

ben financials

ben buys

Invoice Inquiry User Guide







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Objectives

Upon completion of this section, you will:

-  Have an overview of BEN, BEN Financials and BEN Buys
-  Know the desktop requirements for BEN Financials
-  Know how to customize your 'Applications Navigator'
-  Understand how to research invoice information
-  Know where to go for assistance when necessary
-  Understand how to log off from BEN Financials

Overview of BEN

Business Enterprise Network (BEN)

Penn's business and financial management systems which includes

- Web-enabled applications and tools
- Support structure

Desktop Configuration

Consistent with current University standards

http://www.finance.upenn.edu/ben/benfin/desktop_req/

Local Support Providers (LSP's)

<http://www.upenn.edu/computing/view/support/staff.html>

- List of primary computer support assigned by Center and by Department

Access/Security

Penn eForms

<http://www.upenn.edu/computing/da/eforms/>

Important Web Addresses

U@Penn Portal

http://medley.isc-seo.upenn.edu/penn_portal/u@penn.php

- Access to a wide variety of University web sites and information including those listed below

BEN Financials Homepage

<http://benapps.isc-seo.upenn.edu>

- Access to BEN Financials, BEN Deposits, and BEN Reports

Business Enterprise Network

<http://www.finance.upenn.edu/ben>

- News, Calendar, BEN Reps, BEN Knows, Frequently Asked Questions, Support Information, etc.

Financial Training Department Web Page

<http://www.finance.upenn.edu/ftd/>

- Information regarding courses offered, register for training, view the Bottom Line Newsletter, etc.

Audit and Compliance Web Page

<http://www.upenn.edu/audit/>

- Information on controls, compliance mechanisms, and technologies to manage risk as well as providing guidance on the stewardship of University resources

Responsibility Center Management (RCM)

<http://www.finance.upenn.edu/comptroller/rcm/index.shtml>

- Information about BEN Financials Reports, Fund Aggregations & Object Code Aggregations, etc.

Overview of BEN (continued)

Need Help?

Dial 6-HELP (6-4357 or 215/746-4357)

- Enter your two-digit School or Center code
- BEN Helps is available 9:00 a.m. to 5 p.m. Monday through Friday

BEN Knows

<http://www.finance.upenn.edu/benknows/>

- Browse and search for possible solutions to your BEN Financials and BEN Reports questions

Penn eForms

Penn eForms are required for entry to most University financial systems. These eForms should be processed promptly to ensure system access following training. If an eForm has not been processed within **two months or more of attending a training course**, you will be required to repeat the course to obtain access.

☞ *If you need your BEN Financials password reset call 8-1099.*

Glossary of Terms

Attachment

Attachments are additional records (documents) that apply to the record being viewed. There are two types of attachments:

- a. Notes - Additional descriptive information about your requisition sent to the approver, buyer, receiver or supplier along with your purchase order. The attachment may take the form of a URL or text.
- b. Scanned image of an invoice or a C-368 form.

Block

Each window consists of one or more blocks. All required fields in a block must be completed before you can move to the next block.

Buyer

The individual who creates the actual purchase order; this would be the **PO Manager**.

Click

Quickly press and release a mouse button while the mouse pointer is on a particular item.

Deliver-To Location

The location where goods or services are to be delivered by the supplier. The default deliver-to location can be changed by you in the **My Profile** page. This default location is used on all your requisitions, but you can change the deliver-to information manually on any requisition or any item(s) on a requisition.

Desktop

The part of the computer monitor that displays where your work takes place, a.k.a. your screen.

Double-click

Rapidly click a mouse button twice while the mouse pointer is on a particular item.

Folders

Refers to the custom preferences which allow you to determine what columns (fields) appear in your view of the data.

Holds

Invoice Hold

This is the hold placed on PO invoices for the following reasons: Finally Closed PO Hold; Items Not Ordered Hold; Maximum Shipment Hold; Quantity Ordered Hold; and Quantity Received Hold. C-forms are placed on hold for the following reasons: incomplete forms; incorrect data; missing documentation.

Finally Closed PO Hold (FINAL MATCHING)

Invoice is imaged, but can't be matched to the referenced PO that is "Finally Closed". The Hold is not viewable in MarkView. Accounts Payable clerk e-mails PO creator personally for appropriate account combination to charge. PO creator replies via e-mail. Accounts Payable processes invoice as a C-368 form.

Items Not Ordered Hold (ITEMS NOT ORDERED HOLD)

Items billed on invoice, but not ordered on PO

Maximum Shipment Hold (MAX SHIPMENT)

Total invoice line > total PO line by \$25

Quantity Ordered Hold (QTY ORD)

Quantity billed on invoice > 10% of quantity ordered on PO

Glossary of Terms (continued)

Quantity Received Hold (QTY REC)

Created when any invoice is received for a PO that exceeds \$5,000 and no receipt has been entered in BEN Financials for items invoiced

C-Form Buckslip

This is the Mark-up Accounts Payable will affix for C-forms that cannot be processed after they have been scanned, for example, missing documentation, an invalid, incorrect or frozen account.

PO Buckslip Hold

A hold placed on an invoice by Accounts Payable when an insufficient explanation is given on a Hold Resolution Sticky Note.

Homepage

The BEN Financials Homepage provides a customizable point of entry into Ben Financials.

Image

An online copy of an invoice or a C-368 form that has been scanned by Accounts Payable.

Item Description

A detailed description of an item, service or repair.

Mark-Up

Refers to the placement of electronically annotated objects (stamps or sticky notes) on an imaged document.

MarkView

Imaging system provided by a third-party supplier and is integrated with BEN Pays function.

Menu

A list that appears in a bar across the top of a window that consists of commands or actions you can perform.

Plug-Ins

Software programs that extend the capabilities of the Netscape Browser in a specific way. J-Initiator and MarkView are software plug-ins that work with the web browser to run graphical BEN applications on a Windows PC or a Macintosh running Virtual PC. J-Initiator must be installed before the MarkView plug-in is installed.

PO Creator

The individual who originated the PO (Buyer) who is responsible for reviewing and responding to all POs placed on hold.

PO Manager

Person who has been given authority to purchase goods and services on behalf of the University. The **PO Manager** has the authority to create a **requisition** and approve a requisition thus generating a **Purchase Order** which will be sent via EDI, fax, or US mail.

Purchase Order (PO)

Document sent electronically or via fax to the supplier to fulfill your requisition. Each Purchase Order is given a unique number and is an agreement from the University to the supplier that funds have been encumbered for the purpose of acquiring the specified goods and services from that supplier.

Glossary of Terms (continued)

Receipt

Electronic document created by the **Requisition Creator** for items received or services performed in a satisfactory manner.

1. Goods received as requested - Positive receipt of goods and services is required by the **Requisition Creator** for all purchase orders valued at \$5,000 or greater. Positive receipt of goods and services is required regardless of the purchase value if "Receipt Required" is activated.
2. Damaged goods - The designated receiving agent (**Requisition Creator**) is responsible for notifying the supplier and the freight transport company immediately upon the discovery of damaged goods, and notifying the Accounts Payable Department in any instance where goods or services are discovered to be in less than satisfactory condition or are not in accordance with the terms of the purchase order.

Receipt Quantity

The quantity of items or services received in a satisfactory condition from a supplier. The supplier may ship the total quantity you requested in several shipments. In such cases, the receipt quantity will not equal the total quantity you requested until the final shipment is received and receipted.

Record

A record is one occurrence of data stored in all the fields of a block, also referred to as a row.

Region

A collection of related fields set apart from other fields within a block. Regions help to organize a block so that it is easier to understand.

Requisition

An electronic request created by the system when a user saves the contents of a **BEN Buys shopping cart** which can hold items from the **Penn Marketplace** and/or **non-catalog requests**. The requisition is the document from which purchase orders are created. A single requisition may result in multiple purchase orders.

Scroll Bar

A vertical or horizontal bar that appears on a window whose contents are not entirely visible. Click on the arrows, or drag on the box of a scroll bar to scroll through the hidden contents, or click in the bar itself to move to either the previous or next page.

Supplier

A company or individual that provides a product or service to the University in exchange for money. Replaces the term "vendor".

Toolbar

The toolbar is a collection of function buttons. Each toolbar button replicates a commonly-used menu item. Depending on the context of the current field or window, a toolbar button will be either enabled or disabled.

View Manager

The View Manager lists all of the Mark-up Views that have been previously created on a document. By clicking on the **[I]** icon, you will see all the views available for viewing the document.

Window/Form

Replaces the word 'screen' and used interchangeably throughout BEN Financials.

Logging on to BEN Financials

From the U@Penn Portal Business Tab (http://medley.isc-seo.upenn.edu/penn_portal/u@penn.php)

- Click on BEN Financials>BEN Financials Homepage or type <http://benapps.isc-seo.upenn.edu/>



These are websites you may want to create a "bookmark" or "favorite" in your web browser

Included on this page is the following information:

Across the Top

- **Contacts** – takes you to information regarding BEN Helps and links to the Local Support Providers, Frequently Asked Questions, and the Financial Training Department
- **News** – takes you to all the published communications regarding BEN
- **Related Links** – takes you to the links for BEN Helps, Desktop Requirements and Setup, Hardware and Software Requirements, BEN Applications, Documentation, Training Information, Purchasing Services, Information Systems and Computing, Office of the Comptroller, and Office of the Vice President for Finance

Along the Side

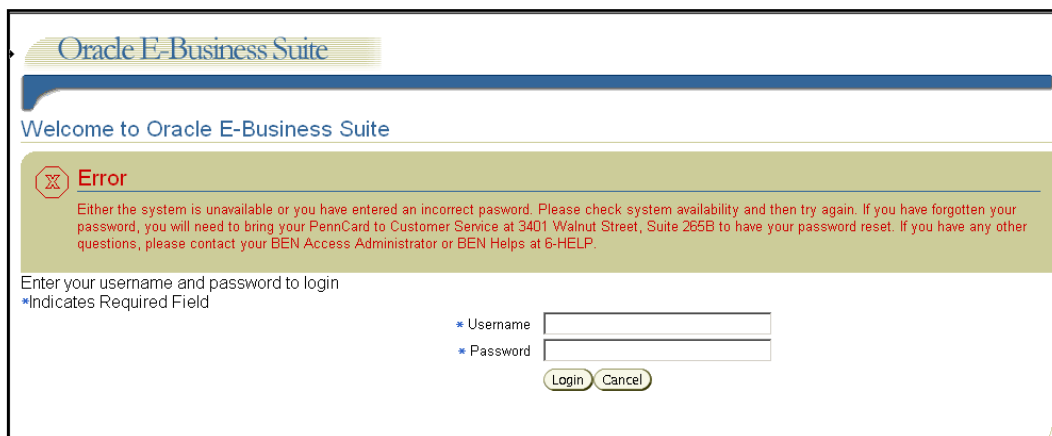
- **Access and Forms** – takes you to the Document Forms Library which includes forms for BEN Reports, BEN Financials Printers, and Logon Request Forms
- **BEN Helps** – takes you to the procedures for BEN Helps and includes a list of the 2 digit code for each School and Center
- **Desktop Requirements** – takes you to the Hardware and Software requirements, installation of the J-Initiator plug-ins for Internet Explorer and installation of MarkView Web Client
- **Documentation** – takes you to the documentation for BEN Balances, BEN Buys and BEN Reports
- **FAQ** – takes you to the 'Frequently Asked Questions' for all the BEN activities including BEN Helps, BEN Teaches, and General Usage
- **Training** – takes you to the Financial Training Department homepage
- Click on the **BEN Financials** link to login to BEN Financials

