



The Bottom Line

PURCHASING SERVICES – ORGANIZATIONAL CHANGES

Purchasing Card Program News

In April, the Office of the Comptroller and Purchasing Services announced a series of organizational changes which will improve the University’s operational efficiency and enhance the services provided to the Penn Community.

Responsibility for administration and oversight of the Purchasing Card became the responsibility of Purchasing Services effective April 1. Mark West, the University’s Purchasing Card Administrator, will administer all of the current Purchasing Card Program functions within the Purchasing Services organization. New purchasing card initiatives launched since April 1 include a Purchasing Card News website: (<http://www.purchasing.upenn.edu/news/purchasing-card-news.php>) and the launch of a new Purchasing Card Advisory Committee (<http://www.purchasing.upenn.edu/buytools/card-advisory-committee.php>)

Travel Procurement News

As part of the Office of the Comptroller and Purchasing Services announcement in April regarding a series of organizational changes, the functions of travel card administration, travel agency relationship management, travel procurement, travel policy and training, will become the responsibility of Purchasing Services effective July 1. Susan Storb, the University’s Travel Administrator, will report to Ralph Maier and continue to manage these functions within the Purchasing Services organization.

Purchasing Services continued on page 7

Additional Newsletters

Executive Vice President’s Office

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

Office of Research Services

<http://www.upenn.edu/researchservices/newsletter.html>

Fiscal Year 2008 Closing Instructions

Office of the Comptroller website:

http://www.finance.upenn.edu/comptroller/accounting/closing_instruct.shtml

See ‘**BEN Helps**’ for **Determining Open Encumbrances & How to Finally Close POs** on **page 5** of this issue.

Timeline for FY09 Faculty/Staff Salary Increase Program

<http://www.hr.upenn.edu/Compensation/SalincLiveFiles/Timeline.aspx>

In This Issue...

BEN Helps	Page 5
Did You Know	Page 11
Gift Accounting & Admin	Page 6
Purchasing Services	Page 1, 7
PennERA Update.....	Page 8-10
Travel Advisory	Page 2–5
Quarterly Quiz.....	Page 11



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

Travel Advisory

TRAVEL OFFICE REORGANIZATION

In order to improve efficiencies and enhance value added services, effective, April 1, 2008, the processing of the travel and entertainment expense reports and advances is now the responsibility of the Payroll Office. This change should be seamless to the end user.

On July 1, 2008 the Travel Administrator, Susan Storb, will move to Purchasing and, along with Mark West, Purchasing Card Admin-

istrator, to create the Travel and Card Services office. Susan will retain the following responsibilities:

- Card Services (Amex corporate card) and Purchasing card (new)
- Manage Penn's relationship with American Express Travel
- Travel / Procurement supplier management
- Travel Policy and Training

TRAVEL POLICY CHANGES

Remember that the **Travel Policies are changing July 1, 2008** and a new **Procedure Manual** has been created. The new travel policy should be up on the Travel web site soon for review prior to the policy going into effect in July.

Don't forget starting July 1, 2008:

- Travel and Entertainment (T&E) forms must be submitted within **182 days** (6 months) of the ending date of the trip or event
- **Reimbursements of pre-paid travel expenses** are no longer processed as advances and can **now be done on T&E Reimbursement (C-1) forms**
- **Advances** should be **reconciled** within **10 days** of the ending date of the trip or event and if **not reconciled after 120 days**, become **taxable income to the employee** (or student bursar bills are charged)
- **TAC holder and higher level approver** authorizations will be required on **T&E forms**
- **Supporting forms** will be available

COMING SOON! TRAVEL POLICY TRAINING

In June, 2008 there will be a **new travel policy training module** that covers all the travel policy changes in a clear and concise manner.

Training will be **required for all Transaction Authorization Card (TAC) holders** and optional for anyone who wants to become familiar with the travel policies.

Stay tuned, travel policy training information will be available shortly at:

<http://knowledgelink.upenn.edu>



Continued on page 3



Travel Advisory

TRAVEL OBJECT CODES

Travel Object Code Updates. Travel Object Codes have been clarified to make it easier for Schools and Centers to select the correct one. Local travel for faculty and staff can now be charged to 5201. Previously, local travel for faculty and staff fell under 5209 which also included business meals. Object code 5209 is applicable to just business meals now and the definition of business meals has been expanded. Definitions of Entertainment (5214) and sponsored business meetings (5211) have also been expanded.

