



## My Finance Self Service - With My Query

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## My Finance Self Service – My Query Overview

This guide is designed for Kent State University employees to enable them to access and navigate within the My Finance Self Service system and learn the basic query and view document functions. Upon completion, employees will be able to obtain information regarding budgets, revenues, expenditures encumbrances, and available balances for their area of fiscal responsibility.

Utilizing these queries will allow you to:

- Quickly generate real-time budget vs. actual reports for your organization(s)
- Design and save queries as templates that meet your specific needs and can be edited to be used again
- Add function columns and calculations to queries
- Easily drill down to see the detail behind summary figures similar to the transaction detail report
- Produce inception-to-date grant expenditure status
- Download all or selected columns to Excel for further analysis

## Terminology Review

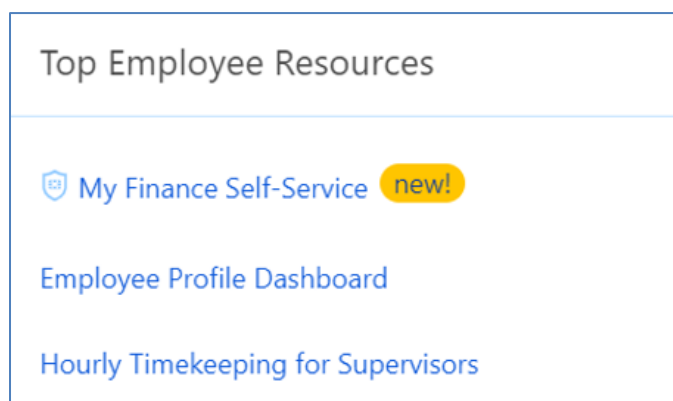
**Fiscal Year:** Runs July 1st through June 30th of each year.

**Fiscal Period:** Each month in the Fiscal Year is considered a Fiscal Period. For instance, Period 01 is July, Period 02 is August, etc. to Period 12 which is June. You will also see periods 13 and 14; 14 is used for year-end reporting purposes and period 13 is not used.

**FOAP:** FOAP items are the fundamental chart of account elements used in Banner Admin Finance—Fund, Organization, Account, and Program. An Index is a shortcut in Banner to automatically key the proper Fund, Organization, and Program code assigned to your specific department. Please see the [Controller's Office Website](#) for more details.

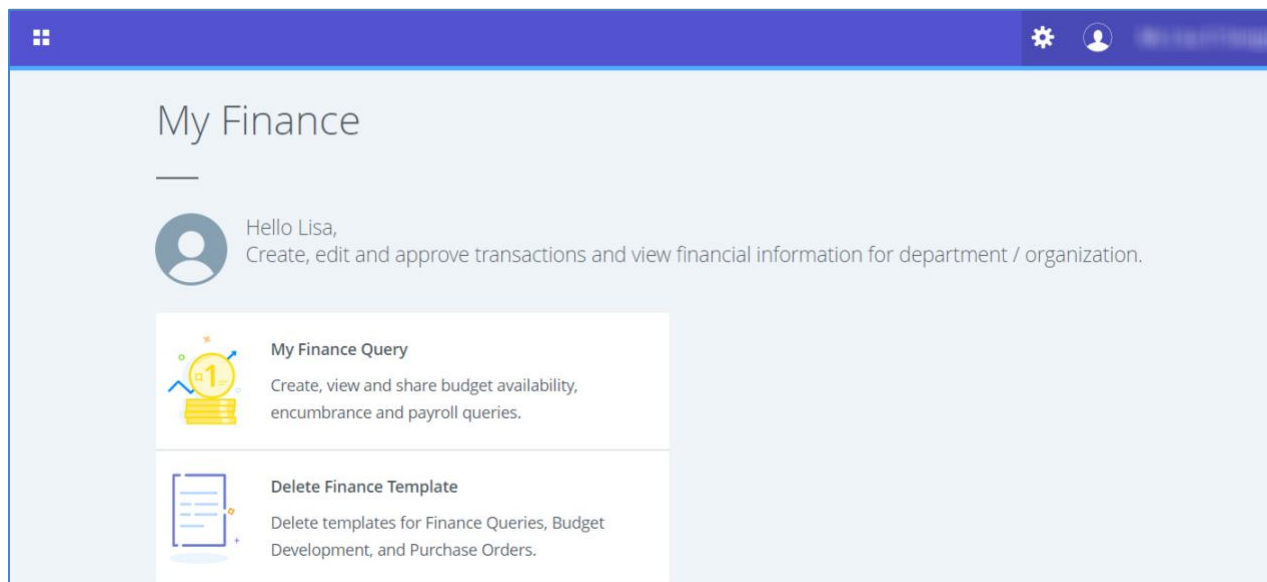
## Logging into My Finance Self Service

My Finance Self Service is accessed through Flashline in the Employee Dashboard under the Top Employee Resources column.



