

Step-by-Step Guide

m-Fin Account Number Report

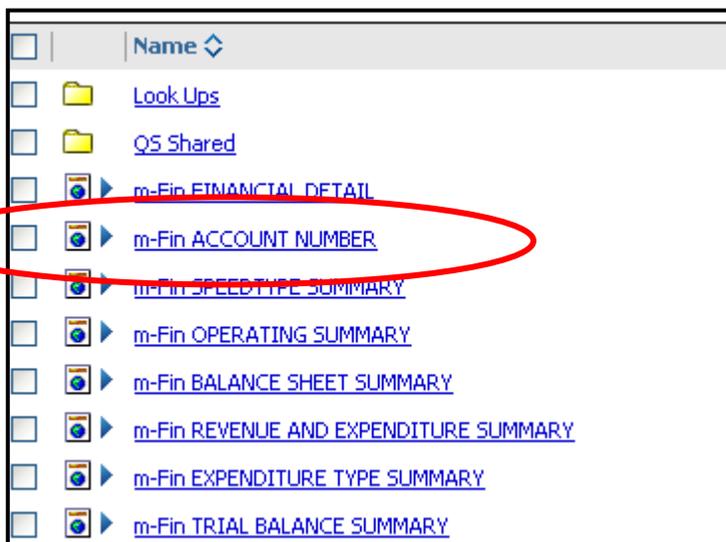
What is the m-Fin Account Number Report?

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

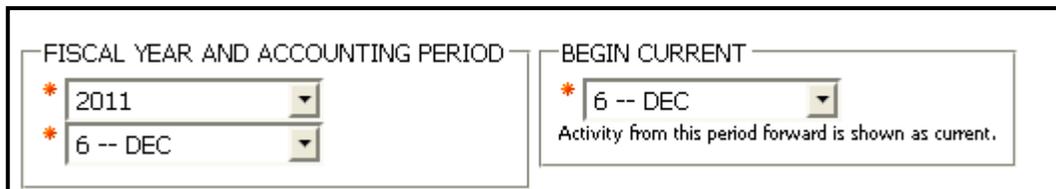
Using the m-Fin Account Number Report

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).

A screenshot of the reporting system interface showing two dropdown menus. The first dropdown menu is labeled 'FISCAL YEAR AND ACCOUNTING PERIOD' and has two options: '2011' and '6 -- DEC'. The second dropdown menu is labeled 'BEGIN CURRENT' and has one option: '6 -- DEC'. Below the second dropdown menu, there is a note: 'Activity from this period forward is shown as current.'

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.

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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.

The screenshot displays the 'SPEEDTYPE' search interface. On the left, there is a search box with a 'Search' button and a 'Results' list. The 'Results' list contains two items: 'A -- ACTIVE' and 'I -- INACTIVE', both with checked checkboxes. Below the results are 'Select all' and 'Deselect all' links. In the center, there are 'Insert' and 'Remove' buttons. On the right, there is a 'Choice:' list and another 'Select all' and 'Deselect all' link. To the right of the main interface, there are several input fields for FOPPS components: 'FUND', 'ORG | ORGNODE', 'PROGRAM', 'PROJECT', 'SUBCLASS', and 'AWARD CODE'. A 'Clear FOPPS' button is located below the 'SUBCLASS' field. A note states: 'Also, FOPPS values limit speedtype searches'. At the top right, there is a header: 'Search and insert Speedtypes or Enter full or partial FOPPS'.

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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.*

SPEEDTYPE

Keywords:
Type one or more keywords separated by spaces.

[Options](#) ^

- Starts with any of these keywords
- Starts with the first keyword and contains all of the remaining keywords
- Contains any of these keywords
- Contains all of these keywords

Case insensitive

Results:

[Select all](#) [Deselect all](#)

Choices:

[Select all](#) [Deselect all](#)

*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**.

