BEN Balances Workshops  
General Ledger Inquiry/Reporting

Name: ______________________  STDT__________

1.0 COA Account Mapping Workshop

You are in the Chemistry Department and have a series of miscellaneous 6 digit legacy accounts which you need to find their corresponding BEN account number.

Use the Account Mapping Screens to determine the new account number.

**Please note:** Each account must be queried one at a time.

Navigate to the Legacy SL to Ben screen within the Account Mapping menu option.

Press [F11] Enter Query, then enter the Account Number below
Press Ctrl [F11] Execute Query to retrieve the new BEN account.

Use accounts:

- 4-60156
- 4-60223
- 4-61137
- 5-20034

2.0 COA Account Mapping Workshop

You are still in the Chemistry Department (ORG 0104) and you’ve been asked to determine how many Endowment accounts (4 funds), how many Research accounts (5 funds) and how many Gift accounts (6 funds) you are responsible for maintaining. Use the Account Mapping screens to determine this information.

**Begin a new query**
Click into the BEN Account field and type in the Org field '0104'
Press [Tab] or click until you reach the Fund field
Type '4%'  
Run Query
Press [Down Arrow] to review each account number

Repeat for each Fund group

Number of Endowment accounts (4- Funds) ____________
Number of Research accounts (5-Funds) ____________
Number of Gift accounts (6-Funds) ____________
3.0 Segment Values Workshop

Practice querying Chart of Account Attributes. For the following accounts search for the requested information.

**Fund 520638**
- What is the Responsible ORG? __________
- Who is the Principal Investigator? __________________
- What is the Fund Purpose? ________________________

**Fund 629740**
- What is the Fund Purpose? ________________
- What is the Donor Restriction Code for Program? __________________

**Object 5227**
- What is the Object Code Description? _________________
- What is the Account Type? _____________________

**Object Code Description ‘Other Equipment’ (Hint: Do not type the entire name)**
- What is the Object Code? _______________
- What is the Account Type? _______________

**CREF 0001 description for various School/centers**
- What is the CREF description for each CNAC?

<table>
<thead>
<tr>
<th>CNAC</th>
<th>CREF Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>020</td>
<td></td>
</tr>
<tr>
<td>070</td>
<td></td>
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<tr>
<td>400</td>
<td></td>
</tr>
</tbody>
</table>

4.0 View Grant Attributes

You’ve been asked to review the grant attributes for the following 5 fund. Perform an inquiry and determine who the PI (Principle Investigator) is for this Grant.

**Type 595200**
- Click on [Find] PI Name for fund 595200 ________________

5.0 Funds Available Workshop

Practice performing a Funds Inquiry to assure that you have sufficient dollars available to pass funds checking. You are about to purchase a new computer for your department. The total purchase will be approximately $4,000 and will take place in this month. This will be purchased from account 100-10xx-1-000000-5224-7000-0000 where xx is your terminal #.

Navigate to the Funds Available responsibility to review budgeted funds availability.

Enter the following information in the Selection Criteria zone of the View Funds Available screen:
- **Budget Name:** Operating
- **Amount Type:** YTDE
- **Period Name:** Current MON-YY
- **Encumbrance Type:** ALL

Enter the following segments in the Accounting Flexfield
- **Organization:** 10XX (where XX is your terminal #)
- **Fund:** 000000
- **Object:** TEXP

Perform the Funds Available Inquiry described.
- What is the amount of the available dollars in this account? __________________________

*Last Updated 07/30/10 (BAM)*
6.0 Funds Available Workshop
Now that you have determined the funds available in ORG 10XX and Fund 000000, determine the funds available for the entire budgeted account:

\[ 100-10XX-1-000000-5224-7000-0000 \]

Perform a query on the account balance for the above account. This will display the budget balance available for a specific 26-digit account combination - this will not necessarily mean that a transaction against this account will pass or fail funds checking.

What was the operating budget for this account?  
Are there any encumbrances in this account?  
What Actuals have been posted to this fund?  
What funds are available?

