

Video Library ^[1]



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

Concur

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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]

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.

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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]

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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]

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Groups audience:

Procurement Service Center

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