

Welcome to Session 2 of the Oracle chart of accounts class for PTAE0 or grant chart strings.

This class is required for everyone seeking access to the College's financial systems and is especially helpful to those who work with grants.

Some of you may need this class in order to use e-procurement to place orders but some of you need to run reports, prepare journal entries, or enter budgets for your grant.

No matter what the reason, this class will provide the tools you need to manage various grant financial transactions and reports.

Learning Objectives – Session 2 Grants Chart of Accounts



- What is the Oracle Grants Accounting system.
- The five segments of the PTAE0 chart string.
- Relationships and attributes of Project, Task, and Award.
- OGA validation rules.
- How to get more information about OGA.
- Where to get help, additional training, and how to get access to Oracle financial systems.

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Session 2 will start with a general overview of the Oracle grants accounting system or OGA - what it is and what it's used for.

We will then look at each of the five segments individually, the relationships between some of the segments, and attributes attached to these segments.

We will also look at some of the rules built into the system that prevent certain un-allowed combinations of segment values.

And finally, how to get more information about OGA.

Oracle Grants Accounting (OGA)



Supports
unique needs of
sponsored research
accounting

Uses its own unique
multi-segment
chart string
called PTAE0

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Accounting for sponsored research grants is unique in that grants do not necessarily start and end with the College's fiscal year, and can cover a period of more or less than one year. For example, a grant can start in August and end 3 years later.

The OGA system provides the ability to track the expenses of sponsored projects from inception to final reporting.

The requirements for each grant are built into OGA to ensure compliance with certain financial terms and conditions of the award.

In order to support these unique needs, OGA uses PTAE0 chart strings, containing both numeric and alpha characters.

Oracle Grants Accounting (OGA)



Transactions are Imported into the Oracle General Ledger (GL)

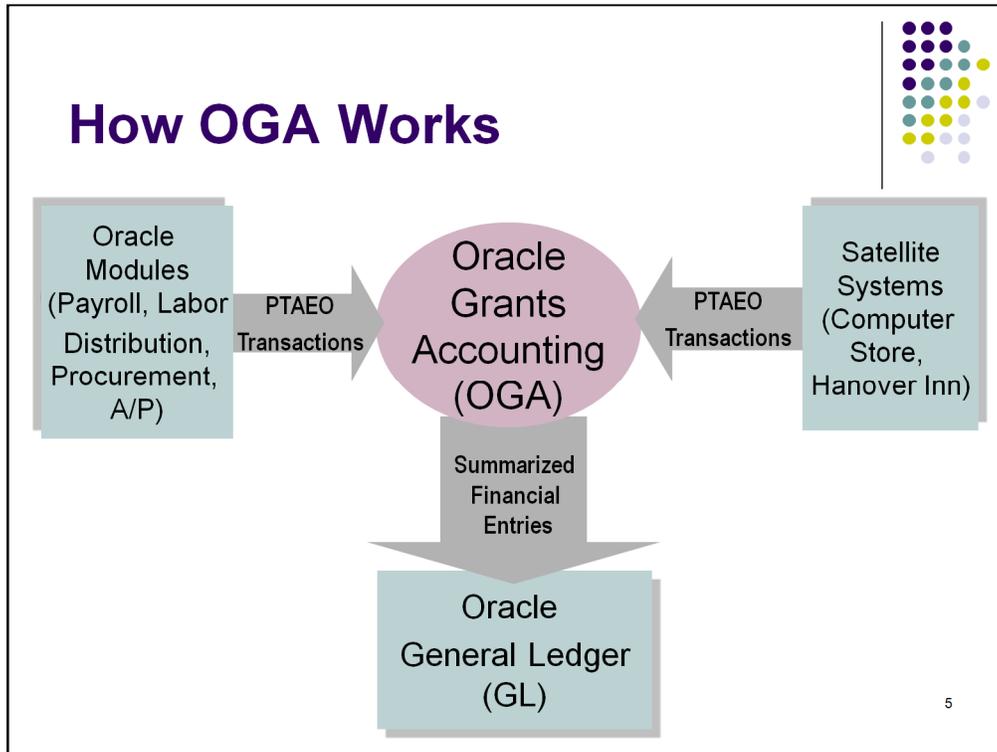
Maintained by Office of Sponsored Projects (OSP)

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Grant expenses must use a PTAE0 chart string to be recorded in OGA.

