1XXX – ASSETS

11XX – Cash

1110  Cash, Operating
1111  Cash, Investments (State Street Bank)
1115  Cash, Foreign Drafts
1130  Cash, CTF 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
1148  Cash, Office of Research Services
1149  Cash, Gift Suspense

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 & board, fees)
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.

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UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2020

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

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 (Billed)
- 1221 Grant/Contract Receivables (Accrued)
- 1222 Grant/Contract Receivables (Unbilled)
- 1223 Grant/Contract Accounts Receivable Allocation Suspense
- 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
- 1232 Contributions Receivable Cash Receipts Accrual
- 1237 NPV Discount on Pledges Market Value
- 1238 NPV Discount on Pledges Cost Value
- 1239 Contributions Receivable, Allowance for Uncollectible – reduces receivable by an estimate of the amounts which will not be collected.

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 - Used to record monthly accruals and quarterly payments related to annual appropriations from the Commonwealth of Pennsylvania.
- 1249 Trade/Other Receivables, Allowance for Uncollectible – reduces Receivables by an estimate of the amounts which will not be collected.

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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. Transactions recorded to these object codes using CNAC 400 should be made only to the following orgs, most of which are affiliated with CHOP, and only to Fund 014003:

- 4203 CHOP Anesthesia
- 4392 Children’s Health Care Associates
- 4432 CHOP Psychiatry
- 4465 CHOP Radiology
- 4505 Children’s Surgical Associates
- 4530 Clinical Labs of CHOP

1250 Receivable, Health Affiliates: Current Expense and Capital
1251 Receivable, Health Affiliates: Salaries – Full-time Admin and Staff
1252 Receivable, Health Affiliates: Salaries – Full-time Faculty (full-time EB rate) for SON must use PROG number 5406.
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 - used to record payments received from the six CHOP departments in CNAC 400 fund 014003. Also used for temporary transactions for the Nursing School.
1257 Receivable, Health Affiliates: Part Time Employee Benefits charge
1258 Receivable, Health Affiliates: CHOPPA Payroll (Special CPUP/CHOPPA EB rate) – Must use PROG number 3020.

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

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1265 Benefits Withholding Receivable

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

1270 Income Accrual
1271 Sales Advanced
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)
1330 ROU Lease Asset

14XX – Inventories – Goods available for sale

1410 Inventory (e.g., Lab stockrooms, University Club)

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15XX – Inter-Entity Due To/Due From – Amounts owed to/by the University to/from inter-entity health practices (usually CPUP/HUP) and the Independent Operations. All transactions to the UPHS interfund (210-21XX-1-fund-15XX-prog-cref), the PSOM CPUP interfund (400-4XXX-2-014003-15XX-prog-cref), or the Dental CPUP interfund (510-5194-1-000000-15XX-prog-cref) must include a 6 digit Lawson number and 5 digit UPHS Chart of Account number.

1510 Due to/Due from: Miscellaneous Advances
1511 Due to/Due from: CPUP Compensation – Base Pay (Special CPUP/CHOPPA EB rate). Must use PROG number 3020.
1512 Due to/Due from: CPUP Compensation – Bonus (Special CPUP/CHOPPA EB rate)
1513 Due to/Due from: CPUP Compensation – Variable Pay (Incentive) (Special CPUP/CHOPPA EB rate). Must use PROG number 3020.
1514 Due to/Due from: CPUP Compensation – CPUP Fringe benefits (Special CPUP/CHOPPA EB rate)

1520 Due to/Due from: Current Expense
1521 Due to/Due from: Salaries – Full-time Admin and Staff (FT EBs).
1522 Due to/Due from: Salaries – Full-time Faculty (FT EBs).
1523 Due to/Due from: Salaries – Part time (PT EBs).
1524 Due to/Due from: Salaries (No EBs).
1525 Due to/Due from: Full-time Employee Benefits charges

1526 Due to/Due from: Payments and Other Credits - used to record payments received from and made to UPHS to pay down on the interfund balance.
1527 Due to/Due from: Capital - used to record capital transactions usually between UPHS and the School of Medicine
1529 Due to/Due from: 2% Dean’s Fund-used to record CPUP deans tax transactions each month which is 2% of each CPUP practice’s monthly revenue distributed to the School of Medicine.

1530 Due to/Due from: Long Term- used to record UPHS long term debt transactions

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<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1531</td>
<td>Due to/Due from: HUP Cost Center/Group Practice – used to record HUP Group practice charges, which are services provided by UPHS to University Departments.</td>
</tr>
<tr>
<td>1532</td>
<td>Due to/Due from: Tuition Benefits- used to record Tuition Benefit charges provided to UPHS employees.</td>
</tr>
<tr>
<td>1534</td>
<td>Due to/Due from: AP credits - used to book interfund AP credits.</td>
</tr>
<tr>
<td>1537</td>
<td>Due to/Due from: Rent - Previously used to record rent activity between the University and the Health System. Most of these transactions are now recorded in 1520.</td>
</tr>
<tr>
<td>1539</td>
<td>Due to/Due from: Miscellaneous charges exempt from overhead – used to record miscellaneous interfund charges exempt from overhead.</td>
</tr>
<tr>
<td>1540</td>
<td>Due to/Due from: Part Time Employee Benefits charge</td>
</tr>
<tr>
<td>1541</td>
<td>Due to/Due from: CPUP EB (Special rate)</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1600</td>
<td>Long-term Student Loans</td>
</tr>
<tr>
<td>1601</td>
<td>Short-term Student Loans</td>
</tr>
<tr>
<td>1602</td>
<td>Student Loans, Allowance for Uncollectible – reduces receivables by an estimate of the amounts which will not be collected.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1611</td>
<td>Long-term Employee Loans</td>
</tr>
<tr>
<td>1612</td>
<td>Short-term Employee Loans</td>
</tr>
<tr>
<td>1613</td>
<td>Special Employee Loans</td>
</tr>
</tbody>
</table>

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1616  Special Mortgage Loans

164X – Other Loans

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1641</td>
<td>Other Loans</td>
</tr>
<tr>
<td>1649</td>
<td>Other Loans, Allowance for Uncollectible</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1700</td>
<td>Direct Holdings, Book Value</td>
</tr>
<tr>
<td>1701</td>
<td>Direct Holdings, Other</td>
</tr>
<tr>
<td>1702</td>
<td>Direct Holdings, Unrealized Gain/Loss</td>
</tr>
<tr>
<td>1704</td>
<td>Other Investments – Donor-Restricted</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1710</td>
<td>AIF: Investment, Book value</td>
</tr>
<tr>
<td>1711</td>
<td>AIF: Investment, Realized Gain/Loss</td>
</tr>
<tr>
<td>1712</td>
<td>AIF: Investment, Unrealized Gain/Loss</td>
</tr>
<tr>
<td>1713</td>
<td>AIF: Spending Rule Investment, Book Value</td>
</tr>
<tr>
<td>1714</td>
<td>AIF: Spending Rule Investment, Realized Gain/Loss</td>
</tr>
<tr>
<td>1715</td>
<td>AIF: Spending Rule Investment, Unrealized Gain/Loss</td>
</tr>
</tbody>
</table>

172X – Intermediate Term Fund Investments

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1720</td>
<td>Intermediate Term Fund, Book Value</td>
</tr>
</tbody>
</table>

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UNIVERSITY OF PENNSYLVANIA
GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2020

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1721 Intermediate Term Fund, Realized Gain Inv
1722 Intermediate Term Fund, Unrealized Gain Inv

174X – Investments held at TIAA Kaspick
1740 Investments, TIAA Kaspick

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 Trust Investments – Investments of Assets held in trusts outside the University.
1770 OM Trust: Investment, Book value
1771 OM Trust: Investment, Realized Gain/Loss
1772 OM Trust: Investment, Unrealized Gain/Loss

178X – Other Investments, held by Treasurer
1780 Securities
1781 Real Estate
1782 Insurance Policy Investments
1783 Non-Liquid Investments
1784 Special Investments
1789 Subsidiary: Investments Held by Subsidiaries (non-AIF)

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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
1819 Land Improvements Accumulated Depreciation

182X – Buildings & Fixed Equipment

1820 Buildings & Fixed Equipment
1821 Moveable Equipment
1825 Internal Use Software in Process Cost Account
1826 Equipment In Process Cost Account
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.

