PTA Manager for Academic Service Centers & Program Income Facilities

Guide to Requesting a PTA using the Non-Sponsored PTA Manager in Oracle

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General Information

What is PTA Manager?

PTA Manager is a web-based easy to use tool for requesting and tracking non-sponsored PTAs. This tool is also used by Sponsored Accounts Receivables (A/R) for PTA requests involving Academic Service Centers and Program Income facilities needing to bill external users.

Purpose

The purpose of this guide is to provide service center and program income facility administrators with instructions on how to request a Sponsored A/R PTA. A purchase order from the external user is required and is considered a contract agreement for collection purposes. Accounts Payable offices always ask for a PO when A/R is following up on payments.

Benefits of Requesting a Sponsored A/R PTA

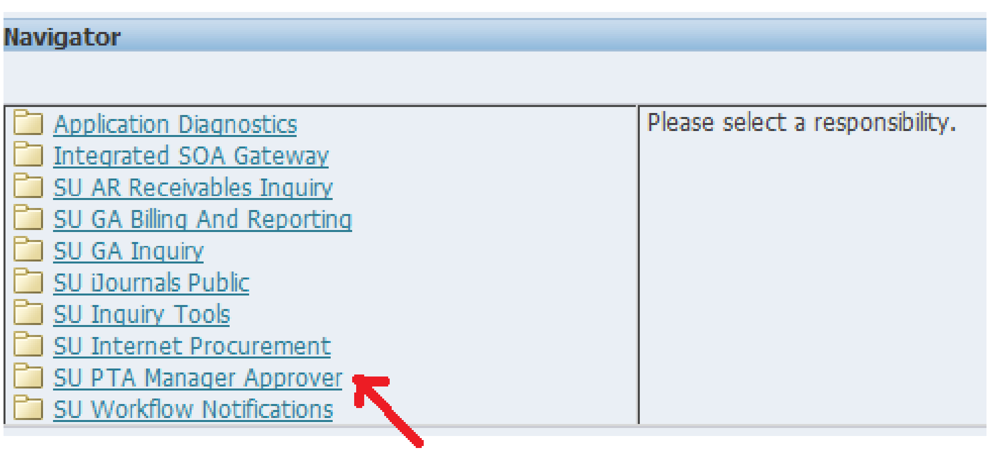
- Consistent flow of invoicing and revenue to the departments
- Central location for receipt and timely processing of payments
- Eliminates personal handling of checks and potential for loss
- Dedicated collection team and consistent follow up of past due customers

Getting Started

1. Access Oracle Financials on your internet browser.

2. Enter your SUNet ID and Password then click **Login**.

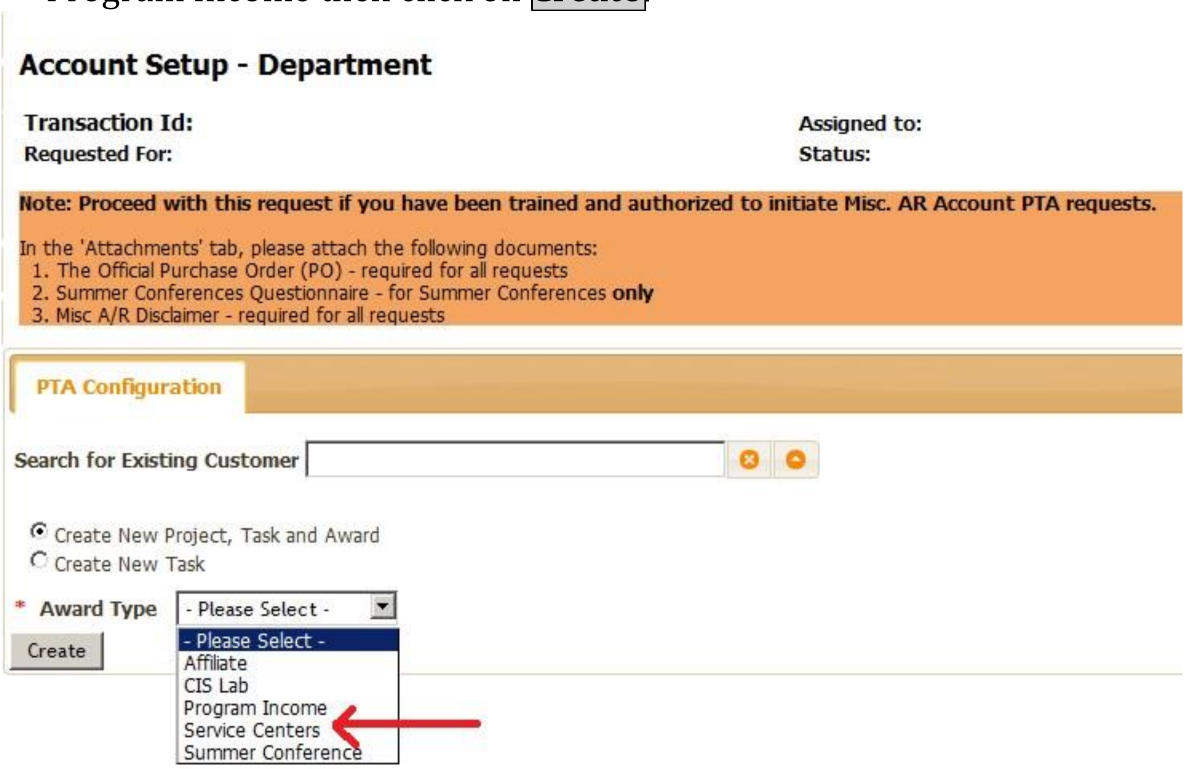
3. On the Navigator menu, click on **SU PTA Manager Approver**.



