WEB SITINGS

Comptroller’s Office Homepage
http://www.upenn.edu/comptroller/

* New! - Check out The Bottom Line here!

Comptroller’s Office - Travel Program
http://www.upenn.edu/comptroller/travel/

Project Cornerstone (FinMIS)
http://www.umis.upenn.edu/cornerstone

Treasurer’s Office - Cashier
http://www.upenn.edu/treasurer/cashinfo/

Cornerstone support information home page:
http://www.umis.upenn.edu/cornerstone/hotline

Information Systems & Computing
http://www.upenn.edu/isc/

Purchasing (Acquisitions Services)
http://www.upenn.edu/purchasing/

Student Financial Services
http://www.upenn.edu/sfs/

CELEBRATING THE HOLIDAYS

Research Administration, Student Financial Services and the Cashier’s Office WILL BE CLOSED FROM DECEMBER 25, 1997 through JANUARY 2, 1998. The Office of the Comptroller, Acquisitions Services, Risk Management, and the Treasurer’s Office will be open, with limited staffing and limited hours, from Monday, December 29, 1997 through Wednesday, December 31, 1997. 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. See page 5 of this issue for Student Financial Services holiday hours.

Penn’s Energy at Work for Others!

Payroll deductions are a convenient and easy way to be a part of the Penn’s Way ‘98 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.

In this issue...

Accounting & Business Certification Program ........................................Page 18
Dates to Remember ........................................Page 6
Did You Know?..............................................Page 4
Financial Training .........................................Page 15
FinMIS Purchasing Enhancements .................Page 3
Grant & Contract Closeout Procedures..........Page 7
New! FinMIS Training Registration Form..............Page 16
Most Frequently Asked Questions Answered...........Page 14
Reminders for W-2 and W-4 ..........................Page 4
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Transmittal of Gifts........................................Page 3
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SPECIAL DECEMBER, 1997 PAYROLL SCHEDULE

All documents to effect December monthly pay (W-4, etc.), are due in the Human Resource/Records Office and Additional Pay forms are due in the Payroll Office by December 8, 1997. The deadline for entering Monthly Late Pay, Reduction in Pay, approving monthly late pays, and making Data Element Adjustments will be 4:00 p.m., December 10, 1997. The deadline for any on-line Data Base changes for existing employees will be 5:00 p.m., December 11, 1997. The paychecks for monthly paid personnel will be issued on Friday, December 19, 1997.

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

<table>
<thead>
<tr>
<th>PAY DATE</th>
<th>FOR WEEK ENDING</th>
<th>DEADLINE FOR ENTERING TIME AND CHANGING DATA BASE RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/05/97</td>
<td>11/30/97</td>
<td>Monday 12/01/97</td>
</tr>
<tr>
<td>12/12/97</td>
<td>12/07/97</td>
<td>Monday 12/08/97</td>
</tr>
<tr>
<td>12/19/97</td>
<td>12/14/97</td>
<td>Monday 12/15/97</td>
</tr>
<tr>
<td>12/23/97</td>
<td>12/21/97*</td>
<td>Wednesday 12/17/97</td>
</tr>
<tr>
<td>12/24/97</td>
<td>12/28/97**</td>
<td>Friday 12/19/97</td>
</tr>
</tbody>
</table>

* The weekly payroll checks for the week ending December 21, 1997 will be distributed on Tuesday, December 23, 1997. Payroll checks for week ending December 28, 1997 will be distributed Wednesday, December 24, 1997. 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 for the week ending January 4, 1998.

** Beginning Tuesday, December 23, 1997, the system will be available to report time for week ending January 4, 1998.

You can also find the Payroll Schedule on the Comptroller’s Office home page:

http://www.upenn.edu/comptrollers/Closing/payroll/

TREASURER’S OFFICE HOLIDAY SCHEDULE

CENTRAL GIFTS    SECURITIES

<table>
<thead>
<tr>
<th>DAY</th>
<th>CENTRAL GIFTS</th>
<th>SECURITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>12/23/97</td>
<td>9 a.m. til 5 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>12/24/97</td>
<td>9 a.m. til 2 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>12/25/97</td>
<td>Closed</td>
</tr>
<tr>
<td>Friday</td>
<td>12/26/97</td>
<td>9 a.m. til 2 p.m.</td>
</tr>
<tr>
<td>Monday</td>
<td>12/29/97</td>
<td>9 a.m. til 2 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>12/30/97</td>
<td>9 a.m. til 2 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>12/31/97</td>
<td>9 a.m. til 2 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>01/01/98</td>
<td>Closed</td>
</tr>
<tr>
<td>Friday</td>
<td>01/02/98</td>
<td>9 a.m. til 2 p.m.</td>
</tr>
</tbody>
</table>

CASH:
Please have all cash gifts hand delivered to:

Central Gifts
Room 433 Franklin Building

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, 1997 to be considered a 1997 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 Eleanor Rehl at 8-7254.
ACQUISITION SERVICES NEWS

Please be advised that the newly redesigned Acquisition Services Home Page is now available to the University community at the following URL location:

http://www.upenn.edu/purchasing

This new site has been completely redesigned and updated to provide the latest in acquisition related news and information. The main innovation is the "Site Tree Map" located on the right frame. This site tree allows a user to browse the entire site easily without having to click from page to page until reaching the desired page. We believe this functionality will enable users to get the information they need as quickly as possible.

Please take a few minutes to review the "Help" site located at the top of our home page. The "Help" topics, including the "printing" and "tree map" sections, will address some of the anticipated questions about our site.

Please take a few minutes to review the new site and the site content. Please submit all questions, comments and suggestions regarding our new site on our Web Site Survey located at:

http://www.purchasing.upenn.edu/customer_relations/website_survey.htm

FinMIS PURCHASING ENHANCEMENTS

The following menu path has been added to all Purchasing responsibilities.

\Navigate Inquiry Locations

View Location allows an on-line search of shipping addresses and campus office locations. The numeric sequence displayed in the NAME field for Internal locations represents department code and mail code. All address corrections should be directed to (purchsup@pobox.upenn.edu).

