

# FINANCIAL SYSTEMS

<b>System Role</b>		<b>Course Description</b>
Verify with Supervisor/Dept Which Roles to Request		Required Unless Otherwise Noted
<b>PeopleSoft Financials</b>	<p><b>CU FIN Inquiry</b>-View Financial Transactions in FIN 9.2</p> <p>(Automatically included with any PeopleSoft role, do not request unless this is the only PeopleSoft Role being requested)</p>	<ul style="list-style-type: none"> <li>○ U00063 - Information Security and Privacy</li> <li>○ F00001 - Fiscal Code of Ethics</li> <li>○ <b>(Note: University Officers take F00002)</b></li> <li>○ A00105 - Financials - Inquiry</li> </ul>
	<p><b>CU GL Journal Entry</b> – Create actual, budget, and cash journal entries. Inquire on all journal entries.</p> <p>Approver of actual journal entries is dependent on the workflow that has been setup for your unit/department. Budget journal entries and cash transfers are approved by RMD.</p>	<ul style="list-style-type: none"> <li>○ U00063 - Information Security and Privacy</li> <li>○ F00001 - Fiscal Code of Ethics</li> <li>○ <b>(Note: University Officers take F00002)</b></li> <li>○ A00105 - Financials - Inquiry</li> <li>○ A00106 – Journal Entries</li> <li>○ A00101 - <b>In-Person</b> Financial Inquiry</li> <li>○ A00102 - <b>In-Person</b> Financial General Ledger</li> </ul>
<b>Cognos Reporting</b>	<p><b>Cognos</b>- Run m-Fin Financial Reports &amp; Look-ups.</p> <p>(If you have a fiscal role on a Speedtype or have access to PeopleSoft Financials, you already have authorization to run Cognos reports)</p>	<ul style="list-style-type: none"> <li>○ A00102 - <b>In-Person</b> Financial General Ledger (Recommended)</li> <li>○ U00085-Cognos Reporting System (Recommended)</li> </ul>

# COMMERCIAL CARDS

<b>System Role</b>		<b>Course Description</b>
Verify with Supervisor/Dept Which Roles to Request		Required Unless Otherwise Noted
<b>Commercial Cards</b>	<p><b>Procurement Card-Cardholder</b></p>	<ul style="list-style-type: none"> <li>○ F00001 - Fiscal Code of Ethics</li> <li>○ <b>(Note: University Officers take F00002)</b></li> <li>○ A00109 - Procurement- Purchasing &amp; Contract Management</li> <li>○ U00053 – Procurement Card Cardholder Training</li> <li>○ U00093 - Concur Reconciling Procurement Card (Recommended)</li> </ul>
	<p><b>Travel Card-Cardholder</b></p>	<ul style="list-style-type: none"> <li>○ F00001 - Fiscal Code of Ethics</li> <li>○ <b>(Note: University Officers take F00002)</b></li> <li>○ U00078 – Travel and Travel Card Training</li> <li>○ U00093 - Concur Reconciling Travel (Recommended)</li> <li>○ U00092- Concur: Booking Travel (Recommended)</li> </ul>
	<p><b>Approving Official</b></p>	<ul style="list-style-type: none"> <li>○ F00001 - Fiscal Code of Ethics</li> <li>○ <b>(Note: University Officers take F00002)</b></li> <li>○ A00109 - Procurement- Purchasing &amp; Contract Management</li> <li>○ A00025 - Procurement Card Approving Official</li> </ul>

# PROCUREMENT SYSTEM

System Role		Course Description
Verify with Supervisor/Dept Which Roles to Request		Required Unless Otherwise Noted
<b>CU Marketplace</b>	<b>Shopper</b> - Create shopping carts for goods & services. Must assign carts to <i>Requestor</i> . Cannot place orders directly.	<ul style="list-style-type: none"> <li>○ U00063 - Information Security and Privacy</li> <li>○ U00080 - CU Marketplace Shopper (Recommended)</li> </ul>
	<b>Requestor</b> - Create shopping carts for goods & services, place orders up to \$5,000, and submit requisitions over \$5,000 to <i>Fiscal Approver</i> . Can view all order/invoice/requisition history in Marketplace.	<ul style="list-style-type: none"> <li>○ U00063 - Information Security and Privacy</li> <li>○ F00001 - Fiscal Code of Ethics <b>(Note: University Officers take F00002)</b></li> <li>○ A00109 - Procurement- Purchasing &amp; Contract Management</li> <li>○ U00084 – CU Marketplace Requestor</li> </ul>
	<b>Receiver</b> – Enters online receiving for Purchase Orders. Authorizes payment for POs <b>not</b> SPOs.  (SPOs are approved by <i>Invoice Approver</i> )	<ul style="list-style-type: none"> <li>○ U00063 - Information Security and Privacy</li> <li>○ F00001 - Fiscal Code of Ethics <b>(Note: University Officers take F00002)</b></li> <li>○ A00109 - Procurement- Purchasing &amp; Contract Management</li> <li>○ U00090 – CU Marketplace Receiver</li> </ul>
	<b>Fiscal Approver</b> - Approves/Rejects requisitions over \$5,000 and Payment Vouchers of any dollar amount.  (Must also be Fiscal Staff Approver/Principal/ or Manager on relevant Speedtype)	<ul style="list-style-type: none"> <li>○ U00063 - Information Security and Privacy</li> <li>○ F00001 - Fiscal Code of Ethics <b>(Note: University Officers take F00002)</b></li> <li>○ A00109 - Procurement- Purchasing &amp; Contract Management</li> <li>○ U00081 – CU Marketplace Approver</li> </ul>
	<b>Invoice Approver</b> - Receives notice of vouchers that fail match. Works with unit to resolve errors prior to giving approval. Provides approval for SPO; responsible verifying OK to pay before approving  (Must also be Fiscal Staff Approver/Principal/ or Manager on relevant Speedtype)	<ul style="list-style-type: none"> <li>○ U00063 - Information Security and Privacy</li> <li>○ F00001 - Fiscal Code of Ethics <b>(Note: University Officers take F00002)</b></li> <li>○ A00109 - Procurement- Purchasing &amp; Contract Management</li> <li>○ U00091- CU Marketplace Invoice/Match Exception Approver</li> </ul>
	<b>Inquiry</b> - Can only view all order/invoice/ requisition history in Marketplace.  (Automatically included with any Marketplace role, do not request unless this is only Marketplace role desired)	<ul style="list-style-type: none"> <li>○ U00063 - Information Security and Privacy</li> </ul>

## SkillSoft

SkillSoft, a Learning Management System utilized by the University of Colorado, provides online training courses and enrollment for instructor-led (in-person) courses that are required by federal, state, and/or university requirements.

To access SkillSoft:

- 1) Login to the UCCS Portal: <https://portal.prod.cu.edu/MyUCCSFedAuthLogin.html>
- 2) Select the **CU Resources** tab at the top of the page.
- 3) In the navigation bar, click Training and select **“Start SkillSoft”**
- 4) Selecting a Course
  - a. For In-Person Finance Training, Select **CU Instructor Led Training** Folder> UCCS > Finance
  - b. For Online Training, Select the **University of Colorado-UCCS** Folder
    - i. Finance Folder- Fiscal Code of Ethics, Financial Inquiry, and General Ledger
    - ii. Procurement Folder – Contains courses for Concur, CU Marketplace, Procurement Cards (P-Cards), and Travel Cards.