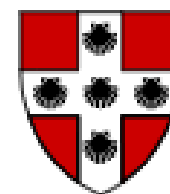


WESLEYAN  
UNIVERSITY

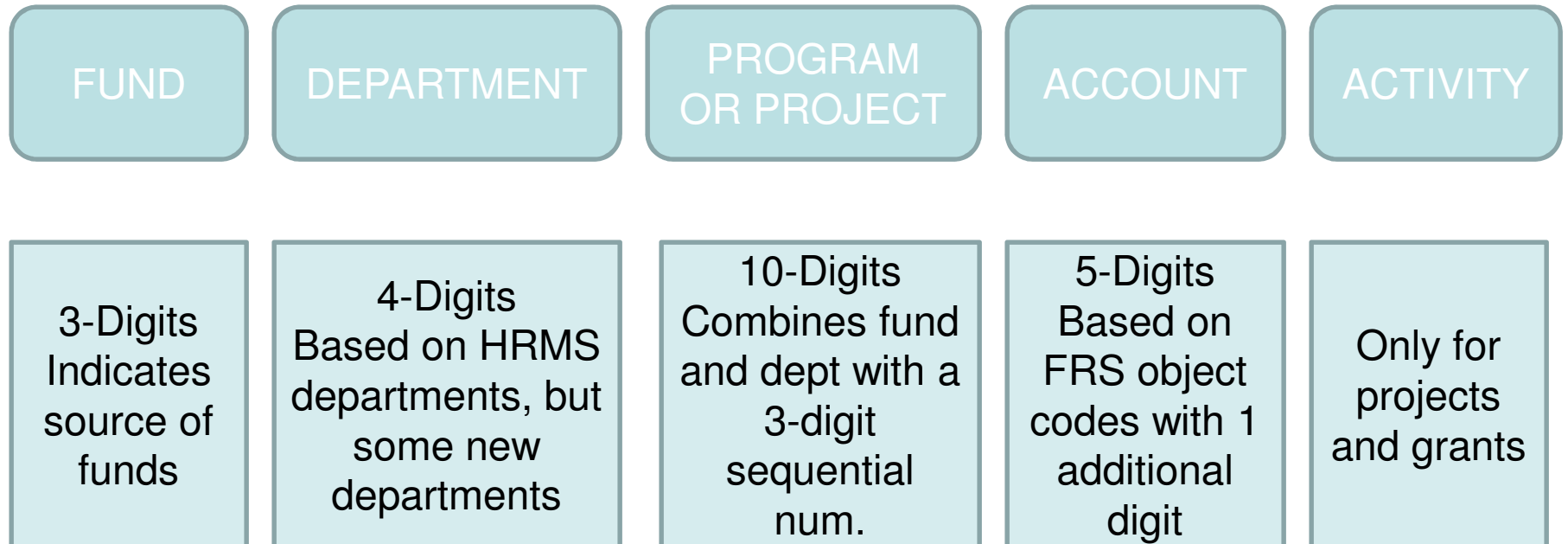
---



# Budget Transfers

## 9/23/10

# New Chart of Accounts



Examples:

100	1095	1001095100	82100	Research
-----	------	------------	-------	----------

# Account Structure

FRS:

Object Group		4-Operating Expenses
Object Subgroup	4500-4999	Travel (Budget Only)
Object Code	4520	Lodging



WFS:

Account Group		AG4-Operating Expenses
Account Subgroup	84500-84999	Travel (Budget Only)
Account Code	84520	Lodging

# Background

## 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, AP's,  
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					

# Key Terms

## Original Budget

- Formerly known as base or permanent budget
- Recurring budget that is available for spending in the current and future fiscal years.

## Adjustment Budget

- Formerly known as temporary budget
- One-time budget that is available for spending in the current fiscal year only.

## Total Budget

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

# Levels of Budgeting

<u>Levels</u>	<u>KK Value</u>	<u>Account</u>	<u>Description</u>
Program (Smartkey)	TP		
Account Subgroup	TS	84500-84999	Travel (Budget Only)
Account Code	TD	84520	Lodging

Note:

Most unrestricted operating budgets (Fund 1XX) budgets at the Account Subgroup level.

Expenses must always be charged to the detail account code.

