January 19, 2017

In This Issue
- Headline News
- What’s New in ARIBA
- Updated Guidance on Reconciling ProCard Transactions
- Supplier News

Quick Links
- Procurement Services Website
- ARIBA Buying Portal
- Newsletter Archive

HEADLINE NEWS

Card Payment Services and Advances move to Procurement Services

Effective January 17, Field Advances, Revolving Funds, ACH/Wire payments, the U.S. Bank Reward cards, and Tango Cards for research subject payments will move from Banking and Accounting Operations to a newly created team in Procurement Services. This is another move in the ongoing effort to align policies and streamline processes for making payments at UW.

For more information, please contact the individuals below:

- General Questions: Pramilla Chand, pchand@uw.washington.edu
- Field Advances and ACH/Wire payments: Mallory Erickson fieldadv@uw.edu | wrrqst@uw.edu
- Revolving Funds and Research Subject Payment Cards: Arnold Hong revfund@uw.edu

Last call for 1099 Reporting!

The University of Washington is required to report payments of over $600 made during a calendar year to a particular individual or business to the IRS. Unlike in years past, the IRS has changed the 1099 reporting deadline to JANUARY 31st - which is significantly earlier than ever before!
While most of the required data for reporting is captured centrally, payments to research subjects are typically held at the department level. If your department has made payments to research subjects using one of the methods below and have paid any particular individual $600 or more in 2016, and you have not completed the spreadsheet sent from ten99@uw.edu, please do so ASAP.

Only payments made through one of these three methods need to be reported:

- Revolving Fund
- Field Advance
- Gift Cards/Gift Certificates

If you believe you may have made a reportable payment, but did not receive a notification requesting payment reporting information, please contact ten99@uw.edu.

### What’s New in ARIBA

The following items will be included in the January 20th deployment of ARIBA enhancements:

- **Improved Supplier Search capability**
  When searching for a purchase order or a requisition, you will be able to search using the Supplier ID in addition to the Supplier Name. The ability to search by Supplier ID is already available in other search screens and this enhancement improves the ability to quickly filter and locate a specific supplier for requisitions and purchase orders.

- **Ability to View SubSub Object Code on the Summary Tab**
  You will be able to see the SubSub Object Code on the Summary Tab for requisitions, purchase orders, invoices and reimbursements. This provides the ability to see the full accounting allocation without having to select the Detail button.

### Processing eTravel Expense Reports

**NOTE:** If your expense report is in Submitted status on or after the launch day, approvers will not be able to approve the expense report without editing to meet the requirements of the changes.

Please see the [Change Management Document](#) for further information.

### Updated Guidance on Reconciling ProCard Transactions

We recently revised our reconciliation guidelines on the ProCard webpage. Below is a summary of the main points:

It is critical to develop strong internal controls, specific to department needs for reconciling ProCard transactions.

Departments must ensure that every transaction is subject to a documented, independent review by someone other than the cardholder. In addition, it is strongly recommended that documentation of the review be completed within 30 days of the monthly cycle end date.
IMPORTANT: An online PaymentNet review (i.e., checking the Cardholder & Reviewer boxes) alone does not fulfill separation of duty functions.

While printing and signing the PaymentNet monthly UW Transaction Detail with Notes & Accounting Codes report is the preferred method for performing and documenting this review, there may be other acceptable methods which include:

- Review by someone other than cardholder;
- Documentation of the review;
- Use of source documents in comparison to PaymentNet information;
- Compliance with UW documentation records retention policy.

For more information, review the ProCard Reconciliation Guide on the ProCard webpage.

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**Supplier News**

**Affymetrix**


Beginning January 23, the Affymetrix catalog in ARIBA will close and future orders will be made through the Life Technologies (Thermo Fisher) catalog instead.

For more information, contact the Life Technologies sales rep:

Melissa Anderson  
206-954-5695  
melissa.anderson@thermofisher.com

**Illumina Epicentre Products**

Effective January 1, 2017, a group of Epicentre products will be available exclusively through Lucigen, a biotechnology company located in Wisconsin. Lucigen will undertake all aspects of manufacturing, sales and support for the following product lines: Array-Based Analysis, Genomic Cloning, In-Vitro Transcription, and Transposomics.

For more information, contact:

Stacy Musone  
206-890-7027  
smusone@illumina.com

**New Eppendorf Sales Rep**

Effective January, the new Eppendorf sales rep is:

Olivia Banting  
206-510-3750  
banting.o@eppendorf.com

**New Fisher Scientific Sales Reps**
Already on campus are two new reps with Fisher:

Heather Kuennen
206-380-2876
heather.kuennen@thermofisher.com

Erin Glavan
425-417-0967
erin.glavan@thermofisher.com

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