Wesleyan University:

Finance Inquiry Training

Financial Planning Team

Sun Chyung
Director of Financial Planning
Finance and Administration
Phone: 860-685-2249
Email : schyung@wesleyan.edu

Jennifer Diglio
Budget Analyst
Finance and Administration
Phone: 860-685-2911
Email : jdiglio@wesleyan.edu

Tania Regina
Associate Director of Financial Planning
Finance and Administration
Phone: 860-685-3954
Email : tregina@wesleyan.edu

For Quick Response Email :
financialplanning@wesleyan.edu

Budget Planning

Budget Planning vs Budget Management

- Budget planning is to align the upcoming year's budget to where expenses are most likely to occur.
- AA's have been trained to:
  - Provide reports on how the department budget was spent in prior years.
  - Transfer budget to the appropriate expense categories.

- Budget management encompasses:
  - Reviewing and Approving Expenses (on a timely basis).
    - Is this an approved expense?
    - Is this being charged to the appropriate smartkey?
  - Reviewing Budget v Actual Reports (at least monthly). Reports should be provided by the AA's.
  - Bringing in a balanced budget by year-end.

Budget Transfer vs. Budget Planning

Budget Transfer

Budget transactions in the current fiscal year (2024).

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 (2025).

Account Structure

Budgeting Levels	KK Value	Account	Description
Smartkey	TP		
Account Subgroup	TS	84500-84999	Travel (Budget Only)
Account Code	TD	84520	Lodging

Note:
- Most unrestricted operating budgets (Fund 1XX) budgets at the Account Subgroup level.
- Expenses must always be charged to the detail account code.

What is a smartkey:

10-Digits Combines fund and dept with a 3-digit sequential num.

Ex: 100-1095-100

Fund Dept   Sequential Number
100 – 1095 - 100

FUND CODE EXAMPLES
- 100 – Operating
- 101 – Faculty Research
- 13X – Capital
- 14X - Ploughback
- 5XX – Grant
- 60X– Gifts
- 65X, 66X, 67X – Endowment

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 errors (in red) 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

Budget warnings (in yellow) 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

Original Budget

▶ Base or Permanent Budget

▶ Recurring budget that is available for spending in the current and future fiscal years.

Adjustment Budget

▶ Temporary Budget

▶ One-time budget that is available for spending in the current fiscal year only. Will not carry forward.

Total Budget

▶ Sum of Original Budget + Adjustment Budget

▶ Total Budget available for spending in the current fiscal year.

March 15th will be
the last date to enter
Original Budget for the Current FY

(Original Budget) + (Adjusted Budget) = (Total Budget)

	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
1	2016	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

Inquiry Details — Personalize | Find | View All | First 1 of 1 Last

Smartkey Detail | Budget Details | Position Details | Projects | Attributes

Actual

(PO's Vouchers, Journals, Deposits)

Encumbered

▶ An encumbrance (reserving expense budget) is created when the PO is budget checked. Sum of all encumbrances from purchase orders that have not been paid.

▶ The hold for the PO will be released only when the related voucher is subsequently budget checked.

Budget Checked

▶ Sum of all Vouchers, Journal Vouchers and GL journals that have been budget checked but are not yet fully approved.
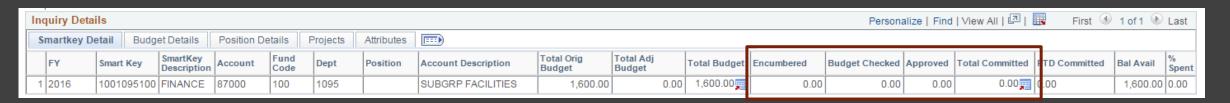
Approved

▶ The sum of all Vouchers, Journal vouchers, Deposit Transmittals and GL Journals that have been budget checked, fully approved.

