

February 28, 2013

## Copier Contracts – Important Update

Effective April 1, copiers from Xerox and Konica will be available only with the 36-month rental option. Per our master contracts, 60-month rental terms will not be offered after April 1 to coincide with the end date of the contracts.

So: If you want the 60-month rental option, you need to order your copier(s) by March 31, 2013.

**Questions?** Contact [Duane.Tucker@cu.edu](mailto:Duane.Tucker@cu.edu), 303.764.3453.

## Exciting News about Copy Paper

The PSC and Staples have worked together to lower the price of 100% recycled paper to the price point of 30% recycled – a savings of nearly \$1.00 per ream.

As of March 1, 100% recycled will be the University's recycled paper option and Staples will eliminate 30% recycled paper from the Marketplace catalog. This transition enhances the University's commitment to sustainability with no additional costs.

**Questions?** Contact [Duane.Tucker@cu.edu](mailto:Duane.Tucker@cu.edu), 303.764.3453.

## Concur Changes Take Effect March 4

If you've attended a PSC Town Hall session this month, you've heard about the steps we're taking to improve Concur functionality. If you haven't been to a Town Hall yet, here's a quick summary of what you'll see beginning Mon, March 4.

### On Travel expense reports:

- SpeedType from report header will copy to all lines on the report. (You don't need to allocate unless you want to change/split the SpeedType on a line.)
- The expense type Personal Travel Charge will flag the Personal Expense checkbox. (You won't have to check it yourself.)
- The expense type Parking will offer a dropdown list of our contracted DIA parking vendors ... or Other, if non-DIA parking. (You won't have to type parking vendor names.)
- Purpose of Trip from report header will copy to all lines that ask for Travel Business Purpose. (You won't have to type this info unless you want to change it on a line.)

### On Procurement Card expense reports:

- All non-travel expense type descriptions will include the associated Account ChartField. (You can even search by Account, if you like.)

### On the Concur home page:

- Generic Concur documentation will be replaced with CU-specific instructions. (You'll be able to access our Step-by-Steps and other guides under the Help icon in the upper right.)



We're excited about these plans to improve Concur Travel & Expense. Let us know what you think!

## Improved SPO Voucher Approval Process begins March 1

We're pleased to announce that beginning March 1, departments will have a new, streamlined process for authorizing payment of Standing Purchase Order (SPO) invoices.

The new process is called "SPO Voucher Approval" (a voucher is an invoice that has been entered in the system), and it applies to all SPOs, including Sponsored Project Subcontract SPOs. The new process involves two changes:

- (1) **How** the SPO voucher is authorized to pay
- (2) **Who** authorizes the payment to be made

Under old procedures, the department had to enter a **receipt** for every SPO voucher. This was done by someone with the role of either Requestor or Receiver.

Under new procedures, the department must **approve** every SPO voucher (no receipts). This will be done by someone with the role of Invoice/Match Exception Approver.

### How does SPO Voucher Approval work?

After the invoice is entered in the Marketplace as a voucher, the system emails any individual with the role of Invoice/Match Exception Approver for the SpeedType(s) being used on the voucher. If the voucher is OK to pay, this individual approves the voucher and it is marked for payment. Receiving is no longer required.

**Note:** The Invoice/Match Exception Approver will also continue to receive notification of SPO/PO vouchers in error status (vouchers with Match Exceptions). This individual will continue to coordinate the resolution of these errors and then mark the vouchers as approved for payment.

For detailed information, please refer to our revised documentation: The [Quick Reference Guide for Invoice/Match Exception Approver](#) and the [Step-by-Step Guide Approving SPO Vouchers](#).

### How do you add someone as an Invoice/Match Exception Approver?

For this March 1 change, the Supervisor should send an email to [CUMarketplace@cu.edu](mailto:CUMarketplace@cu.edu) providing the name and employee ID of the new Invoice/Match Exception Approver and indicating the SpeedType(s) on which this individual should be added as Fiscal Staff Approver.

After our initial implementation of the new procedures, requests to add the Invoice/Match Exception Approver role will be accomplished by submitting the [Financial Systems Access Request form](#).

### Free Online Booking in March!

Airfare booked through Concur during the month of March will have no booking fees (Agent bookings will still have the same fees associated with their work on your travel plans.)