

# The m-FIN SPEEDTYPE SUMMARY Report

## When would you run the Cognos m-Fin SpeedType Summary Report?

1. To check your available balance prior to initiating a purchase or making a payment.
2. To view the amount available for many SpeedType(s) at once as of the close of business for the previous business day.

## Getting Access

University employees with a Fiscal Role on a SpeedType, or with access to the PeopleSoft Finance System, automatically have access to the Cognos M-Fin Reports. Additional information can be found at <https://www.cu.edu/controller/help/sbs-reporting.html>.

## Logging In & Running Your Report

1. Log into your campus portal and locate your **CU Resources** section.
2. Under the **Reporting** area, select the **Public Folders** link.
3. Select the **Finance** folder, then the **m-Fin SpeedType Summary Report**. Enter the appropriate search criteria.

## Reviewing the Cognos m-Fin SpeedType Summary Report (With Encumbrance Analysis Columns)

SPDTYPE	BUDGET	ACTUALS	BAL BEFORE ENCUMBS	ENCUMBS	AVAILABLE BALANCE
11022106 -- APPM SALARIES (ACTIVE)	2,626,204.00	2,355,286.83	270,917.17	379,379.98	<a href="#">(108,462.81)</a>
13002178 -- CSEDI COLLABORATIVE RESEARCH: (ACTIVE)	100,599.00	18,684.91	81,914.09	184,209.49	<a href="#">(102,295.40)</a>
13000075 -- BIOMECHANICS OF BLOO (ACTIVE)	185,016.61	202,160.29	(17,143.68)	455.34	<a href="#">(17,599.02)</a>
13002828 -- INNOVATIVE EARTH GRAVITY REFOR (ACTIVE)	124,149.00	52,870.94	71,278.06	88,427.13	<a href="#">(17,149.07)</a>

1. **Budget** = Budget dollar amounts for the revenues/expenses during the fiscal year.
2. **Actual** = Actual dollar amounts for expenses/revenues from the beginning of the fiscal year through the designated month.
3. **Bal Before Encumbs** = Amount available before considering encumbrances.
4. **Encumb** = SpeedType's encumbered amount.
5. **Available Balance** = Amount available, after considering encumbrances.