

## Finance Dashboard - My Finance Query

### Budget Status by Organizational Hierarchy 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?](#)

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

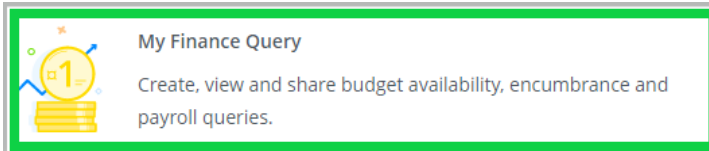
From [My Missouri State](#) portal, use the **Discover** tool from the main menu and search “Finance”, select **Finance Resources** card and click on **Finance Dashboard** to start.

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

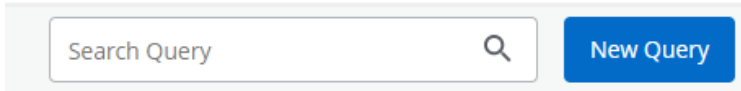
 <b>My Finance Query</b> Create, view and share budget availability, encumbrance and payroll queries.	 <b>My Requisitions</b> Create and view draft, pending and completed requisitions and supporting documentation.
 <b>My Journals</b> Create and view draft, pending and completed journals and supporting 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 Budget Status by Organizational Hierarchy Query

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



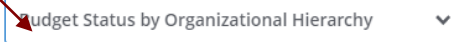
2. Click **New Query** to start.



3. Determine how you want to run your budget query by selecting the query type: **Budget Status by Organizational Hierarchy**.

Create New Query

Select Query Type



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

*Use the roll-up level (0201, 0202, 0203, 0204, 0205...) of the organizational code to view all departments under the cost center. Report result depends on your Fund/Organization access you will only be able to see the activities from the ones (Fund-Organization) that you have access to.*

Create New Query

Values

<b>Chart *</b> U MISSOURI STATE UNIVERSITY x v	<b>Index</b> Choose Index v
<b>Fund</b> A02000 OPERATING-SPRINGFIELD x v	<b>Organization *</b> ADMIN-OP... x v
<b>Account</b> Choose Account v	<b>Program</b> Choose Program v
<b>Activity</b> Choose Activity v	<b>Location</b> Choose Location v
<b>Fund Type</b> Choose Fund Type v	<b>Account Type</b> Choose Account Type v
<b>Commitment Type</b> All v	<input type="checkbox"/> Include Revenue Accounts

5. Select running **Fiscal year and Period**.

Fiscal Year*	2019 x v	Fiscal Period*	14 x v
Comparison Fiscal Year	None v	Comparison Fiscal Period	None v

6. Select **columns** to be included in your report and click **Submit**.

Operating Ledger

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Adopted Budget ⓘ   | <input checked="" type="checkbox"/> Year to Date ⓘ      |
| <input type="checkbox"/> Budget Adjustment ⓘ           | <input checked="" type="checkbox"/> Encumbrance ⓘ       |
| <input type="checkbox"/> Adjusted Budget ⓘ             | <input type="checkbox"/> Reservation ⓘ                  |
| <input checked="" type="checkbox"/> Temporary Budget ⓘ | <input type="checkbox"/> Commitments ⓘ                  |
| <input checked="" type="checkbox"/> Accounted Budget ⓘ | <input checked="" type="checkbox"/> Available Balance ⓘ |



7. View Query Results

Click on **linked amounts** to view details of reported amounts.

Budget Status by Organizational Hierarchy New Query

Organization	Organization Title	FY20/PD14 Adopted Budget	FY20/PD14 Temporary Budget	FY20/PD14 Accounted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Available Balance
		\$1,366,014.50	\$2,040,404.50	\$3,588,603.52	\$648,773.95	\$424,273.83	\$2,515,555.74
		\$966,601.28	\$0.00	\$966,601.28	\$300,792.79	\$529,519.07	\$136,289.42
		\$5,951,134.34	\$90,246.57	\$6,041,380.91	\$2,099,095.76	\$2,916,090.81	\$1,026,194.34
		\$377,636.17	\$0.00	\$377,636.17	\$136,696.88	\$124,400.90	\$116,538.39
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Report Total (of all records)		\$8,661,386.29	\$2,130,651.07	\$10,974,221.88	\$3,185,369.38	\$3,994,284.61	\$3,794,677.89

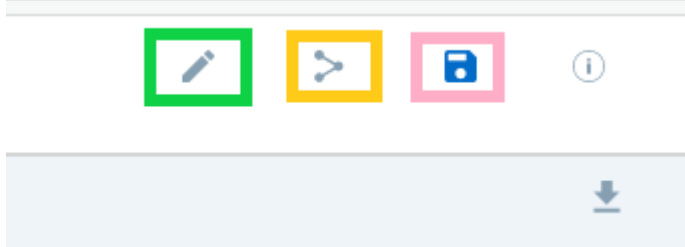
8. Compute additional column amount if desired by clicking the “+” sign on the up right corner.