New Request Types – Misc AR Account

1. PTA Manager will launch in a new window. Click on **Misc AR Account** under New Request Types.

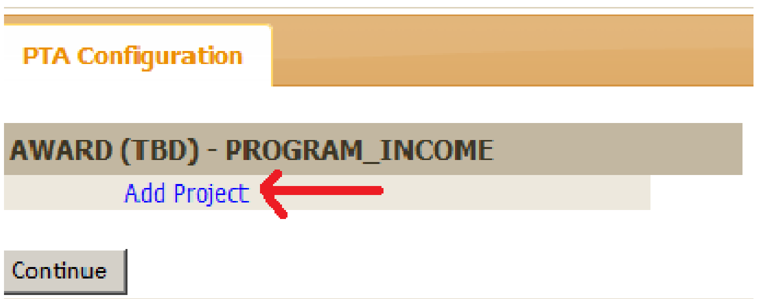
2. Select Create New Project, Task and Award or Create New Task button. Click on the drop down menu for Award Type and select Service Centers or Program Income then click on **Create**.



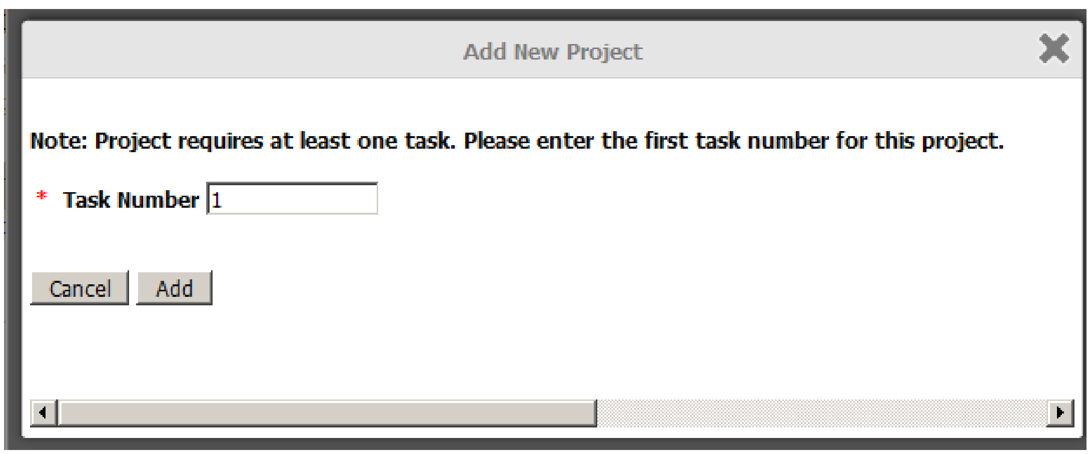
Note: Award Types Program Income and Service Centers will route the PTA request to Sponsored A/R. All other types will route to Misc. A/R in the Controller's office. Please select the appropriate award type.

