# The Bottom Line

## UPGRADE 12.2 SLATED FOR SEPTEMBER 2021

**Who:** All BEN Financials users will be effected

**When:** The weekend of September 10 – 13, 2021

> **BEN Financials will close Thursday, Sept 9th at 8:00 p.m. and will NOT be available again until Tuesday, September 14th at 7:00 a.m.**

**What:** BEN Financials will be upgraded to version 12.2. This upgrade will include the following changes:
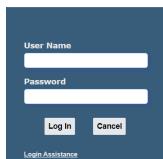
- Logon has a different look
- Updated BEN Financials Homepage

- Requisitions checkout is on a single page; adding a cost allocation is done by selecting one line and clicking on an [Update]
- The General Ledger (GL) date will automatically update to the current open period for approvals done in a later month than the original requisition or for rejected requisitions and/or PO's crossing months
- For 'Requests', some new buttons have been added such as Rerun Request and Reprint/Republish

The BEN Helps Support Portal will contain all communications, guidance and updated document-tation pertaining to the upgrade as it is available.

### Welcome Back Quakers!

Let's do our part to protect one another as we work, learn, educate, and grow.

**Penn Cares**
EDUCATE • PARTICIPATE • VACCINATE
coronavirus.upenn.edu
@COVIDPenn

## Financial Training Update: Virtual BEN Training Sessions Will Continue

With the imminent return to campus we'd like to let you know all **instructor-led BEN Financials training will continue to be held 'virtually' through the end of the calendar year 2021.** With the cooperation of each student, supervisor and department, the adventure has been a good one and we look forward to continuing to provide 'remote' training for the time being.

Folks have been especially happy to have been allowed **food and drink** throughout their training sessions. If you haven't experienced a 'remote' training class, we would be happy to provide a short demo of how 'remote' training is being delivered.

Please ensure your folks are registering for the appropriate BEN Financials training classes. Many register for training because they unknowingly answered a Penn Profiler Survey question incorrectly or were told sign up for all the 'BEN' classes and end up registering for a class(es) they don't need as part of their role at Penn. This has resulted in folks taking training they don't need or late cancellations that can't be filled whereby a 'no show' fee is assessed.

No matter what the circumstance, we do our very best to take good care of all and look forward to returning to 'in person' training in January 2022.

## In This Issue...

## NEW PROCESS FOR RECRUITING AND HIRING TEMPORARY WORKERS

The University now requires that temporary jobs with an assignment longer than 90 days to be posted to the Penn Jobs site. Learn how. Access short, just-in-time videos on creating job requisitions.

## ALERTS FOR TIMEBLOCK OVERRIDE RATES

HR partners and compensation partners now receive an alert via Workday if a worker has a timeblock where a timekeeper used a rate equal to or greater than $20.00 more than the worker's base rate. HR and compensation partners should communicate outside of Workday to the appropriate timekeeper with their concerns. Only timekeepers can add a costing override to a time block.

## EXPANDED VIEW OF ACADEMIC APPOINTMENT

HR analysts, HR partners, and budget partners now have visibility into academic appointments for workers in supervisory organizations they support.

## TERMINATION AND CHANGE JOB HELP

Access added help during key points in the termination and change job transactions. Added help assists in understanding certain fields at the point of use, providing context during the business process for successful completion of the step.

## TIMING OF COSTING ALLOCATION CHANGES FOR ENCUMBRANCES

Encumbrances are posted weekly on Thursday evenings to the general ledger. For the weekly load, costing allocations should be updated following the rules of the "Data Entry and Approved Payroll Transactions for Current Pay Period" dates on the weekly payroll schedule. This allows the encumbrance to load into the general ledger by the end of the week. For the monthly load, it is best practice for costing allocations to be updated following the Data Entry dates of the monthly payroll schedule. An extra posting is sometimes performed during monthly payroll close.

## BEST PRACTICES, OPTIMAL OUTCOMES

### Clearing Inbox Items and Other Workday Basics

Workday's COVID-19 vaccination information automatic reminders highlighted the ability to clear Workday inbox items and notifications after a task is completed. Explore the tip sheets for other Workday "basics" to clarify how Workday works and save you time.

