Summary of m-Fin Reports

Revenue & Expenditure Reports	** m-Fin Essentials*
Transaction Detail Reports	
Financial Detail	Shows all transactions for revenue/expense and balance sheet accounts.
Financial Detail II*	Shows all transactions for revenue/expense and balance sheet accounts with additional features and options not available in m-Fin Financial Detail.
Summary Reports	
Operating Summary*	One-page-per-SpeedType reporting showing the available balance calculation as well as revenue and expenditures by various account levels (Includes Balance Sheet Summary if it is relevant to fund type).
Revenue and Expenditure Summary*	Summarizes revenue and expenses by SpeedType.
Revenue and Expenditure Total*	Aggregates and summarizes revenue and expenses by Org, Fund Type, or a customized group of SpeedTypes.
Expenditure Type Summary	Shows a summary by expenditure types (salaries and wages, benefits, operating expenses, and travel) for a given SpeedType.
Expenditure Type	Shows summarized expenditure categories within a fiscal year, aggregated by Org and grouped by Fund.
Actuals by Fiscal Year	Aggregates high-level account range totals by Org or a customized group of SpeedTypes by fiscal year, includes Budget-Actual-Encumbrance (BAE) Summary.
One-Liner Reports	
SpeedType Summary	Simple one-line-per-SpeedType report showing budget, actuals and available balance for a given month end or previous day.
SpeedType One-Liner*	Presents a financial summary for multiple speedtypes, in a one-line-per-speedtype presentation.
Budget to Actual*	Shows a Budget-Actual-Encumbrances (BAE) report with one line per SpeedType, includes continuing and temporary budget for each SpeedType.
Org-Level Reports	
Tree Zoom II*	Shows a top-down analysis of expenditure actuals, with the ability to drill to descending Org and account trees.
Org Expenditures by Month	Expenditures by month across Fiscal Years for a specified Org.
Monthly Reports	
BAE by Month Summary	Shows monthly actuals, current budget, and current encumbrances within a fiscal year.
Expenditure Actuals by Month Total	Aggregates monthly actuals by expenditure category by Org, Fund Type, or a customized group of SpeedTypes.
Rev. and Expend. Actuals by Mo. Total	Aggregates monthly actuals by revenue and expenditure category by Org, Fund Type, or a customized group of SpeedTypes.
Expend. Cumulative by Mo. Charts	Expenditure category bar charts by month across fiscal years by SpeedType, Program, or Project.

Balance Sheet Reports	
Accounting Summary*	SpeedType One-Liner that shows the net assets and liabilities at the beginning of the fiscal year, and subsequent revenues and expenditures. Also shows current cash balance.
Accounting Summary by SpeedType	Balance sheet and revenue/expenditure summary for one or more SpeedTypes within one report (SpeedTypes are in columns).
Balance Sheet Summary	Shows the summarized balances for balance sheet accounts by SpeedType.
Balance Sheet Total	Aggregates balance sheet totals by Org, Fund Type, or a customized group of SpeedTypes.
Trial Balance Summary	Shows balance sheet and revenue/expenditure totals by SpeedType.
Trial Balance Total	Aggregates balance sheet and revenue/expenditure totals by Org, Fund Type, or a customized group of SpeedTypes within one report. Pages by fund.
Account Number Reports	
Account Number	Aggregates account code totals by Org, for a group of SpeedTypes, or separately by Project/Program.
Account by Fund	Aggregates account code totals by Org or for a group of Speedtypes, with Fund Types/Groups in columns.
Account Range by Fund	Aggregates account code totals in ranges (Level 5) by Org or for a group of Speedtypes, with Fund Types/Groups in columns.
Account Actuals Period by FY	Shows totals for a SpeedType or Project in a single account code, or a range of account codes, for each accounting period (rows) across fiscal years (columns).
Compensation Reports	
Compensation Summary	Compensation by Employee/Position. Can run for Home Dept Org or Payline Org and view by multiple dimensions (speedtype, position, payroll/benefits, month).
Payroll Transactions	Transaction detail for the pay and benefits of an employee over a specified time period, concluding with a summary page.
Position Budget Report	Shows position budgets compared to total employee pay on one page, and monthly pay to each position over time on another.
Position Budget II	Shows position budget transactions in comparison to the actuals transactions side-by-side over a period of time.
Personnel Roster and Department Budget	Shows position budgets by Fund, Org, and Speedtype including continuing and temp budget amounts and budgeted FTEs. Includes Job Codes and Descriptions.
Payroll Accounting Period	Shows summarized payroll information for a specific accounting period, by SpeedType, sorted by employee.
Payroll Fiscal Year	Shows summarized payroll information for a fiscal year, displayed by month, for a specific employee or SpeedType (sorted by employee).
Payroll Fiscal Year Detail	Shows detailed payroll information, for a fiscal year, displayed by month, for a specific employee or SpeedType (sorted by employee).

