



Procurement Services

Campus News Flash

May 2023

Workday Cut-Over Questions and Answers

Remember the “CPM” principle to help transition between 6/16 and 7/6 (“Freeze Period”) – CPM stands for “Clean-Up, Plan, and Minimize.”

1. Which day will Ariba go into Read-Only mode?

Ariba will go into read-only mode at the end of business on 6/16/23.

2. Where can I find the 2023 Biennium close calendars of events?

You can find it [HERE](#)

3. Will our existing supplier records be converted to Workday?

Yes

4. What happens to Ariba after it goes into read-only mode after 6/16?

Ariba will remain available for read-only access until the foreseeable future, when it is officially decommissioned. This will be especially important as UWA units may need to reference historical Ariba data to re-create their Workday BPO.

5. When is the last day a campus department can receive a Blanket Purchase Order (BPO)?

Based on the Biennium Close calendar of events, all invoices against an existing BPO should be dated 6/30 or earlier. *The department must receive it in Ariba by 6/12 for central office processing.*

6. What happens when central AP needs to pay invoices against a BPO that the department hasn't received in Ariba before 6/12, or worse, before the Ariba read-only mode deadline of 6/16 due to delayed product/services delivery?

Invoices not received by 6/12 must be entered into Workday via SIR by the campus unit after WD Go Live.

Central AP may receive specific invoices against an existing Ariba BPO on the department's behalf on a case-by-case basis, focusing on Biennium 21-23 restrictive funds or proviso as the highest priority.

7. What will be the method of purchase for UW Academy units from 6/16 to 7/6 ("Freeze Period")?

If any UW Academy ("UWA") unit needs to make an emergency purchase that cannot wait until we go live with Workday on 7/6 ("WD Go Live"), the campus unit may use the ProCard for such a purchase. To create a more efficient process during the Black Out Period and in the month of Workday go-live, all ProCard holders will get an automatic single transaction limit ("Auto Increase Amount") increase to \$4,999 from 6/16 to 7/31. The monthly limit will remain the same. Should a UW Academy unit need a higher monthly limit, please ensure the monthly increase limit request *is submitted and approved by the department in Ariba by 5 PM on 6/9.*

All Ghost account limits will remain the same.

Machinery & Equipment purchases can be paid using a ProCard up until July 6th by following this process:

- Email eio@uw.edu to request pre-approval for M&E purchase. If the request includes a limit increase, procard@uw.edu must be included on the email.
- Email to include:
 - Description of item being purchased
 - Price of the item
 - Vendor name
 - Proposed object code

- Attach vendor quote
- M&E Research Statement
- M&E Certificate (for EIO review)
- EIO reviews and approves/rejects the request
- EIO retains a copy of the email so it can be shown that the purchase was pre-approved.
- The department places the order
- The department ensures that the vendor receives a copy of the M&E Certificate
- The department uses the approved M&E object code when reconciling their card

ALL Machinery & Equipment tax exemption purchases require prior approval from the Equipment Inventory Office (EIO) – EIO@uw.edu.

8. What if a unit requires a higher limit increase beyond the “Auto Increase Amount”?

The unit should email procard@uw.edu to request a single transaction limit increase above the Auto Increase Amount. Procurement Services will review such requests on a case-by-case basis.

9. Can a department place order in Amazon Business during the Freeze Period?

A department can continue to place orders in Amazon Business using their ProCard following the existing departmental policies.

10. Can a department place order with our existing “punch-out” suppliers in Ariba using their ProCard, and can the vendor honor the UW contract pricing?

Procurement Services is currently working with all the existing punch-out suppliers to work out the logistics of how this would work. Further instructions will be shared with the UW Academy units once we have more details.

11. What if a UW Academy unit needs to request a contract review during the Freeze Period?

All contract review requests should be sent to Imagill@uw.edu during the Freeze Period. Please provide a brief context to the request’s nature in the email’s body. All contract requests after go-live will be processed through the Intake Form in Workday Strategic Sourcing—more details to come regarding the WDSS intake process.

12. Can outstanding invoices be processed after 6/16?

Yes, Procurement Services AP will be able to process supplier invoices (received up to 6/23) until 6/28

13. Can new invoices be sent by a vendor to Procurement Services?

Yes, but invoices received after 5 PM on 6/23 must be submitted to Workday via Supplier Invoice Request (“SIR” – similar to the current non-PO invoice process in Ariba) by the campus unit after WD Go Live.

14. What about BPOs – still open and chargeable through June 30th?

UW Academy units should not place new orders against existing BPOs after 6/5 to minimize invoice volume after 6/16, which must be manually entered into Workday.