# KK Value

## 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		
1		UEI	0500		Active	TS	AG4		

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

# Budget Transfer Forms

Form	Where to Find	Purpose
Budget Transfer	Budget Transfer under Wesleyan Smartdocs in WFS	<p>Move budget spending authority to appropriate smartkeys or accounts that you can access. It is used for moving budget only, not used for moving actual expenses (see journal voucher or journal). Only to be used for operating smartkeys (Fund 100-199). Cannot be used for budget transfers involving smartkeys that you cannot access, positions or revenue (see Budget Transfer – Offline).</p> <ul style="list-style-type: none"> <li>• Prior to expense occurring, check that there is adequate budget for the expense.</li> <li>• Fix budget warning for PO, voucher or journal (assuming Smartkey/Account codes are correct)</li> <li>• Move budget from office operating to travel (user has access to smartkey).</li> </ul>
Budget Transfer - Offline	Offline Budget Transfer Form (under Forms in EPortfolio)	<p>Most budget transfers for operating Smartkeys (Fund 100-199) should be processed using the Budget Transfer Smartdoc (see Budget Transfer). This form should be used to budget transfers involving smartkeys that you cannot access, positions or revenue. Completed form should be emailed to fiscal manager and <a href="mailto:financialplanning@wesleyan.edu">financialplanning@wesleyan.edu</a>.</p> <ul style="list-style-type: none"> <li>• Move budget from office operations to student help (involves positions)</li> <li>• Move budget from office operations to revenue (involves revenue budget)</li> <li>• Move budget from PAC to History (user has access to History, not PAC).</li> <li>• For co-sponsorships, use Journal or Open Journal (not Budget Transfer – Offline).</li> </ul>

# Budget Transfer Smartdoc

## Search Panel

**Smart Budget Transfer**

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

Business Unit:

Journal ID:

Journal Date:

[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 Transfer - Department Users

Journal ID NEXT \*Budget Entry Type

Fiscal Year 2011 Entered Date 09/27/2010

\*Comment (254) Workflow Status [No Request](#) Entered By JLEONE Leone,Jeffrey

**Attachments** Find | View All First 1 of 1 Last

Attachment

▼ Lines View All |  1 of 1

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

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

## Budget Transfer - Department Users

Journal ID NEXT \*Budget Entry Type Transfer Adjustme  
 Fiscal Year 2011 Entered Date 09/27/2010  
 \*Comment (254) Workflow Status No Request Entered By JLEONE Leone, Jeffrey  
 Budget reallocation for 2011 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	13,000.00		13,000.00	4,500.00	8,500.00	8,000.00	
<input type="checkbox"/>	2	1001051205	SENIOR HOUSING	82200	SUBGRP OFFICE OPERAT	10,000.00		10,000.00		10,000.00		8,000.00

Lines to add + -

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

Save Save & Submit Print Budget Transfe Cancel

- Enter a Smartkey
  - Limited to Smartkeys within a user's access (SmartSecurity)
  - 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
- Information on budget, expense and encumbrances (total committed) and balance available will be displayed.

## Budget Transfer - Department Users

Journal ID NEXT \*Budget Entry Type Transfer Adjustme  
 Fiscal Year 2011 Entered Date 09/27/2010  
 \*Comment (254) Workflow Status No Request Entered By JLEONE Leone,Jeffrey  
 Budget reallocation for 2011 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	13,000.00		13,000.00	4,500.00	8,500.00	8,000.00	
<input type="checkbox"/>	2	1001051205	SENIOR HOUSING	82200	SUBGRP OFFICE OPERAT	10,000.00		10,000.00		10,000.00		8,000.00

Lines to add + -

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

Save Save & Submit Print Budget Transfe Cancel

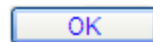
- Enter Debit or Credit Amount
  - Debit decreases the expense budget. Credit increases the expense budget.
  - Amounts entered must always be positive.
  - The debit amount cannot exceed the balance available.
  - For original budget transfers, the debit amount cannot exceed the original budget.
  - For adjustment budget transfers, the debit amount cannot exceed the adjustment budget.
- To add a Line, click +. To delete a line, select the line and click -.
- The transfer must have a minimum of two lines.
- The budget transfer 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)
- By clicking “Save” instead of “Save & Submit,” you can preview the workflow before submitting.

## Budget Transfer ID Status

---

Budget Transfer ID 0000015625 has been saved and submitted successfully.

Click OK to return to the transaction.



- Budget Transfer ID and Status is displayed.
- Click on "OK" to return to the transaction.

## Budget Transfer - Department Users

Journal ID 0000015625 Budget Entry Type Transfer Adjustment  
Fiscal Year 2011 Entered Date 09/27/2010  
Comment (254) Workflow Status Pending Approval Entered By JLEONE Smart Voucher  
Budget reallocation for 2011 programming.

