Sponsored PTA Manager
New PTA Setup
Post Award Administration User Guide
Version 1.0
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Overview

Purpose
The purpose of this guide is to provide post award administrators with instructions on how to process New PTA setup requests initiated in PTA Manager (also referred to as SeRA). This document should be used in conjunction with the following:

- *Oracle Guide to Setting up Projects, Tasks and Awards*
- *Sponsored PTA Manager, New PTA Setup, Departments*
- *Sponsored PTA Manager, New PTA Setup, Post-Award*
- *Sponsored PTA Manager, Early/Extend, Departments*
- *Sponsored PTA Manager, Early/Extend, Post-Award*
- *Sponsored PTA Manager, Amendments*

The SeRA guides can be found on the DoResearch website at: http://doresearch.stanford.edu/research-offices/sponsored-research-osr/stanford-electronic-research-administration-sera/learn-about

Process Flow

```
<table>
<thead>
<tr>
<th>Setup New PTAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Post-Award OSR</td>
</tr>
<tr>
<td>Institutional Officer</td>
</tr>
</tbody>
</table>
```

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Accessing SeRA

Accessing the SeRA Web Portal

To access the SeRA web portal enter the following URL into your web browser:

https://sera.stanford.edu/

Landing Page

Tip: If you are attempting to access this system within the Stanford network as a shortcut you can type the word “SERA” directly into your web browser.
Processing a Transaction

Selecting an Unassigned Record in SeRA

When a PTA record is ready for processing, it will appear in the general post-award Account Setup Intake queue. It is at that point that an Accounting Associate is able to assign the record to him/herself using the steps outlined below.

From the SeRA landing page, click on Go to My Dashboard.

Landing Page
Click on **Account Setup Intake**.

### Dashboard Screen

![Dashboard Screen](image)

### OSR Account Intake Screen

![OSR Account Intake Screen](image)

Select the desired record by clicking on the **Trans ID**.

**CAUTION:** It is important to note that multiple transactions cannot be selected at the same time. Once a record is selected the system will move it to your Dashboard and immediately open that transaction for processing. To select additional records, return to your Dashboard and re-select Account Setup Intake.
It is also important to note that it is possible to access a transaction by the SPO or transaction number and to reassign it to yourself. This method, however, should NEVER be used as it very likely to cause errors.

**Processing a PTA**

From your Dashboard, select the desired record.

**Verifying the PTA Configuration**

**Account Request Screen**

Review the PTA Configuration to determine if additional or fewer projects, tasks and/or awards are needed. If so, click on the appropriate links (See Adding/Deleting Projects, Tasks and Awards section). If the system configuration is correct, go to the *Entering the PTA Setup Details* section in this guide.
**TIP:** In addition to viewing the actual agreement to verify the PTA configuration, you can also click on the Advanced Award Notification (AAN) link to see a detailed award summary. It is important to open the AAN first because the link will not be available once the window to enter the PTA details is opened.

**Adding/Deleting Projects, Tasks and Awards**

To add, simply complete all of the required fields and hit **Add**. To delete, hit **Cancel**.

**Projects**

```
Add Project

* Project Type
  * New  ○ Existing
* Project Configuration Code  -- Select a value--
* Task Configuration Code  -- Select a value--
* Task Number
  
  [Cancel]  [Add]
```

**Tasks**

```
Add Task

* Task Configuration Code  -- Select Task--
* Task Number
  
  [Cancel]  [Add]
```
**Awards**

**ADD AWARD**

- **Sponsor**
- **Agreement Type**: Clinical Trial
- **Award Config Code**: ARRA
- **Project/Task Type**: [New][Existing]
- **Project Config Code**: [Select Project Config Code]
- **Task Config Code**: [Select Task Config Code]
- **Task Number**: 

**TIP:** Sometimes drop down items will not become visible until previous fields are completed.
Entering the PTA Setup Details
From the Account Request screen, click on the desired award tab and select the **Edit Award** button.

