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.

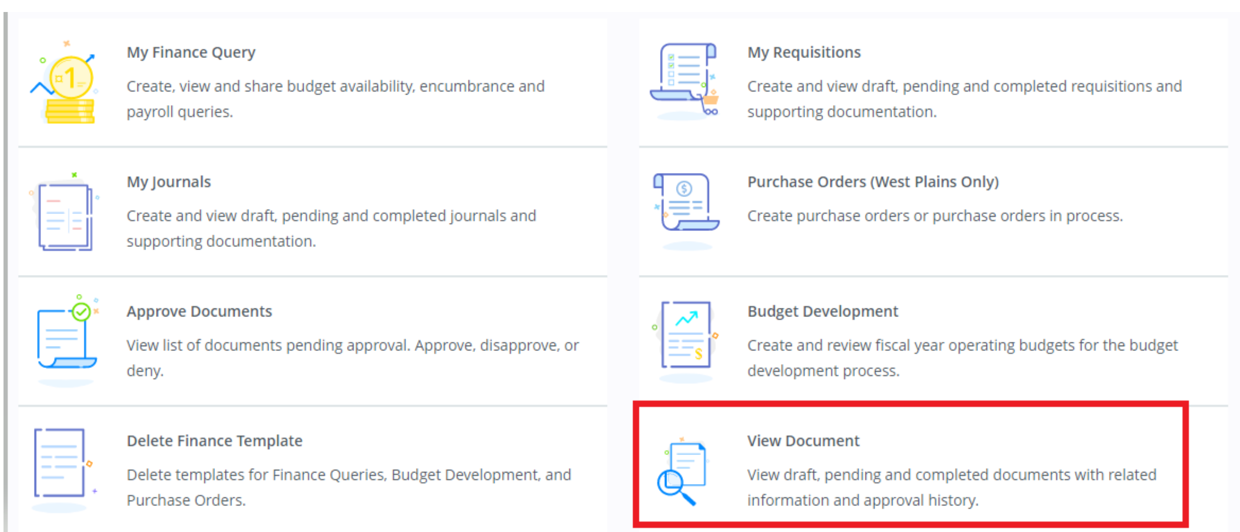
To request "Approver" access, submit a FOAPAL Authorization - Approver Request. This form can be used to replace approver access.

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.

