

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

1XXX – ASSETS

11XX – Cash

| | |
|-------------|--|
| 1110 | Cash, Operating (Mellon Bank) |
| 1111 | Cash, Investments (State Street Bank) |
| 1115 | Cash, Foreign Drafts |
| 1130 | Cash, CTF principal |
| 1131 | Cash, CTF income |
| 1132 | Separately Invested Funds |
| 1133 | Personal trusts, income & principal |
| 1140 | Petty Cash – represents the original amount of an organization's Petty cash fund and is not impacted by charges made using petty cash. |
| 1142 | Cash, Direct Deposit |
| 1143 | Cash, Credit Card |
| 1144 | Cash, Cashier's Office |
| 1145 | Cash, Other Banks (imprest) |
| 1146 | Cash, Treasurer's Office |
| 1147 | Cash, Trust Administration Office |
| 1149 | Cash, Suspense |

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

12XX – Accounts Receivable – Amounts owed by students, customers and other entities for services rendered by the University.

120X-121X – Student Accounts Receivable – Amounts owed by students to the University or to an external third party for tuition, fees, food and board.

- 1200 Student Receivables, General (e.g., room and board, fees)
- 1201 Student Receivables, Undergraduate tuition
- 1202 Student Receivables, Graduate/Professional tuition
- 1218 Student Receivables, external third parties
- 1219 Student Receivables, Allowance for Uncollectible – reduces gross receivables by an estimate of the amounts which will not be collected.

122X – Grants/Contracts Receivable – Amounts owed by external granting agencies or entities to the University for contractual research services rendered/grant awarded.

- 1220 Grant/Contract Receivables
- 1221 Grant/Contract Receivables
- 1229 Grants/Contracts Receivable, Allowance for Uncollectible – reduces receivable by an estimate of the amounts which will not be collected.

123X – Contributions Receivable – Amount due from donors for their promises (pledges) to give to the University.

- 1230 Contributions Receivable
- 1231 Pledge Receivable Pre-discounted
- 1238 NPV Discount on Contributions Receivable
- 1239 Contributions Receivable, Allowance for Uncollectible – reduces receivable by an estimate of the amounts which will not be collected.

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

124X – Trade/Other Receivables – Amounts owed by outside entities to University departments for services rendered/goods sold.

- 1240 Trade/Other Receivables (e.g., Wharton Exec Ed)**
- 1241 Commonwealth Receivable**
- 1249 Trade/Other Receivables, Allowance for Uncollectible – reduces Receivables by an estimate of the amounts which will not be collected.**

125X – Receivables, Health Affiliates – Amounts owed by outside entities to the University’s Medical School, Nursing School, Veterinary School and Dental School for services rendered. Excludes CPUP and HUP inter-entities.

- 1250 Receivable, Health Affiliates: Current Expense and Capital**
- 1251 Receivable, Health Affiliates: Salaries – Full time Admin & Staff
- 1252 Receivable, Health Affiliates: Salaries – Full time Faculty (full time EB rate)
- 1253 Receivable, Health Affiliates: Salaries – Part time staff (part time EB rate)
- 1254 Receivable, Health Affiliates: Salaries – no EBs charged
- 1255 Receivable, Health Affiliates: Full time Employee Benefits charges
- 1256 Receivable, Health Affiliates: Payments**
- 1257 Receivable, Health Affiliates: Part Time Employee Benefits charge
- 1258 Receivable, Health Affiliates: CHOPPA Payroll
- 1259 Receivable, Health Affiliates: Allowance for Uncollectible**

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

126X – Receivables, Payroll Benefits - Amounts owed by employees to the University for benefits paid on their behalf, while on leave.

| | |
|------|-----------------------------------|
| 1260 | Employee Benefits Receivables |
| 1261 | Prior Year Payroll Tax Receivable |
| 1262 | COBRA Benefits Receivables |
| 1265 | Benefits Withholding Receivable |

127X – Receivables, Investments – Amounts owed to the University for investment-related transactions.

| | |
|------|-------------------------------------|
| 1270 | Income Accrual |
| 1271 | Sales Advanced |
| 1272 | Investments: tax reclaim receivable |
| 1273 | Investments: cash suspense |
| 1274 | Investments: deposits |
| 1275 | Investments: other receivables |

128X – Receivables, CHOPPA

| | |
|------|------------------------------|
| 1282 | Health Affiliates, CHOPPA EB |
|------|------------------------------|

13XX – Prepaid Expenses and Deferred Charges – Expenses paid in advance by the University.

| | |
|-------------|--------------------------------------|
| 1301 | Prepayment (Oracle default) |
| 1310 | Insurance |
| 1320 | Miscellaneous (e.g., Exec Ed) |

14XX – Inventories – Goods available for sale

| | |
|-------------|---|
| 1401 | Receiving Account (Oracle default) |
| 1410 | Inventory (e.g., Lab stockrooms, Faculty Club) |

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

15XX – Advances/Inter-Entity Due To/Due From – Amounts owed to the University from inter-entity health practices (CPUP/HUP only).

| | |
|-------------|--|
| 1510 | Due to/Due from: Miscellaneous Advances |
| 1511 | Due to/Due from: CPUP Compensation – Base Pay |
| 1512 | Due to/Due from: CPUP Compensation – Bonus |
| 1513 | Due to/Due from: CPUP Compensation – Variable Pay (Incentive) |
| 1514 | Due to/Due from: CPUP Compensation – VA Make Up |
| 1520 | Due to/Due from: Current Expense |
| 1521 | Due to/Due from: Salaries – Full time Admin. & Staff (Full time EB rate) |
| 1522 | Due to/Due from: Salaries – Full time Faculty (Full time EB rate) |
| 1523 | Due to/Due from: Salaries - Part time Staff (Part time EB rate) |
| 1524 | Due to/Due from: Salaries – no EBs charged |
| 1525 | Due to/Due from: Full Time Employee Benefits charges |
| 1526 | Due to/Due from: Payments and Other Credits |
| 1527 | Due to/Due from: Capital |
| 1528 | Due to/Due from: Overhead |
| 1529 | Due to/Due from: 2% Dean’s Fund |
| 1530 | Due to/Due from: Long Term |
| 1531 | Due to/Due from: HUP Cost Center/Group Practice |
| 1532 | Due to/Due from: Tuition Benefits |
| 1533 | Due to/Due from: Medical Center Allocation |
| 1534 | Due to/Due from: AP credits |
| 1535 | Due to/Due from: Subsidies |
| 1536 | Due to/Due from: Renovations |
| 1537 | Due to/Due from: Rent |
| 1539 | Due to/Due from: Miscellaneous charges exempt from overhead |
| 1540 | Due to/Due from: Part Time Employee Benefits charge |
| 1541 | Due to/Due from: CPUP EB |

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

16XX – Loans Receivable – Amounts owed to the University for loans made to various outside parties.

160X – Student Loans Receivable – Amounts owed to the University for loans made to students.

- 1600 Long-term Student Loans
- 1601 Short-term Student Loans
- 1602 Student Loans, Allowance for Uncollectible – reduces receivables by an estimate of the amounts which will not be collected.

161X – Employee Loans Receivable – Amounts owed to the University for loans made to employees.

- 1611 Long-term Employee Loans
- 1612 Short-term Employee Loans
- 1613 Special Employee Loans
- 1614 Employee Loans, Shared Appreciation Loans
- 1615 Employee Loans, Mortgage Swing Loans
- 1616 Special Mortgage Loans

164X – Other Loans

- 1641 Other Loans
- 1649 Other Loans, Allowance for Uncollectible

17XX – Investments – Investments in marketable debt and equity securities.

170X – Direct Holdings – Investments in marketable securities, held by the University’s pooled funds.

- 1700 Direct Holdings, Book Value
- 1701 Direct Holdings, Other
- 1702 Direct Holdings, Unrealized Gain/Loss
- 1703 Other Investments, Stafford GSLs

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

171X – AIF Investments held by endowments in the University’s Associated Investment Pooled Funds

- 1710 AIF: Investment, Book value
- 1711 AIF: Investment, Realized Gain/Loss
- 1712 AIF: Investment, Unrealized Gain/Loss
- 1713 AIF: Spending Rule Investment, Book Value
- 1714 AIF: Spending Rule Investment, Realized Gain/Loss
- 1715 AIF: Spending Rule Investment, Unrealized Gain/Loss

172X – Fixed Income Investments – Investments in the University’s Fixed Income Fund

- 1720 Fixed: Investment, Book Value
- 1721 Fixed: Investment, Realized Gain/Loss
- 1722 Fixed: Investment, Unrealized Gain/Loss

173X – Equity Investments – Investments in the University’s Equity Fund

- 1730 Equity: Investment, Book value
- 1731 Equity: Investment, Realized Gain/Loss
- 1732 Equity: Investment, Unrealized Gain/Loss

174X – Investments held at Kaspick and Co.

