ben Business Enterprise Network

ben balances

GL Inquiry (Secured) User Guide

Document Last Updated March 1, 2012

Table of Contents

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

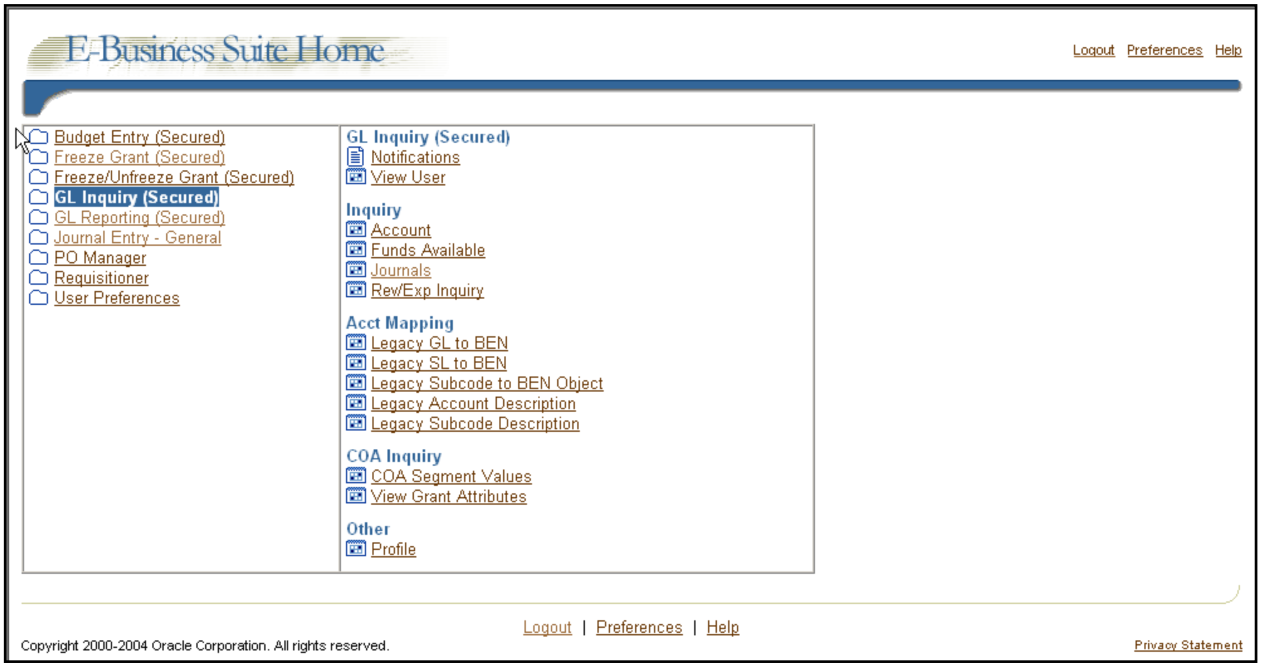
Additional Objectives

- 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

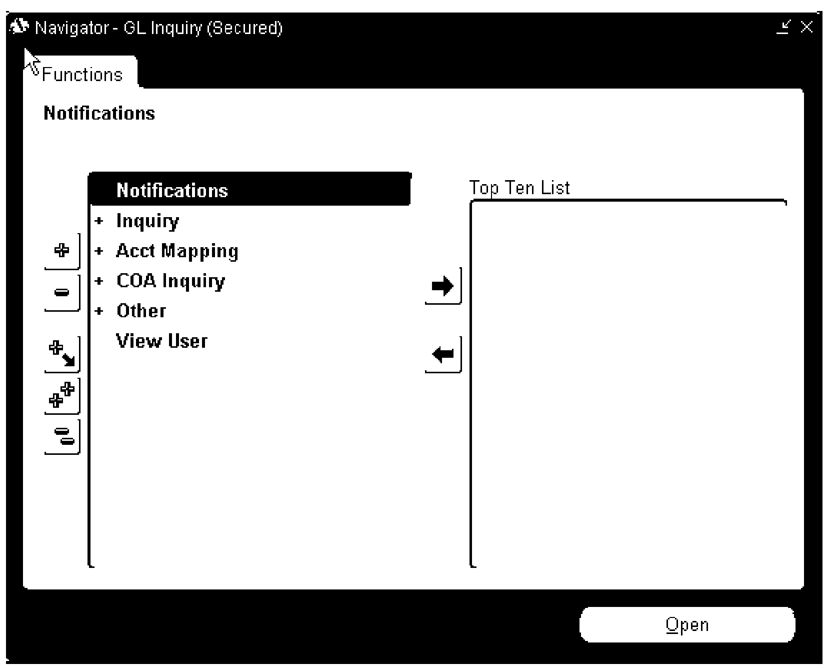
BEN Financials Homepage



- 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)*

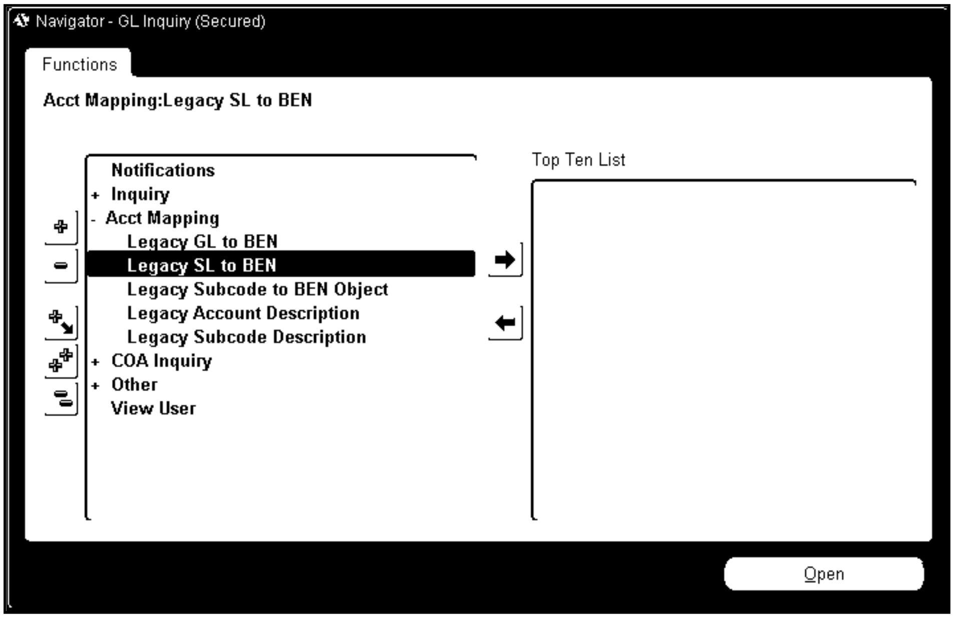
GL Inquiry>Acct Mapping>Legacy SL to BEN

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

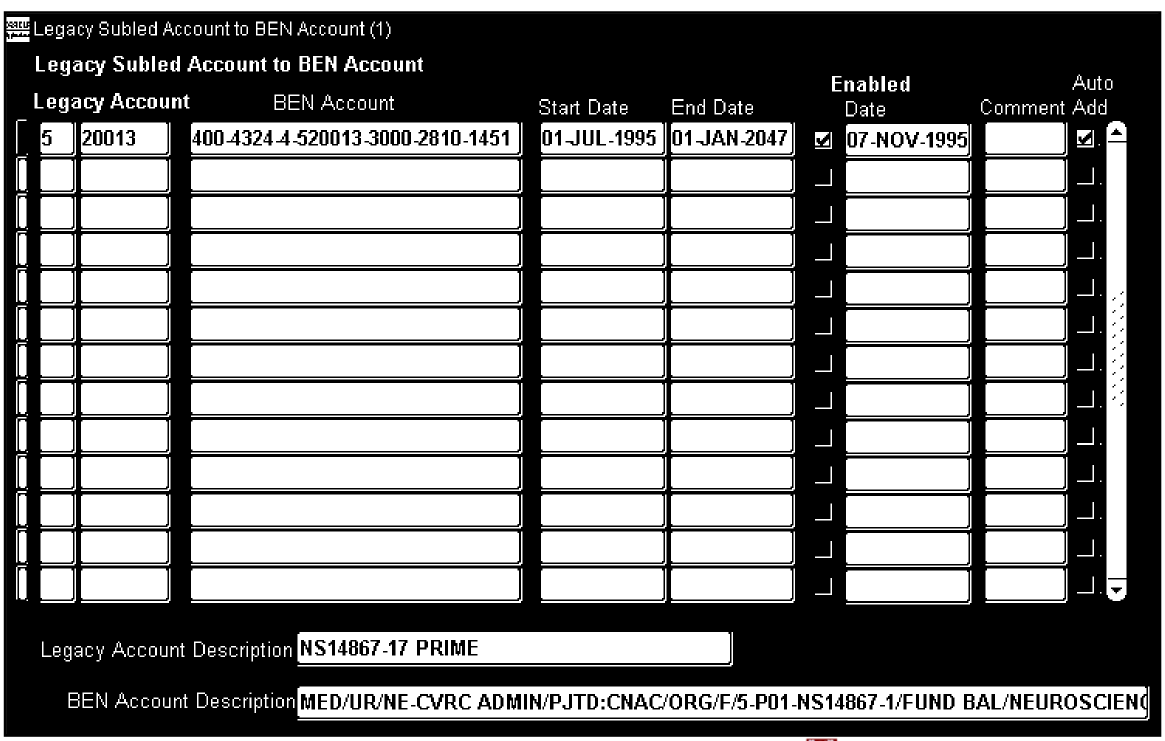


Account Mapping (continued)

Legacy SL to BEN (continued)

Note window color changes when converted to query

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



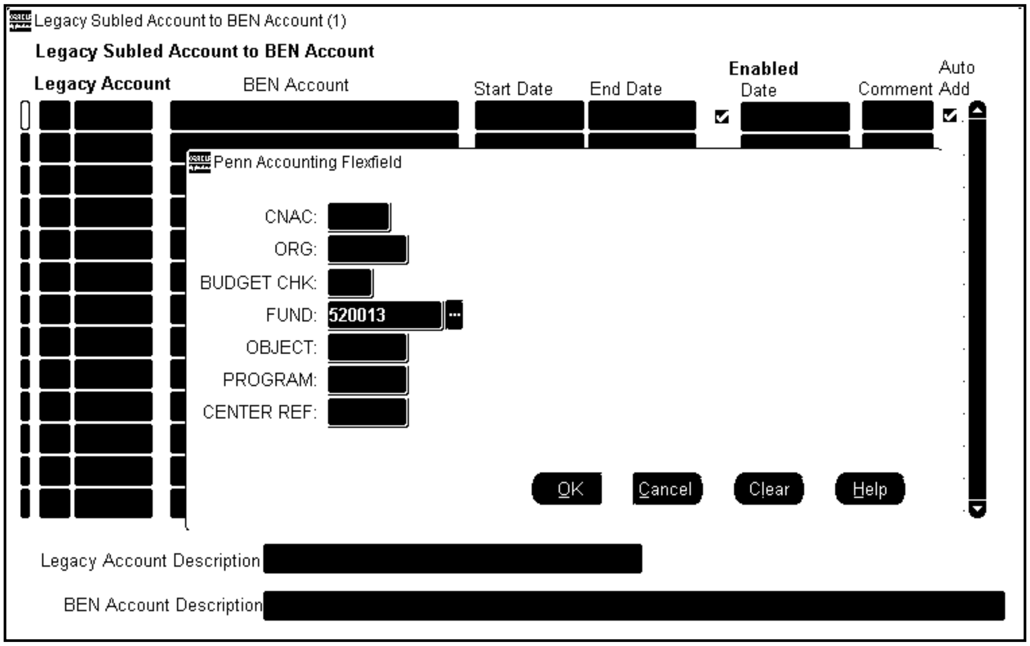
Account Mapping (continued)

BEN to Legacy

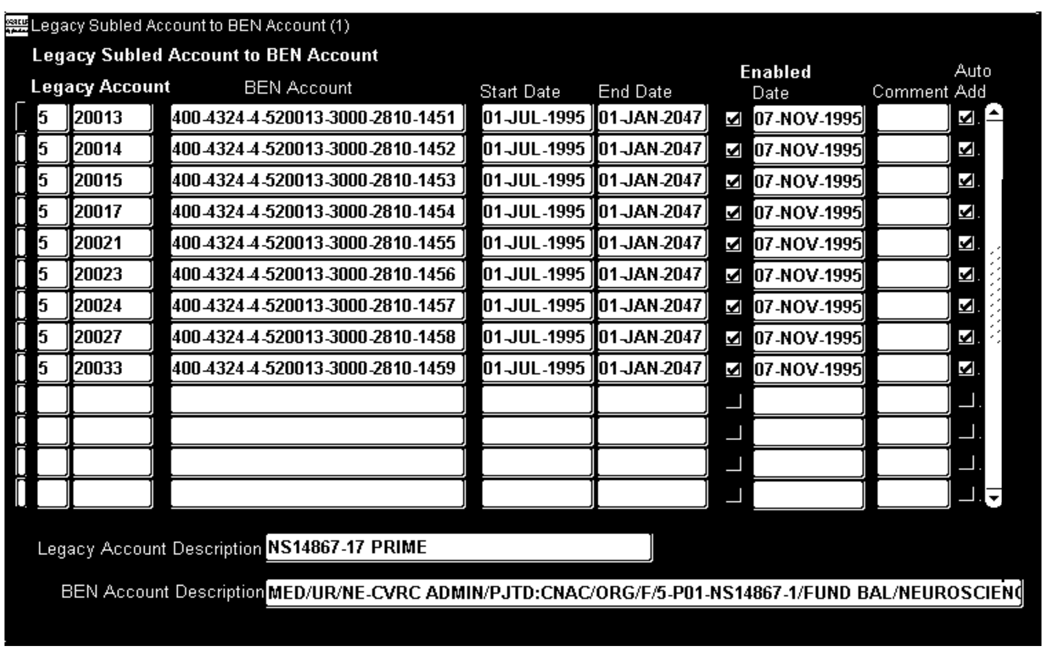
- Click on **View>Query by Example>Enter** or **F11** to convert the window to query mode
- Enter search criteria for the desired segments of the BEN account

☞ *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]**



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



Account Mapping (continued)

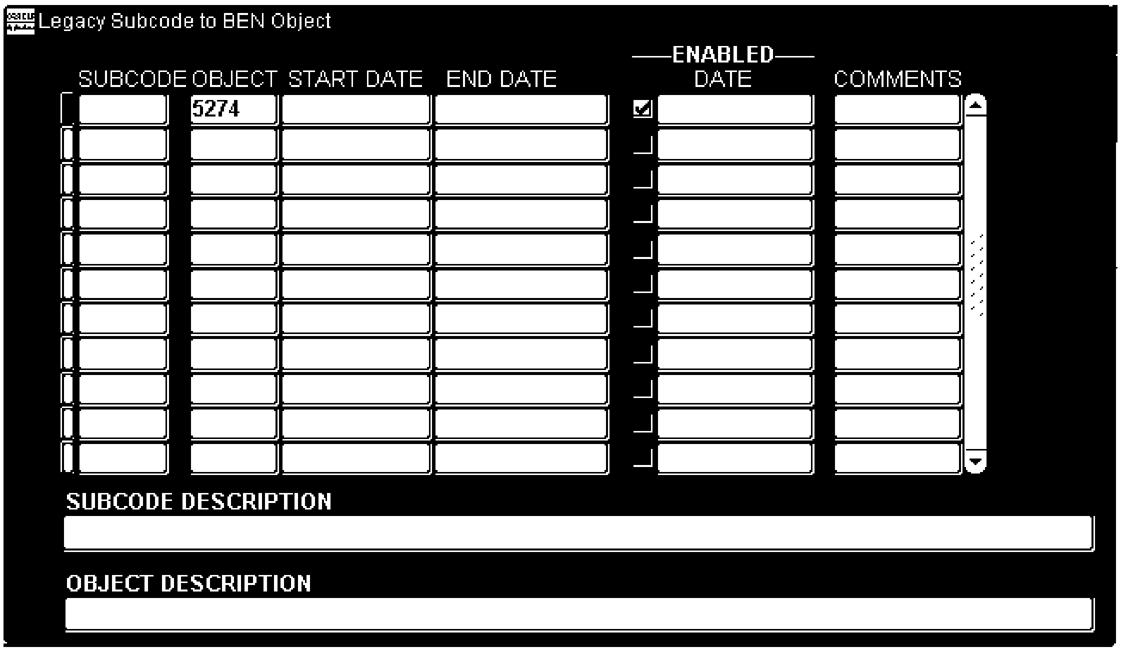
BEN Financials Funds

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

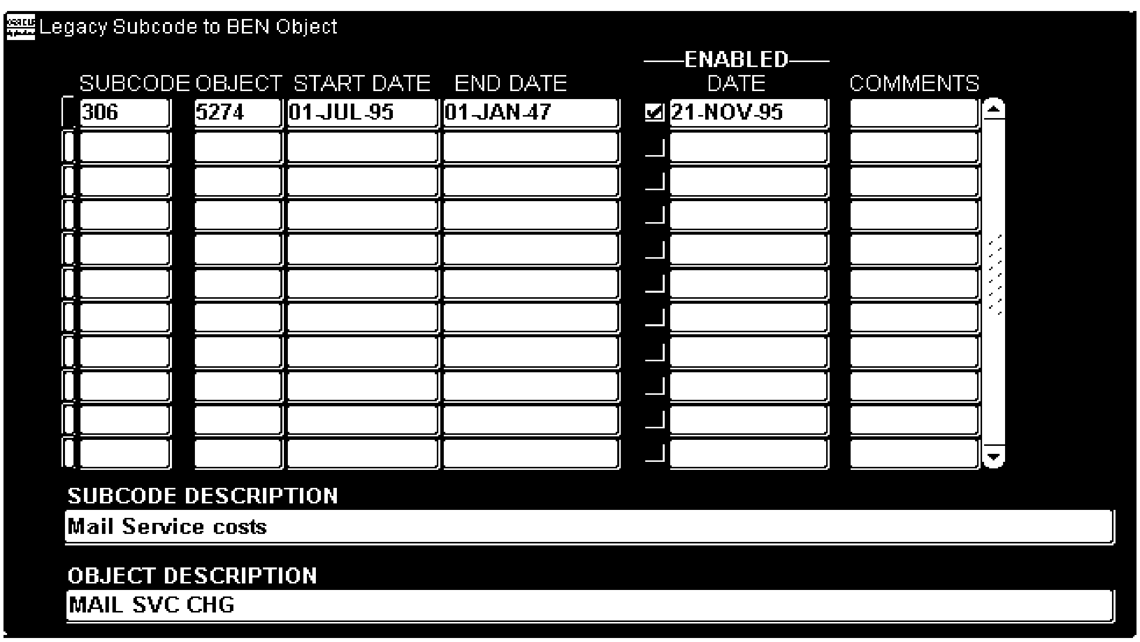
Account Mapping (continued)

Legacy Subcode to BEN OBJECT

- Click on **View>Query by Example>Enter** or **F11** to convert the window to query mode
- Enter search criteria for the desired Subcode or Object Code



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



COA Inquiry

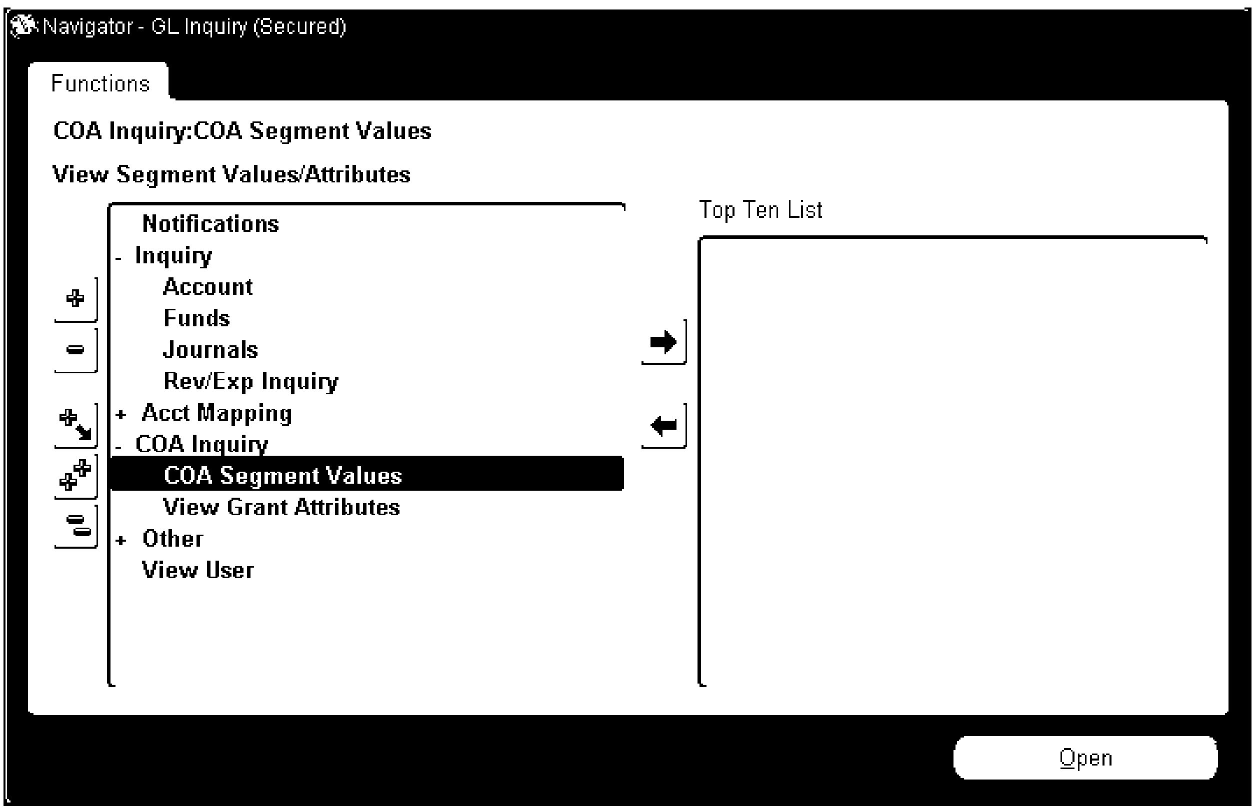
There are two options available under COA Inquiry

