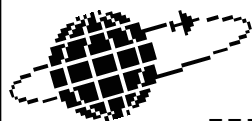


A Quarterly Newsletter  
from the Division of Finance.  
The University of Pennsylvania

# Bottom Line



## WEB SITINGS

### Comptroller's Office Homepage

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

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

### Comptroller's Office - Travel Program

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

### Project Cornerstone (FinMIS)

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

### Treasurer's Office - Cashier

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

### Cornerstone support information home page:

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

### Information Systems & Computing

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

### Purchasing (Acquisition Services)

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

### Student Financial Services

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

## In this Issue..

ABC Program.....	Page 10
ABC Program Registration .....	Page 12
Acquisition Services News.....	Page 5
Dates to Remember:	
FinMIS Accounting Closing Dates.....	Page 7
Payroll Weekly Closing Dates.....	Page 6
Payroll Monthly Closing Dates .....	Page 6
*New Salmgmt Report Dates .....	Page 7
NRSA Stipend Increases .....	Page 5
FinMIS Training Registration .....	Page 9
FTD Delivers.....	Page 3
Message from the Manager.....	Page 8
Reasearch Services .....	Page 3
Travel Advisory.....	Page 4
Web Sitings .....	Page 1

## QUESTIONS REGARDING YOUR 1997 W-2 FORM?

Income tax forms, instructions, and publications for federal and state taxes can be obtained by several different methods including, but not limited to, those listed below. For more information, please contact the IRS or the state directly.

### Pennsylvania

#### Federal Forms:

**In Person** Internal Revenue Service, 600 Arch Street, Philadelphia. Many libraries and post offices also carry forms.

**By Phone** Call 1-800-TAX-FORM (1-800-829-3676) from 8 A.M. to 5 P.M. weekdays and 9 A.M. to 3 P.M. Saturdays to have forms mailed to your home.

**By Mail** Send written request to: Internal Revenue Service, Eastern Area Distribution Center, Box 85074, Richmond, VA 23261-5074

**On the Internet** <http://www.irs.ustreas.gov>

#### State Forms:

**In Person** State Office Building, 1400 Spring Garden Street, Philadelphia. Many libraries and post offices also carry forms.

**By Phone** Call the special 24-hour answering service numbers 1-888-PATAxes (1-888-728-2937) to have forms mailed to your home.

**By Mail** Send written request to: PA Department of Revenue, Tax Forms Service Unit, 711 Gibson Blvd., Harrisburg, PA 17104-3200.

**On the Internet** <http://www.revenue.state.pa.us>

### New Jersey

Call 609-292-7371

CONTINUED ON PAGE 2

## Quarterly Quote

*"Use what talents you possess. The woods would be very silent if no birds sang there except those that sang best"*

Unknown

## QUESTIONS REGARDING YOUR 1997 W-2 FORM?

CONTINUED FROM PAGE 1

### Names on Payroll/Personnel System

In order for the W-2 forms to comply with Federal regulations the name entered into the Payroll/Personnel System must exactly match the name recorded on the Social Security Card. This is important for those who change their names due to marriage.

### Permanent Address on Payroll/Personnel System

The fields for the Permanent Address on the Payroll/Personnel System must be the employee's official domicile as defined below:

Your domicile is your fixed and permanent home to which you always have the intention of returning whenever absent, even though you may temporarily live elsewhere. A domicile, once established, continues until a new one is established, coupled with the abandonment of the old. Every person has one and only one domicile. What constitutes domicile is a question of fact, rather than of law, depending on a variety of circumstances. Mailing address, place of voting, statements of license applications, marital status, memberships in places of worship, clubs, and/or civic organizations, and the like, are all some evidence of domicile, although no one particular item is controlling.

The **Permanent Address** is used to determine the tax status of each employee. Foreign Nationals who maintain a domicile in their home country should use this address as their **Permanent Address** and their local address as the **Current Address**. Students who maintain a domicile at their parent's address should use the Permanent Address for their parents' address and Current Address for their local/on-campus address.



