

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

# Bottom Line



## WEB SITINGS

Comptroller's Office Homepage

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

Check out *The Bottom Line* here!

Comptroller's Office - Travel Program

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

Treasurer's Office - Cashier

<http://www.upenn.edu/treasurer/cashinfo>

Information Systems & Computing

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

Purchasing (Acquisition Services)

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

Student Financial Services

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

Human Resources - PennKnife

<http://www.hr.upenn.edu/hrim/pennknife>

## Need Refresher FinMIS Training?

Have you considered 'Proctoring' a FinMIS Training session? Proctors are an invaluable part of the FinMIS training experience. If you would like to consider proctoring a future FinMIS program; day, week or the full two week session (half days only), please e-mail [murrayb@pobox](mailto:murrayb@pobox). The Trainer will guide you every step of the way. It's a win, win situation for all involved.

## FISCAL YEAR '99 CLOSING SCHEDULE...

Please check the Comptroller's Office web homepage for the Fiscal Year '99 Closing Schedule

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

### Fiscal Year 2000

## FinMIS Manual Journal & Budget Entry Batch Naming Convention

Beginning with the fiscal year 2000, please add the YEAR to the batch naming convention for all your on-line journals and budget entries into FinMIS as follows:

ORG(4).INITIALS(3).MM/DD/YY.NN(2)

xxxx.zzz.mm/dd/yy.nn

xxxx is your Organization

zzz are your initials

mm/dd/yy is today's month, day and year

nn is the batch number of the journal for that day

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*Important  
General Ledger Note Regarding*

**Fiscal Year 1999  
Closing Instructions**

It is important to note that from July 1st through July 16th, two accounting periods, ADJ-99 and JUL-99, will be open simultaneously. The batch naming convention for manual journal entries for ADJ-99 only will be ADJ99.xxxx.zzz.mm/dd/yy.nn, where xxxx is the user's org, zzz is the user's initials, mm/dd/yy 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-99. However, it is possible to select JUL-99 in error. By adding the ADJ99 prefix to the batch name, you will be able to more easily identify journals that were erroneously entered in JUL-99, i.e. querying 13th month batches should have the ADJ99 prefix in the batch name as well as have the period of ADJ-99 selected.

If you are entering a journal for FY 2000, the standard batch naming convention applies. However, you will need to navigate to the period field in the batch header zone and select JUL-99, since ADJ-99 will appear as the default.



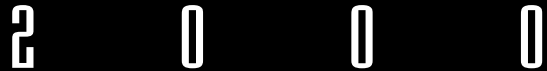
***DID YOU KNOW?...***

... CAROLYN JONES, Trust Administrator, will be leaving the University after 14 years of dedicated service. PEG HEER, Financial Analyst, will be the TRUST ADMINISTRATOR starting on June 1, 1999. All the best to both of you!

***Procurement  
Credit Card  
(Procard) Training***

The Accounts Payable and Acquisitions Services Departments will be providing training for all new Procard applicants on a bi-weekly basis beginning in June, 1999. All Procard applicants are required to attend this one and one-half hour training program prior to receiving their Procard. This training session provides an overview of 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 procedure for handling Pro-Card re-distributions using FinMIS.

To apply for a Procard, contact Patricia Baxter, the Procard Administrator (baxterp@pobox). To register for this session, complete the registration form on the last page of *The Bottom Line*.



**EMPLOYEE BENEFIT  
RATES FOR FY2000  
AND BEYOND**

The University is planning to use employee benefit rates for FY2000 of 29.0% for full-time employees, and 9.7% for part-time employees. These rates have not yet been approved by the University's cognizant agency, the Department of Health and Human Services, but should be used for all grant and contract proposals for FY2000 and beyond, until further notice.

*Vice President for Finance***CHANGES IN THE FINANCIAL TRAINING DEPARTMENT**

The Division's Financial Training Department continues to expand with the addition of another trainer, Jim Riley. Jim comes to the department from the School of Medicine where he worked in the Office of Financial Services as a FinMIS Trainer. Prior to his role at SOM, Jim worked for the School of Veterinary Medicine. The department is delighted that Jim has joined them; participants in upcoming FinMIS classes will get the opportunity to see him in action.

The Financial Training Department has been experiencing other changes as well. As renovations continue in the Franklin Building, the group is getting significant experience operating as a virtual team. All members of the team are currently in temporary work space and will continue to be in various locations until the Fall when the group will move into its new space on the 7th floor of the Franklin Building. The new location on the 7th floor will provide the group with enough space to hold training for small numbers of people, as well as the capacity to expand.

Another change for the training team will occur July 1, 1999 as Al Beers, Associate Vice President for Finance, will refocus his attention exclusively on special projects for the Office of the Vice President for Finance. Al has been overseeing the training function in the division for several years and will remain close to the team as he joins them in their office suite on the 7th floor in the Fall. Until that time, Al is located on the Basement Level of the Franklin Building and his phone and e-mail remain unchanged.