BEN Financials Login Window



- Enter your application **User Name** and **Password**
- Click on [**Connect**] or press [**Enter**]

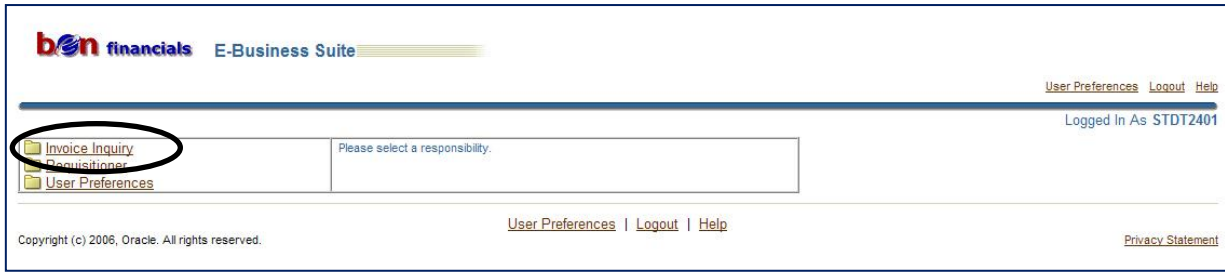
☞ *You will see the message below if you enter an incorrect password or if you attempt to login when the system is unavailable (e.g. after 8:00 p.m. EST on weekdays).*



- If you forget your password, go to:
Customer Service
3401 Walnut Street, Suite 265B
215-898-1099

☞ *Requires Penn ID*

BEN Financials Homepage



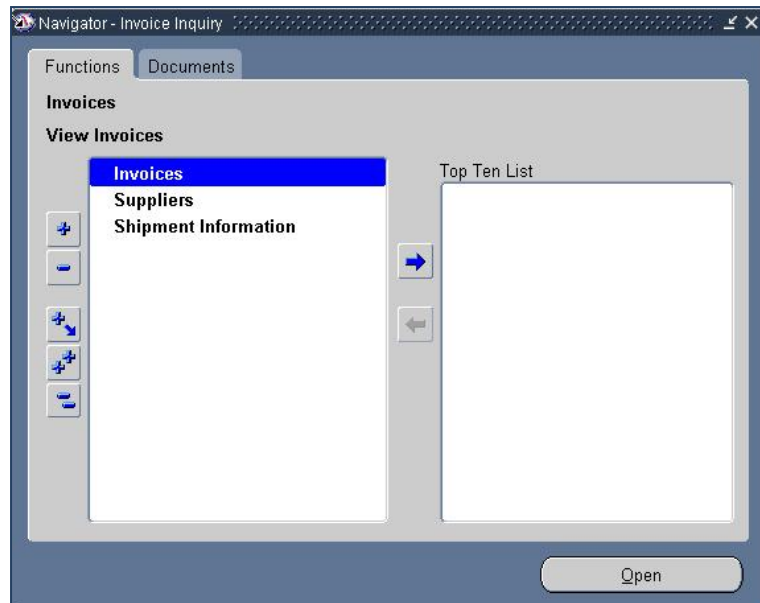
- When you click any one of the Responsibilities the system displays the navigation paths in the right panel for the selected responsibility.

☞ *Click on any of the responsibilities listed in the left panel and the navigation path for the responsibility automatically changes in the right panel.*



☞ *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*



BEN Financials Responsibilities & Navigation Paths

The BEN Financials Homepage lists the BEN Responsibilities for which you have access. Listed below each responsibility are the corresponding navigation paths.

BEN Assets

Senior Asset Administrator & Asset Administrator

- Inquiry
 - Financial Transaction
 - Transaction History
- Asset
 - Asset Workbench
 - Mass Changes
- Other
 - Requests
- Run
 - Invoice Inquiry

BEN Balances

Budget Entry (Secured)

- Budget Journal

Freeze Grant (Secured)

- Freeze Grant
- View Grant Attributes
- View User

Freeze/Unfreeze Grant (Secured)

- Freeze Grant
- View Grant Attributes
- View User

GL Inquiry (Secured)

- Notifications
- Inquiry
 - Account
 - Funds Available
 - Journal
 - Rev/Exp Inquiry
- Acct Mapping
 - Legacy GL to BEN
 - Legacy SL to BEN
 - Legacy Subcode to BEN Object
 - Legacy Account Desc
 - Legacy Subcode Desc
- COA Inquiry
 - COA Segment Values
 - View Grant Attributes

- Other
 - Profile
 - View User

GL Reporting (Secured)

- Reporting
 - Run Report
 - Create Report Set
- Other
 - Profile

Journal Entry – General

- Notifications
- Journals
 - Enter
 - Encumbrance
- COA Inquiry
 - COA Segment Values
 - View Grant Attributes
- Other
 - Profile
- View User

BEN Buys

PO Manager

- Notifications
- Purchase Orders
 - View/Control PO
- Enter Receipts
- Inquiry
 - Invoices
 - Locations
 - Receipts
 - Requisitions
 - Shipping Info
 - Suppliers
- COA Inquiry
 - COA Segment Values
 - View Grant Attributes
- Reporting
 - Run Report
 - Create Report Set
- Other
 - Profile
- View User

