Concur How-to: Transactions on Your Financial Statements [1]

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.

Running the report

If you have a Fiscal Role on a SpeedType, or access to the PeopleSoft Finance System (FIN), you automatically have access to run reports in CU-Data.

1. Log in to your campus portal and on the CU Resources Home tab, click the CU-Data tile.
2. Click the **Team content** 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 [2]

Read the procedures

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

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
480103	CANON FINANCIAL SERVIC EQUIPMENT RENTAL OFFICE EQUIPMENT RENTAL FEBRUARY 2012 EXPENSES206449 TRUESDAY KRIS D	0.00	302.08	0.00		ACTUALS	ESP	1	ESP0208120	Feb 28, 2012	2012	8	SYSTEM
700100	UMC EUCLID LOT PSC OPEN HOUSES – MARCH, 2012 PARKING PSC OPEN HOUSES – MARCH, 2012	0.00	8.00	0.00		ACTUALS	ESE	334	APF5867470	Apr 3, 2012	2012	10	
700200	KELLEY TUCSON 3/28/2012	0.00	179.80	0.00		ACTUALS	PSC	116	USBA040512	Apr 5, 2012	2012	10	SYSTEM

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
    - **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.
4. **Journal ID:**
    - *ESP* + seven-digit number assigned by FIN = Procurement Card transactions
    - *APES* + six-digit number assigned by FIN = 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 in FIN 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

Source URL:https://www.cu.edu/psc/concur-how-transactions-your-financial-statements

Links
[1] https://www.cu.edu/psc/concur-how-transactions-your-financial-statements
[2] https://www.cu.edu/controller/cognos-reporting-system-training