Step-by-Step Guide
m-Fin Financial Detail Report

What is the m-Fin Financial Detail Report?

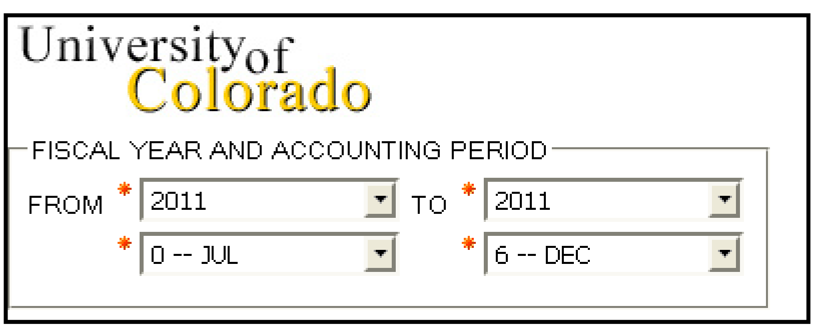
The Financial Detail report shows the budget, actual, and encumbrance transactions, by account code, for all assets, liabilities, revenues, and expenditures, occurring on a given SpeedType for a specified period of time. The Financial Detail report allows you to review information across fiscal years.

Using the m-Fin Financial Detail Report

The Financial Detail 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 FINANCIAL DETAIL** Report.

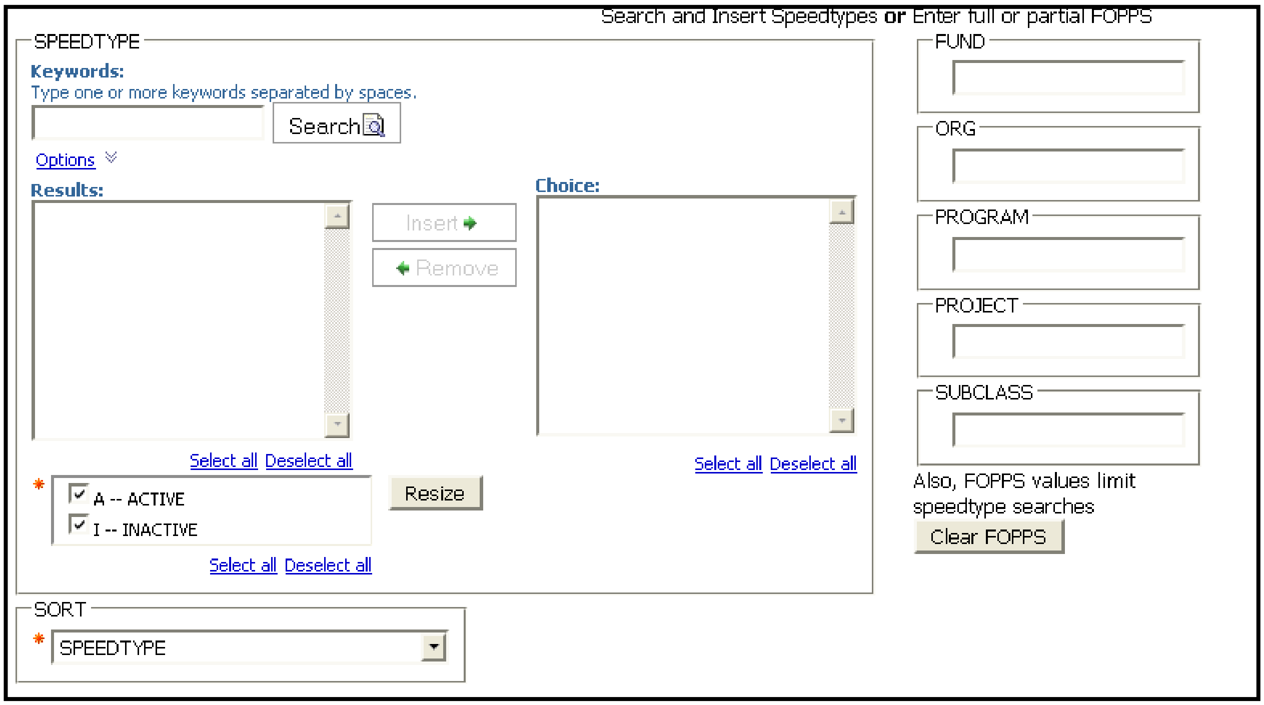
Use the drop down menus to select the appropriate Fiscal Year(s) and Accounting Period(s).



