

# eCertification: Updates and Tips

OSR & SERA SEMINAR SERIES

Maryland Hastie, Certification Program Manager, Research Financial Reporting

John Markley, Assistant Director, Organizational Insights, OSR

Megan Dietrich, Client Advocacy & Education Specialist, OSR

# Agenda

- ❖ eCert Self Certifier
- ❖ eCert Manual Certification
- ❖ eCert PTA Status “Cert Not Required”
- ❖ eCert Task Manager Reassignment
- ❖ eCert Commitments
- ❖ Researching Expenditures
- ❖ Questions and Comments

## eCert Self Certifier

- ❖ Self Certifiers - Faculty who are not a Principal Investigator and have salary charged to sponsored awards for the reporting period.
- ❖ Dean of Research Office revised the Research Policy Handbook ([RPH 3.2](#)) Management of Project Expenditures
- ❖ Successful rollout to Self Certifiers and Primary Task Manager
- ❖ Primary Task Manager – The role is assigned by the Department or School Overseer. No need to mark the review in eCertification.

## eCert Manual Certification

- ❖ Manual Certification is the process performed by staff in central administration.
- ❖ Applicable when the PI has left Stanford or has issues accessing eCertification online.
  - ❖ Notify your Compliance Officer/OSR contact.
  - ❖ Run and download the Quarterly Review and Certification report from BI (looks like the old RM3 149 report) and forward to the PI for review and certification.
  - ❖ It is preferable Research Administrators review the PTAs online.
  - ❖ Attach the signed document to the PTA.
  - ❖ Notify eCert Team

# eCert Manual Certification

To run and download a Quarterly Review and Certification (149) report from BI

1. Go to <https://bi.stanford.edu>
2. From the Dashboards drop down menu select Consolidated Expenditure Reporting
3. Select Quarterly Review and Certification
4. Search and select relative PI's name in Task Owner field
5. Select "Y" for PTA Certification Required (Y/N)
6. Select appropriate Qtr Period
7. Click Apply
8. Review the report results to ensure they coincide with the eCert system
9. Download either TM or PI view of report results to PDF and forward to the PI for review and certification.

# eCert Manual Certification

ORACLE® STANFORD UNIVERSITY BIPRD 12c Search All Advanced Help

Consolidated Expenditure Reporting Home Catalog Favorites Dashboards New Open Signed In As

Home Expenditure Balance Expenditure Trend Expenditure Variance Expenditure Details

Consolidated Expenditures

Click this link...	...for reports about
<a href="#">Expenditure Balance</a>	Balance for Budget Amount
<a href="#">Monthly Expenditure Details Statement</a>	Non-customizable summary with budget, commitment
<a href="#">Expenditure Award To Date and Award Detail</a>	Summarized report of Budget (equivalent to the RM3 FIN
<a href="#">Expenditure Trend</a>	Expenditure Trending Analysis
<a href="#">Expenditure Variance</a>	Actual Expenditure Amount
<a href="#">Expenditure Details</a>	Expenditure Transaction Details
<a href="#">Expenditure Details Data Download</a>	Expenditure Details Data download report (formerly
<a href="#">Sponsored Awards' Actual Expenditures - by MTDC, Exclusions, Indirect Expense</a>	Sponsored Awards Expense
<a href="#">Quarterly Review and Certification</a>	This report is used to aid in the review of expenditures and to facilitate Principal Investigators (PIs) review and certification of sponsored projects and associated cost sharing accounts (PTAs). Equivalent to RM3 149 Quarterly Review and Certification, with fields similar to RM3 report FIN_EXP_149_Qtrly_Exp_Cert.
<a href="#">iJournals</a>	iJournal Transaction Details.
<a href="#">Commitment Details</a>	Expenditure Commitment (Requisitions, POs, Invoices, and Salary) transaction details.

Most Recent(Consolidated Expenditure Reporting - Home)

My Dashboard

Finance

- Financial Reporting Directory
- Consolidated Expenditure Reporting**
- Expense Requests and SU Card Activity
- Payroll and Labor Management
- Procure to Pay
- Reference Data and Inquiry
- Revenue and Fund Management Reporting

[illegible]

## eCert PTA Status “Cert Not Required”

- ❖ PTAs that do not require certification are assigned the status “Cert Not Required”. These include:
  - ❖ JPA/IPA/PSAs
  - ❖ Fellowship awards
  - ❖ Financial Aid Office Sponsored funded Student-Aid
  - ❖ University Research
  - ❖ Cost-Sharing Overdrafts
  - ❖ Non-Salary threshold +/- \$100
  - ❖ Project with no transactions

# eCert Commitments

We have a problem with commitment...

