NEW FUNCTIONALITY – EFFECTIVE MAY 17, 2010

Below is a list of the changes/enhancements that will be incorporated into BEN Financials as of May 17, 2010. On the following pages of this ‘Between the Lines’ issue of The Bottom Line, you can read more detailed information regarding these changes.

1. Req/PO Approval Notification E-mails
   - These will be notification only e-mails
2. Self-Service Password Reset
   - User will no longer need to walk to 3451 Walnut St. to have password reset!
3. Password Case Sensitivity
   - Case sensitivity will be enforced
4. New Encumbrance Relief Process
   - Small $ PO encumbrance to be relieved
5. Assets Trigger for Taggable and Date Fields
   - Assets updated when Tag # is entered
6. GL Journal Context Field Updated
   - 01 & 07 labels adjusted

Ben Knows Browse by Topic
In addition to training materials and/or calling 6-HELP, BEN Knows is another resource available for help with BEN Financials and BEN Reports questions. To browse solutions by topic utilize the following link:
http://www.finance.upenn.edu/benknows/browse_topics/

Additional Important ‘Reminders’
Begin on Page 8

Coming in FY11 – Grant & Contract Cost Transfers

In an effort to improve monitoring, tracking and compliance with Penn’s Cost Transfer Policy #2113, on sponsored projects funds, in early FY2011 there will be a new BEN Financials Journal Entry Responsibility. This new responsibility will permit authorized users to prepare cost transfers for Grant & Contract funds under two new categories:

- **Category 15** will require users select this category when entering cost transfers that are **within 90 days** of the original month end of the transaction date
- **Category 16** will require users select this category when entering cost transfers that **exceed 90 days** of the original month end of the transaction date. Please note: ORS approval will be required for this category prior to posting.

Training on the use of the new responsibility and categories will be offered online via Knowledge Link prior to the implementation. Stay tuned for further details regarding the procedures, training and implementation of the new BEN Financials Journal Responsibility for performing Grant and Contract cost transfers.

In This Issue...

- Approval Notifications E-mail .......... Page 2
- Asset Trigger for Taggable and Date Fields .......................... Page 6
- Encumbrance Relief Process ............. Page 5
- GL Journal Context Field .................. Page 6
- Reports in Browser ....................... Page 7
- Passwords
  - Case Sensitivity ....................... Page 5
  - Resetting ............................. Page 4
- Reminders!!! .......................... Page 8
1. **Requisition and Purchase Order Notifications E-Mails**

BEN Financials users responsible for Requisition and Purchase Order approval now have the option to receive approval notifications via e-mail. All users will continue to receive these notifications on the BEN Financials Notifications Homepage, etc. However, users can now update a User Preference setting and additionally receive the notifications via e-mail.

*Note: Making this change is recommended for users that do not regularly login to BEN to check for new notifications.*

To turn on the e-mail notifications, login to BEN Financials and click on **User Preferences** in the top right corner of the screen.

Select from the Notifications Email Style **HTML mail with attachments** or **Plain text mail with attachments** (whichever you prefer) and click on **[Apply]**.

After changing the Email Style the user will receive Requisition and Purchase Order notification emails. The e-mail will contain the following details presented on the next page…
1. Requisition and Purchase Order Notifications E-mails (cont’d)

To take an action (Approve, Reject, etc.) on the Requisition and/or Purchase Order from the email notification:

1. Click on Notification Detail.html attached at the top of the notification
2. Click on Please click here to View the Notification Detail at the bottom of the notification

Clicking on either link will prompt the user to login to BEN Financials and take an action on the requested Requisition or Purchase Order approval.

To edit the Requisition or view Requisition details from the email notification:

3. Click on Notification References attached at the top of the notification
   - It will open a screen which gives you the ability to Update requisition or View Requisition Details
4. You also have the ability to View Requisition Details by clicking on the link within the notification

Please note that after an action has been taken on the Requisition or PO notification the e-mail can be deleted. However, deleting the notification e-mail will not also remove it from the user’s Notifications page in BEN Financials, this must be done separately.

Additional details on the ability to receive Requisition and Purchase Order approval notifications are available here:

http://www.finance.upenn.edu/ben/benfin/documentation/BEN_EMail_PO_Notifications.pdf
2. **Self-Service Password Reset**

If you have forgotten your BEN Financials password you no longer have to go to the Customer Service desk located at 3401 Walnut Street to have it reset. The password reset process can be completed from the convenience of your own workstation!