### Promote / Demote Reason in Job Requisitions

The job requisition reason of "promote/demote" should only be used when creating a job requisition for existing workers whose positions are changing because their job responsibilities have changed (the process formerly known as reclassification).

### Types of Promotion Reasons in Change Job Process

Key differences in the promotion reasons affect the change job business process in Workday.

### Time Off Requests of Already Terminated Workers

Managers and HR analysts must check for and act on unapproved PTO requests before a worker's termination is completed. When managers approve a terminated worker's Workday time off request after the termination date, and 1) the time off was used by the worker before their termination date, and 2) the time off was for vacation, departments must complete an overpayment form.

## SMOOTH ONBOARDING FOR NEW HIRES

### Onboarding Status Summary Report

HR partners and HR analysts must run the *Onboarding Status Summary* report to view onboarding status information for recently hired workers. The *Onboarding Status Summary* report will return the worker's name, hire date, position, supervisory organization, hiring manager, onboarding progress (percentage), not started onboarding tasks, in progress onboarding tasks, and completed onboarding tasks.

# Workday@Penn

**Department Outreach**

Reaching out directly to new hires who have not completed onboarding tasks reinforces the importance of the process, both to the individual and the University. While automatic reminders of tasks are sent both by Workday and Onboard@Penn, new hires may need additional help.

Note that during the hire process of non-staff hires, such as postdocs, academics, and temporary workers who are not recruited in Workday, a home email address must be entered in the Home Contact section so the onboarding communications are delivered successfully.

## Pay Impact to the Worker

New hires must complete all Workday tasks promptly, so they receive their pay promptly. As of March 2021, Wells Fargo has been responsible for printing and mailing via U.S. Postal System of paper paychecks from a non-Penn location. **If new hires do not complete all onboarding tasks, home addresses do not transfer with the worker records to Wells Fargo**. Undelivered checks because of missing, incomplete, or wrong addresses are returned to the Payroll Office, resulting in delays in workers receiving their pay.

## Regulatory Impact

Federal law requires the University of Pennsylvania to have a valid Form I-9 on file for every worker. The law also requires the worker to complete the Part 1 of Form I-9 no later than their hire date. Part 2 must be completed no later than the third business day following their employment hire date. Onboard@Penn supports Form I-9 compliance by completing Part 2 of the Form I-9 with the worker in person. It also monitors overdue I-9 completions. Both the worker and departments are notified of workers with overdue Forms I-9.

## International Students/New Hires

Onboarding must be accomplished when the hire is in the U.S. for all onboarding tasks to be completed, including part 2 of the Form I-9.

## Helpful Resources

- Staffing Event-Onboarding tip sheet
- Self Service-Onboarding in Workday for New Hires tip sheet

## One Step Ahead
### Security & Privacy Made Simple

The Office of Information Security (OIS) and Information Systems and Computing (ISC) welcome you back to the 2021–2022 academic year. Whether you are back on campus or working remotely, OIS recommends taking simple yet critical steps to secure your computer and the data you handle.

**Back up your data.** This ensures access to the information if your computing device is compromised or lost. With the increase in ransomware attacks, regularly backing up your data becomes an essential task.

- Keep backups on separate devices and store them offline to help prevent data corruption.
- Regularly test backup functionality.
- Use two-factor authentication to secure backups.
- Ensure your backups will permit you to restore to a new device, if necessary.
- Document the type of data contained in the backup and its overall size. This makes it easier to retrieve and update.

**Close security holes.** Fix software bugs, and prevent hackers from exploiting vulnerabilities.

- *Use Symantec Endpoint Protection* to check for and remove known computer viruses from hard drives, removable media, and email attachments. Penn offers Symantec Endpoint Protection at no cost to eligible, active faculty, staff, and students.
- *Run software updates promptly.* If your computing device is not managed by your school/center, it is important to request notification when software updates are available for your operating system and any applications, and to install them in a timely manner.
- *Use a unique password for your PennKey.* Do not reuse your PennKey password for any other accounts or systems. Reuse of your PennKey password elsewhere opens that password to additional avenues of attack and compromise.

