Lehigh University   **Controller's Office**

Reallocation and Funding Transfers Guidelines

The electronic form to submit reallocations or funding transfers can be found on the Controller's Office web page under General Accounting – Forms.

Reallocation Guidelines

Use form to:

- Move expenses and/or revenue posted in Banner to another index/account code

    o A list of valid account codes can be found on the **Procedures & Other Information** page of the General Accounting section on the Controller's Office web page

- If you are moving several expense or revenue transactions to the same index and account code, you may move them in total

Do not use form to:

- Reallocate payroll or employee benefit transactions – see below

- Reallocate research dollars (2128xx, 529000-599999, 603500-603999, 606900-607499, 608xxx, 609550-611499) - **click here for processing information**.

Payroll / Employee Benefits
Requests to reallocate payroll expenses should be sent to the Payroll Office. See "Preparing a Payroll Reallocation Request" in the Payroll Guidelines for Managers section of the Payroll Procedures & Other Information page of the Controller's Office web page.

When reallocating payroll expenses 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.

Endowment Spending Indexes (45XXXX)
Make sure you are familiar with the terms of the related endowment agreement and the transaction is in compliance with that agreement. If you are unsure of the purpose of the endowment, contact either your Dean's Office or Investment Accounting (extension 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

Supporting Documentation
Can attach a Banner screen print or other supporting documents to aid in explanation. Although, it's not necessary if description, explanation, and additional information field fully explain purpose of transaction.

Authorization
Authorization must be for the index that is being charged.

Funding Transfer Guidelines

<u>Use form to:</u>

- Provide support to a University program or initiative

- Fund a new index

- Fund an index with a deficit balance

- Transfer funds out of an index to be closed

<u>Do not use form to:</u>

- Transfer expenses and/or revenue posted in Banner to another index/account code

- Charge an index already in deficit or charge more than the index balance resulting in a deficit

- Transfer surplus funds from a University budgeted 2xxxxx index to another index - contact Budget Office

- Move funds into or out of a University budgeted 1xxxxx revenue index - contact Budget Office

- To increase or decrease University budgeted indexes (2XXXXX) if a budget reallocation is more appropriate – contact Budget Office

- Reallocate research dollars (2128xx, 529000-599999, 603500-603999, 606900-607499, 608xxx, 609550-611499) - **click here for processing information**.