IMPORTANT: Effective March 2008, 183X object codes cannot be used to create a requisition. You must use 187X object codes for moveable equipment

1837 Donated Equipment, accumulated depreciation
1838 Donated Equipment
1839 Moveable Equipment, accumulated depreciation

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

1860  Intangible Assets

187X to 188X – Asset Clearing Accounts – Assets purchased with a cost of at least $5,000.00 or assets leased with a cost of at least $100,000.00.

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

1870  Furniture and Fixtures Clearing Account
1871  Computer Equipment Clearing Account
1872  Other Capitalized Equipment Clearing Account
1873  Donated Equipment Clearing Account
1877  Equipment in Process Clearing Account
1879  Building & Fixed Equipment Clearing Account
1880  Internal Use Software Clearing Account
1881  Land Improvements Clearing Account

1889-

1889  BEN Assets Default

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

190X – Site Acquisition

1901  Property Acquisition

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## UNIVERSITY OF PENNSYLVANIA

**GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2020**

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<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1902</td>
<td>Appraisal Fee</td>
</tr>
</tbody>
</table>

### 191X – Site Preparation

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1911</td>
<td>Surveys</td>
</tr>
<tr>
<td>1912</td>
<td>Demolition</td>
</tr>
<tr>
<td>1913</td>
<td>Test Borings</td>
</tr>
<tr>
<td>1914</td>
<td>Utilities to site, utility relocation</td>
</tr>
<tr>
<td>1916</td>
<td>Pre Construction Consultant</td>
</tr>
<tr>
<td>1917</td>
<td>Scope Development Services</td>
</tr>
</tbody>
</table>

### 192X – Construction and Fixed Equipment

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1920</td>
<td>Construction</td>
</tr>
<tr>
<td>1921</td>
<td>Non-structural improvements</td>
</tr>
<tr>
<td>1922</td>
<td>Security Systems</td>
</tr>
<tr>
<td>1923</td>
<td>Landscaping/site development</td>
</tr>
<tr>
<td>1925</td>
<td>Construction contingency</td>
</tr>
<tr>
<td>1926</td>
<td>Special Fixed Equipment</td>
</tr>
<tr>
<td>1927</td>
<td>Telephone and Communications</td>
</tr>
<tr>
<td>1928</td>
<td>Signage</td>
</tr>
<tr>
<td>1929</td>
<td>Asbestos removal</td>
</tr>
</tbody>
</table>

### 1930-1938 – Fees

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1930</td>
<td>Architectural/Engineering fee</td>
</tr>
<tr>
<td>1931</td>
<td>Architect/Construction contingency</td>
</tr>
<tr>
<td>1932</td>
<td>Architectural Reimbursable: reproductions</td>
</tr>
<tr>
<td>1933</td>
<td>Consultants</td>
</tr>
<tr>
<td>1934</td>
<td>Consultants – Landscape allowance</td>
</tr>
</tbody>
</table>

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1935 Consultants – Other
1936 Legal and administrative: permits
1937 Construction bond
1938 Miscellaneous reproductions, printing

1939-194X – Construction Management Fees

1939 PSOM Project Fee
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

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<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1963</td>
<td>Project Management</td>
</tr>
<tr>
<td>1964</td>
<td>Utilities during Construction</td>
</tr>
<tr>
<td>1965</td>
<td>Utility Shut Downs</td>
</tr>
<tr>
<td>1966</td>
<td>Capitalized Interest</td>
</tr>
<tr>
<td>1969</td>
<td>Approved Budget Over Bid</td>
</tr>
</tbody>
</table>

1990 – CIP Closeout

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

1995 – CIP Held by Subsidiaries

1995   Subsidiary: CIP Held by Subsidiaries

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

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2103 Withholding, City tax
2104 FICA (withholding & Univ. contribution)
2105 Withholding, SUTA
2106 Withholding, Non-resident alien
2110 Amusement tax
2111 Sales & Use Tax-Pennsylvania and Philadelphia
2114 Real Estate Taxes
2115 Withholding, Pension Federal Tax
2116 Withholding, Medicare Federal
2117 N.J. State Unemployment Tax
2118 Sales & Use Tax – Other States

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

2120 BC/BS
2129 Keystone HMO
2130 Dental
2131 Prescription Benefit Liability
2132 Penn Care
2134 Aetna HMO
2136 Long Term Care
2137 UPHS Health P.O.S. Plan
2138 Vision Care
2139 Amerihealth HMO
2140 Amerihealth POS
2141 Postdoc Healthcare
2142 LTD Supplemental Insurance
2143 High Deductible Health Care (HDHC)
2144 Aetna PPO
2146 Affordable Care Act (ACA)

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

- 2150 TIAA
- 2152 Vanguard
- 2153 Group Life
- 2156 Police Pension
- 2157 TIAA/CREF Basic
- 2158 Vanguard Basic
- 2159 SERP Liability-CPUP

218X – Miscellaneous Payroll Withholding

- 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
- 2230 Withholding, Penn’s Way
- 2237 Penn’s Way Undesignated Contributions (Non-Payroll)

224X – Employee Expense Accounts (Payroll Withholding)

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### UNIVERSITY OF PENNSYLVANIA

**GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2020**

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2240</td>
<td>Medical</td>
</tr>
<tr>
<td>2241</td>
<td>Dependent Care Expense</td>
</tr>
<tr>
<td>2242</td>
<td>Health Savings Account (HSA)</td>
</tr>
</tbody>
</table>

#### 23XX – University Liability, Accrued Expense, and Reserves

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2301</td>
<td><strong>Accrued Expense</strong></td>
</tr>
<tr>
<td>2302</td>
<td>Accrued Payroll</td>
</tr>
<tr>
<td>2305</td>
<td>Purchasing Card (formerly ProCard)</td>
</tr>
<tr>
<td>2308</td>
<td>Deferred Compensation-457 Plan</td>
</tr>
<tr>
<td>2310</td>
<td>Student Health Insurance</td>
</tr>
<tr>
<td>2312</td>
<td>CIP-Retainage</td>
</tr>
<tr>
<td>2320</td>
<td>Insurance Reserve</td>
</tr>
<tr>
<td>2321</td>
<td>Workers Compensation</td>
</tr>
<tr>
<td>2322</td>
<td>Long Term Disability</td>
</tr>
<tr>
<td>2325</td>
<td>Escheat Reserve</td>
</tr>
<tr>
<td>2330</td>
<td>Other Liabilities. To accrue for other liabilities not specifically described elsewhere.</td>
</tr>
<tr>
<td>2335</td>
<td>Unidentified Receipts</td>
</tr>
<tr>
<td>2340</td>
<td>FAS 106 Accrued Expense</td>
</tr>
<tr>
<td>2341</td>
<td>Vacation Accrued Expense</td>
</tr>
<tr>
<td>2342</td>
<td>Pension Accrued Expense</td>
</tr>
<tr>
<td>2343</td>
<td>Interest on Long Term Debt Accrued Expense</td>
</tr>
<tr>
<td>2344</td>
<td>Other Retirement Plans Liability</td>
</tr>
<tr>
<td>2345</td>
<td><strong>FIN 45 Liability</strong></td>
</tr>
<tr>
<td>2346</td>
<td>FIN 5 Liability</td>
</tr>
<tr>
<td>2350</td>
<td>Operating Lease Liability</td>
</tr>
</tbody>
</table>