Total Committed

▶ Encumbered + Budget Checked + Approved = Total Committed

| Encumbered | + | Budget Checked | + | Approved | = | Total Committed |

Inquiry Details

Personalize | Find | View All | 🗗 | 🖩   First ◀ 1 of 1 ▶ Last

| Smartkey Detail | Budget Details | Position Details | Projects | Attributes |

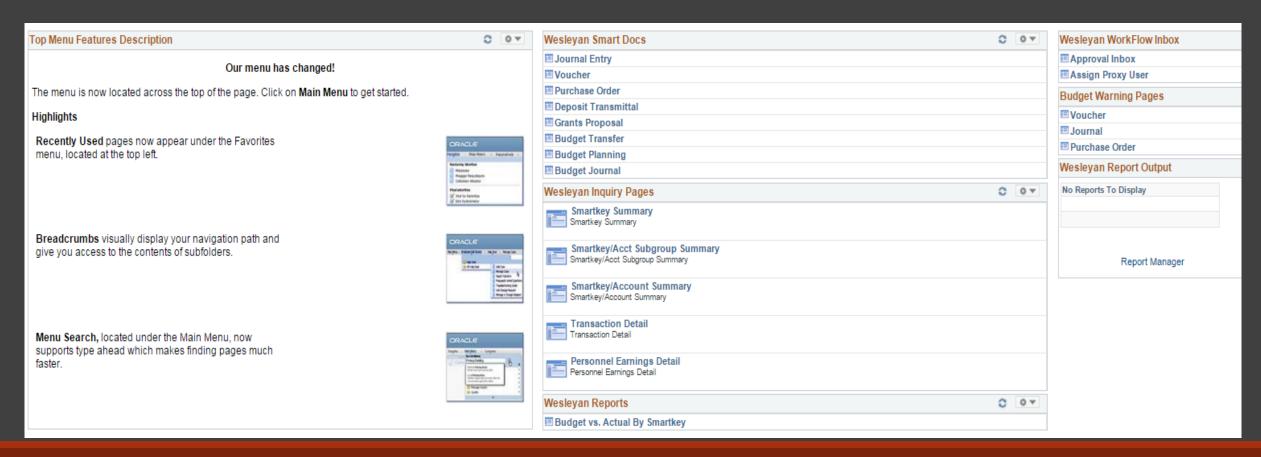|	FY	Smart Key	SmartKey Description	Account	Fund Code	Dept	Position	Account Description	Total Orig Budget	Total Adj Budget	Total Budget	Encumbered	Budget Checked	Approved	Total Committed	PTD Committed	Bal Avail	% Spent
1	2016	1001095100	FINANCE	87000	100	1095		SUBGRP FACILITIES	1,600.00	0.00	1,600.00	0.00	0.00	0.00	0.00	0.00	1,600.00	0.00

Wesleyan Inquiry

WFS Wesleyan Financial System

Wesleyan Inquiry is updated nightly.

Overview

Inquiry pages for WFS provide a number of screens for reporting financial information at a summary or detailed level. This document reviews the common navigation and usage features of the Inquiry pages. Additional documents that cover specific, field-by-field explanations are posted on the WFS Blog.

The primary Inquiry pages can be opened from a pagelet on the WFS Home Screen. See the document "Personalizing Pagelets" to customize the display of the Inquiry pagelet.

Smartkey Inquiry Pages

Smartkey Summary

This Report summarizes Budget and Expenditures at the highest level by Smartkey.

Smartkey/Acct Subgroup Summary

Summarizes Budget and Expenditures by Account subgroup e.g. Office Supplies, Office Operations, Instructional Materials, etc.)

Smartkey/Account Summary

Summaries Budget and Expenditures by each Account for which there are any transactions.

Transaction Detail

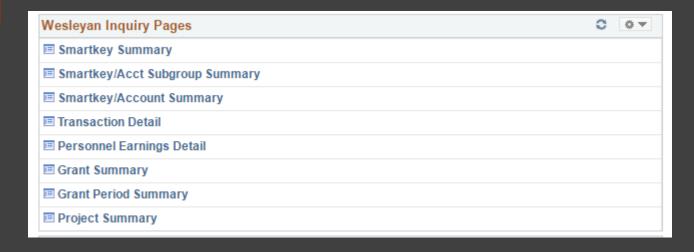Gives details of each transaction, including the Amount, Document type, Document ID and Line detail.