For additional information, contact your IT support staff and visit:

- *Secure backup best practices*: https://www.isc.upenn.edu/security/backup
- *Information Security Tips for staff*: https://www.isc.upenn.edu/security/staff
- *Symantec Endpoint Protection*: https://www.isc.upenn.edu/how-to/symantec-endpoint-protection

As the University transitions to greater on-campus operations, Onboard@Penn has also returned to onsite services. We are open five (5) days a week by appointment.

These modifications support Penn's Form I-9 compliance as well as the efficient onboarding for new hires. The modifications include:

- Completing all new Form I-9 Part 2 document inspections in person

    o Workers who are on campus at any time, for any reason, must present original, unexpired documents for Form I-9 Section 2 in person.

    o Remote workers who reside in Philadelphia, its suburbs, New Jersey, and Delaware, regardless of remote or on campus work must present original, unexpired documents for Form I-9 Section 2 at Onboard@Penn in person.

    o Remote workers who reside outside Philadelphia, its suburbs, New Jersey, and Delaware may use CUPA's I-9 Reciprocal Processing Consortium.

- Phasing out the use of electronic (SecureShare) options for Section 2 Form I-9 completion

    o Instructions for this method will be removed from offer letters and the Onboard@Penn website within the next two weeks.

Please see Onboard@Penn for the most up-to-date information and to make an appointment.

We will be reaching out to Schools, Centers, and Departments regarding workers who previously completed Part 2 of Form I-9 and are now re-quired to present physical documents in person.

**What if someone has trouble making an appointment?**

If an employee has trouble making an appointment, please contact the Solution Center (solutioncenter@upenn.edu). The request will be forwarded to Onboard@Penn and a repre-sentative will contact the employee to set up a time.

**What if the worker does not have the same documents used to complete the original and they need to complete a physical inspection?**

Please See the Lists of Acceptable Documents and choose different documentation. Make an appointment and bring the documentation to Onboard@Penn. Onboard@Penn can amend the Form using the documentation provided.

**A student worker graduated and left Penn. Do they need to complete the physical inspection?**

No, a physical inspection is not necessary but please terminate their record in Workday.

**The department hired someone who will not be in the area at any time to complete the physical inspection. Do they need to come to campus just for this?**

No. However, they do need to complete the physical inspection. It can be done through the CUPA Consortium or Equifax I-9 Anywhere. For more assistance, please contact the Solution Center:

solutioncenter@upenn.edu

# N·G·S·S | pennant UPDATE

## THE PENN COMMUNITY WELCOMES PENNANT RECORDS ON SEPTEMBER 13, 2021

The Next Generation Student Systems (NGSS) project, which is building and implementing Penn's new student information system, launches the first release of Pennant Records on September 13, 2021. Pennant Records will be used by registrar staff in schools and departments for scheduling and managing courses offered in Summer 2022 and later.

Following the first release of Pennant Records, the first release of Pennant Aid will launch in October. The initial launch of Pennant Aid manages student financial aid processes including tracking, awards, needs analysis (federal/institutional methodology), endowed funding, and packaging for applicants starting in Fall 2022. For more information on the scope of the Pennant suite of applications, see the **NGSS Is Building Pennant** section.

## WHAT'S NEXT?

To prepare the Penn community for the project's second release of the Pennant applications in the Spring of 2022, academic advisors will be invited to a demonstration of the new academic planning system on October 1. There will be other demonstrations and information sessions in the fall and spring leading up to preparation for using the system for Advance Registration for 2022 Summer Session and 2022 Fall Term. The information sessions will also include previews of Path@Penn, which will replace Penn InTouch; Advising@Penn, which will replace Advisor InTouch; and Courses@Penn, which will replace Courses InTouch.

