**BEN Financials Updates 2015**

Several changes to BEN Financials were introduced on November 17, 2015.

**BEN Financials is Available Starting at 7:00 a.m.**

- BEN Financials is available one hour earlier in the morning. The system is available 7:00 a.m. – 8:00 p.m. Monday through Saturday.
- BEN Financials support hours will remain the same.
- BEN Financials availability and login can be found at the BEN homepage – [https://benapps.isc-seo.upenn.edu/](https://benapps.isc-seo.upenn.edu/)

**New E-Mail Notification from BEN Financials for a PO (Purchase Order) Invoice that Could Not be Processed by Accounts Payable**

- PO Buyers will now receive an e-mail when a PO invoice cannot be matched and/or processed to the purchase order.
- The e-mail will be generated to notify the PO Buyer (or designated alternate) when Accounts Payable is unable to process an invoice for a PO because of the following reasons:
  - The PO has been Finally Closed,
  - The PO has been Cancelled, or
  - The PO has no valid distributions (i.e. Fund is disabled).
- This new process does not include EDI invoices that cannot be processed. When an EDI Supplier submits an electronic invoice that cannot be processed, the Supplier is notified by the EDI provider that transmits their invoices to the University.
- Please refer to the ‘PO Invoices That Cannot Be Processed by Accounts Payable’ documentation for additional details: [http://www.finance.upenn.edu/ben/docs/DetailOnHandlingInvoiceThatCouldNotbeProcessed.pdf](http://www.finance.upenn.edu/ben/docs/DetailOnHandlingInvoiceThatCouldNotbeProcessed.pdf)

**Gifts and Endowments On-line**

We are pleased to announce that effective November 1, 2015 Operating Gifts and Endowments training has been placed on-line in Knowledge Link.

This course is intended for administrative and other support staff at the University who manage endowment (4xxxxx) and operating gift (6xxxxx) funds and is designed to cover all aspects of managing operating gift & endowment funds, including:

- The definition of a gift, definition of an endowment, comparing and contrasting both
- An overview of the gift process
- The gift agreement and creation of a fund
- Receiving & recording gift revenue
- Budgeting of gift & endowment funds
- Monitoring income & expense activity
- Reports available for gifts and endowments

Feel free to give it a spin! To access the course, go to Knowledge Link ([http://knowledgelink.upenn.edu](http://knowledgelink.upenn.edu))

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See inside for VP of Finance & Treasurer Winter Break Hours
Did you know that you can elect not to have your W-2 printed and mailed to you? ADP, our W-2 provider, offers individuals the option to suppress the printing of their W-2 and allows you to securely view and print your W-2 from your personal computer. By going paperless, you avoid delays or errors in receiving your W-2 caused by mailing.

Simply log-in to ADP W-2 services through the Penn Portal using your PennKey and password and click on “Paperless Options” on the “Myself” tab and check the “Access my W-2s and 1099s online only” box, then follow the remaining instructions to go paperless. You will also need to enter/update your e-mail address under “My Profile” on the “Myself” tab to ensure you receive notification when your W-2 is available.

You have until December 31, 2015 to select this option for your 2015 W-2.

Additional services offered through ADP include:
- Ability to upload payroll tax information directly into tax software such as TurboTax
- Access to your W-2 much earlier than mailing
- Ability to access your information from anywhere via a secure location
- Online Help and FAQ
- Access to W-2 forms 24 hours per day, 7 days a week for both Active and Terminated individuals
- Employee Friendly Registration Process

As a reminder, W-2 forms for tax year 2012 and prior will remain on the U@Penn portal under “My Tax Info”:

http://www.upenn.edu/u@penn

Tax forms from 2013 and later are or will be available on the ADP site.

For further information please go to:

**W-2 Address**

W-2 forms are mailed to the address on file within the PennWorks/Personnel/Payroll System. If you have moved or need to update your address, please visit the U@Penn website. Under ‘My Personal Data’, click ‘My Profile’ to change/update. Another suggestion is to follow the instructions for a paperless W-2.

