



*The*Bottom Line



FISCAL YEAR 2019 FINANCIAL CLOSING INSTRUCTIONS

- [Detailed Financial Closing Instructions](#)
- [Closing Calendar Quick Reference Guide](#)

Above are the FY19 Financial Closing Instructions and related Quick Reference Guide (QRG). The closing schedule and deadlines include some changes designed to benefit users, so please read the instructions carefully.

HIGHLIGHTED CHANGES

- The adjustment period for ADJ-19 will include two additional days, beyond the typical five workdays, to record manual journal entries {Workday #7 or Wednesday, July 10}.
- A new responsibility center within the BEN Financial systems will be established-- School/Center Closing Administrator ('SCA'). In conjunction with the Comptroller's department, each organization will designate up to two SCAs for the FY19 close.
- The SCAs will have 3 additional days to record progressively limited manual journal entries to ADJ-19
 - July 11: corrections & adjustments to all but Grant funds,
 - July 12: corrections & adjustments to 0xxxxx funds only,
 - July 15: transfers between 0xxxxx funds only.
 - Please note: no interschool/center entries should be recorded unless agreed to by both parties.
- The SCAs will also record the organization's final closing entries by Friday, July 19; 5PM. As in the prior year, the entries must be cleared with your Budget Office contact and provided to the Comptroller's office for posting.

REMINDERS

- The receipt accrual threshold will remain at \$10,000. Items that you wish to accrue for less than \$10,000 must be done via manual journal entry at your respective school or center level.
- Substantiation for the assets and liabilities carried at the individual school and center level must be maintained, but does not have to be reproduced, nor delivered, to the Comptroller's office. Instead, a high-level summary reconciliation document, referred to as an Object Code Inventory, should be completed, signed and submitted to the Comptroller's office. For those schools and centers needing refreshers with Object Code Inventories, your Financial Reporting Contacts can guide you through its preparation.

Please review the Closing Instructions and ensure that appropriate plans and actions are implemented within your respective organization to meet the related deadlines.

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Office of the Comptroller

FISCAL YEAR 2019 CLOSING INSTRUCTIONS

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FY2019 Closing Dates - Payroll

Merit Increase via Penn Works

Refer to [FY 2020 Faculty/Staff Salary Increase Program Guidelines](#) for detailed instructions.

Monday, April 15 th , 12:00 a.m.	Merit Increase via PennWorks opens.
Friday, June 7 th , 11:59 p.m.	Merit Increase via PennWorks closes.

FY 2020 Payroll

First weekly payroll for FY 2020 will be for the week ending June 30, 2019.

Annual increases for weekly paid personnel will be effective for the week ending July 7, 2019 and payable on **July 12, 2019**.

Weekly Payroll for the Period Ending June 23, 2019

Monday, June 17 th , 5:00 p.m.	Supporting documents for new appointments to HR Records.
Friday, June 21 st , 5:00 p.m.	Additional Pay Forms (on-line) must be initiated by submitter
Monday, June 24 th , 3:00 p.m.	Time reporting data entry of positive/exception employees.
Monday, June 24 th , 3:00 p.m.	Payroll reallocations must be performed to be effective at FY 2019 Employee Benefit (EB) rates. Any reallocations after this date will be at the FY 2020 EB rates.
Monday, June 24 th , 5:00 p.m.	On-line changes to the database for existing employees.

Monthly Payroll for the Period Ending June 30, 2019

Monday, June 17 th , 5:00 p.m.	Supporting documents for new appointments to HR Records.
Monday, June 17 th , 5:00 p.m.	Additional Pay Forms (on-line) must be initiated by submitter
Tuesday, June 18 th , 3:00 p.m.	Time reporting data entry for late pay, reduction in pay, and late pay approval.
Tuesday, June 18 th , 5:00 p.m.	On-line changes to the database for existing employees.
Monday, June 24 th , 3:00 p.m.	Payroll reallocations must be performed to be effective at FY 2018 EB rates. Any reallocations after this date will be at the FY 2019 EB rates.

