June 2000

The Bottom Line

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

Message from the Manager

by: Maryann Piccolo,Manager Corporate Tax

Dear Colleagues:

The structure of the Corporate Tax Department has changed over the past year as a result of employee turn over of two key positions. As part of a restructuring of the Corporate Tax Department, a decision was made to reposition the reporting of payroll tax responsibilities from Corporate Tax into the Payroll Department. A further restructuring of the Corporate Tax Department was accomplished with the decision to outsource the compliance reporting responsibilities to PricewaterhouseCoopers LLP. In January of this year, I was hired as the Tax Manager for the University filling the position previously held by John Butler.

My initial responsibilities at Penn had me working with PwC to complete the Federal Form 990 filing for the Trustees of the University of Pennsylvania and all other entities within the organizational structure. This task was a challenge for me being new to the University, and allowed me to begin to comprehend the complexities with which we operate on an ongoing basis. I have had the opportunity to meet with many key individuals who have been most helpful in supplying me with documentation and direction needed to effectively gather and analyze the data for the annual filing.

This has been an excellent exercise in understanding the importance of communication, and sharing of best practices in our day to day operations. With these concepts in mind and with the outlook for improvement as we move forward, I would like to share the Corporate Tax Department's Mission Statement and our goals and objectives.

Our Mission Statement, a work in progress itself, helps to outline our responsibilities and priorities to the University:

- Develop a strategic approach toward identifying and mitigating areas of tax exposure.
- To establish the Tax Department as a business resource throughout the University of Pennsylvania.
- To be a customer service leader in tax related matters.

Our current goals and objectives will help us to achieve our overall mission:

- Focus on current compliance and long term tax strategies
- Short term goals:
  - Perform process mapping of current tax functions
  - Document policies and procedures for all tax related areas
  - Formalize 'Tax' training for University employees who provide sensitive data to the tax department.

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IMPORTANT FINANCIAL WEB PAGES

Vice President for Finance

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

Comptroller's Office
http://www.upenn.edu/comptroller
http://www.upenn.edu/comptroller/travel
http://www.upenn.edu/comptroller/disbursements/payroll

Financial Training Department
http://www.upenn.edu/vpfinance/ftd

Research Services
http://www.upenn.edu/researchservices/

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

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

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

In this Issue...

OFFICE OF THE COMPTROLLER

FISCAL YEAR '00 CLOSING SCHEDULE

Please see the Comptroller's Office web page for the Fiscal Year '00 Closing Schedule

http://www.upenn.edu/comptroller/accounting/closing_instruct.html

Fiscal Year 2001 - FinMIS On-Line Manual Journal & Budget Entry Batch Naming Convention

Just a reminder, the YEAR has been added to the University's batch naming convention for all on-line journals and budget entries into FinMIS. The format follows:

ORG(4).INITIALS(3).MM/DD/YY.#(2)

XXXX.ZZZ.MM/DD/YY.##

XXXX is your Organization

ZZZ are your initials

MM/DD/YY is today's month, day and year

is the batch number of the journal for that day

Important General Ledger Note for 13th Month Manual Journal Entries

It is important to note that from July 1st through July 21st, two accounting periods, ADJ-00 and JUL-00, will be open simultaneously. The batch naming convention for manual journal entries for ADJ-00 only will be:

ADJ00.XXXX.ZZZ.MM/DD/YY.NN

where XXXX is the user's org, ZZZ is the user's initials, MM/DD/YY is the date the batch was created and NN is the users sequential batch number for the day.

The default period that will appear in the batch header zone will be ADJ-00. However, it is possible to select JUL-00 in error. By adding the ADJ00 prefix to the batch name, you will be able to more easily identify journals that were erroneously entered in JUL-00, i.e. querying 13th month batches should have the ADJ99 prefix in the batch name as well as have the period of ADJ-00 selected.

If you are entering a journal for FY 2001, the standard batch naming convention applies. However, you will need to navigate to the period field in the batch header zone and select JUL-00, since ADJ-00 will appear as the default.

Receipt Accrual Process

As part of the 12th month closing process, the Receipt Accrual program will run. This program runs annually in order to book an accrual entry to ledger to account for merchandise or services provided to the University but not yet billed by the vendor. The program looks at each line item for all open purchase orders, then compares the quantity received (input by PO creator) to the quantity billed (input by Accounts Payable). If the quantity received exceeds the quantity billed, the difference is multiplied by the unit price on the PO and posted as an actual charge to the account identified in the PO. The journal will be reversed to ledger in JUL-00, in anticipation of the invoice being processed.

The Comptroller's Office is in the process of reviewing accrual amounts that appear to be inappropriate and making corrections. We may be contacting you for assistance and appreciate your cooperation.

