

Stanford University



STANFORD ELECTRONIC RESEARCH ADMINISTRATION

Sponsored PTA Manager New PTA Setup

Post Award Administration User Guide

Version 1.0

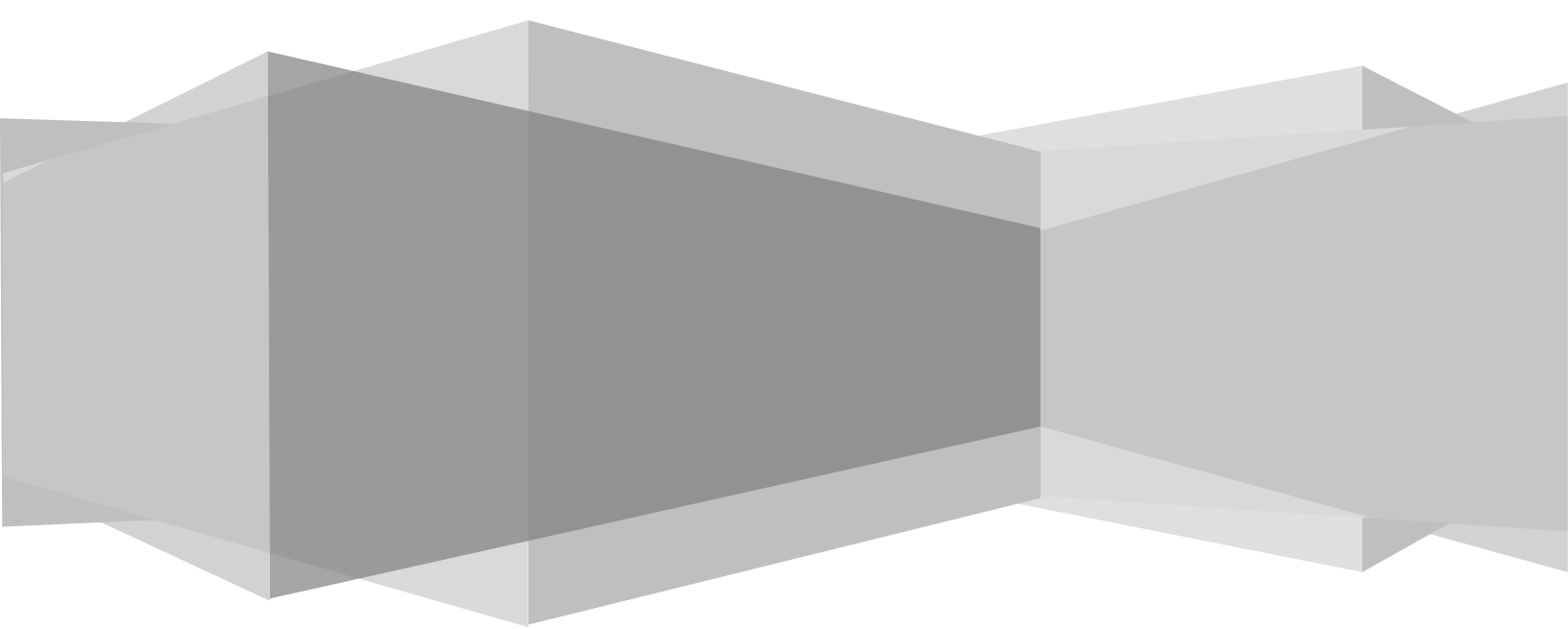


Table of Contents

- Purpose 3
- Process Flow 3
- Accessing the SeRA Web Portal 4
- Selecting an Unassigned Record in SeRA 5
- Processing a PTA 7
 - Verifying the PTA Configuration 7
 - Adding/Deleting Projects, Tasks and Awards 8
 - Entering the PTA Setup Details 10
 - Award 10
 - Project 11
 - Task 12
 - Budget 14
- Approvals 15
- Generating the PTA 16
- Reassigning a Record to a Post-Award Recipient 19
- Returning a Record to a Non Post-Award Recipient 21
- Frequently Asked Questions 23

