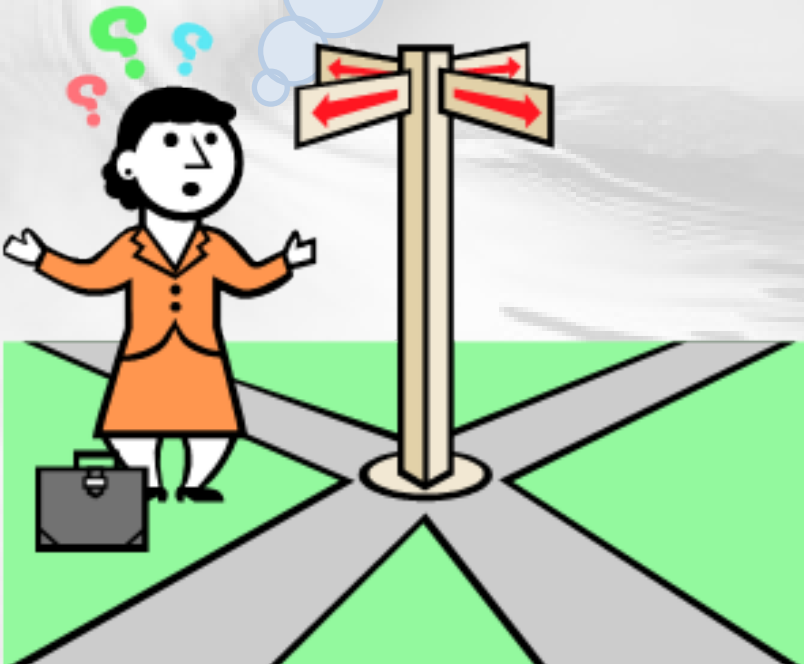


Current Expenses Scenario

I need to run monthly reports on how we are doing with current expenses. Are we within budget or not? How can I set up a report for that? It would be helpful to look at fiscal year-to-date activity also.



The following slide will present you with a few questions to help refine your not-very-specific question into a well-defined business question that can be matched to *General Ledger* data for an accurate answer!



You can print this content by clicking on 'Attachments' link (above and to the right) to access the pdf, opening it, and then printing as usual.

Current Expenses Scenario – Step 1

Re-defining Your Question

If your business question is not framed correctly (or completely), you will not be able to define your data query adequately. Here are some questions you should ask (and answer!) BEFORE attempting to write your query. Read them and consider what kinds of answers you might come up with. Besides asking/answering these questions, best practice is to check the cautions in the General Ledger [table documentation](#) as well.



- What do you mean by “we”? A school or center? Several ORGS? One ORG?
- Do you want numerical codes, or English descriptions?
 - If the report will go to your director or dean, you probably want the English descriptions.
- Which expenses do you need to monitor?
 - You’ll use the FINQUERY universe to create a report that groups object codes to match the BEN Financials RCM template if you want to see all current expenses. [For more RCM information...](#)
- What accounting period do you want?
 - One way to identify the accounting period you want is to use ACCOUNTING_PERIOD when setting the record selection conditions for queries involving the BALANCES table or the SUMMARY_BALANCES table. 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.
- Are you summarizing on amounts or do you need details?

Initial question: “I need to run monthly reports on how we are doing with current expenses. Are we within budget or not? How can I set up a report for that? It would be helpful to look at fiscal year-to-date activity also.”

Re-defined question: “How can I monitor Actuals versus Budget for all of my Current Expense object codes? I’d like to be able to refresh it on a regular basis to look at fiscal year-to-date activity for my ORG and also have it match up to the RCM reports.”

Current Expenses Scenario – Step 2



For result objects, you'll want objects from **Balances** and the **RCM Object Tree** tables in order to show the totals for the various current expense object codes, along with the ORG description. Drag or double click the following objects to make them appear in **Result Objects**:

- **Balances:**  
 - Coa Org (BAL)
 - SUM Actual Fytd (BAL)
 - SUM Oper Budget Fytd(BAL)
 - SUM Total Encumbered (BAL)

WHY? → Since we don't need journal-level detail, and we also want to see accumulated fiscal-year-to-date Balances, we select our objects from the **Balances** table (vs **GL Detail**, which doesn't have year to date, and has more detail than we need in this case). [More...](#)

- **Org Codes:** 
 - Description (ORG)


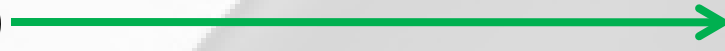
WHY? → Since the ORG description is stored in its own table, we need to pick up that object from the appropriate folders. [More...](#)


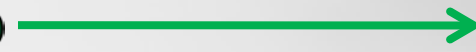
- **RCM Object Tree:**  
 - Rcm Row
 - Rcm Row Description
 - Rcm Row Parent Object

WHY? → The RCM Object tree table stores the relationship between object codes and how they're subtotaled – by row, category and summary – in the BEN Financials RCM template. The row category and summary levels correspond to parent object codes and also each have a sequence object used for sorting. [More...](#)

Current Expenses Scenario– Step 3a

You want to restrict the query by ORG, accounting period and RCM Category. To do this, set up the query filters as follows:

- **ORG :**  
 - Drag Coa Org (BAL) to the **Query Filters** area.
 - Select “Equal to” from the operators, and then select “Constant.”
 - Type your ORG code (e.g., 9142) in the empty field that appears to the right of Coa ORG (BAL) in the **Query Filters** area.