- 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

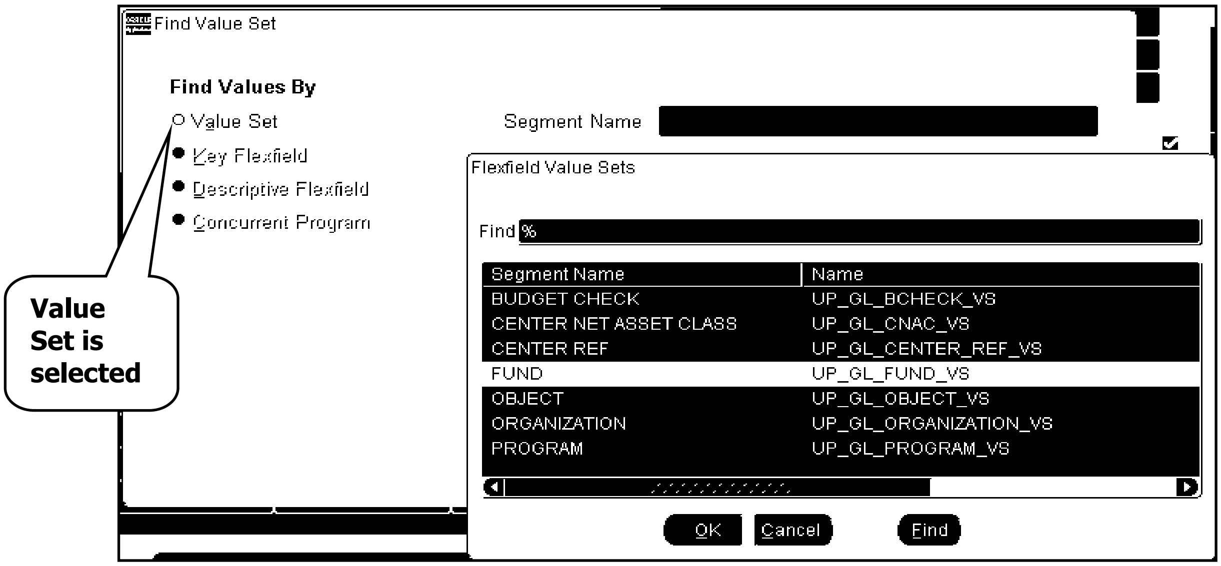


COA Inquiry (continued)

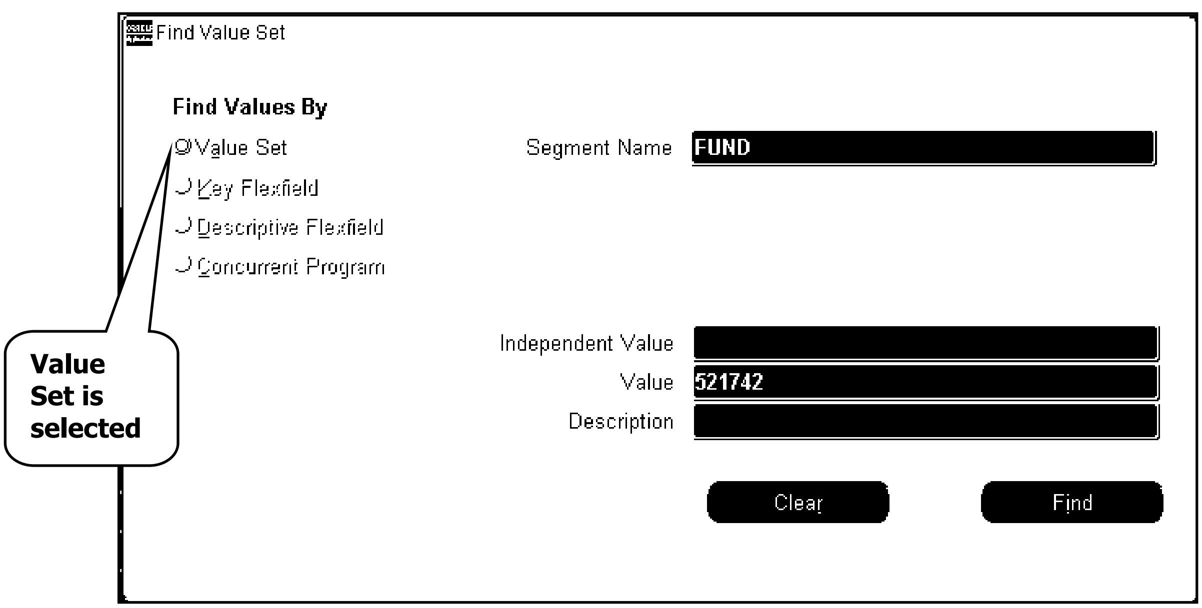
COA Segment Values (continued)

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



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

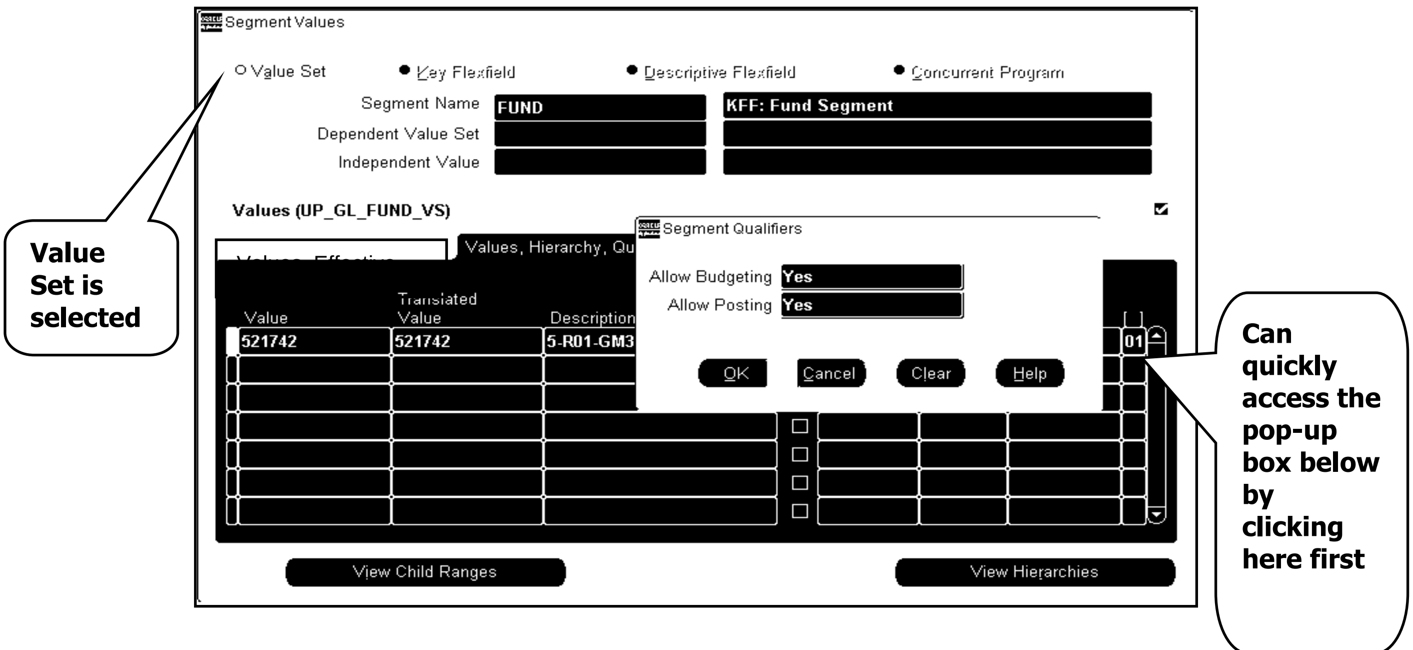


COA Inquiry (continued)

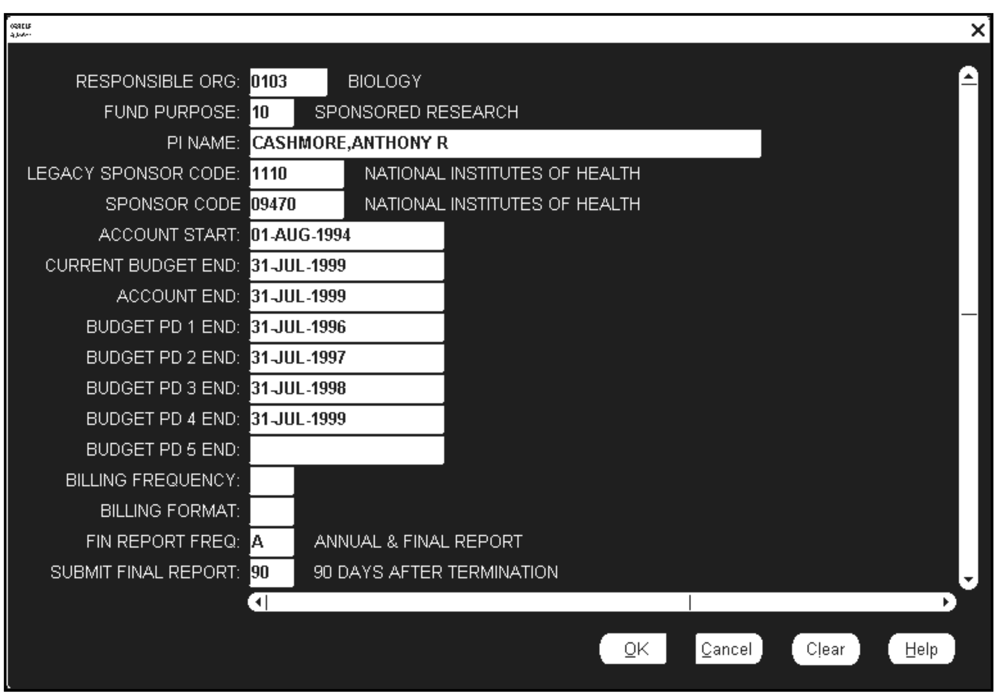
COA Segment Values (continued)

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



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

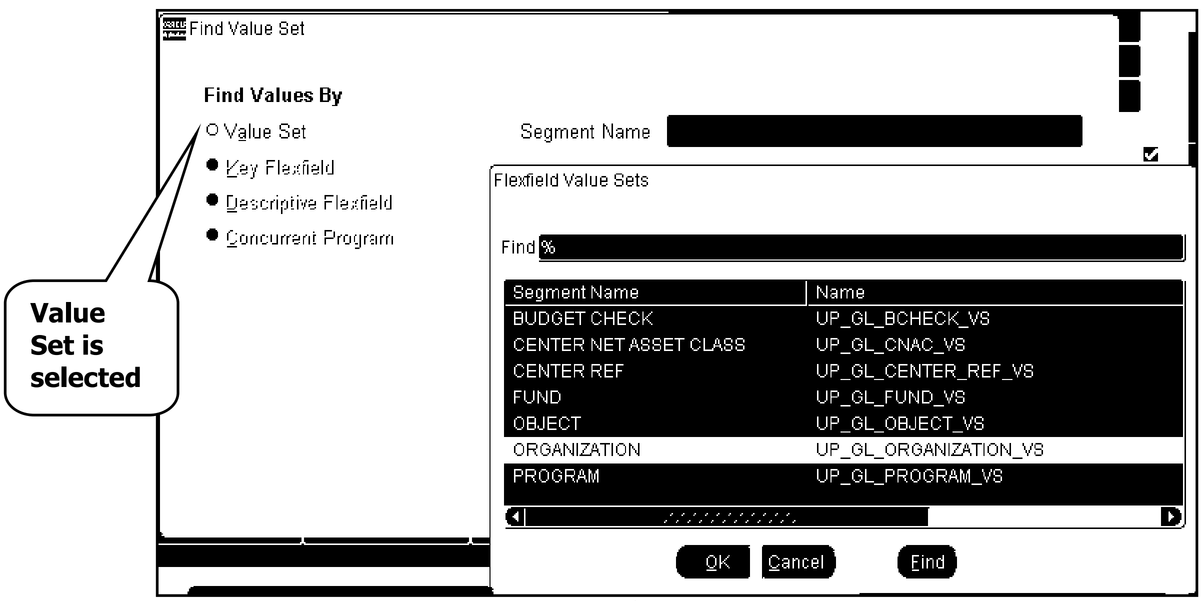


COA Inquiry (continued)

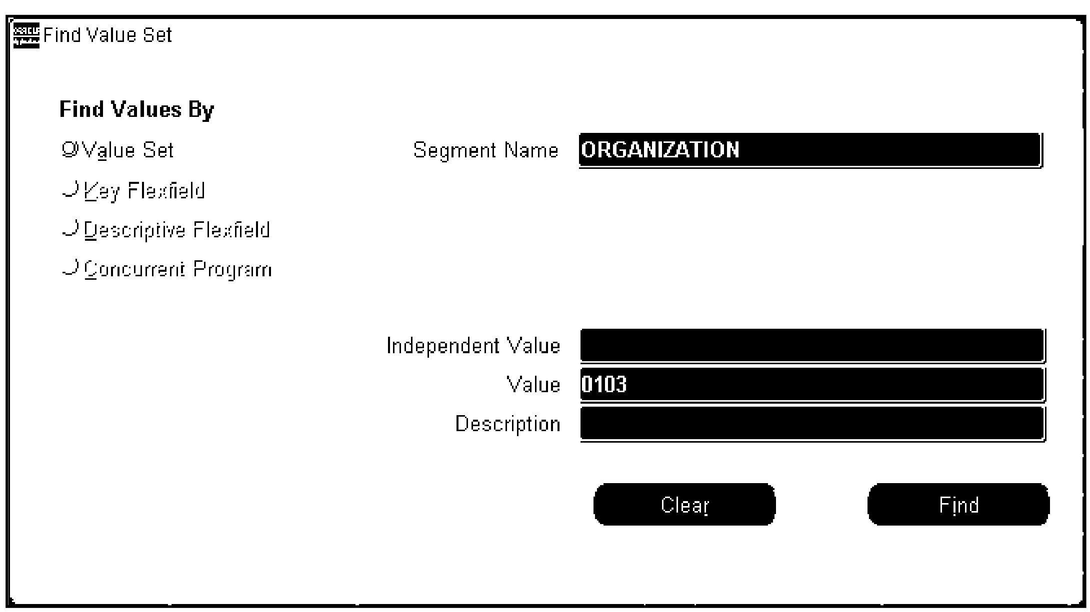
COA Segment Values (continued)

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]**



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

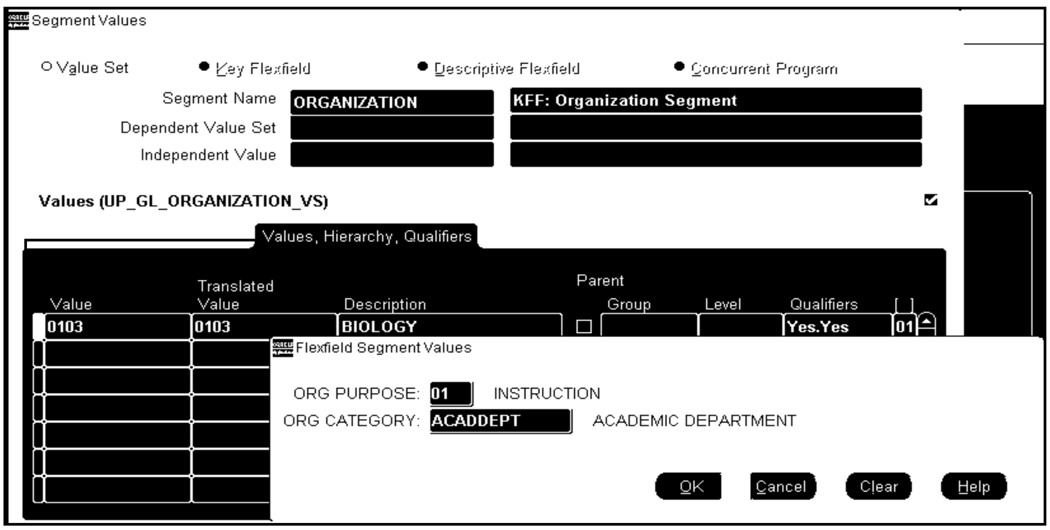


COA Inquiry (continued)

COA Segment Values (continued)

ORG (Continued)

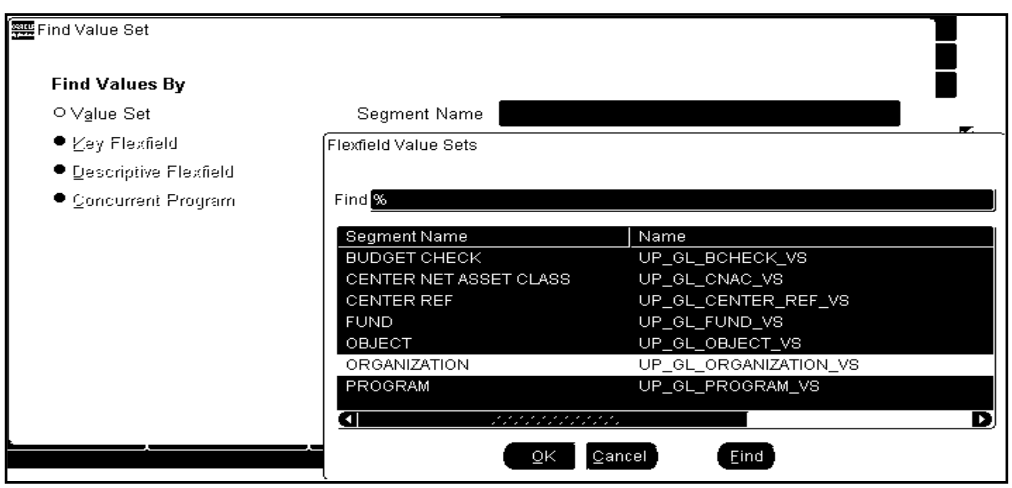
- Click on the **Values, Hierarchy, Qualifiers** tab
- Click on the **descriptive flexfield [ ]** on the far right of the window to open the Flexfield Segment Values pop-up box
    - This is the information that appears for the ORG segment



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]**

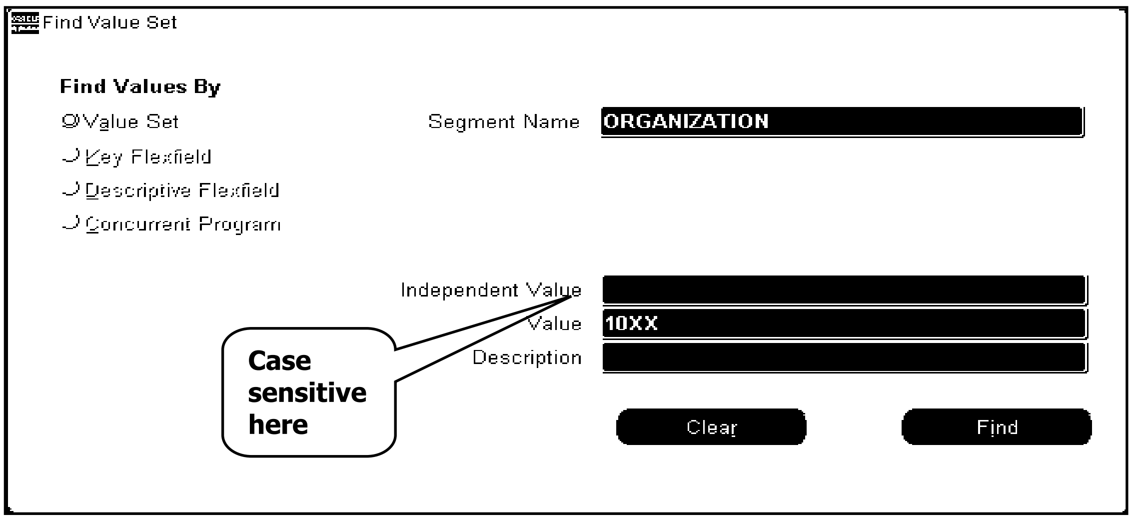


COA Inquiry (continued)

COA Segment Values (continued)

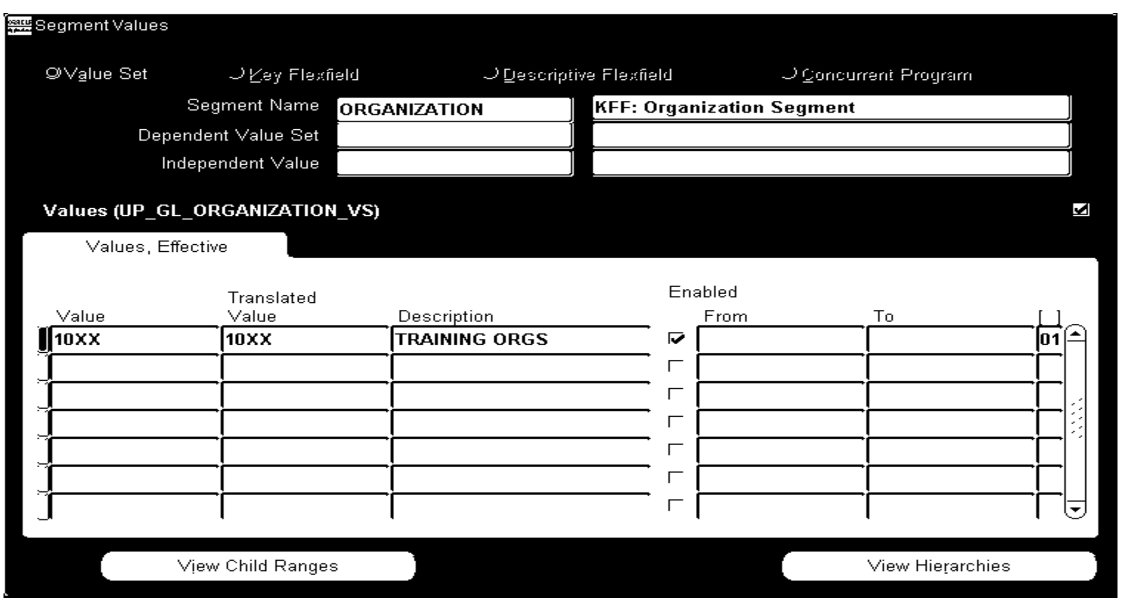
[View Child Ranges] and [View Hierarchies] Features (continued)

