

Finance Dashboard - My Finance Query

Budget Status by Account 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.**

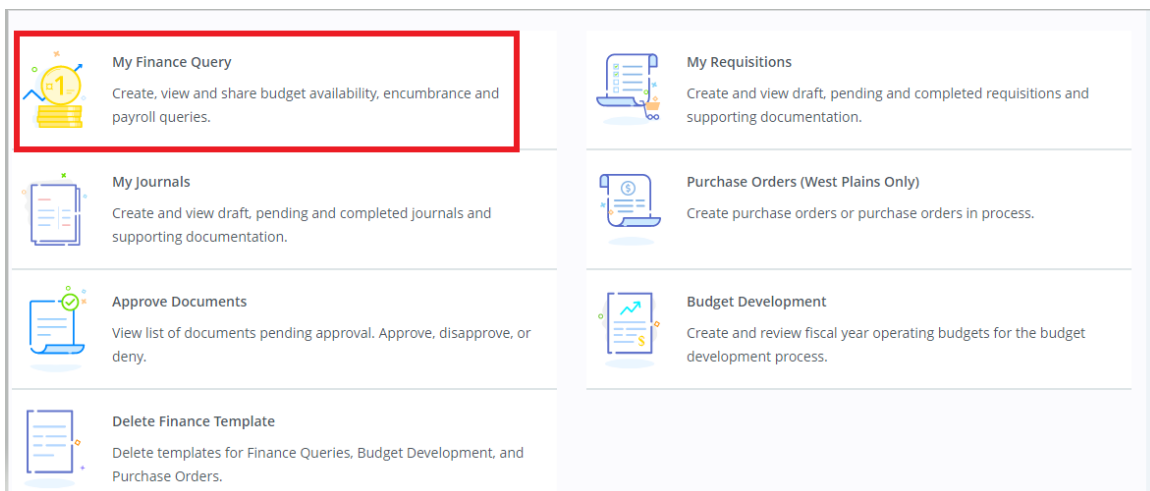
To request “Approver” access, submit a [FOAPAL Authorization - Approver](#) Request. This form can be used to replace approver access.

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.

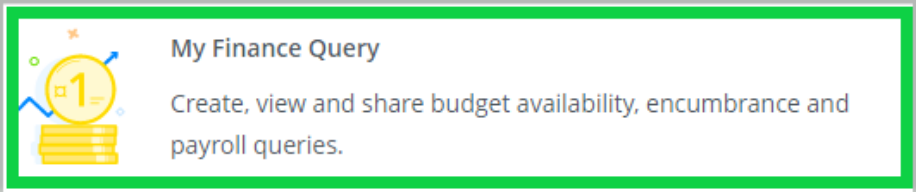


The screenshot displays a grid of dashboard options. The 'My Finance Query' option is highlighted with a red border. Each option includes an icon, a title, and a brief description of its function.

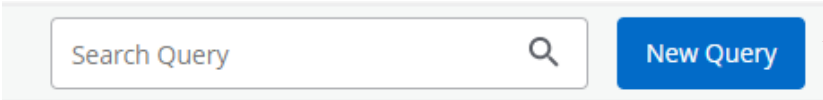
| | |
|--|---|
|  My Finance Query Create, view and share budget availability, encumbrance and payroll queries. |  My Requisitions Create and view draft, pending and completed requisitions and supporting documentation. |
|  My Journals Create and view draft, pending and completed journals and supporting 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 Budget Status by Account Query

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



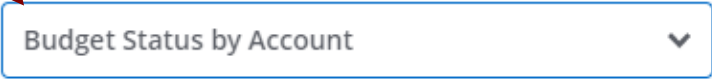
- 2. Click **New Query** to start.



- 3. Determine how you want to run your budget query by selecting the query type: **Budget Status by Account Query**.

Create New Query

Select Query Type



- 4. Select or search available values within each field: Chart, Fund and Origination code.

