

# Bottom Line

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



## MESSAGE FROM THE MANAGER

**Bob Allison,**  
*Manager, General Accounting,*

Dear Colleagues:

The FY 2003 year-end closing schedule is significantly different from the schedule that we have used in prior years. Four changes in particular should be noted by all end users:

- 1) Availability of the ADJ-03 period for end users has been compressed from three weeks to two weeks in order to meet Trustee-mandated reporting requirements.
- 2) Internal feeder transactions must be posted to the general ledger no later than Thursday, July 3.
- 3) Manual journal entries to UPHS through the interfund must be posted by Thursday, July 3.
- 4) Final Summer I tuition distributions and final investment accounting distributions will be recorded the week of July 14th, after the close of ADJ-03 to the field. The specific dates are noted in the closing schedule, and Senior BAs at the schools/centers will be contacted by the Comptroller's Office when completed in order to finalize RCM closing entries.

The concept of a 12th month, 13th month and 14th month will remain. The 12th month will be open June 1st to June 30th. All 12th month entries will be recorded in the period JUN-03. The 13th month will run from July 1st to July 11th. All 13th month entries will be recorded in period ADJ-03. The 14th month will begin on July 14th and end when the annual audit is complete. As in the past, the 14th month period will be utilized for the purpose of recording audit adjustments and the final Comptroller's closing entries. Transactions for the 14th month period will also be entered in the period ADJ-03.

BEN Financials availability and specific deadlines are listed in the closing schedule. Please contact the Comptroller's Office with any closing related questions.

## OFFICE OF THE COMPTROLLER

### Fiscal Year 2003 Financial Closing Instructions

#### ***BEN Financials Availability:***

BEN Financials will be available to end users during the months of June and July for the normal operating hours, Monday through Saturday, 8 am to 8 pm, with the following exceptions:

June 20, 5 pm to June 23, 8 am	PILLAR load of FY 2003 Original Budget to BEN Financials
June 30, 11 am to July 1, 8 am	JUN-03 (12th month) closing
July 3, 8 pm to July 5, 8 am	July 4th holiday
July 11, 8 pm to July 14, 8 am	ADJ-03 (13th month) closing

#### ***Acquisition Services***

##### **FY 2003:**

For Purchase Orders (POs) placed in FY 2003 to be recorded as expenditures in FY 2003, the following conditions must be met:

- For a PO where receipt is not required (less than \$5,000), the goods and services must be delivered and the invoice received in Accounts Payable by 12 pm on Friday, June 13.
- For a PO where receipt is required (greater than \$5,000), the goods and services must be delivered and receipted in BEN Financials by Saturday, June 28.

All open encumbrances at the end of JUN-03 will roll forward to JUL-03.

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## OFFICE OF THE COMPTROLLER

### Fiscal Year 2003 Financial Closing Instructions (continued)

#### Purchasing Reports:

From "Reporting" in the PO Manager responsibilities, run either the 501.Matching Holds Report or the 500.Matching Holds Extract. These reports can be run anytime during the month. Depending on the amount of activity for your department, you may want to run the reports once a week or once every two weeks. Review the report/extract data and take the appropriate action on any holds that exist.

From "Reporting" in the PO Manager responsibilities, run the 900.Uninvoiced Receipts Report. This report will allow you to review Purchase Order line information for goods and services that have been receipted in BEN Financials but have not yet been billed. For any receipt corrections, send an e-mail to [apsup@box.upenn.edu](mailto:apsup@box.upenn.edu) with the Purchase Order Number, PO Receipt number, PO Line number and what the receipted quantity should be.

Please review the parameters that should be used in the report documentation located at <http://www.finance.upenn.edu/ben/benfin/documentation/reportdoc/quickv/> prior to submitting the report.

#### General Ledger Report:

Run the 163 Open Encumbrance Report. Review the purchase orders listed. If you know that the goods and/or services have been received but not billed, contact the vendor to confirm invoicing status.

#### Payroll:

##### Weekly Payroll for the Period Ending June 22, 2003:

Monday, June 16, 5 pm	Supporting documents for new appointments to Personnel Records.
Friday, June 20, 5 pm	Additional pay forms to Payroll.
Monday, June 23, 3 pm	Time reporting data entry of positive/exception employees. Payroll reallocations must be performed to be effective at FY03 EB rates.
Monday, June 23, 5 pm	Database on-line changes to existing employees.

##### Monthly Payroll for the Period Ending June 2003:

Monday, June 16, 12 pm	Supporting documents for new appointments to Personnel Records.
Wednesday, June 18, 4 pm	Additional pay forms to Payroll.
Thursday, June 19, 4 pm	Time reporting data entry for late pay, reduction in pay, and late pay approval.
Friday, June 20, 5 pm	Database on-line changes to existing employees.
Monday, June 23, 3 pm	Payroll reallocations must be performed to be effective at FY03 EB rates.

#### SALINC:

Salary increases can be processed on-line using SALINC. Refer to FY 2004 Faculty/Staff Salary Increase Program Guidelines for detailed instructions.

Monday, May 12	SALINC database opens.
Wednesday, June 11	SALINC database closes.

#### FY 2004 Payroll:

First weekly payroll for FY 2004 will be for the week ending June 29, 2003, and payable on July 3, 2003.

Annual increases for weekly paid personnel will be effective for the week ending July 6, 2003 and payable on July 11, 2003.

**NOTE:** Please refer to the General Ledger Object Code Listing for any changes to payroll object codes for FY 2004. The list will be located on the web at: <http://www.finance.upenn.edu/comptroller/accounting/gloc/index.shtml>

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# OFFICE OF THE COMPTROLLER

## Fiscal Year 2003 Financial Closing Instructions (continued)

### Accounts Payable (General):

Friday, June 6, 12 pm	C-forms to be processed in FY 2003.
Wednesday, June 11, 12 pm	Requests to correct PO receipts.
Friday, June 13, 12 pm	Purchase Order invoices to be processed in FY 2003.

