

ben balances

GL Reporting (Secured) User Guide













Document Last Updated January 27, 2009

Table of Contents

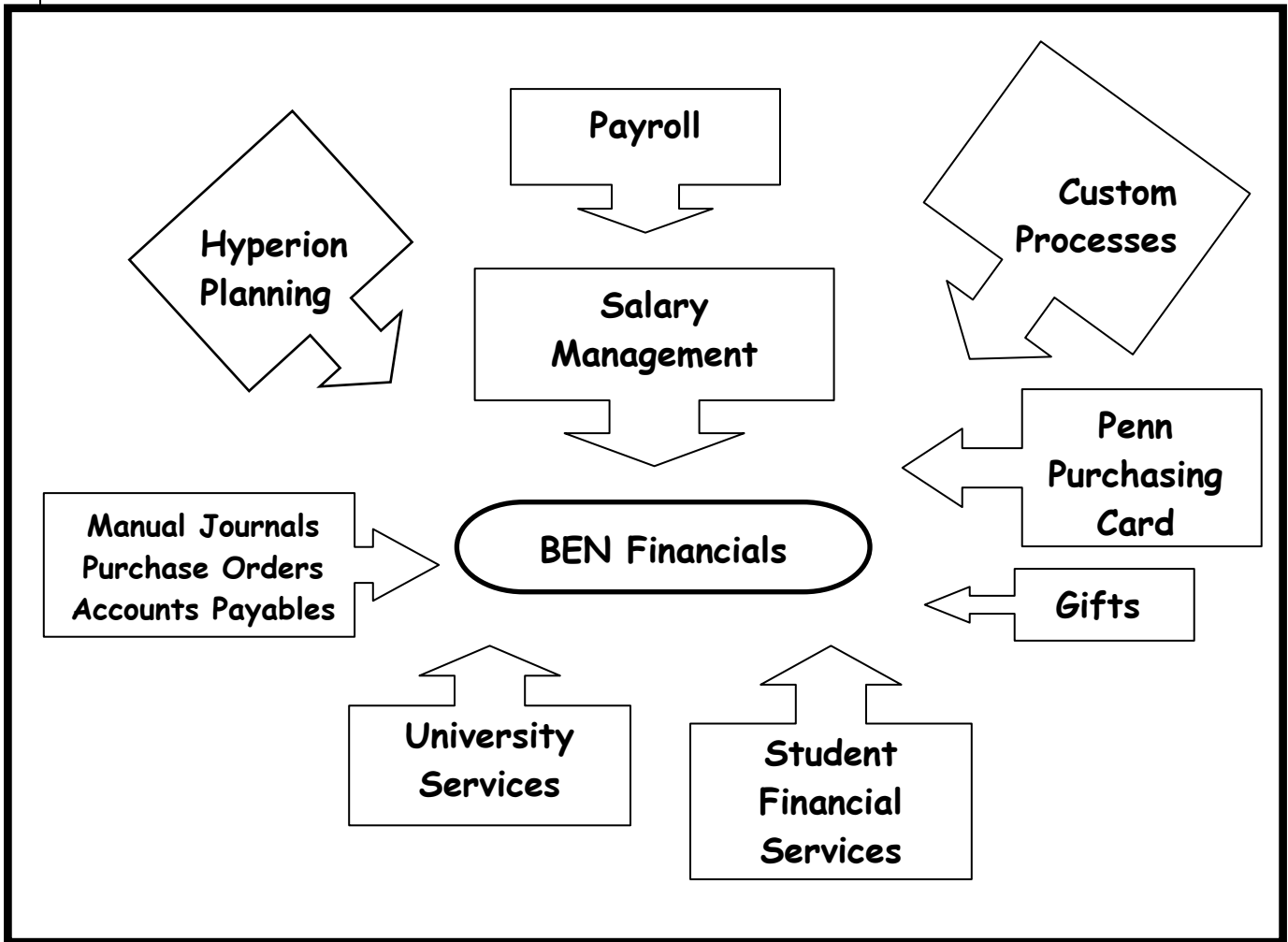
Objectives	3
Sources of Journal Data	4
Salary Management.....	6
University Services	6
Cash Transactions	7
Mass Allocations & Custom Programs	7
Penn Purchasing Card.....	7
GL Reporting – Run Report	8
BEN Financials Home Page.....	9
Single Request	10
Printing Requests	12
Buttons on the ‘Submit Requests’ window.....	13
Buttons on the ‘Requests’ window	14
Request Sets (a.k.a. Report Set).....	15
Creating a Request Set Using Request Set Wizard	16
Changing Default Options (i.e. Customizing Parameters).....	20
Running a Request Set	26
Running a Request Set with Shared Parameters.....	28
Adding, Editing or Deleting Request Sets	30
Placing on the Navigator	36
Monthly Management of Reports.....	37
Account Level Management Reports.....	37
Exception Reporting	39
Revision History	41

Objectives

Upon completion of this section, you will:

-  have an overview of BEN, BEN Financials and BEN Balances
-  learn how to run reports
-  know the various sources of transactions in BEN Balances
-  learn how to print reports
-  learn how to schedule reports
-  know where to go for additional reporting information
-  know where to go for assistance when necessary
-  learn how to create Report Sets
-  understand information regarding report 'parameters'
-  know how to run a Report Set
-  learn how to edit and delete Report Sets
-  know the minimum recommendations for running monthly Purchasing & General Ledger Reports


Sources of Journal Data



Journal entries come into the General Ledger using one of four methods

- Modules which are used to perform other business processes and are integrated with BEN Financials
 - BEN Balances, BEN Buys (Purchasing), Ben Pays (Accounts Payable) and BEN Assets
- Feeder systems/other University systems
 - Salary Management, University Services, Gifts, Penn Purchasing Card, Student Financial Services, Hyperion Planning
- Journal entries which are created by custom processes executed within BEN Balances
 - Overhead, Investment, Grant and Contract Revenue Recognition, Mass Allocations, etc...
- Manual journal entries which are created via Responsibilities such as Journal Entry – General and Budget Entry

Sources of Journal Data (continued)

- All journal entry batches update account balances and may be queried online via Inquiry windows or seen via running reports
- All batches have a batch name which follows a standard naming convention
 - All or part of the batch name may be used to locate or query a batch
-  *Use a wildcard '%' before and after the portion of the batch name to assist in querying*
- All batches will have a **'source'** and **'category'** and **'batch naming convention'**
 - Source indicates the feeder system/process used to create the batch
 - Category indicates the type of entry being made
 - Each batch will have a unique batch name which follows a standard convention
 - All batches will include a source name and a concurrent request ID
- All batches must be balanced
 - Total debit and credit amounts must be equal to or net to zero
 - Exception: Budget journals in certain cases, i.e. budgeting carryforward
 - If not balanced, BEN Balances will create a balancing transaction to suspense
- All journal entry transactions must contain a valid account
- Accounts that are invalid will be substituted with a suspense account

Transaction	Source	Category	Batch Naming Convention
Module			
Purchasing Payables	Purchasing Payables	Purchases Payables	CJE: Purchasing cccccc: E CJE: Payables cccccc: E 'Assigned By Accounts Payables' Payables cccccc: A
Budget Journals	Budget Journal	20-23	BJE: xxxx.zzz.mm/dd.01 date & time
Feeder			'Batch ID' Date Source Name Concurrent ID: Trans Type
Gifts	GIFT_CASH	Feeder	GFTCASH001 20010701 GIFT_CASH cccccc: A
Daily Postage	DAILY_POSTAGE	Feeder	DLYPOST001 20010701 DAILY_POSTAGE cccccc: A
Telecommun	TELECOMM	Feeder	TELE 001 20010701 TELECOMM cccccc: A
Physical Plant	PHYSICAL_PLANT	Feeder	PHYSPLT001 20010701 PHYSICAL_PLANT cccccc: A
Salary Mgmt	PRL_PAYROLL	SAL_MGMT	PRLPAY 001 20010701 PRL_PAYROLL cccccc: A
Penn Purchasing Card	PROCARD_DEBITS	Feeder	PCARDxxx 20010701 P010301 PROCARD_DEBITS cccc: A
Custom Processes			
G & C Overhead	GRANTOH	Allocation	G&C OH: BO1RO1 GRANTOH cccccc: A
G & C Revenue	GRANTREV	Revenue	NIH GRANTREV cccccc: A
Pillar	PILLAR	Budget	PILLAR 001 20010621 PILLAR cccccc: B
Manual			
On-Line Journal	Manual	01-19	XXXX.ZZZ.MM/DD/YY.01 date and time
A = Actual B = Budget E = Encumbrance cccccc = Concurrent ID number xxxx = ORG			

Sources of Journal Data (continued)

Salary Management

- BEN Financials contains only summary salary data
 - Budget
 - Encumbrance
 - Actual
- Detailed salary/payroll information is maintained within Salary Management
 - The Salary Management system receives payroll data from the payroll system and sends salary journal entries to Ben Financials summarized at the 26 digit account level
 - Salary Management journal entries will be posted to the General Ledger on a weekly basis (typically Thursday nights)
 - Monthly pay posted monthly

University Services

- All University Services 'feed' journal entry transactions to Ben Financials. For example,
 - Mail Services
 - Telecommunications
 - Gifts
 - UMIS
 - Publications
 - DCCS Network
- Feeder System Journal Entries use specific naming conventions
 - For example, Journal Entry batch names from feeder systems begin with the string shown below:
 - Mail Services
 - Federal Express Domestic FXDOM
 - Federal Express International FXINTL
 - Daily Postage DLYPOST
 - International Mail NTLM
 - Telecommunications TELE
 - Gifts
 - Gifts Receipts* GFTCASH
 - Gifts Pledge GFTPLDG
 - Gifts Securities GFTSEC
 - Gifts Reclass GFTRECL
 - Gifts Credit Card GFTCARD
 - UMIS chargeback UMISCB
 - Publications PUBL
 - Computer Connection COMPCON