These transactions are then imported into the general ledger or GL in order to capture all financial transactions for the College in one place.

OGA and the PTAE0 chart strings are maintained by the Office of Sponsored Projects.



Systems that generate grant expenses such as payroll, procurement, accounts payable, and the Computer Store, use PTAEO chart strings to enter their transactions into OGA.

Reports can be run for specific grants and projects using data from the OGA system.

In a nightly process, the General Ledger summarizes and then imports these transactions from OGA.

During this process, PTAEO chart strings are converted into GL chart strings.

PTAEO Strings



P Project	T Task	A Award	E Expenditure type	O Org
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- 5 segments make a PTAEO string
- Each segment represents a different piece of information
- Total of 24 alpha-numeric characters
- Every transaction must have a complete and valid PTAEO string

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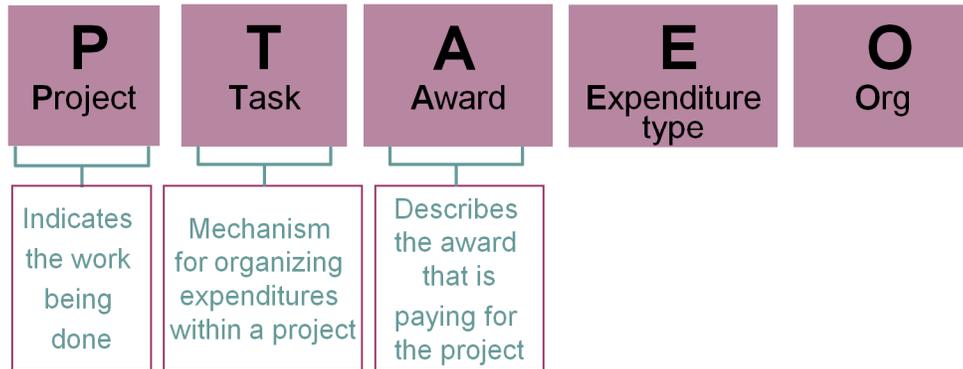
The PTAEO chart string is made up of five segments.

These segments provide five key pieces of information about every grant expenditure transaction.

The segments tells us what project and task will be impacted, what award is supporting the project, what type of expenditure it is, and who owns the transaction.

Segment value combinations are pre-defined, therefore segment combinations are not unlimited

What Does a PTAEO String Tell Us?

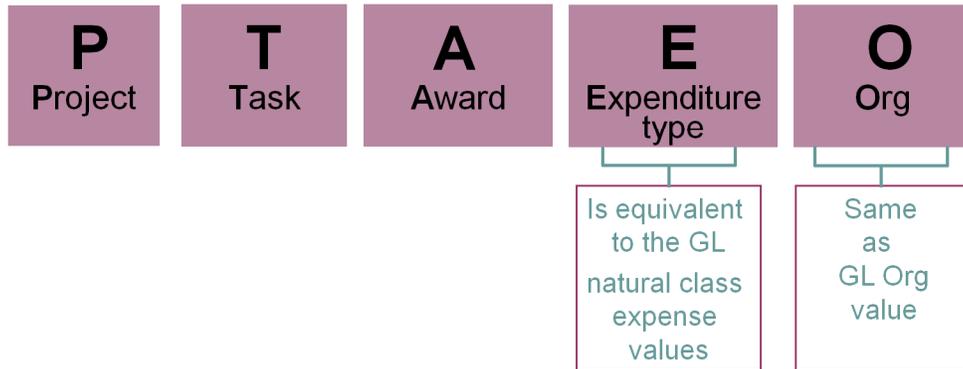


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The first three segments, project, task, and award are the critical combination in a PTAEO chart string.

The project indicates the work being done, task is used to organize grant expenditures, and award describes what funding is supporting the project.

What Does a PTAEO String Tell Us?



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The type of expenditure is shown in the fourth segment.

