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W UNIVERSITY of WASHINGTON

Procurement Services

Campus News & Information



June 2020

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FISCAL YEAR END REMINDER REGARDING BUDGET RECONCILIATION

Fiscal Year Close is a popular time to think about budget reconciliation and other fiscal year end activities. Reconciliation should be completed on a continuing basis each month, [within 45 days of month-end close](#).

The reconciliation process is as follows:

1. Review Transactions
2. Match transactions with supporting documentation
3. Manage supporting documentation as specified by Records Management
4. Investigate and resolve any discrepancies or concerns
5. High-level review and analysis of budget activity by someone accountable for the budget.

As a reminder, [use tax corrections](#) can only be completed for transactions in the month they post to MyFD and the following month. Please check the [Fiscal Year End](#) calendar for cut-off dates for submitting use tax corrections so they post in the current fiscal year.

For more information on best practices and monthly reconciliation, see Financial Reporting's [webpage](#).

- Energy Rebates for Ultra-Low Freezers
- Furniture Updates
- Dear PCS

FISCAL YEAR END AND BPO RECEIVING

With the end of Fiscal Year 2019 approaching, please be sure to run the [Receiving Exception Report](#) frequently to make sure you have received for all your pending invoices. Invoices will not release for payment until this step is complete.

Please refer to the following pages for help:

How to Receive – Use the [Tutorials](#) webpage and the *Ariba Receiving/Reports/Procurement Desktop Reports (PDR)* section. You will find instructions for **How to Receive** and running the **Receiving Exception** report in this section. Additional information on receiving can be found on the [BPO Receiving webcast](#).

How to Reject an Invoice – See the “How to Handle Incorrect Invoices” on the [ARIBA System Receiving](#) page. Be sure the invoice you want to reject shows rejected before receiving for your other invoices.

IMPORTANT: *Do not use the option to reject in the Ariba system-receiving interface. This functionality will not reject the invoice.*

Please contact pcshelp@uw.edu if you need assistance.

PROCARD REMINDER DURING COVID19

Renewal application process – ProCard office will **NOT** be sending notifications to cardholders when their card is expiring (every 3 years). It will be the responsibility of the cardholder to take the assessment **first** prior to submitting the Ariba application.

The ProCard office receives the renewal cards approximately 6-weeks before the expiration date.

Example: *Cardholder expiration date is July 2020. ProCard office receives the new card on June 15th (approx.). Cardholder takes the quiz and submits the application any time after June 15th.*

If the renewal quiz and application are not completed by July 31, 2020, the card will be immediately cancelled.

Step 1. It is the responsibility of the Cardholder to take the ProCard [assessment](#) and receive a passing score of 22/24.

Step 2. Submit the card application form in [Ariba](#) (Home/Create/Card Application/Type of Card/ProCard Renewal), and include the assessment score received in the Comments section.

Step 3. Once steps 1 and 2 have been completed, you will receive an email notification from the ProCard office: **“Your renewal card will be mailed soon.**

Please confirm your UW mailbox or provide your telework address. If you do not respond to the email then, your card will be mailed to the UW mailbox listed in PaymentNet. Please respond ASAP so that your card is not delayed."

PRAXAIR EMERGENCY REPORTING PROCESS UPDATED

If a UW Lab believes there may be an error in a hook-up, disconnect or fill performed by PRAXAIR's technician, the UW Lab **MUST report it within 24 hours of the hook-up, delivery or fill.**

Problem Reporting Steps for PRAXAIR deliveries:

1. Send an email to, LG.US.UW.SERVICE@linde.com
 - The subject line should include "EMERGENCY ISSUE"
 - Include the following information in your email:
 - Lab name and location
 - Date of delivery
 - Product involved
 - Description of issue
 - Contact information
 - Include a photo, if possible
2. Non-Work Hours Process: weekdays before 7am or after 5pm, weekends, and holidays,
 - UW Lab must **also** contact the PRAXAIR answering service at: 800-624-7033
 - Follow the prompts for emergency service
 - Do not leave voicemail messages
 - You must speak to a person
3. Upon proper notification of an issue, PRAXAIR will dispatch the appropriate technician to remedy the situation.

Please remember that no matter who hooks up or disconnects the products or conducts the fills on your equipment, each UW Lab has the ultimate responsibility to ensure that all hook-ups and disconnects and fills are correctly made. It may be a good reminder to ensure that your lab has the appropriate systems in place to monitor your equipment.

Training for UW personnel can be found on the UW Environmental Health and Safety website. Additional training can be requested from PRAXAIR by contacting our campus representative, Elizabeth Rose, email: Elizabeth.Rose@linde.com, phone: (253) 318-1960.

NEW WEBCAST TRAINING IN JULY

... Brought to you by the Procurement Services Training Team!

Buying from Contracts: 7/8/2020 from 10 am to 11 am

Learn more about the benefits of buying from contracts and how they can save you time and money!

This webcast will focus on:

- When to use a Contract
- Ariba Catalog Contracts
- How to use the UW Contracts Search
- Diverse and Small Supplier Contracts

To register for this webcast, go to: <https://finance.uw.edu/ps/upcoming-events>.

IMPORTANT: ENERGY REBATES AVAILABLE FOR A SELECTION OF ULTRA-LOW FREEZERS

If you are considering purchasing a new or replacement ultra-low freezer, please review the [list of freezers](#) eligible for an energy rebate from Seattle City Light.

FURNITURE UPDATES

Commercial Office Products adds Gunlocke to their product selection:

- Contact Millie Blaakman: blaakmanm@coiseattle.com



https://res.cloudinary.com/hni-corporation/image/upload/v1592514409/Allsteel/Resources/Internal%20Only/OMNIA_Catalog%20UofW.pdf

Workpointe offers work from home or back-to-work furniture options

- Products ([catalog](#)) are available for personal or department purchase
- Contact the Workpointe team

DEAR PCS

Dear PCS,

Are the dates listed under the Date/Time Created column on the Invoices tab on my BPO or Purchase Order the actual invoice date?

Dear Invoice Date,

No. The date/time shown on the Invoice tab of the BPO is the date/time the invoice was downloaded from Ariba to the BPO/Purchase Order or the date A/P entered the invoice on the BPO/Purchase Order. To see the actual invoice date, you have to click on the invoice ID number and open it and look at the invoice date field shown on the electronic invoice.

Dear PCS,

How do I check the payment status of an invoice?

Dear Payment Status,

You can check the payment status of your invoice by using the Payment Loop function. Step-by-step instructions are available on the [Payment Status, Terms, Timelines and Delays](#) webpage.

Payment information you will not see in Payment Loop:

- Any transaction paid by wire
- When the invoice number is more than 15 characters long

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[ARIBA BUYING](#)

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Customer Service: pcshelp@uw.edu

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