

Bear Finance Reporting - Quick Guide

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. Fund/Organization Access/Security applies to Argos Bear Finance Reports. Users must have View Only, Originator or Approver access before they can run any Bear Finance reports.

[Check Fund-Organization Access by Person](#)

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.

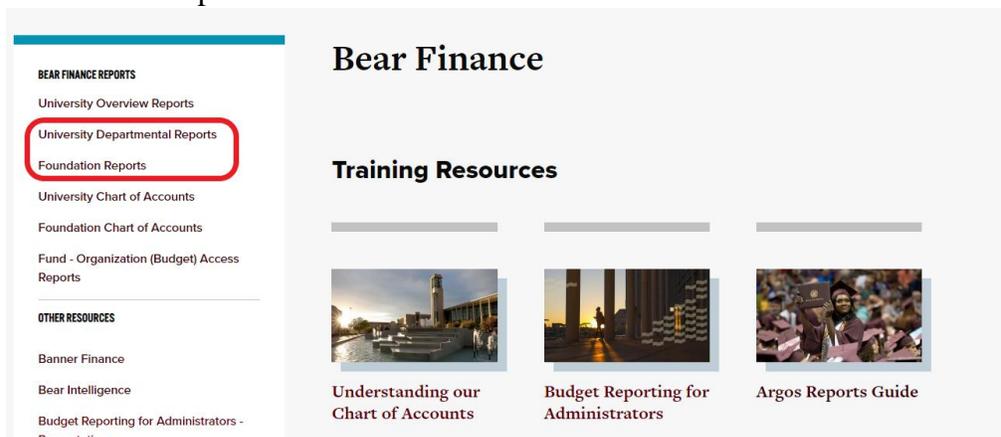
2. Make sure you **have access to the Argos Reporting Solution**.

You must have Argos finance access before you can run any of the Bear Finance reports. Argos access is granted separately from Fund-Org access and is not controlled by Financial Services. When a user is granted Fund/Organization (Budget) access (Approver, Originator or View), that does not give them access to run Argos finance report. To request for Argos Finance access, user **MUST** send an email to InformationSecurity@MissouriState.edu to request access.

3. Access Bear Finance Reports

- Under Bear Finance channel of Financial Services’ website:
<https://www.missouristate.edu/FinancialServices/bear-finance.htm>
- From My Missouri State Portal, under Finance - Other Resources Card

4. Click **University Departmental Reports** or **Foundation Reports** to view a list of available reports.



Bear Finance

BEAR FINANCE REPORTS

- University Overview Reports
- University Departmental Reports**
- Foundation Reports**
- University Chart of Accounts
- Foundation Chart of Accounts
- Fund - Organization (Budget) Access Reports

OTHER RESOURCES

- Banner Finance
- Bear Intelligence
- Budget Reporting for Administrators - Presentation

Training Resources

-  Understanding our Chart of Accounts
-  Budget Reporting for Administrators
-  Argos Reports Guide

5. Click desired report link based on fund type and desired level of account detail.

Operating Fund Reports include Budget-to-Actual comparison reports for the General Operating fund (A02000 or A92000 based on Campus). Budget information is provided by Departmental Organization. An Organization code, Fiscal Year, Month and Campus (Springfield or West Plains) must be specified. Reports include Adopted Budget, Permanent and Temporary Budget Adjustments, YTD Activity, Encumbrances and Remaining Balance Available. The Organization and Expense Category Summary reports also include prior year activity totals and the percent of permanent budget expended. The Transaction Summary report will also include Budget Pool totals for reference as well as a Current column to easily identify transactions occurring within the reported period. The Year to Year comparison report includes activity between two fiscal years. The comparison report includes prior year activity within the reported period and provides a difference in balances between the two fiscal years by Account Category.

- [Operating Budget-to-Actual Expense Organization Summary](#)
- [Operating Budget-to-Actual Expense Pool Summary](#)
- [Operating Budget-to-Actual Expense Category Summary](#)
- [Operating Budget-to-Actual Expense Account Summary](#)
- [Operating Budget-to-Actual Expense Transaction Summary](#)
- [Operating Budget-to-Actual Expense Transaction Summary for Period](#)
- [Operating Budget-to-Actual Expense Year-to-Year Comparison Summary](#)

6. Enter your ODSPROD userid and password to validate Argos access.

If you cannot remember your database password, you can change it by [changing your database password](#). If you cannot remember the username for your Database Account, contact the [Help Desk](#) and they can provide it to you. Your database username is the same for both PROD & ODSPROD and usually your first initial followed by your last name (example BBEAR for Boomer Bear). If your database account displays an error message that the account is locked, please contact Information Security Office for assistance with unlocking at informationsecurity@MissouriState.edu.

7. Enter report criteria such as Fund, Organization, Fiscal Year and Month, pick the report type on the top and click run to retrieve the report.

Tips for running reports:

- Always use upper case for Fund and Organization.
- Grants Reports can take longer time to run due to its activities can cross multiple fiscal years.
- Make sure you have access to the Fund/Organization , or report will return with no results. Run [Fund & Organization Access By Person](#) report to see if you have access.
- If no results returned where as expected or any other related issues, please contact BannerFinance@MissouriState.edu for assistance.