- **Accounting Period:**  
 - Drag Accounting Period (BAL) to the **Query Filters** area.
 - Select “Equal to” from the operators, and then select “Prompt.” (This will allow you to refresh the report for different months without having to modify the query itself.)
 - Add (e.g., MAR-10) next to *Enter accounting period*) in the field that appears to the right of Accounting Period (BAL) in the **Query Filters** area. This helps remind future users of the correct format.

WHY? → Even though you only have access to certain ORGs, it helps the report run more quickly to tell it which you want. Also, you may be entitled to view data from multiple ORGs, but only want one or a subset in certain cases, like this one.

WHY? → The GL collection stores data back to June 1996, through the end of the current fiscal year. You should always tell it what time period you’re looking for. You wanted monthly reports, so accounting period is best for that.

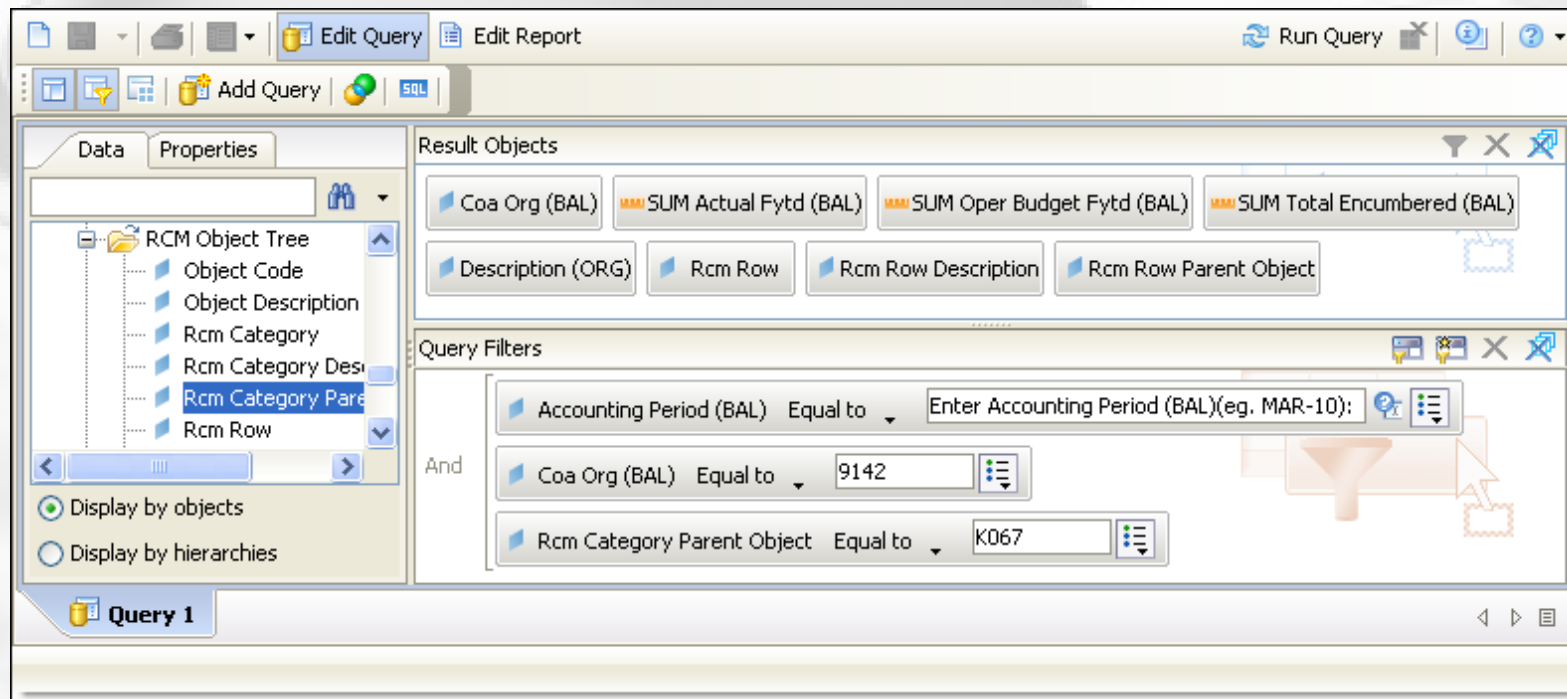
CASE SENSITIVE

Current Expenses Scenario – Step 3b

- **RCM Category:**  
 - Drag Rcm Category Parent Object (from the Rcm Object Tree table) to the **Query Filters** area.
 - Select “Equal to” from the operators, and then select Constant”.
 - Type the parent object code K067 in the empty field that appears to the right of RCM Category Parent Object in the **Query Filters** area.

