March 1999

The Bottom Line

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

From the Division of Human Resources

In order to draft generic job descriptions for various financial jobs at Penn, a team from the Comptroller's office and Human Resources developed standard "minimum qualifications" for the Business Administrator, Business Manager and Financial Coordinator jobs. The goal of the team was to develop uniform qualifications for these jobs which support the University's financial processes. These final job descriptions were prepared with much input from the Business Advisory Board (BAB) and were presented to the Senior Business Officers Forum last Fall.

Hiring officers are reminded that they are required to use these standard "minimum qualifications" on all HR1/2 forms (Request for Employment Authorization), and that they will be used in all job postings. Hiring officers can list additional "preferred" qualifications that also directly relate to the duties and responsibilities of the job.

If you need a copy of the minimums, please contact your Compensation Specialist, Staff Recruiter or contact HR at 898-1303.

In this Issue...

FinMIS System Questions?

Jot this down
Please call the FinMIS hotline immediately at 6-HELP.

WEB SITINGS

Comptroller's Office Homepage
http://www.upenn.edu/comptroller

Check out *The Bottom Line* here!

Comptroller's Office - Travel Program
http://www.upenn.edu/comptroller/travel

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

Human Resources - PennKnife
http://www.hr.upenn.edu/hrim/pennknife

Need Refresher FinMIS Training?

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

Recent FinMIS Upgrade

The FinMIS software upgrade has been completed. We would like to thank all of you for your cooperation and patience during the service interruption in early January.

Although the upgrade was primarily a technical effort to install year 2000 compliant software and tools, you may notice several changes:

- When the 'Check Funds' Action is performed against a budget that has insufficient funds, the message previously said: "Your transactions pass funds check with advisory warnings". It now reads: "Your transactions FAIL advisory level funds check". The only thing that has been changed is the text. There is no change to the process.

- The zoom from Account Inquiry to Payables no longer requires the extra keystrokes to refresh the screen. In addition, there is now a second level zoom that will allow users to choose between viewing invoice detail or invoice distributions detail.

- The naming convention on a Budget Journal now retains the name used when it was created. All Budget Entry Batches, when saved, will begin with "CJE" followed by the Original Batch Name and the concurrent ID number.

For Example:

Original Batch Name:

0103.bam.01/13.01 (Standard FinMIS naming convention)

New Budget Journal Batch Name:

CJE:0103.bam.01/13.01 Budget Jou XXXXXXX: B

Where XXXXXXX equals Concurrent ID number.

If you have any questions, please contact the FinMIS Support Hotline at extension 6-HELP.

From the Office of Student Financial Services

Taxpayer Relief Act of 1997

The Taxpayer Relief Act of 1997 includes provisions for education tax credits and deductibility of interest on educational loans. Penn cannot provide individual tax advice and shall not be liable for damages of any kind in connection with this information. Accordingly, you should consult your tax advisor about your specific circumstances. Additional information regarding the legislation is available on the web at: http://www.ed.gov/budget/97918tax.html and http://www.irs.ustreas.gov/hot/tax-law.html.

Penn has contracted with Computer Data Systems, Inc. (CDSI) for the performance of a number of functions related to the educational tax credits. 1098-T Forms will be mailed by CDSI on Monday, February 8, 1999. Data will be posted to their website (www.1098T.com) as soon as possible thereafter. If you have questions about the 1098-T, contact CDSI toll-free at 1-877-467-3821. Please, do not call SFS about your 1098-T as our ability to answer your questions is extremely limited.

Financial Hold

- Warning Letter Mailed Feb 12, 1999 for Fall 1999 Advance Registration (Mar 22-Apr 04)

- Actual Hold Posted/Letter Mailed Mar 02, 1999 for Fall 1999 Advance Registration (Spring Recess Mar 05-14)

TOLL-FREE number for Class of 2003

A toll free-number for Student Financial Services will be available during the month of April to assist families of students who have been admitted to the University's Class of 2003.

FRESHMAN HOTLINE: 800-535-PENN (800-535-7366)

FROM THE OFFICE OF RESEARCH SERVICES

Notice

The limitation on the rate of pay that can be charged to an NIH or Substance Abuse and Mental Health Administration award has been increased from $125,000 to $125,900 effective October 1, 1998.

Carryover Amounts

During December 1998, Research Services announced that they began to notify the Responsible Organization of the Carryover amounts for Unliquidated Obligations and / or Unobligated Balances by way of Research Service's Account Information Sheet (AIS) form. Prior to this, Research Services provided similar information using the "Accounting for Unliquidated / Carryover of Unobligated Balance Form." The AIS provides the information and authority to increase the budgeted amount of the new fund by the amount of the Carryover in accordance with sponsor requirements. Research Services will increase PBIL and PBUD, accordingly.

For Unliquidated Obligations, when the obligation is paid, the department must transfer the actual charge to the new fund where the budget reserve is established.

In addition, we have included a field for Cost Sharing. This field identifies the amount of Cost Sharing (Direct Costs only) that is required as part of the terms and conditions of the award. Accounting and reporting of this cost is mandatory.

The AIS field guide is available at the following website:

http://www.upenn.edu/ora/forms.htm

This guide defines the information fields of the AIS.

Restructuring

In April 1997, the then Offices of Research Administration and Research Accounting undertook a pilot project with the School of Engineering and Applied Science (SEAS) to test the feasibility of a team approach for providing research administration services to the faculty of that School. Based on the success of that pilot project Research Services has fully implemented the team concept in SEAS, and has initiated it in the School of Veterinary Medicine, the Graduate School of Education and the School of Nursing.

While we are very excited about the success of the team approach, it has become apparent that the ever increasing workload, the diversity of sponsors and their widely varying requirements, and the differing needs of the schools, Research Services staff is not organized to provide the high level service it sought to offer. To address these issues, Research Services has reorganized its post award area (accounting function) into two major groups that will deliver identical accounting services to their assigned Schools. One group will provide services to School of Medicine and The School of Nursing, and the other group will be dedicated to all other Schools of the University. This restructuring requires that there be two supervisors, whose responsibilities will include financial reporting, invoicing and the training and coordination of activities of the accountants and the teams. Rich Snyder will manage the group servicing the Schools of Medicine and Nursing, and Jim Clavin will assume responsibility for the group servicing all the other Schools.

As a result of this reorganization Research Services must redistribute the work assignments among the accountants and name a new team leader to replace Jim. Research Services implemented the new workload assignments on February 1, 1999. Please refer to the next two pages for the new departmental assignments.