### ProCard:

Friday, June 27	June 20 batches posted to JUN-03
Monday, June 30	Batches imported on June 27 available for review and reallocation to ADJ-03
Monday, July 7	First review of FY-04 transactions.
Friday, July 11	Batches imported June 27 will be posted to ADJ-03

### General Ledger:

#### 12th Month Activity:

Friday, June 13	Complete suspense account reconciliation and clean up (run 510.GA report).
Monday, June 16	Posting of Spring 03 final tuition distribution.
Friday, June 20	Requests for fund balance transfers for FY 2004.
Friday, June 20	Requests for mapping changes with an effective date of July 1, 2003.
Wednesday, June 25, 12 pm	Gifts to CGAA for processing in JUN-03.
Friday, June 27	Final Spring Student Aid Distribution posted to G/L by Comptroller's Office.
Monday, June 30	Final JUN-03 import and posting of all feeders, except Payroll, CGAA, BRS.
Monday, June 30, 11 am	Last day to process all JUN-03 manual journal entries.
Monday, June 30, 11 am	BEN Financials closed for JUN-03 processing
Monday, June 30, 4:30 pm	Paper deposit slips and on-line deposit summary sheets to Cashier's Office for processing in JUN-03.

#### 13th Month Activity:

Monday, June 30, 12 pm	Final cash gifts to CGAA for FY 2003 processing.
Monday, June 30	Direct deposits received by Mellon Bank for processing in FY 03.
Tuesday, July 1, 8 am	BEN Financials available for ADJ-03 and JUL-03 processing.
	<b>NOTE: System availability could be delayed pending month end processing.</b>
Thursday, July 3	Complete suspense account reconciliation and clean up for JUN-03 (run 510.GA report).
Thursday, July 3	Last day to transmit all feeders for FY03 activity.
Friday, July 4	System unavailable for July 4 University holiday
Friday, July 11, 8 pm	BEN Financials closed for ADJ-03 processing.
Tuesday, July 15	Posting of final AIF income distribution
Wednesday, July 16	Posting of final TIF income distribution
Thursday, July 17	Posting of Summer I tuition distribution

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## OFFICE OF THE COMPTROLLER

### Fiscal Year 2003 Financial Closing Instructions (continued)

#### Important General Ledger Note:

It is important to note that from July 1st through July 11th, two accounting periods, ADJ-03 and JUL-03, will be open simultaneously. The batch naming convention for manual journal entries for ADJ-03 only will be ADJ03.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 user's sequential batch number for the day.

The default period that will appear in the journal entry zone will be ADJ-03. However, it is possible to select JUL-03 in error. By adding the ADJ03 prefix to the journal name, you will be able to more easily identify journals that were erroneously entered in JUL-03, i.e. querying 13th month journals should have the ADJ03 prefix in the journal name as well as have the period of ADJ-03 selected.

If you are entering a journal for FY 2004, the standard naming convention applies. However, you will need to navigate to the period field and select JUL-03, since ADJ-03 will appear as the default.

#### Receipt Accrual Process:

As part of the 12th month closing process, we will run the Receipt Accrual program. This program is run annually 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-03, 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.



## TRAVEL ADVISORY

Travel Office, 308 FB/6284 898-3307

### PROBLEMS WITH THE INITIAL MAILING OF THE MCI CALLING CARDS

There were some problems with the initial mailing of the MCI Calling Cards. When MCI sent out the original cards, due to a processing error, they left off the name of the person to whom the card was going. The window envelope showed:

Univ of Pennsylvania  
Address  
Address

As a result, some of MCI cards reached their destination, some were returned and some cards were cancelled and reissued. In order to insure that everyone received their designated MCI calling cards, MCI did another mailing which contained every person's name and address on the cover letter and corresponding window envelope.

What does this all mean? If someone received a mailing with their name and address in the window, they have the correct card. If they received the first mailing then they may end up with two cards. However, if they receive two cards

with two different account numbers, the card number on the later mailing is the correct card. The first card was cancelled by MCI.

If anyone received a new MCI card and they do not anticipate using it, received one in error or just want to ensure that they received the correct card, they can do any of the following steps:

- 1) call MCI's Customer Service number at 800-937-6000
- 2) contact the Travel Administrator at Penn, Susan Storb, at 898-9662 or [storb@pobox.upenn.edu](mailto:storb@pobox.upenn.edu), or
- 3) call either MCI account representative Kelly Frey, at 800-444-6242 ext 3163 or Maryanne Quinn at 800-444-6242 ext 5105.

Again, we apologize for any inconvenience or confusion this situation may have caused.

# OFFICE OF THE COMPTROLLER



## TRAVEL ADVISORY (Continued)

### **Announcement to American Express Corporate Cardholders**

The Travel Office announced on May 2, 2003 that the current AT&T corporate calling card program would be replaced in May by a MCI/Worldcom calling card program. This change was made because MCI was offering Penn more competitive pricing. The new MCI calling card program will operate just like the old program in that calling card charges will appear on monthly American Express Card statements.

In May, Amex cardholders will be receive a MCI calling card. It will be mailed to the address where the cardholder currently receives their monthly American Express card billing statement. All current AT&T calling cards will be discontinued on July 1, 2003.

For information about the new calling card program, go to the Travel Program web site at: <http://www.finance.upenn.edu/comptroller/travel> or contact the Travel Administrator.

### **American Airlines - Paper Ticket fees**

In May, American Airlines announced an increase in the cost of issuing a paper ticket to \$50. This increase in cost supports American's aggressive corporate-wide cost-reduction initiative designed to eliminate all paper transactions at the airport. The University Travel Office recommends the use of E-tickets as the best (and least expensive) choice.

### **Airline Policies with respect to Military Action and SARS**

The airlines have relaxed some of the policies with respect to non-refundable tickets due to military action and SARS. If you are holding a non-refundable ticket and do not wish to travel, be sure to check the airlines web site for the latest policies and procedures. You may be able to apply that ticket to future travel.