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

Delete	Line	Smartkey	Description	Account	Description	Position	Position Title	Original Budget	Adjustment Budget	Total Budget	Total Committed	Balance Available	Debit	Credit
<input type="checkbox"/>	1	1001051200	RES ACTIVITY BUDGET	82200	SUBGRP OFFICE OPERAT			13,000.00		13,000.00	4,500.00	8,500.00	8,000.00	
<input type="checkbox"/>	2	1001051205	SENIOR HOUSING	82200	SUBGRP OFFICE OPERAT			10,000.00		10,000.00		10,000.00		8,000.00

Lines to add 1

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

Save

Print Budget Transfe

Return to Search

- Journal ID is displayed
- Click "Print Budget Transfer" to print a copy of the budget transfer
- Click on "Workflow Status" to view Workflow Approval Path

## Review Budget Transfer Approval

Journal ID: 0000015625      User ID: JLEONE  
Business Unit: WSLYN      Status: Pending

Approval Map

### Budget Manager

**BUSINESS\_UNIT=WSLYN, JOURNAL\_ID=0000015625**

Attributes Approval

**Approved**  
Culliton, Richard T.  
Budget Manager  
7/13/2009 - 2:45 PM

→

**Pending**  
Multiple Approvers  
Budget Planning

Comments

Culliton, Richard T. at 7/13/2009 - 2:45 PM  
Move \$5k to office supplies

Return

Mozilla Firefox

wesleyan.edu https://pstux5.wesleyan.edu/psc/PF90PROD\_16/EMPL

<b>Approver #1</b>	
Name:	Chyung, Sun
Description:	SCHYUNG
Email ID:	schyung@wesleyan.edu
<b>Approver #2</b>	
Name:	Leone, Jeffrey
Description:	JLEONE
Email ID:	jleone@wesleyan.edu
<b>Approver #3</b>	
Name:	Andrews, Christopher
Description:	CANDREWS01
Email ID:	candrews01@wesleyan.edu

Close

Q=0: Pending [View/Hide Comments](#)

- 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 transfer to be processed, all approvers must approve this journal.
- **Budget transfers are posted to WFS only after the document has been fully approved AND the posting process (which runs hourly on the hour) has run.**
- Any comments made by an Approver will appear below the Workflow.
- Click on "Return"

# Deadlines

## Original Budget Transfers

- Original budgets must be established for budget planning purposes
- Original budget transfers must be made within the first three quarters of the fiscal year (by March 31<sup>st</sup>)

## Adjustment Budget Transfers

- Adjustment budget transfers can be made throughout the fiscal year (by June 30<sup>th</sup>).
- There should be little activity after March 31<sup>st</sup>.

# Budget Transfer – Offline Form

- Most budget transfers should be processed using the Budget Transfer Smartdoc in WFS.
- There will be budget transfers that you cannot process using the Smartdoc because the transfer involves:
  - A SmartKey that you do not have security access to
  - Position budgets
  - Revenue budgets
- In this case, please submit an Offline Budget Transfer Request form, under “Forms” in your portfolio.
  - For Academic Affairs and ITS – email form to [financialplanning@wesleyan.edu](mailto:financialplanning@wesleyan.edu)
  - All other officer areas – email form to your fiscal manager. The fiscal manager will process the budget transfer or forward the request (with his/her approval) to the Financial Planning Office for processing.

# Policy on Co-Sponsorships

- Use journal or open journal to move expenses among smartkeys/accounts
- To eliminate budget warnings when expenses charge a smartdoc:
  - Journal can occur before event or charges takes place
  - Make sure the journal charges the appropriate account (ask event sponsor, etc. for the smartkey/account combination to use)
- Provide sufficient information in comment section of the journal for approvers.
- Agree beforehand how charges will be handled if the event or sponsorship does not take place.
- This process also applies to co-sponsoring WSA events. Remember to credit the Fund 100 WSA Smartkey. The WSA Department Contribution Form in EPortfolio will no longer be used and will be removed shortly.

# Budget Checking Warnings

- A budget warning will appear on journals, vouchers (including PCard vouchers), and purchase orders when there is not enough budget available to fund the expense.
- **Users should not submit documents to workflow that contain budget warnings.**
- Budget Transfers can be used to fix Budget Checking Warnings. After budget has been transferred, approved and posted in WFS, the original document must be re-budget checked and re-submitted to workflow.

