

# Entering Payroll Reallocations

An entry should be made in the Monthly Summary Form of FMP for each Chemistry cost center (debit and credit) being affected by the reallocation.

The entry should include:

- ✓ Adjustment of the encumbrance to reflect either the debit or the credit due to the cost center.
- ✓ Description in the comment box as follows:
  - (Date/your initials), (brief reason for the reallocation), (FRS numbers reallocating from and to), (Check #, Pay Period, total salary and fringe being reallocated), and (the text: “signed on \_\_\_\_; posted on \_\_\_\_”)
  - Example:  
 5/26/04 lbc: Reallocation due to funding change effective 4/1/04 from 225330 to 127311. Check #6301939 for pay period April 2004. signed on \_\_\_\_\_ Posted on \_\_\_\_\_

The screenshot shows the FileMaker Pro interface for the 'Monthly Summary Form'. The form is titled 'Monthly Summary Form' and includes a 'Ledger Menu' with 'Find' and 'New' buttons. The main data area contains the following information:

FRS Acct	PS Acct	Encumbered	Total	Expended	Encumbered Remaining	Transaction Type
440571	51104	\$2,318.50		\$2,318.50	\$0.00	Monthly

Individual: **FY 2004 - Kouri, Donald**  
**Fringe - 7/1/2004 7/31/2004**

Position #: 00104743

Buttons: Transac List Detail, Sort - Individual, Monthly List, Sort - Sub Code, Payroll List, Next Record, Payroll Print, Previous Record

Monthly List (by month):  
 SEP: [ ]  
 OCT: [ ]  
 NOV: [ ]  
 DEC: [ ]  
 JAN: [ ]  
 FEB: [ ]  
 MAR: [ ]  
 APR: [ ]  
 MAY: [ ]  
 JUN: [ ]  
 JUL: \$3,710.93  
 AUG: -\$1,392.43

Status: [ ]

Convert Old SubCode to PS Account  
 Old Sub Code: [ ]  
 Get PS Acct  
 GO TO PAYROLL

**Monthly Comment:**

Fringe: 1377.11 + (longevity 220 \* 56% funding = 123.20) = 1500.31 lbc 6/17/04  
~~Fringe: 2459.12 + (longevity 220) = 2679.12 lbc 8/20/04~~  
 9/14/04 lbc: REALLOCATION FROM 440571 TO 554250 due to June funding not being loaded in PeopleSoft Budget Table. Check #3177394 for June 2004, \$14,558.89 salary. Fringe: \$1971.13 + 145.59 uci/wci. Signed on 9/14/04 lbc. Posted on period 998.