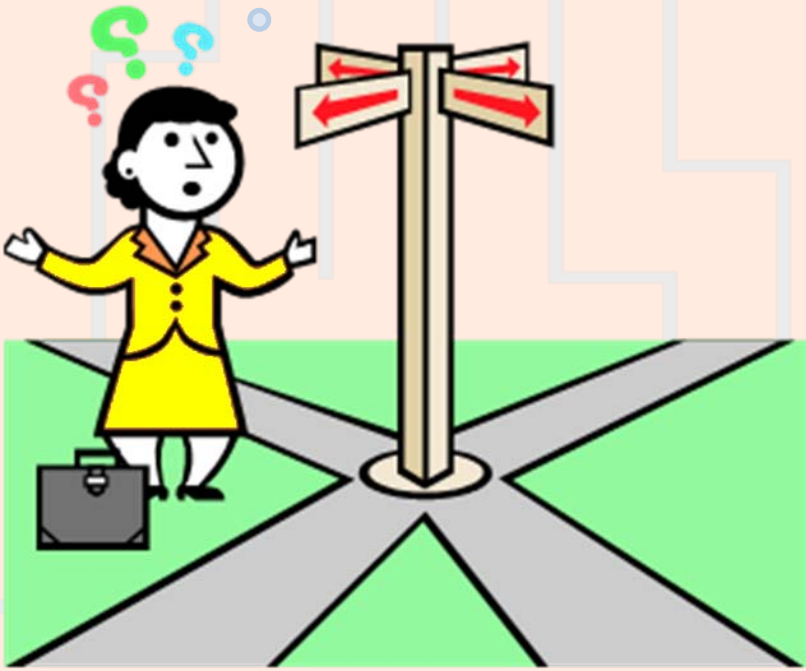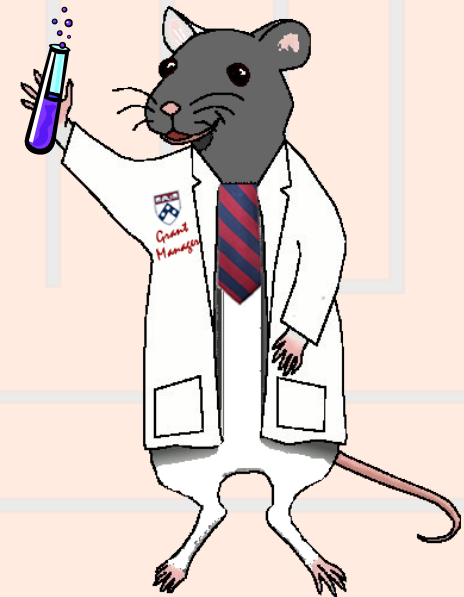# Accounts Scenario

To what accounts can costs for my projects be charged?

The following slides will present you with a few questions to help refine your not-very-specific question into a re-defined business question that can be matched to PennERA Proposal data for an answer!

Accounts Scenario – Step 1a
Re-defining Your Question

If your business question is not framed correctly (or completely), you will not be able to define your data query adequately. Here are some questions you should ask (and answer!) BEFORE attempting to write your query. Read them and consider what kinds of answers you might come up with. Besides asking/answering these questions, best practice is to check the cautions in the PennERA Proposal [table documentation](#) as well.

- What do you mean by "project"?
  - There is one proposal record for each funding cycle or project period of a sponsored project. Because a project may include one or more funding cycles, it may be tracked by one or more proposal records. Do you want information on just the latest proposal (funding cycle) for each project, or do you also want to include information on all of the proposals for projects that span funding cycles?
  - Are you interested only in proposals whose awarded project end date has not passed, or do you also want to include proposals for work that has recently ended (for example, proposals whose awarded project end date falls within the past 90 days)?

Accounts Scenario – Step 1b
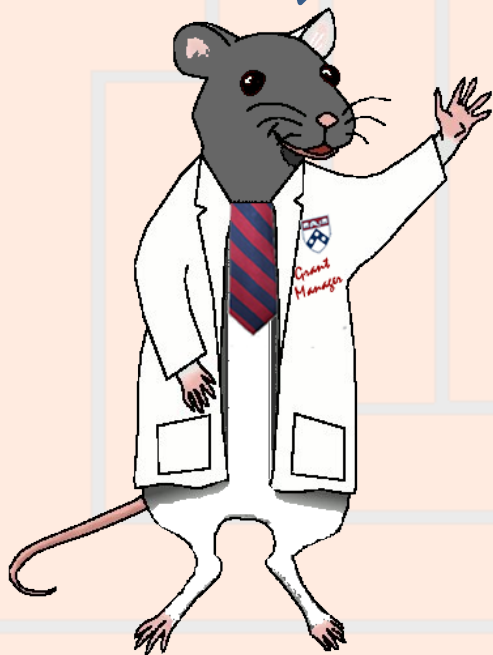# Re-defining Your Question

> What do you mean by "my" projects?

