BEN REPORTS WEBSITE IS BEING RETIRED

Initially introduced in 2000 as part of the Business Enterprise Network, the BEN Reports site was created to provide simple web-based financial and research reports. Since the software underlying this site is no longer supported it is being retired, and the reports will be available in alternate forms starting June 2016:

Research Reports (AIS Online, Protocol Status, PD Pipeline, PD Grants.Gov, GRAM)
- The ‘Reporting’ link on the Penn ERA left menu ([https://www.pennera.upenn.edu](https://www.pennera.upenn.edu)) will lead you to links to launch new versions of the AIS Online, Protocol Status and PD Pipeline reports; GRAM will also be linked to this location

Finance (General Ledger and BEN Assets), Facilities Work Requests, Salary Management Reports and ISC Billing Reports:
- Data is available to be queried in the Data Warehouse using BusinessObjects
- Reports are now available in the BusinessObjects repository (BEN Reports folder)

The 1XX and 2XX BEN Financials reports, which are run using the reporting functionality in BEN itself, will remain available, and are not affected by this change. If you have questions about these changes or finding the new version of the reports, please contact da-staff@isc.upenn.edu.

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FISCAL YEAR 2016 FINANCIAL CLOSING INSTRUCTIONS

Please review the detailed Fiscal Year 2016 Financial Closing Instructions and ensure that appropriate plans and actions are implemented within your respective School/Center to meet respective deadlines. For your convenience, there is a Quick Reference Guide (QRG) which is a single page, high level list of key dates. Please note that the QRG is not meant to replace the more comprehensive Instructions. Please find this information and more…

Closing Calendar by Functional Group:
- Payroll (see also Page 3 of this issue)
- Accounts Payable (see also Page 3 of this issue)
- Purchasing Card
- Investment Services/GAA
- Student Financial Services
- Cashier’s Office
- BEN Assets
- BEN Financials Closing

ORS Needs Your Help!!!!!!

Sunday, June 5th is fast approaching and will be a heavy deadline day with both NIH and NSF submissions. A reminder that proposals be submitted to ORS in final form three business days in advance of the sponsor deadline. June 5th & 6th due date proposals are thus due to ORS at 9 am on Thursday, June 2, 2016. A proposal in final form includes the approved budgets, all administrative components, all required information for proposed subawards, and the technical proposal.

Both NIH and NSF have increasingly robust compliance checks on submissions, which often result in proposal failure on initial submission. It may take some time to resolve technical issues. Please assist us in getting your proposals successfully submitted by providing them to us on time. If you are not able to submit the complete proposal on time, please email Missy Peloso (epeloso@upenn.edu) indicating when the complete document may be expected in ORS. In cases where proposals are routed to ORS without complete information, copy Missy Peloso on the email to the AD indicating the proposal is ready to submit.

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As of Thursday, May 26, 2016, two new BEN Financials journal entry responsibilities will be available: “Journal Entry – Transfers” and “Journal Entry – G&C Transfers for Cost Sharing”.

These will be the only responsibilities where the following object codes can be used:

"Journal Entry – Transfers”:
- 4820 (Resource Transfers In)
- 4825 (Resource Transfers Out)
- 4839 (University Bank Transfer)
- 4840 (Final Year-End Adjustment Transfer)

"Journal Entry – G&C Transfers for Cost Sharing”:
- 4822 (Cost Sharing Transfer – Committed)
- 4827 (Cost Sharing Transfer – Uncommitted)

No other BEN Financials responsibilities will have access to object codes 4820, 4822, 4825, 4827, 4839, and 4840.

The “Journal Entry – Transfers” responsibility will be automatically assigned to everyone who currently has a “Journal Entry” responsibility, and to all new users when they receive a “Journal Entry” responsibility.

The “Journal Entry – G&C Transfers for Cost Sharing” responsibility will be automatically assigned to everyone who currently has the “Journal Entry – G&C Cost Transfers for Expense” responsibility, and to all new users when they receive the “Journal Entry – G&C Cost Transfers for Expense” responsibility.

