

Finance Dashboard - My Finance Query

View Document 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 use View Document function.**

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 =>View Document** Options.

From the [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.

 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.	 View Document View draft, pending and completed documents with related information and approval history.

The View Document page allows you to view Finance transaction documents at any stage, such as draft, completed, pending approval, or posted. You may use this page to review documents; however, access is limited to documents for which you have access to all associated fund and organization combinations.

- ❖ View a transaction document as a PDF file
 - Requisition
 - Purchase Order
 - Invoice
 - Journal Voucher
 - Encumbrance
 - Direct Cash Receipt
 - Document Posting History
- ❖ View related transaction documents
- ❖ View pending approvals and approval history
- ❖ View attachments

Part II – Performing a View Document Query

From My Finance Dashboard, click on View Document to begin. The default document type on the landing page is Requisition.

 [My Finance](#) • [View Document](#)

View Document

Document Type

Requisition x v

Document Search

Choose Document Number x v

Document Number *

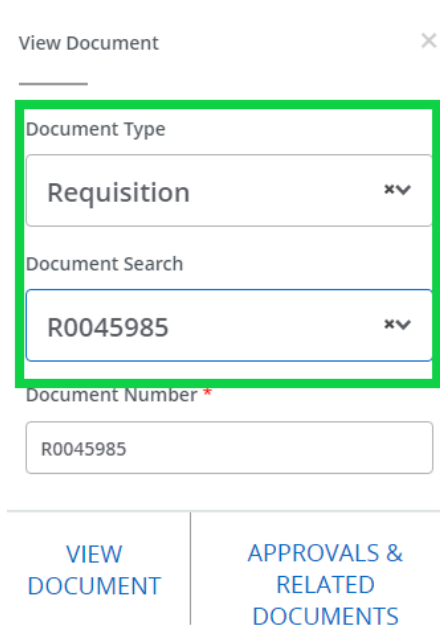
Please Enter Document Number 

[VIEW DOCUMENT](#) [APPROVALS & RELATED DOCUMENTS](#)

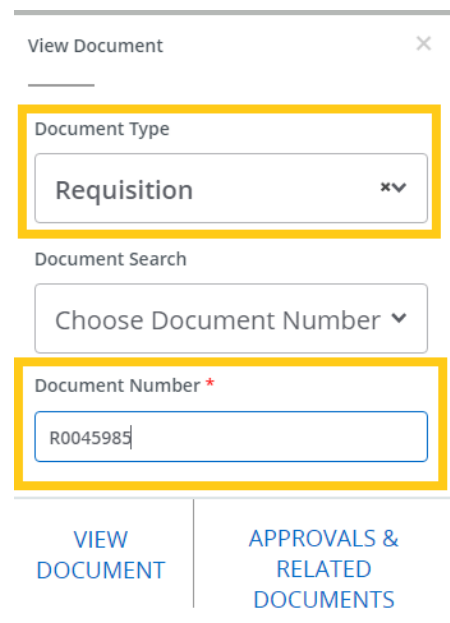
Select the Document Type and Document Number.

You may use the **Document Search** box to search for documents by typing the document number or selecting one from the **Document Search** dropdown list. The **Document Number** field will automatically populate based on your selection

Alternatively, you may leave the **Document Search** box blank and manually enter the document number in the **Document Number** field to find your document.



The screenshot shows a 'View Document' form with a green border around the 'Document Type' and 'Document Search' sections. The 'Document Type' dropdown is set to 'Requisition'. The 'Document Search' dropdown is set to 'R0045985'. The 'Document Number' field is populated with 'R0045985'. At the bottom, there are two buttons: 'VIEW DOCUMENT' and 'APPROVALS & RELATED DOCUMENTS'.



The screenshot shows the same 'View Document' form, but with yellow highlights around the 'Document Type', 'Document Search', and 'Document Number' fields. The 'Document Type' dropdown is set to 'Requisition'. The 'Document Search' dropdown is set to 'Choose Document Number'. The 'Document Number' field is populated with 'R0045985'. At the bottom, there are two buttons: 'VIEW DOCUMENT' and 'APPROVALS & RELATED DOCUMENTS'.

By clicking the VIEW DOCUMENT option, a new window opens displaying the document details in PDF format. Depending on the document type, the page will show different relevant information for the document being queried.

