

Step-by-Step Guide

The m-Fin Trial Balance Summary Report

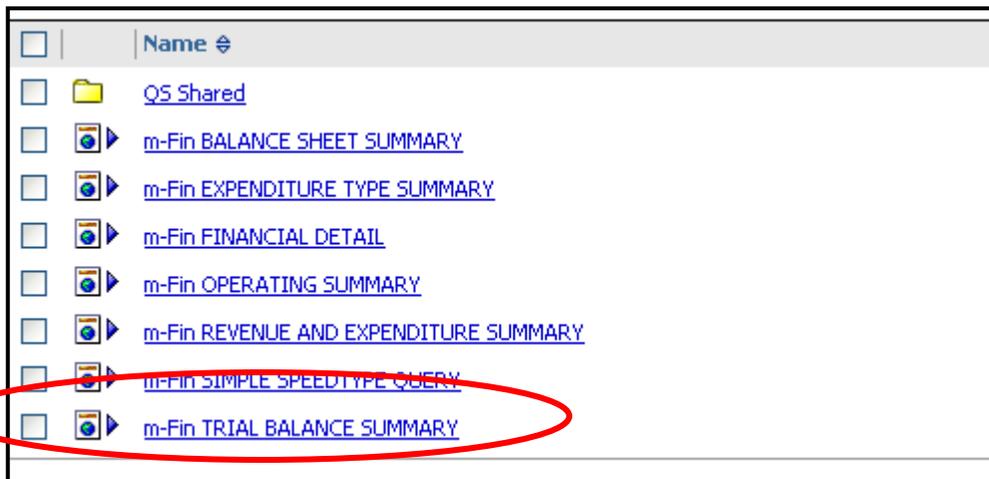
What is the m-Fin Trial Balance Summary Report?

The Trial Balance Summary report shows the Balance Sheet Summary and the Revenue and Expenditure Summary within one 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. The Revenue and Expenditure Summary report shows the balances in different account ranges for revenues and expenditures. In the report, the accounts provide drill through capability so that you can see the specific transactions creating each balance.

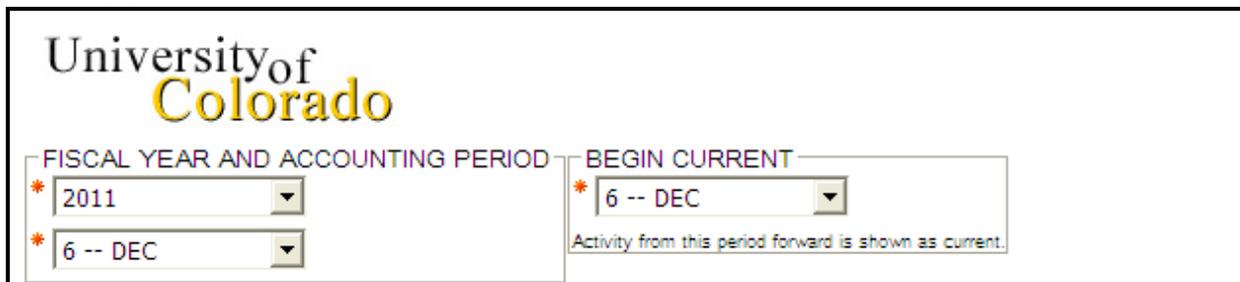
Using the Trial Balance Summary Report

The Trial Balance 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 TRIAL BALANCE 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 main sections: 'FISCAL YEAR AND ACCOUNTING PERIOD' and 'BEGIN CURRENT'. The 'FISCAL YEAR AND ACCOUNTING PERIOD' section has two dropdown menus: the first is set to '2011' and the second is set to '6 -- DEC'. The 'BEGIN CURRENT' section has a dropdown menu set to '6 -- DEC' and a note below it that says '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, then the current activity would be the months of November and December combined.