9. Download query Results into Excel if desired.



10. 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

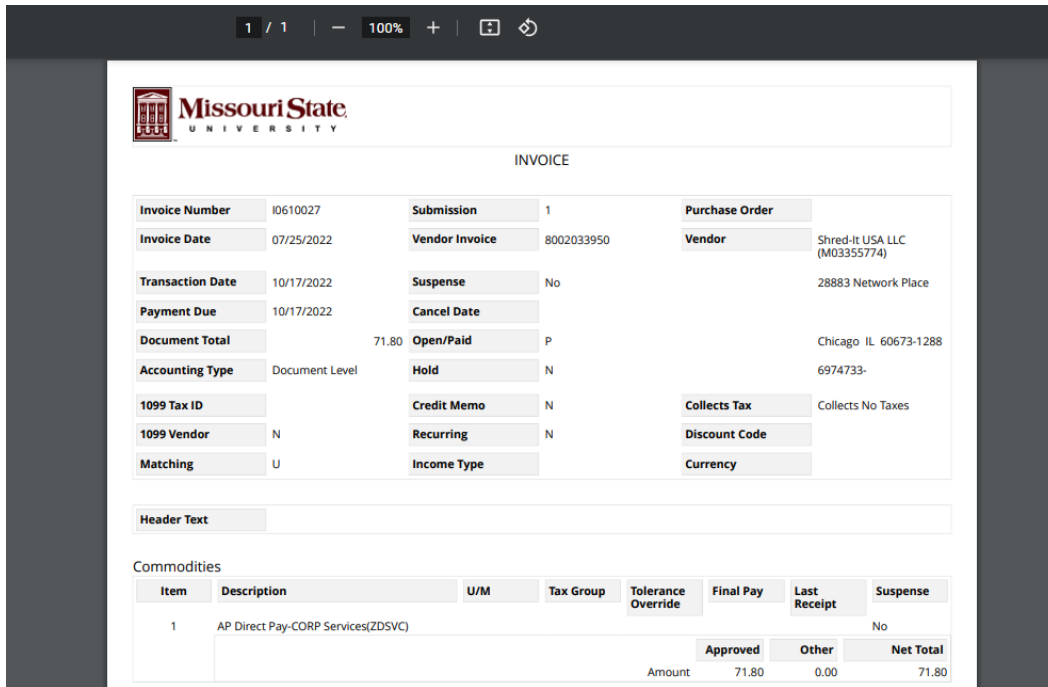
All queries have the feature to let you drill down to see the detail of the document such as its back-up (supporting) document in BDM except Budget Quick Query & Payroll Expense Detail Query.


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)

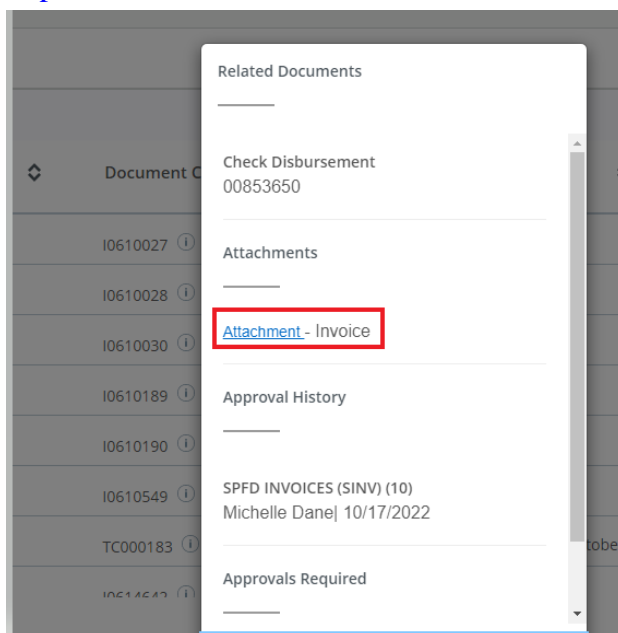
Transaction Date	Activity Date	Document Code	Vendor/Transaction Description
10/17/2022	10/17/2022	10610027 ⓘ	Shred-It USA LLC
10/17/2022	10/17/2022	10610028 ⓘ	Shred-It USA LLC
10/17/2022	10/17/2022	10610030 ⓘ	Shred-It USA LLC
10/18/2022	10/18/2022	10610189 ⓘ	Thomson Reuters Inc
10/18/2022	10/18/2022	10610190 ⓘ	Thomson Reuters Inc
10/21/2022	10/21/2022	10610549 ⓘ	Shred-It USA LLC
10/31/2022	11/11/2022	TC000183 ⓘ	Work Order Charges-----October
11/05/2022	11/05/2022	10610643 ⓘ	Verizon Wireless
<b>Report Total (of all records)</b>			

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



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.

The screenshot shows a PDF viewer interface. The top toolbar includes options for Page, Rotate, Zoom (72%), Annotation, Format, and Actions. A search bar and an EMA button are also visible. The main content area displays the Missouri State University logo and the title "PAYMENT REQUEST FORM" with the subtitle "Not to be used for Budget Transfer". Below the title are two blue hyperlinks: "Click Here for Form Instructions" and "Click Here for Form Questions & Answers". A note states: "You must have originator access to the budget (fund-org) to complete this form. If not, submit a [FOAPAL Authorization - Originator/View Request](#)". At the bottom, there are three input fields: "First Name" with the value "Jennifer", "Last Name" with the value "Saverenn", and "Email" with the value "JSaverenn@MissouriState.edu".