There are no new training requirements for existing users as a result of these changes.

For more information, please see “How To Use Transfer Object Codes” at the bottom of http://www.finance.upenn.edu/comptroller/accounting.

Additionally, endowment and gift funds can no longer be used with Resource Transfers (object codes 4820 and 4825). The only funds which should be credited into an endowment or gift fund should be from investments or gifts; the only activity which should be debited against an endowment or gift fund should be equipment/expenses which meet the donor's intention. If you have any exceptions to this, please contact Trust Administration at http://www.finance.upenn.edu/treasurer/contacts/InvestmentGift_Office_contacts.asp.

Trust Administration could also be contacted to review donor documentation for any endowment or gift funds which might be appropriate to have set up to automatically "transfer" (aka prorate) their net AIF investment income (for endowment funds) or their net gift cash (for gift funds) into the departmental 0xxxxx fund on a monthly basis. Trust Administration will review the donor documentation associated with each request for an automatic prorate before approval. If approved, the net investment income in this endowment fund or the net gift cash received in this gift fund will be automatically moved into the departmental 0xxxxx each month.

Thank you.

Financial Systems

For help with BEN Financials, please use one of the following resources:
- Call BEN Helps at 6-HELP (215-746-4357),
- Enter a ticket via BEN Helps Online Support at: http://BENHelps.finance.upenn.edu,
- Search on the topics in BEN Knows at: http://www.finance.upenn.edu/benknows/browse_topics/
Office of the Comptroller

FISCAL YEAR 2016 CLOSING INSTRUCTIONS

FY2016 Closing Dates - Payroll

Refer to FY 2017 Faculty/Staff Salary Increase Program Guidelines for detailed instructions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 18th, 12:00 a.m.</td>
<td>Merit Increase via PennWorks opens.</td>
</tr>
<tr>
<td>Wednesday, June 8th, 11:59 p.m.</td>
<td>Merit Increase via PennWorks closes.</td>
</tr>
</tbody>
</table>

FY 2017 Payroll

First weekly payroll for FY 2017 will be for the week ending June 26, 2016, and payable on July 1, 2016. Annual increases for weekly paid personnel will be effective for the week ending July 3, 2016 and payable on July 8, 2016.

Weekly Payroll for the Period Ending June 19, 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 13th, 5:00 p.m.</td>
<td>Supporting documents for new appointments to Personnel Records.</td>
</tr>
<tr>
<td>Friday, June 17th, 5:00 p.m.</td>
<td>Additional pay on-line forms to Payroll.</td>
</tr>
<tr>
<td>Monday, June 20th, 3:00 p.m.</td>
<td>Time reporting data entry of positive/exception employees.</td>
</tr>
<tr>
<td>Monday, June 20th, 3:00 p.m.</td>
<td>Payroll reallocations must be performed to be effective at FY 2016 EB rates.</td>
</tr>
<tr>
<td>Monday, June 20th, 5:00 p.m.</td>
<td>On-line changes to the database for existing employees.</td>
</tr>
</tbody>
</table>

Monthly Payroll for the Period Ending June 30, 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, June 17th, 5:00 p.m.</td>
<td>Supporting documents for new appointments to Personnel Records.</td>
</tr>
<tr>
<td>Monday, June 20th, 3:00 p.m.</td>
<td>Payroll reallocations must be performed to be effective at FY 2016 EB rates. Any reallocations after this date will be at the FY 2017 EB rates.</td>
</tr>
<tr>
<td>Monday, June 20th, 5:00 p.m.</td>
<td>Additional pay on-line forms to Payroll.</td>
</tr>
<tr>
<td>Tuesday, June 21st, 4:00 p.m.</td>
<td>Time reporting data entry for late pay, reduction in pay, and late pay approval.</td>
</tr>
<tr>
<td>Wednesday, June 22nd, 5:00 p.m.</td>
<td>On-line changes to the database for existing employees.</td>
</tr>
</tbody>
</table>

