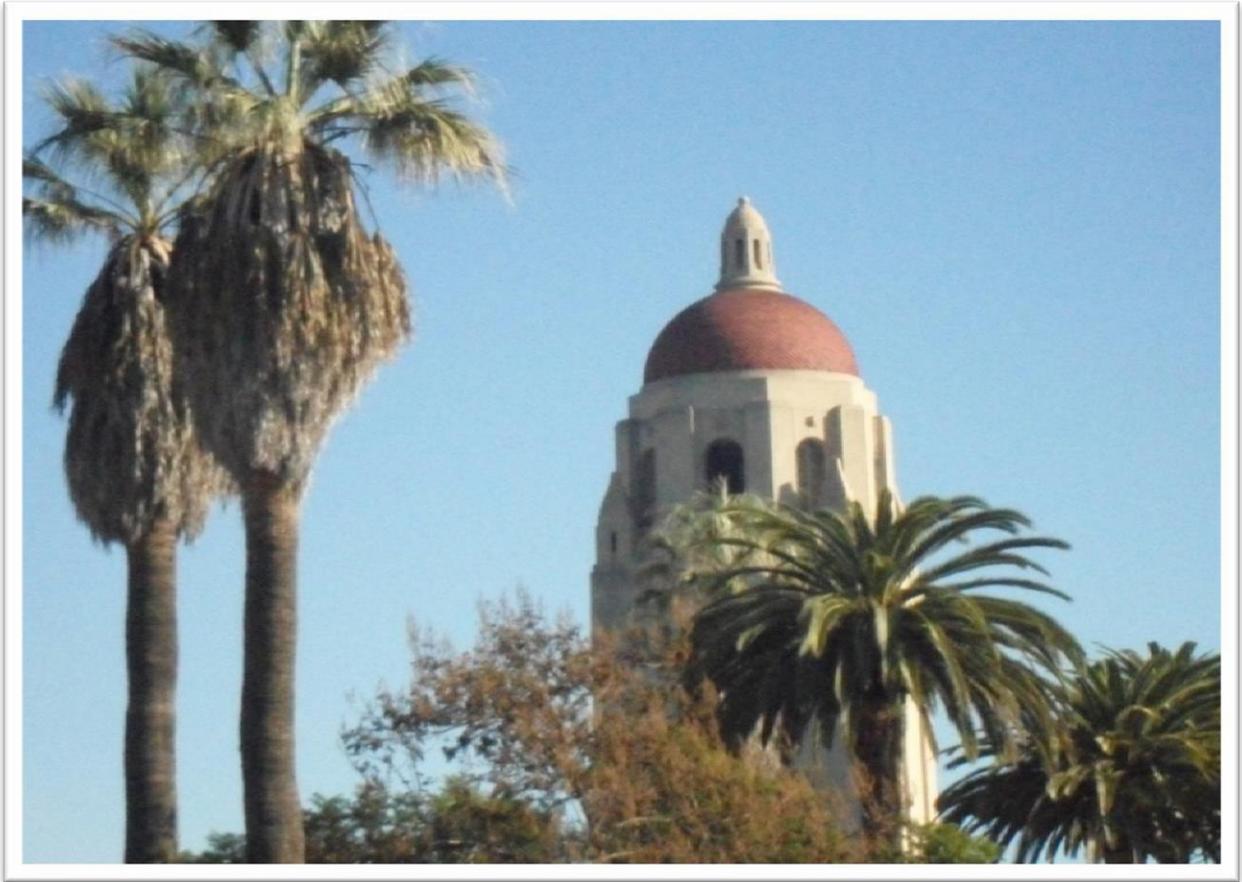


# **PTA Manager for Academic Service Centers & Program Income Facilities**



**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**.



The image shows the Stanford University WebLogin page. At the top is the Stanford University logo. Below it, the text "WebLogin" is followed by a link "(What is this?)". There are two input fields: "SUNet ID:" and "Password:". Below the password field is a "Login" button. At the bottom of the form area is a link for "Advanced settings". Below the form area, there is a section for "Important Security Information" and a "Caution" note. At the very bottom, there is a copyright notice: "© Stanford University. All Rights Reserved."

