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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
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 (General Ledger), 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

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Source</th>
<th>Category</th>
<th>Batch Naming Convention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td>Purchasing</td>
<td>Purchases</td>
<td>CJE: Purchasing cccccc: E</td>
</tr>
<tr>
<td>Payables</td>
<td>Payables</td>
<td>Payables</td>
<td>CJE: Payables cccccc: E</td>
</tr>
<tr>
<td>Budget Journals</td>
<td>Budget Journal</td>
<td>20-23</td>
<td>BJE: xxxx.zzz.mm/dd.01 date &amp; time</td>
</tr>
<tr>
<td>Gifts</td>
<td>GIFT_CASH</td>
<td>Feeder</td>
<td>GFTCASH001 20010701 GIFT_CASH cccccc: A</td>
</tr>
<tr>
<td>Daily Postage</td>
<td>DAILY_POSTAGE</td>
<td>Feeder</td>
<td>DLYPOST001 20010701 DAILY_POSTAGE cccccc: A</td>
</tr>
<tr>
<td>Telecommun</td>
<td>TELECOMM</td>
<td>Feeder</td>
<td>TELE 001 20010701 TELECOMM cccccc: A</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>PHYSICAL_PLANT</td>
<td>Feeder</td>
<td>PHYSPLT001 20010701 PHYSICAL_PLANT cccccc: A</td>
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<td>Salary Mgmt</td>
<td>PRL_PAYROLL</td>
<td>SAL_MGMT</td>
<td>PRLPAY 001 20010701 PRL_PAYROLL cccccc: A</td>
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<tr>
<td>Proc Card</td>
<td>PROCARD_DEBITS</td>
<td>Feeder</td>
<td>PCARDxxx 20010701 P010301 PROCARD_DEBITS cccccc: A</td>
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<table>
<thead>
<tr>
<th>Custom Processes</th>
</tr>
</thead>
<tbody>
<tr>
<td>G &amp; C Overhead</td>
</tr>
<tr>
<td>G &amp; C Revenue</td>
</tr>
<tr>
<td>Hyperion Planning</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manual</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Line Journal</td>
</tr>
</tbody>
</table>

**Legend:**
- A = Actual
- B = Budget
- E = Encumbrance
- ccccccc = 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
  - Bookstore
  - Computer Connection

- 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 INTMAIL
    - Telecommunications TELE
    - Gifts
      - Gift Receipts* GFTCASH
      - Gift Pledges GFTPLDG
      - Gift Securities GFTSEC
      - Gift Reclass GFTRECL
      - Gift Credit Card GFTCARD
    - UMIS charges 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 briefly 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

![Run Request](image)

- Enter the appropriate parameters; click **[OK]**

![Parameters](image)

Each fund has a designated responsible organization, i.e. **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 a security profile

For more information on Reports and Report parameters, please go to [http://www.finance.upenn.edu/ben/benfin/documentation/reportdoc/](http://www.finance.upenn.edu/ben/benfin/documentation/reportdoc/)
GL Reporting – Run Report (continued)

Single Request (continued)

- Click on [Submit]

- You will be taken to the ‘Requests’ window
GL Reporting – Run Report (continued)

Single Request (continued)

- When report ‘Completed’, click on [View Output]

```
<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
<th>GL#</th>
<th>Featured Account</th>
<th>Date</th>
<th>Period</th>
<th>Original Report</th>
<th>Current</th>
<th>Current</th>
<th>GL Detail</th>
<th>GL Detail</th>
<th>GL Component</th>
<th>GL Component</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

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, return to the ‘Requests’ form to print or run another report

Printing Requests

- From the ‘Requests’ form, highlight the report you want to print by placing your cursor on that line
- From the menu, click on Tools>Reprint/Republish

