Payment Academy: Invoices in CU Marketplace

We'll get started soon...

Do you hear music playing?
If not, take a moment to adjust your audio settings.

PAYMENT ACADEMY: INVOICES IN CU MARKETPLACE

PRESENTED BY

KRISTINA MENDEZ

Finance & Procurement
Learning Specialist

EMILY HAWKINS

Help Desk
Training Consultant

WHY ARE WE HERE?

Handout:
https://tinyurl.com/cu-marketplace

AGENDA

TECHNICAL STUFF
- **Q&A Button**
- **Poll Questions**
- **CPE Reminders**

INVOICES
- Invoice requirements
- Submitting Invoices

PAYMENT STATUS
- Looking Up Invoices
- Understanding Payment Status

RESOLVING ISSUES
- Troubleshooting Tips for "In Process" Invoices

RESOURCES
- Payment Resource Center
- Recording, Handout, & Slides

Handout:
https://tinyurl.com/cu-marketplace
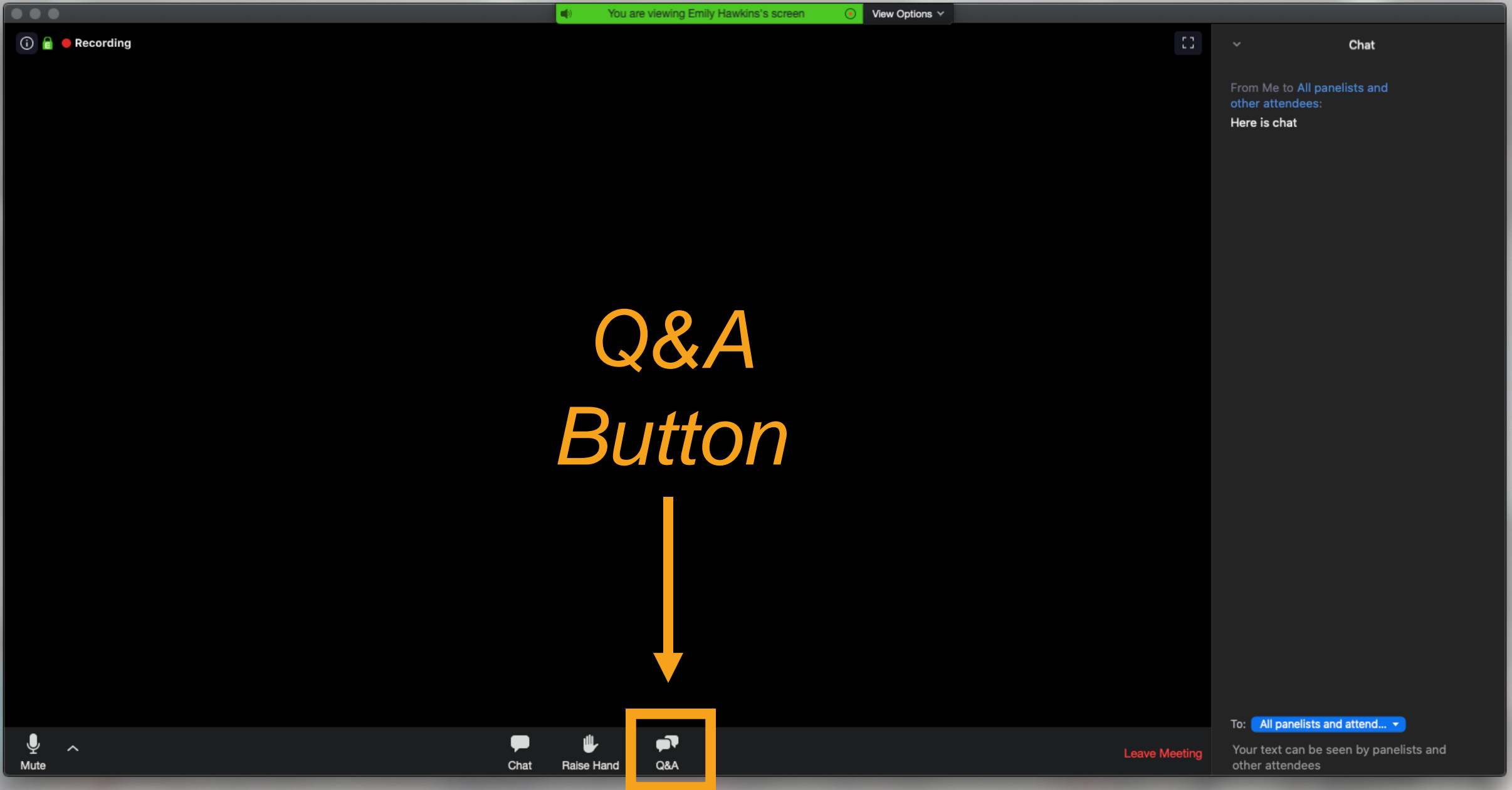
WE WILL SHARE A
RECORDING
(after the webinar)