FY2019 Closing Dates: [Accounts Payable](#)*

Wednesday, June 12 th , 5:00 p.m.	Final day to request Final Closing of Purchase Orders in FY 2019
Wednesday, June 19 th , 5:00 p.m.	Purchase Order invoices to be processed in FY2019
Wednesday, June 19 th , 5:00 p.m.	PDA-FC Forms submission deadline
Thursday, June 27 th , <i>approved by</i> 3:00 p.m. **	Non-PO Payment Request for Will Call pick up by June 28, 2019
Saturday, June 29 th , <i>approved by</i> 3:00 p.m. **	All other Non-PO Payment Requests

** The dates listed above are the year-end processing cut-off dates for the Accounts Payable Office. In order to ensure that your requests are processed before the end of the Fiscal Year we are requesting you submit all forms by the dates listed.*

Requests submitted after these dates may still be processed before the end of the Fiscal Year however due to the increased volume of requests we receive during this time we cannot guarantee they will be processed.

*** Approved in Penn Marketplace*

FISCAL YEAR 2019 GIFT AND PLEDGE DEADLINES

As we approach fiscal year-end, please be advised of the following closing guidelines for gifts.

June 30 Gift Date end of year processing:

- **June 30th:** Adjustments - Submit all adjustments for gifts recorded prior to June 30th.
 - ***Special Note:** Contact Kate Micklow Harwan if an adjustment request is needed between July 1st and July 11th.*
- **July 8th at Noon:** Gifts Office will close for fiscal year-end processing
 - Deliver to Gifts Accounting & Administration FY19 gifts (needs June 30th postmark).
 - ***Special Note:** Contact Kate Micklow Harwan or your team representative if a gift is received during this time requires immediate attention.*
- **July 11th:** Last day of Gifts close-out. Gifts Office will reopen for deliveries.
- **July 15th:** Begin preliminary reporting.

All June 30 postmarked donations must be received in Gifts Accounting and Administration by Noon, Monday, July 8, 2019 for inclusion in the gift date closing Thursday, July 11, 2019.

Given a movement to more corporate standards of reporting timeliness as required by Penn Trustees, the 'mailbox rule*' will apply to GIFT DATE recording for June 30th gift date processing during the month of July.

Gifts will be processed with a June 30th gift date, so long as they are postmarked on or before June 30, 2019. Therefore, it is imperative for you to send fully completed gift transmittals and backup information, including postmarked envelopes, to Gifts Accounting and Administration (GAA) for June 30 gift date processing as quickly as possible.

<https://taxmap.irs.gov/taxmap/pub17/p17-130.htm>

Notify Jean Suta or Irma Lerma in Securities Gifts (jeanie@upenn.edu) or 8-7254 of any **securities gifts as soon as you are made aware of them**. Securities gifts must be transferred into a Penn brokerage account **by close of business on June 28, 2019** in order to ensure they will be counted on the FY19 financials.

Should you have any questions on this information, contact:

Maria Perkins @ 8-8687

Kate Micklow Harwan @ 8-3104 or

Jean Suta @ 8-7254

*This means the postmark on the donor's envelope (rather than the date of receipt) determines the date of the gift.

It is crucial to **retain all envelopes** with any gift correspondence, which are submitted to the Office of Gifts Accounting & Administration, particularly at the approach of fiscal year-end and calendar year-end.

Office of the Comptroller

TRANSACTION AUTHORIZATION CARD (TAC) PHASE OUT UPDATE

This chart summarizes the new processes after eliminating the TAC Card.

Process Using the TAC Card	New Process	Effective Date
Software Licensing (Matlab)	Form updated and on-line http://cms.business-services.upenn.edu/softwarelicenses/how-to-order.html	2018
PDA Forms	Penn Marketplace Non-PO and SP Payment Requests https://cms.business-services.upenn.edu/purchasing/making-purchases/penn-marketplace.html	April 2018
Internal Capital Loans (Treasury)	Form updated and needs to be emailed https://www.finance.upenn.edu/debt-management	March 2019
ULAR Forms	Forms updated and on-line https://ular.upenn.edu/login/?redirect_to=/	April 2019
Inn at Penn	Form updated and needs to be emailed https://cms.business-services.upenn.edu/penntravel/images/stories/DirectBill/innatpenn_inn_authorization_fillable.pdf	July 2019
University City Sheraton	Form updated and needs to be emailed https://cms.business-services.upenn.edu/penntravel/images/stories/DirectBill/sheraton_authorization_fillable.pdf	July 2019
Petty Cash (1)	Form updated and authorized approver needs to email to a dedicated email box	July 2019
PDA-FC Forms (2)	Form updated and authorized approver needs to email to a dedicated email box	July 2019
Penn Card (3)	Form updated and can be emailed penncard@upenn.edu	July 2019
Biomed Library (Poster Printing)	TBD biomedposter@gmail.com https://guides.library.upenn.edu/pp/apps	Target July 2019
Computer Connections	TBD	Targeted end of 2019
Bookstore	TBD	Targeted end of 2019

