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m-Fin Reports Training [1]

m-Fin Reports are financial reports created in CU's Cognos software and accessed through the CU-Data system in the portal.

You can run m-Fin reports in CU-Data if you have a fiscal role on a SpeedType or if you have access to the Finance System [2]. Log in to your campus portal [3] and on the **CU Resources Home** tab, click the **CU-Data** tile.

- In-person training on how to run and read m-Fin reports is available from the campus controllers' offices [4] and through the OUC's Continuing Professional Education Program [5]. Online learning resources are available, below. To stay up to date with changes in reports, sign up for the m-Fin blog [6].
- You can run the m-Fin Launch report [7] to see a list of suggested reports for your SpeedType, Org, or project.
- See the CU-Data How-to page [8] for videos on how to run, save, and schedule m-Fin reports.

= Features a Mastering m-Fin mini-webinar recording

Monthly Financial Review Reports

Run these reports each month to reconcile your SpeedTypes. Watch a video about the 5 key m-Fin reports. [9]

- m-Fin Operating Summary [10] - A one-page-per-SpeedType report that shows the available balance calculation, as well as revenue and expenditures by various account levels. Includes assets and liabilities, if relevant to fund type.?
- m-Fin SpeedType Summary [11] - A simple one-line-per-SpeedType report showing budget, actuals, encumbrances, and available balance for a given period.
- m-Fin SpeedType One-Liner [12] - A one-line per SpeedType report showing budget (with a breakdown of continuing vs. temporary budget), actuals, and encumbrances.
- m-Fin Financial Detail [13] - An itemized list of all transactions for revenue, expense, and balance sheet accounts. Can be run for a customized list of account codes.
- m-Fin Financial Detail II [14] - An itemized list of all transactions for revenue, expense and balance sheet accounts, with additional features and options not available in m-Fin Financial Detail. Can be run for a customized list of account codes.
- m-Fin Outstanding Encumbrances [15] - An itemized list of all expenses committed but not yet incurred for a given SpeedType or purchase order
- m-Fin Resource Deficit & Abnormal Balance [16] - Lists SpeedTypes with negative cash balances or positive net assets. Shows account codes with abnormal balances (i.e.,

debit accounts with credit balances or credit accounts with debit balances).

Revenue and Expenditure Reports

Run these reports to track revenues and expenditures for your SpeedTypes. Drill down on blue highlighted amounts to see the detail behind transactions or balances.

Summary Reports

- m-Fin Operating Summary [10]- A one-page-per-SpeedType report that shows the available balance calculation, as well as revenue and expenditures by various account levels. Includes assets and liabilities, if relevant to fund type.
- m-Fin Revenue and Expenditure Summary [17] - Summarized balances for revenue and expenditure accounts by SpeedType.
- m-Fin Revenue and Expenditure Total [18]- Aggregate revenue and expenditure account totals by Org, fund type, or a designated group of SpeedTypes, with page breaks by fund.
- m-Fin Expenditure Type Summary [19] – A summary by expenditure types (salaries and wages, benefits, operating expenses, and travel) for a given SpeedType. Also displays pie charts of expenditures-to-date.
- m-Fin Expenditure Type [20]- Summarized expenditure categories within a fiscal year, aggregated by Org and grouped by fund.
- m-Fin Actuals by Fiscal Year [21]- Summarized account range totals for an Org or customized group of SpeedTypes by fiscal year. This report includes a summary of Budget-Actual-Encumbrance (BAE) totals.

Transaction Detail Reports

- m-Fin Financial Detail [13] - An itemized list of all transactions for revenue, expense, and balance sheet accounts. Can be run for a customized list of account codes.
- m-Fin Financial Detail II [13] - An itemized list of all transactions for revenue, expense and balance sheet accounts, with additional features and options not available in m-Fin Financial Detail. Can be run for a customized list of account codes.

One-Liner Reports

- m-Fin SpeedType Summary [11] - A simple one-line-per-SpeedType report showing budget, actuals, and available balance for a given period.
- m-Fin SpeedType One-Liner [12] – A one-line per SpeedType report showing budget (with a breakdown of continuing vs. temporary budget), actuals, and encumbrances.
- m-Fin Budget to Actual [22] - A one-line per SpeedType report showing budget, actuals, and encumbrances. Includes continuing and temporary budgets for each SpeedType.

Org-Level Reports

- m-Fin Tree Zoom II [23] - A top-down analysis of expenditure actuals, with the ability to drill to descending Org and account trees.
- m-Fin Org Expenditures by Month [24] - Totals for expenditure types by month, for a single Org, for a designated length of time.