Overview

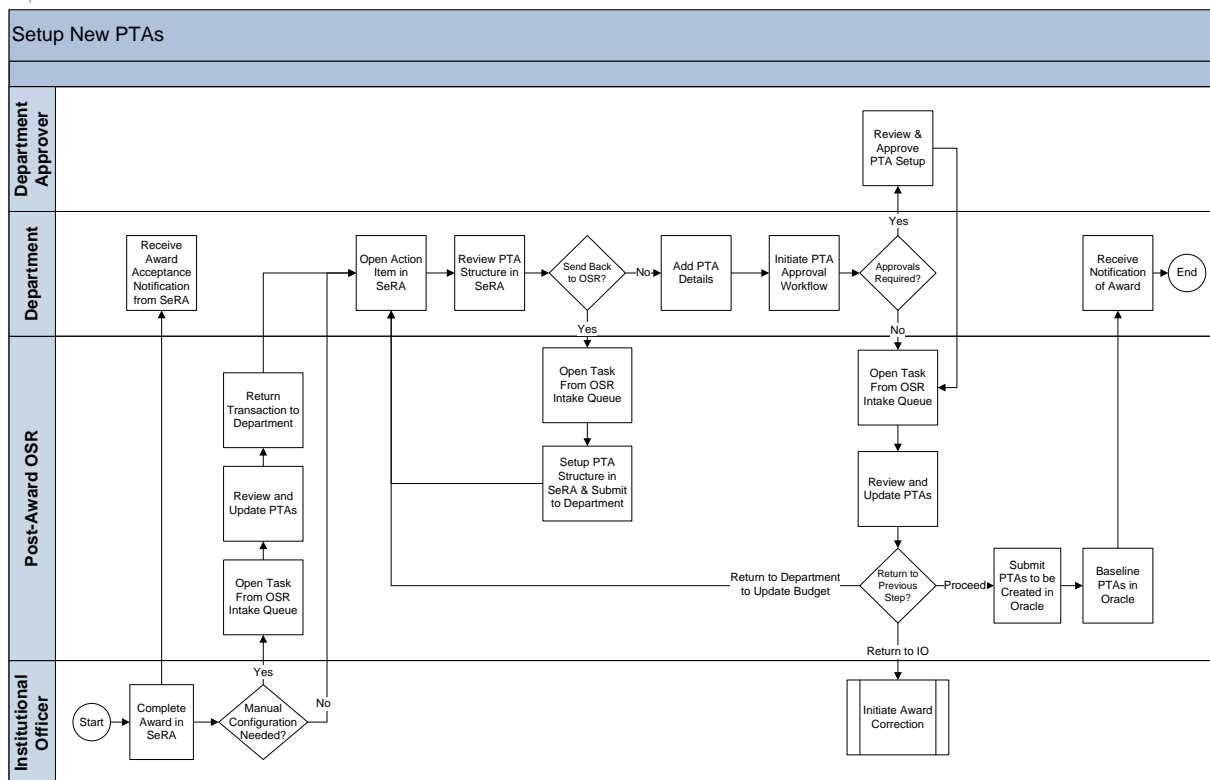
Purpose

The purpose of this guide is to provide post award administrators with instructions on how to process New PTA setup requests initiated in PTA Manager (also referred to as SeRA). This document should be used in conjunction with the following:

- *Oracle Guide to Setting up Projects, Tasks and Awards*
- *Sponsored PTA Manager, New PTA Setup, Departments*
- *Sponsored PTA Manager, New PTA Setup, Post-Award*
- *Sponsored PTA Manager, Early/Extend, Departments*
- *Sponsored PTA Manager, Early/Extend, Post-Award*
- *Sponsored PTA Manager, Amendments*

The SeRA guides can be found on the DoResearch website at: <http://doresearch.stanford.edu/research-offices/sponsored-research-osr/stanford-electronic-research-administration-sera/learn-about>

Process Flow



Accessing SeRA

Accessing the SeRA Web Portal

To access the SeRA web portal enter the following URL into your web browser:

<https://sera.stanford.edu/>

Landing Page

STANFORD UNIVERSITY | SeRA

Search web pages...

Home | My Dashboard | Help

SeRA
STANFORD ELECTRONIC RESEARCH ADMINISTRATION

Start → Proposal → Award → Research → Review? → End

PROPOSAL DEVELOPMENT & ROUTING [Go to My Dashboard](#)

The Proposal Development & Routing process facilitates the proposal approval workflow. The Proposal Development & Routing Form (PDRF) Version 1 was released in January 2010. Version 2 was released in February 2011 and rolled out to campus in stages. The PDRF Dashboard Version 1 Archive allows users to access PDRFs initiated prior to the Version 2 release.

CONFLICT OF INTEREST [Go to my Conflict Reports](#)

The Conflict of Interest process manages conflicts between an individual's private interests and professional obligations to the University.

ABOUT SERA

SeRA supports various stages of the sponsored project lifecycle and is evolving into the institutional system of record for sponsored projects.

HELP

» [SeRA Help](#)
» [Submit HelpSU Ticket](#)

NEWS & EVENTS

» **Compatible Browsers**

- » Internet Explorer 7.x (pc)
- » Firefox 3.x (pc)
- » Safari 3.x (mac)

TIP: If you are attempting to access this system within the Stanford network as a shortcut you can type the word "SERA" directly into your web browser.

Processing a Transaction

Selecting an Unassigned Record in SeRA

When a PTA record is ready for processing, it will appear in the general post-award Account Setup Intake queue. It is at that point that an Accounting Associate is able to assign the record to him/herself using the steps outlined below.

From the SeRA landing page, click on **Go to My Dashboard**.

Landing Page

STANFORD UNIVERSITY | SeRA

Search web pages...

Home | My Dashboard | Help

SeRA

STANFORD ELECTRONIC RESEARCH ADMINISTRATION

Start → Proposal → Award → Research → Renew? → End

PROPOSAL DEVELOPMENT & ROUTING

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[Go to My Dashboard](#)

CONFLICT OF INTEREST

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MORE »

HELP

» [SeRA Help](#)
» [Submit HelpSU Ticket](#)

NEWS & EVENTS

» **Compatible Browsers**

- » Internet Explorer 7.x (pc)
- » Firefox 3.x (pc)
- » Safari 3.x (mac)

Click on **Account Setup Intake**.

