

## View Funds Available Responsibility: GL Inquiry (Secured)

11/26/12

View funds available will provide you with immediate, up-to-the-minute budget information, in which BEN Balances calculates funds available by subtracting expenditures and encumbrances from budgets.

**Budget (-) Actual (-) Encumbrance = Funds Available**

Select the **G/L Inquiry (Secured)** responsibility. Double click on **Inquiry**; Click on **Funds Available**; Click on **[Open]**

### Funds Available Inquiry (BEN Financials) Window

On the form, required fields are highlighted in yellow.


The Budgetary Control (Budget Check) segment determines how funds checking will be applied (i.e. the type and level of funds checking to be performed by BEN Financials).

### Selection Criteria Region

Field Name:	Action:
Ledger	Defaults to 'Penn General Ledger'.
Budget Name	Defaults to 'Operating'.
Period	Defaults to 'JUL-94'. Select current period.
Amount Type	Click on pop list [▼]. Select from 'Period To Date', 'Project To Date' or 'Year to Date Extended'.
Encumbrance Type	Defaults to 'All'.
Account Level	Defaults to 'All'. Select from 'All', 'Detail' or 'Summary'.

### Budget Check '1' - Account Type YTD

A Budget Check '1' denotes the account has an Account Type of Year-to-Date-Extended. The system will check the **ORG**, **FUND** and **TEXP** to determine what funds are available.

After completing the Selection Criteria Region **[Tab]** to the Funds Available (USD) section, or click on the search icon  on the tool bar to activate the Find Accounts window.

In the Find Accounts window enter an account number, range of account numbers OR type a Budgetary Control (BC) Summary Template as follows:

ORG                   Type ORG number  
FUND                 Type Fund number  
OBJECT               Type TEXP

Click **[OK]**

When you enter **TEXP** in the **Object** field, values left blank when entering the summary template have a "T" in them indicating those segments are "T"otaled. Budgetary control will have an "A" to represent the Accounting Flexfield segment value of 1, a "B" to represent 2, or a "D" to represent 4.

## View Funds Available Responsibility: GL Inquiry (Secured) (continued)

### Query Results

#### Funds Available (USD) Region


**Field Name:**                      **Information Displayed:**

Account	Displays account number or search criteria entered in the Find Accounts window.
Budget	Original budgeted amount
Encumbrance	Displays all PO or GL encumbered amounts.
Actual	Displays balances resulting from transactions posted and reserved funds for the specified period
Funds Available	Displays funds available (Budget (-) Encumbrance (-) Actual for Amount Type selected)
Account Description	A linked description of each segment of the account number

To begin a new query, click on **Edit>Clear>Form**

#### Budget Check '2' - Account Type YTD

A Budget Check '2' denotes the account has an Account Type of Year-to-Date-Extended. The system will look at the **CNAC, ORG, FUND** and **CREF** to determine what funds are available.

After completing the Selection Criteria Region [**Tab**] to the Funds Available (USD) section, or click on the search icon  on the tool bar to activate the Find Accounts window.

In the Find Accounts window enter an account number, range of account numbers OR type a Budgetary Control (BC) Summary Template as follows:

CNAC	Type CNAC number.
ORG	Type ORG number.
FUND	Type Fund number.
CREF	Type CREF number.

Click [**OK**]


### Query Results

Please refer to the 'Query Results' section under Budget Check '1' for an explanation of the information displayed.

To begin a new query, click on **Edit>Clear>Form**

#### Budget Check '4' - Account Type PJTD

A Budget Check '4' denotes the account has an Account Type of Project-to-Date. The system will look at the **CNAC, ORG, FUND** and **CREF** to determine what funds are available.

After completing the Selection Criteria Region [**Tab**] to the Funds Available (USD) section, or click on the search icon  on the tool bar to activate the Find Accounts window.