* Gift Receipts include on-line gifts, lockbox, gifts in kind & payroll deductions

Sources of Journal Data (continued)

Cash Transactions

The policies & procedures for handling cash transactions are as follows:

- Grants & Contracts
 - All checks should be forwarded to **Research Services**
- Student Tuition/Receipts
 - Send the student to **Student Financial Services (SFS)**
- Gifts
 - Forward all gifts with the appropriate transmittal form to **Central Gifts Processing (CGP)**
- Other Miscellaneous Cash
 - Forward all miscellaneous cash with the appropriate BEN Deposits' Receipt to the Cashier's Office
 - Direct Deposits are handled online

Mass Allocations & Custom Programs

- Mass Allocations
 - Employee Benefits (EB)
 - Overhead Allocations
- Custom Programs
 - Grants & Contract Revenue Recognition
 - Endowment Income Distributions (AIF)

Penn Purchasing Card

- All feeder system transactions will only be seen in Ben Financials when they are posted
 - Penn Purchasing Card transactions are the exception
 - Penn Purchasing Card journals remain unposted in Ben Financials for 5 days
 - Allows for redistribution of charges to the appropriate account
 - All Penn Purchasing Card transactions are initially charged to a default account number
 - Your Organization
 - Object Code 5249 Other Miscellaneous Supplies



See the Manual Journal Entry section for information for how to redistribute Penn Purchasing Card Journals

GL Reporting – Run Report

Standard reports are available to assist you in the management of your accounts .



Throughout BEN Financials, reports are referred to as 'requests'

- BEN Balances reports can be run at any time
 - Run monthly reports after the end of the month
 - Run reports for previous months
 - Reports may be run mid-month, however, mid-month reports will only reflect transactions that have been posted

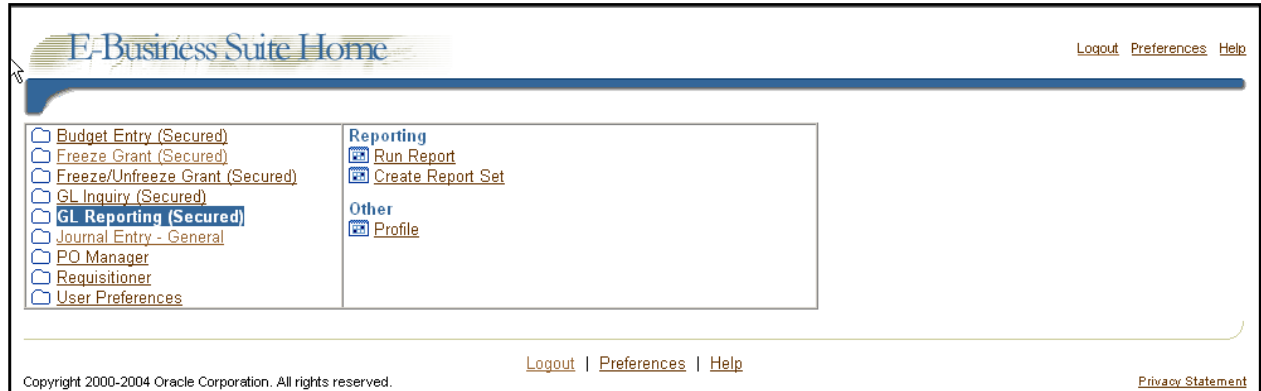


End of the month allocations, such as Overhead, will not be included


- BEN Balances reports are available from a secured responsibility
 - Security profile will specify the ORG value(s) user is permitted to see on-line and on reports
 - This security profile is invoked automatically

GL Reporting – Run Report (continued)

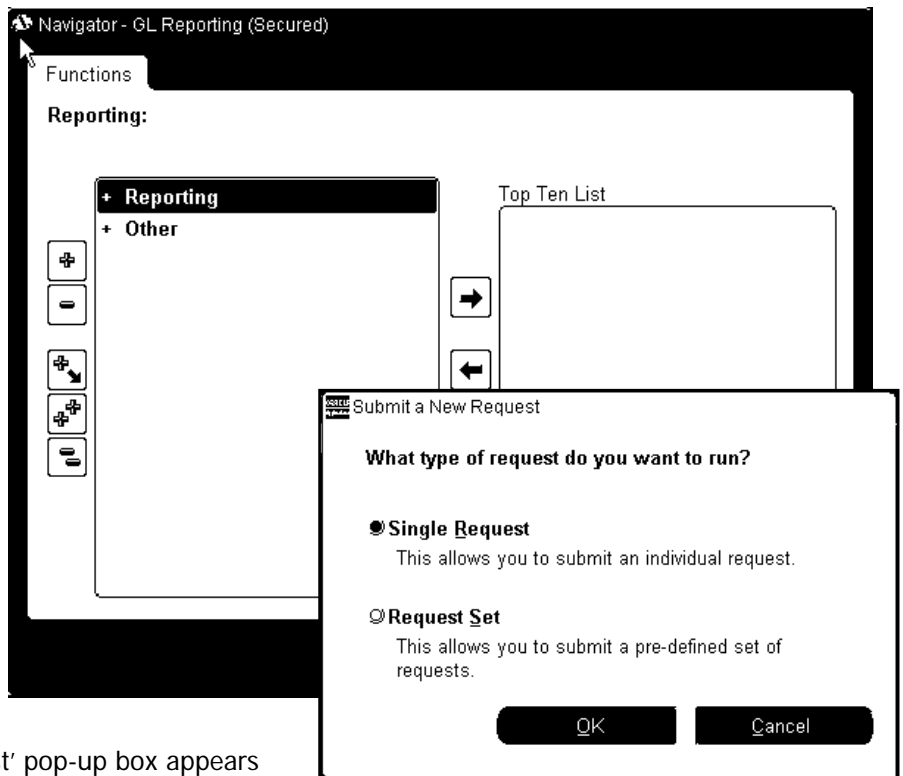
BEN Financials Home Page



- Select the desired Responsibility, in this case **GL Reporting (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*



- Click on the **Reporting>Run Report** navigation path.
- When the 'Submit a New Request' pop-up box appears select which type of request you would like to run
- Click **[OK]**

GL Reporting – Run Report (continued)

Single Request

- Click in the **Name** field to select from the standard list of reports or
- Type the first few digits of the report to shorten the list, for example the 100.ORG report

- Enter the appropriate parameters; click [OK]

Each fund has a designated responsible organization (RESP ORG). This is the ORG ultimately responsible for the overall management of the fund. To determine the RESP ORG for a fund go to the GL Inquiry responsibility, COA Inquiry>COA Segment Values

RESP ORG can see all the account combinations for the fund, not just those in security profile

For more information on Reports and Report parameters, please go to <http://www.finance.upenn.edu/ben/benfin/documentation/reportdoc/>

GL Reporting – Run Report (continued)

Single Request (continued)

- Click on [Submit]

Submit Request

Run this Request...

Name: 100.ORG: SUMMARY BY CNAC/ORG/FUND Copy...

Parameters: SEP-01.0.0.1000.1000.OR...000000.000000.Y

Language: American English Languages...

At these Times...

As Soon as Possible Schedule...

Upon Completion...

Save all Output Files

Notify: Options...

Print to: noprint

Help (B) Submit Cancel

- You will be taken to the 'Requests' window

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
78652	100.ORG: SUMMARY BY		Completed	Normal	STDT2416, 50179, 1, SEP-01, 0, 0, 1

Click here when the phase is 'Pending' or 'Running' to refresh window until phase is 'Completed'

When 'Pending' or 'Running', click on Tools>Manager to see Concurrent Manager Queue

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

GL Reporting – Run Report (continued)

Single Request (continued)

- When report 'Completed', click on **[View Output]**

Report request ID - 78652

Page Font Size

DATE RUN: 09/20/2001 UNIVERSITY OF PENNSYLVANIA
 TIME RUN: 04:51:41 BEN FINANCIALS
 100.ORG: REVENUE & EXPENSE SUMMARY

REPORT BREAK: CNAC/ORG/FUND ACCOUNTING PERIOD: SEP-01

CNAC/ORG/FUND: 100/1000/000000 DESCRIPTION: TRNG/NAC/UR/TRNG ORG 300

	ORIGINAL BUDGET	CURRENT ANNUAL BUDGET	CURRENT MONTH ACT
EXPENDITURES			
DIRECT EXPENDITURES			
COMPENSATION			
Salaries & Wages:			
Academic Salaries:			
Standing Faculty			
5010 STANDING FAC	100,000	100,000	8
Total Academic Salaries	100,000	100,000	8
Non-Academic Salaries:			

Navigation buttons: Go To..., First, Previous, Next, Last

- Use the buttons at the bottom and the scroll bars on the bottom and right to view your report

It is recommended that you view the report on-line first, prior to printing, to ensure this is the report you wish to, in fact, print.

- When finished viewing, close the window to return to 'Requests'

Printing Requests

- Highlight the report you would like to print by placing your cursor on the line
- From the menu, click on **Tools>Reprint/Republish**

The 'Reprint' option is not available when not in the 'Requests' window

- Click on **[Refresh Data]** to see the reprint request

Requests

Refresh Data Find Requests Submit a New Request...

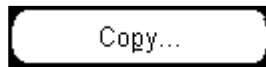
Request ID	Name	Parent	Phase	Status	Parameters
78653	Reprint output of request		Completed	Normal	78652, p872014, 1, LANDWIDE, Y
78652	100.ORG: SUMMARY BY		Completed	Normal	STDT2416, 50179, 1, SEP-01, 0, 0, 1

GL Reporting – Run Report (continued)

Viewing Requests

If you ever need to view your request(s), whether completed or in progress, you can simply click on View>Requests from the menu, in any responsibility, including PO.

