

## CU Marketplace Payment Voucher Process Webinar 10/10/2024 Q&A

**Q1: Could you use the payment voucher form to pay for in training exams?**

**A1:** No, training exams are not one of the allowable items that can be processed on the Payment Voucher form. You can review the allowable items here: <https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization>

**Q2: Will the Payment authorization form be going away? If so, what would we use for stipends?**

**A2:** No, the Payment Authorization form will still exist and stipends will still go on that form.

**Q3: What is happening to ATF Form?**

**A3:** The ATF form will be captured in the new Requisition form - so if the questions are answered in a manner that indicates the purchase is an ATF, it will result in an ATF being issued.

**Q4: Is it allowable to pay for Independent Contractor/Consultant for services using a P-Card if the SOW is successfully approved and attached to the Concur Report?**

**A4:** No, payment to independent contractors must be submitted on a PV form or PO. We do not allow payment to an individual independent contractor in any other way.

**Q5: I've gotten conflicting responses on whether paper checks will continue to be available or only electronic checks will be available, can you speak on this?**

**A5:** Our payment options are paper checks or a virtual credit card payment program called Payment Plus. We do not offer an electronic check option.

**Q6: For paying Honorariums, does the payment voucher require that the recipient become a supplier in Marketplace?**

**A6:** Yes, any payment request processed on the Payment Voucher form requires for the payee to be a supplier in the Marketplace.

**Q7: Can we pay multiple conference registrations for students with the Payment Voucher? It doesn't need a contract. Please advise.**

**A7:** Conference registrations are not allowable on the payment voucher form. Please refer to the policy to review the allowable items here: <https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization>

**Q8: What is the difference between Non-Catalog Form and Payment Voucher? I use the Non-Catalog Form frequently, not sure if I will need to use the Payment Voucher?**

**A8:** The non-catalog form today generates a "commitment voucher" or better known as a purchasing vehicle that commits the University to paying for the items listed therein. The only things that PVs can be used to pay for are those listed in the policy: <https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization>.

**Q9: Since Non-Catalog Form is going away, are you adding all those vendors to the supplier list? I have to use the Non-Catalog Form when paying an IRB like WCG and Advarra?**

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**A9:** The non-catalog form is not exactly going away. There is now a single point of entry for generating a PO to a vendor, and the form will determine if the resulting path for payment is a PO (formerly non-cat PO) or a BPO, an ATF etc. Please be sure to join one of the remaining two webinars on the Requisition changes to learn more about this piece of the Marketplace enhancements.

**Q10: Making honoraria recipients be a supplier causes a lot of issues, is there any consideration being given to change this?**

**A10:** We are regularly considering feedback from our campus partners on various ideas for continuous improvement. We would encourage you to submit this feedback to our Service Desk directly at PSC@cu.edu for future consideration. It's also helpful to have specific information on why this current process is problematic for your department. Thanks!

**Q11: For an Honorarium we need a W-9, Invoice and filled out Honorarium form. What documents do we need for an SOW-Independent Contractor?**

**A11:** Honorarium payments do not require an invoice. The payee must be in Marketplace and a completed Honorarium Form must be included with the payment request. Independent contractor payments require a completed SOW (including original and amendments, if applicable) and an invoice. Please refer to the policy for more information here: <https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization>

**Q12: Will there be a cheat sheet for all of us to show exactly what is needed for each payment type? I think that would be amazing if this is available to all.**

**A12:** The PV policy provides guidance for each allowable item and the requirements for each. <https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization>

**Q13: I have been using the payment voucher form to pay bills from UCH and CHCO for research. I don't see medical services listed under what a payment is authorized for now. Which form should I be using to pay these invoices?**

**A13:** Adam will touch on this as part of the email, but we have identified the users who are submitting payments under the Medical Affiliates use of the PV form, and those folks will receive access to a separate Medical Affiliates form (that Adam will show) for use to those specific affiliates. You should have received an email earlier this week from the PSC on being given this access, so if you did NOT receive that email and you are submitting payments under the Medical Affiliates use, please reach out to PSC@cu.edu and we will research this for you.