## DID YOU KNOW?...

- ... EDI means ELECTRONIC DATA INTERCHANGE. It is the system used to transmit POs entered in FinMIS to Fisher Scientific, Staples and VWR to periodically sweep the FinMIS system of all POs entered.
- ... KATHY NACE, the new Administrative Assistant in the Comptroller's Office, is the new TAC CARD ADMINISTRATOR. She can be reached by calling 8-7274.
- ... ACCOUNTS PAYABLE requests that when sending forms with Tac Card approvals, please make sure they are legibly embossed (in the appropriate box on the form).
- ... RON KELLER has been promoted to the position of ASSISTANT COMPTROLLER FOR ACCOUNTING. Way to go, Ron!
- ... ROXANNE BATAITIS, formerly of the Wharton School, was named ASSISTANT DIRECTOR FOR FINANCIAL SYSTEMS a newly created position in the Office of the Comptroller. We're glad you're here!

## Office of Research Services Debuts!

In early April the Office of Research Services will make its debut in freshly renovated space on the Mezzanine level of the Mellon Building. This new organization combines the Office of Research Administration with the Research Accounting section and the Federal Compliance group, and reports jointly to the Vice President for Finance and the Vice Provost for Research. Research Services was originally proposed by the Research Administration Reengineering Team as the "center of expertise and unified locus for all sponsored project support activities." It will provide pre- and post-award research administration support services for all schools and centers, building on the recommendations of the reengineering team and the outcomes from the pilot team in the School of Engineering and Applied Science. Look for a more detailed description of this new office in a future issue the *Almanac*.



## FTD DELIVERS...

We are proud to announce the creation of the new Financial Training Department (FTD). Barbara Murray is now joined by a Trainer, Terry Lafferty, and an Administrative Assistant, Sally Buonadonna. Terry has been working in University business offices for five years and comes most recently from the Pharmacology Department where she handled the payroll, personnel and faculty appointments. She also assisted Todd Swavely and Paul Weidner in the FinMIS training of Medical School lab employees. Sally is fairly new to the University community. We look forward to a long and fulfilling working relationship with both Sally and Terry.



With the expansion to a three-person office under the guidance of Al Beers, Associate Vice President for Finance, the training programs will be improved and updated for both the ABC Program and FinMIS training and future financial training, to enable us to better meet the growing financial training needs of the University community. Look in future issues of *The Bottom Line* for programs "FTD Delivers" to you.

## RESEARCH SERVICES NEWS

In coordination with the debut of the Office of Research Services, there are 2 changes to the Comptroller's Office homepage. One is to the Research Services Grant and Contract Reporting and Account Close-Out Procedures Manual\* and the other is to the Close-Out Process.

These changes can be found under the following titles:

1. Research Services - Pre-Award and Regulatory Section
2. Research Services - Post-Award and Financial Section

\*Concerning Overdrafts and Disallowances: Sections of the manual relating to the write-off of overdrafts or disallowances have been modified to mean the write-off of only the Direct Cost portion of the deficit.



## TRAVEL ADVISORY

Travel Office, 308 FB/6284 898-3307

### **MILEAGE REIMBURSEMENT**

Effective immediately, mileage reimbursement is 32.5¢ per mile.

### **US AIRWAYS**

The University is in the process of renegotiating our contract for special fares with US Airways. We currently do not have a savings opportunity with US Airways. We continue to have discounts on fares with American Airlines. These savings are over-and-above the least expensive discount fare that you can secure for any domestic travel with American Airlines and can be significant since fares are so high right now.

The savings with American Airlines are only available through the Penn desk at American Express at 898-9439 and 1-800-796-7573.

### **ALL ASIA PASS with CATHAY PACIFIC for \$999**

Cathay Pacific is offering an All Asia Pass for travel to Asia for \$999. This pass entitles you to round-trip economy class travel from Los Angeles or New York to Hong Kong and then 30 days of virtually unlimited travel to 17 other select destinations in Asia such as Bali, Bangkok, Singapore and others.

Eligible dates of travel are March 1, 1998 through May 31, 1998 and from August 20, 1998 through December 15, 1998. Summer travel is also available for an additional charge.