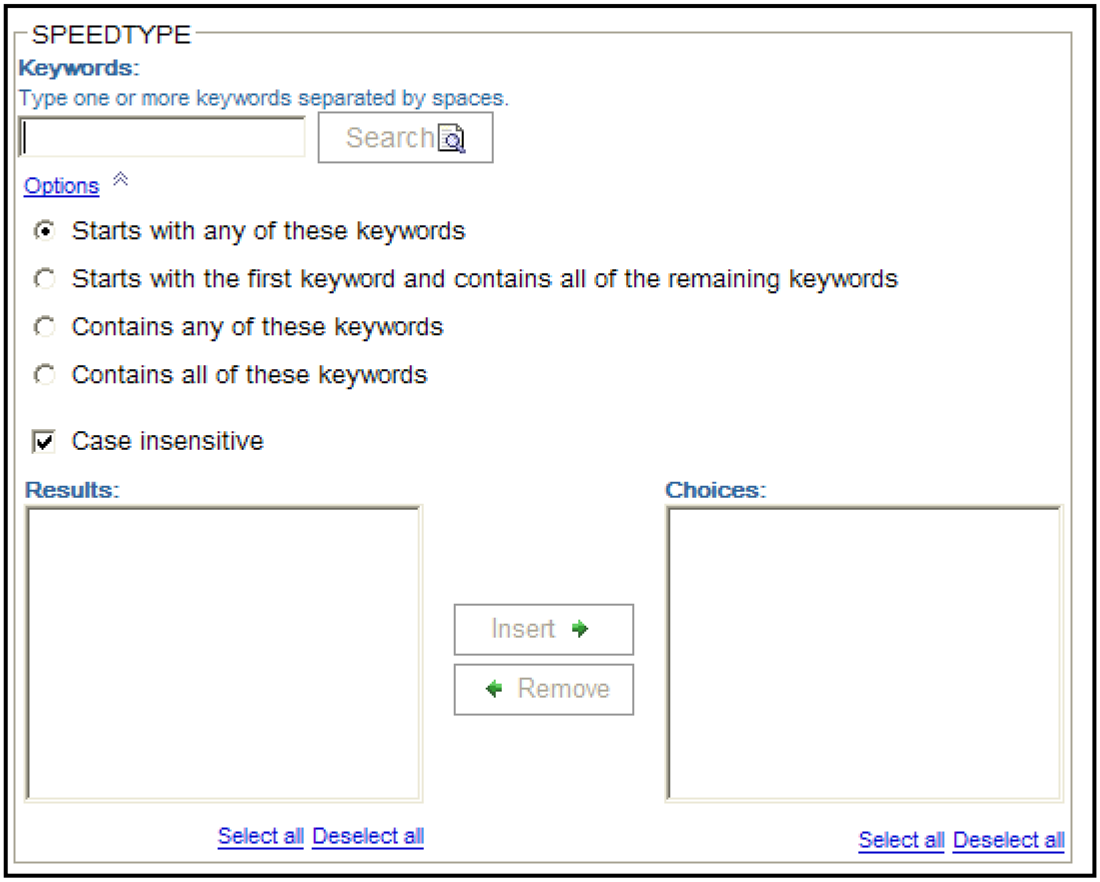
Note: *The Fiscal Year and Accounting Period control the entire report, i.e., determines the to date balance to be reported (i.e., in the example above, the* ***To Date Actuals*** *would be actual for July 1 – December 31.*

The Financial Detail can be run based on SpeedType, or by a full or partial FOPPS. For example, to see the m-Fin Financial Detail 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.

