

# Bottom Line

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



## QUESTIONS REGARDING YOUR 1996 W-2 FORM?

By now, you should have received your W-2 Form for Calendar Year 1996. Please ensure that your name is spelled properly and your Social Security number is correct. You should compare the your W-2 with your final 1996 pay stub.

If any of the information on your W-2 is incorrect or you need additional information, please contact the W-2 Office at 573-3277 or write W-2 Office, Room 310, Franklin Building/6284.

F.Y.I. Federal tax forms are available at local Internal Revenue Service offices (In Philadelphia, 6th & Arch Streets), participating banks, post offices, or libraries; or call 1-800-TAX-FORM from 8 A.M. to 5 P.M. weekdays and 9 A.M. to 3 P.M. Saturdays.

Pennsylvania Income Tax forms are available at the State Office Building (1400 Spring Garden Street, Philadelphia), and may be obtained by writing to The Department of Revenue, Personal Income Tax Bureau, Harrisburg, PA 17129, or calling the special 24-hour answering service numbers: IN PENNSYLVANIA 1-800-362-2050, OUTSIDE PENNSYLVANIA (717) 787-8094.

### 1996 W-2 Adjustments

On Friday, February 14, the 1996 W-2 adjustments were posted to the general ledger in the period of December 1996. If you requested an adjustment after the last pay in December, please review your accounts for inclusion of these transactions. You can identify these transactions in Salary Management by the 12/31 check date.

If you have any questions, please call Debbie Miller at 8-1443.

## HOUSING FAIR



The 1997 housing fair is scheduled for Wednesday, May 7, 1997 from 11:00 a.m. until 2:00 p.m. Please join us in Houston Hall Bodek Lounge, 3417 Spruce Street, to meet with mortgage lenders, realtors, moving companies, and title insurance companies. These representatives will be available to answer all of your mortgage questions!



## WEB SITES

### Comptroller's Office - Travel Program

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

### Project Cornerstone (FinMIS)

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

### Information Systems & Computing

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

### Purchasing (Acquisition Services)

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

### Student Financial Services

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

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## T i p s

### FinMIS Tips for Trainees: To Find Failed Funds Checking Account

Flo Griffin, Trainer and Assistant Controller from Physical Plant, has done it again. Below is a very helpful tip for determining which account has failed funds checking.

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

This brings you to the "View Budgetary Control Screen"

#### Transaction Zone

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

#### **WAIT! There's more. . .**

#### Funds Available Detail

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

#### Report Zone

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

#### **Check it out! Thanks Flo!**

If you would like to submit a "Tip for Trainees", no matter how big or small, please e-mail it (murrayb@pobox), fax it (8-0817) or phone it in (8-1733).

## RESEARCH ADMINISTRATION

### *School and Department Assignments*

It is my pleasure to announce the appointment of two individuals as Contract Administrators in the Office of Research Administration, Alice M. Dunleavy and Francis J. Maleno. Alice has been a member of the ORA staff for eight years, most recently as our Office Systems Administrator. Prior to joining this office, Alice worked in the Research Accounting Department of the Office of the Comptroller. Frank was formerly a member of the staff of the Office of Internal Audit, and prior to that spent six years as an accountant with the Research Accounting Department. Both of these individuals have excellent skills which complement the professional competencies of other staff in ORA and are relevant to the needs of their assigned departments.

With the appointment of these new staff members in ORA, and changing service requirements in the schools, we have realigned the school and department assignments of our Assistant Directors and Contract Administrators as described in the attached document. These assignments are effective immediately. In order to assure a smooth transition, all ORA staff will be working together to provide uninterrupted service to all our clients. Please contact your assigned ORA representative or the Executive Director if you have questions or concerns.

We expect that this realignment of responsibilities will allow us to provide improved service to all our customers while husbanding our limited resources. During the coming year we will be implementing many of the recommendations of our reengineering team including changes in our business practices, improved communications and training, and pilot projects with selected schools. At the same time we will continue our efforts to identify or develop new information systems technology to further enhance our processes. We will keep you informed of our progress.