**STANFORD UNIVERSITY**

**WebLogin** [\(What is this?\)](#)

SUNet ID:

Password:

[Advanced settings](#)

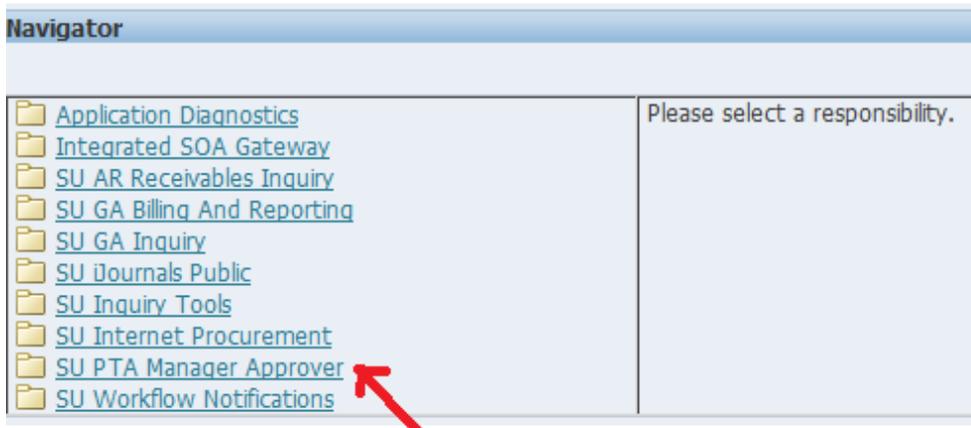
**Important Security Information:** With your login to WebAuth, gates to many different Stanford web sites have been unlocked for you, not just the web site you requested. In other words, many web sites that would ask you to login will not do so now that you have logged into WebAuth.

**Caution:** Never enter your password on a web page unless that page's address bar points to [weblogin.stanford.edu](http://weblogin.stanford.edu) or unless you are establishing network connectivity.

Only authorized Stanford users are permitted to use and access this computer and the computer networks and systems of Stanford University. If you are not an authorized user, do not login to this system. Users have no expectation of privacy while using this system and uses, data, and transmissions on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed at the discretion of Stanford University and subject to applicable laws. You agree not to use this system for any illegal purpose or to make any unauthorized use of this system or another party's intellectual property. All use of this system is subject to Stanford University's rules and regulations, including without limitation the Stanford University Administrative Guide, which is available for your review at [adminguide.stanford.edu](http://adminguide.stanford.edu).

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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**.

**Account Setup - Department**

Transaction Id: \_\_\_\_\_ Assigned to: \_\_\_\_\_  
Requested For: \_\_\_\_\_ Status: \_\_\_\_\_

**Note: Proceed with this request if you have been trained and authorized to initiate Misc. AR Account PTA requests.**

In the 'Attachments' tab, please attach the following documents:  
1. The Official Purchase Order (PO) - required for all requests  
2. Summer Conferences Questionnaire - for Summer Conferences **only**  
3. Misc A/R Disclaimer - required for all requests

**PTA Configuration**

Search for Existing Customer

Create New Project, Task and Award  
 Create New Task

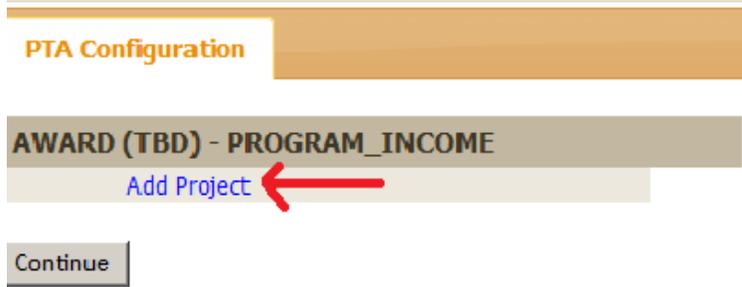
\* Award Type

- Please Select -
- Affiliate
- CIS Lab
- Program Income
- Service Centers
- Summer Conference

