A Quarterly Newsletter from the Division of Finance June 2007

Penn

The Bottom Line

NEW UNIVERSITY ASSET MANAGEMENT SYSTEM

Introducing BEN Assets

The Division of Finance, in collaboration with Information Systems and Computing, recently kicked-off BEN Assets, a project to enhance the overall management of the University's property, plant, and equipment assets. The project includes enhancing or modifying business processes as well as replacing the existing Property Management system with a more fully integrated software solution called BEN Assets.

BEN Assets will enable the University to more efficiently record, track, depreciate, and retire University assets and will facilitate proactive management of assets by Schools and Centers. Specific anticipated benefits of enhancing the existing asset management business processes and implementing the BEN Assets system will include:

- Improved oversight and control over moveable equipment
- Improved data accuracy through on-line validation for locations, tagging contacts, and custodians
- Improved processing through automated integration with other systems, such as Space@Penn, Payroll, and the Data Warehouse
- Ad hoc reporting and analysis through an Asset collection in the Data Warehouse
- Proactive distribution of property tags to enhance timely recording of assets directly into the system

What's Been Completed?

The BEN Assets project team has completed many activities to date in preparation for the new system. Highlights include:

- Engaged School and Center representatives to examine processes that are currently in place for recording and tracking assets
- Determined system processing requirements and prepared "To-Be" process flows
- Refined roles and responsibilities for the overall asset management process
- Established a BEN Assets 'sand box' for the project team to begin exploring application functionality in greater depth

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Fiscal Year 2007
Closing Instructions
Office of the Comptroller web site:
http://www.finance.upenn.edu/comptroller/accounting/closing_instruct.shtml

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Additional Newsletters

Executive Vice President's Office
http://www.evp.upenn.edu/

Office of Research Services
http://www.upenn.edu/researchservices/newsletter.html

IT'S OFFICIAL: MAKING IT EASIER TO CONDUCT BUSINESS AT PENN…

LAUNCH OF P2P WEBSITE, RELEASE OF "STEP-BY-STEP" AND SUPPLIER REFERENCE BROCHURES.

The Procure-to-Pay (P2P) project is a multi-year initiative to streamline the University's business and financial processes and to provide clear guidance and instruction to the Penn community. Making our procurement and payment processes transparent to all participants, including faculty, staff, and suppliers, will result in greater purchasing efficiency, less time spent on paperwork, stronger relationships with suppliers, and new cost containment opportunities.

To be able to continually streamline and improve our business processes, the P2P team has representation and direct input from Purchasing Services, Accounts Payable, Financial Systems, Financial Training, and Information Systems & Computing (ISC). In addition, a group of dedicated P2P representatives has been established to serve as direct "two-way" communications conduits to Schools and Centers, and to champion new P2P developments. Local P2P representatives allow for efficient and consolidated communication of all technology enhancements and process improvements (such as PaymentNet, featured in the article immediately following) that fit within the P2P mission of "making it easier to conduct business."

With the recent launch of an in-depth P2P website and distribution of related "quick reference" brochures, one part of the team's primary objectives has been achieved: developing and communicating an authoritative overview of the process for purchasing and paying for goods and services. Only by fully informing the community at large, from expert to occasional purchaser, can we together eliminate process exceptions. Process exceptions are an enormous and costly drain on resources (ours and our suppliers') and stand in the way of the University's quest for an efficient, paperless business process.

Because 80% of all purchases are made via a purchase order (P.O.), it was selected as the first of four approved purchasing methods at the University – P.O., purchasing cards, C-forms, and T&E (travel and entertainment) reimbursement – to be fully described and outlined. The P2P team interviewed scores of representatives from Schools, Centers, and suppliers – at all levels of expertise – to arrive at a logical, seven-step process overview of the P.O. method. The accompanying graphic illustrates the individual steps in the P.O. process as well as the participant(s) in each step. It is featured, along with complete details and explanations, on the new P2P web site at http://www.upenn.edu/p2p, in a "step-by-step" reference brochure to be distributed to the Penn community, and in an informative reference brochure for all contract and Penn Marketplace suppliers.

Currently, the P2P team is developing a definitive purchasing card process overview to be added to the web site this fall, and plans to follow with C-form and T&E (travel and enter-

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tainment) reimbursement overviews thereafter. Additional information will be made available as the P2P project moves forward. Please check the website often for communications about specific developments and training opportunities. In the meantime, should you have any suggestions or questions about the P2P initiative, please send us an email at p2p-l@lists.upenn.edu.