The View Location screen does not have a Search Criteria zone. Always press F3 as the first action. If the message, "Can't change database field" appears:

- Quickpick Inventory Organization (only one choice available)
- Press Ctrl-R (Row Erase)
- Press F3 and enter desired search criteria
- Press F2 to execute search

'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 using the Gift and Subscription Transmittal form. 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 the Trust Administration Office.

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 19, 1997. After December 19, 1997, 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 1997 IRS FORM W-2 IN A JANUARY, 1998 ISSUE OF THE ALMANAC.

JANUARY! Employees who claimed an exemption from Federal Withholding Tax in 1997 and wish to continue claiming exemption for 1998 must complete a NEW IRS FORM W-4. The form should be submitted to the Payroll Accounting Office AFTER January 1, 1998 and BEFORE February 13, 1998. See the sample to the right.

TAX CHANGES FOR 1998

Effective January 1, the maximum amount of taxable annual earnings for Social Security tax increases to $68,400. The tax rate remains the same: F.I.C.A. (6.2%).

DID YOU KNOW?...

... CHERYL WALKER, Supervisor of Accounts Payable, has been promoted to ACCOUNTS PAYABLE MANAGER. Way to go, Cheryl!!

... Period ADJ-97 is now closed. For your information, the text 14th MONTH **FINAL** has been added to the upper right hand corner of the report, just beneath the Program ID line. This identifier will ONLY appear on REPORTS RUN FOR ADJ-97.

... The Nxx EARNINGS TYPE CODES in the payroll Job Assignment Data screen (004) should be ENTERED by CORPORATE TAX OFFICE PERSONNEL ONLY! Use of the Nxx earnings types in the wrong situation, will cause a foreign student or post-doc to be taxed inappropriately. In order to avoid problems of over withholding or under withholding, please consult with Kyong M. Park, extension 8-6573, in the Corporate Tax Office before making new appointments or reappointments.

... The BATCH NAMING CONVENTION for all MANUAL ON-LINE JOURNAL ENTRIES is XXXX.ZZZ.MM.DD.xx where XXXX is your ORGANIZATION number and ZZZ is your initials. It is MANDATORY that you place the appropriate ORG NUMBER (NO ALPHA) at the beginning of the Batch Name. This identifies the department creating the transaction and requires a NUMERIC value.

... The CONTEXT box in the LINES ZONE must be completed for all MANUAL ON-LINE JOURNAL ENTRIES for both the DEBIT and CREDIT side of every transaction.
OFFICE OF STUDENT FINANCIAL SERVICES

Coming Soon

The New Student Administrative Services Center

Penn is changing the way students are provided Administrative Service. The offices that serve students will be more helpful, professional and convenient. Access to student financial and registration services will be available using new technology. The goal is to give students more time for education; but to offer assistance when needed.

Financial Counseling Center
Expected Completion - March ’98
- High quality answers and decisions
- Professional and confidential
- Minimize referrals

Cashier
Expected Completion - March ’98
- All transactions: loans, refunds and payments
- More service windows
- Faster service

After Hours Facility
Watch for more details
- Penn-InTouch
- PennCard/Penn Cash
- Postage vending

Registrar’s Office
Completed - August ’97
- New Service Facility
- New Training Center

CHANGE IN SERVICE HOURS

While changes are being made for the new Administrative Services Center, staff will be attending regular training sessions in preparation for the opening. Until further notice.

Monday - Wednesday and Friday
9 a.m. to 4:45 p.m.
Thursday
9 a.m. to 3:30 p.m.

Note: Effective October 21, 1997, every Tuesday from 9 a.m.-11 a.m. the Student Financial Services Information Center will be available for limited walk-in service only. Telephone service will begin at 11 a.m.

Temporary Office Relocations in Franklin Building
Effective Monday, December 8, 1997
Information Center to Room 115 Franklin Building
Undergraduate and Graduate/Professional Counseling to Basement

Effective Monday, December 15, 1997
Cashier moves into new lobby location

Holiday Hours
Close at 2 p.m., December 24, 1997
Closed December 25, 1997 to January 4, 1998
Reopen Monday, January 5, 1998
9 a.m. to 4:45 p.m.

From the Treasurer’s Office

The Federal Reserve Bank of Atlanta is converting their accounts payable process to electronic payments for all their vendors. The University is a vendor and will be receiving electronic payments beginning in the near future.

If you are expecting a payment from the Federal Reserve Bank of Atlanta OR if you receive a credit advice from them, please notify The Office of the Treasurer (8-7256) as soon as possible so the funds can be credited to your account in a timely manner. This notification is necessary because the electronic payment notice that the Office of the Treasurer receives from the Federal Reserve Bank will not provide details as to who is to receive the payment.
### PAYROLL WEEKLY CLOSING AND PAYDATES