Summary of m-Fin Reports

Project Reports

Summary Reports

Award Code	Shows a one page summary of the financial activity associated with an award or group of awards including projects attributes, F&A Rates and Direct vs. F&A costs.
Payments Received Org Overview	Shows total payments received from granting agencies, summarized by each project within an organization.
Project Financial Status	Shows an Available Balance Summary, an optional Assets and Liabilities Summary, highly summarized Expenditures summary, an optional cumulative expenditures chart, and an optional salaries, wages, and benefits section, for a specific Project (with consolidated subclasses).
Project Lifechart	Shows cumulative spending over time vs. budget for a given project.
Project Fiscal Years	Shows spending (Direct vs. F&A) by fiscal year for one or more projects.

Monthly Reports

Project Expenditures by Month	Shows summarized project expenditures by month for any specified range of months, including for the federal fiscal year.

Transaction Detail Reports

Project Actuals Detail	Shows expenditures on a project that have occurred before or after a particular date for a project or award.
Receivables Activity	Shows detailed receivables for a Project, for any Source Code that is not from the revenue recognition process.
Receivables Transaction Finder	Shows search results for a payment, by dollar amount, or Project ID, from a Project sponsor that was booked to the wrong FOPPS.
Payments Received	Shows payments received from granting agencies.

One-Liner Reports

Project One-Liner	Shows the financial basics for a project(s) in a one-line presentation.
Project Spending Trends	Shows a spending analysis of a Project at the Project level, rather than the SpeedType level (for projects that have subclasses).
Projects Direct and Indirect Cost	Shows a cumulative total of direct and indirect costs by project for a specified Org.

Specialty Reports

Outstanding Encumbrances	Shows an itemized list for all expenses committed but not yet incurred for a given SpeedType.
Abnormal Balance	Resource Deficit Report displays SpeedTypes with either a negative cash balance or positive net assets. Abnormal Account Balance Reports shows accounts with abnormal balances (i.e., debit accounts with credit balances or credit accounts with debit balances).
Audit Trail	Shows a summation of account code balances for SpeedTypes for specified funds.
NACUBO Expense Purpose	Shows budget and actual expenditure amounts by expense purpose code.
Sponsor Funding	Shows all budget transactions for all projects under a specified Org.
Expenditures Sponsor by FY	Shows spending by Sponsor across Fiscal Years for a specified Org.
Speedtype Status	Shows the SpeedType status along with effective dates for all SpeedTypes under a specified Org.
Journal Entries	Search Journal Entries by ID, Date, Operating, Source and Status.
Launch*	Provides a menu of reports given an SpeedType or Org, recommending different reports for each fund type including an all funds view.

Look-Ups

Org Tree Lineage	Shows the organizational tree lineage for an organizational code/node.
Org Tree List	Shows the organizational tree list for an organizational code/node.
Account Tree List	Shows Account Tree lists at different levels. Speedtype Look-Ups
SpeedType List	Shows an attributes list of active/inactive SpeedType(s).
Fiscal Roles	Shows positions and individuals that have been assigned fiscal roles (e.g. program manager, project principal) for a specific SpeedType, Org or Position #. Each
Fiscal Roles II	Shows fiscal role assignments by SpeedType (all roles listed under each). Report can be run by Speedtype or Org.
Proposal ID Lookup	Lookup of Project details by Proposal ID
Source Code Look-Up	Shows detailed information for a specific Source Code.

