Salary Pool Reconciliation Tips

Review salary pool balance on Screen 34. The figure in the budget column should equal the sum of the actuals and encumbrance columns. When they do not equal, there will be a balance in the salary pool. There are several reasons for balances in the salary pool. Below are the most common reasons a balance occurs on screen 34, and some helpful hints for reconciling the imbalance.

Note: In the examples below, the 1700 refers to Research Accounts and 1600 refers to Extension Accounts.

1. **Incorrect Object Code on the EPA:** If the object code on the requirement account is not changed to 1700/1600, budget will not move around correctly, and will result in a negative balance in the salary pool. To reconcile, first go to screen 34 and find the month the balance occurred. Then go to screen 46 for that month and look at EPA entries. If an EPA is done correctly, it will have three lines on Screen 46. See Example:

Sbcd	TC	Ref 2	Date	Description	Amount		BatRef	Offset Acct
1105	051	A09091	03/26	EPA - A09091 - MAT	3,041.65		2790JC	
1100	022	A09091	03/26	EPA - A09091 - MAT	3,041.65		2790JC	110002 1700
1700	022	A09091	03/26	EPA - A09091 - MAT	3,041.65	-	2790JC	110002 1100

If the object code is not changed, it will only have the one line highlighted above. To correct this, a DBR can be done to move budget from the 1700/1600 pool to the 1100 pool for the Iteration Effective Date Amount on the EPA.

2. **Payroll Correction Needed:** A salary pool can be out of balance if the EPA is done to retroactively adjust a funding source. This would result in a positive salary pool balance on Screen 34. Once the month the salary pool went out of balance is identified, go to screen 46 for that month. If the EPA is done correctly regarding the object code, but the amounts do not match on the three lines shown below, it would indicate a payroll correction is needed. If screen 46 has the following three line items, and the highlighted row (the encumbrance object code 1105) is less than the other two rows, the a payroll correction is needed:

Sbcd	TC	Ref 2	Date	Description	Amount		BatRef	Offset Acct
1105	051	A09091	03/26	EPA - A09091 - MAT	2,365.00		2790JC	
1100	022	A09091	03/26	EPA - A09091 - MAT	3,041.65		2790JC	110002 1700
1700	022	A09091	03/26	EPA - A09091 - MAT	3,041.65	-	2790JC	110002 1100

This entry indicates that the amount budgeted is greater than the amount encumbered, so there needs to be an actual amount moved from another account to the current account through a payroll correction. If the highlighted row doesn't exist, payroll corrections are needed for the entire period back to the iteration effective date.

If the salary pool balance is a negative amount, this could indicate that the budget and any remaining encumbrance has been moved to another account, and payroll corrections are needed to move the actual payroll from the account that is out of balance. The entries on Screen 46 would have negative entries to the 1100 pool and 1105, but would not be the same amount.

Sbcd	TC	Ref 2	Date	Description	Amount		BatRef	Offset Acct
1105	051	A09091	03/26	EPA - A09091 - MAT	2,365.00-		2790JC	
1100	022	A09091	03/26	EPA - A09091 - MAT	3,041.65-		2790JC	111023 1700

If only the highlighted row appears on screen 46, and the salary pool is negative, it would indicate that the entire iteration effective period would need to be corrected through payroll corrections

3. **Leave without Pay:** If a smaller positive balance appears in the salary pool, it could be due to a situation where an employee took leave without pay. This will usually show up after month end through an auto adjust. After actual payroll has been booked, the system will auto adjust off the difference between what an employee was paid and what they should have been paid if they worked the full 80 hours or full month. The auto adjust will release the excess encumbrance, leaving the budget over stated. To correct this imbalance, a DBR can be done to move the budget from the 1100 pool to the 1700/1600 pool.

4. **Auto Adjust/Rounding:** During month-end processing, the system will auto correct for small rounding differences. These can be cleared out by doing a DBR to move the small imbalance from 1700/1600 to 1100 or vice versa.

The above examples are just a few ways the salary pools can end up out of balance. These are just a few tips to use to find the imbalance and correct them. There are many other reasons salary pools can get out of balance, and sometimes it takes some digging to find the variety of things that caused the imbalance. As you work through the reconciliation, please feel free to contact the budget office for further guidance and help in this process.