Finance Dashboard - My Finance Query

Budget Status by Organizational Hierarchy User Guide

Part I - Gaining Access

1. Make sure you have authorized Fund/Organization (FOAPAL) access in Banner.

   FOAPAL stands for six accounting elements of finance data in Banner: Fund, Organization, Account, Program, Activity and Location. FOAPAL authorization can also be called Fund-Organization Access. In Banner, all access to the (University and Foundation) Finance data is based on the Fund/Organization Access that has been authorized/established for an individual. You must have (Approver, Originator or View) access to a Fund/Organization before you can create any query.

   To request "Approver" access, submit a FOAPAL Authorization - Approver Request. This form can be used to replace approver access.

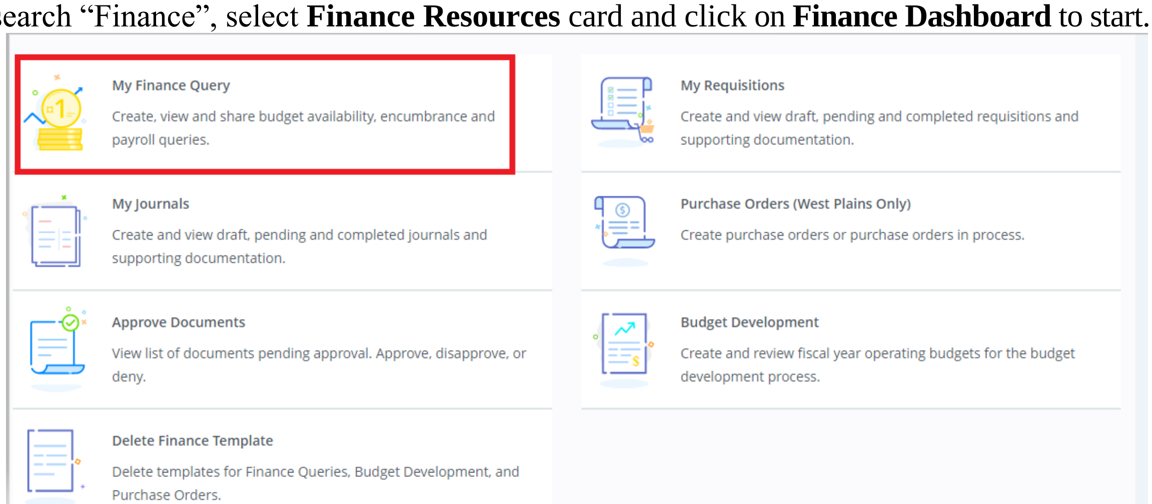
   To request "Originator" or "View Only" access, submit a FOAPAL Authorization - Originator/View Request.

   If necessary, you may run Fund & Organization Access Report reprot to check access for you or others. What does Approver, Originator or View Access mean?

2. Access Finance Dashboard **My Finance Query** Options.

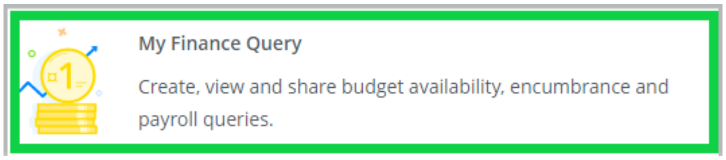
From the **Work Resources** tab of My Missouri State, click on **Finance Dashboard** to start.

Or in the **NEW My Missouri State Portal**, use the **Discover** tool from the main menu and search "Finance", select **Finance Resources** card and click on **Finance Dashboard** to start.

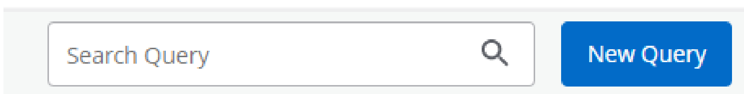


Part II - Create a Budget Status by Organizational Hierarchy Query

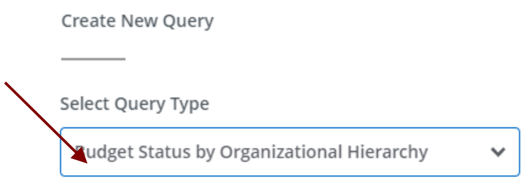
1. From **My Finance Dashboard** click on **My Finance Query** to start.