# Researching Expenditures

- ❖ Labor Charges
  - ❖ BI PLM reports
  - ❖ Source systems: Labor Scheduler and GFS
- ❖ Expense Requests and Pcard Transactions
  - ❖ BI Expense Request and SU Card Activity reports
  - ❖ Source systems: SU expenses request and Pcard
- ❖ AP Invoices - <https://ofweb.stanford.edu>
  - ❖ BI Procure to Pay reports
  - ❖ SU Inquiry Tools and Forms → Requisition and Purchase Orders Query
    - ❖ Can drill into invoices, hold reasons etc.
  - ❖ Financial Support Center 3-2772 or email [finhelp@stanford.edu](mailto:finhelp@stanford.edu)
- ❖ iJournals
  - ❖ BI CER reports
  - ❖ Source system: SU ijournal

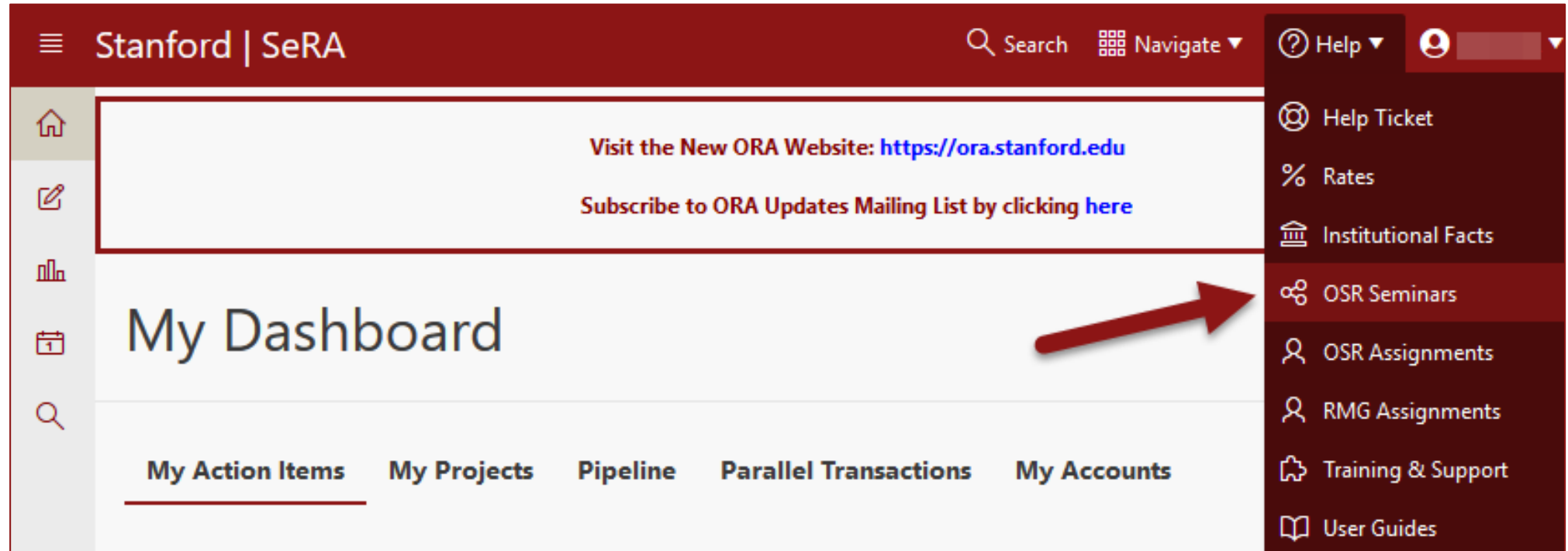
# Tips

- ❖ Leverage “Quarter to Date” for Monthly Reviews
- ❖ Start Early - For PIs leaving or that have left Stanford
  - ❖ Faculty Leave/Sabbatical [FAQs](#)
- ❖ **Your Voice Matters!** - Continued feedback from users is greatly appreciated

**Questions?  
Suggestions?**



# OSR & SeRA Seminar Series Schedule



## Attend seminars

Virtually with **Zoom** <- video conferencing link to join each seminar. Setup Zoom in advance to attend seminars virtually. **[Click for more info.](#)**