Dashboard Screen

Stanford Electronic Research Administration

Search: SPO# [] Advanced Search

Dashboard

Initiate New Proposal
OSR Proposal Intake
Account Setup Intake
Clinical Trials Intake
Create New Notification
CT Notification Archive

MY DASHBOARD VERSION 2

My Action Items | My Pipeline | Proposals | Awards | Clinical Trials | Other Transactions

My Action Items

Click on Trans ID/PDRF# below to open your Action Item

OSR Account Intake Screen

Stanford Electronic Research Administration

Search: SPO# [] Advanced Search

LESIN Sign out Build:40.2.14

Dashboard
Other Agreements
Reports

OSR ACCOUNT INTAKE

- Click on Transaction ID to assign account setup Action Item to yourself.
- All columns are sortable by clicking on the column name.

Trans ID	Action Item	Process Type	SPO#	PI	Sponsor	Department (Org)	Assignee	Received
PTA539308	PTA Configuration Review - OSR	Account Setup - New	110274	Berg, Paul	University of California, Berkeley (UCALIF)	Biology Department (QANB)	TBA	0
PTA539310	PTA Configuration Review - OSR	Account Setup - New	110274	Berg, Paul	University of California, Berkeley (UCALIF)	Biology Department (QANB)	TBA	0
PTA539311	PTA Configuration Review - OSR	Account Setup - New	110307	Berg, Paul	University of California, Berkeley (UCALIF)	Biology Department (QANB)	TBA	0
PTA539312	PTA Configuration Review - OSR	Account Setup - New	110307	Berg, Paul	University of California, Berkeley (UCALIF)	Biology Department (QANB)	TBA	0
PTA539313	PTA Configuration Review - OSR	Account Setup - New	110266	Berg, Paul	University of California, Berkeley (UCALIF)	Biology Department (QANB)	TBA	0
PTA539314	PTA Configuration Review - OSR	Account Setup - New	110266	Berg, Paul	University of California, Berkeley (UCALIF)	Biology Department (QANB)	TBA	0
PTA539315	PTA Configuration Review - OSR	Account Setup - New	110297	Quake, Stephen	University of California, Berkeley (UCALIF)	Biology Department (QANB)	TBA	0
PTA539316	PTA Configuration Review - OSR	Account Setup - New	110297	Quake, Stephen	University of California, Berkeley (UCALIF)	Biology Department (QANB)	TBA	0

1 - 8

Select the desired record by clicking on the **Trans ID**.

CAUTION: It is important to note that multiple transactions cannot be selected at the same time. Once a record is selected the system will move it to your Dashboard and immediately open that transaction for processing. To select additional records, return to your Dashboard and re-select Account Setup Intake.

It is also important to note that it is possible to access a transaction by the SPO or transaction number and to reassign it to yourself. This method, however, should NEVER be used as it very likely to cause errors.

Processing a PTA

From your Dashboard, select the desired record.

MY DASHBOARD VERSION 2

The screenshot shows the 'MY DASHBOARD VERSION 2' interface. At the top, there are navigation tabs: 'My Action Items' (selected), 'My Pipeline', 'Proposals', 'Awards', 'Clinical Trials', and 'Other Transactions'. Below the tabs, the 'My Action Items' section is displayed. It includes a sub-header 'My Action Items' and a note: 'Click on Trans ID/PDRF# below to open your Action Item'. A table lists two action items. The first item, with ID 'PTA539143', is highlighted. An arrow points to the 'Trans ID/PDRF#' column header. The table has columns for 'Trans ID/PDRF#', 'Action Item', 'Process Type', 'SPO #', 'PI', 'Sponsor', 'Project Title', 'Assigned', and 'Assigned No of Days'. Below the table, there are links for 'Download to Excel' and 'Print'.

Trans ID/ PDRF#	Action Item	Process Type	SPO #	PI	Sponsor	Project Title	Assigned	Assigned No of Days
PTA539143	Prepare Account - OSR	Account Setup - New	110032	Fuller, Gerald G	Bausch + Lomb ()	Two Experimental Platforms to Measure Contact Lens	01/08/2013	0
PTA539115	Prepare Account - OSR	Account Setup - New	110264	Berg, Paul	University of California, Berkeley (UCALIF)	CL Test 1	12/20/2012	18

Verifying the PTA Configuration

Account Request Screen

The screenshot shows the 'New Account Request' screen. At the top, there is a header with 'SPO #110032 (Segment 1)', 'Fuller, Gerald G.', 'Chemical Engineering', 'Agreement Number: 12345', 'Agreement Type: Contract', and 'Sponsor: Bausch + Lomb Prime Sponsor:'. Below the header, there is a sidebar with 'Dashboard' and 'Transaction' sections. The main content area is titled 'New Account Request' and includes a sub-header 'PTA Transaction ID: PTA539143', 'Assigned to: Sin, Nguyet T.', and 'Status: Prepare Account - OSR'. Below this, there is a navigation bar with tabs: 'PTA Configuration' (selected), 'UBAUQ', 'Approval', and 'Create PTA'. Underneath, there is a table with columns for 'Award (UBAUQ)', 'Sponsor', and 'Add Project'. The table contains one row with 'Project (TBD)', 'Two Experimental Platfor_40990', and 'Non-Capital'. Below the table, there are buttons for 'Add Award', 'Add Task', 'Remove Award', 'Remove Project', and 'Remove Task'. Arrows point to the 'Add Project' and 'Remove Award' buttons.

Review the PTA Configuration to determine if additional or fewer projects, tasks and/or awards are needed. If so, click on the appropriate links (*See Adding/Deleting Projects, Tasks and Awards section*). If the system configuration is correct, go to the **Entering the PTA Setup Details** section in this guide.

