BEN Deposits Application Training Workshops

Instructions

This document contains the exercises and workshops you will be asked to complete to verify that you can create and locate deposits within the BEN Deposits system. You do not have to complete all the exercises and workshops in this document at one sitting. You may complete them at your convenience, and at your own pace. If you have a question regarding any of the exercises, or anything you read in the user’s manual, you may e-mail training@exchange.upenn.edu, and a trainer will respond to you within 24 hours. Below is an outline of what you need to do to complete BEN Deposits Application training:

1. Download, Print, and Review the Course Materials

Please print, and review the BEN Deposits User Guide and the BEN Deposits Workshops. It is important that you read through the BEN Deposits User Guide prior to completing the exercises and workshops – this will give you the information you need to complete the exercises quickly and effectively.

2. Log on to the BEN Deposits Training Environment

You will your PennNET ID and password to authenticate your access to the training area for BEN Deposits. Follow the logon process outlined in the BEN Deposits User Guide to log on to the BEN Deposits Training Environment, located at: https://rosetta.upenn.edu/cgi-bin/websec/websec_authform?app=ben_deposits_train
For the purposes of training, your security access is set up as “View all deposits within center”, and you have been given access to Center 02 (Arts & Sciences).

3. Complete the BEN Deposits Workshops

Complete the BEN Deposits Workshops. Be sure to record the deposit tracking numbers and other items that are requested by the exercises and workshops.

4. Submit your answers to Financial Training

Complete the web form located at: http://www.finance.upenn.edu/ftd/weblearn/wbt_Exercises.htm
with the answers from the exercises & workshops, & submit to Financial Training.

5. Access

You will receive access to BEN Deposits within one week after submitting your completed BEN Deposits Workshops. If you try to log on to BEN Deposits prior to getting access you will see the message “Access denied to BEN Deposits Application.” If you do not receive access within one week, please e-mail Financial Training at training@exchange.upenn.edu. Once you receive access, you can log in to the BEN Deposits application located at http://benapps.isc-seo.upenn.edu/bendeposits and begin depositing!
BEN Deposits Workshops

WORKSHOP # 1

PART A – Setting up an Alternate Contact

Scenario: Your business administrator wants to receive e-mail notification for all your deposits and any resulting adjustments. You have obtained his PennCard ID #, which is 10020879. Set him up as the alternate contact.

- Click on [My Profile] on the BEN Deposits Navigation Bar
- Click on the [Modify] button in the “Contact Information” section of the My Profile screen
- Enter the PennCard ID number, and verify that your business administrator’s name shows up as PARKER, BRENT KENNETH
- Set the receipt flags:
  - For deposits: “Preparer and Alternate Contact”
  - For adjustments “Alternate Contact Only”
- Click on the [Save] button

PART B – Setting up a Default School and Center

- Click on the [Modify] button in the “Deposit on Behalf of (Center/ORG)” section of the My Profile screen
- Select the Center 02 from the drop-down box
- Enter ORG 0114 in the Org box
- Click on the [Save] button

PART C – Setting up a Deposit Template Line

Scenario: You deposit to a variety of accounts within your department, but the vast majority of deposits are put into the department budget: 020-0114-1-000000. You want to set this account up as a template, but not automatically include it on every deposit, because you also process deposits to other accounts.

- Click on the [Add] button in the “Deposit Template Lines” section of the My Profile screen
- Enter the account number: 020-0114-1-000000
- Leave the OBJ, PROG, CREF, and Description blank.
- Do NOT click on the [Automatically Select Account] option
- Click on the [Save] button
WORKSHOP #2 – Basic Deposit

Scenario: You have received $125 from selling department T-shirts - $75 in cash and five $10 checks. Create a deposit in BEN Deposits to deposit this to account 020-0110-1-000000-4920-4171-2110.

➢ Select [Add Deposit] to begin creating a deposit

Note the default center and organization you supplied in Workshop #1 and the deposit template you added in Workshop #2 are present. Note that the check box in front of the deposit line is NOT checked – it will NOT be added to the deposit unless you place a check in the check box in front of it.

➢ Click the check box on the first blank line (the second line) of the deposit
➢ Enter the account number: 020-0110-1-000000-4920-4171-2110
➢ Enter a deposit description: Department T-Shirts
➢ Enter the deposit amount: $125.00
➢ Click on the [Add] button

You will be taken to the Update Deposit screen

➢ Click [Modify] in the “Tender Subtotals” section of the screen
➢ Enter $75.00 in the Amount field for Cash
➢ Enter 5 in the Count field for Checks
➢ Enter the TOTAL AMOUNT, $50.00, in the Amount field for Checks
➢ Click on the [Save] button

Verify that the tender subtotal amount and the deposit amount match.

