PURPOSE

The purpose of this job aid is to provide detailed explanations for data items entered into ERA when setting up a new account or a new Subaward. This job aid assumes a working knowledge of ERA Smart Form navigation steps.

CREATE ACCOUNT(S) - REPEAT THE PROCESS BELOW FOR EACH ACCOUNT NEEDED:

Create Account on the award workspace. Correct any prefilled data and enter missing items. Several items have specific requirements outlined in the details below.

1.0 Account Setup Information Smart Form

- ***Q1.0 Account Type:*** This was determined during the Business Verifications.
- ***Q2.0 Lead Financial Unit Department***: Confirm the Lead Financial Unit for the account as accounts may have a lead unit that is different from the award's lead unit.
- ***Q3.0 Name: Name can only contain alphanumeric characters or dashes.*** Add a prefix, if needed, to identify the account's spending purpose.
  - CS - Cost Sharing
  - SC - Subaward
  - PI - Program income
  - Y1 - Year 1
  - REU – Research Experience for Undergraduates
  - PS – Participant Support
  - Co-I name – Project budget for an individual ASU investigator
- ***Q4.0 P.O. Number***: Use for a required sponsor PO needed for invoicing.
- ***Q5.0 Task Number***: Use if the account relates to a specific part or the SOW.
- ***Q6.0 Principal Investigator:*** Confirm Principal Investigator for the account (Sponsor/Internal) is correct. This will populate from Award Internal PI field. Accounts may have a different PI than who is on the award. This information integrates to Workday.
- ***Q7.0-9.0 Obligated Amounts***: These are display only and will populate from the Award SF 5.0.
- ***Q10.0 Account Start Date:*** The start date for the obligated period / pre-award spending / at risk start date is populated from related Award SF 5.0 funding allocation when the account is activated or a modification is completed. The selection here will be over-written.
- ***Q11.0 Account End Date:*** Select the end date for the obligated period/at risk end date is populated from related Award SF 5.0 funding allocation when the account is activated or a modification is completed. The selection here will be over-written.
- ***Q12.0 ASU End Date:*** This date will populate from the Award Smart Form 5.0, where present or it will default to match the Account End Date.
- ***Q13.0 F&A Costs?: ALWAYS CHOOSE YES, even for 0% F&A,*** so all the account data will integrate to Workday.

- ***Q14.0 Payment Basis and Method Selection***: Check the FP/Agreements task if there is any question. These are a required fields.

  Payment Basis - Exception:
  - Consortium (Type II)- Fixed Price Non-Federal

  Method Selection – Critical Choices for integration to Workday:
  - Blank – Use for cost reimbursable awards with scheduled payments. This allows a Workday Billing Schedule of Installment, Sponsored Prepaid CRB.
  - Letter of Credit
  - Preactivation – No Payment request on pre-award funding
  - Invoice - WAWF
  - Scheduled Payment - Interest Income on DOD awards
  - All funds received at inception - Consortium (Type II)
  - Blank – Currently the default choice

  Method Selection – Optional Choices – Unsure the impact / value in Workday:
  - JV – Journal Voucher of Institutional Funds
  - Program Income Receipts
  - Invoice

  Method Selection – DO NOT USE:
  - Invoice - Payweb - This is an obsolete payment system.

- ***Q15.0 Basis Limit:*** This is the Direct Cost Base for F&A Calculations in Workday. Enter $25,000 for subaward accounts to which F&A is being applied on the first $25,000 of direct cost expenses.
  - If this is a second Subaward account for a subcontract (ASUBnnnnnnnn), the Basis Limit is the remaining portion of the first $25,000 that was not spent on the first Subaward account. Check the expenses in Workday for the first Subaward account in order to calculate the remaining $25,000 for the correct basis limit on the 2nd Subaward account. If the full $25,000 was spent on the first account, leave basis limit blank and select 0% on smart form 3.0>Q1.0.

