



# The Bottom Line



## FISCAL YEAR 2021 FINANCIAL CLOSING INSTRUCTIONS

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

Above are the FY21 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-21 will include two additional days, beyond the typical five workdays, to record manual journal entries {Workday #7 or Monday, July 12}.
- The responsibility center, School/Center Closing Administrator ('SCA'), has been retained within the BEN Financial systems. In conjunction with the Comptroller's department, each organization will once again designate up to two SCAs for the FY21 close. The SCAs will have 3 additional days to record progressively limited manual journal entries to ADJ-21.
  - July 13: corrections & adjustments to all but Grant funds and the UPHS interfund
  - July 14: corrections & adjustments to 0xxxxx funds only (excludes the UPHS interfund)
  - July 15: transfers between 0xxxxx funds only, using only objects codes 4820, 4825, 4839 and 4840.
  - 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 Wednesday July 21<sup>st</sup> @ 5 p.m. 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 by Wednesday, July 21<sup>st</sup>. 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 2021 CLOSING INSTRUCTIONS

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### FY2021 Closing Dates – Payroll

#### Merit Increase Program via Workday

Refer to [FY 2021 Faculty/Staff Salary Increase Program Guidelines](#) for detailed instructions.

Monday, May 10 <sup>th</sup> , 10:00 a.m.	Merit Increase Program via Workday opens.
Friday, May 28 <sup>th</sup> , 11:59 p.m.	Merit Increase Program via Workday closes.

### FY 2022 Payroll

First weekly payroll for FY 2022 will be for the week ending June 27<sup>th</sup>, 2021.

First monthly payroll for FY2022 will be for pay period ending July 31<sup>st</sup>, 2021.

Annual increases for weekly paid personnel will be effective for the week ending July 4<sup>th</sup>, 2021 and payable on **July 9<sup>th</sup>, 2021**.

This pay reflects pay at FY2021 (June 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup>) and FY2022 (July 1<sup>st</sup> – 4<sup>th</sup>) hourly rates.

### Weekly Payroll for the Period Ending June 20, 2021

Monday, June 21 <sup>st</sup> , 4:00 p.m.	Final FY21 Weekly Payroll Cycle begins. All payroll adjustments for current/prior periods must be submitted.
Wednesday, June 23 <sup>rd</sup> , 12:00 p.m. (Noon)	Final FY21 Weekly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY22.

### Monthly Payroll for the Period Ending June 30, 2021

Tuesday, June 1 <sup>st</sup> , 4:00 p.m.	Final FY21 Monthly Payroll Cycle begins. All payroll adjustments for current/prior periods must be submitted.
Friday June 25 <sup>th</sup> , 3:00 p.m.	Final FY21 Monthly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY22.

### FY2021 Closing Dates: [Accounts Payable\\*](#)

Friday, June 11 <sup>th</sup> , 5:00 p.m.	Final day to request Final Closing of Purchase Orders in FY2021.
Friday, June 18 <sup>th</sup> , 5:00 p.m.	Purchase Order invoices to be processed in FY2021.
Friday, June 18 <sup>th</sup> , 5:00 p.m.	Requests to correct and reverse receipts in FY2021.
Friday, June 18 <sup>th</sup> , 5:00 p.m.	Foreign Currency Non-PO Payment Requests submission deadline to be processed in FY 2021.
Wednesday, June 30 <sup>th</sup> , <i>approved by</i> 3:00 p.m.**	Non-PO Payment Requests to be recorded in FY2021.

**\* The dates and times 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 2021 GIFT AND PLEDGE DEADLINES

**June 30 Gift Date end of year processing:**

- **June 30 - Adjustments**
  - Submit all adjustments for gifts recorded prior to June 30<sup>th</sup>
- **July 1 - First day of Gifts Close-Out**
  - Contact Kate Micklow Harwan or your team representative if gifts received during close-out require immediate attention
- **July 9 - Last day of Gifts Close-Out**
- **July 12 - Hold for possible FYE Gifts Feeders to process**
- **July 13 - Begin preliminary reporting**

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 30<sup>th</sup> gift date processing during the month of July.

Gifts will be processed with a June 30<sup>th</sup> gift date, so long as they are postmarked on or before June 30, 2021. 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.

