

From: [Silverman, Celestine](#)
To: ["SRBA-CENTRALADMIN-L@LISTS.UPENN.EDU"; SRBA-SCHOOLCENTER-L@LISTS.UPENN.EDU](#)
Subject: Senior BA Meeting presentations and link to recorded meeting
Date: Wednesday, May 5, 2021 4:16:00 PM
Attachments: [Cash Policies.pptx](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[Senior BA Agenda 5.3.21.docx](#)
[City Wage Tax and Home Address Change.pptx](#)
[Penn Marketplace 3 Years Later SBA 050321.pptx](#)
[Senior BA FY21 - School Closing - Final JB.pptx](#)

Good Afternoon,

Attached please find the presentations from Monday's Senior BA meeting. I included the Agenda for those who were not able to attend. I have also included the link to the recorded meeting below.

Let me know if you have any questions or problems accessing this information.

Thank you.

https://upennfinance.zoom.us/rec/share/phkar489RIONIU4qUPJ0yN5lcpbb2GB0on4P49QAhy2Gbpo155-_e_l32UFFDORA.rrGdDaWmfse1-w9C

Celestine Silverman, PACE – Certified Administrative Professional

Business Administrator

Office of the Comptroller

University of Pennsylvania

3451 Walnut Street | 312 Franklin Building

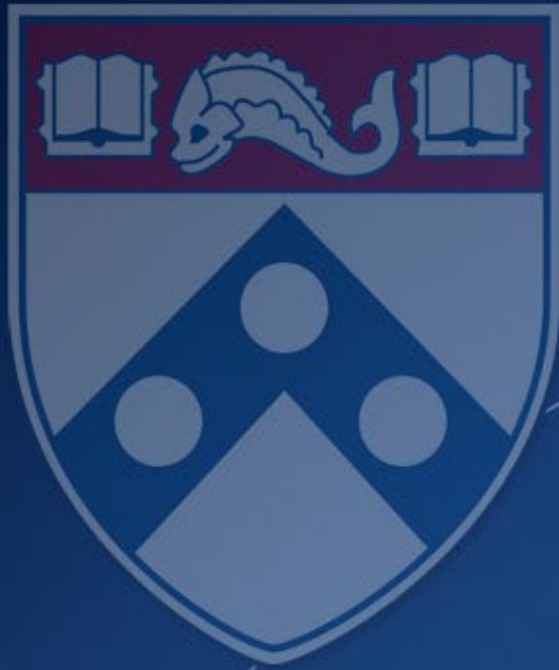
Philadelphia, PA 19104

215-898-7593 (office) | 610-608-7206 (cell)

celes@upenn.edu

<https://upennfinance.zoom.us/j/6106087206>





Sr. BA Meeting
Travel Updates
May 3, 2021





Traveling During COVID

Summer Travel Announcement - Beginning May 18, 2021, Penn will move from suspended to restricted travel.

- **COVID-19 vaccination will be required for [Penn-affiliated](#) travel**, both domestic and international, unless an exception has been granted for medical or religious reasons.
- All domestic and some international travel will no longer require a petition if the travelers are fully vaccinated.
- S/C may not ask the vaccination status of a Penn employee or student.
- University relies on its approvers to ensure that all policies are enforced by School/Center administration
- Stay up-to-date, find information and FAQ's regarding the temporary procedures at the [Coronavirus Travel Guidelines and Procedures](#) website.
- Questions pertaining to guidance should be directed to travelsafety@pobox.upenn.edu.



Unused Tickets Guidance

Unused Tickets are Non-refundable tickets purchased on our account that were not used on the originally booked travel dates.

- During COVID, Travel Services has worked to refund thousands of dollars to schools or extend the validity of the unused tickets.
- **1,500** COVID affected unused tickets - 75% to expire **March 2022**
 - Most of these tickets are eligible to be used by the original traveler or apply the funds to other employees' travel.



