

Lehigh University Controllers Office Guidelines for Preparing Expense Reallocations

Payroll / Employee Benefits

Requests to move payroll expense should be sent to the Payroll Office. See "How to Prepare a Payroll Reallocation Request" in the Payroll section of the Controllers Office website. When reallocating payroll expense for indexes that are subject to employee benefit charges, it is not necessary to request the reallocation of employee benefit charges. These charges will move to the new index as part of the month-end automated entries.

Supporting Documentation

Please attach supporting documentation that supports the reason for the reallocation and a Banner screen print that confirms that the index to be credited has been charged for the expense. Reallocations should only be done for revenue and expense that was previously recorded in Banner.

Authorized Signature

The signature on the Expense Reallocation form must be that of the Financial Manager or Authorized Signer for the index to be charged.

Endowment Spending Indexes

Before moving expense to Endowment Spending Indexes (45XXXX), confirm that the expense is consistent with the stated purpose of the underlying endowment agreement. If you are unsure of the purpose of the endowment, contact either your Dean's office or Asset Accounting (extension 84550 or 84776).

Equipment Reallocations

Moveable equipment that is under the University's capitalization threshold of \$5,000 should be charged to 733xx account codes not 732xx account codes.

Transfers

Funding transfers between indexes may be done either by a non-mandatory transfer account code or by the program support account code. Non-mandatory transfers should be used when the two funds are similar. The accounts codes are 899XX for the charge side and 509XX for the credit side. Transfers between two 2XXXXX indexes are generally budget transfers and should be done through the budget office. For more information, contact the Controllers Office - General Accounting, extension 83204.

If a nonmandatory transfer account code cannot be used, use Program Support account code 73550. When using 73550, be careful to use that account code on both sides of the entry

Other General Account Code Guidelines

A listing of available account codes can be found in Banner using the form FTVACCT (Account Code Validation Form).

Do not record reallocations for the following account codes:

- Cash
- Vendor Accounts Payable (22100)
- Fund Balances (3XXXX)
- Student Aid (758XX)
- Budget Account Codes
- Contributions / Gifts (50200, 50850) must be processed by the Development Office