Below is an example of a Purchase Requisition and its relevant information.

Requestor	Shelly [REDACTED]	Requisition Number	R0045985
Phone	- Ext [REDACTED]	Transaction Date	03/10/2021
Email	Shelly [REDACTED]@MissouriState.edu	Delivery Date	03/17/2021
Organization	CTR FOR APPL SCIENCE & ENGINEERING (072008)	Status	Converted to PO
Accounting Type	Document Level	Currency	USD

Ship To	JVIC	Vendor	
Address	524 N Boonville	Address	
	Springfield MO 65804		
Attention To	Matt Curry 417- 8365279 Ext	Phone	- Fax -
		Email	

Requisition Comments

Commodities

Item	Description	U/M	Quantity	Unit Price	Other	Net Total
1	Supplies(SU)	EA	1.00	8,750.0000	0.00	8,750.00
Total Commodities						8,750.00

Accounting Distributions

SEQ	Chart-Index-Fund-Orgn-Acct-Prog-Actv-Locn-Proj	NSF Suspense	NSF Override	Suspense	Distribution Percent	Net Amount
1	U- - I02928- 072008- 73216- 021- - -	No	No	No	100.0000	8,750.00
Total Accounting Distributions						8,750.00

DISCLAIMER - A Purchase Requisition does not represent a valid Purchase Order to provide to a vendor or supplier. As such, this PDF of the Purchase Requisition is restricted to internal use only.

The Approval & Related Document option allows users to view three sections of information.

The Related Documents section lists all associated documents, such as Requisitions, Purchase Orders, Invoices, or check disbursements, along with their transaction dates and status. If hyperlinks are available for any related documents, clicking them will open the PDF view of that document.

My Finance

View Document

Approval & Related Documents - Requisition

Approval & Related Documents - Requisition

Related Documents

Purchase Order

P0054327 | 03/25/2021 | Approved

Invoice

I0559497 | 05/05/2021 | Paid

Check Disbursement

V0006664 | 05/07/2021 | Completed

Receiving Documents

Y0008470 | 05/05/2021 | Completed

The Attachments section provides links to the BDM (Banner Document Management) system, allowing users to access supporting documents for the queried document. If this section is blank, it means no supporting documents have been attached to the queried document.

Approval & Related Documents - Requisition

Related Documents

Purchase Order P0054327 03/25/2021 Approved	Invoice I0559497 05/05/2021 Paid	Check Disbursement V0006664 05/07/2021 Completed	Receiving Documents Y0008470 05/05/2021 Completed
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Attachments

[ACCOUNT REMITTANCE INFORMATION - CUSTOMER.PDF](#) - Requisition
[ACCOUNT INFORMATION - CUSTOMER.PDF](#) - Requisition
[PRECISIONTORQUECONTROL.PDF](#) - Requisition
[VENDORREGISTRATIONFORM.PDF](#) - Requisition

The Approval History option allows users to view all approvals that have been performed on the document, or whether the document is still awaiting any approvals and who they are pending with.

[My Finance](#) • [View Document](#) • **Approval & Related Documents - Requisition**

[ACCOUNT INFORMATION - CUSTOMER.PDF](#) - Requisition
[PRECISIONTORQUECONTROL.PDF](#) - Requisition
[VENDORREGISTRATIONFORM.PDF](#) - Requisition