> Proposals that have a **PARTICULAR PERSON** listed as responsible for

>> the project as a whole (the PI)?

>> for one or more accounts (a co-investigator)?

>> the project and/or one or more accounts?

**For more details on how to choose the correct result objects for these, click [here](#).

If you want to see more explanation about which objects to choose, click on the links!

> Proposals that cite a **PARTICULAR SCHOOL/CENTER OR ORG**

>> as the one responsible for the proposal?

>> as the one responsible for one or more increments of funding?

>> as the one responsible for one or more of the fund codes assigned to the proposal?

>> in one or more of the General Ledger account numbers assigned to the proposal?

>> Some combination of the above?

**For more details on how to choose the correct result objects for these, click [here](#).
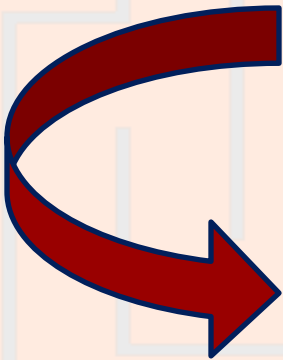
Accounts Scenario – Step 1c
Re-defining Your Question

More good questions to help further define your original question …

➢ Are you interested only in awarded funding, advance accounts, or both?

➢ Are you interested in accounts for fund codes that track costs covered by the sponsor, costs covered by cost sharing, or both?

➢ Do you want only accounts for fund codes that are currently enabled in the General Ledger, or all accounts associated with your proposals?

➢ What specific information do you want to display in your report?

Initial question: "To what accounts can costs for my projects be charged? "

Re-defined question: "I need a report on Dr. Amos B. Smith's proposals for current funding cycles—that is, proposals that name Dr. Smith (Penn ID 10023498) as the PI or as an account responsible investigator, and that have an awarded project end date that has not passed. I need the report to list only accounts with enabled fund codes that are used to track sponsor costs, and with awarded funding. The report should display the proposal's Institution No., the name of the sponsor, the project title, the awarded project end date, the names of the PI and the account responsible investigator, and the account's CNAC, ORG, fund code, project code, and CREF."

Accounts Scenario – Step 2

For result objects, you'll want objects from **Pennera Increment** and **Pennera Proposal** folders**.** Drag or double click the following objects to make them appear in the **Result Objects panel**:

➢ **Pennera Increment :** ❓
  - ➢ Institution No (INCR)
  - ➢ Sponsor Description (INCR+)
  - ➢ PI Name (INCR)
  - ➢ Account Resp Inv Name (INCR)
  - ➢ Award Cnac (INCR)
  - ➢ Award Org (INCR)
  - ➢ Award Fund (INCR)
  - ➢ Award Program (INCR)
  - ➢ Award Cref (INCR)

➢ **Pennera Proposal :** ❓
  - ➢ Project Title (PROP)
  - ➢ Awarded Project End (PROP)

> **WHY?** → Because a proposal can have multiple accounts, and each account is associated with one or more of the proposal's increments. **More…**

> **WHY?** → Because these 2 data elements store information on the proposal as a whole (rather than a period, request, or increment). Most such data elements are available only in the **Pennera Proposal** table. **More…**

> What in the world is an "**increment**" you ask?! An increment is that portion of a funding amount that is assigned to a specific General Ledger account.

5

Accounts Scenario – Step 3a

To restrict the query so that it retrieves only the proposals you want, use query filters. The order of the filters does not matter, as long as all of them are specified. However, list the filters on **Pennera Increment** objects last, to make it easier to specify the '**OR'** condition. To do this, set up the query filters as follows:

From the Pennera Proposal folder

➢ **Awarded Project End:** ❓
   - ➢ Drag **Awarded Project End (PROP)** to the **Query Filters** area.
   - ➢ Select "Greater than or Equal to" from the operators, and then select "Prompt."
   - ➢ Type "*Awarded Project End date falls on or after this date*:"

> **WHY? →** You want to check proposals that have not yet ended.

From the Support Objects folder / then Fund Codes INCR subfolder

➢ **Enabled:** ❓
   - ➢ Drag **Enabled** to the **Query Filters** area.
   - ➢ Select "Equal to" from the operators, and then select "Constant."
   - ➢ Type the letter "Y" in the empty field.

CASE SENSITIVE

> **WHY? →** If **Enabled** is "**Y**", the fund code may be used in BEN Financials transactions. If you want a list that includes only accounts to which you can charge expenses now, you want accounts with **enabled** funds, and you need a filter like this: *Enabled Equal to Y*. The enabled flag for the fund segment of a proposal's account (**Award Fund (INCR)**) is included under **Support Objects / Fund Codes INCR**.

Accounts Scenario – Step 3b

From the Pennera Increment folder:

➢ **Awarded Tot Spon Costs:** ❓ ⟶

> ➢ Drag **Awarded Tot Spon Costs (INCR)** to the **Query Filters** area.
>
> ➢ Select "Greater than" from the operators, and then type "0".