**Treaty Exemptions**

Tax Treaty exemptions are granted on a calendar year basis for certain types of payments such as scholarship/fellowships and employment income. Please advise all monthly paid individuals who believe they are entitled to an exemption from Federal taxes to report to the Tax Office. These individuals must bring their Penn ID to confirm their eligibility and sign the appropriate Tax Treaty documents for the 2016 tax year. They should also bring their most current immigration document with them. Please note that we are unable to provide treaty benefits to weekly paid individuals.

In order to meet the deadline for the January 2016 payroll, students and employees must visit the Tax Office, 3451 Walnut St, Room 308, by Tuesday, January 20, 2016. If they do not meet the January deadline they may still apply for the exemption, however the treaty benefits will not take effect until February. Please note that Payroll will not refund the Federal Withholding Tax for a late exemption. If they do not meet the January deadline they may still apply for the exemption, however the treaty benefits will not take effect until February. Please note that Payroll will not refund the Federal Withholding Tax for a late exemption. The individual can claim the exemption when filing their 2016 tax return. Please call the Tax Office with any questions or concerns at 215-898-6291 or email tax@exchange.upenn.edu.
**Tax Area News:**

**Tax Changes 2016**

- Social Security wage base will remain the same at $118,500. The tax limit will be $73,470.00.
- Medicare tax will remain the same rate at 1.45%. Wages paid in excess of $200,000 will be subject to an extra 0.9% (total 2.35%) which will be withheld from employees' wages.
- Retirement contribution limit will remain the same at $18,000.00 up to the age of 49.
- Catch-up contribution limit will remain at $6,000.00 for age 50 and over. The total contribution limit will be $24,000.00.
- The Foreign Earned Income exclusion amount will be increased to $101,300.00.
- Proposal - Dependent Care Flexible Spending Accounts will be repealed. The new budget calls for an increase in the dependent care tax credit, including a larger credit for taxpayers with children under age 5, in lieu of the tax benefit afforded by dependent care assistance FSA.
- Qualified Transportation Fringes - Employer-provided "qualified transportation fringe benefits" for 2016 are as follows: $255 per month for "qualified parking" (increased from 2015), and $130 per month for "transportation in a commuter highway vehicle and any transit pass" (unchanged).

**Gifts to Employees**

As we approach the holiday season, Tax and International Operations would like to remind you that giving gift cards to faculty, staff, or students is against University policy. Under IRS regulations, gift cards provided by employers to employees are deemed to be wages and are subject to employment taxes without regard to their value.

Please refer to the Comptroller's web site to review the policy associated with the distributions of gifts to employees; http://www.finance.upenn.edu/vpfinance/fpm/ Policy #2326 Gifts Based on University/Employee Relationship.

If you have any additional questions, please contact Tax and International Operations at tax@exchange.upenn.edu.

**BEN Financials Updates 2015**

**New MarkView Functionality – Request Comment**

- PO Managers will now have the ability to send an invoice on hold from their Web Inbox to a PO Manager for comment.
- This new functionality should be helpful for invoices of PO Managers who have transferred from one department to another. These PO Managers will be able to send their invoices, which go on hold from their previous department, to another PO Manager (in the previous department) requesting their comments.
- Please refer to the ‘Request Comment Functionality’ documentation for additional details: http://www.finance.upenn.edu/ben/docs/New%20MarkView%20Functionality.pdf
- Please call the BEN Helps Line (6-HELP) or submit a BEN Helps ticket (http://BENHelps.finance.upenn.edu) if you have any questions.

**Procard Journals – Holiday Posting**

- Journals imported into BEN on 12/18/15 post 12/25/15.
- Journals imported into BEN on 12/25/15 and 1/1/16 post on 1/8/16.
### Weekly Closing Schedule

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Weekly Pay Date</th>
<th>Supporting Documents for New Appts must Reach HR Records by 5 PM</th>
<th>Additional Pay must be Submitted by 5 PM</th>
<th>Time Reporting by 3 PM</th>
<th>Database Changes to Existing Records before 5 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-Nov-06-Dec</td>
<td>11-Dec</td>
<td>30-Nov</td>
<td>04-Dec</td>
<td>07-Dec</td>
<td>07-Dec</td>
</tr>
<tr>
<td>07-Dec-13-Dec</td>
<td>18-Dec</td>
<td>01-Dec</td>
<td>08-Dec</td>
<td>09-Dec</td>
<td>09-Dec</td>
</tr>
<tr>
<td>14-Dec-20-Dec</td>
<td>22-Dec</td>
<td>04-Dec</td>
<td>10-Dec</td>
<td>11-Dec</td>
<td>11-Dec</td>
</tr>
<tr>
<td>21-Dec-27-Dec</td>
<td>31-Dec</td>
<td>21-Dec</td>
<td>25-Dec</td>
<td>28-Dec</td>
<td>28-Dec</td>
</tr>
</tbody>
</table>

