

View Funds Available Responsibility: GL Inquiry (Secured) 10/28/07

View funds available will provide you with immediate, up-to-the-minute budget information, in which BEN Balances calculates funds available by subtracting expenditures and encumbrances from budgets.

Budget (-) Actual (-) Encumbrance = Funds Available

Select the **G/L Inquiry (Secured)** responsibility. Double click on **Inquiry**; Click on **Funds Available**; Click on **[Open]**

Funds Available Inquiry (BEN Financials) Window

On the form, required fields are highlighted in yellow.

The Budgetary Control (Budget Check) segment determines how funds checking will be applied (i.e. the type and level of funds checking to be performed by BEN Financials).

Selection Criteria Region

| Field Name: | Action: |
|------------------|--|
| Budget Name | Defaults to 'Operating'. |
| Period | Defaults to 'JUL-94'. Select current period. |
| Amount Type | Click on pop list [▼]. Select from 'Period To Date', 'Project To Date' or 'Year to Date Extended'. |
| Encumbrance Type | Defaults to 'All'. |
| Account Level | Defaults to 'All'. Select from 'All', 'Detail' or 'Summary'. |

Budget Check '1' - Account Type YTD

A Budget Check '1' denotes the account has an Account Type of Year-to-Date-Extended. The system will check the **ORG, FUND** and **TEXP** to determine what funds are available.

After completing the Selection Criteria Region **[Tab]** to the Funds Available (USD) section, or click on the Find icon  on the tool bar to activate the Find Accounts window.

In the Find Accounts window enter an account number, range of account numbers OR type a Budgetary Control (BC) Summary Template as follows:

- ORG Type ORG number
- FUND Type Fund number
- OBJECT Type TEXP

Click **[OK]**

BEN Balances will retrieve the funds available for each account combination within the specified ORG and Fund if the Object field is left blank.

When you enter **TEXP** in the **Object field**, values left blank when entering the summary template have a "T" in them indicating those segments are "T"otaled. Budgetary control will have an "A" to represent the Accounting Flexfield segment value of 1, a "B" to represent 2, or a "D" to represent 4.

View Funds Available Responsibility: GL Inquiry (Secured) (continued)

Query Results

Funds Available (USD) Region


Field Name: Information Displayed:

| | |
|---------------------|--|
| Account | Displays account number or search criteria entered in the Find Accounts window. |
| Budget | Original budgeted amount |
| Encumbrance | Displays all PO or GL encumbered amounts. |
| Actual | Displays balances resulting from transactions posted and reserved funds for the specified period |
| Funds Available | Displays funds available (Budget (-) Encumbrance (-) Actual for Amount Type selected) |
| Account Description | A linked description of each segment of the account number |

To begin a new query, click on **Edit>Clear>Form**

Budget Check '2' - Account Type YTD

A Budget Check '2' denotes the account has an Account Type of Year-to-Date-Extended. The system will look at the **CNAC, ORG, FUND** and **CREF** to determine what funds are available.

After completing the Selection Criteria Region **[Tab]** to the Funds Available (USD) section, or click on the Find icon  on the tool bar to activate the Find Accounts window.

In the Find Accounts window enter an account number, range of account numbers OR type a Budgetary Control (BC) Summary Template as follows:

CNAC Type CNAC number.
 ORG Type ORG number.
 FUND Type Fund number.
 CREF Type CREF number.

Click **[OK]**

Query Results

Please refer to the 'Query Results' section under Budget Check '1' for an explanation of the information displayed.

To begin a new query, click on **Edit>Clear>Form**

Budget Check '4' - Account Type PJTD

A Budget Check '4' denotes the account has an Account Type of Project-to-Date. The system will look at the **CNAC, ORG, FUND** and **CREF** to determine what funds are available.

After completing the Selection Criteria Region **[Tab]** to the Funds Available (USD) section, or click on the Find icon  on the tool bar to activate the Find Accounts window.

