

Bottom Line



MESSAGE FROM THE MANAGER

Paul Weidner, Financial Training Department

Dear Colleagues:

This issue of the Bottom Line contains important and detailed information related to the upgrade from FinMIS to BEN Financials such as training pre-requisites, course schedules, and key implementation dates. Please read the BEN Project article thoroughly so that you may effectively plan for the upgrade.

To ensure continuity of business operations and a smooth transition with minimal effect on our academic and research missions, it is vital that everyone who requires training is trained prior to the upgrade.

Please do not hesitate to contact any member of the Financial Training Department if you have questions regarding BEN Teaches or the training program.

Sincerely,
Paul Weidner
Director, Financial Training



GEARING UP FOR BEN FINANCIALS

BEN Financials will be launched on January 2, 2002*, and FinMIS, as you know it today, will no longer be operational. That means that when the cutover to BEN Financials takes place, all users need to be trained and ready for the transition. We've devoted this article to what you need to do this fall to prepare for the launch.

Coming this Fall: BEN Teaches, BEN Financials Training Geared Towards You

In preparation for the BEN Financials launch, the Financial Training Department (FTD) has developed a comprehensive training program, known as BEN Teaches. BEN Teaches introduces a new, flexible strategy designed to minimize time spent outside your office and focus the training directly on your BEN Financials responsibilities. The program comprises three key components:

- Self-directed studies, offered on line for your convenience
- Compact classroom sessions customized to your specific financial responsibilities, and
- Plenty of hands-on practice after class.

Self-directed courses for BEN Financials are available now on the web (details below), so you can complete this initial phase of training at your convenience. These required courses have been designed to ensure that you have a thorough understanding of the business processes that the applications support. If you have purchasing responsibilities, you'll need the BEN Buys-Knowledge Building; if you have general ledger responsibilities, the BEN Balances-Knowledge Building is for you. Once you've successfully completed the prerequisite(s), you will be prepared for your classroom session(s).

BEN Financials classroom sessions, taught by trainers who have Penn experience and know the applications, will be offered in numerous locations with multiple sessions each day. Register right away to make sure that you are enrolled at a time and location that work best for you. Training is only offered for a finite period, and all sections will be full. Sign up early to avoid the last minute rush and the chance that you will miss your first choice of classes.

* Scheduled release date is January 2nd, based on current understanding of availability and performance of the software products from the various vendors from whom we purchased applications. We have every expectation that all software releases, testing and training components of the upgrade will support the release date.

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Practice exercises will be distributed in class that you can use back at your desk.

After completing the training, you'll be up and running and familiar with the new procedures when the conversion takes place.

Please note: Users who have not completed their prerequisite self-directed course(s) and hands-on training session(s) will not be permitted to access BEN Financials in January.

BEN Teaches: How It Works

FTD has made it simple to get trained. Just follow these steps:

1. Determine which courses you'll need to take,
2. Register as soon as you can,
3. Complete the Knowledge Building prerequisite courses, and
4. Attend the classroom training.

Your BEN Representative should already have advised you on how your FinMIS purchasing responsibilities will equate to BEN Buys responsibilities. (A list of BEN Reps can be found on the BEN web site at <http://www.finance.upenn.edu/comptroller/ben/>.) See your BEN Rep if you have any questions about the upgrade.

Step 1: Determine Which Courses You'll be Required to Take.

Refer to the table below to see which courses are required for your BEN Financials responsibilities.

You'll notice that BEN Balances-Budget Journal Entry and BEN Balances-Freeze Grant are optional classes; attendance is not required to maintain access to the responsibilities, which are already web-based and virtually unchanged in BEN Financials.

With this information, you have all you need to start the training process today.

If you have this FinMIS Responsibility,	This will be your BEN Financials Responsibility.	Register for this Classroom Course Now	Anticipated Duration	Complete this Prerequisite Online Course by October 19
PO Requestor I	Either Requisitioner	BEN Buys-Requisition Only	½ day	BEN Buys-Knowledge Building
	Or PO Manager	BEN Buys-Purchase Order Manager	(2) ½-days	
PO Requestor II	Either Requisitioner	BEN Buys-Requisition Only	½ day	
	Or PO Manager	BEN Buys-Purchase Order Manager	(2) ½-days	
GL Inquiry/Reporting (Secured)	GL Inquiry (Secured) GL Reporting (Secured)	BEN Balances-GL Inquiry and Reporting	(2) ½-days	BEN Balances-Knowledge Building
GL Inquiry Only	GL Inquiry (Secured)	(Note: This course is a prerequisite to the other BEN Balances courses.)		
Revenue/Expense Inquiry	Included in GL Inquiry (Secured)			
GL Journal Entry	Journal Entry	BEN Balances-Manual Journal Entry	½ day	
GL Budget Entry (Secured) GUI	Budget Entry (Secured)	BEN Balances-Budget Journal Entry (optional)	2 hours	
Freeze Grants (Secured) GUI	Freeze Grant (Secured)	BEN Balances-Freeze Grant	2 hours	
Freeze/Unfreeze Grants (Secured) GUI	Freeze/Unfreeze Grant (Secured)	(optional)		



Continued

Step 2: Register Now

Check your calendar, then register today to ensure enrollment at a time and location that work best for you. Go to <http://www.hr.upenn.edu/>, select "Course Catalog," then select "Finance," and follow the registration instructions.

