

Journal Inquiry Responsibility: GL Inquiry (Secured)

11/26/12

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. **%1001.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)	Description
10	870-8712-1-000000-5249-7450-0000		16.36	Reallocate supplies from 5249 to 5220
20	870-8712-1-000000-5220-7450-0000	16.36		Reallocate supplies from 5249 to 5220

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

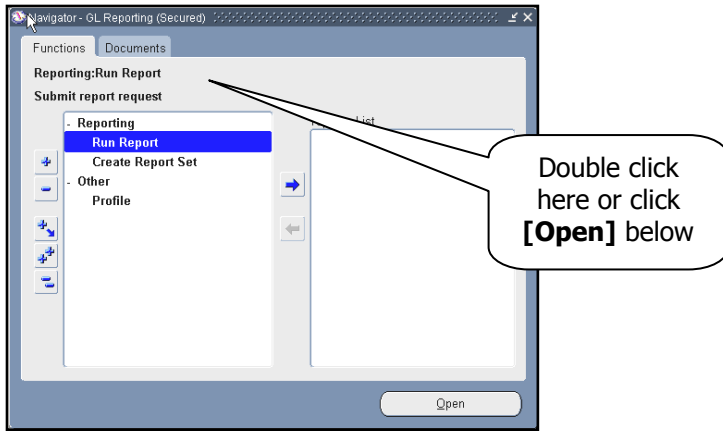
by selecting the **View>Find** from the menu or clicking on the search icon

Line	Account	Debit (USD)	Credit (USD)	Description
100	240-2483-1-000000-4399-6408-0000		10.00	NBA battle for i-95 reprint fee
110	240-2483-1-000000-4399-6408-2527		1,236.00	handling fees sep-11
200	240-2483-1-000000-1142-0000-0000	300.00		cash 08/31/11
210	240-2483-1-000000-1142-0000-0000	26.00		check 08/31/11
220	240-2483-1-000000-1142-0000-0000	332.00		checks 09/07/11
230	240-2483-1-000000-1142-0000-0000	16.00		cash 09/14/11
240	240-2483-1-000000-1142-0000-0000	4,638.00		cash 09/21/11 32320368
250	240-2483-1-000000-1142-0000-0000	699.00		cash 09/21/11 32320367

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

11/26/12

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

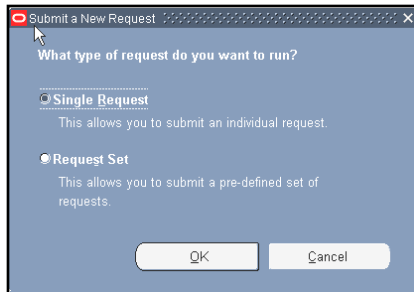


A pop-up box will appear. You have two options:

- Single Request
- Request Set

Click on **Single Request**

Click **[OK]**



Submit Request Window

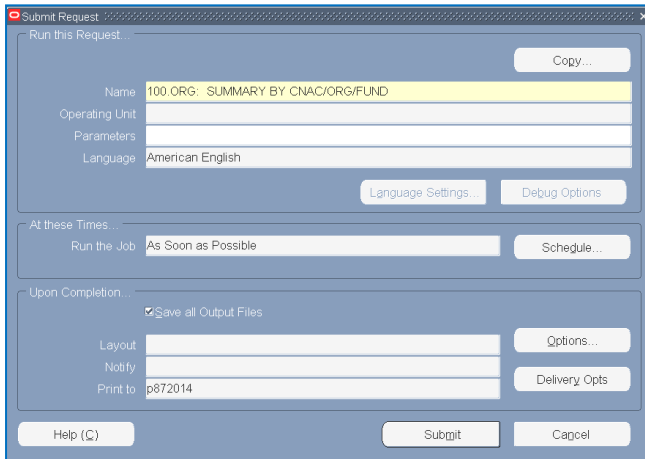
Run this Request...

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.

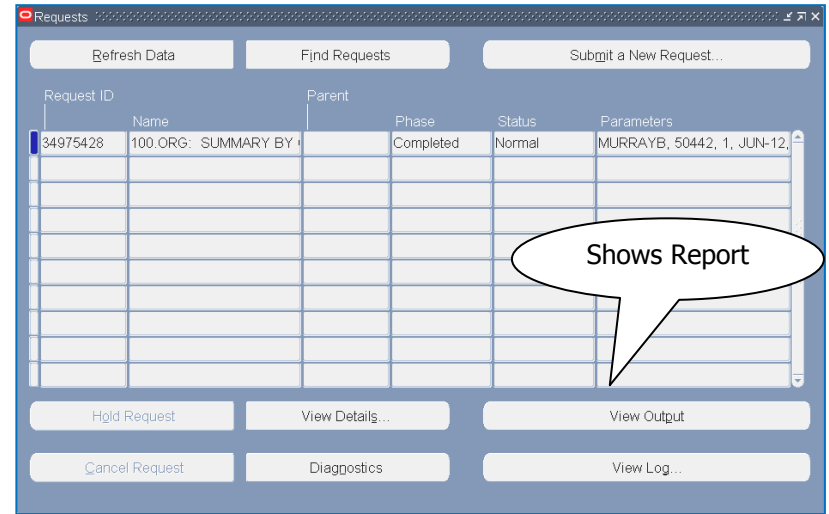
Upon Completion...

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>