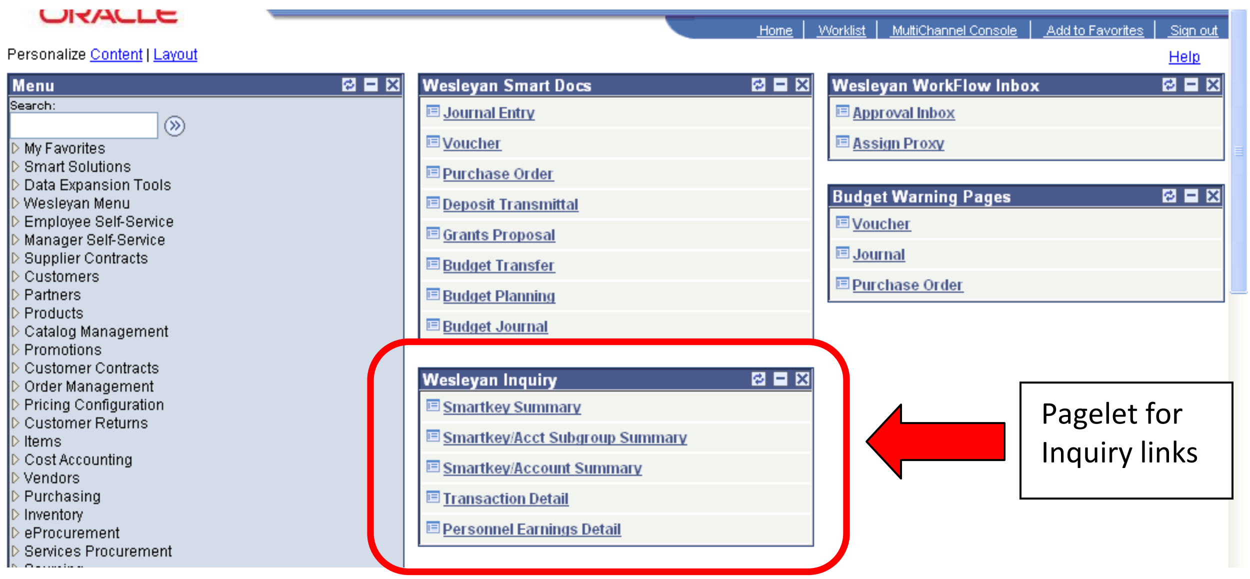
WFS Wesleyan Financial System

Wesleyan Inquiry

Overview

Inquiry pages for WFS provide a number of screens for reporting financial information at a summary or detailed level. This document reviews the common navigation and usage features of the Inquiry pages. Additional documents that cover specific, field-by-field explanations are posted on the WFS Blog.

The primary Inquiry pages can be opened from a pagelet on the WFS Home Screen. See the document "Personalizing Pagelets" to customize the display of the Inquiry pagelet.



The pages can also be seen from the regular menu as shown below. Some users may have additional Inquiry pages that can only be opened from the regular menu:

Navigation: Wesleyan Menu> Wesleyan Inquiry

What the Smartkey Inquiry Pages Show

1. Smartkey Summary: This page summarizes budget and expenditures at the highest level with one line for the Smartkey.
2. Smartkey/Acct Subgroup Summary: Summarizes budget and expenditures by account subgroup (e.g. Office Supplies, Office Operations, Instructional Materials, etc.)
3. Smartkey/Account Summary: Summaries budget and expenditures by each account for which there are any transactions.
4. Transaction Detail: Gives details of each transaction, including the document type, document ID and line detail.

