

Self-Service Banner - Finance Queries - Quick Guide

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 form link is available on the Banner Finance Documentation page which may be accessed from the Work Resources tab of My.MissouriState.edu in the Finance Assistance section.



2. Access Self-Service Banner Budget Queries from My.MissouriState.edu.

Go to the Work Resources tab and click Check Available Balance under the Budgets section and select desired query type (Account Status, Status by Org Hierarchy, or Budget Quick Query).



3. Select columns to be included in your report and click Continue.

Select the Operating Ledger Data columns to display on the report.

☐ Adopted Budget	☒ Year to Date
☐ Budget Adjustment	☐ Purchase Orders
☐ Adjusted Budget	☐ Requisitions
☐ Temporary Budget	☒ Commitments
☒ Accounted Budget	☒ Available Balance

4. Select data to be included in your report and click Submit Query.

Fiscal year:	2011	Fiscal period:	12
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	U	Index	
Fund	A02000	Activity	
Organization	052000	Location	
Grant		Fund Type	
Account		Account Type	
Program			
☐ Include Revenue Accounts			
Save Query as:			
☐ Shared			
Submit Query			

5. View Query Results.

Click on linked amounts to view details of reported amounts, including posting documents and associated scanned invoice and check images where applicable.

Query Results

Account	Account Title	FY11/PD12 Accounted Budget	FY11/PD12 Year to Date	FY11/PD12 Commitments	FY11/PD12 Available Balance
732	SUPPLIES	80,550.00	0.00	0.00	80,550.00
73204	SUP-COMPUTER	0.00	6,195.23	4,213.23	(10,408.46)
73211	SUP-NON CAPITAL EQUIPMENT (<\$5K)	0.00	730.06	0.00	(730.06)
73212	SUP-OFFICE	0.00	8,190.68	0.00	(8,190.68)
73214	SUP-POSTAGE	4,722.12	49,763.60	11,078.30	(56,119.78)
73215	SUP-PRINTING & PHOTO	0.00	6,517.33	0.00	(6,517.33)
734	SERVICES	91,094.00	0.00	0.00	91,094.00
Screen total		177,696.83	87,582.80	20,693.28	69,420.75
Running total		2,595,700.63	1,550,682.37	632,669.42	412,348.84
Report Total (of all records)		3,323,634.13	1,565,237.70	632,669.42	1,125,727.01

Example: Budget Status by Account

6. Compute additional column amount if desired.

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY11/PD12 Year to Date	minus	FY11/PD12 Accounted Budget	FY11/PD12 Commitments	Proj Rem Net Assets
Perform Computation				

7. Download Query Results into Excel if desired.

Chart of Accounts	U MISSOURI STATE UNIVERSITY	Commitment Type	All
Fund	A02000 OPERATING-SPRINGFIELD	Program	All
Organization	052000 CHIEF FIN OFFICER ADMIN-OPER	Activity	All
Account	730%	Location	All

Query Results

Account	Account Title	FY11/PD12 Accounted Budget	FY11/PD12 Year to Date	FY11/PD12 Commitments	FY11/PD12 Available Balance
730	TRAVEL	14,132.00	0.00	0.00	14,132.00
73000	TVL-MEALS	0.00	20.00	0.00	(20.00)
73001	TVL-LODGING	0.00	553.92	2,268.00	(2,821.92)
73002	TVL-MILEAGE REIMBURSEMENT	0.00	297.20	0.00	(297.20)
73003	TVL-REGIS/CONF FEES	0.00	3,475.00	0.00	(3,475.00)
73004	TVL-TRANSPORTATION	0.00	2,130.20	0.00	(2,130.20)
73010	TVL-OTHER	0.00	340.00	0.00	(340.00)
Report Total (of all records)		14,132.00	6,816.32	2,268.00	5,047.68

Download All Ledger Columns

Download Selected Ledger Columns

8. Choose to perform another query or click to go back to MyMissouriState.