## What is the m-Fin Account Number Report?

The Account Number report shows a summation of account codes across different FOPPS/SpeedTypes.

Using the m-Fin Account Number Report

The Account Number Report is available on-demand in the Reporting System. For information on logging in to the Reporting System, refer to the Step-by-Step Guide Logging in to the Reporting System.

Once logged into the Reporting System, select the **Finance** folder. Select the **m-Fin Account Number** Report.
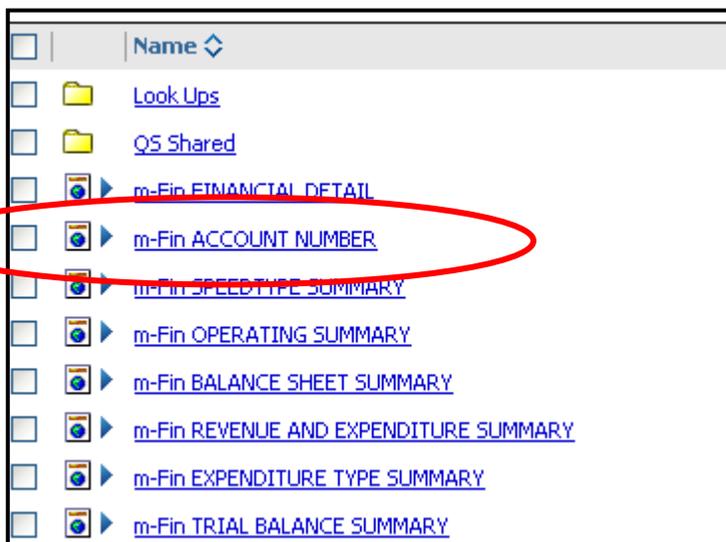
Use the drop down menus to select the appropriate Fiscal Year and Accounting Period(s).
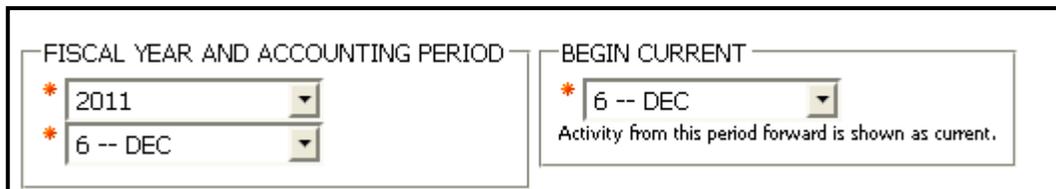
*Note: The Fiscal Year and Accounting Period control the entire report, i.e., determines the fiscal year to date balance to be reported (i.e., in the example above, the **To Date Actuals** would be actual for July 1 – December 31. The **Begin Current** field controls what period(s) to show as current activity. In the example above, the month of December will be shown as current activity. If you had selected 5 – Nov in the **Begin Current** field, than the current activity would be the months of November and December combined.*

The m-Fin Account Number Report can be run based on SpeedType, by a full or partial FOPPS, or by Award Code. For example, to see the m-Fin Account Number Report for an entire Organization, enter the Org Code in the FOPPS component.

To see all SpeedTypes for a specific FOPPS component, enter the FOPPS component on the right, and type **%** in the SpeedType Keywords search box.

If running the report by SpeedType, there are multiple search options. To see the various search options, click **Options.** *Note: When searching for a SpeedType, after entering the SpeedType information, you can click enter instead of Search to see your search results.*

*Note: When searching for more than one SpeedType by number, leave a space between the SpeedType numbers in the **Keywords** field, and hit enter.*

Select the SpeedType(s) for the report from the **Results** list, then click **Insert.**

When running the Financial Detail by a full or partial FOPPS, or by Award Code, enter the different FOPPS components and/or Award Code.

```
r Enter full or partial FOPPS
  ┌─FUND──────────────
  │ ┌───────────────┐
  │ │               │
  │ └───────────────┘
  ┌─ORG | ORGNODE─────
  │ ┌───────────────┐
  │ │               │
  │ └───────────────┘
  ┌─PROGRAM───────────
  │ ┌───────────────┐
  │ │               │
  │ └───────────────┘
  ┌─PROJECT───────────
  │ ┌───────────────┐
  │ │               │
  │ └───────────────┘
  ┌─SUBCLASS──────────
  │ ┌───────────────┐
  │ │               │
  │ └───────────────┘
  Also, FOPPS values limit
  speedtype searches
  [ Clear FOPPS ]
  ┌─AWARD CODE────────
  │ ┌───────────────┐
  │ │               │
  │ └───────────────┘
```

Note: Entering a FOPPS value prior to searching for a SpeedType can limit the results of your SpeedType search.

After selecting your SpeedType(s) and/or FOPPS component(s) and Award Code, click **Next** on the bottom of the page.

ACCOU

LEVEL03

000000 - 099999 -- ASSETS
100000 - 199899 -- LIABILITIES
200000 - 399999 -- REVENUES
400000 - 989999 -- EXPENDITURES
990000 - 999999 -- TRANSFERS

Select all Deselect all

LEVEL04 (ACCT TYPE)

400000 - 418399 -- SAL AND WAGES
418400 - 439999 -- BEN
440000 - 449999 -- PLACEHOLDER
450000 - 699999 -- OPERATING EXPENSES
700000 - 709999 -- TRAVEL
710000 - 749999 -- PLACEHOLDER
750000 - 752499 -- UTILITIES
770000 - 772499 -- STUDENT AID
790000 - 792499 -- BOOKS & PERIODICALS (LIBRARY)
792400 - 809999 -- PLACEHOLDER
810000 - 812499 -- FIXED ASSET COSTS

Reprompt

Select all Deselect all

ACCOUNT CODE

Insert ➔

⬅ Remove

Choices:

Select all Deselect all

Select the Account Ranges for the report. For further drill-down capabilities, select an account range, and click **Reprompt.**

To view the report for a specific account(s), enter the account number(s) in the **Account Code** field, and click **Insert.**

After selecting the specific account(s) or account range(s), click **Finish** at the bottom of your page.

Note: The specific account selections for the report will identify the report information that is presented, i.e., the report presentation is conditional to the parameters identified.

1. **Report Header -** information about the report, including the University of Colorado logo, and report title.
2. **Accounts -** transactions are subtotaled by account. Salaries, wages, and benefits are subtotaled, operating expenses are subtotaled, and travel expenses are subtotaled.
3. **SpeedType** – represents the FOPPS.
4. **Period Actuals –** based on the period selected in the **Begin Current** field on the prompt page.
5. **End** – represents period to date actuals, based on the period selected in the **Accounting Period** field on the prompt page.