



# The Bottom Line



## Is Almost Here!

This month, the Division of Finance, in partnership with Information Systems and Computing (ISC), is beginning a phased rollout of BEN Assets, the new asset management system to replace the existing Property Management system. BEN Assets is a module within BEN Financials, the University's core business system, and is tightly integrated with the existing modules: BEN Buys (purchasing), BEN Pays (accounts payable), and BEN Balances (general ledger).

**The following key business process changes directly impact Property Administrators, Custodians and Tagging Contacts:**

- **Roles:** Property Administrators will be known as Asset Administrators in the new BEN Assets system.
- **Tagging:** For individuals responsible for tagging assets, (i.e., Tagging Contacts), tags will be distributed in bulk to each School or Center's Senior Business Administrator or their designee, for distribution to their Tagging Contacts. Tags should be applied to an asset as soon as the asset is "placed in service." The Tag Number, Taggable Status and Tagging Date should then be updated in BEN Assets by the Asset Administrator.
- **Retirements:** Designated School/Center individuals known as Senior Asset Administrators will be able to retire an asset online vs. submitting a paper form to the central Property Management Group, thereby streamlining asset retirement. *Note:* School/Center Asset Administrators will still be required to obtain the necessary signatures authorizing retirement of an asset and to retain this documentation for auditing purposes.
- **Location Changes:** Property Administrators will be able to record online the relocation of an asset to a different building or Responsible ORG, again eliminating the need to submit the request to the Property Management Group.
- **Reporting:** Standard reports against a new Assets data collection in the University's Data Warehouse will be available, making retrieval of information about assets easier.

*Continued on page 3*

## A Message for PO Managers Querying EDI Credit Memos

In BEN Financials, users have encountered a problem viewing credit memos for EDI suppliers. When searching for an EDI supplier credit memo, if the "Purchase Order Number" is entered as the search criteria then the credit memo(s) associated with that purchase order is not returned as part of the search results. Through discussions with the School/Center P2P Champions and direct feedback from end users, it is evident that this issue sometimes contributes to the inability to release Invoice Holds for EDI suppliers in a timely manner.

**This issue has been resolved. All PO related invoices and credit memos, including EDI supplier credit memos, can be viewed searching by the PO #.**

If you have questions about this update please contact BEN Helps at 215-746-HELP (4357). For additional information on frequently addressed topics go to the BEN Knows site:

[http://www.finance.upenn.edu/benknows/browse\\_topics/](http://www.finance.upenn.edu/benknows/browse_topics/)

### **Additional Newsletters** **Executive Vice President's Office**

<http://www.evp.upenn.edu/>  
**Office of Research Services**

<http://www.upenn.edu/researchservices/newsletter.html>

### ***In This Issue...***

Did You Know...

Payroll Info on SS#999-99-9999 .....	Page 10
Office of the Comptroller	
W-2 & Foreign Draft .....	Page 4
Purchasing Services	
Supplier Show & Caterers .....	Page 6
PennERA Update	
Proposal Development Update .....	Page 5
Student Financial Services	
E- Billing Dates .....	Page 8
Travel Advisory (PennP2P)	
New Policies July 1, 2008 .....	Page 2 & 9

## What's New with Travel & Entertainment Policies Effective July 1, 2008

Travel and Entertainment (T&E) Reimbursement is the latest procurement and payment method addressed as part of the multi-year P2P initiative, and follows the Purchase Order and Purchasing Card process improvements introduced in 2007. University T&E policies and procedures have been refined in order to create greater transparency for all parties and to foster greater focus on purchasing efficiency and cost containment. These policy enhancements aim to clarify the roles, responsibilities, and expectations of individual travelers and entertainers, as well as school and center financial management. Policy changes include:

- Introduction of a new "higher level approver" role.
- Clearer communication of preferred payment methods.
- Clarification of the limited use of advances.
- Clearer guidelines for reimbursement submission.

These policy updates aim to ensure that Penn's resources are spent prudently, that IRS and sponsored program requirements are met, and that the University is able to track spending to leverage greater savings opportunities with vendors.