Unused Tickets Guidance

Unused Ticket Management and Budgetary Assistance

- Travel Services will send schools' senior BAs a list of unused tickets with recommendations and a process for reviewing the tickets.
- Schools will need to determine the utilization of the funds and timeframe to act:
 1. Indicate the Future Usage:
 - Tickets that will be used by the original traveler
 - Tickets that can be applied to a different traveler
 - Tickets that cannot be used – grant funded or other
 2. Indicate Timeframe:
 - Use prior to expiration date
 - Indicate when to apply to a different traveler - within 90 days of expiration

Unused Tickets Guidance

Apply an unused ticket to a single new booking

- Individuals will see whether they have an unused ticket within their Concur Travel profile. World Travel agents also have access to this information.
- Add a note in the **Comments for the Travel Agent** section in the Trip Summary page or inform a World Travel agent when booking via phone.
- During COVID, many change fees have been waived

The screenshot displays the SAP Concur Travel interface. The top navigation bar includes 'SAP Concur', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The main content area is divided into two sections: 'Trip Summary' and 'Trip Booking Information'. The 'Trip Summary' section on the left has a 'Finalize Trip' button and a list of actions: 'Review Travel Details', 'Enter Trip Information', and 'Submit Trip Confirmation'. The 'Trip Booking Information' section on the right contains a 'Trip Name' field with the text 'Trip from Philadelphia to Berlin', a 'Trip Description (optional)' field, and a 'Comments for the Travel Agent (optional)' field. A yellow highlight is present under the 'Comments for the Travel Agent' label, with a note below it stating 'Special Requests may incur a higher service fee.'



Air Travel Sustainability

- Air Travel Working Group, comprised of Penn Sustainability, Procurement Services, Travel Services, faculty and staff, have been working to find the best solutions for achieving carbon neutrality for air travel at Penn.
- This working group has established a *Travel Sustainability Fund* which will invest in best-fit sustainability projects to fully offset the carbon impact of the University's air travel.



Air Travel Sustainability

Beginning FY22, the Air Travel Sustainability program will be rolled out and include:


- Publishing of 2350-series TEM policy
- An Air Travel Sustainability Investment Fee will be applied to air travel, whether booked or expensed through Concur.
 - A nominal fee will be applied to round-trip airfare of \$11 for domestic flights and \$25 for international flights.
 - This fee will be used to generate funding to offset Penn's carbon emissions through purchased offsets given today's market.



Air Travel Sustainability

Next Steps

- Issue policy/program communications and marketing to staff, faculty - May
- Finalize messaging in Concur and on Travel Services website - May
- Trigger offset awareness language within Concur, effective 7/1/2021 – June
- Explore local offset opportunities – FY 2022



Business Ride Share Program @ Penn

- RFP Fall 2019 – Lyft selected
- Key differentiating factors in favor of Lyft were:
 - local program infrastructure support
 - immediate sustainability impact and demonstrated commitment to sustainability – offsets every ride
 - commitment to diversity
 - Philadelphia municipal and community engagement
- Lyft is in alignment with Penn’s mission and core objectives
- Ride share program with Lyft is currently in pilot
 - 5 programs currently participating



Business Ride Share Program @ Penn

- Departments can utilize Lyft for official business:
 - Business travel direct billing and Auto-Payment expensing
 - Campus visitor transportation
 - Patient or healthcare transportation to support research
- How to use:
 - **Lyft Credits**: An automated program for rides that recur regularly
 - **Lyft Auto Pay**: Allows faculty and staff to direct bill rides to a corporate account
 - **Lyft Concierge**: Web-based portal for booking trips on a rider's behalf
 - **Lyft Events Codes**: For single events or non-recurring rides
- The direct-bill option allows oversight and lessens the need for expense reports.
- See Penn's [Ride Share Program](#) for additional information or to enroll your department in a Lyft Program, please [submit a program inquiry](#) or email Penn Travel Services at travel@upenn.edu



Questions

Senior Business Administrator Meeting

May 3, 2021

Return to Campus Changes

As Summer and Fall semesters start and individuals are getting vaccinated, there are address transactions that we need to think about:

- We all have a business location on the work record. The primary work and home addresses are used to calculate payroll taxes.
- HR Analysts/Partners can override the business location by changing the Work Contact Information to make another address the primary location.
- *The business location is still there for all of us, it's just being overridden.*
- When an individual returns to campus for more than 50% of their time, the HR Analyst should remove the override. That will make the business location the primary location again.

