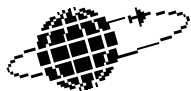


Bottom Line

A Quarterly Newsletter
from the Division of Finance.
The University of Pennsylvania



WEB SITINGS

Comptroller's Office - Travel Program

<http://www.upenn.edu/comptroller/travel/>

Project Cornerstone

<http://www.umis.upenn.edu/cornerstone/>

Information Systems & Computing

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

Purchasing (Acquisition Services)

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

Student Financial Services

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



PENN'S ENERGY AT WORK FOR OTHERS!

Payroll deductions are a convenient and easy way to be a part of the Penn's Way '97 Campaign. If you need pledge material or would like additional information about the campaign, please call extension 8-1733.

**PLEASE REMEMBER, YOUR CONTRIBUTIONS ARE
TAX DEDUCTIBLE.**

PURCHASE ORDERS WILL BE ISSUED FOR RESEARCH SUBCONTRACTS

To appropriately encumber subcontract funds, and to establish a consistent method for the payment of invoices, the University will require purchase orders to be issued for subcontracts under sponsored agreements.

The Office of Research Administration (ORA) will continue writing and negotiating each subcontract. After an agreement has been executed by both parties, ORA will instruct the business administrator to issue the purchase order with the appropriate internal approvals. The subcontractors will send invoices to both Accounts Payable and the business administrators.

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CELEBRATING THE HOLIDAYS

Research Administration, Student Financial Services and the Cashier's Office WILL BE CLOSED FROM DECEMBER 25, 1996 THROUGH JANUARY 1, 1997. The Office of the Comptroller, Purchasing, Risk Management, and the Treasurer's Office will be open, with limited staffing and limited hours, from Thursday, December 26, 1996 through Tuesday, December 31, 1996. Please contact each office directly to confirm the exact dates and hours of operation. See also the holiday schedule for Central Gifts Processing and the Securities Office on page 2 of this issue.

SPECIAL DECEMBER, 1996 PAYROLL SCHEDULE

All documents to affect December monthly pay (I9, W4, etc.), are due in the Human Resource/Records Office and Additional Pay forms are due in the Payroll Office by December 9, 1996. Deadline for entering Monthly Late Pay, Reduction in Pay and Approvals will be 4:00 PM, December 12, 1996. The paychecks for monthly paid personnel will be distributed on Wednesday, December 20, 1996.

For weekly paid personnel, Time must be entered into the system by 3:00 PM, and Data Base changes for existing employees must be made by 5:00 PM on the dates indicated below:

PAY DATE	FOR WEEK ENDING	DEADLINE FOR ENTERING TIME AND CHANGING DATA BASE RECORDS	
12/06/96	12/01/96	Monday,	12/02/96
12/13/96	12/08/96	Monday,	12/09/96
12/20/96	12/15/96	Monday,	12/16/96
12/23/96	12/22/96*	Wednesday,	12/18/96
01/03/97	12/29/96**	Monday,	12/30/96

* The weekly payroll checks for the week ending December 22, 1996 will be distributed on Monday, December 23, 1996. Departments should project the hours to be worked and reflect these hours in the appropriate pay cycle. All adjustments for hours actually worked during the period should be made the week ending December 29, 1996.

** The system will be available to report adjustments for the hours projected for week ending 12/22/96 and to report hours for week ending 12/29/96. Beginning Monday, December 23, 1996 thru 3:00 p.m., Monday, December 30, 1996.

TREASURER'S OFFICE HOLIDAY SCHEDULE

	CENTRAL GIFTS	SECURITIES
Wednesday 12/25/96	Closed	Closed
Thursday 12/26/96	9 AM til 2 PM	9 AM til 4 PM
Friday 12/27/96	9 AM til 2 PM	9 AM til 4 PM
Monday 12/30/96	9 AM til 2 PM	9 AM til 4:30 PM
Tuesday 12/31/96	9 AM til 2 PM	9 AM til 4:30 PM
Wednesday 01/01/97	Closed	Closed

CASH:

Please have all cash gifts hand delivered to:

**Central Gifts
Room 433 Franklin Building**

Postmarked envelopes must be sent to CGP along with all gifts starting Tuesday, December 31, 1996.

SECURITIES:

The Treasurer's Office is the only office authorized to receive, receipt and/or sell donations of securities. Please direct all calls from donors and/or brokers to this office. All original correspondence - **MUST INCLUDE POSTMARKED ENVELOPES** - are to be forwarded. The securities must be registered in the University name or placed in a University account by December 31, 1996 to be considered a 1996 gift for tax purposes.

Submit all Gifts of Securities to:

**Treasurer's Office
427 Franklin Building/6205**

For questions regarding gifts of securities, please call Gina Gerace at 8-7254.



