

August 25, 2015

Learning Bites

Heather says:

Want to watch audiovisual snippets of some common Concur processes? Then our newest resources are the learning bites for you!

Sit back and listen to quick reviews of handling travel meals when purchased on the Travel Card, determining your reimbursement amount, and – new this week! – **Adding Mileage** using the Mileage Calculator feature and **Adding Attendees** to Official Functions.

We're posting these audiovisual snippets to a dedicated [Concur Training Video page](#).

As always, let me know what you think: Heather.Hoyer@cu.edu.



PSC Staff News: Sandy Hicks Presents NAEP Webinars

Associate Vice President & Chief Procurement Officer **Sandy Hicks** recently delivered a three-part webinar series to National Association of Educational Procurement (NAEP) members:

- Travel and Expense Automation Evaluation
- Technology Rollout and Change Management
- Optimizing your Travel and Expense Program

The above sessions covered business process reviews, implementation strategies, and acting on feedback, respectively.

Staff News: Introducing Luann Heath

The PSC is pleased to welcome **Luann Heath** to the Strategic Procurement team.

In her role as Scientific Contracts Manager, Luann will focus on adding value to relationships with key suppliers who support the University's significant laboratory and research environments.

Luann brings over ten years of procurement experience to her new role. She comes to us from Purdue University. Welcome, Luann!

Want to learn more about the Strategic Procurement team? Check out the [July 30 issue of the PSC COMMUNICATOR](#) for a "Meet the PSC" article.

FinPro Help Desk News: Mary Ellis Retirement

Senior Consultant **Mary Ellis** – one of the founding members of the FinPro Help Desk – has announced her retirement from the University effective Aug 31. Her last day in the office will be Wed, Aug 26.

During her 15 years on the job, Mary has handled almost **184,000 contacts** while helping individuals adapt to new technologies and understand CU policies, procedures, forms, and systems.

Please join us in thanking her for her service and wishing her a happy retirement. Best wishes, Mary!

Supplier Showcase Reminder

Don't forget to [register](#)!

Meet the PSC: Payable Services Unit

Greetings from the **PSC Payable Services Team**!

We're delighted to have the opportunity to describe our roles at the PSC and how we contribute to the University. Meet our team - from left to right:

Back (3rd) row: Robyn Nicastro (Payable Specialist), Maria Buerman (Payable Services Manager), Mary Martin (Director of Payment Services & Travel)

2nd row: Lan Nguyen (Accounting Technician), Gloria Chavez (Payable Services Team Lead), Cheryl Newton (Payable Specialist), Shelley Martin (Payable Specialist)

1st row: Cordelia Angel (Accounting Technician), Mai Duyen Ngo (Senior Payable Specialist), Stephanie Frazer (Payable Specialist), Sally Gumaer (Payable Specialist), Paula Kirkman (Accounting Technician)

Not pictured: Pete Ciacco (Accounting Technician), Brandy Lombardi (Payable Services Team Lead)



What do we do?

Our team assures the timely and accurate disbursement of University funds for the following University business expenses:

- Payments to external suppliers for goods and services;
- Payments to employees and non-employees for travel and other reimbursements; and,
- Payments to individuals for serving as study subjects.

How do we do it?

We work in multiple systems and assure compliance with a variety of policies and procedures. We process invoices in CU Marketplace, Concur Travel & Expense, and the PeopleSoft Finance System. Certain Payable staff members specialize in systems (processing payments regardless of individual name) whereas others specialize in "alpha" (processing payments based on individual or supplier name).

Why do we do it?

CU has financial obligations to employees (outside of payroll), as well as to external companies and individuals, as listed above. Our unit fulfills these important obligations.

We'd love to hear from you and discuss Payable Services in more detail. Contact Mary.Martin@cu.edu.