Wesleyan University:

Finance Inquiry Training

Financial Planning Team

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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

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

	Smartkey Detail	Budget Details	Projects	Attributes								
	FY	SmartKey	Smartkey Description	Total Orig Budget	Total Adj Budget	Total Budget	Encumbered	Budget Checked	Approved	Total Committed	PTD Committed	Bal Avail	% Spent
1	2018	1001047100	ART LIBRARY	11,157.85	-6,000.00	5,157.85	0.00	0.00	3,478.12	3,478.12	0.00	1,679.73	67.43

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.
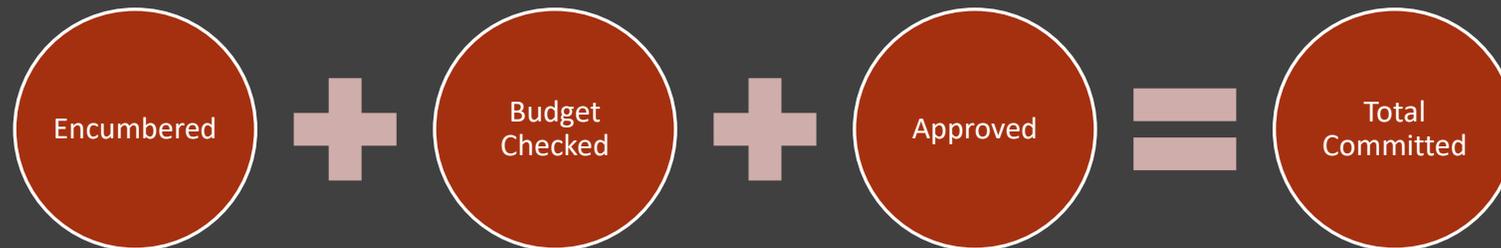
Budget Checked

▶ 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 |

		Smartkey Detail	Budget Details	Projects	Attributes								
	FY	SmartKey	Smartkey Description	Total Orig Budget	Total Adj Budget	Total Budget	Encumbered	Budget Checked	Approved	Total Committed	PTD Committed	Bal Avail	% Spent
1	2018	1001047100	ART LIBRARY	11,157.85	-6,000.00	5,157.85	0.00	0.00	3,478.12	3,478.12	0.00	1,679.73	67.43

WFS Wesleyan Financial System

Wesleyan Inquiry

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.
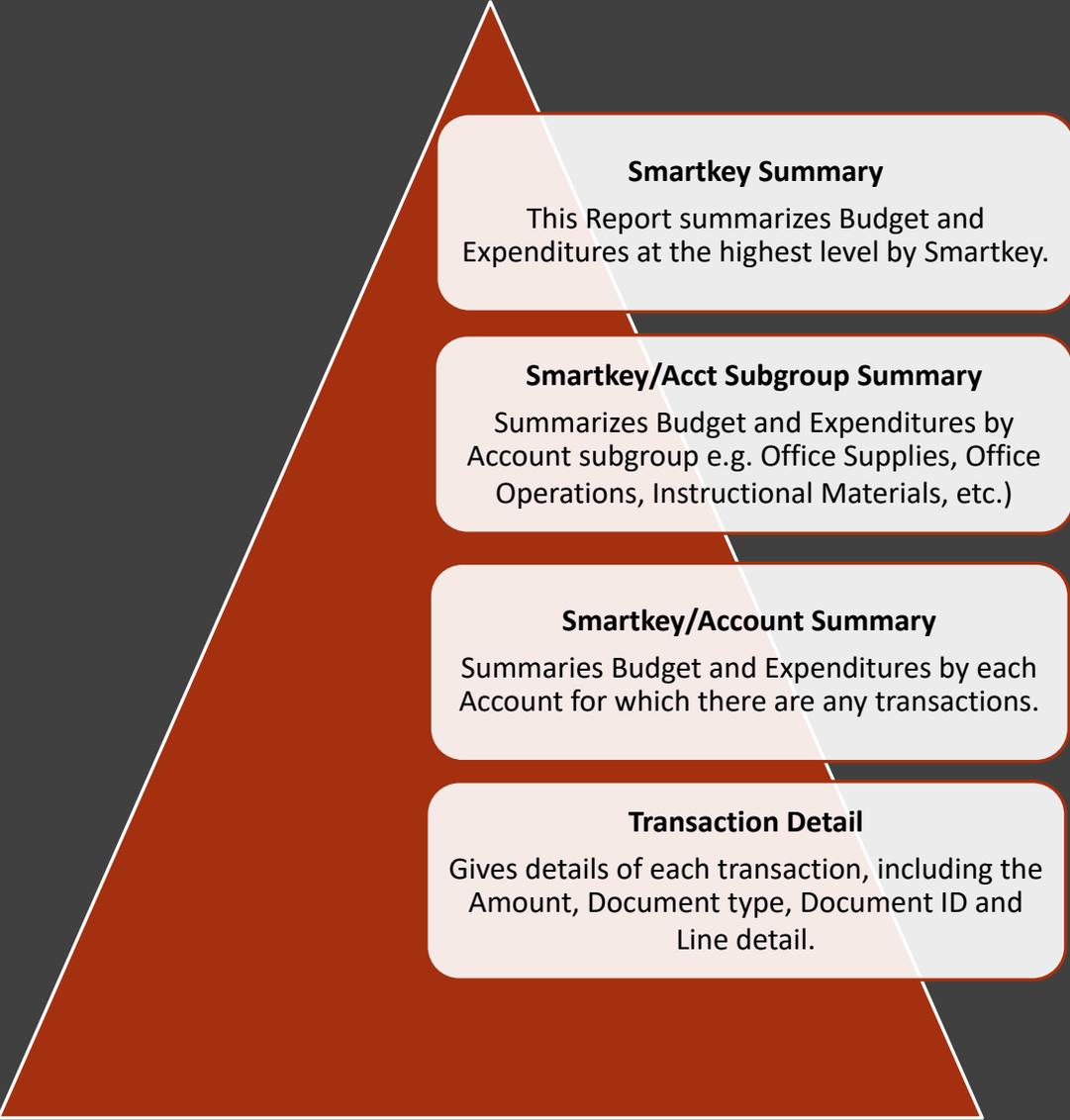
Smartkey Inquiry Pages

