

Finance Dashboard - My Finance Query

Multi Year Query User Guide - for Grant only

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?](#)

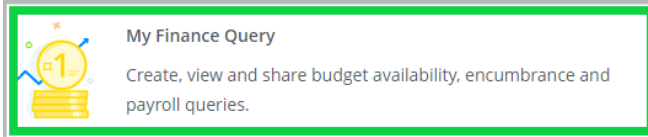
2. Access Finance Dashboard **My Finance Query** Options.

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.

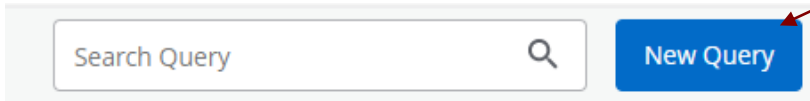
 My Finance Query Create, view and share budget availability, encumbrance and payroll queries.	 My Requisitions Create and view draft, pending and completed requisitions and supporting documentation.
 My Journals Create and view draft, pending and completed journals and supporting documentation.	 Purchase 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 Multi-Year Query

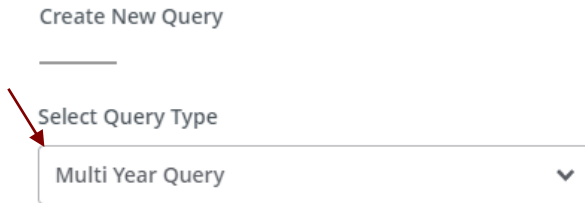
1. From **My Finance Dashboard** click on **My Finance Query** to start.



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



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



4. Select or Search Available Values within each field for your report. Grant code is required for this report. You may leave the organization code blank.

A screenshot of the "Create New Query" form. The title "Create New Query" is at the top right. The form contains several fields: "Chart" (U MISSOURI STATE UNIVERSITY), "Index" (Choose Index), "Fund" (Choose Fund), "Grant" (I02534 52014 - EGR-MSU S-STEM), "Organization" (Choose Organization), "Account" (Choose Account), "Program" (Choose Program), "Activity" (Choose Activity), "Location" (Choose Location), "Fund Type" (Choose Fund Type), and "Account Type" (Choose Account Type). The "Grant" field and the "Include Revenue Accounts" checkbox are highlighted with green boxes. The "Include Revenue Accounts" checkbox is checked.

- Select running **date range**. System will populate the starting and ending date of a grant automatically, you may change the date range. Select **columns** to be included in your report and click **Submit**.

Create New Query

Date From* 01 xv 2015 xv

Date To 09 xv 2021 xv

Grant Ledger

Adopted Budget ⓘ Year to Date ⓘ

Budget Adjustment ⓘ Encumbrance ⓘ

Adjusted Budget ⓘ Reservation ⓘ

Temporary Budget ⓘ Commitments ⓘ

Accounted Budget ⓘ Available Balance ⓘ

SUBMIT

6. View Query Results

Click on linked amounts to view details of reported amounts.

< 52014 - EGR-MSU S-STEM - I02534 ✎ ➡ 📄 ⓘ ⋮

Account	Account Title	Adjusted Budget	Temporary Budget	Accounted Budget	Year to Date	Encumbrances	Commitments	Available Balance
51901	FEDERAL SCHOLARS & FELLOWS	\$0.00	\$0.00	\$0.00	(\$520,795.10)	\$0.00	\$0.00	\$520,795.10
52014	NATIONAL SCIENCE FOUNDATION	\$0.00	\$0.00	\$0.00	\$625,546.87	\$0.00	\$0.00	(\$625,546.87)
61201	SUMMER RESEARCH	\$0.00	\$0.00	\$0.00	\$43,935.00	\$0.00	\$0.00	(\$43,935.00)
62001	OTHER PROFESSIONAL	\$41,691.00	\$41,691.00	\$41,691.00	\$0.00	\$0.00	\$0.00	\$41,691.00
63100	STUDENT WAGES	\$18,000.00	\$18,000.00	\$18,000.00	\$14,090.61	\$0.00	\$0.00	\$3,909.39
69100	FRINGE BENEFIT POOL-EMP-RETIRE ELIG	\$14,424.00	\$14,424.00	\$14,424.00	\$16,530.81	\$0.00	\$0.00	(\$2,106.81)
Report Total (of all records)		(\$628,164.00)	(\$628,164.00)	(\$628,164.00)	\$0.00	\$0.00	\$0.00	(\$628,164.00)

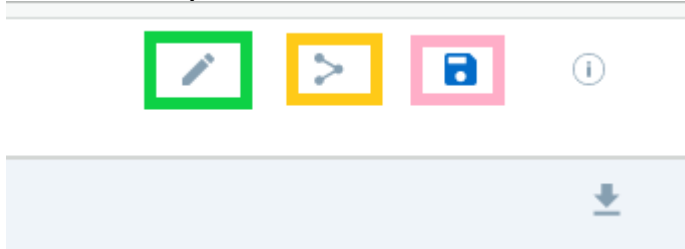
7. Compute additional column amount if desired by clicking the “+” sign on the up right corner.



8. Download query Results into Excel if desired.



9. 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.

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	INC14643 ⓘ	Verizon Wireless
Report Total (of all records)			

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

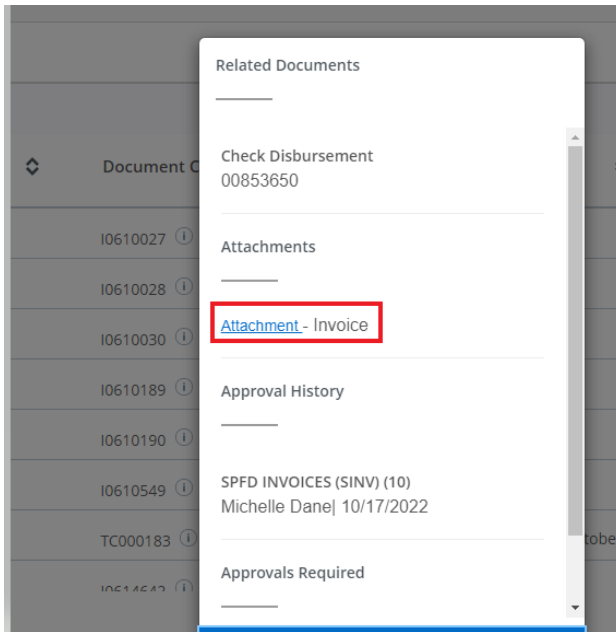
The screenshot shows the Missouri State University invoice interface. At the top, it displays the Missouri State University logo and the word "INVOICE". Below this, there are several sections of data:

- Invoice Information:** Invoice Number I0610027, Submission 1, Purchase Order, Invoice Date 07/25/2022, Vendor Invoice 8002033950, Vendor Shred-It USA LLC (M03355774).
- Transaction Details:** 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-.
- Tax and Vendor Info:** 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:** A field for additional header information.
- Commodities Table:**

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 Organization at this page: <https://www.missouristate.edu/FinancialServices/fund-and-organization.htm>



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

