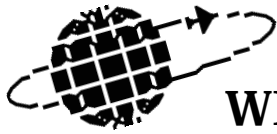


Bottom Line

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



WEB SITINGS

Comptroller's Office Homepage
<http://www.upenn.edu/comptroller>

New! - Check out *The Bottom Line* here!

Comptroller's Office - Travel Program
<http://www.upenn.edu/comptroller/travel>

Project Cornerstone (FinMIS)
<http://www.umis.upenn.edu/cornerstone>

Treasurer's Office - Cashier
<http://www.upenn.edu/treasurer/cashinfo>

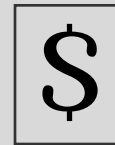
Cornerstone support information home page:
<http://www.umis.upenn.edu/cornerstone/hotline>

Information Systems & Computing
<http://www.upenn.edu/isc/>

Purchasing (Acquisition Services)
<http://www.upenn.edu/purchasing>

Student Financial Services
<http://www.upenn.edu/sfs>

New! - See Fall '98 Billing Schedule here!



PAYROLL MOVES TO 26 DIGIT ACCOUNT NUMBER

Effective June 29, 1998, the Payroll System will be converted from the 9 digit legacy number to the 26 digit account number. The 26 digit account number that will be converted will be based on the account mappings that are effective as of July 1, 1998. The payroll system will be unavailable from Friday, June 26, 1998 at 5:00 p.m. until Monday, June 29th in order to complete the conversion. When you log on to the system on Monday, you will see the new account numbers on all your payroll screens.

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When Receipting Goods & Services. . .

...please be sure to receipt the goods and services received prior to June 30th ONCE and ONLY ONCE. Receipting the same goods and services more than one time will create an additional expense transaction against your account at fiscal year-end. (Uninvoiced receipt accrual)

Check out the changes to . . . THE COMPTROLLER'S HOME PAGE...

[http://www.upenn.edu/
comptroller](http://www.upenn.edu/comptroller)



- Functional Responsibilities
- Travel Program
- General Ledger Object Codes
- Closing Procedures and Schedules
- FY 1998 Closing Schedule Available
- Comptroller's Office Forms
- *New* Additional Pay Form
- Capital Projects Process Documentation
- Foreign Student Tax Packet
- Guide to Graduate Student and Post Doctoral Appointments
- Other Related Links
- The Bottom Line

FY '98 CLOSING SCHEDULE...

The closing schedule for fiscal year 1998, as well as the Object Code Listing for fiscal year 1999, is now available on the Comptroller's Office web site. The web site is located at the following address:

<http://www.upenn.edu/comptroller/Closing/Close98/index.html>

Please note that we will not be distributing printed copies of either document, as has been past practice. Please print a copy from the web site if you desire hard copy of either document.

NEW COPIER & FAX CONTRACT WITH IKON



In late January, a notice was sent out to the University community that Acquisition Services was negotiating the terms of a sole source contract for copier and facsimile equipment with Xerox Corporation. Ultimately, we were unable to reach mutually agreeable terms with Xerox, and have instead entered into a contract with IKON Office Solutions.

We are happy to report that the terms of this contract are very beneficial to the University. These benefits include:

- ✗ Giving departments the opportunity to replace existing copier equipment with new state-of-the-art equipment that will improve efficiency and productivity without the need to purchase the new equipment;
- ✗ Replacing the current method of paying copying charges (i.e., machine purchase followed by periodic payments for supplies and services) with a new simplified pay-as-you-go process on a cost per copy basis;
- ✗ Installing new equipment whenever needed at NO CAPITAL COST;
- ✗ Upgrading and improving customer service and support;
- ✗ Significantly reducing copying costs and facsimile machine costs;
- ✗ Reducing administrative time and effort within schools and centers; and
- ✗ Expanding the University's commitment to the West Philadelphia community through a partnership to be forged between IKON and a community-based partner that will provide all of the products and services required by the contract.

The lower costs negotiated in this contract will produce actual savings to the University in excess of \$1.5 million each year. Every copier user should benefit from the lower costs associated with this contract. Additionally, older existing equipment that is replaced will be sold, with the sale proceeds going directly to the affected school/center budget. New equipment will not require purchase, thereby eliminating the need to budget future capital funds for copying machines.

We are pleased to announce that IKON has also committed to donate \$1.5 million to the University.

An implementation management team is being formed to manage the migration to this new contract. Contract update announcements will be made on a regular basis. Please direct all questions or concerns regarding this new contract to:

copyfax@pobox.upenn.edu

Note: Please visit the IKON Office Solutions Copies and Fax Program Page for additional information: http://www.purchasing.upenn.edu/commodity/commodity_list/ikon/ikon.html

CAPITAL PROJECTS PROCESS DOCUMENTATION

For more information see:

<http://www.upenn.edu/comptroller/Capital/cppd.html>

The following procedures explain how the University will budget and account for capital projects effective July 1, 1998:

- Capital Projects Process Documentation
- Capital Projects Process Documentation: Required Journal Entries

In most cases, these procedures describe the existing practices which have evolved since FinMIS was implemented July 1, 1996. In some cases, especially in the budgeting of funding into the Capital Construction (000010) Fund, these procedures introduce new budget and journal entries that will help the University better manage these projects. In other cases, particularly with regard to managing cash flow for capital projects and the charging and paying of interest on cash balances in these funds, these procedures represent real changes in the way the University records business transactions.