Examples are compensation, travel, and supplies. Since the type of expenditure is approved prior to receiving an award, expenditure types that can be used in a transaction will be limited to those allowed by the project proposal.

The last segment, org, defines the owner of a particular transaction.

In the next module we will look at each segment individually.

Segment One: Project



P
Project

6 digits

Indicates
the work
being
done

- All projects fall within the 500000 to 589999 range
- Examples:
 - Insulin Regulation
 - Bioinformatics
 - Mascoma Clinic

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The first segment of a PTAE0 chart string in the OGA system is the project or what work is being done.

OGA needs to track expenditures by project in order to report to grantors regarding what the grant was spent on.

Segment Two: Task



T
Task

4 digits

Mechanism
for organizing
expenditures
within a project

- Organizes expenses within a project
- Current task ranges:
 - 5000-5999—funded by an external sponsor
 - 6000-6999—funded by internal cost share

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The task segment organizes project expenditures by type of funding.

Most projects will have only one task.

However, projects that are funded by more than one award will have more than one task.

In most cases, task value 5,000 will be used to indicate external funding and the value 6,000 used to indicate internal cost sharing.

Internal cost sharing is when the College provides some level of matching funds towards a project.

Segment Three: Award



A
Award

6 characters

Describes
the award
that is
paying for
the project

- Initial alpha character identifies billing mechanism to allow efficient processing of sponsor invoices
 - L - Letter of credit
 - B - Billed monthly and quarterly
 - P - Payment/Installment Schedule
 - C - Cost Share

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The third segment, award, indicates where the funding for the project is coming from.

The value begins with one of four letters indicating how the college receives the award money or if the transaction is funded by the College through cost sharing.

The numbers following this letter indicates the award itself.

Segment Four: Expenditure Type



E
Expenditure
type

5 characters

First four
digits
is equivalent
to the GL
Natural Class
values

- An Alpha character at the end provides flexibility when greater detail is needed in OGA, for example, subcontractor payments
- Examples:
 - 7471A SUPPL LAB Chemical Gases
 - 7792A SUBRECIPIENT (VA Hospital)
 - 7792B SUBRECIPIENT (DHMC)
 - 7862A INTER DEPT Rentals
 - 8111A TRAVEL FOREIGN Air

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The fourth segment is the expenditure type.

The value consists of the GL natural class value followed by a letter – A through Z.

Generally the letter A will be used except when payments are made to subcontractors.

Which expenditure types are allowed depends on the award and project, therefore you must check the project proposal to determine which values can be used for each project.

Segment Five: Org



O
Org

3 digits

Same as
GL Org
value

- Values are identical to the Org values in GL Chart Strings
- This segment value is used to determine the entity values when PTAE0 chart strings are converted to GL chart strings.

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The final segment is the org which represents the owner of the transactions. The values are the same as the GL chart string values.

Since each org is mapped to a specific entity, an entity segment is not required in a PTAE0 chart string.

Example PTAE0 Chart String



Project	501381 – Smart Laser Beams
Task	5000 – External Funding
Award	L00475 – Smart Laser Beams
Expenditure Type	7571A – Cap Equip Scientific
Org	844 – Mechanical Eng (Thayer)

501381.5000.L00475.7571A.844

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Here is an example of a PTAE0 chart string.

The five segments, followed by the segment values and their description.

Chart string values are sometimes required to be entered or referred to separately. Other times, all five segments are combined to show the values as a dotted chart string – each segment separated by a period.

In the next and final module we will learn about PTAE0 relationships between segments and segment attributes and how to get help and access to Oracle financial systems.

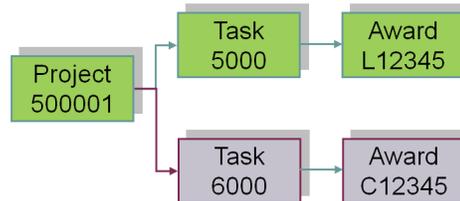
PTAEO Relationships



Single Project, Single Award



Single Project, Multiple Awards



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The first three segments, project, task, and award are the critical combination in a PTAEO chart string.

Here you see examples of how these segments combine to show how one project can be funded by a single task and award or by multiple tasks and awards.

