Published on *University of Colorado* (https://www.cu.edu)

ELD Catalog [4/22] [1]

Catalog

- **Budget and Finance**
  - CU: Cash Control
    - **Overview/Description:** This 30 minute required course was developed for employees responsible for cash-handling processes. It will help you understand the university policies [2] and procedures related to cash control.
  - CU: Cognos Reporting System: m-Fin Reports
    - **Overview/Description:** This 45 minute course is recommended for the beginner user of the Cognos Reporting System m-Fin Financial Reports. This course will provide an overview of the Cognos Reporting System, how to gain access to the Financial Reports within the Cognos Reporting System, and how to log into the Cognos Reporting System. The course will also cover the essentials of running a financial report, and finally, it will cover running and reading the m-Fin SpeedType Summary report.
  - CU: Concur - Booking Travel
    - **Overview/Description:** This 45 minute course is recommended for individuals who need the approver role for requisitions within CU Marketplace. The course will guide you through the steps to book employee University travel within the Concur Travel and Expense System. This includes reservations for domestic airfare, car rentals, and hotels.
  - CU: Concur - Reconciling Procurement Card
    - **Overview/Description:** This 30 minute course is recommended for individuals who reconcile procurement card transactions, on behalf of themselves or others, within the Concur Travel and Expense System. The course will guide you through the necessary steps to process procurement card transactions within the Concur Travel and Expense System.
  - CU: Concur - Reconciling Travel
    - **Overview/Description:** This 45 minute course is recommended for individuals who reconcile university travel. The course will guide you through the necessary steps to process University of Colorado employee travel card transactions and reimbursements within the Concur Travel and Expense System.
  - CU: CU Marketplace Approver
    - **Overview/Description:** This 35 minute course is required for individuals who need the approver role for requisitions within CU Marketplace. The course will provide you with information about approving requisitions within CU Marketplace.
  - CU: CU Marketplace - Invoice Match Exception Approver
    - **Overview/Description:** This 30 minute course is required for individuals who need the Invoice Match Exception Approver role within CU Marketplace. The course will provide you with information about approving vouchers with match exceptions within CU Marketplace.
  - CU: CU Marketplace - Receiver
    - **Overview/Description:** This 30 minute course is required for individuals who have, or who wish to have, the Receiver role within CU Marketplace. The course will provide you with information about receiving within CU Marketplace. It is not required if you have completed the CU Marketplace Requestor online course and passed the quiz.
  - CU: CU Marketplace Requester
    - **Overview/Description:**This 45 minute course is required for individuals who need the requester role in CU Marketplace. The course will provide you with information about shopping and submitting orders within CU Marketplace.

Source URL:https://www.cu.edu/eld-catalog-422

Links
[1] https://www.cu.edu/eld-catalog-422 [2] https://www.cu.edu/policies/policies/F_Cash-Control.html