#### January 2016 Payrolls
- The payroll for week ending 12/27/15 will run on Monday December 28th at 3 p.m. with an issue date of 12/31/15.
- All time must be entered into the payroll system by Monday 12/28/15 by 3 p.m.
- Weekly payrolls from pay period ending 1/3/16 through 1/17/16 will run on Tuesday’s at 3 p.m. due to end of year processing and the MLK Holiday. We will resume payroll processing on Monday’s starting 1/25/16.

### Monthly Closing Schedule

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Monthly Pay Date</th>
<th>Supporting Documents for New Appts must Reach HR Records by 5 PM</th>
<th>Additional Pay must be Submitted by 5 PM</th>
<th>Time Reporting by 4 PM</th>
<th>Database Changes to Existing Records before 5 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Dec-31-Dec</td>
<td>22-Dec</td>
<td>09-Dec</td>
<td>13-Dec</td>
<td>14-Dec</td>
<td>15-Dec</td>
</tr>
</tbody>
</table>

http://www.finance.upenn.edu/comptroller/accounting/closingsch/payroll/
Off Cycle Payments (OCP)
- As we all prepare to leave for winter break the Payroll Office will strive to process all OCP requests within a 2 - 3 day window.
- We will continue to accept OCP requests through 5:00 p.m. on 12/18/15.
- If an individual has direct deposit, the off cycle payment will be deposited to that account. Otherwise, the payments will go to the existing individual’s ADP Aline Card account or a new Aline Card account will be established if necessary.

Overpayments
- All overpayments must be communicated to the Payroll Office by 12/22/15 and must be paid in full by January 4, 2016.
- Checks for the full amount should be made payable to the Trustees of the University of Pennsylvania.
- Overpayments reported to the Payroll Office after the deadline of 12/22/15 will be considered “prior year” overpayments and will have further tax implications to the employee.

Address Changes
- Deadline is 1/08/16. We ask that employee’s change their own address by logging onto the U@Penn website at www.upenn.edu/u@penn and click on the My Profile link in the Personal Resources, Health and Welfare section in the left hand column.
- Alternatively, your employees may contact their Business Administrator and request that the BA make the appropriate address change in the payroll system.
- W-2 forms are sent to the permanent address listed in the Payroll system. If not available, the current address is used.

Payroll & Tax Office Hours
for Winter Break
The Payroll and Tax Office will be staffed over the Winter Break to take phone calls and respond to e-mails only as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri.</td>
<td>12/25/15</td>
<td>Closed</td>
</tr>
<tr>
<td>Mon.</td>
<td>12/28/15</td>
<td>8:00 a.m. - 12:00 p.m.</td>
</tr>
<tr>
<td>Tues.</td>
<td>12/29/15</td>
<td>8:00 a.m. - 12:00 p.m.</td>
</tr>
<tr>
<td>Wed.</td>
<td>12/30/15</td>
<td>Closed</td>
</tr>
<tr>
<td>Thurs.</td>
<td>12/31/15</td>
<td>Closed</td>
</tr>
<tr>
<td>Fri.</td>
<td>01/01/16</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Please note: No window hours.

From the Desk of the Cashier...
Please make sure all cash deposits are placed in a plastic security bag and sealed before they are brought to the Cashier’s Office. Several people are bringing cash over without the bag. It was announced that starting July 1, 2015 any cash that was not in a bag would be refused. This will continue to be the practice. These plastic security bags can easily be ordered through Telrose/Office Depot, and are usually delivered within a day or two.

Thank you,
Tammy Desalis
The following are the year-end processing cut-off dates for the AP Office. In order to ensure requests are processed before the end of the year, we are requesting you submit all requests by the dates listed below.

