



FINANCIALS

TWU BU BUDGET MANAGERS SUMMARY REPORT (SUMMARY ACCOUNT ACTIVITY)

User Tutorial

Instructional Support Services
Texas Woman's University
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1. **Double Click** on the Phoenix icon on your desktop.



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



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

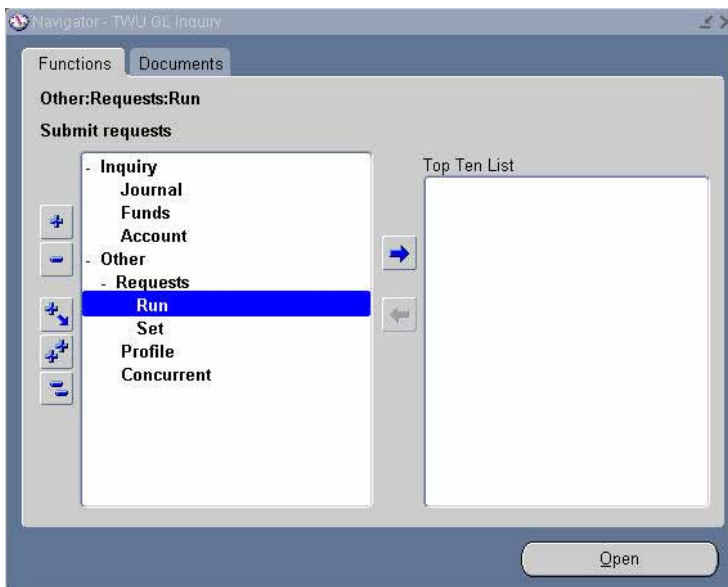


A series of windows will begin to open. All 3 Phoenix windows must remain open. Windows may be minimized by selecting the minus sign (-) in the upper

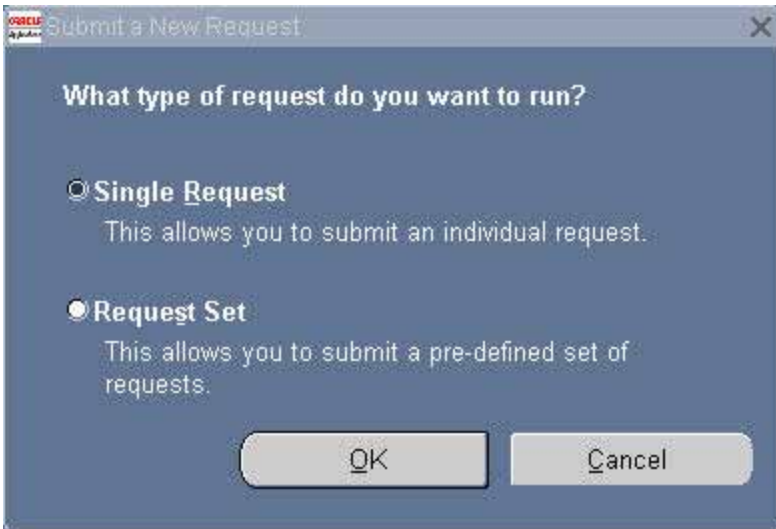
right-hand corner of the window. Closing these windows will result in disconnection from the Phoenix Application.



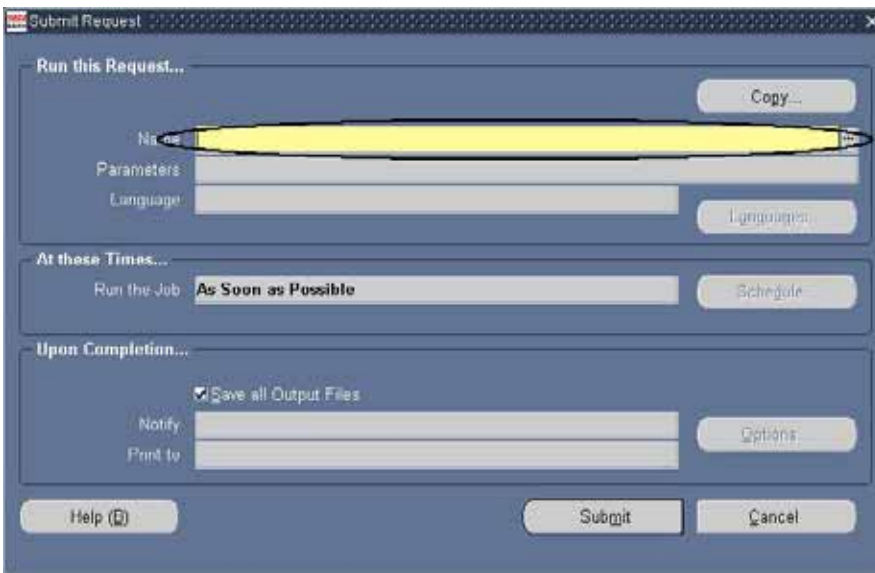
6. **Double Click** on Other.
7. **Double Click** on Request.
8. **Double Click** on Run.



9. **Select Single Request** and **Click** on the OK button.