1. Petty Cash

Replenishment forms are updated. Custodians will need to complete and sign requests and forward to their Approver. Only authorized Approvers will be able to submit the new form to a dedicated email box. Cash can be received from the Cashier Office one-day after the request is sent. A separate communication will be sent identifying all Custodians and their authorized Approvers.

2. PDA-FC (foreign currency) Form

PDA-FC forms are updated. Preparers will need to sign requests and forward to their Approver. Only authorized Approvers will be able to submit the new form to a dedicated email box. You can send one-off requests to Renee Nowaczyk (reeneenow@upenn.edu). A separate communication will be sent identifying authorized Approvers.

3. Penn Card

Requests can be emailed using the updated form.

Should you have any questions please contact Mike Popko (mpopko@upenn.edu, 215-898-1443).



As part of a collaborative procurement effort, Penn recently negotiated a new discount structure for Dell OptiPlex 7060 desktops. These desktops were selected for negotiations due to their wide use and applicability on campus. Previously, Penn was receiving a range of discounts off of the list price with an average discount to Penn of approximately 40%. As a result of the collaborative initiative, the newly negotiated discount is over 50% and is available to all Schools and Centers.

This new University-wide discount is offered through Penn's preferred procurement channels: Dell's Premier page, the Penn Marketplace, or the Penn Computer Connection, which has several of the models on-hand and available for immediate purchase. These channels are aligned to provide a similar desktop buying experience so departments can be confident that whatever purchasing process is used, the negotiated pricing is available.

Users of Dell's Premier Page will see some changes. First, any saved configurations for OptiPlex 7060s for a specific School or Center have been removed to ensure that the new pricing does not revert to a less favorable discount. Second, Dell created a special landing page for Penn that takes users directly to the desktop selection page. Other Dell products can be searched from that page as well.

Other considerations when departments place their orders include:

- The discount levels described above apply only to OptiPlex 7060 Desktops;
- Laptops were not in scope for this negotiation; however, they will be addressed in the near future; and,
- The new discount is applicable University-wide, regardless of order size.

If you have any questions about the procurement of Dell OptiPlexes, please contact: Casey Scott; Director, IT Sourcing and Contracts, Penn Purchasing Services.

NOMINATIONS ARE NOW OPEN FOR...

THE GREEN PURCHASING AWARD



NOMINATIONS ACCEPTED UNTIL
FRIDAY, JUNE 28, 2019

PLEASE SEND ALL INQUIRIES TO
GREENPURCHASING@UPENN.EDU

This award recognizes the leading actions of any individual and/or team that advance the development of sustainable purchasing practices at Penn.

It is an opportunity to commemorate those who are championing sustainability across campus and celebrate key projects contributing to a more sustainable future.

SEPTA FARE CARDS AVAILABLE FOR BULK ORDERING

Did you know departments can purchase bulk orders of SEPTA transit fares as part of SEPTA's Partners Program? As a replacement for tokens, which are no longer available, departments can elect to purchase disposable fare cards, known as Partner Passes, for University-related travel. These Partner Passes, which are part of the transportation authority's SEPTA Key program, carry no expiration date and are valid on bus, trolley, and subway rides. There are several options from which to choose: one transit trip; two transit trips; one transit trip plus a transfer; and a one-day convenience pass, which is valid for up to eight trips. A 50-unit minimum order is required.