Ralph Maier, Director, Purchasing Services
Tom Slavinski, Associate Comptroller

PennP2P PROCURE-TO-PAY MADE EASY

PaymentNet: A New Way to Manage Purchasing Card Activity

The University of Pennsylvania has collaborated with JPMorgan Chase over the past 10 years to provide purchasing and fleet card services. As part of the P2P initiative, this partnership is pleased to announce the next-evolution purchasing card management system: PaymentNet. Scheduled for its University debut in July, PaymentNet is a new self-service, web-based application that will allow University cardholders and their School and Center management to better track and manage purchasing card activity online.

The new system will operate in "real-time," allowing cardholders immediate access to their individual purchasing card transactions and transaction statements. Cardholders and their managers will now have at their fingertips the ability to closely monitor purchasing activity. With the introduction of PaymentNet, cardholders will be able to view any purchasing card transactions online as well as see how much money remains available for use on the purchasing card—no need to contact the purchasing card administrator. The cardholders will also generate their monthly statement online immediately at the end of the purchasing cycle, eliminating the typical waiting period for email statements. Additional reports and ad hoc query capabilities for both cardholders and their managers will also be available through PaymentNet.

While cardholders will continue to provide all receipts and supporting documentation for purchases, the added plus with PaymentNet is the new Notes section, in which the cardholder can list exactly what was purchased and specify the reason for the purchase. In addition, cardholders, after exhausting all avenues with the supplier to resolve a discrepancy with a transaction, will now be able to enter the dispute online and monitor its progress. Cardholders or their managers will also be able to initiate ad hoc reports on cardholder activity. In summary, cardholders will have more access to information and the need to contact the purchasing card administrator will be greatly reduced through PaymentNet's self-service approach to managing cardholder activity.

To prepare for the activation of PaymentNet and to ensure a clear understanding of University financial policy, all cardholders, as well as School and Center administrators who approve and review purchasing card activity, must successfully complete a web-based PaymentNet online training course. Cardholders who do not successfully complete training by the end of July, will have their purchasing card privileges suspended until training has been completed. As of June 11, 2007, additional information on PaymentNet required training will be available at:

http://knowledgelink.upenn.edu

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Once PaymentNet is activated, users will need a PennKey and a web browser to access the system. Users will simply point their browsers to a URL and log in to the PaymentNet application. Instructions for obtaining a password will be made available in the PaymentNet Quick Reference Guide, available at the completion of the training course.

Should you have any questions concerning the introduction of PaymentNet, please send an email to pnet@pobox.upenn.edu.

Ralph Maier, Director, Purchasing Services
Tom Slavinski, Associate Comptroller

UPDATE ON THE PURCHASING CARD PROGRAM TRAINING AND THE NEW PAYMENTNET SYSTEM

As noted above, PaymentNet is the new, easy-to-use self-service application to allow University Purchasing Cardholders to manage credit card purchases online. Details of the system appear in the May 22, 2007 issue of the *Almanac*, available at the following URL:

http://www.upenn.edu/almanac/issues/vol53.html

ATTENTION! — UPCOMING PURCHASING CARD PROGRAM TRAINING

With the official rollout of PaymentNet scheduled for July, it is time to focus on the upcoming Purchasing Card Program training requirements. The web-based training course is designed to ensure a clear understanding of the University financial policy #2303 and purchasing card procedures, as well as provide information users need to access PaymentNet. Note that all Cardholders, as well as all School and Center administrators who approve and review purchasing card activity, must successfully complete this web-based online training course from the convenience of their desktops.

Existing Cardholders must complete the required desktop training by the end of the first purchasing cycle in which PaymentNet is available June 28-July 27.

Note: Be aware that the purchasing cards of Cardholders who do not successfully complete training by July 27 will be suspended until the training requirement is fulfilled.

All **new Cardholders** must complete the same web-based training as existing Cardholders. Any cards resulting from purchasing card applications submitted to the Purchasing Card Administrator after May 31 will be held for distribution until June 28, the start of the July purchasing cycle, to ensure a smooth transition to the new PaymentNet system.

