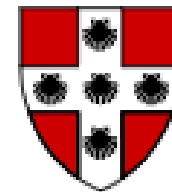


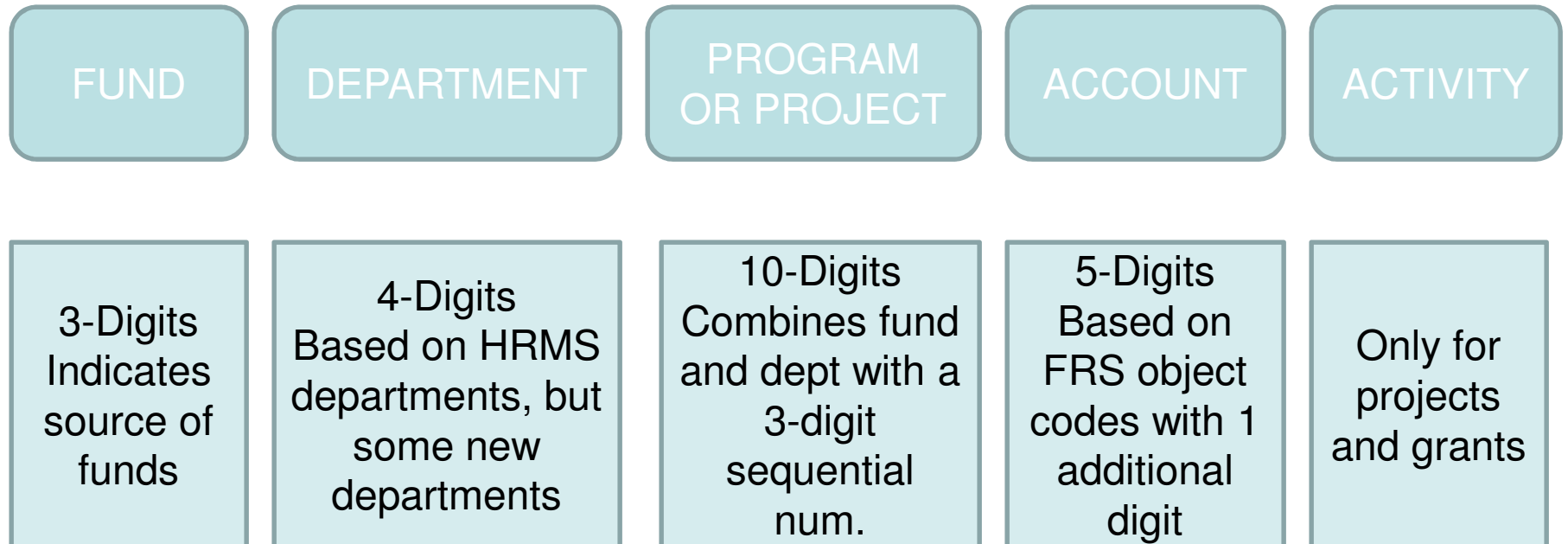
WESLEYAN
UNIVERSITY



Smart Doc - Budget Transfer

7/10/09

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

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.

Smart Budget Transfers

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 (do not change)
- Defaults the Journal Date to Today’s Date
- Just click on “Add”

Budget Transfer - Department Users

Journal ID	NEXT	*Budget Entry Type	<input type="text"/>
Fiscal Year	2010	Entered Date	07/06/2009
*Comment (254)	Workflow Status		No Request
	Entered By		FKOERTING Koerting,Frances
<input type="text"/>			
Attachments			
		Find View All	First <input type="text"/> 1 of 1 <input type="text"/> Last
Attachment	<input type="text"/>	<input type="button" value="Attach"/>	<input type="button" value="View"/>
		<input type="button" value="+"/>	<input type="button" value="-"/>
Lines			
<input type="checkbox"/>	Delete	Line	<input type="text"/>
<input type="checkbox"/>	Smartkey	<input type="text"/>	<input type="text"/>
	Original Budget	Adjustment Budget	Total Budget
	Exp & Encumb	Balance Available	Debit
	Credit	<input type="text"/>	<input type="text"/>
Lines to add <input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/>			
Journal Totals			
Total Lines:	Total Debits:	Total Credits:	
1	0.00	0.00	
<input type="button" value="Save"/>	<input type="button" value="Save & Submit"/>	<input type="button" value="Print Budget Transfer"/>	<input type="button" value="Cancel"/>

- 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 2010 **Entered Date** 07/06/2009
'Comment (254) **Workflow Status** No Request **Entered By** FKOERTING Koerting,Frances
 Budget reallocation for 2010 programming.

