

## Finance Dashboard - My Finance Query

### Payroll Expense Detail Query 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](#) report to check access for you or others. [What does Approver, Originator or View Access mean?](#)

Viewing Payroll information requires **additional authorization**. Please contact your **cost center budget analyst** for approval and forward such approval over to [BannerFinance@Missouristate.edu](mailto:BannerFinance@Missouristate.edu) and they will be able to help granting the access.

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

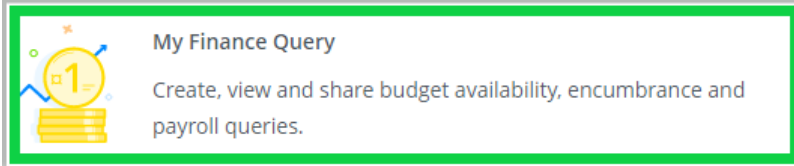
From the **Work Resources** tab of [My Missouri State](#), click on **Finance Dashboard** to start. Or in the **NEW My Missouri State Portal**, use the **Discover** tool from the main menu and search “Finance”, select **Finance Resources** card and click on **Finance Dashboard** to start.

The screenshot displays a grid of dashboard options. The 'My Finance Query' option is highlighted with a red border. The options are as follows:

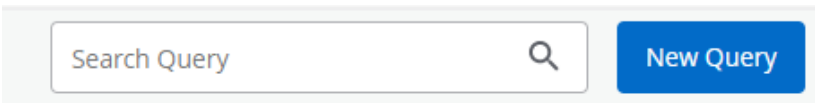
 <b>My Finance Query</b> Create, view and share budget availability, encumbrance and payroll queries.	 <b>My Requisitions</b> Create and view draft, pending and completed requisitions and supporting documentation.
 <b>My Journals</b> Create and view draft, pending and completed journals and supporting documentation.	 <b>Purchase Orders (West Plains Only)</b> Create purchase orders or purchase orders in process.
 <b>Approve Documents</b> View list of documents pending approval. Approve, disapprove, or deny.	 <b>Budget Development</b> Create and review fiscal year operating budgets for the budget development process.
 <b>Delete Finance Template</b> Delete templates for Finance Queries, Budget Development, and Purchase Orders.	

## Part II – Create a Payroll Expense Detail Query

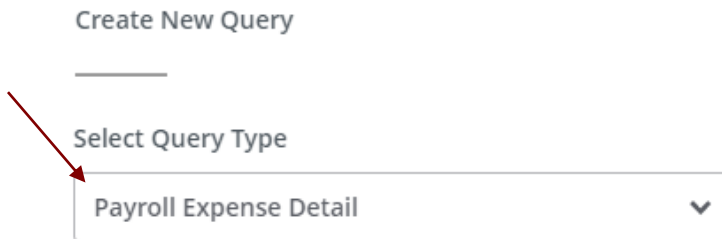
1. From **My Finance Dashboard** click on **My Finance Query** to start.



2. Click New Query to start.



3. Determine how you want to run your budget query by selecting the query type: **Payroll Expense Detail Query**.



4. Select or Search Available Values within each field for your report.

A screenshot of the "Create New Query" form. The title "Create New Query" is at the top right. Below it is a section titled "Values". The form contains several dropdown menus:

- Chart\*: U MISSOURI STATE UNIVERSITY x v
- Index: Choose Index v
- Fund: A02000 OPERATING-SPRINGFIELD x v
- Organization\*: [Redacted] IN-OP... x v
- Grant\*: Choose Grant 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

5. Select running **fiscal year and period** and **Submit**,

Fiscal Year\*  Fiscal Period\*



6. View Query Results

Payroll Expense Detail New Query

Query Results

Account	Position	Transaction Date	Finance Document	Rule Class	Earn Code	Hours	Amount	Debit/Credit
62001	P99484	10/31/2019	F0048373	HGNL	REG	130.00	\$4,476.25	Debit
62001	P98708	10/31/2019	F0048373	HGNL	REG	173.33	\$4,167.75	Debit
62001	P98800	10/31/2019	F0048373	HGNL	REG	173.33	\$5,111.17	Debit
62001	P96567	10/31/2019	F0048373	HGNL	REG	173.33	\$3,138.50	Debit
62001	P99994	10/31/2019	F0048373	HGNL	REG	173.33	\$5,111.17	Debit
62001	P98974	10/31/2019	F0048373	HGNL	REG	173.33	\$6,822.58	Debit
62001	P99679	10/31/2019	F0048373	HGNL	REG	173.33	\$4,210.58	Debit
62001	P99476	07/31/2019	F0046949	HGNL	REG	86.67	\$3,884.96	Debit

Report Total (of all records) 27,760.22 \$858,117.36

7. Download query Results into Excel if desired.



8. 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.