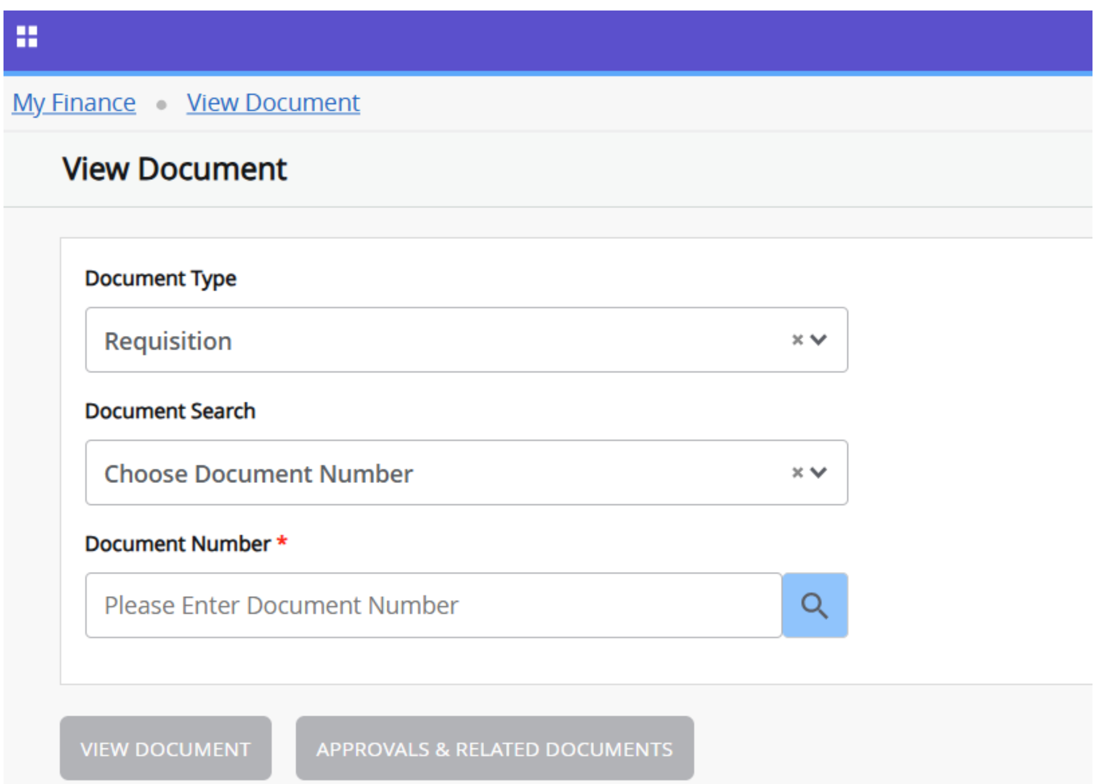


The View Document page allows you to view Finance transaction documents at any stage, such as draft, completed, pending approval, or posted. You may use this page to review documents; however, access is limited to documents for which you have access to all associated fund and organization combinations.

- 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

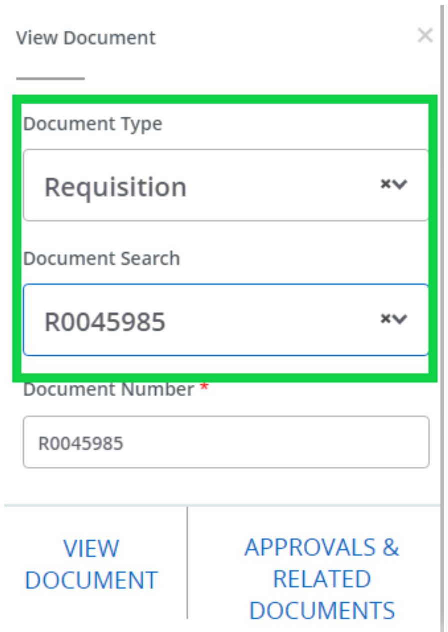
From My Finance Dashboard, click on View Document to begin. The default document type on the landing page is Requisition.

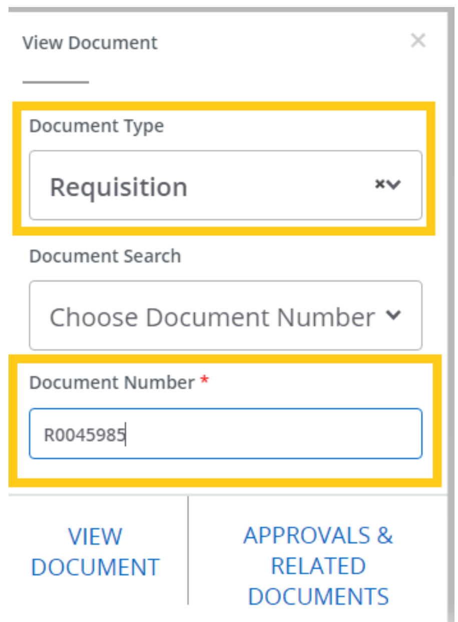


Select the Document Type and Document Number.

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.





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	Shell[redacted]	**Requisition Number**	R0045985
Phone	- Ext	**Transaction Date**	03/10/2021
Email	Shel[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 Springfield MO 65804	**Address**	
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.