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

▼ Lines											View All	First	1-2 of 2	Last
Delete	Line	'Smartkey	Description	Account	Description	Original Budget	Adjustment Budget	Total Budget	Exp & Encumb	Balance Available	Debit	Credit		
<input type="checkbox"/>	1	1001051200	RES ACTIVITY BUDGET	82200	SUBGRP OFFICE OPERAT	81,214.00		81,214.00		81,214.00	8,000.00			
<input type="checkbox"/>	2	1001051205	SENIOR HOUSING	82200	SUBGRP OFFICE OPERAT							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 Transfer 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 and balance available will be displayed.
 - Budget transfer batch process currently scheduled to run at 10:30 am; 3:30 pm; 8:30 pm.

Budget Transfer - Department Users

Journal ID NEXT Budget Entry Type Transfer Adjustmer
 Fiscal Year 2010 Entered Date 07/06/2009
 Comment (254) Workflow Status No Request Entered By FKOERTING Koerting,Frances

Budget reallocation for 2010 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	Exp & Encumb	Balance Available	Debit	Credit
<input type="checkbox"/>	1	1001051200	RES ACTIVITY BUDGET	82200	SUBGRP OFFICE OPERAT	81,214.00		81,214.00		81,214.00	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 Transfer 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 0000000097 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 0000000097 **Budget Entry Type** Transfer Adjustment
Fiscal Year 2010 **Entered Date** 07/06/2008
Comment (254) **Workflow Status** [Pending Approval](#) **Entered By** FKOERTING Koerting,Frances

Budget reallocation for 2010 programming.

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

▼ Lines												View All	First	1 of 2	Last
Delete	Line	Smartkey	Description	Account	Description	Original Budget	Adjustment Budget	Total Budget	Exp & Encumb	Balance Available	Debit	Credit			
<input type="checkbox"/>	1	1001051200	RES ACTIVITY BUDGET	82200	SUBGRP OFFICE OPERAT	81,214.00		81,214.00		81,214.00	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 Transfer** Cancel

- 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: 000000173 User ID: FKOERTING
Business Unit: WSLYN Status: Pending

Approval Map

Budget Manager

BUSINESS_UNIT=WSLYN, JOURNAL_ID=000000173

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

http://pstux4.wesleyan.edu/psc/PF90TEST_3/EMPLOYEE/ERP/s/WEE

Approver #1	
Name:	Andrews, Christopher
Description:	CANDREWS01
Email ID:	wfs_accountants@wesleyan.edu
Approver #2	
Name:	Chyung, Sun
Description:	SCHYUNG
Email ID:	wfs_accountants@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 transfer batch process currently scheduled to run at 10:30 am; 3:30 pm; 8:30 pm.
- 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 31st)

Adjustment Budget Transfers

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

Notes

- There will be budget transfers that you cannot process using the Smartdoc (e.g., Smartkey access).
 - In this case, please submit an Offline Budget Transfer Request form.
 - For Academic Affairs – email form to Janine Lockhart with a CC to financialplanning@wesleyan.edu
 - For Non Academic Affairs – 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.

- Budget Checking Warnings
 - WFS will check balance available to process PO's, AP's and GL journals.
 - A budget warning will usually indicate that budget needs to be transferred to the appropriate account code or that a different account code should be used for the expense.
 - Please do not ignore budget checking warnings.

Contacts

Financial Planning Office

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

Email: FinancialPlanning@wesleyan.edu

Approvals

The screenshot displays the Oracle PeopleSoft interface for user RCULLITON on PF90TEST. The browser's address bar shows 'Most Visited', 'Portfolio', 'Gmail', and 'PeopleSoft 8 Link Menu'. The Oracle logo is visible in the top left, and navigation links for 'Home', 'Add to Favorites', and 'Sign out' are in the top right. Below the header, there are three main menu panels:


- Menu:** Contains a search bar and a list of navigation options including 'My Favorites', 'Smart Solutions', 'Wesleyan Menu', 'Purchasing', 'Grants', 'Accounts Payable', 'Commitment Control', 'Set Up Financials/Supply Chain', 'Reporting Tools', 'PeopleTools', 'Change My Password', 'My Personalizations', and 'My System Profile'.
- Wesleyan Smart Docs:** Lists document types such as 'Journal Entry', 'Voucher', 'Purchase Order', 'Deposit Transmittal', 'Grants Proposal', 'Budget Transfer', and 'Budget Planning'.
- Wesleyan WorkFlow Inbox:** This panel is highlighted with a red box and contains the 'Approval Inbox' link.

