Welcome to the OASIS Online Tutorial:

Understanding PTAEO

Office of Sponsored Projects
Before You Begin. . .

- Write down one question that you hope to have answered at the conclusion of this online training.

- If you do not find the answer during this module or the modules that follow. . .
  - **Before July 1, 2007:**
    - Send question to OASIS project team: Email OASIS@dartmouth.edu.
    - Look for a response on OASIS website.
  - **From July 16, 2007 to Sept. 1, 2007:**
    - For questions related to PTAE0 or Grants, Email OASIS GRANTS@dartmouth.edu
Identify the benefits of implementing Oracle Grants Accounting (OGA) in the Office of Sponsored Projects.

Describe PTAEO strings in terms of:
- Overall structure
- Impact to your work practices

Name the five segments of a PTAEO string and describe the information contained in each segment.

Explain the purpose and basic functionality of the PTAEO and Chart Strings Lookup Tool.
What is OGA?

Oracle Grants Accounting (OGA)

Application implemented in tandem with Oracle General Ledger (GL)

Supports unique needs of sponsored research accounting—tracking, billing, reporting

Will be maintained by Office of Sponsored Projects (OSP)

Uses its own unique multi-segment chart string called PTAEO
Why Implement OGA?

- Single system of record for reporting and maintaining project/award financial data
- Data captured and tracked on a project year basis
- Flexible options for monitoring and controlling expenditures
- More specific rollup and drill down analysis of data for each sponsored project
- Improved reporting and compliance capabilities
Chart Strings or PTAEO?

Non-Grant Financial Needs
Oracle General Ledger (GL)

Grant Financial Needs
Oracle Grants Accounting (OGA)

Chart Strings
PTAEO Strings
What is PTAEO?

A unique chart string (replacing FAS-5 accounts) that is used to:

- Record sponsored-project financial transactions
- Specify details about transactions
- Report on transactions
- Allocate sponsored budgets
- Compare budget to actual expenditures
Impact of PTAEO Strings

What kinds of activities or transactions will be affected?

- Any activity or transaction that currently includes a FAS-5 account
- Payroll Authorizations
- Purchase Requisitions
- P-Card Transactions
- Journal Entries
Who Will Use PTAEO?

All Financial Systems
- AP, AR, LD
- Cashiering, Procurement

OSP

Project Personnel procuring goods & services

Service & Recharge Centers

Grant Managers

Central Administration
- Central Fiscal Offices
PTAEO Strings

<table>
<thead>
<tr>
<th>P</th>
<th>T</th>
<th>A</th>
<th>E</th>
<th>O</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>Task</td>
<td>Award</td>
<td>Expenditure type</td>
<td>Org</td>
</tr>
</tbody>
</table>

- XXXXXX • XXXX • XXXXXX • XXXX • XXX

- 5 segments separated by periods make a PTAEO string
- Total of 24 digits in a PTAEO string
- Each segment represents a different piece of information
- Every transaction must have a complete PTAEO string
- One PTAEO string represents total information about a particular transaction, including project and sponsor information
- No complex hierarchies or range values, except for Org
- New strings assigned when award is set up
What Does a PTAEO String Tell Us?

Critical Combination

- **P** Project
  - Indicates the work being done

- **T** Task
  - Provides a mechanism for organizing expenditures within a project

- **A** Award
  - Describes the money paying for the work being done

- **E** Expenditure type
  - Is equivalent to Natural Class “expense” values

- **O** Org
  - Is the same as GL Org value

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- **Every Project must:**
  - Have at least one Task
  - Be funded by at least one Award
Take out a piece of paper and answer the following questions:

1. What are two benefits that will be realized from OGA and PTAE0?
2. What are two types of transactions that will be impacted by PTAE0 strings?
3. What are the five segments in a Dartmouth College PTAE0 string?
4. How many total digits in a Dartmouth College PTAE0 string?

The following slide contains the answers and slide numbers where the answers to these questions can be found.

