

ben financials

ben balances

Journal Entry – General User Guide











Document Last Updated June 30, 2016

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Objectives

Upon completion of this section, you will:

-  have an overview of BEN, BEN Financials and BEN Balances
-  know why the Journal Entry - General responsibility is necessary
-  understand the policies surrounding the Journal Entry - General process
-  learn how to access the Journal Entry – General responsibility
-  know how to enter a journal entry in BEN Financials for correcting an error, reallocating costs and transferring costs
-  know how to delete a saved or unsaved record
-  know how to query a journal entry from an inquiry or entry mode
-  know how to adjust Penn Purchasing Card transactions
-  know how to clear suspense transactions
-  know where to go for assistance when necessary

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 and BEN Deposits

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)

Purchasing Services Web Page

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

- Information about BEN Buys, the Commodity Matrix, Supplier information, etc.

Purchasing Forms

<http://www.purchasing.upenn.edu/forms/>

- Request to Add a New BEN Buys Supplier
- Request to Add a New BEN Buys Ship-To-Location
- Request for University Tax Exemption Certificate
- Request to Resend Approved Purchase Order to Supplier
- And more...

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 Web Page

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

- Web site to browse and search for possible solutions to your BEN Financials 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 60 days or more of attending a training course, you will be required to repeat the course to obtain access.**

Purpose of the Journal Entry - General Responsibility

- To create entries that adjust actual transactions as needed for transferring costs or correcting previous entries in BEN Financials
- Create transactions, i.e. service center billings

General Features

- Ability to query all journal entries in the Journal Entry – General responsibility
- Ability to check and reserve funds for on-line manual journal entry
- Ability to see results of funds checking, i.e., which account on the journal failed funds checking

What is Journal Entry – General Responsibility?

The Journal Entry – General responsibility allows users to enter journal entries on-line for the following:

- Transferring costs for intramural goods and services
- Making adjustments to previous transactions for non-sponsored project (5 fund) accounts
- Making cost sharing or transfer/share cost incurred for Grants and Contracts
- Perform billing functions

Transactions in BEN Financials


There are generally five sources of transactions within BEN Financials

- Organization initiated
 - On-line journal entries
- BEN Financials modules
 - Purchasing
 - Accounts Payable
 - Assets
- Feeder systems
 - Salary Management
 - University Services, etc.
- System generated
 - Mass allocations
- Custom Processes
 - Revenue Reclass
 - Grant and contract revenue recognition

Every transaction will create a journal entry within BEN Balances

- Budget modification creates a budget journal entry
- Purchasing and Accounts Payable funds reservation creates/relieves an encumbrance journal entry
- Accounts Payable invoice processing creates a journal entry for actual expenses
- Feeder system uploads (Mail Services, Penn Purchasing Card) to BEN Balances create a journal entry
- On-line transactions create a journal entry directly into BEN Balances

Posting

- Posting is the process of updating account balances
 - Posting of journals is the responsibility of the Office of the Comptroller
 - Most journals post automatically every night, except
 - Manual Encumbrance
 - Reversing entries
 - Penn Purchasing Card
 - Journal entries w/Control Total violations
-  *Journal entries cannot be changed once they have been posted (e.g., Manual On-line & Penn Purchasing Card)*