7.0 Funds Available Workshop
Practice performing a ‘funds available’ inquiry prior to making a purchase from a Grant and Contract (5 Fund) account.

You are about to purchase a new Laser Microscope (an ‘Other Equipment’ asset item) for the School of Arts and Sciences’ (CNAC 020) Biology Department (ORG 0103). The total purchase will be approximately $10,000 and will take place this month. This will be purchased from the funds in the 520161 Grant & Contract Fund with CECILIA LO as Principle Investigator (PI).

Perform a Funds Available Inquiry to assure that you have sufficient dollars available in this fund to cover the cost of this purchase prior to entering the Purchase Order.

What is the amount of available dollars in this account?  

8.0 Account Inquiry Workshop
Practice performing an Account Inquiry utilizing all the possible drilldown options available. You are trying to locate a transaction charged to the following account for Laser Pointer from EMSCO Scientific Enterprises, Inc.

\[ \text{ORG 10xx (xx is your computer #) FUND 000000} \]

You aren’t sure of the Object Code; however, you know it was charged to an expense.

The transaction occurred in September 20yy. (YY is the current fiscal year)

In order to see the details of a transaction you need to navigate to what screen?

Enter the following information in the Selection Criteria zone of the Account Inquiry screen:

From Period: Sep-yy  
To Period: Defaults to Sep-yy

Enter the following segments in the Accounting Flexfield

ORG: 10xx (xx is your computer #)  
FUND: 000000  
OBJECT: TEXP

Last Updated 07/30/10 (BAM)
Click [Show Balances] to determine if there is PTD information available.

Click [Detail Balances] to see the transactions

Click [Journal Details] to find the transaction you are seeking.

When you’ve located your transaction, practice Drilling down.

Click [Drilldown]
Click [Show Transactions]

Is there an image for this invoice? ___________________
If so, open the image.

**9.0 Account Inquiry Workshop**

You work for the Asian & Middle Eastern Studies Department and are asked to determine what the account balance for all the expenditures in the General Unrestricted fund for January, 1998 include.

How would you navigate to the Account Inquiry screen?

Enter the From and To Accounting Period you desire.

From Accounting Period: Jan-98
To: Defaults to Jan-98

Enter the following segments in the Accounting Flexfield:

- ORG: 0102
- FUND: 000000
- OBJECT: TEXP

What are the PTD and YTD (functional) balances for the month of Jan-98?

PTD Balance ___________________
YTD Balance ___________________

Now your boss asks you to find, on-line, the actual payment and then the check number for a DeskPro 2000 computer with a color monitor bought sometime during the time period of November, 1997 through January, 1998. How would you proceed?

From Accounting Period: NOV-97
To Accounting Period: JAN-98

- Click [Show Balances] Review each PTD amount
- Review each accounting flexfield by clicking on [Details]
- Arrow down in the Journal Details until you reach the description you are seeking.
- Click on [Journal details]
- Arrow down to the transaction and Click [Drilldown].
- Click on [Show Transaction]

What is the Check Number? ___________________

**10.0 Report Workshop**

Run a 150.ORG Report for the ORG 10XX for period SEP-XX where XX is the current FY.
What is the Request ID? ___________________

_Last Updated 07/30/10 (BAM)_
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Budget</th>
<th>10/09/00</th>
<th>Actual</th>
<th>3/30/00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
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<td>Item 5</td>
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</tbody>
</table>

**TOTAL EXPENSES:**

- SUB-TOTAL: $5,500 EXPENSE CREDIT
- SUB-TOTAL: $54,280 EXPENSE CREDIT
- SUB-TOTAL: $10,000 EXPENSE CREDIT
- SUB-TOTAL: $5,000 EXPENSE CREDIT
- SUB-TOTAL: $50,000 EXPENSE CREDIT

**ACCOUNTING MESSAGES:**

- ACCOUNTING MESSAGE: APR-10
- ACCOUNTING MESSAGE: APR-10