Departments are reminded that Penn's Purchasing Card is the required method of payment to place your order at SEPTA's Partner Portal; https://www.septakey.org/ecustomer_enus/start.swe

Here are some helpful tips as you prepare to register in the Partners Portal and begin ordering transit fares by bulk:

- The Purchasing Card is the required method of payment to place your order at SEPTA's Partner Portal.
- The holder of the Purchasing Card will be designated as the primary point of contact throughout the portal registration as well as the

ordering process. Keep in mind that portal sign-on credentials may not be shared between users.

- Departments should allow approximately ten days to complete the portal registration and ordering process, as it entails multiple steps.
- Once you have submitted your application, a representative from SEPTA's Partner Program will contact you directly to finish the creation of your ordering profile.
- An approval email will be sent by SEPTA once your department's account has been set up and is ready for your use.
- Upon receipt of your approval email, visit www.SEPTAKey.org and log in with the credentials you established as part of the registration process. You will then be able to place your order for a bulk purchase of the Partner Passes.
- The online order should be placed by the cardholder of the Purchasing Card that was registered in the portal. SEPTA has provided a 'how-to' video that offers step-by-step guidance to help with registration and ordering (<https://vimeo.com/flatworld/septainstitutionalprogram>).

The transportation authority has established a Partner Portal Help Desk in the event additional assistance is necessary; 855-567-3782, option 5, or 267-479-5177.

SEVIS F AND J FEE INCREASE ANNOUNCED BY HOMELAND SECURITY

The Department of Homeland Security (DHS) has announced the finalized changes to I-901 SEVIS Fee charged by the Student and Exchange Visitor Program (SEVP). The fee increase applies to international students, exchange visitors and SEVP-certified schools and will take effect June 24, 2019. ISSS has started to inform those incoming F-1s or J-1s about the fee increase.

The SEVIS fee related increases are below. Please note this applies only to new international students or visitors and those returning after a leave with a new initial I-20 or DS-2019.

- F-1 students: from \$200 to \$350
- J-1 students and scholars: from \$180 to \$220

For additional information, please see the DHS news release at:

<https://www.ice.gov/news/releases/new-increased-fees-international-students-exchange-visitors-sevp-certified-schools>

SUPPLIER DIVERSITY EVENT RETURNS TO CAMPUS

Make plans to attend the Penn Supplier Diversity Forum & Expo on Thursday, June 20. This event will bring together University buyers, suppliers, local agencies, and organizations from across campus and throughout Philadelphia to celebrate supplier diversity; showcase the resources available to local, diverse, and small businesses; and provide an excellent opportunity for business networking.

The event will focus on “Advancing Supplier Diversity and Inclusion Through Collaboration” and begins with the Forum at 11 a.m., in Room 200 College Hall. Opening remarks will be offered by Penn’s Executive Vice President, Craig R. Carnaroli, and he will address the state of economic inclusion at the University. The Forum will then feature a panel discussion among local business and community leaders who are regarded as agents of change and are driving community and economic development across Philadelphia neighborhoods as they examine the vital role collaboration plays in business. Panelists include:

- Lucia DiNapoli, MES; Director of Strategic Initiatives for Administration, School of Nursing, University of Pennsylvania;
- Jennifer Rodriguez; President and CEO, Greater Philadelphia Hispanic Chamber of Commerce;
- Winfred J. Sanders, Ph.D.; President, Neta Scientific, Inc.; and,
- Craig Williams; President, American Power Electrical Supply Company.

Poster Sessions by several community organizations will be conducted prior to the Forum from 10:30 – 11:00 a.m.

From 12 Noon – 2 p.m., members of the Penn buying community are also invited to visit the outdoor Expo celebration on College Green along Locust Walk between 34th and 36th Streets. Local and diverse suppliers will be in a large tented area where they will showcase their services and answer questions from event goers. A variety of tasty samples also will be available from many local caterers.

Click here to register for this event: [Register Me!](#)

Save the Date

THURSDAY, JUNE 20, 2019



Penn Supplier Diversity Forum & Expo

CELEBRATING AND SHOWCASING
DIVERSITY
AND
INCLUSION



MANAGING BANKING INFORMATION FOR CONCUR EXPENSE REIMBURSEMENTS

Individuals who receive expense reimbursements via Concur can now manage banking information directly in their Concur profile. Should banking information need to be changed, users can log into Concur and update their banking information directly in the system. Those who are new users to Concur can simply add their banking information when prompted when they are setting up their profile. User instructional guides may be accessed [here](#) and via [Managing Bank Information for Concur](#)

Should you have any questions, please contact doftemsupp@pobox.upenn.edu.

