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PSC COMMUNICATOR

News from the Procurement Service Center

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Expense System Messages in the Portal

We're pleased to announce an enhancement to the myCU portal: the addition of a message "board" on the MyTools tab for the purpose of conveying information about the Expense System.

Have you ever tried to access the Expense System, had difficulty, called the FinPro Help Desk…and learned that the system was down?

In future, we'll be able to tell you right away – before you even click on the Expense System button – that the system is unavailable. (We can even let you sign up for an email notification when the system is back up!) Furthermore, we can use the message space to convey important updates at fiscal year end and other critical processing times. (Note: the message space is currently empty.)

We expect that this enhancement will save us all time and effort. Many thanks to the portal developers – Lakshmi Nimishakavi and Dorene Beaver – and to the OUC's Communication Specialist, Travis Chillemi, for their work.

Got Expense System Training?

Yes, we do!

During the month of September, you can still register for a separate Expense System class or hot topic workshop on your campus. Training dates and locations can be found on the Expense System Training page.

Beginning in October, if you need training on just the Expense System, you can attend only that portion of the monthly Procurement Training class. For a schedule of topics by time…and training dates by campus…see the In-Person Training information on the PSC web site.

Questions? Contact Heather.Hoyer@cu.edu (303.837.2130).

International Travel Info

If your university business travel takes you abroad – or if you process international travel for colleagues in your organizational unit – please note the following:

Additional Data for International TAs

A TA (Travel Authorization) for an international trip requires a little more information than a TA for an in-state or out-of-state TA. On the Authorization Request screen in the Expense System, these fields are not initially marked with the red line that means "required info." That's because the screen doesn't initially know whether you're entering an international TA or not. If you attempt to save an international TA without having filled out those fields – that's the point in time when the Expense System can tell you the fields are mandatory.

The required additional fields for international travel are:

- Contact Employee Name (ID)
- Includes Collaboration With Another Institution
- Travel Includes Others Connected with the University, and,
- International Travel (Certification Checkbox).

These 4 fields all begin with the word "International" or "Intl" to highlight their relevance to this type of trip.

Questions? Contact the Finance and Procurement Help Desk at 303.837.2161 or FinProHelp@cu.edu.

Insurance Info in Portal for International Trips

If you haven't checked out the SOS Membership Card for assistance during trips abroad, take a look at the home page of the myCU portal.

In the lower right corner you'll find out how to sign up for this program – and links to the SOS, University Risk Management, and other helpful web sites for international travelers.