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Weekly Pay Dated</th>
<th>Time Reporting Data Entry for Positive/Exception Employees by Monday 3:00 p.m.</th>
<th>Supporting Documents for New Appointments Must Reach Personnel Records by 5:00 p.m.</th>
<th>Database On-Line Changes to Existing Employees Must be Made Before 5:00 p.m.</th>
<th>Vacation Advance &amp; Additional Pay Forms Due in Payroll by 5:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/ 29-01/ 04</td>
<td>01/ 05/ 98</td>
<td>01/ 05/ 98</td>
<td>12/ 30/ 97</td>
<td>01/ 05/ 98</td>
<td>01/ 02/ 98</td>
</tr>
<tr>
<td>01/ 05-01/ 11</td>
<td>01/ 16/ 98</td>
<td>01/ 12/ 98</td>
<td>01/ 06/ 98</td>
<td>01/ 12/ 98</td>
<td>01/ 09/ 98</td>
</tr>
<tr>
<td>01/ 12-01/ 18</td>
<td>01/ 23/ 98</td>
<td>01/ 19/ 98</td>
<td>01/ 13/ 98</td>
<td>01/ 19/ 98</td>
<td>01/ 16/ 98</td>
</tr>
<tr>
<td>01/ 19-01/ 25</td>
<td>01/ 30/ 98</td>
<td>01/ 26/ 98</td>
<td>01/ 20/ 98</td>
<td>01/ 26/ 98</td>
<td>01/ 23/ 98</td>
</tr>
<tr>
<td>01/ 26-02/ 01</td>
<td>02/ 06/ 98</td>
<td>02/ 02/ 98</td>
<td>01/ 27/ 98</td>
<td>02/ 02/ 98</td>
<td>01/ 30/ 98</td>
</tr>
<tr>
<td>02/ 02-02/ 08</td>
<td>02/ 13/ 98</td>
<td>02/ 09/ 98</td>
<td>02/ 03/ 98</td>
<td>02/ 09/ 98</td>
<td>02/ 06/ 98</td>
</tr>
<tr>
<td>02/ 09-02/ 15</td>
<td>02/ 20/ 98</td>
<td>02/ 16/ 98</td>
<td>02/ 10/ 98</td>
<td>02/ 16/ 98</td>
<td>02/ 13/ 98</td>
</tr>
<tr>
<td>02/ 16-02/ 22</td>
<td>02/ 27/ 98</td>
<td>02/ 23/ 98</td>
<td>02/ 10/ 98</td>
<td>02/ 23/ 98</td>
<td>02/ 20/ 98</td>
</tr>
</tbody>
</table>

See separate December, 1997 schedule on Page 2 of this issue.

### PAYROLL MONTHLY CLOSING AND PAYDATES

<table>
<thead>
<tr>
<th>Monthly Payroll Paydate</th>
<th>Time Reporting Date Entry for Late Pay, Reduction in Pay &amp; Late Pay Approval by Thurs, 4:00 p.m.</th>
<th>Supporting Documents for New Appointments Must Reach Personnel Records by 5:00 p.m.</th>
<th>Database On-Line Changes to Existing Employees Must be Made by 5:00 p.m.</th>
<th>Additional Pay Forms Due in Payroll by 4:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/ 30/ 98</td>
<td>01/ 22/ 98</td>
<td>01/ 19/ 98</td>
<td>01/ 23/ 98</td>
<td>01/ 20/ 98</td>
</tr>
<tr>
<td>02/ 27/ 98</td>
<td>02/ 19/ 98</td>
<td>02/ 16/ 98</td>
<td>02/ 20/ 98</td>
<td>02/ 19/ 98</td>
</tr>
</tbody>
</table>

See separate December, 1997 schedule on Page 2 of this issue.
In October 1997, Research Accounting distributed to the University community the "Grant and Contract Reporting and Account Close-Out Procedures" manual in its final version. In addition to the procedures, a grants management "checklist", that is intended to assist the business administrator with the requirements of financial reporting and account close-outs, was also distributed. The "checklist" section is currently available through the Office of the Comptroller's homepage. The procedures will be part of the homepage in the very near future.

Research Accounting is adhering to the reporting and close-out procedures effective for all grant and contract awards with a Contract End Date of October 31, 1997. For grants terminating earlier, your immediate attention must be devoted to review and finalization. For these funds, Research Accounting will report to the sponsor the expenditures that appear on the ledger account as of the point in time that we prepare the final report.

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

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Cut-Off Date for Receipt by Central Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Receipts</td>
<td>Next to last business day of the period, 12:00 p.m.</td>
</tr>
<tr>
<td>Central Gifts Receipts</td>
<td>Next to last business day of the period, 4:00 p.m.</td>
</tr>
<tr>
<td>On-Line Journals*</td>
<td>Last day of the period, 6:00 p.m.</td>
</tr>
<tr>
<td>ProCard Journals**</td>
<td>Last Friday of the period, 6:00 p.m.</td>
</tr>
<tr>
<td>Collections</td>
<td>Last Monday of the period, 5:00 p.m.</td>
</tr>
</tbody>
</table>

* See future notice regarding December holiday system availability.

** 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.

Effective immediately, Object Code 5042, which was previously used for Post-Doctoral Researchers in FY ‘97 and subsequently used for Summer Research Assistants in FY ’98, has been discontinued and SHOULD NO LONGER BE USED for Summer Research Assistants. The NEW OBJECT CODE is 5070 (Subcode 147). Please make the necessary change to your Guide to Graduate Student and Post-Doctoral Appointments. For a copy of the revised Guide, please contact the Corporate Tax Office at 8-8967.
Below are the dates when SFS will be producing Bills, the due dates, and system input deadlines.

<table>
<thead>
<tr>
<th>TERM</th>
<th>PRODUCE BILLS</th>
<th>BILL DUE DATE</th>
<th>ADDRESS USED</th>
<th>AUTOMATED FEEDER FILE UPDATE TO BR S</th>
<th>INPUT DEADLINE TO STUDENT ACCOUNT ADJUSTMENTS(SAJ)</th>
<th>INPUT DEADLINE TO SAM - DEPT GRANTS RA/TA/RF'S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring '98</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall '98</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Allowance given to undergraduates who may be eligible to apply for the Hope Scholarship Tax credit.

Address options:  
H = Home  
L = Local  
G = UGrad to Home  
Grad to Local

Subject to Change
## 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” (Ex. Registrar, Residence, Financial Aid(SAM), Penn Plan, Faculty Staff, Penntrax, Dining, Student Health/Ins, Wharton Repro, Fitness Center and other auxiliary departments) are scheduled to be updated to BRS on a weekly basis.

2. **Student Account Adjustments** - Do not post tuition and general fee adjustments for the current term until after the financial DROP/ADD time period is over (see automated SRS Adjustments 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 is indicated in bold.

<table>
<thead>
<tr>
<th>TERM</th>
<th>TUITION ADJUSTMENT</th>
<th>INPUT TO SRS</th>
<th>SRS TRANSFER TO BRS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DROP/ ADD</td>
<td>May 07, 1998</td>
<td>May 08, 1998</td>
</tr>
<tr>
<td></td>
<td>DROP/ ADD</td>
<td>Sep 10, 1998</td>
<td>Sep 11, 1998</td>
</tr>
<tr>
<td></td>
<td>DROP/ ADD</td>
<td>Sep 25, 1998</td>
<td>Sep 25, 1998</td>
</tr>
</tbody>
</table>

4. **RT Delete Updates** - are run on a daily basis from the beginning of the TUITON CALC time periods through the end of the financial DROP/ADD schedule. This update will adjust students’ accounts that the DROP/ADD process was unable to handle because the students’ SRS academic records and courses were not deleted according to SRS guidelines. These adjustments are primarily for students placed on leave, dropped or withdrawn.