QUARTERLY QUIZ

Instructions: To participate in the contest, please submit your answers to the questions at the right, found in this issue of *The Bottom Line*, via email to dofttraining@pobox.upenn.edu no later than **August 1, 2019**

The Winner will receive a gift certificate for two for the University Club!

Last Quarter's Winner – Congrats!

Monica Czuczman

Business Administrator

Annenberg Public Policy Center

1. What is the FY19 closing date and time for a Non-PO Payment Request for Will Call?
2. Who is responsible for resolving all of their 'Holds'?
3. On the Closing Schedule QRG, what is the last day to process all ADJ-19 manual JEs directly to the ADJ-19?
4. What is the dollar limit for receipting a PO?
5. Which drop-down do I select when creating a requisition for a \$5,000 consulting service?
6. When is a future Individual Service Provider: Classification and Payment session?

QUARTERLY QUOTE



**Well done is better than
well said.**

Benjamin Franklin

BEN Knows - ALL ABOUT PURCHASE ORDERS

<http://www.finance.upenn.edu/benknows/>



PO STATUS REVIEW

Click on the link below to see all of the PO's statuses and depending on the status, whether or not a receipt or an invoice can be entered.

https://www.finance.upenn.edu/sites/default/files/PO_Status_Descriptions.pdf

RESOLVING HOLDS

Reminder - All PO Managers are responsible for resolving their Invoice Holds. This includes those PO's they have approved for a Requisitioner.

REJECTED VS. CANCELLING PO'S

Rejected Purchase Order

Please click on the link below for the specific scenarios for how to handle a 'rejected' PO:

- Scenario #1: PO has been rejected back to the Buyer with a change other than to the Original GL Account
- Scenario #2: PO has been rejected back to the Buyer and a change is required to the Original GL Account or PO is no longer needed.

Cancelling a Purchase Order

- Only 'approved' purchase Orders can be Cancelled, i.e. not 'in process'
- The PO must not have been 'invoiced' or 'receipted' in the system
- To cancel a PO:
 - Go into the **PO Manager Responsibility**
 - Choose **Purchase Orders>View/Control PO**
 - Enter the PO # and click on [Find]
 - Select **Tools>Control** from the top menu
 - Select **Cancel PO**
 - Enter the **reason** the cancellation is required and a **note to the Supplier**
 - Click [OK]

POs OVER \$10,000

- All purchase orders over \$10,000 must be receipted via the Requisitioner or PO Manager responsibilities.
- Please be sure to enter the receipt **after** receiving the goods/services.
- Do not 'Express' receive the PO if all of the goods/services have not been received.

FINALLY CLOSING POS

If a purchase order has been fully executed, i.e.

- All goods and/or services were received
- All invoices entered and holds resolved
- All checks issued to the Supplier

and the purchase order still has a remaining encumbrance balance, this PO is a candidate for a request to be 'finally closed'.

Send an email to 'finally close' a PO to Accounts Payable and include the following details:

- PO Number
- Buyer Name
- Supplier Name
- Reason for requesting to final close the PO

REMINDER FOR BUDGET JOURNALS

Posted Budget Journals cannot be marked to reverse in BEN Financials. To correct a posted Budget Journal a new Budget Journal must be created with the Debits and Credits reversed.

DID YOU KNOW...

... BEN Pays/MarkView Functionality – Request Comment

Reminder: As the **Buyer on a PO** - You are the only person able to use the 'Resolve Holds' action on the invoice in MarkView. If you need to route this to another PO Manager for approval, then you should follow the instructions in the link below. Please do not route the invoice to AP asking them to forward to another PO Manager so they can resolve the holds - **You are the only person with the 'Resolve Holds' action since you are the Buyer.**

Please see the following link for additional information -

<https://www.finance.upenn.edu/applications-group/new-markview-functionality-request-comment>

...New Password requirements for access to **JPMorgan Chase PaymentNet** application

Recently, the PaymentNet user's password requirements were changed as follows:

- Three or more repeated numbers or letters (for example: 555 or aaa) will not be allowed.
- Three or more consecutive numbers or letters in ascending order (for example: 123 or xyz) will not be allowed.
- Special characters will be permitted; however, their use in a password will not be required.
- Please note: when a user's current password expires or if a user chooses to reset his or her password, the new password must meet these new requirements.



