

Procurement Services

Campus News & Information



June 2022

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FISCAL YEAR-END REMINDER REGARDING BUDGET RECONCILIATION

Fiscal Year Close is a popular time to consider budget reconciliation and other fiscal year-end activities. Complete reconciliation 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, to complete [use tax corrections](#) in the current and prior month. May corrections are submitted by June 30th.

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

Please note: [use tax corrections](#) are to be completed for transactions in the current and prior month; be sure to get any May corrections submitted by June 30th.

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

SUMMERTIME AND PROCUREMENT DUTIES

Summer at the UW means vacation time. Here are ways to ensure that your department is covered when someone is out of the office.

To start, it is a best practice to have at least two people in all of your ASTRA Approval roles. Having at least two people will ensure that none of your orders get stuck waiting for approvals if one of them is out of town. **For more information on Ariba Roles and Authorization controlled in ASTRA, please see <http://finance.uw.edu/ps/resources/roles>.**

One option available in ARIBA for the various ASTRA Approval Roles is to Delegate your Authority. If you delegate your ARIBA approval authority, that person can log in as you in ARIBA and Approve Requisitions, Contract Requests, Non-PO Invoices, Reimbursements, Expense Reports, and Payments to Individual transactions for the period you set. If you are a Central Receiver or Receipt Approver, they will also be able to do those functions. Be sure if you Delegate your Authority that you let the person know that you have given that role and exactly when they should use it.

To learn how to delegate your Authority, please see our [Tutorials](#) web page and watch the [Changing Preference in Ariba](#) tutorial.

For **BPOs** and **Receiving**, our general recommendations are:

1. If you prepare the Contract Request, change the Contact field default from yourself to another department member. Reason: means there will be two people set up with Receiving Access and edit access for the BPO.
2. Add Edit Access users other than yourself and the Contact. Reason: Provides someone that can change the BPO if both the Preparer and Contact are out of the office.
3. If Appropriate, set up Central Receivers for your Organization Code.
4. If you are a Central Receiver and do the Receiving for your organization's BPO, delegate your Authority if you will be away on vacation or a leave of absence.

If you have any questions, please contact PCSHelp at pcshelp@uw.edu.

JULY 2022 “ASK US ANYTHING ABOUT PURCHASING!” WEBINAR

Join our free-form monthly Zoom sessions to learn and ask questions about Contracting, Sourcing, and Purchasing processes. Our lead off topics are discussion starters, but we really want to focus on your questions. We meet the third Thursday of every month from 1-2pm.

On July 21, 2022, our conversation starter will be: *Setting up a PO: Tips, Tricks and Pitfalls*

Meet our newest team member, Ben Cory, who has several years of UW PO experience and will be providing guidance and tips from the user point of view!

Registration links are updated here:

<https://finance.uw.edu/ps/upcoming-events>

Please let us know if there is a topic you'd like us to address at an upcoming session by sending us an email: Lynn Magill lmagill@uw.edu.

COMING SOON – JULY 2022: MODERNIZED OPENSQUARE PUNCHOUT CATALOG

The OpenSquare modernization will provide a vastly improved user experience while browsing for furniture and retrieving quotes. Other new features include a “How to Guide” link on the landing page, a 3D visualization tool to see the product details in 360°, and a Reporting feature so users can view the status of their orders. Availability will be announced in the July Campus Newsletter and in the **Ariba Catalog News Section** of the Procurement Services **Ariba Catalog Purchases** web page:

<https://finance.uw.edu/ps/how-to-buy/ariba/catalog-purchases>.

DEAR PCS

Dear PCS, I ran the Encumbrances & Open Balances report in MyFD. Why am I showing open balances for Ariba POs that have been paid, and how can I remove these open balances?

Dear Open Balances, You may show an open balance if you received a discount or the supplier invoiced for less than your original PO amount. Requests to close these open balances on Ariba POs (beginning with EI) should be submitted using the online form. Please review the [Changing or Closing ARIBA Orders](#) webpage for additional information and a link to the



form. For instructions on closing a Blanket Purchase Order (BPO), see the [Changing or Closing a Blanket Purchase Order](#) webpage.

For additional questions, please contact Procurement Customer Service by email at pcshelp@uw.edu or call 206-543-4500 and leave a message.