Mark your calendar and print your enrollment confirmation, listing the proper location, immediately. If you are unable to attend a course you have registered for and must reschedule your class, see your BEN Rep to arrange to swap your place with another user. You should not cancel a course online.

Important note: if you do not attend a course for which you are registered, your department will be assessed a fee of \$500.

Step 3: Complete Prerequisite Self-Study Courses

You may begin the prerequisite courses today, at your own pace and right from your desktop via the web - even if you have not registered for classroom training yet (Step #2 above). Visit <http://www.finance.upenn.edu/ftd/weblearn>, select BEN Buys-Knowledge Building or BEN Balances-Knowledge Building, and begin.

At the end of each course is a short quiz designed to measure your understanding of the prerequisite materials. A score of 80 fulfills the prerequisite requirement for attending the corresponding classroom training. If you are not satisfied with your performance, you may repeat the course and take the quiz again. Results will be reported periodically to your Senior BA and BEN Rep, who are charged with ensuring that all their users complete training.

Note: You must satisfactorily complete your prerequisite courses by October 19 in order to attend classroom training sessions.

Important note: Users will not be able to take the Quiz — and thus, satisfy the prerequisite(s) — if their browser is not configured with at least 40-bit encryption.

The most recent supported version of Netscape (version 4.77, as of this writing) now includes 128-bit encryption automatically: previous versions distinguished between the levels of encryption. The current University supported version of Netscape (4.77) includes this automatically.

IE users: To determine what level of encryption your IE browser supports, go to the Help menu and select About Internet Explorer. The encryption level is described as "Cipher Strength". If anything less than 40-bit is listed, you can use the adjacent "Update Information" link to download a more current, Penn-supported version (as of this writing): IE 5.01 for Windows, IE 5.0 for MacOS 8 and 9, and IE 5.1.1 for Mac OS X.

Questions about your desktop and/or web browser configuration should be directed to you Local Support Provider (LSP). A list of LSPs can be found at: <http://www.upenn.edu/computing/view/support/>.

Step 4: Attend Your BEN Financials Courses

Once you've satisfactorily completed the prerequisite courses, you'll be ready for the classroom training. Classes to prepare current users begin on October 29 and continue through December 19. Practice exercises are incorporated into each classroom session. Below are course descriptions for each class, so you'll know what to expect. You'll be evaluated by the Trainers on your performance and demonstrated comfort level prior to receiving access to the system. Your BEN Rep will be kept up-to-date on registration and attendance.

BEN Buys-Requisition Only

Half-day

Prerequisite: BEN Buys-Knowledge Building (See Step #3 above.)

Hands-on training required to initiate online requests for goods and services through the Penn Marketplace. Users will learn:

- Procurement/disbursement policies and procedures,
- How to effectively and efficiently select the desired goods and services,
- The navigational techniques of the application, and
- How to process receipts.

BEN Buys-Purchase Order Manager

2 half-days

Prerequisite: BEN Buys-Knowledge Building (See Step #3 above.)

Hands-on training required to procure goods and services at the University through the Penn Marketplace. Users will learn:

- Procurement/disbursement policies and procedures,
- The navigational techniques of the application,
- How to effectively and efficiently select the desired goods and services,
- How to manage purchases, from requisitioning through the purchase order approval process,
- How to process receipts, and
- AP/Invoice Imaging, including how to relieve PO invoice holds, and use the Web Invoice Inquiry tool.

BEN Balances-GL Inquiry and Reporting **2 half-days**

Prerequisite: BEN Balances-Knowledge Building

Hands-on training teaches participants the basic inquiry and reporting processes required to analyze and manage financial accounting activity at Penn. Included are reviews of

- The University's business processes and policies,
- Functions, such as determining your funds available, the various ways to perform an inquiry on your accounting balances and transactions, and
- How to run, print and/or export standard BEN Balances reports.

BEN Balances-Manual Journal Entry **Half-day**

Prerequisite: BEN Balances-GL Inquiry and Reporting

Hands-on training session teaches participants:

- Policies and procedures for the journal entry process,
- How to enter a manual journal entry for transferring a cost and correcting an error,
- How to redistribute Procard transactions to other accounts, and
- How to correct suspense transactions.

