Entertainment Costs – Example Scenario
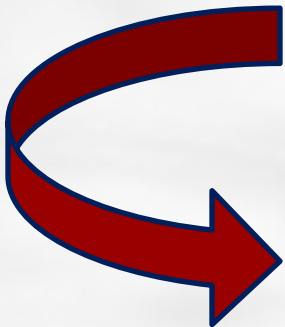
Entertainment Costs Scenario – Step 1
Re-defining Your Question

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 General Ledger table documentation as well.

- ➢ Whose cost do you need to review?
    - ➢ Your school's? Your ORG's?
- ➢ Do you need to see the last calendar year's data or the last fiscal year's data?
- ➢ How do you define "entertainment costs"?
    - ➢ You can look up GL Object Codes at the Comptroller's website.
    - ➢ Object code 5214 is for "Entertainment."
- ➢ Do you need specific details or just the dollar amounts?
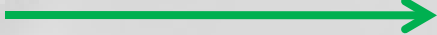- ➢ If you need details, what specific information do you need to review?

Initial question: "How can I review our entertainment costs for last year?"

Re-defined question: "How can I review our 5214 entertainment costs for fiscal year 2010. I need the report sectioned by ORG and I need to see the following pieces of information: PO#, vendor name and #, invoice # and description, transaction date, the actual amount spent, and the account that it was charged to."

Entertainment Costs Scenario – Step 2

For result objects, you'll want objects from **GL Detail** and the **Org Codes** tables in order to show the details for the various transactions, along with the ORG short name. Drag or double click the following objects to make them appear in **Result Objects**:

- **GL Detail:** ?
  - Coa Account (GLDET)
  - Coa Org (GLDET)
  - Invoice Description (GLDET)
  - Invoice Number (GLDET)
  - PO Number (GLDET)
  - Transaction Date (GLDET)
  - Vendor Name (GLDET)
  - Vendor Number (GLDET)
  - SUM Actual Amount (GLDET)

- **Org Codes:** ?
  - Org Short Name (ORG)

> **WHY?** → Since we need journal-level detail like invoice numbers and transaction dates, we select our objects from the **GL Detail** folder. We have selected the typical information that might be reviewed. We've included Vendor Name to make the report more readily understandable. **More…**

> **WHY?** → We need the ORG name for ease of interpreting the report for all the SAS ORGs. We can get the name from the **Org Codes** folder without skewing the data retrieved. **More…**
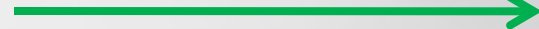
Reminder! Do **NOT** mix objects from the **Balances** folder and the **GL Detail** folder or your results will be inaccurate!!

Entertainment Costs Scenario – Step 3

You want to restrict the query by fiscal year, COA object code, and school/center. To do this, set up the query filters as follows:

- ➢ **Fiscal Year :** ❓
  - ➢ Drag **Fiscal Year (GLDET)** to the **Query Filters** area.
  - ➢ Select "Equal to" from the operands, and then select "Constant."
  - ➢ Type the desired fiscal year (e.g., 2010) in the empty field.

  WHY? → This allows you to set the FY, in this case to 2010.

