

The logo for OASIS, featuring the word "OASIS" in a light green, sans-serif font inside a light green circle.

Welcome to the OASIS Online Tutorial:

Understanding PTAE0

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 PTAE0 strings in terms of:
 - Overall structure
 - Impact to your work practices
- Name the five segments of a PTAE0 string and describe the information contained in each segment.
- Explain the purpose and basic functionality of the PTAE0 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 PTAE0

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 PTAEEO?

Non-Grant Financial Needs

Oracle
General
Ledger (GL)



Chart Strings

Grant Financial Needs

Oracle
Grants
Accounting (OGA)



PTAEEO Strings

What is PTAEEO?

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

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



*Same
impacts
as GL
chart
strings*

Who Will Use PTAEO?

All Financial Systems



AP, AR, LD
Cashiering, Procurement

OSP



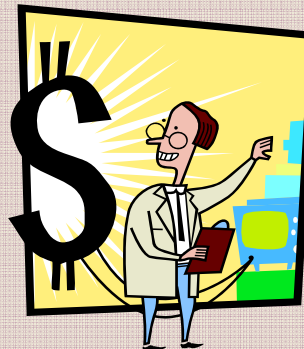
Project Personnel
procuring goods &
services



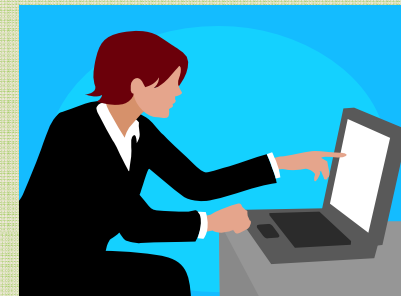
Service & Recharge
Centers



Grant Managers

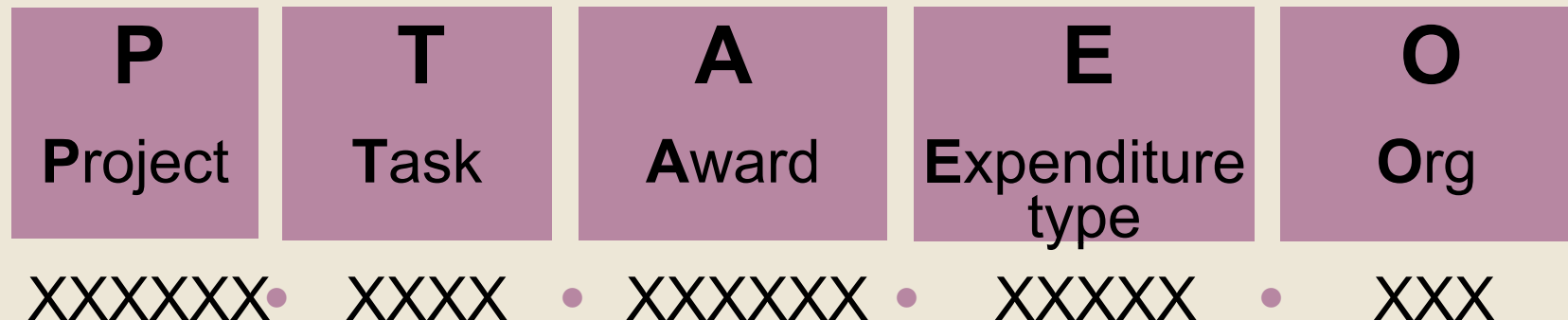


Central Administration



Central Fiscal Offices

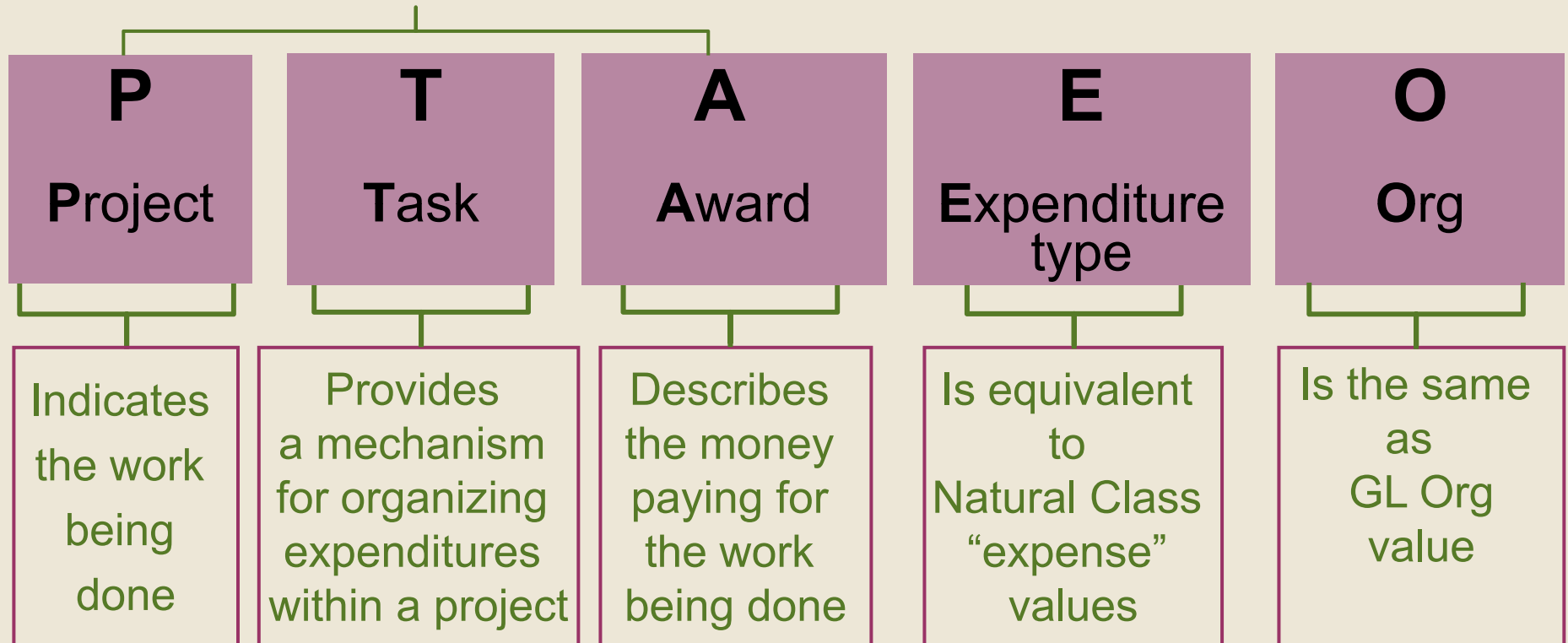
PTAEO Strings



- 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 PTAEEO String Tell Us?

Critical Combination



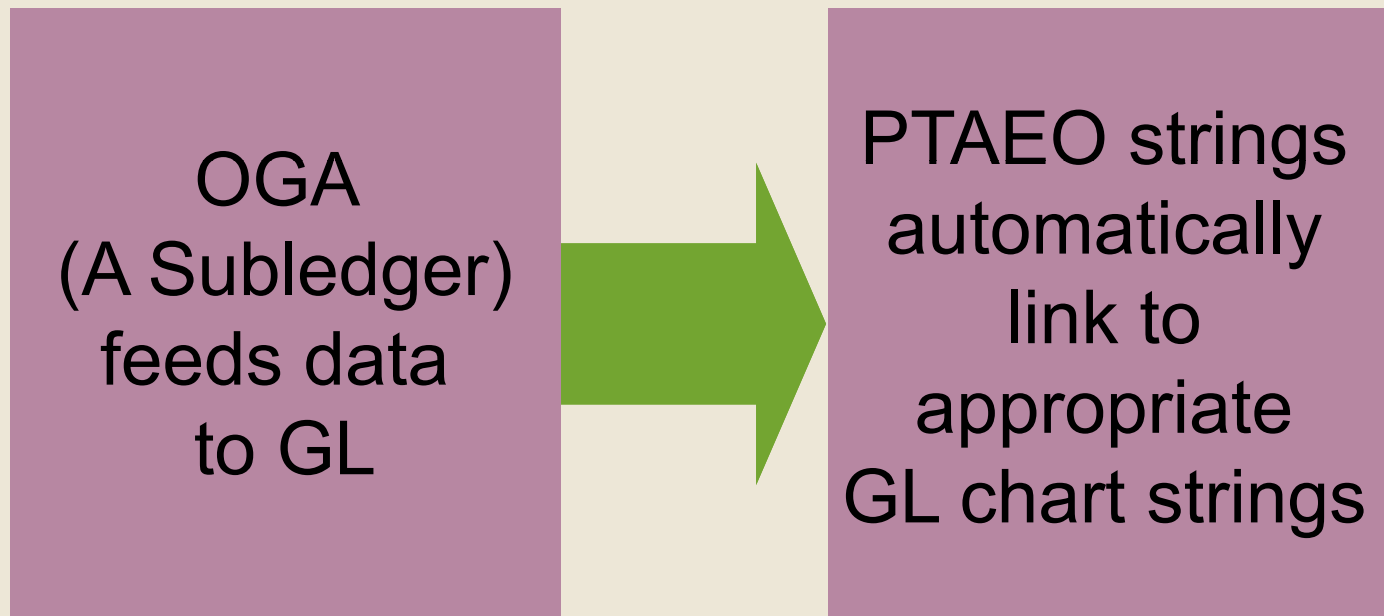
- Every Project must:
 - Have at least one Task
 - Be funded by at least one Award