In the Find Accounts window enter an account number, range of account numbers OR type a Budgetary Control (BC) Summary

Template as follows:

CNAC	Type CNAC number
ORG	Type ORG number
FUND	Type Fund number
OBJECT	Type TEXP
CREF	Type CREF number

Click [**OK**]

### Query Results

Please refer to the 'Query Results' section under Budget Check '1' for an explanation of the information displayed.

To begin a new query, click on **Edit>Clear>Form**

**IMPORTANT:** Displayed balances are your posted balances plus reserved, but not yet posted, from online activity during the current day (i.e. purchase orders and online journals). General Ledger displays debit balances as positive amounts and credit balances as negative amounts.

#### Useful Tools



Find Accounts. Clicking on this button will retrieve your accounting flexfield.



Clear Record. Click on this button in the Selection Criteria region to clear this region and identify a new criterion.



Field Edit. While in the Account field, click on this button to display the full accounting segment.



Close Form. Clicking on this button will close the Fund Available Inquiry window and return you to the Navigator – GL Inquiry (Secured) window.



Windows Help.

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

# Revenue/Expense Inquiry Responsibility: GL Inquiry (Secured)

11/26/12

The Revenue/Expense Inquiry allows users to see summary balances and account details that make up the summary balances. The information displayed is based upon the Responsibility Center Management (RCM) model.

Select the **GL Inquiry (Secured)** responsibility. Double click on **Inquiry**; doubleclick on **Rev/Exp Inquiry**

To begin your query, you will be required to enter, at least, the following fields:

PERIOD	CNAC	ORG	FUND	REVENUE/EXPENSE CATEGORY
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*Note: The List of Values (LOV) for the 'Category' is in alpha order NOT as it appears on the G/L reports.*

Click on **[View Balances]**

## Query Results

You will see, on one line, the total Current Operating Budget, Current Month Actuals, FYTD Actuals, Encumbrance & Budget Balance Available for the Rev/Exp Category you specified.

*Note: \*For grants & contracts (5 Funds) the form will display PJTD Actuals.*

## To View RCM Sub-Categories

To see the sub-categories within the Rev/Exp Category queried, Click on **[Level Dn]**.

## To View Account Details

To see accounts associated with a particular sub-category, place your cursor in the desired category and click on **[Acct Details]**.

Rev/Exp Category	Curr Oper Budget	Curr Month Actuals	FYTD Actuals	Encumbrance	Budget Bal Available
CURRENT EXPENSE	287,017.80	8,913.19	35,534.31	22,924.75	228,558.74

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

The "Account block" will display the name of the Rev/Exp category from the previous block, the account(s) for that particular category and the budget balances associated with each account.

## To View Transactions

From the Account block, click in the specific balance column (e.g., budget, current month actuals, etc.) that you want to see and then click on **[Transactions]**.

If you select Current Month Actuals, the transactions for that period will be displayed on the form. If you select any other balance, the debits and credits for each period will be displayed.

You can then select a specific period and click on **[Transactions]**. If you don't select a balance before pressing the **[Transactions]** button, the system will default to Current Month Actuals.

*Note: If you click on [Level Up] or [Level Down] in the summary balances block, the Transactions button is no longer highlighted. You must click on [Acct Details] before you can click on [Transactions] again.*

Account	Curr Oper Budget	Curr Month Actuals	FYTD Actuals	Encumbrance	Budget Bal Available
020-0103-1-000000-5220-4401-4002	1,200.00	.00	.00	.00	1,200.00
020-0103-1-000000-5220-4401-4006	.00	6.65	19.95	.00	<19.95>
020-0103-1-000000-5220-4401-4032	3,999.96	418.75	1,174.80	.00	2,825.06
020-0103-1-000000-5220-4401-4033	6,999.96	237.69	1,680.10	.00	5,319.86
020-0103-1-000000-5220-4401-4045	999.96	.00	.00	.00	999.96
020-0103-1-000000-5220-4401-4050	.00	16.91	16.91	.00	<16.91>
020-0103-1-000000-5220-4401-5110	.00	49.68	289.55	.00	<289.55>
020-0103-1-000000-5220-4401-5116	.00	180.38	299.28	52.93	<352.21>

