This page hosts a vast array of PSC videos focused on Concur, CU Marketplace, and recorded Webinars.
Concur Travel & Expense Overview
A brief, high level overview of Concur, the University of Colorado's travel and expense system.

- Concur How-To: Adding Segments [2]
- Concur How-To: Lodging Itemizations [3]
- Concur How-To: Allocating Expenses [4]
- Concur How-To: Adding Expenses [4]
- Concur How-To: Mileage Reimbursements [5]
- Concur How-To: Adding Attendees [6]
- Concur How-to: User Added Approvers [7]
- Concur How-To: Meals and Incidentals Expenses Per Diem [8]
- Concur How-To: Creating a New Expense Report [9]
- Concur How-To: Viewing Requests [10]
Concur: Travel Card Update

Concur: Travel Card Application

Concur: Approver Perspective
Learn how to approve travel and procurement card requests in Concur Travel and Expense

Concur: Procurement Card Application

CU Marketplace

CU Marketplace: CU Marketplace Overview
Learn the basics of CU Marketplace

CU Marketplace: Looking Up Invoices
Check the payment status of invoices in CU Marketplace

CU Marketplace: Registering as a Supplier - Companies/Independent Contractors
Register in the CU Marketplace as a Purchase Order supplier

CU Marketplace: Supplier - Submitting an Invoice
Submit Purchase Order invoices using the CU Marketplace supplier portal

CU Marketplace: Registering as a Supplier - Individuals
Register in the CU Marketplace as an Individual supplier

Webinars

Concur Webinar: Concur Expense and Request Approvals
This webinar focuses on the Approver perspective in the Concur Travel and Expense System.
CU Marketplace Webinar: Exploring the Requestor’s Role in CU Marketplace
This webinar reviews the responsibilities of CU Marketplace Requestors, the matching process, requisitioning procedures, forms processing, and optimal shopping practices.

CU Marketplace Webinar: Submitting a Change Order Request
This webinar will show customers how to request a change to an existing PO/contract in Marketplace, and the documents required for changes to POs/contracts.

Concur Webinar Procurement Card Expense Reports and Fiscal Year-End Considerations
This webinar covers the details of Concur Procurement Card Expense Report functionality, and how to prepare for accruals and general handling of P-Card expenses at Fiscal Year-End.

Marketplace Webinar The Approval Role, Fiscal Year-End, and Related Topics
This webinar focuses on the different approver roles in CU Marketplace, gives you some tips on preparing for fiscal year-end, and touches on PO encumbrances and the roll-forward process to FY25.

Miscellaneous

PSC Town Hall April 2024
View a recording of the April 2024 Procurement Service Center's town hall.

Resources

- Contact the PSC [15]
- Tax-Exempt Information [16]
- Commodity Listing [17]
- PSC Forms [18]
- Controller Forms [19]
- The PSC Communicator (blog) [20]

Related Articles

- Concur Request: Creating and Submitting Travel Pre-Approval Requests [21]
- Concur Expense: Reconciling Employee Travel [22]
- Concur Request: Applying for a Procurement Card [14]
- Concur Expense: Managing Itineraries & Travel Allowance (Per Diem/Meals) for Employees [8]
- Concur Expense: Mileage Reimbursements [5]
- CU Marketplace: Viewing Invoice Status [23]

SEARCH ALL ARTICLES [24]
Policies and Procedures

- PSC Procedural Statement: Travel [25]
- PSC Procedural Statement: Payment Voucher / Authorization [26]
- PSC Procedural Statement: Cash Advances [27]
- Finance Procedural Statement: Official Functions [28]
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VIEW ALL PROCEDURES [30]

Groups audience:
Procurement Service Center

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Links