- 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.

Check Your Learning

<p>What are two benefits that will be realized from OGA and PTAE0? Slide 5</p>	<ul style="list-style-type: none"> ✓ 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 expenses ✓ More specific rollup and drill down analysis of data for each sponsored project ✓ Improved reporting and compliance capabilities
<p>What are two types of transactions that will be impacted by PTAE0 strings? Slide 8</p>	<ul style="list-style-type: none"> ✓ Any transaction that currently includes a FAS-5 account ✓ Purchase Requisitions ✓ Payroll Authorizations ✓ P-Card Transactions ✓ Journal Entries
<p>What are the five segments in a Dartmouth College PTAE0 string? Slide 10</p>	<ul style="list-style-type: none"> ✓ Project ✓ Task ✓ Award ✓ Expenditure Type (Natural Class) ✓ Org (Organization)
<p>How many total digits in a Dartmouth College PTAE0 string? Slide 10</p>	<p>24</p>

Communication Between GL and OGA

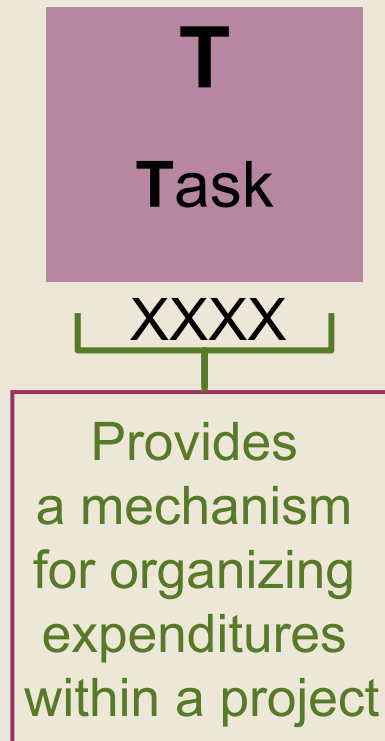


P**Project**

XXXXXX

Indicates
the work
being
done

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



- 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 PTAE0 segment with ranges
- Current task ranges:
 - 5000-5999—funded by an external sponsor
 - 6000-6999—funded by internal cost share

A**Award**

XXXXXX

Describes
the money
paying for
the work
being done

- 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)

Task-Award Relationship Clues

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.

- Take out a piece of paper and write down the answer to the following question: Which of the following PTAE0 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
- 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.

Check Your Learning

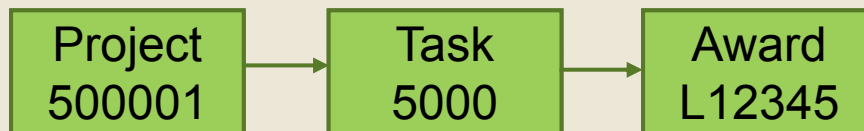
- ~~1. 506148.6000.P00275.7571A.842~~
2. 507235.5000.B00523.7432A.230
3. 500781.5000.L00475.7570A.310
4. 501279.6000.C00439.7326A.268
5. 500942.5000.P00326. 7628A.100

- 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.