5. **Financial Hold - Tentative Dates**
   - a. Warning letter mailed (01/14/98) - February 13, 1998 for Fall 1998 Advance Registration (Mar 23-Apr 05)
   - b. Actual hold posted/letter mailed - March 2, 1998 for Fall 1998 Advance Registration (Spring recess Mar 6-16)
   - c. Warning letter mailed (09/04/98) - October 2, 1998 for Spring 1999 Advance Registration(Nov 2-15)
   - d. Actual hold posted/letter mailed - October 19, 1998 for Spring 1999 Advance Registration

**NOTE:** ANY QUESTIONS RELATING TO THIS SCHEDULE SHOULD BE DIRECTED TO SFS-STUDENT ACCOUNTS SECTION AT EXTENSION 8-4280.
GUIDELINES FOR REVIEWING AND CLEARING SUSPENSE TRANSACTIONS

Overview
Suspense Account entries result when a transaction, originating from a system outside the general ledger and transferred to the general ledger via a feeder file, contains an account error. Account errors can result from an invalid mapping of the legacy account to the related new general ledger account; or when a specific segment value is invalid, expired or disabled; or when the account’s format is invalid; or when the account violates a cross-validation rule.

Online entry of transactions will not generate suspense transactions because all entries are validated at the time of entry. However, when an unbalanced on-line journal is submitted for posting, FinMIS will post the offset to \texttt{OBJECT=9500 and ORG=0000}. Sometimes this occurs when a user has not completed the journal and forgets to enter an amount in the Control Total in the Batch Header zone to prevent it from posting that night.

There are two types of suspense transactions: Source and Organization.

Source Suspense Transactions

Overview
Source Suspense transactions are transactions that are programmed to be returned to source department responsible for the feeder. Since the CNAC will not be the same as the original transaction, end users will not be able to view or report on these transactions. Only a few feeder systems are programmed in this manner: Gifts, Collections, BRS and PROCARD. The \texttt{OBJECT} code corresponds to the suspense \texttt{OBJECT} code specific to the feeder. PROGRAM and CREF always are set to ‘0000’. The account which failed appears on the Description line of the journal entry.

Organization Suspense Transactions

Overview
Organization Suspense transactions are transactions that contain invalid, expired or disabled segment values in the account. The transaction then is returned to the

CNAC and ORG from the original account. The \texttt{OBJECT} code corresponds to the suspense \texttt{OBJECT} code specific to the feeder. PROGRAM and CREF always are set to ‘0000’. The account which failed appears on the Description line of the journal entry.

Monitoring Problem Suspense Accounts

Overview
It is the responsibility of each organization to monitor the suspense transactions posted to their respective ORG. The responsible administrator can correct all suspense transactions, (except payroll, bursar or gift transactions), on-line via a manual journal entry. Payroll transactions must be corrected in Salary Management by the responsible administrator. Bursar entries which were initiated by the responsible Org’s administrator should be corrected in the SAM system. For bursar entries which were initiated by another department in error, call Bursar’s Customer support at 8-2337. To clear Gift transactions, call Central Gifts Processing, at 8-1941, because the transactions must be corrected in the Gift System.

To monitor the transactions posted during the month to suspense accounts, the user must follow a four step process:

1. Locate the suspense accounts.
2. Identify the specific transaction and any additional information pertaining to it.
3. Determine what the correct account should be.
4. Correct the transaction posted to the suspense account.

Locating Suspense Accounts

Overview
To query on-line, use the GL Inquiry/Reporting responsibility and navigate to the Account Inquiry screen (\texttt{\textbf{\textbackslash}} Navigate Inquiry Account). At the accounting flexfield pop-up window, enter the specific suspense object. The query will retrieve all account combinations that are consistent with your security profile. Then, navigate to the Journals Detail Zone, where the specific transaction’s batch name will appear.

CONTINUED ON NEXT PAGE
### GUIDELINES FOR REVIEWING AND CLEARING SUSPENSE TRANSACTIONS (continued)

#### Reports

To facilitate the review of suspense transactions use 160.ORG report (extract version). Enter your ORG in the ORG parameter, the suspense object code range in the OBJECT parameter and the accounting period in the PERIOD NAME parameter. Once the data is downloaded, you can sort the data as needed. Remember, you will need to download all the accounting periods to track the corrections, which may occur in subsequent months.

#### Identifying the Specific Transaction

On-Line location of the transaction - Once the batch name of the specific transaction has been identified query for the batch. Use the GL-Journal Entry responsibility and navigate to the Journals Enter screen (\N Navigate Journals Enter) and initiate a query for the entry with the specified batch name.

Once the specific journal has been retrieved, navigate to the Journals Line Zone. At this zone, initiate a query for your specific transaction (either the amount or account). The Descriptive Flexfield at the specific line contains the account which could not be posted.

#### Determining the correct account

Examine the incorrect account by reviewing each segment. Remember, incorrect accounts can result from invalid or expired segment values, or because the transaction has an invalid format or because the account violates a cross-validation rule.

#### Correcting the Transaction

The responsible administrator can correct all suspense transactions, (except payroll, bursar or gift transactions), on-line via a manual journal entry. Credit the suspense account charged and debit the correct account.

Payroll transactions must be corrected in Salary Management by the responsible administrator. Bursar entries which were initiated by the responsible Org’s administrator should be corrected in the SAM system. For bursar entries which were initiated by another department in error, call Bursar’s Customer support at 8-2337. To clear Gift transactions, call Central Gifts Processing, at 8-1941, because the transactions must be corrected in the Gift System.