PTA Configuration

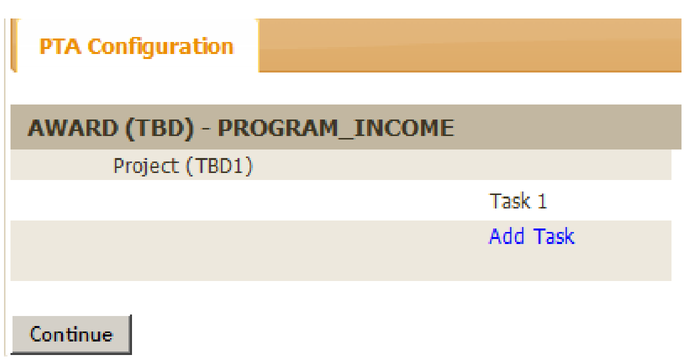
1. On the PTA Configuration tab, click on **Add Project.**



2. A new window will launch. The default Task Number is 1 but this can be changed to any number. Enter a Task Number then click on **Add**.

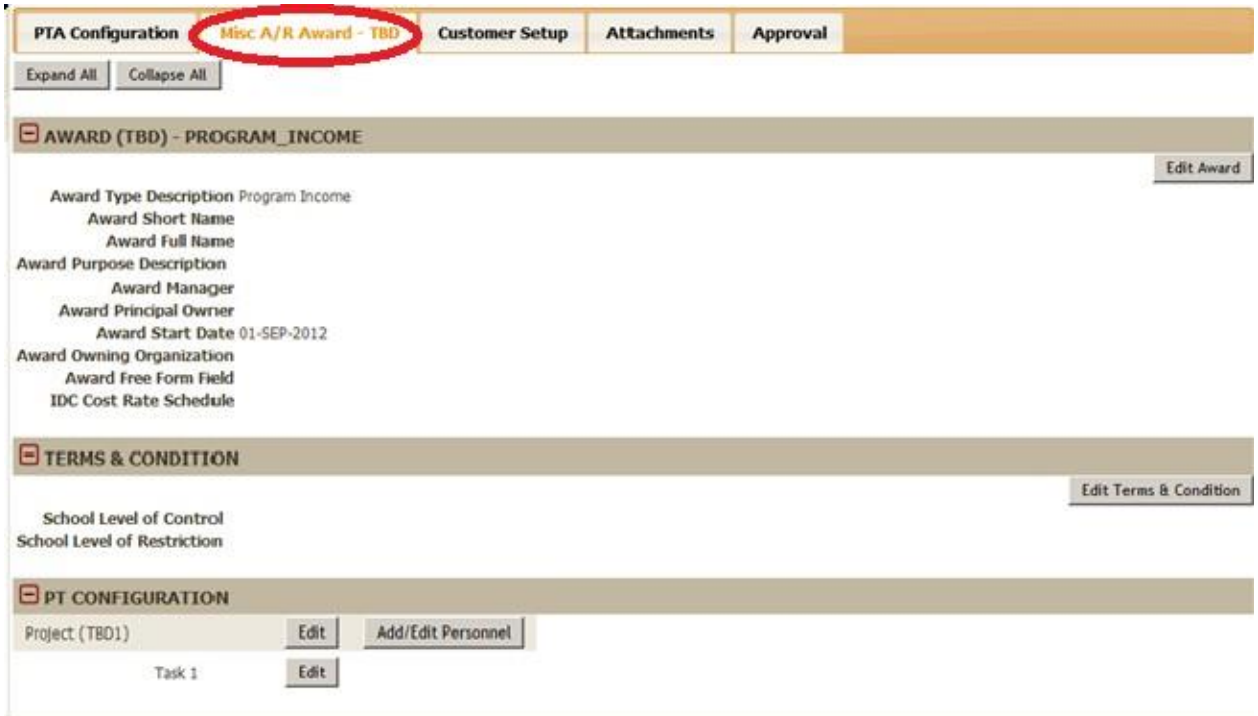


3. When the window closes, click on **Continue**.

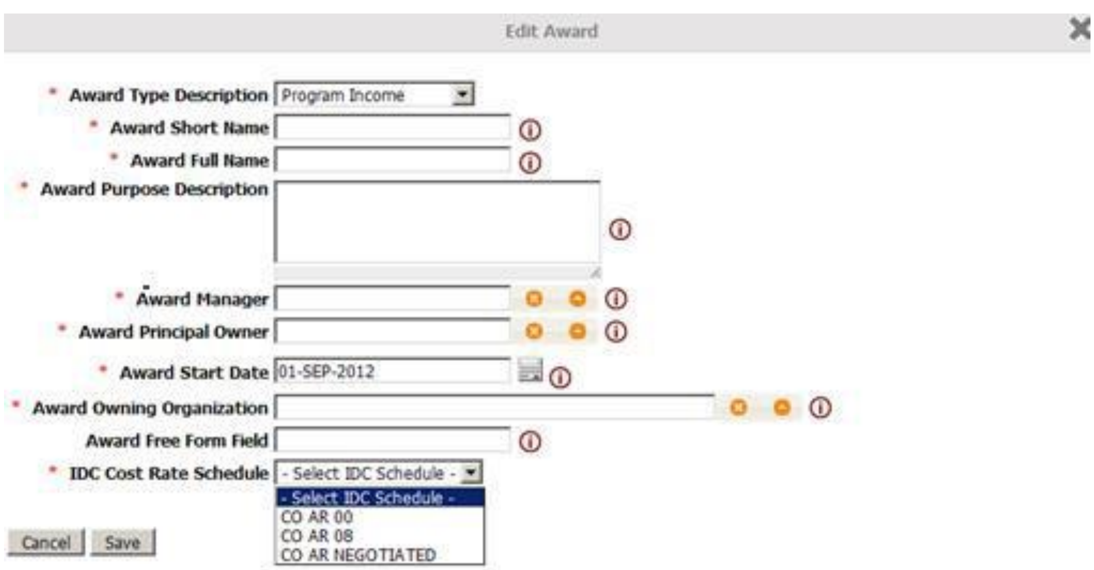


Misc A/R Award

1. On the Misc A/R Award tab, click on the Edit button to edit each field.



2. Click on **Edit Award** and update the following mandatory fields:



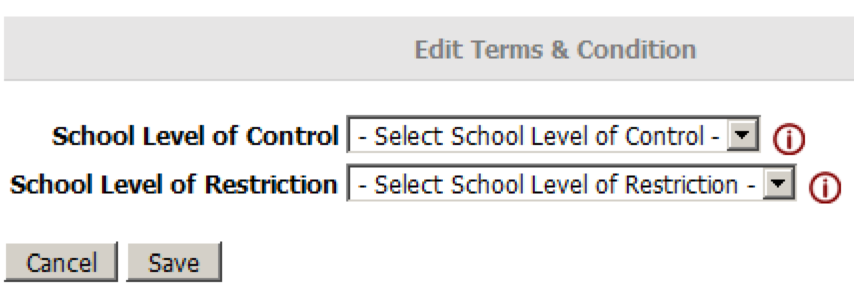
- Verify **Award Type Description** selection.

- Enter **Award Short Name** (up to 30 characters).
- Enter **Award Full Name** (up to 240 characters).
- Enter **Award Purpose Description** (up to 200 characters).
- Enter **Award Manager's** name (Last name, First name) or click on icon to look up individual.
- Enter **Award Principal Owner**'s name (Last name, First name) or click on icon to look up individual.
- Enter **Award Start Date** or click on icon to select date.
- Enter **Award Owning Organization** or click on icon to look up organization.
- Enter **Award Free Form Field**. Field is used by each school/department at their discretion. If appropriate, may select more than one value, separated by a comma (B, L).
- Click on the drop down menu to select **IDC Cost Rate Schedule**. For more information refer to IDC Rate Schedule in Appendix.
    - CO AR 00
    - CO AR 08
    - CO AR NEGOTIATED

3. Click on **Save**.

4. Next click on **Edit Terms & Conditions**.

5. A new window will launch. Click on the drop down menu and select School Level of Control and School Level of Restriction. (Optional and not needed for Misc. AR accounts)



6. Click on **Save**.

7. Next click on **Edit** next to Project under PT Configuration and update the following mandatory fields:
   - Enter a short, unique, descriptive name of the project in **Project Name** field (up to 30 characters).
   - Enter **Project Long Name** (up to 240 characters).
   - Modify **Project Description** pre-populated from the Project Long Name field (up to 240 characters).
   - Enter **Project Manager's** name (Last name, First name) or click on icon to look up individual.
   - Enter **Project Principal Owner's** name (Last name, First name) or click on icon to look up individual.
   - Enter **Project Start Date** or click on icon to select date.
   - Enter **Project Owning Organization** or click on icon to look up organization.
   - Enter **Award Free Form Field**. Field is used by each school/department at their discretion. If appropriate, may select more than one value, separated by a comma (B, L).
   - **ONLY** Check **School Base OB** checkbox if you selected **Operating Budget Award Type.**