Buttons on the 'Submit Requests' window



Use the Copy button to take advantage of previously entered request submissions. You can change fields, such as Period, for reports you submit frequently with the same parameters.



You can't get rid of 'Notifications' if the previously entered request had them, they will be copied. You can change them but you can't delete them.

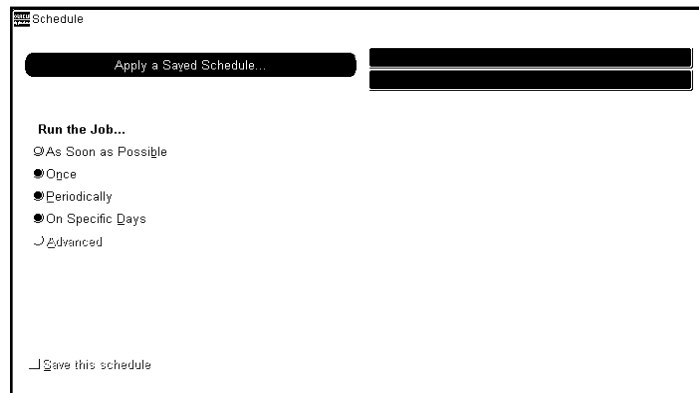


The scheduling window provides you with several scheduling options. You can choose to re-use a schedule you previously defined and saved, or define a new schedule. You can define your schedule to run a request as soon as possible, at a specific time, or repeatedly at specific intervals, on specific days of the week or month.

- When you click on **[Schedule]** the Schedule window opens. Select from the following:
- **Apply a Saved Schedule**
 - Allows you to re-use a previously defined and saved schedule. You may modify the saved schedule for this one submission or save the modified schedule with a new name for future use.



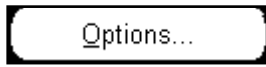
If you intend to use the saved schedule as defined, click [OK]



- **As Soon as Possible**
 - Submits your request as soon as possible. If you select this schedule type, click [OK].
- **Once**
 - Submits your request once at the time and date you specify
- **Periodically**
 - Submits your request repeatedly at the interval you specify
- **On Specific Days**
 - Submits your request repeatedly on specific days of the week or month
- To save your schedule, check the **Save this schedule** check box
 - You must also provide a unique name for each schedule you save
 - Optionally, enter a description of your schedule

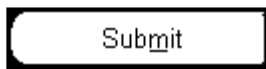
GL Reporting – Run Report (continued)

Buttons on the 'Submit Requests' window (continued)

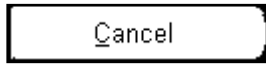


Upon completion, all output files are saved.

You can also notify others, with BEN Financials access, about the report. It will appear in their 'Notifications' on the Navigator.



When all information is completed, click here.



Use this button to cancel the request.

Person notified can only see request one time

Upon Completion...

Save all Output Files

Notify the following people:

Name	For Language
MURRAY, BARBARA	

Print the Output To:

Style **Landwide**

Printer	Copies	For Language
p872014	0	All languages

Buttons: Help, OK, Cancel

Buttons on the 'Requests' window

Requests

Buttons: Refresh Data, Find Requests, Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters

Buttons: Hld Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...

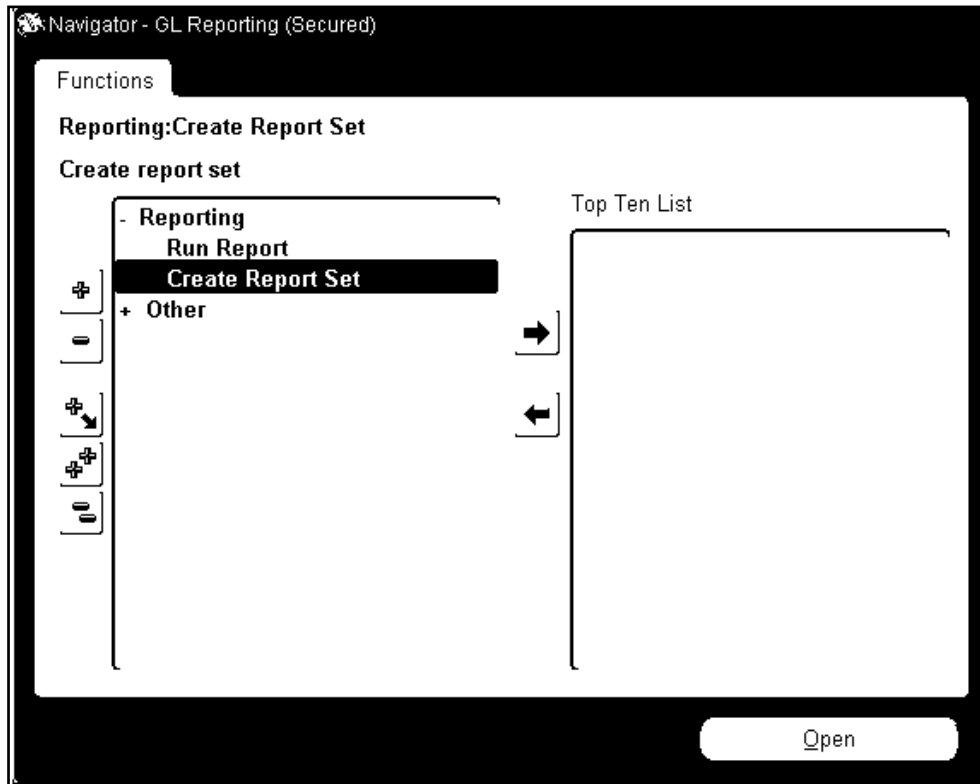
Callouts:

- Click intermittently to see Phase field change from 'Pending' to 'Running' to 'Completed'
- Brings up the Find Requests window where you can request 'all' or those 'in progress'. Cannot submit new requests from here.
- Begin new request here
- Shows input information about a request
- Click here to view your completed report prior to printing
- Use Hold Request if the request is Pending
- Use Cancel Request to terminate requests in 'Running' or 'Pending' phase
- Click here to see, if report completed successfully, the date and time it began and ended
- Click here to see if there is any problem – solving information regarding your request

Request Sets (a.k.a. Report Set)

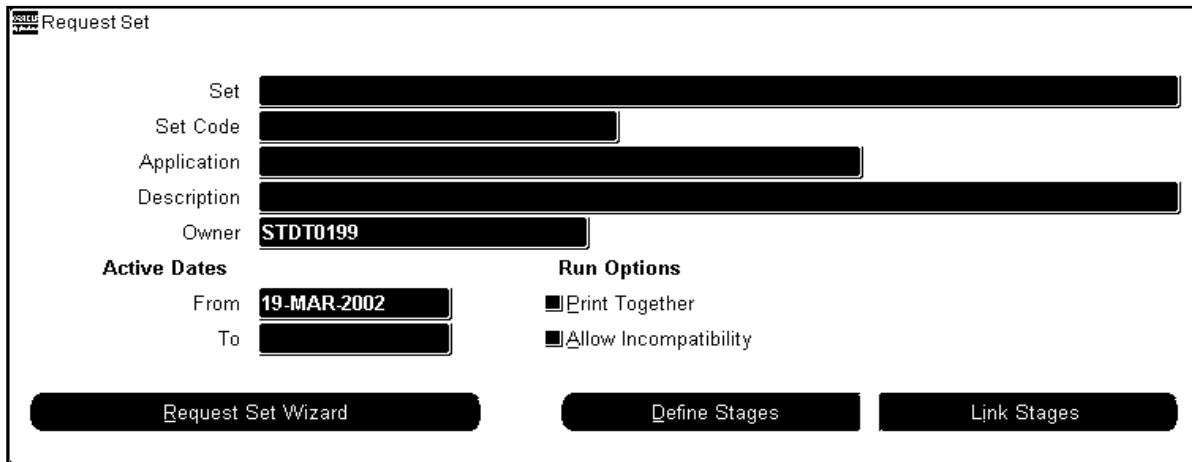
By defining request sets, you can submit the same set of requests regularly using a single transaction. You use the Request Set window to create and edit request sets. Alternatively, you can use the Request Set Wizard to create simple request sets.

- Click on the **Reporting>Create Report Set** navigation path. Click on **[Open]** or double click on the highlighted path.



You can run Purchasing Reports and create request sets from the PO Manager responsibility.

Creating a Request Set Using Request Set Wizard



Request Set

Set [Redacted]

Set Code [Redacted]

Application [Redacted]

Description [Redacted]

Owner STDT0199

Active Dates

From 19-MAR-2002

To [Redacted]

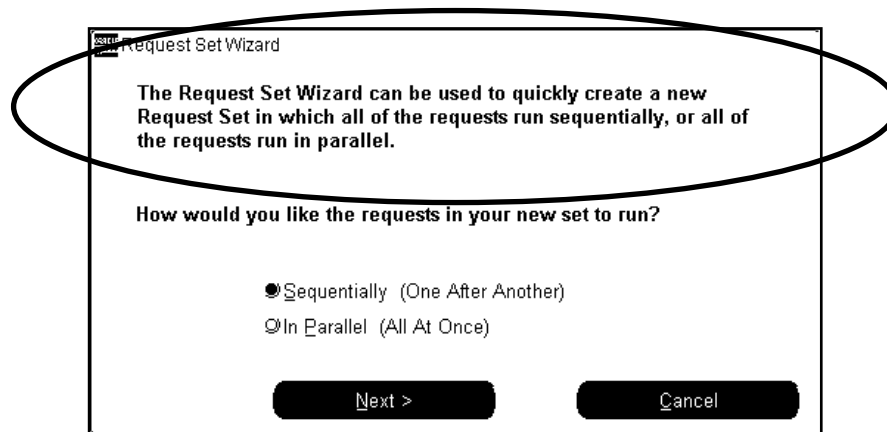
Run Options

Print Together

Allow Incompatibility

Request Set Wizard Define Stages Link Stages

- Click on [Request Set Wizard]



Request Set Wizard

The Request Set Wizard can be used to quickly create a new Request Set in which all of the requests run sequentially, or all of the requests run in parallel.

