September, 1998

The Bottom Line

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

PAYROLL SYSTEM CHART OF ACCOUNT CONVERSION

The Payroll System became FinMIS compliant as of June 29, 1998. FinMIS compliant means that the Payroll System has been rewritten to accept the 26 digit account code combination in place of the legacy 9 digit account number. All Payroll actions that require an account number should be completed using the 26 digit account code combinations.

In addition to this update, Salary Management has been updated to accept only 26 digit account numbers. The ability to toggle between 9 digit account numbers and 26 digit account numbers has been removed.

Payroll has recently placed the new version of the Additional Pay Form on the Comptroller's Office web page under the heading Document / Forms Library.

http: / / www.upenn.edu / comptroller / Forms / index.html

Get rid of the hassle!!

Have your pay directly deposited to the financial institution of your choice. See page 18 for a blank Direct Deposit form.

In this Issue...

WEB SITINGS

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

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

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

Project Cornerstone (FinMIS)
http: / / www.umis.upenn.edu / cornerstone

Treasurer's Office - Cashier
http: / / www.upenn.edu / treasurer / cashinfo

Cornerstone support information home page:
http: / / www.umis.upenn.edu / cornerstone / hotline

Information Systems & Computing
http: / / www.upenn.edu / isc

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

Student Financial Services
http: / / www.upenn.edu / sfs

New! - See Fall '98 Billing Schedule here!

NEED REFRESHER FinMIS TRAINING?

Have you considered 'Proctoring' a FinMIS Training session? Proctors are an invaluable part of the FinMIS training experience. If you would like to consider proctoring a future FinMIS program, day, week or the full two week (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.

FACILITIES & ADMINISTRATIVE RATE

a.k.a. Indirect Cost Rate FY1999

The following are guidelines relating to the application of the Facilities and Administrative (F & A) rate to grant and contract funds this fiscal year and beyond, where applicable.

NEW AWARDS

As a result of recent changes in the provisions of A-21, cost principles which governs all federal awards, F & A rates are fixed at a rate in effect at the time of the initial award and for the life of the award or each competitive segment.

All new awards, private and federal, with a start date of 7/1/98 and after, will be charged at a rate consistent with the rate awarded. For federal awards this rate should normally be the negotiated rate of 59.5% and the rate applied will be fixed for the life of the award. For new private awards the rate applied will be consistent with the awarded rate in the notice of the grant award.

EXISTING AWARDS

While the University's Federal Negotiated Rate agreement provides for an increase in the rate to 59.5%, it has been our practice not to charge the higher rate on existing awards when the negotiated rate has increased. This practice has been adopted so as not to adversely affect the conduct of the scientific endeavor by requiring the rebudgeting of awarded direct cost funds to the indirect cost category. This practice will be applied this year, as well.

FEDERAL

For existing federal awards which have a start date commencing prior to 7/1/98, the rate applied will be consistent with the awarded rate for the duration of the funded segment, that is, the rate applied during FY99 will remain at 59% for on-campus activity and 26% for off-campus activity, e.g. NIH R01 Awards.

PRIVATE AWARDS

The rate charged on private awards will be the same rate applied during FY98. If a higher rate is approved and should there exist an unused balance of funds at the conclusion of the project, Research Services will apply the higher rate and will manually adjust the F & A recovery.

AUDITS OF SPONSORED PROGRAMS

Recently, two separate examinations were conducted of our management and accounting practices with regard to the receipt and expenditure of sponsored project funds. One was the FY97 audit by Pricewaterhouse Coopers which is an annual requirement of OMB Circular A-133, Audits of States, Local Governments, and Educational Institutions. The other was a review of our Cost Accounting Standards (CAS) Disclosure Statement, which we submitted to the Federal government in August 1996, and in which we disclosed our accounting practices related to Federally sponsored projects. This review was conducted by auditors from the Department of Health and Human Services.

The most significant issue reported in each of these examinations was the lack of adequate documentation for cost transfers and salary reallocations. Every effort must be made to include as complete an explanation as possible in FinMIS when making a cost transfer. Explanations such as "to correct an error" or "to charge the correct project" are inadequate, since it is already assumed that you are correcting an error. Rather, there needs to be a full explanation of how the error occurred and a correlation to the fund to which the charge is being transferred. If there is insufficient space in FinMIS, written documentation must be maintained, in your files, which further supports the transfer.