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

The screenshot shows a web-based search interface for SpeedTypes. The main area is titled "SPEEDTYPE" and contains a search box with the text "Keywords: Type one or more keywords separated by spaces." and a "Search" button. Below the search box are "Options" and "Results" sections. The "Results" section has a list box, "Insert" and "Remove" buttons, and "Select all" and "Deselect all" links. A "Choice:" section is also present. On the right side, there are input fields for "FUND", "ORG", "PROGRAM", "PROJECT", and "SUBCLASS". Below these fields is a "Clear FOPPS" button and a note: "Also, FOPPS values limit speedtype searches". At the bottom left, there is a "Resize" button and a list of checkboxes for "A -- ACTIVE" and "I -- INACTIVE".

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 Trial Balance 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**.

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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.

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 ICR (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 Trial Balance Summary by a full or partial FOPPS, enter the different FOPPS components.

FUND

ORG

PROGRAM

PROJECT

SUBCLASS

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 **Next** on the bottom of the page.

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

EXTRAS

EXPENSE PURPOSE

BUDGET SPENT PCNT

BUDGET BAL BEFORE ENCUMBS PCNT

BUDGET BAL AFTER ENCUMBS PCNT

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

- **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.

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- **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.

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.*

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 m-Fin		1 TRIAL BALANCE SUMMARY <small>FISCAL YEAR 2011 THROUGH ACCOUNTING PERIOD 6 – DEC</small>								
<small>SPEEDTYPE: 11000010 – GCAH GRANT KELSEY</small> <small>FUND: 10 – UNRESTRICTED GEN OPER</small> <small>ORG: 10231 – ENGLISH</small> <small>PROGRAM: 48918 – GCAH GRANT KELSEY</small> <small>SUBCLASS: NO SUBCLASS</small>		<small>PROGRAM PRINCIPAL: EGGERT, KATHERINE</small> <small>PROGRAM FISCAL MANAGER: KELSEY, PENELOPE M.</small>								
BALANCE SHEET SUMMARY		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					
REVENUE AND EXPENDITURE SUMMARY		ACCOUNT	CONTINUING BUDGET	TEMPORARY BUDGET	TOTAL BUDGET (A)	PERIOD 6 ACTUALS (B)	TO DATE ACTUALS (C)	BUDGET BAL BEFORE ENCUMBS (D=A-C)	ENCUMBS (E)	BUDGET BAL AFTER ENCUMBS (F=D-E)
400000 - 989999 -- EXPENDITURES										
400000 - 689999 – OPERATING EXPENSES	460000 – OPERATING EXPENSE GEN BUDGET	0.00	4,850.00	4,850.00	0.00	0.00	4,850.00	0.00	4,850.00	
	512800 – SUBSCRPTS/BOOKS/PERIOD/SCORES	0.00	0.00	0.00	0.00	346.63	-346.63	0.00	-346.63	
	553000 – CONFERENCE REGISTRATION FEES	0.00	0.00	0.00	0.00	100.00	-100.00	0.00	-100.00	
450000 - 699999 – OPERATING EXPENSES		0.00	4,850.00	4,850.00	0.00	446.63	4,403.37	0.00	4,403.37	
700000 - 709999 – TRAVEL	700300 – EMPLOYEE TRAVEL INTERNATIONAL	0.00	0.00	0.00	0.00	1,990.35	-1,990.35	0.00	-1,990.35	
700000 – 709999 – TRAVEL		0.00	0.00	0.00	0.00	1,990.35	-1,990.35	0.00	-1,990.35	
400000 – 989999 – EXPENDITURES		0.00	4,850.00	4,850.00	0.00	2,436.98	2,413.02	0.00	2,413.02	
TOTAL		0.00	4,850.00	4,850.00	0.00	2,436.98	2,413.02	0.00	2,413.02	

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.
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.
8. **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.
9. **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

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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.

10. **Total Budget column** – the sum of the continuing budget and temporary budget columns.
11. **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.
12. **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.
13. **Budget Balance Before Encumbrances column** – represents the amount available, calculated as the continuing budget + temporary budget – year-to-date net revenues/expenses.
14. **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.
15. **Budget Balance After Encumbrances column** – represents the amount available, calculated as the continuing budget + temporary budget – year-to-date net revenues/expenses – encumbrances.