Welcome to the Office of Research Services (ORS)
Journal Entry
Grant & Contract Cost Transfers
Application Training

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Web Training Tips

Navigation Tabs

- **Outline** and **Thumbnail** show your location in the training
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Presentation Controls

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Web-Links

- On-screen links will open a separate browser window

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Click the Slide Notes button to remove the slide outline and expand the presentation viewing area.
Learning Objectives

• Learn about the BEN Financials Journal Entry Responsibility for Grant & Contract Cost Transfers
• Review general Grant & Contract policy and procedures related to Cost Transfers
• Orient users to the policies and procedures for the new Grant & Contract Cost Transfer responsibility
• Ensure users understand the access and training requirements for the Grant & Contract Journal Responsibility
New Responsibility in BEN

• On July 1, 2010, an additional BEN Financials Journal Entry Responsibility titled **Journal Entry – G&C Cost Transfers** was introduced to improve monitoring, tracking and compliance with the University’s Financial Policy #2113 – Cost Transfers, etc.
Access

- Access to **Journal Entry – G&C Cost Transfers** is granted by completing the following:
  - **BEN Balances – Manual Journal Entry** instructor led training
  - **BEN Balances: Journal Entry – Grant and Contract Cost Transfers** on-line training
  - **BEN Financials Application Logon ID Request** eForm
# Training Requirements

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New User: ✓
Background Journal Entry - General

- Under the **Journal Entry – General** responsibility there were two categories used for correcting/adjusting a previous transaction
  - 02 Adjust a Previous Transaction
  - 07 Grant and Contract Adjustments

- As of July 1, 2010, categories **02** and **07** are **no longer to be used for sponsored project (5 fund) cost transfers**

Departments should continue to use ‘07 Grant and Contract Adjustments’ to perform cost share credits (object code 4822) and/or write-offs in accordance with [Financial Policy #2129](#).
New Responsibility – New Categories

• Authorized users are to prepare cost transfers for sponsored project account (5 funds) using **Journal Entry – G&C Cost Transfers** under two categories:
  
  – **Category 15 G&C UN90**
    
    – Select this category when entering cost transfers within 90 days of the month end of the original transaction date
  
  – **Category 16 G&C OV90**
    
    – Select this category when entering cost transfers that exceed 90 days of the month end of the original transaction date

Please note: ORS approval will be required for Category 16 prior to posting. Specific instructions on the ORS approval process will be provided in the Application training.
Demonstration of How To Enter a Journal Entry for Category 15 G&C UN90
Journal Entry – G&C Cost Transfer < 90 Days

Purpose: To demonstrate how to perform a Cost Transfer for Grant and Contracts within 90 days using Category 15 G&C UN90

Activity
• The monthly review of account activity on a sponsored project (5 fund) revealed an erroneous transaction (wayward)
• The discovery of the error occurred less than 90 days of the month end of the original transaction date
• Tip: Prior to creating the journal entry, the Original Batch ID must be known

Steps
• Logon to BEN Financials
• Select the Journal Entry – G&C Cost Transfer Responsibility
• Select the menu path Journals>Enter
• Click on [New Journal]
• Enter the Batch Name
• In the Category field, select 15 G&C UN90
• Continue completing all required fields*
• Tab to the the Context Box on Line 1
  • Original Batch Name must be entered
  • Period will automatically populate
• Click on [Check Funds]
• Click on [Reserve Funds]

*To review how to enter a manual journal entry, field by field, go to the Journal Entry – General User Guide
Journal Entry – G&C Cost Transfer < 90 Days

Enter the **Batch Name**

In the Category field, select **15 G&C UN90**

Complete all other fields according to University procedures

Note the Type of Adjustment field defaults to ‘Correction of Previous Trans’

Note: When creating a journal for a specific Category, the entire journal entry must all be for that Category.
Enter the **Original Batch Name**

**Note:** You must enter the exact Batch Name or use a Wildcard (%) around the portion of the Batch Name typed to select.

**Note:** The Period will automatically populate once the Original Batch Name is validated.

**Tip:** To move through the form, press `[Tab]` instead of `[Enter]`. `[Enter]` may initiate the form. If this happens you will need to log out and log in again.

**Tip:** For Line 20, from the menu bar, select **Duplicate>Record Above** to copy the line. Saves retyping the Context Box again.

**Note:** If the Context Box is not entered, this message will appear. If the Context Box is not entered, this message will appear.
Journal Entry – G&C Cost Transfer < 90 Days

Click on [Check Funds]

Click on [Reserve Funds]

Note: The line Description field must include a detailed explanation for each line of the journal entry.

