

# PROCUREMENT OFFICE HOURS

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June 4, 2024



# AGENDA

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#	TOPIC	OBJECTIVE	LEAD
1	Year End Close	<ul style="list-style-type: none"><li>• Receipt accrual – Reporting</li><li>• Subawards – Invoices pending PI &amp; grant manager approvals</li><li>• Encumbrance Guidance</li><li>• Upcoming deadlines including match exception processing and critical funding deadlines</li><li>• Procurement YEC FAQ</li></ul>	Ray Heather
2	Quick Updates	<ul style="list-style-type: none"><li>• Cost Center Manager / Employee as self transactions</li><li>• Return Process &amp; Misc Payment Job Aid Updates</li></ul>	Ray Heather

# Year-end Close Highlights

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# Reporting

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- > Receipt Accruals – how to view to ensure cleared
- > Subawards – pending PI and Grant Manager approvals

Link to AP Website: [Unit AP Work Queues | Procurement Services \(uw.edu\)](#)

- **Document:** Click 'Awaiting Grant Manager / PI Approval'
- **Worksheet:** Click '...Awaiting GrantMgr...' or '...Awaiting PI...Approval'
- **Target Data:** Filter by Cost Center, Awaiting Persons, etc.

# Encumbrance Guidance

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- > Commitment is pre-encumbrance. Obligation is encumbrance.
- > In Workday there are 3 ledgers – Commitments, Obligations, and Actuals.
  - Commitments - Accounting related to funds for future known or expected spending (pre-encumbered). The commitments ledger is utilized to track journal entries for requisitions and payroll for unfilled positions.
  - Obligations – Accounting related to funds that represent obligations to pay (encumbered). The obligations ledger is utilized for purchase orders and payroll for filled positions.
  - Actuals – Accounting related to funds that have already been spent (or are scheduled to be paid).



# Encumbrance Guidance cont.

> Breakdown of transactions and which ledger you can find them in:

WD Task	Commitments	Obligations	Actuals
Payroll/Fringe Benefits	Unfilled Position	Filled Position (Costing Allocation)	Paid Payroll
Requisition/PO	Submitted Requisition	Purchase Order	Supplier Invoice
Expense Report			Expense Report (fully approved)
Supplier Invoice Request			Supplier Invoice

Note: If the box is blank in the table above, that task will not create accounting in those ledgers.

- > **Question:** When a PO is closed/cancelled, what happens to the obligations / commitments?
- Until the req is cancelled or resourced, the obligation should revert to a commitment. When the req is cancelled, the commitment is relieved.

# Deadlines & FAQ

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## > Upcoming deadlines

- 6/10: Purchase Orders: Catalogs
- 6/13: Invoice/Credit Memos for Purchase Orders
  - Includes Receiving and resolving match exceptions
- 6/17: Miscellaneous Payments
  - Includes service payments and travel reimbursements
- 6/17: Expense Reports, both travel and non-travel
- 6/17: Central Travel Account verification through Expense Report
- 6/17: Supplier Invoice Requests

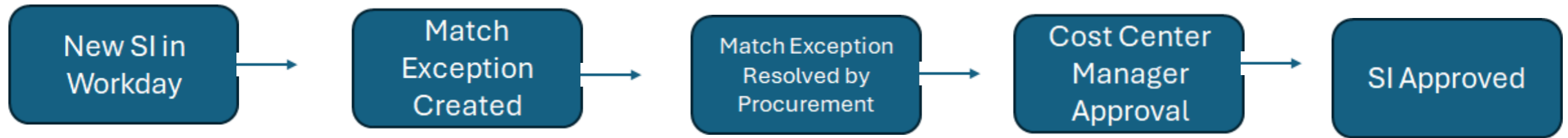
## > Procurement YEC FAQ – See below deadlines

- [Procurement Fiscal Year End Deadlines | Procurement Services \(uw.edu\)](#)

# Deadline Visual

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> Example process flow: Supplier Invoice with Match Exception