Research Services firmly believes that the leadership, knowledge and experience that Jim and Rich offer will significantly improve the delivery of our services. Research Services asks for your cooperation and understanding during the transition period.

Office of Research Services - Post Award
MEDICAL SCHOOL AND NURSING SCHOOL
Departmental Assignments

Richard Snyder, Manager
898-1967 rsnyder@pobox

Team Leader

Kim Garrison 898-2344 kimmg@pobox

School of Nursing

School of Medicine Departments

Biochem / Biophysics
Cell & Developmental Biology
Center for Res and Reproduction
Microbiology
OB / Gyn
Otorhinolaryncology
Pathology
Radiology

Grace Beattie 898-2342 gbeattie@pobox

Center for Bioethics
Center for Experimental Therapeutics
Department of Medicine
Institute for Human Gene Therapy
Institute for Med & Engineering
Institute on Aging
Molecular & Cellular Engineering

Aliyu Mohammed 573-6716 aliyum@pobox

Biomed Grad Studies
Dermatology
Environmental Med
Genetics
Institute for Neurological Sciences
Medical School
Neurology
Neuroscience
Opthalmology
Orthopedic Surgery
Pediatrics
Pharmacology

Paul Umbriac 573-6714 pumbriac@pobox

Anesthesia
Cancer Center
Center for Clinical Epi &Biostatistics
Center for Sleep
Diabetes
Muscle Institute
Physiology
Psychiatry
Radiation Oncology
Rehab Med
Surgery and Neurosurgery

ALL OTHER SCHOOLS LISTED ON NEXT PAGE

Office of Research Services - Post Award
ALL OTHER SCHOOLS OF THE UNIVERSITY
Departmental Assignments

James Clavin, Manager
573-6704 clavin@pobox

Team Leader

Peggy Guido 898-2343 peggy50@pobox

- School of Engineering and Applied Science
- School of Veterinary Medicine
- Graduate School of Education

Susan Li 573-6715 susanli@pobox

- School of Arts and Sciences
  - Chemistry
  - Linquistics
  - Physics
- Annenberg Center
- Annenberg School
- Fine Arts
- Law School
- Morris Arboretum
- Provost
- School of Dental Medicine
- University Museum

Jason Molli 898-2345 molli@pobox

- School of Arts and Sciences
  All except Chemistry, Physics, Linquistics
- Wharton School
- School of Social Work
- The College
- Van Pelt Library
- VPUL
- General University

REGULATORY AFFAIRS OFFICE HAS MOVED

Regulatory Affairs Office Move to 3508 Market St. Suite 230

The Office of Regulatory Affairs has relocated from the Mellon Building to 3508 Market Street, Suite 230. The telephone numbers remain unchanged; 898-2614/15. The fax remains 573-9438. Since Regulatory Affairs and Research Services are no longer in close proximity, the procedures set forth in this memo have been developed to help you process research proposals for approval and signature by our offices.

How will the proposal process change?

Medical School:

- Non-competing proposals with currently approved protocols on file in Regulatory Affairs will not be affected and will be signed at the School of Medicine.
- Non-competing proposals with terminated or expired protocol status must be taken to Regulatory Affairs.
- New and competing proposals with an approved or pending protocol on file in Regulatory Affairs will not be affected and will be signed at the School of Medicine.
- New and competing proposals for which a protocol is not on file must be taken to Regulatory Affairs.
- If a proposal is delivered to Regulatory Affairs before noon and the required documentation has been provided on a timely basis, the Regulatory Affairs staff will walk the proposal to Research Services at 3:30 p.m.
- Proposals received after noon will be taken to Research Services at 10:30 a.m. the following morning. Proposals under a time constraint may be taken by the Department from Regulatory Affairs to Research Services, Mellon Building, for signature. All RFP's and contracts must still be taken to Research Services for review and approval.

All Other Schools:

Regulatory Affairs must sign off on all proposals with human or animal subjects, before Research Services can process them. Take a copy of the protocol to Regulatory Affairs, with the Proposal Transmittal form, and two copies of the proposal. Regulatory Affairs will review the material and, if acceptable, will sign the Transmittal Form. You may then take the proposal to Research Services for final review and signature. If you wish to leave your proposal in Regulatory Affairs and can drop it off before noon, staff from Regulatory Affairs will walk it to Research Services at 3:30 p.m. if all the documentation is in order. Proposals left after noon, which are approved, will be taken to Research Services at 10:30 the following morning.

Is it possible save time and aggravation, by planning ahead? YES!

1. By submitting a protocol six weeks before the proposal, you can assure that it will be in the Regulatory Affairs system when the proposal is routed for signature. This will allow Medical School proposals to be fully reviewed at the Medical School Office of Financial Services, and will eliminate the need to take Medical School proposals to Regulatory Affairs on Market Street.
2. The Principal Investigator should personally ensure that the certifications on the transmittal form for Humans and Animals are correct. The "Regulatory and Other Approvals" section of the transmittal form must be completed by someone who has knowledge of the science. Failure to accurately identify the use of human or animal subjects frequently delays the proposal process.
3. It is helpful for the title of the proposal and the title of the protocol to match. Discrepancies in titles delay the proposal process.
4. Attach a copy of the investigator's transmittal letter to Regulatory Affairs, or the first page of the protocol, to the Proposal Transmittal form. This alerts Regulatory Affairs that a protocol has been submitted, and will expedite the review process.
5. For program projects, or center or training grant applications, the Principal Investigator of the overall grant should send a letter to Regulatory Affairs requesting general expedited approval for the application. Protocols for each subproject that involves human or animal subjects must be submitted by individual investigators and approved, before that work may be initiated.

What constitutes use of "Humans" for Research purposes?

1. Please refer to the University of Pennsylvania IRB "Guidelines for the Preparation of Protocols for Review". The current edition is dated September 1, 1998 and may be obtained by contacting Regulatory Affairs at 898-2614.
2. "Human subject" means work involving humans about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information. "Intervention" includes both physical procedures by which data are gathered (for example, venipuncture) and manipulations of the subject or the subject's environment that are performed for research purposes.

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REGULATORY AFFAIRS MOVING

CONTINUED

2. (continued) Research objectives may range from understanding normal and abnormal physiological or psychological functions or social phenomena, to evaluating diagnostic, therapeutic or preventive interventions and variations in services or practices. The activities or procedures involved in research may be invasive or noninvasive and include surgical interventions; removal of body tissues or fluids; administration or application of chemical substances or forms of energy; modification of diet, daily routine or service delivery; alteration of environment; observation; administration of questionnaires or tests; randomization of subjects; review of medical records and charts, etc.

