“Do it right first; don’t ask for forgiveness later.”
Module II
September 26, 2013

- **Concur Travel & Expense**
  - Handouts: Concur Audit Issues

- **CU Marketplace**
  - Handouts: Creating Quantity Receipts, Returns/Fixing Receipts, PPS Payment Voucher/ Payment Authorization Use, and Solutions for PVs

- **International Travel and Upgrades**
  - Handouts: APS Travel Authorization and PPS Travel
Concur Travel & Expense

- Procurement Card Announcement
- How to reimburse the University for personal expenses on the PCards and Travel cards
- Concur FYIs
PCard Announcement

The PSC announced that 3,500 procurement cards are due to expire in November 2013.

Please have cardholders verify their billing address in Concur. Submit the **Cardholder Update form** to the PSC to change the billing address. The Update form is on the PSC Forms page: [www.cu.edu/psc/forms](http://www.cu.edu/psc/forms)

Reminder to call from the office phone and use the last 4 digits of the Employee ID to activate the card.
In Concur,
1. Go to the Profile tab.
2. Select Expense Information.
3. Verify the billing address.
4. Submit a Cardholder Update form to correct the campus address.
Concur Personal Expenses

**Procurement Card**

- Select “Commercial Card Personal Charge” as the Expense Type.
- **Mark the Personal Expense checkbox.** The transaction defaults to the cardholder’s default speed type and account code 013109.
- Complete Cash Receipt (CR) form using the same default speed type and account code 013109.
- Visit the Bursar/OGC.
- Attach CR receipt and mFin ST Detail report to the Concur report.
- Include comments in Concur.
- PSC tracks for violations/misuse.

**Travel Card**

- Select “Personal Charge” as the Expense Type.
- **Mark the Personal Expense checkbox.** The transaction defaults to the speed type on the Report Header and account code 013109.
- Check Details > Totals for amount due the University.
- Complete Cash Receipt (CR) form using the Report Header speed type and account code 013109.
- Visit the Bursar/OGC.
- Attach CR receipt and mFin ST Detail report to the Concur report.
- Include comments in Concur.
Cash Receipt form

The AMC Bursar’s Office is located in ED2 on the 3rd Floor by Student Services.

Reimbursements to Fund 30/31 and University Gift Fund 34 are processed in the Office of Grants and Contracts in Bldg 500, 1st Floor West.

No deposits to Fund 35 AEFs!
Concur FYIs

- **Did you know?** Each Concur report costs $5.
- Approving Officials need to read Monday’s **Concur Notification emails:**
  - Weekly Procard Purchases Notification
  - Unposted Travel Card Aging Report – Employee Detail
  - Monthly Past Due Procurement Card Transactions
- Avoid combining personal with business travel.
- Adjust travel reports for upgraded rooms, valet parking, personal days lodging, car rental, DIA parking.
- Attach agendas.
Concur FYIs

- Official functions in travel status should be a rare occurrence. A reminder that an alcohol purchase using university funds needs prior Officer and Campus approval (excluding guest speakers or recruitments).
- Do not purchase unapproved upgrades with the travel card.
- Per diem is displayed as “Fixed Meals” after creating and then linking an itinerary to a report.
  - Do not use group meals.
  - Do not use official function.
  - Do not combine travelers’ meals.
My department is being audited, now what?

- Absolutely no travel is allowed on the procurement card.
- Business Purpose. A brief explanation of *how the purchase benefits the University* must be included in the transaction.
- Card Sharing and unauthorized use.
- Illegible receipts and Missing receipts.
- Memberships, Conference fees and Subscriptions.
- Mandatory University Price Agreements.
- Tax on purchases.
- Be aware how Concur defaults to incorrect expense types.
CU Marketplace

- Access to Marketplace
- CU Marketplace Roles
  - Required Training
  - Description
- Matching, Receiving and Match Exceptions
  - Voucher (that “S” number)
  - Two-way and Three-way Matching
  - Match Exceptions and Resolution
- CU Marketplace Helpful Hints
Access to CU Marketplace

- Take the recommended and required training for your role via UCD Access portal.
  - [https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html](https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html)

- Record the course completion dates; you’ll need these for the access request form.