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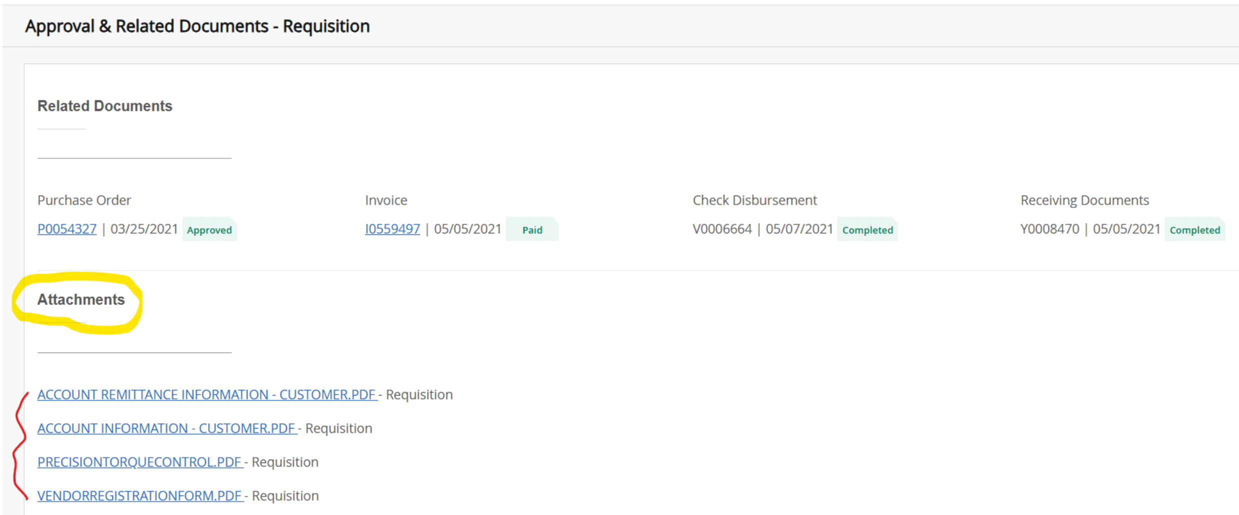
My Finance • View Document • Approval & Related Documents - Requisition