➢ **Increment Status:** ❓ ⟶

> ➢ Drag **Increment Status (INCR)** to the **Query Filters** area.
>
> ➢ Select "Equal to" from the operators, and then select "Value(s) from list".
>
> ➢ Double-click on "Awarded" in the **List of values** box

WHY? ⟶ This filter will have the query retrieve data for accounts used to track sponsor costs (rather than cost sharing)

WHY? ⟶ This filter will have the query retrieve data for accounts with awarded funding (rather than advance accounts).

CASE SENSITIVE

Case matters! If you specify **_awarded_** rather than **_Awarded_**, your query will return no data. To avoid typos, select **Awarded** from the list of values, rather than entering it by hand.
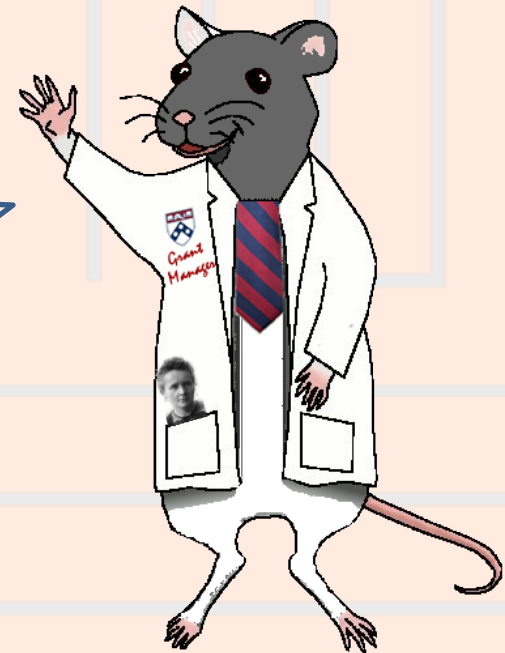
Accounts Scenario – Step 3c

From the Pennera Increment folder (cont'd):

- ➢ **PI Penn ID :** ❓
  - ➢ Drag **PI Penn ID (INCR)** to the **Query Filters** area.
  - ➢ Select "Equal to" from the operators, and then type "10023498".

- ➢ **Account Resp Investigator ID :** ❓
  - ➢ Drag **Account Resp Investigator ID (INCR)** to the **Query Filters** area.
  - ➢ Select "Equal to" from the operators, and then type "10023498".

> **WHY?** → These conditions connected by an '**OR**' will have the query retrieve data for accounts where Dr. Smith is the PI for the proposal, the investigator responsible for the account, or both.