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.

Common Elements of All Inquiry Pages

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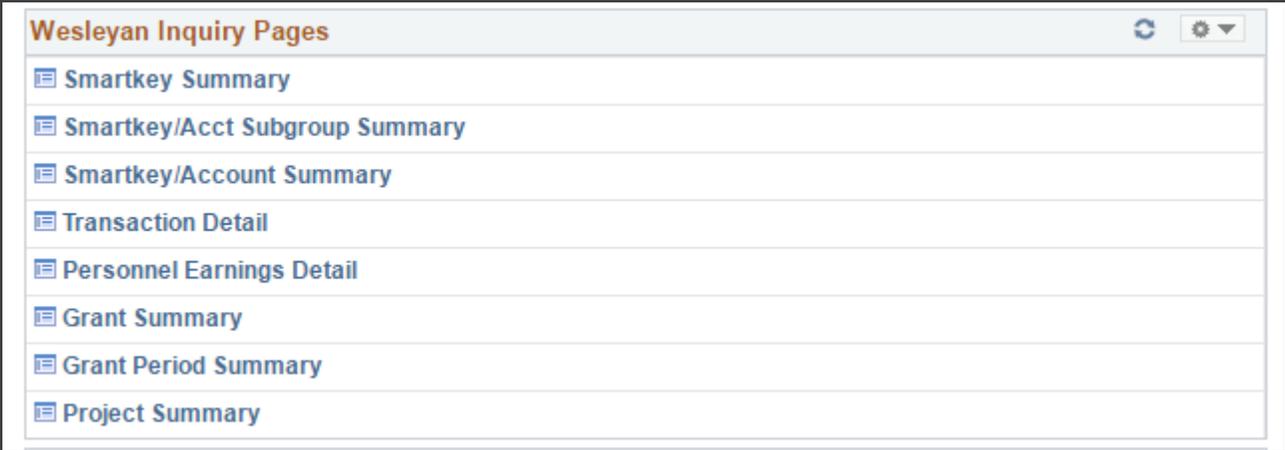
- Smartkey Summary
- Smartkey/Acct Subgroup Summary
- Smartkey/Account Summary
- Transaction Detail
- Personnel Earnings Detail
- Grant Summary
- Grant Period Summary
- Project Summary

Smartkey Summary

	FY	SmartKey	Smartkey Description	Total Orig Budget	Total Adj Budget	Total Budget	Encumbered	Budget Checked	Approved	Total Committed	PTD Committed	Bal Avail	% Spent
1	2018	1001047100	ART LIBRARY	11,157.85	-6,000.00	5,157.85	0.00	0.00	3,478.12	3,478.12	0.00	1,679.73	67.43

