

INDIANA UNIVERSITY



FINANCIAL INFORMATION SYSTEM

Financial Documents

Salary Expense Transfer Document

Financial Management Services

April 2006

The Salary Expense Transfer Document

1. What is it?

The Salary Expense Transfer document is used to move salaries and staff benefit charges for a given employee for a particular accounting period (or set of periods) from one or more accounts to another account (or accounts).

2. Why is it used?

This document is used in the case where an employee's payroll expense was charged to an incorrect account or object code. This could happen for a number of reasons, including:

- A payroll clerk mis-keyed the voucher information and the expense initially was posted to the wrong account.
- There was a payroll system problem which caused the expense to fall into a clearing account.
- An employee was paid for work on a grant before the account was established, and the wages were initially posted into another account.
- The wages were initially paid on an expired or invalid account.
- A clerical error was made on the initial employee hire Edoc.
- Retroactive correction takes place where the account or object code was changed after an employee was paid.
- The expenses should have been charged to a sub-account which was not established in job funding or entered on the payroll voucher.

3. Who uses it?

- Fiscal officers and business managers
- FIS Delegates
- FMS staff
- Department and campus administrative staff

4. When is it used?

The ST document is used when payroll expense needs to be transferred for a given payroll period before the A21 Personnel Activity Reports (effort reports) for that period have been created.

The A21 effort reports are required by the federal government for documentation on an employee's efforts when sponsored by grant money and/or cost share. They contain a listing of accounts on which an employee spent time broken down by effort percentages. Payroll expense records must correspond to the accounts and percentages listed on the A21 report. Thus, after these reports have been created for a given period, any changes to payroll expenses on the general ledger must go through the A21 coordinator for amendment of both the A21 effort report and transfer of expense.

5. Where do I find the ST document?

In the FIS, go to the Document Group Selection screen. Click on the **Labor Document** button to bring up the list of Labor Distribution Documents. Double click on **Salary Expense Transfer** line to activate a new ST document.

The Salary Expense Transfer document looks like this:

Salary Expense Transfer

Salary Expense Transfer
 Document#: 01-NX5292506 Status: ?
 Initiator: PJTAYLOR
 Created: 07/07/2005
 Amount: 0.00
 Description:

Departmental Information
 Org Doc #: |
 Fiscal year: 2006
 Justification:

Person ID: | Name: |

From

Position	COA	Account	Object	Year	Prd	Pysl	Hrs	Amount
<input type="checkbox"/>								

Insert Line Delete Line

To

Position	COA	Account	Object	Year	Prd	Pysl	Hrs	Amount
<input type="checkbox"/>								

Create Line Delete Line

OK
 CANCEL
 ROUTE
 BALANCE
 NOTES
 Sub Acct
 FRINGE BENEFITS

6. How is it used?

Field Requirements

The following sections provide a breakdown of the zones (or component parts) of the ST document with their usage and syntax.

The “Document Header” Zone

Salary Expense Transfer	
Salary Expense Transfer	Departmental Information
Document#: 01-NX5292506 Status: ?	Org Doc #:
Initiator: PJTAYLOR	
Created: 07/07/2005	
Amount: 0.00	Fiscal year: 2006
Description:	Justification:

The “Document Header” zone is composed of the “System Information” and “Departmental Information” sections. Several fields in this zone operate differently in the Salary Expense Transfer document than in other TP documents.

Field Name	Title & Description	Other information
Amount	Amount: This field shows the total dollar amount of wages for the transfer. This field automatically updates depending upon the amount(s) entered in the “From” and “To” zones of the document.	System generated. Display only.
Description	Description: This field shows the name of the person for which the transfer is being made. This description appears on the monthly statements.	Twenty-five characters. System generated once the Universal ID or Empl ID has been entered. Display only.
Org Doc #	Organization Document Number: This field is for the initiating organization’s reference only.	Up to ten alphanumeric characters. Optional.
Fiscal Year	Fiscal Year: This field should contain the fiscal year of the period for which the expense is being transferred.	Valid format is 20XX. Default is to current fiscal year. Required field in order to load the appropriate “From” lines.
Justification	Document Justification: This field contains the reason for the expense transfer, including the name of the person requesting the transfer. It does not appear on the monthly operating statements.	Up to four hundred characters. Required.