PENN MARKETPLACE
Your Procure-to-Pay Portal

IMPORTANT REMINDER FOR NON-MARKETPLACE REQUISITIONS

As we have transitioned to the use of the Penn Marketplace provider to transmit our PO's to Suppliers it is important that Requisitions are created properly.

When entering a **Non-Marketplace Requisition** please take care to use the appropriate **Item Type**

- Goods Billed by Quantity
- Goods or Services Billed by Amount
- Goods or Services Billed by Quantity

Also be sure to include a full description. It is very difficult to approve a requisition if the description reads 'Quote #XYZ' without a full description. Use the field available to add a Promo Code or a Quote #

*****Please note if requisition is created using an incorrect Item Type and item details, that order may need to be re-created*****

Here is a quick review of the Item Types and their item details.

Goods Billed By Quantity

Example: Athletics needs 10 new basketballs at \$35 each

Quantity: 10

Unit of Measure: Each

Unit Price: \$35

Goods or Services Billed By Amount

Example: Consulting Services for \$5,000

Amount: 5000 *(only whole amounts, i.e. no cents)*

Goods or Services Billed By Quantity

Example: Plant watering service for 12 months at \$250 per month

Quantity: 12

Unit of Measure: Each per Month

Rate per Unit: \$250

Documentation on creating Non-Marketplace Requisitions can be found in the BEN Buys [Requisitioner User Guide](#). Please call BEN Helps (6-HELP or 746-4357) if you have additional questions.

From the Desk of...

The Cashier's Office

Please make sure all *cash* deposits are placed in a plastic security bag and sealed before they are brought to the Cashier's Office. Several people are bringing cash over without the bag. It was announced that starting July 1, 2015 any cash that was **not** in a bag would be refused. This will continue to be the practice. These plastic security bags can easily be ordered through Telrose/Office Depot, and are usually delivered within a day or two.

Thank You,



Tammy DeSalis
Manager, Cashier's Office
desalis@upenn.edu

Need Gift and Endowment Fund Assistance?

Contact:

Tim Engler

Trust Administrator

Gift and Investment Services

215-898-1554

tengler@upenn.edu

FMC Tower at Cira Centre South

2929 Walnut Street

Suite 300

Check out our new website for resources such as our Operating Gifts, Endowments and Reporting User Guide, the updated BEN Financials New Fund Request Form and department contacts!

<https://www.finance.upenn.edu/investment>

UPCOMING INDIVIDUAL SERVICE PROVIDERS: CLASSIFICATION AND PAYMENT SESSIONS

The following **Individual Service Provider** training has been added to [Knowledge Link](#):

Tuesday, June 18, 2019 10:00 a.m. – 12:00 p.m.

Wednesday, July 24, 2019 2:00 p.m. – 4:00 p.m.

Thursday, August 15, 2019 10:00 a.m. – 12:00 p.m.

Who Should Register: Individual Service Providers: Classification & Payment training is intended for anyone who is involved with any of the following:

- Hiring employees or temporary workers
- Processing honoraria payments
- Procuring the services of and paying independent contractors or other individual service providers
- Creating or approving BEN Buys requisitions or purchase orders for independent contractors

Pre-requisites: Attendees should review the following materials found on the [Individual Service Provider Classification](#) website in advance of the session:

- Independent Service Providers: Classification and Payments presentation
- Service Provider Questionnaire (Service Provider Completes)
- Service Provider Evaluation (School/Center HR Director Completes)
- Procedural Guide for Independent Contractors and Limited Engagements
- Limited Engagement Agreements: US Persons, Non-Resident Aliens, and Global

General Objectives: On completion of this module, the participant should be able to:

- Understand the key federal laws and regulations governing and Penn policies for classifying, paying, and taxing employees and individual service providers
- Utilize the worker classification questionnaires to properly classify individual service providers
- Properly process and submit payment requests for the various individual service provider classifications (employees, temporary workers, independent contractors or other individual providers) and honoraria
- Locate resources for assistance