Other Links

What to Expect with CU-Data
How-To: Running a Report in CU-Data
How-To: Drilling Down in CU-Data
How-To: Creating Report Views in CU-Data
How-to: Scheduling Reports for Month-End/Year-End Close
How-to: Understanding PO Encumbrances
How-to: Updating Your Home Page in CU-Data
How-To: Looking up Available Gift Fund Balances
m-Fin Blog

Summary of m-Fin Reports

	Revenue and Expenditures	Balance Sheet	Budget Included	Budget Type Included	Individual Transactions	Across Multiple FYs	by Fiscal Year	by Month / Acct'g Period	"Current Period" Comparison	Subtotal at Diff Acct Levels	Page by	One-liner	Drill Down Report(s)	Special Feature 1	Special Feature 2
Revenue & Expenditure Reports															
Transaction Detail Reports															
Financial Detail	✓	✓	✓	✓	✓	✓				✓	Speedtype		JE Rpt		
Financial Detail II*	✓	✓	✓	✓	✓	✓				✓	Speedtype		JE Rpt	Entire Org Tree in Extract	Concur R/E/V Detail
Summary Reports															
Operating Summary*	✓	✓	✓						✓	✓	Speedtype		Actuals	Budget Spent Percentage	
Revenue and Expenditure Summary*	✓		✓	✓					✓	✓	Speedtype		Financial Detail	Prior FY Actuals	Current/Prior Year %
Revenue and Expenditure Total*	✓		✓	✓					✓	✓	Fund Type		Financial Detail		Current/Prior Year %
Expenditure Type Summary	✓		✓	✓							Speedtype		Acct Number / Txs	Bar Chart of Expenses by Type	
Expenditure Type	✓		✓	✓							1-Page		No	Report on One Page	
Actuals by Fiscal Year	✓	✓	✓	✓		✓	✓				1-Page		Budget	Budget Drill Down	
One-Liner Reports															
SpeedType Summary	✓		✓								n/a	Speedtype	Operating Sum.		
SpeedType One-Liner*	✓	✓	✓	✓							n/a	Speedtype	Actual/Bud	Budget Drill Down	Gift Expense Purpose
Budget to Actual*	✓		✓	✓							n/a	Speedtype		Prior FY Actuals	Current/Prior Year %
Org-Level Reports															
Tree Zoom II*	✓		✓	✓						✓	1-Page		No	Prior FY Actuals	Variance to Prior FY
Org Expenditures by Month	✓					✓	✓	✓			1-Page		No	Highlights Hi/Lo Per Cat.	
Monthly Reports															
BAE by Month Summary	✓	✓	✓					✓			Speedtype		Financial Detail		
Expenditure Actuals by Month Total	✓							✓			Fund Type		Financial Detail		
Revenue and Expenditure Actuals by Month Total	✓							✓		✓	Fund Type		Financial Detail	Page by Project/Program	
Expenditures Cumulative by Month Charts	✓		✓			✓	✓	✓		✓	Speedtype		No	Step Charts by Expenditure Type	
Balance Sheet Reports															
Accounting Summary*	✓	✓									n/a	Speedtype	BAE Report, Txs	Begin. & End. Net Assets Balances	
Accounting Summary by SpeedType	✓	✓	✓	✓					✓		n/a		Financial Detail II		
Balance Sheet Summary		✓							✓		Speedtype		Financial Detail	Prior FY Actuals	
Balance Sheet Total		✓							✓		Fund Type		Acct Number / Txs	Prior FY Actuals	
Trial Balance Summary	✓	✓	✓	✓					✓	✓	Speedtype		Financial Detail		
Trial Balance Total	✓	✓	✓	✓					✓	✓	Fund Type		Financial Detail	Prior FY Actuals	Current/Prior Year %
Account Number Reports															
Account Number	✓	✓							✓		Multiple		Financial Detail		
Account by Fund	✓	✓									1-Page		Audit Trail Rpt / Txs	Fund Types/Groups in Columns	
Account Range by Fund	✓	✓									1-Page		Audit Trail Rpt / Txs	Fund Types/Groups in Columns	Grouping by Exp. Purp.
Account Actuals Period by Fiscal Year	✓	✓				✓	✓	✓			1-Page		No	Bar Charts Available	
Compensation Reports															
Compensation Summary	✓					✓		✓			Multiple		Payroll Transactions	Search by Home/HR Org or Payline Org	
Payroll Transactions	✓					✓		✓			1-Page		PET Report		
Position Budget Report	✓		✓	✓		✓					1-Page		Position Budget Detail	HR Salary	Budget vs. Act. at Position Level
Position Budget II	✓		✓	✓	✓					✓	1-Page		No	Budget vs. Act. at Position Level	
Personnel Roster and Department Budget	✓		✓	✓							Fund Type		Position Budget II	Continuing FTE / Temp FTE	Job Codes and Descriptions
Payroll Accounting Period	✓									✓	SpeedType	Employee	Payroll FY / Detail		
Payroll Fiscal Year	✓							✓			Multiple		Payroll FY Detail		
Payroll Fiscal Year Detail	✓				✓			✓			Multiple		No	Shows Benefit Pool Transactions	