**OFFICE OF RESEARCH ADMINISTRATION**

Suite 300 Mellon / 3246

Telephone 898-7293 ■ Fax 898-9708 or ■ 898-4435 (Medical School)

***School / Departmental Assignments***

Berenice Saxon Assistant Director	email: saxon@pobox	Audrey Buck Contract Administrator	email: abuck@pobox
Sophia Whitehead Administrative Assistant	email: sophiaw@pobox	Ethel McClary Administrative Assistant	
Annenberg Center Annenberg School Chemistry Graduate School of Education School of Engineering & Applied Science University Museum School of Social Work Wharton School		Biochemistry/Biophysics Cerebrovascular Research Center Diabetes Research Center Institute for Neurological Science Neurology	Neuroscience Otorhinolaryngology Pathology & Laboratory Medicine Pharmacology Physiology Rehabilitation Medicine
Sandra Houck-McLaughlin Assistant Director	email: houck@pobox	Alice Dunleavy Contract Administrator	email: dunleavy@pobox
Sophia Whitehead Administrative Assistant		Joanne Crossin Administrative Assistant	
School of Arts & Sciences (except Chemistry) School of Fine Arts Office of the President Provost's Office Law School School of Nursing General University Van Pelt Library		Anesthesia Biomedical Graduate Studies Center for Research on Reproduction & Women's Health Dermatology Genetics	Microbiology Ophthalmology Orthopaedic Surgery Obstetrics and Gynecology Pediatrics Psychiatry
Stuart Watson Assistant Director	email: wswatson@pobox	Francis Maleno Contract Administrator	email: maleno@pobox
Ethel McClary Administrative Assistant	email: mcclary@pobox	Joanne Crossin Administrative Assistant	
School of Veterinary Medicine		Cancer Center Cell & Developmental Biology Center for Clinical Epidemiology & Biostatistics Center for Experimental Therapeutics Center for Sleep & Respiratory Neurobiology Division of Medical Genetics	Institute for Environmental Medicine Institute on Aging Institute for Human Gene Therapy Molecular & Cellular Engineering Neurosurgery Pennsylvania Muscle Institute Radiation Oncology Radiology Surgery
Anthony Merritt Executive Director	email: amerritt@pobox		
Ethel McClary Administrative Assistant			
School of Dental Medicine School of Medicine			
Susan Passante Assistant Director	email: passante@pobox		
Joanne Crossin Administrative Assistant	email: crossin@pobox		
School of Medicine (Dean's Office) Department of Medicine			

## FROM THE TREASURER'S OFFICE

### Returned Checks

Effective February 1, 1997, any department submitting a check for deposit that is returned by the issuing bank due to a "stop payment" or "account closed" status will be assessed a fee of \$25 per returned item by the Cashier's Office. This fee, assessed by journal entry through FinMIS, will be used to offset the fee charged by the bank and to cover to cost of processing by the University. This fee, which originally covered checks returned for insufficient or non-sufficient funds, will be expanded to include stop payment/ account closed checks due to the significant increase in the number of these checks being received.

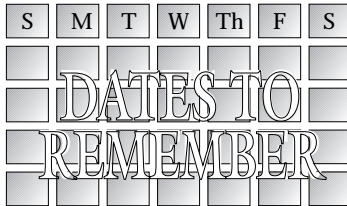
The Office of the Treasurer encourages departments to institute procedures to discourage their customers from writing "bad" checks. These procedures may include charging a returned check fee.

### Verify Deposit

Just as a reminder, departments should verify that all deposits made to their account are accurate and applied to the appropriate account number.

### Petty Cash

Just as a reminder, object code 1140 must be used when establishing a petty cash account, increasing a petty cash account, closing a petty cash account or reducing a petty cash account.