CPE Reminder

cu.cpe@cu.edu

WE WILL HAVE SOME

POLL QUESTIONS

(let's try one now)

POLL QUESTION #1

AGENDA

TECHNICAL STUFF
- Q&A Button
- Poll Questions
- CPE Reminders

INVOICES
- **Invoice requirements**
- **Submitting Invoices**

PAYMENT STATUS
- Looking Up Invoices
- Understanding Payment Status

RESOLVING ISSUES
- Troubleshooting Tips for "In Process" Invoices

RESOURCES
- Payment Resource Center
- Recording, Handout, & Slides

Handout:
https://tinyurl.com/cu-marketplace

INVOICES IN CU MARKETPLACE

Handout:
https://tinyurl.com/cu-marketplace

TIPS FOR PROCESSING INVOICES

WHAT'S IN AN INVOICE?

Ok to pay with PO# 1001255224
By Erika Herreria

Erika Herreria

INVOICE
Chris Yankee 113191

DATE: NOVEMBER 4, 2019

Robin Truesdale, RT Editing
1711 W Barberry Cir.
Louisville CO 80027
303-594-5048
robin.truesdale@comcast.net

TO   Chris Yankee
Director, Research Communications
Research & Innovation Office
University of Colorado Boulder
Boulder, Colorado 80303
303 735 9092

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
2	Rehearsals, Filming & Editing example videos	300	300.00
1	Event Filming 10/15/2019	350	350.00
7	Completed Videos	180	1260.00
1	Seagate 2TB Hard Drive	80.00	80.00
		TOTAL	1990.00

Delivery via online file transfer plus all media and hard copies of video files on HD.

WHAT'S IN AN INVOICE?

Ok to pay with PO# 1001255224
By Erika Herreria

Erika Herreria

INVOICE

Chris Yankee 113191

DATE: NOVEMBER 4, 2019

Robin Truesdale, RT Editing
1711 W Barberry Cir.
Louisville CO 80027
303-594-5048
robin.truesdale@comcast.net

TO   Chris Yankee
      Director, Research Communications
      Research & Innovation Office
      University of Colorado Boulder
      Boulder, Colorado 80303
      303 735 9092

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
2	Rehearsals, Filming & Editing example videos	300	300.00
1	Event Filming 10/15/2019	350	350.00
7	Completed Videos	180	1260.00
1	Seagate 2TB Hard Drive	80.00	80.00
		TOTAL	1990.00

Delivery via online file transfer plus all media and hard copies of video files on HD.

TIPS FOR SUBMITTING INVOICES

POLL QUESTION #2

AGENDA

TECHNICAL STUFF
Q&A Button
Poll Questions
CPE Reminders

INVOICES
Invoice requirements
Submitting Invoices

PAYMENT STATUS
Looking Up Invoices
Understanding Payment Status

RESOLVING ISSUES
Troubleshooting Tips for
"In Process" Invoices

RESOURCES
Payment Resource Center
Recording, Handout, & Slides

Handout:
https://tinyurl.com/cu-marketplace

PAYMENT RESOURCE CENTER

https://www.cu.edu/psc/training/payment-resource-center

Payment Resource Center

Learn how to look up payment status for invoices, reimbursements, and study subjects -- using CU Marketplace, the Finance System, Concur, and CU-Data.

Need access to these systems? Check out our *Access and Training Requirements guide*.