Here is a quick snapshot of the policy enhancements we are introducing which will become **effective July 1, 2008**:

**Policy 2351 Travel and Entertainment Reimbursement - General** now clearly defines the policy guidelines and responsibilities that apply to all T&E reimbursements. Specific changes include:

- Introduction of a "higher level approver" signature requirement on all travel forms. This change will require each school and center to create a "one up" approval hierarchy to review travel related requests.
- Detailed definition of general roles and responsibilities of the traveler, the "higher level approver" and the TAC (Transaction Authorization Card) cardholder.
- Clarification that ultimate responsibility for overall compliance belongs to individual schools/centers per the RCM (Responsibility Center Management) model.

**Policy 2352 Travel and Entertainment Reimbursement - Payment Methods** promotes the understanding and use of preferred payment methods. New policies are designed to ensure timely reimbursement to travelers and entertainers and to avoid credit limits and finance charges on their personal credit balance. At a higher level, the information collected from use of the American Express payment methods is valuable to the University for tracking travel expenditures and leveraging saving opportunities with travel suppliers. The preferred methods are:

- The Penn desk at American Express Travel for airline tickets. AMEX Travel has access to school/center account numbers so charges are billed directly.
- The American Express Corporate Credit Card (AMEX Card) for other travel and entertainment expenses. A card can be obtained by all full time monthly-paid faculty and staff.
- Personal cash is preferred for small incidental travel expenses.

Using personal credit cards is not a preferred method for individuals eligible for the AMEX Card. Spending on personal cards does not provide the same information tracking capability and benefit to the University. In addition, the traveler may incur unreimbursable interest charges and late fees or burden their personal credit limits.

**Policy 2353 Travel and Entertainment Reimbursement - Advances** limits the use of advances and requires strict monitoring and reporting in the rare cases they are permitted. Travelers are encouraged to use one of the preferred payment methods instead. Updates include:

- Introduction of the Advance Justification (C-7A) form, which must be submitted with all advance requests.
- Prepaid expenses, such as airline tickets purchased in advance, are no longer considered advances and can

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## What's New with Travel & Entertainment Policies Effective July 1, 2008

*Continued from the previous page*

be submitted on a T&E Reimbursement (C-1) form prior to the trip or event.

- Clarification of periodic reporting requirements, and reconciliation which is generally required within 10 days of the "end date" of activity completion.
- Reconciliation of advances not completed within 120 days beyond the activity "end date" will be reported as taxable income to the individual, and the individual may be subject to collection and disciplinary actions.

**Policy 2354 Travel and Entertainment Reimbursement - Process** clearly defines the process and forms that must be completed to obtain reimbursement to ensure that travelers and entertainers can be reimbursed in a reasonable timeframe. These changes include:

- The Reimbursement Justification (C-5) form has been introduced to document the justification for expense reimbursements not contemplated by the written policies and additional authorization depending upon the expense.
- Submission of the reimbursement form is generally expected within 10 days. This allows travelers and entertainers to be reimbursed in a timely manner to pay credit card balances. All employees are encouraged to sign up for EFT to receive reimbursements directly into their bank account.
- Reimbursement deadline is now 182 days (6 months) after the "end date" of the activity. Reimbursements will not be made for requests exceeding this timeframe.

### What's Next?

In the following months the Travel Department will make available the following information related to the travel process:

- Traveler and TAC Holder "Best Practices"
- A "Know Before You Go" pamphlet
- New training opportunities available to all University travelers and entertainers

For further information, please consult the travel website for periodic updates and information at:

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

**The Bottom Line** March 2008



## Is Almost Here!

*Continued from page 1*

**Important dates for this phase of the implementation are as follows:**

### March 2008

- BEN Assets training available for **current Property Management users only**.
- **New BEN Assets users** can register for upcoming training courses in April, 2008.
- Effective March 3, **access** to the UMIS Property Management System will be **inquiry only**. Updating will not be available.
  - Through **March 2008**, submit all asset **retirements** and **location** changes to Property Mgmt. Group at 312 FB/6284.
- Effective March 3, ad hoc reporting of asset data will be available through the Data Warehouse Assets collection. Standard Ben Reports will also be available to facilitate the tracking and management of assets. *Note:* Existing Property Administrators are granted access to BEN Reports & the Data Warehouse Assets collection automatically. New Users must complete required training & submit the Data Warehouse Assets collection form.