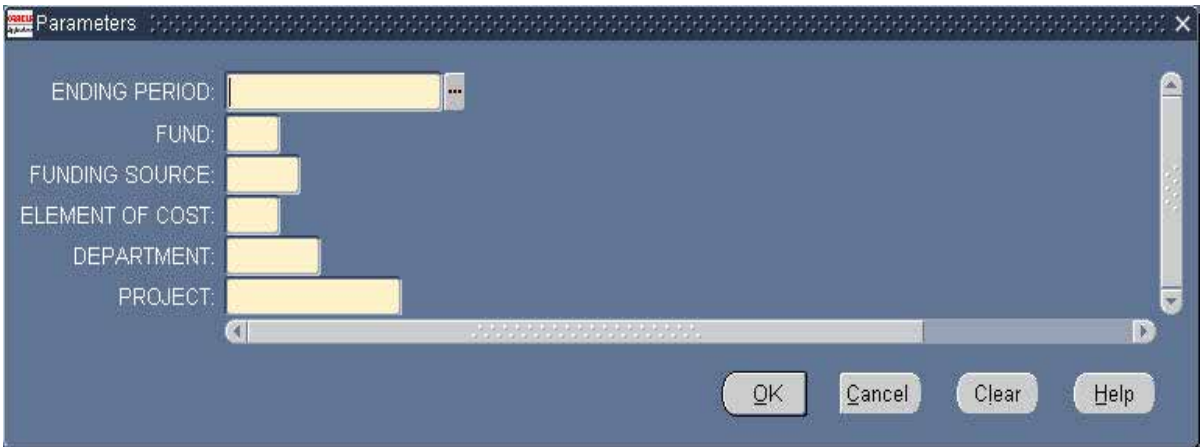
10. Use the LOV (list of values) in the Name field to **select** the TWUBU Budget Managers Summary. This report is located near the bottom of the LOV.



11. A Parameters form will appear. Use the LOV to **enter** the Ending Period Date that the Report needs to cover.

12. The five remaining fields are used to enter an Account number. **Enter** the account number to be queried. If not using a Grant account enter 00000000 (8 zero's) in the Project field.

13. **Click** the OK button.

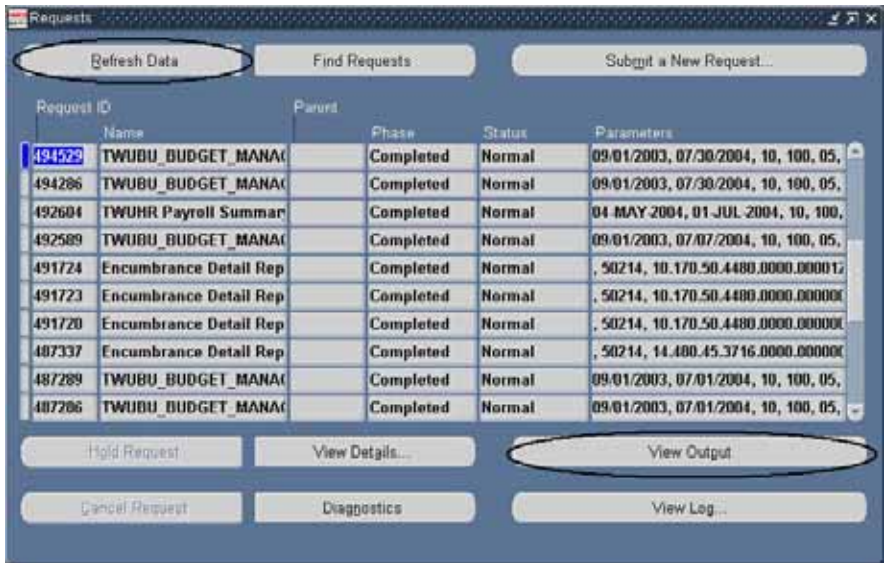


14. **Click** on the Submit button at the bottom of the Submit Request form.



15. A Request form will appear. **Click** on the Refresh Data button on the upper left hand corner of the form until the Phase and Status field for the Request reads Completed / Normal.

16. Once the Phase and Status fields are Complete/Normal, **Click** on the View Output button in the lower right side of the form to view the report.



If the report was completed successfully the output should look similar to the example below. The report gives a summary of the financial activity for the account queried.

Report: twubus_operating_summary.rtf
DEC-09-04 09:22 AM

TEXAS WOMAN'S UNIVERSITY
BUDGET MANAGERS YTD SUMMARY
Ending Period: Dec-04

Fund: 10 E&G Fund
Funding Source: 100 State Appropriation
Element of Cost: 05 Instruction
Department: 3202 Instructional Support Services
Project: 00000000

Parent	Budget	Encumbrances	Actuals	Balance
Grand Total (Revenue):	0.00	0.00	0.00	0.00
Parent	Budget	Encumbrances	Actuals	Balance
Capital Outlay	10,000.00	0.00	0.00	10,000.00
Maintenance & Operations	115,500.00	-4,430.00	-60,388.69	50,681.31
Staff Salaries	930,027.00	0.00	-221,391.63	708,635.37
Travel	22,500.00	-14,957.15	-1,804.06	5,738.79
Wages	15,000.00	0.00	-7,144.50	7,855.50
Grand Total (Expenses):	1,093,027.00	-19,387.15	-290,728.88	782,910.97