



*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.*

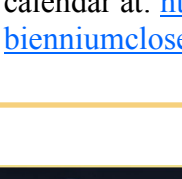
#### In This Issue

- **Biennium Close News**
  - **Biennium Close Crossover in MyFD**
  - **How to Find the Transaction Reconciliation Date for Ariba Modules**
  - **Special Reminder for FASTRANS Users**
  - **What Biennium Close deadlines are coming up next?**
- **2014 Benefit Rates are now final!**
- **Coming Soon! A Use Tax Correction Web Form**
- **Mass Edit for Tax-Exempt Machine and Equipment (M&E) Items**
- **Hiring Someone as an Employee or Independent Contractor?**
- **An eProcurement Tip: Approvals**
- **Supplier Spotlight: Cameron Catering**
- **Supplier Enablement News: ATT Enabled**
- **UW Environmental Stewardship & Sustainability Newsletter**

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## Biennium Close Headline News



### Biennium Close Crossover in MyFD

The end of the biennium is fast approaching. Do you know how your budget will be impacted?

MyFinancial.Desktop (MyFD) displays financial data based upon when a transaction is uploaded to the Financial Accounting System (FAS). During the Biennium Crossover period, these dates are different for old biennium and new biennium transactions. Every night, FAS batches the transactions for old biennium (called Month 25) and the new biennium (called Month 1), then alternates each night which batch is uploaded. The results are seen the following day in MyFD.

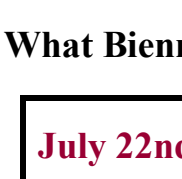
Additionally, MyFD has key cutoff dates for expense transfers in MyFD. Want to know more? Check out the Biennium Close page at: <http://f2.washington.edu/fm/myfd/biennium-close>

For your convenience, we have also created a Biennium Close calendar. View the calendar at: [http://f2.washington.edu/fm/myfd/sites/default/files/tutorials/bienniumclose/Biennium2013\\_Calendar.pdf](http://f2.washington.edu/fm/myfd/sites/default/files/tutorials/bienniumclose/Biennium2013_Calendar.pdf)



### How to Find the Transaction Reconciliation Date for Ariba Transactions

The Ariba Modules (eTravel, eProcurement Orders, Non-PO Invoices and eReimbursements) were crossed over to the new biennium on July 8, 2013. The transaction reconciliation date for eProcurement orders and Non-PO Invoices must be June 27<sup>th</sup> or prior for those transactions to be charged to the old biennium. To find out which Ariba transactions ended up in a new biennium, please click on this link to read: <http://f2.washington.edu/fm/ps/bienniumclose/ariba>



### Special Reminder for FASTRANS Users

**The absolute LAST DAY to submit Fastrans originals or resubmissions is July 24th**, with no opportunity to correct rejected transactions.

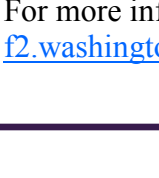
Remember to submit prior biennium files to Month 24 (the file must have a 24 within the Fastrans naming format, such as F24070801.ISD)

If you have any questions, please contact Heidi BerrySmith by email at [hbsmith@uw.edu](mailto:hbsmith@uw.edu).

### What Biennium Close deadlines are coming up next?

<b>July 22nd</b>		<a href="#">MyFD Expense Transfers</a> requiring central office approval should be submitted by 4pm.
<b>July 24th</b>	<b>UNIT ADMINISTRATOR'S DAY</b>  <i>Final corrections cutoff for JV, ISD, CTI, CT and MyFD Expense Transfers.</i>	<a href="#">MyFD Expense Transfers</a> Final Corrections must be submitted in MyFD by 4pm
		<a href="#">Final Correcting JVs</a> must be received by 12pm at <a href="mailto:jvreq@uw.edu">jvreq@uw.edu</a>
		<a href="#">CTs</a> must be received by <a href="mailto:bankrec@uw.edu">bankrec@uw.edu</a> by 12pm <b>Fastrans uploads</b> by 12pm <b>Fastrans users: this is the last day for submitting, with no opportunity for correction.</b>
<b>July 26th</b>	<b>DEAN'S DAY</b>  <i>Last day for final adjusting JVs, CTs and Biennium Close Transfers for those with Deans/VP access.</i>	<a href="#">MyFD Expense Transfers</a> Final Adjusting entries must be submitted in MyFD by 4pm by someone who has Dean's/VP access in Astra
		<a href="#">Final Adjusting JVs</a> which have been approved and submitted by a Dean or VP must be received by <a href="mailto:jvreq@uw.edu">jvreq@uw.edu</a> by 12pm
		<a href="#">CTs</a> which have been approved and submitted by a Dean or VP must be received by <a href="mailto:bankrec@uw.edu">bankrec@uw.edu</a> by 12pm

## Headline News



### 2014 Benefit Rates are now final!

2014 benefit rates are now final and will be reflected in FAS to coincide with the first payroll paid for July (7/25). The rates have decreased slightly from the preliminary rates which were posted to the Financial Accounting website earlier this year, reflecting last minute decisions reflected in the state budget finally approved at the end of June.