Other findings disclosed in the reports are:

Salary Reallocations: The lack of a written authorization from the Principal Investigator to change the distribution of an individual's salary.

Effort Reporting: Individuals who sign reports certifying the effort of other employees not maintaining documentation of how they verified that the work was actually performed.

Timeliness: Far too many cost transfers and payroll reallocations not made on a timely basis (i.e. within 120 days). Effort Reports not returned promptly as required, and Financial Status Reports (FSR's) not submitted to the Federal government within the 90 day period required.

Service Centers: Some service centers consistently maintain a surplus balance, because they are not reducing their fees in order to balance revenue and expenses in subsequent fiscal years, as required by OMB Circular A-21.

It is essential that everyone understand that, although the examinations are completed, this does not conclude the process. The A-133 audit is an annual requirement, and, for the first time, the report has listed, as "costs questioned", specific charges to some projects. The report is sent to the Department of Health and Human Services, Office of Audit Resolution, as well as to the National Science Foundation for disposition of the reported findings. We do expect to be contacted by those agencies regarding the questioned costs and we will communicate with and provide assistance to the affected departments in responding to them.

Now is the time to examine your practices and procedures for administering sponsored projects. Further information and guidance on these issues will be given and distributed in the very near future, but if you have any questions or concerns about any of these matters, please do contact Research Services for assistance.

BEGINNING THIS FALL!!!

New Payroll / Personnel System Training

See the "Message From the Manager" and the Additional Training Courses section of *The Bottom Line.*

FINAL CLOSE ALERT

This 'New Alert' is issued weekly to buyers who have an invoice on 'hold' because the purchase order referenced on the invoice has been finally closed.

The alert text is as follows:

> "The following invoices are on Final Matching Hold. The information provided indicates that the associated purchase order or purchase order line was Finally Closed before the invoice was entered and / or paid.
>
> The Final Close action is irreversible. It is no longer possible for Accounts Payable to match the invoices listed below to the corresponding purchase orders.
>
> Respond to Accounts Payable via e-mail at APSUP@POBOX. Please indicate whether the invoice should be paid or that the vendor has sent us an erroneous invoice that should be cancelled. If the invoice should be cancelled please notify the vendor that you have asked Accounts Payable to take this action.
>
> The e-mail response will be used as authorization for Accounts Payable to remove the Final Close hold and process payment to the vendor or cancel the invoice per your instructions.
>
> Thank you for your prompt attention to this request."

Other information provided in the alert: vendor, invoice #, invoice date, invoice creation date, po #, po line #, purchase amount, po closed date, and closed by.

? DID YOU KNOW?...

. . . KEVIN McBRIDE, formerly of the School of Nursing, has joined the Comptroller's Office as an Accounting Systems Analyst. Welcome aboard!

. . . STEPHEN STINES, formerly of ISC, was named to a new position as Director of Financial Systems in the Comptroller's Office He's one of US and we're happy to have him.

. . . BETH KNAUL C.P. A., is the new Manager of Financial Reporting for the Office of the Comptroller. Beth was formerly employed by the City's Controller's Office.

FROM THE OFFICE OF THE CASHIER

On July 28, 1998 a new Student Cashiering System went into effect. Departments collecting student payments should contact Lynn DePorter, 898-7258, for new procedures.

Hours of Operation

Mon, Wed - Fri	9:00 a.m. - 4:30 p.m.
Tues	10:00 a.m. - 4:30 p.m.

Department deposits submitted after 3:00 p.m. will be processed the following business day.

Quarterly Quote

Learning is not compulsory. . . neither is survival.

—W. Edwards Deming

RESEARCH SERVICES UPDATE

Since moving to its new space on the Mezzanine of the Mellon Building in April, Research Service has been working to implement some of the recommendations of the reengineering report and to improve its service delivery. As might be expected, the merging of two different offices with different cultures has been and interesting challenge, but we are making progress in several areas.

Our initial pilot project to provide service through a team of a research administrator, a research accountant and school / departmental business administrators in the School of Engineering and Applied Science was an unqualified success, and we have initiated a similar project in the Graduate School of Education. This team approach to service delivery in the schools will be further expanded to the School of Nursing this fall. We are also working with the School of Veterinary Medicine to change our working relationship and provide more effective service. Over the next year, we hope to be working with all of you, in different ways, depending on your needs, to make the administration of sponsored projects less cumbersome .

