WFS – Wesleyan Financial System
Help for Smartkey/Account Summary Page

Data displayed on this page is refreshed only once per day. Transactions during a day will not display here on the same day. The date of the last refresh appears at the top of the page.

The totals that appear at the bottom of a screen are for all the rows of data that were returned by the search, not just the rows that are seen on the page.

If you download, only the columns of data on the tab you are on are downloaded. To download all columns from all tabs, click the tab expansion icon to the right of the last tab.

EXPLANATION BY COLUMN

Smartkey Detail Tab:

Total Orig Budget: The sum of Orig Budget and Transfer Orig Budget. This budget is recurring.

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.

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.

Encumbered: The sum of all encumbrances from purchase orders that have not been paid.

Budget Checked: The sum of vouchers and GL journals that have been budget checked, but are not yet fully approved.

Approved: The sum of vouchers and GL journals that have been budget checked, fully approved and posted

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

PTD Committed: This column is for projects and grants only. The amount in the column is actual expenditures for the project through June 30, 2009 plus the Total Committed for the current fiscal year.

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.
% (Percent): Percent available.

**Budget Details Tab:**

**Orig Budget:** budget (base budget) that is loaded using the budget planning system or entered using the Budget Journal page.

**Transfer Orig Budget:** permanent budget (base budget) that is entered using the Budget Transfer page.

**Adj Budget:** a one-time budget that is entered using the Budget Journal page.

**Transfer Adj Budget:** a one-time budget that is entered using the Budget Transfer page.

**Roll Fwd Budget:** a one-time budget that is uploaded centrally to carry forward the prior fiscal year's available balance.

**Position Details Tab:**

**Position:** The position number(s) associated with the account.

**Title:** The position title

**Projects Tab:**

**Project to Date Actual:** The total expenses for the project 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. Only projects and grants have a number in this column.

**Project Start Date:** The date of the beginning of the project or grant

**Project End Date:** The date of the end of the project or grant

**Attributes Tab:**

The columns on this tab are self-explanatory and include data that describe the row of information.