

Bottom Line

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



WEB SITINGS

Comptroller's Office Homepage

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

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 (Acquisition Services)

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

Student Financial Services

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

Human Resources - PennKnife

<http://www.hr.upenn.edu/hrim/pennknife>



CELEBRATING THE HOLIDAYS

Research Services, Student Financial Services and the Cashier's Office WILL BE CLOSED FROM DECEMBER 24, 1998 THROUGH JANUARY 1, 1999. 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 28, 1998 through Thursday, December 31, 1998. Please contact each office directly to confirm the exact dates and hours of operation. See also the holiday schedule for Central Gifts Processing and Trust Administration on page 2 of this issue.



NEED REFRESHER FINMIS TRAINING?

Have you considered 'Proctoring' a FinMIS Training session? Proctors are an invaluable part of the FinMIS training experience. If you would like to consider proctoring a future FinMIS program, day, week or the full two week (half days only), please e-mail murrayb@pobox. The Trainer will guide you every step of the way. It's a win, win situation for all involved.

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FinMIS System Problems?

Please call the FinMIS hotline immediately at 8-7238 or 8-2752 to report the problem.

'TIS THE SEASON - TRANSMITTAL OF GIFTS

As we approach the calendar year-end, we would like to remind you about the timely transmittal of gifts made to the University of Pennsylvania. It is imperative that all gifts be sent immediately to the Office of the Treasurer, 427FB/6205.

Cash gifts must be accompanied by the postmarked envelope and any original letters pertaining to the gift forwarded to Central Gifts Processing (CGP). Should you receive hand delivered checks from donor or messenger, please document the date of receipt and method of delivery. These gifts and subscriptions should be forwarded to CGP with the Gift and Subscription Transmittal Forms (may be obtained by calling 8-8687).

Security gift inquiries, acceptance, and disposition, are the responsibility of the Office of the Treasurer. Please direct donor and broker inquiries and all correspondence, including postmarked envelopes and/or private courier (e.g. FedEx) packages, promptly to Trust Administration (TA).

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/Center to follow up with its Business or Development Officer to ensure that, if a new fund is required, the necessary steps are taken to establish it.

All requests for adjustments and reallocations for cash or securities must be submitted in writing to CGP (cash) or TA respectively, and include all supporting documentation. All required accounting entries will be completed by the Treasurer's Office.

Thank you for your cooperation. If you have any questions, please contact:

Trust Administration **Maria T. K. Perkins**
email: GIFTS@pobox

Phone: 898-7254

Fax: 573-5118

Central Gifts Processing **Camille Turnier**
email: PENNGIFT@pobox

Phone: 898-1547

Fax: 573-5118

PENN'S ENERGY AT WORK FOR OTHERS!



Payroll deductions are a convenient and easy way to participate in the Penn's Way '99 Charitable Workplace 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.
THANKS FOR YOUR PARTICIPATION!**

TREASURER'S OFFICE HOLIDAY SCHEDULE

		CENTRAL GIFTS	SECURITIES
Wednesday	12/23/98	9 a.m. til 5 p.m.	9 a.m. til 5 p.m.
Thursday	12/24/98	9 a.m. til 12 p.m.	Closed
Friday	12/25/98	Closed	Closed
Monday	12/28/98	9 a.m. til 2 p.m.	9 a.m. til 4 p.m.
Tuesday	12/29/98	9 a.m. til 2 p.m.	9 a.m. til 4 p.m.
Wednesday	12/30/98	9 a.m. til 2 p.m.	9 a.m. til 4:30 p.m.
Thursday	12/31/98	9 a.m. til 2 p.m.	9 a.m. til 4:30 p.m.
Friday	01/01/99	Closed	Closed

BENEFITS FORMS ON THE WEB



<http://www.hr.upenn.edu/forms>

Tuition Forms

Application for Faculty and Staff Tuition Benefits
Faculty and Staff Scholarship Application
Undergraduate Direct Grant Scholarship Application

Pre-Tax Expense Account Forms

Health Care Pre-Tax Expense Account: Request for Reimbursement
Dependent Care Pre-Tax Expense Account: Request for Reimbursement

Dental Forms

Prudential Dental Plan Claim Form

Prescription Forms

PCS Prescription Drug Claim Form

Staff Relations Forms

Paid Time Off Worksheets (including Request For Time Off Form)
Performance and Staff Development Program Forms
Family and Medical Leave (FMLA) Sample Letter (Policy 631)

Employment Forms

Employment Application

Hiring Officer Forms / Information

Hiring Officer Instructions/Checklist
Memorandum
Reference Check Form
I-9 Form

Sample Offer Letter (WordPerfect)
Sample Offer Letter (Microsoft Word 97)
Temporary Worker Sample Hire Letter (WordPerfect)
Temporary Worker Sample Hire Letter (MicroSoft Word 97)

Compensation Forms

Position Information Questionnaire (PIQ)
Position Information Questionnaire (Microsoft Word 97)
IT Group PIQ Supplement
IT Group PIQ Supplement (Microsoft Word 97)
Position Description Form
Position Description Form (Microsoft Word 97)



DID YOU KNOW?...

... LYNN DEPORTER is leaving the University after 27 years of dedicated service. We'll miss you Lynn.

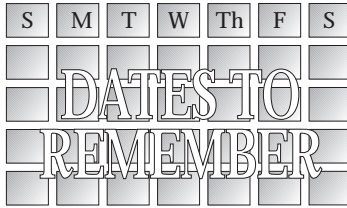
... JEAN SUTA, former Assistant Cash Manager, has been named to replace Lynn effective January 1, 1999. Congratulations, Jean!

... MICHAEL VASKO, is the new Associate Director for Construction Finance and Real Estate. He joined the Treasurer's Office 10/1/98 after serving as a consultant to the University from Smart and Associates. Welcome aboard!!

... ROSLYN MASON, Payroll Department, has been promoted to the position of Payroll Accountant. Way to go, Roz!!!

... KENNY MCDOWELL, Payroll Department, has been promoted to Assistant Manager.

... BEVERLY EDWARDS, formerly of Wharton Executive Education, was named to a new position as Senior Director of Training. Beverly will be focusing on the dissemination of knowledge about the University's financial processes and systems through training programs, self-directed learning activities and various other communications vehicles, including the Web. Beverly will be providing more details about her work in an upcoming issue of *The Bottom Line*. If you would like to contact her directly, she can be reached at 573-6703 or via e mail at bedwards@pobox.upenn.edu. We look forward to hearing more from Beverly!!