FY2016 Closing Dates: Accounts Payable*

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, June 15th, 5:00 p.m.*</td>
<td>Final day to request Final Closing of Purchase Orders in FY 2016</td>
</tr>
<tr>
<td>Wednesday, June 15th, 5:00 p.m.*</td>
<td>PDA Forms to be processed in FY 2016</td>
</tr>
<tr>
<td>Wednesday, June 22nd, 5:00 p.m.*</td>
<td>Purchase Order invoices to be processed in FY2016</td>
</tr>
<tr>
<td>Wednesday, June 22nd, 5:00 p.m.*</td>
<td>Requests to correct and reverse receipts for FY2016</td>
</tr>
<tr>
<td>Friday, June 24th, 5:00 p.m.*</td>
<td>Will Call Checks to be processed in FY2016</td>
</tr>
<tr>
<td>Wednesday, June 29th, 7:00 p.m.</td>
<td>Final day for approved Concur Expense reports to be posted in FY16</td>
</tr>
</tbody>
</table>

* The dates listed above are the year-end processing cut-off dates for the Accounts Payable Office. In order to ensure that your requests are processed before the end of the Fiscal Year we are requesting you submit all forms by the dates listed. Requests submitted after these dates may still be processed before the end of the Fiscal Year however due to the increased volume of requests we receive during this time we cannot guarantee they will be processed.

The Bottom Line  June 2016
As we approach fiscal year-end, please be advised of the following closing guidelines for gifts.

Also, please remember that People Supporting Penn (PSP) recognizes gifts made within the fiscal year. FY16 PSP will include gifts made between 7/1/15-6/30/16.

June 30 Gift Date end of year processing:

- **June 30th**: Adjustments - Submit all adjustments for gifts recorded prior to June 30th.
  - **Special Note**: Contact Cassie Bartelme if an adjustment request is needed between July 1st and July 13th.
- **July 8th at Noon**: Gifts Office will close for fiscal year-end processing
  - Deliver to Gifts Accounting & Administration FY15 gifts (needs June 30th postmark).
  - **Special Note**: Contact Cassie Bartelme or your team representative if a gift is received during this time requires immediate attention.
- **July 13th**: Last day of Gifts close-out. Gifts Office will reopen for deliveries.
- **July 18th**: Begin preliminary reporting.

All June 30 postmarked donations must be received in Gifts Accounting and Administration by Noon, Friday, July 8, 2016 for inclusion in the gift date closing Wednesday, July 13, 2016.

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 30th gift date processing during the month of July.

Gifts will be processed with a June 30th gift date, so long as they are postmarked on or before June 30, 2016. 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.

Notify Jean Suta or Irma Lerma 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 close of business on June 30, 2016 in order to ensure they will be counted on the FY16 financials.

Should you have any questions on this information, contact:

Maria Perkins @ 8-8687  
Cassie Bartelme @ 8-3104 or  
Jean Suta @ 8-7254

*This means the postmark on the donor’s envelope (rather than the date of receipt) determines the date of the gift. It is crucial to retain all envelopes with any gift correspondence, which are submitted to the Office of Gifts Accounting & Administration, particularly at the approach of fiscal year-end and calendar year-end.
Remainder: Graduation Prizes and Awards

Tax and International Operations would like to remind you of IRS and University requirements regarding prizes and awards. Object Code 5344 Prizes and Awards has been created to separately identify payments made for prizes and awards to Penn-affiliated and non-affiliated individuals (other than employees) to better facilitate proper IRS reporting for these payments. Payments made to employees connected to their employment should be made in accordance with HR Policy #305 Extra Compensation.

Prizes and awards are amounts received primarily in recognition of religious, charitable, scientific, educational, artistic, literary, civic achievement, or as the result of entering a contest. All prizes and awards (with the exception of qualified scholarships) are includible in gross income (Code Sec. 74 (a); Reg. § 1.74-1(b)) unless all of the following conditions are met:

a) The recipient was selected without any action on his or her part to enter the contest.
b) The recipient is not required to render substantial future services as a condition to receive the prize or award.
c) The prize or award is transferred by the payer to a government unit or tax-exempt charitable organization as designated by the recipient.