Position/Earnings Inquiry

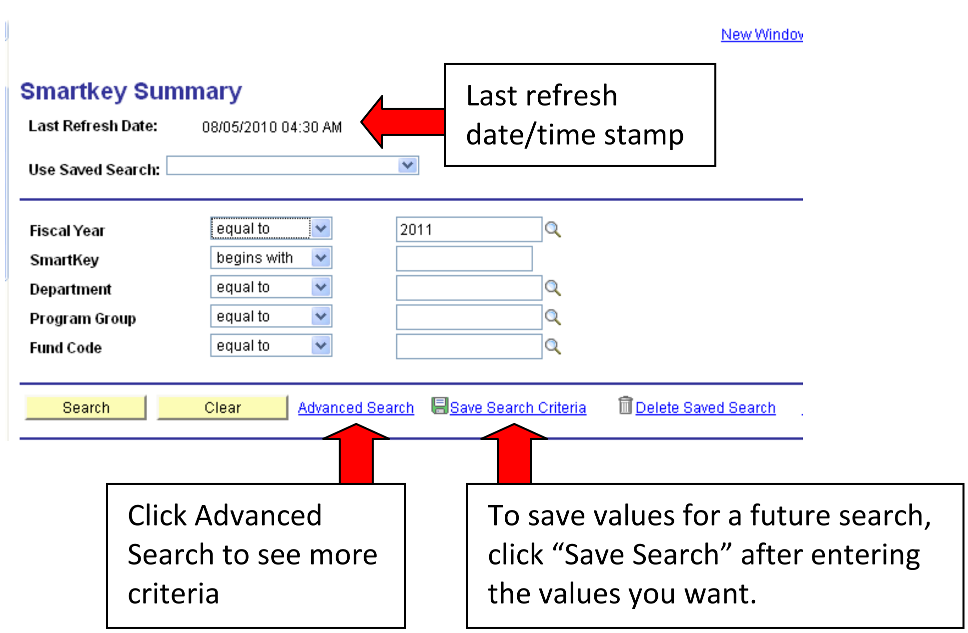
1. Personnel Earnings Detail: Gives earnings detail for each employee by pay date. The level of access a user has depends on their security to see compensation information. Earnings for students and temporary employees are included here.

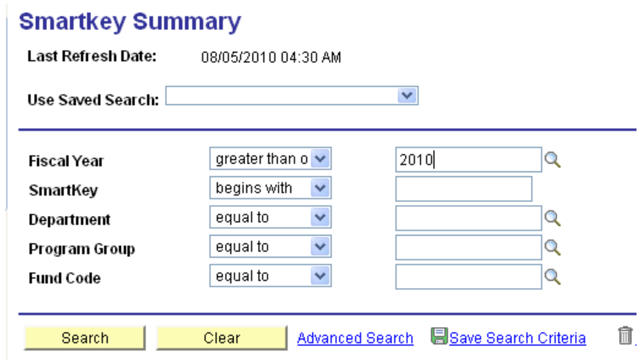
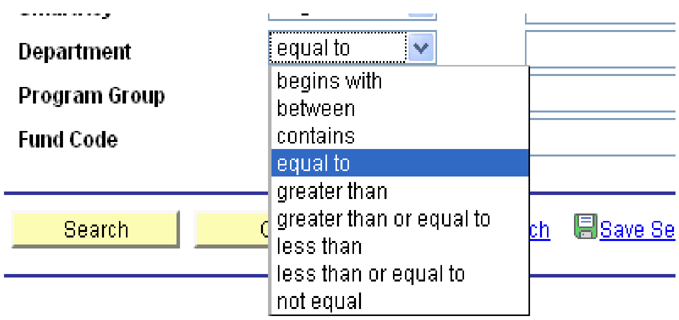
Common Elements of All Inquiry Pages

Refreshed Daily: Inquiry data is refreshed once per day, usually overnight. Transactions you do today will not appear in Inquiry until the next day. The time and date of the last refresh appears at the top of each screen.