O F F I C E S

Payroll Department • General Accounting
• Office of Research Administration

SPECIAL DECEMBER, 1998 PAYROLL SCHEDULE

Please take particular note of the changes to the December schedule below. Due to the vacation from December 24, 1998 thru January 3, 1999, monthly paychecks will be distributed on December 18th and weekly paychecks for the weeks of Christmas and New Year's Day will be distributed on December 22nd and 23rd.

Departments should project the hours to be worked and reflect these hours in the appropriate pay cycles.

To be eligible for the special vacation, new employees must be hired by Friday, December 4, 1998.

You can also find the Payroll Schedule on the Comptroller's Office homepage.

<http://www.upenn.edu/comptrollers/Closing/payroll/index.html>

PAYROLL WEEKLY CLOSING AND PAYDATES FOR DECEMBER, 1998

Pay Period 1998	Weekly Payroll Pay Date	Supporting Documents For New Appointments Must Reach Personnel Records by 5:00 p.m.	Vacation Advance & Add'l Pay Forms Due in Payroll by 5:00 p.m.	Time Reporting Data Entry for Positive/ Exception Employees by Monday, 3:00 p.m.	Database On-Line Changes to Existing Employees Must be Made Before 5:00 p.m.
11/30-12/06	12/11/98	12/01/98	12/04/98	12/07/98	12/07/98
12/07-12/13	12/18/98	12/04/98	12/11/98	12/14/98	12/14/98
12/14-12/20	12/22/98	12/04/98	12/16/98	12/16/98	12/16/98
12/21 -12/27	12/23/98	12/04/98	12/16/98	12/18/98	12/18/98

PAYROLL MONTHLY CLOSING AND PAYDATES

Monthly Payroll Paydate	Supporting Doc- uments for New Appointments Must Reach Per- sonnel Records by 5:00 p.m.	Additional PayForms Due in P/R by 4:00 p.m.	Time Reporting Date Entry for Late Pay, Red- uction in Pay & Late Pay Approval by Thurs, 4:00 p.m.	DataBase On- Line Changes to Existing Employees Must be Made by 5:00 p.m.
12/18/98	12/07/98	12/08/98	12/09/98	12/10/98

FROM THE PAYROLL DEPARTMENT

Update on Addresses in the Payroll System

In the March, 1998 issue of Bottom Line we indicated how to use the Permanent Address fields vs the Current Address fields on the 005 screen. We defined the term domicile and asked everyone to use the domicile in the Permanent Address field. In processing forms in the past six months, we have noticed you have complied in most cases, with our request. One further piece of information we want to bring to your attention is that the W-4 form should also contain the domicile, not the current address.

Payroll Department Renovations

In the month of February, the Payroll Department will be undergoing renovations requiring relocation of our operations to another part of the third floor of the Franklin Building. In anticipation of the possible disruption to the normal services we provide, we ask departments to be extra cautious in January and February when updating payroll records to ensure proper January and February payments.



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

DECEMBER! All address changes can be updated online on the payroll system through December 18, 1998. After December 18, 1998, 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 1998 IRS FORM W-2 IN A JANUARY, 1999 ISSUE OF THE ALMANAC.

JANUARY! Employees who claimed an exemption from Federal Withholding Tax in 1998 and would like to continue being exemption for 1999 must complete a NEW IRS FORM W-4. **The form should be submitted to the Payroll Accounting Office AFTER January 1, 1999 and BEFORE February 12, 1999. See the sample to the right.**

TAX CHANGES FOR 1999

Effective January 1, the maximum amount of taxable annual earnings for Social Security tax increases to \$72,600. The tax rate remains the same: F.I.C.A. (6.2%). The maximum Social Security benefit for a worker retiring at age 65 in January, 1999 becomes \$1,373 per month.

FROM THE OFFICE OF RESEARCH SERVICES

Revised PHS 398 and PHS 2590 now available, revised PHS 416-1 and 416-9 in production

The revised (4/98) PHS 398 and PHS 2590 grant application forms and instructions are now available, and may now be used by applicants. For the January/February 1999 application receipt dates, use of the revised forms is encouraged. The new forms must be used for receipt dates of May 10, 1999 and thereafter.

The new PHS 398 and PHS 2590 application instructions and forms are available on the NIH grants Web site at <http://www.nih.gov/grants/forms.htm>. Applicants are encouraged to access the application instructions and forms via the Internet; however, single hard copies will be available from Research Services in the near future.

The revised PHS 416-1 and PHS 416-9, Applications for an Individual National Research Service Award, have been approved and are in the production process. When the revised PHS 416-1 and PHS 416-9 application instructions and forms arrive, a notice will be published in the NIH Guide for Grants and Contracts announcing their availability. The current version (8/95) of the forms should be used until the notice appears. The current version may be used for the December 5, 1998 receipt date.

Changes to PHS 398 and PHS 2590 are highlighted in the November 13, 1998 issue of the NIH Guide to Grants and Contracts which is available online at <http://www.nih.gov/grants/guide/1998/index.html>

Account Information Sheet

The layout and definition of the data elements for the Account Information Sheet can be found at the following web site:

<http://www.upenn.edu/ora/forms.htm>

Object Code Observations (4920 & 4820)

When used in conjunction with a sponsored grant or contract fund, Object Code 4920 "Miscellaneous Revenue" should be used solely for the recording of Program Income. Program Income results from the sale of a service and/or item that is earned as a result of a specific grant or contract where the costs were recorded. Such income is reportable to the sponsor and the use or application of the income is subject to the requirements of that sponsor. It has been recently noted that this object code has been used for purposes other than program income, such as travel advance reimbursements or expense credit activity. Research Services asks that this object code not be used for any purpose other than Program Income.

It has also been noted that Object code 4820 "Other Transfers" has been used with grants and contract funds to transfer expense to the fund. This is an inappropriate use of the object code 4820. Grant accounting requires that each cost transfer be itemized and individually documented using the appropriate expense object code.

Guidelines for Cost Transfers

A cost transfer is a direct charge expense transferred from one fund to another after the charge has been posted in a financial accounting record. Since costs must be charged to funds accurately and according to applicable rules and regulations, original transactions normally should not need correction. However, in certain circumstances, charges may have to be moved from one fund to another. Therefore, cost transfers are allowable with proper justification and approval by the Principal Investigator or the Department Business Administrator.