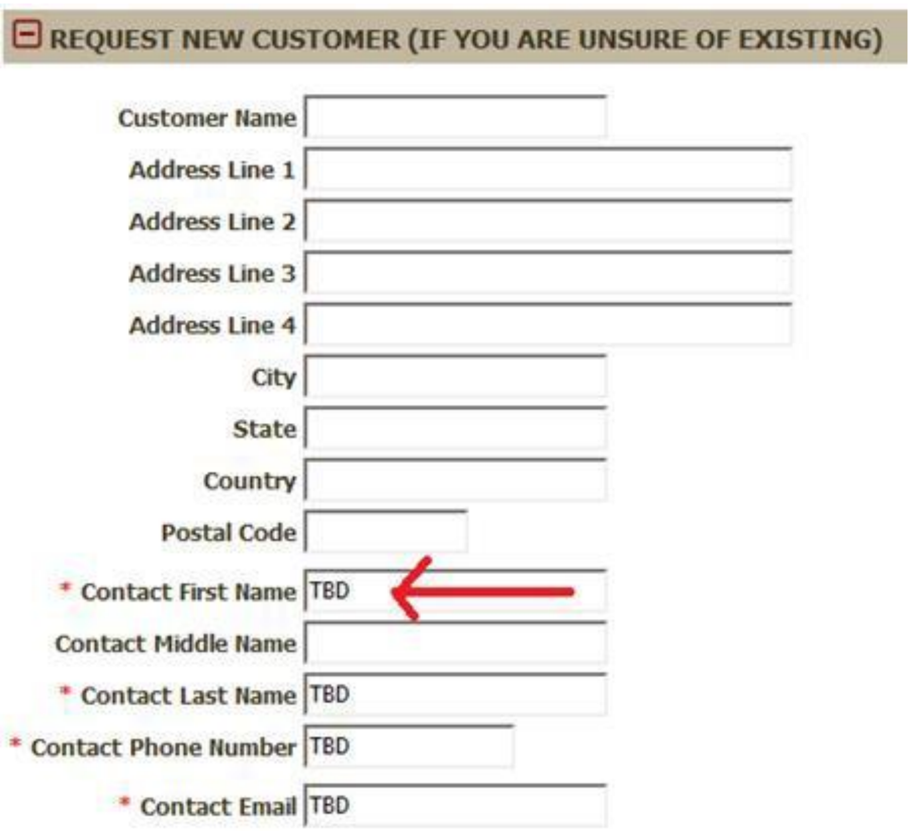
8. Click on **Save**.

9. Next click on **Edit** next to Task under PT Configuration and update the following mandatory fields:
   - Enter **Task Name** (up to 20 characters)
   - Enter **Task Long Name** (up to 240 characters)
   - Modify **Task Description** pre-populated from the Task Long Name field (up to 240 characters)
   - Enter **Task Manager's** name (Last name, First name) or click on icon to look up individual.
   - Enter **Task Principal Owner's** name (Last name, First name) or click on icon to look up individual.
   - Enter **Task Start Date** or click on icon to select date.
   - Enter **Task Owning Organization** or click on icon to look up organization.

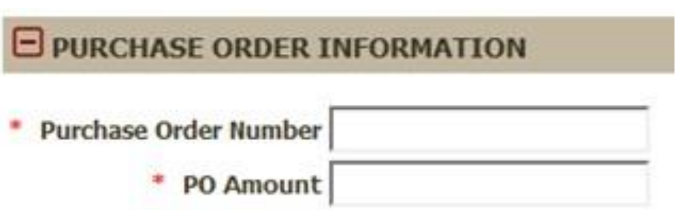
- Enter **Award Free Form Field**. Field is used by each school/department at their discretion. If appropriate, may select more than one value, separated by a comma (B, L).

Customer Setup

1. On the Customer Setup tab under Request New Customer, enter TBD (to be determined) on the mandatory fields. Sponsored A/R will be responsible for ensuring that the customer setup information is correct.