Also, until that move occurs, members of the Financial Training Department can be contacted as follows:

**Senior Director**

Beverly Edwards  
573-6703  
bedwards@pobox.upenn.edu

**Manager**

Barbara Murray  
898-1733  
murrayb@pobox.upenn.edu

**Senior Training Specialist**

Jim Riley  
573-8988  
jriley@pobox.upenn.edu

**Administrative Assistant**

Sally Buonadonna  
573-5603  
buonadon@pobox.upenn.edu

**TRAINING ADVISORY BOARD REORGANIZATION**

Earlier this year, the Financial Training Department assessed the challenges it faces as the department plans for an increased variety of training programs, in addition to the planned upgrades to the FinMIS system. In order to better position itself for these challenges, the Department reconfigured the Training Advisory Board (TAB) into a smaller core group. It is hoped that this change will enable TAB to be a more efficient and effective working group.

Beverly Edwards, Sr. Director of Training for the Division of Finance, and Todd Swavely, Interim Comptroller, School of Medicine, are co-chairing the group. They announced that their goal was to have TAB act in an advisory capacity to the Financial Training Department and that members would not be asked to spend extensive time developing training materials since it is recognized that TAB members have full-time positions with other responsibilities.

All recommendations developed within TAB will be brought forward to Kathy Engebretsen, Vice President for Finance, and the Business Advisory Board, as necessary. Beverly Edwards, on behalf of the Financial Training Department, will report back to TAB and keep the group apprised of progress and decisions regarding any recommendations.

Members of the new group, in addition to Todd and Beverly are:

Chris Bristow	Engineering
Chris Cataldo	GFSA (Representing Annenberg Center, Annenberg School, Dental, DIA, GSE, Law, Library, Museum, Nursing and Social Work)
Sophie Luzecky	SAS
Dan McCollum	Wharton
Bob McDonald	Vet
Barbara Murray	Financial Training Department
Julie Shuttleworth	VPUL

## NEW *FinMIS* TRAINING

### STAND-ALONE GENERAL LEDGER TRAINING

With expanded training resources and staff, the Financial Training Department has been able to develop more programs that address the needs of the University community. Based on feedback from FinMIS users, the group is pleased to offer a FinMIS training course that will act as a stand-alone guide to navigating through and operating within the FinMIS General Ledger responsibilities.

Currently, FinMIS training courses require any individual requesting GL access to first take Purchasing training. This requires a total time commitment of 9 half days. Feedback that the department has received indicates that there is a need for a course designed specifically around the needs of a person who will be working solely in the GL. Whether this person is a clerk entering journal entries or a manager monitoring account balances, the department feels that this offering will significantly reduce the classroom time required before access is granted and will teach participants what they need to fulfill their job responsibilities.

The new Stand-Alone GL class will combine aspects of the current GL-COA training, FinMIS navigation skills and the FinMIS GL class. The end result will be one comprehensive course on how to operate in FinMIS GL over a 5 day span, for a total of 15 hours. This course will be offered to the Penn financial community at large; however, attendance in this course is dependent on job responsibilities and previous exposure to accounting concepts. This class will necessarily move more rapidly than the current GL training; therefore, it is imperative that managers assess carefully who should be attending this class. In addition to the aforementioned characteristics, participants should be comfortable using a computer. This class is intended for individuals whose work requires them to access the GL, but do not need Purchasing access to enter or approve purchase orders.

Listed below are specific areas that the class will examine:

- Chart of Accounts Overview: How Penn's Chart of Accounts Works
- FinMIS Navigation: How to get from one point to another within the system
- GL COA Inquiry: Looking up specific information in the COA
- GL Journal Entry General: How to create journals and various journal sources
- GL Inquiry/Reporting: Querying budget balances, account summaries and details, and running reports
- GL Budget Entry: Entering and adjusting budgets via budget journals

By providing this class to individuals with no need for FinMIS Purchasing access, the training department believes that it will not only satisfy the needs of its customers, but also move one step closer to offering further modularized training opportunities. It is hoped that this upcoming pilot class will be the precursor of future GL training, in which a person who needs access only to GL Journal Entry General can master this activity in an even shorter time frame.

The first class will be offered at the beginning of Fiscal Year '00. Those interested should see the registration form on page 12 of *The Bottom Line*. The training department anticipates a demand that will require a bi-monthly delivery of the Stand-Alone GL class; however, the department will adjust delivery schedules based on demand. The standard FinMIS class will continue to be offered on a monthly basis.

Questions about this class can be directed to any member of the Financial Training Department listed on page 3 of this issue.



