M@rketplace

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 <u>Approver</u>.

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.

orover 🔻	\star	Action Items 102	Notifications	📜 45.80 USD	Q,				
Action Items									
My Assigned Approvals									
Requisitions To Approve									
Invoices To Approve									
Unassigned Approvals									
Unassigned Invoices Needing Approval 99									

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*.
- Locate the voucher you wish to assign.

Vict.Amg/Hd
Vexcher No. Supplier Investor No. Supplier Name Assigned Investor State
Portex My Approvals
Porte

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

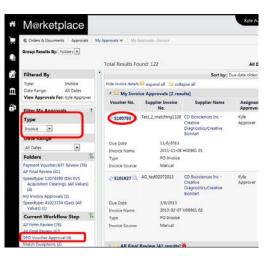
Do this step to if a voucher is currently assigned to you – i.e., the voucher appears under your **My Invoice Approvals** folder – and it shouldn't be.

- 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.



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Quick Reference Guide: Invoice/Match Exception Approver

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 <u>changeorder@cu.edu</u>
- 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.
- Within the voucher, go to the Matching tab.
 Verify every line of the
- 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.

M@rketplace					Kyle A		
Orders & Documents Approvals	My Aj	oprovals 👻 🌖 My /	pprovals - Invoice				
Group Results By: Folders	1	Fotal Results Fo	und: 122		All		
Filtered By	•			Sort by: 0	ue date oldes		
Type: Invoice		Hide invoice details	📫 expand all 🛛 🗀 colli	apse all			
Date Range: All Dates		My Invoice Approvals [2 results]					
View Approvals For: Kyle Approver		Voucher No.	Supplier Invoice No.	Supplier Name	Assigner Approve		
Type Invoice		<i>⋧</i> 5100783 🕅	Test_2_matching1108	CD Biosciences Inc - Creative Diagnostics/Creative BioMart	Kyle Approver		
Date Range			27152223	olomart			
All Dates		Due Date Invoice Name	11/6/2011 2011-11-08	100061 01			
Folders		Type	PO Invoice	100301 01			
Payment Voucher/ATF Review (76) AP Final Review (41)		Invoice Source:	Manual				
Speedtype: 12074399 (Din SVS Acquisition Clearing): (All Values) (4) My Invoice Approvals (2)		2 5101927 🔍	AG_test02072013	CD Biosciences Inc - Creative Diagnostics/Creative BioMart	Kyle Approver		
Speedtype: 41023334 (Gas): (All		Due Date	3/6/2013				
Values) (1)		Invoice Name	2013-02-07	H00961 02			
Current Workflow Step 🌾		Туре	PO Invoice				
AP Form Review (76) AP Final Review (42)		Invoice Source:	Manual				
Match Exceptions (2)		AD Final	Review [41 secults]				

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.
- 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.
- 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*.
- 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.