Overview

The FY 2006 year-end closing schedule is similar to the schedule used last year. Deadlines will remain the same as last year. Please note the following important highlights:

- Availability of the ADJ-06 period for end users will remain at 8 workdays in order to meet Trustee-mandated reporting deadlines. Access to the general ledger for ADJ-06 will end on Thursday, July 13th.

- The only transactions that will be recorded after July 13th, are investment related (income, gains and losses, buy/sells) due to external processing constraints. Senior business officers at the schools/centers will be contacted by the Comptroller’s Office when the investment distribution entries are completed in order to finalize RCM closing entries.

- Final investment accounting distributions will be recorded no later than Tuesday, July 18th.

- Internal feeder transactions must be posted to the general ledger no later than Friday, July 7th.

- Manual journal entries posting transactions to UPHS through the interfund must be posted by Friday, July 7th. All entries to 15XX object codes after that date will be reversed.

- Final Summer I tuition distributions will be posted no later than Friday, July 7th.

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-06. The 13th month will run from July 1st to July 13th. All 13th month entries will be recorded in period ADJ-06. 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 any audit adjustments and the final Comptroller’s closing entries. Transactions for the 14th month will also be entered in the period ADJ-06.
OFFICE OF THE COMPTROLLER
Fiscal Year 2006 Financial Closing Instructions (continued)

**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, 8:00 a.m. to 8:00 p.m., with the following exceptions:

- June 25, 5:00 p.m. to June 26, 8:00 a.m. — PILLAR load of FY 2006 Original Budget to BEN Financials
- June 30, 8:00 a.m. to July 3, 8:00 p.m. — JUN-06 (12th month) closing
- July 3, 8:00 p.m. to July 5, 8:00 a.m. — July 4th holiday
- July 20, 5:00 p.m. to July 21, 8:00 a.m. — ADJ-06 (13th month) closing

**Purchasing**

For Purchase Orders (PO's) issued in FY 2006 to be recorded as expenditures in FY 2006 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 12:00 p.m. on Friday, June 9 or delivered and receipted in BEN Financials by Thursday, June 29th if $1,000 or greater.

- For a PO where receipt is required (greater than $5,000), the goods and services must be delivered and receipted in BEN Financials by Thursday, June 29.

- All open encumbrances at the end of JUN-06 will roll forward to JUL-06.

**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 beginning now. 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@pobox.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/quicky/ 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 25, 2006:**
- **Monday June 19 5:00 p.m.** Supporting documents for new appointments to Personnel Records
- **Friday June 23 5:00 p.m.** Additional pay forms to Payroll
- **Monday June 26 3:00 p.m.** Time reporting data entry of positive/exception employees.
- **Monday June 26 3:00 p.m.** Payroll reallocations must be performed to be effective at FY 2006 Employee Benefit (EB) rates.
- **Monday June 26 5:00 p.m.** On-line changes to the database for existing employees.

**Monthly Payroll for the Period Ending June 30, 2006:**
- **Monday June 19 5:00 p.m.** Supporting documents for new appointments to Personnel Records
- **Wednesday June 21 5:00 p.m.** Additional pay forms to Payroll
- **Thursday June 22 4:00 p.m.** Time reporting data entry for late pay, reduction in pay, and late pay approval.
- **Friday June 23 5:00 p.m.** On-line changes to the database for existing employees.
- **Monday June 26 3:00 p.m.** Payroll reallocations must be performed to be effective at FY 2006 EB rates. Please see special communication from Office of Research Services regarding dependent tuition charges to grants and contracts.

### SALINC

FY 2007 salary increases can be processed on-line using SALINC. Refer to FY 2007 Faculty/Staff Salary Increase Program Guidelines for detailed instructions.

- **Tuesday May 2** SALINC database opens.
- **Tuesday June 13 12:00 a.m.** SALINC database closes.

**FY 2007 Payroll:**
- First weekly payroll for FY 2007 will be for the week ending July 2, 2006, and payable on July 7, 2006.
- Annual increases for weekly paid personnel will be effective for the week ending July 9, 2006 and payable on July 14, 2006.


