

GENERAL LEDGER COLLECTION

Quick Reference Guide

WHO SHOULD USE THIS DATA COLLECTION?

Anyone who wants to use GL data for operational support or historical analysis, for things such as:

- Managing departmental accounts, reporting on accounts receivable, encumbrances
- Variance analysis for an ORG, Object, Fund, other account segment or full account
- Tracking grant spending
- Monitoring revenue or expense for a ORG, school/center or the entire university
- Reporting on transaction level detail from the GL for all object codes
- Performing purchasing analysis and creating reports like Purchase Order Listings, Purchase Order Balance, Unreconciled P-Card Transactions

WHAT TYPES OF BUSINESS QUESTIONS CAN I ANSWER USING THE GL DATA COLLECTION?

There are a great many business questions that can be addressed using the GL data collection, from the simple to the complex. For example:

- What are the actual fiscal year-to-date balances through the end of the latest accounting period for my organization, including those where my organization is the responsible organization?
- What ProCard transactions have been posted this month from my ORG and to what COAs have they been posted?
- How do our mail costs this year compare to last year?
- How many funds in our school are currently frozen and what are the current encumbrances on those funds?
- How can I review our entertainment costs for last year with this year?

COLLECTION DESCRIPTION

The **General Ledger Data Collection** is a subset of the University's Data Warehouse containing financial balances (actual, budgets and encumbrances) and journal detail information from July 1996 through the current fiscal year.

- **Refreshed nightly**, Monday through Saturday, following the completion of BEN Financials batch processing around midnight (updates should usually be completed by start of business). Affects all tables represented in the FINQUERY universe (Balances, GL Detail and all reference tables)
- **Refreshed only on Saturday mornings** are Summary Balances table and the Overhead Rates (F&A Rate and ICR School Portion) columns in the Balances table.
- **Data sources**: BEN Financials General Ledger system. Balances, General Ledger transactional data and reference tables are included.
- **Data tables/elements**: Documentation for a *Table* includes the explanation, common uses, primary keys, indexed data elements, and related tables for a table. Documentation for the table's *elements* specifies the definition, list of values, format, and the possibility of null values for each data element in the table. For further information, see <https://www.isc.upenn.edu/general-ledger-data-collection#Tables-and-Data-Elements>

DATA INCLUDED IN THE GENERAL LEDGER DATA COLLECTION

- **FINQUERY Universe** – access to balances, journal details, information about segments and their rollups, such as parent ORG or object codes; for more detailed information and diagrams <http://provider.www.upenn.edu/computing/da/dw/genled/finquery.html>

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- **FINQUERY Template Universe** - can be used to roll up balances or mimic General Ledger reports; similar to the FINQUERY universe with additional report template tables; for more detailed information and diagrams <http://provider.www.upenn.edu/computing/da/dw/genled/finrcm.html>
- **FINSUMQ Universe** – access to summary balances such as SBAL and TEXP; for more detailed information and diagrams <http://provider.www.upenn.edu/computing/da/dw/genled/finsumq.html>
- **FINQO2N Universe** – helps to translate financial query records into terms that were used before July 1 996, when the present General Ledger accounting structure was implemented; for more detailed information and diagrams <http://provider.www.upenn.edu/computing/da/dw/genled/finqo2n.html>

GL DATA COLLECTION TIPS & TRICKS

- Most often, you will want data for just one accounting period. Be careful about summarizing beginning balance, ending balance, fiscal year-to-date, project-to-date, fiscal year-total, or project-total figures for multiple accounting periods
- It is often easiest to use ACCOUNTING_PERIOD when setting the record selection conditions for queries. If, instead, MONTH or FISCAL_MONTH_SEQ are used in the record selection conditions for a query, FISCAL_YEAR ought to be used as well.
- When reporting on organizations, be sure to select the data element that meets your needs. COA_ORG is the organization segment of the COA_ACCOUNT (the 26-position Accounting Flexfield). COA_RESPONSIBLE_ORG is the code for the organization responsible for managing the fund.
- Additional important cautions can be found on the all of the table web pages, especially:
 - BALANCES - <http://provider.www.upenn.edu/computing/da/dw/genled/balances.t.html>
 - GL_DETAIL - http://provider.www.upenn.edu/computing/da/dw/genled/gl_detail.t.html

GL DATA QUALITY ADVISORIES

Balances and journal transactions that flow to the General Ledger have already been posted in BEN Financials. If you find financial information in the Warehouse that you feel is incorrect, please verify this by comparing the data to BEN Financials, and then reporting confirmed discrepancies to Data Administration. If it is truly a data problem, it will need to be passed to Financial System for resolution.

ADDITIONAL GL DATA COLLECTION INFORMATION

- For **corporate reports** involving GL data, see <https://www.isc.upenn.edu/general-ledger-data-collection#Reports>
- GL-specific **self-paced tutorial**: <http://provider.www.upenn.edu/computing/da/dw/genled/howtutorial.html#lessons>
- Pre-requisite training for the GL data collection
 - **BEN Financials ID**. You need a BEN Financials ID. **You can request an ID after completing BEN Financials training**. See <http://www.finance.upenn.edu/ftd/registration.shtml> for information.
 - OR**
 - **Knowledge Link** “Chart of Accounts” (Instructor led; <http://www.finance.upenn.edu/ftd/coursedesc.shtml>) if user does NOT have BEN Financials access

FOR ADDITIONAL HELP WITH GL DATA COLLECTION

- Send email to FINQUERY-WH@LISTS.UPENN.EDU This is a monitored list; subscription is automatic for people who obtain access to the GL data collection.
- Send email to da-staff@isc.upenn.edu (Enterprise Information & Analytics staff).