As an Invoice/Match Exception Approver, you have two permissions within CU Marketplace:

1. Approve SPO vouchers – no matter the dollar amount – for payment
2. Review PO/SPO match exceptions and, once resolved, approve for payment

(A voucher is an invoice that has been entered into CU Marketplace.)

You will receive email notification when a voucher is pending your approval. **If due to match exceptions, resolve the exception(s) before approving the voucher.**

Also have the Approver role to approve requisitions? Refer to the Quick Reference Guide Approver.

Accessing CU Marketplace

1. Log into your campus portal.
2. Locate your **CU Resources** section and, under the **Business Applications** area, select the **CU Marketplace** link.

Using Your Action Items List

Your Action Items list is one way to navigate to items pending your approval. Click **Action Items** at the top of your screen and select the appropriate list.
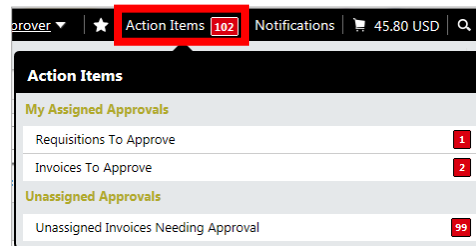
Assigning Vouchers to Yourself

Do this step if the voucher is not already assigned to you – i.e., the voucher doesn't appear under your **My Invoice Approvals** folder – and you would like to let other Approvers know you are working on the voucher.

1. Using your Action Items list (see above), click **Unassigned Invoices Needing Approval**.
2. If needed, use the **Type** dropdown and select *Invoice*.
3. Locate the voucher you wish to assign.

4. Click the **Assign** button under the **Action** column to the right of the voucher. **Note:** If the **Assign** button is missing, the voucher has already been assigned to someone.
5. The voucher will appear under your **My Invoice Approvals** folder.

Returning Vouchers to Shared Folders

Do this step to if a voucher is currently assigned to you – i.e., the voucher appears under your **My Invoice Approvals** folder – and it shouldn't be.

1. Navigate to your **My Invoice Approvals** folder. One way to do this is using your Action Items list (see left) and clicking **Invoices To Approve**.
2. Locate the voucher you want to return to the shared folder.
3. Check the checkbox to the right of the voucher.
4. Using the dropdown located in the upper right corner of the page, select *Return to Shared Folder* and click the **Go** button.
5. The voucher will disappear from your **My Invoice Approvals** folder and only appear under the shared SpeedType folder.

Approving SPO Vouchers

If changing the SpeedType on the SPO voucher, approve **after** the SpeedType is changed.

1. Navigate to your approval queue. One way to do this is using your Action Items list (see left) and clicking **Invoices To Approve**.
2. If needed, use the **Type** dropdown and select *Invoice*.
3. Under the Current Workflow Step filter, select **SPO Voucher Approval**.
4. Review the voucher information.
5. If more details are needed, click the **voucher number** to open the voucher.
6. Use the **Available Actions** dropdown, located in the upper right corner of the page, and select *Approve/Complete* and click the **Go** button.
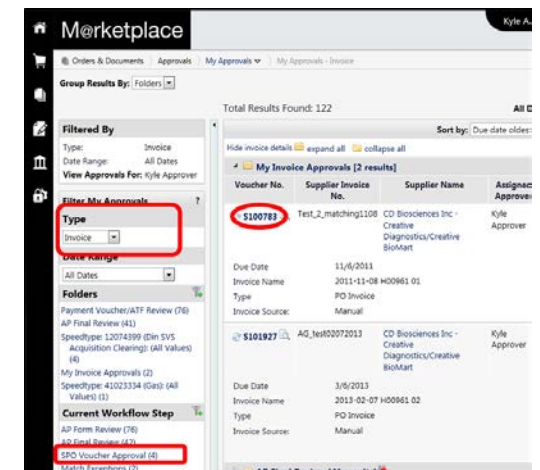
Possible Match Exceptions & Solutions

Multiple match exceptions may occur for the same voucher.

- **Receiving hasn't been entered and is required**
  Receiving is required for POs over $5,000, no matter the dollar amount of each voucher.
  Solution: Receiving should be done by a Requestor or Receiver…or, if receiving shouldn't be done, investigate why and work on a resolution.