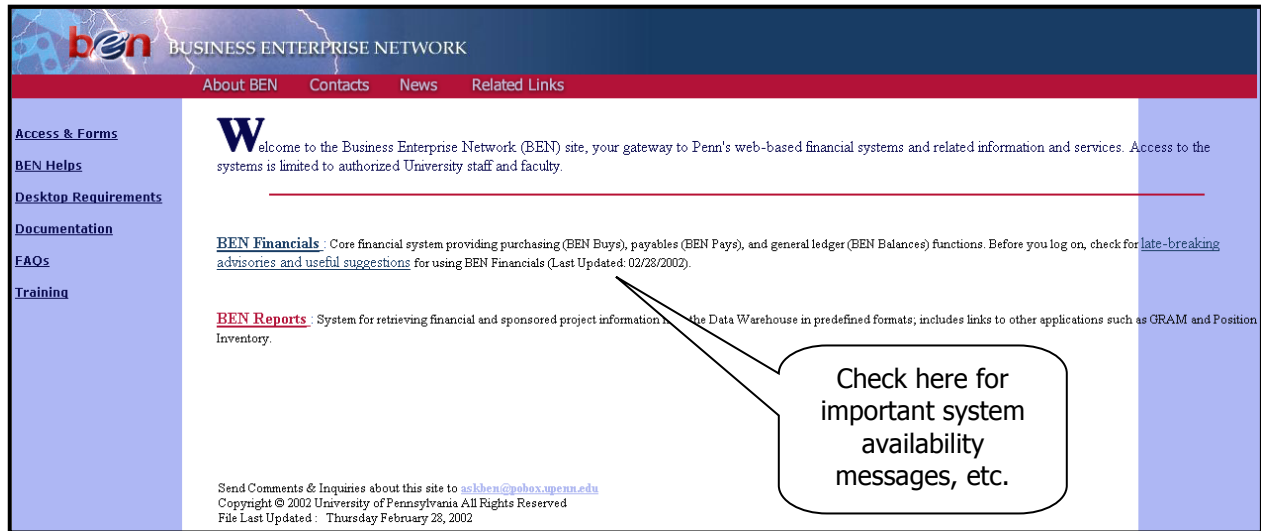
Logging on to BEN Financials

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

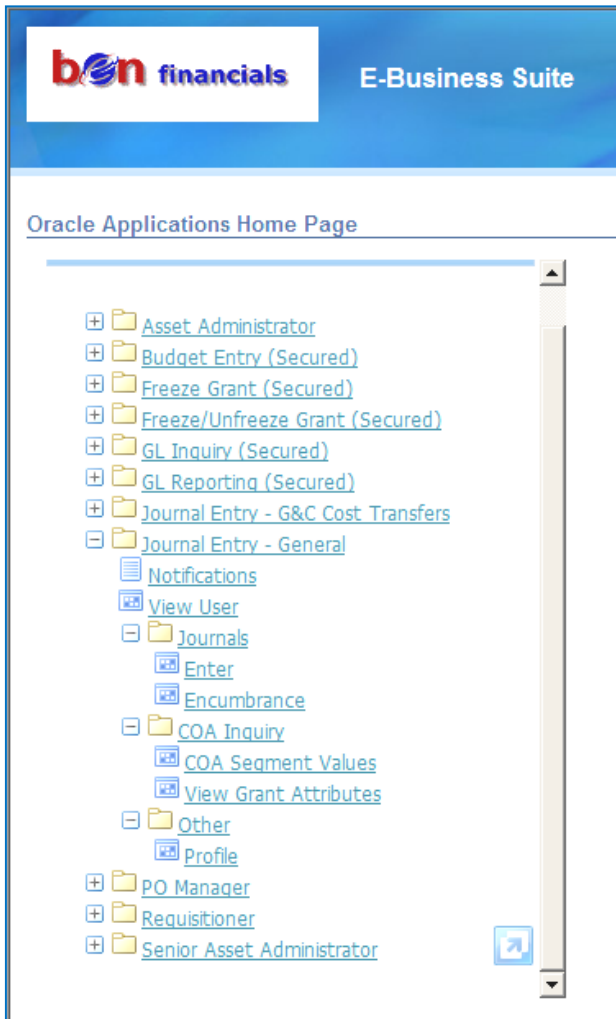


- Click on **BEN Financials**




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

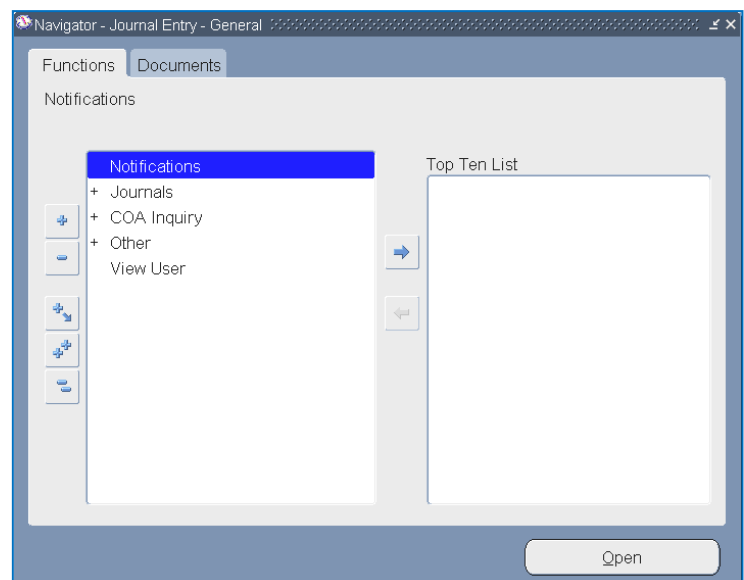
BEN Financials Homepage



- Select the desired Responsibility, in this case **Journal Entry – General**

 *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*



Entering a Manual Journal

- Click on the **Journal>Enter** navigation path

Find Journals Window

Find Journals

Batch

Journal

Ledger

Source

Category

Period

Currency

Status

Posting

Funds

Control Total

Batch

Journal

More

Clear New Batch New Journal Find

From here, you can either query an existing journal OR enter a 'New Journal'.

- Click on **[New Journal]**

Entering a Manual Journal (continued)

Lines Tab

Batch Name
When entering queries be sure to use '%' (wildcards)

Journal 8712.bam.10/22/12.01
Description No show fee - Hugh Jackman
Ledger Penn General Ledger
Period OCT-12
Balance Type Actual
Clearing Company
Category 01 Intra Gds/Svcs
Effective Date 22-OCT-2012
Budget
Tax Not Required
Control Total 500.00

Conversion
Currency USD
Date 22-OCT-2012
Type User
Rate 1

Reverse
Date
Period
Method Switch Dr/Cr
Status Not Reversed

Lines [6.1]

Line	Account	Debit (USD)	Credit (USD)	Description
10	020-0103-1-000000-5304-4401-0000	500.00		No show fee - Hugh Jackman
20	870-8712-1-000000-5500-7450-0000		500.00	No show fee - Hugh Jackman
		500.00	500.00	

Context Box

Descriptive Flexfield
– see **Journal Categories** section

To delete an **'unsaved'** line
Click on
Edit>Clear>Record or
To delete a **'saved'** line
Click on
Edit>Delete

Tax Approve Line Drilldown... T Accounts...
 Check Funds Reserve Funds View Results Change Period... Change Currency...

Journals (BEN Financials) Form by Field

Use [Tab], [Enter] or click into the appropriate fields to enter required data.

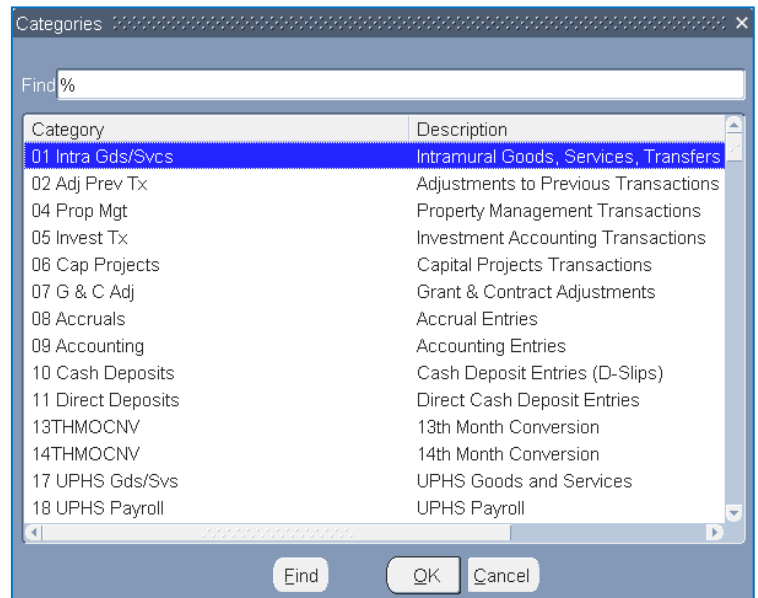
- **Journal name** - enter the journal name using Penn's format as follows:
 - ORG (4 digits)
 - Preparer's initials (3 characters)
 - Date (MM/DD/YY)
 - Journal number (2 digits) e.g., 01, 02, 03 created for the day
- **Description** - the description here will default to each line of the journal entry but can be changed line by line if needed. If creating a journal for an adjustment to a previous transaction the nature of the original transaction should be reflected in the description – "Adj. OBJ codes PO 123456 beakers from Fisher", "Fund 512345 frozen correct suspense", etc.
- **Ledger** – Defaults to Penn General Ledger
- **Period** - will default to the current open accounting period
 - There is only one period open except when both ADJ-YY and JUL-YY are open
 - To select another 'open' period, click on the List of Values (LOV) icon [...]
- **Balance Type** - defaults to Actual
- **Clearing Company** - not used at Penn

Entering a Manual Journal (continued)

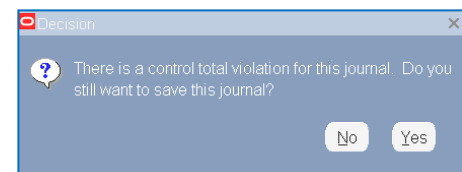
- **Category** - select by clicking on the LOV icon [...] →

Go to the section titled **Journal Categories** for a complete listing including screen captures.

