

Bottom Line

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

From the Office of the Treasurer

Cashier's Project

Welcome to a new academic year! The Office of the Treasurer has been busy this summer with the "Cashier's Project." Over the past few years, there have been several communications to the field regarding the changes undertaken by the Cashier's Office in an effort to increase efficiency and improve the service provided to all of its clients, both students and department depositors. To summarize, the Cashier's Project was divided into two separate phases. Phase 1 automated the processing of student transactions in the Cashier's Office, while Phase 2 of the project will provide the means for submitting and tracking departmental deposits via the web.

Phase 1 was implemented in July 1998, when a new system was installed for student transactions. Following implementation and research into vendors, it was decided to develop Phase 2 of the project, known as the Electronic Department Deposit System (EDDS) module with an in-house team. The EDDS module is expected to provide more timely entry of deposits into FinMIS, decrease errors on departmental deposits and allows the departments to submit and track deposits on-line.

During the summer, we assembled a Core Project Team and an Advisory Board. The Core Project Team has been busy reviewing the system's specification documents to ensure that it will meet the University's business requirements. The team has made great progress and we expect it to complete its main charge shortly. Additionally, the Advisory Board has started meeting recently to review the functions of the system as well as provide important feedback to the Treasurer's Office on the Electronic Department Deposit System's impact to the end-user. We expect the Advisory Board meetings to wrap up shortly.

We anticipate that the new Electronic Department Deposit System will be implemented in spring 2001. We will be providing updates to you on the cashier project over the next few months.

If you have any questions and/or comments, please do not hesitate to contact Jean Suta at 898-7258.

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 weeks (half days only), please e-mail murrayb@pobox.upenn.edu. The Trainer will guide you every step of the way. It's a win, win situation for all involved.

Important Financial Web Pages

Vice President for Finance

Acquisition Services (Purchasing)
<http://www.upenn.edu/purchasing>

Comptroller's Office

New! <http://www.upenn.edu/comptroller/ben/>
<http://www.upenn.edu/comptroller>
<http://www.upenn.edu/comptroller/travel>
<http://www.upenn.edu/comptroller/disbursements/payroll>

Financial Training Department

<http://www.upenn.edu/vpfinance/ftd>

Research Services

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

Student Financial Services

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

Treasurer's Office - Cashier

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

Information Systems & Computing

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

Technology Training Group

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

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Acquisition Services Announces New Web Page

Acquisition Services recently introduced a redesigned web site. The new site has been redesigned to improve navigation, provide easier access to content and new features should as the eCommerce & EDI Project and ePromotions contract vendor new products and promotions sites. The web site is updated weekly, with major announcements listed in the "Our Spotlights" section. All changes to the site are listed in the "Latest Updates" site.

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



<div style="background-color: #4b4b8b; color: white; padding: 2px; text-align: center; font-weight: bold;">Featured Links</div> <ul style="list-style-type: none"> ▪ Finance Homepage ▪ "Doing Business With Penn" ▪ Commodity Matrix ▪ Approved Vendor Information ▪ Contract Vendors ▪ Online Ordering (Procard) ▪ Procurement Forms ▪ Online Surveys ▪ Accounts Payable ▪ Travel Services ▪ Community Business ▪ Preferred Vendor Program ▪ Cost Reduction Initiative <div style="background-color: #4b4b8b; color: white; padding: 2px; text-align: center; font-weight: bold; margin-top: 10px;">Latest Updates</div> <p style="color: red; font-weight: bold; margin-top: 5px;">(Latest Updates & New Information for First Time Visitors)</p> <div style="background-color: #4b4b8b; color: white; padding: 2px; text-align: center; font-weight: bold; margin-top: 10px;">Site Search</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <input style="width: 80%;" type="text" value="Search"/> <input style="width: 15%; text-align: center;" type="button" value="go"/> </div>	<div style="background-color: #4b4b8b; color: white; padding: 2px; text-align: center; font-weight: bold;">Our Spotlights</div> <ul style="list-style-type: none"> ▪ Acquisition Services 10th Annual Vendor Trade Show ▪ Updated Printing Services site (New Vendor & Sourcing Information, and Helpful Hints links) ▪ <i>Bright Ideas!</i> Procurement Enhancement Initiative ▪ New Newark Electronic Contract and Online Ordering Site (Procard) ▪ Updated Affymetrix Price List ▪ Staples Furniture & Design Capabilities Presentation ▪ Staples Online Ordering (Procard) Quick Reference Guide for Users ▪ New Staples Customer Advisory Board (CAB) ▪ New "Guide to Research Procurement" site ▪ Updated FY 00 Procard Statistics ▪ New Laboratory Vendor Promotions ▪ New Staples Vendor Promotions ▪ New ePromotions site (New Products & Special Vendor Promotions) ▪ Penn Computer Connection Fall Back-to-School Computer Sale ▪ Updated Procurement Cost Reduction Program ▪ Updated EMSCO Scientific site ▪ Updated Procurement Related Forms site ▪ New Electronic Data Interchange (EDI) site ▪ Updated Cooperative Procurement site ▪ Updated US Government Web Site Information <div style="text-align: center; margin-top: 10px;">  About This Site  </div>	<div style="background-color: #4b4b8b; color: white; padding: 2px; text-align: center; font-weight: bold;">Procurement Initiatives</div> <div style="text-align: center; margin-top: 5px;">  </div> <div style="text-align: center; margin-top: 10px;">  </div> <div style="text-align: center; margin-top: 10px;">  </div> <div style="text-align: center; margin-top: 10px;">  </div> <div style="text-align: center; margin-top: 10px;">  </div> <div style="text-align: center; margin-top: 10px;">  </div> <div style="text-align: center; margin-top: 10px;">  </div> <div style="text-align: center; margin-top: 10px;">  </div> <div style="text-align: center; margin-top: 10px;">  </div> <div style="text-align: center; margin-top: 10px;">  </div>
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MESSAGE FROM THE MANAGER

Dear Colleagues:

You may have heard about PennERA, but wondered just what it was. PennERA is the university's electronic research administration project, an initiative with both long-term and short-term goals, launched to meet the evolving needs of Penn's academic research. Penn has long recognized the importance of academic research to its overall mission as a world-class research university. Over the last decade, the amount of research funding to the University has increased rapidly, with unprecedented growth in the last several years. Nearly simultaneous with the growth in funding has been a dramatic increase in scrutiny, from both public and private sectors, of the policies and processes associated with the conduct of research.