Tabs: Smartkey Detail | Budget Details | Projects | Attributes

Smartkey/Account Subgroup Summary

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
2018	1001047100	ART LIBRARY	81600_81674	HOURLY STUDENT	7,082.85	-6,000.00	1,082.85	0.00	0.00	459.94	459.94	0.00	622.91	42.47
2018	1001047100	ART LIBRARY	82200_82899	OFFICE OPERATIONS	3,475.00	0.00	3,475.00	0.00	0.00	2,468.18	2,468.18	0.00	1,006.82	71.03
2018	1001047100	ART LIBRARY	85000_85099	EQUIP_RENT_PURCH_REPAIR	600.00	0.00	600.00	0.00	0.00	550.00	550.00	0.00	50.00	91.67

Smartkey/Account Summary

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	2018	1001047100	ART LIBRARY	81600	Subgroup Hourly Student Comp	7,082.85	-6,000.00	1,082.85	0.00	0.00	0.00	0.00	0.00	1,082.85	0.00
2	2018	1001047100	ART LIBRARY	81610	Undergraduate Hourly-WS	0.00	0.00	0.00	0.00	0.00	459.94	459.94	0.00	-459.94	0.00
3	2018	1001047100	ART LIBRARY	81630	Undergraduate Hourly-Non-WS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	2018	1001047100	ART LIBRARY	82580	POSTAGE	0.00	0.00	0.00	0.00	0.00	5.27	5.27	0.00	-5.27	0.00
5	2018	1001047100	ART LIBRARY	82665	SOFTWARE LEASES	3,475.00	0.00	3,475.00	0.00	0.00	2,462.91	2,462.91	0.00	1,012.09	71.00
6	2018	1001047100	ART LIBRARY	85030	EQUIP/COMPUT MAINTENANCE	600.00	0.00	600.00	0.00	0.00	550.00	550.00	0.00	50.00	92.00

Transaction Detail

Transaction Line Detail — Personalize | Find | View All | First 1-5 of 5 Last

Tabs: Transaction Detail | Position Data | Projects | Attributes | Document Specific Info | Dates

	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	2018	1001047100	ART LIBRARY		82665	SOFTWARE LEASES		3,475.00	ORIG BUD	B	BUD JOURNAL		BUD0119630			413	0	ORIGINAL	1 PRIOR YEAR ORIGINAL BUDGET	WFSBATCH
2	2018	1001047100	ART LIBRARY		82665	SOFTWARE LEASES	11	88.00	APPRVD	C	VOUCHER		00279650			1	1		SCANNEX 5131 COPIER LEASE	CWOLF
3	2018	1001047100	ART LIBRARY		82665	SOFTWARE LEASES	10	296.91	APPRVD	C	VOUCHER		00276371			1	1		SCANNEX 5131 COPIER LEASE	PCARDBATCH
4	2018	1001047100	ART LIBRARY		82665	SOFTWARE LEASES	7	2,000.00	APPRVD	C	VOUCHER		00268627			1	1		SHARED SHELF PLAN 2018	CWOLF
5	2018	1001047100	ART LIBRARY		82665	SOFTWARE LEASES	11	78.00	APPRVD	C	VOUCHER		00277215			1	1		MARLIN SCANNER LEASE	CWOLF

Transaction Detail Vs. Personal Earnings Detail

Transaction Detail	Personal 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.

Personal 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

Transaction Line Detail

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

Personnel Earnings Detail

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

Transactions related to Work Study

Transaction Line Detail

| Transaction Detail | Position Data | Projects | Attributes | Document Specific Info | Dates | 🖃 |

	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	2018	1001047100	ART LIBRARY		81610	Undergraduate Hourly-WS	3	10.25	APPRVD	C	JOURNAL		PAY0127098🖃			388	0	09152017	2856-Redistribution	
2	2018	1001047100	ART LIBRARY		81630	Undergraduate Hourly-Non-WS	3	-20.50	APPRVD	C	JOURNAL		PAY0127098🖃			534	0	09152017	2856-Redistribution	
3	2018	1001047100	ART LIBRARY		81630	Undergraduate Hourly-Non-WS	3	20.50	APPRVD	C	JOURNAL		PAY0127098🖃			113	0	09152017	Payroll Distribution	