- **Effective Date** - Today's date
- **Budget** - remains blank
- **Tax** - Not required
- **Control Total** - Penn policy requires the use of the Control Total
 - The debit side of the journal is compared to the control total. The Journal batch will not post until the control total matches the debits.

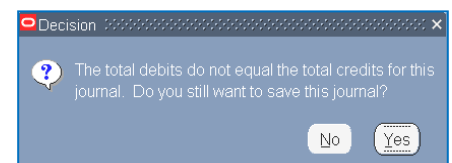


☞ To prevent a Manual Journal from posting, make the control total a different amount than the debit lines in the journal. When you save the journal say "yes" to the warning message when it appears. →



- **Conversion** block - **Currency** will default to USD. Other fields cannot be changed.
- **Status** block - fields will display defaulted information
- **Reverse** block - only completed when you want to reverse a 'posted' journal
- [] **Descriptive Flexfield** - complete the appropriate information based on the 'Category' selected
- **Line number** - University convention is to start with line number 10; each line thereafter will increment by 10
- **Account Number** - click on the **LOV icon** [...] or **[Ctrl]+L** to bring up the Accounting Flexfield; enter the account number; click **[OK]**
- Enter **Debit** or **Credit** amount
- Complete Journal Lines as described above until Debits/Credits equal the Control Total
 - Journal Lines (including the Context Box) can be copied down
 - Click **Edit>Duplicate>Record Above** or **[Shift] F6**
 - Remember to change the **Account Number** in copied line

☞ If the debit and credit amount on the journal do not agree, this message will pop-up when you save the journal. →



- Modify the line description if additional data is required

• Entering a Manual Journal (continued)

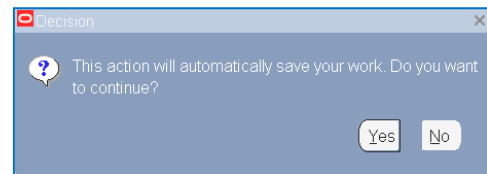
- Tab to the **Context Box**

Go to the section titled **Journal Categories** for complete listing including screen captures.

- Click on the **LOV icon** [...] or **[Ctrl] L** to open the Context Find window, if required
- Select the Context and click **[OK]**, if required
- Click **[OK]** to complete next line of journal
- ☞ Click **Edit>Duplicate>Record Above** or **[Shift] F6** to copy full journal line including the context box
- Complete the Journal Lines as described above until Debits/Credits equal the Control Total

- Click on **[Check Funds]**

- The message to the right will appear which will save your work (if you haven't done so already)
- Click **[Yes]**

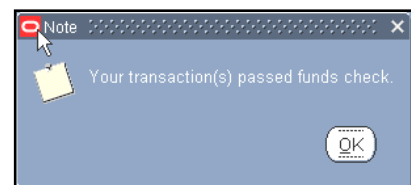


- Pop-up box tells you "Your transaction passed funds check"

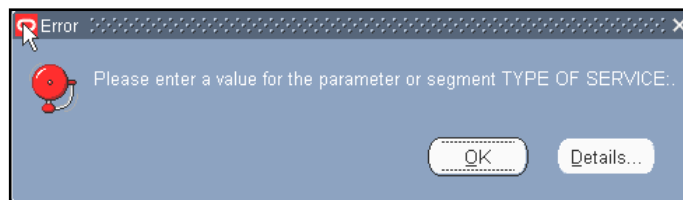
- Click **[OK]**

☞ Penn policy states that if you do not pass funds checking

- Use a different and allowable account number
- Do not execute the transaction



☞ If you did not complete the [] Descriptive Flexfield information required, this message will pop-up when you go to save your journal.

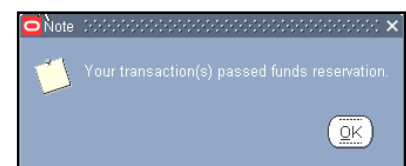


- Click on **[Reserve Funds]**

- Pop-up box tells you "Your transaction passed funds reservation"
- Click **[OK]**

☞ Once funds are reserved, you cannot change the journal entry

- You must click on **[Unreserve Funds]** to make modifications to the 'unposted' journal
- Important Note: Not reserving a journal will not prevent it from posting



Entering a Manual Journal (continued)

Other Information Tab

Journals (Penn General Ledger) - 8712 bam.10/22/12.01 22-OCT-2012 09:57:59

Journal	8712 bam.10/22/12.01			Conversion	Currency	USD	Reverse	Date	
Description	No show fee - Hugh Jackman			Date	22-OCT-2012	Type	User	Period	
Ledger	Penn General Ledger	Category	01 Intra Gds/Svcs	Rate	1	Method	Switch Dr/Cr	Status	Not Reversed
Period	OCT-12	Effective Date	22-OCT-2012						
Balance Type	Actual	Budget							
Clearing Company		Tax	Not Required						
Control Total			500.00	[6.1]					

Lines | Other Information

Status

Posting: Unposted

Funds: Passed

Approval: N/A

Source: Manual

Reference:

Reference Date:

Reconciliation Reference:

Accounting Sequencing

Number:

Sequence Name:

Reporting Sequencing

Number:

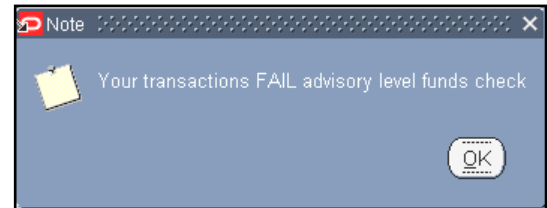
Sequence Name:

- **Status** block – fields will display defaulted information
 - Posting – either Unposted or Posted
 - Funds – either Passed or Failed
 - Approval – N/A
- **Source** - Manual
- **Reference** - not used at Penn
- **Reference Date** – not used at Penn
- **Reconciliation Reference** – not used at Penn
- **Accounting Sequencing block** – not used at Penn
- **Reporting Sequencing block** – not used at Penn

Entering a Manual Journal (continued)

Fail Funds Checking – Which Account?

