

PROCUREMENT OFFICE HOURS



January 9, 2024



AGENDA

#	TOPIC	OBJECTIVE	LEAD
1	2 Way Match	<ul style="list-style-type: none">• Implementation	Jessica, David B, Pramilla
2	Website – New Page	<ul style="list-style-type: none">• Unit AP Work Queues is Live	Heather, Al
3	Focused Q&A	<ul style="list-style-type: none">• Contracts & Sourcing, A/P, and Travel	Lynn, Pramilla, Teresa

2 Way Matching – Implementation

2 Way Match Implementation 1/11/24

- > Service line invoices only
 - Goods not included
 - Removes receiving requirement
 - Existing invoices already in WD will not automatically be matched but resubmitted manually by central AP to be processed thru the new rule
- > Supplier invoices that match an existing, active approved service line PO or BPO will be automatically paid
 - If other match exceptions, it will require campus review and action to resolve
- > Certain matched invoice payments (>\$100K) will require Cost Center Manager review and approval

2 Way Match Implementation 1/11/24 Cont.

Recommended reports:

- > R1525 – Service Line Supplier Invoices in Match Exception
 - Will aid in identifying invoices within the backlog that will be paid under this design change.
 - Please note, only invoices with the match exception “Processed without Receipt Created” will be eligible for payment. Invoices with multiple or other match exceptions will still require additional action to pay
- > R1149 – Find Supplier Invoice
 - Will aid in reviewing invoices prior to payment. As a best practice, we recommend running this report weekly to review new invoices

Unit AP Work Queues Webpage – Live!

Unit AP Work Queues

- > Reports provided show:
 - Invoices needing approval from Grant Managers or PIs
 - Invoices needing a receipt completed
- > Reports updated weekly
- > <https://finance.uw.edu/ps/netid/invoice-backlog-summary-page>
- > For questions, submit a Connect ticket to PCS Help

Focused Q&A

Open Q&A Topics:

- > Contracts & Sourcing
- > A/P
- > Travel