### **Philadelphia Airport Parking**



Penn has discounts for parking at the Philadelphia airport at both of the off-site SunPark locations. Whether your preference is Valet parking or Self Park, you can choose the location and parking option that best meets your needs. Both offer a 30% savings.

LOCATIONS	REGULAR RATE	PENN RATE
<b>ESSINGTON AVENUE</b> 7060 Essington Avenue Philadelphia, PA 19153 (215) 592-1161	<b>\$8.95 per day</b> <i>(valet park)</i>	<b>\$6.25 per day</b>
<b>SCOTT WAY</b> One Scott Way Lester, PA 19029 (610) 521-5568	<b>\$12.75 per day</b> <i>(self park)</i>	<b>\$8.92 per day</b>

For more information and access to the discount vouchers, click here [http://www.finance.upenn.edu/comptroller/travel/ground/airport\\_parking.shtml](http://www.finance.upenn.edu/comptroller/travel/ground/airport_parking.shtml).

## CHANGES TO PAYROLL

### New Minimum Record Requirements and Changes to Personal Data Screens

#### Attention: Business Administrators and Payroll Coordinators

As an employer with substantial federal contracts and sub-contracts, the University of Pennsylvania is required by federal law to maintain a written affirmative action plan and to keep track of certain employee data, including race or ethnicity, sex, and veteran status, in order to prepare the plan.

Following a process of consultation among representatives from the Offices of Affirmative Action and Equal Opportunity Programs, General Counsel, Institutional Research, Provost, Comptroller and Human Resources, we have implemented a new practice for collection of employee data that will improve data integrity, while assuring that the privacy of employees is appropriately protected.

Effective May 5, 2003, certain changes in the Payroll/ Personnel System were made that require implementation by University Business Administrators and Payroll/ Personnel Coordinators. These changes are described below.

#### ***New Hire Process***

As part of the initial employment (new hire) personnel action for those employee types identified below, ethnicity will now be an additional minimum record requirement before new employees can be paid. In addition, military status will be added to the new hire screen. You should complete these data entry fields on the Personal Data Screen (005 screen) during the new hire process. Ethnicity information can be based on the self-identification of the new employee, the affirmative action compliance form, or your visual determination. You should ask new hires to complete a voluntary self-identification form as part of their initial processing. However, if the new hire elects not to complete the voluntary self-identification form, you will need to make a visual determination of the individual's status in order to complete the payroll record, but you must not ask further questions about his or her status. A copy of the self-identification form is on page 13.

Ethnicity will be a required field for those employees who are:

- Exempt, salaried, monthly paid (employee type 1)
- Non-exempt, salaried, weekly paid (employee type 2)
- Non-exempt, hourly, weekly paid (employee type 3)

For temporary employees (job class with a job grade of 'TEM') and all other employees, ethnicity and military status can be entered, but is not a required field.

#### ***Other Payroll System Changes***

In order to further protect an individual's personal information, the year component of the date of birth and gender will no longer be displayed on the Personal Data Inquiry screen or the Rehire and Home ORG Transfer action screens.

It is important for the University to be diligent in its efforts to collect required personal data of its employees, which includes ensuring its integrity. It is equally important that the University is sensitive to maintaining the confidentiality of employee records and the individual's right to privacy.

Your help in this effort is greatly appreciated.

#### ***Code to be used for new initial hire fields***

Codes definitions can be found on the Voluntary Self-Identification Form on page 13.

##### **ETHNICITY field:**

The code identifying the employee's racial origin by broad ethnic group. This is a 1-character alphabetic field.

- |                                       |                      |
|---------------------------------------|----------------------|
| A - Native American or Alaskan Native | P - Pacific Islander |
| B - Black/African American            | S - Spanish/Latino   |
| C - White/Caucasian                   | R - Asian            |

##### **MILITARY STATUS field:**

The code indicating the individual's current military status. This is a 1-character alphabetic field.

- |                                  |                             |
|----------------------------------|-----------------------------|
| A - Active Reserve               | R - Retired                 |
| N - Inactive Reserve             | V - Vietnam Era Veteran     |
| O - Veteran (Other than Vietnam) | S - Newly Separated Veteran |
| BLANK - No Veteran Status        |                             |

## PennERA



### *PennERA: Preparation for Implementation of Phase I*

The PennERA (Electronic Research Administration) team is currently finalizing the implementation for Phase I of the project. As part of Phase I implementation, the Human and Animal Protocol and Proposal Tracking modules of the PennERA system will be released to the Office of Research Services (ORS) and the Office of Regulatory Affairs (ORA). SPIN Plus, a funding opportunities application, will be available to the entire Penn community. A valid PennKey and password and a standard web browser will be required to access these applications.

A projected July 2003 release date is based on a "window of opportunity" that appears to best balance the introduction of changes with the least disruption of critical year-end operational activities. The planning assumption behind a release date is of course predicated on the availability and performance of the software products from the vendors from whom we purchased applications. We have every expectation that all software releases as well as testing and training components of the implementation will support release in that timeframe.

Training will be provided on the Human and Animal Protocol and Proposal Tracking modules for those who will have access as part of this release, including ORS and ORA, and to a limited extent OEHRs, ORSS, OHR, and ULAR. An online tutorial and a quick reference guide will be available to SPIN Plus users. More details on training will be provided as implementation approaches.

#### **Changes**

When the new applications are released, the following complementary changes will be made:

- **BEN Reports** — Changes to BEN Reports will be to the protocol information being displayed in BEN Reports only. Changes to the Financial Reports in BEN Reports are not anticipated at this time.
- **AIS form** — The current AIS form will be redesigned to reflect the newly automated account setup process.