For additional information, call American Express at 898-9439 or access Cathay Pacific's website at <http://cathay-usa.com/?ctda>.

## ~ Savings Opportunity ~

The University now has negotiated fares with

### **AMERICAN AIRLINES**

You can save up to 15% when you purchase an American Airlines ticket if you make your arrangements with:

### **AMERICAN EXPRESS TRAVEL**

898-9439 or 1-800-796-7573

Book with American Express Travel, the preferred agency with the University . . . and save.

## **NATIONAL RESEARCH SERVICE AWARD (NRSA) STIPEND INCREASE**

### **National Institutes of Health Agency for Health Care Policy and Research Health Resources Services Administration**

Effective with all awards made on or after October 1, 1997, the following annual stipend levels apply to all individuals receiving support through institutional or individual National Research Service Awards (NRSA), including the Minority Access to Research Career (MARC) and Career Opportunities in Research (COR) programs. These awards are all made under the authority of Section 487 of the Public Health Service Act.

The new stipends are as follows:

#### MARC/COR Honors Undergraduates

Career Level	Stipend for FY 98
Freshmen/Sophomores .....	\$6,420
Juniors/Seniors .....	\$8,988
Predoctoral .....	\$11,748

#### Postdoctoral Years of Experience

Career Level	Stipend for FY 98
0.....	\$21,000
1.....	\$22,176
2.....	\$26,160
3.....	\$27,492
4.....	\$28,824
5.....	\$30,144
6.....	\$31,476
7 or more .....	\$33,012

**THESE STIPEND LEVELS ARE EFFECTIVE ONLY FOR AWARDS MADE WITH FY 1998 FUNDS.** Retroactive adjustments or supplementation of stipends with NRSA funds for awards made prior to October 1, 1997 is not permitted. Stipend level adjustments can be made only on the award date of the fellowship or the appointment date of the trainee on awards made with FY 1998 funds.

Competing and non-competing awards made during the period between October 1, 1997 and the date of this announcement will be retroactively adjusted by the awarding component. Institutions are permitted to supplement NRSA stipends from non-Federal sources according to their own formally established policies, as described in the PHS Grants Policy Statement.

The new stipend levels are to be used in the preparation of future competing and non-competing NRSA institutional training grant and individual fellowship applications. They will be administratively applied to all applications now in the review process.



## **ACQUISITION SERVICES NEWS**

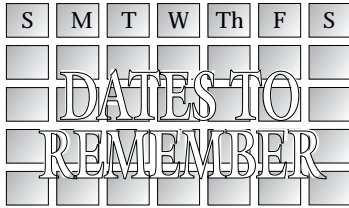
The Procurement Disbursement Advisory Board (PDAB), has endorsed a recommendation that the invoice matching tolerance used by the Accounts Payable (AP) system to put an invoice on hold be revised.

The current tolerances are set at 10% or \$500.00 of the individual line that is being matched. This tolerance is applied to each invoice line and all invoices that are matched to Purchase Orders (PO's) are subjected to this review. In cases where the amount of the invoice varies from the amount of the PO line by more than 10% or more than \$500.00 the invoice is placed on hold and an E-mail alert is sent to the requestor identifying the PO and the invoice.

The recommendation that has been endorsed by the PDAB is to change the matching methodology from both a percentage and a dollar amount to only a dollar amount. This change was proposed in order to reduce the number of small dollar invoices that are placed on hold by the AP system.

Effective March 2, 1998 the percentage tolerance will be removed from the AP system and invoices that are processed after that date will be matched with a tolerance of \$25.00.