Approval & Related Documents - Requisition

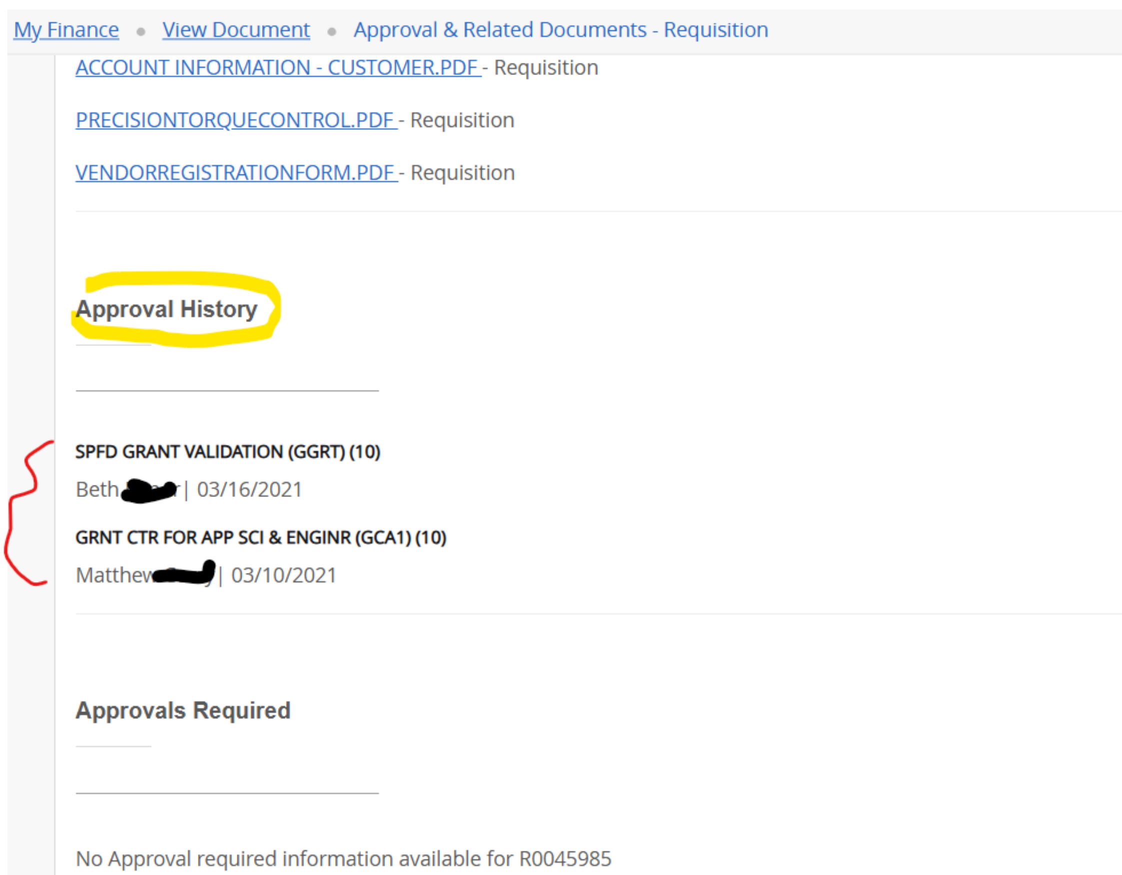
Related Documents

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



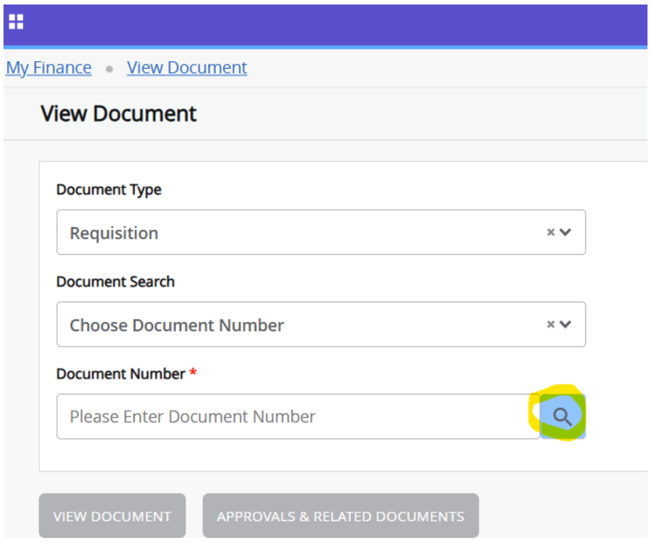
The Approval History option allows users to view all approvals that have been performed on the document, or whether the document is still awaiting any approvals and who they are pending with.



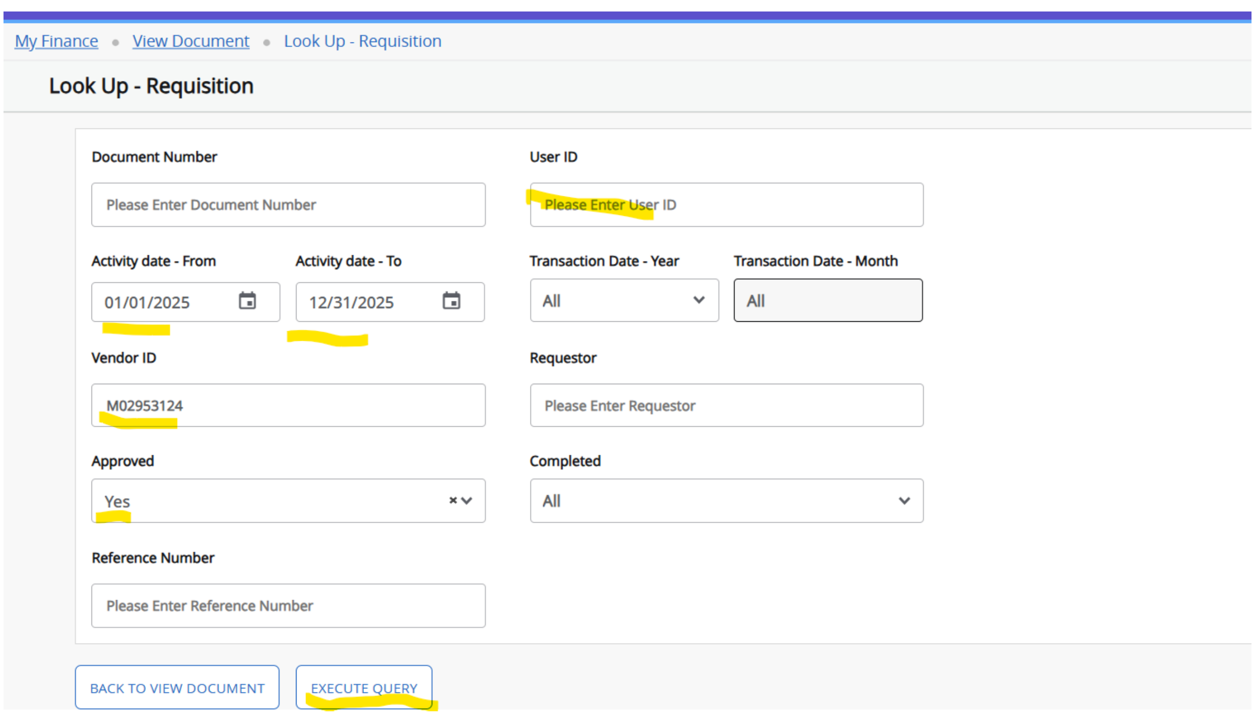
Part III – Document (Requisition) Number Lookup feature