Requisitioner

- Requisitions Homepage
- Suppliers
- PO Action History
- Shipment Information

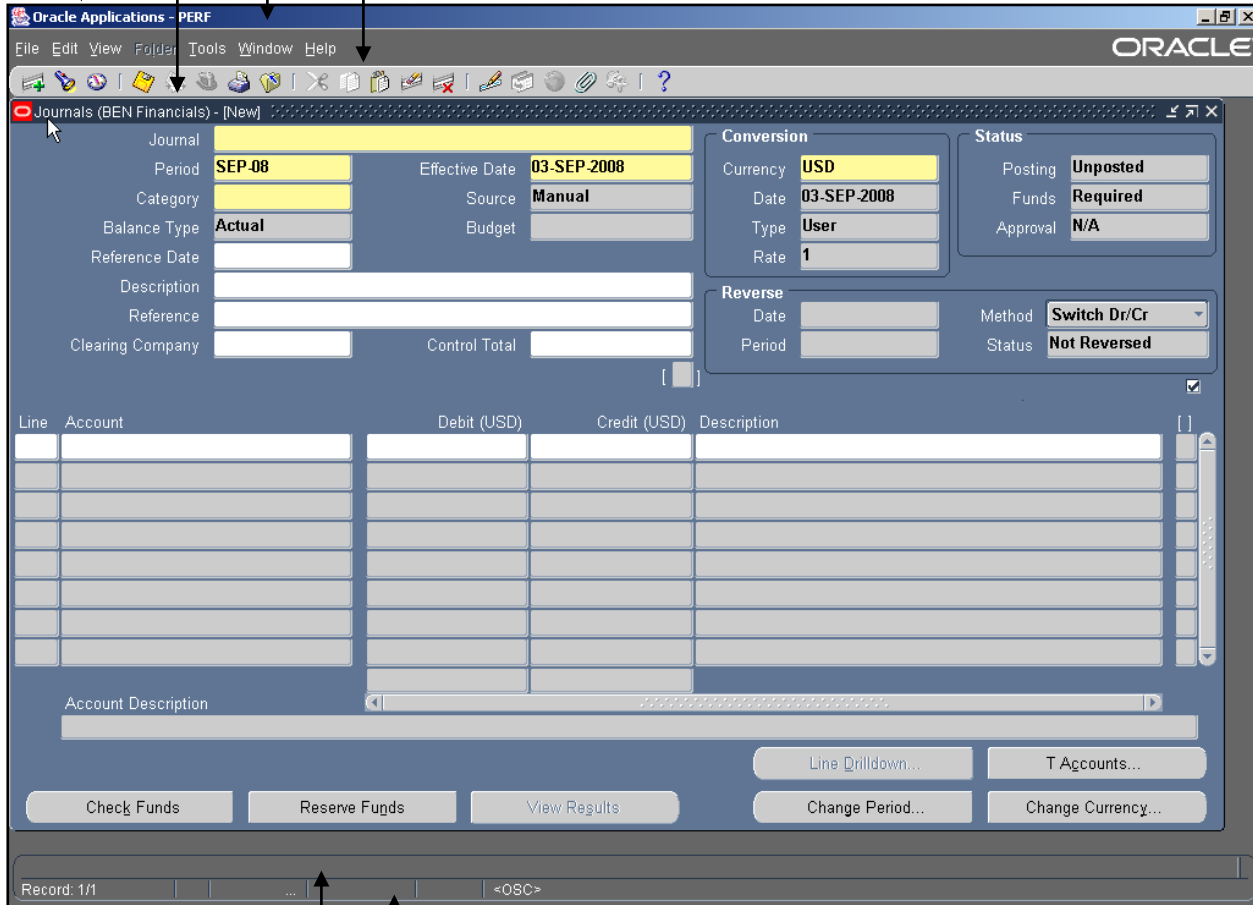
User Preferences

- General Preferences

BEN Navigation – Typical Application Window

Top of Window

BEN Financials Application Window Bar
 Window/Form Name
 Menu Bar
 Toolbar



Bottom of Window

Message Block
 Record # Block
 Available Features Block

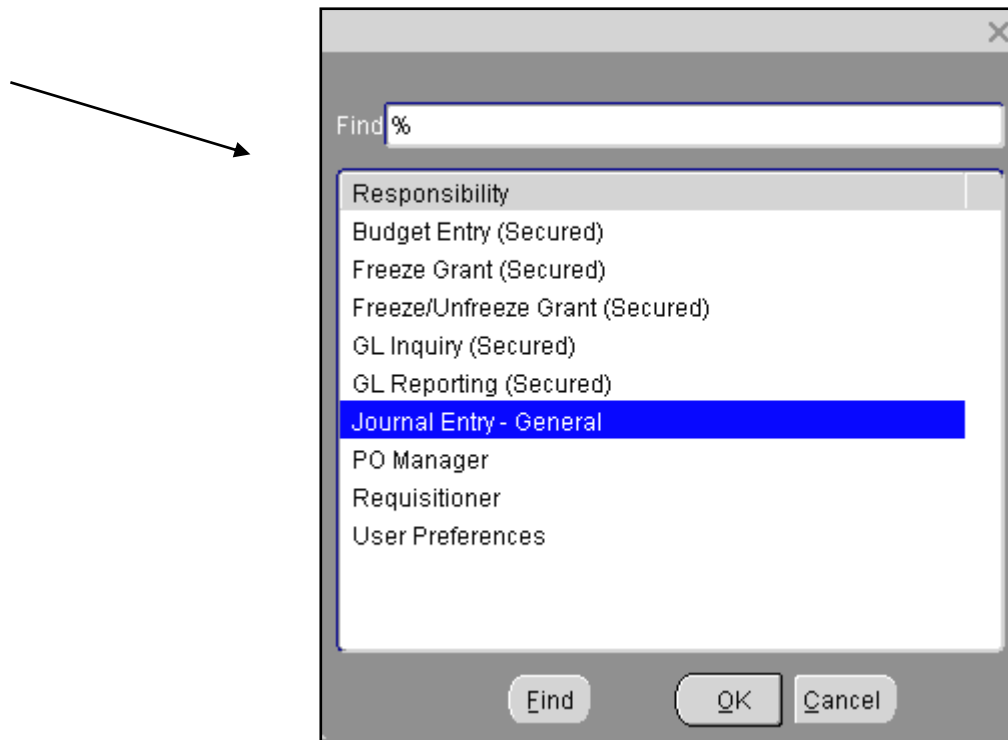
Other Window Features

- Yellow - shaded fields indicate required data field(s)
- Gray - shaded fields indicate currently unavailable data field(s)
- White – updatable but not required data field(s)
- Blue – shaded fields indicate query mode

Switching Responsibilities

To switch Responsibilities

- Close the current form by either
 - Clicking on the 'x' in the upper right hand corner of the form or
 - Clicking on File>Close Form on the menu path or
 - Clicking on the 'Close Form' icon on the Toolbar
- Once the forms are closed
 - Click on File>Switch Responsibility or
 - Click on the 'Top Hat' icon on the tool bar
 - This pop-up box will appear



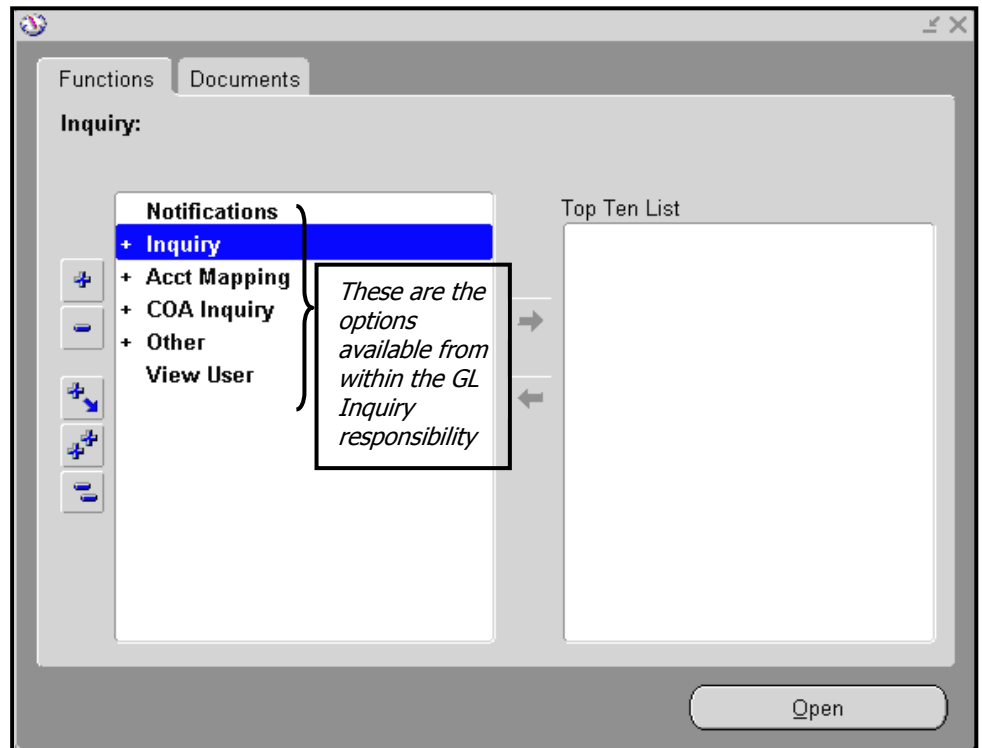
Taskbar

- You can also go back and forth between Responsibilities by using the 'Task Bar' on your desktop



Using the Applications Navigator Functions Region

After selecting the Responsibility desired, the forms that you can navigate to are displayed in a navigation list on the left-hand side of the Navigator window. The navigation list is organized much like the hierarchy of a file system, where you can expand items that begin with a plus sign (+) to further sub-levels until you find your form of interest. Sub-levels appear indented below the items from which they are expanded. Items that are expanded are preceded by a minus sign (-). You can expand no further when an item displays neither a plus or minus sign.



Above the navigation list, you should see two fields that span the width of the window. These two fields help you identify your selection. The top field displays the name of the item currently selected, while the bottom field displays the choice highlighted.

To expand or collapse the navigation list:

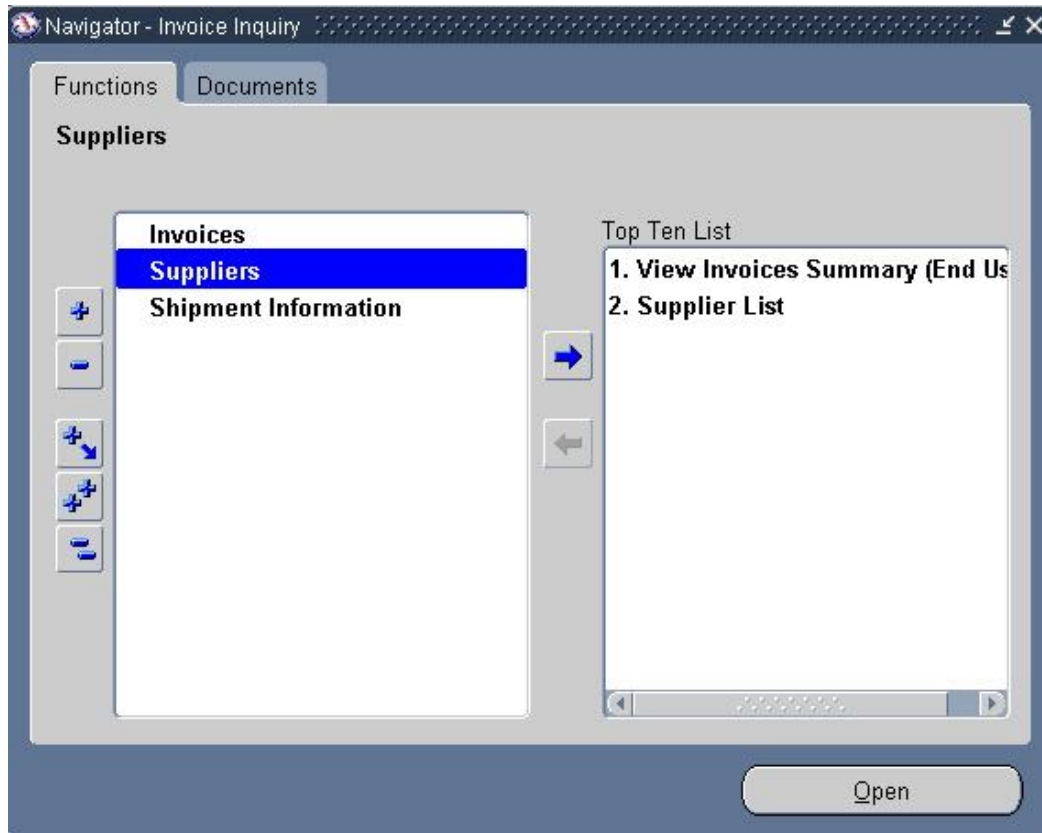
- Choose one of the following methods to expand an expandable item to its next sub-level:
 - Double-click on the item
 - Select the item and choose Open
 - Select the item and choose the Expand [+] button
- Choose one of the following methods to collapse an expanded item:
 - Double-click on the item
 - Select the item and choose the Collapse [-] button
- To expand or collapse several items at once, choose one of the following buttons:
 - Expand All--expand all the sub-levels of the currently selected item
 - Expand All--expand all the sub-levels of all expandable items in the navigation list
 - Collapse All--collapses all currently expanded items in the navigation list
- To open a form from the navigation list:
 - Select your form of interest
 - Choose Open
- Alternatively, you can double-click directly on the form of interest to open it.



Do not double-click on the Open button. All buttons require only a single click to activate.

Using the Top Ten List

If there are forms that you use frequently, you can copy them over to a navigation top ten list located on the right-hand side of the Application Functions Region Navigator. The top ten list displays your forms numerically so you can choose them instantly without having to drill down for them in the navigation list. You can add a maximum of ten forms to the top ten list and you can create a different top ten list for each responsibility you have access to.



To create a Navigation Top Ten List:

- Highlight a frequently used form from the navigation list
- Click on the **arrow going right**
- The form now appears in the navigation top ten list preceded by a top ten list number



*If you wish to remove a form from the top ten list, highlight the form in the top ten list and click on the **arrow going left***

To open a form from the navigation top ten list:

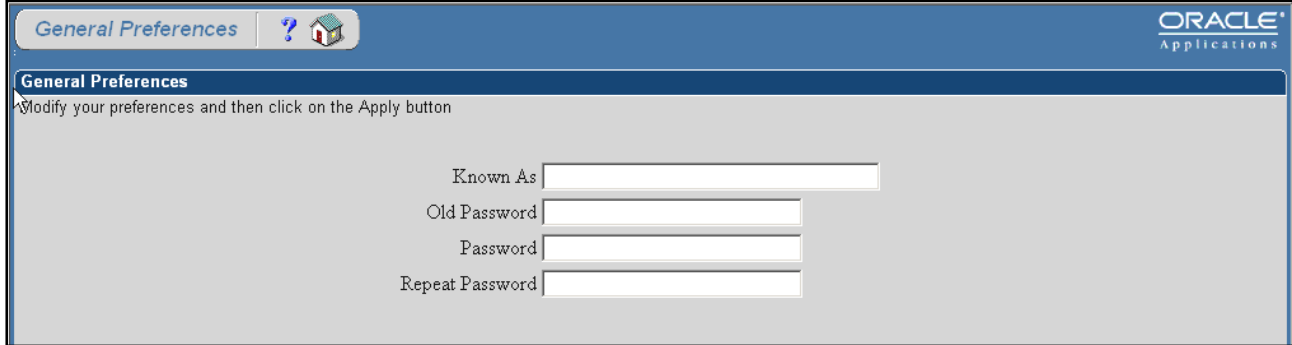
- Type the top ten list number that precedes the form you want to open
 - You can also highlight the form you want and click on [Open], or double-click on the form



The name and description of the form selected also appears in the current selection fields above the navigation list.