> To view instructions and see a video snippet about how to connect these last 2 conditions with an '**OR**':
> How can I create complex conditions (now called 'Query Filters') by nesting or indenting them together, and using AND and OR?
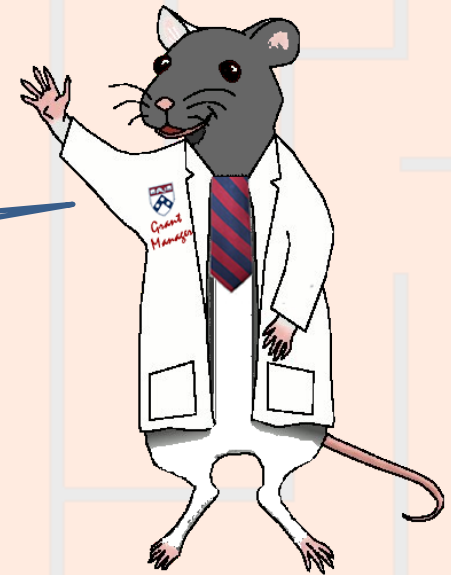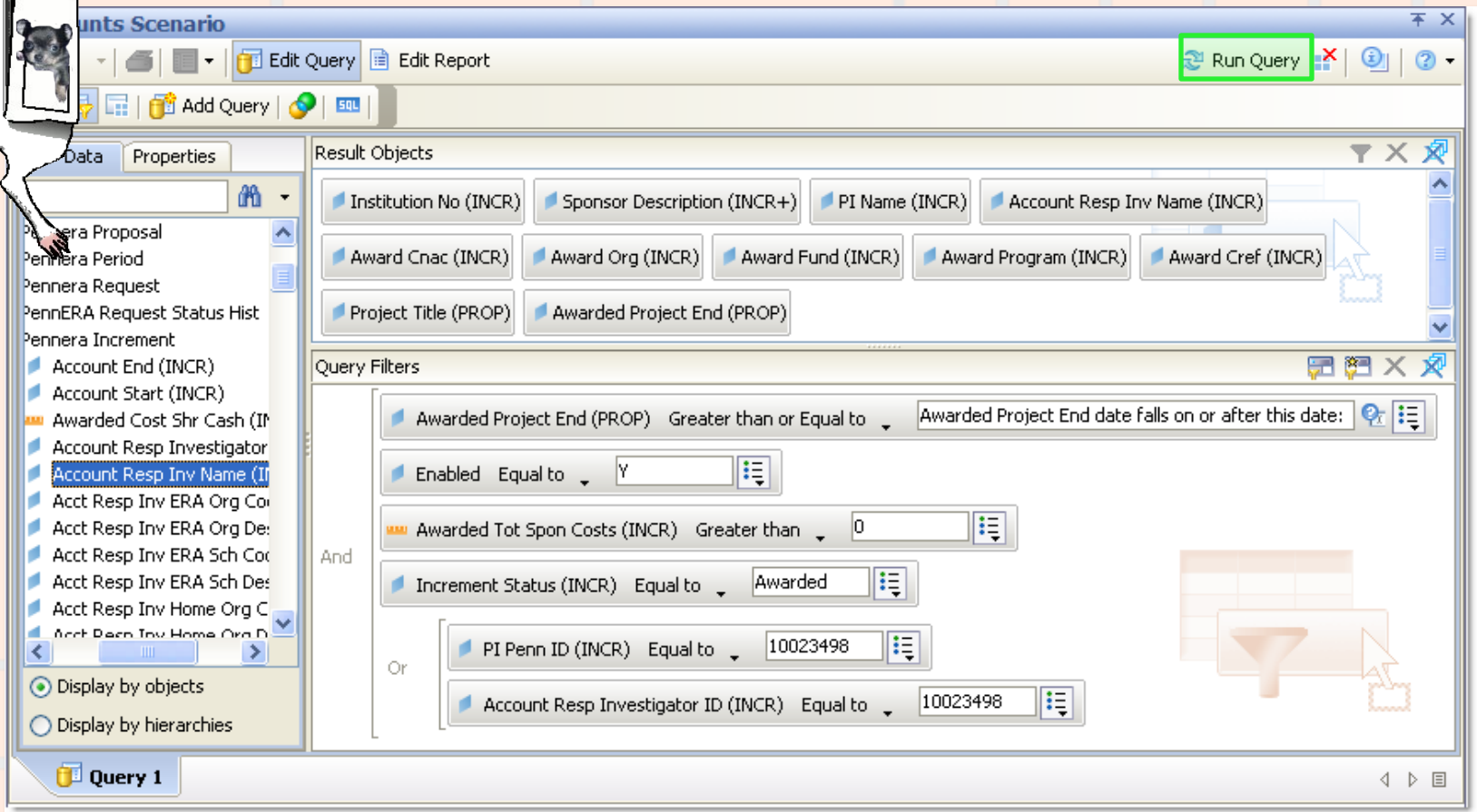
Hints and Tips

Note: Your report will run faster if you filter on an ID code (as in the examples above) rather than on a name or description (such as the **PI Name (PROP)**, **Proposal Resp Org Desc (PROP)**, or **Proposal Resp School Desc (PROP)**). If you do filter on a name or description, remember that the values are **case sensitive**.

Accounts Scenario – Step 4a

Your **Edit Query Panel** should now appear like this. Click **Run Query** to advance to the next slide.

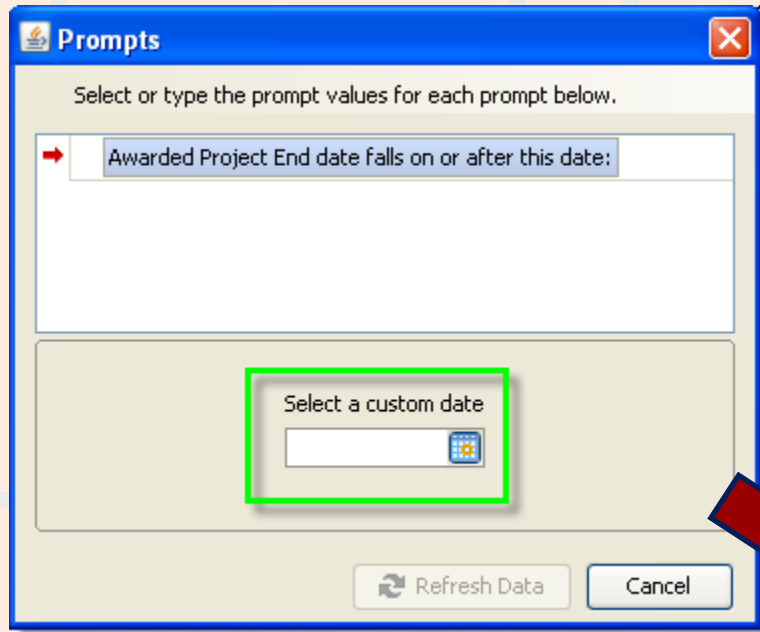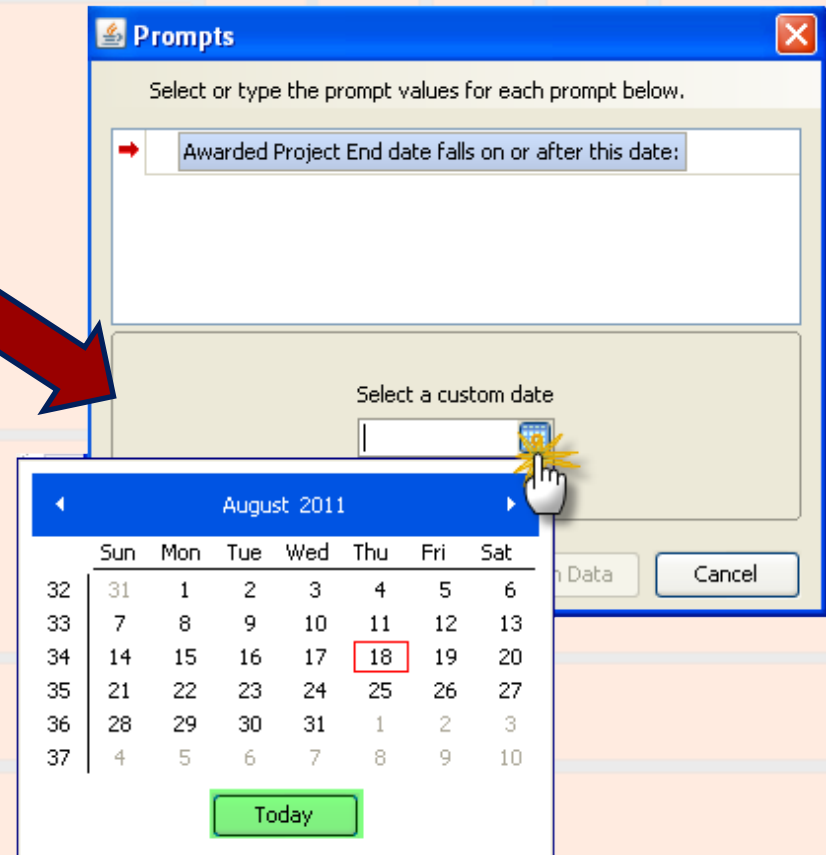# Accounts Scenario – Step 4b