BEN Balances-Budget Journal Entry (Optional) **2 hours**

Prerequisite: BEN Balances-GL Inquiry and Reporting

This optional hands-on training session is a refresher on how to enter a budget into BEN Balances for updating existing budgets and creating budgets for new accounts or existing accounts not yet budgeted.

BEN Balances-Freeze Grant (Optional) **2 hours**

Prerequisite: BEN Balances-GL Inquiry and Reporting

This optional hands-on training session is a refresher on how to freeze and/or unfreeze grants or contracts.

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Other BEN Project Updates

A major goal of the transition from FinMIS to BEN Financials is to provide an enhanced, easier-to-use system with many new features. Two important initiatives brought us closer to that goal this summer:

1. *Enhancement to BEN Pays*

In July, an enhancement took effect that matches electronic invoices from Staples and Fisher Scientific with their corresponding purchase orders and results in more prompt relief of encumbrances. The accounts payable system now processes electronic invoices as it does paper invoices that reference a PO, by:

- Accepting minor price differences,
- Placing invoices with larger discrepancies on "hold,"
- Sending alerts to the originator of the purchase order, and
- Relieving the encumbered funds following invoice payment.

Though only Staples and Fisher Scientific send electronic invoices today, more suppliers will do so when BEN Buys and the Penn Marketplace are implemented.

To take full advantage of this enhancement and avoid alerts, use the items in the electronic catalogs to create your purchase orders. Preliminary test results of the enhanced BEN Pays system indicate that 95% of electronic invoices have been processed without exceptions, and almost half of the invoices generating holds have been the result of orders that were free-formed.

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Is your computer ready?

As you prepare for the transition to BEN Financials, please check your hardware and software to be certain they comply with the requirements for BEN Financials. Consult your local support provider (LSP) if you have questions. LSPs consider costs and operational requirements and are responsible for ensuring that connectivity to University-wide systems is maintained as necessary.

Consistent with Information Systems and Computing's recommendations for accessing Penn's central administrative systems, these are the desktop configurations you'll need for BEN Financials:

Windows:

Requirements for All BEN Financials Applications:

- Windows 95/98/NT/ME are all supported.
- Windows 2000 (SP1 or SP2) is supported, user privilege details are forthcoming
- Minimum Recommended Configuration: 1999-2000 desktop standard at:

<http://www.upenn.edu/computing/arch/standards/desktop-99-00.html>

Note: *While performance is acceptable with this configuration, there is a noticeable performance improvement on configurations with additional memory and/or higher processor speeds.*

Web Browser:

- Netscape Navigator 4.76 or 4.77 OR Internet Explorer 5.0x

Client Software:

- *BEN Financials and BEN Pays Invoice Imaging:* Both the JInitiator and the MarkView Web client must be installed to use BEN Financials and BEN Pays Invoice Imaging. Current FinMIS users will need to download and install upgraded versions of both the JInitiator and the MarkView Web client. See Special Note below.
- *BEN Requisitions and Penn Marketplace:* JInitiator and MarkView software are not required to browse the electronic catalogs in the Penn Marketplace and select items to be ordered.

Monitor:

- Recommended: 1024x768 resolution
- 17-inch monitor recommended, but not required

Macintosh:

Requirements for BEN Financials and BEN Pays Invoice Imaging:

To use BEN Pays, BEN Balances, and/or the full complement of BEN Buys capabilities, you will need this configuration:

- G4 (or better) with MacOS version 9.x and Virtual PC (VPC 3.03 or higher emulating Windows98, or VPC 4.02 or higher emulating Windows98, Windows2000 or WindowsME); native MacOS is not supported.
- At least 128MB should be allocated to Virtual PC
- Minimum Recommended Configuration: 2000-2001 desktop standard at

<http://www.upenn.edu/computing/arch/standards/desktop-00-01.html>

Web browser:

- Netscape Navigator 4.76 or higher OR Internet Explorer 5.0x

Client Software:

- Both the JInitiator and the MarkView Web client must be installed to use BEN Financials and BEN Pays Invoice Imaging. Current FinMIS users will need to download and install upgraded versions of both the JInitiator and the MarkView Web client. **See Special Note on page 6.**

Requirements for BEN Requisitions and the Penn Marketplace:

If you will not be using the complete BEN Financials, but will only be creating requisitions via the new electronic commerce capabilities of BEN Buys, the following Macintosh configuration is supported:

- G3 (or better) with native MacOS (version 9.x)
- Mac OS Runtime for Java (MRJ) version 2.2.3 or 2.2.4

Web Browser:

- Internet Explorer 5.0x only; Netscape is not supported for native Mac OS users.
- Client Software: JInitiator and MarkView software are not required to browse the electronic catalogs in the Penn Marketplace and select items to be ordered.

