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A Quarterly Newsletter from the University of Pennsylvania Division of Finance

**T**his issue inaugurates a new look for *The Bottom Line* on the occasion of its ninth anniversary. *The Bottom Line* was first published in September 1990 and the publication is still managed by **Barbara Murray**. In 1996, *The Bottom Line* became available in an online version, accessible today through the VP Finance web site. Beginning with this edition, the layout for *The Bottom Line* is being produced by **Colleen HD Kriz**, Assistant to the Vice President for Finance. Thanks to all who contribute articles and information, to all of our readers - and a special thanks to **Barbara Murray** for her continued efforts.

## Restructuring of Training Operations

The University is restructuring training operations to enhance learning and education opportunities and provide continuity in all facets of professional, personal and technical development. As part of this effort, it has been announced that **Beverly Edwards** has accepted the position of Executive Director of Learning and Education. This position reports to the VP of Human Resources and works in collaboration with key administrators of training initiatives in the schools and centers and provides leadership of Human Resource Training, the Center for Professional Development, Finance Training, and ISC Training. This position is responsible for developing a comprehensive, multi-discipline training program for the University of Pennsylvania.

Her responsibilities will include: providing strategic leadership in the assessment, design and delivery of training opportunities and programs for the University; oversight of the multiple training programs including leadership development, technology, human resources, financial and skills development training; and development of a plan for coordination of training University-wide. The Executive Director will work with a Board of Overseers, whose membership will include Executive Vice President **John Fry** and others from a cross-section of the University who will provide advice and direction for the University's training programs.

### *Bottom Line Correction*

In the June, 1999 issue of *The Bottom Line*, under the heading of Training Advisory Board Reorganization, **Julie Shuttleworth** was listed as being from VPUL, when it should have read the Office of International Programs (OIP).

OIP is part of the VPUL and Provost; however, it is its own center.

## Corporate Tax Office Changes

The Corporate Tax office within the Office of the Comptroller will be experiencing some major changes. The departure of our long-time tax manager, **John Butler**, prompted a review of how the business of the office is conducted and how we might make improvements. It was determined that many of the responsibilities of the Office would be better outsourced given the seasonal pattern of tax activities and the constant changes in tax laws and regulations. PriceWaterhouse Coopers (PwC) was chosen through an RFP process to perform most of the tax functions for both the University and the Health System. The office will continue to be staffed by a knowledgeable Penn employee who will coordinate the activities of PwC and serve as an interface with the user community. The Office will continue to assist with the paperwork, processing, and interpretation of the myriad regulations affecting the foreign national students, faculty and staff here at Penn.

What does this mean for you? Our objective is that the change be "seamless" to all users. We ask that you extend your cooperation to individuals from PwC in order that our mutual goal - *service* - can be maintained, and hopefully improved.

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# Notes from the Division



## **Student Administrative Service Center In The Franklin Building**

### **Student Financial Services**

Monday, Wednesday, Thursday and Friday - 9am to 4:45pm  
Tuesday - 10am to 4:45pm

### **Registrar**

Monday - 10am to 5pm  
Tuesday, Wednesday, Thursday and Friday 9am to 5pm

### **Cashier**

Monday, Wednesday, Thursday and Friday - 9am to 4:30pm  
Tuesday - 10am to 4:30pm

### **PennCard**

Monday, Tuesday, Wednesday, and Thursday - 9am to 5pm  
Friday - 9am to 4pm

### **After Hours Facility**

Penn-InTouch  
Postage vending  
ATM

### **Student Employment Office**

The 1999-2000 academic year Federal Work-Study Program begins on August 30, 1999, and ends on May 21, 2000.

### **Quarterly Quote**

Remind yourself that when you die,  
your "In Basket" won't be empty.  
~~Richard Carlson, Ph.D.




### **NOTIFICATION TO DEPOSITORS**

The Treasurer's Office would like to take this opportunity to remind departments that effective August 1, 1999 all checks must be endorsed upon receipt. We would like to thank those departments that are currently using the endorsement stamp for their efforts.

If your department needs an endorsement stamp, please e-mail **Jean Suta**, Manager, Cashier's Office, at [jeanie@pobox](mailto:jeanie@pobox). Please include the following information: department name/org number and an account number to charge for the stamp (approx. \$30.00). The Office of the Cashier will order the stamp for you and notify you when the stamp is available for pick up.

We would like to reiterate the importance of the placement of the endorsement stamp on the back of checks. The endorsement must be placed within 1 1/2 inches from the top of the reverse side of the check. Please do not place the endorsement in the middle of the check because this area is reserved for bank routing information. Only one endorsement per check is permitted.

If you have any questions or would like further information, please contact **Jean Suta** at 898-7258 or via e-mail. Thank you for your help with this effort.



### **Trust Administration Reminder**

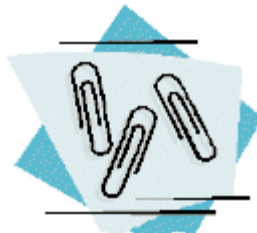
'Tis the season once again. As the calendar year is quickly coming to a close, the University will be receiving gifts from our generous donors. At this time, we would like to restate the University's policy for handling gifts of securities.

The personnel in Trust Administration are the only authorized agents for trading of security gifts. All calls regarding receipt of gift of securities should be forwarded to this office. The donor and/or the donor's agent will be given the proper instructions for transferring securities.