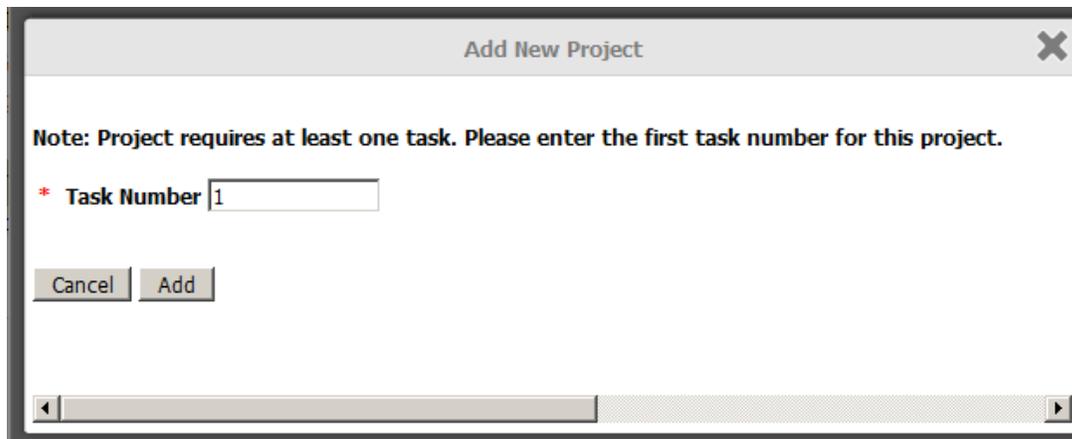
Note: Award Types Program Income and Service Centers will route the PTA request to Sponsored A/R. All other types will route to Misc. A/R in the Controller's office. Please select the appropriate award type.

## PTA Configuration

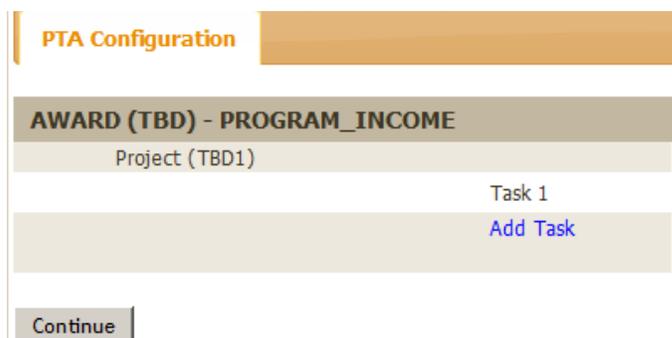
1. On the PTA Configuration tab, click on **Add Project**.



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**.

