Concur Travel & Expense System
Quick Reference Guide: *Transactions on Your Financial Statements*

Information associated with expense reports that were ***fully approved*** by 5:00 p.m. on the *next to last* business day of the month will appear on your financial statements. Full approval means the expense report has been approved by all required department and campus approvers – which includes the PSC as the final approval step for travel reconciliations. Transactions will appear on your m-Fin Financial Detail Report according to the following conventions.

Logging In & Running Your m-Fin Financial Detail Report

If you have a Fiscal Role on a SpeedType, or access to the PeopleSoft Finance System, you automatically have access to run reports in the Cognos Reporting System.
1. Log in to 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 Financial Detail** Report. Enter the appropriate search criteria and run the report. For additional information, see https://www.cu.edu/controller/help/sbs-reporting.html.

Reviewing Concur Travel & Expense System Information on Your m-Fin Financial Detail Report

ACCT	JOURNAL LN DESC	BUDGET	ACTUAL	ENCUMB	AVAIL	BAE CODE	SRCE CODE	LN #	JOURNAL ID	JOURNAL DATE	FY	PRD	OPER NAME	REF	PO	INVOICE ID	VNDR NAME
480103	CANON FINANCIAL SERVIC EQUIPMENT RENTAL OFFICE EQUIPMENT RENTAL FEBRUARY 2012 EXPENSES206449 TRUESD KRIS D	0.00	302.08	0.00		ACTUALS	ESP	1	ESP0208120	Feb 28, 2012	2012	8	SYSTEM	206449			
700100	UMC EUCLID LOT PSC OPEN HOUSES – MARCH, 2012 PARKING PSC OPEN HOUSES – MARCH, 2012	0.00	8.00	0.00		ACTUALS	ESE	334	APES867470	Apr 3, 2012	2012	10		02915125		CUES221763	DAMIANO-NITTOLI,LESLIE
700200	KELLEY TUCSON 3/28/2012	0.00	179.80	0.00		ACTUALS	PSC	116	USBA040512	Apr 5, 2012	2012	10	SYSTEM	7025894928			

1. **Journal Ln Desc:**
   - Procurement Card transactions = Vendor's name + business purpose + Expense Type + expense report name
   - Travel Reconciliation expense report transactions = Vendor's name + expense report name + Expense Type + expense report name
   - Ghost Card transactions (i.e., airfare billed directly to SpeedType) = Traveler's last name + destination + departure date
2. **Actual** = Transaction amount (<u>Note</u>: Credits appear as a negative amount, in parentheses.)
3. **Srce Code:**
   - *ESP* = Procurement Card transactions
   - *ESE* = Travel Reconciliation expense report transactions
   - *PSC* = Ghost Card transactions
4. **Journal ID:**
   - *ESP* + seven-digit number assigned by the PeopleSoft Finance System = Procurement Card transactions
   - *APES* + six-digit number assigned by the PeopleSoft Finance System = Travel Reconciliation expense report transactions
   - *USBA* + journal date = Ghost Card transactions

5. **Journal Date:**
   - Procurement Card & Travel Reconciliation expense report transactions = date expense report became fully approved
   - Ghost Card transactions = date entered within PeopleSoft Finance System by the PSC
6. **Ref:**
   - Procurement Card transactions = Cardholder's employee ID number
   - Travel Reconciliation expense report transactions = reimbursement voucher number (blank if no reimbursement is due to employee)
   - Ghost Card transactions = airfare ticket #
7. **Invoice ID:**
   - *CUES* + report key assigned by Concur = Travel Reconciliation expense report transactions
   - Blank = Procurement Card & Ghost Card transactions
8. **Vndr Name:**
   - Employee's name = Travel Reconciliation expense report transactions
   - Blank = Procurement Card & Ghost Card transactions

> **Note**: Travel account code transactions are divided into sections titled "Source Code ESE" and "Source Code Non-ESE." Employee subtotals only appear under the "Source Code ESE" sections.