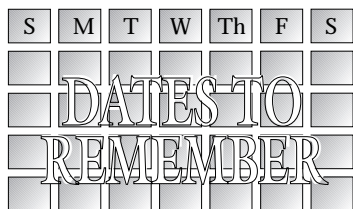
## O F F I C E S

Payroll Department • General Accounting • Office of Research Administration

### PAYROLL WEEKLY CLOSING AND PAYDATES

Pay Period	Weekly Pay Dated	Time Reporting Data Entry for Positive/ Exception Employees by Monday 3:00 p.m.	Supporting Documents For New Appointments Must Reach Personnel Records by 5:00 p.m.	Database On-Line Changes to Existing Employees Must be Made Before 5:00 p.m.	Vacation Advance & Add'l Pay Forms Due in Payroll by 5:00 p.m.
03/03-03/09	03/14/97	03/10/97	03/04/97	03/10/97	03/07/97
03/10-03/16	03/21/97	03/17/97	03/11/97	03/17/97	03/14/97
03/17-03/23	03/28/97	03/24/97	03/18/97	03/24/97	03/21/97
03/24-03/30	04/04/97	03/31/97	03/25/97	03/31/97	03/28/97
03/31-04/06	04/11/97	04/07/97	04/01/97	04/07/97	04/04/97
04/07-04/13	04/18/97	04/14/97	04/08/97	04/14/97	04/11/97
04/14-04/20	04/25/97	04/21/97	04/15/97	04/21/97	04/18/97
04/21-04/30	05/02/97	04/28/97	04/22/97	04/28/97	04/25/97
04/28-05/04	05/09/97	05/05/97	04/29/97	05/05/97	05/02/97
05/05-05/11	05/16/97	05/12/97	05/06/97	05/12/97	05/09/97
05/12-05/18	05/23/97	05/19/97	05/13/97	05/19/97	05/16/97
05/19-05/25	05/30/97	05/27/97	05/20/97	05/27/97	05/23/97
05/26-06/01	06/06/97	06/02/97	05/27/97	06/02/97	05/30/97

See additional closing information on the next page



## OFFICES

Payroll Department  
 General Accounting  
 Office of Research Administration



### Equipment Purchase Object Code Adjustment

Effective July 1, 1996, the University changed the threshold value from \$500 per item to \$5,000 per item for equipment items to be considered a capital asset. Per item means each individual item purchased must cost \$5,000 in order to be considered a capital asset, except in the case of the acquisition of items that must be connected together in order to make the assets usable. Examples of this are computer systems (PC, monitor, keyboard, printer) and microscopes, where all of the component parts are necessary in order to make the item usable for its intended purpose.

In order to maintain accurate accounting records and balance equipment expense with capital asset additions, the Comptroller's Office will make adjusting journal entries to all transactions against equipment object codes which do not meet the capitalization criteria. These entries will only have an effect on grants and contracts, and will result in additional indirect cost charges. It should be noted that the current negotiated indirect cost rate of 59% was calculated and negotiated based on a capitalization amount of \$5,000 for equipment.

Departments should ensure that only items that meet the above equipment definition be charged against equipment object codes.

### PAYROLL MONTHLY CLOSING AND PAYDATES

Monthly Payroll PAY DATE	Time Reporting Date Entry for Late Pay, Reduction in Pay & Late Pay Approvals by Thurs, 4:00 PM	Supporting Documents for New Appointments Must Reach Personnel Records by 5:00 PM	DataBase On-Line Changes to Existing Employees Must be Made by 5:00 PM	Additional Pay Forms Due in Payroll by 4:00 PM
03/31/97	03/20/97	03/17/97	03/21/97	03/17/97
04/30/97	04/17/97	04/14/97	04/18/97	04/14/97
05/30/97	05/22/97	05/19/97	05/23/97	05/19/97

### FINMIS ACCOUNTING SYSTEM CLOSING SCHEDULE

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

Period	Begin Date	End Date
Mar 97	03/03/97	04/04/97
Apr 97	04/05/97	05/02/97
May 97	05/03/97	05/30/97

Please note that you need to be mindful of these dates when considering certain expense and receipt transactions. For example, cash receipts submitted to the Cashier's Office on April 1, 1997, will be included in March's activity. Also, March will contain (5) weekly payroll charges, since the last weekly payroll for March (for week ending March 30, 1997) will be posted to FinMIS on Thursday, April 3, 1997.

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

Transaction Type	Cut-Off Date for Receipt by Central Office
Cash Receipts	Last Thursday of the period, 12:00 p.m.
Central Gifts Receipts	Last Thursday of the period, 4:00 p.m.
On-Line Journals	Last Friday of the period, 6:00 p.m.
ProCard Journals*	Last Friday of the period, 6:00 p.m.
Collections	Last Monday of the period, 5:00 p.m.

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

### OFFICE OF RESEARCH ADMINISTRATION

National Institutes of Health (NIH) Deadlines

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

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

## REVERSING JOURNALS

FinMis allows a journal previously posted to be reversed without having to create a new manual journal on-line. For journals with a large number of lines, this is a significant time-saver. Unlike other on-line journals, however, reversing journals are not posted automatically during the nightly process. Instead all journals marked for reversal will be manually posted by the System Administrator, Suzanne Burke, every Friday night, beginning February, 21, 1997. You no longer need to call Suzanne to have your reversing journal posted.