In order to maintain and support our current stature, as well as our continued competitive standing, we need to ensure that our systems and processes for research administration can meet the demands that these increases in funding and scrutiny have placed on our administrative resources. It is important therefore, that as an institution, we develop methods of facilitating the administration of research without increasing the burden on researchers, while continuing to meet the increasing compliance demands and requirements of our sponsors and regulatory agencies. The PennERA project has as its goal, the development and implementation of integrated software enabled solutions to support the research processes at the University of Pennsylvania. Ultimately, the project will implement a "cradle-to-grave" system for research project development, support and management in order to streamline processes, utilize best practices and provide researchers and research administrators with more efficient tools for handling administrative tasks related to sponsored projects.

Since last fall, the PennERA project team has completed several phases. These included a preliminary review of policies and procedures as they relate to the administration of proposals and grants followed by an analysis of information gained from surveys and interviews of both faculty investigators and grants administrators throughout the university. A working group has been formed with representatives from various schools and offices that are stakeholders in research administration in an effort to help identify critical issues affecting the proposal and grants administration process. The current project phase includes the development of a requirements document for submission to external vendors. With the development of this requirements document nearly complete, now is the time for feedback on the findings thus far. In the last several weeks we have been conducting review sessions with various stakeholder groups across campus. If you have not as yet had an opportunity to provide feedback on the requirements findings and would like to do so, please email us at PennERA@pobox.upenn.edu.

In addition to the long term project, along the way, a number of subprojects have been launched under the PennERA umbrella:

- The Freeze Grant Accounts functionality, which went live in October 1999, prevents the creation of new Purchase Orders against an account after the project period for the fund has ended. In addition, grants are automatically frozen for all transactions, including Payroll, after the end of the adjustment period.
- Penn Protocol Reports, launched in April 2000 as part of BEN Reports, gives investigators and their administrative support personnel the opportunity to view the status of their protocol submissions via the web.
- Grant Reporting and Management System, or GRAM, originally developed by the School of Medicine, was rolled out University-wide in June 2000 and has enabled investigators to view financial records of their grant accounts in an easy to read grant year format, accessible on the web.

Other subprojects are currently under development and will be available in the next few months. These and other enhancements will continue to be added to processes and procedures for grant submission and administration in an effort to improve them.

Responsibility for the project is shared jointly by Andy Rudczynski, Associate Vice President of Finance and Executive Director of Research Services and Robin Beck, Associate Vice President of Information Systems and Computing. I am the functional Project Leader, and the technical Project Leader is Robert W. O'Malley of Information Systems and Computing.

As PennERA continues to move ahead, your ideas are encouraged and welcomed. Please send your input to PennERA@pobox.upenn.edu.

Sincerely,

Todd Swavely,
Associate Director Research Services

OFFICE OF THE COMPTROLLER



TRAVEL ADVISORY

Travel Office, 308 FB/6284 898-3307

Travel Payments to Third Parties

Effective immediately all travel-related payments to third parties will now be processed by Accounts Payable. This includes C-368 forms for payments such as registrations, caterers, hotels and other travel-related providers. With the advent of the imaging program and the soon to be released travel expense management system, these forms will now be scanned in as well as processed.

The Travel Office will continue to process travel-related reimbursements and advances for faculty, staff and students.

Remember, the more we support these negotiated discounts, the greater they can be—so if you know of any university representatives traveling on business this fall, please encourage them to make their reservations on USAirways through the Penn desk at American Express. The Penn desk can be reached by calling 898-9439 or 1-800-796-7573.

BEN Reimburses

The Travel Team continues to work on the electronic travel expense management project. The new system will allow travelers, administrative assistants and business administrators to process and approve travel and entertainment expense reports on-line. We anticipate testing the product this fall and beginning the phased roll-out in the 1st quarter of 2001. Hands-on training will be scheduled for each school and center in conjunction with the phased roll out.

More information will be forthcoming as these dates approach.

Amtrak Quik Trak machine

In the near future, we hope to have an Amtrak self-ticketing machine on campus. The machine is called 'Quik-Trak' and will be located on the first floor of the Franklin Bldg. This Amtrak self ticketing machine is the same as those located at 30th Street Station.

Faculty, staff and students will be able to make reservations in the machine or on the Amtrak website. Amtrak tickets for most reservations between Philadelphia, New York and Washington, DC. Can be issued by these self-ticketing machines. Don't stand in line at 30th Street Station anymore . . . get your tickets here on campus.

New Savings Opportunity With Air France

We now have negotiated savings on behalf of University with Air France. Air France recently announced new non-stop service between Philadelphia and Paris, with connections to points beyond in Europe, Middle East and Africa. For more information on these discounts and other, check out the Travel Program Home page at <http://www.upenn.edu/comptroller/travel>.

New This Fall...Additional Savings with USAirways

Starting in September, University travelers will have an even greater opportunity for savings when traveling on USAirways. For reservations made with the Penn desk at American Express and ticketed in September, October and November, the discount will be **7%** on all domestic tickets!

All pricing inquiries and reservations must be made through the Penn desk at American Express in order to take advantage of these discounts. You can reach the agents on the Penn desk by calling 898-9439 or 1-800-796-7573.

OFFICE OF THE COMPTROLLER

FinMIS ACCOUNTING SYSTEM CLOSING SCHEDULE

<u>Period</u>	<u>Begin Date</u>	<u>End Date</u>
Sep - 00	09/01/00	09/29/00
Oct - 00	09/30/00	10/31/00
Nov - 00	011/01/00	11/30/00

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

Transaction Type

- Cash Receipts
- Central Gifts Receipts
- On-Line Journals
- ProCard Journals*
- Collections

Cut-Off Date for Receipt by Central Office

- Next to last business day of the period, 12:00 p.m.
- Next to last business day of the period, 4:00 p.m.
- Last day of the period, 6:00 p.m.
- Last Friday of the period, 6:00 p.m.
- 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.

Corporate Tax Office Hours

Effective June 26, 2000 the Corporate Tax Office will observe the following new office hours:

<u>DAY</u>	<u>HOURS</u>
Monday-Wednesday-Friday	10:00 AM - 12:30 PM 1:30 PM - 4:00 PM
Tuesday	1:30 PM - 4:00 PM
Thursday	10:00 AM - 12:30 PM

Please forward this information to any individual within your department that this change may affect. If you have any questions, please feel free to contact us.

Anthony Sapnas Senior Tax Accountant Corporate Tax Office (215) 898-6573 agsapnas@pobox.upenn.edu	MaryAnn Q Piccolo Tax Manager Comptroller's Office (215) 898-8967 mpiccolo@pobox.upenn.edu
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PAYROLL DEPARTMENT

Payroll Department, 310 FB/6284 898-6301

Attention all payroll administrators:

This is just a reminder that all Non-Resident Alien (NRA) Earnings Types are for the exclusive use of the University Corporate Tax Office.

