

*Wesleyan University:
How to Create a Budget Transfer*



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 (2016).

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 (2017).

One type of budget planning:

- Original budget transfers from May 1st-June 30th.

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, salary positions or revenue (see Budget Transfer – Offline).</p> <ul style="list-style-type: none"> • Prior to expense occurring, check that there is adequate budget for the expense. • Fix budget warning for PO, voucher or journal assuming Smartkey/Account codes are correct. • Move budget from office operating to travel (user has access to smartkey). • Allows you to move student position budgets.
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, salary positions or revenue. Completed form should be emailed to fiscal manager and financialplanning@wesleyan.edu.</p> <ul style="list-style-type: none"> • Move budget from office operations to revenue involves revenue budget • For co-sponsorships, use Open Journal not Budget Transfer – Offline

Budget Transfers

Main Menu-Smart Solutions-Smart Documents-Smart Budget Transfer

Top Menu Features Description

Our menu has changed!

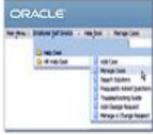
The menu is now located across the top of the page. Click on **Main Menu** to get started.

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 Transfers

Smart Budget Transfer

Business Unit

Journal ID

Journal Date

- 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 - Fiscal Managers

Journal ID *Budget Entry Type

Fiscal Year Entered Date

*Comment (254) Workflow Status Entered By

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 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 Transfers

Save Save Draft Save Template Open Draft Load Template Attach Collaborate Settings

Budget Transfer - Fiscal Managers

Journal ID: NEXT *Budget Entry Type: Transfer Adjustmer

Fiscal Year: 2016 Entered Date: 01/11/2016

*Comment (254): Budget Allocation FY16 Workflow Status: No Request Entered By: JMITCHELL01Jayana Mitchell

Budget Allocation FY16

View All [Grid Icon] 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	2,221.73	11,604.52	5,000.00		Budget Allocation FY16
<input type="checkbox"/>	2	1001051205	North Side Residences	82200	SUBGRP OFFICE OPERAT	10,253.75		10,253.75	2,232.42	8,021.33		5,000.00	Budget Allocation FY16

Lines to add: + -

Journal Totals		
Total Lines:	Total Debits:	Total Credits:
2	5,000.00	5,000.00

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)
- 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 Transfers

Save Save Draft Save Template Open Draft Load Template Attach Collaborate Settings

Budget Transfer - Fiscal Managers

Journal ID NEXT *Budget Entry Type Transfer Adjustmer
Fiscal Year 2016 Entered Date 01/11/2016
*Comment (254) Workflow Status No Request Entered By JMITCHELLO1Jayana Mitchell

Budget Allocation FY16

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	2,221.73	11,604.52	5,000.00		Budget Allocation FY16
<input type="checkbox"/>	2	1001051205	North Side Residences	82200	SUBGRP OFFICE OPERAT	10,253.75		10,253.75	2,232.42	8,021.33		5,000.00	Budget Allocation FY16

Lines to add + -

Journal Totals		
Total Lines:	Total Debits:	Total Credits:
2	5,000.00	5,000.00

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 Transfers

Budget Transfer ID Status

Budget Transfer ID 0000100181 has been saved successfully.

Click OK to return to the transaction.

OK

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

- 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
- 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"

Budget Transfer - Fiscal Managers

Journal ID 0000100181 *Budget Entry Type Transfer Adjustmer Journal Status Waiting
 Fiscal Year 2016 Entered Date 01/11/2016
 *Comment (254) Workflow Status Workflow Status Entered By JMITCHELLO1Jayana Mitchell

Budget Allocation FY16

View All [Print] [Grid] 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	2,221.73	11,604.52	5,000.00		Budget Allocation FY16
<input type="checkbox"/>	2	1001051205	North Side Residences	82200	SUBGRP OFFICE OPERAT	10,253.75		10,253.75	2,232.42	8,021.33		5,000.00	Budget Allocation FY16

Lines to add

Journal Totals		
Total Lines:	Total Debits:	Total Credits:
2	5,000.00	5,000.00

Save & Submit

Print Budget Transfer

Cancel

Wrkfw Preview

[Return to Search](#)

Budget Transfers

Budget Transfer - Fiscal Managers

Journal ID 0000100181 *Budget Entry Type Transfer Adjustmer Journal Status Waiting
 Fiscal Year 2016 Entered Date 01/11/2016
 *Comment (254) Workflow Status Workflow Status Entered By JMTCHELL01Jayana Mitchell