#### 24XX – General and Student Financial Services Liability

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2400-2406 – General Liability

2400  AP Liability, Current Expense
2401  GL Suspense
2402  Bookstore Liability
2404  EPayables Liability
2405  Subsidiary: A/P Liability Held by Subsidiaries

2408-2409 – TEM Liability

2408  TEM Individuals Liability
2409  TEM Credit Card Liability

241X – Student Financial Services

2410  BRS Liability (15008)
2411  BRS Liability (15009)
2412  BRS Liability (15010)
2413  BRS Liability, Cash (15011)
2415  Federal Government Student Loan Program

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

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<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2505</td>
<td>Study Abroad and Non-Degree Tuition</td>
</tr>
<tr>
<td>2507</td>
<td>Undergraduate Acceptance Fee</td>
</tr>
<tr>
<td>2508</td>
<td>Graduate Acceptance Fee</td>
</tr>
<tr>
<td>2509</td>
<td>PhD Acceptance Fee</td>
</tr>
<tr>
<td>2512</td>
<td>Graduate Special Acceptance Fee</td>
</tr>
<tr>
<td>2515</td>
<td>Other Fees Deferred (e.g., General Fee)</td>
</tr>
<tr>
<td>2516</td>
<td>Continuing Education Programs</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2520</td>
<td>Residence</td>
</tr>
<tr>
<td>2521</td>
<td>Dining</td>
</tr>
<tr>
<td>2522</td>
<td>Student Health</td>
</tr>
<tr>
<td>2523</td>
<td>Penalty</td>
</tr>
<tr>
<td>2524</td>
<td>Bad Checks</td>
</tr>
<tr>
<td>2525</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>2526</td>
<td>Deferments</td>
</tr>
</tbody>
</table>

253X – Penn Plan

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2530</td>
<td>Penn Plan, Plan A</td>
</tr>
<tr>
<td>2531</td>
<td>Penn Tuition Stabilizer Plan</td>
</tr>
<tr>
<td>2532</td>
<td>Penn Monthly Budget Plan</td>
</tr>
<tr>
<td>2534</td>
<td>Penn Plan Inc</td>
</tr>
<tr>
<td>2535</td>
<td>Advance Receipts</td>
</tr>
</tbody>
</table>

255X – Sales/Services

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2550</td>
<td>Sales/Services</td>
</tr>
</tbody>
</table>

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UNIVERSITY OF PENNSYLVANIA
GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2020

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256X – Gift Annuities, Pooled Life, UniTrust

2560 Gift Annuities, Present Value
2561 Pooled Life/UniTrusts, Interest & Dividends
2563 Pooled Life/UniTrusts, Fixed
2564 Pooled Life/UniTrusts, Equity

26XX – DEPOSITS & ADVANCES

2600 Student Deposits
2610 Rental Deposits
2620 Other Deposits
2630 Advances: Grants & Contracts
2631 Residual Balance Transfer
2640 Tuition: Advanced Receipts
2641 Tuition: Advanced Receipts
2642 Advances: Investment Purchases
2644 Investments: Other Payables

27XX – Short-term & Long-term Debt

270X-External Debt

2700 Long-term Debt, non-current portion
2702 Premium/Discount on Long-term Debt – Non Current Portion
2703 Premium/Discount on Long-term Debt – Current Portion
2704 Cost of Issuance

278X – Internal Loans

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UNIVERSITY OF PENNSYLVANIA
GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2020

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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

28XX  –  Due to/Due from (Agency Funds)

2800  Due to/Due from External Organizations

3XXX  –  SPECIAL

3000  Year End Fund Balance

4XXX  –  REVENUE

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

410X  –  Academic Year (Fall & Spring)

4100  Undergraduate Regular – Fall and Spring
4104  Traditional Undergraduate Guarantee Adjustment – Tuition
4105  Undergraduate Traditional
4106  PhD Degree
4107  Professional and Other Degree Programs
4108  Certificate and Non-Degree

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UNIVERSITY OF PENNSYLVANIA
GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2020

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411X – Summer and Tuition Discount

4115 Undergraduate Traditional-Summer
4116 PhD Degree – Summer
4117 Professional and Other Degree Programs- Summer
4118 Certificate and Non-Degree - Summer
4119 Tuition Discount

412X – Other Tuition and 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
4127 Student Receivables Recoveries
4128 Revenue Sharing
4129 Other Special Programs

413X – Fees

4130 Admission Application Fee
4131 General Fee
4132 General Fee Distribution
4133 Technology Fee – Undergraduate
4134 Technology Fee – Graduate
4135 Recreation & Facilities Fees
4136 Student Health Fee
4138 Manual Entries to Tuition and Fees

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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

417X to 419X – STUDENT AID (CONTRA REVENUE)
Tuition, fees, housing remitted on behalf of students.

The 417x object codes will be phased in beginning in FY16 with the implementation of NGSS. In order to facilitate RCM reporting, all aid expense will be classified by type of student. In order to facilitate GAAP reporting, all aid expense will be classified by whether service is required for the award or not. If the award is for a package that includes a stipend and the associated student aid, then the service/no service designation on the student aid should match the service/no service designation on the stipend.

Once NGSS is implemented, the use of the student aid object codes 4182 and 4184-4195 will be discontinued. Object code 4180 will continue to be used for accruals and adjustments, and object codes 4181 and 4183 will continue to be used for the Undergraduate student aid distributions.

4170 Student Aid, Traditional Undergraduates, no service required
4171 Student Aid, Traditional Undergraduates, service required
4172 Student Aid, PhD students, no service required
4173 Student Aid, PhD students, service required
4174 Student Aid, Other degree students, no service required

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UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2020

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4175  Student Aid, Other degree students, service required
4176  Student Aid, Non-Degree students, no service required
4177  Student Aid, Non-Degree students, service required
4180  Student Aid, general
4181  Student Aid, Traditional Undergraduate Distribution
4183  Student Aid, Non-traditional Undergraduate Distribution
4189  Tuition, Research Fellow (GAAP adjustments only as of FY16)
4194  Traditional Undergraduate Guarantee Adjustment – Aid
4196  Undergraduate Financial Aid Endowment Income
4199  Student Aid Campus Depopulation/Relocation Expenses

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

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., University Club, Museum).
4322  Conference fees

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UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2020

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<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4330</td>
<td>Parking, sticker sales</td>
</tr>
<tr>
<td>4331</td>
<td>Parking, gate receipts</td>
</tr>
<tr>
<td>4340</td>
<td>Ticket Sales/Gate Receipts</td>
</tr>
<tr>
<td>4350</td>
<td>Student Educational Supplies. Excludes Bookstore purchases (e.g., reading</td>
</tr>
<tr>
<td></td>
<td>packs from internal copier services, instrument kits).</td>
</tr>
<tr>
<td>4360</td>
<td>Trade Sales &amp; Services (e.g., gift shop activity)</td>
</tr>
<tr>
<td>4361</td>
<td>Vending</td>
</tr>
<tr>
<td>4370</td>
<td>Computer Connection – taxable revenue (external sales)</td>
</tr>
<tr>
<td>4371</td>
<td>Computer Connection – non–taxable revenue (external sales)</td>
</tr>
<tr>
<td>4380</td>
<td>Equity Gain/Loss in Independent Operations</td>
</tr>
<tr>
<td>4381</td>
<td>Inter-entity Sales and Services</td>
</tr>
<tr>
<td>4398</td>
<td>Refunds</td>
</tr>
<tr>
<td>4399</td>
<td>Other</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4400</td>
<td>Gift Revenue – ATLAS</td>
</tr>
<tr>
<td>4401</td>
<td>Gift Revenue – Non-ATLAS</td>
</tr>
<tr>
<td>4402</td>
<td>Indirect Cost Recovery (aka Overhead) on Gifts</td>
</tr>
<tr>
<td>4405</td>
<td>Overhead Recovery on Gifts</td>
</tr>
<tr>
<td>4409</td>
<td>Reallocation of Gift Revenue</td>
</tr>
<tr>
<td>4410</td>
<td>Private Grant Revenue</td>
</tr>
</tbody>
</table>

**45XX – GAIN/LOSS ON EARLY EXTINGUISHMENT OF DEBT**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4501</td>
<td>Other gains/losses. Use restricted to the Office of the Treasurer for the sole</td>
</tr>
<tr>
<td></td>
<td>purpose of recording gains or losses related to early extinguishment of debt.</td>
</tr>
</tbody>
</table>

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46XX – SPONSORED PROGRAMS and OTHER
Revenue from grants and contracts for research services rendered.

