

STANFORD ELECTRONIC RESEARCH ADMINISTRATION

Account Setup- New PTA Transaction

After a sponsored research agreement is signed by the Office of Sponsored Research, Research Management Group or the Industrial Contracts Office, SeRA sends an Award Approval Notification and a New Account Setup transaction is triggered. The New Account Setup transaction will be assigned to the Department PTA Setup Contact identified on the SeRA Proposal PDRF. An email is sent to the Setup Contact to let him/her know an “Account Setup - New” action item has been assigned to his/her My Dashboard and awaiting on his/her action.

Prepare & Approve Account - Dept

- Access the action item via the clickable link in the body of the email or log directly into SeRA.
- OR**
- Click on the [blue hyperlink](#) in the “ID#” for the “**Account Setup – New**” transaction listed under the “**Process Type**” column.

ID#	Process Type	Action Item	SPO#	PI	Sponsor	Project Title	Days Assigned	Days Open	Status	Flag
PTA637898	Account Setup - New	Prepare & Approve Account - Dept	124534	Ushar, Chand	National Aeronautics and Space Administration (NASA)	Build the New PTA with SeRA Request	0	118	In Progress	

- Once you click on the blue hyperlink, you will notice a Left Hand Navigation and Right Hand Menu.

Home
SPO-124534
PTA637898
Transaction Home
Approvers
Review & Submit
User Guides
Help Request(HelpSU)

Left Hand Navigation

The left hand navigation (LHN) displays:

- SeRA Home page - My Dashboard (for administrators) / My Projects (for faculty)
- SPO number
- PTA(#####) Transaction ID number
- Transaction Home page
- Approvers page
- Review & Submit page
- SeRA User Guides link
- Help Request (HelpSU ticket submission)

Transaction ID: PTA637898
Assigned to: Ushar Chand
Status: Prepare Account - Dept
Actions
Save
Reassign
Review for Completeness
Terminate Transaction
Quick Links
View Attachments
View PDRF
View PTA Details
IDC Rates

Right Hand Menu

Transaction ID: Unique identifier in PTA(#####) format

Assigned to: Name of current transaction assignee

Status: The current state of the transaction

Actions provide options to:

- **Save** the transaction and return to the SeRA home page without routing the request
- **Reassign** the transaction to another person
- **Review for Completeness** - review fields to determine if all required fields were completed
- **Terminate Transaction** - terminate the request

Quick Links provide links to:

- **View Attachments** related to the project.
- **View PDRF** - the Proposal Development Routing Form routed for the project proposal
- **View PTA Details** of the early/extended account/PTA

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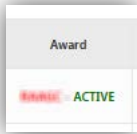
Review the New PTA Configuration

- Review any comments or instructions that pertain to this PTA transaction in the “Comments” section.

Comments		
Name	Comment	Date
[Redacted]	Reassigned By [Redacted]	07/13/2016

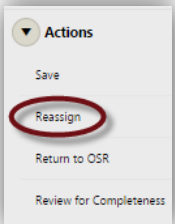
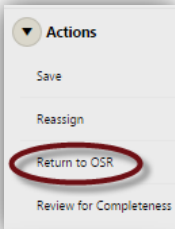
- Review the information in the **PTA Configuration** section for accuracy.
 - The configuration is determined by the Award Budget, Terms and Conditions on the Award transaction.

PTA Configuration									
Below is the recommended financial account PTA configuration. Please complete your task by navigating through the tabs below and completing any necessary PTA and/or budget setup information. NOTE: Award numbers in red are proposed award numbers only. These award numbers are subject to change when they are created in Oracle.									
	Award	Project/Task	Name	Start date	End date	Funded Amount	Budgeted Amount		Remove
Edit Award	TBD01 ACTIVE		[Redacted]	01/28/2016	01/27/2019	\$1,000,000.00			
Edit Project		TBD1	[Redacted]	10/30/2015		\$1,000,000.00	\$1,000,000.00		+ Add Task
Edit Task		10		10/30/2015					
Edit Project		TBD2	[Redacted]	10/30/2015		\$1,000,000.00	\$1,000,000.00		+ Add Task
Edit Task		4xxx		10/30/2015					



- *Note: The PTA Configuration are recommended financial account PTA configurations. Please complete your task by navigating through the buttons and completing any necessary PTA and/or budget setup information. Award numbers in red are proposed award numbers only. These award numbers are subject to change when they are created in Oracle.*

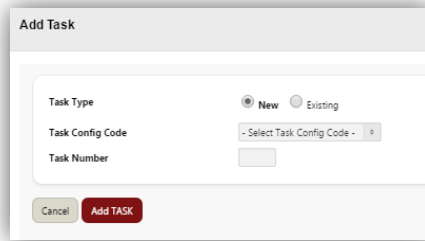
- If changes to the default Awards or Projects are required, you may send this PTA Setup Task to OSR for corrections by selecting “Return to OSR” from the right hand menu.
- You may send this PTA Setup Task to someone else by selecting “Reassign” from the right hand menu.