Appropriate Use of Transfer Object Codes

Appropriate Use of Transfer Object Codes 4820 & 4825:

The aggregate account balances in object codes 4820 and 4825 must sum to zero across the University in order to facilitate accurate financial reporting of revenues and expenses across the University. Manual journal entries to record transfer of resources transactions should be entered as debits to object code 4825 to show the resource transfer out and credits to object code 4820 to record the resource transfer in. When summed together, the balances in 4820 and 4825 should net to zero. Furthermore, **resource transfers utilizing these object codes between agency funds (9XXXXX) and other University funds (000000-699999) are not appropriate.**

Since the fiscal year 1999, the Comptrollers Office has noted that the use of the object codes 4820 and 4825 have not been followed consistently. Beginning in FY 1999, the Comptrollers Office instituted a policy of automatically reversing any such journal entries. When these entries are reversed, the Senior Business Officer of the impacted School/Center will be promptly notified.

If you have any questions concerning this policy, please do not hesitate to contact Alan Frank, Financial Reporting, at 898-6603 or apfrank@pobox. Thank you for your attention to this matter.

OFFICE OF THE COMPTROLLER

FinMIS ACCOUNTING SYSTEM CLOSING SCHEDULE

Period	Begin Date	End Date
June - 00	06/01/00	06/30/00
ADJ - 00	07/01/00	07/21/00
Jul - 00	07/01/00	07/31/00
Aug - 00	08/01/00	08/31/00

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

Transaction Type	Cut-Off Date for Receipt by Central Office
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.

$ PAYROLL DEPARTMENT

Payroll Department, 310 FB/6284 898-6301

Please see the Payroll Department's web page below for all future closing dates:
http://www.upenn.edu/comptroller/accounting/closingsch/payroll

The following schedules establish due dates for receipt of documents by Payroll and Personnel Records and the deadlines for entering online changes for weekly paid staff for the pay periods indicated:

WEEKLY PAYROLL SCHEDULE FOR JUNE 2000

2000 Pay Period	Weekly Pay Dated	Supporting Documents for New Appts Must Reach HR Records by 12PM	Additional Pay Forms Due in Payroll by 5PM	Time Reporting by 3PM	DataBase Changes to Existing Records by 5PM
05/29 - 06/04/00	06-09-00	05-30-00	06-02-00	06-05-00	06-05-00
06/05 - 06/11/00	06-16-00	06-06-00	06-09-00	06-12-00	06-12-00
06/12 - 06/18/00	06-23-00	06-13-00	06-16-00	06-19-00	06-19-00
06/19 - 06/25/00	06-30-00	06-20-00	06-23-00	06-26-00	06-26-00
06/26 - 07/02/00	07-07-00	06-27-00	06-30-00	07-03-00	07-03-00

MONTHLY PAYROLL SCHEDULE FOR JUNE 2000

2000 Pay Period	Weekly Pay Dated	Supporting Documents For New Appts Must Reach HR Records by 12PM	Additional Pay Forms Due in Payroll by 4PM.	Time Reporting by 4PM	Database Changes Existing Records Before 5PM
06/01 - 06/30/00	06-30-00	06-19-00	06-21-00	06-22-00	06-23-00

Since our last *Bottom Line* update, the Business Enterprise Network (BEN) Project Team has made significant progress towards enhancing Penn's financial management system. In this report, you will learn about a recent achievement, upcoming developments, along with initiatives to ensure that you are well prepared to take advantage of BEN's new and upgraded features as they are phased in.

New Names, New Look, New Features

Three fundamental transformations BEN is bringing to Penn include a new look, new functionality, and new names. The core character-based FinMIS system will be updated with a web-based, graphical interface and new features; new web-enabled financial applications such as BEN Reports are being released; and tying everything together is a simple nomenclature that promotes new self-service functionality. As shown in the chart below, these changes contribute to a more intuitive environment:

User Task	BEN Function/Service	FinMIS/Manual
i.Account	*BEN Balances* Web-enabled General Ledger, including Revenue & Expense Inquiry	FinMIS General Ledger
i.Buy	*BEN Buys* Web-enabled Purchasing, E-Commerce, Electronic data interchange of orders and invoices with suppliers	FinMIS Purchasing
	BEN Pays Accounts Payable, including imaging	FinMIS Accounts Payable
i.Go	*BEN Travels* Online travel reservations	New
	BEN Reimburses Travel and entertainment expense reimbursement	C-1 Forms
i.Inquire	*BEN Reports* Web-based reporting environment for financial, salary management and sponsored program information	New
i.Plan	*BEN Budgets* Improved budget journal entry	FinMIS General Ledger
i.Ask	*BEN Helps* The improved University-wide support service for BEN and other financial processes	FinMIS Hotline
i.Learn	*BEN Teaches* The expanded training programs for BEN and other financial applications	FinMIS Training

ben Business Enterprise Network *CONTINUED*

ben Reports Recent Accomplishment

Ben Reports, a web-enabled reporting system, is now available at https://sentry.isc.upenn.edu/ws/benreports. The first release of this new reporting environment provides easy, flexible access to summary and detail financial and grant data in three main reporting categories:

Financial: Budget vs. Actual Variance, General Ledger Expense/Revenue Detail, and RCM Category Comparison.

Salary Management: Employee Payments by Fund, Employee Payments by Individual, and Position Inventory.

