WINGS Express Finance
Step-by-Step Guide to Viewing Docs

The View Document screen allows you to view documents and see their approval history. The View Documents page is accessible from the View Document link of the WINGS Express Finance menu.

1. Selecting **View Document** brings up the following parameter page.

2. Choose the type of document you wish to view by clicking on the Choose type drop-down. This permits selection of Requisition, Purchase Order, Invoice, Journal Voucher, Encumbrance, or Direct Cash Receipt. Not all of these documents are created via WINGS Express Finance (e.g. WrightBuy is now used for the majority of Purchase Requisitions).
3. If you know your **document number**, **input** the information in the Document Number field. If you do not know your document number, **click the Document Number button** to bring up the lookup menu.

4. **Input parameters** you are interested in to select a subset of documents. Note that the parameters available for input vary by document type, above is the Journal Voucher Code Lookup page. Once you define your selection criteria (based on the info listed below), click the **Execute Query** button to launch your search.
   a. **Document Number**: leave blank or input part of a document number (e.g. J00004% for vouchers J0000400-J0000499).
b. **User ID**: defaults to your w###abc User ID so that the lookup retrieves docs that you created. You may change this to another ID or leave blank for all IDs. Tip: clicking Execute Query with your UserID and Pending will display all JVs you have originated which haven’t yet posted.

c. **Activity Date**: drop-down boxes available to select month and year timestamp.

d. **Transaction Date**: drop-down boxes available to select month and year input, which are used to calculate accounting period.

e. **Approved**: look for docs based on whether or not they are Approved.

f. **Completed**: look for docs based on whether or not they are completed. Incomplete docs are not currently routing through approvals. (Incomplete JVs created in WINGS Express Finance are purged after 30 days.)

g. **Status**: Docs go from Completed → Approved → Posted. Until the document is posted, it is considered Pending.

h. **Fund, Organization, & Account**: optionally input a specific data-enterable code or a portion of a code with the % wildcard.

i. **Rule Code**: optionally input the rule code for the JV, or a portion of a code with the % wildcard. E.g.

   i. **BD%**: budget entries submitted by Administrative departments.

   ii. **JE%**: actual entries submitted by Administrative departments

j. If your query is running slowly, try inputting more parameters to narrow your search. Note that the Transaction Detail Report can also be used (with even more optional input parameters) to view documents that have already posted.
The figure above shows the selection results from the document lookup. The docs are listed with info, including the description on the first line of the doc. (The Copy link may be used if you are going to create a new JV starting with the JV whose Copy link you click.)

5. To select one of the docs, just **click on the underlined Document Number**. Note that you may see this list of docs, but once you select a specific document, your fund/org security applies:

- If you have **access to all** funds & orgs on the transaction lines, you will see the entire document.
- If you have access to at least **one of the fund/orgs** included on the transaction lines, you will see the entire document except for the accounting transaction lines for the funds/orgs you do not have access privileges for.
- If you **do not have access to any of the funds/orgs** on the transaction lines then the document will not pull up at all for you. Instead, Banner will display the prominent message “Finance user W###abc does not have Fund/Org security to view this document”.
Clicking on one of the underlined Document Numbers returns you to the above page with the document number filled in. Other items on this screen include:

- **Submission #: not used at WSU.**
- **Change Seq #: not used at WSU.**
- **Display Accounting Information:** default = Yes, so that accounting FOAPAL details can be viewed.
- **Display Document/Line Item Text:** default = Printable. You may select All (to include non-printable text that won’t be printed on Purchase Orders e.g.) or None.
- **View Document button:** click to view the document info.
- **Approval History button:** click to view the approval route for this doc to see who may have approved it, or if there are approvals still required. You may also add a Manual Approver to the document in process or e-mail a copy of the document from the Approval History screen. See Step-by-Step guide to Approving Documents for more information.

6. **Click the View Document button** to open the View Document screen for the specific document selected.
Journal Voucher Header:
- **Journal**: displays specific document #.
- **Sub#:** submission #.
- **Status**: Pending (not yet posted) or Posted.
- **Trans Date**: Transaction Date, used by Banner to determine the fiscal year and accounting period in which the entry posts.
- **Activity Date**: timestamp date.
- **User ID**: originator ID. (Tip: to find the name of this user, use the Approve Documents menu link & input this ID instead of your own ID, then click Submit Query.)
- **Doc Total**: document hash total.
- **Document Text**: Optional additional text for this document. This text may be seen by all viewers.

Journal Voucher Accounting:
- **Seq**: Sequence #.
- **COA**: Chart of Accounts, WSU uses W.
- **FY**: Fiscal Year, calculated based on Trans Date.
- **PD**: Fiscal Period, calculated from Trans Date (July=01, Aug=02...)
- **Rucl**: Rule Code, tells you about how Banner is posting the transaction. Common codes you may see are B__ for Budget and J16 for expense.
- **Index**: data entry FOAPAL shortcut feature. Does not display on documents created in WINGS Express Finance.
- **Fund, Org, Account, Program, Activity, Location**: Banner chart of accounts FOAPAL elements. FOAP required for transactions, with Activity and Location being optional.
- **Proj**: Project, not used at WSU.
- **Bank/Total**: this shows the memo bank number used, if required, and the total for the line.
- **D/C**: Debit/Credit, may also be represented as +/- for certain rule codes.
- NSF Ovr: not used at WSU, related to non-sufficient funds.
- Status: may display under certain conditions.
- BudPd: Budget Period. For budget rule codes, the budget period should be the same as the accounting period. (For non budget rule codes, the budget period is not needed.)
- Total of displayed sequences: calculated “hash” total.

When selecting a Purchase Order (PO) to View the Document, the screens shown in Figures below will appear.
Purchase Order Header: general info pertaining to the PO. Origin = Eprocurement indicates that the PO fed to Banner from WrightBuy.

Purchase Order Commodities: specific commodities on this PO.

Purchase Order Accounting: accounting info for this PO.

Related Documents: Banner procurement and payment documents related to this PO. Click on any of the links to go to a related document. Note that for POs that fed to Banner from WrightBuy, their associated purchase requisition will appear in WrightBuy only.
When viewing an Invoice, the screen below will appear.

- Invoice Header: general info related to this invoice.
- Invoice Commodities: specific commodity info.
- Invoice Accounting: accounting entries for this invoice.
- Related Documents: Banner procurement and payment documents related to this invoice.
When selecting Encumbrance to View the Document, the screen below appears.

- Encumbrance Header: general info related to this encumbrance.
- Encumbrance Accounting: accounting info related to this encumbrance.

When selecting Direct Cash Receipt to View a Document, the screen shown below will appear.

- Direct Cash Receipt Header: general info related to this doc.
- Direct Cash Receipt Accounting: accounting FOAPALs for this doc.