

CU Marketplace How-to: Transactions on Your Financial Statements ^[1]

Read the procedures

ACCT	JOURNAL LN DESC	BUDGET	ACTUAL	ENCUMB	AVAIL	BAE CODE	SRCE CODE	LN #	JOURNAL ID	JOURNAL DATE	FY	FRD	OPER NAME
402641 -- O/E FTF OTH PAY		0.00	(8,269.28)	0.00	8,269.28								
480101 -- OFFICE SUPPLIES													
480101	TWIN-POCKET PORTFOLIOS, BLACK,	0.00	31.70	0.00		ACTUALS	AP	3,084	AF00828921	Sep 14, 2011	2012	3	SYSTEM
480101	TWIN-POCKET PORTFOLIOS, BLACK, 10/PK	0.00	0.00	(31.70)		EN_PO	PO	1	TRAN 0003502165	Sep 14, 2011	2012	3	SYSTEM

1. **Journal Ln Desc** = Item description preceded by, if entered, the line's financial report comments (**Note:** Information on entering financial report comments can be found in [Adding Details to Shopping Carts](#) [2].)
2. **Actual** = Item's invoiced amount (**Note:** Negative amount, in parentheses, documents entry of credit from supplier.)
3. **Encumb** = Item's encumbered amount (**Note:** Negative amount, in parentheses, decreases encumbrance.)
4. **BAE Code:**
 - o ACTUALS = Actual expense (i.e., invoice/voucher entry)
 - o EN_PO = PO encumbrance
5. **Src Code:**
 - o AP = Accounts Payable entry of invoice/voucher
 - o PO = CU Marketplace entry of encumbrance
6. **Journal Date** = Entry date of transaction
7. **REF:**
 - o Actual expense = Voucher #
 - o PO = Blank
8. **PO** = Item's PO #
9. **Invoice ID:**
 - o Actual expense = Supplier's invoice #
 - o PO = Blank
10. **Vndr Name** = Supplier's legal name (For example, the catering company Biscuits & Berries appears as *NO KA OI INC*, which is its legal name.)

Each line item of a Purchase Order (PO) will appear on your m-Fin Financial Detail as an:

- 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.

- 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)

Have a question or feedback?

Questions & Feedback ^[3]

Feedback or Question *

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Links

[1] <https://www.cu.edu/psc/cu-marketplace-how-transactions-your-financial-statements>

[2] <https://www.cu.edu/psc/cu-marketplace-how-adding-details-shopping-carts-such-speedtypes-and-shipping>

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