Looking Up Invoices Processed in CU Marketplace

Looking Up Invoices
Look up invoices (vouchers) in CU Marketplace to see payment status and invoice images.

Looking Up Payments Processed on Paper Forms

Looking Up PA and NRI Forms
Look up payments processed on the Payment Authorization (PA) and Non-Employee Reimbursement - International (NRI) forms using the Finance System.

Looking Up Study Subject Payments
Look up payments processed on the Study Subject Payment (SSP) form using CU-Data.

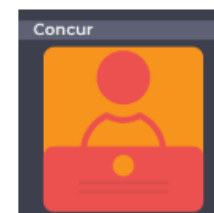### Looking Up Reimbursements Processed in Concur

Reimbursements to Non-Employees

Looking Up Non-Employee Reimbursements
Look up non-employee reimbursements in Concur if you processed the reimbursement and just want to know if it has paid.

Reimbursements to Employees

Looking Up Employee Reimbursements
Look up employee reimbursements in Concur if you are the report owner, their delegate or their approver.
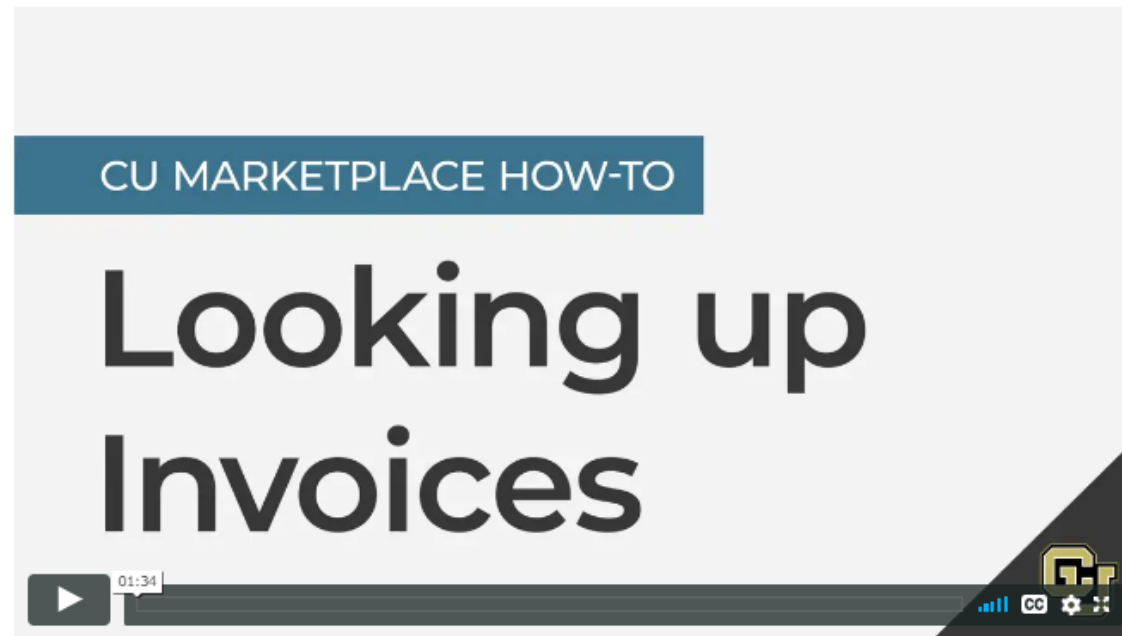
Looking Up Invoices

CU Marketplace How-to: Looking Up Invoices

You can look up invoices (vouchers) in CU Marketplace to see payment status and invoice images.

Note: When an invoice is entered into CU Marketplace, it becomes a voucher. A Payment Voucher (PV) created in CU Marketplace also becomes a voucher after approval occurs.

Watch the video

CU MARKETPLACE HOW-TO

Looking up Invoices

01:34

RELATED LINKS

- Viewing Invoice Images
- CU Marketplace How-to: Voucher Information
- Transactions on Your Financial Statements

NEED HELP?

Finance & Procurement Help Desk

- Email: FinProHelp@cu.edu
- Voice: 303.837.2161
- Manager: Leslie Nittoli

Finance & Procurement Help Chat

Read the Procedures | Troubleshooting

1. Locate the *Quick Search* box, located in the ribbon at the top of the screen. Use the dropdown to select **All**.

2. There are many ways to look up an invoice. We recommend you look it up by the Purchase Order number.
   Note: If you're looking up a Payment Voucher, you may want to search by Requisition or Voucher number.