In the Find Accounts window enter an account number, range of account numbers OR type a Budgetary Control (BC) Summary

Template as follows:

CNAC Type CNAC number
 ORG Type ORG number
 FUND Type Fund number
 OBJECT Type TEXT
 CREF Type CREF number

Click **[OK]**

Query Results

Please refer to the 'Query Results' section under Budget Check '1' for an explanation of the information displayed.

To begin a new query, click on **Edit>Clear>Form**

IMPORTANT: Displayed balances are your posted balances plus reserved, but not yet posted, from online activity during the current day (i.e. purchase orders and online journals). General Ledger displays debit balances as positive amounts and credit balances as negative amounts.

Useful Tools



Find Accounts. Clicking on this button will retrieve your accounting flexfield.



Clear Record. Click on this button in the Selection Criteria region to clear this region and identify a new criterion.



Field Edit. While in the Account field, click on this button to display the full accounting segment.



Close Form. Clicking on this button will close the Fund Available Inquiry window and return you to the Navigator – GL Inquiry (Secured) window.



Windows Help.

BEN Helps 6-HELP (215-746-4357)
BEN Knows

<http://www.finance.upenn.edu/benknows/>

Revenue/Expense Inquiry Responsibility: GL Inquiry (Secured)

02/09/07

The Revenue/Expense Inquiry allows users to see summary balances and account details that make up the summary balances. The information displayed is based upon the Responsibility Center Management (RCM) model.

Select the **GL Inquiry (Secured)** responsibility. Double click on **Inquiry**; doubleclick on **Rev/Exp Inquiry**

To begin your query, you will be required to enter, at least, the following fields:

| | | | | |
|--------|------|-----|------|--------------------------|
| PERIOD | CNAC | ORG | FUND | REVENUE/EXPENSE CATEGORY |
|--------|------|-----|------|--------------------------|

Note: The List of Values (LOV) for the 'Category' is in alpha order NOT as it appears on the G/L reports.

Click on [View Balances]

PERIOD: 02/09/07 CNAC: 020 ORG: 0102 FUND: 000000 REVENUE/EXPENSE CATEGORY: CURRENT EXPENSE

Up from: Non-Capitalized Equipment

| Rev/Exp Category | Curr Oper Budget | Curr Month Actuals | FYTD Actuals | Encumbrance | Budget Bal Available |
|------------------|------------------|--------------------|--------------|-------------|----------------------|
| CURRENT EXPENSE | 56,200,000.00 | 5,923.21 | 7,438.79 | -21,715.90 | 56,214,218.11 |

Buttons: Level UP, Acct Details, Level Dn, Transactions

Query Results

You will see, on one line, the total Current Operating Budget, Current Month Actuals, FYTD Actuals, Encumbrance & Budget Balance Available for the Rev/Exp Category you specified.

Note: *For grants & contracts (5 Funds) the form will display PJTD Actuals.

To View RCM Sub-Categories

To see the sub-categories within the Rev/Exp Category queried, click on [Level Dn].

To View Account Details

To see accounts associated with a particular sub-category, place your cursor in the desired category and click on [Acct Details].

The "Account block" will display the name of the Rev/Exp category from the previous block, the account(s) for that particular category and the budget balances associated with each account.

To View Transactions

From the Account block, click in the specific balance column (e.g., budget, current month actuals, etc.) that you want to see and then click on [Transactions].

If you select Current Month Actuals, the transactions for that period will be displayed on the form. If you select any other balance, the debits and credits for each period will be displayed.

You can then select a specific period and click on [Transactions]. If you don't select a balance before pressing the [Transactions] button, the system will default to Current Month Actuals.

Note: If you click on [Level Up] or [Level Down] in the summary balances block, the Transactions button is no longer highlighted. You must click on [Acct Details] before you can click on [Transactions] again.

To Re-query

From the 'Transaction Summary by Period', you can change the balance type (i.e. Actual to Budget) and click on [Re-Query].