User Preferences (Optional)

- From the BEN Financials Homepage, click on User Preferences to change your password



General Preferences

Modify your preferences and then click on the Apply button


Known As

Old Password

Password

Repeat Password

Users will be prompted to change their password every 30 days. User Preference is used to change your password when desired.

- Click on **[Apply]**
- Click on the  to return to the BEN Financials Homepage

Menu Paths

Right Mouse Button Menus

Depending on your desktop settings, using the right (or left) mouse button may allow you to access the following menu items:

- Cut
- Copy
- Paste
- Folder Menu
- Help



Pull Down Menus

File Edit View Folder Tools Window Help

Use the Pull Down menu bar to navigate through a form, to edit or retrieve data, or to perform various other actions.



Available functions show in black, while unavailable functions show as "grayed out".

File Menu

The File menu lets you perform several actions in BEN Financials:

New	Opens a new record in the active form.
Open	Opens the detail screen for the current selection.
Save	Saves any pending changes in the active form.
Save and Proceed	Saves any pending changes in the active form and advances to the next record.
Next Step	Updates the Process workflow in the Navigator by advancing to the next step in the process.
Export	Exports data retrieved.
Place on Navigator	Creates an Icon in the Documents tab of the Navigator which can be used to recall the active form and its current record.
Log on as a Different User	Exits the application and displays the BEN Financials Logon window.
Switch Responsibility	Displays the Applications Responsibility window.
Print	Prints your current window. An application may override this action to instead allow printing of one or more specific reports.
Close Form	Closes all windows of the current form.
Exit Oracle Applications	Quits BEN Financials Applications.

Menu Paths (continued)

Pull Down Menus (continued)

File	Edit	View	Folder	Tools	Window	Help
------	------	------	--------	-------	--------	------



Available functions show in black, while unavailable functions show as "grayed out".

Edit Menu

Use the Edit menu to edit your data in BEN Financials:

Undo Typing	Undo any typing done in a field before the field is exited and returns the field to the most recent value.
Cut	Cut the current selection to the clipboard.
Copy	Copy the current selection to the clipboard.
Paste	Paste the contents of the clipboard into the current field.
Duplicate Record Above	Copies all values from the prior record to the current record.
Duplicate Field Above	Copies the value of the current field from the prior row.
Clear Record	Erases the current record from the window.
Clear Field	Clears the data from the current field.
Clear Block	Erases all records from the current block.
Clear Form	Erases any pending changes from the current form.
Delete	Deletes the current record from the database.
Select All	Selects all records (for blocks with multi-select).
Deselect All	Deselects all selected records except for the current record (for blocks with multi-select).
Edit Field	Displays the Editor window for the current field.
Preferences Change Password	Displays the Change Password dialog box.
Preferences Profiles	Displays the Profiles window.

View Menu

The View menu provides you with the following options:

Show Navigator	Displays the Navigator window.
Zoom	Invokes custom defined zooms.
Find	Displays the Find window to retrieve records.
Find All	Retrieves all records.
Query by Example Enter	Invokes 'Enter Query' mode to enter search criteria for a query-by-example.
Query by Example Run	Executes the query-by-example.
Query by Example Cancel	Cancel the query-by-example by exiting from 'Enter Query' mode.
Query by Example Show Last Criteria	Recovers the search criteria used in the previous query- by-example.
Query by Example Count Matching Records	Counts the number of records that would be retrieved if you ran the current query-by-example.
Record First	Moves the cursor to the first record.
Record Last	Moves the cursor to the last record.
Translations	Displays the Translations window.
Attachments	Displays the Attachments window.
Summary/Detail	Switch between the summary and detail views of a combination block.
Requests	Displays the Request window. Requests are your reports.

Menu Paths (continued)

Pull Down Menus (continued)

File	Edit	View	Folder	Tools	Window	Help
------	------	------	--------	-------	--------	------



Available functions show in black, while unavailable functions show as "grayed out".

Folder Menu

The Folder menu lets you customize the presentation of data in a folder:

New	Creates a new folder definition.
Open	Opens an existing folder definition.
Save (Do Not Use – Saves Query)	Saves changes to the current folder definition.
Save As (Use – Doesn't Save Query)	Saves current folder definition to a new name.
Delete	Deletes an existing folder definition.
Show Field	Displays a field that is currently hidden.
Hide Field	Hides the current field.
Move Right	Moves the current field to the right.
Move Left	Moves the current field to the left.
Move Up	Moves the current field up.
Move Down	Moves the current field down.
Widen Field	Increases the width of the current field.
Shrink Field	Decreases the width of the current field.
Change Prompt	Changes the prompt for the current field.
Autosize All	Adjusts all field widths to completely show their data.
Sort Data	Specifies sort order for the first three fields by ascending, descending and no ordering.
View Query	Displays the query criteria for the current folder definition.
Reset Query	Erase the current query criteria.
Folder Tools	Display the folder tool palette.

Tools Menu

The functions in the Tools menu differ based on the area of Responsibility in which you are currently working. Available functions show in black, while unavailable functions show as "grayed out".

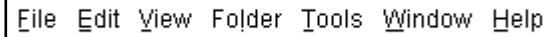
Window Menu

The Window menu displays the names of all open application windows and window placement options.

Cascade	Displays any open windows in a "cascaded" or stair-stepped fashion.
Tile Horizontally	Displays any open windows in a horizontally "tiled" (non-overlapping) fashion.
Tile Vertically	Displays any open windows in a vertically "tiled" (non-overlapping) fashion.
Open Window List	Displays a list of open window titles in the order in which they are stacked.

Menu Paths (continued)

Pull Down Menus (continued)



Available functions show in black, while unavailable functions show as "grayed out".

Help Menu




















Use the Help menu to get additional information about BEN Financials:

Window Help	Displays help for the current window.
Oracle Applications Library	Displays a window that lists all available Oracle Applications help text.
Keyboard Help	Displays the current key mappings of specific functions and menu options.
Diagnostics	Used for technical diagnostics.
Record History	Displays information about the current record.
About Oracle Applications	Displays information about the current window and application, including version information.

Toolbar



Collection of iconic buttons replicating commonly-used menu selections. Depending on the context of the current field or window, a toolbar button will be either enabled or disabled. You can display the label for an enabled toolbar button by holding your mouse over the button. The toolbar buttons and the actions they perform are as follows:

-  New - Opens a new record in the active form.
-  Find - Displays the Find window to retrieve records.
-  Show Navigator – Displays the Navigator window.
-  Save - Saves any pending changes in the active form.
-  Next Step - Disabled in BEN Financials.
-  Top Hat – Enables switching Responsibilities.
-  Print - Prints the current screen that the cursor is in, i.e. the 'print screen' function.
-  Close Form - Closes all windows of the current form.
-  Cut - Cut the current selection to the clipboard.
-  Copy - Copies current selection to the clipboard.
-  Paste - Pastes from the clipboard into the current field.
-  Clear Record - Erases the current record from the window.
-  Delete – Deletes the current record from the database.
-  Edit Field - Displays the Editor window for the current field.
-  Zoom – Get Next Invoice Image (typically used by Accounts Payable)
-  Translations - Invokes the Translations window.
-  Attachments - Invokes the Attachments window. If one or more attachments already exist, the icon changes to a paper clip on a piece of paper.
-  Folder Tools - Displays the folder tool palette.
-  Window Help - Displays help for the current window.

Keyboard Shortcuts

Although these functions can be accessed either by the toolbar or pull down menus, Keyboard Shortcuts are yet another option for navigating through BEN.

Block menu	[Ctrl] [B]
Clear Block	[F7]
Clear Field	[F5]
Clear Form	[F8]
Clear Record	[F6]
Commit	[Ctrl] [S]
Count Query	[F12]
Delete Record	[Ctrl] Up Arrow
Display Error	[Shift] [Ctrl] [E]
Duplicate Field	[Shift] [F5]
Duplicate Record	[Shift] [F6]
Edit	[Ctrl] [E]
Enter Query	[F11]
Execute Query	[Ctrl] [F11]
Exit	[F4]
Help	[Ctrl] [H]
Insert Record	[Ctrl] Down Arrow
List of Values	[Ctrl] [L]
List Tab Pages	[F2]
Next Block	[Shift] [Page Down]
Next Field	[Tab]
Next Primary Key	[Shift] [F7]
Next Record	Down Arrow
Next Set of Records	[Shift] [F8]
Previous Block	[Shift] [Page Up]
Previous Field	[Shift] [Tab]
Previous Record	Up Arrow
Print	[Ctrl] [P]
Return	[Enter]
Scroll Down	[Page Down]
Scroll Up	[Page Up]
Show Keys	[Ctrl] [K]
Update Record	[Ctrl] [U]

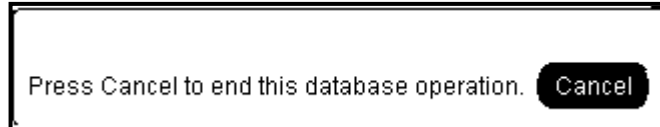
Navigation Tips

Item	BEN Financials
Navigating	Pull Down Menu Paths; Toolbar icons; Keyboard shortcuts
Quickpick	List of Value icon [***] within field or [Ctrl] L
Cancel Runaway Query	Pop-up box appears after first 100 records. Click [Continue], [Stop] or [Continue to End] or Click [Cancel] on 'Press Cancel...' message.
Change Responsibility	File>Switch Responsibility or click on Tophat icon
Move From Fields and Zones	[Tab] or Move Cursor With Mouse
Finding Patterns With Wildcards	You can use the percent '%' wildcard within a field to represent any number of characters (including no characters). Example: To retrieve all records that contain the word "Central" in a specific field, you would enter %Central% in that field. Click [Find] .
Case Sensitive?	Yes
Message and Status Lines	Bottom of Window
Available Options	Toolbars & Menu Items
Record History	Help>Record History
Name in Action History	View User option listed under various Responsibilities
Enter Query	View>Query By Example>Enter or [F11] or Flashlight Icon
Execute Query	View>Query By Example>Run or [Ctrl] F11 or click [Find]
Cancel Query	View>Query By Example>Cancel or [F4]
Copy Field	Edit>Duplicate>Field Above or [Shift] [F5]
Copy Record	Edit>Duplicate>Record Above or [Shift] [F6]
Paste	Edit>Paste
Error Message	Pop-up Box
Report	Requests
Additional Record Information	Pop-up List or [***]
Insert Row	[Ctrl] Down Arrow or NEW record icon
Field Edit	Edit>Edit Field
Exiting	File>Exit Oracle Applications

Additional Tips

Canceling a Long Running Query

When a query may take longer than a few seconds to retrieve the selected records, this pop-up message may appear. Ignore this message if you wish to wait for the query to finish. Or click on [Cancel] to end the query and either enter data to narrow the search or re-enter any mistyped information.