Most Frequently Asked Questions

- Q. I want to spread \$6,000 in costs from my account number to three separate accounts, each for \$2,000. Must I do three separate transactions, i.e. debit one account number for \$2,000 and credit my account on the next line for \$2,000 or can I do the three debit lines and credit my account for the full \$6,000.**
- A. You can do three \$2,000 lines and one single credit line for \$6,000.
- Q. How do you determine spendable carryover balances on endowment funds (4 ledger) and gift funds (6 ledger)?**
- A. For Endowment NAC = "0" (e.g. Medical School's CNAC 400)
- | | | | |
|-----------|-----------------------|----------------------------------|-----------------------|
| In JUN-96 | Fund Object Code 4990 | Conversion Revenue | (\$100) |
| | Less: | | |
| | Fund Object Code 1230 | Contributions Receivable | 10 |
| | Fund Object Code 171X | AIF Investments | <u>50</u> |
| | | (Spendable Carryforward)/Deficit | <u><u>(\$ 40)</u></u> |
- For Gifts NAC = "0" (e.g. Medical School's CNAC 400)
- | | | | |
|-----------|-----------------------|----------------------------------|-----------------------|
| In JUN-96 | Fund Object Code 4990 | Conversion Revenue | (\$100) |
| | Less: | | |
| | Fund Object Code 1230 | Contributions Receivable | <u>10</u> |
| | | (Spendable Carryforward)/Deficit | <u><u>(\$ 90)</u></u> |
- Q. Will carryover show on any of our reports? Individual or school?**
- A. Yes, the FinMIS project team is working on including carryover on departmental and school reports.
- Q. Where does equipment (over \$5000) appear in reports?**
- A. In the Asset Object Codes series 183X - Moveable Equipment - Unit cost of \$5,000 or greater with an estimated useful life greater than two years.



'TIS THE SEASON - TRANSMITTAL OF GIFTS

As we approach the calendar year-end, the timely transmittal of gifts to the University becomes extremely important. It is imperative that checks and securities received are sent immediately to the Office of the Treasurer, 4th floor Franklin Building/6205, 3451 Walnut Street. These should be accompanied by the postmarked envelope and any original letters pertaining to the gift or any other related documents. If checks are hand delivered by a donor or messenger, a memorandum stating that fact, noting the date of delivery, should be prepared and sent to the Office of the Treasurer.

In the event that a gift is received for which a fund does not exist, the gift should still be forwarded to the Office of the Treasurer with instructions that it be deposited into the Gift Suspense account. It is the responsibility of the School or Department to follow-up with its Business or Development Officer to ensure that if a new fund is required, the necessary steps are taken.

All cash gifts and subscriptions should be forwarded to the Office of the Treasurer by way of the Gift and Subscription Transmittal. These forms can be obtained by calling 8-8687. Exception to the above are the Annual Giving gifts; these gifts have their own transmittal form. Acceptance and disposal of all securities gifts must be handled by the Office of the Treasurer. Please direct all brokers and donors to Trust Administration.

When reallocating specific gifts between funds, please submit a request for reallocation accompanied by the supporting documentation rather than preparing a journal. This request should be submitted to Central Gifts Processing (CGP). This procedure will enable CGP to update their gift records. The reallocation will then be processed on the accounting system by the CGP staff.

If you have any questions, please call:

Carolyn H. Jones, Trust Administrator	8-7254
Camille Turnier, Manager, Central Gifts Processing	8-1547



IMPORTANT REMINDERS FOR IRS FORMS W-2 AND W-4

DECEMBER! All address changes can be updated online on the payroll system through December 23, 1996. After December 23, 1996, in addition to the department updating the address on the system, the employee must also send a letter to the Payroll Office requesting the W-2 address be changed.

LOOK FOR DETAILED INFORMATION REGARDING YOUR 1996 IRS FORM W-2 IN A JANUARY, 1997 ISSUE OF THE ALMANAC.

JANUARY! Employees who claimed an exemption from Federal Withholding Tax in 1996 and would like to continue being exempt for 1997 must complete a NEW IRS FORM W-4. The form should be submitted to the Payroll Accounting Office AFTER January 1, 1997 and BEFORE February 14, 1997. See the sample to the right.

TAX CHANGES FOR 1997

Effective January 1, the maximum amount of taxable annual earnings for Social Security tax increases to \$65,400. The tax rate remains the same: F.I.C.A. (6.2%), State Unemployment tax .03%.



DID YOU KNOW?...

... Effective January 1, 1997, the IRS has issued a new 8233 Tax Treaty Form, please contact the Corporate Tax Office at extension 8-1543 or 8-6573.

... The *BottomLine* is automatically sent to all University employees who possess a TRANSACTION AUTHORIZATION CARD (TAC) and/or a University AMERICAN EXPRESS CARD. To ADD your NAME to the Bottom Line MAILING LIST simply e-mail your name and social security number to murrayb@pobox.

... The e-mail address for BARBARA MURRAY, Manager of Field Communications and Training is MURRAYB@pobox. The e-mail address for STEVE MURRAY, Vice President, Business Services is MURRAY@pobox. Steve kindly forwards all the training e-mails to Barbara, however, to ensure your enrollment, as well as reduce duplicative efforts, please note the appropriate e-mail address.

... The MARKET VALUE of the Associated Investments Fund (A.I.F.) as of November 30, 1996 was \$1.660 BILLION. The value of Penn's TOTAL ENDOWMENT was estimated to be \$2.279 billion on November 30, 1996.

ACCOUNTS PAYABLE ZOOM WORKAROUND

A separate 'Zoom-to-AP' option has been added to your GL Inquiry/Reporting Responsibility. This option will allow you to inquire on "Amount" and "Accounting Flexfield" to view the vendor and invoice number for your query and, if desired, view the payment status of that invoice by using a second Zoom.