- **Invoice quantity/amount greater than PO (or SPO) quantity/amount**
  Quantity and/or amount on invoice can be greater than on PO (or SPO) for two reasons:
  1. PO needs revision (or SPO increased), or
  2. Supplier issued incorrect invoice.
  Solution: Depends on the reason:
     1. PO/SPO needs updated – send request to changeorder@cu.edu
   2. Incorrect invoice – credit memo needed (contact supplier)

- **Supplier substitutes item**
  Solution: Verify the substitution is acceptable. If not, work with supplier.

Approving Vouchers with Match Exceptions

Only perform this step if the match exception(s) is/are resolved.
1. Navigate to your approval queue. One way to do this is using your Action Items list (see previous page) and clicking **Invoices To Approve**.
2. If needed, use the **Type** dropdown and select *Invoice*.
3. Under the Current Workflow Step filter, select **Match Exceptions**.
4. Click the **voucher number** to open the voucher.
5. Within the voucher, go to the **Matching** tab.
6. Verify every line of the voucher is matched. If unmatched, determine the exception and resolve (see above section).
7. Use the **Available Actions** dropdown, located in the upper right corner of the page, and select *Approve/Complete* and click the **Go** button.
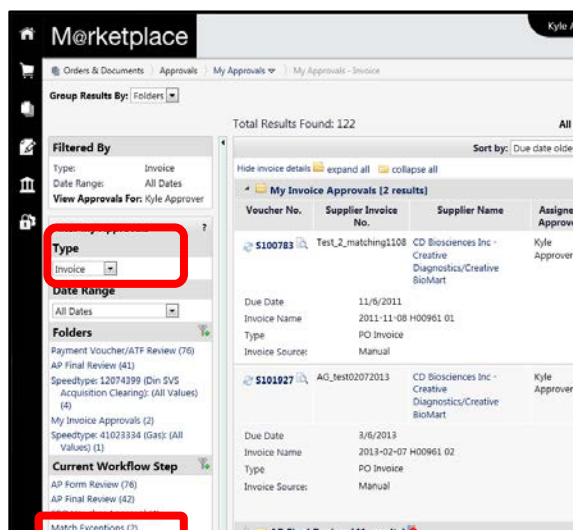
Voucher History & Payment Information

All invoices and credit memos are entered as vouchers into CU Marketplace.
1. Using your side navigation bar, go to **Orders & Documents** > **Document Search** > **Search Documents**.
2. If needed, click the **advanced search** link.
3. Use the **Search** dropdown to search by *Invoice/Voucher*.
4. Enter your search criteria and click the **Go** button.
5. A list of results will appear. Use the left side of your screen to refine your search by options such as date range, supplier, user, or status.
6. Click the **voucher number** to open the voucher.
7. The **Payment Status Information** section is located under the **Buyer Invoice** page tab, **Summary** page sub-tab in the upper right corner of the page.

Payment Status Information	
Accounting Date	11/14/2013
Export Date	11/14/2013 2:18 PM
Paid/Cancelled Date	11/14/2013
Pay Status	Paid
Payment Method	Check
Check No.	0002588349

Assigning Substitute Approvers

You might not need to assign a substitute Approver if the SpeedType has additional Approvers with CU Marketplace Invoice/Match Exception Approver access.
1. Using your side navigation bar, go to **Orders & Documents** > **Approvals** > **Assign Substitute Approvers**.
2. If needed, use the **Type** dropdown on the left side of your screen and select *Invoice*.
3. Determine the folder(s) for which you would like to set up a substitute Approver and click the **Assign** button…or, to set up a substitute for all of your folders, click the **Assign Substitute to All Invoice Folders** button.
4. Search for and select the appropriate individual from the resulting list.

Removing Substitute Approvers

1. Using your side navigation bar, go to **Orders & Documents** > **Approvals** > **Assign Substitute Approvers**.
2. If needed, use the **Type** dropdown on the left side of your screen and select *Invoice*.
3. Determine the folder(s) for which you would like to remove the substitution.
4. Click the **Remove** button...or, to remove the substitution for all of your folders, click the **End Substitute for All Invoice Folders** button.