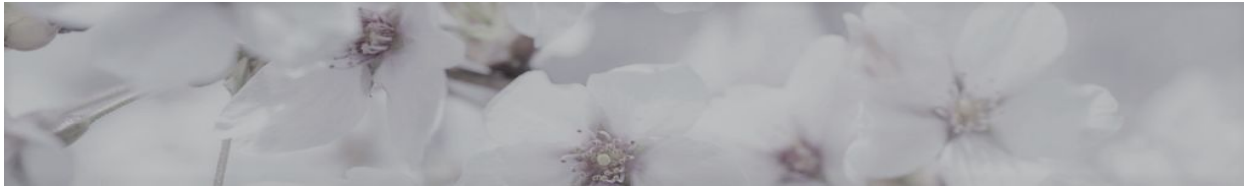


# Procurement Services

## Campus News & Information



May 2020

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## COMING SOON: UPDATED FISCAL YEAR-END 2020 WEB PAGE AND CUT-OFF DATES CALENDAR

The [Fiscal Year-End](#) web page for 2020 will be updated soon with cut-off dates. You can currently find some key dates on the [MyFD Biennium & Fiscal Close](#) web page.

Please note that Generally Accepted Accounting Principles (GAAP) require recording transactions in the correct reporting period and prior to Fiscal Close processing cut-off dates.

## NEW WEBCAST TRAINING IN JUNE

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

### **Foreign Supplier Purchasing: 6/10/2020 from 10 am to 11 am**

This webcast will focus on:

- What To Know Before You Begin
- Foreign Supplier Registration Process
- Common Entity & Business Types
- Customs Clearance

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

## UPDATED CONTACTS FOR: GENERAL MICROSYSTEMS INC. (GMI)

A State of Washington certified minority and woman-owned business providing technology products and services to the UW since 1983. We are a full-service provider of IT infrastructure, security solutions, management tools, and professional services.

From technology procurement and security assessments to staff augmentation, we can help with projects both, big and small. Our offerings include: Dell EMC, HP, HPE, Avaya, Palo Alto Networks, Tenable, Varonis, Kingston, Oracle, and 100's of other technology products.

When placing orders through our online portal via Ariba or in other University approved methods, please reference UW Contract: UW-18-0522. To discuss your technology needs, contact:

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## **DEAR PCS,**

How do I check the open balances on my budgets and request they be closed before fiscal year-end?

## **DEAR OPEN BALANCES,**

Please review the [Encumbrances and Open Balance](#) web page on the [MyFD](#) website. It provides instructions on how to view the Open Balance report in MyFD. For instructions on how to close the open balance on your Catalog and Non-Catalog purchase orders, see [Changing or Closing ARIBA Catalog and Non-Catalog Orders](#) and for BPOs, see [Changing or Closing BPOs](#).



## DEAR PCS,

With fiscal year-end approaching, what should I be looking at to make sure my BPO invoices reconcile and pay in the current fiscal year?

## DEAR FISCAL YEAR,

Please be sure to run the [Receiving Exception Report](#) on a weekly basis to make sure that you are receiving for all pending invoices. Instructions for running the report are on the [Tutorial](#) web page. You can also find receiving guides and an eLearning for [How to Receive](#) on the same web page. If you have received your invoice and it is still showing on the Exception Report, please email [pcshelp@uw.edu](mailto:pcshelp@uw.edu), for assistance.

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Customer Service: [pcshelp@uw.edu](mailto:pcshelp@uw.edu)

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