**This change is effective for only those invoices processed after 3/2/98. Invoices that are currently on hold will remain on hold until the requestor takes the appropriate action to remove the invoice from hold.**



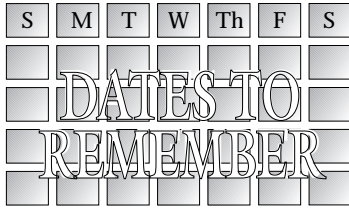
**O F F I C E S**  
 Payroll Department • General Accounting  
 • Office of Research Administration

**PAYROLL WEEKLY CLOSING AND PAYDATES**  
 March through May 1998

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
03/02-03/08	03/13/98	03/09/98	03/03/98	03/09/98	03/06/98
03/09-03/15	03/20/98	03/16/98	03/10/98	03/16/98	03/13/98
03/16-03/22	03/27/98	03/23/98	03/17/98	03/23/98	03/20/98
03/23-03/29	04/03/98	03/30/98	03/24/98	03/30/98	03/27/98
03/30-04/05	04/10/98	04/06/98	03/31/98	04/06/98	04/03/98
04/06-04/12	04/17/98	04/13/98	04/07/98	04/13/98	04/10/98
04/13-04/19	04/24/98	04/20/98	04/14/98	04/20/98	04/17/98
04/20-04/26	05/01/98	04/27/98	04/21/98	04/27/98	04/24/98
04/27-05/03	05/08/98	05/04/98	04/28/98	05/04/98	05/01/98
05/04-05/10	05/15/98	05/11/98	05/05/98	05/11/98	05/08/98
05/11-05/17	05/22/98	05/18/98	05/12/98	05/18/98	05/15/98
05/18-05/24	05/29/98	05/26/98	05/19/98	05/26/98	05/22/98
05/26-05/31	06/05/98	06/01/98	05/27/98	06/01/98	05/29/98

**PAYROLL MONTHLY CLOSING AND PAYDATES**  
 March through May 1998

Monthly Payroll Paydate	Time Reporting Date Entry for Late Pay, Reduction in Pay & Late Pay Approval by Thurs, 4:00 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 by 5:00 p.m.	Additional Pay Forms Due in Payroll by 4:00 p.m.
03/31/98	03/19/98	03/16/98	03/20/98	03/19/98
04/30/98	04/16/98	04/13/98	04/17/98	04/16/98
05/29/98	05/21/98	05/18/98	05/22/98	05/21/98



# O F F I C E S

Payroll Department • General Accounting  
• Office of Research Administration

## FinMIS ACCOUNTING SYSTEM CLOSING SCHEDULE

<u>Period</u>	<u>Begin Date</u>	<u>End Date</u>
Mar '98	02/28/98	03/31/98
Apr '98	04/01/98	04/30/98
May '98	05/01/98	05/29/98

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

<u>Transaction Type</u>	<u>Cut-Off Date for Receipt by Central Office</u>
Cash Receipts	Next to last business day of the period, 12:00 p.m.
Central Gifts Receipts	Next to last business day of the period, 4:00 p.m.
On-Line Journals*	Last day of the period, 6:00 p.m.
ProCard Journals**	Last Friday of the period, 6:00 p.m.
Collections	Last Monday of the period, 5:00 p.m.

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

## NEW! TRIED AND TRUE TIPS FROM THE MEDICAL SCHOOL

### Dates to Run Salary Management (Salmgmt) Reports

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

To match GL Reports in:	Run Salmgmt Reports on any of these dates:
March	March 24 - March 30
April	April 21 - April 27
May	May 26 - June 1

### Why run them on these dates?

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

week. By that last Tuesday, monthly payroll has already run so those actuals and updated encumbrances will be correct. (The secret to determining the dates is the check date, not the week ending date.)

### How do you run these reports?

1. From the Salary Management main menu
2. Enter RPTS in the Tran field and Press [Enter].
3. From the Standard Reports menu
4. Enter GRPA or GRPS in the Tran field and press [Enter].
5. Leave the fiscal year set to 1998.

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



### Message from the Manager

Dear Colleagues:

The Treasurer's Office, Student Financial Services and the Office of Information Systems and Computing have established a project team to review the current processes and procedures of the Cashier's Office, with a goal of utilizing advanced technology to streamline and improve services to the University community. The Executive Sponsors of the Cashier Project are D.L. Wormley, Managing Director of Community Housing; Frank Claus, Associate V.P., Finance; and Robin Beck, Associate V.P., Information Systems and Computing.