Please use only those Earnings Types for graduate students and post-docs that are suggested in the Guide to Graduate Student and Post-Doctoral Appointments found on the following website:

<http://www.upenn.edu/comptroller/tax/appointments.html>

When adjusting a distribution line that contains an NRA Earn Type, please contact the Corporate Tax Office at 898-6573 to verify the effect it will have on the employee's tax status.

Please forward this message to all payroll administrators in your department.

For the Payroll Closing Schedule, please see

<http://www.upenn.edu/comptroller/accounting/closingsch/payroll/>

ben Update

Introduction

The BEN Project Team has had a busy summer. This issue of *The Bottom Line* reports the latest updates and recent accomplishments of the Team, as well as news on Policies and Procedures and an invitation to visit the new BEN web site. For a quick overview, the chart below provides highlights.

Task Category	BEN Function/Service
i.Ask	BEN Helps - University-wide financial support service progressing toward fall Pilot
i.Plan	BEN Budgets - New team being formed to perform "quick assessment" to determine if there are new options to pursue
i.Buy	BEN Buys - E-Commerce Advisory Group to meet in fall
i.Buy	BEN Pays - Accounts Payable Imaging success story
i.Inquire	BEN Reports-GRAM - comprehensive grant reporting system well received

New Developments for BEN

BEN Helps

BEN Helps is a new support structure for financial and business applications. It will provide a stronger support environment, with more consistent, accurate and prompt responses, for users of the next generation of financial and business applications and processes that are being deployed across campus.

The most visible component of BEN Helps will be the new support phone number, 6-HELP (6-4357), which is part of a sophisticated call routing system. Currently, users of financial and business applications call many different numbers (the BEN

hotline, the Payroll office, the Travel office, etc.), depending on the problems they are having. With BEN Helps, they will call one phone number and select from a menu that will include BEN Reports, BEN Financials (Accounts Payable, Purchasing, and General Ledger), Budget Office, Travel, Payroll, Central Gifts Processing. The call will then be routed to the correct area for resolution. Additional options will be added to the menu as the system evolves.

BEN Helps also includes several components that will be less visible, but are equally important to users. The newly established BEN Support Center will handle problems related to the BEN Financials--BEN Pays (Accounts Payable, including Imaging), BEN Balances (General Ledger), and BEN Buys (Purchasing). Calls concerning these applications will be routed to knowledgeable Financial Support Providers (FSPs) who have received training on the tools and on customer service.

Some Schools and Centers have elected to have local FSPs, who will be located within their organization. Others have chosen central support. To ensure that their calls are routed correctly, callers will need to enter a two-digit School or Center code.

FSPs will be able to query and contribute to a shared database where questions and answers about the three applications will be stored. All FSPs will have access to technical experts for assistance with questions they are unable to answer themselves. In addition, central FSPs will be able to direct users with School or Center-specific questions concerning policies and procedures to a designated contact in each School or Center.

Bob Lee, in the Comptroller's Office, is coordinating the BEN Support Center and the call routing system and will be monitoring activities and statistics for quality control. In the future, the formalized support structure of the Support Center is expected to extend to other financial and business applications as well.

This summer, database testing was completed, and three teams gathered problems and questions to pre-populate the database. Frequently asked questions will be posted to the BEN web site. Next quarter, FSPs will receive training on the tools, process, and customer service. After a pilot of the support process, plans for campus-wide rollout will be finalized.

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The logo for 'ben Update' features the word 'ben' in a stylized, lowercase font with a blue and red circular graphic element behind the 'e'. To the right of 'ben' is the word 'Update' in a larger, bold, sans-serif font.

(CONTINUED FROM PAGE 6)

BEN Budgets

A Budget working group, headed by Roxanne Bataitis of the Comptroller's Office and Tess Bocage of ISC, has been formed to assess Oracle's budget planning software. Their preliminary analysis will determine if further evaluation of the current version of Oracle's product as an alternative to Pillar is warranted at this time. Depending on the working group's recommendation, the University may launch a formal project to gather detailed requirements and perform an in-depth evaluation.

BEN Pays, Encumbrance Relief

Invoices for items ordered from Staples' or Fisher Scientific's "Item Masters" will be matched automatically with corresponding purchase orders. Encumbrances will be relieved upon matching without Accounts Payable having to "finally close" the purchase order manually. This transparent process, for which no training is required, is being incorporated into the Accounts Payable system and is scheduled for implementation this fall.

Financial Policies and Procedures Pilot

The Division of Finance initiated a project to document financial procedures used throughout the University, starting with the Payroll function. The goals are to develop a set of clear, meaningful, and complete standards and procedures that improve processes and efficiency and to unify practices throughout the University.

Several key phases of the pilot are now complete, including:

- Reviewing current policies, procedures, and documentation;
- Outlining workflow for each process based on interviews and transaction walk-throughs;
- Resolving differences of processes among Schools and Centers.

New documentation for Payroll will be completed this month, and the team is currently assessing appropriate delivery mechanisms and distribution procedures.

The Division is also enhancing two tax-related processes:

- Unrelated Business Income, for proper IRS filing. The Division of Finance has begun reviewing income sources and deductible expenses in various areas of the University and the Health Care System. Senior BAs and designees eventually will be informed and trained on how to capture and report this information more effectively.
- Non-Resident Alien Tax Compliance, for clearer, more comprehensive procedures.

To inform Senior BAs, BAs, foreign nationals, and others, the Comptroller's Office Tax Department introduced a new section on its web site (<http://www.upenn.edu/comptroller/tax/fstp.html>) that presents a process flow chart, tax tables for related deductions, more thorough information on Penn's policies and procedures, and links to the IRS and other third party sites. A listserv will continue to keep relevant members of the faculty and student body apprised of the latest news. Documentation is currently being gathered and assessed, and the new processes will be introduced in September.

The Division of Finance strives to provide better information on procedures and a unified system to all Schools and Centers.

BEN Pays, C-Form Task Force Report

The C-Form Task Force has identified the current uses of C-Forms, opportunities to improve processes, and potential requirements for future Accounts Payable and Purchasing upgrades. The findings have been summarized and presented to the BEN Representatives, who were asked for input and confirmation that their Schools'/Centers' uses had been clearly understood.

The Task Force's findings and recommendations have been compiled for senior management review and will be shared with the Business Advisory Board this month. The recommendations will help streamline the overall procurement/disbursement process.

BEN Buys, E-Commerce Advisory Group

Representatives from the Schools and Centers will assist the E-Commerce Project Team in reviewing the improved user interface and function of web-based procurement as well as address related policies and business procedures. The contributions of the group are expected to produce more comprehensive requirements and a more effective development process. It is being modeled on the type of interactive participation that has proven extremely valuable on other project teams. The group will convene this month.

Recent Accomplishments

BEN Pays, Accounts Payable Imaging

On July 10, 2000, the project team implemented the Accounts Payable Imaging capability of BEN Pays. Since July 17, images of invoices and C-Forms have been available to users in Schools and Centers for electronic processing.