Similarly, from the 'Transaction Detail by Period' you can change either the period or the balance type or both and [Re-Query].

To Determine Who Entered a Transaction

From the Transaction Detail by Period window, click on the transaction and then click on Help > Record History.

Some transactions are summarized; therefore Record History may not be available.

'Reserved' Transactions

Transactions that have been 'reserved' but not yet posted will be listed with the word 'Reserved' in the date column.

To Return from a Query

Click on [Back]

To Begin a New Revenue/Expense Inquiry

Modify the parameter field(s) you would like to change (i.e. Period, CNAC, ORG, Fund, Program, CREF and/or Revenue/Expense Category). Click on [View Balances].

Transactions for 02/01/02-1/00/0000-5224-4550-0000
SAS/UR-ASIAN/MID/EAST/ST-GENERAL UNRESTRICTED/NONCAP COMPUTR/ASIA

| Period Name | Period Debits | Period Credits | Period Net \$ |
|-------------|---------------|----------------|---------------|
| JUL-97 | 00 | 00 | 00 |
| AUG-97 | 00 | 00 | 00 |
| SEP-97 | 00 | 00 | 00 |
| OCT-97 | 00 | 00 | 00 |
| NOV-97 | 84.75 | 00 | 84.75 |
| DEC-97 | 84.75 | 00 | 84.75 |
| JAN-98 | 5,923.21 | 00 | 5,923.21 |

Buttons: Re Query, Transactions, Back

Transactions for 02/01/02-1/00/0000-5224-4550-0000
SAS/UR-ASIAN/MID/EAST/ST-GENERAL UNRESTRICTED/NONCAP COMPUTR/ASIAN MID/EAST/

| Date | Amount | PO/Invoice | Vendor/Line Desc | Source/Category | Batch Name |
|-------------|----------|------------|-----------------------|-------------------|------------------------|
| 08-JAN-1998 | 2,294.05 | 7 | 205590 CRY/CP | COM/PUR/EXP | COMP/CON/001/18974.211 |
| 08-JAN-1998 | 84.75 | 7 | 7/COM-UTER-CONNECTIO | PRO CARD_DEBITS | PCARD/06063/18903326 |
| 08-JAN-1998 | 1,394.00 | 734.7 | COM/PUR/COM/UTER CDR | Payables/Purchase | Payables/1060/A.112 |
| 08-JAN-1998 | 337.46 | 733.7 | COM/PUR/INCF | Payables/Purchase | Payables/1060/A.113 |
| 08-JAN-1998 | 399.95 | 714570567 | STAPLES BUSINESS ADVA | Payables/Purchase | Payables/1060/A.113 |
| 08-JAN-1998 | 1,020.00 | 714570560 | STAPLES BUSINESS ADVA | Payables/Purchase | Payables/1060/A.113 |
| 08-JAN-1998 | 393.00 | 714570563 | STAPLES BUSINESS ADVA | Payables/Purchase | Payables/1060/A.113 |

Buttons: Re Query, Back

Account Inquiry Responsibility: GL Inquiry (Secured) 10/28/08

An account inquiry allows you to view actual, budget, and encumbrance account balances for summary and detail accounts. You can also drill down to see the activity that comprises your detail account balances, including activity from Accounts Payables.

Select the **GL Inquiry (Secured)** responsibility. Double click on **Inquiry**; Click on **Account**; Click on **[Open]**

Account Inquiry Window



Choose a button that applies to the account information you want view:

Select Show Balances to review balances for the current account based on your inquiry criteria.

Select Show Journal Details to see the journal entry activity for the current account based on your inquiry criteria.

Select Show Variances to see a variance calculation between the primary & secondary balance types you specified for the inquiry.

To include variances in your inquiry:

Choose **Secondary Balance Type [Tab]** in the center of the form and enter another balance type. Variances are calculated as follows:

Variance = Primary Balance Type (-) Secondary Balance Type

For example, to see how much you've budgeted but not spent for a specific object code: enter **Budget** for the primary balance type and **Actual** for the secondary balance type.