Requests submitted after these dates may still be processed before the end of the year, however, due to the increased volume of requests we receive during this time we cannot guarantee they will be processed. The dates are as follows:

Wednesday, December 9, 2015 at 5:00 p.m. to be processed before December 31, 2015:
- PDA Forms
- Request Final Closing of PO's
- Requests to correct and reverse receipts

Wednesday, December 16, 2015 5:00 p.m. to be processed before December 31, 2015
- Purchase Order invoices

Thursday, December 17, 2015 at 5:00 p.m. to be processed before December 31, 2014:
- Will Calls

Wednesday, January 6, 2016 at 5:00 p.m. - Deadline to submit 1099 manual spreadsheet and W-9's to AP for payments made outside of BEN Financials for 2015:
- Print spreadsheet and attach W-9's (only for participants who received payments for >600) and send to Accounts Payable.
- Email spreadsheet to joycers@upenn.edu

**AP Coverage for Winter Break**

The AP office will be staffed over the Winter Break to take phone calls and respond to emails only as follows:

- Fri. 12/25/15 Closed
- Mon. 12/28/15 Closed
- Tues. 12/29/15 Closed
- Wed. 12/30/15 8:00 a.m. – 12:00 p.m.
- Thurs. 12/31/15 8:00 a.m. – 12:00 p.m.
- Fri. 01/01/16 Closed

Please note: There will be no AP window hours.*

*If you have an emergency you may call the Helpdesk (215-898-2626) or e-mail APSUP@exchange.upenn.edu during office hours.

**What's Happening in Accounts Payable (AP)**

AP would like to thank everyone who showed up for the Payroll/Tax/ AP Road Show. There were many great topics and great discussions! We intend to plan these types of meetings more frequently and would love some suggestions for future topics. Feel free to send suggestions to the Accounts Payable Helpdesk at apsup@exchange.upenn.edu.

AP is very excited about the new Greenphire ClinCard introduced in July. Greenphire ClinCard is a reloadable prepaid card now available to research coordinators as a ‘human subjects’ payment option. The card offers a faster and safer method to pay your study participants and will provide an excellent alternative to AP checks, gift cards and petty cash. For more information visit the Accounts Payable webpage for more information: http://wwwfinance.upenn.edu/comptroller/acts_payable/Greenphire/

AP now has over 650 vendors signed up for emailing PO invoices. Please help us increase the amount of vendors participating in emailing invoices directly to AP. If a vendor you are working with is interested in emailing PO invoices or would like more information on becoming an approved email vendor, have them contact the Accounts Payable Helpdesk at apsup@exchange.upenn.edu. Please note: This email box is for inquiries only and invoices should not be sent to this email box.

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**TheBottom Line** December 2015

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As we approach year-end, please be advised of the following closing guidelines for gifts.

December 31 Gift Date end of year processing:

- **January 11:**
  - Last date to deliver to Gifts Accounting & Administration December 2015 – FY16 gifts *(need December 31 postmark)* IRS rules require that year-end gifts be postmarked on or before December 31, 2015
  - Last date to submit adjustments for year-end processing

- **January 12, 13, 14:** Gifts Office will close for year-end processing
  - **Should you receive a $100,000 + check in January,** we will deposit and process during this time period

- **January 15:** Gifts Office will reopen for deliveries
  - Please Note: Depending on volume, GAA may continue to process 12/31 activity

- **January 19:** Begin preliminary reporting

Notify Jean Suta in Securities Gifts Office (jeanie@upenn.edu) or 8-7254 of any securities gifts as soon as you are made aware of them. Securities gifts must be transferred into a Penn brokerage account by 4 p.m. on December 31.

Should you have any questions on this information, contact Cassie Bartelme (8-3104), Maria Perkins (8-8687) or Jean Suta (87254).