**Q14: What happened to "Medical Services, Fees, and Related Expenses to Medical Affiliates" on the "Payment is being Authorized for" drop-down menu?**

**A14:** We have identified the users who are submitting payments under the Medical Affiliates use of the PV form, and those folks will receive access to a separate Medical Affiliates form (that Adam will show) for use to those specific affiliates. You should have received an email earlier this week from the PSC on being given this access, so if you did NOT receive that email and you are submitting payments under the Medical Affiliates use, please reach out to PSC@cu.edu and we will research this for you.

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**Q15: If we have specific questions about the Marketplace redesign that don't get answered via these sessions, is there a place to get answers? I'm in Boulder.**

**A15:** Yes! We have several events coming up at each of the campuses, as well as allowing for Q&A at the end of the two remaining requisition webinars. Please refer to the project page for a schedule of campus events/trainings. You can also reach out directly to our Service Desk. <https://www.cu.edu/psc/fall-2024-cu-marketplace-redesign> and [psc@cu.edu](mailto:psc@cu.edu).

**Q16: If I have a payment voucher in process, am I going to have to start all over with the process?**

**A16:** No, as long as you submit your voucher by October 16th at 3pm, then you will not need to start over.

**Q17: What if the membership is for a foreign society and they charge in euros?**

**A17:** If your invoice is in Euros, then you will need to request a wire transfer for the payment. You will need to ensure the payment voucher amount is for the USD amount and we will have to adjust when we send the wire since exchange rates vary. If you do not want to pay via wire transfer, then you will need to request an invoice in USD.

**Q18: Is there a specific file format that's preferred for uploaded invoices (MS Word vs PDF)?**

**A18:** PDF is the preferred format, but MS Word and MS Excel are accepted as well.

**Q19: @Sophia we bring faculty lecturers every week between Sept - May and almost all of them get an honorarium. The steps that they have to do to be approved as a supplier seems to be somewhat confusing and/or onerous for them. For example, I have one lecturer who currently is trying to be approved as a supplier and apparently is having trouble because they are a supplier at another university that also uses Jaggaer and they are not allowing her to use the same email for her supplier account here at our institution because Jaggaer is considering it a "duplicate account". She has become so frustrated with our process that she is refusing to accept our honorarium.**

**A19:** We should be able to assist with this from our Supplier team. Please send me an email directly on this and I will get it to our Director over the Supplier team to see how we can help. We should be able to intervene before it becomes so problematic. I apologize for the frustration!

**Q20: What if the amount for any of the allowable expenses on the payment voucher form exceeds \$10,000 - can the payment voucher form still be used?**

**A20:** It depends what you are trying to pay. Certain items have dollar limits/restrictions, but others do not. Please refer to the policy to determine if there is a restriction.

<https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization>

**Q21: Yes, just waiting for the supplier to upload his W9 on the new form. How does he upload the new W9? Can he send it to me in pdf form and can I upload it? I was notified that he was sent a message regarding this, but he did not receive, so I don't know what instructions he received.**

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**A21:** You can email the updated W9 to [cusupplier@cu.edu](mailto:cusupplier@cu.edu) and they can help get the profile updated.

**Q22: Yes, just waiting for the supplier to upload his W9 on the new form. How does he upload the new W9? Can he send it to me in pdf form and can I upload it? I was notified that he was sent a message regarding this, but he did not receive, so I don't know what instructions he received.**

**A22:** You can email the updated W9 to [cusupplier@cu.edu](mailto:cusupplier@cu.edu) and they can help get the profile updated.

**Q23: If checks will be sent to University of Colorado Hospital Authority, which campus prefix will we use?**

**A23:** HS is the prefix for these payments.

**Q24: Marketplace states this right now: "Requisitions and Payment Vouchers in Your Cart (October 16th Deadline): If you have any requisitions or payment vouchers in your cart, they must be submitted before 3:00 p.m. on October 16th. Otherwise, you will need to resubmit them using the new form on October 17th." Do my shoppers have to turn in their Punchout Catalog carts too? I understand those are not affected by the change?**

**A24:** Punchout catalog orders are unaffected by this change. If you have a draft cart for a punchout purchase, you can proceed without issue.

