

Procedure for Uploading of Student AR Transactions

This process was designed many years ago to give departments a method to upload approved charges to student accounts. The process has been updated and improved for ease of use.

To be a user of this process, you must be defined as a self-service Finance user. If you are not set-up in this manner, please complete the CaTs Request form for WINGS Express Finance access.

Application for WINGS Express Finance & WrightBuy Access

Name: _____ Staff or Faculty or Student
Banner UID: U _____
Dept/Office: _____ Phone: _____
Campus Address: _____

Check Desired Module:

Finance Send this form to: CaTs Help Desk – 025 LX
Provides access to financial and budget information.
Business Manager signature (required) _____
Fund/Org Access: _____

Payroll Expense Detail Query:

Yes No

Link to Xtender Finance Docs:

View Both View & Attach None

WrightBuy Send this form to: CaTs Help Desk – 025 LX
Provides access to purchase requisitions and purchasing information. Note: You must have Finance access.
Business Manager signature (required) _____
Please fill out the following information:

First and Last Name: _____

CAMPUS account username: _____

E-mail: _____

Department Code (Banner Level 5 Org): _____

Additional Department Access (Banner Level 5 Org): _____

Check the following roles needed:

Requestor Science Requestor Non-Science

Requestor Procure Desktop Receiving

Approver

I agree that I will use the information obtained from WSU WINGS Express systems for only authorized purposes required of my position and that I am responsible for any action taken through the use of my account. I understand any unauthorized use will result in the loss of my account. By signing this application, I indicate my understanding and acceptance of the responsibilities as a WSU Banner systems user.

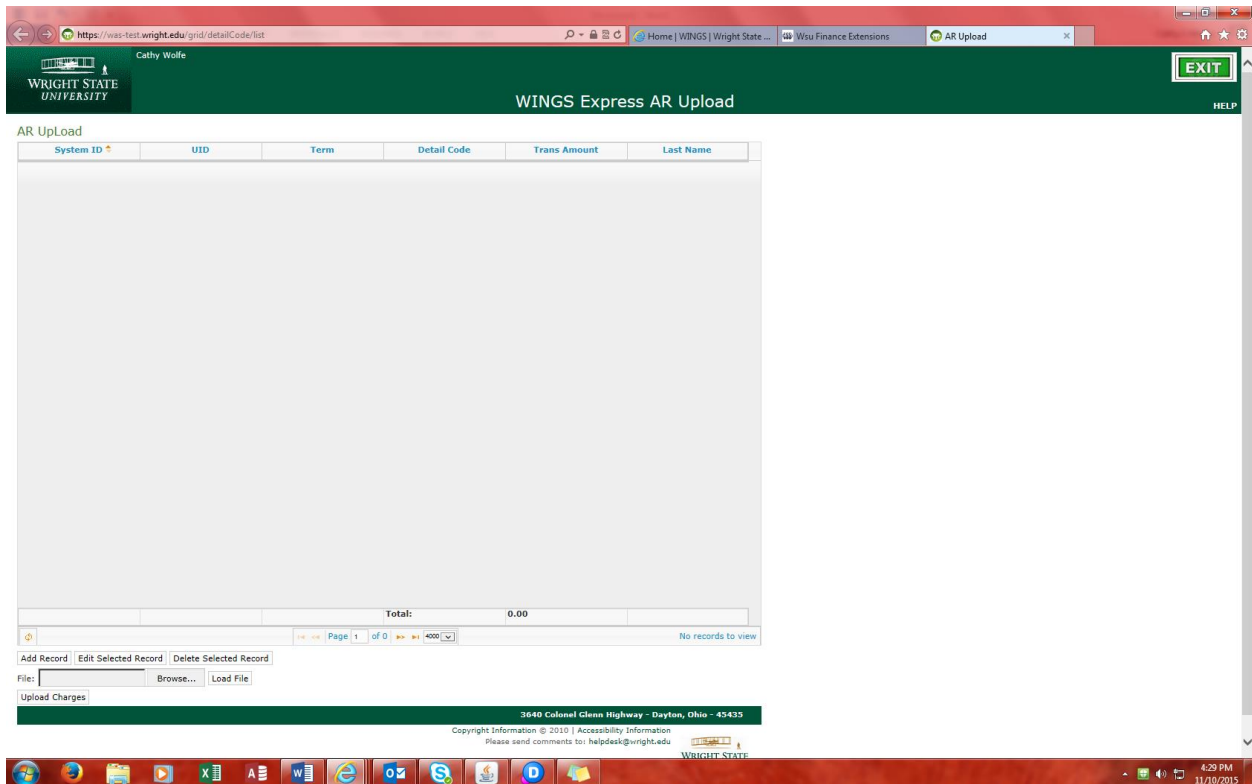
Applicant Signature: _____ Date: ___/___/___

I verify that the applicant for which I am responsible is a WSU faculty/staff/student employee and has a legitimate business need to access the information available through WSU WINGS Express systems.

Authorized Supervisor Signature: _____ Date: ___/___/___

Once you have the correct access you will see the link Upload Student AR Transactions under the WSU Finance Extensions link.

The screenshot shows a web browser window displaying the WINGS Express TEST SYSTEM interface. The browser's address bar shows the URL: https://wingsexpress-test.wright.edu/pls/TEST3/tobkwbis_P_GenMenu?name=WsuFinEd.menu. The page header includes the Wright State University logo and the text "WINGS Express TEST SYSTEM" and "Your Self-Service Command Center". A navigation menu at the top includes "Personal Information", "Alumni and Friends", "Student and Financial Aid", "Employee", and "Finance". Below the menu is a search bar and a "RETURN TO MENU SITE MAP HELP EXIT" link. The main content area is titled "Wsu Finance Extensions" and lists several options: "Balance Available Report", "Code Lookup", "Translator ** Updated **", "FOAPAL Hierarchies", "Fund/Orgn Access List", "General Ledger Report", "Grant Attributes List", "Open Accounting Period(s)", and "Upload Student AR Transactions". A blue arrow points to the "Upload Student AR Transactions" link. At the bottom of the page, there is a footer with the text "RELEASE: 8.7" and "© 2015 Ellucian Company L.P. and its affiliates." The Windows taskbar at the bottom shows the system tray with the time "2:20 PM" and date "11/10/2015".