**Credit Card Gifts**

**We are no longer using Secure Share for credit card donations. To arrange credit card gift processing, please contact the Gifts Office at:**

**GAAFRONTDESK@LISTS.UPENN.EDU**

Notify Jean Suta or Irma Lerma in Securities Gifts ([STOCKGIFTS@LISTS.UPENN.EDU](mailto:STOCKGIFTS@LISTS.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 30, 2021** in order to ensure they will be counted on the FY21 financials.

If you have any questions on this information, contact:

Maria Perkins [mariak@upenn.edu](mailto:mariak@upenn.edu)

Kate Micklow Harwan [micklow@upenn.edu](mailto:micklow@upenn.edu) or

Jean Suta [Jeanie@upenn.edu](mailto:Jeanie@upenn.edu)

**IF WORKING REMOTELY DURING CLOSE-OUT PLEASE USE THE FOLLOWING AS A GUIDE FOR DONATIONS/LINKS:**

- Online Giving: <https://giving.apps.upenn.edu/> Preferred method; this is the most secure and immediate way to donate to the University of Pennsylvania.
- Wire transfer: <https://www.finance.upenn.edu/cash-management/wire-transfer>
- Mailed checks: **Please forward all checks to our PNC Bank Lockbox.** Checks can be processed/deposited by PNC without solicitation documents. **No transmittals required!** Instead write processing instructions on docs, i.e. H\$/S\$, fund#, tribute

**NOTE:** If there is a donation that needs special attention please contact Maria and Kate directly.

**US Mail Address:** (PNC lockbox)

University of Pennsylvania  
Office of the Treasurer  
P.O. Box 71332  
Philadelphia, PA 19176-9913

**Overnight UPS/FedEx Address:** (PNC lockbox)

*GAA supplies UPS shipping labels to Schools/Centers. Prior to mailing, email a copy of tracking slip to Maria & Kate.*

Trustees of the University of Pennsylvania  
Attn: Lockbox 824949  
525 Fellowship Road  
Suite 330  
Mt Laurel, NJ 08054

- Fund creation: forward forms to Funds Team email list: [FUNDS@LISTS.UPENN.EDU](mailto:FUNDS@LISTS.UPENN.EDU)
- Incoming pledges, journals, transmittals, remote deposit captures (if any) should be forwarded to the GAA Front Desk email: [GAAFRONTDESK@LISTS.UPENN.EDU](mailto:GAAFRONTDESK@LISTS.UPENN.EDU)
- Stocks/securities: <https://powerofpenn-wp-uploads.s3.amazonaws.com/uploads/securitytransfer.pdf>  
Please have these forms emailed to Jean Suta at [stockgifts@lists.upenn.edu](mailto:stockgifts@lists.upenn.edu)

**Lockbox Pledge Card Testing:**

**Step 1:** Vendors should email a sample of 10 lockbox cards with live donor data directly to [GAAFRONTDESK@LISTS.UPENN.EDU](mailto:GAAFRONTDESK@LISTS.UPENN.EDU) and cc: the School/Center contact.

- The vendor should include your name, school and email, so Gifts Accounting & Administration knows who the job belongs
- Kate will review for: donor id matching name on card, fund number matching school/center, and active appeal code. We will not take measurements at this time. Vendors will need to ensure this is accurate

**Step 2:** Once Kate approves the above, we will communicate to the vendor, and School/Center contact, to forward a sample of 50 pledge cards with live donor data to PNC Bank for further testing and approval. The vendor should take a photo of the UPS air bill and send to Kate so that we can communicate to the bank as required. They should send via UPS to

**PNC Firstside Center  
Lockbox Implementations P7-PFSC-02-X  
Attn: Cyndi Sacco, LBX#824949  
500 First Avenue  
Pittsburgh, PA 15219  
Phone: 412-768-1957  
Email: [Cynthia.sacco@pnc.com](mailto:Cynthia.sacco@pnc.com)**

**SEND VIA OVERNIGHT UPS**

**Step 3:** You and the vendor will be notified via email when the lockbox cards pass at PNC Bank



### Auto Closing of Open Positions and Job Requisitions

Staff positions and job requisitions that are open for longer than 120 days are closed automatically during the first week of every month. Staff positions with an open job requisition are excluded from the automatic closing. Academic positions that are automatically closed are based on 180 days. Frozen positions and job requisitions are excluded from the automatic closing. Student positions which are meant to be posted are also excluded. Once a position is closed, the position cannot be re-opened or filled. A new position must be created if it is needed.

