GA End User Reports--Run
PTA Download

The ad hoc PTA Download provides summary dollar and attribute information for PTA combinations based on specific criteria selected by the end user. The file is downloaded into an Excel spreadsheet, which may be configured into a customized report for the user. Also included is information related to any invalid PTA combinations that meet the selected criteria; the invalid PTAs are preceded by an asterisk.
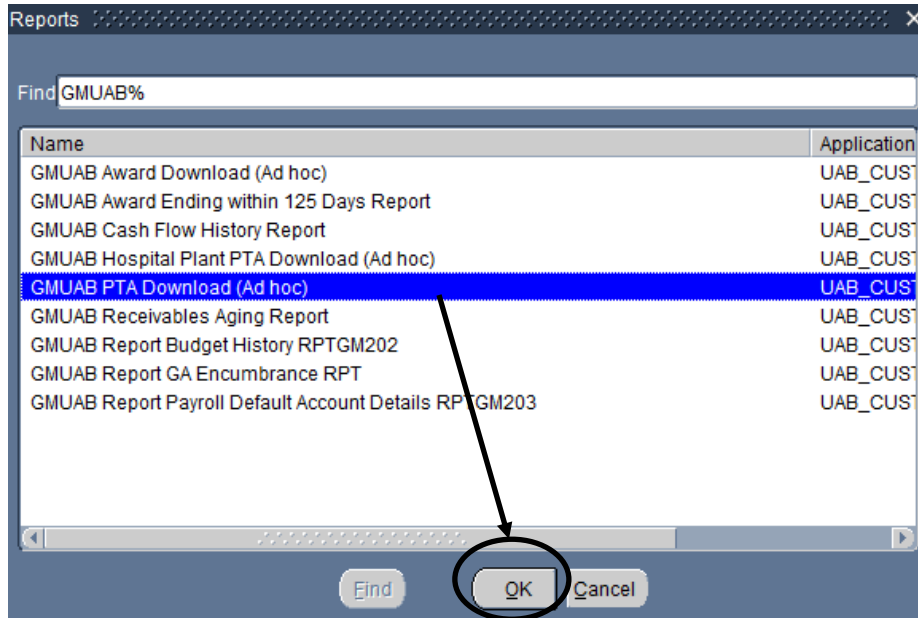
UAB GA End User→Reports→Run

1. In the **SUBMIT REQUESTS** window, click on the LOV button in the **NAME** field.

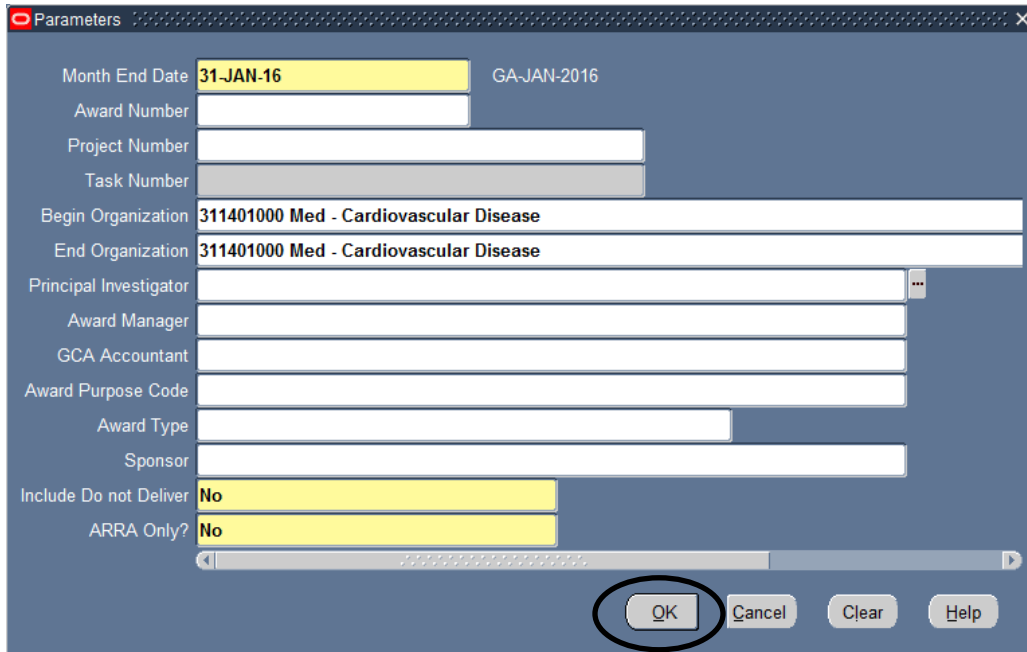2. The **REPORTS** window will appear. Select **GMUAB PTA DOWNLOAD (AD HOC)**. Click the **OK** button.