Some of the changes we are making are due to our recognition that cash advances for capital projects utilize a scarce and precious University resource—the University’s cash balances (both balances from operating cash flows, and from external borrowing). Because our cash balances are limited, we have sought to develop procedures that encourage schools and centers to fund their capital projects from sources other than University cash advances to the maximum extent possible.

These new procedures do not include all the steps necessary as part of the Capital Planning Process. That process currently includes the call for proposals, assessment and priority ordering of proposed projects, creation of the annual university capital plan (and Schedule 1), action by Capital Council, and the President’s Recommendations to the Board of Trustees. Concurrent with the transition to our management relationship with

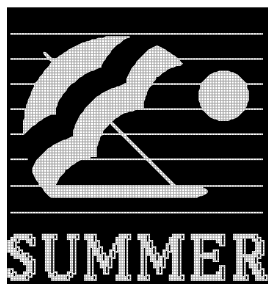
Trammell Crow, the University will be reviewing, and in some cases revising, the policies, procedures and methods the University has been using to manage its facilities. It is likely that as part of this review the University will decide to make some changes in the way it plans these projects. Whatever the detailed procedures are that bring the University to that point, assuming that by the time the University starts to budget and account for a project, the following things have been accomplished:

- the University understands what it is going to do;
- the University understands how much it will cost, by fiscal year;
- the University understands where the funding is coming from, by fiscal year; and
- the University understands how much interim and permanent financing will be needed.

The University also understands that all of these things may change as the project progresses, and that it will need to manage those changes as well.

Only capital projects are subject to these particular procedures. Capital Projects are those projects “costing in excess of \$100,000 or representing more than 20% of the net book value of the building and that increases or amends the usefulness, enhances efficiency, or prolongs the useful life of the subject building for a period greater than two years”. (See Journal Entries).

Maintenance projects, that include “normal and recurring expenditures made to maintain a property in an efficient operating condition without adding value to or prolonging the life of the building or equipment” are not subject to these procedures and are not to be budgeted and accounted for in the Capital Construction (000010) Fund. It is the University’s intention that these projects will be budgeted and accounted for in the Capital Renewal and Replacement (000005) Fund. The detailed procedures for the use of the Capital Renewal and Replacement Fund will follow in the next few months.



SUMMER HOURS

Student Financial Services

9:00 a.m.	-	4:45 p.m.	Monday, Wednesday, Thursday and Friday
10:00 a.m.	-	4:45 p.m.	Tuesday



Message from the Manager

Dear Colleagues:

Research Services and Administrative Information Technology (AIT) have been developing FinMIS reports to support grant year reporting. These reports include the 133.ORG List of Grant and Contract Funds Due to Close, the 134.ORG Summary of Final Expenditure Report and the 137.ORG Budget Period Summary Report. Changes were also made to FinMIS to allow information to be recorded to support the new grant year reports. Five new attributes were added to the FinMIS fund record for capturing the end date of up to five budget periods associated with a fund.

For a detailed description of the new fund attributes and how they will be used, be sure to visit the website:

<http://www.umis.upenn.edu/conerstone/reports/guide3.html>

To allow FinMIS users to begin grant year reporting, an effort was undertaken to define budget periods, to retroactively assign budget periods to existing funds, and to define processes that will allow for the optimum use of these fields for users to better manage their grants and contracts.

Definition

Budget Period - A discrete period of time for which a granting agency has committed funds that can be expended by the University for an agreed upon purpose. This period is defined by the granting agency and is communicated in the Notice of Award. Budget periods as defined cannot overlap with other budget periods associated with the same fund.

An extension of the end date associated with an award will be treated as an extension to the budget period. Supplemental funds received for an existing budget period will not affect the dates of that budget period.

If funds are provided to the University based on specific milestones rather than a specified period of funding the budget period will consist of the entire length of time committed to by the granting agency. This is normally the case with clinical trial agreements. Subsequent funds received by the University will not affect the budget period dates unless the contract is extended beyond the original agreement dates.

Budget periods for non-government sponsored research may be modified to facilitate reporting and the management of funds with the mutual agreement of the school/center responsible for the fund and Research Services.

Assigning Budget Periods for Existing Funds

Research Services and AIT have been working to assign budget period end dates to funds that are already active. This was necessary to allow FinMIS users to begin using the grant year reports immediately. Only funds that were active on February 1, 1998 were updated, over 2200 funds. Any fund that was active on the FinMIS conversion date of Jun 30, 1996 has special constraints in assigning budget period end dates. This is documented in the webpage listed above.

A combination of factors were evaluated in determining the budget period end dates for the active funds.

- Data from the Research Services system and FinMIS were merged to find the best matches of Research Services award dates and FinMIS dates for Contract End and Project End.
- Some funds were assigned budget period end dates based solely on their FinMIS Contract or Project End Dates.
- Clinical trials, when identified, were assigned one budget period, the duration of which is equal to the length of time between the Contract Start Date and the Project End Date
- Some funds were assigned budget period end dates based on typical sponsor rules.
- A small number were examined manually by the Research Services staff.