Refreshed Daily: Inquiry data is refreshed once per day, overnight. Transactions you do today will not appear in Inquiry until the next day. The time and date of the last refresh appears at the top of each screen.

Searching: All of the inquiry pages work by first entering one or more search criteria, clicking the Search button, and then seeing the data that meets the criteria at the bottom of the page. All pages incorporate the user's Smartkey security so that only data for which the user has been granted security can be seen. The "Basic" Search appears as soon as the page is opened. An "Advanced" Search with additional data elements is available by clicking the "Advance Search" link at the bottom of the page.

The pages can also be seen from the regular menu as shown below. Some users may have additional Inquiry pages that can only be opened from the regular menu:

Navigation: Wesleyan Menu> Wesleyan Inquiry

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 Inquiry Pages:
Smartkey Summary

Expand to bring you to the Account Level.
(Smartkey Account Summary)

Expand for all tabs/columns

Export/Download to Excel

This is the highest level of reporting that is the summary of all Budgets and Expenditures within a particular smartkey.

Wesleyan Inquiry Pages:
Smartkey Subgroup Summary

Smartkey Accout Subgroup Summary

Personalize | Find | View All | 📄 | 📊 | First ◀ 1-19 of 19 ▶ Last

Smartkey Detail | Budget Details | Projects | Attributes

	FY	SmartKey	Smartkey Description	Account Subgroup	Account Subgroup Descr	Total Orig Budget	Total Adj Budget	Total Budget	Encumbered	Budget Checked	Approved	Total Committed	PTD Committed	Bal Avail	% Spent
1	2016	1001095100	FINANCE	70000_79999	REVENUES	0.00	0.00	0.00	0.00	0.00	-840.00	-840.00	0.00	840.00	0.00
2	2016	1001095100	FINANCE	81070_81599	OTHER SALARIES	0.00	0.00	0.00	0.00	0.00	2,264.37	2,264.37	0.00	-2,264.37	0.00
3	2016	1001095100	FINANCE	81600_81674	HOURLY STUDENT	8,415.81	0.00	8,415.81	0.00	0.00	2,626.68	2,626.68	0.00	5,789.13	31.21
4	2016	1001095100	FINANCE	81715_81724	TEMPORARY HELP	3,000.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00
5	2016	1001095100	FINANCE	81725_81789	MISCELLANEOUS COMP	4,441.56	0.00	4,441.56	0.00	0.00	3,260.00	3,260.00	0.00	1,181.56	73.40

Expand for all tabs/columns

Export/Download to Excel

Wesleyan Inquiry Pages

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

Expand to view all of the account codes within the Subgroup that involves budget or expenses.

This is where budgets are actually separated by account subgroups.

Wesleyan Inquiry Pages:
Smartkey Account Summary

Inquiry Details — Personalize | Find | View All | First 1-12 of 12 Last

Tabs: Smartkey Detail | Budget Details | Position Details | Projects | Attributes

	FY	Smart Key	SmartKey Description	Account	Account Description	Total Orig Budget	Total Adj Budget	Total Budget	Encumbered	Budget Checked	Approved	Total Committed	PTD Committed	Bal Avail	% Spent
1	2016	1001095100	FINANCE	82200	SUBGRP OFFICE OPERAT	35,814.66	0.00	35,814.66	0.00	0.00	0.00	0.00	0.00	35,814.66	0.00
2	2016	1001095100	FINANCE	82201	SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00	87.23	87.23	0.00	-87.23	0.00
3	2016	1001095100	FINANCE	82250	MEMBERSHIP/DUES	0.00	0.00	0.00	0.00	0.00	546.00	546.00	0.00	-546.00	0.00
4	2016	1001095100	FINANCE	82400	COMPUTER SUPPLIES	0.00	0.00	0.00	0.00	0.00	2,020.94	2,020.94	0.00	-2,020.94	0.00
5	2016	1001095100	FINANCE	82450	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	56.64	56.64	0.00	-56.64	0.00