Results:

- 11000001 -- LAW SECOND SEAT DEPOSIT-EXP (ACTIVE)
- 11000002 -- LAW SECOND SEAT DEPOSIT-REV (ACTIVE)
- 11000003 -- COSTSHARING FOR PROJ 1546134 (ACTIVE)
- 11000004 -- UNDERGRAD ED IGR (ACTIVE)
- 11000005 -- COSTSHARING FOR PROJ 1546067 (ACTIVE)
- 11000006 -- COSTSHARING FOR PROJ 1546225 (ACTIVE)
- 11000007 -- COSTSHARING FOR PROJ 1546297 (ACTIVE)
- 11000008 -- COSTSHARING FOR PROJ 1546331 (ACTIVE)
- 11000009 -- COM ENTREPRENEURSHIP CENTER (ACTIVE)

[Select all](#) [Deselect all](#)

Choices:

- 11000001 -- LAW SECOND SEAT DEPOSIT-EXP (ACTIVE)
- 11000003 -- COSTSHARING FOR PROJ 1546134 (ACTIVE)
- 11000005 -- COSTSHARING FOR PROJ 1546067 (ACTIVE)
- 11000006 -- COSTSHARING FOR PROJ 1546225 (ACTIVE)

[Select all](#) [Deselect all](#)

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

Enter full or partial FOPPS

FUND

ORG | ORGNODE

PROGRAM

PROJECT

SUBCLASS

Also, FOPPS values limit speedtype searches

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.

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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

[Select all](#) [Deselect all](#)

Reprompt

ACCOUNT CODE

Insert →

← Remove

Choices:

[Select all](#) [Deselect all](#)

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

LEVEL03

- 000000 - 099999 -- ASSETS
- 100000 - 199899 -- LIABILITIES
- 200000 - 399999 -- REVENUES
- 400000 - 989999 -- EXPENDITURE
- 990000 - 999999 -- TRANSFER

[Select all](#) [Deselect all](#)

Reprompt

LEVEL04 (ACCT TYPE)

ACCTTREE LEVEL04

ACCTTREE LEVEL04

A/

- 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
- 950000 - 952499 -- FACILITIES & ADMIN COSTS
- 960000 - 969999 -- GENERAL RECHARGES
- 970000 - 972499 -- OTHER FUND DEDUCTIONS
- 980000 - 989989 -- OPERATING TRANSFERS
- 989990 - 989999 -- SCHOLARSHIP ALLOW CONTRA EXP

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

The screenshot shows a web interface for selecting account codes. At the top, there is a label "ACCOUNT CODE" above a text input field. To the right of the input field are two buttons: "Insert" with a right-pointing arrow and "Remove" with a left-pointing arrow. Further right is a "Choices:" list box containing two entries: "700100" and "700300". Below the list box are two blue links: "Select all" and "Deselect all". At the bottom of the interface, there is a label "TRANSACTION TYPE" above another text input field.