Budget Allocation FY16

▼ 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	2,221.73	11,604.52	5,000.00		Budget Allocation FY16	
<input type="checkbox"/>	2	1001051205	North Side Residences	82200	SUBGRP OFFICE OPERAT	10,253.75		10,253.75	2,232.42	8,021.33		5,000.00	Budget Allocation FY16	

Lines to add + -

Journal Totals		
Total Lines:	Total Debits:	Total Credits:
2	5,000.00	5,000.00

Save & Submit Print Budget Transfer Cancel Wrkflw Preview

[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
- 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”

Budget Transfers: EX: Moving Student Budget

Budget Transfer - Fiscal Managers

Journal ID 0000104549 Budget Entry Type Transfer Adjustment Journal Status Waiting
 Fiscal Year 2016 Entered Date 04/28/2016
 Comment (254) Workflow Status [Workflow Status](#) Entered By JMITCHELL01Jayana Mitchell

Fund student workers for the remainder of FY16

												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	1001173100	SLC OPERATIONS	82000	BUD POOL (FINANCE OFFICE ONLY)	457.00		457.00		457.00	400.00		Student Worker FY16		
<input type="checkbox"/>	2	1001173100	SLC OPERATIONS	81600	Subgroup Hourly Student Comp	2,280.83		2,280.83		2,280.83		400.00	Student Worker FY 16		

Lines to add 1

Journal Totals		
Total Lines:	Total Debits:	Total Credits:
2	400.00	400.00

[Save](#) [Print Budget Transfer](#)
[Return to Search](#)

Budget Transfer - Fiscal Managers

Journal ID 0000105219 Budget Entry Type
 Fiscal Year 2016 Entered Date 04/29/2016
 Comment (254) Workflow Status [Pending Approval](#) Entered By DTREISTER Treister,Deborah J

Budget transfer to cover temp costs

												View All	First	1-3 of 3	Last
Delete	Line	Smartkey	Description	Account	Description	Original Budget	Adjustment Budget	Total Budget	Total Committed	Balance Available	Debit	Credit	Comments		
<input type="checkbox"/>	1	1001082101	SIGNAGE	83500	SUBGRP OUTSIDE SERV	29,117.00		29,117.00	21,638.66	7,478.34	2,691.25		to cover temp costs		
<input type="checkbox"/>	2	1001082100	STEWARDSHIP GENERAL	81715	Subgroup Temporary Help		3,500.00	3,500.00	7,210.00	-3,710.00		2,500.00			
<input type="checkbox"/>	3	1001082100	STEWARDSHIP GENERAL	81780	Subgroup AG2-TEMP Benefits		267.75	267.75	551.59	-283.84		191.25			

Lines to add 1

Journal Totals		
Total Lines:	Total Debits:	Total Credits:
3	2,691.25	2,691.25

[Save](#) [Print Budget Transfer](#)
[Return to Search](#)

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.

Workflow and Approvals

Budget Transfer

Journal ID	0000100306	Budget Entry Type	Transfer Adjustment
Fiscal Year	2016	Effective Date	01/14/2016
Comment	Workflow Status Pending Approval Entered By JVODAK Joy Vodak		
FY16 correcting budget transfer #100285 -- funds were suppose to have been swept back and I credited in error			

- 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

- In this example, there is one level of approval:
 - Budget Planning (Financial Planning)
- 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”

Collaborate Attach Print

Review Budget Transfer Approval

Journal ID: 0000100306 User ID: JVODAK
Business Unit: WSLYN Status: Pending

Approval Map

SmartBudgetTransfer

BUSINESS_UNIT=WSLYN, JOURNA

Attributes Approval

Pending
Multiple Approvers
Budget Planning

Workflow Status

Approver #1
Name: Prashanie M. Silva - Budget
User ID: PSILVA
Email ID: psilva@wesleyan.edu

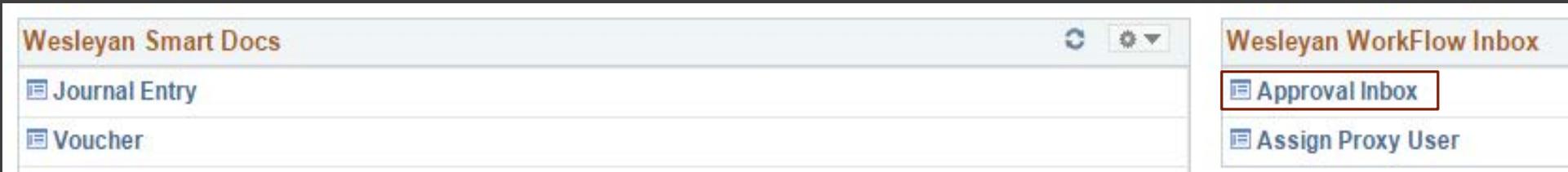
Approver #2
Name: Sun Chyung - Financial Plan
User ID: SCHYUNG
Email ID: schyung@wesleyan.edu