## My Finance Dashboard

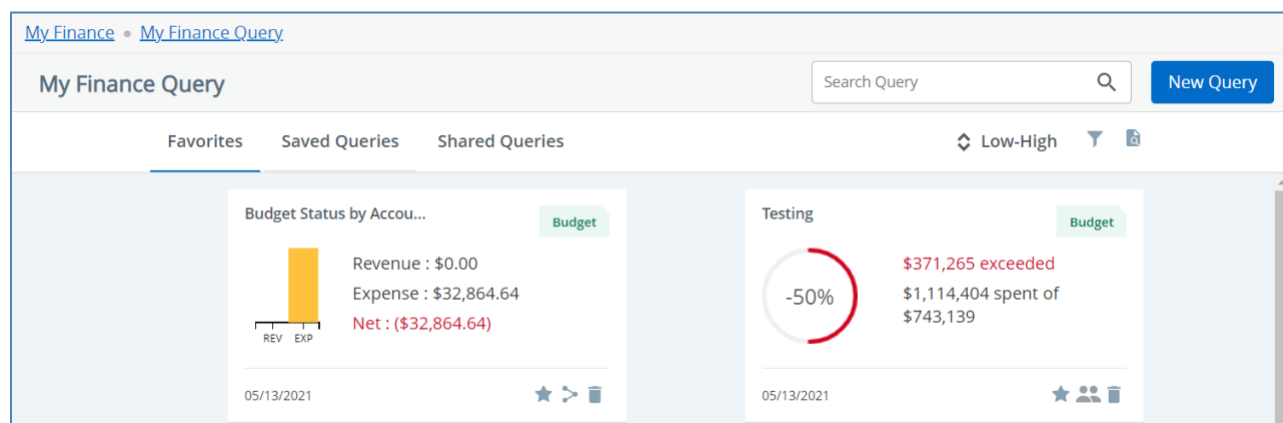
Selecting My Finance – Self Service will launch you into the **My Finance** Dashboard.









From this landing page, you are able to access **My Finance Query**, which replaces Budget Query, Encumbrance Query, and View Document from Banner Finance Self Service 8.x.

## My Finance Query

The **My Finance Query** page serves as your home page. Use this page to create budget queries and review budget queries you have designated as **Favorites**, **Saved**, or **Shared** with others. You can **View Documents** from this page as well.

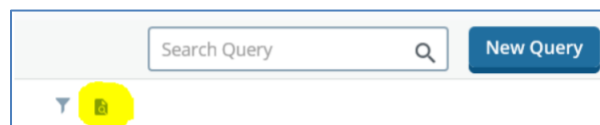


The **My Finance Query** page includes the following icons and features:

My Finance Query	
<div> <div>Search Query</div> <div>New Query</div> </div> <div> <div>Favorites</div> <div>Saved Queries</div> <div>Shared Queries</div> <div>Low-High</div> <div></div> <div></div> </div>	
ICONS	DESCRIPTIONS
 Low-High	<b>Filtering queries.</b> You can use the Low-High, High-Low arrows to filter queries based on budget size.
	<b>Filtering queries.</b> You can filter queries by type: Budget, Encumbrance, Multi-Year, and Payroll
	<b>View a document.</b> You can find more information in the section below.
Favorites	<b>Favorites.</b> Queries previously saved as ones you typically view often
Saved Queries	<b>Saved Queries.</b> Queries saved for future viewing
Shared Queries	<b>Shared Queries.</b> Queries designated as shared, allowing anyone in your organization who has access to see the query
<div>Search Query</div>	<b>Search Query.</b> You can search for queries by supplying the full/partial name of the query - works on all three tabs in the dashboard: Favorites, Saved, and Shared Queries. You can also use the Search Query in combination with the Filter functionality.
  	From the query dashboard you can also make it a <b>Favorite</b> , <b>Shared</b> or <b>Delete</b> the query all together.

