

ben balances

GL Inquiry (Secured) User Guide












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Objectives

Upon completion of this section, you will:

-  understand the purpose of the GL Inquiry responsibility
-  understand the procedures surrounding the General Ledger Inquiry function
-  learn how to access the following:
 -  COA Inquiry
 -  Account Mapping
 -  Account Inquiry
 -  Funds Available Inquiry
 -  Journal Inquiry
 -  Revenue/Expense Inquiry
 -  User Profile
 -  View User

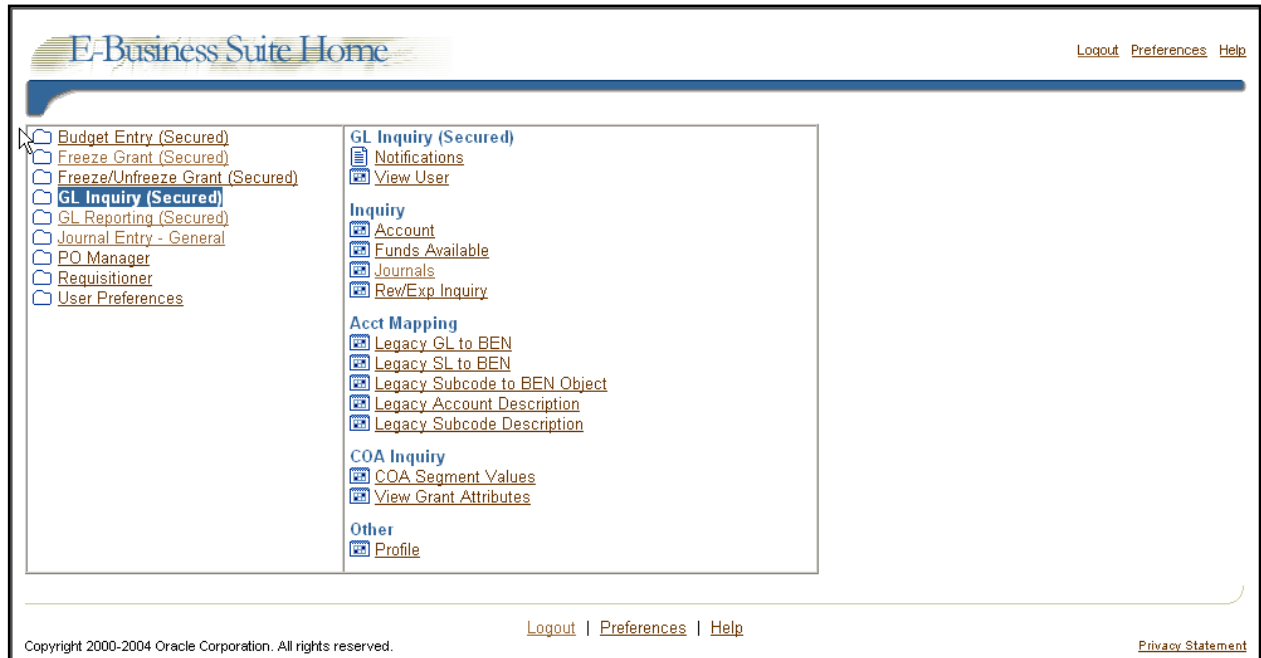
Additional Objectives

- Perform mapping inquiries
- Perform inquiries on funds available
- See detailed transactions for account balances
- Provide a management tool to review the status of budgets
- Perform funds checking prior to making purchases or entering journals on-line
- Advantage of inquiry vs. entry is the prevention of modifications. However, the advantage of entry vs. inquiry is that it allows modification of data, i.e. unposted journals and to see various 'context box' information


General Features

- Expanded "drill-down" capability in account inquiry to view the entire journal batch, not just a single journal line
- More flexible account inquiry to view all balance types (e.g., FYTD, PTD, PJTD) without having to repeat the query
- Full view of the 26-digit account number on journal and account inquiry screens

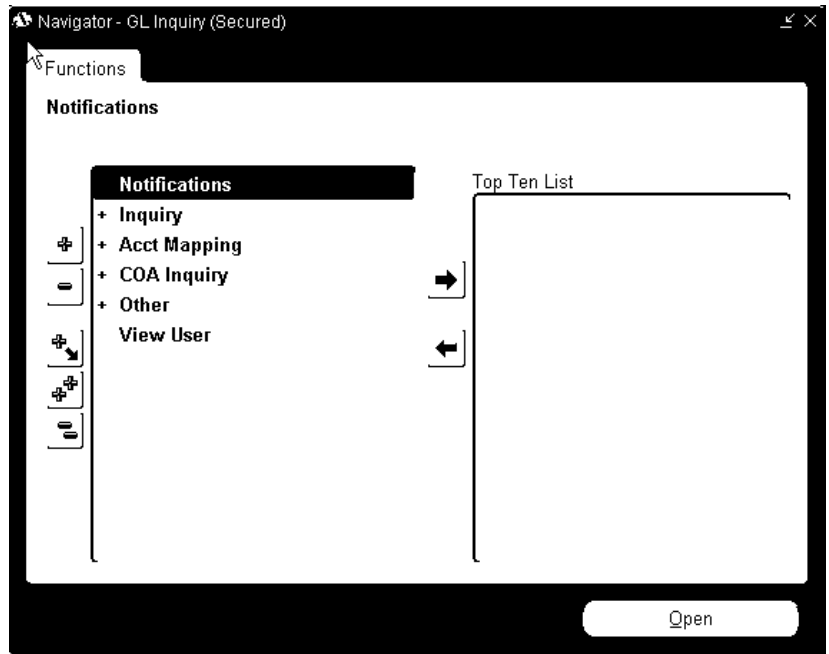
BEN Financials Homepage



- Select the desired Responsibility, in this case **GL Inquiry (Secured)**

 *The Navigator window appears on the screen. To change a navigation path within a responsibility, invoke the Navigator by*

- Closing all forms or
- Clicking on the 'Show Navigator' icon on the toolbar



Account Mapping

As part of the transition from the old accounting system (pre-BEN Financials) to a BEN account, a series of mapping tables were created to allow ongoing translations from the old 9–digit account number, known as 'Legacy number', to the 26 digit Chart of Accounts. These mapping tables will be maintained as long as there are systems still using the legacy format.

For more information regarding 'Account Mapping' & 'Legacy' accounts, please call 6-HELP.

There are five options available under Account Mapping:

- Legacy GL to BEN (*not addressed in this document*)
- Legacy SL to BEN
- Legacy Subcode to BEN OBJECT
- Legacy Account Description (*not addressed in this document*)
- Legacy Subcode Description (*not addressed in this document*)

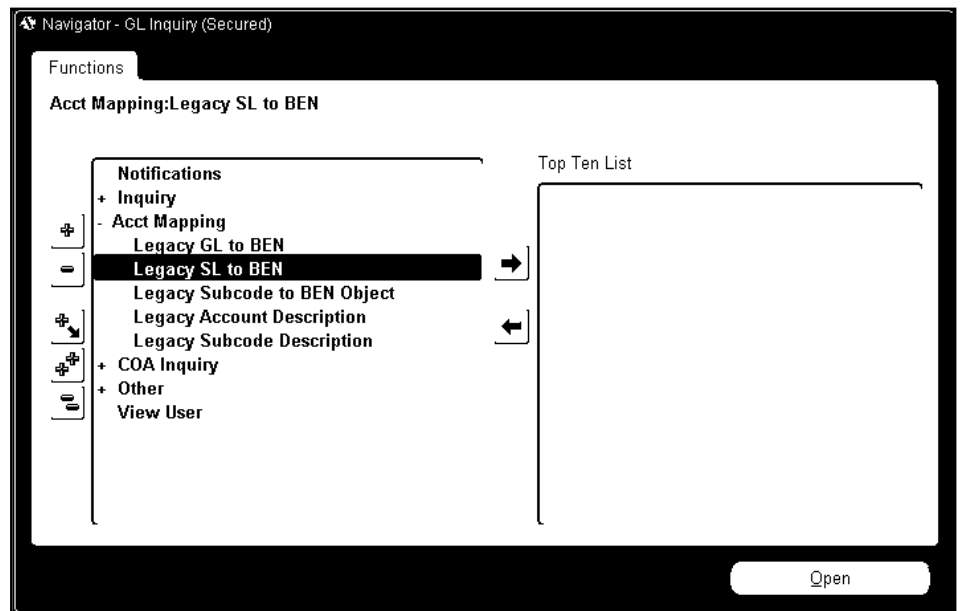
GL Inquiry>Acct Mapping>Legacy SL to BEN

Legacy SL to BEN

This window allows users to translate the old 6-digit subledger account numbers into the 22–digit BEN account number.

