

# Bottom Line

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



## FOOTNOTE FROM THE COMPTROLLER

As the end of Fiscal Year 1997 rapidly approaches, I would like to take this opportunity to reflect about a year that will certainly be long remembered at the University as well as discuss the impending closing. Risking an understatement, I will say that this has been a challenging, some might say difficult and trying, year for all of us. However, I also believe that we have successfully made the difficult transition from the old to new through the collective, sometimes heroic, efforts of the entire Penn community. I don't say this because our work is finished, since I know that there will have to be a commensurate effort to close-out FY 1997 and begin FY 1998 over the next several months. I can say this since we have made significant initial strides this fiscal year in effecting the implementation of Penn's next generation financial management systems.

On pages 2,3 and 4, you will find the schedules for the financial closing for FY 1997. All University operating departments need to adhere to these schedules in order to ensure both a timely closing and concurrent transition to the new fiscal year. As with everything else with FinMIS, closing procedures will be a little different than year's past. While we have maintained the concept of a thirteenth month (ADJ-97), this year will be different in that there will be no "old year" activity processed from Account Payable (AP) after June. The ADJ-97 period will be used to process correcting journals and final cost and revenue allocations. We will, however, be posting an expense accrual for those purchase orders where receipt of goods and services has been acknowledge, but we have not received the invoice. Instructions recently went out via e-mail on FinMIS Direct which outlined the clean-up procedures that you should be using for purchasing and accounts payable activity.

I urge anyone with some responsibility for the closing to carefully read the closing information that is disseminated. This information (including the FY 1998 Object Code Listing) will also be available on the Comptroller's Homepage, which can be accessed at <http://www.upenn.edu/comptroller/>. Even though this closing will be a little different, I remain confident that with everyone's continued cooperation and efforts that this too will be successful.

Thanks for your continued help and cooperation.

Kenneth B. Campbell  
Comptroller



## WEB SITES

### **Comptroller's Office - Travel Program**

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

### **Project Cornerstone (FinMIS)**

<http://www.umis.upenn.edu/cornerstone/>

### **Cornerstone Support Information Home Page**

<http://www.umis.upenn.edu/cornerstone/hotline>

### **Information Systems & Computing**

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

### **Purchasing (Acquisition Services)**

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

### **Student Financial Services**

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

## In this Issue...

Dates to Remember .....	Page 19
Did You Know? .....	Page 21
Fiscal Year End Closing Schedule .....	Page 2
Financial Training Seminars.....	Page 25
FinMIS Tips .....	Page 17
Footnote From the Comptroller .....	Page 1
Message From the Manager .....	Page 24
Most Frequently Asked Questioned Answered .....	Page 24
Student Financial Services .....	Page 22
Travel Advisory.....	Page 15
Quarterly Quote.....	Page 13
Web Sites.....	Page 1

## FISCAL YEAR 1997 YEAR END CLOSING INSTRUCTIONS

The text of these documents is available on the Comptroller's homepage <http://www.upenn.edu/comptroller>

Also, a complete General Ledger Object Code Listing for Fiscal Year 1998 is also available on the Comptroller's homepage.

If you have any questions, please contact your Senior Business Administrator.

### OVERVIEW

The FY 1997 year-end closing schedule has been developed to accommodate both the implementation of FinMIS and the resulting changes in business processes which occurred during the year.

In general, the concept of a 12th, 13th, and 14th month will remain the same. The 12th month will be from June 1st to June 27th. All 12th month entries will be recorded in accounting period JUN-97. The 13th month will be from June 30th to July 18th. All 13th month entries will be recorded in accounting period ADJ-97. The 14th month will begin on July 21st and end at the Comptroller's discretion. As in the past, the 14th month period will be utilized solely for the purpose of recording audit adjustments and final Comptroller's closing entries. Transactions for the 14th month period will also be entered in accounting period ADJ-97.

In order for you to obtain reports for ADJ-97 for 13th month transactions only, you will need to submit all report requests for this period from July 21st through July 25th. Reports submitted before July 18th will report incomplete activity for ADJ-97 while reports submitted after July 25th may include 14th month transactions.

A new year-end process, the Annual Equipment Transfer, has been added. With the implementation of FinMIS it was decided that certain fixed assets, including moveable equipment, library acquisitions, rare books and collectibles, would initially be recorded during the year at the specific fund level in object codes 183x, 184x, and 185x and transferred from the specific fund to the school/center's unrestricted fund at fiscal year end.

In order to represent fixed assets appropriately, two related annual processes will move fixed asset balances from the specific fund in which they were first recorded to the school/center's unrestricted fund. The first process will

move the fixed asset balances from the specific fund to the unrestricted fund. Once this is completed, then the balances in the current year fixed asset codes will be transferred to the prior year asset codes (object codes 1821 - 1828). This process will run over the weekend of June 27th. More information about this process will be provided in June.

### FinMIS SCHEDULE

FinMIS will be available to end users during the months of June and July for the normal operating hours of Monday through Saturday, 8 a.m. to 8 p.m. with the following exceptions:

Fri	Jun 20	6 p.m. to	PILLAR load of FY 1998
Mon	Jun 23	8 a.m.	Original Budget to FinMIS
Fri	Jun 27	6 p.m. to	JUN-97 (12th month)
Mon	Jun 30	8 a.m.	closing
Thurs	Jul 3	8 p.m. to	July 4th holiday
Sat	Jul 5	8 a.m.	
Fri	Jul 18	6 p.m. to	ADJ-97 (13th month)
Mon	Jul 21	8 a.m.	closing

### ACQUISITION SERVICES

#### FY 1997

For Purchase Orders (POs) placed in FY 1997 to be accounted for as expenditures in FY 1997, the following conditions must be met:

- for a PO where receipt is not required, the goods and services must be delivered and the invoice received in Accounts Payable by 12 p.m. on June 13.
- for a PO where receipt is required, the goods and services must be receipted in FinMIS by June 27.

An exception to this is for purchases made through the Computer Connection (whether or not a receipt is required). All goods delivered through June 27th by the Computer Connection will be charged in FY 1997.

All open encumbrances at the end of FY 1997 will roll forward in FinMIS to FY 1998.

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# FISCAL YEAR 1997 YEAR END CLOSING INSTRUCTIONS

## ACQUISITION SERVICES (cont.)

**FY 1998**

Purchase Orders placed on June 30 will be accounted for in FY 1998. When entering a PO on June 30 only, you will need to override the default "GL Date" and enter "01-JUL-97" in the field instead. The GL Date field can be found on either 1) the Purchase Order Entry Defaults screen if you have selected "Default" in the "Additional Purchase Order Header Information" field of the Purchase Order Header zone or 2) the Purchase Order Distribution zone.

## ACCOUNTS PAYABLE

**General**

Fri June 13 12 p.m. Purchase Order Invoices received to be processed in FY 1997

Fri June 20 C-Forms to be submitted for FY 1997

**ProCard**

Mon June 30 Last FY 1997 batches available for review and reallocation

Tues July 8 June 30th batches posted to ADJ-97

NOTE: The "normal" ProCard batches of July 7 will not be released until Monday, July 14.

Mon Jul 14 The ProCard batches of July 7 that was withheld will be released with the regularly scheduled Pro-Card batches of July 14

Fri Jul 18 July 7th and 14th batches posted to JUL-97

## BUDGET ADMINISTRATION

**FY 1997**

Fri June 27 Last day to process budget journals for FY 1997

**FY 1998**

Fri May 23 Refreshed Pillar files returned to schools/centers

Mon June 9 Detailed Pillar budget files for FY 1998 due

## PAYROLL

Weekly payroll for the pay period ending June 22, 1997:

Tues June 17. 5 p.m. Supporting documents for new appointments to Personnel Records

Fri June 20, 5 p.m. Vacation, advance and additional pay forms are to Payroll

Mon June 23 3 p.m. Time reporting data entry of positive/exception employees. Payroll reallocations must be performed.

Mon June 23 5 p.m. Database on-line changes to existing employees

**Monthly payroll for June 1997:**

Mon June 16 5 p.m. Supporting documents for new appointments to Personnel Records

Mon June 16 4 p.m. Additional pay forms to Payroll

Thurs June 19 4 p.m. Time reporting data entry for late pay, reduction in pay, and late pay approval

Fri June 20 5 p.m. Database on-line change to existing employees

Mon June 23 3 p.m. Payroll reallocations must be performed

Salary increases can be processed on-line using SALINC. Refer to FY 1998 Faculty/Staff Salary Increase Program Guidelines for detailed instructions.

## SALINC

Mon May 19 SALINC database opens

Fri June 13, 5 p.m. SALINC database closes

**FY 1998**

First weekly payroll for FY 1998 will be for the week ending June 29, 1997, and will be payable on July 3, 1997.

Annual increases for weekly paid personnel will be effective for the week ending July 6, 1997 and will be payable on July 11, 1997.