In order to reset your password simply visit the BEN Financials Homepage (http://benapps.isc-seo.upenn.edu)

- Click the BEN Financials link
- From the BEN logon screen click on **Forgot your password?**

On the next screen
- Enter the User Name
- Click on **[Submit]**

Once submitted:

- The user will receive an e-mail with a link to approve or reject the password reset request
- Once the request is approved a second e-mail is sent to the user with a link to Secure Share to retrieve the password
- Once the temporary password is retrieved from Secure Share, go back to the BEN Financials login screen and enter your BEN Financials User Name and the temporary password
- Immediately after login you will be prompted to change your temporary password

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**Note:** If you are a BEN Financials user without a PennKey and Password you will need to continue to use the legacy BEN Financials password reset process of going to the Customer Service desk located at 3401 Walnut Street, Suite 265B. Use the "middle of the block" entrance. **Be sure to take your valid Penn ID with you.**

Additional details on the password reset process are available here: [http://www.finance.upenn.edu/ben/benfin/documentation/BEN_PasswordChange.pdf](http://www.finance.upenn.edu/ben/benfin/documentation/BEN_PasswordChange.pdf)
3. Password Case Sensitivity

Prior to May 17, 2010 password case sensitivity was not enforced for BEN Financials passwords. After May 17, 2010, effective with a user’s first password change, password case sensitivity will be enforced. When entering a BEN Financials password users must use the same case that was entered when the password was reset.

Reminder: Your BEN Financials password must be at least 5 characters. In order to create a strong password, you should use a combination of Upper Case/ lower case lettering and numbers. Go to ISC’s website for more information regarding passwords:

http://www.upenn.edu/computing/security/advisories/passwords.php

4. Encumbrance Relief Process

In an effort to cleanup small dollar encumbrances on Purchase Orders, Financial Systems will periodically run an automated process to create offsetting entries to relieve the encumbrances. In most cases the Purchase Order encumbrances that are being relieved are for old Purchase Orders.

Entries will only be made if no invoices or receipts have been entered against the PO within the last 60 days. Additionally, these offsetting entries will only be made when the total amount of the encumbrance, combined with any PO Adjustment journal entries pertaining to the PO, is less than or equal to $5.

Refer to the below chart for additional details:

<table>
<thead>
<tr>
<th>Offsetting Entry Dates</th>
<th>For POs Created in Period</th>
<th>Where the Total PO Encumbrance is</th>
<th>and</th>
<th>No Invoice or Receipts Entered w/ X # of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>May - 10</td>
<td>Jul-04 - Jun-08</td>
<td>&lt; OR = $25</td>
<td>and</td>
<td>60 days</td>
</tr>
<tr>
<td>May - 10</td>
<td>Jul-08 - Mar-10</td>
<td>&lt; OR = $5</td>
<td>and</td>
<td>60 days</td>
</tr>
<tr>
<td>Jun - 10</td>
<td>Jul-08 - Apr 10</td>
<td>&lt; OR = $5</td>
<td>and</td>
<td>60 days</td>
</tr>
<tr>
<td>Jul -10</td>
<td>Jul-09 - May 10</td>
<td>&lt; OR = $5</td>
<td>and</td>
<td>60 days</td>
</tr>
<tr>
<td>Aug – 10</td>
<td>Jul-09 – Jun 10</td>
<td>&lt; OR = $5</td>
<td>and</td>
<td>60 days</td>
</tr>
</tbody>
</table>

Please note the following clarifications related to this new process:
- If the PO Encumbrance balance combined with PO Adjustment Encumbrance journal entries (type = AE) for the given PO net to $0, no offsetting entry will be generated by this process
- This process will only create an entry if all segments in the GL account combination are enabled
- If the Fund in the GL account combination is frozen, an entry will be generated.
- If the Fund in the GL account combination is disabled, an entry will NOT be generated.
- If a user has already created Encumbrance journal entries for these POs where the Encumbrance Type = Manual (MN), then the user will need to reverse the Manual Encumbrance journal entries as this process is not looking at encumbrance type = MN. Reversing these entries will make the encumbrance correct in the general ledger. **Reversing these entries will NOT remove the entries from the 163.ORG report;** rather you will continue to see a debit and an offsetting credit that nets to $0 on the report.
5. BEN Assets Trigger to Update Tagging Status & Tagging Date Fields

A new feature has been introduced in BEN Assets which allows for the automatic update of Tagging Status and Tagging Date, to improve asset management practices.

- When a tag number is entered in the Tag Number field, the Tagging Status will automatically change to Tagged and the Tagging Date will be updated with the current date.
- If the Tag Number is changed from an existing tag number to a new tag number, the Tagging Date will also be updated to the current date.
  - No change to the Tagging Status will occur as the asset will already have a status of Tagged.
- If the tag number is deleted from the Tag Number field, the Tagging Status will reset to Ready for Tagging and the Tagging Date will be reset to null (no date).
- If the Tagging Status is updated independently of any change to the Tag Number (e.g., Tagging Status is changed to Untaggable or Untaggable – Remote), the Tagging Date will be automatically entered as the current date.