TIP: In addition to viewing the actual agreement to verify the PTA configuration, you can also click on the Advanced Award Notification (AAN) link to see a detailed award summary. It is important to open the AAN first because the link will not be available once the window to enter the PTA details is opened.

Adding/Deleting Projects, Tasks and Awards

To add, simply complete all of the required fields and hit **Add**. To delete, hit **Cancel**.

Projects

Add Project

* **Project Type** New Existing

* **Project Configuration Code** -- Select a value--

* **Task Configuration Code** -- Select a value--

* **Task Number**

Cancel Add

Tasks

Add Task ×

* **Task Configuration Code** -- Select Task--

* **Task Number**

Cancel Add

Awards

Add Award ✕

ADD AWARD

* **Sponsor** ✕ ↕

* **Agreement Type** ▼

* **Award Config Code** ▼

* **Project/Task Type** New Existing

* **Project Config Code** ▼

* **Task Config Code** ▼

* **Task Number**

TIP: Sometimes drop down items will not become visible until previous fields are completed.

Entering the PTA Setup Details

From the Account Request screen, click on the desired award tab and select the **Edit Award** button.

Account Request Screen

SPO #110032 (Segment 1)
Fuller, Gerald G.
Chemical Engineering

Agreement Number: 12345
Agreement Type: Contract

Sponsor: Bausch + Lomb
Prime Sponsor:

New Account Request

PTA Transaction ID: PTA539143
Assigned to: Sin, Nguyet T.
Status: Prepare Account - OSR

PTA Configuration | **UBAUQ** | Approval | Create PTA

Award (UBAUQ) Edit Award

Award Funding Amount: \$100,000.00
Award Full Name: Two Experimental Platforms to Measure Contact Lens Comfort.
Award Manager: Davies, Philip A. (pdavies)
Owning Organization: QAUF-Biology

Projects and Tasks
[Project \(TBD\) - NONCAP - Two Experimental Platfor_40990](#)
Task 10 def SPONSOR

Project Budget
[Project \(TBD\) - NONCAP - Two Experimental Platfor_40990](#) Edit Budget

Project Amount:	\$100,000.00
Amount Allocated:	\$100,000.00
Amount Remaining:	\$0.00

Award

Edit Award Screen

Edit Award (UBAUQ)

* **Award Number** UBAUQ

* **Select Oracle Award template** - Select Award Template -

* **Award Funding Amount** 100000

* **Award Short Name** 110032

* **Award Full Name** Two Experimental Platforms to Measure Contact I

* **Award Manager** Davies, Philip A. (pdavies)

* **Owning Organization** QAUF-Biology

* **Award purpose** - Select Award Purpose -

* **Award Type** - Select Award Type -

* **Start Date** 01-JAN-2013

* **End Date** 31-DEC-2013

* **Close Date** 31-DEC-2016

* **Funding Source Name** - Select Funding Source -

* **Customer Number**

* **Allowed Cost Schedule** - Select Allowed Cost Schedule -

* **IDC Cost Rate Schedule** FY13_RSCH_ON_NON_GOV

Award A-Z Free Form Field

Award Level of Control -- Select Award level of Control --

Award Level of Restriction -- Select Award level of Restriction --

Cancel Save

Complete all of the required fields above.

Click **Save** to return to the main Account Request screen to update the project information.

Project

Account Request Screen

SPO #110032 (Segment 1)
Fuller, Gerald G.
Chemical Engineering

Agreement Number: 12345
Agreement Type: Contract

Sponsor: Bausch + Lomb
Prime Sponsor:

New Account Request

PTA Transaction ID: PTA539143
Assigned to: Sin, Nguyet T.
Status: Prepare Account - OSR

PTA Configuration | **UBAUQ** | Approval | Create PTA

Award (UBAUQ) Edit Award

Award Funding Amount: \$100,000.00
Award Full Name: Two Experimental Platforms to Measure Contact Lens Comfort.
Award Manager: Davies, Philip A.(pdavies)
Owning Organization: QAUF-Biology

Projects and Tasks

[Project \(TBD\) - NONCAP - Two Experimental Platfor_40990](#)
Task 10 def SPONSOR

Project Budget Edit Budget

Project (TBD) - NONCAP - Two Experimental Platfor_40990

Project Amount:	\$100,000.00
Amount Allocated:	\$100,000.00
Amount Remaining:	\$0.00

Click the **Project Name** link.

Edit Project Screen

Edit Project

* **Amount Funding to this Project**

* **Project Template Id**

* **Project Name**

* **Project Description**

* **Principal Owner**

* **Project Manager**

* **Owning organization**

Project A-Z Free Form Field

Complete all required fields and **Save** to return to the main Account Request screen to update the task information.