Expand for all tabs/columns

Export/Download to Excel

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

Expand to bring up all transactions that involve Budgets

Expand to bring up all transactions that involve Expenses

Wesleyan Inquiry Pages:
Transaction Detail

Transaction Line Detail

	FY	SmartKey	SmartKey Description	Activity	Account	Account Description	Acctg Per	Amount	Amount Label	Amount Type	Doc Type	Smart Doc	Doc ID	Rel Doc Type	Rel Doc ID	Line #	Distr Line	Line Reference	Line Description	Originator
1	2016	1001095100	FINANCE		82250	MEMBERSHIP/DUES	1	96.000	APPRVD	C	JOURNAL		0000092992			10	0	191207	PREPD NACAS INV 176	VNYE
2	2016	1001095100	FINANCE		82250	MEMBERSHIP/DUES	1	200.000	APPRVD	C	VOUCHER		00195794			1	1		2016 Membership Dues	OBOOKAS
3	2016	1001095100	FINANCE		82250	MEMBERSHIP/DUES	1	250.000	APPRVD	C	VOUCHER		00196820			1	1		EACUBO Dues	CDANIELS

Expand for all tabs/columns

Opens to the relevant Smart Doc
Eg; Budget Transfer, JE, Voucher, etc

Drill to next detail level

Export/Download to Excel

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

Transaction Detail Inquiry Page

The Transaction Detail page gives all the detail about every line of a transaction. This is the most detailed information of all the Inquiry pages.

This document provides detail help for Transaction Detail page.

The search criteria allow the user to select transactions based on a number of different criteria. Once the criteria are applied the user can see the type of document, document number, vendor, dollar amount, dates for budget checking and approval, etc. The search for data can start with the SmartKey, department number, account or other fields. The chart below gives a column-by-column explanation of each data field. The "Search Criteria?" column indicates whether you can search using this field in the Basic Search or Advanced Search.

The drill-down next to the Document ID will show all the lines associated with that document regardless of the SmartKey and account. The user will only see the detail for lines to which they have security access.

Amount Type	Doc Type	Smart Doc	Doc ID
C	JOURNAL	🖹	0000092992
C	JOURNAL		WST0093173
C	JOURNAL		WST0093173

Personal Earnings Detail Page

	Fiscal Year	Empl ID	Name	Position	Descr	Trans Type	Earnings Code	SmartKey	Description	Account	Fund Code	Deptid	Activity	Account Description	Pay Group	Pay Period End Date	Check Date	Amount
1	2016		John Dore	24660	Chemistry Office Student Worke	R	STU	5011194101	Federal Work Study CWSP	81610	501	1194		Undergraduate Hourly-WS	STU	09/20/2015	09/25/2015	19.000
2	2016		John Dore	24660	Chemistry Office Student Worke	R	STU	1001093208	CHEM - OFFICE STUDENT WORKERS	81630	100	1093		Undergraduate Hourly-Non-WS	STU	09/20/2015	09/25/2015	-19.000
3	2016		John Dore	24660	Chemistry Office Student Worke	E	STU	1001093208	CHEM - OFFICE STUDENT WORKERS	81630	100	1093		Undergraduate Hourly-Non-WS	STU	09/20/2015	09/25/2015	38.000
4	2016		John Dore	24660	Chemistry Office Student Worke	R	STU	1001093208	CHEM - OFFICE STUDENT WORKERS	81630	100	1093		Undergraduate Hourly-Non-WS	STU	09/20/2015	09/25/2015	-19.000
5	2016		John Dore	24660	Chemistry Office Student Worke	R	STU	1001093208	CHEM - OFFICE STUDENT WORKERS	81610	100	1093		Undergraduate Hourly-WS	STU	09/20/2015	09/25/2015	19.000