- If needed, add additional tasks, e.g. additional PI’s, etc., by clicking the blue “+ Add Task” link.

	Award	Project/Task	Name	Start date	End date	Funded Amount	Budgeted Amount		Remove
Edit Award	TBD01 ACTIVE		[Redacted]	01/28/2016	01/27/2019	\$1,000,000.00			
Edit Project		TBD1	[Redacted]	10/30/2015		\$1,000,000.00	\$1,000,000.00		+ Add Task

- a. Select **Task Type-** (New or Existing)
- b. Select **Task Config Code-** (Other or Other Stanford Faculty)
- c. Enter desired **Task Number**
- d. Click **Add Task**



The 'Add Task' dialog box contains the following fields:

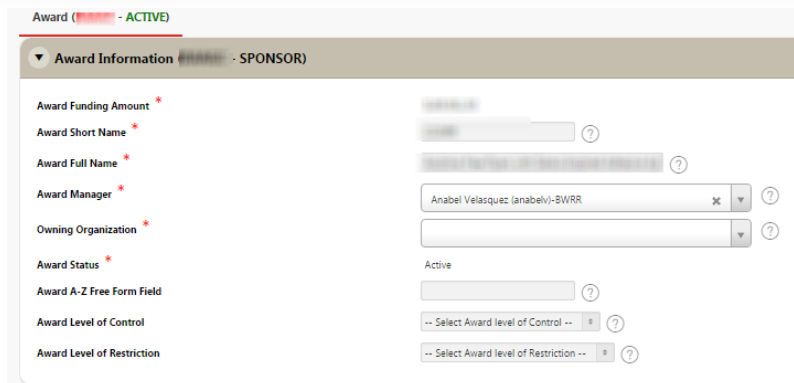
- Task Type:** Radio buttons for 'New' (selected) and 'Existing'.
- Task Config Code:** A dropdown menu with the text '- Select Task Config Code -'.
- Task Number:** A text input field.
- Buttons:** 'Cancel' and 'Add TASK'.

Entering the Award, Project, and Task Information

Each Award listed in the **PTA Configuration** will be assigned a separate button and row. The following steps must be completed for each **Award**.

4. Find the button corresponding to your first Award.
5. Click the **“Edit Award”** button and enter the information in the **Award** section.
 - a. Enter information for all fields as needed.
 - i. Fields marked with a **red *** are required.

Award	Project/Task	Name	Start date	End date	Funded Amount	Budgeted Amount	Remove
Edit Award	ACTIVE		01/28/2016	01/27/2019			




Award (ACTIVE) - SPONSOR

Award Information

- Award Funding Amount *** [input field]
- Award Short Name *** [input field]
- Award Full Name *** [input field]
- Award Manager *** [dropdown menu: Anabel Velasquez (anabelv)-SWRR]
- Owning Organization *** [dropdown menu]
- Award Status *** Active
- Award A-Z Free Form Field** [input field]
- Award Level of Control** [dropdown menu: -- Select Award level of Control --]
- Award Level of Restriction** [dropdown menu: -- Select Award level of Restriction --]

6. Click the **“Edit Project”** button and enter the information in the **“Projects, Tasks and Budgets”** section- a new window will pop-up.



Projects, Tasks and Budgets

	Project/Task	Name	Type	Start date	End date	Funded Amount	Budgeted Amount	Edit Budget
Edit Project	TBD1	Randomized Trial	Non-Capital	05/10/2014		\$0,000.00	\$0,000.00	Edit Budget
Edit Task		Clinical Trial	Sponsor	05/10/2014				

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- b. Enter information for all fields as needed.
 - c. Click **“Save”**.
7. Click the **“Edit Task”** button to edit task number, task name, etc.
- a. Enter information for all fields as needed.
 - b. Click **“Save”**.

	Project/Task	Name	Type	Start date	End date	Funded Amount	Budgeted Amount	Edit Budget
Edit Project	TBD1	40000 Randomized Trial, 1/1/2014	Non-Capital	05/10/2014		\$0,000.00	\$0,000.00	Edit Budget
Edit Task	10	Clinical Trial	Sponsor	05/10/2014			\$0,000.00	

8. Click the **“Edit Budget”** button to allocate funds by **“Budget”**, **“Budget by Expenditure Type”** or **“Budget by Task”**.