The “Person ID” Zone

Person ID: Name:

This field identifies the employee whose salary is being transferred. Enter the Employee Identification number (Empl ID) number of the employee for which the transfer of payroll expense is necessary. The field accepts up to 10 characters. Social Security number may also be used.

An employee’s Universal ID may be found by clicking on the down arrow to the right of this field or double-click directly on the empty field. This will take you to an employee search screen.

In this screen, you may enter whatever information that you know: User ID, Unvl ID, Employee ID (Empl ID), social security number (SSN), name, or department. The more detailed the data that you are able to provide in this screen, the more specific will be the information returned.

Note: When entering data in the Name field, be sure to use last name, first name (with no spaces). If you are not sure of the exact name spelling, only enter as much as you are certain of and finish with a wild card (F2 key + *).

Search-Criteria								
User ID:	<input type="text"/>							
Unvl ID:	<input type="text"/>							
Empl ID:	<input type="text"/>							
SSN:	<input type="text"/>							
Name:	<input type="text"/>							
Dept:	<input type="text"/>							
Status:	<input type="text"/>							
Type:	<input type="text"/>							

Search-Results								
User ID	Name	Unvl ID	Empl ID	Dept	St	Typ	FP	Act
							<input type="checkbox"/>	<input type="checkbox"/>

When you locate the correct employee from the search listing, double click on the User ID field or put cursor on correct line and click on the OK button. This will return the Unvl ID # and employee name to the salary transfer screen. When you tab out of the “Person” field, the employee name will be loaded in the “Description” field in the “System Information” section of the “Document Header” zone.

The “From” Zone

This zone of the document contains line items for each fiscal period from which payroll expense needs to be moved.

From								
Position	COA	Account	Object	Year	Prd	Pyrl	Hrs	Amount
<input type="button" value="Insert Line"/> <input type="button" value="Delete Line"/>								

After loading the Universal ID of the employee for which the transfer is to be made, you need to click on the "Insert Line" button in the "From" zone of the document. The system will then take you to the "Labor Ledger Balance - A21" screen which looks like this:

FIS Transaction Processing - [Labor Ledger Balance - A21]							
File Edit Workflow Inquiries Options Help							
FY: 2005 Acct: 2048611 Objt: 2170 Bal Type: AC Pos: 00000000							
Ch: BL SubAcct: ----- SubObj: --- Name: 1048650							
Jul:		0.00	Jan:	0.00	Annual:	150.00	
Aug:		0.00	Feb:	0.00	Begin:	0.00	
Sep:		0.00	Mar:	75.00	C & G:	0.00	
Oct:		0.00	Apr:	75.00			
Nov:		0.00	May:	0.00	Yr End		
Dec:		0.00	Jun:	0.00	Close:	0.00	
FY: 2005 Acct: 1912610 Objt: 2400 Bal Type: AC Pos: 00000000							
Ch: UA SubAcct: ----- SubObj: --- Name: 1048650							
Jul:		3,192.58	Jan:	3,192.58	Annual:	38,310.96	
Aug:		3,192.58	Feb:	3,192.58	Begin:	0.00	
Sep:		3,192.58	Mar:	3,192.58	C & G:	0.00	
Oct:		3,192.58	Apr:	3,192.58			
Nov:		3,192.58	May:	3,192.58	Yr End		
Dec:		3,192.58	Jun:	3,192.58	Close:	0.00	
<input type="button" value="Labor Ledger Entries"/> <input type="button" value="Cancel"/>							
Click on the monthly amount you want to transfer							

This screen contains wages by account/object code/position number for each month of the selected fiscal year for the employee. If an employee is paid from more than one position number, each of the positions is listed. To get more information about a monthly amount, click the amount once and then click the Labor Ledger Entries button. The Labor Ledger Entries screen then opens with that information.