**Account Request Screen**

![Account Request Screen](image)

**Award**

**Edit Award Screen**

![Edit Award Screen](image)
Complete all of the required fields above.

Click **Save** to return to the main Account Request screen to update the project information.

**Project**

**Account Request Screen**

![Account Request Screen](image)

Click the **Project Name** link.

**Edit Project Screen**

![Edit Project Screen](image)

Complete all required fields and **Save** to return to the main Account Request screen to update the task information.

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Task

Account Request Screen

New Account Request

![Image of the Account Request Screen]

Click on the **Task**.

**Edit Task Screen**

![Image of the Edit Task Screen]

Complete all required fields and select **Save** to return to the Account Request screen to access the budget.

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TIP: For field definitions you can mouse over the item (i.e., Task Activity) and click.

TIP: If you would like to delete the content of a field you can click on the “x” located on the right hand side. There is also an open dialogue button that will allow you to search for items.

Account Request Screen

Click on Edit Budget.
Budget

Budget Information Screen

Enter the Version Name and Description and hit Save.

If changes need to be made to the budget you can do so by selecting the pencil icon next to the item. You are also able to make changes by budget task or budget expenditure type for projects with large numbers of tasks.

To add an expenditure type, select the (+) symbol. Enter the expenditure and hit Save.

Add Expenditure Screen

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To delete an expenditure that has been added, select the pencil icon next to the expenditure category and then select Delete.

**Edit Budget by Expenditure Screen**

<table>
<thead>
<tr>
<th>Task</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**CAUTION:** Pre-populated expenditure types cannot be deleted. You can only delete those that have been manually entered during that transaction.

Click the Return to Award Details button to return to the Account Request page to access the Approvals.

**Approvals**

This screen allows you to verify that the appropriate department signatures have been obtained.
If they have not, you can send it back to the department by using the left hand navigation menu while in the record.

Generating the PTA

After completing all of the required PTA details, click on the Create PTA tab.

Add any final comments. Select Send to Oracle Financials. By selecting this option, the system will automatically check for errors. If discrepancies are detected, the system will specify which sections require updating.
After all corrections have been made and the record has been sent to Oracle, the OSR Associate must complete the setup process in Oracle.

**TIP:** Before completing this step the Associate should write down the Award number(s) s/he will need to access the incomplete transactions in Oracle.

After the Associate completes and submits the transaction in Oracle, within a few minutes, the record will re-appear in the general Account Setup Intake queue in SeRA with a status of **PTA Baseline in Oracle**. It is at this point that the Accountant can retrieve the record and place it in his/her dashboard before completing the review and baseline process in Oracle.
Account Setup Intake Screen

OSR ACCOUNT INTAKE

- Click on Transaction ID to assign account setup Action item to yourself.
- All columns are sortable by clicking on the column name.