If you should receive any checks for proceeds of a security gift or sale, please forward to Trust Administration for processing.

It is very important that these procedures are followed to ensure that any additional tax documents the donor may require are completed in a timely manner. The Trust Administration is located at:

**427 Franklin Bldg/6205  
898-7254**



*more notes.....*



### Finance Division Web Sites

Vice President for Finance Homepage

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

Financial Training Department Homepage

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

*Online version of The Bottom Line is available through this site*

Comptroller's Office Homepage

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

Comptroller's Office - Travel Program

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

Treasurer's Office - Cashier

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

Information Systems & Computing

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

Purchasing (Acquisition Services)

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

Student Financial Services

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



### From the Office of Research Services

Research Services is pleased to announce several new additions and changes to our staff, the unveiling of a new web site and publication of the University's FY 2000 indirect cost and employee benefits rates.

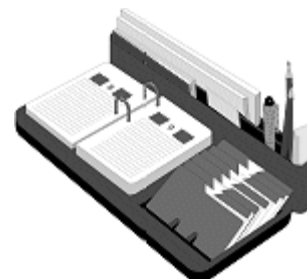
**Don Deyo**, Ph.D,JD has joined Research Services as Senior Associate Director for Clinical Trials. **Don** brings significant experience in negotiating corporate agreements to an area where we expect significant growth over the short term. **Todd Swavely**, formerly Interim Comptroller of the School of Medicine, has joined Research Services as Associate Director of Operations and Project Leader for Penn's Electronic Research Administration project. **Ron Polizzi** joins us from the Cooper Health System as Associate Director, Research Services. **Ron** will be working with the School of Medicine. Finally, **Kim Garrison**, formerly team leader in reaserch accounting, has been promoted to Manager, Accounting Operations. She will be working primarily with the School of Medicine

Research Services also recently unveiled a new web site. The URL for the site is [www.upenn.edu/researchservices/index.html](http://www.upenn.edu/researchservices/index.html). We welcome you to the web page and look forward to constructive comments.

On April 7, 1999 the University signed agreements with the relevant federal officials establishing the University's Indirect Cost and Employee Benefits rates. The Research rate is 58.5% from July 1, 1999 to June 30, 2000. The Instructional rate is 50% and the Other Sponsored Research rate is 40%. The Employee Benefit rate for Full Time employees for FY 2000 is 28.7% and Part Time employees is 9.7%.

### 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 [buonadon@pobox.upenn.edu](mailto:buonadon@pobox.upenn.edu). The Trainer will guide you every step of the way. It's a win, win situation for all involved.



# Office of the Comptroller

You can find this and more information about the Office of the Comptroller at  
[www.upenn.edu/comptroller](http://www.upenn.edu/comptroller)

## **FinMIS II Information for Local Support Providers** (<http://www.upenn.edu/computing/provider/finmis2-lsp.html>)

Under the sponsorship of the Vice President of Finance, the Comptroller, the Director of Acquisition Services, and the Associate Vice President for Information Systems and Computing, a number of project teams were formed during the winter of 1998 to plan for future upgrades and enhancements to FinMIS. Known collectively as FinMIS II, these efforts consist of an ongoing series of upgrades and enhancements to FinMIS. Additional information is available on the Comptroller's web site.

One of the FinMIS II enhancements will be a new graphical user interface (GUI). This user interface is based on Oracle's Network Computing Architecture (NCA), which is a three tier, web-based architecture utilizing a downloaded Java applet. A recent version of Netscape Navigator or Microsoft Internet Explorer is required to access FinMIS II.

The information below will help you prepare to support FinMIS II. In addition, the September 13 SUG meeting will feature a presentation on FinMIS II, and training seminars will be held at various times in late September and early October.

### **FinMIS II release calendar**

August, 1999 - FinMIS II will be released to a very small pilot group. LSPs in that group have already been contacted.

October, 1999 - Two FinMIS II screens will be made available to most current FinMIS users on an as needed/as requested basis. These new screens provide additional business functionality requested by FinMIS users.

November, 1999 - The pilot will be expanded to include a small group of selected individuals in each of the schools and centers. The list of participants in this group has not yet been finalized.

Calendar year 2000 - A University-wide rollout of additional enhanced business functionality, along with an improved GUI, is currently being planned for next year.

### **Browser requirements**

The browsers certified for FinMIS II use are

Netscape Navigator 4.06 - 4.09  
Internet Explorer 4.01

The browsers listed are older versions because Oracle is generally slow to certify newer versions. Preliminary testing of later versions of Netscape indicate that, although not certified, any version 4.06 or higher should be acceptable for use. Penn's initial testing has identified some intermittent problems with Internet Explorer that do not occur with Netscape. At the current time, the implementation team would recommend use of Netscape over Internet Explorer to avoid unnecessary problems. Additional testing of browsers, particularly Netscape 4.61 (Penn's supported browser for fall '99), is planned prior to the October rollout.

FinMIS II rollout, both users and LSPs will be provided with detailed instructions regarding acquisition and implementation of the plug-in. This process will also be addressed in more detail in SUG and LSP sessions planned for September.



