Missouri State

Finance Dashboard - My Finance Query

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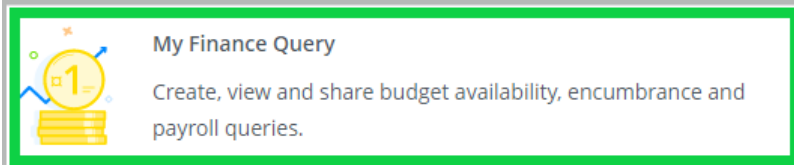
2. Access Finance Dashboard **My Finance Query** Options.

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.
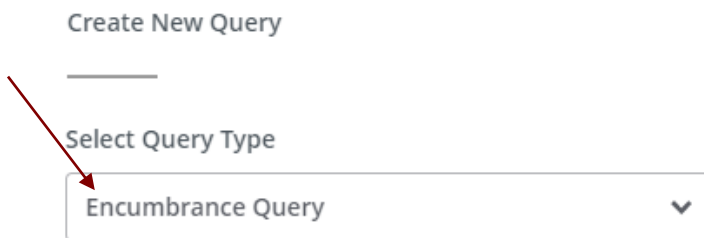
Part II – Create a Encumbrance Query

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

2. Click New Query to start.
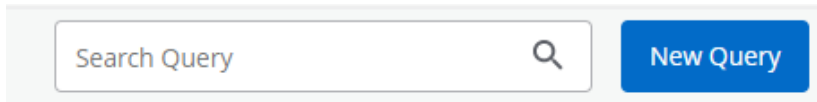
3. Determine how you want to run your budget query by selecting the query type: **Encumbrance Query.**

4. Select or search available values within each field: **Chart, Fund (or Grant), Origination code and Encumbrance Status.**

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

| Fiscal Year *		Fiscal Period *	
2020	× ⌄	14	× ⌄

➡ SUBMIT

6. View Query Results.

Query Results

Account	Account Title	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments
	ADMINISTRATOR			$596,159.21	($49,679.93)	$0.00	$0.00	$546,479.28
62001	OTHER PROFESSIONAL			$544,506.96	($45,375.58)	$0.00	$0.00	$499,131.38
62002	TECHNICAL AND PARAPROFESSIONALS			$56,112.11	($4,555.63)	$0.00	$0.00	$51,556.48
62003	CLERICAL AND SECRETARIAL			$108,813.55	($8,834.36)	$0.00	$0.00	$99,979.19
69100	FRINGE BENEFIT POOL-EMP-RETIRE ELIG			$536,761.50	($44,585.78)	$0.00	$0.00	$492,175.72
73204	SUP-COMPUTER			$6,190.92	$0.00	$0.00	$0.00	$6,190.92
Report Total (of all records)				**$1,858,544.33**	**($153,864.62)**	**$0.00**	**$0.00**	**$1,704,679.71**

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.
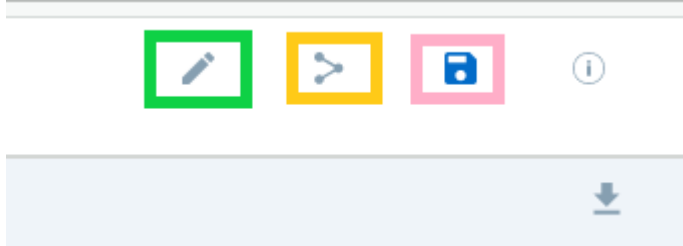
Part III - Drill Down Feature

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.
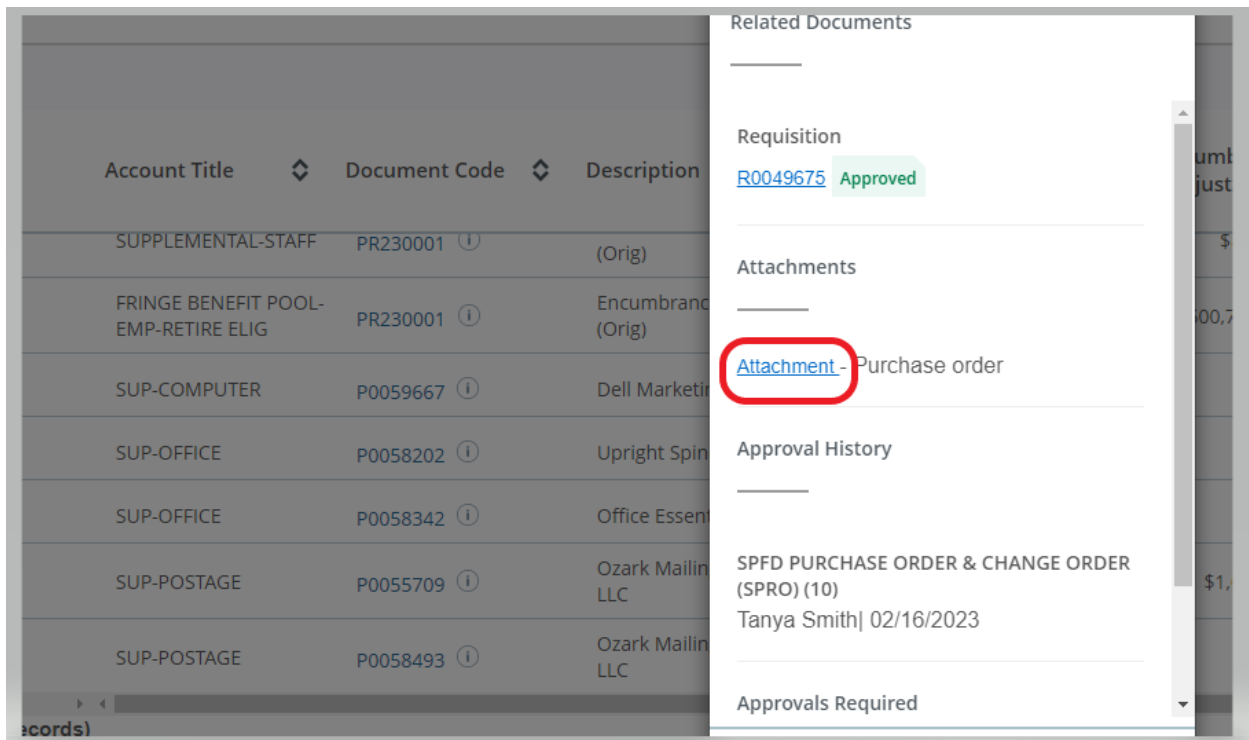
If you click on the document number (example P0059667), it opens the PDF of the document:

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-organizaiton access you have, run Budget Access by Fund and Organiation at this page: https://www.missouristate.edu/FinancialServices/fund-and-organization.htm

Click on the Attachment button, it opens the backup document in BDM.