You must select (by double-clicking on the amount) the first period from which you want to transfer expense. Doing this takes you back to the "From" zone of main document screen. The system automatically fills in Position Code, Chart Code, Account Number, Object Code, Fiscal

Year and Period, and Amount. The cursor is now in the amount field. The dollar amount displayed in this document represents wages only for a specific pay period. You may modify this field if you wish to move less than the total amount of dollars for the fiscal period. Moving more than the Labor Ledger wages for a period is not allowed. You should get an error message if this happens.

Salary Expense Transfer

Salary Expense Transfer
 Document#: 01-AF5331006 Status: ?
 Initiator: LISAJEAN
 Created: 07/08/2005
 Amount: 20.50
 Description: TAYLOR, LISA JEAN

Departmental Information
 Org Doc#:
 Fiscal year: 2005
 Justification:

Person ID: 1000110001 Name: TAYLOR, LISA JEAN

From

Position	COA	Account	Object	Year	Prd	Pysl	Hrs	Amount
1	00002310	UA	1916200	3000	2005	08		20.50
<input type="checkbox"/>	GENFND	SCS	SCS - INDEPENDENT STUDIES				HRLY REGULAR	N

Insert Line Delete Line

To

Position	COA	Account	Object	Year	Prd	Pysl	Hrs	Amount
1	00002310	UA	1916202	3000	2005	08		20.50
<input type="checkbox"/>	GENFND	SCS	SCS - INDEPENDENT STUDIES				HRLY REGULAR	N

Create Line Delete Line

OK
 CANCEL
 ROUTE
 BALANCE
 NOTES
 SubAcct
 FRINGE BENEFITS

The dollar amount displayed in the Labor Ledger represents wages only. The system will automatically move any associated benefits when the document is approved, but this will take place behind the scenes. The dollars associated with the benefits may be viewed by clicking on the button labeled fringe benefits (Fringe Benefits) with your cursor placed on a From or To wage line. The system shows a summary by object code of the fringe benefits for the salary selected. The [Labor Distribution Object Code Table for Benefits](http://www.fms.iu.edu/payroll/benefits_object.asp) (http://www.fms.iu.edu/payroll/benefits_object.asp) contains a listing of the associated fringe benefits moved with each object code for the current fiscal year.

The **Insert Line** button is used if you need to move salary dollars from more than one fiscal period or position. When selected, this button takes you back to the labor ledger balance-A21 screen where you may select a second fiscal period by double clicking on the amount field.

To **delete** a fiscal period chosen in error, place your cursor on any field on the line that you wish to delete and click on the "Delete Line" button.

To load "From" line items from a different fiscal year, the **Fiscal Year** field in the departmental information section is used differently in this document as compared to other TP documents. In the ST document, this field is used to load the appropriate data onto the Labor Ledger Balance screen. If, for example, you needed to transfer salary data from both the 2005 fiscal year as well as the 2006 fiscal year, you would need to access this field a second time after you loaded your 2005

“From” lines and key 2006 into the fiscal year field. This would allow you to load the appropriate 2006 amounts in the “From” lines.

Also, please note that each “From” and “To” line item has a fiscal year associated with it. This is the fiscal year for which that particular entry’s expense is being moved.

You can look up information by pay period in the FIS by accessing the Labor Distribution option on the Inquiries menu. From here, select the Account Status: Current Funds report. This displays all employees paid in the specified account and object code. From this screen, you can drill down on an employee’s YTD actual pay to display payroll history by fiscal period and by pay period. As an example, a payroll calendar listing the fiscal period for each payroll period can be accessed at <http://www.fms.iu.edu/payroll/bulcal.asp>

The rules to determine the fiscal period associated with a given pay period are as follows:

- **Biweekly payroll**--the fiscal period is the period in which the **pay date** falls
- **Monthly or Academic payroll**--the fiscal period is the period in which the **pay period end date** falls

“To” Zone

This zone of the document contains line items for each fiscal period or position to which payroll expense needs to be moved.