Monitor:

- Recommended: 1024x768 resolution
- 17-inch monitor recommended, but not required

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Is your computer ready? (continued)

WINDOWS: AND MACINTOSH: ADDITIONAL INFORMATION

For additional information on desktop standards or if you are purchasing a new system, consult your Local Support Provider (LSP) or refer to the 2001-2002 desktop standards (<http://www.upenn.edu/computing/arch/standards/desktop-current.html>). Please note that the 1998 Desktop Standards will be phased out by June 2002 and will remain the minimum standards for 2001-2002 only.

Special Note: You may upgrade your desktop client software in advance of the January 2nd BEN Financials debut. The upgraded JInitiator and MarkView software will be available beginning in October and will work in both the current FinMIS environment and the new BEN Financials environment.

If you wish to take advantage of hands-on practice at your desk after you have completed the BEN Teaches course(s), you must upgrade your desktop client software. However, once you have upgraded your desktop client software, you will not be able to use Internet Explorer to access FinMIS; you must use Netscape. This is a temporary restriction. After January 2nd, you will be able to use either Internet Explorer or Netscape to access BEN Financials. Consult with your local support provider (LSP) regarding installation of the new desktop client software.

BEN Helps: Supporting the BEN Financials Transition

Throughout the transition, you can rely on BEN Helps for answers to questions about BEN Financials, including the hands-on practice exercises you can do at your desk after training. Simply dial 6-HELP, enter your School/Center code, and follow the prompts to speak to a trained Financial Support Provider. To find your 2-digit School/Center code, go to <http://www.finance.upenn.edu/comptroller/ben/benhelps/codes>.

Entering the Home Stretch

The BEN Project is entering the home stretch, and the Project Team thanks the entire campus community for its cooperation throughout the development and implementation process. Look for news, updates, FAQs, and discussions at the BEN web site at <http://www.finance.upenn.edu/comptroller/ben>. Speak with your BEN Representative if you have any questions. And don't forget: register for BEN Teaches today!

Other BEN Project Updates (continued)

2. BEN Buys Undergoes Testing

BEN Buys and the Penn Marketplace will represent a significant enhancement to Penn's purchasing process. To date, 82 of Penn's most frequently used suppliers will participate in the online catalog environment of the Penn Marketplace. They account for approximately 50% of our purchase orders processed in fiscal year 2001.

This summer, members of the E-Commerce Advisory Board (ECAB) and several other Penn staff participated in acceptance testing for the new BEN Buys software, which will allow authorized University staff to create electronic requisitions over the web. ECAB testers identified some areas where the software needed to be changed and suggested some topics that will need special focus in the training curriculum.

BEN Deposits In the Pipeline

BEN Deposits, the web-based application that will allow depositors from Schools and Centers to enter their deposit information online and submit it to the Cashier's Office, is under development. Training and phased roll-out are expected to begin in the first quarter of 2002.

To learn more about BEN Deposits, go to the BEN web site at <http://www.finance.upenn.edu/comptroller/ben>.

You may also direct questions or comments to Helen Kreider at hkreider@pobox.upenn.edu in the Treasurer's Office.

DIVISION OF HUMAN RESOURCES

Learning and Education

What's Up This Fall in Learning and Education

- Negotiating to Win (AMA program)
- Mastering Information Overload: Speed Reading and Memory Skills (AMA program)
- Managing and Working with Difficult People (AMA program)
- Strategies for Developing Effective Presentations (AMA program)
- Communicating, Negotiating and Prioritizing Skills for Administrative Professionals (AMA program)
- Professional Development Program
- Transitioning to Management
- Understanding Financial Statements
- Human Resource Management Principles
- Myers-Briggs Type Indicator Workshop
- Words at Work - The Latest in Business Writing
- Two American Red Cross Programs - First Aid and Adult CPR
- Brown Bag Matinees
- Online Learning at Penn

And Four Live Satellite Broadcasts — ABSOLUTELY FREE!

- Change & Leadership - featuring Tom Peters
- Global Leadership - featuring Madeleine Albright
- Systemic Leadership and Change - featuring Peter Senge
- Managing Without Structure - featuring Michael Hammer.

We will be able to e-mail questions to these speakers, which will be answered during the broadcast.

THERE'S MORE TO COME! Remember to keep checking our online course catalog from our website at <http://www.hr.upenn.edu/learning> for details, online registration and new additions.

Sign up for our listserv to receive e-mail notification of new offerings. To subscribe, visit our website for instructions.