CONTINUED ON NEXT PAGE

Update

(CONTINUED FROM PAGE 7)

The Imaging function enables Accounts Payable to alert users of incomplete documentation and users to approve payments electronically and send cancellation requests for incorrect invoices, all via the web. **Please note that it is now necessary to submit only one payment per C-Form so that the supporting documentation can be electronically attached to the C-Form image.**

The potential benefits of Imaging are faster turnaround and a more efficient process to resolve Alerts because:

- With online access to copies of invoices, there is no need to request or wait for faxed invoices.
- Notes are electronically posted on the invoice or C-Form, making explanations easier to provide, without separate e-mail.
- C-Forms that must be corrected or approved no longer need to be sent back and forth in the intramural mail system, so corrections are accomplished more quickly.

The general feedback has been that Imaging saves a lot of time because users receiving Alerts can see exactly what the problem is, without having to send emails or faxes back and forth to Accounts Payable. The Accounts Payable staff also benefits from an improved and more efficient process and reduced paper handling.

For more information about Accounts Payable Imaging, several sites are available via <http://www.upenn.edu/vpfinance/ftd/findoc.html>. Imaging training for new users will be incorporated into the purchasing training program.

From Paper to Paperless: How it Happened

Cheryl Walker, Accounts Payable Manager, has worked in the department long enough to remember the days before computers, when some checks were typed and purchase order transactions were processed on purchase order cards. She became familiar with Imaging technology a couple years ago and knew that incorporating the system at Penn would mean greater efficiency within her 22-member department.

Walker collaborated with 170 Systems, the Imaging vendor; with various ISC participants lead by Tess Bocage, and with Roxanne Bataitis who provided leadership to participants from the Office of the Comptroller. Together, this partnership ensured that the new Imaging system would integrate with Penn's processes and systems. Once the product was installed, the Accounts Payable Department began practicing right away, resolving minor glitches, and making the procedural transition.

"I am really proud of my staff for making such a great effort to learn Imaging in a very short amount of time," Walker said, "and I thank them for working with me and doing such a great job."

BEN Reports, GRAM

Early this summer, Research Services and ISC announced the availability of the web-based Grant Reporting and Management System (GRAM), a component of BEN Reports.

GRAM provides year-to-date balances by project budget year on active grants with links to supporting transactional and employee payment detail. Expenditures are grouped into categories customarily used in reporting to project sponsors.

In GRAM, as in the financial and salary management components of BEN Reports, users may view any information for which they have authorization. Principal investigators may view summarized balances for all of their current grants on one screen and then drill down to balances by category and further into detail. Principal Investigators of program projects may view balances for the entire project, while those with sub-awards may view their portion. Business administrators who work with more than one principal investigator may select a Principal Investigator and then view all current grants for that investigator.

GRAM is accessible in the Sponsored Projects section of the BEN Reports site, <http://sentry.isc.upenn.edu/ws/benreports>. A valid PennNet ID and password are required to log on.

BEN Web Site

A dedicated web site went live this summer to help inform faculty and staff members about BEN. We invite you to visit this regularly updated site often at <http://www.upenn.edu/comptroller/ben>. It will become an important reference as you incorporate BEN into your day-to-day operations.

Once you log on, the dynamic BEN site offers:

- a forum for moderated, application-specific discussions, where you may exchange ideas, general interest, tips, concerns, and experiences with the BEN user community
- answers to frequently asked questions,
- current information about BEN, including:
 - an overview of the BEN project
 - a list of BEN Representatives for each School and Center
 - news and status updates
 - a calendar of events, including training opportunities
 - survey questions, for your input on how we may better communicate with you
 - a related links section that connects users to additional documentation and training information

Why not click <http://www.upenn.edu/comptroller/ben> now, and check out the site?

Our fall progress and accomplishments will be reported in the next issue of *The Bottom Line*.



- Q. Is Imaging taking the place of receipting a PO for over \$5,000?**
- A. No, you must still receipt the item in FinMIS in order to remove the hold. If you have a PO with a receipt hold AND another hold, you must respond to the non-receipt hold using the Approved Stamp or Hold Resolution Sticky Note AND receipt the PO in FinMIS.
- Q. Why can't Accounts Payable pay the Quantity Ordered hold invoice if I say they can pay a portion of it?**
- A. Invoices can only be paid in full, not partially paid.
- Q. If I want to see an invoice, where can I view it if it's not in my Working Folder?**
- A. Web Invoice Inquiry, however, no stamps or sticky notes should be applied. This is for view access only.
- Q. What happens if I apply and save something by accident?**
- A. Contact Accounts Payable immediately at 8-2626.
- Q. If I receipt my PO after I see it appear in the Working Folder, when will it be removed?**
- A. It will be removed that evening during the Invoice Approval process.
- Q. Have the policies changed for what causes an invoice to go on hold?**
- A. No the policies have not change, just the manner in which you reply and the additional advantage of being able to view the invoice.
- Q. If a vendor resends the same incorrect invoice again what will happen to it?**
- A. It will go on hold again.
- Q. If I don't know the invoice number for a particular PO and I want to view it, how can I obtain the invoice number?**
- A. In FinMIS, navigate to the View Invoices screen (Navigate Inquiry Invoices). Write down the invoice number and view them in Web Invoice Inquiry one invoice at a time.
- Q. How do I print an invoice?**
- A. Place your mouse over the image, right click and select File>Direct Print.
- Q. Will images ever be available for MAC users?**
- A. Only for MAC users using 'Virtual PC', otherwise, no. Native MAC OS is not supported in this version of the Oracle application. We are working with the Imaging vendor to incorporate the use of MAC's in the next major release.
- Q. Can I use the 'Fax' and 'Print' options on the View Manager.**
- A. No, only Accounts Payable can use these features. This functionality requires an account on the local server.
- Q. What does the 'I' stand for on the View Manager?**
- A. It means to 'Include/Exclude' all possible 'views' of the image.
- Q. Will there ever be an instance when the originating department will have a C-Form returned the them?**
- A. During the initial audit, prior to scanning the document, Accounts Payable will review the C-form. If the C-form is missing a signature, TAC embossing or the account number, it will be returned, via intramural mail, to the originating department and therefore not the TAC Reviewer.
- Q. Who is my TAC Reviewer?**
- A. For a complete listing of all the TAC Reviewers, please go to <http://www.upenn.edu/vpfinance/ftd/imagetac1.html>
- Q. If I lost all of my handouts from the training, where can I obtain additional copies?**
- A. For handouts as well as additional information, please go to <http://www.upenn.edu/vpfinance/ftd/findoc.html>
- Q. I have a two line Service PO, each line over \$5,000. I receipted one line of the PO in FinMIS, as the Service was received, however, the PO is still on hold in my working folder. Why?**
- A. First, when 'receipting' a PO in FinMIS, the hold will remain in your working folder until the nightly processing runs. Second, you must make sure that you have **receipted the appropriate line**. If the appropriate line is not receipted, the PO will still remain on hold in your working folder.