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.*

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 Keep this version Add this report 											
ACCOUNT NUMBER FISCAL YEAR 2011 THROUGH ACCOUNTING PERIOD 11 -- MAY ORG ORGNODE: B0010											
ACCT	ACCT CODE	FUND	ORG	PGM	PROJ	SUBCLASS	SPTDTYPE	BEGIN	PERIOD 11 ACTUALS	END	FY ACTUALS
450000 - 699999 -- OPERATING EXPENSES											
450200 -- COST OF GOODS SOLD											
	450200	20	10395	15301			12012146 -- HSG DAY CARE CENTER (ACTIVE)	2,237.39	114.00	2,352.19	2,352.19
	450200	20	10398	15345			12013312 -- HSG SEWALL FOOD SER (ACTIVE)	(213,617.79)	18,449.33	(195,168.46)	(195,168.46)
	450200	20	10398	15347			12023188 -- HSG FOOD MGMT (ACTIVE)	(15,264.86)	0.00	(15,264.86)	(15,264.86)
	450200	20	10398	15349			12016543 -- HSG WILL VILL FOOD (ACTIVE)	(284,130.43)	22,765.80	(261,364.63)	(261,364.63)
	450200	20	10398	15351			12024267 -- HSG KITT FOOD SERV (ACTIVE)	0.00	0.00	0.00	0.00
	450200	20	10398	15353			12016542 -- HSG LIBBY FOOD (ACTIVE)	(265,724.67)	24,728.35	(240,996.32)	(240,996.32)
	450200	20	10398	15356			12016541 -- HSG FARRAND FOOD (ACTIVE)	(204,025.93)	19,977.46	(184,048.47)	(184,048.47)
	450200	20	10398	37235			12066055 -- HSG GLOBAL JAM (ACTIVE)	80,009.41	0.00	80,009.41	80,009.41
	450200	20	10398	49263			12000021 -- C4C DINING OPERATIONS (ACTIVE)	(1,102,267.50)	86,341.59	(1,015,925.91)	(1,015,925.91)
	450200	20	10399	15357			12016540 -- HSG SEWALL SUMR DNG (ACTIVE)	(150.00)	0.00	(150.00)	(150.00)
	450200	20	10399	15358			12023579 -- HSG FARRAND SUMR DNG (ACTIVE)	(435.00)	0.00	(435.00)	(435.00)
	450200	20	10399	15359			12023854 -- HSG WILL VILL SUMR D (ACTIVE)	(300.00)	0.00	(300.00)	(300.00)
	450200	20	10399	15360			12016544 -- HSG KITT RDGE SUMR DN (ACTIVE)	(6,430.88)	0.00	(6,430.88)	(6,430.88)
	450200	20	10399	15361			12030843 -- HSG LIBBY SUMR DNG (ACTIVE)	(390.00)	0.00	(390.00)	(390.00)
	450200	20	10400	15364			12014590 -- HSG FOOD STORES (ACTIVE)	(630.00)	0.00	(630.00)	(630.00)
	450200	20	10400	15367			12024244 -- HSG BAKERY (ACTIVE)	1,256,840.88	0.00	1,256,840.88	1,256,840.88
	450200	20	10400	41226			12074999 -- DIN SVS ACQUISITION CLEARING (ACTIVE)	8,250,546.41	336,665.37	8,587,211.78	8,587,211.78
	450200	20	10400	48908			12094922 -- C4C COMMISSARY (ACTIVE)	2,656,330.01	0.00	2,656,330.01	2,656,330.01
	450200	20	10431	15625			12025532 -- UMC FOOD SERVICE I (ACTIVE)	897,067.71	47,327.19	944,394.90	944,394.90
	450200	20	10435	15639			12023958 -- PRETZELMAKER ING EXP (ACTIVE)	0.00	0.00	0.00	0.00
	450200	20	10437	15645			12014693 -- UMC GAMES AREA (ACTIVE)	4,041.41	407.56	4,448.97	4,448.97
	450200	20	10475	16377			12015360 -- CU TDM PROGRAM (ACTIVE)	(492.00)	0.00	(492.00)	(492.00)
	450200	20	10772	34612			12059606 -- HSG CATERING (ACTIVE)	5,773.23	0.00	5,773.23	5,773.23
	450200	20	10772	35161			12060485 -- HSG EMPORIUM (ACTIVE)	32,602.55	0.00	32,602.55	32,602.55
	450200	20	10772	35163			12060467 -- HSG VILLAGE MARKET (ACTIVE)	7,624.83	0.00	7,624.83	7,624.83
	450200	20	10772	42468			12016923 -- ZELLERS CASH OP (ACTIVE)	(4,038.28)	0.00	(4,038.28)	(4,038.28)
	450200	20	10772	47710			12091447 -- HDS CONCESSIONS (ACTIVE)	(7,155.82)	0.00	(7,155.82)	(7,155.82)
	450200	20	10772	49266			12000024 -- THE BAKERY (ACTIVE)	(880.08)	0.00	(880.08)	(880.08)
	450200	20	10772	49267			12000025 -- THE WEATHERTHEK CAFE (ACTIVE)	(41,785.46)	0.00	(41,785.46)	(41,785.46)
20 -- AUXILIARY ENTERPRISES								11,045,355.06	556,777.45	11,602,132.51	11,602,132.51

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