VICE PRESIDENT OF FINANCE

As the 2001 fiscal year draws to an "official" close, and a new fiscal year gets underway, I want to publicly thank you for your hard work and tremendous achievements throughout the year. As I commented when I first arrived at Penn, people are embracing technology as a means of enhancing service, increasing productivity, and improving management information. While we need to be mindful of resource limitations, we need to continue to prudently invest in systems that achieve the aforementioned objectives and improve the overall business process environment.

Over the Winter Break, we plan to upgrade FinMIS to BEN Financials, providing features and capabilities that many of you have asked for over the past few years. Technological change, by its nature, creates uncertainty as well as opportunity. So, I respectfully request your patience and assistance as we proceed through the implementation phase.

In closing, thanks again for a great year and I look forward to celebrating our future successes together.

Sincerely,
Craig R. Carnaroli
Vice President for Finance and Treasurer

OFFICE OF THE TREASURER

Lucy Momjian **Appointment Announcement**

We are pleased to inform you of the appointment of Lucy Momjian as Associate Vice President for Finance & Treasury Management, effective July, 2001. Lucy had been serving as the Interim Associate Treasurer for the past year. She will retain direct management responsibilities for cash management, trust administration, central gifts processing, and construction finance. In addition, Lucy will assist Craig Carnaroli directly in strategic financial planning and implementation issues as well as assume responsibility for managing the University's commercial banking relationships. Lucy joined the University in 1979 and played a key role in the growth and success of the University's endowment.

Please join us in congratulating Lucy on her well-deserved promotion!

Central Gifts Processing

The Advancement Project Kicks Off Planning Phase

The university has enjoyed particularly strong success in raising gift resources over the past decade. These funds have enabled the university to achieve many of its strategic goals as gifts have more than doubled. The processes that result in these gifts require management of 240,000 alumni records, 20,000 major gift prospects and 115,000 gift transactions annually. To continue this success, the university needs to raise more money by cultivating, soliciting and stewarding Penn's alumni and friends as effectively as possible.

The information technology infrastructure supporting this activity, however, relies on an aging technological base with tools developed in the 1980's. The infrastructure and processes were designed when Penn was raising an average of \$60 million annually, had a major gift prospect base of 2,000 and had 24,000 fewer alumni than today. These systems and processes cannot continue to support staff efforts to manage complex donor/alumni relationships and the changing complexities of gift accounting. The current system configuration features an inadequate database structure, data flow and system integration – all of which puts our fund raising efforts at risk.

To address these weaknesses and substantially enhance our successes, Development and Alumni Relations, the Division of Finance, and Information Systems and Computing have initiated the Advancement Project to evaluate the options for a new system. Under the leadership of Robin Beck (VP ISC), Sam Lundquist (AVP Development), and Lucy Momjian (AVP, Finance and Treasury Management), a project team has been assembled. The team has begun work on the planning phase. In the coming months, they will be working with the University community to clarify the institutional vision a new system must support; to document how we currently conduct business; and to develop requirements guiding our selection of a new system.

Further information is on the Advancement Project web site:
<http://www.alumni.upenn.edu/advance/>

Project Managers

Anne Marie DelRossi, Development and Alumni Relations
Michael Kearney, Information Systems and Computing
Camille Turnier, Treasurer's Office

Quarterly Quote

Genius without education is like silver in the mine.

-Benjamin Franklin

OFFICE OF STUDENT FINANCIAL SERVICES

Fall 2001 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 BILLS	INPUT DEADLINE TO STUDENT ACCOUNT ADJUSTMENTS (SAJ)	INPUT DEADLINE TO SAM - DEPT GRANT SRA/TA/RF'S
Fall '01	Sep 04, 2001	Sep 27, 2001	L	Aug 30, 2001	Sep 04, 2001	Aug 31, 2001
	Oct 02, 2001	Oct 29, 2001	L	Sep 28, 2001	Oct 02, 2001	Sep 28, 2001
	Nov 01, 2001	Nov 29, 2001	L	Oct 30, 2001	Nov 01, 2001	Oct 26, 2001

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

Student Employment

Student Work Study Program for 2001/2002
 Begins: August 27th 2001
 Ends: May 12th 2001

SFS New Service Offering

Student Financial Services offers students two new services.

PennPlan on line

This past April SFS introduced to admitted entering Freshman a new service called *PennPlan on line*. The service permits students and their families to access a secure web site to see their financial aid award, to model a financial plan, receive tutorials to help them understand new terms and procedures, and enables them to follow through on the award. Non-aided students can make use of the worksheet for modeling a plan and the other features of the site.

This is first phase of a program which will re-engineer the financial aid process for all Penn students and administrators. The second phase will permit administrators to perform on-line needs analysis and to better manage the complex requirements of that process. Other Penn student populations will be added within the next year to both phases. It is expected that the revisions will simplify the complex procedures for students and their families as well as ease the stress for administrators caused by this intense by highly important program.

