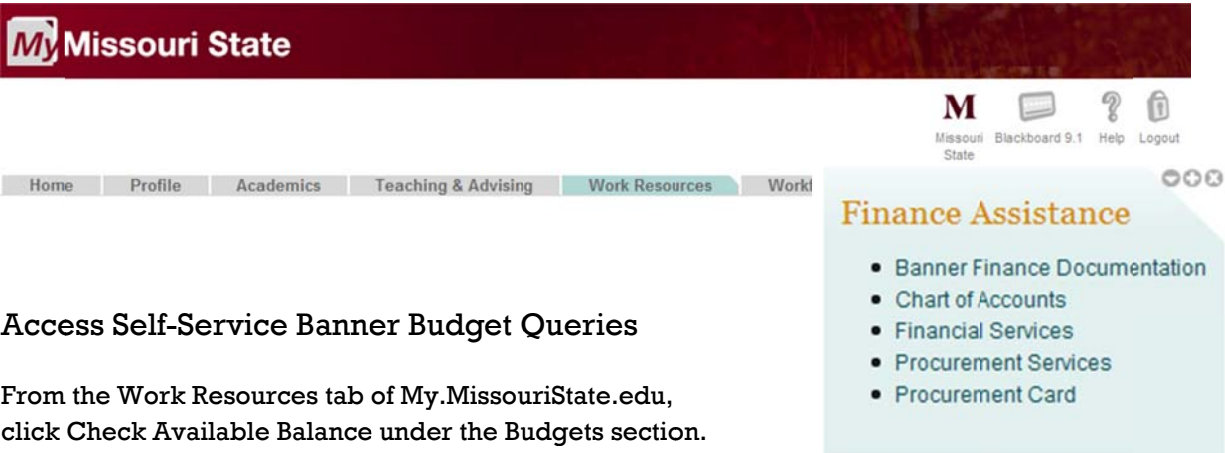


Self-Service Banner - Finance Queries - User Guide

Gaining Access

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

Obtain access by completing and submitting a FOAPAL Authorization Request to the Office of Financial Services. Online form link is available on the Banner Finance Documentation page which may be accessed from the Work Resources tab of My.MissouriState.edu in the Finance Assistance section.



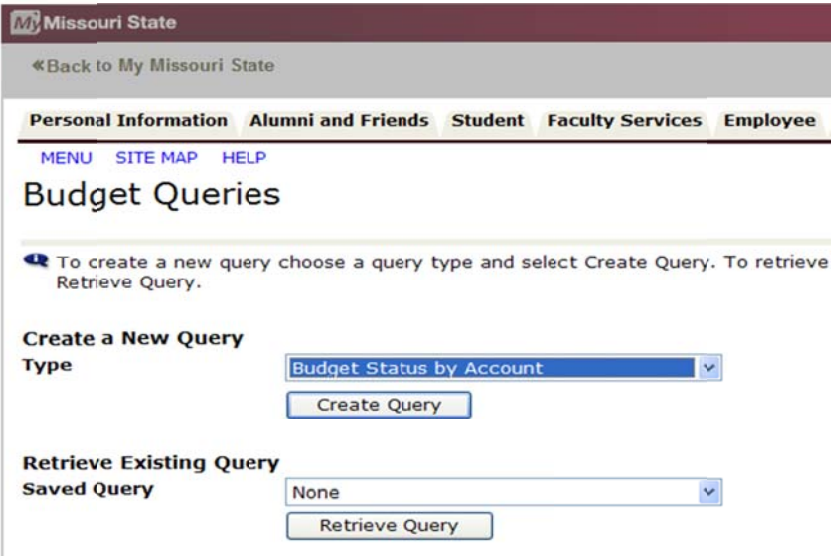
2. Access Self-Service Banner Budget Queries

From the Work Resources tab of My.MissouriState.edu, click Check Available Balance under the Budgets section.



3. Select Query Type

You may choose to Create a New Query by selecting the desired Query Type and clicking the Create Query button, or you may Retrieve an Existing Query by selecting a Saved Query and clicking the Retrieve Query button.



Available queries will enable you to review operating ledger information for transactions entered through both Finance SSB and Finance INB, and download the data to a Comma Separated Value file (.csv) for use with a third-party tool such as Microsoft Excel. You may build or retrieve various types of queries.