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**FISCAL YEAR 1997 YEAR END CLOSING INSTRUCTIONS (CONT.)**

**GENERAL LEDGER**

**12th Month:**

Fri	June 13		Mapping change requests with an effective date of 7/1/97
Wed	June 18		Import and posting of all feeders, except payroll, CGP, and BRS
Fri	June 20		Suspense account reconciliation and clean up
Fri	June 20		Posting of Spring 97 final tuition distribution
Thurs	June 26	12 p.m.	Gifts to CGP for processing in JUN-97
Fri	June 27		Last day to process all JUN-97 manual journals
Fri	June 27	12 p.m.	D-Slips to Cashier's Office for processing
Fri	June 27	6 p.m.	FinMIS closed for JUN-97 processing
Sat	June 28		Service Center and Sub-ledger 3 type 2 conversion sweep for JUN-97 activity
Sun	June 29		Posting of Annual Equipment Transfer

**13th Month:**

Mon	June 30	8 a.m.	FinMIS available for ADJ-97 and JUL-97 processing
Mon	June 30	12 p.m.	Gifts to CGP for processing
Mon	June 30	12 p.m.	D-Slips to Cashier's Office for processing
Mon	June 30,	3 p.m.	Direct deposits received by Mellon Bank
Thurs	July 10		Last day to transmit all feeders
Fri	July 11		Final TIF income distribution
Mon	July 14		Final CTF income distribution

Tues	July 15		Final AIF income distribution
Fri	July 18		Last day to process all ADJ-97 manual journals
Fri	July 18		Final Summer I Tuition distribution
Fri	July 18	6 p.m.	FinMIS closed for ADJ-97 processing
Sat	July 19		Service Center and Sub-ledger 3 type 2 conversion sweep for ADJ-97 activity
Fri	July 25		13th month reporting completed

It is important to note that from June 30th through July 18th, two accounting periods, ADJ-97 and JUL-97, will be open. The batch naming convention for manual journal entries for ADJ-97 only will be ADJ97.xxxx.zzz.mm/dd.nn where xxx is the user's org, zzz is the user's initials, mm/dd 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 batch header zone will be ADJ-97. However, it is possible to select JUL-97 in error. By adding the ADJ97 prefix to the batch name, you will be able to more easily identify journals that were erroneously entered into JUL-97. 13th month batches should only have the ADJ97 prefix in the batch name as well as have the period of ADJ-97 selected.

If you are entering a journal for FY 1998, the standard batch naming convention applies. However, you will need to navigate to the period field in the batch header zone and select JUL-97 since ADJ-97 will be the default when you are in the Enter Journals Screen.

It is the responsibility of each general ledger end user to confirm that the batches he/she creates is posted to the correct period.

## NEW OBJECT CODES ADDED IN FY97 AND AVAILABLE FOR FY98

### BACKGROUND

As a result of changes in business processes we have created additional object codes since July 1, 1997. Below follows a complete list of the new object codes.

FYI. Report 503.GA: Segment Values Extract, will provide a complete listing of object codes.

In addition, only one change was made to the compensation object codes and their relationship to legacy account subcodes. Object code 5048 maps to subcode 140 and should be used for Teaching Fellows (not subject to EB).

### NEW ASSET OBJECT CODES

Value	Description	Legacy Subcode
1238	Net Present Value Discount	125
1241	Commonwealth Receivable	120
1538	Due To/Due From Part-time Employee Benefits	124
1539	Due To/Due From Misc Charges (Overhead exempt)	120
1790	Investments in Subsidiaries	None
1821	Prior FY Moveable Equipment	182, 260-268
1822	Prior FY Library Acquisitions	184, 270-277
1823	Prior FY Rare Books/Collectibles	185, 279
1827	Prior Yr Accum Depreciation - Moveable Equipment	189
1828	Prior Yr Accum Depreciation - Library	189
1838	Donated Equipment	182
1858	Donated Collectibles	185, 279
1860	Intangible Assets	None

### NEW LIABILITY OBJECT CODES

2130	Dental Insurance Withholding	21X
2137	UPHS Health P.O.S. Plan	21X
2154	Equivest	21X
2155	Keystone - Retirees	21X
2340	FAS 106 - Accrued Expense	21X
2341	Vacation - Accrued Expense	21X
2342	Pension - Accrued Expense	21X
2343	Interest on LT Debt- Accrued Expense	21X
2344	Faculty Early Retirement - Accrued Expense	21X
2402	Bookstore Liability	None
2783	Prior FY Plant Advance	260, 270
2784	Prior FY EPLP Loans	260, 270
2785	Prior FY Other Internal Loans	260, 270

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## INTELLECTUAL PROPERTY PARTICIPATION AGREEMENT

On July 1, 1993, the President and the Trustees of the University of Pennsylvania adopted a restated Policy and Procedures on Inventions and Patents, and a new Policy and Procedures on Tangible Research Property.

These Policies and Procedures apply to all faculty, staff and students of the University, and particularly to individuals participating in externally sponsored research since sponsoring agencies frequently require the University to take title to and protect intellectual property developed with their funds.

These Policies and Procedures are available from the Center for Technology Transfer (CTT) (573-4500) or through its web site at <http://www.upenn.edu/ctt/>

In order for the University to fulfill its contractual obligations to research sponsors and in consideration for employment, all University personnel including students, who work on sponsored research projects, with the exception of clerical and secretarial personnel, must sign an Intellectual Property Participation Agreement which should be maintained on file in the departmental business office in the individual's personnel records. Copies of the form are available through CTT or its web site. PLEASE DO NOT send the forms to ORA or CTT as they will only be returned. Questions concerning the Participation Agreement or the Policies and Procedures should be directed to CTT.

## SPONSORED PROGRAMS - EQUIPMENT REPORTING ISSUE

The University policy regarding the capitalization of equipment is \$5,000. However, occasionally a sponsor of a grant or contract requires the university to report items of expendable equipment (value less than \$5,000) as "Equipment". Research Accounting can accommodate this request when, and only when, the department business administrator identifies the items to be reported in this manner. Where this situation exists, the Financial Report Frequency Code in the attribute record of the fund must indicate that the financial report is to be submitted in coordination with the principal investigator (Code PI). When this situation involves a monthly billing, The Billing Frequency Code should also indicate PI and the department administrator must identify for Research Accounting of the items not later than the first working day of the month. This information should be made by e-mail to the appropriate research accountant.

If Overhead is not awarded on these items, Research Accounting will make the appropriate adjustment.

The foregoing does not in any way modify the University's definition of equipment. The related cost of these items must not be journaled to an equipment object code. The only items charged to the 18XX object code should be items equal to or in excess of the \$5,000 limit.

### NEW OBJECT CODES (CONT.)

#### NEW REVENUE OBJECT CODES

Value	Description	Legacy Subcode
4104	Undergraduate Guarantee Adjustment - Tuition	None
4191	Tuition, Teaching Fellow	225
4194	Undergraduate Guarantee Adjustment - Aid	None
4398	Refunds	030
4403	Contributed Services	None
4404	Realized Gain/Loss on Gift of Securities	090
4405	Gift Overhead Recovery	097
4704	Realized Gain/Loss on Gift of Securities	030
4813	Reclassification, Overhead	None
4814	Reclassification, Time-based Restrictions	None
4824	Inter-Entity Equity Transfers	369
4825	Other Transfers Out	369
4826	Equipment Close Out	None
4827	Transfers for Reinvestment	79X
4839	University Bank	800-819
4915	Interest Income	None
4918	Royalty - Internal Distributions	090
4919	Royalty - External Distributions	090

#### NEW EXPENSE OBJECT CODES

5048	Teaching Fellow (EB exempt)	140
5193	Prior Period EB Adjustment	190
5275	External: Photographic/Illustrative Services	230
5293	Loan Write-Off/Recovery	None
5294	University Contribution of Employee Benefits	360
9523	Suspense: WH Reprographics	None
9524	Suspense: WH Audiovisual	None
9525	Suspense: Cell Center	None
9526	Suspense: ULAR Animal Proc	None
9527	Suspense: ULAR Per Diem	None
9528	Suspense: Computer Connection	None
9529	Suspense: PENN Card	None
9530	Suspense: Faculty Club	None
9531	Suspense: Dining Service	None
9532	Suspense: LRSM	None
9533	Suspense: Physics	None
9539	Suspense: Chemistry	None
9540	Suspense: Med Computing	None
9541	Suspense: Radiation Safety	None
9542	Suspense: AFSA	None
9543	Suspense: Med Copy Center	None

#### OBJECT CODES WHICH HAVE CHANGED USE OR MEANING

Object	Original Description	New Definition
4187	Tuition, Teaching Assistants and Fellows	Tuition, Teaching Assistants (only)
4820	Other Transfers between/within Centers	Transfers - In
5040	Teaching Assistant (including Teaching Fellows)	Teaching Assistants(only)
5048	Not applicable	Teaching Fellows (only)

# SPECIAL INSTRUCTIONS FOR COMPENSATION SUBCODES FOR FY98 AND BEYOND

Specific compensation subcodes in Payroll/Salary Management are associated with specific object codes in FinMIS. This document summarizes the relationships. Items in bold indicate a new object code that was created in FY97.