Penn has entered into a development arrangement with a firm known as *Overture*. This start-up company has considerable talent and creativity. It expects to market this product throughout the country.

Net.Pay

A service which enables students to receive their Penn Monthly Student Account Billing Statements over the web, and to submit payments online, using an electronic interface with their bank.

Once registered, students are notified by e-mail each time a new statement becomes available, and can directly link into Net.Pay to view their billing information and submit payments. The statement on the Net.Pay system will be in the same format as the paper statement received by via US mail. This system is totally paperless and provides students with the convenience of web-based electronic payments information.

Net.Pay is a product of Sallie Mae Solutions, who in conjunction with Penn has helped in the design of the program.

OFFICE OF THE COMPTROLLER

New Hours **CORPORATE TAX OFFICE**

Effective September 1, 2001 the Corporate Tax Office will observe the following new customer service office hours:

DAY	HOURS		
Monday	Closed		
Tuesday, Thursday and Friday	10:00 AM	-	12:30 PM
	1:30 PM	-	4:00 PM
Wednesday	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 at (215) 898-6573 or agsapnas@pobox.upenn.edu, or MaryAnn Q Piccolo at (215) 898-8967 or mpiccolo@pobox.upenn.edu.

PAYROLL DEPARTMENT

Terry Lafferty, University Payroll Manager, left the University at the end of July to pursue a doctorate degree at Catholic University in Washington, D.C. Mary Ann Piccolo, Manager of the University's Corporate Tax Office, has been named Acting Payroll Manager.

Please go to the following WWW site for information on Payroll and Salary Management closing schedules: <http://www.finance.upenn.edu/comptroller/accounting/closingsch/payroll/index.shtml>

This site includes dates to run your GRPA and GRPS Salary Management reports, as well as deadlines for processing both weekly and monthly Payroll transactions.

Quarterly Quiz

Instructions: The following 5 questions can be answered based solely on information contained in this issue of The Bottom Line. To participate in the contest, please submit your answers to Joanne Gorman via email at gorman@pobox.upenn.edu. Please note that entries will only be accepted via email! The fifth and tenth entries to correctly respond to all five questions will receive a Faculty Club membership for one year, starting September 1, 2001.

1. *Of the upgrade courses being offered for BEN Balances, which two would be optional if you already have the respective responsibilities?*
2. *By what date must your prerequisite self-study Knowledge Building courses be completed for BEN Buys and BEN Balances?*
3. *On what date is BEN Financials scheduled to launch?*
4. *What does the abbreviation BRIM stand for?*
5. *Who is currently the Acting Manager of the Payroll Department?*

Eligibility: Members of the Financial Training Department and previous winners are prohibited from winning this contest.

Important Financial Web Pages

Vice President for Finance

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

Center for Technology Transfer

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

Comptroller

(Includes Accounts Payable, Corporate Tax, General Accounting, Payroll, and Travel, along with a comprehensive "Forms" library)

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

Financial Training Department

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

Research Services

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

Risk Management

<http://www.finance.upenn.edu/riskmgmt/>

Student Financial Services

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

Treasurer

(Includes Cash Management, Cashiers Office, Central Gifts, Construction Finance, Trust Administration)

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

Information Systems & Computing

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

Business Services

<http://www.upenn.edu/bus-svcs/>

Acquisition Services

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

Business Enterprise Network

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

BEN Reps

<http://upenn.magpage.com/tools/reps/index.cfm>

Senior Business Officers

<http://www.finance.upenn.edu/comptroller/FinMIS/structure/SBO/index.shtml>

Association of Business Administrators

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

OFFICE OF RESEARCH SERVICES

BRIM is here

The Office of Research Services (ORS) moved the new Billings and Receivables Information Management System (BRIM) into production in August 2001. BRIM, one of the initiatives under Penn's Electronic Research Administration Project, will provide ORS enhanced capabilities in managing and maintaining billings and receivables for grants and contracts. Specifically, BRIM will provide:

- Better mechanism and enhanced data for managing receivables
- Ability to identify sponsors payment patterns to facilitate proactive management of receivables
- Improved tracking of outstanding receivables for follow-up
- More efficient processes to handle the growing volume of research

The implementation of BRIM will not directly impact any other University Offices. However, the entire research community will indirectly benefit from the improved management of billings and receivables. ORS does anticipate an increased workload during and immediately after implementation and would request your patience during this transition period. Please contact Evelyn Balabis (balabis@pobox.upenn.edu) with any questions you may have regarding this matter.