Moving Forward

Budget period dates are established based on the budget period definition and the Notice of Award. All new awards will have budget period end dates assigned to them by Research Services when a fund is created. New budget periods will be added or modified for existing funds when a Notice of Award is received. For existing funds, if you feel that the budget period dates are incorrect, forward your concerns to your contact person in Research Services. Please supply any documentation with your request that will support changing the budget period end dates. All efforts will be made to accommodate corrections to the budget period end dates.

Sincerely,

Don Kearney
Associate Director, Research Services

FinMIS Enhancements..

\Navigate - View User

To assist FinMIS users in identifying the creator of general ledger transactions, a new inquiry screen has been added called "View User". This screen has been added to the following responsibilities:

- General Inquiry/Reporting**
- GL Inquiry/Reporting (Secured)**
- GL Inquiry Only (Secured)**

The menu path to this screen is " \ Navigate View User ". The screen will provide you with information available from the vendor database, including departmental address and e-mail address.

To use this screen, you will need to have the user name of the individual who created the transaction in question. This can be obtained by using the present "\Row Who" navigation path. When you navigate to the View User screen, enter a query using that user name.

Maximum Total Amount Hold

On Monday May 11, the "Maximum Total Amount Hold" began generating an alert to the PO Requestor.

The old price hold and alert has been REMOVED from production. (This hold/alert used to be activated when the unit price at the line level differed between the invoice and the PO by more than 10%.) A new hold/alert has been ADDED — called "Maximum Total Amount Hold". This hold/alert is activated when the unit price at the line level differs between the invoice/PO by more than \$25.00.

The reason for the switch is primarily to alleviate the many small dollar holds/alerts that were activated by the old price hold/alert logic. For example,

PO:	\$1.00
Invoice:	\$1.50
Difference:	50% , but just 50 cents

Old price hold/alert used to be activated for a mere \$.50. On the other hand,

PO:	\$8,000
Invoice:	\$8,400
Difference:	5% but \$400

Old price hold/alert was *not* activated, even though we care much more about a \$400 difference than the 50 cents!

Using the *new* hold/alert logic, the second PO above would go on hold/alert, while the first one would not — as we would prefer.

The body of the new E-Mail is as follows:

The following invoices are on Maximum Total Amount Hold. The information provided indicates that the invoice total line amount is greater than the purchase order line amount by at least \$25.

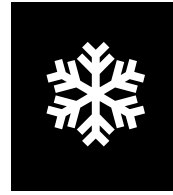
Please review the information below and determine, to the best of your ability, if an error has been made on the PO or the Invoice.

Respond to Accounts Payable via e-mail at APSUP@POBOX. Please indicate whether the invoice should be paid or that the vendor has sent us an erroneous invoice that should be cancelled. If the Invoice should be cancelled please notify the vendor that you have asked Accounts Payable to take this action.

The e-mail response will be used as authorization for Accounts Payable to remove the maximum total amount hold and process payment to the vendor or cancel the invoice per your instructions.

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Audrey Buck	3-6709	abuck@pobox.upenn.edu
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CASHIER PROJECT UPDATE

Last Fall, the Treasurer's Office, Student Financial Services and the Office of Information Systems and Computing established a project team to review the current processes and procedures of the Cashier's Office, with a goal of utilizing advanced technology to streamline and improve services to the University community. In December 1997, the Cashier project team issued a Request for Proposal (RFP) outlining requirements for a new system for the University Cashier. The team has spent the last several months evaluating proposals from five software vendors. At the conclusion of the proposal evaluations in February 1998, the University selected Salepoint, Inc., of San Diego, California, as the vendor who most closely met the requirements stated in the RFP. Contract negotiations between Salepoint and the University commenced in March, and a formal contract signing is expected to occur shortly.

Salepoint will be working closely with the project team on implementation and installation issues, in preparation for the Phase I rollout in July 1998. This implementation will include automated processing of student payments, plus Student Billing & Receivables and Penncard system interfaces.

One of the major undertakings of the Cashier Project was an examination of the way we handle department deposits. Currently, the creation, submission and tracking of these deposits is a manual effort for many departments of the University, and centralized processing involves a series of manual tasks by multiple departments as well. During analysis of the process, it became apparent that significant improvements and efficiencies could be realized by creating a user-friendly, online capability for submitting deposit information electronically. The Electronic Departmental Deposit System (EDDS) would not only simplify and streamline the process, but would also reduce errors by means of automated FinMIS account validation, and enable automatic generation of related FinMIS journal entries.

CONTINUED ON PAGE 12

update**NIH UPDATE...**

ACCEPTANCE FOR REVIEW OF UNSOLICITED APPLICATIONS THAT REQUEST MORE THAN \$500,000 DIRECT COSTS

National Institutes of Health
Effective Date: June 1, 1998

The National Institutes of Health (NIH) is updating the policy about the acceptance of applications requesting direct costs of \$500,000 or more for any one year. Previously this policy applied only to new unsolicited applications. Now the policy is being extended to ALL unsolicited applications - new (Type 1), competing continuation (Type 2), competing supplement and any amended/revised version of the preceding grant application types requesting \$500,000 or more in direct costs for any year.

BACKGROUND

The NIH supports research projects with large budgets, but needs to consider the possibility of such awards as early as possible in the budget and program planning process. Unanticipated requests for unusually high amounts of direct costs, despite the merit of the application and the justification of the budget, are difficult to manage by NIH staff. It is in the best interest of all parties for anyone planning an application that requests unusually high direct costs to contact the appropriate NIH program staff as early as possible to ensure that an Institute and Center would be willing and able to accept the application.