WHY? → The **RCM Category Parent Object** table stores the relationship between object codes and how they're subtotaled – by row, category and summary – in the BEN Financials RCM template. K067 represents all Current Expense in the RCM template.


Your **Edit Query Panel** should now appear as follows (although your **ORG** filter will differ).

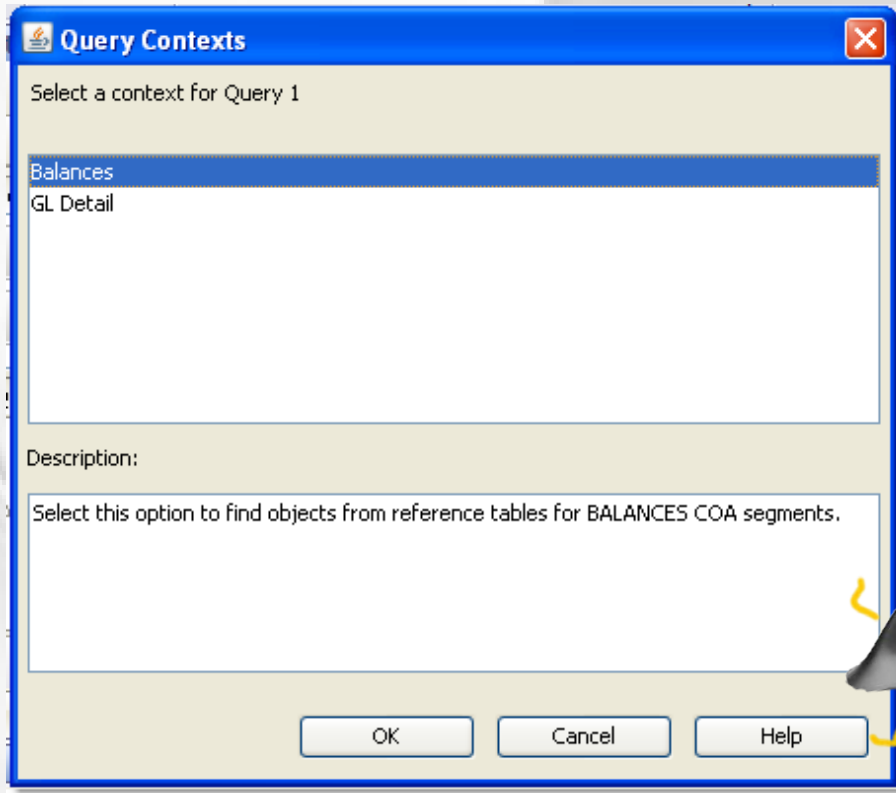


The screenshot shows the 'Edit Query' interface. On the left, the 'RCM Object Tree' is expanded to show 'Rcm Category Parent Object'. The 'Result Objects' list includes 'Coa Org (BAL)', 'SUM Actual Fytd (BAL)', 'SUM Oper Budget Fytd (BAL)', 'SUM Total Encumbered (BAL)', 'Description (ORG)', 'Rcm Row', 'Rcm Row Description', and 'Rcm Row Parent Object'. The 'Query Filters' section is configured with the following filters:

- Accounting Period (BAL) Equal to Enter Accounting Period (BAL)(eg. MAR-10):
- Coa Org (BAL) Equal to 9142
- Rcm Category Parent Object Equal to K067

Current Expenses Scenario – Step 4

Click **Run Query**. You'll be prompted for **Query Contexts** with a choice of either **Balances** or **GL Detail**. Since this report is using Balances data, select **Balances** and click **OK**. 



WHY? → **Query Contexts** allows us to make the various lookup tables available for your use, but also helps to ensure that you don't use **Balances** and **GL Detail** data in the same query, since this would lead to skewed results.

Notice the text that appears in the **Description** box to help guide you.

Current Expenses Scenario – Step 5

You'll next see a **Prompts** dialog box where you should enter the appropriate accounting period. For this example, we are using *MAR-10*. Then click the **Run Query** button.

Select or type the prompt values for each prompt below.