OFFICE OF RESEARCH SERVICES

Mezzanine Mellon Bldg/3246 898-7269/93/94

National Institutes of Health (NIH) Deadlines

- Sept 1, 2000 - All AIDS-Related Grants
 Sept 10, 2000 - All Institutional National Research Service Awards
 Oct 1, 2000 - New Research Grant, Conferences and Research Career Awards
 ALL (new, competing, revised and supplemental) Program Project & Center Grants
 Oct 15, 2000 - Interactive Research Project Grants (IRPG)
 Nov 1, 2000 - Competing Continuation, Supplemental, and Revised Research Grants, Conferences and Research Career Awards
 Dec 5, 2000 - Individual National Research Service Awards (NRSAs)

F&A (Indirect Cost) and Employee Benefit Rates for Sponsored Project Proposals for FY2001

The University has negotiated new Employee Benefit Rates for Sponsored Programs with our cognizant agency, the Department of Health and Human Services. The negotiated rates for FY2001 to be used for all funds are:

Full Time Employees:	27.4%
Part Time Employees:	9.5%

These rates should be used in preparing all sponsored project proposals to be submitted to Research Services.

F&A Rates: Although we have not negotiated final F&A rates for FY2001, in accordance with the August 4th negotiation agreement, we will continue to use the F&A rates in effect for FY2000.

The rates are:

Research Programs:

On-Campus	58.5%
Off-Campus	26.0%

Other Sponsored Programs: 40.0%

In the event that the negotiated rates differ from these rates, sponsored program accounts will be automatically adjusted.

New Protocol Forms

Effective August, 2000 all animal protocols submitted for live vertebrate animal usage must use the **new Form A-2000 version 7/1/00**. **Investigators must use this particular version**. Earlier versions do NOT have all of the necessary information. This form is accessible from our web site at <http://www.upenn.edu/regulatoryaffairs>. Any protocols submitted on the old forms will be returned to the investigator. All other animal forms can be obtained from our web site as well. We have a new optional amendment form and a generic continuing review form (Form B) now available.

Reminders:

1. Protocols requiring full board review and approval by a certain deadline should submit the protocol a full two months before their deadline.
2. Expedited review takes approximately 1 week from the date we receive it.
3. For all protocol/amendments requiring Environmental Health and Radiation Safety approval one copy must be sent directly to their office at 14 Blockley Hall.

Please inform all Principal Investigators in your department of these changes.

Research Services Workshops

Research Services is continuing their series of workshops entitled "Sponsored Programs Administration at Penn". The series consists of seven workshops and is intended for administrative and other support staff in the University who manage grant and contract accounts. The seven workshops are:

General Proposal Preparation and Processing
 Contract Negotiations
 Award acceptance and Account Set up
 Project Management
 Account Closeout
 Effort Reporting
 Audit Issues

Please see the Financial Training Calendar for upcoming dates and times for these workshops. To register for a workshop, e-mail Sally Buonadonna at buonadon@pobox.

OFFICE OF RESEARCH SERVICES

Mezzanine Mellon Bldg/3246 898-7269/93/94

Required Education on the Protection Human Research Participants

Background

For funding beginning on October 1, 2000, or later the NIH requires education on the protection of human research participants for all investigators submitting NIH applications for research involving human subjects. This education requirement applies to new grants, proposals for contracts, and competing or non-competing awards.

Funds will not be awarded for competing and non-competing applications or contracts until human subject training has been completed for each individual identified as "key personnel" in the proposed research. Key personnel include all individuals responsible for the design and conduct of the study involving human subjects. Documentation of the training must be signed by the Authorized Institutional Official and submitted to NIH.

In addition, the University of Pennsylvania plans to require and provide web-based training to all investigators and research coordinators involved in human subject research independent of source of support. A timetable for doing so will be available shortly.

School of Medicine Training

The School of Medicine has presently developed a web-based program to provide the necessary state of the art training. The program includes video training on regulatory issues and Penn policies and procedures associated with the use of human subjects in research, including a test designed to demonstrate knowledge of the materials. The program (approximately 4 hours total) is broken into multiple modules and can be completed over multiple sessions to fit your schedule. Each module is a lecture-based video presentation with slides synchronized to display as the video progresses.

The initial Certification Program will consist of the following modules:

Expedited Review Certification:

- Module 1 The Historical Evolution of Human Subjects Protections
- Module 2 The Role of the IRB in the Protection of Human Subjects in Research
- Module 3 Conflicts of Interest

These modules satisfy the training and education requirements for NIH and for SOM investigators who only submit protocols for expedited review.

Full Review Certification:

- Module 4 Good Clinical Practices (FDA Regulations)

This additional module satisfies the training and education requirements for SOM investigators whose protocols require full committee review by the IRB.

Each user is required to demonstrate an understanding of the material presented by passing a test administered via the web. Completion of the modules will result in the generation of a certification letter to be signed by the Office of Research Services authorized official. This certification will satisfy the NIH requirement for education on the protection of human subjects. The web-based program is required for all SOM investigators and research coordinators.

Technical requirements to complete the program are available on the web at <https://www.med.upenn.edu/php-bin/compliance/index.pcgi> (you will need a PAS ID and password). If you do not have access to a web browser, or your computer does not meet these requirements, you may complete this program in the School of Medicine computer training facility, which is located at 202 Anatomy-Chemistry Building or in the Biomedical Library (for head-phones see front desk). If you plan on using the SOM facility please contact Sabrina Turner at turners@mail.med.upenn.edu or call at (215) 573-8800 to ensure availability.

Interim Training for Non School of Medicine Principal Investigators

The Office of Regulatory Affairs has scheduled four 90-minute training sessions for non SOM Principal Investigators and for those unable to utilize the on-line web based program. These training sessions will cover:

- University requirements for review of research involving human subjects as described in the University's Multiple Project Assurance
- Key definitions of human subject involvement in research
- Definition of exempt versus expedited and full review
- Elements of informed consent and the process of obtaining informed consent
- Requirements for continuing review
- Requirements for reporting adverse events and changes to protocols
- Inter-relationship of the ORA, ORS and the Conflicts of Interest Standing Committee.

September 8, 2000 9:00 a.m. at Dunlop Auditorium (Stemmler Hall)

September 12, 2000 3:00 p.m. at BRBII/III Auditorium

Please bring your Penn ID.

