



**FINANCIALS**

# FUNDS AVAILABLE INQUIRY

(BUDGET ACTIVITY BALANCES)

## User Tutorial

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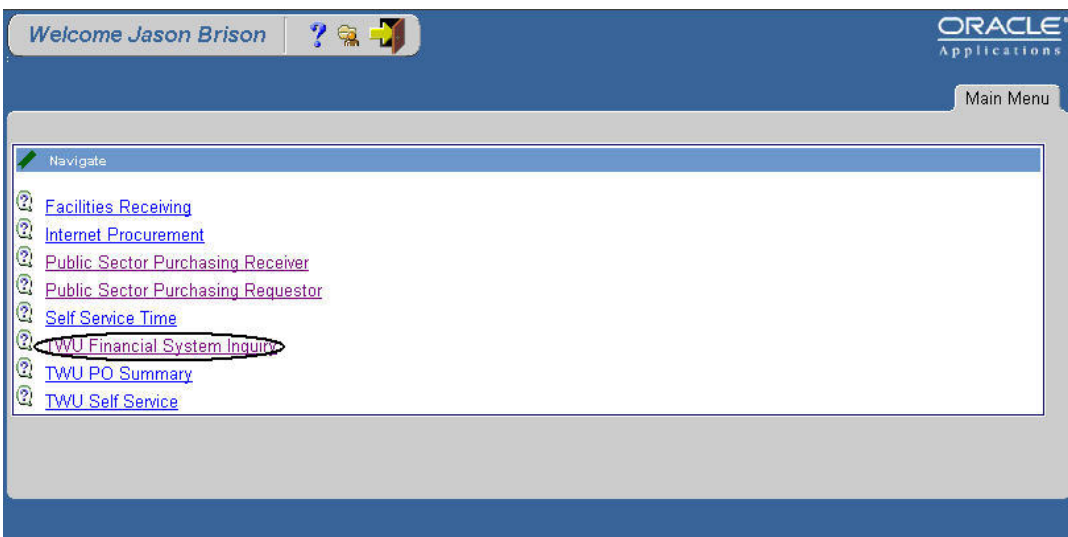
1. **Double Click** on the Phoenix icon on the desktop.



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



Welcome Jason Brison

ORACLE Applications

Main Menu

Navigate

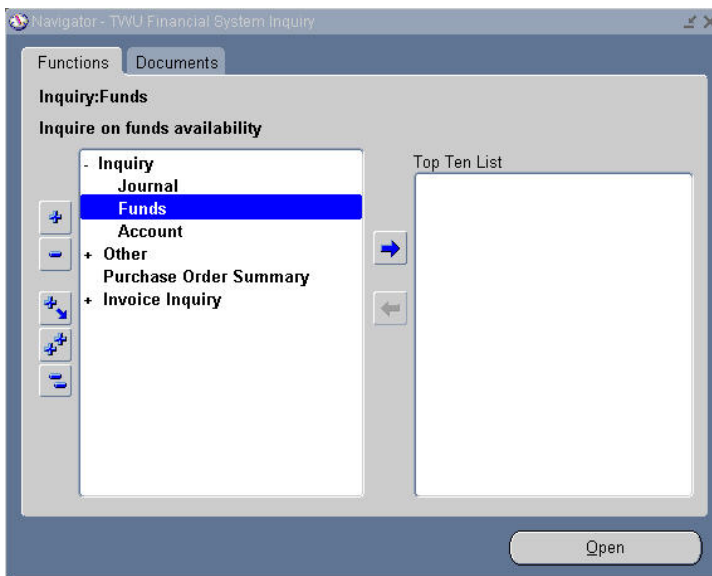
- Facilities Receiving
- Internet Procurement
- Public Sector Purchasing Receiver
- Public Sector Purchasing Requestor
- Self Service Time
- TWU Financial System Inquiry**
- TWU PO Summary
- TWU Self Service

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 Funds.



8. **Click** in the yellow Period field and use the LOV (list of values) to select the current month.
9. **Click** in the gray Account field.

10. **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 fields.
11. **Type** a capital A in the Object field on the Low side.
12. **Type** a capital Z in the Object field on the High side.

13. **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.

14. **Click** the OK button at the bottom of the Find Accounts form.

The Funds Available form will appear.

The **Account column** displays the various budgets for the account queried.

