

MANUAL PAYROLL ALLOCATION INTERFUND JOURNAL EXAMPLE

Journal Entry (JE) Type	Scenario	JE Instructions (UPHS/Center 21)	JE Instructions (CPUP Departments)
<p>2. Manual Payroll Allocations</p>	<p>Because UPHS Center 21 and the University use separate payroll systems, University payroll allocations to UPHS uses Interfund journal entries to allocate these expenses. (this does not apply to CPUP)</p>	<p>Credit: the appropriate University account to reduce University payroll expense</p> <p>Use Object Code 5140 to reduce University expense for UPHS salaries and wages</p> <p>Use Object Code 5192 to reduce University employee benefit expense</p> <p>Debit : 210-21xx-1-000000-1520-0000-0000 to charge payroll and benefit expense to UPHS</p> <p>Enter pay period and Lawson-COA account information in the Context Box</p>	<p>Do not use BEN Financials Manual Journals for CPUP reallocations since CPUP uses the PennWorks/payroll system</p> <p>Use the PennWorks/Payroll Reallocation function to reallocate CPUP payroll</p>