

# 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.

**View Document**

**i** To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from. **Now shows related documents for requisitions, invoices, and purchase orders viewed.**

Choose type: Requisition

Submission#: Requisition  
Purchase Order  
Invoice  
Journal Voucher  
Encumbrance  
Direct Cash Receipt

Display Account:  Yes  No

**Display Document/Line Item Text**  All  Printable  None

**Display Commodity Text**  All  Printable  None

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).

**View Document**

**i** To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you ~~do not know~~ the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from. **Now shows related documents for requisitions, invoices, and purchase orders viewed.**

Choose type: Journal Voucher  |

Submission#:  Change Seq#  Reference Number

**Display Accounting Information**

Yes  No

**Display Document/Line Item Text** **Display Commodity Text**

All  Printable  None  All  Printable  None

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.

**Document Lookup**

\* - at least one of these fields required.  
 (New) - Fund, Organization, Account & Rule Code are optional. See [What's New](#) chapter in the Finance Wiki for details.

**Journal Voucher Code Lookup**

Document Number\*

User ID\* W001NEP

Activity Date\* All All

Transaction Date\* All All

Approved All

Completed All

Status Pending

Fund

Organization

Account

Rule Code

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.

Document Lookup

12 documents selected.

*Journal Voucher Lookup Results*

Document Number	Sub#	User ID	Activity Date	Trans Date	Approved	Completed	Doc Desc	Doc Amt	Rucl Code	Use copy
<a href="#">0092942</a>	0	W001NEP	Sep 21, 2010	Sep 01, 2010		No	10-11 CUPA Server maint c/r	10,800.00	J16	<a href="#">copy</a>
<a href="#">0092951</a>	0	W001NEP	Sep 21, 2010	Sep 01, 2010		No	10-11 Printing Services server c/r	10,800.00	J16	<a href="#">copy</a>
<a href="#">0094211</a>	0	W001NEP	Sep 16, 2010	Sep 16, 2010		No	Funding for Kremer (998149)	16,040.00	BT2	<a href="#">copy</a>
<a href="#">0094212</a>	0	W001NEP	Sep 16, 2010	Sep 16, 2010		No	Funding for Slone (998144)	13,566.00	BT2	<a href="#">copy</a>
<a href="#">0094215</a>	0	W001NEP	Sep 16, 2010	Sep 16, 2010		No	Jan 10 Edmunds raise (998082)	2,498.00	BT2	<a href="#">copy</a>
<a href="#">0094910</a>	0	W001NEP	Sep 30, 2010	Sep 30, 2010		Yes	Budget to cover 10-11 TruArx maint	9,332.00	BT4	<a href="#">copy</a>
<a href="#">0094967</a>	0	W001NEP	Oct 02, 2010	Sep 30, 2010		No	DNP faculty update session	180.00	J16	<a href="#">copy</a>
<a href="#">0095076</a>	0	W001NEP	Oct 04, 2010	Sep 30, 2010		No	VTS - University Convocation	807.54	J16	<a href="#">copy</a>
<a href="#">0095079</a>	0	W001NEP	Oct 05, 2010	Sep 30, 2010		Yes	VTS - Student testimonials	60.00	J16	<a href="#">copy</a>
<a href="#">0095080</a>	0	W001NEP	Oct 04, 2010	Sep 30, 2010		Yes	VTS - DUB Kake Institute 2010	70.00	J16	<a href="#">copy</a>
<a href="#">0095126</a>	0	W001NEP	Oct 04, 2010	Sep 30, 2010		Yes	VTS - President's Awards Excel	807.54	J16	<a href="#">copy</a>
<a href="#">0095155</a>	0	W001NEP	Oct 05, 2010	Sep 30, 2010		Yes	Jul-Dec 2010 server repl C/R	14,400.00	J16	<a href="#">copy</a>

12 documents selected.

Trusted sites | Protected Mode: Off | 100%

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.)

- 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 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.