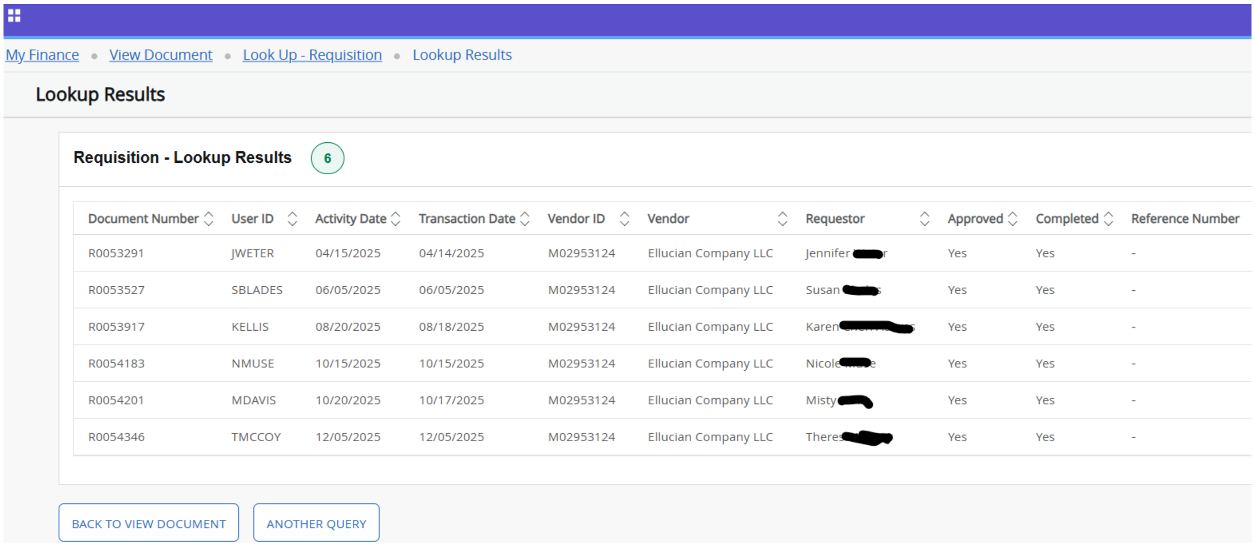
The Document Number Lookup feature allows users to query and find relevant requisition information. Note: this feature is for requisitions only.

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



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.





