



PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

July 2018

2018 Fiscal Year End Close – Reminder Final Closing Dates

We are approaching the FINAL closing dates for Fiscal Year 2018. The cutoff dates represent the **last day that departments can submit documents** to allow sufficient time for processing and posting to the 2018 Fiscal Year End. **Submittal of documents well in advance of the cutoff dates will ensure timely processing.**

July 23rd - LAST DAY for Campus to submit the following:

- MyFD Expense Transfers
- Final Adjusting JVs
- Final Adjusting CTs
- FASTTRANS Uploads

July 25th – DEAN’S DAY

- MyFD Expense Transfers – Deans & VPs only
- Journal Vouchers – Deans & VPs only
- Cash Transmittal – Deans & VPs only

The 2018 Fiscal Year End Close [website](#) contains all of the activities and cut-off dates to ensure that your expenditures and revenue have been recorded to the appropriate budgets for the closing fiscal year.

If you have any questions, please contact Procurement Customer Service at pcshelp@uw.edu.

Ariba Enhancements for P2I for Foreign Nationals - Scheduled for 8/10!

In order to comply with tax and reporting requirements, the University of Washington is required to make several enhancements to its foreign national payment process. As such, there are several changes/updates to the P2I module.

What's New?

- The process to determine which forms/documentations are needed has been streamlined
- Questions have been revised to ensure that they are relevant to the type of payment
- Canadian visitors must now provide a copy of a valid visa and proof of U.S. entry to facilitate payment and comply for year-end tax reporting. The IRS has recently made these forms mandatory.

What Action Do You Need to Take?

- All P2I requests must be submitted to the Central Office by **Friday, August 3** for approval prior to deployment of the enhancements.
- **Note:** If your P2I is in Composing or Submitted status on or after 8/10/2018:
 - Preparers should select the Edit button and answer any new questions that have been added with these enhancements, and then Submit for approval.
 - Approvers will not be able to approve. Approvers can select the Deny button to return the P2I to the Preparer to Edit.

Need Training?

Are you a new employee or an employee that has been assigned a new procurement function? Do you think you could benefit from a review on a procurement or payment function you already use?

If you think you could use some training, check out the resources listed below:

- For a full list of various resources touching on Procurement and Reporting, [visit the Procurement section](#) of the Finance Administrator Toolkit
- For Procurement Services online training on buying, paying and more, [visit the tutorial page](#)
- For online learning opportunities about the MyFinancial Desktop reports, [visit the MyFD tutorial page](#)

New UW Account Manager for Audio Fidelity Communications Corporation dba Whitlock

Keith Sawka is now the University's Account Manager for Contract CMS-4394459JC for Audio Video Products and Services.

Vendor #266148

Email: sawkak@whitlock.com

Mobile: 206.450.1662

Office: 425.223.4735

New University Account Representative for B&H Photo

UW Contract CMS-UW-12-0048 - Vendor #159891

Contact Ariel Sobin, if you have any upcoming projects or have questions about their products.

Ariel Sobin

B&H Photo, Video, Pro Audio

Business Development | Higher Education

Western Region

Voice: 212-239-7500 ext. 4378

Cell: 646-315-3233

Email: ariels@bhphoto.com

Newly BPO enabled Website Development/Support Services Suppliers from the Contract Pool:

The suppliers below, have recently been enabled in Ariba. Please check the [UW Contract portal](#) for more information.

- Solutions Resources LLC
- Sandcastle Interactive, LLC
- Pier2Marketing
- Red Tech(Redmond Technology Partners, LLC)
- Last Call Media
- Red Rokk
- Echidna Corp(Digital Echidna)
- Codesmart Inc.

Contact Liz Springer, elizas32@uw.edu with any questions or concerns about this pool.

Did You Know?

The #1 inquiry to Procurement Customer Service is invoice payment status.

This information is available in Payment Loop, a process that imports reconciled invoice payment information from PAS back into Ariba for viewing. By using the "Payment" tab in Ariba, you can view payments for BPO, PO and Non-PO invoice payments. This can

be especially helpful when a supplier reaches out to their department contact for payment status.

Some BPO, PO and Non-PO payments are currently not visible using Payment tab in Ariba, such as those for foreign suppliers (wire payments) or payments where an invoice number exceeds 15 characters.

Additionally, eReimbursements, eTravel, and Payments to Individual (P2I) will not show in Payment Loop. To see the payment status on these types of payments, please check your budget in MyFD to confirm that the payment has been made.

For more information and helpful instructions, please visit our [Payment Terms, Timelines and Delays](#) webpage and check out the Invoice Status section.

If you have any questions or need help with payments that are not part of the Payment Loop feature, please contact PCS Help at 206-543-4500 or pcshelp@uw.edu.

Dear PCS,

Why does Ariba keep logging me out?

Dear Logged Out,

Please make sure you only have one tab of Ariba open per browser. You may also want to check your desktop to see if there are any other windows open for Ariba. Having more than one tab of Ariba open per browser may cause you to get logged out. One way this happens is if you are in MyFD and click on one of the hyperlinks for an Ariba transaction, especially in the Reconciliation report. This will open a new Ariba session, so be sure to close out of that tab once your research/reconciliation for MyFD is complete.

Dear PCS,

When will the month of June close?

Dear Waiting for June,

Please login to the [MyFD Home page](#) to find current information regarding projected month-end close, maintenance schedules and pertinent reconciliation information. Starting at the MyFD Home page each time will ensure that you see up-to-date information each time you visit, while creating bookmarks to the MyFD reports will not.

[PROCUREMENT SERVICES](#)

[ARIBA BUYING PORTAL](#)

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Customer Service: <mailto:pcshelp@uw.edu>

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