<table>
<thead>
<tr>
<th>95XX SUSPENSE OBJECT CODES</th>
<th>FORMER SUBCODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: These objects cannot be budgeted.</td>
<td></td>
</tr>
<tr>
<td>9500 Default</td>
<td>290</td>
</tr>
<tr>
<td>9501 Payroll [50xx-51xx]</td>
<td>100</td>
</tr>
<tr>
<td>9502 Telecommunications [5261-5263]</td>
<td>300</td>
</tr>
<tr>
<td>9505 UMIS [5310]</td>
<td>307</td>
</tr>
<tr>
<td>9506 DCCS [5309]</td>
<td>303</td>
</tr>
<tr>
<td>9507 Archives [5330]</td>
<td>309</td>
</tr>
<tr>
<td>9508 Publications [5265]</td>
<td>340</td>
</tr>
<tr>
<td>9509 Physical Plant [5407]</td>
<td>304</td>
</tr>
<tr>
<td>9510 Residential Maintenance [5407]</td>
<td>304</td>
</tr>
<tr>
<td>9511 Computer Connection</td>
<td>290</td>
</tr>
<tr>
<td>9512 ProCard</td>
<td>210</td>
</tr>
<tr>
<td>9513 Internal Mail Services: Bulk Mail [5274]</td>
<td>306</td>
</tr>
<tr>
<td>9514 Internal Mail Services: Bulk Labor [5274]</td>
<td>306</td>
</tr>
<tr>
<td>9515 Internal Mail Services: Mail Labor [5274]</td>
<td>306</td>
</tr>
<tr>
<td>9516 Internal Mail Services: Daily Postage [5274]</td>
<td>306</td>
</tr>
<tr>
<td>9517 Internal Mail Services: Postage Due [5274]</td>
<td>306</td>
</tr>
<tr>
<td>9518 Internal Mail Services: Fed Express Domestic [5274]</td>
<td>306</td>
</tr>
<tr>
<td>9519 Internal Mail Services: Fed Express International [5274]</td>
<td>306</td>
</tr>
<tr>
<td>9520 Internal Mail Services: International Mail [5274]</td>
<td>306</td>
</tr>
<tr>
<td>9521 Internal Mail Services: DHL [5274]</td>
<td>306</td>
</tr>
<tr>
<td>9522 Internal Mail Services: Xpress [5274]</td>
<td>306</td>
</tr>
<tr>
<td>9523 Wharton Reprographics</td>
<td>360</td>
</tr>
<tr>
<td>9524 Wharton Audiovisual Services</td>
<td>360</td>
</tr>
<tr>
<td>9525 Cell Center</td>
<td>360</td>
</tr>
<tr>
<td>9526 ULAR Animal Procedure</td>
<td>360</td>
</tr>
<tr>
<td>9527 U LAR Per Diem</td>
<td>360</td>
</tr>
<tr>
<td>9528 Computer Connection</td>
<td>360</td>
</tr>
<tr>
<td>9529 PENN Card</td>
<td>360</td>
</tr>
<tr>
<td>9530 Faculty Club</td>
<td>360</td>
</tr>
<tr>
<td>9531 Dining Service</td>
<td>360</td>
</tr>
<tr>
<td>9532 LRS M</td>
<td>360</td>
</tr>
<tr>
<td>9533 Physics</td>
<td>360</td>
</tr>
<tr>
<td>9539 Chemistry</td>
<td>360</td>
</tr>
<tr>
<td>9540 Medical Computing</td>
<td>360</td>
</tr>
<tr>
<td>9541 Radiation Safety</td>
<td>360</td>
</tr>
<tr>
<td>9542 AFSA</td>
<td>360</td>
</tr>
<tr>
<td>9543 Medical Copy Center</td>
<td>360</td>
</tr>
<tr>
<td>9544 Gene Therpay</td>
<td>—</td>
</tr>
</tbody>
</table>
CHANGE OR CANCELLATION FEES WITH THE AIRLINES JUST WENT UP

If you purchase a non-refundable airline ticket and then need to change your travel plans, the airlines will allow you to do that for a fee. If you purchase a non-refundable airline ticket and are then unable to use it, you may apply that ticket towards the purchase of a new ticket for a fee.

Please be advised that most major airlines have just raised that change or cancellation fee from $50 to $75.

ATTENTION . . . . MEETING PLANNERS HOW TO SAVE MONEY WITH ZONE FARES

If you are planning a conference or meeting in Philadelphia or elsewhere, and you are expecting 10 or more people to fly to this event, you can contact American Express Travel and ask them to arrange “zone fares” with a select airlines. Zone fares are discounted fares that are designed specifically for individuals traveling to and from conferences, meetings or events.

Zone fares are calculated based upon the zones the traveler is flying to and from. For example, Philadelphia is located in Zone 1. California could be in Zone 4. A round-trip ticket for someone coming to Philadelphia from San Francisco would be based upon the fare the airlines has determined between those two zones.

The benefits of zone fares are:
~ they are more flexible than non-refundable fares
~ they are comparable in price to non-refundable fares
~ they do not require a Saturday night stay

Once the zone fares are created, the travelers just need to call American Express Travel at 1-800-796-7573 and identify themselves as being with your designated meeting or conference. The agent will offer them the negotiated zone fare, complete the reservation, send the traveler their tickets and charge the ticket to the airline billing account.

To take advantage of Zone Fares, contact the Penn desk at American Express Travel at 898-9439 or 1-800-796-7573.

NEW CAR RENTAL RATES EFFECTIVE NOVEMBER 1, 1997 see next page for details.

