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](http://www.cu.edu/controller/cognos-reporting-system-training).

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

<table>
<thead>
<tr>
<th>ACCT</th>
<th>JOURNAL LN DESC</th>
<th>BUDGET</th>
<th>ACTUAL</th>
<th>ENCUME</th>
<th>AVAIL</th>
<th>BAE CODE</th>
<th>SRC CODE</th>
<th>LN #</th>
<th>JOURNAL ID</th>
<th>JOURNAL DATE</th>
<th>FY</th>
<th>PRD</th>
<th>OPER NAME</th>
<th>REF</th>
<th>FO</th>
<th>INVOICE ID</th>
<th>VNDR NAME</th>
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<td>2012</td>
<td>8</td>
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<td>LIMO EXPENSE LOT PSC OPEN HOUSES - MARCH 2012 NARROW PSC OPEN HOUSES - MARCH 2012</td>
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<td>8.00</td>
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<td>Apr 1, 2012</td>
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<td>CUE521762</td>
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<td></td>
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<td></td>
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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. **Src 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.