On this screen you can either load the transactions individually, upload an Excel spreadsheet (in a csv format) or a combination of both.

To load the transactions individually:

Click on add record and fill in the requested information. ***Note* The UID must be loaded using an upper case "U".**

Click Submit. This will add the transaction onto the screen. At this time, there is the option to add more transactions, edit the transactions, delete the transactions or upload the transactions.

WRIGHT STATE UNIVERSITY
WINGS Express AR Upload

AR Upload

Create New Record

System ID

UID

Term

Detail Code

Trans Amount

Last Name

Term	Detail Code	Trans Amount	Last Name
Total: 0.00			

Page 1 of 0

Add Record | Edit Selected Record | Delete Selected Record

File:

Upload Charges

3640 Colonel Glenn Highway - Dayton, Ohio - 45435

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Please send comments to: helpdesk@wright.edu

WRIGHT STATE UNIVERSITY
WINGS Express AR Upload

AR Upload

System ID	UID	Term	Detail Code	Trans Amount	Last Name
BUR1	U00000001	201580	5043	1.00	smith

Total: 1.00

Page 1 of 1

Add Record | Edit Selected Record | Delete Selected Record

File:

Upload Charges

3640 Colonel Glenn Highway - Dayton, Ohio - 45435

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If you prefer to create an Excel spreadsheet it must be setup in the following order and saved in a “CSV” format without any column headings –

System ID – Ex. BUR1

UID – Must use an upper case U

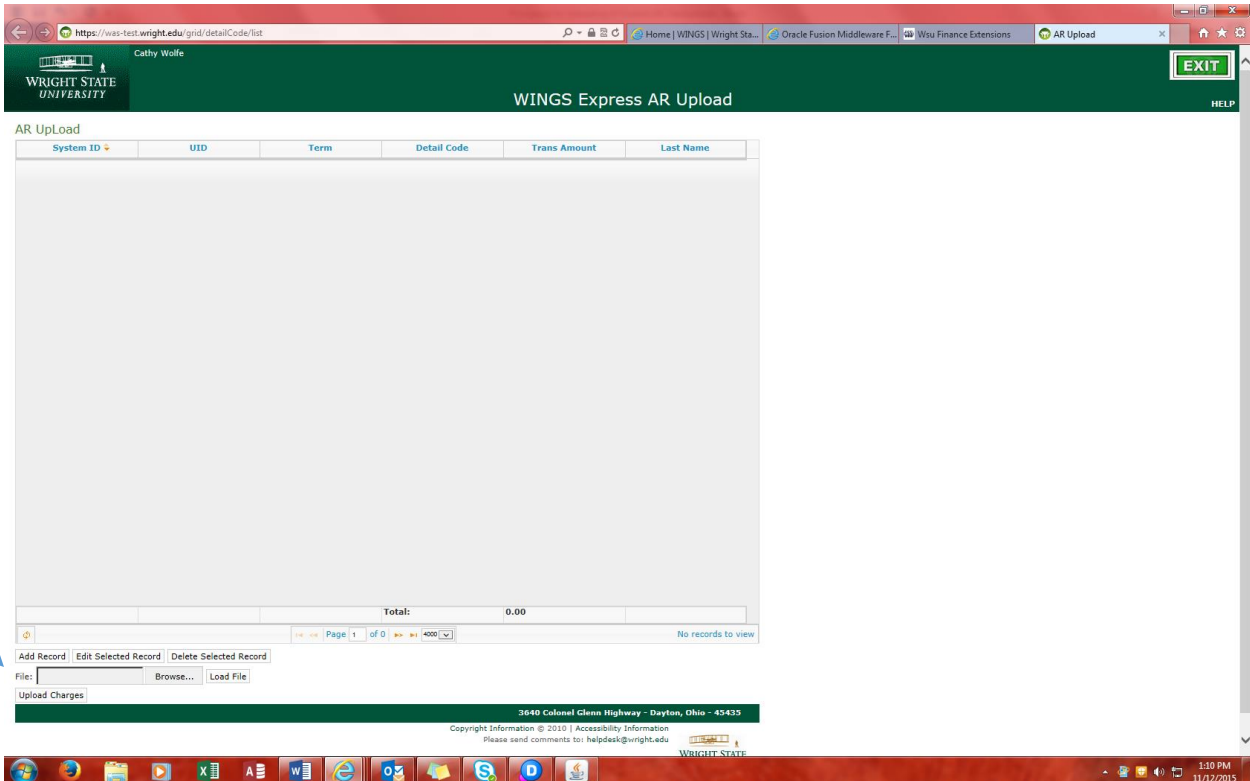
Term – Ex. 201580 (YYYYTT) 30-Spring, 40-Summer & 80-Fall

Detail Code

Amount

Last Name – last name associated with UID. This allows for verification.

Once spreadsheet has been created and saved in a csv format, open this page in Wings Express and click



on browse to select the desired spreadsheet. When spreadsheet is selected click on Load File.

This process also allows for additional student transaction to be loaded along with the data uploaded from the spreadsheet.

If it becomes necessary to remove or reduce a charge, please send a request to the Bursar email address Wsubursar@wright.edu and include the student’s UID, Last Name, Detail Code and the amount of the requested change.