### Accounts Payable

- **Friday June 2 12:00 p.m.** C-forms to be processed in FY 2006
- **Friday June 9 12:00 p.m.** Purchase order invoices to be processed in FY 2006
- **Wednesday June 14 12:00 p.m.** Final day to request Final Closing of Purchase Orders in FY 2006
- **Friday June 16 12:00 p.m.** Requests to correct and reverse receipts for FY 2006

CONTINUED ON NEXT PAGE
### Office of the Comptroller

#### Fiscal Year 2006 Financial Closing Instructions (continued)

#### ProCard

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>June 23</td>
<td>June 16th batches posted to JUN-06</td>
</tr>
<tr>
<td>Monday</td>
<td>June 26</td>
<td>Batches imported on June 23rd available for review and reallocation to JUN-06</td>
</tr>
<tr>
<td>Friday</td>
<td>June 30</td>
<td>Batches reallocated from June 23rd will be posted to JUN-06</td>
</tr>
<tr>
<td>Monday</td>
<td>July 3</td>
<td>Batches imported on June 30th available for review and reallocation to ADJ-06</td>
</tr>
<tr>
<td>Friday</td>
<td>July 7</td>
<td>Batches reallocated from June 30th will be posted to ADJ-06</td>
</tr>
<tr>
<td>Friday</td>
<td>July 14</td>
<td>Batches imported July 7th will be posted to JUL-06</td>
</tr>
</tbody>
</table>

#### General Ledger

12th Month Activity:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>June 9</td>
<td>Suspense account reconciliation and clean up completed</td>
</tr>
<tr>
<td>Monday</td>
<td>June 12</td>
<td>Documentation to Investment Services for JUN-06 AIF manual adjustments</td>
</tr>
<tr>
<td>Friday</td>
<td>June 16</td>
<td>Requests for fund balance transfers for FY 2007</td>
</tr>
<tr>
<td>Friday</td>
<td>June 16</td>
<td>Requests for mapping changes with an effective date of July 1, 2006</td>
</tr>
<tr>
<td>Friday</td>
<td>June 16</td>
<td>Final FY06 feed of BRS transactions</td>
</tr>
<tr>
<td>Tuesday</td>
<td>June 20</td>
<td>Posting of Spring 06 final tuition distribution</td>
</tr>
<tr>
<td>Thursday</td>
<td>June 22</td>
<td>12:00 p.m. Notification to Central Gifts Accounting and Administration (CGAA) to ensure processing in FY06</td>
</tr>
<tr>
<td>Monday</td>
<td>June 26</td>
<td>Posting of final Spring Student Aid Distribution</td>
</tr>
<tr>
<td>Thursday</td>
<td>June 29</td>
<td>Final JUN-06 import and posting of all feeders, except Payroll</td>
</tr>
<tr>
<td>Thursday</td>
<td>June 29</td>
<td>4:30 p.m. On-line deposit summary sheets to Cashier’s Office for processing in JUN-06</td>
</tr>
<tr>
<td>Friday</td>
<td>June 30</td>
<td>Final JUN-06 gift feeder by CGAA</td>
</tr>
<tr>
<td>Friday</td>
<td>June 30</td>
<td>8:00 p.m. Last day to process all JUN-06 manual journal entries, including final revenue and non- PO expense accruals</td>
</tr>
<tr>
<td>Friday</td>
<td>June 30</td>
<td>8:00 p.m. BEN Financials closed for JUN-06 processing</td>
</tr>
<tr>
<td>Friday</td>
<td>June 30</td>
<td>4:30 p.m. On-line deposit summary sheets to Cashier’s Office for processing in ADJ-06</td>
</tr>
</tbody>
</table>

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### 13th Month Activity:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Details</th>
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<tbody>
<tr>
<td>Friday, June 30</td>
<td>12:00 p.m.</td>
</tr>
<tr>
<td>Friday, June 30</td>
<td></td>
</tr>
<tr>
<td>Friday, June 30</td>
<td></td>
</tr>
<tr>
<td>Monday, July 3</td>
<td>8:00 a.m.</td>
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<tr>
<td>Tuesday, July 4</td>
<td></td>
</tr>
<tr>
<td>Thursday, July 6</td>
<td></td>
</tr>
<tr>
<td>Thursday, July 6</td>
<td></td>
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<tr>
<td>Friday, July 7</td>
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<td>Friday, July 7</td>
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<tr>
<td>Friday, July 7</td>
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<tr>
<td>Friday, July 7</td>
<td></td>
</tr>
<tr>
<td>Monday, July 10</td>
<td></td>
</tr>
<tr>
<td>Thursday, July 13</td>
<td>8:00 p.m.</td>
</tr>
</tbody>
</table>