Personnel Earnings Detail — Transaction Detail | Attributes | Redistribution — Personalize | Find | View All | First 1-5 of 5 Last

Personal Earnings Detail Columns:

1. **FY:** Fiscal Year of the transaction
2. **Emplid:** The WesID of the person
3. **Name:** Name of the person
4. **Position and Description:** The position number and position title
5. **Transaction Type:**
   a. E=Earnings from payroll
   b. M=Medical deductions on grants
   c. R=Redistribution (includes Federal-Work Study redistribution)
6. **Earnings Code:** The payroll earnings code for the transaction
7. **Smartkey and Description:** Smartkey of the transactions
8. **Account and Description:** Account of the transaction
9. **Pay Group:** Pay Group of the individual
10. **Pay Period End Date:** The payroll end date for the earnings transaction
11. **Check Date:** The check date
12. **Amount:** The net amount of the transaction

Personnel Earnings Detail: Gives earnings detail for each employee by pay date. The level of access a user has depends on their security to see compensation information. Earnings for students and temporary employees are included here.

Wesleyan Inquiry Pages

Smartkey Summary
Smartkey Summary

Smartkey/Acct Subgroup Summary
Smartkey/Acct Subgroup Summary

Smartkey/Account Summary
Smartkey/Account Summary

Transaction Detail
Transaction Detail

Personnel Earnings Detail
Personnel Earnings Detail

Transaction Detail Vs. Personnel Earnings Detail

Transaction Detail

The Transaction Detail page gives all the detail about every line of a transaction. This is the most detailed information of all the Inquiry pages.

Personnel Earnings Detail

This page allows the user to search for earnings detail by person. The data only comes from Account Groups 1 (Salary and Wages), Account Group 2 (Other Compensation), or Account Group 3 (Fringe Benefits).

Most users will be able to see earnings for student employees and temp employees for the Smartkeys to which they have security

Smart Docs

Smartdocs

Voucher:
- Pay an invoice from a vendor.
- Reimburse employee for travel (with appropriate travel expense form attached).

https://wesfiles.wesleyan.edu/campus%20committees/WFS%20Implementation/Public%20WFS%20Documents/AP%20Tip%20Sheet%20Aug2010.pdf

Journal Voucher
- Fix wrong smartkey or account used on voucher.

https://wesfiles.wesleyan.edu/campus%20committees/WFS%20Implementation/Public%20WFS%20Documents/Journal%20VoucherMay19_2010.pdf

Journal Entry
- Move chargebacks between departmental funds such as grants, capital and operating.
- Transfer deposits or other credits between smartkeys within your access.

https://wesfiles.wesleyan.edu/campus%20committees/WFS%20Implementation/Public%20WFS%20Documents/Journal%20Tip%20Sheet.pdf

Open Journal Entry
- Pay for a Bon Appétit catering event.
- Fix wrong smartkey on Bon Appétit catering event.
- Sponsoring a speaker in another department and **do not have access to their smartkey.**

https://wesfiles.wesleyan.edu/campus%20committees/WFS%20Implementation/Public%20WFS%20Documents/Open%20Journal%20Aug2010.pdf

Purchase Order (PO)
- Obtain pre-authorization for a large purchase.
- Purchasing new software for computer lab.

https://wesfiles.wesleyan.edu/campus%20committees/WFS%20Implementation/Public%20WFS%20Documents/PO%20Tip%20Sheet%20Aug2010.pdf

Budget Transfer
- 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).

https://wesfiles.wesleyan.edu/campus%20committees/WFS%20Implementation/Public%20WFS%20Documents/Budget%20Transfer%20Smartdoc%20Training%2009-23-10.pdf

Budget Checking Errors & Warnings

A red budget error will appear on journals, vouchers (including PCard vouchers), and purchase orders when there <u>is not</u> enough budget in the smartkey to fund the expense. Anything with a budget error cannot be submitted to workflow until the error is cleared.