4600  Grant Revenue (direct and indirect)
4601  Grant & Contract Clinical Trial Residual
4610  Commonwealth Appropriation
4620  Program income

47XX – INVESTMENT INCOME - Revenue and related overhead charges from investments in the Associated Investments Fund (AIF), the Temporary Investments 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, including the non-service cost component of periodic cost
4706  Realized Gain on Non-Gifted Securities (earned)
4707  Realized Gain on Non-Gifted Securities (distributed)
4708  Realized Gain on Derivatives and Other Hedge Activity
4709  Reallocation of Investment Income (Transfer)

471X – Income from AIF (Associated Investment Fund)

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UNIVERSITY OF PENNSYLVANIA

GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2020

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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)
4716  AIF: Income Remitted

472X – Income from Intermediate Term Fund

4720  Intermediate Term Fund Income (distributed)
4721  Intermediate Term Fund Realized Gains (distributed)
4722  Intermediate Term Fund Unrealized Gains (distributed)

474X – Income from Kaspick and Co.

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

475X – Real G/L from Inv Mgmt Fees

4756  Gift Annuity Payments
4757  Direct Internal Investment Fees
4758  Realized Gain/Loss from Investment Management Fees. This object code will replace using 5312 to record direct management fees for the endowment.
4759  Accumulated Translational Gains/Losses –This is intended for translation gains and losses related to the translation of financial statements, maintained in a foreign currency, into US dollars.

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General Ledger Object Codes - Fiscal Year 2020

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476X – Income from External Trustee Charitable Remainder Trust

- 4761 External CRT Realized Gain/Loss
- 4762 External CRT Unrealized Gain/Loss

477X – Income from Outside Managed Trust Investments (Income from assets held in trust by outside entities)

- 4770 OM Trust: Investment Income (distributed)
- 4771 OM Trust: Realized Gain/Loss (distributed)
- 4772 OM Trust: Unrealized Gain/Loss (distributed)

478X – Income from TIF (Temporary Investment Fund)

- 4780 TIF: Investment Income (distributed)
- 4783 TIF: Income (Remitted to Sponsor)

479X – Administrative Fee & Overhead

- 4790 Investment Income, Administrative Charge
- 4791 Investment Income, Administrative Recovery
- 4792 Investment Income, Indirect Cost Recovery (aka Overhead) Charge
- 4793 Investment Income, Overhead Recovery
- 4794 Endowment Assessment Charge
- 4795 Endowment Assessment Recovery

48XX – Reclassifications & Transfers

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GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2020

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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
4811  Reclassification, operating gifts
4812  Reclassification, capital gifts
4813  Reclassification, overhead

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. Object codes 4820 and 4825 must always net to $0.00 in a journal entry.

4821  Capital Project Funding Transfer
4822  Cost Sharing Transfer - Mandatory or Voluntarily Committed (grants/contracts). Mandatory cost sharing is the Institution's commitment required as a condition of the solicitation, announcement, or terms and condition of the award. Voluntary cost sharing is the portion of project costs committed, expressed, or quantified in the proposal budget or justification to the sponsoring agency but not required or funded by the sponsoring agency. The expenditures and resources for voluntarily committed and mandatory cost sharing must be accounted for under a separate grant fund number and charged to appropriate expense and revenue object codes. The transfer of departmental resources to offset the expenses on cost share funds are

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processed using a journal entry crediting object code 4822 on the grant and a corresponding debit to the departmental funding source.

4823 Inter-Entity Equity Transfer – Operating. These types of transfers represent the transfer of Resources between University departments and affiliated entities - generally HUP and the Clinical Practices - to be used for a particular department’s operating activities. The transfers are affected using a journal entry, with the University unit debiting or crediting object code 4823 and an offsetting entry to object code 15xx in the affiliated center.

4824 Inter-Entity Equity Transfer – Nonoperating. These types of transfers represent the transfer of Resources between University departments and affiliated entities - generally HUP and the Clinical Practices - to be used for a particular department’s nonoperating activities. The transfers are affected using a journal entry, with the University unit debiting or crediting object code 4824 and an offsetting entry to object code 15xx in the affiliated center. These transfers are usually limited to capital projects, equipment purchases, and the principal portion of debt service payments.

4825 Resource Transfers Out. See description of object code 4820. Object codes 4820 and 4825 must always net to $0.00 in a journal entry.

4826 Equipment Close Out

4827 Cost Sharing Transfer - Uncommitted (grants/contracts). These types of transfers represent funding to cover the portion of project costs charged not funded by the sponsoring agency (general cost overruns). The object code 4827 must be used on both sides of the journal to record the transfer of funds from the departmental funding source to the grant.

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).

4831 Subvention, Regular Programs

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GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2020

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4832  Subvention, One-Time
4833  Subvention, Student aid (University Fellowships, Research Assistants, Research Fellows.
4839  University Bank Transfer. Must be used on both sides of the journal entry.
4840  Final Year End Adjustment Transfer. Must be used on both sides of the journal entry.

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 Arboretum, Wharton Executive Education Center).
4910  Royalties from External Parties
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 Revenue
4921  Gain on Sale of Asset
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

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4995 Balance Transfer Offset, Other Investments
4996 Balance Transfer Offset, Non Cash Gifts
4999 Offset, Conversion Revenue

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 Pennant AR
9402 Pennant Grad Funding
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 Planning and Analysis for the current full-time and limited service employee benefit rates.

50XX – ACADEMIC COMPENSATION
This category represents academic-related compensation and benefits costs. Further breakdowns of these groupings (e.g., Professor, Associate Professor, Assistant Professor in the Standing Faculty object codes) can be achieved through the HCM Universe in the Data Warehouse using job profile and earnings code.

501X – 503X – FACULTY SALARIES

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GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2020

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5010 Standing Faculty. 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. (FT EBs).

5011 Non-Standing Faculty. Includes Associated Faculty and Academic Support staff. Excludes students and tenured-track faculty. (FT EBs).

5020 Faculty-Subject to part time EBs. Includes Associated Faculty, Academic Support staff, Emeritus Faculty, and other academic staff. Excludes students. (PT EBs).

5030 Scholarly Leave (No EBs).

504X, 5062-5063, and 5070 – GRADUATE AND PROFESSIONAL STUDENTS

5040 Teaching Assistant (No EBs).

5041 Research Assistant (No EBs).

5043 Postdoctoral NRSA Fellow (No EBs). Use only with job - Postdoctoral Fellow, NRSA. Can be used ONLY with a NRSA grant.

5044 Research Fellow. Appointed for research directly related to their discipline and required for the completion of their degree. (No EBs.)

5046 Educational/Predoctoral Fellowship. There is no service requirement related to the payment. (No EBs.)

5048 Teaching Fellow (No EBs).

5049 Teaching Assistant – Summer Appointment (PT EBs – subject to FICA.)

5062 Postdoctoral Researcher (PT EBs). Used with job – Postdoctoral Researcher. Can be used with any funding source except a training grant or fellowship.

5063 Non-NRSA Postdoctoral Fellow (PT EBs). Used with job - Postdoctoral Fellow. Can be used only for non-NRSA fellowships.