### April 2008

- BEN Assets training courses are available for **new BEN Assets users**.
- The BEN Assets system is available to existing Property Administrators who complete the BEN Assets training requirements.

If you have any questions about the BEN Assets project, please e-mail [benassets@pobox.upenn.edu](mailto:benassets@pobox.upenn.edu)

### **BEN Asset Training Requirements**

- **Property Administrators** are required to complete the online BEN Assets Knowledge Building course, and **attend a required** hands-on BEN Assets Application training session.
- Registration for **BEN Assets Knowledge Building** and **BEN Assets Application** training is available on the Knowledge Link web-site at:

<http://knowledgelink.upenn.edu>

# Office of the Comptroller

## Faculty & Staff, Including Terminated, Retired & Inactive, 2007 W-2's Now Available Online

Please be advised that 2007 and prior year tax forms and pay advices are now available on the U@Penn portal for faculty and staff members who are no longer actively compensated by the University of Pennsylvania provided that they remember their PennKey and Password.

In order to view, print, and/or download in Adobe PDF format your tax forms go to the U@Penn website at:

<http://www.upenn.edu/u@penn>

Under the GENERAL tab, under the PAYROLL AND TAX channel, click on the link to U@Penn access for inactive faculty and staff link and follow the directions.

During the year-end cycle, additional tax forms (W-2c, 1099 and 1042S) pertinent to each employee will also be made available online. (Please note that 1042S forms are not required to be issued until March 15, 2008)

In addition to accessing the above forms faculty and staff members who are no longer actively compensated by the University of Pennsylvania will also have the ability of updating their address by clicking on the "My Profile" link.

Thank you!

*Terrí Pineiro*  
Payroll Manager



## Foreign Draft/ Individual C-Form

The Accounts Payable department has developed a new C-Form request for Foreign Drafts/Individual payments.

As of February 4, 2008 you are required to use the new Foreign Drafts/Individual C-Form. The new form can be found both on the Comptroller's and Accounts Payable website at:

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

Accounts Payable honored a grace period of two weeks and did not return any forms prior to February 18, 2008; after this date however, all C-forms are returned to the embosser requesting the appropriate C-form.

The Accounts Payable Department would like to thank you for your cooperation in this matter.

*Cheryl Walker*

Accounts Payable Manager  
University of Pennsylvania  
Accounts Payable Rm. 440  
3451 Walnut Street  
Philadelphia, PA 19104-6281





Electronic Research  
Administration

## PENNERA: PROPOSAL DEVELOPMENT UPDATE

The Proposal Development (PD) module of the PennERA (Electronic Research Administration) system continues to be used by research administrators to create, route, approve, and submit NIH electronic proposals.

Currently, Proposal Development can be used for NIH funding opportunities and use remains voluntary for the supported mechanisms. The up-to-date list of proposal mechanisms for which PD can be used is available on the PennERA web site at:

[http://project.pennera.upenn.edu/project/current\\_phase/PDfundingopps.pdf](http://project.pennera.upenn.edu/project/current_phase/PDfundingopps.pdf)

### Proposal Development Training

Another round of PD training was completed in February 2008. The PennERA team is currently scheduling future training sessions for administrators; please check the Knowledge Link web site for upcoming training dates and registration information at:

<http://knowledgelink.upenn.edu>

Investigators have automatic access to the application and do not have to attend hands-on training. Optional orientation sessions for investigators will be available; investigators should check with the Research Representative in their Schools for more information (see <http://project.pennera.upenn.edu/contacts.asp>).

Help and reference materials are available for Proposal Development and can be accessed from the left toolbar on the main PennERA page at <https://www.pennera.upenn.edu/>.

### Generic Sponsor Form Available

A new capability in the Proposal Development application, called the Generic Sponsor Form (GSF), is now available. The GSF provides the ability to electronically submit proposals to the Office of Research Services (ORS) for review and approval (non NIH/Grants.gov proposals only), and in addition it can be used to generate paper proposals for sponsors that do not have specific form sets.

The Generic Sponsor Form is a subset of functionality within PennERA's Proposal Development; therefore no special access or URL is required for the GSF. When a user selects one of the predefined sponsors from the list of PennERA sponsors, the application will automatically display the GSF navigation menu and functionality.