Approval History

SPFD GRANT VALIDATION (GGRT) (10)
Beth [REDACTED] | 03/16/2021

GRNT CTR FOR APP SCI & ENGINR (GCA1) (10)
Matthew [REDACTED] | 03/10/2021

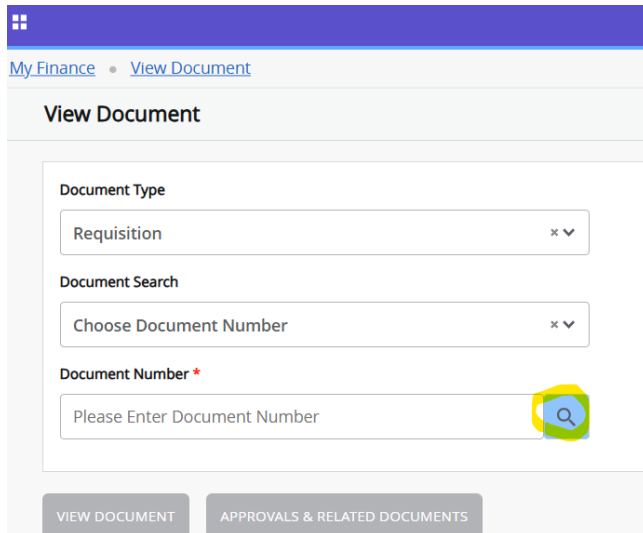
Approvals Required

No Approval required information available for R0045985

Part III – Document (Requisition) Number Lookup feature

The Document Number Lookup feature allows users to query and find relevant requisition information. Note: this feature is for requisitions only.

Click the magnifying glass icon in the Document Number field to begin. This will open the lookup parameter page.



My Finance • View Document

View Document

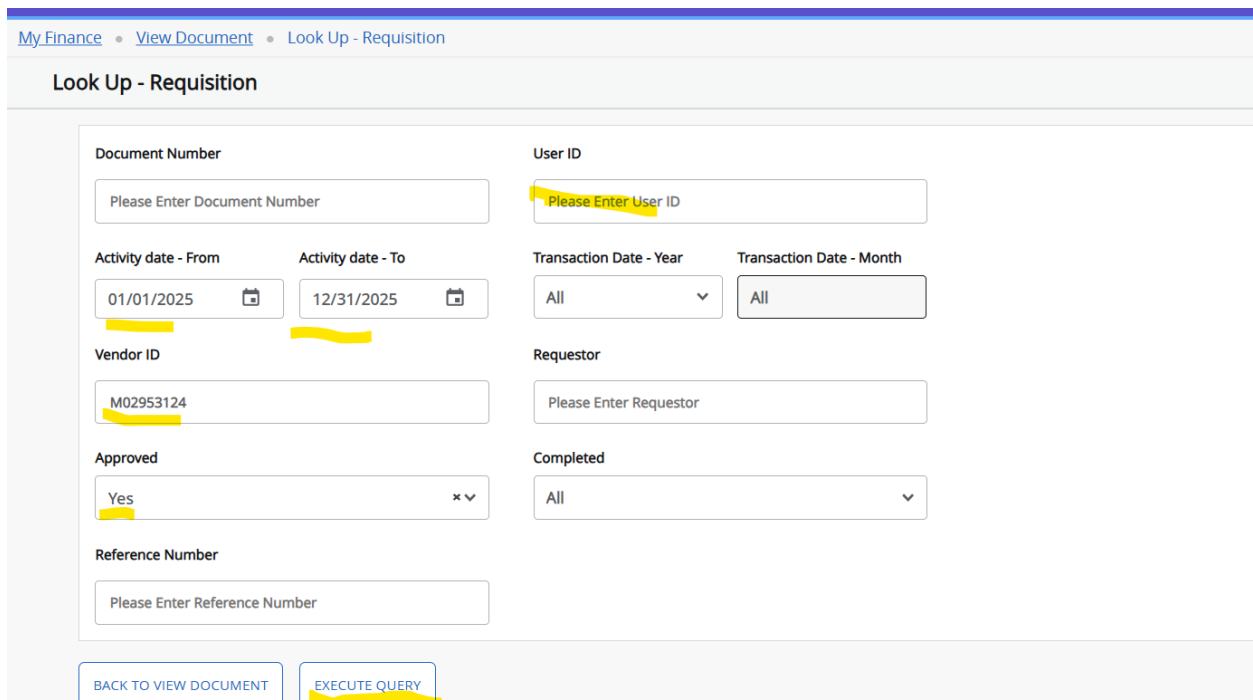
Document Type
Requisition

Document Search
Choose Document Number

Document Number *
Please Enter Document Number

VIEW DOCUMENT APPROVALS & RELATED DOCUMENTS

The example below demonstrates how to retrieve all approved requisitions entered for vendor M02953124 within the date range of calendar years 2020 to 2023. Ensure you remove the User ID field to see all, as it defaults to your own user ID. Click Execute query to see result.