## View a Document

To view documents, you will select the View Document icon on the My Finance Query page:



Select the type of document from drop down list ('Requisitions' and 'Direct Cash Receipts' will not return any results):

Document Type

Invoice

Requisition

Purchase Order

Invoice

Journal Voucher

Encumbrance

Direct Cash Receipt

Enter your Document number and then click ‘**VIEW DOCUMENT**’ to open the document as a **PDF**. NOTE: this creates a view of the Banner data not the actual document itself.

View Document

Document Type

Requisition

Document Search

Choose Document Number

Document Number \*

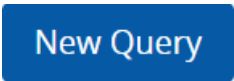
ER000011

VIEW DOCUMENT

APPROVALS & RELATED DOCUMENTS

Create a New Query

From this page, you can start a new query by selecting the **New Query** button. This will bring up a list of the queries you are able to create.



Select Query Type

Budget Quick Query

Budget Status by Account

Budget Status by Organizational Hierarchy

Payroll Expense Detail

Encumbrance Query


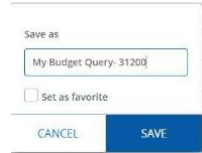




Multi Year Query

Budget Quick Ouerv

After running any of the queries, you will see the following **icons** on top of the screen:



ICON	DESCRIPTION
	<b>Edit</b> your current query parameters and re-run your query.
	<b>Share</b> your current query with others, as a template. They will be able to run and see results.

ICON	DESCRIPTION
	<b>Save</b> your current query. When you click this, it will prompt you to give it a name and save it.
	<b>Set as a favorite checkbox</b> to save a frequently used query.
	<b>View parameters</b> you used to run the current query.
	Expanding the dots, you will be able to View Available Balance and Payroll Expense Details <ul style="list-style-type: none"> <li>• <b>View Available Balance</b> - the system presents with Available Balance information (similar to the FGIBAVL Admin page) based on the query parameters and the Budget Control Keys configured.</li> <li>• <b>View Pending Documents</b> – this will not return any results</li> <li>• <b>Payroll Expense Details</b> - the system presents payroll information, if applicable</li> </ul>
	<b>Download</b> the query results to your computer as an excel file.
	<b>Computed Column:</b> You can add a computed column to query results. <b>Note:</b> You can add a computed column to all query types except Budget Quick Query and Encumbrance.

## Operating Legend Columns

For many of the queries, you can select all or some of the columns of data available under the Operating Legend section. The following are the most useful columns and what is commonly displayed on Admin pages like FGIBDST. Column descriptions are below:

Operating Ledger

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

- **Adopted Budget:** Budget allocation given at the beginning of the Fiscal Year or when the fund is established for general funds.
- **Budget Adjustment:** Any permanent additions or reductions made to the Adopted Budget. Details on actual transactions can be obtained by “drilling” down on this field.
- **Adjusted Budget:** This is the Adopted Budget plus or minus any Budget Adjustments.

- **Temporary Budget:** Not applicable at KSU.
- **Accounted Budget:** Total Budget by date of entry (Adopted Budget +/- Budget Adjustment).
- **Year-to-Date:** Year-to-date activity. This represents actual revenue and expenses posted.
- **Encumbrances:** This amount is equal to all open encumbrances, such as purchase orders, salary encumbrances, etc.
- **Reservation:** Not applicable at KSU.
- **Commitments:** Not applicable at KSU.
- **Available Balance:** Remaining balance available to spend (Adjusted Budget - Year-to-Date - Encumbrances). This column cannot be drilled down.

## Add a Computed Column

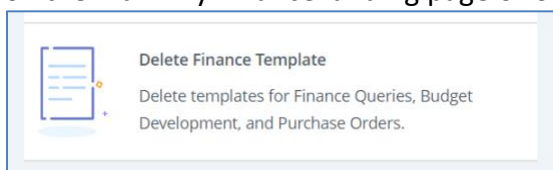
You can add a **New** computed/calculated column to query results for all query types except Budget Quick Query and Encumbrance.

- Create or view the query to which you want to add a computed column.
- Click **+** to access the Computed Columns window.
  - Define the computed column by naming it and selecting the two columns and the operator controlling the new column's results.
- Click Compute - Query results reload listing the new computed column in the results.

Use the **Remove** tab to remove a previously added computed column from a saved query.

## Delete Finance Templates – Delete a Query

You can delete your own personal templates or queries by using the Delete Finance Template on the main My Finance landing page or on your Favorites or Saved Queries Dashboard.