Canceling a Query with Many Records

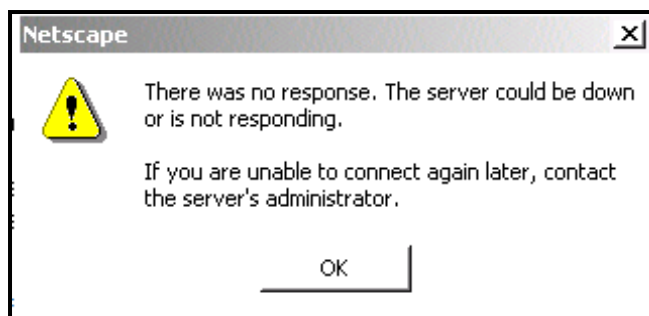
If you enter a query and the records exceed 100, you will see this message appear. Select from the following options:

- [Continue] - will continue to the next 100 records
- [Stop] - will stop the query
- [Continue to End] - will continue to the end of the entire query



Server Not Available

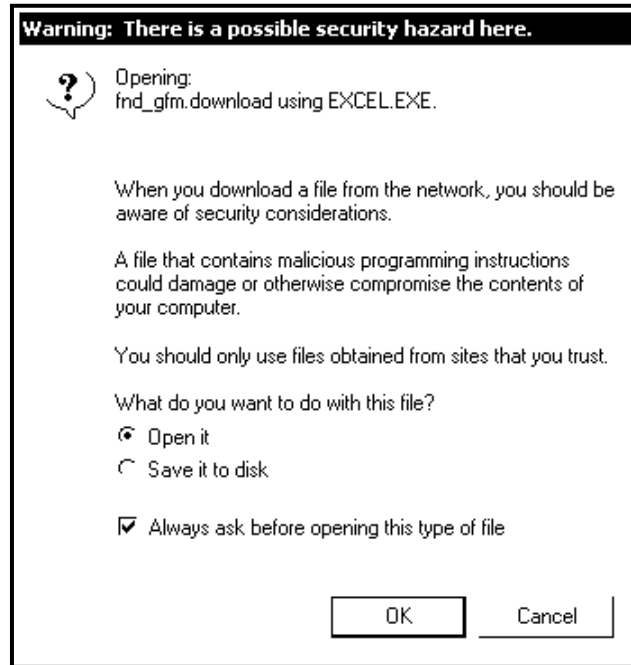
The pop-up box below will appear when a server connection is unavailable, e.g. due to hardware or network problems. Click [OK] to remove message.



Exporting BEN Financials Data to a Microsoft Excel Spreadsheet

Procedure

- From the menu, click on **File>Export**
- If your desktop is configured properly, you should either see the spreadsheet or the following box, which should say Opening: *filename* using **EXCEL.EXE**. If it does not say EXCEL.EXE, your desktop is not configured properly (see below).



- Select **Open It** and click [**OK**]

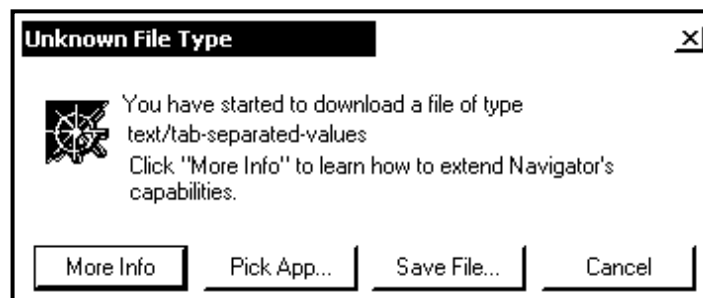
Desktop Configuration

- Should be handled by your Local Support Provider (LSP)
- Do-it-yourself instructions can be found here:

http://www.finance.upenn.edu/ben/benfin/desktop_req/config-excel.shtml



*If your desktop is not configured properly, you will receive the following box. You can either select **Pick App...** and browse to the EXCEL.EXE file on your hard drive, or select **Save File...** and open the file from within Excel later.*



Using the Navigator's Documents Region

If you have a document, such as a particular purchase order, invoice, or report that you want to access later, you can create a link to the document using the Navigator's Document feature. The Navigator's Document feature allows you to create as many links as you want and save them in the Documents region of the Navigator window. The links can be represented as icons in the window or may be viewed as a list. When you use a link to open a document, BEN Financials opens the document in the appropriate form window. You can access the Document region using the tab titled 'Documents'.

Adding New Documents to the Navigator

- Forms that support adding documents to the Navigator enable the **Place on Navigator** menu item in the File menu. Use this menu item to add your document to the Navigator.

Opening the Navigator's Document Region

- Click on the **Documents** tab in the Navigator window

To Open a Form from the Document Region

- Select the document link you want to open
- Click on **[Open]** or double-click on it

Renaming Documents in the Navigator

- Highlight the document link you want to rename.
- Click on **[Rename]** or double-click on the label
- Enter the new name, then click **[OK]**

There is a limit of 80 characters for document names

Removing Documents from the Navigator

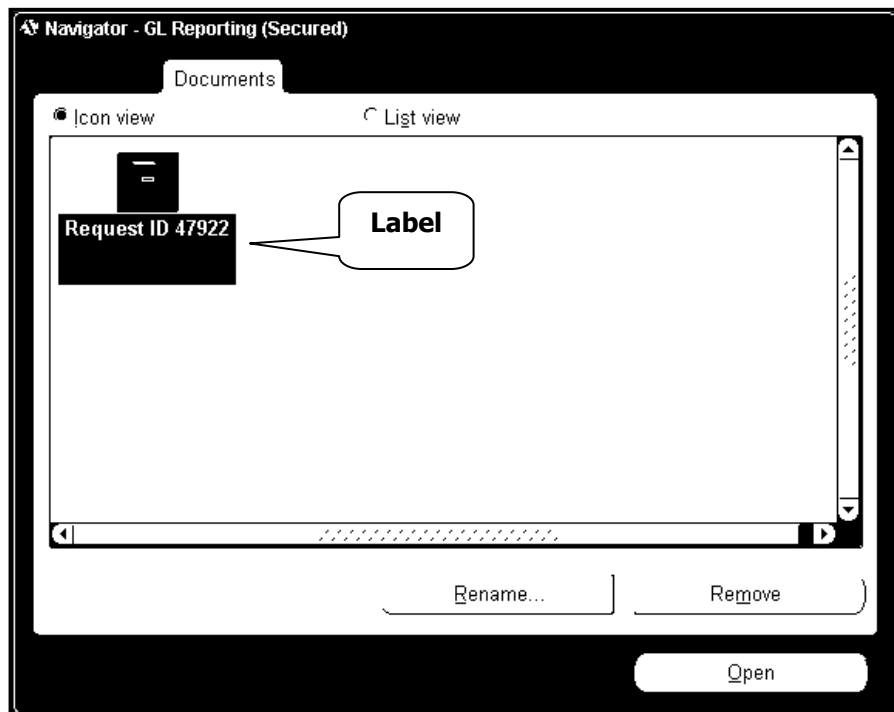
- Highlight the document link to be discarded
- Click on **[Remove]**

Documents placed on the Navigator will stay there until you remove them.

Removing the document link from the Navigator has

no effect on the actual document. However, if a record such as a report request is deleted, the link in your Navigator displays a message letting you know that your link is now invalid.

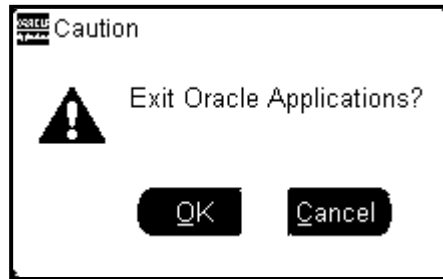
Once you create a link to a document, the Document region will open by default when you log on. **Information here is static, i.e. not updated.**



Logging Off of BEN Financials

When you are ready to logoff of BEN Financials

- Close all the open windows and forms by clicking on the 'x' in the upper right hand side
- Click on **File>Exit Oracle Applications**
- Click **[OK]**



Invoice Inquiry

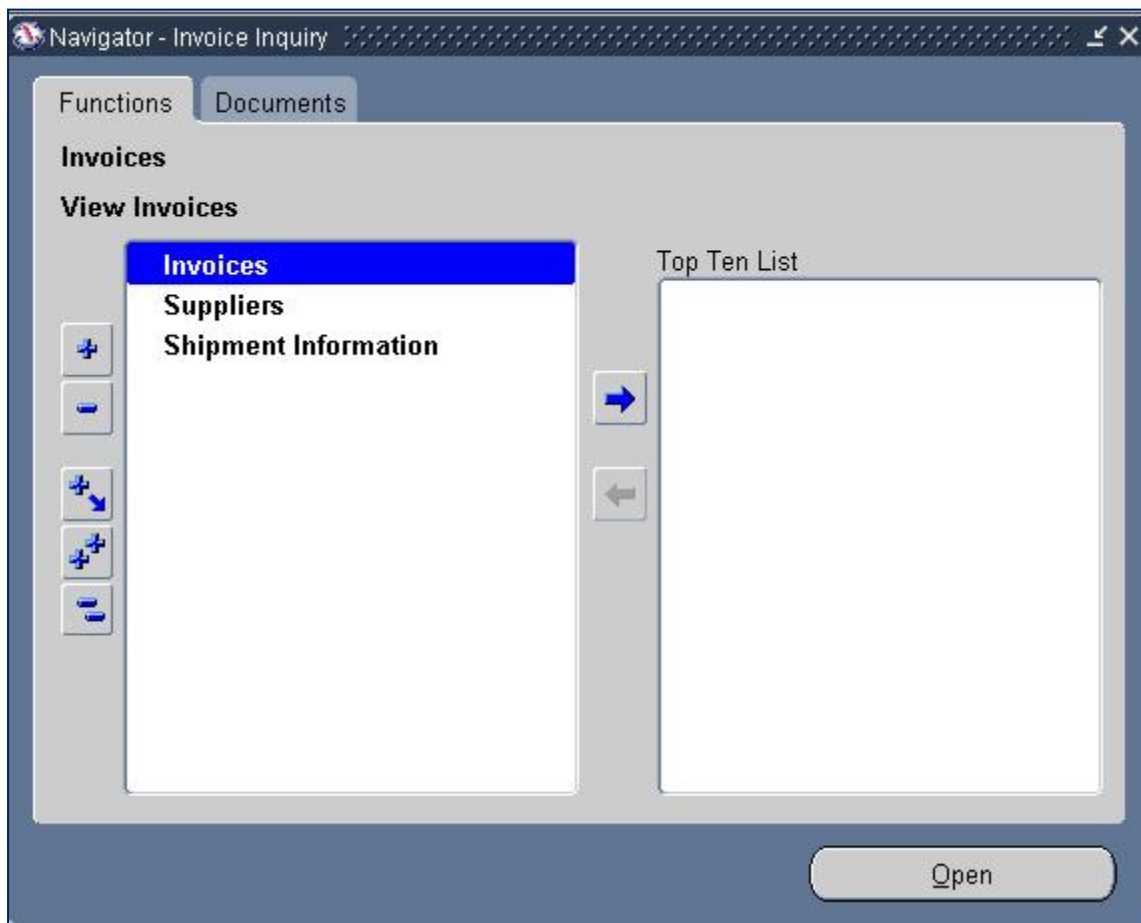
You can find invoices to respond to supplier inquiries, including questions regarding invoice payment status, check clearance status, invoice payment date, reasons an invoice has not been paid, how much of a purchase order has been receipted, and total balance due for a supplier or supplier site.