All three of the above conditions must be met in order to exempt the prize from taxation.

IRS Reporting Requirements

For US and resident alien individuals, all prizes in the amount of $600 or greater must be reported by the University to the IRS on form 1099-MISC. It is the responsibility of all prize recipients, regardless of the amount of the prize, to report the taxable prize received to the IRS on their personal income tax returns.

For non-resident aliens, the University is required to withhold 30% tax on the full amount of the prize unless the individual is exempt from taxation under a tax treaty. To determine treaty eligibility, contact Tax and International Operations at doftaxoper@pobox.upenn.edu or Room 308 Franklin Building.

Department Reporting Responsibilities

For prizes of $600 or more issued to US and resident alien individuals, the following documentation must be forwarded to Accounts Payable:

a) The individual's name and address
b) A W-9 with the individual's social security number
c) Value of the prize

d) Complete W-8BEN

e) A copy of the individual's I-94 Card or stamp of entry, Passport

**Note - If the non-resident alien is an employee of the University, only the individual's name, address, and prize value is required to be forwarded to Accounts Payable.

It is important to inform the recipients of the income tax consequences of their winnings. Even in situations where the University is not required to report winnings, the recipients are responsible for reporting such payments on their individual tax returns.

The University is not in the position to offer specific tax advice. It is recommended that the individual consult with a tax professional.

Additional information on prizes and awards is set forth below and is also available by clicking on the Topic "Student Prizes" on the Comptroller's website at:


If you have any additional questions, please contact Tax and International Operations Helpdesk at doftaxoper@pobox.upenn.edu.
PO STATUS REVIEW

Click on the link below to see all of the PO’s statuses and depending on the status, whether or not a receipt or an invoice can be entered.

http://www.finance.upenn.edu/benknows/browse_topics/purchase_order_definitions/PO_Status_Descriptions.pdf

RESOLVING HOLDS

Reminder - All PO Managers are responsible for resolving their Invoice Holds. This includes those PO’s they have approved for a Requisitioner.

REJECTED VS. CANCELLING PO’S

Rejected Purchase Order
Please click on the link below for the specific scenarios for how to handle a ‘rejected’ purchase order:
http://www.finance.upenn.edu/benknows/browse_topics/purchase_order_definitions/po_rejected.shtml

Cancelling a Purchase Order
- Only ‘approved’ purchase Orders can be Cancelled, i.e. not ‘in process’
- The PO must not have been ‘invoiced’ or ‘receipted’ in the system
- Please click on the link below for how and when to cancel a PO:
  http://www.finance.upenn.edu/benknows/browse_topics/purchase_order_definitions/cancel.shtml

POs OVER $5,000

- All purchase orders over $5,000 must be receipted via the Requisitioner or PO Manager responsibilities.
- Please be sure to enter the receipt after receiving the goods/services.
- Do not ‘Express’ receive the PO if all of the goods/services have not been received.

FINALLY CLOSING POs

If a purchase order has been fully executed, i.e.
- All goods and/or services were received
- All invoices entered and holds resolved
- All checks issued to the Supplier
and the purchase order still has a remaining encumbrance balance, this PO is a candidate for a request to be ‘finally closed’. Click the link below for instructions on how to request a PO be finally closed via Accounts Payable:
http://www.finance.upenn.edu/benknows/browse_topics/purchase_order_definitions/final_close.shtml

REMINIDER FOR BUDGET JOURNALS

Posted Budget Journals cannot be marked to reverse in BEN Financials. To correct a posted Budget Journal a new Budget Journal must be created with the Debits and Credits reversed.

The Bottom Line  June 2016
**Changes to Legal Hiring Under Philadelphia Fair Criminal Standards**

The City of Philadelphia’s Fair Criminal Standards Ordinance, also known as the “ban the box” law, has been amended. The amendment went into effect on March 14, 2016.