To	Position	COA	Account	Object	Year	Prd	Pyrl	Hrs	Amount
			↓	↓					

To complete the “To” part of the transfer, place your cursor on a line in the “From” zone and click on the “Create Line” button at the bottom of the “To” zone. This will create a “To” line with the same default information in each of the fields as is listed in the “From” zone. You may then edit whichever fields are necessary.

If you are moving wages from one account/object code to more than one account/object code, you can click on the “Create Line” button more than once (while your cursor is on the appropriate “From” line) to create the necessary number of “To” lines.

The “Hours” fields are blank. They may be completed in the “From” and “To” zones when this information would be useful. They have been included for use by certain accounts which have a need for reporting on an hourly basis. The system does not edit any of the information in this field.

6. Examples of ST Usage

The following table and examples explain some of the most common applications of the ST document. For more information or help with an unusual transfer, contact the FMS Help Desk at (812) 855-0375, or email at fmshelp@indiana.edu

Example 1: To transfer expense from an incorrect account to a correct account.

Situation	Steps	Results
Lisa Jean Taylor, a biology employee, has been paid \$1,872.80 for the month of January 2005 on an incorrect account. The salary and benefits expenses need to be transferred from account number 1024600 to account number 4824527.	Entry for incorrect account keyed in "From" zone of document. Entry for correct account keyed in "To" zone of document.	Debit correct account and credit incorrect account.

Salary Expense Transfer

Salary Expense Transfer
 Document#: 01-GW5755505 Status: A
 Initiator: FDRESCH
 Created: 01/27/2005
 Amount: 1,872.80
 Description: TAYLOR, LISA JEAN

Departmental Information
 Org Doc #: FED
 Fiscal year: 2005
 Justification: To reflect

Person ID: 0001000001 Name: TAYLOR, LISA JEAN

From

Position	COA	Account	Object	Year	Prd	Pyrl	Hrs	Amount
1	00001044	BL 1024600	2000	2005	07			1,872.80
		<input type="checkbox"/> GENFND BI	DEPT OF BIOLOGY			ACAD SALARY		N

Insert Line Delete Line

To

Position	COA	Account	Object	Year	Prd	Pyrl	Hrs	Amount
1	00001044	BL 4824527	2008	2005	07			1,872.80
		<input type="checkbox"/> FEDERA BI	NSF/DEB-0049080/ J. BEVER			ACADEMIC-C&G		N

Create Line Delete Line

OK
 CANCEL
 ROUTE
 BALANCE
 NOTES
 SubAcct
 FRINGE BENEFITS

Example 2: To transfer expense from an account to a recently established grant account.

Situation	Steps	Results
A retroactive appointment is processed for Delbert Allgood, a chemistry employee, for which \$500 in wage expense for June 1995 (fiscal year 1995) and \$500 in wage expense for July 1995 (fiscal year 1996) need to be transferred from account number 1024700 to account number 4824750.	Entry for debited account keyed on multiple lines in "From" zone of document. Entry for newly created grant account keyed on multiple lines in "To" zone of document.	Debit new contract/grant account and credit incorrect account

NOTE: Ctrl + Click on **Additional Information** link to go to "Fiscal Year Field" for more information on fiscal years.

Salary Expense Transfer

Document#: 01-HI6706296 Status: I
Initiator: PSULLIVA
Created: 08/29/1995
Amount: 1,500.00
Description: ALLGOOD, DELBERT W

Departmental Information
Org Doc #:
Fiscal year: 1996
Justification: PAF # 99999

Person ID: 0001000001 Name: ALLGOOD, DELBERT W

From

Position	COA	Account	Object	Year	Prd	Pyrl	Hrs	Amount
1	0102WG	BL 1024700	2500	1995	12		40.00	500.00
	GENFND	CHEM	CHEMISTRY				NON-EX	STAFF
								N
2	0102WG	BL 1024700	2500	1996	01		40.00	500.00
	GENFND	CHEM	CHEMISTRY				NON-EX	STAFF
								N

