Concur How-to: 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.

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

Read the procedures

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

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

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**Questions & Feedback** [3]

**Feedback or Question** *

Your Email Address

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**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
[3] https://www.cu.edu/controller/forms/questions-feedback-0