

September 19, 2013

PSC Town Halls are Back!

We're pleased to be back on the road, visiting all campuses, during the month of October. We have many exciting developments to discuss with you in the areas of:

- CU Marketplace
- Concur Travel & Expense
- Purchasing
- FinPro Help Desk and Training

The schedule is:

Office of the President at 1800 Grant Street-rooms 501-503

- Mon, Oct 14 (9:00-11:00 a.m.)

UCCS University Center-Theater (room 302)

- Tue, Oct 15 (9:30-11:30 a.m.)

Anschutz Medical Campus: Nighthorse Campbell Native Health Building-Shore Family Forum (room M24-110)

- Wed, Oct 16 (9:00-11:00 a.m.)

CU Boulder: UMC-room 235

- Thu, Oct 17 (9:00-11:00 a.m.)

CU Boulder: UMC-room 235

- Mon, Oct 21 (1:30-3:30 p.m.)

Anschutz Medical Campus: Nighthorse Campbell Native Health Building-Shore Family Forum (room M24-110)

- Tue, Oct 22 (1:30-3:30 p.m.)

CU Denver: Lawrence Street Building-Terrace Room (room 1380)

- Wed, Oct 23 (9:00-11:00 a.m.)

[Register now](#). A registration link is also available from the [PSC home page](#). We look forward to seeing you!

PSC Staff News

The PSC is pleased to introduce Elizabeth Bentley, our new Administrative Assistant at the main reception desk. She replaces Ginger Brooks, who recently left the PSC to take a position with the Department of Internal Audit.

A graduate of the University of Georgia (Athens), Elizabeth has a degree in English with an emphasis in British literature. She has worked in her field (teaching English in a Korean high school for girls) and outside of her field (doing catering/event planning for the University of Georgia and working in the library system at Arizona State University).

At the PSC, Elizabeth is responsible for front-desk reception activities. She also assists in scanning and filing the hundreds of invoices and other documents received in the PSC daily.

Welcome to the PSC, Elizabeth!

Payment Terms Revealed

We are often asked about purchase order payment terms and invoice due dates.

Our most common terms are Net 30 – meaning that the payment due date is 30 days after the date of the invoice. In the example below, the invoice date is March 21 and the voucher was entered in the Marketplace on that day. The invoice due date, according to the vendor payment terms, is April 20 (30 days after March 21). For payment to be made on the due date, the voucher must achieve payable status by that date.

In other words, the invoice will pay when it's due as long as it has been entered in the Marketplace and the specific payable conditions have been satisfied (invoice has been received, invoice matches within tolerance, receiving/voucher approval have been done if PO/SPO over \$5,000).

Note: an invoice that is past due when entered will pay right away as long as matching occurs. So, for example, if an invoice dated April 14 and due May 14 arrives in the PSC and is entered in the Marketplace on May 21, it will pay immediately (as long as matching, receiving, etc. occurs as needed).

Buyer Invoice		Approvals	Matching	Comm
Summary		Payment Information	Disc	
Hide header				
General				
Workflow Status	✓ Completed (3/21/2012 7:17 PM)			
Vendor Name	Dell Marketing LP			
Voucher Type	Invoice			
Voucher Number	S0089974			
Vendor Invoice No.	XFPC43X25			
Vendor Invoice Date	3/21/2012			
Discount Date	no value			
Due Date	4/20/2012			
Terms	0, Net 30			

To get familiar with invoices in the Marketplace, check out our [Quick Reference Guide to Voucher Information](#) and our [Guide to Viewing Invoice Images](#).

Questions? Contact the FinPro Help Desk by phone (303.837.2161), email (FinProHelp@cu.edu), or chat (icon on PSC webpages).