Date	Amount	PO/REQ/Invoice	Vendor/Line Desc	Source/Category	Batch Name
07-SEP-2011	70.16	2669982 / 482038	GOVCONNECTION INC/	Payables / Purchase In	67850 Payables 31502710
20-SEP-2011	22.81	2677303 / 579590	TELROSE CORPORATION/	Payables / Purchase In	67850 Payables 31760470
20-SEP-2011	23.62	2677303 / 579590	TELROSE CORPORATION/	Payables / Purchase In	67850 Payables 31760470
24-SEP-2011	121.10	2680073 / 580203	TELROSE CORPORATION/	Payables / Purchase In	67898 Payables 31656444

## To Re-query

From the 'Transaction Summary by Period', you can change the balance type (i.e. Actual to Budget) and click on **[Re-Query]**. Similarly, from the 'Transaction Detail by Period' you can change either the period or the balance type or both and **[Re-Query]**.

## To Determine Who Entered a Transaction

From the Transaction Detail by Period window, click on the transaction and then click on **Help>Record History**.

*Some transactions are summarized; therefore Record History may not be available.*

## 'Reserved' Transactions

Transactions that have been 'reserved' but not yet posted will be listed with the word 'Reserved' in the date column.

## To Return from a Query

Click on **[Back]**

## To Begin a New Revenue/Expense Inquiry

Modify the parameter field(s) you would like to change (i.e. Period, CNAC, ORG, Fund, Program, CREF and/or Revenue/Expense Category). Click on **[View Balances]**.

## Account Inquiry Responsibility: GL Inquiry (Secured)

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An account inquiry allows you to view actual, budget, and encumbrance account balances for summary and detail accounts. You can also drill down to see the activity that comprises your detail account balances, including activity from Accounts Payables.

Select the **GL Inquiry (Secured)** responsibility. Double click on **Inquiry**; Click on **Account**; Click on **[Open]**

### Account Inquiry Window



### Selection Criteria Region

Field Name:	Action:
Accounting Periods	Defaults to Open Period. To change to another period, Click in the field and the List of Values (LOV) button [...] will appear. Select another accounting period.
Currency	Accept default.
Currency Type	Accept default.
Primary Balance Type Tab	Specify if you would like to see Actual, Budget or Encumbrance balances.  <i>Note: If you choose budget balances, specify Budget to use. If you choose encumbrances, enter an Encumbrance Type.</i>
Secondary Balance Type Tab	(Optional) Specify the secondary balance type if you want to compute variances.  <i>Note: The secondary balance type must be different than the primary balance type.</i>
Factor	Accept default or choose a factor.
Summary Template	(Optional) Click in field and the (LOV) button [...] will appear. Select a template.
Accounts	Click in Account field and the Find Account window will open. Enter an account number or range of account numbers.  <i>Note: If you enter a summary template, you can only query summary accounts associated with the template.</i>

Choose a button that applies to the account information you want view:

Select Show Balances to review balances for the current account based on your inquiry criteria.

Select Show Journal Details to see the journal entry activity for the current account based on your inquiry criteria.

Select Show Variances to see a variance calculation between the primary & secondary balance types you specified for the inquiry.

To include variances in your inquiry:

Choose Secondary Balance Type **[Tab]** in the center of the form and enter another balance type. Variances are calculated as follows:

$$\text{Variance} = \text{Primary Balance Type (-) Secondary Balance Type}$$

For example, to see how much you've budgeted but not spent for a specific object code; enter **Budget** for the primary balance type and **Actual** for the secondary balance type.

### To Review Journal Detail from Accounts Payable

1. After entering the Search Criteria, choose **Actual** for your Primary Balance Type, enter Summary Template and Account information, and click on **[Show Journal Details]**.
2. Select a 'Payables' transaction.
3. Click on the **[Drilldown]** button.

