

## Journal Entry Categories - QRG

Category	Description	Defined Usage	Header Descriptive Flexfield (DFF)	Line Context Box
01	Intramural Goods, Services, Transfers	Use for intramural services, service center activity, transfers between centers.	Type of Services: Req'd Description: Req'd Date Rendered: Req'd Cost Basis: Req'd Additional Comments: Not Req'd	Not Used - <b>NEW</b>
02	Adjust Previous Transactions	Use for correction of a previous transaction or clearing suspense.	Type of Adjustment: Req'd Reason for Adjustment: Req'd Additional Comments: Not Req'd	Original Batch Name: Req'd Original Trans Date: Req'd <i>Note: While this field is Req'd, it is a freeform field unlike Category 15 &amp; 16 which require that you select the exact Batch Name</i> Lawson AU-UPHS COA: Not Req'd - <b>NEW</b>
07	Grant & Contract Adjustment	Use for cost sharing, grant closeouts, and ORS adjustments.	Type of Adjustment: Req'd Reason for Adjustment: Req'd Reason for Delay: Not Req'd Additional Comments: Not Req'd	Not Used - <b>NEW</b>
15	Grant & Contract Cost Transfer Under 90 Days	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.	Type of Adjustment: Req'd Reason for Adjustment: Req'd Additional Comments: Not Req'd	Original Batch Name: Req'd Batch Period (Defaults from Original Batch): Req'd Lawson AU-UPHS COA: Not Req'd - <b>NEW</b>
16	Grant & Contract Cost Transfer Over 90 Days	Use when entering G&C correction of a previous transaction or cost transfers which exceeds 90 days of the original month end of the transaction date.	Type of Adjustment: Req'd Reason for Adjustment: Req'd Reason for 90 Day Delay: Req'd Date Doc Sent to ORS: Not Req'd Additional Comments 1: Not Req'd Additional Comments: 2 Not Req'd	Original Batch Name: Req'd Batch Period (Defaults from Original Batch): Req'd Lawson AU-UPHS COA: Not Req'd - <b>NEW</b>
17	UPHS Goods and Services - <b>NEW</b>	Original billing of UPHS Goods and Services only.	Description: Req'd Date Rendered: Req'd Cost Basis: Req'd Additional Comments: Not Req'd	Lawson AU-UPHS COA-Req'd
18	UPHS Payroll - <b>NEW</b>	Use to reimburse UPHS for academic/research done for UPENN by UPHS employees paid on UPHS payroll (object codes 5140 and 5192)	Not Used	Pay Period End Date: Req'd Lawson AU-UPHS COA: Req'd

Categories 01, 02, 07, 17 & 18 can be found in the all **Journal Entry Responsibilities except Journal Entry – G&C Cost Transfer Responsibility**

Categories 15 and 16 can be found in the **Journal Entry – G&C Cost Transfer Responsibility**