<table>
<thead>
<tr>
<th>Trans ID</th>
<th>Action Item</th>
<th>Process Type</th>
<th>SPO#</th>
<th>PI</th>
<th>Sponsor</th>
<th>Department (Org)</th>
<th>Assignee</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA539576</td>
<td>PTA Configuration Review - OSR</td>
<td>Account Setup - New</td>
<td>110393</td>
<td>Berg, Paul</td>
<td>University of California, Berkeley (UCALIF)</td>
<td>Biology Department (QANIB)</td>
<td>TBA</td>
<td>0</td>
</tr>
<tr>
<td>PTA539576</td>
<td>PTA Configuration Review - OSR</td>
<td>Account Setup - New</td>
<td>110393</td>
<td>Berg, Paul</td>
<td>University of California, Berkeley (UCALIF)</td>
<td>Biology Department (QANIB)</td>
<td>TBA</td>
<td>0</td>
</tr>
<tr>
<td>PTA539576</td>
<td>PTA Configuration Review - OSR</td>
<td>Account Setup - New</td>
<td>110393</td>
<td>Berg, Paul</td>
<td>University of California, Berkeley (UCALIF)</td>
<td>Biology Department (QANIB)</td>
<td>TBA</td>
<td>0</td>
</tr>
<tr>
<td>PTA539392</td>
<td>PTA Configuration Review - OSR</td>
<td>Account Setup - New</td>
<td>110325</td>
<td>Berg, Paul</td>
<td>University of California, Berkeley (UCALIF)</td>
<td>Biology Department (QANIB)</td>
<td>TBA</td>
<td>0</td>
</tr>
<tr>
<td>PTA539359</td>
<td>PTA Configuration Review - OSR</td>
<td>Account Setup - New</td>
<td>110324</td>
<td>Berg, Paul</td>
<td>University of California, Berkeley (UCALIF)</td>
<td>Biology Department (QANIB)</td>
<td>TBA</td>
<td>0</td>
</tr>
<tr>
<td>PTA539347</td>
<td>PTA Baseline in Oracle</td>
<td>Account Setup - New</td>
<td>110322</td>
<td>Barley, Stephen R</td>
<td>University of California, Berkeley (UCALIF)</td>
<td>Biology Department (QANIB)</td>
<td>TBA</td>
<td>0</td>
</tr>
</tbody>
</table>

Upon completing the baseline in Oracle, a message will be sent to SeRA indicating that the transaction has been processed. In addition, a Notice of Award (NOA) email notification containing the PTA will be generated and distributed to all designated recipients.

Notice of Award Email

STANFORD UNIVERSITY
STANFORD, CA 94305

Notice of Award

Congratulations! A Notice of Award has been issued for the following:

Principal Investigator: Berg, Paul
Administering Dept: Biology Department
SPO#: 110385
Sponsor: University of California, Berkeley
Title: UAT Testing Setup: PR539544 ***FOR UAT ONLY - DO NOT USE***
Agreement Number: 1065
Amount Funded This Action: $628,000.00
Current Funding Period: 11/04/2012 to 11/04/2016

PTA: 1157725-11-UAELU
PTA: 1157725-10-UAELU
PTA: 1157725-21-UAELU
PTA: 1157725-20-UAELU

To view the Notice of Award, copy and paste the following URL in your browser:
https://seap warped stanford edu p/award
p=200824---F200 TRANSACTION ID,F200 AGREEMENT ID,F200 SEGMENT ID,F200 BUDGET ID,539545,107117,77579,115378

If you have any questions about this award, please contact Tom, Theresa at theresa.tom@stanford.edu.

Please do not reply to this email. If you have any problem in accessing this NOA or using the SeRA system contact the SeRA Help Desk via this link:
https://remedyweb.stanford.edu/helpdesk/help/?cset=SeRA

CAUTION: It is important to remember that the workflow notification box in Oracle should ALWAYS remain unchecked when transaction are created in SeRA. This will prevent duplicate notifications.

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Other Functions

Reassigning a Record to a Post-Award Recipient

There may be times when you need to reassign work to a post-award colleague or to request that an account setup be corrected. To do this, use the following steps:

1. Go to your Dashboard.
2. Select the desired record.
3. Click on Transaction Home in the left hand menu.
4. Click Reassign.
5. Select the appropriate person.
6. Enter comments explaining why record is being reassigned.
7. Click Reassign.

Transaction Home Screen
When this function is used, the system will also send an email notification to the recipient. Within the email there will be a link that will take him/her directly to the record. It is important to note that reassigning a task does NOT change the status. This means if the status indicates that an award is in Oracle PTA Setup it will remain the same. In order to show a status change has occurred (i.e., moving an item from “setup” to “department review/correction”), you will need to use the return/send back feature (See Returning a Record to a Non Post Award Recipient section).

Email Notification

To: esotelo@stanford.edu  
[Email Template ID:42]

The following mail is being sent to you by Sotelo, Elizabeth for the activity: "Award - New".