The amendment changes when and how an employer may legally consider an applicant’s criminal record during the employment process. It also prohibits any automatic exclusion of applicants with criminal convictions from a job or class of jobs.

Penn is committed to fair and legal recruiting and employment practices. To honor that longstanding commitment, be sure to follow the guidelines below.

**Failure to comply with the amended Fair Criminal Standards Ordinance may result in fines up to $2,000, as well as lawsuits.**

**Dos and Don’ts**

- **Do not ask applicants or potential applicants to disclose or reveal any criminal convictions at any time during the application process.** According to Philadelphia law, the application process begins when the applicant inquires about employment and ends when the employer extends a conditional offer to the applicant. Asking applicants about criminal convictions before making a conditional job offer is unlawful, even if applicants are told that they need not answer the questions.

  You may notify prospective applicants that the University will conduct a criminal background check after a conditional job offer is made and that any consideration of the background check will be tailored to the requirements of the job. Indeed, a notice regarding background checks will appear on all job postings within Penn’s online employment application site [https://jobs.hr.upenn.edu](https://jobs.hr.upenn.edu).

- **Do not discuss a candidate’s criminal record during the application process, even if the candidate offers the information.** If candidates disclose a criminal conviction to you, inform them that criminal convictions are considered and addressed only if a candidate receives a background check as part of a conditional offer of employment.

  You can also refer to the newly updated Penn Hiring Officer Handbook at [https://www.hr.upenn.edu/myhr/resources/hiringofficer/handbook](https://www.hr.upenn.edu/myhr/resources/hiringofficer/handbook).

- **Do use Penn’s offer letter templates to ensure that your offer letter properly informs candidates that the employment offer is conditional on satisfactory background check results.** Updated templates are now available for download at [https://www.hr.upenn.edu/myhr/resources/forms/recruitment#offer](https://www.hr.upenn.edu/myhr/resources/forms/recruitment#offer)

**The Bottom Line**  June 2016

- **Do not extend an offer to another candidate until the preferred candidate’s background has been investigated.** The amended Philadelphia law requires 10 business days for conditionally hired candidates to provide evidence of the inaccuracy of information in their background check or to provide an explanation regarding their background check.

**Background Checks Will Continue**

The University will conduct criminal background checks on all candidates for regular full- and part-time staff positions who receive conditional employment offers; however Penn’s online employment application forms will no longer ask applicants to consent to a background check at the start of the application process. A criminal background check must be completed before a candidate’s start date.

All background checks must be reviewed by an HR representative. No candidate will be automatically excluded from employment due to a felony or misdemeanor conviction. Rather, all convictions will be reviewed and analyzed in accordance with applicable legal requirements, taking into consideration various factors including but not limited to the nature of the offense, the time that has passed since the offense, the particular duties of the job being sought, the applicant’s employment history before and after the offense and any period of incarceration, any character or employment references provided by the applicant, and any evidence of the applicant’s rehabilitation since the conviction. Please consult your HR representative for further guidance.

**For More Information**

If you have any questions or concerns, please contact your school or center HR recruitment representative. For a listing of representatives, check the Recruitment and Staffing contacts page at: [https://www.hr.upenn.edu/myhr/resources/hiringofficer/contacts](https://www.hr.upenn.edu/myhr/resources/hiringofficer/contacts), or call Recruitment and Staffing at 215-898-7287.

You can also visit the Philadelphia’s New and Alerts at [https://cityofphiladelphia.wordpress.com/2015/12/15/mayor-nutter-signs-legislation-supporting-returning-citizens-looking-for-employment/](https://cityofphiladelphia.wordpress.com/2015/12/15/mayor-nutter-signs-legislation-supporting-returning-citizens-looking-for-employment/)

**System Generated Emails**

A system generated email will be sent to all hiring officers at the time a new job requisition is posted to PeopleAdmin. The email will highlight Ban the Box amendments and the University of Pennsylvania’s updated hiring process.
Lynda.com Now Available to All Penn Faculty and Staff

Information Systems and Computing is pleased to announce that Penn has entered into a new, expanded agreement with Lynda.com, an online video training service that provides instructional videos covering a wide range of software products, technologies, and business topics. The new agreement now includes all Penn full-time and part-time faculty and staff.