- To determine which account failed funds checking within your journal entry, click on **[View Results]**



Budgetary Control Results

ben financials Budgetary Control Results User Preferences Close Window

Budgetary Control Results

Ledger: Penn General Ledger
 Order By: Account Combination
 Templates: Federal Budgetary Control Results Template
 View Report Export

Currency: USD
 Funds Result Status: All
 Report Format: HTML

Document Reference: 8712.bam.10/22/12.01
 Document Status: Approved

Application	General Ledger	Budget Level	Supplier	Site	Result Status	Result Message	Previous Funds Available	Base Amount	Current Funds Available	Amount Type	Boundary	Treasury Account Symbol
T-0103-A-000000-TEXP-T-T					Approved	This transaction fails budgetary control in advisory mode	5u059u990n68	5u000u000u000n00	4u994u940u009n32	YTD	Year	
020-0103-1-000000-5304-4401-0000					Approved	This detail account causes a summary account to fail budgetary control in		5u000u000u000n00				

User Preferences Close Window

- Review the Result Message to see which account 'failed' the advisory level funds check
- If the account combination fails funds checking, the message will read 'This detail account causes a summary account to fail budgetary control in advisory mode'

REMINDER - Penn policy states that if you do not pass funds checking

- Use a different and allowable account number
- Do not execute the transaction

Entering a Manual Journal (continued)

Journal Categories

One of the following categories is to be used when creating a journal entry from the Journal Entry – General responsibility:

- Category 01 – Intramural Goods/Services
- Category 02 – Adjust a Previous Transaction
- Category 07 – Grant and Contract Adjustment
- Category 17 – UPHS Goods/Services
- Category 18 – UPHS Payroll

See the following pages for a full example of each category.

The screenshot shows the 'Journals (Penn General Ledger)' window. The 'Category' field is highlighted with a red circle. A red arrow points from this circle to a 'Categories' dialog box. The dialog box contains a list of categories with '01 Intra Gds/Svcs' selected. The list includes categories 01 through 20 with their corresponding descriptions.

Category	Description
01 Intra Gds/Svcs	Intramural Goods, Services, Transf
02 Adj Prev Tx	Adjustments to Previous Transaction
04 Prop Mgt	Property Management Transactions
05 Invest Tx	Investment Accounting Transaction
06 Cap Projects	Capital Projects Transactions
07 G & C Adj	Grant & Contract Adjustments
08 Accruals	Accrual Entries
09 Accounting	Accounting Entries
10 Cash Deposits	Cash Deposit Entries (D-Slips)
11 Direct Deposits	Direct Cash Deposit Entries
13THMOCNV	13th Month Conversion
14THMOCNV	14th Month Conversion
17 UPHS Gds/Svs	UPHS Goods and Services
18 UPHS Payroll	UPHS Payroll
20 Budget New Account	Budget New Account

Important Note: To transfer a cost or correct a previous transaction for Grants and Contract (non-sponsored projects or 5 Funds) use the Journal Entry – G&C Cost Transfers Responsibility. Go to http://www.finance.upenn.edu/ftd/documentation/Grant_and_Contract_Cost_Transfers_Application_Training.pdf for instructions on how to enter these transactions.

Entering a Manual Journal (continued)

Journal Categories (continued)

Category: 01 – Intra Gds/Svs

Defined Usage

- Use for intramural services, service center activity, and transfers between centers.

Journal Header Descriptive Flexfield

- Type of Service: Required
- Description: Required
- Date Rendered: Required
- Cost Basis: Required
- Additional Comments: Not Required

Journal Line Context Box

- Not Used

Journals (Penn General Ledger) - 8712.bam.10/22/12 22-OCT-2012 11:42:48

Journal: 8712.bam.10/22/12
 Description: Chg. for Training
 Ledger: Penn General Ledger
 Period: OCT-12
 Balance Type: Actual
 Clearing Company:
 Conversion: USD
 Date: 22-OCT-2012
 Type: User
 Rate: 1
 Reverse: Not Reversed
 Category: 01 Intra Gds/Svs
 Effective Date: 22-OCT-2012
 Budget:
 Tax: Not Required

Journal Entries - Context: 6 - 01 Intra Gds/Svs

TYPE OF SERVICE:
 DESCRIPTION:
 DATE RENDERED:
 COST BASIS:
 ADDITIONAL COMMENTS:
 OK Cancel Clear Help

TYPE OF SERVICE:
 Find %
 TYPE OF SERVICE: Description
 Service Center Activity
 Transfers Between Centers
 Intramural Services
 HUP/CUP Services
 *** DO NOT USE ***; Use Category 17 UPHS Gds/Svs
 Find OK Cancel

Entering a Manual Journal (continued)

Journal Categories (continued)

Category: 02 – Adj Prev Tx

Defined Usage

- Use for correction of a previous transaction or clearing suspense.

Journal Header Descriptive Flexfield

- Type of Adjustment: Required
- Reason for Adjustment: Required
- Additional Comments: Not Required

Journals (Penn General Ledger) - 8712.bam.10/22/12 22-OCT-2012 11:42:48

Journal: 8712.bam.10/22/12
 Description: Corr an Error
 Ledger: Penn General Ledger
 Period: OCT-12
 Balance Type: Actual
 Clearing Company:
 Conversion: Currency: USD, Date: 22-OCT-2012, Type: User, Rate:
 Reverse: Date:
 Period:
 Method: Switch Dr/Cr
 Status: Not Reversed

Category: 02 Adj Prev Tx
 Effective Date: 22-OCT-2012
 Budget:
 Tax: Not Required
 Control Total:
 Lines: Other Information

Line	Account	Debit (USD)	Credit (USD)	Description

Journals - Journal Entries

Context: 02 Adj Prev Tx

TYPE OF ADJUSTMENT:
 REASON FOR ADJUSTMENT:
 ADDITIONAL COMMENTS:
 OK Cancel Clear Help

TYPE OF ADJUSTMENT:
 Find %
 TYPE OF ADJUSTMENT: Description
 Clearing Suspense Transactions
 Correction of Previous Trans
 Distribute Unidentifd Receipt
 Transfer/Share Cost Incurred
 Find OK Cancel

Journal Header Context Box

- Original Batch Name: Required
- Original Trans Date: Required
- Lawson AU – UPHS COA: Not Required

Enter Journals: Lines

Context: 02 Adj Prev Tx

ORIGINAL BATCH NAME:
 ORIGINAL TRANS DATE:
 Lawson AU - UPHS COA:
 OK Cancel Clear Help

Entering a Manual Journal (continued)

Journal Categories (continued)

Category: 07 – G & C Adj

Defined Usage

- Use for cost sharing, grant closeouts, and ORS adjustments.