You will be prompted to enter a date. Using the calendar widget insures that you have the correct date format! (e.g., "8/18/2011")

Accounts Scenario – Step 5

Once you have run your query, you can save it. *If you do further formatting or query edits, continue to save often so you don't lose your work to an untimely "timeout"!*

➤ Click the **Save** icon and the following **Save Document** dialog box will appear
➤ Select the **My Favorites** folder on the **Folders** tab
➤ Type in a distinctive title for your report in the **Name**: textbox
➤ Click **OK**.

You can only save queries/reports to your own **My Favorites** folder or any subfolders that you have created within it to help organize your cache of reports.

Save Document

| Folders | Categories |

Title	Size	Owner	Description
Profiler Ove...	185 KB	smithjc	
Human Subj...	221 KB	smithjc	
addObjectD...	221 KB	smithjc	
Census Hea...	84 KB	smithjc	Summary co...
EHRS	218 KB	smithjc	
Overdue Co...	423 KB	smithjc	
Courses co...	172 KB	smithjc	
Current Exp...	145 KB	smithjc	Find balanc...
Current Exp...	140 KB	smithjc	

Home
My Favorites
~Webintelligence
Public Folders

Name: Accounts Scenario

Advanced ⬇

OK   Cancel   Help

Save Often!

Accounts Scenario – Step 6

Your **Report Panel** should now appear like this.

We formatted the headers and body cells to wrap text using the **Properties** tab and inserted a break on the sponsor description.

Current sponsored project accounts for Dr. Amos B. Smith

Institution No (INCR)	Sponsor. Description (INCR+)	Project Title (PROP)	Awarded Project End (PROP)	PI Name (INCR)	Account Resp Inv Name (INCR)	Award Cnac (INCR)	Award Org (INCR)	Award Fund (INCR)	Award Program (INCR)	Award Cref (INCR)
10025420	DANA-FARBER CANCER INSTITUTE	Inhibitors Targeting gp 120 Ph2-43 Cavity	8/31/11	SMITH, AMOS B	SMITH,A MOS B	020	0104	555881	2000	0081
	DANA-FARBER CAI									

Institution No (INCR)	Sponsor. Description (INCR+)	Project Title (PROP)	Awarded Project End (PROP)	PI Name (INCR)	Account Resp Inv Name (INCR)	Award Cnac (INCR)	Award Org (INCR)	Award Fund (INCR)	Award Program (INCR)	Award Cref (INCR)
10011626	DREXEL UNIVERSITY	Function in Cell Entry	10/31/11	AMOS B	SMITH,A MOS B	020	0104	553166	2000	0081
10011626		Function in Cell Entry	10/31/11	AMOS B	SMITH,A MOS B	020	0104	555499	2000	0081
10022468		HIV-1 Envelope in Cell Entry	8/31/11	AMOS B	SMITH,A MOS B	020	0104	556320	2000	0081
	DREXEL UNIVERSI									

Accounts Scenario – Wrap Up

To what accounts can costs for my projects be charged?

