

## Budget vs. Actual Summary

SmartKey: 1009999100  
 Description: Example Smartkey  
 Fiscal Year: 2011

WESLEYAN UNIVERSITY  
 Budget vs Actual Summary  
 Summary for Fiscal Year Through January 2011  
 In Whole Dollars

Oper ID: JLEONE  
 Date Run: 02/03/2011  
 Time Run: 11:26  
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-----Fiscal Year----->

Account	Description	Total Budget	PO Encumbered	Budget Checked	Approved	Total Committed	Balance	% Used	Period 7 Committed
81600	Subgroup Hourly Student C	3,000	0	0	0	0	3,000	N/A	0.00
81630	Undergraduate Hourly-Non-	0	0	0	162	162	-162	N/A	0.00
81650	Graduate Hourly	0	0	0	42	42	-42	N/A	0.00
Sub Grp: HOURLY STUDENT		3,000	0	0	204	204	2,796	7	0.00
81715	Subgroup Temporary Help	250	0	0	0	0	250	N/A	0.00
81720	Temporary Help-PB	0	0	0	66	66	-66	N/A	18.00
Sub Grp: TEMPORARY HELP		250	0	0	66	66	184	26	18.00
81725	Subgroup Miscellaneous Co	1,200	0	0	0	0	1,200	N/A	0.00
81745	Cellular Phone Allowance	0	0	0	496	496	-496	N/A	75.15
Sub Grp: MISCELLANEOUS COMP		1,200	0	0	496	496	704	41	75.15
81790	Subgroup AG2 Benefits	111	0	0	0	0	111	N/A	0.00
81799	Benefits Object Group 2	0	0	0	43	43	-43	N/A	7.13
Sub Grp: AG2 BENEFITS		111	0	0	43	43	68	39	7.13
AcctGrp: OTHER COMPENSATION		4,561	0	0	809	809	3,752	18	100.28
82010	SUBGRP OFFICE SUPPL	7,285	0	0	0	0	7,285	N/A	0.00
82100	OFFICE SUPPLIES	0	0	0	0	0	0	N/A	0.00
82101	OFFICE SUPPLIES II	0	0	0	64	64	-64	N/A	0.00
82112	SUPPLIES WB MAGON	0	0	0	2,263	2,263	-2,263	N/A	257.26
Sub Grp: OFFICE SUPPLIES		7,285	0	0	2,326	2,326	4,959	32	257.26
AcctGrp: OPERATING EXPENSES		7,285	0	0	2,326	2,326	4,959	32	257.26
Smartkey 1009999100		11,846	0	0	3,135	3,135	8,711	26	357.54

### Explanations of the Column Headings

Total Budget – Sum of Original Budgets and Adjustment Budgets. Original budgets are recurring budgets. Adjustments budgets are one-time budgets that are available for spending in the current fiscal year only.

PO Encumbered – Sum of all encumbrances from purchase orders that have not been paid.

Budget Checked – Sum of all vouchers, journal vouchers and GL journals that have been budget checked but are not yet fully approved.

Approved – The sum of all vouchers, journal vouchers, Deposit Transmittals and GL journals that have been budget checked, fully approved and posted.

Total Committed – The sum of PO Encumbered, Budget Checked and Approved columns.

Balance – Total Budget minus the Total Committed for that row.

% Used – Percent of budget used.

Period X Committed – Total committed expenses for the period that was selected.

**Note that each column is subtotaled after each Account Subgroup, and totaled at the bottom of the report.**

# Budget vs. Actual Transaction Detail

SmartKey: 1009999100  
 Description: Example Smartkey  
 Fiscal Year: 2011  
 Period/Month: 7/Jan

WESLEYAN UNIVERSITY  
 Budget vs Actual Transaction Detail  
 Transaction Detail for January 2011