2. Click **New Query** to start.

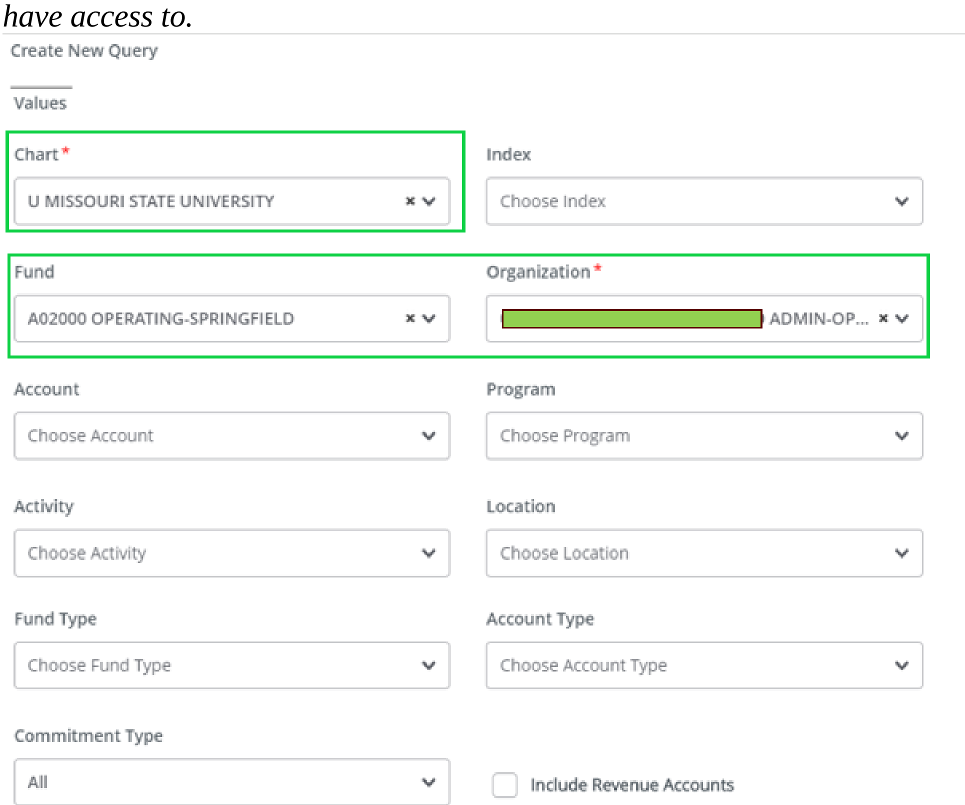


3. Determine how you want to run your budget query by selecting the query type: **Budget Status by Organizational Hierarchy.**