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](#) | 


Approval Inbox


*Search Type: Voucher
Budget Transfer
Deposit Transmittal
Grants


Use Saved Search:


Business Unit 



Voucher ID 

Invoice Number 

Invoice Date equal to 

Vendor ID equal to 

Approval Participant equal to 

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

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

Approval Inbox

*Search Type:

Use Saved Search:

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](#) [Personalize Search](#)

Budget Journals		Details											
Business Unit	GL Journal ID	Entered By	Budget Header Status	UnPost Sequence	Fiscal Year	Journal Date	Approval Participant	Originator OperID	Journal Total Credits	Journal Total Debits			
1 WSLYN	0000000155	SCHYUNG	Waiting	0	2010	07/09/2009	Approver	SCHYUNG	8000.000	8000.000			
2 WSLYN	0000000097	FKOERTING	Waiting	0	2010	07/06/2009	Approver	FKOERTING	8000.000	8000.000			

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

Approval Inbox Employee-facing registry content

ORACLE RCULLITON On PF90TEST Home Add to Favorites Sign out

New Window | Help | Customize Page

Budget Transfer Approval

Journal ID 000000097 Budget Entry Type Transfer Adjustment
 Fiscal Year 2010 Effective Date 07/06/2009
 Comment **Workflow Status** [Pending Approval](#)

Budget reallocation for 2010 programming.

Attachments Find First 1 of 1 Last Attach View + -

▼ Lines View All First 1-2 of 2 Last

Delete	Line	Smartkey	Description	Account	Description	Position	Original Budget	Adjustment Budget	YTD Actual	Balance Available	Debit	Credit
<input type="checkbox"/>	1	1001051200	RES ACTIVITY BUDGET	82200	SUBGRP OFFICE OPERAT		25,000.00			25,000.00	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

Approval Comments

Standard Comment Type: WF Comment ID:

Comments:

Approve Deny Hold Print Budget Transfer

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

Review Budget Transfer Approval

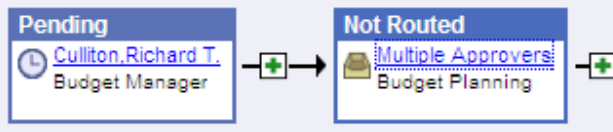
Journal ID: 0000000097 User ID: FKOERTING
Business Unit: WSLYN Status: Pending

Approval Map

Budget Manager

BUSINESS_UNIT=WSLYN, JOURNAL_ID=0000000097, JOURNAL_DATE=2009-07-06, UNPOST_SEQ=0: Pending

Attributes Approval



Return

Mozilla Firefox

http://pstux4.wesleyan.edu/psc/PF90TEST_2/EMPLOYEE/ERP/s/WEE

Approver #1	
Name:	Andrews, Christopher
Description:	CANDREWS01
Email ID:	wfs_accountants@wesleyan.edu
Approver #2	
Name:	Chyung, Sun
Description:	SCHYUNG
Email ID:	wfs_accountants@wesleyan.edu

Close

Approval Inbox Employee-facing registry content RCULLITON On PF90TEST

ORACLE Home Add to Favorites Sign out

New Window Help Customize Page

Budget Transfer Approval

Journal ID 000000097 Budget Entry Type Transfer Adjustment
 Fiscal Year 2010 Effective Date 07/06/2009
 Comment Workflow Status [Pending Approval](#)

Budget reallocation for 2010 programming.

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

Delete	Line	Smartkey	Description	Account	Description	Position	Original Budget	Adjustment Budget	YTD Actual	Balance Available	Debit	Credit
<input type="checkbox"/>	1	1001051200	RES ACTIVITY BUDGET	82200	SUBGRP OFFICE OPERAT		25,000.00			25,000.00	8,000.00	
<input type="checkbox"/>	2	1001051205	SENIOR HOUSING	82200	SUBGRP OFFICE OPERAT							8,000.00

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

Approval Comments
 Standard Comment Type: Comment ID:
 Comments:

Approve Deny Hold Print Budget Transfer

As an Approver you are given 3 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.