

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).

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.

- Log in to your campus portal and locate your **CU Resources** section.
- Under the **Reporting** area, select the **Public Folders** link.
- 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>.

Reviewing CU Marketplace 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	FRD	OFFER NAME	REF	PO	INVOICE ID	VNDR NAME
480101	OFFICE SUPPLIES	0.00	(8,269.28)	0.00	8,269.28												
480101	TWIN-POCKET PORTFOLIOS, BLACK,	0.00	31.70	0.00		ACTUALS	AP	3,084	4800828921	Sep 14, 2011	2012	3	SYSTEM	50007229	1000007044	25024946001	STAPLES CONTRACT & COMMERCIAL INC
480101	TWIN-POCKET PORTFOLIOS, BLACK, 10/PK	0.00	0.00	(31.70)		EN_PO	FO	1	ITRAN 0003503165	Sep 14, 2011	2012	3	SYSTEM		1000007044		STAPLES CONTRACT & COMMERCIAL

- 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 [_____](#)).
- Actual** = Item's invoiced amount (**Note:** Negative amount, in parentheses, documents entry of credit from supplier.)
- Encumb** = Item's encumbered amount (**Note:** Negative amount, in parentheses, decreases encumbrance.)
- BAE Code:**
 - ACTUALS = Actual expense (i.e., invoice/voucher entry)
 - EN_PO = PO encumbrance
- Src Code:**
 - AP = Accounts Payable entry of invoice/voucher
 - PO = CU Marketplace entry of encumbrance
- Journal Date** = Entry date of transaction
- REF:**
 - Actual expense = Voucher #
 - PO = Blank
- PO** = Item's PO #
- Invoice ID:**
 - Actual expense = Supplier's invoice #
 - PO = Blank
- Vnдр Name** = Supplier's legal name (For example, the catering company Biscuits & Berries appears as NO KA OI INC, which is its legal name.)