With more than hundreds of course offerings and new courses added weekly, Lynda.com provides a convenient learning experience. Courses are designed for all learning levels and are often presented in 3 to 5 minute segments, playlists make it easy to manage and customize your Lynda.com experience, and bookmarks allow easy reference to favorite course sections. Access to Lynda.com is available 24/7 from your desktop or mobile device, allowing you to learn at your own pace and schedule.

Whether you’re looking to brush up on existing skills, learn new skills, or explore what’s up and coming, we invite you to include Lynda.com as part of your professional development. To access Lynda.com at Penn, go to http://lynda.upenn.edu and authenticate via your PennKey and password. For more information, please visit Penn’s Lynda.com service at https://www.isc.upenn.edu/lyndacom

ISC would like to acknowledge the Division of Human Resources for their support which helped to offset School and Center costs.

Mainframe Password Policy Change

As of April 12, 2016 you are no longer required to physically go to ISC’s Customer Service area (3401 Walnut Street, B Suite) to obtain a mainframe password reset. Streamlined personal verification mechanisms are being utilized to allow Infrastructure Operations to perform this service remotely and securely.

Should you require your mainframe password to be reset, note the following change:

- Between the weekday hours of 8:00 a.m. to 4:00 p.m. please contact Angela Henry (8-5031) or Maria Roberts-Reyes (8-8057). Once your identity is verified, you will receive your temporary password via Secure Share.
- Additionally, there is no change to the weekday process for password violation resets, where you have exceeded the number of attempts to enter your password. However, for weekend and off hours support for this activity please contact our Operations partner, Blue Hill Data Services at 1-845-627-8450.
- Should you have any questions, please contact Paul Gentile at 8-9926.

BusinessObjects Upgrade This Summer

This summer, Penn is upgrading to the next major release of BusinessObjects: Business Intelligence 4 (BI4). While BI4 is very similar to our current version, BusinessObjects XI3.1, there are some navigational and feature changes. Some highlights include:

- a new “BI Launchpad” replaces InfoView
- multiple reports files can be opened and used at once in the same session
- updated Excel version support
- Fit to Page returns
- and more!

ISC is planning a few different ways for you to learn about and become familiar with BI4: show-and-tell sessions are planned for July, and a new Knowledge Link course (BusinessObjects 4.X – Informational Training, UP.91028.ITEM.BI4) provides a step-by-step overview of navigation and features for both new and existing BusinessObjects users. There will also be new and updated FAQs and How-To guides available on the web once the new version is live.

The upgrade is planned for the weekend of July 23, 2016. Over the course of that weekend, the current XI3.1 version will be unavailable while all users and reports will be migrated from XI3.1 to BI4. Further information, including the exact timing of the outage and the schedule for informational sessions, will be communicated to BusinessObjects users via the Warehouse listserv closer to the date. Please feel free to contact data-staff@isc.upenn.edu if you have any questions about the upgrade in the meantime.
When a Purchasing Card account has become compromised, the cardholder will see a new message when logging into PaymentNet. The instructions on the screen are as follows: A replacement card with a new account number has been issued for your account ending in xxxx. Please activate the card upon receipt. Your account will function normally until the new card is activated. Transactions authorized on this account will post to the respective new account number.

The cardholder can continue to use the compromised Purchasing Card account until the replacement account becomes activated. All transactions and pending payments from the current cycle, as well as account information, will be transferred to the replacement account when it is created. Subsequent activity on the compromised account will be transferred on a daily basis until the cardholder activates the replacement account. If the replacement account is not activated within a specified number of days, the compromised account will be marked as Lost or Stolen and the replacement account will be blocked until it is activated.

A new card will be issued and it will be sent to PCard administration for distribution. If you have questions or concerns, please feel free to contact pcardsup@upenn.edu.

