

NOVEMBER 17, 2006

Procurement Cards- Are You Active?

CU Procurement Cards (JP Morgan Chase MasterCard), for all campuses *except* UCCS, expire on November 30th. Renewal cards were sent directly to the cardholder's work place by MasterCard, and should have arrived by now. You must activate your card when you receive it, and, at present, approximately 1/3 of the renewal cards have not been activated. If you, or someone in your organizational unit, still haven't received your card, send an email to procurement.card@cu.edu. Be sure to include the cardholder name and work mailing address. If you have received your card but have not yet activated it, please do so now. When activating your card, use the **last four digits of your Employee ID Number** and **not** your Social Security Number as the bank recording states. Are you aware of any cards received in your organizational unit that should have been cancelled? Let the Procurement Card Office know. If you have questions or are having trouble activating your card, contact the Procurement Card Office by email or phone at 303.315.2847.

PSC and FinPro Help Desk Holiday Schedule

Mark your calendars. The PSC and the FinPro Help Desk, which follow the Boulder campus holiday schedule, will be closed the day after Thanksgiving, Friday, November 24. Looking ahead, both the PSC and Help Desk will be closed on December 26th and January 1st.

Happy (6th) Anniversary, FinPro Help Desk!

Another year of friendly help when you need it – and now that assistance covers more areas than ever before.

This fall, the Finance & Procurement Help Desk (formerly the PSC Help Desk) celebrates six years of answering your questions on purchasing, accounts payable, and travel topics. Beginning in 2006, **Mary Ellis** and **Heather Hoyer** have further expanded the scope of the FinPro Help Desk...guiding you through the new Reporting System and paging through your portals with you.

Every day, our two consultants cheerfully respond to phone calls, emails, and faxes from university employees and external vendors. Please take a moment to convey your thanks and congratulations on a job well done. As always, you can reach them at 303.315.2846 – or by email to FinProHelp@cu.edu

Thank you, Heather & Mary, for all your help!

COMMUNICATOR NEWSLETTER

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SPO Voucher Approval, Unplugged

Earlier this month, we discussed changes in processing Standing Purchase Orders (SPOs) and SPO Requisitions – changes associated with encumbrance creation and with the new split distribution capability. Now it's time to turn our attention to SPO vouchers.

SPO Voucher Overview

There are several actions you can take as a result of reviewing your SPO invoices, or vouchers. A "voucher" is an invoice that has been entered in the Finance System by the PSC Payable Services staff. You will review an SPO invoice on paper if the vendor sent the invoice to your organizational unit. You will review an SPO voucher online if the vendor sent the invoice directly to the PSC. During your review, consider:

- Is it OK to pay? Do you want to approve this invoice to pay? Or do you want to place it on hold and prevent it from paying?
- Should it pay against the default ChartField distribution(s) on the SPO? Do you want it to pay against the SpeedType/Account combination(s) on the SPO...or do you want to designate different accounting distributions for payment?
- If the SPO has multiple ChartField distributions, should the encumbrance be cleared proportionately against the remaining encumbered distributions? Do you want to clear the encumbrance by dividing the invoiced amount according to the ratio of the SPO's remaining encumbrances...or relieve the entire encumbrance from only one of the remaining encumbered distributions?

As SPOs change, so do SPO vouchers. If you have SPOs with multiple default ChartField distributions, you will soon see the dollar amount of the vouchers spread across those distributions. (*You can modify the default distributions to change how the voucher pays.*) With all of your SPOs now encumbered, you are already seeing your SPO vouchers clear encumbrances. (*If the SPOs have split distributions, you can modify encumbrance distributions to change how the commitment is relieved.*)

Detailed instructions for all of the above processes are now available on the PSC web site: www.cu.edu/psc - Training & Documentation. If your organizational unit uses SPOs, please be sure to check out the Step-by-Step Guides to:

- SPO Voucher Overview
- Approving SPO Vouchers
- Approving SPO Vouchers with Changes
- Placing SPO Vouchers on Hold

Questions? Contact the Finance & Procurement Help Desk at 303.315.2846 or email FinProHelp@cu.edu.

