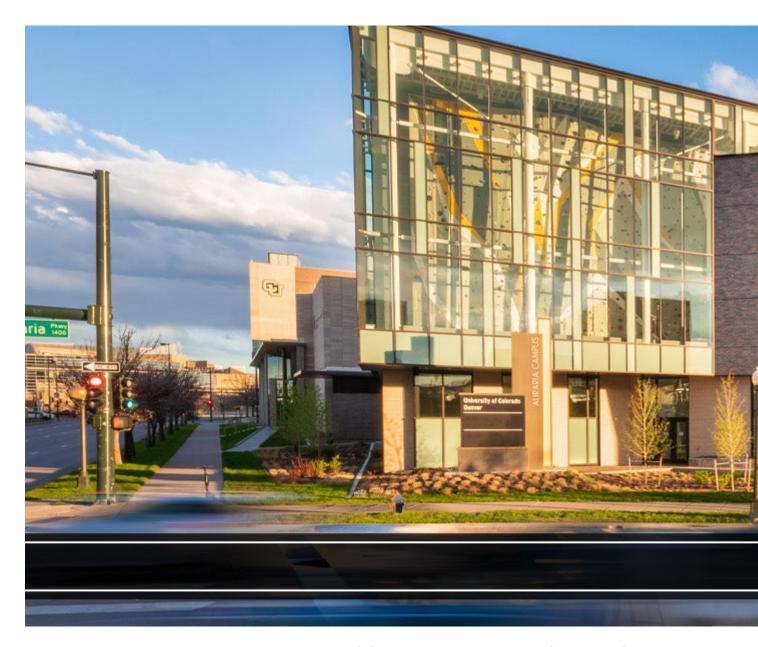
Video Library [1]



This page hosts a vast array of PSC videos focused on Concur, CU Marketplace, and recorded Webinars.

Concur

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: Approving Official Application [11]

| Concur: Travel Card Update [12]

I Concur: Travel Card Application [13]

Concur: Approver Perspective

Learn how to approve travel and procurement card requests in Concur Travel and

Expense

Concur: Procurement Card Application [14]

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]
- Procurement Rules [29]

VIEW ALL PROCEDURES [30]

Groups audience:

Procurement Service Center

Source URL:https://www.cu.edu/psc/gethelp/video-library

Links

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- [5] https://pschelp.cu.edu/s/article/Concur-Expense-Mileage-Reimbursements
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- [11] https://pschelp.cu.edu/s/article/Concur-Request-Applying-to-be-an-Approving-Official
- [12] https://pschelp.cu.edu/s/article/Concur-Request-Travel-Card-Updates
- [13] https://pschelp.cu.edu/s/article/Concur-Request-Applying-for-a-Travel-Card
- [14] https://pschelp.cu.edu/s/article/Concur-Request-Applying-for-a-Procurement-Card
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