A **PARAMETERS** screen will appear. The yellow fields are required fields; the report will **not** run if these fields are not entered. The **INCLUDE DO NOT DELIVER** field automatically defaults to **NO**, although it can be changed to **YES** if desired.

WARNING! **Although you can submit a report query using only the End Date parameter, it will time out. There are too many possible PTA combinations available to run the report only by End Date. At least one other parameter MUST be entered to avoid timing out!!!!!**

3. Enter the "as of" **MONTH END DATE** and at least one other parameter. Click the **OK** button.

4. The information will populate the **PARAMETERS** field of the **SUBMIT REQUEST** page. Click the **SUBMIT** button.

5. A **REQUESTS** window will appear. The report is complete when the Phase is *Completed* and the Status is *Normal*. **Note:** If the **PHASE** is *Pending* or *Running*, click the **REFRESH DATA** button periodically until the **PHASE** is *Completed*.
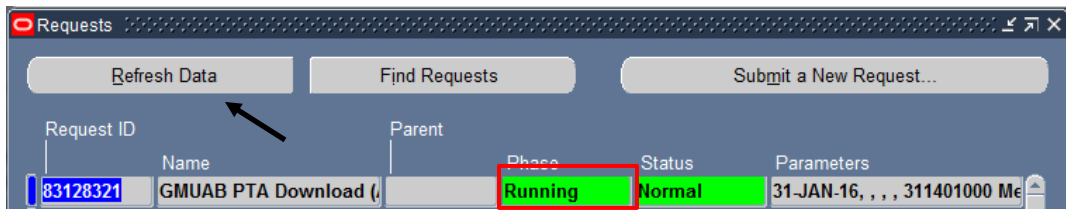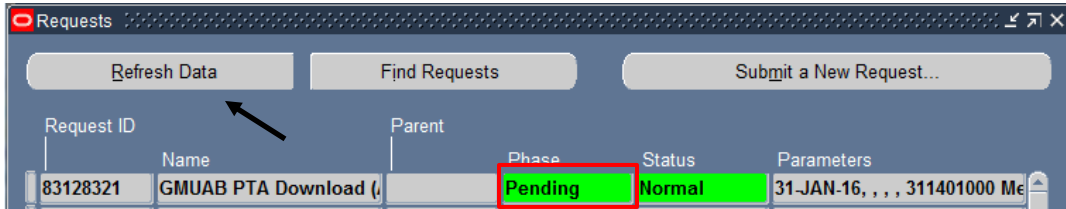
6. When the **PHASE** column shows a **COMPLETED** status, highlight the report you wish to view. Click on the **VIEW OUTPUT** button.

7. A **VIEWER OPTION** window will appear, with the default setting of **Excel**. Click the **OK** button.

8. A **FILE DOWNLOAD** window will appear. Choose **SAVE** or **OPEN**.

If you choose to open a document and you are using Office 2007 or later, you will receive the following message:

Some computers are set to prompt you to open the file. If you do not receive this prompt, open an Excel window, and from the menu bar, click **File**, then **Open**.