What constitutes use of "Animals" for Research purposes?

1. Please refer to the "University of Pennsylvania IACUC Guidelines". The current edition is dated January 1, 1998 and may be obtained by contacting Regulatory Affairs at 898-2614.
2. "Animal" is defined as any vertebrate animal, slaughterhouse material, animal byproducts, tissue, blood, organs, and embryonating eggs used in research, research training, testing and / or teaching activities.

How are Sponsors notified of IRB and IACUC approvals?

1. After the IRB approves a human protocol, Regulatory Affairs notifies the PI, in writing. It is the PI's5 responsibility to notify the sponsor of IRB approval.
2. After the IACUC has approved an animal protocol, Regulatory Affairs sends certification of the approval to the sponsor.

We regret any inconvenience that this move may cause, however Research Services and Regulatory Affairs will work with you to ensure that proposals are processed as efficiently as possible. To accomplish this, it is essential that we work together to manage both proposals and protocols. Failure to have protocols submitted on a timely basis may result in proposals being rejected by the sponsor, or withdrawn by the University.

Thank you for your consideration. Please contact either Regulatory Affairs at 898-2614 or Research Services at 898-7293 if you have any questions.

? DID YOU KNOW? . . .

. . . DWAYNE WYCHE has been PROMOTED to the INTERFUND ACCOUNTANT position in GENERAL ACCOUNTING. He is primarily responsible for BILLING and RECONCILING University activity with the Hospital and CPUP. Dwayne has been in the General Accounting department full-time for the past sixteen months as the Cash Accountant. Congratulations Dwayne!

. . . You can enter COMPETITIVE BIDDING or BID WAIVER information in the 'Notes to Approver' field on the Approval screen of the Purchase Order.

. . . When a PO is REJECTED, the REASON for the rejection can be found in the VIEW ACTION HISTORY in the MORE field when you perform an INQUIRY for the PO.

. . . If you enter a RECEIPT in ERROR, immediately CONTACT ACCOUNTS PAYABLE at 8-2626 or 8-7272. They will assist you with the correction.

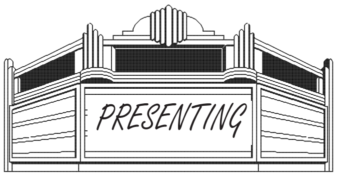
APPROPRIATE USE OF 482X OBJECT CODES

Appropriate use of object codes 482x (Transfers):

The aggregate account balances in the object code range 482x, with the exception of 4824 (Inter-Entity Transfers), must sum to zero across the University in order to facilitate accurate financial reporting of revenues and expenses for the University. Therefore, if a manual journal entry contains a debit or credit to the object code range 482x (other than 4824), there should be a corresponding debit or credit of the same amount to the object code range 482x.

In fiscal year 1999 the Comptroller's Office noted that the use of the object code range 482x was not being followed consistently. Commencing in January 1999, the Comptroller's Office instituted a policy of automatically reversing any such journal entries. When such entries are reversed, the Senior Business Officer of the impacted School / Center will be promptly notified.

If you have any questions concerning this policy, please do not hesitate to contact Beth Knaul, Manager of Financial Reporting, at 898-6639 or knaul@pobox. Thank you for your attention to this matter.



PAYROLL *NEWS*

New Payroll Policies

In an effort to standardize the way we process various requests for the University community, the Payroll Department has taken a close look at some of the off-cycle activity with which we deal. We are setting down the following policies to enable both the departmental business and payroll administrators, and the Payroll Department the opportunity to better serve our employees. We request your cooperation and assistance in enforcing these new regulations.

Please note: All written communication to Payroll should be addressed to "Payroll", should be on department letterhead, and should include your e-mail address.

Hand Drawn Checks (HDC)

Checks issued off-cycle are for emergency purposes only. There should never be more than one emergency in one month, and we hope, never more than one for any given employee in a year. These checks may only be requested if a regular University employee received less than 75% of the regular pay in the previous pay cycle. (We will not issue these checks for temporary or student employees.)

The following steps should be followed in acquiring a HDC:

1. Enter the Late Pay online and have it approved .
2. Call the Payroll Office (898-6301) to verify that your employee qualifies for an off-cycle check.
3. If Payroll verbally pre-approves the check, type a memo addressed to Payroll on department letterhead with a complete justification of the request to include:
   - the reason why the employee was not paid
   - your e-mail address, so we can contact you when the check is ready
   - the signature of the senior BA in your department.
4. Hand carry the request to Payroll
5. Allow for as many as five business days, for the check to be produced.
   - You will receive an e-mail when the check is ready.
   - Please do not call Payroll to check on the progress of the check
   - Employees should not contact Payroll about HDCs.

Remember: NOT ALL MISSED CHECKS REQUIRE HAND DRAWN CHECKS!

Direct Deposit Forms

Every employee using Direct Deposit of their University paycheck shares responsibility with the University to ensure the money is deposited into his/her account. One should check the advice EVERY payday that the right amount of money has been deposited to the correct bank and account.

Employees should also check the balance in their account. We have been dealing with several banks recently who closed the accounts of customers who overspent their balance via use of their debit cards. These account closures occur without prior knowledge of the owner of the account. When Payroll tries to deposit funds into a closed account, we must wait for the money to be wired back to the University before we can issue a replacement check.

Direct Deposit forms must be legible and complete. Employees should allow six to eight weeks for the bank to process the request for Direct Deposit.

Stale Dated Checks

Checks older than 90 days cannot be cashed. Each department upon receipt of their paychecks should make every effort to deliver them to the recipients. If the person is no longer physically available at the University, departments should use the information on the Personal Data Screen (address, phone number, emergency phone number) to try to contact the employee. No department should hold checks for more than thirty days. After thirty days checks should be returned to the Payroll department with a memo stating what attempts (please include dates) have been made to contact the employee.

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PAYROLL *NEWS*

CONTINUED

Overpayments

Tell the employee not to spend the money! Please send a memo to Payroll stating the name, social security number and time period involved in overpayments made to employees. The money should be returned to the University in one lump sum as soon as possible. Payroll will contact you via e-mail with a dollar figure. The employee should write a check to "Trustees of the University of Pennsylvania" for the stated amount. **Send the check with a copy of the e-mail from Payroll.**

Additional Pay Forms

These forms must be legible and complete. Section "B" must contain a clear, concise justification with all appropriate documentation attached. Section "C" requires a minimum of two different signatures; if the form is paying faculty members the Provost's signature is required; if the form is paying University support / administrative staff, HR Compensation's signature is required. Section "D" must have all fields completed, with proper numerical separators used (commas, decimal points, dashes, etc.). Only the ERN Types printed on the form are to be used, and the Object Code used on the Distribution Screen should be used on the form. (For an explanation of the "Sep CK "and "Vol Ded" fields, please see the On-Line Time Reporting Manual, pages 6-8 and 6-9.)