If a particular sponsor is not in the dropdown list, contact [pennerahelp@pobox.upenn.edu](mailto:pennerahelp@pobox.upenn.edu) and the PennERA team will configure and add it to the system.

A one-page reference guide on the GSF is available on the PennERA web site at:

[http://project.pennera.upenn.edu/PD\\_docs/GSFr ef.pdf](http://project.pennera.upenn.edu/PD_docs/GSFr ef.pdf)

### More Information About PennERA

For more information about PennERA, please visit the PennERA web site at:

<https://www.pennera.upenn.edu/>

If you have any questions, comments, or suggestions, please send an e-mail to:

[pennera@pobox.upenn.edu](mailto:pennera@pobox.upenn.edu).

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

*--Pamela S. Caudill, Executive Director  
of the Office of Research Services*

## Coming Soon: IRBEASE, Electronic Human Subjects Protocols Submission Module

The PennERA (Electronic Research Administration) Team is currently in the final testing stages of IRBEASE, the University's Electronic Human Subjects Protocols Submission module of the PennERA system. IRBEASE is a new web-based application that will allow the creation, submission, electronic routing and approval of Human Subject Protocols to the Institutional Review Boards (IRB), including the ability to submit Continuing Reviews and Modifications to an existing Human Subjects Protocol.

Anticipated benefits of IRBEASE include:

- Streamlined submission process, eliminating the need for researchers to copy and deliver multiple copies of a protocol to other University review units, and eliminating duplicative data entry
- Mitigation of risks through integration that supports the University's research mission, including CHOP, CTRC, OHR, and ORS
- Ability for Investigators to reuse data and reduce manual efforts associated with the submission of protocols
- Improved process efficiency and accuracy through electronic routing for approvals and review and automatic generation of alerts/notifications based on status changes
- Transparency of the operation
- Secured accessibility to information, including historical data
- Ability for IRB Board Members to electronically review Human Subject Protocols

IRBEASE is targeted for rollout in Spring 2008. The application should be used by researchers involved in Human Subjects Protocol creation, submission, routing, or approval, including members of the Institutional Review Boards (IRB), the Office of Human Research (OHR), and the Clinical and Translational Research Center (CTRC).

## Save the Date!

**Purchasing Services Annual Penn Marketplace Supplier Show** will be held on **Wednesday, March 26, 2008 from 10AM to 2PM in Houston Hall, Hall of Flags**. All faculty and staff are encouraged to take advantage of this opportunity to meet the preferred University supplier representatives and learn more about new pricing, product and service offerings. This year's show will focus on green purchasing initiatives in support of the University's "Green Campus Partnership" and will feature a wide variety of information on environmentally friendly products. Participants will also have the opportunity to enter a **raffle** for a **HP1 PDA**, as well as take advantage of lots

## How to Select a University Approved Caterer

<http://www.purchasing.upenn.edu/buyinfo/how-to-select-caterer.php>

Purchasing Services is responsible for developing and managing a list of University approved caterers that meet the University's business and insurance requirements. When scheduling an on-campus event, **departments must ensure that there is a legitimate business requirement for the event and can only use a University approved caterer** for the event.

When planning an on-campus event or function, check the approved caterers list for available caterers. If you would like to have a

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# Purchasing Services

UNIVERSITY OF PENNSYLVANIA

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new caterer considered for addition to the approved list, contact Lisa Cesare. Please be prepared to provide the caterer's name and address, contact name, phone number, and fax number if available. Purchasing Services will send a Caterer Information Request packet to the supplier. Purchasing will only add those suppliers that meet the institution's business and insurance requirements.

It is the responsibility of the caterer representative to complete the necessary forms and submit them to Purchasing Services for review and consideration for "approved caterer" status. **Purchasing Services will not follow-up with suppliers that do not assume responsibility for a timely response to a request from the University.**

When a request is received from a caterer, Purchasing Services will review the request to ensure compliance with all University business and insurance requirements. If all business and insurance requirements are met, the caterer will be added to our approved caterers list.

## Selecting a Caterer

When considering an approved caterer for an on-campus event, please be sure to ask the following questions:

- What catering packages are available?
- What menu choices are available?
- Will the food presentation meet my expectations?
- What is the cost based on the food selection and number of people?
- How will delivery/set up/clean-up be handled?
- How flexible are you in dealing with last minute changes?
- Is your staff trained and will they act in a professional manner?
- Do you offer event planning/consultation services?
- Does your proposal reflect the most favorable price to the University?