Journal Header Descriptive Flexfield

- Type of Adjustment: Required
- Reason for Adjustment: Required
- Reason for Delay: Not Required
- Additional Comments: Not Required

Journal Line Context Box

- Not Used

Journals (Penn General Ledger) - 8712 bam.10/22/12 22-OCT-2012 11:42:48

Journal: 8712 bam.10/22/12
 Description: G & C Adjustment
 Ledger: Penn General Ledger
 Period: OCT-12
 Balance Type: Actual
 Clearing Company:
 Category: 07 G & C Adj
 Effective Date: 22-OCT-2012
 Budget:
 Tax: Not Required
 Control Total:
 Conversion: Currency: USD
 Date: 22-OCT-2012
 Type: User
 Rate: 1
 Reverse: Date:
 Period:
 Method: Switch Dr/Cr
 Status: Not Reversed

Lines: Other Information

Line: Account

Journals - Journal Entries

Context: 11 07 G & C ADJ

TYPE OF ADJUSTMENT:
 REASON FOR ADJUSTMENT:
 REASON FOR DAY DELAY:
 ADDITIONAL COMMENTS:
 OK Cancel Clear Help

TYPE OF ADJUSTMENT: Find %

TYPE OF ADJUSTMENT:	Description
Cost Sharing	
Transfer/Share Cost Incurred	
Grant Close-Outs	
Correction of Previous Trans	

***** DO NOT USE *****

End OK Cancel

Line Drilldown... T Accounts...
 Change Period... Change Currency...

Important Note: To transfer a cost or correct a previous transaction for Grants and Contract (non-sponsored projects or 5 Funds) use the Journal Entry – G&C Cost Transfers Responsibility. Go to http://www.finance.upenn.edu/ftd/documentation/Grant_and_Contract_Cost_Transfers_Application_Training.pdf for instructions on how to enter these transactions.

Entering a Manual Journal (continued)

Journal Categories (continued)

Category: 17 – UPHS Gds/Svs

Defined Usage

- Original billing of UPHS Goods/Services only

Journal Header Descriptive Flexfield

- Description: Required
- Date Rendered: Required
- Cost Basis: Required
- Additional Comments: Not Required

Journals (Penn General Ledger) - 8712.bam.10/22/12 22-OCT-2012 11:42:48

Journal: 8712.bam.10/22/12
 Description: UPHS Charge
 Ledger: Penn General Ledger
 Period: OCT-12
 Balance Type: Actual
 Clearing Company:
 Conversion: Currency: USD, Date: 22-OCT-2012, Type: User, Rate: 1
 Reverse: Date: , Period: , Method: Switch Dr/Cr, Status: Not Reversed
 Category: 17 UPHS Gds/Svs
 Effective Date: 22-OCT-2012
 Budget:
 Tax: Not Required
 Control Total:
 Lines: Other Information
 Line: Account:
 Journal Entries: Context: 65, 17 UPHS Gds/Svs
 DESCRIPTION:
 DATE RENDERED:
 COST BASIS:
 ADDITIONAL COMMENTS:
 OK Cancel Clear Help
 Acct Desc:
 Tax Approve Line Drilldown... T Accounts...
 Check Funds Reserve Funds View Results Change Period Change Currency...

Journal Line Context Box

- Lawson AU – UPHS COA: Required

Enter Journals: Lines

Context: 17 UPHS Gds/Svs
 Lawson AU - UPHS COA:
 OK Cancel Clear Help

Entering a Manual Journal (continued)

Journal Categories (continued)

Category: 18 – UPHS Payroll

Defined Usage

- Use to reimburse UPHS for academic/research done for UPENN by UPHS employees paid on UPHS payroll (object codes 5140 and 5192).

Journal Header Descriptive Flexfield

- Not Used

Journals (Penn General Ledger) - 8712.bam.10/22/12 22-OCT-2012 11:42:48

Journal: 8712.bam.10/22/12
 Description: UPHS Payroll
 Ledger: Penn General Ledger
 Period: OCT-12
 Balance Type: Actual
 Clearing Company:
 Category: 18 UPHS Payroll
 Effective Date: 22-OCT-2012
 Budget:
 Tax: Not Required
 Control Total:
 Conversion: Currency: USD, Date: 22-OCT-2012, Type: User, Rate:
 Reverse: Date: , Period: , Method: Switch Dr/Cr, Status: Not Reversed

Lines | Other Information

Line	Account	Debit (USD)

Acct Desc:
 Tax:
 Approve:
 Check Funds:
 Reserve Funds:
 View Results:
 Line Drilldown...:
 T Accounts...:
 Change Period...:
 Change Currency...:

Journal Line Context Box

- Pay Period End Date: Required
- Lawson AU – UPHS COA: Required

Enter Journals: Lines

Context: 18 UPHS Payroll

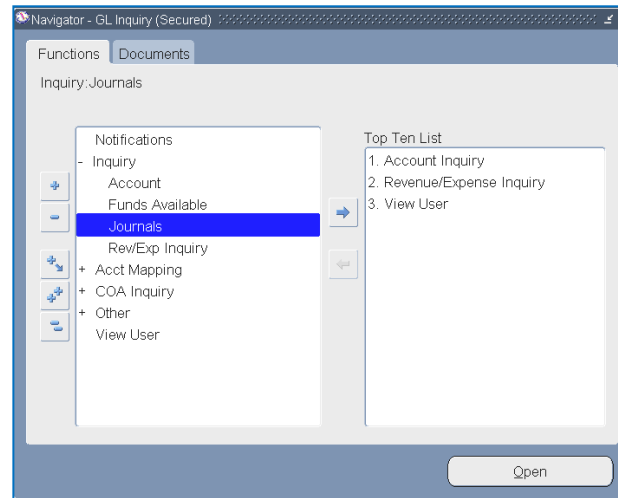
Pay Period End Date:
 Lawson AU - UPHS COA:
 OK Cancel Clear Help

GL Inquiry - Journals

Perform a journal inquiry to view all journal entry batches for actual, budgets, or encumbrances in BEN Balances. A user can query from a variety of search criteria including the batch name, journal name, source, category, period and/or posting status.

From the GL Inquiry (Secured) responsibility

- Click on the **Inquiry>Journals** navigation path. Click on **[Open]** or **double click** on the path's end.