We request your cooperation with these new standards as we try to improve the service we provide to University employees. We ask that you comply with the published cut-off schedule to allow time for any signatures that must be acquired and for forms to reach Payroll by the appropriate dates. All memos should be addressed to "Payroll" — please do not address memos to specific staff members.

Announcing the debut of our new generic e-mail address, to be used by all University personnel, with questions about Payroll

Payroll@pobox.upenn.edu

Message from the Manager

Dear Colleagues:

As many of you know, the Office of the Cashier has gone through many exciting changes over the last two years. We are still improving certain processes, however, once completed, these changes will allow the Cashier's Office to meet your needs more efficiently and more accurately.

I would like to take this opportunity to update you on the cashier project. Phase I of the On-Line Cashiering System (OLCS) was successfully installed in July 1998. This phase of the implementation expedited the processing and posting of all student payments. For example, the system has automated the creation of student entries and the system has allowed the Cashier's Office to process all student payments directly instead of routing payments to the University's lockbox provider. Since July, the Cashier Project Team along with SalePoint (the selected vendor for this project) has been making refinements to the system as needed. We expect all Phase I components to be fully operational in the next few months.

Concurrently, the Cashier Project Team has been very busy completing the analysis and specifications of Phase II of the OLCS. This Phase includes the Electronic Department Deposit System (EDDS) and will allow electronic submission of deposits via the World Wide Web. Once implemented, the system will generate a feeder to FINMIS, thus crediting your department's account number automatically. This process will eliminate the need for manual journal entries for these deposits. SalePoint was given an early version of Phase II specifications in January 1999. Additional information will be forthcoming as the project progresses and future updates concerning EDDS will be posted to the Treasurer's Office web-site at http://www.upenn.edu/treasurer/cashinfo/.

As a reminder, your comments, suggestions and questions are welcomed! Please submit any thoughts you may have or if you would like to volunteer your department for early EDDS implementation, please send e-mail to cashierproject@sfs.upenn.edu. In addition, you may telephone one of the members of the Cashier Advisory Board Committee posted on the Treasurer's Office web-site mentioned above.

I look forward to working with you as the Cashier's Office moves into the new millennium!

Sincerely,

Jean M. Suta
Cashier Manager

DATES TO REMEMBER

OFFICES

General Accounting • Payroll Department • Office of Research Services

FinMIS ACCOUNTING SYSTEM CLOSING SCHEDULE

Period	Begin Date	End Date
Mar - 99	02/27/99	03/31/99
Apr - 99	04/01/99	04/30/99
May - 99	05/01/99	05/28/99

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

Transaction Type	Cut-Off Date for Receipt by Central Office
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.

OFFICE OF RESEARCH SERVICES

National Institutes of Health (NIH) Deadlines

Mar 1, 1999 -	Competing Continuation, Supplemental, and Revised Research Grants, Conferences and Research Career Awards
Apr 5, 1999 -	Individual National Research Service Awards (NRSA's)*
May 1, 1999 -	All AIDS-Related Grants
May 10, 1999 -	Institutional National Research Service Awards
Jun 1, 1999 -	New Research Grant, Conferences and Research Career Awards ALL (new, competing, revised and supplemental) Program Project & 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.

PAYROLL MONTHLY CLOSING AND PAYDATES

Monthly Payroll Paydate	Supporting Documents for New Appointments Must Reach Personnel Records by Noon.	Additional PayForms Due in Payroll by 4:00 p.m.	Time Reporting Date Entry for Late Pay, Reduction in Pay & Late Pay Approvals by 4:00 p.m.	DataBase On-Line Changes to Existing Employees Must be Made by 5:00 p.m.
03-31-99	03-15-99	03-17-99	03-18-99	03-19-99
04-30-99	04-19-99	04-21-99	04-22-99	04-23-99
05-28-99	05-17-99	05-19-99	05-20-99	05-21-99

S M T W Th F S

DATES TO REMEMBER

OFFICES

General Accounting • Payroll Department • Office of Research Services

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

Pay Period	Weekly Pay Dated	Supporting Documents For New Appointments Must Reach Personnel Records by 5:00 p.m.	Vacation Advance & Add'l Pay Forms Due in Payroll by 5:00 p.m.	Time Reporting Data Entry for Positive / Exception Employees by 3:00 p.m.	Database On-Line Changes to Existing Employees Must be Made Before 5:00 p.m.
03 / 01 - 03 / 07 / 99	03-12-99	03-02-99	03-05-99	03-08-99	03-08-99
03 / 08 - 03 / 14 / 99	03-19-99	03-09-99	03-12-99	03-15-99	03-15-99
03 / 22 - 03 / 28 / 99	04-02-99	03-23-99	03-26-99	03-29-99	03-29-99
03 / 29 - 04 / 04 / 99	04-09-99	03-30-99	04-02-99	04-05-99	04-05-99
04 / 05 - 04 / 11 / 99	04-16-99	04-06-99	04-09-99	04-12-99	04-12-99
04 / 12 - 04 / 18 / 99	04-23-99	04-13-99	04-16-99	04-19-99	04-19-99
04 / 19 - 04 / 25 / 99	04-30-99	04-20-99	04-23-99	04-26-99	04-26-99
04 / 26 - 05 / 02 / 99	05-07-99	04-27-99	04-30-99	05-03-99	05-03-99
05 / 03 - 05 / 09 / 99	05-14-99	05-04-99	05-07-99	05-10-99	05-10-99
05 / 10 - 05 / 16 / 99	05-21-99	05-11-99	05-14-99	05-17-99	05-17-99
05 / 17 - 05 / 23 / 99	05-28-99	05-18-99	05-21-99	05-24-99	05-24-99
05 / 24 - 05 / 30 / 99	06-04-99	05-25-99	05-28-99	06-01-99	06-01-99
05 / 31 - 06 / 06 / 99	06-11-99	06-01-99	06-04-99	06-07-99	06-07-99

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 23 - March 29
April	April 27 - May 3
May	May 25 - June 1
June	June 22 - June 28

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 pay roll runs producing the last weekly check for the month and before the Monday of the following week. By that last Tuesday, monthly payroll has already run so those actuals and updated encumbrances will be correct. (The secret to determining the dates is the check date, not the week ending date.)

How do you run these reports?

