

October 30, 2009

Closing TAs: In the Expense System...or in TAP

When things don't go as planned – and you need to cancel a Travel Authorization (TA) – what do you do? The answer to this question begins with a question: Are you using the new Expense System?

If you obtained the TA through the new Expense System, your next action will depend on the status of your TA request:

- If you haven't submitted your travel authorization request yet, then you can delete it by selecting the request from your report list queue and clicking DELETE REQUEST.
- If your request is being reviewed, you can contact the PSC by email (Travel.Office@cu.edu) and ask them to close it.
- If your request is authorized, then it is back in your report list queue, and you can close it yourself by selecting the request and clicking CLOSE. (**Caution:** don't close the wrong TA! If you close a TA inappropriately, you'll need to re-create it and then wait the standard amount of time for it to be re-approved.)

If you obtained the TA through TAP (the older Travel Authorization Program), you should reply to one of your TAP emails and indicate that the TA will not be needed. If you don't have one of the TAP emails handy, send this information to Travel.Office@cu.edu.

Questions? Call: FinProHelp@cu.edu at 303.837.2161.

PSC Staff News: Charlene Lydick Serves NAEP

Charlene Lydick, C.P.M. was recently selected President of the National Association of Educational Procurement (NAEP) Rocky Mountain Region. NAEP promotes cutting-edge, cost-effective, and socially responsible procurement practices and programs. Furthermore, the association's active peer network works hard to advance professional development and foster strong community relations.

As the PSC's Associate Director of Procurement, Charlene is responsible for overseeing University of Colorado Purchasing Agents and Contract Administrators, and for managing CU's Strategic Contracts and Small Business programs.

Sustainability Tip: Adjust Computers, Save Energy

Each and every desktop computer at CU uses approximately 200 watts of electricity per day. You can do your part to reduce energy usage by following these simple tips:

- Screen savers don't save energy...giving your computer a nap does. So put your computer into sleep mode (blank screen) by enabling power-saving features.
- Turn off your monitor during lunch and meetings.
- If possible, turn off your computer at night and on weekends.
- Use Print Preview to find errors before printing.

Thanks to the Resource Conservation Group, a division of Facilities Management CU-Boulder, for the above tips. If you have additional questions, please contact PSC Sustainability Officer Jeff Darling (Jeff.Darling@colorado.edu).

Expense System News: New Reporting Look-up Capabilities

Beginning next month (Nov. 1), a new **Business Intelligence** role will automatically be granted to anyone having a Reports To role in HRMS. This will allow you to view information on expense reports for individuals in your chain of command.

Also available effective Nov. 1 (but you'll have to request it) is the role of **Concur Intelligence**. This role will allow you to look up information on all expense reports for your campus, as well as to run select pre-developed reports. To request Concur Intelligence, you'll need to complete the security access form and have it approved by your campus controller prior to submitting to the PSC. The new form will be available on the [PSC web site](#).

Note: Neither of the above roles will allow you to view specific receipts associated with an expense report.

Delegate Authorization Form – Careful!

If you use the new Delegate Authorization (DA) form to ask the PSC to set up delegates, please pay special attention to the section for organizational unit number. When you identify an org # -- every-one in that org unit will be affected!

Autonotification Emails – They're not Spam

The sender autonotification@concur.com is a valid source of information for you. If you're using the Expense System, this email address often communicates to you the status of your expense reports, the readiness of university card transactions, and so forth.

Hints from the Help Desk

Mary, Tamarraw, and Brian have a few helpful hints for those of you using the Expense System. These are based on questions they frequently receive...

If the Expense System asks you, "Will there be travel allowances associated with this report?" – it wants to know if you will be claiming **per diems**. So, on a Procurement Card expense report you should always reply NO. On a Travel expense report, you should reply YES or NO, as appropriate given your specific trip expenses.

You help process transactions for a Cardholder...and you're wondering why you don't get the same emails that s/he gets? The Cardholder can fix the situation by checking the Receives Emails checkbox next to your name on the delegate page.

Learn About It at a Forum

Jointly sponsored by the Procurement Service Center (PSC) and the Office of University Controller (OUC), the forums are an easy way to catch up with procurement, finance, and reporting news. [Register soon](#) to assure your choice of dates.