- 1740 Investments, Kaspick & Co.
- 1741 Short: Investment, Realized Gain/Loss
- 1742 Short: Investment, Unrealized Gain/Loss

175X – Specially Managed Investments – Investments in specially managed funds

- 1750 Specially Managed: Investment, Book value
- 1751 Specially Managed: Investment, Realized Gain/Loss
- 1752 Specially Managed: Investment, Unrealized Gain/Loss

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

176X – External Trustee Charitable Remainder Trust

- 1760 External CRT Book Value
- 1761 External CRT Realized Gain/Loss
- 1762 External CRT Unrealized Gain/Loss

177X – Outside Managed Investments – Investments of Assets held in trusts outside the University.

- 1770 OM: Investment, Book value
- 1771 OM: Investment, Realized Gain/Loss
- 1772 OM: Investment, Unrealized Gain/Loss

178X – Other Investments, held by Treasurer

- 1780 Securities
- 1781 Real Estate
- 1782 Other
- 1783 Non-Liquid Investments

179X – Other Investments

- 1790 Investments in Subsidiaries

18XX – Plant Assets – Assets of a durable nature (useful life of 1 year or more), used in the rendering of services rather than being held for sale.

181X – Land

- 1810 Land

182X – Buildings & Fixed Equipment

- 1820 Buildings & Fixed Equipment
- 1821 Moveable Equipment

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

- 1822 Library Acquisitions
- 1823 Rare Books, Museum Collections, Artwork
- 1824 Internally Fabricated Equipment-Manually Depreciated
- 1825 Internal Use Software in Process Cost Account
- 1826 Equipment In Process Cost Account**
- 1827 Prior FY Accumulated Depreciation – Moveable Equipment
- 1828 Prior FY Accumulated Depreciation – Library
- 1829 Buildings & Fixed Equipment, Accumulated Depreciation

183X – Moveable Equipment – Unit cost of \$5,000 or greater with an estimated useful life greater than one year.

- 1830 Furniture & Fixtures**
- 1831 Computer Equipment**
- 1832 Other Capitalized Equipment**
- 1833 Capitalized Equipment repairs**
- 1834 Equipment in Process**
- 1835 Internal Use Software Costs Under Development**
- 1836 Depreciation - Special
- 1837 Donated Equipment, accumulated depreciation
- 1838 Donated Equipment
- 1839 Moveable Equipment, accumulated depreciation

184X – Library Contents, excluding rare books

- 1840 General Library Acquisitions**
- 1849 Library Contents, accumulated depreciation

185X – Rare Books & Collectibles

- 1850 Rare Books**
- 1851 Museum Collections**
- 1852 Artwork**

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

- 1858 Donated Collectibles**
- 1859 Other Collectibles**

186X – Intangible Assets – Assets that provide future benefits without having physical form (e.g., patent rights, goodwill).

- 1860 Intangible Assets

187X – Asset Clearing Accounts

- 1870 Furniture and Fixtures Clearing Account**
- 1871 Computer Equipment Clearing Account**
- 1872 Other Capitalized Equipment Clearing Account**
- 1873 Donated Equipment Clearing Account**
- 1874 Rare Books, Museum Collections & Artwork Clearing Account**
- 1875 Library Books Clearing Account
- 1876 Donated Collectibles Clearing Account
- 1877 Equipment in Process Clearing Account**
- 1878 Land Clearing Account
- 1879 Building and Fixed Equipment Clearing Account
- 1880 Internal Use Software Clearing Account**

188X-

- 1889 BEN Assets Default

19XX – Construction in Progress (CIP) – Fixed assets under construction.

190X – Site Acquisition

- 1901 Property Acquisition
- 1902 Appraisal Fee

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

191X – Site Preparation

| | |
|------|---------------------------------------|
| 1911 | Surveys |
| 1912 | Demolition |
| 1913 | Test Borings |
| 1914 | Utilities to site, utility relocation |
| 1916 | Pre Construction Consultant |
| 1917 | Scope Development Services |

192X – Construction and Fixed Equipment

| | |
|------|------------------------------|
| 1920 | Construction |
| 1921 | Non-structural improvements |
| 1922 | Security Systems |
| 1923 | Landscaping/site development |
| 1925 | Construction contingency |
| 1926 | Special Fixed Equipment |
| 1927 | Telephone and Communications |
| 1928 | Signage |
| 1929 | Asbestos removal |

193X – Fees

| | |
|------|---|
| 1930 | Architectural/Engineering fee |
| 1931 | Architect/Construction contingency |
| 1932 | Architectural Reimbursable: reproductions |
| 1933 | Consultants |
| 1934 | Consultants – Landscape allowance |
| 1935 | Consultants – Other |
| 1936 | Legal & administrative: permits |
| 1937 | Construction bond |
| 1938 | Miscellaneous reproductions, printing |

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

194X – Construction Management Fees

| | |
|------|--|
| 1940 | Construction Management Fee |
| 1941 | Capital Project Management Fees |
| 1942 | Expense Furniture |
| 1943 | Expense Tec/Science Equipment |
| 1944 | Expense Building Maintenance Equipment |

195X – Equipment and Moveable Furnishings

| | |
|------|--|
| 1950 | Furniture |
| 1951 | Furniture contingency |
| 1952 | Moveable Technical or Scientific Equipment |
| 1953 | Consultant, Interior design |
| 1954 | Building Maintenance Equipment |
| 1955 | Capital Furniture |
| 1956 | Capital Tec/Science Equipment |
| 1957 | Capital Building Maintenance Equipment |

196X – Miscellaneous

| | |
|------|-------------------------------|
| 1960 | Moving allowance |
| 1961 | Other |
| 1962 | Project Contingency |
| 1963 | Project Management |
| 1964 | Utilities During Construction |
| 1965 | Utility Shut Downs |
| 1966 | Capitalized Interest |
| 1967 | Financing Fees |

197X – Payroll

| | |
|------|---|
| 1971 | Salaries: Technical/Specialized (Full Time EB rate) |
| 1975 | Employee Benefits Charge |

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

199X – CIP Closeout

1990 – CIP Closeout. This object code will be used by General Accounting to close a completed capital project and capitalize it.

2XXX – LIABILITIES – Amount owed by the University to outside entities for services or goods received.

20XX – Encumbrance

2001 Reserve for Encumbrance

21XX – 24XX – Accounts Payable, Accrued Expenses, and Reserves

210X – 211X – Taxes (Payroll Withholding and Other)

2101 Withholding, Federal Tax
2102 Withholding, State tax
2103 Withholding, City tax
2104 FICA (withholding & Univ. contribution)
2105 Withholding, SUTA
2106 Withholding, Non-resident alien
2107 Withholding, CA Training Tax
2110 Amusement tax
2111 A/P Sales Tax – Pennsylvania, Philadelphia, Allegheny County sales tax
2112 Surplus Line Tax
2113 Unrelated Business Income Tax
2114 Real Estate Taxes
2115 Withholding, Pension Federal Tax
2116 Withholding, Medicare Federal
2117 N.J. State Unemployment Tax
2118 Sales Tax, Other States

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

212X – 214X – Health/Dental Insurance (payroll withholding & University contribution)

| | |
|------|----------------------------|
| 2120 | BC/BS |
| 2129 | Keystone HMO |
| 2130 | Dental |
| 2132 | Penn Care |
| 2133 | Prescription |
| 2134 | Aetna HMO |
| 2135 | EPFS Program |
| 2136 | Long Term Care |
| 2137 | UPHS Health P.O.S. Plan |
| 2138 | Vision Care |
| 2139 | Amerihealth HMO |
| 2140 | Amerihealth POS |
| 2141 | Post-Doc Healthcare |
| 2142 | LTD Supplemental Insurance |

215X – Retirement/Life Insurance (payroll withholding + University contribution)

| | |
|------|---------------------|
| 2150 | TIAA |
| 2151 | Calvert |
| 2152 | Vanguard |
| 2153 | Group Life |
| 2154 | Equivest |
| 2155 | Keystone – Retirees |
| 2156 | Police Pension |
| 2157 | TIAA/CREF Basic |
| 2158 | Vanguard Basic |
| 2159 | SERP Liability-CPUP |

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

217X – Savings Plans (payroll withholding)