To View Vendor and Invoice Data

User Responsibility G/L Inquiry/Reporting (Secured)

Navigate to Account Inquiry \Navigate Inquiry Account

Perform a Query for the amount and accounting flexfield you desire. When the entry shows a source of 'Payables', make a note of the information.

Navigate to AP Zoom

\Navigate Inquiry Zoom-to-AP

<u>Field:</u>	<u>Action:</u>
Maximum Amount	Tab to these fields and enter the
Minimum Amount	amount you wish to query

Tip: The Maximum and Minimum Amounts are optional. If you leave this blank, the query will return all vendors and invoices for all amounts that match your accounting flexfield.

Accounting Flexfield	Enter Accounting Flexfield [PAGE DOWN] twice Ignore the Type field
----------------------	--

You will see the Vendor Name, Invoice Number, and Invoice Line Description associated with the amount and flexfield.

To View Payment Status

Navigate to View Invoices
\ Other Zoom

You may receive a message stating "Cannot find combination" which you may ignore. This refers to possible combinations of flexfields which exist but for which you do not have authorized access.

You are now viewing payment information for this invoice including Last Payment Date and Payment Document Number (check number) if paid.

To View Details of When an Invoice will be Paid

Field:	Action:
Invoice Details	[PAGE DOWN] Quickpick (F6). Select Schedules

(Tip: From this Quick Pick list you will have the option of selecting 'Distributions'. Do not use this option. This would display all accounting flexfields associated with the invoice you are viewing. You already know the distribution you entered for the initial inquiry, and system security will prevent you from seeing unauthorized distributions, so you may receive error messages and could terminate your zoom prematurely.)

To Return from the Payment Information
\ Navigate Return

To Initiate a Second Query

Field:	Action:
From any Field	[PAGE UP] to the Selection Criteria again \ Row Erase

You now have a blank page to initiate the query process again. (If you do not Row Erase, you cannot enter another accounting flexfield.)



Message from the Manager

Dear Colleagues:

I would like to take the opportunity to outline the process relating to the creation and maintenance of grant or contract fund numbers.

Creation of an Account

1. The Office of Research Administration (ORA) initiates the create process. A draft version of the Account Information Sheet (AIS) with the Notice of Award (NOA) is forwarded to Research Accounting.
2. Upon receipt of AIS, Research Accounting assigns the fund number and enables the fund with associated description and attributes. Additionally, Research Accounting will also set up an account for overhead, if applicable.
3. Research Accounting, having assigned the new fund number, will also assign the new legacy number (new/old number).
4. Research Accounting will note the fund number and legacy number on the AIS draft and return the hardcopy form to ORA.
5. ORA creates the final version of the AIS document, which includes fund number and legacy account number.
6. ORA will forward the AIS document to all parties: Research Accounting, Principal Investigator and School.

Updates or Modifications

1. For changes to an existing fund, such as authorization for extension, additional funding, etc. ORA will update and create a new AIS and send to the appropriate field personnel.
2. ORA will send revised AIS to Research Accounting.
3. Research Accounting will update General Ledger accordingly.

Please note: Research Accounting does require a short time period to update modifications to existing awards. However, if an inordinate amount of time has passed, please contact your Research Accounting representative.

Account Close-Out Process

Please see this page for an outline of the Account Close-Out Process

Questions

Should you have any questions related to the information presented on the AIS, you should contact the Office of Research Administration. If you have any questions regarding the financial information, such as the calculation of overhead, discrepancies or potential differences between the AIS and the fund attribute record and/or PBUD or PBIL, please contact Research Accounting.

Sincerely,

Donald Kearney
 Manager, Research Accounting

GRANT AND CONTRACT REPORTING

ACCOUNT CLOSEOUT PROCESS

1. Monthly, determine the projects due to terminate at month end. If you do not know which projects will terminate, run the SFER Report #135 as follows:

CNAC		
ORG	-	LEAVE BLANK
Connector	-	AND
R - ORG	-	Your ORG
Number of Days	-	30
Active Grants	-	Y

This will produce an SFER Report for all awards terminating at month end.

2. Awards Terminating: For those awards that are identified as terminating at month end, VERIFY INFORMATION for that fund. Query the segment value attributes. This can be done from either G/L COA Inquiry or G/L Inquiry/Reporting Responsibilities as follows:

To Query Segment Value Attributes User Responsibility G/L COA Inquiry

Navigate to Query Segment Values Screen
 \Navigate COA Query COA Attributes

Field:	Action:
Name	Type Fund or Quickpick [F6]
Value	Press [F3] Enter Query Enter Fund Number Press [F2] Execute Query [TAB] until Flexfield Segment Values appear

CONTINUED ON NEXT PAGE

Account Close-Out Process

CONTINUED

To Check PBIL (Project Billable Amount) and PBUD (Project Budget Amount) User Responsibility G/L Inquiry Reporting (Secured)

