

Finance Dashboard - My Finance Query

Encumbrance Query 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.

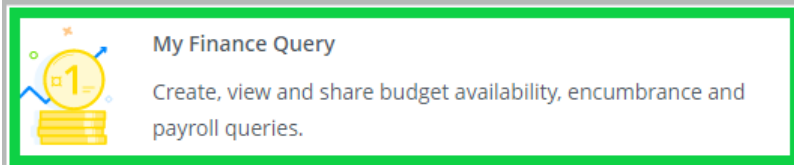
From the **Work Resources** tab of [My Missouri State](#), click on **Finance Dashboard** to start. Or in the **NEW My Missouri State Portal**, use the **Discover** tool from the main menu and search “Finance”, select **Finance Resources** card and click on **Finance Dashboard** to start.

The screenshot displays a grid of eight dashboard options, each with an icon and a brief description. The 'My Finance Query' option is highlighted with a red border. The options are:

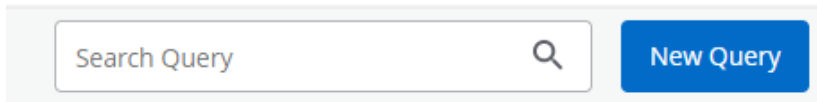
- My Finance Query**: Create, view and share budget availability, encumbrance and payroll queries.
- My Requisitions**: Create and view draft, pending and completed requisitions and supporting documentation.
- My Journals**: Create and view draft, pending and completed journals and supporting documentation.
- Purchase Orders (West Plains Only)**: Create purchase orders or purchase orders in process.
- Approve Documents**: View list of documents pending approval. Approve, disapprove, or deny.
- Budget Development**: Create and review fiscal year operating budgets for the budget development process.
- Delete Finance Template**: Delete templates for Finance Queries, Budget Development, and Purchase Orders.

Part II – Create a Encumbrance Query

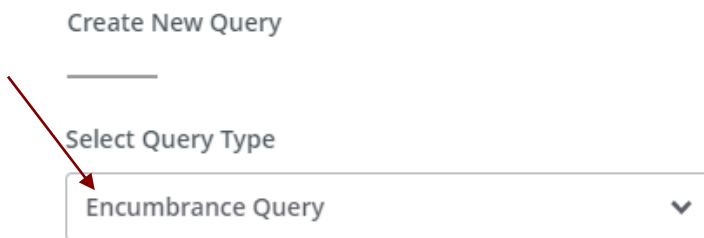
1. From **My Finance Dashboard** click on **My Finance Query** to start.



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



3. Determine how you want to run your budget query by selecting the query type: **Encumbrance Query**.



4. Select or search available values within each field: **Chart, Fund (or Grant), Origination code and Encumbrance Status**.

A screenshot of a query configuration form. The form contains several dropdown menus for selecting values. The following fields are highlighted with green boxes: "Chart" (selected: U MISSOURI STATE UNIVERSITY), "Fund" (selected: A02000 OPERATING-SPRINGFI...), "Organization" (selected: [redacted]), "Encumbrance Status" (selected: All), and "Index" (selected: Choose Index). Other fields include "Grant" (selected: Choose Grant), "Account" (selected: Choose Account), "Program" (selected: Choose Program), "Activity" (selected: Choose Activity), "Location" (selected: Choose Location), "Fund Type" (selected: Choose Fund Type), "Account Type" (selected: Choose Account Type), and "Commitment Type" (selected: All).