- 2170 Withholding, Credit Union
- 2171 Withholding, Savings Bonds

218X – Miscellaneous Payroll Withholding

- 2180 Withholding, Penn Club
- 2181 Withholding, Penn annuity
- 2182 Withholding, AAG
- 2183 Withholding, Court liens
- 2184 Withholding, IRS levies
- 2185 Withholding, Other

22XX – Payroll Withholding

220X – Union Dues (Payroll Withholding)

- 2200 Withholding, Union Dues

221X – 223X – Penn’s Way/United Way

- 2210 Withholding, United Way
- 2211 Withholding, Penn Medicine Penn’s Way
- 2230 Withholding, Penn’s Way
- 2231 Withholding, Penn’s Way GTN (Gross to Net)
- 2235 United Way Contributions (Non-Payroll)
- 2236 Center for Responsible Funding Contributions (Non-Payroll)
- 2237 Penn’s Way Undesignated Contributions (Non-Payroll)

224X – Employee Expense Accounts (Payroll Withholding)

- 2240 Medical

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

2241 Dependent Care Expense
2299 Payroll liability suspense

23XX – University Liability, Accrued Expense & Reserves

2300 Defined Pension Benefit Plan
2301 Accrued Expense
2302 Accrued Payroll
2303 Development Campaign
2304 Net pay, Payroll Liability
2305 ProCard
2307 ProCard Department charges
2308 Deferred Compensation-457 Plan
2310 Student Health Insurance
2311 SHI Stabilization
2312 CIP-Retainage
2320 Insurance Reserve
2321 Workers Compensation
2322 Long Term Disability
2325 Escheat Reserve
2330 General University
2335 Unidentified Receipts
2340 FAS 106 Accrued Expense
2341 Vacation Accrued Expense
2342 Pension Accrued Expense
2343 Interest on Long Term Debt Accrued Expense
2344 Faculty Early Retirement Accrued Expense
2345 FIN 45 Liability
2346 FAS 5 Liability

24XX – General and Student Financial Services Liability

240X – General Liability

2400 AP Liability, Current Expense
2401 GL Suspense

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

- 2402 Bookstore Liability**
- 2403 Facilities Services Liability

241X – Student Financial Services

- 2410 BRS Liability (15008)
- 2411 BRS Liability (15009)
- 2412 BRS Liability (15010)
- 2413 BRS Liability, Cash (15011)
- 2414 BRS Suspense (13021)
- 2415 Federal Government Student Loan Program
- 2416 Travel Clearing

25XX – DEFERRED INCOME

250X –251X Tuition & Fees – Amounts received in advance for future delivery of teaching services

- 2500 General Tuition
- 2501 Undergraduate Traditional Tuition
- 2502 Professional and Other Degree Tuition
- 2503 PhD Tuition
- 2504 Dissertation Tuition
- 2505 Study Abroad and Non-Degree Tuition
- 2506 Graduate Special Tuition
- 2507 Undergraduate Acceptance Fee
- 2508 Graduate Acceptance Fee
- 2509 PhD Acceptance Fee
- 2510 Dissertation Acceptance Fee
- 2511 Undergraduate Special Acceptance Fee
- 2512 Graduate Special Acceptance Fee
- 2515 Other Fees Deferred (e.g., General Fee)
- 2516 Continuing Education Programs**

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

252X – Other Student Charges – For use by Residential Living only.

| | |
|------|----------------|
| 2520 | Residence |
| 2521 | Dining |
| 2522 | Student Health |
| 2523 | Penalty |
| 2524 | Bad Checks |
| 2525 | Miscellaneous |
| 2526 | Deferments |

253X – Penn Plan

| | |
|------|-----------------------|
| 2530 | Penn Plan, Plan A |
| 2531 | Penn Plan, Plan C |
| 2532 | Penn Plan, PNC Bank |
| 2533 | Incremental Payment |
| 2534 | Income |
| 2535 | Professional Students |

255X – Sales/Services

| | |
|-------------|-----------------------|
| 2550 | Sales/Services |
|-------------|-----------------------|

256X – Gift Annuities, Pooled Life, UniTrust

| | |
|------|--|
| 2560 | Gift Annuities, Present Value |
| 2561 | Pooled Life/UniTrusts, Interest & Dividends |
| 2562 | Pooled Life/UniTrusts, Payments to Beneficiaries |
| 2563 | Pooled Life/UniTrusts, Fixed |
| 2564 | Pooled Life/UniTrusts, Equity |

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

26XX – DEPOSITS & ADVANCES

- 2600 Student Deposits**
- 2610 Rental Deposits
- 2620 Other Deposits**
- 2630 Advances: Grants & Contracts
- 2640 Tuition: Advanced Receipts
- 2641 Tuition: Advanced Receipts
- 2642 Advances: Investment Purchases
- 2643 Investments: Other Liabilities
- 2644 Investments: Other Payables

27XX – Short-term & Long-term Debt

270X-External Debt

- 2700 Long-term Debt, non-current portion
- 2701 Long-term Debt, current portion
- 2702 Premium/Discount on Long-term Debt – Non Current Portion
- 2703 Premium/Discount on Long-term Debt – Current Portion

278X – Internal Loans

- 2780 Borrowing: Construction Loans
- 2781 Borrowing: EPLP
- 2782 Borrowing: Other Loans
- 2783 Repayment: Construction Loans
- 2784 Repayment: EPLP
- 2785 Repayment: Other Loans
- 2786 Prior FY Long-term Debt – Non Current Portion
- 2787 Prior FY Long-term Debt – Current Portion

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials
28XX – Due to/Due from (Agency Funds)

2800 Due to/Due from External Organizations

4XXX – REVENUE

41XX TUITION and FEES - Revenue from tuition and fees.

410X – Academic Year (Fall & Spring)

4100 Undergraduate Regular – Fall and Spring
4101 Graduate and Professional Regular (Law, Nursing, Medicine,
Veterinary Medicine, Dental Medicine) – Fall and Spring
4102 Undergraduate Special (CGS, Evening)
4103 Graduate & Professional Special (CGS, Evening, WEMBA, ExMSE,
BioMed)
4104 Undergraduate Guarantee Adjustment –Tuition
4105 Undergraduate Traditional
4106 PhD Degree
4107 Professional and Other Degree Programs
4108 Study Abroad and Non-Degree

4110-4118 –Summer

4110 Undergraduate Regular (including Summer School)
4111 Graduate & Professional Regular (including Summer School)
4112 Undergraduate Special – Summer (CGS, Evening, etc.)
4113 Graduate Special – Summer (CGS, ExMSE, BioMed)
4115 Undergraduate Traditional-Summer
4116 PhD Degree – Summer
4117 Professional and Other Degree Programs- Summer
4118 Study Abroad & Non-Degree - Summer

4119- Tuition Discount

4119 Tuition Discount

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

412X – Other Tuition & Special Programs

- 4120 Study Abroad Programs
- 4121 Executive Education Program (Aresty Institute)**
- 4122 Lauder Institute
- 4123 Dynamics of Organization Program
- 4124 English for Foreign Students
- 4125 Math 110
- 4126 Study Abroad Programs (**non-Penn students**)
- 4127 Student Receivables Recoveries
- 4129 Other Special Programs**

413X – Fees

- 4130 Admission Application Fee
- 4131 General Fee – Undergraduate
- 4132 General Fee - Graduate
- 4133 Technology Fee – Undergraduate
- 4134 Technology Fee – Graduate
- 4135 Recreation & Facilities Fees
- 4136 Student Health Fee
- 4139 Other Fees (e.g., acceptance fees, lab fees, late registration fee, Residence Program fees, special program fees, transcript fees)**

414X – Study Abroad Fees

- 4140 Study Abroad Program Fee
- 4141 Study Abroad, International Travel
- 4142 Study Abroad, Room & Board
- 4143 Study Abroad, Insurance
- 4144 Study Abroad, Miscellaneous
- 4145 Study Abroad, Program Fee (non-Penn students)
- 4146 Study Abroad, International Travel (non-Penn students)
- 4147 Study Abroad, Room and Board (non-Penn students)
- 4148 Study Abroad, Insurance (non-Penn students)

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

4149 Study Abroad, Miscellaneous (non-Penn students)

418X – STUDENT AID (CONTRA REVENUE)

Tuition, fees, housing remitted on behalf of students. Student aid was formerly recorded as an expenditure. However, according to the Financial Accounting Standard, FAS 117, student aid must be treated and recorded as an offset to revenue (contra revenue).