The translation can be accomplished in two ways:


- Enter all or part of an old 6-digit subledger account number as search criteria and retrieve the new 22-digit BEN account number(s) mapped to the search criteria OR
- Enter all or part of the 22-digit BEN account number as search criteria and retrieve the old 6-digit account number(s) mapped to the search criteria
- Click on **Account Mapping>Legacy SL to BEN** from either the BEN Financials Homepage or the Navigator



Account Mapping (continued)

BEN to Legacy

- Click on **View>Query by Example>Enter** or **F11** to convert the window to query mode
- Enter search criteria for the desired segments of the BEN account

 *The Penn Accounting Flexfield box will open when you click in the BEN account field. More than one field can be entered to narrow your search results.*

- Click **[OK]**

Legacy Subled Account to BEN Account (1)

Legacy Subled Account to BEN Account

Legacy Account	BEN Account	Start Date	End Date	Enabled Date	Comment	Auto Add
				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

Penn Accounting Flexfield

CNAC:

ORG:

BUDGET CHK:

FUND: 520013

OBJECT:

PROGRAM:

CENTER REF:

OK Cancel Clear Help

Legacy Account Description:

BEN Account Description:

- Click on **View>Query by Example>Run** or **[Ctrl] F11** to execute the query

Legacy Subled Account to BEN Account (1)

Legacy Subled Account to BEN Account

Legacy Account	BEN Account	Start Date	End Date	Enabled Date	Comment	Auto Add
5 20013	400-4324-4-520013-3000-2810-1451	01-JUL-1995	01-JAN-2047	<input checked="" type="checkbox"/> 07-NOV-1995		<input checked="" type="checkbox"/>
5 20014	400-4324-4-520013-3000-2810-1452	01-JUL-1995	01-JAN-2047	<input checked="" type="checkbox"/> 07-NOV-1995		<input checked="" type="checkbox"/>
5 20015	400-4324-4-520013-3000-2810-1453	01-JUL-1995	01-JAN-2047	<input checked="" type="checkbox"/> 07-NOV-1995		<input checked="" type="checkbox"/>
5 20017	400-4324-4-520013-3000-2810-1454	01-JUL-1995	01-JAN-2047	<input checked="" type="checkbox"/> 07-NOV-1995		<input checked="" type="checkbox"/>
5 20021	400-4324-4-520013-3000-2810-1455	01-JUL-1995	01-JAN-2047	<input checked="" type="checkbox"/> 07-NOV-1995		<input checked="" type="checkbox"/>
5 20023	400-4324-4-520013-3000-2810-1456	01-JUL-1995	01-JAN-2047	<input checked="" type="checkbox"/> 07-NOV-1995		<input checked="" type="checkbox"/>
5 20024	400-4324-4-520013-3000-2810-1457	01-JUL-1995	01-JAN-2047	<input checked="" type="checkbox"/> 07-NOV-1995		<input checked="" type="checkbox"/>
5 20027	400-4324-4-520013-3000-2810-1458	01-JUL-1995	01-JAN-2047	<input checked="" type="checkbox"/> 07-NOV-1995		<input checked="" type="checkbox"/>
5 20033	400-4324-4-520013-3000-2810-1459	01-JUL-1995	01-JAN-2047	<input checked="" type="checkbox"/> 07-NOV-1995		<input checked="" type="checkbox"/>

Legacy Account Description: NS14867-17 PRIME

BEN Account Description: MED/UR/NE-CVRC ADMIN/PJTD:CNAC/ORG/F/5-P01-NS14867-1/FUND BAL/NEUROSCIEN

Account Mapping (continued)

BEN Financials Funds

Fund	Description
000000	General Unrestricted Fund
000001	Anticipated Resources Fund
000002	University Research Foundation
000003	Research Facilities Development Fund
000004	Technology Transfer
000005	Deferred Maintenance
000006	Debt Service
000007	University Fellowship
000008	Research Matching Program
000009	Insurance Fund
000010	Capital Construction
000011	Service Center Activity
000012	University Special
000013	University Bank Fund
01xx01	School Specific Fund (xx is School/Center #)
01xx02	School Specific Fund (xx is School/Center #)
01xx03	School Specific Fund (xx is School/Center #)
01xx04	School Specific Fund (xx is School/Center #)
4xxxxx	Investment Income Funds (Endowments)
5xxxxx	Sponsored Programs (Grants & Contracts)
6xxxxx	Gift Funds
9xxxxx	Agency Funds

COA Inquiry

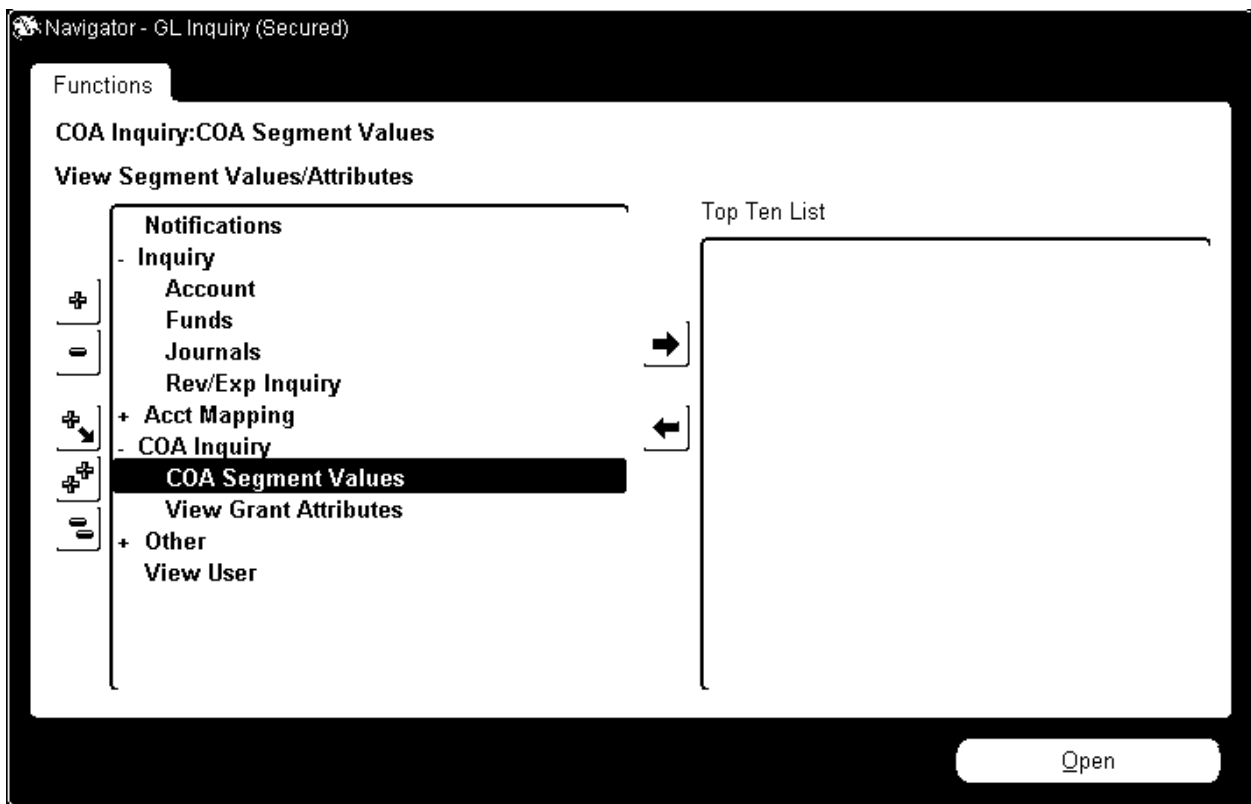
There are two options available under COA Inquiry

- COA Segment Values
- View Grant Attributes

COA Segment Values

Each segment in the Chart of Accounts has a list of valid values that may be used in that segment, for example, a list of valid FUNDS, valid ORGs, valid PROGRAMS, etc. In addition, for three of the segments – ORG, FUND and PROGRAM – Penn has defined a number of attributes to provide more descriptive information about a particular segment value.

- Click on **COA Inquiry>COA Segment Values** from either the BEN Financials Homepage or the Navigator



COA Inquiry (continued)

COA Segment Values (continued)

FUND

- In the Find Value Set window, click on the **LOV (List of Values)** icon on the right hand side of the Segment Name
- Highlight the desired Segment Name, in this case the **FUND** segment

The screenshot shows the 'Find Value Set' window. On the left, under 'Find Values By', the 'Value Set' radio button is selected. A callout bubble points to this selection with the text 'Value Set is selected'. On the right, the 'Segment Name' field is empty. Below it, the 'Flexfield Value Sets' window is open, showing a list of segments. The 'FUND' segment is highlighted in the list. The list contains the following data:

Segment Name	Name
BUDGET CHECK	UP_GL_BCHECK_VS
CENTER NET ASSET CLASS	UP_GL_CNAC_VS
CENTER REF	UP_GL_CENTER_REF_VS
FUND	UP_GL_FUND_VS
OBJECT	UP_GL_OBJECT_VS
ORGANIZATION	UP_GL_ORGANIZATION_VS
PROGRAM	UP_GL_PROGRAM_VS

Buttons for 'OK', 'Cancel', and 'Find' are visible at the bottom of the window.

- Click [OK]
- Enter a Value or Description or a portion of either using a wildcard (%)
- Click on [Find]

The screenshot shows the 'Find Value Set' window after the 'FUND' segment has been selected. The 'Find Values By' section still has 'Value Set' selected. A callout bubble points to this selection with the text 'Value Set is selected'. The 'Segment Name' field now contains the text 'FUND'. Below this, there are three input fields: 'Independent Value', 'Value' (containing '521742'), and 'Description'. At the bottom, there are 'Clear' and 'Find' buttons.

COA Inquiry (continued)

COA Segment Values (continued)

FUND (Continued)

- Tab through from the Value field or click on the 'Values, Hierarchy, Qualifiers' tab to open the first of the following Descriptive Flexfield boxes when the **Fund** is entered
- Segment Qualifiers

Value Set is selected

Can quickly access the pop-up box below by clicking here first

- Flexfield Segment Values
 - Use the scrollbar to the right to see additional information depending on the Fund number

RESPONSIBLE ORG: 0103 BIOLOGY
 FUND PURPOSE: 10 SPONSORED RESEARCH
 PI NAME: CASHMORE, ANTHONY R
 LEGACY SPONSOR CODE: 1110 NATIONAL INSTITUTES OF HEALTH
 SPONSOR CODE: 09470 NATIONAL INSTITUTES OF HEALTH
 ACCOUNT START: 01-AUG-1994
 CURRENT BUDGET END: 31-JUL-1999
 ACCOUNT END: 31-JUL-1999
 BUDGET PD 1 END: 31-JUL-1996
 BUDGET PD 2 END: 31-JUL-1997
 BUDGET PD 3 END: 31-JUL-1998
 BUDGET PD 4 END: 31-JUL-1999
 BUDGET PD 5 END:
 BILLING FREQUENCY:
 BILLING FORMAT:
 FIN REPORT FREQ: A ANNUAL & FINAL REPORT
 SUBMIT FINAL REPORT: 90 90 DAYS AFTER TERMINATION

OK Cancel Clear Help

COA Inquiry (continued)

COA Segment Values (continued)

ORG

- To begin a new query, click **[OK]** to close Flexfield Segment Values window
- From the Value Set block, Click on **Query>Find** or **Flashlight** to open the **Find Value Set** window
- In the Find Value Set window, click on the **LOV (List of Values)** icon on the right hand side of the Segment Name
- Highlight the desired Segment Name, in this case the **ORGANIZATION** segment
- Click **[OK]**