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



- Click in the Values, Effective block

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

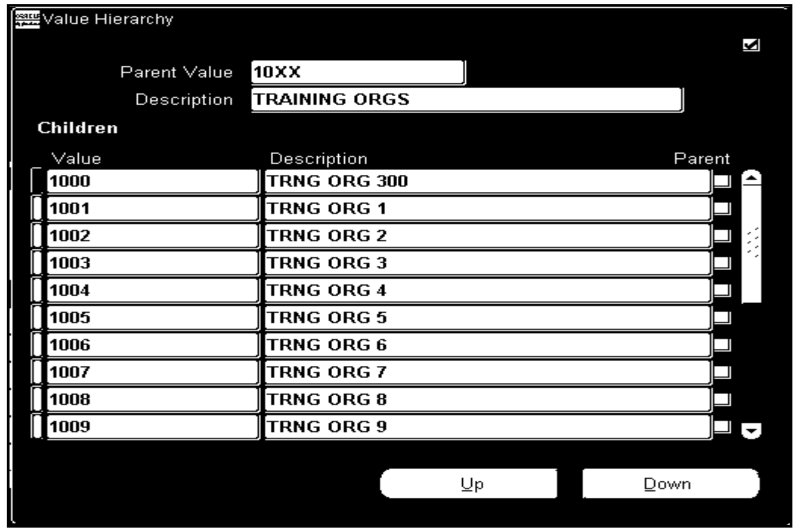


COA Inquiry (continued)

COA Segment Values (continued)

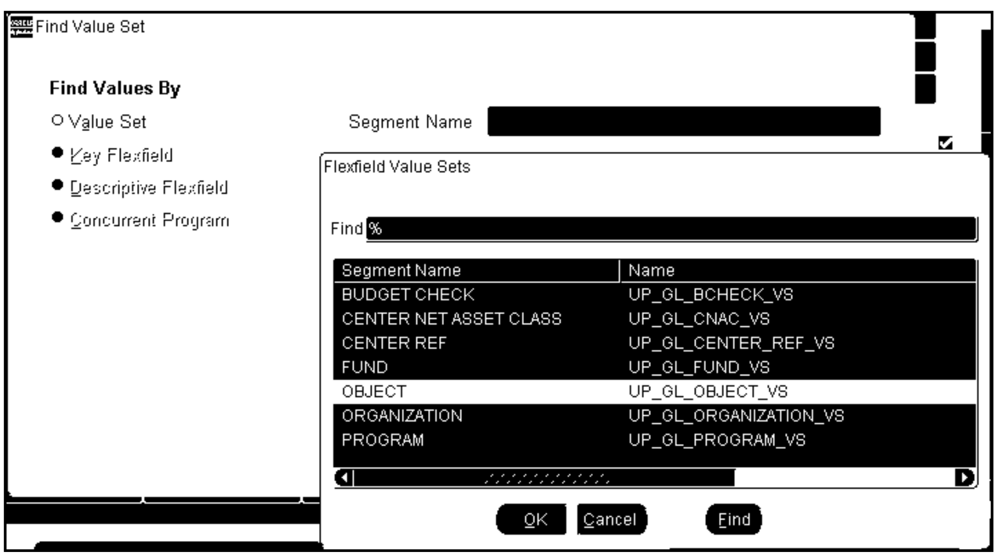
[View Child Ranges] and [View Hierarchies] Features (continued)

- 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



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]**

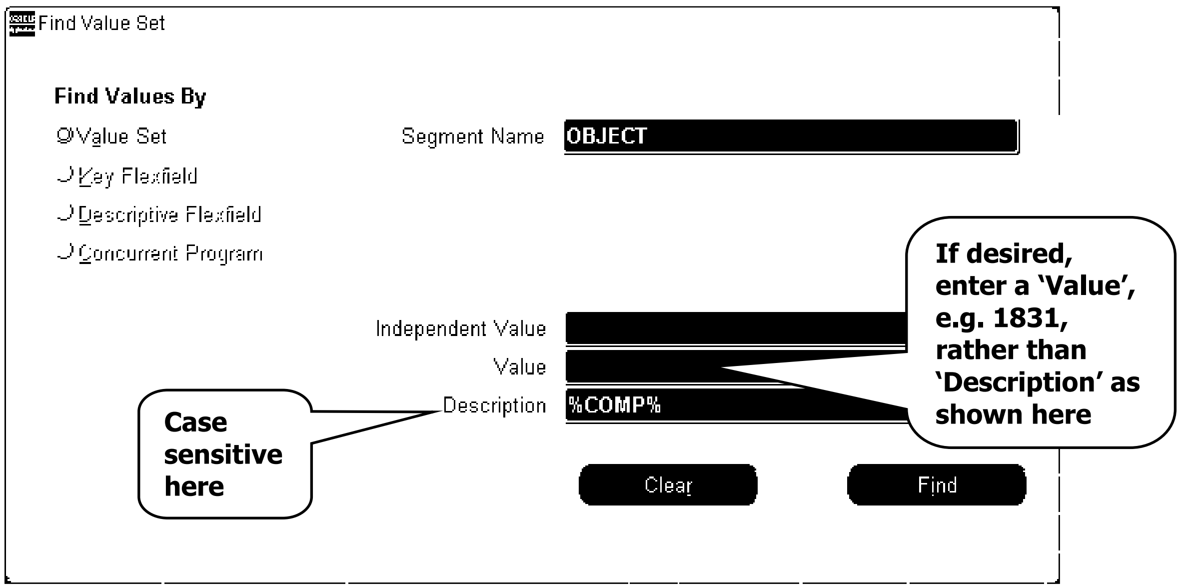


COA Inquiry (continued)

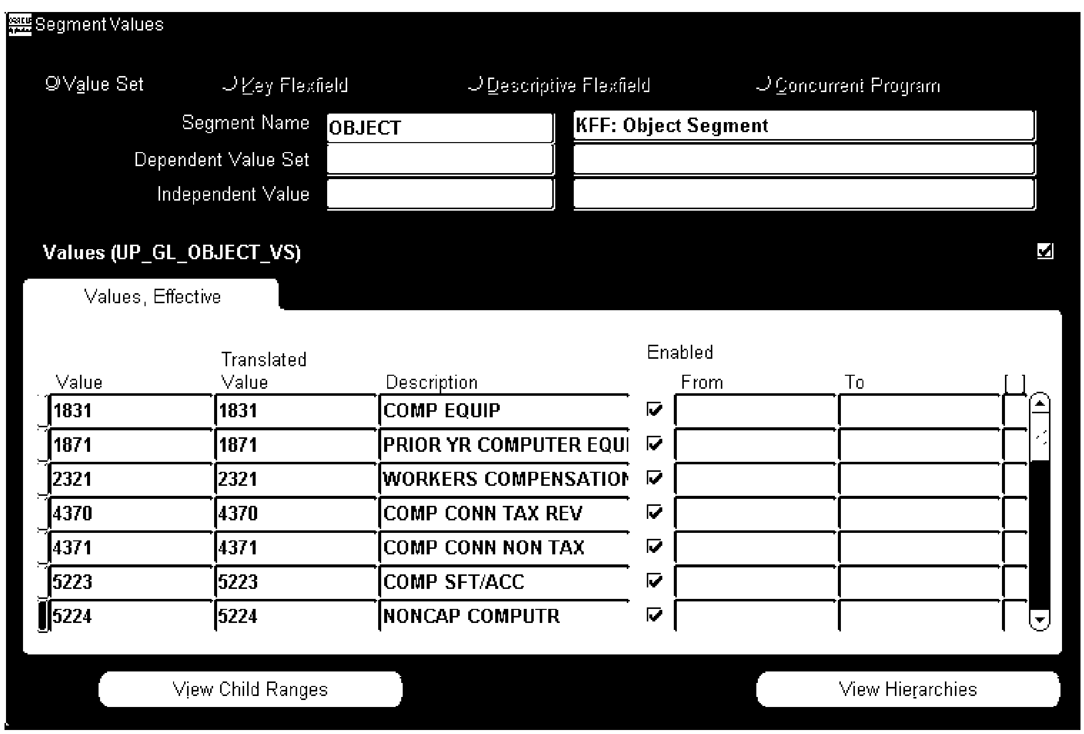
COA Segment Values (continued)

OBJECT (continued)

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



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

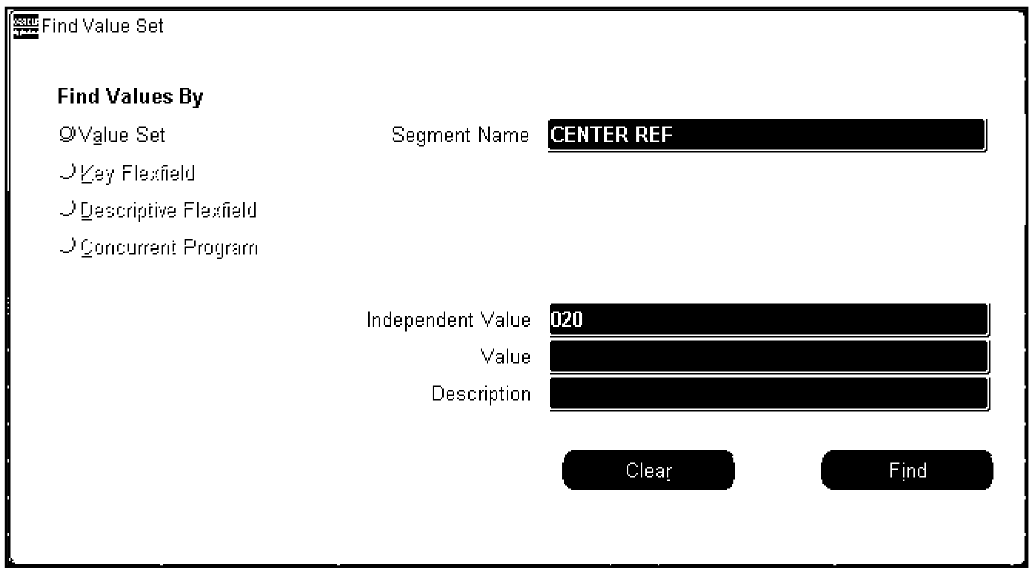


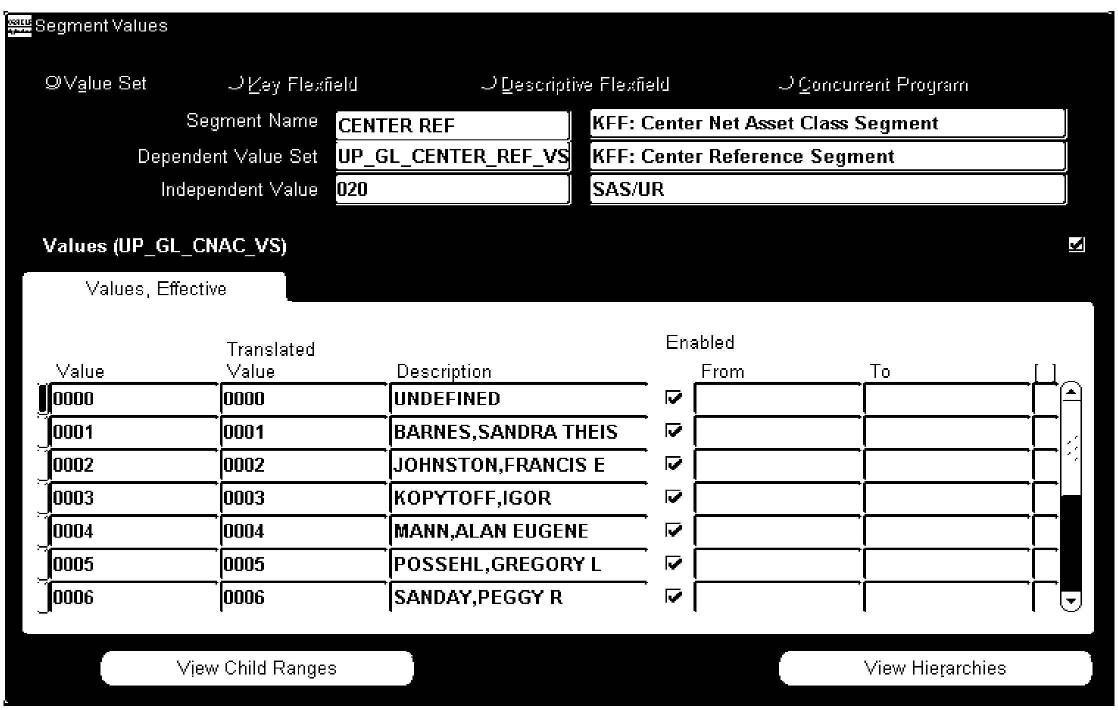
COA Inquiry (continued)

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]**





COA Inquiry

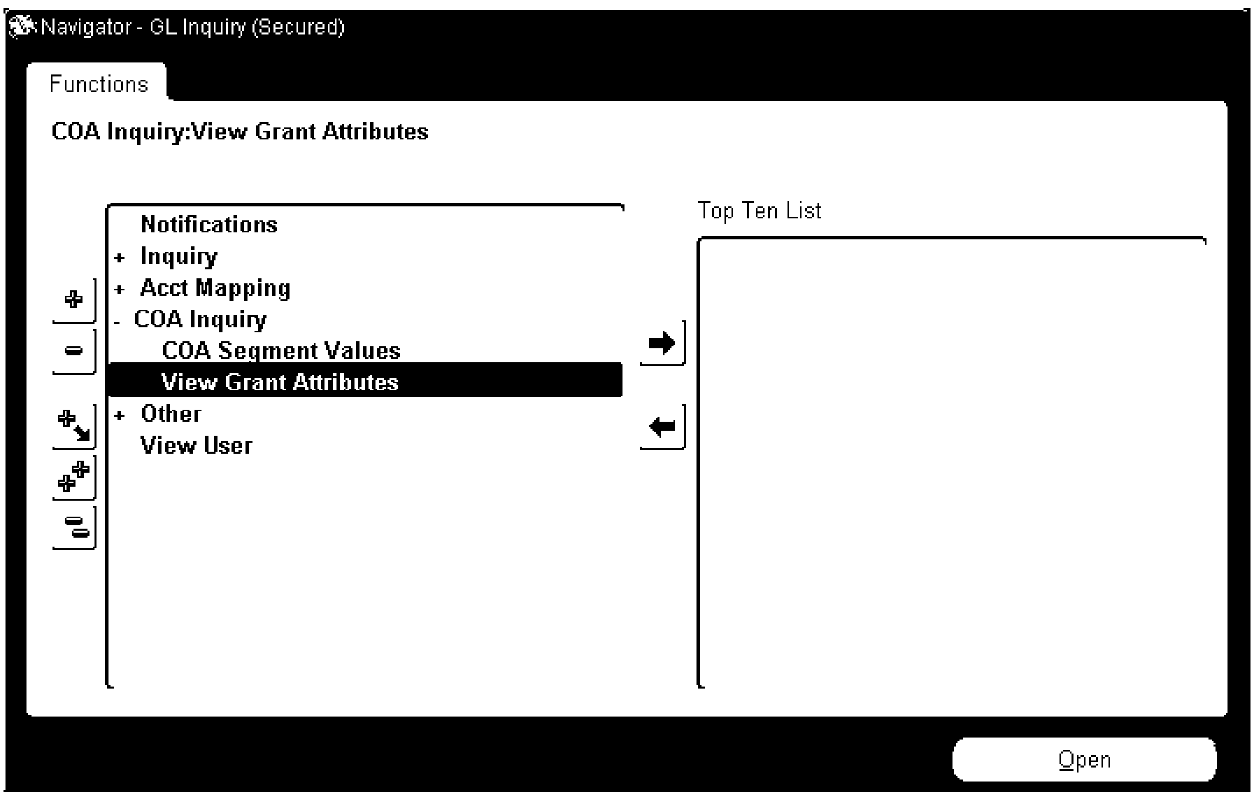
View Grant Attributes

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

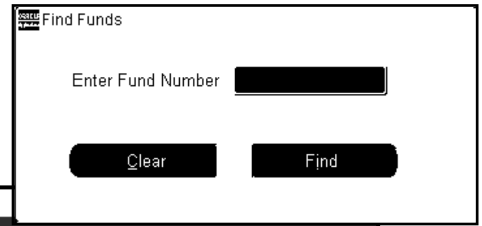
- Click on **COA Inquiry>COA Segment Values** from either the BEN Financials Homepage or the Navigator

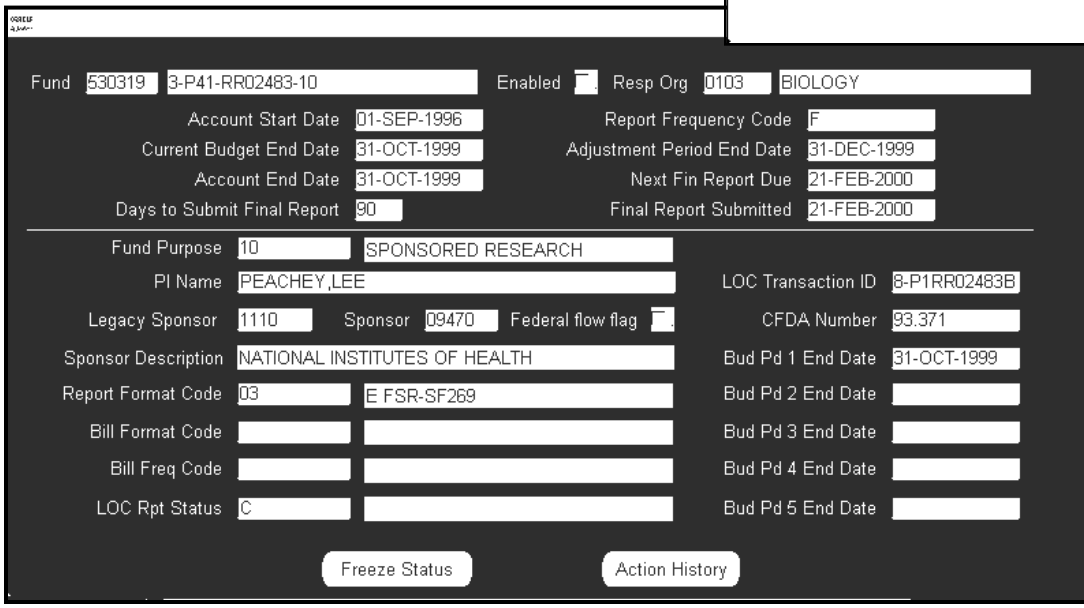


COA Inquiry

View Grant Attributes (Continued)

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



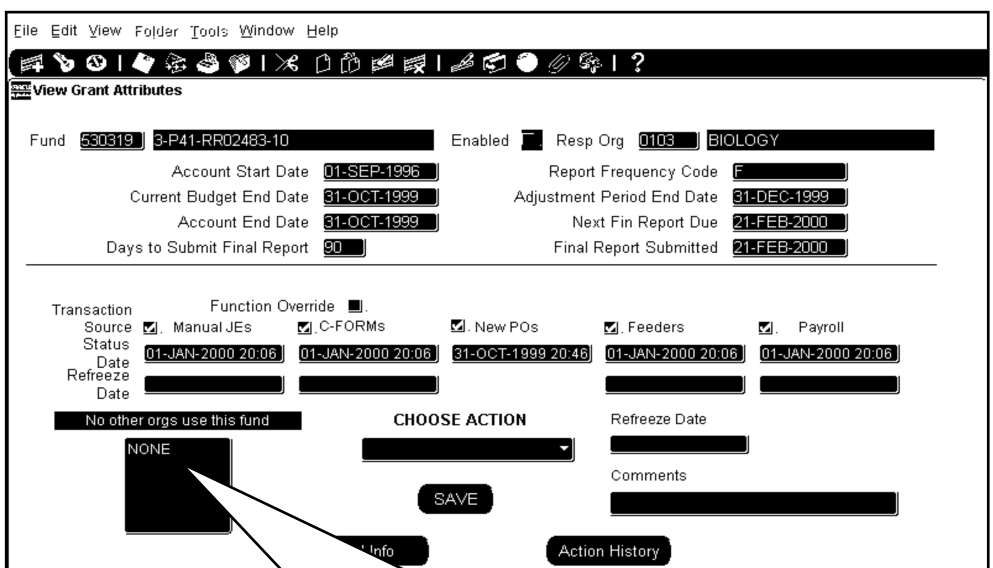


- Click on **[Freeze Status]**

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



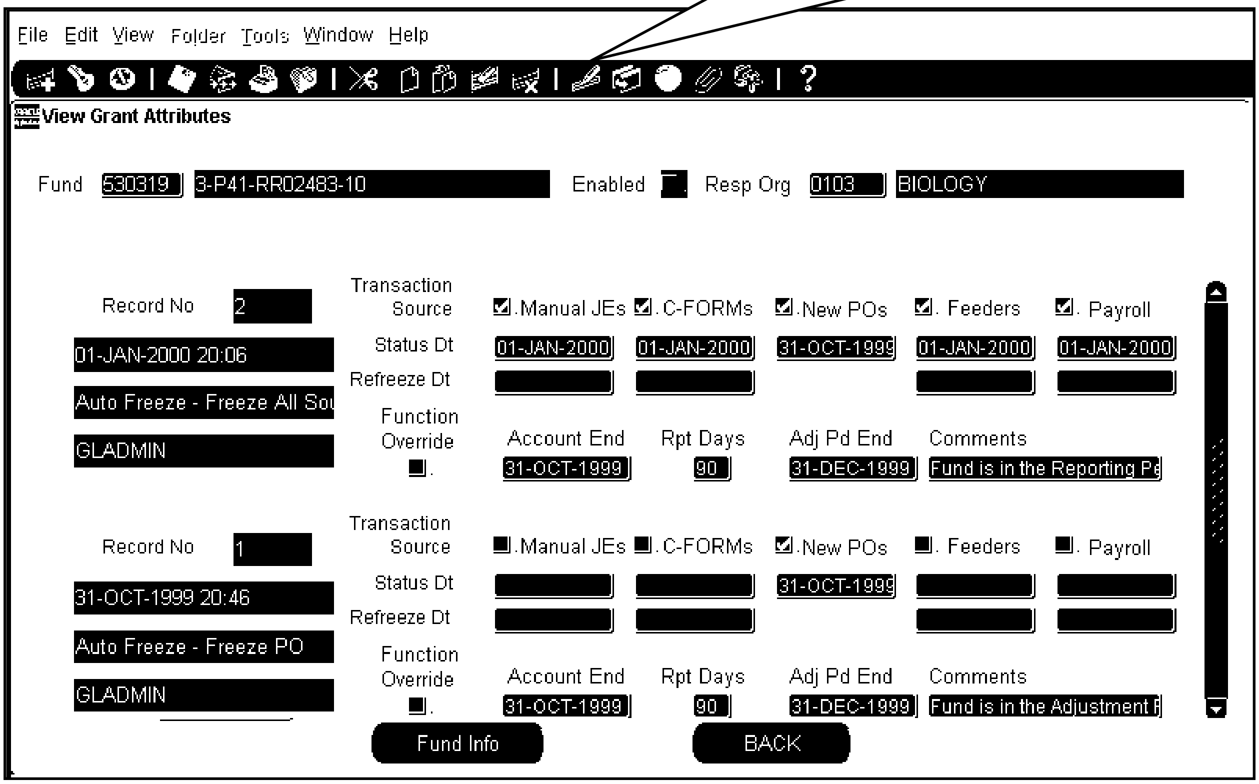
If other ORGs use this grant fund, ORG will be listed here, along with the balance type (actual, budget, or encumbrance).

