

# CHANGES TO BEN FINANCIALS JOURNAL CATEGORIES

## *Effective October 4, 2010*

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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

The screenshot shows the 'Journals (BEN Financials)' window. The 'Journal' field is '8721.JLB.09/17/2010.01'. The 'Period' is 'SEP-10' and the 'Effective Date' is '17-SEP-2010'. The 'Category' is 'PO Adjustment Encumbrance', which is circled in red. The 'Source' is 'Encumbrance' and the 'Type' is 'PO Adjustment Encu'. The 'Status' is 'Unposted'. The 'Reverse' section shows 'Date' and 'Period' fields, and 'Method' set to 'Switch Dr/Cr' and 'Status' set to 'Not Reversed'. A 'Journal Entries' dialog box is open, showing a 'Context' field. A red arrow points from the 'Category' field to a small icon in the 'Journal Entries' dialog box. Another red arrow points from that icon to the 'Context' field in the 'Enter Journals: Lines' dialog box.

### Journal Line Context Box

- PO Number: Required

The screenshot shows the 'Enter Journals: Lines' dialog box. The 'Context' field is populated with 'PO Adjustment Encumbrance'. The 'PO Number' field is highlighted in yellow and has a red arrow pointing to it from the 'Journal Entries' dialog box. The dialog box has 'OK', 'Cancel', 'Clear', and 'Help' buttons.

## 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

Journals (BEN Financials) - 8721.JLB.09/23/2010.01 23-SEP-2010 11:16:11

Journal: 8721.JLB.09/23/2010.01  
Period: SEP-10 Effective Date: 23-SEP-2010  
Category: 17 UPHS Gds/Svs Source: Manual  
Balance Type: Actual Budget:  
Reference Date:  
Description:  
Reference:  
Clearing Company: Control Total:

Conversion  
Currency: USD  
Date: 23-SEP-2010  
Type: User  
Rate: 1

Status  
Posting: Unposted  
Funds: Required  
Approval: N/A

Reverse  
Date:  
Period:  
Method: Switch Dr/Cr  
Status: Not Reversed

Line	Account	Debit (USD)	Credit (USD)	Description

Enter Journals: Lines

Context: 64 17 UPHS Gds/Svs

DESCRIPTION:  
DATE RENDERED:  
COST BASIS:  
ADDITIONAL COMMENTS:

Account De

OK Cancel Clear Help

### Journal Line Context Box

- Lawson AU – UPHS COA: Required

Enter Journals: Lines

Context: 17 UPHS Gds/Svs

Lawson AU - UPHS COA

OK Cancel Clear Help

## 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

Journals (BEN Financials) - 8721.JLB.09/17/2010.01 17-SEP-2010 13:12:07

Journal: **8721.JLB.09/17/2010.01**

Period: **SEP-10** Effective Date: **17-SEP-2010**

Category: **18 UPHS Payroll** Source: **Manual**

Balance Type: **Actual** Budget:

Reference Date:

Description:

Reference:

Clearing Company:  Control Total:

Conversion: Currency: **USD** Date: **17-SEP-2010** Type: **User** Rate: **1**

Status: Posting: **Unposted** Funds: **Required** Approval: **N/A**

Reverse: Date:  Method: **Switch Dr/Cr** Status: **Not Reversed**

Line	Account	Debit (USD)	Credit (USD)	Description

Context: **18 UPHS Payroll**

Pay Period End Date:

Lawson AU - UPHS COA:

OK Cancel Clear Help

### Journal Line Context Box

- Pay Period End Date: Required
- Lawson AU – UPHS COA: Required

Enter Journals: Lines

Context: **18 UPHS Payroll**

Pay Period End Date:

Lawson AU - UPHS COA:

OK Cancel Clear Help

## 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

The screenshot displays the 'Journals (BEN Financials)' form for journal 8721.DI.09/17/10.01. The 'Category' field is set to '01 Intra Gds/Svs'. The 'Journal Line Context Box' is open, showing the 'TYPE OF SERVICE' field highlighted. A search window for 'TYPE OF SERVICE' is also open, showing a list of options: 'Service Center Activity', 'Transfers Between Centers', 'Intramural Services', and 'HUP/CPUP Services'. A red arrow points from the '01 Intra Gds/Svs' category field to the 'TYPE OF SERVICE' field in the context box, and another red arrow points from the 'TYPE OF SERVICE' field in the context box to the search window.