- Submit the Finance Systems Access form.
  - Select “CU Marketplace – Department” under Role Categories to display the choices.
## Role Categories

- Journal Entry
- Inquiry, Query & Reporting
- **CU Marketplace - Department**
- Receivables - Billing
- Asset Management
- Project
- Campus A
- CU Marketplace - Specialized
- CU Marketplace

### Duty | Role Name | Role Description
---|---|---
Shopper | ePro Shopper | Can create shopping carts to select goods and services. Shopper must assign the shopping cart to a Requestor for completion. They cannot place the order. They can view all vendors; view and shop from punch-out and hosted catalog suppliers; access all CU forms; can view only his/her own order, invoice and requisition history. A Shopper cannot also be a Requestor.
Requestor | ePro Requestor | Can create shopping carts to select goods and services (same as a Shopper). In addition, can directly place orders in the amount of $5,000 or less; can submit requisitions totaling more than $5,000 to an approver; can do online receiving for POs and SPOs; can view all order, invoice, and requisition history for the University. Requestors cannot be Shoppers and do not need to ask for the Receiver role.
Receiver | ePro Receiver | Can do online receiving for POs and SPOs. Receiving equates to authorization to pay! SPO invoice approval.
Fiscal Approver | ePro Approver | Can review, approve, reject, edit or return requisitions exceeding $5,000; can review, approve, reject, edit or return Payment Vouchers in all dollar amounts. Cannot have both ePro Requestor and ePro Approver. Must also be designated as a Fiscal Staff Approver on Relevant SpeedTypes. If you are a Requestor who also needs the Approver role, you must request the ePro Approver IA role below.
CU Marketplace Roles

- Shopper
- Requestor
- Approver* (in Marketplace & Finance)
- Receiver
- Invoice/Match Exception Approver
**Role Description**

- Create shopping carts to select goods and services.
- Must **assign** the cart to a Requestor for completion.
- Cannot place orders directly.
- Can view only their own order, invoice, and requisition history.
- A Shopper **cannot** also be a Requestor.

**Shopper**

**Required training**
CU: Information Security and Privacy

**Recommended training**
CU Marketplace - Shopper
**Requestor**

**Required training**
- CU: Information Security
- CU Marketplace - Requestor
- Purchasing: Procurement & Contract Management
- Fiscal Code of Ethics

**Role Description**
- Create shopping carts to select goods and services.
- Place orders up to $5,000.
- Submit requisitions over $5,000 to an approver.
- Create Quantity Receipts, i.e. “receiving”.
- Can view all order, invoice, and requisition history.
- A Requestor *cannot* also be a Shopper.
Approver

**Role Description**

- Approve requisitions over $5,000.
- Approve PVs in any amount.
- Reject/Return requisitions or PVs.
- Must also be designated as a Fiscal Staff Approver* on relevant Speed Types.
- A Fiscal Approver *cannot* also be a Requestor.
  - UCD Finance does not permit Incompatible Access.

- **REVIEW WEEKLY POs < $5,000**
  (Monday Marketplace email).

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**Required training**

CU: Information Security

CU Marketplace - Approver

Purchasing: Procurement & Contract Management

Fiscal Code of Ethics
Receiver

Required training
CU: Information Security
CU Marketplace - Receiver

Role Description

- Create Quantity Receipts, i.e. “receiving”.
  - Creating a quantity receipt authorizes payment for POs only.

Note: SPOs require SPO voucher approval by the speed type Invoice/Match Exception Approvers.
Invoice/Match Exception Approver

Role Description

• Receive notice of SPO vouchers that require approval.
  – Verify OK to pay before approving

• Receive notice of vouchers that fail match.

• Resolve errors before approving vouchers.
  – Request a changeorder@cu.edu
  – Request a vendor credit memo

Required training

CU: Information Security

CU Marketplace – Approver

Purchasing: Procurement & Contract Management

Fiscal Code of Ethics
Matching

Invoices are submitted to PSC and then entered into Marketplace as vouchers. The “matching” process compares the voucher to the PO/SPO to validate that price and quantity match and for POs over $5,000 that receiving has been completed.

2-Way Match
PO Vouchers under $5,000 do not require receiving; it should happen automatically.

