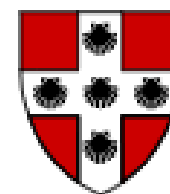


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## Budget Planning Training

5/2/11

# Context

## Smartkey/Account Summary

Last Refresh Date: 12/08/2009

Use Saved Search:

Fiscal Year	equal to	<input type="text"/>
SmartKey	equal to	1001095100 <input type="button" value=""/>
Account	equal to	87000 <input type="button" value=""/>
Position	equal to	<input type="text"/> <input type="button" value=""/>
Department	equal to	<input type="text"/> <input type="button" value=""/>
Account Group	equal to	<input type="text"/>
Account Subgroup	equal to	<input type="text"/>
Program Group	equal to	<input type="text"/>
Fund Code	equal to	<input type="text"/>

Budget

Actual  
(PO's, Vouchers,  
Journals, Deposits)

[Help Document](#)

Inquiry Details															Customize	Find	View All	First	1 of 1	Last
Smartkey Detail															Budget Details	Position Details	Projects	Attributes		
	FY	Smart Key	SmartKey Description	Account	Account Description	Total Orig Budget	Total Adj Budget	Total Budget	Encumbered	Budget Checked	Approved	Total Committed	PTD Committed	Bal Avail	%					
1	2010	1001095100	FINANCE	87000	SUBGRP FACILITIES	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00					

# Budget Types

## Original Budget

- Recurring budget that is available for spending in the current and future fiscal years.

## Adjustment Budget

- One-time budget that is available or not available for spending in the current fiscal year only.

## Total Budget (calculation)

- Sum of original budget + adjustment budget
- Total budget available for spending in the current fiscal year.

# Budget Transfer vs. Budget Planning

## Budget Transfer

- Budget transactions in the current fiscal year (2011).
- Two types of budget transfers:
  - Original budget transfers from July 1 – March 31.
  - Adjustment budget transfers from July 1 – June 30.

## Budget Planning

- Budget transactions in the upcoming fiscal year (2012).
- One type of budget planning:
  - Original budget transfers from May 2<sup>nd</sup>-June 30<sup>th</sup>.

# What Am I Expected to Plan?

- Plan budgets for Fund 1XX SmartKeys in the following account groups:
  - AG0 – Revenues
  - AG2 – Other Compensation
  - AG4 – Operating Expenses
- Supervisors will plan AG1 – Salaries & Wages through the on-line compensation process.
  - Benefits will be calculated automatically based on the new benefit rate (35.4% for full benefits).

# Why is Budget Planning Important?

- Budget checking occurs at the level at which your department budgets (attribute = KK value).
  - TP = Program Level
  - TS = Account Subgroup Level (e.g., travel)
  - TD = Account Detail Level (e.g., airfare, lodging).
- Budget warnings may indicate that there are insufficient funds for the PO, Voucher or Journal.
  - Good budget planning will minimize the number of budget warnings and allow for easier approval.
  - You should transfer budget to fund the expense prior to submitting the PO, Voucher or Journal.
  - Transactions with budget warnings will be pushed back or denied, especially by the central Finance Office.

# Where to find the KK Value for a SmartKey

## Smartkey/Account Summary

Last Refresh Date: 12/08/2009

Use Saved Search:

Fiscal Year	equal to	<input type="text"/>
SmartKey	equal to	1001095100 <input type="button" value="Q"/>
Account	equal to	87000 <input type="button" value="Q"/>
Position	equal to	<input type="text"/>
Department	equal to	<input type="text"/>
Account Group	equal to	<input type="text"/>
Account Subgroup	equal to	<input type="text"/>
Program Group	equal to	<input type="text"/>
Fund Code	equal to	<input type="text"/>

KK Value



[Help Document](#)

Inquiry Details								
Smartkey Detail		Budget Details		Position Details		Projects		Attributes
	Program Group	Budget Code	Expense Purpose	Purpose ID	Eff Status	KK Value	Account Group	Account Subgroup
1		UEI	0500		Active	TS	AG4	87000_87999

The KK Value for a SmartKey can be found on the Attributes Tab of the SmartKey/Account Summary Report.

# Preliminary 2012 Budgets

- Original budgets from 2011 have rolled over into 2012 plus or minus any budget changes that were approved during the budget development cycle.
  
