

August 30, 2011

## NEW: SPO Invoice Allocation Form

Do you typically change the default accounting distribution on your Standing Purchasing Order (SPO) invoices? If you answered Yes, then you need to get acquainted with the new [SPO Invoice Allocation form](#).

Whether your SPO invoice has already been entered in the Marketplace – or whether it is only a paper document the vendor just sent you, sitting on your desk – you will now use the SPO Invoice Allocation form if you need to make changes.

Following is a brief run-down on the dos and don'ts of the new form and the business process behind it.

### What does the form do?

The SPO Invoice Allocation form is used to update the default SPO SpeedType, Account, ChartField, or Report Line Comment (see more on this, below) on an individual SPO invoice.

### How do I use the new form?

Follow the instructions within the SPO Invoice Allocation form and complete all appropriate fields. You do not need to print this form!

- If you have the paper SPO invoice from the vendor, simply scan that invoice and email it – along with the form – to [APinvoice@cu.edu](mailto:APinvoice@cu.edu).
- If the invoice is already in the Marketplace, log in to CU Marketplace and look up the voucher. Use the Comments tab to add a comment explaining your action, attach the SPO Invoice Allocation form, and email the Accounting Technician so he or she knows you've done this.
- Note: To change default accounting information on SPO vouchers in the PeopleSoft Finance System, you'll continue to use the online SPO Voucher Approval function.

### Any special procedures I should know about?

Yes! In CU Marketplace, you can only change accounting distributions on SPO invoices if the SPO itself has only one speedtype/account distribution. If the SPO has multiple distributions, you cannot change the defaults on an individual invoice. Instead, use a Journal Entry to adjust SpeedType/Account information.

### What is the Report Line Comment?

This is a new feature of the Marketplace that allows you to provide additional information for your financial statements. On a line-by-line basis, you can add data (business purpose or other detail) to your purchase orders and see this reflected in reports run from the CIW (Central Information Warehouse). This information will be available in the CIW by September 9th.

## You Can Still Register for Supplier Showcases

Take advantage of this opportunity to visit with existing suppliers and meet new vendors. Learn about new goods & services that are available. Visit with Marketplace suppliers. Meet PSC staff and representatives from other CU system offices.

You can still [register for one of the following Showcases](#):

- Wednesday, Sept 7 – University of Colorado Boulder
- Thursday, Sept 15 – UCD Anschutz Medical Campus
- Thursday, Sept 21 – University of Colorado Colorado Springs

All three Showcases are sold out, with 40+ suppliers at both UCB and UCD AMC and 18 suppliers at UCCS. In addition to **Staples, Dell, and Xerox**, some of the participating suppliers include:

Christopherson Business Travel, Corning, Fisher Scientific, Grainger, Life Technologies, Johnson Moving, Konica-Minolta, Marriott International, VWR, RegOnLine, Bolder Staffing, RC Special Events, CCI, BD Biosciences, Millennium Harvest House, GlasSolutions, FedEx, Breckenridge/Beaver Run, GovConnection, GE Healthcare, Airgas, and T-Mobile.

A number of system and campus departments will also be represented, including the PSC, FinPro Help Desk and Finance/Procurement Business Services (Office of University Controller), Internal Audit/EthicsLine, Office of Policy and Efficiency, and Sustainability.

Enjoy refreshments while learning about new products and services. Bring your business cards! Contact Penny Davis for more information: [Penny.Davis@cu.edu](mailto:Penny.Davis@cu.edu).

## University Events and Alcohol Provision

University Risk Management has recently issued NEW guidance for events with alcohol. This comprehensive document includes important issues as responsibility, accountability, managing risks, and insurance, along with an extensive Resource page with related campus and system alcohol information links. All org units considering an event that serves alcohol should [read this guidance](#).

## Town Hall Meetings Focus on the Marketplace

You can still find a spot in one of our Town Hall sessions. These meetings focus on reporting information and other topics. Town Halls are available on all campuses. [Register online](#) through the PSC website.

### *New Requester Classes*

Still need to take in-person requester training for the CU Marketplace? We've published our September training schedule: [sign up now!](#)