To Review Journal Detail from Accounts Payable

1. After entering the Search Criteria, choose **Actual** for your Primary Balance Type, enter Summary Template and Account information, and click on **[Show Journal Details]**.
2. Select a 'Payables' transaction.
3. Click on the **[Drilldown]** button.

To view payment information

While in the Payables Invoice Accounting window, click on the **[Show Transaction]** button. Then click on **[Payments]**.

Selection Criteria Region

| Field Name: | Action: |
|----------------------------|---|
| Accounting Periods | Defaults to Open Period. To change to another period, Click in the field and the List of Values (LOV) button [...] will appear. Select another accounting period. |
| Currency | Accept default. |
| Currency Type | Accept default. |
| Primary Balance Type Tab | Specify if you would like to see Actual, Budget or Encumbrance balances. <i>Note: If you choose budget balances, specify Budget to use. If you choose encumbrances, enter an Encumbrance Type.</i> |
| Secondary Balance Type Tab | (Optional) Specify the secondary balance type if you want to compute variances. <i>Note: The secondary balance type must be different than the primary balance type.</i> |
| Factor | Accept default or choose a factor. |
| Summary Template | (Optional) Click in field and the (LOV) button [...] will appear. Select a template. |
| Accounts | Click in Account field and the Find Account window will open. Enter an account number or range of account numbers. <i>Note: If you enter a summary template, you can only query summary accounts associated with the template.</i> |

BEN Helps 6-HELP (215-746-4357)
BEN Knows

<http://www.finance.upenn.edu/benknows/>

Journal Inquiry Responsibility: GL Inquiry (Secured)

10/28/08

A journal inquiry will allow you to view all journal entry batches for actual, budgets, or encumbrances. A user can query on a variety of search criteria including the batch name, journal name, source, category, period, and posting status. Although the responsibility is secured, the form is unsecured – can see all accounts queried in journal.

Select **GL Inquiry (Secured)** responsibility. Double click on **Inquiry**; Double click on **Journal Find Journals** window

In the Find Journals window, click in the Batch field and type in a percent (%), a portion of the batch naming convention of the journal creator, and another percent %. e.g. **%1000.bam%**

Note: You may narrow your query results by adding more search criteria. If you wanted to see only unposted journals, you would need to click in the Posting field and the List of Values (LOV) Button [...] will appear. Select unposted. Add the period whenever possible.

Click on **[More]** for additional fields you can use to refine your query. To hide these extra fields, click on **[Less]**.

Click on **[Find]**

BEN Financials will return a list of journal batches that meet your selection criteria. Select a batch and click on **[Review Journal]** to see the transactions for the journal queried.

| Line | Account | Debit (USD) | Credit (USD) | UOM | Description |
|------|-----------------------------------|-------------|--------------|-----|---------------------|
| 1 | 1000-0001-1-000000-5205-0000-0000 | | 723.32 | | OFFSETTING ENTRY |
| 2 | 100-1000-1-000000-5249-7000-0000 | 25.16 | | | ACHE SUPPLY COMPANY |
| 3 | 100-1000-1-000000-5249-7000-0000 | 43.25 | | | PIZZA TO GO |
| 4 | 100-1000-1-000000-5249-7000-0000 | 68.26 | | | PUBLICATIONS, INC. |
| 5 | 100-1000-1-000000-5249-7000-0000 | 82.45 | | | SOFTWARE HOUSES |
| 6 | 100-1000-1-000000-5249-7000-0000 | 154.20 | | | ACE UNIFORMS |
| 7 | 100-1000-1-000000-5249-7000-0000 | 350.00 | | | SEMINARS R US |
| | | 723.32 | | | |

Querying within the Line Block

Rather than scrolling through all the journal lines to find a particular transaction, you can query on debit/credit amounts, account number, etc. To perform a search within the line block, place your cursor in the first line and click on **View>Find**.