4180 Student Aid, general
4181 Student Aid, Undergraduate
4182 Student Aid, Graduate/Professional
4183 Student Aid, Undergraduate Special (CGS & Evening)
4184 Student Aid, Graduate/Professional Special (CGS, Evening, BioMed)
4185 Student Aid, PhD
4186 Student Aid, University Fellowship
4187 Tuition, Teaching Assistant
4188 Tuition, Research Assistant
4189 Tuition, Research Fellow
4190 Student Aid, General Fee (Grants/Contracts)
4191 Tuition, Teaching Fellow
4194 Undergraduate Guarantee Adjustment –Aid
4195 Undergraduate Financial Aid Incentive
4196 Undergraduate Financial Aid Endowment Income

42XX – ROOM and BOARD

Revenue from housing students and providing dining services to students, faculty and staff.

4210 Student Room Rentals (dormitories & on-campus housing)
4211 Other Dormitory Rentals (to non-students)
4220 Dining, Meal Contract Sales
4221 Dining, Cash Sales

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

43XX – SALES and SERVICES

Revenue from services rendered or goods sold to students, faculty, staff and the general public. This excludes sales/services rendered to University departments. Revenue from services rendered/goods sold to University departments should be recorded as a credit to object code 5500 or 5505 (Service Centers).

| | |
|-------------|---|
| 4300 | Patient Care |
| 4310 | Animal Care |
| 4320 | Food & Beverage |
| 4321 | Catering (external), Includes revenue for catering services to non-University departments/parties (e.g., Faculty Club, Museum) |
| 4322 | Conference fees |
| 4330 | Parking, sticker sales |
| 4331 | Parking, gate receipts |
| 4340 | Ticket Sales/Gate Receipts |
| 4350 | Student Educational Supplies. Excludes Bookstore purchases (e.g., reading packs from Wharton Reprographics, instrument kits) |
| 4360 | Trade Sales & Services (e.g., gift shop activity) |
| 4361 | Vending |
| 4370 | Computer Connection – taxable revenue (external sales) |
| 4371 | Computer Connection – non –taxable revenue (external sales) |
| 4380 | Equity Gain/Loss in Independent Operations |
| 4381 | Inter-entity Sales and Services |
| 4398 | Refunds |
| 4399 | Other |

44XX – CONTRIBUTIONS & PRIVATE GRANTS

Private grant income includes contracts or grants from non-governmental organizations, foreign governments and individuals. Contributions include gifts and bequests from individuals, non-governmental organizations or foreign governments.

| | |
|-------------|-------------------------------------|
| 4400 | Gift Revenue – General |
| 4401 | Gift Revenue – Annual Giving |
| 4402 | Overhead Charge on Gifts |

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

- 4404 Realized Gain/Loss on Gift of Securities
- 4405 Overhead Recovery on Gifts
- 4406 Gift Revenue – UK Foundation
- 4410 Private Grant Revenue
- 4420 Fundraising Dinner tickets/Membership fees**

46XX – SPONSORED PROGRAMS and OTHER

Revenue from grants and contracts for research services rendered.

- 4600 Grant Revenue (direct and indirect)
- 4610 Commonwealth Appropriation
- 4620 Program income**

47XX – INVESTMENT INCOME - Revenue and related overhead charges from investments in the Associated Investments Fund (AIF), the Temporary Investment Fund (TIF), or from separately invested assets (Non-Pooled Investments).

470X – Income from directly held investments

- 4700 Investment Income (earned)
- 4701 Realized Gain/Loss (earned)
- 4702 Unrealized Gain/Loss (earned)
- 4703 Realized Gain/Loss from currency transactions
- 4704 Realized Gain/Loss from gifts of securities
- 4705 Pension/OPEB –related changes other than net period cost
- 4709 Reallocation of Investment Income (Transfer)

471X – Income from AIF (Associated Investment Fund)

- 4710 AIF: Investment Income (distributed)
- 4711 AIF: Realized Gain/Loss (distributed)
- 4712 AIF: Unrealized Gain/Loss (distributed)
- 4713 AIF: Spending Rule Income (distributed)
- 4714 AIF: Spending Rule Realized Gain/Loss (distributed)
- 4715 AIF: Spending Rule Unrealized Gain/loss (distributed)

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

- 4716 AIF: Income Remitted
- 4717 AIF: Gains Contra

472X – Income from FIXED (Fixed Securities Fund)

- 4720 Fixed: Investment Income (distributed)
- 4721 Fixed: Realized Gain/Loss (distributed)
- 4722 Fixed: Unrealized Gain/Loss (distributed)

473X – Income from EQUITY (Equity Securities Fund)

- 4730 Equity: Investment Income (distributed)
- 4731 Equity: Realized Gain/Loss (distributed)
- 4732 Equity: Unrealized Gain/Loss (distributed)

474X – Income from Kaspick and Co.

- 4740 Investment Income, Kaspick
- 4741 Annuity Payments to Planned Gift Participants
- 4742 Unrealized Gains/Losses, Kaspick

475X – Income from Specially Managed Investments

- 4750 Specially Managed: Investment Income (distributed)
- 4751 Specially Managed: Realized Gain/Loss (distributed)
- 4752 Specially Managed: Unrealized Gain/Loss (distributed)

476X – Income from External Trustee Charitable Remainder Trust

- 4760 External CRT Investment Income
- 4761 External CRT Realized Gain/Loss
- 4762 External CRT Unrealized Gain/Loss

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

477X – Income from OUTSIDE MANAGED INVESTMENTS – Assets held in trust by outside entities.

- 4770 OM: Investment Income (distributed)
- 4771 OM: Realized Gain/Loss (distributed)

- 4772 OM: Unrealized Gain/Loss (distributed)
- 4773 OM: Miscellaneous Asset Income

478X – Income from TIF (Temporary Investment Fund)

- 4780 TIF: Investment Income (distributed)
- 4781 TIF: Realized Gain/Loss (distributed)
- 4782 TIF: Unrealized Gain/Loss (distributed)
- 4783 TIF: Income (Remitted to Sponsor)

479X – Administrative Fee & Overhead

- 4790 Investment Income, Administrative Charge
- 4791 Investment Income, Administrative Recovery
- 4792 Investment Income, Overhead Charge
- 4793 Investment Income, Overhead Recovery
- 4794 Endowment Assessment Charge
- 4795 Endowment Assessment Recovery

48XX – RECLASSIFICATIONS & TRANSFERS

Reclassification of revenue from the Temporarily Restricted Net Asset Class to the Unrestricted Net Asset Class. These Object codes are mandated by Accounting standards SFAS 116 and SFAS 117.

481X – Revenue Reclassifications

- 4810 Reclassification, endowment income

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

- 4811 Reclassification, operating gifts
- 4812 Reclassification, capital gifts
- 4813 Reclassification, Overhead
- 4814 Reclassification, Time-Based

482X – Transfers

Transfer of resources between/within centers, between funds.

- 4820 Resource Transfers In.** These types of transfers represent the transfer of resources between centers and organizational units (generally the result of a commitment made by the Provost or a Dean to support specific activities), and are to be effected using a journal entry, with the recipient of the resources crediting object code 4820, and the donor of the services debiting the object code, 4825.
- 4821 Capital funding Transfer
- 4822 Cost Sharing Transfer (grants/contracts)**
- 4823 Inter-Entity Equity Transfer – Operating.** These types of transfers represent the transfer of Resources between University centers and organizational units and affiliated entities; generally HUP and the Clinical Practices. The transfers are affected using a journal entry, with the University unit debiting or crediting object code 4823 or 4824, and an offsetting entry to object code 15xx in the affiliated center
- 4824 Inter-Entity Equity Transfer – Non-Operating.** These types of transfers represent the transfer of Resources between University centers and organizational units and affiliated entities; generally HUP and the Clinical Practices. The transfers are affected using a journal entry, with the University unit debiting or crediting object code 4823 or 4824, and an offsetting entry to object code 15xx in the affiliated center.
- 4825 Resource Transfers Out.** See description of object code 4820.
- 4826 Equipment Close Out
- 4828 CIP Transfer (Close-out)
- 4829 Balance Sheet Transfer Only

483X – SUBVENTION – Resources allocated to Schools from the Central Resource Pool.

- 4830 Subvention, Commonwealth Appropriation (formerly called Special Program Subvention)

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

- 4831 Subvention, Regular Programs
- 4832 Subvention, One-Time
- 4833 Subvention, Student aid (University Fellowships, Research Assistants, Research Fellows)
- 4839 University Bank**
- 4840 Final Year End Adjustment**

49XX – OTHER INCOME – Other Income includes revenue from activities not specifically identified above.