Training in research administration is a high priority for this office, and we are working on this issue at several levels. As you will read in another article in this issue, recent audit findings will of necessity, require some immediate, well focused training in several areas. We have also started to develop a training manual which will be the "bible" for more comprehensive, long term training in all aspects of research administration and grants management. At the same time, we will begin designing the training program based on that document.

One of the critical elements to improved administration of sponsored projects at Penn is the development of new pre- and post -award information systems. As was announced last spring by Kathy Engebretson, we are seeking to hire a senior project manager to lead that effort. To date we have not identified a suitable candidate for this position, but we are continuing the search. In the meantime, Bob O'Malley of ISC is continuing to work with us to improve the current system and the AIS process. This includes a revised "Field Guide to the Account Information Sheet" which will be distributed very shortly as well as further enhancements to the AIS. If you are not already receiving the AIS by email, you may do so by contacting Stuart Watson at 573-6707. You will need to establish a generic email address for this purpose.

We are pleased to announce several new appointments in Research Services. Joining the Medical School pre-award team led by Susan Passante, are Sheila Atkins in a new position as a Contracts Administrator for Clinical Trials and Coleen Petrelli as Administrative Assistant. New Research Accountants include Paul Umbriac and Aliyu Mohammed. These new members of our team, along with the rest of the staff, are anxious to respond to your needs. The best way to reach any of us is to call our direct number. See the printed list on this page.

RESEARCH SERVICES PHONE NUMBERS

Sheila Atkins	573-6713
Audrey Buck	573-6709
Peter Calderone	573-6715
Jim Clavin	573-6704
Joanne Crossin	898-9323
Keith Dixon	898-1966
Alice Dunleavy	573-6708
Patricia Ffinch	898-5624
Kim Garrison	898-2344
Peggy Guido	898-2343
Lori Gurley	898-7295
Floyd Harris	898-5743
Sandy Houck	573-6710
Don Kearney	898-7269
Valerie Mastrangelo	573-6700
Bob McCann	898-1469
Ethel Mc Clary	573-6711
Anthony Merritt	573-6717
Aliyu Mohammed	573-6716
Jason Molli	898-2345
Annamaria Molnar	898-0818
Susan Passante	573-6706
Colleen Petrelli	573-6701
Carmen Rowe	898-2346
Berenice Saxon	573-6712
Richard Snyder	898-1967
Paul Umbriac	573-6714
Stuart Watson	573-6707
Sophia Whitehead	898-9322

TRAVEL ADVISORY

Travel Office, 308 FB/6284 898-3307

Travel Forms are Now Available on the Web

The travel forms are now available on the web. Click on http://www.upenn.edu/comptroller for the following forms:

Forms	Purpose
C-1	Travel and Entertainment Reimbursement form
C-1A	Entertainment Worksheet (accompanies the C-1 form)
C-368	Request for Payment form
AX form	AX Corporate Card application form
Penn Tower form	Penn Tower Authorization form

You can use the PDF version to print out the forms to be filled in. If you use WORD 95/97 you can download the program to your workstation, fill-in the information and then print out the completed forms for signature and embossing. However, if neither application works for you, you can still obtain the paper forms at the Travel Office at 308 Franklin Bldg.

This fall, when making travel arrangements for yourselves or others, please remember to take advantage of our negotiated fares with

US AIRWAYS
and
AMERICAN AIRLINES

You can save up to 15% off of any domestic fare when you make your arrangements with the Penn Desk at American Express. So call American Express, the preferred agency of the University, at 898-9439 or 1-800-796-7573.

Airline Tickets for Personal Use

If buying tickets from American Express for personal travel, the only form of payment they accept is a credit card. They can no longer accept cash or personal checks. Please keep that in mind when requesting tickets for personal use.

Dedicated Agents on the Penn Desk

Periodically, I reintroduce the American Express agents who are dedicated to servicing the needs of the University's travelers. They are:

Jamie Cockrell	General / International
Lori Gray	General / International
Darlene Hamilton	Athletics / Groups
Kathy Joy	General / International
Emily Nzeribe	General / International
Judy Wick	General / International

You can reach the Penn Desk at American Express by calling 898-9439 or 1-800-796-7573.