### Auto Inactivation of Empty Supervisory Organizations

At the end of every month, Workday Security will inactivate any empty supervisory organization (SO) that is older than 120 days. The SO will only be inactivated if there are no pending / future / in-progress transactions and if there no open / unfilled job requisitions attached to it.

### Retroactive Timesheet Edits within 52 Weeks

Non-exempt workers, their managers, and timekeepers now have a new way to add, enter, and remove hours worked that are older than seven weeks in the past. Retroactive time, which needs to be calculated within the previous 52 weeks, can be accomplished directly in Workday. View the [Workday website](#) for summary and detailed instructions.

### Removal of Deny Option When Approving Time

The option to "deny" a worker's timesheet by a manager or timekeeper when reviewing timesheets has been removed. If a timesheet should not be paid because time blocks are incorrect or need to be updated, the choice is either to delete a time block which prevents the time block from being paid or send back to the worker for edits. If the worker does not edit the timesheet in a timely way, the original timesheet will be paid during the mass approve process.

### Inherited Security Roles Visible during Hire Process

Now when a Workday HR partner receives the approval step for a new hire, a mini report will populate on the approval screen showing any [Workday security roles assigned to the position](#) into which the worker is being hired. If any of the roles are incorrect, a [security request](#) should be processed in Workday.

### Student Recruitment in Workday

Student recruitment is now in Workday. Those who hold recruiting-enabled roles can access the [Workday website](#) for resources. The [Student Employment Management System \(SEMS\)](#) will cease operations and old job postings will no longer be accessible after June 30, 2021. Hiring managers who did not use SEMS for student recruitment, including monthly paid graduate student positions, are not impacted by this transition and can continue to use their existing processes. See *Pg. 5 also*.

### Workday Reports and Notifications

- **Open Positions and Frozen Positions by Days Open.** The report, available to HR analysts, HR partners, and budget partners, is used to manage open positions and is recommended to be run monthly. Learn how to manage open positions with the new tip sheet, [Staffing Events-Fill, Close, or Freeze Open Positions](#) (pdf).

- **Alert for Empty Supervisory Organizations.** A monthly alert for security partners will provide security partners with a list of those supervisory organizations (SO) they support, and which are also empty and older than 90 days. This alert helps manage the number of empty supervisory organizations. Use the [Security Request-Security Role and Supervisory Organization Assignments](#) (pdf) tip sheet for step-by-step instructions to inactivate appropriately.
- **Compensation Reports to Help Manage Change to FY22.** HR analysts, HR partners, and budget partners should run [recommended reports](#) at this critical point and on an ad-hoc basis to help facilitate compensation processes. Run compensation reports to proactively perform transactions and better understand and analyze compensation for workers in organizations you manage. Find the reports available to you in the Compensation Review worklet in your Applications section of your home page.
- **Preventing Over and Underpayments.** If you process retroactive compensation, especially [retroactive period activity pay](#), you must run the "CR - Pay results by worker" report the next morning and check the pay result. If the pay result is not what you expect, please submit a Solution Center ticket. A key to preventing over and underpayments is for HR analysts, HR partners, and budget partners to run the in-progress pay results reports regularly, and act if necessary, before payroll is processed.
- **Alert for Mass Approved Hours.** A weekly alert of mass approved hours provides managers and timekeepers with a list of their non-exempt workers and any hours that were mass approved. The alert is automatically distributed from Workday each Monday at 2:30 p.m. This alert provides managers and timekeepers with increased visibility into either their unsubmitted and or unapproved time – which may result in over or underpayments to workers. The University goal is to reduce the number of mass approved hours. [Read more details.](#)
- **Work-Study Award Balance Report.** This enhanced weekly report provides managers and HR analysts with information on the declining balances for all their employed work-study students. Look for the renamed column, Academic Remaining Balance, to identify the low balance.

### Workday Enhancements in March

Workday 2021 Release 1, one of two major releases of new features and enhancements in 2021, was delivered on March 13. Among the enhancements were a time tracking calendar redesign, table viewing ability to switch between collapsing or expanding rows, improved headers, and display of a condensed version of the full conclusion when you complete a task in a business process. Access the [April 14<sup>th</sup> Webinar Forum slides and recording](#) for more description. Workday 2021 Release 2 is on September 11, 2021.