From the Salary Management main menu
- Enter **RPTS** in the Tran field and press **[Enter]**.

From the Standard Reports menu
- Enter **GRPA** or **GRPS** in the Tran field and press **[Enter]**.

Leave the fiscal year set to 1999.

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

FinMIS II - Next Steps

The implementation of FinMIS in July, 1996 was only a first step in the process of improving how we do business at Penn. FinMIS is “evolutionary,” improvements will be ongoing, iterative, and step-by-step. Under the sponsorship of the Vice President of Finance, the Comptroller, the Director of Acquisition Services, and the Associate Vice President for Information Systems and Computing, a number of FinMIS II project teams have been established and charged with developing a plan for moving forward with the next set of upgrades and enhancements to FinMIS.

There are six core teams that are part of this next phase of FinMIS. These teams operate within the existing communication structure at the University of Pennsylvania to ensure that business practice change is informed and jointly owned by process owners and the schools and centers. In Penn’s distributed environment, there are a series of integrated forums, focus groups, and advisory boards designed to facilitate the flow of information from the end-user community to school / center management, and then on to the core project teams as appropriate. In addition to the communication outlets available in this structure, end users also have the option of sending electronic mail to comptrol@pobox.upenn.edu or getting in touch with their school / center FinMIS key contact. See the following pages for a diagram of the overall communication structure and more specific information about each FinMIS core team. Members of the Business Advisory Board, Financial Information Requirements Working Group, Senior Business Officers, and Key Contacts are also listed for your reference.

FinMIS II Core Project Teams

The FinMIS II core teams consist of process owners from the Division of Finance as well as ISC and Audit and Compliance personnel. Each team is charged with a specific set of goals and objectives:

Central Core Team	Objectives	Team Leaders
Reporting Strategy	To recommend a plan for implementing enhancements to the current reporting structure and delivery system that will enable end users to be more self-sufficient by providing broader access to data and greater flexibility in selecting and extracting data from various sources.	Ronald Keller, Comptroller Rosemary Nissley, ISC
New Features	To make recommendations for implementing an agreed upon list of desired enhancements within the context of both current and planned FinMIS releases. The project team is evaluating the business requirements and identifying alternatives, as well as their costs and benefits, for addressing functional enhancements in the following areas: ● Improve handling of wayward transactions ● Ability to “freeze” accounts ● Electronic submission / tracking for Travel and other C-Forms ● Simplify ProCard ● Enhance Online Account Inquiry ● Improve financial forms processing through imaging	Roxanne Bataitis, Comptroller Tessa Bocage, ISC

FinMIS II Core Project Teams

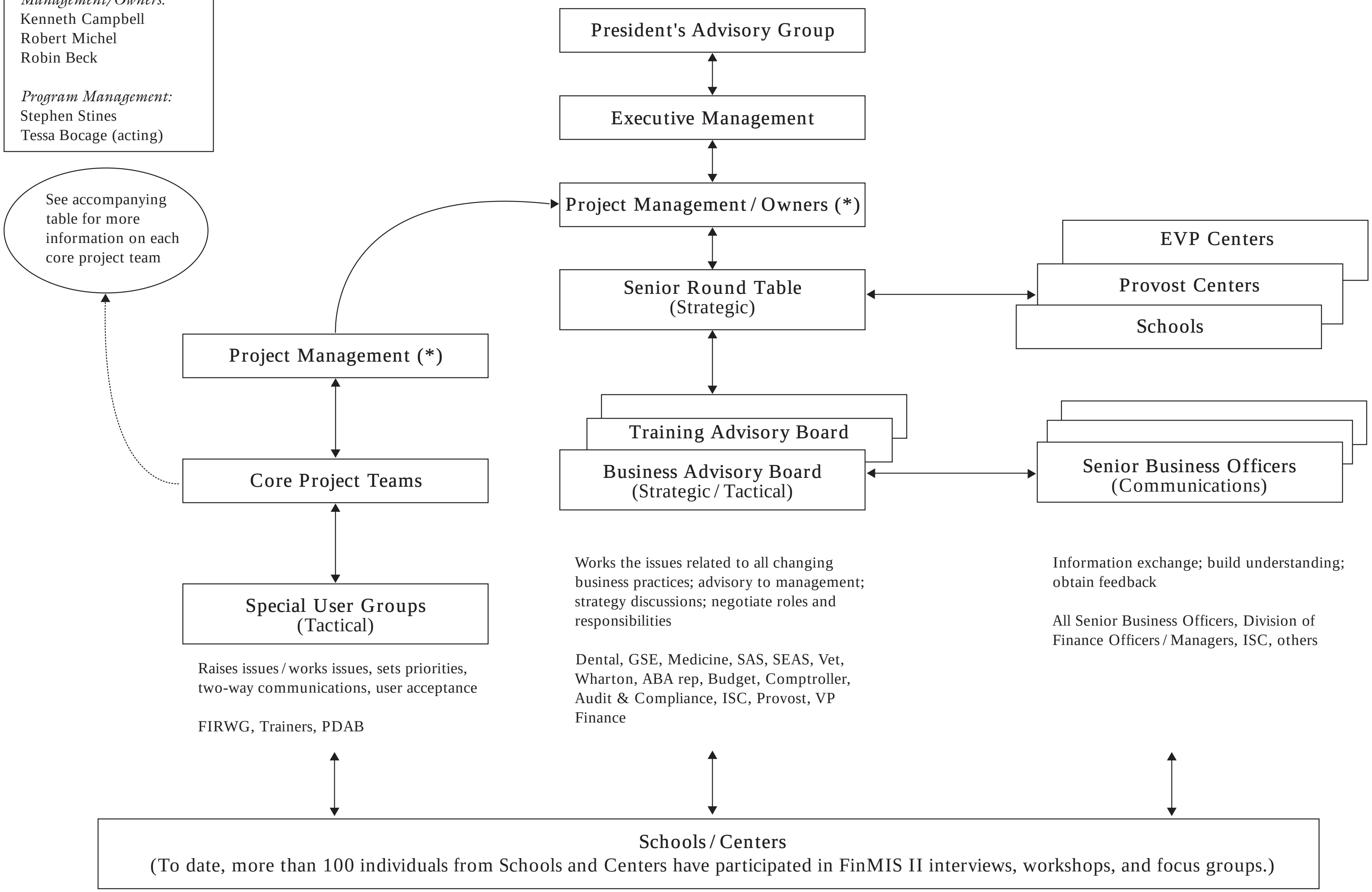
Central Core Team	Objectives	Team Leaders
End-User Support	To assess the existing support model and recommend a plan for implementing an enhanced end-user support structure that is flexible enough to accommodate many different financial processes while providing a consistent knowledge base for questions and answers about University financial systems, processes, and data.	Jeff Linso, Comptroller Laural Seebadri, ISC
Electronic Commerce and Electronic Data Interchange (EDI)	To recommend an approach that will improve the accuracy and efficiency for the creation and electronic transmission of purchase orders and the receipt of invoice information with our suppliers including matching invoices to purchase orders and relieving encumbered funds. Included will be an assessment of potential third party software, cost / benefit analysis, and an evaluation of changes to FinMIS in order to support the implementation of the recommended approach.	Marstin Alexander, Comptroller, Ralph Maier, Acquisition Services Stuart Benoff, ISC
Next Steps	To recommend an implementation approach for the next release of FinMIS by leveraging the work already complete as part of the v10.7 character upgrade and incorporating the work-in-progress from the other core project teams. The team is working closely with Oracle Corporation to better understand new features, functions, and the timing of future product releases. The implementation recommendation will be integrated with a training model that addresses training strategies from both a technical aspect as well as the broader issue of end user support.	Roxanne Bataitis, Comptroller Nanda Bhaumik, ISC
10.5 to 10.7 Character Upgrade	To install Year 2000 compliant versions of the FinMIS application and database management software. Completed in January, 1999.	Roxanne Bataitis, Comptroller Nanda Bhaumik, ISC