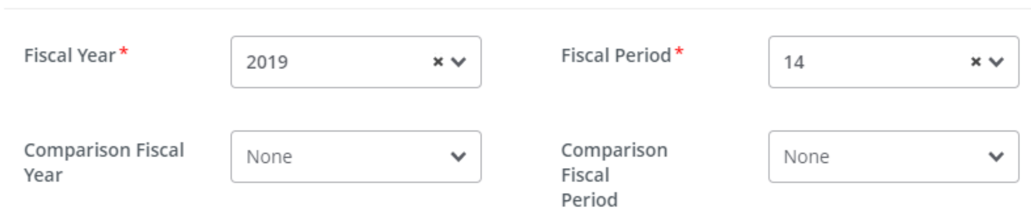


4. Select or Search Available Values within each field for your report.

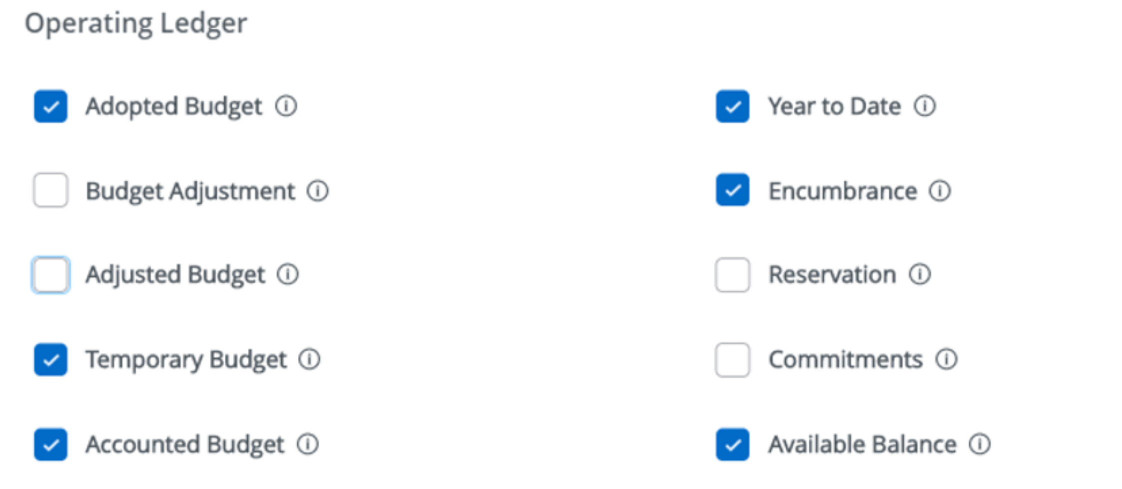
Use the roll-up level (0201, 0202, 0203, 0204, 0205…) of the organizational code to view all departments under the cost center. Report result depends on your Fund/Organization access you will only be able to see the activities from the ones (Fund-Organization) that you have access to.



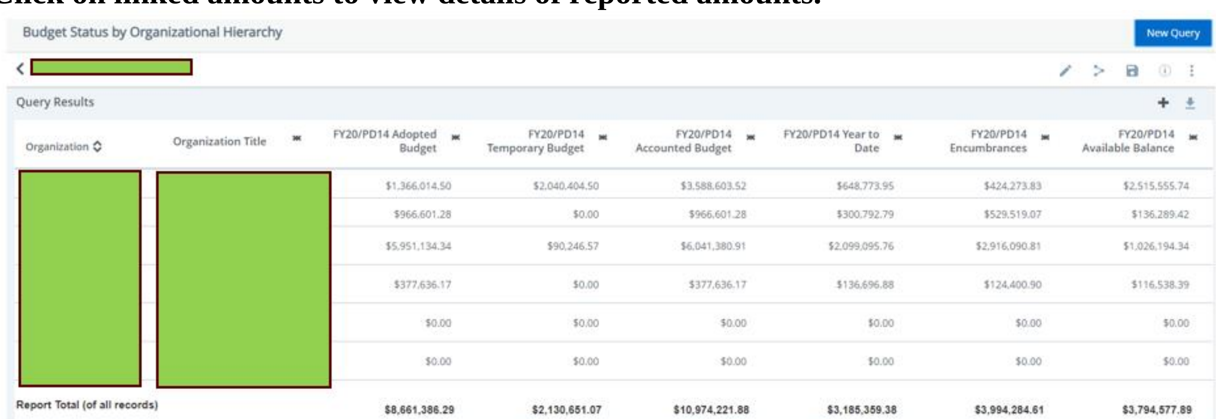
5. Select running **Fiscal year and Period**.