- **Proposal Transmittal and Approval Form** — The current Proposal Transmittal will be updated to reflect changes in data elements, as well as to incorporate information for compliance purposes.
- **Protocol Tracking and Proposal Tracking applications** — These applications will provide the ability to set up automatic alerts by project to signal when grants and protocol approvals are about to expire.
- **BEN Financials** — Minor changes will be made to the Freeze Grant and Fund Attributes screens and certain reports specific to ORS Post-Award accounting to display the sponsor code, which is being converted from a 4- to a 5-digit number.
- **GRAM** — Minor cosmetic changes to GRAM are anticipated.

In preparation for implementation, ORS and ORA staff will be going through a transitional period as they acclimate to the new systems. We do not anticipate excessive delays with business operations, but we do expect to experience some slow-down during this transitional period. We appreciate your patience as we strive to improve the way we do research administration at Penn.

#### **More Information about PennERA**

Additional updates about PennERA will be provided throughout the project. For the most current information, please visit the PennERA project web site at: <http://www.pennera.upenn.edu/>. If you have any questions, comments, or suggestions, please send an e-mail to [pennera@pobox.upenn.edu](mailto:pennera@pobox.upenn.edu).

Robin H. Beck,  
Vice President of Information Systems and Computing

Andrew B. Rudczynski, Ph. D.,  
Executive Director of Research Services and  
Associate Vice President of Finance

Joseph R. Sherwin, Ph.D.,  
Director of the Office of Regulatory Affairs

## DIVISION OF HUMAN RESOURCES

### *Learning and Education*

#### **Upcoming Learning and Education Programs**

Learn valuable skills through American Management Association (AMA) programs, Brown Bag Matinees, Satellite Broadcasts, and other programs. For questions on L&E programs, call 215-898-3400 or visit <http://www.hr.upenn.edu/learning>.

#### **The Penn Perspective**

**June 4 and 5**

Penn is a unique institution with a proud history and worldwide reputation for excellence. Although our mission of education, research and service is easily understood, the business of running such a large and diverse enterprise is not. It is a very complex process. This program will attempt to provide insight into these complexities and those attending the program will leave with a better understanding of how the University works. Participants will also complete the program with a greater appreciation for the role they play in this process. Lastly, the Penn Perspective will provide participants with an opportunity to meet and interact with other members of Penn's vast community.

#### **Cross-Functional Communication**

**June 10 and 11**

Communication with colleagues in different departments is no longer just a matter of having good working relationships... it is an imperative. With a focus on behavioral skills and promoting cooperation in the workplace, this highly interactive seminar shows you how to develop "win-win" cross-functional relationships that lead to organizational effectiveness.

#### **Satellite Broadcast: Leader as Teacher By Joel Tichy**

**June 11**

Developing managers into leaders at all levels is the key to sustained success of any organization. The winning organizations will possess a "virtuous teaching cycle" where everyone teaches and everyone learns in order to provide the ideas, energy and the edge needed to make the right decisions. This session will draw upon Joel Tichy's 25 years of research and real world application of leadership development at such organizations as GE, Ford, Shell, Cisco and others. In his latest book, *The Cycle of Leadership*, Tichy will share the building blocks necessary to help leaders become teachers and organizations to become Teaching Organizations.

#### **Brown Bag Matinee: Who Moved My Cheese**

**June 17**

**FREE!**

This film is based on the number 1 best-selling business book by Spencer Johnson. It provides strategies for the best way to deal with change, so that you can enjoy more success and less stress in your work and in your life.

#### **Franklin Covey: What Matters Most**

**June 18**

Franklin Covey introduces *What Matters Most*, the new time management workshop for the entire business of living, not just the demands of eight to five. *What Matters Most* helps you focus your time, energy, and resources on things that are most important to you. It's an ideal first-time workshop or an excellent renewal course for those who have experienced *TimeQuest* or *First Things First*.

#### **Brown Bag Matinee: Job Survival Kit**

**June 23**

**FREE!**

This video is especially geared to the employee new to the workplace - it provides tips on how to be successful in your first job. Common sense recommendations are offered by managers in different settings about what they are looking for in employees. They give real world examples of how to contribute and get ahead. If your Penn job is your first job - don't miss this video.

#### **Proactive Conflict Resolution**

**July 25**

When people work together, conflict is inevitable. Moreover, it is on the rise because of organizational changes and increasing workforce diversity. Conflict is healthy and can be productive if approached in a positive way. It can benefit both the individual and the employee morale and increasing productivity. It can be unhealthy if it leads to tension, anger, avoidance and poor working relationships. This program helps participants understand the basis of conflict, identify what they bring to the conflict situation, and practice proven conflict resolution techniques.

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## DIVISION OF HUMAN RESOURCES (Continued from Page 8)

### Words at Work: The Latest In Business Writing July 30, August 1, and August 5

This participatory writing program is designed to provide you with an updated, practical, no-nonsense perspective on today's business writing. The program challenges long-held assumptions about the "right" way to communicate, and provides participants with the latest writing tools within a broad context of understanding the dynamics of written communication.

### Franklin Covey: Project Management July 31

This program is a practical, easy-to-understand approach for creating, planning, and tracking meaningful projects that produce the desired results - on time and within budget.

### The Essential Administrative Professional August 6 and 7

Administrative professionals are facing changing work styles, new business structures, evolving technologies and enlarged expectations. This seminar is your source for renewal, growth and a "big picture" perspective and in two days, you'll learn to think differently, experience workplace emotions differently and be perceived differently.

### Franklin Covey: What Matters Most August 13

Franklin Covey introduces What Matters Most, the new time management workshop for the entire business of living, not just the demands of eight to five. What Matters Most helps you focus your time, energy, and resources on things that are most important to you. It's an ideal first-time workshop or an excellent renewal course for those who have experienced TimeQuest or First Things First.

## OFFICE OF STUDENT FINANCIAL SERVICES

### Information

### Student Employment Office Summer Work Study Program

The Summer Work-Study program begins May 19th and ends August 24th. The summer pay schedule is available on our website <http://www.sfs.upenn.edu/seo>. An awarded student must present the summer Job Appointment Form to the supervisor before the student begins working.