We will be publishing more information about these efforts in future issues of The Bottom Line. Comments or questions may be directed to comptrol@pobox.upenn.edu or via the structure outlined above.

Communication Structure of Business Practice Change and Issue Identification and Resolution

(*) For FinMIS II:
Project Management/Owners:
Kenneth Campbell
Robert Michel
Robin Beck

Program Management:
Stephen Stines
Tessa Bocage (acting)



Direct User Level:
- Print
- Electronic

Application Menu Messages:
- Brief bulletins of schedule or other changes
- For general / information purposes
- Only available at login

Compass, Almanac, Bottom Line

Broadcast Messages:
- Flash messages normally of an imminent event
- Only available to user currently on system

Email Direct:
Brief messages to notify all users of new information on web site; notification system for enhancements or schedule changes in more detail than is available on Application Menu Messages; not req'd to be on the system to receive; permits reply only to originator of message

Key Contacts:
- Designated representatives from each school and center
- Provides mor comprehensive background information on system changes, schedules, enhancements, problem resolution etc. via email

Business Advisory Board (BAB)

Name	School / Center	Phone	E-Mail Address
Robin Beck	ISC	8-7581	beck@isc
Alfred Beers (Co-Chair)	Finance	8-4920	beers@pobox
Amy Bosio	Treasurer	8-7256	bosio@pobox
Mary Lee Brown	Audit & Compliance	8-7958	marylb@pobox
Thomas Cahill	Nursing	8-9943	tcahil12@pobox
Ken Cambell	Comptroller	8-7593	kennethc@pobox
Susan Croll	Medicine	8-3607	croll@mail.med
Scott Douglass	Wharton	8-2741	douglass@wharton
Kathy Engebretson	Finance	8-1005	engebret@pobox
Mina Fader	Facilities Management	8-7243	fader@pobox
Jim Galbally	Dental	8-4973	galbally@pobox
Bonnie Gibson	Provost	8-6841	gibson@pobox
Jack Heuer	Human Resources	8-6019	heuer@pobox
Michael Mandl	SAS	8-7320	mmandl@falcon.sas
Michael Masch	Budget & Management	8-6651	masch@pobox
Janet Plantan	GSE	8-3039	janetp@gse
Tom Stump (Co-Chair)	SEAS	8-3522	stump@seas
Barry Stupine	Veterinary	8-4161	stupine@vet
David Valentine	Finance	8-5422	davidv@pobox

Financial Information Requirements Working Group (FIRWG)

Name	School / Center	Phone	E-Mail Address
Ken Cambell	Comptroller	8-7593	kennethc@pobox
Bob Allison	Comptroller	8-2364	allisonr@pobox
Kelly Ardis	Veterinary	8-4597	kda@vet
Roxanne Bataitis	Comptroller	8-4222	bataitis@pobox
Rosey Nissley	ISC	8-2801	nissleyr@isc
Christopher Bristow	SEAS	9-7916	bristow@seas
Pat Burke	SEAS	8-7916	burke@seas
Anne Campbell	SAS	8-2404	acampbel@vulcan.sas
Saul Katzman (Co-Chair)	SAS	8-2327	skatzman@mail.sas
Don Kearney	Research Services	8-7269	dkearney@pobox
Ron Keller (Co-Chair)	Comptroller	8-5649	rkeller@pobox
Linda Kristekas	Dental	8-5405	linda@biochem.dental
Sophie Luzecky	SAS	8-0888	sluzecky@sas
Dan McCollum	Wharton	8-4157	mccollum@wharton
Todd Swavely	Medicine	8-8835	tswavely@mail.med
Janis Tofani	Budget & Management	8-1139	tofani@pobox
Bill Turner	VPUL	8-6404	turner@pobox

Financial Information Requirements Working Group (FIRWG) (cont.)

Name	School / Center	Phone	E-Mail Address
Paul Weidner	Medicine	8-1656	weidnerp@mail.med
Mark Zohar	Business Services	8-5227	zohar@pobox