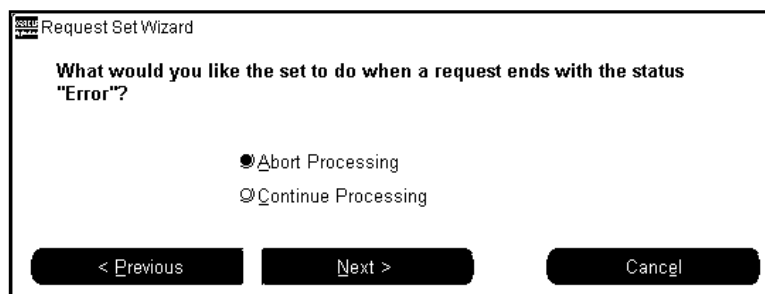
How would you like the requests in your new set to run?

Sequentially (One After Another)

In Parallel (All At Once)

Next > Cancel

- Select **Sequentially**
- Click on [Next]



Request Set Wizard

What would you like the set to do when a request ends with the status "Error"?

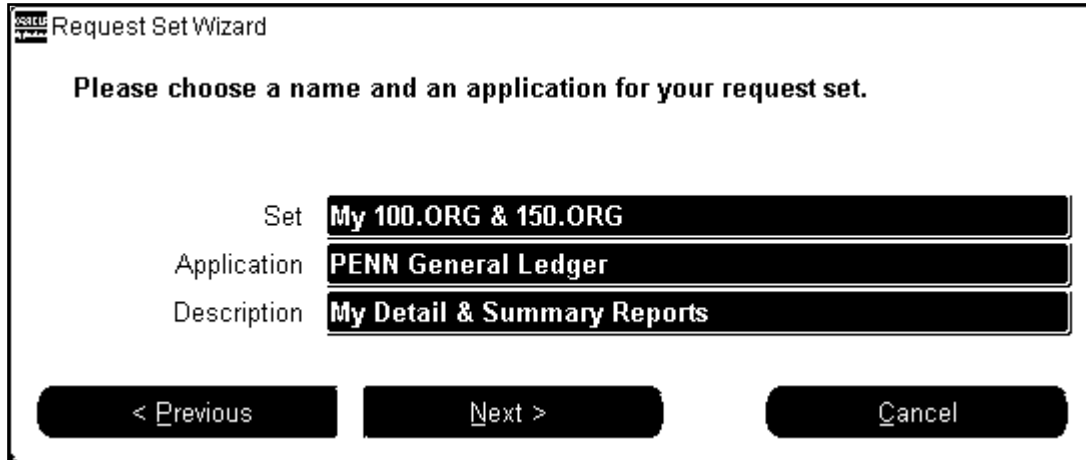
Abort Processing


Continue Processing

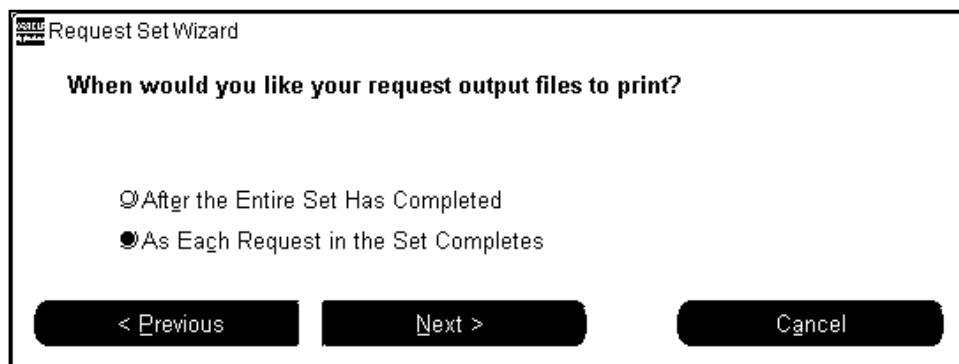
< Previous Next > Cancel

- Select **Abort Processing**
- Click on [Next]


Creating a Request Set Using Request Set Wizard (continued)



- **Set** – Enter a name for your request set.
- **Application** – Enter the Application with which you want to associate your request set. Select from the following:
 - **Penn General Ledger**
 - **Penn Purchasing**
-  *Other options in the LOV are not used by Penn*
- **Description** – Enter a Description of your request set.
- Click on [**Next**]
- The pop-up box below appears:



- Select **As Each Request in the Set Completes**
- Click on [**Next**]

 Clicking on [**Cancel**] on any of the above pop-up boxes will take you back to the Request Set Window. Clicking on [**Previous**] takes you to the prior pop-up box.

Creating a Request Set Using Request Set Wizard (continued)

The initial Request Set is now complete. If you choose to enter the parameters upon submission of your Request Set, go to **Running a Request Set**.

The screenshot shows the 'Request Set' configuration window. It includes the following fields and options:

- Set:** My 100.ORG & 150.ORG (Callout: Automatically defaulted)
- Set Code:** FDRSSUB426
- Application:** PENN General Ledger
- Description:** My Detail & Summary Reports (Callout: 2)
- Owner:** STDT0199
- Active Dates:**
 - From:** 19-MAR-2002
 - To:** (empty)
- Run Options:**
 - Print Together (Callout: 3)
 - Allow Incompatibility (Callout: 4)

At the bottom, there are three buttons: 'Request Set Wizard', 'Define Stages' (Callout: 3), and 'Link Stages' (Callout: 4). A callout '1' points to the 'Active Dates' section.

Additional Options

1. Active Dates

- Enter the **Active Dates From** and **To** fields to define an effective period when you can run the request set.

If the current date is outside the range you define, the request set will not be available in the 'Submit Requests' window

2. Run Options

- Check the **Print Together** check box to send all your requests to the printer together when they complete

Uncheck the check box to send each request one at a time to the printer as it completes

- Check the **Allow Incompatibility** check box to allow your system administrator to specify programs that this request is incompatible with (may not run with)

*Leave **Allow Incompatibility** unchecked to specify that this request set may run with all other concurrent requests or request sets*

3. Define Stages

- Click here to change Default Options (i.e. Customizing Parameters). Complete instructions are on the next page.

4. Link Stages

- Used when 'Adding' reports to existing Report Set

Changing Default Options (i.e. Customizing Parameters)

One of the features in your default options is selecting parameters that are common to the reports in your Request Set. If you choose to enter the parameters upon submission of your Request Set, skip this section and go to **Running a Request Set**.

To change default options, as mentioned in pop-up window from a prior page (shown again here)

- Click on **[Define Stages]**



Note defaulted information

Note

Your request set has been created and saved. Many advanced options for your set have been defaulted. If you wish to change these options, you may do so using this form.

OK

Stages

Set **My 100.ORG & 150.ORG** Set Application **PENN General Ledger**

Display Sequence

Stage	Description
10	100.ORG: SUMMARY BY CNAC/ORG/FUND (10)
20	150.ORG: DETAIL BY CNAC/ORG/FUND (20)

Stage Details

Stage Code **STAGE10**

Function

Function **Standard Evaluation** **Parameters**

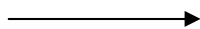
Application **Application Object Library**

The Return Value of This Stage Affects the Set Outcome

Allow Incompatibility

Requests

- With the cursor on the first request in the Stages window above, click on **[Requests]**
- Click on **[Parameters]** in the Stage Requests window



Stage Requests

Set **My 100.ORG & 150.ORG** Set Application **PENN General Ledger**

Stage **100.ORG: SUMMARY BY CNAC/OR**

Programs

Seq	Program	Application	Description
10	100.ORG: SUMMARY BY CNAC/OR	PENN Secured General Led	100.RCM: SUMMARY BY CNAC/O

Print Options


Copies Save

Style **Landwide** Printer

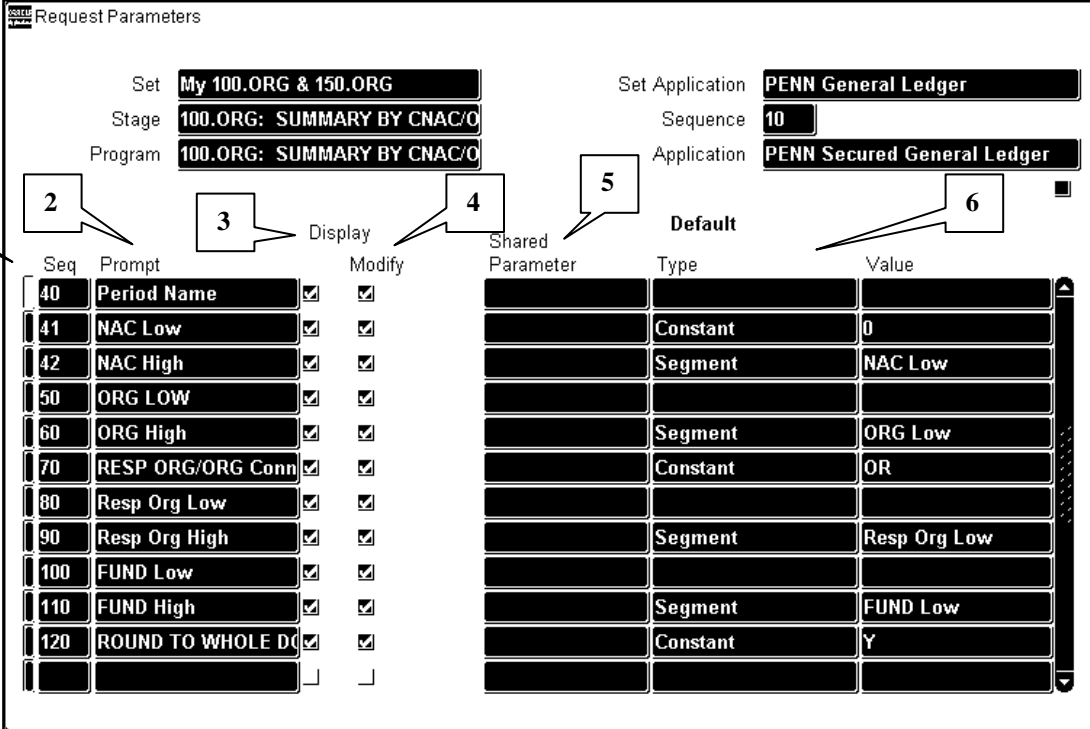
Parameters

Changing Default Options (i.e. Customizing Parameters) (continued)

The Request Parameters window lets you customize the parameter values of a specific request in a Request Set.