Find Value Set

Find Values By

- Value Set
- Key Flexfield
- Descriptive Flexfield
- Concurrent Program

Segment Name

Flexfield Value Sets

Find %

Segment Name	Name
BUDGET CHECK	UP_GL_BCHECK_VS
CENTER NET ASSET CLASS	UP_GL_CNAC_VS
CENTER REF	UP_GL_CENTER_REF_VS
FUND	UP_GL_FUND_VS
OBJECT	UP_GL_OBJECT_VS
ORGANIZATION	UP_GL_ORGANIZATION_VS
PROGRAM	UP_GL_PROGRAM_VS

OK Cancel Find

Value Set is selected

- Enter a Value or Description or a portion of a either using a wildcard (%)
- Click on **[Find]**

Find Value Set

Find Values By

- Value Set
- Key Flexfield
- Descriptive Flexfield
- Concurrent Program

Segment Name **ORGANIZATION**

Independent Value

Value **0103**

Description

Clear Find

COA Inquiry (continued)

COA Segment Values (continued)

ORG (Continued)

- Click on the **Values, Hierarchy, Qualifiers** tab
- Click on the **descriptive flexfield []** on the far right of the window to open the Flexfield Segment Values pop-up box
 - This is the information that appears for the ORG segment

Using the [View Child Ranges] and [View Hierarchies] Features

These features are useful when you query on parent values, e.g. ORG = 10XX

- From the Value Set block, Click on **Query>Find** or **Flashlight** to open the **Find Value Set** window
- In the Find Value Set window, click on the **LOV (List of Values)** icon on the right hand side of the Segment Name
- Highlight the desired Segment Name, in this case the **ORG** segment
- Click **[OK]**

Segment Name	Name
BUDGET CHECK	UP_GL_BCHECK_VS
CENTER NET ASSET CLASS	UP_GL_CNAC_VS
CENTER REF	UP_GL_CENTER_REF_VS
FUND	UP_GL_FUND_VS
OBJECT	UP_GL_OBJECT_VS
ORGANIZATION	UP_GL_ORGANIZATION_VS
PROGRAM	UP_GL_PROGRAM_VS

COA Inquiry (continued)

COA Segment Values (continued)

[View Child Ranges] and [View Hierarchies] Features (continued)

- Type the desired value in the Value field
- Click on [Find]

Find Value Set

Find Values By

Value Set Segment Name

Key Flexfield

Descriptive Flexfield

Concurrent Program

Independent Value

Value

Description

Case sensitive here

- Click in the Values, Effective block



The [View Child Ranges] and the [View Hierarchies] are now active

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Segment Name

Dependent Value Set

Independent Value

Values (UP_GL_ORGANIZATION_VS)

Values, Effective

Value	Translated Value	Description	Enabled	From	To	
10XX	10XX	TRAINING ORGS	<input checked="" type="checkbox"/>			01
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

COA Inquiry (continued)

COA Segment Values (continued)

[View Child Ranges] and [View Hierarchies] Features (continued)

- Click on **[View Hierarchies]**
- Click on **[Down]** to move from the Parent Value to the first 'Child' Value
- Use the scrollbar to the right to review the Translated Value and Description
- Click on **[Up]** to review the 'Parent(s)' of the Value selected

The screenshot shows a 'Value Hierarchy' window. At the top, 'Parent Value' is 10XX and 'Description' is TRAINING ORGS. Below is a table of children:

Value	Description	Parent
1000	TRNG ORG 300	
1001	TRNG ORG 1	
1002	TRNG ORG 2	
1003	TRNG ORG 3	
1004	TRNG ORG 4	
1005	TRNG ORG 5	
1006	TRNG ORG 6	
1007	TRNG ORG 7	
1008	TRNG ORG 8	
1009	TRNG ORG 9	

Buttons for 'Up' and 'Down' are at the bottom.

OBJECT

- To begin a new query, click **[OK]** to close Flexfield Segment Values window
- From the Value Set block, Click on **Query>Find** or **Flashlight** to open the **Find Value** window
- In the Find Value Set window, click on the **LOV (List of Values)** icon on the right hand side of the Segment Name
- Highlight the desired Segment, in this case the **OBJECT** segment
- Click **[OK]**

The screenshot shows a 'Find Value Set' window. On the left, 'Find Values By' has radio buttons for Value Set, Key Flexfield, Descriptive Flexfield, and Concurrent Program. The 'Segment Name' field is highlighted. A 'Flexfield Value Sets' window is open, showing a list of segments:

Segment Name	Name
BUDGET CHECK	UP_GL_BCHECK_VS
CENTER NET ASSET CLASS	UP_GL_CNAC_VS
CENTER REF	UP_GL_CENTER_REF_VS
FUND	UP_GL_FUND_VS
OBJECT	UP_GL_OBJECT_VS
ORGANIZATION	UP_GL_ORGANIZATION_VS
PROGRAM	UP_GL_PROGRAM_VS

Buttons for 'OK', 'Cancel', and 'Find' are at the bottom.

COA Inquiry (continued)

COA Segment Values (continued)

OBJECT (continued)

- Enter a Value or Description or a portion of a either using a wildcard (%)
- Click on **[Find]**

Find Value Set

Find Values By

Value Set Segment Name **OBJECT**

Key Flexfield

Descriptive Flexfield

Concurrent Program

Independent Value

Value

Description **%COMP%**

Case sensitive here

If desired, enter a 'Value', e.g. 1831, rather than 'Description' as shown here

Clear Find

- Use the scrollbar to the right to review the Translated Value and Description

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Segment Name **OBJECT** **KFF: Object Segment**

Dependent Value Set

Independent Value

Values (UP_GL_OBJECT_VS)

Values, Effective

Value	Translated Value	Description	Enabled	From		To	
1831	1831	COMP EQUIP	<input checked="" type="checkbox"/>				
1871	1871	PRIOR YR COMPUTER EQUI	<input checked="" type="checkbox"/>				
2321	2321	WORKERS COMPENSATION	<input checked="" type="checkbox"/>				
4370	4370	COMP CONN TAX REV	<input checked="" type="checkbox"/>				
4371	4371	COMP CONN NON TAX	<input checked="" type="checkbox"/>				
5223	5223	COMP SFT/ACC	<input checked="" type="checkbox"/>				
5224	5224	NONCAP COMPUTR	<input checked="" type="checkbox"/>				

View Child Ranges View Hierarchies

COA Inquiry (continued)

COA Segment Values (continued)

CENTER REF


- From the Value Set block, Click on **Query>Find** to open the **Find Value Set** window
- In the Find Value Set window, click on the **LOV (List of Values)** icon on the right hand side of the Segment Name
- Highlight the desired Segment Name, in this case the **CENTER REF** segment
- The Independent Value field is required
 - School/Center plus Net Asset Class of '0'
- Enter an **Independent Value** and a Value or Description if desired
- Click on [**Find**]

Value	Translated Value	Description	Enabled	From	To
0000	0000	UNDEFINED	<input checked="" type="checkbox"/>		
0001	0001	BARNES,SANDRA THEIS	<input checked="" type="checkbox"/>		
0002	0002	JOHNSTON,FRANCIS E	<input checked="" type="checkbox"/>		
0003	0003	KOPYTOFF,IGOR	<input checked="" type="checkbox"/>		
0004	0004	MANN,ALAN EUGENE	<input checked="" type="checkbox"/>		
0005	0005	POSSEHL,GREGORY L	<input checked="" type="checkbox"/>		
0006	0006	SANDAY,PEGGY R	<input checked="" type="checkbox"/>		

COA Inquiry

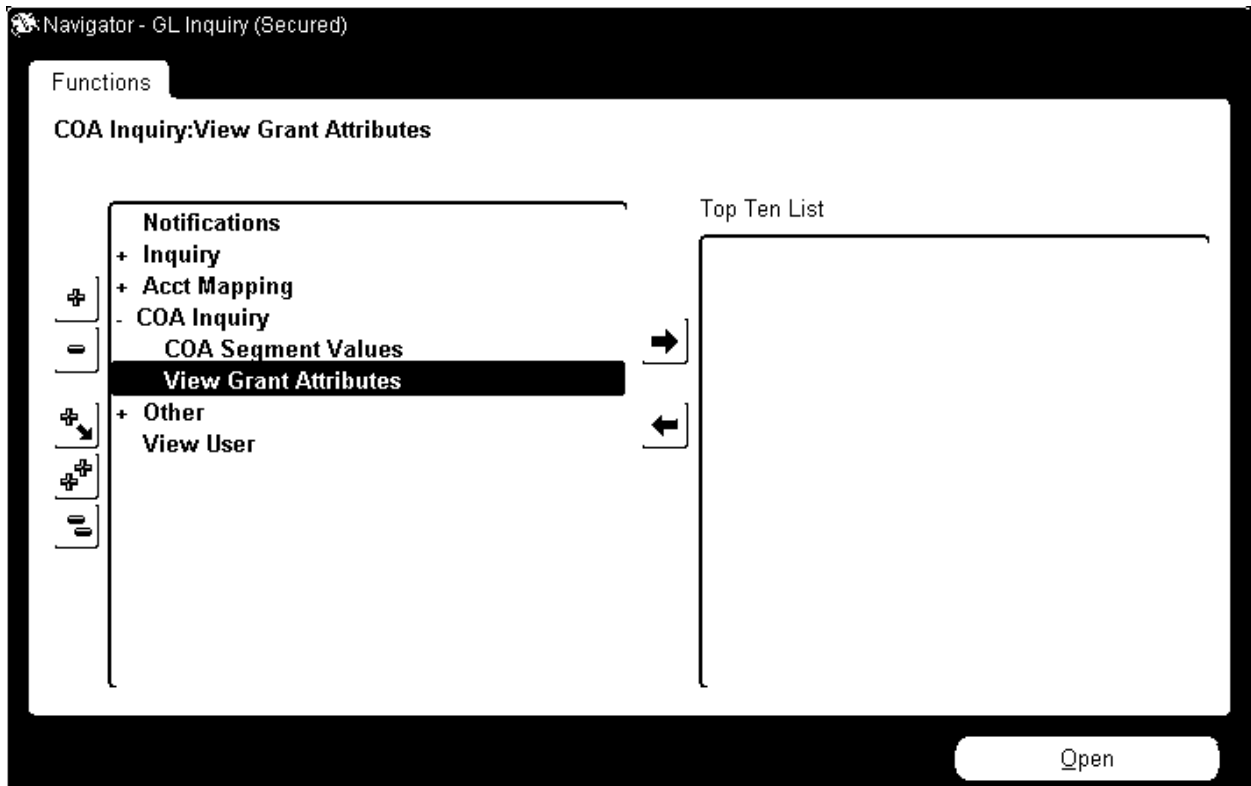
View Grant Attributes

All GL users have access to View Grant Attributes. View Grant Attributes allows users to view grant funds (5xxxxx) and their corresponding attributes. The same information is available via the COA Segment Values menu option. The only difference between the two, aside from the visual format, is that View Grant Attributes allows you see the Freeze Status and the Freeze Action History. View Grant Attributes is a view-only screen; to modify the information you will need either the Freeze Grant or the Freeze/Unfreeze Grant Responsibility.