To reverse a manual journal:

1. Query the journal that you wish to reverse.
2. Tab to the Journal Entry Zone and enter "YES" in the Reverse field. The "To Period" field will fill in the Current Period. You can select the current period or one month in the future. (Remember that the period selected is the period to which the reversing journal will be posted.)
3. Save your changes.
4. The System Administrator will post reversing journals every Friday night.

If you have any questions, please call Suzanne Burke at 8-7238.



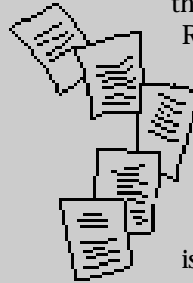
### DID YOU KNOW?...

... Unlike a manual on-line journal, once you've RESERVED a BUDGET JOURNAL you cannot unreserve the journal in order to make a CHANGE or CORRECTION. You must ENTER A NEW BUDGET JOURNAL to make the necessary change or correction.

... Individuals (faculty and staff) requesting REIMBURSEMENT for purchases OVER \$200 will NOT BE REIMBURSED for the SALES TAX. The University is a tax exempt organization, and does not need to increase the acquisition costs of goods by paying the sales tax unnecessarily.

... Accounts Payable ALERTS are sent every Monday morning. If you've responded to an alert on FRIDAY, you may receive an additional e-mail. You can IGNORE THIS E-MAIL, if YOU'VE already RESPONDED.

## NEW FUND FORM



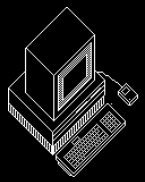
Effective January, 17, 1997, The Office of the Comptroller has issued a New FUND Request Form to better serve the needs of the Schools. Please discard all earlier versions.

In addition, a new form, FUND Update Request Form, was designed for departments to notify central administration when specific FUND information must be updated. Please use this when modifying FUND attribute information.

These forms can be found on the Web, on the Cornerstone Homepage ([www.umis.upenn.edu/cornerstone/](http://www.umis.upenn.edu/cornerstone/)). It is listed under the subject "FinMIS Authorization Forms". Users will need to have Adobe Acrobat Reader installed on their PC in order to view and print the form.

Please note that the procedures have also changed. For new FUNDS, the completed forms should be forwarded to Trust Administration, 427 FB/6205. Both the Office of the Comptroller and Trust Administration will review and process the form. The System Administrator in General Accounting will notify the requestor by e-mail of the new fund value and the associated legacy account number, if requested.

If you have any questions, please feel free to contact Sara Doebley at 8-2364 ([doebley@pobox](mailto:doebley@pobox)) or Suzanne Burke at 8-7238 ([msuzanne@pobox](mailto:msuzanne@pobox)).



## FinMIS USE IT...OR LOSE IT!

Got your attention, huh? Not to worry. Just a note to say if you've been trained on FinMIS Purchasing and General Ledger, be sure to practice, practice, practice. Many individuals who have been trained and are not daily users of FinMIS, find it more difficult to use the system if there has been a significant gap from their training days. You might want to consider a refresher course i.e. repeating the training again. Don't be shy...contact your FinMIS trainer to enroll you in the next available FinMIS training class.

## **NEW! \NAVIGATE INQUIRY SHIPPING**

A custom inquiry screen has been added to FinMIS Purchasing to aid in the delivery of goods to the person(s) requesting the order. View Delivery Information has been given to all PO Requester I/II, PO Agent and PO System Administrator responsibilities.

The navigation path is:  
\ Navigate Inquiry Shipping.

If a package is delivered to a main reception area or loading dock and the mailing label does not identify the recipient, anyone with FinMIS Purchasing access will be able to conduct an on-line search.

One or more of the following pieces of information may be entered as search criteria:

- PO Number
- Vendor Name
- From Date
- Ship-to Location Code

When the query is executed, the Delivery Information zone is populated with the corresponding data:

- Buyer Name
- University Contact
- University Contact Phone
- Ship-to Address

If the search returns more than one answer, the up/down arrows may be used to scroll through the orders. The search may be narrowed by returning to the Search Criteria zone and adding more information.