 The window, as it appears below, is how it appears the first time you open the window.

The fields at the top of the Request Parameters window list general information about the current request set and the request for which you can customize the parameter values. The multi-row portion of the window lists the parameters for that request.



The screenshot shows the 'Request Parameters' window with the following details:

- Set:** My 100.ORG & 150.ORG
- Stage:** 100.ORG: SUMMARY BY CNAC/O
- Program:** 100.ORG: SUMMARY BY CNAC/O
- Set Application:** PENN General Ledger
- Sequence:** 10
- Application:** PENN Secured General Ledger

The main table has columns: Seq, Prompt, Display, Modify, Shared, Parameter, Type, and Value. Callouts 1-6 point to the Sequence field, the Prompt field, the Display checkbox, the Modify checkbox, the Shared checkbox, and the Value field respectively.

Seq	Prompt	Display	Modify	Shared	Parameter	Type	Value
40	Period Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
41	NAC Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Constant	0
42	NAC High	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Segment	NAC Low
50	ORG LOW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
60	ORG High	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Segment	ORG Low
70	RESP ORG/ORG Conn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Constant	OR
80	Resp Org Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
90	Resp Org High	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Segment	Resp Org Low
100	FUND Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
110	FUND High	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Segment	FUND Low
120	ROUND TO WHOLE D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Constant	Y

1. Sequence

- Displays the order in which each request parameter appears when you run the request in the Submit Requests window

2. Prompt

- A display-only field that shows the request parameter's prompt.


3. Display

- Check to specify that you can see a request parameter at submission time

 Uncheck the check box to specify that a parameter should not be displayed at submission time.

4. Modify

- Check to specify that you can insert or change the value for a request parameter at submission time.

 Uncheck the check box to specify that a parameter cannot be changed at submission time.

Changing Default Options (i.e. Customizing Parameters) (continued)

Parameters

- General Ledger reports use parameters as a way of specifying:
 - Accounting period for which financial data should be reported
 - What accounts should appear on the report
 - Accounts are usually selected based on values in one or more of the segments in the account number (e.g., based on CNAC or ORG or FUND)
 - Accounts can also be selected based on the Responsible ORG on the fund
- This parameter is basically used as a way to restrict the selection of funds for the report based on the ORG that is the RESPONSIBLE ORG for the fund
- The CONNECTOR value is always ignored when **one or both** of the ORG/RESP ORG parameters is left blank



Recommend ALWAYS use both the ORG and RESP ORG parameters with the 'OR' connector

5. Shared Parameter

Use the Shared Parameter field to set a default value for a parameter that occurs in more than one report or program of a request set. Once you enter the same parameter label in the Shared Parameter field for each occurrence of the same parameter, the value that you assign to the first occurrence of the parameter becomes the default value for all subsequent occurrences of the parameter. The shared parameter label simply enables you to set an initial default value for all occurrences of the same parameter so you can avoid typing the same value all over again for every occurrence of the parameter. For example, suppose you define a request set that includes three reports, and all reports include the same parameter called 'Period Name'. You want the 'Period Name' parameter to default to the same value in all reports. To accomplish this:

- Enter a label called 'Period' in the Shared Parameter field for the first occurrence of this parameter.



You can also assign a value in the Default Value field of this parameter now, or wait until you run the request set to assign a default value when the parameter first appears.


- Enter the label 'Period' in the Shared Parameter field of all other occurrences of the 'Period' parameter in your request set. When you submit this request set from the Submit Requests window, every parameter that you label 'Period' defaults to the value you assign to the first occurrence of the 'Period Name' parameter.



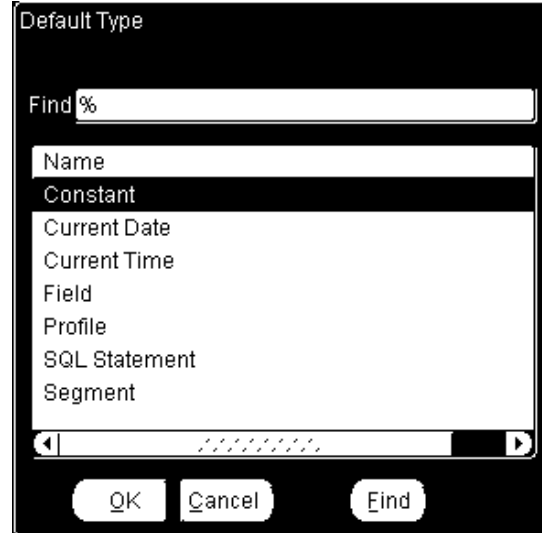
Note that if you later change the value of a parameter that contains a shared parameter label, you change only the value for that instance of the parameter, and not the value for all other occurrences of that labeled parameter.

Changing Default Options (i.e. Customizing Parameters) (continued)

Default Type

Optionally enter a Default Type for the parameter from the List of Values 

- **Constant** – select for entering a recurring numeric value
- **Segment** – select for entering recurring Chart of Account values
- **Current Date, Current Time, Field, Profile & SQL Statement** are options currently not used at Penn.



6. Default Type & Value

Optionally enter a Default Type & Value for the parameter. Note the defaults upon opening the window for the first time. See the next page for a sample of how to enter Default Type and Value.

Request Parameters

Set: **My 100.ORG & 150.ORG** Set Application: **PENN General Ledger**
 Stage: **100.ORG: SUMMARY BY CNAC/O** Sequence: **10**
 Program: **100.ORG: SUMMARY BY CNAC/O** Application: **PENN Secured General Ledger**

Seq	Prompt	Display	Modify	Shared Parameter	Default Type	Value
40	Period Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
41	NAC Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Constant	0
42	NAC High	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Segment	NAC Low
50	ORG LOW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
60	ORG High	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Segment	ORG Low
70	RESP ORG/ORG Conn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Constant	OR
80	Resp Org Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
90	Resp Org High	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Segment	Resp Org Low
100	FUND Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
110	FUND High	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Segment	FUND Low
120	ROUND TO WHOLE D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Constant	Y

Defaults shown here are automatically defaulted by the system

Changing Default Options (i.e. Customizing Parameters) (continued)

Let's demonstrate the use of shared parameters by continuing with the example provided in the previous screen shots. For example, the two reports we are including in our Request Set are the 100.ORG & 150.ORG Report.

The 'shared parameters' we might want to include are:

- Period Name
- ORG
- Fund

The screenshot shows the 'Request Parameters' window. At the top, the 'Set' is 'My 100.ORG & 150.ORG', 'Set Application' is 'PENN General Ledger', 'Stage' is '100.ORG: SUMMARY BY CNAC/O', 'Sequence' is '10', 'Program' is '100.ORG: SUMMARY BY CNAC/O', and 'Application' is 'PENN Secured General Ledger'.

Seq	Prompt	Display	Modify	Shared Parameter	Type	Value
40	Period Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Period		
41	NAC Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Constant	0
42	NAC High	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Segment	NAC Low
50	ORG LOW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ORG	Constant	1000
60	ORG High	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Segment	ORG Low
70	RESP ORG/ORG Conn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Constant	OR
80	Resp Org Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
90	Resp Org High	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Segment	Resp Org Low
100	FUND Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FUND	Constant	000000
110	FUND High	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Segment	FUND Low
120	ROUND TO WHOLE D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Constant	Y

Shared Parameter

- For the first report, enter the shared parameter name. We'll use Period, ORG & FUND.



Note the field is 'free-from' meaning what you type here is determined by you. When you enter the information on the additional requests in your set the name must be typed exactly the same.

Default Type & Value

- The Period we will enter at submission time, therefore the Type and Value we'll leave blank.
- For the ORG & FUND, we'll select 'Constant' from the LOV and enter the Value we would like to see on each request.




This is optional. We could leave these fields blank and enter them at submission time as we do with the period.

