task Setup Request

11i Project Requests						
Select	Project Number	Award Number	Project Manager	Organization	Project Setup Status	Submitted Date
	IMSS.ACS	GB.IMSS	Bach, Glenn W	Office of the CIO	Approved	27-SEP-05
	IMSS.ADM	GB.IMSS	Fagen, Richard E (Rich)	Office of the CIO	Approved	27-SEP-05

Project Setup List									
R12									
							Previous	1-10	Next 10
Project Number	Project Manager	Organization	Project Type	Processing Area	Status	Start Date	End Date	Update	
IMSS.ACS	Bach, Glenn W	Office of the CIO	Non-Capital	GB	Approved	01-Sep-2005	30-Sep-2009		
IMSS.ADM	Fagen, Richard E.	Office of the CIO	Non-Capital	GB	Approved	01-Sep-2005	30-Sep-2009		

- Award Setup Request

11i Project Requests						
Select	Project Number	Award Number	Project Manager	Organization	Project Setup Status	Submitted Date
	IMSS.ACS	GB.IMSS	Bach, Glenn W	Office of the CIO	Approved	27-SEP-05
	IMSS.ADM	GB.IMSS	Fagen, Richard E (Rich)	Office of the CIO	Approved	27-SEP-05

Project Setup List									
R12									
							Previous	1-10	Next 10
Project Number	Project Manager	Organization	Project Type	Processing Area	Status	Start Date	End Date	Update	
IMSS.ACS	Bach, Glenn W	Office of the CIO	Non-Capital	GB	Approved	01-Sep-2005	30-Sep-2009		
IMSS.ADM	Fagen, Richard E.	Office of the CIO	Non-Capital	GB	Approved	01-Sep-2005	30-Sep-2009		

Linking Projects and Awards

In R12 the Project-Task Setup is separated from the Award Setup. The separation allows for the linking of many projects to a single award and the linking of many awards to a single project.

Linking a Project to an Award Setup Request

The Project Linking function exists in the middle of the Award Setup Request form:

Award Setup Details
* Indicates required field

Award Setup Details

* Processing Area: Endowment
* Organization: Office of the CIO
* Funding Source Name: CIT ENDOWMENT
Award Number Prefix: New Funding Source
Funding Source Award Number:
* Award Number: AWARD.EXAMPLE
 Pre-Award
* Start Date: 05-Jul-2011
(example: 30-Jun-2011)
* End Date: 04-Jul-2015
(example: 30-Jun-2011)
* Award Manager: Fagen, Richard E (Rich)

* Award Full Name: Award for Examples
* Award Short Name: EXAMPLE AWARD
Proposal Title:
Proposal Number:
Gift Endowment Use: Individual Discretionary
* Admin Name: Lindsay, Erin B
Admin Phone: 626-395-3596
Admin Email: erin.lindsay@caltech.edu
Comments:
Setup Status: Work in process
Created By: ELINDSAY

Save Submit Return Delete Print Copy To Cancel

Projects Linked to This Award

Add Linked Project Create New Linked Project

Project Number	Project Manager	Start Date	End Date	Organization	Project Setup Type	Project Setup Status	Delete
No results found.							

Award Personnel

Add New Person

Name	Award Role	Award DW Access	Salary Expenditure DW Access	Update	Delete
No results found.					

[Return to Search](#)

There are two ways to link a Project to an Award Setup Request:

Add Linked Project

The simplest way to link is by choosing an already-existing Project:

- Click on “Add Linked Project” button
- Enter the Project Number

Award Linked Project
* Indicates required field

Cancel Apply

* Project Number - Org: EX.LINKING-Office of the
Project Number: EX.LINKING
Start Date: 05-Jul-2011
Completion Date: 04-Jul-2015
Project Manager: Fagen, Richard E (Rich)
Project Organization: Office of the CIO
Project Setup Type: Pre-Oracle
Project Setup Status: WIP

[Return to Search](#) Cancel Apply

- Click on “Apply” button and the user will return to the Award Setup Request.

Projects Linked to This Award							
Add Linked Project		Create New Linked Project					
Project Number ^	Project Manager	Start Date	End Date	Organization	Project Setup Type	Project Setup Status	Delete
EX.LINKING	Fagen, Richard E (Rich)	05-Jul-2011	04-Jul-2015	Office of the CIO	Pre-Oracle	Work in process	

Create New Linked Project

If the project that the user wishes to link to the Award Setup Request does not yet exist, then the user can create a new Project Setup Request directly from the Award Setup Request. Clicking on the “Create New Linked Project” button:

- Saves the data entry for the current Award Setup Request.
- Navigates the user to the Project Setup Request form.
- Copies the Processing Area, Organization, Award Manager, Start Date and End Date into the new Project Setup Request. If needed, these items may be modified.
- After the new Project Setup Request is saved, the linked Award will appear in the Linking portion of the Project Setup Request form.

Awards Linked to This Project							
Add Linked Award		Create New Linked Award					
Award Number ^	Award Manager	Start Date	End Date	Organization	Award Setup Type	Setup Status	Delete
AWARD.EXAMPLE	Fagen, Richard E (Rich)	05-Jul-2011	04-Jul-2015	Office of the CIO	Pre-Oracle	Work in process	

PLEASE NOTE: The Setup Status for the Award is “Work in process” and still must be submitted to Finance. This requires going back to the Award Setup Request. To avoid this, you may also first submit the Award Setup Request form before clicking the Create New Linked Project button.