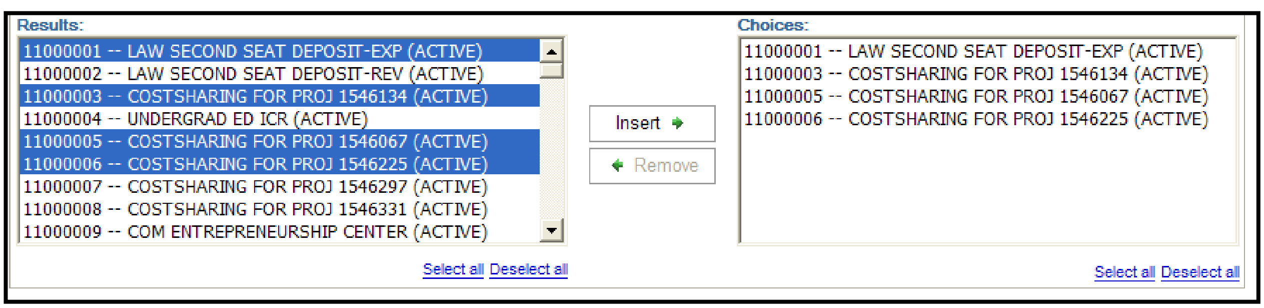


If running the report by SpeedType, there are multiple search options. To see the various search options, click **Options.** ***Note:*** *When searching for a SpeedType, after entering the SpeedType information, you can click enter instead of Search to see your search results.*

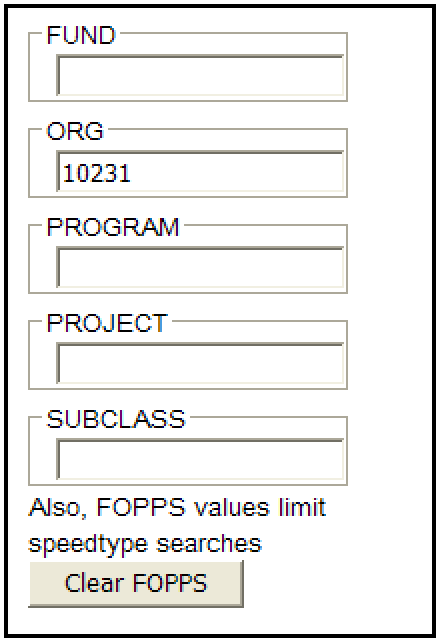


Note: *When searching for more than one SpeedType by number, leave a space between the SpeedType numbers in the* ***Keywords*** *field, and hit enter.*