## Student Employment Now Live in Workday!

This is a reminder that student recruitment is now LIVE in Workday and the Student Employment Management System (SEMS) is now retired. You should begin to use Workday to start recruiting and hiring students for summer employment.

We have heard some confusion around the timing for this change, and we want to reiterate that you can and should begin using Workday for student employment starting immediately and not only for jobs that start on July 1.

Student Employment is scheduled to notify students about the summer federal work-study program at the end of April. If your department plans to post jobs for summer work-study, please do so as soon as possible to ensure that they are visible to students when they receive our notification. We are currently seeing fewer jobs posted than usual for this time of year.

### Student Recruitment Resources

Review the following Workday resources:

- **Recruiting: Student Job Application:** [https://www.workday.upenn.edu/docs/default-source/tip-sheets/recruiting-student-job-application.pdf?sfvrsn=3589356\\_8](https://www.workday.upenn.edu/docs/default-source/tip-sheets/recruiting-student-job-application.pdf?sfvrsn=3589356_8)
- **Recruiting: Create Job Requisition:** [https://www.workday.upenn.edu/docs/default-source/tip-sheets/recruiting-create-job-requisition.pdf?sfvrsn=cae08856\\_38](https://www.workday.upenn.edu/docs/default-source/tip-sheets/recruiting-create-job-requisition.pdf?sfvrsn=cae08856_38)
- **Staffing Event: Hire Student:** [https://www.workday.upenn.edu/docs/default-source/tip-sheets/staffing-event-hire-student.pdf?sfvrsn=601d8f56\\_30](https://www.workday.upenn.edu/docs/default-source/tip-sheets/staffing-event-hire-student.pdf?sfvrsn=601d8f56_30)
- **All Student Employment Resources:** <https://www.workday.upenn.edu/home/training/resources#student>

Work-Study Job Profiles can be found at <https://sfs.upenn.edu/student-employment/supervisors>.

You can access your SEMS account to retrieve your current job descriptions at <https://www.sfs.upenn.edu/se0/sems/live.php>.

If you are continuing your student from the academic year, you do not have to create a new job requisition.

If you have any questions about Workday, please email the Penn Employee Solution Center at [solutioncenter@upenn.edu](mailto:solutioncenter@upenn.edu).



*Sincerely,*  
**John Rudolph**  
*Manager, Student Employment*

# Posting Payroll Reallocations

Sent on behalf of Financial Systems and Training

Just a reminder that payroll reallocations will NOT post into ADJ-21. In order for a regular reallocation to be posted in FY21, it must be successfully submitted by **4:30 p.m. on Wednesday, 6/30/21**, at the latest.

The final day to enter a Restricted Reallocation Request (RRR) on a closed Effort Period in order to be approved and posted in FY21 by the Office of Research Services is **5 p.m. on Monday, 6/28/21**, at the latest. Please note that if Research Services has to deny the RRR, there might not be enough time for you to correct the RRR then re-request it for FY21 posting, so please do not wait until the deadline, if possible.

The final day to enter a Restricted Reallocation Request (RRR) where the object code is changing in order to be approved and posted in FY21 by the Payroll Office is **5 p.m. on Tuesday, 6/29/21**, at the latest. Please note that if the Payroll Office has to deny the RRR, there might not be enough time for you to correct the RRR then re-request it for FY21

posting, so please do not wait until the deadline, if possible.

Please note that the Payroll Reallocations Application (PRA) holds only the current fiscal year plus the prior two fiscal years. Currently, any payroll which has been posted in FY19, FY20, and FYTD21 is available to be reallocated in the PRA. **After 6/30/21, payroll posted in FY19 will no longer be able to be reallocated.** Please enter any outstanding FY19 payroll reallocations as soon as you can. (If you ever have a business need to have payroll expenses older than two fiscal years ago moved to a different account, your only option is to contact the Payroll Office and ask if they would create a manual journal entry (posted to the current FY) to correct the payroll expenses in BEN Financials. This would correct the cumulative expenses in BEN Financials and on any GL reports, but the payroll records in the HCM/SalMgmt data warehouse would still show the original payroll account.)