✓ Enter Accounting Period (BAL)(eg. MAR-10): **MAR-10**

Refresh values

Period Name (PER)	Fi
JAN-10	20
FEB-10	20
MAR-10	20

Enter Accounting Period (B...): MAR-10

Last Refresh Date: June 1, ...

Enter your search patt

Run Query Cancel

You can either type in a value or select one from the list to the left.



The object/data element names and values are **CASE SENSITIVE!!**

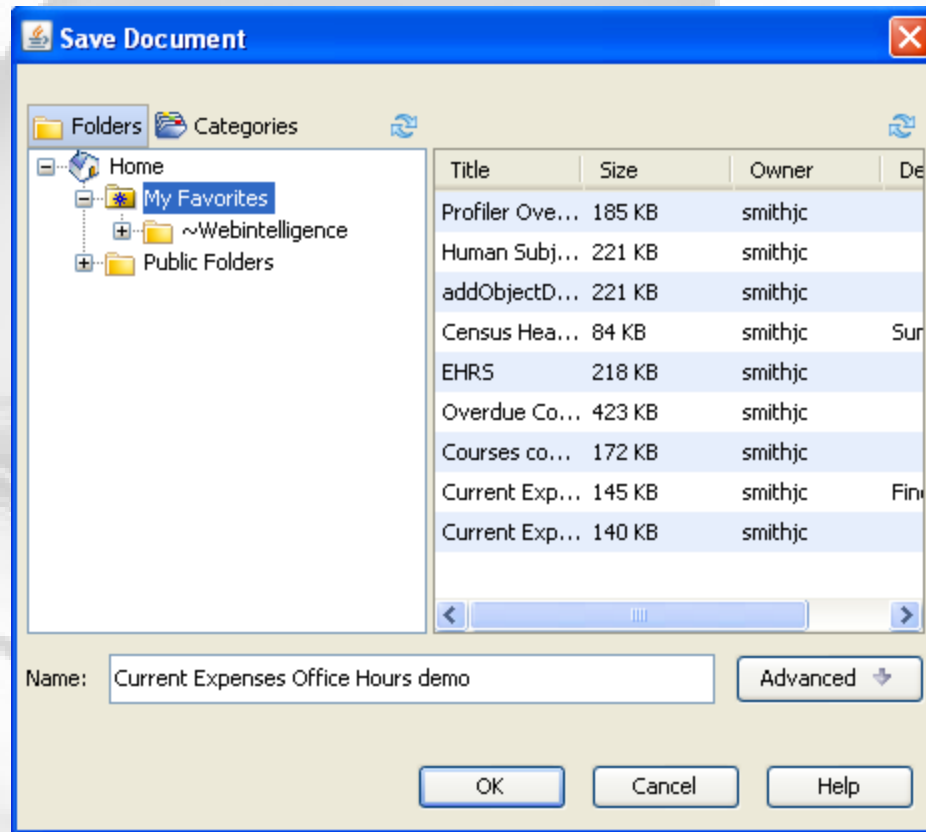
Reminder!

Current Expenses Scenario – Step 6

Your results will appear in the **Edit Report** panel.

- Click the **Save** icon and the following **Save Document** dialog box will appear
- Select the **My Favorites** folder on the **Folders** tab
- Type in a distinctive title for your report in the **Name:** textbox
- Click **OK**.

You can only save queries/reports to your own **My Favorites** folder or any subfolders that you have created within it to help organize your cache of reports.



Current Expenses Scenario – Step 7

Format your table as follows:

- Drag **Coa Org (BAL)** above the table so it creates a section for the ORG
- Do the same with **Description (ORG)**
- Arrange the other columns so, from left to right, they are ordered as follows:
 - RCM Row Description
 - RCM Row Parent Object
 - RCM Row
 - SUM Oper Budget Fytd (BAL)
 - SUM Actual FYTD (BAL)
 - SUM Total Encumbered (BAL)



Although your ORG and Description will vary, and you'll see dollar values for the **Balances**, your results should resemble the following for most effective analysis.

Report Title

9142

Administrative Information Technology and Data Admin


Rcm Row Description	Rcm Row	Rcm Row	SUM Oper Budget Fytd (BAL)	SUM Actual Fytd (BAL)	SUM Total Encumb
Communications & CK062		1,230			
Communications & CK061		1,220			
Current Expense SusK066		1,270			
Non-Capitalized EquiK059		1,200			
Operations & MaintainerK064		1,250			
Other Current ExpenseK065		1,260			
Professional & OtherK063		1,240			
DentalK060		1,210			