To access PaymentNet, a user will need his/her PennKey and will then simply point the browser to a specific URL and log in to the application. Instructions for obtaining a password will be in the *PaymentNet Quick Reference Guide*, available upon successful completion of the training course. Effective June 11, additional information on the Purchasing Card Program required training will be available at:

http://Knowledgelink.upenn.edu

ALERT! — NO MORE MONTHLY EMAIL STATEMENT OF ACCOUNT

Beginning with the July Statement of Account (which lists charges from June 28 - July 27), Cardholders or their Transaction Approvers must generate the monthly Statement of Account online in PaymentNet. It will be the responsibility of individual Cardholders or their Transaction Approvers to generate the Cardholder's Statement of Account each month in PaymentNet. **The monthly Statement of Account will no longer be emailed.**

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PennERA: Electronic Proposal Development available for NIH electronic submissions

The PennERA Electronic Proposal Development (PD) application is now available to all researchers at Penn for certain NIH electronic submissions. Proposal Development is a web-based application that helps streamline the process for preparation, review, approval, and submission of proposals. The Proposal Development application has been enhanced to support an expanded list of NIH submission mechanisms. As of press time, the supported NIH mechanisms are:

R01	R03	R13	U13
R13/U13	R15	R18/U18	R21
R21/R33	R25	R33	R34
R36	X01	X02	S10

The up-to-date list of proposal mechanisms for which PD can currently be used is available on the PennERA web site at:

http://project.pennera.upenn.edu/project/current_phase/PDfundingopps.pdf

Who Should Use Proposal Development?

Researchers who want to route their proposals electronically here at Penn and submit to the NIH mechanisms outlined above should use Proposal Development.

Why Use Proposal Development?

Some of the key benefits of using Proposal Development are:

- Ability to view and print the final proposal image before electronic submission
- Data validations for many elements in Grants.gov proposals, prior to submission
- Supports Mac and PC users with Penn standard web browsers
- PureEdge will no longer be used by Grants.gov after September 2007
- Automatic document conversion to PDF without additional software
- Ability to conveniently copy and reuse information from previous proposals
- Integration of funding opportunities and investigator profiles with proposals
- Multiple users can work on one proposal at the same time
- Meets mandatory government requirements for electronic submission
- Streamlining internal review and approval of proposals

Proposal Development Help Available

Help information about Proposal Development is available on the PennERA web site:

- Advisories—For important information about the Proposal Development application, please check the Advisories web page at http://project.pennera.upenn.edu/advisories
- End-user support—For complete information on end-user support, please visit the PennERA Help page at http://project.pennera.upenn.edu/help.asp

More Information About PennERA

For more information about PennERA, please visit the PennERA web site at:

https://www.pennera.upenn.edu/

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

--Pamela S. Caudill, Executive Director of the Office of Research Services

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

http://www.finance.upenn.edu/comptroller/travel/

Travel Advisory

AMERICAN EXPRESS TRAVEL

Emergency Desk Service Fees. American Express charges a fee for the use of their after hours desk. The after hours desk is available in the evenings and weekends to assist travelers who need travel assistance beyond normal business hours. The fee for this service is $20. If airline tickets were charged to the airline billing account then these emergency desk services fees are charged there as well. In May, all those fees will be journaled back to the schools and centers along with the names of the travelers. If you have any question about these fees, you can call Susan Storb at 898-3307.

Itinerary/Invoices from American Express. Starting in June, American Express will no longer be sending out ***printed*** copies of itinerary/invoices. Currently, the practice is to send travel reservation confirmations electronically in an email format to the travelers. Travelers will continue to receive email confirmations with all the necessary flight information. They can print out these confirmations and take them with them if they prefer.

Travel Authorizations for the Airline Billing Account. The Office of Audit, Compliance and Privacy has asked that, going forward, we begin to capture the "business purpose" on travel authorizations forms. A line for the "business purpose" has been added to the form. Starting in July, 2007, if the business purpose is not on the form we will fax it back and request that the information be added.

TRAVEL POLICY CHANGES

Changes to Policy 2363 Receipt Requirements

Please note there is an expanded section on Receipts in Foreign Currency.

Receipts in Foreign Currency

If attaching receipts in foreign currency, please indicate the foreign exchange rate and the US Dollar equivalent amount on each receipt. The equivalent dollar amount should then be listed on the front of the Travel and Entertainment Expense report form.

When converting foreign currencies into US Dollars for reimbursement purposes, here are the guidelines that should be followed:

Credit cards. The best and most accurate currency conversion is the conversion that credit card companies do automatically. The recommendation is to log onto your credit card web site, print out the US dollar equivalent on the credit card statement and use that as your documented currency conversion.