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**Gifts Accounting & Administration and Records Winter Break Schedule**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri.</td>
<td>12/25/15</td>
<td>Closed</td>
</tr>
<tr>
<td>Mon.</td>
<td>12/28/15</td>
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<tr>
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<td>12/29/15</td>
<td>9:00 – 3:00</td>
</tr>
<tr>
<td>Wed.</td>
<td>12/30/15</td>
<td>9:00 – 3:00</td>
</tr>
<tr>
<td>Thurs.</td>
<td>12/31/15</td>
<td>9:00 – 1:00</td>
</tr>
<tr>
<td>Fri.</td>
<td>01/01/16</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**University Cashier Office Winter Break Schedule**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Mon.</td>
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<td>Closed</td>
</tr>
<tr>
<td>Tues.</td>
<td>12/29/15</td>
<td>Closed</td>
</tr>
<tr>
<td>Wed.</td>
<td>12/30/15</td>
<td>Closed</td>
</tr>
<tr>
<td>Thurs.</td>
<td>12/31/15</td>
<td>9:00 – 12:00</td>
</tr>
<tr>
<td>Fri.</td>
<td>01/01/16</td>
<td>Closed</td>
</tr>
</tbody>
</table>
In a matter of weeks, Penn Purchasing Services will debut its long-anticipated new website. Designed to speak to and support many different audiences within the Penn community, from staff members that oversee procurement for their departments to local and regional suppliers that do business with the University, the new site will feature many enhancements for its visitors. Incorporating feedback from site users and other stakeholders, the new design features:

- New supplier search capabilities that offer purchasers the ability to refine their requests based on specific criteria;
- Reorganized content so users can quickly find the information they need, using fewer clicks to reach their targeted destination;
- Simplified industry concepts and terms in easy-to-understand language; and
- Integrated best practices which enhance the overall user experience.

The site is expected to be launched by the end of the calendar year. Additional communications will be issued once the website has been unveiled.
In October 2015 student billing was converted from “SFS BRS” to “Pennant Accounts”. We wanted to take this opportunity to explain some of the changes you will note in your October 2015 financial reports and ongoing as a result of this conversion. Your Senior Business Administrator received separate communications regarding the transition to Pennant Accounts; this email contains more detailed specifications including naming conventions of the new system.

After the conversion to Pennant Accounts on October 12, 2015, there was a need for a one time conversion journal to reset the balances in BEN financials to the Pennant Accounts subsidiary records. Also, some schools and centers will be impacted by an additional conversion journal to adjust for past terms tuition revenue. Both of these adjustments are a timing shift and we expect the majority of revenue to be restored by the end of the Fall 2015 term.

Listed below is the one time conversion journals as well as the new naming convention for Pennant_AR. For schools and centers that utilize the Pennant Grad Funding application for graduate aid distribution, these new naming conventions are also identified.

We hope that this memo serves to assist in your analysis of your accounts, however should you have additional questions please do not hesitate to contact us via our help facilities: Pennant-help@lists.upenn.edu or phone 215-746-HELP (4357), option 2.

**Conversion Journal:**

<table>
<thead>
<tr>
<th>Batch name</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>8740.ggf.10/13/15.01</td>
<td>PENNANT CONVERSION JRL OCT-15 V1</td>
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</table>

**Past Terms Tuition Revenue Adjustment Journal:**

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<thead>
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<th>Description</th>
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</thead>
<tbody>
<tr>
<td>8740.ggf.10/16/15.01</td>
<td>PENNANT CONV. JRL PAST TERMS TUITION</td>
</tr>
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</table>

**Pennant Accounts Standard Naming Conventions: (Former BRS)**

<table>
<thead>
<tr>
<th>Batch reference (BEN)</th>
<th>PENNANT Accounts</th>
<th>BRS (OLD)</th>
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<tbody>
<tr>
<td></td>
<td>PNT_AR 001 yyyyyymmdd</td>
<td>BRS 001 yyyyyymmdd</td>
</tr>
<tr>
<td>Line Description (BEN)</td>
<td>PENNANT ACCTG FEED (term)</td>
<td>BRS ACCTG FEED</td>
</tr>
<tr>
<td>Journal Entry (BEN)</td>
<td>PNT_AR 001 yyyyyymmdd</td>
<td>BRS 001 yyyyyymmdd</td>
</tr>
<tr>
<td>Source (BEN)</td>
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<td>SFS_BRS</td>
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</table>

**Pennant Graduate Funding Standard Naming Conventions (and some data warehouse information):**

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</thead>
<tbody>
<tr>
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<tr>
<td>Line Description (BEN)</td>
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<tr>
<td>DATA WHSE –FINQUERY Attribute 3 (GLDET)</td>
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**Suspense Object codes:**

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<tbody>
<tr>
<td>9401</td>
<td>9402</td>
</tr>
</tbody>
</table>

*The Bottom Line*  December 2015
NIH Transition from PMS Pooled Accounts to PMS Subaccounts

NIH is the largest single funder of sponsored research at Penn. NIH has been transitioning the way it pays awardees over the past three years, and the change will be complete by September 30, 2016. Before the change, Penn drew down NIH payments daily in a lump sum and then internally distributed those payments to specific awards. NIH will require drawdowns to occur on individual award (subaccount) basis. This transition to a subaccount Payment Management System (PMS) is in response to a US Dept. of Health and Human Services (HHS) directive to Agencies efforts to enhance financial data integrity and financial closeout for all awards.