Allowable Cost Transfers

To be acceptable, cost transfers must:

- Be timely, i.e., as soon as the error is discovered, but normally not later than 120 days after the original charge;
- Be allowable under sponsor and University policies;
- Contain an adequate description of the purpose of the entry, as well as an explanation of the reason for the entry.

Types of Cost Transfers:

Errors/Corrections

Cost Transfers can be made to correct clerical or accounting errors such as transposition of numbers, charges made to the wrong fund by service center providers, or a misunderstanding of instructions from the Principal Investigator. Such transfers must be documented with a full explanation of how the error occurred and a correlation of the charge to the fund to which it is transferred.

Transfer of Expense Items Unliquidated at Project Termination

Journal entries necessary to transfer the cost of items charged to a prior year fund number, but unliquidated (not posted to the fund) when the Financial Status Report is issued by Research Services. A description of the purpose of the entry and an explanation of the reason must be provided.

Transfer of Costs to a Continuation Year of a Project

Necessitated by a delay in the receipt of a Notice of Award (NOA). The requirements for the journal entry are the same; a description of the purpose of the entry and an explanation of the reason. In those instances when the department has knowledge that the NOA will be late, an advance account should be requested from Research Services. Establishing an advance account eliminates the necessity for making cost transfers when the NOA is finally received.

FROM THE OFFICE OF RESEARCH SERVICES (cont.)

Unallowable Cost Transfers

Funds in an Overrun Status

The transfer of charges from a fund in an overrun status to a federal award is expressly unallowable in accordance with OMB Circular A-21, Section C.4.b.

Funds Terminating with Unexpended Balances

Cost should not be transferred to funds having unexpended balances in the last months of a project simply to use up the balance of funds.

Timeliness of Cost Transfers

As stated above, it is important that cost transfers be made as soon as the error is discovered, but not later than 120 days after the original charge was made. If the transfer must be made after 120 days, an explanation of the reason for the delay must also be provided. In no instance may cost transfers be made after the Grant and Contract Fund Closeout Adjustment Period without the prior approval of Research Services.

Documentation Requirements for Cost Transfers in FinMIS

G/L Journal Entry - General Responsibility

/Navigate Journals Enter

Batch Zone:

- Follow the naming convention in the FinMIS Reference Manual

Journal Entry Zone:

- Enter the Name (Same as in Batch Zone)
- Select Category "07" Grant and Contract Adjustments.
- Provide a detailed description of the entry.

When making corrections to clerical or accounting errors, or transferring costs to a continuation year of a project, the description should include the following:

- Describe how the error occurred. Since you are making a correction to an original charge, there is an assumption that an error occurred.
- Do not use "to correct an error", or "to charge the correct project".
- Provide a correlation of the item to the project to which the cost is being transferred, i.e., does the cost benefit the project.

Press Tab or Enter through the Journal Entry Zone until you reach the Context Field.

New!! Context: Use Quick Pick and Select #7, 02 Adjustment to Previous Transaction

Type of Adjustment: Use Quick Pick and select Correction of Previous Transaction.

Reason: Space here is limited, so a brief comment is appropriate. If necessary, use the Additional Comments field below.

Reason for 120 day delay: Must be completed if correction is over 120 days from original charge.

Additional Comments: Needs to be completed only if necessary to adequately explain the entry.

Journal Entry Lines Zone:

- Complete the Accounting Flexfield
- Enter the appropriate debits and credits
- Description. The description defaults from the Journal Entry Zone. This is the description that appears on your reports. Clearing the field [Ctrl F], or adding more to the description can make a more descriptive explanation for this line.
- Context Box. Press [Enter] after the Description field is completed to invoke the Context Box.
- Press Quick Pick
- Select "07" Grant and Contract Adjustments
- Enter the Original Batch I.D.
- Enter the Original Transaction Date.

When you have completed all the lines necessary, press [Ctrl S]. Check and Reserve the funds.

Transfer of Unliquidated Obligations to New Grant Fund

When transferring the cost of items charged to a prior year fund and reported as unliquidated obligations by Research Services on the Financial Status Report, use the same procedures described above, except as follows:

Type of Adjustment: In the Context field of the Journal Entry Zone, Use Quick Pick and select "Grant Closeout".

Restricted Transactions: Overhead and Employee Benefits Adjustments: These entries are to be made by Research Services Only!

Transfer of fund balances: To be made by Research Services Only!

Object code #4820 should never be used for transferring costs to or from a sponsored project.

Request for Payment (C-form) Review

Accounts Payable continually reviews the usage of C-forms to determine if there are areas where we can better serve the University community by changing our policies or procedures to accommodate the changing times. This review has produced mixed results over the last two years and we have been slow to suggest significant changes to procedures based upon the results of this review. One area that is of particular concern is the number of small dollar transactions that we are requested to process on C-368 forms. A significant number of these transactions are better handled with a Procard rather than a C-form. Since we do not want to delay the processing of transactions of this type by rejecting them and requiring that you process them on a Procard, Accounts Payable will begin to process them using a Procard that has been created expressly for that purpose. Please do not become alarmed when you do not see a payables transaction appear in FinMIS for a payment request of this type.

The following examples will give you an idea of the transactions that we will be processing with the Procard; magazine and newspaper subscriptions, professional memberships and other low dollar transactions that for which Procard is acceptable for payment processing.

Special Handling (Will Call Requests)

You may have noticed that we have begun to turn down requests for Will Call checks to be produced. This special handling of payment requests is a luxury that is not appropriate in the number of instances that we are requested to accommodate. Toward this end, Accounts Payable has been instructed to review requests of this type and reject them when there is no legitimate reason for such a request. We are in the process of developing a list of reasons that seem to be legitimate for asking Accounts Payable to special handle a payment request.

Sales Tax Removal

There is a slight change in procedures. When Accounts Payable receives a request for reimbursement of expenditures where an employee or student has bypassed official University procurement practices, and paid sales tax as a result, the tax will be removed from the amount requested. We have always removed tax for reimbursements that were greater than \$200. **The removal of sales tax will now occur on all reimbursements.**

WEB SITE UPDATE

Announcement - Acquisition Services

Please be advised that the redesigned Acquisition Services web site is now online. Site content has been arranged in six categories (Commodities, Contracts, Policies, Services, Systems & Training) for easier and quicker access to information. All of the existing sites have been updated, many have been expanded, and new sections have been added. Several new sites are under construction and will be available in Fall 1998. We welcome your feedback on the new site design, content, navigation and problems with any missing links. (<http://www.purchasing.upenn.edu/>)

What's New?