6. Select **columns** to be included in your report and click **Submit.**

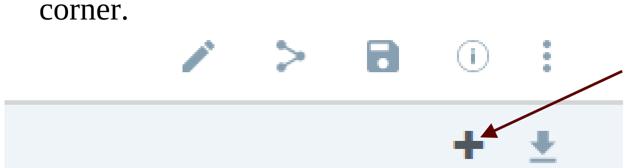


7. View Query Results
Click on linked amounts to view details of reported amounts.

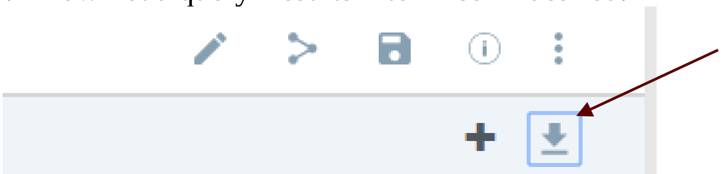


Organization	Organization Title	FY20/PD14 Adopted Budget	FY20/PD14 Temporary Budget	FY20/PD14 Accounted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Available Balance
		$1,366,014.50	$2,040,404.50	$3,588,603.52	$648,773.95	$424,273.83	$2,515,555.74
		$966,601.28	$0.00	$966,601.28	$300,792.79	$529,519.07	$136,289.42
		$5,951,134.34	$90,246.57	$6,041,380.91	$2,099,095.76	$2,916,090.81	$1,026,194.34
		$377,636.17	$0.00	$377,636.17	$136,696.88	$124,400.90	$116,538.39
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Report Total (of all records)		**$8,661,386.29**	**$2,130,651.07**	**$10,974,221.88**	**$3,185,359.38**	**$3,994,284.61**	**$3,794,577.89**

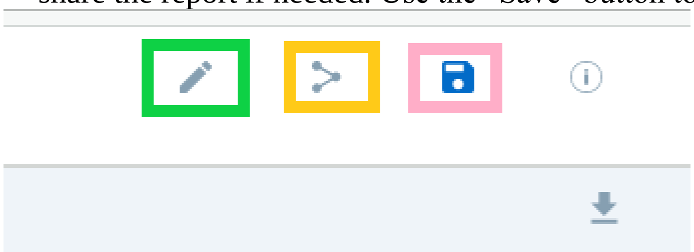
8. Compute additional column amount if desired by clicking the “+” sign on the up right corner.



9. Download query Results into Excel if desired.



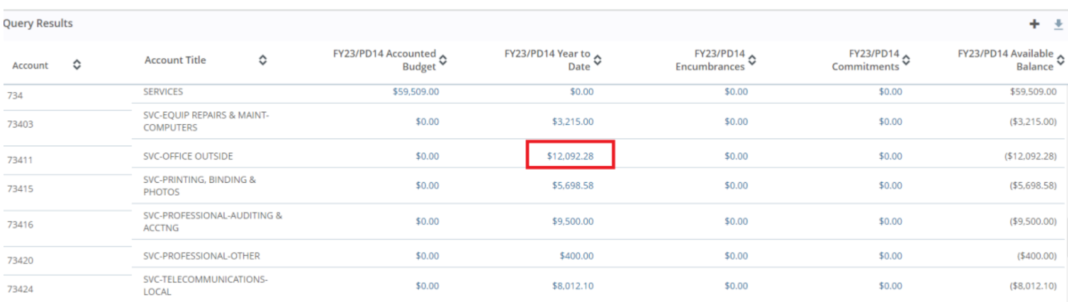
10. Use “Edit Query” button to modify the values if needed. Use “Share Query” button to share the report if needed. Use the “Save” button to save the report if needed.