After a decision is made on which approved caterer will be used for the event, a BEN Buys purchase order must be issued to the successful caterer. **The MasterCard Purchasing Card can not be used for any on-campus catered event.** No service can be provided by an external supplier without prior issuance of a purchase order.

## Ordering Guidelines

Please be aware of the following guidelines when arranging catering services or ordering food for internal department functions:

- **On-Campus Catered Events:** A University approved caterer must be used for all on-campus catered events and a BEN Buys purchase order must be issued to the approved caterer prior to the event as indicated above. All caterer contracts or agreements must be submitted to Purchasing Services for review and approval prior to final approval of the purchase order.
- **Box Lunches:** The MasterCard Purchasing Card is the authorized buying method when ordering box lunches for internal department functions. Samples of this type of service include, but are not limited to, sandwiches, pizzas, hoagies, donuts, bagels, etc. where the items are picked up by the department or delivered to the office/laboratory by the supplier without performing any related services.
- **Dining at an Off-Campus Establishment:** Dining at a restaurant is considered a travel and entertainment expense. The American Express Corporate Card must be used for this type of entertainment expense.



## Student Financial Services



### March 2008 Monthly Student Bills

Due Date March 26, 2008

Financial Hold (Fall 2008)

warning emails/letters

Sent out Feb 29, 2008

Penn Monthly Budget Plan

Academic Year 2008-09

Available on SFS Homepage Feb 11, 2008

[http://www.sfs.upenn.edu/  
budgetplan/index.htm](http://www.sfs.upenn.edu/budgetplan/index.htm)

Enroll in Direct Deposit for Student Refunds

[https://medley.isc-  
seo.upenn.edu/uatPenn/jsp/fast.do?  
fastStart=directdep](https://medley.isc-seo.upenn.edu/uatPenn/jsp/fast.do?fastStart=directdep)

## Quarterly Quiz Returns!

**Instructions:** The following four questions can be answered based solely on information contained in this issue of *The Bottom Line*.

To participate in the contest, please submit your answers via email to [training@exchange.upenn.edu](mailto:training@exchange.upenn.edu) no later than **April 1, 2008**.

The Winner will receive a one year **Faculty Club Membership**.

1. What is a Payroll SSN Key Change?
2. What happens if a traveler does not reconcile a cash advance within 120 days?
3. When will BEN Assets 'go live' for all end-users?
4. What happens if a traveler submits a reimbursement form 182 days after the travel event has ended?

## BEN Knows Quarterly Question



**Q.** How do I view the Quantity Detail information for a Purchase Order?

**A.** Go to the **PO Manager Responsibility**:

- From the menu at the top, select **Purchase Orders> View/Control PO**.
- Enter the **PO#**
- In the Results box located in the right hand corner of the form, click on **[Shipments]**
- Click **[Find]**
- Once the Shipping Detail form is displayed, click on the yellow folder located next to the name **Shipping Detail**
- Select **Quantity Detail** from the list
- Click **[OK]**

The Quantity Detail folder shows the following purchase order details:

- Quantity Ordered
- Quantity Cancelled
- Quantity Billed
- Quantity Received



# Travel Advisory

## PhillyCarShare & Penn Partner for a Green Campus

The **Penn Travel Office** and **Purchasing Services** (<http://www.purchasing.upenn.edu/>) have partnered with PhillyCarShare to offer an affordable, convenient, and environmentally-friendly way to drive for Penn business. Penn's PhillyCarShare partnership, the largest university car-sharing program in North America, demonstrates Penn's commitment to the environment and the community. Penn departments are encouraged to use PhillyCarShare for business transportation needs. A business rental is any rental for which Penn is paying directly (i.e. Purchasing Card <http://www.purchasing.upenn.edu/buytools/card.php>) or the driver is paying for the rental and getting reimbursed.

