Costing 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 first pass the Oracle validation. There is significant logic in place for checking the validity of a transaction during the nightly processing and this logic is based on the Project, Task, and Award setups compared against the transaction’s data entry.

- The charged account’s PTA Status cannot be On Hold or Closed
- The charged account’s task must have the Chargeable flag
- The transaction’s Expenditure Type must be within the Award’s Allowability Schedule
- The transaction’s Expenditure Item Date must be within the PTA Start and End dates
- The transaction must be validated and processed prior to the Award’s Close Date

**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.

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:

<table>
<thead>
<tr>
<th>PROJECT STATUS</th>
<th>AWARD STATUS</th>
<th>PTA STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>Active</td>
<td>At Risk</td>
<td>At Risk</td>
</tr>
<tr>
<td>Active</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Active</td>
<td>On Hold</td>
<td>On Hold</td>
</tr>
<tr>
<td>Approved</td>
<td>Active</td>
<td>Approved</td>
</tr>
<tr>
<td>Approved</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Closed</td>
<td>Active</td>
<td>Closed</td>
</tr>
<tr>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Closed</td>
<td>On Hold</td>
<td>Closed</td>
</tr>
</tbody>
</table>
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 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 Query* 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 Query* tab
2. Find the *Allowability Schedule* within the *Award Details* (second item listed)
3. Click on *Allowability Schedule* tab
4. Click on *All* for the appropriate allowability schedule
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
  - Award Start Date

- The *PTA End Date* is the earliest date of the following:
  - Project Completion Date
  - Task Completion Date
  - Award End Date

To find the PTA start and end dates, 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*. 