Sponsored Programs: Protocol Status and the Grant Reporting and Management (GRAM) system, initially developed by the Medical School. Protocol Status is available now; GRAM is scheduled for release later in June.

More reports are planned in the future.

BEN Reports helps a wider group of users access business and research information through a secured site. No additional software or "plug-in" is required for users' computers.

So far, feedback on BEN Reports has been positive. Users have reported: "These are great!!!!" "Downloading [to] Excel was a breeze." "Everything was intuitive." Others have noted personal experiences about how to use the data:

- to build salary plans,
- to upload data into department-based decision support systems that supplement FinMIS, Payroll, and Salary Management, and
- to analyze expenses and assist in planning and building operating budgets. Users have also reported that Protocol Status information saves time in the grant proposal submission process.

The Project Team invites your feedback, which may be sent to benreports@pobox. For additional information, including report definitions and an online BEN Reports Guide, please refer to http://www.upenn.edu/computing/da/dw/benreports/guide.html

ben Pays Upcoming Developments

Coming this summer is Accounts Payable Imaging, which provides electronic images of invoices and C-Forms. This function enables electronic approval of invoices, notification of incomplete C-Form documentation, and cancellation requests for incorrect invoices via the web.

Schools and Centers will benefit from:

- Faster turnaround and a more efficient process to resolve Accounts Payable Alerts because:
  - The necessary information is on the screen for the purchaser, requiring less time to gather this information;
  - With online access to copies of invoices, there is no need to request or wait for faxed invoices;
  - Notes are electronically posted on the invoice or C-Form, making explanations easier to provide, without separate e-mail;
  - C-Forms that must be corrected or approved no longer need to be sent back and forth in intramural mail, so correction is accomplished more quickly.

The Accounts Payable staff will also benefit from an improved, more efficient process, with much less need to handle paper documents.

Approximately twenty training sessions are planned for end users, and BEN Reps have recommended whether training will be required or optional dependent on the policy of their respective School or Center. Training will help end users quickly become more confident and proficient with the new application and procedures. Class schedules and more information about the imaging system will be published on the web later in June at: http://www.upenn.edu/vpfinance/ftd/findoc.html. To find out who your BEN Rep is, refer to http://www.upenn.edu/comptroller/FinMIS/structure/benreps.html.

In order to fully utilize all of the features of the imaging system, end users will need either a PC or Macintosh computer with characteristics consistent with the University's 1999-2000 desktop standards. To view images, Macintosh users will need to use Virtual PC, with at least 64mb of memory allocated to Virtual PC. Mac users without Virtual PC will be able to view some information over the web, but will need to use the existing procedures (e-mails to apsup@pobox) to resolve Alerts.

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More information about desktop requirements and installation instructions for the pre-requisite "plug-in" software are available now at http://www.upenn.edu/vpfinance/ftd/findoc.html

BEN Web Site

As part of our communications initiatives to apprise the University community of BEN's progress, we will launch a new web site this summer. Updated regularly, the site will serve two main purposes:

- As a forum for topic-specific discussions, for the seven major areas of BEN (i.Account, i.Buy, i.Go, i.Inquire, i.Plan, i.Learn, and i.Ask) where you may exchange ideas, concerns, and experiences with your peers, and
- As a place where you'll find current information about BEN, including:
  - An overview of the project and the teams building BEN;
  - A list of BEN Representatives for each School and Center;
  - News and status updates;
  - Frequently asked questions and answers (FAQs);
  - A calendar of events, including training opportunities; and
  - Survey questions that ask for your input on topics like training, communications, and end-user support.

A Related Links section connects to related documentation, training, and historic information.

Financial Policies and Procedures Pilot

The Division of Finance has initiated a project to document the procedures used throughout the University in two areas: Payroll and Taxes. The Division will:

- Review current Payroll policies, procedures, and documentation;
- Outline workflow for each process based on interviews and transaction walk-throughs;
- Resolve differences of processes among Schools and Centers; and
- Document procedures and distribute campus-wide.

The goal is a set of clear, meaningful, and complete standards and procedures that improve processes and efficiency and unify practices throughout the University.

The Division is also enhancing the tax-related processes of Unrelated Business Income in order to ensure proper IRS filing, and Non-Resident Alien Tax Compliance, for clearer, more comprehensive procedures. This work is being completed jointly with the Offices of International Programs and General Counsel.

The Division of Finance strives to improve paper flow; educate relevant faculty, students, and staff; and document the procedures. The end result will be better support for Penn's non-resident aliens and improve the University's compliance with the federal tax code. Documentation is currently being gathered and assessed, and the new processes will be targeted for a fall introduction.

Encumbrance Relief

For faster relief of encumbrances, invoices from Staples or Fisher Scientific for items ordered from their "Item Masters" will be matched automatically with corresponding purchase orders. Encumbrances will be relieved upon payment without Accounts Payable having to "finally close" the purchase order manually. This transparent process, for which no training is required, is scheduled for summer implementation.