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

Fiscal Year* 2020 x v Fiscal Period* 14 x v



6. View Query Results.

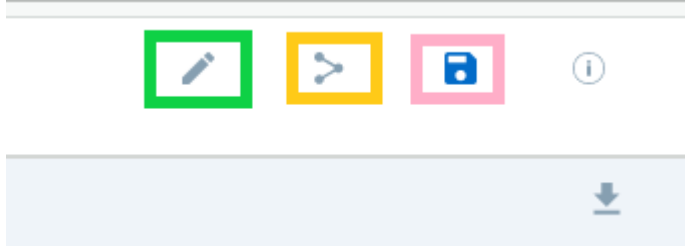
Query Results

Account	Account Title	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments
	ADMINISTRATOR			\$596,159.21	(\$49,679.93)	\$0.00	\$0.00	\$546,479.28
62001	OTHER PROFESSIONAL			\$544,506.96	(\$45,375.58)	\$0.00	\$0.00	\$499,131.38
62002	TECHNICAL AND PARAPROFESSIONALS			\$56,112.11	(\$4,555.63)	\$0.00	\$0.00	\$51,556.48
62003	CLERICAL AND SECRETARIAL			\$108,813.55	(\$8,834.36)	\$0.00	\$0.00	\$99,979.19
69100	FRINGE BENEFIT POOL-EMP-RETIRE ELIG			\$536,761.50	(\$44,585.78)	\$0.00	\$0.00	\$492,175.72
73204	SUP-COMPUTER			\$6,190.92	\$0.00	\$0.00	\$0.00	\$6,190.92
Report Total (of all records)				\$1,868,544.33	(\$163,864.82)	\$0.00	\$0.00	\$1,704,679.71

7. Download query Results into Excel if desired.



8. 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.

The screenshot shows the 'Encumbrance Query' interface. The breadcrumb trail is 'My.Finance > My.Finance.Query > Encumbrance.Query'. The query title is 'Encumbrance Query' and the filter is 'FINANCIAL SERVICES-CFO ADMIN-OPER - 052000'. The 'Query Results' table has columns for Account, Account Title, Document Code, and Description. The row for account 73204 with document code P005966 is highlighted with a green box and a red circle around the document code. A 'Related Documents' pop-up menu is open, listing 'Check Disbursement 00848287', 'Check Disbursement 00849457', and 'Receiving Documents Y0008691' (marked as 'Completed'). It also shows 'Attachments' with links for 'Purchase order' and 'Approval History'. An 'OK' button is at the bottom of the pop-up.


Account	Account Title	Document Code	Description
69100	SUPPLEMENTAL-STAFF	PR230001	(Orig)
69100	FRINGE BENEFIT POOL-EMP-RETIRE ELIG	PR230001	Encumbrance (Orig)
73204	SUP-COMPUTER	P005966	Dell Marketi
73212	SUP-OFFICE	P0058202	Upright Spin
73212	SUP-OFFICE	P0058342	Office Essen
73214	SUP-POSTAGE	P0055709	Ozark Mailin LLC
73214	SUP-POSTAGE	P0058493	Ozark Mailin LLC

If you click on the document number (example P0059667), it opens the PDF of the document:

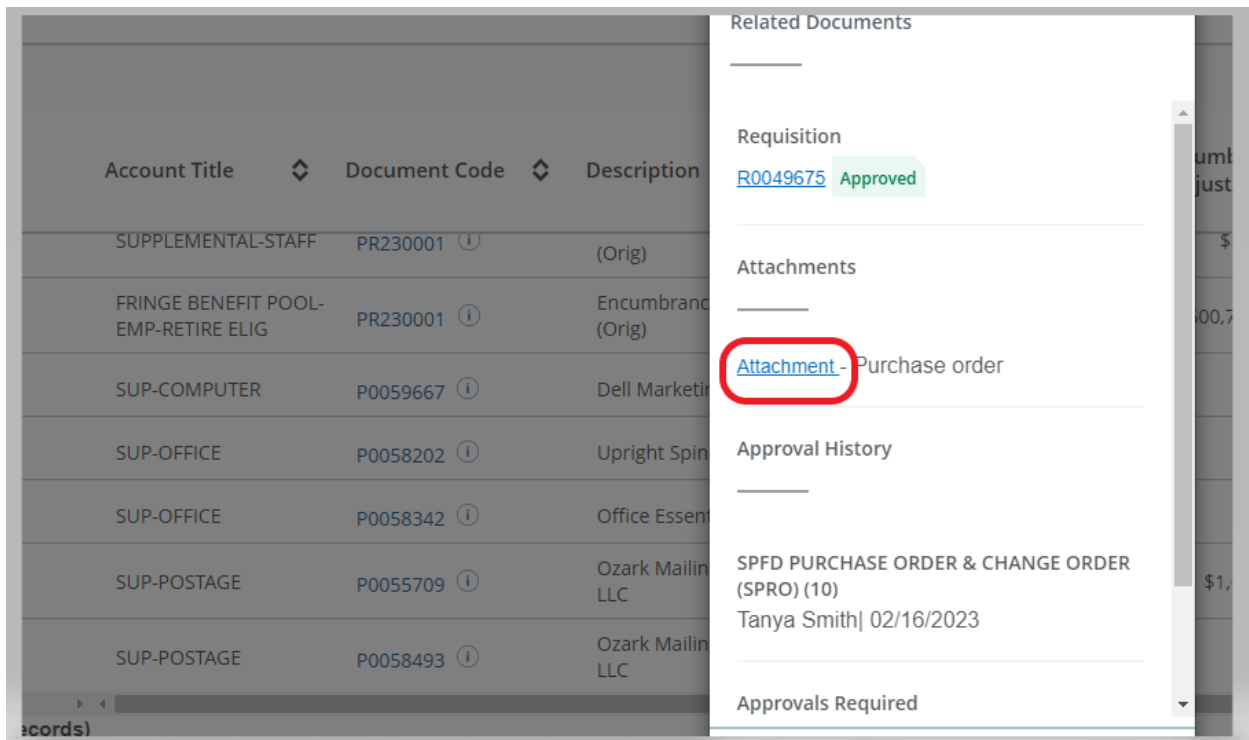
The screenshot shows a PDF document titled 'PURCHASE ORDER' from Missouri State University. The document contains the following information:

Requestor	Tanya Smith	Purchase Order Number	P0059667
Phone	Ext	Transaction Date	02/15/2023
Email	tanyasmith@missouristate.edu	Delivery Date	02/20/2023
Organization	FINANCIAL SERVICES-CFO ADMIN-OPER (052000)	Status	Completed
Accounting Type	Document Level	Currency	USD
Type	Regular	Matching	Not Required

Ship To	STMA	Vendor	Dell Marketing Lp (M00017610)
Address	Receiving Dock	Address	One Dell Wav

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-organizaition access you have, run Budget Access by Fund and Organization at this page: <https://www.missouristate.edu/FinancialServices/fund-and-organization.htm>



The screenshot shows a document viewer with a list of account titles on the left and a sidebar on the right. The list includes:

Account Title	Document Code	Description
SUPPLEMENTAL-STAFF	PR230001	(Orig)
FRINGE BENEFIT POOL-EMP-RETIRE ELIG	PR230001	Encumbranc (Orig)
SUP-COMPUTER	P0059667	Dell Marketi
SUP-OFFICE	P0058202	Upright Spin
SUP-OFFICE	P0058342	Office Essen
SUP-POSTAGE	P0055709	Ozark Mailin LLC
SUP-POSTAGE	P0058493	Ozark Mailin LLC

The sidebar on the right contains the following sections:

- Related Documents**
 - Requisition: [R0049675](#) Approved
- Attachments**
 - [Attachment](#) - Purchase order
- Approval History**
 - SPFD PURCHASE ORDER & CHANGE ORDER (SPRO) (10)
 - Tanya Smith| 02/16/2023
- Approvals Required**

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



The screenshot shows a PDF viewer displaying a Missouri State University Purchase Order. The document includes the following information:

Missouri State UNIVERSITY

PURCHASE ORDER

Supplier: **M00017610**
 Dell Marketing Lp
 One Dell Way
 Round Rock TX 78682

Page 1	
PO Number	P0059667
Req Number	R0049675
Receiving Number	
Issue Date	02/15/23
Delivery Date	02/20/23
FOB	Destination

Missouri State University is tax exempt by statute