

January 11, 2012

PSC Open Houses: A March Tradition Continues

March is Procurement Month and to celebrate the PSC will hold open houses on the CU campuses. This popular event allows you to meet PSC staff, ask questions about your department-specific procurement needs, and learn what's new at the PSC.

Again this year, PSC staff will be joined at the open houses by staff from the Office of University Controller (Finance & Procurement Business Services, and the FinPro Help Desk) and representatives from the University's strategic suppliers.

We hope you'll plan to stop in to see us and put a face to that name you only know from emails. [Registration is available online.](#)

The open house schedule is:

- UCCS: March 7, 9:30-11:30 am, University Center Berger Hall
- AMC: March 13, 9 am-12 noon, Research Center 2, 2nd floor conference room
- UCB: March 15, 9 am-12 noon, UMC, Room 235
- UCD/System: March 21, 1-4 pm, PSC Offices, 1800 Grant Street, 5th floor

Questions? Contact Charlene.Lydict@cu.edu, 303.764.3450.

Expense System Data in the Finance System

Last week's newsletter included an article on the timing of Concur Travel & Expense System data being uploaded into the PeopleSoft Finance System. For further elaboration, please note the following:

Transactions on your Concur expense report will feed to the PeopleSoft Finance System **one (1) business day** after the final approval for that report. The upload creates a journal with a journal date of that next day.

The CIW (Central Information Warehouse) extract picks up the data from PeopleSoft the following night – so you will see your expense report data in your financial statements **two (2) business days** after final approval of the expense report.

Accordingly, your Procurement Card expense report should be submitted and fully approved by 5:00 p.m. the day before the last business day of the month – in order to see those transactions on your financial statements.

Note: Remember that for reimbursement expense reports, final approval is provided by the PSC.

For more information, see the [Step-by-Step Guide, "The Expense System and Your Financial Statements."](#)

Have You Reviewed Your SPOs Yet?

Reminder: Only 20 more days to decide which PeopleSoft Standing Purchase Orders to keep – and which to close. Be sure to create the SPOs you want to keep, in the CU Marketplace!



PSC Staff News: Duane Tucker Gets his CPPB

If you've been in touch with Strategic Contracts Manager, **Duane Tucker**, recently, you may have noticed some new initials after his name. Duane recently completed the extensive training and testing requirements to become a CPPB – a Certified Professional Public Buyer. This is a highly regarded professional certification targeting public purchasing employees.

Duane spent almost 8 months preparing for the exam and notes, "I am very fortunate to work at both a department and a University whose leadership so value the importance of professional development. That support was invaluable as I prepared and took the exam. "

As Strategic Contracts Manager, Duane manages the University's large, strategic contracts and the associated vendor relationships. These include Staples, Dell, Xerox, Konica Minolta, Fisher Scientific, and others. The contracts help provide value and savings to departments at all campuses. Happy to now work for his alma mater, Duane previously spent 17 years as a purchasing agent and purchasing manager in private industry.

Congratulations, Duane!