Award	Project	Name	Start date	End date	Funded Amount	Budgeted Amount	Remaining Amount
ACTIVE	TBD1	40000 Randomized Trial, 1/1/2014	08/08/2014	11/30/2014	\$0,000.00	\$0,000.00	\$0.00
	10	Clinical Trial	05/10/2014			\$0,000.00	

[Budget](#) [Budget by Expenditure Type](#) [Budget by Task](#)

Budget

Activity SPONSORED_RESEARCH On Campus

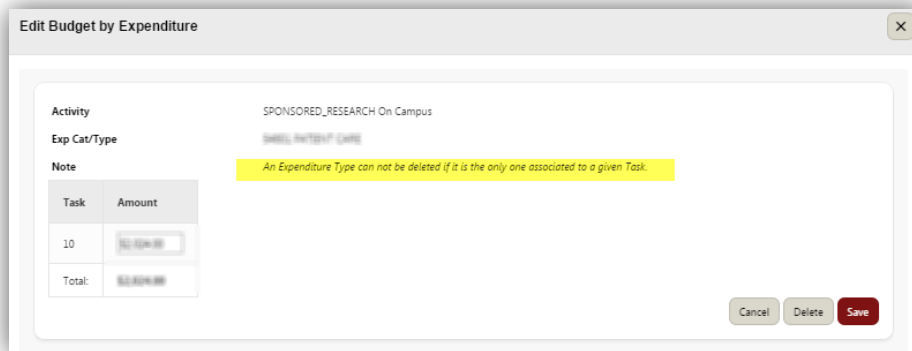
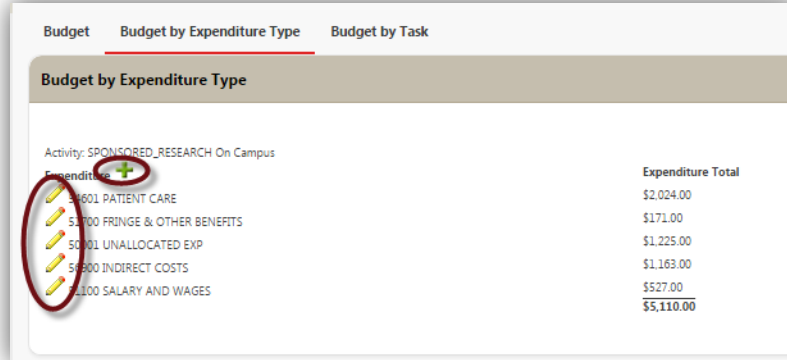
Expenditure Category/Type

- 000 UNALLOCATED EXP
- 000 SALARY AND WAGES
- 000 FRENSE & OTHER BENEFITS
- 000 PATIENT CARE
- 000 INDIRECT COSTS

Task 10	Expenditure Totals
\$0,000.00	\$0,000.00
\$0,000.00	\$0,000.00
\$0,000.00	\$0,000.00
\$0,000.00	\$0,000.00
\$0,000.00	\$0,000.00
\$0,000.00	\$0,000.00

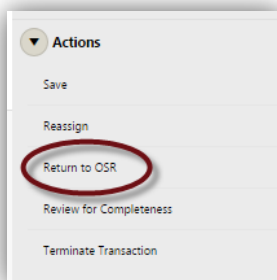
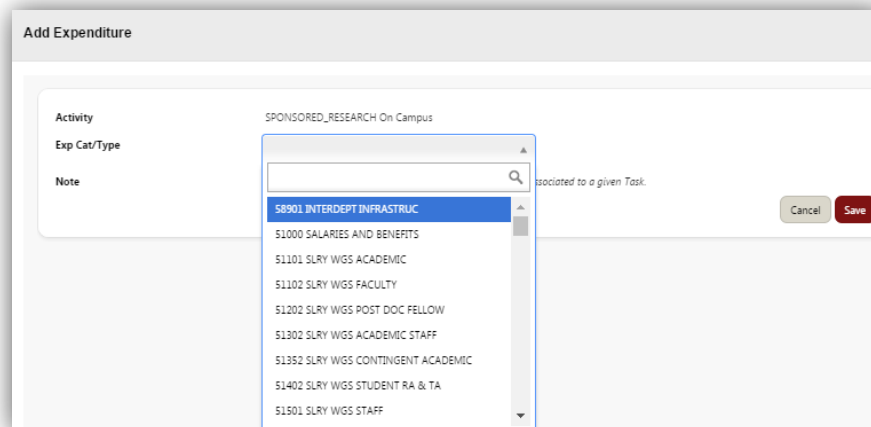
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- a. Budgeting by **Expenditure Type** – click the pencil icon next to each expenditure type or use the **Budget by Expenditure Type** tab.
- b. If you need additional **expenditure** types, you can add them by clicking the green + sign next to the “**Expenditure**” type.



*Note- An Expenditure Type cannot be deleted if it is the only one associated to a given Task.

- c. If you know the expenditure code, you can simply enter it here. If you're unsure, use the search function to find the appropriate expenditure.