5070 Research Assistant - Summer Appointment (PT EBs– subject to FICA).

Object Codes No Longer Used.

5042 Postdoctoral Researcher. (No EBs charged). Use only with job class 217500 (Postdoc Researcher). Can be used with any funding source except a training grant. NO LONGER USED. USE OBJCD 5062 INSTEAD.

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GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2020

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5045 Pre-Doctoral Fellowship. Registered graduate student paid from an external funding source. There is no service requirement related to the payment (No EBs). NO LONGER USED. USE OBJCD 5046 INSTEAD.

505X – SPECIAL PAYMENTS TO FACULTY

5052 Summer Instruction (FT EBs).
5053 Summer Research (FT EBs).
5054 Other Full-Time Teaching (FT EBs).
5056 Academic Administrative (FT EBs).
5057 Academic Allowances (PT EBs).

Object Codes No Longer Used.

5051 Intra-University Consulting (FT EBs). See Faculty Handbook for policy restrictions. NO LONGER USED.
5055 Extra Non-Teaching Services – full-time employees (FT EBs). NO LONGER USED.

51XX – NON – ACADEMIC COMPENSATION – This category represents non-academic related compensation and benefits costs.

510X – 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: Professional Staff (FT EBs).
5104 Allowances: Professional Staff (PT EBs).

Object Codes No Longer Used.

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5101 Salaries: Instruction/Research Professional Staff. Payments to staff holding instruction or research administrative positions. (FT EBs). NO LONGER USED. USE OBJCD 5100 INSTEAD.

5102 Extra Services: Financial/General Administrative Professional Staff (FT EBs). NO LONGER USED. USE OBJCD 5100 OR 5130 INSTEAD.

5103 Extra Services: Instruction/Research Professional Staff (FT EBs). NO LONGER USED. USE OBJCD 5100 OR 5130 INSTEAD.

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

5112 Overtime: Support Staff. (FT EBs).

5114 Regular Pay: Support Staff (FT EBs).

Object Codes No Longer Used.

5113 Extra Services/Overtime: Instruction/Research Salaried Support Staff (FT EBs). NO LONGER USED. USE OBJCD 5114 INSTEAD.

5110 Salaries: Financial/General Administrative Support Staff (Non-exempt salaries, weekly paid, support staff). (FT EBs). NO LONGER USED. USE OBJCD 5114 INSTEAD.

5111 Salaries: Instruction/Research Support Staff. Payments to staff holding instruction or research administrative positions. (FT EBs). NO LONGER USED. USE OBJCD 5114 INSTEAD.

5115 Regular Pay: Instruction/Research Part Time hourly paid Support Staff (FT EBs). NO LONGER USED. USE OBJCD 5114 INSTEAD.

5116 Extra Services: Financial/General Part Time hourly paid Support Staff (FT EBs). NO LONGER USED. USE OBJCD 5114 INSTEAD.

5117 Extra Services: Instruction/Research Part Time hourly paid Support Staff (FT EBs). NO LONGER USED. USE OBJCD 5114 INSTEAD.

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

- 5120 Regular Pay: Unionized Staff (FT EBs).
- 5126 Overtime: Unionized Staff (FT EBs).

**Object Codes No Longer Used.**

- 5121 Regular Pay: Instruction/Research Support Staff (FT EBs). NO LONGER USED. USE OBJCD 5120 INSTEAD.
- 5122 Extra Services/Overtime: Financial/General Administrative Hourly Support Staff (FT EBs). NO LONGER USED. USE OBJCD 5120 INSTEAD.
- 5123 Extra Services/Overtime: Instruction/Research Hourly Support Staff (FT EBs). NO LONGER USED. USE OBJCD 5120 INSTEAD.
- 5124 Salaries: Financial/General weekly paid Unionized Staff (FT EBs). NO LONGER USED. USE OBJCD 5120 INSTEAD.
- 5125 Salaries: Instruction/Research weekly paid Unionized Staff (FT EBs). NO LONGER USED. USE OBJCD 5120 INSTEAD.
- 5127 Extra Services/Overtime: Instruction/Research weekly paid Unionized Staff (FT EBs). NO LONGER USED. USE OBJCD 5120 INSTEAD.

**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 objcd 5139, for which no EB is charged).

- 5130 Temp/PT monthly paid (PT EBs).
- 5134 Temp/PT weekly paid (PT EBs).
- 5139 Part-Time: College Work Study (No EBs).

**Object Codes No Longer Used.**

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5131 Salaried (monthly paid): Instruction/Research (PT EBs). NO LONGER USED. USE OBJCD 5130 INSTEAD.

5132 Salaried (weekly paid): Financial/General Administrative (PT EBs). NO LONGER USED. USE OBJCD 5134 INSTEAD.

5133 Salaried (weekly paid): Instruction/Research (PT EBs). NO LONGER USED. USE OBJCD 5134 INSTEAD.

5135 Hourly: Instruction/Research (PT EBs). NO LONGER USED. USE OBJCD 5134 INSTEAD.

514X – SPECIAL (Not used by Workday)

5140 UPHS: salaries and wages for UPHS employees. This object code is used to record UPHS (HUP, Presbyterian, Pennsylvania Hospital, etc.) salaries for certain Health System employees that also work for a University department. The other side of the entry is usually booked to the interfund 15XX object code.

5141 Other Salaries

518X – RESERVE (for Budgeting only)

5180 Salary Reserve: Academic Salaries. For special situations; subject to full-time EBs for planning.

5181 Salary Reserve: Professional Staff. For special situations; subject to full-time EBs for planning.

5182 Salary Reserve: Support Staff. For special situations; subject to full-time EBs for planning.

5183 Salary Reserve: Unionized Support Staff. For special situations; subject to full-time EBs for planning.

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

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5190 Full-time Employee Benefits.
5191 Part-Time Employee Benefits.
5192 UPHS: Employee Benefits for UPHS employees. This object code is used to record UPHS (HUP, Presbyterian, Pennsylvania Hosp., etc.). Employee benefits for certain Health System employees who also work for a University department. The other side of the entry is usually booked to the interfund 15XX object code.
5193 Prior Period EB Adjustment (Grants/Contracts). Must be used on both sides of the journal entry.
5196 Employee Benefits – Dependent Tuition Charge

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 on a non-local trip within the United States and its territories- (includes trip related expenses such as airfare, lodging, ground transportation, and personal meals). Business meals while traveling should be charged to 5209, or 5214. Note: For local travel use object code 5201.
5201 Local travel for faculty and staff - Local travel includes destinations in and around Philadelphia (50 mile radius or less). Includes purchase of transportation tokens, local ground transportation, mileage reimbursement, PhillyCarShare.

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5202  Foreign travel for faculty and staff - travel expenditures incurred in conjunction with travel outside the United States and its territories, (includes trip-related expenses such as airfare, lodging, ground transportation, and personal meals). Business meals while traveling should be charged to 5209 or 5214.

5204  Student domestic travel - travel expenditures incurred on a non-local trip within the United States and its territories - (includes trip-related expenses such as airfare, lodging, ground transportation and meals). For local travel use 5208.

5205  Student foreign travel - Travel expenditures incurred in conjunction with travel outside the United States and its territories - (includes trip related expenses such as airfare, lodging, and ground transportation and meals).

5206  Non-employee domestic travel – for persons not directly connected with the University e.g., student recruits, lecturers, visitors, consultants and job applicants. Includes trip-related expenses such as airfare, lodging, ground transportation and personal meals.

5207  Non-employee foreign travel - For persons not directly connected with the University e.g., student recruits, lecturers, visitors, consultants and job applicants. Includes all trip-related expenses such as airfare, lodging, ground transportation and personal meals.

