

BEN Financials Web Page Expedition

Name: _____

All of the following answers can be found by searching on the **U@Penn** website. *There is also a hint for where the information can specifically be found, but see if you can perform all from the U@Penn website.* Please answer the following prior to attending training:

http://medley.isc-seo.upenn.edu/penn_portal/u@penn.php

Hint: Office of the Vice President of Finance and Treasurer

- 1) Name all the departments included on the Vice President for Finance and Treasurer web page?

Hint: Purchasing Services

- 2) What is the per transaction dollar limit when using the University Purchasing Card?

- 3) How do you register for training for use of the Purchasing Card? _____

- 4) Name three restricted commodities which cannot be purchased using a Purchasing Card.

- 5) What three things must a Supplier do prior to/complete to become an approved Supplier at Penn?

1) _____

2) _____

3) _____

Hint: Office of the Comptroller

- 6) Who is your School or Center System Access Administrator? _____

- 7) What is the General Ledger description for Object Code 5224? _____
- Object Code 1872? _____

- 8) What is the Financial Policy Number regarding Competitive Bidding? _____

- 9) What does RCM stand for? _____

Hint: BEN Reports – Need Penn I.D. and Password

- 10) How many reports are listed under ISC Billing Reports? _____ Express Mail Reports? _____

Bonus!!! Under BEN Financials Documentation for BEN Balances - Reports Documentation, count how many reports there are under [Quick View of BEN Financials General Ledger Reports](#). You'll be glad you went here☺.

of ORG _____ # of SCH _____ # of BUD _____

Thank you for taking the time to do this homework assignment. Please bring the completed 'Expedition' to the BEN Financials Chart of Accounts training session. If you have any questions, please contact Financial Training Department at training@exchange.upenn.edu.