Performing a Budget Query

1. Select columns to be included in your report and click Continue.

The screenshot shows the Missouri State website's 'Budget Queries' page. At the top, there's a navigation bar with 'Personal Information', 'Alumni and Friends', 'Student', 'Faculty Services', and 'Employee'. Below this is a 'MENU SITE MAP HELP' section. The main heading is 'Budget Queries'. A sub-heading says 'Select the Operating Ledger Data columns to display on the report.' Below this is a table of checkboxes for various data columns. To the right of the table, there's a text block explaining the 'Adopted budget' and 'Year to date' options. At the bottom of the table, there's a 'Save Query as:' field, a 'Shared' checkbox, and a 'Continue' button.

☒ Adopted Budget	☒ Year to Date
☒ Budget Adjustment	☐ Purchase Orders
☐ Adjusted Budget	☐ Requisitions
☒ Temporary Budget	☒ Commitments
☒ Accounted Budget	☒ Available Balance

Save Query as:

☐ Shared

Adopted budget will contain your original approved budget. You may also view permanent and temporary budget adjustments, and the resulting adjusted or accounted budget. Year to date transactions are those that have actually been processed against your budget. Purchase orders, requisitions, or commitments, which include both, may also be queried.

The resulting available balance is your accounted budget less year to date transactions and posted commitments.

You may name and save your query at any time and select to share it with other SSB users. Note that each time a query is saved, only the information entered up to that point is included. This functionality enables you to save the query and retrieve it at a later time for quick reference or customizing.

2. Select data to be included in your Query and click Submit Query.

You must specify a Fiscal Year and Fiscal Period. Comparison Fiscal Year and Period are optional. You must also specify the Chart of Accounts (U=University or F=Foundation) and a Fund and Organization code. A wildcard (%) is an acceptable value for Fund, Organization, Account, or Program. If Grant is populated, all retrieved data is Grant Inception to Date from the Grant Ledger. You must have Fund/Organization Query access. If you enter a wildcard, then the system will retrieve data for the Funds and Organizations for which access has been authorized.

My Missouri State

«Back to My Missouri State

M ?

Personal Information Alumni and Friends Student Faculty Services Employee WebTailor Administration **Finance**

MENU SITE MAP HELP

Budget Queries

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2013 **Fiscal period:** 03

Comparison Fiscal year: None **Comparison Fiscal period:** None

Commitment Type: All

Chart of Accounts U Index

Fund A02000 Activity

Organization 052000 Location

Grant Fund Type

Account 732% Account Type

Program

☐ Include Revenue Accounts

Save Query as:

☐ Shared

Submit Query

Click any one of the buttons to search for a particular code and select for your query.

Click the Submit Query button when all desired criteria have been specified.

3. View Query Results.

My Missouri State

«Back to My Missouri State

M ?

Personal Information Alumni and Friends Student Faculty Services Employee WebTailor Administration **Finance**

MENU SITE MAP HELP

Select a link from an amount column in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pul down lists.

Use the View Pending Documents button to display unposted documents in process that are excluded from the Budget Status report. Also select the View Pending Documents button to view a summary of the available balances used for non-sufficient funds (NSF) checking.

Report Parameters

Organization Budget Status Report

By Account

Period Ending Sep 30, 2012

As of Oct 19, 2012

Chart of Accounts U MISSOURI STATE UNIVERSITY Commitment Type All

Fund A02000 OPERATING-SPRINGFIELD Program All

Organization 052000 FINANCIAL SERVICES-CFO ADMIN-OPER Activity All

Account 732% Location All

View Pending Documents

☒ No pending documents exist

Query Results

Account Account Title	FY13/PD03 Adopted Budget	FY13/PD03 Budget Adjustment	FY13/PD03 Temporary Budget	FY13/PD03 Accounted Budget	FY13/PD03 Year to Date	FY13/PD03 Commitments	FY13/PE03 Available Balance
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Click on the View Pending Documents button to view unposted activity that may be affecting the available balance used for NSF (Non-Sufficient Funds) checking along with a summary report of that balance. This button is accompanied by a preview message indicating either that "Pending documents exist" or "No pending documents exist" for the query parameters. Note that the View Pending Documents button can be used to report available balances used for NSF checking even when there are no pending documents. This button will not be present for inception-to-date grant queries or if NSF checking is not active for the specified fund type.