New Hotel rates in Washington, DC

We recently negotiated IVY Plus rates with Club Quarters in Washington, DC. Club Quarters are private hotels for members that offer many of the amenities of regular hotels but cost much less.

The Club Quarters in Washington, DC is located at:

Club Quarters, Washington
839 17th Street, MW
(at Farragut Square)
Washington, DC 20006
Rates start at $98 midweek/$65 weekend

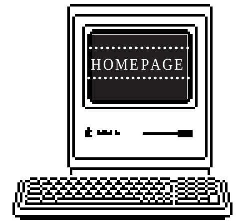
Call (202) 974-4222 for reservations and ask for the "IVY Plus rate."

Please encourage your travelers to try these properties on their next trips to New York City or Washington, DC. For additional information on these properties and other hotel with IVY Plus rates, you access the travel home page at: http://www.upenn.edu/comptroller/travel and click on "How to Make Travel Arrangements."

Reminder when providing Receipts

When submitting receipts with Requests for Reimbursement forms (C-1 forms) remember to tape receipts to just one side of the paper. Receipt pages are microfilmed for retention and retrieval and if receipts are attached to both sides, valuable information can be lost.

NEW ON THE COMPTROLLER'S HOME PAGE



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

FinMIS Phase 2 — an overview of the what's been happening, a summary of the FinMIS functional enhancement survey process, responses, findings, and overall priorities of the proposed enhancements

http://www.upenn.edu/comptroller/FinMisP2/index.html

Forms used at Penn for financial transactions and FinMIS are now on-line:

Accounts Payable
- Request for Payment (368 Form)

FinMIS
- FinMIS Printer Registration Form
- AIX Logon Form
- FinMIS Training Registration

General Accounting
- Penn Tower Hotel Authorization
- New Fund Request Form

Payroll
- Additional Payment Form
- Automatic Deposit Form

Tax
- Graduate Student and Post Doctoral Appointment Information Form
- Statement of Citizenship and Residence for Tax Purposes Form
- Foreign National Information Form
- Form 8233
- Form SS-5
- Form W-4
- Form W-7
- Form W-8
- Form I-9

Travel
- Travel and Entertainment Expense Report
- Confidential Traveler Profile
- American Express Corporate Application

http://www.upenn.edu/comptroller/Forms/index.html

Capital Projects - procedures which explain how the University budgets and accounts for capital projects effective July 1, 1998

http://www.upenn.edu/comptroller/Capital/cppd.html

The Foreign Student Tax Packet - many of the forms which are required as a foreign student

http://www.upenn.edu/comptroller/CorpTax/nrareqfo.html

Guide to Graduate Student and Post-Doctoral Appointments - a guide for business administrators on the current taxability of payments to the student or researcher

http://www.upenn.edu/comptroller/CorpTax/taxgrad.html

Senior Business Officers Minutes - a summary of updates, ideas, and feedback surrounding the financial business activities of the University

http://www.upenn.edu/comptroller/SeniorBA/index.html

And... look for a brand new Comptroller's Web Site coming later this Fall!

S M T W Th F S

DATES TO REMEMBER

OFFICES

Payroll Department • General Accounting • Office of Research Administration

PAYROLL WEEKLY CLOSING AND PAY DATES
August 31 through December 6, 1998

Pay Period 1998	Weekly Payroll Pay Date	Supporting Documents For New Appointments Must Reach Personnel Records by 5:00 p.m.	Vacation Advance & Add'l Pay Forms Due in Payroll by 5:00 p.m.	Time Reporting Data Entry for Positive/ Exception Employees by Monday, 3:00 p.m.	Database On-Line Changes to Existing Employees Must be Made Before 5:00 p.m.
08/31-09/06	09/11/98	09/01/98	09/04/98	09/07/98	09/07/98
09/07-09/13	09/18/98	09/08/98	09/11/98	09/14/98	09/14/98
09/14-09/20	09/25/98	09/15/98	09/18/98	09/21/98	09/21/98
09/21-09/27	10/02/98	09/22/98	09/25/98	09/28/98	09/28/98
09/28-10/04	10/09/98	09/29/98	10/02/98	10/05/98	10/05/98
10/05-10/11	10/16/98	10/06/98	10/09/98	10/12/98	10/12/98
10/12-10/18	10/23/98	10/13/98	10/16/98	10/19/98	10/19/98
10/19-10/25	10/30/98	10/20/98	10/23/98	10/26/98	10/26/98
10/26-11/01	11/06/98	10/27/98	10/30/98	11/02/98	11/02/98
11/02-11/08	11/13/98	11/03/98	11/06/98	11/09/98	11/09/98
11/09-11/15	11/20/98	11/10/98	11/13/98	11/16/98	11/16/98
11/16-11/22	11/25/98	11/16/98*	11/19/98*	11/20/98*	11/20/98*
11/23-11/29	12/04/98	11/24/98	11/27/98	11/30/98	11/30/98
11/30-12/06	12/11/98	12/01/98	12/04/98	12/07/98	12/07/98