View Document

---

*Journal Voucher Header*

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0095076	0	Pending	Sep 30, 2010	Oct 04, 2010	W001NEP	807.54

Document Text: Video Technical Services provided by David Stoneburner on 9/15/10; event: University Convocation; client dept: Student Union Event Services; client contact: Jane Schelb

*Journal Voucher Accounting*

Seq#	Description	BudPd	Curr	Doc	Ref	Accr	Bank	Deposit								
COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	N/S	F/Ovr	Status
1	VTS - University Convocation							04				01				
	W 11 03 J16				190000	218367	757930	60005				403.77	-		N	
2	VTS - University Convocation							04				01				
	W 11 03 J16				190000	211531	758450	30070				403.77	+		N	
Total of displayed sequences:												807.54				

#### 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.

The screenshot shows a web browser window titled "View Document". At the top, there is a "Purchase Order Header" section with a table. The table has columns for "Purchase Order", "Change#\*", "Order Date", "Trans Date", "Delivery Date", "Print Date", and "Total". The first row contains the values: "P0007821", "", "May 21, 2008", "May 21, 2008", "May 22, 2008", "May 21, 2008", and "27,474.30". A red circle highlights the "Purchase Order" and "Change#\*" columns. Below the table, there are several sections of text providing details about the purchase order, including origin, requester, ship to, attention, vendor, and document text.

Purchase Order Header						
Purchase Order	Change#*	Order Date	Trans Date	Delivery Date	Print Date	Total
P0007821		May 21, 2008	May 21, 2008	May 22, 2008	May 21, 2008	27,474.30

Origin: EPROCUREMENT Reference Number: 4041551  
 Complete: Y Approved: Y Type: Regular  
 Cancel Reason: Date:  
 Requestor: Lyons Jo 215160 Purchasing Department  
 937-775-4001 jocelyne.lyons@wright.edu  
 Accounting: Commodity Level

Ship to: Wright State-Central Receiving  
 3640 Colonel Glenn Hwy  
 Allyn Hall Room 031  
 Dayton, OH 45435-0001  
 Attention: John Pearson  
 Contact: 937-775-3226

Vendor: U00006248 Pomeroy IT Solutions  
 Attn: Eric Garrett  
 478 Windsor Park Drive  
 Dayton, OH 45459  
 Phone: 937-439-9682 Fax: 937-439-9686  
 Currency:

Document Text Fax PO to Eric Garrett @ 439-9686. This PO will need 7 WSU tags for line (1)

Purchase Order Commodities															
Item Commodity Description															
U/M Qty Unit Price Ext Amount															
Disc Addl Tax Cost															
1	COMPHDW	WS-C2960G-48TC-L-Catalyst	2960	48	10/100/1000,	4	T	EA	7	3716.9	26,018.30				
									0.00	0.00	0.00	26,018.30			

  

Purchase Order Accounting														
Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	W	08		886021	218366	794500	60005		LX0019		N	N	N	26,018.30
Total of displayed sequences:														26,018.30

  

Purchase Order Commodities															
Item Commodity Description															
U/M Qty Unit Price Ext Amount															
Disc Addl Tax Cost															
2	COMPMAINT	CON-SMBS-C2960G4C-SMB	SA	8X5XNBD/SDS,	Catalyst	296	EA		7	208	1,456.00				
									0.00	0.00	0.00	1,456.00			

  

Purchase Order Accounting														
Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	W	08		886021	218366	763000	60005		LX0019		N	N	N	1,456.00
Total of displayed sequences:														1,456.00

  

Related Documents				
Transaction Date	Document Type	Document Code	Status	Indicator
Jun 27, 2009	Fixed Assets	89189	Tagged	Permanently
Jun 27, 2009	Fixed Assets	89190	Tagged	Permanently
Jun 27, 2009	Fixed Assets	89191	Tagged	Permanently
Jun 27, 2009	Fixed Assets	89192	Tagged	Permanently
Jun 27, 2009	Fixed Assets	89193	Tagged	Permanently
Jun 27, 2009	Fixed Assets	89194	Tagged	Permanently
Jun 27, 2009	Fixed Assets	89195	Tagged	Permanently
May 23, 2008	Receiving Documents	Y0005614	Completed	
May 23, 2008	Receiving Documents	Y0005615	Completed	
Jun 09, 2008	Invoice	<a href="#">I0069589</a>	Paid	
Jul 23, 2008	Invoice	<a href="#">I0072841</a>	Paid	
Jun 18, 2008	Check Disbursement	00072152	Final Reconciliation	
Aug 11, 2008	Check Disbursement	00075977	Final Reconciliation	