The transition will impact all Type 5 NIH awards. Impacted awards at Penn are those awards that would traditionally retain the same fund number for the entire award period. ORS has been planning for the transition to minimize the impact on the Penn research community. Roles and Responsibilities for implementing the transition for these awards are as follows:

ORS (PRE-AWARD/OPERATIONS):

- When the non-competing NOGA is received, ORS will create a copy of the original PennERA record, creating a new institution number
  - The original record in PennERA will be revised to change the project end date to the budget period end date for the period that has just ended; the financial report due date will then be revised to the new report date (90 past the prior budget period end date)
  - In the newly created PennERA record, ORS will award the record per the current budget periods NOGA, a new fund will be created and budgets date for future periods (if necessary) will be added.
  - Pre-Award/Operations will note the old institution number and fund number in the remarks section of new fund AIS

If departments address FCOI for new period before ORS creates the new record, that information will be part of the copy/paste process. If not, the FCOI process will need to be addressed in the new PennERA record.

ORS (POST-AWARD):

- ORS will file a Subaccount Transitional FFR for the completed segments of the award. This financial report is similar to an annual FFR. However, it enables NIH to transition remaining award payments to the PMS subaccount process.
- When the Transitional FFR is submitted, ORS will address the carryover, if any, accordingly. The balance reported on the Subaccount Transitional FFR will be re-obligated (moved) by NIH to the new subaccount, regardless of the carryover authority for the award. If the award was issued with automatic carryover authority, the grantee may drawdown the carryover funds and obligate as they would now, once this Subaccount Transitional FFR has been processed. If the award was not issued with automatic carryover authority, grantees may not drawdown or obligate the funds unless a prior approval request has been approved and a revised NOA reflecting the approved carryover amount has been issued.

DEPARTMENTS/CENTERS:

- Utilize the Webi Report below to assist with identifying those awards that will be impacted by NIH’s transition.
- Review NIH NOA’s as they come to make sure those issued as Type 4 are addressed accordingly.
- Once new Type 4 NOA is received be sure to begin closeout process of first mini-segment and make sure payroll distributions, feeders and expenses for new min-grant period are addressed / established.
- No impact to annual Progress Report – this still will be required

One impact of the transition is that NIH will be looking at the rate of spending on awards more closely than in the past. NIH will be reviewing unobligated balances in excess of 25% of the awarded budget period amount, and may require additional information prior to authorizing carryover of those funds. If NIH determines that those funds are not required to complete the project, the NIH grants management office may restrict future authorization to automatically carry over funds, use the funds to offset funding for future budget periods, or a combination of both. PIs should address issues related to slow spending in the annual Progress Report to ensure that NIH understands the need to retain the funds to complete the project goals.

ORS has added a report called NIH NON-COMPETES_FFY_byORGrange to the WEBI public folder (Public Folder/Schools and Center/Central Administration/Division of Finance/Office of Research Services (ORS)/SCHOOL AND CENTER REPORTS). This report is run by date range (Federal FY is 10/01/15-09/30/16) and by an ORG range that will bring back the projects that are due a Non-Competing segment by month.

Please utilize the link below as it provides additional feedback on varying issues/topics associate with NIH’s transition to PMS subaccounts:

http://grants.nih.gov/grants/payment/faqs.htm
...Gift and Investment Services would like to inform the Penn Business Community that Trust Sheets will no longer be produced for gift and endowment funds. As most folks know, all gift and endowment fund documentation (Gift Agreements, etc.) is scanned into the ATLAS gift system and available online for viewing by Development staff, Senior Business Administrators, and those who receive approval for access from their School/Center Senior BA.