*Dates are earlier due to holiday observance.

DATES TO REMEMBER

OFFICES

Payroll Department • General Accounting • Office of Research Administration

FinMIS ACCOUNTING SYSTEM CLOSING SCHEDULE

Period	Begin Date	End Date
Sept - 98	09/01/98	09/30/98
Oct - 98	10/01/98	10/30/98
Nov - 98	10/31/98	11/30/98

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

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

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

DATES TO RUN SALARY MANAGEMENT (SALMGMT) REPORTS

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

To match GL Reports in:	Run Salmgmt Reports on any of these dates:
September	Sept 29 - Oct 06
October	Oct 27 - Nov 02
November	Nov 24 - Nov 30

New Student Administrative Service Center In The Franklin Building

Student Financial Services

Monday, Wednesday, Thursday and Friday
9 a.m. to 4:45 p.m.

Tuesday
10 a.m. to 4:45 p.m.

Registrar

Monday
10 a.m. to 5 p.m.

Tuesday, Wednesday, Thursday and Friday
9 a.m. to 5 p.m.

Cashier

Monday, Wednesday, Thursday and Friday
9 a.m. to 4:30 p.m.

Tuesday
10 a.m. to 4:30 p.m.

PennCard

Monday, Tuesday, Wednesday and Thursday
9 a.m. to 5 p.m.

Friday
9 a.m. to 4 p.m.

After Hours Facility

Penn-InTouch

Postage vending

For addition informational about the Student Administrative Service Center visit the SFS website at (www.upenn.edu / sfs).

Message from the Manager

Dear Colleagues:

It's been a long seven months in the Payroll Department, but we finally have a new Manager. I will be stepping into this role effective September 8, 1998. More recently, I have been working in the Financial Training Department as the Senior Training Specialist. Barbara Murray is currently seeking to replace my position and is taking applications as we speak. (She said to tell you she's going to miss me, but is very happy that I'm not going too far away. Actually, we worked out a deal that I would handle all the Payroll Training and that kept her really happy.)

Part of the plans for the immediate future in the Payroll Department will be the establishment of a Payroll homepage. Ultimately, we would like to include the payroll manuals as they are developed. We will also be implementing a new listserv of those holding Payroll access as a better means of communicating with those of you out in the field.

In addition to becoming the Manager, for the past three months, I have also been coordinating and writing a new comprehensive Payroll / Personnel course. The course is designed to introduce new users to all aspects of Payroll and Personnel that may be encountered during the course of one's employment at Penn. It is presented in five half-day sessions and the topics will include the following:

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

The course will be offered on a monthly basis. Anyone requiring access to the Payroll system will need to attend all five sessions.

As part of the development of the new course we are in the process of updating the 10-year-old manuals everyone currently uses.

On the last page of the Bottom Line is a registration page for those who need to sign up for Payroll training. We request that you obtain your Business Administrator's signature when completing this registration.

I am looking forward to working with each of you in my new role as Payroll Manager. Together, we will face the challenges that lie ahead!