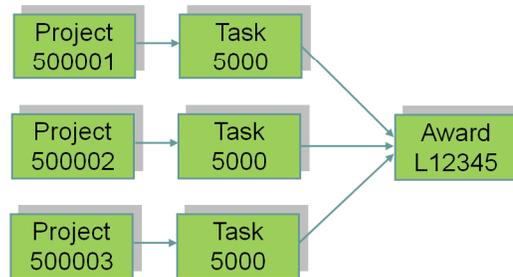
Task value 5000 indicates the project is funded by an external sponsor while task value 6000 indicates funding by internal cost share.

The L in the award value indicates funding is received by letter of credit while the C in the award value indicates funding by cost sharing.

PTAEO Relationships



Multiple Projects, Single Award



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Here is an example of one award that is funding many projects.

Remember:

the combinations in these examples are pre-defined so segment combinations are not unlimited.

Attributes – Project, Task, and Award



- An Attribute is a piece of information that:
 - Allows or prevents a transaction from taking place
 - Facilitates reporting
- Key Attributes for transacting:
 - Start and End Dates
 - Status – active or inactive
 - Allowability Schedule
 - Transaction Controls

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Attributes are various other pieces of information that are attached to a segment value

One of the attributes for PTAEAO chart strings is start and end dates. An award can't be spent prior to the award start date or after the award end date.

Another attribute is used to permit the use of only certain expenditure types allowed by the grant proposal with the Project-Task-Award combination. For example if travel is not allowed by the grant proposal, travel expenditure types cannot be used.

OGA – Validation Engine



- Mandates valid PTAE0 string combinations
- Restricts upload of invalid combinations
- Results in failed transaction entries if combinations are invalid

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The OGA validation engine is an internal system tool that exists to help with the accuracy of entering and posting transactions

When a transaction enters the OGA system, the PTAE0 chart string is compared to a set of rules.

If the combination is incorrect, the rules stop the transaction from entering into OGA.

These rules cannot detect the use of a valid but incorrect segment value, such as using an allowed but incorrect expenditure type.

Need to Know More about PTAEOs?



- <http://www.dartmouth.edu/~osp/resources/financialservices/OGAfaqpage>
 - FAQs
 - Online Tutorial: *Understanding PTAEO*
- PTAEO and Chart String Lookup Tool
 - Access in Institutional Reporting and Analysis Tool (IRA)
 - <http://www.dartmouth.edu/~control/systemaccess-tools/restrictedaccess>
- Fiscal Offices/Department Management:
 - Who manages the grant?
 - What are the project start and end dates?
 - What expenditure types are allowed?
 - How long will the PTAEO strings be valid?

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There are many resources available to assist you with OGA and the PTAEO chart strings.

On the OGA website you will find answers to frequently asked questions and an on-line tutorial

Reports and the PTAEO chart string lookup tool can be found in the IRA reporting tool.

Your best resources for information about a particular grant are grant managers, the Office of Sponsored Projects, and fiscal officers.

How to get access to Oracle systems.



- 1. Have Your Fiscal Officer Submit a Security Access Form**
Speak with the fiscal officer for your school/division to discuss which systems you need to access. Your fiscal officer must complete a security form that specifies your responsibilities and other information. The security access form is available on the Forms page of the Controller's Office website.
- 2. Submit Your Confidentiality Agreement**
You must complete the confidentiality agreement to be granted access to the systems. The confidentiality agreement is on the Forms page of the Controller's Office website.
- 3. Request a Username**
Send an e-mail to Oracle.Processing@dartmouth.edu to request a username. Guidelines for selecting a username will be sent to you.
- 4. Attend Required Training**
Sign up for training on the Training page of the Controller's Office website. See Additional Training on the previous slide.

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This concludes Session 2 – PTAE0 chart strings.

Now that you have successfully completed this class, Sessions 1 and 2, you must complete the following next steps in order to have access to the general ledger and other Oracle systems.

Your fiscal officer must approve your access, you must sign a confidentiality agreement and request a user name, and sign up for additional training if you want to use the eProcurement system to create requisitions and purchase orders or use the IRA reporting tool to run reports.