- When you first navigate to the Journal Entry Inquiry window, the Find Journals window appears automatically. After you run the query, you can reopen the Find Journals window by selecting View>Find from the menu or the flashlight from the Toolbar.

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

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

- Click on **[Find]**

GL Inquiry – Journals (continued)

Querying in the Line Block

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

Journals (Penn General Ledger) - 2400.lwb.09/30/11.02 30-SEP-2011 14:18:39

Journal	2400.lwb.09/30/11.02		Conversion	Currency	USD	Reverse	Date	
Description	sep-11 ticket office bank deposits			Date	30-SEP-2011		Period	
Ledger	Penn General Ledger	Category	01 Intra Gds/Svcs	Type	User		Method	Switch Dr/Cr
Period	SEP-11	Effective Date	30-SEP-2011	Rate	1		Status	Not Reversed
Balance Type	Actual	Budget						
Clearing Company		Tax	Not Required					
		Control Total	289,500.00					

[6.1]

Lines | Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
10	240-2413-1-000000-2515-6413-0000		30,241.20	football ticket sales sep-11
20	240-2413-1-000000-4399-6413-0000		3,075.00	football parking sep-11
30	240-2413-1-000000-4399-6413-0000		495.00	football ticket sales away sep-11
40	240-2413-1-000000-4920-6413-3007		699.00	program sales lafayette vs penn
50	240-2413-1-000000-5500-6413-0000		8,300.00	football i/e ticket sales sep-11
60	240-2418-1-000000-2515-6418-0000		27,148.80	m basketball ticket sales sep-11
70	240-2429-1-012401-4399-6429-2436		75.00	penn pals sep-11
80	240-2481-1-012401-4399-6408-2438		209,855.00	NBA battle for i-95
		289,500.00	289,500.00	

Acct Desc DIA/UR-OTHER EVENT MGM-Y-DIA AAG FUND-OTHER S/SERV-ATH EVENT MGMT-TEAM MELO

Line Drilldown... T Accounts...

- Position cursor on Line 1; Click on **View>Find** or the flashlight icon

Find Lines

Line Numbers

From

To

Entered Amounts

Debit

Credit

Accounts

From

To

Description

Clear Find

GL Inquiry – Journals (continued)

Querying in the Line Block (continued)

- Enter a search criteria
 - For example, click in the Accounts From field; enter a segment; click **[OK]**

The image shows two overlapping windows. The 'Find Lines' window on the left has fields for 'Line Numbers' (From, To), 'Accounts' (From, To), and 'Description'. The 'Penn Accounting Flexfield' window on the right has fields for 'Low' and 'High' values for 'CNAC', 'ORG' (with '2483' entered in both), 'BUDGET CHK', 'FUND', 'OBJECT', 'PROGRAM', and 'CENTER REF'. At the bottom are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

- Click on **[Find]** to see the results of your query within the line block

The image shows the 'Journals (Penn General Ledger)' window. At the top, it displays journal details: Journal 2400.lwb.09/30/11.02, Description 'sep-11 ticket office bank deposits', Ledger 'Penn General Ledger', Category '01 Intra Gds/Svcs', Period 'SEP-11', Effective Date '30-SEP-2011', Balance Type 'Actual', Budget, Tax 'Not Required', and Control Total '289,500.00'. Below this is a table of journal lines. A black circle highlights the first line (Line 100) in the 'Lines' tab.

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		cheks 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
		289,500.00	289,500.00	

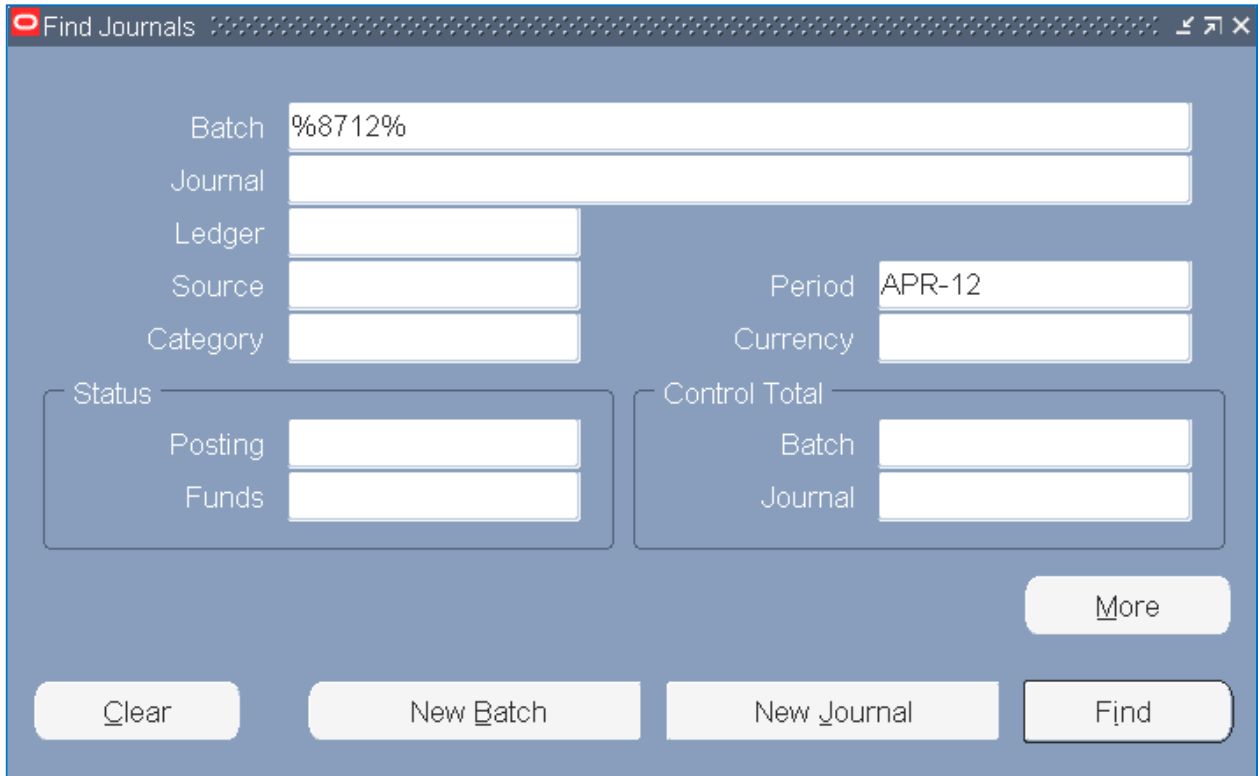
At the bottom, the 'Acct Desc' field shows 'DIAUR-TICKET OFFICE-Y-GENERAL UNRESTR-OTHER S/SERV-ATH EVENT MGMT-UNDEFINED'. There are buttons for 'Line Drilldown...' and 'T Accounts...'.