Enter your search criteria and click on **[Find]**. Now your journal only reflects the lines which matched your criteria.

After you run a query, you can reopen the Find Journals window by selecting the **View>Find** from the menu or clicking on the Find icon 

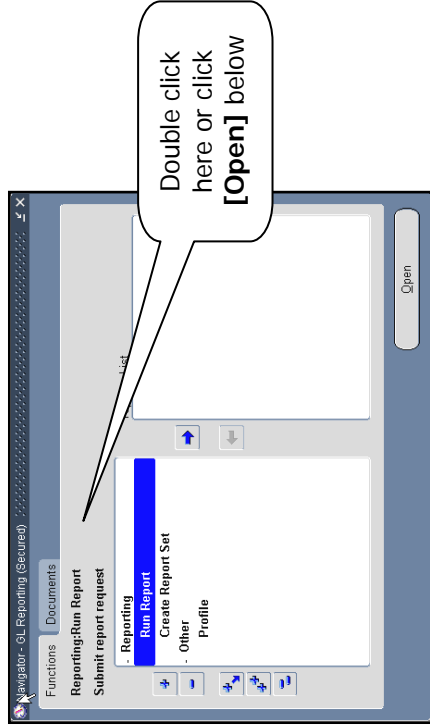
| Line | Account | Debit (USD) | Credit (USD) | UOM | Description |
|------|----------------------------------|-------------|--------------|-----|---------------|
| 7 | 100-1000-1-000000-5249-7000-0000 | 350.00 | | | SEMINARS R US |
| | | | 723.32 | | |

Note total for all lines in journal

Reporting (a.k.a. Submitting a Request) Responsibility: GL Reporting (Secured)

02/09/07

From the Navigator, double click on Reporting; Click on Run Report



A pop-up box will appear. You have two options:

- Single Request
- Request Set

Click on **Single Request**

Click **[OK]**

Submit Request Window

Run this Request...

Name field – type in the report you want or click on the **List Of Values (LOV)** box [“”]

The **Parameters** pop-box will open. Complete the requested parameters.

Use **[Copy...]** to take advantage of previously entered request submissions.

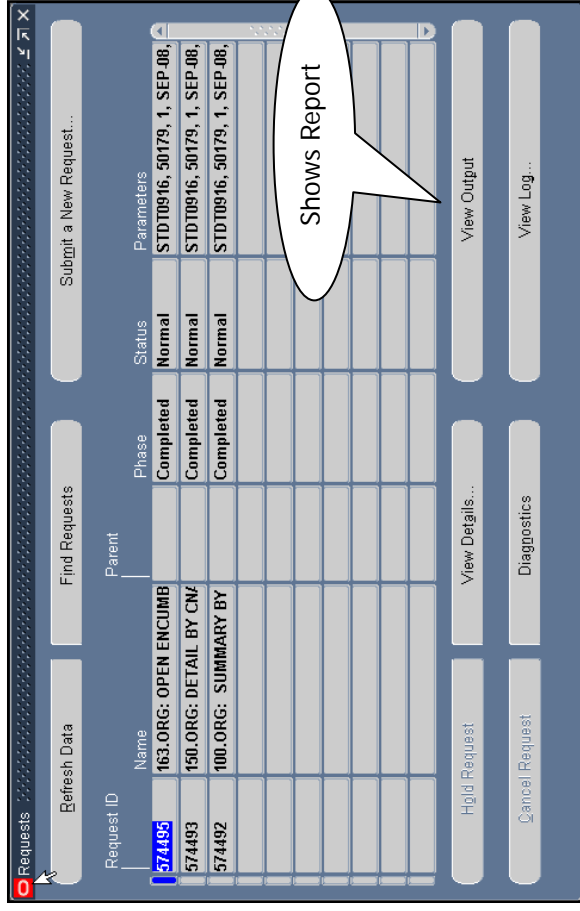
For more information regarding parameters go to:

<http://www.finance.upenn.edu/ben/benfin/documentation/reportdoc/guide6.shtml>

At these Times... field asks when you would like your report run. Click on **[Schedule]** to see options available.

