

Step-by-Step Guide

The m-Fin Revenue and Expenditure Summary Report

What is the m-Fin Revenue and Expenditure Summary Report?

The Revenue and Expenditure Summary report shows the balances in different account ranges. In the report, the accounts provide drill through capability so that you can see the specific transactions creating each balance.

Why should you review this report?

The Revenue and Expense Statement Summary presents budget and actual transactions, in a summary form, for a particular period of time.

In other words, this report helps you understand:

- How much of the budget is continuing (permanent) and how much of the budget is temporary?
- How do the actual revenues and expenditures compare to the budget?
- How much revenues and expenditures have been earned and incurred to date?
- What are the committed expenditures (encumbrances) for the remainder of the fiscal year?
- What is the amount available to spend for the remainder of the fiscal year?

Using the Revenue and Expenditure Summary Report

The Revenue and Expenditure 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 REVENUE AND EXPENDITURE SUMMARY** Report.



Step-by-Step Guide

The m-Fin Revenue and Expenditure Summary Report

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

The screenshot shows the University of Colorado logo at the top left. Below it, there are two main sections for selection. The first section is titled "FISCAL YEAR AND ACCOUNTING PERIOD" and contains two dropdown menus. The first dropdown is set to "2011" and the second is set to "6 -- DEC". The second section is titled "BEGIN CURRENT" and contains a dropdown menu set to "6 -- DEC". Below this dropdown, 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, then the current activity would be the months of November and December combined.

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

The screenshot shows a search and filter interface. On the left, there is a "SPEEDTYPE" section with a "Keywords:" field and a "Search" button. Below that is an "Options" dropdown and a "Results:" section with a list of results and "Insert" and "Remove" buttons. At the bottom left, there is a "Choice:" section with a list of options and "Select all" and "Deselect all" buttons. On the right, there are several input fields for "FUND", "ORG | ORGNODE", "PROGRAM", "PROJECT", "SUBCLASS", and "AWARD CODE". Below these fields, there is a note: "Also, FOPPS values limit speedtype searches" and a "Clear FOPPS" button.

Step-by-Step Guide

The m-Fin Revenue and Expenditure Summary Report

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 Revenue and Expenditure 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:

[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.

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

Step-by-Step Guide

The m-Fin Revenue and Expenditure Summary Report

Results:		Choices:
11000001 -- LAW SECOND SEAT DEPOSIT-EXP (ACTIVE)	<input type="button" value="Insert →"/>	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 ICR (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 Revenue and Expenditure Summary by a full or partial FOPPS, enter the different FOPPS components.

or 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.

Step-by-Step Guide

The m-Fin Revenue and Expenditure Summary Report

When running the Revenue and Expenditure Summary by Award Code, enter the Award Code.

AWARD CODE

You may also limit the range of accounts that are displayed in the report by unchecking the boxes next to Revenues, Expenditures, or Transfers.

R AND E ACCOUNT RANGE

* 200000 - 399999 -- REVENUES
 400000 - 989999 -- EXPENDITURES
 990000 - 999999 -- TRANSFERS

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

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

On the additional prompt page, you may select additional options for your report.

REVENUE AND EXPENDITURE SUMMARY

EXTRAS

EXPENSE PURPOSE
 BUDGET SPENT PCNT
 BUDGET BAL BEFORE ENCUMBS PCNT
 BUDGET BAL AFTER ENCUMBS PCNT

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

INCLUDE PRIOR FY ACTUALS

* YES
 NO

- **Expense Purpose** – selecting this option will display the expense purpose code for the SpeedType in the Report Header.
- **Budget Spent Pcnt** – selecting this option will display the year-to-date actual percent as a percentage of your budget.
- **Budget Bal Before Encumbs Pcnt** – selecting this option will display your budget balance before encumbrances as a percentage of your budget.
- **Budget Bal After Encumbs Pcnt** – selecting this option will display your budget balance after encumbrances as a percentage of your budget.

Step-by-Step Guide

The m-Fin Revenue and Expenditure Summary Report

- **Include Prior FY Actuals** – selecting this option will display your prior year actual as an additional column on the report.

After selecting your additional options, click **Finish** at the bottom of the page. **Note:** *The items on the additional prompt page are optional. If you do not wish to see any of the additional options, you may click finish on the first prompt page.*

Step-by-Step Guide

The m-Fin Revenue and Expenditure Summary Report

CU Reporting System - m-Fin REVENUE AND EXPENDITURE SUMMARY Lisa Vallad Log Off About IBM

1 **REVENUE AND EXPENDITURE SUMMARY**
FISCAL YEAR 2011 THROUGH ACCOUNTING PERIOD 11 -- MAY

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EXPENSE PURPOSE: 1100 -- INSTRUCTION
PROGRAM PRINCIPAL: EGGERT, KATHERINE
PROGRAM FISCAL MANAGER: KELSEY, PENELOPE M.