Create New Query

Values

| | |
|---|---|
| Chart * U MISSOURI STATE UNIVERSITY x v | Index Choose Index v |
| Fund A02000 OPERATING-SPRINGFIELD x v | Organization * ADMIN-OP... x v |
| Account Choose Account v | Program Choose Program v |
| Activity Choose Activity v | Location Choose Location v |
| Fund Type Choose Fund Type v | Account Type Choose Account Type v |
| Commitment Type All v | <input type="checkbox"/> Include Revenue Accounts |

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

| | | | |
|------------------------|-----------------------------------|--------------------------|-----------------------------------|
| Fiscal Year* | <input type="text" value="2020"/> | Fiscal Period* | <input type="text" value="14"/> |
| Comparison Fiscal Year | <input type="text" value="None"/> | Comparison Fiscal Period | <input type="text" value="None"/> |

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

Operating Ledger

- | | |
|--|---|
| <input checked="" type="checkbox"/> Adopted Budget ⓘ | <input checked="" type="checkbox"/> Year to Date ⓘ |
| <input type="checkbox"/> Budget Adjustment ⓘ | <input checked="" type="checkbox"/> Encumbrance ⓘ |
| <input type="checkbox"/> Adjusted Budget ⓘ | <input type="checkbox"/> Reservation ⓘ |
| <input checked="" type="checkbox"/> Temporary Budget ⓘ | <input type="checkbox"/> Commitments ⓘ |
| <input checked="" type="checkbox"/> Accounted Budget ⓘ | <input checked="" type="checkbox"/> Available Balance ⓘ |



7. View Query Results.

Click on linked amounts to view details of reported amounts.

Budget Status by Account New Query

Query Results + ↓

| Account | Account 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 |
|--------------------------------------|-------------------------------------|--------------------------|----------------------------|----------------------------|------------------------|------------------------|-----------------------------|
| 73010 | TVL-OTHER | \$0.00 | \$0.00 | \$0.00 | \$1,732.50 | \$0.00 | (\$1,732.50) |
| 732 | SUPPLIES | \$91,550.00 | \$0.00 | \$91,550.00 | \$0.00 | \$0.00 | \$91,550.00 |
| 73212 | SUP-OFFICE | \$0.00 | \$343.12 | \$343.12 | \$4,814.96 | \$0.00 | (\$4,471.84) |
| 73214 | SUP-POSTAGE | \$0.00 | \$4,245.99 | \$4,245.99 | \$13,568.17 | \$2,417.19 | (\$11,739.37) |
| 73215 | SUP-PRINTING & PHOTO | \$0.00 | \$0.00 | \$0.00 | \$951.96 | \$0.00 | (\$951.96) |
| 734 | SERVICES | \$59,509.00 | \$0.00 | \$59,509.00 | \$0.00 | \$0.00 | \$59,509.00 |
| 73403 | SVC-EQUIP REPAIRS & MAINT-COMPUTERS | \$0.00 | \$0.00 | \$0.00 | \$3,750.26 | \$0.00 | (\$3,750.26) |
| 73411 | SVC-OFFICE OUTSIDE | \$0.00 | \$0.00 | \$0.00 | \$10,301.76 | \$0.00 | (\$10,301.76) |
| 73415 | SVC-PRINTING, BINDING & | \$0.00 | \$0.00 | \$0.00 | \$482.80 | \$0.00 | (\$482.80) |
| Report Total (of all records) | | \$2,801,697.06 | \$1,652,755.19 | \$4,464,805.11 | \$906,824.13 | \$1,669,050.81 | \$1,888,930.17 |

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



Define new column and operator to Compute.