### **Desktop requirements**

#### Windows - Recommended configuration (1999-2000 standard)

CPU: Pentium III (450 MHz)  
Memory: 128 MB  
OS: Win 95/98/NT 4.0 (with Service Pack 3 or 4)  
Display: 1024x768 resolution (17-inch or larger monitor)

#### Windows - Minimum configuration (1998-99 standard)

CPU : Pentium II (200 MHz)  
Memory: 64 MB  
OS: Win 95/98  
Display: 800x600 resolution

#### Macintosh G3 - Recommended configuration

\* Important: The application runs only on G3 Macintoshes.\*

CPU: PowerPC G3 (350 MHz)  
Memory: 128 MB  
Software: Virtual PC (Virtual PC, though not certified by Oracle, can run the application.) Native support under MacOS may become available by October. Additional information will be provided in September.

# Comptroller's Office

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## Java plug-in (JInitiator)

An Oracle supplied plug-in is required to run FinMIS II. Oracle JInitiator provides the Java run time environment necessary to support FinMIS II from within a standard browser. JInitiator is implemented as a plug-in for Netscape and as an ActiveX component for Internet Explorer. When the user first accesses the FinMIS II URL, the system will automatically download the plug-in and store it on the desktop. After this initial download, the JInitiator will be automatically referenced from the desktop; no additional downloads are required. This is a simple, straightforward process and should require no LSP intervention or support. The JInitiator will also be made available on the PennConnect CD (in the "extras" folder) and on Penn's ftp server (ftp.upenn.edu). As part of the FinMIS rollout, both users and LSPs will be provided with detailed instructions regarding acquisition and implementation of the plug-in. This process will also be addressed in more detail in SUG and LSP sessions planned for September.

Please send any questions or comments to  
finmis2@box.upenn.edu.

## Payroll: Department to Organization Conversion

<http://www.upenn.edu/comptroller/disbursements/payroll/d2o/>



Over the weekend of July 16, 1999, Payroll, Payroll related applications (i.e. Salary Management) and a number of mainframe administrative applications that used the legacy department codes were converted to utilize the FinMIS organization code structure.

The functionality for all systems affected by this conversion remains as it was before the conversion. The change only affects the legacy five character department code which is replaced with the four character organization code. There are also several schools/centers that are affected as defined below.

The Schools/Centers that will be changed in the Department to Org conversion are:

Legacy/Legacy Description	New/New Description
54/Medicine	40/School of Medicine
82/VP and Secretary	81/President's Center
97/Oper and Maint	96/Facilities Management
*Centers 82 and 97 will be eliminated.	

Please see the table located at above web address that defines the department codes and their corresponding org replacement. All applications that were modified for the Department to Org conversion used the "PAY" mapping tables supplied by the Budget Office. Please call Fran Seidita in the Budget Office if you have any questions.

## FY 2000 Facility and Administrative (F&A), Employee Benefit and Dependent Tuition Rates

<http://www.upenn.edu/comptroller/accounting/empben.html>

The Facility and Administrative (formerly Indirect Cost) and Employee Benefit Rates listed below were negotiated with the Department of Health and Human Services. The date of the agreement is April 7, 1999.

### Facility and Administration (formerly Indirect Cost Rates)

	FY96	FY97	FY98	FY99	FY00
RESEARCH (On-Campus)	63.5%	59.0%	59.0%	59.5%	58.5%
RESEARCH (Off-Campus)	25.3	26.0	26.0	26.0	26.0
INSTRUCTION	50.0	50.0	50.0	50.0	50.0
OTHER SPONSORED PROG	40.0	40.0	40.0	40.0	40.0

### Employee Benefit Rates and Dependent Tuition Charge

	FY96	FY97	FY98	FY99	FY00
Full Time	32.5%	31.1%	30.8%	30.8%	28.7%
Part Time	10.8	10.0	9.7	9.7	9.7
Dependent Tuition	N/A	N/A	N/A	N/A	1.8





# FinMIS II Progress Update

**AT THE FOUNDATION of Penn's business and financial business processes is FinMIS, or Financial Management Information System. Implemented in July 1996, FinMIS continues to improve and facilitate access to management information and insures that a flexible infrastructure is in place to respond to changing business rules and processes . The process—and progress—is on-going.**

### FinMIS Evolves

As the world evolves toward the efficiencies of doing business electronically, Penn also continues to evolve in this direction. FinMIS II is a series of upgrades and enhancements that will occur over a period of time designed to:

- Make FinMIS more user friendly in general and specifically when purchasing goods and services (i.e. web-based, E-Commerce)
- Enhance access to information for a broader range of users (e.g., revenue and expense inquiry, reporting strategy)
- Expand the tools available to help manage grants (i.e., freeze grant accounts)
- Improve the process of travel reimbursement and provide flexibility as well as tools to help manage adherence to University policies (i.e. travel management)

In January 1999, the upgrade to version 10.7 character was implemented to provide Y2K compliance. The next series of releases will be based on web technology and have a new graphical user interface (GUI), based on Oracle's Network Computing Architecture (NCA). You will, however, still be able to work in the original—and familiar—character-based FinMIS environment until some time in calendar year 2000.

The timeline below shows the overall progress of FinMIS to-date. While the core project teams continue their work and finalize their evaluations and recommendations on pending enhancements (e.g., travel management, electronic commerce etc.), we will update this timeline with more specific information and target dates as they become available.

### Coming Soon

In addition to the work in progress by the core project teams, the two new features most requested by FinMIS users, in the survey conducted last year, will be implemented over the next few months: Freeze Grant Accounts and Revenue and Expense Inquiry.