15. BPOs – Can services be received through the end of June on existing BPOs (standing gas order / DNA / Liquid CO2 storage and Incubators / (Vivarium is like a hospital for animals) – impact on research labs)?

UW Academy units should stop placing orders against existing BPOs after 6/5. Suppliers can continue to deliver against existing BPOs for orders placed before 6/5. However, any invoice from Suppliers not received in Ariba by the campus unit before 6/12 must be submitted in Workday via SIR by the campus unit after WD Go Live.

16. BPOs – Can vendors invoice against existing BPOs in Ariba for services through the end of June?

Vendors can continue to invoice against existing BPOs up to 5 PM on 6/23/23. However, invoices should be received by the campus unit in Ariba before 6/12. Any invoice from suppliers not received before 6/12 must be submitted in Workday via SIR by the campus unit after WD Go Live.

17. For existing Ariba BPOs: Between July 1st and July 15th, can vendors deliver against existing Ariba BPOs pending the setup of new BPOs in Workday?

Yes, but any invoice from these deliveries must be entered into Workday by the campus unit via SIR after WD Go Live.

18. BPOs re-entered into Workday – will they include a reference number to OLD BPO to assist the vendor during the transition?

Yes, Departments will reference the old BPO number in the comment field; when we issue it to the vendor, we will also comment that this new BPO # replaces an old number of BPO XXXXXXX with further billing instructions.

19. Should a unit contact its suppliers directly to inform them of the upcoming Freeze Period and all the activities that will directly impact how we conduct business with them?

Finance Transformation and Procurement Services will handle communication with our Suppliers. However, given that many departments have close engagements with their suppliers (including sub-awardees and sub-recipients), Department may reach out to their Suppliers to augment the information already shared.

20. BPOs – If old, small BPOs are not re-entered into Workday, will they simply be extinguished when Ariba use ends?

UW Academy units can still access the records in Ariba for the foreseeable future until it is officially de-commissioned.

21. Will all the sub-awards/recipients' BPOs be converted to Workday?

Yes, the Grant Award to Close design team is currently working on the logistics of this effort. UW Academy unit staff will not be expected to complete this process.

22. Can we use the Workday EIB template to convert the existing BPOs to Workday?

Possibly. We are helping with the testing of this option currently. Due to FT program capacity, any potential EIB upload must be done after WD Go Live and potentially yield to other work with a higher priority.

23. Let's say a UW Academy unit has an existing BPO that runs until 7/1/2024, and as of 6/16, the remaining balance on the BPO is \$50,000, and the unit wishes to convert this BPO to Workday after 7/6; how should this be done?

At a high level, the unit will create a new BPO in WD after go-live. Workday will assign a new BPO number; however, the existing BPO # should be referenced in the Comment section. The unit will create the new Workday BPO from 7/1/23 to 7/1/24 with a total value

of \$50,000. The new BPO will be issued to the Supplier with the instructions to alert them that a new Workday BPO is replacing an existing BPO# XXXXXXXX.

24. Is it a requirement that all existing BPOs be closed in Ariba before 6/16?

Procurement Services recommends that UW Academy units close their BPOs in Ariba before 6/16 to create a clean transaction record and closure in our legacy system.

Please refer to the [March edition of our Campus Newsletter](#) under the article “FINANCE TRANSFORMATION GO LIVE PRE-WORK-OPEN ORDERS” for instructions on closing your existing orders.

25. What happens to travel expense reimbursement requests submitted by 6/16?

Central Procurement will continue to process payments until 6/28/23.

26. Can a UW Academy unit put a receiving packing slip into Ariba after 6/16 as part of the BPO Receipt process?

No, Ariba will not be available for any transactions by the UW Academy units after 6/16. A UWA unit should keep packing slips and any other applicable records associated with goods/services delivery in its designated OneDrive folder for future reference.

27. Why can't the UW Academy units continue to process transactions in Ariba till June 28th?

To support various data conversion efforts before go-live, the FT Program must take a snapshot of the system and convert a “clean” set of transactional records over to WD on 6/30, so allowing transactions to continue to happen in Ariba on a massive scale vs. in containment mode after 6/16 does not support a clean “cut over.”

28. Can ethanol purchase be paid for using a ProCard up until July 6th?

Yes, if your department's alcohol approver:

1. Confirms that the person placing the Procard order is authorized to buy alcohol
2. Confirms that the department will comply with use and storage policies

If you intend to purchase tax exempt alcohol from Fisher (the only supplier authorized to provide/sell tax exempt alcohol) when placing the order, confirm Fisher will accept the tax exempt order.

Please email pcshelp@uw.edu if you have any follow-up questions regarding this FAQ document.

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