BEN Financials vs Data Warehouse

ABA Meeting

May 19, 2015
Uninvolved Receipt Accrual Process

- Process is run on the night of JUN-15 close (June 30th) to book an accrual entry to the ledger to account for goods or services already provided to the University that have not yet been billed by the vendor.

- The process will not include any accrual entries of less than $1,000. All entries are reversed in JUL-15 prior to the system opening on July 1st.

- Run 900.Uninvoiced Receipts Report (Min. Extended Value parameter set to 1,000) prior to year-end. Report allows you to review purchase order line, shipment and distribution information for goods and services that have been receipted in BEN Financials but have not yet been billed.
Uninvoiced Receipt Accrual Process

- 900. Uninvoiced Receipts Report Layout

![Uninvoiced Receipts Report Layout Image]
Un invoiced Receipt Accrual Process

- Review the 900.Un invoiced Receipts Report to determine if you have any un invoiced receipts that should not be accrued.

- Two options to prevent the receipt accrual.
  - Option 1 - Email apsup@exchange.upenn.edu for any receipt corrections. The email should include the following:
    - Purchase Order number, line number, and PO distribution account (only required if the line has multiple distributions)
    - PO Receipt number
    - What the Receipted Quantity should be
  - Option 2 – Final Close the Purchase Order
Un invoiced Receipt Accrual Process

901. Over invoiced Un invoiced Receipts Report to view uninvoiced receipts where the quantity billed is >= quantity ordered.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10,000</td>
<td>5,000</td>
<td>2,000</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>10,000</td>
<td>10,000</td>
<td>2,000</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>10,000</td>
<td>15,000</td>
<td>10,000</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>10,000</td>
<td>15,000</td>
<td>14,000</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
Uninvoiced Receipt Accrual Process

- Uninvoiced receipts on the 901 report do not show on the 900 report and are not part of the year-end receipt accrual.
- If there are legitimate uninvoiced receipts on the 901 Report, manual accrual entries can be created for these receipts.
- 901 Report is useful for identifying receiving errors and Purchase Orders that are being overbilled.
- The 901 Report is available in the Senior BA Reporting responsibility in BEN Financials.
Un invoiced Receipt Accrual Process

Need Help?

- BEN Knows Help Topics
  (http://www.finance.upenn.edu/benknows/browse_topics/receipts.shtml)
  - Entering Receipts
  - Finding a Receipt Number
  - Correcting a Receipt
  - Receipt Accrual Process

- Call BEN Helps (6-HELP)

- Enter a BEN Helps Ticket (https://footprints.finance.upenn.edu)
Appendix
Prior to FY13, Oracle determined uninvoiced receipt accrual by calculating at the PO shipment.

Purchase Order Shipment example:
Un invoiced Receipt Accrual Process

- Currently, Oracle determines un invoiced receipt accrual by calculating at the PO distribution.

- Purchase Order Shipment example:

<table>
<thead>
<tr>
<th>Number</th>
<th>Line</th>
<th>Shipment</th>
<th>Quantity</th>
<th>Quantity Billed</th>
<th>Quantity Received</th>
<th>Quantity Cancelled</th>
</tr>
</thead>
<tbody>
<tr>
<td>2942222</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>75</td>
<td>75</td>
<td>0</td>
</tr>
</tbody>
</table>

- Purchase Order Distribution example:

<table>
<thead>
<tr>
<th>PO #</th>
<th>Amount</th>
<th>Line</th>
<th>Distr #</th>
<th>Qty Ordered</th>
<th>Qty Billed</th>
<th>Qty Received</th>
<th>Qty Cancelled</th>
</tr>
</thead>
<tbody>
<tr>
<td>2942222</td>
<td>1,200.00</td>
<td>1</td>
<td>1</td>
<td>30</td>
<td>22.5</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>2942222</td>
<td>2,800.00</td>
<td>1</td>
<td>2</td>
<td>70</td>
<td>52.5</td>
<td>70</td>
<td>0</td>
</tr>
</tbody>
</table>

Accrual for Distr #2