# PROCUREMENT SERVICES

## CAMPUS NEWS & INFORMATION

Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

PLEASE NOTE THAT NOT ALL TOPICS IN THIS NEWSLETTER APPLY UNIVERSALLY ACROSS ALL UW DEPARTMENTS AND MEDICAL CENTERS. ALWAYS FOLLOW YOUR OWN DEPARTMENT POLICIES.

**July 2, 2015**                                                                 **Volume 5, Issue 15**

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## Headline News

### 2013-15 Biennium Comes to a Close

The 2013-15 Biennium closed as of June 30th. With the conclusion of the biennium the records are closed and a new set of records are opened and a "new" biennium is created. For a month or so after the day that the biennium ends, the University continues to record revenues and expenses that pertain to the old biennium in the old biennium. This allows UW to record its financial transactions to the appropriate time period.

To comply with Washington State accounting procedures for closing out the current Biennium, the University's books of account will be held open for a limited time during the

- BPO Receiving: What Departments Need to Know
- Best practices for copiers/printers/multifunctional devices (MFD)
- Ricoh Named As A 2015 World's Most Ethical Company
- Browser Guidance when using Dell Catalog
- Advanced Tax Training Coming Up

## Quick Links

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**Ariba Buying Portal**

**Newsletter Archive**

## About Procurement Services

**Organization Chart**

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month of July to record transactions processed after June 30 relating to business of the expiring fiscal period.

The dates contained in the "**Biennium Cut-Off Dates**" web page are the final dates on which various transactions must be received, and or processed, to ensure recording as 2013-2015 business.

# Key Biennium Cut-off Dates for Next Two Weeks

| TRANSACTION TYPE | DESCRIPTION | CUT OFF TIME | CUT OFF DATE | PROCESSING UNIT / SYSTEM |
|---|---|---|---|---|
| **Petty Cash** Website | ►Petty Cash Voucher (form) | 2:00pm | July 2nd | SFS Petty Cash |
| **Departmental Revolving Funds** Website \|\| Help | ►Revolving Fund Voucher (form) | 2:00pm | July 2nd | Banking & Accounting Operations |
| **Check Request** FAQ \|\| Help | Used to pay foreign nationals only. *Note*: All other payments to individuals should go through the P2I or eReimbursements modules (see above - June 19th cutoff) | 5:00pm | July 10th | Accounts Payable |
| **PAS Invoices** Website \|\| Help | PAS invoices under $10,000 (RIP) and approvals for invoices over $10,000 (NonRIP). Invoices received after July 11th may be processed | 5:00pm | July 10th | Accounts Payable |

| | | | | |
|---|---|---|---|---|
| | against the new biennium. | | | |
| **MyFD Online Expense Transfers** Website \|\| Help  **MyFD Crossover Calendar** | **Recommended last day** for submitting expense transfers which require central office approval | 4:00pm | July 10th | MyFD |
| **Journal Vouchers** | **State & Self Sustaining Budgets** ►Electronic JV Form submitted to jvreq@uw.edu | 12:00pm | July 14th | Banking & Accounting Operations Help |
| | **Grant, Contract and Gift Budgets** (includes deficit transfers submitted through GrantTracker or using the Deficit Transfer form) | 12:00pm | July 14th | GCA Help |
| **Cash Transmittals (CT)**  *for monies deposited to the bank by June 30, 2015* | **State and Self Sustaining Budgets** ►Electronic CT Form submitted to bankrec@uw.edu | 12:00pm | July 14th | Banking & Accounting Operations Help |
| | **Grants, Contracts and Gift Budgets** ►Electronic CT Form submitted to bankrec@uw.edu | 12:00pm | July 14th | Banking & Accounting Operations Help |
| **ISD / CTI** Website \|\| Help | ►ISD Electronic Form submitted to jvreq@uw.edu ►CTI Electronic Form submitted to jvreq@uw.edu | 12:00pm | July 14th | Banking & Accounting Operations |

## Biennium Close System Availability

It is important to note that various systems may be unavailable, for the processing of transactions.  You can learn more about any planned system downtime, or unavailability on the **System Availability** page.  Information about when PAS checks will be available is detailed on the **PAS Vendor Checks page**.

## FASTRANS and Biennium Close

The University's 2013-2015 fiscal biennial period ended June 30.  As in previous periods, the accounting records of the closing year will remain open during July for additional update.  All issuers of automated CTIs and ISDs using FASTRANS, who have prior year activity to be recorded during July, must segregate such activity into a separate file(s) referencing Accounting Month 24.