Navigate to Account Inquiry Screen
 \Navigate Inquiry Account

Field:	Action:
From Period	Enter Current Month
To Period	Press [ENTER] Press [ENTER] through all fields until
Balance Type	B' for Budget
Balance Name	S' for Special
Amount Types	Press [ENTER] through PTD Change YTD to PJTD [Page Down] or Press [ENTER] [ENTER] through all fields until
Accounting Flexfield	
Fund Number	Fund number desired Press [ENTER]
Object	PBUD or PBIL Press [ENTER] [Page Down] to close Accounting Flexfield [Page Down] to Period Summary

- Contract End Date: The current budget period end date.
 - Project End Date: Awards with anticipated funding beyond the current budget period end date.
 - If the Contract End Date is the same as the Anticipated Project End Date, a FINAL financial report is due. If the dates are not the same, an interim financial report is due.
 - **CHECK REPORT DUE DATES.** Remember, all adjustments to the fund must be posted **30 days prior to the report due date.**
3. After the project terminates, run the SFER report for that fund and the #10X and #15X reports.

- Keep the Grant and Contract Reporting and Account Closeout procedure handy for reference.
 - Check PBIL and PBUD and verify accuracy. PBIL and PBUD are accessed through the G/L Account Inquiry . At the accounting flexfield enter the FUND #, and at the object field enter PBUD and page down.
 - Review project expense and compare to budget.
 - Review salary expense and remove all costs posted after termination date of award.
 - Schedule a meeting with the PI to go over the project expenditures and make adjustments as necessary.
 - Make sure that all encumbrances are identified. If there are subcontract costs and the costs are not encumbered, notify Research Accounting and send a signed statement of the expected final subcontract costs to be reported as unliquidated obligations.
4. Training Grants - Are Not Under Expanded Authorities. You must provide Research Accounting with the amount of unexpended Stipends and Tuition costs to report as unliquidated obligations to be carried forward to the next award period. For now, you should use the existing "Accounting For Unliquidated Obligations on DHHS Grants" form available from Research Accounting.
- Research Accounting will adjust the PBUD and PBIL amounts in the fund number established for the succeeding year using the SPECIAL BUDGET entry. REMEMBER, the BA must adjust the operating budget in the succeeding fund number for these unliquidated obligations.
5. After the FSR has been submitted by Research Accounting to the sponsor, you can check the amount of the direct costs (FSRD) and the amount of the indirect costs (FSRI) reported the same way that you access PBIL and PBUD.



TRAVEL ADVISORY

Travel Office, 308 FB/6284 898-3307

PREPAYING FOR CONFERENCE REGISTRATION FEES

If you are prepaying a conference or meeting registration fee for someone in your department, you may now pay that type of expense with your ProCard. Such payments will only be allowed in conjunction with the following Travel Object Codes:

- 5210 Meetings & Conference Fee/Registration
- 5213 Staff Development & Continuing Professional Education

All other expenses incurred in traveling to and from educational conferences should be captured under the appropriate travel-related object codes and processed as a travel reimbursement with a completed C-1 form.

TRAVEL AUTHORIZATION FORMS REMINDER

The University maintains an Airline Billing Account at American Express Travel for departments that want to purchase airline and Amtrak tickets for non-University travelers, students, University groups and University employees not eligible for a University sponsored charge card. Tickets that are charged to the Airline Billing Account, are journaled at the end of the month to the designated account numbers.

Once the reservation is made, American Express will fax a copy of the itinerary/invoice to the designated Business Administrator along with a Travel Authorization form. The Business Administrator should review the reservation, sign the form, emboss it and provide the 26 digit account number to be charged.

If the ticket needs to be issued that day to guarantee the fare, the Business Administrator should fax the authorization form to the Travel Office at 898-0817. If the ticket can be issued later in the week, the original form should be sent to the Travel Office at 308 Franklin Bldg / 6284. **No tickets will be issued until the Travel Office has received a completed Travel Authorization form.**

When processing a travel reimbursement that includes a ticket purchased on the Airline Billing Account, please attach the original passenger coupon of the ticket to show that the ticket was used for business purposes even though you are not seeking reimbursement it. The ticket is considered an advance and should be reconciled as such.

Under Part III. Expense Reconciliation, put "Airline Billing Account" and then the amount of the ticket. Show the amount of the ticket on the airfare line and then deduct the amount where it says "Less Advances."

VENDOR NUMBERS REMINDER

Please remember that the responsibility of providing vendor numbers rests with the department and not the Travel Office or Accounts Payable. Vendor numbers are found in FinMis by entering:

\Navigate Inquiry Vendors

Failing to provide vendor numbers will slow the payment process.

W-9 FORM REMINDER

Whenever you are processing a payment to an individual who is not a University employee, we now require a W-9 form to accompany the request for payment. Be sure to request the individual complete the W-9 form prior to submitting the request for reimbursement.

TRAVEL REIMBURSEMENT OF FOREIGN NATIONALS

If your school/center is anticipating the reimbursement of travel and entertainment expenses incurred by foreign nationals to and from the University, please be sure that you have spoken with the Corporate Tax Office to ensure that all the necessary paperwork is completed prior to their arrival. You need to contact Jake Miller in the Corporate Tax Office at 898-1543.

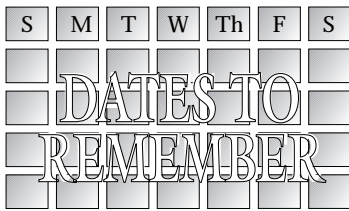
Travel Reimbursement Requests for foreign nationals will be returned to the Business Administrator, if the proper documentation is not attached to completed C-1 forms.