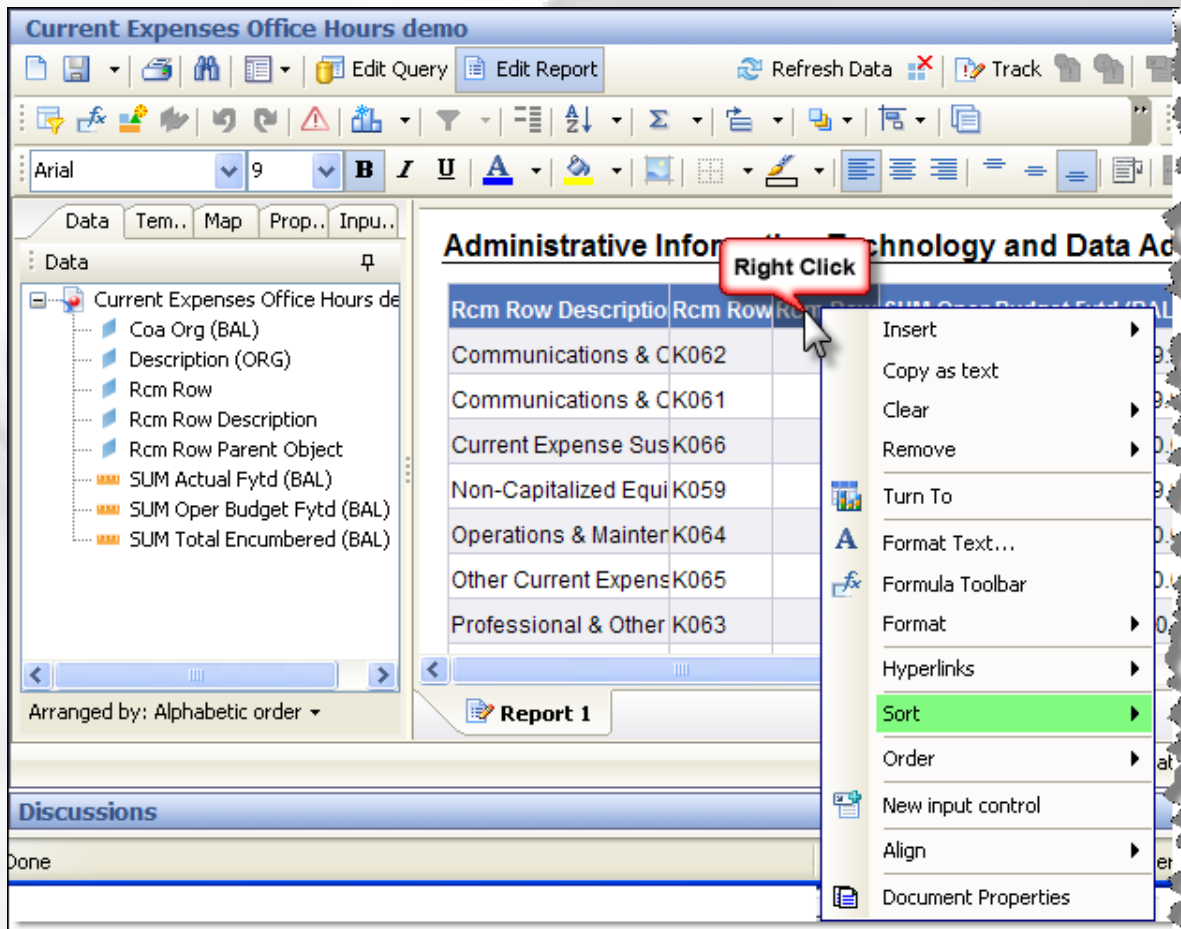


For formatting tips and instruction, [How To guides](#) are available.

Current Expenses Scenario – Step 8

You'll notice that the table is sorted alphabetically by the **Rcm Row Description**. It would be more convenient if sorted by **Rcm Row**. You can do this 2 different ways:

1. Right click anywhere on the **Rcm Row** column and select **Sort > Ascending**.
2. Or, if you have the Report toolbar showing, simply click on the **Rcm Row** column and then click the sort icon .



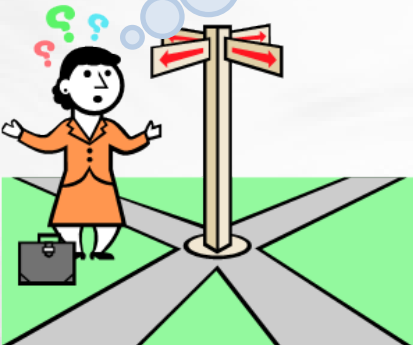
The screenshot shows a software window titled "Current Expenses Office Hours demo". The main area displays a report titled "Administrative Information Technology and Data Ad". The report table has columns for "Rcm Row Description" and "Rcm Row". The data is sorted alphabetically by "Rcm Row Description". A right-click context menu is open over the "Rcm Row" column header, with the "Sort" option highlighted. A red callout box points to the right-click action.