Budget Status by Account Query

There are four levels to a Budget Status by Account Query:

1. Account Detail – Totals by account for all columns selected
2. Transaction Detail –Date, Document Code, Description, Amount and Rule Class
3. Document Detail with Related Documents
4. View the document with links to relevant scanned images

Query Results

Query Results								
Account Account Title	FY13/PD03 Adopted Budget	FY13/PD03 Budget Adjustment	FY13/PD03 Temporary Budget	FY13/PD03 Accounted Budget	FY13/PD03 Year to Date	FY13/PD03 Commitments	FY13/PD03 Available Balance	
732 SUPPLIES	95,550.00	0.00	0.00	95,550.00	0.00	0.00	95,550.00	
73204 SUP-COMPUTER	0.00	0.00	0.00	0.00	262.26	0.00	(262.26)	
73208 SUP-LIBRARY AUDIO VISUALS	0.00	0.00	0.00	0.00	585.00	0.00	(585.00)	
73212 SUP-OFFICE	0.00	0.00	0.00	0.00	1,516.95	0.00	(1,516.95)	
73213 SUP-OTHER	0.00	0.00	0.00	0.00	(39.99)	0.00	39.99	
73214 SUP-POSTAGE	0.00	6,008.34	6,008.34	6,008.34	12,220.83	13,673.73	(19,886.22)	
73215 SUP-PRINTING & PHOTO	0.00	0.00	0.00	0.00	896.00	0.00	(896.00)	
73219 SUP-EDUCATIONAL	0.00	0.00	0.00	0.00	247.25	0.00	(247.25)	
Report Total (of all records)	95,550.00	6,008.34	6,008.34	101,558.34	15,688.30	13,673.73	72,196.31	
Download All Ledger Columns Download Selected Ledger Columns								

You may view budget information from the account level, drilling down through the transaction detail to all of the accounting sequences for a specific document, while viewing any related documents that exist. Click on any of the linked amounts to view details of reported amounts, relevant approvals information, posting documents and associated scanned invoice and check images where applicable. Users with authorized access may view payroll expense detail by clicking a link from the Account column for any Salaries & Benefits account code (type 6) included in the query results.

Download All Ledger Columns

Download Selected Ledger Columns

You may download budget query data to a Comma Separated Value file (.csv) and then edit or analyze it according to your reporting needs. The downloaded information consists of the header data followed by the query details. For comparison queries, amounts are grouped by Fiscal Period and Year. When you select the Download Selected Ledger Columns button, the system downloads only those amounts (Adjusted Budget, Year to Date, etc.) that you selected previously. When you select the Download All Ledger Columns button, the system downloads all available operating ledger amounts for the criteria entered. All the FOAPAL codes and titles are displayed in the same column for both types of downloads to facilitate downloading and combining of multiple queries. Once the user selects either of the download buttons, a File Download popup window appears.

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY13/PD03 Available Balance	percent of	FY13/PD03 Accounted Budget	FY13/PD03 Available Balance	PCT Remaining
Perform Computation				
Another Query				

You may also add user-calculated columns to a query. You may add, subtract, multiply, divide, or get a percentage (variance) of any two Operating Ledger Columns, choose where they should be displayed, and name them. These columns may be removed, saved, or added from a query or template at any time.

Budget Status by Organizational Hierarchy Query

The Budget Status by Organizational Hierarchy option enables you to review budget information for organizations based on one of the Organizational Hierarchy (roll-up) codes if desired.

There are seven levels to a Budget Status by Organization Hierarchy Query:

1. Organizational Hierarchy – Totals for selected columns by reporting organizations.
2. External Account Type (Level 1) – Totals for all level 1 account types by selected columns.
3. External Account Type (Level 2) – Totals for all level 2 account types by selected columns.
4. Account Detail – Totals by account for all selected columns.
5. Transaction Detail – Date, Document Code, Description, Amount, and Rule Class.
6. Document Detail with Related Documents view
7. View the document with links to relevant scanned images

Note that this query cannot be performed when a Grant code has been specified.

