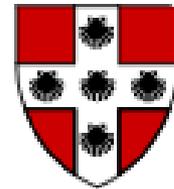


WESLEYAN
UNIVERSITY



Budget Planning Training
6/1/22

Context

Smartkey/Account Summary

Information As Of: 6/1/2022

Use Saved Search:

Fiscal Year	equal to	2023	<input type="text"/>
SmartKey	equal to	<input type="text"/>	<input type="text"/>
Account	equal to	<input type="text"/>	<input type="text"/>
Position	equal to	<input type="text"/>	<input type="text"/>
Department	equal to	<input type="text"/>	<input type="text"/>
Account Group	equal to	<input type="text"/>	<input type="text"/>
Account Subgroup	equal to	<input type="text"/>	<input type="text"/>
Program Group	equal to	<input type="text"/>	<input type="text"/>
Fund Code	equal to	<input type="text"/>	<input type="text"/>
Ledger Type	equal to	<input type="text"/>	<input type="text"/>
PI/PM/RP OperID	equal to	<input type="text"/>	<input type="text"/>

Budget

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



Inquiry Details																	
Personalize Find View All <input type="text"/> <input type="text"/> First 1 of 1 Last																	
Smartkey Detail Budget Details Position Details Projects Attributes <input type="text"/>																	
FY	Smart Key	SmartKey Description	Account	Fund Code	Dept	Position	Account Description	Total Orig Budget	Total Adj Budget	Total Budget	Encumbered	Budget Checked	Approved	Total Committed	PTD Committed	Bal Avail	% Spent
2023	1001095100	FINANCE	87000	100	1095		SUBGRP FACILITIES	1,600.00	0.00	1,600.00	0.00	0.00	0.00	0.00	0.00	1,600.00	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 (2022).
- Two types of budget transfers:
 - Original budget transfers from July 1 – March 15.
 - Adjustment budget transfers from July 1 – June 30.

Budget Planning

- Budget transactions in the upcoming fiscal year (2023).
- Two types of budget planning:
 - Original budget transfers from June 1 – June 30.
 - Adjustment budget transfers from June 1 – June 30.

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 (39.5% for full benefits).

Why is Budget Planning Important?

- Budget checking occurs at both the Smartkey level and 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 indicate that there are insufficient funds for the PO, Voucher or Journal at the level at which you budget.
 - 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 may be allowed to be processed depending on the policy for your officer area.
- Budget errors indicate that there are insufficient funds in the smartkey for the PO, Voucher or Journal.
 - Transactions with budget errors can not be submitted to workflow
 - Budget will need to be transferred, or a different funding source will need to be identified, before the transaction can be processed

Where to find the KK Value for a SmartKey

Smartkey/Account Summary

Information As Of:

Use Saved Search:

Fiscal Year	equal to	<input type="text"/>	
SmartKey	equal to	1001095100	
Account	equal to	87000	
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"/>	
Ledger Type	equal to	<input type="text"/>	
PI/PM/RP OperID	equal to	<input type="text"/>	

KK Value



Smartkey/Account Summary										
Attributes										
Program Group	Budget Code	Expense Purpose	Purpose ID	Eff Status	KK Value	Account Group	Account Group Type	Account Group Descr	Account Subgroup	
1	UEI	0500		Active	TS	AG4	NONPERS	OPERATING EXPENSES	87000_87999	

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

Preliminary 2023 Budgets

- Original budgets from 2022 have rolled over into 2023 plus or minus any budget changes that were approved during the budget development cycle.
- Inquiry Reports (Fiscal Year = 2023)
 - SmartKey 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.

Wesleyan SmartDocs

Top Menu Features Description

Our menu has changed!

The menu is now located across the top of the page. Click on **Main Menu** to get started.

Highlights

Recently Used pages now appear under the Favorites menu, located at the top left.



Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.



Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.



Other Pages

- My Valid SmartKeys
- PCard Reconcile Statement

Wesleyan Inquiry Pages

- Smartkey Summary
- Smartkey/Acct Subgroup Summary
- Smartkey/Account Summary
- Transaction Detail
- Personnel Earnings Detail
- Grant Summary
- Grant Period Summary
- Project Summary

Wesleyan Reports

- Budget vs. Actual By Smartkey

Wesleyan Smart Docs

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

Wesleyan WorkFlow Inbox

- Approval Inbox
- Assign Proxy User

Budget Warning Pages

- Voucher
- Journal
- Purchase Order

Wesleyan Report Output

Report	Folder Name
WFS_BUDG_IMP	Wesleyan Reports 04/22/2016 04:32 P
WFS_BUDG_IMP	Wesleyan Reports 04/22/2016 04:26 P
WFS_BUDG_IMP	Wesleyan Reports 04/22/2016 04:07 P
WFS_BUDG_IMP	Wesleyan Reports 04/22/2016 04:06 P
WFS_BUDG_IMP	Wesleyan Reports 04/22/2016 03:54 P

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

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 2023 Entered Date 6/1/22
*Comment (254) Workflow Status No Request Entered By JDOE

Budget reallocation for 2023 programming

▼ Lines										View All	First	1 of 1	Last	
Delete	Line	*Smartkey	Original Budget	Adjustment Budget	Total Budget	Total Committed	Balance Available	Debit	Credit	Comments				
<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 Original (permanent) or
 - Transfer Adjustment (one-time)
- 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 2023 Entered Date