My Finance • View Document • Look Up - Requisition

Look Up - Requisition

Document Number
Please Enter Document Number

User ID
Please Enter User ID

Activity date - From
01/01/2025

Activity date - To
12/31/2025

Transaction Date - Year
All

Transaction Date - Month
All

Vendor ID
M02953124

Requestor
Please Enter Requestor

Approved
Yes

Completed
All

Reference Number
Please Enter Reference Number

BACK TO VIEW DOCUMENT EXECUTE QUERY

My Finance

View Document

Look Up - Requisition

Lookup Results

Lookup Results

Requisition - Lookup Results

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Document Number	User ID	Activity Date	Transaction Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
R0053291	JWETER	04/15/2025	04/14/2025	M02953124	Ellucian Company LLC	Jennifer [REDACTED]	Yes	Yes	-
R0053527	SBLADES	06/05/2025	06/05/2025	M02953124	Ellucian Company LLC	Susan [REDACTED]	Yes	Yes	-
R0053917	KELLIS	08/20/2025	08/18/2025	M02953124	Ellucian Company LLC	Karen [REDACTED]	Yes	Yes	-
R0054183	NMUSE	10/15/2025	10/15/2025	M02953124	Ellucian Company LLC	Nicole [REDACTED]	Yes	Yes	-
R0054201	MDAVIS	10/20/2025	10/17/2025	M02953124	Ellucian Company LLC	Misty [REDACTED]	Yes	Yes	-
R0054346	TMCCOY	12/05/2025	12/05/2025	M02953124	Ellucian Company LLC	Theresa [REDACTED]	Yes	Yes	-

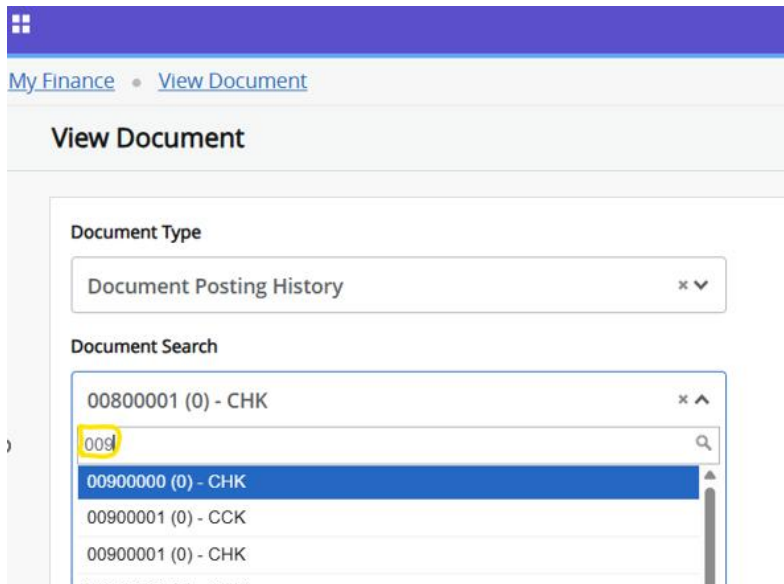
BACK TO VIEW DOCUMENT

ANOTHER QUERY

The View Document → Document Posting History option allows you to view additional document types that are not included under the standard document type list. For example, you can use this option to query documents such as checks or fixed asset transactions.

