

FINANCIAL MANAGEMENT NEWSLETTER – JULY 2015

Happy summer! Stay "cool" and read information about the following items:

- HR/Payroll Modernization Unveils First look at New HR and Payroll System
- Procurement Services launches lean Review of Supplier Onboarding
- Potential Petty Cash Closure
- Units Can Now Update Email Contacts in GrantTracker
- Best Practices for Copiers/Printers/Multifunctional Devices
- Browser Guidance when using Dell Catalog
- New Fields for Sub awards in eProcurement (Ariba)
- Elearning Opportunity: Initiating a Sub award via eProcurement
- Did You Hear About the Move?
- Do You Really Need a Printed BAR/BSR?
- Going Once, Going Twice...!
- Changing or Closing eProcurement BPOs Webpage
- Monitor and approve your NonRIP invoices in PAS

HR/Payroll Modernization Unveils First look at New HR and Payroll System

The HR/Payroll Modernization project unveiled the first look at Workday, the University of Washington's new HR and payroll system, in its recent issue of UW@Work. The project has been extended by six months to go-live on June 16, 2016. The extended timeline provides additional time for change management, user engagement, and readiness activities, and helps project partners in the medical centers, HR Information Systems.

Information on recent design decisions, including some that changed as a result of maintaining semi-monthly pay, along with a new video about Workday, is available on the project website: <http://f2.washington.edu/teams/hrp/>

Learn more about the project or submit questions and feedback at MyWorkday.uw.edu.

The Campus Contacts Email Maintenance page is located at:
<https://gcaserver.finance.washington.edu/gca/DVK/Email>.

Please contact gcahelp@uw.edu if you have any questions.

Best Practices for Copiers/Printers/Multifunctional Devices

The UW is committed to reducing paper usage and other costs associated with copying and printing documents. Whether you're printing or copying in black & white or color, it's important to have the correct setting defaults. Not doing so can increase your department printing/copying costs dramatically. Review Managed Print Services Best Practices to start saving dollars now!

For more info: <https://green.uw.edu/paper-reduction/printing>

Browser Guidance when using Dell Catalog

Secure and Non-Secure content (mixed content) is a browser compatibility issue with many browsers including IE, Google & Firefox.

Guidance on current browser compatibilities and temporary workarounds, including specific instructions for using the Dell catalog can be found here:
<https://ijf2.washington.edu/FM/ps/browsers>

New Fields for Sub awards in eProcurement (Ariba)

New fields have been added in the eProcurement system for 03-62 Sub award BPOs. When you create a Sub award BPO in eProcurement, you will see the following new fields: Prime Sponsor Award#; Prime Sponsor Name; Sub award Recipient Contact Information; Name, Email &

Phone; Expanded Sub award types; New, Renewal, PAS Transition, Edit, Modification-Funding, Modification-No Funding; Assigned to (For use by OSP Only).

If you have questions, contact:

- aribasub@uw.edu, for Sub award-related Ariba questions
- OSPsubs@uw.edu, for questions on Contract Execution and Approvals
- pcshelp@uw.edu, for questions about vendor registration and the eProcurement system

Elearning Opportunity: Initiating a Sub award via eProcurement

This tutorial provides an introduction to initiating a Sub award in the eProcurement (Ariba) system using the Blanket Purchase Ordering (BPO) functionality. Go to the **Requesting Sub awards Visual Guide** at:

<http://ijf2.washington.edu/fm/ps/sites/default/files/training-and-events/classroom-training/vis-guide-sub.pdf> for the step-by-step guide on the eProcurement sub award functionality.

Detailed information about Sub awards is available on the **Office of Sponsored Programs (OSP)**

Website: <http://www.washington.edu/research/index.php?page=subawards>

Did You Hear About the Move?

Procurement Services/ Grant & Contract Accounting/ the Equipment Inventory Office Management Accounting & Analysis/Financial Accounting/UW Tax Group and the DATAGroup has moved to a secured building at Roosevelt Commons West/ 4300 Roosevelt Way NE 3rd floor/ UW Box: 354967.

All guests must make prior arrangements with the person they are planning to visit before they arrive. Phone numbers and email addresses remain the same at Roosevelt Commons West.

Do You Really Need a Printed BAR/BSR?

Today users have the ability to use online reporting tools such as the reports found in MyFinancial.desktop (MyFDL) in lieu of having centrally printed BAR/BSR reports delivered. The use of online reports allows users to access data which is updated daily (instead of monthly via the web. Help the University to attain Washington State paper reduction goals of 30% by opting out of printed BAR/BSR reports.

More information is on the BAR/BSR Opt Out webpage:
<http://f2.washington.edu/fm/myfd/barbsroptout>

Going Once, Going. Twice...!

Auctions are a popular way for companies to dispose of used scientific and other equipment. There are many sources for online and live auctions, but carefully consider the pros and cons before you bid as the equipment is usually sold “as is/where is” without a warranty. You may be better off purchasing new equipment with a full warranty, and the protections of UW terms and conditions.

Visit the following page for more information about purchasing used equipment:
<http://f2.washington.edu/fm/ps/how-to-buy/responsible-procurement/used-equipment> or contact Kassy Ellefson at 206-543-5827.

Changing or Closing eProcurement BPOs Webpage

This new webpage includes general information about the BPO change and close processes, along with specific guidance, such as tips, best practices, and step-by-step instructions.

Please visit the Changing or Closing eProcurement Blanket Purchase Orders webpage at:
<https://f2.washington.edu/fm/ps/change-close-BPO>.

Monitor and approve your NonRIP invoices in PAS

Invoices over \$10,000 cannot be released for payment without department approval.
Please use the "NonRIP Invoices Pending" report in Procurement Desktop Reports
(<http://f2.washington.edu/fm/ps/tools-for-reconciling/pdr>) to monitor and approve
invoices over \$10,000. Accounts Payable will not be able to send individual reminders
to departments with pending invoices.