Personnel Earnings Detail

| Transaction Detail | Attributes | Redistribution | 🖃 |

	Fiscal Year	Empl ID	Name	Position	Descr	Trans Type	Earnings Code	SmartKey	Description	Activity	Account	Account Description	Pay Group	Pay Period End Date	Check Date	Amount
1	2018	339676	Y	12236	Art Library Department Assistant	E	STU	1001047100	ART LIBRARY		81630	Undergraduate Hourly-Non-WS	STU	09/10/2017	09/15/2017	20.500
2	2018	339676	Y	12236	Art Library Department Assistant	R	STU	1001047100	ART LIBRARY		81630	Undergraduate Hourly-Non-WS	STU	09/10/2017	09/15/2017	-10.250
3	2018	339676	Y	12236	Art Library Department Assistant	R	STU	1001047100	ART LIBRARY		81630	Undergraduate Hourly-Non-WS	STU	09/10/2017	09/15/2017	-10.250
4	2018	339676	Y	12236	Art Library Department Assistant	R	STU	1001047100	ART LIBRARY		81610	Undergraduate Hourly-WS	STU	09/10/2017	09/15/2017	10.250

Total Amount

10.25

Steps:
- 100% of earnings is charged to the department (account 81630 – Undergraduate Hourly-Non-WS)
- There is an overnight process run daily to look for any Federal Work Study student payroll
- Then the following redistribution takes place automatically
    - Credits 100% of the earnings to the department, account code 81630
    - Debits 50% of the earnings to the department, account code 81610
    - Debits the balance 50% to the Federal Work Study, account code 81610

Note: The process will only credit up to the amount the student has been approved for work study.

Wesleyan Reports
Budget vs. Actual By Smartkey

Wesleyan Reports		
📰 Budget vs. Actual By Smartkey		

Mon 10/14/2019 12:54 PM

P

pf92prod@wesleyan.edu

1001047100 - ART LIBRARY

To   Silva, Prashanie; tinturrisi@wesleyan.edu

📄 **bud_act_2645156.PDF**
6 KB

PLEASE SEE THE ATTACHED. FY 2018, JULY
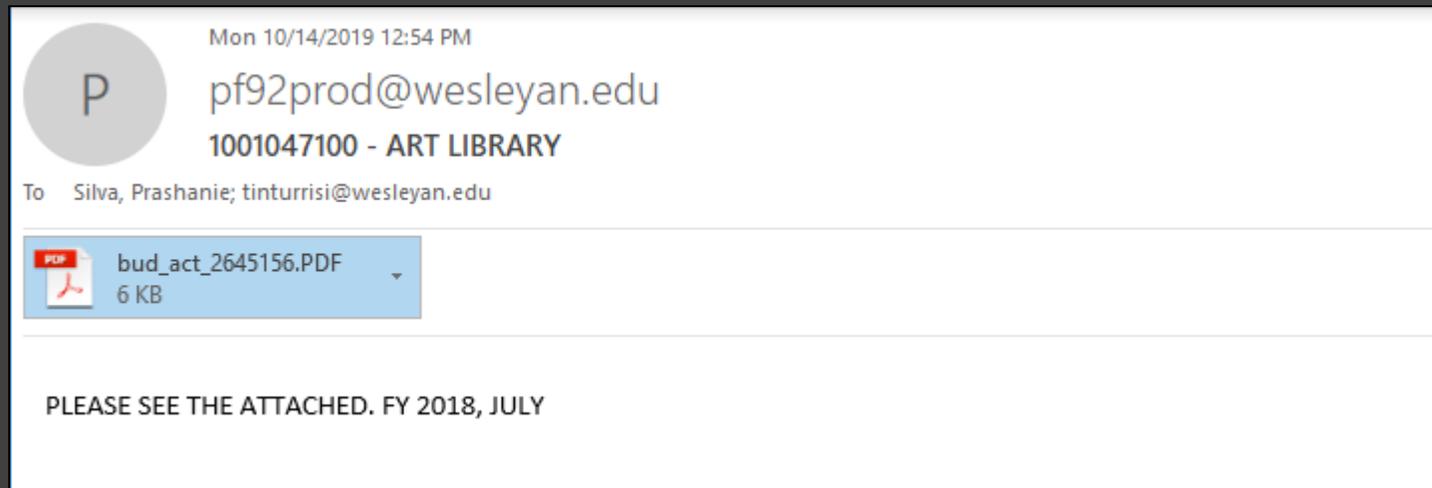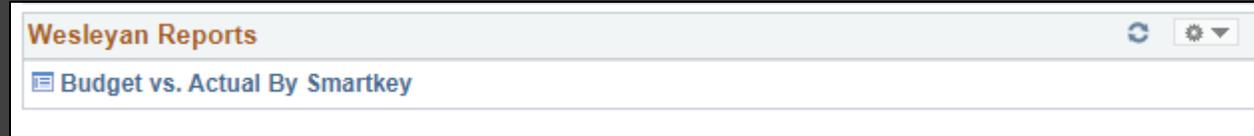
Wesleyan University -> Finance -> Training and Documentation