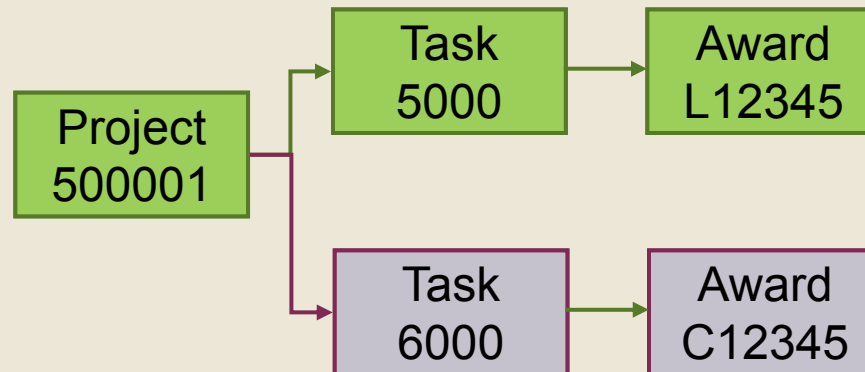
Slides 16 & 17

PTAEO allows several types of relationships among Projects, Tasks, and Awards.

Single Project funded by a Single Award

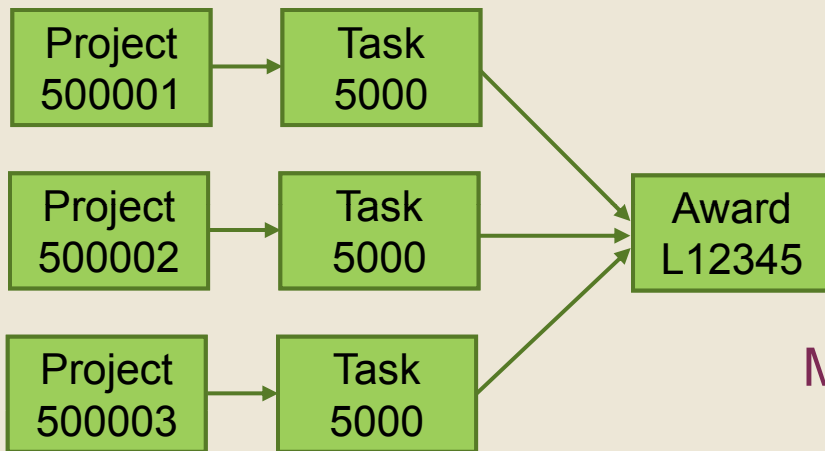


Single Project funded by Multiple Awards

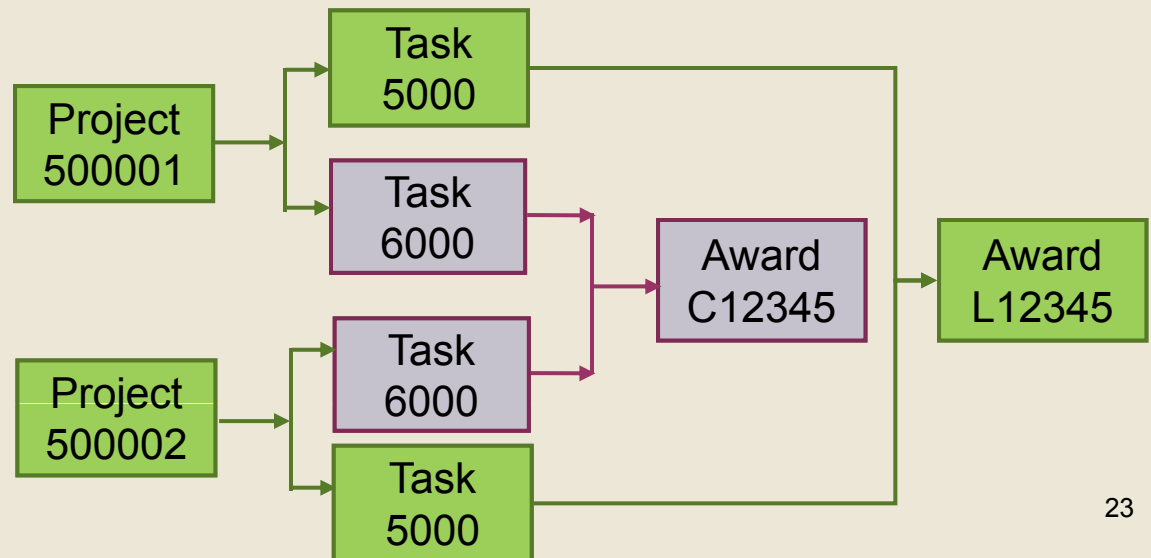



The nature of the relationship between Project-Task-Award is explicitly defined when the PTAEO is set up.