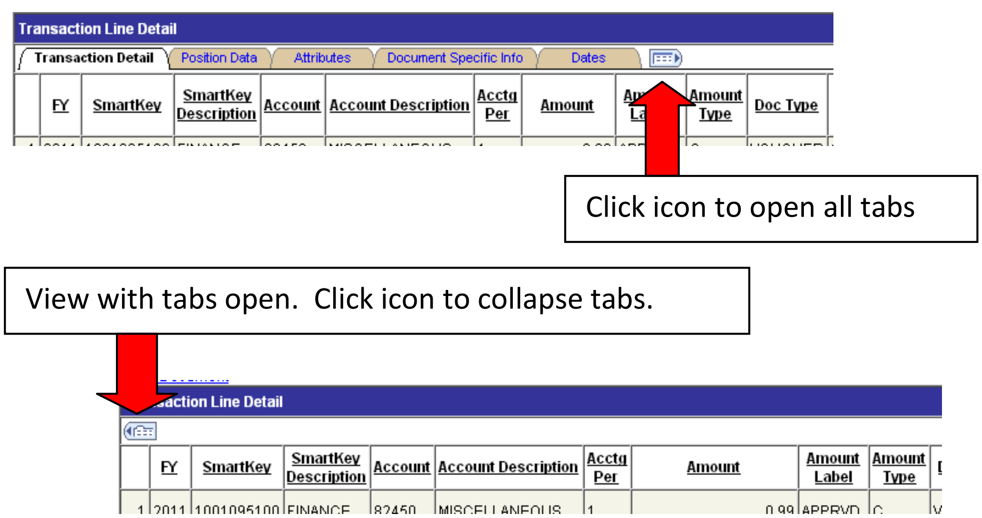
Searching: All of the inquiry pages work by first entering one or more search criteria, clicking the Search button, and then seeing the data that meets the criteria at the bottom of the page. All pages incorporate the user's Smartkey security so that only data for which the user has been granted security can be seen. The "Basic" Search appears as soon as the page is opened. An "Advanced" Search with additional data elements is available by clicking the "Advance Search" link at the bottom of the page.

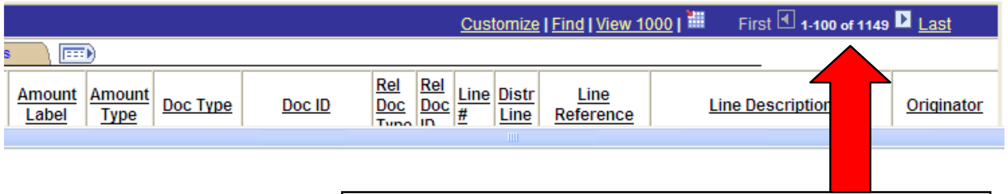
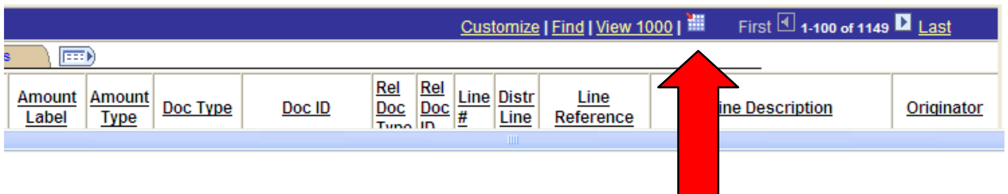
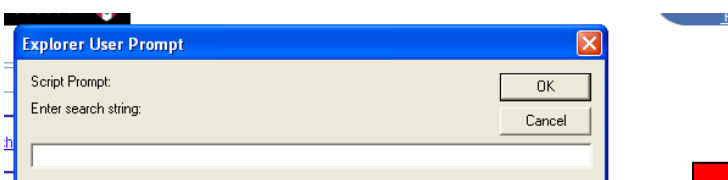
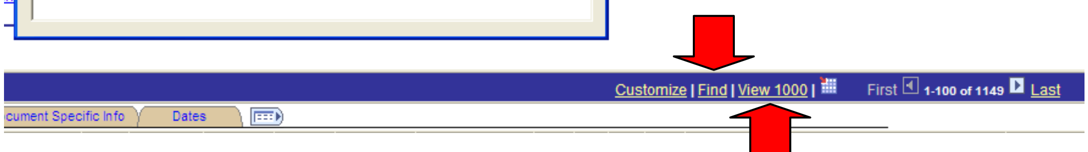
Enter Search criteria, then click the yellow "Search" button to see results.



