

December 14, 2011

PSC Town Halls: What You're Asking

December's town halls – focusing on CU Marketplace and Travel topics – are seeing good attendance...and active attendees.

To help recap the question and answer discussions, we are creating a list of Q&As, consolidating items from all campus meetings into a single list. We'll publish the new list on the PSC website after the last town hall meetings conclude this week. In the meantime, following are a few excerpts from the document:

Can you see vendor payment terms in PeopleSoft and in CU Marketplace?

Yes – look on the purchase order tabs. Or, in the PeopleSoft Finance System, look up the vendor information.

How do I change payment terms to Net 00 (Zero)?

This is an exception to our standard arrangement with vendors (Net 30), so you'll need to discuss the specific vendor and the situation with Purchasing Manager Will James (will.james@cu.edu).

What are payment terms for a Payment Voucher in the Marketplace?

Net Zero.

What are payment terms for a Payment Authorization form?

Net Zero...In fact, all those forms you're used to – PV, PA, Study Subject Payment (SSP), and Non-Employee Reimbursement (NR) – they are all Net Zero.

Can I attach an invoice to my PO in the Marketplace?

No – Payable Services will not see it. The only time you attach an invoice to a Marketplace requisition is for a Payment Voucher or for an After-the-Fact.

What information should be on the invoice?

The invoice should reference the following information:

- PO #
- Bill to CU (in other words, the University/department needs to be referenced in some way as being responsible for the payment)
- Vendor remit address

Do I have to write my department name, or "OK to Pay" on the invoice?

No. The invoice should already reference the University in some way (see previous question). And the "OK to Pay" process has been replaced by the Receiving process in the Marketplace. Receiving is required when the requisition is greater than \$5,000 – no matter the dollar amount of the invoice itself.

Problem with a Payment Voucher?

If you receive notification from PSC Payable Services that your Marketplace Payment Voucher (PV) cannot be processed, you may want to turn to our new Step-by-Step Guide: [Solutions for PVs that can't be processed in CU Marketplace](#). (You can also find this document on the [CU Marketplace Learning Resources page](#), in the Related Links box at right.)

The Guide steps you through a variety of issues with PVs, including how to attach additional documentation to a submitted PV and how to start over if the PV was inappropriate and a requisition needs to be created.

Questions? Contact FinProHelp@cu.edu or call 303.837.2161.

48 Days to Convert SPOs

You have 48 shopping days to determine which PeopleSoft Standing Purchase Orders (SPOs) you need – and which SPOs you don't need.

If you don't need the SPO: email changeorder@cu.edu to request that the PeopleSoft SPO be closed. (Work with your campus sponsored project office if the SPO to be closed is a subcontract.)

If you do need the SPO to continue: create it in the CU Marketplace. (For help on how to do this, see [Step-by-Step instructions](#).)

PSC Staff News: Shelley Martin

The PSC is pleased to welcome **Shelley Martin** as new Payables Technician.

Shelley processes payments in the Marketplace and the PeopleSoft Finance System. She is an alum of CU Boulder (Communications degree) and is now working on a Master's in Business Administration.

Prior to beginning her job in accounts payable, Shelley worked as a temporary staff person in the PSC Purchasing area.

Welcome, Shelley!