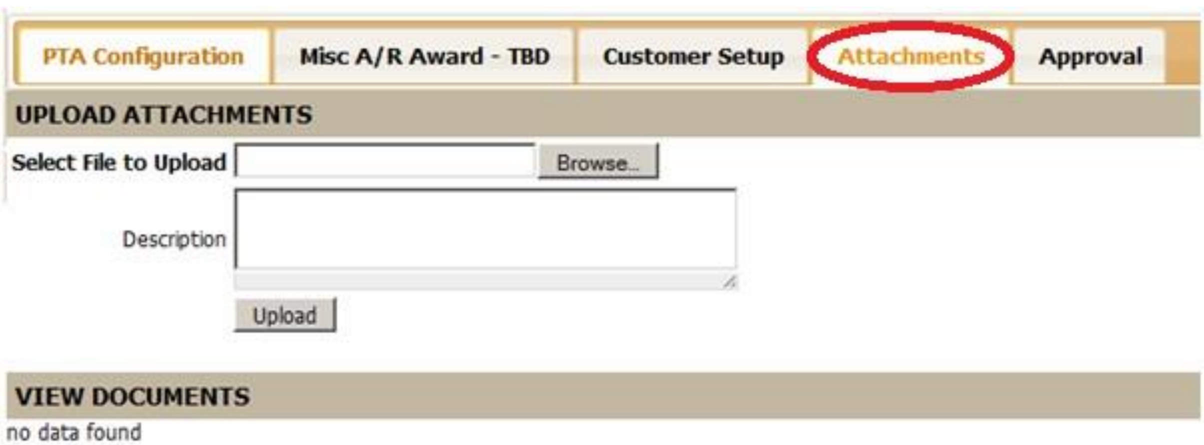
2. Purchase Order Information is mandatory. Enter the PO number and PO amount.



3. Enter the Business Reason and click **Save Customer Information**.

Attachments

1. On the Attachments tab, click on **Browse** to search for the Purchase Order file.



2. Then click on **Upload** to upload the file.

Approval

1. On the Approval tab, select My organization requires my approval only or My organization requires approvers in addition to me button.

2. Click on **Check for Errors** to identify any errors.

3. Next, check I approve this request to set up a Financial Account (PTA) checkbox then click on **Send to AR Accountant** to route the PTA request to Sponsored A/R.

4. The PTA request is now completed. An email notification will be sent to the AR Accountant for review and customer setup. The request will then be routed to Fund Accounting in the Controller's office for PTA setup in Oracle. Once the PTA is setup, a workflow notification will be sent to the Award Manager.

Appendix

IDC Rate Schedule

This page covers the IDC Rate Schedule in detail. The AR Negotiated Rate will change every year. Please refer to http://doresearch.stanford.edu/research-administration/proposal-preparation-submission/rates#non-sponsored-receivables-rates for more information.

When Stanford's resources are used by outside entities such as other institutions of higher education or for-profit corporations, the University must recover some portion of the F&A incurred in the use of its facilities. Because the rates charged to these outside users do not include costs covered by the University centrally, an overhead rate is added to collect those costs.

For external users, the indirect cost rates will be:

- **External, higher-education users**, including the Palo Alto Institute for Research and Education [PAIRE] XX% (see Rates Page)
- **Affiliated Users** 0% - waived rate. The Budget Office, at its discretion, may waive the indirect cost on Miscellaneous Receivables. This waiver must be in writing. The Budget Office has waived indirect costs on affiliated users such as:
  - *UCSF Stanford Health Care accounts (including LPCH)*
  - *Stanford Health Services accounts*
  - *Howard Hughes Medical Institute accounts*
  - *SLAC National Accelerator Laboratory accounts*
  - *Carnegie Institution accounts*
  - *The Post Office accounts*
  - *ASSU (Associated Students of Stanford University)*

- **All other external users rate** xx% (see Rates Page) charged to that are not higher education and are not affiliated users. This rate is changed annually as the negotiated rate changes unless otherwise noted.

Definition of External Users verses Affiliated Associations

"External Users": A person or company that is external to the University's mission who wishes to purchase a service center's service because of its unique equipment and/or its staff's expertise. An example is a commercial entity, such as a drug company; or a student, faculty or staff acting in a personal capacity (versus in their capacity as a student or employee of the University).

"Affiliated Associations": These are entities that are separate from the University, but are related to its academic mission. Such users include Stanford Hospital and Clinics (SHC), the Lucille Salter Packard Children's Hospital at Stanford (LPCH), and the Howard Hughes Medical Institute (HHMI).