- d. If an expenditure type is not available for you to add, you may return this transaction to OSR using the “**Actions**” menu on the right hand menu. Enter in the comments field what expenditure type is needed. OSR Accountant will add it for you and return the transaction to you for completion.

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- d. Budgeting by **Task** – click the pencil icon next to each task or use the **Budget by Task** tab.

The screenshot shows the 'Budget by Task' tab selected. The activity is 'SPONSORED_RESEARCH On Campus'. A table lists tasks with a pencil icon next to 'Task 10'.

Task Number	Task Name	Task Total
Task 10	Clinical Trial	\$5,200.00

The dialog box shows the budget breakdown for Task 10. It includes a table with expenditure categories and amounts, and 'Cancel' and 'Save' buttons.

Expenditure category/type	Amount
50001 UNALLOCATED EXP	\$5,200.00
51100 SALARY AND WAGES	\$0.00
51700 FRINGE & OTHER BENEFITS	\$0.00
54601 PATIENT CARE	\$0.00
56900 INDIRECT COSTS	\$0.00
Total:	\$5,200.00

9. Once the budget information has been completed, click the **“Return”** button.

The screenshot shows the main budget information page. It includes a table of budget information and a summary of expenditure categories. The 'Return' button is circled in red.

Award	Project	Name	Start date	End date	Funded Amount	Budgeted Amount	Remaining Amount
ACTIVE			08/08/2014	11/30/2016	\$5,200.00		
	TBD1		05/10/2014		\$5,200.00	\$5,200.00	\$0.00
	10	Clinical Trial	05/10/2014			\$5,200.00	

Approve PTA Setup

10. Click on the “**Approvers**” page via the left hand navigation (LHN) or the “**Next**” button on the bottom right of your screen.
 - a. Click on the “**Additional FYI Recipient**” button, if needed.
 - Add individuals who require FYI notification of the Notice of Award.
 - b. Select **radio button** for your approval. Based on department requirements, select appropriate **Approval** option
 - **My organization requires my approval only** – No additional approvers needed
 - **My organization requires approvers in addition to me** – Add additional approvers as needed.
 - c. To add an approver click the “**Add Approver**” button
 - Select **Approver Name** from the drop down menu
 - Select **Role Type**
 - d. Click on the “**Add Approver**” button, if needed.
11. Add any instructions or comments.
 - a. Optionally, you may click on “**Review for Completeness**” on the RHN to ensure all required fields have been completed.
12. Click on “**Next**” if there aren’t any errors found- if there are, please follow system directions.

- a. Once all required information has been entered, and there are no additional approvers listed, click the “**Send to OSR**” button.

- b. Once all required information has been entered, and there are additional approvers listed, click the “**Submit for Approval**” button.

Award Budget, Terms & Conditions: How they translate to Oracle P's, T's and A's

Questions	Details	Project	Task	Award
Cost Sharing	If cost sharing applies and is in the form of 'Cash'	-	Additional Task #700 for Cost Sharing	Additional Award for Cost Sharing
Activity	If more than one activity. On or Off campus. Research, Instruction, or Other Sponsored Activity	-	Task for each existing activity	-
Equipment - Fabrication	If line item amount is greater than \$0	Additional Project for fabrication funding	Additional Task #4xxx for fabrication. Request a fabrication number from PMO prior to request a fabrication task.	-
Participant Support Costs (PSC)	If line item amount is greater than \$0	-	Additional Task for Participant Support Costs. Use ET 52435, 52436 or 58516 which is not subject to F&A	-
Sub-Award	If Sub-Award(s) line item is (are) greater then \$0	-	Additional Task for each Sub-Award (Additional tasks may be deleted if no restriction of carryforward). Require additional Task for each budget period if carry forward is not allowed.	-
Program Income	If program income is generated from project	-	Additional Task #900 for Program Income	Additional Award for Program Income
Carry forward to next budget period	If carry forward is <u>not allowed</u>	-	Task for each budget period	-
Carry forward to next budget period <u>and</u> Final Invoice required for each budget period	If carry forward is <u>not allowed</u> <u>AND</u> Final invoice required for each budget period	-	Task for each budget period	Award for each budget period
Carry forward to next budget period	If carry forward is <u>allowed</u> , and requires each budget period expenses to be accounted for separately	-	Task for each budget period	-
Carry forward to next budget period, <u>but</u> each budget period invoiced separately	If carry forward is <u>allowed</u> , <u>but</u> requires each budget period to be invoiced separately	-	Task for each budget period	Award for each budget period
Payment Types	If expenses will be reimbursed based on actual expenses <u>and</u> fixed-price/fixed-unit cost	-	Task for each payment type	Separate Award for Cost Reimbursement and Fixed Price per Unit