# TRAVEL ADVISORY

Travel Office, 308 FB/6284 898-3307

<p style="text-align: center;"><b><i>Mileage Reimbursement Rate</i></b></p> <p>Effective April 1, 1999 the mileage reimbursement rate for personal vehicles used for business purposes is <b>31 cents per mile.</b></p> <p><b><i>Car Rentals</i></b></p> <p>You can now make car rental reservations on the web with our preferred suppliers.</p> <p>Car rental company:   <b>National Car Rental</b>          Web site:               http://www.nationalcar.com          Corp ID number:       5001856</p> <p>Car rental company:   <b>Alamo Car Rental</b>          Web site:               http://www/goalamo.com          Corp ID number:       141108</p> <p>When you access the reservation page, be sure to enter Penn's Corp ID#s listed above.</p> <p>The Corp ID# identifies the discounted rates and incorporates the correct insurance coverage into the reservation. It's quick, it's easy and you have a written confirmation to take with you to the counter.</p>	<p style="text-align: center;"><b><i>Reminder . . . Vendor Numbers</i></b></p> <p>Please provide vendor numbers on all forms when submitting Request for Payment (C-368) or Request for Reimbursement (C-1) forms. Failure to do so, slows the process and can result in the wrong payee being paid.</p> <p style="text-align: center;"><b><i>Summer Discount Fares with US Airways</i></b></p> <p>The University of Pennsylvania has even greater domestic discount fares with US Airways for the summer months i.e. tickets purchased in June, July and August. I am not at liberty to disclose the discount in writing, but call American Express at 898-9439 and they will be happy to extend the discount to all business travelers. And, remember . . . the more we book US Airways through the Penn Desk at American Express Travel, the greater discounts we can achieve. So please support our efforts in this regard. Cheaper tickets are to everyone's advantage.</p>
<p style="text-align: center;"><b><i>Reminder . . . Prepaying for Conference Registration Fees</i></b></p> <p>If you are prepaying a conference or meeting registration for someone in your department, the preferred method of payment is the Procurement Card. Use the Procurement Card whenever the conference accepts MasterCard as a form of payment and you are using the following object codes:</p> <p>5210 Meeting &amp; Conference Fee / Registration          5213 Staff Development and Continuing Professional Education</p> <p>Conference registration payment requests that are received in the Travel Office will be reviewed to see if MasterCards are accepted. If so, the registration request will be given to Accounts Payable for processing on a Procurement Card.</p>	<p style="text-align: center;"><b><i>Reminder . . . Addresses on C-forms</i></b></p> <p>When processing a C-form, check in the FinMIS vendor database to make sure the correct address is in the system.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If the address is correct, leave that section blank</li> <li><input type="checkbox"/> If there is more than one address in the system, indicate which address is appropriate</li> <li><input type="checkbox"/> If the address is incorrect, the correct address should be placed on the form with a notation that the vendor site needs to be updated.</li> <li><input type="checkbox"/> If there is no address, provide the following information on the form</li> <li><input type="checkbox"/> Use campus buildings, room numbers and mail codes for all on-campus addresses</li> <li><input type="checkbox"/> Use street address, city and zip code for all off-campus addresses</li> </ul> <p>It is difficult for us to keep up with offices and individuals on campus who are relocating, so it is important that the Business Administrator verify that all addresses are correct.</p> <p>Remember that incorrect information can delay a payment or cause a payment to be sent to the incorrect location. Your assistance in this matter is greatly appreciated</p>

## *From the Cashier's Office*

### NOTICE OF IRS REQUIREMENT

The University is required, under section 60501 of the Internal Revenue Code, to file Form 8300 within 15 days of receipt of cash in the amount of \$10,000 or greater from an individual or corporation in one or more related transactions. The term cash includes cashier's check, bank drafts, traveler's checks and money orders.

It is the department's responsibility to complete Form 8300. The University will be subject to substantial penalties, which will be passed on the department, if we fail to file a correct and complete Form 8300. If you believe you may receive cash requiring you to complete a Form 8300, please contact Helen Kreider via email at [hkreider@pobox.upenn.edu](mailto:hkreider@pobox.upenn.edu).

Thank you for your cooperation.

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### NOTIFICATION TO DEPOSITORS

In order to enhance the internal control and security for checks received at the University, all departments will be required to endorse the back of all checks upon receipt effective August 1, 1999.

The Cashier's Office will order and pay for an endorsement stamp for each department. The stamp will include the following information:

**For Deposit Only**  
**Mellon Bank**  
**Trustees of the University of Pennsylvania**  
**Account 2-523-694**  
**Date:**  
**Your department name and org number**

Please e-mail Jean Suta at [jeanie@pobox](mailto:jeanie@pobox) by June 15th your department name and organization number for the stamps. Please note that your department name will be limited to 26 characters. If you do not respond by June 15th, you will be responsible for the cost of your stamp.

Thank you for your cooperation. If you have any questions or concerns, please do not hesitate to contact Jean Suta via e-mail at [jeanie@pobox](mailto:jeanie@pobox) or at 898-7257.