NEGOTIATED SAVINGS WITH USAIR

Don't forget, if purchasing a ticket on USAir for business purposes, use AMERICAN EXPRESS TRAVEL. The University has negotiated fares with USAir but they are only available through American Express.

You can contact American Express by calling:

898-9439



OFFICES

Payroll Department
General Accounting
Office of Research Administration

Accounts Payable Transactions

Accounts Payable continues to process two main types of transactions in FinMIS. They types are invoices that are MATCHED to purchase orders and invoices that are NOT MATCHED to purchase orders(C-forms). The entries that are made in the ledger for these Payables transactions are different than you were accustomed to seeing in the former accounting system.

Invoices matched to purchased orders: Purchase orders are encumbered when they are approved and reserved. This is the first transaction that is posted to your account. When Accounts Payable receives and processes an invoice against that purchase order the PO encumbrance is released and an invoice encumbrance is processed. This encumbrance is very quickly reversed and the actual expense is charged to your account.

Invoices not matched to purchase orders: When Accounts Payable processes a C-form the transaction is encumbered and almost immediately the encumbrance is reversed and replaced with the actual expense.

In both these examples the other side of the expense transaction is the Accounts Payable liability account. The receipt of a valid invoice or a C-form means that the University has incurred a liability and Accounts Payables processing of that transaction records the liability and charges the appropriate expense account. Please remember that this is not the final transaction for either of these examples. The recording of the liability does not necessarily indicate that we have actually processed a payment transaction to a particular vendor. The final transaction is generated when a check is produced to relieve the liability and effect the payment to the vendor. It is important to remember that an invoice could be charged to your account for some period of time before the payment is actually processed. A payment will be delayed if the invoice is on hold. The hold must be resolved before it can be approved for payment.

PAYROLL MONTHLY CLOSING AND PAYDATES

Monthly Payroll PAY DATE	Time Reporting Date Entry for Late Pay, Reduction in Pay & Late Pay Approvals by Thurs, 4:00 PM	Supporting Documents for New Appointments Must Reach Personnel Records by 5:00 PM	DataBase On-Line Changes to Existing Employees Must be Made by 5:00 PM	Additional Pay Forms Due in Payroll by 4:00 PM
01/31/97	01/23/97	01/20/97	01/24/97	01/20/97
02/28/97	02/20/97	02/17/97	02/21/97	02/17/97

See separate December, 1996 schedule on page two to this issue.

FINMIS ACCOUNTING SYSTEM CLOSING SCHEDULE

Each month or "Period" will end on a Friday, which is not necessarily the last business day of the calendar month.

Period	Begin Date	End Date
Dec 96	11/30/96	01/03/97
Jan 97	01/04/97	01/31/97
Feb 97	02/01/97	02/28/97

Please note these changes may impact your analysis of expenses as well as your daily processing of business transactions. For example, cash receipts submitted to the Cashier's Office on January 2, 1997, will be included in December's activity. Also, December will contain (5) weekly payroll charges, since the last weekly payroll for December(for week ending December 29, 1996) will be posted to FinMIS on Thursday, January 2, 1997.

The cut-off dates for significant business processes are as follows:

Transaction Type	Cut-Off Date for Receipt by Central Office
Cash Receipts	Last Thursday of the period, 12:00 p.m.
Central Gifts Receipts	Last Thursday of the period, 4:00 p.m.
On-Line Journals	Last Friday of the period, 6:00 p.m.
ProCard Journals*	Last Friday of the period, 6:00 p.m.
Collections	Last Monday of the period, 5:00 p.m.

* Note that ProCard Journals are imported every Friday and remain unposted for one week to allow ProCard holders to revise the account distribution on-line in FinMIS.

OFFICE OF RESEARCH ADMINISTRATION

National Institutes of Health (NIH) Deadlines

Jan 2, 1997	- All AIDS-Related Grants
Jan 10, 1997	- Institutional National Research Service Awards*
Feb 1, 1997	- New Research Grant, Conference, FIRST and Career Development Awards. ALL Program Project* and Center Grants*
Mar 1, 1997	- Competing Continuation, Supplemental, and Revised Grants

* For these specialized grant applications, consult with the appropriate PHS awarding component prior to the preparation of an application, particularly if the requested budget exceeds \$500,000.

OFFICE OF STUDENT FINANCIAL SERVICES

Below are the dates when SFS will be producing Bills, the due dates, and system input deadlines.