Ingredients for Success

Building BEN with a multi-disciplinary team approach has been an integral part of the development process. Disseminating information to end users about BEN in meaningful, pro-active ways has been vitally important to the process. The Project Team views several initiatives as key ingredients to the success of BEN's implementation: communications, user input, and training.

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ben Business Enterprise Network *CONTINUED*

BEN Representatives

As part of our integrated communications strategy, we launched the BEN Representatives program in March so that each School and Center would have the opportunity to actively participate in the upcoming implementation. Different from the user support or "help" function, BEN Reps provide leadership; interpret information as it relates to their School or Center and communicate to their respective staff; and assist their School or Center in planning for the upcoming application implem entations. At monthly meetings, BEN Representatives preview new features, discuss procedural changes, and provide feedback to the Project Team.

To learn who your BEN Rep is check http://www.upenn.edu/comptroller/FinMIS/structure/benreps.html.

Feel free to contact your BEN Rep and discuss comments, suggestions, or questions you have about the plans for, and implications of, BEN at your School or Center.

User Input

Many BEN initiatives involve gathering information and requirements through working groups and pilots, an important principle in Penn's development process. Direct interface with a wide sampling of diverse users helps the Project Team incorporate users' needs, common processes, and workflow considerations into the application design. Configuration requirements may be identified early in the development process, and any problems or required improvements may be addressed sooner.

Working groups currently include:

- **E-commerce Advisory Group:** An EC Advisory Group, consisting of School and Center representatives, is assisting the EC Project Team in reviewing electronic commerce functionality, and to address related policies and business procedures.
- **Travel Advisory Council** meets bi-weekly to assist the Travel Team with their configuration of the expense management system (BEN Reimburses).
- **BEN Reports Work Group:** Previously the "Web Query" work group, this group used the BEN Reports prototype and recommended specific changes, many of which are incorporated in the first release.
- **Budget Journal Entry Work Group:** A group comprised of business administrators from several schools as well as representatives from the Office of Research Services, the Budget Office, the Comptroller's Office, Audit and Compliance, the Financial Training Department, and ISC met for several weeks to define requirements and to recommend a design for a new web-enabled budget journal entry form. The new budget journal entry form will be developed by Penn and is expected to be delivered with the release of BEN Balances, the web-enabled General Ledger.

Financial Training

As new BEN functions or applications are released, numerous training sessions are being held to prepare users to utilize new tools and enhanced processes efficiently and productively. The Financial Training Team endeavors to make the training classes a "value added experience", basing training on actual tasks. They teach the decision processes and business policies as well as tool usage, building on the simple and routine functions and moving to the complex and exceptional ones. Documentation, showing class examples, is included as reference. The positive feedback on the BEN Reports sessions suggests that the training strategy is effective.

For training schedules, updates, and much more, check http://www.upenn.edu/vpfinance/ftd/.

Look for more information about the new BEN web site coming soon. The Project Team will report BEN's summer progress in the September issue of *The Bottom Line*.

Message from the Manager

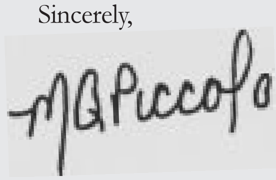
(continued)

I have always been a big proponent of Continuous Process Improvement and will be applying this concept to all areas under my responsibility. One of the first areas that we are focusing on is Non-Resident Alien Tax Compliance. Anthony Sapnas has recently filled the other open position in this area. Anthony began his employment with the University on April 24, 2000. He comes to us from the Internal Revenue Service where he held the position of International Tax Analyst. He has a wealth of experience in this area and will be a welcome asset to the department.

Anthony and I will be working to establish policies and procedures for Non-Resident Alien Tax Compliance in coordination with the Office of International Programs. Our goal is to incorporate training sessions with the release of updated policies and procedures.

I look forward to the challenges and opportunities that face the Corporate Tax Department at Penn. I would like to thank all of you who have offered support, to date, in helping to make this department a valued resource to the University.

Sincerely,



MaryAnn Piccolo, Manager
Corporate Tax
Office of the Comptroller

POSTING OF JOURNAL ENTRIES

Manual Journal Entries (Actual)

- Automatically post nightly when Control Total field equals debits
- Please be sure debits equal credits

Encumbrance Journal Entries

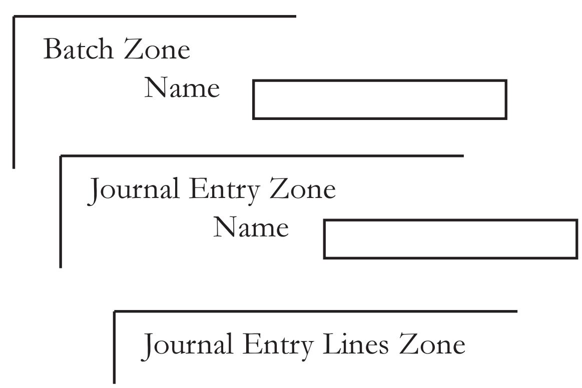
- Does not automatically post nightly
- When you create an encumbrance journal, email Kevin McBride (kevin05@pobox) and Suzanne Burke (msuzanne@pobox) of the Comptroller's Office staff. They will post your journal upon notice.