Efforts to assemble the project team began in early August and the initial phase of the project was kicked off in late August 1997. Since that time, the team has been interviewing employees of the Cashier's Office, as well as representatives from other areas that interface with the Cashier most frequently. These areas include Student Financial Services, General Accounting, Accounts Payable, Travel and Cash Management, as well as large departmental depositors such as Business Services, the Dental School and the Veterinary Hospital. As part of the project, several software packages will be evaluated from vendors who specialize in cashiering systems for colleges and universities.

At this point in time we are beginning the process of defining requirements and we actively seek your input. Please feel free to submit any questions or suggestions related to this project via e-mail to cashierproject@sfs.upenn.edu. Also, an Advisory Board is being formed in order to secure feedback on project directions from University schools and departments who will be most affected. The names of representatives on the board will be published when the board has been established. Due to their workload, we ask that you please not direct inquiries concerning this project to cashier office personnel directly.

We plan to implement the final product at staged intervals in an effort to minimize disruption to services and to allow adequate time for training, documentation and operational transition. The first phase has a target implementation date of July 1998. There will be ongoing efforts to keep the University community informed about more specific details as the project unfolds.

Thank you,

Lynn DePorter  
Manager, Office of the Cashier

### "Most Frequently Asked Questions" you would like to see answered in a future issue of "The Bottom Line".

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

## The Bottom Line

is Published Quarterly by the  
Finance Division for University of Pennsylvania  
Administrative Offices.

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

Barbara Murray, Room 313 FB/6284,  
Extension 8-1733.

# University of Pennsylvania

## FinMIS Training Registration

Please complete the following information and return to:  
**Manager, Financial Training Department • Room 313 FB/6284**  
**Fax: 898-0817**

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

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

**Personal Data:** (Please print or type)

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

**Education and Training: Circle and complete the appropriate answer**

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

**Computer Experience: Please select the appropriate response**

	3 - Very familiar			2 - Some familiarity			1 - No familiarity		
Lotus or Excel	3	2	1	WWW/Internet	3	2	1		
Word Processing	3	2	1	Mac or PC	3	2	1		
Windows	3	2	1	E-mail	3	2	1		

**Financial Responsibilities: Circle or complete the appropriate answer**

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

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

	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		

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor's Name: (printed) \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor's Signature (required) \_\_\_\_\_ Date: \_\_\_\_\_  
 Trainer/System Access Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

## THE ACCOUNTING & BUSINESS CERTIFICATION PROGRAM

*The Accounting and Business Certification Program is for all University staff members involved in the financial transactions of their department, school and/or center. This Certification program is designed to provide University staff members with the comprehensive financial training needed in order for them to fulfill their fiscal responsibilities with regard to the University's business functions in accordance with internal and external policies, procedures and regulations.*

*All new Transaction Authorization Cardholders (TAC) are required to attend this program. However, all staff members responsible for all or a portion of their department, school and/or center's financial activities are welcome and encouraged to attend.*

*We believe you will find the program informative and enlightening and look forward to your participation. Please see how to register on the last page of The Bottom Line.*

### GENERAL ACCOUNTING OVERVIEW

This session will be an overview of the roles and responsibilities of the General Accounting Department as they relate to the FinMIS business processes. Included will be a general discussion of the chart of accounts, system administration, fund maintenance, journal maintenance, cash transactions and D-slips. Please note this is not a FinMIS hands-on training session.

### PROCUREMENT OVERVIEW

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

### ACCOUNTS PAYABLE OVERVIEW

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

### TRAVEL PROGRAM/POLICIES AND PROCEDURES

Covers the important aspects of University's Travel Program. The seminar will review who the preferred travel providers for the University and the importance of using them. The seminar reviews the Travel and Entertainment Policy and

instructs attendees how to properly complete the C-1, C-1A, C-368 and Travel Authorization forms with the correct travel object codes.

### PAYROLL/PERSONNEL OVERVIEW

Provides a basic understanding of the personnel/payroll system, personnel action processes, appropriate internal and external documents required to effect payment to an employee. Included will be general information regarding the Corporate Tax Department, their roles and responsibilities as it relates to taxability of scholarship and fellowship for Graduate Students and Post-Doctoral Appointments.