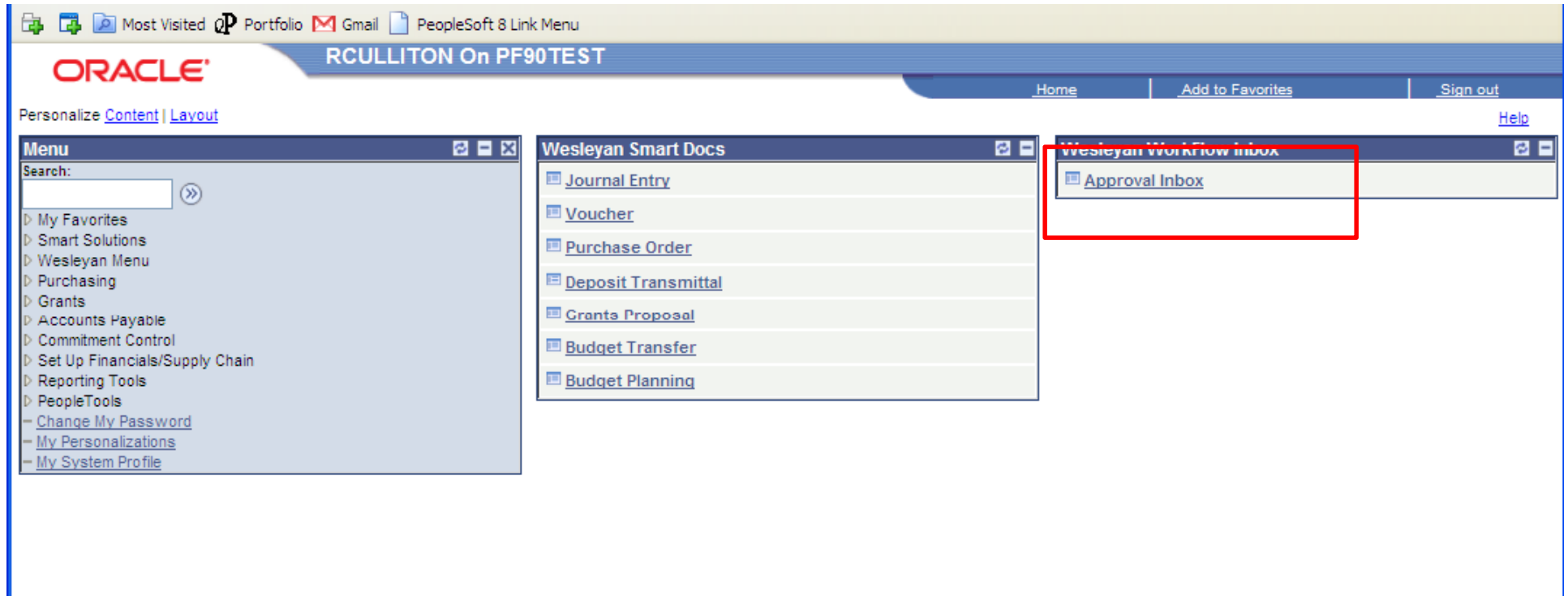
# Contacts

## Financial Planning Office

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

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

# Approvals



When you enter WFS, click on the “Approval Inbox” to view any transfers waiting for your approval

Portfolio Gmail PeopleSoft 8 Link Menu

**RCULLITON On PF90TEST**

Home Add to Favorites Sign out

New Window Help Customize Page http

### Approval Inbox

\*Search Type: Voucher  
Budget Transfer  
Deposit Transmittal  
Grants

Use Saved Search: Grants Budgets Journals Purchase Order Smart Key Voucher

Business Unit

Voucher ID

Invoice Number

Invoice Date equal to

Vendor ID equal to

Approval Participant equal to

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

Select "Budget Transfer" from the drop down menu, then click "Search."