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

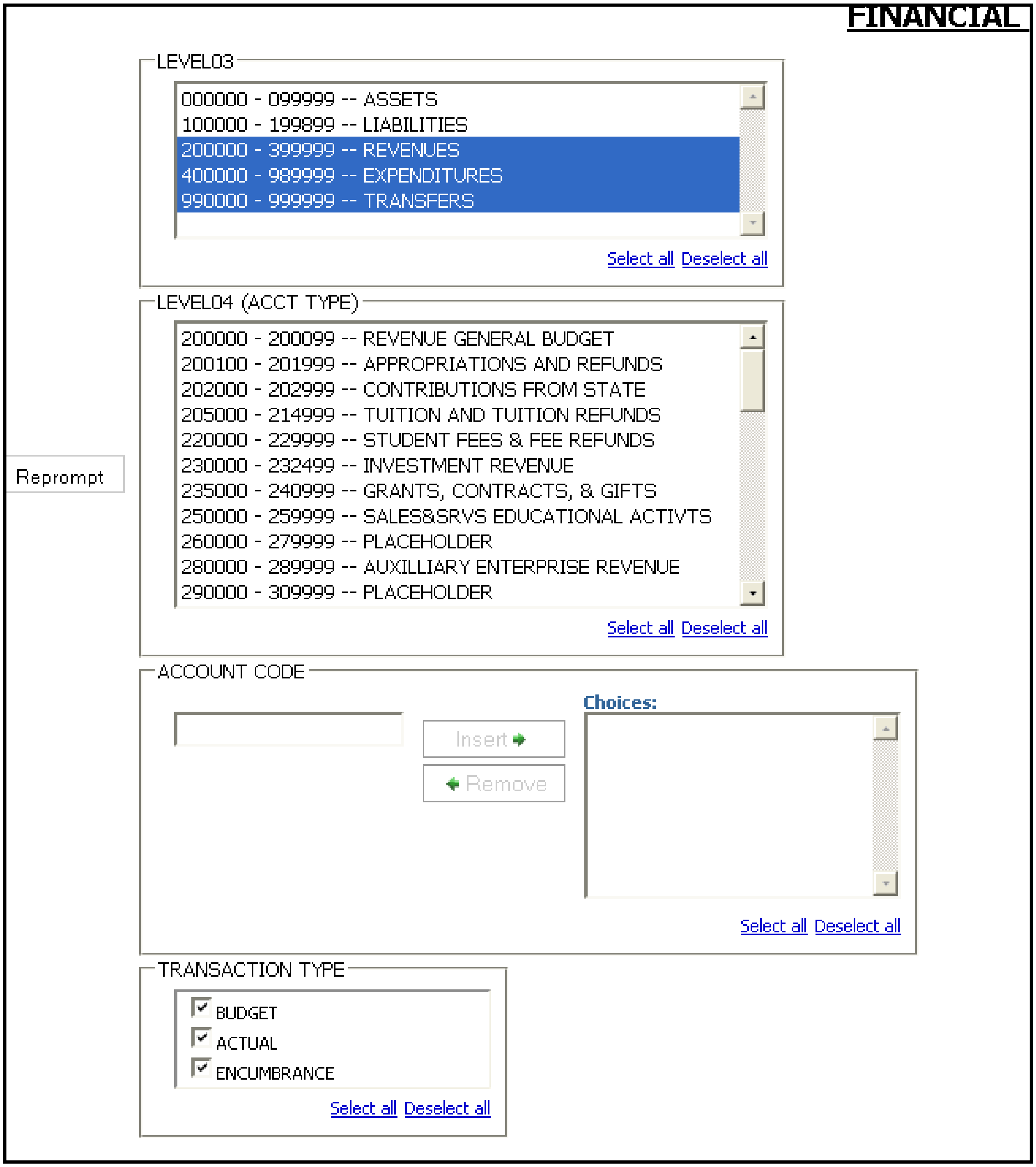


When running the Financial Detail by a full or partial FOPPS, enter the different FOPPS components.

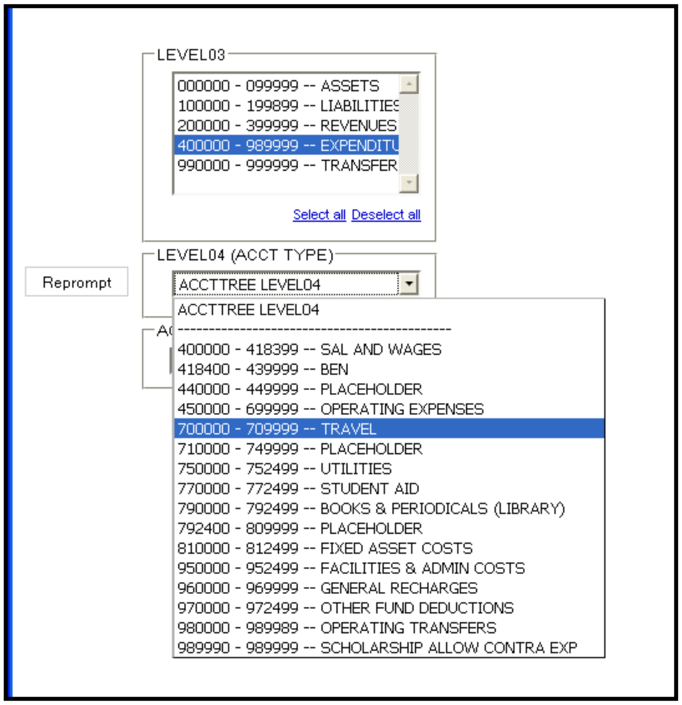


Note: *Entering a FOPPS value prior to searching for a SpeedType can limit the results of your SpeedType search.*