Created by F. Davis

Revised: 25-Apr-2013

Task

Account Request Screen

SPO #110032 (Segment 1)
Fuller, Gerald G.
Chemical Engineering

Agreement Number: 12345
Agreement Type: Contract

Sponsor: Bausch + Lomb
Prime Sponsor:

New Account Request

PTA Transaction ID: PTA539143
Assigned to: Sin, Nguyet T.
Status: Prepare Account - OSR

PTA Configuration	UBAUQ	Approval	Create PTA
--------------------------	--------------	-----------------	-------------------

Award (UBAUQ) Edit Award

Award Funding Amount: \$100,000.00
Award Full Name: Two Experimental Platforms to Measure Contact Lens Comfort.
Award Manager: Davies, Philip A.(pdavies)
Owning Organization: QAUF-Biology

Projects and Tasks

[Project \(TBD\) - NONCAP - Two Experimental Platfor_40990](#)
Task 10 def SPONSOR

Project Budget Edit Budget

Project (TBD) - NONCAP - Two Experimental Platfor_40990

Project Amount:	\$100,000.00
Amount Allocated:	\$100,000.00
Amount Remaining:	\$0.00

Click on the **Task**.

Edit Task Screen

Edit Task

* **Task Number** 10

* **Task Name** def

* **Long Task Name** Two Experimental Platforms to

* **Start Date** 01-JAN-2013

Completion Date

* **Task Activity** SPONSORED_RESEARCH

* **Task Off Campus** No

* **Task Description** abc

* **Principal Owner** Fuller, Gerald G. (ggf)

* **Task Manager** Fredendall, Judy (jyf)

* **Owning Organization** QAUF-Biology

Task A-Z Free Form Field

Does ISC apply? No

* **Will sponsor pay ISC?** No

Complete all required fields and select **Save** to return to the Account Request screen to access the budget.

Created by F. Davis

Revised: 25-Apr-2013

TIP: For field definitions you can mouse over the item (i.e., Task Activity) and click.

TIP: If you would like to delete the content of a field you can click on the “x” located on the right hand side. There is also an open dialogue button that will allow you to search for items.



Open Dialog

Account Request Screen

SPO #110032 (Segment 1)
Fuller, Gerald G.
Chemical Engineering

Agreement Number: 12345
Agreement Type: Contract

Sponsor: Bausch + Lomb
Prime Sponsor:

New Account Request

PTA Transaction ID: PTA539143
Assigned to: Sin, Nguyet T.
Status: Prepare Account - OSR

PTA Configuration	UBAUQ	Approval	Create PTA
Award (UBAUQ)			
<input type="button" value="Edit Award"/>			
Award Funding Amount \$100,000.00			
Award Full Name Two Experimental Platforms to Measure Contact Lens Comfort.			
Award Manager Davies, Philip A.(pdavies)			
Owning Organization QAUF-Biology			
Projects and Tasks			
Project (TBD) - NONCAP - Two Experimental Platfor_40990			
Task 10 def SPONSOR			
Project Budget			
Project (TBD) - NONCAP - Two Experimental Platfor_40990 <input type="button" value="Edit Budget"/>			
←			
Project Amount:		\$100,000.00	
Amount Allocated:		\$100,000.00	
Amount Remaining:		\$0.00	

Click on **Edit Budget**.

Budget

Budget Information Screen

Award and Project Budget

Award: UBAUQ
Project: Project (TBD) - NONCAP Two Experimental Pla
Project Amount: \$100,000.00
Amount Allocated: \$100,000.00
Amount Remaining: \$0.00

Budget Information

* Version Name: AWARD - NEW
* Description: AWARD - NEW

Back Save

Project Budget Detail Budget by Task Budget by Expenditure Type

Activity: SPONSORED_RESEARCH On Campus

Expenditure Category/Type +	Task 10	Expenditure Totals
51000 SALARIES AND BENEFITS	\$100,000.00	\$100,000.00
51700 FRINGE & OTHER BENEFITS	\$0.00	\$0.00
52401 TRAVEL	\$0.00	\$0.00
55201 MATERIALS SUPPLIES LAB	\$0.00	\$0.00
56900 INDIRECT COSTS	\$0.00	\$0.00
57000 STUDENT AID	\$0.00	\$0.00
	\$100,000.00	\$100,000.00

Return to Award Details

Enter the **Version Name** and **Description** and hit **Save**.

If changes need to be made to the budget you can do so by selecting the pencil icon next to the item. You are also able to make changes by budget task or budget expenditure type for projects with large numbers of tasks.

To add an expenditure type, select the (+) symbol. Enter the expenditure and hit **Save**.

Add Expenditure Screen

Add Expenditure

NEW EXPENDITURE CATEGORY/TYPE

Activity SPONSORED_RESEARCH On Campus

Exp Cat/Type

Task	Amount
10	<input type="text" value="\$0.00"/>
Total:\$0.00	

Cancel Save

To delete an expenditure that has been added, select the *pencil icon* next to the expenditure category and then select **Delete**.

Edit Budget by Expenditure Screen

CAUTION: Pre-populated expenditure types cannot be deleted. You can only delete those that have been manually entered during that transaction.

Click the **Return to Award Details** button to return to the Account Request page to access the Approvals.

Approvals

This screen allows you to verify that the appropriate department signatures have been obtained.

Action Item	Assignee	Status	Date Assigned	Date Completed	Assignee Comments
Prepare Account - Dept	Davies, Philip A.	Completed	07-JAN-2013 04:45 PM	08-JAN-2013 09:56 AM	
Review & Approve Account Setup	Davies, Philip A.	Approved	08-JAN-2013 09:56 AM	08-JAN-2013 09:56 AM	
Prepare Account - OSR	Sin, Nguyet T.	Received	08-JAN-2013 09:56 AM		

1 - 3

Created by F. Davis

Revised: 25-Apr-2013

If they have not, you can send it back to the department by using the left hand navigation menu while in the record.