<table>
<tr><td></td><td></td></tr>
<tr><td>Fiscal Year will default to current year. To get all fiscal years, select “Greater Than or Equal To” 2010</td><td>
</td></tr>
<tr><td>Search operators can be used to narrow the results for a specific data element.</td><td>
</td></tr>
</table>

Search Results: The results of your search will appear at the bottom of the screen after clicking the SEARCH button. At the top of the Search results is a dark blue bar with several links to the far right (you may have to use the horizontal scrollbar to see them).

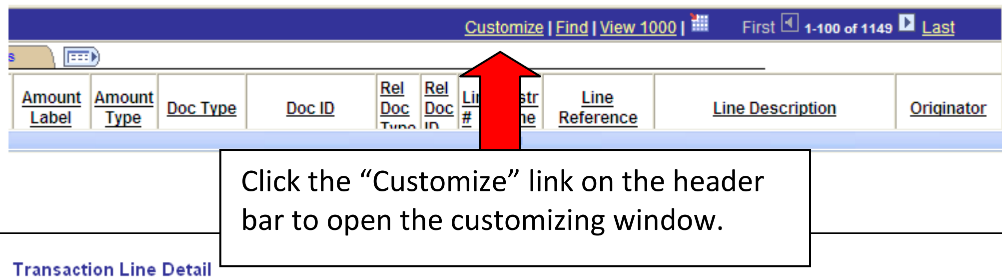
<table>
<tr><td><u>Tabs</u>: Data is on several tabs. Click small icon to right of last tab to see all columns at once.</td><td>
</td></tr>
</table>

<u>Number of lines</u>: On the far right the total number of lines returned will display	 Total number of lines appears on dark blue line. Use arrows on each side to get additional data.
<u>Download icon</u>: The small grid-like icon downloads the results to Excel when clicked.	 Download to Excel icon. A new window will open. **<u>NOTE</u>**: *<u>check your pop-up blocker if you have difficulty downloading.</u>* Only data from the currently open tab will download. However, all lines of data will download even if you cannot see them on the screen.
<u>Find</u> and **<u>View</u>**	 “Find” opens a small window from which you can search the data.  “View” expands or reduces the number of rows seen on the screen.

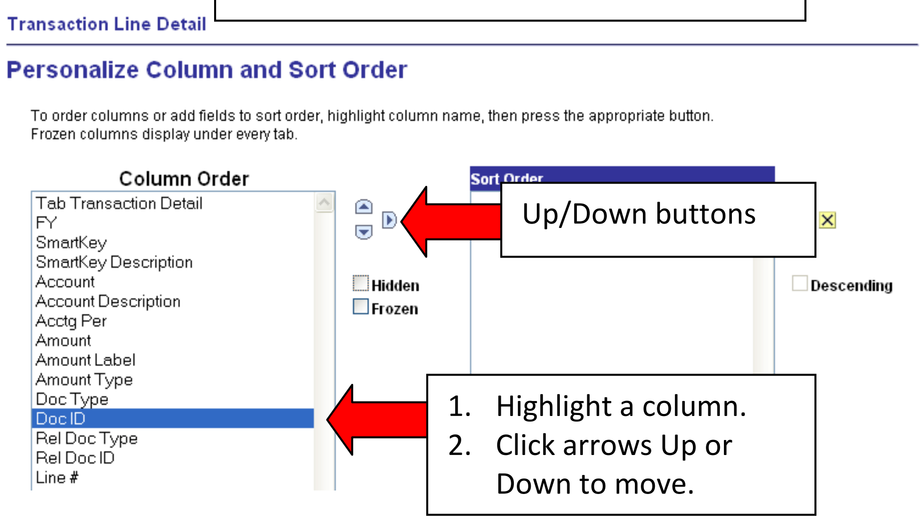
Customizing the columns on your Inquiry pages:

The column order can be customized on any Inquiry page. Once you have made the change it will remain in place each time you come to the page. However, each Inquiry page must be customized separately.

