



## Description

The Account Validation Tool (AVT) allows users to bulk upload an Excel file for account validation or type one account at a time for single account validation. This tool validates against the Cross Validation Rules setup in Oracle and will allow the user to see the validation or error within their account string. AVT is available to all faculty and staff and is located at <https://webapps.ohio.edu/avt/>. AVT is not compatible with Internet Explorer.

## Account Validation

### Single Account Validation

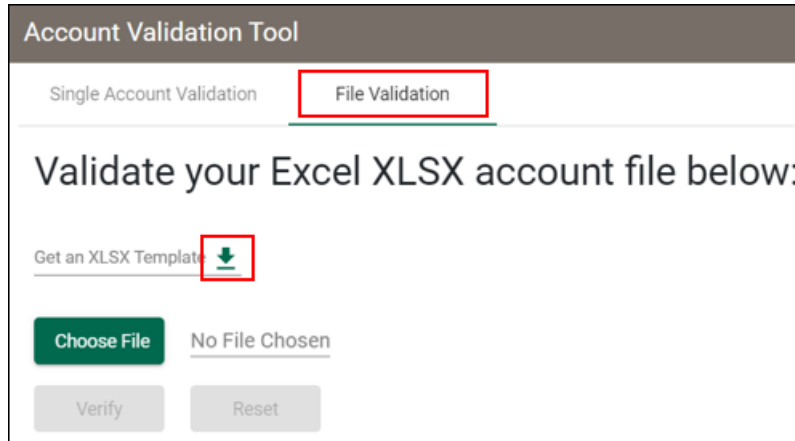
1. Click on the **Single Account Validation** tab. Enter the correctly formatted **account**. Optionally select an **effective date** to validate against the start & end date of the account (if left blank, validation will be completed using the current date).

2. Click the **Verify** button (or press the **Enter** key) to see the validation results. If the account is invalid, an error message will indicate the problem. Otherwise, the message indicates a valid account.

# Account Validation Tool (AVT)

## Mass Account Validation

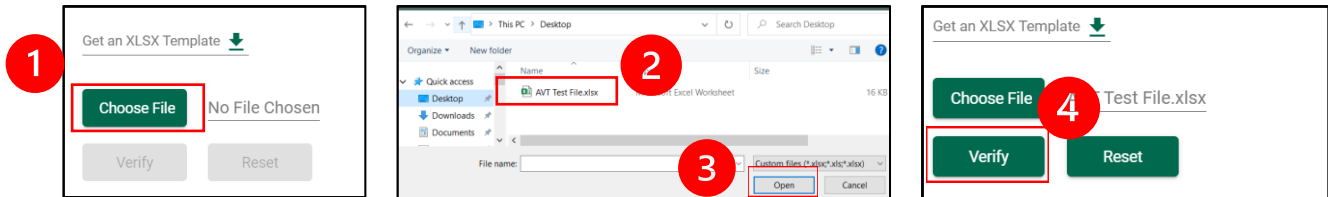
1. Click on the **File Validation** tab. Download the Excel file template by clicking on the **down arrow icon**.



2. **Enter the accounts** on the downloaded Excel file then save it. Each row must contain a full GL or Grant account.
  - Populate **Entity, Source, Organization, Activity, Function, and Object** columns for GL accounts
  - Populate **Object, Project, Task, and Award** for Grant accounts

ENTITY	SOURCE	ORGANIZATION	ACTIVITY	FUNCTION	OBJECT	PROJECT	TASK	AWARD
10	100000	590160	0000	80	713180			
10	100000	590160	0000	80	101022			
					713180	11114	10	1119819
					101022	11114	20	1119818

3. Upload the saved file by clicking on the **Choose File** button, selecting the file you saved, and clicking the **Verify** button.



4. The new validated file is generated and saved to the Downloads folder:

ENTITY	SOURCE	ORGANIZATION	ACTIVITY	FUNCTION	OBJECT	PROJECT	TASK	AWARD	DATE	VALID	MESSAGE
10	100000	590160	0000	80	713180					TRUE	Valid GL Account
10	100000	590160	0000	80	101022					FALSE	INVALID GL ACCT: Error: CV-005: Only function code '00' can be used with non expense type object codes. Please use function code '00' or choose an expense object code.
					713180	11114	10	1119819		FALSE	INVALID PTA ACCT: Error: Y: PA Validation Failed: Expenditure Type Inactive
										FALSE	INVALID PTA ACCT: Error: Y: PA Validation Failed: Expenditure Type Inactive: Invalid AWARD Number (GA): Award Status must be ACTIVE or AT RISK to process transactions (CAA): The award does not fund the selected project/task (CAF): INVALID_AWARD_SCHEDULE:
					101022	11114	20	1119818		FALSE	INVALID_EXP_TYPE: Invalid expenditure item date or status to process transaction (COCA).

## Need Assistance?

For assistance with accounts or validation error messages, please contact your CFAO or their delegate(s). For all other questions, please contact Finance Customer Care at [financecustomer@ohio.edu](mailto:financecustomer@ohio.edu).