

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&assetid>

[5] [https://www.cu.edu/university-information-systems/access-it-security/request-access/oracle-identity-](https://www.cu.edu/university-information-systems/access-it-security/request-access/oracle-identity-manager)

[manager](https://www.cu.edu/psc/training/cu-marketplace-training) [6] <https://www.cu.edu/psc/training/cu-marketplace-training>

[7] <https://www.cu.edu/psc/policies/adding-speedtypes-your-cu-marketplace-profile>

[8] <https://www.cu.edu/psc/training/cumarketplace/adding-ship-locations-your-cu-marketplace-profile>

[9] <https://www.cu.edu/psc/cu-marketplace-how-approving-spo-vouchers-within-cu-marketplace>

[10] <https://www.cu.edu/psc/cu-marketplace-how-resolving-match-exceptions-within-cu-marketplace>

[11] <https://www.cu.edu/psc/cu-marketplace-how-initiating-email-approvals-within-cu-marketplace>

[12] <https://www.cu.edu/psc/cu-marketplace-how-looking-invoices> [13] [\[marketplace-how-viewing-invoice-images\]\(https://www.cu.edu/psc/cu-marketplace-how-viewing-invoice-images\) \[14\] <https://www.cu.edu/psc/cu-marketplace-how-placing-vouchers-invoices-hold>](https://www.cu.edu/psc/cu-</p></div><div data-bbox=)