Reversing Journal Entries

- Once end-users flag a journal for reversal, by indicating 'Yes' in the Journal Entry zone, a Comptroller's Office staff member navigates to a reversing journal screen which lists all journals marked for reversal. On a weekly basis, they generate and post the reversing journals.

More About Reversing Journal Entries

- When a journal entry is marked for 'reversal', the reversing journal entry uses the NAME in the JOURNAL ENTRY ZONE (i.e. not the BATCH ZONE). Therefore it is important that the name entered in the JOURNAL ENTRY ZONE is the exact name as the name in the BATCH ZONE. Hint: Copy and paste the name from the BATCH ZONE to the name in the JOURNAL ENTRY ZONE.



Reminder: Names in both zones must be identical!

OFFICE OF RESEARCH SERVICES

http://www.upen.edu/researchservices/ Mezzanine Mellon Bldg/3246 898-7269/93/94

National Institutes of Health (NIH) Deadlines

Jul 1, 2000	-	Competing Continuation, Supplemental, and Revised Research Grants, Conferences and Research Career Awards
Sept 1, 2000	-	All AIDS-Related Grants
Sept 10, 2000	-	All Institutional National Research Service Awards
Oct 1, 2000	-	New Research Grant, Conferences and Research Career Awards ALL (new, competing, revised and supplemental) Program Project & Center Grants

New Workshop Series

Research Services is continuing their series of workshops entitled "Sponsored Programs Administration at Penn". The series consists of seven workshops and is intended for administrative and other support staff in the University who manage grant and contract accounts. The seven workshops are:

General Proposal Preparation and Processing
Contract Negotiations
Award Acceptance and Account Set up
Project Management
Account Closeout
Effort Reporting
Audit Issues

Please see the Financial Training Calendar at http://www.upenn.edu/vpfinance/ftd for upcoming dates and times for these workshops. To register for a workshop, e-mail Sally Buonadonna at buonadon@pobox.

Salary Limitations on NIH Grants, Cooperative Agreements and Contracts

Fall Semester 1999 - FY2000 - July 1, 1999 to Dec 31, 1999

A. **FY99 Awards:** Federal Fiscal Year October 1, 1998 - September 30, 1999

Salary Limits: October 1, 1998 to December 31, 1999 = $125,900 year; $62,950 per semester

Note: There is no change to the cap limit for FY99 awards for the Fall Semester. Effective January 1, 2000 the limit on salaries that can be charged to FY99 awards increased to $130,200 per year, or $65,100 per semester. This limit is effective for the Spring 2000 Semester.

B. **FY2000 Awards:** Federal Fiscal Year October 1, 1999 - September 30, 2000

Salary Limits: October 1, 1999 to December 31, 1999 = $136,700 year; $68,350 per semester.

Note: The limit on salaries that can be charged to FY2000 awards increased to $141,300 effective January 1, 2000. This limit is for the Spring Semester 2000.

Calculation of Cost Sharing for Faculty earning in excess of these limits during the Fall 99 Semester.

Refer to Research Services web page, Sponsored Projects Manual at http//www.upenn.edu/researchservices.

FY99 Awards. Use the examples in Appendix B of the Effort Reporting Section of the Manual.

FY00 Awards. In order to compute the percentage of cost sharing you will need to insert $68,350 in the formula in lieu of the $62,950. Using Example A for illustration purposes, the change would be as follows:

FUND	SALARY DISTRIBUTION	PERCENTAGE
NIH Grant A*	15,000	15%
NIH Grant B	10,000	10%
Department	35,000	35%
CPUP	40,000	40%
TOTAL	100,000	100%

*Assume Grant A is a FY00 Award. Salary Distribution for Oct., Nov., & Dec. 99 was $5,000 x 3 months = $15,000.

$15,000 / $68,350 = 22%. The difference between 22% and the 15% preprinted (7%) is to be reported on Line A.2 as unfunded activity. This results in 2% less cost sharing than the amount calculated (9%) in the current example using the salary limitation amount still in effect for FY99 awards.

FinMIS Tips & Tricks

Q. When I press the [-] key on the keypad, my screen reacted in an unexpected manner. What can I do?

A. One recommendation when using FinMIS would be to keep the **[Num Lock]** key depressed. Pressing the [-] key on the keypad when [Num Lock] is NOT depressed will cause an unexpected and/or inappropriate function to be activated.

Please be sure to review the keyboard mapping instructions that can be found at the following web address:

http://www.upenn.edu/comptroller/FinMIS/prep/term/

Q. How can I determine exactly who created a transaction in FinMIS? When I press \Row Who the User ID name may not be sufficient.