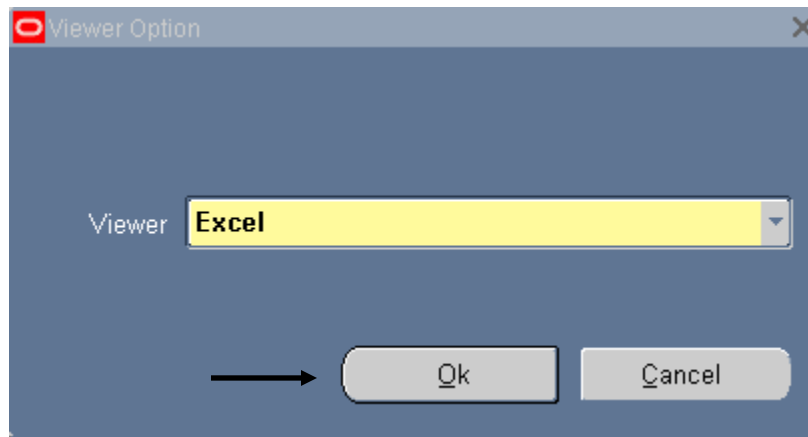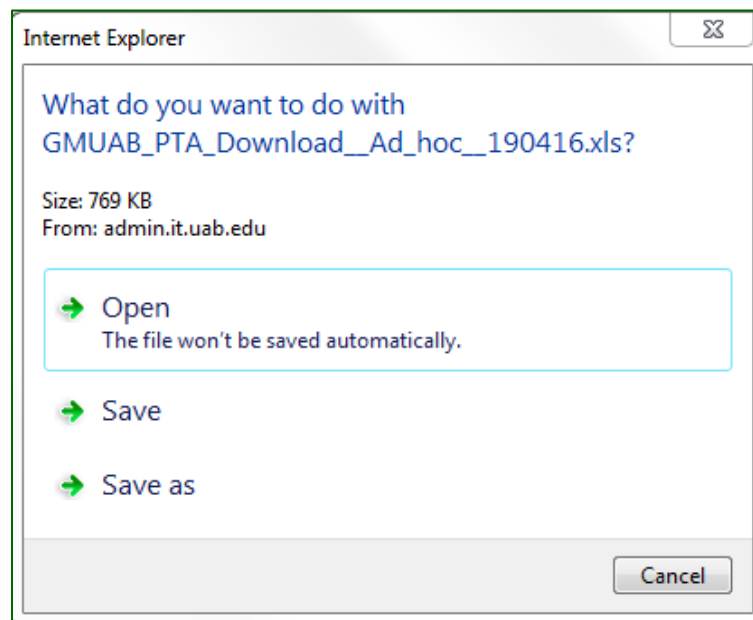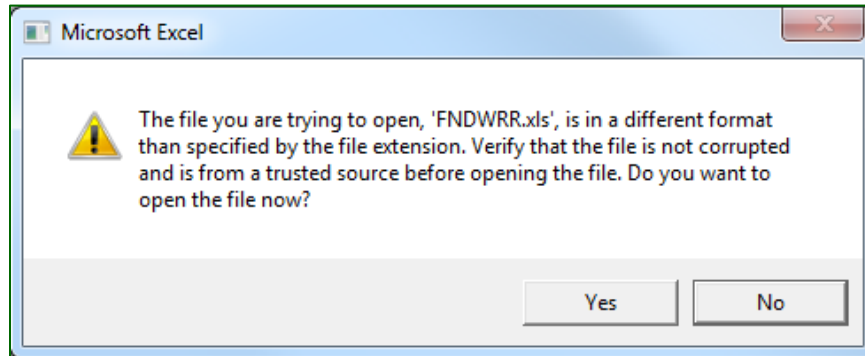9. An excel worksheet resembling the one below will appear, showing a list of valid and invalid PTAs and applicable attribute and dollar information.

	A	B	C	D	E	F
1	PROJECT	TASK	AWARD	AWARD_SHORT_NAME	PRINCIPAL_INV	PI_EMPLOYEE_
2	VALID PTA COMBINATIONS					
3	316174	01.01	2008768	P2010-001	Bourge, Robert (	1021417
4	303998	01.01	2002137	TDE-PH-304	Bourge, Robert (	1021417
5	306415	01.01	2003414	TMC-CAN-05-02	Misra, Vijay K	1001453
6	325146	01.01	2013577	CBET-1443141	Sethu, Palaniap	1070357
7	316620	01.01	2009005	HW-004 VERSION 7	Pamboukian, Sa	1004676
8	322323	01.01	2012075	PRO-03970-C	Pamboukian, Sa	1004676
9	309342	01.01	2004950	A093	Perry, Gilbert J	1001174
10	314888	01.01	2008038	PGX-111-AP-001	Heo, Jaekyeong	1000077
11	324055	01.01	2012994	GILEAD	Pogwizd, Steven	1045399
12	324168	01.01	2013050	BSC	McElderry, Hugh	1002762
13	325804	01.01	2013933	11-512	Alli, Oluseun	1064738
14	320697	01.01	2011234	GS-US-259-0116	Brott, Brigitta C	1004600
15	326946	01.01	2014526	GeNO P-2014-001	Tallaj, Jose A	1004917
16	328671	01.01	2015489	R01HL128044-02	Huke, Sabine S	1081084
17	328787	01.01	2015553	(PENDING) RIN-PH-201	Bourge, Robert (	1021417
18	320066	01.01	2010889	MEDTRONIC PPP UAB 01/12	Doppalapudi, Ha	1009749
19	308256	01.01	2004383	AMBRISENTAN COMPOUND #A	Rayburn, Barry	1004599
20	327842	01.01	2015025	VA IPA-JINNO MIKI	Prabhu, Sumant	1061156
21	325275	01.01	2013650	PHYSIO	Walcott, Gregor	1000902
22	324326	01.01	2013133	HW004-A	Pamboukian, Sa	1004676
23	327642	01.01	2014914	Heartware Inc 2015-2016	Pamboukian, Sa	1004676
24	323170	01.01	2012549	BPS-314D-MR-PAH-302	Bourge, Robert (	1021417
25	329014	03.00	2015676	7R01HL128563-02	Huke, Sabine S	1081084
26	323625	01.01	2012784	GAMBRO 1494	Pamboukian, Sa	1004676

Note: This worksheet can be rearranged and edited as needed.

Click here for a description of the data provided in the PTA download file.

Important Note: The invalid PTA combinations may show on the report even after all expenses have been moved to a valid PTA combination. This occurs because, though the PTA combination itself is invalid, its individual segments may be valid for another PTA combination, and therefore cannot be closed or deleted. Review the dollar information to determine if expenses need to be moved.

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