3-Way Match
Receiving is required when the PO total exceeds $5,000.

All SPO vouchers require approval by the Invoice/Match Exception Approver* no matter the dollar amount.

Note://This role must be listed on specific speed types as Fiscal Staff Approver.
Match Exceptions and Resolution

Vouchers become payable when the matching can be completed without exceptions. Exceptions occur when:

– Receiving is not entered (PO > $5,000).
– Price or quantity errors for both POs and SPOs.

The Requestor and Approver(s) will receive an email notification to Resolve the match exception.

– Request a vendor credit memo
– Request a changeorder@cu.edu
– Complete receiving (Create a quantity receipt)
CU Marketplace Helpful Hints

- Fix an over-received quantity receipt
- How to copy a PO/SPO
- Payment Voucher/Payment Authorization
  (PSC Procedural Statement – Table of Allowable Use)
International Travel and Upgrades

- APS Travel Authorization
- PSC PPS Travel
- Approval Process
- Export Control

✓ [http://www.ucdenver.edu/academics/research/AboutUs/regcomp/exportcontrol/Pages/ExportControl.aspx](http://www.ucdenver.edu/academics/research/AboutUs/regcomp/exportcontrol/Pages/ExportControl.aspx)
Authorization is required **IN ADVANCE** of the trip.

**For International University Business Travel:**

- Department approval required for all travelers.
- Approval from the appropriate Officer required.

Richard D. Krugman, MD – our Dean - is the international approver for School of Medicine.
3c. Airline Tickets

All travel shall be completed using the most economical means available which will satisfactorily accomplish university business.

- Upgrades including extended leg-room upgrades and Business or First-Class travel are allowed only with justification, e.g.: Cost Savings (avoid subsistence costs, lost productivity)
- Foreign Travel **continuous scheduled flight > 14 hours in the air**
- Foreign Travel security, sanitation, health exceptions
- Necessary to accommodate a disability/special need
PSC Procedural Statement Travel

- 3d. Internet Airfare Purchases

Employees who wish to purchase airline tickets on an external internet site instead of booking through Concur Travel & Expense or through Christopherson Business Travel (CBT) must first compare the full cost including fees of the outside site’s fare with the fares shown in Concur, and print the list of Concur fares or, for international travel, reference the quote from CBT.

- **MUST USE A PERSONAL CREDIT CARD**
- Reimbursement occurs after trip completion
- Attach itemized receipt, proof of payment and Christopherson comparison quote to the Concur expense report.
8. Authorization to Travel

Traveler must obtain department approval prior to a trip. See APS Travel authorization.

47b. Travel Classification - Intl Travel

Travel to any destination not considered in-state or out-of-state. Department approval required. Requires approval from the appropriate International Travel Approver; to obtain this approval, the Concur Travel & Expense System emails international trip information to the appropriate individuals.
Approval Process

- SOMDO receives a weekly international report.
- Bookings in economy class are generally provided Officer approval without further action.
- **Upgrading to extra leg room, class of service with University funds is a sensitive expense** therefore prior approval from the Officer and PSC are required.
  - Travelers can use miles earned on previous trips or personal funds to upgrade.
  - Unapproved upgrades **MUST USE A PERSONAL CREDIT CARD.**
Approval Process

1. Traveler/Dept obtains both Economy and upgraded fare quotes from CBT.
2. Email quotes to SOMDO including speed type.
3. SOMDO reviews trip purpose, fare difference and speed type.
4. SOMDO confers with PSC.
5. PSC notifies CBT.
Upcoming Modules

Module III – Table I, Additional Pay Requests and Human Resources

October 24, 2013 12:00-1:30 pm

Doors open at 11:45am for set-up. Program begins promptly at noon.
Research 1 North, Hensel Phelps West Auditorium (P18-1006)

Presenters:

• Terri Carrothers and Madeline Sembrat - Table 1 review, AEF award numbers and budgets
• Cheryl Welch and Chris Scanlan - Additional pay requests
• Doug Kayson – “Managing Your Expectations of Employees”

Please refer to the Calendar on our Administrative Toolbox web page for dates, modules and to register:

http://www.ucdenver.edu/academics/colleges/medicalschool/administration/admin_offices/DFA/Pages/Calendar.aspx