- Click on **[Action History]**

COA Inquiry

View Grant Attributes (Continued)

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



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.

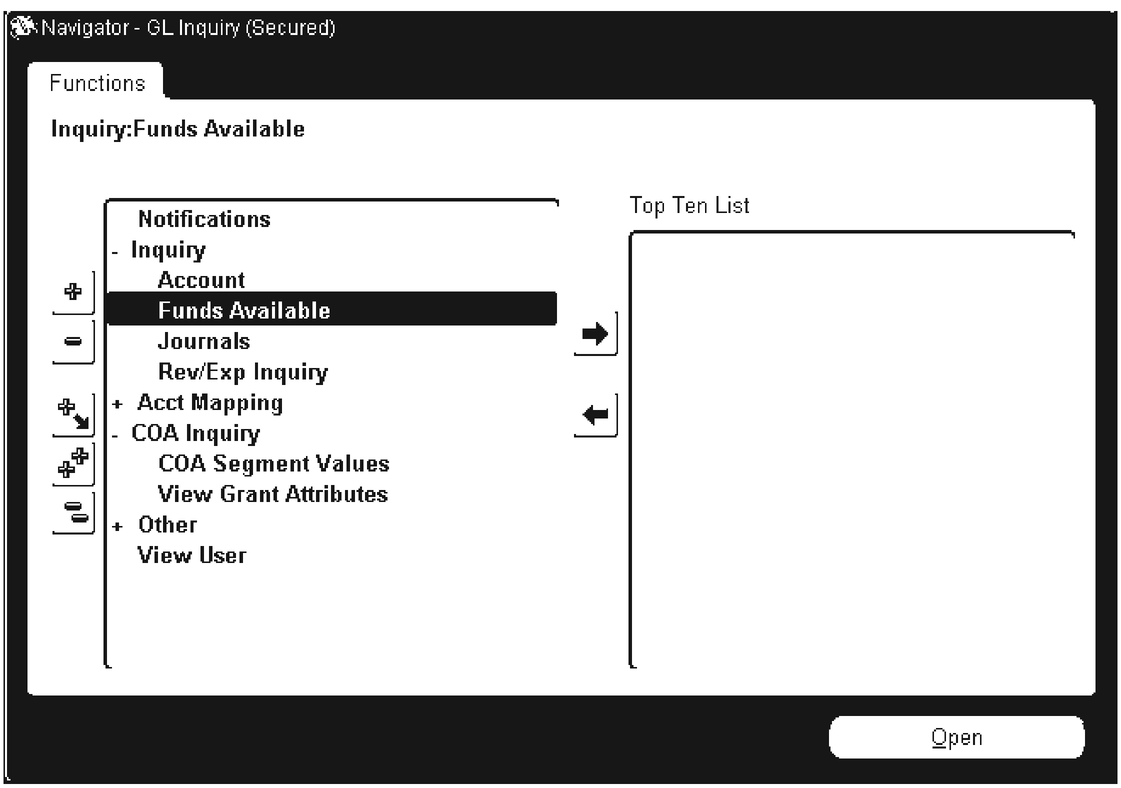
This form will give you the most up-to-date online information concerning available funds. It is recommended that you use this form to check funds available BEFORE entering transactions into BEN Financials, i.e. requisitions or on-line journal entries.

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

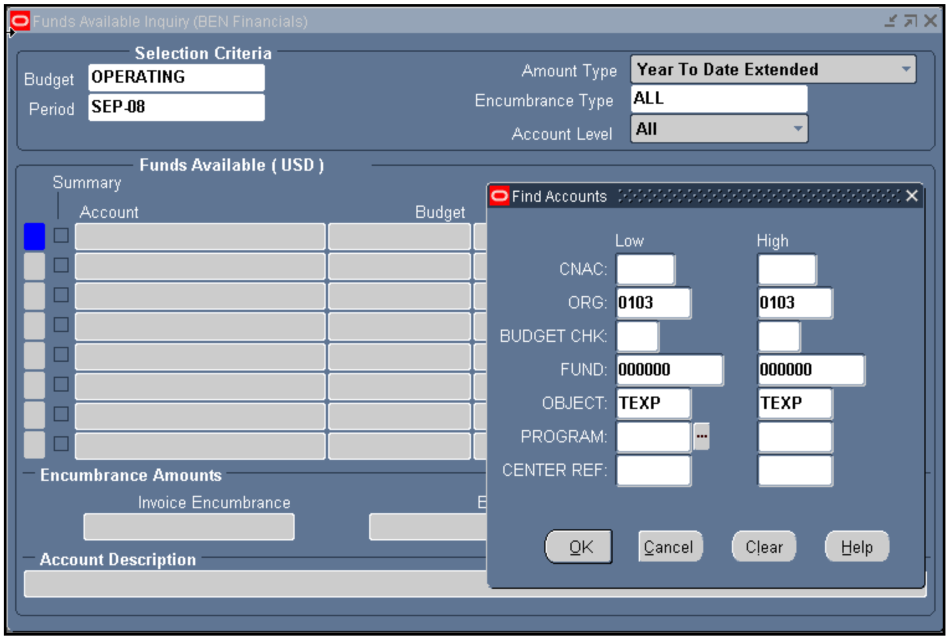
Penn Accounting Flexfield	
CNAC	
ORG	**1234**
BUDGET CHK	
FUND	**000000**
OBJECT	**TEXP**
PROGRAM	
CENTER REF	

BC = 2 or 4

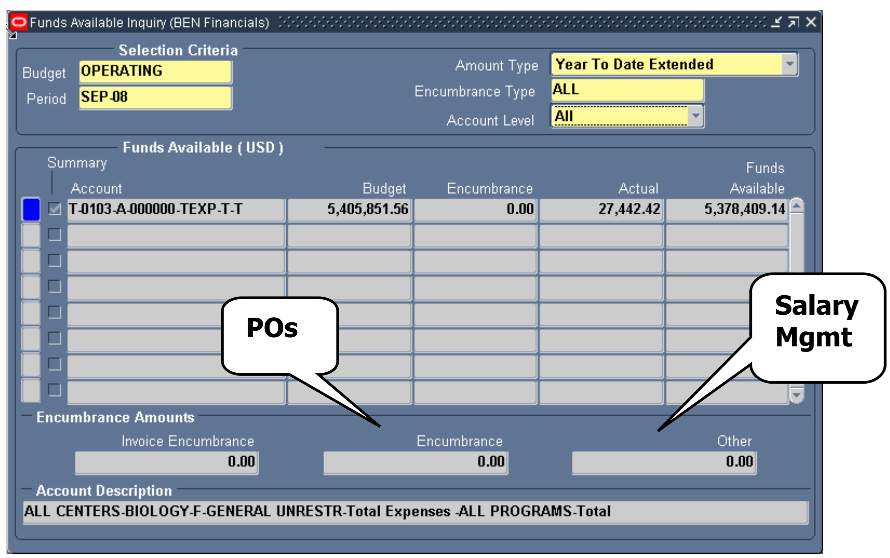
Penn Accounting Flexfield	
CNAC	**100**
ORG	**1234**
BUDGET CHK	
FUND	**5xxxxx**
OBJECT	**TEXP**
PROGRAM	
CENTER REF	**5678**

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



- 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.

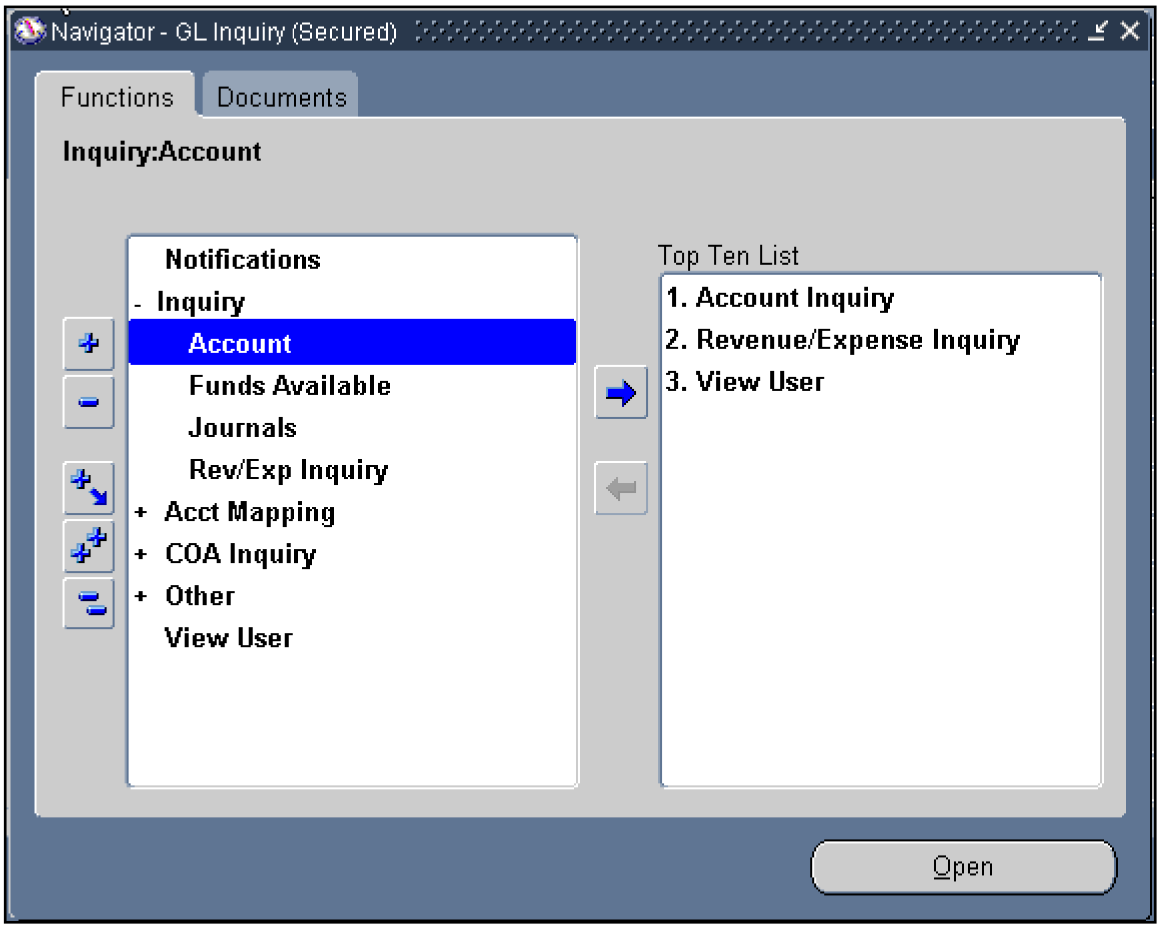
GL Inquiry

Account

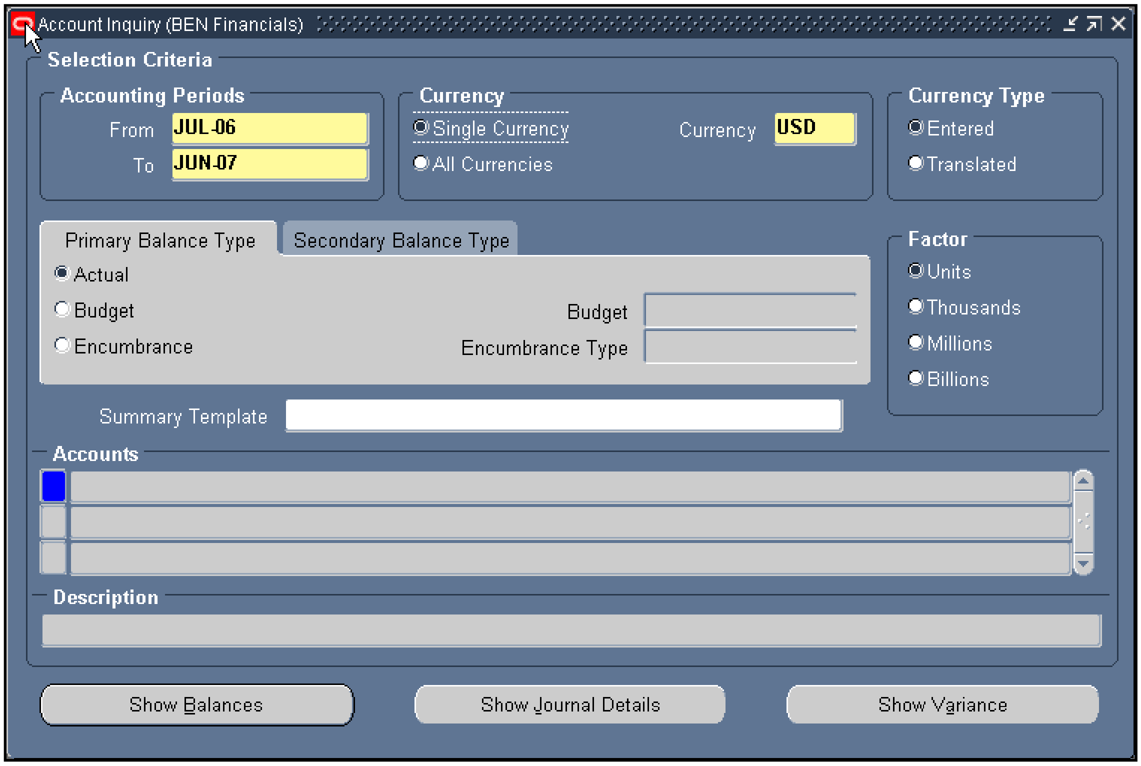
Perform an account inquiry to view actual, budget, and encumbrance account balances and transactions. You can:

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

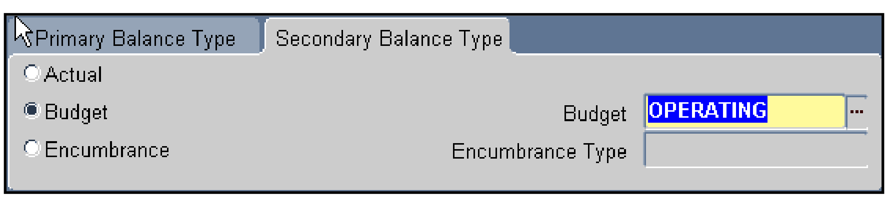
Click on the **Inquiry>Account** navigation path from either the BEN Financials Homepage or the Navigator



GL Inquiry – Account (continued)



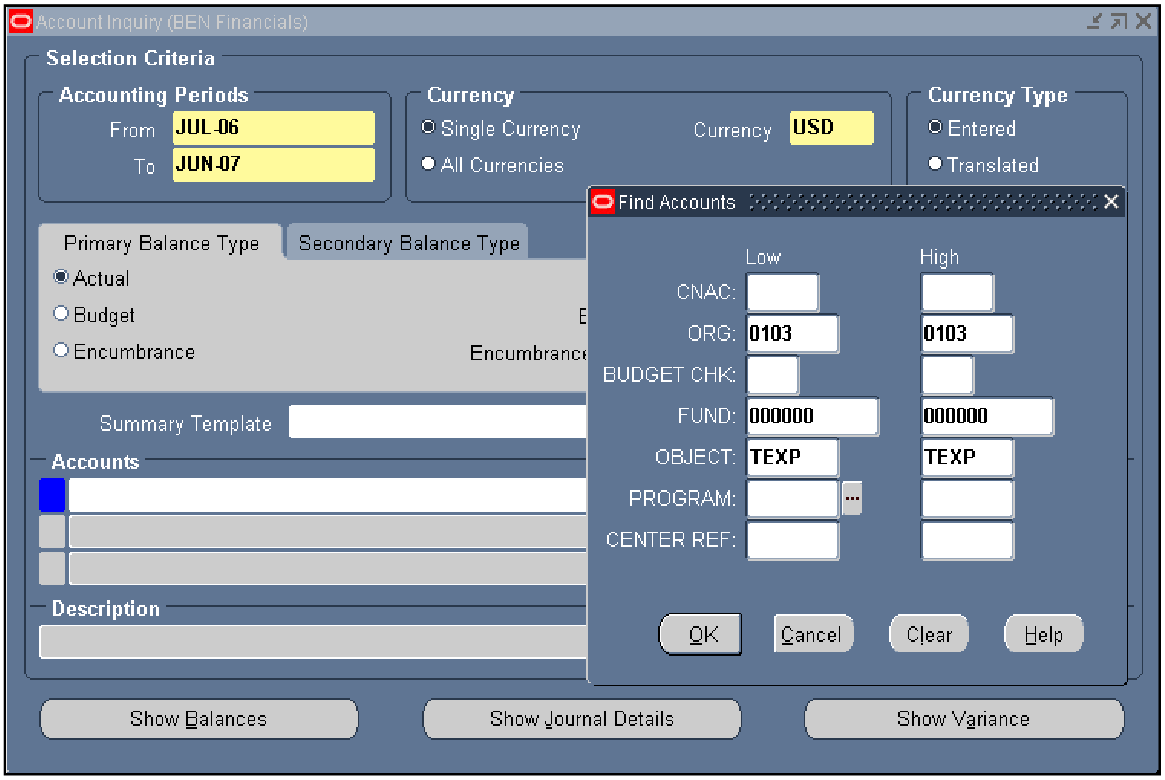
- Enter the range of **Accounting Periods** to include in your inquiry
- Choose the Primary Balance Type tabbed region
  - Specify whether you want to see Actual, Budget, or Encumbrance balances
    - Defaults to **Actual**
      - If you choose to show budget balances, specify the Budget to use
      - 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.*

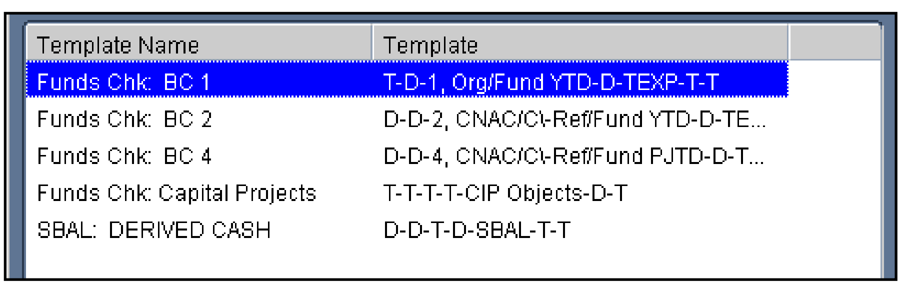
GL Inquiry – Account (continued)



- 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

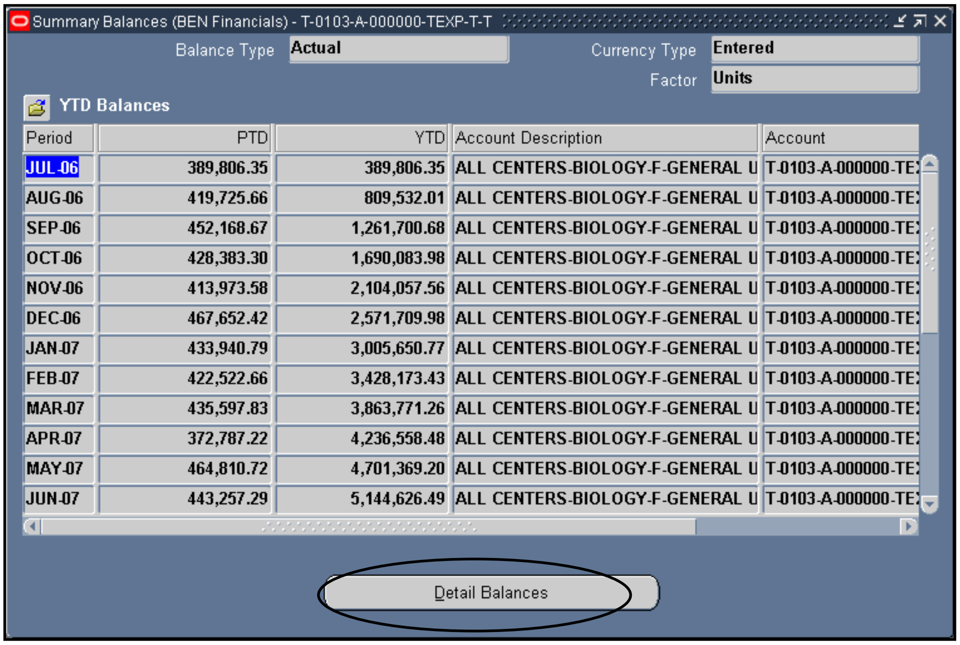
  - **[Show Journal Details]**
    - To see the journal entry activity for the current account based on your inquiry criteria
  - **[Show Variance]**
    - To see the variance between the primary balance type you chose for the inquiry and the secondary balance type you chose for the inquiry