- ➢ **Coa Object (GLDET):** ❓
  - ➢ Drag **Coa Object (GLDET)** to the **Query Filters** area.
  - ➢ Select "Equal to" from the operands, and then select "Constant."
  - ➢ Type the object code, in this case 5214.
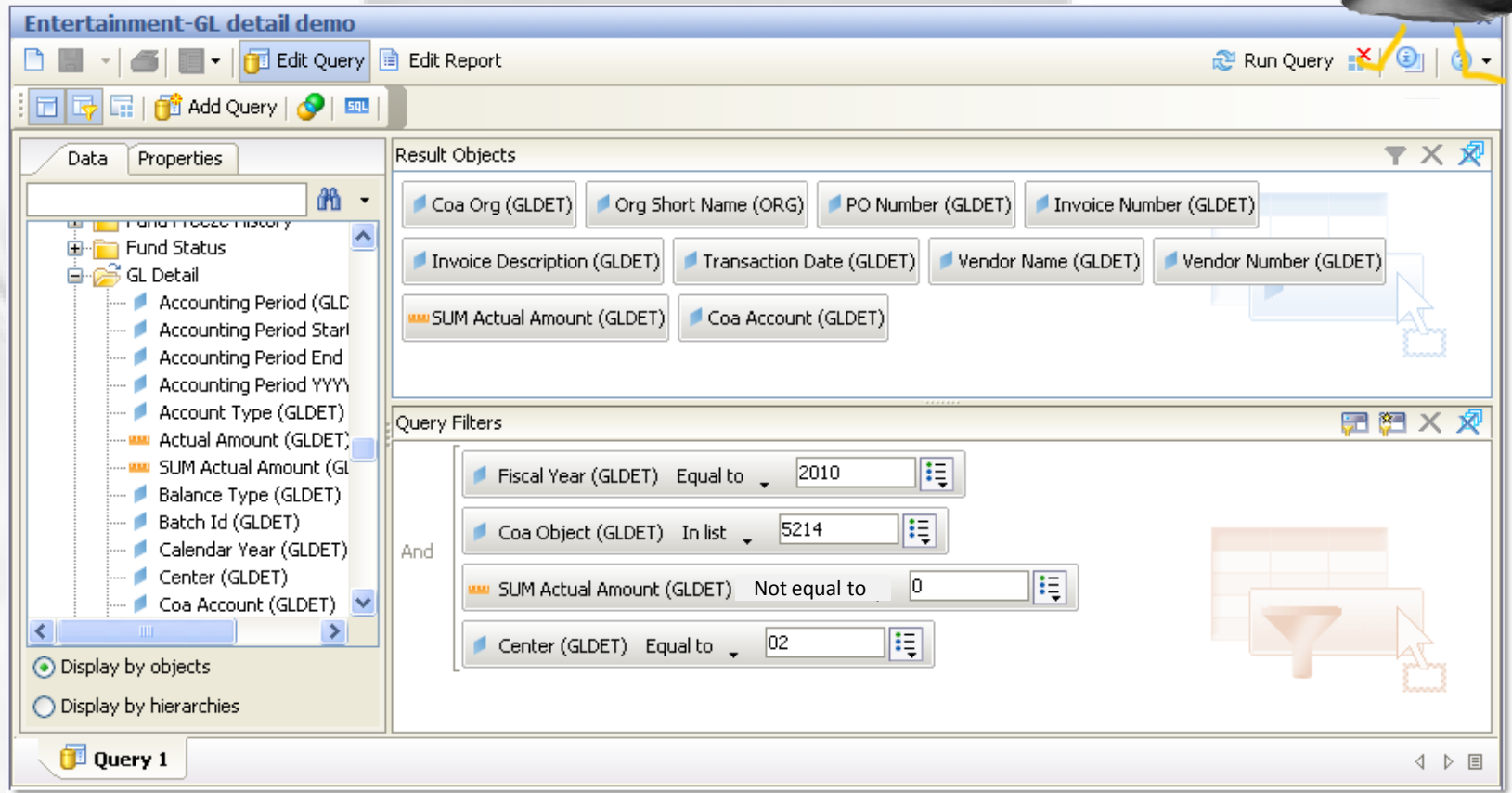
  WHY? → Your task was to review 5214 costs and this is how you need to restrict the query.

- ➢ **Center (GLDET):**
  - ➢ Drag **Center (GLDET)** to the **Query Filters** area.
  - ➢ Select "Equal to" from the operands, and then select "Constant."
  - ➢ Type "02" for SAS.

Entertainment Costs Scenario – Step 4

➢ **Actuals :** ❓ ➡

➢ Drag **SUM Actual Amount (GLDET)** to the **Query Filters** area.

➢ Select "Greater than" from the operands, and then select "Not equal to."

➢ Type "0" in the empty field.

WHY? ➔ This filters out all the zero dollar amounts from your report in order to clean it up.

Your **Edit Query Panel** should now appear like this.

Entertainment Costs Scenario – Step 5

Your results will appear in the **Edit Report** panel as below. You can now save your query/report (see next slide)

The report has been formatted to have sections for each ORG.

