



FINANCIALS

ACCOUNT INQUIRY

(DETAILED BUDGET ACTIVITY)

User Tutorial

Instructional Support Services
Texas Woman's University
12/2004 Copyright/All Rights Reserved

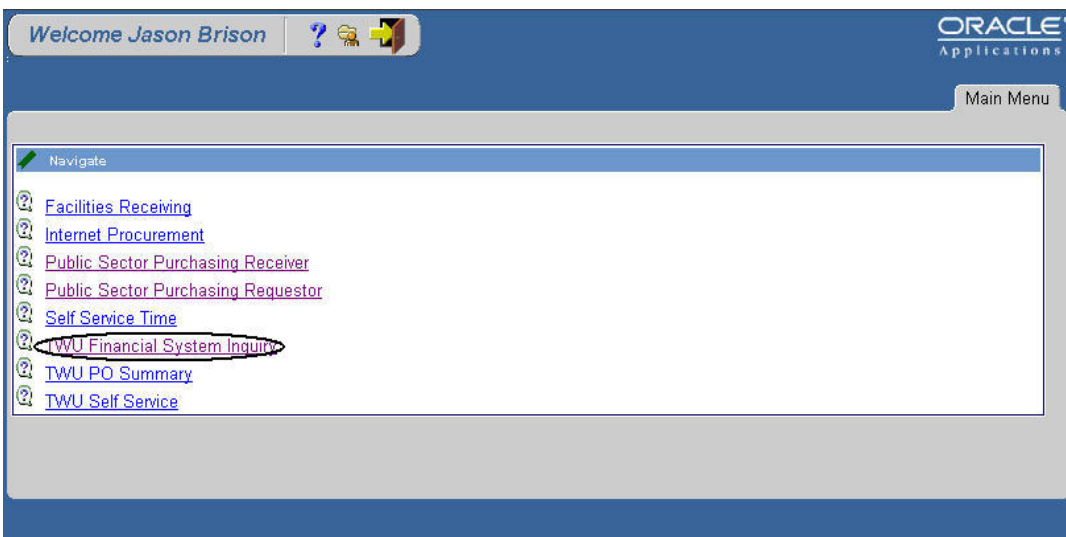
1. **Double Click** on the Phoenix icon on your desktop.



2. **Enter** your Portal username in the Username field.
3. **Enter** your Portal password in the Password field.
4. **Click** on the Connect button.



5. **Click** on TWU Financial System Inquiry

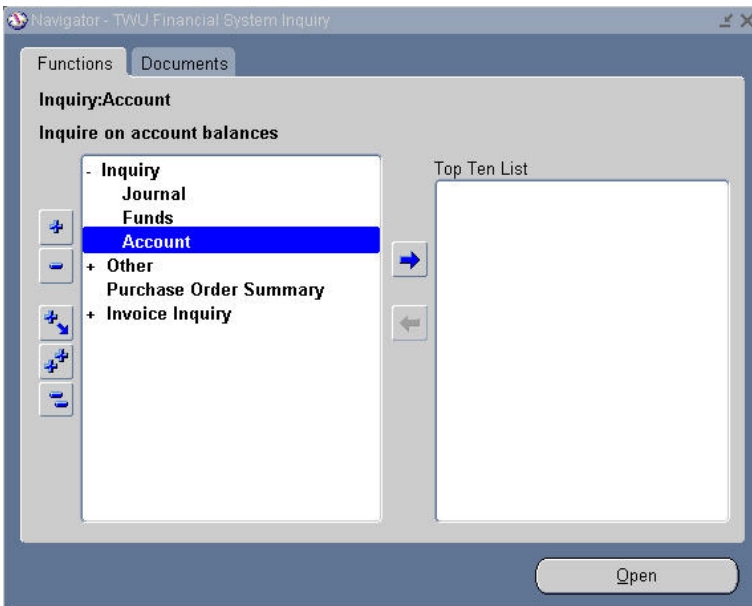


A series of windows will begin to open. All 3 Phoenix windows must remain open. Windows may be minimized by selecting the minus sign (-) in the upper right-hand corner of the window. Closing these windows will result in disconnection from the Phoenix Application.



6. **Double Click** on Inquiry.

7. **Double Click** on Account.



8. **Click** in the yellow Accounting Periods From field located in the upper left hand corner of the Account Inquiry form.
9. Use the LOV (list of values) in the Accounting Periods From field to **select** the start date for the time period to be queried (ex. Sep-03).
10. **Click** on the LOV in the Accounting Period To field and **select** the end date of for the time period to be queried (ex. Jan-04).
11. **Click** in the blue Accounts field located in the lower half of the Account Inquiry form.