Linking an Award to a Project Setup Request

The process of linking an award to a Project Setup Request is the same as linking a project to an Award Setup Request and also has two ways in which to link to an award:

Add Linked Award

The simplest way to link is by choosing an already-existing Award:

- Click on “Add Linked Award” button
- Enter the Award Number

Project Linked Award
* Indicates required field

Apply Cancel

Award Number - Org AWARD.EXAMPLE-Office

Award Number AWARD.EXAMPLE

Start Date 05-Jul-2011

End Date 04-Jul-2015

Award Manager Fagen, Richard E (Rich)

Organization Office of the CIO

Setup Type Pre-Oracle

Award Setup Status WIP

Apply Cancel

- Click on “Apply” button and the user will return to the Project Setup Request.

Awards Linked to This Project

Add Linked Award Create New Linked Award

Award Number ^	Award Manager	Start Date	End Date	Organization	Award Setup Type	Setup Status	Delete
AWARD.EXAMPLE	Fagen, Richard E (Rich)	05-Jul-2011	04-Jul-2015	Office of the CIO	Pre-Oracle	Work in process	

Create New Linked Award

If the award that the user wishes to link to the Project Setup Request does not yet exist, then the user can create a new Award Setup Request directly from the Project Setup Request. Clicking on the “Create New Linked Award” button:

- Saves the data entry for the current Project Setup Request.
- Navigates the user to the Award Setup Request form.
- Copies the Processing Area, Organization, Project Manager, Start Date and End Date into the new Award Setup Request. If needed, these items may be modified.
- After the new Award Setup Request is saved, the linked Project will appear in the Linking portion of the Award Setup Request form.

Projects Linked to This Award

Add Linked Project Create New Linked Project

Project Number ^	Project Manager	Start Date	End Date	Organization	Project Setup Type	Project Setup Status	Delete
EX.LINKING	Fagen, Richard E (Rich)	05-Jul-2011	04-Jul-2015	Office of the CIO	Pre-Oracle	Work in process	

PLEASE NOTE: The Setup Status for the Project is “Work in process” and still must be submitted to Finance. This requires going back to the Project Setup Request. To avoid this, you may also first submit the Project Setup Request form before clicking the “Create New Linked Award” button.

Adding Personnel

Personnel are added to Project-Task Setup and Award Setup Requests for two reasons:

- Identify the individual's role within Oracle Grants Accounting
- Provide the individual data access to the specific Project, Task, and/or Award within Caltech's data warehouse

In both 11i and R12, the Add Personnel function exists at the bottom of the Setup Request forms:

Other Personnel	
Maintain Personnel	
Name	Project Role
Lo, Wenye	Administrative Assistant
Powell, Linda	Administrative Assistant
Data Warehouse Access Maintain DW Access	
PDF REPORTS (FACULTY PTAs ONLY) <input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="button" value="Save WIP"/> <input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Return"/> <input type="button" value="Print"/> <input type="button" value="Copy To"/> <input type="button" value="Back to Find Page"/>	

Award Setup Details	Project Setup Details												
* Indicates required field													
Award Setup Details * Processing Area: Endowment * Organization: Office of the CIO * Funding Source Name: <input type="text"/> Award Number Prefix: <input type="text"/>	Project Setup Details * Processing Area: <input type="text"/> * Project Number: <input type="text"/>												
Projects Linked to This Award <input type="button" value="Add Linked Project"/> <input type="button" value="Create New Linked Project"/> <table border="1"> <thead> <tr> <th>Project Number</th> <th>Project Manager</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td colspan="3">No results found.</td> </tr> </tbody> </table>	Project Number	Project Manager	Start Date	No results found.			Awards Linked to This Project <input type="button" value="Add Linked Award"/> <input type="button" value="Create New Linked Award"/> <table border="1"> <thead> <tr> <th>Award Number</th> <th>Award Manager</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td colspan="3">No results found.</td> </tr> </tbody> </table>	Award Number	Award Manager	Start Date	No results found.		
Project Number	Project Manager	Start Date											
No results found.													
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No results found.													
Award Personnel <input type="button" value="Add New Person"/> <table border="1"> <thead> <tr> <th>Name</th> <th>Award Role</th> <th>Award DW</th> </tr> </thead> <tbody> <tr> <td colspan="3">No results found.</td> </tr> </tbody> </table>	Name	Award Role	Award DW	No results found.			Project Personnel <input type="button" value="Add New Person"/> <table border="1"> <thead> <tr> <th>Name</th> <th>Project Role</th> <th>DW Project Access</th> </tr> </thead> <tbody> <tr> <td colspan="3">No results found.</td> </tr> </tbody> </table>	Name	Project Role	DW Project Access	No results found.		
Name	Award Role	Award DW											
No results found.													
Name	Project Role	DW Project Access											
No results found.													

The change from Discoverer to Cognos allowed for a change in the way that security is handled in the data warehouse. Unlike Discoverer, access to salary expenditures can be defined in Cognos at the individual account level. This change necessitated a change in the Setup Request Personnel form.

Add New Person

Clicking on the “Add New Person” button navigates the user to the Personnel form.

Award Personnel
* Indicates required field

* Person Name

* Award Role

Award DW Access

Salary Expenditure DW Access

The Project Personnel form has an additional field to allow the user to enter specific tasks for task-level access within the Caltech data warehouse.

Project Personnel
* Indicates required field

* Person Name

* Project Role

Project DW Access Yes
 No

Task DW Access List
Please separate task numbers with commas, e.g., 1,2,3

Salary Exp DW Access Yes
 No

PLEASE NOTE: If the person is to have access to the entire project, please do NOT enter task numbers into the access form. This field should ONLY be used to identify task-level access when a person doesn't have access to the entire project.

After a person is added to a Project Setup Request or to an Award Setup Request the person appears in the Personnel section of the Setup Request form.

Award Personnel					
Add New Person					
Name ▲	Award Role	Award DW Access	Salary Expenditure DW Access	Update	Delete
Grubbs, Robert H (Bob)	Co-Principal Investigator	✓	✓		