## Work Address Needs to be Updated in Workday for Returning Employees

*Sent on behalf of the Payroll Office*

**Please share this important information with individuals, HR Partners and HR Analysts in your departments.**

This is a reminder that as the University transitions back to work on campus, HR Analysts and HR Partners must update the Work Address to the campus address for individuals who return to their on-campus worksite. Additionally, these individuals will need to review and update their tax information.

Guidance for HR Partners/Analysts and for Individuals is available on the [Workday](#) website to assist with making these updates.

If you have any questions, please contact the Penn Employee Solution Center at

[hcmsolutioncenter@upenn.edu](mailto:hcmsolutioncenter@upenn.edu)

or

(215) 898-7372

*From the Desk of...*

## ...the Cashier's Office

### Smart Safe Anyone?

Going forward I will be in the office every Wednesday. If anyone needs a **refresher on using the Smart Safe** let me know. It's been a whole year since most people have used it. I don't know about all of you, but I can't remember things from last week☺.

### Mobile Deposits

Just a reminder that **April 16, 2021 was the last day for mobile deposits.** Please drop all deposits off at the Franklin Building during the hours of 8:30 to 5:30, Monday through Friday. If you would like your department to be set up for Remote Deposit Capture please let us know at [support@penncdm.freshdesk.com](mailto:support@penncdm.freshdesk.com). Feel free to contact us if you have any questions.

*Thanks!*

*Tammy DeSalis  
Manager Cash Receivables*

## Submitting to Final Review

Proposal Development records submitted to **Final Review** should be in final form and no further changes should be needed. Proposal records requiring return by the Pre-Award AOR, either at the request of the department or for errors found during the review, should not be a frequent occurrence.

If the proposal is an application to NIH, always run the NIH-provided pre-submission validation service (SVS) on the **Finalize** screen *before* submitting to **Final Review**.

- Review the Grant Image that NIH generates at that time.
- Do not submit to **Final Review** until any error messages which have been generated are eliminated.
- Always evaluate warning messages to determine applicability to this application.

## Using Simplified Budget Entry in PennERA to Save Time

Most system-to-system applications require detail budget entry per the sponsor's instructions. However, all generic records, NIH modular budget records, and any S2S record that does not use the R&R Detail Budget forms can use simplified budget entry, which requires only a minimum amount of detail in **Budget**.

Simplified budget entry requires only this information:

- Key Personnel, with **Role** and **Effort**.  
Salary/benefits information not required, nor do Non-Key Personnel need to be entered.
- One expense line, using “Other Costs” Budget Category, for all expenses included in MTDC.
- If there are exclusions from MTDC, add separate expense lines for those exclusions.
- SubAwards still need to be separately identified but can follow the same simplified entry process.

This same process can be used in the occasional generic record for a federal submission that cannot be S2S. With these steps, in a record with a federal sponsor, the F&A will automatically calculate.

Detail budget entry can still be used in these records, if you wish, or you can upload an Excel spreadsheet to **Internal Documents** to show your detailed calculations.

Please find additional information at our reference website: <https://researchservices.upenn.edu/areas-of-service/pennera/proposal-development-reference-materials/>, including:

- [Quick ref guide for generic records](#) – description of minimum budget requirements.
- [PD User Guide](#)
  - Page 102, “How do I... enter a simplified budget?”
  - Page 103, “How do I... enter budget data for F&A-exempt expenses, such as equipment, in a simplified budget?”

## NIH Announces New Forms and Requirements for Biosketch And Other Support

NIH has updated the [Biosketch](#) and [Other Support](#) forms and provided additional guidance. The forms will be required effective January 25, 2022. All Biosketch and Other Support forms submitted as part of proposal applications, just-in-time requests, and progress reports (RPPRs) may be in the current format until January 24, 2022.

**The requirement to disclose all sources of research support, including support to the individual PI/PD or key personnel as well as in-kind support, remains effective May 25, 2021 in compliance with NOT-OD-21-073.**

### **Biosketch Changes:**

The changes to the Biosketch are largely to the instructions and include language specifically calling out the need to include all positions and scientific appointments both domestic and foreign, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary). This is not a new requirement. Also, the current Research Support section of the biosketch will be eliminated, with the opportunity to include ongoing and completed research projects from the past three years as part of the Personal Statement.

