Unified Procurement Services Team (UPST)

Boston F&A Meeting

March 2023



Agenda

- UPST Fiscal Year End
- Automatic Contract Notifications

UPST Fiscal Year End

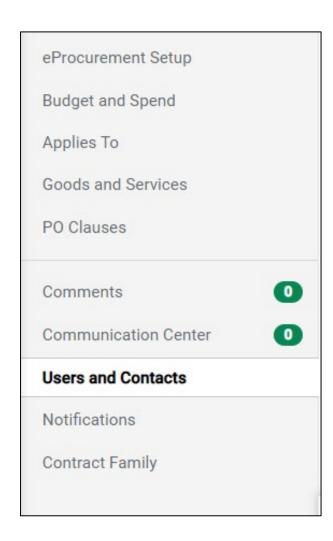
FY23 Year Planning Announcement

The end of FY23 is near! As we get closer, we will be sharing more information on UPST-specific dates. For now, please note the following:

- For executed contracts, expenses are only accrued on the fiscal year
 (FY) the goods/services are received/rendered.
- Coffee with UPST has been scheduled for April 6th 10am 11am to discuss dates and show how to access and run your own queries. An invitation email will be sent out in the next few days.
- We will be back during April's F&A meeting to share the final FYE dates.

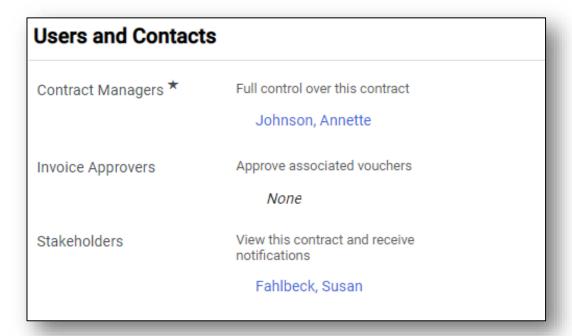
Automatic Contract Notifications

Review Your Contract Stakeholders



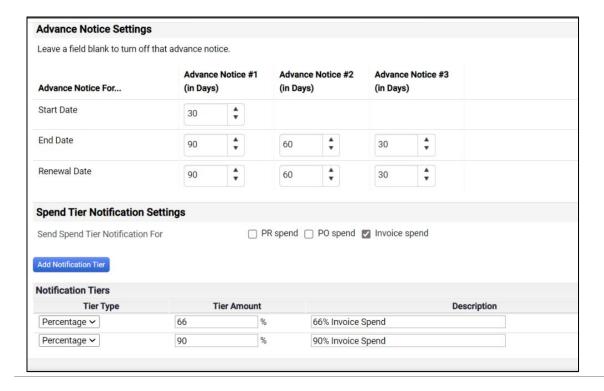
Within your contract, no matter the status, you will always have visibility to see who is listed as a stakeholder.

Use the "**Users and Contacts**" tab on the left side of your contract to see all the stakeholders listed.



Stakeholder Notifications

Use the "**Notifications**" tab on the left side of your contract to see notifications sent to the contract stakeholders.



Who should receive each notification type?				
Notification Type	Contract Managers		Stakeholders	
	Contract	Work Group	Contract	Work Group
	×	×	×	×
Budget Exceeded	×	×	×	×
Percentage Tiers	×	×	~	×
Amount Tiers	×	×	×	×
Start Date - Advance Notice	•	×	~	×
Start Date Passed	•	×	~	×
End Date - Advance Notices	•	×	~	×
End Date Passed	•	×	~	×
Renewal Date - Advance Notices	•	×	*	×
Renewal Date Passed	•	×	~	×
Review Date Passed	•	×	•	×

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