Note: Please note that meals with alcohol can be charged to 5209 provided the business discussion is the primary purpose of the meal. However, alcohol must always be charged to 5214, so, with itemized receipts, you must break out the alcohol expense and charge it to 5214.

5200 Domestic travel for faculty and staff (travel expenditures incurred on a non-local trip within the United States, its territories and Canada). Includes all trip-related expenses such as airfare, lodging, ground transportation, conference fees & personal meals. Business meals while traveling should be charged to 5209 or 5214 & a C-1A form should be attached.

5201 Local travel for faculty and staff. Local travel includes destinations in and around Philadelphia (50 mile radius or less).

5202 Foreign Travel for faculty and staff (travel expenditures incurred while outside the United States, its territories and Canada). Includes all trip-related expenses such as airfare, lodging, ground transportation, conference fees and personal meals. Business meals while traveling should be charged to 5209 or 5214 & a C-1A form should be attached.

5203 Use object code 5202.

5204 Domestic student travel (travel expenditures incurred on a non-local trip within the United States, its territories and Canada). Includes all trip-related expenses such as airfare, lodging, ground transportation, conference fees & meals.

5205 Foreign student travel (travel expenditures incurred while outside the United States, its territories and Canada). Includes all trip-related expenses such as airfare, lodging, ground transportation, conference fees and meals.

5206 Non-employee domestic travel. For persons not directly connected with the University (e.g., lecturers, visitors, job applicants). Includes all trip-related expenses such as airfare, lodging, ground transportation and personal meals.

5207 Non-employee foreign travel. For persons not directly connected with the University (e.g., lecturers, visitors, job applicants). Includes all trip-related expenses such as airfare, lodging, ground transportation and personal meals.



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

Travel Advisory Continued from page 3

TRAVEL OBJECT CODES

5208 Local student travel, meals and entertainment. Includes college house activities, floor functions, entertainment, refreshments and local student travel. (A C-1A form is not required with this object code provided a valid business purpose is provided on the Advance or Reimbursement form).

5209 Business meals for faculty and staff. Business meals are meals with a clearly substantiated business purpose that are directly associated with the active conduct of University business. At a business meal the business discussion is the primary purpose of the meal. A meal that directly precedes or follows a substantial and bona fide business discussion also meets this criterion.

Examples of business meals include meetings with business associates, professional colleagues, students and others at which a bona fide business discussion takes place. An Entertainment and Business Meal Worksheet (C-1A form) must be completed for meals listing the date, place of entertainment, persons entertained, affiliation and the business purpose of the meal. Any alcohol in conjunction with a business meal must be charged to 5214. Local travel is no longer charged to this object code.

5210 Conference registration fees. Use this object code when paying conference registration fees directly or reimbursing prepaid registration costs.

5211 Penn sponsored business meetings. Refreshments for meetings, informal office meetings, lab lunches, groceries,

box lunches etc. constitute meeting expenses. Any alcoholic beverages that are served in conjunction with campus meetings must be charged to 5214.

5212 International project/program costs. When requesting an advance or seeking reimbursement for an extended international project or program, this object code should be used. Examples of such costs would be labor costs, equipment costs and curriculum-related expenses such as excursions, cultural instruction, group meals and lodging. The receipts for project/program costs and the responsibility for ensuring that those monies have been spent in accordance with the guidelines of the program or project remain within the school or center.

5214 Entertainment. Entertainment encompasses those expenses incurred in conjunction with a meal or an event that are business-related but social or celebratory in nature. Entertainment expenses and all alcohol purchases in conjunction with entertainment related activities must be charged to 5214. Expenses incurred for business-related entertaining include catering, decorations, alcohol, location rentals and musical (or other) groups that have been contracted to provide entertainment. *

[An Entertainment and Business Meal Worksheet (C-1A form) must be completed when using this object code listing the date, place of entertainment, all persons entertained, affiliation and the business purpose of the meal or event.]