Note: Completion of the Context Box is required for each line. The Original Batch ID field should be completed for each line, even if multiple cost transfers are entered in one journal.

Tip: If you would like to save your journal, remember to complete all required fields, including the ‘Context Box’ on the line.

• Use a different and allowable account number
• Do not execute the transaction
Demonstration of How To Enter a Journal Entry for Category 16 G&C OV90
Purpose: To demonstrate how to perform a Cost Transfer for Grant and Contracts over 90 days using Category 16 G&C OV 90

Activity
• A subsequent review of account activity identified a transaction that requires a cost transfer
• This transaction exceeds 90 days from the month end of the original transaction date

Step
• Logon to BEN Financials
• Select the Journal Entry – G&C Cost Transfer Responsibility
• Select the menu path Journals>Enter
• Click on [New Journal]
• Enter the Batch Name
• In the Category field, select 16 G&C OV90
• Continue completing all required fields
• Tab to the the Context Box on Line 1
  • Original Batch Name must be entered
  • Period will automatically populate
• Click on [Check Funds]
• Click on [Reserve Funds]

Be sure to have all the required supporting documentation on hand and ready to e-mail your Desk Accountant prior to creating the journal.
Journal Entry – G&C Cost Transfer > 90 Days

Enter the **Batch Name**

In the Category field, select **16 G&C OV90**

Complete all other fields according to University procedures

**Important! Note the additional required information for 16 G&C OV90**
Journal Entry – G&C Cost Transfer > 90 Days

Note: This pop-up box will appear prior to entering the first line noting ORS will be required to approve this journal.

Tip: For Line 20, from the menu bar, select Duplicate>Record Above to copy the line. Saves retyping the Context Box again.

After entering the first line, TAB through the line to the Context Box. Click on the ellipsis (three dots) at the right far right to open the Context Box.

Enter the Original Batch Name
Note: You must enter the exact Batch Name or use a Wildcard (%) around the portion of the Batch Name typed to select.

Note: The Period will automatically populate once the Original Batch Name is validated.

Note: If the Context Box is not entered, this message will appear.
Journal Entry – G&C Cost Transfer > 90 Days

Click on [Check Funds]
Click on [Reserve Funds]
Once the journal, with a Category 16 G&C OV90, is entered, the information below must be submitted to your ORS Desk Accountant via e-mail:

- **Type in the subject line:**
  - Category 16 Cost Transfer: Fund #, PI, Award/Grant Ref #

- **Include/attach the following supporting documentation:**
  - Journal Batch Name of the Cost Transfer
  - Full explanation of the circumstances under which the error occurred
  - Reason for the delay in correcting the error
  - Explanation of direct benefit to the new funding source
  - Original/source documentation for the transaction (invoice, C-368, etc.)
  - Documentation of PI approval
  - Corrective action plan (as necessary)

Please keep in mind the timing of the cost transfer as it pertains to the Grant End Date/Closeout/Reporting requirements.
Journal Entry – G&C Cost Transfers > 90 Days

• Upon receipt of the e-mail, ORS will review the supporting documentation and respond within five (5) business days

• If all documentation submitted is complete and adequate ORS will post the appropriate journal(s)
  – For any journal entry which requires additional information or is deemed inappropriate, ORS will send an email requesting an adjustment to or the deletion of the journal entry

Cost transfer journal entries not approved by ORS must be deleted promptly by the originating Department.
Resources

• OMB Circulars A-21 and A-110
• Financial Policies Sponsored Projects Policies (21xx)
• Sponsored Projects Handbook
Help

• Office of Research Services
  – http://www.upenn.edu/researchservices/contacts.html

• BEN Contacts
  – http://www.finance.upenn.edu/ben/contacts.shtml

• BEN Helps Support Center
  – http://www.finance.upenn.edu/ben/benhelps/benhelps.shtml

• BEN Knows
  – http://www.finance.upenn.edu/benknows/
Grant & Contract Cost Transfers
Readiness Checklist

• Complete all applicable training requirements:
  • BEN Balances – Manual Journal Entry instructor led training
  • BEN Balances: Journal Entry – Grant and Contract Cost Transfers on-line training
  • BEN Financials Application Logon ID Request eForm
Quiz Instructions

• The following slide will link directly to an on-line quiz
• If you would like to review the material before proceeding to the quiz, use the navigation bar on the left to return to a specific topic or page
• All questions must be answered correctly for successful completion
• You may retake the quiz as needed, however you must close the current session and start the course again

Use the navigational controls below when you are ready to proceed to the quiz