In the Find Invoices window, you can enter a variety of criteria, including invoice status and ranges for invoice amounts and invoice dates. You then choose Find to navigate to the Invoices window, where BEN displays all invoices that match your search criteria.

From the Invoices window, you can navigate to other windows to review scheduled payments, distribution holds, related payments, and more.

To find an invoice using the Find Invoices window select the **Invoice Inquiry** responsibility from the **BEN Financials Homepage**.

- Click on **Inquiry>Invoices** navigational path
- Click on **[Open]** or **double click** on **Invoices**



Invoices (continued)

- Enter search criteria using one field or a combination of fields. For example you can use:

- 1) PO # or
- 2) Supplier and Invoice # or
- 3) Supplier and amount range

Tip: It is not recommended that you use Supplier as the only search criteria

Tip: Good idea to use wildcards (%) when searching using the Invoice #

- The Invoices form opens

Note the paperclip with the piece of paper on the toolbar

- To review an image of the invoice, click on the **Attachments** icon on the Toolbar to invoke MarkView software. Accounts Payable creates an electronic image of supplier invoices and C-368 forms and the attached invoice. Items not imaged include: C-1, C-1A, and C-368 forms (when used for travel purposes), petty cash reimbursement requests and supporting document (contracts, competitive bids) for Purchase Orders.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Withheld Amount	Prepaid A
Standard	ARRAYA SC	237786	PLYMOU	26-DEC-2006	1676	USD	17,245.00		

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

Amount Paid: USD 17,245.00

Invoice Status: Status Validated, Accounted Yes

Approval Status: Approval Not Required, Pending Approver

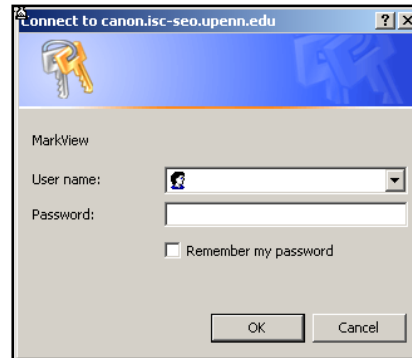
Description: INV 1676 PO 1789610

Summary: Holds 0, Distribution Total 17,245.00

Overview Distributions

Invoices (continued)

- Enter your BEN Financials User name and Password to retrieve the invoice
- View the invoice below



For more information regarding 'Invoice Images' see the 'Accounts Payable Invoice Imaging User Guide' <http://www.finance.upenn.edu/ftd/documentation/benpays.pdf>

ARRAYA SOLUTIONS INC (1676)

This PO Invoice is finished going through the workflow. Take no additional action on this document.

View: Default Previous Page 1 of 1 Next Page

CUST P.O. #	TERMS	DUE DATE	PROJECT	REP	TAX EXEMPT	REF #
1799610	Net 30	1/25/2007		JB	YES	1504
QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT		
2	xSeries	IBM L250 Blade Servers Configured as Per Quote 1022094	8,257.50	16,515.00		
2	xSeries	3 Year Onsite Repair 24x7 4 Hour Response	365.00	730.00		
			Total	\$17,245.00		

Thank you for your business!

Phone # 866.226.6214 Fax # 610-828-1653 Web Site www.arrayasolutions.com

Arraya Solutions, Inc. 521 Plymouth Road Plymouth Meeting, PA 19062

P.O. ENTRY COMPLETE

Invoices (continued)

- In order to view the PO from the Invoice Inquiry menu path, click on **[Overview]**

Batch Control Total: _____ Actual Total: _____

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Withheld Amount	Prepaid A
Standard	ARRAYA SC	237786	PLYMOU	26-DEC-2006	1676	USD	17,245.00		

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

Amount Paid: USD 17,245.00

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

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

Description: INV 1676 PO 1789610

Summary: Holds 0, Distribution Total 17,245.00

Overview Distributions

Click **[Distributions]** to go to account information for this PO

- Click on **[View PO]**

Invoice Total: 17,245.00
Distribution Total: 17,245.00

Num	Type	Amount	Tax Code	GL Date	Account	Includes Tax	Description
1	Item	16,515.00		17-JAN-2007	070-0752-2-010704-1831-7573-3	<input type="checkbox"/>	Arraya Quote# 1022
2	Item	730.00		17-JAN-2007	070-0752-2-010704-5331-7573-3	<input type="checkbox"/>	Arraya Quote# 1022

Supplier: ARRAYA SOLUTIONS INC Site: PLYMOUTHMTG-1

Supplier Num: 237786 Taxpayer ID: 1314

Invoice Num: 1676 Type: Standard Date: 26-DEC-2006

Batch Name: 092290TA Currency: USD Amount: 17,245.00

Voucher: _____ Unpaid: 0.00

PO Number: 1789610 Release: _____ Unapplied: _____

Receipt Num: _____ Settlement Date: _____

Description: INV 1676 PO 1789610

Invoice Status: Paid **Yes**, Accounted **Yes**, Status **Validated**, Approval **Not Required**

Scheduled Payments:

Curr	Amount	Remaining	Due Date	Held
USD	17,245.00	0.00	25-JAN-2007	<input type="checkbox"/>

Actual Payments:

Paid By	Paid On
2035358 - Check	30-JAN-2007

Payment Overview View Receipt **View PO** Invoices

[Invoices] takes you back to Invoices form above

Invoices (continued)

Viewing Quantity Detail

The image shows two screenshots of a software interface for viewing purchase order details. Both screenshots are titled 'Purchase Order Shipments (University of Pennsylvania)' and show a 'Quantity Detail' table.

Top Screenshot: Shows a table with the following data:

Number	Line	Shipment	Quantity	Quantity Cancelled	Quantity Billed	Quantity Received	S
1789610	1	1	2	0	2	2	W
1789610	2	1	365	0	365	365	W

Bottom Screenshot: Shows a table with the following data:

Number	Line	Shipment	Quantity	Quantity Cancelled	Quantity Billed	Quantity Received	S
687551	1	1	7653.75	0	7653.75	7653.75	S

Callout boxes 1, 2, and 3 point to the 'Quantity', 'Quantity Billed', and 'Quantity Received' columns in both screenshots.

1. Quantity - is the number of item(s) or amount of the Purchase Order

2. Quantity Billed - is the number of item(s) or amount of the invoice sent to Accounts Payable by the supplier

3. Quantity Received - is the number of item(s) or amount that has been received by Penn

☞ *If the Quantity and/or the Quantity Received does not 'match' the Quantity Billed according to the established criteria, the invoice will go on Hold.*

☞ *See the **BEN Buys Accounts Payable Invoice Imaging User Guide** regarding managing invoices placed on 'Hold'*

- In this example the quantity ordered is greater than the quantity billed. However, since the quantity received equals the quantity billed Accounts Payable will automatically pay this invoice for the amount billed/received.
- Additional payments can be made from this PO if the PO is not 'finally closed' by Accounts Payable.
 - ☞ *See the **PO Manager User Guide** for information on how to request a 'Final Close' on a Purchase Order.*
- Click [**Distributions**] to go to account information for this PO

Invoices (continued)

The **Invoices** form will list all invoices charged against the specified purchase order. Your first indication as to whether or not a payment was processed is the Amount Paid field. If no payment is reflected in this field the invoice may have been placed on 'Hold'.

Holds

The **Holds** field will indicate the number of holds against a particular invoice. Click on the **Holds** tab to ascertain the type(s) of hold against the invoice.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Withheld Amount	Prepaid A
Standard	ARRAYA SC	237786	PLYMOU	26-DEC-2006	1676	USD	17,245.00		

Hold Name	Hold Reason	Held By	Hold Date	Release Name	Release Reason	Released By	Release Date
Qty Rec	Quantity billed excee	System	17-JAN-2007	Matched	Passed matching co	System	29-JAN-2007
Qty Rec	Quantity billed excee	System	17-JAN-2007	Matched	Passed matching co	System	29-JAN-2007

☞ For more information regarding 'Holds' see the 'Accounts Payable Invoice Imaging User Guide' <http://www.finance.upenn.edu/ftd/documentation/benpays.pdf>

Invoices (continued)

PO Hold Resolutions Grid

Hold Resolution Grid		
Hold Type	Approve Invoice	Cancel Invoice
Quantity Ordered Hold (Qty Ord)	Apply Holds Resolved stamp	Apply Return to Accounts Payable stamp with the reason for cancellation in the comment box
Maximum Shipment Hold (Max Ship Amount)	Apply Holds Resolved stamp	
Quantity Receipt Hold (Qty Rec)	Log on to BEN Financials and process receipts via Requisitioner or PO Manager Responsibility	
Multiple Holds (e.g. Max Ship Amount & Qty Rec)	Apply Holds Resolved stamp. If one of the holds is a QTY REC Hold, log on to BEN Financials and process receipts via Requisitioner or PO Manager Responsibility	
Comment Requested (170_SYSTEMS_HOLD)	Review message sent by Accounts Payable by clicking on Comment Requested Markup & apply Return To stamp with info requested	

☞ For more information regarding 'Holds' see the "Invoice Imaging User Guide" <http://www.finance.upenn.edu/ftd/documentation/benpays.pdf>

Invoices (continued)

View Payments

If a payment has been processed click on the **Payment** Tab to access detailed payment information, such as the payment method, check/document number and payment date, etc.