TERM	PRODUCE BILLS	BILL DUE DATE	ADDRESS USED	AUTOMATED FEEDER FILE UPDATE TO BRS	INPUT DEADLINE TO STUDENT ACCOUNT ADJUSTMENTS(SAJ)	INPUT DEADLINE TO SAM - DEPT GRANTS RA/TA/RF'S
Spring '97	Dec 03, 1996	Jan 03, 1997	G	Nov 27, 1996	Dec 02, 1996	Nov 22, 1996
	Jan 07, 1997	Jan 30, 1997	L	Jan 03, 1997	Jan 07, 1997	Jan 03, 1997
	Feb 04, 1997	Feb 27, 1997	L	Jan 30, 1997	Feb 04, 1997	Jan 31, 1997
	Mar 03, 1997	Mar 31, 1997	L	Feb 27, 1997	Mar 03, 1997	Feb 28, 1997
	Apr 04, 1997	Apr 30, 1997	L	Apr 02, 1997	Apr 04, 1997	Mar 28, 1997
Summer 1 '97	May 05, 1997	May 29, 1997	L	May 01, 1997	May 05, 1997	May 02, 1997
Summer 2 '97	Jun 04, 1997	Jun 27, 1997	L	Jun 02, 1997	Jun 04, 1997	May 30, 1997
Fall '97	Jul 01, 1997	Jul 31, 1997	P	Jun 27, 1997	Jul 01, 1997	Jun 27, 1997
	Aug 04, 1997	Aug 29, 1997	P	Jul 31, 1997	Aug 04, 1997	Aug 01, 1997
	Sep 03, 1997	Sep 28, 1997	L	Sep 01, 1997	Sep 03, 1997	Aug 29, 1997
	Oct 03, 1997	Oct 29, 1997	L	Oct 01, 1997	Oct 03, 1997	Sep 26, 1997
	Nov 03, 1997	Nov 25, 1997	L	Oct 30, 1997	Nov 03, 1997	Oct 31, 1997

ADDRESS OPTIONS:

- P = Permanent
- L = Local
- G = UGrad to Home
- Grad to Local

Note: Address option always selects the Billing address first.

SUBJECT TO CHANGE

Note: Any questions related to these schedules should be directed to SFS-Student Accounts at extension 4280.

OFFICE OF STUDENT FINANCIAL SERVICES (cont.)

Directions:

1. Feeder File Updates - All transactions from other systems are transferred to the Billing & Receivable System (BRS) prior to each billing run. "Feeder Files" (e.g. Registrar, Residence, Financial Aid(SAM) and other departments) are scheduled to be passed to BRS each week.
2. Student Account Adjustments - Do not post tuition and fee adjustments for the current term until after the financial DROP/ADD time period is over (see automated SRS & Tuition Adjustment Schedule below).
3. Automated SRS & Tuition Adjustment Schedule

All entries posted to SRS must be updated prior to 5:00 p.m. on these dates. The final dates to process tuition related adjustments for a given term are indicated in bold.

TERM	TUITION ADJUSTMENT	INPUT TO SRS	SRS TRANSFER TO BRS
Spring 1997	TUITION CALC DROP/ADD DROP/ADD	NOV 21, 1996 JAN 16, 1997 JAN 24, 1997	NOV 22, 1996 JAN 17, 1997 JAN 24, 1997
Summer I 1997	TUITION CALC DROP/ADD DROP/ADD	APR 24, 1997 MAY 08, 1997 MAY 27, 1997	APR 25, 1997 MAY 09, 1997 MAY 28, 1997
Summer II 1997	TUITION CALC DROP/ADD DROP/ADD	MAY 29, 1997 JUN 12, 1997 JUL 10, 1997	MAY 30, 1997 JUN 13, 1997 JUL 11, 1997
Fall 1997	TUITION CALC DROP/ADD DROP/ADD	JUN 19, 1997 SEP 11, 1997 SEP 19, 1997	JUN 20, 1997 SEP 12, 1997 SEP 19, 1997

4. RT Delete Updates - are run on a daily basis during the TUITION CALC and financial DROP/ADD time periods. These updates will adjust students' accounts that the DROP/ADD process is unable to handle. These adjustments are primarily for students placed on leave, dropped or withdrawn.

5. Financial Hold - Tentative Dates
 - a. Warning letter mailed - February 14, 1997 for Fall 1997 Advance Registration (Begins Mar 24-Apr 06)
 - b. Actual hold posted/letter mailed - March 3, 1997 for Fall 1997 Advance Registration (Spring recess Mar 7-17)
 - c. Actual hold posted/letter mailed - April 11, 1997 for Fall 1997 Registration
 - d. Actual hold posted/letter mailed - May 9, 1997 for Fall 1997 Registration
 - e. Warning letter mailed - October 1, 1997 for Spring 1998 Advance Registration(Begins Nov 3-Nov 16)
 - f. Actual hold posted/letter mailed - October 17, 1997 for Spring 1998 Advance Registration

FinMIS FACTS

Encumbrance Journals

Unlike other on-line journals, manual Encumbrance journals (Type=Encumbrance instead of Actual in the Batch Header zone) are not posted in GL during the nightly process, although the funds are encumbered as soon as the journal is committed. Until a system solution is implemented, please e-mail the System Administrator (msuzanne@pobox.upenn.edu) upon creating an on-line encumbrance journal. Include the batch name in your e-mail. The system administrator will post it that night.

New Fund Request Form

The current "New Fund Request Form" has been revised significantly, as a response to discussions with the schools. Changes were made to improve the readability of the form and to allow more space for the description of the fund. Copies can soon be retrieved from the Cornerstone Homepage. In addition, a new form has been designed to allow for Changes to Fund information. This will also be on the Cornerstone homepage. See page one of this issue for the web address.