Yellow budget warnings will appear on journals, vouchers (including PCard vouchers), and purchase orders when there <u>is</u> enough budget in the smartkey to fund the expense ***Users are allowed to submit documents to workflow that contain yellow budget warnings, but best practice is to clear budget warnings by reallocating budget.***

Budget Transfers can be used to fix Budget Checking Warnings. After budget has been transferred, approved and posted in WFS, the original document must be re-budget checked and re-submitted to workflow.

Budget Checking Type 1 - Budget Error Will Be in Red

1. Non Sufficient Funding at a Account level and SK level

➢ Error must be cleared in order to submit to workflow:

   ➢ Must charge expense to a different smartkey that has enough budget and is appropriate for the expense

   OR

   ➢ Transfer enough budget to smartkey being charged and re-budget check the transaction.

Reason/Description:

To accommodate faculty for lodging.

Lines

Personalize | Find | View All | 🗗 | 🔡   First ◀ 1-2 of 2 ▶ Last

Select	Line	Unit	Smartkey	Description	*Account	Description	Debit Amount	Credit Amount	Reference	*Journal Line Description	Budget Line Status
☐	1	WSLYN	1001095100 🔍	FINANCE	84520 🔍	LODGING	100,000.00			FY 16 LODGING	Error
☐	2	WSLYN	1001033100 🔍	ACADEMIC AFFAIRS	84520 🔍	LODGING		100,000.00		FY 16 LODGING	Valid

Journal Lines to add: 1 ➕ ➖

Totals

Personalize | Find | View All | 🗗 | 🔡   First ◀ 1 of 1 ▶ Last

Business Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WSLYN	2	100,000.00	100,000.00	V	E

Cancel   Print Report   Wrkflw Preview

🔍 Return to Search

Budget Checking Type 2 - Budget Warning Will Be in Yellow

2. Non suffient funding at account level but there is sufficient funding ta a SK level.

   ➢ Indicates that you are spending more than you planned in a specific expense category i.e., travel).

      ➢ It is okay to approve expenses with budget warnings, but you may want to review and reallocate your budgets if your plans have changed.

Budget Transfer Forms

Form	Where to Find	Purpose
Budget Transfer	Budget Transfer under Wesleyan Smartdocs in WFS	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). • 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)	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. • Move budget from office operations to revenue involves revenue budget • For co-sponsorships, use Open Journal not Budget Transfer – Offline

Policy on Co-Sponsorships

Use open journal to move expenses among smartkeys/accounts

To eliminate budget warnings when expenses charge a smartdoc:
◦ – Journal can occur before event or charges takes place
◦ – Make sure the journal charges the appropriate account ask event sponsor, etc. for the smartkey/account combination to use)

Provide sufficient information in comment section of the journal for approvers.

Agree beforehand how charges will be handled if the event or sponsorship does not take place.

This process also applies to co-sponsoring WSA events. Remember to credit the Fund 100 WSA Smartkey. The WSA Department Contribution Form in EPortfolio will no longer be used and will be removed shortly.

RECURRING BUDGET
Vs.
ACTUAL BY SMARTKEY MONTHLY REPORT

HOW TO CREATE A REOCCURRING BUDGET vs. ACTUAL BY SMARTKEY MONTHLY REPORT (sent by email)

Wesleyan Reports

Budget vs. Actual By Smartkey

1. Create a new Run Control (Suggestion: create one for every faculty member, yourself, or for any other meaningful purpose, label reoccurring Run Controls):

   a. Type in a name or identifier without spaces or special characters (make it meaningful)
   b. b. Click ADD

Budget vs Actual

Find an Existing Value | Add a New Value

Run Control ID JMITCHELL_MONTHLY

Add

Find an Existing Value | Add a New Value

HOW TO CREATE A REOCCURRING BUDGET vs. ACTUAL BY SMARTKEY MONTHLY REPORT (sent by email)

2. Pick Type of Report: Summary Report, Account Summary Report and/or Detail Report as desired

3. Required: Check box labeled As of Last Month End

4. Put faculty member's USER ID in PI/PM/RP OperID (CAPITAL letters only, e.g. SDEVOTO,

IMUKERJI, COTHON, etc.) or fill in any of the other WFS selection criteria (e.g. Smartkey, Fund, etc.).

