

Financial Training and System Access Requirements

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	Financial Training	Penn KnowledgeLink	N/A
BEN Assets	Financial Training	Penn KnowledgeLink	Comptroller's Office Document/Forms
BEN Deposits	Financial Training	Penn KnowledgeLink	Comptroller's Office Document/Forms
BEN Balances (Includes GL Inquiry, Reporting and BEN Reports, Manual Journal Entry, G & C Cost Transfers, Budget Journal Entry, Freeze Grants)	Financial Training	Penn KnowledgeLink	Comptroller's Office Document/Forms
BEN Buys (Includes Req Only, PO Manager, Invoice Inquiry)	Financial Training	Penn KnowledgeLink	Comptroller's Office Document/Forms
Operating Gifts & Endowments	Financial Training	Penn KnowledgeLink	N/A
Payroll/Personnel/PennWorks (Includes Additional Pay and CPUP Training)	Financial Training	Penn KnowledgeLink	Comptroller's Office Document/Forms
Petty Cash	Financial Training	Penn KnowledgeLink	Office of the Treasurer Document/Forms
Space@Penn	Financial Training	Penn KnowledgeLink	1) Access Request Form: Space@Penn Web Updater
			2) Data Access Request Form: Space@Penn

Additional Business Training and Access Requirements

Budget Planning	Office of Budget & Management Analysis	Penn KnowledgeLink	Planning Access Request Form
Learning & Education Training	Human Resources	Learning & Education Online Course Catalog	N/A
Salary Increase Program	Human Resources	Penn KnowledgeLink	Comptroller's Office Document/Forms
Business Objects/Data Warehouse	Information System & Computing (ISC)	On Campus Technology Training	Business Objects/Data Warehouse
Computer Training	ISC/Technology Training Services	Off Campus Technology Training	N/A
PennERA Proposal Inquiry Only	Research Services	Penn KnowledgeLink	Penn ERA: Access and Forms
PennERS (Effort Reporting System)	Research Services	Penn KnowledgeLink	PennERS Access Request Form
Sponsored Programs	Research Services	Penn KnowledgeLink	N/A
Environmental Health and Radiation Safety Training Programs EHRs)	Environmental Health and Radiation Safety	Training Programs at EHRs	N/A