ALLOWABILITY OF FACILITIES AND ADMINISTRATIVE (F&A) COSTS FOR FOREIGN AND INTERNATIONAL ORGANIZATIONS

In March 2001, the National Institutes of Health issued NIH Notice NOT-OD-01-028, with an effective date of October 2001 (FY 2002), stating NIH will provide limited F&A costs to foreign and international organizations. The provision of F&A costs to foreign and international organizations is to support the costs of compliance with DHHS and NIH requirements including but not limited to, the protection of human subjects, the welfare of animals, financial conflict of interest, and invention reporting.

For additional information and specific details of this notice and implementation guidelines may be found at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-01-028.html>

Questions regarding the implementation of F&A costs to foreign and international organizations may be directed to Pam Caudill at 573-6706 in the Office of Research Services, or the NIH Division of Grants Policy at (301) 435-0949, or the Grants Management Specialist listed on the NIH Notice of Grant Award.

BEN/FinMIS Tips & Tricks

<http://www.finance.upenn.edu/ftd/tips.html>

This quarter's tip offers a list of things that you can do to make the BEN Financials upgrade transition as smoothly as possible for you.

1. Read all communications regarding BEN that you might receive in the next few months
2. Register for all pertinent BEN Buys and BEN Balances upgrade courses ASAP
3. Complete the Knowledge Building prerequisite course(s) as soon as possible, but definitely before 10/19/01
4. If you will not be able to attend a session that you are registered for, contact your BEN Rep and attempt to switch with another user in your School/Center
5. If you are not a frequent user of Budget Journal Entry or Freeze Grants, but will maintain access in the new environment, consider registering for the optional training courses offered as a refresher for these responsibilities
6. Contact your BEN Rep if you have a question regarding any of the BEN projects
7. Come to your training sessions on time and prepared to learn, and be ready to participate actively so as to maximize your training experience
8. Set time aside each week between your training dates and the go-live date to work in the practice environment and familiarize yourself further with the system
9. Be sure that everyone in your organization is aware of the BEN Financials upgrade and what it might mean to them
10. Be prepared with alternative purchasing plans for the 12/20/01-01/01/02 timeframe when FinMIS will no longer be available

ABA UPDATE

The Association of Business Administrators would like to welcome you back for yet another exciting fiscal year. There is a lot to look forward to this year, including the rollout of the BEN Financials upgrade. This years Steering Committee has been elected to represent your interests and to keep you abreast of information regarding this project and many others. Following is a list of your Steering Committee members for FY '02:

Joanne Gorman	Financial Training Department	gorman@pobox
Stephanie Knox	Department of Recreation	knox@pobox
Kevin McBride	Office of the Comptroller	kevin05@pobox
Libby Moore	Inst. for Environmental Med.	emoore@mail.med
Mark Patrick	Financial Training Department	mpatrick@pobox
Jim Riley	Financial Training Department	jriley@pobox
Jenny Sherwood	Division of Rheumatology	jsherwoo@mail.med

On behalf of the entire ABA, we would like to thank the outgoing members of the Steering Committee, Georgia Spica and Todd Swavely, for all of their efforts on behalf of the organization over the past 2 years.

We would like to take this time to give you a sneak preview at the upcoming events for this fiscal year. The calendar is subject to change, but here is our tentative schedule:

September 11, 2001	Tuesday, 12pm	Paul Weidner re: BEN Teaches
October 10, 2001	Wednesday, 12pm	Mary Lee Brown re: Audit and Compliance Issues
November 8, 2001	Thursday, 12pm	Professor Charles Dwyer re: Managing People
December 13, 2001	Thursday, TBA	Holiday Party
January 17, 2002	Thursday, 12pm	Joe Sherwin re: Regulatory Affairs
February 12, 2002	Tuesday, 12pm	Beverly Edwards re: Presentation Skills and Professional Development
March 13, 2002	Wednesday, 12pm	Panel Discussion re: External Professional Organizations
April 11, 2002	Thursday, 12pm	TBA
May 14, 2002	Tuesday, 12pm	TBA
June 7, 2002	Friday, TBA	Special Evening Event

We could still use some suggestions for guest speakers, so if there's anyone in particular who you'd like to see out at a future luncheon, please let us know ASAP.

Thanks,
ABA Steering Committee

FINANCIAL TRAINING DEPARTMENT

Due to the large scale training effort related to the FinMIS upgrade to BEN Financials, Financial Training will be delivering a limited number of courses during the October 2001 to December 2001 period. Training courses during this time frame will be limited to BEN Financials Upgrade training, Procard, and Personnel/Payroll system. January 2002 will see the start of new user training for BEN Financials and the return of the balance of FTD's training courses.

BEN Financials implementation training is designed as transition training for existing FinMIS end-users and will run from October 29 to December 19. New users will be trained after the completion of the implementation training. Should a critical business need arise to train someone in FinMIS after September 10 and prior to BEN Financials implementation, the School/Center Senior Business Officer should contact FTD to coordinate a training solution on a case by case basis.