## NGSS IS BUILDING PENNANT

Over the next several months, the NGSS project will deploy Penn's new student information system, now known as the Pennant suite of applications. The suite includes:

| | |
|---|---|
| Pennant Accounts | Student accounts and billing has been live since 2015 |
| Pennant Records | Release 1 (Go-Live September 2021)<br>• CourseLeaf Section Scheduler (CLSS), a section maintenance tool for department coordin-ators and those responsible for section scheduling to create, edit, and validate sections<br>• Modifications to Curriculum Manager (CM)<br>Release 2 (Go-Live Spring 2022)<br>  • Person and student management, academic history, registration, fee assessment, and degree planning and audit tools<br>  • Student (Path@Penn), advisor (Advising@Penn), and faculty (Courses@Penn) engagement layers |
| Pennant Aid | Release 1 (Go-Live October 2021)<br>  • Tracking, awards, needs analysis (federal/institutional methodology), endowed funding, and packaging for applicants starting in Fall 2022<br>Release 2 (Spring 2022):<br>  • Disbursement, loans, Return to Title IV, and self-service for entire student population<br>  • Release 1 Pennant Aid functionality for returning student population |

The University goal is to update the technology available to students and those at Penn who teach and support them. Students will have improved access to the information related to coursework and degree requirements needed to succeed academically. They will also have improved access to the financial support they are eligible to receive.

Visit the website http://ngss.srfs.upenn.edu/ or email ngsscomms@isc.upenn.edu for the latest information.

To support essential personnel during the pandemic, the University implemented temporary system changes to ensure uninterrupted building access for faculty and staff. One such provision was a grace period that allowed PennCards to remain functional beyond the expiration date printed on the card. **As the campus returns to normal operation over the next several weeks, access controls will be reinstated and all individuals with expired PennCards will need to have their cards replaced.**

Information Systems and Computing, Business Services, and the Division of Public Safety have worked collaboratively with PennCard to scale resources and streamline the processes associated with card reissuance as much as possible. Despite these provisions, the number of individuals whose cards have expired since March 2020, coupled with the historically high volume of new and returning cardholders in the fall, entails a cross-campus commitment to ensure the processes are efficient.

We are writing to raise your awareness of the following circumstances and to encourage your support of our efforts to ensure that all individuals who require card-based building access are accommodated while also preserving the integrity of campus security protocols:

1. For instances where the individual is sponsored by a department (e.g. adjunct and visiting faculty, service providers, courtesy appointments, and guests), the PennCard office relies heavily on the records for these individuals being up to date in Workday and Penn Community. **Effective 8/23/21, any PennCards for which the associated affiliation is no longer active in Workday or Penn Community will be deactivated, regardless of the expiration date printed on the card.**

2. To avoid any interruption in building access for affiliates, departmental sponsors should complete an online PennCard Request Form prior to the expiration date of their constituents' affiliations. This web-based form replaces the previous paper form.

3. A dedicated return-to-work information page, for administrators and cardholders, has been created to provide pertinent information on obtaining new and replacement PennCards. And questions about card issuance processes may be directed to the PennCard Office (penncard@upenn.edu).

Please share this information within your respective schools and centers as appropriate. Thank you in advance for your support of our endeavors to maintain campus building security.

**PennOpen** | Pass

Your daily symptom checks
Help reduce the risk within the Penn community

pennopen.med.upenn.edu

# *Payroll Office News:*

## Treaty Exemptions

Tax agreements between the US and some foreign countries may exempt certain payments to foreign nationals from federal taxes. Tax Treaty exemptions are granted on a calendar year basis for payments such as scholarship/fellowships and employment income. As part of the Onboarding process, all individuals who have completed their information in the Foreign National Information System (FNIS) and qualify for tax treaty benefits will be contacted through email by the Payroll Office. These individuals will receive instructions to log in to FNIS and print/view their tax treaty document. They must sign, date, and return the appropriate tax treaty documents for the 2021 tax year to the Payroll Office via Secure Share.