Changing Default Options (i.e. Customizing Parameters) (continued)

- Click on **File>Save** or the Save icon
- Close the **Request Parameters** window
- Close the **Stage Requests** window

- Highlight the next request in your Request Set
- Click on **[Requests]**
- Click on **[Parameters]**

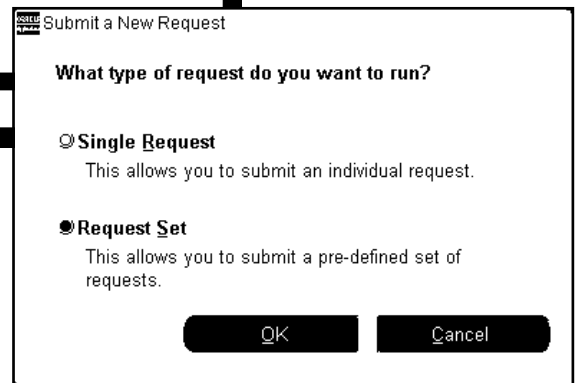
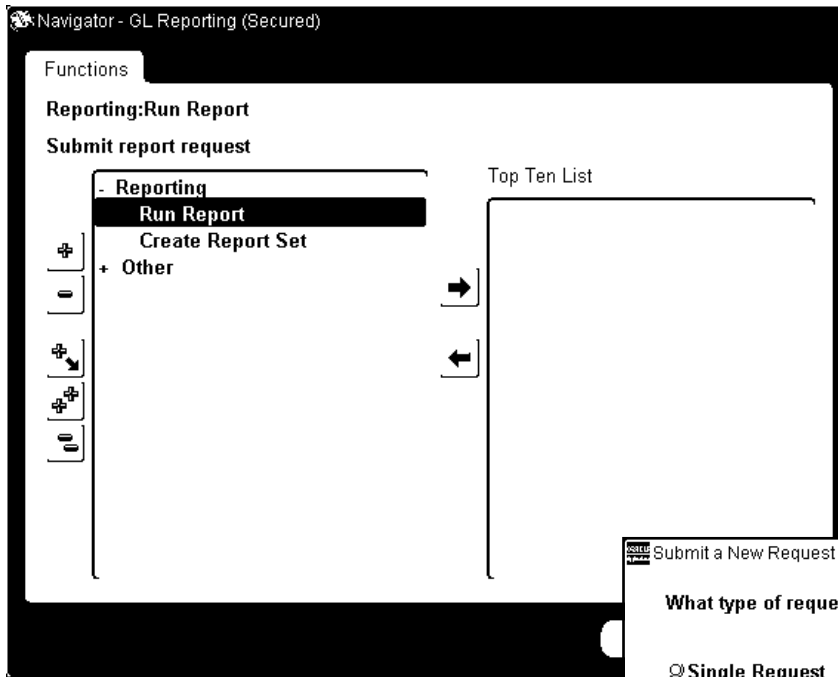
- Enter the 'shared parameter' information from the List of Values
 - Period
 - ORG
 - FUND

 *You do not need to enter the Default Type and Value for additional requests in your set*

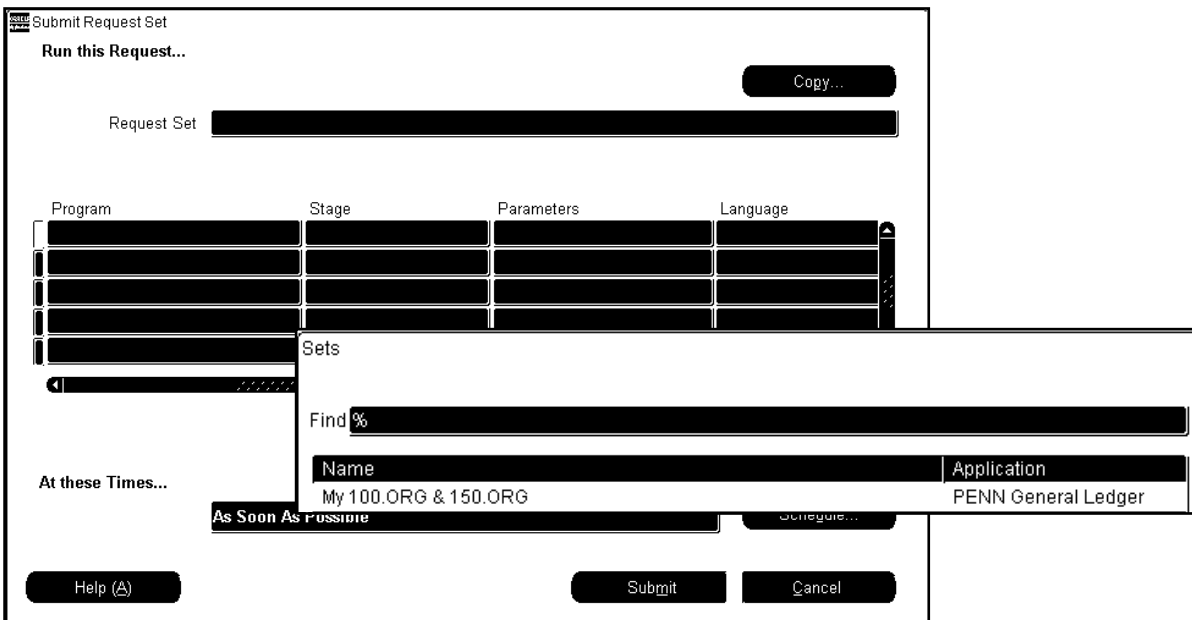
- Click on **File>Save**

Seq	Prompt	Display	Modify	Shared Parameter	Default Type	Value
40	PERIOD NAME	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Period		
50	ORG LOW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ORG		
60	ORG HIGH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Segment	ORG LOW
70	RESP ORG/ORG CONT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Constant	OR
80	RESP ORG LOW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
90	RESP ORG HIGH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Segment	RESP ORG LOW
100	FUND LOW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FUND		
110	FUND HIGH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Segment	FUND LOW
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			

Running a Request Set



- From the Navigator, click on the **Reporting>Run Report** navigation path.
- Click on **[Open]** or double click on the highlighted path.
- The pop-up box to the right appears. Click on **Request Set**
- From the **Submit Request Set** window, click on the LOV icon in the Request Set field.



Running a Request Set (continued)

Highlight the report set you would like to run from the Sets Pop-up Box. Click [OK]

Submit Request Set

Run this Request...

Request Set **My 100.ORG & 150.ORG** Copy...

Program	Stage	Parameters	Language
100.ORG: SUMMARY BY CNAC/O	100.ORG: SUMMARY BY		American English
150.ORG: DETAIL BY CNAC/ORG/	150.ORG: DETAIL BY CN		American English

Options...

At these Times...

As Soon As Possible Schedule...

Help (A) Submit Cancel

- Click in the Parameters field to bring up the following pop-up box. Complete for each request in the set.

Parameters

Period Name **MAR.02**

NAC Low **0** Unrestricted

NAC High **0** Unrestricted

ORG LOW **1000** TRNG ORG 300

ORG High **1000** TRNG ORG 300

RESP ORG/ORG Connect **OR**

Resp Org Low

Resp Org High

FUND Low **000000** GENERAL UNRESTRICTED

FUND High **000000** GENERAL UNRESTRICTED

ROUND TO WHOLE DOLLARS? (Y/N) **Y** YES

OK Cancel Clear Help

- Click [OK]
- Click on [Submit]

Running a Request Set with Shared Parameters

Follow the same steps as stated in the previous section, however, when you click in the Parameters field you will see the 'Values' entered as 'Constant'.

Submit Request Set

Run this Request... Copy...

Request Set **My 100.ORG & 150.ORG**

Program	Stage	Parameters	Language
100.ORG: SUMMARY BY CNAC/O	100.ORG: SUMMARY BY		American English
150.ORG: DETAIL BY CNAC/ORG	150.ORG: DETAIL BY CN		American English

Parameters

Period Name

NAC Low Unrestricted

NAC High Unrestricted

ORG LOW TRNG ORG 300

ORG High TRNG ORG 300

RESP ORG/ORG Connect

Resp Org Low

Resp Org High

FUND Low GENERAL UNRESTRICTED

FUND High GENERAL UNRESTRICTED

ROUND TO WHOLE DOLLARS? (Y/N) YES

OK Cancel Clear Help

- In our sample, enter the **Period**
- Click **[OK]**

Parameters

Period Name

NAC Low Unrestricted

NAC High Unrestricted

ORG LOW TRNG ORG 300

ORG High TRNG ORG 300

RESP ORG/ORG Connect

Resp Org Low

Resp Org High

FUND Low GENERAL UNRESTRICTED

FUND High GENERAL UNRESTRICTED

ROUND TO WHOLE DOLLARS? (Y/N) YES

OK Cancel Clear Help

Running a Request Set with Shared Parameters (continued)

- Highlight the next request in your Request Set. Click in the Parameters field.



Note the parameters for this request are automatically defaulted

- Click [OK]
- Click on [Submit]

Request ID	Name	Parent	Phase	Status	Parameters
111257	150.ORG: DETAIL BY CNA	111256	Completed	Normal	STD0199, 50179, 1, SEP-01, 1000,
111256	150.ORG: DETAIL BY CNA	111253	Completed	Normal	20004, 425, 10161, 111253
111255	100.ORG: SUMMARY BY	111254	Completed	Normal	STD0199, 50179, 1, SEP-01, 0, 0, 1
111254	100.ORG: SUMMARY BY	111253	Completed	Normal	20004, 425, 10160, 111253
111253	My 100.ORG & 150.ORG (Completed	Normal	20004, 425

Note that only the first line of each Request produces output to view

Adding, Editing or Deleting Request Sets

To *add, edit or delete* a Request Set, retrieve the desired Request Set by selecting **Reporting>Create Report Set**. From the Request Set window

- Click on **Flashlight**
- Select the desired Request Set

The screenshot shows a window titled 'Request Set' with the following fields and options:

- Set: [Empty]
- Set Code: [Empty]
- Application: [Empty]
- Description: [Empty]
- Owner: BUDA0101
- Active Dates: From 09-JUL-2003, To [Empty]
- Run Options: Print Together, Allow Incompatibility
- Buttons: Request Set Wizard, Define Stages, Link Stages

If it's the only Request Set, the request will populate automatically

To Add a New Report to an Existing Request Set

- Follow the steps above to retrieve the desired Request Set

You can change the **Set** name here to reflect the addition to your reports

The screenshot shows the 'Request Set' window with a callout box pointing to the 'Set' field. The callout box contains the text: **Optional: Edit the new Set name**. The window fields are:

- Set: My 100.ORG & 150.ORG
- Set Code: FNRSSUB426
- Application: PENN General Ledger
- Description: [Empty]
- Owner: BUDA0101
- Active Dates: From 09-JUL-2003, To [Empty]
- Run Options: Print Together, Allow Incompatibility
- Buttons: Request Set Wizard, Define Stages, Link Stages

- Click on **[Define Stages]**

Adding, Editing or Deleting Request Sets (continued)

To Add a New Report to an Existing Request Set (continued)

The top screenshot shows a request set configuration for 'My 100.ORG & 150.ORG & 163.ORG' under the application 'PENN General Ledger'. It displays a table with two stages:

Display Sequence	Stage	Description
10	100.ORG: SUMMARY BY CNAC/ORG/FUND (10)	
20	150.ORG: DETAIL BY CNAC/ORG/FUND (20)	

Below the table, the 'Stage Code' is set to 'STAGE10'.