Return to Campus Changes

Resources

Workday Report

- CR – Workers with matching Primary Home and Work Addresses – by Supv Org

Tip Sheets

- Basics-Modifying Work Contact Information
- Self Service-Access to W-2, W-4, and State Reciprocal Forms

[Webpage](#)

- COVID-19 Return to Campus Webpage

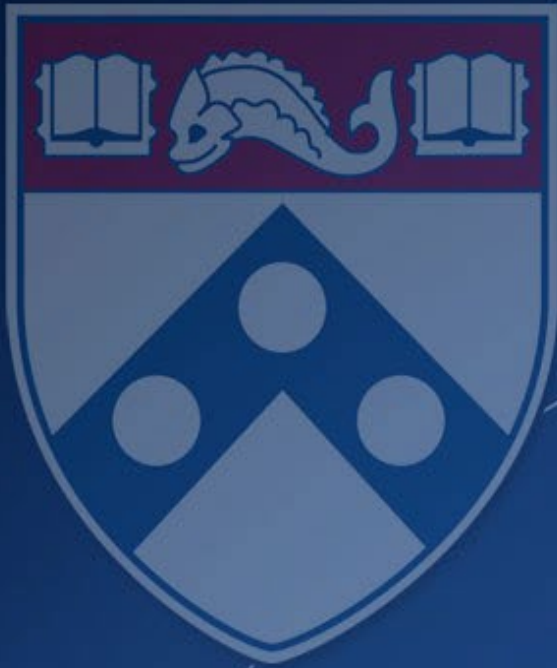
Reminders

Students Working Remotely

- Students working remotely due to COVID-19, including student workers and work study students as well as graduate students receiving stipend payments, must have their work address with an on-campus work location. Students are subject to Pennsylvania and City of Philadelphia withholding taxes, as appropriate.

Sabbatical Leave and FIAP

- Once the employee is on Leave (Sabbatical or FIAP), they are subject to Philadelphia tax withholding.
- The Internal Revenue Service takes the position that a person's tax home is normally the area of their regular place of business.
- Pennsylvania rules states that sabbatical is taxable on the same basis as the base pay the employee received for periods the employee is not absent from work.
- Philadelphia follows the guidance from Pennsylvania and IRS



**Penn Marketplace
3 Years Later**

**SBA
May 3, 2021**



Penn Marketplace

3 Years Later

Penn Marketplace - Impacts:

Automation and Visibility

- On-boarding suppliers/payees
- Integrated Barred Payee/Supplier checks
- Non-PO payment requests and approval workflow
- Foreign currency and Same day payments
- PO to Invoice flips

Compliance

- Mitigated private/sensitive information exposure
- Tax, independent contractor/limited engagement and honoraria reviews
- Non-PO to PO migration
- Attachment certification
- Approval audit trail

Remote Capability

- On-line portal for suppliers/Penn users
- Near Paperless - 51% eInvoicing, 42% invoicing to poinv email box, 7% paper invoicing
- Electronic payments up, outsourced check printing to Wells Fargo
- BEN Helps Support Portal



Penn Marketplace 3 Years Later

Penn Marketplace Impacts (April 2018 Launch):

	FY18 (Apr-Jun*)	FY19	FY20	FYTD21
Onboarding	5.3k	14.5k	11.8k	6.0k
Purchase Orders	49k	237k	201k	139k
eInvoicing	36%	43%	45%	51%
PO Flips	2k	9k	13k	10k
Non-PO Payments	43k	41k	34k	17k
ePayments	52%	58%	62%	63%

Penn Marketplace

3 Years Later

Penn Marketplace - Where we're going:

Road Map Considerations

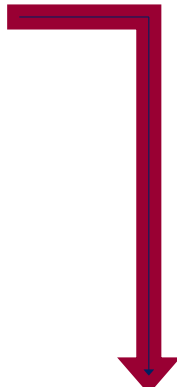
- Improved user experience/guided shopping
- Increased electronic transmissions
- Enhanced supplier diversity & inclusion features
- Tools to help advance sustainable procurement
- Contract life cycle management
- Integrated competitive bidding
- Enhanced dashboards/reporting
- Integrated quick-payment processes
- Robotic Process Automation





FYTD March 31, 2021 Results and Financial Closing Highlights FY21

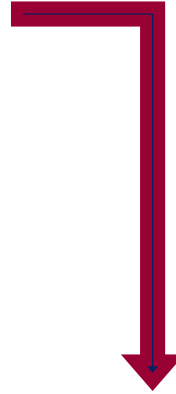
Statements of Activities:		Total
Revenue	\$	9,075.2
Expense		8,545.0
Operating	\$	530.2
Nonoperating	\$	2,769.6
Increase in total net assets	\$	3,299.8
Statements of Financial Position:		
Assets	\$	34,357.0
Liabilities		11,491.0
Net Assets	\$	22,866.0



Statements of Activities:	Academic	UPHS	Eliminations	Total
Revenue	\$ 2,575.1	\$ 6,511.8	\$ (11.7)	\$ 9,075.2
Expense	2,583.3	5,973.4	(11.7)	8,545.0
Operating	\$ (8.2)	\$ 538.4	\$ -	\$ 530.2
Nonoperating	\$ 2,271.3	\$ 498.3	\$ -	\$ 2,769.6
Increase in total net assets	\$ 2,263.1	\$ 1,036.7	\$ -	\$ 3,299.8
Statements of Financial Position:				
Assets	\$ 19,779.6	\$ 14,141.6	\$ 435.9	\$ 34,357.1
Liabilities	3,721.5	7,333.7	435.9	11,491.1
Net Assets	\$ 16,058.1	\$ 6,807.9	\$ -	\$ 22,866.0

\$ in millions

Statements of Activities:	Total
Revenue	\$ 9,075.2
Expense	8,545.0
Operating	\$ 530.2
Nonoperating	\$ 2,769.6
Increase in total net assets	\$ 3,299.8
Statements of Financial Position:	
Assets	\$ 34,357.0
Liabilities	11,491.0
Net Assets	\$ 22,866.0



Statements of Activities:	2021	2020	Flux
Revenue	\$ 9,075.2	\$ 8,642.9	\$ 432.3
Expense	8,545.0	8,323.6	221.4
Operating	\$ 530.2	\$ 319.3	\$ 210.9
Nonoperating	\$ 2,769.6	\$ (903.1)	\$ 3,672.7
Increase in total net assets	\$ 3,299.8	(583.8)	3,883.6
Statements of Financial Position:			
Assets	\$ 34,357.1	\$ 28,778.1	\$ 5,579.0
Liabilities	11,491.1	9,937.1	1,554.0
Net Assets	\$ 22,866.0	\$ 18,841.0	\$ 4,025.0

\$ in millions

Presentation Roadmap



**Recap of
FY20**

**FY21 Key
Highlights**

**Deadlines to
Remember**

Resources



Recap of FY20

- **Receipt Accrual threshold is \$10,000**
- **More time to book Manual Journal Entries**
 - WD+5 deadline was extended to WD+7
- **BEN Financial Responsibility**
 - "School Closing Administrator" (SCA)

**These items
will continue
for FY21**



Financial Closing Responsibilities:

All BEN Users

vs.

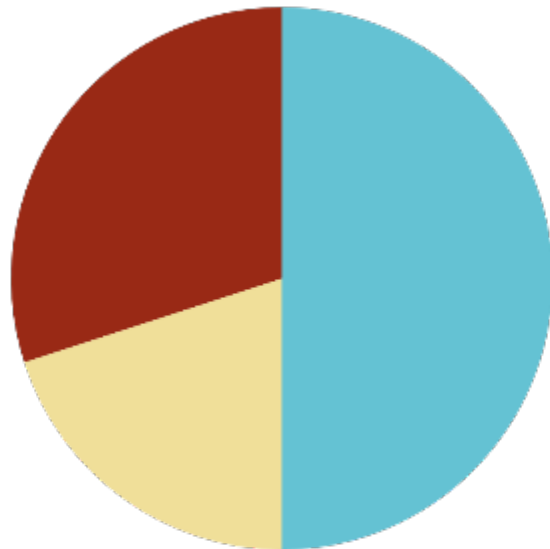
SCAs

- **WD+5 deadline is extended to WD+7**

- **WD+5 deadline is extended to WD+7**
- **Certain Manual Journal Entries (MJEs) can be made through WD+10**