## RADIOACTIVE MATERIALS PROCEDURES

Acquisition Services has negotiated several vendor contracts for radioactive materials. Please select the University **contract vendor** which best meets your requirements from a product, service, price and availability standpoint.

Radioactive materials is a commodity where the University can leverage its considerable buying power to negotiate new and improved University-wide contracts. Line item detail must be captured in order to negotiate quality contracts and obtain the best possible price. A FinMIS purchase order is the only authorized method for ordering radioactive materials.

Please follow the procedure listed below when ordering radioactive materials:

Prior to creating a FinMIS purchase order, the ordering department must obtain a Radiation Safety Office approval number. Upon receipt of the **approval number**, a purchase order can be created in the FinMIS Purchasing System.

When creating your FinMIS purchase order, select a "SUPPLIES" purchase order line type. Select the Commodity Group "RESEARCH" and the Commodity "RADIOACTIVE". **NEW! The Buyer must enter the approval number into the line item description field in FinMIS when creating the purchase order.**

**Note:** The University of Pennsylvania MasterCard Procurement Credit Card CAN NOT BE USED for the purchase of **radioactive materials**.

For more information please see [www.purchasing.upenn.edu/commodities/research/radioactive](http://www.purchasing.upenn.edu/commodities/research/radioactive)

## *Quarterly Quote*

*Your mind is like a parachute, it doesn't work unless it's open.*

*Unknown*

# FinMIS Tips & Tricks

<p><b>How Do I Know Whether or Not a Vendor is a Contract or a Non-Contract Vendor?</b></p> <p><b>From PO Requestor I or II Responsibility</b>                  \Navigate Inquiry Vendors                  Enter a portion of the Vendor Name                  Press [Page Down]                  In the Type field, the word 'Contract' or 'Non-Contract' will appear</p>
<p><b>How Can I Write a Note to the Vendor?</b></p> <p><b>From PO Requestor I or II Responsibility</b>                  \Navigate Documents Purchases Enter Orders                  Complete the PO Header                  Press [F6] in the Additional Purchase Order Header field                  Select <b>Brief Notes</b>                  Enter your notes to the Vendor here</p>
<p><b>Where can I find all the object codes that are included in TEXP?</b></p> <p><b>From G/L COA Inquiry Responsibility</b>                  \Navigate COA Query COA Attributes                  Type <b>O</b> for Object in the Name field (Segment Set Zone)                  Press [F3] in the Values field (Segment Values Zone)                  Type <b>TEXP</b>                  Press [F2]                  Press [Page Down] to Hierarchy Details                  Press [F6]                  Select <b>Navigate Hierarchies</b>                  All the TEXP Object Code values will appear</p>
<p><b>How can I sort journal entry lines to find a specific line without arrowing through the entire journal?</b></p> <p><b>From G/L Inquiry/Reporting (Secured) or G/L Journal Entry - General Responsibility</b>                  After you retrieve your journal                  Press [Page Down] to the Lines Zone                  Press [F3] <b>Enter Query</b>                  Type % in the Accounting Flexfield field*                  Press [F2] <b>Execute Query</b>                  The Accounting Flexfield window will appear                  Enter the Search Criteria (e.g. Org, Fund, Object Code)                  Press [Page Down]                  The results of your query will appear on the screen</p> <p><i>*You can perform a query in any zone, any field, throughout all of FinMIS</i></p>

# POSTING OF JOURNAL ENTRIES

## Manual Journal Entries (Actual)

- Automatically post nightly when Control Total field equals debits
- Please be sure debits equal credits

## Encumbrance Journal Entries

- Does not automatically post nightly
- When you create an encumbrance journal, email either Kevin McBride (kevin05@pobox) or Suzanne Burke (msuzanne@pobox) of the Comptroller's Office staff. They will post your journal upon notice.

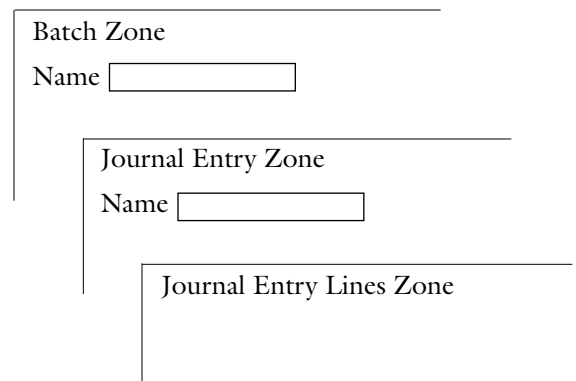
## Reversing Journal Entries

- Once end-users flag a journal for reversal, by indicating 'Yes' in the Journal Entry zone, a Comptroller's Office staff member navigates to a reversing journal screen which lists all journals marked for reversal. On a weekly basis, they generate and post the reversing journals.