**In order to meet the deadline for the September 2021 payroll, monthly paid employees must respond with a signed tax treaty by Monday, September 20, 2021.** If they do not meet the September deadline, they may still apply for the exemption, but the treaty benefits will not take effect until October. Please note that Payroll **will not refund** the Federal Withholding Tax for individuals who miss the September 2021 deadline. The individual can claim the exemption when filing their 2021 tax return.

Weekly paid employees will have the treaty benefit applied the week following their signed treaty submission.

Please contact the Penn Employee Solution Center with any questions or concerns at (215) 898-7372 or solutioncenter@upenn.edu.

## W-2 Forms – Go Paperless!

Each year, hundreds of W-2 Forms are returned to the Payroll Office as undeliverable. To secure workers' personal information, the Payroll Office recommends that departments strongly encourage all employees to turn off printing of paper W-2 forms. Doing so, will help avoid delays or errors in receiving W-2 forms caused by mailing.

Beginning with tax year 2019, Forms W-2 are available for viewing and printing in Workday. Workers are still able to upload their tax information into most tax filing software. To turn off printing of their W-2 forms, workers should refer to the Self Service-Access to W-2, W-4 and State Reciprocal Forms tip sheet. Workers should complete these steps before December 31 to ensure that a W-2 for the current tax year will not be mailed.

**Note:** If the worker had previously opted out of having their W-2 printed by ADP, they will still need to go into Workday and make the election to only receive electronic forms by following the steps outlined in the tip sheet.

## Daylight Savings Time November 7, 2021

Dear Colleague,

Late last year, The Office of the Vice Provost for Research released the new Grant Financial Management (GFM) tool. I hope that you've had the opportunity to explore the system and have found it to be a useful addition to the other systems that you use. OVPR has recently released the new Research Portal, a personalized homepage for faculty including high-level financial information and connections to Penn's research systems. With the launch of the portal, faculty are now encouraged to explore their detailed fund information in GFM. If you haven't yet familiarized yourself with GFM, please consider reviewing the information available using the link at the bottom of this email.

GFM is intended to be a single stop in which you (and your faculty) can access your sponsored research account data in a simple, easy-to-view format. GFM displays financial data, including sponsored budgets, balances, and projections that you create. Non-sponsored funds will be included later this year.

Information regarding how to access the system, and access to on-demand training materials and videos can be accessed on the GFM website at:

https://portal.research.upenn.edu/gfm/

*Thank you,*
*Missy*
*Elizabeth Peloso*
*Associate Vice President & Associate Vice Provost*
*Office of Research Services*

# TEAM DIRECTORY

Use this directory to contact any member of the Office of Research Services team. If you are looking for a Pre-Award or Post-Award contact, you can filter based on your school, center, or academic department. The ORS team looks forward to supporting you and your research.

https://researchservices.upenn.edu/about-ors/team-directory/

FAQs on NIH Other Support and Biosketch requirements have been added to the ORS webpage Making Disclosures to Federal Funders. In addition, tables have been updated and the latest guidance posted. We will continue to update this information as additional agency guidance is issued.

**Happy Birthday BEN Financials! It was 25 years ago in July 1996 BEN Financials was launched at Penn!**

## SPRING 2021 REPORTING PERIOD

**SPRING 2021 effort forms** (ERS period 063021) are now available for review and due for completion (PreReview and Certification) by **Friday, September 24, 2021**.

## WHAT'S NEW IN ERS v10.2?

- **Multiple Department Coordinators** :ERS now allows multiple individuals to be assigned to the role of Dept Coordinator (or SubDept Coordinator) for the same department. (Previously, each department could only have one person assigned in each role)

- **Cost Share % by decimals**: PreReviewers can enter Cost Share %s in decimals, rather than whole numbers, on effort forms in order to calculate more precise cost share amounts, if desired

- **Salary Cap Report**: The salary cap report presents the applicable cost sharing amounts needed to be applied for effort forms considered over agency salary capitation. (This report is only available to Department and SubDepartment Coordinators)

## REMINDERS

1) Negative account balances on effort forms MUST be resolved prior to completing PreReview. These are often the result of retroactive Workday changes and must be corrected through the Payroll Reallocations Application. ERS will NOT allow effort forms to proceed with negative or suspense balances.