- 4900 Rental Income – tangible property. Rental of tangible property (e.g. AV equipment, computers) to parties external to the University.
- 4901 Rental Income – real property. Rental of University-owned facilities real estate to parties external to the University for parties, weddings, conferences, luncheons, etc. (e.g., Morris Aboretum, Wharton Executive Education Center).**
- 4910 Royalties from Technology Transfer
- 4911 Trademark Revenue
- 4912 Copyright Revenue
- 4913 Tangible Research Materials
- 4914 Patent Expense Reimbursement
- 4915 Interest Income
- 4918 Royalty – Internal Distributions
- 4919 Royalty – External Distributions
- 4920 Miscellaneous**
- 4990 Conversion Revenue (used only at Conversion)
- 4991 Account Balance Transfer
- 4992 Fund Balance Adjustment
- 4993 Balance Transfer Offset, AIF
- 4994 Balance Transfer Offset, Receivables
- 4995 Balance Transfer Offset, Other Investments
- 4996 Balance Transfer Offset, Non Cash Gifts
- 4999 Offset, Conversion Revenue

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

94XX – SUSPENSE – Revenue object codes coded by the accounting system when a financial entry from a legacy system feeder contains an invalid or expired segment or combination of segments. NOTE: These objects cannot be budgeted.

9401 BRS
9402 Collections
9403 Gifts
9404 Cashier
9405 Tuition Distribution

5XXX – EXPENSES

50XX – 51XX - COMPENSATION & EMPLOYEE BENEFITS

Expenditures for services of University employees and associated employee benefits. All object codes are assessed employee benefits, except as noted. Consult the Office of Budget and Management Analysis for the current full time and limited service employee benefit rates.

Note: Refer to Special instructions for Compensation Subcodes. As a result of BEN Financials, you may need to use different compensation subcodes than in prior years because the functionality of the subcodes has changed or the subcodes have become invalid.

50XX – ACADEMIC COMPENSATION

This category represents academic-related compensation and benefits costs. The object codes listed represent the major summary level groupings. Further breakdowns of these groupings, (e.g., Professor, Associate Professor, Assistant Professor in the Standing Faculty Object codes or Teaching Assistant, Research Assistant in the Graduate/Professional Student codes) can be achieved through the use of payroll attributes such as job class and earnings type.

501X – 503X – FACULTY SALARIES

5010 Standing Faculty – subject to full time EBs. Includes all faculty with tenure or in tenure probationary status. Permissible ranks in the Standing Faculty are Professor, Associate Professor, and Assistant Professor. Includes Clinician Educators.

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

- 5011 Non-Standing Faculty – subject to full time EBs. Includes Associated Faculty and Academic Support staff. Excludes students and tenured-track faculty.
- 5020 Faculty – subject to part time EBs. Includes Associated Faculty, Academic Support staff, Emeritus Faculty, and other academic staff. Excludes students.
- 5030 Scholarly Leave (no EBs charged)

504X – GRADUATE AND PROFESSIONAL STUDENTS

- 5040 Teaching Assistant (no EBs charged)
- 5041 Research Assistant (no EBs charged)
- 5043 Post-Doctoral Fellow. For individuals who hold Ph.D. or MD and participate in advanced training programs paid by sponsored grants. Includes NSRA trainees. (no EBs charged)
- 5044 Research Fellow. Appointed for research directly related to their discipline and required for the completion of their degree. (no EBs charged).
- 5045 Pre-Doctoral Fellowship. Registered graduate student paid from an external funding source. There is no service requirement related to the payment. (no EBs charged)
- 5046 Educational Fellowship. Registered graduate student paid from an internal funding source. There is no service requirement related to the payment. (no Ebs charged)
- 5047 Post-Doctoral Researcher. (PT EBs – subject to FICA)
- 5048 Teaching Fellow (no EBs charged)
- 5049 Teaching Assistant – Summer Appointment (PT EBs – subject to FICA)

505X – SPECIAL PAYMENTS TO FACULTY

- 5050 Intra-University Honoraria
- 5051 Intra-University Consulting. See Faculty Handbook for policy restrictions

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

| | |
|------|---|
| 5052 | Summer Instruction |
| 5053 | Summer Research |
| 5054 | Other Teaching – full time employees |
| 5055 | Extra Non-Teaching Services – full time employees |
| 5056 | Administrative Stipend (To Faculty) |
| 5057 | Allowances (PT EBs charged) |
| 5070 | Research Assistant Summer Appointment (PT EBs charged – Subject to FICA). |

51XX – NON – ACADEMIC COMPENSATION – This category represents non-academic related compensation and benefits costs. The object codes listed represent the major summary level groupings. Further breakdowns of these groupings, (e.g., research, instruction, clinical, etc.) are not possible with Payroll attributes, as can the academic compensation groupings. Instead, these breakdowns can be identified through the use of other Chart of Accounts segments, (e.g., Program).

510X – ADMINISTRATIVE AND PROFESSIONAL STAFF (includes full time monthly-paid staff, limited-service monthly-paid staff and part time monthly-paid staff who work more than 1,000 hours per year; subject to the full time EB rate).

| | |
|------|--|
| 5100 | Salaries: Financial/General Administrative Professional Staff |
| 5101 | Salaries: Instruction/Research Professional Staff. Payments to staff holding instruction or research administrative positions. |
| 5102 | Extra Services: Financial/General Administrative Professional Staff. |
| 5103 | Extra Services: Instruction/Research Professional Staff |
| 5104 | Allowances: Professional Staff (PT EBs charged) |

511X – SUPPORT STAFF (Includes full time weekly-paid and hourly paid support staff, limited-service weekly-paid staff, and part time weekly-paid and hourly-paid staff who work more than 1,000 hours per year; subject to the full time EB rate).

| | |
|------|--|
| 5110 | Salaries: Financial/General Administrative Support Staff (Non-exempt salaries, weekly paid, support staff). |
| 5111 | Salaries: Instruction/Research Support Staff. Payments to staff |

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials
Holding instruction or research administrative positions.

- 5112 Extra Services/Overtime: Financial/General Administrative Salaries Support Staff.
- 5113 Extra Services/Overtime: Instruction/Research Salaried Support Staff
- 5114 Regular Pay: Financial/General Part Time hourly paid Support Staff
- 5115 Regular Pay: Instruction/Research Part Time hourly paid Support Staff
- 5116 Extra Services: Financial/General Part Time hourly paid Support Staff
- 5117 Extra Services: Instruction/Research Part Time hourly paid Support Staff

512X – UNIONIZED STAFF (includes full time weekly-paid and hourly-paid unionized staff; subject to full time EB rate).

- 5120 Regular Pay: Financial/General Administrative Support Staff (FT EB rate)
- 5121 Regular Pay: Instruction/Research Support Staff (FT EB rate)
- 5122 Extra Services/Overtime: Financial/General Administrative Hourly Support Staff (FT EB rate)
- 5123 Extra Services/Overtime: Instruction/Research Hourly Support Staff (FT EB rate)
- 5124 Salaries: Financial/General weekly paid Unionized Staff
- 5125 Salaries: Instruction/Research weekly paid Unionized Staff
- 5126 Extra Services/Overtime: Financial/General weekly paid Unionized Staff
- 5127 Extra Services/Overtime: Instruction/Research weekly paid Unionized Staff

513X – TEMPORARY/PART TIME SUPPLEMENTAL STAFF (includes temporary and/or part time staff, either monthly-paid, weekly-paid, or hourly-paid, who work less than 1,000 hours per year; subject to the part time EB rate except for 5139, for which no EB is charged).

- 5130 Salaried (monthly paid): Financial/General Administrative (PT EB rate)
- 5131 Salaried (monthly paid): Instruction/Research Administrative (PT EB rate)
- 5132 Salaried (weekly paid): Financial/General Administrative (PT EB rate)
- 5133 Salaried (weekly paid): Instruction/Research Administrative

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials (PT EB rate)

- 5134 Hourly: Financial/General Administrative (PT EB rate)
- 5135 Hourly: Instruction/Research (PT EB rate)
- 5139 PT: College Work Study (No EBs charged)

514X – SPECIAL (HUP)

- 5140 HUP: salaries and wages for HUP employees**
- 5141 Other Salaries
- 5142 Facilities Management Customer Labor

518X – RESERVE (for Budgeting only)

- 5180 Salary Reserve: Academic Salaries. For special situations; subject to full time EBs for planning
- 5181 Salary Reserve: Administrative/Professional Staff. For special situations; subject to full time EBs for planning
- 5182 Salary Reserve: Salaried Support Staff. For special situations; subject to full time EBs for planning
- 5183 Salary Reserve: Hourly Support Staff. For special situations; subject to full time EBs for planning

519X – EMPLOYEE BENEFITS (see 5502 for EB recovery)

- 5190 Employee Benefits for Full Time Administrative and Professional Academic and Support Staff
- 5191 Limited Service (Part Time) Employee Benefits
- 5192 HUP: Employee Benefits for HUP employees**
- 5193 Prior Period EB Adjustment
- 5194 CHOP: Employee Benefits for CHOP employees
- 5195 Facilities Employee Benefits
- 5196 Employee Benefits – Dependent Tuition Charge

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

52XX – CURRENT EXPENSE; SUPPLIES & MISCELLANEOUS

520X-521X – TRAVEL & ENTERTAINMENT

Expenditures relating to travel on official business, e.g., transportation (airline, rail, car rentals, parking, private automobile, taxis), meals, lodging, telephone, postage, and conference registration fees. Refer to Financial Policies #2351 – 2362.

