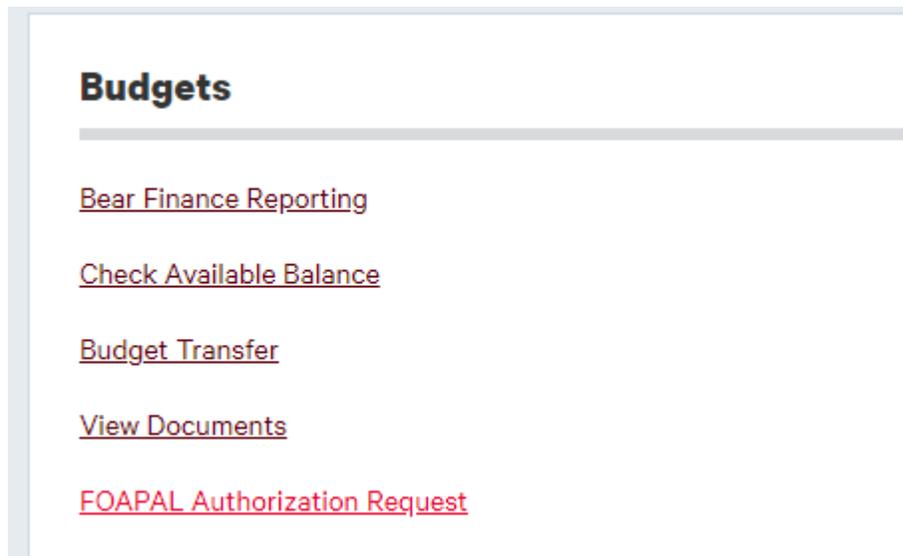


## Bear Finance Reporting - Quick Guide

Please **DO NOT USE** Internet Explore running 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.

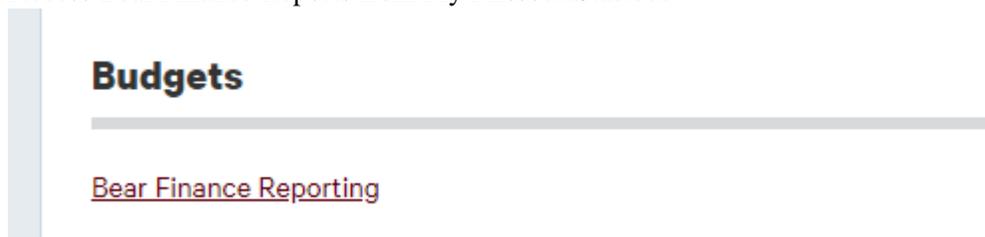
Obtain access by completing and submitting a FOAPAL Authorization Request to the Office of Financial Services. [Online FOAPAL Authorization Request](#) link is available on the [Banner Finance](#) page, which may be accessed from the Work Resources tab of [My.MissouriState.edu](http://My.MissouriState.edu) in the Budgets section.



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

Obtain access to Argos Bear Finance Reports by sending an email request to the Query Developer User Group at: [QDUG@MissouriState.edu](mailto:QDUG@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.MissouriStae.edu



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.

**Operating Fund Reports** include Budget-to-Actual comparison reports for the General Operating fund (A02000 or A92000 based on Campus). Budget information is provided by Departmental Organization. An Organization code, Fiscal Year, Month and Campus (Springfield or West Plains) must be specified. Reports include Adopted Budget, Permanent and Temporary Budget Adjustments, YTD Activity, Encumbrances and Remaining Balance Available. The Organization and Expense Category Summary reports also include prior year activity totals and the percent of permanent budget expended. The Transaction Summary report will also include Budget Pool totals for reference as well as a Current column to easily identify transactions occurring within the reported period. The Year to Year comparison report includes activity between two fiscal years. The comparison report includes prior year activity within the reported period and provides a difference in balances between the two fiscal years by Account Category.

- [Operating Budget-to-Actual Expense Organization Summary](#)
- [Operating Budget-to-Actual Expense Pool Summary](#)
- [Operating Budget-to-Actual Expense Category Summary](#)
- [Operating Budget-to-Actual Expense Account Summary](#)
- [Operating Budget-to-Actual Expense Transaction Summary](#)
- [Operating Budget-to-Actual Expense Transaction Summary for Period](#)
- [Operating Budget-to-Actual Expense Year-to-Year Comparison Summary](#)

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

A screenshot of a "Connection Sign In" dialog box. The title bar is blue with a close button (X). The dialog contains a "Username:" label followed by a text input field containing "xzhou". Below it is a "Password:" label followed by a password input field with masked characters. A message below the fields reads: "MAPS could not connect to the data connection using the configured username and password." At the bottom right, there are two buttons: "Sign In" (with a person icon) and "Cancel" (with a right arrow icon).

- 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.

The screenshot shows the Missouri State University web interface. At the top, there are navigation links: "Saved Dashboard Settings", "Non-Operating Unbudgeted Funds", and "Run". A dropdown menu is open, showing "Non-Operating Budgeted Funds - Rev & Exp Transaction Summary" (highlighted) and "Non-Operating Unbudgeted Funds - Rev & Exp Transaction Summary". Below this, the "Finance Transactions" section is visible. The main input area contains the following fields:

- Fund Code: 802115 - PROJECT SUCCESS (with a subtext "Enter Fund or Select Fund Group")
- Organization Code: 022001 - PROVOST OFFICE-NON OPER (with a subtext "Enter Organization or Select Organization Group")
- Fiscal Year: 2021
- Fiscal Month: January

Below the input fields, the report path is displayed: "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".

The screenshot shows a PDF report titled "Missouri State University Non-Operating Unbudgeted Income Account Revenue & Expense Transaction Summary". The report is for Fund Code: 802500, Organization Code: 01, and Fiscal Year: 2021 - January (Open). The run date is 1/18/2021 2:51:17 PM, and it is Page 2 of 2.

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-	07/01/20	Equipment Charges-----July	LP01			19.25			TC000156
	08/08/20	Equipment Charges-----August	LP01			19.25			TC000157
	09/06/20	Equipment Charges-----September	LP01			19.25			TC000158
	10/01/20	Equipment Charges-----October	LP01			19.25			TC000159
	11/09/20	Equipment Charges-----November	LP01			19.25			TC000160
7345 SVC-TELECOMMUNICATIONS-ING	12/01/20	Equipment Charges-----December	LP01			19.25			TC000161
	07/01/20	Long Distance Charges-----July	LP01			1.58			TC000156
	08/08/20	Long Distance Charges-----August	LP01			0.10			TC000157
	09/06/20	Long Distance Charges-----September	LP01			1.64			TC000158
7348 SVC-TELECOMMUNICATIONS-	10/01/20	Long Distance Charges-----October	LP01			0.03			TC000159
	12/01/20	Long Distance Charges-----December	LP01			0.39			TC000161
	07/01/20	Network Charges-----July	LP01			5.00			TC000156
	08/08/20	Network Charges-----August	LP01			5.00			TC000157
	09/06/20	Network Charges-----September	LP01			5.00			TC000158
	10/01/20	Network Charges-----October	LP01			5.00			TC000159
	11/09/20	Network Charges-----November	LP01			5.00			TC000160
	12/01/20	Network Charges-----December	LP01			5.00			TC000161
736 - Total					0.00	-1,197.51			
736 OTHER EXPENSES									
73012 051 OTH MEMBERSHIP DUES	11/30/20	VISA - Naqqa Ninkile	PCC			35.00			PC000180
736 - Total					0.00	35.00			