PROCUREMENT OFFICE HOURS

April 23, 2024

AGENDA

#	TOPIC	OBJECTIVE	LEAD
1	**POH**	• Engagement Rule Reminders	Dawn
2	**OSP**	• Pre-Award Updates	Amanda
3	**Workday**	• Grant Worktag Validation Changes	Jeremiah / Ray / Juan
4	**Quick Updates**	• Fiscal Year End Close Highlights – *Moved to 5/7*	

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Office Hour
Reminders

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POH Engagement Reminders

> **We are one team; one UW ecosystem; one financial system**

> **This is a collaborative group effort in facing these challenges**

> **We want to partner as we drive towards a successful path forward**

> **These processes are new to all of us, but need to stay grounded in standardization, policy and compliance**

Workday – Grant Worktag Validation Changes

Why Change the Validation?

> **PROBLEM:** When Grant Driver related worktags are changed, it causes a critical error that prevents payment processing for in-flight Purchase Orders (POs) and Supplier Invoices (SIs) associated with that Grant.

> **SOLUTION:** The custom validation was relaxed to ONLY stop a mismatch of Fund, Function, and Resource related worktags on the Grant Driver worktag.

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What Does This Mean?

> Supplier Invoices (SIs) will continue to be processed and paid according to the original worktags on the associated PO.

> This change will allow shared environments (SEs) and departments request changes to Grant Driver related worktags (e.g., Cost Center, Program, Assignee) beginning May 1st.

> Updates to related worktags can be requested by filling out the Grant Worktag Update template and emailing it to gcahelp@uw.edu.

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Guidance

> Due to ongoing beginning balance reconciliation efforts and preparation for fiscal year end close, any desired expense reclass journals will be deferred until FY25. Since transactions will continue to post journals with the original Grant worktags on Purchase Orders, this should be considered when performing spend & budget analysis.

> Units may continue to perform payroll accounting adjustments.

> Run R1514 - Purchase Order Lifecycle to review the in-flight POs and SIs.

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Pre-Award Updates

Pre-Award Updates – High Volumes & Urgency

> Subaward Actions

   o Number of Subaward Actions with OSP currently hovering around 850 (historically closer to 350 at any given time)

   o Since mid-February, we have been processing (48) and receiving (46) almost the same number of subaward items each week.

> Many requests for assurances to be sent to subrecipients that OSP will issue their subaward (or mod) as quickly as possible

> Many escalation requests for urgent items

Pre-Award Updates – What is OSP doing?

> Resources
- o 2 Subaward Administrator Positions open
- o 3 OSP staff from Contracts Team working on Subawards
- o Assoc. Director devoting most of time supporting subaward team
- o Working with Office of Research on additional temporary solutions

> Assignments & Priorities
- o SA end date
- o Type of subrecipient
- o Last in OSP date

> Looking for additional opportunities for transparency

Pre-Award Updates – What can you do to help?

> Initial steps: subaward Award Line (GR#), Subrecipient is in WD, Subrecipient is in SAGE

> Put as much information as possible in the Instructions for OSP field of the Subaward Request
  o ASR or MOD number for OSP Subs to find NoA and approvals
  o Grant ID #
  o Any unique characteristics you believe could help someone easily determine what the requested action is

> Be judicious when requesting escalations and assurance emails
  o Most people are already doing so, and it's appreciated

Pre-Award Updates – Web Resources & Policy

> Web Resources
- Two short videos walking through subaward process
  - Outgoing Subawards - First Steps - VIDEO
  - Next Steps to Establish and Set Up an Outgoing Subaward - VIDEO
- Web content on process steps

> Updated Subaward GIMs 7 and 8
- GIM 7 Sponsored Program Subaward Administration
- GIM 8 Subrecipient Monitoring

Pre-Award Updates – Policy Clarification

GIM 7 Sponsored Program Subaward Administration

GIM 8 Subrecipient Monitoring

Subrecipient invoice approval

> Questions arose at a previous Procurement Office Hours

> GIM 8 Policy: Subrecipient monitoring requirements include:

- o Financial, administrative, and programmatic review followed by approval/rejection of subrecipient entity's invoice **through approved UW systems**

> GIM 8 under PI/Campus Unit Roles & Responsibilities:

- o Review invoices & approve for payment according to UW Finance invoice approval instructions
- o Link to instructions in GIM 8

Pre-Award Updates – Resource Links

> Research Website - Setup - Subawards

> Outgoing Subawards - First Steps - VIDEO

> Next Steps to Establish and Set Up an Outgoing Subaward - VIDEO

> Subaward FAQ - Updated Nov 2023

> OSP Volumes: Awards, Modifications, and Subawards

> Urgent OSP Requests

> GIM 7

> GIM 8

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Quick Updates