Rcm Row Description	Rcm Row
Communications & CK062	
Communications & CK061	
Current Expense SusK066	
Non-Capitalized EquiK059	
Operations & MaintenK064	
Other Current ExpensK065	
Professional & Other K063	




Current Expenses Scenario – Wrap up

I need to run monthly reports on how we are doing with current expenses. Are we within budget or not? How can I set up a report for that? It would be helpful to look at fiscal year-to-date activity also.



The report below shows your fiscal year-to-date (1) budget (**SUM Oper Budget Fytd (BAL)**) and (2) actual (**SUM Actual Fytd (BAL)**) and (3) encumbrance (**SUM Total Encumbered (BAL)**) side by side.

You just need click the **Refresh Data** button  in InfoView or Webi to run it whenever you want, for whatever period you want.



Administrative Information Technology and Data Admin

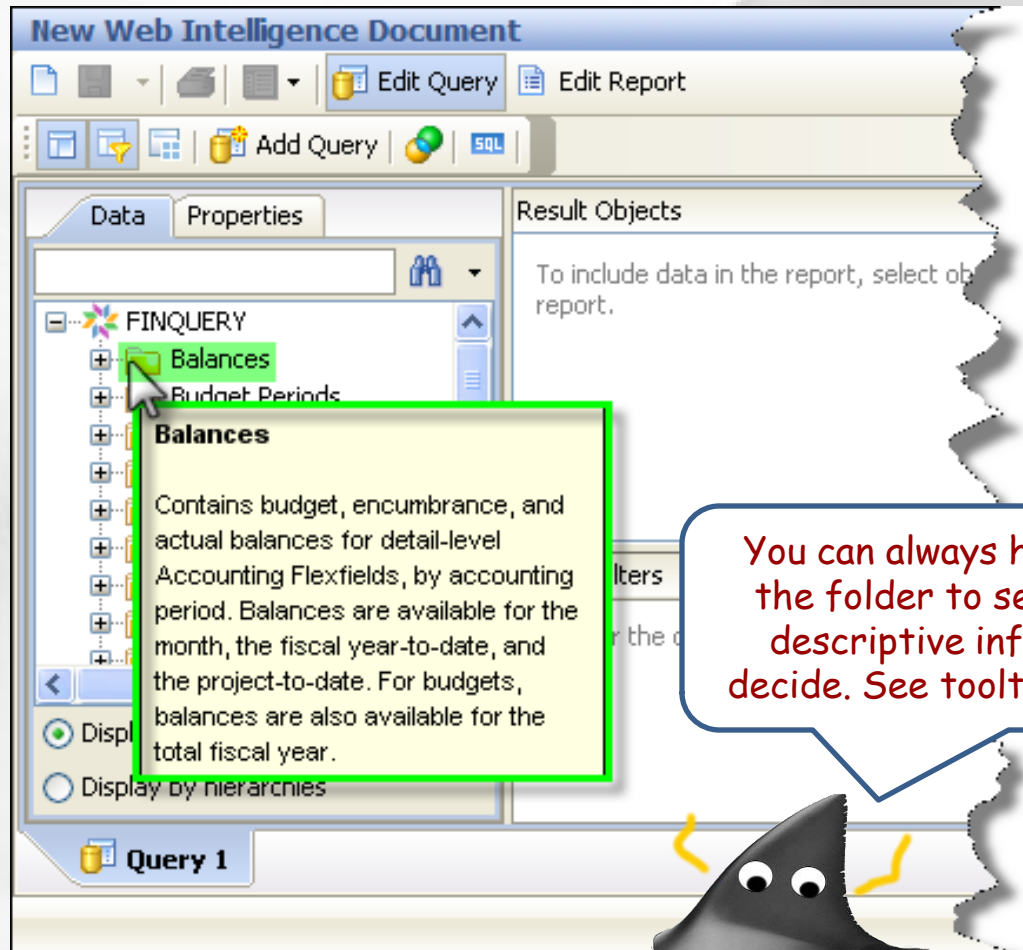
1 2 3

Rcm Row Descriptio	Rcm Row Parent	Rcm Row	SUM Oper Budget Fytd (BAL)	SUM Actual Fytd (BAL)	SUM Total Encumbered (BAL)
Travel & Entertainme	K057	1,180			
Supplies & Minor Exp	K058	1,190			
Non-Capitalized Equi	K059	1,200			
Rentals & Leases	K060	1,210			
Communications & C	K061	1,220			
Communications & C	K062	1,230			
Professional & Other	K063	1,240			

Report 1

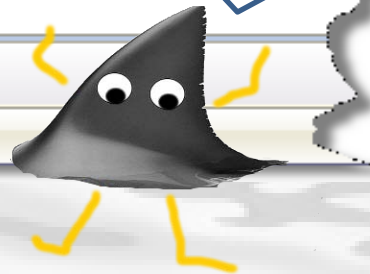
You can print this content by clicking on 'Attachments' link (above and to the right) to access the pdf, opening it, and then printing as usual.