To

Position	COA	Account	Object	Year	Prd	Pyrl	Hrs	Amount
1	0102WG	BL 4824750	2500	1995	12		40.00	500.00
	FEDERH	CHEM	NSF CHE-9405134	CHISHOLM			NON-EX	STAFF
								N
2	0102WG	BL 4824750	2500	1996	01		40.00	500.00
	FEDERH	CHEM	NSF CHE-9405134	CHISHOLM			NON-EX	STAFF
								N

Example 3: To transfer expense from an account which does not accept fringe benefits to one (or more) that does.

Situation	Steps	Results
<p>Staff employee Lisa Tammel has been paid \$2381.67 in wages for January 2005 on account number 4721763, an account which does not accept fringe benefits. The \$2381.67 from this account needs to be moved to account number 1021213.</p>	<p>Entry for incorrect (non-fringe benefit) account keyed on line in "From" zone of document. Entry for correct accounts keyed on line in "To" zone of document.</p>	<p>Debit correct (fringe benefit) accounts and credit incorrect (non-fringe benefit) account.</p>

Salary Expense Transfer

Document#: 01-RN5560506 Status: ? Departmental Information
 Initiator: PJTAYLOR Org Doc #:
 Created: 07/13/2005 Fiscal year: 2005
 Amount: 2,381.67 Justification:
 Description: TAMMEL, LISA JEAN

Person ID: 0001000001 Name: TAMMEL, LISA JEAN

From

Position	COA	Account	Object	Year	Prd	Pyrl	Hrs	Amount
1	00024016	BL 4721763	2408	2005	07			2,381.67
								8

STATEC DABL DDARS/A.WRAY/M.JACQUES EXMPT STAFF

To

Position	COA	Account	Object	Year	Prd	Pyrl	Hrs	Amount
1	00024016	BL 1021213	2400	2005	07			2,381.67
								N

GENFND DABL DISABLED STUDENTS EXMPT STAFF

Example 4. Working with Subaccounts when using the ST document.

Situation	Steps	Results
<p>Anna Jensen, a business school employee, has been paid \$550.00 for the month of September 2005 on an incorrect account. The salary and benefit expenses need to be transferred from account 1036210 to subaccount 1036200 DEV.</p>	<p>1) Create a “To” line by placing cursor on the amount in the “From” zone and click on the Create Line button. 2) Enter correct account number and leave cursor on this correct account number and click on Subaccount (SubAcct) button on the right side of the screen. A system generated FIS message pops up about fringe benefits. Click OK. Click on the SubAcct button again. A new screen pops up named SubAccounting Distribution. 3) Double click on the SubAccount field to view and select the appropriate subaccount. Another pop-up window named SubAccount Search opens. Make selection of the correct subaccount and then click OK at the bottom of this window. This populates your SubAcct field and click OK. Another FIS message on fringe benefits appears. Just click OK.</p>	<p>Correct subaccount information is accessed for this ST document.</p> <p>The way to identify that a subaccount is associated with an account is the checkbox at left. It has a checkmark and highlighted with bold red bars. See large arrow pointing to this checkbox in the example above. <i>Note:</i> When you print this document, the check mark turns into an “X” in the checkbox.</p>

Salary Expense Transfer

Salary Expense Transfer
 Document#: 01-2J7565806 Status: ?
 Initiator: PJTAYLOR
 Created: 04/17/2006
 Amount: 550.00
 Description: JENSEN, ANNA KRISTIN

Departmental Information
 Org Doc #: DEV
 Fiscal year: 2005
 Justification: Incorrect

Person ID: 1000200000 Name: JENSEN, ANNA KRISTIN

From

Position	COA	Account	Object	Year	Prd	Pyrl	Hrs	Amount
1	00001141	BL 1036210	2170	2005	02			550.00
<input type="checkbox"/> GENFND ACTG BUSINESS ACCOUNTING DEPAR ACAD OVRLOAD N								

To

Position	COA	Account	Object	Year	Prd	Pyrl	Hrs	Amount
1	00001141	BL 1036200	2170	2005	02			550.00
<input checked="" type="checkbox"/> GENFND BUS BUSINESS ACAD OVRLOAD N								

7. Routing/Approval

The ST document routes to fiscal officers (or their primary delegates) whose accounts appear on the document. Please note that the fiscal officer does not have the ability to edit any fields on this document during review as is possible with other financial documents. If the fiscal officer is not an FIS user, the document will be routed to the FMS workgroup which will send a paper copy of the document to the fiscal officer for approval.