### **Example:**

A driver drops off a package with a label of "Medical School/ U of P". There is no PO number indicated on the package. Entering the vendor name and "MED%" as the Ship-to Location Code will return a list of all orders placed with this vendor with a Medical School address. Entering a "From Date" will limit the list to those orders placed after the date specified.

## **REQUESTOR NAME INFORMATION**

Form: Enter Purchase Order  
Zone: Distribution  
Field: Destination (Requestor)

The Requestor Name should be LEFT BLANK if the package is to be delivered to the buyer.

The Requestor Name should be ENTERED when the package is to be sent to the attention of someone other than the buyer.

If the Requestor Name is the same for all distributions, the name will appear in the Deliver To box in the header.

If there are multiple Requestors, a DELIVER TO: message will appear beneath each item on the order.

**Be careful when splitting orders across multiple accounts and directing the goods to more than one person. Never enter a requestor name if the distribution quantity is a fraction.**

For example, Buyer Joseph Smith is creating an order with 2 lines. On Line 1, he orders a kit. He charges half of the kit to his account and half of the kit to Jane Does account. He fills in the Requestor Name on Distributions 1 & 2. The vendor will see this:

1. Part #: 402122     1 KT  
DYE DEOXY FS READY REACTION MIX  
DELIVER TO: SMITH, JOSEPH (Qty: .5 )  
DELIVER TO: DOE, JANE     (Qty: .5 )
2. Part #: 400327     2 EA  
PHOSPHORAMIDITE DGIGU, 1G  
DELIVER TO: SMITH, JOSEPH (Qty: 2 )

## **Quarterly Quote**

*Get off the super cul-de-sac and onto the super highway...visit a the  
University web site today!*

*Unknown*



# TRAVEL ADVISORY

Travel Office, 308 FB/6284 898-3307

## 1997 PENN RATES AT HOTELS IN PHILADELPHIA

HOTELS	RATES
<b>CONVENIENT TO THE UNIVERSITY</b>	
Penn Tower Hotel 34th & Civic Center (215) 387-8333	\$ 94 off-peak \$104 peak
Sheraton University City 36th & Chestnut Streets (215) 387-8000	\$104 sgl \$114 dbl
<b>DOWNTOWN / MID-PRICED HOTELS</b>	
The Warwick Hotel 1701 Locust Street (215) 735-6000	\$ 98 sgl/dbl
Holiday Inn Select/Center City 18th & Market Streets (215) 561-7500	\$114 sgl/dbl
Doubletree Hotel Broad & Locust Streets (215) 893-1600	\$119 sgl/dbl
<b>DELUXE PROPERTIES *</b>	
The Rittenhouse Hotel 210 W. Rittenhouse Square (215) 546-9000	\$175 sgl/dbl
The Four Seasons Hotel One Logan Square (215) 963-1500	\$195 sgl/dbl
<p>* When appropriate.</p> <p>Note: Blackout periods on these rates may apply during peak periods. If using another hotel in Philadelphia, ask if they offer a Penn rate as well. If you have a group or significant volume in your department, you may be able to negotiate a lower rate than those stated above. For more information on PENN PREFERRED HOTELS RATES see the Travel Program Home Page at:</p>	

### NEW HOTEL RATE IN WASHINGTON, DC

We now have a new Penn/Ivy Plus rate at the following hotel in Washington, DC:

#### DOUBLETREE HOTEL PARK TERRACE

*Superior first class hotel with central location*

1515 Rhode Island Avenue, NW

Washington, DC

Tele: (202) 232-7000

Fax: (202) 332-8436

Regular corp rate.....\$129

Penn/Ivy Plus rate .....\$107

The hotel will try to upgrade all Penn travelers to the Executive (concierge) Level at the time of check-in.

### U. S. PER DIEM RATES

There are new U.S. Per Diem rates for 1997. You can find them on the Travel Program Home Page under General Information. If you wish to print the entire list (it is only 19 pages long), click on the text version (per97.txt) and print it out. Then you can refer to the text version throughout the year.

### MILEAGE REIMBURSEMENT

Mileage reimbursement is still \$.31 per mile.

### ALAMO RENT-A-CAR

Alamo has added extra Frequent Flyer Rewards to its Corporate Rate Program's basic benefits. Business travelers who rent a car for at least three days can double, triple or even quadruple their frequent flyer miles/flight credits - depending on the day of pickup.