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

2

3

REVENUE AND EXPENDITURE SUMMARY

ACCOUNT	CONTINUING BUDGET	TEMPORARY BUDGET	TOTAL BUDGET (A)	PERIOD 11 ACTUALS (B)	TO DATE ACTUALS (C)	BUDGET SPENT PCT (C/A)	BUDGET BAL BEFORE ENCLUMBS (D=A-C)	BUDGET BAL BEFORE ENCLUMBS PCT (D/A)	ENCLUMBS (E)	BUDGET BAL AFTER ENCLUMBS (F=D-E)	BUDGET BAL AFTER ENCLUMBS PCT (G=F/A)
400000 - 989999 -- EXPENDITURES	5	6	7	8	9		10		11	12	13
460000 -- OPERATING EXPENSE GEN BUDGET	0.00	6,850.00	6,850.00	0.00	0.00	0.0%	6,850.00	100.0%	0.00	6,850.00	100.0%
487602 -- PRT/PUB/REPRO SERVICES	0.00	0.00	0.00	0.00	53.90		(53.90)		0.00	(53.90)	
495100 -- HONORARIA	0.00	0.00	0.00	0.00	400.00		(400.00)		0.00	(400.00)	
512600 -- SUBSCRPTS/BKS/PERIOD/SCORES	0.00	0.00	0.00	0.00	346.63		(346.63)		0.00	(346.63)	
530102 -- LAB & TECH SHOP SERVICES	0.00	0.00	0.00	0.00	240.00		(240.00)		0.00	(240.00)	
550100 -- OFFICIAL FUNCTIONS	0.00	0.00	0.00	0.00	135.06		(135.06)		0.00	(135.06)	
553000 -- CONFERENCE REGISTRATION FEES	0.00	0.00	0.00	150.00	455.00		(455.00)		0.00	(455.00)	
450000 - 699999 -- OPERATING EXPENSES	0.00	6,850.00	6,850.00	150.00	1,630.59	23.8%	5,219.41	76.2%	0.00	5,219.41	76.2%
700000 - 709999 -- TRAVEL	0.00	0.00	0.00	0.00	2.50		(2.50)		0.00	(2.50)	
700200 -- EMPLOYEE TRAVEL - IN STATE	0.00	0.00	0.00	0.00	1,274.77		(1,274.77)		0.00	(1,274.77)	
700300 -- EMPLOYEE TRAVEL - INTERNATIONAL	0.00	0.00	0.00	0.00	1,390.35		(1,390.35)		0.00	(1,390.35)	
702200 -- NON-EMPLOYEE TRAVEL -INTERNATL	0.00	0.00	0.00	0.00	667.20		(667.20)		0.00	(667.20)	
700000 - 709999 -- TRAVEL	0.00	0.00	0.00	0.00	4,434.82		(4,434.82)		0.00	(4,434.82)	
TOTAL	0.00	6,850.00	6,850.00	150.00	6,065.41	88.5%	784.59	11.5%	0.00	784.59	11.5%

- Report Header** - information about the report, including the University of Colorado logo, and report title.
- SpeedType Attributes** - values and descriptions for SpeedType, Fund, Program/Project, Subclass (if any), and Expense Purpose Code.
- Principal/Manager Details** - information about the Program or Project Principal/Manager.
- Accounts** - transactions are subtotaled by account. Salaries, wages, and benefits are subtotaled, operating expenses are subtotaled, and travel expenses are subtotaled.
- Continuing Budget column** - budget dollar amounts for expenses/revenues during the fiscal year 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 revenues are normally credits and expenses are normally debits. The continuing budget is the permanent budget, i.e., the budget available fiscal year over fiscal year.
- Temporary Budget column** - budget dollar amounts for expenses/revenues during the fiscal year 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 revenues are normally credits and expenses are normally debits. The temporary budget is a budget balance that is only available for the fiscal year for which the report was run.
- Total Budget column** - the sum of the continuing budget and temporary budget columns.

Step-by-Step Guide

The m-Fin Revenue and Expenditure Summary Report

8. **Period Actuals column** - actual dollar amounts for expenses/revenues 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 revenues are normally credits and expenses are normally debits.
9. **To Date Actuals column** - actual dollar amounts for expenses/revenues from the beginning of the fiscal year through the end of designated month 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 revenues are normally credits and expenses are normally debits.
10. **Budget Balance Before Encumbrances column** – represents the amount available, calculated as the continuing budget + temporary budget – year-to-date net revenues/expenses.
11. **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.
12. **Budget Balance After Encumbrances column** – represents the amount available, calculated as the continuing budget + temporary budget – year-to-date net revenues/expenses – encumbrances.
13. **Budget Bal After Encumbs Pcnt** – represents the amount available, as a percentage of the total budget.