### To view payment information

While in the Payables Invoice Accounting window, click on the **[Show Transaction]** button. Then click on **[Payments]**.

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# Journal Inquiry Responsibility: GL Inquiry (Secured)

11/26/12

A journal inquiry will allow you to view all journal entry batches for actual, budgets, or encumbrances. A user can query on a variety of search criteria including the batch name, journal name, source, category, period, and posting status. Although the responsibility is secured, the form is unsecured – can see all accounts queried in journal.

Select **GL Inquiry (Secured)** responsibility. Double click on **Inquiry**; Double click on **Journal Find Journals window**

In the Find Journals window, click in the Batch field and type in a percent (%), a portion of the batch naming convention of the journal creator, and another percent %. e.g. **%1001.bam%**

*Note: You may narrow your query results by adding more search criteria. If you wanted to see only unposted journals, you would need to click in the Posting field and the List of Values (LOV) Button [\*\*\*] will appear. Select unposted. Add the period whenever possible.*

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

Click on **[Find]**

BEN Financials will return a list of journal batches that meet your selection criteria. Select a batch and click on **[Review Journal]** to see the transactions for the journal queried.

Line	Account	Debit (USD)	Credit (USD)	Description
10	870-8712-1-000000-5249-7450-0000		16.36	Reallocate supplies from 5249 to 5220
20	870-8712-1-000000-5220-7450-0000	16.36		Reallocate supplies from 5249 to 5220

## Querying within the Line Block

Rather than scrolling through all the journal lines to find a particular transaction, you can query on debit/credit amounts, account number, etc. To perform a search within the line block, place your cursor in the first line and click on **View>Find**.

Enter your search criteria and click on **[Find]**. Now your journal only reflects the lines which matched your criteria.

After you run a query, you can reopen the Find Journals window

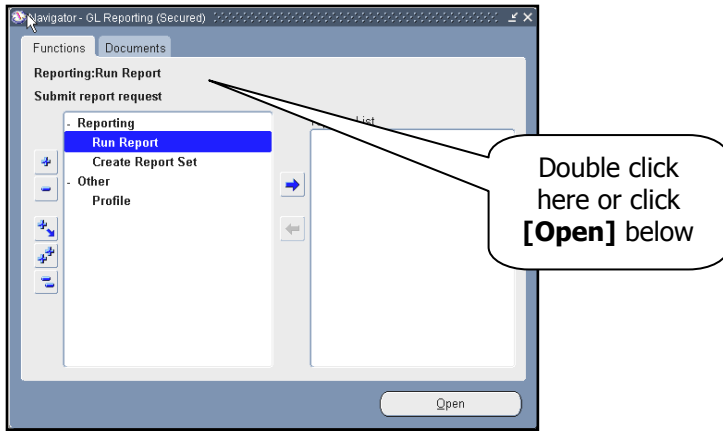
by selecting the **View>Find** from the menu or clicking on the search icon

Line	Account	Debit (USD)	Credit (USD)	Description
100	240-2483-1-000000-4399-6408-0000		10.00	NBA battle for i-95 reprint fee
110	240-2483-1-000000-4399-6408-2527		1,236.00	handling fees sep-11
200	240-2483-1-000000-1142-0000-0000	300.00		cash 08/31/11
210	240-2483-1-000000-1142-0000-0000	26.00		check 08/31/11
220	240-2483-1-000000-1142-0000-0000	332.00		checks 09/07/11
230	240-2483-1-000000-1142-0000-0000	16.00		cash 09/14/11
240	240-2483-1-000000-1142-0000-0000	4,638.00		cash 09/21/11 32320368
250	240-2483-1-000000-1142-0000-0000	699.00		cash 09/21/11 32320367

