


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.

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[UW CONTRACTS](#)

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## Headline News: Biennium Close

**DON'T MISS THE DEADLINE!** [Where can I find the Cut-Off Dates for the 2011-2013 Biennium?](#)

The chart shown on the [Document Types & Cut-Off Dates](#) page lists the purchasing and accounting documents related to fiscal close transactions. The cutoff dates represent the **last day that departments can submit documents** to the central administrative offices to process to allow sufficient time for posting to the 2011-2013 biennium. **Submission of documents well in advance of the cutoff dates will ensure timely processing.**

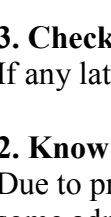
**QUICK LINKS:** (alphabetical order by topic)  
 • [Ariba Transactions](#) • [Cash Transmittals](#) • [Check Requests](#) • [Credit Memo](#) • [CTA](#) • [Departmental Revolving Funds](#) • [eTravel](#) • [eProcurement](#) • [eReimbursement](#) • [Fast-trans Uploads](#) • [ISD / CTI](#) • [JVs](#) • [Liquidate Encumbrances](#) • [MyFD Expense Transfers](#) • [NonCatalog](#) • [NonPO](#) • [PAS Requisitions](#) • [Petty Cash](#) • [Procurecard](#) • [Refund Check Requests](#) • [PAS Invoices](#) •

*Please note:* June 14<sup>th</sup> is the recommended deadline for PAS requisitions using old biennium funds.

**Carryover Balance Policy for the 2011-2013 Biennium**  
 [Carryover](#) for all unexpended balances in Local Fund Allocation and Research Cost Recovery will be allowed as usual. Carryover for all unexpended balances in General Operating funds ([GOF budgets](#)) will also be allowed. However, the [Office of Planning & Budgeting](#) (OPB) strongly encourages units to spend down GOF funds by the end of the biennium. OPB will closely monitor and manage GOF balances throughout the biennium close process. Talk to your administrator about any possible restrictions on expense transfers from General Operating Funds to Local Funds (GOF to [DOF-LFA](#)).

If you need additional OPB guidance go to [Biennium Close Guidelines for the 2011-2013 Operating Budget](#).

See the [Office of Planning and Budgeting Notices](#) page for more information about requests for changes and new budgets and/or organization codes and self-sustaining, Research & Training and Gift Budget Deficits

**Top 5 list of Tips for a Successful Biennium Close**  
 **5. Reconcile Often:**  
 Biennium Close is a hectic time. Ideally one should reconcile budget activity monthly. If you cannot reconcile monthly, give yourself a head start on the Biennium Close and start reconciling as early as possible.

- Track and submit approval for invoices that are pending NonRIP department approval through [Procurement Desktop Reports](#)
- [Liquidate PAS Encumbrances](#) that are no longer needed

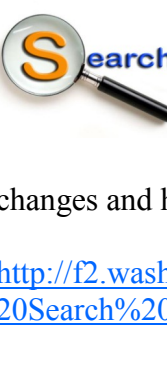
**4. Check your budgets carefully:**  
 Make sure your budget is open to expenditures. If your budget is not open to expenditures at the time the financial transaction is processed, it will reject. It can take time to reopen a budget and during that time, the transaction may not meet the deadline for recording on the old biennium.

**3. Check the Biennium Close website often:**  
 If any late breaking news or changes are announced, it will be communicated here.

**2. Know when the systems will be available:**  
 Due to pre-biennium close database management and biennium close processing, some administrative system production drivers may be unavailable during the cross-over period. Check the [System Availability](#) page to know when these dates are scheduled.

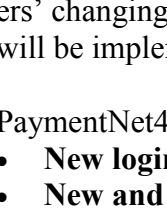
**1. Know how to change a budget to the new Biennium in eProcurement:**  
 The Procurement Customer Service team has put together this brief cheat sheet to help you [change a budget to the New Biennium in eProcurement](#).

## eProcurement News

**The Dell Leasing Program is now available!**  
 University of Washington has adapted a Master Lease Agreement with [Dell Financial Services](#) (DFS) to offer the UW an easy and integrated solution to lease Dell computer equipment right from the Dell Premier eProcurement website. University departments are encouraged to explore this option when planning for their next IT technology acquisition.