➢ Click on the [Submit] button
➢ Click on the [Continue] button

What is the tracking number for this deposit?

_________________________________________________

What should you do with the current screen?

_________________________________________________
WORKSHOP #3 – Deposit that Includes a Foreign Check
Scenario: You have received $1,000 in reimbursement checks for a dinner reception that the department is holding. There are ten $100 checks. One of the checks is drawn on a foreign bank. Half of the funds should be deposited in 020-0114-1-000000-5214-4172-2114 and half in 020-0110-1-000000-5214-4171-2110.
Enter the necessary deposit(s). How many deposits will you need? ____________
What is(are) the tracking number(s) associated with the deposit(s)?

WORKSHOP #4 – Deposit that is Partially a Gift to the University
Scenario: Your department is holding a lecture for which you are charging $50 per person. Someone gives you a check for $100, $50 of which is the ticket for the lecture, and $50 of which is a gift to the department. Funds for the lecture ticket should be deposited in the department account (020-0114-1-000000-XXXX-4172-2114). Funds for the gift should be deposited in the department gift account (020-0114-1-600579-XXXX-4172-2114).

➢ Select [Add Deposit] to begin creating a deposit
➢ Click the check box on the first blank line (the second line) of the deposit
➢ Enter the account number: 020-0114-1-000000-4340-4172-2114
➢ Enter a deposit description: Lecture ticket
➢ Enter the deposit amount: $50.00
➢ Click the check box on the next line of the deposit
➢ Enter the account number: 020-0114-1-600579-1149-4172-2114
➢ Enter a deposit description: Gift
➢ Enter the deposit amount: $50.00
➢ Click on the [Add] button

You will be taken to the Update Deposit screen
➢ Click [Modify] in the “Tender Subtotals” section of the screen
➢ Enter 1 in the Count field for Checks
➢ Enter $100.00 in the Amount field for Checks
➢ Click on the [Save] button

Verify that the tender subtotal amount and the deposit amount match.
➢ Click on the [Submit] button
➢ Click on the [Continue] button

What is the tracking number for this deposit? __________________________________

When you receive the e-mail receipt for this deposit, or after the Cashier’s Office stamps the Deposit Summary Sheet, what do you need to do with this receipt?
________________________________________
WORKSHOP #5 - Reimbursements
Scenario: You have received $18.20 in cash from one of the employees in the department to reimburse for personal phone calls made from their office phone. The department’s telephone expenses were initially charged to the following account: 020-0114-1-000000-5263-4172-2114. The same day, the department chair, Professor Plum, returns from his trip to San Francisco and hands you a check in the amount of $396.43, which is to repay unused funds from a $2,000 travel advance which came from his grant, 020-0114-4-537831-5200-2000-0255.

Enter the necessary deposit(s).

How many deposits will you need? ______________

What is (are) the tracking number(s) associated with the deposit(s)? ______________________________________

When you receive the e-mail receipt for this deposit, or after the Cashier’s Office stamps the Deposit Summary Sheet, what do you need to do with this receipt? ______________________________________

WORKSHOP #6 – Finding your Deposits
Scenario: Find all deposits you have submitted to the Cashier’s Office.

Go to Section 3, “Find deposits prepared by a specific depositor”

➢ Enter your last name, first name (not case sensitive)
➢ Change the deposit status drop-down menu to Submitted
➢ Click on the [Find] button
WORKSHOP #7 – Finding a Specific Deposit
Scenario: Someone in your department recently deposited a foreign check and you want to see if it has cleared the bank. Do a search for any deposits in center 02 that are in status COLLECTING.

What is(are) the tracking number(s) associated with the deposit(s)?
________________________________________

What user made the last change in the deposit?
_________________________________________________

WORKSHOP #8 – Downloading Deposits
Scenario: You want to download all the deposits you have made for the department account.

➢ Select [Download] to go to the Download Deposit screen

Use section #2, Download transactions with a specific account number

➢ Leave the drop-down box at the default value of Center
➢ Enter the two-digit center 02
➢ Leave the first set of drop-down boxes at the default: January 1, 2001
➢ Change the second set of drop-down boxes to read: December 31, 2003
➢ Enter the account number: 020-0110-1-000000-4920-4171-2110
➢ Leave the default transaction type: deposit
➢ Click on [Continue]
➢ Click on [Download]
➢ Either open the file or save it to disk, and view it at your convenience