Note: Between July 14th and July 20th the only entries processed will be investment accounting and closing transfers for the schools and centers prepared by the Senior Business Administrator and processed by the Comptroller’s office.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, July 14</td>
<td></td>
</tr>
<tr>
<td>Friday, July 14</td>
<td></td>
</tr>
<tr>
<td>Friday, July 14</td>
<td></td>
</tr>
<tr>
<td>Monday, July 17</td>
<td></td>
</tr>
<tr>
<td>Wednesday, July 19</td>
<td></td>
</tr>
<tr>
<td>Thursday, July 20</td>
<td>5:00 p.m.</td>
</tr>
</tbody>
</table>

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**OFFICE OF THE COMPTROLLER**

**Fiscal Year 2006 Financial Closing Instructions (continued)**

**Important General Ledger Note:**

It is important to note that from July 1st through July 13th, two accounting periods, ADJ-06 and JUL-06, will be open simultaneously. The batch naming convention for manual journal entries for ADJ-06 only will be ADJ06.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 JUL-06. However, it is possible to select ADJ-06 in error. By adding the ADJ06 prefix to the journal name, you will be able to easily identify journals that were erroneously entered in JUL-06, i.e. querying 13th month journals should have the ADJ06 prefix in the journal name as well as have the period of ADJ-06 selected.

If you are entering a journal for FY 2007, the standard naming convention applies.

**Receipt Accrual Process:**

As a part of the June 30 closing process, we will run the Receipt Accrual program. This program is run annually to book an accrual entry to the general ledger to account for merchandise or services provided to the University, but have not yet been 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-06, in anticipation of the invoice being processed in FY 2007.

We have once again modified the program to eliminate accrual entries of less than $1,000. In the aggregate, the amounts involved were not significant and our review of prior year activity indicated that most of the entries below this threshold were erroneous. You still have the ability to record legitimate accrual entries below that threshold by way of manual journal entries. Please discuss these entries with your School/Center central business office, as hard copy documentation must be presented to the Comptroller’s Office for these accruals.

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

---

**Congratulations to Accounts Payable**

The University of Pennsylvania Accounts Payable staff was recently commended by the Institute of Management and Administration in recognition of the entire AP staff being recently certified as Account Payable Professionals. Accounts Payable staff who are now IOMA certified include:

**Accounts Payable Specialists**

- Donald Brown
- LaTanya Carter
- John Collins
- Ashana Henderson
- Sherrianne King
- Sherry Mack
- Bryan Miles
- Kim Montgomery
- Shanel Plummer
- Lisa Smith
- Patricia Baxter
- Donald Sokalczuk
- Cheryl Walker

**Accounts Payable Managers**

- Patricia Baxter
- Donald Sokalczuk
- Cheryl Walker
2. When should I request a Final Close for a Purchase Order?

A Final Close is done when all activity on a Purchase order has been completed and there are remaining encumbered funds.

If no remaining encumbered funds exist, a Final Close may also be requested as a means of managing maintenance contracts, leases, or other service Purchase Orders.

3. Can you provide examples?

Example #1: When needed to release funds encumbered by a fully completed PO

A Purchase Order is generated for 2 widgets. One widget is delivered, but the second widget will not be delivered as the product has been discontinued. The PO cannot be cancelled (since one of the widgets has, in fact been delivered). After the invoice for the first widget is processed, the department would like to make the remaining encumbered funds available for other purposes.

To release the encumbrance against this PO, a request must be made to Finally Close this Purchase Order. (FAQ #5)

Example #2: A Service Purchase Order

A Purchase Order is generated for a maintenance contract (or other service). The invoice matches the PO and the Supplier is paid in full. The Department will be placing a Purchase Order to the same company for a maintenance contract (or other service) for the following year, but wants to ensure that the previous Purchase Order is disabled to prevent any future activity against it.

To ensure that the PO is disabled, a request must be made to Finally Close this Purchase Order. (FAQ #5)

4. What must be completed before requesting that a PO be Finally Closed?

Once you determine that a PO should be finally closed, you must verify the following items before submitting the request to Accounts Payable. If any of the following items are not complete, the Final Close request will be rejected by AP:

- Have you contacted the supplier?
  - Since the PO is a contractual agreement between the University and the Supplier, you must notify the Supplier BY EMAIL.
  - Is the PO fully approved and the funds reserved?
    - PO’s that are "In Process" cannot be Finally Closed
  - The PO lines have been fully invoiced and entered into BEN Financials by Accounts Payable?
    - All invoices for payment must have been received and processed by AP before a Final Close can be requested
  - Does the PO requires receipts? If so, has the PO been receipted?
    - If the PO requires receipting, this must be completed before a Final Close can be requested
  - Have all checks for payment have been issued?
    - All checks must have been issued in the BEN Financials system.