Part III - Drill Down Feature

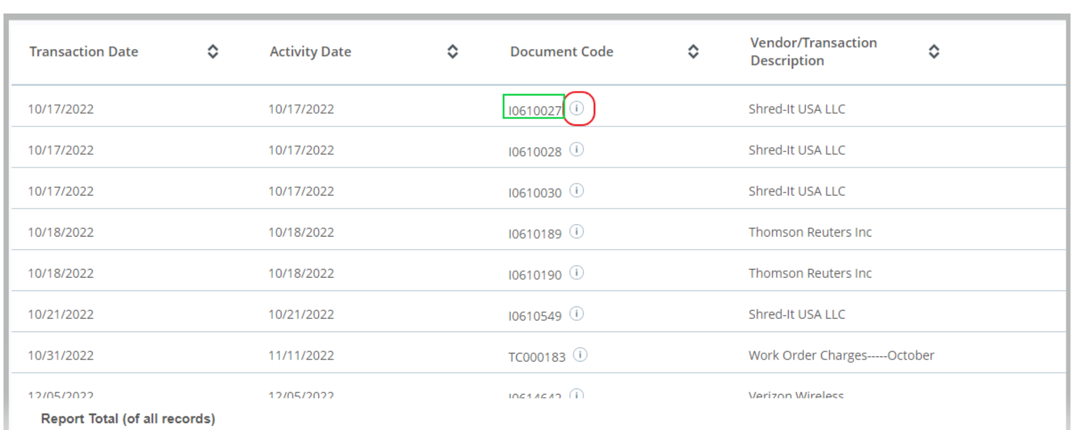
All queries have the feature to let you drill down to see the detail of the document such as its back-up (supporting) document in BDM except Budget Quick Query & Payroll Expense Detail Query.

Click on the any amount from your query, it opens a new page with detail line items.



Query Results

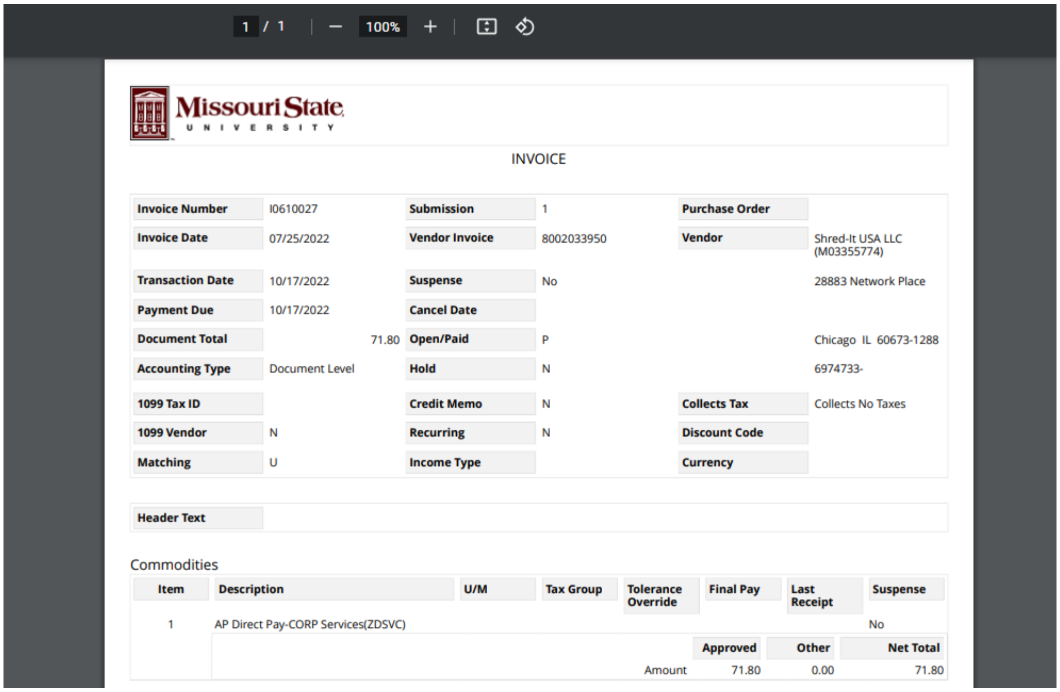
Account	Account Title	FY23/PD14 Accounted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Commitments	FY23/PD14 Available Balance
734	SERVICES	$59,509.00	$0.00	$0.00	$0.00	$59,509.00
73403	SVC-EQUIP REPAIRS & MAINT-COMPUTERS	$0.00	$3,215.00	$0.00	$0.00	($3,215.00)
73411	SVC-OFFICE OUTSIDE	$0.00	$12,092.28	$0.00	$0.00	($12,092.28)
73415	SVC-PRINTING, BINDING & PHOTOS	$0.00	$5,698.58	$0.00	$0.00	($5,698.58)
73416	SVC-PROFESSIONAL-AUDITING & ACCTNG	$0.00	$9,500.00	$0.00	$0.00	($9,500.00)
73420	SVC-PROFESSIONAL-OTHER	$0.00	$400.00	$0.00	$0.00	($400.00)
73424	SVC-TELECOMMUNICATIONS-LOCAL	$0.00	$8,012.10	$0.00	$0.00	($8,012.10)