The document then routes to any organizational review hierarchy, to a Contract and Grant workgroup if a C & G account is involved, and to the A21 coordinator if an A21 effort report is involved.

8. Generic Exceptions to Consider

- Only labor object codes are allowed on this document. See [Labor Distribution Object Code Table for Benefits](http://www.fms.iu.edu/payroll/benefits_object.asp) (http://www.fms.iu.edu/payroll/benefits_object.asp) for a listing of labor object codes.
- The salary transfer document cannot be used to transfer salary for more than one person at a time.
- If a Salary Transfer document is pending for an employee, a new or different Salary Transfer document cannot be initiated.
- The salary transfer document must carry at least one “**FROM**” segment and one “**TO**” segment.
- The total amount on the “**FROM**” side must equal the total amount on the “**TO**” side.

9. WHAT EFFECTS DOES ITS USE HAVE?

The ST document moves expense(s) to the appropriate account(s), thereby affecting the general ledger and the account(s) involved.

10. GENERIC PROBLEMS THAT MIGHT BE ENCOUNTERED

The **Justification** field is required and should include as many pertinent details as possible. At a minimum, this field must explain the reason why the transfer is necessary and include the name of the person requesting the transfer. This information is necessary for auditing purposes; the document may be disapproved if this field is left incomplete.

Additional Information and Special Features

Fiscal Year Field

The **Fiscal Year** field in the departmental information section is used differently in this document as compared to other TP documents. In the ST document, this field is used to load the appropriate data onto the Labor Ledger Balance screen. If, for example, you needed to transfer salary data from

both the 2005 fiscal year as well as the 2006 fiscal year, you would need to access this field a second time after you loaded your 2005 “From” lines and key 2006 into the fiscal year field. This would allow you to load the appropriate 2006 amounts in the “From” lines.

Also, please note that each “From” and “To” line item has a fiscal year associated with it. This is the fiscal year for which that particular entry’s expense is being moved.

Description Field

The **Description** field is system generated on this document. The system automatically fills in this field with the name of the employee for which the transfer is being initiated, once that employee’s universal ID is entered in the “person” section.

Pending Ledger Entries

As with other TP documents, **Pending Ledger Entries** are created immediately as part of the routing process. These accounting entries are useful in helping you see what effect your transaction has on an account’s current balance. You may view the pending ledger entries by double clicking on the Org Doc # field on a document before it has been approved and posted to the general ledger through the nightly batch cycle.

These entries for the ST document are more complex than for other financial documents because of the A21 reporting requirements. An example of the pending ledger entry for salary transfer documents is shown below.

Seq #	CoA	Account	Obj	BT	OT	UnFY	UP	PFY	PP	Amount	D/C
1	UA	1916202	3000	AC	EX			2006	02	393.04	C
2	UA	1916202	3000	A2	EX			2006	02	393.04	D
3	UA	1916202	3000	A2	EX	2006	02	2006	02	393.04	C
4	UA	1916202	5760	AC	EX			2006	02	27.79	C
5	UA	1916202	5760	A2	EX			2006	02	27.79	D
6	UA	1916202	5760	A2	EX	2006	02	2006	02	27.79	C
7	UA	1912750	3000	AC	EX			2006	02	393.04	D
8	UA	1912750	3000	A2	EX			2006	02	393.04	C
9	UA	1912750	3000	A2	EX	2006	02	2006	02	393.04	D
10	UA	1912750	5760	AC	EX			2006	02	27.79	D
11	UA	1912750	5760	A2	EX			2006	02	27.79	C
12	UA	1912750	5760	A2	EX	2006	02	2006	02	27.79	D

For each “From” and “To” line on the document, three ledger entry lines are created for the wage transfer. The system also generates three line items for each fringe benefit “From” and “To” line. It is necessary to create three ledger entry lines instead of the normal single entry because of the A21 reporting requirements.