## SUBSIDIARY LEDGER ACCOUNTS

(excludes 7-5xxxx subledgers/fund 000010 in FinMIS)

### NON-ACADEMIC PROFESSIONAL STAFF

<i>Subcode</i>	<i>Object</i>	<i>Definition</i>
100	5100	Salaries: Financial/General Administrative Professional [FT EB]
102	5104	Allowances: Financial/General Administrative
105	5131	Salaries: Technical/Specialized < 1000 hours [PT EB]
106	5056	Administrative Stipend [FT EB]
107	5130	Salaries: Financial/General Administrative <1000 hours [PT EB]
108	5102	Extra Services: Financial/General Administrative [FT EB]
109	5103	Extra Services: Technical/Specialized Professional [FT EB]
110	5101	Salaries: Technical/Specialized Professional [FT EB]

### ACADEMIC STAFF

<i>Subcode</i>	<i>Object</i>	<i>Definition</i>
120	5010	Standing Faculty, includes Clinical Educators [FT EB]
124	5057	Allowances [FT EB]
125	5011	Non-Standing Faculty, includes Associated Faculty [FT EB]
129	5054	Other Teaching [FT EB]
130	5052	Summer Instruction [FT EB]
131	5053	Summer Research [FT EB]
132	5040	Teaching Assistant [NO EB]
133	5041	Research Assistant [NO EB]
134	5042	Post-Doctoral Researcher [NO EB]
135	5043	Post-Doctoral Trainee [NO EB]
136	5044	Research Fellow [NO EB]
137	5045	Pre-Doctoral Fellowship [NO EB]
138	5030	Scholarly Leave [NO EB]
139	5046	Educational Fellowship [NO EB]
140	5048	Teaching Fellow [NO EB]
141	5047	Post-Doctoral Research, subject to FICA [PT EB]
142	5050	Intra-University Honoraria [FT EB]

143	5051	Intra-University Consulting [FT EB]
144	5055	Extra: Non-Teaching Services [FT EB]
145	5020	Faculty, includes Emeritus and Associated Faculty [PT EB]

### NON-ACADEMIC SUPPORT STAFF: HOURLY, PERMANENT WEEKLY PAID

<i>Subcode</i>	<i>Object</i>	<i>Definition</i>
150	5110	Salaries: Financial/General Administrative Support [FT EB]
151	5111	Salaries: Technical/Specialized Support [FT EB]
152	5112	Extra Services/Overtime: Financial/General Admin Support [FT EB]
153	5113	Extra Services/Overtime: Technical/Specialized Support [FT EB]

### NON-ACADEMIC SUPPORT STAFF: HOURLY PERMANENT/PART-TIME

<i>Subcode</i>	<i>Object</i>	<i>Definition</i>
160	5120	Wages: Financial/General Administrative Support [FT EB]
161	5121	Wages: Technical/Specialized Support [FT EB]
162	5122	Extra Services/Overtime: Financial/General Admin Support [FT EB]
163	5123	Extra Services/Overtime: Technical/Specialized Support [FT EB]

### NON-ACADEMIC SUPPORT STAFF: TEMPORARY/PART-TIME (<1000 HOURS/YR)

<i>Subcode</i>	<i>Object</i>	<i>Definition</i>
180	5132	Salaries: Financial/General Administrative [PT EB]
181	5133	Salaries: Technical/Specialized [PT EB]
185	5134	Hourly: Financial/General Administrative [PT EB]
187	5135	Hourly: Technical/Specialized [PT EB]
188	5139	College Work Study [NO EB]

### EMPLOYEE BENEFITS

<i>Subcode</i>	<i>Object</i>	<i>Definition</i>
190	5190	Full Time Employee Benefits
194	5191	Part-Time Employee Benefits

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## SPECIAL INSTRUCTIONS FOR COMPENSATION (CONT.)

### SUBSIDIARY LEDGER ACCOUNTS (excludes 7-5xxxx subledgers/fund 000010 in FinMIS) Subcodes which are no longer valid

Invalid Subcode	Valid Subcode	Definition
101, 103-104	100 or 110	Financial/General Administrative Technical/Specialized
111-119	110	Technical/Specialized
121-123, 126-127	120 or 125	Standing Faculty Non-Standing Faculty
128	129	Other Teaching
146-149	145	Faculty subject to part-time EB
154-159	150 or 151	Financial/General Administrative Technical/Specialized
164-179	160 or 161	Financial/General Administrative Technical/Specialized
182-184	180 or 181	Financial/General Administrative Technical/Specialized
186,189	185 or 187	Financial/General Administrative Technical/Specialized

### SUBLEDGER 7-5XXXX ACCOUNTS (CONSTRUCTION PROJECTS)

In FinMIS construction projects are identified by Fund 000010 and a specific Program. The compensation costs are recorded in object codes which are different than the ones used for all other subledgers.

Charging payroll costs to construction projects requires prior approval from Facilities Management, and coordination with the Comptroller's Office to enable the appropriate subcode-to-object code mapping.

Subcode	Object	Definition
150	1971	Technical/Specialized [FT EB]
190	1975	EB [FT EB]

### GENERAL LEDGER ACCOUNTS

Administrative, Faculty and Support Staff		
Subcode	Object	Definition
121	1251 or 1521	Health Affiliates Administrative and Support Staff (FT EB) CPUP - Administrative and Support Staff (FTEB)
122	1252 or 1522	Health Affiliates Faculty Salaries (FT EB) CPUP Faculty Salaries (FT EB)
123	1253 or 1523	Health Affiliates Support Staff (PT EB) CPUP Support Staff (PT EB)
128	1254 or 1524	Health Affiliates Salaries (NO EB) CPUP Salaries (NO EB)

## SPONSORED PROGRAM HOMEPAGE ADDRESSES



FASTLANE allows PI's to check on the status of their NSF proposals, prepare electronic proposals to NSF, submit the final report of their NSF grant:

<http://www.fastlane.nsf.gov/>

Information on foundations, their offerings and regulations:

<http://www.philanthropy-journal.org/plhome/plhome.htm>

The NCURA page is a good resource for Federal agency information.

<http://nhse.cs.rice.edu:80/ncura/>

The Library of Congress is good for federal regulations.

<http://lcweb.loc.gov/homepage/lchp.html>

FEDIX provides information on Federal Resources. It has a free service to inform faculty when agencies are seeking proposals in their areas.

<http://web.fie.com/>

Penn subscribes to SPIN, through which faculty can search for sources of support.

<http://spin.infoed.org/>

University policies on Research Administration are on the VP for Research homepage:

<http://www.upenn.edu/VPR/VPRHP.html>

Tech Transfer maintains the patent policies and related documents at:

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

## ***FINMIS SCHOOL/CENTER ACCESS ADMINISTRATOR***

Responsible for ensuring that all FinMIS Logon Access is appropriately administered.  
Serve as the main School/Center contact when questions arise regarding FinMIS related activity.

Name	#	Sch/Cen	Phone	E-Mail Address
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Pat Burke	13	SEAS	8-7916	burke@seas
Darlene Sparks	19	Annen Center	8-6704	sparksjd@pobox
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Alan Waldt	26	Museum	8-4052	awaldt@sas
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Delores Bristow	35	Social Work	8-5527	dbristow@ssw
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Anna Colasante	78	Internal Audit	8-7260	annamc@pobox
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Janet Dwyer	81	President	8-0448	dwyer@pobox
Bill Turner	84,85,86	Univ Life	8-4922	turner@pobox
Sara Doebley	87	Finance	8-4733	doebley@pobox
Mike Merritt	87	Finance (SFS)	8-9971	merritt@sfs
Paul Weidner	88	Medical Ctr	8-8835	smbotrng@mail.med
Ronnie Marino	89	EVP	8-6693	vmarino@pobox
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Margaret Smith	91	ISC	8-8602	smithm@isc
Gary Truhlar	92	Human Res	8-5896	truhlar@pobox
Laural Seebadri	93,95	Business Svcs	8-2489	seebadri@pobox
Florence Griffin	96	Fac Mgmt	8-6644	griffin3@pobox

## ***FINMIS TRAINERS/IMPLEMENTATION SUPPORT HOTLINE***

Responsible for handling FinMIS related questions at the School/Center level. As appropriate or necessary, they are instructed to contact the Central Administrative Offices for additional information/support.

Name	Sch/Cen	Phone	E-Mail Address
Audrey Masciocchi	SAS	8-8593	masciocc@dept.physics
Sophie Luzecky	SAS	8-0888	sluzecky@sas
Lorene Eighme	SAS	8-7123	leighme@sas
Janet Conway	SAS	8-4810	jconway@econ.sas
Mai Friedman	Provost	8-6841	friedman@pobox
John Westdyke	Nursing	8-9943	westdyke@pobox
Roxanne Bataitis	Wharton	8-1824	bataitis@wharton
Christopher Bristow	SEAS	8-7916	bristow@seas
Stephen Goff	Annen Center	8-5828	sgoff@pobox
Edwin Ledwell	DIA	8-6121	ledwelle@pobox
Alan Waldt	Museum	8-4052	awaldt@sas
Joyce Cook	Grad Ed	8-8223	joycec@nwfs.gse
Kathy Lorenz	GSFA	3-3679	lorenz@pobox
Delores Bristow	Social Work	8-5527	dbristow@ssw
Donna Burdumy	Annen School	8-2517	adb@asc
Paul Weidner	Medical	8-8835	smbotrng@mail.med
Todd Swavely	Medical	8-8835	smbotrng@mail.med
Merceda Lafferty	Medical	3-4064	merceda@mail.med
Darlene Dziomba	Library	8-7567	darlene@pobox
Linda Kristekas	Dental	8-5405	linda@biochem.dental
Ernie Gonsalves	Law	8-6430	egonsalv@oyez.law
Kelly Ardis	Vet	8-4597	kda@vet
Judy Delaney	NBC	221-2209	jdelaney@vet
Terry Smith	Morris Arboretum	247-5777	smitht@pobox
Cassandra Green	ICA	8-7108	cgreen@ben.dev
Janet Dwyer	President	8-0448	dwyer@pobox
Bill Turner	Univ Life	8-4922	turner@pobox
Barbara Murray	Finance	8-4733	murrayb@pobox
James Mesisca	Development	8-8185	mesisca@ben.dev
Phillip Silmser	ISC	3-3162	silmser@isc
Eileen Founds	Human Resources	8-1318	founds@pobox
Donna Petrelli	Business Svcs	8-2487	petrelli@pobox
Florence Griffin	Fac Mgmt	8-6644	griffin3@pobox
Barbara Murray	EVP	8-1733	murrayb@pobox

## ***SENIOR BUSINESS OFFICERS FORUM***

As the Senior Business Representative for each School/Center this group meets monthly with the Central Administrative staff to receive updates, exchange ideas, relay feedback surrounding the financial business activities of the University.