## Reporting (a.k.a. Submitting a Request) Responsibility: GL Reporting (Secured)

11/26/12

From the Navigator, double click on **Reporting**; Click on **Run Report**

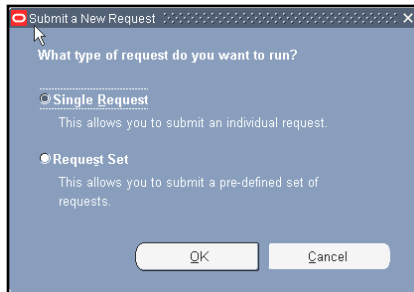


A pop-up box will appear. You have two options:

- Single Request
- Request Set

Click on **Single Request**

Click **[OK]**



**Submit Request Window**

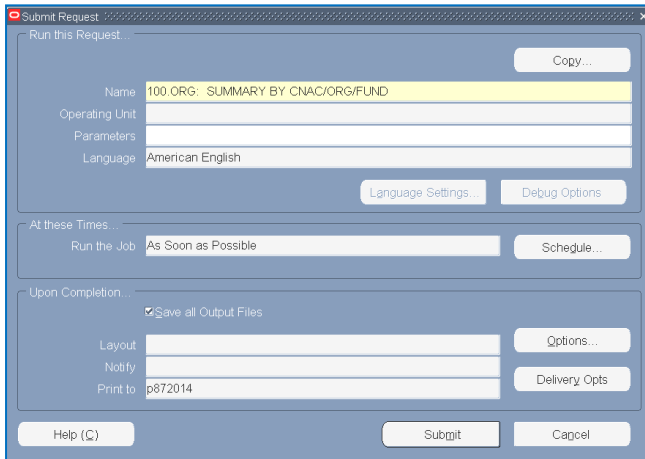
### Run this Request...

**Name** field – type in the report you want or click on the **List Of Values (LOV)** box [...]

The **Parameters** pop-box will open. Complete the requested parameters.

Use **[Copy...]** to take advantage of previously entered request submissions.

For more information regarding parameters go to:



<http://www.finance.upenn.edu/ben/benfin/documentation/reportdoc/guide6.shtml>

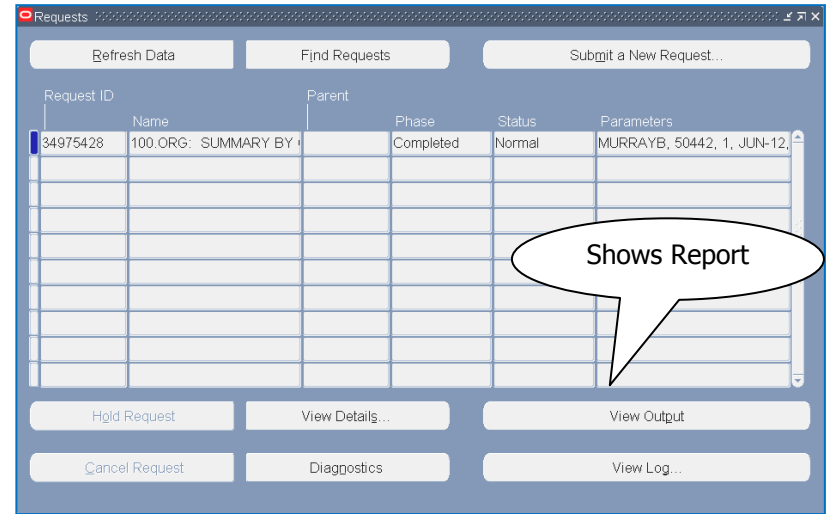
**At these Times...** field asks when you would like your report run. Click on **[Schedule]** to see options available.

**Upon Completion...** tells you where your report will print. Click on **[Options]** if you would like to send the report to another person.