Why choose objects from the 'Balances' table?

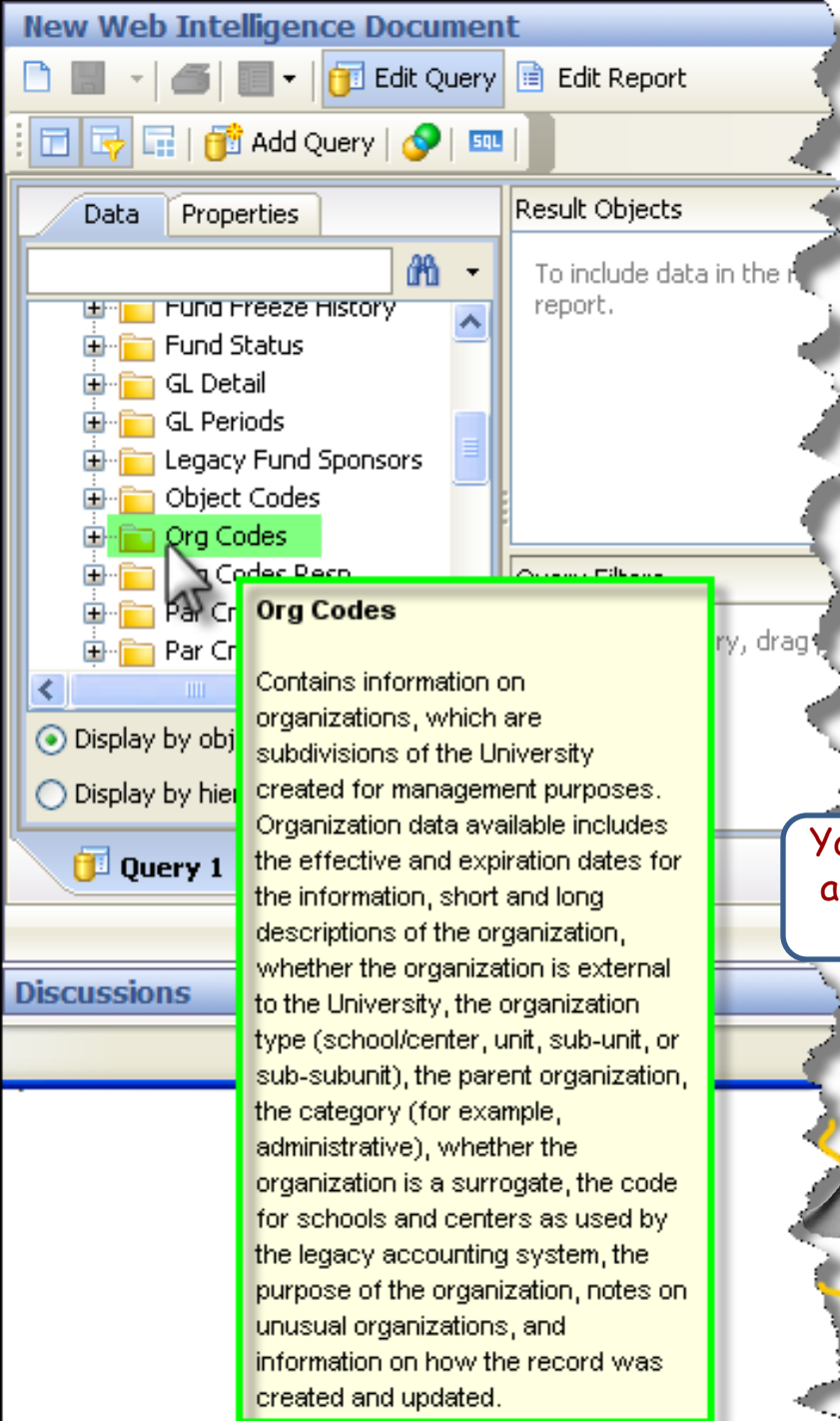


Select objects from the Balances table when: You don't need journal-level detail, and/or you do want accumulated actual, budget balances for fiscal year or project to-date time periods. You can also use the Balances table to look at particular types of encumbrances (e.g., PO Adjustment, Salary, etc) as well as Total Encumbered balances.

You can always hover your cursor over the folder to see a tooltip with more descriptive information to help you decide. See tooltip highlighted in green!