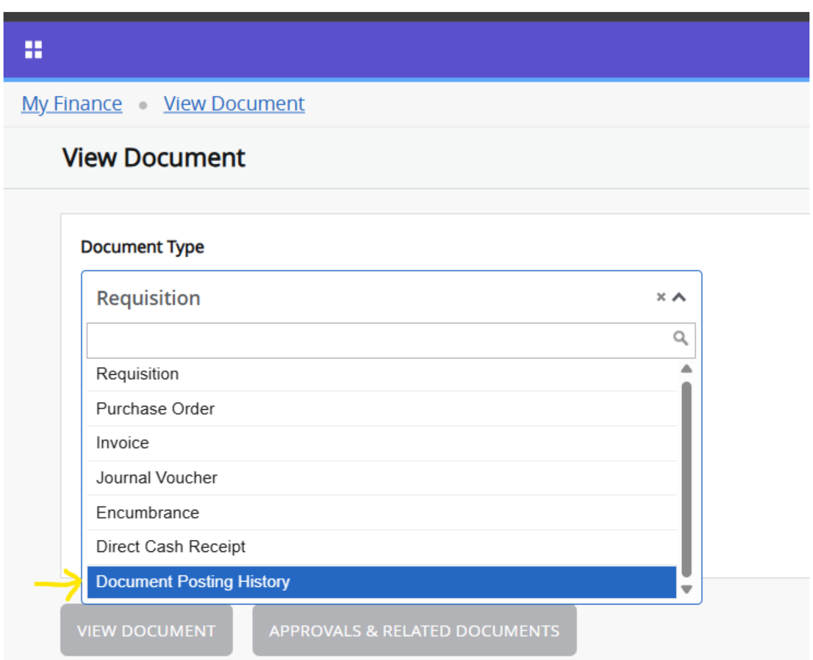
Document Number	User ID	Activity Date	Transaction Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
R0053291	JWETER	04/15/2025	04/14/2025	M02953124	Ellucian Company LLC	Jennifer [redacted]	Yes	Yes	-
R0053527	SBLADES	06/05/2025	06/05/2025	M02953124	Ellucian Company LLC	Susan [redacted]	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	Theres[redacted]	Yes	Yes	-

Part IV – Document Posting History Option

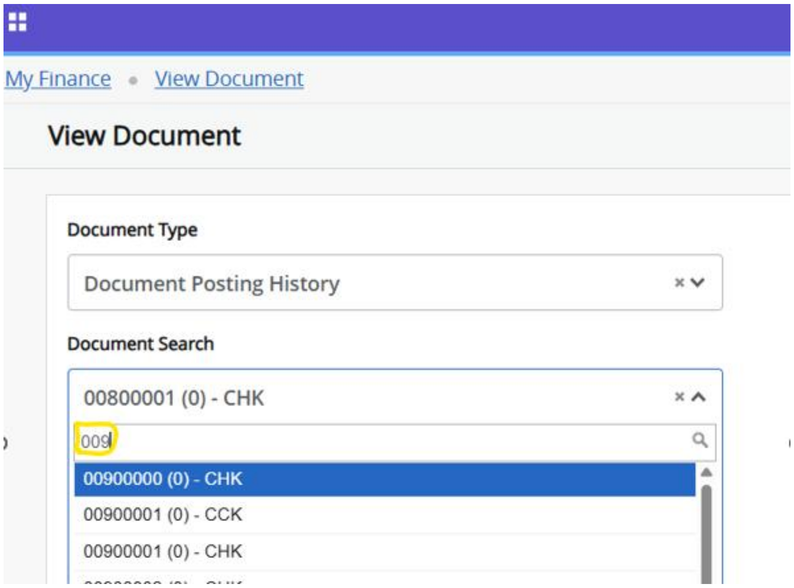
The View Document → Document Posting History option allows you to view additional document types that are not included under the standard document type list. For example, you can use this option to query documents such as checks or fixed asset transactions.

Note: Note: The Document Posting History option only provides one available action, which is the View Document button. The Approval & Related Document button is not enabled, as this functionality is not currently configured by Ellucian to link to the BDM (Banner Document Management) system for accessing supporting or backup documents. Instead, this option only allows users to view the accounting details from the queried document.