Query Results

Query Results		FY13/PD03 Adopted Budget	FY13/PD03 Budget Adjustment	FY13/PD03 Temporary Budget	FY13/PD03 Accounted Budget	FY13/PD03 Year to Date	FY13/PD03 Commitments	FY13/PD03 Available Balance
050	CHIEF FINANCIAL OFFICER							
0501	CHIEF FINANCIAL OFFICER	114,500.00	14,672.02	14,672.02	129,172.02	20,830.08	19,305.83	89,036.11
050 Rollup		114,500.00	14,672.02	14,672.02	129,172.02	20,830.08	19,305.83	89,036.11
Download All Ledger Columns		Download Selected Ledger Columns						

Save Query as:

☐ Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY13/PD03 Adopted Budget	percent of	FY13/PD03 Adopted Budget	FY13/PD03 Adopted Budget	
Perform Computation				
Another Query				

Query results begin at the highest “roll-up” Organization code specified and at the highest account type level (50=Revenue, 60=Labor, 70=Expenditures, 80=Transfers).

The same drill-down, download, and compute options are available in the Organization Hierarchy query as those described in the Account Status query above.

Budget Quick Query

The Budget Quick Query provides simplified access to budget information and displays results in a standard format. For this query, report columns are not selected but will automatically include Adjusted Balance, Year to Date, Commitments, and Available Balance.

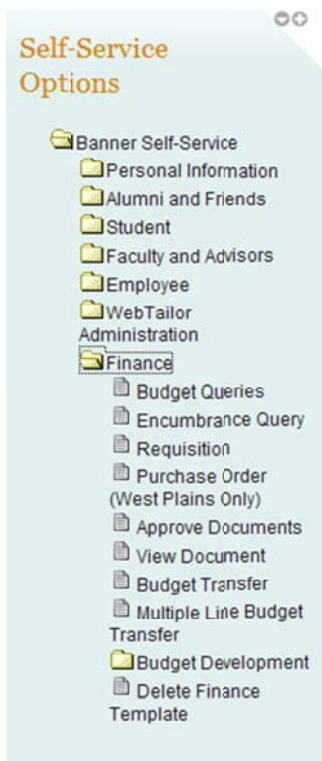
Query Results

Query Results		Adjusted Budget	Year to Date	Commitments	Available Balance
Account	Account Title				
732	SUPPLIES	95,550.00	0.00	0.00	95,550.00
73204	SUP-COMPUTER	0.00	262.26	0.00	(262.26)
73208	SUP-LIBRARY AUDIO VISUALS	0.00	585.00	0.00	(585.00)
73212	SUP-OFFICE	0.00	1,516.95	0.00	(1,516.95)
73213	SUP-OTHER	0.00	(39.99)	0.00	39.99
73214	SUP-POSTAGE	6,008.34	12,461.60	13,432.96	(19,886.22)
73215	SUP-PRINTING & PHOTO	0.00	896.00	0.00	(896.00)
73219	SUP-EDUCATIONAL	0.00	247.25	0.00	(247.25)
Report Total (of all records)		101,558.34	15,929.07	13,432.96	72,196.31

Another Query

Note that no drill-down, download or compute options are available with this query.

Accessing Other SSB Finance Queries



Other SSB Finance Queries are also available from the Work Resources tab of My.MissouriState.edu, under the Self-Service Options – Finance folder.

Note that the Finance Options folder will only be displayed once you have been granted authorized Fund/Organization access.

These same options are also accessible from the menu at the bottom of any of the SSB pages.

[[Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Purchase Order \(West Plains Only\)](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Budget Development](#) | [Delete Finance Template](#)]

Depending upon your authorization, you may not see or have access to all of these options.

Encumbrance Query

The Encumbrance Query allows users to view encumbrance information by account for specified FOAPAL parameters. You can enter any or all values for these parameters as long as you populate either the Organization or Grant field before submitting a query.

Query Results

Query Results										
Account Code	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type	
73208	P0020348	Schillers Audio Visual	585.00	0.00	(585.00)	585.00		0.00	100.00	Uncommitted
73214	P0015340	Ozark Mailing Service LLC	15,000.00	0.00	(15,000.00)	239.80		0.00	100.00	Uncommitted
73214	P0020319	Ozark Mailing Service LLC	15,000.00	0.00	(1,326.27)	1,326.27	13,673.73	8.84		Uncommitted
Report Total (of all records)			30,585.00	0.00	(16,911.27)	2,151.07	13,673.73	55.29		

[Another Query](#)

Drill-down options are available to view all document detail, including funding, related documents, and scanned images when relevant.

Payroll Expense Detail Query

For those with authorized access, a query may be generated to view Payroll Detail for a specified FOAPAL.

Query Results											
Account	Account Title	Employee	Last Name	Position	Transaction Date	Finance Document	Rule Class	Earn Code	Hours	Amount	Debit/Credit