Oper ID: JLEONE  
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Account	Description	Doc Type	Doc ID	Line Reference	Line Description	Budget Type	Budget Amount	Commit Type	Commit Amount
81720	Temporary Help-PB	JOURNAL	PAY0021596	01282011	Payroll Distribution			APPRVD	18.00
Sub Total for Acct: 81720 Temporary Help-PB								0	18.00
81745	Cellular Phone Allow	JOURNAL	PAY0021005	01072011	Payroll Distribution			APPRVD	30.15
81745	Cellular Phone Allow	JOURNAL	PAY0021200	01142011	Payroll Distribution			APPRVD	45.00
Sub Total for Acct: 81745 Cellular Phone Allowance								0	75.15
81799	Benefits Object Grou	JOURNAL	PAY0021005	01072011	Payroll Fringe			APPRVD	2.31
81799	Benefits Object Grou	JOURNAL	PAY0021200	01142011	Payroll Fringe			APPRVD	3.44
81799	Benefits Object Grou	JOURNAL	PAY0021596	01282011	Payroll Fringe			APPRVD	1.38
Sub Total for Acct: 81799 Benefits Object Group 2								0	7.13
82112	SUPPLIES WB MASON	VOUCHER	00049295		PADHOLDER, OVRSZ, EXECFD, BK			APPRVD	32.95
82112	SUPPLIES WB MASON	VOUCHER	00049295		PAD, SCRATCH, 8.5X11, 100/PD			APPRVD	79.60
82112	SUPPLIES WB MASON	VOUCHER	00049295		CARD, INDEX, PLAIN, 3X5, WE			APPRVD	6.48
82112	SUPPLIES WB MASON	VOUCHER	00049295		CARD, INDEX, RULED, 4X6, WE (47230			APPRVD	9.84
82112	SUPPLIES WB MASON	VOUCHER	00049295		CARD, INDEX, PLAIN, 4X6, WE (47220			APPRVD	9.84
82112	SUPPLIES WB MASON	VOUCHER	00049295		PAD, SCRATCH, 5X8, 12/PK (75615)			APPRVD	10.88
82112	SUPPLIES WB MASON	VOUCHER	00049296		PADHOLDER, OVRSZ, EXECFD, BK			APPRVD	-32.95
82112	SUPPLIES WB MASON	VOUCHER	00049317		BOOK, APT, MLY, 8.75X6.9 (7012005]			APPRVD	11.80
82112	SUPPLIES WB MASON	VOUCHER	00049317		FLUID, CORRECT, MULT-PUR, WE			APPRVD	11.18
82112	SUPPLIES WB MASON	VOUCHER	00049317		PAPER, ASPEN 30, LTR, 20#WHT			APPRVD	117.64
Sub Total for Acct: 82112 SUPPLIES WB MASON								0	257.26
82400	COMPUTER SUPPLIES	JOURNAL	PIT0021744	A96836	Campus License Recover			APPRVD	35.00
82400	COMPUTER SUPPLIES	JOURNAL	PIT0021744	A96836	recycle			APPRVD	10.00
82400	COMPUTER SUPPLIES	JOURNAL	PIT0021744	A96836	Labor- regular			APPRVD	75.00
82400	COMPUTER SUPPLIES	JOURNAL	PIT0021744	A96836	MacBook Air 13-inch 1.			APPRVD	1,249.00
Sub Total for Acct: 82400 COMPUTER SUPPLIES								0	1,369.00
Smartkey: 1009999100								0	1,726.54

## Explanations of the Column Headings

Doc Type – Type of document that the transaction came from: Bud Journal, Dep Transmtl, IDC (Indirect Cost), Journal, PO, Voucher.

Doc ID – The Document ID number for the transaction.

Line Reference – A reference for the line transaction. For example, the pay date will appear here for a payroll journal.

Line Description – A description of the line transaction. For documents that are completed on-line, this is usually filled in by the user.

Budget Type – Type of budget adjustment. Values are ORIG BUD for Original Budget and ADJ BUD for Adjustment Budget.

Budget Amount – Amount of budget adjustment.

Commit Type – The status of the Committed Amount: Encumbered, Budget Checked or Approved.

Commit Amount – Amount of committed revenue or expense transaction.

**Note that the Commit Amount column is subtotaled after each Account, and totaled at the bottom of the report, showing the total committed expenses for the period.**