



PROCUREMENT SERVICES

CAMPUS NEWS & INFORMATION

June 2019

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WHAT'S NEW IN ARIBA:

- Expeditors International now takes credit cards

DEAR PCS

Biennium Close for 2017-2019 – Upcoming June and July Closing Dates

The 2017-2019 Biennium Close [website](#) contains all of the activities and cut-off dates to ensure that your expenditures and revenue have been recorded to the appropriate budget(s) for the closing biennium.

Listed below are the upcoming June cut-off dates:

June 21st:

- ProCard Purchases
- CTA Purchases

June 26th:

- Refund Check Requests
 - Check Request
-

June 28th:

- Credit Memos from Suppliers
- Last Day for FY 2019 Bank Deposits

June 30th:

- Ariba Invoices - In order to ensure expenditures are charged to the expiring fiscal year, orders placed in Ariba must have invoices dated June 30th or earlier in Ariba and Blanket Purchase Orders (BPO) must have system receiving processed by the department by July 8th to allow for Central Office processing.

July Cut-off Dates

July 8th at 5:00 PM:

- Ariba Invoices
- ProCard/CTA Reconciliation

July 9th at 2:00 PM:

- Revolving Funds
- Field Advance Spend Downs

July 10th at 4:00 PM:

- Recommended last day for MyFD Expense Transfers with Central Office Review

July 15th at 12:00 PM:

- ISDs & CTIs
- Cash Transmittals (CTs)
- JVs for Grant, Contract and Gift Budgets
- Use Tax Corrections

July 17th at 4:00 PM:

- Last Day – MyFD Expense Transfers for Central Office Review

July 24th:

- **LAST DAY for Campus**

July 26th:

- **DEAN's DAY**

Update: Procurement Services Spring Forum, Wednesday, June 26, 2019, 10am-11:30am, UW Tower Auditorium, 4333 Brooklyn Ave NE. Bring your Husky card!

We have confirmed a new location and date for our spring forum! We look forward to seeing you at the UW Tower Auditorium, Wednesday, June 26th, from 10am to 11:30am. Please join us in person or remotely to learn more about what Procurement Services has accomplished, where we are headed, and projects we have in development. After our presentation, we will have a Q&A session for those in attendance.

We will also post forum content on our new [forums webpage](#) for those who are unable to attend.

Have you registered yet? Register [online](#) to attend the event!

The forum registration link is featured in the Events area on our home page. Please note that you may need to click "Login to Register" in our Events section and then select the "Register" button in order to register for this event.

Procurement Services Retreat, July 16, 2019

On Tuesday, July 16, the Procurement Services team will be in an all day, offsite retreat with limited access to email. Please visit our [website](#) for additional updates.

Expeditors International now takes credit cards

Expeditors International will now take credit cards through a third- party website called, cargosprint.com.

Please see details and instructions on our Customs and Clearances page in the section titled: "How are invoices paid?" <https://finance.uw.edu/ps/how-to-pay/supplier-invoice/customs-clearance>

Please note that there are two fees when using a credit card. A \$10 handling fee and a 3% processing fee.

If you have further questions about this process, please contact Clayton Brenden at, Clayton.Brenden@expeditors.com, (206) 826-4166.

Dear PCS,

When will the new 2019-2021 Biennium budgets be available in Ariba?

Dear New Biennium Budgets,

The 2019-2021 Biennium budgets will be available in Ariba on Monday, July 8th. Please see the Things to Know section on the [2017-2019 Biennium Close webpage](#) for more information.

Dear PCS,

I'm reconciling my budget and I need to see documentation for why a JV was processed. Where can I get the supporting documentation for my JV?

Dear JV Documentation,

Please see the [Requesting a Copy of a JV](#) section on the Journal Voucher webpage to see where you can view or request supporting documentation for your JV. Since many JVs are now processed through MyFD and other online processes, scanned documents may not be available for all JVs. Be sure to contact MyFDhelp@uw.edu if you have questions.

Dear PCS,

I was told the invoice on my BPO needed to be received, but how do I know who can receive on my BPO?

Dear Wanting to Receive,

The Preparer, Contact and Central Receiver have the ability to receive on a BPO. Please see the [ARIBA System Receiving for Orders](#) webpage for more information regarding BPO receiving.

Dear PCS,

We have an order that needs to be charged to the expiring 2017-2019 biennium. We expect to receive our order next week. Will we make the cut-off for the 2017-2019 biennium?

Dear 2017-2019 Biennium Charge,

For a short time in the month of July, the University's books of accounts are held open to record transactions processed after June 30 relating to business of the expiring biennium year. For transactions to be recorded to the 2017-2019 biennium, the goods or services must be received by June 30th and the invoice also must be dated June 30th or earlier. Additionally, the order must be invoiced and BPOs must be received by the department by July 8th.

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[ARIBA BUYING PORTAL](#)

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

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