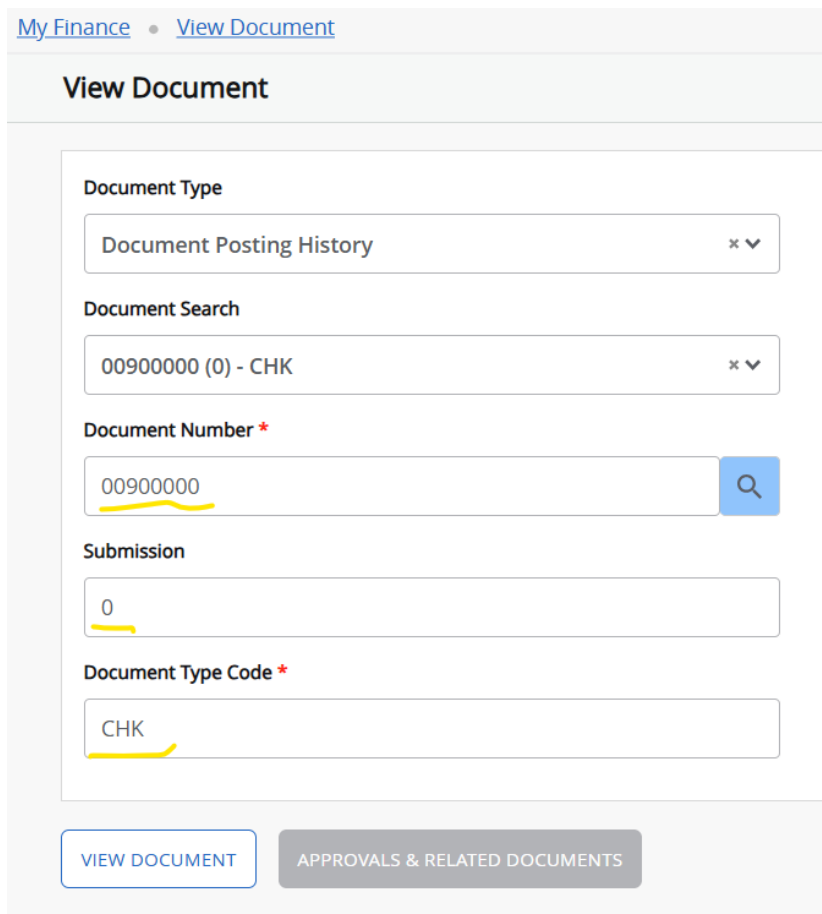
Under Document Type, select Document Posting History.

You may use the Document Search box to locate documents by entering a document number or selecting a document from the Document Search dropdown list.



The screenshot shows the 'View Document' page with the 'Document Search' dropdown menu open. The 'Document Type' is set to 'Document Posting History'. The search dropdown shows a list of documents, with '00900000 (0) - CHK' selected and highlighted in blue. The search input field contains '009'.

Once a document is selected, the Document Number, Submission Number, and Document Type Code fields will automatically populate based on your selection.



The screenshot shows the 'View Document' page with the following fields populated:

- Document Type:** Document Posting History
- Document Search:** 00900000 (0) - CHK
- Document Number ***: 00900000
- Submission:** 0
- Document Type Code ***: CHK

At the bottom, there are two buttons: 'VIEW DOCUMENT' and 'APPROVALS & RELATED DOCUMENTS'.

Click View Document to see the posting. A PDF will open containing accounting details and other relevant information.

1 / 1

100%

DOCUMENT POSTING HISTORY

Document Number00900000

Submission0

Transaction Date03/18/2025

Public Comments

Document Total

User IDEROBERTSON

Activity Date03/18/2025

Document TypeCHK

Accounting Distributions

Item	SEQ	Description	FY-Period	Budget Period	Rule Class	Chart-Index-Fund-Orgn-Acct- Prog- Actv- Locn- Proj	Amount	Debit/Credit	Currency	Bank Code	NSF Override	Document Reference Number	Accrual Indicator	Deposit
0	1	Department of Veteran Affairs Chapt	25-09		DNNI	U--A02000--13080----	870.00	+	USD	AP		10696584		
Posting Total							870.00							

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Alternatively, you may leave the Document Search box blank and manually enter the document number in the Document Number field to find your document, but the Document Type Code would not automatically populate thus you have to manually enter that code. Page does the validation if your document code is not matching with the type, the View Document Button would not be on.

My Finance

View Document

View Document

Document Type

Document Posting History

Document Search

Choose Document Number

Document Number *

M0003000

Submission

Please Enter Submission

Document Type Code *

FAA

VIEW DOCUMENT

APPROVALS & RELATED DOCUMENTS

Click View Document button to retrieve the details for queried Fixed Asset document.

DOCUMENT POSTING HISTORY

Document Number	M0003000	Document Total		Document Type	FAA
Submission	0	User ID	M		
Transaction Date	06/30/2021	Activity Date	09/07/2021		
Public Comments					

Accounting Distributions

Item	SEQ	Description	FY-Period	Budget Period	Rule Class	Chart-Index- Fund- Orgn- Acct- Prog- Actv- Locn- Proj	Amount	Debit/ Credit	Currency	Bank Code	NSF Override	Document Reference Number	Accrual Indicator	Deposit
0	1	Dispose 00112876	21-14		WOFD	U - - Y02000 - 302021 - 79001 - 093 - - -	0.00		USD		No			
		Posting Total					0.00							

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