The report below shows Dr. Smith's active sponsored project accounts along with many details to help you decide to which account a project cost can be charged.

Current sponsored project accounts for Dr. Amos B. Smith

Institution No (INCR)	Sponsor. Description (INCR+)	Project Title (PROP)	Awarded Project End (PROP)	PI Name (INCR)	Account Resp Inv Name (INCR)	Award Cnac (INCR)	Award Org (INCR)	Award Fund (INCR)	Award Program (INCR)	Award Cref (INCR)
10025420	DANA-FARBER CANCER INSTITUTE	Inhibitors Targeting gp 120 Ph2-43 Cavity	8/31/11	SMITH, AMOS B	SMITH,AMOS B	020	0104	555881	2000	0081
	DANA-FARBER CAI									

Institution No (INCR)	Sponsor. Description (INCR+)	Project Title (PROP)	Awarded Project End (PROP)	PI Name (INCR)	Account Resp Inv Name (INCR)	Award Cnac (INCR)	Award Org (INCR)	Award Fund (INCR)	Award Program (INCR)	Award Cref (INCR)
10011626	DREXEL UNIVERSITY	Function in Cell Entry	10/31/11	AMOS B	SMITH,AMOS B	020	0104	553166	2000	0081
10011626		Function in Cell Entry	10/31/11	AMOS B	SMITH,AMOS B	020	0104	555499	2000	0081
10022468		HIV-1 Envelope in Cell Entry	8/31/11	AMOS B	SMITH,AMOS B	020	0104	556320	2000	0081
	DREXEL UNIVERSI									

# Why choose objects from the Pennera Proposal table?
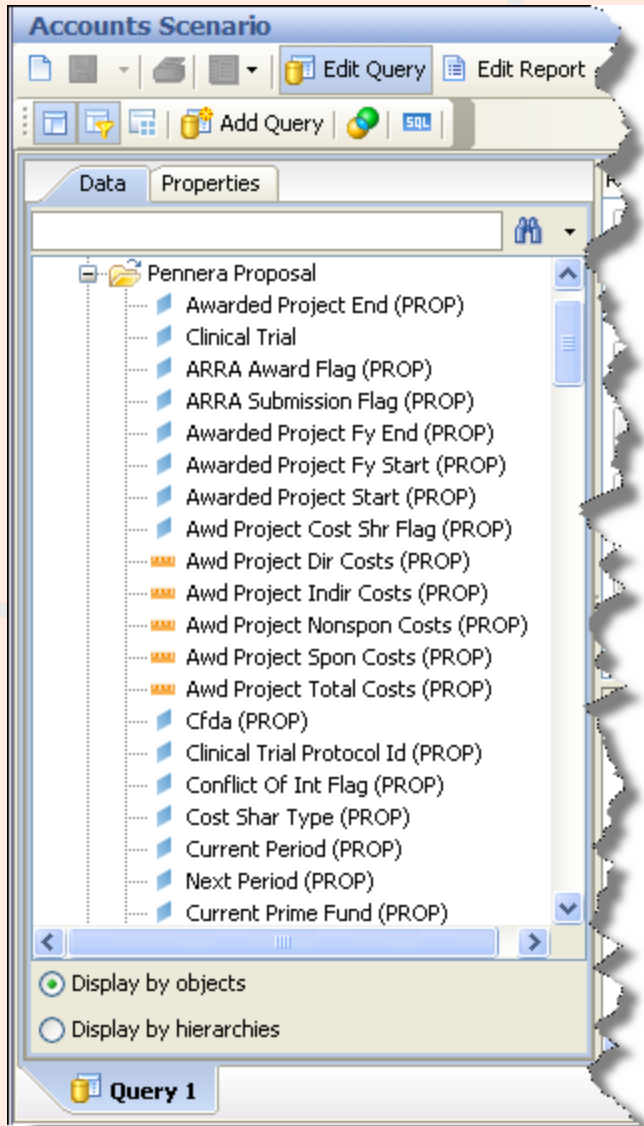
Use the Pennera Proposals table when you want the latest information on the proposal as a whole. Some common uses of the table are:

- ➢ **Finding proposals submitted to a particular sponsor.** ("Which proposals were sent to sponsor 09470, the National Institutes of Health?")

- ➢ **Comparing what was requested for a funding cycle to what was awarded.**

- ➢ **Looking up information on a proposal when its current (or previous) prime fund is known. If awarded funding for a proposal is tracked using more than one fund, the prime fund is the one used to track most of the money.** ("What is the project title for the proposal whose current prime fund is 512345?")

- ➢ **Reporting on proposals with particular attributes.** ("What proposals are for Federal Demonstration Projects (FDP Flag = 'Y')?")

- ➢ **Looking up information on a project that spans funding cycles.** ("What do we have on record for my project, which is now being funded for the 20th year? The 'First Institution No.' for the project is 12345678.")

You should <u>not</u> use the Pennera Proposals table when you want summarized information for one or more of the proposal's periods, or when you want detailed information on the proposal's requests or increments.

