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New CU Marketplace Updates [1]

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Enhancements to Document Actions

The "Assign to Myself" action has been renamed to Assign & Further Actions to make it clearer to users that they can select this action to perform other actions in addition to assigning it to themselves. This has been applied system-wide to all documents.

New Match Exception Functionality

When Invoices are entered against a PO, the system validates that the invoice matches the PO by reviewing the receipts and/or PO totals, when appropriate. When receiving is required or the totals do not match, the system creates a match exception and the invoice routes to the Invoice Approver as a notification. In these instances, the approver may mistakenly approve the invoice instead of rectifying the match exception by receiving or requesting a change order. With this new update, the “Approve” action will no longer be available if the invoice requires action to resolve the match exception.

Note: If the Invoice Approver also has the role of Requestor or Receiver, they will be able to click on the “Create Receipt” link to do receiving against the PO, or the Matching tab to review the invoice and PO totals.

Once the match exception is cleared the voucher is completed and updates from *In Process* to *Payable.*

Learn more about troubleshooting and processing invoices at the following articles:

- https://pschelp.cu.edu/s/article/CU-Marketplace-Resolving-Match-Exceptions [3]
- https://pschelp.cu.edu/s/article/Payment-Status-Troubleshooting-In-Process-Vouchers [4]

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