*Note: **Payment Terms** - Checks are produced based upon the payment terms that are assigned to the supplier.*

- a. **Employees** are created with terms of "Net 2" which means that a check will be generated two days after the **invoice date** that is entered in the Accounts Payable system when the particular form is processed.
- b. Most **suppliers** are created with payment terms of "Net 30" which means the payment will be made **30 days AFTER the invoice date**. However, some suppliers have a payment term of immediate due to a prompt pay discount offer with the supplier.

Terms
Net 30

- Click on **[Payment Overview]**

Invoices (continued)

View Payments (continued)

- The Payment Overview form has more information about the check, Supplier address and Bank

Supplier

Name: ARRAYA SOLUTIONS INC
 Taxpayer ID: *****1314
 Number: 237786 Site: PLYMOUTHMT
 Address: 521 PLYMOUTH RD SUITE 113-J
 PLYMOUTH MEETING, PA 19462
 United States

Bank

Name: WACHOVIA-PA
 Account: Trustees of the University of Pennsylv
 Payment Document: Checks
 Payment Method: Check

Number: 2035358
 Currency: USD
 Amount: 17,245.00
 Date: 30-JAN-2007
 Batch: 300107-JC-PAY4
 Voucher:
 Status: Reconciled Unaccounte
 Clear Amount: 17,245.00
 Cleared Date: 06-FEB-2007
 Void Date:
 Maturity Date:

Number	Amount Paid	GL Date	Description
	17,245.00	30-JAN-2007	INV 1676 PO 1789610

Buttons: Invoice Overview, Payments

Date check cashed appears here when Supplier cashes check

Supplier address where check is mailed

List of all invoices paid on check

University's bank information

- Click on **[Payments]** for more information regarding the payment

Type	Bank Account	Document	Document Num	Payment Date	Payment Amount	Curr	Batch Name	Accou
Batch	Trustees of the Un	Checks	2035358	30-JAN-2007	17,245.00	USD	300107-JC-PAY4	USD

Invoices

Number	Date	Amount	GL Date	Payment Amount
1676	26-DEC-2006	17,245.00	30-JAN-2007	17,245.00

Description: INV 1676 PO 1789610

Buttons: Invoice Overview, View Processes, Payment Overview

Accounted: Yes

Invoices (continued)

View Credit Memos w/Image

- Below is a sample of a credit memo with the corresponding invoice image in the Invoices form

Invoices (University of Pennsylvania) Batch Control Total Actual Total

Invoice Distribution Detail

Invoice Num	Invoice Date	Invoice Amount	Description	Payment Method	Payment Amount	Terms
CR-7417-127	18-FEB-2009	(4.54)		Check	(4.54)	Net 30
INV-7316-127	17-FEB-2009	8.31		Check	8.31	Net 30

170 MarkView® BEN STD0901: Logout

Invoice #CR-7417-12751 Tutorial

Quick Links to Details: [PO Line Details](#) [Accounting](#) [Related PO Invoices](#) [Document History](#)

This Pre-Approved Invoice has finished going through the workflow. No additional actions should be taken on this document.
 To view or modify accounting details, expand the Accounting table (more information).

Supplier: TELROSE CORPORATION Date: 02/18/2009 Amount: -4.54 USD Terms: Net 30 Terms Date: 02/18/2009

View: Default Previous Page 1 of 1 Next Page

Image Size:

Rendered Invoice EDI GATEWAY

Supplier: TELROSE CORPORATION (14321)
 Supplier Site: PHILADELPHIA-5
 Invoice Number: CR-7417-12751
 Invoice Amount: -4.54
 Invoice Date: 18-FEB-2009
 Freight Amount: 00
 Creation Date: 18-FEB-2009
 Line Count: 1

No.	Type	Line Description	Qty	Price	Amount
1	ITEM	Sanford(R) Sharpie(R) Flip Chart(TM) Markers, Set Of 8 Colors (PO Number 12751, Line 1)	-1	4.54	-4.54

Total: -4.54

Click on image to zoom in

PO Line Details Ret

Invoice Dist Line Number	Invoice Dist Amount	Invoice Unit Price	Invoice Quantity	PO Number	PO Line Number	PO Unit Price	PO Currency	PO Quantity	PO Item Description	Quantity Ordered	Quantity Received
1	-4.54	4.54	-1	12751	1	4.54	USD	1	Sanford(R) Sharpie(R) Flip Chart (TM) Markers, Set Of 8 Colors	1	0

Accounting

Related PO Invoices Ret

Document ID	Invoice Number	Supplier	Document Type	Description	Attachment
	INV-7316-12751	TELROSE CORPORATION	PO INVOICE	TELROSE CORPORATION (14321) (INV-7316-12751)	02/17/2009

Document History

Invoices (continued)

Sample Cancelled Check

- Below is a sample of how a 'cancelled' check appears in the Invoices form

Invoices (University of Pennsylvania)

Batch Control Total Actual Total

Invoice Distribution Detail

Invoice Num	Invoice Date	Invoice Amount	Description	Payment Method	Payment Amount	Terms
124000	04-APR-2009	0.00	Inv 124000 PO 13560	Check	0.00	Net 30

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

Amount Paid USD 0.00

Invoice Status Status **Cancelled** Accounted **No**

Approval Status Approval **Not Required** Pending Approver

Description Summary

Invoices (University of Pennsylvania)

Batch Control Total Actual Total

Invoice Distribution Detail

Invoice Num	Invoice Date	Invoice Amount	Description	Payment Method	Payment Amount	Terms
124000	04-APR-2009	0.00	Inv 124000 PO 13560	Check	0.00	Net 30

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

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken
Check	10006	22-APR-2009	22-APR-2009	<input checked="" type="checkbox"/>	200.00	0.00
Check	10006	22-APR-2009	23-APR-2009	<input checked="" type="checkbox"/>	(200.00)	0.00

Payment Overview

Payment Overview (University of Pennsylvania)

Supplier

Name: HAMILTON PRESS INC

Number: 5135 Site: BERLIN-1

Address: 1042 INDUSTRIAL DRIVE
WEST BERLIN INDUSTRIAL CENTER
BERLIN, NJ 08009

Bank

Name: WACHOVIA-PA

Account: Trustees of the University of Pennsylvania

Payment Document: Checks

Payment Method: Check

Number: 10006

Currency: USD

Amount: 200.00

Date: 22-APR-2009

Batch: Quick Payment: ID=1006

Voucher:

Status: **Voided**

Cleared Amount:

Cleared Date:

Void Date: 23-APR-2009

Maturity Date:

Invoices

Number	Amount Paid	GL Date	Description
124000	200.00	22-APR-2009	Inv 124000 PO 13560
124000	(200.00)	23-APR-2009	Inv 124000 PO 13560

Invoice Overview Payments



Invoices (continued)

Sample Cancelled and Reissued Check

- Below is a sample of how a 'cancelled' and 'reissued' check appears in the Invoices form

Invoices (University of Pennsylvania)

Batch Control Total Actual Total

Invoice Distribution Detail

Invoice Num	Invoice Date	Invoice Amount	Description	Payment Method	Payment Amount	Terms
125000	20-MAY-2008	4,500.00	Inv 125000 PO 13561	Check	4,500.00	Net 30

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

Amount Paid: USD 4,500.00

Invoice Status: Status **Validated** Accounted **No**

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

Description: Inv 125000 PO 13561

Invoices (University of Pennsylvania)

Batch Control Total Actual Total

Invoice Distribution Detail

Invoice Num	Invoice Date	Invoice Amount	Description	Payment Method	Payment Amount	Terms
125000	20-MAY-2008	4,500.00	Inv 125000 PO 13561	Check	4,500.00	Net 30

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

View Payments

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken
Check	10007	22-APR-2009	22-APR-2009	<input checked="" type="checkbox"/>	4,500.00	0.00
Check	10008	23-APR-2009	23-APR-2009	<input type="checkbox"/>	4,500.00	0.00
Check	10007	22-APR-2009	22-APR-2009	<input checked="" type="checkbox"/>	(4,500.00)	0.00

Payment Overview

Payment Overview (University of Pennsylvania)

Number: 10007

Currency: USD

Amount: 4,500.00

Date: 22-APR-2009

Batch: Quick Payment: ID=10007

Voucher

Status: **Voided**

Cleared Amount

Cleared Date

Void Date: 23-APR-2009

Maturity Date

Supplier

Name: FRESH ON 47TH

Taxpayer ID

Number: 4616 Site: PHILADELPHIA

Address: 352 SOUTH 47TH STREET PHILADELPHIA, PA 19143

Bank

Name: WACHOVIA-PA

Account: Trustees of the University of Pennsylvania

Payment Document: Checks

Payment Method: Check

Invoices

Number	Amount Paid	GL Date	Description
125000	(4,500.00)	22-APR-2009	Inv 125000 PO 13561
125000	4,500.00	22-APR-2009	Inv 125000 PO 13561

Invoice Overview Payments

Suppliers

Supplier List Query

- From the Navigator, double click on **Suppliers**
- Enter a **search criteria**
- Click on **[Search]** to execute the query

If you know the exact value you are looking for, using "is" or "starts with" will return results more quickly. Selecting "Match case" also improves speed.

Supplier Name contains array

Match case

Search Clear Advanced Search

Click on the drop-down for additional ways to search

Field is case sensitive. Use caps when 'Match Case' is checked.

The list of suppliers matching your search criteria will be returned.