```
Note the Printer and Copies fields; change as desired or accept defaults
```

- Click on [Apply]
- Click on [Refresh Data]

Financial Training Department

3-12
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 these schedules, 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)

- **Options…** 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.

- **Submit** When all information is completed, click here.

- **Cancel** Use this button to cancel the request.

<table>
<thead>
<tr>
<th>Name</th>
<th>MURRAY, BARBARA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification</td>
<td></td>
</tr>
<tr>
<td>Language</td>
<td></td>
</tr>
<tr>
<td>Style</td>
<td>Landede</td>
</tr>
<tr>
<td>Printer</td>
<td>p872014</td>
</tr>
<tr>
<td>Copies</td>
<td>1</td>
</tr>
<tr>
<td>For Language</td>
<td>All Languages</td>
</tr>
</tbody>
</table>

Buttons on the ‘Requests’ window

- **Refresh Data**
- **Find Requests**
- **Submit a New Request**

- **Hold Request** Use Hold Request if the request is Pending.

- **Cancel Request** Use Cancel Request to terminate requests in ‘Running’ or ‘Pending’ phase.

- **View Details…** Shows input information about a request.

- **View Log…** Click here to see if there is any problem-solving information regarding your request.

- **View Output**

- **View Log…** Click here to see if there is any problem-solving information regarding your request.

Upon successful completion, click here to see the date and time report run time began and ended.

Begin new request here

Brings up the Find Requests window where you can request ‘all’ or those ‘in progress’. Cannot submit new requests from here.
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 also create request sets from the PO Manager responsibility.
Creating a Request Set Using Request Set Wizard

- Click on [Request Set Wizard]

- Select **Sequentially (One After Another)**
- Click on [Next]

- 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:

  ![Request Set Wizard](image)

  - **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)

- Click on the LOV (List of Values) icon in the first line of the Program field

- Enter the desired report(s) for your request set
- Click on [Finish]
  - The pop-up box to the right appears; Click [OK]
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.

**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.
   
   ![Image](image.png)
   
   *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
   
   ![Image](image.png)
   
   *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)
   
   ![Image](image.png)
   
   *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

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

- Click on **[Parameters]** in the Stage Requests window
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.

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.

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

Shared Parameter

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

  Note the field is ‘free-form’ 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**
**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. Select **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].

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

- 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’.

- In our sample, enter the **Period**
- Click [OK]
Running a Request Set with Shared Parameters (continued)

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

  ![Image of Request Set and Parameters]

  - Note the parameters for this request are automatically defaulted
  Click [OK]
  - Click on [Submit]

  ![Image of Request Set Table]

  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**

**Request 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

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

- Click on **[Define Stages]**

Optional: Edit the new Set name
Adding, Editing or Deleting Request Sets (continued)
To Add a New Report to an Existing Request Set (continued)

- 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)

- 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*

- 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*

- 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:

Monthly Management of Reports (continued)

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

<table>
<thead>
<tr>
<th>BC 1</th>
<th>BC 2</th>
<th>BC 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNAC/ORG/FUND YTD</td>
<td>CNAC/ORG/FUND/CREF YTD</td>
<td>CNAC/ORG/FUND/CREF PJTD</td>
</tr>
<tr>
<td>100.ORG Summary</td>
<td>104.ORG Summary</td>
<td>103.ORG Summary</td>
</tr>
<tr>
<td>150.ORG Detail</td>
<td>151.ORG Detail</td>
<td>151.ORG Detail</td>
</tr>
<tr>
<td>163.ORG Open Encumbrance</td>
<td>163.ORG Open Encumbrance</td>
<td>163.ORG Open Encumbrance</td>
</tr>
<tr>
<td>*100.ORG</td>
<td>*102.ORG</td>
<td></td>
</tr>
</tbody>
</table>

* These reports will show the fund in aggregate

Fund types typically fall into these categories:

<table>
<thead>
<tr>
<th>BC 1</th>
<th>BC 2</th>
<th>BC 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNAC/ORG/FUND YTD</td>
<td>CNAC/ORG/FUND/CREF YTD</td>
<td>CNAC/ORG/FUND/CREF PJTD</td>
</tr>
<tr>
<td>000000 Gen'l Unrestricted Fund</td>
<td>000004 Tech Transfer Fund (TTF)</td>
<td>000002 Univ Research Fd (URF)</td>
</tr>
<tr>
<td>000001 Anticipated Resources</td>
<td></td>
<td>5xxxxx Grant &amp; Contract</td>
</tr>
<tr>
<td>00001 Service Centers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4xxxxx Endowments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5xxxxx Operating Gifts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6xxxxx Operating Gifts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9xxxxx Agency Fund (Except Abramson Institute funds)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period Name:</td>
<td>Current Period</td>
</tr>
<tr>
<td>ORG Low:</td>
<td>Lowest ORG value based on your security including Parent ORG</td>
</tr>
<tr>
<td>ORG High:</td>
<td>Highest ORG value based on your security including Parent ORG</td>
</tr>
<tr>
<td>RESP ORG/ORG Connect:</td>
<td>OR</td>
</tr>
<tr>
<td>RESP ORG Low:</td>
<td>Lowest ORG value based on your security including Parent ORG</td>
</tr>
<tr>
<td>RESP ORG High:</td>
<td>Highest ORG value based on your security including Parent ORG</td>
</tr>
<tr>
<td>Fund Low:</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Fund High:</td>
<td>Leave blank</td>
</tr>
<tr>
<td>CREF Low:</td>
<td>Leave blank (103.ORG, 104.ORG, and 151.ORG only)</td>
</tr>
<tr>
<td>CREF High:</td>
<td>Leave blank (103.ORG, 104.ORG, and 151.ORG only)</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>Current Period</td>
</tr>
<tr>
<td>RESP ORG Low</td>
<td>Lowest ORG value based on your security (including Parent ORG)</td>
</tr>
<tr>
<td>RESP ORG High</td>
<td>Highest ORG value based on your security (including Parent ORG)</td>
</tr>
<tr>
<td>NAC? (0,1,S)</td>
<td>0 – Unrestricted; 1 - Temporarily Restricted; S - 0 and 1 Combined</td>
</tr>
<tr>
<td>Report Option</td>
<td>2- Produce Only Deficit Report</td>
</tr>
<tr>
<td>Sort Order</td>
<td>2- RESP ORG/Fund</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>Current Period</td>
</tr>
<tr>
<td>Report</td>
<td>1- Sort Report by Organization (sorts by ORG/FUND)</td>
</tr>
<tr>
<td></td>
<td>2- Sort Report by Negative BBA Amount (sorts by NEG BBA)</td>
</tr>
<tr>
<td>CNAC High</td>
<td>Your CNAC</td>
</tr>
<tr>
<td>CNAC Low</td>
<td>Your CNAC</td>
</tr>
<tr>
<td>ORG Low</td>
<td>Lowest ORG value based on your security including Parent ORG</td>
</tr>
<tr>
<td>ORG High</td>
<td>Highest ORG value based on your security including Parent ORG</td>
</tr>
<tr>
<td>Fund Low</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Fund High</td>
<td>Leave blank</td>
</tr>
<tr>
<td>CREF Low</td>
<td>Leave blank (on 305.BUD &amp; 306.BUD only)</td>
</tr>
<tr>
<td>CREF High</td>
<td>Leave blank (on 305.BUD &amp; 306.BUD only)</td>
</tr>
</tbody>
</table>

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, & Operating 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Page Number(s)</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 26, 2012 (BAM)</td>
<td>Various</td>
<td>R12 BEN Financials Upgrade</td>
</tr>
<tr>
<td>July 7, 2015</td>
<td>Page 5</td>
<td>Pillar to Hyperion Planning</td>
</tr>
</tbody>
</table>