← Return to previous



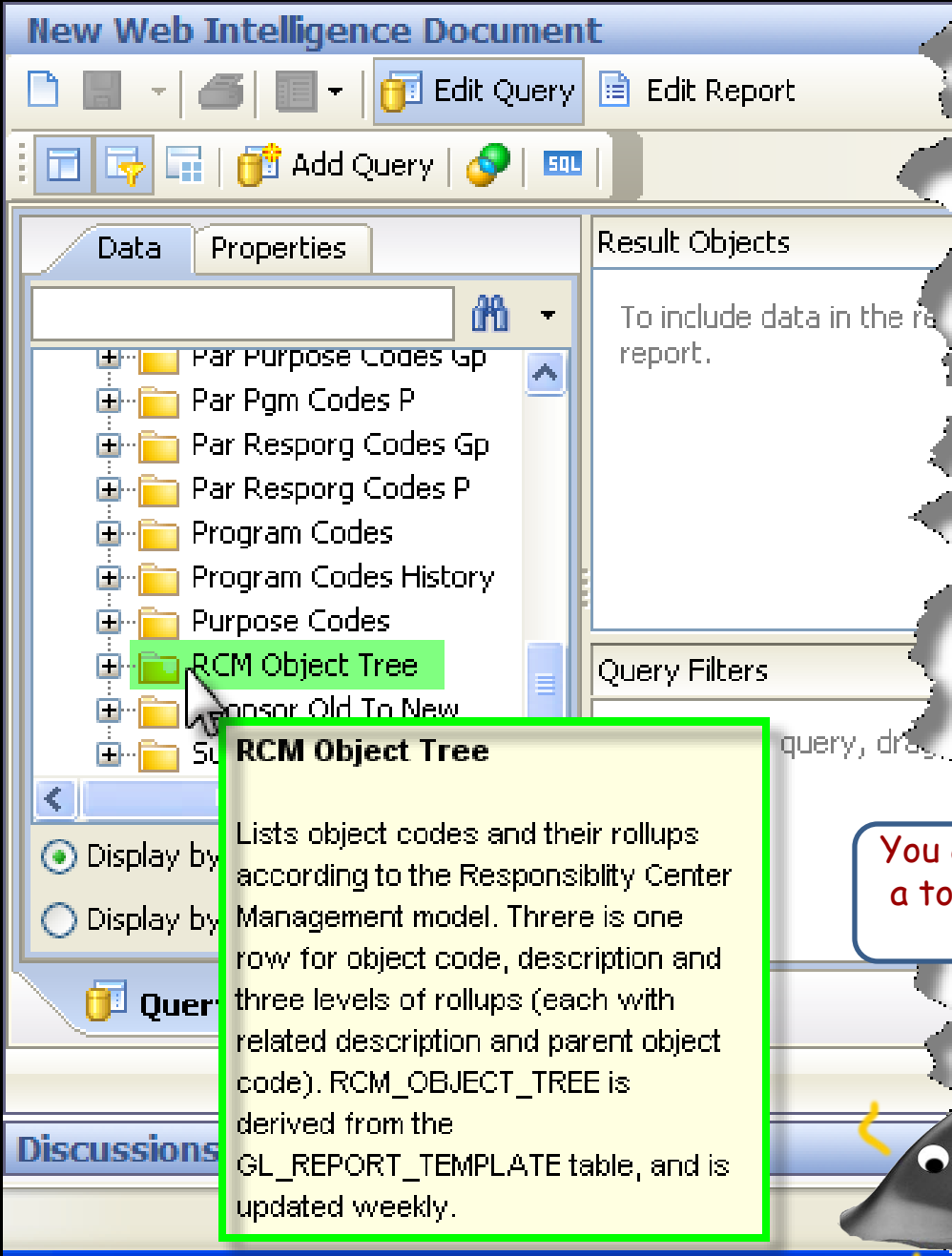
Why choose objects from the 'Org Codes' table?

Select objects from the ORG Codes table when: You want to find the name (Description (ORG)) corresponding to an COA Org from Balances or GL Detail, as well as other attributes about the ORG such as its short name, the center to which it belongs, and its parent in Penn's organizational hierarchy.

You can always hover your cursor over the folder to see a tooltip with more descriptive information to help you decide. See tooltip highlighted in green!



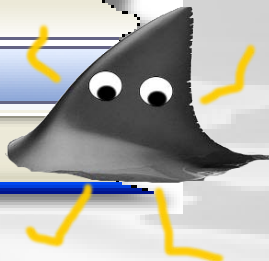
← Return to previous



Why choose objects from the 'RCM Object Tree' table?

Select objects from the RCM Object Tree table when: You'd like to retrieve or arrange data so it foots to a BEN Financials report in Responsibility Center Management (RCM) format, perhaps sorted and subtotal by row or category within revenue and expense groupings.

You can always hover your cursor over the folder to see a tooltip with more descriptive information to help you decide. See tooltip highlighted in green!



← Return to previous