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News from the Procurement Service Center

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How to Look up Payment Information

One of the most frequent questions we receive is, *How do I look up payment information?*

Sometimes you want to find out if an invoice was paid and where the payment was sent. Sometimes you need to complete a Warrant Adjustment form to cancel/reissue a payment and so you need to look up supplier ID, warrant #, issue date, voucher #, and other details.

The type of payment determines how you look it up.

Purchase Order Invoices and Payment Vouchers

Use CU Marketplace. (Log in to your campus portal and on the CU Resources tab, select Quick Links, CU Marketplace.)

In the upper right corner, search for the PO #. On the Purchase Order display, select the Invoices tab and click on the Invoice Number. On the Invoice display, look in the Payment Status Information section on the far right.

Or: On the Shopping home page, under Document Search, search All Documents using the PO # (if you don't already know the Invoice #). On the resulting display, click on the Invoice. On the Invoice display, look in the Payment Status Information section on the right.

For more information on Marketplace vouchers, see www.cu.edu/psc/training/voucher-information.

Non-Employee Reimbursement forms and Payment Authorization forms

Use the PeopleSoft Finance System. (Log in to your campus portal and on the CU Resources tab, select Quick Links, Finance.)

Navigate to Accounts Payable, Vouchers, Add/Update, Regular Entry. Search for the Invoice #. (Change the search criteria dropdown for this field from "begins with" to "contains" before you type in the invoice number, since the PSC adds a form-specific prefix to each invoice number.) On the voucher display, select the Payments tab and look in the Payment Information section near the top.

For more information on Finance System vouchers, see www.cu.edu/controller/looking-payments-peoplesoft-finance-system.

Study Subject Payment forms

Contact the FinPro Help Desk (303.837.2161 or FinProHelp@cu.edu) for payment information.

Need Access to CU Marketplace or the Finance System?

Training requirements and request forms for system access are identified on the PSC website. www.cu.edu/psc/policies/access-training-requirements.

CU W-9 Information

When an external entity wants to purchase goods or services from the University, they'll typically ask for a W-9 form (Request for Taxpayer Identification and Certification) signed by CU.

If the regular W-9 Signed by CU is all that's needed, you can get that from the PSC Forms page at www.cu.edu/psc/forms.

What if the external entity gives you a customized W-9 form for CU to complete?

Now it's time to go to the Substitute W-9 (Signed by CU) page at www.cu.edu/psc/policies/substitute-w-9-signed-cu. This new resource provides key information, like the legal name of the University and the University tax ID number.

Note that Substitute W-9s for CU are signed by your campus controller's office. For campus controller contact information, see the new resource page.

Honoraria Tips

We're often asked about honoraria – how, when, and why to make these payments. Here are a few tips.

Definition of Honorarium

An honorarium is a payment made when no payment is traditionally required.

- There's no liability or legal obligation to provide the payment.
- The payment is typically small, or token – less than the actual value of the service performed.
- It's often considered a courtesy – to thank the person for performing the service.

Recipients of Honoraria

These token payments for service are made to individuals, not companies, and they are tax reportable.

That means we need an SSN (Social Security Number) for the recipient. Payments to individuals who operate under an EIN (Employee Identification Number), as opposed to an SSN, should be handled in other ways – not via the honorarium process.

Payments of honoraria to non-employees are processed through the PSC. (Attach the HNR form to a Payment Voucher in CU Marketplace.) Payments of honoraria to employees must be processed in HCM.

Dollar Amounts

An honorarium payment over $100 requires completion and approval of the Honorarium (HNR) form, found on the PSC Forms webpage at www.cu.edu/psc/forms.

An honorarium payment over $2,000 requires officer approval on the HNR form.

An honorarium payment cannot exceed $5,000.