

Bear Finance Reporting - Quick Guide

Please **DO NOT USE Internet Explore** to run Argos reports, **Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge** are the recommended browsers!

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 FOAPAL Originator/View Access Request](#) link and [Approver Access Request](#) link are available on the [Banner Finance](#) page, which may also be accessed from the Work Resources tab of My.MissouriState.edu in the Finance Assistance section.

Finance Assistance

[Submit a Payment Request Form](#)

[FOAPAL - Originator/View Access Request](#)

[FOAPAL - Approver Access Request](#)

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

Obtain access to Argos Bear Finance Reports by sending an email request to InformationSecurity@MissouriState.edu. You will receive an ODSPROD Userid (usually the Userid is the first letter of your first name followed by your last name) and ODSPROD Password (which may be set or reset via the **Change Your Password** option at: <https://cams.missouristate.edu>).

3. Access Bear Finance Reports from My.MissouriState.edu

Finance Assistance

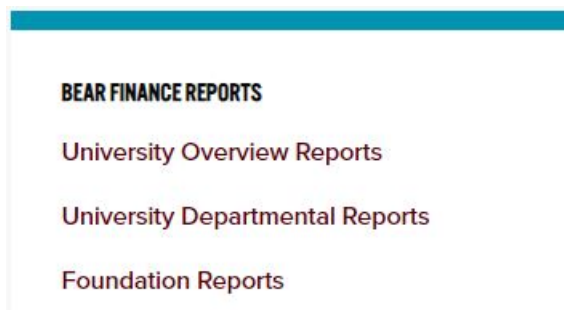
[Submit a Payment Request Form](#)

[FOAPAL - Originator/View Access Request](#)

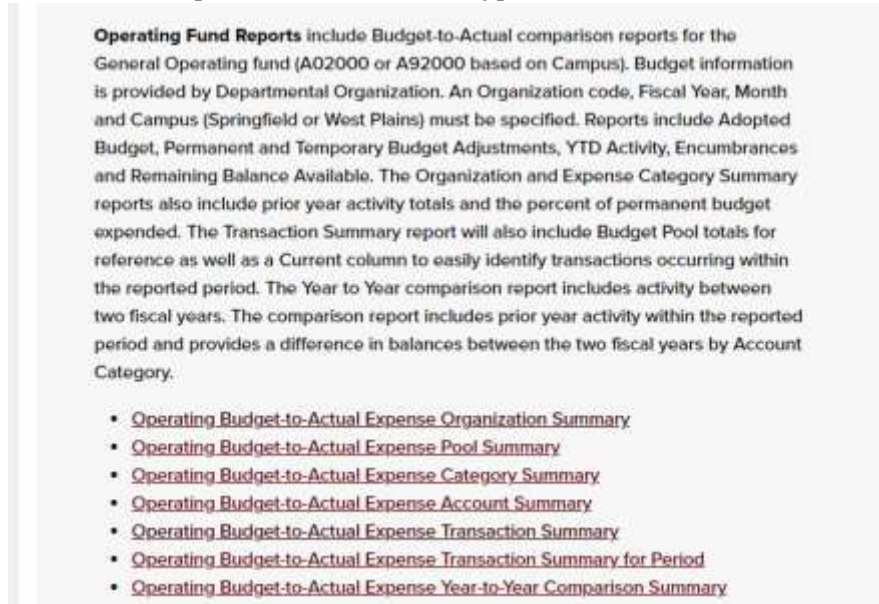
[FOAPAL - Approver Access Request](#)

[Bear Finance Reporting](#)