Querying from the Journal Entry Responsibility

☞ Recommended for Unposted Penn Purchasing Card and Manual Journal Entries only

The Journal Entry – General Responsibility is an unsecured responsibility. When you query a journal entry, all transactions (posted and unposted) are available to query. Be sure to make your query specific enough to retrieve only the transactions needed for adjustment.

☞ Use of unsecured responsibilities is a privilege which can be revoked. Be sure not to change anyone else's journal entry without their permission to do so.



When you first select Journal Entry – General Responsibility the **Find Journals** window appears.

☞ After you run the query, you can reopen the Find Journals window by selecting View > Find from the menu or the flashlight from the Toolbar

- Enter query parameters to find the batch or journal you want to review

☞ Be sure to use % wildcard – system adds time and date information at the end of the University's naming convention for manual journal entries and batch names

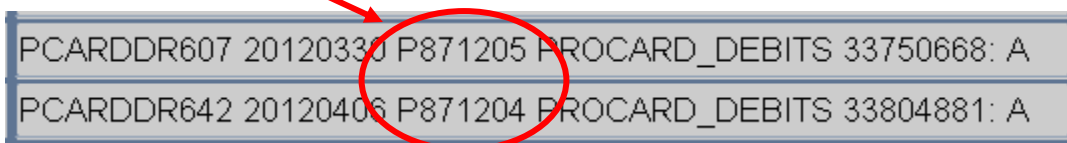
☞ Click on [More] to see additional fields that you can use to refine your query. To hide these extra fields, click on [Less]

- Once you've entered all of your query parameters, click on **[Find]** to run the query

Redistribution of Penn Purchasing Card Transactions

Penn Purchasing Card transactions are examples of journal entries for which costs may need to be redistributed. Most journal entries, except Penn Purchasing Card, are posted nightly. Penn Purchasing Card entries remain 'unposted' for five days (Monday to Friday) to allow for modifications. The Journal Entry - General responsibility is used to redistribute costs for source system journal entries containing default account information.

- Select the **Journal Entry – General** responsibility
- Navigate to **Journals>Enter**
- Enter the search criteria on the **Find Journals** window
 - Use wildcards (%) before and after the 6-digit Penn Purchasing Card ID number in the Batch field, e.g. %Pxxxxnn%, where xxxx is the ORG number and nn is the two-digit cardholder number



PCARDDR607 20120330	P871205	PROCARD_DEBITS 33750668: A
PCARDDR642 20120406	P871204	PROCARD_DEBITS 33804881: A

- Use U% or Unposted as the parameter in the Status Posting field
- Click on **[Find]** to execute query
- Click **[Review Journal]** to open journal
- Enter **Control Total** for journal
- Make changes to journal lines as needed
- Click on **[Check Funds]**
 - ☞ *Reminder: Do not continue with transaction if you do not pass funds checking*
- Click on **[Reserve Funds]**. Pop-up box tells you 'Your transaction passed funds reservation'.
- Click **[OK]**

Suspense Transactions

Suspense account entries result when a transaction, originating from a system outside of BEN Financials and transferred to BEN Financials via a feeder file, contains an account error. Account errors can result from an invalid mapping of the legacy account to the related BEN Financials account; or when a specific segment value is invalid, expired, or disabled; or when the BEN Financials account format is invalid; or when the BEN Financials account violates internal account mapping logic.

On-line entry of transactions (i.e. Manual Journal Entries, Purchase Orders) will not generate suspense transactions because all entries are validated at the time of entry or save process. However, when an unbalanced on-line journal is submitted for posting, BEN Financials will post the offset to OBJECT = 9500 and ORG = 0000. Sometimes this occurs when a user has not completed the journal and forgets to enter an amount in the Control Total to prevent it from posting that night.

There are two types of suspense transactions:

Source

Source Suspense transactions are transactions that are programmed to return to the source department responsible for the feeder. Since the CNAC will not be the same as the original transaction, end users will not be able to view or report on these transactions. Only a few feeder systems are programmed in this manner: Gifts, BRS and PROCARD. The OBJECT code corresponds to the suspense object specific to the feeder. ORG will always be equal to SUSP. The account which failed appears on the Description line of the journal entry.

A transaction from any other feeder can also be returned to the source department if the ORG in the account cannot be determined either because the old account number mapping is incorrect or is missing from the mapping tables, or because the BEN Financials account contains an invalid ORG value.

Organization

Organization Suspense accounts are transactions that contain invalid, expired, or disabled segment values in the account. The transaction then is returned to the CNAC and ORG from the original account. The OBJECT code corresponds to the suspense OBJECT code specific to the feeder. PROGRAM and CREF always are set to "0000". The account which failed appears on the Description line of the journal entry.

☞ It is the responsibility of each organization to monitor the suspense transactions posted to their respective ORG. All transactions, except payroll, bursar, and gift transactions, can be corrected in BEN Financials, with an online journal entry. Payroll transactions must be corrected in Salary Management; bursar transactions should be corrected in the SAM system; and gift transactions must be corrected in the Gift System.

To monitor the transactions posted during the month to suspense accounts, the user must first

- **Locate the suspense accounts**
- **Identify the specific transaction**
- **Correct the transaction posted to the suspense account**

Suspense Object Codes

Source Suspense

Below is how the transaction will look to the **source** system or feeder:

CNAC	ORG	BC	FUND	OBJECT	PROGRAM	CREF
###	SUSP	1	000000	94##/95##	0000	0000

Below is how the transactions will look to the **organization** reviewing the suspense account.