More information on the survey and responses can be found at <http://www.upenn.edu/comptroller/FinMIS/next/planning.html>. The accompanying chart contains an explanation of the two new features and summarizes the progress of the other core project teams.

To help Local Support Providers (LSPs) prepare to support the new web-based interface to be used for Freeze Grant Accounts and Revenue and

Expense Inquiry access, we have posted important information at: <http://www.upenn.edu/computing/provider/finmis2-lsp.html>.

(We have also re-printed this important information in full in this issue of *The Bottom Line*.) In addition, there are three LSP training seminars scheduled for September 20, October 4, and October 8 from 11am–noon in the Bits and Pieces Conference Room located at Sansom West, 3650 Chestnut Street, 3rd floor. All LSPs are encouraged to attend one of these technology briefings. Registration is not required.

### Approach

FinMIS II will employ an integrated development approach designed to minimize the impact on end-users, leverage software and technology available and provide the greatest overall business benefits within the “windows of opportunity” defined. This will afford the University an opportunity to “settle in” without the immediate need for another upgrade.

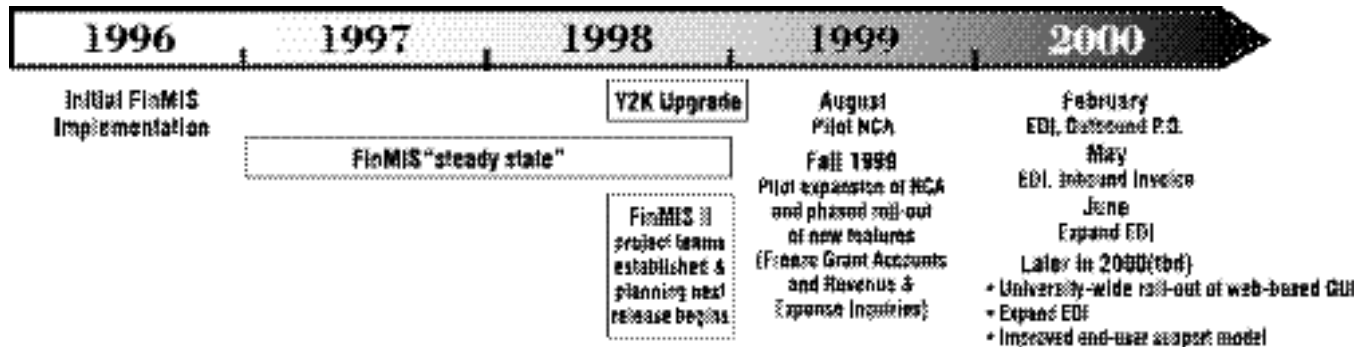
In a collaborative effort to obtain feedback from individuals in schools and centers, we will ask a number of FinMIS users to “test drive” the system. In August 1999, certain FinMIS users from central departments began alpha testing the new web-based GUI environment. In the fall, a small number of School and Center administrators will be involved in the beta testing phase.

Their effort will be critical in learning how we may build on system strengths while improving the planning and preparation for training and roll-out of future web-based versions.

Going forward with any system upgrade certainly has an impact on everyone. However, we can **all** minimize and manage any impact by working together in our on-going efforts to improve the business and financial processes at Penn.

We are pleased to have the opportunity to share current progress and also encourage two-way communication. Please send your general inquiries and comments to: [finmis2@pobox.upenn.edu](mailto:finmis2@pobox.upenn.edu), or call the FinMIS hotline at extension F-inMIS (6-HELP), and select option 1. We will continue to publish periodic updates in *The Bottom Line*, send community-wide mailings and targeted e-mails with important information. But don't forget, we want to hear from you at [finmis2@pobox.upenn.edu](mailto:finmis2@pobox.upenn.edu).