Name	Sch/Cen	Phone	E-Mail Address
Noam Arzt	ISC	8-3029	arzt@isc
Kelly Ardis	Veterinary	8-4597	kda@vet
Roxanne Bataitis	Wharton	8-1824	bataitis@wharton
Delores Bristow	Social Work	8-5527	dbristow@ssw
Donna Burdumy	Annen School	8-2517	adb@asc
Pat Burke	SEAS	8-7916	burke@seas
Chris Cataldo	Fine Arts	3-3677	cataldo@pobox
Bruce Craig	Physical Plant	8-7513	craigtb@pobox
Susan Croll	Medical School	8-3607	croll@MAIL.MED
Barry Dahlen	Dental	8-8944	dahlen@pobox
Scott Douglass	Wharton	8-2741	douglass@wharton
Janet Dwyer	President	8-0448	dwyer@pobox
Jim Galbally	Dental	8-4973	galbally@pobox
Bonnie Gibson	Provost	8-6841	gibson@pobox
Ernie Gonsalves	Law	8-6430	egonsalv@oyez.law
Marcy Hinchcliffe	Nursing	8-9943	hinchcl@pobox
Saul Katzman	SAS	8-2327	skatzman@mail.sas
John Keane	Libraries	8-5933	keane@pobox
Bud Ledwell	DIA	8-4430	ledwelle@pobox
Sophie Luzecky	SAS	8-0888	sluzecky@pobox
Dan McCollum	Wharton	8-4157	mccollum@wharton
Jim Mesisca	Development	8-8185	mesisca@ben.dev
Steve Murray	Business Svcs	8-5226	murray@pobox
Janet Plantan	Grad Ed	8-3039	janetp@NWFS.GSE
Margaret Smith	ISC	8-8602	smithm@isc
Terry Smith	Morris Arboretum	247-5777	smitht@pobox
Tom Stump	SEAS	8-3522	stump@seas
Barry Stupine	Veterinary	8-4161	stupine@pobox
Bill Turner	Univ Life	8-4922	turner@pobox
Alan Waldt	Museum	8-4052	awaldt@sas
Paul Weidner	Medical Sch	8-1656	weidner.mail.med
Marie Witt	Business Svcs	8-1199	witt@pobox
Jerel Wohl	Grad Ed	3-3647	jerelw@nwfs.gse
Mark Zohar	Business Svcs	8-5227	zohar@pobox
Alfred Beers (Chair)	VP Finance	8-4920	beers@pobox

## ***FINANCIAL INFORMATION REQUIREMENTS WORKING GROUP (FIRWG) REPORT/POLICY & PROCEDURE REVIEW***

This group meets regularly to address current reporting issues as well as University business practices.

Name	Sch/Cen	Phone	E-Mail Address
Kelly Ardis	Veterinary	8-4597	kda@vet
Roxanne Bataitis	Wharton	8-1824	bataitis@wharton
Amy Bosio (Co-Chair)	Comptroller	8-7274	bosio@pobox
Christopher Bristow	SEAS	8-7916	bristow@seas
Pat Burke	SEAS	8-7916	burke@seas
Bruce Craig	Physical Plant	8-7513	craigtb@pobox
Anne Campbell	SAS	8-2404	acampbel@vulcan.sas
Saul Katzman (Co-Chair)	SAS	8-2327	skatzman@mail.sas
Linda Kristakas	Dental	8-5405	linda@biochem.dental
Sophie Luzecky	SAS	8-0888	sluzecky@sas
Dan McCollum	Wharton	8-4157	mccollum@wharton
Todd Swavely	Medical	8-8835	tswavely@mail.med
Janis Tofani	Bud & Mgmt Anal	8-1139	tofani@pobox
Bill Turner	Univ Life	8-4922	turner@pobox
Paul Weidner	Medical	8-1656	weidner@mail.med
Mark Zohar	Business Svcs	8-5227	zohar@pobox
Tess Bocage	ISC	8-5776	bocage@isc
Sara Doebley	General Acct	8-2364	doebley@pobox
Don Kearney	Res Acct	8-7269	dkearney@pobox
Ron Keller	Bud & Anal	8-5649	rkeller@pobox
Rich Lubarski	Oracle		lubarski@umis

### ***PROCUREMENT DISBURSEMENT ADVISORY BOARD (PDAB)***

This advisory board is responsible for analyzing, evaluating and reviewing issues as they relate to the Accounts Payable and Acquisition Services Departments.

Name	Sch/Cen	Phone	E-Mail Address
Kelly Ardis	Veterinary	8-4597	kda@pobox
Roxanne Bataitis	Wharton	8-1824	bataitis@wharton
Christopher Bristow	SEAS	8-7916	bristow@seas
Ernie Gonsalves	Law	8-6430	egonsalv@oyez.law
Sophie Luzecky	SAS	8-0888	sluzecky@sas
Todd Swavely	Medical	8-8835	tswavely@mail.med
Marstin Alexander	Comptroller	8-7274	marstin@pobox
Wes Boone	ISC	8-4624	boonej@umis.upenn.edu
RalphMaier	Acquis Svcs	8-1452	maier@pobox

## ***BUSINESS ADVISORY BOARD (BAB)***

This steering committee is responsible for establishing and reviewing standards for the financial business activity of the University community.

Name	Sch/Cen	Phone	E-Mail Address
Roxanne Bataitis	Wharton	8-1824	bataitis@wharton
Robin Beck	ISC	8-7581	beck@isc
Alfred Beers (Co-Chair)	VP of Finance	8-4920	beers@pobox
Amy Bosio	Comptroller	8-7274	bosio@pobox
Mary Cahill	VP Finance	8-7422	mcahill@pobox
Kenneth Campbell	Comptroller	8-7593	kennethc@pobox
Susan Croll (Co-Chair)	Medicine	8-3607	croll@mail.med
Scott Douglass	Wharton	8-2741	douglass@wharton
Jim Galbally	Dental	8-4973	galbally@pobox
Bonnie Gibson	Provost	8-6841	gibson@pobox
Bob Helfman	VP Finance	8-5422	helfman@pobox
Rick Whitfield	Internal Audit	8-7260	rnw@pobox
Saul Katzman	SAS	8-2327	skatzman@sas
Michael Masch	Budget Office	8-6651	masch@pobox
Jim Mesisca	Development	8-8185	mesisca@ben.dev
Janet Plantan	GSE	8-3039	janetp@nwfs.gse
Tom Stump	SEAS	8-3522	stump@seas
Barry Stupine	Veterinary	8-4161	stupine@phl.vet
Michael Wachter	Provost	8-7225	mwachter@pobox
John Westdyke	Nursing	8-9943	westdyke@pobox
D.L. Wormley	Treasurer	8-7256	wormley@pobox

### ***Quarterly Quote***

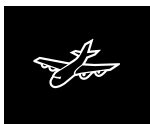
*So much good has been given to me —  
I have no time to ponder that which has been denied.*

*Helen Keller*

## ***TRAINING ADVISORY BOARD (TAB)***

This group of individuals will be responsible for assessing the financial training needs of the University community. As appropriate they will also be involved in the decisions, development and the delivery of the financial training programs.

Name	Sch/Cen	Phone	E-Mail Address
Sophie Luzecky	SAS	8-0888	sluzecky@sas
Lorene Eighme	SAS	8-7123	leighme@sas
Janet Conway	SAS	8-4810	jconway@econ.sas
Bonnie Gibson	Provost	8-6841	gibson@pobox
John Westdyke	Nursing	8-9943	westdyke@pobox
Suzanne Kauffman Depuyt	Wharton	8-4455	depuyt@wharton
Mark West	SEAS	8-2442	mwest@seas
Alan Waldt	Museum	8-4052	awaldt@sas
Jerel Wohl	Grad Ed	3-3647	jerelw@nwfs.gse
Kim Osborne	Social Work	8-4496	osborne@ssw
Jim Beermann	Medical	8-6401	beermann@mail.med
Merceda Lafferty	Medical	3-4064	merceda@mail.med
Georgia Spica	Medical	3-4065	spica@mail.med
Todd Swavely	Medical	8-8835	tswavely@mail.med
Robert McDonald	Vet	8-8866	robertmc@vet
Bill Turner	Univ Life	8-4922	turner@pobox
Pat Speakman	Development	8-8185	speakman@ben.dev
Phillip Silmser	ISC	3-3162	silmser@isc
Donna Petrelli	Business Svcs	8-2487	petrelli@pobox
Mary Lee Brown	Internal Audit	8-7598	marylb@pobox
Rosey Nissley	ISC	8-2801	nissleyr@pobox
Suzanne Iannece	Human Resources	8-3400	iannece@pobox
Cheryl Walker	Accounts Payable	8-7272	walkercl@pobox
Sara Doebly	Comptrollers	8-2364	doebly@pobox
Susan Passante	ORA	8-7293	passante@pobox
Karen Higgins	Acquisition Svcs	8-4079	higginsk@pobox
Rich Snyder	Research Acct	8-1967	rsnyder@pobox
Barbara Murray (Chair)	VP Finance	8-1733	murrayb@pobox



# TRAVEL ADVISORY

Travel Office, 308 FB/6284 898-3307

## REMINDERS WHEN PROCESSING TRAVEL-RELATED C-FORMS

### Prepayments

When processing conference **prepayments** don't forget to attach a copy of the registration form to the C-368 form along with the original form. That way the copy stays with the C form and the original registration is mailed out with the check.