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

GL Inquiry – Account (continued)

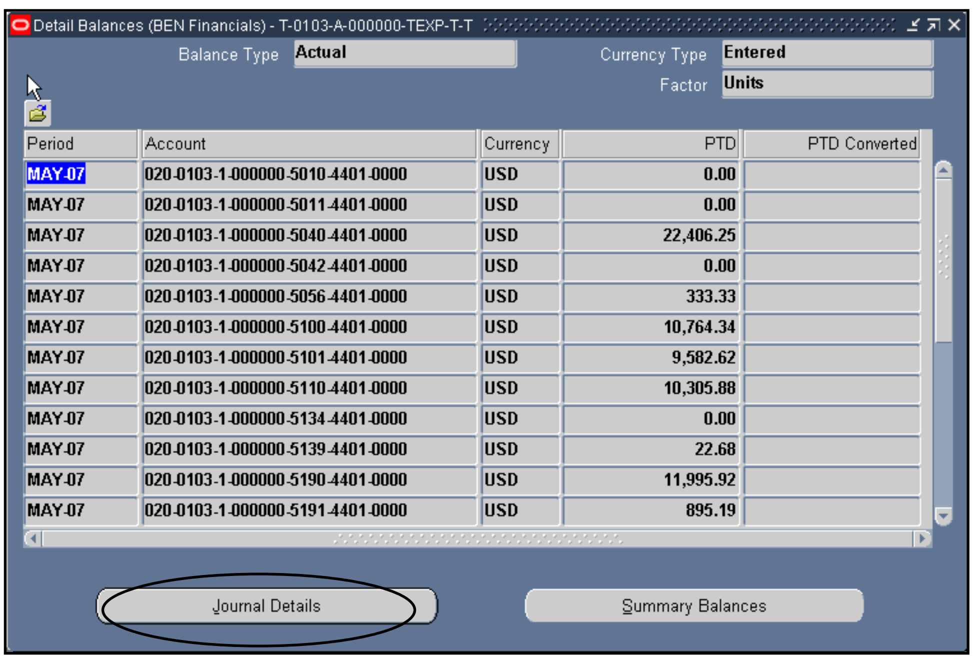
[Show Balances] (using Summary Template)

- 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]**

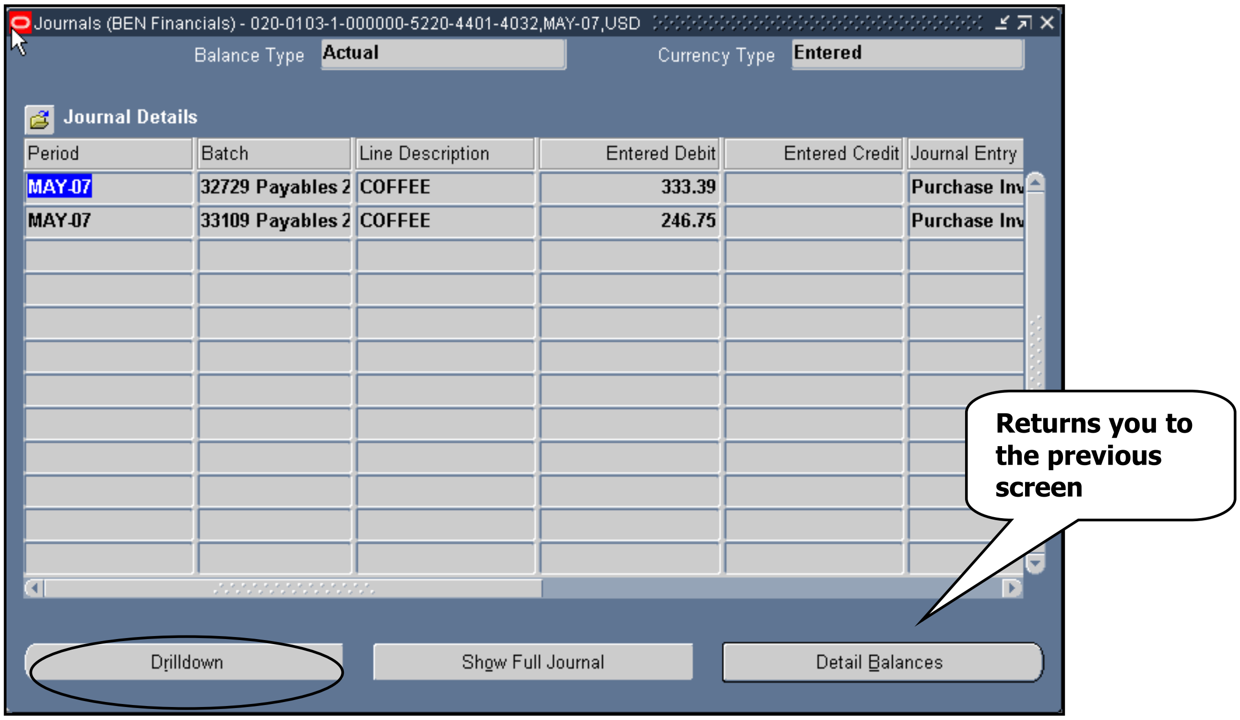


Period	Account	Currency	PTD	PTD Converted
MAY-07	020-0103-1-000000-5010-4401-0000	USD	0.00	
MAY-07	020-0103-1-000000-5011-4401-0000	USD	0.00	
MAY-07	020-0103-1-000000-5040-4401-0000	USD	22,406.25	
MAY-07	020-0103-1-000000-5042-4401-0000	USD	0.00	
MAY-07	020-0103-1-000000-5056-4401-0000	USD	333.33	
MAY-07	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]**

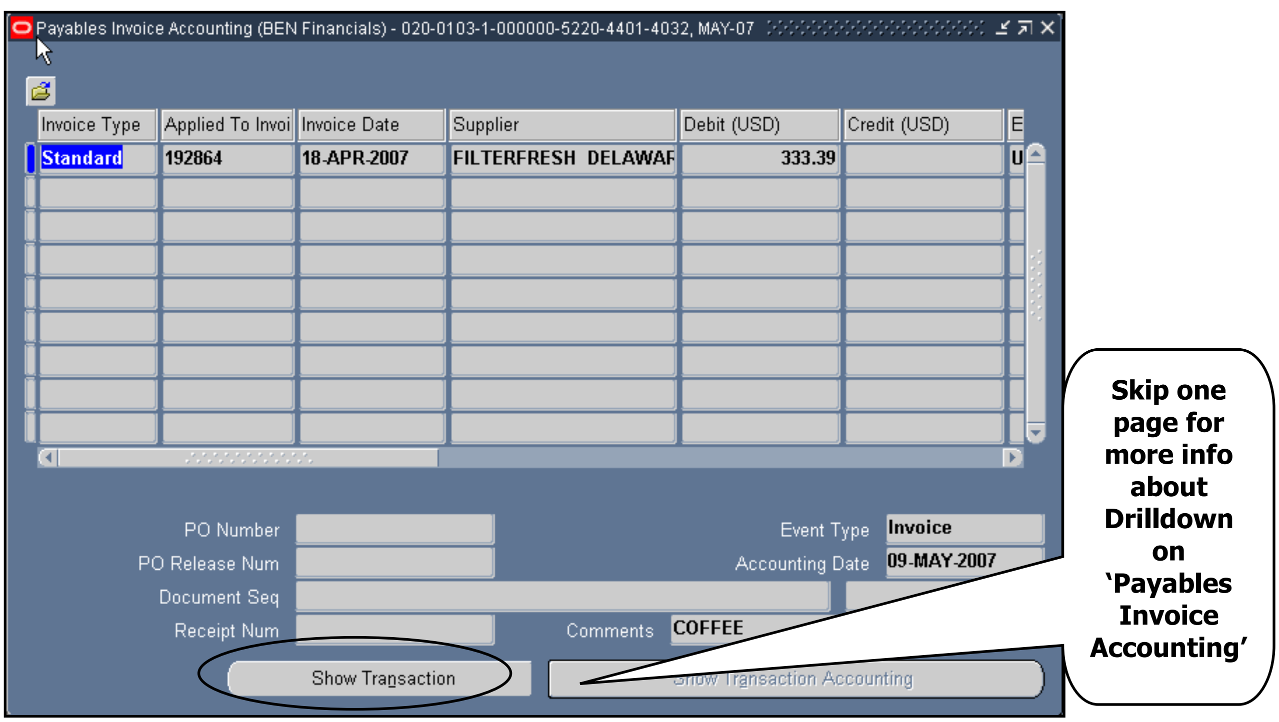
GL Inquiry – Account (continued)

[Drilldown]



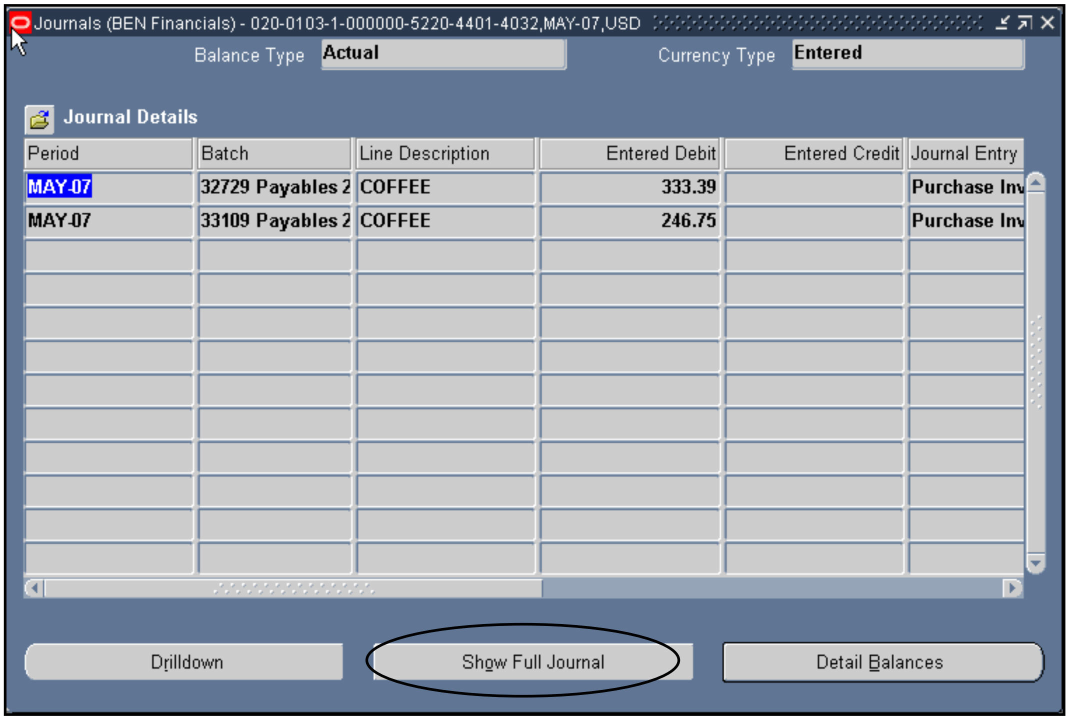
- Click on the button you wish to see. Choose from Drilldown, Show Full Journal or Detail Balances.
  - Click on **[Drilldown]** to view a list of the invoice transactions that comprise this journal.

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

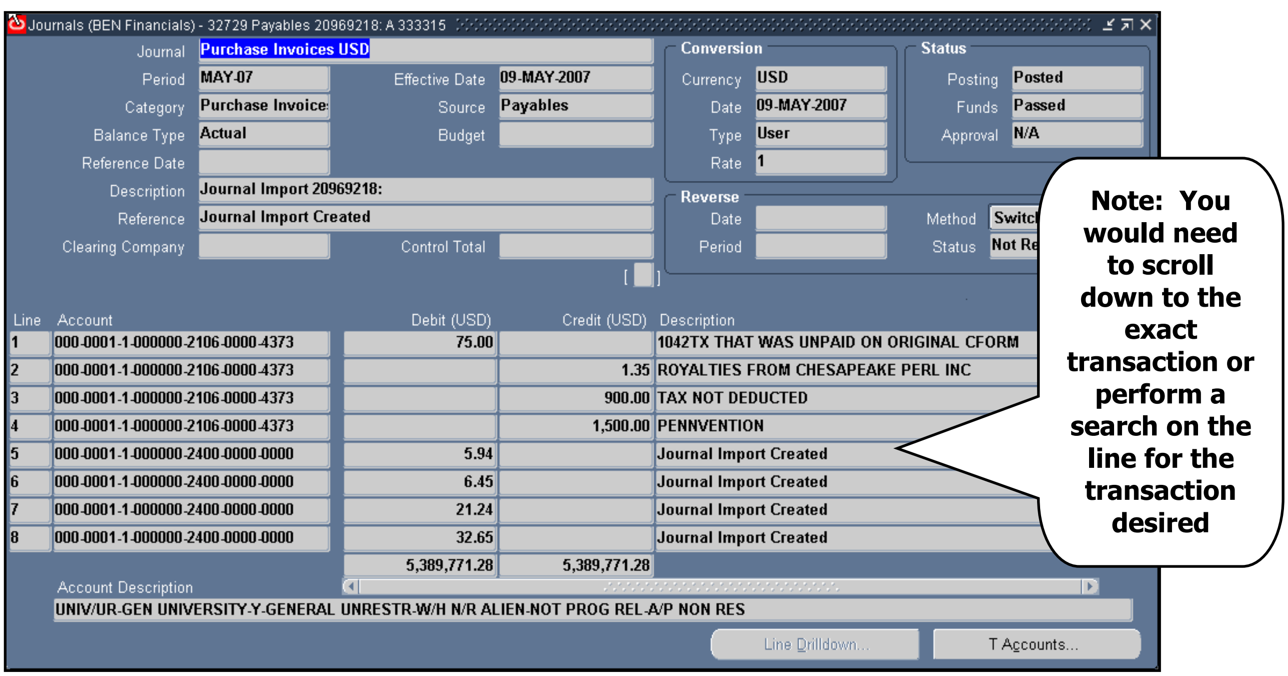


GL Inquiry - Account (continued)

[Show Full Journal]



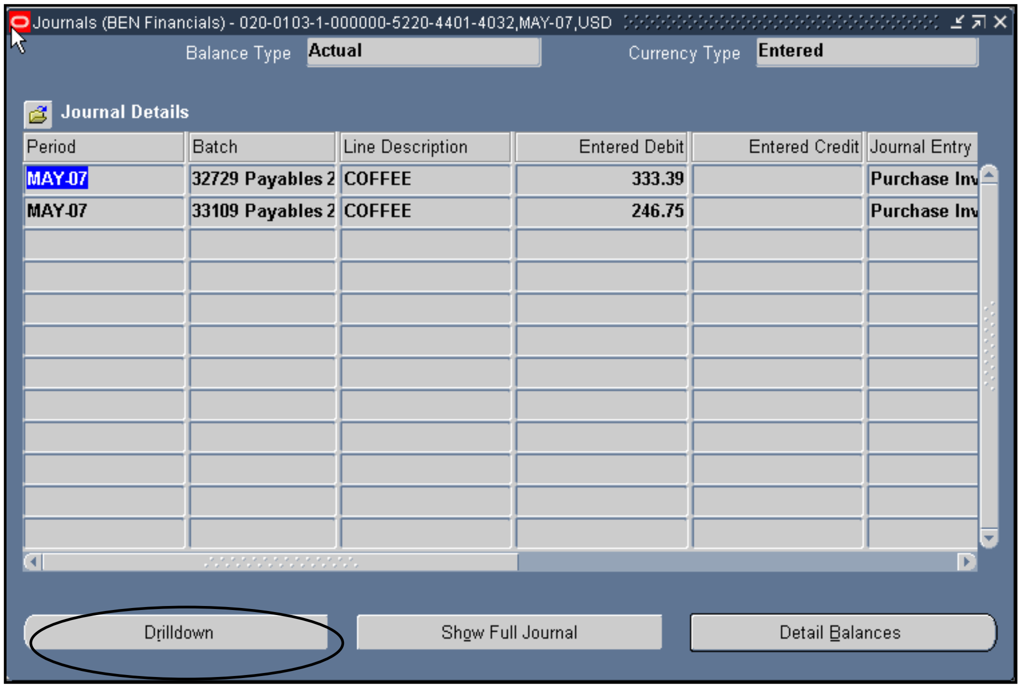
- Click on **[Show Full Journal]** to view the entire journal that the selected transaction included



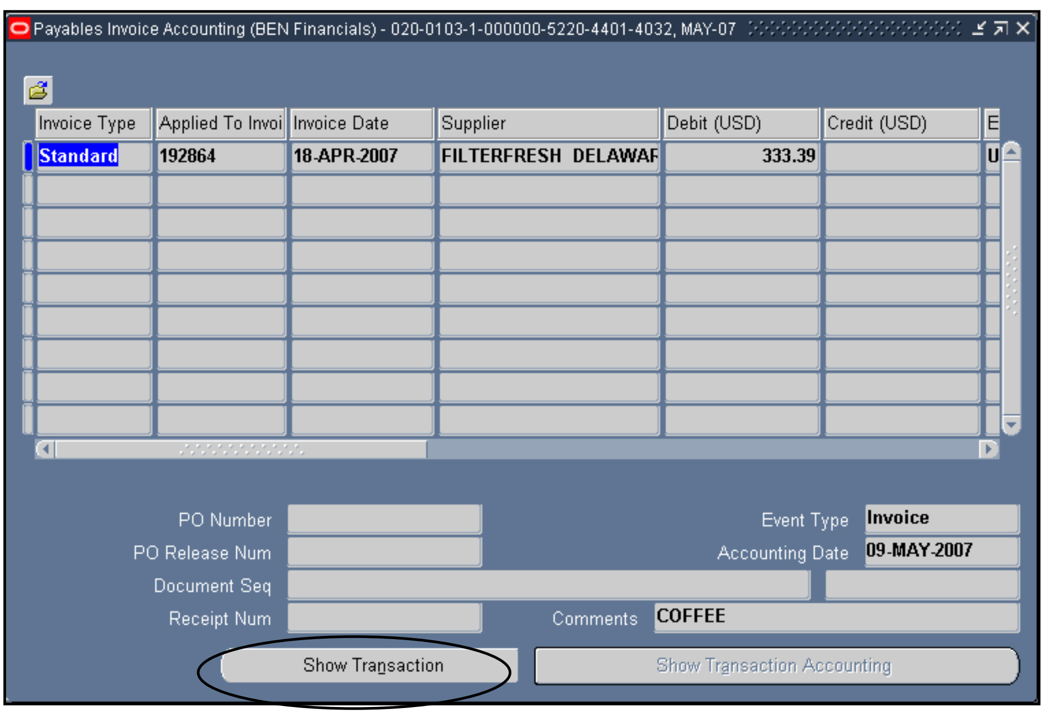
- Click on '**x**' to close this form
- Click on **[Detail Balances]** to return to Detail Balances window

GL Inquiry – Account (continued)

[Drilldown] (continued)



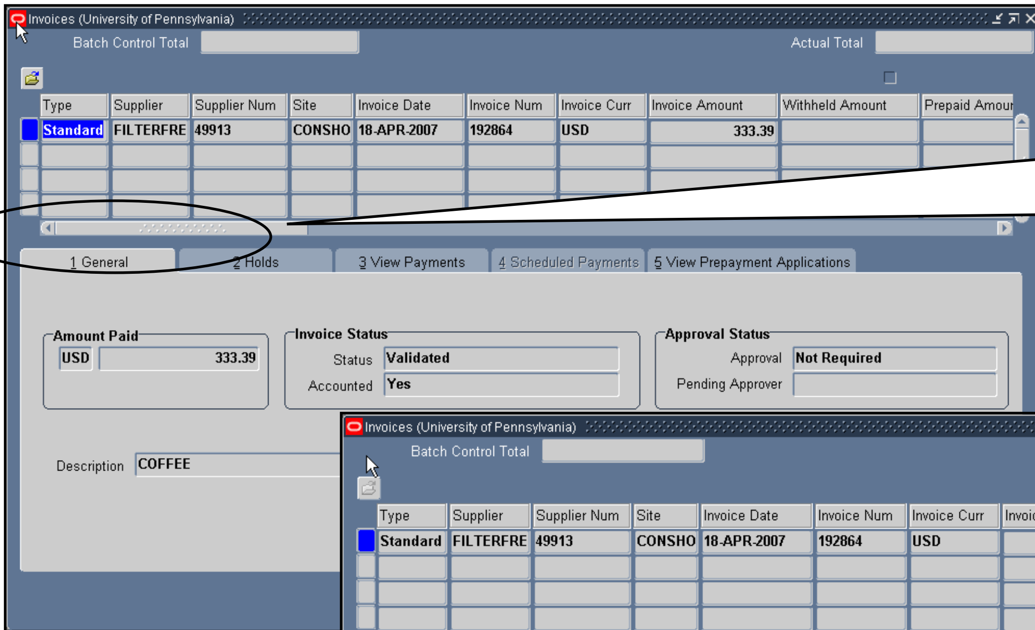
- Highlight a 'Payables' transaction you wish to see. In this example, the first one for $333.39
- Click on **[Drilldown]**