Tip: These items can be verified by using "Invoice Inquiry" in the PO Manager Responsibility.

5. I have a PO that requires to be Finally Closed. All of the required PO invoicing and receipting are complete. How do I make the actual request to Finally Close a PO?

Final Close requests must be sent by e-mail to apsup@pobox.upenn.edu.

Each request must include:

- Buyer Name
- Supplier Name
- Purchase Order Number
- The reason for requesting the Final Close (FAQ #2)
- A copy of the e-mail sent to the supplier notifying them that you intend to request a Final Close to the Purchase Order (FAQ #4)

6. Who can I contact if I have questions?

Contact Accounts Payable at: apsup@pobox.upenn.edu
## Procure-to-Pay Enhancement Project

The Procure-to-Pay (P2P) Enhancement Project, a collaborative effort between Purchasing Services, Office of the Comptroller and Information Systems and Computing (ISC), is intended to enhance the campus-wide buying process, streamline the supplier payment process, and identify new product and service cost containment opportunities.

This process improvement initiative will identify opportunities to further reduce administrative time and effort related to the requisition creation process, improve the quality of purchase data, and lower the cost of products and services. Improved data quality will lead to a reduction of administrative rework across the campus community and in central administration offices. The Purchasing sourcing team will be able to leverage the enhanced purchase data and timely payment of supplier invoices for new cost containment opportunities for the Schools and Centers.

The P2P project team has identified specific business objectives for Phase 1 of the project:

**Compliance:** Purchasing Services and Accounts Payable will collaborate with School and Center senior administrators to ensure compliance with internal requisitioning and receipt of products and service procedures. The team will identify opportunities to clarify internal procedures, enhance existing and create new training materials as required in collaboration with the Financial Training department.

**Supplier Payment:** Payment of supplier invoices according to agreed upon buyer/seller terms and conditions are the top priority for Accounts Payable. In addition to increasing productivity and providing new cost containment opportunities, timely payment will enhance supplier relationships and enable the P2P team to investigate new electronic invoicing and payment technologies that will lead to additional opportunities in the future.

**Cost Containment:** Purchasing Services has launched a new School and Center Spend Analysis initiative in March 2006. The primary objective of this initiative is to transform School and Center specific purchase data into opportunities for process improvements, increased compliance with buying methods and preferred contract suppliers, new supplier contracting and cost savings opportunities, and additional supplier recruitment for the Penn Marketplace.

Please visit the Spend Analysis Project web site for additional information and key accomplishments:

[http://www.purchasing.upenn.edu/about/spend_analysis.php](http://www.purchasing.upenn.edu/about/spend_analysis.php)

## Spend Analysis Project

Purchasing Services has launched a new School and Center contracting and cost containment initiative to transform organization specific spend data into opportunities for process improvements, increased compliance with buying methods and preferred contract suppliers, new supplier contracting and cost savings opportunities, and additional supplier recruitment for the Penn Marketplace.

The spend analysis initiative will focus on what each organization purchases, the buying methods, and the suppliers used for the required products and services. The annual spend data will be collected and analyzed and a formal recommendation will be submitted to the School or Center senior business administrator. Purchasing Services will then identify potential opportunities to leverage spend and pursue with targeted suppliers for cost containment opportunities.

Please visit the Spend Analysis Project web site for additional information and key accomplishments:

[http://www.purchasing.upenn.edu/about/spend_analysis.php](http://www.purchasing.upenn.edu/about/spend_analysis.php)

## New Preferred Supplier Contracts

Purchasing Services has recently awarded the following supplier discount pricing agreements.

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Product Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Data Supplies</td>
<td>Computer &amp; Imaging Products</td>
</tr>
<tr>
<td>Taylor Technology</td>
<td>Audiovisual &amp; Graphics Products</td>
</tr>
<tr>
<td>Covance Research Products</td>
<td>Antibodies</td>
</tr>
<tr>
<td>BioLegend</td>
<td>Antibodies</td>
</tr>
<tr>
<td>Serotec</td>
<td>Research Reagents</td>
</tr>
<tr>
<td>Campus Copy Center</td>
<td>Quick Print Services</td>
</tr>
<tr>
<td>Gemini Bio-Products</td>
<td>Biologicals &amp; Chemicals</td>
</tr>
<tr>
<td>Newark inOne</td>
<td>Electronic Equipment &amp; Supplies</td>
</tr>
<tr>
<td>Sunoco</td>
<td>Fleet Fuel</td>
</tr>
<tr>
<td>Visual Sound</td>
<td>Audiovisual Products</td>
</tr>
<tr>
<td>Advanced Audio Visual</td>
<td>Audiovisual Products</td>
</tr>
<tr>
<td>B&amp;H Photo</td>
<td>Audiovisual &amp; Photography Equipment</td>
</tr>
</tbody>
</table>

