



Instructions for OMES Form PFT, Revised 12/2012

Purpose: This form is to be used when an error was made in the funding for individuals on a paid payroll. Detailed documentation should be maintained in the agency records for audit purposes.

SECTION A

Include Agency Number, Agency Name and the name and phone number of the individual OMES would contact if there are questions about the form. The date of the request, not the original entry date, should be included.

SECTION B

Original Journal ID - The journal number can be found in the Query OCP\_PAYROLL\_FUND\_TRANSFER\_PS. The Original Journal ID is required on the funding lines that were originally processed. Multiple journals can be corrected on a single PFT form.

Agency Number - Must be the 5 digit agency number.

Account - The OCP\_PAYROLL\_FUND\_TRANSFER\_PS query returns only the expense accounts. The entry must be submitted in a double entry format including the cash account (101000). In the example, the agency is reclassifying \$200,000 from Class Funding 202000 to Class Funding 19501 and \$14,507.05 from Class Funding 19501 to Class Funding 22000. List the corresponding debits and credits together with debits first.

Fund Type - This is the fund type for the Class Funding presented.

Department - The 7 digit Department Code is required on the expense account lines (beginning with a 5)

Bud Ref - Include the appropriate budget reference.

Amount - Debit - A debit to an expense account (511110 - 511310 and 511400) represents an increase in the expense. A debit to the cash account (101000) represents an increase to the cash.

Amount - Credit - A credit to an expense account (511110 - 511310 and 511400) represents a decrease in the expense. A credit to the cash account (101000) represents a decrease to the cash.

SECTION C

Include a description of the correction. Form must be signed by the Agency Finance Officer

**NOTE: Check that the debits and credits for each Account net to zero (101000 debits = 101000 credits). See example on Sample form**

**State of Oklahoma**  
**Office of Management and Enterprise Services**  
 Payroll Funding Correction - CORE Payrolls  
 To the Director of State Finance  
 Attention: Accounting Room 122

<b>SECTION A</b>		9000
Agency Number		
Agency Name	State Finance	
Contact	John Doe	555-5555
	Name	Phone
Date of Request	19-May-05	

**SECTION B**

Journal Source		ALO						Amount		OSF use only	
Original Journal ID	Agency	Account	Fund Type	Class Funding	Department	Bud Ref	Debit	Credit	Verified	Journal ID	
PY00441104	09000	101000	1000	20200			200,000.00				
PY00441104	09000	511110	1000	20200	2000001	05		200,000.00			
	09000	511110	1000	19501	2000001	05	200,000.00				
	09000	101000	1000	19501				200,000.00			
PY00464222	09000	101000	1000	19501			14,507.05				
PY00464222	09000	511110	1000	19501	3000001	05		13,577.11			
PY00464222	09000	512110	1000	19501	3000001	05		929.94			
	09000	511110	1000	22000	3000002	05	13,577.11				
	09000	512110	1000	22000	3000002	05	929.94				
	09000	101000	1000	22000				14,507.05			
							429,014.10	429,014.10			

<b>SECTION C</b>	
Payroll Funding Corrections for <u>PY00441104, PY00464222</u>	
NOTE: Check that the debits and credits for each Account used nets to zero. Account 101000: + 200000 - 200000 + 14507.05 - 14507.05 = 0 Account 511110: - 200000 + 200000 - 13577.11 + 13577.11 = 0 Account 512110: - 929.94 + 929.94 = 0	Signature
	Agency Finance Officer
	Date

<b>SECTION D</b>	
OMES use only: _____	_____
For the Director of State Finance	Date