## More About Reversing Journal Entries

When a journal entry is marked for 'reversal', the reversing journal entry uses the NAME in the JOURNAL ENTRY ZONE (i.e. not the BATCH ZONE). Therefore it is important that the name entered in the JOURNAL ENTRY ZONE is the exact name as the name in the BATCH ZONE.

**Hint:** Copy and paste the name from the BATCH ZONE to the name in the JOURNAL ENTRY ZONE.



Names in both zones must be identical!

# How to Execute 'Report Sets' in FinMIS

## From G/L Inquiry/Reporting (Secured)

### \Navigate Reports Set

In the Report Set zone, enter the following:

**Application:** Penn Secured General Ledger

**Name:** Descriptive name for this set

*Note: This is the name that will appear on a pick list of available sets, so give it a name that will be meaningful to you*

**Description:** Enter text describing the set; this is an 'FYI' only

Press [Page Down] to the Reports Zone and enter the following:

**Sequence:** A report set will consist of two or more reports that can either run sequentially (one after the other) or in parallel (all at the same time); the default is sequential (this is specified in the TYPE field on the previous zone). The sequence number here tells the system the order in which you want the reports in the set to run. For sequential reports, the system will default the first one you enter to '1', the second one to '2', etc.

**Application:** Penn Secured General Ledger

**Name:** Use the Quickpick key to get a list of reports available to you and pick the one you want for this set. The system will automatically fill in the Name and Description of the report from the pick list.

**More:** If you type YES, the system will automatically give you the print options screen where you can enter the printer and number of copies. If this is already set in your personal profile options, just leave the More column set to 'No' and tab to the next row.

For each additional report you want included in the set, complete the Sequence, Application, and Name described above. When you've finished listing all the reports in the set, press [Ctrl] S, to save the set.

**To remove a 'Report Set' select an  
End Date or \Row Delete**

## Additional Features

### Shared Parameters

A common use of report sets is to run a group of reports together, like 100 and 150. In this case, it might be helpful for the reports to automatically use some of the same parameters (like accounting period) so that you don't have to remember to enter the same things.

To implement shared parameters among the reports in a set Navigate to the Reports Set screen and bring up the report set you want to modify by Querying [F3] on the Name field. Enter a portion of the Report Name followed by a wildcard (%). Press [F2] to Execute Query. Tab to the FIRST report in the set on the Reports Zone. With your cursor on the Sequence column, [Page Down] to the Report Parameters zone. The system will list all of the parameters for the first report in the set. Say you want to make the Accounting Period parameter a shared parameter between the reports in the set. Tab to the Shared Parameter column of the Period Name row. Enter a descriptive name for this parameter, like 'set period'. Leave the Type column and the Default value column blank and then [Page Up] to return to the Reports zone. Press [Ctrl] S to save the screen. Position your cursor on the SECOND report in the set and [Page Down] to the Report Parameters zone. Tab to the Shared Parameter column of the Period Name row. Enter 'set period' as the name for the shared parameter. This is the same name you assigned to the accounting period shared parameter on the previous page. Now, when you try to run the set, the value for the accounting period parameter for the second report will default automatically to whatever value you entered for the accounting period parameter for the first report in the set.

You can always change this value at run time if you desire. You can do this for any of the parameters that are used in more than one of the reports in the set — common ones are accounting period, org low/high, resp org low/high, and fund low/high

To run a Report Set

\Navigate Report Run

Press [F6] and select 'Set'

Tab to Name field; Press [F6]

Select 'Set' name desired

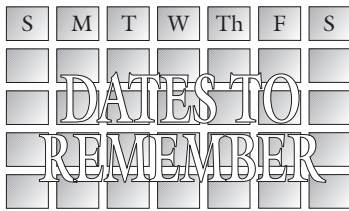
When you select the desired 'Report Set' the screen will automatically take you to the Reports zone Tab to the Parameters field for the FIRST report and enter the desired parameters. When you Tab to the SECOND report you will see the 'Period' already entered.