### **Other Support Changes:**

The Other Support forms have been changed to provide separate sections for reporting financial support and for in kind contributions. Additionally there is a new requirement to provide copies of contracts, grants, or any other agreements specific to Senior/Key personnel foreign appointments and or employment with a foreign institution as supporting documentation. This document may be requested by the agency prior to the January 25, 2022 submission requirements. Effective January 22, 2022, Senior/Key personnel will be required to electronically sign the Other Support documents certifying the accuracy of submission.



NOMINATIONS ARE NOW OPEN FOR...

# THE GREEN PURCHASING AWARD

NOMINATIONS ACCEPTED UNTIL  
**FRIDAY, JULY 30, 2021**

PLEASE SEND ALL INQUIRIES TO  
**[GREENPURCHASING@UPENN.EDU](mailto:GREENPURCHASING@UPENN.EDU)**

Call for nominations are now open for Penn's Green Purchasing Awards. Now in its seventh year, the program is held in conjunction with Penn Procurement Services and Penn Sustainability.

This award recognizes the leading actions of any individual or team that advances the development of sustainable purchasing practices at Penn. This award program is a chance to spotlight those who are championing sustainability across campus, as well as to celebrate projects that are contributing to a more sustainable future.

 Penn Procurement Services  Penn Sustainability

**Mark Wednesday, July 28 on your calendars for this year's Penn Supplier Diversity & Forum.**

The 2021 Forum & Expo will be a virtual event and begin with welcoming remarks from Penn President Amy Gutmann. She will be followed by Erika H. James, Dean of the Wharton School of the University of Pennsylvania leading a discussion with Janice Bryant Howroyd, Chief Executive Officer of ActOne Group -- the largest privately held, minority-woman-owned personnel company founded in the United States - on the critically important socioeconomic benefits of diverse and inclusive workplaces.

The Forum will be followed by the popular Expo, also virtual, and will bring together local and diverse suppliers for showcasing their services among Penn's community of buyers. Local agencies and organizations also will be on hand to celebrate supplier diversity and feature their resources that are available to local, diverse, and small businesses.

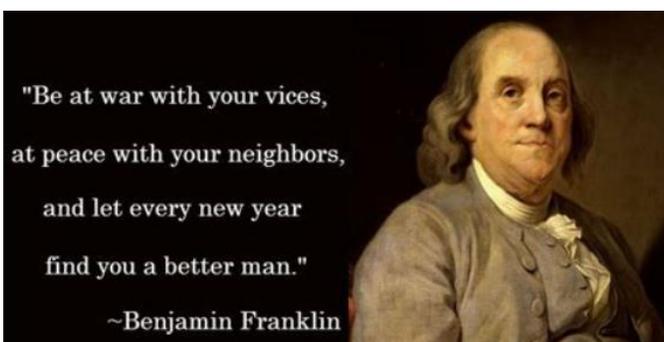
The virtual Penn Supplier Diversity Forum & Expo is hosted by the University of Pennsylvania under the auspices of the Office of the Executive Vice President, Office of Government and Community Relations, Division of Business Services, and Facilities & Real Estate Services.

Registration will open in early June!



# QUARTERLY QUOTE

**TheBottom Line June 2021**



## NEW COMMUTER PARKING CARD NOW AVAILABLE TO PENN PARKING

Penn Transportation and Parking has introduced a new option for faculty and staff who require occasional parking as part of their commutes.

The Commuter Parking Card is available to University of Pennsylvania benefits-eligible, full-time faculty and staff who would like to allocate a pre-set dollar amount on the stored value debit card for as-needed parking. Similar to other Penn programs administered by Health Equity/WageWorks, parkers can realize **significant tax savings** by deducting their occasional commuting parking fees via payroll, up to \$270 a month on a pre-tax basis. Any amount over \$270 each month is regarded as post-tax dollars.



This card can be used at [Penn garages and lots](#) that allow visitor parking. It is intended to cover parking costs associated with your commute to work, and not for parking costs incurred for work-related travel expenses and non-work-related events and activities. (*Note – the card is not intended for permit parkers at Penn parking facilities.*) Consult with Health Equity/WageWorks for information on other commuter parking facilities where your card may be used.

Information about the Commuter Parking Card as well as other commuting options can be found at [www.upenn.edu/commuting/updates](http://www.upenn.edu/commuting/updates), which is designed as a resource for employees to receive important information from the Office of Transportation and Parking.