When booking Alamo, call 1-800-327-9633 and use the Penn Corp ID # 141108. To enter Alamo's preferred renter program, contact the Travel Office at 898-3307 for application forms. For the lowest rates and the most frequent flyer points . . . use Alamo.



## *Message from the Manager*

Dear Colleagues:

As the Manager of Central Gifts Processing (CGP), I'd like to take this opportunity to review some of the changes implemented in the Gift System based on FinMIS and the Financial Accounting Standard Board's (FASB) FAS No. 116.

CGP maintains detail gift, pledge and payment transaction information by Donor and Gift Fund number on the Gift System. In addition, the Gift System generates the official University Receipt (IRS standards) to the donor and updates both the Financial and Development systems on a nightly basis.

The Gift System maintains the 26 digit account number on its Fund File, therefore, Gift System transactions do not utilize the "old" account number. When asked which number, Gift Fund or Legacy, should be supplied on the Gift Transmittal, the answer is "Gift Fund".

If a different Program and/or Center Ref number is to be used with a particular gift, then this information should be listed in the new fields provided on the form. CGP will process this information and will use it for recording transactions to FinMIS.

CGP is notified of mapping changes that affect gift accounts via the Comptroller's Office after approval from the Treasurer's Office. However, if mapping changes require the transfer of previously posted gift activity, please contact my office to initiate the necessary adjustments on the Gift and FinMIS systems.

### **Other Gift System/FinMIS related notes:**

Donor name, Gift Fund number and other Gift System fields are also passed to FinMIS in the nightly feed. Donor name can be found in the journal entry lines description field (for transactions passed since August) and with the other Gift System attributes in the pop-up window following the description field.

To record the lifting of temporary restrictions, FinMIS reclassifies gift activity via a separate entry and unique object code.

New Gift Fund numbers are currently being set up in the Gift System in order to send school specific Center and Org with Fund Segment equal 629469 (University Gift Suspense). These new Gift Funds will enable the Gift System and FinMIS to provide detail of gift activity awaiting allocation and/or the creation of new Financial accounts.

FASB requirements that are new to gift processing are the recording of contributions receivable and Gifts of Services.

### **Contributions Receivable:**

CGP sends multi-year unconditional pledges to FinMIS. Expected Fulfillment Date is a new field in the Gift System which provides a method for determining the period in which the gift will be realized as cash or in-kind (by comparing expected fulfillment date with the gift date of the pledge).

Pledges less than \$25,000 are recorded at full face value. Multi-year pledges of \$25,000 or more are recorded at a discounted value (net present value). The rate applied against a pledge (for the lifetime of the pledge—the rate is never re-computed) is assigned by the Treasurer's Office based on the gift date of the pledge.

### **Gift of Services:**

CGP records Gift of Services as a gift (revenue) offset by an expense dependent upon the type of service.

For services to be considered a gift, the donor must perform the service in a professional capacity and the service must be one that the University would ordinarily incur an expense by paying for this service. Volunteer services are not considered a gift of service.

As with all in-kind gifts, the Official Receipt to the donor does not state value, but identifies the donated asset.

My staff and I would be happy to answer any questions you may have with regard to Gift Processing.

Good luck!

Sincerely,

Camille Turnier,  
Manager

# FINANCIAL TRAINING SEMINARS

## The Accounting & Business Certification Program

### FinMIS Purchasing Training

(To enroll, contact your School/Center FinMIS Trainer)

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

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

### FinMIS General Ledger Training

(To enroll, contact your School/Center FinMIS Trainer)

This hands-on training sessions will demonstrate how to enter a budget, complete a manual on-line journal and query your Procard transactions and how to select the appropriate object code for posting. In addition, this session will introduce the end-users to the batch naming conventions, suspense transactions and navigation for creating financial reports.

Pre-requisite: FinMIS Purchasing Training

**School/Center FinMIS Trainers are located on the Cornerstone Web Site (SEE PAGE 1 OF THIS ISSUE).**

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

Formerly known as: FinMIS Overview/Chart of Accounts

This program provides an organizational overview of the central offices involved in the University's basic business and accounting functions. In this session, the new General Ledger Chart of Accounts will be explained. Also included will be a discussion on the Financial Training sessions provided by the University as well as how to enroll.