A. From **GL Inquiry/Reporting Responsibility**
Navigate **V**iew **U**ser
Enter a portion or all of the user ID from the \Row Who information
Press **[F2]** Execute Query

Q. How do I know whether or not a Vendor is a Contract or a Non-Contract Vendor?

A. From **PO Requestor I or II Responsibility**
Navigate **I**nquiry **V**endors
Enter a portion of the Vendor Name
Press **[Page Down]**
In the Type field, the word 'Contract' or ' Non-Contract' will appear

Q. When creating a purchase order, how can I write a note to the Vendor?

A. From **PO Requestor I or II Responsibility**
Navigate **D**ocuments **P**urchases **E**nter **O**rders
Complete the PO Header
Press **[F6]** in the Additional Purchase Order Header field
Select **Brief Notes**
Enter your notes to the Vendor here

Q. Where can I find all the object codes that are included in TEXP?

A. From **G/L COA Inquiry Responsibility**
Navigate **C**OA Query **C**OA Attributes
Type **O** for Object in the Name field (Segment Set Zone)
Press **[F3]** in the Values field (Segment Values Zone)
Type **TEXP**
Press **[F2]**
Press **[Page Down]** to Hierarchy Details
Press **[F6]**
Select **Navigate Hierarchies**
All the TEXP Object Code values will appear

Q. How can I sort journal entry lines to find a specific line without arrowing through the entire journal?

A. From **GL Inquiry/Reporting (Secured) or GL Journal Entry - General Responsibility**
After you retrieve your journal
Press **[Page Down]** to the Lines Zone
Press **[F3]** Enter Query*
Type **%** in the Accounting Flexfield field
Press **[F2]** Execute Query
The Accounting Flexfield window will appear
Enter the Search Criteria (e.g. Org, Fund, Object Code)
Press **[Page Down]**
The results of your query will appear on the screen

* You can perform a query in any zone, any field, throughout all of FinMIS

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 weeks session (half days only), please e-mail murrayb@pobox.upenn.edu. The Trainer will guide you every step of the way. It's a win, win situation for all involved. P.S. The Financial Training Department has a new Training Room located at 409 Franklin Building. Check it out!

FINANCIAL TRAINING DEPARTMENT

The Department of Financial Training provides members of the university community with programs focused on the University's financial processes, procedures and systems. These courses cover a wide range of topics which include the University's Chart of Accounts, General Ledger, Purchasing, Procard, Sponsored Programs and the Payroll System. Many of these workshops have pre requisites. All programs are offered FREE OF CHARGE.

New! To register for the following training programs, please see the Financial Training Registration form at http://www.upenn.edu/vpfinance/ftd or on page 13 of this issue.

Chart of Accounts

Prerequisite: None

This three-hour workshop provides participants with a detailed explanation of the University's seven segment, twenty-six digit, Chart of Accounts. Understanding the Chart of Accounts is the gateway for enabling you to initiate transactions as well as analyze & manage your accounting activity thoroughly and effectively.

Also explained at this session is the foundation for Responsibility Center Management (RCM) at the University. A 'Web Expedition' is provided as a homework assignment prior to attending this class. There is also a quiz included at the end of the session.

(One 3 hour session)

Dates: June 16 **or** July 28 **or** September 1
Time: 9:30a.m. - 12:30 p.m.
Instructor: Financial Training Department
Fee: Free of Charge
Location: TBD

FinMIS Purchasing

Prerequisite: Chart of Accounts

This hands-on training takes place over four half-days and teaches participants the navigational techniques required to use the on-line financial management information system (FinMIS) and how to enter purchase orders into FinMIS.

Additional information is provided on policies and procedures related to the decision making process required, prior to entering a purchase order, entering receipts, and after invoicing, for reconciliation purposes. Students will be evaluated by the Trainer on their performance and comfort level prior to receiving access to the FinMIS system. A quiz is also included at the end of this session.

(Four half-days)

Dates: June 12, 13, 14 and 15 **or** July 24, 25, 26 and 27 **or** August 28, 29, 30 and 31
Time: 9:00 a.m. - 1:00 p.m.
Instructor: Financial Training Department
Fee: Free of Charge
Location: TBD

FinMIS General Ledger

Prerequisite: Chart of Accounts

This hands-on training takes place over 6 half-days and teaches participants the basic accounting and budgeting processes required to conduct business at Penn. Included are reviews of the business processes and policies, such as determining your funds available; performing an inquiry on your accounting activity; entering a budget into FinMIS; and preparing an on-line journal entry. In addition, you will be introduced to the naming conventions for all general ledger transactions, how to retrieve Procard and suspense transactions for adjustment, as required; and how to run standard General Ledger reports.

The new features utilizing you web browser, namely Revenue/Expense Inquiry and BEN Reports financials, will also be demonstrated in this training session. On the final day of training, we will be reviewing the reporting functions necessary in your role as fiscal stewards of the University. Students will be evaluated by the Trainer on their performance and comfort level prior to receiving access to the FinMIS system. A quiz is also included at the end of this session.

(Six half-days)

Dates: June 19, 20, 21, 22, 23 and August 8 **or** July 31, August 1, 2, 3, 4 and September 12 **or** September 5, 6, 7, 8, 11 and TBA
Time: 9:00 a.m. - 1:00 p.m.
Instructor: Financial Training Department
Fee: Free of Charge
Location: TBD

FinMIS Freeze Grant User

This training session is for end users with job responsibilities relating to grants and contracts, who would like the ability to freeze and/or unfreeze grants.