Multiple Projects funded by a Single Award



Multiple Projects funded by Multiple Awards



A large, light green thought bubble with a dark green outline, containing the text "What types of funding do your sponsored projects have?".

**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

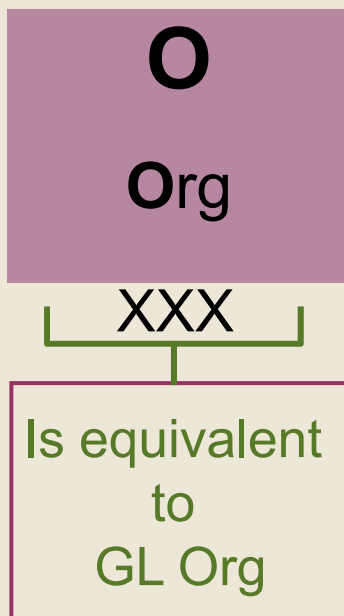
E**Expenditure
type**

XXXXX

Is equivalent
to
Natural Class
“expense”
values

- 5 digits
- Values for PTAE0 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

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

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

Project
Smart
Laser Beams

5000

Task
External
Funding

L00475

Award
Smart
Laser Beams

7571A

**Expenditure
Type**
CAP EQUIP
Scientific

842

Org
Mechanical
Thayer

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 PTAE0 String

500681

Project
From Cells
to Solids

5000

Task
External
Funding

B00051

Award
From Cells
to Solids

6012A

**Expenditure
Type**
FAC REG
Tenure

472

Org
Physics &
Astronomy

500681.5000.B00051.6012A.472

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 PTAE0 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.

- ✓ 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 PTAE0 & Chart String Lookup Tool



What the tool can do for PTAE0 users...

Locate PTAE0 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

- Take out a piece of paper and answer the following questions:
 1. Which segments of the PTAE0 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?
- 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.

Check Your Learning

<p>1. Which segments of the PTAE0 contain an Alpha character? Slides 17, 26</p>	<p>Award, Expenditure Type</p>
<p>2. What Alpha character(s) are used in these segments? Slides 17, 26</p>	<p>Award—L, P, B, C Expenditure—A</p>
<p>3. What are the five common validation rules that will cause transactions to fail? Slides 15, 16, 17</p>	<ul style="list-style-type: none"> ✓ <u>Valid</u> Project-Task-Award combination ✓ <u>Valid</u> Expenditure Type for Project, Task or Award ✓ Transaction date <u>must</u> fall between the start and end dates of the Project, Task, or Award ✓ Project status <u>must</u> allow transactions ✓ Award status <u>must</u> allow transactions
<p>4. A piece of information connected to a segment (in the application) that describes specific requirements related to the segment is called _____ . Slide 25</p>	<p>An Attribute</p>
<p>5. What three segments must be used in combination? Slides 11, 20</p>	<p>Project-Task-Award</p>
<p>6. What are two purposes for OGA's Validation Engine? Slide 31</p>	<ul style="list-style-type: none"> ✓ Mandates valid PTAE0 string combinations ✓ Restricts upload of invalid combinations ✓ Results in failed transaction entries if combinations are invalid

- <http://www.dartmouth.edu/~oasis/learning/>
 - Online tutorial: Understanding PTAEEO
 - FAQs
- PTAEEO and Chart String Lookup Tool
- Fiscal Offices/Department Management:
 - Who's managing the grant?
 - What are the project start and end dates?
 - What PTAEEO strings do I use?
 - How long will the PTAEEO 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!



*PTAEO
Strings
Scholar*

OASIS

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Optimum Accounting
Strategy and
Information Systems