Note: You can use the Up Arrow (↑) to go back through the slides if you get stuck on a question.
<table>
<thead>
<tr>
<th>Question</th>
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| What are two benefits that will be realized from OGA and PTAEO?         | 9 Single system of record for reporting and maintaining project/award financial data  
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9 Purchase Requisitions  
9 Payroll Authorizations  
9 P-Card Transactions  
9 Journal Entries |
| What are the five segments in a Dartmouth College PTAEO string?          | 9 Project  
9 Task  
9 Award  
9 Expenditure Type (Natural Class)  
9 Org (Organization) |
| How many total digits in a Dartmouth College PTAEO string?               | 24 |
Communication Between GL and OGA

OGA (A Subledger) feeds data to GL

PTAEO strings automatically link to appropriate GL chart strings
Segment Values: Project

- 6 Digits
- All projects fall within 500000-589999 range
- Examples of projects:
  - Insulin Regulation
  - Bioinformatics
  - Mascoma Clinic
Segment Values: Task

- 4 digits
- Mechanism for organizing expenditures within a project
- Each project must have at least one task
- Projects funded by more than one award will have more than one task
- Task is a PTAEO segment with ranges

Current task ranges:
- 5000-5999—funded by an external sponsor
- 6000-6999—funded by internal cost share
Segment Values: Award

- 6 digits
- An initial alpha character identifies a billing mechanism to allow efficient processing of sponsor invoices by award range:
  - L - Letter of credit
  - B - Billed monthly and quarterly
  - P - Payment/Installment Schedule
  - C - Cost Share
Tasks that begin with a “5” are funded by an external sponsor.

501381.5000.L00475.7571A.844

AND... are always linked with an Award that begins with one of these three specific alpha characters indicating how it is billed:

B (Billed monthly or quarterly)
L (Letter of Credit)
P (Payment/Installment Schedule)
Tasks that begin with a “6” are funded by internal cost share.

500682.6000.C00523.7571A.842

AND . . . are always linked with an Award that begins with a C to indicate Cost Share billing.
Learning Challenge

- Take out a piece of paper and write down the answer to the following question: Which of the following PTAEO strings is incorrect and why?
  1. 506148.6000.P00275.7571A.842
  2. 507235.5000.B00523.7432A.230
  3. 500781.5000.L00475.7570A.310
  4. 501279.6000.C00439.7326A.268
  5. 500942.5000.P00326.7628A.100

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Check Your Learning

1. 506148.6000.P00275.7571A.842
2. 507235.5000.B00523.7432A.230
3. 500781.5000.L00475.7570A.310
4. 501279.6000.C00439.7326A.268
5. 500942.5000.P00326.7628A.100

Of the examples given, #1 is incorrect because Tasks that begin with a “6” are funded by an internal cost share and are always linked with an Award that begins with a C to indicate Cost Share billing. The rest of the examples are Tasks paired with the correct alpha-character Award.

Slides 16 & 17
PTAEO allows several types of relationships among Projects, Tasks, and Awards.

**Single Project funded by a Single Award**

- Project 500001
- Task 5000
- Award L12345

**Single Project funded by Multiple Awards**

- Project 500001
- Task 5000
- Award L12345
- Task 6000
- Award C12345

The nature of the relationship between Project-Task-Award is explicitly defined when the PTAEO is set up.
Multiple Projects funded by a Single Award

- Project 500001
  - Task 5000
- Project 500002
  - Task 5000
- Project 500003
  - Task 5000

Award L12345

Multiple Projects funded by Multiple Awards

- Project 500001
  - Task 5000
  - Task 6000
- Project 500002
  - Task 5000
  - Task 6000
- Award C12345
  - Task 6000
  - Task 5000
  - Task 6000
Stop and Think

What types of funding do your sponsored projects have?

Contact your Department/Division Fiscal Officer if you have questions.
A Word About Attributes

- An Attribute is a piece of information connected to a segment (in the application) that:
  - Describes specific requirements related to an award
  - Allows or prevents a transaction from taking place
  - Facilitates the reporting of grant financial information

- Project, Task, Award segments all have Attributes

- Key Attributes for transacting include:
  - Project, Task, and Award Start and End Dates
  - Project and Award Status
  - Allowability Schedule (Will grant status allow transactions?)
  - Transaction Controls
Segment Values: Expenditure Type

- 5 digits
- Values for PTAEQ Expenditure Types are a subset of the GL Expense Natural Class segment list (contains 4 digits)
- An Alpha character at the end of the four digits provides flexibility when greater detail is needed in OGA, for example, with subcontractor payments
- Examples:
  - 7471A SUPPL LAB Chemical Gases
  - 8111A TRAVEL FOREIGN Air
Segment Values: Org

- 3 digits
- Values in this segment are identical to the Org values in GL
- Some Oracle modules, such as Accounts Payable, Labor Distribution, Procurement, accept the name in place of the Org numerical value
# Number Ranges for Orgs