### Travel Object Codes

When processing an advance, prepayment or reimbursement be sure to review your Travel Object Codes closely and use the codes that most accurately reflect the expense. For example, if prepaying or reimbursing an individual for a conference registration fee, use Object Code 5210. Other expenses relating to the trip to attend the conference should be split out and captured under the appropriate travel-related object codes.

Sample Travel Reimbursement for trip to Seattle:

Accounting Section (C-form)

Amount	Account Numbers	Object Codes
\$357.13	xxx xxxx x 5209 xxxx xxxx	Staff domestic travel
150.00	5210	Conference fees
87.30	5214	Entertainment
\$594.43 Total		

## MAKING TRAVEL ARRANGEMENTS WITH AMERICAN EXPRESS TRAVEL

If you are bringing in a group to the University and your school/department is paying for their travel expenses, you may want to use the Airline Billing Account at American Express. The Airline Billing Account allows you to charge their airline tickets to a central credit card. On a monthly basis, the charge is journaled to the 26 digit account number provided by the Business Administrator on the Travel Authorization.

Just follow these procedures:

- 1) Call American Express Travel at 898-9439 and advise them of your group. They can build a profile for the group into their airline system so any agent can access the information and be fully informed. If you have a list of attendees, you can provide that to American Express as well.
- 2) Then you should give your travelers the toll free 800 number that rings directly into the University of Pennsylvania desk at American Express. That number is: 800-796-7573.
- 3) When the travelers call American Express Travel, you should instruct them to identify themselves with a particular group. The American Express agent can then access that information from the profile created and make the reservation based upon the parameters determined by the school/center.

CONTINUED ON PAGE 19

## ANNOUNCEMENT

NEW . . . NEW . . . NEW . . . NEW . . . NEW . . . NEW . . .

The University now has lower fares with **American Airlines**

You can save up to 15% when you purchase an American Airlines ticket, if you make your arrangements with:

**AMERICAN EXPRESS TRAVEL**  
**898-9439 or 1-800-796-7573**

Book with American Express Travel, the preferred agency with the University . . . and save.

A similar savings opportunity is available on US Airways as well, when you make you arrangements with American Express.

Preferred Travel Agency **AMERICAN EXPRESS TRAVEL**

Call to make travel arrangements: 898-9439 or 800-796-7573

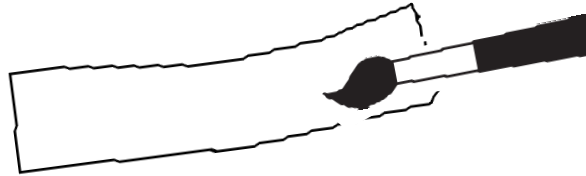
### Benefits

- High level of quality service from dedicated agents
- Lower corporate hotel rates at over 3,200 hotel worldwide
- Lower rates on US AIRWAYS and AMERICAN AIRLINES
- Daily ticket delivery

## Regulations which Govern the University and College Travel Reimbursement Process

Item	Citation Reference	Requirements/Notes
Consistent Policies and Procedures		Payments must be made in accordance with the institution's travel policy and practices which are consistently applied to all institutional activities.
Date, Place, Name of Person	Federal Acquisition Register 31.205-46	Cost shall be allowable only if the following information is provided: 1) Date and place of the expenses 2) Purpose of trip/entertainment; and 3) Name of person on trip/entertainment
IRS "Accountable Plan"	Internal Revenue	In order to be considered a non-taxable reimbursement, Service payment must meet all the conditions of an "IRS Accountable Plan" i.e 1) Business connection - must be a work-related expense. 2) Employee must substantiate expenses within a reasonable period of time (provide receipts); and 3) Employee must return any excess payments (advance funds) that exceed the substantiated expenses.
Accounting for Advances	Internal Revenue Service	IRS will treat the reconciliation of an outstanding Travel travel advance as timely, and no taxes will have to be withheld, if the following IRS guidelines are used: 1) Fixed Date Method Advance issued no sooner than 30 days before expense is paid or incurred (trip start date). Expenses are substantiated within 60 days after advance has been issued or expenses have occurred (trip and date). Excess advance funds are returned within 120 days after expenses have occurred.
Receipts	T&E Policy	Receipts required for all expenses greater than \$25.
Spouse/Dependent Travel	Internal Revenue	If an employer pays the expenses of a spouse or dependent, those payments are taxable income unless there is a bonafide business related reason for the dependent to travel.
Private Car Mileage	Internal Revenue Service	If the private car mileage rate exceeds the rate established by the Federal Gov't then the excess amount is considered wages, subject to all taxes.
Per diems	Internal Revenue	To be considered a nontaxable payment, an employer can Service reimburse employees by means of a per diem allowance, as long as, the per diem rate does not exceed the per diem rate set by the federal government.
Per diems for Meals	T&E Policy	<b>M&amp;IE per diem</b> Travelers may be reimbursed for meals on a per diem basis. Travelers claiming reimbursement on a per diem basis <b>must</b> use this method for the entire trip.
Alcoholic Beverages	General Ledger Object Code listing	Alcoholic beverages are unallowable for indirect cost allocation purposes. All University sponsored events at which alcohol is served, e.g. meetings, conferences, receptions, parties, retirements, fund raisers, etc., <b>must</b> be considered entertainment and charged to Object Code 5214.
Moving Expenses	Internal Revenue Service	All relocation/moving expenses must be reported to the IRS. Only qualified moving expenses can be paid on a tax-free basis. include only expenses associated with the final move; the cost of transporting house-hold goods and personal effects to the new location and related travel expenses (including lodging but not meals).

# FinMIS



If you would like to submit a "FinMIS Tip" please e-mail (murrayb@pobox), fax (8-0817) or phone (8-1733). Thank you, in advance.

**To Verify the Fund Purpose**  
**User Responsibility: G/L COA Inquiry**

**Navigate to the Query Segment Values Attribute Screen \ Navigate COA Query COA Attributes**

<u>Field:</u>	<u>Action:</u>
Name	Press [F6] Quickpick Select FUND
Value	Press [F3] Enter Query Enter Fund Number Press [F2] Execute Query Press [TAB] or [Enter] until you reach Flexfield Segment Values screen

Review the Field Fund Purpose to determine if the name matches the 'purpose' for which the funds are intended.

01	Instruction
10	Sponsored Research
11	Other, Separately Budgets
12	Other Sponsored Programs
20	Libraries
30	Student Aid
40	Student Services
50	Extension & Public Service
60	Auxiliary Enterprise: Dormitories
61	Auxiliary Enterprise: Bookstore
62	Auxiliary Enterprise: Dining Services
63	Auxiliary Enterprise: Intercollegiate Athletics
64	Auxiliary Enterprise: Other
70	Hospitals & Clinics: Medicine
71	Hospitals & Clinics: Dental
72	Hospitals & Clinics: Veterinary
73	Hospitals & Clinics: Nursing
80	Independent Operations
90	Management & General
92	Fundraising
93	Maintenance & Operations
NA	Not Applicable
UN	Unknown, to be assigned

**'INCOMPLETE PURCHASE' ORDERS - TO DELETE OR NOT TO DELETE**

Have you seen this on your Notification Screen lately "Approval - Has Never Been Approved"? This means that a purchase order has been created but no ACTION has been taken against that order. The status of the order is "Incomplete".

- You should respond to this notification in one of two ways:
- 1) Verify that the order is complete and approve/forward for approval
  - 2) Remove the incomplete order from the system using the ROW DELETE function.

**To access the Purchase Order**  
**User Responsibility: PO Requestor I/II**

**Navigate to the Enter Purchase Order Screen**  
**Press \ Navigate Documents Purchases Enter Orders**

<u>Field:</u>	<u>Action:</u>
PO Number	Press [F3] Enter Query Enter Purchase Order Number Press [F2] Execute Query

To complete the order:  
 Select Action "Verify Document"  
 Provide any Missing Information  
 Commence Normal Approval Process

To permanently deleted the incomplete order:  
**Press \ Row Delete**

Note: Orders with status "Reserved" cannot be deleted. Rejecting an unapproved order will release the funds encumbrance. Orders with status "Rejected" may be deleted. It is not possible to delete orders which have been final approved (i.e., Approved and Reserved).

If you return to the Notifications Screen  
**Press \ Navigate Inquiry Notifications**  
**you will no longer see the Purchase Order**

CONTINUED ON NEXT PAGE

## FinMIS (Cont.)



**To Check the Progress of your Purchase Order**  
**User Responsibility: PO Requestor I**

**Navigate to the View Purchase Order Screen**  
 Press \Navigate Inquiry Documents Purchases  
 Purchases

### From the Search Criteria Zone

<u>Field:</u>	<u>Action:</u>
PO Number	Enter the Purchase Order Number you wish to see. If you don't know the PO number, enter information in another field e.g. Vendor Name, Buyer, etc.
More	Press [Page Down] to activate search Press [F6] Quickpick

Note: General status information is displayed in the status region for the highlighted PO Number. Status of a particular line or shipment may be viewed from the related zone and may be different from the header status.

From the more field of the PO Header zone select **HISTORY**.

Note: If the status of the order is incomplete, no action **HISTORY** will exist. **HISTORY** only reflects actions selected from action column of the various screens (enter, approve and forward documents). **HISTORY** does not indicate the success or failure of a particular action, only that the user selected that action from the Quickpick list.