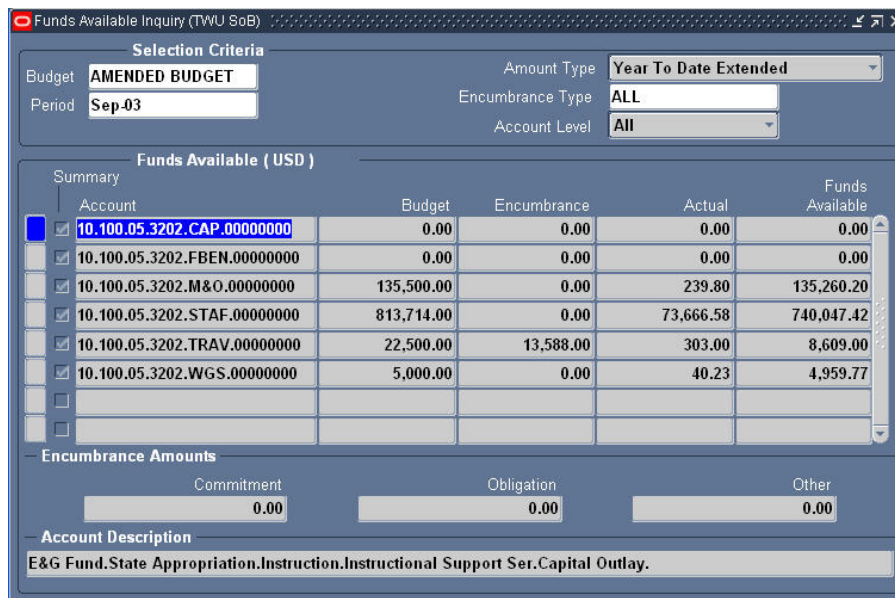
The **Budget column** displays the beginning Budget amount.

The **Encumbrance column** displays the total of all open requisitions and purchase orders.

The **Actual column** displays the total of all completed transactions.

The **Funds Available column** displays the dollar amounts available for distribution.

The **Encumbrance Amounts section** displays a total of all open encumbrances for the specific budget selected. Scroll through the various budgets to view Encumbrance balances. The **Commitment field** represents open requisitions. The **Obligation field** represents open purchase orders.



Account	Budget	Encumbrance	Actual	Funds Available
<input checked="" type="checkbox"/> 10.100.05.3202.CAP.00000000	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> 10.100.05.3202.FBEN.00000000	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> 10.100.05.3202.M&O.00000000	135,500.00	0.00	239.80	135,260.20
<input checked="" type="checkbox"/> 10.100.05.3202.STAF.00000000	813,714.00	0.00	73,666.58	740,047.42
<input checked="" type="checkbox"/> 10.100.05.3202.TRAV.00000000	22,500.00	13,588.00	303.00	8,609.00
<input checked="" type="checkbox"/> 10.100.05.3202.WGS.00000000	5,000.00	0.00	40.23	4,959.77
<input type="checkbox"/>				
<input type="checkbox"/>				

Encumbrance Amounts

Commitment	Obligation	Other
0.00	0.00	0.00

Account Description  
E&G Fund.State Appropriation.Instruction.Instructional Support Ser.Capital Outlay.

The **Account Description** field displays a segment by segment description of the budget currently selected. The description will change when another line is selected.

## Detailed information on funds available for each budget

15. **Click** on one of the Accounts Account Detail Button located to the left of the Account field.

**Selection Criteria**

Budget: **AMENDED BUDGET**      Amount Type: **Year To Date Extended**  
 Period: **Sep-03**      Encumbrance Type: **ALL**  
 Account Level: **All**

**Funds Available (USD)**

Account	Budget	Encumbrance	Actual	Funds Available
<input checked="" type="checkbox"/> 10.100.05.3202.CAP.00000000	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> 10.100.05.3202.FBEN.00000000	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> 10.100.05.3202.M&O.00000000	135,500.00	0.00	239.80	135,260.20
<input checked="" type="checkbox"/> 10.100.05.3202.STAF.00000000	813,714.00	0.00	73,666.58	740,047.42
<input checked="" type="checkbox"/> 10.100.05.3202.TRAV.00000000	22,500.00	13,588.00	303.00	8,609.00
<input checked="" type="checkbox"/> 10.100.05.3202.WGS.00000000	5,000.00	0.00	40.23	4,959.77

**Encumbrance Amounts**

Commitment	Obligation	Other
0.00	0.00	0.00

**Account Description**  
 E&G Fund.State Appropriation.Instruction.Instructional Support Ser.Capital Outlay.

16. The layout of the new screen is similar to the previous screen except this screen will only provide information about the selected account.

**Summary Account** 10.100.05.3202.TRAV.00000000

**Funds Available - Detail**

Account	Budget	Encumbrance	Actual	Funds Available
<input checked="" type="checkbox"/> 10.100.05.3202.7101.00000000	0.00	2,788.00	303.00	-3,091.00
<input type="checkbox"/> 10.100.05.3202.7102.00000000	0.00	3,000.00	0.00	-3,000.00
<input type="checkbox"/> 10.100.05.3202.7105.00000000	0.00	1,400.00	0.00	-1,400.00
<input type="checkbox"/> 10.100.05.3202.7106.00000000	0.00	5,800.00	0.00	-5,800.00
<input type="checkbox"/> 10.100.05.3202.7107.00000000	0.00	200.00	0.00	-200.00
<input type="checkbox"/> 10.100.05.3202.7111.00000000	0.00	0.00	0.00	0.00
<input type="checkbox"/> 10.100.05.3202.7112.00000000	0.00	400.00	0.00	-400.00
<input type="checkbox"/> 10.100.05.3202.7115.00000000	0.00	0.00	0.00	0.00
	22,500.00	13,588.00	303.00	8,609.00

**Encumbrance Amounts**

Commitment	Obligation	Other
1,988.00	800.00	0.00

**Account Description**  
 E&G Fund.State Appropriation.Instruction.Instructional Support Ser.Travel-In State-Pub Trans.

Period Balances

17. **Click** on the Period Balances button.