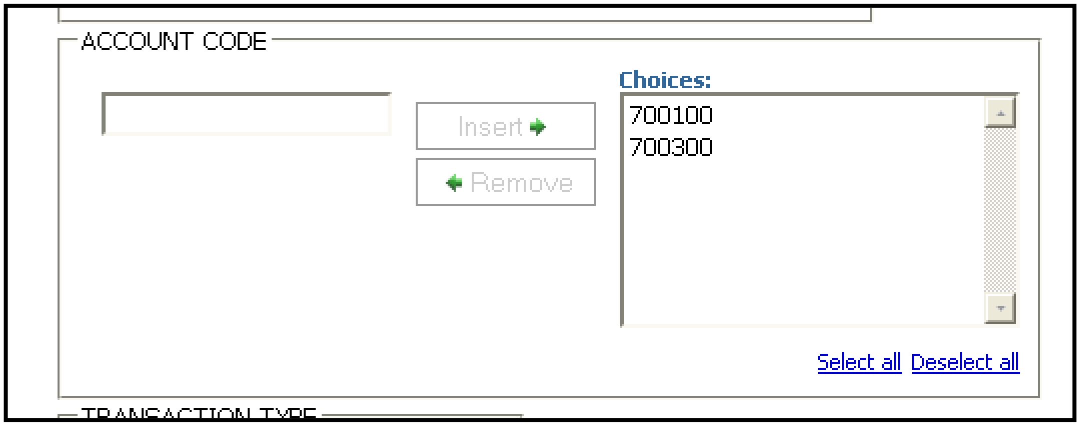
After selecting your SpeedType(s) and/or FOPPS component(s), click **Next** on the bottom of the page.


FINANCIAL
LEVEL03
000000 - 099999 -- ASSETS
100000 - 199899 -- LIABILITIES
200000 - 399999 -- REVENUES
400000 - 989999 -- EXPENDITURES
990000 - 999999 -- TRANSFERS
Select all Deselect all
LEVEL04 (ACCT TYPE)
200000 - 200099 -- REVENUE GENERAL BUDGET
200100 - 201999 -- APPROPRIATIONS AND REFUNDS
202000 - 202999 -- CONTRIBUTIONS FROM STATE
205000 - 214999 -- TUITION AND TUITION REFUNDS
220000 - 229999 -- STUDENT FEES & FEE REFUNDS
230000 - 232499 -- INVESTMENT REVENUE
235000 - 240999 -- GRANTS, CONTRACTS, & GIFTS
250000 - 259999 -- SALES&SRVS EDUCATIONAL ACTIVTS
260000 - 279999 -- PLACEHOLDER
280000 - 289999 -- AUXILLIARY ENTERPRISE REVENUE
290000 - 309999 -- PLACEHOLDER
Select all Deselect all
Reprompt
ACCOUNT CODE
Insert
Remove
Choices:
Select all Deselect all
TRANSACTION TYPE
BUDGET
ACTUAL
ENCUMBRANCE
Select all Deselect all

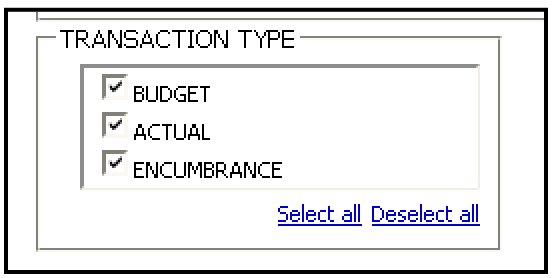
Select the Account Ranges for the report. For further drill-down capabilities, select an account range, and click **Reprompt.**



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



You may also limit the transaction types that are displayed in the report by un-checking the boxes next to Budget, Actual, or Encumbrance.



After selecting the specific account(s) or account range(s), and transaction types, 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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1 **FINANCIAL DETAIL**
FISCAL YEAR ACCOUNTING PERIOD: **2011 0 -- JUL**
THROUGH FISCAL YEAR ACCOUNTING PERIOD: **2011 11 -- MAY**

m-Fin

SPEEDTYPE: **11000010 -- GCAH GRANT KELSEY (ACTIVE)** 2
FUND: **10 -- UNRESTRICTED GEN OPER**
ORG: **10231 -- ENGLISH**
PROGRAM: **48918 -- GCAH GRANT KELSEY**
SUBCLASS: **NO SUBCLASS**