- Inquiry Reports (Fiscal Year = 2012)
  - SmartKey Summary
  - SmartKey/Account Subgroup Summary
  - SmartKey/Account Summary
  - Transaction Detail
  
- Workflow and Approvals
  - Budget planning transactions will have the same workflow as budget transfer transactions (fiscal manager approval).
  - Budget planning transactions are not reflected in WFS until they have been fully approved and posted.

# Wesleyan SmartDocs

WESLEYAN UNIVERSITY

JLEONE On PF90PROD

Home | Worklist | MultiChannel Console

Personalize [Content](#) | [Layout](#)

**Menu**

Search:

- My Favorites
- Smart Solutions
- Data Expansion Tools
- Wesleyan Menu
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Customers
- Products
- Customer Contracts
- Order Management
- Items
- Vendors
- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Engineering
- Grants
- Program Management
- Project Costing
- Proposal Management
- Travel and Expenses
- Travel Administration
- Billing
- Accounts Receivable
- Accounts Payable
- Asset Management
- Banking

**Wesleyan Smart Docs**

- Journal Entry
- Voucher
- Purchase Order
- Deposit Transmittal
- Grants Proposal
- Budget Transfer
- Budget Planning**
- Budget Journal

**Wesleyan Inquiry Pages**

- Smartkey Summary
- Smartkey/Acct Subgroup Summary
- Smartkey/Account Summary
- Transaction Detail
- Personnel Earnings Detail

**Wesleyan Reports**

- Budget vs. Actual By Smartkey

**Wesleyan WorkFlow Inbox**

- Approval Inbox
- Assign Proxy

**Budget Warning Pages**

- Voucher
- Journal
- Purchase Order

**Wesleyan Report Output**

Report	Folder Name
<a href="#">GL_SJE</a>	General
	04/13/2011 10:00 A
<a href="#">GL_SJE</a>	General
	04/12/2011 10:00 A
<a href="#">GL_SJE</a>	General
	04/11/2011 10:00 A

[Report Manager](#)

# Budget Planning SmartDoc

## Search Panel

### Smart Budget Planning

[Find an Existing Value](#)

**Add a New Value**

Business Unit: WSLYN

Journal ID: NEXT

Journal Date: 04/26/2010

Add

[Find an Existing Value](#) | [Add a New Value](#)

- Defaults to “Add a New Value”
- Defaults the Business Unit and Journal ID
- Defaults the Journal Date to Today’s Date
- Just click on “Add”

**Budget Planning - Fiscal Managers**

Journal ID NEXT    \*Budget Entry Type Transfer Original ▾  
 Fiscal Year 2012    Entered Date Transfer Original  
 \*Comment (254)    Workflow Status No Request    Entered By JLEONE Leone,Jeffrey

Attachments Find | View All    First ◀ 1 of 1 ▶ Last

Attachment Attach    View    + -

▼ Lines View All | First ◀ 1 of 1 ▶ Last

Delete	Line	*Smartkey	Original Budget	Adjustment Budget	Total Budget	Total Committed	Balance Available	Debit	Credit
<input type="checkbox"/>	1	<input type="text"/>							

Lines to add  + -

Journal Totals		
Total Lines:	Total Debits:	Total Credits:
1	0.00	0.00

Save    Save & Submit    Print Budget Plannin    Cancel

- Defaults Journal ID, Fiscal Year, Entered Date and Entered By Information.
- Asterisks show which fields are required.
- Select Budget Entry Type = Transfer Original
- Enter a Comment. Be as descriptive as possible since budget transactions will go through workflow for approval.
- Attach documents if necessary.

## Budget Planning - Fiscal Managers

Journal ID NEXT 'Budget Entry Type' Transfer Original  
 Fiscal Year 2012 Entered Date 4/26/2011  
 'Comment (254) Workflow Status No Request Entered By SCHYUNG Chyung,Sun  
 Budget reallocation for 2012 programming.

Attachments Find | View All First 1 of 1 Last  
 Attachment Attach View

Delete	Line	'Smartkey	Description	Account	Description	Original Budget	Adjustment Budget	Total Budget	Total Committed	Balance Available	Debit	Credit
<input type="checkbox"/>	1	1001051200	RES ACTMITY BUDGET	82200	SUBGRP OFFICE OPERAT	56,214.00		56,214.00		56,214.00	8,000.00	
<input type="checkbox"/>	2	1001051205	SENIOR HOUSING	82200	SUBGRP OFFICE OPERAT							8,000.00