Upon Completion... tells you where your report will print. Click on **[Options]** if you would like to send the report to another person.

Click on **[Submit]**



After submitting the request, the Request window opens

Requests Window

To Print Report

Select a completed request; **Tools > Reprint**; type in number of copies desired; select printer; click **[Ok]**

Other Features

[View Output] shows the report online. Within this option you can search for certain pages.

[Find request] lets you find certain requests, whether in process or completed.

Viewing Requests at Any Time

To find the status of a report at any time, in any Responsibility, click on **“View”** on the menu options at the top of the page. Go to **Requests**. The Requests option will always be available.

File Edit View Folder Tools Window Help

BEN Helps 6-HELP (215-746-4357)

BEN Knows

<http://www.finance.upenn.edu/benkn>

Overview of BEN Reports

02/23/07

BEN Reports is a web-based application that displays summary and detailed financial information against the Data Warehouse as well as links to other University applications such as BEN Financials or Position Inventory. Reports are organized in the following categories:

- Financial
- Salary Management
- Sponsored Programs

General Information

- Two-hour time limit on session. If time limit is reached, log on again.
- System is available the same hours as Data Warehouse. M- F 8 a.m.–8 p.m.

Accessing Ben Reports

From your web browser, enter the following URL:

<http://benapps.isc-seo.upenn.edu/>

- Click on **BEN Reports**
- Enter your PennKey and Password *
- Click on **[Logon Now]**

Cancelling Reports? Click **[Stop]** on browser
AND call BEN Helps at 6-Help (215-746-4357)

**In order to access BEN Reports, you need to enter your PennKey ID and password. For information regarding a PennKey ID, please visit <http://www.upenn.edu/computing/netid/>*

Financial

Provides summary and detail information, including salary details for both fiscal and project year accounts.

From the BEN Reports web page, click on one of the following under Financials:

Budget/Actual Variance Reports

Variance reports for fiscal based funds (General Operating and Service Centers) or sponsored project funds. Drill through RCM categories to GL detail or employee payment detail.

Fiscal funds

Displays basic operating budget, actual, encumbrance and budget balance available figures for a General Operating or Service Center fund within an organization and accounting period parameter.

Field:
Period Enter the Period
Fund Enter the Fund
ORG Enter the ORG

Click on **[Run Report]**

Options:

- Review RCM Category, Operating Budget, Actual Month, Actual FYTD, BBA
- Drill down to RCM Row & detailed transactions
- Download full results to Excel
- Click on Report Definitions

Sponsored Project funds

Displays basic operating budget, actual, encumbrance and budget balance available figures for a Sponsored Project fund within a responsible organization and accounting period parameter.

Field:
Period Enter the Period
Resp ORG Enter the Resp ORG
Fund Enter the Fund
Click on **[Run Report]**.

Action:

Enter the Period
Enter the Resp ORG
Enter the Fund

RCM Category Comparisons

Displays a chart of Budget Balance Available (BBA) totals for RCM categories for fiscal based funds (General Operating and Service Centers) or sponsored project funds.

Fiscal funds

Displays a chart of BBA totals for RCM categories within a COA ORG, Fund and accounting period parameter (General Operating and Service Center funds only).

Field:
Period Enter the Period
ORG Enter the ORG
Fund Enter the Fund

Action:
Enter the Period
Enter the ORG
Enter the Fund

Click on **[Run Chart]**

Options:

- View chart
- Drill down to RCM Row & detailed transactions
- Download full results to Excel
- Click on Report Definitions

Sponsored Project funds

Displays a chart of BBA totals for RCM categories within a Responsible ORG, Fund and accounting period parameter (Sponsored Project funds only).