This notice clarifies and revises the policy published in the NIH Guide, Vol. 25, Number 14, May 3, 1996.

NEW POLICY. An applicant planning to submit an investigator-initiated new (Type 1), competing continuation (Type 2), competing supplement or any amended/revised version of the preceding grant application types requesting \$500,000 or more in direct costs for any year (see Applicability below) is advised that he or she must contact Institute or Center program staff before submitting the application, i.e., as plans for the study are being developed. Furthermore, the applicant must obtain agreement from Institute/Center staff that the Institute or Center will accept the application for consideration for award. Finally, the applicant must identify, in the cover letter that is sent with the application, the staff member and Institute or Center who agreed to accept assignment of the application. This new policy requires an applicant to obtain agreement for acceptance of both any such application and any subsequent amendment.

Any application subject to this policy that does not

contain the required information in the cover letter sent with the application will be returned to the applicant without review. Applicants who are uncertain regarding which Institute or Center to contact should call the DIVISION OF RECEIPT AND REFERRAL, Center for Scientific Review (see INQUIRIES).

APPLICABILITY. This policy applies to ALL investigator-initiated new (Type 1), competing continuation (Type 2), competing supplement and any amended/revised version of the preceding grant application types requesting \$500,000 or more in direct costs for any year for any mechanism (e.g., R01, P01, R18, T32). This policy applies also to any group of unsolicited applications (e.g., clinical trial networks, epidemiologic studies) that requests \$500,000 or more direct costs for any one year, even if none of the individual applications request that much.

This policy does not apply to an application submitted in response to RFAs or in response to other announcements with specific budgetary limits. However, such an application must be responsive to any budgetary limits specified or it will be returned to the applicant without review.

PROCEDURES. An applicant planning to submit a grant application to which this policy applies is required to contact, in writing or by telephone, Institute or Center program staff when the application development process begins. If the Institute or Center is willing to accept assignment of the application for consideration of funding, the staff will notify the Center for Scientific Review before the application is submitted.

The applicant Principal Investigator must identify, in the cover letter sent with the application, the program staff member and Institute or Center that has agreed to accept assignment of the application.

An application received without indication of prior staff concurrence and identification of that contact will be returned to the applicant without review.

EFFECTIVE DATE. This policy becomes effective on June 1, 1998.

Applicants are encouraged, however, to contact Institute or Center staff at any time about the preparation of applications to which this policy will apply.

INQUIRIES

For additional information about the policy, the program staff at any Institute or Center may be contacted. Applicants who are uncertain about which Institute or Center may have the greatest interest in the research for which support may be sought, should contact:

Division of Receipt and Referral
Center for Scientific Review
National Institutes of Health
Telephone: (301) 435-0715
FAX: (301) 480-1987

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	#	School/Center	Phone	E-Mail Address
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Darlene Sparks	19	Annenberg Center	8-6704	sparksjd@pobox
Terry Dzelzgalvis	24	DRIA	8-4430	mtherese@pobox
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Ernie Gonsalves	56	Law	8-6430	egonsal@oyez.law
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Cassandra Green	61	ICA	8-7108	cgreen@ben.dev
Julie Shuttleworth	62	OIP	8-1644	jshuttle@pobox
Bonnie Gibson	63	Fels Center	8-6841	gibson@pobox
Anna Colasante	78	Audit & Compliance	8-1938	annamc@pobox
Joseph Weaver	79	Public Safety	8-9002	weaver@a1.police
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William Turner	84,85,86	VPUL	8-4922	turner@pobox
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David Valentine	87	VP Finance	8-1644	davidv@pobox
Ronnie Marino	89	EVP	8-6693	vmarino@pobox
Joanne Gorman	90	Development	8-8185	gorman@ben.dev
Gary Truhlar	92	HR	8-5896	truhlar@pobox
Laurell Seebadri	93,95	Business Services	8-2489	seebadri@pobox
Florence Griffin	96	Facilities Management	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	School/Center	Phone	E-Mail Address
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Joyce Cook	GSE	8-8223	joycec@nwfs.gse
Judy Delaney	NBC	221-2209	jdelaney@vet
Janet Dwyer	President	8-0448	dwyer@pobox
Terry Dzelzgalvis	DRIA	8-4430	mtherese@pobox
Darlene Dziomba	Library	8-7567	darlene@pobox
Lorene Eighme	SAS	8-7123	leighme@sas
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	Annenberg Center		
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Todd Swavely	Medicine	8-8835	tswavely@mail.med
William Turner	VPUL	8-6404	turner@pobox
Alan Waldt	Museum	8-4052	awaldt@sas
John Westdyke	Nursing	8-9943	westdyke@pobox

SENIOR BUSINESS OFFICERS FORUM

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

Name	School/Center	Phone	E-Mail Address
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John Keane	Libraries	8-5933	keane@pobox
Sophie Luzecky	SAS	8-0888	sluzecky@sas
Mike Mandl	SAS	8-7320	mmandl@falcon.sas
Dan McCollum	Wharton	8-4157	mccollum@wharton
Jim Mesisca	Development	8-8185	mesisca@ben.dev
Janet Plantan	GSE	8-3039	janetp@gse
Margaret Smith	ISC	8-8602	smithm@isc
Darlene Sparks	Annenberg Center	8-6704	sparksjd@pobox
Tom Stump	SEAS	8-3522	stump@seas
Barry Stupine	Veterinary	8-4161	stupine@vet
Bill Turner	VPUL	8-6404	turner@pobox
Alan Waldt	Museum	8-4052	Awaldt@sas
Paul Weidner	Medicine	8-1656	weidnerp@mail.med
Marie Witt	Business Svcs	8-1199	witt@pobox
Jerel Wohl	GSE	3-3647	jerelw@gse
Mark Zohar	Business Svcs	8-5227	zohar@pobox

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

This group meets regularly to discuss the design and information supplied by the reports produced through FinMIS.