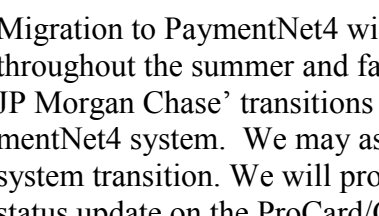
To help the campus users better understand the details of this program, we have put together a list of frequently asked questions, a Step-by-Step Guide to show how to complete an eProcurement order using the lease option, and various industry published white-papers that talk about the advantages of IT Leasing. These documents are located on [Dell's supplier information page](#).

Please contact [Brian Rockwell](#) at 425-894-5632 for any specific details on the Dell Leasing Program.

**eProcurement Updates to Search Functionality**  
 Are you having trouble performing searches from the Quick Search box in the eProcurement and Travel modules in Ariba? Recent changes have been made to the search functionality, and you may need to update your Search Options. Find out more about these changes and how to update your Search Options using the link below.

[http://f2.washington.edu/fm/ps/sites/default/files/Update%20to%20Ariba%20Search%20Functionality\\_April%202013.pdf](http://f2.washington.edu/fm/ps/sites/default/files/Update%20to%20Ariba%20Search%20Functionality_April%202013.pdf)

## ProCard News

**UW ProCard Coming Soon in Fall 2013: PaymentNet4**  
 PaymentNet is the software platform that is used to review, reconcile and manage ProCard and Central Travel Accounts at the University of Washington. With minor enhancements, it has essentially remained the same for the last decade.

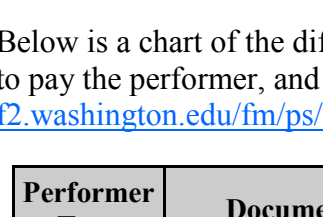
And now the good news. PaymentNet has been redesigned to better meet our customers' changing needs. PaymentNet4 provides the latest advances in technology and will be implemented in Fall 2013.

- PaymentNet4 features include:
- **New login procedure:** users will not go through UW login process
  - **New and improved user interface:** home page will include "Items requiring actions"; a quick link to transactions to be reviewed or approved.
  - **Hierarchy flexibility:** reviewers can be updated to review transactions in different org codes (ex: reviewer access to 304xxxx and 310xxxx)
  - **Approval routing:** cardholders will have the capability to route transactions to approvers for review
  - **Cardholder account enhancement:** cardholders will be able to view their real-time account balance
  - **Single view solution:** ProCard & CTA will be in one PaymentNet site
  - **Improved standard reports:** robust filter and sorting options; optimized for better data manipulation in Excel

Migration to PaymentNet4 will occur on October 21, 2013 with training available throughout the summer and fall. The UW Card Services team is working closely with JP Morgan Chase' transitions team to ensure a successful migration to the new PaymentNet4 system. We may ask some volunteer departments as we move forward with the system transition. We will provide more information about the migration process and status update on the ProCard/CTA websites.

For more information, please contact [UW Card Services](#) at 206-543-5252.

## Did You Know?

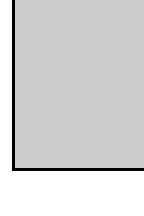
 **Managed Print Services is a Sustainable Practice**

Participating in the Managed Print Services (MPS) program supports important environmental objectives by:

- reducing paper usage by setting devices to duplex
- setting faxes to go to email, eliminating need to print
- using newer, more energy-efficient technology
- standardizing equipment  reduces obsolete toner cartridges
- reducing the number of devices (consolidation)  fewer devices end up in landfill
- recycling toner cartridges
- utilizing 100% recycled content paper

More information about [MPS is here](#).