Please visit the Purchasing Services web site for a complete list of preferred contract suppliers:

[http://www.purchasing.upenn.edu/buinfo/suppliers/contract_suppliers.php](http://www.purchasing.upenn.edu/buinfo/suppliers/contract_suppliers.php)

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### PURCHASING SERVICES NEWS (CONTINUED)

#### New Penn Marketplace Suppliers

Purchasing Services has recently recruited the following suppliers for the Penn Marketplace.

- Mirus Bio Corporation
- Gentra Systems (available through Fisher Scientific)
- Allied Data Supplies & Services
- BioLegend
- Serotec
- BioSource International (available through Invitrogen)
- Gemini Bio-Products
- Excel Document Solutions

Please visit the Purchasing Services web site for a complete list of Penn Marketplace participating suppliers:

[http://www.purchasing.upenn.edu/buyinfo SUPPLIERS/PM_SUPPLIERS](http://www.purchasing.upenn.edu/buyinfo/supplier/PM_SUPPLIERS)

#### The Supplier Showcase

Looking for new products and product promotions from Penn Marketplace suppliers? Participation in the Supplier Showcase has increased to 14 Penn Marketplace suppliers. Please visit the Supplier Showcase site for new products, promotions and free samples from the following suppliers:

- Applied Biosystems
- BioSource International
- Fisher Scientific
- Hewlett Packard
- Laser Supply
- Office Depot
- Perkin Elmer
- Beckman Coulter
- Corning
- GovConnection
- Invitrogen
- Lenovo
- Parettech

#### Penn Marketplace Punchout Supplier User Guides

New punchout supplier user guides are now available from the following Penn Marketplace suppliers:

[http://www.purchasing.upenn.edu/buvt ools/PM_PUNCHOUT.PHP](http://www.purchasing.upenn.edu/buvt ools/PM_PUNCHOUT.PHP)

- Fisher Scientific
- Crucial Technology
- GovConnection
- Grainger
- Club Colors
- Dell
- Office Depot
- Newark inOne

#### Office Depot Faculty, Staff & Student Personal Purchase Program

Purchasing Services is pleased to announce the availability of a new Office Depot personal purchase program for faculty, staff and students. This program, developed by Purchasing Services to enhance the value of the Penn/Office Depot business relationship, enables Penn faculty, staff and students to make personal purchases of equipment and supplies directly from Office Depot at a special discount available only to faculty, staff and students.

Please visit the Office Depot Personal Purchase Program web site for additional information on this program.

[http://hcsintranet.business-services.upenn.edu/hcspartners](http://hcsintranet.business-services.upenn.edu/hcspartners)

#### Equipment Maintenance Program with Specialty Underwriters

Purchasing Services has launched a new and innovative Equipment Maintenance Program with Specialty Underwriters that provides University departments with an opportunity to utilize a more cost effective alternative to traditional annual equipment service maintenance agreements. The Equipment Maintenance Program offers a significant cost savings opportunity to departments without negatively affecting the service provider or the quality and timeliness of equipment repair and service. Under this new program with Specialty Underwriters, University departments can continue to receive support from the same service providers they currently use. A wide range of equipment is eligible under this program, including research, technology, office, facilities and operations, and security related equipment. Equipment can be added or deleted from this equipment service program as needed throughout the fiscal year.

Departments switching their equipment maintenance requirements to this program are reducing their annual maintenance cost by an average of 27% versus the previous year.

[http://www.purchasing.upenn.edu/buyinfo/EMP.PHP](http://www.purchasing.upenn.edu/buyinfo/EMP.PHP)
In April 2006, the PennERA (Electronic Research Administration) team, in conjunction with the Office of Research Services (ORS), put in place interim solutions to address the Grants.gov electronic portal initiative.

**Background**

As all Federal grant-making agencies transition to electronic grant submission through Grants.gov, faculty researchers here at Penn, as well as at all other universities, are required to search for funding opportunities and download grant application packages from this portal site.