<table>
<thead>
<tr>
<th>Org</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trustees of Dartmouth College</td>
<td>001-003</td>
</tr>
<tr>
<td>Dartmouth Medical School</td>
<td>050-249</td>
</tr>
<tr>
<td>Dean of College</td>
<td>250-399</td>
</tr>
<tr>
<td>Dean of Faculty</td>
<td>400-499</td>
</tr>
<tr>
<td>Finance and Administration</td>
<td>500-599</td>
</tr>
<tr>
<td>Provost</td>
<td>600-749</td>
</tr>
<tr>
<td>Office of the President</td>
<td>750-759</td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>760-779</td>
</tr>
<tr>
<td>Development</td>
<td>780-829</td>
</tr>
<tr>
<td>Public Affairs</td>
<td>830-839</td>
</tr>
<tr>
<td>Thayer School of Engineering</td>
<td>840-859</td>
</tr>
<tr>
<td>Tuck School of Business</td>
<td>860-909</td>
</tr>
</tbody>
</table>

**Stop and Think**

What Division are you in and what is the number range for your Org?

Contact your Department/Division Fiscal Officer if you have questions.
Sample PTAEO String

501381.5000.L00475.7571A.842

Sample Project in Thayer

Note: The L in the Award segment that tells us this project is billed using a Letter of Credit.

Note: The A at the end of the Expenditure Type segment value is providing flexibility because greater detail is needed.
Sample PTAEO String

Sample Project in Arts & Sciences

Note: The B in the Award segment that tells us this project is billed Monthly and quarterly.

Note: The A at the end of the Expenditure Type segment value is providing flexibility because greater detail is needed.
OGA’s Validation Engine

- OGA is a validation engine that:
  - Mandates valid PTACO string combinations
  - Restricts upload of invalid combinations
  - Results in failed transaction entries if combinations are invalid

- Error messages let the user know what has caused the transaction entry to fail.
Common OGA Validation Rules

- **Valid** Project-Task-Award combination
- **Valid** Expenditure Type for Project, Task or Award
- Transaction date **must** fall between the start and end dates of the Project, Task, or Award
- Project status **must** allow transactions
- Award status **must** allow transactions
The PTAEO & Chart String Lookup Tool

What the tool can do for PTAEO users…

- Locate PTAEO strings based on 6-digit FAS account numbers
- Provide descriptions for the PTA and O segments
- Allow access via the web
- Provide search-by-name capability
Learning Challenge

- Take out a piece of paper and answer the following questions:
  1. Which segments of the PTAEO contain an Alpha character?
  2. What Alpha character(s) are used in these segments?
  3. What are the five common validation rules that will cause transactions to fail?
  4. A piece of information connected to a segment (in the application) that describes specific requirements related to the segment is called ________________________.
  5. What three segments must be used in combination?
  6. What are two purposes for OGA’s Validation Engine?

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<tr>
<td>1. Which segments of the PTAE0 contain an Alpha character? Slides 17, 26</td>
<td>Award, Expenditure Type</td>
</tr>
<tr>
<td>2. What Alpha character(s) are used in these segments? Slides 17, 26</td>
<td>Award—L, P, B, C Expenditure—A</td>
</tr>
<tr>
<td>3. What are the five common validation rules that will cause transactions to fail? Slides 15, 16, 17</td>
<td>✓ Valid Project-Task-Award combination ✓ Valid Expenditure Type for Project, Task or Award ✓ Transaction date must fall between the start and end dates of the Project, Task, or Award ✓ Project status must allow transactions ✓ Award status must allow transactions</td>
</tr>
<tr>
<td>4. A piece of information connected to a segment (in the application) that describes specific requirements related to the segment is called _________________. Slide 25</td>
<td>An Attribute</td>
</tr>
<tr>
<td>5. What three segments must be used in combination? Slides 11, 20</td>
<td>Project-Task-Award</td>
</tr>
<tr>
<td>6. What are two purposes for OGA’s Validation Engine? Slide 31</td>
<td>✓ Mandates valid PTAE0 string combinations ✓ Restricts upload of invalid combinations ✓ Results in failed transaction entries if combinations are invalid</td>
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Need More Info about PTAEO?

- [http://www.dartmouth.edu/~oasis/learning/](http://www.dartmouth.edu/~oasis/learning/)
  - Online tutorial: Understanding PTAEO
  - FAQs

- PTAEO and Chart String Lookup Tool

- Fiscal Offices/Department Management:
  - Who’s managing the grant?
  - What are the project start and end dates?
  - What PTAEO strings do I use?
  - How long will the PTAEO strings be valid?
Congratulations!
You have completed the Understanding PTAEO on-line tutorial.
You can return at any time to refresh your knowledge about PTAEO strings.
Good Luck!
OASIS

Optimum Accounting Strategy and Information Systems