Generating the PTA

After completing all of the required PTA details, click on the **Create PTA** tab.

Add any final comments. Select **Send to Oracle Financials**. By selecting this option, the system will automatically check for errors. If discrepancies are detected, the system will specify which sections require updating.

Errors Screen

FMARSH (1419)
Sign out
Version: 1.0.0.1

Stanford Electronic Research Administration

Dashboard	SPO #110356 (Segment 1)																																																															
	Berg, Paul Biology Department	Agreement Number: 123456 Agreement Type: Contract	Sponsor: Bill & Melinda Gates Foundation Prime Sponsor:																																																													
Transaction	New Account Request																																																															
Project Transaction Home Agreement Summary View PDRF View AAN View PTA PDF View PTA Budget			PTA Transaction ID: PTA539667 Assigned to: Davis, Francine E. Status: PTA Configuration Review - OSR																																																													
Actions	Previous Comments																																																															
Send Back To Department Return To IO Terminate Transaction	Davies, Philip A. For OSR pre-pilot UAT		24-JAN-2013																																																													
Unit Testing Dashboard	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f4a460;">PTA Configuration</td> <td style="background-color: #f4a460;">UBAUW</td> <td style="background-color: #f4a460;">WADNM</td> <td style="background-color: #f4a460;">Check for Errors</td> <td style="background-color: #f4a460;">Create PTA</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="background-color: #f4a460;">Error Message</th> <th style="background-color: #f4a460;">Edit Award</th> <th style="background-color: #f4a460;">Edit Project</th> <th style="background-color: #f4a460;">Edit Task</th> </tr> </thead> <tbody> <tr><td>Award template Id cannot be NULL.</td><td>Edit Award</td><td></td><td></td></tr> <tr><td>Award type cannot be NULL.</td><td>Edit Award</td><td></td><td></td></tr> <tr><td>Award purpose cannot be NULL.</td><td>Edit Award</td><td></td><td></td></tr> <tr><td>Funding source name cannot be NULL.</td><td>Edit Award</td><td>←</td><td></td></tr> <tr><td>Funding source number cannot be NULL.</td><td>Edit Award</td><td></td><td></td></tr> <tr><td>Allowed cost schedule cannot be NULL.</td><td>Edit Award</td><td></td><td></td></tr> <tr><td>Award Owning org cannot be NULL.</td><td>Edit Award</td><td></td><td></td></tr> <tr><td>Oracle project template cannot be NULL.</td><td></td><td>Edit Project</td><td></td></tr> <tr><td>Project type cannot be NULL.</td><td></td><td>Edit Project</td><td></td></tr> <tr><td>Sum of all budget lines amounts should equal to amount funding to this project.</td><td></td><td>Edit Budget Details</td><td>←</td></tr> <tr><td>Project created from project id cannot be NULL.</td><td></td><td>Edit Project</td><td></td></tr> <tr><td>Owning organization cannot be NULL.</td><td></td><td>Edit Project</td><td></td></tr> <tr><td>Project manager cannot be NULL.</td><td></td><td>Edit Project</td><td></td></tr> </tbody> </table>			PTA Configuration	UBAUW	WADNM	Check for Errors	Create PTA	Error Message	Edit Award	Edit Project	Edit Task	Award template Id cannot be NULL.	Edit Award			Award type cannot be NULL.	Edit Award			Award purpose cannot be NULL.	Edit Award			Funding source name cannot be NULL.	Edit Award	←		Funding source number cannot be NULL.	Edit Award			Allowed cost schedule cannot be NULL.	Edit Award			Award Owning org cannot be NULL.	Edit Award			Oracle project template cannot be NULL.		Edit Project		Project type cannot be NULL.		Edit Project		Sum of all budget lines amounts should equal to amount funding to this project.		Edit Budget Details	←	Project created from project id cannot be NULL.		Edit Project		Owning organization cannot be NULL.		Edit Project		Project manager cannot be NULL.		Edit Project	
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Project manager cannot be NULL.		Edit Project																																																														

After all corrections have been made and the record has been sent to Oracle, the OSR Associate must complete the setup process in Oracle.

TIP: Before completing this step the Associate should write down the Award number(s) s/he will need to access the incomplete transactions in Oracle.

After the Associate completes and submits the transaction in Oracle, within a few minutes, the record will re-appear in the general Account Setup Intake queue in SeRA with a status of **PTA Baseline in Oracle**. It is at this point that the Accountant can retrieve the record and place it in his/her dashboard before completing the review and baseline process in Oracle.

Account Setup Intake Screen

OSR ACCOUNT INTAKE

- Click on Transaction ID to assign account setup Action Item to yourself.
- All columns are sortable by clicking on the column name.