Customizing Columns:



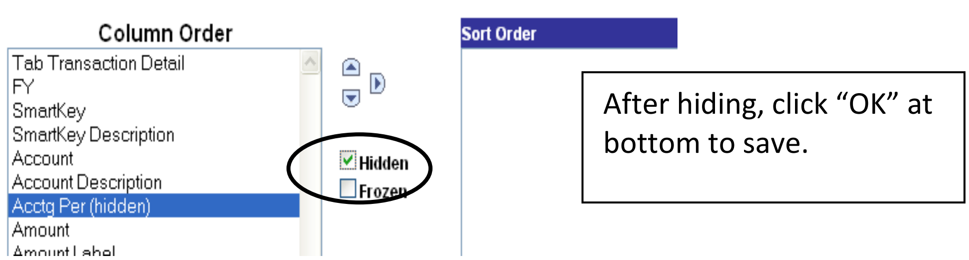
The window that opens shows the current order of the columns. To move a column, highlight it and click the Up or Down buttons.



Click the "Preview" button at bottom to see. Click "OK" to save.

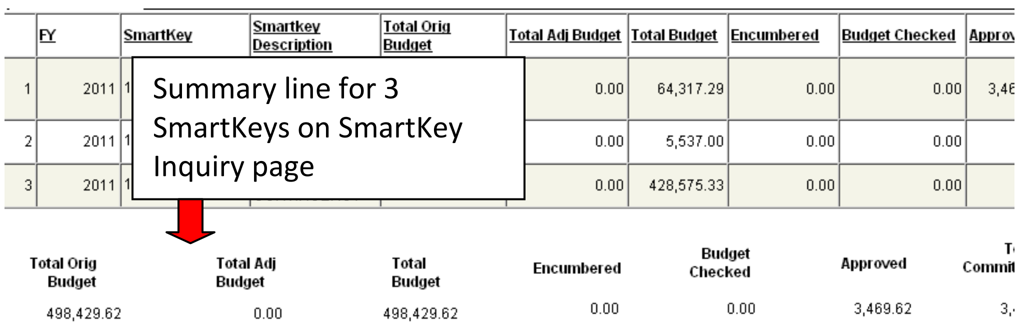
To revert to default setting, click "Delete Settings."

To hide a column, highlight and click the "Hidden" checkbox.

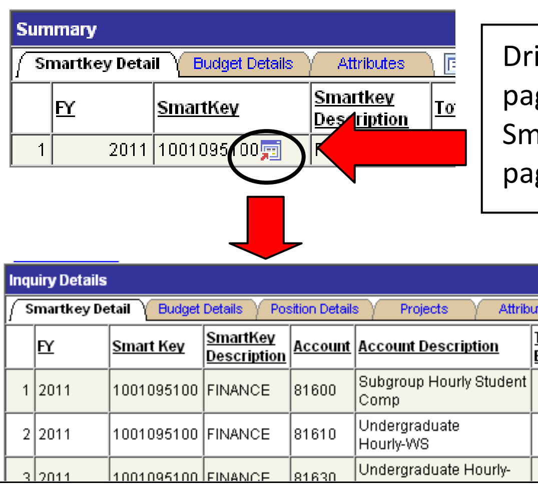


Reading the Data: The data that appears in the lower half of the screen is summarized based on the Inquiry page you are on. The most detailed is the "Transaction Detail" screen. Below are some tips on how to read the data and cross-reference your information.

Summary lines appear at the bottom of Inquiry pages for all the data on that page. Summary lines do not download to Excel.