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 are meals with a clearly substantiated business purpose that are directly associated with the active conduct of University business and takes place in a dining establishment. At a business meal the business discussion is the primary purpose of the meal. A meal that directly precedes or follows a substantial and bona fide business discussion also meets this criterion. Examples of business meals include meetings with business associates, professional colleagues, students and others at which a bona fide business discussion takes place, e.g. ABA meetings. NOTE: This expense should not be charged to a Purchasing Card (formerly known as a ProCard). Any alcohol in conjunction with a business meal must be charged to 5214. Local travel is no longer charged to this object.

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code. Refer to the University Financial Policy #2361 Travel and Entertainment Reimbursement Policy - Meals and Entertainment at: 
http://www.finance.upenn.edu/vpfinance/fpm/2350/2361.

5210 Meetings and conference fees/registrations - Use this object code when paying conference registration fees directly or reimbursing prepaid registration costs, i.e. reallocation of conference/registration fees charged on a Purchasing Card (formerly known as ProCard).

5211 Business Meetings on Campus - Refreshments for meetings, lab lunches, groceries, box lunches etc. constitute meeting expenses. To be used when the primary focus is the meeting at which food is brought in. Note: any alcoholic beverages that are served in conjunction with campus meetings must be charged to 5214.

5212 International project/program costs – use this object code 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. The receipts for project/program costs and the responsibility for ensuring that those monies have been spend in accordance with the guidelines of the program or project remain with the school or center. Travel costs associated with international projects/programs should be charged to travel object codes.

5214 Entertainment - Encompasses those expenses incurred in conjunction with meals or events that are business-related but social or celebratory in nature. Expenses incurred for business-related entertaining include catering, decorations, alcohol * and location rentals. Entertainment **expenses and all alcohol purchases in conjunction with entertainment related activities must be charged to 5214.

* NOTE regarding Alcohol: 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.,

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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 Business meetings on campus (5211). Note: Before using this object code with a grant, please refer to the ‘Notice of Award’ to determine whether or not the charge is allowable on a grant.

** NOTE: Services provided by independent contractors such as musical groups, and performers should be paid directly by the University as a PO or a Non-PO Payment Request using object code 5319 (External: Other professional services) or 5339 (External Other Services). Entertainers should not be paid directly by a third party (e.g. University employees cannot seek reimbursement for paying independent contractors directly). Entertainers are providing a service and the University is obligated to report amounts paid to taxing authorities. Please refer to the Independent Contractors and Consultants guide located at: [http://www.finance.upenn.edu/comptroller/tax/contractor_guide.shtml](http://www.finance.upenn.edu/comptroller/tax/contractor_guide.shtml).

5215 Unallowable Expense
5216 Unallocated Travel Expense (for use within Concur only)

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: stationery, paper for duplication, pens, pencils, typewriter ribbons, print-wheels and fonts, water, coffee services. For PC and Printer supplies, see object code 5223 (computer software, accessories & supplies).

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5221 Internal Office Supplies - Supplies used in offices which are purchased from other University departments (e.g., paper or labels purchased from the Bookstore). Note: Not to be used when creating purchase orders.

5222 Books and reprints - Includes reprints, course or workshop materials, and Library books. Use this object code for books purchased for departmental use and for books purchased by University Libraries.

5223 Computer Software, Accessories, and Supplies – for example, software programs for personal computers including upgrades, annual maintenance and licenses on software, laptops, notebooks, portable computers, servers, data storage and media, disk packs, data cartridges, toner/ink cartridges, magnetic tape, laser printer accessories, computer care products and work station accessories such as surge protectors, glare screens, diskette trays etc. Do not use this object code for purchasing mainframe system software or for computer consulting services.

5224 Non-Capitalized Computer Equipment & Peripherals – for example, printers, monitors, servers, PCs, networking equipment – under $5,000 unit cost.

5225 Other Non-Capitalized Furniture/Moveable Fixtures/Equipment – for example, non-capitalized artwork, desks, chairs, cabinets, tables, racks, shelving units, small machinery, appliances, window air conditioners, fans, tools, lab/clinical equipment) – under $5,000 unit cost.

5226 External copying and duplicating – such as Campus Copy Center and FedEx. See object code 5264 External Printing and Publications for the creation of pamphlets and brochures.

5227 Internal copying & duplicating. Copying/duplicating services provided by internal University departments.

5228 External Laboratory Supplies – Laboratory/Research supplies purchased from outside vendors for use in laboratories (e.g., glassware, solvents, chemicals).

5229 Internal Laboratory Supplies – Laboratory/Research supplies purchased from internal University departments.

5230 External research animal purchases - research animals purchased from outside vendors. Object code 5230 to be used by ULAR only.

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5231 Internal research animal purchases. Research animals purchased from internal University departments (e.g. ULAR, New Bolton Center).
5232 External research animal supplies – research animal supplies purchased from outside vendors (e.g. cages). To be used by ULAR, New Bolton Center.
5233 Internal: research animal per diem charges
5234 Internal: research animal food, board, transportation.
5235 Radioactive Material – Must be acquired via a purchase order using the appropriate RAM #.
5236 Other Hazardous Material - for example, corrosive acids, hazardous waste, flammable liquids.
5237 Allowable Dues & Memberships – dues and memberships to professional organizations. Membership must support the individual’s job-related responsibilities. Use Procard to pay for dues and memberships whenever possible. Refer to University Financial Policy #2321.
5238 Unallowable Dues and Memberships – Includes all University authorized costs for membership to civic or community organizations or social or dining clubs, including the University Club at Penn. NOTE: Payment of membership fees for private clubs or organizations is prohibited unless approved in writing by the Vice President for Finance and the appropriate Dean or center director. Refer to University Financial Policy #2321.
5239 Subscriptions to professional publications (Magazine, Newspaper, and Electronic Subscriptions) – Subscriptions must support the Individual’s job-related responsibilities. Use Procard to pay for subscriptions whenever possible. Refer to the University Financial Policy # 2321.
5240 HUP/CPUP: Current Expense - This object code is used to record UPHS (HUP, Presbyterian, Pennsylvania Hospital, CPUP, etc.) current expenses that a University department recognizes, where the other side of the entry is usually booked to the interfund 15XX object code.
5241 Patient Care Supplies.
5242 Dining Service Costs-Outside Managed - Payments to outsourced dining services operators for costs for food and other direct expenses.
5243 Non Penn-Capital Equipment –Federal Title - Used for the purchase of equipment items on projects funded by the federal government wherein the

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Government retains title to the equipment that cannot be recorded or tracked through BEN Assets. The Office of Research Services will review transactions posted to this object code when preparing financial reports and will adjust any incorrect charges.

5244 Genomic Arrays Up to $50,000 - This object code is to be used for the purchase of Genomic Arrays on federal awards costs up to $50,000 per budget period. Full F&A is charged to this object code. Sponsor programs only.

5245 Genomic Arrays Greater than $50,000 – This object code is to be used for the purchase of Genomic Arrays on federal awards where the cost is greater than $50,000 per budget period. Costs over $50,000 are excluded from F&A. Sponsor programs only.

5246 Sponsored Grant/Contract Overhead Charge: Overhead is capped for the project. Object codes 5246 + 5282 + 5292 + 5510 should always net to $0.

5247 Disallowance of Expense (no F&A)

5248 Disallowance of Expense (with F&A)

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.
5254 Rentals/leases of other non-capital equipment (excluding computers and peripherals).
5255 External: other rentals (e.g., furniture).

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UNIVERSITY OF PENNSYLVANIA
GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2020

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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).
5262 Internal telecommunications. Fees for telecommunication services provided by ISC.
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 – for example, advertisement of University programs and activities.
5269 External: daily U.S. postage
5270 External: express mail service – for example, FedEx, UPS, local courier services
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.
5275 External: photographic & illustrative charges. For photographic & illustrative services.