 For those who manage Grant Funds, this information should match the information found on the AIS (Account Information Sheet). If there are any discrepancies, contact your accountant in the Office of Research Services (ORS) which can be found at:

<http://www.upenn.edu/researchservices/staffbydept.html>

- Click on **COA Inquiry>COA Segment Values** from either the BEN Financials Homepage or the Navigator



COA Inquiry

View Grant Attributes (Continued)

- Type in **Fund** number in the pop-up box
- Click on **[Find]**

Find Funds

Enter Fund Number

Fund Enabled Resp Org

Account Start Date Report Frequency Code

Current Budget End Date Adjustment Period End Date

Account End Date Next Fin Report Due

Days to Submit Final Report Final Report Submitted

Fund Purpose

PI Name LOC Transaction ID

Legacy Sponsor Sponsor Federal flow flag CFDA Number

Sponsor Description Bud Pd 1 End Date

Report Format Code Bud Pd 2 End Date

Bill Format Code

Bill Freq Code

LOC Rpt Status Bud Pd 3 End Date

Bud Pd 4 End Date

Bud Pd 5 End Date

- Click on **[Freeze Status]**

Freeze Categories/ Transaction Sources

If a transaction source is 'frozen', no new transactions from that source may hit that fund

- Sources frozen automatically at the **Account End Date**
 - New Purchase Orders
 - No 'New PO's' or Requisitions should be created after Account End Date
- Sources frozen automatically at the **Adjustment Period End Date (APED)**
 - Manual Journal Entries
 - C-forms
 - Feeder Journal Entries
 - Payroll
- Function Override
 - Freezes all categories (including Payroll)
 - Turns fund over to ORS before APED
- Click on **[Action History]**

File Edit View Folder Tools Window Help

View Grant Attributes

Fund Enabled Resp Org

Account Start Date Report Frequency Code

Current Budget End Date Adjustment Period End Date

Account End Date Next Fin Report Due

Days to Submit Final Report Final Report Submitted

Transaction Source Manual JEs C-FORMs New POs Feeders Payroll

Date

Refreeze Date

Refreeze Date

Comments

If other ORGs use this grant fund, ORG will be listed here, along with the balance type (actual, budget, or encumbrance).

COA Inquiry

View Grant Attributes (Continued)

This button performs the same function as selecting **Edit > Edit Field** from the menu.

File Edit View Folder Tools Window Help

View Grant Attributes

Fund Enabled Resp Org

Record No	<input type="text" value="2"/>	Transaction Source	<input checked="" type="checkbox"/> Manual JEs	<input checked="" type="checkbox"/> C-FORMs	<input checked="" type="checkbox"/> New POs	<input checked="" type="checkbox"/> Feeders	<input checked="" type="checkbox"/> Payroll
Status Dt	<input type="text" value="01-JAN-2000 20:06"/>	Status Dt	<input type="text" value="01-JAN-2000"/>	<input type="text" value="01-JAN-2000"/>	<input type="text" value="31-OCT-1999"/>	<input type="text" value="01-JAN-2000"/>	<input type="text" value="01-JAN-2000"/>
Auto Freeze - Freeze All Sou	<input type="text" value="GLADMIN"/>	Refreeze Dt	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Function Override	<input type="checkbox"/>	Account End	<input type="text" value="31-OCT-1999"/>	Rpt Days	<input type="text" value="90"/>	Adj Pd End	<input type="text" value="31-DEC-1999"/>
Comments	<input type="text" value="Fund is in the Reporting Pe"/>						

Record No	<input type="text" value="1"/>	Transaction Source	<input type="checkbox"/> Manual JEs	<input type="checkbox"/> C-FORMs	<input checked="" type="checkbox"/> New POs	<input type="checkbox"/> Feeders	<input type="checkbox"/> Payroll
Status Dt	<input type="text" value="31-OCT-1999 20:46"/>	Status Dt	<input type="text"/>	<input type="text"/>	<input type="text" value="31-OCT-1999"/>	<input type="text"/>	<input type="text"/>
Auto Freeze - Freeze PO	<input type="text" value="GLADMIN"/>	Refreeze Dt	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Function Override	<input type="checkbox"/>	Account End	<input type="text" value="31-OCT-1999"/>	Rpt Days	<input type="text" value="90"/>	Adj Pd End	<input type="text" value="31-DEC-1999"/>
Comments	<input type="text" value="Fund is in the Adjustment f"/>						

Action History Window

- Most recent action appears first
- With the exception of Payroll transactions, freeze actions are recognized immediately by BEN Financials after being saved
- To view comments, click on **Edit>Edit Field**

 *Can't query fund here, must click on [BACK]*

Entering a New Query

- Click on **View>Find** or **View>Query By Example>Enter** or **flashlight icon**
- Type in Fund number
- Click on **[Find]** or **View>Query by Example>Run**

GL Inquiry


Funds Available

Perform a funds inquiry to view available funds and see how actual and encumbrance expenditures compare with budgets. You can review budget, actual, and encumbrance amounts and funds available for any detail or summary accounting flexfield combination. BEN Balances calculates funds available by subtracting expenditures and encumbrances from budgets.

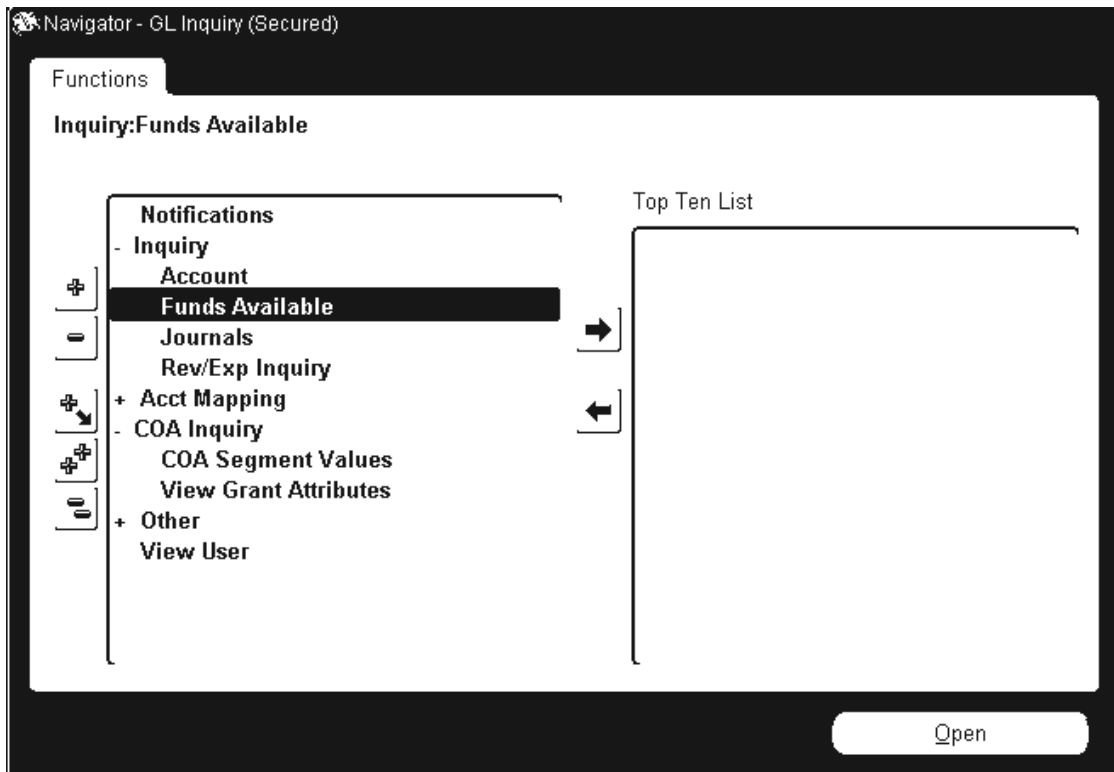
This form will give you the most up-to-date online information concerning available funds. It is recommended that you use this form to check funds available BEFORE entering transactions into BEN Financials, i.e. requisitions or on-line journal entries.