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

Summary Report

```
                              WESLEYAN UNIVERSITY
                    Budget Vs Actual SmartKey Summary Report          Oper ID:   PSILVA
                                                                      Date Run   10/14/2019
                  Summary for Project/Grant Through  September 2017    Time Run:  12:56
                              In Whole Dollars                         Page:       1
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                     <---------------------------------Fiscal Year-------------------->

Smartkey    Description          Total        PO          Budget                  Total                  %     Period  3
                                 Budget       Encumbered   Checked    Approved     Committed    Balance   Used  Committed

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1001047100  ART LIBRARY              11,158            0           0        616          616     10,542     6        66.05
Fund     :  100                      11,158            0           0        616          616     10,542     6        66.05
```

Account Summary Report

Account	Description	Total Budget	PO Encumbered	Budget Checked	Approved	Total Committed	Balance	% Used	Period 3 Committed
81600	Subgroup Hourly Student C	7,083	0	0	0	0	7,083	N/A	0.00
81610	Undergraduate Hourly-WS	0	0	0	62	62	-62	N/A	61.50
81630	Undergraduate Hourly-Non-	0	0	0	0	0	0	N/A	0.00
Sub Grp:	**HOURLY STUDENT**	7,083	0	0	62	62	7,021	1	61.50
AcctGrp:	**OTHER COMPENSATION**	7,083	0	0	62	62	7,021	1	61.50
82580	POSTAGE	0	0	0	5	5	-5	999	4.55
82665	SOFTWARE LEASES	3,475	0	0	0	0	3,475	0	0.00
Sub Grp:	**OFFICE OPERATIONS**	3,475	0	0	5	5	3,470	0	4.55
85030	EQUIP/COMPUT MAINTENANCE	600	0	0	550	550	50	92	0.00
Sub Grp:	**EQUIP_RENT_PURCH_REPAIR**	600	0	0	550	550	50	92	0.00
AcctGrp:	**OPERATING EXPENSES**	4,075	0	0	555	555	3,520	14	4.55
Smartkey:1001047100		11,158	0	0	616	616	10,542	6	66.05

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

Detail Report

```
                                        WESLEYAN UNIVERSITY
SmartKey:       1001047100           Budget vs Actual Transaction Detail        Oper ID:   PSILVA
Description:    ART LIBRARY                                                      Date Run:  10/14/2019
Fiscal Year:    2018                  Transaction Detail for   September 2017    Time Run:  12:56
Period/Month:   3/Sep                                                           Page:      3
Status:         Active

----------------------------------------------------------------------------------------------------

Account   Description       Doc Type       Doc ID      Line        Line                    Budget   Budget      Commit     Commit
                                                       Reference   Description             Type     Amount      Type       Amount
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81610   Undergraduate Hourly   JOURNAL    PAY0127098  09152017    2856-Redistribution                         APPRVD       10.25
81610   Undergraduate Hourly   JOURNAL    PAY0127556  09222017    2862-Redistribution                         APPRVD       30.75
81610   Undergraduate Hourly   JOURNAL    PAY0127846  09292017    2866-Redistribution                         APPRVD       20.50
Sub Total for Acct: 81610      Undergraduate Hourly-WS                                              0                       61.50

81630   Undergraduate Hourly   JOURNAL    PAY0127098  09152017    2856-Redistribution                         APPRVD      -20.50
81630   Undergraduate Hourly   JOURNAL    PAY0127098  09152017    Payroll Distribution                        APPRVD       20.50
81630   Undergraduate Hourly   JOURNAL    PAY0127556  09222017    Payroll Distribution                        APPRVD       61.50
81630   Undergraduate Hourly   JOURNAL    PAY0127556  09222017    2862-Redistribution                         APPRVD      -61.50
81630   Undergraduate Hourly   JOURNAL    PAY0127846  09292017    Payroll Distribution                        APPRVD       41.00
81630   Undergraduate Hourly   JOURNAL    PAY0127846  09292017    2866-Redistribution                         APPRVD      -41.00
Sub Total for Acct: 81630      Undergraduate Hourly-Non-WS                                          0                        0.00

82580   POSTAGE                JOURNAL    WST0127847  09/01/2017  Postage 2 piece mailing                     APPRVD        4.55
Sub Total for Acct: 82580      POSTAGE                                                              0                        4.55

Smartkey:       1001047100                                                                          0                       66.05
```