## DOMESTIC AND INTERNATIONAL TRAVEL UPDATE

Beginning May 18, 2021, Penn will move from suspended to **restricted** travel. All domestic and some international travel will no longer require a petition or other risk based on pre-approval if the travelers are fully vaccinated.

Below are important changes to be aware of for departures on or after May 18, 2021:

- **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.** Schools, centers and trip leaders **may not** ask the vaccination status of a Penn employee or student. At this time, the vaccination requirement is based on the honor system. Non-vaccinated people with plans to travel on a Penn trip should reach out to [travelsafety@pobox.upenn.edu](mailto:travelsafety@pobox.upenn.edu) for additional guidance.
- Faculty, staff and students may travel domestically or to countries rated by the CDC as Level 1 and Level 2 without a petition.

- All travelers are required to submit a petition for travel to countries rated by the CDC as Level 3 or Level 4.
- Group travel (defined as five people or more traveling on the same itinerary) cannot commence before July 1, 2021.

More details, including FAQ's, petition procedures, and other important notifications can be found on [Penn's Travel Guidance](#) website. Please circulate this update widely and direct travelers, travel approvers, and other interested parties to the [website](#). Questions pertaining to the updated guidance should be directed to:

[travelsafety@pobox.upenn.edu](mailto:travelsafety@pobox.upenn.edu)

*CONCUR APPROVERS: The University relies on its approvers to ensure that all Travel and Expense policies are enforced by School/Center administration. For questions about booking or approving travel, please contact Travel Services at [travel@upenn.edu](mailto:travel@upenn.edu) or (215) 898-9662. For expense reimbursement questions, please contact the Concur Expense Help desk at [doftemsupp@pobox.upenn.edu](mailto:doftemsupp@pobox.upenn.edu).*

Dear Colleagues,

We are writing to let you know that we have developed a new version of our **online iPenn e-form training** in order to make it more comprehensive, user-friendly, and relevant to the user experience in our latest iPenn upgrade. As a reminder, this training is mandatory for BAs who require access to iPenn and do not currently have it.

If you were already in the process of completing the training, the new version will automatically be assigned to you. If you have completed this training in the past and already have access to iPenn, we highly recommend (but do not require) that you take a look at the training to answer any questions you may have about uploading documents or completing forms on the new iPenn interface. To locate the training, please follow these instructions:

1. Login to Knowledge Link at <https://knowledgelink.upenn.edu/>.
2. Type “iPenn” in the search box under “Find Learning” in the bottom right-hand corner.
3. Select “ISSS iPenn eForm Training.”
4. Click “Start course.” You will need to enable popups on your browser window for the course to launch.

The training is best viewed in either **Google Chrome** or **Firefox** and must be accessed from a desktop computer.

We hope the new training is useful to you. Please [contact us](#) if you have questions or feedback or need help troubleshooting.

*Sincerely,  
ISSS Staff*

*International Student and Scholar Services  
Penn Global | University of Pennsylvania  
3701 Chestnut Street, Suite 1W  
Philadelphia, PA 19104*



## 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 [doftraining@pobox.upenn.edu](mailto:doftraining@pobox.upenn.edu) no later than **August 1, 2021**

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

**Last Quarter's Winner - Congrats!**

Helen Poulos  
Faculty Affairs and Fellowship Program Coordinator  
Division of Endocrinology, Diabetes, and  
Metabolism

1. What is the FY21 closing date and time for a Non-PO Payment Requests?
2. On the Closing Schedule QRG, what is the last day to process all ADJ-21 Manual JEs directly to the ADJ-21?
3. Name the type of journal you are now able to reverse?
4. How do you create a 'Favorite' Account Number for Non-PO Payment Requests?
5. Which office/department has new on-line training?



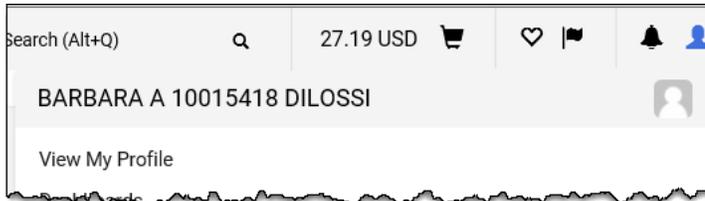
<https://benhelps.upenn.edu/support/home>

### Solution Article Spotlight

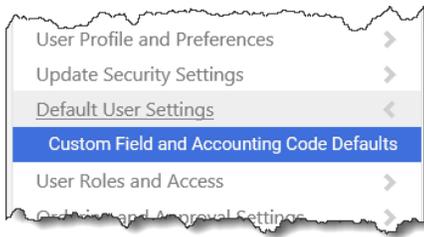
## How do I create a 'Favorite' Account Number for Non-PO Payment Requests?