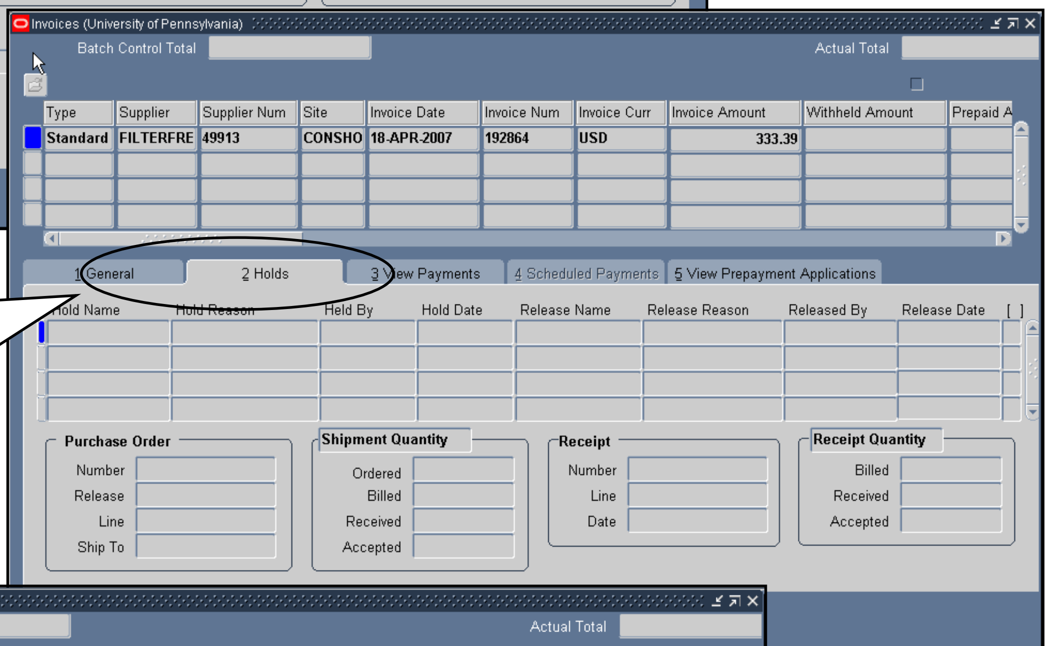
- Click on **[Show Transaction]**

GL Inquiry – Account (continued)

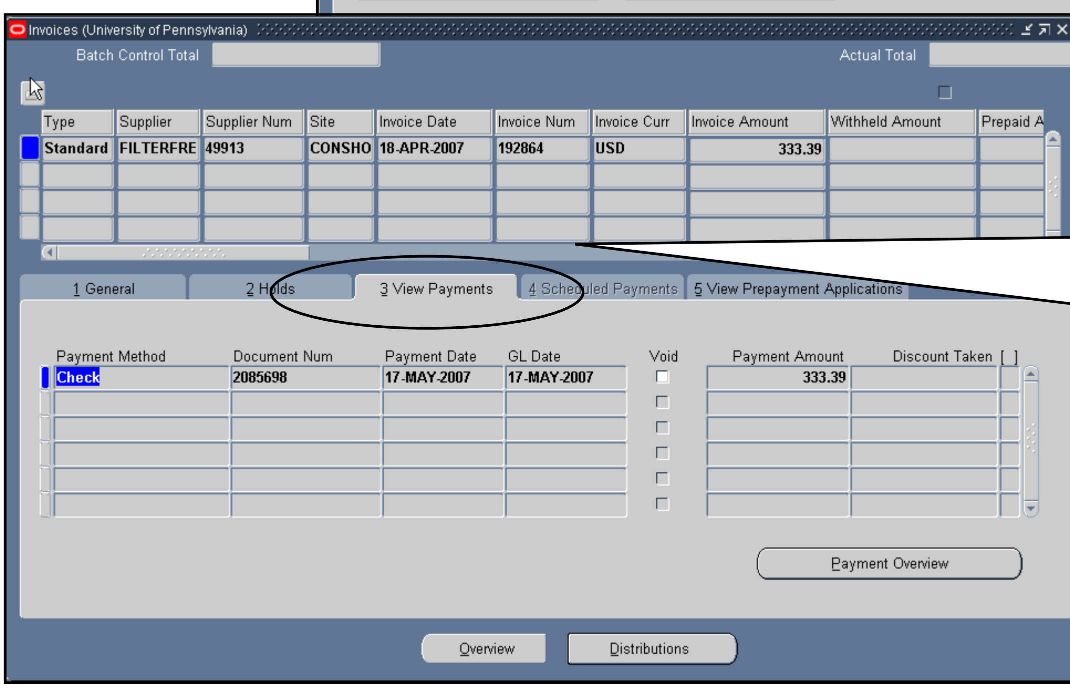
[Drilldown] (continued)



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



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

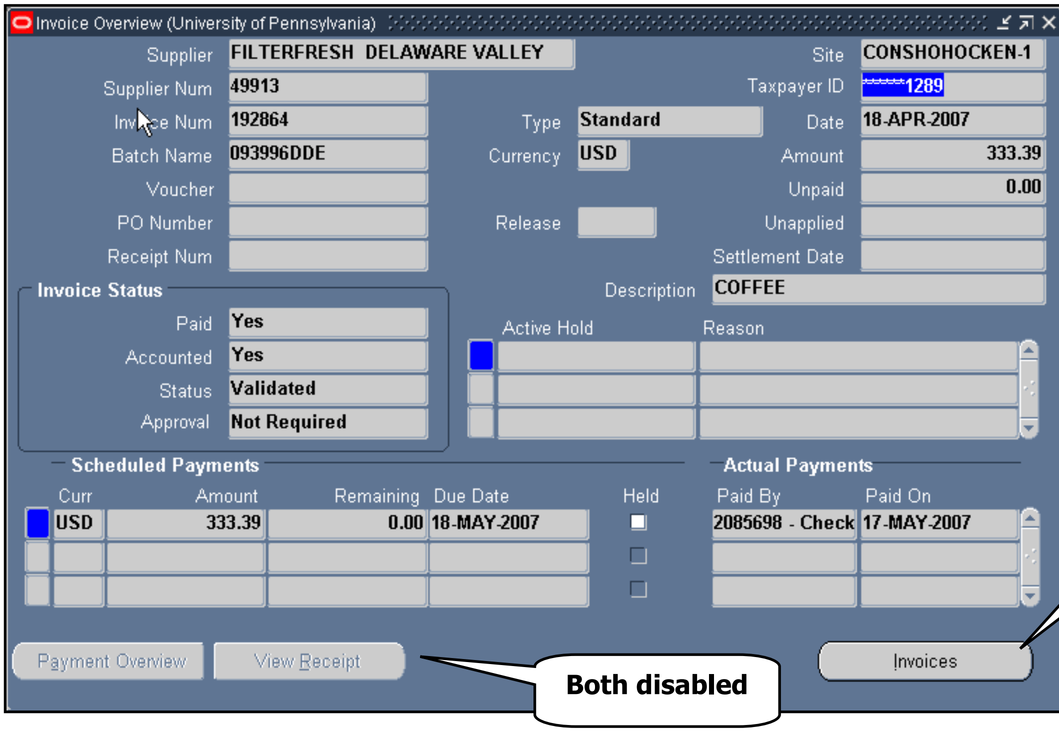


The **[View Payments]** tab indicates the Document Number aka Check # and the Payment Date

GL Inquiry – Account (continued)

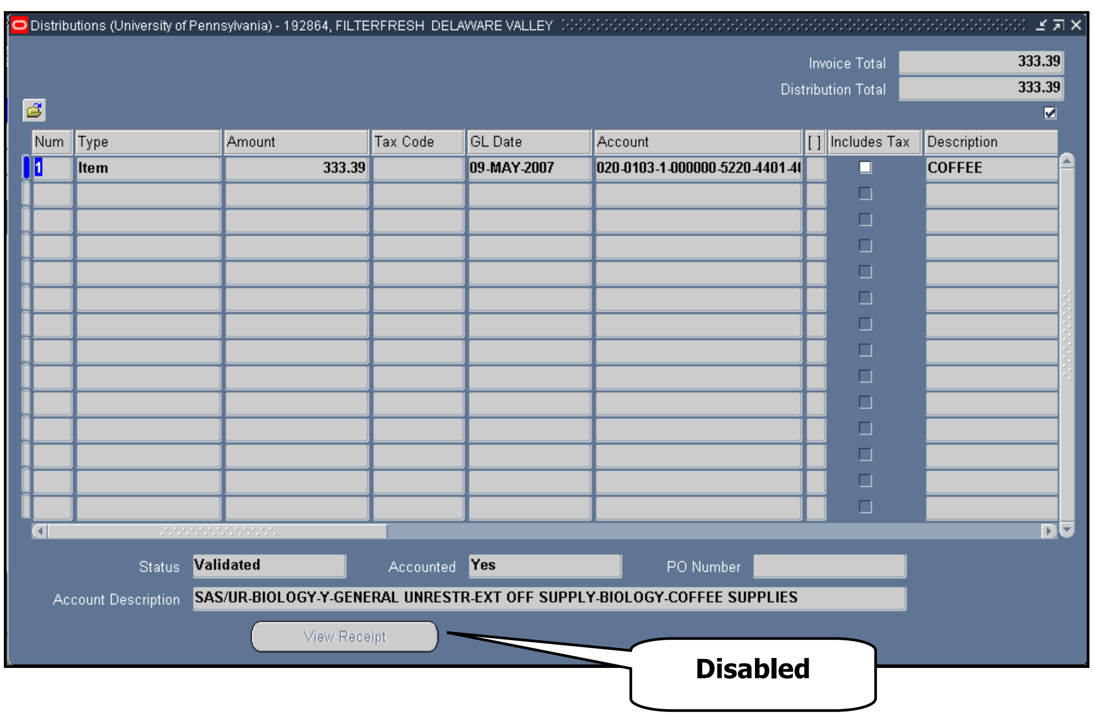
[Drilldown] (continued)

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



Click on [Invoices] to go back to the General Tab

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



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

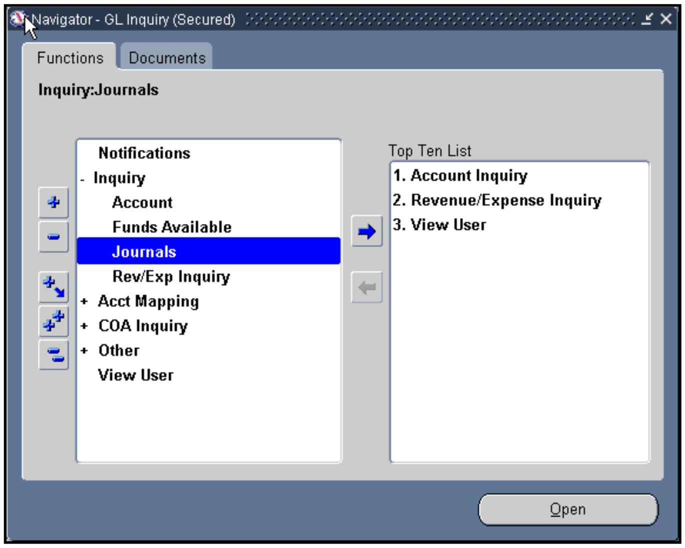
☞ *Remember, the paperclip will only have a piece of paper if a) it is after FY 2001 and you have just clicked on [Show Transaction]*

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.

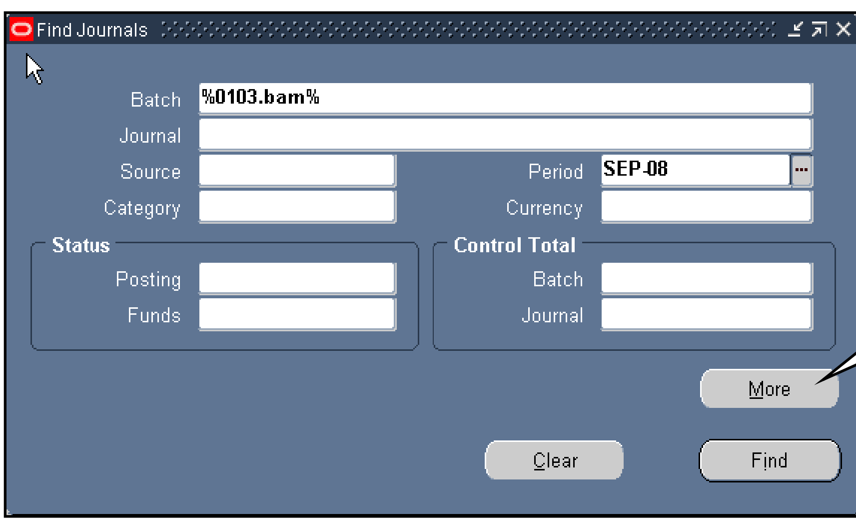
From the GL Inquiry (Secured) responsibility

- 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.*

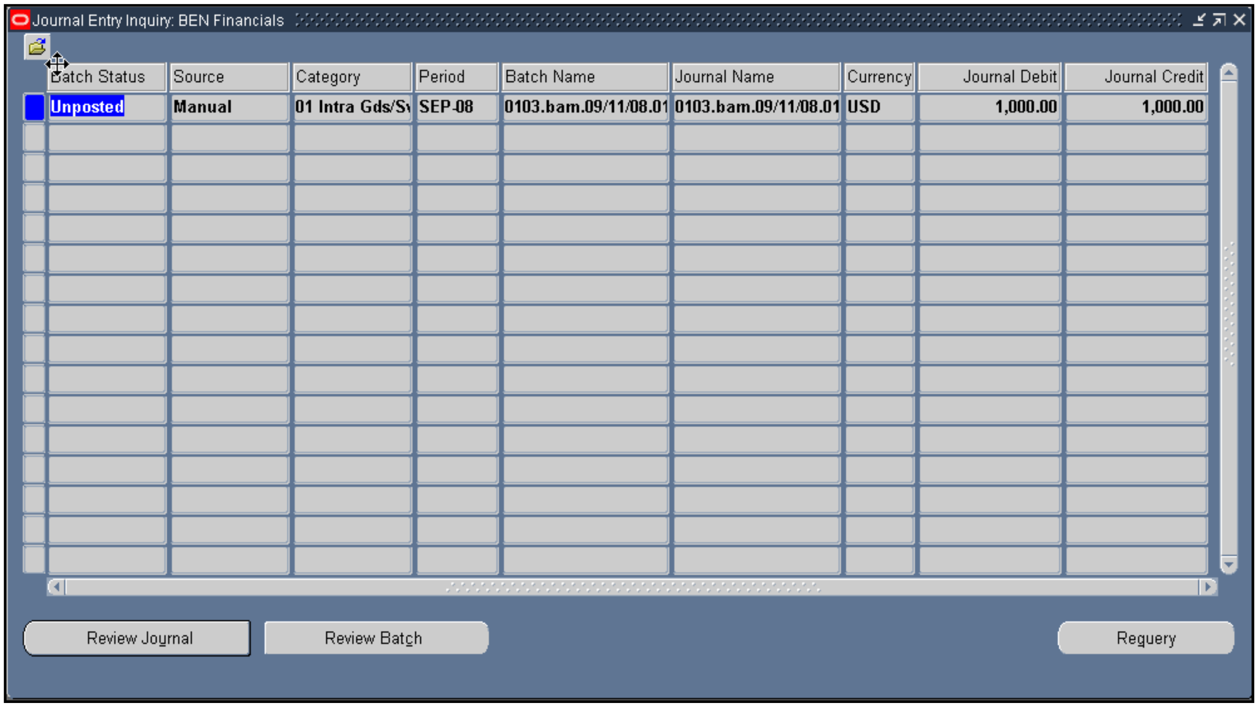
- Enter search criteria. Use wildcards, as needed, or List of Values **[···]** where available, e.g. Period



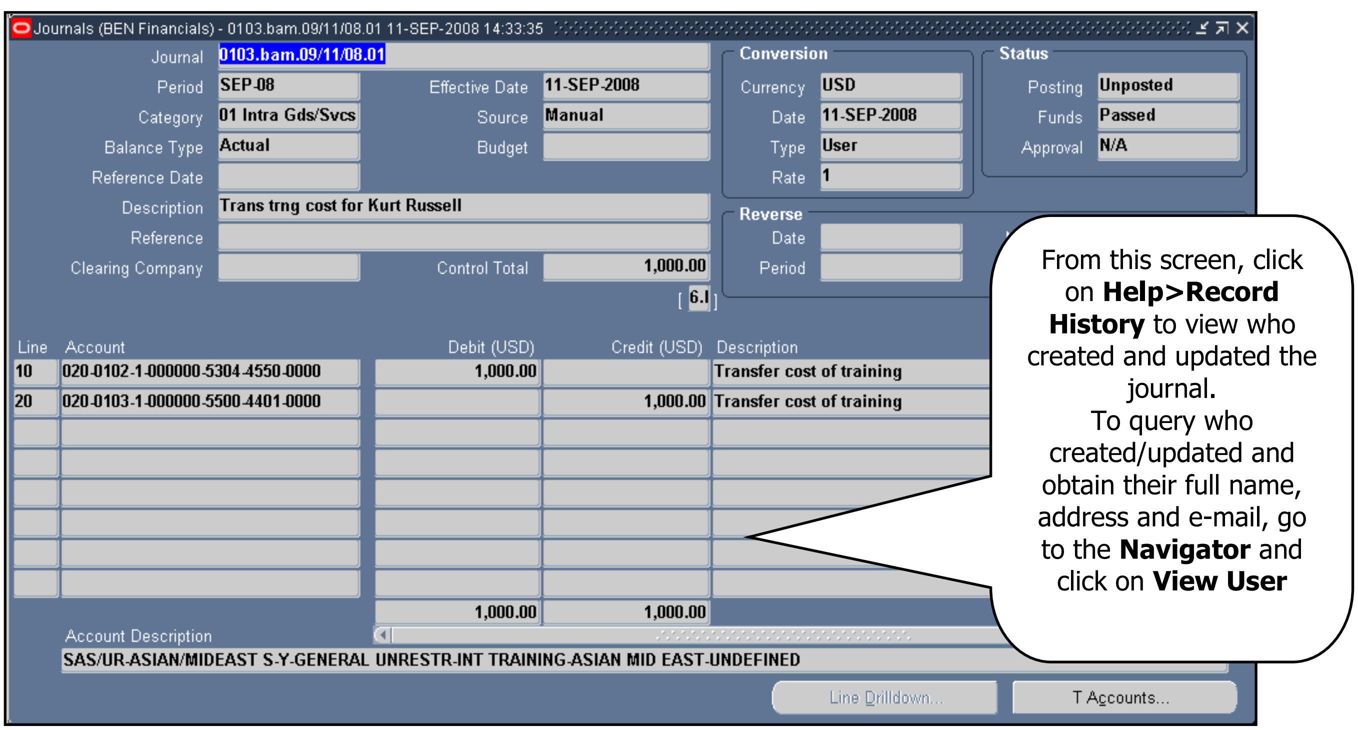
Click on **[More]** to see additional fields you can use to refine your query. To hide these extra fields, click on **[Less]**.