*Comment (254) Workflow Status 6/1/22 Entered By JDOE

Budget reallocation for 2022 programming

▼ Lines												View All	First	1-2 of 2	Last
Delete	Line	*Smartkey	Description	Account	Description	Original Budget	Adjustment Budget	Total Budget	Total Committed	Balance Available	Debit	Credit	Comments		
<input type="checkbox"/>	1	1001051200	RES ACTIVITY BUDGET	82200	SUBGRP OFFICE OPERAT	13,826.25		13,826.25		13,826.25	2,000.00		2023 programming		
<input type="checkbox"/>	2	1001051205	North Side Residences	82200	SUBGRP OFFICE OPERAT	10,253.75		10,253.75		10,253.75		2,000.00	2023 programming		

Lines to add

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

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)

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 2023 Entered Date 6/1/22
 *Comment (254) Workflow Status Entered By JDOE

Budget reallocation for 2022 programming

Delete	Line	*Smartkey	Description	Account	Description	Original Budget	Adjustment Budget	Total Budget	Total Committed	Balance Available	Debit	Credit	Comments
<input type="checkbox"/>	1	1001051200	RES ACTIVITY BUDGET	82200	SUBGRP OFFICE OPERAT	13,826.25		13,826.25		13,826.25	2,000.00		2023 programming
<input type="checkbox"/>	2	1001051205	North Side Residences	82200	SUBGRP OFFICE OPERAT	10,253.75		10,253.75		10,253.75		2,000.00	2023 programming

Lines to add 1

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

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 0000104548 has been saved and submitted successfully.

Click OK to return to the transaction.



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

Budget Planning - Fiscal Managers

Journal ID 0000104548 Budget Entry Type Transfer Original Journal Status Waiting
Fiscal Year 2023 Entered Date 6/1/21
Comment (254) Workflow Status Workflow Status Entered By JDOE

Budget reallocation for 2022programming

▼ Lines												View All	First	1-2 of 2	Last
Delete	Line	Smartkey	Description	Account	Description	Original Budget	Adjustment Budget	Total Budget	Total Committed	Balance Available	Debit	Credit	Comments		
<input type="checkbox"/>	1	1001051200	RES ACTIVITY BUDGET	82200	SUBGRP OFFICE OPERAT	13,826.25		13,826.25		13,826.25	2,000.00		2023 programming		
<input type="checkbox"/>	2	1001051205	North Side Residences	82200	SUBGRP OFFICE OPERAT	10,253.75		10,253.75		10,253.75		2,000.00	2023 programming		

Lines to add 1

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

Save

Print Budget Planning

Return to Search

- 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: 0000104548 User ID: JDOE
 Business Unit: WSLYN Status: Pending

Approval Map

SmartBudgetTransfer

BUSINESS_UNIT=WSLYN, JOURNAL

Attributes Approval

Pending → Not Routed

Rick Culliton Budget Manager → Multiple Approvers Budget Planning

SEQ=0: Pending

Mozilla Firefox
 https://pf92test.wesleyan.edu/psc/ps_4/EMPLOYEE/ERP/s/WEBLIB_EOA

Approver #1
 Name: Sun Chyung - Financial Plan
 User ID: SCHYUNG
 Email ID: wfs_test_email@wesleyan.edu

Approver #2
 Name: Prashanie M. Silva - Budget
 User ID: PSILVA
 Email ID: wfs_test_email@wesleyan.edu

Close

- 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

Revenue Transfers

- Most department level users who need to plan revenue should use the Offline Budget Planning Form located in your E-Portfolio under WFS/Finance.
 - The form should be completed and sent to your fiscal manager who should then pass it on to financialplanning@wesleyan.edu with their approval.
 - In the case of Academic Affairs departments, you should submit the form directly to financialplanning@wesleyan.edu
- Most budget center users who need to plan revenue have been contacted by our office for different access.

Budget Planning - Fiscal Managers

Journal ID	NEXT	*Budget Entry Type	Transfer Original	By
Fiscal Year	2022	Entered Date	Revenue Transfer Adjustment	
*Comment (254)		Workflow Status	Revenue Transfer Original	
			Transfer Adjustment	
			Transfer Original	

Approvers

Approval Inbox

TransactionType:

Budget Transfer/Planning

Use Saved Search:

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

Search

Clear

Advanced Search

Save Search Criteria

Delete Saved Search

Personalize Search

BudgetJournal Details

Personalize | Find | View All | | First 1 of 1 Last

	Fiscal Year	GL Journal ID	Entered By	Budget Header Status	UnPost Sequence	Journal Date	Approval Participant	Originator OperID	Journal Total Credits	Journal Total Debits
1	2023	0000104518	JDOE	Waiting	0	6/1/2022	Approver	JDOE	2000.000	2000.000

Reminders

- Deadline for budget planning is June 30th.
- All budgets in -82000 need to be moved to the appropriate account code. -82000 is for Finance Office only.

Contacts

Financial Planning Office

- Sun Chyung, Director of Financial Planning
- Prashanie Silva, Senior Budget Analyst
- Tania Regina, Senior Budget Analyst

For all inquiries, please contact Financial Planning using the email below:

Email: FinancialPlanning@wesleyan.edu