Journal: 8721.DI.09/17/10.01  
Period: SEP-10  
Effective Date: 17-SEP-2010  
Category: 01 Intra Gds/Svs  
Source: Manual  
Balance Type: Actual  
Budget:  
Reference Date:  
Description:  
Reference:  
Clearing Company:  
Control Total:  
Conversion: Currency: USD, Date: 17-SEP-2010, Type: User, Rate: 1  
Status: Posting: Unposted, Funds: Required, Approval: N/A  
Reverse: Date: , Method: Switch Dr/Cr, Status: Not Reversed

Journal Line Context Box:  
Context: 6  
01 Intra Gds/Svs  
TYPE OF SERVICE:  
DESCRIPTION:  
DATE RENDERED:  
COST BASIS:  
ADDITIONAL COMMENTS:

Search Window: TYPE OF SERVICE:  
Find %  
TYPE OF SERVICE: Description  
Service Center Activity  
Transfers Between Centers  
Intramural Services  
HUP/CPUP Services  
\*\*\* DO NOT USE \*\*\*, Use Category 17 UPHS Gds/Svs

## 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

The screenshot shows the Oracle Financials Journal Entry form. The 'Category' is set to '02 Adj Prev Tx'. The 'TYPE OF ADJUSTMENT' field is highlighted in yellow. The 'Enter Journals: Lines' dialog box is open, showing the 'Context' as '02 Adj Prev Tx' and the 'ORIGINAL BATCH NAME' field highlighted in yellow. A search window for 'TYPE OF ADJUSTMENT' is also visible, showing a list of adjustment types.

### 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

Journals (BEN Financials) - 8721.JLB.09/23/2010.01 23-SEP-2010 10:37:44

Journal: **8721.JLB.09/23/2010.01**  
Period: **SEP-10** Effective Date: **23-SEP-2010**  
Category: **07 G & C Adj** Source: **Manual**  
Balance Type: **Actual** Budget:   
Reference Date:   
Description:   
Reference:   
Clearing Company:   
Control Total:   
Conversion: Currency: **USD** Date: **23-SEP-2010** Type: **User** Rate: **1**  
Status: Posting: **Unposted** Funds: **Required** Approval: **N/A**  
Reverse: Date:   
Period:   
Method: **Switch Dr/Cr** Status: **Not Reversed**

Line	Account	Debit (USD)	Credit (USD)	Description

Journals - Journal Entries

Context: **11** 07 G & C ADJ

TYPE OF ADJUSTMENT:   
REASON FOR ADJUSTMENT:   
REASON FOR DAY DELAY:   
ADDITIONAL COMMENTS:

TYPE OF ADJUSTMENT: Find %

TYPE OF ADJUSTMENT:	Description
Cost Sharing	
Transfer/Share Cost Incurred	
Grant Close-Outs	
Correction of Previous Trans	***** DO NOT USE *****

Find %

Find OK Cancel

## 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

Journals (BEN Financials) - 8721.JLB.09/23/2010.01 23-SEP-2010 11:02:18

Journal	0721.JLB.09/23/2010.01	Conversion	Currency	USD	Status	Posting	Unposted
Period	SEP-10	Effective Date	Date	23-SEP-2010	Funds	Required	Required
Category	15 G&C UN90	Source	Type	User	Approval	N/A	N/A
Balance Type	Actual	Budget	Rate	1	Reverse	Date	
Reference Date			Period		Method	Switch Dr/Cr	
Description			Status	Not Reversed			
Reference							
Clearing Company		Control Total					

Journal Entries

Context: 44 15 G&C UN90

TYPE OF ADJUSTMENT: Correction of Previous Trans

REASON FOR ADJUSTMENT:

ADDITIONAL COMMENTS:

OK Cancel Clear Help

### Journal Line Context Box

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

Enter Journals: Lines

Context: 15 G&C UN90

ORIGINAL BATCH NAME

BATCH PERIOD (DEFAULTS FROM ORIGINAL BATCH)

LAWSON AU - UPHS COA

OK Cancel Clear Help



## 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

The screenshot shows the 'Journals (BEN Financials)' window with the following details:

- Journal: 8721.JLB.09/17/2010.01
- Period: SEP-10
- Effective Date: 17-SEP-2010
- Category: 16 G&C OV90 (circled in red)
- Source: Manual
- Balance Type: Actual
- Conversion: Currency USD, Date 17-SEP-2010, Type User, Rate 1
- Status: Posting Unposted, Funds Required, Approval N/A
- Reverse: Method Switch Dr/Cr, Status Not Reversed

The 'Journal Entries' window shows:

- Context: 45
- TYPE OF ADJUSTMENT: Correction of Previous Trans
- REASON FOR ADJUSTMENT: Correction of Previous Tr
- REASON FOR 90 DAY DELAY:
- DATE DOC SENT TO ORS:
- ADDITIONAL COMMENTS1:
- ADDITIONAL COMMENTS2:

### Journal Line Context Box

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

The 'Enter Journals: Lines' window shows the following fields:

- Context: 16 G&C OV90
- ORIGINAL BATCH NAME
- BATCH PERIOD (DEFAULTS FROM ORIGINAL BATCH)
- Lawson AU - UPHS COA