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 and Ship To Locations to make your shopping experience more convenient.

You’ll find many more guides on CU Marketplace Training page, including:

- Approving SPO Vouchers
- Resolving Match Exceptions
- Initiating Email Approvals within CU Marketplace
- Looking Up Invoices
- Viewing Invoice Images
- Placing Vouchers (Invoices) on Hold

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

Links:
[2] https://www.cu.edu/psc
[3] https://www.cu.edu/controller/training/access-training-requirements