12. **Type** the segments of the account number to be queried in the sections provided on the Find Accounts form. The High and Low sides must correspond, except for the Object field.
13. **Type** a capital A in the Object field on the Low side.
14. **Type** a capital Z in the Object field on the High side.

15. **If** the account **is** a Grant account enter the number in the Grants_Project field. **If** the account **is not** a Grant account, enter eight zeros in the Grants_Project field.
16. **Click** the OK button at the bottom of the Find Accounts form.
17. The Accounts field, in the lower half of the Account Inquiry form, is now populated with the various budgets for the account entered. **Use** the scroll bar on the left to view the various budgets.
18. **Click** on the budget (ex. M&O, Staff Salaries...) to be viewed.
19. **Click** on the Show Journal Details button.

The screenshot shows a window titled 'Accounts' with a list of three accounts: 10.100.05.3202.CAP.00000000, 10.100.05.3202.M&O.00000000, and 10.100.05.3202.STAF.00000000. Below the list is a description field containing 'E&G Fund.State Appropriation.Instruction.Instructional Support Ser.Capital Outlay.'. At the bottom, there are three buttons: 'Show Balances', 'Show Journal Details' (circled), and 'Show Variance'.

The Journals form is a listing of all journal activity for that specific budget will be displayed (i.e. Expenditures).

- *There are instructions on how to open an **optional** custom view for the Journals form on page 7&8 of this document. This procedure should be performed at this point process, if elected. This is a one time procedure.*

20. To view the details of a transaction (except Journal Imports), **select** an individual transaction by clicking anywhere on the line of its location.
21. **Click** on the Drilldown button.

The screenshot shows a window titled 'Journals (TWU SoB) - 10.100.05.3202.CAP.00000000, Sep-03-Jan-04'. It displays a table with columns: Batch, Journal Entry, Source, Currency, Line, Entered Debit, and Entered Credit. The table contains 12 rows of data. At the bottom, there are three buttons: 'Drilldown' (circled), 'Show Full Journal', and 'Detail Balances'.

Batch	Journal Entry	Source	Currency	Line	Entered Debit	Entered Credit
38 Payables 1801	Purchase Invoices L	Payables	USD	425	81.00	
48 Payables 1902	Purchase Invoices L	Payables	USD	178	11.95	
48 Payables 1902	Purchase Invoices L	Payables	USD	179	195.95	
48 Payables 1902	Purchase Invoices L	Payables	USD	180	1,249.99	
52 Payables 1951	Purchase Invoices L	Payables	USD	368	994.00	
67 Payables 211C	Purchase Invoices L	Payables	USD	188	200.46	
67 Payables 211C	Purchase Invoices L	Payables	USD	189	497.68	
67 Payables 211C	Purchase Invoices L	Payables	USD	190	1,966.88	
72 Payables 216F	Purchase Invoices L	Payables	USD	257	425.00	
72 Payables 216F	Purchase Invoices L	Payables	USD	258	1,560.00	
72 Payables 216F	Purchase Invoices L	Payables	USD	259	2,895.00	

22. A Payables Invoice Accounting form will appear. **Click** on the Show Transaction button.



23. An Invoices form will appear. **Click** on the Overview button.



The Invoice Overview form will appear. This form displays the current status and details of the specific transaction, such as the payment activity.

Supplier: Customguide Inc
Supplier Num: 4280
Invoice Num: 5462
Batch Name: 101603-JMS
Voucher: 12978
PO Number: 887
Receipt Num:

Site: MINNEAPOLIS MN
Taxpayer ID: 41-1948369
Date: 06-OCT-2003
Type: Standard
Currency: USD
Amount: 875.00
Unpaid Amount: 0.00
Unapplied Amount:
Settlement Date:

Invoice Status:
Paid: Yes
Accounted: Yes
Status: Validated
Approval: Not Required

Description: RENEWAL

Scheduled Payments				Actual Payments		
Curr	Amount	Remaining	Due Date	Held	Paid By	Paid On
<input checked="" type="checkbox"/> USD	875.00	0.00	31-OCT-2003	<input type="checkbox"/>	1119 - Check	03-NOV-2003
<input type="checkbox"/>				<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>		

Buttons: Payment Overview, View Receipt, Supplier, Invoices

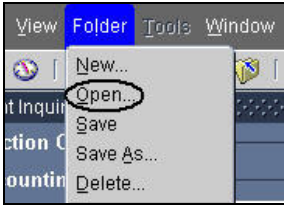
To view another transaction, close the Invoice Overview, Invoices and Payables Invoice Accounting forms until the Journals form is in view. Then repeat steps 20-23.

