



# 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.

**June 29, 2016**

## In This Issue

- Fiscal Year End Close for 2016
- Reminder to Purchase Only 100% Recycled Paper
- What's New in Ariba

## Training Opportunities

Amazon Business is once again offering online training courses for users of Amazon Business. Please review the available topics and click on the

## Headline News

### **Fiscal Year End Close for 2016 – Reminder of July Final Closing Dates**

The 2016 Fiscal Year End Close [website](#) contains all of the activities and cut-off dates to ensure that your expenditures and revenue have been recorded to the appropriate budgets(s) for the closing fiscal year.

#### **Important July cutoff dates:**

#### **July 5th**

- Revolving Funds

#### **July 11th**

- Ariba invoices dated June 30th or earlier
- Recommended - MyFD Expense Transfers w/Central Office Review

#### **July 14th**

- ISD/CTI – BA&O JV Uploads
- Cash Transmittal - BAO JV Uploads
- Journal Vouchers – BAO JV Uploads

desired date to register for the course:

### GET STARTED WITH AMAZON BUSINESS

This session will teach you how to get the most from your new Amazon Business account. Learn about the business shopping experience, business benefits and purchasing tools to help you track and manage orders.

Recommended Audience: Buyers (Requisitioners) & new Amazon Business customers.

Duration: 30 minutes;

Time: 12pm PST

- [July 7, 2016](#)
- [July 28, 2016](#)

### SET UP YOUR AMAZON BUSINESS ACCOUNT

Learn how to best organize buyers and manage business purchases. Topics include adding users, creating and configuring groups, checkout features, spend reports & Business Customer support.

Recommended Audience: Individuals responsible for purchasing

- Journal Vouchers – GCA JV Uploads
- Use Tax Corrections

#### July 18th

- MyFD Expense Transfers w/Central Office Review

#### July 21st - **LAST DAY** for Campus to submit the following:

- MyFD Expense Transfers
- Final adjusting JV's
- Final adjusting CT's
- FASTTRANS uploads

#### July 25th - **DEAN'S DAY**

- MyFD Expense Transfers – Deans & VP's only
- Journal Vouchers – Deans & VP's only
- Cash Transmittal – Deans & VP's only

If you have any questions, please contact Procurement Customer Service at [pcshelp@uw.edu](mailto:pcshelp@uw.edu).

### Reminder to Purchase Only 100% Recycled Copy Paper

In recent years, the State mandated the use of 100% post-consumer recycled (PCR) white bond copy paper to state agencies, including higher education institutions. While the UW has made good progress, we have not yet achieved total compliance toward the goals of the legislation (SB 2287). Working closely with our primary office supply vendors, we believe a reasonable next step in our quest to be a model for sustainable business practices-and to comply with state law-is for departments to purchase 100% PCR white bond copy paper only through Ariba from Office Depot, Keeney's and Complete Office. This is for paper used in copying/printing machines only and does not include color or specialty papers that are needed for reasons other than normal copying or printing needs.

To make it easier for departments to purchase 100% recycled paper, starting July 1st, Office Depot, Keeney's, and Complete Office will be substituting comparably priced 100% recycled content copy paper for Ariba orders for paper that doesn't comply with SB2287.

Thank you for supporting this important initiative.

[UW Paper Reduction](#) Committee

management  
(Administrators)

Duration: 30 minutes;

Time: 12pm PST

- [July 6, 2016](#)
- [July 27, 2016](#)

For any questions,  
please contact: Ray  
Hsu, UW Amazon  
Business Account  
Administrator at  
[rayhsu@uw.edu](mailto:rayhsu@uw.edu)

### Quick Links

[Procurement  
Services Website](#)  
[Ariba Buying Portal](#)  
[Newsletter Archive](#)

### Contact Us

**Customer Service:**  
[pcshelp@uw.edu](mailto:pcshelp@uw.edu)

## What's New in Ariba

The following items will be included in the July 1<sup>st</sup> deployment of the Ariba R10 release:

### 1. Equipment Threshold Change

Effective July 1, 2016, the University of Washington's equipment capitalization threshold will increase from \$2,000 to \$5,000. This change applies to purchased and fabricated equipment, as well as furniture. In order to minimize the impact on the research community, the threshold increase will be implemented in phases.

- **For State and Non-Sponsored Budgets:**

Object codes "05-40 non-capitalized equipment (less than \$5,000)" and "05-41 non-capitalized equipment - M&E tax exempt (\$200 - \$4,999)" will replace the existing "06" object codes for specific equipment purchases with a cost of \$2,000 - \$4,999.

- **For Sponsored Grandfathered Budgets:**

Two new object codes "05-47 non-capitalized equipment (\$2,000 - \$4,999) – grandfathered awards" and "05-48 non-capitalized equipment M&E tax exempt (\$2,000 - \$4,999) – grandfathered awards" will be available for equipment purchases of \$2,000 - \$4,999 for grandfathered award budgets. These new object codes will replace the existing "06" object codes for specific equipment purchases with a cost of \$2,000 - \$4,999.

For more details on the equipment threshold change, visit the [website](#). For additional information and/or assistance, contact [eio@uw.edu](mailto:eio@uw.edu).

### 2. MAA Threshold Change

A further refinement of the recent change for MAA restricting equipment charges against Recharge and Cost Center Operating budgets is effective July 1, 2016. The same object and budget code restriction will now occur for all items regardless of dollar value, including credits. Previously, the restriction was limited to a capital equipment items equal to or greater than \$5,000.

For additional information, contact [recharge@uw.edu](mailto:recharge@uw.edu).

### 3. EIO on the Ariba Approval Graph

Beginning July 1, the EIO approver will be moved to the first position of the Ariba approval graph for orders requiring an EIO

approver. This is important in order to facilitate a faster response based on EIO's more extensive review of equipment orders.

For additional information, contact [pcshelp@uw.edu](mailto:pcshelp@uw.edu).

#### 4. Ariba Order Taxability

The Ariba payment side has been updated to automatically charge sales and use tax on invoice payments. Sales tax is calculated based on the destination address. It is important to use the correct ship-to address on orders and non-PO invoices. It is also important to use the proper object codes.

Financial Reporting and the Tax Office are working on a comprehensive review of the [object code web page](#) to better align this to the [sales tax grid](#).

For object code questions or suggestions contact [taxofc@uw.edu](mailto:taxofc@uw.edu).

#### 5. Contract Review Form

Effective July 1st, you will see a new option to create a Contract Review request in Ariba.

We are currently in the testing phase so we ask that you DO NOT use this form until further notice.

For additional information, contact [purement@uw.edu](mailto:purement@uw.edu).

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**Procurement Services is a Division of Financial Management within  
University of Washington's Finance & Facilities**

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