## *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
Sophie Luzecky	02	SAS	8-0888	sluzecky@sas
Mai Friedman	04, 83	Provost	8-6841	friedman@pobox
John Westdyke	06	Nursing	8-9943	westdyke@pobox
Andrea Rollins	07	Wharton	8-2691	rollins@wharton
Christopher Bristow	13	Engineering	8-7916	bristow@seas
Darlene Sparks	19	Annenberg Center	8-6704	sparksjd@pobox
Jeannette Parker*	24	DIA	8-3284	parker2@pobox
Alan Waladt	26	Museum	8-4052	awaladt@sas
Janet Plantan	32	Grad Ed	8-3039	janetp@gse
Kathy Lorenz	33	GSEA	3-3679	lorenz@pobox
Delores Bristow	35	Social Work	8-5527	dbristow@ssw
Donna Burdumy	36	Annenberg School	8-7053	dburdumy@pobox.asc
Todd Swavely	21,40,88	Medicine	8-9522	tswavely@mail.med
Darlene Dziomba	50	Library	8-7567	darlene@pobox
Linda Kristekas	51	Dental	8-5405	linda@biochem.dental
Ernie Gonsalves	56	Law	8-6430	egonsal@law
Kelly Ardis	58	Veterinary	8-4597	kda@vet
Kathy Robinson	60	Morris Arboretum	247-5777	robinsok@pobox
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
Florence Griffin	79	Public Safety	8-6696	griffin3@pobox
Janet Dwyer	81	President	8-0448	dwyer@pobox
William Turner	84,85,86	VPUL	8-4922	turner@pobox
David Valentine	87	Finance	8-5422	davidv@pobox
Mike Merritt	87	Finance (SFS)	8-9971	merritt@sfs
Ronnie Marino	89	EVP	8-6693	vmarino@pobox
Joanne Gorman	90	Development	8-8185	gorman@ben.dev
Marilyn Jost	91	ISC	3-8406	jost@isc
Gary Truhlar	92	Human Resources	8-5896	truhlar@pobox
Donna Petrelli	93,95	Business Services	8-2487	petrelli@pobox
Mina Fader	96	Facilities Management	8-7243	fader@pobox
Kelly Cassaday	97	Facilities Services	8-6644	kcassaday@trammellcrow.com

\*Acting Access Administrator



# O F F I C E S

General Accounting • Payroll Department  
• Office of Research Services

## FinMIS ACCOUNTING SYSTEM CLOSING SCHEDULE

<u>Period</u>	<u>Begin Date</u>	<u>End Date</u>
Jun - 99	05/29/99	06/30/99
Jul - 99	07/01/99	07/30/99
Aug - 99	07/31/99	08/31/99

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

<b>Transaction Type</b>	<b>Cut-Off Date for Receipt by Central Office</b>
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, 8:00 p.m.
ProCard Journals*	Last Friday of the period, 8:00 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.

## OFFICE OF RESEARCH SERVICES

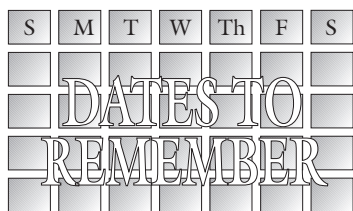
National Institutes of Health (NIH) Deadlines

- Jun 1, 1999 - New Research Grant, Conferences and Research Career Awards ALL (new, competing, revised and supplemental) Program Project\* & Center Grants\*
- Jun 15, 1999 - Interactive National Research Service Award
- Jul 1, 1999 - Competing Continuation, Supplemental, and Revised Research Grants, Conferences and Research Career Awards
- Aug 5, 1999 - Individual National Research Service Awards (NRSA's)
- Sept 1, 1999 - All AIDS-Related Grants

\* For these specialized grant applications, consult with the appropriate PHS awarding component prior to the preparation of an application. Note that NIH applicants are required to contact Institute or Center Program staff if requesting \$500,000 or more in direct costs for any year.

## PAYROLL MONTHLY CLOSING AND PAYDATES

<b>Monthly Payroll Paydate</b>	<b>Supporting Documents for New Appointments Must Reach Personnel Records by Noon</b>	<b>Additional PayForms Due in Payroll by 4:00 p.m.</b>	<b>Time Reporting Date Entry for Late Pay, Reduction in Pay &amp; Late Pay Approvals by 4:00 p.m.</b>	<b>DataBase On-Line Changes to Existing Employees Must be Made by 5:00 p.m.</b>
06-30-99	06-14-99	06-16-99	06-17-99	06-18-99
07-30-99	07-19-99	07-21-99	07-22-99	07-23-99
08-31-99	08-16-99	08-18-99	08-19-99	08-20-99



# O F F I C E S

General Accounting • Payroll Department  
 • Office of Research Services

## PAYROLL WEEKLY CLOSING AND PAYDATES FOR MARCH, APRIL & MAY 1999

Pay Period	Weekly Pay Dated	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 3:00 p.m.	Database On-Line Changes to Existing Employees Must be Made Before 5:00 p.m.
06/14 - 06/20/99	06-25-99	06-15-99	06-18-99	06-21-99	06-21-99
06/21 - 06/27/99	07-02-99	06-22-99	06-25-99	06-28-99	06-28-99
06/28 - 07/04/99	07-09-99	06-29-99	07-02-99	07-06-99	07-06-99*
07/05 - 07/11/99	07-16-99	07-06-99*	07-09-99	07-12-99	07-12-99
07/12 - 07/18/99	07-23-99	07-13-99	07-16-99	07-19-99	07-19-99
07/19 - 07/25/99	07-30-99	07-20-99	07-23-99	07-26-99	07-26-99
07/26 - 08/01/99	08-06-99	07-27-99	07-30-99	08-02-99	08-02-99
08/02 - 08/08/99	08-13-99	08-03-99	08-06-99	08-09-99	08-09-99
08/09 - 08/15/99	08-20-99	08-10-99	08-13-99	08-16-99	08-16-99
08/16 - 08/22/99	08-27-99	08-17-99	08-20-99	08-23-99	08-23-99
08/23 - 08/29/99	09-03-99	08-24-99	08-27-99	08-30-99	08-30-99
08/30 - 09/05/99	09-10-99	08-31-99	09-03-99	09-07-99	09-07-99*

\*Note change of dates to accommodate holiday schedules.