2) DHHS over-salary-cap cost sharing on applicable effort forms and other reportable cost-shared effort must be recorded during PreReview in the "Cost Sharing" column in the effort from. To avoid processing errors, it is best to report cost share by % (not by $) on the effort form. ORS will continue to monitor the reporting of over-salary-cap cost share, where required.

3) If any ERS user has NOT enrolled in Penn's two-step verification, they will be blocked from accessing ERS

4) Effort forms must be reviewed and re-certified if payroll reallocations are completed after the initial reporting period closes. As a best practice, prereview and certification must be completed within a reasonable time from the date the effort report is re-generated for payroll reallocations.

5) Effort reporting for weekly-paid employees has been eliminated beginning with the Fall 2019 reporting period. Managers and department timekeepers should make sure to approve timesheets in Workday.

6) For schools with 9-month faculty appointments and summer pay, summer payments are incorporated into the regular effort reporting process according to the pay period end date. June 2021 payments are folded into Spring 2021 effort reports and July and August payments are reported on Fall 2021 effort reports.

| Reporting Period | Description | Start Date | End Date | Date Forms are Available | Closing Date / Due Date |
|---|---|---|---|---|---|
| 063021 | Spring Semester | 01/01/21 | 06/30/21 | 07/26/2021 | 09/24/2021 |
| 123121 | Fall Semester | 07/01/21 | 12/31/21 | 01/31/2022 | 04/01/2022 |
| 063022 | Spring Semester | 01/01/22 | 06/30/22 | 07/25/2022 | 09/23/2022 |

# POPULAR FORUM & EXPO DRAWS LARGE GATHERING AT VIRTUAL EVENT

**Penn Purchasing Services**

Supplier Diversity & Inclusion Program

**FUELING BUSINESS GROWTH**

The University recently hosted the 2021 Penn Supplier Diversity Forum & Expo. The event, attended by hundreds from across campus and the Philadelphia region and from around the country, celebrated and showcased supplier diversity and inclusion. The Forum featured remarks from Penn leadership, including Senior Executive Vice President Craig Carnaroli's launch of the *Fueling Business Growth* supplier diversity and inclusion campaign. The event also included a conversation between Wharton Dean Erika H. James and Janice Bryant Howroyd. Ms. Howroyd is the founder and CEO of ActOne Group, the largest Black, woman-owned business in North America. Among the ActOne family of companies is AppleOne, Penn's primary temporary staffing company.

The virtual Expo featured dozens of diverse suppliers, along with Penn resources and local organizations that are active in supporting diverse small businesses. The "booths", which included website information, downloadable materials, and/or the opportunity to speak with the booth host, enjoyed over 1,200 virtual visits by attendees.

The event succeeded in promoting Penn's diverse suppliers and the work of so many at Penn and among its inclusion network, while also inspiring the Penn community to take intentional steps to advance diversity inclusion.

## *FUELING BUSINESS GROWTH* A PRIORITY AT PENN

The debut of the University's new campaign is another milestone in a program that has been a long-held priority to provide local, diverse, and minority-owned enterprises with increased opportunities to conduct business with the University. According to Penn Chief Procurement Officer Mark Mills, "With the *Fueling Business Growth* campaign, we are working with the Penn buying community to bridge relationships and raise awareness of helpful tools and resources to support localized efforts to increase diversity spend across the University."

Among those resources is a new website, www.upenn.edu/supplier-diversity, featuring information about Penn's Supplier Diversity & Inclusion Program for suppliers, profiles of current Penn suppliers, and a sophisticated Supplier Search tool for Penn Buyers. The search tool allows anyone at Penn to identify suppliers based on various criteria, including diversity. "Penn Procurement Services developed this centrally managed tool to bring rich information to Penn's large, decentralized buying community," said Mills. "There are more than 1,000 buyers at Penn and many more who influence purchase decisions. This tool provides a reliable database of vetted suppliers empowering the Penn community to engage directly with new suppliers as they diversify their spend."