For further assistance or information please contact the Office of Research Services at 573-8596 or Office of Regulatory Affairs at 898-2614.

Important Reminder

Penn Business Administrators Regarding Remote Access Changes

On August 1, 2000, ISC discontinued its no-fee modem pool and switched to a for-fee service. Faculty, staff and off-campus students who need remote access to PennNet and/or the Internet, are encouraged to sign-up with a commercial Internet Service Provider (ISP). See <http://www.upenn.edu/computing/remote/> for instructions and more details.

Although ISC is discouraging its use, BA's should be aware that faculty, staff may request FinMIS account information for the temporary Penn For-Fee service as per the reimbursement policies set by the individual schools and centers.

Penn For-Fee Service

<http://www.upenn.edu/computing/remote/remoteservices.html>

- Accounts paid for by cash/check or billed to the student Bursar Bill will be activated the next business day. Accounts paid for with 26 digit FinMis account number will be activated the next business day *after* receiving authorization from the BA.
- Unless you are signing up multiple users via the bulk sign-up option, individuals *must* use their own PennNet ID and password to sign up. Assistants cannot sign up for their bosses because individuals must use their own PennNet ID and passwords to authenticate.
- The object code for the Penn For-Fee service is 5309.

Other Useful Information

- Remote access to FinMIS and the DataWarehouse is available but may require installation of new software and some configuration changes. See <http://www.upenn.edu/computing/remote> for details.
- Some Penn web pages are secured to prohibit non-Penn users from obtaining access. Some of these pages have been secured "transparently"—that is, while you could access a specific web page from your office computer, you couldn't access that same page from your home computer using your own ISP like America Online, for example.

- Effect August 1, some restricted pages on the UPenn web will now require that you authenticate yourself using your PennNet ID and password to access all secured sites on the UPenn web (www.upenn.edu/)—whether you're at the office or at home. A PennNet ID in conjunction with a password authenticates your use of PennNet and its connection to the Internet. If you're not sure of your PennNet ID or password, you can take your PENNcard to one of these conveniently located PennNet ID stations...

- Biomedical Library, 3610 Hamilton Walk
- College of General Studies, Suite 100, 3440 Market Street
- Computing Resource Center, 202 Sansom West, 3650 Chestnut Street
- DRL Multimedia Services, 33rd and Walnut Streets
- ID Center, 150 Franklin Building, 3451 Walnut Street
- McNeil Building, Room 111, 3718 Locust Walk
- New Bolton Center, Widener Hospital Computer Lab, 382 West Street Rd, Kennett Square
- SEAS CETS, 169 Moore Building, 200 South 33rd Street

...and swipe your card through the card reader attached to the PennNet ID terminal. When the card has been validated, follow the online instructions to select a PennNet ID from the choices presented, and then enter your choice for a password. To find out more about PennNet ID Services, check: <http://www.upenn.edu/computing/netid/>

ISC Networking and Telecommunications Update

ISC Networking and Telecommunications announces that the Telecommunications' billing system will begin using the 26 digit FinMIS account number later this Fall. Stay tuned for more information...

OFFICE OF STUDENT FINANCIAL SERVICES

Fall '00 Billing Schedule

Below are the dates when SFS will be producing Bills, the due dates, and system input deadlines.

TERM	PRODUCE BILLS	BILL DUE DATE	ADDRESS USED	AUTOMATED FEEDER FILE UPDATE TO BRS	INPUT DEADLINE TO STUDENT ACCOUNT ADJUSTMENTS (SAJ)	INPUT DEADLINE TO SAM - DEPT GRANTSRA/TA/RF'S
Fall '00	Sep 06, 2000	Sept 29, 2000	L	Sep 05, 2000	Sep 06, 2000	Sep 01, 2000
	Oct 03, 2000	Oct 27, 2000	L	Oct 02, 2000	Oct 03, 2000	Sep 29, 2000
	Nov 01, 2000	Nov 27, 2000	L	Oct 31, 2000	Nov 01, 2000	Oct 27, 2000

Address Options: H = Home
 L = Local
 G = UGrad to Home + Grad to Local

Student Work Study

Program for 2000/2001

Begins: August 28th 2000

Ends: May 20th 2001

OFFICE OF STUDENT FINANCIAL SERVICES & STUDENT EMPLOYMENT OFFICE

Back to School Hours

Wednesday	August 30	9:00 a.m.	to	4:45 p.m.
Thursday	August 31	9:00 a.m.	to	7:00 p.m.
Friday	September 1	9:00 a.m.	to	4:45 p.m.
Saturday	September 2	10:00 a.m.	to	2:00 p.m.
Sunday	September 3			CLOSED
Monday	September 4 (Labor Day)			CLOSED

Special Extended Hours for Back to School

Every Thursday, beginning August 31, to Thursday October 5, 2000

9:00 a.m. to 7:00 p.m.

FINANCIAL TRAINING DEPARTMENT

The Department of Financial Training provides members of the university community with programs focused on the University's financial processes, procedures and systems. These programs cover a wide range of topics which include the University's Chart of Accounts, General Ledger, Purchasing, Procard, Sponsored Programs and the Payroll System. Many of these programs have pre-requisites. All programs are offered FREE OF CHARGE.

New! To register for the following training programs, please see the Financial Training Registration form at <http://www.upenn.edu/vpfinance/ftd> or on page 17 of this issue.

