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Transactions on Your Financial Statements ^[1]

Each line item of a Purchase Order (PO) will appear on your m-Fin Financial Detail as an:
1. Encumbrance 1 day after the PO is created. PO creation means the shopping cart has been turned into a requisition, and, if necessary, the requisition has been fully approved.

Note: Payment Vouchers (PVs) don't encumber ? they appear only as an actual expense, see #2 below.

2. Actual expense 1 day after the invoice (voucher) becomes payable (i.e., receiving has been done, if necessary, and the voucher is fully approved). This will also result in a second transaction line decreasing the encumbrance by the voucher amount (except for PVs)

Your Training Format

To learn more select the Quick Reference Guide below. You may also want to watch the [What are PO Encumbrances video](#) ^[2].

Files:



[Transactions on Your Financial Statements QRG](#)^[3]

Source URL: <http://www.cu.edu/psc/training/transactions-your-financial-statements>

Links:

[1] <http://www.cu.edu/psc/training/transactions-your-financial-statements>

[2] <http://www.cu.edu/controller/what-are-po-encumbrances>

[3] <http://www.cu.edu/sites/default/files/policies/40646-transactions-your-financial-statements/files/qrgtransactionsonyourfinancialstatements121115.pdf>