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5280</td>
<td>Taxes - payments to any local, state, and federal taxing authorities. Refer to University Financial Policy #2317.</td>
</tr>
<tr>
<td>5281</td>
<td>Payment in lieu of taxes (PILOT)</td>
</tr>
<tr>
<td>5282</td>
<td>Sponsored Grant/Contract Overhead Charge - Object codes 5246 + 5282 + 5292 + 5510 should always net to $0.</td>
</tr>
<tr>
<td>5283</td>
<td>Other Overhead Charge</td>
</tr>
<tr>
<td>5284</td>
<td>Bad Debt Expense, Grant &amp; Contract Receivables</td>
</tr>
<tr>
<td>5285</td>
<td><strong>Bad Debt Expense, Other Receivables</strong></td>
</tr>
<tr>
<td>5286</td>
<td>Extraordinary Losses</td>
</tr>
<tr>
<td>5287</td>
<td>Employee Direct Grant Payments</td>
</tr>
<tr>
<td>5288</td>
<td>Faculty/Staff Tuition Remission (self, spouse &amp; dependents)</td>
</tr>
<tr>
<td>5289</td>
<td>Current Expense: Independent Operations – for example, NYC Penn Club, Inn at Penn, UCA.</td>
</tr>
<tr>
<td>5290</td>
<td><strong>Unallowable: Fines &amp; Penalties</strong></td>
</tr>
<tr>
<td>5291</td>
<td><strong>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).</strong></td>
</tr>
<tr>
<td>5292</td>
<td>Sponsored Grant/Contract prior year overhead adjustment (exempt from MTDC base). Object codes 5246 + 5282 + 5292 + 5510 should always net to $0.</td>
</tr>
<tr>
<td>5293</td>
<td>Loan Write-off/Recovery.</td>
</tr>
<tr>
<td>5294</td>
<td>University contribution of employee benefits.</td>
</tr>
</tbody>
</table>

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5299  School/Departmental Administrative Costs – Non-Federal - Offset entry must be to object code 5299.

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 Training & Staff Development Services. Provided by an outside vendor/individual.
5304  Internal 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).

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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 - To record the fees incurred through management of our endowment. Access to this object code limited to Investment Accounting personnel.
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 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 – A human subject fee is a payment that represents remuneration and/or reimbursement to individuals participating as subjects in a research project. See Financial policy #2319.1 Payment of Human Subject Fees.
5317  Human Subject Payment- 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, independent contractors, etc.). Refer to Financial Policy #2319.

5320  External: Insurance
5321  External: Insurance Claims
5322  Internal: Insurance Claim Settlements
5323  Internal: Radiation Safety Services

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5324 Bank Fees - Used for the recording of fees charged by the bank related to accounts belonging to University. Cannot be used with an endowment or gift fund.

5325 Benefit Carrier Payments

5326 Agency Personnel Services. Payments made directly to agencies providing temporary personnel services. Examples: Accountemps, Aerotek, and AppleOne.

5327 Employee Moving/Relocation Costs - Reimbursements to newly recruited employees required to relocate to the Philadelphia area. Moving/relocation costs should be charged to this object code. Check the moving/relocation guidelines on the Travel Office website to insure compliance with the IRS requirement: [http://www.finance.upenn.edu/comptroller/travel/](http://www.finance.upenn.edu/comptroller/travel/) Refer to the University Financial Policy # 2324 Reimbursement of Moving Expenses [http://www.finance.upenn.edu/vpfinance/fpm/2300/2324.asp](http://www.finance.upenn.edu/vpfinance/fpm/2300/2324.asp).

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) - Used to record the costs related to equipment repairs, including replacement of equipment parts, and service contracts on equipment, which costs are not capitalized.

5332 Subcontract Services – up to $25,000. To be used with Sponsored Programs (grant funds only). These expenses must be approved by the Office of Research Services. For additional information, please refer to the Financial Policy #2109 'Budgets' and to the Sponsored Projects handbook, section 5.5.1.9 located at: [http://www.upenn.edu/researchservices/manual/sponsoredprojectshandbook.html#_Toc84300141](http://www.upenn.edu/researchservices/manual/sponsoredprojectshandbook.html#_Toc84300141)

5333 Subcontract Services – over $25,000. To be used with Sponsored Programs (grant funds) only. These expenses must be approved by the Office of Research Services. For additional information, please refer to the Financial Policy #2109 'Budgets' and to the Sponsored Projects handbook, section

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5.5.1.9 located at: 
http://www.upenn.edu/researchservices/manual/sponsoredprojectshandbook.html#Toc84300141


5335 Postdoc Medical. Charges for medical benefits for postdoctoral fellows/trainees. (These benefits are not covered by the University’s medical benefits and are not included in EB charges).

5336 Unallowable: Lobbying Costs

5337 LGH Direct Costs

5338 LGH Indirect Costs

5339 External: Other Services. All other services rendered by an external corporate entity, not specifically identified elsewhere.

5340 Internal: Other Services: All other services rendered by an internal University department, not specifically identified elsewhere e.g. Payroll fees such as Hand Drawn Checks, Overpayments, Stop Payments, Stale Dated Checks and Additional Pay forms are to be charged here unless the fees are for HUP/CPUP which get charged to 1539 for HUP or 1250 for CPUP.

5341 Joint Services/Cooperative Services. To be charged to grant funds only. 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, and secretarial support.

5342 Inter-entity Other Services

5343 Foreign Currency Gains/Losses –This is intended for transaction gains and losses on foreign currency and according to GAAP is included in net income.

5344 Prizes & Awards. Payments to non-employee individuals, who are receiving this payment primarily in recognition of religious, charitable, scientific, educational, artistic, literary, or civic achievement or as the result of entering a contest, and not for performing a service.

5345 Expense Reimbursement – Non-Accountable Plan. Travel and expense reimbursements for students, employees and guests that do not meet accountable plan rules for expense reimbursement (e.g., there is no bona fide

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business purpose). Travel and expense reimbursements for independent contractors should be charged to the appropriate professional services object code. Note that expenses charged to object code 5345 are tax reportable to the individual receiving the payment.

5346 Service Center Limited Charges. Used by only certain service centers for specific, limited charges. This object code must be used on both sides of the journal entry.

5347 G&C Internal Services (Internal Program Services). To record internal activity related to the income earned by a federal recipient that is directly generated by a supported sponsored research activity or as a result of the sponsored research award (Program Income). This object code must be used on both sides of the journal entry.

5348 IRB Fees (Not Subject to G&C F&A). To record Institutional Review Board fees charged to departments for IRB review of human research protocols for Non Federal Industry Sponsored Research. This expense is not subject to G&C F&A. This object code must be used on both sides of the journal entry.

5349 IRB Fees (Subject to G&C F&A). To record Institutional Review Board fees charged to departments for IRB review of human research protocols. This expense is subject to G&C F&A. This object code must be used on both sides of the journal entry.

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

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**GENERAL LEDGER OBJECT CODES - FISCAL YEAR 2020**

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<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5356</td>
<td>International travel expenses paid to other institutions on behalf of non-Penn students.</td>
</tr>
<tr>
<td>5357</td>
<td>Room &amp; Board expenses paid to other institutions on behalf of non-Penn students.</td>
</tr>
<tr>
<td>5358</td>
<td>Insurance expenses paid to other institutions on behalf of non-Penn students.</td>
</tr>
<tr>
<td>5359</td>
<td>Study abroad miscellaneous expenses paid to other institutions on behalf of non-Penn students.</td>
</tr>
</tbody>
</table>

### 536X – OTHER CURRENT EXPENSES

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5361</td>
<td>Gifts to Other Charitable Organizations. Such gifts may only be made with all proper approvals. Refer to Financial Policy #2325 Gifts to Other Charitable Organizations.</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5400</td>
<td>Housekeeping/Cleaning (external providers only) - Housekeeping services for buildings provided by external companies (e.g. payments for housekeeping supervision contract, outside cleaning contractors and dry cleaning).</td>
</tr>
<tr>
<td>5401</td>
<td>Repairs &amp; Maintenance to Facilities and Capitalized Equipment – Repairs maintenance to buildings provided by external companies (e.g. repairs to buildings and systems in buildings (air handlers), repairs to utility modules, substations &amp; distribution systems; vehicle repairs).</td>
</tr>
<tr>
<td>5402</td>
<td>External: Security Services - Security services for buildings provided by external companies (e.g. payments to contracted security service providers).</td>
</tr>
</tbody>
</table>

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5403 Internal: Security Services - Security services for buildings provided by University staff members (e.g. charges to the Division of Public Safety).