The transaction must be reversed from suspense using the exact account charged/credited to suspense, i.e. Program 0000; CREF 0000

Organization Suspense

CNAC	ORG	BC	FUND	OBJECT	PROGRAM	CREF
###	####	1	000000	9404/95##	0000	0000

9404	Cashier's Office	9532	LRSB
9500	Default	9533	Physics
9501	Payroll [50xx-51xx]	9534	HR Post Doc
9502	Telecommunications [5261-5263]	9535	Internal Mail Services: UPS (5274)
9505	UMIS [5310]	9536	DNA Sequence
9506	DCCS [5309]	9537	Translational Core Lab
9507	Archives [5330]	9538	Vector Core
9508	Publications [5265]	9539	Chemistry
9509	Physical Plant [5407]	9540	Medical Computing
9510	Residential Maintenance [5407]	9541	Radiation Safety
9511	Bookstore	9542	AFSA
9512	Procard (Penn Purchasing Card)	9543	Medical Copy Center
9513	Internal Mail Services: Bulk Mail [5274]	9544	Gene Therapy
9514	Internal Mail Services: Bulk Labor [5274]	9545	Credit Card Cr/Dr
9515	Internal Mail Services: Mail Labor [5274]	9546	Med IDS Service
9516	Internal Mail Services: Daily Postage [5274]	9547	Pathology
9517	Internal Mail Services: Postage Due [5274]	9548	Fleet Card
9518	Internal Mail Services: Fed Express Domestic [5274]	9549	SCXC Stem Cell Xenograft Core
9519	Internal Mail Services: Fed Express Internat'l [5274]	9550	SOM Tech Services
9520	Internal Mail Services: International Mail [5274]	9552	Radiology
9521	Internal Mail Services: DHL [5274]	9553	GTP Cell Morphology
9522	Internal Mail Services: Xpress [5274]	9554	Genome Frontiers Institute
9523	Wharton Reprographics	9555	Pathology Centralized Resources
9524	Wharton Audiovisual Services	9556	Microscopy Core
9525	Cell Center	9557	FRES Lease
9526	ULAR Animal Procedure	9558	UPHS RES CHRGS (Clinical Research)
9527	ULAR Per Diem	9559	TRC SVCS Translational Research Center
9528	Computer Connection	9560	VET IMAGE CORE (Vet Imaging Core)
9529	PENN Card	9561	RAD CLINIC IMAGE CORE (Clinical Imaging Core)
9530	Faculty Club	9599	Frozen Account
9531	Dining Service		

Locating Suspense Accounts

Use the **GL Inquiry** responsibility to check for suspense accounts for an organization.

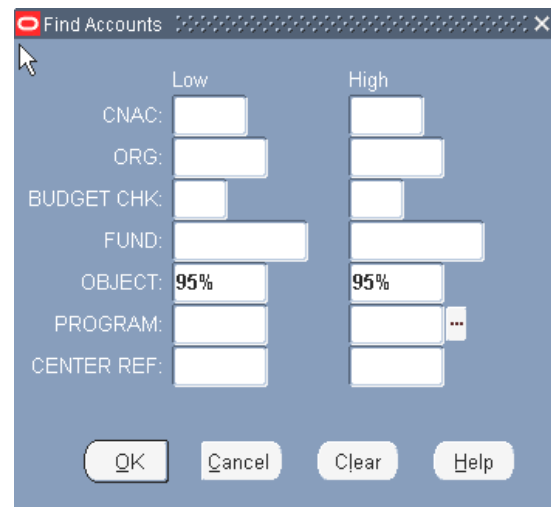
- Navigate to **Inquiry>Account**

- Enter the search criteria

It is not necessary to enter the ORG as GL Inquiry is a secured responsibility. You will only have access to the ORGs in your profile.

However, entering an ORG will narrow your search and/or speed up your query.

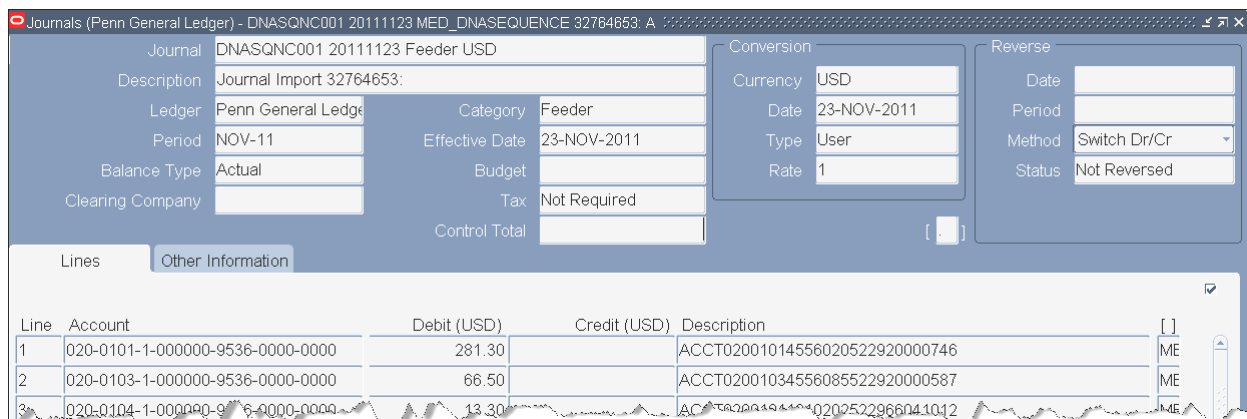
- Click **[OK]**
- Click on **[Show Journal Details]**
- View the Line Description field to see the account number that caused the suspense transaction



The 'Find Accounts' dialog box is shown with the following fields:

	Low	High
CNAC:		
ORG:		
BUDGET CHK:		
FUND:		
OBJECT:	95%	95%
PROGRAM:		...
CENTER REF:		

Buttons at the bottom: OK, Cancel, Clear, Help



The 'Journals' window shows the following details:

Journal	Description	Ledger	Period	Balance Type	Clearing Company	Category	Effective Date	Budget	Tax	Control Total
DNASQNC001 20111123 Feeder USD	Journal Import 32764653:	Penn General Ledger	NOV-11	Actual		Feeder	23-NOV-2011		Not Required	

Conversion: Currency USD, Date 23-NOV-2011, Type User, Rate 1

Reverse: Date, Period, Method Switch Dr/Cr, Status Not Reversed

Line	Account	Debit (USD)	Credit (USD)	Description
1	020-0101-1-000000-9536-0000-0000	281.30		ACCT02001014556020522920000746
2	020-0103-1-000000-9536-0000-0000	66.50		ACCT02001034556085522920000587
3	020-0104-1-000000-9536-0000-0000	13.30		ACCT020010445560400202522966041012

- Correct the suspense transaction using the **Journal Entry – General** responsibility.

- Follow the steps for creating a journal entry in the previous section

- Use category **'02 Adjustment to Previous Transaction'**

*Be sure to complete the context box on the line with the **Original Batch Name & Transaction Date** of the suspense transaction*

Revision History

Date	Page Number(s)	Topic
November 26, 2012 (BAM)	Various	R12 BEN Financials Upgrade
June 30, 2016 (BDL)	Pages 4, 5 & 7	Removed 'BEN Reports' reference; no longer exists