Oanda currency conversion. For non credit card receipts in a foreign currency, use the Oanda currency conversion site. Enter the date of the currency conversion, the amount in foreign currency and ask for the USD equivalent. Then print out the response and attach it to the travel reimbursement form as supporting documentation for your currency conversions. Click here for the Oanda site:

http://www.oanda.com/converter/classic

PENN DISCOUNT FOR OFF SITE PARKING AT PHILADELPHIA AIRPORT

Penn has a new discount for valet parking at AviStar (formerly SunPark). No coupons are required. Just show your Penn ID & you will receive a **25% discount** (Essington Ave only). Click here for more information:

http://www.finance.upenn.edu/comptroller/travel/ground/airport_parking.shtml

New Earnings Code Restrictions in Payroll System

In an effort to ensure that the reporting and taxability of earnings for all foreign national faculty, staff and students is in compliance with all IRS regulations we have implemented validation changes to the use of earnings code that begin with "N".

(The "N" earnings codes are used when a foreign employee or student is from a country that allows treaty benefits. The "N" code does not tax the earnings for Federal Income Tax purposes except for earnings code NO4 which withholds at a flat 14% for non-service fellowships).

The following changes have been made:

1) Only Central Payroll will have the ability to assign an "N" earnings code to any employee or to change a current earnings code to an "N" code.

   a. You will receive a **fatal** error that says "Please contact Payroll Tax Office to enter the Ern type "N_ _".

2) Payroll users will not have access to extend distribution lines for "N" earnings codes into the next calendar year.

   a. You will receive a **fatal** error that says "Distribution stop date is beyond treaty benefit year for ERN type "N _ _"

3) Payroll users will have access to extend distribution lines for "N" earnings codes but only until the end of the current calendar year.

   a. You will receive a **warning** that says "Please contact Payroll Tax office to review the changes to stop date"

   b. Please note that it is important that you call our office at 898-6573 (Julie Ortale) or 898-1543 (Kathy Hewitt) to discuss these changes when made. Many countries do allow treaty benefits but only up to a limited amount of earnings. Once you extend the distribution end date for the "N" earnings code you MAY be allowing benefits beyond the limit (the employee will then owe significant taxes at the end of the tax year).

If you have any questions or need further clarification on any of the above information please call the numbers listed above. Thank you!

Terri Pineiro
Payroll Manager

Coming Soon: Business Objects Upgrade

ISC Data Administration is kicking off a project to upgrade Business Objects server and client software from version 5.1.4 to the latest version--Business Objects XI Release 2--over the coming weeks and months. This affects end-users in a few ways:

- Desktop software (known as Desktop Intelligence, or DeskI, in the new version) will need to be upgraded
- All queries must be converted to the new version

At the same time, ISC is working with the Office of Audit, Compliance and Privacy (OACP) to reduce availability of SSN in the Data Warehouse. Although access policies are still being finalized, this will mean that, by and large, SSN may not be retrieved or displayed in end-user reports.

There will be much more information about and instructions for both projects in the coming weeks, via Warehouse listservs, local support providers, user group meetings, and other gatherings. We'll also be posting project information and documentation on the web, at http://www.upenn.edu/computing/da/bo/busobjupgrade/. In the meantime, you can get a head start on Business Objects migration and SSN remediation efforts by doing the following:

- Inventory your queries as soon as possible, and delete those you don't want to migrate. Data Administration will take care of upgrading all the Corporate Documents, so you don't need to keep your own copies of these, unless you've modified them in some way.
- For any reports that you are keeping, remove SSN from result objects and conditions.
- Make sure you know who your local support provider is. (You can refer to http://www.upenn.edu/computing/view/support/ if you're not sure.)
- Watch for -- and read -- further communications, and send any questions to da-staff@isc.upenn.edu.

Need Help? Call the Ben Tips Confidential Reporting and Help Line

The Ben Tips Confidential Reporting and Help Line provides assistance with questions about policies, procedures or practices and handles reports of suspected incidents of non-compliance. The Ben Tips Line is a resource for all University and Health System employees, staff, students and faculty.

When you contact the Ben Tips Line at **1-888-BEN-TIPS (1-888-236-8477)**, a compliance specialist will answer your call between **8:30 a.m. and 5 p.m., Monday through Friday**. Callers may also leave a message during non-business hours. The Ben Tips line does not have a caller ID feature, so callers may remain anonymous.