Sincerely,

Terry Lafferty, Manager
Payroll Department

FinMIS School/Center Access Administrator

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

Name	#	School / Center	Phone	E-Mail Address
Sophie Luzecky	02	SAS	8-0888	sluzecky@sas
Mai Friedman	04, 83	Provost	8-6841	friedman@pobox
John Westdyke	06	Nursing	8-9943	westdyke@pobox
Andrea Rollins	07	Wharton	8-2691	Rollins@wharton
Christopher Bristow	13	Engineering	8-7916	bristow@seas
Darlene Sparks	19	Annenberg Center	8-6704	sparksjd@pobox
Terry Dzelzgalvis	24	DRIA	8-4430	mtherese@pobox
Alan Waldt	26	Museum	8-4052	awaldt@sas
Janet Plantan	32	GSE	8-3039	janetp@gse
Kathy Lorenz	33	GSFA	3-3679	lorenz@pobox
Delores Bristow	35	Social Work	8-5527	dbristow@ssw
Donna Burdumy	36	Annenberg School	8-7053	adb@asc
Paul Weidner	21,,40, 88	Medical	8-8835	weidnerp@mail.med
Todd Swavely	21, 40, 88	Medical	8-9522	tswavely@mail.med
Darlene Dziomba	50	Library	8-7567	darlene@pobox
Linda Kristekas	51	Dental	8-5405	linda@biochem.dental
Ernie Gonsalves	56	Law	8-6430	egonsalv@oyez.law
Kelly Ardis	58	Vet	8-4597	kda@vet
Kathy Robinson	60	Morris Arboretum	247-5777	robinsok@pobox
Cassandra Green	61	ICA	8-7108	cgreen@ben.dev
Julie Shuttleworth	62	OIP	8-1644	jshuttle@pobox
Bonnie Gibson	63	Fels Center	8-6841	gibson@pobox
Anna Colasante	78	Audit & Compliance	8-1938	annamc@pobox
Laurita Jackson	79	Public Safety	8-0429	ljackson@pobox
Janet Dwyer	81	President	8-0448	dwyer@pobox
William Turner	84,85,86	VPUL	8-4922	turner@pobox
Mike Merritt	87	Finance (SFS)	8-9971	merritt@sfs
David Valentine	87	VP Finance	8-5422	davidv@pobox
Ronnie Marino	89	EVP	8-6693	vmarino@pobox
Joanne Gorman	90	Development	8-8185	gorman@ben.dev
Margaret Smith	91	ISC	8-8602	Smithm@isc
Gary Truhlar	92	Human Resources	8-5896	truhlar@pobox
Donna Petrelli	93,95	Business Services	8-2487	petrelli@pobox
Mina Fader	96	Facilities Management	8-7243	fader@pobox
Florence Griffin	97	Facilities Services	8-6644	griffin3@pobox

ALLEGHENY'S BANKRUPTCY IMPACT

As you may be aware, Allegheny Health, Education, and Research Foundation filed for protection under Chapter 11 of the Bankruptcy Code on July 21,1998. The filing includes all of Allegheny's owned medical practices in Philadelphia and Pittsburgh and eight of the Allegheny Hospitals in the Philadelphia area. These hospitals are: Allegheny-Hahnemann, Allegheny MCP, St. Christopher's Hospital for Children, Allegheny Graduate, Allegheny City Avenue, Allegheny Parkview, Allegheny Bucks County, and Allegheny Elkins Park. The Pittsburgh-based Allegheny University Hospitals West, including Allegheny General Hospital, Canonsburg Hospital, Allegheny Valley Hospital and the Forbes Health System, as well as Allegheny Rancocas in New Jersey are not included in the filing.

The Cashier's Office has noticed a number of checks drawn on Allegheny subsidiaries returned for insufficient funds. We are assessed service fees from our depository bank for these items which are passed on to the depositing department. Our attorneys have advised us that checks drawn on the Allegheny subsidiaries which have filed Chapter 11 before July 21, 1998 will not be honored. We ask that you do not deposit any such items so that we can avoid fees for returned checks. Please send these checks, as well as any that have already been returned, to Jean Suta, Assistant Cash Manager, 737 FB/6205. Be sure to include your name, email and intramural addresses, and the account number which should be credited. Keep a copy for yourself. We will coordinate the collection of these checks with other receivables from Allegheny. At this point, it is unclear what, if anything, will ultimately be paid. We will let the individuals who have checks outstanding know when the issue is resolved.

Any checks drawn on the Allegheny subsidiaries which have not filed for Chapter 11 should be deposited. Additionally, any checks written after July 21 on the subsidiaries which have filed for Chapter 11 will be honored and should be deposited.

If you have questions, please address them to Helen Kreider, Cash Manager at hkreider@pobox.upenn.edu. Thank you for your attention to this matter.