- Click on **[Find]**

GL Inquiry – Journal (continued)



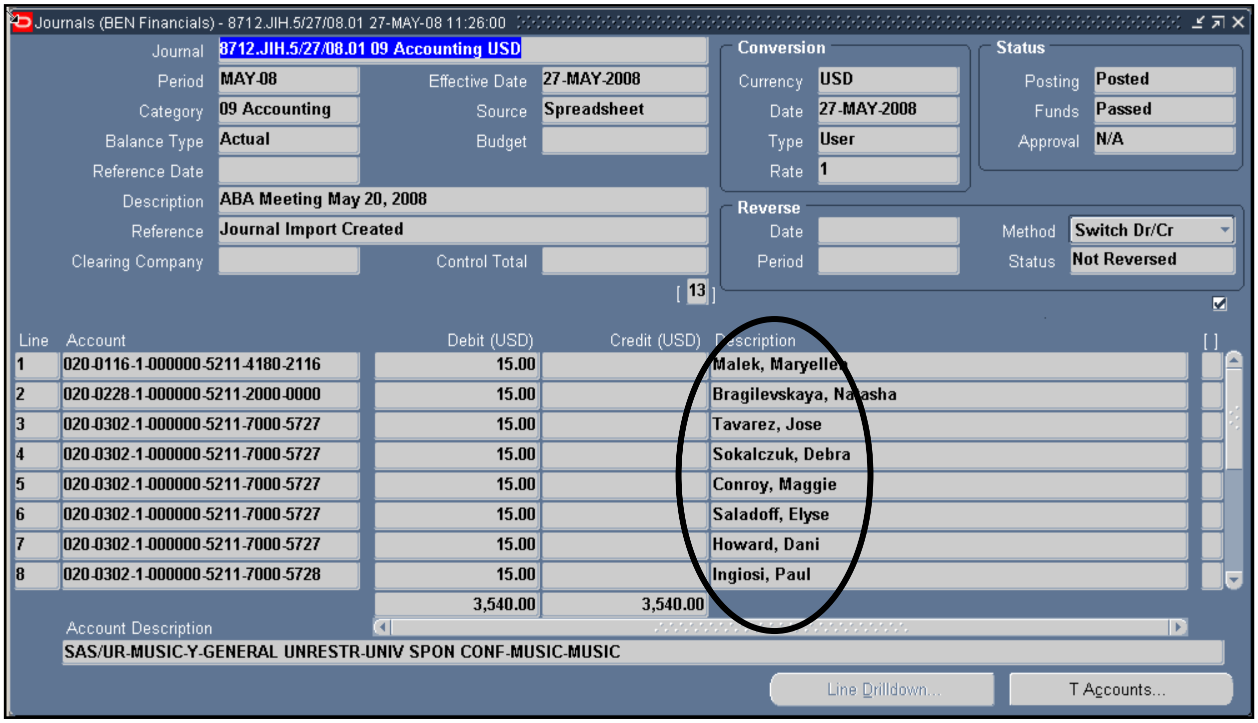
- Click on **[Review Journal]** to see the transactions for the journal queried



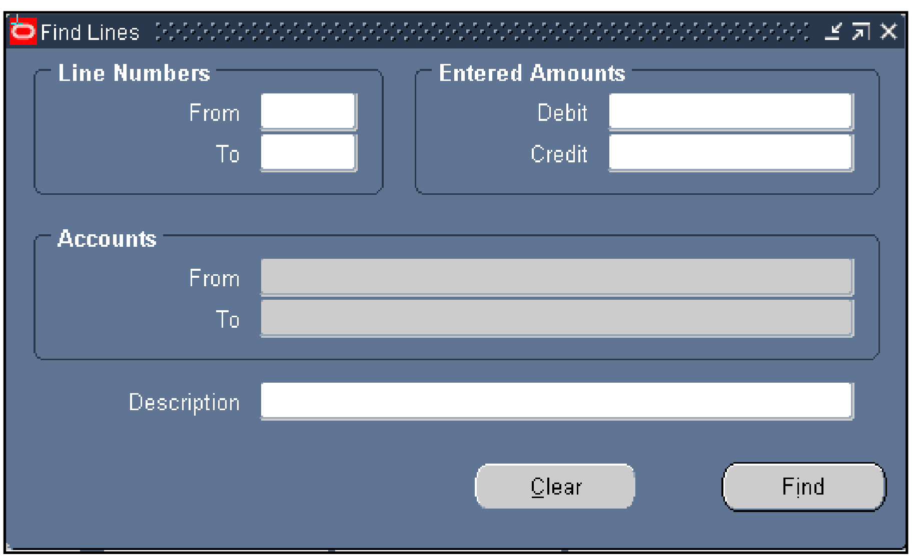
GL Inquiry – Journal (continued)

Querying in the Line Block

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



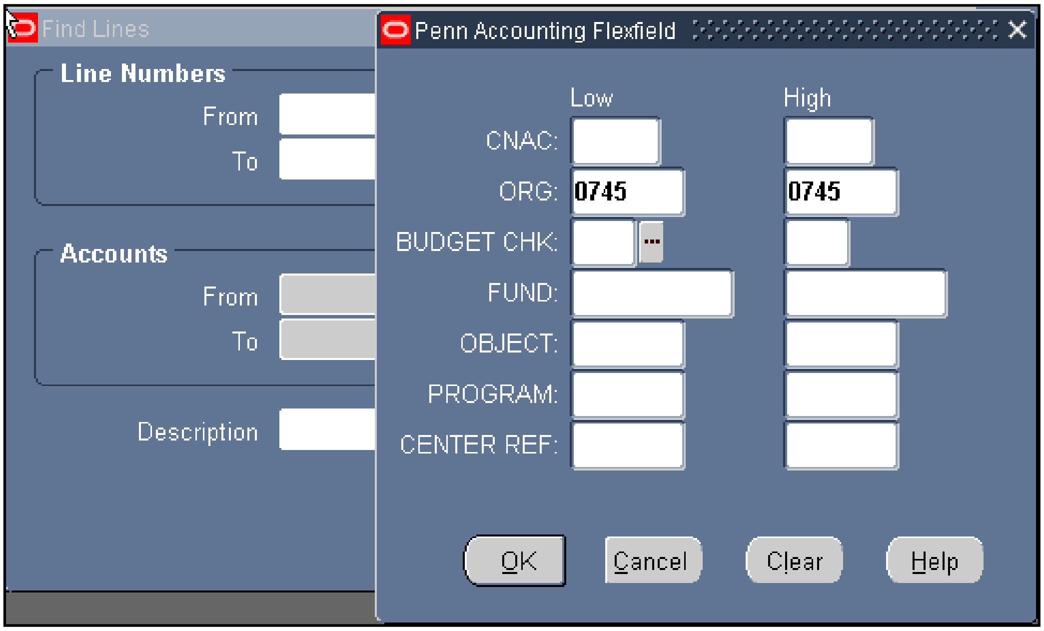
- Position cursor on Line 1; Click on **View>Find**



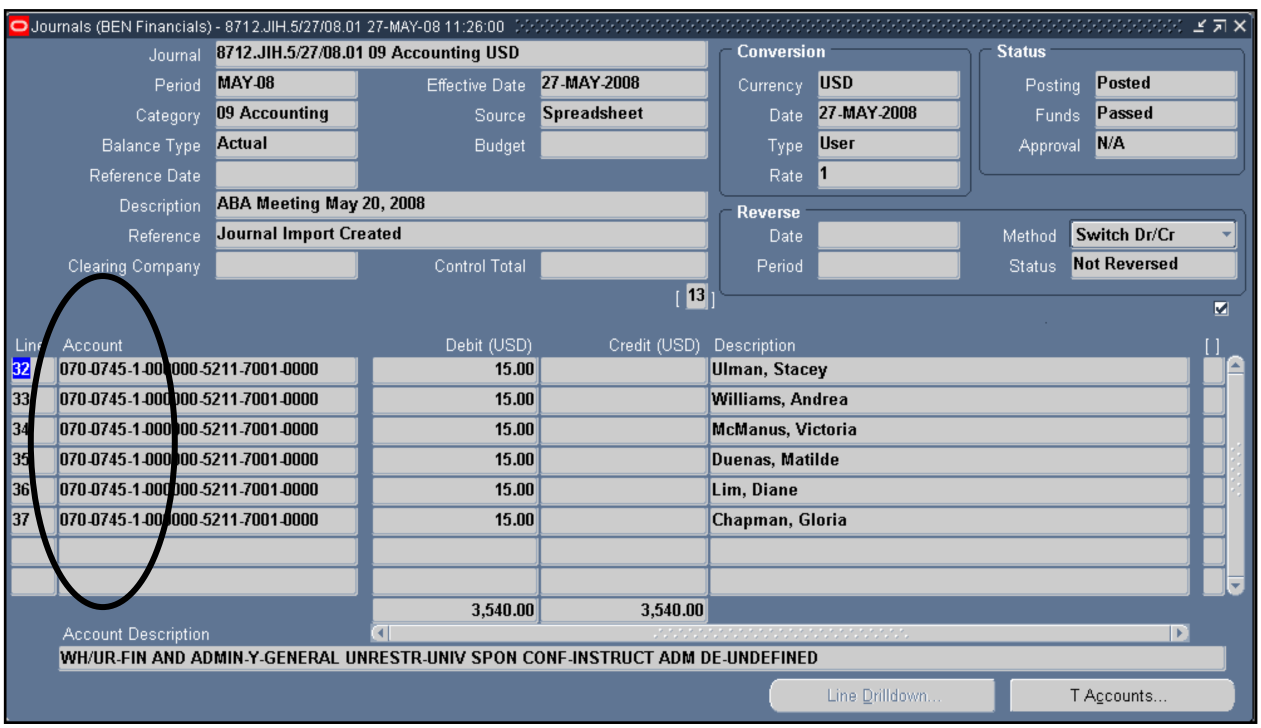
GL Inquiry – Journal (continued)

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

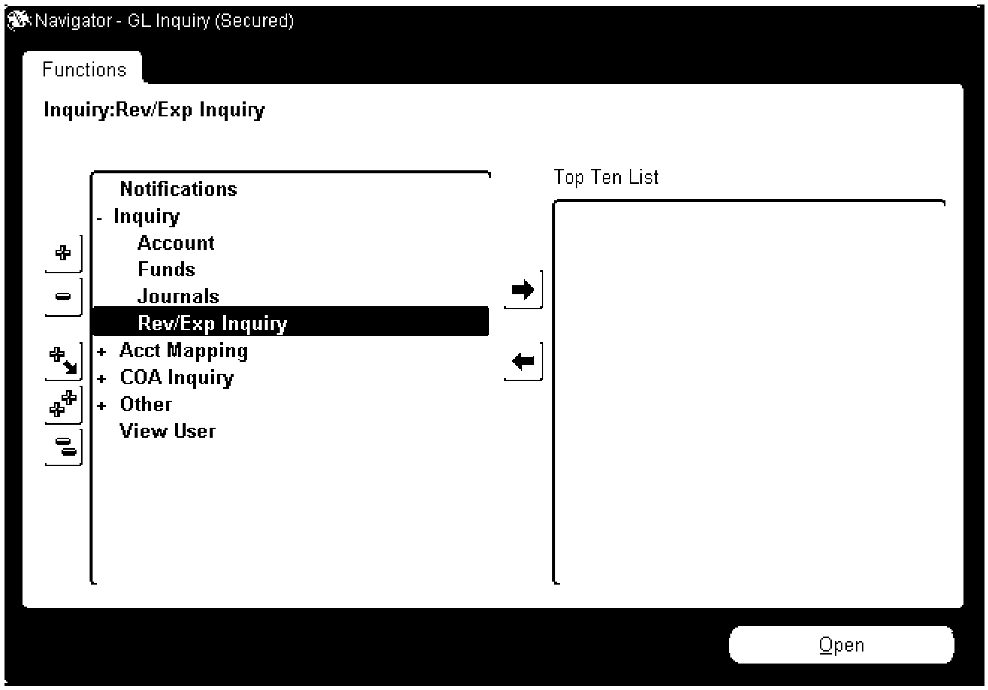


GL Inquiry

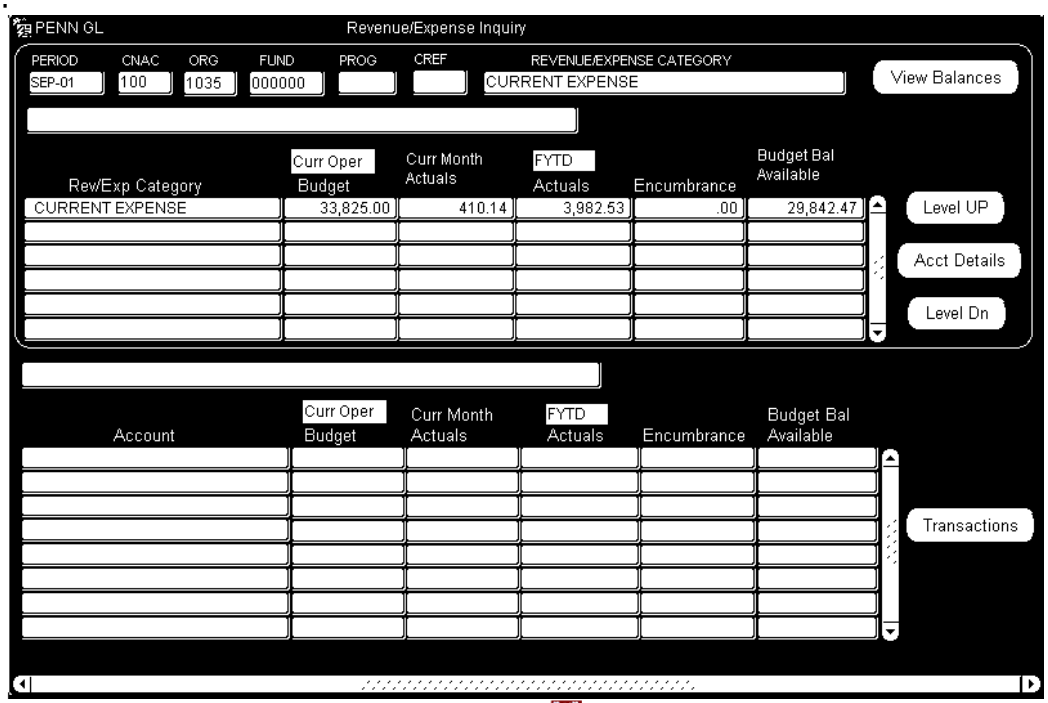
Revenue/Expense Inquiry

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

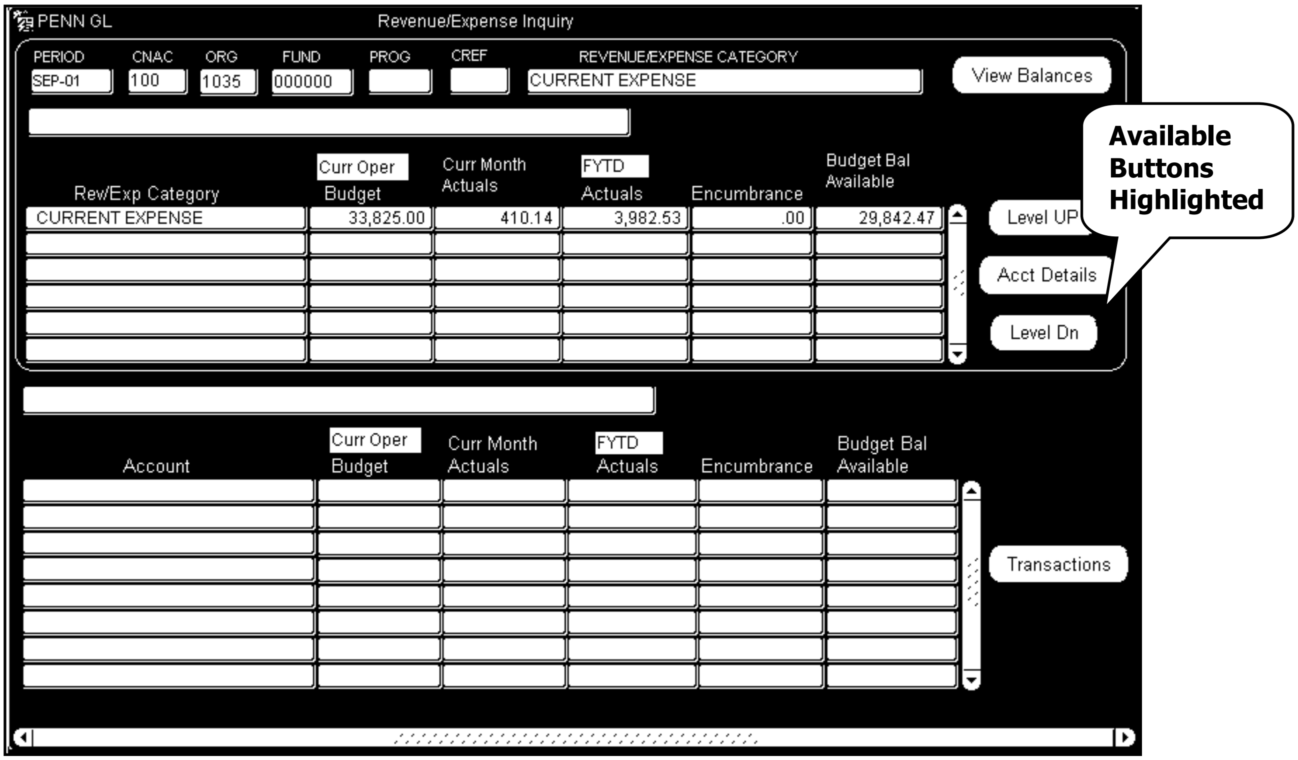


- Required fields are:
  - PERIOD
  - CNAC
  - ORG
  - FUND
  - REVENUE/ EXPENSE
  - CATEGORY
- Click on **[View Balances]**

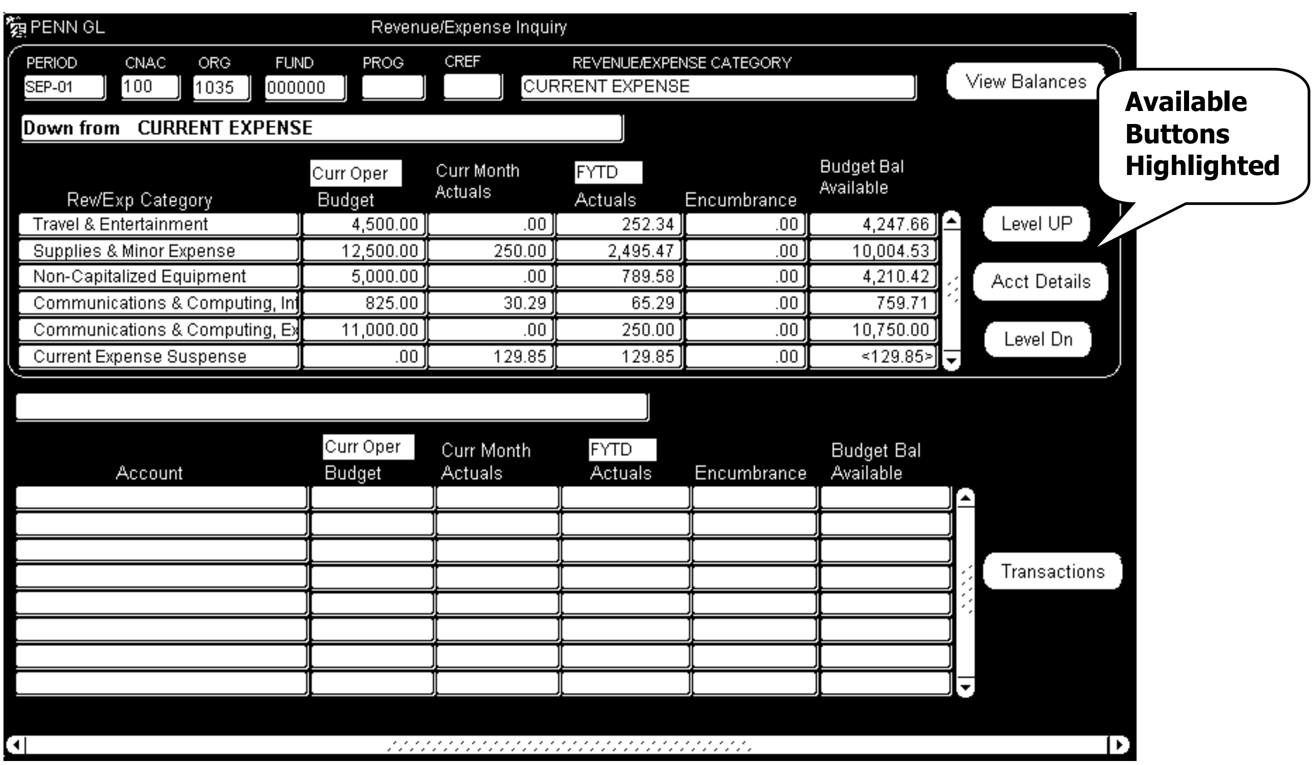


GL Inquiry – Revenue/Expense Inquiry (continued)

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

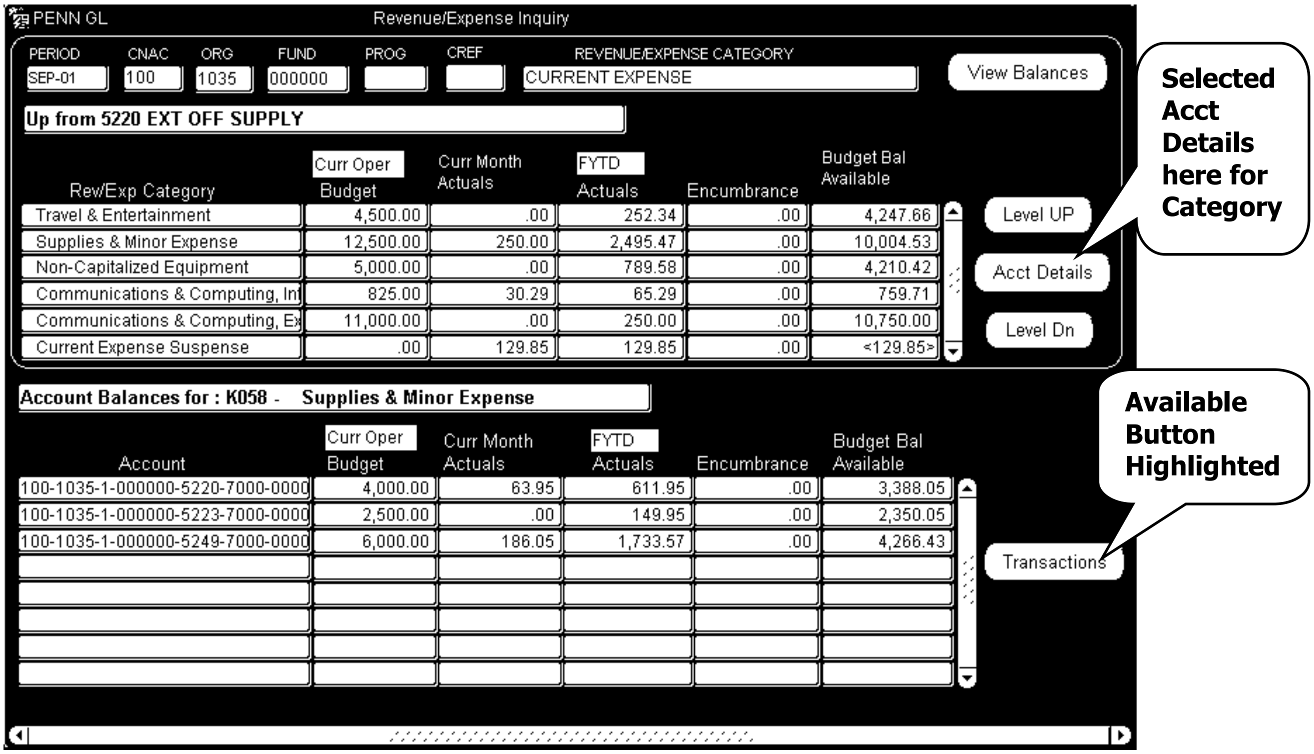


- Click on **[Level Dn]** to see sub-categories within the Revenue/Expense Category queried