Computed Columns ×

New Remove

Columns Name *

Column 1

Operator

Column 2

Display After

COMPUTE

Budget Status by Account New Query

< > + ↓

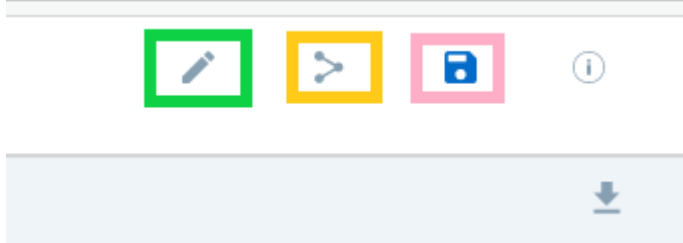
Query Results

| Account | Account Title | FY19/PD14 Adopted Budget | FY19/PD14 Temporary Budget | FY19/PD14 Accounted Budget | FY19/PD14 Year to Date | New Column to Compute | FY19/PD14 Encumbrances | FY19/PD14 Available Balance |
|--------------------------------------|-------------------------------------|--------------------------|----------------------------|----------------------------|------------------------|-----------------------|------------------------|-----------------------------|
| 732 | SUPPLIES | \$95,550.00 | \$0.00 | \$95,550.00 | \$0.00 | \$95,550.00 | \$0.00 | \$95,550.00 |
| 73204 | SUP-COMPUTER | \$0.00 | \$0.00 | \$0.00 | \$3,357.37 | (\$3,357.37) | \$0.00 | (\$3,357.37) |
| 73211 | SUP-NON CAPITAL EQUIPMENT (-\$5K) | \$0.00 | \$0.00 | \$0.00 | \$4,799.00 | (\$4,799.00) | \$0.00 | (\$4,799.00) |
| 73212 | SUP-OFFICE | \$0.00 | \$0.00 | \$0.00 | \$9,081.19 | (\$9,081.19) | \$343.12 | (\$9,424.31) |
| 73213 | SUP-OTHER | \$0.00 | \$0.00 | \$0.00 | \$316.75 | (\$316.75) | \$0.00 | (\$316.75) |
| 73214 | SUP-POSTAGE | \$0.00 | \$3,852.89 | \$3,852.89 | \$62,335.06 | (\$62,335.06) | \$4,245.99 | (\$62,728.16) |
| 73215 | SUP-PRINTING & PHOTO | \$0.00 | \$0.00 | \$0.00 | \$3,617.96 | (\$3,617.96) | \$0.00 | (\$3,617.96) |
| 734 | SERVICES | \$59,509.00 | \$0.00 | \$59,509.00 | \$0.00 | \$59,509.00 | \$0.00 | \$59,509.00 |
| 73403 | SVC-EQUIP REPAIRS & MAINT COMBITEDC | \$0.00 | \$0.00 | \$0.00 | \$8,027.79 | (\$8,027.79) | \$0.00 | (\$8,027.79) |
| Report Total (of all records) | | \$2,719,387.11 | \$1,997,048.30 | \$4,716,415.41 | \$3,182,660.60 | (\$443,293.49) | \$4,589.11 | \$1,549,165.70 |

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 | INC14647 | Verizon Wireless |
| Report Total (of all records) | | | |

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

1 / 1 | - 100% + | [Print] [Refresh]




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 | |

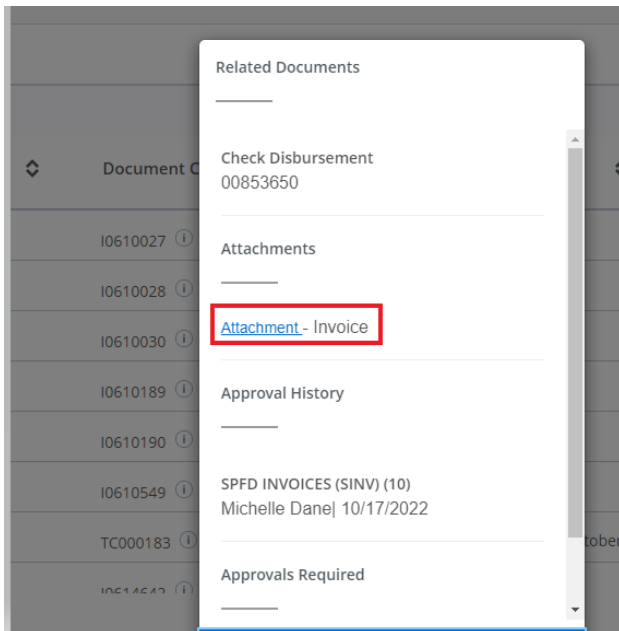
Header Text

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



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