FINANCIAL MANAGEMENT INFORMATION SYSTEM (FinMIS) TRAINING PROGRAM

The FinMIS Training Programs are designed to provide University financial administrators with hands-on instructions on how to 'Navigate' through the Purchasing and General Ledger business processes. These courses are conducted in nine half-day sessions on a monthly basis. To register, please complete the registration form on the following page. Please be sure to include both your Supervisor and the Trainer/System Access Administrator signature on your registration form. A complete list of the System Access Administrators can be found on page 11 of this issue.

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

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

Navigation/Purchasing

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

Pre-requisite: Introduction to University Accounting & Business Functions

General Ledger

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

Pre-requisite: Navigation/Purchasing

University of Pennsylvania
FinMIS Training Registration

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

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

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

Personal Data: (Please print or type)

Name: ______________________ Years at Penn: ______________________

SSN: __________-__________-__________ Title: ______________________

School/Center: ______________________ Department: ______________________

E-mail: __________@__________ Campus Phone: ________ - ______________

Education and Training: Circle and complete the appropriate answer

Do you have a business degree? Y N Major: ______________ Year earned: ________

Have you ever taken an Accounting course? Y N Name: ______________ Year taken: ________

Computer Experience: Please select the appropriate response

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

Lotus or Excel	3	2	1	WWW/Internet	3	2	1
Word Processing	3	2	1	Mac or PC	3	2	1
Windows	3	2	1	E-mail	3	2	1

Financial Responsibilities: Circle or complete the appropriate answer

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

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

3 - Very familiar *2 - Some familiarity* *1 - No familiarity*

Accounts Payable	3	2	1	Payroll	3	2	1
Acquisition Services (Purchasing)	3	2	1	Research Services	3	2	1
Budget & Management	3	2	1	Travel	3	2	1
General Accounting	3	2	1	Other:__________	3	2	1

Employee's Signature: ______________________ Date: __________

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

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

School/Center Trainer/System Access Admin: (printed) ______________________ Date: __________

School/Center Trainer/System Access Admin: (required) ______________________ Date: __________

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

OFFICE OF STUDENT FINANCIAL SERVICES

Fall ’98 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 GRANTS RA/TA/RF’S
Fall ‘98						
	Sep 03, 1998	Sep 29, 1998	L	Sep 01, 1998	Sep 03, 1998	Aug 28, 1998
	Oct 02, 1998	Oct 29, 1998	L	Sep 30, 1998	Oct 02, 1998	Sep 25, 1998
	Nov 03, 1998	Nov 25, 1998	L	Oct 30, 1998	Nov 03, 1998	Oct 30, 1998

ADDRESS OPTIONS:

H = Home .
L = Local
G = UGrad to Home
Grad to Local

Directions:

1. Feeder File Updates - All transactions from other systems are transferred to the Billing & Receivable System (BRS) prior to each billing run. “Feeder Files” (e.g. Registrar, Residence, Financial Aid(SAM), Penn Plan, Faculty Staff, Penntrex, Dining, Student Health / Ins, Wharton Repro, Fitness Center and other auxiliary departments) are scheduled to be upadated to BRS on a weekly basis.

2. Student Account Adjustments - Do not post tuition and general fee adjustments for the current term until after the financial DROP / ADD time period is over (see automated SRS Adjustment Schedule on next page).

3. Automated SRS & Tuition Adjustment Schedule

   All entries posted to SRS must be updated prior to 5:00 p.m. on these dates. The final dates to process tuition related adjustments for a given term are indicated in bold.

OFFICE OF STUDENT FINANCIAL SERVICES (cont.)

TERM	TUITION ADJUSTMENT	INPUT TO SRS	SRS TRANSFER TO BRS
Fall 1998	DROP/ADD	SEP 10, 1998	SEP 11, 1998
	DROP/ADD	SEP 25, 1998	SEP 25, 1998

4. RT Delete Updates - are run on a daily basis from the beginning of the TUITION CALC time periods through the end of the financial DROP/ADD Schedule. This updates will adjust students' accounts that the DROP/ADD process was unable to handle. because the students' SRS academic records and courses were not deleted according to SRS guidelines. These adjustments are primarily for students placed on leave, dropped or withdrawn.

