

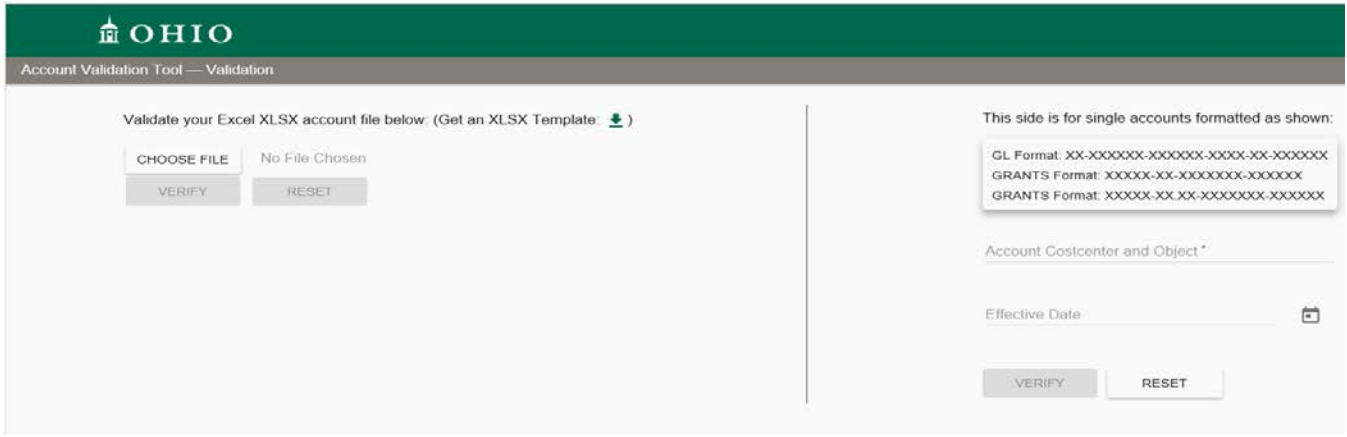


## Account Validation Tool Overview

The new Account Validation Tool (AVT) allows users to bulk upload an Excel document for account verification or type one account at a time for 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.

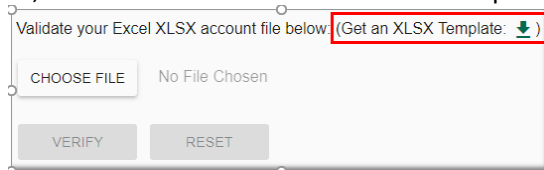
<https://webapps.ohio.edu/avt/>

**Supported Browsers: Google Chrome, Mozilla Firefox**



## Mass Excel Account Validation

1. To use the mass account validation, the user must first download the template.



2. Once file is downloaded, user must type or paste accounts accordingly. In order for validation to work, the Object Code must be included.

ENTITY	SOURCE	ORGANIZA	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. Save Excel, select Choose File in AVT screen, select Excel file, and then click Verify.



4. A new document will generate and download to user's download folder. This contains the verification and message. For assistance with the messages, please first contact your planning unit's financial representative.

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 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):
					101022	11114	20	1119818		FALSE	INVALID_EXP_TYPE: Invalid expenditure item date or status to process transaction (COCA).



## Single Account Validation

1. User must type in account number according to grid and must include Object Code. User may optionally select an effective date if looking for an effective dated code combination in the past or future.

This side is for single accounts formatted as shown:

GL Format: XX-XXXXXX-XXXXXX-XXXX-XX-XXXXXX  
 GRANTS Format: XXXXX-XX-XXXXXXXX-XXXXXX  
 GRANTS Format: XXXXX-XX.XX-XXXXXXXX-XXXXXX

Account Costcenter and Object \* **Sample GL Account**  
 10-100000-590160-0000-80-713180

Effective Date

VERIFY RESET

This side is for single accounts formatted as shown:

GL Format: XX-XXXXXX-XXXXXX-XXXX-XX-XXXXXX  
 GRANTS Format: XXXXX-XX-XXXXXXXX-XXXXXX  
 GRANTS Format: XXXXX-XX.XX-XXXXXXXX-XXXXXX

Account Costcenter and Object \* **Sample Grant Account**  
 11114-10-1119819-713180

Effective Date

VERIFY RESET

2. Click Verify. Account will validate with "Valid Account" or will let user know exactly what the error is.

Account Costcenter and Object \*  
 10-100000-590160-0000-80-713180

Effective Date

VERIFY RESET

Valid GL Account

Account Costcenter and Object \*  
 11114-10-1119819-713180

Effective Date

VERIFY RESET

INVALID PTA ACCT: Error: Y: PA Validation Failed: Expenditure Type Inactive

## Need Assistance?

For assistance with accounts, please contact your CFAO or their delegate(s). For all other questions, please contact Finance Customer Care at 740.597.6446 or [financecustomer@ohio.edu](mailto:financecustomer@ohio.edu).