**Special Reminder for FASTRANS Users:**
**The recommended deadline for a submission is July 17th, 2015 (earlier if possible)**, in order to allow time for error correction, and so that other departments can be aware of charges coming their way.

**Remember to submit prior biennium files to Month 24.** (the file must have **24** within the Fastrans naming format, i.e; F**24**07081.ISD)

## Guidance to Determine which Biennium is Charged

- PAS Invoices
- PAS Vendor Checks and Payments
- Rental Agreements / Maintenance Contracts
- Credit Memos
- Travel Expenses
- eProcurement (Ariba)

- ProCard, CTA
- Grant & Contract Budgets

# Reminders

### BPO Receiving: What Departments Need to Know

The information within these links provides guidance in how to receive against an Ariba Blanket Purchase Order (an order with a prefix of BPO) so an invoice can be processed and paid.

- How to Receive Against an Ariba BPO (YouTube video)
- BPO Receiving Reference Guide (General)
- Xerox: BPO Receiving Reference Guide
- Rejecting a BPO Invoice
- How to Correct a Receipt Made in Error

# Save a Buck

### Best practices for copiers/printers/multifunctional devices (MFD)

The UW is committed to reducing paper usage and other costs associated with copying and printing documents.

Here are some tips to help your department meet these goals:

**PRINTING:**
Set up so that the MFD defaults to _print_ "double-sided" (duplex) mode when you print documents.
- This can be done at the department server level if your IT processes are centrally managed in your department

- If not, individual desk computers need to be be set to default to duplex from your computer's control panel

**COPYING:**
It is best to set your MFD to default to _copy_ single-sided when you need to copy documents. The Ricoh technician will set your device up to default to single sided copying as a default unless you tell them otherwise. Then, if the machine is defaulted to single sided and you're printing multiple pages you can adjust the MFD to the appropriate setting right at the device (1:2, 2:2, etc.) based on your particular copying job.

**COLOR vs. BLACK & WHITE:**
Color prints and copies are significantly more expensive than B&W. We recommend that you set up your MFD defaults to B&W, and change it to color only when needed. This process can either be set up at the department level or at the desk level.

Note: When the Ricoh technicians come to your department to install your devices, they will set the copy functions to default to black and white and single sided copy. For printing, they will work with the UW IT resource to set the default printing to Black and White and double sided output unless requested differently.

_The UW is a leader in environmental stewardship and sustainability. We are committed to conserving resources as part of our sustainability goals. For more information go to the [UW Sustainability Paper Reduction webpage](#) and for additional questions regarding paper reduction, please contact [sustainability@uw.edu](#)._

# Supplier Spotlight

### Ricoh Named As A 2015 World's Most Ethical Company

Ricoh, the information technology services supplier that manages the UW's Managed Print Program (MPS) announced that it has been recognized by the Ethisphere Institute, the global leader in defining and advancing the standards of ethical business practices, as a [2015 World's Most Ethical Company](#).

The World's Most Ethical Companies designation recognizes those organizations that have had a material impact on the way business is conducted by fostering a culture of ethics and transparency at every level of the company.

Being a 6th time honoree underscores Ricoh's commitment to leading ethical business standards and practices ensuring long-term value to key stakeholders including customers, employees, suppliers, regulators and investors.

Congratulations Ricoh. And if your department is not participating with the [UW MPS program](#) yet and has a print/copy supplier contract ready to expire in the next year, please consider [engaging the MPS team](#) to explore the savings your department could attain with this environmentally sound program.

# Procurement Tips & Tricks

### 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 on the [Supported Browsers webpage](#).

Use these links to get guidance in using the Dell catalog:

- [DELL IE Mixed Content](#)
- [DELL Chrome Mixed Content](#)
- [DELL Mozilla FireFox Release 23 and Higher](#)

# Training

### Advanced Tax Training Coming Up

This class builds upon the basic sales & use tax training class and addresses more specific matters such as taxation of digital goods, computer software, hardware and medical items.

Advanced Sales & Use Tax Training
Thu, Jul 9, 2015 - 10:00 am - 11:00 am
Roosevelt Commons West - Oak Room (321)

[Register here for Advanced Sales & Use Tax Training](#). Please contact [Mona El Souessy](#) at 206-221-3342 for additional information.

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