**Penn's Interim Solutions for Grants.gov**

To access and complete the administrative components of grant applications at Grants.gov, users need to use free software that must be installed on their local desktop/laptop machines. To this end, the following solutions have been put in place for Penn researchers:

- **Windows PC**: PureEdge Viewer (also known as IBM Workplace Forms) is used. This software can be downloaded from the Grants.gov web site at [http://www.grants.gov/DownloadViewer](http://www.grants.gov/DownloadViewer). Since several Schools are using their local networks to distribute the PureEdge Viewer, users should check with their Local Support Provider (LSP) before downloading from the Grants.gov web site. For a contact list, go to [http://www.upenn.edu/computing/view/support/](http://www.upenn.edu/computing/view/support/). If users will be downloading the software from Grants.gov, they will need administrative rights (the administrator name and password) for their machines. If users have any trouble with the installation process, they should contact their LSP.

- **Mac**: Mac users at Penn (Mac OS X only) can now connect to a local Windows Terminal Server at Penn rather than using the NIH's Citrix server, allowing them to complete applications more quickly. Users should follow the instructions at [http://www.upenn.edu/researchservices/grants.gov/UPennTopaz.pdf](http://www.upenn.edu/researchservices/grants.gov/UPennTopaz.pdf) to use the Pure-Edge viewer. The user manual includes information on Remote Desktop installation, downloading and completing grant application files, and transferring those files to ORS.

Principal Investigators can continue to use any platform (Mac or PC) to prepare the project description. However, the assembly of the application packet must be done on a machine that has the PureEdge Viewer installed.

- **File transmission to ORS**: A web-based application has been created at [http://www.upenn.edu/isc/apps/proposalupload/](http://www.upenn.edu/isc/apps/proposalupload/) where users can upload and transfer completed grant applications to ORS using a standard web browser. This replaces the current method of sending applications as e-mail attachments. For help using this application, see the document at [http://www.upenn.edu/researchservices/grants.gov/ProposalUpload.pdf](http://www.upenn.edu/researchservices/grants.gov/ProposalUpload.pdf).

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Penn's Long-Term Strategy

Penn’s long-term strategy for submitting proposals electronically through Grants.gov (as well as to other sponsors) is to utilize the Proposal Development module in PennERA. Work is underway on this module, which will allow investigators and other research personnel to create proposals, route them for internal approvals, and then submit the resulting data set to Grants.gov. This module is targeted for a fall 2006 pilot followed by a phased implementation across campus.

Questions about the Grants.gov Solutions

Faculty members with operational or procedural questions regarding grant applications should contact Pam Caudill at ORS at 215-573-6706 or caudill@pobox.upenn.edu, or their assigned pre-award contact. For questions regarding local hardware or software issues, users should contact their Local Support Provider (LSP). A contact list is available at http://www.upenn.edu/computing/view/support/.

More Information about Grants.gov

For more information on Grants.gov, please visit the Office of Research Services’ Grants.gov page at: http://www.upenn.edu/researchservices/grantsgov.html.

More Information about PennERA

Additional updates about PennERA will be provided throughout the project. For the most current information, please visit the PennERA web site at https://www.pennera.upenn.edu/ and click on the “PennERA Project” tab at the top of the page. If you have any questions, comments, or suggestions, please send an e-mail to 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
**New Benefits Deductions Start in June**

Open Enrollment is now over, and any changes you've made will take effect on July 1, 2006. Even if you didn’t make any changes, new deduction rates will apply for the new plan year. Keep in mind that your new deduction rates for all benefits plans other than Pre-Tax Expense Accounts will start in June. New contributions for the Pre-Tax Expense Accounts will begin in July. Visit the Human Resources website at [http://www.hr.upenn.edu/benefits/default.asp](http://www.hr.upenn.edu/benefits/default.asp) to view rates for the new plan year.

**New Online Process for Direct Grant Scholarship Program**

The Direct Grant Scholarship Program offers tuition assistance to eligible faculty and staff who have children attending undergraduate programs at accredited colleges or universities other than the University of Pennsylvania. Renewal applications for the Direct Grant Scholarship Program for the fall of 2006 forward will be done via an online system. No more paper applications! You’ll still need to submit a copy of the itemized tuition bill, however.

The Direct Grant program provides for up to 40% of Penn’s undergraduate tuition or the actual tuition at your child’s school, whichever is less.* For the academic year 2006-2007, the maximum award of 40% of Penn’s tuition will be:

- $6,119.60 per semester
- $4,079.97 per trimester
- $3,059.80 per quarter

* Eligible faculty and staff hired prior to July 1, 1983, received a one-time irrevocable option to select the Old or New Plan for tuition benefits. If you’re covered under the Old Plan, the amount of the Direct Grant Scholarship is $900.00 per year.