WINDOW HOURS FOR CASH ADVANCES

Please advise anyone seeking a cash advance, that cash advances are only processed at the Travel Office window from

11:00 AM to 3:00 PM.
NO EXCEPTIONS

~ REMINDER ~

The University now has negotiated fares with

AMERICAN AIRLINES

You can save up to 15% when you purchase an American Airlines ticket, if you make your arrangements with:

AMERICAN EXPRESS TRAVEL
898-9439 or 1-800-796-7573

Book with American Express Travel, the preferred agency with the University . . . and save.
<table>
<thead>
<tr>
<th>NEW CAR RENTAL RATES EFFECTIVE NOVEMBER 1, 1997</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PREFERRED CAR RENTAL COMPANIES</strong></td>
</tr>
<tr>
<td><strong>NATIONAL</strong></td>
</tr>
<tr>
<td><strong>ALAMO</strong></td>
</tr>
<tr>
<td><strong>Telephone numbers</strong></td>
</tr>
<tr>
<td><strong>Corp. ID #s</strong></td>
</tr>
<tr>
<td><strong>Car Size</strong></td>
</tr>
<tr>
<td>Economy</td>
</tr>
<tr>
<td>Compact</td>
</tr>
<tr>
<td>Mid-size</td>
</tr>
<tr>
<td>Full size 2-dr</td>
</tr>
<tr>
<td>Full size 4-dr</td>
</tr>
<tr>
<td>Minivans</td>
</tr>
<tr>
<td><strong>Additional discounts</strong></td>
</tr>
<tr>
<td><strong>City surcharges</strong></td>
</tr>
<tr>
<td><strong>Surcharges</strong></td>
</tr>
<tr>
<td><strong>Local locations</strong></td>
</tr>
<tr>
<td><strong>Minimum age</strong></td>
</tr>
<tr>
<td><strong>Mileage charge</strong></td>
</tr>
<tr>
<td><strong>Preferred renters Program</strong></td>
</tr>
<tr>
<td><strong>LDW Liability</strong></td>
</tr>
<tr>
<td><strong>Personal travel</strong></td>
</tr>
<tr>
<td><strong>Insurance: (domestic)</strong></td>
</tr>
<tr>
<td><strong>Insurance: (International)</strong></td>
</tr>
</tbody>
</table>

*Alamo has great rates this year. Please use them, whenever possible!!!*
MOST FREQUENTLY ASKED QUESTIONS

Q. Payroll Training: What's Available? Where Do I Sign Up?
A. There are several Payroll related training courses offered at the University. Below is a list of the courses, a brief description, including pre-requisites and how to sign-up for each course.

**COURSES OFFERED:**

**Overview of the Personnel/ Payroll System.**
For new employees. This workshop provides participants with the basic understanding of personnel/ payroll terminology, processes, time frames and the various contact offices involved.

**On-Line Personnel Processing**
Prerequisite: basic understanding of employee types, job classes, accounts, subcodes, etc., as well as personnel actions covered in the Overview of the Personnel/ Payroll System.
For all employees who maintain personnel/ payroll records on the administrative computer. This workshop briefly covers how to use the UMIS administrative computer. Proper procedures on how to maintain employee records are demonstrated in a “hands-on” session. On-line edits and error correction are reviewed, as well as the minimum amount of information necessary to get employees paid promptly and accurately.

**Salary Management**
Prerequisite: Human Resources Personnel/Payroll System, On-Line Personnel Processing Training and FinMIS General Ledger Training
For employees assigned to payroll responsibilities, this session includes a demonstration by the instructor of the Salary Management screens. The processes for inquiring on an individual or an account will be reviewed as well as how to handle payroll relocations. Salary Management is where the detailed accounting information is housed. The General Ledger contains summary information only.

**On-Line Payroll Time Reporting**
Prerequisite: Security Access to On-Line Payroll Time Reporting, Human Resources Personnel/Payroll System and On-Line Personnel Processing Training
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.

**Payroll/ Personnel Overview**
This course is offered as part of the Accounting & Business Certification (ABC) Program and provides a basic understanding of the personnel/ payroll system, personnel action processes, appropriate internal and external documents required to effect payment to an employee. Included will be general information regarding the Corporate Tax Department, their role and responsibilities as it relates to payments to University employees.

Please note: The Payroll/ Personnel Overview must be completed as part of the overall Accounting & Business Certification Program. The Payroll training sessions listed above cannot be substituted for this training session in order to meet the ABC Program requirements. See additional information regarding the Accounting & Business Certification program on page 18 of this issue.
As the landscape of the University’s financial accounting processes has been transformed from a primarily centralized, mostly paper process to a more decentralized, on-line process, so too has the financial training environment within the Office of the Vice President for Finance, in particular, the Field Communications and Training function. In order to meet the growing training needs of our colleagues, we have expanded the scope of our training effort to include the following areas:

Training Advisory Board

At the recommendation of the Business Advisory Board, a Training Advisory Board was established to focus on the financial training needs of all business administrators. At one of the very first meetings a Voice of the Customer session was conducted to determine “What are your School/Center immediate training needs?” The outcome of this session set the stage for what has become the priority list for our training efforts which include many of the following areas highlighted.

Ongoing FinMIS Training

By the end of the summer, 1996, a total of 1200 individuals received training on the new FinMIS business processes. Since that time, monthly training sessions for new employees have been conducted by both the Medical School and the Division of Finance. An individual seeking to attend FinMIS training is requested to contact their School/Center Trainer and complete a FinMIS registration form included in each issue of The BottomLine. FinMIS training includes Introduction to University Accounting & Business Functions/Chart of Accounts, Navigation/Purchasing and General Ledger. All training is hands-on training and is conducted over nine half-day sessions.

Basic Accounting Training

With the recommendation and leadership of the Wharton School, we embarked on our very first Basic Accounting Training program. We were fortunate to secure the expertise of two Professors of Accounting to teach this Basic Accounting course for the entire academic year. One is Professor Peggy de Prophetis from the Wharton School who initially conducted these sessions at Wharton. The other is Professor C.J. Galbraith, Chairman of the Accounting Department at West Chester University. The purpose of this training is to give all individuals the basics of accounting in order to further assist them to gain a full understanding of their financial responsibilities. The course will be required for all individuals with General Ledger Inquiry/Reporting access and will run for six one and one-half hour sessions. An ‘open book’ test will be administered following the training session. Should someone receive a grade of a less than 70 they will be asked only to retake the test. The strategy for the delivery of the training is to begin with the larger schools and continue with a combination of the smaller schools and centers. Each school and center will be contacted with the training particulars.

