

Several of the key new features and changes introduced with the BEN Financials & Penn Marketplace upgrades are highlighted below.

### ***BEN Upgrade New Features***

After 30 minutes of idle time in BEN Financials users are timed-out and use will be prompted to login again.

*Note: If you time out while shopping in the Penn Marketplace your cart information will be saved. Just go to "my recent carts" in the Penn Marketplace, select the cart you were working on, and resume shopping.*

*Note: For Property Management and Radioactive Material pop-up boxes, if you time out while entering this info, it will not be saved. You will need to re-enter the information to complete the 'Checkout' process.*

### ***BEN Assets – Mass Changes***

**Mass Changes** is new process available in the Asset Administrator and Senior Asset Administrator responsibilities (Asset>Mass Changes). This process allows Schools/ Centers to make changes to multiple assets all at once. *Refer to the [Mass Changes Quick Reference Guide](#).*

### ***BEN Balances***

For **Manual Journal Entry**, the fields, required to be completed by clicking on [More Details] and [More Actions] button are now visible and can be completed directly on the Journals form.

### ***BEN Buys***

For **Requisitioners Only**, the checkout process was originally 7 steps and is now 3 steps.

For **Requisitioners**, there are few new features:

- The Non-Catalog Request tab is now called 'Non-Marketplace Request' and is only a tab not a link on the Requisitions Home Page
- A 'Non-Catalog Item' is now available for items that are not listed in the Penn Marketplace but are provided by a Marketplace Supplier. These items can now be created in the Penn Marketplace.
- Shopping carts can be retrieved and/or saved in the Penn Marketplace. You can save your cart and leave the Penn Marketplace returning at a later time retrieving your cart in 'draft carts' or 'my recent carts'.
- Shipment, Receipt, Invoice, Payment as well as complete Purchase Order information is available by navigating to the Requisitions Tab from the Requisitions Home Page

For **PO Managers**, the Quantity Detail Folder (i.e. Quantity Ordered, Billed, and Receipted) found by querying a PO and navigating from the Header, to the Lines, then Shipment will now appear when you open the Shipment form. There is no need to click on the folder in the upper left hand corner of the screen any longer.

Additional information on the upgraded BEN Financials application can be found at [http://www.finance.upenn.edu/ben/benhelpt/Ben\\_Financials\\_Upgrade.html](http://www.finance.upenn.edu/ben/benhelpt/Ben_Financials_Upgrade.html) Also, all changes

have been reflected in the BEN Financials Users Guides located on the [Documentation](#) page of the Financial Training Department's website.