UNDERSTANDING PAYMENT STATUS

PAID

...Number	S2354821	Supplier Account No.		Available Actions	Add Comment ▼	Go
...Invoice No.	22537172					
...ame	**Medeco Security Locks Inc**					

🖨

| ...r Invoice | Approvals | Matching | Comments | Supplier Messages | Attachments (1) | History |

Summary | General | Payment Information | Discount, Tax, Shipping & Handling | Codes | ?

Hide header   Hide value descriptions

General	?
Workflow Status	✓ Completed (5/14/2020 11:40 AM)
Vendor Name	Medeco Security Locks Inc more info...
Voucher Type	Invoice
Voucher Number	S2354821
Vendor Invoice No.	22537172
Vendor Invoice Date	5/5/2020
Discount Date	no value
Due Date	5/15/2020
Terms	0% 0, Net 10
Terms Discount	0.00 USD

Addresses	?
Remit To	
P O Box 740914	
Atlanta, GA 30374-0914	
United States	
Phone 1-800-8393157-	
Fax 1-540-3801612-	
Address Id 3	
3rd Party Address ID 2015-10-23p5865067	

Payment Information	?
1099 Indication	
1099 Code	no value
1099 Indicator	*********

Payment Status Information	?
Accounting Date	5/15/2020
Export Date	5/14/2020 11:40 AM
Paid/Cancelled Date	5/15/2020
Pay Status	Paid
Payment Method	ACH
Check No.	1000082168

Note/Attachments	?
Notes From Vendor/Payment Status Update	no note
Internal Note	no note

PAYABLE

Number   **S2355759**   Supplier Account No.   Available Actions Add Comment ▼ Go
Invoice No.   **10393540794**
Name   **Dell Marketing LP**   🖨

Invoice | Approvals | Matching | Comments | Supplier Messages | Attachments | History

Summary | General | Payment Information | Discount, Tax, Shipping & Handling | Codes

Hide header   Hide value desc

General	?	**Addresses**	?	**Payment Status Information**
Workflow Status	✓ Completed (5/16/2020 2:25 PM)	**Remit To** PO Box 802816 Chicago, IL 60680-2816		Accounting Date 5/16/2020
Vendor Name	Dell Marketing LP 🟪1 ✴ more info...			Export Date 5/16/2020 2:25 PM
				Paid/Cancelled Date *no value*
Voucher Type	Invoice	United States		Pay Status **Payable**
Voucher Number	S2355759	Address Id 14		Payment Method Unknown
Vendor Invoice No.	10393540794	3rd Party Address ID 14		Check No. *no value*

		Payment Information	?	**Note/Attachments**
Vendor Invoice Date	5/16/2020	**1099 Indication**		Notes From Vendor/Payment Status Update
Discount Date	*no value*	1099 Code *no value*		A State Environmental will be applied to invoi... when applicable. Charg... referenced as a ...
Due Date	6/15/2020	1099 Indicator *********		more...
Terms	0, Net 30			
Terms Discount	0.00 USD			

Handout:
https://tinyurl.com/cu-marketplace

IN PROCESS

Number   S2348932   Supplier Account No.   Available Actions Add Comment ▾ Go

Invoice No.   9080084844

Name   **One Lambda Inc**

Buyer Invoice | Approvals | Matching | Comments | Supplier Messages | Attachments (5) | History

Summary | General | Payment Information | Discount, Tax, Shipping & Handling | Codes   ?