New Changes in Effect with Penn Travel Services

Penn Purchasing Services and Penn Travel Services are pleased to announce that after the completion of a collaborative request for proposal process that brought together representatives from various Schools and Centers, the University has renewed its contract with World Travel.

The competitive bidding effort has resulted in several new changes in the travel management company's contract with Penn, including significantly reduced fees for booking travel; enhanced automation for ticketing; inclusion of an international specialist on World Travel's agent team; and the company's commitment to service level requirements that meet and exceed Penn's standards for excellence.

To learn more about the savings University departments will experience along with the travel assistance that World Travel offers Penn travelers, contact travel@upenn.edu. Here a link to our April newsletter that may also be helpful: http://cms.business-services.upenn.edu/penntravel/images/stories/Newsletters/travel%20issue%205%202016.pdf

The Bottom Line June 2016
EDI-enabled suppliers have an automated order entry process and any additional line item information may cause a delay in the order fulfillment. If you require a rush delivery, please coordinate the expedited shipping requirement with the supplier when creating the purchase order.

Some Penn Marketplace suppliers offering free shipping may also require a minimum order amount to qualify. Additionally, free shipping may not always apply to all product offerings from a supplier when a product is shipped directly from the manufacturer or wholesaler.

BEN Buys users can have cart assignments delegated to someone else when away from the office. To set a delegate/substitute, go to the Penn Marketplace and then to the “View Draft Carts”.

Then select “Assign Substitute” and search for the user you want to receive carts in your absence.

To return to original setting, click “End Substitution” on the same screen.
Reminder! Vacation time is just around the corner – don’t forget to request a Vacation Rule to be set up in BEN Financials during your absence. Just click here: http://www.purchasing.upenn.edu/forms/vacation_rule_delegation.php
From the Desk of...

The Cashier’s Office

The policy for deposits is to bring them to the Cashier’s Office the day they are created in Ben Deposits. We frequently have to call or email depositors who have deposits out there for over a week. This causes a risk of loss. So please bring the deposits over as soon as they are created.

Also, if you don’t receive an email receipt the following morning for deposits dropped off, please call the Cashier’s Office at 215-898-7258. It is easier for us to investigate issues that are current.

When the Cashier’s Office is closed between 12:00 and 2:00 p.m. please place the items in our drop off box. This is located on the right side of our office at 110 Franklin Building, 3451 Walnut St. There is a blue sign above it. You can fold envelopes anyway necessary to fit in the box.

Thank You,
Tammy DeSalis
Manager, Cashier’s Office
desalis@upenn.edu

Quarterly Quote

“My dear terrified graduates, you are about to enter the most uncertain and thrilling period of your lives. The stories you’re about to live are the ones you’ll be telling your children and grandchildren and therapists. They are the temp gigs and internships before you find your passion. They are the cities you live in before the opportunity of a lifetime pops up halfway across the world. … There will be blind alleys and one-night wonders and soul-crushing jobs and wake-up calls and crises of confidence and moments of transcendence when you are walking down the street, and someone will thank you for telling your story because it resonated with their own.”

Lin-Manuel Miranda
Pulitzer-Prize winning director of "Hamilton: An American Musical"
University of Pennsylvania
May 16, 2016

Quarterly Quiz

Instructions: To participate in the contest, please submit your answers to the questions at the right, found in this issue of The Bottom Line, via email to training@exchange.upenn.edu no later than August 1, 2016. The Winner will receive a gift certificate for two for the University Club!

Last Quarter’s Winner – Congrats!
Rachel Szkaradnik, Business Administrator
Mack Institute for Innovation Management / Wharton Digital Press

1. What are the FY16 closing dates for PDA forms and Purchase Order Invoices?
2. Who is responsible for resolving all of their ‘Holds’?
3. On the Closing Schedule QRG, what is the last day to process all ADJ-16 manual JE directly to the ADJ-16?
4. Who do you contact to reset your mainframe passwords?
5. When is the next BEN Assets training class?

The Bottom Line
June 2016