Summary of m-Fin Reports

	Revenue and Expenditures	Balance Sheet	Budget Included	Budget Type Included	Individual Transactions	Across Multiple FYs	by Fiscal Year	by Month / Acct'g Period	"Current Period" Comparison	Subtotal at Diff Acct Levels	Page by	One-liner	Drill Down Report(s)	Special Feature 1	Special Feature 2
Project Reports															
Summary Reports															
Award Code	✓	✓	✓								1-Page		Account Num, OLT	Proj Attribut., F&A Rates, Direct/F&A	Bullet Charts
Payments Received Org Overview	✓	✓				✓					1-Page		Payments Received		
Project Financial Status	✓	✓	✓			✓					Project		No	Cumulative Area Chart	
Project Lifechart	✓		✓			✓					Project		No		
Project Fiscal Years	✓					✓	✓				1-Page		No	Direct vs. F&A	
Monthly Reports															
Project Expenditures by Month	✓		✓			✓	✓	✓		✓	1-Page		No	Bar Chart	
Award Expenditures by Month	✓		✓			✓	✓	✓		✓	1-Page		No	Bar Chart	
Transaction Detail Reports															
Project Actuals Detail	✓	✓			✓	✓					n/a		JE Rpt, Source Code		
Receivables Activity		✓			✓						Project		Source Code Lookup	Payment IDs	Cross Check Summary
Receivables Transaction Finder		✓			✓						Project		Source Code Lookup	Search by Amt, Acct Code, Date	
Payments Received	✓	✓			✓	✓					n/a		Source Code Lookup		
One-Liner Reports															
Project One-Liner	✓	✓	✓								n/a	Project	Award, Fin Status, Op Summary	Bullet and Bar Charts	Filter by Cash Balance
Project Spending Trends	✓		✓								n/a	Project	Project Financial Status	Gauge Charts, Hot Filter	Spending Rate analysis
Projects Direct and Indirect Cost	✓					✓					Multiple	Project	Project Exp. By Month	Includes F&A Rates	
Project SpeedType One-Liner	✓	✓	✓								n/a	Speedtype	Award, Fin Detail, Acct Acts by FY		
Specialty Reports															
Outstanding Encumbrances											Speedtype		No	Search by Purchase Order	Account Code Ranges
Abnormal Balance		✓									n/a	Account	No		
Audit Trail	✓	✓								✓	n/a	Speedtype	Financial Detail		
NACUBO Expense Purpose	✓		✓	✓							Exp Purpose		Audit Trail Rpt / Txs		
Sponsor Funding	✓		✓		✓	✓					1-Page		JE Rpt		
Expenditures Sponsor by Fiscal Year	✓					✓	✓				n/a	Sponsor	No	Expenditures by Sponsor	
Speedtype Status											1-Page		No		
Journal Entries					✓						n/a		No	Fiscal Roles listed by SpeedType	
Retired Projects Not Zero		✓									1-Page		Award / Balance Sheet		
Look-Ups															
Org Tree Lineage											1-Page		No		
Org Tree List											1-Page		No		
Account Tree List											1-Page		No		
SpeedType List											1-Page		No	Program/Project Long Description	
Fiscal Roles											Fiscal Role		No	Fiscal Role Lookup by Org or Position	
Fiscal Roles II											Fiscal Role		No	Fiscal Roles listed by SpeedType	
Proposal ID Lookup											1-Page		No		
Source Code Look-Up											1-Page		No		

** m-Fin Essentials*

m-Fin Reporting – Frequently Asked Questions

Q: Where would I find detailed information on individual transactions and the raw data to compile my own reports?

A: The **Financial Detail** and **Financial Detail II** reports provide individual transaction details for a SpeedType, Orgnode, Project etc., across any time period.

