

Business and Related Training and System Access Requirements

Financial Training Department

What Training and/or Access is Needed?	Responsible Department	How Do I Register for This Training?	Where to Find the Access Form on the Web?
Chart of Accounts - http://www.finance.upenn.edu/ftd/courses.shtml	Financial Training - http://www.finance.upenn.edu/ftd	http://knowledgeink.upenn.edu	N/A
BEN Assets - http://www.finance.upenn.edu/ftd/courses.shtml	Financial Training - http://www.finance.upenn.edu/ftd	http://knowledgeink.upenn.edu	http://www.finance.upenn.edu/comptroller/forms
BEN Balances (Includes GL Inquiry, Reporting and BEN Reports, Manual Journal Entry, Budget Journal Entry, Freeze Grants) - http://www.finance.upenn.edu/ftd/courses.html	Financial Training - http://www.finance.upenn.edu/ftd	http://knowledgeink.upenn.edu	http://www.finance.upenn.edu/comptroller/forms
BEN Buys (Includes Req Only, PO Manager) - http://www.finance.upenn.edu/ftd/courses.html	Financial Training - http://www.finance.upenn.edu/ftd	http://knowledgeink.upenn.edu	http://www.finance.upenn.edu/comptroller/forms
Invoice Inquiry - http://www.finance.upenn.edu/ftd/courses.html	Financial Training - http://www.finance.upenn.edu/ftd	http://knowledgeink.upenn.edu	http://www.finance.upenn.edu/comptroller/forms
Operating Gifts & Endowments - http://www.finance.upenn.edu/ftd/courses.shtml	Financial Training - http://www.finance.upenn.edu/ftd	http://knowledgeink.upenn.edu	N/A
Payroll/Personnel (Includes WESD and CPUP Training) - http://www.finance.upenn.edu/ftd/courses.shtml	Financial Training - http://www.finance.upenn.edu/ftd	http://knowledgeink.upenn.edu	http://www.finance.upenn.edu/comptroller/forms
Petty Cash - http://www.finance.upenn.edu/ftd/courses.shtml	Financial Training - http://www.finance.upenn.edu/ftd	http://knowledgeink.upenn.edu	http://www.finance.upenn.edu/treasurer/cashier/pettycash.shtml
Purchasing Card - http://www.finance.upenn.edu/ftd/courses.shtml	Financial Training - http://www.finance.upenn.edu/ftd	http://knowledgeink.upenn.edu	http://www.finance.upenn.edu/comptroller/forms
Space@Penn - http://www.finance.upenn.edu/ftd/courses.shtml	Financial Training - http://www.finance.upenn.edu/ftd	http://knowledgeink.upenn.edu	http://www.facilities.upenn.edu/getDone/space@p.php3

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Other University Departments

What Training and/or Access is Needed?	Responsible Department	How Do I Register for This Training?	Where to Find the Access Form on the Web?
BEN Deposits	Treasurers Office - http://www.finance.upenn.edu/treasurer/	http://www.finance.upenn.edu/ftd/BEN_teaches.html	http://www.finance.upenn.edu/comptroller/forms
Business Objects/Data Warehouse	Information System & Computing (ISC)- http://www.upenn.edu/computing/isc/index.html	http://www.upenn.edu/computing/isc/training	http://www.upenn.edu/computing/da/dw/forms.html
Computer Training	ISC/Technology Training Services - http://www.upenn.edu/computing/isc/training	http://www.upenn.edu/computing/isc/training	N/A
Environmental Health and Radiation Safety Training Programs EHRs)	Environmental Health and Radiation Safety - http://www.ehrs.upenn.edu	http://www.ehrs.upenn.edu/training/index.html	N/A
Learning & Education Training	Human Resources - http://www.hr.upenn.edu/	http://www.hr.upenn.edu/training_coursecatalog/search_criteria.asp	N/A
PennERA (Includes Human Subject Tracking, Lab Animals Tracking, Proposal Tracking, Proposal Development)	Research Services - http://www.upenn.edu/researchservices/	http://knowledgelink.upenn.edu	http://projet.pennera.upenn.edu/access_forms.asp
	Regulatory Affairs - http://www.upenn.edu/regulatoryaffairs/		
PennERS (Effort Reporting System)	Research Services - http://www.upenn.edu/researchservices/	http://knowledgelink.upenn.edu	Contact Bob McCann (mccann@upenn.edu)
Hyperion Planning	Budget & Management Analysis - http://www.budget.upenn.edu	http://knowledgelink.upenn.edu	http://www.finance.upenn.edu/forms/Planning_access_form.pdf
Request for Payment (C-368 Form)	Accounts Payable - http://www.finance.upenn.edu/comptroller/accts_payable	No Training Required	http://www.finance.upenn.edu/comptroller/forms
		http://www.finance.upenn.edu/comptroller/accts_payable/cform_info.shtml	
SALINC (Salary Increase)	Human Resources - http://www.hr.upenn.edu/	http://www.hr.upenn.edu/compensation/salinc_livefiles/default.asp	http://www.hr.upenn.edu/compensation/salinc_livefiles/default.asp
Transaction Authorization Card	Comptroller's Office - http://www.finance.upenn.edu/comptroller/	No Training Required	http://www.finance.upenn.edu/comptroller/forms/#Accounts_Payable
Travel Forms (C-1, C-1A, C-7, etc.)	Travel Office - http://www.finance.upenn.edu/comptroller/travel/	No Training Required	http://www.finance.upenn.edu/comptroller/forms