Name	School/Center	Phone	E-Mail Address
Bob Allison	Comptroller	8-2364	allisonr@pobox
Kelly Ardis	Veterinary	8-4597	kda@vet
Roxanne Bataitis	Comptroller	8-4222	bataitis@pobox
Tess Bocage	ISC	8-5776	bocage@isc
Christopher Bristow	Engineer	8-7916	bristow@seas
Pat Burke	SEAS	8-7916	burke@seas
Anne Campbell	SAS	8-2404	acampbel@vulcan.sas
Saul Katzman (Co-Chair)	SAS	8-2327	skatzman@mail.sas
Don Kearney	Research Services	8-7269	dkearney@pobox
Ron Keller	Comptroller	8-5649	rkeller@pobox
Linda Kristekas	Dental	8-5405	linda@biochem.dental
Sophie Luzecky	SAS	8-0888	sluzecky@sas
Dan McCollum	Wharton	8-4157	mccollum@wharton
Todd Swavely	Medicine	8-8835	tswavely@mail.med
Janis Tofani	Budget & Management	8-1139	tofani@pobox
Bill Turner	VPUL	8-4922	turner@pobox
Paul Weidner	Medicine	8-1656	weidnerp@mail.med
Mark Zohar	Bus Svcs	8-5227	zohar@pobox

PROCUREMENT DISBURSEMENT ADVISORY BOARD (PDAB)

This advisory board is responsible for analyzing, evaluating and reviewing the policies and procedures established with the Accounts Payable and Acquisition Services Departments.

Name	School/Center	Phone	E-Mail Address
Marstin Alexander	Comptroller	8-7274	marstin@pobox
Kelly Ardis	Veterinary	8-4597	kda@vet
Christopher Bristow (Chair)	Engineering	8-7916	bristow@seas
Ernie Gonsalves	Law	8-6430	egonsal@oyes.law
Sophie Luzecky	SAS	8-0888	sluzecky@sas
Ralph Maier	Acquisition Services	8-1452	maier@pobox
Todd Swavely	Medicine	8-8835	tswavely@mail.med
Andrea Williams	Wharton	8-5546	awilliams@wharton

BUSINESS ADVISORY BOARD (BAB)

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

Name	School/Center	Phone	E-Mail Address
Robin Beck	ISC	8-7581	beck@isc
Alfred Beers (Co-Chair)	VP Finance	8-4920	beers@pobox
Omar Blaik	Facilities Services	8-7105	oblaik@pobox
Amy Bosio	Treasurer	8-7256	bosio@pobox
Mary Lee Brown	Audit & Compliance	8-7958	marylb@pobox
Kenneth Campbell	Comptroller	8-7593	kennethc@pobox
Susan Croll	Medicine	8-3607	croll@mail.med
Scott Douglass	Wharton	8-2741	douglass@wharton
Kathy Engebretson	VP Finance	8-1005	engebret@pobox
Jim Galbally	Dental	8-4973	galbally@pobox
Bonnie Gibson	Provost	8-6841	gibson@pobox
Jack Heuer	HR	8-6019	heuer@pobox
Michael Mandl	SAS	8-7320	mmandl@falcon.sas
Michael Masch	Budget & Management	8-6651	masch@pobox
Janet Plantan	GSE	8-3039	janetp@gse
Tom Stump (Co-Chair)	Engineering	8-3522	stump@seas
Barry Stupine	Veterinary	8-4161	stupine@phl.vet
David Valentine	VP Finance	8-5422	davidv@pobox

CASHIER PROJECT UPDATE

CONTINUED FROM PAGE 6

The Cashier team has recommended a web-based/Internet solution for the deposit screens, in order to facilitate access and avoid some technical issues that may be present due to the variety of desktop hardware in the University community. The recommended design should facilitate access by even the older desktop hardware which meet the University standards for 1994-1995 as a minimum (**see the Treasurer web-site at <http://www.upenn.edu/treasurer/cashinfo/>**). It is expected that EDDS would be implemented towards the end of the year as part of Phase II of the Cashier Project. We are currently in the process of developing specifications and a rollout plan for EDDS. Associated training for the University community would be scheduled accordingly.

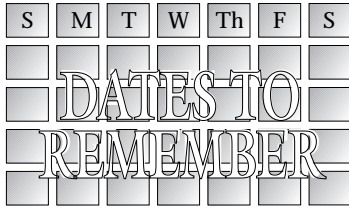
Earlier this year, a Cashier Advisory Board was formed to help advise the project team and solicit input from the field. This Board is comprised of representatives from across the University. Anyone interested in providing feedback or participating in the development of EDDS is urged to become a member. You are also welcome to contact one of the current Cashier Advisory Board members, listed on the Treasurer's web-site, to discuss the project.