*Fueling Business Growth* also features information sessions and events for buyers and suppliers to network and for diverse and minority-owned business enterprises to familiarize themselves with Penn's systems and business processes. The *Fueling Business Growth* initiative includes an advanced data analytics component with a sophisticated diverse supplier recommendation engine, which offers system-generated, diverse supplier considerations that are specific to a School or Center at Penn. The output from this tool is provided as part of a customized spend analytics package shared annually with financial leaders across the University.

For more information about how your department or area can drive intentional impact through diverse procurement, Penn Buyers can use this online form to obtain assistance from Procurement Services when sourcing diverse suppliers for a specific commodity or service.

**ANNOUNCING THE INAUGURAL RECIPIENTS OF THE PENN SUPPLIER DIVERSITY & ECONOMIC INCLUSION IMPACT AWARD**

Supplier Diversity & Inclusion Program

FUELING BUSINESS GROWTH

Penn Procurement Services recently announced the inaugural recipients of the Penn Supplier Diversity & Economic Inclusion Impact Awards. Two awards were bestowed, one to a team and another to an individual, and the recipients were honored for their outstanding contributions in driving impact in the areas of supplier diversity and inclusion.

One award was granted to a team from the Office of the University Architect in Facilities and Real Estate Services. The honorees are Ke Feng, Mark Kocent, Eva Lew, and Jackie Schlindwein. During the early weeks of the pandemic, this team recognized that custom signage would be necessary to guide the Penn community during the University's anticipated re-occupancy of campus. The chosen supplier was a Philadelphia-based, Black-owned business, Replica Global. The business met this challenge and responded by creating a customized catalog with Penn prototypes that was consistent with Penn branding that could be used in buildings, elevators, and other areas where faculty, staff, and students would gather.

Nadine Beauharnois from Weitzman School of Design was recognized for her work to establish relationships with diverse suppliers and to transform buying practices bringing qualified diverse suppliers to decision makers. Her commitment, which has been described as helpful, caring, resourceful, and happy to help no matter the task, ensures that Weitzman faculty, staff, and students utilize not only major suppliers but the local, diverse services that are not always highlighted. Her self-motivation was a major factor in Weitzman's level of business with diverse, local suppliers, placing their School's spend among the very highest in the University.

Nominations will open this winter for the 2022 Penn Supplier Diversity & Economic Inclusion Impact Awards.
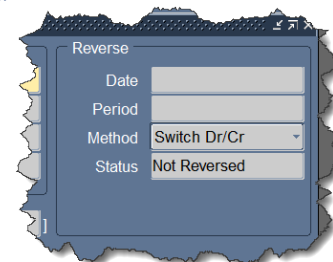


PENN SUPPLIER DIVERSITY & ECONOMIC INCLUSION IMPACT AWARD

# Did You Know...

...if you are a **PO Manager who has transferred departments** but retained your PO Manager responsibility, please remember you will still receive Hold emails on your PO's from the original department. You should first use the **'Request Comment'** option to have the original department research the invoice on Hold. Once you receive a reply from the original department, you, as the original PO Manager, can then manage the Hold by using one of the options listed on the **Markview Managing Holds QRG**.

...when preparing a Manual Journal Entry the **'Reverse'** section **should not** be completed unless there is a 'business need' for the journal entry to be reversed. For detailed instructions on how to complete a manual journal entry, please refer to **Manual Journal Entry User Guide or the QRG**. All documentation can be found on the [BEN Helps Support Portal](BEN Helps Support Portal).

| Reverse | |
| --- | --- |
| Date | |
| Period | |
| Method | Switch Dr/Cr |
| Status | Not Reversed |

# 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](doftraining@pobox.upenn.edu) no later than **December 1, 2021** The Winner will receive a gift certificate for two for the University Club for Spring 2022!
**Last Quarter's Winner Congratulations**!
Monica Czuczman
Business Administrator
Annenberg Public Policy Center