(One half-day)

Dates: July 11 **or** August 15 **or** September 19
Time: 10:00 a.m. - 12:00 p.m.
Instructor: Financial Training Department
Fee: Free of Charge
Location: TBD

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FINANCIAL TRAINING DEPARTMENT (cont.)

Ben Reports

Prerequisite: Chart of Accounts

This three-hour training session will be a demonstration of the new web-based query tool titled BEN Reports. BEN Reports allows authorized users to run predefined reports against the Data Warehouse using a web browser. The first release includes:

- Financial Reports
  - Budget/Actual Variance
  - General Ledger Revenue/ Expense Detail
  - RCM Category Comparison
- Salary Management reports
  - Employee Payments by Fund
  - Employee Payments by Individual
- GRAM (Grants Reporting and Management)
- Protocol

(One half-day)

Dates: June 23 **or** August 4 **or** September 11
Time: 9:00 a.m. - 12:00 p.m.
Instructor: Financial Training Department
Fee: Free of Charge
Location: TBD

Payroll/Personnel System

Prerequisite: Chart of Accounts

This combination lecture and hands-on training takes place over 5 half days and provides participants with a basic understanding of personnel and payroll terminology. Covered throughout the week is an overview of Penn's structure; how to create positions; documentation requirements for all employee types; payroll transactions to be executed based on various human resource actions; and use of the on-line system for creating and updating payroll records, time reporting, salary management for obtaining reports and reallocation of salary transactions.

(Five half days)

Dates: July 17, 18, 19, 20 and 21 **or** August 21, 22, 23, 24 and 25 **or** September 11, 12, 13, 14 and 15
Time: 9:00 a.m.-1:00 p.m. (9:00 a.m.-2:00 p.m. on Wed.)
Instructor: Terry Lafferty, Payroll Manger
Fee: Free of Charge
Location: TBD

Procurement Credit Card (ProCard)

For individuals buying goods and services on behalf of the University.

This one and one-half hour training session provides an overview for the University's procurement credit card program and supplements Chapter 5 of FinMIS General Ledger training. 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 ProCard system, including security clearance, FinMIS browse screens, and updating transactions in which the default account number to be charged for the purchase is to be changed.

($1^{1/2}$-hour session)

Dates: June 14, **or** June 28 **or** July 12 **or** July 26 **or** August 2 **or** August 23 **or** September 13 **or** September 20
Time: 9:30 a.m-11:00 a.m.
Instructor: Pat Baxter, Procard Administrator
Carol Brandt, Acquisition Services
Fee: Free of Charge
Location: Suite 427A, 3401 Walnut

Accounting & Business Certification Program

The Accounting & Business Certification Program is currently being redesigned. This program is for all University staff members involved in the financial transactions of their area. The ABC program comprises several courses designed to provide University staff members with the training needed in order to fulfill their fiscal responsibilities with regard to business functions in accordance with internal and external policies, procedures and regulations. Dates, times and locations will be announced and distributed. The courses will include the following:

Introduction - Stewardship
Budget & Management Overview
Purchasing Overview
Accounts Payable Overview
Travel Overview
Treasurers Office Overview
Payroll Overview
General Accounting Overview
Research Services Overview
Risk Management Overview

Financial Training Calendar
June - September, 2000

http://www.upenn.edu/vpfinance/ftd

JUNE, 2000

Monday	Tuesday	Wednesday	Thursday	Friday
5	6	7	8	9
12 Purchasing 9:00 - 1:00	13 Purchasing 9:00 - 1:00	14 Purchasing 9:00 - 1:00 Procard 9:30-11:00	15 Purchasing 9:00 -1:00 Sponsored Program Workshop 10:00-12:00	16 Charts of Accounts 9:30 - 12:30
19 General Ledger 9:00 - 1:00	20 General Ledger 9:00 - 1:00	21 General Ledger 9:00 - 1:00	22 General Ledger 9:00 - 1:00	23 Ben Reports 9:00 - 12:00
26	27	28 Procard 9:30-11:00	29	30

JULY, 2000

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 Fourth of July	5	6	7
10	11 Freeze Grants 10:00-12:00	12 Procard 9:30-11:00	13	14
17 Payroll/Personnel 9:00 - 1:00	18 Payroll/Personnel 9:00 - 1:00	19 Payroll/Personnel 9:00 - 2:00	20 Pay/Person 9:00 - 1:00 Sponsored Program Workshop 10:00-12:00	21 Payroll/Personnel 9:00 - 1:00
24 Purchasing 9:00 - 1:00	25 Purchasing 9:00 - 1:00	26 Purchasing 9:00 - 1:00 Procard 9:30-11:00	27 Purchasing 9:00 - 1:00	28 Charts of Accounts 9:30 - 12:30
31 General Ledger 9:00 - 1:00				

