Stanford University

Sponsored PTA Manager
New PTA Setup

Post Award Administration User Guide

Version 1.0

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Overview
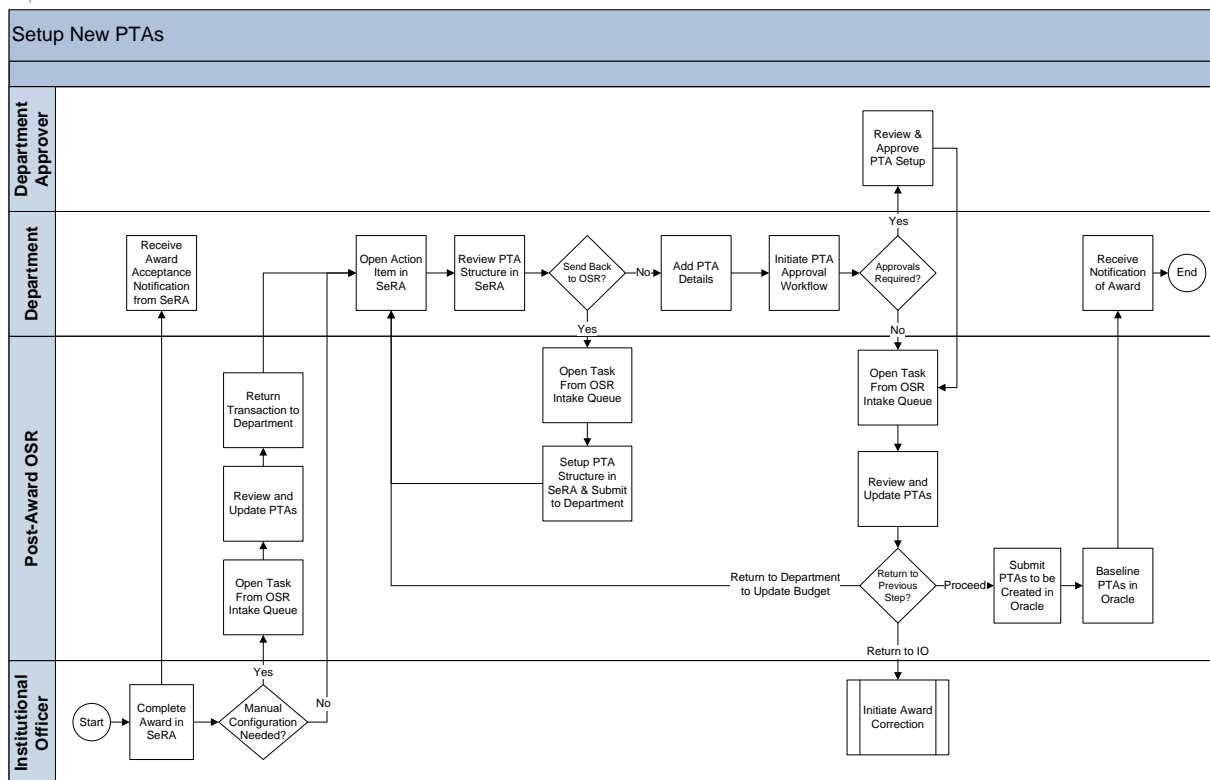
Purpose

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

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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

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

Click on *Account Setup Intake*.

Dashboard Screen

OSR Account Intake Screen

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.

Verifying the PTA Configuration

Account Request Screen

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 <u>open the AAN first</u> 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

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

Click the **Project Name** link.

Edit Project Screen

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

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Task

Account Request Screen

Click on the *Task*.

Edit Task Screen

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

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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.

Account Request Screen

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	$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.

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

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.

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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

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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 <u>unchecked</u> 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

Comments Screen

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.

Comments Screen

An email notification will be sent to the recipient.

Created by F. Davis

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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.