By Month Reports

- m-Fin BAE by Month - Summary [25] – Budget, monthly actuals, and encumbrances within a fiscal year for a SpeedType, with an optional Available Balance calculation.
- m-Fin Expenditure Actuals by Month - Total [26]– Aggregate monthly actuals for expenditure categories by Org, Fund Type, or for a customized group of SpeedTypes, with page breaks by fund. Final page includes an all-funds summary.
- m-Fin Revenue and Expenditure Actuals by Month - Total [27] - Aggregate monthly actuals for revenue and expenditure categories by Org, Fund Type, or for a customized group of SpeedTypes, with page breaks by fund. Final page includes an all-funds summary.
- m-Fin Expenditures Cumulative by Month Charts [28] - Summarized expenditure categories by month across fiscal years by SpeedType, Program or Project, displayed in the following graphs: Budget Minus Encumbrances and Prorated Budget.

Balance Sheet Reports

Run these reports to see information on balance sheet accounts, including assets, liabilities, and net assets.

- m-Fin Balance Sheet Summary [29]- Summarized balances for balance sheet accounts, with page breaks by SpeedType.
- m-Fin Balance Sheet Total [30]- Aggregate balance sheet account totals by Org, Fund Type, or for a customized group of SpeedTypes, with page breaks by fund.

Trial Balance Reports

Run these reports to ensure transactions are in balance and discover potential inaccuracies.

- m-Fin Trial Balance Summary [31]- Balance Sheet Summary and the Revenue and Expenditure Summary within one report, with page breaks by SpeedType.
- m-Fin Trial Balance Total [32]- Aggregate balance sheet, revenue and expenditure account totals by Org, Fund Type, or for a customized group of SpeedTypes, with page breaks by fund.

Account Number Reports

Run these reports to see total account code balances across SpeedTypes, Orgs, or fund types.

- m-Fin Account Number [33]– Account code totals by Org, for a group of SpeedTypes, or separately by Project/Program.
- m-Fin Account by Fund [34]- Aggregate account code totals by Org or for a group of SpeedTypes, with fund types/Groups in columns.
- m-Fin Account Range by Fund [35]- Aggregate account code range totals by Org or for a group of SpeedTypes, with fund types/Groups in columns.
- m-Fin Account Actuals Period by Fiscal Year [36]- Totals for a single account code or a range of account codes, in a SpeedType or Project, for each accounting period (rows) across fiscal years (columns).
- m-Fin Account Tree Actuals by Fiscal Year [37]- Account code totals for an Org or SpeedType by fiscal year.
- m-Fin Account Tree Actuals by SpeedType [38]- Summarized account code information for one or more SpeedTypes, displayed in columns.

Project Reports

Run these reports to see detail specific to projects/restricted funds.

Summary Reports

- m-Fin Award [39]– A one page summary of the financial activity associated with an award, or group of awards, including project attributes, F&A rates, and direct vs F&A costs.
- m-Fin Payments Received Org Overview [40]– Payments received from granting agencies, summarized by each project within an organization.
- m-Fin Project Closeout Summary [41] - An overview of projects ready for closeout, why a project may not be ready, and overall project closeout health as end dates approach: to help quickly assess project status and identify potential closeout issues.
- m-Fin Project Financial Status [42] – An Available Balance Summary, an optional Assets and Liabilities Summary, a highly summarized Expenditures summary, an optional cumulative expenditures chart, and an optional salaries, wages, and benefits section, for a specific Project, with consolidated subclasses.
- m-Fin Project LifeChart [43] - Cumulative spending over time vs. budget for a given project.
- m-Fin Project Fiscal Years [44] - Spending (Direct vs. F&A) by fiscal year for one or more projects.
- m-Fin Expenditures Sponsor by Fiscal Year [45]– Spending by sponsor across fiscal years for a specified Org.

Transaction Detail Reports

- m-Fin Project Actuals Detail [46]– Expenditures on a project that have occurred before or

after particular date of significance to the project. Shows all transfers booked on a project during a specified range of dates.
- m-Fin Receivables Activity [47]- Detailed receivables activity for a project, for any source code that is not from the revenue recognition process. Shows unusual receivables activity for a project.
- m-Fin Receivables Transaction Finder [48]- Search for a payment, by dollar amount, or project ID, from a project sponsor that was booked to the wrong FOPPS.
- m-Fin Payments Received [49]– Payments received from granting agencies.
- m-Fin Sponsor Funding [50]- All budget transactions for all projects under a specified Org.