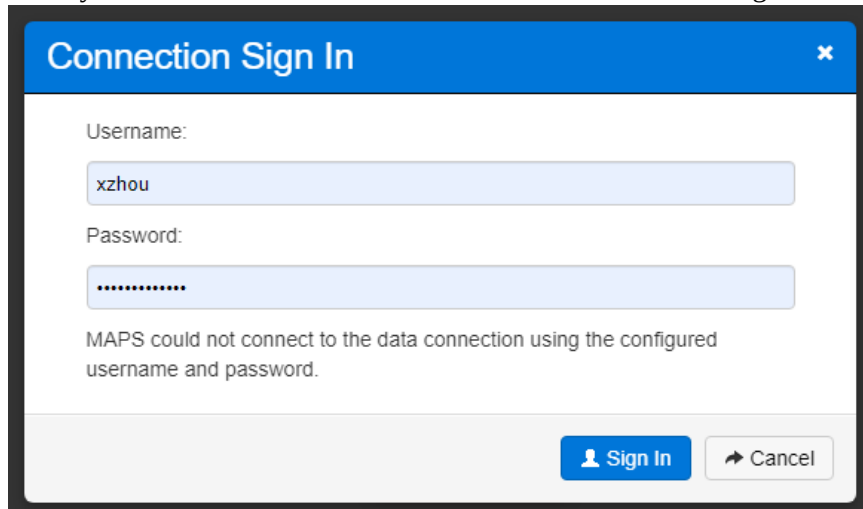
4. Click *University Departmental Reports* or *Foundation Reports* to view a list of available reports.



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



6. Enter your ODSPROD Userid & Password to validate Fund/Org access.



- Enter report criteria for Fund, Organization, Fiscal Year and Month, click the Dropdown list on the top and choose a report, then click Run. Report will be auto downloaded or open.

Missouri State University

Non-Operating Unbudgeted Funds - Rev & Exp Transaction Summary

Fund Code: 802119 - PROJECT SUCCESS Organization Code: 022001 - PROVOST OFFICE-NON OPER Fiscal Year: 2021 Fiscal Month: January

Report Path: Finance.Campus Wide Finance.BearFinance-Departmental Reports-ODSPROD - University Non-Operating Funds Rev & Exp by Fund Transactions.Non-Operating Unbudgeted Funds - Rev & Exp Transaction Summary

Missouri State University
Non-Operating Unbudgeted Income Account Revenue & Expense Transaction Summary
for Fund Code: 802560 for Organization Code: 01 FY: 2021 - January (Open)

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Fund - Account Category	Tran Date	Transaction Description	Tran Type	2021 Net Asset Carryover	Current Period	YTD Actual	Balance Encumbered	2021 Remaining Net Assets	Document
7344 SVC-TELECOMMUNICATIONS-	07/21/20	Equipment Charges-----July	UP01			19.35			TC000156
	08/26/20	Equipment Charges-----August	UP01			19.35			TC000157
	09/26/20	Equipment Charges-----September	UP01			19.35			TC000158
	10/26/20	Equipment Charges-----October	UP01			19.35			TC000159
	11/26/20	Equipment Charges-----November	UP01			19.35			TC000160
7345 SVC-TELECOMMUNICATIONS-UNG	07/21/20	Long Distance Charges-----July	UP01			1.58			TC000156
	08/26/20	Long Distance Charges-----August	UP01			0.10			TC000157
	09/26/20	Long Distance Charges-----September	UP01			1.04			TC000158
	10/26/20	Long Distance Charges-----October	UP01			0.03			TC000159
	11/26/20	Long Distance Charges-----November	UP01			0.39			TC000160
7346 SVC-TELECOMMUNICATIONS-	07/21/20	Network Charges-----July	UP01			5.00			TC000156
	08/26/20	Network Charges-----August	UP01			5.00			TC000157
	09/26/20	Network Charges-----September	UP01			5.00			TC000158
	10/26/20	Network Charges-----October	UP01			5.00			TC000159
	11/26/20	Network Charges-----November	UP01			5.00			TC000160
	12/21/20	Network Charges-----December	UP01			5.00			TC000161
734 - Total					0.00	-1,787.51			
736 OTHER EXPENSES									
73612 051 OTH MEMBERSHIP DUES	11/26/20	VISA - Naqwa Nindile	PCC			35.00			PC000160
736 - Total					0.00	35.00			