Overview/Chart of Accounts	General Ledger
<p>Prerequisite: None</p> <p>This three-hour workshop provides participants with a detailed explanation of the University's seven segment, twenty-six digit, Chart of Accounts. Understanding the Chart of Accounts is the gateway for enabling you to initiate transactions as well as analyze & manage your accounting activity thoroughly and effectively.</p> <p>Also explained at this session is the foundation for Responsibility Center Management (RCM) at the University. A 'Web Expedition' is provided as a homework assignment prior to attending this class. There is also a quiz included at the end of the session.</p> <p>(One 3 hour session)</p> <p>Dates: September 1 <i>or</i> September 29 <i>or</i> October 27 <i>or</i> December 1</p> <p>Time: 9:30 a.m. - 12:30 p.m.</p> <p>Instructor: Financial Training Department</p> <p>Fee: Free of Charge</p> <p>Location: TBA</p>	<p>Prerequisite: Chart of Accounts</p> <p>This hands-on training takes place over 6 half-days and teaches participants the basic accounting and budgeting processes required to conduct business at Penn. Included are reviews of the business processes and policies, such as determining your funds available; performing an inquiry on your accounting activity; entering a budget into FinMIS; and preparing an on-line journal entry. In addition, you will be introduced to the naming conventions for all general ledger transactions, how to retrieve Procard and suspense transactions for adjustment, as required; and how to run standard General Ledger reports.</p> <p>The new features utilizing you web browser, namely Revenue/Expense Inquiry and BEN Reports financials, will also be demonstrated in this training session. On the final day of training, we will be reviewing the reporting functions necessary in your role as fiscal stewards of the University. Students will be evaluated by the Trainer on their performance and comfort level prior to receiving access to the FinMIS system. A quiz is also included at the end of this session.</p>
<p>Purchasing</p> <p>Prerequisite: Chart of Accounts</p> <p>This hands-on training takes place over four half-days and teaches participants the navigational techniques required to use the on-line financial management information system (FinMIS) and how to enter purchase orders into FinMIS. Additional information is provided on policies and procedures related to the decision making process required, prior to entering a purchase order, entering receipts, and after invoicing, for reconciliation purposes. Students will be evaluated by the Trainer on their performance and comfort level prior to receiving access to the FinMIS system. A quiz is also included at the end of this session.</p> <p>(Four half-days)</p> <p>Dates: September 25, 26, 27 & 28 <i>or</i> October 23, 24, 25 & 26 <i>or</i> November 27, 28, 29 & 30</p> <p>Time: 9:00 a.m. - 1:00 p.m.</p> <p>Instructor: Financial Training Department</p> <p>Fee: Free of Charge</p> <p>Location: TBA</p>	<p>(Six half-days)</p> <p>Dates: September 5, 6, 7, 8, & 11 <i>or</i> October 2, 3, 4, 5 & 6 <i>or</i> October 30, 31, November 1, 2, & 3 <i>or</i> December 4, 5, 6, 7 & 8</p> <p>Time: 9:00 a.m. - 1:00 p.m.</p> <p>Instructor: Financial Training Department</p> <p>Fee: Free of Charge</p> <p>Location: TBA</p>
	<p>Freeze Grant User</p> <p>This training session is for end users with job responsibilities relating to grants and contracts, who would like the ability to freeze and/or unfreeze grants.</p> <p>http://www.upenn.edu/comptroller/FinMIS/acc_admin.html</p> <p>(One half-day)</p> <p>Dates: September 19 <i>or</i> October 17 <i>or</i> November 21 <i>or</i> December 19</p> <p>Time: 9:00 a.m. - 12:00 p.m.</p> <p>Instructor: Financial Training Department</p> <p>Fee: Free of Charge</p> <p>Location: TBA</p>

CONTINUED ON NEXT PAGE

FINANCIAL TRAINING DEPARTMENT (cont.)

Ben Reports

Prerequisite: Chart of Accounts

This three-hour training session will be a demonstration of the new web-based query tool titled BEN Reports. BEN Reports allows authorized users to run predefined reports against the Data Warehouse using a web browser. The first release includes:

- Financial Reports
 - Budget/Actual Variance
 - General Ledger Revenue/ Expense Detail
 - RCM Category Comparison
- Salary Management reports
 - Employee Payments by Fund
 - Employee Payments by Individual
- GRAM (Grants Reporting and Management)
- Protocol

(One half-day)

Dates: September 11 **or** October 6 **or** November 3 **or** December 8

Time: 9:00 a.m. - 12:00 p.m.

Instructor: Financial Training Department

Fee: Free of Charge

Location: TBA

Payroll/Personnel System

Prerequisite: Chart of Accounts

This combination lecture and hands-on training takes place over 5 half days and provides participants with a basic understanding of personnel and payroll terminology. Covered throughout the week is an overview of Penn's structure; how to create positions; documentation requirements for all employee types; payroll transactions to be executed based on various human resource actions; and use of the on-line system for creating and updating payroll records, time reporting, salary management for obtaining reports and reallocation of salary transactions.

(Five half days)

Dates: September 11, 12, 13, 14 & 15 **or** October 9, 10, 11, 12 & 13 **or** November 13, 14, 15, 16 & 17

Time: 9:00 a.m.-1:00 p.m. (Third and fourth days of training can go as late as 2:00 p.m.)

Instructor: Terry Lafferty, Payroll Manager & Financial Training Dept.

Fee: Free of Charge

Location: TBA

Procurement Credit Card (ProCard)

For individuals buying goods and services on behalf of the University, this one and one-half hour training session provides an overview for the University's procurement credit card program and supplements Chapter 5 of FinMIS General Ledger training. 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 ProCard system, including security clearance, FinMIS browse screens, and updating transactions in which the default account number to be charged for the purchase can be changed.

(1¹/₂-hour session)

Dates: September 13 **or** September 20, October 4 **or** 25, November 8 **or** 29 **or** December 13

Time: 9:30 a.m.-11:00 a.m.

Instructor: Pat Baxter, Procard Administrator
Carol Brandt, Acquisition Services

Fee: Free of Charge

Location: Suite 427A, 3401 Walnut

FinMIS Tips & Tricks

<http://www.upenn.edu/vpfinance/fintrng/tips/index.html>

Q. How can I finally close a Purchase Order?

A. When working with a purchase order that has been received and invoiced in full, but still has a status of "Approved, Reserved" with an encumbrance remaining, the following steps should be taken to have the PO "Finally Closed":

Step 1: Run 163.ORG report to locate open encumbrances.

Step 2: Navigate to the View Purchase Orders
Screen\Navigate Inquiry Documents Purchases
Purchases

Step 3: Determine which encumbrances may be problems.

Step 4: Enter PO# in Search Criteria Zone and Page Down.

Step 5: In PO Header zone, review status.

Step 6: If status is "Approved, Reserved", Type "I" in More field of PO Header Zone (puts you in Invoices Zone).

Step 7: Once in the Invoices zone, make sure all invoices are paid, and that none are "On Hold".

Also make sure that the Last Paid Date is not a date in the future.

Step 8: Page down to PO Shipment Zone and make sure that all items ordered have been invoiced.

At this point, assuming you have concluded that all items have been received, invoiced, and paid for, and that the "Last Paid Date" is in the past, you are ready to take the final step:

Step 9: Send e-mail message to apsup@pobox.upenn.edu



Financial Training Calendar September - December, 2000

<http://www.upenn.edu/vpfinance/ftd>

SEPTEMBER, 2000

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Charts of Accounts 9:30 - 12:30
4 Labor Day	5 General Ledger 9:00 - 1:00	6 General Ledger 9:00 - 1:00	7 General Ledger 9:00 - 1:00	8 General Ledger 9:00 - 1:00
11 BEN Reports 9:00-1:00 Payroll/Personnel 9:00 - 1:00	12 Payroll/Personnel 9:00 - 1:00	13 Payroll/Personnel 9:00 - 2:00 Procard 9:30-11:00	14 Payroll/Personnel 9:00 - 1:00	15 Payroll/Personnel 9:00 - 1:00
18	19 Freeze Grant 10:00-12:00	20 Procard 9:30-11:00	21 Sponsored Program Workshop (TBA) 10:00-12:00	22
25 Purchasing 9:00 - 1:00	26 Purchasing 9:00 - 1:00	27 Purchasing 9:00 - 1:00	28 Purchasing 9:00 - 1:00	29 Charts of Accounts 9:30 - 12:30