One-Liner Reports

- m-Fin Project One-Liner [51] - A one-line per Project report that includes project dates, F&A rate, and award information, as well as Budget, Actual, and Encumbrance amounts. Includes an extras prompt to view cash balances.
- m-Fin Project Spending Trends [52] - A one-line per Project report analyzing at the Project level, rather than the SpeedType level (for projects that have subclass). Shows projects that have patterns of accelerated spending that look like they might go over budget. The analysis is of the last seven months.
- m-Fin Project SpeedType One-Liner [53]– A one-line per Project report that includes start and end dates, F&A rate, budget, actuals, and encumbrances for multiple projects.

By Month Reports

- m-Fin Award Expenditures by Month [54] - Summarized expenditures for an award by month for any specified range of months, with an optional bar chart.
- m-Fin Project Expenditures by Month [55] – Summarized project expenditures by month for any specified range of months. Shows summarized project expenditures by month for the federal fiscal year (twelve months October through September).

Specialty Reports for Projects

- m-Fin LOC Pool [56] – Used to determine the letter of credit draws for a project
- m-Fin OLT [57] - Shows sponsored projects that spend over the maximum amount that can be billed from the sponsor.
- m-Fin Retired Projects Not Zero [58] - Search for retired projects where balance sheet accounts have a debit or credit balance.
- m-Fin ROL [59] - Shows sponsored projects that have recognized revenues over the maximum amount sponsored.

Compensation Reports

Run these reports to see information on salary and benefits by SpeedType, employee, or position number.

- m-Fin Compensation Summary [60] - Total compensation by employee/position, broken out between salary, benefits, and other. Includes the applicable benefits rate by position.

- m-Fin Payroll Transactions [61]- Detailed accounting for pay and benefits for an employee over a range of accounting periods. The final page displays the Compensation Summary.
- m-Fin Position Budget [62]– Comparison of position budget transactions to the actuals (payment) transactions. Shows the monthly payments (actuals) to each position over time.
- m-Fin Position Budget II [63] – Comparison of position budget transactions to the actuals (payment) transactions side-by-side. Shows SpeedType allocations for a position and the monthly payments (actuals) to each position.
- m-Fin Position Budget - Actuals Detail [64]– Shows detailed pay information for a given position and account code range over a set period of time.
- m-Fin Payroll Accounting Period [65] - Summarized payroll information for a specific accounting period, by SpeedType, sorted by employee.
- m-Fin Payroll Fiscal Year [66] - Summarized payroll information for a fiscal year, displayed by month, for a specific SpeedType, sorted by employee.
- m-Fin Payroll Fiscal Year Detail [67] - Detailed payroll information, for a fiscal year, displayed by month, for a specific SpeedType, sorted by employee.
- m-Fin Personnel Roster and Departmental Budget [68]- Position budgets by fund, Org, and SpeedType, including continuing and temporary budget amounts and budgeted FTEs. Includes Job Codes and Descriptions.
- m-Fin PET [69] - Details of a Payroll Expense Transfer (PET). Search PETs by fiscal year, PET Operator, and PET Date.

Specialty Reports

Run these reports to see detail not available in traditional financial statements.

- Advancement Intelligence - Unlinked Funds to Review [70] - A list of CU Foundation Funds that are either unlinked to CU Gift Fund SpeedTypes or are linked to inactive CU Gift Fund SpeedTypes
- m-Fin LAUNCH [7] - A menu of reports given a SpeedType, Org, or Project, recommending different reports to run for each fund type.
- m-Fin Accounting Summary [71]- A one-line per SpeedType report showing net assets and liabilities at the beginning of the fiscal year and subsequent revenues and expenditures. Includes current cash balance.
- m-Fin Accounting Summary by SpeedType [72] - Summarized account code information for one or more SpeedTypes, displayed in columns. Shows total budget, actuals, and encumbrance information for one or more SpeedTypes, displayed in columns.
- m-Fin Accounting Summary Fund 34 [73]- A one-line per SpeedType report showing net assets and liabilities at the beginning of the fiscal year and subsequent revenues and expenditures for a Fund 34 SpeedType. Shows the available balance for linked CU Foundation funds.
- m-Fin Audit Trail [74] - A summation of account code balances for SpeedTypes for specified funds.
- m-Fin ESP Transactions [75] - Procurement Card transactions by cardholder name, with the ability to filter by vendor name.
- m-Fin Gross Margin COGS [76] - Revenue and cost of goods sold for an Org or

SpeedType that sells inventory (such as a campus bookstore).
- m-Fin NACUBO Expense Purpose [77] - Budget, actual, and encumbrance expenditure amounts for an Org by expense purpose code.

Look-Ups (look up ChartField info rather than financial info

Run these reports to see ChartField information, rather than financial information.