**Q25: Is this the only form that does not get added to a cart? That's interesting.**

**A25:** Payment Vouchers are different for exactly this reason - it's meant to generate a payment vs generate a PO for a purchase. The use of our Req/PO process was a home-grown process to accomplish the payment generation that served us well at CU for a long time. This functionality is much more consistent with how Payment Requests are intended to work, and we should see some increased efficiencies in processing as a result. Keep in mind that PVs will always require a Finance Approval, at any amount, unlike a Requisition for a PO.

**Q26: What access is able to submit Payment Vouchers?**

**A26:** Only ePro Requestors are able to submit PVs in Marketplace.

**Q27: Regarding Adela Cota-Gomez' 2:29 post, I think anyone who is a CU employee must be paid honorarium through employee services/HRSC using an Additional Pay Form using the HN1 type payment. I've been advised that employee compensation must be included in payroll due to tax considerations.**

**A27:** Correct, employees cannot be paid in the Marketplace and should be paid in HCM.

**Q28: Will there be a cheat sheet for what is needed for each payment type, not just PVs?**

**A28:** Can you provide more info on what you mean by each payment type? The PV Policy is more or less the cheat sheet for each payment purpose on the PV. <https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization>. But let me know what additional info we can provide. Thanks!

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**Q29: In the past, I have had to send copies of the invoices I submit payment voucher requests for to APInvoice@ucdenver.edu and reference the Requisition Number to request that the invoice be paid. Will this process continue, using the Form Number instead? Or will invoice payment be automated in the update?**

**A29:** Invoices/copies of documents should not have been submitted through apinvoice@cu.edu. All required documents/attachments related to the PV form should be attached directly to the form and should not be sent to APInvoice@cu.edu.

**Q30: Where are the “favorite templates” stored?**

**A31:** For reference the Shop menu (Cart icon in top left) then “Shopping” then “View Favorites” - after you’ve saved a favorite, you can retrieve it for use from this area. Thank you!

**Q32: Can ePro Shoppers see the PV Form and send to Requestor to submit, or they would only have access as Requestor?**

**A32:** This is one thing that will change on October 17. Only Requestors will be able to create PVs, and of course only Requestors will be able to submit them as well. We are sending direct emails later this week to the very small number of folks who have Shopper Access who have created a PV and assigned that PV to a Requestor in the past 15+ months to provide options on how to address this potential need on Oct 17th forward.

**Q33: Where do you access the favorites page for the PV forms once you have saved it?**

**A33:** For reference, the Shop menu (Cart icon in top left) then “Shopping” then “View Favorites” - after you’ve saved a favorite, you can retrieve it for use from this area. Thank you!

**Q34: I have been submitting Invoice with PO to AP Invoice after receiving PO number, does this not need to be done anymore for Payment Vouchers?**

**A34:** Invoices/copies of documents should not have been submitted through apinvoice@cu.edu. All required documents/attachments related to the PV form should be attached directly to the form and should not be sent to APInvoice@cu.edu.

**Q35: Thank you for clarifying! I will email you separately about this, as I have had several occurrences where the invoice was attached to the form, but was not paid for up to a couple of months, until I sent it to APInvoice.**

**A35:** Please email me separately with the details, and I will look into this for you.

**Q36: Previously we assigned our cart to a specific person. Do we need to somehow pre-populate the approver flow in Marketplace to indicate this person?**

**A36:** The submit button was called “Review and Submit” then the form routes to Financial Reviewer and then would be paid out if everything was appropriate, is that correct?

**Q37: Hi Stephanie and Sophia, where will you be able to view the check detail now...still in CU MP, traditionally on a “Voucher” search? Sorry, I missed that...I am thinking if I need to process a Warrant Adj...etc...or just to quickly view the check info...thank you!!**

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**A37:** You will still be able to view the check detail in CU Marketplace, traditionally on a “Voucher” search.