The Ben Tips Line welcomes all questions and concerns. No action will be taken against you if you report information in good faith to the Ben Tips Line. The Office of Audit, Compliance and Privacy will respond to all questions and will facilitate appropriate action. So "Do the Right Thing, the Right Way" and call the Ben Tips Line.

One Step Ahead
Security & Privacy
Made Simple

Another tip in a series provided by the Offices of Information Systems & Computing and Audit, Compliance & Privacy.

Spoofed PennKey Sites Can Steal Your Password

A shadowy website in Chicago might have collected passwords from thousands of universities and businesses earlier this year. The site has been taken down, and there is no evidence that PennKey passwords were compromised, but similar rogue websites could pop up elsewhere in the future, so it's important to be alert for this scam.

The rogue Chicago website spoofed login webpages. The spoofed PennKey site looked and functioned almost exactly like authentic PennKey login pages, with only two exceptions:

- The web browser was clearly pointed at a non-Penn website with following URL appearing in the browser's address field: *https://c67176154155.hsd1.il.comcast.net...*
- Anyone using the spoofed Chicago site was presented with, and had to have acknowledged, a warning about a possible security problem.

To protect your PennKey password, be alert:

1. Only enter your PennKey and password when your web browser is pointed at Penn websites such as *rosetta.upenn.edu*, *library.upenn.edu*, *galaxy.isc-seo.upenn.edu*. If you have any doubt about the authenticity of the site, contact your Local Support Provider before entering your password.

2. Never enter your PennKey and password if your web browser displays warning messages about the site certificate. Example warning messages include:

"Website certified by an unknown authority."

"There is a problem with the site's security certificate."

"It is possible, though unlikely, that someone may be trying to intercept communication with this website."

3. Be alert for email scams that try to trick you into visiting spoofed PennKey sites. They could come in the form of an official-looking announcement forged from a Penn office, warning you of a problem with your account. Such a scam would instruct you to click on a weblink to correct the alleged problem, but the link would take your web browser to a spoofed PennKey website and your password, if you entered it, would be stolen.

For additional tips, see the One Step Ahead link on the Information Security website:
www.upenn.edu/computing/security/

END OF YEAR PRE-TAX EXPENSE ACCOUNT REMINDER

Do you still have money left in your Pre-Tax Expense Accounts (Health Care or Dependent Care)? If so, you should keep some important dates in mind because of an IRS regulation known as "Use It or Lose It". If you don't spend the full balance in your account each plan year, you lose that unused money!

Our plan year runs from July 1 to June 30 of each year. The money you contribute to the Pre-Tax Expense Accounts during each plan year can only be used for expenses incurred during that plan year – plus an additional 2½ month grace period. And you must submit your claims for eligible expenses no later than September 30 of each year. Please note that you must be actively participating in the accounts when you incur the expenses.

Plan Year	Time frame to incur expenses	Deadline to submit claims
July 1, 2006 – June 30, 2007	July 1, 2006 – September 15, 2007	September 30, 2007
July 1, 2007 – June 30, 2008	July 1, 2007 – September 15, 2008	September 30, 2008

Visit the Human Resources website at www.hr.upenn.edu/benefits/pretax/default.asp for more information on the Pre-Tax Expense Accounts including listings of eligible expenses and instructions on how to file a claim. Or call the Penn Benefits Center at:

1-888-PENNBEN (1-888-736-6236)
(select Option 3)
Monday through Friday
8am to 6pm

NEW BENEFITS DEDUCTIONS START IN JUNE

Open Enrollment is now over, and any plan changes you've made will take effect on July 1, 2007. Whether you made changes or not, new deduction rates will apply for the new plan year – and these new deductions will start in your June paychecks for all benefit plans other than Pre-Tax Expense Accounts. New contributions for the Pre-Tax Expense Accounts will begin in July. Visit the Human Resources website at www.hr.upenn.edu/benefits/default.asp to view rates for the new plan year.

NEW LOCATION FOR UNIQUE ADVANTAGE

The Unique Advantage partnership

Unique Advantage – Penn's exclusive provider of temporary staffing services – is moving to a new location! As of **June 1, 2007,** Unique Advantage will be headquartered at:

3624 Market Street
Suite 1SD
Philadelphia, PA 19104

In addition to helping departments find qualified temporary staff, Unique Advantage also recruits for regular entry-level clerical positions. Plus, they support a walk-in "Job Center" complete with computer kiosks, and are available to work with applicants to prepare a resume, search open positions and apply online.