With the first ledger entry line we have to post the transfer information to the current period in which it is approved, like any other accounting information to be reflected on the general ledger. This entry is contained on the line items with Balance Type (BT) code of AC for actual. The period in which the document is approved is added to the University Period (UP) column as part of the nightly batch cycle. If the document were to be approved in November, 2005, the university fiscal year and period for lines 1 and 2 (and lines 4 & 5, 6 & 7, and so on) would be updated with fiscal year 2006 and period 5 as part of the nightly batch cycle.

Because the A21 process has to accurately report the effort expended in the payroll period being adjusted (rather than in the current period as is done on the general ledger), the other two ledger entry lines with Balance Type code of A2 (for A21 reporting) are also necessary for each line item on the ST document. In this example, for A21 purposes, lines 1 and 2 offset each other as current period entries so that the credit amount on line 3 will be reflected in the original pay period on the A21 report. This pattern is followed with every three ledger entries lines corresponding to each line item on the document.

Payroll Account Coded Not to Accept Fringe Benefits

Some accounts are coded not to accept payroll fringe benefit charges. Since the salary transfer document automatically transfers fringe benefits with any transfer of wages, there are two fields on the Account document that designate where the fringe benefits are transferred when one of these accounts is selected. These fields are the Fringe Benefit Chart of Accounts and the Fringe Benefit Account. The FIS system will automatically transfer benefits from or to this chart and account number when an account that does not accept fringe benefits is selected on the Salary Transfer document.

In the payroll system, fringe benefits for all accounts that do not accept them are posted to a fringe benefit clearing account, 6612160. This account is monitored and the charges in it cleared to the proper departmental accounts. Departments are requested to use the Account document to customize the fringe benefit COA and account fields on all accounts that do not accept fringe benefits so that these benefits automatically post into the proper fringe benefit COA and chart when they are initially posted at the time of the payroll.

To enter fringe benefit accounts, the Account document in the Chart of Accounts Maintenance Document group must be selected. The main Account document screen follows:

Account Maintenance

Account
 Document #: 01-DS9237706 Org Doc #:
 Initiator: PJTAYLOR Status: ?
 Created: 09/06/2005 Description:

Current	Copy	New
COA: BL		COA: BL
Account: 4727213		Account: 4727213
Acct Name: IDEM/ARN A305-4		Acct Name: IDEM/ARN A306
Org Cd: GEOL		Org Cd: GEOL
Campus Cd: BL		Campus Cd: BL
Effect Dt: 06/03/2004		Effect Dt: 09/06/2005
Expired Dt: 08/02/2005		Expired Dt: 06/30/2006
Zip: 47405-1401		Zip: 47405-1401
City: BLOOMINGTON		City: BLOOMINGTON
State: IN		State: IN
Address: GEOLOGY S102		Address: GEOLOGY S102
Off Campus: <input type="checkbox"/>		Off Campus: <input type="checkbox"/>
Closed: <input type="checkbox"/>		Closed: <input type="checkbox"/>

Buttons: OK, CANCEL, ROUTE, NOTES, More, COPY

To edit the fringe benefit COA and Account fields, it is necessary to click on the More button in the right hand column and then select the Account option. The screen that follows will then be displayed:

FIS Transaction Processing - [Account]