Journal Totals		
Total Lines:	Total Debits:	Total Credits:
2	8,000.00	8,000.00

Save Save & Submit Print Budget Planning Cancel

- Enter a SmartKey
  - Limited to SmartKeys within a user's access (Smart Security)
  - Limited to operating budgets (within fund 1XX)
  - Limited to transfers within the same fund.
- Enter Account (based on budgeting level of the SmartKey)
  - \*TD=Track Detail; \*TS= Track Subgroup; TP=Track Program (no account)
  - Limited to Account Group 4 – Operating Expenses (accounts 82000-88999).
- Description for SmartKey and Account will be displayed for user verification

## Budget Planning - Fiscal Managers

Journal ID NEXT 'Budget Entry Type' Transfer Original  
 Fiscal Year 2012 Entered Date 4/26/2011  
 Comment (254) Workflow Status No Request Entered By SCHYUNG Chyung,Sun  
 Budget reallocation for 2012 programming.

Attachments Find | View All First 1 of 1 Last  
 Attachment Attach View

Delete	Line	'Smartkey	Description	Account	Description	Original Budget	Adjustment Budget	Total Budget	Total Committed	Balance Available	Debit	Credit
<input type="checkbox"/>	1	1001051200	RES ACTMITY BUDGET	82200	SUBGRP OFFICE OPERAT	56,214.00		56,214.00		56,214.00	8,000.00	
<input type="checkbox"/>	2	1001051205	SENIOR HOUSING	82200	SUBGRP OFFICE OPERAT							8,000.00

Lines to add 1 + -

Journal Totals		
Total Lines:	Total Debits:	Total Credits:
2	8,000.00	8,000.00

Save Save & Submit Print Budget Planning Cancel

- Enter Debit or Credit Amount
  - Debit decreases the expense budget. Credit increases the expense budget.
  - Amounts entered must always be positive.
  - The debit amount cannot exceed the original budget.
- To add a Line, click +. To delete a line, select the line and click -.
- The transaction must have a minimum of two lines.
- The budget planning transaction must be balanced (Total Debits must equal Total Credits).
- Click on “Save” (to save and return to later) or “Save and Submit” (to save and submit to workflow). “Save” will allow a user to preview the workflow before submitting.

## Budget Planning ID Status

---

**Budget Planning ID 0000009273 has been saved and submitted successfully.**

**Click OK to return to the transaction.**

OK

- Budget Planning ID and Status is displayed.
- Click on “OK” to return to the transaction.

## Budget Planning - Fiscal Managers

Journal ID 000009723 Budget Entry Type Transfer Original  
Fiscal Year 2012 Entered Date 4/26/2011  
Workflow Status [No Request](#) Entered By SCHYUNG Chyung,Sun  
Budget reallocation for 2012 programming

Attachments Find | View All First 1 of 1 Last  
Attachment Attach View

Delete	Line	Smartkey	Description	Account	Description	Original Budget	Adjustment Budget	Total Budget	Total Committed	Balance Available	Debit	Credit
<input type="checkbox"/>	1	1001051200	RES ACTIVITY BUDGET	82200	SUBGRP OFFICE OPERAT	56,214.00		56,214.00		56,214.00	8,000.00	
<input type="checkbox"/>	2	1001051205	SENIOR HOUSING	82200	SUBGRP OFFICE OPERAT							8,000.00

Lines to add 1

Journal Totals		
Total Lines:	Total Debits:	Total Credits:
2	8,000.00	8,000.00

Save Save & Submit [Print Budget Planning](#) Cancel

- Journal ID is displayed
- Click “Print Budget Planning” to print a copy of the budget transaction
- Click on “Workflow Status” to view Workflow Approval Path

**Review Budget Transfer Approval**

Journal ID: 0000009273      User ID: SCHYUNG  
 Business Unit: WSLYN      Status: Pending

Approval Map

**Budget Manager**

BUSINESS\_UNIT=WSLYN, JOURNAL\_ID=0000009273

Attributes Approval

Pending → Not Routed

Culliton, Richard T. Budget Manager → Multiple Approvers Budget Planning

Return

Mozilla Firefox

wesleyan.edu https://pstux5.wesleyan.edu/psc/PF90PROD\_9/EMPLO

Approver #1  
 Name: Victor Diaz  
 Description: VDIAZ  
 Email ID: VDIAZ@wesleyan.edu

Approver #2  
 Name: Chyung, Sun  
 Description: SCHYUNG  
 Email ID: schyung@wesleyan.edu

Approver #3  
 Name: Leone, Jeffrey  
 Description: JLEONE  
 Email ID: jleone@wesleyan.edu