← Return to previous

Why choose objects from the Pennera Prop Regulatory Appr table?
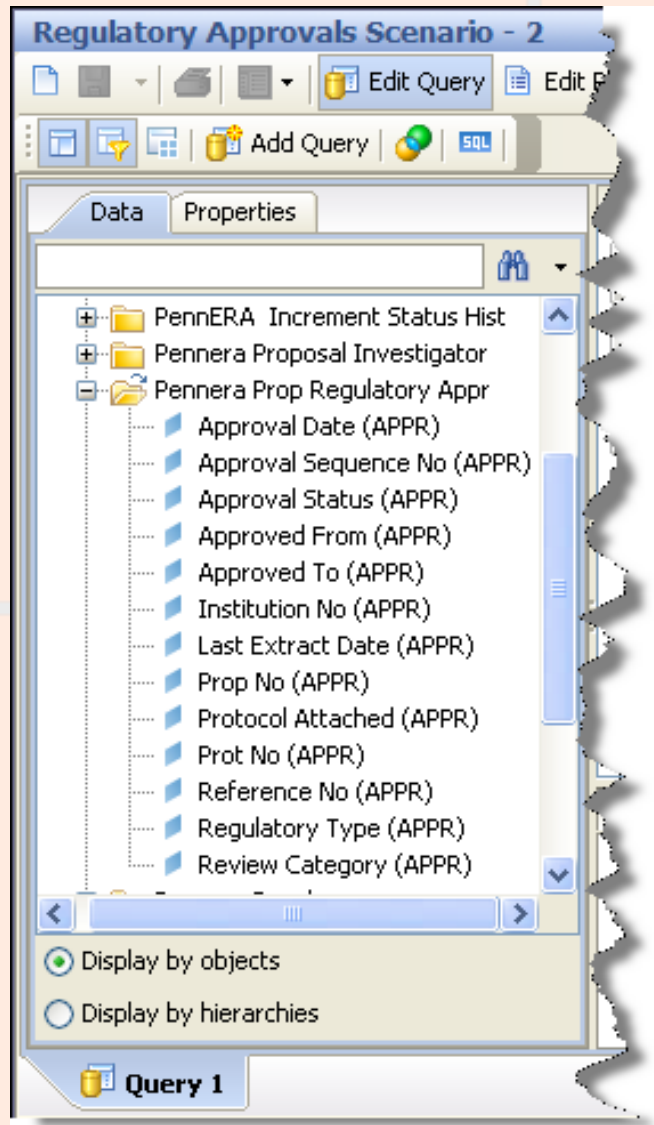
Use the Pennera Prop Regulatory Appr table when you want the information on the aspects of a proposal that are subject to regulatory oversight. If a proposal does not require any regulatory approvals, there are no records for that proposal in the **Pennera Prop Regulatory Appr** table.

Besides approvals for protocols involving human subjects or laboratory animals, the table tracks approvals for

- biosafety
- carcinogens, teratogens, or mutagens
- clinical trials
- hazardous materials
- in vitro formation of recombinant DNA
- infectious agents
- radiation safety
- select agents (biological agents or toxins deemed by the federal government to be a threat to the public, animal or plant health, or to animal or plant products)

Some common uses of the table are:

- **Listing proposals that require a particular kind of regulatory approval.** ("How many of Dr. Doe's proposals require radiation safety approval?")
- **Finding the proposals that have been linked to a human subjects or lab animal protocol, based on the regulatory type and the protocol's ID number (reference number).**

← Return to previous

Why choose objects from the 'Pennera Increment' table?
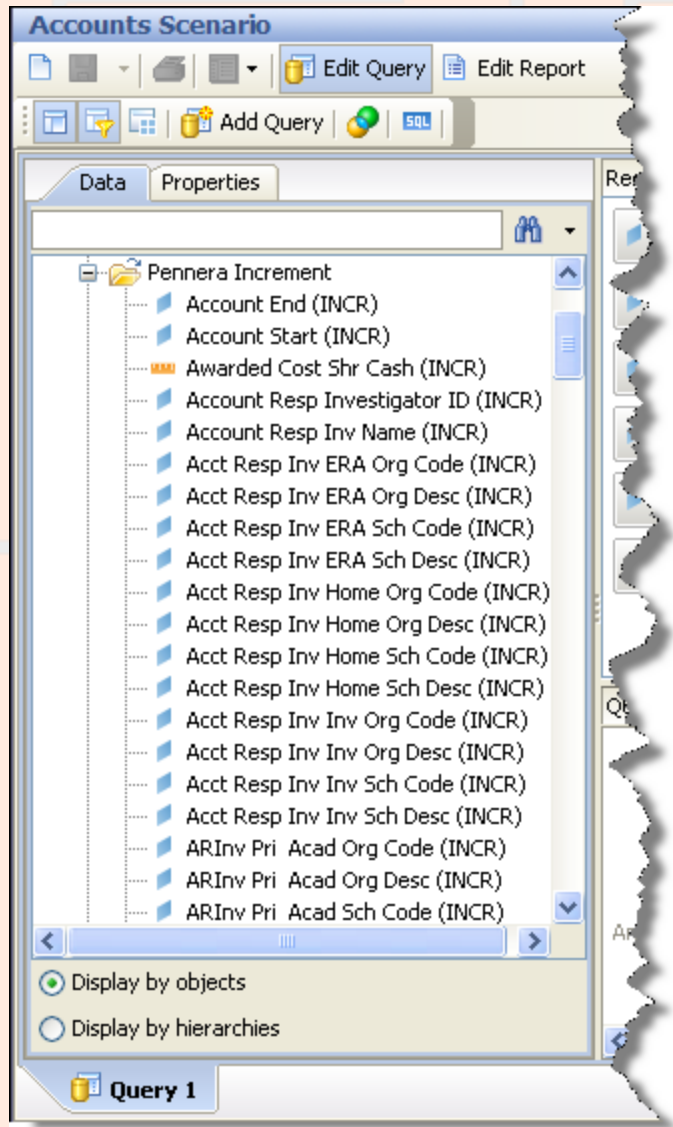
Select objects from the Pennera Increment table when: You want the latest information on a proposal's funding increments.