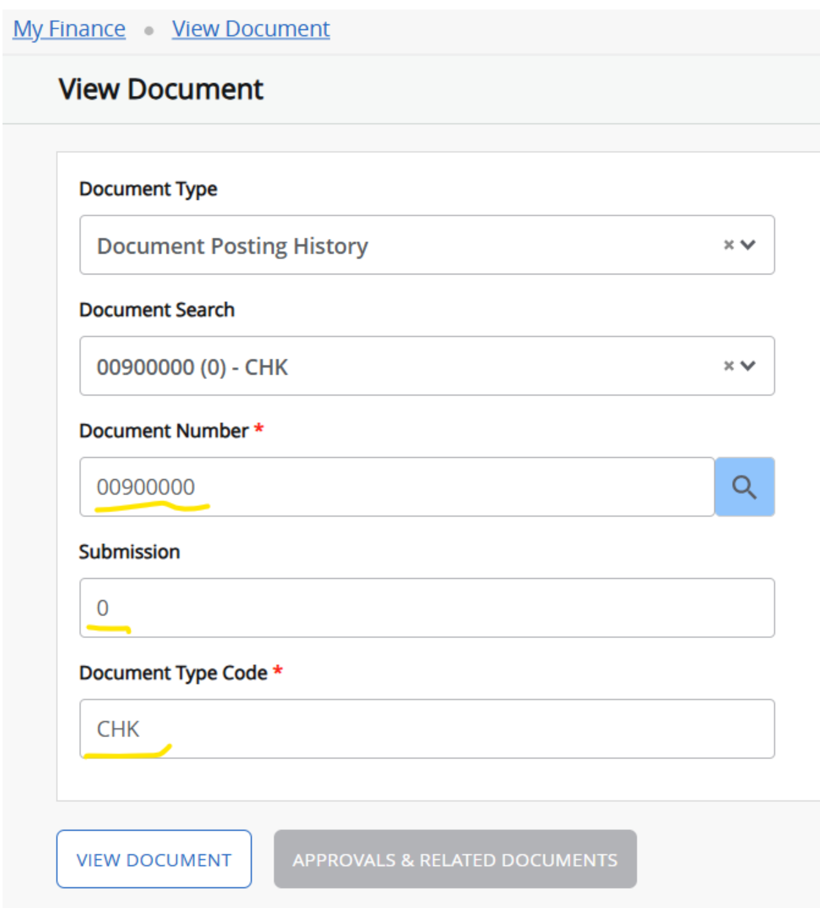
Under Document Type, select Document Posting History.



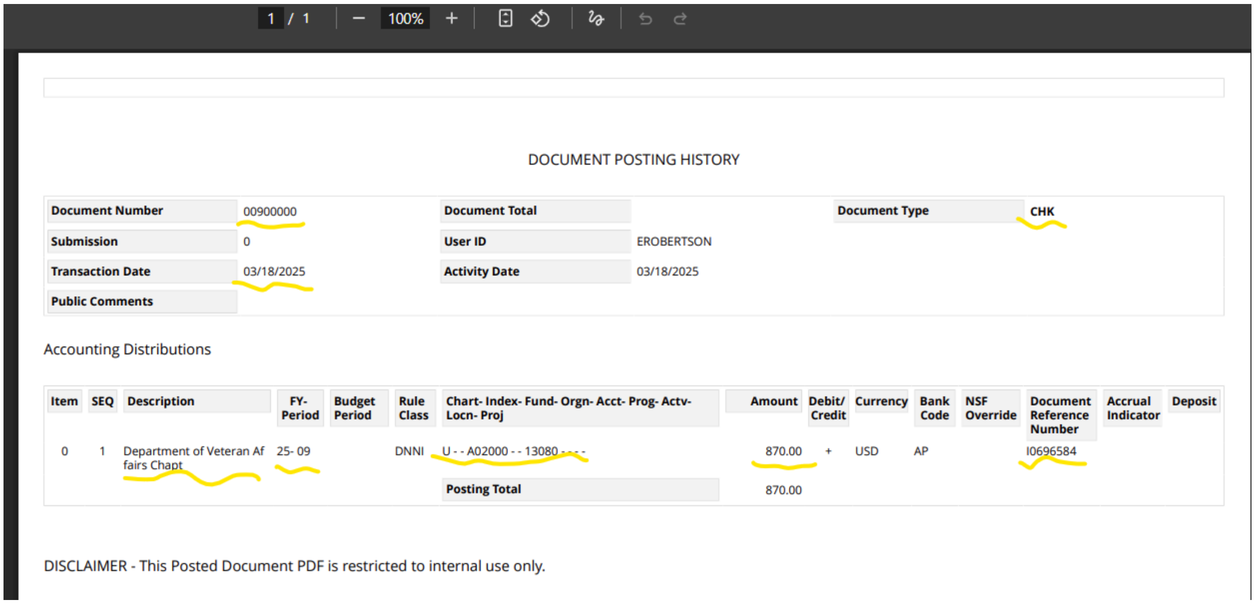
You may use the Document Search box to locate documents by entering a document number or selecting a document from the Document Search dropdown list.