Hide header   Hide value descriptions

General ?	Addresses ?	Payment Status Information ?
Workflow Status 🔄 Pending SPO Voucher Approval	**Remit To** PO Box 844749 Dallas, TX 75284-4749	Accounting Date 4/30/2020 Paid/Cancelled Date *no value*
Vendor Name One Lambda Inc more info...		Pay Status In Process Payment Method Unknown
Voucher Type Invoice	United States Address Id 4 3rd Party Address ID 2016-01-15p6454432	Check No. *no value*
Voucher Number S2348932		
Vendor Invoice No. 9080084844		

	Payment Information ?	Note/Attachments ?
Vendor Invoice Date 4/16/2020	**1099 Indication**	Notes From *no note* Vendor/Payment Status Update
Discount Date *no value*	1099 Code *no value*	
Due Date 4/26/2020	1099 Indicator *********	
Terms 0% 0 Net 10		

POLL QUESTION #4

TECHNICAL STUFF

Q&A Button
Poll Questions
CPE Reminders

INVOICES

Invoice requirements
Submitting Invoices

PAYMENT STATUS

Looking Up Invoices
Understanding Payment Status

RESOLVING ISSUES

Troubleshooting Tips for "In Process" Invoices

RESOURCES

Payment Resource Center
Recording, Handout, & Slides

Handout:
https://tinyurl.com/cu-marketplace

AGENDA

TROUBLESHOOTING TIPS FOR INVOICES

TIP 1 – REVIEW THE COMMENTS

Voucher Number **S2293936**   Supplier Account No.   Available Actions [Add Comment ▼] [Go]
Vendor Invoice No. **G2890602**
Vendor Name **HireRight Inc**

Buyer Invoice | Approvals | Matching | **Comments (1)** | Supplier Messages | Attachments (2) | History

?

Add Comment

Show comments for [Invoice ▼]

Records Found: 1   ?

Gloria Chavez [Reply To] [New Comment]
Applies To: Invoice - S2293936
Comment Added - 2/12/2020 5:33 PM

Cindy, I could not process the spo allocation form because the amount on the form did not match the invoice. Please correct this and don't approve it until I let you know that I have updated the allocation information, Thanks.

Email sent: Cynthia Subia <CINDY.SUBIA@CUANSCHUTZ.EDU>

Handout:
https://tinyurl.com/cu-marketplace

TIP 1 – REVIEW THE COMMENTS

TIP 2 – CHECK FOR OVER-INVOICING

Voucher Number   S2289023   Supplier Account No.   Available Actions Add Comment ▼ Go
Vendor Invoice No.   3151358
Vendor Name   **Key Lime Air Corporation**

Buyer Invoice | Approvals | **Matching** | Comments | Supplier Messages | Attachments (17) | History

?

ⓘ Please see the highlighted items below for any matching exceptions.

Hide expanded related Documents

PO Number : 1001251019

	Match Status	Matching Method	Invoice Line No.	PO Line No.	Catalog No.	Description	Size/Packaging	Unit Price	Quantity	Ext. Price
⊟ ⇥⇤	Unmatched	2 Way PO/Invoices	1	1		**SPO Description - MBB Charter Flight Services**		1.00 USD	33,318.99	33,318.99 USD

Matching Exceptions:
- Invoice extended price exceeds PO by: 40,652.99 USD

Matching Summary

	Ordered	Received	Net Invoiced
Quantity:	162,419.02	--	203,072.01
Unit Price:	1.00 USD	--	1.00 USD
Ext. Price:	162,419.02 USD	--	203,072.01 USD
Document TS&H:	0.00 USD	--	0.00 USD

Handout:
https://tinyurl.com/cu-marketplace

TIP 3 – CHECK FOR RECEIVING

For POs > $10,000 only

Voucher Number	S2283146	Supplier Account No.		Available Actions	Add Comment ▼	Go
Vendor Invoice No.	3284366
Vendor Name	Thorlabs Inc

Buyer Invoice | Approvals | **Matching** | Comments | Supplier Messages | Attachments (4) | History

?

📨 Please see the highlighted items below for any matching exceptions.

