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 25, 2015   **2013-15 Biennium Close Special Edition**

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Biennium Close Special Edition

What does the Biennium Close mean to the University of Washington?

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 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.

Important Imminent Transaction Type Deadlines

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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 against the new biennium.	5:00pm	July 10th	Accounts Payable

System Availability

Due to pre-Biennium Close database maintenance and Biennium Close processing, the **Administrative Systems production drivers may be unavailable during the FAS biennium crossover on Tuesday July 7th, 2015**. Exact times have not yet been determined, but efforts are being made to minimize the downtime.

Here is what we currently know:
- The First Close (EOM1) of accounting month 24 will occur on Thursday, **July 2, 2015**.

This will be the final month 24 Interfaces for FASTRANS, PAS, SDB, BGT & FDI.

- BGT closes for the 2013-15 biennium on the second business day of July, **July 2, 2015**. When BGT reopens in July all transactions will be for the new 2015-17 Biennium.

- There will be NO FAS nightly processing on Friday **July 3, 2015** because of the holiday.

- The Final Close (EOM3) of the accounting month 24 will occur on Monday **July 6, 2015**. FAS will process payroll and APL transactions.

- FASTRANS, PAS, SDB and FDI Interfaces will not run on **July 3, 4 and 5**.

- Ariba, which includes eProcurement and all of its transaction methods as well as eTravel will be down and not available for use as it transitions to the new biennium beginning at **5 PM on July 7th** and will be down until the transition is completed on July 8th sometime around mid-morning to noon. During this transition the Ariba maintenance page will be up. Updates to Ariba's availability will be posted in Procurement Services "What's New" box during this time.

- The PAS driver will come down on Tuesday, **July 7, 2015** at 6pm for Biennium Processing.

- The FIN driver will be available for INQUIRY ONLY until **3pm on July 7th**. No updates will be allowed to the (Budgets, Account-Codes, Org, or Misc.) index records in the FINDB. The FIN Driver will then come down at 3pm for Biennium Crossover Phase-1 (Creation of the 2015 Index records).

- MyFD will be available throughout the process. Check the MyFD Home page for messages regarding current data information.

Check the Administrative Systems Driver Availability website for system availability.

Key Biennium Close Webpages
Biennium Close 2013-2015 Website
This is the biennium close home page for all things associated with the biennium and is a good place to get started. Included are, biennium close definitions and explanations, calendars emphasizing key dates, Office of

Planning and Budgeting notices, and guidance to determine the biennium to be charged for all types of transactions.

Document Types & Cut-Off Dates
This webpage contains a chart listing the purchasing and accounting documents related to biennium close transactions. The cutoff dates represent the **recommended last day departments can submit documents** allow sufficient time for processing and posting to the 2013-15 Biennium Close.

MyFinancial Desktop Biennium Close Webpage
A one-stop fiscal administrative webpage for transaction reconciliation that summarizes key dates and how budgets are impacted by the biennium close, while also including a Biennium Crossover Calendar.

eProcurement Biennium Close General Guidance

Procard & CTA Biennium Close General Guidance

Travel Expenses Biennium Close General Guidance

Grant & Contract Budgets Biennium Close General Guidance

Office of Planning and Budgeting Notices

Biennium Close Guidelines
The following link will direct you to the Biennium Close Guidelines.

Self-sustaining, Research & Training and Gift Budget Deficits
Authority to spend funds brings with it the responsibility for effective fiscal management. All units should meet operating needs within their available budget. Read the UW Deficit Resolution Policy, and verify if budgets in deficit must be cleared before biennium close.

Deficits in self-sustaining, research & training, and gift budgets must be cleared by the close of the biennium/fiscal year OR must have an OPB approved Deficit Reduction Plan on file in order to carry the deficit into the following fiscal year. Other types of budgets may have similar requirements. Read the instructions for writing a Deficit Resolution Plan which is on the OPB website. The deadline for submitting Deficit Resolution Plans to OPB is June 3. Deficit Resolution Plans should be submitted by the Chancellor, VP or Dean's Office to Lisa McDonald, OPB Policy Analyst, lisamcd@uw.ed.

Questions? Contact Lisa McDonald at the email indicated or at 206-685-9410.

Changing or Closing eProcurement Blanket Purchase Orders (BPOs) Webpage

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

Why Is This Important? Thanks to valuable feedback from our process partners, we created this webpage dedicated to the process of changing and closing BPOs, including the following items:

- Who can change/close a BPO and when
- What you can and cannot change on a BPO
- Step-by-step instructions on how to:
- Access the Change screen
- Change a BPO's Contact
- Change Contract Dates
- Change Contract Funds & Tolerance Percentages
- Change Line Item Amount or Quantity
- Grant or Remove Edit Access
- Close a BPO
- Links to additional resources

What you need to do: When you need to change or close a BPO, you no longer need to complete the request form in the *Changing or Closing eProcurement Catalog and Non-Catalog Orders* page. Instead, visit the *Changing or Closing eProcurement Blanket Purchase Orders* page and follow the step-by-step instructions.

Biennium Close FAQ's

Get some quick answers about the biennium close by going to this webpage.

Significant Biennium Close FAQ's:

Are grant budgets and invoices from subcontracts subject to the Biennium schedule?

Sub-Contracts are not subject to Biennium rules; however, invoices should be paid in the correct accounting period regardless of budget type.

How can I process RSTs, RTEs and OSETs during a Biennium Close?

RSTs, RTEs and OSETs can only be processed through the expense transfer. Learn more at http://f2.washington.edu/fm/ps/bienniumclose-onlinetransfers

Why can't I see my remaining encumbrance balance?

If a department creates a PO with service dates that go into the new biennium, PAS will automatically split the encumbrance amount between the time remaining in this biennium and future biennia. The money is still available for use, however the encumbrance balance will not display correctly (as a lump sum) in either PAS or MyFD.

Click here to see screenshots of how this will show on PAS and MyFD.

When will you see transactions in MyFD or PAS?

During dual biennium processing, PAS transactions for old and new biennium are viewable each day in the PAS driver. FAS processes transactions for one biennium per night. Those transactions are viewable in MyFD and the FIN driver on the following days:

FAS Accounting Months
- Month 24 = Old biennium transactions processed in June
- Month 25 = Old biennium transactions processed in July
- Month 01 = July transactions - first month of the new biennium
- Month 02 = August transactions

How can I trace an encumbrance balance? Is it completely different from what is in MyFD and/or the BAR?

If purchase orders are placed with either a contract or service term that extends into a future biennium, or is beyond the current biennium period, PAS creates a pending encumbrance for the future biennium. PAS calculates this balance based on the contract terms.

The funds that are moved to the future biennium are available for use in current biennium. The PAS system will move the funds as the need may arise with invoice payments.

Instructions to view requisition encumbrance for the new biennium:
1. log into PAS and choose "Encumbrance Inquiry". Enter requisition number (after the "T")
2. Place a "X" in the future biennium field and the remaining encumbrance will be displayed.

What Biennium will you see in PAS Req Entry screens?
Tuesday, July 21, 2015 will be the last day a department will see both the new and old biennium listed on the PAS Requisition entry screens. After July 21st, you will only see the new biennium for entering requisitions.

Need more information?
More information is available on the PAS Biennium Processing Dates for PAS Interface located at http://f2.washington.edu/fm/ps/reports-reconciliation/bienniumclose/PAS-Interface

Biennium Close Contact Information

Go to this webpage to get relevant contact information for your Biennium Close questions.

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