Senior Business Officers

Name	School / Center	Phone	E-Mail Address
Kelly Ardis	Veterinary	8-4597	kda@vet
Delores Bristow	Social Work	8-5527	dbristow@ssw
Donna Burdumy	Annenberg School	8-7053	dburdumy@pobox.asc
Pat Burke	SEAS	8-7916	burke@seas
Thomas Cahill	Nursing	8-9943	tcahil12@pobox
Ken Campbell	Comptroller	8-7593	kennethc@pobox
Chris Cataldo	GSFA	3-3677	cataldo@pobox
Susan Croll	Medicine	8-3607	croll@mail.med
Barry Dahlen	Dental	8-8944	dahlen@pobox
Scott Douglass	Wharton	8-2741	douglass@wharton
Janet Dwyer	President	8-0448	dwyer@pobox
Terry Dzelzgalvis	DRIA	8-4430	mtherese@pobox
Mina Fader	Facilities Management	8-7243	fader@pobox
Jim Galbally	Dental	8-4973	galbally@pobox
Bonnie Gibson	Provost	8-6841	gibson@pobox
Ernie Gonsalves	Law	8-6430	egonsalv@law
Marilyn Jost	ISC	3-8406	jost@pobox
Saul Katzman	SAS	8-2327	skatzman@sas
John Keane	Libraries	8-5933	keane@pobox
Sophie Luzecky	SAS	8-0888	sluzecky@sas
Mike Mandl	SAS	8-7320	mmandl@falcon.sas
Dan McCollum	Wharton	8-4157	mccollum@wharton
Jim Mesisca	Development	8-8185	mesisca@ben.dev
Janet Plantan	GSE	8-3039	janetp@gse
Darlene Sparks	Annenberg Center	8-6704	sparksjd@pobox
Tom Stump	SEAS	8-3522	stump@seas
Barry Stupine	Veterinary	8-4161	stupine@vet
Bill Turner	VPUL	8-6404	turner@pobox
Alan Waldt	Museum	8-4052	awaldt@sas
Paul Weidner	Medicine	8-8835	weidnerp@mail.med
John Westdyke	Nursing	8-9943	westdyke@pobox
Marie Witt	Business Services	8-1199	witt@pobox
Jerel Wohl	GSE	3-3647	jerelw@nwfs.gse
David Valentine	Finance	8-5422	davidv@pobox
Mark Zohar	Business Services	8-5227	zohar@pobox

Key Contacts

Name	School / Center	Phone	E-Mail Address
Salim Alani	Audit & Compliance	8-7594	salani@pobox
Kelly Ardis	Veterinary	8-4597	kda@vet
Christopher Bristow	SEAS	8-7916	bristow@seas
Dolores Bristow	Social Work	8-5527	dbristow@ssw
Mary Lee Brown	Audit & Compliance	8-7958	marylb@pobox
Anna Colasante	Audit & Compliance	8-1938	annamc@pobox
Darlene Dziomba	Library	8-7567	darlene@pobox
Janet Dwyer	President	8-0448	dwyer@pobox
Terry Dzelzgalvis	DRIA	8-4430	mtherese@pobox
Mina Fader	Facilities Management	8-7243	fader@pobox
Tom Flynn	Development	8-7921	tflynn@ben.dev
Ernie Gonsalves	Law	8-6430	egonsalv@law
Marilyn Jost	Provost / ISC	3-8406	jost@isc
Linda Kristekas	Dental	8-5405	linda@biochem.dental
Kathy Lorenz	GSFA	3-3679	lorenz@pobox
Sophie D. Luzecky	SAS	8-0888	sluzecky@sas
Frank Maleno	VPUL	8-6404	maleno@pobox
Dan McCollum	Wharton	8-4157	mccollum@wharton
James Mesisca	Development	8-8185	mesisca@ben.dev
George Musonge	VPUL	8-6081	musonge@pobox
Andrea Rollins	Wharton	8-2691	rollins@wharton
Todd Swavely	Medicine	8-9522	tswavely@mail.med
Lisa Torres	Museum	8-4064	ltorres2@postoffice.sas
Bill Turner	VPUL	8-4922	turner@pobox
Alan Waldt	Museum	8-4052	awaldt@sas
Paul Weidner	Medicine	8-8835	weidnerp@mail.med
John Westdyke	Nursing	8-9943	westdyke@pobox
Jerel Wohl	GSE	3-3647	jerelw@nwfs.gse

Quarterly Quote

Let us have faith that right makes might; and in that faith let us dare to do our duty as we understand it.

Abraham Lincoln
New York City, Feb. 21, 1859

TRAVEL ADVISORY

Travel Office, 308 FB/6284 898-3307

New Travel Policy

There is a new Travel Policy on the web. The overall travel policy has changed very little. The format has changed to provide more information on how University travelers should make their arrangements **before** they travel to ensure they are using preferred suppliers and taking advantage of all the savings opportunities that are available to them.

There is a new section on non-reimbursable items for those who have been looking for greater specificity in this area and more clarification throughout the policy in general.

Currently the policy is on the web only and can be accessed through the Travel Home page. Go to www.upenn.edu/comptroller and then click on Travel. There will be a copy shortly that can be downloaded into Adobe Acrobat and printed out.

Remember all the travel forms are on the web as well so look for them under the Forms section of the Comptroller Home Page.

Address on C-forms

There has been some confusion recently about the proper procedures with reference to addresses on all C- Forms.

When processing a C-form, check in the FinMIS vendor database to make sure the correct address is in the system.

- If the address is correct, then leave that section blank
- If there is more than one address in the system, then indicate which address is appropriate
- If the address is incorrect, then the correct address should be placed on the form with a notation that the vendor site needs to be updated.
- If there is no address, then provide the following information on the form
  - On-campus addresses should use campus buildings, room numbers and mail codes
  - Off-campus addresses should use street address, city and zip code

It is difficult for us to keep up with offices and individuals on campus who are relocating, so it is important that the Business Administrator verify that all addresses are correct. Remember that incorrect information can delay a payment or cause a payment to be sent to the incorrect location. Your assistance in this matter is greatly appreciated

US Airways

Don't forget to support our negotiated savings with US Airways. The University discount is available on all US Airways flights but must be booked through the Penn Desk at American Express. You can reach them by calling 898-9439 or 1-800-796-7573.

FinMIS Tips

How to Determine if a Check For a PO Invoice Has Cleared the Bank

User Responsibility: PO Requestor I or II

Navigate to the Payment Inquiry Screen \Navigate Inquiry Payments

Field:	Action:
Document Number	Enter the Check Number* Press [F2] Execute Query
Cleared Amount Clear Date	Observe the information in these two fields

*How to Determine the Check Number for the PO Invoice

Navigate to the View Invoices Screen \Navigate Inquiry Invoices

Field:	Action:
Vendor Name or Number or PO Number	Enter the appropriate Vendor Search Criteria Press [Page Down]

The Payment Document Number is the Check Number.

Thanks Greg and Andrea!

To submit a future "FinMIS Tip", please e-mail murrayb@pobox.

FinMIS School/Center Access Administrator

Responsible for ensuring that all FinMIS Logon Access is appropriately administered.
Serve as main School / Center contact when questions arise regarding FinMIS related activity.