### Approval Inbox

\*Search Type:

Use Saved Search:

Fiscal Year	<input type="text" value="equal to"/>	<input type="text"/>
Business Unit	<input type="text" value="equal to"/>	<input type="text"/>
Journal ID	<input type="text" value="equal to"/>	<input type="text"/>
Journal Date	<input type="text" value="equal to"/>	<input type="text"/>
UnPost Sequence	<input type="text" value="equal to"/>	<input type="text"/>
Budget Header Status	<input type="text" value="equal to"/>	<input type="text"/>
Approval Participant	<input type="text" value="equal to"/>	<input type="text"/>

[Advanced Search](#)
[Save Search Criteria](#)
[Delete Saved Search](#)
[Personalize Search](#)

Budget Journal Details									
Fiscal Year	Business Unit	<u>GL Journal ID</u>	Entered By	Budget Header Status	UnPost Sequence	Journal Date	Approval Participant	Originator OperID	Journal Credits
1 2011	WSLYN	<a href="#">0000015625</a>	JLEONE	Waiting	0	09/27/2010	Approver	JLEONE	

Here you can view all outstanding transfer to be approved. Click on the Journal ID number to view the full transfer.

### Budget Transfer

Journal ID 0000015625 Budget Entry Type Transfer Adjustment  
 Fiscal Year 2011 Effective Date 09/27/2010  
 Comment Workflow Status Pending Approval Entered By JLEONE Leone,Jeffrey

Budget reallocation for 2011 programming.

Attachments Find First 1 of 1 Last  
 Attachment Attach View

Delete	Line	Smartkey	Description	Account	Description	Position	Original Budget	Adjustment Budget	Total Budget	Total Committed	Balance Available	Debit	Credit
<input type="checkbox"/>	1	1001051200	RES ACTIVITY BUDGET	82200	SUBGRP OFFICE OPERAT		13,000.00		13,000.00	4,500.00	8,500.00	8,000.00	
<input type="checkbox"/>	2	1001051205	SENIOR HOUSING	82200	SUBGRP OFFICE OPERAT		10,000.00		10,000.00		10,000.00		8,000.00

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

Approval Comments

Standard Comment Type: WF Comment ID:

Comments:

Approve Deny Hold Push Back Print Budget Transfer

[Return to Search](#)

This page shows the full budget transfer. Click "Pending Approval" to see where the transfer is in Workflow.

## Review Budget Transfer Approval

Journal ID: 0000015625      User ID: JLEONE  
Business Unit: WSLYN      Status: Pending

Approval Map

### Budget Manager

Business Unit: WSLYN, Journal ID: 0000015625, Journal Date: 2010-09-27, Unpost Seq: 0: Pending

Attributes Approval

```
graph LR; A["Pending  
Culliton, Richard T.  
Budget Manager"] --> B["Not Routed  
Multiple Approvers  
Budget Planning"]
```

The diagram shows a workflow starting with a 'Pending' state managed by 'Culliton, Richard T. Budget Manager'. An arrow points to a 'Not Routed' state managed by 'Multiple Approvers Budget Planning'. A browser window titled 'Mozilla Firefox' is overlaid on the right, showing the URL 'https://pstux5.wesleyan.edu/psc/PF90PROD\_16/EMPL'.

Return

Return to Search

Approver #1	
Name:	Chyung, Sun
Description:	SCHYUNG
Email ID:	schyung@wesleyan.edu

Approver #2	
Name:	Leone, Jeffrey
Description:	JLEONE
Email ID:	jleone@wesleyan.edu

Approver #3	
Name:	Andrews, Christopher
Description:	CANDREWS01
Email ID:	candrews01@wesleyan.edu

Close

### Budget Transfer

Journal ID 0000015625 Budget Entry Type Transfer Adjustment  
 Fiscal Year 2011 Effective Date 09/27/2010  
 Comment Workflow Status [Pending Approval](#) Entered By JLEONE Leone,Jeffrey  
 Budget reallocation for 2011 programming.

Attachments Find First 1 of 1 Last  
 Attachment Attach View + -

Delete	Line	Smartkey	Description	Account	Description	Position	Original Budget	Adjustment Budget	Total Budget	Total Committed	Balance Available	Debit	Credit
<input type="checkbox"/>	1	1001051200	RES ACTIVITY BUDGET	82200	SUBGRP OFFICE OPERAT		13,000.00		13,000.00	4,500.00	8,500.00	8,000.00	
<input type="checkbox"/>	2	1001051205	SENIOR HOUSING	82200	SUBGRP OFFICE OPERAT		10,000.00		10,000.00		10,000.00		8,000.00

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

Approval Comments  
 Standard Comment Type: WF Comment ID:   
 Comments:

[Return to Search](#)

As an Approver you are given 4 options for the transfer.

- “Approve” sends the transfer along workflow
- “Deny” sends the transfer back to the Originator
- “Hold” keeps it in your inbox for further review.
  - This is useful if you are in a pooled approval setup.
- “Push Back” sends approval back one level in workflow.