SAS Entertainment Costs by ORG (Object Code 5214) - 2010

ADV STD INDIA

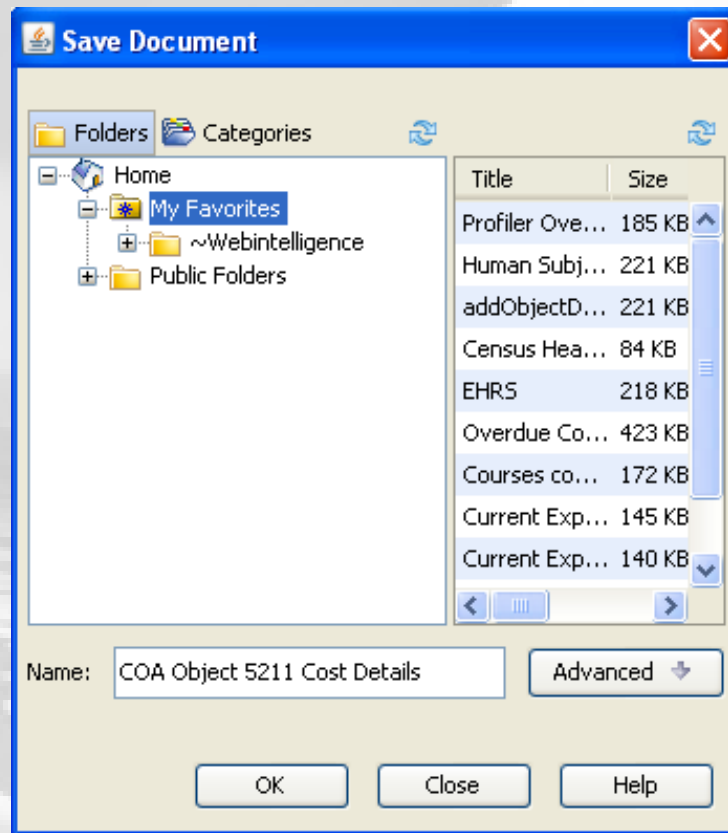| Coa Org (GLD ET)	PO Number. (GLDET)	Vendor Name (GLDET)	Vendor. Number. (GLDET)	Invoice Number. (GLDET)	Invoice Description (GLDET)	Transaction Date (GLDET)	SUM Actual Amount (GLDET)	Coa Account (GLDET)
0201	Not Found	CAREY, TANYA M 10068738	34312	030810	WINE PURCHASE FOR RECEPTION	3/22/10		
0201	Not Found	JULIANA 57256544	361956	012110	KAYE LECTURE	1/15/10		
0201	Not Found	KAPUR, DEVESH 33225638	275996	012110	DINNER W/ GUEST LECTURER	2/4/10		
0201	Not Found	KAPUR, DEVESH 33225638	275996	031810	DINNER IN PHILADELPHIA	4/7/10		

For formatting tips and instruction, [How To guides](#) are available.

Entertainment Costs Scenario – Step 6

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 Often!

Entertainment Costs Scenario – Wrap up

How can I review our entertainment costs for last year?
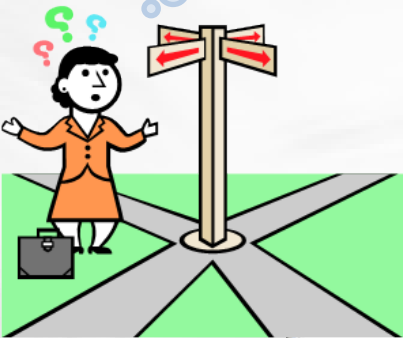
The report below shows your 5214 object code (entertainment) cost details for the fiscal year 2010 as well as the actuals and the account to which the charge was made.

SAS Entertainment Costs by ORG (Object Code 5214) - 2010

ADV STD INDIA

Coa Org (GLDET)	PO Number. (GLDET)	Vendor.Name (GLDET)	Vendor. Number. (GLDET)	Invoice Number. (GLDET)	Invoice Description (GLDET)	Transactio n Date (GLDET)	SUM Actual Amount (GLDET)	Coa Account (GLDET)
0201	Not Found	CAREY, TANYA M 10068738	34312	030810	WINE PURCHASE FOR RECEPTION	3/22/10		
0201	Not Found	JULIANA 57256544	361956	012110	KAYE LECTURE	1/15/10		
0201	Not Found	KAPUR, DEVESH 33225638	275996	012110	DINNER W/ GUEST LECTURER	2/4/10		
0201	Not Found	KAPUR, DEVESH 33225638	275996	031810	DINNER IN PHILADELPHIA	4/7/10		

Why choose objects from the 'GL Detail' table?

Select objects from the GL Detail table when:
You'd like to look at journal-level information such as batch name, line description, and PO #/Invoice #/Vendor and other journal attributes. You should not use GL Detail if you're trying to look for accumulated actual or budget balances over time, or for particular types of encumbrances.

You can always hover your cursor over the folder to see a tooltip with more descriptive information to help you decide. See tooltip highlighted in green!

← Return to previous

Why choose objects from the 'Org Codes' table?

New Web Intelligence Document

Edit Query | Edit Report

Add Query | SQL

Data | Properties

Fund Freeze History
Fund Status
GL Detail
GL Periods
Legacy Fund Sponsors
Object Codes
Org Codes
Codes Resp
Par Cr
Par Cr

Display by obj
Display by hier

Query 1

Discussions

Result Objects

To include data in the report.

Org Codes

Contains information on organizations, which are subdivisions of the University created for management purposes. Organization data available includes the effective and expiration dates for the information, short and long descriptions of the organization, whether the organization is external to the University, the organization type (school/center, unit, sub-unit, or sub-subunit), the parent organization, the category (for example, administrative), whether the organization is a surrogate, the code for schools and centers as used by the legacy accounting system, the purpose of the organization, notes on unusual organizations, and information on how the record was created and updated.

Select objects from the ORG Codes table when: You want to find the name (Description (ORG)) corresponding to an COA Org from Balances or GL Detail, as well as other attributes about the ORG such as its short name, the center to which it belongs, and its parent in Penn's organizational hierarchy.

You can always hover your cursor over the folder to see a tooltip with more descriptive information to help you decide. See tooltip highlighted in green!

← Return to previous