August, 2000

Monday	Tuesday	Wednesday	Thursday	Friday
	1 General Ledger 9:00 - 1:00	2 General Ledger 9:00 - 1:00	3 General Ledger 9:00 - 1:00	4 Ben Reports 9:00 - 12:00
7	8	9	10	11
14	15 Freeze Grants 10:00-12:00	16	17 Sponsored Program Workshop 10:00-12:00	18
21 Payroll/Personnel 9:00 - 1:00	22 Payroll/Personnel 9:00 - 1:00	23 Payrol/Personnel 9:00 - 2:00 Procard 9:30-11:00	24 Payroll/Personnel 9:00 - 1:00	25 Payroll/Personnel 9:00 - 1:00
28 Purchasing 9:00 - 1:00	29 Purchasing 9:00 - 1:00	30 Purchasing 9:00 - 1:00	31 Purchasing 9:00 - 1:00	

SEPTEMBER, 2000

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Charts of Accounts 9:30 - 12:30
4 Labor Day	5 General Ledger 9:00 - 1:00	6 General Ledger 9:00 - 1:00	7 General Ledger 9:00 - 1:00	8 General Ledger 9:00 - 1:00
11 Ben Reports 9:00-12:00 Payroll/Personnel 9:00 - 1:00	12 Payroll/Personnel 9:00 - 1:00	13 Payroll/Personnel 9:00 - 2:00 Procard 9:00-11:00	14 Payroll/Personnel 9:00 - 1:00	15 Payroll/Personnel 9:00 - 1:00
18	19 Freeze Grants 10:00-12:00	20 Procard 9:30-11:00	21 Sponsored Program Workshop 10:00-12:00	22
25 Purchasing 9:00 - 1:00	26 Purchasing 9:00 - 1:00	27 Purchasing 9:00 - 1:00	28 Purchasing 9:00 - 1:00	29 Charts of Accounts 9:30 - 12:30

FinMIS SCHOOL/CENTER ACCESS ADMINISTRATOR

Please include the Access Administrator's name on all Financial Training Registration forms.

Name	Sch/Ctr#	Sch/Ctr	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	3-9759	westdyke@nursing
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
Jeannette Parker	24	DRIA	8-3284	parker2@pobox
Alan Waldt	26	Museum	8-4052	awaldt@sas
Janet Plantan	32	Grad Ed	8-3039	janetp@gse
Kathy Lorenz	33	GSFA	3-3679	lorenz@pobox
Vicki McGarvey	35	Social Work	8-5527	vlm@ssw
Donna Burdumy	36	Annenberg School	8-7053	dburdumy@asc
Merceda Lafferty	21,40,88	Medicine	3-4064	merceda@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@law
Kelly Ardis	58	Veterinary	8-4597	kda@vet
Mark Zohar	60	Morris Arboretum	247-5777	zohar@pobox
Cassandra Green	61	ICA	8-7108	cass@pobox
Julie Shuttleworth	62	Int'l Programs	8-1644	jshuttle@pobox
Anna Colasante	78	Audit & Compliance	8-1938	annamc@pobox
Florence Griffin	79	Public Safety	8-6696	griffin3@pobox
Janet Dwyer	81	President	8-0448	dwyer@pobox
William Turner	84,85,86	Univ. Life	8-4922	turner@pobox
Ken Campbell	87	Finance	8-7593	kennethc@pobox
Michael Merritt	87	Finance (SFS)	8-9971	merritt@sfs
Joanne Gorman	90	Development	8-8185	gorman@ben.dev
Marilyn Jost	91	ISC	3-8406	jost@isc
Gary Truhlar	92	Human Resources	8-5896	truhlar@hr
Peggy McGee-Pasceri	93,95	Bus/Campus Svcs	8-9302	mcgeepas@pobox
Kevin Schrecengost	96	Facilities Management	8-4242	kdschrec@pobox
Kelly Cassaday	97	Facilities Services	8-6644	kcassaday@trammellcrow.com
Leslie Mellet	98	EVP	3-2831	melletl@pobox

University of Pennsylvania
Financial Training Registration

Please complete the following information and return to:

Financial Training Department • Suite 714 Franklin Building • Fax: 898-0817 • Phone: 573-6703

Chart of Accounts	One half-day session	______	Freeze Grant User	One half-day session	______
Purchasing	Four half-day sessions	______	Payroll/Personnel	Five half-day session	______
General Ledger*	Six half-day sessions	______	Procard	One & one half hour session	______
Ben Reports**	One half-day sessions	______	*(Procard does not require the Supervisor or Access signature)*		

Please note: You will be notified via e-mail of the 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.**
****If you are registered for General Ledger, you will automatically be included in this training session.**

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 Signature: ______________________ Date: ____________

Supervisor's Name: (printed) ______________________ Date: ____________

Supervisor's Signature (required)______________________ Date: ____________

School/Center Access Administrator Signature ______________________ Date: ____________

Both the Supervisor's and the Access Administrator Signature are REQUIRED.
For a complete list of the Access Administrators please see http://www.upenn.edu/comptroller/FinMIS/acc_admin.html
For more information regarding the Financial Training Department please see http://www.upenn.edu/ftd