Select **DETAIL** to determine the date the order was sent to vendor.

Note: Printed date indicates the most recent issue of the order. If printed date exists and print count = 0, order was electronically transmitted to vendor (as opposed to being faxed or mailed). Revised date will show the date of issue for cancellation notice, if order was cancelled.

Select **INVOICES** to view payment status and check number.

Note: Further invoice information may be obtained by navigating to \Navigate Inquiry Invoices and querying on invoice number. This is especially useful when researching unmatched portions of the invoice.

**Hint: In any screen, go through all the "More" fields, "Descriptive Flexfields", denoted by [ ], to determine the wide range of information available to you regarding Purchase Orders.**

**To Cancel a "Pending" General Ledger Report**  
**User Responsibility: G/L Inquiry/Reporting (Secured)**

**Navigate to the View Requests Screen**  
 \Navigate Reports Concurrent

<u>Field:</u>	<u>Action:</u>
Phase	Press [F2] to view your requests
Status	If 'Pending', [TAB] over to Press [F6] Quickpick Select <b>Cancel</b> Press[Ctrl] S to Save

Once the report is Cancelled, the phase will read 'Completed' and the Status will read 'Cancelled'.

Please Note: If the Phase field reads 'Running' follow the same steps above and select Terminate in the Status field. Be sure to save your work.

## WORTH REPEATING....

### How To Find the Failed Funds Checking Account

Below is a very helpful tip for determining which account of your journal entry has failed funds checking.

This is for "Unposted" journals only. After you've entered all your journal entry lines, return to the header and [Tab] to the Funds Action field. Perform your routine "Check Funds". If you receive an "Advisory Warning" and you want to determine which account caused the warning, press \Navigate Other Zoom. This brings you to the "View Budgetary Control Screen"

### Transaction Zone

In the "Transaction Zone" you can arrow up and down to review your accounting flexfields. While arrowing, watch the "Result Detail" region change for each line. You will see message that reads "This detail transaction causes a summary account to fail funds check ". This indicates which line on your journal entry failed funds checking. Please note: The "Status" column (also in this zone, upper right of screen) reads "Passed" for all line, whether it passes funds checking or not.

### Funds Available Detail

Each line of your journal will have a Budgetary Control Template line. If you place your cursor on this template line, you can [Page Down] to see your Budget, Actual, Encumbrance and Available balances for the corresponding account.

### Report Zone

From the Funds Available Detail Zone or the Transaction Zone you can [Page Down] to the Report Zone and print a copy of "All transactions" or "Failures and Warnings Only".



**TRAVEL ADVISORY**

CONTINUED FROM PAGE 15

4) Once the reservation is completed, the American Express agent will fax a copy of the itinerary/invoice to the designated Business Administrator for approval. The Business Administrator needs to review the reservation, verify the 26 digit account number, sign and emboss the Travel Authorization form and return it to the Travel Office.

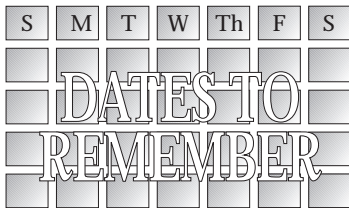
5) American Express will issue the tickets and send them to the traveler.

The benefits for making such arrangements through American Express are:

American Express can take advantage of any negotiated savings the University has with such carriers as US AIRWAYS and AMERICAN AIRLINES, thus reducing the cost of such tickets to your department.

Using a Travel Authorization means that you do not have to process a reimbursement for these individuals for their airline tickets because the school/center has authorized the charge to be centrally billed.

American Express will try to direct the travelers to those airlines, hotels, car rentals, etc., with which the University has a negotiated savings, thus reducing the cost of travel to your school/center.



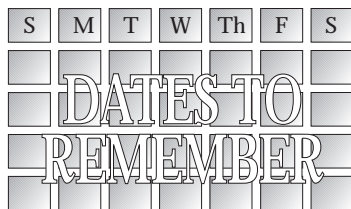
**O F F I C E S**

Payroll Department • General Accounting  
• Office of Research Administration

**PAYROLL WEEKLY CLOSING AND PAYDATES**

Pay Period	Weekly Pay Dated	Time Reporting Data Entry for Positive/Exception Employees by Monday 3:00 p.m.	Supporting Documents For New Appointments Must Reach Personnel Records by 5:00 p.m.	Database On-Line Changes to Existing Employees Must be Made Before 5:00 p.m.	Vacation Advance & Add'l Pay Forms Due in Payroll by 5:00 p.m.
06/02-06/08	06/13/97	06/09/97	06/03/97	06/09/97	06/06/97
06/09-06/15	06/20/97	06/16/97	06/10/97	06/16/97	06/13/97
06/16-06/22	06/27/97	06/23/97	06/17/97	06/23/97	06/20/97
06/23-06/29	07/03/97	06/30/97	06/24/97	06/30/97	06/27/97
06/30-07/06	07/11/97	07/07/97	07/01/97	07/07/97	07/03/97
07/07-07/13	07/18/97	07/14/97	07/08/97	07/14/97	07/11/97
07/14-07/20	07/25/97	07/21/97	07/15/97	07/21/97	07/18/97
07/21-07/27	08/01/97	07/28/97	07/22/97	07/28/97	07/25/97
07/27-08/03	08/08/97	08/04/97	07/29/97	08/04/97	08/01/97
08/04-08/10	08/15/97	08/11/97	08/05/97	08/11/97	08/08/97
08/11-08/17	08/22/97	08/18/97	08/12/97	08/18/97	08/15/97
08/18-08/24	08/29/97	08/25/97	08/19/97	08/25/97	08/22/97

See additional closing information on the next page



# OFFICES

Payroll Department  
 General Accounting  
 Office of Research Administration

## PAYROLL MONTHLY CLOSING AND PAYDATES

Monthly Payroll PAY DATE	Time Reporting Date Entry for Late Pay, Reduction in Pay & Late Pay Approvals by Thurs, 4:00 PM	Supporting Documents for New Appointments Must Reach Personnel Records by 5:00 PM	DataBase On-Line Changes to Existing Employees Must be Made by 5:00 PM	Additional Pay Forms Due in Payroll by 4:00 PM
06/30/97	06/19/97	06/16/97	06/20/97	06/16/97
07/31/97	07/23/97	07/18/97	07/24/97	07/21/97
08/30/97	08/21/97	08/15/97	08/15/97	08/22/97

## FINMIS ACCOUNTING SYSTEM CLOSING SCHEDULE

Each month or "Period" will end on a Friday, which is not necessarily the last day of the calendar month, but is the last business day.

<u>Period</u>	<u>Begin Date</u>	<u>End Date</u>
Jun 97	Please see page 4 of this issue for Jun 97 and ADJ 97 closing DATES	
Jul 97	07/01/97	07/31/97
Aug 97	08/01/97	08/29/97

The cut-off dates for significant business processes are as follows:

<u>Transaction Type</u>	<u>Cut-Off Date for Receipt by Central Office</u>
Cash Receipts	Next to the last business day of the period, 12:00 p.m.
Central Gifts Receipts	Next to the last business day of the period, 4:00 p.m.
On-Line Journals	Last Friday of the month, 6:00 p.m.
ProCard Journals*	Last Friday of the month, 6:00 p.m.
Collections	Last Monday of the month, 5:00 p.m.

\* Note that ProCard Journals are imported every Friday and remain unposted for one week to allow ProCard holders to revise the account distribution on-line in FinMIS.

## OFFICE OF RESEARCH ADMINISTRATION

National Institutes of Health (NIH) Deadlines

- Jun 1, 1997 - New Research Grant, Conference, FIRST and Career Development Awards. ALL Program Project\* and Center Grants\*
- July 1, 1997 - Competing Continuation, Supplemental, and Revised Grants
- Aug 5, 1997 - Individual National Research Service Award
- Sept 1, 1997 - All AIDS-Related Grants
- Sept 10, 1997 - Institutional National Research Service Awards\*

\* For these specialized grant applications, consult with the appropriate PHS awarding component prior to the preparation of an application, particularly if the requested budget exceeds \$500,000.

## NEWS ON THE MOVE

### *Student Financial Services*

The Franklin Building will get a facelift in order to accommodate a new Student Administrative Service Center. The basement, first and second floors will be reconfigured and renovated. When finished, the Center will house many of the existing departments, but with a new approach to service designed to better meet students' needs.

Departments involved include Student Financial Services, The Registrar, Facilities Planning, The Cashier, and offices from Business Services.

The Franklin Building lobby and annex exits will be affected during renovations. You may find temporary walls being erected, and may experience construction dust, dirt, and noise. Departments will temporarily relocate. Directional signs will be posted to minimize confusion and to assist you and your visitors. Please bear with us during this period.

The benefits for our students and staff will be significant.

Please let us know if you have any ideas which will help us through these improvements. We can be reached at 898-7233. We look forward to hearing from you and apologize for the inconvenience caused during this transition.

#### May and June Moving Schedule

May 16	Facilities Planning Out of Basement, Franklin Building Into Physical Plant
May 27	Student Employment Office Out of 102 Franklin Building Into 3927 Walnut Street (Permanent Location)
June 6	Student Accounts/Student Loans/ Data Management Out of Basement, Franklin Building Into Grad Towers
June 9 - 11	Registrar Office Out of 221 Franklin Building Into Basement, Franklin Building
June 12	SFS Management Out of 212 Franklin Building Into Basement Franklin Building
June 30	Center for Graduate/Professional Student Finance Out of 115 Franklin Building Into 102 Franklin Building



### ***DID YOU KNOW? . . .***

. . . \ROW WHO is YOU! Please do not share you computer LOGON ID or PASSWORD with anyone. You are responsible for the financial transactions bearing your ID name. Access to the Financial Management Information System (FinMIS) is a privilege and can be denied if the privilege is misused.