- m-Fin Account Tree List [78]- Shows the account tree list at different levels.
- m-Fin Fiscal Roles [79]- Shows positions and individuals that have been assigned fiscal roles (e.g. program manager, project principal) for a specific SpeedType, Org or Position number. Each different fiscal role listing starts on its own page. Shows if a SpeedType Fiscal Staff role is an Approver, Reviewer, or Both.
- m-Fin Fiscal Roles II [80]- Shows fiscal role assignments by SpeedType (all roles listed under each). Report can be run by SpeedType or Org.
- m-Fin Org Tree Lineage [81]– Enter an Org code/node to see its organizational tree lineage. Includes the Officer, Principal, and Fiscal Manager for each Org.
- m-Fin Org Tree List [82]– Select an effective date, then filter through levels of the Org Tree down to a specific Org node. Add extras like Officer, Principal, and Fiscal Manager names and contact information.
- m-Fin Source Code Lookup [83]– Status and description for a specific Source Code.
- m-Fin SpeedType List [84]- An attributes list of active/inactive SpeedType(s).
- m-Fin SpeedType Status [85]- SpeedType status along with effective dates for all SpeedTypes under a specified Org.

Source URL:https://www.cu.edu/controller/cognos-reporting-system-training

Links
[1] https://www.cu.edu/controller/cognos-reporting-system-training [2] https://www.cu.edu/psc/policies/access-training-requirements [3] https://my.cu.edu/ [4] https://www.cu.edu/controller/campus-controllers-finance-offices [5] https://www.cu.edu/controller/course-catalog [6] https://www.cu.edu/blog/m-fin [7] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-launch [8] https://www.cu.edu/controller/training/m-fin-reports-cu-data/cu-data-how-videos [9] https://www.cu.edu/controller/m-fin-how-monthly-financial-review-reports [10] https://www.cu.edu/controller/training/m-fin-reports-cu-data/m-fin-operating-summary [11] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-speedtype-summary [12] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-speedtype-one-liner [13] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-financial-detail [14] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-financial-detail-ii [15] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-outstanding-encumbrances [16] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-resource-deficit-%26-abnormal-balance [17] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-revenue-expenditure-summary [18] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-revenue-expenditure-total [19] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-expenditure-type-summary [20] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-expenditure-type [21] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-actuals-by-fiscal-year

[22] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-budget-to-actual
[23] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-tree-zoom
[24] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-org-expenditures-by-month
[25] https://www.cu.edu/controller/training/m-fin-reports-traning/m-fin-bae-by-month-summary
[26] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-expenditure-actuals-by-month-total
[27] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-revenue-expenditure-actuals-by-month-total [28] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-expenditures-cumulative-by-month-charts [29] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-balance-sheet-summary [30] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-balance-sheet-total [31] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-trial-balance-summary
[32] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-trial-balance-total
[33] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-account-number
[34] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-account-by-fund
[35] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-account-range-by-fund
[36] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-account-actuals-period-by-fiscal-year
[37] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-account-tree-actuals-by-fiscal-year
[38] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-account-tree-actuals-by-speedtype
[39] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-award
[40] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-payments-received-org-overview
[41] https://www.cu.edu/controller/training/m-fin-reports-cu-data/m-fin-project-closeout-summary
[42] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-project-financial-status
[43] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-project-lifechart
[44] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-project-fiscal-years
[45] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-expenditures-sponsor-by-fiscal-year
[46] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-project-actuals-detail
[47] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-receivables-activity
[48] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-receivables-transaction-finder
[49] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-payments-received
[50] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-sponsor-funding
[51] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-project-one-liner
[52] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-project-spending-trends
[53] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-project-speedtype-one-liner
[54] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-award-expenditures-by-month
[55] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-project-expenditures-by-month
[56] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-loc-pool
[57] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-OLT
[58] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-retired-projects-not-zero
[59] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-ROL
[60] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-compensation-summary
[61] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-payroll-transactions
[62] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-position-budget
[63] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-position-budget-ii
[64] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-position-budget-actuals-detail
[65] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-payroll-accounting-period
[66] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-payroll-fiscal-year
[67] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-payroll-fiscal-year-detail
[68] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-personnel-roster-and-departmental-budget [69] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-PET
[70] https://www.cu.edu/controller/training/m-fin-reports-cu-data/advancement-intelligence-unlinked-funds-review [71] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-accounting-summary
[72] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-accounting-summary-by-speedtype
[73] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-accounting-summary-fund-34
[74] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-audit-trail
[75] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-esp-transactions
[76] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-gross-margin-cogs
[77] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-nacubo-expense-purpose
[78] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-account-tree-list

[79] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-fiscal-roles
[80] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-fiscal-roles-ii
[81] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-org-tree-lineage
[82] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-org-tree-list
[83] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-source-code-lookup
[84] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-speedtype-list
[85] https://www.cu.edu/controller/training/m-fin-reports-training/m-fin-speedtype-status