### General Accounting Overview

This session will provide an overview of the roles and responsibilities of General Accounting as they relate to the FinMIS business processes. Included will be a discussion of journal entries in the Sample FinMIS Summary and Detail Reports will be reviewed. (Sample reports will be provided at the session, however, feel free to bring your own if you have a particular question or concern.) Please note this is not a FinMIS hands-on training session.

### Purchasing Overview

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

### Accounts Payable Overview

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

### Travel Program/Policies and Procedures

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

### Payroll/Personnel System

Provides a basic understanding of the personnel/payroll system, personnel action processes, appropriate internal and external documents required to effect payment to an employee.

### Office of Research Administration & Research Accounting

An introduction to the roles and responsibilities of the Research Services Department. Included will be an overview of the steps involved in the preparation and submission of sponsored research proposals and awards. Also provided will be an overview of the activity related to the establishment and maintenance of a Sponsored Agreement Account in FinMIS, its reporting requirements, methods of funding and account termination. A discussion of overdrafts and disallowances, adjusting entries and project closeouts. In addition, the procedures required for segregating costs which are deemed "unallowable" by public and private sponsors of University research will be reviewed.

### Standards for Conducting University Business

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

CONTINUED ON NEXT PAGE

## FINANCIAL TRAINING SEMINARS

### ADDITIONAL TRAINING COURSES

#### Salary Management

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

#### Procurement Credit Card (Pro-Card)

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

#### On-Line Payroll Time Reporting

Prerequisite: Security Access to On-Line Payroll Time Reporting

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

#### Foreign Student/Scholar Tax Reporting

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



## TRAVEL ADVISORY

CONTINUED FROM PAGE 8

### **AMERICAN EXPRESS VACATION OPPORTUNITIES . . . on the Internet**

For people seeking vacation relief at discount prices, click on "Last Minute Travel Bargains" section on American Express Travel's Web site (<http://www.americanexpress.com>). Each week American Express highlights about 30 Internet-only deals available within a one week to one-month time frame at discounted prices.

### **NEGOTIATED SAVINGS WITH USAIR**

Don't forget, if purchasing a ticket on USAir for business purposes, use AMERICAN EXPRESS TRAVEL. The University has negotiated fares with USAir but they are only available through American Express.

You can contact American Express by calling:

**898-9439**



## **STUDENT FINANCIAL SERVICES**

### **FINANCIAL HOLD INFORMATION**

The Financial Actual Hold Posted and Letter Mailed on March 3, 1997 for Fall 1997 Advance Registration.

Monthly bills generated the same night as the Financial Actual Letter.

Advance Registration begins for Fall and Summer on March 24, 1997.

University of Pennsylvania

Office of the Comptroller

## FINANCIAL TRAINING REGISTRATION

I would like to attend the following:\*

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

### Accounting & Business Certification Program

- |  |                        |                |
|--|------------------------|----------------|
| <input type="checkbox"/> General Accounting                              | 9:30 a.m. - 12:00 p.m. | March 21, 1997 |
| <input type="checkbox"/> Purchasing                                      | 9:30 a.m. - 12:00 p.m. | TBA            |
| <input type="checkbox"/> Accounts Payable                                | 9:30 a.m. - 12:00 p.m. | March 7, 1997  |
| <input type="checkbox"/> Travel & Entertainment                          | 9:30 a.m. - 12:00 p.m. | May 2, 1997    |
| <input type="checkbox"/> Personnel/Payroll/Tax                           | 9:30 a.m. - 12:00 p.m. | TBA            |
| <input type="checkbox"/> Research Services                               | 9:30 a.m. - 12:00 p.m. | April 18, 1997 |
| <input type="checkbox"/> Standards for Conducting<br>University Business | 9:30 a.m. - 12:00 p.m. | TBA            |

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

- |   |                        |                |
|---|------------------------|----------------|
| <input type="checkbox"/> Procurement Credit Card                  | 9:30 a.m. - 11:30 p.m. | April 11, 1997 |
| <input type="checkbox"/> On-Line Payroll Time Reporting           | 9:30 a.m. - 12:00 p.m. | March 20, 1997 |
| <input type="checkbox"/> Foreign Student/Scholar Tax<br>Reporting | 9:30 a.m. - 12:00 p.m. | April 25, 1997 |
| <input type="checkbox"/> Salary Management                        | 9:30 a.m. - 12:00 p.m. | April 4, 1997  |

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

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

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

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

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

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

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

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

**Please send your registration form to:**

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

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

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

