

November 29, 2011

## A Few FAQs on the Marketplace

Following are a few of the most frequent questions posed to us on the Marketplace:

### How do I get an invoice into the Marketplace?

If the invoice is payable on a Payment Voucher (PV), attach it to the PV when you complete the form in the Marketplace.

For any other type of invoice (PO invoice, SPO invoice, Non-Employee Reimbursement request, or Payment Authorization form), send the invoice to PSC Payable Services using one of the following methods. (Remember to write PO #s on invoices as appropriate!)

- Email [APIInvoice@cu.edu](mailto:APIInvoice@cu.edu) (be sure the scanned document is legible – and send invoices one at a time, not in a group), or,
- Send via campus mail to Box 005 UCA, or,
- Fax to 303.764.3434

Do not attach invoices to requisitions/orders in the Marketplace! These will not route to Payable Services.

### How do I know if an invoice has paid?

Look up the voucher in the Marketplace. After an invoice has paid, the system updates Payment Status on the voucher record. (Note: During the month of October, there was an issue with this update process. The issues have since been resolved, and all outstanding payments have now been updated.)

Voucher Payment Status Information looks like this:

Payment Status Information	
Accounting Date	11/9/2011
Export Date	11/9/2011 2:22 PM
Paid/Cancelled Date	11/9/2011
Pay Status	Paid
Payment Method	Check
Check No.	0002277687

### I got a request to attach more documentation to a voucher: where do I attach the documentation?

If Accounts Payable requests additional documentation (signed Scope of Work, invoice, etc.) to process a voucher, you should attach the additional material(s) to the voucher itself, using the Comment function in the Marketplace. To search for the voucher, use the "Search for" box in the upper right corner of the Marketplace screen. From the dropdown list, select Voucher No. In the next field, type voucher # (begins with S).



## Countdown to SPO Conversion

There are now 63 days left for converting any needed Standing Purchase Orders (SPOs) from PeopleSoft to CU Marketplace. The deadline for accomplishing these conversions is January 31, 2012. After that date, SPOs will only be active in the Marketplace...not in the PeopleSoft Finance System.



To easily manage the conversion process, follow these steps:

- Review your department's current SPOs to determine if any can be eliminated.
- If you decide that any of your SPOs are essential, enter requisitions to recreate these SPOs in the Marketplace. (To do this, use either the Standing Purchase Order form or the SPO Sole Source Request form.)
- In each requisition, be sure to reference the PeopleSoft SPO number that is being replaced. The PSC will close the old PeopleSoft SPO after creating the new Marketplace SPO.

Start now and avoid delays! You should not wait until the end date of your existing PeopleSoft SPO to request its replacement.

Help is available:

- For questions on how to submit a Marketplace SPO requisition, contact [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu).
- For general questions on SPOs, contact [Charlene.Lydict@cu.edu](mailto:Charlene.Lydict@cu.edu).

## PSC Town Halls Begin Next Week

If you haven't registered yet, [do so now!](#)

**Note:** The Dec 7 Boulder Town Hall meeting has reached capacity and is now closed to additional registrations. We've added a new Boulder session on Dec 13.

## How's Concur Travel Doing?

So...6 months after implementing Concur Travel, how are we doing?

The answer is...very well! About half of all possible online bookings are being done through Concur. This far exceeds our expectations for adoption at this time.

Good work, all!