5. Financial Hold - Tentative Dates

Warning letter mailed	-	October 2, 1998 for Spring 1999 Advance Registration (Begins Nov 2-Nov 15)
Actual hold posted/letter mailed	-	October 19, 1998 for Spring 1999 Advance Registration

Note: Any questions related to these schedules should be directed to SFS-Student Accounts at extension 8-4280.

THE ACCOUNTING & BUSINESS CERTIFICATION PROGRAM

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

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

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

GENERAL ACCOUNTING OVERVIEW

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

PURCHASING OVERVIEW

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

ACCOUNTS PAYABLE OVERVIEW

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

TRAVEL PROGRAM/POLICIES AND PROCEDURES

Covers the important aspects of University's Travel Program. The seminar will review the preferred travel providers for the University and the importance of using them. The seminar reviews the Travel and Entertainment Policy and instructs attendees how to properly complete the C-1, C-1A, C-368 and Travel Authorization forms with the correct travel object codes.

PAYROLL/PERSONNEL OVERVIEW

Provides a basic understanding of the personnel/payroll system, personnel action processes, appropriate internal and external documents required to effect payment to an employee. Included will be general information regarding the Corporate Tax Department, their roles and responsibilities as it relates to payments to University employees.

RESEARCH SERVICES - PRE-AWARD AND REGULATORY OVERVIEW

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

RESEARCH SERVICES - POST AWARD AND FINANCIAL OVERVIEW

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

STANDARDS FOR CONDUCTING UNIVERSITY BUSINESS

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

ADDITIONAL TRAINING COURSES

PROCUREMENT CREDIT CARD (PRO-CARD)

FOR EMPLOYEES WHO HANDLE PROCUREMENT FOR THEIR DEPARTMENTS, this training session provides an overview for the University's procurement credit card program. Highlighted will be the ordering process, documentation, disputed transactions, ease of use, restricted commodities and card misuse. There will also be a demonstration of the on-line Pro-Card system, including security clearance, browse screens, and updating transactions where the account number to be charged for the purchase can be changed.

REPORT MANAGEMENT OVERVIEW*

Prerequisite: FinMIS Purchasing & General Ledger Training

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

NEW! PAYROLL / PERSONNEL SYSTEM

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

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

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

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

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

University of Pennsylvania — Office of Vice President for Finance

FINANCIAL TRAINING REGISTRATION

I would like to attend the following:*

* To qualify for the Accounting & Business Certification (ABC) Program, you must, at some point, attend all of the following training sessions. However, please feel free to sign-up for any individual course.

❑ Purchasing Overview	9:30 a.m. - 12:00 p.m.	September 25, 1998
❑ Accounts Payable Overview	9:30 a.m. - 12:00 p.m.	October 2, 1998
❑ General Accounting Overview	9:30 a.m. - 12:00 p.m.	October 9, 1998
❑ Travel & Program / Policies & Procedures	9:30 a.m. - 12:00 p.m.	October 23, 1998
❑ Personnel / Payroll Overview	9:30 a.m. - 12:00 p.m.	October 30, 1998
❑ Research Services Pre-Award and Regulatory Overview	9:30 a.m. - 12:00 p.m.	November 13, 1998
❑ Research Services Post-Award and Financial Overview	9:30 a.m. - 12:00 p.m.	November 20, 1998
❑ Standards for Conducting University Business	9:30 a.m. - 12:00 p.m.	December 4, 1998

Additional Training Courses (Not part of the ABC Program)

❑ *New!* Payroll / Personnel System*	5 half-day sessions	To be announced
*Business Administrator Approval Required ______________________		
❑ Report Management Overview	9:30 a.m. - 11:00 a.m.	To be announced
❑ Procurement Credit Card	9:30 a.m. - 11:00 a.m.	To be announced

Name: ______________________ Social Security Number: __ __ __ - __ __ - __ __ __ __

E-Mail Address: ______________________ @ ______________________

Title: ______________________ Dept. Name: ______________________

School: ______________________

Campus Address: ______________________ Mail Code: ___________

Campus Phone Number: ____ ____ ____ - ____ ____ ____ ____ Today's Date: ____________

Fax Number: ____ ____ ____ - ____ ____ ____ ____ TAC Cardholder? ❑ Yes ❑ No

Please send your registration form to:

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

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

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