. . . When an individual LEAVES the University, or TRANSFERS to another Department, it is important to complete the Purchasing/General Ledger Application Logon ID Form and check the appropriate boxes (Delete Logon ID, Remove). Also, if the individual was assigned a Purchasing Responsibility, you must indicate on part 2 of this form the E-MAIL ADDRESS of the new person to which any Accounts Payable alerts may be sent.

. . . REGARDLESS of the AMOUNT, ALL PURCHASE ORDERS with ATTACHMENTS that need to be signed should be sent the Purchasing Department. Both the Purchase Order AND the attachments need to be approved by Purchasing.

. . . There is no longer a DROP BOX for mail on the 3rd Floor doors by the elevator area of the Franklin Building. This has been replaced by bins for Departments to retrieve their Journal Import Reports. It is imperative these departments pick up their reports the day after their feeders are transmitted because these reports identify suspense transactions posted by the GL Import process.

## OFFICE OF STUDENT FINANCIAL SERVICES

Below are the dates when SFS will be producing Bills, the due dates, and system input deadlines.

TERM	PRODUCE BILLS	BILL DUE DATE	ADDRESS USED	AUTOMATED FEEDER FILE UPDATE TO BRS	INPUT DEADLINE TO STUDENT ACCOUNT ADJUSTMENTS(SAJ)	INPUT DEADLINE TO SAM - DEPT GRANTS RA/TA/RF'S
Summer 2 '97	Jun 04, 1997	Jun 26, 1997	L	Jun 02, 1997	Jun 04, 1997	May 30, 1997
Fall '97	Jul 01, 1997	Jul 31, 1997	P	Jun 27, 1997	Jul 01, 1997	Jun 27, 1997
	Aug 04, 1997	Aug 29, 1997	P	Jul 31, 1997	Aug 04, 1997	Aug 01, 1997
	Sep 03, 1997	Sep 28, 1997	L	Sep 01, 1997	Sep 03, 1997	Aug 29, 1997
	Oct 03, 1997	Oct 29, 1997	L	Oct 01, 1997	Oct 03, 1997	Sep 26, 1997
	Nov 03, 1997	Nov 25, 1997	L	Oct 30, 1997	Nov 03, 1997	Oct 31, 1997

**ADDRESS OPTIONS:**

P = Permanent  
 L = Local  
 G = UGrad to Home  
 Grad to Local

Note: Address option always selects the Billing address first.

**SUBJECT TO CHANGE**

**Note: Any questions related to these schedules should be directed to SFS-Student Accounts at extension**

**Directions:**

1. Feeder File Updates - All transactions from other systems are transferred to the Billing & Receivable System (BRS) prior to each billing run. "Feeder Files" (e.g. Registrar, Residence, Financial Aid(SAM) and other departments) are scheduled to be passed to BRS each week.
2. Student Account Adjustments - Do not post tuition and fee adjustments for the current term until after the financial DROP/ADD time period is over (see automated SRS & Tuition Adjustment Schedule below).
3. Automated SRS & Tuition Adjustment Schedule

All entries posted to SRS must be updated prior to 5:00 p.m. on these dates. The final dates to process tuition related adjustments for a given term are indicated in bold.

## OFFICE OF STUDENT FINANCIAL SERVICES (cont.)

TERM	TUITION ADJUSTMENT	INPUT TO SRS	SRS TRANSFER TO BRS
Summer II 1997	TUITION CALC DROP/ADD DROP/ADD	MAY 29, 1997 JUN 12, 1997 <b>JUL 10, 1997</b>	MAY 30, 1997 JUN 13, 1997 JUL 11, 1997
Fall 1997	TUITION CALC DROP/ADD DROP/ADD	JUN 19, 1997 SEP 11, 1997 <b>SEP 19, 1997</b>	JUN 20, 1997 SEP 12, 1997 SEP 19, 1997

4. RT Delete Updates - are run on a daily basis during the TUITION CALC and financial DROP/ADD time periods. These updates will adjust students' accounts that the DROP/ADD process is unable to handle. These adjustments are primarily for students placed on leave, dropped or withdrawn.
5. Financial Hold - Tentative Dates
  - a. Warning letter mailed - February 14, 1997 for Fall 1997 Advance Registration (Begins Mar 24-Apr 06)
  - b. Actual hold posted/letter mailed - March 3, 1997 for Fall 1997 Advance Registration (Spring recess Mar 7-17)
  - c. Actual hold posted/letter mailed - April 11, 1997 for Fall 1997 Registration
  - d. Actual hold posted/letter mailed - May 9, 1997 for Fall 1997 Registration
  - e. Warning letter mailed - October 1, 1997 for Spring 1998 Advance Registration (Begins Nov 3-Nov 16)
  - f. Actual hold posted/letter mailed - October 17, 1997 for Spring 1998 Advance Registration



## Message from the Manager

Dear Colleagues:

It has been just about a year since the first full group of trainees (1,200) flexed their fingers on FinMIS. During the past year an additional two hundred individual staff members were added to this distinguished assortment of Business Administrators, Fiscal Coordinators, Administrative Assistants and the like. While FinMIS training continued throughout this fiscal year, so too did the Accounting and Business Certification Program. Approximately 80 people will be "certified" by the end of July, 1997.

This past spring, the Business Advisory Board gathered to discuss a wide range of issues surrounding the University's business practices. One topic of discussion centered on the future of "financial training" for all University staff. As a result of these discussions, a decision was made to establish a Training Advisory Board made up of individuals from both School and Central Administrative Offices. In addition to establishing its own set of priorities, this group will be charged with determining how best to assess the University's present and future training needs and how best to deliver such training to the ultimate end-user. (Has anyone come up with a more friendly name for such fine folks?)

The members of the Training Advisory Board have been identified and are listed on page 14 of this issue. They will all need your ideas, support and assistance in identifying how we can all be successful in this ever changing, ever exciting environment. I look forward to working with each of you, as we both discover and embrace the challenges and opportunities that lie ahead.

Sincerely,

Barbara Murray, Manager  
Field Communications and Training



## MOST FREQUENTLY ASKED QUESTIONS

**Q. What is a legacy number?**

A. A legacy number refers to the 'old' pre-July 1, 1996, 9 digit, two segment account number. Each legacy number was 'mapped' to a new 26 digit, seven segment account number. To determine the mapping from the old account number to the new account number and vice versa, navigate to the 'Query Old Subled Account to FinMIS Account' screen (User Responsibility G/L COA Inquiry \ Navigate Acct Mapping). Press [F3] to enter the query. Enter the old account number OR the new account number, whichever is known. Press [F2] to execute the query.

**Q. How to I place an custom order from Staples?**

A. To place a custom order from Staples Business Advantage, please follow these instructions:

- 1) Call the On-Site Coordinator at 898-9675 for pricing.
- 2) On your FinMIS order:
  - a) Enter the following part number - CUSTOM%
  - b) Enter quantity needed
  - c) Unit of measure will always be EA
  - d) Enter the quoted price
  - e) Approve and Reserve as appropriate
- 3) Fax the following information to the On-Site Coordinator:
  - a) Specifications of item
  - b) PO Number
  - c) Your name, phone number
- 4) Staples will match the information to your FinMIS Purchase Order

If you have any questions, please contact the Acquisition Services Department.

## FINANCIAL TRAINING SEMINARS

### The Accounting & Business Certification Program

*The Accounting and Business Certification Program is for all University staff members involved in the financial transactions of their department, school and/or center. This Certification program is designed to provide University staff members with the comprehensive financial training needed in order for them to fulfill their fiscal responsibilities with regard to the University's business functions in accordance with internal and external policies, procedures and regulations.*

*All new Transaction Authorization Cardholders (TAC) are required to attend this program. However, all staff members responsible for all or a portion of their department, school and/or center's financial activities are welcome and encouraged to attend.*

*We believe you will find the program informative and enlightening and look forward to your participation. Please see how to register on the last page of The Bottom Line.*

#### **Introduction to University Accounting and Business Functions /Chart of Accounts Training**

*Formerly known as: FinMIS Overview/ Chart of Accounts*

This program provides an organizational overview of the central offices involved in the University's basic business and accounting functions. The new General Ledger Chart of Accounts will also be explained. Included will be a general discussion of the Financial Training sessions provided by the University as well as how to enroll.

#### **FinMIS Navigation/Purchasing Training (To enroll, contact your School/Center FinMIS Trainer)**

This hands-on training session introduces the end-user to "Navigation" in FinMIS. In addition, you will learn how to maneuver in FinMIS by entering a standard purchase order a multi-line, and a multi-distribution purchase order. You will also be exposed to a variety of purchase orders as well as how to submit your PO for approval. A discussion of your log-on access and computer security will also be included in this session.

Pre-requisite: Introduction to University Accounting and Business Functions/Chart of Accounts Training

#### **FinMIS General Ledger Training (To enroll, contact your School/Center FinMIS Trainer)**

These hands-on training sessions will demonstrate how to enter a budget, complete a manual on-line journal and query your Procard transactions to select the appropriate

object code for posting. In addition, this session will introduce the end-users to the batch naming conventions, suspense transactions and navigation for creating financial reports.