The BottomLine on Web

The quarterly newsletter titled The BottomLine comprises financial information from all offices which report to the Vice President for Finance. These offices include Acquisition Services, Comptroller, Research Accounting and Administration (soon to be retitled Research Services), Risk Management, Treasurer and Office of Student Financial Services. This newsletter contains information regarding the many enhancements, reminders, policy and procedural updates, financial closing dates, etc., that relate to FinMIS and a variety of other business functions. Now, see every issue of The BottomLine, from June of 1996 forward, on the Web under www.upenn.edu/comptroller.

Report Management Overview

Another additional training course, to be offered within the next few months, is Report Management training. The purpose of this course is to give individuals, who have received FinMIS training, an opportunity to develop a basic understanding of how to run, view, print and schedule reports, develop report sets, report extracts, and examine a few sample reports.

The Training Advisory Board determined that the best approach for the delivery of this training to a wide audience is through the ‘Train the Trainer’ method. To that end, Senior Business Officers were asked to nominate ‘Trainers’ from their areas to deliver the information to their colleagues. Look for more information from your School or Center Report Management Overview Trainer.

CONTINUED ON NEXT PAGE
THE FUTURE OF FINANCIAL TRAINING

CONTINUED

Accounting & Business Certification Program

This program was first established in June of 1995. This Certification program is designed to provide University staff members with the comprehensive financial training needed in order for them to fulfill their fiscal responsibilities with regard to the University's business functions in accordance with internal and external policies, procedures and regulations. The courses required to achieve this certification are as follows:

- Accounts Payable Overview
- General Accounting Overview
- Personnel/ Payroll Overview
- Purchasing Overview
- Research Accounting
- Overview
- Office of Research Admin
- Overview
- Standards for Conducting
- Travel & Entertainment
- University Business

Everyone is more than welcome to enroll in the entire program or select from one or more of the above courses as appropriate for their duties and responsibilities. A registration form can be found on the last page of every issue of The BottomLine.

FINANCIAL TRAINING SEMINARS

FinMIS Financial Training Program

The FinMIS Financial Training Programs are designed to provide University financial administrators with hands-on instructions on how to 'Navigate' through the Purchasing and General Ledger business processes. These courses are conducted in 9 half day sessions on a monthly basis. NEW! To register, please complete the following registration form on the next page. This information will assist the FinMIS Trainer in determining the area of fiscal responsibility for each student. In addition, we are requesting that you include your Supervisor’s signature on your registration form to assist in the identification of your duties and responsibilities.

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

Formerly known as FinMIS Overview/Chart of Accounts

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

FinMIS Navigation/Purchasing Training

This hands-on training session introduces the end-user to "Navigation" in FinMIS. In addition, you will learn how to maneuver in FinMIS by entering a standard purchase order through a multi-line, multi-distribution purchase order. You will also be exposed to a variety of types of purchase orders as well as how to submit your PO for approval. A discussion of your log-on access and computer security will also be included in this session.

Pre-requisite: Introduction to University Accounting and Business Functions/Chart of Accounts Training

FinMIS General Ledger Training

These hands-on training sessions will demonstrate how to enter a budget, complete a manual on-line journal and query your Procard transactions to select the appropriate object code for posting. In addition, this session will introduce the end-users to the batch naming conventions for journals, identifying and correcting suspense transactions and navigation for requesting financial reports.

Pre-requisite: FinMIS Purchasing Training
University of Pennsylvania
FinMIS Training Registration

Please complete the following information and return to:
Manager, Field Communications & Training • Room 313 FB/ 6284
Fax: 898-0817  Phone:  898-1733

Introduction to University Accounting & Business Functions/ Chart of Accounts Training  One half-day session ______
FinMIS Navigation/ Purchasing  Four half-day sessions ______
FinMIS General Ledger*  Four half-day sessions______

Please note: You will be notified via e-mail of the training dates and location for which you are to be scheduled.
*If you are responsible for Purchasing functions only, you are not required to attend the General Ledger sessions.

Personal Data: (Please print or type)
Name: ___________________________________________________ Years at Penn: ________________________________
SSN: ______________- _________________- __________________ Title: ________________________________________
School/ Center:____________________________________________ Department: _________________________________
Campus Phone: ____________-____________________________ E-mail: _______________@ _____________________

Education and Training: Circle and complete the appropriate answer
Do you have a business degree? Y N  Major: _______________________ Year earned: _________
Have you ever taken an Accounting course? Y N  Name: _______________________ Year taken: __________

Computer Experience: Please select the appropriate response
Lotus or Excel 3 2 1  WWW/ Internet 3 2 1
Word Processing 3 2 1  Mac or PC 3 2 1
Windows 3 2 1  E-mail 3 2 1

Financial Responsibilities: Circle or complete the appropriate answer
Process purchase orders Y N  Review and adjust Procard transactions Y N
Approve purchase orders Y N  Manage Unrestricted fund(s) Y N
Prepare budget entries Y N  Manage Sponsored Program fund(s) Y N
Review accounting reports Y N  Manage Gift fund(s) Y N
Prepare journal entries Y N  Manage Endowment fund(s) Y N
Clear suspense accounts Y N  Other ________________________________

Familiarity with University financial policies and procedures: Please select the appropriate response
Accounts Payable 3 2 1  Research Accounting 3 2 1
Acquisition Services (Purchasing) 3 2 1  Research Administration 3 2 1
Budget & Management 3 2 1  Travel 3 2 1
General Accounting 3 2 1  Other:________________________ 3 2 1
Payroll 3 2 1

Name: ________________________________________________________________ Date: ___________________________
Supervisor’s Name: (printed)_____________________________________________ Date: ___________________________
Supervisor’s Signature (required) __________________________________________ Date: ___________________________
Trainer/ System Access Administrator Signature ______________________________________ Date: ___________________________
FINANCIAL TRAINING SEMINARS
The Accounting & Business Certification Program

The Accounting and Business Certification Program is for all University staff members involved in the financial transactions of their department, school and/or center. This Certification program is designed to provide University staff members with the comprehensive financial training needed in order for them to fulfill their fiscal responsibilities with regard to the University’s business functions in accordance with internal and external policies, procedures and regulations.

