

May 25, 2012

## Marketplace Invoice Images are Here

No more emails to the PSC FileRoom when you want a copy of an invoice! Now you can see invoice images in the CU Marketplace.

How does it work? The invoice image will be available for viewing approximately 20 minutes after the voucher is entered. To find it:

- Look up the voucher (S-number) in the Marketplace
- Click on the voucher Attachments tab.
- Click on "Invoice Image."



- The Invoice Image link is also on the voucher Summary tab, in the Note/Attachments section.

The image will display for 2 minutes. During this time, you can review it, save it, or print it.

The Marketplace will warn you when the invoice image is about to close. When you see a popup message offering to continue the session, we encourage you not to continue since the invoice image software is a shared resource.

### What about catalog vendors?

Catalog vendors' electronic invoices are exactly that – electronic. There are no invoice images for electronic invoices.

### How does an image get into the Marketplace?

To ensure timely processing of invoices – and availability of invoice images – it is critical that departments promptly submit any vendor invoices to the Accounts Payable (AP) team at the PSC. Accordingly:

- Email invoices to [APIInvoice@cu.edu](mailto:APIInvoice@cu.edu).
- Be sure the PO # is identified on each invoice.
- Include only 1 invoice in each attachment.
- You can have multiple attachments per email. (That is, you can submit multiple invoices via a single email, as long as each invoice is a separate attachment.)
- **Do not email the same invoice more than once!**

We've had numerous requests for invoice images in the Marketplace – so we know you'll be happy with this development!

For assistance: Review the new [Step-by-Step Guide to Invoice Images](#). For questions: Contact [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu), 303.837.2161.

## FYE Infosheet now on Web

Get ready for the end of this fiscal year: read the 2012 [Fiscal Year-End \(FYE\) Infosheet](#) now available on the PSC website. This document summarizes PSC deadlines for payment and accrual and describes the several accrual journals you're likely to see on your financial statements. Some key points:

- Invoices entered by the PSC by July 5 will be assumed to be June (FY12) business. You do not need to mark these documents as "June."
- Accordingly, do not submit any forms or invoices for FY13 business until after July 5. (This includes Payment Voucher forms in the CU Marketplace.)
- Unassigned Travel Card transactions will be accrued this year like unassigned Procurement Card transactions. This is because the new Travel Card is a corporate liability card, whereas the old card was personal liability.
- Unassigned Cash Advance Card transactions will be accrued this year. This is because cash advances are now transactions on a corporate liability card.

You'll find the above information and more in the FYE Infosheet. We encourage you to read through it (it's only a few pages) and contact the FinPro Help Desk with any questions.

## Procurement Card Reports

The PSC's Commercial Card Office suggests that each department establish a monthly deadline for cardholders to submit their Procurement Card expense reports. The time of the month depends on your department's processes, but keep in mind:

- It takes 2 days for approved expense report transactions to feed to PeopleSoft Finance.
- The Commercial Card Office runs a report on the 3rd Monday of each month for past due transactions (transactions not sent to the approver within 60 days of transaction date).
- There should be no more than one report per month per cardholder.

As we prepare to close out the current fiscal year, it is important to reconcile your Procurement Card transactions in a timely manner. Questions? Contact [Procurement.Card@cu.edu](mailto:Procurement.Card@cu.edu).

## Participant Stipends

As discussed in a [recent newsletter](#), Participant Stipends are now paid using the Payment Authorization form instead of the Payment Voucher form. We've updated the dropdown list of authorized uses for both forms. If you've saved a copy of the PA form to your desktop – or used Favorites in the Marketplace to save a copy of the PV form – please update with the current versions of the forms. Questions? Contact [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu).