March 2004

The Bottom Line

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

Penn*ERA*

PennERA
Electronic Research Administration

PennERA Phase I Update

The PennERA Proposal Tracking module, the Human Subjects and Lab Animal Protocol Tracking modules, as well as the new PennERA Proposal Tracking Data Universe have now been operational for several months. In this phase of the project, these modules have been rolled out to users in central offices (primarily the Office of Research Services and the Office of Regulatory Affairs). We are currently in the process of rolling out inquiry-only access to the Protocol Tracking modules to those offices that have primary responsibility for managing or overseeing research-related regulatory compliance.

The PennERA team, ORA, and ORS have been generally pleased with the response to and performance of the system. There have been some anticipated startup issues as well as some generally minor software difficulties as users become familiar with new ways of conducting business and utilizing technology tools. The rollout plan assumed that additional features would be added after implementation. We will, in the weeks ahead, implement these additional features as well as required software corrections, and continue fine tuning the business processes and software as users bring to our attention ways to improve the overall effectiveness of both the Proposal Tracking and Protocol Tracking activities.

Brief recap of activity since rollout

Following is a brief recap of activity since PennERA went live:

- The following planned enhancements have been implemented since the initial "go-live":
  - Proposal period statuses and Protocol Status Report-organizing data records to eliminate ambiguous status information
  - Application software changes that enable appropriate capturing, tracking, and reporting of subcontract data
  - A new Proposal Transmittal Form has been finalized incorporating suggestions from the Schools
  - Addition of text description that goes with ORG and Center values in the PennERA Proposals Universe
  - Enhancement to the AIS so that award increments are summarized by period in the "Award Information Section" generally found on page 2

CONTINUED ON PAGE 3

Message from the Manager

Barbara Murray, Manager, Financial Training

Happy Spring! Thank you for another great year of being able to work with so many of you on some well received, well attended and, in the case of on-line training, widely anticipated projects, such as the Sponsored Program Workshops, the CPUP Payroll Conversion and the on-line enhanced Penn Marketplace training, respectively. In addition to these programs, there are a few updates we would like to share with you regarding the Financial Training Department.

Updated Documentation

We have recently updated all of the financial training documentation to include the enhanced Penn Marketplace as well as additional edits, such as including the BEN Knows website. On the cover page of each 'User Guide' you will see the date the documentation was updated. On the last page of the guide you will find a revision history appendix listing the page numbers of the edits and the reason the document was adjusted.

CONTINUED ON PAGE 2

In this Issue...

Message from the Manager (Continued)

Review/ Q & A Sessions

The number one question we are typically asked in FTD is how frequently we offer our training courses. Throughout the year we offer the entire suite of General Ledger, Purchasing and Payroll, every three weeks. In addition, we regularly offer review sessions for General Ledger, PO Manager & Requisition Only. Each of these is offered once a month and provides users of these systems the opportunity to come with questions or situations they have experienced and would like to review best practices or simply hear more about the subject. To register, simply go to the following web address and sign up for a session. It may end up being a one-on-one sessions for you, which might be ideal.

http://www.hr.upenn.edu/training_coursecatalog/search_results.asp?mode=dept&criteria=FN

CPUP Payroll Training

A recent addition to our Payroll Training is a separate class for CPUP (Clinical Practices of the University of Pennsylvania) Payroll. This two-hour lecture- style training session is for all payroll personnel involved in processing payroll to a Standing Faculty member, who is a Clinician-Educator or a Health System Physician/Clinician, compensated for services at the University of Pennsylvania Health System or Children's Hospital. A review of these processes and procedures will include adding and/or identifying this type of individual to be paid through the University's Payroll/Personnel system as well as how to make a variety of payments, including 'variable' pay and 'administrative stipends'. To register, simply check the appropriate line on the Financial Training Registration Form found on our web-page or the last page of this issue of The Bottom Line.

Training@pobox

We look forward to another exciting year of training and would be happy to hear from your regarding any 'tips or tricks' you have for us to make the experience as pleasant as possible for everyone. Feel free to contact us at the address above with any suggestions or ideas you may have. Perhaps there is a program out there we should include and haven't thought of ourselves.

Office of Student Financial Services

eSFS - SFS On-Line Service Offerings

Students can obtain much of the information they need by accessing our on-line Services.

Net.Pay - http://www.sfs.upenn.edu/home/netpay

A service which enables students to receive their Penn Monthly Student Billing Statement over the web, and to submit payments on line, using an electronic interface with their bank.

PennPortal - http://www.upenn.edu/pennportal

A personalized web experience that brings together information from many campus sources and allows current students to manage most transactions from one on-line location. Students can access financial and enrollment information from Penn InTouch via the PennPortal. PennKey authentication required.

PennPlan OnLine - http://www.upenn.edu/pennportal.

Permits students and their families to access a secure website to see their financial aid award, model a financial plan, receive tutorials to help them understand new terms and procedures, and enables them to follow through on the award. Non-aided students can make use of the worksheet for modeling a plan and the other features of the site. The website is currently available to in-coming and returning Undergraduate Students. The site will be updated, as additional students groups are included.

For additional information contact Student Financial Services Counseling Center at 215-898-1988.

PennERA (Continued)

PennERA Phase I Update (continued)

- As of February 2004, over 1200 proposals, 300 Lab Animal and 1100 Human Subject protocols have been created. Also, there were more than 850 awards created and 1600 AIS's distributed. While we have been able to sustain and continue to increase throughput in both ORS and ORA since the modules went live, as is anticipated with new systems and processes, we did have some initial slowdowns and operational delays as staff became acclimated to the new system. Due to an increased volume of new protocols, there is still a backlog in new protocols. The operational delays have occurred in:
  - — Distribution and accuracy of AIS documents
  - — Award/budget/sub-project setup
  - — Student protocol setup
  - — "Status" of proposals and protocols

  The above issues have been resolved except for proposal and protocol statuses, where some data discrepancies are still being addressed.

- There were data discrepancy reports and questions from Data Warehouse users related to the new Proposal Tracking Universe. The number of reports and questions have decreased markedly. We will continue to work with the various users of the Data Warehouse to research/address any further reported data discrepancy.
- An account date problem that affected projects that require a new fund for each award period initially occurred and has since been resolved. There is some data cleanup underway related to this issue.
- ORS is currently up to date on producing AIS's, with the exception of approximately 10 projects with data issues that are being investigated by the PennERA team. When a distribution problem for an AIS arises, a process has been put in place so that the affected departments can be notified electronically with the relevant award information until the appropriate AIS document is produced.

What's next

Following is an overview of next steps:

- Implementation of changes that will address:
  - — Automation of special budget entry into BEN Financials
  - — Student protocols-ability to capture necessary information regarding students as protocol investigators
  - — Revisions to Protocol Status Report to include a more comprehensive snapshot of the status
  - — Data discrepancy reported in the Data Warehouse or as it relates to dates and statuses in the base application
- Rollout of Spin PLUS (funding opportunities search facility) coming in March 2004.
- PennERA web site revisions to include Advisory section of known system issues, their status and workarounds, if applicable.
- Achieve "steady state" (steady state implies that any outstanding critical issues have been resolved, that the system is operating reliably and consistently, and that the knowledge and skill of users in working with the new tools and processes are equally consistent and responsive).
- Review/finalize target date and content for the next phase of PennERA, which includes recommendation for PennERA Reporting and the development of an end user support model.

If you are having problems with AIS's, please send a message to pennera@pobox.upenn.edu as well as to your contract administrator and to AISprob@pobox.upenn.edu.

Finally, we thank you for your feedback, patience, and continued cooperation as PennERA Phase I activity settles into more routine operations.

More Information about PennERA

Additional updates about PennERA will be provided throughout the project. For the most current information, please visit the PennERA project web site at:

http://www.pennera.upenn.edu/project/

If you have any questions, comments, or suggestions, please send an e-mail to pennera@pobox.upenn.edu.

Robin H. Beck,
Vice President of Information Systems and Computing

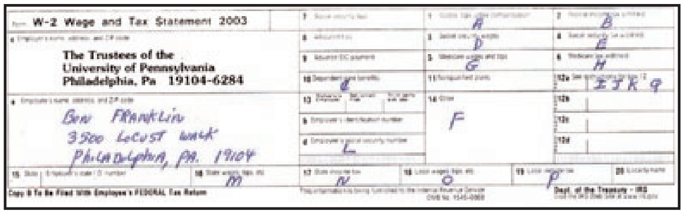
Andrew B. Rudczynski, Ph. D.,
Executive Director of Research Services and
Associate Vice President of Finance

Joseph R. Sherwin, Ph.D.,
Director of the Office of Regulatory Affairs

OFFICE OF THE COMPTROLLER

PAYROLL DEPARTMENT

W-2 Form for Calendar Year 2003



W-2 Wage and Tax Statement 2003

The Trustees of the
University of Pennsylvania
Philadelphia, Pa 19104-6284

Ben Franklin
3500 Locust Walk
Philadelphia, PA. 19104

A B D E G H C I J K Q F L M N O P

Copy B To Be Filed With Employee's FEDERAL Tax Return

Dept. of the Treasury - IRS

The University has recently mailed over 30,000 Calendar Year (CY) 2003 W-2 Forms to our employees' home addresses as they appear on the Payroll File (Employee Database).

An explanation of the contents of the various boxes on the W-2 form is as follows:

A. Wages, tips, other compensation: this represents the total amount of Federal Taxable compensation paid or imputed to you during Calendar Year 2003 through the University Payroll System. This amount includes:

a. The value of your taxable graduate and/or professional tuition benefits, if you, your spouse and/or your dependent children have received such benefits;

b. The value of Group Life Insurance coverage for amounts greater than $50,000. The premium payments for this excess coverage, if any, have been included as imputed income (see Excess Insurance Premium - below);

Amounts that are excluded from this amount are:

c. Tax deferred annuity contributions (i.e., TIAA/CREF);

d. Health, Dental and Vision Care insurance premiums that have been sheltered;

e. Amounts voluntarily contributed to a dependent care or a medical reimbursement account. Also included this year are fees for Parking, Transit Checks, TransPass and the Van Pool.

B. Federal income tax withheld: this represents the amount of Federal Income tax which was withheld from your earnings during the year and paid to the Internal Revenue Service, on your behalf, by the University.

C. Dependent care benefits: this represents the total amount which you have voluntarily "sheltered" for dependent care expenses, regardless of whether you have been reimbursed by the University for the expenses associated with this "shelter" as of December 31, 2003.

D. Social security wages: this represents the total amount of compensation paid to you during Calendar Year 2003 which was subject to Social Security (FICA/OASDI) tax, including all of your tax deferred annuity contributions and excess life insurance premiums, if applicable, but excluding health and dental insurance premiums and any voluntary dependent care or medical reimbursement account contributions which you have "sheltered".

E. Social security tax withheld: this represents the total amount of Social Security (FICA/OASDI) tax which was withheld from your earnings during the year and paid to the Social Security Administration, on your behalf, by the University.

F. Other: If you have received certain fringe benefits, the value of such benefits is shown here. These benefits include the value of taxable graduate and/or professional tuition benefits and other benefits relating to imputed income. If you have received any of these benefits the University has recently advised you, individually and personally, concerning their taxability; please refer to those communications specifically.

G. Medicare wages and tips: this represents the total amount of compensation paid to you during Calendar Year 2003 which was subject to Medicare tax, including all of your tax deferred annuity contributions and excess life insurance premiums, if applicable, but excluding health and dental insurance premiums and any voluntary dependent care or medical reimbursement account contributions which you have "sheltered".

H. Medicare tax withheld: this represents the total amount of Medicare tax which was withheld from your earnings during the year and paid to the Social Security Administration, on your behalf, by the University.

I. Excess insurance premium: the Internal Revenue Service requires that the premiums paid by an employer for group life insurance coverage in excess of $50,000 be imputed as income to the employee. The amount, which appears in Box 12 and labeled (C), is the value of the premiums paid for this excess insurance coverage. This amount is based on an Internal Revenue Service (IRS) table, which identifies premiums for different age groups.

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OFFICE OF THE COMPTROLLER

PAYROLL DEPARTMENT (Continued)

W-2 Form for Calendar Year 2003 (Continued)

J. **Tax deferred annuity contributions:** this represents the total amount of contributions made by an employee to a retirement plan on a tax-deferred basis. The amount is shown in Box 12 and labeled (E on the actual form).

K. **Excludable moving expense reimbursements:** this represents the nontaxable moving expenditures that were paid to you as a reimbursement. The amount is shown in Box 12 and labeled (P). If any reimbursements or third party payments were deemed to be taxable income you were notified of these amounts under separate cover.

L. **Employee's social security number:** this is the number that the Federal and State Governments use to identify you with the tax returns that you file, so please review it for accuracy. If the number is incorrect, then the University Payroll system is also inaccurate and you should contact the Payroll Office, immediately, before you file your returns.

M. **State wages, tips, etc.:** this represents the total amount of compensation paid to you during Calendar Year 2003 which was subject to Pennsylvania State Income Tax, including all of your deferred annuity contributions, if applicable, but excluding health and dental insurance premiums and any voluntary medical reimbursement account contributions which you have "sheltered".

N. **State income tax:** this represents the total amount of Pennsylvania State Income Tax withheld during Calendar Year 2003 and paid to the Commonwealth of Pennsylvania, on your behalf, by the University. If you do not live in Pennsylvania no amount will be reflected in this box. If you lived a portion of the year in the Commonwealth of Pennsylvania, and another portion in New Jersey or Delaware, you will receive two W-2 forms, one showing the state taxes paid to the Commonwealth of Pennsylvania, the other showing no taxes paid to the other jurisdiction.

O. **Local wages, tips, etc.:** this represents the total amount of compensation paid to you during Calendar Year 2003 which was subject to Philadelphia City Wage Tax, including all of your deferred annuity contributions.

P. **Local income tax:** this represents the total amount of Philadelphia City Wage Tax withheld from your earnings during Calendar Year 2003 and paid to the City of Philadelphia, on your behalf, by the University.

When you receive your W-2 form, please review it immediately to ensure that your name is spelled correctly and that your Social Security number is correct. If you feel that any information on your W-2 is incorrect, review your calculations carefully and compare the information on the form with your final 2003 pay stub.

Q. **Elective deferrals and employer contributions to section 457(b) deferred compensation plan for employees of state and local governments or tax-exempt organizations:** this amount is shown in box 12 and labeled (G).

If you have availed yourself of certain taxable benefits please review any additional information which was provided to you, under separate cover, concerning these benefits and their impact on your tax status. If you still believe that your W-2 is in error, please contact the W-2 Office at (215) 573-3277 or write to W-2 Office, Room 310, Franklin Building/6284.

You should have received, via the U.S. Postal Service, your Federal and State Income Tax Forms and related instructions for filing. Federal Tax forms are available at the Internal Revenue Service, 600 Arch Street, Philadelphia, or by calling (800) TAX-FORM. Pennsylvania Income Tax forms are available at the State Office Building, 1400 Spring Garden Street, Philadelphia, or by calling (800) 362-2050. Federal and State forms are also available at many libraries and U.S. Post offices.

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OFFICE OF THE COMPTROLLER

PAYROLL DEPARTMENT (Continued)

Penn ID Number on Payroll Inquiry Screen 005

In response to the changing needs of the University Community, the Payroll Department requested that ISC program the Payroll system to include the Penn ID number on the Personal Data Form (005). This change was implemented on February 2, 2004.

If you have any questions or concerns, please feel free to contact the Payroll Department on 898-6013.

Information Systems and Computing Payroll/Personnel System
Penn ID Number on Payroll Inquiry Screen 005

```
IS0405P                UNIVERSITY OF PENNSYLVANIA          DATE: 12/19/03
  PERSONNEL               ***PERSONAL DATA FORM***          TIME: 13:17:15
    777665555   RECORD,TESTC
 PROFSNL NAME: RECORD,TESTC                   SUFFIX:        PREFIX:
                                    --CONTACT DATA--
 CURRNT ADDR1: 34 JACOB RD.             CURRNT ADDR2:
 CURRNT CITY : BERLIN       CURRNT STATE: NJ             CURRNT ZIP: 08009
 CURRNT PHONE: 609/444-4444

 PERMNT ADDR1:                          PERMNT ADDR2:
 PERMNT CITY :              PERMNT STATE:                PERMNT ZIP:
 PERMNT CNTRY:

  WORK PHONE1: 215/898-6666  WORK PHONE2:    /    -       WORK ADDR: 6085
 EMERG CONTCT: JOE SMITH                               RELATIONSHIP: HUSBAND
 CONTCT PHONE: 215/555-5555   AFFIL CODE:         PUBLIC MAIL CODE:
                                   --PERSONAL DATA--
PENN ID: 10010000   DATE OF BIRTH..: 01/01/XXXX TRUE MARITAL ST..: M
   EDUC LEVEL:      EDUC LEVEL YEAR:            PAY DISBURSE/DISP: C D
 CTZNSHP/VISA:      COUNTRY........:            VISA EXP DATE:   /    PRSD:
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OFFICE OF THE COMPTROLLER (continued)

Automated Encumbrance Relief

Good News!

Many of you are aware, there has been a known problem with miniscule encumbrances remaining when POs have been finally closed. It was determined that this was cause by a rounding problem on purchase orders with multiple distributions. We have introduced a new automated process that will relieve these encumbrances.

This new process automatically relieves remaining encumbrances (encumbrance leftover after a purchase order has been finally closed). The process, which runs each evening, looks at ALL purchase orders that have been finally closed that day and calculate the encumbrance activity for the Purchase Order (Encumbrance Types = Encumbrance and PO Adjustment Encumbrance). If there is a remaining encumbrance balance, this process will create the appropriate PO Adjustment Encumbrance entry to make the encumbrance net to zero.

When viewing the PO Adjustment journal, the description will read "Automated Encumbrance Relief". As in other PO Adjustment entries, the PO # will be populated in the context box located on the journal line.

NOTE: Any encumbrances associated with POs finally closed prior to December 22, 2003 are not be affected by this process. The current process of manually creating a PO Adjustment Encumbrance (AE) journal is still required to relieve those encumbrances. Keep in mind, a PO Adjustment Encumbrance (AE) journal should ONLY be used to offset PO encumbrances that have not been previously offset by Manual Encumbrance (MN) journal(s).

If you have any questions about this process, please call BEN Helps at 6-HELP (215-746-4357).

TO: Senior Business Officers and University Building Administrators

FROM: Bob Allison, Comptroller's Office

DATE: February 26, 2004

SUBJECT: Moveable Equipment Inventory

As part of the University's ongoing effort to maintain a comprehensive and accurate property record system, we have engaged the professional services firm of Hirons and Associates, Inc. to perform a physical inventory and tagging of University of Pennsylvania moveable equipment assets with an acquisition cost greater than $5,000. The results of this project will be utilized to support our facilities and administrative cost proposal to the Federal Government as well as our financial statement presentation.

The inventory will be conducted on a room to room basis throughout nearly 150 University buildings that support organized research, administration, instruction and service activities. The project will commence on March 1, and we anticipate Hirons staff to be on campus for approximately 6 weeks.

To support this endeavor, we ask that you extend your full cooperation and provide access to the physical area(s) under your purview. We also ask that you inform team members about any subject equipment assets that are located away from campus, or which may be locked within cabinets. If you have any concerns relative to access sensitivity within your area(s), please contact Bob White at (215) 898-7330 to arrange a more specific and suitable means to complete your area. Thank you in advance for your time and assistance with this important initiative.

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OFFICE OF THE COMPTROLLER (Continued)

ACCOUNTS PAYABLE

Maximum Shipment Hold

Effective November 3, 2003 the Maximum Shipment Hold replaced the Maximum Total Hold. (Name change only!)

The Maximum Shipment Hold continues to place invoices on hold when an invoice line exceeds the amount of the matched purchase order line by $25. This hold **name change** is also reflected on the 500 Matching Holds Extract and the 501 Matching Holds Report.

The current procedure to **approve or cancel** invoices remains in effect. Use the PO Creator approval markup to approve the invoice for payment. The PO Creator approval markup releases all holds placed except the receipt hold. A receipt hold is released once a receipt is entered in BEN matching the amount billed. Use the Hold Resolution markup to cancel an invoice.

Please continue to include a detailed explanation when canceling the invoice. AP notifies the supplier by faxing to them the PO Requestor's name & phone number, the detailed explanation and a copy of the invoice.

Example:		
Maximum Shipment Total invoice line **exceeds (>) total PO Line** by $25.00	**Place PO Creator Approved** Markup on invoice image Drag and Click the markup on to the image. Save the markup by clicking the save icon in the View Manager.	**Apply Hold Resolution Markup** Drag and Click the markup on to the image. Please give a detailed explanation for canceling the invoice. Save the markup by clicking the save icon in the View Manager.

Quarterly Quiz

Instructions: The following five questions can be answered based solely on information or web addresses contained in this issue of *The Bottom Line*. To participate in the contest, please submit your answers via email to training@pobox.upenn.edu no later than April 1, 2004. Please note that entries will only be accepted via email! Two winners will be selected randomly from all correct responses. Winners will receive a Faculty Club membership for the upcoming year.

1. *How many BEN Reports were revised?*
2. *What are the two upcoming ABA dates?*
3. *What does ethnicity code 'R' represent?*
4. *How many "new" trainging programs are there? Name them.*
5. *When will Spin PLUS be rolled out?*

Last issue's winners: Samatha Cadieux and Donna Hawkins

Eligibility: Members of the Financial Training Department and previous winners from fiscal year 2003 are prohibited from winning this contest.

OFFICE OF THE COMPTROLLER (Continued)

Top Ten Payroll/BEN Tips to Remember

Payroll

1. **To avoid overpaying a weekly salaried person** for sick or vacation pay, be sure to enter an **'LV'** NOT **'TX'** in the TR field on the Time Reporting Data Entry screen.

Penn Marketplace

2. **When you receive a "Service Unavailable" message** returning items to the BEN Buys shopping cart, it may mean the user spent more than 30 minutes, in a single shopping session, in the Penn Marketplace.

   While we are investigating a longer term solution, the recommended workaround is for each user to monitor the amount of time spent in each shopping session. If the time approaches 30 minutes:

   - Click "Carts" on the tool bar or the "Shopping Cart" icon at the top right of the page to display the current contents of your Penn Marketplace shopping cart
   - Click on [Return to BEN Buys Shopping Cart] to view the current contents
   - Click the Return to Shopping from the Shopping Cart Contents page or the "Home" tab
   - Click the "Shop at Penn Marketplace" link to establish a new shopping session on the marketplace

   Repeat the above steps each time your session approaches 30 minutes.

3. **In order to checkout after selecting items in the Marketplace** click on the Shopping Cart icon OR the link with the number of items in your current shopping cart, both located in the upper right hand side of the screen. This will bring up the 'Return to BEN Buys shopping cart' button. Click on this to move the items you've selected from the Marketplace to the BEN Buys shopping cart.

4. **When you receive a "Unit of Measure error"**, this error may occur after clicking [Return to BEN Buys Shopping Cart] exiting the Penn Marketplace. We have discovered that this error can be caused two ways:

   - In a large percentage of cases no true "cross reference" error exists. This message may occur when a user returns more than 19 items from the Penn Marketplace. When this occurs, some of the items that you selected will be lost from your shopping cart. You can click on the "Shopping Cart" icon located at the top right of the page to display the current contents of your shopping cart. You may then return to the Penn Marketplace and re-select the missing items.
   - In a smaller percentage of cases, a true "UOM could not be cross referenced" error occurs. If you have ruled out the scenario above (returning more than 19 items from the Penn Marketplace) then this is probably a true "UOM" error. Please call 6-HELP to report the UOM that could not be cross referenced. Purchasing Services will then be notified to correct the problem.

5. The difference between **saving your cart** in the **Marketplace vs. BEN Buys** is as follows:

   Marketplace

   The **[Save Updates]** button in the Marketplace allows you to temporarily save the items in your shopping cart. Once you click on **[Return to BEN Buys Shopping Cart]** the items have been transferred to the BEN Buys shopping cart and are no longer available in the Marketplace. In other words, you are not able to save items in the Marketplace cart to work on at a future time. ***Tip: Frequently ordered items should be added to your "Favorites Lists"***.

   Note: If the user closes out of the BEN Buys shopping cart w/o clicking on **Return to Shopping** or checking out, the cart saved in the Marketplace no longer exists.

   BEN Buys

   The **[Save Cart]** feature does allow you to save a shopping cart to work on at a future time. Once the user checks out however, the cart is no longer there.

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OFFICE OF THE COMPTROLLER

Top Ten Payroll/BEN Tips to Remember (Continued)

6. In order to **access BEN Financials and the Penn Marketplace**, you must use one of the following versions of Internet Explorer (IE); Netscape will no longer work.
   - Windows: Internet Explorer (IE) 6.0 SP1 for Windows
   - Macintosh: Internet Explorer (IE) 5.x for Macintosh, or Internet Explorer (IE) 6.0 SP1 with Virtual PC.

   In addition, Windows ME and Windows 98 are no longer supported for accessing BEN Financials and the Penn Marketplace. Support for Windows NT will be phased out on June 30, 2004.
7. In the **Penn Marketplace** remember to select a **category** prior to entering your search criteria. If you are not in the correct category the search may produce no results.
8. To process an order for additional Office Depot catalogs, go to the following link for information
   http://www.purchasing.upenn.edu/buyinfo/suppliers/pm_suppliers/officedepot.php

PO Manager

9. In order to **view what has been billed/ receipted** for a Purchase Order on a PO-Quantity Detail folder:

   From the **PO Manager responsibility**:
   - Select **Purchase Orders>View/Control PO**
   - Enter the **PO #** and click on **'Shipments'** in the **'Result'** block on the lower right-hand side of the screen
   - Click on **[Find]**
   - Click on the **yellow file folder** and select the **"Quantilty Detail"** Folder
   - The Quantity Detail folder displays the following fields:
     - Line
     - Shipment
     - Quantity
     - Quantity Cancelled
     - Quantity Billed

PO Working Folder

10. In order to **activate the markup stamps** when reviewing invoices in PO Working Folder:
    - Click on the View Manager icon. (Looks like an ice cube tray or small excel spreadsheet)
    - Click on the I if PO Creator Review not visible.
    - Click on the padlock for PO Creator Review.
    - Place stamp (pay) or sticky note (don't pay w/full explanation).
    - **Please DO NOT PLACE BOTH STAMPS!**

DIVISION OF HUMAN RESOURCES

Learning and Education Programs

Learn valuable skills through American Management Association (AMA) programs, Brown Bag Matinees, Career Focus Brown Bags, and other programs. For questions on L&E programs, call 215-898-3400 or visit http://www.hr.upenn.edu/learning.

Customer Service at Penn **March 5**
For all staff who work with customers. The purpose of this workshop is to help participants handle customer service interactions in a productive and professional manner.

Career Focus Brown Bag
"TypeFocus Orientation" **March 11**
Join us for an orientation to our self-assessment program, TypeFocus, an on-line system which uses personality "type" as it relates to self-awareness and career success. The workshop involves a demonstration of the on-line system and information about how to sign up for this service.

Brown Bag Matinee
"What do you say?" **March 17**
Fast-paced, energetic and loaded with excitement, this video puts employees in the hot seat as they are challenged with more than 30 awkward, intimidating, and sometimes overwhelming customer situations. It then provides realistic, practical answers that they can use on the job immediately

Career Focus Brown Bag
"Salary Negotiation" **March 26**
This entertaining video gives insight to both sides of salary negotiations. Learn to prepare for and handle these all-important conversations. Penn Compensation Specialists will explain how the process works here and answer your questions.

Brown Bag Matinee
"Communicating Non-Defensively Revised" **April 14**
This program explains that we must be responsible for the ways we deliver and receive messages. It highlights the eight keys to non-defensive communication, causes and symptoms of defensive behaviors, and most importantly, skills for breaking the "Defensiveness Chain."

Franklin Covey's "FOCUS" **April 22**
FOCUS: Achieving Your Highest Priorities is Franklin Covey's next-generation productivity workshop for today's high-amperage work environment. It's an ideal first-time workshop or an excellent renewal course for those who have experienced *Time Quest* or *First Things First* or *What Matters Most*. Success is no longer measured by simply getting things done. It's the people who know how to focus on the most important goals that move their organization forward - and enjoy a greater sense of job satisfaction.

Career Focus Brown Bag "Crafting Your Career At Penn: Student Services" **April 23**
Hear from a panel of Penn staff who work in student services about the challenges and satisfaction of working in this field. Learn about job opportunities and what experiences and training are necessary for success in this career path.

Brown Bag Matinee - "Straight Talking" **May 19**
John Cleese shows you how submissive behavior causes people to be ignored, and how very damaging aggressive behavior can be to everyone involved. This program teaches that the value of assertive behavior is that managers can be honest with themselves and others, without emotion.

Career Focus Brown Bag - "Closing the Gap" **May 21**
The "gap" refers to the communication gap that often occurs because of differences in the ways men and women communicate. Recognizing and understanding these differences will make for more effective communication in the work place.

Learning and Education– " Penn Perspective" **June 9**
Penn is a unique institution with a proud history and worldwide reputation for excellence. Although our mission of education, research and service is easily understood, the business of running such a large and diverse enterprise is not. It is a very complex process. This program will attempt to provide insight into these complexities and those attending the program will leave with a better understanding of how the University works. Participants will also complete the program with a greater appreciation for the role they play in this process. Lastly, the Penn Perspective will provide participants with an opportunity to meet and interact with other members of Penn's vast community.

Quality of Work Life Programs

Human Resources, in collaboration with Penn Behavioral Health (the University's Employee Assistance Program and Work & Family Services provider) and Independence Blue Cross, provides free workshops to enhance your professional and/or personal well-being. Don't forget to pre-register online at http://www.hr.upenn.edu/quality/workshop.asp. Please feel free to bring a 'brown bag' lunch.

CONTINUED ON NEXT PAGE

DIVISION OF HUMAN RESOURCES (Continued)

Workshop: "Managing Stress for a Less Hectic Life" March 11
Is your hectic, fast-paced lifestyle causing you to feel overloaded? Although there are positive aspects to stress, it can have a cumulative effect, wearing us down physically and psychologically. Learn to tune into your own signs and symptoms of stress, and review stress management techniques for taking steps toward a less stressful life. This workshop is sponsored by Human Resources and led by an expert from Penn Behavioral Health.

Health Awareness: "Supermarket Smarts" March 18
Good nutrition starts in the supermarket. There are many tips for how to plan meals and find food that is good for you and your family. Individuals will practice becoming healthy shoppers when they modify their current shopping list to be more aware of heart healthy options. This workshop is sponsored by Human Resources and led by an expert from Independence Blue Cross.

Workshop: "Navigating Complex Legal Issues for Elders in your Life" March 25
According to the National Academy of Elder Law Attorneys, legal problems that affect the elderly are growing significantly in number. Laws and regulations are becoming more complex. Actions taken by older people in one area may have unintended legal effects. This seminar will discuss the broad legal issues in elder care and how to find an attorney or other elder care professional to assist you in the planning and care of an elderly relative. Some of the legal issues include: Medicaid, Medicare claims and appeals, durable powers of attorney and living wills for financial management and health care decisions, and estate planning and the preservation/transfer of assets. This workshop is sponsored by Human Resources and led by an expert from Penn Behavioral Health.

Workshop: "Finding a Way to Simplify the Complexities of Life" March 31
Burn out can be a direct result of too many issues and challenges at home and at work. You can learn to focus and simplify your life and your relationships for a greater sense of control and inner peace. We can show you how. This workshop is sponsored by Human Resources and led by an expert from Penn Behavioral Health.

Workshop: "Helping Teens Deal with Peer Pressure" April 15
In this workshop we go beyond the slogan "Just Say No" to explore role modeling, open communication, nurturing self-esteem, developing responsibility and accountability, setting boundaries, increasing self-awareness and spending quality time with your teen. This workshop is sponsored by Human Resources and led by an expert from Penn Behavioral Health.

Wellness Video: "Coping with Allergies" April 28
Come out for this informative video and stay for the Q & A session led by a Senior Fellow from Penn's Allergy and Immunology Program. You will get a guide to relief from the sneezing, coughing and congestion associated with allergies. This workshop is sponsored by Human Resources, and the video is provided by Independence Blue Cross.

Workshop: "Tips for Working with Team Members for Better Results" May 13
Work moves quickly these days, with more to do and seemingly less time to do it. Co-workers are finding the power of building good working relationships and fostering respectful interactions to be more important than ever. Learn how to initiate team building, develop goals, and identify potential problems while team building. This workshop is sponsored by Human Resources and led by an expert from Penn Behavioral Health.

Health Awareness: "Safe Summer Fun Outdoors" May 20
Can you recognize an unusual mole? Do you know how to safely remove a tick? This popular seasonal program covers ways to combat many of the hazards of the summer months including skin cancer, Lyme disease, heat related illnesses, ticks and other pests, skin rashes and allergies. Be sure you and your family have a safe, enjoyable summer season. This workshop is sponsored by Human Resources and led by an expert from Independence Blue Cross.

Workshop: "Managing for Better Balance at Work and Home" May 27
Life balance is often seen as the problem and responsibility of the individual. However, we live and work in relationship with other people—as part of a team or division in the workplace or a family at home. Our notions of balance and how to maintain it are expanded when we consider collective dynamics and solutions. In this workshop, participants will explore the characteristics of balance in their professional and personal lives in the context of family and career development, and identify areas for enhancing both individual balance and balance at a group level. This workshop is sponsored by Human Resources and led by an expert from Penn Behavioral Health.

Note: For personalized assistance with dependent care issues and personal well-being, contact Penn's Employee Assistance Program (EAP) and Work & Family Services provider, Penn Behavioral Health, at 1-888-321-4433 or go online to http://www.hr.upenn.edu/quality/wellness/eap.asp. For questions on QOWL programs, contact Human Resources at orna@hr.upenn.edu or 215-898-5116.

HUMAN RESOURCES INFORMATION MANAGEMENT

Errors Noticed With Ethnicity Codes

Last year the process for entering ethnicity data was moved to the online personal data (005) screen in the Personnel/Payroll system as part of the new hire process (001 Initial Employment). Since that change was implemented the Office of Human Resources has noticed apparent extraordinary growth in the number of Native Americans recorded on the system. There may be some confusion with the codes and the ethnicity they represent.

If you are ever unclear on these codes, you can use the online help function (F6) before filling in the ethnicity field online.

Example: Ethnicity code "A" represents Native American. Ethnicity code "R" should be used for employees of Asian descent.

For additional information, contact the Office of Affirmative Action at (215)898-6993.

ASSOCIATION OF BUSINESS ADMINISTRATORS (ABA)

http://www.upenn.edu/aba

Update

Spring semester speakers and dates for the Association of Business Administrators luncheon are listed below.

March 17th
Elena Bader
Benefits - Open Enrollment
Executive Director, Human Resources Benefits

April 20th
Peg Heer
Accounting for Gifts and Endowments
Director, Investment Services

Membership in the ABA is open to all professional employees who perform business management functions as the major part of their professional activity within the University. To apply for membership, please complete the application form located at http://www.upenn.edu/aba/abaapp.html.

DOES YOUR DEPARTMENT HAVE ANY CAMPUS DINING MEAL TICKETS?

Meal Tickets with no expiration date will expire on Friday, May 7, 2004.

Meal Tickets are a convenient way to dine together at our Dining Halls using a budget code for payment. We do also welcome cash customers.

Other options for your department to dine on campus is to purchase Dining Dollar$ which can be put on a “Guest of Dining” PennCard and used by everyone in the office at any of our Campus Dining locations such as Houston Market, 1920 Commons Retail area featuring Subway, Chick Fil-A and Freshens Smoothies, Mark’s Café in the Van Pelt-Dietrich Library, the Towne Cyber Café, and Au Bon Pain in Huntsman Hall.

If your department would like more information on how to purchase books of either 10 or 25 meal tickets to have meals at any of our Campus Dining Halls for Breakfast, Lunch or Dinner or on purchasing Dining Dollar$, please contact the Meal Contracts Office at 215-898-7585 or dining@pobox.upenn.edu.

Important Financial Web Pages

Vice President for Finance and Treasurer

http://www.finance.upenn.edu/

School/Center Access Administrators

http://www.finance.upenn.edu/ben/structure/acc_admin.shtml

Financial Training Course Descriptions

http://www.finance.upenn.edu/ftd/courses.html

Financial Training Registration Form

http://www.finance.upenn.edu/ftd/registration.html

Financial Training Calendar

http://www.finance.upenn.edu/ftp/pubcal.pdf

Financial Training System User Guides and Documentation

http://www.finance.upenn.edu/ftp/documentation.html

Record Retention Policies

http://www.archives.upenn.edu/urc/recrdret/entry.html

Association of Business Administrators

http://www.upenn.edu/aba

Purchasing Services

http://www.purchasing.upenn.edu

EDI Suppliers

http://www.purchasing.upenn.edu/buyinfo/suppliers/edi_suppliers.php

Comptroller's Office Form Library

http://www.finance.upenn.edu/comptroller/forms/forms.shtml

Penn Electronic Research Administration

http://www.pennera.upenn.edu

Sponsored Research Penn Adverse Events Reporting System

http://www.finance.upenn.edu/ftp/weblearn/PennAEs/index.html

Student Financial Services

http://www.sfs.upenn.edu/home/

PURCHASING SERVICES

Penn Marketplace Users

Effective **Friday, February 27, 2004 *NEW*** functionality was be implemented and available in the Penn Marketplace. The additional functionality, which includes minor layout changes to some pages, enables users to:

- Add Multiple Items into a Shopping Cart or Favorites Lists
- Remove multiple items from a Shopping Cart or Add to Favorites List
- Cancel Cart and Return to BEN Buys

The key layout change is the addition of a drop down menu, located to the right, above the Search results screen. This menu provides users the option of adding or deleting items to their cart or favorites list. The drop down menu also includes the option to "Compare" items (note the compare button has been removed from the results screen). A cleaner look and feel to the screen has been achieved by removing buttons and icons representing functions now included on the drop down menu.

- **Adding multiple items -** From the search results screen a user can add multiple items to their current cart or favorites list by entering the desired quantity (all items are defaulted to a quantity of 1). Then check the appropriate Select box (note that the Select box has moved to the far right column). Click on the drop down menu and select "Add to Current cart" or "Add to Favorites List" and click "Go".

- **Removing one or more items from shopping cart -** From the shopping cart detail screen in the Marketplace a user can remove an item or multiple items from the shopping cart by checking the Select box for the item(s). Then use the drop down box to choose "Remove All Items" or "Remove Selected Items" and click "Go". A user can also add items to their favorites list from the shopping cart detail screen by selecting the items and using the drop down box to choose "Add to Favorites".

- **Cancel Cart -** The "Cancel Cart" link is located in the upper right hand corner of the Marketplace screen and allows users to cancel their cart, exit the Marketplace and return to BEN Buys, if they have not added any items to their Marketplace shopping cart.

Note: If items have been added to your Marketplace shopping cart, clicking on the "Cancel Cart" link will empty all contents before returning you to BEN Buys.

Purchase of Office and Laboratory Furniture

Purchasing Services has developed a new guide to assist faculty and staff with the purchase of office and laboratory furniture from preferred contract suppliers. The web site for the "How to Buy Office and Laboratory Furniture" is available at:
http://www.purchasing.upenn.edu/buyinfo/how-to-buy-furniture.php

New Dharmacon Discount Pricing Agreement

Purchasing Services has awarded a new discount pricing agreement to Dharmacon. The complete Dharmacon product line will be available in the Penn Marketplace in March 2004.

New Participants in the Supplier Showcase

Perkin Elrmer, Invitorgen and Promega are the latest suppliers to join the Supplier Showcase. Information on Penn specific product promotions from these suppliers is available at:
http://showcase.sciquest.com/upenn/suppmenu.html

Latest Purchasing Announcements

For up-do-date purchasing related information, visit the Purchasing Services "Featured News" site at:

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

OFFICE OF BUDGET AND MANAGEMENT

Revised Reports Ready

New versions of the BEN 100, 101, 102, 103, 104, 106, 114, 115, 116, 200, 201, 202, 203, 205, 210, 211 and 212 reports, using revised RCM templates, went into production on Wednesday, December 17. The revised templates and K parents were available in the warehouse on Thursday, December 18. Subsequent revisions to the 201 and 211 reports (to stop suppressing the cash position), and to Template 1A (to stop double-counting Grant Revenue and Indirect Cost Recovery) are expected to go into production by the time you read this,

If you have gifts to endowment funds or capital funding transfers, your reports will look different as described below. If you don't have any gifts to endowment funds or capital funding transfers, you may not notice any changes.

The main changes are as follows:

1. Improved organization of the capital section, which will now include Capital Funding transfers (moved from Resource Transfers) and Capital Gift Reclassifications (moved from Gift Income) and will show debt service payments separately from new borrowing. Effective FY2004, we are now posting borrowing and repayments in separate object codes. We hope this will make the capital section easier to understand. Report users should note that these changes mean that total revenue and total expense will both be higher than before wherever capital funding activity exists.
2. Gifts received in designated investment income funds will no longer be suppressed on the 100, 101, 104, 106, 200, and 210 reports. These gifts were never suppressed on the 114 report. We hope this change will allow us to see the gifts that are coming into these funds in order to budget, project and manage these funds better, and to stop the confusion that was caused by showing the gifts on the 114 report, but not on the other reports. Report users need to be aware that gifts to endowment funds are invested, and are not available to be spent. In endowment funds that receive gifts, the fund will now show an Operating Surplus, which will be offset by buying into AIF the following month. This is primarily an issue only with gifts to quasi-endowment (which go into NAC 0), because gifts to true endowment go into NAC 2, and we don't run 10x reports or look at Operating Surpluses for NAC 2. Note that you can run the 200 and 210 reports for NAC 2 and NAC T, and you will now see your gift receipts to endowment.