## FinMIS Timeline and Current Release Schedule



# Team Progress

## FinMIS II Core Project Teams

Core Team	Team Objectives	Team Progress	Team Leaders
<b>Upgrade Team</b>	<ul style="list-style-type: none"> <li>• Recommendations for implementing agreed-upon list of enhancements</li> <li>• Evaluating business requirements and identifying alternatives, as well as costs and benefits, for addressing functional enhancements in: <ul style="list-style-type: none"> <li>• Handling of wayward transactions</li> <li>• “Freeze Grant” accounts</li> <li>• Electronic submission/tracking for Travel and other C-Forms</li> <li>• ProCard</li> <li>• Revenue and Expense Inquiry (formerly Online Account Inquiry)</li> <li>• Financial forms processing through imaging</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Entered development phase</li> <li>• Delivery of web based pilot (Fall 1999)</li> <li>• Delivery of two new features (Fall 1999): <ul style="list-style-type: none"> <li>• <b>“Freeze Grant Account” Capabilities</b> Current situation: no controls to limit activity during the life of a grant and until the fund is disabled, resulting in frequent re-auditing of the account Critical enhancements: <ul style="list-style-type: none"> <li>• Improved compliance with government and sponsor regulations with respect to closeouts</li> <li>• Reduce overdrafts by increasing control over grant activity</li> <li>• More timely and accurate reporting to sponsors</li> </ul> </li> <li>• <b>Revenue and Expense Inquiry</b> (formerly Enhanced Online Account Inquiry) Current situation: inquiry function provides information too detailed for account managers to quickly determine the overall account status or answer questions related to various expense categories Upgrade will: <ul style="list-style-type: none"> <li>• Improve opportunity for effectiveness and productivity</li> <li>• Allow for immediate response to account status questions</li> <li>• Reduce the need for running and printing reports, particularly in mid-month</li> </ul> </li> </ul> </li> </ul>	<p><b>Roxanne Bataitis</b> Functional Team Leader</p> <p><b>Tessa Bocage</b> Technical Team Leader</p>
<b>E'IT Team</b> (Electronic Commerce, EDI, Imaging, Travel)	<ul style="list-style-type: none"> <li>• Recommend an approach to improve the accuracy and efficiency for the creation and electronic transmission of purchase orders and the receipt of invoice information with our suppliers</li> <li>• Assess potential third-party software</li> <li>• Conduct Cost/benefit analysis</li> <li>• Evaluate changes to FinMIS and business practices to support the implementation of the recommended approach</li> </ul> <p><b>Travel:</b> Recommend a plan and approach for improving travel process including:</p> <ul style="list-style-type: none"> <li>• Reducing travel reimbursement time and amount of data entered</li> <li>• Strengthening data integrity by automating current manual process</li> <li>• Highlighting preferred vendors and reporting out-of-policy travel exceptions</li> </ul>	<p><b>Travel:</b></p> <ul style="list-style-type: none"> <li>• Completed RFP for the evaluation of expense management software</li> <li>• Provided recommendations to senior management</li> </ul> <p><b>Imaging:</b></p> <ul style="list-style-type: none"> <li>• Examined Oracle integrated products</li> <li>• Recommendations to senior management in September</li> </ul> <p><b>EC/EDI:</b></p> <ul style="list-style-type: none"> <li>• Working with external vendors to develop procedures to handle formatting and delivery of electronic documents, standardize catalog content to make it available in electronic format in FinMIS, and clarify integration issues and timelines</li> </ul>	<p><b>Marstin Alexander</b> Functional Team Leader</p> <p><b>Ralph Maier</b> Functional Team Leader</p> <p><b>Stuart Benoff</b> Technical Team Leader</p>
<b>Report Strategy Team</b>	<ul style="list-style-type: none"> <li>• Recommend plan for implementing enhancements to the current reporting structure and delivery system to enable users to be more self-sufficient in accessing data</li> </ul>	<ul style="list-style-type: none"> <li>• Completed assessment of University’s financial reporting structure including a series of interviews with school and center end-users of the University financial data</li> <li>• Defined requirements for long-term reporting strategy based on the result of the current assessment</li> <li>• Conducted vendor on-site demonstrations</li> <li>• Recommendation and implementation plan presented to senior management</li> </ul>	<p><b>Ron Keller</b> Functional Team Leader</p> <p><b>Rosemary Nissley</b> Technical Team Leader</p>
<b>End-User Support Team</b>	<ul style="list-style-type: none"> <li>• Assess the existing support model</li> <li>• Recommend a plan for implementing an enhanced end-user support structure</li> </ul>	<ul style="list-style-type: none"> <li>• Focus groups were conducted with twenty-eight participants from seven schools and eight centers</li> <li>• Presented the proposed support model and solicited feedback</li> <li>• Distributed surveys to representatives from all schools and centers to gauge preference for centralized versus decentralized tier 1 support</li> <li>• Provided recommendation and implementation plan to senior management</li> </ul>	<p><b>Jeff Linso</b> Functional Team Leader</p> <p><b>Laural Seebardri</b> Technical Team Leader</p>

# Financial Training

## New! Stand Alone General Ledger (for non-PO originator/approver)

Listed below are specific areas that the class will examine:

- Chart of Accounts Overview: How Penn's Chart of Accounts Works
- FinMIS Navigation: How to get from one point to another within the system
- GL COA Inquiry: Looking up specific information in the COA
- GL Journal Entry General: How to create journals and various journal sources
- GL Inquiry/Reporting: Querying budget balances, account summaries and details, running reports
- GL Budget Entry: Entering and adjusting budgets via budget journals

### On the Move!

The Financial Training Department is moving sometime this month to its new location on the seventh floor of the Franklin Building, in the space formerly occupied by the Office of Investments. The department's new address is:

**Suite 714 Franklin Building**  
**Mail code 6205**  
**Fax number: 215-898-9954**

Joining **Beverly Edwards, Barbara Murray, Jim Riley** and **Sally Buonadonna** on the seventh floor is **Tony Merritt**, Senior Advisor, Research Services. Phone numbers for the group remain the same.



### FinMIS II Training Activities

The Financial Training Department has been busy developing new offerings to support the FinMIS progress outlined in the preceding article. The department offered a series of briefing sessions in August for the central department users who began alpha testing the new web-based GUI environment. These briefing sessions focused on specific responsibilities within FinMIS, such as Purchasing. During each 2 hour session, participants were provided a demonstration of navigating to and through the new responsibility and were given a take-away Quick Reference Card to ease their transition into the new look of FinMIS.

When the small group of School and Center administrators become involved in the beta test phase this fall, the Financial

Training Department will again offer similar sessions. Throughout the preparation for these training activities, the members of the Training Advisory Board have shared valuable insights and ideas, which the department has utilized in the planning and implementation of these briefings.

Also scheduled for fall are expanded abilities to Freeze Grant Accounts and perform Revenue and Expense Inquiries. Once again, the training department will be supporting this effort by organizing information, and briefing sessions when necessary, to help FinMIS users benefit from the enhancements.