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



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



DOCUMENT POSTING HISTORY

Document Number	00900000	Document Total		Document Type	CHK
Submission	0	User ID	EROBERTSON		
Transaction Date	03/18/2025	Activity Date	03/18/2025		
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	Department of Veteran Affairs Chapt	25- 09		DNNI	U - - A02000 - - 13080 - - - -	870.00	+	USD	AP		I0696584		
						Posting Total	870.00							

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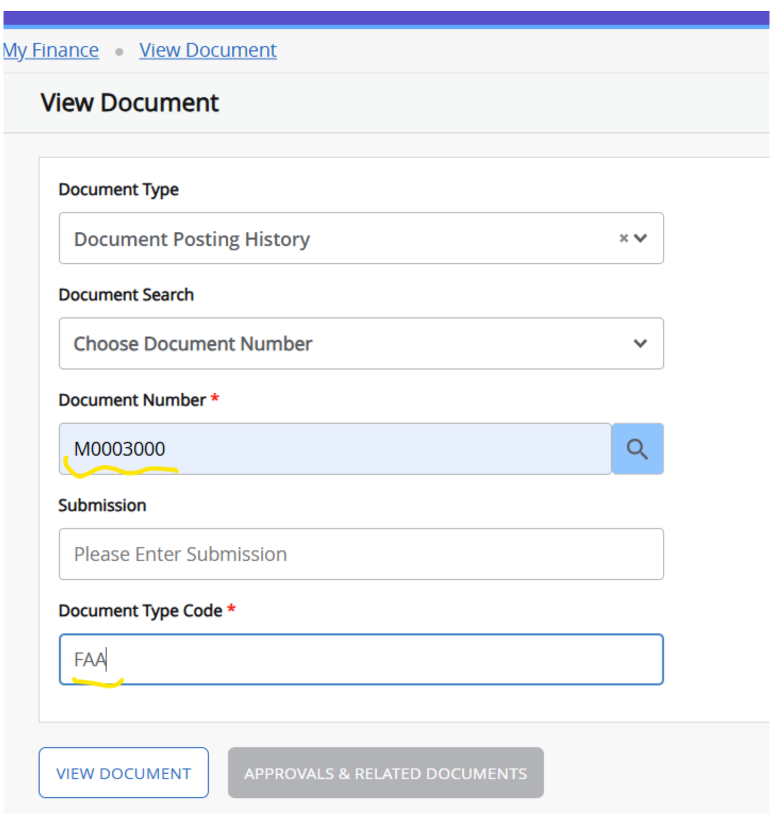
Alternatively, you may leave the Document Search box blank and manually enter the document number in the Document Number field to find your document, but the Document Type Code would not automatically populate thus you have to manually enter that code. Page does the validation if your document code is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



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[redacted]		
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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