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## Service/Recharge Center Updates

With the term “cost center” being adopted by Workday as a way to identify budgets, MAA has embraced a new naming convention for our centers.

### Prior to July 2017

### July 2017 & After

Recharge Center → Service Center

Cost Center → Recharge Center

## Changes to UW Scanning Requirements

At the University of Washington, scanning paper records does not automatically authorize the destruction of original documents. An approved scanning policy must be followed if the scanned image is intended to legally replace the original paper record. UW Records Management Services has recently made two changes that will simplify the scanning policy writing process:

1) UW Records Management Services has established an [Ariba Scanning Policy](#) to be used by all University offices, departments, and programs that scan and submit documents into Ariba. Prior to this standard policy, offices were responsible for writing their own Ariba Scanning Policy. Offices that already have an approved Ariba Scanning Policy on file with Records Management Services may continue using their existing policy or opt to use this standard policy. For those offices with SNAP grants, use of this policy

eliminates the need to keep your own copies of SNAP grant related financial records.

2) For all records not associated with Ariba, UW Records Management Services has created a [Scanning Policy Builder](#). Our new [online tool](#) makes writing your scanning policy quick and easy.

For more information, contact UW Records Management Services at [urc@uw.edu](mailto:urc@uw.edu)

### **GrantTracker Improvements**

Grant and Contract Accounting has implemented several improvements to GrantTracker. The new functionality includes:

- A schedule of financial reports
- The ability to remove or include encumbrance and open balance information
- IDC rates for sub-budgets and a flag indicating that the budget is able to accrue interest.

For more information, please contact GCA at [gcahelp@uw.edu](mailto:gcahelp@uw.edu) or 206-616-9995.



### **Paper Reduction at UW**

The UW Committee for Paper Reduction has created a [video](#) with information on

reducing paper use featuring many people from across UW.

For more information on paper reduction efforts at UW, visit: <https://green.uw.edu/paper-reduction>.

**THIS NEWSLETTER WAS SENT TO YOU BY UW FINANCE**



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