If you have any questions or comments on the Cashier Project, or would wish to volunteer for early EDDS implementation for your department or school, please send an E-Mail to cashierproject@sfs.upenn.edu. **Please do not contact Cashier Office personnel directly regarding this project.** More information will be forthcoming as the project progresses, and future updates will be posted on the Treasurer's web-site.

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	School/Center	Phone	E-Mail Address
Jim Beermann	Medicine	8-6401	beermann@mail.med
Mary Lee Brown	Audit & Compliance	8-7598	marylb@pobox
Joe Cooney	Training & Development	8-1351	jcooney@pobox
Janet Conway	SAS	8-4810	jconway@sas
Charlotte Daub	Wharton	8-4583	daub@wharton
Lorene Eighme	SAS	8-7123	leighme@sas
Rose Flynn	Budget & Management	8-6651	flynn@pobox
Bonnie Gibson	Provost	8-6841	gibson@pobox
Susanne Iannece	HR	8-3400	iannece@pobox
Merceda Lafferty	Medicine	3-4064	merceda@mail.med
Terry Lafferty	VP Finance	3-5604	tvloff@pobox
Sophie Luzecky	SAS	8-0888	sluzecky@sas
Robert McDonald	Veterinary	8-8866	robertmc@vet
Barbara Murray	VP Finance	8-1733	murrayb@pobox
George Musonge	VPUL	8-6081	musonge@pobox
Rosey Nissley	ISC	8-2801	nissley@isc
Kim Osborne	Social Work	8-4496	osborne@ssw
Susan Passante	ORA	8-7293	passante@pobox
Donna Petrelli	Business Services	8-2487	petrelli@pobox
Phillip Silmser	ISC	3-3162	silmser@isc
Rich Snyder	Research Services	8-1967	rsnyder@pobox
Pat Speakman	Development	8-8185	speakman@ben.dev
Georgia Spica	Medicine	3-4065	spica@mail.med
Todd Swavely	Medicine	8-8835	tswavely@mail.med
William Turner	VPUL	8-6404	turner@pobox
Alan Waldt	Museum	8-4052	awaldt@SAS
Cheryl Walker	Accounts Payable	8-7272	walkercl@pobox
John Westdyke	Nursing	8-9943	westdyke@pobox
Jerel Wohl	GSE	3-3647	jerelw@gse



O F F I C E S
 Payroll Department • General Accounting
 • Office of Research Administration

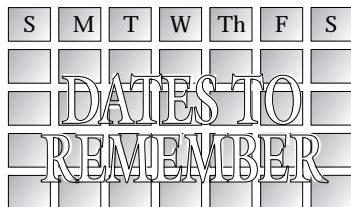
PAYROLL WEEKLY CLOSING AND PAY DATES
 June 15 through August 30, 1998

Pay Period 1998	Weekly Payroll Pay Date	Supporting Documents For New Appointments Must Reach Personnel Records by 5:00 p.m.	Vacation Advance & Add'l Pay Forms Due in Payroll by 5:00 p.m.	Time Reporting Data Entry for Positive/ Exception Employees by Monday, 3:00 p.m.	Database On-Line Changes to Existing Employees Must be Made Before 5:00 p.m.
06/15-06/21	06/26/98	06/16/98	06/19/98	06/22/98	06/22/98
06/22-06/28	07/02/98*	06/23/98	06/26/98	06/29/98	06/29/98
06/29-07/05	07/10/98	06/30/98	07/03/98	07/06/98	07/06/98
07/06-07/12	07/17/98	07/07/98	07/10/98	07/13/98	07/13/98
07/13-07/19	07/24/98	07/14/98	07/17/98	07/20/98	07/20/98
07/20-07/26	07/31/98	07/21/98	07/24/98	07/27/98	07/27/98
07/27-08/02	08/07/98	07/28/98	07/31/98	08/03/98	08/03/98
08/03-08/09	08/14/98	08/04/98	08/07/98	08/10/98	08/10/98
08/10-08/16	08/21/98	08/11/98	08/14/98	08/17/98	08/17/98
08/17-08/23	08/28/98	08/18/98	08/21/98	08/24/98	08/24/98
08/24-08/30	09/04/98	08/25/98	08/28/98	08/31/98	08/31/98

*Dates are earlier due to holiday observance.

PAYROLL MONTHLY CLOSING AND PAYDATES
 June through August 1998

Monthly Payroll Paydate	Supporting Documents For New Appointments Must Reach Personnel Records by 5:00 p.m.	Additional Pay Forms Due in Payroll by 4:00 p.m.	Time Reporting Data Entry for Late Pay, Reduction in Pay & Late Pay Approval by 4:00 p.m.	DataBase On-Line Changes to Existing Employees Must be Made by 5:00 p.m.
06/30/98	06/15/98	06/18/98	06/18/98	06/19/98
07/31/98	07/20/98	07/22/98	07/23/98	07/24/98
08/31/98	08/17/98	08/19/98	08/20/98	08/21/98



O F F I C E S

Payroll Department • General Accounting
 • Office of Research Administration

FinMIS ACCOUNTING SYSTEM CLOSING SCHEDULE

<u>Period</u>	<u>Begin Date</u>	<u>End Date</u>
Jun - 98	06/01/98	06/30/98
Jul - 98	07/01/98	07/31/98
Aug - 98	08/01/98	08/31/98

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 last business day of the period, 12:00 p.m.
Central Gifts Receipts	Next to last business day of the period, 4:00 p.m.
On-Line Journals*	Last day of the period, 6:00 p.m.
ProCard Journals**	Last Friday of the period, 6:00 p.m.
Collections	Last Monday of the period, 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.

