Effective October 4, 2010, there will be several changes and additions to the BEN Financials journal categories. Highlights of the changes include:

- **Updated! PO Adjustment Encumbrance Journals**
  - Use new category ‘PO Adjustment Encumbrance’ (instead of category ‘Accounting’) to relieve remaining purchase order encumbrances, after a PO has been finally closed

- **New! Category 17 - UPHS Gds/Svs**
  - Original billing of UPHS Goods/Services only

- **New! Category 18 - UPHS Payroll**
  - To be used to reimburse UPHS for academic/research done for UPenn by UPHS employees paid on UPHS payroll (object codes 5140 and 5192)

- **Category 01 - Intra Gds/Svs**
  - No longer to be used for UPHS Goods and Services, instead use new ‘Category 17 - UPHS Gds/Svs’

- **Category 02 - Adj Prev Tx**
  - New attribute **Lawson AU – UPHS COA** added as an optional field to the Journal Line Context Box
  - Completion of the Journal Line Context Box is systematically required
  - Name change on Journal Line Context Box - from ORIGINAL BATCH ID to ORIGINAL BATCH NAME

- **Category 07 - G & C Adj**
  - Journal line context box no longer used

- **Category 15 - G & C UN90**
  - New attribute **Lawson AU – UPHS COA** added as an optional field to the Journal Line Context Box

- **Category 16 - G & C OV90**
  - New attribute **Lawson AU – UPHS COA** added as an optional field to the Journal Line Context Box

Additional details on these changes by journal category are as follows:
Category: PO Adjustment Encumbrance

Defined Usage
- In Journal Entry responsibility> Enter Encumbrances
- Complete a one-sided PO Adjustment encumbrance journal entry to relieve a PO Encumbrance
- Journal Category & Journal Type = PO Adjustment Encumbrance
- Journal Source & Journal Balance Type = Encumbrance

What’s New?
- New Category Name - use PO Adjustment Encumbrance Category instead of the category ‘Accounting’ to relieve remaining purchase order encumbrances, after a PO has been finally closed

Journal Header Descriptive Flexfield
- Not used

Journal Line Context Box
- PO Number: Required
Category: 17 – UPHS Gds/Svs

Defined Usage
- Original billing of UPHS Goods/Services only

What’s New?
- New Category

Journal Header Descriptive Flexfield
- Description: Required
- Date Rendered: Required
- Cost Basis: Required
- Additional Comments: Not Required

Journal Line Context Box
- Lawson AU – UPHS COA: Required
Category: 18 – UPHS Payroll

**Defined Usage**
- Use to reimburse UPHS for academic/research done for UPENN by UPHS employees paid on UPHS payroll (object codes 5140 and 5192).

**What’s New?**
- New Category

**Journal Header Descriptive Flexfield**
- Not Used

**Journal Line Context Box**
- Pay Period End Date: Required
- Lawson AU – UPHS COA: Required
Category: 01 – Intra Gds/Svs

Defined Usage
- Use for intramural services, service center activity, and transfers between centers.

What’s New?
- This category should no longer be used to charge UPHS Goods and Services. Instead use the new Category 17 – UPHS Gds/Svs.

Journal Header Descriptive Flexfield
- Type of Service: Required
- Description: Required
- Date Rendered: Required
- Cost Basis: Required
- Additional Comments: Not Required

Journal Line Context Box
- Not Used
**Category: 02 – Adj Prev Tx**

**Defined Usage**
- Use for correction of a previous transaction or clearing suspense.

**What’s New?**
- Name change on Journal Line Context Flexfield - from ORIGINAL BATCH ID to ORIGINAL BATCH NAME
- New attribute **Lawson AU – UPHS COA** added to the Journal Line Context Box
- Completion of the Journal Line Context Box is systematically required

**Journal Header Descriptive Flexfield**
- Type of Adjustment: Required
- Reason for Adjustment: Required
- Additional Comments: Not Required

**Journal Line Context Box**
- Original Batch Name: Required
- Original Trans Date: Required
- Lawson AU – UPHS COA: Not Required
Category: 07 – G & C Adj

Defined Usage
- Use for cost sharing, grant closeouts, and ORS adjustments.

What’s New?
- Journal line context box no longer used.

Journal Header Descriptive Flexfield
- Type of Adjustment: Required
- Reason for Adjustment: Required
- Reason for Delay: Not Required
- Additional Comments: Not Required

Journal Line Context Box
- Not Used
Category: 15 – G&C UN90

Defined Usage
- Use when entering G&C correction of a previous transaction or cost transfers within 90 days of the original month end of the transaction date.

What’s New?
- New attribute Lawson AU – UPHS COA added to the Journal Line Context Box

Journal Header Descriptive Flexfield
- Type of Adjustment: Required
- Reason for Adjustment: Required
- Additional Comments: Not Required

Journal Line Context Box
- Original Batch Name: Required
- Batch Period (Defaults from Original Batch): Required
- Lawson AU – UPHS COA: Not Required
Category: 16 – G&C OV90

Defined Usage
- Use when entering G&C correction of a previous transaction or cost transfers within 90 days of the original month end of the transaction date.

What’s New?
- New attribute Lawson AU – UPHS COA added to the Journal Line Context Box

Journal Header Descriptive Flexfield
- Type of Adjustment: Required
- Reason for Adjustment: Required
- Reason for 90 Day Delay: Required
- Date Doc Sent to ORS: Not Required
- Additional Comments 1 & 2: Not Required

Journal Line Context Box
- Original Batch Name: Required
- Batch Period (Defaults from Original Batch): Required
- Lawson AU – UPHS COA: Not Required