## ACCOUNTING & BUSINESS CERTIFICATION PROGRAM

The Accounting & Business Certification Program is being revised to better meet the needs of the University and the program participants.

Check this publication for information about the new and improved ABC Program and for registration information in the next issue/ issues of The Bottom Line.

# Financial Training



## 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. Participants are also introduced to the University's Chart of Accounts. 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 16 of this issue.

### FinMIS Overview/Chart of Accounts

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 will be explained. Also included will be a general overview of the FinMIS features to be learned in the following hands-on courses.

### Navigation/Purchasing

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

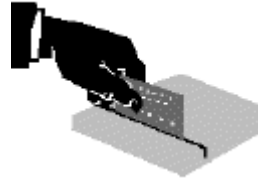
### General Ledger (for PO originator/approver)

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

**Please see the registration form on page 15 of this issue!**

## Procurement Credit Card (Pro-Card)

FOR EMPLOYEES WHO HANDLE PROCUREMENT FOR THEIR DEPARTMENTS,



this 90 minute training session provides an overview of 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.

**Please note: You are required to attend this program prior to receiving your Procard. See the training calendar for dates when this session is being offered. Register by sending an email to [buonadon@pobox](mailto:buonadon@pobox).**

## 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 and includes hands-on exercises to acquaint users with the various screens.

**Please note: To register for the Payroll/Personnel course, the departmental Senior Business Administrator should email the name, title, department name, telephone and email address of the registrant to Sally Buonadonna at [buonadon@pobox.upenn.edu](mailto:buonadon@pobox.upenn.edu).**





# Training Calendar

<b>September</b>  <b>1999</b>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
			<b>1</b> <b>Procard</b> 9:30 – 11:00	<b>2</b>	<b>3</b>
	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> <b>Chart of Accounts</b> 9:30 – 12:30
	<b>13</b> Navigation/Purchasing 9:30 – 12:30 <b>Payroll</b> 9:00 – 1:00	<b>14</b> Navigation/Purchasing 9:30 – 12:30 <b>Payroll</b> 9:00 – 1:00	<b>15</b> Navigation/Purchasing 1:30 – 4:30 <b>Payroll</b> 9:00 – 1:00	<b>16</b> Navigation/Purchasing 1:30 – 4:30 <b>Payroll</b> 9:00 – 1:00	<b>17</b> <b>Payroll</b> 9:00 – 1:00
	<b>20</b> <b>General Ledger</b> 9:30 – 12:30	<b>21</b> <b>General Ledger</b> 9:30 – 12:30	<b>22</b> <b>General Ledger</b> 9:30 – 12:30 <b>Procard</b> 9:30 – 11:00	<b>23</b> <b>General Ledger</b> 1:30 – 4:30	<b>24</b>
	<b>27</b>	<b>28</b>	<b>29</b> <b>Procard</b> 9:30 – 11:00	<b>30</b>	

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<b>October</b>  <b>1999</b>
				<b>1</b>	
<b>4</b> <b>Stand Alone/ GL</b> 9:30 – 12:30	<b>5</b> <b>Stand Alone/ GL</b> 9:30 – 12:30	<b>6</b> <b>Stand Alone/ GL</b> 9:30 – 12:30 <b>Procard</b> 9:30-11:00	<b>7</b> <b>Stand Alone/ GL</b> 9:30 – 12:30	<b>8</b> <b>Stand Alone/ GL</b> 9:30 – 12:30	
<b>11</b> <b>Payroll</b> 9:00 – 1:00	<b>12</b> <b>Payroll</b> 9:00 – 1:00	<b>13</b> <b>Payroll</b> 9:00 – 1:00	<b>14</b> <b>Payroll</b> 9:00 – 1:00	<b>15</b> <b>Payroll</b> 9:00 – 1:00	
<b>18</b>	<b>19</b>	<b>20</b> <b>Procard</b> 9:30 – 11:00	<b>21</b>	<b>22</b>	
<b>25</b>	<b>26</b>	<b>27</b> <b>Procard</b> 9:30 – 11:00	<b>28</b>	<b>29</b>	



# Training Calendar

<b>November</b>  <b>1999</b>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
	1	2	3	4	5 Chart of Accounts 9:30 – 12:30
	8 Navigation/Purchasing 9:30 – 12:30 Payroll 9:00 – 1:00	9 Navigation/Purchasing 9:30 – 12:30 Payroll 9:00 – 1:00	10 Navigation/Purchasing 9:30 – 12:30 Payroll 9:00 – 1:00	11 Navigation/Purchasing 9:30 – 12:30 Payroll 9:00 – 1:00	12 Payroll 9:00 – 1:00
	15 General Ledger 9:30 – 12:30	16 General Ledger 9:30 – 12:30	17 General Ledger 9:30 – 12:30 Procard 9:30 – 11:00	18 General Ledger 9:30 – 12:30	19
	22	23	24	25 <i>Thanksgiving</i>	26
	29 Stand Alone/ GL 9:30 – 12:30	30 Stand Alone/ GL 9:30 – 12:30			