OCTOBER, 2000

Monday	Tuesday	Wednesday	Thursday	Friday
2 General Ledger 9:00 - 1:00	3 General Ledger 9:00 - 1:00	4 General Ledger 9:00 - 1:00 Procard 9:30-11:00	5 General Ledger 9:00 - 1:00	6 BEN Reports 9:00 - 1:00
9 Payroll/Personnel 9:00 - 1:00	10 Payroll/Personnel 9:00 - 1:00	11 Payroll/Personnel 9:00 - 2:00	12 Payroll/Personnel 9:00 - 1:00	13 Payroll/Personnel 9:00 - 1:00
16	17 Freeze Grants 10:00-12:00	18	19 Sponsored Program Workshop (TBA) 10:00-12:00	20
23 Purchasing 9:00 - 1:00	24 Purchasing 9:00 - 1:00	25 Purchasing 9:00 - 1:00 Procard 9:30-11:00	26 Purchasing 9:00 - 1:00	27 Charts of Accounts 9:30 - 12:30
30 General Ledger 9:00 - 1:00	31 General Ledger 9:00 - 1:00			

NOVEMBER, 2000

Monday	Tuesday	Wednesday	Thursday	Friday
		1 General Ledger 9:00 - 1:00	2 General Ledger 9:00 - 1:00	3 BEN Reports 9:00 - 1:00
6	7	8 Procard 9:30 - 1:00	9	10
13 Payroll/Personnel 9:00 - 1:00	14 Payroll/Personnel 9:00 - 1:00	15 Payroll/Personnel 9:00 - 2:00	16 Payroll/Personnel 9:00 - 1:00 Sponsored Program Workshop (TBA) 10:00-12:00	17 Payroll/Personnel 9:00 - 1:00
20	21 Freeze Grant 10:00-2:00	22	23	24
27 Purchasing 9:00 - 1:00	28 Purchasing 9:00 - 1:00	29 Purchasing 9:00 - 1:00 Procard 9:30-11:00	30 Purchasing 9:00 - 1:00	

DECEMBER, 2000

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Chart of Accounts 9:30 - 12:30
4 General Ledger 9:00 - 1:00	5 General Ledger 9:00 - 1:00	6 General Ledger 9:00 - 1:00	7 General Ledger 9:00 - 1:00	8 BEN Reports 9:00 - 1:00
11	12	13 Procard 9:30-11:00	14	15
18	19 Freeze Grants 10:00-2:00	20	21 Sponsored Program Workshop (TBA) 10:00-12:00	22
25	26	27	28	29

University of Pennsylvania Financial Training Registration

Please complete the following information and return to:

Financial Training Department • Suite 714 Franklin Building • Fax: 898-0817 • Phone: 573-6703

Chart of Accounts	One half-day session _____	Freeze Grant User	One half-day session _____
Purchasing	Four half-day sessions _____	Payroll/Personnel	Five half-day session _____
General Ledger*	Six half-day sessions _____	Procard	One & one half hour session _____
Ben Reports**	One half-day sessions _____	<i>(Procard does not require the Supervisor or Access signature)</i>	

**Please note: You will be notified via e-mail of the 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.
If you are registered for General Ledger, you will automatically be included in this training session.

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 Signature: _____ Date: _____
 Supervisor's Name: (printed) _____ Date: _____
 Supervisor's Signature (required) _____ Date: _____
 School/Center Access Administrator Signature _____ Date: _____

Both the Supervisor's and the Access Administrator Signature are REQUIRED.

For a complete list of the Access Administrators please see http://www.upenn.edu/comptroller/FinMIS/acc_admin.html

For more information regarding the Financial Training Department please see <http://www.upenn.edu/ftd>

FinMIS SCHOOL/CENTER ACCESS ADMINISTRATOR

Please include the Access Administrator's name on all Financial Training Registration forms.
(Sorted alphabetically by School/Center)

Name	Sch/Ctr#	Sch/Ctr	Phone	E-mail Address
Darlene Sparks	19	Annenberg Center	8-6704	sparksjd@pobox
Regina Medlock *	36	Annenberg School	8-2517	rmedlock@asc
Anna Colasante	78	Audit & Compliance	8-1938	annamc@pobox
Peggy McGee-Pasceri	93,95	Bus/Campus Svcs	8-9302	mcgeepas@pobox
Jeannette Parker	24	DRIA	8-3284	parker2@pobox
Linda Kristekas	51	Dental	8-5405	linda@biochem.dental
Joanne Gorman	90	Development	8-8185	gorman@ben.dev
Leslie Mellet	98	EVP	3-2831	melletl@pobox
Christopher Bristow	13	Engineering	8-7916	bristow@seas
Kevin Schrecengost	96	Facilities Management	8-4242	kdschrec@pobox
Kelly Cassaday	97	Facilities Services	8-6644	kcassaday@trammellcrow.com
Ken Campbell	87	Finance	8-7593	kennethc@pobox
Michael Merritt	87	Finance (SFS)	8-9971	merritt@sfs
Janet Plantan	32	Grad Ed	8-3039	janetp@gse
Kathy Lorenz	33	GSFA	3-3679	lorenz@pobox
Gary Truhlar	92	Human Resources	8-5896	truhlar@hr
Cassandra Green	61	ICA	8-5118	cass@pobox
Marilyn Jost	91	ISC	3-8406	jost@isc
Julie Shuttleworth	62	Int'l Programs	8-1644	jshuttle@pobox
Ernie Gonsalves	56	Law	8-6430	egonsalv@law
John Keane *	50	Library	8-5933	keane@pobox
Merceda Lafferty	21,40,88	Medicine	3-4064	merceda@mail.med
Mark Zohar	60	Morris Arboretum	247-5777	zohar@pobox
Alan Waldt	26	Museum	8-4052	awaldt@sas
Dennis Matthews	06	Nursing	8-6954	dmatthew@nursing
Janet Dwyer	81	President	8-0448	dwyer@pobox
Mai Friedman	04,83	Provost	8-6841	friedman@pobox
Dawn Whitaker *	79	Public Safety	8-6696	dawnw2@pobox
Sophie Luzecky	02	SAS	8-0888	sluzecky@sas
Vicki McGarvey	35	Social Work	8-5527	vlm@ssw
William Turner	84,85,86	Univ. Life	8-4922	turner@pobox
Kelly Ardis	58	Veterinary	8-4597	kda@vet
Andrea Rollins	07	Wharton	8-2691	rollins@wharton

*Acting Access Administrator