Hide expanded related Documents

PO Number : 1001307672 🔍

	Match Status	Matching Method	Invoice Line No.	PO Line No.	Catalog No.	Description	Size/Packaging	Unit Price	Quantity	Ext. Price
⊟ ✳	Unmatched	3 Way	1	1	CFB1500	500mm Tall Cerna Functional Body HTSU: 9011900000	EA	600.90 USD	1	600.90 USD

Matching Exceptions:
- No receipt has been entered

Matching Summary

	Ordered	Received	Net Invoiced
Quantity:	1	--	1
Unit Price	600.90 USD	--	600.90 USD
Ext. Price:	600.90 USD	--	600.90 USD
Document TS&H:	0.00 USD	--	306.03 USD

Related Documents
Invoices: 0 / Credits: 0 / Receipts: 0

Handout:
https://tinyurl.com/cu-marketplace

TIP 4 – CONFIRM VOUCHER APPROVAL

For
SPOs only

Voucher Number   S2289036   Supplier Account No.
Vendor Invoice No.   08989401
Vendor Name   **Bottling Group LLC**

| Buyer Invoice | **Approvals** | Matching | Comments | Supplier Messages | Attachments (2) | History |

Show skipped steps ☐

Orientation   Horizontal ▼

➡️ Submitted
Peter Ciacco
2/6/2020 1:13 PM

Hold Until Matched
Completed ✓

SPO Voucher Approval
Active ♻️
View approvers

OK to Pay
Future ➡️

🏁 Finish

Handout:
https://tinyurl.com/cu-marketplace

TIP 5 – CONFIRM SERVICE DATES

For
SPOs only

Voucher Number S2289072
Vendor Invoice No. 058133739-003
Vendor Name **United Natural Foods Inc**

Supplier Account No.

Available Actions Add Comment ▼ Go

Buyer Invoice | Approvals | Matching | Comments | Supplier Messages | Attachments (1) | History

Summary | General | Payment Information | Discount, Tax, Shipping & Handling | Codes   ?

Hide header   Hide value descriptions

General	?	Addresses	?	Payment Status Information	?
Workflow Status	↻ Pending SPO Date Review	Remit To PO Box 742930 Los Angeles, CA 90074-2930		Accounting Date	2/6/2020
Vendor Name	United Natural Foods Inc more info...			Paid/Cancelled Date	no value
				Pay Status	In Process
Voucher Type	Invoice	United States		Payment Method	Unknown
Voucher Number	S2289072	Address Id 5		Check No.	no value
Vendor Invoice No.	058133739-003	3rd Party Add			

Vendor Invoice Date 1/24/2020
Discount Date no value
Due Date 2/23/2020
Terms 0% 0, Net 30
Terms Discount 0.00 USD
Use Terms Discount ✓

Pa|
1099 Indicatic
1099 Code
1099 Indicator

Payment Info
Hold Reason

Line Item Details   ?
Hide line details

1001105475 📄

	PO Line	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
		Standing Purchase Order - Sole Source Request 📄 more info...					
1 ↻	1	SPO Description - Organic and natural foods for resale and grab-n-go.			1.00 USD	1,729.59	1,729.59 USD

Begin Date 1/19/2019 Financial Report no value   Substitute Item   ✗
End Date 1/18/2020 Comments   Tolerance Status Exact
Standing Order 1000912552   Line Match Status Matched
PO # being Commodity 07   Workflow Status Approved
replaced Code Food Related
more info... Products & Matching Summary
Services

	Ordered	Received	Net Invoiced
Quantity:	600,000	--	474,149.92
Ext. Price:	600,000.00 USD	--	474,149.92 USD

PO Number 1001105475
PO Creator Sabino Nava
Name

TIP 6 CHECK FOR AP HOLDS

POLL QUESTION #5

Voucher Number	**S2348500**
Vendor Invoice No.	**XRP1697**
Vendor Name	**CDW Government LLC**

Supplier Account No.

Available Actions Add Comment ▼   Go

Buyer Invoice | Approvals | Matching | Comments (1) | Supplier Messages | Attachments | History

Summary | General | Payment Information | Discount, Tax, Shipping & Handling | Codes

Hide header   Hide value descr

General	?	Addresses	?	Payment Status Information	
Workflow Status	↻ Pending AP Final Review	**Remit To** Accounts Receivable		Accounting Date	4/30/2020
Vendor Name	CDW Government LLC ✳ more info...	75 Remittance Drive Suite 1515 Chicago, IL 60675-5723		Paid/Cancelled Date	*no value*
				Pay Status	In Process
Voucher Type	Invoice	United States		Payment Method	Unknown
Voucher Number	S2348500	Email paulsom@cdwg.com		Check No.	*no value*
Vendor Invoice No.	XRP1697	Phone 1-800-8084239- Fax 1-847-4196200-			
Vendor Invoice Date	4/29/2020	Address Id 5			
Discount Date	*no value*	3rd Party Address ID 2019-04-19p2508737			
Due Date	5/9/2020				

POLL QUESTION #6

Voucher Number	**S2342618**			Supplier Account No.	Available Actions	Add Comment ▾ **Go**
Vendor Invoice No.	**230376048**					
Vendor Name	**Waters Technologies Corporation**					

Buyer Invoice   Approvals   **Matching**   Comments   Supplier Messages   Attachments (2)   History

?