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<b>December</b>  <b>1999</b>
		1 Stand Alone/ GL 9:30 – 12:30 Procard 9:30-11:00	2 Stand Alone/ GL 9:30 – 12:30	3 Stand Alone/ GL 9:30 – 12:30 Chart of Accounts 9:30 – 12:30	
6 Navigation/Purchasing 9:30 – 12:30	7 Navigation/Purchasing 9:30 – 12:30	8 Navigation/Purchasing 9:30 – 12:30 Procard 9:30-11:00	9 Navigation/Purchasing 9:30 – 12:30	10	
13 General Ledger 9:30 – 12:30	14 General Ledger 9:30 – 12:30	15 General Ledger 9:30 – 12:30	16 General Ledger 9:30 – 12:30	17	
20	21	22	23	24	
27	28	29	30	31 <i>New Year's Eve</i>	



# Dates to Remember

## PAYROLL MONTHLY CLOSING AND PAY DATES September through November, 1999

Monthly Payroll Pay Date	Supporting Documents For New Appointments Must Reach Personnel Records by Noon	Additional Pay Forms Due in Payroll by 4:00 P.M.	Time Reporting Data Entry for Late Pay, Reduction Pay and Late Pay Approvals by 4:00 P.M.	Database On Line Changes to Existing Employees Must be Made by 5:00 P.M.
09/30/99	09/20/99	09/21/99	09/22/99	09/23/99
10/29/99	10/18/99	10/20/99	10/21/99	10/22/99
11/30/99	11/15/99	11/16/99	11/17/99	11/18/99

## FinMIS ACCOUNTING SYSTEM CLOSING SCHEDULE

Period	Begin Date	End Date
Sep '99	09/01/99	09/30/99
Oct '99	10/01/99	10/29/99
Nov '99	11/01/99	11/30/99

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

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

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

## OFFICE OF RESEARCH SERVICES National Institutes of Health (NIH) Deadlines

Sep 1, 1999	All Aids-Related Grants
Sep 10, 1999	All Institutional National Research Service Awards
Oct 1, 1999	New Research Grants, Conferences & Research Career Awards
Nov 1, 1999	ALL (new, competing, revised and supplemental) Program Project & Center Grants
Nov 1, 1999	Competing Continuation, Supplemental & Revised Research Grants, Conferences and Research Career Awards
Dec 5, 1999	Individual National Research Service Awards (NRSA's)*

\* For these specialized grant applications, consult with the appropriate PHS awarding component prior to the preparation of an application, particularly if the requested budget exceeds \$500,000.

# Dates to Remember



## PAYROLL WEEKLY CLOSING AND PAY DATES August 30 through November 21, 1999

Pay Period 1999	Weekly Payroll Pay Date	Supporting Documents For New Appointments Must Reach Personnel Records by 5:00 P.M.	Vacation & Additional 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 by 5:00 P.M.
08/30-09/05	09/10/99	08/31/99	09/03/99	09/07/99	09/07/99*
09/06-09/12	09/17/99	09/07/99*	09/10/99	09/13/99	09/13/99
09/13-09/19	09/24/99	09/14/99	09/17/99	09/20/99	09/20/99
09/20-09/26	10/01/99	09/21/99	09/24/99	09/27/99	09/27/99
09/27-10/03	10/08/99	09/28/99	10/01/99	10/04/99	10/04/99
10/04-10/10	10/15/99	10/05/99	10/08/99	10/11/99	10/11/99
10/11-10/17	10/22/99	10/12/99	10/15/99	10/18/99	10/18/99
10/18-10/24	10/29/99	10/19/99	10/22/99	10/25/99	10/25/99
10/25-10/31	11/05/99	10/26/99	10/29/99	11/01/99	11/01/99
11/01-11/07	11/12/99	11/02/99	11/05/99	11/08/99	11/08/99
11/08-11/14	11/19/99	11/09/99	11/12/99	11/15/99	11/15/99
11/15-11/21	11/24/99	11/15/99*	11/18/99*	11/19/99*	11/19/99*

\*Note change of dates to accommodate holiday schedules

### 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 General Ledger (GL) reports for the same month.

To match GL Reports in:

September  
October  
November

Run Salmgmt Reports on any of these dates:

Sep 27 - Sep 30  
Oct 29 - Nov 4  
Nov 26 - Dec 2

#### Why run them on these dates?

These are the Salmgmt reports that contain encumbrances that match exactly to the month-end GL reports. Your snapshot from the system has to be taken between the Tuesday after payroll runs producing the last weekly check for the month and before the Monday of the following week. By that last Tuesday, monthly payroll has already run so those actuals and updated encumbrances will be correct. (The secret to determining the dates is the check date, not the week ending date.)

#### How to run these reports?

- From the Salary Management main menu
  - Enter RPTS in the Tran field and press [Enter].
- From the Standard Reports menu
  - Enter GRPA or GRPS in the Tran field and press [Enter].
  - Leave the fiscal year set to 2000.