Transaction Date	Activity Date	Document Code	Vendor/Transaction Description
10/17/2022	10/17/2022	I0610027	Shred-It USA LLC
10/17/2022	10/17/2022	I0610028	Shred-It USA LLC
10/17/2022	10/17/2022	I0610030	Shred-It USA LLC
10/18/2022	10/18/2022	I0610189	Thomson Reuters Inc
10/18/2022	10/18/2022	I0610190	Thomson Reuters Inc
10/21/2022	10/21/2022	I0610549	Shred-It USA LLC
10/31/2022	11/11/2022	TC000183	Work Order Charges-----October
12/05/2022	12/05/2022	[illegible]	Verizon Wireless

Report Total (of all records)

If you click on the document number (example I0610027), it opens the PDF of the document:


Missouri State UNIVERSITY

INVOICE

Invoice Number	I0610027	Submission	1	Purchase Order	
Invoice Date	07/25/2022	Vendor Invoice	8002033950	Vendor	Shred-It USA LLC (M03355774)
Transaction Date	10/17/2022	Suspense	No		28883 Network Place
Payment Due	10/17/2022	Cancel Date			
Document Total	71.80	Open/Paid	P		Chicago IL 60673-1288
Accounting Type	Document Level	Hold	N		6974733-
1099 Tax ID		Credit Memo	N	Collects Tax	Collects No Taxes
1099 Vendor	N	Recurring	N	Discount Code	
Matching	U	Income Type		Currency	

Header Text	

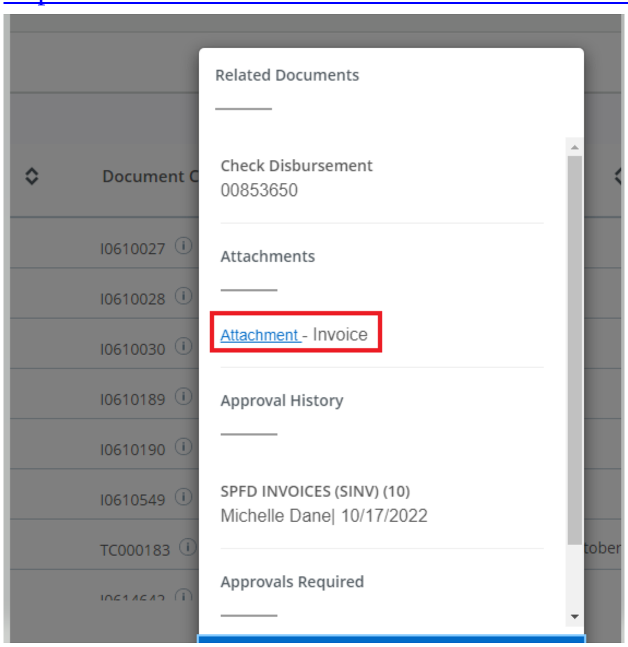
Commodities

Item	Description	U/M	Tax Group	Tolerance Override	Final Pay	Last Receipt	Suspense
1	AP Direct Pay-CORP Services(ZDSVC)						No

	Approved	Other	Net Total
Amount	71.80	0.00	71.80

If you click on the circle button , it opens a new window where it give you the link to the backup documents for this document.

You must have access to ALL fund-organization on this document for you to be able to view the back-up document. If not, you will get error message saying the access is denied. Contact your budget officer or cost center budget analyst for assistance. To check to see what fund-organizaiton access you have, run Budget Access by Fund and Organiation at this page: https://www.missouristate.edu/FinancialServices/fund-and-organization.htm



Click on the Attachment button, it opens the backup document in BDM.