Due to the large number of course and locations related to BEN Financials Upgrade training, the FTD training calendar reflects only Procard and Personnel/Payroll system training.

Register for Procard via the [Learning & Education](http://www.hr.upenn.edu/training_coursecatalog/search_criteria.asp) online course catalog at the following URL: http://www.hr.upenn.edu/training_coursecatalog/search_criteria.asp

Register for Personnel/Payroll system by completing the [Financial Training Registration Form](http://www.finance.upenn.edu/comptroller/forms/forms.shtml#financial_training) found at http://www.finance.upenn.edu/comptroller/forms/forms.shtml#financial_training

Thank you for your understanding and cooperation during the upgrade.

<p>BEN Buys-Requisition Only Half-day Prerequisite: BEN Buys-Knowledge Building</p> <p>Hands-on training required to initiate online requests for goods and services through the Penn Marketplace. Users will learn:</p> <ul style="list-style-type: none"> • Procurement/disbursement policies and procedures • How to effectively and efficiently select the desired goods and services • The navigational techniques of the application • How to process receipts 	<p>BEN Balances-GL Inquiry and Reporting 2 half-days Prerequisite: BEN Balances-Knowledge Building</p> <p>Hands-on training teaches participants the basic inquiry and reporting processes required to analyze and manage financial accounting activity at Penn. Included are reviews of</p> <ul style="list-style-type: none"> • The University's business processes and policies • Functions, such as determining funds available, the various ways to perform an inquiry on account balances and transaction • How to run, print and/or export standard BEN Balances reports
<p>BEN Buys-Purchase Order Manager 2 half-days Prerequisite: BEN Buys-Knowledge Building</p> <p>Hands-on training required to procure goods and services at the University through the Penn Marketplace. Users will learn:</p> <ul style="list-style-type: none"> • Procurement/disbursement policies and procedures • The navigational techniques of the web application • How to effectively and efficiently select the desired goods and services • How to manage purchases, from requisitioning through the purchase order approval process • The navigational techniques of the Oracle application • How to process receipt • AP/Invoice Imaging, including how to relieve PO invoice holds 	<p>BEN Balances-Manual Journal Entry Half-day Prerequisite: BEN Balances-GL Inquiry and Reporting</p> <p>This hands-on training session teaches participants:</p> <ul style="list-style-type: none"> • Policies and procedures for the journal entry process • How to enter a manual journal entry for transferring a cost and correcting an error • Procard redistribution • Correcting suspense transactions

FINANCIAL TRAINING DEPARTMENT (cont.)

BEN Balances-Budget Journal Entry (Optional)

2 hours

Prerequisite: BEN Balances-GL Inquiry and Reporting

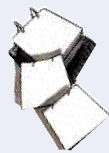
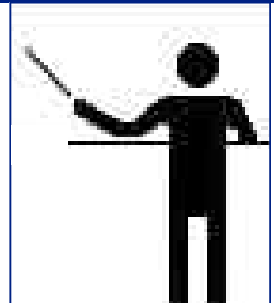
This optional hands-on training session is a refresher on how to enter a budget into BEN Balances for updating existing budgets and creating budgets for new accounts or existing accounts not yet budgeted.

BEN Balances-Freeze/Unfreeze Grant (Optional)

2 hours

Prerequisite: BEN Balances-GL Inquiry and Reporting

This optional hands-on training session is a refresher on how to freeze and/or unfreeze grants or contracts, as well as identifying the key decision points prior freezing or unfreezing.



Financial Training Calendar

To register for the following courses please complete the Financial Training Registration Form located at:
http://www.finance.upenn.edu/comptroller/forms/forms.shtml#financial_training

NEW USER BEN/FINMIS TRAINING

- Purchasing - Monday, 9/10/01 through Wednesday, 9/12/01
- Chart of Accounts - Wednesday, 9/12/01
- General Ledger - Wednesday, 9/12/01 through Friday, 9/14/01
- BEN Reports - Friday, 9/14/01

PAYROLL TRAINING

- Monday, 10/1/01 through Friday, 10/5/01
- Monday, 11/5/01 through Friday, 11/9/01
- Monday, 12/3/01 through Friday, 12/7/01

To register for Procard Training go to the Learning and Education on-line course catalog at:
http://www.hr.upenn.edu/training_coursecatalog/search_criteria.asp

PROCARD TRAINING

- Wednesday's, 9:30-11am on the following dates:
- September 19
 - September 26
 - October 10
 - October 24
 - November 14
 - November 28
 - December 12

ACCESS ADMINISTRATOR

(In alphabetical order by School/Center name)

School/Center	Name	Sch/Ctr#	Phone	E-mail Address
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(In alphabetical order by School/Center name)

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