PTAEO to COA Converter – Single PTAEO Conversion

Overview

This guide reviews the steps for using the PTAEO to COA converter tool to convert one PTAEO string to the Workday Chart of Accounts (COA) structure. This tool provides an easy to use, secure, standard method for validating and accessing Workday COA segment data. It is intended to be used by Business Operations, department business offices and Central Finance staff.

What You Need to Know

The PTAEO to COA Converter is a web-based service that converts a single PTAEO to the full Workday COA string. This service contains segment-only conversions and does not provide financial transaction or balance data. It can also be used for batch uploads of PTAEOs, and that process is not detailed in this guide. For instructions to process batch uploads of PTAEOs, see the **PTAEO to COA Converter – Batch File Upload** training guide.

Additional Information

1. The tool requires a valid Oracle PTAEO combination
2. The user should always enter the full PTAEO segment value, including leading zeros (i.e., if a project number is 0023781, enter 0023781 and not 23781).
3. New PTAEO combinations are added to the conversion tools weekly as they are used in Oracle financial systems. If you are looking for a PTAEO combination and do not see it in the mapping or conversion tools it means one of the following:
   - The PTAO/PTAEO was never used in Oracle or YBT, or has not been used during the conversion period.
   - It is new and has not been used yet. When it has been used, it will be brought into the mapping and conversion tools.

Access Finance – PTAEO to COA Converter

To Access Finance – PTAEO to COA Converter brio, use the following link:

www.yale.edu/coalocator
PTAEO to COA Converter – Single PTAEO Conversion

To Convert Data

1. Input the following PTAEO values:
   - Project – 7 characters
   - Task – 1 to 8 characters
   - Award – 6 characters
   - Expenditure Type – 6 characters
   - Organization – 6 characters
   - The query defaults to Bal. Segment 02

2. Click the Convert button:

   Missing or incomplete data will generate an error message:

3. Resubmit complete PTAEO string. Results will return as follows:
   - PTAEO descriptions will populate
   - COA Segment Values will convert as appropriate
   - Please note: Optional COA fields not relevant to the specific PTAEO will remain blank

4. Click the Reset button to input new PTAEO values for conversion.

NOTE: Please refer to the training guide: PTAEO to COA Converter – Batch File Upload for instructions how to convert a batch of PTAEOS.

For help contact: workday@yale.edu and include the title of this guide in the email message.

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Or visit the Yale Chart of Accounts website.