Travel Advisory continued on page 5

Travel Advisory

Continued from page 4

CLUB QUARTERS – PHILADELPHIA UPDATE

Club Quarters is a preferred hotel chain with Penn and the Club Quarters at 17th and Chestnut Streets in Philadelphia is recommended when the Inn at Penn or the Sheraton University City are unavailable. The hotel is conveniently located, offers Penn terrific prices and is available to Penn guests, visitors, Alumni and Penn employees for personal use. However, in the past we have experienced difficulties in using them since they don't allow Penn to create a direct bill account for guests. So, we would like to announce that effective **July 1, 2008, Penn purchasing cards will be allowed** to be used at this one local hotel property.

If you have any questions, contact Susan Storb or Mark West, Travel and Card Services, 898-9662 or 898-3606.

Click on their website below. Password is PENN.

http://www.clubquarters.com/home_pub.asp

AIRLINE UPDATES

Airline Surcharges. Due to the rising cost of fuel, the airlines are introducing surcharges and additional ticketing and baggage fees. Some airlines have raised the domestic change and/or cancel fee to \$150 and continue to add surcharges to reduce their costs without seeming to "raise their fares."

POLICY CLARIFICATION

Health club charges or exercise room fees while traveling on behalf of the University are not reimbursable unless specifically requested on a Reimbursement Justification form and approved by the higher level approver.



BEN Knows Quarterly Questions

Q. How do I determine if I have open PO encumbrances?

A. Go to **GL Reporting Responsibility:**

- Choose **Reporting> Run Report**
- Click **[OK]** to accept the default to run a "Single Request"
- In the "name" field, select from the list of values, or enter **163** for the **163:ORG: Open Encumbrance Report**
- Tab to the parameters pop-up box. Enter your parameters.
- Click **[OK]**.
- Select **[Submit]** to process your request.
 - You will then be returned to the Request Form, which allows you to monitor your report status.
 - When report is in the "Pending" status, click on **Tools> Manager** to see the Concurrent Manager Queue.
 - When report is completed, you can click **[View Output]** to view the report on-line or print request.

Q. How is a **PO open encumbrance removed/relieved?**

A. The PO must be '**Finally Closed**' by **Accounts Payable.**

- Possible reason(s): PO has been fully executed, i.e.:
 - All goods and/or services were received
 - All invoices entered & all holds resolved
 - All checks issued to the supplier
 - **PO has been fully executed per the above & PO still has an encumbrance**
- Send an email request to "Final Close" a PO to apsup@pobox.upenn.edu. Include the following details.
 - Purchase Order Number
 - Buyer Name
 - Supplier Name
 - Reason for requesting to final close PO

NOTE: Requests received by 12 pm and meet the conditions to Final Close, will be processed by 5 pm within 3 business days.

OFFICE OF GIFTS ACCOUNTING & ADMINISTRATION

FY08 Gift Processing Deadlines

As we approach fiscal year-end, please be advised of the following closing guidelines for gifts.

June 30 Gift Date end of year processing:

- **July 7:** Last date to deliver to Gifts Accounting & Administration FY08 gifts (need June 30 postmark)
- **July 8, 9, 10:** Gifts Office will close for fiscal year end processing
- **July 11:** Gifts Office will reopen for deliveries
- **July 14:** Begin reporting

Given a movement to more corporate 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.

Gifts will be processed with a June 30 gift date, so long as they are postmarked on or before June 30, 2008. Therefore, it is imperative for you to send fully completed gift transmittals and backup information, including postmarked envelopes, to Gifts Accounting

and Administration (GAA) 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 Gifts by Monday, July 7, 2008 for inclusion in the gift date closing Friday, July 11, 2008.

Notify Jean Suta or Kathy Nace in Securities Gifts (jeanie@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 30** (and we must know about them) in order to ensure they will be counted on the FY08 financials.

Should you have any questions on this information, contact Maria Perkins @ 8-8687, Jean Suta or Kathy Nace @ 8-7254 in the Treasurer’s Office.

FTD Fishing for Feedback

Have you been to a BEN Financials or Payroll training class within the last 6 months?

If so, we're looking for feedback and suggestions.



Now that you've settled in and actually have had a chance to use what you learned, we'd like to know:

- Did the class you attended prepare you for your job?
- Looking back, do you wish you learned more about a particular subject and less of another?
- How could Financial Training have better prepared you for the "real world"?
- Do you think additional subject matter should be added to our course offerings? If so, what would the topic be you would like to see offered?