All new sites and changes will be listed in the "Our Spotlight" section. A "Spotlight Announcement" archive link, listing previous month's updates, is included in the "Our Spotlight" section for new faculty and staff or first time visitors. Some of the more significant updates are...

- Ben's Attic Surplus Equipment Site (<http://printer2.purchasing.upenn.edu/BensAttic/>)
- Y2K Vendor Certification Project (<http://www.purchasing.upenn.edu/systems/y2k/>)
- Procurement Credit Card Training Information (<http://www.purchasing.upenn.edu/training/mastercard/>)

Feedback

We are interested in hearing your specific or general feedback regarding our new web site. By submitting your feedback, we will be better able to respond to your needs and provide the most efficient web site. <http://www.purchasing.upenn.edu/home/feedback.asp>



Sharing With Your Colleagues

Cards & Letters

Grant Management

At a recent Association of Business Administrators meeting, Vicki Lewis McGarvey, Manager of Administration & Finance for the Department of Genetics, presented the following information regarding management of grants.

Writing grants is one of the most stressful things that faculty do. Planning ahead, being proactive, and using technology to minimize repetitive tasks can cut down on the mistakes and problems that occur at the deadline (when they are much harder to fix). Here are some strategies to minimize the stress and disruption that a grant deadline can cause for you and your faculty.

Be prepared

- Ask Principal Investigators (PI's) early and often about their grants submission plans - send out e-mails, ask at faculty meetings and check with the chairman
- Keep a database or spreadsheet of renewal deadlines (don't rely on campus mail to get you the renewal packet on time!)
- Plan staff vacations around grant deadlines, especially when they overlap with payroll, budget or other deadlines

Plan for the exceptions

- Get a copy of the guidelines for RFP/RFA's and unfamiliar sponsors. Review them carefully and begin making calls to your school or to Research Services to resolve any policy conflicts EARLY
- Determine if there are any subcontracts, collaborators or consultants in other departments, or pending protocols, to determine if you will need any extra time to process the grant

- Give the PI's a clear deadline for submitting information to you. Depending on the requirements of the grant and other workload issues, ask for draft science and all administrative information 8-10 working days before the due date

Despite your best efforts, you will get grants at the last minute and need to process them as quickly as possible.

Use technology

- Immediately work up an initial budget draft - e-mail to the PI and revise and exchange as necessary (once you have the budget, you can begin working on the other administrative portions)
- Many NIH, NSF and other templates are available from the Texas Research Administrators Group at: <http://tram.rice.edu/TRAM/forms/index.html> - adapt their templates to suit your needs
- Use spreadsheet templates to calculate indirect costs - just enter or verify exclusions, EB rates and pro-rates across different fiscal years
- Keep the previous year's non-competing renewal on disk for easy updating
- Use electronic versions of administrative pages - basic information can be entered onto the ORA Transmittal form, NIH face pages, budgets, checklists & personnel pages. This will allow for quick and easy modifications.

Thanks Vicki!

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If anyone would like to share their 'Secrets of Success' at Penn, in a future publication of *The Bottom Line*, please e-mail murrayb@pobox.



TRAVEL ADVISORY

Travel Office, 308 FB/6284 898-3307

Electronic Ticketing

Electronic Ticketing or e-tickets are becoming more and more prevalent in the marketplace and usage is encouraged by airlines and agencies alike. There are many benefits to electronic ticketing - such as convenience and ease of use.

The Travel Office supports and encourages all University travelers, if traveling domestically on University business, to use electronic tickets. For those who have not had an opportunity to use an electronic ticket yet or have had some reservations in the past, please read the following information on the most frequently asked questions about electronic ticketing in order to be a fully

Q1. What is electronic ticketing?

A1. Ticketless travel, also known as electronic ticketing, is the electronic production of flight coupons. The actual flight coupon will be electronically stored in the airline computer reservation system instead of being printed on paper ticket stock. Very simply, it is a Paperless® ticketing system.

Q2. How does electronic ticketing work?

A2. The traveler contacts their corporate travel agency i.e. American Express, requesting travel arrangements.

The travel agent books the airline reservation using their computer reservation system.

The electronic ticket is charged to the proper account, as designated by the customer.

The travel agent provides the traveler with an itinerary, passenger receipt, and a confirmation or reference number, if required by an airline.

A boarding pass is then given to the traveler.

The traveler boards the airplane.

Q3. What do I need to provide the travel office to ensure reimbursement?

A3. The passenger receipt, issued by the travel agent, is the best form of documentation and should be attached to the Request for Reimbursement (C-1 form) for processing. If the documentation is a passenger itinerary/receipt, then highlight the words *Electronic ticket®* or *Receipt®* when submitting for reimbursement. The airlines can also print a duplicate copy of the passenger receipt at the airport at time of check-in, if necessary, but the passenger must remember to request it.

Q4. Why is traveling on an e-ticket easier?

A4. When a passenger is holding a paper ticket with pre-issued boarding passes, they still need to check-in at the gate or front counter to show their ID and answer specific questions about their baggage. So passengers holding paper tickets are no longer

afforded any shortcuts to the process of checking in at the airport. E-tickets permit passengers to ticket anywhere and anytime, accomplish refunds/exchanges anywhere, anytime and e-ticket passengers do not have to worry about having their tickets stolen, lost or forgotten.

Q5. Can seats be pre-assigned for customers?

A5. This will vary by airline and by market but travelers are not precluded from having pre-assigned seating because of their e-ticket status.

Q6. How is a refund generated for an *Electronic ticket®* customer?

A6. In basically the same way a refund is generated for a paper ticket customer. In the case of a refund or exchange of an e-ticket, the flight coupons will have to be generated for reporting purposes. The benefit for the customer is the he/she does not have to physically return the tickets for refund or exchange to be processed. The ticket is accessible through the airline computer system. Remember to advise the agency that a refund is required.

Q7. How are changes handled once an *Electronic ticket®* has been issued?

A7. Just as they are handled today in the paper environment. If a change is made to an itinerary once travel has begun, and a ticket has to be re-issued, the traveler can have the ticket re-issued by the agency or airline. With an e-ticket, it is now easier for the travel agency to re-issue the ticket. They no longer have to wait to have the customer return the unused portion of the ticket. A new e-ticket can be issued, if appropriate, and the customer follows the same check-in procedures.