As previously announced the matching share for the summer is 50% (federal) and 50% (department). You must use Job Class Code 515375. Also, remember to use the correct earnings type. If a student is not enrolled in summer session classes use WS2. If a student is enrolled in classes use WSR. Please note, you must change the earnings type upon any change in the student's summer enrollment status.

If you have questions regarding the summer program, please contact John Rudolph at 898-6964 or e-mail [rudolph@sfs.upenn.edu](mailto:rudolph@sfs.upenn.edu).

### Student Financial Services Summer Hours

Monday, Wednesday, Thursday and Friday  
9 am to 4:45 pm

Tuesday  
10 am to 4:45 pm

## RESEARCH SERVICES

### Departmental Service Centers

#### Important Message to Managers

PricewaterhouseCoopers has begun the annual A-133 audit of grant and contract expenditures. This federally mandated audit includes a review of service center operations. A major aspect of this review is service center compliance with regard to appropriate expense recovery, particularly service centers which retain surplus balances, an indication that federal grants may have been overcharged for the services provided. Please take the

opportunity to review the current balance of your service center and make any adjustments that may be warranted. If expenses have not been posted, make sure that they are recorded by the end of the fiscal year.

Additionally, every Department Service Center is required to forward a copy of their FY04 budget to the Post Award Compliance Group for review. The Post-Award Compliance Group is located in the Office of Research Services, P-221 Franklin Building/6205.

## OFFICE OF THE TREASURER

### Investment Services Unit of the Treasurer's Office

As many of you are aware, the Office of the Treasurer has recently undergone a restructuring to better serve you and to support the business control model established by the Comptroller's Office. As part of this restructuring, Investment Accounting has moved to the Office of the Treasurer from the Comptroller's Office, while Lease Administration has migrated to Facilities & Real Estate Services.

Reflecting these changes, we have created a new "Investment Services" unit within the Treasurer's Office. This unit encompasses Trust Administration, Investment Accounting and Internal Finance (formally Construction Finance). With this reorganization, there are also some personnel changes.

Michael Washburn continues to serve as Trust Administrator and is available to answer all your day-to-day endowment and fund administration needs. All requests for new funds can now be sent directly to him. In addition, feel free to contact him with any endowment-related administrative concerns. Michael is directly involved in the administration of AIF.

Jeff McCray will now be responsible for Internal Finance. Jeff has been with the Office of the Treasurer since August 2000 and was previously responsible for Lease Administration. He has worked closely with Jackie Binstead during these past three years. You should expect the same exceptional service from Jeff that you have received in the past with Jackie.

Marti Watson has decided to step down from the managerial role in Investment Accounting. She is currently pursuing a Masters degree in Education and would like to concentrate her energies on her education. Jackie Binstead will now be the Manager of Investment Accounting and will be responsible for the monthly AIF income posting. Those of you who have worked with Jackie know that she brings a wealth of knowledge with her and has both strong accounting skills as well as a vast knowledge of BEN Financials. Robin Twaddell will continue to be a vital member of the Investment Accounting team. Dave Walter, who has served as a Financial Analyst in Investment Accounting, is leaving for a career in real estate sales at the end of July.

Peg Heer's responsibilities have also increased with this reorganization. She will now have reporting responsibility for Investment Services. For those of you who do not know, she worked in Investment Accounting for nine years and helped design the current AIF accounting process.

As a result of these changes, we have a new phone number. We can all be reached at 898-9644. Follow the cues to be connected to the correct party. Bobbie Coats', who is now part of Central Gifts Accounting and Administration, has retained the telephone number of 898-7254. Please contact her directly for any security gift guidance.

For more information, visit the Investment Services page of the Treasurer's Office website: <http://www.finance.upenn.edu/treasurer/investments/>. We also list our email and mailing addresses below. Thanks for your attention to this information.

Name	Email	Title	Area
Peg Heer	heer@pobox.upenn.edu	Director	Investment Services
Michael Washburn	mwashbur@pobox.upenn.edu	Trust Administrator	Trust Administration
Jackie Binstead	binsteaj@pobox.upenn.edu	Manager	Investment Accounting
Marti Watson	watsonm@pobox.upenn.edu	Financial Analyst	Investment Accounting
Jeff McCray	jmmccray@pobox.upenn.edu	Financial Analyst	Interest Finance
Robin Twaddell	Twaddell@pobox.upenn.edu	Accountant	Investment Accounting

**Mailing address:**  
427 Franklin Building/6205  
215.898.9644

# OFFICE OF THE TREASURER

## FY2003 Year End Gift Closing

As we approach fiscal year-end, please be advised of the following closing guidelines for gifts. Note, we've segregated BEN Financials and IDB guidelines below.

### BEN Financials Fiscal Year end processing:

June 25	June 27	June 30	July 11
Noon Gift notification to ensure FY03 Processing	Last FY03 feed to Financial Systems by CGAA for gifts	Gifts post for ADJ	Deadline for Pledge Posting for FY03

Ensure that all gifts you expect to be recognized in FY2003 Financial Statements meet gift cutoff dates.

- 1) Cash gifts must be received and deposited by June 30:
  - The last Gift System update to BEN Financials for June deposits (June Validation dates) is Friday, June 27, 2003.
  - All gifts delivered to Central Gifts by noon of Wednesday, June 25 will be included in the BEN Financials fiscal year end close.
  - June deposits made after this Central Gifts Accounting and Administration (CGAA) processing deadline will be journaled to ADJ period at the General University level.
- 2) Notify Bobbie Coats in Securities Gifts ([rcoats@pobox.upenn.edu](mailto:rcoats@pobox.upenn.edu)) or 8-7254 of any securities gifts as soon as you are made aware of them. Securities gifts must be transferred into a Penn brokerage account by noon on June 25 (and we must know about them) in order to ensure they will be counted on the FY03 financials.
- 3) Signed and approved pledge agreements dated June 30 or prior must be transmitted to Central Gifts before July 11.
  - If the paper work is not completed by June 30, the gift transaction can not be considered complete and will be processed as an FY2004 gift.

