

PTA and Expenditure Type Validations

A financial transaction (e.g., payroll expenditure, AP Invoice, Internal Charge, burdening, etc.) will not show up in Caltech's Data Warehouse until the transaction has been *costed* and successfully brought into Oracle Grants Accounting during the nightly processing. In order to be *costed*, the transaction must pass Oracle validations. There is significant logic in place for checking the validity of a transaction during the nightly processing. This logic is based on the Oracle setups for the Project, Task, and Award compared against the transaction's data entry and includes the following:

- The charged account's *PTA Status* cannot be *On Hold* or *Closed*.
- The charged account's task must have the *Allow Charges* flag checked.
- The transaction's *Expenditure Item Date* must be within the *PTA Start Date* and *PTA End Date*.
- The transaction must be validated and processed prior to the Award's *Close Date*.
- The transaction's *Expenditure Type* must be within the Award's *Allowability Schedule*.
- The transaction's *Expenditure Type* must be used by the transaction's *Source* and *Resource Organization*.
 - ✓ This is known in Oracle as a *Non-Labor Resource*.

NOTE: Transactions that have erred during the nightly processing must be fixed by those responsible for the source systems. As a reminder, as part of audit checks and balances, IMSS staff is unable to change any transactional data from the front end.

TIP: Use the *PTA Query*, which is available in the *Financial Queries*, to quickly check if a PTA is chargeable or not. The *Chargeable?* column indicates whether or not a transaction with **today's date** can be charged to the PTA.

- If the PTA End Date is prior to today, then the *Chargeable?* will indicate that the PTA is not chargeable.
- However, if the transaction's expenditure item date is within the PTA Start and End Date, then the PTA still *may* be chargeable, depending on the other validation logic.

Definition of PTA

A PTA is not actually a standalone entity within Oracle Grants Accounting, but more of a Caltech construct. The PTA is a concatenation of an Oracle Project Number, Task Number, and Award Number.

When Oracle was first implemented at Caltech, auxiliary/feeder systems required financial account information in order to do business. To resolve this issue, IMSS developed a custom solution that creates the *PTA*, *PTA Alias*, *PTA Start Date*, *PTA End Date*, and *PTA Status*.

PTA Status

If the status of the PTA is *On Hold* or *Closed* the transaction will not pass validation. Even if the transaction passes validation during the day (e.g., during the WIC entry for Internal Charges), if the PTA's status is changed prior to the nightly processing, then the transaction will not pass validation.

The PTA Status is determined by the Project and Award statuses. The logic for the PTA Status is as follows:

PROJECT STATUS	AWARD STATUS	PTA STATUS
Active	Active	Active
Approved	Active	Approved
Active <i>or</i> Approved	At Risk	At Risk
Active <i>or</i> Approved	On Hold	On Hold
Active <i>or</i> Approved	Closed	Closed
Closed	All Award Statuses	Closed

To find the *PTA Status*, go to the *Financial Queries*, and:

1. Click on *PTA Query* tab.
2. Enter the information about the PTA.
3. Click on *Find PTA Short Info*.
4. Check the *PTA Status* column.

Task Chargeability

The *Task* of the PTA must be chargeable in order for the transaction to pass validation. The *Task Chargeable Flag* is not included in the Financial Queries. The *Chargeable?* flag is included in the financial queries, but this flag *only* indicates if a PTA is chargeable for transactions with today's date and is based on a combination of the *PTA Status*, *PTA Start Date*, *PTA End Date*, and the *Task Chargeable* flag. You may need to contact Finance to check on the *Task Chargeable* setup.

To find the *Chargeable?* flag, go to the *Financial Queries*, and:

1. Click on *PTA Query* tab.
2. Enter the information about the PTA.
3. Click on *Find PTA Short Info*.
4. Check the *Chargeable?* column.

Expenditure Item Date

The *Expenditure Item Date* must be between the *PTA Start Date* and the *PTA End Date*.

- The *PTA Start Date* is the greatest date of the following:
 - ✓ Project Start Date;
 - ✓ Task Start Date; and
 - ✓ Award Start Date.
- The *PTA End Date* is the earliest date of the following:
 - ✓ Project Completion Date;
 - ✓ Task Completion Date; and
 - ✓ Award End Date.

To find the *PTA Start Date* and *PTA End Date*, go to the *Financial Queries*, and:

1. Click on *PTA Query* tab
2. Enter the information about the PTA
3. Click on *Find PTA Short Info*
4. Check the *PTA Start* and *PTA End* columns

Accounting Date and Award Close Date

When a transaction is ready to be costed an *Accounting Date* is associated with the transactions. If this *Accounting Date* is greater than the PTA's *Award Close Date* then the transaction will not pass validation. If the transaction is originating in Procurement, these exceptions can be seen via the *Supplier Cost Interface Exceptions* report.

AP Invoices that do not pass validation will appear in the Data Warehouse as a commitment because the cost has been "committed" to the PTA but hasn't yet been *costed* to Oracle Grants Accounting.

If all other parts of the transaction's validation process are valid and only the *Accounting Date* error exists, the only way to resolve this is by changing the *Award Close Date* to a date greater than the transaction's *Accounting Date*.

NOTE: If you have a commitment on your Cost Details report for an Invoice, please contact Procurement and let them know.

Expenditure Type

The transaction's *Expenditure Type* must be allowable for the award, i.e., included in the *Allowability Schedule* associated with the Award.

To find the Award's Allowability Schedule and the associated expenditure types, go to the *Financial Queries*, and:

Option 1

1. Click on *Award* tab.
2. Search for the *Award Number*.
3. Click on the *Award Number* in the results.
4. Scroll down to the *Award Burden Rate* section.
5. Within the table click on the icon for *View Allowable Expenditures*.

Option 2

1. Click on *Award* tab.
2. Search for the *Award Number*.
3. Click on the *Award Number* in the results.
4. Find the Award's *Allowability Schedule* within the *Award Details* (second item listed).
5. Click on *Allowability Schedule* tab.
6. Click on *All* link for the appropriate allowability schedule.