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

CU Marketplace Resources for Invoice/Match Exception Approvers [1]

The following information is supplemental to the CU Marketplace: Invoice/Match Exception Approver SkillSoft course and will be helpful as you approve invoices and resolve errors in the CU Marketplace.

PSC Website

The PSC website [2] contains information on policies, procedures, and instructions related to purchasing including:

- PSC Procedural Statement Sensitive Expenses
- PSC Procedural Statement After-the-Fact Purchases

Take the courses and request access

Several online courses are required for this role. For more information see Access & Training Requirements [3].

The courses are delivered online in Skillsoft. Log in to your campus portal and on the **CU Resources Home** tab, click the **Skillsoft** tile.

Launch the CU Marketplace - Invoice Approver course. [4]

When you've completed the required trainings, your department will request your access using the CU Identity Manager (OIM) [5]. You'll receive an email notification when you have access.

In order to approve invoices, you must also have a fiscal role such as Fiscal Staff Approver, Fiscal Manager, or Fiscal Staff Principal on the SpeedType being charged.

Understanding your new Role

As a Invoice Approver, you determine whether SPO vouchers are okay to pay – no matter the dollar amount of the voucher. You're able to:

- Approve SPO vouchers;
- Resolve match exceptions; and
- Search all documents in the CU Marketplace.

Refer to the Learning Resources

The CU Marketplace Training page [6] on the PSC website has step-by-step instructions to

help you shop.

Updating Your Profile

When you receive your access, you should login and update your CU Marketplace profile. You can add frequently used SpeedTypes [7] and Ship To Locations [8] to make your shopping experience more convenient.

You'll find many more guides on CU Marketplace Training page [6], including:

- Approving SPO Vouchers [9]
- Resolving Match Exceptions [10]
- Initiating Email Approvals within CU Marketplace [11]
- Looking Up Invoices [12]
- Viewing Invoice Images [13]
- Placing Vouchers (Invoices) on Hold [14]

Source URL:https://www.cu.edu/psc/cu-marketplace-resources-invoicematch-exception-approvers

Links
[1] https://www.cu.edu/psc/cu-marketplace-resources-invoicematch-exception-approvers
[2] https://www.cu.edu/psc [3] https://www.cu.edu/controller/training/access-training-requirements
[4] https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&asseti
[5] https://www.cu.edu/university-information-systems/access-it-security/request-access/oracle-identity-manager [6] https://www.cu.edu/psc/training/cu-marketplace-training
[7] https://www.cu.edu/psc/policies/adding-speedtypes-your-cu-marketplace-profile
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