Q8. Will *Electronic ticket®* passengers be required to present their credit card at the airport?

A8. No. For security reasons, all passengers need to present some form of ID when they show up at the airport for their flights but no form of payment is required to be shown.



TRAVEL ADVISORY (continued)

Q9. If the passenger is traveling on a connection, when they check-in are they issued boarding passes for all flights, or must the check-in again at their connection city?

A9. Boarding passes for all connecting flights are issued at the first check-in point.

Q10. Can travelers still check baggage at the curb if they have an e-ticket?

A10. Yes. Most airlines have curbside automation. The skycaps will verify that the passenger has an e-ticket and tag the baggage. At non-automated stations, the skycaps are equipped with preprinted passenger manifest lists. The lists are used for curbside baggage check-in.

Q11. Can travelers still use their frequent flyer upgrades at the airport if they have an e-ticket?

A11. Yes. Just like paper tickets, upgrade certificates can apply at time of check-in.

Q12. Can travelers still receive frequent flyer miles if using an e-ticket?

A12. Yes. Frequent flyer miles are still accrued when traveling on an e-ticket.

Q13. Can a traveler go directly to the gate or must they check-in at the ticket counter?

A13. Provided they are not checking baggage, travelers may proceed directly to the gate to check-in.

Q14. What happens at airports where security requires a ticket in order to proceed to the gate?

A14. Procedures vary by airport. Some airports simply require the passengers to identify themselves to security personnel as e-ticket passengers. Other airports require security personnel to compare passenger names against a preprinted e-ticket manifest list.

Q15. What happens if an e-ticket is issued, and when the traveler gets to the airport, the computers are down? How can they check-in?

A15. As part of the pre-departure process, customer service agents print an e-ticket manifest list. Passengers may check-in manually using this list and have their e-tickets updated later.

Q16. What happens if the flight is canceled? With a paper ticket passengers can just Arun@ to another airline. What happens when they have

an e-ticket?

A16. If a flight cancels, the airline representative may accommodate passengers three ways:

- 1) passengers may be accommodated on a later flight;
- 2) a Flight Interruption manifest may be used to accommodate both paper and e-ticket passengers on another carrier; or
- 3) the airline rep may print the electronic ticket converting it to a paper ticket so that the passenger may proceed to another carrier.

Q17. If a change is made to an itinerary, who collects the change fees?

A17. Depending upon when the change is made, either the agency or the airline will collect the change fee. Since the physical ticket does not have to be returned to the agency, it is now easier for the agency to complete the change and collect the fees.

Remember. . . Use electronic tickets and use American Express Travel.

Next of Kin Notification

Effective October 1, 1998, a new Department of Transportation rule will take effect requiring U.S. and foreign airlines to ask U.S. citizens traveling internationally to and from the United States for an emergency contact name and telephone number. In the event of an aviation disaster, the airline is required to forward all information to the Department of State.

When making travel arrangements for yourselves or others, please remember to take advantage of our negotiated fares with

**US AIRWAYS
and
AMERICAN AIRLINES**

You can save up to 15% off of any domestic fare when you make your arrangements with the Penn Desk at American Express. So call **American Express**, the preferred agency of the University, at **898-9439** or **1-800-796-7573**.



TRAVEL ADVISORY (continued)

Car Rental Rates in Philadelphia

The University has special pricing for local car rentals now with National and Enterprise. National is located at 30th Street Station. The new Enterprise location is in the Sheraton University City at 36th and Chestnut Streets.

Listed below is a cost and service comparison for your assistance.

	ENTERPRISE	NATIONAL
Telephone numbers	(215) 387-3283	1-800 328-4567
Corp. ID#s	03240	5001856
Local locations	36th & Chestnut Street	30th Street Station, 19th & Ludlow Phila Airport
Corp Rates:		
Economy	\$34	\$39 / . . .Weekend \$35.10
Compact	36	39 / . . .Weekend \$35.10
Mid-size	38	40 / . . .Weekend \$36.00
Full size 2-dr	40	42 / . . .Weekend \$37.80
Full size 4-dr	40	42 / . . .Weekend \$37.80
Minivans	55	57
Additional discounts	If renting a car on weekends - no additional discount	If renting a car at 30th St. Station on Fri/Sat/Sun - see discounts listed above
Hours of Operation	Mon-Fri: 8:00am to 6:00 pm Saturday: 8:00am to Noon Sunday: closed	Mon-Fri: 7:00am to 10:00 pm Saturday: 8:00am to 4:00 pm Sunday: 12:30pm to 8:30pm
Surcharges	None	Tues/Wed - One day rentals - \$5.00
Minimum age	21 years of age	21 years of age
Mileage charge	No mileage charge except for one-way rentals.	No mileage charge except for one-way rentals.
Preferred renters program	N/A	Emerald Club
LDW: Liability:	Comprehensive Supplemental liability	Comprehensive 100,000/300,000/25,000
Applicant Program:	No.	Yes. See details listed below.
Personal travel	May use the corp ID rates. Insurance coverage listed above. Promotional rates may be lower but include no insurance	May use the corp ID rates. Insurance coverage listed above. Promotional rates may be lower but include no insurance
Insurance: (domestic)	<p>Decline all optional insurances if traveling on University business. (Optional insurances are NOT reimbursable)</p> <p>Depts. are responsible for first \$250 worth of damage to the vehicle in case of an accident, if the driver has attended Penn's Driver Education Program. Depts. can be responsible for up to the total repair cost if driver has NOT attended Penn's Driver Education Program. To reduce risk, use Alamo or National.</p> <p>The corporate American Express card offers no vehicle damage or liability protection.</p>	

PAYMENT RULES FOR NONRESIDENT ALIEN VISITING SCHOLARS

Visa Requirements for Foreign Visiting Scholars

Type of Payment Allowed

Visa Type	Description	Honorarium, Lecture Fee, Consulting Fee	Travel Reimbursements	Incidental Expenses (1)
A-1	Foreign Govt. Officials (includes Ambassadors)	NONE	YES	YES
B-1/ WB	Business/Professional Visitors	Honorarium only!	YES	YES
B-2/ WT	Visitors for Travel/Tourism	Honorarium only!	YES	YES
J-1	Trainees/Research Scholars/ Exchange Students (includes short term scholars)	ALL	YES	YES

(1) Defined as reasonable room and board, cost of local travel, and pocket money.