This form allows you to compare all three balance types:

- Budget
- Encumbrance
- Actuals

 *GL Inquiry>Funds Available gives you up-to-the-minute budget information. Both posted and reserved unposted transactions are included in the budget, actual, and encumbrance balances.*

- Click on the **Inquiry>Funds Available** from either the BEN Financials Homepage or the Navigator



GL Inquiry – Funds Available (continued)



TEXP Summary Template

- A Summary Account is an Accounting Flexfield whose balance represents the sum of specifically identified Accounting Flexfield balances
- Summary Account Templates are patterns of Accounting Flexfield segments used to create summary accounts
- Summary Templates are used to check whether funds are available whenever you enter a transaction
- Summary Templates are available for funds checking by
 - BC = 1 ORG/Fund FYTD
 - BC = 2 CNAC/ORG/Fund/CREF FYTD
 - BC = 4 CNAC/ORG/Fund/CREF PJTD
- Summary Templates which are used for funds checking will be referred to as Budgetary Control Combinations
- For example, 'TEXP' in Object segment represents a summary template of certain expense object codes plus student aid, suspense, and capital objects which can be charged to a particular fund

- To check funds available, use a Budgetary Control Combination Summary Template



Please note: Funds checking is not equivalent to the Fund segment

- For funds checking by Organization/Fund, fill in only for BC 1
 - Organization and
 - Fund Segments
- For funds checking by Center Net Asset Class/Organization/ Fund/Center Reference, fill in only for BC 2 & 4
 - Center Net Asset Class
 - Organization
 - Fund and
 - Center Reference segments
- Place the letters 'TEXP' (Total Expenses) in the Object field
- Do not put a value in the Budgetary Control segment

To see if this transaction will pass funds checking for BC 1, 2 or 4 enter the information below:

BC = 1

<u>Penn Accounting Flexfield</u>	
CNAC	
ORG	1234
BUDGET CHK	
FUND	000000
OBJECT	TEXP
PROGRAM	
CENTER REF	

BC = 2 or 4

<u>Penn Accounting Flexfield</u>	
CNAC	100
ORG	1234
BUDGET CHK	
FUND	5xxxxx
OBJECT	TEXP
PROGRAM	
CENTER REF	5678

GL Inquiry – Funds Available (continued)

Using the TEXP Summary Template

- The following fields are defaulted
 - Budget – Operating
 - Amount Type – Year to Date Extended
 - Can choose from Period To Date, or Project To Date
 - Period
 - Defaults to JUL-94; change this to the current period
 - Encumbrance Type – ALL
 - Can choose from Commitment, Encumbrance, PO Encumbrance, Invoice Encumbrance, Salary/EB Encumbrance
 - Account Level – All
 - Can choose from Detail or Summary

Account	Budget	Encumbrance	Actual	Funds Available
<input checked="" type="checkbox"/> T-0103-A-000000-TEXP-T-T	5,405,851.56	0.00	27,442.42	5,378,409.14

- Click into the **Account** field
- Enter the Summary Template (BC 1) for a single ORG/FUND/TEXP combination or a range of ORG/FUNDS



You can also enter the entire account combination or range of combinations to narrow your search. However, when querying true funds available for a fund, you must only enter those values specified by the ORG/FUND/TEXP template.

- Click **[OK]** to view the results of your query.

GL Inquiry

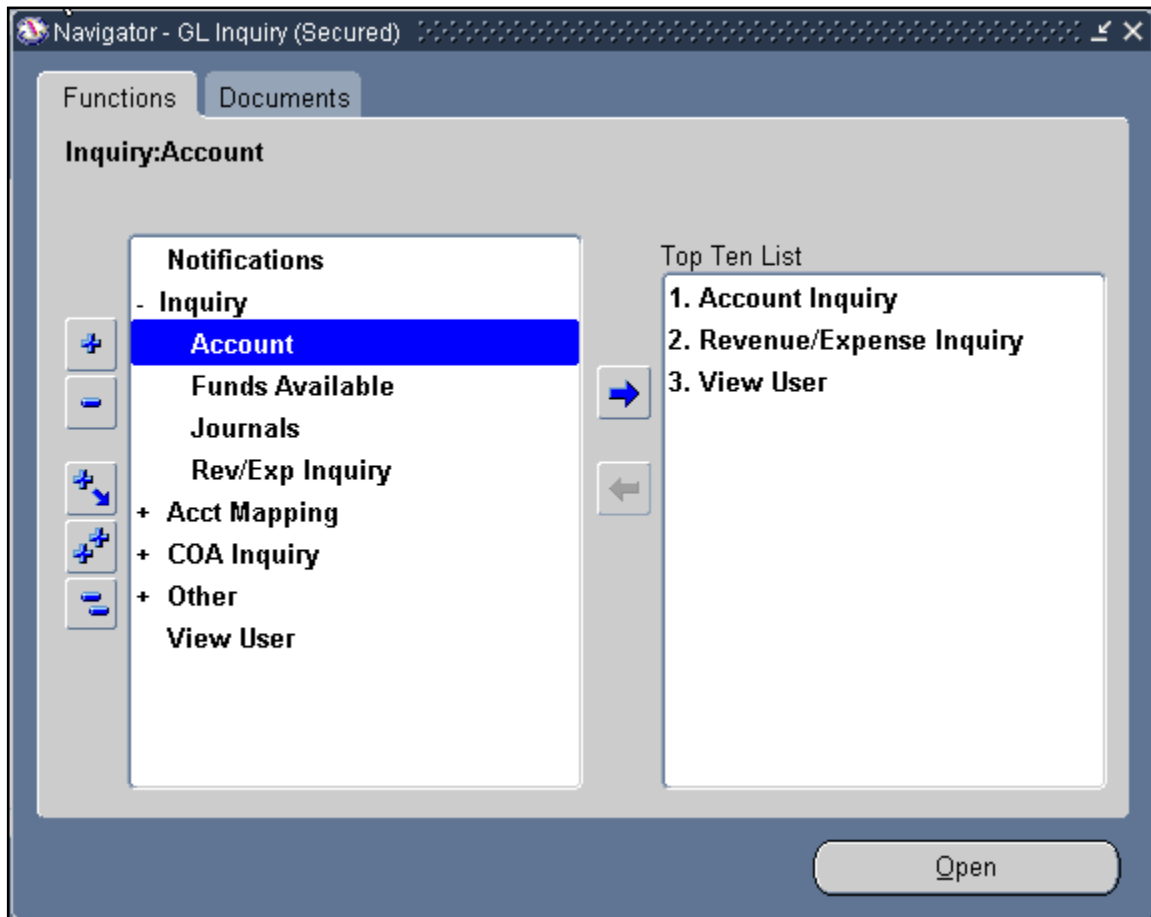
Account

Perform an account inquiry to view actual, budget, and encumbrance account balances and transactions.

You can:

- Drill down to see the journal entries that comprise your account balances

Click on the **Inquiry>Account** navigation path from either the BEN Financials Homepage or the Navigator



GL Inquiry – Account (continued)

- Enter the range of **Accounting Periods** to include in your inquiry
- Choose the Primary Balance Type tabbed region
 - Specify whether you want to see Actual, Budget, or Encumbrance balances
 - Defaults to **Actual**
 - If you choose to show budget balances, specify the Budget to use
 - If you choose to show encumbrance balances, enter an Encumbrance Type
- (Optional) Specify the secondary balance type if you want to compute variances
 - To do this, choose the Secondary Balance Type tabbed region




The secondary balance type must be different than the primary balance type



Remember that the order in which you submit a variance query is important. If you are trying to obtain budget minus actuals, budget needs to be the primary balance type, and actual the secondary budget type in the query.

GL Inquiry – Account (continued)

- Specify the **summary** or **detail Account(s)** you want to query

 If you entered a summary template, you can only query summary accounts associated with that template.

- Click on the button related to the type of account information you want to see:

- **[Show Balances]**

- To review balances for the current account based on your inquiry criteria

Template Name	Template
Funds Chk: BC 1	T-D-1, Org/Fund YTD-D-TEXP-T-T
Funds Chk: BC 2	D-D-2, CNAC/Ct-Ref/Fund YTD-D-TE...
Funds Chk: BC 4	D-D-4, CNAC/Ct-Ref/Fund PJTD-D-T...
Funds Chk: Capital Projects	T-T-T-T-CIP Objects-D-T
SBAL: DERIVED CASH	D-D-T-D-SBAL-T-T

- **[Show Journal Details]**

- To see the journal entry activity for the current account based on your inquiry criteria

- **[Show Variance]**

- To see the variance between the primary balance type you chose for the inquiry and the secondary balance type you chose for the inquiry

 Only need to select 'Secondary Balance Type' if you want to 'Show Variance'

GL Inquiry – Account (continued)

[Show Balances] (using Summary Template)

- Click on **[Show Balances]** to arrive here

Period	PTD	YTD	Account Description	Account
JUL-06	389,806.35	389,806.35	ALL CENTERS-BIOLOGY-F-GENERAL U	T-0103-A-000000-TE
AUG-06	419,725.66	809,532.01	ALL CENTERS-BIOLOGY-F-GENERAL U	T-0103-A-000000-TE
SEP-06	452,168.67	1,261,700.68	ALL CENTERS-BIOLOGY-F-GENERAL U	T-0103-A-000000-TE
OCT-06	428,383.30	1,690,083.98	ALL CENTERS-BIOLOGY-F-GENERAL U	T-0103-A-000000-TE
NOV-06	413,973.58	2,104,057.56	ALL CENTERS-BIOLOGY-F-GENERAL U	T-0103-A-000000-TE
DEC-06	467,652.42	2,571,709.98	ALL CENTERS-BIOLOGY-F-GENERAL U	T-0103-A-000000-TE
JAN-07	433,940.79	3,005,650.77	ALL CENTERS-BIOLOGY-F-GENERAL U	T-0103-A-000000-TE
FEB-07	422,522.66	3,428,173.43	ALL CENTERS-BIOLOGY-F-GENERAL U	T-0103-A-000000-TE
MAR-07	435,597.83	3,863,771.26	ALL CENTERS-BIOLOGY-F-GENERAL U	T-0103-A-000000-TE
APR-07	372,787.22	4,236,558.48	ALL CENTERS-BIOLOGY-F-GENERAL U	T-0103-A-000000-TE
MAY-07	464,810.72	4,701,369.20	ALL CENTERS-BIOLOGY-F-GENERAL U	T-0103-A-000000-TE
JUN-07	443,257.29	5,144,626.49	ALL CENTERS-BIOLOGY-F-GENERAL U	T-0103-A-000000-TE

- Scroll down and click in the line for the period you want to review
- Click on **[Detail Balances]**

Period	Account	Currency	PTD	PTD Converted
MAY-07	020-0103-1-000000-5010-4401-0000	USD	0.00	
MAY-07	020-0103-1-000000-5011-4401-0000	USD	0.00	
MAY-07	020-0103-1-000000-5040-4401-0000	USD	22,406.25	
MAY-07	020-0103-1-000000-5042-4401-0000	USD	0.00	
MAY-07	020-0103-1-000000-5056-4401-0000	USD	333.33	
MAY-07	020-0103-1-000000-5100-4401-0000	USD	10,764.34	
MAY-07	020-0103-1-000000-5101-4401-0000	USD	9,582.62	
MAY-07	020-0103-1-000000-5110-4401-0000	USD	10,305.88	
MAY-07	020-0103-1-000000-5134-4401-0000	USD	0.00	
MAY-07	020-0103-1-000000-5139-4401-0000	USD	22.68	
MAY-07	020-0103-1-000000-5190-4401-0000	USD	11,995.92	
MAY-07	020-0103-1-000000-5191-4401-0000	USD	895.19	

- Scroll down and click in the line for the account you want to review
- Click on **[Journal Details]**

GL Inquiry – Account (continued) [Drilldown]

Period	Batch	Line Description	Entered Debit	Entered Credit	Journal Entry
MAY-07	32729 Payables 2	COFFEE	333.39		Purchase Inv
MAY-07	33109 Payables 2	COFFEE	246.75		Purchase Inv

- Click on the button you wish to see. Choose from Drilldown, Show Full Journal or Detail Balances.
- Click on **[Drilldown]** to view a list of the invoice transactions that comprise this journal.