To view another budget, close all forms until the Account Inquiry form is in view and repeat steps 17-23.

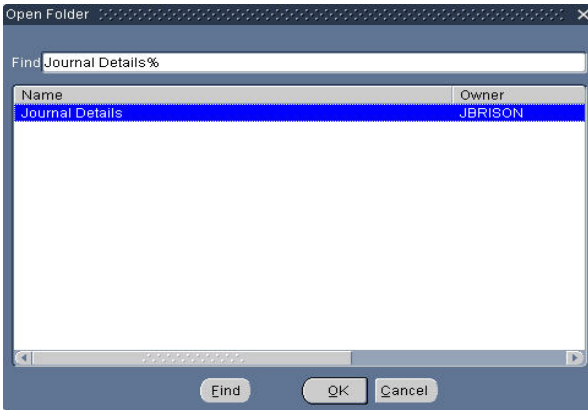
Custom Journal Folder

Follow the steps below to open the **optional** custom view for the Journals form. This is a one time procedure.

1. **Click** on the Folder menu at the top of the screen.
2. **Click** on Open.



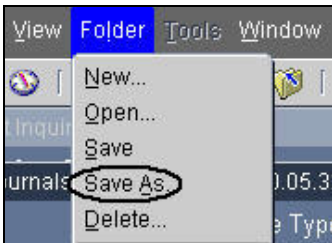
3. **Select** the folder with the Journal Details JBRISON.
4. **Click** on the OK button.



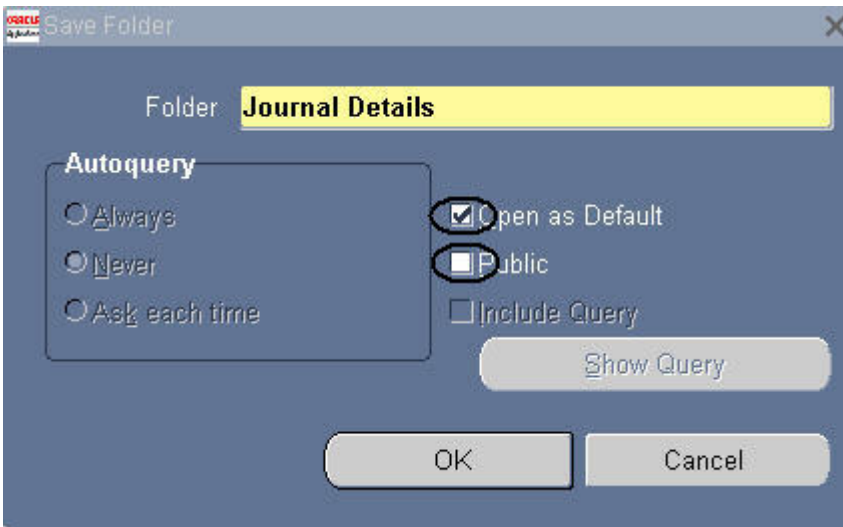
This **optional** custom view displays a Line Description column that is unavailable from the default folder. To permanently change the default view to the custom view, complete the following steps.

Batch	Line Description	Entered Debit	Source
JEI1116 IDTWEB 1	filled 10/8/03 for ISS-Dallas - Battery, Size AA, Alkaline	11.04	IDTWEB
JEI1116 IDTWEB 1	filled 10/8/03 for ISS-Dallas - Battery, alkaline, 9 volt	47.52	IDTWEB
JEI848 IDTWEB 16	filled 9.29.03 for ISS - ZIP DISCS, 100MB, PC FORMAT	176.20	IDTWEB
32 Payables 17376	Courseware Library - renewal □FY 2004 ELECTRONIC	875.00	Payables
38 Payables 18015	USB 2 Button Optical Mouse w/Scroll Quote# 12035906	81.00	Payables
JEI1575 IDTWEB 1	Journal Import Created	46.56	IDTWEB
LXC PCard 0903 B	93796658	3.60	Spreadshe
JEI1605 IDTWEB 1	Journal Import Created	6.01	IDTWEB
52 Payables 19511	Eartec TDx 4N	60.00	Payables

5. **Click** on the Folder menu.
6. **Click** on Save As.



7. The Save Folder option will be displayed. **Click** in the white box to the left of Public. This should remove the checkmark.
8. **Click** on the white box to the left of Open as Default. This will place a check mark in the box.
9. **Click** the OK button.



From this point forward the custom view will be the default view.

Continue with step 19 (pg. 5) to complete the Account Inquiry process.