### IDB June 30 Gift Date end of year processing:

July 11	July 18
Last date for to deliver to CGAA FY03 gifts (needs June 30 postmark)	All FY03 transactions received by CGAA July 11, 2003 are processed

In order to facilitate higher standards of reporting timeliness as required by Penn Trustees, the "mailbox rule" will apply to GIFT DATE recording for June 30 gift date processing during the month of July.

Note that this has changed from prior years, given audit issues with some very late postings. Gifts will be processed with a June 30 gift date, so long as they are postmarked on or before June 30, 2003. Therefore, it is imperative for you to send fully completed gift transmittals and backup information, including postmarked envelopes, to Central Gifts for June 30 gift date processing as quickly as possible. Very limited exceptions will be considered on a case-by-case basis.

All June 30 postmarked donations must be received in Central Gifts by noon, Friday, July 11 for inclusion in the gift date closing the following Friday, July 18, 2003.

Should you have any questions on this information, contact Lucy Momjian (898-9844), Camille Turnier (898-1547) or Bobbie Coats (898-7254) in the Treasurer's Office.

# ASSOCIATION OF BUSINESS ADMINISTRATORS (ABA)

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

## UPDATE

The Association of Business Administrators (ABA) would like to announce the newly elected Steering Committee for the upcoming fiscal year. The new Steering Committee will be represented as follows for FY04:

Janice Brown	Office of the Comptroller	<a href="mailto:janiceb@pobox.upenn.edu">janiceb@pobox.upenn.edu</a>
Tia Dreher	Cardiology	<a href="mailto:tiad@mail.med.upenn.edu">tiad@mail.med.upenn.edu</a>
Carole Mercaldo	Facilities	<a href="mailto:mercaldo@pobox.upenn.edu">mercaldo@pobox.upenn.edu</a>
Brent Parker	Financial Training Department	<a href="mailto:bkp@pobox.upenn.edu">bkp@pobox.upenn.edu</a>
Mario Salvati	Chemistry	<a href="mailto:salvati@sas.upenn.edu">salvati@sas.upenn.edu</a>
Alan Waldt	Museum	<a href="mailto:awaldt@sas.upenn.edu">awaldt@sas.upenn.edu</a>
Valerie Walker	SAS	<a href="mailto:vwalker@sas.upenn.edu">vwalker@sas.upenn.edu</a>

We would also like to take this opportunity to thank you for your continued participation and support throughout the past fiscal year.

## Quarterly Quiz

Instructions: The following five questions can be answered based solely on information or web addresses contained in this issue of *The Bottom Line*. To participate in the contest, please submit your answers via email to [training@pobox.upenn.edu](mailto:training@pobox.upenn.edu) no later than June 30, 2003. Please note that entries will only be accepted via email! Two winners will be selected randomly from all correct responses. Winners will receive a Faculty Club membership for the upcoming year.

1. Name two suppliers who receive their purchase orders via EDI.
2. By what date does Accounts Payable have to have received a purchase order invoice in order for that invoice to be processed in FY2003?
3. What two pieces of personal information will no longer appear on the payroll Personal Data Inquiry (005) screen?
4. What report should be run for suspense account reconciliation and clean up?
5. According to the University's Record Retention Schedule, how long must Human Resources Personnel files be maintained?

**Last issue's winners: Tracey Longs (Bioinformatics) and Rita Tomassone (Development)**

*Eligibility: Members of the Financial Training Department and previous winners from fiscal year 2003 are prohibited from winning this contest.*

## Important Financial Web Pages

### Vice President for Finance and Treasurer

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

### School/Center Access Administrators

[http://www.finance.upenn.edu/ben/structure/acc\\_admin.shtml](http://www.finance.upenn.edu/ben/structure/acc_admin.shtml)

### Financial Training Course Descriptions

<http://www.finance.upenn.edu/ftd/courses.html>

### Financial Training Registration Form

<http://www.finance.upenn.edu/ftd/registration.html>

### Record Retention Policies

<http://www.archives.upenn.edu/urc/recrdret/entry.html>

### Association of Business Administrators

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

### Purchasing Services

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

### EDI Suppliers

[http://www.purchasing.upenn.edu/buyinfo/suppliers/edi\\_suppliers.php](http://www.purchasing.upenn.edu/buyinfo/suppliers/edi_suppliers.php)

### Comptroller's Office Form Library

<http://www.finance.upenn.edu/comptroller/forms/forms.shtml>

### Penn Electronic Research Administration

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

### Student Financial Services

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



## Questions of the Quarter

**Q.** How do I send a note to a supplier if they are an EDI vendor?

**A.** A list of suppliers who receive purchase orders via EDI is available at

[http://www.purchasing.upenn.edu/buyinfo/suppliers/edi\\_suppliers.php](http://www.purchasing.upenn.edu/buyinfo/suppliers/edi_suppliers.php).

The only way to trigger a note to one of these suppliers is to create an additional purchase order line by adding a \$0 non-catalog request to the Requisition. This EDI supplier should be listed as the supplier on the new line. The new line should contain the *item* number (**not** the *line* number) that the note refers to. Any special instructions should be typed in the Item Description field. The only exception to this procedure is Staples. If you have special instructions for a Staples order, contact Tom Griffiths, Staples Customer Care Representative for Penn, at (877) 428-2573.

**Q.** How do I create a requisition for a service contract?

**A.** Create a non-catalog request and select "Service/Maintenance" as the item type. The total dollar cost of the services should be put on the "Quantity" line. The "Rate per Unit" should always be 1.