Full details about the new process will be available soon – look for information in Almanac, Penn@Work, Penn Current, and on the Human Resources website. For more information, contact Tony DeLong at 215-898-4812 or adelong@hr.upenn.edu.

**Upcoming HR Programs**

**Injury Avoidance – Health Promotion Series**

Penn’s Injury Avoidance Series concludes with the last in a series of workshops designed to help you and your family stay safe and healthy at home, at work, and on the playing field. For more information or to pre-register, visit the Human Resources website at [http://www.hr.upenn.edu/quality/wellness/workshops.asp](http://www.hr.upenn.edu/quality/wellness/workshops.asp) or call 215-898-5116.

**Career and Life Strategies for Baby Boomers**

If you’re part of the Baby Boomer generation, the Career and Life Strategies for Baby Boomers series is designed to help you deal with the decisions and challenges you’re now facing. The next workshops in this series are listed below. For more information and to register for sessions, visit the online Course Catalog at [http://www.hr.upenn.edu](http://www.hr.upenn.edu) (click on Course Catalog at the top of the page) or call 215-898-3400.

**Professional and Personal Development**

Take advantage of the many development opportunities provided by Human Resources! Simply pre-register for programs by visiting the online Course Catalog at [http://www.hr.upenn.edu](http://www.hr.upenn.edu) (click on Course Catalog at the top of the page), or contact Learning and Education at [http://www.hr.upenn.edu/learning](http://www.hr.upenn.edu/learning) or 215-898-3400.

**The Weekend Athlete: Staying Injury Free**

FREE

June 6

12pm to 1pm

Weekend Warriors beware! Working out must be understood as a means to an end in achieving a healthy lifestyle. You’ll be introduced to several methods to help you achieve desired results without risking injury and frustration. This workshop will be led by Dr. Michael Diorka, Director of Penn’s Department of Recreation.

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**Upcoming HR Programs (Continued)**

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<tr>
<th>Event</th>
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<tbody>
<tr>
<td><strong>Entrepreneurship</strong></td>
<td>FREE</td>
<td>June 21 12pm to 1:30pm</td>
</tr>
<tr>
<td>This session will lay out the issues you’ll need to consider if you’re curious about starting your own business, doing consulting, buying a franchise or any other business venture. Led by M. Therese Flaherty from the Wharton Small Business Development Center, this workshop will introduce the fundamentals behind any successful business and introduce various resources for those interested in pursuing more information.</td>
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<tr>
<td><strong>Retirement Finances</strong></td>
<td>FREE</td>
<td>July 19 12pm to 1:30pm</td>
</tr>
<tr>
<td>This workshop will provide information on how to access your retirement savings. Your withdrawals, taxes, working in retirement, social security income— all will affect your retirement “bottom line”. Information will be provided by Penn retirement counselors to help you understand these very complex issues.</td>
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<tr>
<td><strong>Planning Ahead</strong></td>
<td>FREE</td>
<td>August 16 12pm to 1:30pm</td>
</tr>
<tr>
<td>Hear from two experts, a physician and attorney, about what you need to know to get your “house” in order as you get older. Legal documents, living wills, power of attorney, and advance directives are essential in helping us maintain control and make decisions as we approach the end of life. Whether you’re helping your aging parents or planning for yourself and your own older years, this session will address many of the questions and concerns you may have.</td>
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<tr>
<th>Event</th>
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<tr>
<td><strong>Brown Bag Matinee – Who Moved My Cheese?</strong></td>
<td>FREE</td>
<td>June 13 12pm to 1pm</td>
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<tr>
<td>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.</td>
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<tr>
<td><strong>Back to School, Part 1:</strong> A Panel Presentation by Penn Staff</td>
<td>FREE</td>
<td>June 22 12pm to 1pm</td>
</tr>
<tr>
<td>Have you thought about going back to school? Continuing your education part-time in addition to your full-time job? Wondering how to take this on in addition to all your other responsibilities? Hear from a panel of Penn staff who have done this and made it work. They will tell you how they manage the challenge of being a Penn student and doing well on the job.</td>
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<tr>
<td><strong>Back to School, Part 2: Continuing Education</strong></td>
<td>FREE</td>
<td>June 27 12pm to 1pm</td>
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<tr>
<td>This Open House will give you the opportunity to meet with representatives from various academic programs at Penn and get vital information about applying for fall admission. Information about the Faculty/Staff Tuition Benefit will be available.</td>
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### July