Some common uses of the **Pennera Increment** table are:

➢ **Checking the status for an increment**. ("My project is about to go into year two. Have the increments for period 2 changed from 'Future' status to 'Awarded' status yet?")

➢ **Reporting on award payments at a detailed level**. ("List of all of the increments for my project, including the account number, account responsible investigator, the fund responsible investigator, the fund cost sharing parent, the period and increment numbers, the award date, the status, and the total costs.")

➢ **Listing data about a particular award based on the sponsor's award ID**. ("What information is there about NIH award 2-P30-DK19525-26?")

➢ **Retrieving data on awards based on the federal fiscal year of the award appropriation**.

➢ **Getting information on funding based on the award date** (when the sponsor or the University funded the increment).

➢ **Monitoring awards paid in foreign currency**.

Accounts Scenario: If you want proposals that ...

... have a particular PERSON listed as responsible for:	... filter based on the following objects:
➤the project as a whole (the Principal Investigator)	the PI, whose information is included in proposal, period, increment, and request records. For example: **PI Penn ID (PROP)** *Equal to 12345678*
➤one or more accounts (a co-investigator)	the account responsible investigator, whose information is included in increment records. For example: **Account Resp Investigator ID (INCR)** *Equal to 12345678*

➤the project and/or one or more accounts	the PI and the account responsible investigator. You'll need a complex filter—a combination of 2 filters. If you want increments where the PI and the account responsible investigator are the same person, 'AND' the filters together. If you want increments where a particular person is the PI, the account responsible investigator, or both, 'OR' the filters together. For example:
	
	    PI Penn ID (INCR) *Equal to 12345678*
	  'Or'
	    Account Resp Investigator ID (INCR) *Equal to 12345678*
	
	For more information on complex filters, see http://www.upenn.edu/computing/da/bo/webi/qna/webi_complexFilterQueries.html

➤one or more requests (a co-investigator)	the request responsible investigator, whose information is included in request records. For example: **Request Responsible Inv ID (REQ)** *Equal to 12345678*

Accounts Scenario: If you want proposals that …

… cite a particular SCHOOL/CENTER OR ORG	… filter based on the following objects:
➢ as the one responsible for the proposal	the proposal responsible school or ORG, whose information is included in proposal, period, increment, and request records. For example, •To filter on the school/center: **Proposal Resp School Code (PROP)** *Equal to 40* •To filter on the ORG: **Proposal Resp Org Code (PROP)** *Equal to 4261*
➢ as the one responsible for one or more increments of funding	the increment responsible school or ORG, whose information is included in increment records. For example, •To filter on the school/center: **Increment Resp School Code (INCR)** *Equal to 40* •To filter on the ORG: **Increment Resp Org Code (INCR)** *Equal to 4261*
➢ as the one responsible for one or more of the fund codes assigned to the proposal	the fund responsible school or ORG, whose information is included under Support Objects / Fund Codes INCR. The fund responsible ORG is also included in increment records. For example, •To filter on the school/center: **Fund Responsible Center (FC,OC)** *Equal to 40* •To filter on the ORG: **Fund Responsible Org (INCR)** *Equal to 4261*
➢ in one or more of the General Ledger account numbers assigned to the proposal	the award CNAC or ORG, whose information is included in increment records. For example, •To filter on the school/center portion of the CNAC: **Award Cnac (INCR)** *Matches pattern 40%* •To filter on the ORG: **Award Org (INCR)** *Equal to 4261*
There are other data elements for schools/centers and ORGs that might meet your needs. Before you use a table, see the Cautions section of its table documentation (for example, http://www.upenn.edu/computing/da/dw/research/proposals/pennera_request.t.html) for pointers on the table's organization and school/center data elements.	