

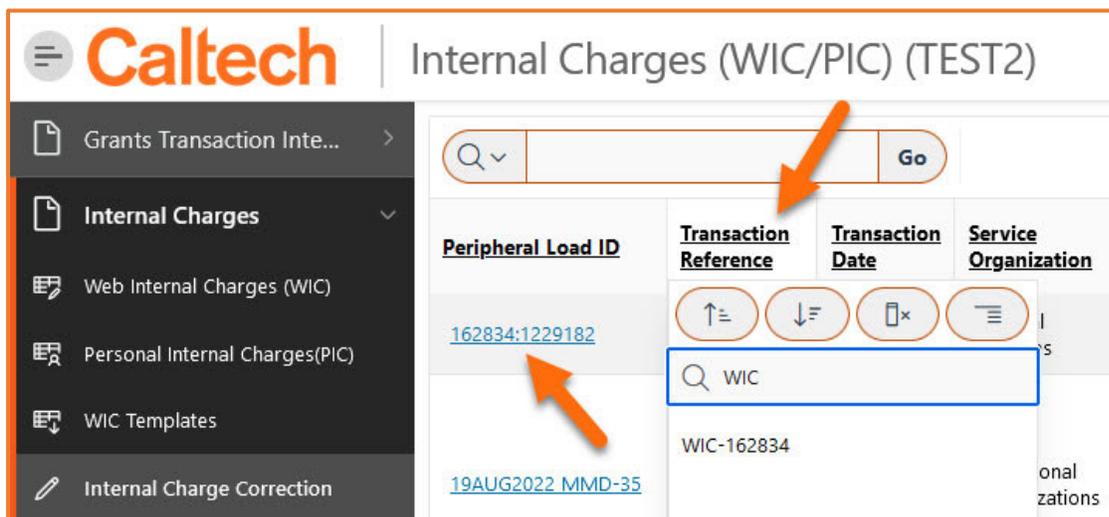
## Overview

WIC (Web Internal Charge) transactions that fail processing in Oracle due to validation errors can be corrected and re-submitted in the Internal Charges application. Information is validated in the WIC form as it is being entered, when it is saved, and when it is submitted. If a user enters invalid information, they will receive an error message when saving or submitting the WIC. On rare occasions, a WIC will pass validation in the Internal Charges application but will be rejected during the validation and interface process into Oracle Grants. A common cause for this is the status of an Award changing (such being placed on hold) between the time a WIC was submitted and the time of the interface process.

The user should contact the appropriate person (such as the requestor) to obtain new PTA information or request that the customer contact Finance to review the Award. Once the User obtains correct PTA information, they can use the IC Correction function to update the WIC and re-submit.

## Correcting a Web Internal Charge (WIC)

1. From the *Internal Charge Correction* tab, select the blue-underlined Peripheral Load ID for the WIC to be corrected. You can sort and search for WICs by clicking on the column label for any of the column headers on the screen.



2. **Internal Charge Correction Form:** Update the WIC with correct information then select the Validate/Save button.

**Internal Charge Correction**

Validate/Save
Back to Search
Delete Transaction

<p>Validation Message: <b>Debit POETA Problem: Invalid Project</b></p> <p>Peripheral Load ID: <b>162834:1229182</b></p> <p>Transaction Reference: <b>WIC-162834</b></p> <p>Transaction Date: <input style="border: 1px solid #ccc; border-radius: 5px;" type="text" value="12/02/2022"/> </p> <p>Service Org: <b>General Libraries</b></p> <p>Upload Date: <b>04/04/2024</b></p> <p>Quantity: <b>4</b></p> <p>Amount: <b>\$32.00</b></p> <p>Customer: <b>Wexselblatt, Joseph</b></p> <p>Expenditure Comment: <b>Poster printing-\$8 per foot.</b></p>	<p>Credit PTA: <input style="width: 100%; border: 1px solid #ccc; border-radius: 5px;" type="text" value="LIBR.01800 ~ TLB ~ GB.000180"/> </p> <p>Credit Expenditure: <input style="width: 100%; border: 1px solid #ccc; border-radius: 5px;" type="text" value="Credit Expenditures"/> </p> <p>Credit Org: <b>Caltech</b></p> <p>Debit PTA: <input style="width: 100%; border: 1px solid #ccc; border-radius: 5px;" type="text" value="MGS.PIONEER ~ 1 ~ NIHP.EB033154"/> </p> <p>Debit Expenditure: <input style="width: 100%; border: 1px solid #ccc; border-radius: 5px;" type="text" value="Other Internal Charges"/> </p> <p>Debit Org: <b>Caltech</b></p> <p>Transaction Source: <b>WEB IC</b></p>
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Fields that can be updated are in bold below.

- a. **Validation Message:** Detail about the error received during processing. In the example above the Project needs to be updated.
- b. **Peripheral Load ID:** The ID the WIC received during Internal Charges processing.
- c. **Transaction Reference:** The WIC batch #.
- d. **Transaction Date:** The actual date that the goods or services were provided. If entering summarized data, it should reflect the last date of the period covered.
- e. **Service Org:** The organization being credited at the Division/Departmental level.
- f. **Upload Date:** The date the WIC batch was submitted.
- g. **Quantity:** The quantity of goods or services.
- h. **Amount:** Quantity x Unit Cost = Total Cost
- i. **Customer:** The individual requesting the goods or services.
- j. **Expenditure Comment:** A detailed description of the goods or services.
- k. **Credit PTA:** PTA receiving credit for goods or services provided.
- l. **Credit Expenditure:** The default for this field is *Credit Expenditures*.
- m. **Credit Org:** The Credit Org will always be Caltech for WEB IC and WIC BATCH Transaction Sources.
- n. **Debit PTA:** PTA where costs will be expensed.
- o. **Debit Expenditure:** A general categorization of the goods/services provided for financial purposes. Only expenditure types authorized with the selected PTA will be in the Expenditure Type list of values.
- p. **Debit Org:** The Debit Org will always be Caltech for WEB IC and WIC BATCH Transaction Sources.
- q. **Transaction Source:** Sources are *Web IC* and WIC Batch.

### Deleting a Web Internal Charge (WIC)

To delete a WIC select the *Delete Transaction* button. A window will pop up to confirm you want to delete the WIC. Select *OK* and the WIC transaction will be deleted.

**CAUTION:** Once a WIC transaction record is deleted, it is completely deleted from the system. A deleted record will no longer appear as *Submitted* in the *Web Internal Charges (WIC)* tab and will not be processed into Oracle Grants Management.