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<tr>
<th>Event</th>
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<th>Time</th>
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<tbody>
<tr>
<td><strong>Brown Bag Matinee – The Attitude Virus</strong></td>
<td>FREE</td>
<td>July 11 12pm to 1pm</td>
</tr>
<tr>
<td>Once an attitude virus begins to spread, it can become an epidemic in no time flat. Productivity suffers and so do individual workers. Check for these warning signs: Resisting change, &quot;It's not my job...&quot;, spreading gossip, misdirected anger, condescending perfectionism. Learn how to get to the cause, administer the cure, and create a healthier workplace for everyone.</td>
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## Upcoming HR Programs (Continued)

### July (continued)

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<tr>
<th>Event</th>
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<th>Time</th>
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<tr>
<td>American Management Association Program – Strategies for Effective Presentation Skills</td>
<td>$60</td>
<td>July 20 and 21</td>
<td>9am to 5pm</td>
</tr>
<tr>
<td>Career Focus Brown Bag – Build a Network for Work and Life</td>
<td>FREE</td>
<td>July 27</td>
<td>12pm to 1pm</td>
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</table>

This two-day program teaches you how to deliver a presentation that's clear, informative, memorable, motivating, and convincing. You'll make three live presentations and receive ongoing, personalized feedback.

Networking gets a lot of credit as one of the best ways to get your career going and keep it moving, but many people feel unsure about how to start. This video examines the key elements of networking: building relationships, being strategic, and maintaining relationships and expanding a network.

### August

<table>
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<tr>
<th>Event</th>
<th>Fee</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Brown Bag Matinee – Communicating Non-Defensively (Revised)</td>
<td></td>
<td>August 8</td>
<td>12pm to 1pm</td>
</tr>
<tr>
<td>Franklin Covey’s FOCUS</td>
<td>$75</td>
<td>August 8</td>
<td>9am to 5pm</td>
</tr>
<tr>
<td>Career Focus Brown Bag – Generations in the Workplace</td>
<td>FREE</td>
<td>August 15</td>
<td>12pm to 1pm</td>
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</table>

This program explains that we must be responsible for the ways we deliver and receive messages. It highlights the eight keys to non-defensive communication, causes and symptoms of defensive behaviors, and most importantly, skills for breaking the “Defensiveness Chain.”

Competing priorities. Multiple deadlines. A hundred unanswered e-mails. This engaging, highly interactive workshop will give you the tools to increase productivity, enhance your chances of success, keep focused, effectively manage all the information that comes across your desk, and reduce your stress level.

This is a training video for team members, managers, and supervisors from all four generations in the workforce today. Set in a business meeting environment, the video introduces each of the generations and events that shaped their characteristics and work patterns. People at all levels can gain a new perspective, as well as solutions and practical tools to break down barriers and work more effectively with members of all generations.
### 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 no later than June 16, 2006.

Please note that entries will only be accepted via email! Two winners will be selected randomly from all correct responses. Winners will receive a University Club (formerly the Faculty Club) membership for the upcoming year.

1. **When does the ADJ/06 (13 month) period close?**

2. **What must be included in a Final Close request for a Purchase Order? Who is responsible for processing the request?**

3. **Where can you find detailed information about the various reports available in BEN Financials?**

4. **What software is required to be able to access and complete the administrative components of grant applications at Grants.gov?**

5. **Where can punchout supplier user guides be found? Which suppliers currently provide user guides for their punchout sites?**

Eligibility: Members of the Financial Training Department and previous winners from fiscal year 2006 are prohibited from winning this contest.

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### STUDENT FINANCIAL SERVICES

#### Summer Hours

<table>
<thead>
<tr>
<th>Monday, Wednesday, Thursday and Friday</th>
<th>Student Bill Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 am to 4:45 pm</td>
<td>June 27 2006</td>
</tr>
<tr>
<td>Tuesday</td>
<td>July 28, 2006</td>
</tr>
<tr>
<td>10 am to 4:45 pm</td>
<td>August 25, 2006</td>
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### Student Bill Schedule

- June 27, 2006
- July 28, 2006
- August 25, 2006
Financial Training Calendar

June 2006 - September 2006

The current schedule of financial training courses is available at:

http://www.finance.upenn.edu/ftd/pubcal.pdf

Descriptions for these training courses can be found at

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

To register for Purchasing Card, Sponsored Programs, Space @Penn, Gifts & Endowments, PennERS, Property Management, PennERA Proposal Inquiry Only or Review - Q&A training go to:

http://knowledgelink.upenn.edu

Note: This registration link will require you to enter your PennKey and password for access. Use the left-hand navigation menu to locate these courses in the "Optional Training" section.

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, complete the Financial Training Registration Form found at http://www.finance.upenn.edu/ftd