Unique Advantage also provides free training programs (e.g., Microsoft office), for our existing full-time staff. For more information, contact **Unique Advantage at 215-222-2246.**

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UNIVERSITY OF PENNSYLVANIA
HUMAN RESOURCES

APPLY ONLINE FOR YOUR TUITION BENEFITS

Applying for and managing your tuition benefits at Penn is just a few clicks away! Human Resources has enhanced our online tuition system so that, beginning with the Summer 2007 terms, you can utilize it to manage tuition benefits for you and all of your eligible dependents. With this convenient, self-managed system, you can apply for tuition benefits, as well as track the status and view the history of your requests. Simply enter the online application system at www.hr.upenn.edu/tuition and follow the instructions. Keep in mind that you must go online to apply for the benefit each term, and you have to apply by the specified dates for each term. Application deadlines are listed in the tuition policies at www.hr.upenn.edu/benefits/tuition/default.asp.

If you have any questions or concerns, please contact the Tuition Administrator at tuition@hr.upenn.edu or 215-898-4812.

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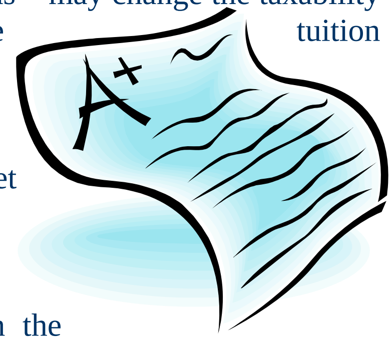
TAXABILITY OF TUITION BENEFITS

When you apply for tuition benefits at Penn, you should be aware that some tuition benefits may be taxable to you, based on current Internal Revenue Service (IRS) regulations. In addition, recent changes in federal tax law – which will be effective for tuition benefits starting with Summer 2007 terms – may change the taxability of undergraduate tuition benefits for some dependent children. If your child does not meet the federal tax law definitions listed in the tuition policies on the Human Resources website, the tuition benefits received will be taxable to you as additional income. For more information, please visit www.hr.upenn.edu/benefits/tuition/default.asp and review the tuition policies.



DID YOU KNOW…

…There is one place where every **'past or potential' financial trainee** can go to see the following:

What **Training** and/or Access is Needed?

Responsible Department

How Do I **Register** for This Training?

Where to Find the **Access Form**?

Simply click here:

http://www.finance.upenn.edu/ftd/Training_&_Access_Forms.htm

… For more information regarding **courses offered**, including **course descriptions**, **how to register** for a financial training course, **documentation**, the financial training **calendar**, previous issues ***The Bottom Line***, & FTD please go to:

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

New University Asset Management System

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Additionally, the Property Management Group performed a review of the useful lives associated with all types of buildings and fixed and moveable equipment, resulting in a substantial reduction in the number of Property Management Category Codes as well as modifications in the useful life associated with some of the categories. These changes were implemented in the legacy Property Management system this spring. To see a full list of the old vs. new Property Management Category Codes, please refer to the following URL:

http://www.finance.upenn.edu/comptroller/accounting/property/propcodes.shtml

Finally, in preparation for the new system, School and Center administrators were provided an opportunity to perform mass updates and corrections to invalid space and employee data within the legacy Property Management system.

What's Coming?

Throughout the summer, the project team will continue to work toward the next major project milestones, most notably the integration of Oracle Assets with the Space@Penn and Payroll systems. This integration will enable validation of data in BEN Buys requisitions and ensure that the location (building/floor/room) and the identities of employees assigned as tagging contact or custodian for every asset purchased in BEN Buys will be automatically validated, reducing the risk of assigning assets to invalid locations and individuals. Both milestones are scheduled for early fall 2007 completion.

Stay tuned for future communications on the BEN Assets Software Release 1.0 and training requirements.

Contact Us

Please direct any questions or concerns to BENassets@pobox.upenn.edu.

Update on the Purchasing Card Program Training and the NEW PaymentNet System

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What Does Not Change in the Process

- Cardholders will continue to maintain supporting documentation (e.g., receipts) for purchases.
- There will be no change to the reallocation process in place today via BEN Financials and the General Ledger.
- Reallocators or Transaction Approvers will continue to be required to attend GL training if they are responsible for reallocating purchasing card charges.
- There will be no change to the current purchasing card application process.
- A new purchasing card is not required. Purchasing cards will renew as usual.
- Should you have questions concerning the PaymentNet application or the Purchasing Card Program training, please send an email to: pnet@pobox.upenn.edu