IRS Rules

- All payments of honoraria, lecture fees and consulting fees to non-resident aliens who come to the University to give a lecture or participate in a conference must be reported to the IRS on Form 1042S.
- Tax treaties may exempt these payments from taxation (but not reporting).
- In order to claim exemption from tax withholding, the non-resident alien must complete and submit an IRS form 8233 and a statement under rev. proc. 87-9 to the University. University also requires the individual to complete a foreign national information form (FNIF), as well as a W-8 form.
 - J-1's must have a social security number and must apply for one at the local Social Security Office.
 - B-1/B-2s must have either a social security number or an Individual Taxpayer Identification Number (ITIN). Individuals without a SS# or ITIN must make application for an ITIN by completing IRS Form W-7.
 - Payments are subject to taxability and reportability unless the visiting scholar is from a tax treaty country.

Foreign Visiting Scholar Payment Matrix

Visa Type	Description	Honorarium, Lecture Fee, Consulting Fee Permitted	Travel Reimbursements Permitted	Incidental Expenses Permitted	Tax Withholding/ Reporting Required	SSN or ITIN Required	Forms Required for Tax Treaty Exemption
A-1	Foreign Govt. Officials (includes Ambassadors)	NONE	YES	YES	NO	N/A	Form 8233, FNIF, W-8
B-1	Business/Professional Visitors	Honorarium Only!	YES	YES	YES *	ITIN(1)	Form 8233, FNIF, W-8
B-2	Visitors for Travel/Tourism	Honorarium Only!	YES	YES	YES *	ITIN(1)	Form 8233, FNIF, W-8
J-1	Trainees/Research Scholars/Exchange Students (includes short term scholars)	ALL	YES	YES	YES *	SSN	Form 8233, FNIF, W-8

* On honorarium payment, lecture fee or consulting fee only!

(1) A nonresident alien receiving an honorarium payment must present the University with a social security number or an individual taxpayer identification number (ITIN). If the individual does not have either, they must make application for an ITIN by completing IRS Form W-7 and submitting it to the IRS, along with certified copies of their passport or other U.S. immigration documents.

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 '99	Dec 03, 1998	Jan 06, 1999	G	Dec 01, 1998	Dec 03, 1998	Nov 25, 1998
	Jan 12, 1999	Feb 03, 1999	L	Jan 13, 1999	Jan 12, 1999	Jan 08, 1999
	Feb 08, 1999	Mar 01, 1999	L	Feb 08, 1999	Feb 08, 1999	Feb 05, 1999
	Mar 05, 1999	Mar 30, 1999	L	Mar 04, 1999	Mar 05, 1999	Feb 26, 1999
	Apr 02, 1999	Apr 30, 1999	L	Apr 01, 1999	Apr 02, 1999	Mar 26, 1999
Summer 1 '99	May 06, 1999	May 28, 1999	L	May 05, 1999	May 06, 1999	Apr 30, 1999
Summer 2 '99	Jun 03, 1999	Jun 25, 1999	L	Jun 01, 1999	Jun 03, 1999	May 28, 1999
Fall '99	Jul 01, 1999	Jul 30, 1999	H	Jun 30, 1999	Jul 01, 1999	Jun 25, 1999
	Aug 04, 1999	Aug 27, 1999	H	Aug 03, 1999	Aug 04, 1999	Jul 30, 1999
	Sep 02, 1999	Sep 29, 1999	L	Sep 01, 1999	Sep 02, 1999	Aug 27, 1999
	Oct 04, 1999	Oct 28, 1999	L	Oct 01, 1999	Oct 04, 1999	Oct 01, 1999
	Nov 03, 1999	Nov 24, 1999	L	Nov 01, 1999	Nov 03, 1999	Oct 29, 1999

* 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.)

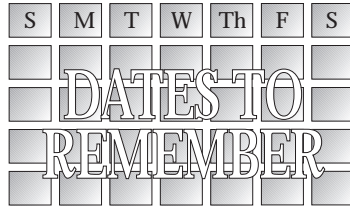
Directions:

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, Penntrex, 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.

TERM	TUITION ADJUSTMENT	INPUT TO SRS	SRS TRANSFER TO BRS
Spring 1999	TUITION CALC TUITION CALC DROP/ADD DROP/ADD	NOV 19, 1998 NOV 24, 1998 JAN 14, 1999 JAN 22, 1999	NOV 20, 1998 NOV 25, 1998 JAN 15, 1999 JAN 25, 1999
Summer I 1999	TUITION CALC DROP/ADD DROP/ADD	APR 22, 1999 MAY 06, 1999 MAY 25, 1999	APR 23, 1999 MAY 07, 1999 MAY 26, 1999
Summer II 1999	TUITION CALC DROP/ADD DROP/ADD	MAY 27, 1999 JUN 10, 1999 JUL 08, 1999	MAY 28, 1999 JUN 11, 1999 JUL 09, 1999
Fall 1999	TUITION CALC DROP/ADD DROP/ADD	JUN 17, 1999 SEP 09, 1999 SEP 24, 1999	JUN 18, 1999 SEP 10, 1999 SEP 27, 1999

4. RT Delete Updates - are run on a daily basis from the beginning of the TUITION 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 (01/13/99) - February 12, 1999 for Fall 1999 Advance Registration (Mar 22-Apr 04)
 - b. Actual hold posted/letter mailed - March 1, 1998 for Fall 1999 Advance Registration (Spring recess Mar 5-14)
 - c. Warning letter mailed (09/03/99) - October 1, 1999 for Spring 2000 Advance Registration(Nov 1-14)
 - d. Actual hold posted/letter mailed - October 18, 1999 for Spring 2000 Advance Registration

NOTE: ANY QUESTIONS RELATING TO THIS SCHEDULE SHOULD BE DIRECTED TO SFS-STUDENT ACCOUNTS SECTION AT EXTENSION 8-4280.

**O F F I C E S**

Payroll Department
 General Accounting
 Office of Research Administration

FinMIS ACCOUNTING SYSTEM CLOSING SCHEDULE

<u>Period</u>	<u>Begin Date</u>	<u>End Date</u>
Dec '98	12/01/98	12/31/98
Jan '99	01/01/99	01/29/99
Feb '99	02/01/99	02/26/99

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

<u>Transaction Type</u>	<u>Cut-Off Date for Receipt by Central Office</u>
Cash Receipts	Next to last business day of the period, 12:00 p.m.
Central Gifts Receipts	Next to last business day of the period, 4:00 p.m.
On-Line Journals	Last day 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 SERVICES

National Institutes of Health (NIH) Deadlines

- Jan 2, 1999 - All AIDS-Related Grants
- Jan 10, 1999 - Institutional National Research Service Awards*
- Feb 1, 1999 - New Research Grant, Conference and Career Development Awards. ALL Program Project* and Center Grants*
- Feb 15, 1999 - Interactive Research Project Grants (IRPG's)
- Mar 1, 1999 - Competing Continuation, Supplemental, and Revised Research Grants, Conferences and Research Career Awards

* 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.