PROGRAM PRINCIPAL: **EGGERT, KATHERINE**
PROGRAM FISCAL MANAGER: **KELSEY, PENELOPE M.**

ACCT	JOURNAL LN DESC	BUDGET	ACTUAL	ENCUMB	AVAIL	BAE CODE	SRCE CODE	JRNL LINE #	JOURNAL ID	JOURNAL DATE	FISCAL YEAR	PRD	OPER NAME	PURCHASE ORDER ID	INVOICE ID	VNDR
000000 - 099999 -- ASSETS	3	4	5	6	7	8	9						10	11	12	13
000100 -- CASH																
000100	CASH DISTRIBUTION	0.00	(9.65)	0.00		ACTUALS	AP	82	AP00750522	Aug 16, 2010	2011	2			21231607022010	KELSEY P-002
000100	CASH DISTRIBUTION	0.00	(100.00)	0.00		ACTUALS	AP	84	AP00750522	Aug 16, 2010	2011	2			21231607022010	KELSEY P-002
000100	CASH DISTRIBUTION	0.00	(1,990.35)	0.00		ACTUALS	AP	86	AP00750522	Aug 16, 2010	2011	2			21231607022010	KELSEY P-002
000100	CASH	0.00	2,100.00	0.00		ACTUALS	BCR	67	CASH000031	Aug 31, 2010	2011	2	SYSTEM			
000100	CASH	0.00	(336.98)	0.00		ACTUALS	ESP	57	ESP0070072	Sep 1, 2010	2011	3	SYSTEM			
000100	CASH	0.00	336.98	0.00		ACTUALS	BCR	75	CASH000035	Sep 30, 2010	2011	3	SYSTEM			
000100	CASH DISTRIBUTION	0.00	(215.98)	0.00		ACTUALS	AP	574	AP00775811	Dec 22, 2010	2011	6			21231611182010	KELSEY P-002
000100	CASH	0.00	(240.00)	0.00		ACTUALS	ESP	24	ESP0099676	Dec 22, 2010	2011	6	SYSTEM			
000100	CASH	0.00	(390.40)	0.00		ACTUALS	PTC	1,639	ESTVGC1129	Dec 30, 2010	2011	6	SYSTEM			
000100	CASH	0.00	846.38	0.00		ACTUALS	BCR	60	CASH000035	Dec 31, 2010	2011	6	SYSTEM			
000100	CASH	0.00	(24.50)	0.00		ACTUALS	BCS	105	PCS1122	Feb 8, 2011	2011	8	SYSTEM			
000100	CASH	0.00	(29.40)	0.00		ACTUALS	BCS	93	PCS1125	Feb 11, 2011	2011	8	SYSTEM			
000100	CASH	0.00	53.90	0.00		ACTUALS	BCR	55	CASH000032	Feb 28, 2011	2011	8	SYSTEM			
000100	CASH DISTRIBUTION	0.00	(104.10)	0.00		ACTUALS	AP	196	AP00788102	Mar 2, 2011	2011	9			21231602172011	KELSEY P-002
000100	CASH DISTRIBUTION	0.00	(114.41)	0.00		ACTUALS	AP	288	AP00789397	Mar 9, 2011	2011	9			CUES119084	KELSEY P-002
000100	CASH DISTRIBUTION	0.00	(2.50)	0.00		ACTUALS	AP	289	AP00789397	Mar 9, 2011	2011	9			CUES119084	KELSEY P-002

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. **Accounts -** transactions are subtotaled by account. Salaries, wages, and benefits are subtotaled, operating expenses are subtotaled, and travel expenses are subtotaled.
4. **Budget column –** the total of the continuing and temporary budgets for assets, liabilities, expenses and revenues during the fiscal year(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.
5. **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.
6. **Encumbrances column -** pre-encumbrance/encumbrance dollar amounts associated with payroll, purchase orders, and requisitions 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.
7. **Available column –** represents the amount available, calculated as the total budget –net revenues/expenses – encumbrances.
8. **BAE Code** – represents the transaction type of budget, actuals, or encumbrance.

9. **Source Code** - department by code (top of line) and name (bottom of line) submitting the transaction to the Finance System. The **Journal Source Contact Listing** can be accessed through the Office of University Controller web site.
10. **Operator Name** – indicates the source of the transaction.
11. **Purchase Order ID** – indicates the purchase order ID associated with the transaction.
12. **Invoice ID** – indicates the Invoice ID associated with the transaction.
13. **Vendor Short Name** – indicates the payee.