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