Records 1 - 8 of 8

Supplier Name	Supplier Number	Taxpayer ID	Supplier Type	Pay Sites	P.O. Sites	Diversity	Local Community
AL-ARRAYED, ANMAR J 10097384	369473	*****	Student	Y	N	N	N
ARRAY DISTRIBUTION LLC	215344	*****3095	Non-Contract	Y	Y	N	Y
ARRAY HEALTH FACILITIES SOLUTIONS	299726	*****7431	Non-Contract	Y	Y	N	N
ARRAYA SOLUTIONS INC	237786	*****1314	Contract	Y	Y	N	N
MURRELL, DARRAYE	152064	*****2717	Individual	Y	N	N	Y
SUPER ARRAY INC	158684	*****995.	Non-Contract	Y	N	Y	N
SUPERARRAY BIOSCIENCE CORP	351196	*****8995	Non-Contract	Y	Y	Y	N
TISSUE ARRAY NETWORK	423432	*****3592	Non-Contract	Y	N	N	N

Records 1 - 8 of 8

Address where payment is sent is located here

Fax where PO is sent is located here

Shipment Information

- From the Navigator, double click on **Shipment Information**
- Enter a **search criteria**
- Click on **[Search]** to execute the query

- To see the name and phone number of the person responsible for the order, click on **[Contact Info]**
- To see the street address of where the order will be delivered, click on **[Ship-to info]**

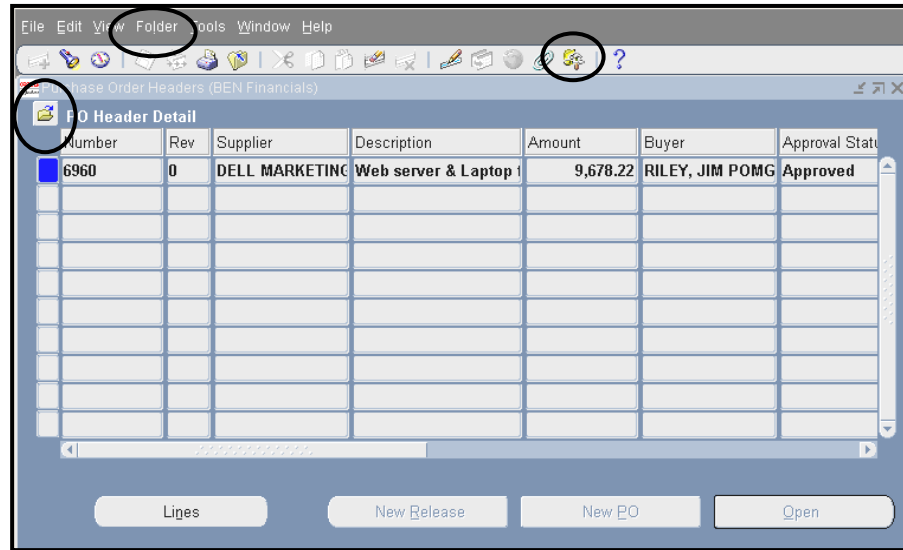
PO Number	Order Date	Supplier Name	Ship-to Location Code	Buyer Name		
778474	14-DEC-2000	BETTY THE CATERER, INC.	SAS-JUDAIC STUDIES	CARDILLO, SAMUEL	Contact Info	Ship-to Info

Appendix A:

Viewing and Creating Folders

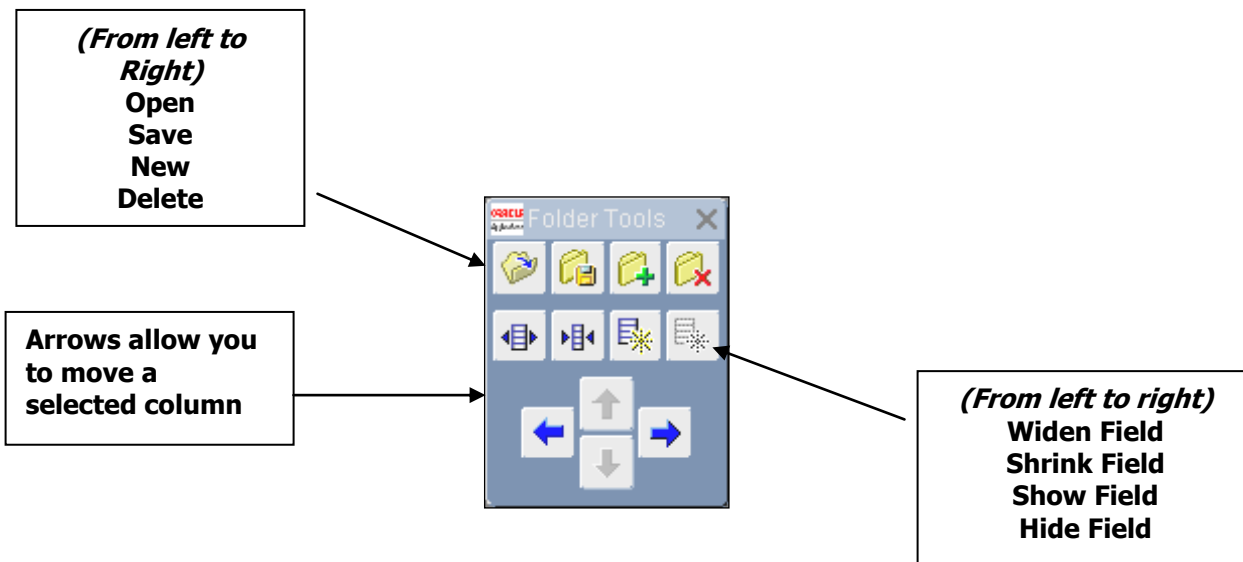
A folder block is a special block whose field and record layout you can customize. The following helps you distinguish a folder block from a regular block:

- An enabled **Folder menu** appears in the main menu bar when your cursor is in a folder block.
- An **Open Folder icon** appears in the upper left hand corner of the form.
- An enabled **Folders Tool icon** appears on the toolbar when your cursor is in a folder block.



Clicking on the **Folders Tool**  icon will open the Folders Tools box.

Your Folders Tool options are as follows:

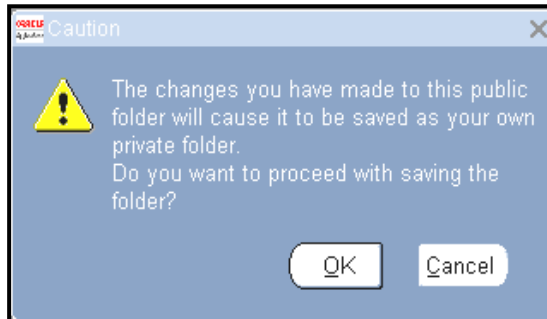


Viewing and Creating Folders (continued)

Creating a Folder and Changing Your Default (continued)

- Select **Open as Default**
- Unselect **Public**
- Click **[OK]**

BEN Financials will confirm that you want to save your private folder.



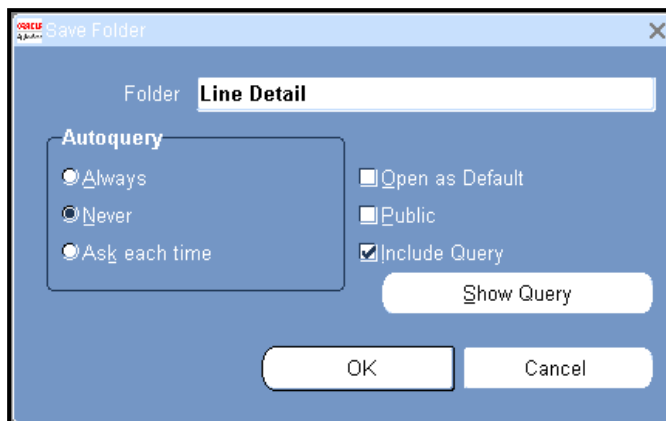
- Click **[OK]**

Creating a Folder Without Changing Your Default

Place your cursor in the column you want to adjust and select one of the options listed above.

Once you have completed all of your alterations, save your changes by using the **Folder>Save As** menu path.

The **Save Folder** form will appear.

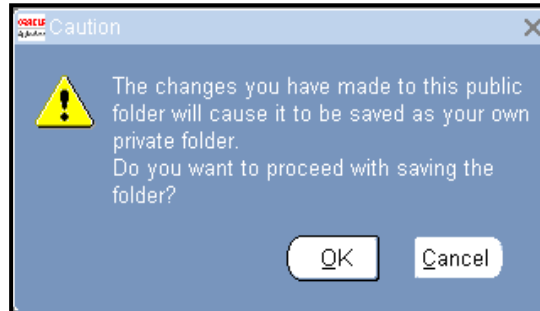


- Unselect **Public**
- Click **[OK]**

Viewing and Creating Folders (continued)

Creating a Folder Without Changing Your Defaults (Continued)

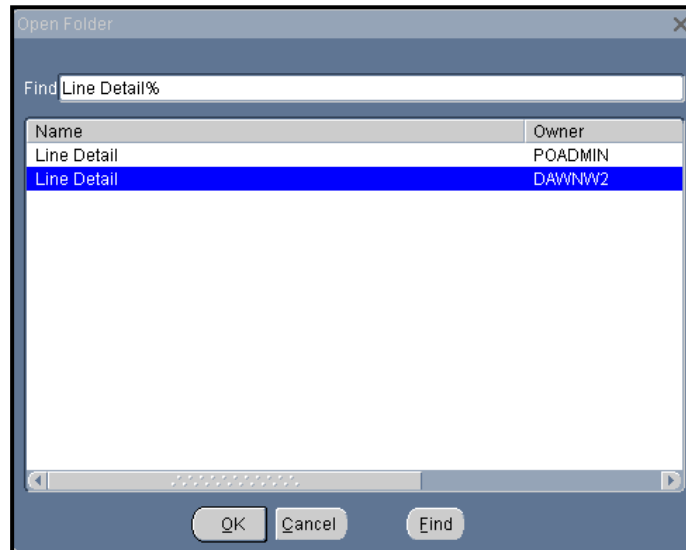
BEN Financials will confirm that you want to save your private folder.



- Click **[OK]**

Whenever you perform an inquiry on the form that you have altered you will be required to select your default folder by selecting from the menu path **Folder>Open**.

The **Open Folder** form will appear.



- Select the appropriate folder
- Click **[OK]**

Note the BEN Financial default folder has the owner name of POADMIN.

Deleting a Folder

While your cursor is resting on the form in which you created a folder select from the menu path Folder>Delete

or invoke your Folder Tools box by clicking on the Folders Tool  icon and clicking on the Delete  icon.

Revision History

Date	Page Number(s)	Topic
May 31, 2002	24 - 27	Viewing and Creating Folders
December 22, 2003	Various	Various Formatting Edits
June 28, 2004	21	Added Toolbar
January 25, 2005	Various	BEN 11.5.9 Upgrade – Replace entire User Guide including addition of U@Penn website
March 10, 2005	31, 36-37	Invoice Inquiry screens
October 14, 2005	13 - 19	Navigation path changes
February 10, 2006 (BAM)	11 – 17	New navigation screens
October 30, 2006 (BAM)	30 - 32 and 36 – 41	Swap screen shots to correct info – Corrected screen shots for View Quantity Detail for Invoice Inquiry
October 24, 2008 (BAM)	5, 12, 30 – 39	Logon Access Info Add BEN Assets to Responsibilities; BEN Financials Upgrade 11.5.10
January 20, 2009 (BAM)	31, 37	Markview invoice image and 'PO Holds Resolution Grid'
June 17, 2009 (BAM)	40 – 42	Sample Credit Memo, Cancellation and Reissued Checks
March 1, 2012 (BAM)	4 – 5, 42	Penn eForm information; Shipment Information