Pre-requisite: FinMIS Navigation/Purchasing Training

**School/Center FinMIS Trainers are located on page 10 of this issue (also in the Cornerstone Website)**

#### **General Accounting Overview**

This session will be an overview of the roles and responsibilities of the General Accounting Department as they relate to the FinMIS business processes. Included will be a general discussion of the Chart of Accounts, system administration, fund maintenance, journal maintenance, cash transactions and D-slips. This session will review the preparation of journal entries and D-slips; locating D-slip and other transactions and correcting suspense transactions. In addition, there will be a brief review of the recommended monthly summary and detail reports.

Pre-requisite: FinMIS Navigation/Purchasing and General Ledger Training

#### **Purchasing Overview**

Includes a delineation of the roles and responsibilities of the Acquisition Services Department, a review of procurement policies and procedures as they relate to FinMIS. Please note this is not a FinMIS hands-on training session.

Pre-requisite: FinMIS Navigation/Purchasing and General Ledger Training

#### **Accounts Payable Overview**

Discusses the roles and responsibilities of the Accounts Payable Department as it relates to the new FinMIS business processes and its End-Users. Included will be an overview of how the Accounts Payable Department is currently organized. A discussion of Accounts Payable transactions including invoices "matched" to a P.O. and invoices "not matched" to a P.O., as well as those requiring receipts, will also be included. This session will display in the handout the Inquiry Screens for determining if an invoice has been paid, the check number and when the check cleared.

Pre-requisite: FinMIS Navigation/Purchasing and General Ledger Training

*CONTINUED ON NEXT PAGE*

## FINANCIAL TRAINING SEMINARS (CONT.)

### Travel Program/Policies and Procedures

Covers the important aspects of University's Travel Program. The seminar will review who are the preferred travel providers for the University and why it is important to use them. The seminar reviews the Travel and Entertainment Policy and instructs attendees how to properly complete the C-1, C-1A, C-368 and Travel Authorization along with the correct travel object codes.

### Payroll/Personnel Overview

Provides a basic understanding of the personnel/payroll system, personnel action processes, appropriate internal and external documents required to effect payment to an employee. Included will be general information regarding the Corporate Tax Department, their role and responsibilities as it relates to payments to University employees.

### Office of Research Administration Overview

An introduction to the roles and responsibilities of the Office of Research Administration. Included will be an overview of the steps involved in the preparation and submission of sponsored research proposals and awards. This overview will highlight some of the important facts surrounding sponsored programs and well as illustrate the volume of research performed at each University School/Center.

Pre-requisite: FinMIS Navigation/Purchasing and General Ledger Training

### Research Accounting Overview

An introduction to the roles and responsibilities of the Research Accounting Department. Provided will be an overview of the activity related to the establishment and maintenance of a Sponsored Agreement Account as it relates to FinMIS, its reporting requirements, methods of funding and account termination. A discussion of overdrafts and disallowances, adjusting entries and project closeouts will be conducted. Accessing Fund attributes, PBUD, PBIL, cash and receivable amounts will also be reviewed. In addition, the procedures required for segregating costs which are deemed "unallowable" by public and private sponsors of University research will be reviewed.

Pre-requisite: FinMIS Navigation/Purchasing and General Ledger Training

### Standards for Conducting University Business

The purpose of this session is to outline, promote and reinforce the policies, procedures, and standards governing appropriate business conduct and internal control which all financial administrators are expected to abide by when performing their duties on behalf of the University. The course will use case studies covering transactional situations which may confront a financial administrator such as conflicts of interest; confidentiality; reporting integrity, etc.

## ADDITIONAL TRAINING COURSES

### Salary Management

Prerequisite: Human Resources On-Line Personnel Processing

**FOR EMPLOYEES ASSIGNED TO PAYROLL RESPONSIBILITIES**, this session includes a demonstration by the instructor of the Salary Management screens. The processes for inquiring on an individual or an account will be reviewed as well as how to handle payroll reallocations. Salary Management is where the detailed accounting information is housed. The General Ledger contains only summary information.

### Procurement Credit Card (ProCard)

**FOR EMPLOYEES WHO HANDLE PROCUREMENT FOR THEIR DEPARTMENTS**, this training session provides an overview for the University's procurement credit card program. Highlighted will be the ordering process, documentation, disputed transactions, ease of use, restricted commodities and card misuse. There will also be a demonstration of the on-line ProCard system, including security clearance, browse screens, and updating transactions where the account number to be charged for the purchase can be changed.

### On-Line Payroll Time Reporting

Prerequisite: Security Access to On-Line Payroll Time Reporting, Human Resources On-Line Personnel Processing

**FOR EMPLOYEES WHO HANDLE PAYROLL TIME REPORTING FOR THEIR DEPARTMENTS**, this workshop covers how to process time reporting "On-Line" for non-exempt employees. Included will be an overview of the Payroll Time Reporting User Manual, a thorough demonstration of time reporting and hands-on practice exercises by the participants. Covered in this session will be reporting employee time for regular, late, overtime, supplemental pay, shift differential, sick, severance, and vacation pay.

### Foreign Student/Scholar Tax Reporting

**FOR ADMINISTRATORS WHO EMPLOY AND/OR PAY FOREIGN STUDENTS OR SCHOLARS**, this session will familiarize you with the tax rules, regulations and documentation required by the Internal Revenue Service for payments to foreign students and scholars. You should attend this instructional session if your department employs and/or pays foreign student or scholars through Accounts Payable, Payroll or Student Financial Services.



**SUMMER HOURS  
STUDENT FINANCIAL  
SERVICES**

9:00 a.m. - 4:45 p.m.  
Monday, Tuesday, Wednesday  
and Friday  
  
9:00 a.m. - 3:45 p.m.  
Thursday

**NIH SALARY  
CAP**

The Department of Health and Human Services (DHHS) appropriation contains a provision that none of the funds appropriated for National Institute of Health (NIH) or Substance Abuse and Mental Health Administration awards shall be used to pay the salary of an individual at a rate of pay in excess of \$125,000 per year, or \$62,500 per semester. For additional information and instructions regarding the proper reporting of effort for individuals earning in excess of this amount, please contact Floyd Harris at 898-5743.

***The BottomLine***

is Published quarterly by the Finance  
Division for University of Pennsylvania  
Administrative Offices.

If you would like to be on the mailing  
list for future issues of The Bottom Line,  
please contact:

Barbara Murray, Room 313 FB/6284,  
Extension 8-1733  
E-mail: murrayb@pobox

***“Most Frequently Asked Questions” you would like to see answered in a future issue of “The Bottom Line”.***

- 1. \_\_\_\_\_  
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University of Pennsylvania

Office of the Comptroller

## FINANCIAL TRAINING REGISTRATION

I would like to attend the following:\*

**\* To qualify for the Accounting & Business Certification Program, you must register for all of the following sessions. If you have previously attended a training session and would like it to count towards your certification, please circle the name of the session(s) below. You may also sign-up for any individual course.**

### Accounting & Business Certification Program

- |  |                        |                 |
|--|------------------------|-----------------|
| <input type="checkbox"/> General Accounting                              | 9:30 a.m. - 12:00 p.m. | To Be Announced |
| <input type="checkbox"/> Purchasing Overview                             | 9:30 a.m. - 12:00 p.m. | To Be Announced |
| <input type="checkbox"/> Accounts Payable Overview                       | 9:30 a.m. - 12:00 p.m. | To Be Announced |
| <input type="checkbox"/> Travel & Entertainment                          | 9:30 a.m. - 12:00 p.m. | To Be Announced |
| <input type="checkbox"/> Personnel/Payroll Overview                      | 9:30 a.m. - 12:00 p.m. | To Be Announced |
| <input type="checkbox"/> Research Accounting Overview                    | 9:30 a.m. - 12:00 p.m. | To Be Announced |
| <input type="checkbox"/> Office of Research Admin Overview               | 9:30 a.m. - 12:00 p.m. | To Be Announced |
| <input type="checkbox"/> Standards for Conducting<br>University Business | 9:30 a.m. - 12:00 p.m. | To Be Announced |

### Additional Training Courses (Not part of the ABC Program)

- |   |                        |                 |
|---|------------------------|-----------------|
| <input type="checkbox"/> Procurement Credit Card                  | 9:30 a.m. - 11:30 p.m. | June 27, 1997   |
| <input type="checkbox"/> On-Line Payroll Time Reporting           | 9:30 a.m. - 12:30 p.m. | To Be Announced |
| <input type="checkbox"/> Foreign Student/Scholar Tax<br>Reporting | 9:30 a.m. - 12:00 p.m. | To Be Announced |
| <input type="checkbox"/> Salary Management                        | 9:30 a.m. - 12:00 p.m. | To Be Announced |

Social Security Number:   \_\_\_  \_\_\_  \_\_\_  -  \_\_\_  \_\_\_  -  \_\_\_  \_\_\_

Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ @ \_\_\_\_\_

Title: \_\_\_\_\_ Dept. Name: \_\_\_\_\_

School: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Campus Phone Number:   \_\_\_  \_\_\_  \_\_\_  -  \_\_\_  \_\_\_  \_\_\_  Today's Date: \_\_\_\_\_

Fax Number:   \_\_\_  \_\_\_  \_\_\_  -  \_\_\_  \_\_\_  \_\_\_  TAC Cardholder?  Yes  No

**Please send your registration form to:**

Barbara Murray, Manager, Field Communications & Training Room 313 Franklin Building/6284 or FAX: 898-0817

Once we have received your completed registration, you will receive an e-mail confirming your attendance and the date and location of the training sessions.

Any comments and/or suggestions, please call 898-1733. Thank you for your support!