#### NOTE!

If you are requesting the GRPA report, CNAC must be entered, but all other fields are optional. If you leave a field blank, everything to the right of that field must also be blank. For example:

260 260\_\_ \_ \_ \_ \_ (acceptable)

260 2\_\_ 5\_ \_ \_ \_ \_ (unacceptable)

# Office of Student Financial Services

## Student Financial Services Fall 1999 Billing Schedule

**Below are the dates when SFS will be producing bills, the due dates, and system input deadlines for the Fall 1999 Term**

Produce Bills	Bill Date/Due	Address Used	Automated Feeder File Update to BRS	Input Deadline to Student Account Adjustments (SAJ)	Input Deadline to SAM-Dept Grants RA/TA/RF
Sep 08, 1999	Sep 30, 1999	L	Sep 05, 1999	Sep 08, 1999	Sep 05, 1999
Oct 04, 1999	Oct 28, 1999	L	Oct 01, 1999	Oct 04, 1999	Oct 01, 1999
Nov 03, 1999	Nov 24, 1999	L	Nov 01, 1999	Nov 03, 1999	Oct 29, 1999

**Address Options:**

H = Home

L = Local

G = Ugrad to Home / Grad to Local



**Directions:**

Feeder File Updates:

All transactions from other systems are transferred to the billing & receivable system (BRS) prior to each billing run. "Feeder Files" (i.e., Registrar, Residence, Financial Aid (SAM), Penn Plan, Faculty Staff, Penntrex, Dining, Student health/Insurance, Wharton Repro, Fitness Center and other auxiliary departments) are scheduled to be updated to BRS on a weekly basis.

Student Account Adjustment:

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 Adjustments Schedule below.

Automated SRS & Tuition Adjustment Schedule:

**All entries posted to SRS must be updated prior to 5:00 PM on these dates.**

The final dates to process tuition-related adjustments for a given term is indicated in **bold**.

Term	Tuition Adjustment	Input to SRS	SRS Transfer to BRS
Fall 1999	Tuition Calc	Jun 17, 1999	Jun 18, 1999
	Drop/Add	Sep 09, 1999	Sep 10, 1999
	<b>Drop/Add</b>	<b>Sep 24, 1999</b>	<b>Sep 27, 1999</b>

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 update 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 the guidelines. These adjustments are primarily for students placed on leave, dropped or withdrawn.

Financial Hold-Tentative Dates

Warning Letter Mailed (09/03/99) Oct 01, 1999 for Spring 2000 Advance Registration (Nov 01-14)

Actual Hold Posted/Letter Mailed Oct 18, 1999 for Spring 2000 Advance Registration

**Note: Any questions relating to this schedule should be directed to SFS-Student Accounts Section at ext. 4280**

## FinMIS Training Registration

**Please complete the following information and return to:**  
**Financial Training Department**  
**Room 714/6205 \* Fax: 898-9954 \* Phone: 573-5603**

FinMIS Overview/Chart of Accounts	One half-day session _____
FinMIS Navigation Purchasing	Four half-day sessions _____
FinMIS General Ledger*	Four half-day sessions _____
FinMIS COA/Navigation/General Ledger**	Five half-day sessions _____

Please see pages 8 and 9 for a complete description of each course listed above.

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 accessing General Ledger responsibilities only (i.e. not entering or approving PO's), this training program is recommended.

**Personal Data: (Please print or type)**

Name: _____	Years at Penn: _____
SSN: _____ - _____ - _____	Title: _____
School/Center: _____	Department: _____
Campus Phone: _____ - _____	E-mail: _____ @ _____

**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 funds(s)	Y	N
Prepare budget entries	Y	N	Manage Sponsored Program funds(s)	Y	N
Review accounting reports	Y	N	Manage Gift funds(s)	Y	N
Prepare journal entries	Y	N	Manage Endowment funds(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:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School/Center Trainer/**

**Access Administrator:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**FinMIS School/Center Access Administrator**

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

<b>Name</b>	<b>Sch/Ctr#</b>	<b>Sch/Ctr</b>	<b>Phone</b>	<b>E-mail Address</b>
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
Jeannette Parker*	24	DIA	8-3284	parker2@pobox
Alan Waldt	26	Museum	8-4052	awaldt@sas
Janet Plantan	32	Grad Ed	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	dburdumy@pobox.asc
Merceda Lafferty	21,40,88	Medical	3-4064	merceda@mail.med
Darlene Dziomba	50	Library	8-7567	darlene@pobox
Linda Kristekas	51	Dental	8-5405	linda@biochem.dental
Ernie Gonsalves	56	Law	8-6430	egonsalv@law
Kelly Ardis	58	Veterinary	8-4597	kda@vet
Kathy Robinson	60	Morris Arboretum	247-5777	robinsok@pobox
Cassandra Green	61	ICA	8-7108	cgreen@ben.dev
Julie Shuttleworth	62	Int'l Programs	8-1644	jshuttle@pobox
Bonnie Gibson	63	Fels Center	8-6841	gibson@pobox
Anna Colasante	78	Audit & Compliance	8-1938	annamc@pobox
Florence Griffin	79	Public Safety	8-6696	griffin3@pobox
Janet Dwyer	81	President	8-0448	dwyer@pobox
William Turner	84,85,86	Univ. Life	8-4922	turner@pobox
David Valentine	87	Finance	8-5422	davidv@pobox
Michael Merritt	87	Finance (SFS)	8-9971	merritt@sfs
Joanne Gorman	90	Development	8-8185	gorman@ben.dev
Marilyn Jost	91	ISC	3-8406	jost@isc
Gary Truhlar	92	Human Resources	8-5896	truhlar@pobox
Donna Petrelli	93,95	Business Services	8-2487	petrelli@pobox
Kevin Schrecengost	96	Facilities Management	8-4242	kdschrec@pobox
Kelly Cassaday	97	Facilities Services	8-6644	kcassaday@trammellcrow.com
Leslie Mellet	98	EVP	3-2831	melletl@pobox

\*Acting Access Admin