From the Penn Marketplace:

- Click on **View My Profile**



- Click on **Default User Settings>Custom Field and Accounting Code Defaults**



- Click on the **Code Favorites** tab
- Click on **[Add]**
- Enter **Your Full 7 Segment Chart of Accounts**
- Click on **[Save]**
- Add as many accounts as needed
- Edit and/or Delete as needed
- Click on **[Apply]**

Your favorite account(s) will appear in the Codes section of the Non-PO Payment Request. This can be used to easily select or edit as needed.

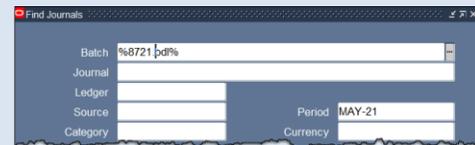


# BACK BY POPULAR DEMAND! REVERSE A BUDGET JOURNAL

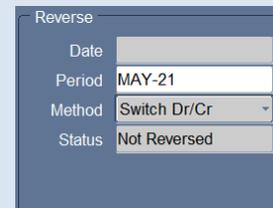
The ability to reverse a Budget Journal Entry (BJE) has been restored. Once a Budget Journal is posted, you can query the Budget Journal the next day from any of the Manual Journal Entry (MJE) Responsibilities and, if necessary, reverse the original Budget Journal.

Here are the required steps:

- Once the BJE is posted, query the Budget Journal from any MJE Responsibility
  - Select **Journals>Enter**
  - From the **Find Journals** screen, enter a portion of the Batch/Journal name surrounded by wildcards (%)



- Click on **[Find]**
- Once the journal has been retrieved, click on **[Review Journal]**
- Click on the **Reverse Period** field located at the top right corner of the journal and enter the Period
  - Note: From the MJE Responsibility the only available periods are the current period and the next future period



- Save the journal using yellow disk, File>Save or [Ctrl] S

## DID YOU KNOW...

... All of Financial Training Department's instructor-led training classes will continue to be delivered via a 'virtual' classroom. Full course descriptions, including all pre-requisites, can be found at Financial Training Department [Course Listings and Class Policies](#). The upcoming schedule can be found on the [FTD Training Calendar](#) and course registration is via [Knowledge Link](#). Please direct any questions via the [BEN Helps Support Portal](#).

...The Models of Excellence program recognizes notable staff member accomplishments at Penn that reflect initiative, leadership, increased efficiency, and a deep commitment to service. This year's honorees in all categories have been selected. The complete list of 2021 Models of Excellence honorees is available by going to:

[www.hr.upenn.edu/models](http://www.hr.upenn.edu/models)

Learn more about the contributions of the 2021 Models of Excellence program honorees by downloading an electronic copy of the special [2021 Models of Excellence keepsake book](#).

Please join the Models of Excellence team in congratulating this year's honorees. Near and far, the Penn community is grateful for your service to the University's mission in education, research, and public service.



## Migration to Western Union Business Solutions Complete

Dear Colleagues,

The migration to Western Union Business Solutions to process business expense reimbursements in Concur is now complete.

Concur Expense users will be asked to take two important steps so that their expense reimbursements may continue uninterrupted. For a seamless transition, we recommend the following sequence:

1. **Review and confirm that one's US bank information is complete and that their personal postal address, associated with bank account, has been included within the Expense Settings of their Concur profile.**
2. Authorize WUBS to direct deposit their expense reimbursements into their bank account. This one-time authorization prompt will be required before submitting their first expense report.

Once these steps have been taken, Concur Expenses users will be able to successfully submit their expense report.

To support this transition and offer guidance, a Solution Article, [Managing Bank Information for Concur](#), has been created in the BEN Helps Support Portal at:

<https://benhelps.upenn.edu/a/solutions/articles/15000042766>

Should you have any questions, please contact [doftemsupp@pobox.upenn.edu](mailto:doftemsupp@pobox.upenn.edu).

The Penn Travel Services and Expense Management Team