6. Update to GL Journal Context Fields

Journal context field labels have been updated for Category 01 Intra Gds/Svcs and 07 G & C Adj journals.

- For Category 01 Intra Gds/Svcs journals, the line context for 01 HUP/CPUP Services has been changed from HUP Cost Center to Lawson AU.
  
  Note: HUP Cost Center has changed to Lawson to reflect the UPHS accounting system.

- For Category 07 G & C Adj journals, the journal header attribute Reason for 120 Day Delay has been changed to Reason for 90 Day Delay.


  Note: The 510.GA: Detail Transaction by Object by ORG Report has been updated to reflect these changes.

The Bottom Line  May 2010
7. **Ability to View BEN Financials Reports in Browser**

BEN Financials users can change their Personal Profile to view reports in their default browser instead of the in the standard BEN Financials Viewer.

The default report viewer in BEN Financials will remain the same.

Users can keep the default viewer and continue to view reports in the default browser by using the Copy File function.

In order to change your personal profile in BEN Financials so that reports open in the browser instead of the standard viewer follow these steps:

1. **Access the Personal Profile window by navigating to Other > Profile**

2. **In the Profile Name field**
   - **Query Viewer**: Text
   - **Enter Browser** in the User Value field
   - **Save your changes**

3. **Reports will then be automatically opened in the user’s default browser**
STALE-DATED CHECKS ON GRANT FUNDS

While a grant may have outstanding checks at the time of grant close out, the School/Center must review and investigate the outstanding checks to determine that none of these outstanding checks represent invalid payments (duplicate or overpayments) outstanding on grant funds. Invalid payments must be corrected prior to grant close-out to prevent voiding checks and cancelling invoices after the grant has closed and the final report has been submitted.

It is not necessary for the School/Center to eliminate valid payments from the list of outstanding checks for a grant fund as these may be later voided and reissued or reported to the state without impact to the grant. Due diligence must still be performed on grant stale-dated checks, in accordance with the University’s procedures, to attempt to unite the owners with their property prior to reporting to the state.

The 252 Uncashed Check – Fund Extract, available in the GL Reporting (Secured) responsibility, can be run on fund to identify outstanding checks in a grant fund or funds. Information on running the extract can be found at: http://www.finance.upenn.edu/ben/benfin/documentation/reportdoc/quickv/252_FundExtract.pdf

Detailed due diligence procedures are available on the Comptroller’s website at: http://www.finance.upenn.edu/comptroller/accounting/unclprop/

INVOICE MATCHING HOLDS

There are 3 types of matching holds in BEN Pays. These holds are placed on a purchase order matched invoice and prevent payment in the following cases.

Maximum Shipment Hold (MAX SHIPMENT) - Total invoice line amount > total PO line amount by $25 or more

Quantity Ordered Hold (QTY ORD) - Quantity billed on invoice > 10% of quantity ordered on PO

Quantity Received Hold (QTY REC) - Created when any invoice is received for a PO that exceeds $5,000 or the PO line has been marked ‘receipt required’ and no receipt has been entered in BEN Financials for items invoiced.

To RELEASE THESE HOLDS refer to the Hold Resolution Grid for the action required.
Reminders...

170_SYSTEMS_HOLD ON INVOICES

All invoices in BEN Financials that have scanned images attached will have the ‘170_SYSTEMS_HOLD’ applied. If the invoice is entered manually by the A/P or IDS staff this hold is released immediately when the entry is complete. If the invoice is imported via OCR (optical character recognition) the hold is not released until it has been reviewed by A/P or IDS staff for accuracy. For OCR invoices this hold can remain for several days until review is complete.

MARKVIEW E-MAIL DOCUMENT LINK MARKUP

Users can use the Email Document Link markup in BEN Pays to send an e-mail with a link to the invoice image to other users. The image can be viewed directly from the link in the e-mail by other PO Managers and BEN Balances users. The individual that receives the email cannot apply markups to the image but can respond to the e-mail with further instructions or apply a Blue Sticky Note or Green Text on the invoice image.

To utilize the Email Document Link functionality click on the left pane of the image.

Enter the details required (*) in the markup.

REPORT DOCUMENTATION

Have you ever had a question about a BEN Financials report? If so there is an online resource that provides detail on most BEN Financials reports. The below link provides a summary of the report, how parameters affect the report output, sort and break details, and other useful information. For further detail visit the BEN Financials report documentation page:


The Bottom Line  May 2010

...Continued from the previous page