The bottom screenshot shows the same request set configuration, but with a third stage added:

Display Sequence	Stage	Description
10	100.ORG: SUMMARY BY CNAC/ORG/FUND (10)	
20	150.ORG: DETAIL BY CNAC/ORG/FUND (20)	
30	163.ORG: OPEN ENCUMBRANCES REPORT	

The 'Stage Code' is now 'STAGE30'. The 'Function' is 'Standard Evaluation' and the 'Application' is 'Application Object Library'. A callout box points to the new stage with the text 'New Request added'. Below the function and application fields, there are checkboxes for 'The Return Value of This Stage Affects the Set Outcome' and 'Allow Incompatibility'. At the bottom right, there is a 'Requests' button.

- Enter a new line number under **Display Sequence** field
- Enter a custom description of the new **Stage** or Request to be added



There is not a 'List of Values' here so you may want to write down the formal name of the report you are adding

- Enter the **Stage Code** as "STAGEXX", where XX is the line number you entered above
- Click on **[Requests]**

Adding, Editing or Deleting Request Sets (continued)

To Add a New Report to an Existing Request Set

- Enter the same number from the previous Display Sequence field in the **Seq** field here
- In the **Program** field, select a report from the List of Values
- Click on **[Parameters]**
- Enter the 'shared parameter' information from the List of Values as before
 - Period
 - ORG
 - FUND

Some reports may not have the same parameter fields as other reports

*You do not need to enter the **Default Type and Value** for additional requests in your set*

- Click on **File>Save**
- Close all windows until you reach the initial 'Request Set' window
- Click on **[Link Stages]**

Adding, Editing or Deleting Request Sets (continued)

To Add a New Report to an Existing Request Set

[Link Stages] (continued)

Set **My 100.ORG & 150.ORG & 163.ORG** Set Application **PENN General Ledger**

Start Stage **100.ORG: SUMMARY BY CNAC/ORG/FUND (10)**

Display Sequence

	Name	Success	Warning	Error
10	100.ORG: SUMMARY BY CNAC/	150.ORG: DETAIL BY C	150.ORG: DETAIL BY CN	
20	150.ORG: DETAIL BY CNAC/OR			
30	163.ORG: OPEN ENCUMBRANCI			

Stage To Proceed To On...

Set **My 100.ORG & 150.ORG & 163.ORG** Set Application **PENN Gen**

Start Stage **100.ORG: SUMMARY BY CNAC/ORG/FUND (10)**

Display Sequence

	Name	Success	Warning	Error
10	100.ORG: SUMMARY BY CNAC/	150.ORG: DETAIL BY C	150.ORG: DETAIL BY CN	
20	150.ORG: DETAIL BY CNAC/OR	163.ORG: OPEN ENCUM	163.ORG: OPEN ENCUM	
30	163.ORG: OPEN ENCUMBRANCI			

Stage Properties

Description

The Return Value of this Stage Affects the Set Outcome

Automatically populated when initial Request Set created

Manually entered upon addition of new Request

Done Cancel

- In order to 'link' the new report(s) added to the Request Set, you must click in the 'Success' and Warning fields and select from the List of Values the request to follow, for example, the 163.ORG report.



To ensure that a particular stage follows the preceding stage regardless of the completion status, enter the desired stage in all three columns. **To stop the request set if a stage ends in Error, leave the Error column blank.** Any time you do not specifically indicate which stage should follow for a completion status, the request set will exit on that completion status.

- Click on **[Done]**

Adding, Editing or Deleting Request Sets (continued)

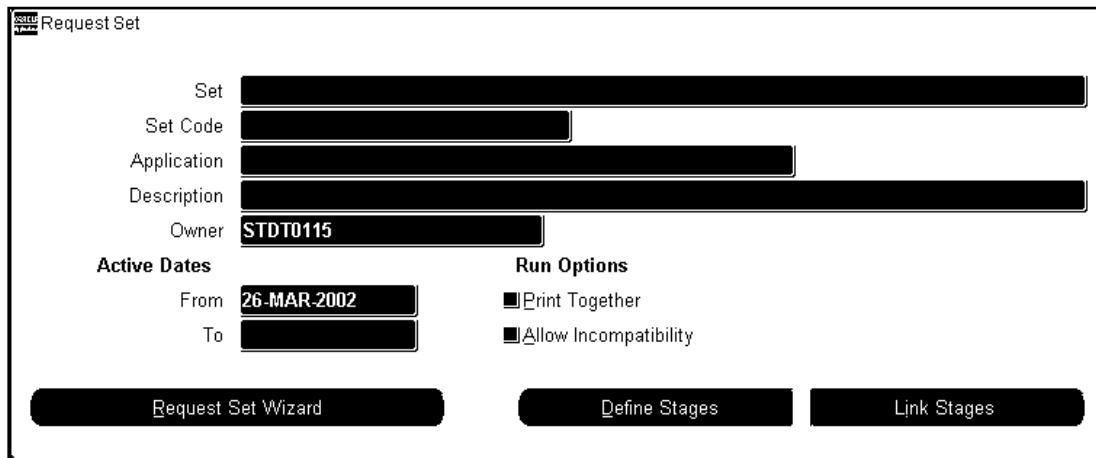
To *Edit* an Existing Request Set

To *add, edit or delete* a Request Set, retrieve the desired Request Set by selecting **Reporting>Create Report Set**. From the Request Set window

- Click on **Flashlight**
- Select the desired Request Set



If it's the only Request Set, the request will populate automatically



The screenshot shows the 'Request Set' window with the following fields and options:

- Set: [Redacted]
- Set Code: [Redacted]
- Application: [Redacted]
- Description: [Redacted]
- Owner: STDT0115
- Active Dates:
 - From: 26-MAR-2002
 - To: [Redacted]
- Run Options:
 - Print Together
 - Allow Incompatibility

Buttons at the bottom: Request Set Wizard, Define Stages, Link Stages.

- To Edit, click on [**Link Stages**] and make desired edits to the existing reports



For example, you may want to change the parameters for an existing request set

- Be sure to **Save** the edits

Adding, Editing or Deleting Request Sets (continued)

To *Delete* an Existing Request Set

To *add, edit or delete* a Request Set, retrieve the desired Request Set by selecting **Reporting>Create Report Set**. From the Request Set window

- Click on **Flashlight**
- Select the desired Request Set



If it's the only Request Set, the request will populate automatically

The screenshot shows a window titled "Request Set" with the following fields and options:

- Set**: [Redacted]
- Set Code**: [Redacted]
- Application**: [Redacted]
- Description**: [Redacted]
- Owner**: STDT0115
- Active Dates**:
 - From: 26-MAR-2002
 - To: [Redacted]
- Run Options**:
 - Print Together
 - Allow Incompatibility

At the bottom of the window are three buttons: "Request Set Wizard", "Define Stages", and "Link Stages".


- To Delete, click on **Edit>Delete**


GL Reporting

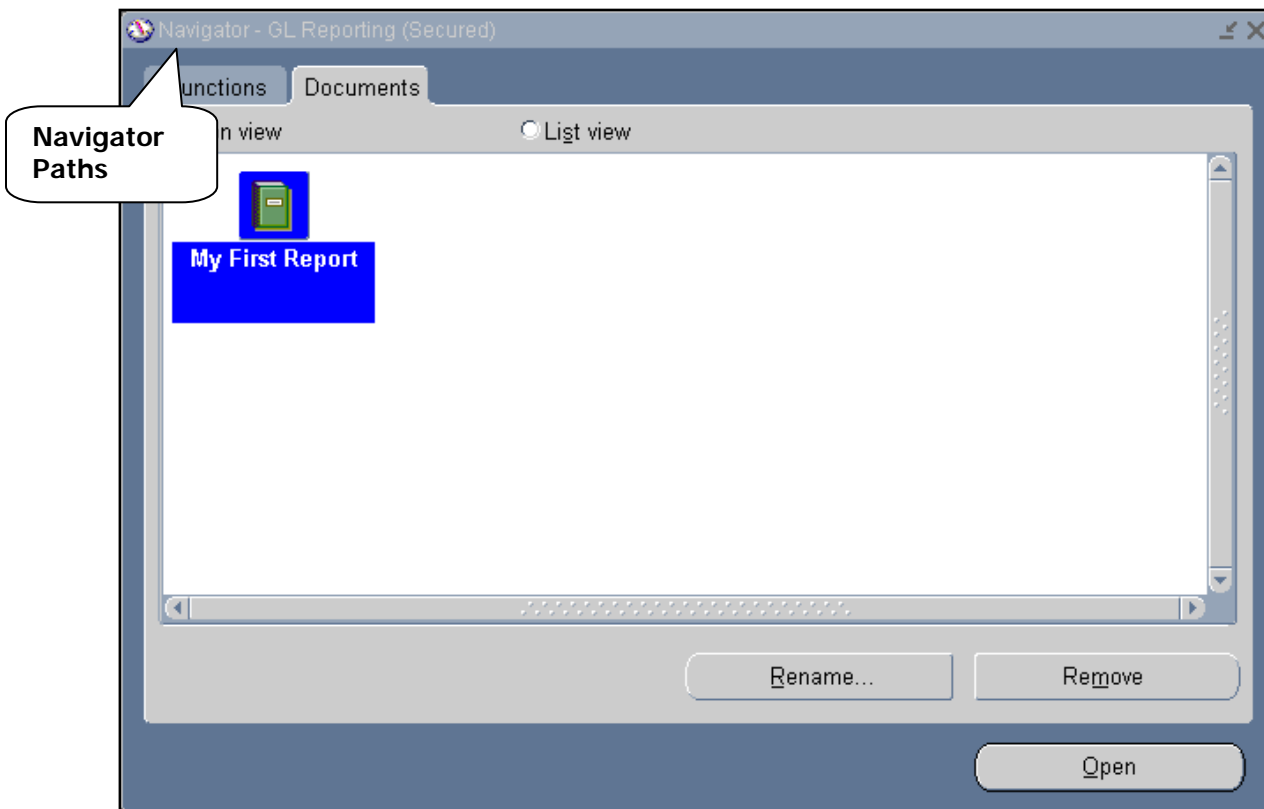
Placing on the Navigator

If you need easy access to a specific report you can do so by clicking on **File>Place on the Navigator**.