Approver #3
Name: Jayana Mitchell
User ID: JMITCHELL01
Email ID: jmitchell01@wesleyan.edu

Close

POST_SEQ=0:Pending Request Information

Workflow and Approvals



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

The screenshot shows the "Approval Inbox" search interface. At the top, the title "Approval Inbox" is displayed. Below it, there is a "TransactionType:" dropdown menu with "Voucher" selected. A red box highlights this dropdown, and a blue box highlights the "Budget Transfer/Planning" option in the dropdown list. Below the dropdown, there are several search criteria fields: "Business Unit", "Voucher ID", "Invoice Number", "Invoice Date", "Supplier ID", and "Approval Participant". Each field has a search icon to its right. At the bottom, there are buttons for "Search", "Clear", "Advanced Search", "Save Search Criteria", "Delete Saved Search", and "Personalize Search". Below the buttons, it says "No records found for the given search criteria."

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

Approval Inbox

TransactionType: 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 ▼ ▼

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

BudgetJournal Details										Personalize	Find	View All	First	1-2 of 2	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	2016	0000100328	JVODAK	Waiting	0	01/15/2016	Approver	JVODAK	2600.000	2600.000						
2	2016	0000100327	JVODAK	Waiting	0	01/15/2016	Approver	JVODAK	9.000	9.000						

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

Workflow and Approvals

Budget Transfer

Journal ID: 0000100328 Budget Entry Type: Transfer Adjustment
Fiscal Year: 2016 Effective Date: 01/15/2016
Comment: Workflow Status: **Pending Approval** Entered By: JVODAK Joy Vodak

FY16 sweeping back funds for reallocation

▼ Lines													View All  	First	1-2 of 2	Last	
Delete	Line	Smartkey	Description	Account	Dept	Original Budget	Adjustment Budget	Total Budget	Total Committed	Balance Available	Debit	Credit	Comments				
<input type="checkbox"/>	1	1011033104	GISOS CAT 4 CONF		1033	250,000.00	-240,981.64	9,018.36	9,018.23	0.13		2,600.00					
<input type="checkbox"/>	2	1011110314	FR4PARK				2,600.00	2,600.00		2,600.00	2,600.00						

Journal Totals

Total Lines:	Total Debits:	Total Credits:
2	2,600.00	2,600.00

Approval Comments

Standard Comment Type: WF Comment ID:

Comments: Please use the Collaborate icon on the toolbar to enter comments about this document.

 Return to Search

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

Collaborate Attach Print

Review Budget Transfer Approval

Journal ID: 0000100328 User ID: JVODAK
Business Unit: WSLYN Status: Pending

Approval Map

SmartBudgetTransfer

BUSINESS_UNIT=WSLYN, JOURNA

Attributes Approval

Pending
Multiple Approvers
Budget Planning

Return

Return to Search

https://pf92prod.wesleyan.edu/psc/ps_3/EMPLOY...

https://pf92prod.wesleyan.edu/psc/ps_3/EMPLOYEE/

Approver #1

Name: Prashanie M. Silva - Budget
User ID: PSILVA
Email ID: psilva@wesleyan.edu

Approver #2

Name: Sun Chyung - Financial Plan
User ID: SCHYUNG
Email ID: schyung@wesleyan.edu

Approver #3

Name: Jayana Mitchell
User ID: JMITCHELL01
Email ID: jmitchell01@wesleyan.edu

Close

DST_SEQ=0:Pending [Request Information](#)

  
Collaborate Attach Print

Budget Transfer

Journal ID 0000100328 Budget Entry Type Transfer Adjustment
Fiscal Year 2016 Effective Date 01/15/2016
Comment Workflow Status Pending Approval Entered By JVODAK Joy Vodak

FY16 sweeping back funds for reallocation

▼ Lines

Delete	Line	Smartkey	Description	Account	Dept	Original Budget	Adjustment Budget	Total Budget	Total Committed	Balance Available	Debit	Credit
<input type="checkbox"/>	1	1011033104	GISOS CAT 4 CONF		1033	250,000.00	-240,981.64	9,018.36	9,018.23	0.13		2,600.00
<input type="checkbox"/>	2	1011110314	FR4PARK				2,600.00	2,600.00		2,600.00	2,600.00	

Journal Totals

Total Lines:	Total Debits:	Total Credits:
2	2,600.00	2,600.00

Approval Comments

Standard Comment Type: WF Comment ID:

Comments: Please use the Collaborate icon on the toolbar to enter comments about this document.

 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.