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PROCUREMENT SERVICES
CAMPUS NEWS & INFORMATION

Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

PLEASE NOTE THAT NOT ALL TOPICS IN THIS NEWSLETTER APPLY UNIVERSALLY ACROSS ALL UW DEPARTMENTS AND MEDICAL CENTERS. ALWAYS FOLLOW YOUR OWN DEPARTMENT POLICIES.

June 15, 2017

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Procurement Services Website

HEADLINE NEWS

Reminder: 2015/2017 Biennium Close is June 30, 2017

The 2015/2017 Biennium Close website lists the activities and cut-off dates to ensure all expenditures and revenue are recorded to the appropriate budgets for the closing biennium year. The 2015/2017 biennium will close on June 30, 2017. The University's books of account will be held open for a limited time during the month of July to record transactions processed after June 30 relating to business of expiring biennium year.

Things to know:

> The June – July timeframe will include two major priorities: the 2015/2017 Biennium Close process and Workday go-live. For more information and important cutover dates please see the HR-Payroll Change Network site. Additional information about Workday is also available at www.myworkday.uw.edu.

> June 19 will be the first cut-off date for biennium close activities. Please visit the cut-off calendar for details and more cut-off dates.

> Active budgets continuing into the new 2017 Biennium will automatically update in ARIBA. See the updated information on the Biennium Close website for more details.

Contact Us

Customer Service:

pcshelp@uw.edu

> If you receive an email from Procurement Services regarding the need to Receive, be sure to take action as soon as possible. If you need assistance with the receiving process, please visit the ARIBA Receiving webpage.

What's New in ARIBA

New Contract Review Process

- The **Under Direct Buy Limit Contract Review option** in Requisitions (S) and Contract Requests (CR) allows campus departments to route contracts to the Procurement Services buying team for orders under the Direct Buy Limit (currently $10,000).

  o Watch the updated eLearnings for **Non-Catalog Ordering in ARIBA** and **Creating a Blanket Purchase Order (BPO) in ARIBA** featured on our Tutorials webpage under Buying.

- The **Contract Review form** (RV) allows departments to submit contracts requiring an authorized signature, but not a purchase order, for review by the buying team.

  o Read the new **How to Fill Out a Contract Review Form PDF** Tutorial featured on our Tutorials webpage under Getting Started.

Note: With this process change, the ARIBA Card Limit Increase form will not be used for contract reviews. Please use the Card Limit Increase form only to request a ProCard limit increase. See our training materials below to learn how to use the new contract review process for ProCard purchases.

Learn about the new Contract Review process!

- Read the section **How to Submit a Contract to be Reviewed by Purchasing** on our Buying from a UW Contract page.

- Watch the recorded training Webcast or review the Powerpoint presentation slides on our ARIBA Training webpage under Webcast Recording 6/5/17.

AEDs No Longer an Exception Item

The purchase of Automated External Defibrillators (AEDs) no longer requires prior approval from the UW Environmental Health & Safety (EH&S) department. Please visit the EH&S AED website for guidance and more information.

- In ARIBA, the purchase of AEDs is not considered an Exception Item.

- The question "Is this item listed on the exception item list?" in Requisitions and Contract Requests should be answered as "No".

For questions about ARIBA enhancements or the new contract review process, please email Procurement Customer Service at pcshelp@uw.edu or call 206-543-4500.

Procurement Customer Service Help

To help with a smooth transition into the new Biennium, here are a collection of questions and answers to help move things along. Please check the Biennium & Fiscal Year Close website and Biennium Cut-Off Date Calendar for updates on a regular basis.

Dear PCS,

With Biennium Close fast approaching I realized that I have invoices pending *receiving* in ARIBA. Can you give me some guidance as to how I can ensure they are processed in the correct Biennium? Also, what should I keep in mind when wanting to reject invoices that were submitted incorrectly?

Dear Wanting to Receive,

Here is a list of resources that can help walk you through receiving your invoice and how to handle incorrect invoices:

Receiving Overview **–** Provides an overview of Receiving in ARIBA

How to Receive – Step-by-step guides, demonstrations and how to run helpful reports

How to Reject an Invoice – How to handle invoices that were submitted incorrectly. **Please note:** Do not use the option to reject in the ARIBA system-receiving interface. This functionality will not reject the invoice.

Dear PCSHelp,

How do I close an Open Balance?

Dear Wanting to Close,

It depends on the type of balance you are wanting to close. Please see below for instructions.

> **Catalog and Non-Catalog Purchase Orders (EI)**

   Please see our Changing or Closing ARIBA Catalog and Non-Catalog Orders webpage for guidance and an access to the Closing form.

> **Blanket Purchase Orders (BPO)**

   Please see our Changing or Closing ARIBA Blanket Purchase Orders webpage for instructions on closing your BPO.

> **Old PAS POs (T)**

   Send an e-mail request to "liquidate the encumbrance" to saf@uw.edu.

Dear PCS Help,

How does ARIBA deal with the change in biennium? Do I need to update my BPO with the new 2017 biennium version of my budget?

Dear 2017 Biennium Budget,

Good news-you do not need to go in and update your budget on your BPO to the new biennium. As long as your budget continues into the 2017 Biennium, the

system will allow invoices to reconcile without change. If you do need to make a change to your BPO to update the values or change the contact, etc., you will need to update the budget on your line items to the new 2017 biennium version.

We hope you enjoyed this edition of Dear PCS Help. As always, feel free to send us an email at pcshelp@uw.edu or call us at 206-543-4500.

Receiving Help for Biennium Close

If you haven't utilized the Report features in ARIBA, in particular the Receiving Exception Report, you may be overlooking a valuable reconciliation tool that will be especially useful when wrapping up this Biennium. The Receiving Exception Report allows you to see invoices that are waiting to be paid because the order has not been *fully* received. We recommend using this tool for all your receiving tasks especially if you manage multiple BPOs.

Why not use the daily email reminder? Because you will continue to get those emails, even if you have already done your part, until the full reconciliation process is complete, which includes all approvals from Receipt Approvers and Accounts Payable reconciliation. Using the Exceptions Report to receive against invoices rather than the email is best practice because once an invoice has been fully received, it will no longer show on the Exception Report. This can help avoid creating duplicate receipts.

Please see our PDF Tutorial on How to run the Receiving Exceptions Report for a step-by-step walkthrough. Please see all of our training materials, guides, classes and eLearnings on our Training webpage.

Paper Reduction at UW

REDUCING PAPER:
IT'S IN OUR NATURE!

The UW Committee for Paper Reduction has created a video with information on reducing paper use featuring many people from across UW.

For more information on paper reduction efforts at UW, visit:

green.uw.edu/paper-reduction