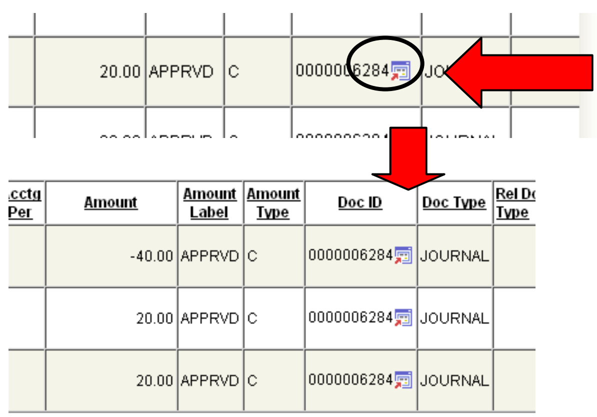


Drill-Down icons appear in places where it is useful for a user to get more detail. The icon on the first 3 Summary screens take you to the next level of detail.



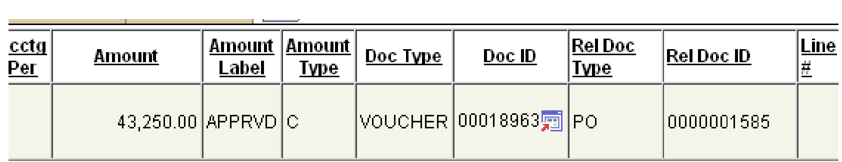
Drill down on SmartKey Summary page opens new window for the SmartKey/Account Summary page.

The Drill-Down icon next to a voucher or journal will show all the lines for which you have security access.

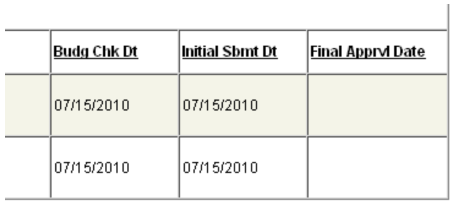


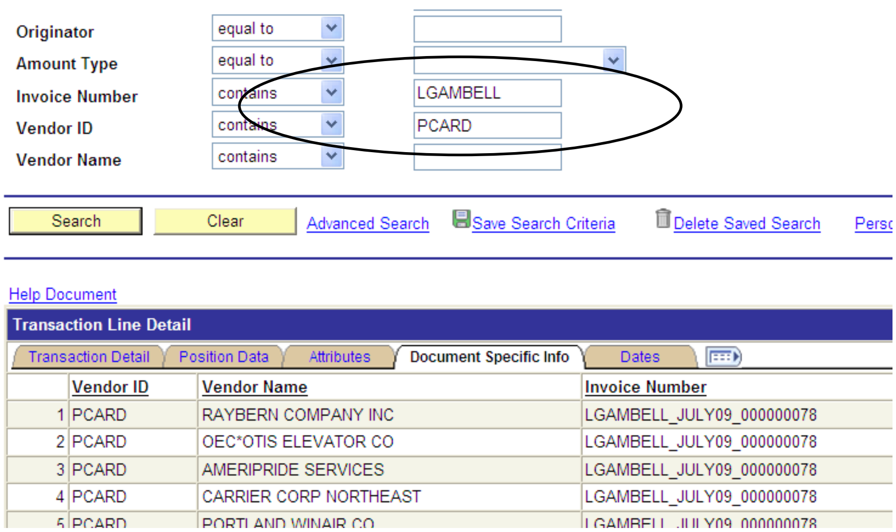
Drill next to Journal or Voucher gives detail on all lines for which you have security.

Related Documents will appear on the same line as the transaction.



This voucher is related to a Purchase Order.

<table>
<tr>
<td>Dates appear on the last tab. If a date is blank in a column, the document has not yet reached that stage.</td>
<td>


Blank Apprvl Date means this voucher has not received final approval.
</td>
</tr>
<tr>
<td>P-Card transactions can be found using a Vendor ID value of “PCARD.” When the Vendor ID = PCARD, the vendor name represents the name of the merchant from the file received from JP Morgan</td>
<td>


</td>
</tr>
<tr>
<td></td>
<td>The “Document Specific Info” tab includes helpful additional information from Vouchers, Purchase Orders, Deposit Transmittals and Journals. The first 30 characters of Comments from all SmartDocs appear under the “Comment” column.</td>
</tr>
</table>