Field:

Period Enter the Period
Resp ORG Enter the Resp ORG
Fund Enter the Fund

Click on **[Run Chart]**

Options:

Options:
Same as above
Same as above with PYTD information

General Ledger Revenue/Expense Detail

View General Ledger Revenue Expense detail for a selected ORG and fund, sorted and sub-totaled by object code.

All funds

View General Ledger Revenue Expense detail for a selected ORG and fund.

Field:

Period Enter the Period
Fund Enter the Fund
ORG Enter the ORG

Click on **[Run Report]**

Options:

Same as above

Sponsored Project funds

View General Ledger Revenue Expense detail for a selected Responsible ORG and Sponsored Project fund.

Field:
Period
Resp ORG
Fund

Action:

Enter the Period
Enter the Resp ORG
Enter the Fund

Click on **[Run Report]**

Options:
Same as above

ISC Billing Detail

Provides ISC Billing detail for a selected ORG and invoice date range. You may also export the results to Excel for further analysis.

Field:
From ORG
To ORG
From Invoice Date
Through Invoice Date
Click on **[Run Report]**

Action:

Enter the From ORG
Enter the To ORG
Enter DD-MON-YY
Enter DD-MON-YY

Salary Management

From the BEN Reports web page, click on one of the following under Salary Mgmt:

Employee Payments by Fund

Displays a chart of total payments by fund for the parameter period for an account, home or responsible organization.

Home ORG, Posted ORG or Responsible ORG

Field:
Period
Home Dept or
Account or Resp ORG
Click on **[Run Chart]**

Action:

Enter the Period
Enter the Home Dept ORG or
Account ORG or Resp ORG

Employee Payments by Individual

View employee payment details for individuals w/i your organization, for selected time.

Home ORG or Posted ORG

Field:
Home ORG or
Account ORG
Beginning Period
Ending Period
Click on **[Run Report]**

Action:

Enter the Home ORG or
Account ORG
Enter the Beginning Period
Enter the Ending Period

Position Inventory

This page provides links to information about the new Position Inventory collection, including access to DWQ (Data Warehouse Query). Topics reviewed include:

- What is Position Inventory?
- Obtaining Access to Position Inventory
- Access DWQ.
- Running Position Inventory Reports in DWQ
- Support

Sponsored Programs

From the BEN Reports web page, click one of the following under Salary Management:

Protocol Status Report

Provides information regarding the status of a protocol to Principal Investigators (PI) and Business Administrators (BA).

When you click on **Protocol Status Report**, PIs will be taken to their own list of protocols. For BAs, a parameter screen will appear.

Field:

PI Name **OR** Enter the PI Name **OR**
Sponsor Name Enter the Sponsor Name
Click on **[Run Report]**

Action:

Provides project year-to-date balances on active grants with links to supporting transactional and employee payment detail.
Principal Investigators

Principal Investigators may view summarized balances for all of their current grants on one screen, and then drill down to balances by category, and further into detail. Principal Investigators of program projects may view balances for the entire project, while those with sub-awards may view only their portion.

Business Administrators

Business administrators may select a Principal Investigator, and then view all current grants for that investigator. Expenditures are grouped into categories customarily used in reporting to project sponsors.

To access GRAM, click on the name listed under Sponsored Programs.

PIs will be taken directly to their current grants.

BAs will be taken to a list of PIs within their Resp ORG.

From here, you will be able to view the following categories:

- - Primary Awards – Other Award – Past Awards – Future Awards

In addition, within each award you will be able to drill down to the accounting activity. You will also be able to view wayward transactions that result from an inappropriate Org/Fund combination.

AIS Online

View Account Information Sheet (AIS) online

Field:

Fund **OR** Enter the Fund **OR**
PI Enter the Principal Investigator **OR**
Institution Number Enter the Institution Number

Action:

BEN Reports Documentation & Support

Documentation

<http://www.upenn.edu/computing/da/dw/benreports/guide.html>

Support

benreports@pobox.upenn.edu or BEN Helps at 6-Help (215-746-4357)