1. What are the dates BEN Financials will be unavailable for the upgrade?
2. What job requisition reason should be for existing workers whose positions are changing because their job responsibilities have changed?
3. What Category # is used for correcting a previous transaction or clearing suspense?
4. What is the best way to ensure folks register for the appropriate BEN Financials training classes for their role at Penn?
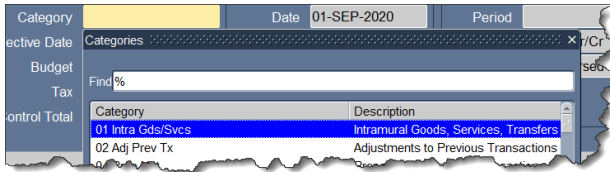5. What is the daylight savings date?

# QUARTERLY QUOTE

*"The only thing more expensive than education is ignorance."*

*Benjamin Franklin*

## MANUAL JOURNAL ENTRY – CATEGORY 01

The **Category 01 Intra Gds/Svcs** is used for intra-mural services, service center activity, transfers between centers.

In Journal Entry Responsibilities *(except Journal Entry – G&C Cost Transfer)*:

- Choose **Journals>Enter**
- Click **[New Journal]**
- Enter the **journal name** in the Journal field using the proper naming convention
  - ○ ORG (4 digits)
  - ○ Preparer's initials (3 characters)
  - ○ Date (MM/DD/YYYY)
- Enter a **description** for journal
- Tab to the **Category** field
- Select **'01 Intra Gds/Svcs'** from the ellipsis icon
- Click **[OK]**
- Click in the Descriptive Flexfield box [ ] located in the journal header next to the Control Total
- Enter the following information:
  - ○ For Type of Service, select **Intramural Services**
  - ○ Enter a **Description**
  - ○ Enter **Date Rendered** DD-MON-YY
  - ○ Enter **Cost Basis** for transaction
  - ○ Enter optional **Additional Comments**
- Click **[OK]** to close box
- Enter the **Line #**; University convention is 10
- Enter the **Account #**
- Enter the **Debit** or **Credit**
- **Context** box nor required for Category 01
- Click on **[Check Funds]**
- Click on **[Reserve Funds]**

## MANUAL JOURNAL ENTRY – CATEGORY 02
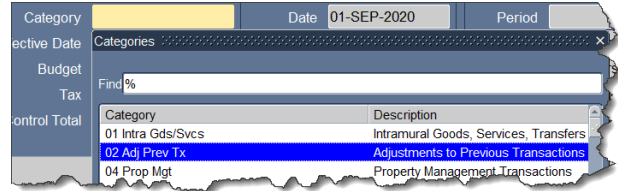
The **Category 02 ADJ Prev TX** is used to correct a previous transaction or clear suspense activity.

In Journal Entry Responsibilities *(except Journal Entry – G&C Cost Transfer)*:

- Choose **Journals>Enter**
- Click **[New Journal]**
- Enter the **journal name** in the Journal field using the proper naming convention
  - ○ ORG (4 digits)
  - ○ Preparer's initials (3 characters)
  - ○ Date (MM/DD/YYYY)
- Enter a **description** for journal
- Tab to the **Category** field
- Select **'02 Adj Prev Tx'** from the ellipsis icon
- Click **[OK]**
- Click in the Descriptive Flexfield box [ ] located in the journal header next to the Control Total
- Enter the following information:
  - ○ For Type of Adjustment, select either **Clearing Suspense Transactions** or **Correction of Previous Trans**
  - ○ Enter a **Reason for Adjustment**
  - ○ Enter optional **Additional Comments**
- Click **[OK]** to close box
- Enter the **Line #**; University convention is 10
- Enter the **Account #**
- Enter the **Debit** or **Credit**
- **Context** box is required for Category 02. *Note: This will appear if you try to pass the box*
- Click on **[Check Funds]**
- Click on **[Reserve Funds]**

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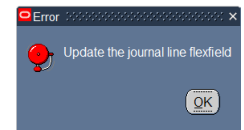
**For more information regarding a Manual Journal Entry – refer to the Manual Journal Entry User Guide or the QRG from the BEN Helps Support Portal.**