



## Open Encumbrance and Match Exceptions Reports Highlight Fiscal Year-End Cleanup Needs

It's time to prepare for Fiscal Year-End. Departments and schools should run their Open Encumbrance Report and Match Exceptions Report to confirm whether there are any active orders. These reports should be run regularly throughout the year to help manage orders submitted through NUFinancials.

**Open Encumbrance Report:** This report, entitled *SC016–Open Encumbrance Report* in Cognos, lists all active Purchase Orders or all active lines from a PO and provides the details of each order. Following are a couple of reasons why a Purchase Order or line(s) from a PO will appear on your Open Encumbrance Report:

**No Invoice:** If a PO has been issued and you have received the product or service but have yet to be invoiced by the vendor, reach out to the supplier to request the invoice and forward to Accounts Payable once it is received. If you have any questions about open PO's for iBuyNU Suppliers, contact [Keith Paddy](#) at 7-6963.

**Items Unavailable:** If you received notice from a supplier that an item on a particular order (either iBuyNU or non-catalog) is unavailable and will not ship and it is still showing on your Open Encumbrance Report, you must submit a Change Order Request to have the PO canceled or the appropriate line(s) on the PO canceled.

**Match Exceptions Report:** This report is titled *SC027–Match Exceptions Report by Department* in Cognos. Following are a couple of reasons why a Purchase Order or line(s) from a PO will appear on your Match Exceptions Report:

**Invoice Not Within Tolerance:** If an invoice has been entered that does not fall within tolerance, a payment will not be processed. Tolerance issues can be caused when the price listed on the invoice is 25% or more than the price listed on the Purchase Order. Discrepancies in quantity and unit of measure can also cause orders to appear on your Match Exceptions Report.

- If the price listed on the invoice is incorrect, contact the vendor to request a corrected invoice.
- If the invoice price is correct but does not match the price on the PO, submit a change order request to PRS to have the price adjusted.

**Open Receipts:** It is important that you enter receipts once your order has been received. (This is for non-catalog orders only.) If you have any open Purchase Orders on your Match Exceptions Report, confirm whether a receipt needs to be entered. If so, enter the receipt, and if there are no other issues with the PO, it will be removed from your Open Encumbrance Report within 15 days.

For more information on match exceptions, review the [Project Cafe Match Exception Report Explanation](#). For assistance locating or running the Open Encumbrance Report or Match Exceptions Report, contact the NUIT Support Center by dialing 847-491-HELP (4357), Option 2 or access a [Project Cafe Reporting training guide](#). If you have questions regarding the necessary steps to remove a PO on your department's Open Encumbrance Report or Match Exceptions Report, contact PRS at 1-8120 or [purchasing@northwestern.edu](mailto:purchasing@northwestern.edu).

## Fiscal Year-End Key Dates

**AUG 31** Last day for FY12 Requisitions to be approved and sourced into PO's. Any Requisitions that have not been approved and sourced by 6:00 pm will be cancelled and closed.

All iBuyNU orders that were created in FY11, rolled to FY12 last year, and are not completed will be closed. All other iBuyNU PO's will be rolled to FY13.

**SEPT 1** FY13 opens at 7:00 am for the creation of Requisitions for goods and services to be received in the new fiscal year. Any Requisition created on or after this date will default to FY13. This is the first day to submit new blanket Requisitions.

**SEPT 14-17** All Purchase Orders created in FY11, then rolled to FY12, will be closed.

All One Time Service and Blanket Purchase Orders (except FM one-time service and grant sub-contracts) will be closed.

All remaining open Purchase Orders will be rolled into FY13.

For more information on fiscal year end procedures and other key dates please visit the [Office of Financial Operations web page](#).



## Establish Blanket Purchase Orders for New Fiscal Year

With the new fiscal year beginning on September 1, 2012, remember to set up new blanket Purchase Orders for services your department regularly uses. Below is some reminder information for setting up service with NU's Preferred Vendors for coffee, shredding, and water service.

**Water Service:** Northwestern University's Preferred Vendor contract for water service was recently put out to bid and was awarded to Ice Mountain once again. Through the bid process, we were able to establish improved pricing and a wider selection of service options. Our Ice Mountain contract includes the traditional five-gallon bottles for use in dispensers as well as a number of water filtration systems and **bottleless** water system options. For information on placing an order or requesting service with Ice Mountain, visit the [PRS Ice Mountain Vendor Profile](#). If you have questions or concerns regarding water service through Ice Mountain, contact our NU representative, [Susan Baxter-Cardona](#) at 630-546-6167 or PRS Procurement Administrator [Laura Norton](#) at 7-3345.



**Coffee Service:** A Preferred Vendor contract for coffee service was established earlier this year with Embassy Coffee. It was awarded as a result of a formal competitive bid process in which an evaluation committee selected Embassy Coffee as the best value to the University. If you are currently receiving coffee from another vendor, we encourage you to transition to Embassy. In addition, Embassy Coffee recently updated their product offering. For more information, visit the [PRS Embassy Coffee Vendor Profile](#). For questions or concerns regarding Embassy Coffee, contact NU's Embassy representative, [Shahn Moten](#) at 847-946-6127 or PRS Procurement Administrator [Laura Norton](#) at 7-3345.



**Shredding/Document Destruction:** Shred-X by Rentacrate is Northwestern University's Preferred Vendor for shredding and document destruction services. This contract offers considerable flexibility and savings to departments and schools. For ordering information and pricing, visit the [PRS Shred-X Preferred Vendor Profile](#). For questions or concerns regarding document destruction services through Shred-X, contact NU's Shred-X reps, Susan Soto or Frank Piche, at [northwestern@rentacrate.com](mailto:northwestern@rentacrate.com) or 800-427-2832 or PRS Procurement Administrator [Laura Norton](#) at 7-3345.



## New Preferred Vendor for Books Coming Soon

Purchasing Resource Services is pleased to announce that we are close to finalizing an agreement with a new Preferred Vendor to fill the open spot in iBuyNU for books and media. A thorough search was conducted for a new preferred book vendor that best fits Northwestern's needs. That extensive search led us to Complete Book.

Complete Book provides access to over 3 million books, subscriptions and media titles through their catalog. Some additional benefits of our upcoming contract will include: access to the Complete Book punch-out catalog in iBuyNU, bulk order discounts, free shipping for orders of \$15 or more, e-books, locate hard-to-find titles and dedicated customer service.

PRs expects to have Complete Book's catalog added to iBuyNU within the next couple months. Stay tuned for further details in our fall edition of *Dollars & Sense*. For questions regarding Complete Book, contact Procurement Administrator [Betsy Costello](#) at 7-0590.



## SAVE ON PERSONAL PURCHASES AT OFFICEMAX

OfficeMax, NU's Preferred Vendor for office supplies has extended their "Customer Perks" program to all Northwestern employees just in time for the back to school season. Visit any of OfficeMax's 1,000 locations and receive 10% off of office supplies, furniture, ink and toner and OfficeMax ImPress® services; as well as 5% off nearly all technology items.

To take advantage of OfficeMax's Customer Perks program, visit the [PRs OfficeMax vendor profile](#), look under "Personal Purchase Discounts", and follow the instructions to complete the short application. Once the application is completed, you will be emailed a membership card to be printed and presented along with your WildCARD to receive the discounted pricing. For more information, contact PRS at [purchasing@northwestern.edu](mailto:purchasing@northwestern.edu) or 1-8120.



## Purchasing Resource Services

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