PSC COMMUN)CATOR
News from the Procurement Service Center

University of Colorado
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July 31, 2019

Southwest Airlines Updates
Bonus Points

We have exciting news to share about Southwest Airlines, a preferred airline of the University of Colorado.

Southwest provides discounted airfare on select flights booked through the Concur Travel & Expense System or a Christopherson Business Travel (CBT) travel agent. In addition, Southwest is currently offering 50% additional bonus rapid reward points when you book and fly between August 1, 2019-January 31, 2020. To take advantage of this special offer, you need to reserve and book your business travel through Concur or CBT.

New Routes

For those of you with business in Hawaii, please note that Southwest has introduced the following new service to that state:

- Oakland-Honolulu
- Oakland-Maui
- Honolulu-Maui
- San Jose-Honolulu
- Honolulu-Kona
- San Jose-Maui

To sign up for a Southwest Rapid Rewards membership, visit www.southwest.com/corporaterapidrewards.

Then, be sure to update your Concur profile with this and any other (airline, hotel, rental car) membership numbers.

Questions?

For information on the Southwest promotion or on Southwest service, contact PSC Travel Manager Shannon Miller at 303.764.3457 or email Shannon.Miller@cu.edu.

For assistance updating your Concur profile, contact the Finance & Procurement Help Desk at 303.837.2161 or email FinProHelp@cu.edu.

Marketplace Reminder
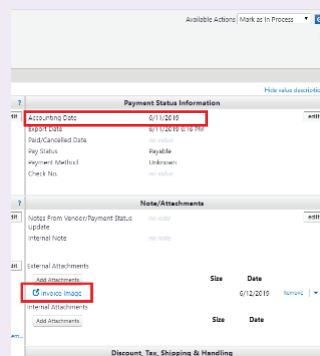## Viewing Invoice Images

Have you had trouble opening up invoice images?

Now is the time to try again – since we recently upgraded to a new platform for ImageNow. (That's the software by Perceptive Content that lets you look at images of invoices attached to vouchers in the Marketplace.)

With this new platform, you can open up invoice images without having to worry about Java … or which internet browser you're using. Just click on the **Invoice Image** link in the bottom right of the voucher screen.

Note:

Invoices that were uploaded in the previous version of the software still require Java and Internet Explorer.

If you can't open an image, take a look at the **Accounting Date** – you'll find this field in the top right of the voucher screen. The accounting date is the date that the voucher was entered, which means that it's the date that the invoice was uploaded. If this date is before June 24, 2019, the invoice was uploaded through the previous ImageNow software platform … so Java/browser restrictions still apply.

Questions?

For additional details, take a look at the June 24 PSC COMMUNICATOR newsletter.

Or contact the FinPro Help Desk at 303.837.2161 – the training consultants will be happy to walk you through the process.