Principal Investigator/Fellow: Paul Berg(pberg)  
SPO#: 110271  
Transaction Id: 539219  
Sponsor: University of California, Berkeley

The sender has the following comments: "Test"

To view the reassigned transaction log, please Click Here

If you have any questions about this email, please contact Sotelo, Elizabeth at "esotelo@stanford.edu"

Please do not reply to this email. If you need help accessing or using the SeRA system please click below: https://helpsru.stanford.edu
Returning a Record to a Non Post-Award Recipient

There may be times when a record needs to be returned to the department or Institutional Official (IO) for additional information or corrections. To do this, use the following steps:

1. Access the record you want to return.
2. Using the left hand menu (noted below), select the appropriate entity.
3. A comments box will appear allowing you to select the appropriate person and to describe the issue preventing the PTA setup.
4. Click Reassign.

An email notification will be sent to the recipient.

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CAUTION: If an Institutional Official updates the award (by issuing a Correct Award through the “Return to IO” process), the system will not automatically update the PTA configuration or data to reflect the changes. This means that the Associate will need to manually update both the PTA configuration and the values for each award, project and task (e.g., add an award, change an award range, revise a date, etc.).
Frequently Asked Questions

1. **Why are some of the award numbers on the Account Request screen black while others are red?** The color black signifies the award number exists in Oracle and was therefore pulled from Oracle. Black should only appear when working with an existing early award, or when working with amendments. Red means the award does not exist in Oracle, and therefore has been created by SeRA.

2. **Why don’t I see an issue date on the installment line in Oracle after a transaction has passed through SeRA?** Because this field does not drive any other functions in Oracle it is no longer necessary to populate.

3. **How will the Accountant know when a setup requires review and baselining?** Instead of using the PTA Setup Tracker s/he will regularly monitor the general PTA Setup Intake queue for outstanding transactions. No email notifications will be sent out.

4. **If a record is reassigned by and Accountant to an Associate to make corrections, can they be made in SeRA?** No. If a task is reassigned, the Associate will need to go into Oracle to make corrections and then re-submit the transaction. At that point, SeRA will NOT know a change has been made. The Associate will then need to go back into SeRA and reassign the task back to the Accountant with a comment specifying that the change has been made and the record is ready for baseline review. The Accountant will also receive a system generated email notification.

5. **If changes are made to a record in Oracle, will this immediately be reflected in SeRA?** Manual changes in Oracle will only be reflected in SeRA when a subsequent amendment to that agreement is processed via SeRA.

6. **As follow-up to question #5, will these changes be reflected on the Notice of Award?** Currently, No. The NOA will only include information that was originally entered into SeRA at the PTA setup stage. In these cases, the Accountant must send an email to the department with copies of the 216 and 180 ReportMart documents to ensure accurate PTA information is received.
7. **If I receive an error message that my transaction does not balance is there a general rule of thumb?** Yes.

   Funded amount on the AAN = sum of the values of the awards on the PTA configuration (excluding cost share) = sum of values for each project within each award on the PTA configuration = sum of the values allocated to each task on the Budget screens

8. **How do I correct the award range if the system makes the wrong assignment?** The corrections can be made by accessing the award tab and clicking on *Edit Award*. If you select an award number that has already been assigned the system will generate an error message when you attempt to save.

9. **Can I make an update to a budget after it has been submitted in Oracle but not baselined?** Yes. After accessing the record in Oracle you can click on the *Rework* button on the Award Budgets screen. This will allow you to make the necessary updates. Once completed, the record can be resubmitted and baselined.

10. **How are the billing and revenue rules populated in Oracle?** These rules are based on the default values associated with the award template selected in SeRA

11. **Can pre-populated expenditure types in the budget section be deleted?** Currently, you can only delete expenditure types that are manually entered before the record is pushed into Oracle.