Send us an email with your thoughts, suggestions, and ideas:

training@exchange.upenn.edu

Or call any one of the FTD staff members to discuss your ideas over the phone or to set up an in-person meeting:

- Jim Horstmann: 573-6717
jhorstma@upenn.edu
- Joe Mullock: 573-8988
jmullock@upenn.edu
- Barbara Murray: 898-1733
murrayb@upenn.edu
- Paul Weidner: 898-1733
weidnerp@upenn.edu

What's New in Purchasing Services?

Continued from page 1

All purchasing related announcements are listed in the "News" section of the Purchasing Services website at:

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

Penn Partners with UPS for Express Mail Services Contract

Purchasing Services and **Penn Mail Services** are pleased to announce a new express mail services strategic partnership with UPS which will offer Penn faculty and staff more comprehensive express mail services. The partnership with **UPS** will include a new online express mail system which will offer many benefits to faculty and staff:

- State-of-the-art online shipping including desk top printed air bills, eliminating the need for paper shipping forms
- Penn negotiated discount pricing so that Penn customers receive the best possible price with significant cost savings
- Enhanced external package tracking and reporting
- Internal budgetary controls including online allocation of shipping charges

The new express mail online system, a collaborative development effort between **Purchasing Services**, **Mail Services**, and **Information Systems & Computing (ISC)**, will launch **July 1** with **full implementation** expected by the **end of August**. Throughout the summer, Penn Mail Services and UPS will provide training to users for its new online shipping system and place drop-boxes across campus. Please direct questions regarding this new express mail partnership with UPS to express-ship@upenn.edu.



PENNERA: PROPOSAL DEVELOPMENT UPDATE

The Proposal Development (PD) module of the PennERA (Electronic Research Administration) system continues to be used by research administrators to create, route, approve, and submit NIH electronic proposals.

Proposal Development Mandatory Use Transition Plan

Currently, Proposal Development can be used for NIH funding opportunities and use remains optional for the supported mechanisms. However, as the NIH phases out PureEdge, use of PennERA Proposal Development will be required to submit proposals electronically to the NIH. To help Penn researchers meet government requirements as the NIH and other federal grant-making agencies transition to mandatory electronic proposal submissions, the PennERA Team has created a transition plan for required use of Proposal Development, for both NIH and non-NIH sponsors and mechanisms.

In addition to meeting federal requirements, use of the Proposal Development module allows for a single, integrated process for preparation, review, approval, and submission of proposals at Penn. Researchers will be contacted directly with more information. The transition plan is available on the PennERA web site at http://project.pennera.upenn.edu/project/current_phase/PDtransition_timeline.pdf.

The current list of proposal mechanisms for which PD can be used is available on the PennERA web site at: http://project.pennera.upenn.edu/project/current_phase/PDfundingopps.pdf.

Proposal Development Training

The PennERA team is currently scheduling monthly training sessions for administrators; please check the Knowledge Link web site for upcoming training dates and registration information at <http://knowledgelink.upenn.edu>.

Investigators have automatic access to the application and do not have to attend hands-on training.

Help and reference materials are available for Proposal Development and can be accessed from the left toolbar on the main PennERA page at <https://www.pennera.upenn.edu/>.

PennERA Upgrade/Proposal Development Enhancements

The PennERA application will be upgraded in late spring to bring enhanced functionality to our users and will include the following enhancements to Proposal Development:

- **424 Budgeting** - PD will offer a third budget-entry method. 424 Budgeting will provide simplified budget entry for both personnel and non-personnel budget detail. It will resemble a multi-year version of the 424R&R budget in PureEdge. This method will be especially useful for entry of both calendar and academic/summer appointments and non-key personnel in a much more streamlined way. It can be used for both modular and detail budgets.
- **Subcontract F&A Calculations** - This enhancement will fix a problem with the software previously including subcontract F&A costs when evaluating against a

Continued on page 9



PENNERA: PROPOSAL DEVELOPMENT UPDATE

Continued from page 8

specific NIH direct cost cap, such as the \$250,000 limit on direct costs for modular proposals. The subcontract F&A will no longer be included in the calculation when PD evaluates whether or not the budget exceeds this kind of limitation.