5404 Trash Removal (external providers only) – Trash removal services for buildings provided by external companies (e.g. removal of dumpsters, charge for trash dumping, recycling).

5405 Pest Control - Pest control services for buildings provided by external providers (e.g. rodents (rats), wildlife (squirrels, possums) control).

5406 Groundskeeping (External providers only) - Groundskeeping services provided by external companies (e.g. lawn, shrubbery, & tree maintenance, new plantings, landscaping).

5407 Internal: Maintenance Work Orders (may include special housekeeping work orders) - Maintenance work for buildings generated via work requests from the FRES Computerized Maintenance Management System (CMMS).

5408 Non-Capital CIP Close-Out

5409 Other Operations & Maintenance - Maintenance work for buildings that is not specifically addressed in the other object codes (contracted services related to operations of buildings, such as small construction projects and other facility maintenance).

541X – UTILITIES

5410 Electric, Chilled Water - Electricity invoice as paid to external provider. Raw costs for electricity and the electricity used to generate chilled water paid to external service providers such as PECO, and Community Energy.

5411 Steam - Steam invoice as paid to external provider. Raw costs for steam paid to external providers such as Trigen.

5412 Water & Sewer - Domestic water invoice as paid to external provider. Raw costs for water and sewer paid to external service providers such as Water Revenue Bureau & Aqua PA.

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5413 Gas - Natural gas invoice as paid to external provider. Raw costs of natural gas paid to external service providers, such as Philadelphia Gas Works (PGW) and PECO.

542X – FACILITIES MANAGEMENT

5420 Facilities Management Fees
5421 Operations & Maintenance Costs – outside managed
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

Expense credits should be used with 0xxxxx funds only. Expense credits should never be used in BEN Deposits.

5500 Expense Credit
5501 Computer Connection – Internal sales and service
5502 Employee Benefit (EB) Recovery
5503 Capital Project Management Fee Recovery
5505 Service Center Cost Recovery – The cost of services provided by complex or specialized facilities, or departmental re-charge centers. Objcd 5505 should be used with fund 000011 only. The credit side of the entry is to object code 5505, the expense side of the entry must be an internal object code. See “Office of Management and Budget (OMB) Circular A-21, Section J.47” at: http://www.whitehouse.gov/omb/circulars_index-edu
5506 Related Entity: Direct Cost Allocation Recovery
5509 Other Overhead Recovery
5510 Sponsored Grant/Contract Overhead Recovery – Object codes 5246 + 5282 + 5292 + 5510 should always net to $0.

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5511  Sponsored Program Facility Cost Recovery

560X – CAPITAL RELATED EXPENSES

5600  Depreciation
5601  Disposal of Assets
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., inventory purchases by Museum Gift Shop, Computer Connection)
5710  **Health Care Supplies** (e.g., inventory purchases by Ryan Veterinary Hospital, Student Health Services)
5720  **Maintenance Supplies** (e.g., inventory purchases by Residential Maintenance, Physical Plant)
5730  **Food & Beverage** (e.g., inventory purchases by building and residential cafés)
5740  **Other** (e.g., inventory purchases by Chemistry Stockroom, Cell Center Stockroom)

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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
5807  Funding From Allocated Costs, University Services
5808  Funding From Allocated Costs, Facility Renewal
5809  Funding From Allocated Costs, Library
5810  Allocated Costs, Development
5812  Allocated Costs, Research
5813  Funding from Allocated Costs, Research

94XX: See Revenue Object Code Listing

95XX– SUSPENSE

Note: These objects cannot be budgeted.
9500  Suspense: Default
9501  Suspense: Payroll (1251-1254, 1258, 1511-1514, 1521-1524, 5010-5139)
9502  Suspense: Telecommunications (5261-5262)
9505  Suspense: UMIS (5310)
9506  Suspense: DCCS (5309)
9507  Suspense: Archives (5330)
9509  Suspense: Physical Plant (5407)
9511  Suspense: Bookstore
9512  Suspense: ProCard
9513  Suspense: Internal Mail Services: Bulk Mail (5274)
9514  Suspense: Internal Mail Services: Bulk Labor (5274)
9516  Suspense: Internal Mail Services: Daily Postage (5274)

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9517  Suspense: Internal Mail Services: Postage Due (5274)
9518  Suspense: Internal Mail Services: Fed Express Domestic (5274)
9519  Suspense: Internal Mail Services: Fed Express International (5274)
9520  Suspense: Internal Mail Services: International Mail (5274)
9525  Suspense: Cell Center
9526  Suspense: ULAR Animal Procurement
9528  Suspense: Computer Connection
9529  Suspense: PENN Card
9531  Suspense: Dining Service
9534  Suspense: HR Postdoc
9535  Suspense: Internal Mail Services: UPS (5274)
9536  Suspense: DNA Sequence
9537  Suspense: Translational Core Lab
9538  Suspense: Vector Core
9541  Suspense: Radiation Safety
9542  Suspense: AFSA
9545  Suspense: Credit Card Cr/Dr
9546  Suspense: Med IDS Service
9547  Suspense: Pathology
9548  Suspense: Fleet Card
9549  Suspense: SCXC Stem Cell Xenograft Core
9550  Suspense: SOM Tech Services
9551  Suspense: Acc Shared Res
9552  Suspense: Radiology
9553  Suspense: GTP Cell Morphology
9555  Suspense: Pathology Centralized Resources
9556  Suspense: Microscopy Core
9557  Suspense: FRES Lease
9558  Suspense: UPHS RES CHRGS (Clinical Research)
9559  Suspense: TRC SVCS (Translational Research Center Services)
9560  Suspense: VET IMAGE CORE (Vet Imaging Core)
9561  Suspense: RAD CLINIC IMAGE CORE (Clinical Imaging Core)
9562  Suspense: TEM Concur

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9563  Suspense: NEUROBEHAVIOR CORE (Neurobehavior Testing Core)
9564  Suspense: GSE COPIER
9565  Suspense: BCBP QUANTPRO (Biochemistry and Biophysics Quantitative Proteomics)
9566  Suspense: CTR FOR AIDS RESEARCH (Center for AIDS Research)
9567  Suspense: VET COMP PATH CORE (Vet Comparative Pathology Core)
9568  Suspense: CHEM STOCK RM (Chemistry Stock Room)
9570  Suspense: GTP Immunology
9571  Suspense: Chemistry Analytics
9572  Suspense: High Throughput Screening
9573  Suspense: Transgenic and Chimeric Mouse Facility
9574  Suspense: Next Generation Sequencing Core
9575  Suspense: Center for Cellular Immunotherapies: Clinical Cell and Vaccine Production Facility
9576  Suspense: Center for Cellular Immunotherapies: Translational and Correlative Studies Laboratory
9580  Suspense: PSOM Feeder
9590  Suspense: Projects & Receivables (GMS & AR)
9599  Suspense: Frozen Account

99XX – SPECIAL

9999  Year End Fund Balance Offset

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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, Facilities and Real Estate Services, Human Resources, Research Services, Risk Management, Student Registration and Financial Services, or Treasurer) only.
Only Object Codes which appear on this list are available for use in BEN Financials.

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