DATES TO RUN SALARY MANAGEMENT (SALMGMT) REPORTS

Run your GRPA and/or GRPS Salary Management Reports on the following dates to match the month's salary actuals and encumbrances to your GL reports for the same month.

<u>To match GL Reports in:</u>	<u>Run Salmgmt Reports on any of these dates:</u>
June	June 23 - June 29
July	July 28 - July 3
August	August 25 - August 31



TRAVEL ADVISORY

Travel Office, 308 FB/6284 898-3307

US AIRWAYS UPDATE

The Travel Office is pleased to announce that we have signed an agreement with US Airways through which the University has a negotiated savings. Starting immediately, US Airways will provide Penn with a 5% savings on any restricted fare and a 7% savings on any full unrestricted fare. These are up-front deductions at the time of ticketing and are a direct savings to each department or funding source.

This agreement also provides us with a 5% savings on all international flights with US Airways as well. Remember . . . in order to take advantage of these discounts you must purchase your tickets through the Penn Desk at American Express. They can be reached at 898-9439.

In order to maintain or improve these discounts, it is important that we direct more business to US Airways through American Express Travel. Please share this message with all travelers and administrative assistants throughout your schools and centers and encourage everyone to use US Airways and American Express Travel, whenever possible.

Only through your efforts to support this program can we continue to save money with the largest air carrier out of the Philadelphia Airport.

ELIMINATION OF BOARDING PASSES

There is a movement afoot in the airline business to eliminate the boarding passes you have come to expect with your airline tickets. US Airways, American, Continental, Northwest, United and TWA have all recently announced the elimination of pre-issued boarding passes.

Seat assignments can continue to be reserved prior to your intended travel date. Reserved seats are subject to cancellation if not claimed at least 30 minutes before departure on domestic flights and even earlier on international flights.

Although the airlines regret any inconvenience this new policy may cause, according to company spokes people, the "growing use of electronic tickets" has prompted this decision.

AMTRAK UPDATE

Refund Policy. Metroliner tickets will continue to be honored on non-Metroliner trains between stations indicated on the ticket. However, if Metroliner ticket is collected on-board the non-Metroliner train, the passenger is NOT entitled to a refund for the difference between Metroliner and non-Metroliner ticket value.

City Profiles. Amtrak offers city profiles on their web site (www.amtrak.com). The city profiles offer important and useful information about each station that Amtrak serves, such as directions to the station, parking information and rental car access. The city profiles also include phone numbers for lost and found and customer services.

REMINDER . . . SERVICE FEES BY TRAVEL AGENCIES

The University does not reimburse for any service fees charged by travel agencies. The preferred agency at the University is American Express Travel and they currently charge no fee for their services. If travelers wish to purchase airline tickets from independent agencies, any fees assessed for such services will be at the expense of the traveler and not the University.

AMERICAN EXPRESS

The American Express agents on the Penn Desk specialize in business travel. When seeking vacation assistance, call the Vacation Office at 587-2300.

AMERICAN EXPRESS HOTEL DIRECTORIES

The Travel Office has extra copies of the 1998 WORLDWIDE SELECT HOTEL GUIDE published yearly by American Express. If your department would like a copy, please e-mail the Travel Office at storb@pobox.

BOSTON COACH

Boston Coach is a transportation company that provides private ground transportation to and from the airport. If you feel such service is appropriate when recruiting or transporting visiting dignitaries, you can reach Boston Coach by calling 1-800-336-5322 and identifying that you are with the University of Pennsylvania.

For billing purposes, you may use your department's procurement card, thus eliminating the need to create separate billing arrangements. If you have any questions, please contact the Travel Office.

University of Pennsylvania

FinMIS Training Registration

Please complete the following information and return to:

Financial Training Department • Room 313 FB/6284 • Fax: 898-0817 • Phone: 898-1733

Introduction to University Accounting & Business Functions/Chart of Accounts Training	One half-day session _____
FinMIS Navigation/Purchasing	Four half-day sessions _____
FinMIS General Ledger*	Four half-day sessions _____

*Please note: You will be notified via e-mail of the training dates and location for which you are to be scheduled.
If you are responsible for Purchasing functions only, you are not required to attend the General Ledger sessions.