## A Procurement Tip

**How to Pay a Performer at the UW**  
 Commencement and the end of school are here again and Procurement Services wants to make sure your department is ready. During this time of year, many departments may be planning to hire a performer. **Did you know the payment rules have changed?**

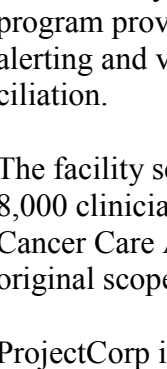
Below is a chart of the different performer types with the documents needed, the way to pay the performer, and estimated payment times. Start planning now! <http://f2.washington.edu/fm/ps/how-to-pay/performers>

Performer Type	Document Needed	Pay Using	Approximate Time to Payment
<b>UW Students</b>	Check request form 1570 <a href="http://f2.washington.edu/fm/ps/sites/default/files/forms/ps/check-request.pdf">http://f2.washington.edu/fm/ps/sites/default/files/forms/ps/check-request.pdf</a>	Check request	10 days from the date of receipt
<b>Current UW Employees</b>	Student Fixed Fee and Unrelated Duties Payment Authorization Form <a href="http://f2.washington.edu/fm/payroll/sites/default/files/file/Studentfixfee.pdf">http://f2.washington.edu/fm/payroll/sites/default/files/file/Studentfixfee.pdf</a>	Payroll	Depends on date of service
<b>Non-UW Individuals &amp; groups</b>	Supplier registration form, invoice for payment <a href="http://f2.washington.edu/fm/ps/how-to-pay/department-responsibilities/supplier-registration">http://f2.washington.edu/fm/ps/how-to-pay/department-responsibilities/supplier-registration</a>	<b>\$10,000 and under:</b> Non-PO Invoice  <b>Over \$10,000:</b> PAS PO	<b>New Suppliers:</b> 1-5 weeks from the date of registration  <b>Existing Suppliers:</b> 5 days from the date approved in Non-PO Invoice  <b>PAS PO:</b> 30 days
<b>Foreign Nationals</b>	Check request and additional documents as listed on the Global Operations Payment Checklist page (see "Pay Foreign National as an Independent Contractor or Performer" checklist) <a href="http://f2.washington.edu/fm/globalsupport/payment-flowcharts-checklists">http://f2.washington.edu/fm/globalsupport/payment-flowcharts-checklists</a>	Check request	5-15 days

Have additional questions? Contact Procurement Customer Services at [pcshelp@uw.edu](mailto:pcshelp@uw.edu) or 206-543-4500. Website: <http://f2.washington.edu/fm/ps/how-to-pay/performers>

## Business Diversity Supplier Profile

*Diversity is a core value and an ongoing priority of the University of Washington. From our learning environment to our everyday practices, we are committed to ensuring that diversity and equality of opportunity are integrated into everything we do. This includes how we do business.* - Michael K. Young, UW President

 **ProjectCorp: A local, woman owned firm, and a member of the [University Consulting Alliance](#)**  
[ProjectCorps](#) has been supporting UW Medicine since August 2010 on two significant initiatives, the 30-month Computerized Practitioner Order Entry (CPOE) Program and the 16-month Enterprise Epic Specialty Implementation (EESI) Program.

ProjectCorps performed Quality Assurance oversight to reduce risk and improve project compliance for the \$29 million, functionally critical CPOE program with approximately 8,000 clinicians. The CPOE program is a key element of the UW Medicine IT Strategic Plan in direct alignment with the federal government's American Recovery and Reinvestment Act of 2009 (ARRA), which calls for use of CPOE between 2011 and 2015.

CPOE was required to be in place prior to 2015, and to expedite organizations' compliance, significant incentives were provided to demonstrate meaningful use beginning in 2012. CPOE replaced manual paper-based order processes prone to transcription errors by providing caregivers with real-time status with a CPOE system. The program provided direct order entry with electronic order authentication, real-time alerting and views of active and historic orders, electronic signatures and meds reconciliation.

The facility scope of the CPOE program included multiple departments supporting 8,000 clinicians across Harborview Medical Center, UW Medical Center and Seattle Cancer Care Alliance. The program was delivered on time, on budget and within original scope.

ProjectCorp is currently performing the same role for the \$58 million rollout of Epic Clinical Applications at UW Medicine across multiple hospitals and clinics. The EESI program began in January 2013 and will be completed in summer 2014. The EESI program is implementing Epic Clinical Applications in 80 clinics across Harborview Medical Center, UW Medical Center, and Northwest Hospital. The overriding goal is to get all ambulatory clinics on a uniform platform. The program also supports Meaningful Use.

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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)