## University of Pennsylvania Voluntary Self-Identification Form

The University of Pennsylvania (Penn) is an equal opportunity employer with a policy of non-discrimination. As a federal contractor, Penn must comply with federal regulations pertaining to affirmative action, equal opportunity, and non-discrimination. We ask your assistance in helping us to meet our federal compliance obligations of monitoring our hire, internal hire and transfer processes.

Completion of this form is strictly voluntary. Refusal to complete this form will not subject you to any adverse treatment. The information you provide on this form will be maintained confidentially.

Name \_\_\_\_\_ Sex: (M) (F) \_\_\_\_\_ Job Requisition-Ref. No. \_\_\_\_\_

Job Title \_\_\_\_\_ Org. No. \_\_\_\_\_ Department No. \_\_\_\_\_

The concept of race as used by the Federal government does not denote clear-cut scientific definitions of anthropological origins. A person may be included in the group to which s/he appears to belong, identifies with, or is regarded in the community belonging. The race/ethnicity categories below have been defined by the U.S. Office of Federal Contract Compliance.

### 1. Please identify your race/ethnicity by checking one of the categories listed below.

**American Indian or Alaskan Native**

A person with origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or has community recognition as an American Indian or Alaskan Native.

**Asian – Pacific Islander**

A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Republic and Samoa; and, on the Indian Subcontinent, includes India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim and Bhutan.

**Black (or African American)**

An individual, not of Hispanic origin, with origins in any of the black racial groups of Africa.

**Hispanic (or Latino)**

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. This does not include persons of Portuguese descent or persons from Central or South America who are not of Spanish origin or culture.

**White**

An individual, not of Hispanic origin, with origins in any of the original peoples of Europe, North Africa. or the Middle East.

### 2. Veteran status is Federally defined by the following categories. (Please check all that apply to you)

**Vietnam Era Veteran**

A person who served on active duty for a period of more than 180 days, and was discharged or released with other than a dishonorable discharge, or was discharged or released from active duty for a service-connected disability if any part of such active duty occurred in the Republic of Vietnam between 02/28/1961 and 05/07/1975, or in all other cases between 05/05/1964 and 05/07/1975.

**Recently Separated Veteran**

Any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty. (Effective December 1, 2003, recently separated veteran shall include any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty).

**Other Eligible Veteran**

A person who, as a member of a reserve component under an order to active duty, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and who was discharged or released from such duty with other than a dishonorable discharge.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Financial Training Calendar June - Sept.2003

Course descriptions for these training courses can be found at <http://www.finance.upenn.edu/ftd/courses.html>


To register for **Purchasing Card, Sponsored Programs** or **Review - Q & A** training go to:  
[http://www.hr.upenn.edu/training\\_coursecatalog/search\\_criteria.asp](http://www.hr.upenn.edu/training_coursecatalog/search_criteria.asp)

For **BEN Deposits** access, complete the **BEN Deposits** access form found at <http://www.finance.upenn.edu/ben/bendep/>

Once completed, an email will be sent with instructions for on-line training.

To register for **all other training courses** listed below, complete the Financial Training Registration Form found at <http://www.finance.upenn.edu/ftd>


JUNE, 2003				
Monday	Tuesday	Wednesday	Thursday	Friday
2 PO Manager (1 of 5) 9:00 - 1:00	3 PO Manager (2 of 5) 9:00 - 1:00	4 PO Manager (3 of 5) 9:00 - 5:00  Purchasing Card 9:30 - 11:00	5 PO Manager (4 of 5) 9:00 - 1:00	6 PO Manager (5 of 5) 9:00 - 1:00
9 Payroll/Personnel (1 of 5) 9:00 - 1:00	10 Payroll/Personnel (2 of 5) 9:00 - 12:30  Req Only 1:00 - 5:00	11 Payroll/Personnel (3 of 5) 9:00 - 1:00  Purchasing Card 9:30 - 11:00	12 Payroll/Personnel (4 of 5) 9:00 - 1:00	13 Payroll/Personnel (5 of 5) 9:00 - 1:00
16 Chart of Accounts 9:00 - 12:00	17 GL Inquiry/Reporting (1 of 2) 9:00 - 1:00  PO Manager Review - Q&A 2:00 - 4:00	18 GL Inquiry/Reporting (2 of 2) 9:00 - 1:00  Req Only Review - Q&A 2:00 - 3:00	19 GL Manual Journal Entry 9:00 - 12:00  GL Freeze Grant 12:00 - 1:00	20 GL Budget Journal Entry 9:00 - 1:00
23 PO Manager (1 of 5) 9:00 - 1:00	24 PO Manager (2 of 5) 9:00 - 1:00  BEN Balances Review - Q&A 2:00 - 4:00	25 PO Manager (3 of 5) 9:00 - 1:00	26 PO Manager (4 of 5) 9:00 - 12:30  Req Only 1:00 - 5:00	27 PO Manager (5 of 5) 9:00 - 1:00
30 Training Database Maintenance				

JULY, 2003				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 Training Database Maintenance	2 Training Database Maintenance	3 Training Database Maintenance	4 <b>Happy 4th of July</b> 
7 Training Database Maintenance	8 Training Database Maintenance	9 Training Database Maintenance  Purchasing Card 9:30 - 11:00	10 Training Database Maintenance	11 Training Database Maintenance
14 Payroll/Personnel (1 of 5) 9:00 - 1:00	15 Payroll/Personnel (2 of 5) 9:00 - 1:00	16 Payroll/Personnel (3 of 5) 9:00 - 1:00  Purchasing Card 9:30 - 11:00	17 Payroll/Personnel (4 of 5) 9:00 - 1:00  Req Only 1:00 - 5:00	18 Payroll/Personnel (5 of 5) 9:00 - 1:00
21 Chart of Accounts 9:00 - 12:00	22 GL Inquiry/Reporting (1 of 2) 9:00 - 1:00	23 GL Inquiry/Reporting (2 of 2) 9:00 - 1:00  PO Manager Review - Q&A 2:00 - 4:00	24 GL Manual Journal Entry 9:00 - 12:00  GL Freeze Grant 12:00 - 1:00	25 GL Budget Journal Entry 9:00 - 1:00
28 PO Manager (1 of 5) 9:00 - 1:00	29 PO Manager (2 of 5) 9:00 - 12:30  Req Only 1:00 - 5:00	30 PO Manager (3 of 5) 9:00 - 1:00  Req Only Review - Q&A 2:00 - 3:00	31 PO Manager (4 of 5) 9:00 - 1:00  BEN Balances Review - Q&A 2:00 - 4:00	1 PO Manager (5 of 5) 9:00 - 1:00



