



*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.**

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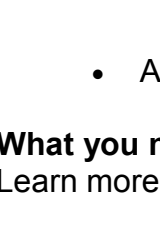
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[UW CONTRACTS](#)

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## Headline News



### New Fields for Subawards in eProcurement (Ariba)

**When:** Friday May 15<sup>th</sup>, 2015

#### What's Changing?

New fields have been added in the eProcurement system for 03-62 Subaward BPOs.

#### What's New?

When you create a Subaward BPO in eProcurement, you will see the following new fields:

- Prime Sponsor Award #
- Prime Sponsor Name
- Subaward Recipient Contact Information:
  - Name, Email & Phone
- Expanded Subaward types:
  - New, Renewal, PAS Transition, Edit, Modification-Funding, Modification-No Funding
- Assigned to (For use by OSP Only)

#### What you need to do:

Learn more about the new Subaward types and how to use them [here](#).

#### Why we are making this change:

To improve turn-around time at intake and assignment by providing visibility of key data elements.

#### More information:

Visit the Subaward webpage on the Office of Sponsored Programs (OSP) website: <http://www.washington.edu/research/index.php?page=subawards>

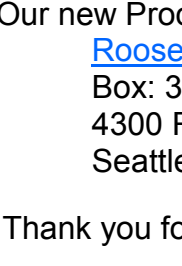
For a preview of the new functionality refer to the *Requesting Subawards Visual Guide* at: <http://f2.washington.edu/fm/ps/sites/default/files/training-and-events/classroom-training/vis-guide-sub.pdf>

If you have questions, contact:

- [aribasub@uw.edu](mailto:aribasub@uw.edu), for Subaward-related Ariba questions
- [OSPsubs@uw.edu](mailto:OSPsubs@uw.edu), for questions on Contract Execution and Approvals
- [pcshelp@uw.edu](mailto:pcshelp@uw.edu), for questions about vendor registration and the eProcurement system

#### Coming Soon:

A new eLearning on Initiating a Subaward in eProcurement will be available soon in the **Buying in eProcurement** section of the **Independent Study Page** on the Procurement Services Website at: <http://f2.washington.edu/fm/ps/training-events/independent-study>



### Tomorrow is Moving Day

Yikes, tomorrow Friday May 8, 2015 is [moving day](#) for Procurement Services, Grant & Contract Accounting, the Equipment Inventory Office, Management Accounting & Analysis, Financial Accounting, UW Tax Group and the DATAGroup. As we complete our packing on Friday afternoon and unpacking and set-up on Monday, delays in responses may be experienced.

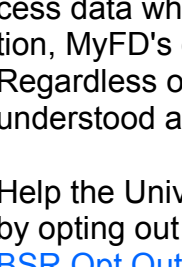
Our Customer Service team will shut down their phones at 3 PM this Friday, 5/8 to finalize their packing for the movers who will be hauling away the tools of our trade beginning at 4 PM. Please use voice mail for any requests after 3 PM and we'll get back to you as soon as possible on Monday, or email of course for less urgent needs. We expect to be fully up and running by Tuesday morning.

Starting May 11<sup>th</sup>, the new Campus Box number for Procurement Services will be 354967. All email addresses and phone numbers will remain the same.

Our new Procurement Services address starting Monday May 11th:  
[Roosevelt Commons West](#)  
Box: 354967  
4300 Roosevelt Way N.E., 3<sup>rd</sup> Floor  
Seattle, WA 98195

Thank you for your patience!

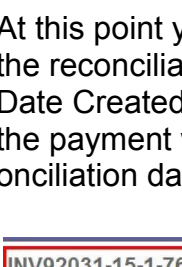
## Event Announcement



### UW Town Hall - Uniform Guidance - May 12<sup>th</sup>

New federal rules for federal grants, called "Uniform Guidance" went into effect Dec. 26, 2014. The UW Uniform Guidance Advisory Team will be hosting a Town Hall event and live webcast on May 12<sup>th</sup> for the campus community, covering key aspects of the new guidance. Representatives from the Office of Sponsored Programs, Grant and Contract Accounting, Internal Audit, and Procurement Services will speak, followed by a Q&A session. Please click on this [link for more information](#) about the event.

## Process Improvement Idea



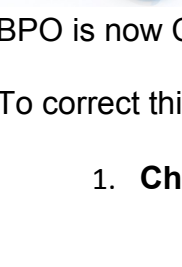
### Do You Really Need a Printed BAR/BSR?

The Budget Activity Report (BAR) and Budget Status Reports (BSR) are paper based reports that capture transaction (expenditure, revenue, etc.) and summary information (budget balance, allotments, etc.) pertaining to individual budgets. Many campus departments rely on these reports as a trigger to begin their monthly reconciliation process, for demonstrating fiscal oversight and to facilitate filing of supporting documentation (used as a cover sheet for monthly invoices, receipts, etc).