Continue to next Smart Form, and ERA automatically generates the account number, ACCnnnnnnnn.

2.0 Additional Information Smart Form

- ***Q1.0 Fiscal Delegate:*** The form authorizing an ASU employee to have this role must be signed by an ORSPA Assistant Director.
- ***Q2.0 Deferred Revenue***: Select 'No'.
- ***Q3.0 Workday Cost Center:*** Confirm with the RA, populates from the Master Store Unit Details.
- ***Q4.0 Workday Grant Hierarchy:*** Confirm with the RA.

- ***Q5.0 Revenue Code:*** Confirm the prepopulated code or choose a code for Program Income accounts. Revenue code is based on the sponsor/pass-through entity, and not on the prime sponsor.
- ***Q6.0 Campus Code***: Populates from the Master Store Unit Details
- ***Q7.0 Activity***: Populates from the Award Smart Form 2.0 Q7.0.
- ***Q8.0 ASU Spend Restrictions:*** Pre-selected with 'Unallowable – Non-Grant Spend' and Unallowable – New Grant Spend'. The spend restrictions for subaward accounts are: "Allowable – Subaward Codes Only". Other options available would have to be manually selected. If a new selection needs to be added reach out to the Workday Grant Administrator in FOT.

3.0 F&A Cost Information Smart Form

- ***Q1.0 Rate Agreement:*** Most awards will have the correct rate available to select from one of the options already established in ERA and Workday.
    - Awards using the DHHS negotiated rate – Select a Workday multi-year rate, like: MTDC - Standard DHHS Agreement FY17 - FY20.
    - ASUF awards – Choose only the ASU rate portion, not the total F&A rate.
    - NSF REU accounts – Choose 'MTDC – 0% Rate'.
    - 2nd Subaward accounts when the first $25,000 was spent on the first Subaward account – choose 'MTDC – 0% Rate'.
    - For awards that do not have a rate that is listed in the Q1.0 Rate Agreement options:
        - Choose: 'MTDC – 0% Rate' or 'TDC – 0% Rate', to indicate TDC or MTDC.
        - In Workday, use 'Create Request', then select 'F&A Rate Exception – Create', to request the award's rate be set up as an exception in Workday and ERA.
- ***Q2.0 On/Off-Campus:*** This is documented on the FP, 'F&A Review' tab.
- ***Q3.0 Exception:*** These are grant specific F&A rates that are not a standard Workday rate agreement. Leave blank if the correct rate was chosen in Q1.0.
- ***Q4.0 Campus:*** Select the same campus as represented on Smart Form 2.0 Q6.0.

Click 'Finish' to save and exit the Account Smart Forms.

Return to the award workspace using the Award Title link on the Account workspace.

CREATE SUBAWARDS - REPEAT THE PROCESS BELOW FOR EACH NEW SUBAWARD:

Create Subaward on the Award workspace.

1.0 Subaward Information Smart Form

- ***Q1.0*** Displayed from the Award Information
- ***Q2.0 Subrecipient:*** Select the subrecipient organization.
- ***Q3.0 Account(s):*** Select the account assigned to this subrecipient.

Continue to the next Smart Form, and ERA automatically generates the Subaward contract number, ASUBnnnnnnnn.

1.1 Subaward Comments Smart Form

- ***Q1.0 Agreement Task ID:*** This may be available to select, if the PNT Subaward team is already working on the new Subaward contract.
- ***Q2.0 Notes/Comments:*** - Enter specific information for the PNT Subaward team regarding dates, amounts and details for the new Subaward.
- ***Q3.0 Attachments:*** Attach any relevant emails/documents and written confirmation of sponsor prior approval for issuing this new Subaward. Add attachments that PNT will need to issue the subaward, such as a budget or the award agreement with special terms and conditions that apply to the subrecipient.
- ***Q4.0 Send Notification:*** Leave as the default YES so an email is sent to PNT.

Click 'Finish' to save and exit the Create Subaward process.