# Quick Updates

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# Year End Close

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- > Cost Center Manager / Employee as Self
- > Return Process Job Aid Update: New security roles added
  - [https://uwconnect.uw.edu/finance?id=kb\\_article\\_view&sysparm\\_article=KB0032911](https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032911)
- > Miscellaneous Payments Job Aid Update: handing code "foreign payment"
  - [https://uwconnect.uw.edu/finance?id=kb\\_article\\_view&sysparm\\_article=KB0032008](https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032008)
- > <https://finance.uw.edu/ps/tools-for-reconciling/fiscal-year-end>

# APPENDIX



# Procurement Fiscal Year End Deadlines

Transaction	Description	Deadline Time	Deadline Date	Contact
<b>Miscellaneous Payments - Foreign National Tax Treaty</b>	For payments to foreign nationals claiming a tax treaty, have the MPs approved by June 3rd.	5 pm	June 3rd	<a href="mailto:pcshelp@uw.edu">pcshelp@uw.edu</a>
<b>Purchase Orders: Catalog</b>	In order to ensure expenditures are charged to the expiring fiscal year, requisitions for catalog orders need to be fully approved by June 10th.	5 pm	June 10th	<a href="mailto:pcshelp@uw.edu">pcshelp@uw.edu</a>
<b>Invoices/Credit Memos for Purchase Orders</b>	All invoices/credits must be approved in Workday by 6/13. Includes resolving receiving and match exceptions.	5 pm	June 13th	<a href="mailto:pcshelp@uw.edu">pcshelp@uw.edu</a>
<b>Invoice Match Exceptions - (Non-Receiving)</b>	If any campus intervention is needed to allow exceptions to move forward, have completed so exception can be resolved by June 13th. This can include having an order updated by a buyer in Purchasing. <a href="#">See Purchase Order - Change and Close Form</a>	5 pm	June 13th	<a href="mailto:pcshelp@uw.edu">pcshelp@uw.edu</a>

# Procurement Fiscal Year End Deadlines

Transaction	Description	Deadline Time	Deadline Date	Contact
<b>Miscellaneous Payments</b>	In order to ensure expenditures are charged to the expiring fiscal year, transactions must be approved by department by June 17th. This allows for Procurement Services to receive, process, and send required documents to the IRS. This timeline allows for resolving any issues that may arise.	5 pm	June 17th	<a href="mailto:pcshelp@uw.edu">pcshelp@uw.edu</a>
<b>Expenses:</b> <ul style="list-style-type: none"> <li>Expense Report-Travel</li> <li>Expense Reports-Non-Travel</li> <li>MPs for Travel Expenses</li> </ul>	In order to ensure expenditures are charged to the expiring fiscal year, transactions must clear the approval process by June 17th. This allows for Procurement Services review and approval. All errors must be resolved, fully approved, and all required documents attached.	5 pm	June 17th	<a href="mailto:pcshelp@uw.edu">pcshelp@uw.edu</a> <a href="mailto:travel@uw.edu">travel@uw.edu</a>



# Procurement Fiscal Year End Deadlines

Transaction	Description	Deadline Time	Deadline Date	Contact
<b>Central Travel Account (CTA) Verification</b>	Invoices that must be posted in the expiring fiscal year must be entered and fully approved by the unit by June 17th.	5 pm	June 17th	<a href="mailto:procard@uw.edu">procard@uw.edu</a>
<b>Supplier Invoice Request (SIR)</b>	Invoices that must be posted in the expiring fiscal year must be entered and fully approved by the unit by June 17th.	5 pm	June 17th	<a href="mailto:pcshelp@uw.edu">pcshelp@uw.edu</a>
<b>Revolving Fund</b>	In order to ensure expenditures are charged ot the expiring fiscal year, submit revolving fund replenishment request via UW Connect Form by June 21st.	5 pm	June 21st	<a href="mailto:revfund@uw.edu">revfund@uw.edu</a>
<b>Field Advance Spend Downs</b>	In order to ensure expenditures are charged to the expiring fiscal year, departments must submit and approve field advance spend downs requests by June 21st.	5 pm	June 21st	<a href="mailto:fieldadv@uw.edu">fieldadv@uw.edu</a>