FinMIS School/Center Access Administrator

Responsible for ensuring that all FinMIS Logon Access is appropriately administered.
Serve as main School/Center contact when questions arise regarding FinMIS related activity.

Name	#	School/Center	Phone	E-Mail Address
Sophie Luzecky	02	SAS	8-0888	sluzecky@sas
Mai Friedman	04, 83	Provost	8-6841	friedman@pobox
John Westdyke	06	Nursing	8-9943	westdyke@pobox
Andrea Rollins	07	Wharton	8-2691	Rollins@wharton
Christopher Bristow	13	Engineering	8-7916	bristow@seas
Darlene Sparks	19	Annenberg Center	8-6704	sparksjd@pobox
Terry Dzelzgalvis	24	DIA	8-4430	mtherese@pobox
Alan Waldt	26	Museum	8-4052	awaldt@sas
Janet Plantan	32	GSE	8-3039	janetp@gse
Kathy Lorenz	33	GSFA	3-3679	lorenz@pobox
Dolores Bristow	35	Social Work	8-5527	dbristow@ssw
Donna Burdumy	36	Annenberg School	8-7053	dburdumy@pobox.asc
Paul Weidner	21, 40, 88	Medical	8-8835	weidnerp@mail.med
Todd Swavely	21, 40, 88	Medical	8-9522	tswavely@mail.med
Darlene Dziomba	50	Library	8-7567	darlene@pobox
Linda Kristekas	51	Dental	8-5405	linda@biochem.dental
Ernie Gonsalves	56	Law	8-6430	egonsalv@oyez.law
Kelly Ardis	58	Vet	8-4597	kda@vet
Kathy Robinson	60	Morris Arboretum	247-5777	robinsok@pobox
Cassandra Green	61	ICA	8-7108	cgreen@ben.dev
Julie Shuttleworth	62	OIP	8-1644	jshuttle@pobox
Bonnie Gibson	63	Fels Center	8-6841	gibson@pobox
Anna Colasante	78	Audit & Compliance	8-1938	annamc@pobox
Laurita Jackson	79	Public Safety	8-0429	ljackson@pobox
Janet Dwyer	81	President	8-0448	dwyer@pobox
William Turner	84,85,86	VPUL	8-4922	turner@pobox
Mike Merritt	87	Finance (SFS)	8-9971	merritt@sfs
David Valentine	87	VP Finance	8-5422	davidv@pobox
Ronnie Marino	89	EVP	8-6693	vmarino@pobox
Joanne Gorman	90	Development	8-8185	gorman@ben.dev
Margaret Smith	91	ISC	8-8602	Smithm@isc
Gary Truhlar	92	Human Resource	8-5896	truhlar@pobox
Donna Petrelli	93,95	Business Services	8-2487	petrelli@pobox
Mina Fader	96	Facilities Management	8-7243	fader@pobox
Florence Griffin	97	Facilities Services	8-6644	griffin3@pobox

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.

Please note, you are not required to enroll in the entire program in order to attend a particular session.

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 invoices "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 the preferred travel providers for the University and the importance of using 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 forms 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 roles and responsibilities as it relates to payments to University employees.

RESEARCH SERVICES - PRE AWARD AND REGULATORY OVERVIEW

An introduction to the roles and responsibilities of the Pre-Award and Regulatory Section of the Office of Research Services. 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 SERVICES - POST AWARD AND FINANCIAL OVERVIEW*

An introduction to the roles and responsibilities of the Post-Award and Financial Section of the Office of Research Services. 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 transaction situations which may confront a financial administrator such as conflicts of interest; confidentiality; reporting integrity, etc.

**It is recommended, however not mandatory, that you attend FinMIS training PRIOR to attending these sessions.*

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.

NEW! PAYROLL/PERSONNEL SYSTEM

FOR EMPLOYEES WHO ARE RESPONSIBLE FOR ANY PAYROLL/PERSONNEL FUNCTIONS FOR THEIR DEPARTMENT. This comprehensive training program takes place over five half-days, and is designed to introduce new users to all aspects of Payroll and Personnel that may be encountered during the course of one's employment at Penn. Topics we cover include the following:

Please note: Anyone requiring access to the Payroll system will need to attend all five sessions.

- ◆ An overview of Penn's structure and how we process payroll
- ◆ How to create a position
- ◆ How to appoint an employee
- ◆ Various HR actions requiring Payroll transactions
- ◆ Hands-on access to the Payroll database
- ◆ On-Line Time reporting (also a hands-on experience)
- ◆ Salary Management and Payroll Reallocations

To enroll for the Payroll/Personnel course, a Business Administrator's approval is required. Please see the last page of *The Bottom Line* to register.

REPORT MANAGEMENT OVERVIEW

Prerequisite: FinMIS Purchasing & General Ledger Training

FOR EMPLOYEES WHO ARE RESPONSIBLE FOR RUNNING AND REVIEWING STANDARD PURCHASING AND GENERAL LEDGER REPORTS. The purpose of this session is to give individuals, who have previously received FinMIS training, an opportunity to develop a basic understanding of how to run, view, print and schedule reports, develop report sets, report extracts. Included will be an overview of 'How to Read the 1XX.ORG Summary & 15X.ORG Detail Reports'. Please note, this is not a hands-on training session.

ACCOUNTS PAYABLE

In the calendar year Accounts Payable is requesting W-9's for all individuals and companies processed on a C-368 form.

Please note this training session may have previously been provided by your School/Center Trainer. This will basically be the same course, with the addition of 'How to Read the 1XX & 15X Reports'.

FINMIS MARKS ONE MILLIONTH MILESTONE

FinMIS' one millionth (!) concurrent manager job ran in October, and, as a result, the concurrent manager ID rolled to 7 digits. This is a heads up to let you know that all FinMIS screens containing the concurrent request 'ID' (for example, the View Requests screen: \N R C using the General Inquiry /Reporting responsibility) show only the 6 most left positions of the request ID. Actual processing by the concurrent manager - reports or otherwise - is not affected; this is only an online screen display issue.