CONTROL C [Ctrl-C]

If you are interested in canceling a query once it has been initiated (the screen at the bottom will show "Working . . ."), press the Control and C keys together [Ctrl C]. This will cancel your query. The message returned at the bottom of the screen will depend on the screen in which you are working. If you receive an error message you can continue your work. This message is advising you that the query has been interrupted.

Unposted Journal Entries

A number of journal entries have been created that have not been posted due to a variety of reasons, e.g. forgetting to change the control total of \$1 in the Control Total field. It is the responsibility of the person entering the journals to ensure that any journal entered is postable.

To Find Unpostable Journals

User Responsibility: GL Journal Entry-General

Navigate to the Enter Journals Screen
Press \Navigate Journal Enter

At the Batch Zone

Field:	Action:
Batch Name	Press [F3] to Enter Query Enter %xxxx.yyy% where xxxx is your org and yyy are your initials (Hint: This field is case sensitive; try your initials in both all upper case and all lower case.)
Posting Status	Tab here and Enter 'U' Press [F2] to Execute Query Arrow Down to review all journals returned from your Query

Review each journal for possible errors. Correct the error, change the period to the current open period, and resave the batch. The most common error will be a Control Total violation, i.e. the Control Total field does not match the Entered Debits field. Another problem is a journal with a batch name that includes a "%" in it. These journals were inadvertently saved during a query process.

Important! If the Unposted batch has a Fund Status of "Passed" you must first UNRESERVE funds before you can make any changes to the batch.

Once you have completed your changes, **SAVE THE JOURNAL.**

If you decide that the batch should not be posted, then you can delete the batch. To delete the batch, enter (Row Delete). This will delete the batch from the database. You must save again at this point or the batch will not be deleted.

Automatic Manual Journal Deletion Process

All journals created during the month but which remain unposted by month end will stay in the database and are available for corrections until the end of the following month. At the close of the following month, the system administrator will delete all unposted journals. For example, a journal created in November that remains unposted throughout December, will be deleted on January 6. You should correct and save the journal by the end of business January 3 to prevent the journal from being deleted.

If you have any questions on this process, please call Suzanne Burke, FinMIS System Administrator at 8-7238.

FINANCIAL TRAINING SEMINARS

The Accounting & Business Certification Program

FinMIS Purchasing & General Ledger Training

The initial FinMIS General Ledger and Purchasing Training was conducted at the School/Center level. Ongoing FinMIS training is currently undergoing a review to see how best it can be delivered. In the meantime, please contact your Trainer (listed on the Cornerstone Website) for additional information.

Pre-requisite: Chart of Accounts Training

Introduction to University Accounting and Business Functions/Chart of Accounts Training

This program provides an organizational overview of the central offices involved in the University's basic business and accounting functions. In this session, the new General Ledger Chart of Accounts will be explained. Also included will be a discussion on the Financial Training sessions provided by the University as well as how to enroll.

General Accounting Overview

This session will be an overview of the roles and responsibilities of the General Accounting Department as they relate to the FinMIS business processes. Included will be a discussion of journal entries in the Sample FinMIS Summary and Detail Reports will be reviewed. (Sample reports will be provided at the session, however, feel free to bring your own if you have a particular question or concern.) Please note this is not a FinMIS hands-on training session, however, is part of the overall Accounting and Business Certification Program.

Purchasing Overview

Includes a delineation of the roles and responsibilities of the Acquisition Services Department, a review of procurement policies and procedures as they relate to FinMIS. Please note this is not a FinMIS hands-on training session, however, is part of the overall Accounting and Business Certification Program.

Accounts Payable Overview

Discusses the roles and responsibilities of the Accounts Payable Department as it relates to the new FinMIS business processes and its End-Users. Included will be an overview of how the Accounts Payable Department is currently working to ensure timing payments of all Purchase Orders and C-Form 368. There will be a discussion of the receipting mechanism in FinMIS established for all Purchase Orders over \$5,000.

Travel Program/Polices and Procedures

Covers the important aspects of University's Travel Program. The seminar will review who are the preferred travel providers for the University and why it is important to use them. The seminar reviews the Travel and Entertainment Policy and instructs attendees how to properly complete the C-1, C-1A, C-368 and Travel Authorization along with the correct travel object codes.

Payroll/Personnel/Tax System Overview

Provides a basic understanding of the personnel/payroll system, personnel action processes, appropriate internal and external documents required to effect payment to an employee.

Office of Research Administration & Research Accounting

An introduction to the roles and responsibilities of the Research Services Department. Included will be an overview of the steps involved in the preparation and submission of sponsored research proposals and awards. Also provided will be an overview of the activity related to the establishment and maintenance of a Sponsored Agreement Account as it relates to FinMIS, its reporting requirements, methods of funding and account termination. A discussion of overdrafts and disallowances, adjusting entries and project closeouts. In addition, the procedures required for segregating costs which are deemed "unallowable" by public and private sponsors of University research will be reviewed.

Standards for Conducting University Business

The purpose of this session is to outline, promote and reinforce the policies, procedures, and standards governing appropriate business conduct and internal control which all financial administrators are expected to abide by when performing their duties on behalf of the University. The course will use case studies covering transaction situations which may confront a financial administrator such as conflicts of interest; confidentiality; reporting integrity, etc.

