CHANGES TO BEN FINANCIALS JOURNAL CATEGORIES Effective October 4, 2010

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

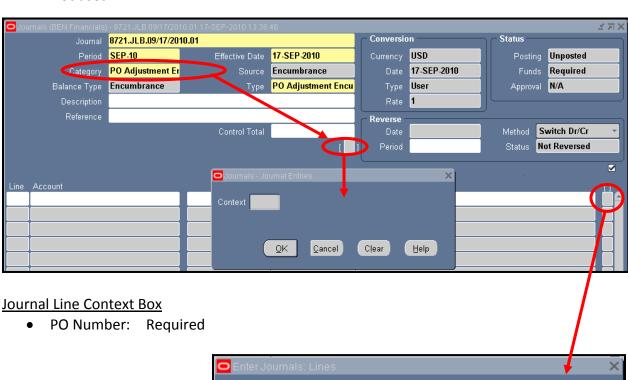
- In Journal Entry responsibility> Enter Encumbrances
- Complete a one-sided PO Adjustment encumbrance journal entry to relieve a PO Encumbrance
- Journal Category & Journal Type = PO Adjustment Encumbrance
- Journal Source & Journal Balance Type = Encumbrance

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



PO Number

Context PO Adjustment Encumbrance

<u>o</u>K

Cancel

Clear

Help

Category: 17 - UPHS Gds/Svs

Defined Usage

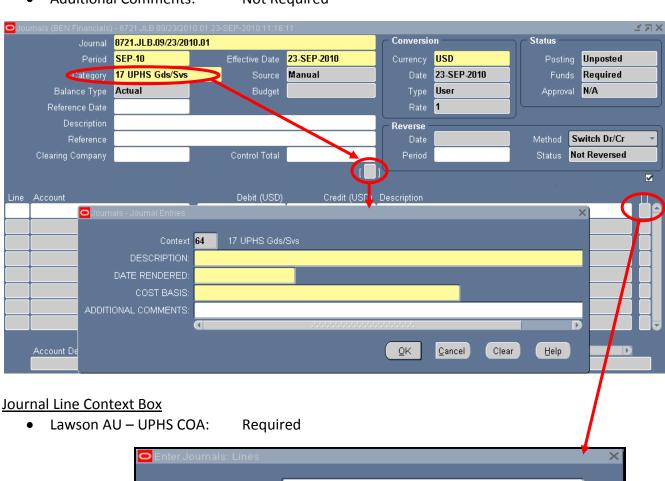
Original billing of UPHS Goods/Services only

What's New?

New Category

Journal Header Descriptive Flexfield

Description: Required
 Date Rendered: Required
 Cost Basis: Required
 Additional Comments: Not Required





Category: 18 - UPHS Payroll

Defined Usage

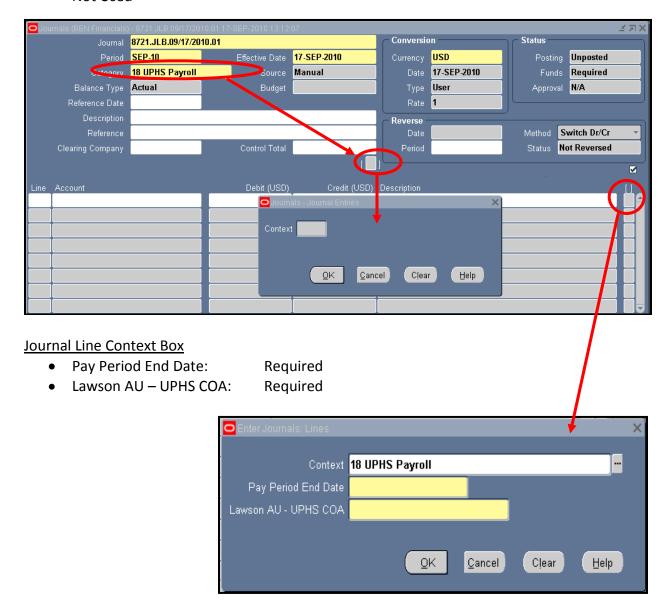
• Use to reimburse UPHS for academic/research done for UPENN by UPHS employees paid on UPHS payroll (object codes 5140 and 5192).

What's New?

New Category

Journal Header Descriptive Flexfield

Not Used



Category: 01 – Intra Gds/Svs

Defined Usage

• Use for intramural services, service center activity, and transfers between centers.

What's New?

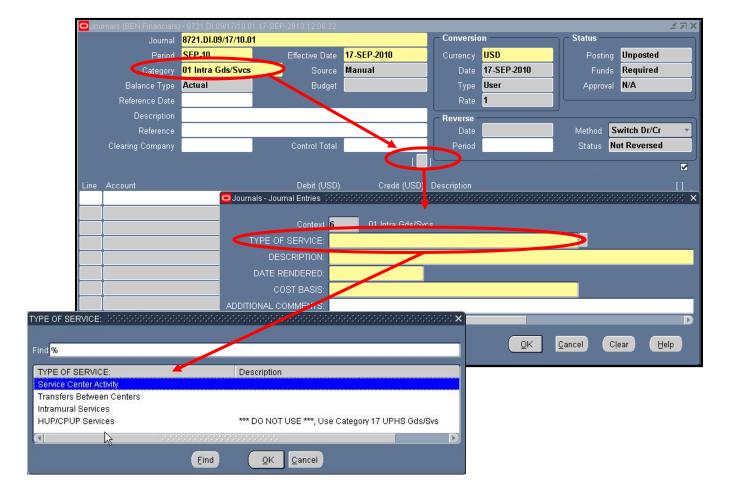
• This category should no longer be used to charge UPHS Goods and Services. Instead use the new Category 17 – UPHS Gds/Svs.