5. Click RUN

HOW TO CREATE A REOCCURRING BUDGET vs. ACTUAL BY SMARTKEY MONTHLY REPORT (sent by email)

6. Process Scheduler Request Page

   a. Recurrence – Choose Budget vs. Actual Monthly from the drop down (runs on the

      5th day of the month at 5:30 am). NOTE: if you want to send an immediate email

      just leave the Recurrence blank (default)

   b. Change the Run Date to the 5th day of the upcoming month. If you do not make this

      change an email will be sent to all recipients after completing this whole process

      and also starting on the 5th of every month. Changing the date to the 5th of the

      upcoming month eliminates the immediate email.

   c. Type – Choose Email from the drop down (Format should be PDF)

   d. Click Distribution

HOW TO CREATE A REOCCURRING BUDGET vs. ACTUAL BY SMARTKEY MONTHLY REPORT (sent by email)

7. Distribution Detail Page

   a. Type in an Email Subject. Give it a recognizable identifier so you can easily find it.

   b. Type in Message Text

      a. First line should say something like "PLEASE DO NOT REPLY TO THIS EMAIL. REPLIES TO

         SYSTEM EMAIL ADDRESSES ARE NOT READ"

   c. Distribute To

      a. Click + (plus) button

      b. Select ID Type = User

      c. Distribution ID

         a. Type in USER ID or search (can send to more than one person-just click + button

            and select user and add USER ID);

      d. Click OK

HOW TO CREATE A REOCCURRING BUDGET vs. ACTUAL BY SMARTKEY MONTHLY REPORT (sent by email)

8. Back to Process Scheduler Request Page

    a.   Click OK

    b.   You know you have done all the steps when you get a Process Instance number in the upper right corner below the RUN button

    c.   Caution: Every time you click OK when the Recurrence field is populated you create another recurring report … even for the same Run Control. If you do not want two reports then please refer to "How To Stop Reoccurring Reports".

9. YOU HAVE DONE IT!

10. Email will be From WFS-noreply@wesleyan.edu (reminder you cannot reply to this email)

11. Only **active** smartkeys (have budgets or transactions) for the fiscal year will be reported

HOW TO CHANGE REOCCURRING REPORTS

1. To change SELECTION CRITERIA for an existing reoccurring report go into the Budget vs. Actual Report using the Run Control that needs changes:

   a) Make your changes.

   b) Click SAVE.

   c) You're done! You do NOT need to click RUN. The next time the recurring report runs it will use the new selection criteria.

2. To change the EMAIL TEXT or RECIPEINT LIST for an existing reoccurring report go into the Budget vs. Actual Report using the Run Control that needs changes.

   a. Click RUN.
   b. IMPORTANT: Please note that the Recurrence defaults to blank when you come back in. You must reenter the Recurrence and adjust the Run Date.
   c. Click Distribution on the Process Scheduler Request page. Make your changes.
   d. Click OK.
   e. Click OK again.
   f. IMPORTANT: You have just created an ADDITIONAL recurrent report! Please refer to the next section on How To Stop Reoccurring Reports to cancel the previous version of your report.

HOW TO STOP REOCCURRING REPORTS:

1. Go back to the Budget vs. Actual Report using any Run Control

2. Click on Process Monitor

3. Find processes by selecting: Type: SQR Report Name: BUD_ACT Last: 30 Days

4. Click SAVE and these values will be there any time you return to this page.

5. Click Refresh to see your processes

6. The rows with the Green Circular Arrow and a Run Status = Queued are your reoccurring reports. They should have a date in the future. a. Click on the Details link

7. Process Details Page:
   a. Check the Run Control associated with the line
   b. Click Cancel Request, and then click OK to stop this reoccurrence.