**Q38: The submit button was called “Review and Submit” then the form routes to Financial Reviewer and then would be paid out if everything was appropriate, is that correct?**

**A38:** Yes, the form routes to Financial Reviewer and then would be paid out if everything was appropriate.

**Q39: Is the Request Actions only applicable to approvers?**

**A39:** Yes, the Request Actions is only applicable to approvers.

**Q40: Will payments sent to CU Medicine also use the HS campus prefix?**

**A40:** Yes, payments sent to CU Medicine will also use the HS campus prefix.

**Q41: I’ve had the same experience as Sarah- In the past, I have had to send copies of the invoices I submit payment voucher requests for to APInvoice@ucdenver.edu and reference the Requisition Number to request that the invoice be paid. Will this process continue, using the Form Number instead? Or will invoice payment be automated in the update? Has this now changed?**

**A41:** Invoices/copies of documents should not have been submitted through apinvoice@cu.edu. All required documents/attachments related to the PV form should be attached directly to the form and should not be sent to APInvoice@cu.edu.

**Q42: Is there a history tab (or just the ability to look back at each element’s drill-down)?**

**A42:** Yes, there is a history tab that allows you to look back at each element’s drill-down.

**Q43: Can you please address the separate Medical Affiliates form?**

**A43:** Live answered.

**Q44: Are library vouchers changing at all? If so, how?**

**A44:** No, if you are a current user of the Library Vouchers, you should not see any changes to that specific PV form.

**Q45: Sorry, if library vouchers are changing, how will they change?**

**A45:** Library vouchers are not changing.

**Q46: Hi Sophia, maybe I read the question in a different light, I was thinking each payment type in a broader sense - PV, PO, BPO, etc. But I will definitely check out the PV Policy. Thank you!**

**A46:** Oh yes! Thanks for clarifying! This is a good resource to start with: <https://www.cu.edu/psc/forms/quick-reference-guide-forms> and here <https://www.cu.edu/psc/procedures>

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**Q47: Can we use this method to pay a vendor that's not set up in CU Marketplace? We deal with fabrications; sometimes vendors are not in the system and we only deal with them once or twice a year. If we have a quote from them, can we use the payment voucher method to get them paid instead of using a Pcard?**

**A47:** The payment voucher form can only be used for very specific items, according to the policy, and all payees will need to be set up in the Marketplace. Please review the policy to understand what items are allowable on this form. <https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization>

**Q48: Do we attach invoice documentation if it contains PHI?**

**A48:** No - attachments on any document in the CU Marketplace should NOT contain any personally identifiable information. You can include a redacted document if needed, or you can retain the invoice on file in the department. This is applicable to the Medical Affiliate PVs and is part of the decision to separate these forms for review/processing.

**Q49: The PV update sounds great overall. One concern though. The suggested P-card allowable mentions might cause future increase in P-card usage. It's been the understanding that all purchases and payments should be done through CU Marketplace whenever possible. Please confirm if this is still true?**

**A49:** There are only a few, pretty specific instances where the PCard is encouraged. If you are ever questioning when to use the PCard, please reach out to us! PSC@cu.edu - we can look deeper at the purchasing need and advise from there.

**Q50: Will the Warrant Delivery Code be available as part of the requisition process?**

**A50:** No, this is unique to the payment voucher form since the form is for a single payment request as opposed to an entire PO.

**Q51: I got pulled away from this webinar. Will there be another one or just the recording?**

**A51:** This is the only PV-specific webinar but we will have another webinar on 10/23 that will cover both new processes after the go-live date on 10/17. We will post the recording of this webinar to the project website within the next couple of days.

**Q52: Are instructions available somewhere for paying medical affiliates? I'm using a document I think I got from The Source from UCHealth and there isn't anything on that document about inputting a campus prefix, so I fear I'm filling it out wrong.**

**A52:** The form itself offers guidance regarding the campus prefix but if you find yourself unsure of how to proceed, please reach out to psc@cu.edu and they can help guide you.