Approver #4  
 Name: Andrews, Christopher  
 Description: CANDREWS01  
 Email ID: candrews01@wesleyan.edu

- In this example, there are two different levels of approval:
  - Budget Manager for Student Affairs (Rick Culliton)
  - Budget Planning (Financial Planning)
- In order for a budget transaction to be processed, all approvers must approve this journal.
- Budget transactions are updated hourly every day on the hour. [Note: Inquiry is updated nightly.]
- Any comments made by an Approver will appear below the Workflow.
- Click “Return”

# Notes

- There will be budget transactions that you cannot process using the SmartDoc because the transaction involves:
  - A SmartKey that you do not have security access to
  - Position budgets
  - Revenue budgets
  - A SmartKey that crosses funds

There is a separate process for these types of budget transactions:

- Please submit an Offline Budget Planning Request Form under “Forms” in your Employee Portfolio. Attach the form and email it to your fiscal manager. Academic Affairs departments, please send it to Financial Planning ([FinancialPlanning@wesleyan.edu](mailto:FinancialPlanning@wesleyan.edu)).
- Fiscal Managers will process transactions that fall within their area. Fiscal managers will forward the ones that cross officer areas to Financial Planning for processing.

# Approvers

## Approval Inbox

'Search Type: Budget Transfer/Planning   
 Use Saved Search:

Fiscal Year: equal to    
 Business Unit: equal to    
 Journal ID: equal to    
 Journal Date: equal to     
 UnPost Sequence: equal to    
 Budget Header Status: equal to    
 Approval Participant: equal to

[Advanced Search](#)   [Personalize Search](#)

Budget Journal Details											Customize	Find	View All	First	1-10 of 16	Last
Fiscal Year	Business Unit	GL Journal ID	Entered By	Budget Header Status	UnPost Sequence	Journal Date	Approval Participant	Originator OperID	Journal Total Credits	Journal Total Debits						
1 2010	WSLYN	<a href="#">0000009181</a>	LHENDRIX	Waiting	0	04/06/2010	Approver	LHENDRIX	1750.000	1750.000						
2 2010	WSLYN	<a href="#">0000009183</a>	LHENDRIX	Waiting	0	04/06/2010	Approver	LHENDRIX	200.000	200.000						
3 2010	WSLYN	<a href="#">0000009172</a>	LHENDRIX	Waiting	0	04/06/2010	Approver	LHENDRIX	1325.000	1325.000						
4 2010	WSLYN	<a href="#">0000009179</a>	LHENDRIX	Waiting	0	04/06/2010	Approver	LHENDRIX	750.000	750.000						
5 2010	WSLYN	<a href="#">0000009177</a>	LHENDRIX	Waiting	0	04/06/2010	Approver	LHENDRIX	450.000	450.000						
6 2010	WSLYN	<a href="#">0000009182</a>	LHENDRIX	Waiting	0	04/06/2010	Approver	LHENDRIX	150.000	150.000						
7 2010	WSLYN	<a href="#">0000009166</a>	LHENDRIX	Waiting	0	04/06/2010	Approver	LHENDRIX	3824.000	3824.000						
8 2010	WSLYN	<a href="#">0000009174</a>	LHENDRIX	Waiting	0	04/06/2010	Approver	LHENDRIX	150.000	150.000						
9 2010	WSLYN	<a href="#">0000009170</a>	LHENDRIX	Waiting	0	04/06/2010	Approver	LHENDRIX	606.000	606.000						
10 2010	WSLYN	<a href="#">0000009167</a>	LHENDRIX	Waiting	0	04/06/2010	Approver	LHENDRIX	700.000	700.000						

- Click on "Fiscal Year" to sort Budget Transfers (2011) versus Budget Planning (2012) transactions.

# Reminders

- Deadline for budget planning is June 30<sup>th</sup>.
- All budgets in -82000 need to be moved to the appropriate account code. -82000 is for Finance Office only.
- If you have an adjustment budget transfer for 2012, process it after July 1<sup>st</sup> using the Budget Transfer SmartDoc.

# Contacts

## Financial Planning Office

- Sun Chyung, Director of Financial Planning
- Chris Andrews, Budget & Data Analyst
- Jeff Leone, Budget & Data Analyst
- Victor Diaz, Budget & Data Analyst

Email: [FinancialPlanning@wesleyan.edu](mailto:FinancialPlanning@wesleyan.edu)