ⓘ Please see the highlighted items below for any matching exceptions.

Show Related Documents Expanded

PO Number : 1001296087 📄

	Match Status	Matching Method	Invoice Line No.	PO Line No.	Catalog No.	Description	Size/Packaging	Unit Price	Quantity	Ext. Price
⊟ →←︎	Unmatched	2 Way PO/Invoices	1	1	22205735	**This is to repair Synapt G2 mass spectrometry**	EA	8,118.5606 USD	0.66	5,358.25 USD

Matching Exceptions:
- Invoice quantity exceeds PO by: 0.441
- Invoice extended price exceeds PO by: 3,587.75 USD

Matching Summary

	Ordered	Received	Net Invoiced
Quantity:	1	--	1.441
Unit Price	8,108.00 USD	--	8,114.596 USD - 8,118.5606 USD
Ext. Price:	8,108.00 USD	--	11,695.75 USD
Document TS&H:	0.00 USD	--	0.00 USD

AGENDA

TECHNICAL STUFF
- Q&A Button
- Poll Questions
- CPE Reminders

INVOICES
- Invoice requirements
- Submitting Invoices

PAYMENT STATUS
- Looking Up Invoices
- Understanding Payment Status

RESOLVING ISSUES
- Troubleshooting Tips for "In Process" Invoices

RESOURCES
- **Payment Resource Center**
- **Recording, Handout, & Slides**

Handout:
https://tinyurl.com/cu-marketplace

PAYMENT RESOURCE CENTER

https://www.cu.edu/psc/training/payment-resource-center

Payment Resource Center

Learn how to look up payment status for invoices, reimbursements, and study subjects -- using CU Marketplace, the Finance System, Concur, and CU-Data.

Need access to these systems? Check out our Access and Training Requirements guide.

Looking Up Invoices Processed in CU Marketplace

Looking Up Invoices
Look up invoices (vouchers) in CU Marketplace to see payment status and invoice images.

Looking Up Payments Processed on Paper Forms

Looking Up PA and NRI Forms
Look up payments processed on the Payment Authorization (PA) and Non-Employee Reimbursement - International (NRI) forms using the Finance System.
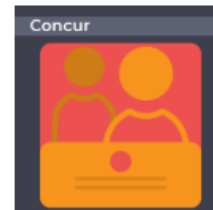
Looking Up Study Subject Payments
Look up payments processed on the Study Subject Payment (SSP) form using CU-Data.

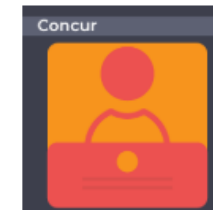### Looking Up Reimbursements Processed in Concur

Reimbursements to Non-Employees

Looking Up Non-Employee Reimbursements
Look up non-employee reimbursements in Concur if you processed the reimbursement and just want to know if it has paid.

Reimbursements to Employees

Looking Up Employee Reimbursements
Look up employee reimbursements in Concur if you are the report owner, their delegate or their approver.

COURSE RESOURCES

WEBINAR SLIDES
HANDOUTS
RECORDING
Q&A

cu.cpe@cu.edu

www.cu.edu/controller

TECHNICAL STUFF

Q&A Button
Poll Questions
CPE Reminders

INVOICES

Invoice requirements
Submitting Invoices

PAYMENT STATUS

Looking Up Invoices
Understanding Payment Status

RESOLVING ISSUES

Troubleshooting Tips for
"In Process" Invoices

RESOURCES

Payment Resource Center
Recording, Handout, & Slides

QUESTIONS?

Handout:
https://tinyurl.com/cu-marketplace

Thank you!

A recording of this webinar will be made available.