NOTE: Entertainment expenditures should not be charged to object codes 5200-5212. Use object code 5214 for these expenditures.

- 5200 Domestic travel for faculty and staff, (travel expenditures incurred within the United States, its territories and Canada. Local travel use 5209.)**
- 5201 Local travel for faculty and staff, (local travel includes destinations in and around Philadelphia)**
- 5202 Foreign travel for faculty and staff, (travel expenditures incurred while outside the United States, its territories and Canada)**
- 5204 Domestic student travel, (travel expenditures incurred within the United States, its territories and Canada. Local travel use 5208.)**
- 5205 Foreign student travel, (travel expenditures incurred while outside the United States, its territories and Canada)**
- 5206 Non-employee domestic travel, (for persons not directly connected with the University e.g., student recruits, lecturers, consultants, job applicants)**
- 5207 Non-employee foreign travel, (for persons not directly connected with the University, e.g., student recruits, lecturers, consultants, job applicants)**
- 5208 Local student travel, meals, entertainment, (includes college house activities, floor functions, entertainment, refreshments and local student travel)**
- 5209 Business meals for faculty and staff, (business meals with students, colleagues, speakers, recruits, etc. over which business is conducted)**
- 5210 Meetings and conference fees/ registrations - charged to ProCards or processed on Request for Payment forms should be allocated to this object code.**
- 5211 University sponsored meetings and conferences. Includes all expenses which are associated with sponsoring meetings/conferences.**
NOTE: Any alcoholic beverages that are served in conjunction with conferences must be charged to object code 5214

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

5212 International project/program costs. Use when requesting an advance or seeking reimbursement for an extended international project or program. Examples of such costs would be labor costs, equipment costs and curriculum-related expenses such as excursions, cultural instruction, group meals and lodging.

5214 Entertainment, (Meals and/or events that are conducted for the purpose of entertainment, recruiting, development or employee health and welfare. Any meal at which alcoholic beverages* are served. All alcohol purchases must be charged to this object code. Expenses incurred for business- related entertaining including catering, decorations, location rentals and musical (or other groups) that have been contracted to provide entertainment**).

*Alcoholic beverages are unallowable for indirect cost allocation purposes. The following guidelines apply when purchasing alcohol:

- If alcohol is purchased directly from a distributor, the object code that must be used is 5214
- If alcohol is served at an entertainment function such as a holiday party, retirement party, etc., the entire event should be charged to entertainment (5214).
- If alcohol is being served at a University sponsored meeting, then the alcohol must be charged to entertainment (5214) but meeting expenses can be charged to University sponsored meetings and conferences (5211)

** Entertainers should be paid directly by the University through Accounts Payable using object code 5319.

522X – 524X – SUPPLIES and MINOR EXPENSES

Office supplies, laboratory supplies, computer software, computer supplies, non-library books and reprints. Includes any associated shipping, delivery or handling costs.

5220 External Office Supplies. Supplies used in offices which are purchased from outside vendors (Office Depot, etc.). Examples:

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials stationery, paper for duplication, pens, pencils, typewriter ribbons, print-wheels and fonts, water, coffee services. For flowers, object code 5291 must be used (refer to University Financial Policy #2326 for additional information).

- 5221 Internal Office Supplies. Supplies used in offices which are purchased from other University departments (e.g., paper or labels purchased from Publications).**
- 5222 Non-library books and reprints. Includes reprints, course or Workshop materials. Use this object code for books purchased for departmental use. NOTE: Books purchased by University libraries for general library use must be charged to an asset object code.**
- 5223 Computer Software, Accessories & Supplies (e.g., software programs for personal computers, including upgrades; computer manuals, diskettes, disk packs, data cartridges, toner/ink cartridges, optical disk cartridges, magnetic tape, laser printer accessories, plotter supplies, work station accessories, (surge protectors, glare screens, diskette trays), computer care products. Do not use this object code for purchasing mainframe system software.**
- 5224 Non-Capitalized Computer Equipment & Peripherals (e.g., printers, monitors, mouses, printer stands) – under \$5,000 unit cost.**
- 5225 Other Non-Capitalized Furniture/Removable Fixtures/Equipment (e.g., desks, chairs, cabinets, tables, lab/clinical equipment) – under \$5,000 unit cost.**
- 5226 External copying & duplicating. Copying/duplicating services Provided by outside vendors (e.g. Kinko's).**
- 5227 Internal copying & duplicating. Copying/duplicating services provided by internal University departments.**
- 5228 External Laboratory Supplies. Laboratory supplies purchased from outside vendors for use in laboratories (e.g., glassware, solvents, chemicals).**
- 5229 Internal Laboratory Supplies. Laboratory supplies purchased from Internal University departments.**
- 5230 External research animal purchases. Research animals purchased from outside vendors.**
- 5231 Internal research animal purchases. Research animals purchased**

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials from internal University departments (e.g., ULAR, New Bolton Center)

- 5232** External research animal supplies. Research animal supplies purchased from outside vendors.
- 5233** Internal: research animal per diem charges
- 5234** Internal: research animal food, board, transportation
- 5235** Radioactive Material
- 5236** Other Hazardous Material
- 5237** Allowable Dues & Memberships. Dues & Memberships to professional organizations. Membership must support the individuals job-related responsibilities. Refer to University Financial Policy #2321.
- 5238** Unallowable Dues & Memberships. Includes all University authorized costs for membership to civic or community organizations or social or dining clubs, including the Faculty Club. Refer to University Financial Policy #2321.
- 5239** Subscriptions to professional publications. Subscriptions must support the individual's job-related responsibilities. Refer to University Financial Policy # 2321.
- 5240** HUP: Current Expense
- 5241** Patient Care Supplies
- 5242** Dining Service Costs-Outside Managed
- 5243** Non Penn-Capital Equipment –Federal Title
- 5249** Other/Miscellaneous Supplies – Supplies not separately identified above.

525X – RENTALS & LEASES

Rentals and leases of equipment and property. Refer to Financial Policies #2311 and #2318.

NOTE: Leases must be approved by the Office of the Treasurer prior to execution.

- 5250** External Rentals/leases of facilities. Rental of a non-University facility
- 5251** Internal Rentals/leases of facilities. Rental of a University facility.
- 5252** Rentals/leases of computers and peripherals, (e.g., printers, monitors)
- 5253** Rentals/leases of vehicles, other than rental cars utilized for University travel.

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

- Only Object codes which appear on this list are available for use in BEN Financials
- 5254** Rentals/leases of other capital equipment (excluding computers and peripherals)
 - 5255** External: other rentals (e.g., furniture).
 - 5256** Internal: other rentals (e.g., audio-visual equipment).

526X – 527X – COMMUNICATIONS

Payments to outside vendors/internal University departments for communication services rendered.

- 5260** External telecommunications costs. Payments to outside carriers for telecommunications services (e.g., Verizon, MCI, AT&T, Sprint).
- 5261** Internal local telephone charges. For services rendered by University Telecommunications.
- 5262** Internal telephone equipment. Fees for use of telephone equipment provided by University Telecommunications.
- 5263** Internal toll charges. For toll services available through University Telecommunications.
- 5264** External printing & publications. For printing & publications services provided by outside vendors.
- 5265** Internal printing & publications. For printing & publications services provided by University departments.
- 5266** Internal photographic & illustrative charges. For photographic & illustrative services provided by University departments.
- 5267** Allowable advertising (Help Wanted ads or advertising required specifically for grant purposes. All other advertising costs must be charged to object code 5268 – see below).
- 5268** Unallowable advertising (e.g., advertisement of University programs and activities).
- 5269** External: daily U.S. postage
- 5270** External: express mail service (e.g., FedEx, UPS)
- 5271** External: bulk mail service
- 5272** External: international postage
- 5273** External: other postage charges
- 5274** Internal: Mail Service charges. All mail services rendered by University Mail Service.