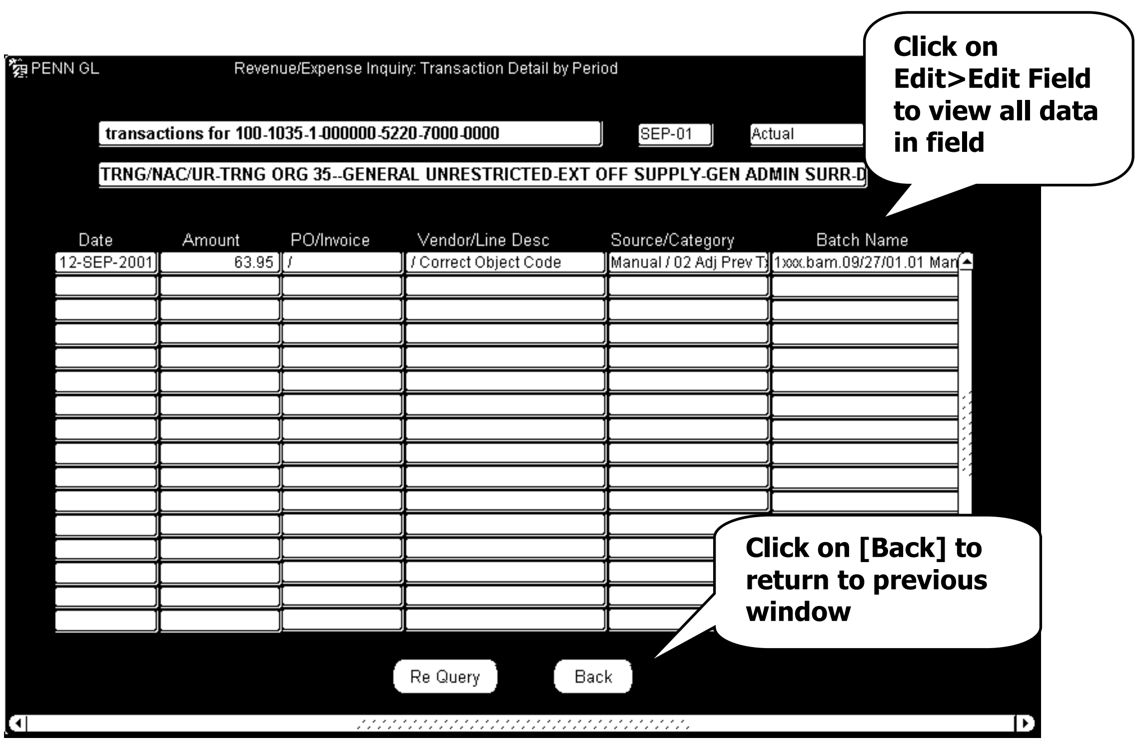
GL Inquiry – Revenue/Expense Inquiry (continued)

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



- 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.*

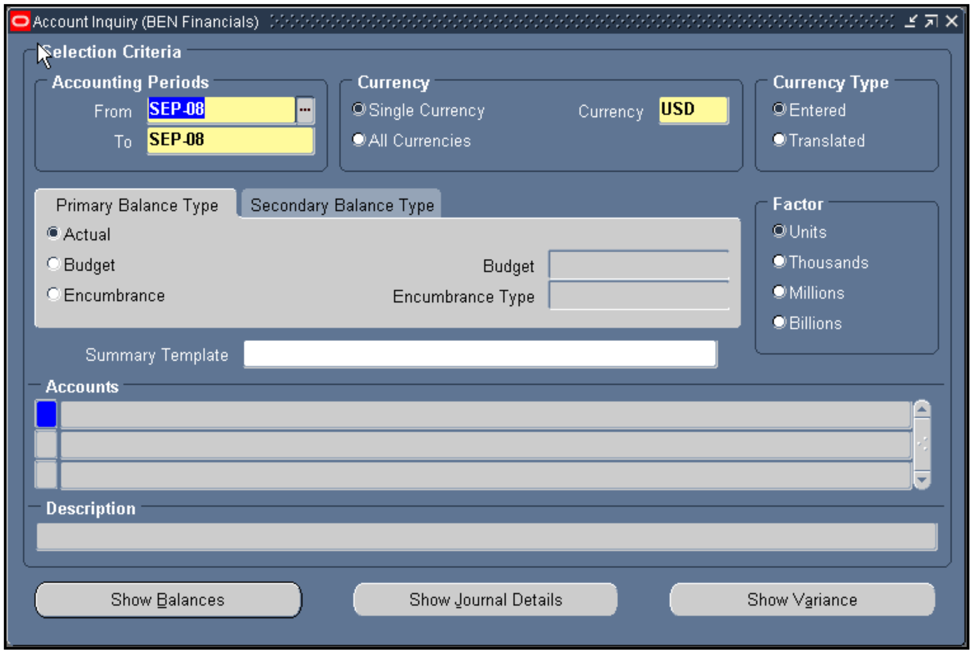


Account Inquiry vs. Revenue/Expense Inquiry

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.

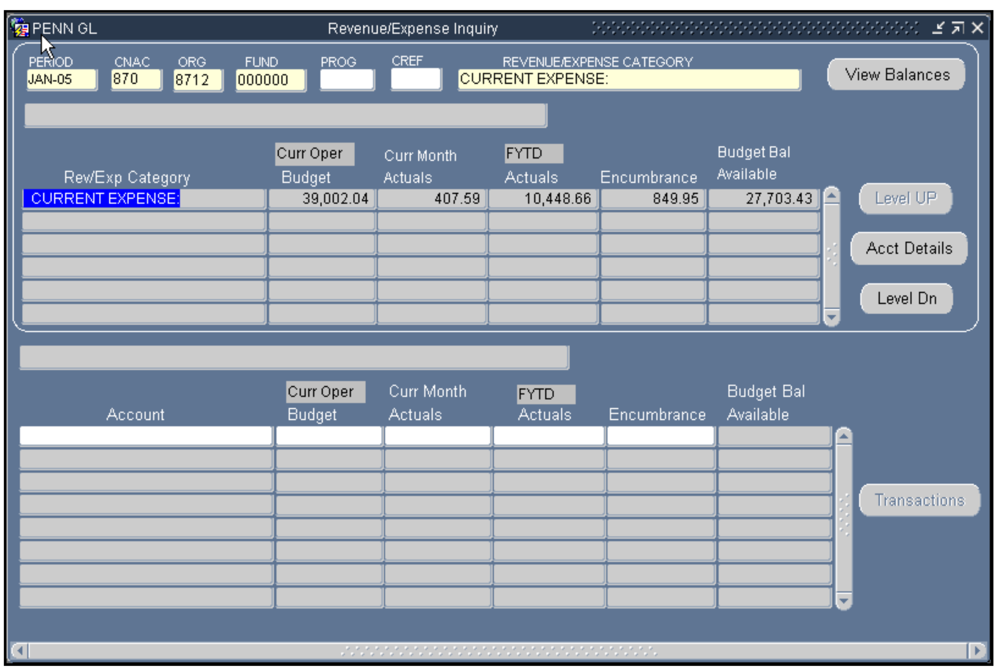
Inquiry>Account

- 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

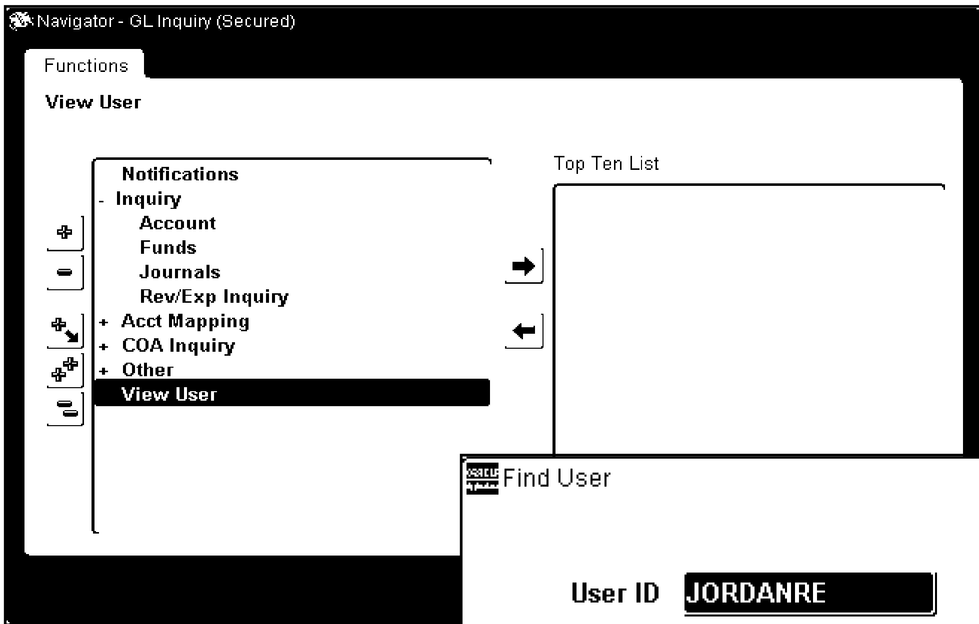
- Information available by Responsibility Center Management (RCM) category; combines features of the 10x.ORG and 15x.ORG reports in an online view
- View 'pending' transactions, i.e. transactions reserved but not yet posted

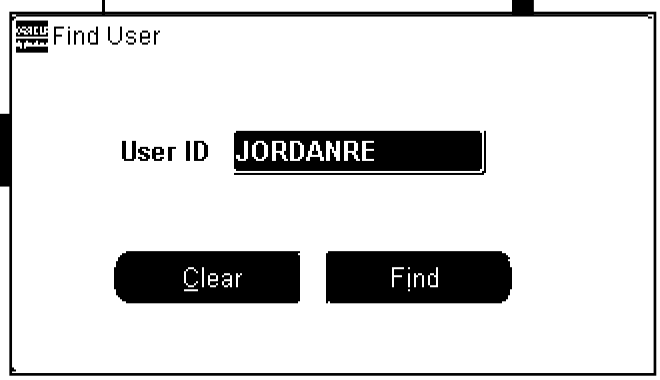


View User

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.

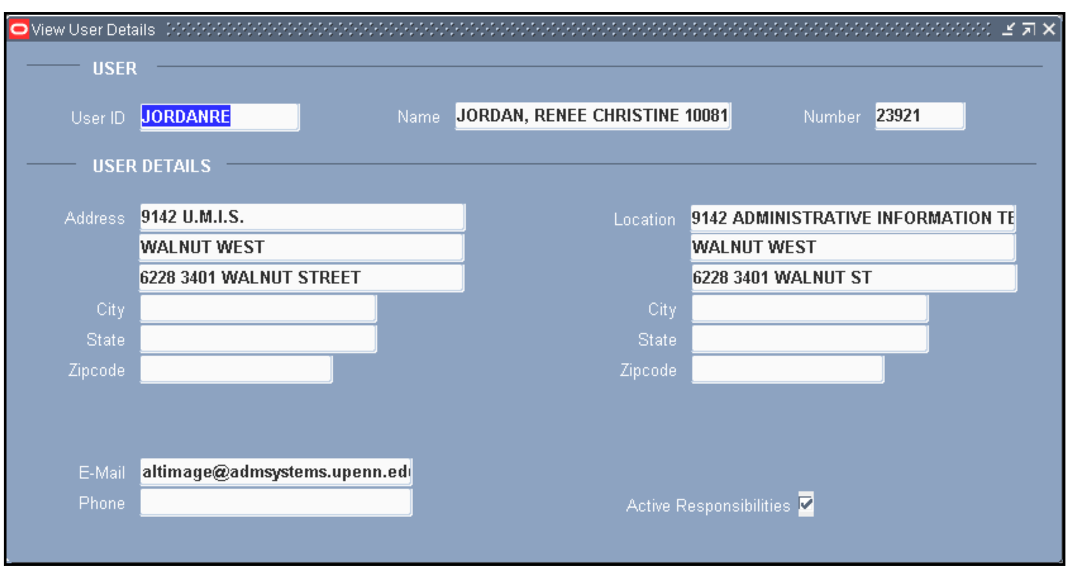
- Click on the **View User** navigation path from either the BEN Financials Homepage or the Navigator





- Enter a User ID
- Click on **[Find]**

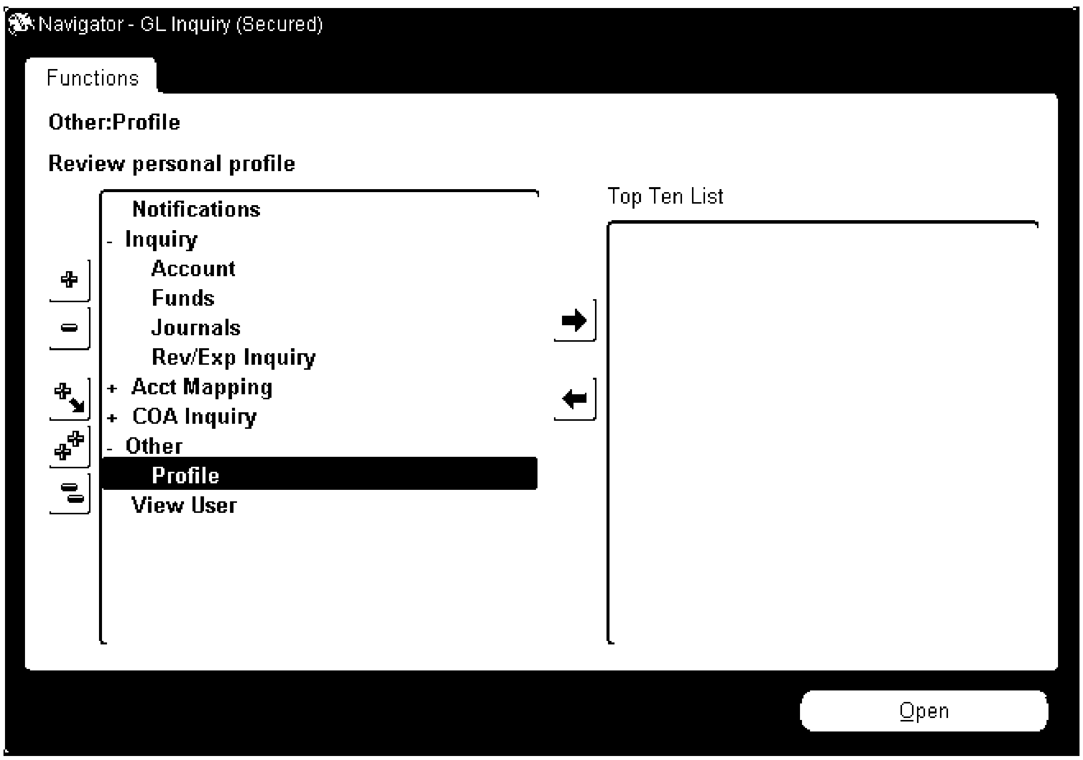
- View the results of the query



Other > Profile

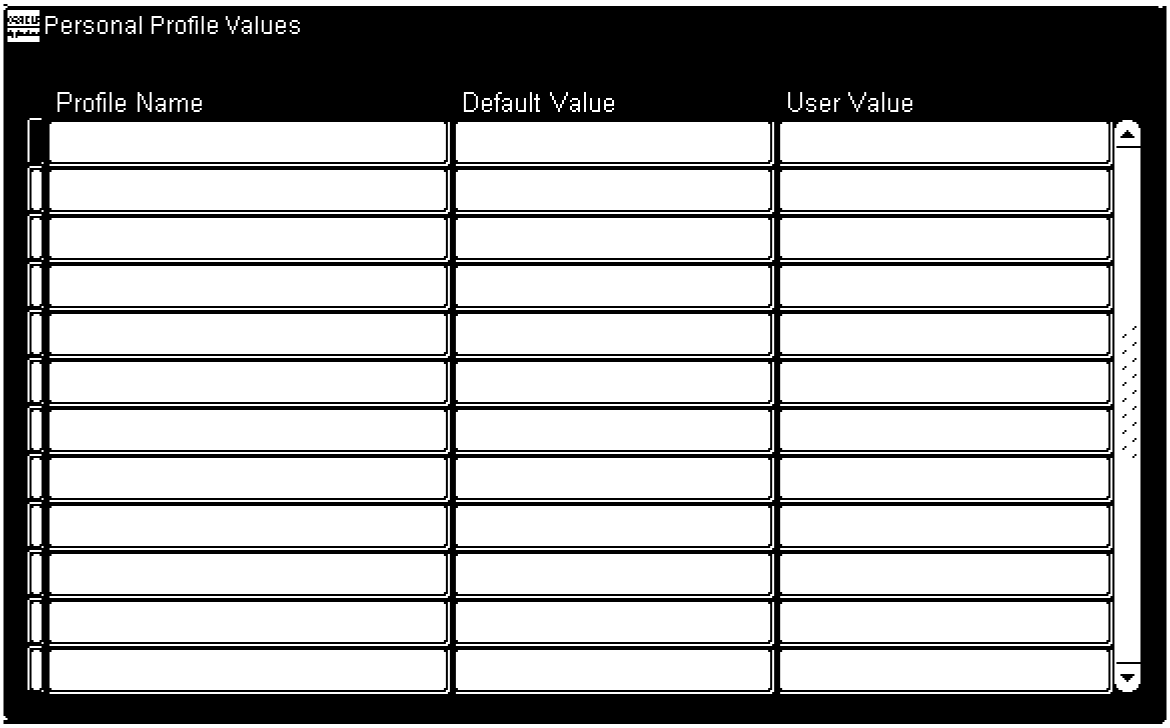
User profile is a collection of changeable options that affect the way your applications run. BEN Financials establishes a value for each option in a user's profile when the user logs on or changes responsibility.

- 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



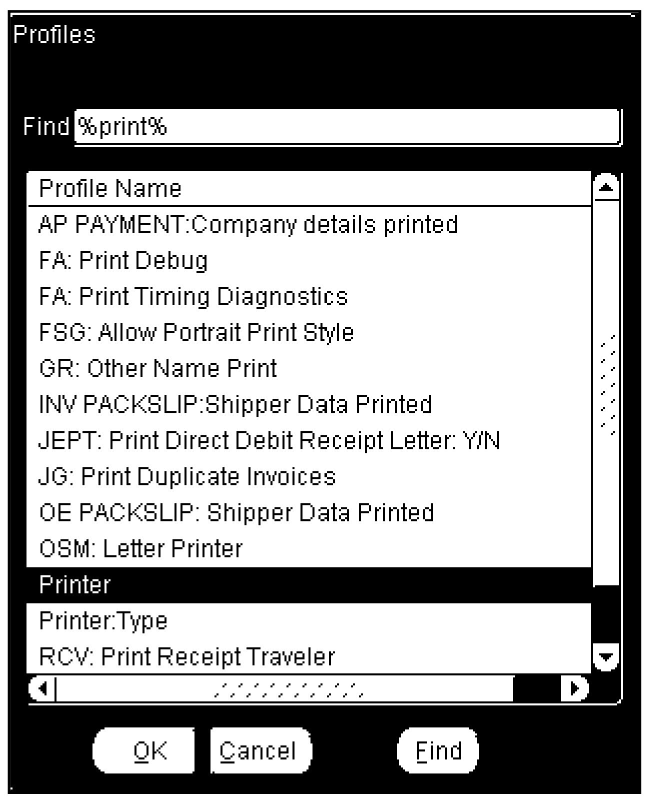
☞ *Only the **Report Copies** and **Printer** profile options should be changed*

Other > Profile (continued)



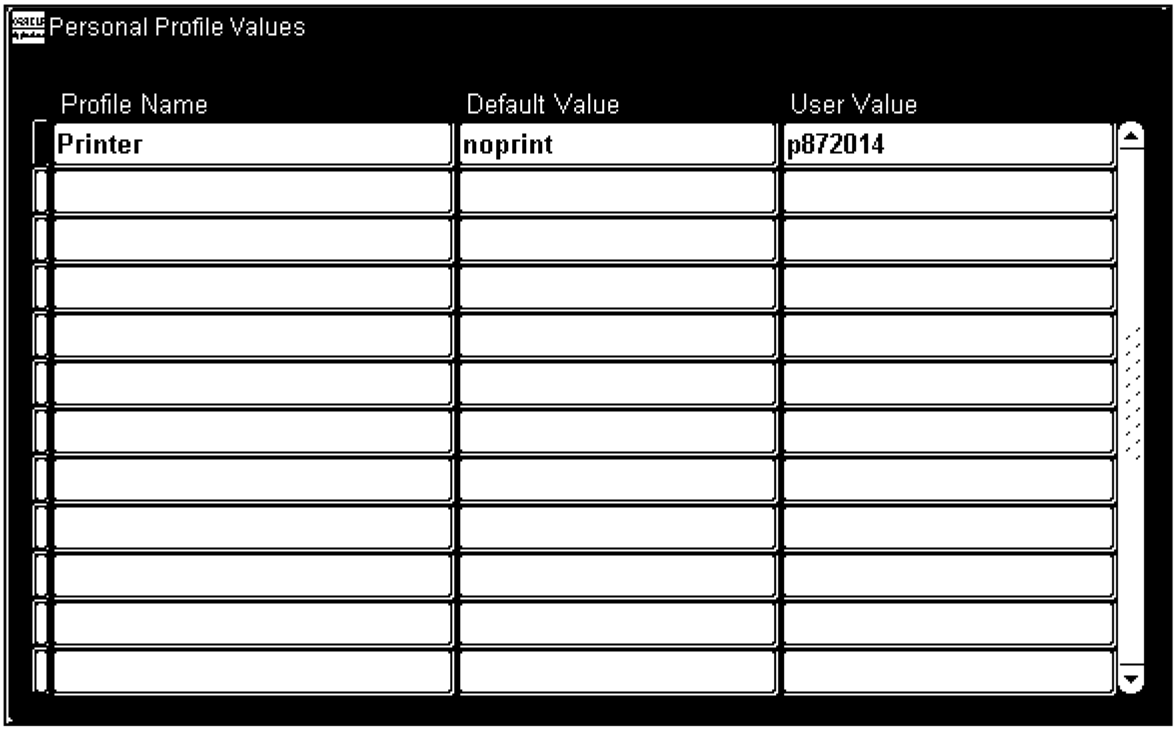
- Click on **View>Find** or the flashlight from the Toolbar
- Select the Profile Name you would like to update either scrolling or using wildcards (%) in the find field
  - for example 'Printer'
    - Type **%print%**
    - Click **[Find]**
    - Highlight selection
    - Click **[OK]**

☞ *Changing this value does not affect requests that you have already submitted.*



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.



  - 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