Name	Sch / Ctr #	School / Center	Phone	E-Mail Address
Sophie Luzecky	02	SAS	8-0888	sluzecky@sas
Mai Friedman	04, 83	Provost	8-6841	friedman@pobox
John Westdyke	06	Nursing	8-9943	westdyke@pobox
Andrea Rollins	07	Wharton	8-2691	rollins@wharton
Christopher Bristow	13	Engineering	8-7916	bristow@seas
Darlene Sparks	19	Annenberg Center	8-6704	sparksjd@pobox
Terry Dzelzgalvis	24	DIA	8-4430	mtherese@pobox
Alan Waldt	26	Museum	8-4052	awaldt@sas
Janet Plantan	32	GSE	8-3039	janetp@gse
Kathy Lorenz	33	GSFA	3-3679	lorenz@pobox
Dolores Bristow	35	Social Work	8-5527	dbristow@ssw
Donna Burdumy	36	Annenberg School	8-7053	dburdumy@pobox.asc
Paul Weidner	21, 40, 88	Medical	8-8835	weidnerp@mail.med
Todd Swavely	21, 40, 88	Medical	8-9522	tswavely@mail.med
Darlene Dziomba	50	Library	8-7567	darlene@pobox
Linda Kristekas	51	Dental	8-5405	linda@biochem.dental
Ernie Gonsalves	56	Law	8-6430	egonsalv@law
Kelly Ardis	58	Veterinary	8-4597	kda@vet
Kathy Robinson	60	Morris Arboretum	247-5777	robinsok@pobox
Cassandra Green	61	ICA	8-7108	cgreen@ben.dev
Julie Shuttleworth	62	Int'l Programs	8-1644	jshuttle@pobox
Bonnie Gibson	63	Fels Center	8-6841	gibson@pobox
Anna Colasante	78	Audit & Compliance	8-1938	annamc@pobox
Florence Griffin	79	Public Safety	8-6696	griffin3@pobox
Janet Dwyer	81	President	8-0448	dwyer@pobox
William Turner	84,85,86	University Life	8-4922	turner@pobox
David Valentine	87	Finance	8-5422	davidv@pobox
Mike Merritt	87	Finance (SFS)	8-9971	merritt@sfs
Ronnie Marino	89	EVP	8-6693	vmarino@pobox
Joanne Gorman	90	Development	8-8185	gorman@ben.dev
Marilyn Jost	91	ISC	3-8406	jost@isc
Gary Truhlar	92	Human Resources	8-5896	truhlar@pobox
Donna Petrelli	93,95	Business Services	8-2487	petrelli@pobox
Mina Fader	96	Facilities Management	8-7243	fader@pobox
Kelly Cassaday	97	Facilities Services	3-8795	kcassaday@trammellcrow.com

Comptroller's Office Website
www.upenn.edu/comptroller

We invite you explore our web site to learn how this Office provides the University with leadership in matters of financial accounting and disbursement activities. Our primary responsibility is to develop, disseminate and maintain the financial policies, procedures, standards, and systems necessary to ensure stewardship and management of the University's financial resources through effective and efficient accounting and disbursement processes.

- Kenneth B. Campbell Comptroller

Featuring much new and updated information:

- Document / Form Library
- Financial Policy Manual
- Career Opportunities
- Key Contacts
- Senior Business Officers
- Tips & Tricks
- Training Information
- Payroll Schedules
- Annual Reports
- F & A and EB Rates
- RCM Model
- FinMIS Reference Manual
- Corporate Tax
- Travel
- The Bottom Line

Also included is a 'Search' feature and a What's New section.

There is much more than is listed here, so be sure to

CHECK IT OUT!

FINANCIAL MANAGEMENT INFORMATION SYSTEM (FinMIS) TRAINING PROGRAM

The FinMIS Training Programs are designed to provide University financial administrators with hands-on instructions on how to 'Navigate' through the Purchasing and General Ledger business processes. These courses are conducted in nine half-day sessions on a monthly basis. To register, please complete the registration form on the following page. Please be sure to include both your Supervisor and the Trainer/System Access Administrator signature on your registration form. A complete list of the System Access Administrators can be found on page 19 of this issue.

Introduction to University Accounting & Business Functions / Chart of Accounts Training

This program provides an organizational overview of the central offices involved in the University's basic business and accounting functions. The General Ledger Chart of Accounts we be explained. Also included will be a general overview of the FinMIS features to be learned in the following hands-on courses.

Navigation / Purchasing

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

Pre-requisite: Introduction to University Accounting & Business Functions

General Ledger

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

Pre-requisite: Navigation / Purchasing

University of Pennsylvania
FinMIS Training Registration

Please complete the following information and return to:
Financial Training Department • Room 313 FB/6284 • Fax: 898-0817 • Phone: 898-1733

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

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 - Frequently Use *2 - Use on Occasion* *1 - Never Use*

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

Employee's Signature: ______________________ Date: ______________

Supervisor's Name: (printed) ______________________ Date: ______________

Supervisor's Signature: (required) ______________________ Date: ______________

School/Center Access Admin Name: (printed) ______________________ Date: ______________

School/Center Access Admin Signature: (required) ______________________ Date: ______________

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

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.

Please note, you are not required to enroll in the entire program in order to attend a particular session.

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.

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 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 payments to University employees.

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.

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.

**It is recommended, however not mandatory, that you attend FinMIS training PRIOR to attending these sessions.*

ADDITIONAL FINANCAIL TRAINING COURSES

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, browse screens, and updating transactions where the account number to be charged for the purchase can be changed.

NEW! PAYROLL/PERSONNEL SYSTEM

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

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

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

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

REPORT MANAGEMENT OVERVIEW*

Prerequisite: FinMIS Purchasing & General Ledger Training

FOR EMPLOYEES WHO ARE RESPONSIBLE FOR RUNNING AND REVIEWING STANDARD PURCHASING AND GENERAL LEDGER REPORTS. The purpose of this session is to give individuals, who have previously received FinMIS training, an opportunity to develop a basic understanding of how to run, view, print and schedule reports, develop report sets, report extracts. Included will be an overview of 'How to Read the 1XX.ORG Summary & 15X.ORG Detail Reports. Please note, this is not a hands-on training session.

* Please note: Your School/Center Trainer may have previously provided this training session. This will basically be the same course, with the addition of 'How to Read the 1XX & 15X Summary & Details Reports'.

The Bottom Line

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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
Best bet! murrayb@pobox

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 (ABC) 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 & Program / Policies & Procedures	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
❑ Research Services Pre-Award and Regulatory Overview	9:30 a.m. - 12:00 p.m.	To be announced
❑ 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)

❑ ***New!*** Payroll / Personnel System*	5 half-day sessions	To be announced
*Business Administrator Approval Required: ____________________		
❑ ***New!*** Report Management Overview	9:30 a.m. - 11:00 a.m.	To be announced
❑ Procurement Credit Card	9:30 a.m. - 11:00 a.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 e-mail buonadon@pobox. Thank you for your support!

See page 22 for a detailed description of each course.