



Transfer Labor Schedules for Renewal Awards

Use these instructions to transfer labor schedules for renewal awards.

Prerequisites

- The renewal award has been established in the Oracle system.

To transfer labor schedules for renewal awards:

1. Navigate to **Other > Requests > Run** to open the **Submit a New Request** form.
2. Select the radio button next to **Single Request** field.
3. Click **OK** to open the **Submit Request** form.
4. Enter the **RF: Transfer Labor Schedule for Renewal Awards** from the List of Values.
5. Click **OK**.

Submit Request - ORG Account Establishment Administrator @ TRAINX - 02-MAY-2019

Run this Request... Copy...

Name: RF Transfer Labor Schedule for Renewal Awards

Operating Unit:

Parameters:

Language: American English Language Settings... Debug Options

At these Times... Schedule...

Run the Job: As Soon as Possible

Upon Completion... Save all Output Files Byrst Output Options...

Layout:

Notify:

Print to: noprint Delivery Opts

Help (C) Submit Cancel

6. Enter the **Predecessor Award Number** (the award that the labor schedule is being transferred **from**).
7. Enter the **Predecessor Task Number** (the task from which the labor schedule is being transferred).
8. Enter the **Renewal Award Number** (the award to which the labor schedule is being transferred).
9. Enter the **Renewal Task Number** (the task to which the labor schedule is being transferred).
10. Click **OK** to return to the **Submit Request** form.
11. In the **Upon Completion** block, click **Options...**
12. Enter the **Style** from the List of Values. (The format from which the request will be printed on paper).
13. Enter the **Printer** from the List of Values. Select the printer that has been set up to print your requests.
14. Enter the **number of hard Copies** to print. This field defaults to zero.
15. Click **OK** to return to the **Submit Request** form.
16. Click **Submit** to open the **Requests** form.
17. Click **Refresh Data** until the **Phase** field displays **Completed**.

Note: The **RF: Transfer Labor Schedules for Renewal Awards Audit Report** is automatically run when this process is run. You can view the results for each of the transactions by selecting the field next to the report name and clicking **View Output**.

Parameters dialog box with the following fields:

- Predecessor Award Number
- Predecessor Project Number
- Predecessor Task Number
- Renewal Award Number
- Renewal Project Number
- Renewal Task Number

Buttons: OK, Cancel, Clear, Help

Parameters dialog box with the following values:

- Predecessor Award Number: 84432
- Predecessor Project Number: 1153302
- Predecessor Task Number: 1
- Renewal Award Number: 84435
- Renewal Project Number: 1153309
- Renewal Task Number: 1

Buttons: OK, Cancel, Clear, Help

Requests - ORG Account Establishment Administrator @ TRAXX - 02-MAY-2019

Buttons: Refresh Data, Find Requests, Submit a New Request...

| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|----------------------------|--------|-----------|--------|------------------------------|
| 27811491 | RF Transfer Labor Schedule | | Completed | Normal | 02-MAY-2019, 02-MAY-2019, 1 |
| 27811490 | RF Transfer Labor Schedule | | Completed | Normal | 9180227, 9072812, 7657590, E |
| 27811488 | RF Print Enc Report By Au | | Completed | Normal | 84412, |
| 27811478 | Build the RFPSI tables (RF | | Completed | Normal | 1153332, . |

Buttons: Hold Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...