### OFFICE OF RESEARCH SERVICES - PRE AWARD AND REGULATORY OVERVIEW

An introduction to the roles and responsibilities of the Pre-Award and Regulatory Section of the Office of Research Services. Included will be an overview of the steps involved in the preparation and submission of sponsored research proposals and awards. This overview will highlight some of the important facts surrounding sponsored programs and well as illustrate the volume of research performed at each University School/Center.

### OFFICE OF RESEARCH SERVICES - POST AWARD AND FINANCIAL OVERVIEW

An introduction to the roles and responsibilities of the Post-Award and Financial Section of the Office of Research Services. Provided will be an overview of the activity related to the establishment and maintenance of a Sponsored Agreement Account as it relates to FinMIS, its reporting requirements, methods of funding and account termination. A discussion of overdrafts and disallowances, adjusting entries and project closeouts will be conducted. Accessing Fund attributes, PBUD, PBIL, cash and receivable amounts will also be reviewed. In addition, the procedures required for segregating costs which are deemed "unallowable" by public and private sponsors of University research will be reviewed.

### STANDARDS FOR CONDUCTING UNIVERSITY BUSINESS

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

## ADDITIONAL TRAINING COURSES

### GIFT & ENDOWMENT

Prerequisite: FinMIS General Ledger Training

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

### PROCUREMENT CREDIT CARD (PRO-CARD)

**For employees who handle procurement for their department,** this training session provides an overview for the University's procurement credit card program. Highlighted will be the ordering process, documentation, disputed transactions, ease of use, restricted commodities and card misuse. There will also be a demonstration of the on-line Pro-Card system, including security clearance, browse screens, and updating transactions from which the account number to be charged for the purchase can be changed.

### FOREIGN STUDENT/SCHOLAR TAX REPORTING

**For administrators who employ and/or pay foreign students or scholars,** this three-hour session will familiarize you with the tax rules, regulations and documentation required by the Internal Revenue Service for payments to foreign students and scholars. You should attend this instructional session if your department employs and/or pays foreign student or scholars through Accounts Payable, Payroll or Student Financial Services.

### SALARY MANAGEMENT

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

**For employees assigned payroll responsibilities,** this session includes a demonstration of the Salary Management screens. The processes for inquiring on an individual or an

account will be reviewed as well as how to handle payroll reallocations. Salary Management is the system where the detailed accounting information for payroll transactions is housed. The General Ledger contains summary information only.

### ON-LINE PAYROLL TIME REPORTING

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

**For employees who handle payroll time reporting for their departments,** this three-hour workshop covers how to report time "On-Line" for non-exempt and exempt employees. Included will be an overview of the Payroll Time Reporting User Manual, a thorough demonstration of time reporting and hands-on practice exercises by the participants. Covered in this session will be reporting employee time for regular, late, overtime, supplemental pay, shift differential, sick, severance, and vacation pay.

### OVERVIEW OF THE PERSONNEL/PAYROLL SYSTEM.

Register by contacting:

Human Resource Services, Records 8-7288

**For new employees.** This workshop provides participants with the basic understanding of personnel/payroll terminology, processes, time frames and the various contact offices involved.

### ON-LINE PERSONNEL PROCESSING

Register by contacting:

Human Resource Services, Records 8-7288

Pre-requisite: basic understanding of employee types, job classes, accounts, subcodes, etc., as well as personnel actions covered in the Overview of the Personnel/Payroll System.

**For employees who maintain personnel/payroll records for their departments.** This workshop briefly covers how to use the University's payroll system. Proper procedures on how to maintain employee records are demonstrated in a "hands-on" session. On-line edits and error correction are reviewed, as well as the minimum amount of information necessary to get employees paid promptly and accurately.

University of Pennsylvania

Office of Vice President for Finance

### FINANCIAL TRAINING REGISTRATION

I would like to attend the following:\*

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

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

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

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

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

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

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

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

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

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

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

**Please send your registration form to:**

Financial Training Department  
Room 313 Franklin Building/6284 or FAX: 898-0817

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

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