All new Transaction Authorization Cardholders (TAC) are required to attend this program. However, all staff members responsible for all or a portion of their department, school and/or center’s financial activities are welcome and encouraged to attend.

We believe you will find the program informative and enlightening and look forward to your participation. Please see how to register on the last page of The Bottom Line.

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 general discussion of the chart of accounts, system administration, fund maintenance, journal maintenance, cash transactions and D-slips. Please note this is not a FinMIS hands-on training session.

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.

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 organized. A discussion of Accounts Payable transactions including invoice “matched” to a P.O. and invoices “not matched to a P.O., as well as those requiring receipts, will also be included. This session will display in the handout the Inquiry Screens for determining if an invoice has been paid, the check number and when the check cleared.

Travel Program/ Policies 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 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. Included will be general information regarding the Corporate Tax Department, their role and responsibilities as it relates to payments to University employees.

Office of Research Administration Overview
An introduction to the roles and responsibilities of the Office of Research Administration. Included will be an overview of the steps involved in the preparation and submission of sponsored research proposals and awards. This overview will highlight some of the important facts surrounding sponsored programs and well as illustrate the volume of research performed at each University School/Center.

Research Accounting Overview
An introduction to the roles and responsibilities of the Research Accounting Department. 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 will be conducted. Accessing Fund attributes, PBUD, PBIL, cash and receivable amounts will also be reviewed. 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 transactions situations which may confront a financial administrator such as conflicts of interest; confidentiality; reporting integrity, etc.

CONTINUED ON NEXT PAGE
FINANCIAL TRAINING SEMINARS

ADDITIONAL TRAINING COURSES

NEW! Gift & Endowment Overview
Prerequisite: FinMIS General Ledger Training
FOR EMPLOYEES RESPONSIBLE FOR FUND GROUPS 4 AND 6, this session will explain the Gift and Endowment process as it relates to FinMIS. The topics included will be defining Gift and Endowments, FASB Requirements, the Life Cycle of a Gift, Managing the Gift, Receipt of the Gift, Recording the Gift, Operating or Capital Budget, Budgeting the Gift and Reports.

Salary Management
Prerequisite: Human Resources Personnel/ Payroll System, On-Line Personnel Processing Training and FinMIS General Ledger Training
FOR EMPLOYEES ASSIGNED TO PAYROLL RESPONSIBILITIES, this session includes a demonstration by the instructor of the Salary Management screens. The processes for inquiring on an individual or an account will be reviewed as well as how to handle payroll reallocations. Salary Management is where the detailed accounting information is housed. The General Ledger contains summary information only.

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 Human Resources Personnel/ Payroll System Training
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.

HUP JOURNAL ENTRIES

All journal entries charging HUP must be made to the following account combination:

```
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CNAC</td>
<td>210</td>
</tr>
<tr>
<td>ORG</td>
<td>2100</td>
</tr>
<tr>
<td>BC</td>
<td>1</td>
</tr>
<tr>
<td>FUND</td>
<td>000000</td>
</tr>
<tr>
<td>OBJECT</td>
<td>15XX</td>
</tr>
<tr>
<td>PROG</td>
<td>0000</td>
</tr>
<tr>
<td>CREF</td>
<td>XXXX</td>
</tr>
</tbody>
</table>
```

Please note that when journaling charges to HUP, it is required that you include the HUP Cost Center in the descriptive flexfield in the Journal Entry Lines zone. This is required for manual entries as well as those generated through feeder systems. Journal entries which do not include this information may be rejected by the General Accounting office.

All journal entries charging the Clinical Practices and Area Hospitals must be made to the following account combination:

```
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CNAC</td>
<td>400</td>
</tr>
<tr>
<td>ORG</td>
<td>xxxx</td>
</tr>
<tr>
<td>BC</td>
<td>2</td>
</tr>
<tr>
<td>FUND</td>
<td>014003</td>
</tr>
<tr>
<td>OBJECT</td>
<td>15XX</td>
</tr>
<tr>
<td>PROG</td>
<td>3407</td>
</tr>
<tr>
<td>CREF</td>
<td>XXXX</td>
</tr>
</tbody>
</table>
```

The one exception to this is Dental Medicine, which is charged to the following account combination:

```
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CNAC</td>
<td>510</td>
</tr>
<tr>
<td>ORG</td>
<td>5194</td>
</tr>
<tr>
<td>BC</td>
<td>1</td>
</tr>
<tr>
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<td>000000</td>
</tr>
<tr>
<td>OBJECT</td>
<td>12XX</td>
</tr>
<tr>
<td>PROG</td>
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Journal entries which are not charged to the correct account may be rejected by the General Accounting office. Any questions related to these entries should be referred to Romeo Belonia at 898-7273.
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**
- Purchasing Overview 9:30 a.m. - 12:00 p.m. To be announced
- Accounts Payable Overview 9:30 a.m. - 12:00 p.m. To be announced
- General Accounting Overview 9:30 a.m. - 12:00 p.m. To be announced
- Travel & Entertainment 9:30 a.m. - 12:00 p.m. To be announced
- Personnel/ Payroll Overview 9:30 a.m. - 12:00 p.m. To be announced
- Office of Research Admin Overview 9:30 a.m. - 12:00 p.m. To be announced
- Research Accounting Overview 9:30 a.m. - 12:00 p.m. To be announced
- Standards for Conducting University Business 9:30 a.m. - 12:00 p.m. To be announced

**Additional Training Courses (Not part of the ABC Program)**
- Procurement Credit Card 9:30 a.m. - 12:00 p.m. To be announced
- On-Line Payroll Time Reporting 9:30 a.m. - 12:30 p.m. To be announced
- Foreign Student/ Scholar Tax Reporting 9:30 a.m. - 12:00 p.m. To be announced
- Salary Management 9:30 a.m. - 12:00 p.m. To be announced
- Gift & Endowment Overview 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 location of the training sessions.
Any comments and/ or suggestions, please call 898-1733. Thank you for your support!