File Edit Workflow Inquiries Options Actions Help

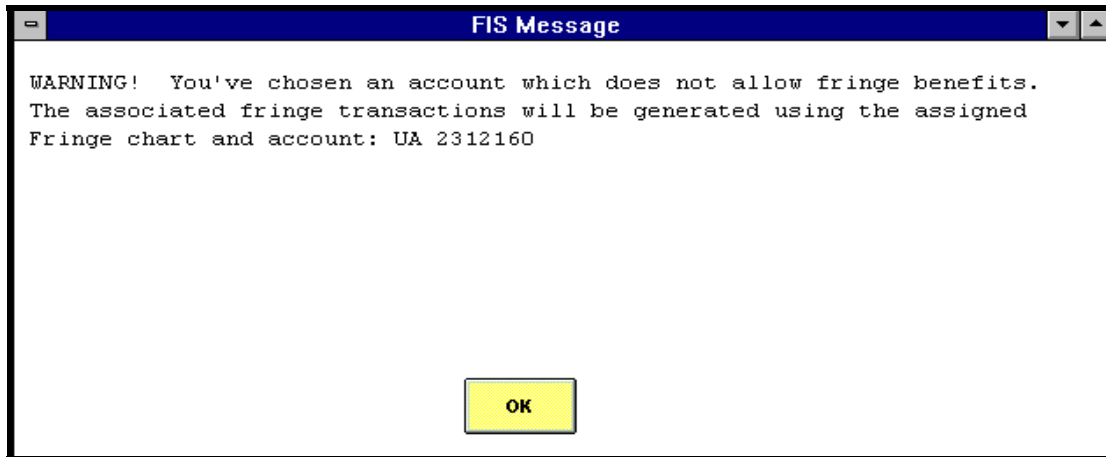
Chart: BL Account: 4721203

Current	Copy	New
Type Cd: NA		Type Cd: NA
Sub Fnd Grp: STATEM		Sub Fnd Grp: STATEM
Fr Bnft Cd: N		Fr Bnft Cd: N
Fr COA Cd: UA		Fr COA Cd: UA
Fr Acct Nbr: 2312160		Fr Acct Nbr: 2312160
High ED Cd: SS		High Ed Cd: SS
Rstrc Cd: R		Rstrc Cd: R
Rstrc Date:		Rstrc Date:
End COA Cd:		End COA Cd:
Endw Acct#:		Endw Acct#:

Buttons: OK, CANCEL

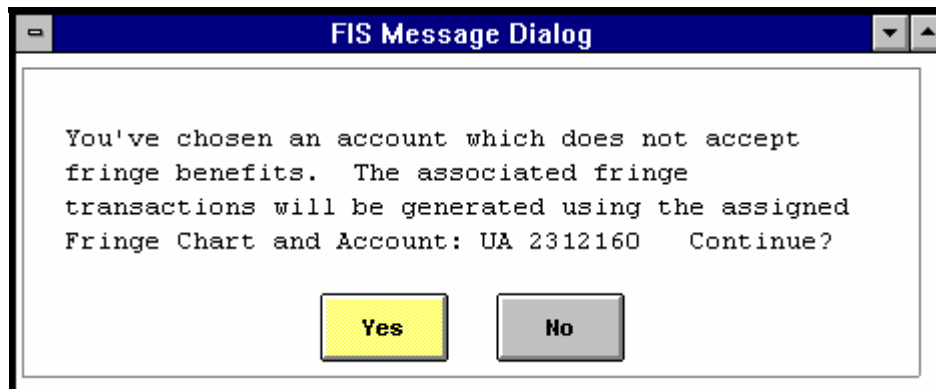
On this screen, if a user answers the Fringe Benefit Code question with a No, the system will automatically require the user to designate a fringe benefit COA Code and Fringe Account Number. This designation will then determine where any associated fringe benefits are transferred when the account is selected on the ST document. In this example, if a user transfers wages to account 4721213, the system will post the associated fringe benefits to account 2312160.

On the ST document, if an account coded not to accept fringe benefits is selected in the “From” zone of the document, the system will bring up the following warning message:



This message informs the user of the current fringe benefit COA/Account designation for the account selected.

If an account which does not accept fringe benefits is selected in the “To” zone of the document, a slightly different message is displayed:



This message gives the user the option of continuing or selecting an alternate account.