Today, users have the ability to use online reporting tools, such as the reports found in [MyFinancial.desktop](#) (MyFD), in lieu of having centrally printed BAR/BSR reports delivered. For example, all transaction data found on the BAR can be found in MyFD via the Reconciliation Report, Transaction Summary Report, or by running a query. The use of online reports allows users to access data which is updated daily (instead of monthly), via the web. In addition, MyFD's online reports meet records retention and audit requirements. Regardless of the financial report used, [records retention policies](#) should be understood and followed.

Help the University to attain Washington State's paper reduction goals of 30% by opting out of printed BAR/BSR reports. More information is on the [BAR/BSR Opt Out webpage](#) which also includes an online [BAR/BSR opt out request form](#).

## Procurement Tips & Tricks

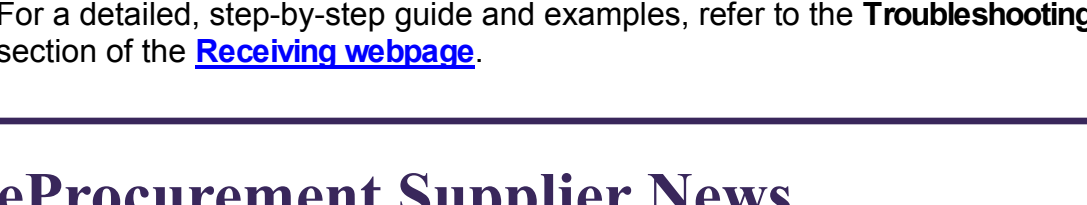


### Finding the Reconciliation Date for Ariba Invoices

To determine the reconciliation date for eProcurement module, go through the following steps:

1. Click on **Invoices tab**
2. Click on the linked **Invoice ID number**
3. Click on **Reconciliation tab**
4. Next to the IR number, verify the invoice **status shows Paying**

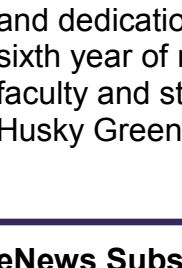
At this point you are reviewing the invoice, and you can see the Date when the reconciliation process *started*, which shows under Date Created. The Date Created, or date reconciliation started, may not be the same date that the payment was released. Continue with the next steps to find the final reconciliation date.



5. To view the date when the payment was released in Ariba, click on the linked **Reconciliation ID number**.
  - Now you are reviewing the reconciliation, and the ID number in the upper left corner has changed from "INV..." for the invoice to the "IR..." for the reconciliation.
6. Click on the **HISTORY tab** to review the final **date and timestamp** when the reconciliation was completed. In this example, this is the date that the final status of Paying was applied.
  - Note: The status of Paying is the final reconciliation status in Ariba for a paid invoice. Invoices will never show "Paid."



## Procurement FAQ's



### I received my BPO in full and the invoices aren't getting paid. How can I fix this?

It is important to correct this as soon as possible, because the BPO is now Closed and subsequent invoices will not release to be paid.

To correct this, you must:

1. **Change** the BPO and add a 1 cent (\$0.01) to **BOTH**:
  - The **Maximum Limit** in the *Limits* section, and
  - The **Maximum Limit** on the **Line Item** in the *Pricing Terms* section.
  - In this example, you would change the **Maximum Limits** to on the **BPO** and **Line Item** to \$1000.01
2. **Submit** the changes.
3. The CR will need to be fully approved again by all of the original approvers.
4. When the new version of the BPO is available in the *Open* status
  - Create another receipt for negative amount that is equal to the Maximum BPO amount MINUS the amount that has already been received.
  - In this example, you would receive -\$900.00.

For a detailed, step-by-step guide and examples, refer to the **Troubleshooting** section of the [Receiving webpage](#).

## eProcurement Supplier News



### Office Depot's Spring 2015 Newsletter is now Available

Click on the [Office Depot Newsletter](#) to get the latest news and tips for this eProcurement catalog supplier.

## Green U News



### Husky Green Award Winners

The University of Washington named the eight winners of the **2015 Husky Green Awards**, as well as two Legacy Awards honorees for years of service advancing campus sustainability, during April's Earth Day celebration on Red Square.

The winners, announced during the UW's annual Earth Day celebration, included UW students, staff and faculty who demonstrated leadership, initiative and dedication to campus sustainability. The awards are celebrating their sixth year of recognizing outstanding environmental commitment. Students, faculty and staff from all UW campuses are eligible to nominate and receive Husky Green Awards.

## eNews Subscriptions

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<https://mailman.u.washington.edu/mailman/listinfo/procurementservicesnews>

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

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If you have procurement related questions please email: [pcshelp@uw.edu](mailto:pcshelp@uw.edu)