Click on **[Submit]**

After submitting the request, the Request window opens

### Requests Window



### To Print Report

Select a completed request; **Tools>Reprint**; type in number of copies desired; select printer; click **[Ok]**

### Other Features

**[View Output]** shows the report online. Within this option you can search for certain pages.

**[Find request]** lets you find certain requests, whether in process or completed.

## Viewing Requests at Any Time

To find the status of a report at any time, in any Responsibility, click on **"View"** on the menu options at the top of the page. Go to **Requests**. The Requests option will always be available.

File Edit **View** Folder Tools Window Help



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



## Overview of BEN Reports

11/26/12

BEN Reports is a web-based application that displays summary and detailed financial information against the Data Warehouse as well as links to other University applications such as BEN Financials or Position Inventory.

Reports are organized in the following categories:

**Financial**  
**Salary Management**  
**Sponsored Programs**

### General Information

- Two-hour time limit on session. If time limit is reached, log on again.
- System is available the same hours as Data Warehouse. M- F 8 a.m.–8 p.m.

### Accessing Ben Reports

From your web browser, enter the following URL:

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

- Click on **BEN Reports**
- Enter your PennKey and Password \*
- Click on **[Logon Now]**

**Cancelling Reports?** Click **[Stop]** on browser  
**AND** call BEN Helps at 6-Help (215-746-4357)

*\*In order to access BEN Reports, you need to enter your PennKey ID and password. For information regarding a PennKey ID, please visit*

<http://www.upenn.edu/computing/pennkey/>

## Financial

Provides summary and detail information, including salary details for both fiscal and project year accounts.

From the BEN Reports web page, click on one of the following under Financials:

### Budget/Actual Variance Reports

Variance reports for fiscal based funds (General Operating and Service Centers) or sponsored project funds. Drill through RCM categories to GL detail or employee payment detail.

#### Fiscal funds

Displays basic operating budget, actual, encumbrance and budget balance available figures for a General Operating or Service Center fund within an organization and accounting period parameter.

Field:	Action:
Period	Enter the Period
Fund	Enter the Fund
ORG	Enter the ORG

Click on **[Run Report]**

Options:

- Review RCM Category, Operating Budget, Actual Month, Actual FYTD, BBA
- Drill down to RCM Row & detailed transactions
- Download full results to Excel
- Click on Report Definitions

#### Sponsored Project funds

Displays basic operating budget, actual, encumbrance and budget balance available figures for a Sponsored Project fund within a responsible organization and accounting period parameter.

Field:	Action:
Period	Enter the Period
Resp ORG	Enter the Resp ORG
Fund	Enter the Fund

Click on **[Run Report]**.

#### RCM Category Comparisons

Displays a chart of Budget Balance Available (BBA) totals for RCM categories for fiscal based funds (General Operating and Service Centers) or sponsored project funds.

#### Fiscal funds

Displays a chart of BBA totals for RCM categories within a COA ORG, Fund and accounting period parameter (General Operating and Service Center funds only).

Field:	Action:
Period	Enter the Period
ORG	Enter the ORG
Fund	Enter the Fund

Click on **[Run Chart]**

Options:

- View chart
- Drill down to RCM Row & detailed transactions
- Download full results to Excel
- Click on Report Definitions

#### Sponsored Project funds

Displays a chart of BBA totals for RCM categories within a Responsible ORG, Fund and accounting period parameter (Sponsored Project funds only).

Field:	Action:
Period	Enter the Period
Resp ORG	Enter the Resp ORG
Fund	Enter the Fund

Click on **[Run Chart]**

Options:

Options: Same as above with PYTD information

#### General Ledger Revenue/Expense Detail

View General Ledger Revenue Expense detail for a selected ORG and fund, sorted and sub-totaled by object code.

#### All funds

View General Ledger Revenue Expense detail for a selected ORG and fund.

Field:	Action:
Period	Enter the Period
Fund	Enter the Fund
ORG	Enter the ORG

Click on **[Run Report]**

Options:

Options: Same as above

### **Sponsored Project funds**

View General Ledger Revenue Expense detail for a selected Responsible ORG and Sponsored Project fund.