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

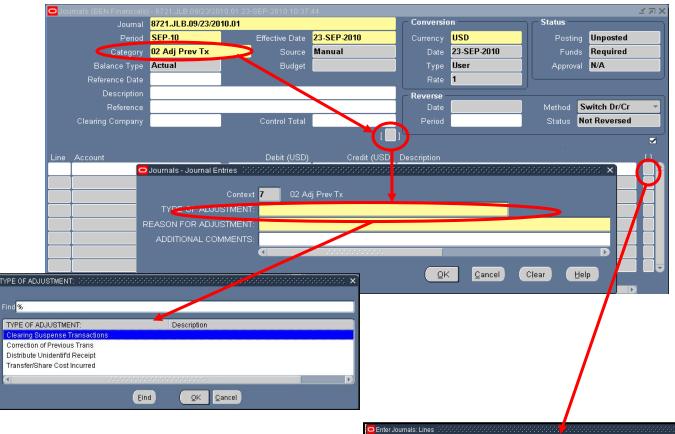
Use for correction of a previous transaction or clearing suspense.

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?

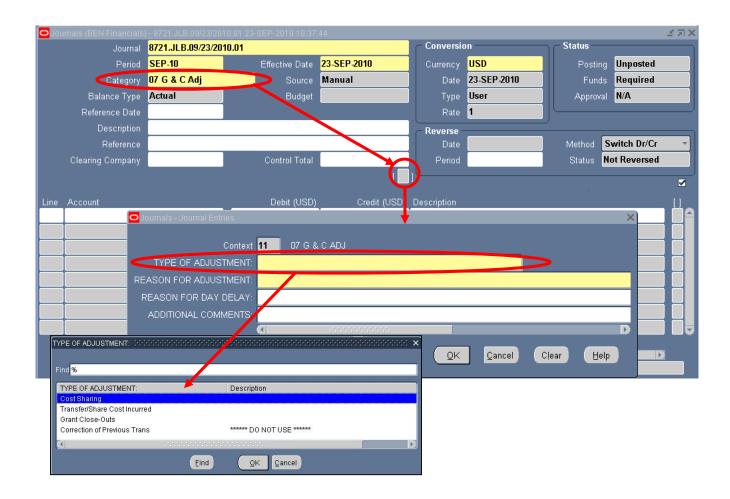
• Journal line context box no longer used.

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

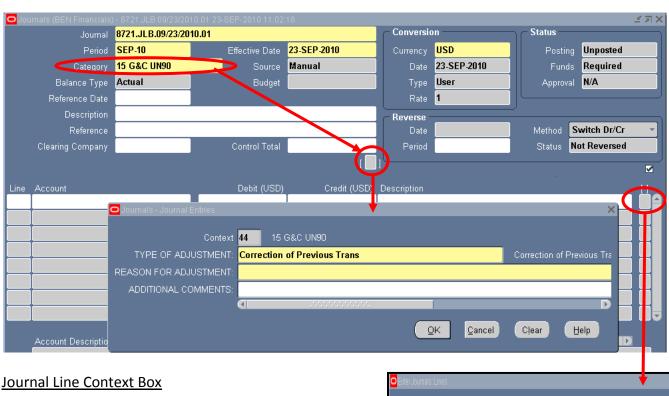
• Use when entering G&C correction of a previous transaction or cost transfers within 90 days of the original month end of the transaction date.

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



• Original Batch Name: Required Batch Period (Defaults from Original Batch): Required

Lawson AU – UPHS COA: Not Required



Category: 16 - G&C OV90

Defined Usage

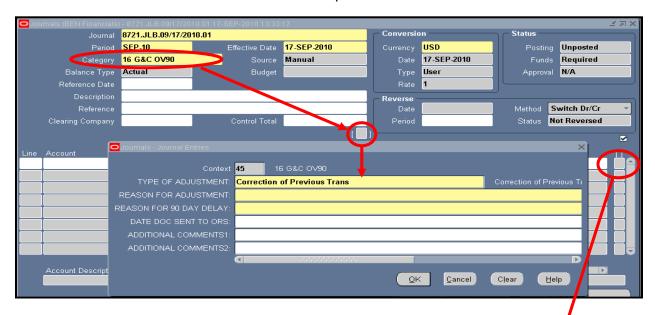
Use when entering G&C correction of a previous transaction or cost transfers within 90 days
of the original month end of the transaction date.

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:
- Batch Period (Defaults from Original Batch):
- Lawson AU UPHS COA:

Required Required

Not Required

