Account Setup - Amend PTA Transaction

Most account setups for amendments are processed by the Office of Sponsored Research and do not require actions on the part of department administrators. In the event, OSR requires additional information from the department administrator to complete the account setup for an amendment; OSR will assign the department administrator a “Prepare & Approve Account Setup” action item. An email is sent to the department administrator to let him/her know a “Prepare & Approve Account Setup” action item has been assigned to him/her and will be listed on his/her My Dashboard.

If you are assigned a “Prepare & Approve Account Setup” action item, you will need to complete the action item before OSR can proceed with the account setup process. To access the action item take the following steps:

- Access the “Prepare & Approve Account – Dept” action item via the clickable link in the email sent from the SeRA system
  
  OR
  
- Click on the blue hyperlink in the “ID#” column to access the “Prepare & Approve Account – Dept” action item

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

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)

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
- IDC Rates on the Stanford DoResearch rates webpage
Any comments or instructions from your Accountant will appear in the “Comments” section.

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.

*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.
• Select Task Type- (New or Existing)
• Select Task Config Code- (Other or Other Stanford Faculty)
• Enter desired Task Number
• Click 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.

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

• Click the “Edit Project” button and enter the information in the “Projects, Tasks and Budgets” section- a new window will pop-up.
Enter information for all fields as needed.

Click “Save”.

Click the “Edit Task” button to edit task number, task name, etc.

- Enter information for all fields as needed.
- Click “Save”.

Click the “Edit Budget” button to allocate funds by “Budget”, “Budget by Expenditure Type” or “Budget by Task”. 
- Budgeting by Expenditure Type – click the pencil icon next to each expenditure type or use the Budget by Expenditure Type tab.

- 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.

- 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.

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

- Once the budget information has been completed, click the “Return” button.
Approve PTA Setup

- Click on the “Approvers” page via the left hand navigation (LHN) or the “Next” button on the bottom right of your screen.
  - Click on the “Additional FYI Recipient” button, if needed.
  - Add individuals who require FYI notification of the Notice of Award.
  - 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.
  - To add an approver click the “Add Approver” button
    - Select Approver Name from the drop down menu
    - Select Role Type
  - Click on the “Add Approver” button, if needed.
- Add any instructions or comments.
  - Optionally, you may click on “Review for Completeness” on the RHM to ensure all required fields have been completed.

- Click on “Next” if there aren’t any errors found- if there are, please follow system directions.
• Please note that you also have access to the “Quick Links” menu (located on the Right-Hand Menu (RHM) which will open up a new window for your convenience while you are working on your PTA configuration for information such as viewing the “Award Acceptance Notification (AAN)”, the “Award Budget”, etc.

• Click on “Return to OSR” to have your accountant complete the rest of the PTA setup.