[Drilldown] is only available for 'Payables' transactions. Button is not available for other transactions, i.e. Procard, Computer Connection and other 'Feeder' activity.

Invoice Type	Applied To Invoic	Invoice Date	Supplier	Debit (USD)	Credit (USD)	E
Standard	192864	18-APR-2007	FILTERFRESH DELAWAF	333.39		U

Skip one page for more info about Drilldown on 'Payables Invoice Accounting'

GL Inquiry – Account (continued) [Drilldown] (continued)

Invoices (University of Pennsylvania)

Batch Control Total: Actual Total:

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Withheld Amount	Prepaid Amount
Standard	FILTERFRE	49913	CONSHO	18-APR-2007	192864	USD	333.39		

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

Amount Paid: USD 333.39

Invoice Status: Status **Validated** Accounted **Yes**

Approval Status: Approval **Not Required** Pending Approver

Description: COFFEE

The **[General]** tab indicates the Amount Paid, Invoice Status and Approval Status

Invoices (University of Pennsylvania)

Batch Control Total: Actual Total:

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Withheld Amount	Prepaid A
Standard	FILTERFRE	49913	CONSHO	18-APR-2007	192864	USD	333.39		

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

Hold Name	Hold Reason	Held By	Hold Date	Release Name	Release Reason	Released By	Release Date

Purchase Order: Number Release Line Ship To

Shipment Quantity: Ordered Billed Received Accepted

Receipt: Number Line Date

Receipt Quantity: Billed Received Accepted

The **[Hold]** tab indicates whether the Invoice is on 'Hold' and the reason as well as info about the PO

Invoices (University of Pennsylvania)

Batch Control Total: Actual Total:

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Withheld Amount	Prepaid A
Standard	FILTERFRE	49913	CONSHO	18-APR-2007	192864	USD	333.39		

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken
Check	2085698	17-MAY-2007	17-MAY-2007	<input type="checkbox"/>	333.39	
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Payment Overview

Overview Distributions

The **[View Payments]** tab indicates the Document Number aka Check # and the Payment Date

GL Inquiry – Account (continued) [Drilldown] (continued)

- Click on **[Overview]** to see payment information including the Invoice Status

Supplier: FILTERFRESH DELAWARE VALLEY Site: CONSHOCKEN-1
 Supplier Num: 49913 Taxpayer ID: 1289
 Invoice Num: 192864 Type: Standard Date: 18-APR-2007
 Batch Name: 093996DDE Currency: USD Amount: 333.39
 Voucher: Unpaid: 0.00
 PO Number: Release: Unapplied
 Receipt Num: Settlement Date
 Invoice Status: Description: COFFEE
 Paid: Yes Active Hold: Reason:
 Accounted: Yes
 Status: Validated
 Approval: Not Required
 Scheduled Payments: Actual Payments

Curr	Amount	Remaining	Due Date	Held	Paid By	Paid On
USD	333.39	0.00	18-MAY-2007	<input type="checkbox"/>	2085698 - Check	17-MAY-2007

 Buttons: Payment Overview, View Receipt, Invoices

- Click on **[Distribution]** to see the account number charged

Invoice Total: 333.39
 Distribution Total: 333.39

Num	Type	Amount	Tax Code	GL Date	Account	Includes Tax	Description
1	Item	333.39		09-MAY-2007	020 0103-1 000000 5220-4401-41	<input type="checkbox"/>	COFFEE

Status: Validated Accounted: Yes PO Number:
 Account Description: SAS/UR-BIOLOGY-Y-GENERAL UNRESTR-EXT OFF SUPPLY-BIOLOGY-COFFEE SUPPLIES
 Button: View Receipt

GL Inquiry – Account (continued) [Drilldown] (continued)

Imaged Invoices

As of early FY 2001, Accounts Payable began to 'image' all PO invoices and C-368 forms as follows:

- ☞ *Does not include Travel and Entertainment C-368 forms*
- July 10, 2000 - AP began imaging all PO invoices and C-368 forms, except Staples & Fisher invoices
- September 18, 2000 - AP begins image rendering of all Staples and Fisher invoices



To view imaged invoices, after clicking on **[Show Transaction]** a piece of paper will appear in the paperclip on the Toolbar if an image is available.

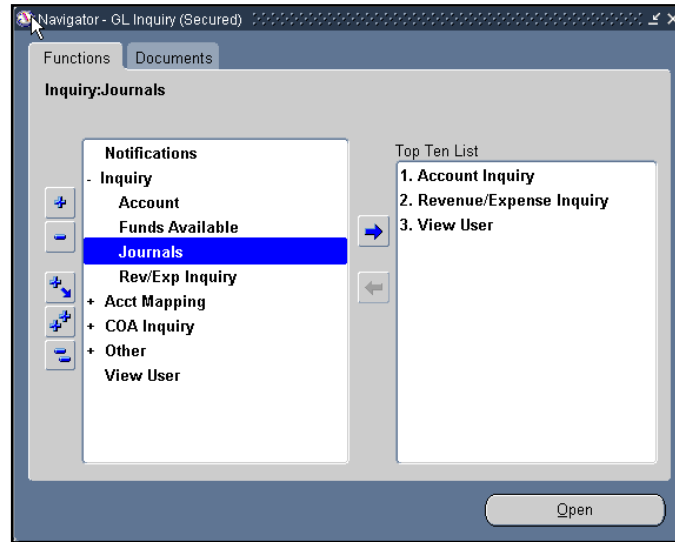
- Click on the **paperclip icon**
 - Enter your **username and password**; click **[OK]**
 - The image for the PO or C-form will appear; click on the 'x' top-right to close
- ☞ *Remember, the paperclip will only have a piece of paper if a) it is after FY 2001 and you have just clicked on [Show Transaction]*

GL Inquiry Journal

Perform a journal inquiry to view all journal entry batches for actual, budgets, or encumbrances in BEN Balances. A user can query from a variety of search criteria including the batch name, journal name, source, category, period and/or posting status.

From the GL Inquiry (Secured) responsibility

- Click on the **Inquiry>Journal** navigation path. Click on **[Open]** or **double click** on the path's end.



When you first navigate to the Journal Entry Inquiry window, the Find Journals window appears automatically. After you run the query, you can reopen the Find Journals window by selecting View>Find from the menu or the flashlight from the Toolbar.

- Enter search criteria. Use wildcards, as needed, or List of Values [...] where available, e.g. Period

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

- Click on **[Find]**

GL Inquiry – Journal (continued)

Querying in the Line Block

Within the line block you can query on a desired field vs. scrolling through all the lines in journal.

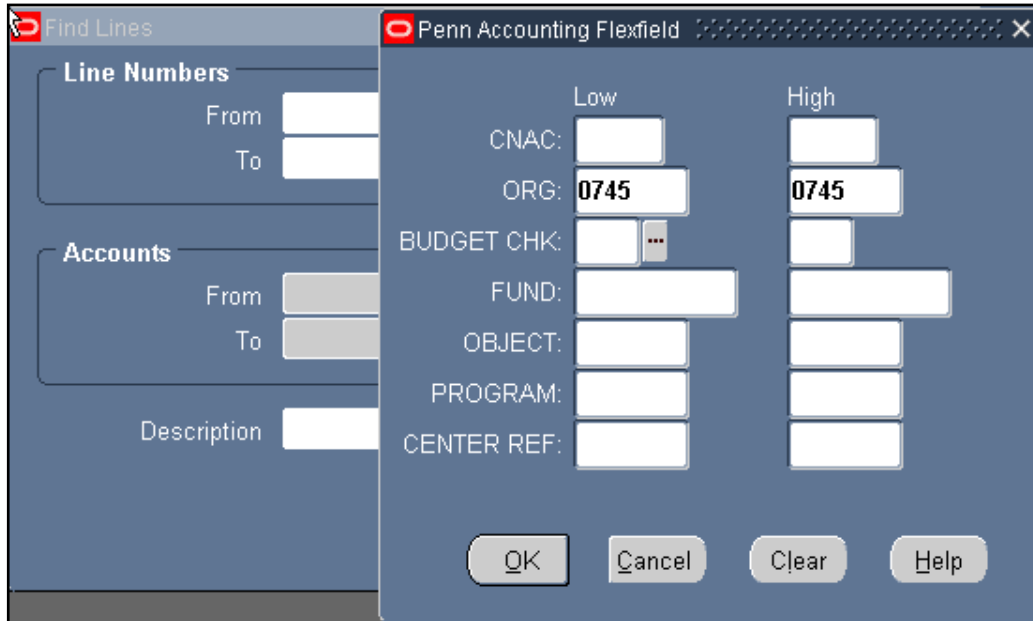
Line	Account	Debit (USD)	Credit (USD)	Description
1	020-0116-1.000000-5211-4180-2116	15.00		Malek, Maryellen
2	020-0228-1.000000-5211-2000-0000	15.00		Bragilevskaya, Natasha
3	020-0302-1.000000-5211-7000-5727	15.00		Tavarez, Jose
4	020-0302-1.000000-5211-7000-5727	15.00		Sokalczuk, Debra
5	020-0302-1.000000-5211-7000-5727	15.00		Conroy, Maggie
6	020-0302-1.000000-5211-7000-5727	15.00		Saladoff, Elyse
7	020-0302-1.000000-5211-7000-5727	15.00		Howard, Dani
8	020-0302-1.000000-5211-7000-5728	15.00		Ingiosi, Paul
		3,540.00	3,540.00	