## 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.

To match GL Reports in:	Run Salmgmt Reports on any of these dates:
June	June 22 - June 28
July	July 27 - August 2
August	August 24 - August 30

### Why run them on these dates?

These are the Salmgmt reports that contain encumbrances that match exactly to the month-end GL reports. Your snapshot from the system has to be taken between the Tuesday after payroll runs, producing the last weekly check for the month, and before the Monday of the following week. By that last Tuesday, monthly payroll has already run so those actuals and

updated encumbrances will be correct. (The secret to determining the dates is the check date, not the week ending date.)

### How do you run these reports?

- From the Salary Management main menu
    - Enter **RPTS** in the Tran field and press [Enter].
  - From the Standard Reports menu
    - Enter **GRPA** or **GRPS** in the Tran field and press [Enter].
- Leave the fiscal year set to 1999.

**Note:** If you are requesting the GRPA report, CNAC must be entered, but all other fields are optional. If you leave a field blank, everything to the right of that field must also be blank (i.e. 260 260\_ \_ \_ \_ \_ is OK; but 260 2\_ \_ \_ \_ 5\_ \_ \_ \_ \_ will not work).

# 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 _____
Stand-Alone General Ledger**	Five 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.  
 \*\*If you are accessing General Ledger responsibilities only (i.e not entering or approving PO's) this training program is recommended.*

**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 Access Admin Name:** (printed) \_\_\_\_\_ **Date:** \_\_\_\_\_  
**School/Center Access Admin Signature:** (required) \_\_\_\_\_ **Date:** \_\_\_\_\_

**Both the Supervisor's Name and the School/Center Access Admin Signature are REQUIRED. Thank you!**

## *Financial Management Information System (FinMIS) Training Program*

The FinMIS Training Programs are designed to provide University financial administrators with hands-on instructions on how to 'Navigate' through the Purchasing and General Ledger business processes as well as learn the University's Chart of Accounts. To register, please complete the registration form on the following page. Please be sure to include both your Supervisor and the Trainer/System Access Administrator signature on your registration form. A complete list of the System Access Administrators can be found on page 2 of this issue.

### *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 General Ledger Chart of Accounts will be explained. Also included will be a general overview of the FinMIS features to be learned in the following hands-on courses.

### *Navigation/Purchasing*

This hands-on training session introduces the end-user to 'Navigation' through the business applications. You will learn how to maneuver through the system by entering a standard purchase order. This step-by-step session will prepare you to enter a variety of purchase orders and demonstrate how to submit your PO for approval, view information on-line and run purchasing related reports.

Pre-requisite: FinMIS Overview/Chart of Accounts

### *General Ledger (for PO originator/approver)*

In this hands-on training session, you will learn how to determine your available funds, perform an inquiry on your accounting activity, enter a budget in FinMIS and prepare an on-line journal entry. In addition, you will be introduced to the naming convention used for all general ledger transactions, how to retrieve Procard and suspense transactions for adjustment, as required, and how to run standard General Ledger reports.

Pre-requisite: Navigation/Purchasing

### *New! Stand-Alone General Ledger (for non-PO originator/approver)*

Listed below are specific areas that the class will examine:

- Chart of Accounts Overview: How Penn's Chart of Accounts Works
- FinMIS Navigation: How to get from one point to another within the system
- GL COA Inquiry: Looking up specific information in the COA
- GL Journal Entry General: How to create journals and various journal sources
- GL Inquiry/Reporting: Querying budget balances, account summaries and details, running reports
- GL Budget Entry: Entering and adjusting budgets via budget journals

## *NEW! Financial Training Calendar*

### JUNE 1999

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 Procard 9:30 - 11:00	3	4
7	8	9	10	11
14	15	16 Procard 9:30 - 11:00	17	18
21	22	23	24	25
28	29	30 Procard 9:30 - 11:00		

### JULY 1999

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9 COA 9:30 - 12:30
12 NAV/PUR 9:30 - 12:30	13 NAV/PUR 9:30 - 12:30	14 NAV/PUR 9:30 - 12:30 Procard	15 NAV/PUR 1:30 - 4:30	16
19 G/L 9:30 - 12:30	20 G/L 9:30 - 12:30	21 G/L 1:30 - 4:30	22 G/L 1:30 - 4:30	23
26	27	28 Procard	29	30