OSR ACCOUNT INTAKE									
Trans ID	Action Item	Process Type	SPO#	PI	Sponsor	Department (Org)	Assignee	Received	
PTA539578	PTA Configuration Review - OSR	Account Setup - New	110393	Berg, Paul	University of California, Berkeley (UCALIF)	Biology Department (QANB)	TBA	0	
PTA539578	PTA Configuration Review - OSR	Account Setup - New	110393	Berg, Paul	University of California, Berkeley (UCALIF)	Biology Department (QANB)	TBA	0	
PTA539578	PTA Configuration Review - OSR	Account Setup - New	110393	Berg, Paul	University of California, Berkeley (UCALIF)	Biology Department (QANB)	TBA	0	
PTA539362	PTA Configuration Review - OSR	Account Setup - New	110325	Berg, Paul	University of California, Berkeley (UCALIF)	Biology Department (QANB)	TBA	0	
PTA539359	PTA Configuration Review - OSR	Account Setup - New	110324	Berg, Paul	University of California, Berkeley (UCALIF)	Biology Department (QANB)	TBA	0	
PTA539347	PTA Baselined in Oracle	Account Setup - New	110322	Barley, Stephen R	University of California, Berkeley (UCALIF)	Biology Department (QANB)	TBA	0	

1 - 6

Upon completing the baseline in Oracle, a message will be sent to SeRA indicating that the transaction has been processed. In addition, a Notice of Award (NOA) email notification containing the PTA will be generated and distributed to all designated recipients.

Notice of Award Email

STANFORD UNIVERSITY
STANFORD, CA 94305

Notice of Award

Congratulations! A Notice of Award has been issued for the following::

Principal Investigator: Berg, Paul
Administering Dept: Biology Department
SPO#: 110385
Sponsor: University of California, Berkeley
Title: UAT Testing Setup: PR539544 ***FOR UAT ONLY - DO NOT USE***
Agreement Number: fsdfs
Amount Funded this Action: \$628,000.00
Current Funding Period: 11/04/2012 to 11/04/2016

PTA: 1157725-11-UAELU
PTA: 1157725-10-UAELU
PTA: 1157725-21-UAELV
PTA: 1157725-20-UAELV

To view the Notice of Award, copy and paste the following URL in your browser:

https://sera-uat2.stanford.edu/pls/apex/F?p=200:24:::::F200_TRANSACTION_ID,F200_AGREEMENT_ID,F200_SEGMENT_ID,F200_BUDGET_ID:539545,107117,77570,115678

If you have any questions about this award, please contact Tom, Theresa at theresatom@stanford.edu.

Please do not reply to this email. If you have any problem in accessing this NOA or using the SeRA system contact the SeRA Help Desk via this link: <https://remedyweb.stanford.edu/helpsu/helpsu?pcat=SeRA>.

CAUTION: It is important to remember that the workflow notification box in Oracle should ALWAYS remain unchecked when transaction are created in SeRA. This will prevent duplicate notifications.

Other Functions

Reassigning a Record to a Post-Award Recipient

There may be times when you need to reassign work to a post-award colleague or to request that an account setup be corrected. To do this, use the following steps:

1. Go to your Dashboard.
2. Select the desired record.
3. Click on Transaction Home in the left hand menu.
4. Click Reassign.
5. Select the appropriate person.
6. Enter comments explaining why record is being reassigned.
7. Click Reassign.

Transaction Home Screen

FMARSH
Sign out
Version: 1.0.0.1

Stanford Electronic Research Administration

Dashboard	SPO #110393 (Segment 1)			Agreement Number: 123456	Sponsor: University of California, Berkeley	
	Berg, Paul Biology Department			Agreement Type: Grant	Prime Sponsor:	
Transaction	TRANSACTION HOME					
Project	Process Account Setup - New					
Transaction Home	PTA Transaction ID: PTA539578					
«	Assigned to: Davis, Francine E.					
Agreement Summary	Status: PTA Configuration Review - OSR					
View PDRF	Award (UAEKZ) - SPONSOR					
View AAN	Project (TBD1)					
View PTA PDF	Task 10 SPONSOR					
View PTA Budget	Transaction Details					
Actions	Transaction Id	PTA539578				
Return To ID	SPO #	110393				
Terminate Transaction	PI	Berg, Paul				
Unit Testing Dashboard	Project title	UAT Testing Setup: PR539560 ****FOR UAT ONLY - DO NOT USE****				
	Start Date	04-NOV-2011				
	End Date	04-NOV-2016				
	Sponsor	University of California, Berkeley				
	Prime sponsor					
	Agreement	123456				
	Installment amount	\$628,000.00				
	Account Setup Status					
	Action Item	Status	Assignee	Date Assigned	Date Completed	Assignee Comments
	Prepare Account - Dept	Completed	Davies, Philip A.	18-JAN-2013 10:16 AM	23-JAN-2013 09:14 AM	
	Review & Approve Account Setup	Completed	Davies, Philip A.	23-JAN-2013 09:14 AM	23-JAN-2013 09:14 AM	
	PTA Configuration Review - OSR	Received	Davis, Francine E.	23-JAN-2013 09:14 AM		Reassign
	PTA Configuration Review - OSR	Completed		23-JAN-2013 09:14 AM	23-JAN-2013 09:14 AM	

Account Setup - OSR 1 - 4

Comments Screen

Reassign

Select OSR Name ←

Comments

←

When this function is used, the system will also send an email notification to the recipient. Within the email there will be a link that will take him/her directly to the record. It is important to note that reassigning a task does NOT change the status. This means if the status indicates that an award is in Oracle PTA Setup it will remain the same. In order to show a status change has occurred (i.e., moving an item from “setup” to “department review/correction”), you will need to use the return/send back feature (See ***Returning a Record to a Non Post Award Recipient*** section).

Email Notification

To :esotelo@stanford.edu
[Email Template ID :42]

The following mail is being sent to you by Sotelo, Elizabeth for the activity: "Award - New".