Personal Data: (Please print or type)

Name: _____ Years at Penn: _____
 SSN: _____ - _____ - _____ Title: _____
 School/Center: _____ Department: _____
 E-mail: _____ @ _____ Campus Phone: _____ - _____

Education and Training: Circle and complete the appropriate answer

Do you have a business degree? Y N Major: _____ Year earned: _____
 Have you ever taken an Accounting course? Y N Name: _____ Year taken: _____

Computer Experience: Please select the appropriate response

<i>3 - Frequently Use</i>				<i>2 - Use on Occasion</i>				<i>1 - Never Use</i>
Lotus or Excel	3	2	1	WWW/Internet	3	2	1	
Word Processing	3	2	1	Mac or PC	3	2	1	
Windows	3	2	1	E-mail	3	2	1	

Financial Responsibilities: Circle or complete the appropriate answer

Process purchase orders	Y	N	Review and adjust Procard transactions	Y	N
Approve purchase orders	Y	N	Manage Unrestricted fund(s)	Y	N
Prepare budget entries	Y	N	Manage Sponsored Program fund(s)	Y	N
Review accounting reports	Y	N	Manage Gift fund(s)	Y	N
Prepare journal entries	Y	N	Manage Endowment fund(s)	Y	N
Clear suspense accounts	Y	N	Other _____		

Familiarity with University financial policies and procedures: Please select the appropriate response

<i>3 - Very familiar</i>				<i>2 - Some familiarity</i>				<i>1 - No familiarity</i>
Accounts Payable	3	2	1	Payroll	3	2	1	
Acquisition Services (Purchasing)	3	2	1	Research Services	3	2	1	
Budget & Management	3	2	1	Travel	3	2	1	
General Accounting	3	2	1	Other: _____	3	2	1	

Employee's Signature: _____ **Date:** _____
Supervisor's Name: (printed) _____ **Date:** _____
Supervisor's Signature: (required) _____ **Date:** _____
School/Center Trainer Name: (printed) _____ **Date:** _____
School/Center Trainer Signature: (required) _____ **Date:** _____

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.

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. Please note this is not a FinMIS hands-on training session.

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.

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.

TRAVEL PROGRAM/POLICIES AND PROCEDURES

Covers the important aspects of University's Travel Program. The seminar will review who the preferred travel providers for the University and the importance of using 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 forms 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 roles and responsibilities as it relates to payments to University employees.

OFFICE OF RESEARCH SERVICES - PRE AWARD AND REGULATORY OVERVIEW

An introduction to the roles and responsibilities of the Pre-Award and Regulatory Section of the Office of Research Services. 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.

OFFICE OF RESEARCH SERVICES - POST AWARD AND FINANCIAL OVERVIEW

An introduction to the roles and responsibilities of the Post-Award and Financial Section of the Office of Research Services. 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.

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 transaction situations which may confront a financial administrator such as conflicts of interest; confidentiality; reporting integrity, etc.

ADDITIONAL TRAINING COURSES

GIFT & ENDOWMENT

Prerequisite: FinMIS General Ledger Training

For employees responsible for Endowment and Gift Funds (funds beginning with 4 or 6), this session will explain the Gift and Endowment process as it relates to FinMIS. The topics included will be defining Gift and Endowments, FASB Requirements, the Life Cycle of a Gift, Managing the Gift, Receipt of the Gift, Recording the Gift, Operating or Capital Budget, Budgeting the Gift and Reports.

PROCUREMENT CREDIT CARD (PRO-CARD)

For employees who handle procurement for their department, 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 Pro-Card system, including security clearance, browse screens, and updating transactions from which the account number to be charged for the purchase can be changed.

FOREIGN STUDENT/SCHOLAR TAX REPORTING

For administrators who employ and/or pay foreign students or scholars, this three-hour 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.

SALARY MANAGEMENT

Prerequisite: Personnel/Payroll System, On-Line Personnel Processing Training and FinMIS General Ledger Training

For employees assigned 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 the system where the detailed accounting information is housed. The General Ledger contains summary information only.

ON-LINE PAYROLL TIME REPORTING

Prerequisite: Security Access to On-Line Payroll Time Reporting, Personnel/Payroll System and On-Line Personnel Processing Training

For employees who handle payroll time reporting for their departments, this three-hour workshop covers how to process time reporting "On-Line" for non-exempt and 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.

Quarterly Quote

"Don't abandon dreams from your youth; adjust them as required, and they will flourish"

- Liesl Vasquez

University of Pennsylvania

Office of Vice President for Finance

FINANCIAL TRAINING REGISTRATION

I would like to attend the following:*

*** To qualify for the Accounting & Business Certification (ABC) 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.**

- Purchasing Overview 9:30 a.m. - 12:00 p.m. To be announced
- Accounts Payable Overview 9:30 a.m. - 12:00 p.m. To be announced
- General Accounting Overview 9:30 a.m. - 12:00 p.m. To be announced
- Travel & Program/Policies & Procedures 9:30 a.m. - 12:00 p.m. To be announced
- Personnel/Payroll Overview 9:30 a.m. - 12:00 p.m. To be announced
- Office of Research Services Pre-Award and Regulatory Overview 9:30 a.m. - 12:00 p.m. To be announced
- Office of Research Services Post-Award and Financial Overview 9:30 a.m. - 12:00 p.m. To be announced
- Standards for Conducting University Business 9:30 a.m. - 12:00 p.m. To be announced

Additional Training Courses (Not part of the ABC Program)

- Procurement Credit Card 9:30 a.m. - 11:00 p.m. To be announced
- On-Line Payroll Time Reporting 9:30 a.m. - 12:30 p.m. To be announced
- Foreign Student/Scholar Tax Reporting 9:30 a.m. - 12:00 p.m. To be announced
- Salary Management 9:30 a.m. - 12:00 p.m. To be announced
- Gift & Endowment 9:30 a.m. - 12:00 p.m. To be announced

Name: _____ Social Security Number: _____ - _____ - _____

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:

Financial Training Department
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 location of the training sessions.

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