- WD+5 Standard Close
- +2 Additional Days



- WD+5 Standard Close
- +2 Additional Days
- +3 Additional Days for Certain MJEs

FY21 Key Highlights

School Closing Administrator Deadlines:

<u>Date</u>	<u>SCA Access</u>
WD+8 Tuesday, July 13	Usual fund/object code access, except no UPHS interfund or grant funds
WD+9 Wednesday, July 14	Corrections and adjustments to 0xxxxx funds only (no UPHS interfund, grant, gift, or endowment fund entries allowed)
WD+10 Thursday, July 15	Transfers between 0xxxxx funds using object codes 4820, 4825, 4839 and 4840 only



FY21 Key Highlights

Takeaway:

The FY21 schedule and deadlines are *generally* the same as the prior year. However, **please carefully review the FY21 instructions document!**



Recap of
FY20



Deadlines to
Remember



Resources

Presentation Roadmap



Recap of
FY20

FY21 Key
Highlights

Deadlines to
Remember

Resources



Deadlines to Remember

- **WD+14**

Wednesday, July 21, 5:00 PM

- **SCAs to create Final School/Center closing entries and notify Comptroller's office to post**
 - SCAs must obtain Budget Office approval of the entry prior to posting



Deadlines to Remember

- **WD+14**

Wednesday, July 21, 5:00 PM

- **Asset and Liability object code inventory due to Comptroller's office contact**
 - Substantiation documents do not need to be provided, with the exception of "Inventory" (obj code 1410) substantiation



Deadlines to Remember

- **WD+14**

Wednesday, July 21, 5:00 PM

- **Signed internal representation letter emailed to Comptroller's office**
 - No earlier than July 14, please!

Presentation Roadmap



**Recap of
FY20**

**FY21 Key
Highlights**

**Deadlines to
Remember**



Resources

Resources



Closing Instructions	https://www.finance.upenn.edu/wp-content/uploads/FY21-CLOSING-INSTRUCTIONS-FINAL.pdf
Quick Reference Guide	https://www.finance.upenn.edu/wp-content/uploads/QRG-Closing-Calendar-FY21-by-Functional-Group-Final.pdf
Guide to Year End Closing	https://www.finance.upenn.edu/wp-content/uploads/Comptrollers-Office-Guide-to-Year-End-Closing.pdf
How to Use Transfer Object Codes	https://www.finance.upenn.edu/accounting-reporting/using-transfer-object-codes/



Thanks!

Jim Breen, Director of Accounting Operations
(215) 898-1474
breen@upenn.edu

SENIOR BA MEETING
Monday, May 5, 2021
2:00pm
Via ZOOM videoconference

- 2:00 – 2:05 **Start of meeting and meeting logistics**
Celestine Silverman, Business Administrator, Office of the Comptroller
- Opening Remarks**
Russell Di Leo, Comptroller
- 2:05 – 2:20 **Travel Updates**
Kathryn Homa, Director, Penn Travel Programs
- 2:20 – 2:35 **City Wage Tax/Work-From-Home Address Changes**
Victor Adams, Manager, Payroll Operations
- 2:35 – 2:50 **Year-End Closing Information**
Jim Breen, Director, Accounting Operations
Renee Nowaczyk, Manager, Accounts Payable
- 2:50-3:00 **Penn MarketPlace – 3 Years Later.....**
Mike Popko, Director, Disbursements
Brian Caputo, Senior Manager, Purchasing Systems & Service Operations
- 3:00 **Closing Remarks**
Celestine/Russell