- Position cursor on Line 1; Click on **View>Find**

GL Inquiry – Journal (continued)

Querying in the Line Block (continued)

- Enter a search criteria
 - For example, click in the Accounts From field; enter a segment; click **[OK]**



- Click on **[Find]** to see the results of your query within the line block

Journals (BEN Financials) - 8712.JIH.5/27/08.01 27-MAY-08 11:26:00

Journal: 8712.JIH.5/27/08.01 09 Accounting USD
 Period: MAY-08 Effective Date: 27-MAY-2008
 Category: 09 Accounting Source: Spreadsheet
 Balance Type: Actual Budget:
 Reference Date:
 Description: ABA Meeting May 20, 2008
 Reference: Journal Import Created
 Clearing Company: Control Total:

Conversion: Currency: USD Date: 27-MAY-2008 Type: User Rate: 1
 Status: Posting: Posted Funds: Passed Approval: N/A
 Reverse: Date: Method: Switch Dr/Cr Status: Not Reversed

Line	Account	Debit (USD)	Credit (USD)	Description
32	070-0745-1-000-000-5211-7001-0000	15.00		Ulman, Stacey
33	070-0745-1-000-000-5211-7001-0000	15.00		Williams, Andrea
34	070-0745-1-000-000-5211-7001-0000	15.00		McManus, Victoria
35	070-0745-1-000-000-5211-7001-0000	15.00		Duenas, Matilde
36	070-0745-1-000-000-5211-7001-0000	15.00		Lim, Diane
37	070-0745-1-000-000-5211-7001-0000	15.00		Chapman, Gloria
		3,540.00	3,540.00	

Account Description: WH/UR-FIN AND ADMIN.Y-GENERAL UNRESTR-UNIV SPON CONF-INSTRUCT ADM DE-UNDEFINED

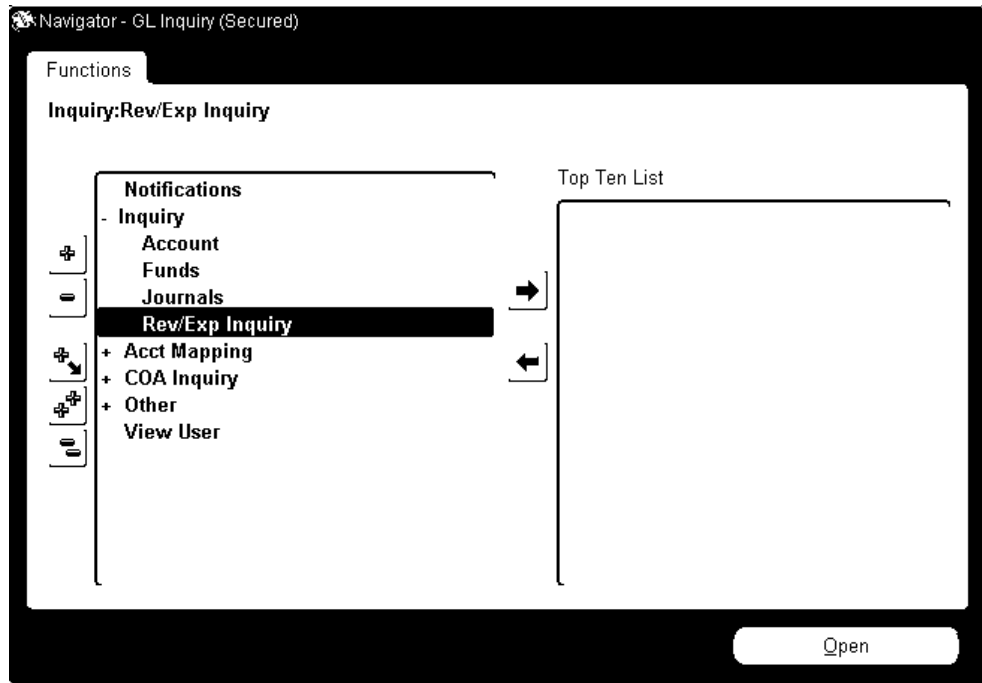
Buttons: Line Drilldown..., T Accounts...

GL Inquiry

Revenue/Expense Inquiry

This feature allows users to see revenue and expense summary balances and the account details that make up the summary balances. Revenue/Expense Inquiry is similar to funds inquiry and account inquiry, however, the information is displayed using the Responsibility Center Management (RCM) model.

- Click on the **Inquiry>Rev/Exp Inquiry** navigation path from either the BEN Financials Homepage or the Navigator



- Required fields are:

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

- Click on [**View Balances**]

PENN GL Revenue/Expense Inquiry

PERIOD: SEP-01 CNAC: 100 ORG: 1035 FUND: 000000 PROG: CREF: REVENUE/EXPENSE CATEGORY: CURRENT EXPENSE View Balances

Rev/Exp Category	Curr Oper Budget	Curr Month Actuals	FYTD Actuals	Encumbrance	Budget Bal Available
CURRENT EXPENSE	33,825.00	410.14	3,982.53	.00	29,842.47

Level UP Acct Details Level Dn

Account	Curr Oper Budget	Curr Month Actuals	FYTD Actuals	Encumbrance	Budget Bal Available

Transactions

GL Inquiry – Revenue/Expense Inquiry (continued)



Note the column headings. For 5 funds, project-to-date information will be displayed.

PENN GL Revenue/Expense Inquiry

PERIOD: SEP-01 CNAC: 100 ORG: 1035 FUND: 000000 PROG: CREF: REVENUE/EXPENSE CATEGORY: CURRENT EXPENSE View Balances

Rev/Exp Category	Curr Oper Budget	Curr Month Actuals	FYTD Actuals	Encumbrance	Budget Bal Available
CURRENT EXPENSE	33,825.00	410.14	3,982.53	.00	29,842.47

Level UP Acct Details Level Dn

Account

Account	Curr Oper Budget	Curr Month Actuals	FYTD Actuals	Encumbrance	Budget Bal Available

Transactions

Available Buttons Highlighted

- Click on [Level Dn] to see sub-categories within the Revenue/Expense Category queried

PENN GL Revenue/Expense Inquiry

PERIOD: SEP-01 CNAC: 100 ORG: 1035 FUND: 000000 PROG: CREF: REVENUE/EXPENSE CATEGORY: CURRENT EXPENSE View Balances

Down from CURRENT EXPENSE

Rev/Exp Category	Curr Oper Budget	Curr Month Actuals	FYTD Actuals	Encumbrance	Budget Bal Available
Travel & Entertainment	4,500.00	.00	252.34	.00	4,247.66
Supplies & Minor Expense	12,500.00	250.00	2,495.47	.00	10,004.53
Non-Capitalized Equipment	5,000.00	.00	789.58	.00	4,210.42
Communications & Computing, Int	825.00	30.29	65.29	.00	759.71
Communications & Computing, Ex	11,000.00	.00	250.00	.00	10,750.00
Current Expense Suspense	.00	129.85	129.85	.00	<129.85>

Level UP Acct Details Level Dn

Account

Account	Curr Oper Budget	Curr Month Actuals	FYTD Actuals	Encumbrance	Budget Bal Available

Transactions

Available Buttons Highlighted

GL Inquiry – Revenue/Expense Inquiry (continued)

- Place cursor on desired information in Rev/Exp Category block; click on **[Level Dn]** or **[Acct Details]**

Revenue/Expense Inquiry

PERIOD: SEP-01 | CNAC: 100 | ORG: 1035 | FUND: 000000 | PROG: | CREF: | REVENUE/EXPENSE CATEGORY: CURRENT EXPENSE

Up from 5220 EXT OFF SUPPLY

Rev/Exp Category	Curr Oper Budget	Curr Month Actuals	FYTD Actuals	Encumbrance	Budget Bal Available
Travel & Entertainment	4,500.00	.00	252.34	.00	4,247.66
Supplies & Minor Expense	12,500.00	250.00	2,495.47	.00	10,004.53
Non-Capitalized Equipment	5,000.00	.00	789.58	.00	4,210.42
Communications & Computing, Int	825.00	30.29	65.29	.00	759.71
Communications & Computing, Ex	11,000.00	.00	250.00	.00	10,750.00
Current Expense Suspense	.00	129.85	129.85	.00	<129.85>

Account Balances for : K058 - Supplies & Minor Expense

Account	Curr Oper Budget	Curr Month Actuals	FYTD Actuals	Encumbrance	Budget Bal Available
100-1035-1-000000-5220-7000-0000	4,000.00	63.95	611.95	.00	3,388.05
100-1035-1-000000-5223-7000-0000	2,500.00	.00	149.95	.00	2,350.05
100-1035-1-000000-5249-7000-0000	6,000.00	186.05	1,733.57	.00	4,266.43

Selected Acct Details here for Category

Available Button Highlighted

- Place cursor on desired information; click on **[Transactions]**

If you click the Encumbrance, or the FYTD/PJTD Actuals column, then click on **[Transactions]**, you return Transaction Summary by Period. Selecting a Period will bring you here → Great for when you're not sure what period the activity took place. You can be in the current period to do this.

Revenue/Expense Inquiry: Transaction Detail by Period

transactions for 100-1035-1-000000-5220-7000-0000 | SEP-01 | Actual

TRNG/NAC/UR-TRNG ORG 35--GENERAL UNRESTRICTED-EXT OFF SUPPLY-GEN ADMIN SURR-D

Date	Amount	PO/Invoice	Vendor/Line Desc	Source/Category	Batch Name
12-SEP-2001	63.95	/	/ Correct Object Code	Manual / 02 Adj Prev T	1xxx.barn.09/27/01.01 Man

Click on Edit>Edit Field to view all data in field

Click on [Back] to return to previous window

Account Inquiry vs. Revenue/Expense Inquiry

Under the GL Inquiry Responsibility, the following is a comparison of when you might want to use the Inquiry>Account navigation vs. the Inquiry>Rev/Exp Inquiry navigation path.

