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

<table>
<thead>
<tr>
<th>Form</th>
<th>Where to Find</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Transfer</td>
<td>Budget Transfer under Wesleyan Smartdocs in WFS</td>
<td>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).&lt;br&gt;• Prior to expense occurring, check that there is adequate budget for the expense.&lt;br&gt;• Fix budget warning for PO, voucher or journal assuming Smartkey/Account codes are correct.&lt;br&gt;• Move budget from office operating to travel (user has access to smartkey).&lt;br&gt;• Allows you to move student position budgets.</td>
</tr>
<tr>
<td>Budget Transfer - Offline</td>
<td>Offline Budget Transfer Form under Forms in EPortfolio</td>
<td>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 <a href="mailto:financialplanning@wesleyan.edu">financialplanning@wesleyan.edu</a>. &lt;br&gt;• Move budget from office operations to revenue involves revenue budget&lt;br&gt;• For co-sponsorships, use Open Journal not Budget Transfer – Offline</td>
</tr>
</tbody>
</table>
Budget Transfers

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.

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

Wesleyan Report Output
- VIFS_BUDG_IMP Wesleyan Reports
  04/22/2018 04:32 PM
- VIFS_BUDG_IMP Wesleyan Reports
  04/22/2018 04:32 PM
- VIFS_BUDG_IMP Wesleyan Reports
  04/22/2018 04:32 PM
- VIFS_BUDG_IMP Wesleyan Reports
  04/22/2018 04:32 PM
- VIFS_BUDG_IMP Wesleyan Reports
  04/22/2018 04:32 PM

Wesleyan WorkFlow Inbox
- Approval Inbox
- Assign Proxy User

Budget Warning Pages
- Voucher
- Journal
- Purchase Order

Report Manager
Budget Transfers

Smart Budget Transfer

- 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

- 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

- 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

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.

- **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”**

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**Budget Transfer - Fiscal Managers**

<table>
<thead>
<tr>
<th>Journal ID</th>
<th><em>Budget Entry Type</em></th>
<th>0000100181</th>
<th><em>Transfer Adjuster</em></th>
<th>Journal Status</th>
<th>Waiting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment (254)</td>
<td>Workflow Status</td>
<td>0000100181</td>
<td>Entered By</td>
<td>JVITCHEL01</td>
<td>Jayana Mitchell</td>
</tr>
<tr>
<td>Budget Allocation FY16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Budget Allocation FY16**

<table>
<thead>
<tr>
<th>Lines</th>
<th>Description</th>
<th>Account</th>
<th>Description</th>
<th>Original Budget</th>
<th>Adjustment Budget</th>
<th>Total Budget</th>
<th>Total Committed</th>
<th>Balance Available</th>
<th>Debit</th>
<th>Credit</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RES ACTIVITY BUDGET</td>
<td>82200</td>
<td>SUBSPP OFFICE OPERAT</td>
<td>13,826.25</td>
<td></td>
<td>13,826.25</td>
<td>2,230.27</td>
<td>11,126.55</td>
<td>5,000.00</td>
<td>Budget Allocation FY18</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>North Side Residences</td>
<td>82200</td>
<td>SUBSPP OFFICE OPERAT</td>
<td>10,023.75</td>
<td></td>
<td>10,023.75</td>
<td>2,232.42</td>
<td>7,791.33</td>
<td>6,000.00</td>
<td>Budget Allocation FY18</td>
<td></td>
</tr>
</tbody>
</table>

**Journal Totals**

<table>
<thead>
<tr>
<th>Total Lines</th>
<th>Total Debits:</th>
<th>Total Credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>5,000.00</td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

**Buttons:**

- Save & Submit
- Print Budget Transfer
- Cancel
- Winter Preview

**Return to Search**
Budget Transfers

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

Select “Budget Transfer” from the drop down menu, then click “Search.”
Here you can view all outstanding transfer to be approved. Click on the Journal ID number to view the full transfer.
This page shows the full budget transfer. Click “Pending Approval” to see where the transfer is in Workflow.
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.