### **Benefits for Penn Faculty, Staff & Students**

- **Convenience:** Dozens of hybrids, Minis, minivans, and more, are available by the hour or day from convenient campus locations. Employees each receive a personal electronic key to all the cars. Driving is easy: book online, hop in, and go!
- **Green:** PhillyCarShare, founded in 2002 by four Penn alumni, has had a positive environmental impact in Philadelphia! Members report owning 10,000 fewer cars; driving 53% fewer miles; reducing their auto emissions by 90%; and saving \$40 million annually on car ownership - money that gets reinvested into our local economy. PhillyCarShare is committed to making Philadelphia less about cars and more about people. *As part of this partnership, PhillyCarShare will contribute 1% of revenues into a special Penn Sustainability Fund.*

- **Affordable:** PhillyCarShare is offering special contract rates to the University and Penn employees who use PhillyCarShare for official Penn business are covered under Penn's insurance. *Plus the first 1,000 employees to set up dual business and personal accounts receive free \$25 driving credits in their personal account.*

### **Get Rolling!**

The following information is to help Penn faculty, students and staff open a new account or join an existing account.

#### **Open a new Penn Account – It's Free**

- Open a new account...  
[https://reservations.phillycarshare.org/penn\\_org\\_apply.php](https://reservations.phillycarshare.org/penn_org_apply.php)
- ...and add yourself as a driver  
[https://reservations.phillycarshare.org/penn\\_org\\_and\\_drv\\_apply.php](https://reservations.phillycarshare.org/penn_org_and_drv_apply.php)
- ...and create a personal account  
[https://reservations.phillycarshare.org/penn\\_org\\_and\\_dual\\_apply.php](https://reservations.phillycarshare.org/penn_org_and_dual_apply.php)

#### **Join an existing Penn Account – It's Free**

- Join an existing account as a driver...  
[https://reservations.phillycarshare.org/penn\\_drv\\_apply.php](https://reservations.phillycarshare.org/penn_drv_apply.php)
- ...and create a new personal account  
[https://reservations.phillycarshare.org/penn\\_dual\\_apply.php](https://reservations.phillycarshare.org/penn_dual_apply.php)

Please direct all program questions to:

Jerry Furgione PhillyCarShare  
[gerald@phillycarshare.org](mailto:gerald@phillycarshare.org) or  
Susan Storb Penn Travel Office  
[storb@pobox.upenn.edu](mailto:storb@pobox.upenn.edu)

#### **Related Links**

- PhillyCarShare Driver Handbook  
<http://www.phillycarshare.org/OnlineOrientation/MembershipHandbookPENN.pdf>
- PhillyCarShare FAQs  
<http://www.purchasing.upenn.edu/buyinfo/phillycarshare-faq.php>
- PhillyCarShare Car Locations  
<http://www.phillycarshare.org/search.php>
- PhillyCarShare Vehicles  
<http://www.phillycarshare.org/cars.php>

## Fishing for Feedback

Have you been to a BEN Financials or Payroll training class within the last 6 months? If so, we're looking for feedback and suggestions.



Now that you've settled in and actually have had a chance to use what you learned, we'd like to know:

- Did the class you attended prepare you for your job?
- Looking back, do you wish you learned more about a particular subject and less of another?
- How could Financial Training have better prepared you for the "real world"?
- Do you think additional subject matter should be added to our course offerings? If so, what would the topic be you would like to see offered?

Send us an email with your thoughts, suggestions, and ideas:  
[training@exchange.upenn.edu](mailto:training@exchange.upenn.edu)

Or call any one of the FTD staff members to discuss your ideas over the phone or to set up an in-person meeting:

- Jim Horstmann: 573-6717  
jhorstma@upenn.edu
- Joe Mullock: 573-8988  
jmullock@upenn.edu
- Barbara Murray: 898-1733  
murrayb@upenn.edu

We can't wait to hear from you!

## Did You Know...Important Reminder for Payroll Administrators: Updating Social Security Numbers '999-999-9999'

Employees without a US Social Security Number (SSN) are initially entered into Penn's Payroll/Personnel system with a temporary SSN of "999-999-9999" that acts as a placeholder until a valid SSN is acquired. Once these individuals acquire a valid SSN the payroll administrator should contact the Records Office to request a "key change" from the temporary 999 number to the new, valid Social Security Number.

Payroll Administrators should NOT enter the new SSN directly into the system – this will create a duplicate record – which may cause tax issues when the records are consolidated. Thank you for your attention to detail on this matter.

March 9<sup>th</sup> 2:00 a.m.