<b>Field:</b>	<b>Action:</b>
Period	Enter the Period
Resp ORG	Enter the Resp ORG
Fund	Enter the Fund
Click on <b>[Run Report]</b>	
Options:	Same as above

### **ISC Billing Detail**

Provides ISC Billing detail (Mainframe Chargeback, Networking & Telecommunications) for a selected ORG and invoice date range. You may also export the results to Excel.

<b>Field:</b>	<b>Action:</b>
From ORG	Enter the From ORG
To ORG	Enter the To ORG
From Invoice Date	Enter DD-MON-YY
Through Invoice Date	Enter DD-MON-YY
Click on <b>[Run Report]</b>	

## **Salary Management**

From the BEN Reports web page, click on one of the following under Salary Mgmt:

### **Employee Payments by Fund**

Displays a chart of total payments by fund for the parameter period for an account, home or responsible organization.

#### **Home ORG, Posted ORG or Responsible ORG**

<b>Field:</b>	<b>Action:</b>
Period	Enter the Period
Home Dept or	Enter the Home Dept ORG or
Account or Resp ORG	Account ORG or Resp ORG
Click on <b>[Run Chart]</b>	

### **Employee Payments by Individual**

View employee payment details for individuals w/i your organization, for selected time.

#### **Home ORG or Posted ORG**

<b>Field:</b>	<b>Action:</b>
Home ORG or	Enter the Home ORG or
Account ORG	Account ORG
Beginning Period	Enter the Beginning Period
Ending Period	Enter the Ending Period
Click on <b>[Run Report]</b>	

### **Position Inventory**

This page provides links to information about the new Position Inventory collection, including access to DWQ (Data Warehouse Query). Topics reviewed include:

- What is Position Inventory?
- Obtaining Access to Position Inventory
- Access DWQ,
- Running Position Inventory Reports in DWQ
- Support

## **Sponsored Programs**

From the BEN Reports web page, click one of the following under Salary Management:

### **Protocol Status Report**

Provides information regarding the status of a protocol to Principal Investigators (PI) and Business Administrators (BA).

When you click on **Protocol Status Report**, PIs will be taken to their own list of protocols. For BAs, a parameter screen will appear.

<b>Field:</b>	<b>Action:</b>
PI Name <b>OR</b>	Enter the PI Name <b>OR</b>
Sponsor Name	Enter the Sponsor Name
Click on <b>[Run Report]</b>	

### **GRAM - Grant Report and Management System**

Provides project year-to-date balances on active grants with links to supporting transactional and employee payment detail.

#### **Principal Investigators**

Principal Investigators may view summarized balances for all of their current grants on one screen, and then drill down to balances by category, and further into detail. Principal Investigators of program projects may view balances for the entire project, while those with sub-awards may view only their portion.

#### **Business Administrators**

Business administrators may select a Principal Investigator, and then view all current grants for that investigator. Expenditures are grouped into categories customarily used in reporting to project sponsors.

To access GRAM, click on the name listed under Sponsored Programs.

PIs will be taken directly to their current grants.

BAs will be taken to a list of PIs within their Resp ORG.

From here, you will be able to view the following categories:

- - Primary Awards – Other Award – Past Awards – Future Awards

In addition, within each award you will be able to drill down to the accounting activity. You will also be able to view wayward transactions that result from an inappropriate Org/Fund combination.

### **AIS Online**

View Account Information Sheet (AIS) online

<b>Field:</b>	<b>Action:</b>
Fund <b>OR</b>	Enter the Fund <b>OR</b>
PI	Enter the Principal Investigator <b>OR</b>
Institution Number	Enter the Institution Number

## **BEN Reports Documentation & Support**

### *Documentation*

<http://www.upenn.edu/computing/da/dw/benreports/guide.html>

### *Support*

**BEN Helps at 6-Help (215-746-4357)**