# Financial Training Calendar June - Sept. 2003

<http://www.finance.upenn.edu/ftd/>

AUGUST, 2003					SEPTEMBER, 2003				
Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
4 Payroll/Personnel (1 of 5) 9:00 - 1:00	5 Payroll/Personnel (2 of 5) 9:00 - 1:00	6 Payroll/Personnel (3 of 5) 9:00 - 1:00	7 Payroll/Personnel (4 of 5) 9:00 - 1:00	8 Payroll/Personnel (5 of 5) 9:00 - 1:00	1 <b>Labor Day</b> 	2 Chart of Accounts 9:00 - 12:00	3 GL Inquiry/Reporting 9:00 - 5:00	4 GL Inquiry/Reporting 9:00 - 12:00 GL Freeze Grant 12:00 - 1:00	5 GL Budget Journal Entry 9:00 - 1:00
11 Chart of Accounts 9:00 - 12:00	12 GL Inquiry/Reporting (1 of 2) 9:00 - 12:30 <i>Req Only</i> 1:00 - 5:00	13 GL Inquiry/Reporting (2 of 2) 9:00 - 1:00 <i>Req Only</i> Review - Q&A 2:00 - 3:00	14 GL Manual Journal Entry 9:00 - 12:00 GL Freeze Grant 12:00 - 1:00	15 GL Budget Journal Entry 9:00 - 1:00	8 PO Manager (1 of 5) 9:00 - 1:00	9 PO Manager (2 of 5) 9:00 - 12:30 <i>Req Only</i> 1:00 - 5:00	10 PO Manager (3 of 5) 9:00 - 1:00 <i>Purchasing Card</i> 9:30 - 11:00	11 PO Manager (4 of 5) 9:00 - 1:00 <i>BEN Balances</i> Review - Q&A 2:00 - 4:00	12 PO Manager (5 of 5) 9:00 - 1:00
18 PO Manager (1 of 5) 9:00 - 1:00	19 PO Manager (2 of 5) 9:00 - 1:00 <i>Sponsored</i> Programs at Penn 9:00 - 5:00	20 PO Manager (3 of 5) 9:00 - 1:00 <i>Purchasing Card</i> 9:30 - 11:00 <i>Sponsored</i> Programs at Penn 9:00 - 5:00	21 PO Manager (4 of 5) 9:00 - 1:00	22 PO Manager (5 of 5) 9:00 - 1:00	15 Payroll/Personnel (1 of 5) 9:00 - 1:00	16 Payroll/Personnel (2 of 5) 9:00 - 1:00	17 Payroll/Personnel (3 of 5) 9:00 - 1:00 <i>Purchasing Card</i> 9:30 - 11:00	18 Payroll/Personnel (4 of 5) 9:00 - 1:00	19 Payroll/Personnel (5 of 5) 9:00 - 1:00
25 Payroll/Personnel (1 of 5) 9:00 - 1:00	26 Payroll/Personnel (2 of 5) 9:00 - 1:00 <i>PO Manager</i> Review - Q&A 2:00 - 4:00	27 Payroll/Personnel (3 of 5) 9:00 - 1:00 <i>Purchasing Card</i> 9:30 - 11:00	28 Payroll/Personnel (4 of 5) 9:00 - 12:30 <i>Req Only</i> 1:00 - 5:00	29 Payroll/Personnel (5 of 5) 9:00 - 1:00	22 Chart of Accounts 9:00 - 12:00	23 GL Inquiry/Reporting (1 of 2) 9:00 - 1:00 <i>Req Only</i> Review - Q&A 2:00 - 3:00	24 GL Inquiry/Reporting (2 of 2) 9:00 - 12:30 <i>Req Only</i> 1:00 - 5:00	25 GL Manual Journal Entry 9:00 - 12:00 GL Freeze Grant 12:00 - 1:00	26 GL Budget Journal Entry 9:00 - 1:00
					26 PO Manager (1 of 5) 9:00 - 1:00	27 PO Manager (2 of 5) 9:00 - 1:00 <i>PO Manager</i> Review - Q&A 2:00 - 4:00	28 PO Manager (3 of 5) 9:00 - 1:00	29 PO Manager (4 of 5) 9:00 - 1:00	30 PO Manager (5 of 5) 9:00 - 1:00

## COURSE SPOTLIGHT

### Financial Training Department Review Q & A Sessions

**Did you know that the Financial Training Department offers you the opportunity to design your own class?!**

Our Review Q&A sessions are currently offered as a follow-up to our PO Manager, BEN Balances, and Requisition Only courses. The Review Q&A session is designed for the individual who has completed initial training, and subsequently obtained their BEN access, but who has specific questions which they would like answered. There is no set curriculum for these sessions, because you provide the material! We can sit down with you while you enter your first requisition, approve your first invoice hold, or review how to schedule and download reports! The curriculum is based solely on questions you bring to us.

You can see a schedule of these review courses on the FTD calendar (pages 15 and 16), and you may register directly at [http://www.hr.upenn.edu/training\\_coursecatalog/search\\_results.asp?mode=dept&criteria=FN](http://www.hr.upenn.edu/training_coursecatalog/search_results.asp?mode=dept&criteria=FN)

