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### **UW Included in Efficiency/Effectiveness Report to State Legislature**

The Council of Presidents has provided its third [report](#) to the legislature, on operational efficiency and effectiveness accomplishments by the four year institutions. Several units within Financial Management are highlighted, including our online system for field advances; reduction in the types of official records to simplify tracking; expanded use of e-commerce systems; and growth in our managed print services program. There are savings ideas from all three campuses, so take a look and let us know what improvements you've been making to add to next year's report.

## **New “One Stop Shopping” UW Travel Portal**

Introducing the new [UW Travel Portal](#) - the one stop shop for all of your travel needs. Explore key travel resources and find information on getting approvals, reimbursements, per diem calculator, and booking through UW’s preferred travel agency, [Christopherson Business Travel](#).

Want to learn more? Contact Teresa Athan [tathan@uw.edu](mailto:tathan@uw.edu) or 206-685-9328 if you would like a customized presentation for your department.

## **It’s Tax Time for Students, Too!**

The tax season is here! The [IRS](#) offers two tax credits for students and their families to offset educational expenses. The [American Opportunity Tax Credit](#) is for students in the undergraduate program; the [Lifetime Learning Credit](#) is for students in all other programs.

[Student Fiscal Services](#) issued a 1098T tax form to students at the end of January. This form will help students to determine whether they can claim one of the tax credits if they paid tuition by personal funds, or whether they have to report scholarship or financial aid money as income.

If you or your students need additional information, please review [IRS Publication 970](#) or the Student Fiscal Services [tax website](#).

If you have any questions, please email [taxquest@uw.edu](mailto:taxquest@uw.edu) or call 206-221-2609.

## PROCUREMENT NEWS

### **Household & Lab Moves Functionality Now Available for BPOs**

[Household and Laboratory Moves](#) functionality is now available for Blanket Purchase Orders (BPO) in eProcurement (Ariba). The [Lump Sum Option, processed via Payroll](#), is still the **preferred method for all domestic household moves**. The BPO selection should only be used if the Lump Sum is not an option.

Contact [Procurement Customer Service](#) for additional guidance.

### **Daily Receiving Reminder Email Now Includes BPO Title and Link to eProcurement Receiving**

The daily receiving reminder email, *Orders/Contracts Must Be Received* now includes:

- BPO Titles
- Links directly to the Receiving interface in eProcurement

A new guide is available to explain "[Receiving an eProcurement Blanket Purchase Order \(BPO\) from Daily email](#)".

### **Charter/Transportation Object Codes are Now Unlocked for Other Object Codes**

Charter/Transportation requests in eProcurement can now be entered with object codes other than 0337 (Charters). The process for choosing a charter from the exception list in eProcurement has not changed. The charter code was unlocked due to the possibility of food being a part of the order. Detailed procedures can be found on the Charters/Transportation [webpage](#).

### **Amazon Business Webinar Training Available**

Amazon Business is hosting 30-minute training [webinars](#) for new users and also one tailored for administrators who oversee procurement activities. These sessions will cover topics specific for the role of the user to get the most out of an Amazon Business account.

Please refer any questions to [Ray Hsu](#) or visit the Amazon Business [webpage](#).

### **BPO Receiving Emails and Exception Report**

The Receiving Exceptions Report in eProcurement (Ariba) provides a list of purchase orders that need *receiving* to be noted before invoices can be paid. Procurement Services recommends running this report weekly to ensure that you have not missed any invoices as a result of network or email outages. Use the [step-by-step instructions](#) for assistance or contact [Procurement Customer Service](#) at 206-543-4500.

### **Closing the Purevent Mailbox**

To address a compliance issue, all Catering and Hotel contracts should now be submitted through an Ariba BPO, Ariba Non Catalog or the [ProCard Increase](#) methodology for processing as the Purevent option is no longer available. Please review the policy for [catering and events](#) before you submit your request.

### **PAS Closure Successfully Completed**

UWIT completed the programming changes to remove requisition entry and approval in PAS. PAS is still available for inquiry-only access and is available the next time a user logs into the system.

All future purchases need to go through a preferred [eProcurement](#) method or a UW ProCard. If you have any questions or need additional assistance please contact [Procurement Customer Service](#) at 206-543-4500.