## *NEW! Financial Training Calendar (continued)*

### AUGUST 1999

Monday	Tuesday	Wednesday	Thursday	Friday
2 Stand-Alone G/L 9:30 - 12:30	3 Stand-Alone G/L 9:30 - 12:30	4 Stand-Alone G/L 9:30 - 12:30	5 Stand-Alone G/L 9:30 - 12:30	6 Stand-Alone G/L 9:30 - 12:30
9 NAV/PUR 9:30 - 12:30	10 NAV/PUR 9:30 - 12:30	11 NAV/PUR 9:30 - 12:30	12 NAV/PUR 9:30 - 12:30	13
16 G/L 9:30 - 12:30	17 G/L 9:30 - 12:30	18 G/L 1:30 - 4:30	19 G/L 1:30 - 4:30	20
23	24	25 Procard	26	27
30	31			

### SEPTEMBER 1999

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8 Procard	9	10 COA 9:30 - 12:30
13 NAV/PUR 9:30 - 12:30	14 NAV/PUR 9:30 - 12:30	15 NAV/PUR 1:30 - 4:30	16 NAV/PUR 1:30 - 4:30	17
20 G/L 9:30 - 12:30	21 G/L 9:30 - 12:30	22 G/L 9:30 - 12:30 Procard	23 G/L 1:30 - 4:30	24
27	28	29	30	

### OCTOBER 1999

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Stand-Alone G/L 9:30 - 12:30	5 Stand-Alone G/L 9:30 - 12:30	6 Stand-Alone G/L 9:30 - 12:30 Procard	7 Stand-Alone G/L 9:30 - 12:30	8 Stand-Alone G/L 9:30 - 12:30 COA 9:30 - 12:30
11 NAV/PUR 9:30 - 12:30	12 NAV/PUR 9:30 - 12:30	13 NAV/PUR 9:30 - 12:30	14 NAV/PUR 9:30 - 12:30	15
18 G/L 9:30 - 12:30	19 G/L 9:30 - 12:30	20 G/L 9:30 - 12:30 Procard	21 G/L 9:30 - 12:30	22
25	26	27	28	29

### NOVEMBER 1999

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 Election Day	3 Procard	4	5 COA 9:30 - 12:30
8 NAV/PUR 9:30 - 12:30	9 NAV/PUR 9:30 - 12:30	10 NAV/PUR 9:30 - 12:30	11 NAV/PUR 9:30 - 12:30	12
15 G/L 9:30 - 12:30	16 G/L 9:30 - 12:30	17 G/L 9:30 - 12:30 Procard	18 G/L 9:30 - 12:30	19
22	23	24	25 Happy Thanksgiving	26
29 Stand-Alone G/L 9:30 - 12:30	30 Stand-Alone G/L 9:30 - 12:30			

## ADDITIONAL FINANCIAL TRAINING COURSES

### NEW! PROCUREMENT CREDIT CARD (PRO-CARD)

FOR EMPLOYEES WHO HANDLE PROCUREMENT FOR THEIR DEPARTMENTS, this training session provides an overview of 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 when the account number to be charged for the purchase can be changed.

### PAYROLL/PERSONNEL SYSTEM

FOR EMPLOYEES WHO ARE RESPONSIBLE FOR ANY PAYROLL/PERSONNEL FUNCTIONS FOR THEIR DEPARTMENT. This comprehensive training program takes place over five half-days, and is designed to introduce new users to all aspects of Payroll and Personnel that may be encountered during the course of one's employment at Penn. Topics covered include the following:

- An overview of Penn's structure and how we process payroll
- How to create a position
- How to appoint an employee
- Various HR actions requiring Payroll transactions
- Hands-on access to the Payroll database
- On-Line Time reporting (also a hands-on experience)
- Salary Management and Payroll Reallocations

**Please note: Anyone requiring access to the Payroll system will need to attend all five sessions.**

To enroll for the Payroll/Personnel course, a Business Administrator's approval is required. Please see the last page of The Bottom Line to register.

## NEW! Financial Training Calendar DECEMBER 1999

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Stand-Alone G/L 9:30 - 12:30 Procard	2 Stand-Alone G/L 9:30 - 12:30	3 Stand-Alone G/L 9:30 - 12:30 COA 9:30 - 12:30
6 NAV/PUR 9:30 - 12:30	7 NAV/PUR 9:30 - 12:30	8 NAV/PUR 9:30 - 12:30	9 NAV/PUR 9:30 - 12:30	10
13 G/L 9:30 - 12:30	14 G/L 9:30 - 12:30	15 G/L 9:30 - 12:30 Procard	16 G/L 9:30 - 12:30	17
20	21	22	23	24 Christmas Eve
27	28	29	30	31 Happy New Year!

## The Bottom Line

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