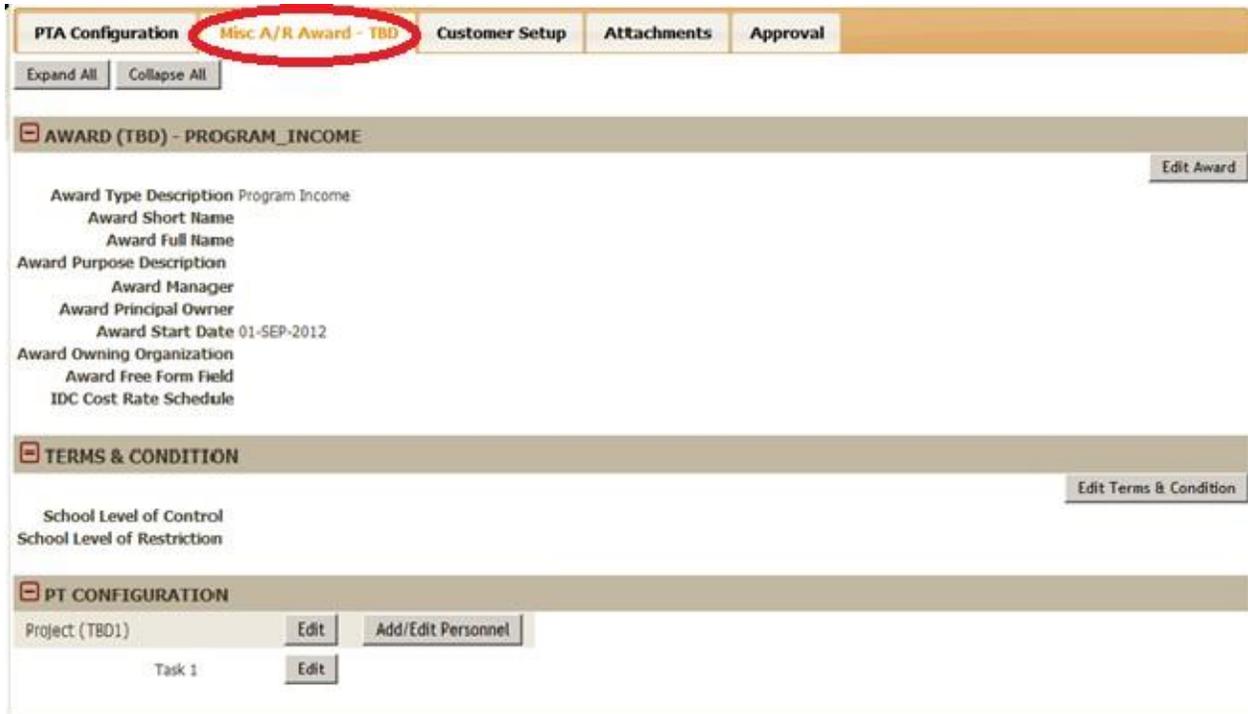


3. When the window closes, click on **Continue**.

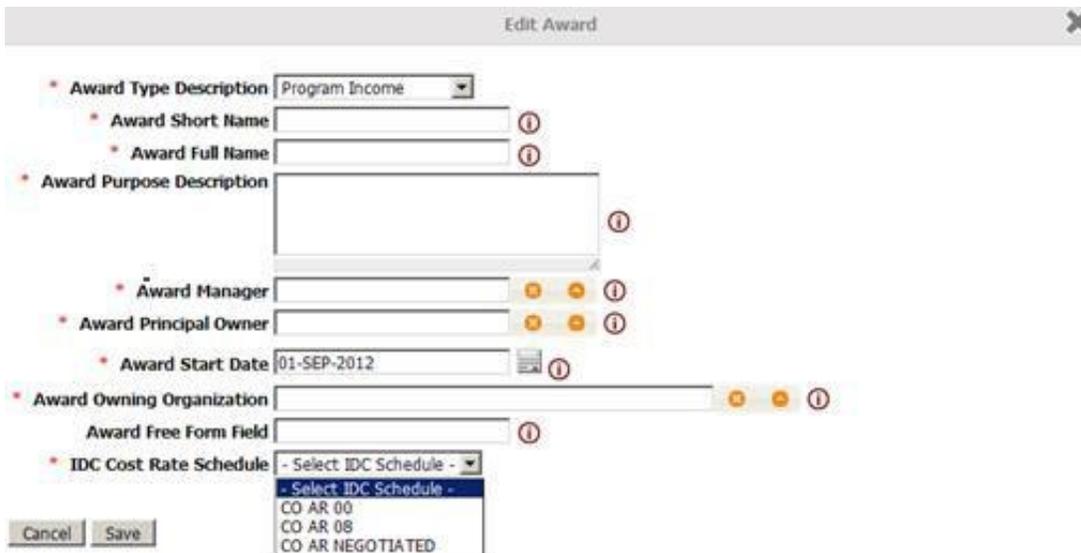


# Misc A/R Award

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)

Edit Terms & Condition

**School Level of Control**  

**School Level of Restriction**  

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.

REQUEST NEW CUSTOMER (IF YOU ARE UNSURE OF EXISTING)

Customer Name

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

State

Country

Postal Code

\* Contact First Name  

Contact Middle Name

\* Contact Last Name

\* Contact Phone Number

\* Contact Email

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

PURCHASE ORDER INFORMATION

\* Purchase Order Number

\* PO Amount

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



A screenshot of a web form titled "BUSINESS REASON". The form has a header bar with a minus sign icon and the text "BUSINESS REASON". Below the header, there is a label "Business Reason" followed by a large, empty text input field. At the bottom of the form, there is a button labeled "Save Customer Information".

## Attachments

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



A screenshot of a web application interface showing the "Attachments" tab. The top navigation bar includes tabs for "PTA Configuration", "Misc A/R Award - TBD", "Customer Setup", "Attachments" (which is circled in red), and "Approval". Below the navigation bar, there is a section titled "UPLOAD ATTACHMENTS". This section contains a "Select File to Upload" label, a text input field, and a "Browse..." button. Below the input field is a "Description" label and another text input field. At the bottom of this section is an "Upload" button. Below the "UPLOAD ATTACHMENTS" section is a section titled "VIEW DOCUMENTS" which displays "no data found".

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.



The screenshot shows a navigation bar with five tabs: "PTA Configuration", "Misc A/R Award - TBD", "Customer Setup", "Attachments", and "Approval". The "Approval" tab is highlighted with a red oval. Below the tabs, the text reads: "Provide approval information, then select the Check for Errors button. Who needs to approve this request?" There are two radio button options: "My organization requires my approval only." (which is selected) and "My organization requires approvers in addition to me."

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

### My Approval

I have reviewed and approve the setup of this financial account.

I approve this request to set up a Financial Account(PTA)

Approval date: April 18,2013 - 5:15:37 PM PST

Instructions or Comments for the Fund Accountant (optional)



A large, empty rectangular text area for providing instructions or comments to the fund accountant.

Check for Errors

Send to AR Accountant

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 versus 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).