- From the Navigator, you can rename or remove the item selected
- By double clicking on the item or clicking on [Open], you can open the 'Requests' window and see only that report.

 *If the report has been purged from the Requests window (i.e. Concurrent Manager) and you try to access the report from the Navigator Documents tab, you will receive a pop-up message indicating that 'you no longer have access to the specific information requested in this screen'. You should then remove the icon from the Documents tab.*

 *The document is a flat file; it does not refresh.*



Monthly Management of Reports

- Each School and Department needs various reports to assist them in carrying out their fiscal responsibilities
- End-users should run reports at intervals that are meaningful to them
- End-users can run one or more reports at month-end. However, they may also run reports throughout the month
- Reports are printed locally i.e. at your designated printer

Account Level Management Reports

General Reporting

A general rule of thumb is that accounts are managed in a way that is based on the BC value. While this is a general rule, it is not universally true as each School/Center may differ in the way they utilize the COA to manage accounts.

There are 4 basic reports needed to manage expenses against operating budget:

- 10X.ORG Summary Level
- 15X.ORG Detail Level
- 163.ORG Open Encumbrance
- Salary Management (obtained from Personnel/Payroll system)

Once you determine how the COA is being used within your area, it is fairly simple to identify the BEN Financials reports needed to manage accounts in your area.

- Where ORG-FUND fiscal year is the COA combination that determines an account, reports based on BC 1 are appropriate.
- Where CNAC-ORG-FUND-CREF fiscal year is the COA combination that determines an account, reports based on BC 2 are appropriate.
- Where CNAC-ORG-FUND-CREF project-to-date is the COA combination that determines an account, reports based on BC 4 are appropriate.

Reports should be run on a monthly basis

The reports listed in these guidelines should be run on a monthly basis. See Financial Policy 1402.5 for more information on reviewing monthly transaction reports visit:

<http://www.finance.upenn.edu/vpfinance/fpm/1400/1402.shtml>

Monthly Management of Reports (continued)

Specific General Ledger reports grouped together based on BC value are:

BC 1	BC 2	BC 4
CNAC/ORG/FUND YTD	CNAC/ORG/FUND/CREF YTD	CNAC/ORG/FUND/CREF PJTD
100.ORG Summary	104.ORG Summary	103.ORG Summary
150.ORG Detail	151.ORG Detail	151.ORG Detail
163.ORG Open Encumbrance	163.ORG Open Encumbrance	163.ORG Open Encumbrance
	*100.ORG	*102.ORG

* These reports will show the fund in aggregate

Fund types typically fall into these categories:

BC 1	BC 2	BC 4
CNAC/ORG/FUND YTD	CNAC/ORG/FUND/CREF YTD	CNAC/ORG/FUND/CREF PJTD
000000 Gen'l Unrestricted Fund	000004 Tech Transfer Fund (TTF)	000002 Univ Research Fd (URF)
000001 Anticipated Resources		5xxxxx Grant & Contract
000011 Service Centers		
4xxxxx Endowments		
6xxxxx Operating Gifts		
9xxxxx Agency Fund (Except Abramson Institute funds)		



01xx01 Center Specific Fund 1, 01xx02 Center Specific Fund 2, 01xx03 Center Specific Fund 3, and 01xx04 Center Specific Fund 4 will be either BC 1 or 2 depending on how your School/Center established the fund.



4xxxxx Endowments, 5xxxxx Grants & Contracts, and 6xxxxx Operating Gifts fund types each have special reports, 114.ORG, 115.ORG, & 116.ORG respectively, that show an aggregate view of the fund.

10X.ORG SUMMARY, 15X.ORG DETAIL, & 163.ORG OPEN ENCUMBRANCE

These reports are the basic reports used for managing expense to operating budgets at the account level.

Recommended Report Parameters

Period Name:	Current Period
ORG Low:	Lowest ORG value based on your security including Parent ORG
ORG High:	Highest ORG value based on your security including Parent ORG
RESP ORG/ORG Connect:	OR
RESP ORG Low:	Lowest ORG value based on your security including Parent ORG
RESP ORG High:	Highest ORG value based on your security including Parent ORG
Fund Low:	Leave blank
Fund High:	Leave blank
CREF Low:	Leave blank (103.ORG, 104.ORG, and 151.ORG only)
CREF High:	Leave blank (103.ORG, 104.ORG, and 151.ORG only)



163.ORG has more parameters than 10x.ORG & 15x.ORG which are all left blank except the following:

Sort Option: Select option to match BC value of account (163.ORG only)

Page Break: Y will start a new page at every break based on sort option (163.ORG only)

Monthly Management of Reports (continued)



15x.ORG reports print for all account combinations identified in the parameters provided there is activity for the selected period. Additionally, inactive funds that are within the fund range parameter will return data provided there is activity for the selected period.

Exception Reporting

Several General Ledger reports using specific parameters can be used as exception reports to aid in the management of activity within your area. These reports quickly identify certain types of activity (suspense, wayward transactions, deficits, etc.) that require a corrective action to be performed by the department.

205.SCH: SURPLUS/DEFICIT REPORT

This report identifies accounts having a deficit.

Recommended Report Parameters

Period:	Current Period
RESP ORG Low:	Lowest ORG value based on your security (including Parent ORG)
RESP ORG High:	Highest ORG value based on your security (including Parent ORG)
NAC? (0,1,S):	0 – Unrestricted; 1 - Temporarily Restricted; S - 0 and 1 Combined
Report Option:	2- Produce Only Deficit Report
Sort Order:	2- RESP ORG/Fund



The goal is to manage expenses to avoid deficits and have no accounts in deficit at year end.

304.BUD: NEGATIVE BBA ORG/FUND YTD (for BC 1)

305.BUD: NEGATIVE BBA ORG/FUND/CREF YTD (for BC 2)

306.BUD: NEGATIVE BBA ORG/FUND/CREF PJTD (for BC 4)

These reports identify negative Budget Balance Available or where expenditures and encumbrances exceed authorized operating budget. University policy is that funds are not to be expended when funds are not available. This report may be used as tool to manage the negative BBA position.

Recommended Report Parameters

Period:	Current Period
Report:	1- Sort Report by Organization (sorts by ORG/FUND) 2- Sort Report by Negative BBA Amount (sorts by NEG BBA)
CNAC High:	Your CNAC
CNAC Low:	Your CNAC
ORG Low:	Lowest ORG value based on your security including Parent ORG
ORG High:	Highest ORG value based on your security including Parent ORG
Fund Low:	Leave blank
Fund High:	Leave blank
CREF Low:	Leave blank (on 305.BUD & 306.BUD only)
CREF High:	Leave blank (on 305.BUD & 306.BUD only)



The goal is to manage the negative BBA position to zero balance.

Monthly Management of Reports (continued)


Exception Reporting (Continued)


301.BUD: BUDGETABLE AMOUNT - GRANTS/CONTRACTS

This report will help identify where PBUD, PBIL, and the Operating Budget are not in agreement.

Recommended Report Parameters

Period Name:	Current Period
Report Selection:	1- All Active Grants
RESP ORG Low:	Lowest ORG value based on your security including Parent ORG
RESP ORG High:	Highest ORG value based on your security including Parent ORG
Fund Low:	Leave blank
Fund High:	Leave blank

 *The goal is to manage the PBUD, PBIL, & Operation budget amounts so that they agree and to manage wayward transactions to a zero balance.*

 *If an Advance Account has been authorized by Research Services, PBUD will reflect the budgetable amount based on the Advance Account request and PBIL will be 0.*

510.GA: DETAIL TRANSACTION BY OBJECT BY ORG

This report will identify suspense object code (95xx) activity which is to be managed to a zero balance.

Recommended Report Parameters

PERIOD NAME	Current Period
CNAC Low:	Your CNAC
CNAC High:	Your CNAC
ORG Low:	Lowest ORG value based on your security including Parent ORG
ORG High:	Highest ORG value based on your security including Parent ORG
BC Low:	Leave blank
BC High:	Leave blank
FUND Low:	Leave blank
FUND High:	Leave blank
OBJECT Low:	9401
OBJECT High:	9599
PROGRAM Low:	Leave blank
PROGRAM High:	Leave blank
CREF Low:	Leave blank
CREF High:	Leave blank

 *The goal is to manage suspense object code (95xx) activity to a zero balance.*

 *Revenue suspense activity will be in the 94xx series.*

Revision History

Date	Page Number(s)	Topic
June 7, 2002	3-15 – 3-30	Creating Request Sets
July 1, 2003	3-29 – 3-33	Adding Requests Sets
December 13, 2003	3-38	205.SCH Recommended Report Parameters NAC
December 20, 2005	3-38	15X Reports print provided there is activity
February 10, 2006 (BAM)	3-8 – 3-9	New Navigation screens
October 24, 2008 (BAM)	3-34	Removed [Define Stages]; changed to [Link Stages]
January 27, 2009 (BAM)	3-4	Added Hyperion Planning and BEN Assets