

Summary of Changes Associated with WFS Maintenance

Note: This highlights only the major cosmetic differences. It is not intended to be a comprehensive list. Any questions can be sent to wfshelp@wesleyan.edu.

1. Upper Right Section of Home Screen

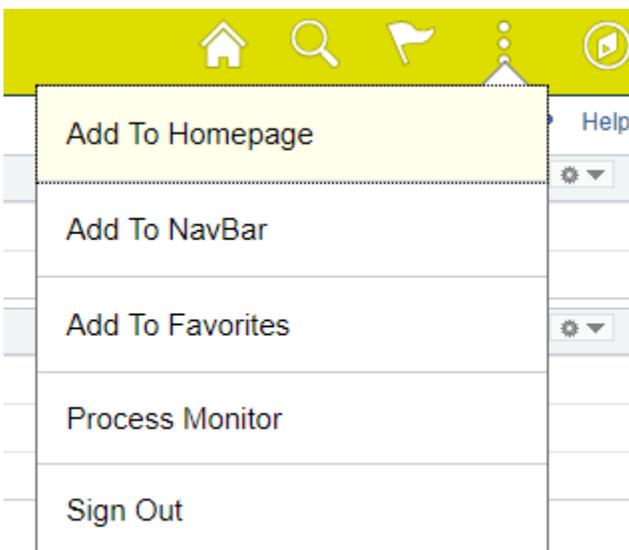
Top right corner on the older version of WFS lists menu items, including "Sign out":



The new version of WFS replaces menu options with a House picture for "Home" and a vertical ellipsis:



Clicking the vertical ellipsis will display the menu items that were previously listed horizontally in the older version:



2. Processing Wheel

In some instances, the spinning wheel can now be seen on the center of the screen rather than the upper right corner:

Smart Voucher

Find an Existing Value **Add a New Value**

Business Unit

Voucher ID

Voucher Style

Add



[Find an Existing Value](#) | [Add a New Value](#)

Also note the larger “Add” button above that can be seen on several of the SmartDoc pages.

3. General Appearance

WFS has larger buttons and softer boxes. You can adjust the zoom on your web browser if needed to view more of the screen. All functionality is the same. Below are examples of various screens:

Smart Journal

Create Journal Entries

Journal Information

Journal ID: NEXT Journal Date: 01/04/2019 Journal Status: [Edit Req'd](#)
Source: ONL Date Posted: Workflow Status: [No Request](#)
Entered By: MMESSIER Melanie Messier

*Reason/Description:

Lines

Select	Line	Unit	Smartkey	*Account	Debit Amount	Credit Amount	Reference	*Journal Line Description	Budget Line Status
<input type="checkbox"/>	1	WSLYN	<input type="text"/>	Not Chk'd					
<input type="checkbox"/>	2	WSLYN	<input type="text"/>	Not Chk'd					

Journal Lines to add:

Totals

Business Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
WSLYN	2	0.00	0.00	N	N

Approval Inbox

Approval Inbox

Transaction Type: Journals

Use Saved Search:

Business Unit: equal to []

Journal ID: equal to []

UnPost Sequence: equal to []

Journal Date: equal to []

Journal Header Status: equal to []

Approval Participant: equal to []

[Search](#) [Clear](#) [Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

Journal Details

	GL Journal ID	UnPost Sequence	Originator OperID	Approval Participant	Journal Date	Journal Header Status	Journal Total Debits	Journal Total Credits
1	PPL0142316	0	WFS_SCHOOLDUDE	Approver	08/28/2018	Valid	2419.000	2419.000
2	ITLIBCAP19	0	WFSBATCH	Approver	11/15/2018	Valid	3333.340	3333.340
3	ITSASTRO19	0	WFSBATCH	Approver	10/15/2018	Valid	988.800	988.800
4	0000143023	0	TREGINA	Approver	09/17/2018	Valid	490000.000	490000.000
5	ITSADMIN19	0	WFSBATCH	Approver	12/15/2018	Valid	50000.000	50000.000

Pcard Reconcile Statement

Reconcile Statement Search

Role Name	<input type="text"/>	▼
Employee ID	<input type="text"/>	🔍
Name	<input type="text"/>	🔍
Card Issuer	<input type="text"/>	▼
Card Number	<input type="text"/>	
Transaction Number	<input type="text"/>	
Merchant	<input type="text"/>	<input checked="" type="checkbox"/> Exact Match
Sequence Number	<input type="text"/>	
Line Number	<input type="text"/>	
Billing Date	<input type="text"/>	🔍 To <input type="text"/>
Statement Status	<input type="text"/>	▼
Budget Status	<input type="text"/>	▼
Chartfield Status	<input type="text"/>	▼
Transaction Date	<input type="text"/>	📅 To <input type="text"/>
Charge Type	<input type="text"/>	▼
Posted Date	<input type="text"/>	📅 To <input type="text"/>
Rows Per Page	<input type="text" value="50"/>	
<input type="checkbox"/> Auto Save When Scrolling Through Chunks		

Search

Clear