CONTINUED ON NEXT PAGE



TAX WITHHOLDING RATES FOR NONRESIDENT ALIENS

TYPE OF INCOME	TAX RATE
Compensation (Employees)	Standard Graduated Rates*
Scholarships/Fellowships (F-1, J-1, M-1 and Q-1 visaholders)	14%
Scholarships/Fellowships (All other visaholders)	30%
Independent Personal Services	30%

*Nonresident alien employees are required to claim "single" marital status, one withholding allowance, and an additional \$4 per week. These rules are modified for employees from Canada, Japan, Korea, Mexico, American Samoa, and India.

Quarterly Quote

*Life is one long series of training sessions.
Every day is an opportunity to learn
something new.*

Unknown

FINANCIAL TRAINING SEMINARS

ADDITIONAL TRAINING COURSES

Procurement Credit Card (Pro-Card)

FOR EMPLOYEES WHO HANDLE PROCUREMENT FOR THEIR DEPARTMENTS, this training session provides an overview for the University's procurement credit card program. Highlighted will be the ordering process, documentation, disputed transactions, ease of use, restricted commodities and card misuse. There will also be a demonstration of the on-line Pro-Card system, including security clearance, browse screens, and updating transactions where the account number to be charged for the purchase can be changed.

On-Line Payroll Time Reporting

Prerequisite: Security Access to On-Line Payroll Time Reporting

FOR EMPLOYEES WHO HANDLE PAYROLL TIME REPORTING FOR THEIR DEPARTMENTS, this three-hour workshop covers how to process time reporting "On-Line" for non-exempt and exempt employees. Included will be an overview of the Payroll Time Reporting User Manual, a thorough demonstration of time reporting and hands-on practice exercises by the participants. Covered in this session will be reporting employee time for regular, late, overtime, supplemental pay, shift differential, sick, severance, and vacation pay.

Foreign Student/Scholar Tax Reporting

FOR ADMINISTRATORS WHO EMPLOY AND/OR PAY FOREIGN STUDENTS OR SCHOLARS, this three-hour session will familiarize you with the tax rules, regulations and documentation required by the Internal Revenue Service for payments to foreign students and scholars. You should attend this instructional session if your department employs and/or pays foreign student or scholars through Accounts Payable, Payroll or Student Financial Services.

University of Pennsylvania

Office of the Comptroller

FINANCIAL TRAINING REGISTRATION

I would like to attend the following:*

*** To qualify for the Accounting & Business Certification Program, you must register for all of the following sessions. If you have previously attended a training session and would like it to count towards your certification, please circle the name of the session(s) below. You may also sign-up for any individual course.**

Accounting & Business Certification Program

- | | | |
|---|------------------------|-----------------|
| <input type="checkbox"/> Introduction to Univ. Accounting & Business Functions/COA Training | 9:30 a.m. - 12:00 p.m. | Jan - Feb '97** |
| <input type="checkbox"/> General Accounting | 9:30 a.m. - 12:00 p.m. | “ |
| <input type="checkbox"/> Purchasing | 9:30 a.m. - 12:00 p.m. | “ |
| <input type="checkbox"/> Accounts Payable | 9:30 a.m. - 12:00 p.m. | “ |
| <input type="checkbox"/> Travel & Entertainment | 9:30 a.m. - 12:00 p.m. | “ |
| <input type="checkbox"/> Personnel/Payroll/Tax | 9:30 a.m. - 12:00 p.m. | “ |
| <input type="checkbox"/> ORA /Research Accounting | 9:30 a.m. - 12:00 p.m. | March '97** |
| <input type="checkbox"/> Standards for Conducting University Business | 9:30 a.m. - 12:00 p.m. | “ |

** Dates to be confirmed

Additional Training Courses (Not part of the ABC Program)

- | | | |
|--|------------------------|-----------------|
| <input type="checkbox"/> Procurement Credit Card | 9:30 a.m. - 11:30 p.m. | To be announced |
| <input type="checkbox"/> On-Line Payroll Time Reporting | 9:30 a.m. - 12:00 p.m. | To be announced |
| <input type="checkbox"/> Foreign Student/Scholar Tax Reporting | 9:30 a.m. - 12:00 p.m. | To be announced |

Social Security Number: ___ ___ ___ - ___ ___ - ___ ___

Name: _____

E-Mail Address: _____ @ _____

Title: _____ Dept. Name: _____

School: _____

Campus Address: _____ Mail Code: _____

Campus Phone Number: ___ ___ ___ - ___ ___ ___ Today's Date: _____

Fax Number: ___ ___ ___ - ___ ___ ___ TAC Cardholder? Yes No

Please send your registration form to:

Barbara Murray, Manager, Field Communications & Training
 Room 313 Franklin Building/6284
 or
 FAX: 898-0817

Once we have received your completed registration, you will receive an e-mail confirming your attendance and the date and location of the training sessions.

Any comments and/or suggestions, please call 898-1733. Thank you for your support!

“Most Frequently Asked Questions” you would like to see answered in a future issue of “The Bottom Line”.

1. _____

2. _____

3. _____

4. _____

5. _____

The Bottom Line

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If you would like to be on the mailing list for future issues of *The Bottom Line*, please contact:

Barbara Murray, Room 313 FB/6284,
Extension 8-1733.