Please see the "What's New?" section of the Financial Accounting website at <http://f2.washington.edu/fm/fa/home> for details.

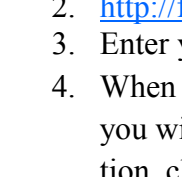
If you have any questions, please contact Cristi Chapman at [cristic@uw.edu](mailto:cristic@uw.edu), or Dan Schaaf at [schaafd@uw.edu](mailto:schaafd@uw.edu).

## Coming Soon



### A Use Tax Correction Web Form

Procurement Services is developing a web form that will allow departments to submit use tax correction requests electronically on payments that may have had use tax incorrectly applied. Departments will be able to click on a transaction as they are reviewing it in PDR (Procurement Desktop Reports) and this will punch them out to the correction request form. Any payments made through PAS, eProcurement, or Procard will be captured in this tool. Final testing is currently underway and the web form is expected to be available in early August.

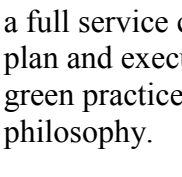


### eProcurement Mass Edit for Tax-Exempt Machine and Equipment (M&E) Items

Beginning in August, you will be able to do a mass edit to mark multiple line items as tax exempt Machine and Equipment (M&E) on eProcurement orders. This applies to both catalog and non-catalog items.

For more information on how to use this feature, please visit: <http://f2.washington.edu/fm/ps/getting-help/eprocurement-changes>

## Training

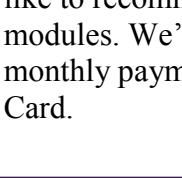


### Need Help Determining Whether to Hire Someone as an Employee or Independent Contractor?

Wondering whether an individual performing work for your department should be classified a UW employee or independent contractor? It is important to carefully consider all factors in making the determination before hiring an individual. For an overview of these factors, please register for the upcoming "Employee versus Independent Contractor Training" being offered on August 16<sup>th</sup>.

For more information and to sign-up for the training, please visit <http://f2.washington.edu/fm/tax/training>.

## An eProcurement Tip



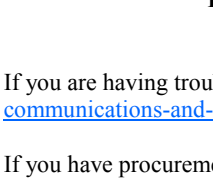
### Approvals

**What to do if you are the Approver for one of the eProcurement modules but you did not receive the approval email notification?**

The first thing you need to do is to check your junk mail. If the email notification is there, just click on the "open" button and approve the transaction. But don't panic if you can't find the email. You still can approve the transaction within the eProcurement system. Below are the steps you need to follow:

1. Log into the eProcurement system by clicking on the icon "Click to Access UW eProcurement" on the following web site:
2. <http://f2.washington.edu/fm/ps/ecommerce/eprocurement>
3. Enter your UWNetID and Password
4. When on Ariba Spend Management screen, click on the tab for the module you will be approving. For example, to approve the Non-PO Invoice transaction, click on the Invoicing tab
5. When on the Dashboard for the chosen module, find the To Do box where you can locate the transaction(s) waiting for your approval
6. Click on "approve" under required Action and continue with the approval process

## Supplier Spotlight



**Cameron Catering** is a UW contracted caterer that specializes in fresh local ingredients infused with flavors from around the globe. Their innovative seasonal menus can be customized to meet a variety of tastes and specific dietary restrictions. They are a full service caterer in the UW's catering pool, and can arrange a simple delivery or plan and execute large events and everything in between. Cameron's sustainable green practices and community support have been key ingredients to their business philosophy.

Go to [UW Contracts](#) for more information about Cameron Catering or contact Justine Cosme at 206-781-8149 or [justine@cameroncatering.com](mailto:justine@cameroncatering.com)

## Supplier Enablement News



### ATT Enabled

In December of 2012, the University of Washington kicked-off the **Ariba Supplier Enablement Project** to enable UW suppliers on the Ariba Network. This allows the University to send both purchase orders and invoices electronically to the supplier. You can learn more about Ariba Supplier Enablement here: <http://f2.washington.edu/fm/ps/ariba-network>.

AT&T was enabled on the Ariba network recently. This poses some questions in how to use AT&T for the Ariba's Non-PO and Non-Catalog processes. At this time we'd like to recommend the purchase of major equipment through one of the above Ariba modules. We're working on future enhancements to Ariba that will allow recurring monthly payments, but in the meantime, pay the monthly AT&T bills with the ProCard.

## Green U News



### UW Environmental Stewardship & Sustainability Newsletter

What's going on with sustainability at UW? You can find out by downloading the summer newsletter!

See what students are doing to create change at UW and what you can do to make a difference on your campus.

For more information, go to: <http://green.washington.edu>

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