

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 <http://www.cu.edu/controller/cognos-reporting-system-training>.

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 1 | 0.00 | 302.08 2 | 0.00 | | ACTUALS | ESP 3 | 1 | ESP0208120 4 | Feb 28, 2012 5 | 2012 | 8 | SYSTEM | 206449 6 | | | | |
| 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 | | CUES21763 | 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 (**Note:** 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.