

## Step-By-Step Guide to CopyFrom Journal Voucher

CopyFrom Journal Voucher functionality helps users create an expense or budget transfer by starting with an existing journal voucher's information. Users can then edit the information as needed and complete the new expense or budget transfer.

### Copying from a journal voucher (JV)

From the WINGS Express Finance menu, click **Create Expense or Budget Transfer**.

Near the upper left of the page, where it shows "Enter JV Number", **key in the Jxxxxx journal voucher** you wish to CopyFrom. [Refer to the Step-By-Step Guide to Viewing Docs at <http://www.wright.edu/wrc/docs/sbsfin/viewdocs.pdf> for additional instructions on how to find the journal voucher you wish to copy.]

The checkbox to "Copy Text" is checked by default. This will copy any document text associated with the journal voucher you are copying.

Click the **Retrieve** button underneath the UseCopy input box.

Note that only journal vouchers able to be created in WINGS Express Finance are eligible for copying (specifically rule codes J16, BT2, BT4 for vouchers that have 5 or fewer lines). Both posted and pending journal vouchers may be copied. Disapproved vouchers are available to be copied for 30 days after they were disapproved.

### Editing the information

The FOAPAL lines, description, and document text (if checkbox was checked) then populate the expense/budget transfer form. The document text will include a note indicating that this journal voucher was copied, and the source voucher Jxxxxx. The Transaction Date and Budget Period default to the current date/period. Any of the information shown on the form and document text may then be **edited** as needed.

### Completing the expense or budget transfer form

Once the information displayed and the document text is as you wish it to be, click the **Complete** button.

The new Jxxxxx document code assigned to this journal voucher will be displayed at the top of the page.

[For additional information about journal vouchers, please see the Step-By-Step Guides for Expense/Revenue Transfer Forms at <http://www.wright.edu/wrc/docs/sbsfin/expensetransfer.pdf> and for Budget Transfer Forms at <http://www.wright.edu/wrc/docs/sbsfin/budgettransfer.pdf>.]

### Making corrections to a journal voucher not yet posted

The CopyFrom functionality is useful for making corrections to a journal voucher that has not yet posted. Since CopyFrom generates a new journal voucher when you complete the transfer form, you will want to be sure the original voucher being changed is disapproved so that it does not post.

To check to see if a journal voucher has been disapproved:

- From the WINGS Express Finance menu, click **View Document**.
- Select **Journal Voucher** from the drop-down type list.
- **Type in your Jxxxxx** number in the Document Number input box.
- Click the **Approval History** button.
- In the Approvals Recorded section, look for a **Queue of DENY**, which indicates the voucher was disapproved by the user shown at the right.

If you need to disapprove a voucher:

- Click on **Approve/Disapprove Documents** from the Finance Menu.
- Click the **Submit Query** button on the web page that appears.
- Click **Disapprove** next to the Jxxxxx voucher you wish to disapprove.