## Query Type Snapshot

Query Name	Description
<b>Budget Quick Query</b>	This query will give you a quick snapshot and overview of your current budget status. It displays information similar to that available on the Organization Budget Status (FGIBDST) Admin page.
<b>Budget Status by Account</b>	This query can be run for comparative periods, and you can pick and choose the columns to include. Budget information by accounts for the Fiscal Period, and Fiscal Year.
<b>Budget Status by Organizational Hierarchy</b>	You can run this query to see a comparative budget information between two (2) distinct periods. You can see budget information for organizations by the hierarchical structure, specific funds, high-level organizations, and accounts.
<b>Encumbrance Query</b>	This query will display all open encumbrance for your chosen FOAP for the period specified. It is similar to FGIOENC (Organizational Encumbrance Listing) Admin page.
<b>Multi Year Query</b>	This query is used for querying budget information for a multi-year fund. It displays information similar to that available on the Grant Inception to Date (FRIGITD) Admin page.
<b>Payroll Expense Detail</b>	Allows you to review the payroll distribution data by index for the Fiscal Year and Fiscal Period

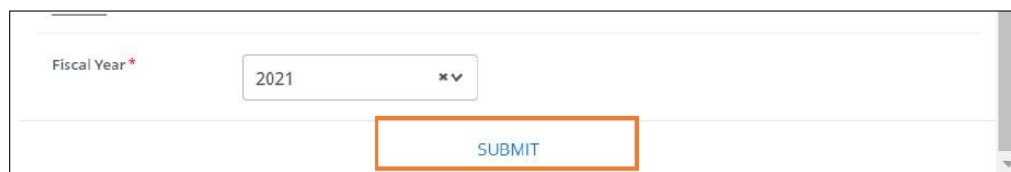
## Budget Quick Query

This query will give you a quick snapshot and overview of your budget. The report contains:

- Account
- Account Title
- Adjusted Budget
- Year-to-Date expenditures
- Available Balance

At a minimum, you need to specify Organization and Fiscal Year to run this query. You can narrow your search by populating it with additional FOAP elements.

Click **SUBMIT** after you have the desired fields populated.



The screenshot shows a web form for the Budget Quick Query. It has a single input field labeled "Fiscal Year\*" with a red asterisk indicating it is required. The field contains the value "2021" and a small "xv" icon on the right. Below the field is a blue button with the text "SUBMIT" in white, which is highlighted with an orange rectangular border. The form is part of a larger interface, as indicated by the scrollbar on the right.

## Budget Status by Account

This query is useful when querying on an individual index. You can run this query for comparative periods and return budget information by account for the Fiscal Period, Fiscal Year, and by the following:

- FOAP/Index values
- Single Organization
- Fund Type
- Account Type
- Revenue Accounts
- Wild-card (%) filters supported for FOAP



Anything shown in **BLUE** font can be clicked to drill down and see additional details.

## Budget Status by Organizational Hierarchy

You can run this query to see comparative budget information between two (2) distinct periods. You can return budget information for organizations by the following:

- Hierarchical structure
- Specific Funds, high-level Organizations, and Accounts
- Programs
- Fund Type
- Account Type
- Revenue Accounts
- Wild-card (%) filters supported for FOAP

You can drill down to see details by clicking on anything that appears in **BLUE** font (like the org code shown below).

Organization 	Organization Title 	FY21/
101023	UC Academic Diversity Success	
Report Total (of all records)		

## Encumbrance Query

This query will display encumbrances for your chosen FOAP for the period specified. The Organization OR Grant fields are required to submit a query. The Encumbrance Query is similar to the FGIOENC (Organizational Encumbrance Listing) Admin page.

You can specify encumbrance information for the Encumbrance Status (open or closed), Fiscal Year, and Fiscal Period.

- The query will show information such as the document number, description, the original encumbrance amount, and remaining amount.
- You can see the encumbrance detail by clicking on the document code.

## Multi-Year Query

This query supports the current budget status by Grant which displays information similar to that available on the Grant Inception to Date (FRIGITD) Admin page. This query is used for querying budget information for a multi-year fund.

- You can run the query between two dates that can cross multiple Fiscal Years.
- Wild-card (%) filters supported for FOAP

## Payroll Detail Query

This query allows you to review the payroll distribution data by index for the Fiscal Year and Fiscal Period to date:

- FOAP/Index values
- Single Organization
- Fund Type
- Account Type
- Wild-card (%) filters supported for FOAP

It will show all activity from period 01 July through the period you select, not the activity specific to that period.