- **\$500,000 NIH Limit on Direct Costs Without Prior Approval** - PD will add this validation to the other direct-cost caps that are evaluated based on the NIH proposal mechanism.
- **Multiple PIs** - PD will handle NIH multiple PI submissions.
- **User Interface** - This upgrade will allow for the future transition to a “New Portal,” which will be an enhanced user interface that will allow for some expanded features.

Proposal Development users will be contacted directly with information about the upgrade.

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*

HUMAN SUBJECTS ELECTRONIC RESEARCH APPLICATION (HS-ERA) RELEASED

A secure, web-based protocol application for Human Subjects research is now available to the research community at Penn. This application, called the Human Subjects Electronic Research Application (HS-ERA), is part of the PennERA (Electronic Research Administration) initiative to build an integrated and automated environment for pre- and post-award processes for enhanced administrative support of, and to meet regulatory requirements for, grants.

What is HS-ERA?

The Human Subjects Electronic Research Application (HS-ERA) allows the creation, submission, electronic routing and approval of Human Subject Protocols to the Institutional Review Boards (IRB), including the ability to submit Continuing Reviews, Unanticipated Problems and Modifications to an existing Human Subjects Protocol created within the HS-ERA system. Also included is the ability to report Unanticipated Problems for protocols that were submitted on paper. HS-ERA includes electronic notifications to internal review entities and the ability for the IRB member to review protocols.

Continued on page 10

Who Should Use HS-ERA?

Continued from page 9

HS-ERA can be used by members of the research community involved in Human Subjects Protocol creation, submission, routing, or approval, including members of the Institutional Review Boards (IRB), the Office of Human Research (OHR), and ITMAT's Clinical and Translational Research Center (CTRC). The following other internal review entities with appropriate access may also use this application to view a protocol:

- OEHRs (all radiation exposure questions)
- IDS (only when appropriate)
- Gene Transfer
- CACTIS (CT only)
- CAMRIS (MRI only)
- Investigational agent or device in OR
- CTSRMC (cancer patients)
- COI (Conflict of Interest)
- Specimen Processing by Pathology
- Analysis of Biological Fluids
- Research Involves Apheresis or Cell Collection
- CTRC
- ORS

Benefits of HS-ERA

Key benefits of HS-ERA include:

- Streamlined submission process, eliminating the need for researchers to copy & deliver multiple copies of a protocol to other University review units, & eliminating duplicative data entry

- Enhancing regulatory compliance through integration of organizations that support Human Subjects research, including CHOP, CTCRC, OHR, and ORS
- Ability for Investigators to reuse data and reduce manual efforts associated with the submission of protocols
- Improved process efficiency and accuracy through electronic routing for approvals and review and automatic generation of alerts/notifications based on status changes
- Easy access to review progress and status of the protocol review
- Secure access to information, including historical data
- Ability for IRB Board Members to electronically review Human Subject Protocols

Unanticipated Problems Functionality

HS-ERA incorporates the capability to report unanticipated problems posing risk to human subjects including reportable adverse events. As such, the former system for reporting adverse events, PennAEs, has been retired. Users are able to report unanticipated problems both for protocols created in HS-ERA or for those currently existing in the PennERA system.

Access

HS-ERA is available to all researchers at Penn with a valid PennKey and Password. See the HS-ERA Access page at:

http://project.pennera.upenn.edu/regprotocols/hs-era/access_forms.asp

Questions

Questions about HS-ERA can be addressed to hsera_help@lists.upenn.edu.

DID YOU KNOW...

...The **ORS Newsletter** will be published quarterly according to the following schedule:

Summer – July 1

Fall – October 1

Winter – early January (after break)

Spring - April 1

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

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

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

Where to Find the **Access Form**?

Simply click here:

http://www.finance.upenn.edu/ftd/Training_&AccessForms.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/>

Quarterly Quiz

Instructions: The following five questions can be answered based solely on information contained in this issue of *The Bottom Line*.

To participate in the contest, please submit your answers via email to training@exchange.upenn.edu no later than **July 1, 2008**.

The Winner will receive a one year **Faculty Club Membership**.

1. What is the date the Travel Policies are changing?
2. Who can 'Finally Close' a PO?
3. When will the Gift Office close for Fiscal Year End processing?
4. Who is the Purchasing Card Administrator?
5. What does HS-ERA stand for?

