

Step-by-Step Guide

The m-Fin Balance Sheet Summary Report

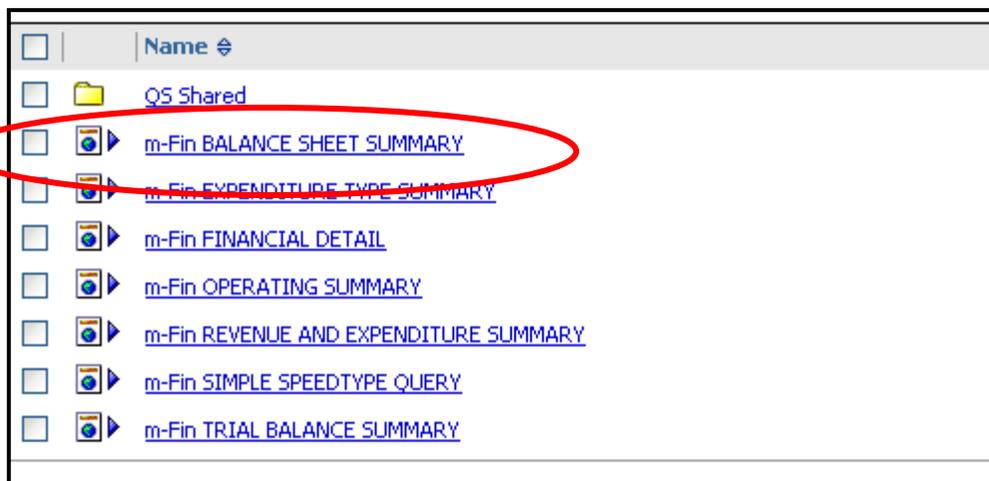
What is the m-Fin Balance Sheet Summary Report?

The Balance Sheet Summary report shows a summary by account code of all assets, liabilities, and net assets (otherwise known as fund balance) occurring on a given SpeedType from the beginning of the fiscal year to the end of the specified accounting period.

Using the Balance Sheet Summary Report

The Balance Sheet Summary 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 BALANCE SHEET SUMMARY** Report.



Use the drop down menus to select the appropriate Fiscal Year and Accounting Period(s).

A screenshot of the University of Colorado reporting system interface. The University of Colorado logo is at the top. Below it, there are two columns of dropdown menus. The first column is labeled 'FISCAL YEAR AND ACCOUNTING PERIOD' and has two dropdown menus, both showing '2011' and '6 -- DEC'. The second column is labeled 'BEGIN CURRENT' and has one dropdown menu showing '6 -- DEC'. Below the second dropdown menu, there is a note: 'Activity from this period forward is shown as current.'

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

The screenshot shows a web-based search interface for the m-Fin Balance Sheet Summary Report. The interface is divided into two main sections: 'SPEEDTYPE' and 'FOPPS'.

SPEEDTYPE Section:

- Keywords:** A text input field with a 'Search' button and a magnifying glass icon. Below it is an 'Options' dropdown menu.
- Results:** A large empty list box with 'Insert' and 'Remove' buttons to its right.
- Choice:** A large empty list box with 'Select all' and 'Deselect all' links below it.
- Legend:** A list of checkboxes: 'A -- ACTIVE' and 'I -- INACTIVE', both checked. Below them are 'Select all' and 'Deselect all' links, and a 'Resize' button.

FOPPS Section:

- Header: 'Search and Insert Speedtypes or Enter full or partial FOPPS'.
- Fields: 'FUND', 'ORG', 'PROGRAM', 'PROJECT', and 'SUBCLASS', each with a text input field.
- Footer: 'Also, FOPPS values limit speedtype searches' and a 'Clear FOPPS' button.

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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 Operating Summary can also be run based on SpeedType. If running the report by SpeedType, there are multiple search options. To see the various search options, click **Options**.

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: **Choices:**

Insert →

← Remove

[Select all](#) [Deselect all](#) [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, then hit enter.

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

Results:		Choices:
11000001 -- LAW SECOND SEAT DEPOSIT-EXP (ACTIVE)	<input type="button" value="Insert →"/> <input type="button" value="← Remove"/>	11000001 -- LAW SECOND SEAT DEPOSIT-EXP (ACTIVE)
11000002 -- LAW SECOND SEAT DEPOSIT-REV (ACTIVE)		11000003 -- COSTSHARING FOR PROJ 1546134 (ACTIVE)
11000003 -- COSTSHARING FOR PROJ 1546134 (ACTIVE)		11000005 -- COSTSHARING FOR PROJ 1546067 (ACTIVE)
11000004 -- UNDERGRAD ED IGR (ACTIVE)		11000006 -- COSTSHARING FOR PROJ 1546225 (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](#) [Select all](#) [Deselect all](#)

When running the Balance Sheet Summary by a full or partial FOPPS, enter the different FOPPS components.

FUND	<input type="text"/>
ORG	<input type="text" value="10231"/>
PROGRAM	<input type="text"/>
PROJECT	<input type="text"/>
SUBCLASS	<input type="text"/>

Also, FOPPS values limit speedtype searches

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), click **Finish** on the bottom of the page.

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 <p> SPEEDTYPE: 11000010 — GCAH GRANT KELSEY FUND: 10 — UNRESTRICTED GEN OPER ORG: 10231 — ENGLISH PROGRAM: 48918 — GCAH GRANT KELSEY SUBCLASS: NO SUBCLASS </p>	<p>BALANCE SHEET SUMMARY</p> <p>FISCAL YEAR 2011 THROUGH ACCOUNTING PERIOD 6 — DEC</p>	<p>PROGRAM PRINCIPAL: EGGERT, KATHERINE PROGRAM FISCAL MANAGER: KELSEY, PENELOPE M.</p>		
<p>BALANCE SHEET SUMMARY</p>				
	ACCOUNT	BEGIN	PERIOD 6 ACTUALS	END
000000 - 099999 — ASSETS	000100 — CASH	0.00	0.00	0.00
	000100 - 009999 — CASH AND INVESTMENTS	0.00	0.00	0.00
000000 - 099999 — ASSETS		0.00	0.00	0.00
100000 - 199899 — LIABILITIES	100000 — AP-SYSTEM-GENERATED	0.00	0.00	0.00
	100000 - 107999 — ACCTS PAYABLE AND ACCRUED EXP	0.00	0.00	0.00
100000 - 199899 — LIABILITIES		0.00	0.00	0.00
TOTAL		0.00	0.00	0.00
NET ASSETS		0.00	0.00	0.00

1. **Report Header** - information about the report, including the University of Colorado logo, and report title.
2. **SpeedType Attributes** - values and descriptions for SpeedType, Fund, Program/Project, Subclass (if any), and Expense Purpose Code.
3. **Principal/Manager Details** - information about the Program or Project Principal/Manager.
4. **Accounts** - transactions are subtotaled by account. Salaries, wages, and benefits are subtotaled, operating expenses are subtotaled, and travel expenses are subtotaled.
5. **Begin column** – the balance of the account at the beginning of the fiscal year.
6. **Period Actuals column** - actual dollar amounts for activity during the designated month(s) for which the report was run. The column is the net of the debits and credits for each account listed, shown in traditional balances. Remember that assets are normally debits and liabilities are normally credits.
7. **End column** – the balance of the account at the end of the period for which the report was run.