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

1. **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.

2. **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).

### 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 CU Marketplace 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>ENCUMB</th>
<th>AVAIL</th>
<th>BAE CODE</th>
<th>SRCE CODE</th>
<th>LN #</th>
<th>JOURNAL DATE</th>
<th>FY</th>
<th>PRD</th>
<th>OPER NAME</th>
<th>REF</th>
<th>PO</th>
<th>INVOICE ID</th>
<th>VNR NAME</th>
</tr>
</thead>
<tbody>
<tr>
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<td>OFFICE SUPPLIES</td>
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<td>8,260.28</td>
<td>8,260.28</td>
<td>8,260.28</td>
<td>8,260.28</td>
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<td>8,260.28</td>
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<tr>
<td>480161</td>
<td>TWIN-POCKET PORTFOLIOS, BLACK</td>
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<td>31.70</td>
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<td>0.00</td>
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</tbody>
</table>

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. **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:**
   - **ACTUALS** = Actual expense (i.e., invoice/voucher entry)
   - **EN_PO** = PO encumbrance
5. **Srce Code:**
   - **AP** = Accounts Payable entry of invoice/voucher
   - **PO** = CU Marketplace entry of encumbrance
6. **Journal Date** = Entry date of transaction
7. **REF:**
   - Actual expense = Voucher #
   - PO = Blank
8. **PO** = Item's PO #
9. **Invoice ID:**
   - Actual expense = Supplier's invoice #
   - 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.)