3. Minor other template revisions to incorporate new object codes and collapse the subcategory "Other Salaries and Wages" into "Non-Academic Salaries". Template 1B, which was previously used for endowment funds (in order to suppress the gifts), has been discontinued and Template 1A is now used in its place. Template 1A (to be used when reporting on all funds groups) and Template 1C (to be used when reporting exclusively on Grants and Contracts and URFs) have been revised for these changes. In the past, the only difference between Template 1A and Template 1C was the treatment of Graduate and Professional Financial Aid, which is shown as contra-revenue in Template 1A and as expense in Template 1C. Effective with the second round of changes this spring, Template 1A will show Grant & Contract Indirect Cost Charges moved from expense to revenue and netted on the same line as Indirect Cost Recovery in order to stop double-counting Grant Revenue and ICR when looking at all funds in the 200, 203 or 210 reports. (This change does not affect the 10x reports because the reports that use Template 1A cannot be run for Grants and Contracts.) Template 1C will continue to show Grant and & Contract Indirect cost Charges as expense, so this will now be a second difference between Template 1A and Template 1C. Equivalent changes were made to Templates 5A and 5C, which are highly summarized versions of Templates 1A, and 1C respectively, and are used in the 20x versions of reports.
4. In the 200, 202, 203, 205, 210 and 212 reports, prior year cash position will no longer be suppressed in order to allow report users to see the true cash position for the school or center as a whole. When running a 2xx report for a subset of the school or center, report users will need to be aware that apparent positive balances in a particular combination may be offset by negative balances in another. In the 1xx series of reports, the prior year cash position has been and continues to be suppressed in a variety of situations (fund 000000, fund 000001, fund 000002, Grant and Contract funds, reports by program, reports by CREF unless the BC is 2) in order to avoid the possible misinterpretation that can result from looking at a subset of the balances.
5. The 201 and 211 reports started to use the revised Template 1C with the new capital section in December 2003. . Additional changes to the 201 and 211 reports to stop suppressing the cash position should be in production by the time you read this.
6. Revised report documentation is available at http://www.finance.upenn.edu/ben/benfin/documentation/reportdoc/

Ben Financials users with questions about the report changes, or about how to interpret the reports once they are released, should consult with their Senior Business Officer.

Senior Business Officers and FSPs should direct questions and comments to Fran Seidita (8-1929 or seidita@pobox) or to the budget analyst for their school or center.

COURSE SPOTLIGHT

TWO NEW FINANCIAL TRAINING CLASSES:
OPERATING GIFTS & ENDOWMENTS AND SPACE@PENN

Operating Gifts & Endowments

Pre-requisite: Review of Gift, Endowment, and Gift & Endowment Reporting User Guides

This one and one-half hour program is intended for administrative and other support staff at the University who manage endowment (4xxxxx) and operating gift (6xxxxx) accounts. This presentation is designed to cover all aspects of managing operating gift & endowment accounts. Topics to be discussed in the program include:

- Definition of a gift, definition of an endowment, comparing and contrasting both
- Overview of the gift process, the gift agreement, and creation of a fund
- Trust Sheets and Fund Attributes
- Receiving & recording gift revenue
- Budgeting of gift & endowment accounts
- Monitoring Income & Expense Activity
- Reporting

Space@Penn

Prerequisite: None

This course is a combination of instructor-led training and self-paced exercises designed for users to gain an understanding of how to manage space utilization via the Space@Penn Web Updater application. The course curriculum includes:

Hands-on, instructor-led classroom training (approximately 2 hours)

- An overview of the Space@Penn project
- University's space utilization business processes and policies
- Reading floorplans and reviewing space detail reports from the Datawarehouse
- Navigational techniques of the Space@Penn Web updater application
- How to inquire, edit, and maintain room functional usage data

Self-pace exercises (approximately 2 hours)

- Exercises are designed to demonstrate the users knowledge of space policies & procedures and proficiency with the Space@Penn Web Updater application

FEEDBACK ON THE BOTTOM LINE?

Your comments and suggestions matter to us.

Do you have any suggestions for articles or information you would like to see in upcoming issues of the *Bottom Line*?

Are there articles or features from previous *Bottom Line* issues which you miss?

Do you have other suggestions on how to make this publication more useful to you.

Please send comments and suggestions to training@pobox.upenn.edu.

Thank you, Financial Training Department

Financial Training Calendar

March - June 2004

The current schedule of financial training courses is available at:
http://www.finance.upenn.edu/ftd/pubcal.pdf.

Course descriptions for these training courses can be found at
http://www.finance.upenn.edu/ftd/courses.html

To register for **Purchasing Card, Sponsored Programs, Gifts & Endowments** or ***Review - Q & A*** training go to:
http://www.hr.upenn.edu/training_coursecatalog/search_criteria.asp

For BEN Deposits access, complete the BEN Deposits access form found at
http://www.finance.upenn.edu/ben/bendep/
Once completed, an email will be sent with
instructions for on-line training.

To register for **all other training courses** listed on the calendar, complete the Financial Training Registration Form found at
http://www.finance.upenn.edu/ftd

University of Pennsylvania
Financial Training Registration

Please complete the following information and return to:

Financial Training Department (FTD) • Suite 700 Franklin Building • Fax: 898-9954 • Phone: 573-5603

Visit us at our web page http://www.finance.upenn.edu/ftd/

__ Chart of Accounts	Three-hours	**BEN Balances**		**Other**	
		__ GL Inquiry and Reporting*	Two half-days	__ Payroll/Personnel *	Five half-days
BEN Buys		__ BEN Reports+	Two-hours	__ CPUP/CHOPPA Payroll %	Two-hours
__Req Only	One half-day	__ Manual Journal Entry#	One half-day	__ Space @Penn	Two hours
__PO Manager*	Five half-days	__ Freeze Grant User#	Two-hours		
__Invoice Inquiry	Two hours	__ Budget Journal Entry#	One half-day		

Please note: For the above, you will be notified via e-mail of the dates/location you are to be scheduled.
**Pre-requisite Chart of Accounts #Pre-requisite GL Inquiry/Reporting %Pre-requisite Payroll Personnel*
+If you are registered for GL Inquiry/Reporting, you will automatically be included in this training session.

Please see our web site above for information regarding registering for the following: **Purchasing Card, Sponsored Programs@Penn, Review/Q&A, Ben Deposits & Gifts and Endowments** training

Personal Data: (Please print or type)

Name: ____

Years at Penn: ______________________ Title: ______________________

School/Center: ______________________ Department: ______________________

Campus Phone: __________ - ______________ E-mail: __________@ __________

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: __________

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

3 - Very familiar ***2 - Some familiarity*** ***1 - No familiarity***

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

Account Number ________/________/_____/______________/* Object /_________/________
CNAC ORG BC FUND PROG CREF

To be used only in the event of a "No Show". Please see the FTD web site for information regarding the cancellation policy.
*Note: No grant or service center funds should be used.

Employee Signature: ______________________________ Date: ______________

Business Administrator Name (Printed): ______________Signature: ______________ Date: ________

School/Center Access Administrator Signature______________________ Date: ______________

Both the Business Administrator and the Access Administrator signatures are REQUIRED. Thank you!
For a complete list of the Access Administrators please see
http://www.finance.upenn.edu/ben/structure/acc_admin.shtml