Principal Investigator/Fellow: Paul Berg(pberg)
SPO#: 110271
Transaction Id: 539219
Sponsor: University of California, Berkeley

The sender has the following comments: "Test"

To view the reassigned transaction log, please [Click Here](#)

If you have any questions about this email, please contact Sotelo, Elizabeth at "esotelo@stanford.edu"

Please do not reply to this email. If you need help accessing or using the SeRA system please click below: <https://helpsu.stanford.edu>

Returning a Record to a Non Post-Award Recipient

There may be times when a record needs to be returned to the department or Institutional Official (IO) for additional information or corrections. To do this, use the following steps:

1. Access the record you want to return.
2. Using the left hand menu (noted below), select the appropriate entity.
3. A comments box will appear allowing you to select the appropriate person and to describe the issue preventing the PTA setup.
4. Click Reassign.

Stanford Electronic Research Administration FMARSH
Sign out
Version: 1.0.0.1

Dashboard SPO #110393 (Segment 1) **Agreement Number:** 123456 **Sponsor:** University of California, Berkeley
Berg, Paul **Agreement Type:** Grant **Prime Sponsor:**

Transaction

- Project
- Transaction Home
- Agreement Summary
- View PDRF
- View AAN
- View PTA PDF
- View PTA Budget

Actions

- Send Back To Department
- Return To IO
- Terminate Transaction

Unit Testing Dashboard

New Account Request PTA Transaction ID: PTA539578
Assigned to: Davis, Francine E.
Status: PTA Configuration Review - OSR

PTA Configuration **UAEKZ** **Create PTA**

Award (UAEKZ) Edit Award

Award Funding Amount \$628,000.00
Award Full Name UAT Testing Setup: PR539560 ***FOR UAT ONLY - DO NOT USE***
Award Manager Davies, Philip A.(pdavies)
Owning Organization

Projects and Tasks

Project (TBD1) - NONCAP - UAT Testing Setup: PR539_48510
Task 10 SPONSOR

Project Budget Edit Budget

Project (TBD1) - NONCAP - UAT Testing Setup: PR539_48510

Project Amount: \$628,000.00
Amount Allocated: \$0.00
Amount Remaining: \$628,000.00

Comments Screen

Return To Institutional Officer ✕

Return to IO -- Select IO --

Comments

Cancel Reassign

An email notification will be sent to the recipient.

Created by F. Davis

Revised: 25-Apr-2013

CAUTION: If an Institutional Official updates the award (by issuing a Correct Award through the “Return to IO” process), the system will not automatically update the PTA configuration or data to reflect the changes. This means that the Associate will need to manually update both the PTA configuration and the values for each award, project and task (e.g., add an award, change an award range, revise a date, etc.).

Frequently Asked Questions

1. **Why are some of the award numbers on the Account Request screen black while others are red?** The color black signifies the award number exists in Oracle and was therefore pulled from Oracle. Black should only appear when working with an existing early award, or when working with amendments. Red means the award does not exist in Oracle, and therefore has been created by SeRA.
2. **Why don't I see an issue date on the installment line in Oracle after a transaction has passed through SeRA?** Because this field does not drive any other functions in Oracle it is no longer necessary to populate.
3. **How will the Accountant know when a setup requires review and baselining?** Instead of using the PTA Setup Tracker s/he will regularly monitor the general PTA Setup Intake queue for outstanding transactions. No email notifications will be sent out.
4. **If a record is reassigned by and Accountant to an Associate to make corrections, can they be made in SeRA?** No. If a task is reassigned, the Associate will need to go into Oracle to make corrections and then re-submit the transaction. At that point, SeRA will NOT know a change has been made. The Associate will then need to go back into SeRA and reassign the task back to the Accountant with a comment specifying that the change has been made and the record is ready for baseline review. The Accountant will also receive a system generated email notification.
5. **If changes are made to a record in Oracle, will this immediately be reflected in SeRA?** Manual changes in Oracle will only be reflected in SeRA when a subsequent amendment to that agreement is processed via SeRA.
6. **As follow-up to question #5, will these changes be reflected on the Notice of Award?** Currently, No. The NOA will only include information that was originally entered into SeRA at the PTA setup stage. In these cases, the Accountant must send an email to the department with copies of the 216 and 180 ReportMart documents to ensure accurate PTA information is received.

7. ***If I receive an error message that my transaction does not balance is there a general rule of thumb?*** Yes.

Funded amount on the AAN = sum of the values of the awards on the PTA configuration (excluding cost share) = sum of values for each project within each award on the PTA configuration = sum of the values allocated to each task on the Budget screens

8. ***How do I correct the award range if the system makes the wrong assignment?*** The corrections can be made by accessing the award tab and clicking on *Edit Award*. If you select an award number that has already been assigned the system will generate an error message when you attempt to save.
9. ***Can I make an update to a budget after it has been submitted in Oracle but not baselined?*** Yes. After accessing the record in Oracle you can click on the *Rework* button on the Award Budgets screen. This will allow you to make the necessary updates. Once completed, the record can be resubmitted and baselined.
10. ***How are the billing and revenue rules populated in Oracle?*** These rules are based on the default values associated with the award template selected in SeRA
11. ***Can pre-populated expenditure types in the budget section be deleted?*** Currently, you can only delete expenditure types that are manually entered before the record is pushed into Oracle.