- 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**

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
10069589	1	P0007821	May 23, 2008	Jun 09, 2008	Jun 17, 2008	26,018.30

Complete: Y Approved: Y Vendor Inv: 1052300155  
 Open Paid: P Suspense: N Hold: N  
 Credit Memo: N Cancel Date: Recurring: N  
 1099 Tax Id: 1099 Vendor: N Income Type  
 Accounting: Commodity Level Matching: Required

Vendor: U00006248 Pomeroy IT Solutions  
 Sales Company Inc  
 PO Box 631049  
 Cincinnati, OH 45263-1049  
 Collects Tax: Collects No Taxes  
 Discount Code: 30 Net 30 Days  
 Currency:

**Invoice Commodities**

Item	Commodity	Description
1	COMPHDW	Computer Hardware, Other

P O Item	U/M	Tax Group	TolOverride	Final	Pmt	Last	Rcv	Suspense
1	EA				F		N	

	Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net
Quantity	7	7	7	7				
Unit Price	3716.9	3716.9	3716.9	3716.9				
Amount	26,018.30	26,018.30	26,018.30	26,018.30	0.00	0.00	0.00	26,018.30

**Invoice Accounting**

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Net
1	W	08		886021	218366	794500	60005		LX0019		
		22	N	N							26,018.30

Total of displayed sequences: 26,018.30

**Related Documents**

Transaction Date	Document Type	Document Code	Status	Indicator
May 21, 2008	Purchase Order	P0007821	Approved	
May 23, 2008	Receiving Documents	Y0005614	Completed	
May 23, 2008	Receiving Documents	Y0005615	Completed	
Jun 27, 2009	Fixed Assets	89189	Tagged Permanently	
Jun 27, 2009	Fixed Assets	89190	Tagged Permanently	
Jun 27, 2009	Fixed Assets	89191	Tagged Permanently	
Jun 27, 2009	Fixed Assets	89192	Tagged Permanently	
Jun 27, 2009	Fixed Assets	89193	Tagged Permanently	
Jun 27, 2009	Fixed Assets	89194	Tagged Permanently	
Jun 27, 2009	Fixed Assets	89195	Tagged Permanently	
Jun 18, 2008	Check Disbursement	00072152	Final Reconciliation	

- 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.

View Document

---

**Encumbrance Header**

Encumbrance	Title	Trans Date	Estab. Date	Total
EF002584	F&A Encumbrance 667437	Sep 30, 2010	Oct 05, 2010	

Doc Change Num:

Status: Complete Type E Doc Ref

Document Text:

**Encumbrance Accounting**

Seq#	COA	FY	C/U	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFOvr	Susp	Amount	Net	Encum	Total
1	W	11	U		667437	224116	799000	20053					P	0.00		57.67	
2	W	11	U		667866	285032	799000	20018					P	0.00		27,009.23	
3	W	11	U		667904	262305	799000	20032					P	0.00		2.86	
Total of displayed sequences:														0.00		27,069.76	

- 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.

View Document

---

**Direct Cash Receipt Header**

Direct Cash Receipt	Status	Trans date	Activity date	User ID	Doc Total
H0009974	Complete	Oct 04, 2010	Oct 05, 2010	W001AGP	430,462.13

Document Text:

**Direct Cash Receipt Accounting**

Seq#	COA	FY	Pd	Tgrp	Description	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Bank	Deposit	Total	D/C	NSFOvr	Status
1					PNC ACI Aug 28 to Sept 27 10							01						
	W	11	04				111111		100004					430,462.13	-	N	P	
Total of displayed sequences:														430,462.13				

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