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.

- 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
Review the New PTA Configuration

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

3. Review the information in the PTA Configuration section for accuracy.
   a. 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.

   b. 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.

   c. You may send this PTA Setup Task to someone else by selecting “Reassign” from the right hand menu.

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

### 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.**

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

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

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.

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

9. Once the budget information has been completed, click the “Return” button.
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.
<table>
<thead>
<tr>
<th>Questions</th>
<th>Details</th>
<th>Project</th>
<th>Task</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Sharing</td>
<td>If cost sharing applies and is in the form of ‘Cash’</td>
<td>-</td>
<td>Additional Task #700 for Cost Sharing</td>
<td>Additional Award for Cost Sharing</td>
</tr>
<tr>
<td>Activity</td>
<td>If more than one activity: On or Off campus, Research, Instruction, or Other Sponsored Activity</td>
<td>-</td>
<td>Additional Task for each additional activity</td>
<td></td>
</tr>
<tr>
<td>Fabrication Equipment</td>
<td>If line item amount is greater than $0</td>
<td>Additional Project for fabrication funding</td>
<td>Additional Task #4xxx for fabrication. Request a fabrication number from PMO prior to requesting a fabrication task</td>
<td></td>
</tr>
<tr>
<td>Participant Support Costs (PSC)</td>
<td>If line item amount is greater than $0</td>
<td>-</td>
<td>Additional Task for Participant Support Costs. Task transaction controls will be set up to allow only ET 52435, 52436 and 58516 which are not subject to F&amp;A</td>
<td></td>
</tr>
<tr>
<td>Sub-Award</td>
<td>If Sub-Award(s) line item is (are) greater then $0</td>
<td>-</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Program Income</td>
<td>If program income is generated from project</td>
<td>-</td>
<td>Additional Task #900 for Program Income</td>
<td>Additional Award for Program Income</td>
</tr>
<tr>
<td>Carry forward to next budget period</td>
<td>If carry forward is not allowed</td>
<td>-</td>
<td>Task for each budget period</td>
<td></td>
</tr>
<tr>
<td>Carry forward to next budget period and Final Invoice required for each budget period</td>
<td>If carry forward is not allowed AND Final invoice required for each budget period</td>
<td>-</td>
<td>Task for each budget period</td>
<td>Award for each budget period</td>
</tr>
<tr>
<td>Carry forward to next budget period</td>
<td>If carry forward is allowed, and requires each budget period expenses to be accounted for separately</td>
<td>-</td>
<td>Task for each budget period</td>
<td></td>
</tr>
<tr>
<td>Carry forward to next budget period, but each budget period invoiced separately</td>
<td>If carry forward is allowed, but requires each budget period to be invoiced separately</td>
<td>-</td>
<td>Task for each budget period</td>
<td>Award for each budget period</td>
</tr>
<tr>
<td>Payment Types</td>
<td>If expenditures will be reimbursed based on actual expenses and fixed-price/fixed-unit cost</td>
<td>-</td>
<td>Task for each payment type</td>
<td>Separate Award for Cost Reimbursement and Fixed Price per Unit</td>
</tr>
</tbody>
</table>

Updated 18-MAY-2017