

June 2, 2014

New PSC Website!

We're pleased to introduce our redesigned PSC website, now launching in the new Content Management System (CMS) developed for CU System offices. Among the features and enhancements, note:

New visual display on PSC home page. The "slider" images provide graphical cues to the content of featured news and articles, enabling you to focus first on those of greatest interest to you.

New high-level navigation. We've reviewed website analytics and provided faster, easier paths to the pages you visit/search for most often. So ... "Travel" is now a top-level navigation tab. "Training" has been separated from "Help" to facilitate rapid click-through to specific learning resources. Information about the PSC is more readily available through our new "Vision & Mission" tab.

The complete list of PSC Procedural Statements (PPSs) now fits (for most) on a single screen. Each PPS displays initially as a well-formatted HTML page (use of HTML significantly enhances search capability), but just scroll to the bottom to find icons for Print-Friendly and PDF versions. If you do print, all website links included in a PPS are now referenced at the bottom of the print document!

The list of Forms is presented in the same single-screen (for most), easy-display model as Procedures. Following the conventions of the new CMS, selecting an individual form takes you to a detail page that provides news, policy links, and instructions relevant to the specific form. The form launches from the detail page.

Events hosted by the PSC gain more prominence thanks to the new high-level Events tab at the top of the home page ... and a detailed list at the bottom. Never forget a Town Hall session or Supplier Showcase again!

We've built in **enhanced visibility for our two major systems**, CU Marketplace and Concur Travel & Expense. Now they're available from the relevant high-level navigation tabs (Procurement, and Travel, respectively) ... as well as via prominent icons at the bottom of the home page.

There is a link under the main navigation (look for a deep red background) asking for feedback. Your opinion is important to us: **let us know what you think!**

We hope you find the new PSC website helpful, useful, and visually appealing. We welcome your comments and questions: either use a feedback link online or contact FinProHelp@cu.edu, 303.837.2161.

Save the Dates:

September = Showcase Season

This fall, the Supplier Showcases will return to the same campuses ... but not always to the same locations.

Note our exciting new venue for the Boulder Campus event, below:

Wed Sept 3, 2014

Supplier Showcase - UCB

Coors Event Center New location!

Thu Sept 11, 2014

Supplier Showcase - UCCS

Wed Sept 17, 2014

Supplier Showcase - Anschutz Medical Campus

For now: save the date! You can count on full details coming in a timely way via your PSC Communicator newsletter.

We look forward to seeing you there!

Reminder: Fiscal Year-End Info Available

We have guides for ensuring payment and posting ... guides for ensuring accrual ... and guides for understanding what your financial reports say.

Find all this – plus the year-end calendar – online at:

www.cu.edu/controller/finance.

Small-Dollar Purchases Reminder

As you continue to process your small-dollar (\$5,000 and under) orders with suppliers, please remember to communicate any specific timeframes to them along with your orders.

If appropriate, Comments should state that the item needs to be delivered by June 30.

Questions? Contact the appropriate purchasing agent for the commodity.