

INTERFUND GRANT ADJUSTMENT JOURNAL ENTRY EXAMPLE

Journal Entry (JE) Type	Scenario	JE Instructions (UPHS/Center 21)	JE Instructions (CPUP Departments)
<p>3b. <i>Interfund Grant Adjustments</i></p>	<p>When correcting a grant/contract BEN Financials entry for an existing UPHS Center 21 or CPUP account, follow the same process as for any other grant adjustment in BEN Financials using a manual journal</p> <p>To be acceptable, cost transfers must meet the following criteria:</p> <ol style="list-style-type: none"> 1. Must occur in a timely manner 2. The BEN batch name of the transaction being corrected must be referenced in the Context Box when using categories 15 & 16 3. Are allowable under Sponsor and University Policies 	<p><u>LESS THAN 90 DAYS</u> For grant adjustments less than 90 days old, use Category 15</p> <p>Reference previous transaction's BEN batch name in Context Box</p> <p><u>Debit/credit:</u> the appropriate Univ grant revenue or expense account</p> <p><u>Credit/debit:</u> the appropriate offsetting UPHS Center 21 15xx acct</p>	<p>SAME INSTRUCTIONS APPLY FOR CPUP</p>

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	<p>4. Adequately describe the purpose of the entry, including a detailed explanation of the reason for the entry</p> <p>Note: Explanations such as 'to correct an error' or 'to transfer to correct project' are not acceptable</p> <p>See Financial Policy #2113 for more information</p> <p>NOTE: If you make Grant adjustments using Interfund accounts, you must also complete the Grant and Contract Cost Transfer training course.</p>	<p><u>OVER 90 DAYS</u> For grant adjustments more than 90 days old, use Category 16</p> <p>Reference previous transaction's BEN batch name in Context Box.</p> <p><u>Debit/credit:</u> the appropriate Univ grant revenue or expense account</p> <p><u>Credit/debit:</u> the appropriate offsetting UPHS Center 21 15xx acct</p> <p>Also enter the Lawson-COA account information in the Context Box for all transactions</p>	