WFS Wesleyan Financial System

Help for SmartKey Summary Pages

The first three Inquiry links shown on the Inquiry Menu Box provide summary information based on SmartKey at 3 different levels of detail.

This document provides detail for the first three pages.

- **Smartkey Summary**: This is the highest level of summarization. Totals are provided for the entire Smartkey. Only one line per Smartkey appears on this page, but the search can be done based on a department number, PI Operator ID, a Smartkey range, or other criteria that will return a group of SmartKeys.
- **Smartkey/Acct Subgroup Summary**: Summarizes budget and expenditures by account subgroup (e.g. Office Supplies, Office Operations, Instructional Materials, etc.)
- **Smartkey/Account Summary**: Summarizes budget and expenditures by each account for which there are any transactions.

Drilldown: The drilldown icon next to the SmartKey will open the SmartKey/Account Summary page in a new window or tab.
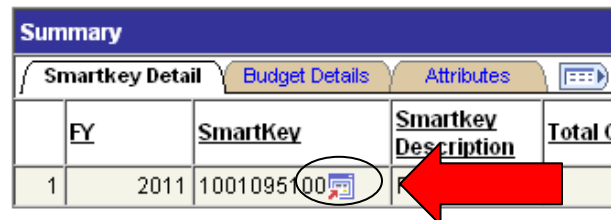
Drilldown icon

Column Name	Description	SK Smry	SK/Acct Subgrp Smry	SK/Acct Smry
SmartKey Detail Tab				
FY	The fiscal year	X	X	X
SmartKey	Self explanatory	X	X	X
SmartKey Description	Self explanatory	X	X	X
Account Subgroup	Self explanatory		X	
Account Subgroup Descr	Self explanatory		X	
Account	Self explanatory			X

Account Description	Self explanatory			X
Total Orig Budget	The sum of Orig Budget and Transfer Orig Budget. This budget is recurring.	X	X	X
Total Adj Budget	The sum of Adj Budget, Transfer Adj Budget and Roll Fwd Budget. This budget is available for spending in the current fiscal year only.	X	X	X
Total Budget	The sum of Total Orig Budget and Total Adj Budget. This budget is the total budget available for spending in the current fiscal year.	X	X	X
Encumbered	The sum of all encumbrances from purchase orders that have not been paid.	X	X	X
Budget Checked	The sum of vouchers and GL journals that have been budget checked, but are not yet fully approved.	X	X	X
Approved	The sum of vouchers and GL journals that have been budget checked, fully approved and posted	X	X	X
Total Committed	The sum of Encumbered, Budget Checked and Approved columns.	X	X	X
PTD Committed	This column is for projects and grants only. The amount in the column is actual expenditures for the project through June 30, 2010 plus the Total Committed for the current fiscal year.	X	X	X
Bal Avail	The Total Budget minus the Total Committed for that row. Note that in WFS the budget stays in the account to which it was originally loaded. Budget is NOT redistributed to the detail accounts under a Account Group.	X	X	X
% (Percent)	Percent available.	X	X	X
Budget Details Tab				
Orig Budget	budget (base budget) that is loaded using the budget planning system or entered using the Budget Journal page.	X	X	X
Transfer Orig Budget	permanent budget (base budget) that is entered using the Budget Transfer page.	X	X	X
Adj Budget	a one-time budget that is entered using the Budget Journal page.	X	X	X
Transfer Adj Budget	a one-time budget that is entered using the Budget Transfer page.	X	X	X
Roll Fwd Budget	a one-time budget that is uploaded centrally to carry forward the prior fiscal year's available balance.	X	X	X
Position Details Tab				
Position	The position number(s) associated with the account.			X
Title	The position title			X
Projects Tab				
Project Start Date	The date of the beginning of the project or grant	X	X	X
Project End Date	The date of the end of the project or grant	X	X	X

PTD - Actual	The Project to Date (PTD) total expense from the project start date. This amount includes only "Approved" expenditures in the current fiscal year and all actual expenditures from prior fiscal years from the start of the project (i.e. encumbrances and budget checked amounts are NOT included). Only projects and grants have a number in this column.	X	X	X
Ledger Type	Used by Finance. Indicates whether the data is Revenue type or Expense type.	X	X	X
Attributes Tab				
Program Group	Used by Finance	X	X	X
Budget Code	Used by Finance	X	X	X
Expense Purpose	Used by Finance	X	X	X
Purpose ID	Used by Finance	X	X	X
Eff Status	Current status of the SmartKey (Active or Inactive)	X	X	X
KK Value	Indicates the level at which budgets are applied. The primary values are: TP=Track at Program/Project level; TS=Track at Account subgroup level; TD=Track at Account detail level	X	X	X
Account Type	Used by Finance		X	
Account Group	The account group of the transaction.		X	X
Account Group Type	Indicates if the transaction is for personnel or non-personnel budget or expense		X	X
Account Group Descr	Description of the account group		X	X
Account Subgroup	The range of account numbers in the account subgroup			X
Account Subgroup Descr	The description of the account subgroup			X
Fund Code	The fund code for the transaction	X	X	X
Dept	The department number	X	X	X
Dept Descr	Department description	X	X	X
Dept Level 3	Third level on Department Tree for this department	X	X	X
Dept Level 3 Descr	Third level description	X	X	X
Dept Level 2	Second level on Department Tree for this department	X	X	X
Dept Level 2 Descr	Second level description	X	X	X
Dept Level 1	First level on Department Tree for this department (Executive Level)	X	X	X
Dept Level 1 Descr	First level description	X	X	X
FP Rpt Code	Used by Finance	X	X	X
Planning Category	Used by Finance			X
Grant Group	Used by Grant Office	X	X	X
PI OperID	The operator ID of the Principal Investigator (Grant SmartKeys only)	X	X	X