Inquiry>Account

- Use TEXP to see summary and/or detail for expense object codes
- Drilldown using 26 digit account combination
- View asset and liability accounts
- Identify wayward transactions

Rev/Exp Inquiry

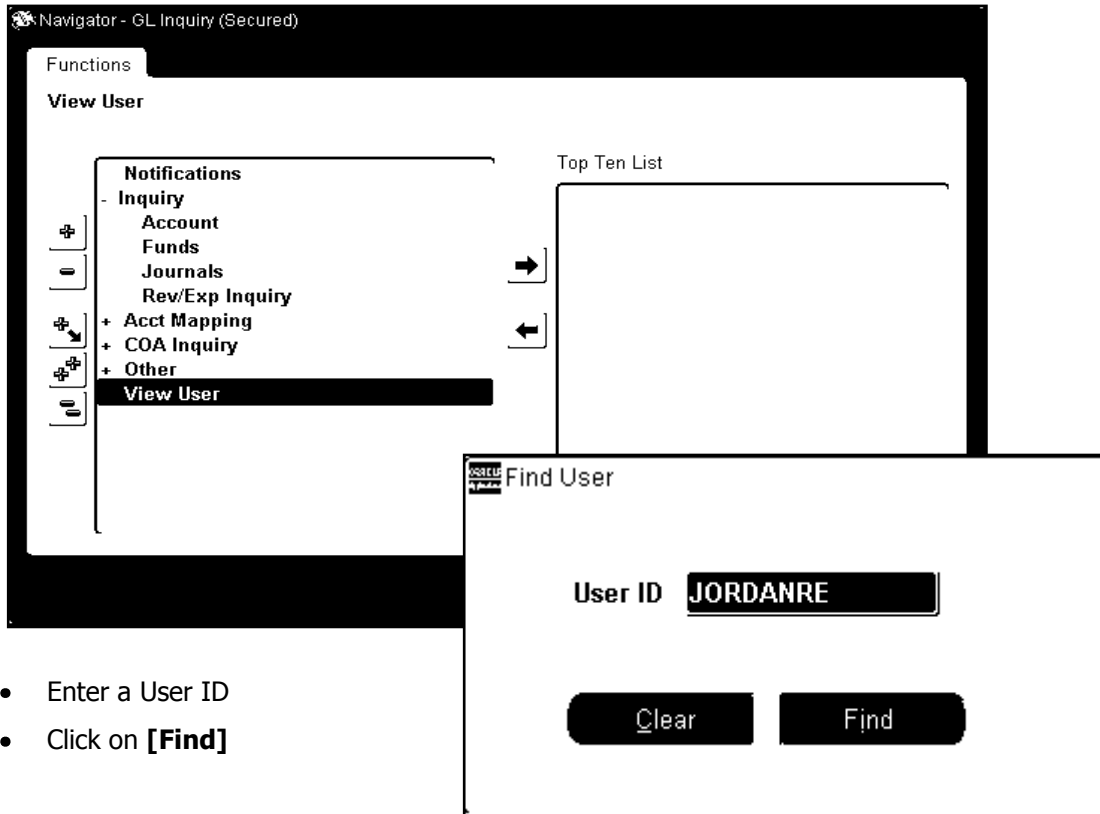
- Information available by Responsibility Center Management (RCM) category; combines features of the 10x.ORG and 15x.ORG reports in an online view
- View 'pending' transactions, i.e. transactions reserved but not yet posted

PERIOD	CNAC	ORG	FLIND	PROG	CREF	REVENUE/EXPENSE CATEGORY	
JAN-05	870	8712	000000			CURRENT EXPENSE	View Balances
Rev/Exp Category	Curr Oper Budget	Curr Month Actuals	FYTD Actuals	Encumbrance	Budget Bal Available		
CURRENT EXPENSE	39,002.04	407.59	10,448.66	849.95	27,703.43	Level UP	Acct Details
						Level Dn	
Account	Curr Oper Budget	Curr Month Actuals	FYTD Actuals	Encumbrance	Budget Bal Available		
						Transactions	

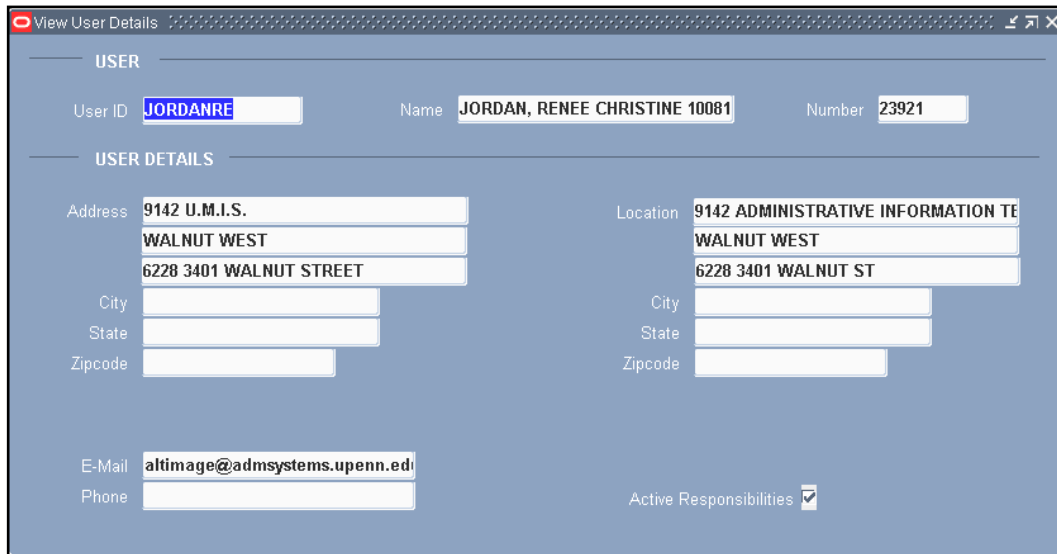
View User

Every employee with access to BEN Financials has an assigned User ID. Use the View User navigation path to determine more information about the user.

- Click on the **View User** navigation path from either the BEN Financials Homepage or the Navigator



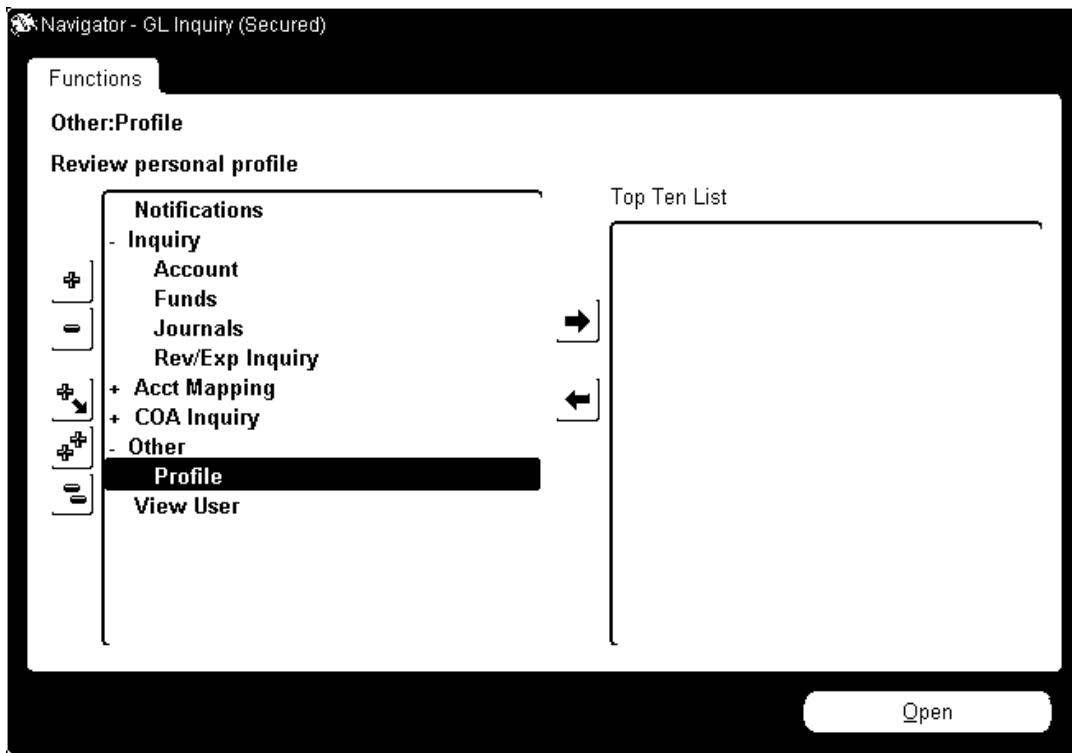
- Enter a User ID
- Click on **[Find]**
- View the results of the query



Other > Profile

User profile is a collection of changeable options that affect the way your applications run. BEN Financials establishes a value for each option in a user's profile when the user logs on or changes responsibility.

- You can also change those options that are updatable if you like
 - Changes you make to a profile option take effect when you either change responsibilities or close and re-login into the application
 - Changes you make to your options are still in force when you login again
- To change a profile option value, click on the **Other>Profile** navigation path from either the BEN Financials Homepage or the Navigator



Only the **Report Copies** and **Printer** profile options should be changed

Other > Profile (continued)

- Enter a new value for the option if it is updatable, or if the [...] icon appears, select a value from the list of available values. For example, type your printer number in the User Value field.

Profile Name	Default Value	User Value
Printer	noprint	p872014

- Only the Report Copies and Printer profile options should be changed
- If the profile option is not updatable, the message "Item is protected against update" appears on the message line when you try to change the value
- For most personal profile options, BEN Financials automatically checks the value you enter to ensure it is valid
- Click on **File>Save** to save your change

 *Your change will take effect when you either change responsibilities or log out and log back in.*

Revision History

Date	Page Number(s)	Topic
August 22, 2003	2-11 & 2-19	Addition of 5-digit Sponsor Code
December 18, 2003	2-4	Remove Mail Services as legacy account user
December 18, 2003	2-18	Update ORS web address
January 24, 2005	2-30 – 2-31	Added info re: Invoice Imaging (paperclip)
February 10, 2006 (BAM)	2-4 & Various	New Navigation screens & new wording for each time a navigation path changed
October 24, 2008 (BAM)	2-24 – 2-38	BEN Financials Upgrade 11.5.10
March 1, 2012 (BAM)	2-36	Added Help>Record History information