Any online function that uses the request ID (for example, the Copy File report or simply an online query by request ID) requires the complete 7 digits, not just the 6 digits that appear on the screen.

To see the complete 7 digit concurrent request ID, please do the following:

- Press [F2] to query your concurrent requests
- Position your cursor in the 'ID' column on the line associated with concurrent request
- Press \ Field Edit (\ F E)
- Pop-up box expands that shows the full 7 digit concurrent request id
- Press [Ctrl] S to close the window and return to the view concurrent request screen

If you have any questions, please call the FinMIS hotline 8-7238 or 8-2752.

FINANCIAL MANAGEMENT INFORMATION SYSTEM (FinMIS) TRAINING PROGRAM

The FinMIS 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 nine half-day sessions on a monthly basis. To register, please complete the registration form on the following page. Please be sure to include both your Supervisor and the Trainer/System Access Administrator signature on your registration form. A complete list of the System Access Administrators can be found on page 17 of this issue.

Introduction to University Accounting & 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. The General Ledger Chart of Accounts we be explained. Also included will be a general overview of the FinMIS features to be learned in the following hands-on courses.

Navigation/Purchasing

This hands-on training session introduces the end-user to 'Navigation' through the business applications. You will learn how to maneuver through the system by entering a standard purchase order. This step-by-step session will prepare you to enter a variety of purchase orders and demonstrate how to submit you PO for approval, view information on-line and run purchasing related reports.

Pre-requisite: Introduction to University Accounting & Business Functions

General Ledger

In this hands-on training session you will learn how to determine your available funds, perform an inquiry on your accounting activity, enter a budget in FinMIS and prepare an on-line journal entry. In addition, you will be introduced to the naming convention used for all general ledger transactions, how to retrieve Procard and suspense transactions for adjustment, as required, and how to run standard General Ledger reports.

Pre-requisite: Navigation/Purchasing

University of Pennsylvania

FinMIS Training Registration

Please complete the following information and return to:

Financial Training Department • 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: _____
 E-mail: _____ @ _____ Campus Phone: _____ - _____

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

	3 - Frequently Use			2 - Use on Occasion			1 - Never Use		
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

	3 - Very familiar			2 - Some familiarity			1 - No familiarity		
Accounts Payable	3	2	1	Payroll	3	2	1		
Acquisition Services (Purchasing)	3	2	1	Research Services	3	2	1		
Budget & Management	3	2	1	Travel	3	2	1		
General Accounting	3	2	1	Other: _____	3	2	1		

Employee's Signature: _____ **Date:** _____

Supervisor's Name: (printed) _____ **Date:** _____

Supervisor's Signature: (required) _____ **Date:** _____

School/Center Trainer Name: (printed) _____ **Date:** _____

School/Center Trainer Signature: (required) _____ **Date:** _____

Both the Supervisor's Name and the School/Center Trainer Signature are REQUIRED. Thank you!

IMMIGRATION LAW CHANGES

*... affected by the Omnibus Consolidated and Emergency Supplemental Appropriations Act, 1999
(Public Law No. 105-277)*

Title IV - American Competitiveness and Workforce Improvement Act

Sec. 411. Temporary increase in access to temporary skilled personnel under H-1B program.

Number of authorized nonimmigrants under H-1B program is increased as follows:

Fiscal year 1999 - 115,000 H-1Bs

Fiscal year 2000 - 115,000 H-1Bs

Fiscal year 2001 - 107,500 H-1Bs

Each succeeding fiscal year - 65,000 H-1Bs.

Sec. 431 Academic Honoraria.

(a) In General. - Section 212 (8 U.S.C. 1182), as amended by section 415, is further amended by adding at the end the following:

“(q) Any alien admitted under section 101(a)(15)(B) may accept an honorarium payment and associated incidental expenses for a usual academic activity or activities (lasting not longer than 9 days at any single institution), as defined by the Attorney General in consultation with the Secretary of Education, if such payment is offered by an institution or organization described in subsection (p)(1) and is made for services conducted for the benefit of that institution or entity and if the alien has not accepted such payment or expenses from more than 5 institutions or organizations in the previous 6-month period.”

(b) Effective date. - The amendment made by subsection (a) shall apply to activities occurring on or after the date of enactment of this Act. (October 21, 1998).

Quarterly Quote

There are those who look at things the way they are, and ask why...

I dream of things that never were, and ask why not?

— Robert Francis Kennedy, 1968 presidential campaign

“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

is Published Quarterly by the Finance Division for University of Pennsylvania Administrative Offices.

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.

University of Pennsylvania

Office of Vice President for Finance

FINANCIAL TRAINING REGISTRATION

I would like to attend the following:*

*** To qualify for the Accounting & Business Certification (ABC) 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.**

- | | | |
|--|------------------------|-----------------|
| <input type="checkbox"/> Purchasing Overview | 9:30 a.m. - 12:00 p.m. | To be announced |
| <input type="checkbox"/> Accounts Payable Overview | 9:30 a.m. - 12:00 p.m. | To be announced |
| <input type="checkbox"/> General Accounting Overview | 9:30 a.m. - 12:00 p.m. | To be announced |
| <input type="checkbox"/> Travel & Program/Policies & Procedures | 9:30 a.m. - 12:00 p.m. | To be announced |
| <input type="checkbox"/> Personnel/Payroll Overview | 9:30 a.m. - 12:00 p.m. | To be announced |
| <input type="checkbox"/> Research Services Pre-Award and Regulatory Overview | 9:30 a.m. - 12:00 p.m. | To be announced |
| <input type="checkbox"/> Research Services Post-Award and Financial Overview | 9:30 a.m. - 12:00 p.m. | To be announced |
| <input type="checkbox"/> 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)

- | | | |
|--|------------------------|-----------------|
| <input type="checkbox"/> New! Payroll / Personnel System* | 5 half-day sessions | To be announced |
| *Business Administrator Approval Required: _____ | | |
| <input type="checkbox"/> New! Report Management Overview | 9:30 a.m. - 11:00 a.m. | To be announced |
| <input type="checkbox"/> Procurement Credit Card | 9:30 a.m. - 11:00 a.m. | To be announced |

Name: _____ Social Security Number: _____ - _____ - _____

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:

Financial Training Department
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!

See page 18 for a detailed description of each course.