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

5275 Only Object codes which appear on this list are available for use in BEN Financials
External: photographic & illustrative charges. For photographic & illustrative services.

528X – 529X – TAXES, OVERHEAD, BAD DEBT EXPENSE, EB EXPENSE, UNALLOWABLE EXPENSES

- 5280 Taxes. Payments to any local, state, and federal taxing authorities. Refer to University Financial Policy #2317.
- 5281 Payment in lieu of taxes
- 5282 Sponsored Grant/Contract Overhead Charge
- 5283 Other Overhead Charge**
- 5284 Bad Debt Expense, Contributions Receivables
- 5285 Bad Debt Expense, Other Receivables**
- 5286 Extraordinary Losses
- 5287 Employee Direct Grant Payments
- 5288 Faculty/Staff Tuition Remission (self, spouse & dependents)
- 5289 Current Expense: Independent Operations (e.g., Penn Club, Penn Tower Hotel)
- 5290 Unallowable: Fines & Penalties**
- 5291 Unallowable: Other – NOTE: excluded from this object code are unallowable Advertising (see object code 5267), Unallowable Membership/Dues(object code 5238), and Unallowable Lobbying Costs (object code 5336).**
- 5292 Sponsored Grant/Contract prior year overhead adjustment (exempt from MTDC base)
- 5293 Loan Write-off/Recovery
- 5294 University contribution of employee benefits
- 5295 Facility Maintenance Costs**
- 5296 University Services Costs**
- 5297 School Facility Costs**
- 5298 School/Departmental Administrative Costs**
- 5299 School/Departmental Administrative Costs – Non-Federal**

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

53XX – CURRENT EXPENSE; SERVICES – Services rendered to the University by outside individuals/organizations or internal University departments.

530X – 531X – PROFESSIONAL SERVICES

Refer to Financial Policy #2327 regarding the authority and responsibility to procure professional services. NOTE: For architectural and other construction-related professional services, refer to asset object code section 193X.

- 5300** Accounting & Audit Services
- 5301** Legal Services
- 5302** Management Consulting Services. Payment to an individual or organization for advisory services rendered (e.g., consulting by non-University professionals. Refer to Financial Policy #2319.
- 5303** External; On-Site Training & Staff Development Services. Provided by an outside vendor/individual.
- 5304** Internal: On-Site Training & Staff Development Services. Provided by internal University departments (e.g., Training and Organizational Development, CRC, Wharton).
- 5305** Employee Recruitment Services
- 5306** External: Computer Consulting Services
- 5307** Internal: Computer Consulting Services. Provided by internal University departments (e.g., CRC, UMIS, Wharton Academic Support Services).
- 5308** External: Computing Infrastructure/Usage Costs
- 5309** DCCS for PennNet Connection and Usage
- 5310** UMIS for Computing Usage
- 5311** Internal: Other Computer Center Charges
- 5312** Investment Management Services
- 5313** Lecture Fee. Payment to an individual (non-employee) for the presentation of a dissertation, lecture or discourse before a class or an audience. Refer to Financial Policy #2319.
- 5314** Honorarium. Payment intended to confer distinction or to symbolize

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials respect, esteem or admiration for the recipient. Refer to Financial Policy #2319. NOTE: An honorarium is an unallowable charge against a federal research contract or grant.

- 5315 **Legal Settlement Fees**
- 5316 **Human Subject Payments-Direct**
- 5317 **Human Subject Payments-Advance to P.I.**
- 5318 **Contributed Services**
- 5319 **External: Other Professional Services: Payments to individuals for services not specifically identified elsewhere, (e.g., skilled labor for a specified task, research subjects, independent contractors etc.). Refer to Financial Policy #2319**

532X – 534X – OTHER SERVICES

- 5320 **External: Insurance**
- 5321 **External: Insurance Claims**
- 5322 **Internal: Insurance Claim Settlements**
- 5323 **Internal: Radiation Safety Services**
- 5324 **Bank Fees**
- 5325 **Benefit Carrier Payments**
- 5326 **Agency Personnel Services. Payments made directly to agencies providing temporary personnel services. Examples: Today's Temporary, Manpower, TempsAmerica and Temporary Solutions.**
- 5327 **Employee Relocation Costs. Reimbursements to newly recruited employees required to relocate to the Philadelphia area. Refer to University Financial Policy #2324.**
- 5328 **Employee Placement Costs. Costs of assisting displaced employees in obtaining employment.**
- 5329 **External: Records Retention**
- 5330 **Internal: Records Retention (i.e., Archives)**
- 5331 **Minor Equipment Repairs & Maintenance (including service contracts)**
- ** 5332 **Subcontract Services – up to \$25,000. Sponsored Programs only. These expenses must be approved by the Office of Research Services. For additional information, refer to the Financial Policy #2109 and to the Research Investigator's Handbook.**
- ** 5333 **Subcontract Services – over \$25,000. Sponsored Programs only. Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.**

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

** This object code is valid for grant funds only.

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials. These expenses must be approved by the Office of Research Services. For additional information, refer to the Financial Policy #2109, and to The Research Investigator's Handbook.

- 5334 **HUP: Hospitalization and patient care. Payments for hospital and patient care.**
- 5335 **HUP: Medical Coverage. Payments for medical benefits that are Directly attributable to pre- and post-doctoral fellows/trainees (These benefits are not covered by the University's medical benefits and are not included in EB charge).**
- 5336 **Unallowable: Lobbying Costs**
- 5339 **External: Other Services. All other services rendered by an external corporate entity or individual, not specifically identified elsewhere.**
- 5340 **Internal: Other Services: All other services rendered by an internal University department, not specifically identified elsewhere.**
- ** 5341 **Joint Services/Cooperative Services. Expenses within a department which are supported by a number of projects or P.I.'s, which are initially charged centrally within the department, and then reallocated among the various users of the services/goods. Typical joint services include equipment usage, photocopying, secretarial support.**
- 5342 **Inter-entity Other Services**

535X – INTERNATIONAL PROGRAM EXPENSES (student)

- 5350 **Tuition & Fees paid to other institutions on behalf of Penn students**
- 5351 **International travel expenses paid to other institutions on behalf of Penn students**
- 5352 **Room & Board expenses paid to other institutions on behalf of Penn students**
- 5353 **Insurance expenses paid to other institutions on behalf of Penn students**
- 5354 **Study abroad miscellaneous expenses paid to other institutions on behalf of Penn students**
- 5355 **Tuition & Fees paid to other institutions on behalf of non-Penn students**
- 5356 **International travel expenses paid to other institutions on behalf of**

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

** This object code is valid for grant funds only.

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials non-Penn students

- 5357** Room & Board expenses paid to other institutions on behalf of non-Penn students
- 5358** Insurance expenses paid to other institutions on behalf of non-Penn student
- 5359** Study abroad miscellaneous expenses paid to other institutions on behalf of non-Penn students
- 5360 Health Insurance Premiums-paid on behalf of students

54XX – OPERATIONS and MAINTENANCE OF FACILITIES

Operating and Maintenance related services: Cleaning, maintenance and other services to University buildings and property. Examples: trash removal, pest control, fire alarm services, linen or uniform supply services, security guard services, fuel oil, electrical and plumbing services.