Producing Trust Sheets is now considered an unnecessary step in the fund creation process as Penn has made the accessibility of all original fund documentation available online. If you do not have access to this documentation via ATLAS, or access to online scanned documentation becomes unavailable, the Gift and Investment Services staff will be happy to retrieve the fund documents for you. Our contact information could be found here: [http://www.finance.upenn.edu/treasurer/contacts/InvestmentGift_Office_contacts.asp](http://www.finance.upenn.edu/treasurer/contacts/InvestmentGift_Office_contacts.asp)

...a Quick Reference Guide (QRG) is available for many of the financial activities performed in BEN Financials including the following:

- BEN Assets – Mass Changes QRG
- Rev/Exp Inquiry QRG
- View Funds Available QRG
- Journal Inquiry/Reporting QRG
- Manual Journal Entry QRG
- Budget Entry QRG
- Freeze Grant QRG
- Entering a Req for Equipment QRG
- Supplier Inquiry QRG
- Managing Holds QRG

All can be found at the Financial Training Department’s Documentation page: [http://www.finance.upenn.edu/ftd/documentation.shtml](http://www.finance.upenn.edu/ftd/documentation.shtml)

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**Did You Know...**

**Quarterly Quiz**

**Instructions:** The following questions can be answered based solely on information contained in this issue of *The Bottom Line.*

To participate in the contest, please submit your answers via email to training@exchange.upenn.edu no later than February 1, 2016.

**The Winner will receive a gift certificate for two for the University Club!**

1. What is the official name of the new financial training course found in Knowledge Link?  
   *Hint: May need to logon to KL.*

2. What is the Monthly Pay Date for December 2016?

3. What is the last day a Purchase Order invoice should be received to ensure it is processed before December 31st?

4. What are the three BEN Financials Updates and describe them in a few words?

5. What is the last day that you can elect not to have your W-2 printed and mailed to you?

**Last Quarter’s Winner:**

**Congratulations!**

Laura Murillo  
Administrative Coordinator  
Abramson Family Cancer Research Institute (AFCRI)  
Dept of Cancer Biology
How to Schedule a Report?

Tired of waiting for your report to run at the end of the month? Try this! You can define your schedule to run a request as soon as possible, at a specific time, repeatedly at specific intervals, or on specific days of the week/month.

- Click on Reporting> Run Report to open the ‘Submit a New Request’ window
- Click OK to open the ‘Submit Review’ window
- In the Name field enter the report or select the report from the list of values
- Enter the ‘Parameters’ and click OK to return to the ‘Submit Request’ window
- Click [Schedule] to view your scheduling options

Select from the following:

1. **As soon as possible** - Submits your request as soon as possible
2. **Once** - Submits your request once at the time and date you specify
3. **Periodically** - Submits your request repeatedly on specific days of the week or month
4. **On Specific Days** - Submits your request repeatedly on specific days of the week or month

- Place a check in the ‘Save this schedule’ box to save your schedule
- Provide a **unique name** for each schedule you save
- Enter a **description** of your schedule
- Click OK to return to the ‘Submit Request’ window
- Click [Submit] to save your request and return to the ‘Requests’ window

For a Non-Marketplace Requisition, when Do I Use “Goods Billed by Quantity” and “Goods or Services Billed by Amount”?

It is important to select the appropriate ‘Item Type’ when creating an ‘Non-Marketplace’ requisition. Below are examples of when to use ‘Goods Billed by Quantity’ and ‘Goods or Services Billed by Amount’.

- Select the Item Type ‘Goods billed by quantity’ when you ordering items that will be billed by the Supplier using the ‘quantity’, i.e. 5 of something, 10 of something, etc.

```
<table>
<thead>
<tr>
<th>Item Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goods billed by quantity</td>
<td>Basketballs to Penn Varsity Basketball games.</td>
</tr>
</tbody>
</table>
```

- Select the Item Type ‘Goods or services billed by amount’ when you are ordering something that will be billed by the Supplier using the ‘amount’, i.e. $500, $1,000, etc.

```
<table>
<thead>
<tr>
<th>Item Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goods or services billed by amount</td>
<td>Consulting services for BEN Financials.</td>
</tr>
</tbody>
</table>
```

For more information, go to the [Financial Training Department](#) website, Documentation page, and click on the [Requisitioner User Guide](#).