- The Financial Detail II report provides additional options around Concur details (Report, Expense, Vendor). Additionally, the data download includes the entire Account and Org trees for each transaction allowing the user to ability to create their own roll-ups.
- On either report, the user can drill-down to the Journal Entry Report for each transaction.

Q: What if I wanted to see an aggregated financial summary for an Org, Org-node, or group of SpeedTypes?

A: There are several reports that could be used for this purpose including:

- **Revenue and Expenditure Summary Total***: This is a budget-to-actuals report which pages by Fund-Type but also includes an All Funds summary at the end. This report also allows for the aggregation of a customized group of SpeedTypes.
- **Tree Zoom II*** (under Orgnode reports): A summarized budget-to-actuals report that allows the user to zoom in and out of Org Tree and Account Tree levels on the fly. This report also shows Prior FY actuals and the variance between the Current FY and the Prior FY.
- Other reports which offer similar levels of aggregation include: **Actuals by Fiscal Year**, **Revenue and Expenditure Actuals by Month Total**, **Balance Sheet Total**, and **Trial Balance Total**.

Q: What if I wanted to see a high-level summary for my Org / Org-node by SpeedType?

A: The following reports present a one-line-per-SpeedType financial summary:

- The **SpeedType One-Liner*** report shows budget-to-actuals with revenue/expense/transfer totals and details including beginning balances, cash, gift expense purpose, etc., with multiple drill-down options (**Financial Detail**, **Award, Account Actuals by Fiscal Year**).
- The **Budget to Actual** is a high-level summary which separates revenue, expenditures and transfers into different sections and includes columns such as budget spent %, budget balance %, prior year actuals, and current/prior year %.
- The **SpeedType Summary** report is a very high-level budget-to-actuals summary and includes project details (e.g., starting/end dates, award code) and a drill-down to **Operating Summary**.
- The **Accounting Summary** report shows beginning and current assets and liabilities, cash rollup transfers and current cash. It also separates direct and F&A expenditures.

Q: How do I see my Org's personnel and their salaries?

A: The **Position Budget** report shows employee pay over a specified accounting period as well as their current salary from the HR system. It also compares their salary expenses with the amount of budget (continuing and temp) allocated to their positions.

**m-Fin Essentials Reports*

Q: How can I see the funding SpeedType for each of my Org's employees? What if my Org's employees are funding from a SpeedType outside of my Org?

A: The **Compensation Summary** report can be run for Payline Org/Program/Project (G/L Org) or Home Dept Org (HR Org) and provides the SpeedType where salary and benefit expenses were incurred for each employee.

Q: Where would I go to check the financial status of several projects at once?

A: The following reports present one-line financial summaries:

- The **Project One-Liner** report shows FY and project-to-date expenditures (Direct and F&A in different columns), encumbrances, payments received, and available balance by project. Drill-down reports include **Award**, **Project Financial Status**, **and Operating Summary**.
- The **Project SpeedType One-Liner** report is similar to the Project One-Liner but presents the information for individual SpeedTypes (relevant for projects with multiple speedtypes).
- The **Project Spending Trends** report provides a one-line analysis of a project's spending trends and highlights projects that look like they might go over budget when extrapolating recent spending patterns (certain segments of the last 7 months).

Q: Where can I find a detailed summary for one particular project?

A: The following reports summarize a project's financial status

- For a given Project (with consolidated subclasses) the **Project Financial Status** report presents an Available Balance Summary, Assets and Liabilities Summary, high-level Expenditures summary, a cumulative expenditures chart, and a Salaries, Wages and Benefits section.
- The **Project Lifechart** displays cumulative spending over time vs. budget in an area chart for a given project including budget and actual totals at high-level account code ranges.

Q: In which reports can I see annual financial information across fiscal years?

A: The following reports summarize financial data by fiscal year:

- The **Actuals by Fiscal Year** report aggregates high-level account range totals by Org or a customized group of SpeedTypes by fiscal year (including a Budget-Actual-Encumbrance (BAE) Summary). For more detail at different levels of the account tree run the **Account Tree Actuals by Fiscal Year** report.
- The **Account Actuals Period by Fiscal Year** report displays totals for a SpeedType or Project in a single account code, or a range of account codes, for each accounting period (rows) across fiscal years (columns).