540X – GENERAL

- 5400** Housekeeping/Cleaning (external providers only)
- 5401** Repairs & Maintenance to Facilities and Capitalized Equipment (e.g., vehicle repairs)
- 5402** External: Security Services
- 5403** Internal: Security Services
- 5404** Trash Removal (external providers only)
- 5405** Pest Control
- 5406** Groundskeeping (External providers only)
- 5407** Internal: Maintenance Work Orders (may include special housekeeping work orders)
- 5408 Non-Capital CIP Close-Out
- 5409** Other Operations & Maintenance

541X – UTILITIES

- 5410** Electric, Chilled Water
- 5411** Steam
- 5412** Water & Sewer
- 5413** Gas

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

542X – FACILITIES MANAGEMENT

| | |
|------|--|
| 5420 | Facilities Management Fees |
| 5421 | Operations & Maintenance Costs – outside managed |
| 5422 | O & M Current Expense – Penn retained costs |
| 5423 | O & M Service Contracts – Penn retained costs |
| 5424 | O & M Other – Penn retained costs |
| 5425 | Project Management Fees-customer work and non-capital projects |
| 5426 | Outside Specialist Services |
| 5428 | Outside Project Management |
| 5440 | Union Labor-Regular Facilities Allocation |
| 5441 | Union Labor-OT Facilities Allocation |
| 5442 | Unproductive Time Facilities Allocation |
| 5446 | Management & Administrative Facilities Allocation |
| 5447 | Zone Management & Administration Facilities Allocation |
| 5448 | Central Trades Facilities Allocation |
| 5449 | Customer Service Facilities Allocation |
| 5450 | Electric Chilled Water Raw-Facilities Allocation |
| 5451 | Electric Chilled Water O/H-Facilities Allocation |
| 5452 | Steam Raw-Facilities Allocation |
| 5453 | Steam O/H-Facilities Allocation |

55XX – EXPENSE CREDITS

| | |
|-------------|---|
| 5500 | Expense Credit |
| 5501 | Computer Connection – Internal sales and service |
| 5502 | Employee Benefit (EB) Recovery |
| 5503 | Capital Project Management Fee Recovery |
| 5504 | Discounts against purchases |
| 5505 | Service Center Cost Recovery |
| 5506 | Related Entity: Direct Cost Allocation Recovery |
| 5509 | Other Overhead Recovery |
| 5510 | Sponsored Grant/Contract Overhead Recovery |
| 5511 | Sponsored Program Facility Cost Recovery |

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

560X – CAPITAL RELATED EXPENSES

| | |
|------|------------------------------|
| 5600 | Depreciation |
| 5601 | Disposal of Assets |
| 5602 | Gain/Loss on Sale of Asset |
| 5603 | External: Interest Expense |
| 5604 | Internal: Interest Expense |
| 5605 | Internal: Principal Payments |
| 5606 | Amortization Expense |

569X - CUMULATIVE EFFECT of CHANGES in ACCOUNTING PRINCIPLE

| | |
|------|--|
| 5699 | Cumulative Effect of Changes in Accounting Principle |
|------|--|

57XX – INVENTORY PURCHASES

| | |
|-------------|---|
| 5700 | Trade (e.g., Vet School Bookstore, Museum Gift Shop) |
| 5710 | Health Care Supplies (New Bolton Pharmacy, Dental School, Small Animal Hospital Pharmacy) |
| 5720 | Maintenance Supplies (Residential Maintenance, Physical Plant, Wharton Steinberg Center) |
| 5730 | Food & Beverage (Faculty Club, Dining Services, Steinberg Center) |
| 5740 | Other (Bio Cell Center, Chem. Stockroom, LRSM, Publications Physics Machine Shop, University Press, Wharton Reprographics) |

58XX – INTERNAL ALLOCATIONS

| | |
|------|--|
| 5800 | Allocated Costs, Operations & Maintenance |
| 5802 | Allocated Costs, University Services |
| 5803 | Allocated Costs, Facilities Renewal |
| 5805 | Allocated Costs, Library |
| 5806 | Funding From Allocated Costs, Operations & Maintenance |

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

5807 Funding From Allocated Costs, University Services
5808 Funding From Allocated Costs, Facility Renewal
5809 Funding From Allocated costs, Library
5810 Allocated Costs, Development
5811 Funding, Student Services

93XX- BUDGET SUSPENSE

9300 PBUD/PBIL/PTCS

94XX See Revenue Object Code Listing

95XX- SUSPENSE

Note: These objects cannot be budgeted.

9500 Default
9501 Payroll (50xx-51xx)
9502 Telecommunications (5261-5263)
9505 UMIS (5310)
9506 DCCS (5309)
9507 Archives (5330)
9508 Publications (5265)
9509 Physical Plant (5407)
9510 Residential Maintenance (5407)
9511 Bookstore
9512 ProCard
9513 Internal Mail Services: Bulk Mail (5274)
9514 Internal Mail Services: Bulk Labor (5274)
9515 Internal Mail Services: Mail Labor (5274)
9516 Internal Mail Services: Daily Postage (5274)
9517 Internal Mail Services: Postage Due (5274)
9518 Internal Mail Services: Fed Express Domestic (5274)
9519 Internal Mail Services: Fed Express International (5274)
9520 Internal Mail Services: International Mail (5274)
9521 Internal Mail Services: DHL (5274)

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

| | |
|------|--|
| 9522 | Internal Mail Services: Xpress (5274) |
| 9523 | Wharton Reprographics |
| 9524 | Wharton Audiovisual Services |
| 9525 | Cell Center |
| 9526 | ULAR Animal Procedure |
| 9527 | ULAR Per Diem |
| 9528 | Computer Connection |
| 9529 | PENN Card |
| 9530 | Faculty Club |
| 9531 | Dining Service |
| 9532 | LRSM |
| 9533 | Physics |
| 9534 | HR Post Doc |
| 9535 | Internal Mail Services: UPS (5274) |
| 9536 | DNA Sequence |
| 9537 | Translational Core Lab |
| 9538 | Vector Core |
| 9539 | Chemistry |
| 9540 | Medical Computing |
| 9541 | Radiation Safety |
| 9542 | AFSA |
| 9543 | Medical Copy Center |
| 9544 | Gene Therapy |
| 9545 | Credit Card Cr/Dr |
| 9546 | Med IDS Service |
| 9547 | Pathology |
| 9548 | Fleet Card |
| 9549 | SCXC Stem Cell Xenograft Core |
| 9599 | Frozen Account |

99XX – SPECIAL

9999 Year End Fund Balance Offset

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

INDEX

1XXX – ASSETS

| | |
|---|----------------|
| 11XX – Cash | Page 1 |
| 12XX – Accounts Receivable | Page 2 |
| 13XX – Prepaid Expenses and Deferred Charges | Page 4 |
| 14XX – Inventories | Page 4 |
| 15XX – Advances/Inter-Entity Due To/Due From | Page 5 |
| 16XX – Loans Receivable | Page 6 |
| 17XX – Investments | Page 6 |
| 18XX – Plant Assets | Page 8 |
| 19XX – Construction in Progress (CIP) | Page 10 |

2XXX – LIABILITIES

| | |
|--|----------------|
| 20XX – Encumbrance | Page 13 |
| 21XX – Payroll Withholding | Page 13 |
| 22XX – Payroll Withholding | Page 15 |
| 23XX – University Liability, Accrued Expense & Reserves | Page 16 |
| 24XX – General and Student Financial Services Liability | Page 16 |
| 25XX – Deferred Income | Page 17 |
| 26XX – Deposits & Advances | Page 19 |
| 27XX – Short-term & Long-term Debt | Page 19 |
| 28XX – Due To/Due From (Agency Funds) | Page 20 |

4XXX – REVENUE

| | |
|--|----------------|
| 41XX – Tuition & Fees | Page 20 |
| 418X – Student Aid (Contra Revenue) | Page 22 |
| 42XX – Room and Board | Page 22 |
| 43XX - Sales and Services | Page 23 |
| 44XX – Contributions and Private Grants | Page 24 |
| 46XX – Sponsored Programs and Other | Page 24 |
| 47XX – Investment Income | Page 24 |

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA
GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

| | |
|--|----------------|
| 48XX – Reclassifications & Transfers | Page 26 |
| 49XX – Other Income | Page 28 |
| 94XX – Suspense | Page 29 |
| 5XXX – EXPENSES | |
| 50XX – Academic Compensation | Page 29 |
| 51XX – Non-Academic Compensation | Page 31 |
| 52XX – Current Expenses: Supplies & Miscellaneous | Page 34 |
| 53XX – Current Expenses: Services | Page 40 |
| 54XX – Operations and Maintenance of Facilities | Page 43 |
| 55XX – Expense Credits | Page 44 |
| 560X – Capital Related Expenses | Page 44 |
| 569X - Cumulative Effect of Changes in Accounting Principle | Page 45 |
| 57XX – Inventory Purchases | Page 45 |
| 58XX – Internal Allocations | Page 45 |
| 95XX – Suspense | Page 46 |
| 99XX – Special | Page 47 |

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**

UNIVERSITY OF PENNSYLVANIA
GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2009

Only Object codes which appear on this list are available for use in BEN Financials

Schools and centers may process financial entries on-line in General Ledger to affect Object codes in bold, using the appropriate User Responsibility. All Object codes may be accessed on-line for inquiry/reporting purposes or for budgeting purposes, using the appropriate User Responsibility.

Object codes which are not in bold are used by Central administration, (Office of the Comptroller, Treasurer, Human Resources, Risk Management, Student Financial Services or Facilities Management).

**** This object code is valid for grant funds only.**